

Assigning Titles to Students

What is a title assignment?

- A *tool* in OverDrive Marketplace used to assign titles to students for a specific period of time.
- Titles are automatically checked out on the start date and expire on the end date.
- *Students cannot renew or early return an assigned title.*


Title assignment


Fields marked by * are required.

* SEARCH TITLES

* Authentication name

Authentication name refers to how your users sign into your school's OverDrive website. Select the option that's closest to your school name.

* Start date 
Select a date (today or later). If you assign a title with a start date of today, it can take up to 3 hours to process.

* End date 
Select a date (cannot exceed 180 days from the start date).

* Email address(es) [Clear](#)

Enter the email address(es) for yourself and any staff members who should receive notifications and warnings about this assignment (including an email when the assignment begins, or if more copies need to be purchased).

CREATE ASSIGNMENT

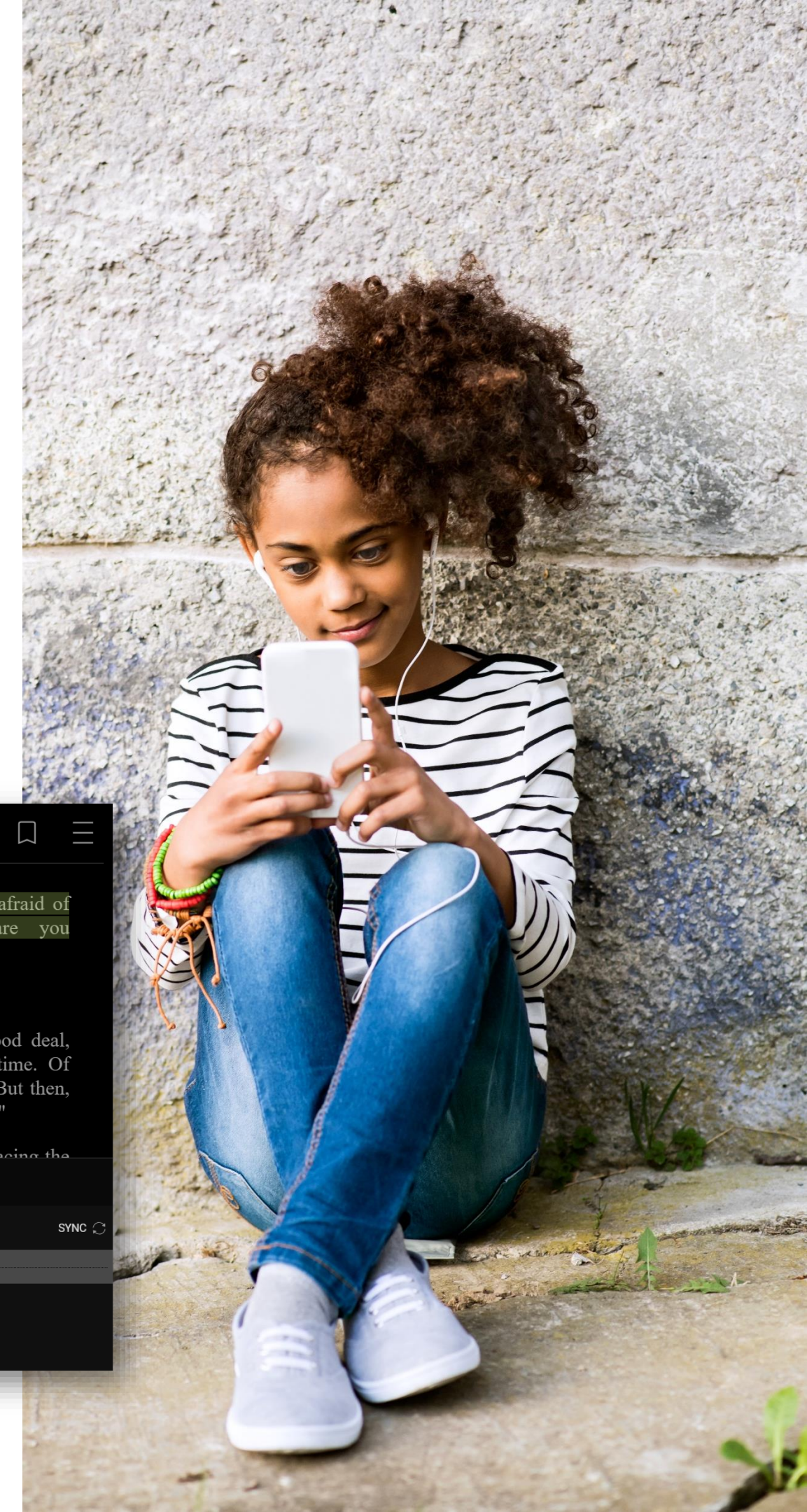
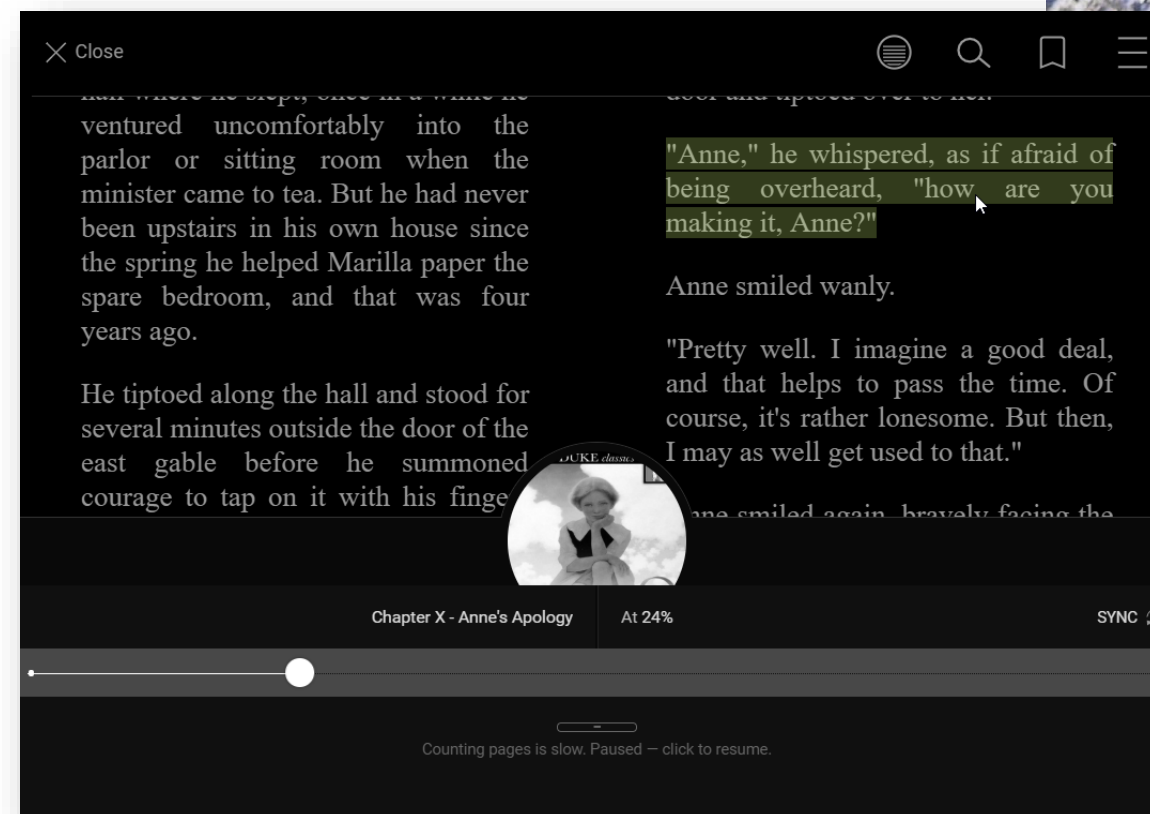
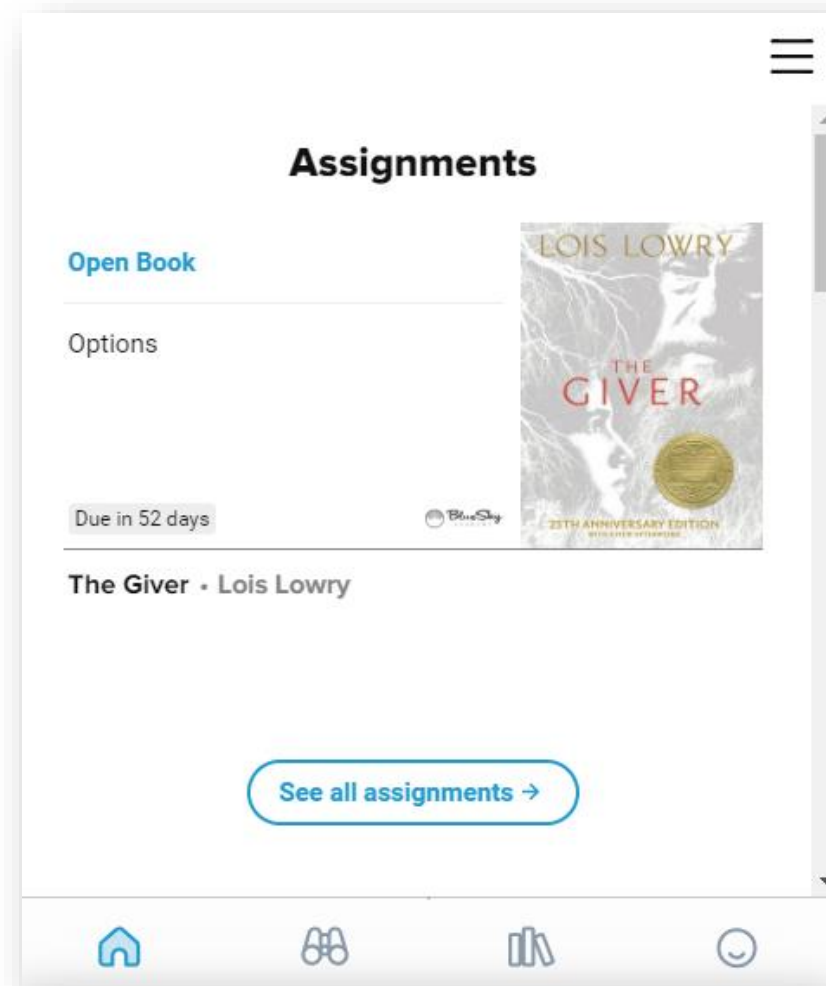
* User IDs [ADD USER IDS](#)

CREATE ASSIGNMENT

August 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19

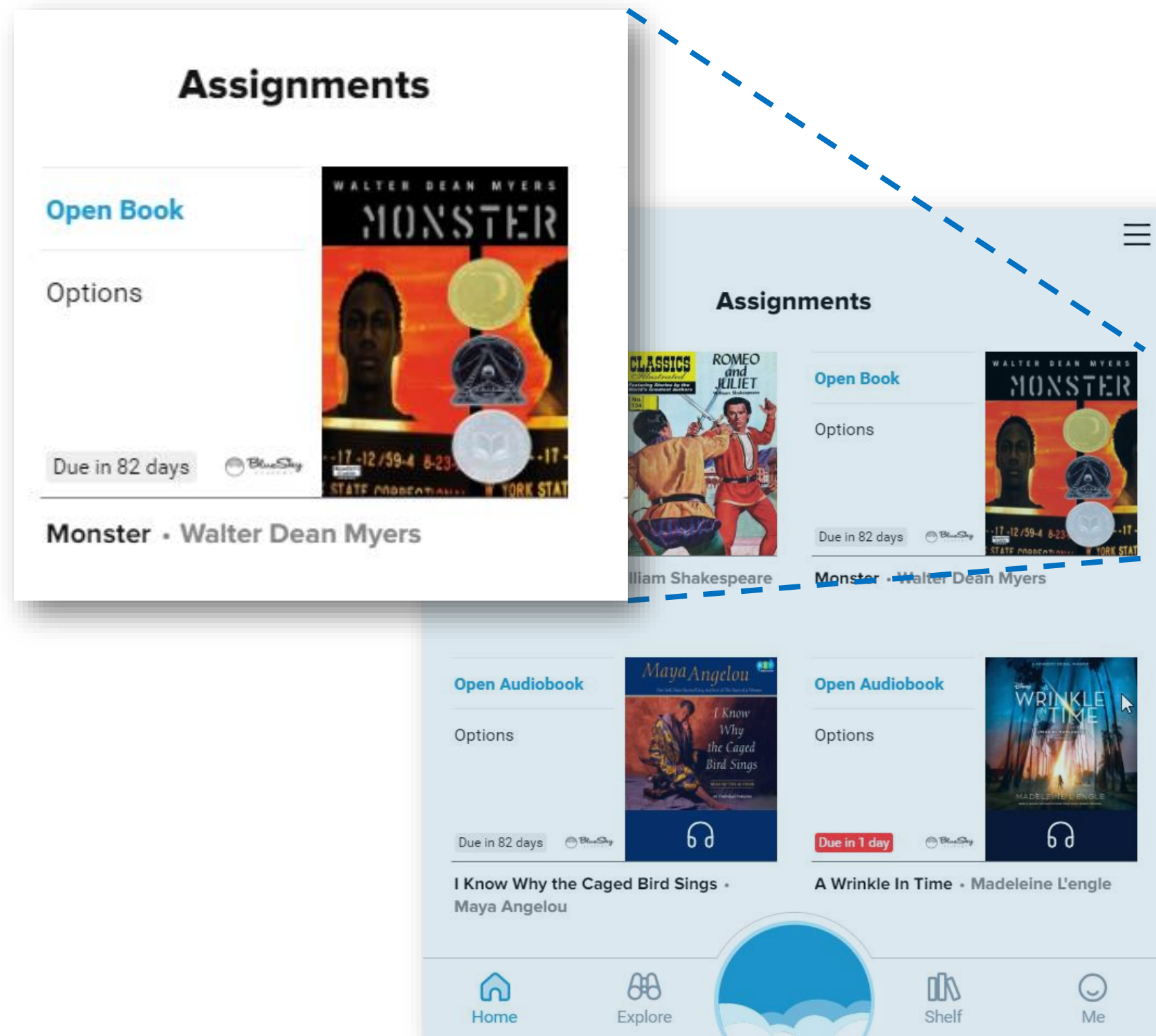
How can title assignments be used?

- ❑ Support new or added students.
- ❑ Protect privacy for students reading above or below grade level.
- ❑ Accommodate students with certain accessibility needs.
- ❑ Ensure that the right book is in the hands of the right student – 24/7.



Title Assignments Demonstration

Recap: assigning titles to students

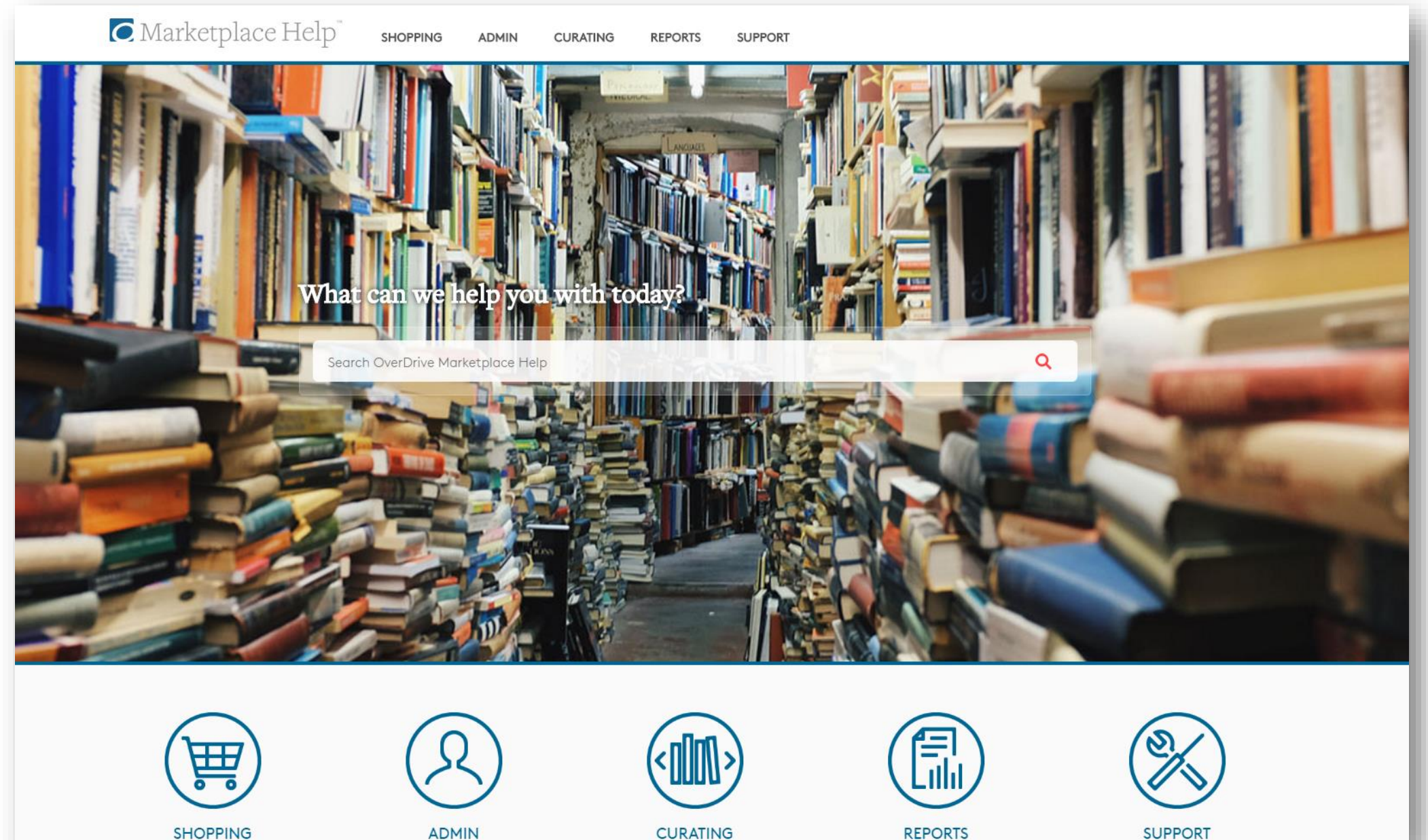


- *Reminder:* Schools that are part of a shared collection can only assign titles from their individual collection (Advantage titles).
- *Great to have in advance:* Student IDs and your start/end dates.
- *Pro tip:* Run a Title Status and Usage Marketplace report to check the number of copies you own of a particular title.

Next steps & help resources

TITLE ASSIGNMENTS HELP

- Search the [Marketplace Help website](#).
- Reach out to your Account Manager.
- Visit the [OverDrive Resource Center](#) for related training modules.



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