

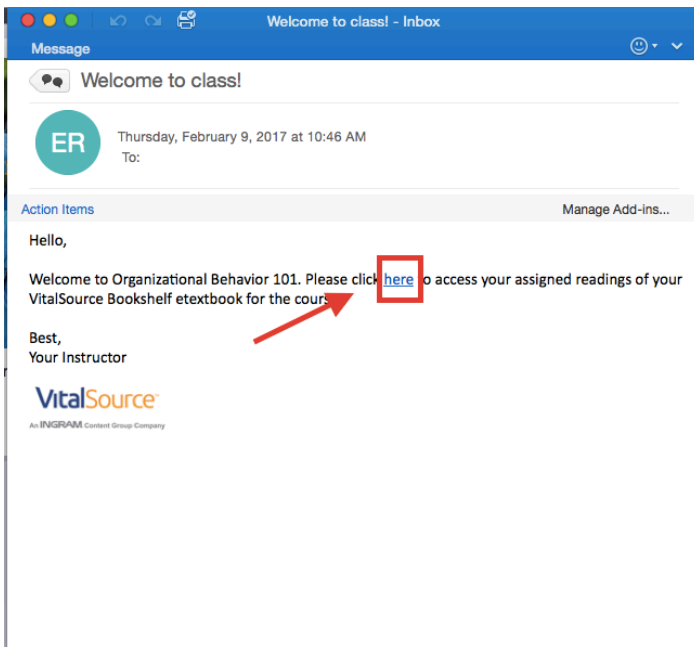
## Bookshelf Online: Assigned Readings Student Guide

Assigned readings are designed for instructors to create and customize discrete chunks of content for students. These readings go beyond “Go Read Chapter 1” by providing both a start and an end point, as well as a reading goal, to add focus and a sense of completion to the reading experience. This study tool allows students to complete their assignments in a view designed to reduce distractions and optimize the time spent learning.

### To access your Assigned Readings as a student:

#### Step 1: Click on your Assigned Reading Link

This could be sent to you via Email or posted in your Learning Management System (Blackboard, moodle, D2L, Canvas, etc.)



### Week 1

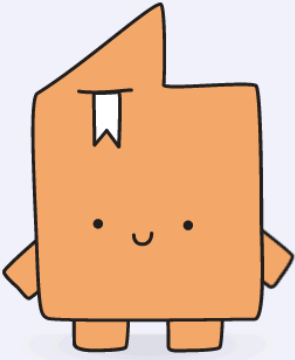


 Week 1: Reading Assignment

 Week 1: Activity

**Step 2:** Login to Bookshelf by entering your username and password or create an account

Bookshelf Store Support



## Welcome to Bookshelf

[Sign In](#)

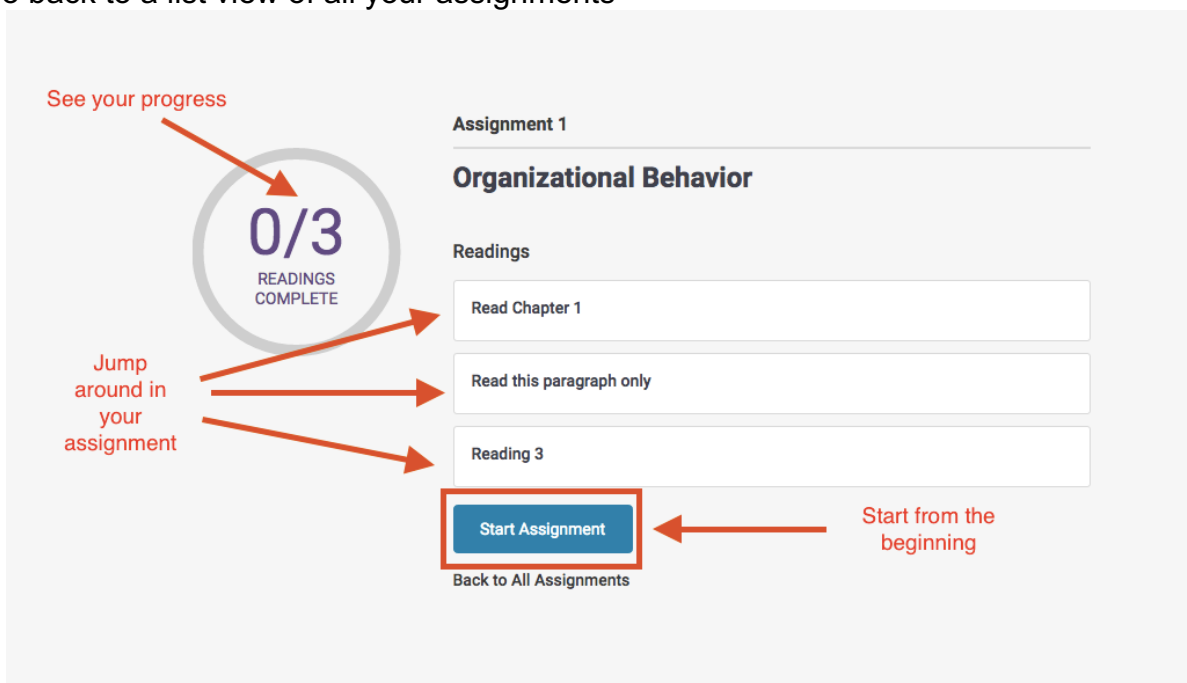
[Forgot password](#)

New to VitalSource? [Create an account.](#)

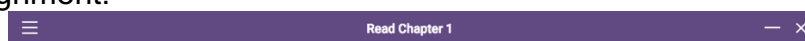
Powered by VitalSource English

**Step 3:** View your assignment. From here you can:

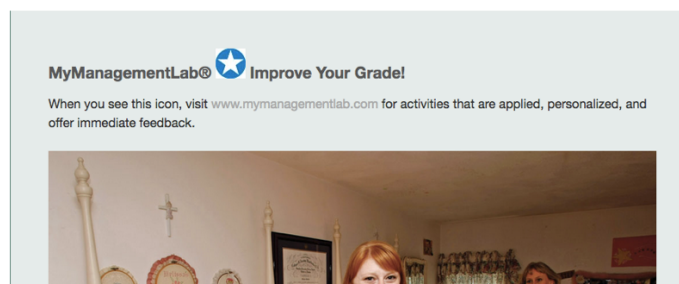
- View your progress toward completion
- Pick a section to read
- Start the assignment from the beginning
- Go back to a list view of all your assignments



When you click Start Assignment or select a specific reading, you will be placed directly into the selected reading assignment.



## 1 What Is Organizational Behavior?



## Navigating your reading assignment

Assigned readings allow for a focused study session away from distractions. As a result, we have added features to help aid in keeping you on task.

Click on the main menu to slide out the screen showing assignment progress. Jump around to other readings and close by clicking the main menu again

The screenshot displays the VitalSource reading interface. On the left, a sidebar shows assignment progress: '0/3 READINGS COMPLETE' for 'Assignment 1' titled 'Organizational Behavior'. Below this, a 'Readings' list includes 'Read Chapter 1' (marked 'In Progress'), 'Read this paragraph only', and 'Reading 3'. A purple header bar at the top right contains a hamburger menu icon (highlighted with a red box and arrow), the text 'Read Chapter 1', and close/minimize icons. A red arrow points from the menu icon to the 'Organizational Behavior' title in the sidebar. The main content area features a large heading '1 What Is Organizational Behavior?' and a promotional banner for 'MyManagementLab® Improve Your Grade!' with a star icon and text: 'When you see this icon, visit www.mymanagementlab.com for activities that are applied, personalized, and offer immediate feedback.' At the bottom, a navigation bar shows '3 Organizational Behavior' with search, home, and font size icons.

Click on the page number (when applicable), and see the list of pages in the reading assignment. Move freely within the assignment. Note that you cannot navigate to a page that is not within the assignment.



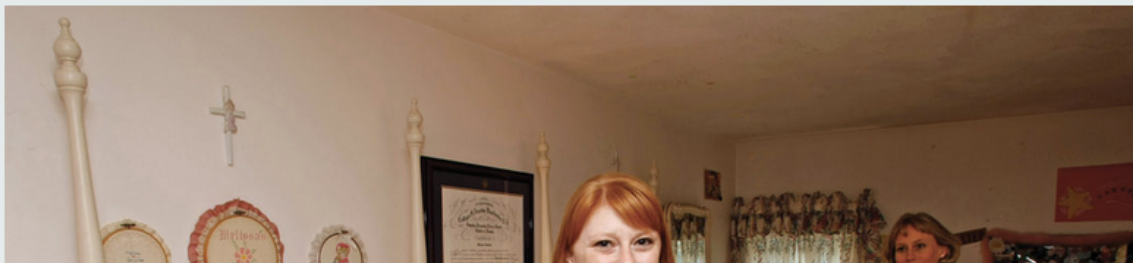
# 1 What Is Organizational Behavior?

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3 ← Organizational Behavior

**MyManagementLab®**  **Improve Your Grade!**

When you see this icon, visit [www.mymanagementlab.com](http://www.mymanagementlab.com) for activities that are applied, personalized, and offer immediate feedback.

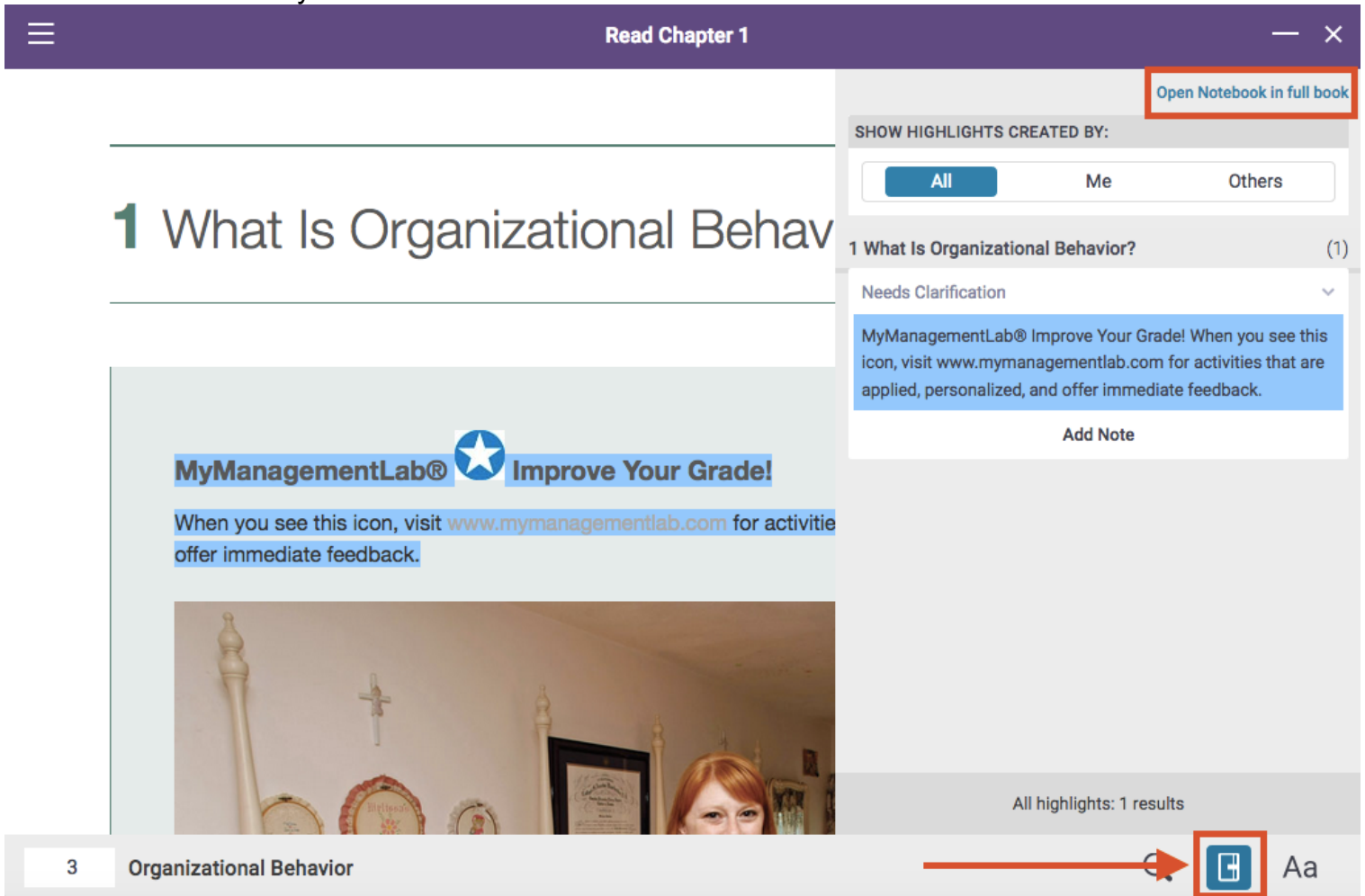


Aa

**Click Search** to perform a targeted find within the assignment. Navigate through the search results by clicking the arrows. Not seeing what you need? Click search in full book. Note searching the full book will minimize this reading assignment. You can return at any time.

The screenshot shows a digital reading interface. At the top, a purple header bar contains a menu icon, the text "Read Chapter 1", and window control icons. Below this is a search bar with the text "Behavior" and a "Search full book" link. To the right of the search bar are navigation arrows and the text "of 83". A red box highlights the search bar and navigation arrows, with red arrows pointing to the "Search full book" link and the navigation arrows. Below the search bar is the chapter title "1 What Is Organizational Behavior?". The main content area features a "MyManagementLab®" logo with a star icon and the text "Improve Your Grade!". Below this is a paragraph: "When you see this icon, visit [www.mymanagementlab.com](http://www.mymanagementlab.com) for activities that are applied, personalized, and offer immediate feedback." A video player shows a scene with people in a room. At the bottom, a grey bar contains the page number "3", the title "Organizational Behavior", and a search icon. A red arrow points to the search icon, and another red arrow points from the search bar area to the search icon.


Click **Notebook** to see your notes within the assignment. Not seeing what you need? Click Open Notebook in full book. Note opening your notebook in full book will minimize this reading assignment. You can return at any time.



Read Chapter 1

Open Notebook in full book

# 1 What Is Organizational Behavior

MyManagementLab®  Improve Your Grade!

When you see this icon, visit [www.mymanagementlab.com](http://www.mymanagementlab.com) for activities that offer immediate feedback.

1 What Is Organizational Behavior? (1)


Needs Clarification

MyManagementLab® Improve Your Grade! When you see this icon, visit [www.mymanagementlab.com](http://www.mymanagementlab.com) for activities that are applied, personalized, and offer immediate feedback.

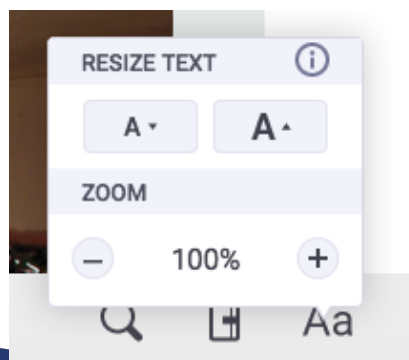
Add Note


All highlights: 1 results

3 Organizational Behavior

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Click **Aa** to resize the text





RESIZE TEXT 

A- A+

ZOOM

- 100% +

  Aa

Click on the Minus sign to minimize your assigned reading and enter the full book



# 1 What Is Organizational Behavior?

Come back to your reading assignment by clicking **Back to Assignments**. Note you will resume your reading assignment on the same page from which you left off.

A screenshot of a reading assignment page. The page title is '1 What Is Organizational Behavior?'. Below the title is a video player. The video player has a blue banner at the top that says 'MyManagementLab® Improve Your Grade!'. Below the banner is text: 'When you see this icon, visit www.mymanagementlab.com for activities that are applied, personalized, and offer immediate feedback.' The video content shows a woman smiling in a room with a cross on the wall. A red box highlights a 'Back to Assignments' button in the bottom left corner of the video player. A red arrow points from the minus sign icon in the top navigation bar to this button. The bottom of the page has a light blue bar with the text 'Organizational Behavior' and several icons (pencil, font size, print, speech bubble, document).



Click X to exit your reading assignment. Your progress will be saved



Read Chapter 1

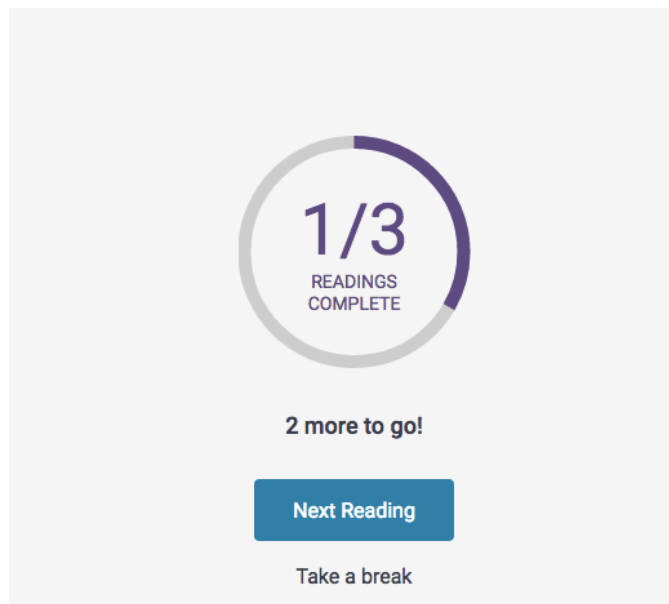


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# 1 What Is Organizational Behavior?

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As you progress through your assignments, your completion bar will start to fill. You can continue or Take a break as you go.

A progress indicator graphic is centered on a light gray background. It features a circular progress bar that is approximately one-third filled with a dark purple color. Inside the circle, the text "1/3 READINGS COMPLETE" is displayed. Below the circle, the text "2 more to go!" is shown. At the bottom, there are two options: a blue button labeled "Next Reading" and the text "Take a break".

1/3  
READINGS  
COMPLETE

2 more to go!

Next Reading

Take a break

When you complete your assignment, you have the option to go back to Bookshelf by clicking Done or reading your assignment again

