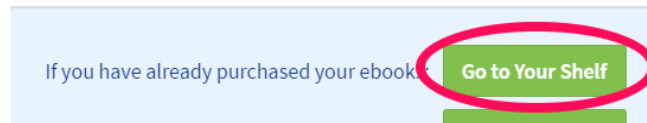


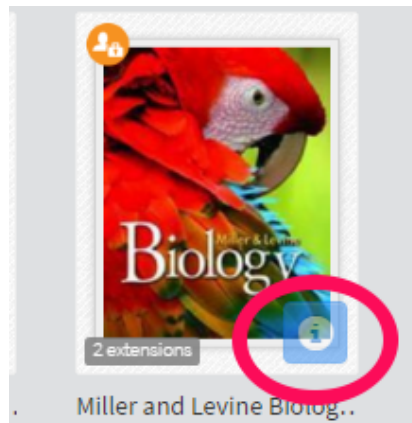
# How to Create an Extension

**Step 1:** Log into your school's book store at [abc.shelfit.com](http://abc.shelfit.com) (your school code instead of "abc").

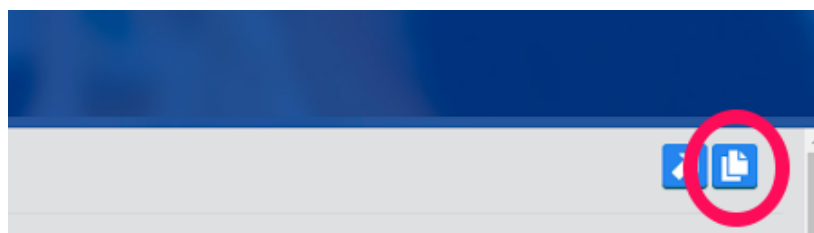
**Step 2:** Click the green **Go to Your Shelf** button in the center of the homepage.



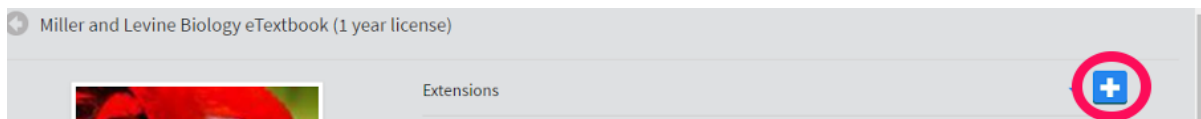
**Step 3:** Select the book you want to create an extension for by clicking the **Information** icon on that book's image.



**Step 4:** Click the **View extensions** icon in the top right corner of your screen.

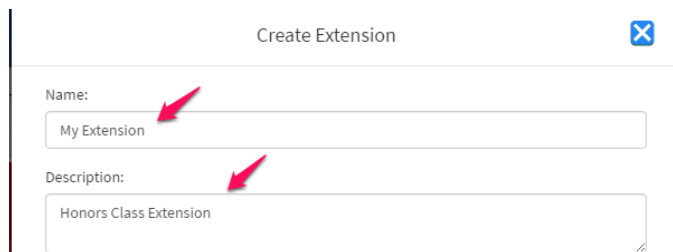


**Step 5:** Click the **plus sign** icon in the top right corner of your screen.

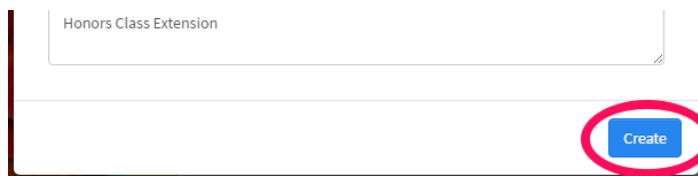


**Step 6:** Enter your extension's name and description, if applicable, in the pop-up window that appears on your screen.

- You cannot create an extension without naming it first.

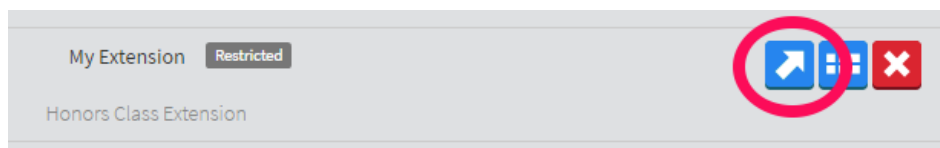


**Step 7:** Click the **Create** button.

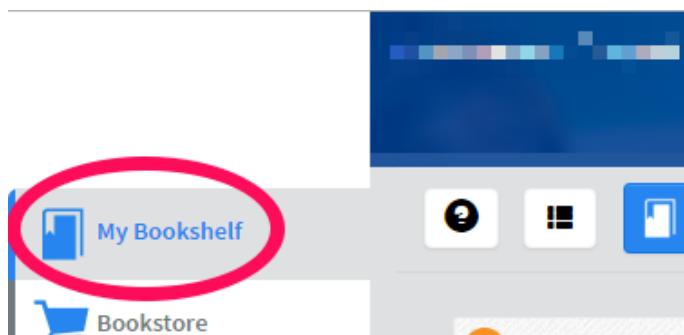


**Step 8:** There are two ways to access your extension.

- To open your extension from your existing screen, click on the arrow to the right of the extension.

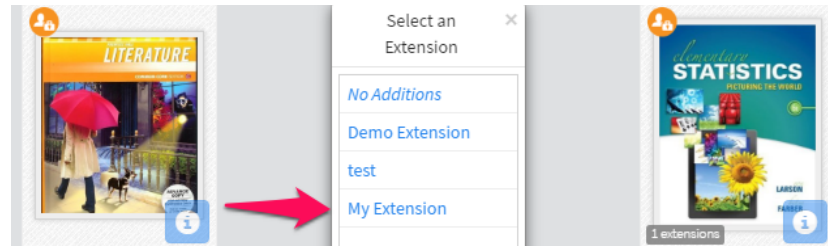


- To open your extension from your Bookshelf, click on **My Bookshelf** in the top left corner of your screen.



**Step 8:** Click on the appropriate book.

- A small menu will pop up over your book.
- Select **My Extension**.



**Step 9:** See our other instructions flyers to learn how to give students access to your extensions, create overlays and to create a group (and add students to it).