

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.*

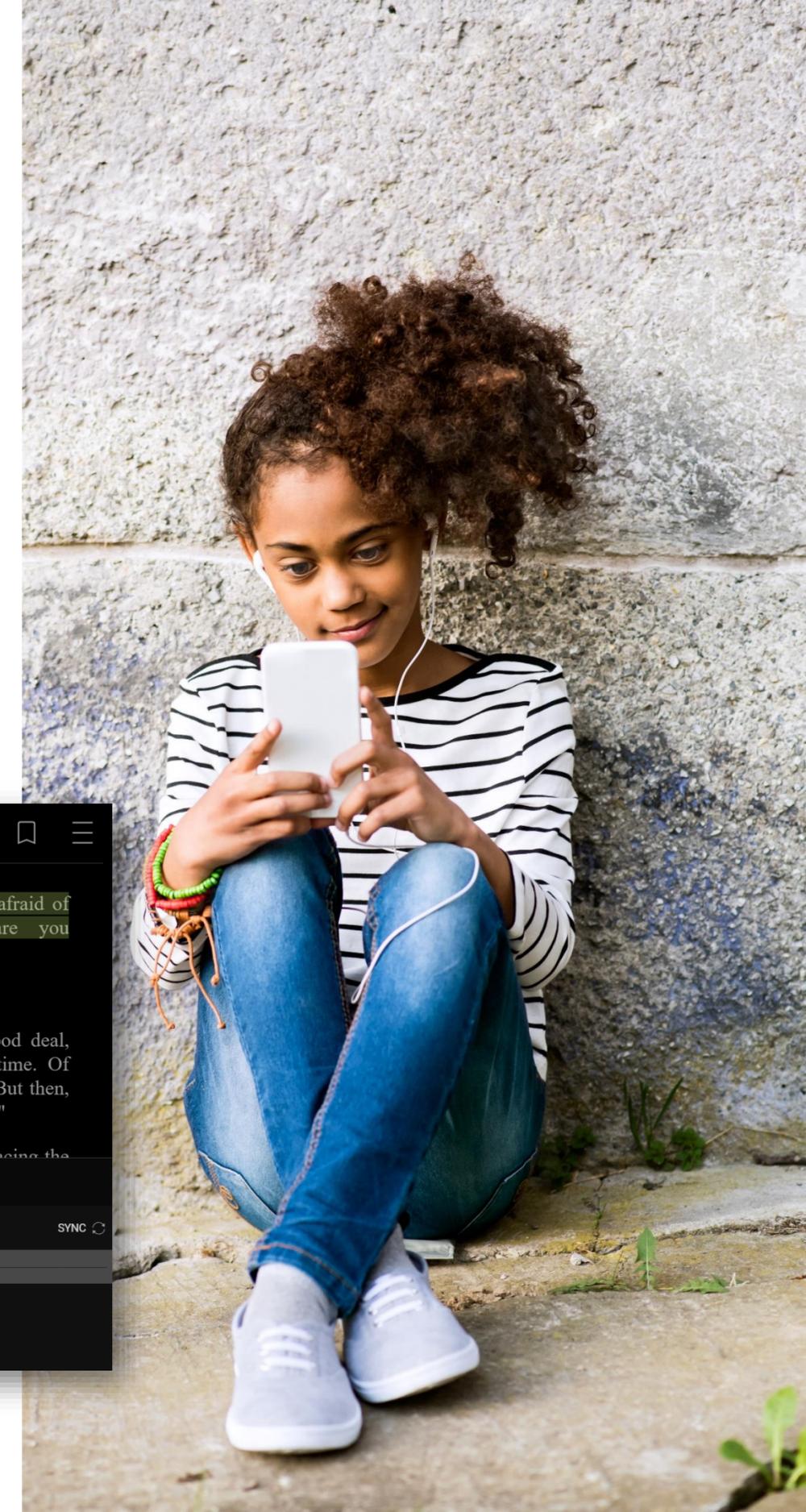
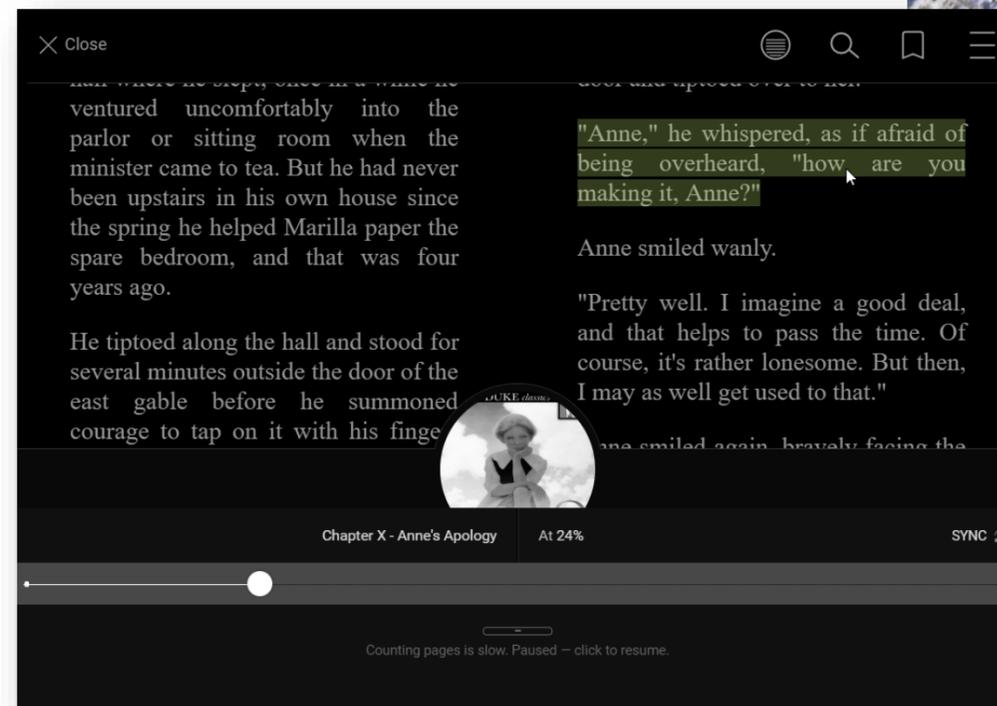
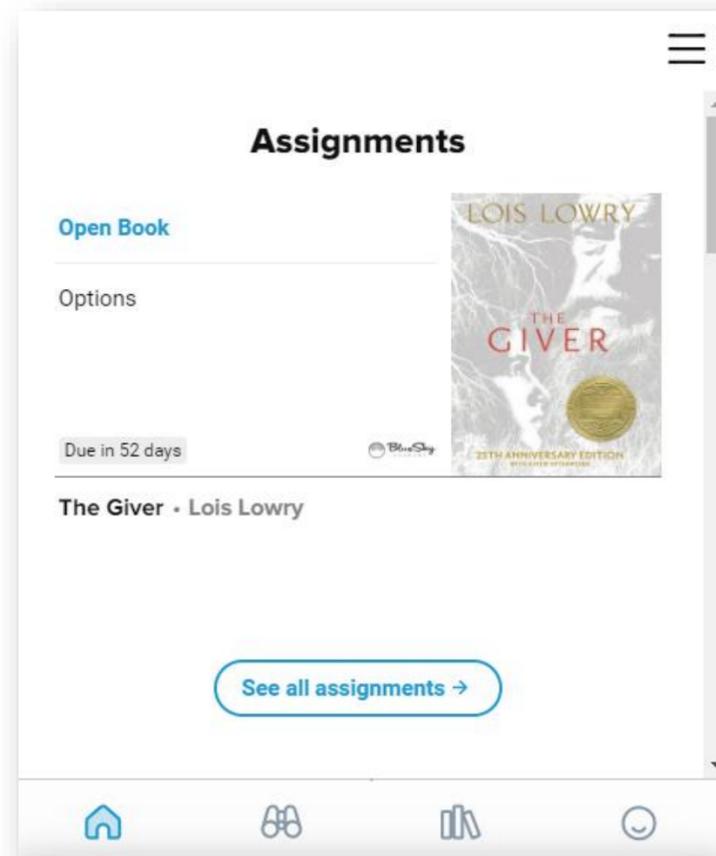
The screenshot shows the 'Title assignment' form. At the top, it says 'Fields marked by * are required.' Below this is a 'SEARCH TITLES' button. The form includes several required fields: 'Authentication name' (a dropdown menu), 'Start date' (a date picker), 'End date' (a date picker), and 'Email address(es)' (a text input with a 'Clear' link). A note explains that the authentication name refers to how users sign into the school's OverDrive website. To the right of the form is a 'User IDs' section with an 'ADD USER IDS' button. At the bottom of the form is a green 'CREATE ASSIGNMENT' button.

The screenshot shows a calendar for August 2016. The calendar is a grid with columns for days of the week (Monday through Friday) and rows for dates. The dates shown are 1 through 19. A green 'CREATE ASSIGNMENT' button is located in the top right corner of the calendar area, with a mouse cursor pointing to it.

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?

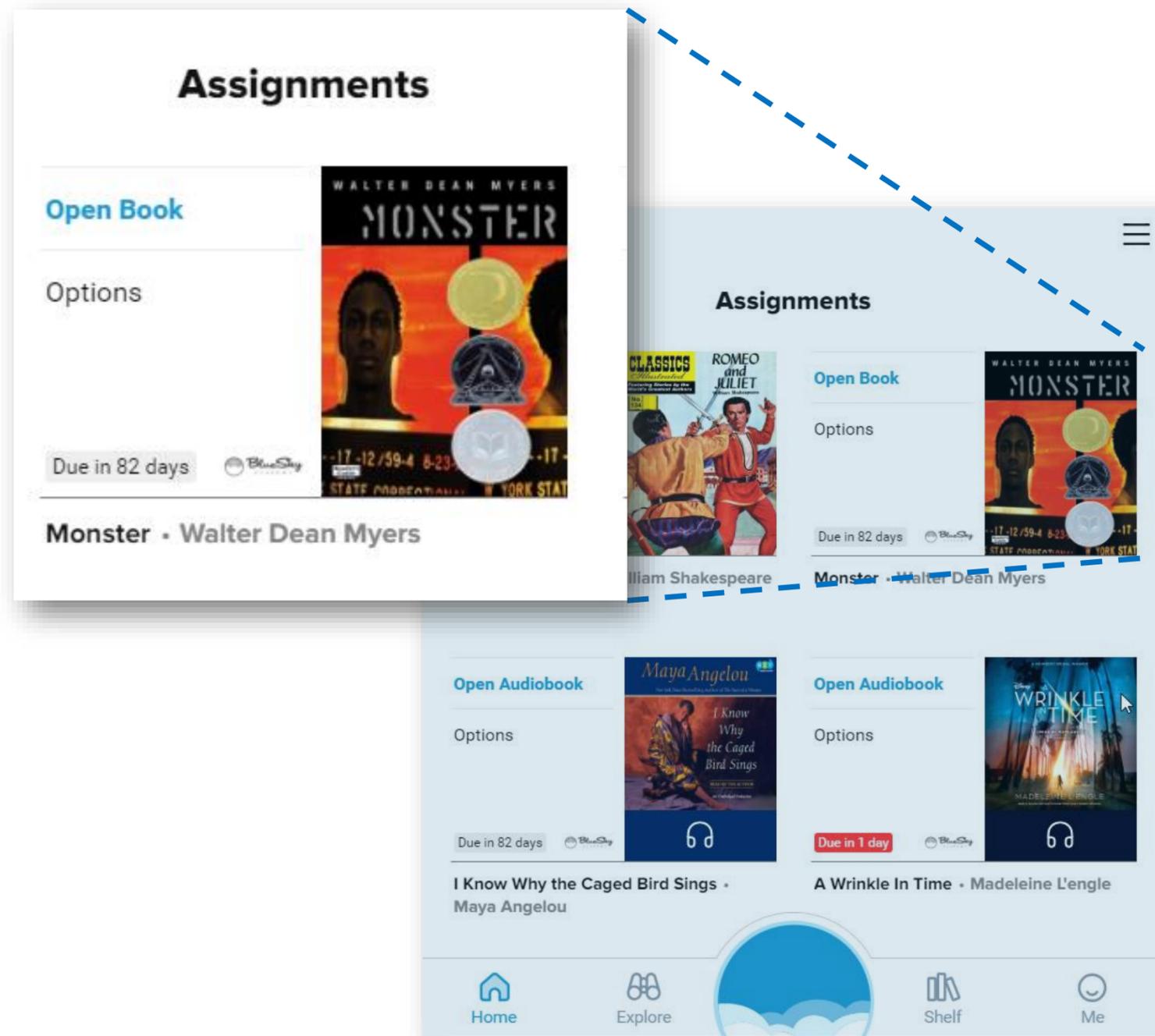
- ❑ Support new or added students.
- ❑ Protect privacy for students reading above or below grade level.
- ❑ Accommodate students with certain accessibility needs.
- ❑ Ensure that the right book is in the hands of the right student – 24/7.



Title Assignments Demonstration



Recap: assigning titles to students

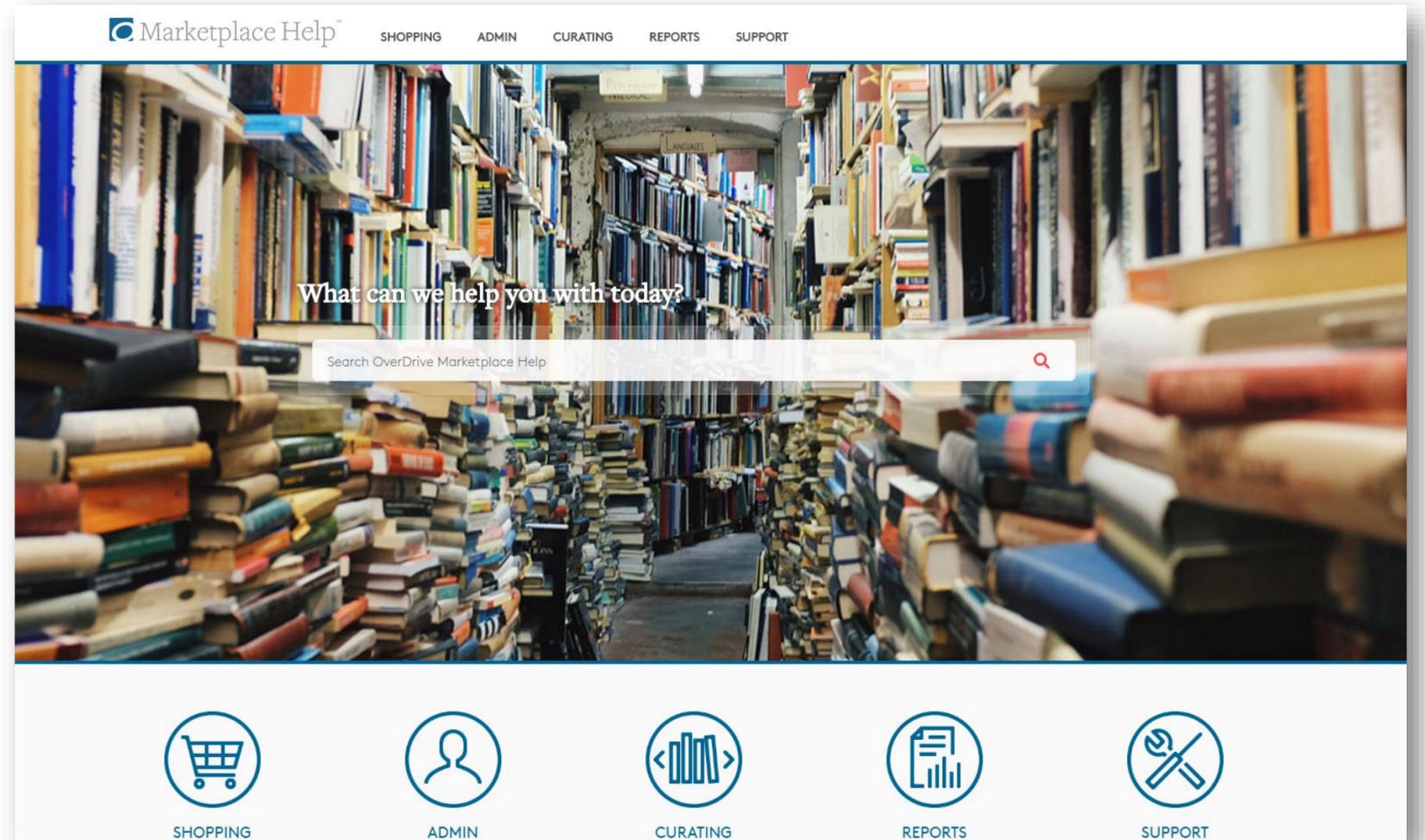


- *Reminder:* Schools that are part of a shared collection can only assign titles from their individual collection (Advantage titles).
- *Great to have in advance:* Student IDs and your start/end dates.
- *Pro tip:* Run a Title Status and Usage Marketplace report to check the number of copies you own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