OverDrive
Assign & Retrieve Titles

OverDrive lets you assign a title in your Advantage Account to a specific user. For example when you own multiple copies of a title, this feature will let you assign a unique copy of a novel to every student in a teacher’s class. (Note: Assigned titles are not counted toward the student’s checkout limit of 2 titles.)

You can specify start and end dates for the assignment. Even if the title is currently checked out to another user, OverDrive will retrieve it from that user and check it out to the assigned user instead. (Note: The original borrower has no way of knowing that the book he or she checked out would be needed for an assignment.) If you want to remove a title from a student’s account before the assignment ending date, you can do that too.

If you purchase titles using the Class Sets model, please note that once a title has been assigned to a student it cannot later be re-assigned to a different student. Once it has been assigned, it is essentially considered “used” and cannot be used again due to OverDrive’s digital rights management agreements with publishers.

Log in
Go to marketplace.overdrive.com and log in with your school’s Marketplace username (which begins with m2bocesny.adv) and password. Please contact the SLS if you don’t have your school’s information.

Assign a Title
Under the blue Admin menu bar, select Title Assignments.
1. Click the green Create Assignment button.

2. Search for title and select it by clicking the appropriate checkbox. This screen will let you know how many copies you own and what lending model they were purchased under. If a title was purchased under the Metered Access model, the ending date for an assignment can’t be later than the book’s expiration date.

![Image of title search and selection interface]

3. Under Authentication Name, select your district.

4. Set the starting and ending dates for the assignment.

5. Enter your email address in the Email Address field to be notified when the assignment has been made.

6. Add the User ID for every user who will be receiving the assignment. You can copy and paste a block of IDs if you have them in another document. In many cases, the user IDs will be in the form of an email address.
7. You can see the status of or edit an assignment by going to the Admin menu and selecting Title Assignments.

**Retrieve a Title**

1. Log in to Marketplace and go to Support in the blue menu bar.

2. Select Return Titles (in the End-user support section).

3. Search for a title you want to return or for a student whose current checkouts you want to see. For a student search, type their username in the userid field—even if it’s their full email address.

4. Marketplace returns the results like this:

![Return Titles Table](image)

5. Click the checkbox next to the circulation you want to retrieve and click Return Titles. A pop-up asks you to verify your choice before clicking OK.