OverDrive
Digital Media eBooks

First time set-up for iPads:

1. Download the OverDrive app (available in Self Service)
2. Open the app.
3. Students will log in with exactly the same log in and password that they use for any district computer.   The first time you open the app, a guide will open. You can read through the guide to familiarize yourself with OverDrive.   To get to the book collection, click the index (three horizontal lines)

To borrow a book:

1. Search for books using the search screen, or click on explore and choose a subject (mystery, humor, etc.) "Explore" might be under the index (three lines)
2. Students click the cover of the book they want.
3. Students can read a sample of the book to check reading level.
4. Click "Borrow"
5. When asked to choose format, choose Adobe ePUB.
    (Younger students can choose OverDrive READ, which allows them to open and read the book, without checking it out. The downside is that the book may not be available the next time they try to access it, and even if it is available, their place won't be saved.   This might be a good choice for reading a picture book in one sitting.)
6. Students will now need to create an Adobe Digital Editions account – **only this first time**.   They need to enter their school gmail account, their password (their student ID), and their first and last name.   If you prefer your child to enter only the first letter of their last name instead of the whole last name, that's fine.
7. Once the Adobe account is set up, the book will download.
8. To see what books a student has checked out, they can click on "My Locker".
9. To actually open and read the book, students click "Bookshelf" in the top right corner.
10. Click on the cover of the book to open.
11. Scroll through pages to read.
12. To adjust font, columns, brightness, etc. tap in the middle of any page, then choose the icons on the lower left to adjust.
13. To close the book, tap on any page, and click the back arrow in the top left corner.
14. To return the book early (so others can borrow it) close the book, go to BookShelf, click the plus sign to the right of the title, and then click the red "Return/Delete"

OverDrive changes its app frequently with updates and tweaks, so all of the above directions might not correspond exactly with what you see in the app.

OverDrive works best from the OverDrive app on a mobile device such as iPad. If using OverDrive from a desktop computer, use the "Read Online" feature, not the "Download" feature.
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