# UDL Book Builder

The CAST UDL Book Builder is a way for you as a teacher to create online materials for your students that are aligned with Generative Topics, Understanding Goals, and the principles of Universal Design for Learning.
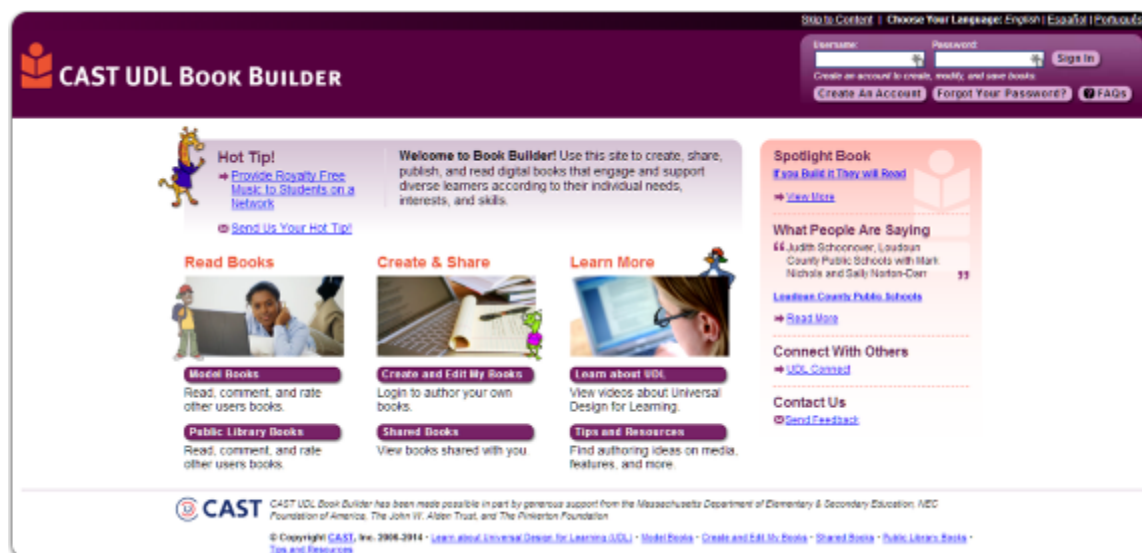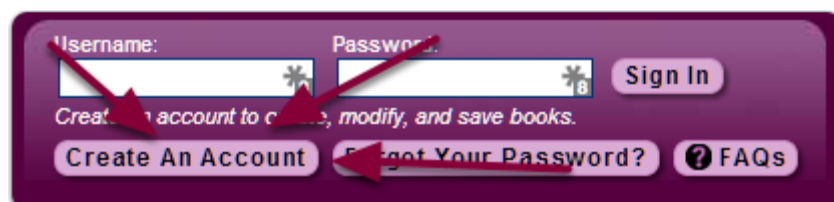


## Signing Up for an Account

The first step is to visit the website itself:

http://bookbuilder.cast.org/

You will see the Book Builder homepage.



Locate the account Sign In area in the upper right corner of the page and click on the [Create An Account] button.

You will then see a page asking you for your information. You may use your Fairmont State email address or your own personal email address. **If you are working as a pair or a trio,** *make sure that everyone knows the username and password to log in.* When you have filled in all of the required information, click on the [Create An Account] button at the bottom of the page.



You will then be presented with a page that confirms that an account has been created for you.

If you check your email, you will also receive a confirmation email with your username and password. You can keep this as a reminder of this information.

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Thank you for registering with CAST Accounts.

You may now access the following sites:
   UDL Book Builder -- http://bookbuilder.cast.org
   UDL Curriculum Self-Check -- http://udlselfcheck.cast.org
   UDL Exchange -- http://udlexchange.cast.org
   UDL Studio -- http://udlstudio.cast.org

Using the following username and password:
   Username: jfprice-fsu
   Password:

Please keep in mind that your password is case-senstive, and must be entered exactly as you see it listed above.

If you want to change your password,
   - Login using the username and password provided above
   - Click on the account button/link at the top of the page
   - Follow the steps to change your password
   - Click on the Update Account button

Thank you,
Book Builder
```
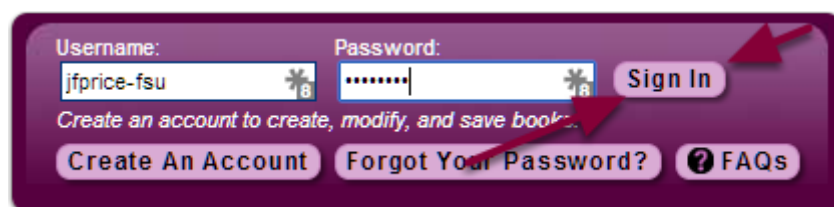
# Signing In

Return to the Book Builder homepage (http://bookbuilder.cast.org/), enter your username and password into the boxes, and then click the [Sign In] button.

The homepage will refresh, and instead of the sign in box, you will see a welcome message.

# Starting Your Book

Now you are ready to start creating your own book. Find the "Create & Share" section near the middle of the homepage, and click on the [Create and Edit My Books] button.

On the next page, click on the [Start a New Book] button.



You will be taken to a page asking for information about your book. Make sure that you fill in all of the "Required fields" (the boxes that have the arrows next to them) as best you can, although you can always change this information later. The Book Orientation asks you if you want to have your book set for tall or wide.

**Book Information** [ Back to My Books ]

= *Required fields*     = *Help*

**Book Title:**   A Very Cool Demonstration Book

**Credits:**   Author:   Jeremy Price

Illustrator:

Original Author:

Adapted by:

**School/Group:**   IUPUI

**Content Area:**   Other ▼

**Genre:**   Other ▼

**Grade Level(s):**   ☐ Pre-K  ☐ K  ☐ 1  ☐ 2  ☐ 3  ☐ 4–5  ☐ 6–8  ☐ 9–12  ☑ Other

**Book Language:**   English/English ▼

**Book Orientation:**   ⦿  Portrait

○  Landscape

You can then identify the coaches you would like to use, give them names, or even define your own. Under the "Order" column select 1, 2, or 3 for the coaches you want to use. Keep in mind that your coaches should have a particular job to do across the book.



When you are ready, click the [Submit] button. You can always return to change any of this information later.



A new page will display with the information you entered near the top. Note the [Edit Book Information] button: this is how you change any of this information.

# Building Your First (Title) Page

You are now ready to create a Title Page for your book. Note that under "Layout & Content" the "Title Page" graphic is already shaded, meaning that it has been selected.
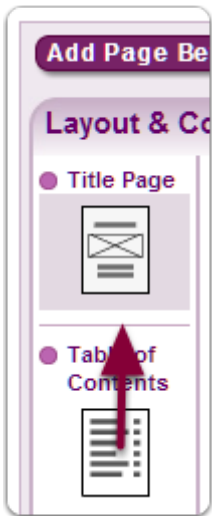


# Adding Text

You can now add a title for your book in the top text box. Click on the [Add/Edit Text] button.

A new window will open with a text box that operates very much like a word processor. Go ahead and enter your title. When you are done, click on the [Save] button.
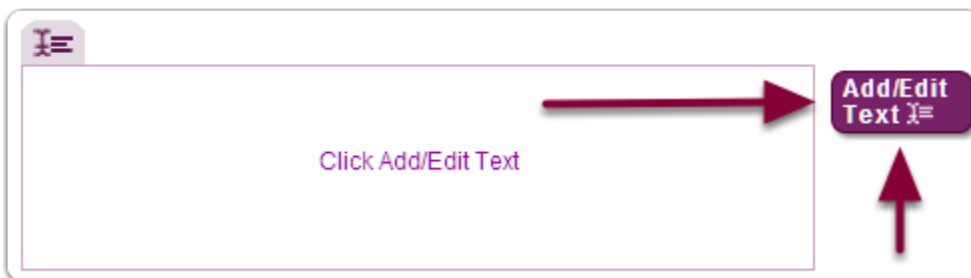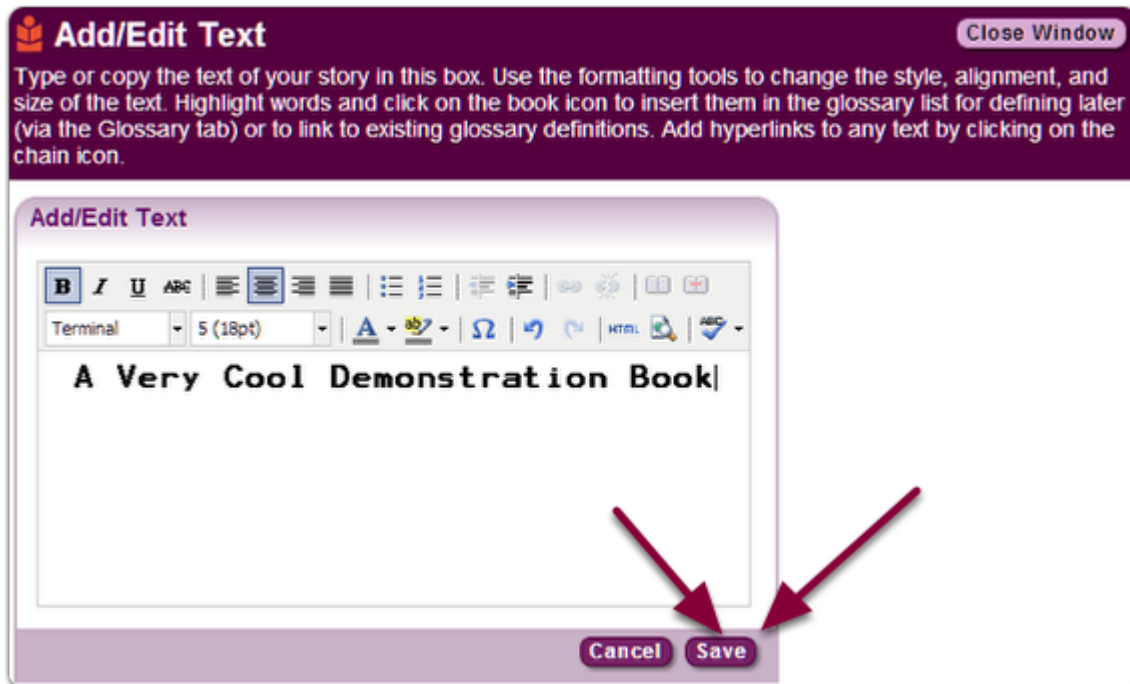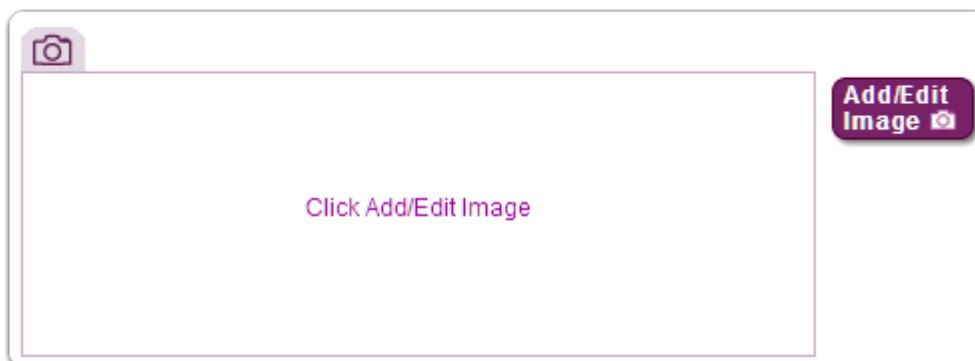


The window will close and you will now see your title in the box. If you want to change anything, you just need to click on the [Add/Edit Text] button to make changes. All text is handled in this way.
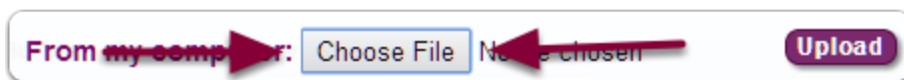


## Adding An Image

If you are ready to add an image, click on the [Add/Edit Image] button.

A window will pop up. At this point you should have found the image you want to use and have it on your computer in a place that it is easy to find. It must be either a JPG or GIF file. Click on the [Choose File] button. Find your file, highlight it, and then click OK.



You will see the name of your file. Click on the [Upload] button to begin the upload process.
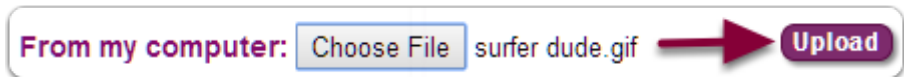


You will now see your image displayed. Make sure that you AT LEAST include Alt Text (a very short description of the image) and the Source. When you are ready, click on the [Save] button.

After you click save, the window will close and you will see your image in the appropriate place.



## Adding A Page

You need more than just a title page. So, Book Builder gives you the option of adding more pages. Since you want to add a page after the title page, click on the [Add Page After] button.



You will now see that you are taken to the second page and the page counter changes to reflect the new number of pages.
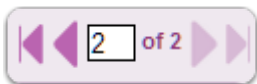


The first thing you need to do, as prompted by Book Builder, is to select the layout you would like to use for this page.
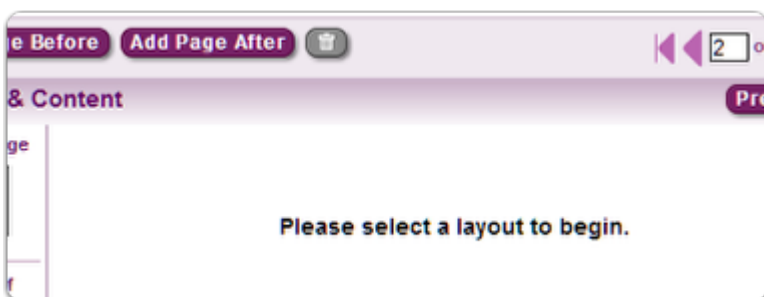
The options are provided along the left side of the page under the "Content Pages" heading.The lines represent text and the boxes with the X through them represent an image. Find the one you would like to use and click on it.
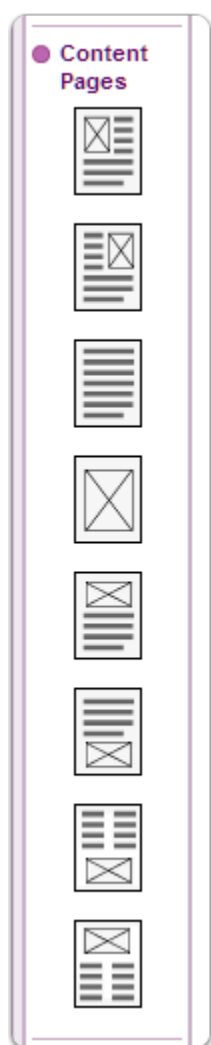
The page will redisplay with the layout you chose. Note that the layout you chose is shaded in purple, such as the one below.
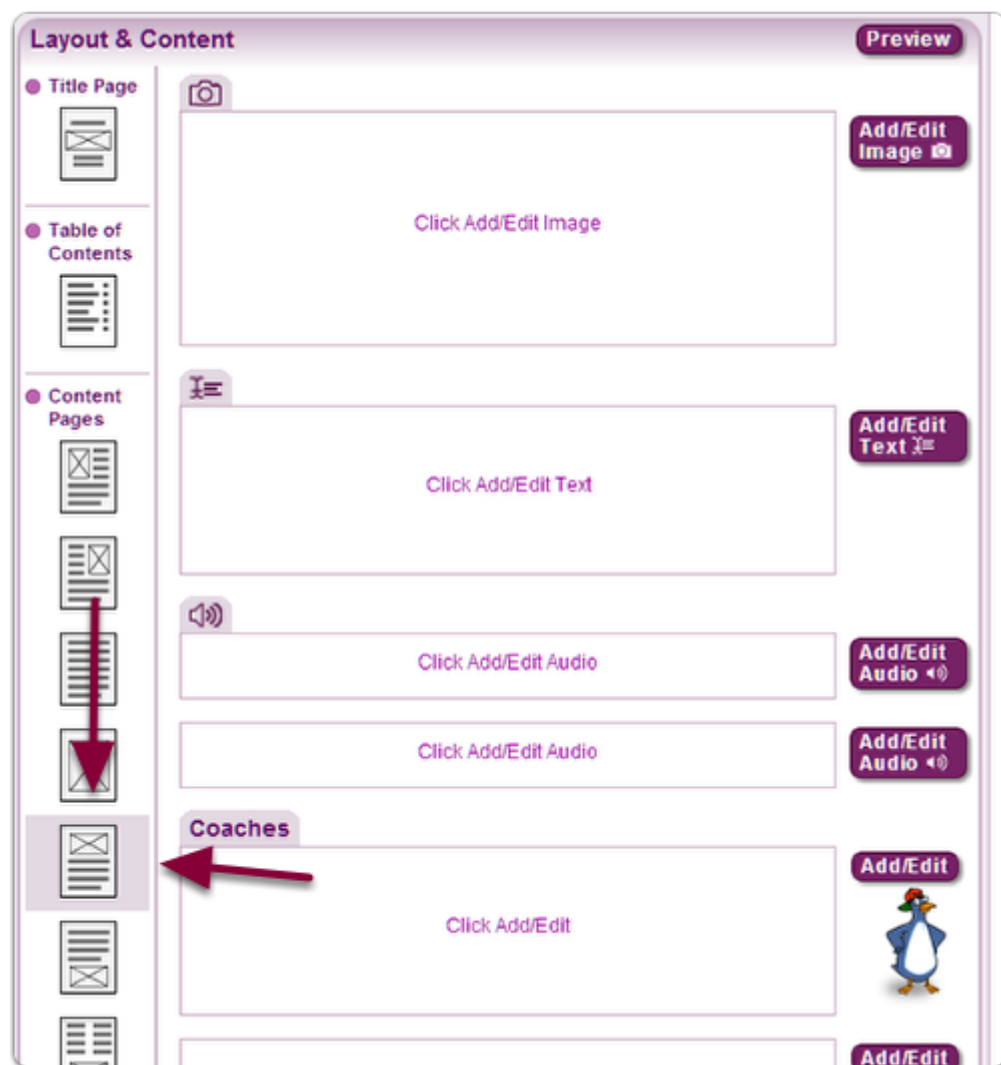
Now all you have to do is add in the content, such as an image and some text.



## Setting Up A Coach

Coaches can play a number of important roles in a UDL book, such as providing a model response, asking questions for further inquiry, or providing background knowledge. Each coach should play a consistent role throughout the book. To get started, click on the [Add/Edit] button above the coach you would like to work with first.

A new window will pop up with a text box. Type in the text you would like the coach to speak in this box.



**Add/Edit Coach**  Close Window

Coaches are used to provide the reader with supports to help them become strategic and to stay engaged with learning. You can decide how you want the coaches to help, what to name them, and what kind of support they should offer. It helps to create one consistent role for each coach. The coach will read whatever you type.

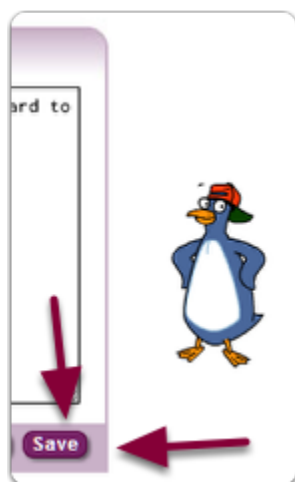**Add/Edit Coach Speech**

Boredom usually means you want to fall asleep. It is hard to stay focused and pay attention when you are bored.

Preview   Cancel   Delete   Save

To hear how the coach speaks your text, click on the [Preview] button.



Preview   C
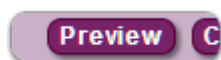
The coach will appear next to the text box and you will hear the coach speak your text. If you are satisfied, click on the [Save] button.



ard to

Save

After you click [Save], the window will close and you will see your text in the box next to your coach.



Continue to fill in the text for the remaining boxes.



## Adding A Student Response Prompt

You are now ready to add in a prompt for the Student Response Area. It is located under the coaches. Click on the [Add/Edit] button.

A new window will pop up. First click the check box labeled "Include Student Response Area." Then enter your text into the box next to "Prompt." When you are satisfied, click the [Save] button.



The window will close and you will see your text in the box under the Student Response Area.

# Previewing Your Page

To see what your book looks like, click the [Preview] button at any time. A window will pop up with your book displayed exactly the way the final version will look.
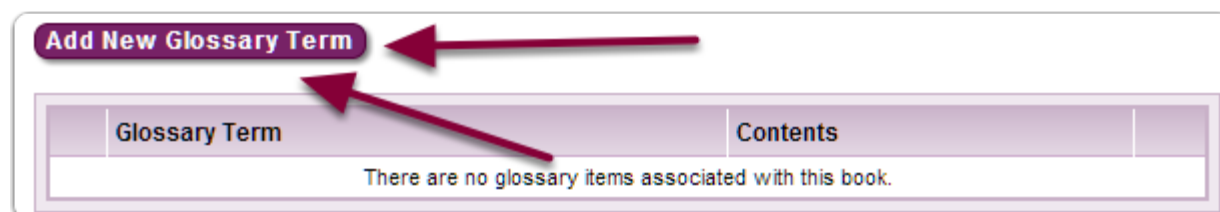


# Adding a Glossary Entry

To add an entry to the glossary, find the "Edit Glossary" link next to the "Edit Book" tab and click on it.



You will be taken to a new screen. Since you have not added any glossary terms yet, it will be empty. Click on the [Add New Glossary Term] button to get started.



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The next page will ask you to enter your glossary term in the text box. Do so and then click the [Save] button.



Fill in the boxes just like a regular page. Include a definition and an appropriate photo.

You can click the [Preview] button and a new window will pop up with a preview of what the entry will look like. Close the window by clicking the [Close Window] button and make any adjustments you think are necessary.



When you are ready, click the [Return to Glossary] button.



You will be taken back to the main Glossary page and you will see your term there. Add another term by clicking the [Add New Glossary Term] button and repeating the steps.



When you are finished, click the "Edit Button" link. You will be returned to the book editing page. You can always return to the glossary page by clicking the "Edit Glossary" link at any time.

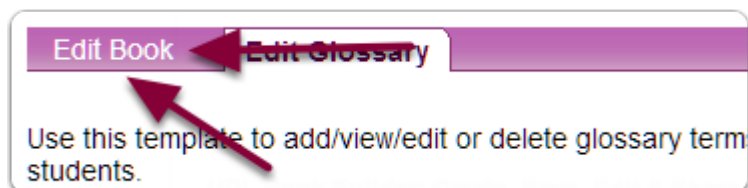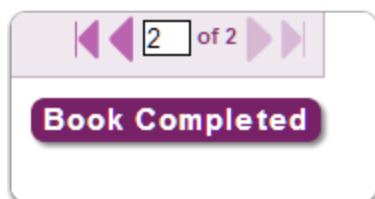# Publishing Your Book

When you are finished with your book, find the [Book Completed] button near the bottom of any page and click on it.

You will be prompted to make sure that you are in fact finished with the book. You can always edit your book once it is published. Click on the [Save] button if you are sure your book is complete.
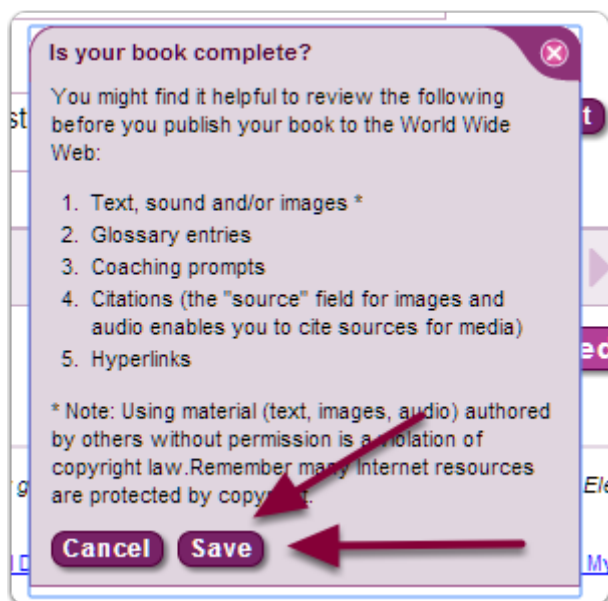
You will be returned to your personal library page. You will now see your book listed. You can click the [Read] button to read it or the [Edit] button to edit it.
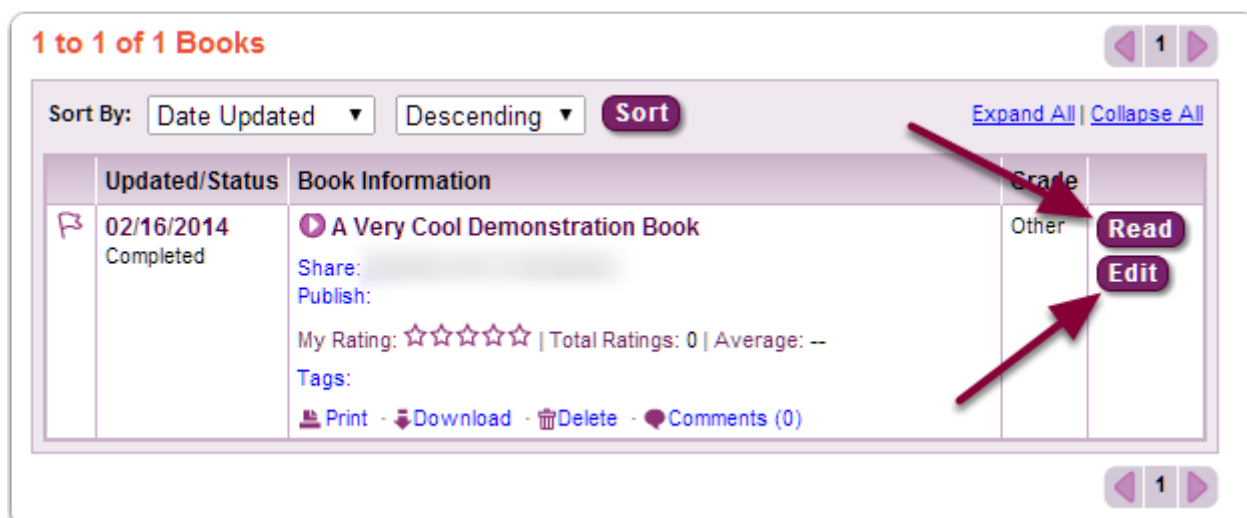
# Submitting Your Link to Canvas

You will be submitting a link to you book into Canvas,       and unfortunately you have to go in a little bit of a roundabout way to have it happen. Find the "Share" link under your book title and click on it.
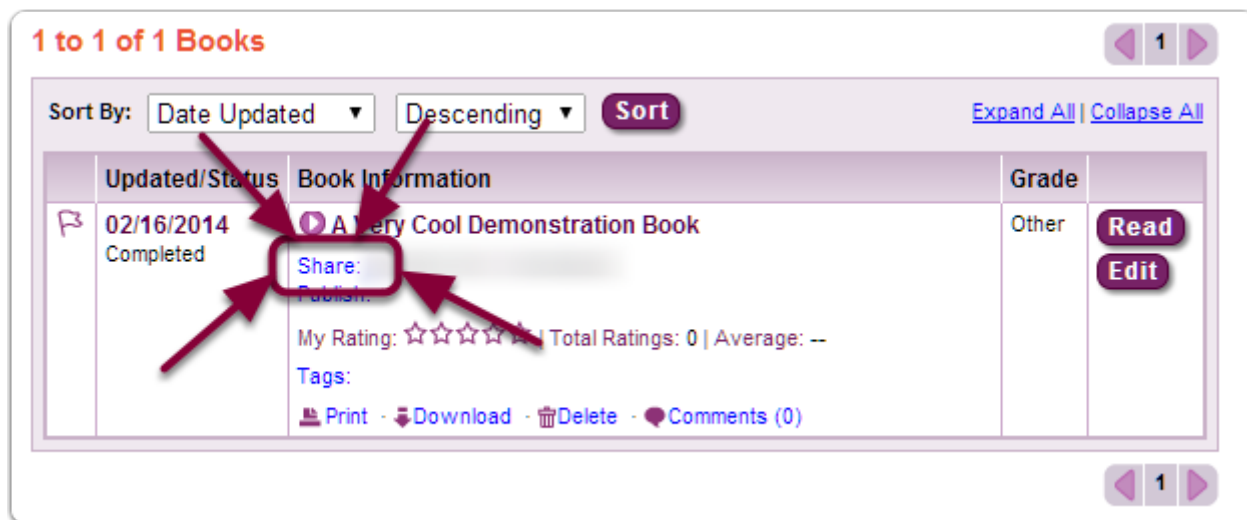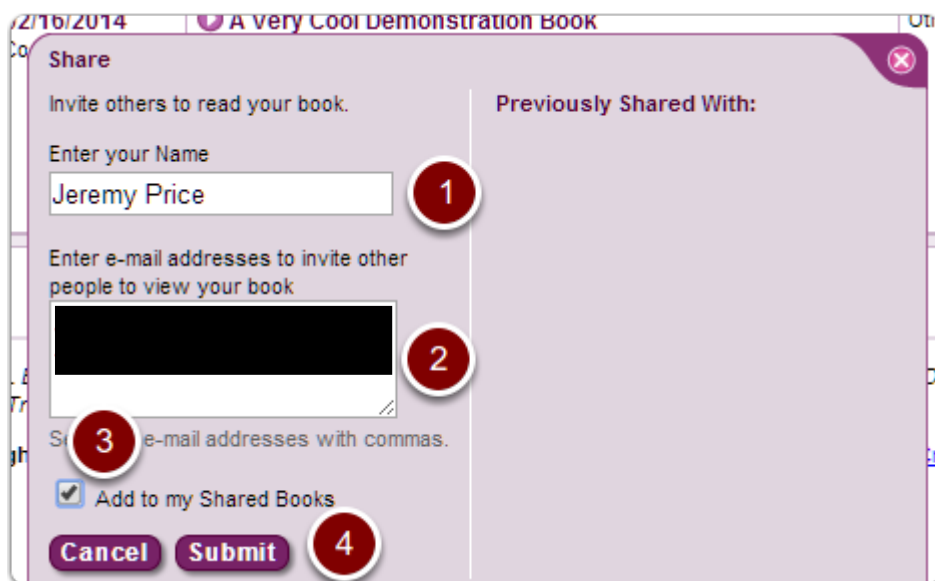


A small window will pop up. Enter *YOUR* name and *YOUR EMAIL ADDRESS* in the boxes provided. ***DO NOT SEND THE LINKS TO ME (YET).*** You can use either your Fairmont State email address or your personal email address, it is up to you. Click on the checkbox next to "Add to my Shared Books" so that it is checked, and then when you are ready, click the [Submit] button.



The small window will disappear, and you will see that the link has text next to it indicating that it has been shared. That one individual should be you (for now).
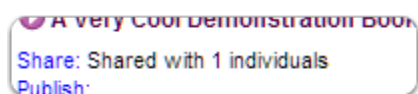
Now go check your email. You should receive an email from Book Builder. You will see a link in the email. Copy this link to paste into Canvas.

Jeremy Price has shared a Book Builder book with you.

A Very Cool Demonstration Book
Created by: Jeremy Price

To view the book, use the following link:
http://bookbuilder.cast.org/view.php?op=share&book=4d7b5142c4f5303bfb13468a766a180c&sid=15212

Thank you,
Book Builder

# And that's it!

Congratulations on completing your first UDL Book!