This guide will walk you through setting up your CourseSmart account and bookshelf. Before you begin, you will need to have a basic understanding of the Canvas tool. If you have yet to take a 101 Canvas Training course, consider taking one today.

If you already have created your CourseSmart account, you can skip to page two of this guide now.

To create your CourseSmart account, you will first need to log into Canvas. If you see a course invitation for “CourseSmart My Bookshelf Quick Access.” If so, accept it before opening the course by selecting it from your course list.

On the left side of the page select “Modules” and then select “CourseSmart View Bookshelf” from the list of options. On the Page that comes up click the button for “Load CourseSmart View Bookshelf in a new window”

You will be asked to create a new account for CourseSmart. Please be sure to use your BGSU Email when requested to enter an email address.

When asked for a password, choose something you can remember, as this password will not stay synced to your BGSU Password.

Once your account is complete, you will be asked to agree to the “Terms of Use.” Before you can continue you will need to select “I Agree.”
Once you have finished signing in, you can begin to search for new eTextbooks. To do so, use the search feature at the top of the page. This box allows for searches by ISBN, Title, Author, or Keyword.

The picture below is what you will see in your search results. Each book in your results will be in a separate box like this. The “Take a Look” and “Compare” buttons will allow you to evaluate the book quickly and to compare it to existing books on your Bookshelf. “Get Instant Access” will add the book to your Bookshelf.

Before the book is saved on your Bookshelf. You will be prompted to enter some information. Fill in the boxes with the information from your course and hit “Add to My Bookshelf” to finish the process.

Now that the eTextbook is on your bookshelf, you can view it at any time or link it directly to a Canvas course. For more information on how to do either of these things, use the guides back on the main help page.