Read Live

Back to School

Read Live Demo

Read Naturally Live

Focus: Fluency & Phonics

Additional Support: Vocabulary, Spelling, and Comprehension

Word Warm-ups Live

Focus: Phonics

Additional Support: Fluency, Spelling, and Phonemic Awareness

One Minute Reader Live

Focus: Fluency

Additional Support: Vocabulary and Comprehension

Read Naturally Live—Español

Focus: Fluency

Additional Support: Vocabulary and Comprehension

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Read Naturally® Live

Word Warm-ups® Live

One Minute Reader® Live

Read Naturally® Live—Español

Read Live

Agenda

Optimizing your Staff Member Module

- Updating Account Information
- Sorting and Filtering
- Choosing Students to View

Account Maintenance

- Starting a New School Year

Licenses and Lead Teachers

- Assigning Lead Teachers
- Using the Team Feature

Additional Teacher Tools

- Using Single Sign-on Options
- Importing Student Data
- Accessing Training Resources

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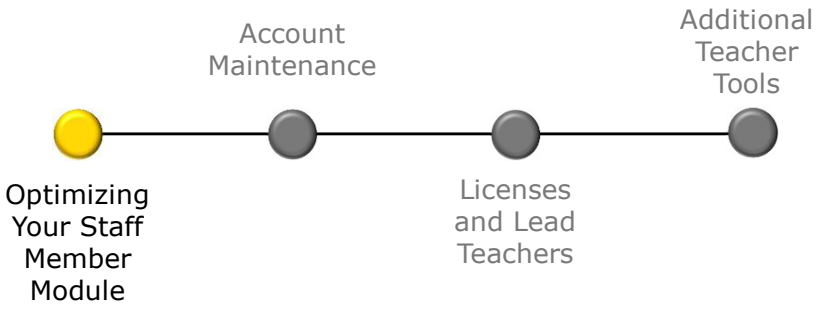
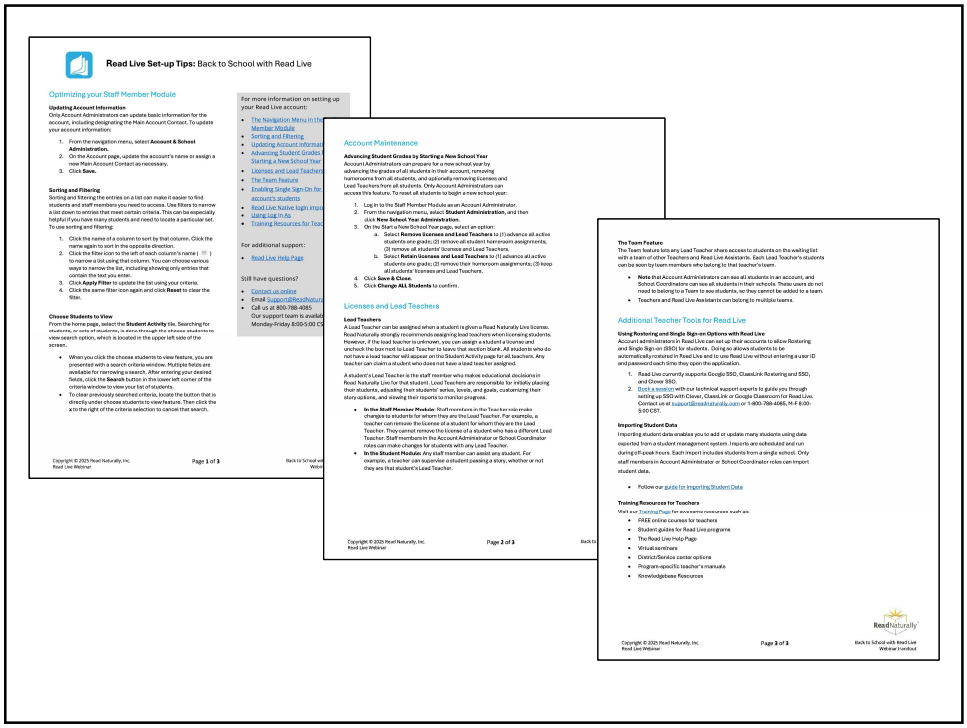
Back to School with Read Live



Optimizing Your Staff Member Module



Read Live Set-up Tips: Back to School with Read Live

Optimizing your Staff Member Module

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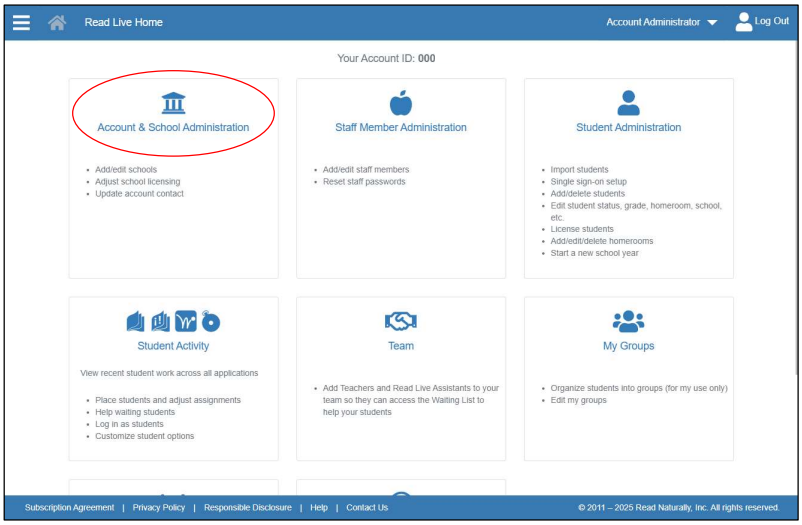
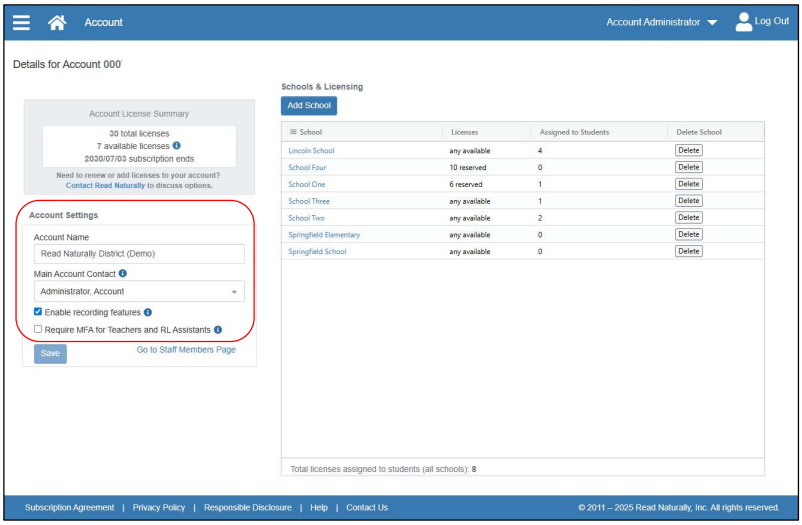
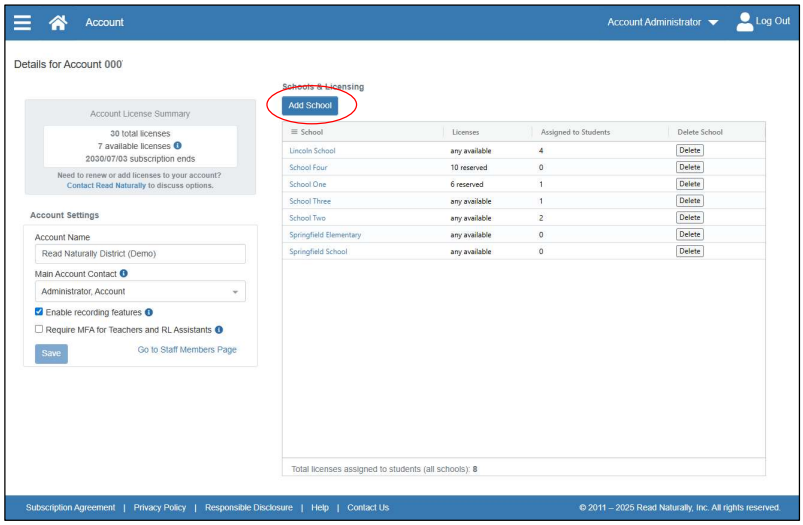
Read Live Home Screen



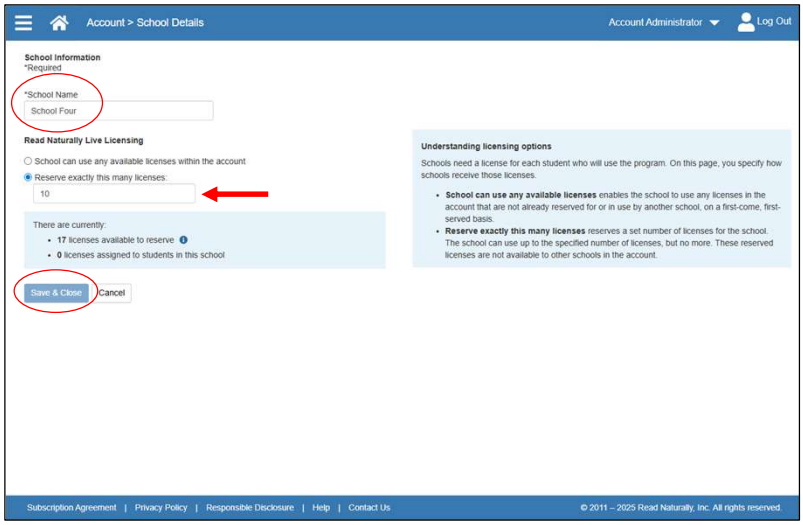
Updating Account Information



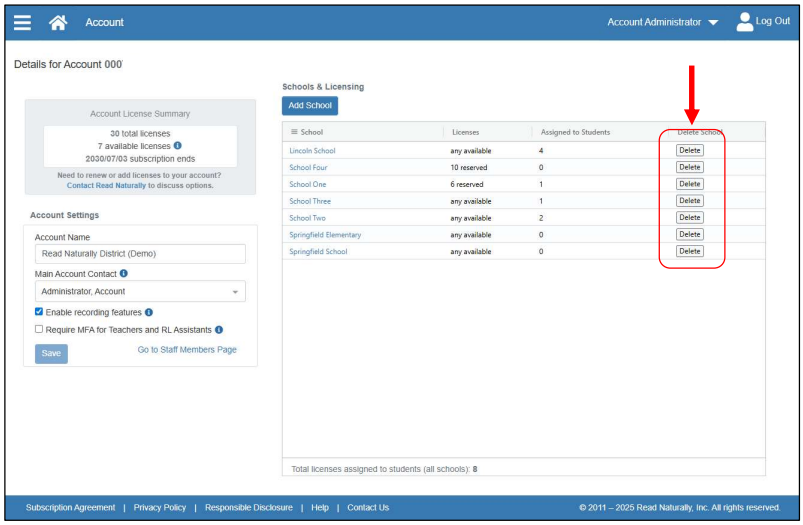
Add School

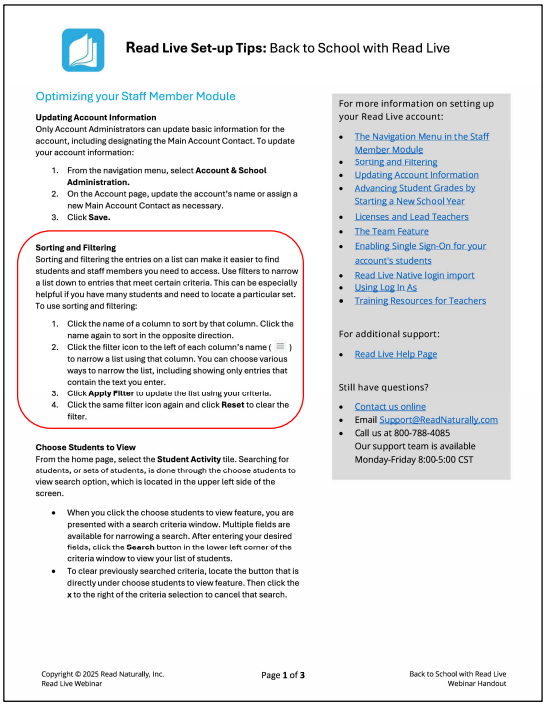


School Details



Delete School Option





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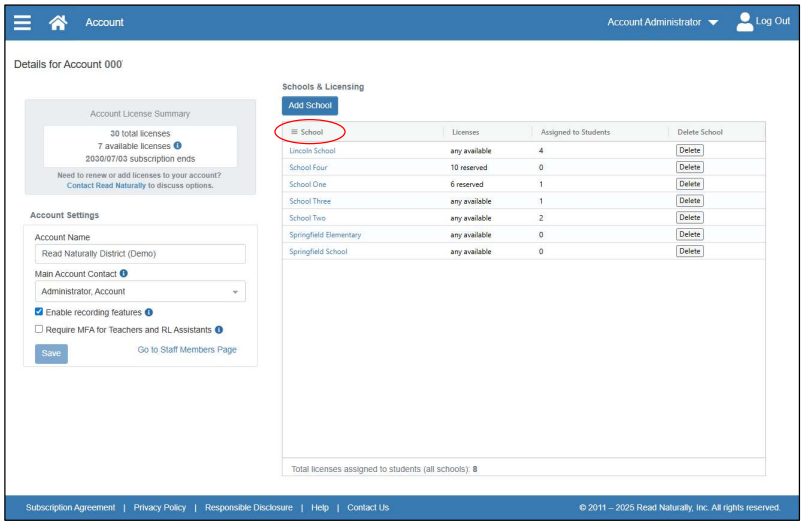

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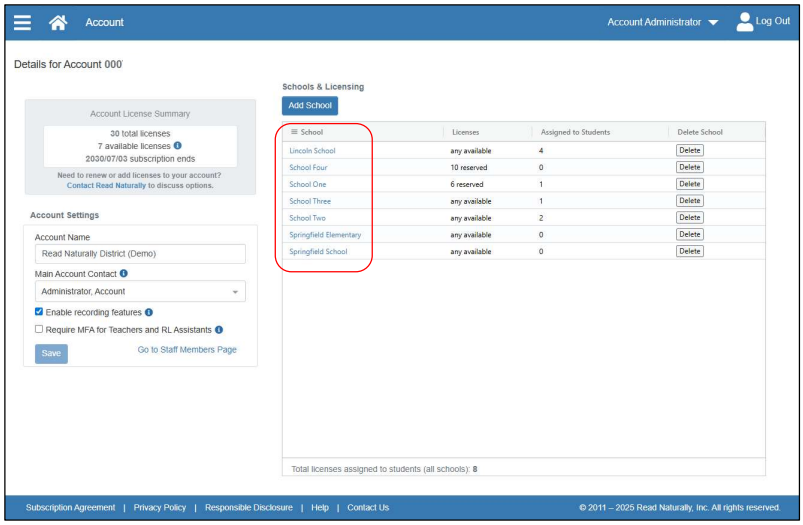

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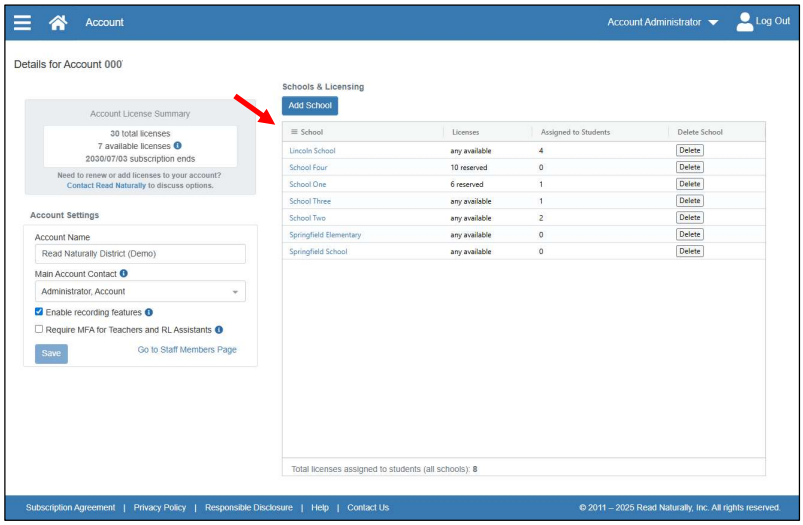

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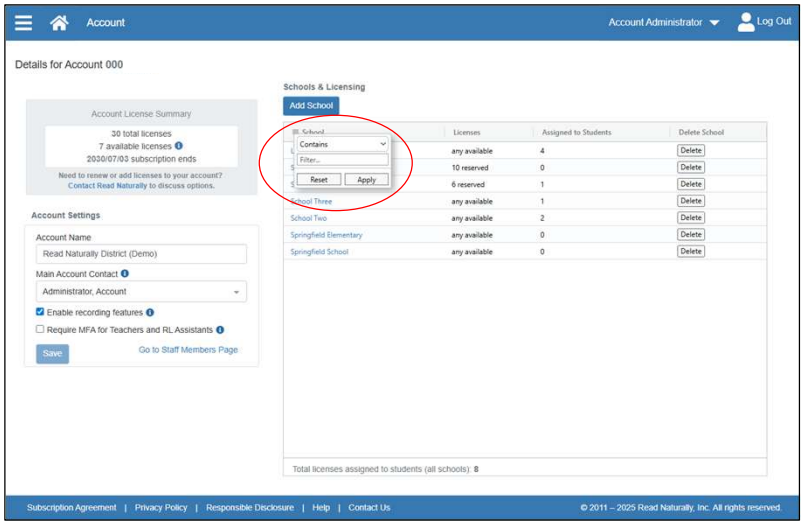

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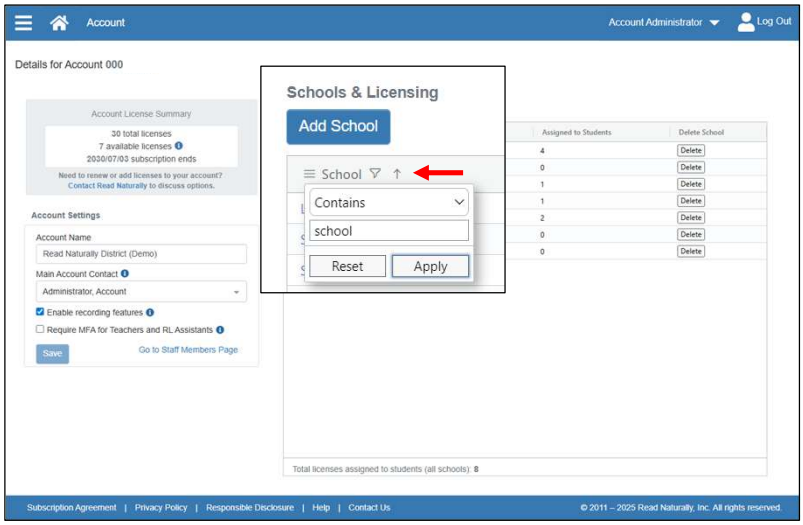
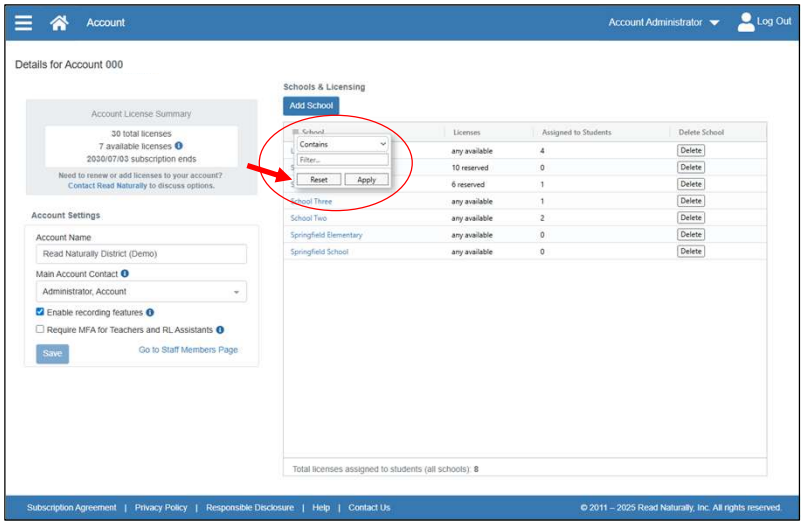
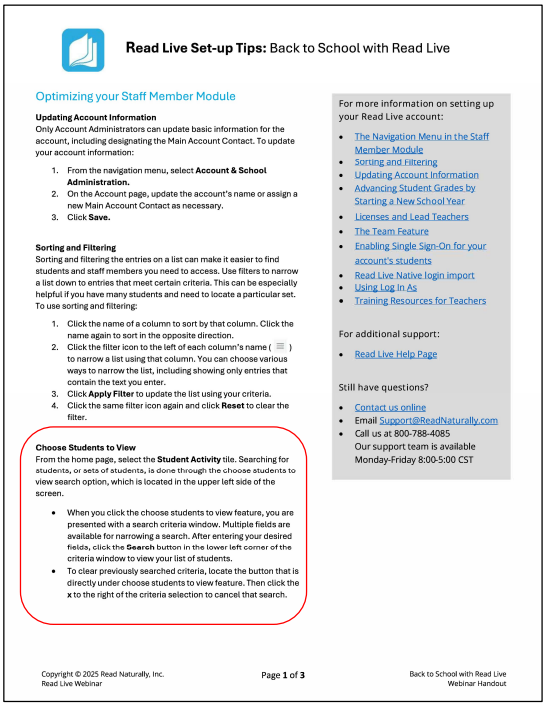


Reset Filter





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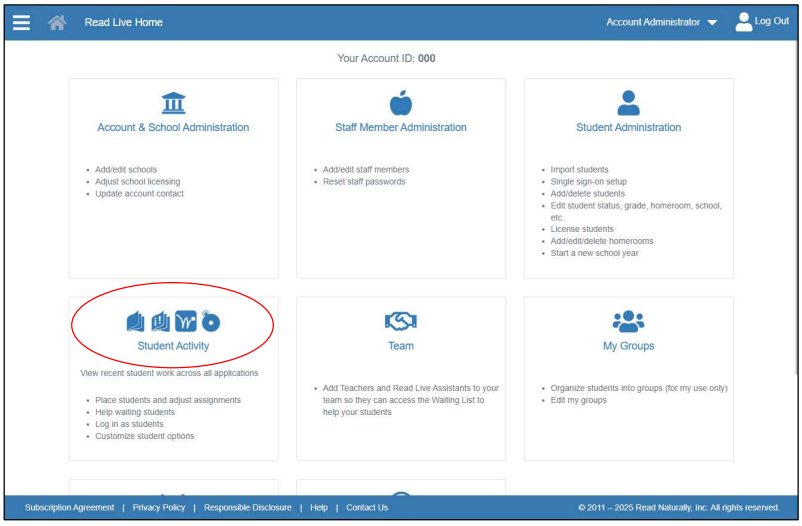

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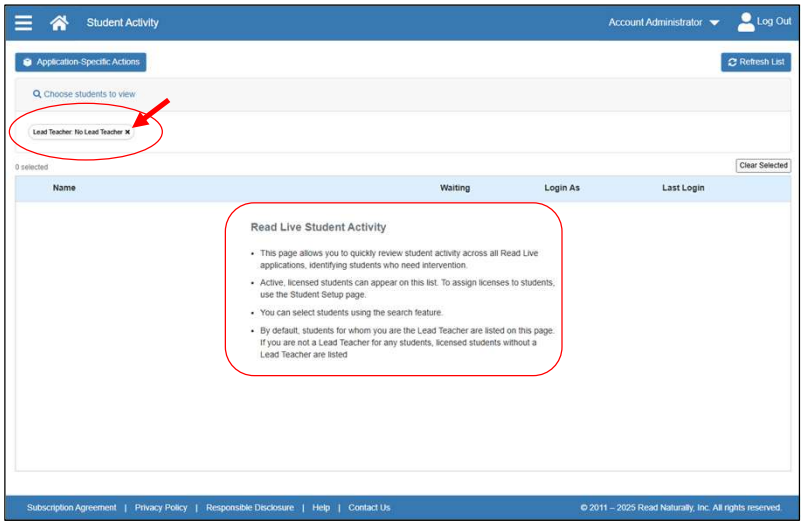

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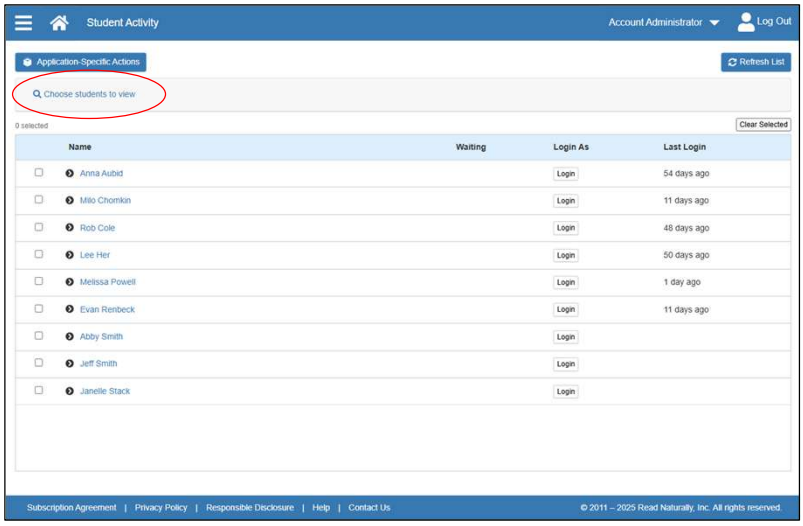

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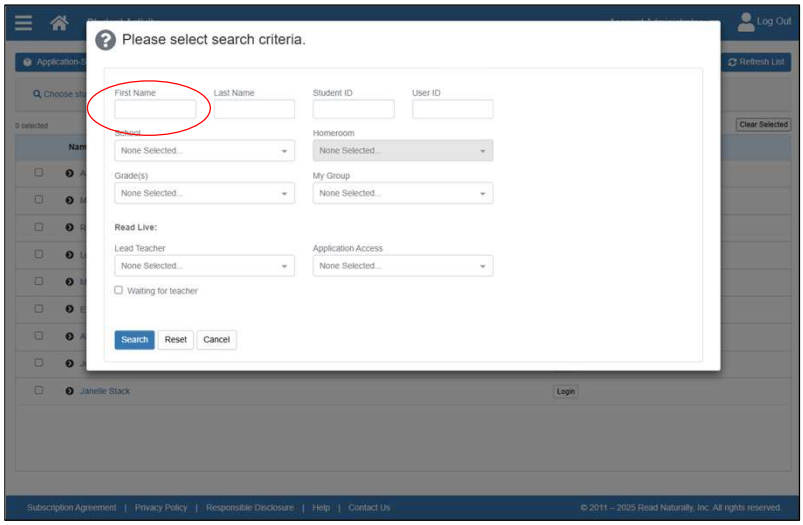

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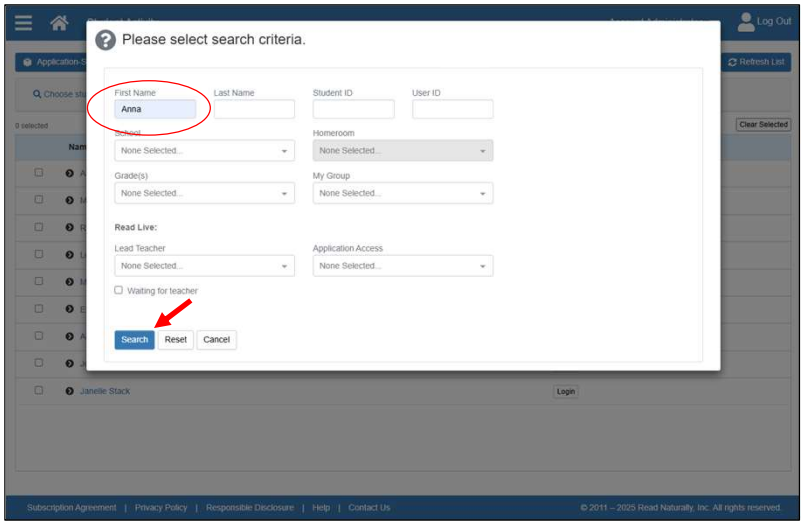

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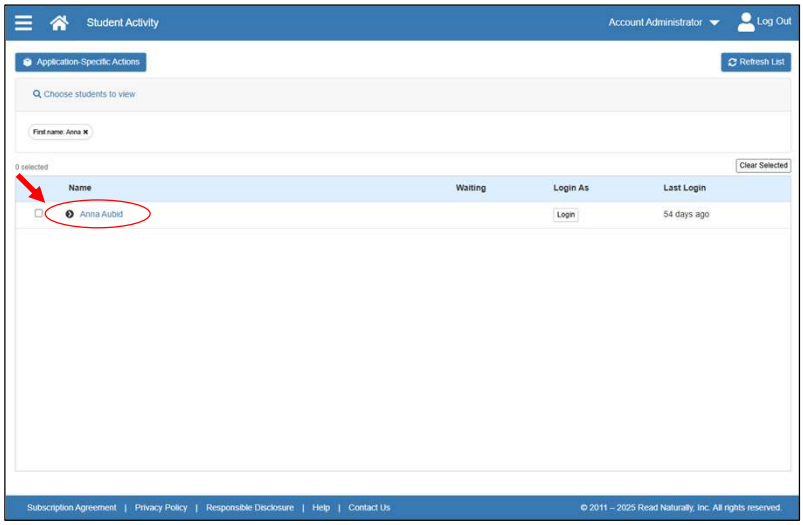

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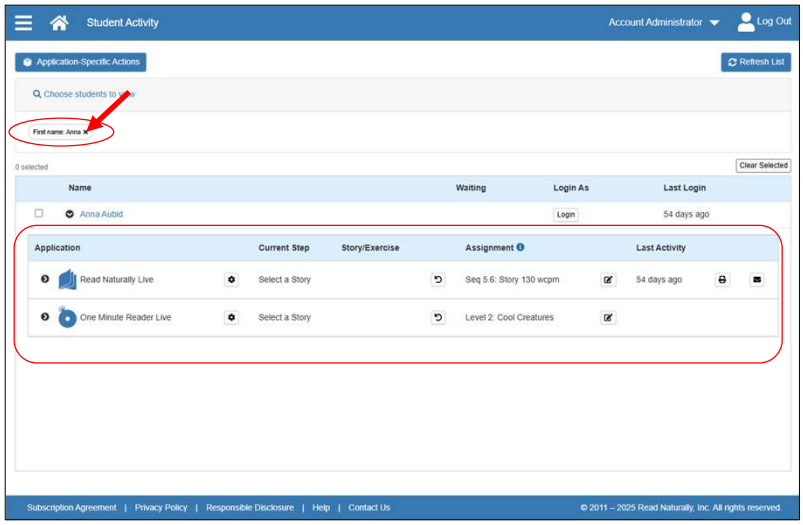

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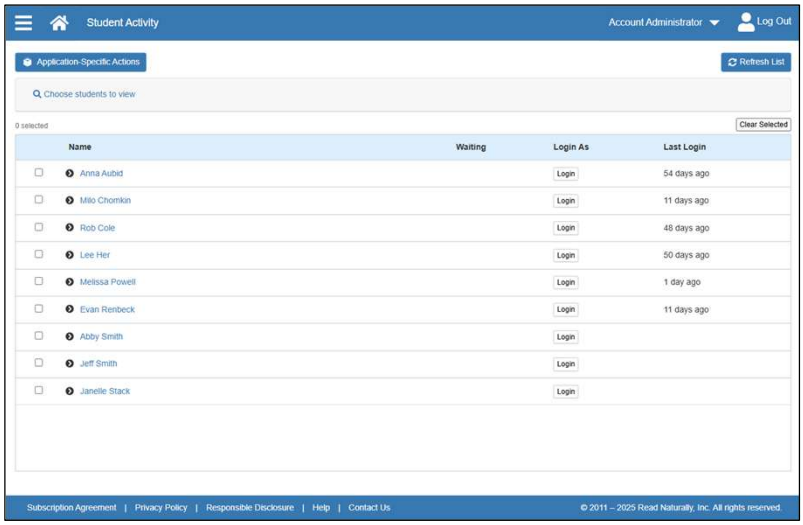
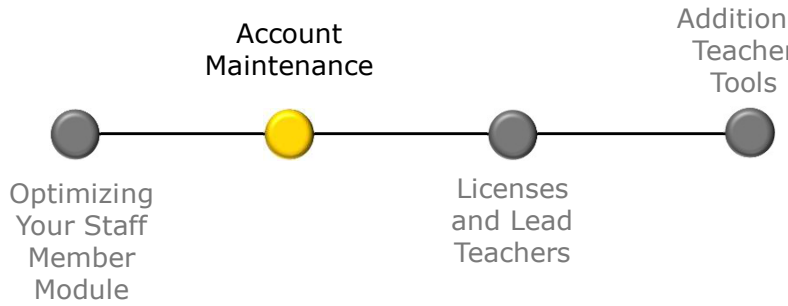


Back to School with Read Live



Account Maintenance

Account Maintenance

Advancing Student Grades by Starting a New School Year
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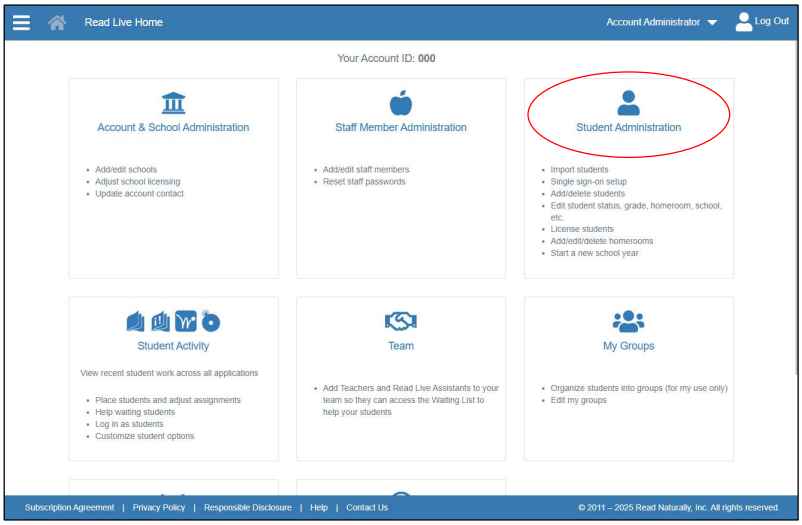
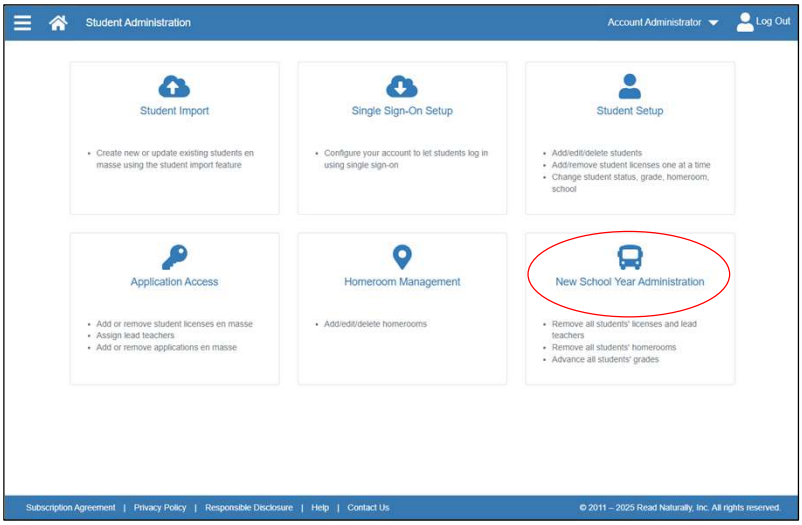
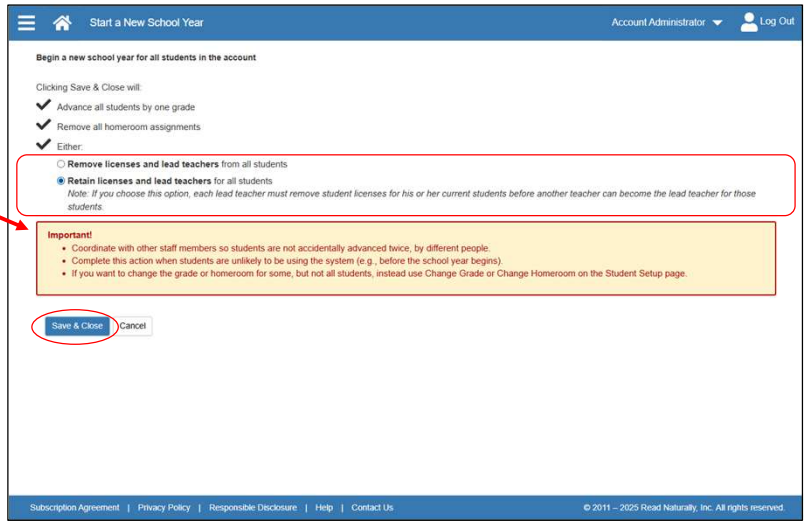
Read Live Home



Student Administration



Start a New School Year



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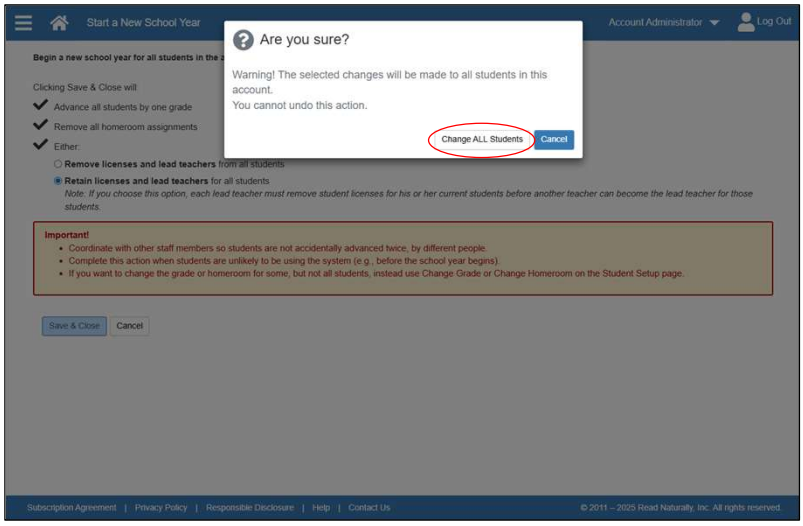

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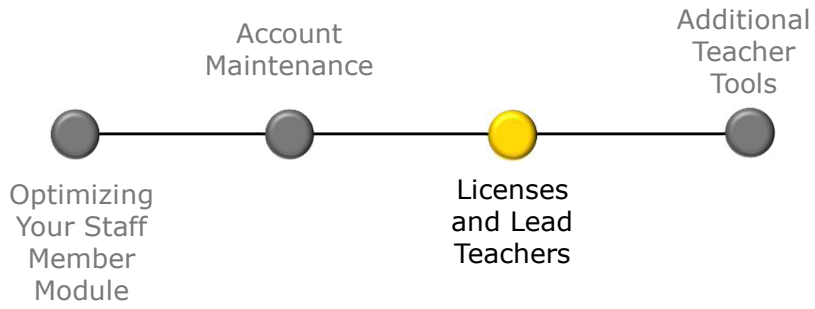

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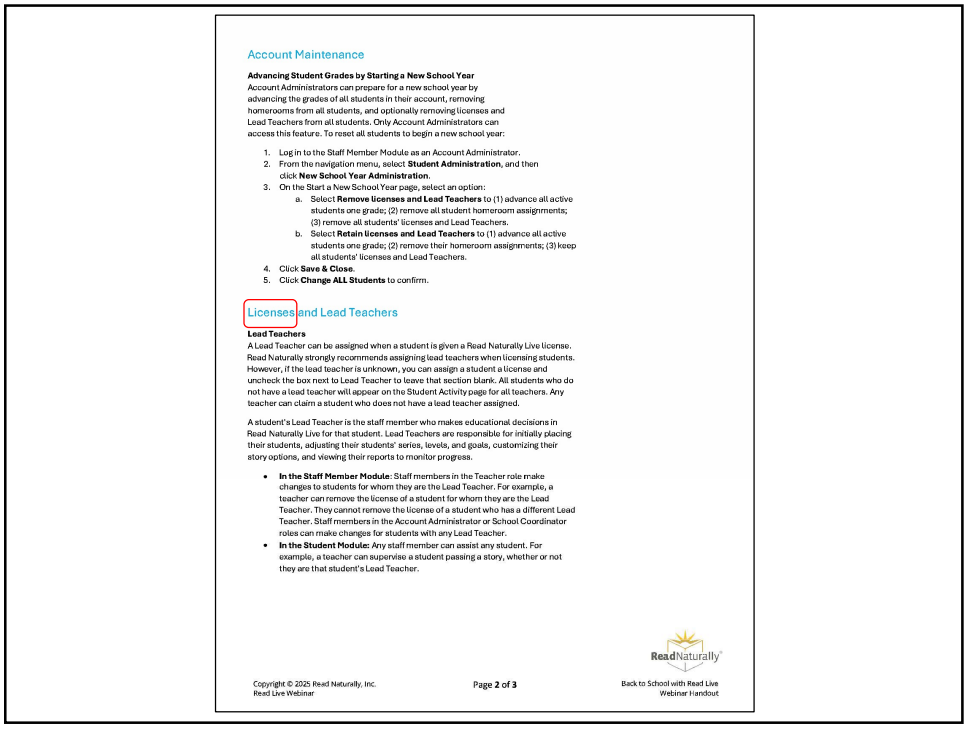

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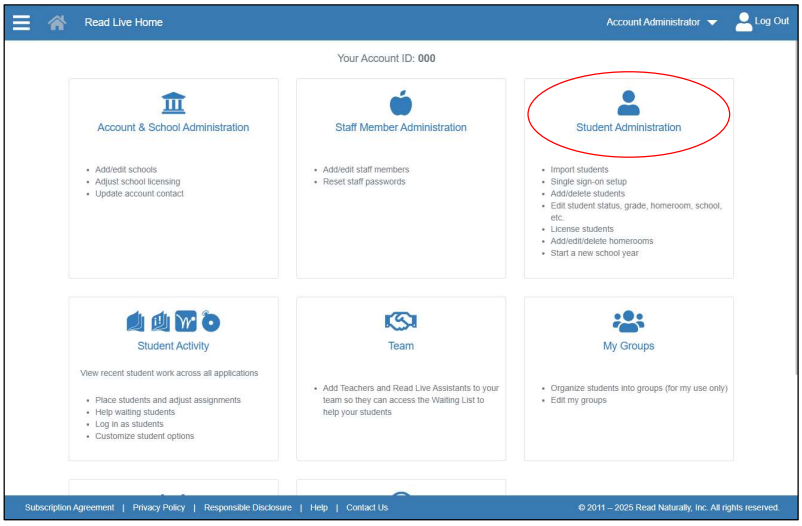

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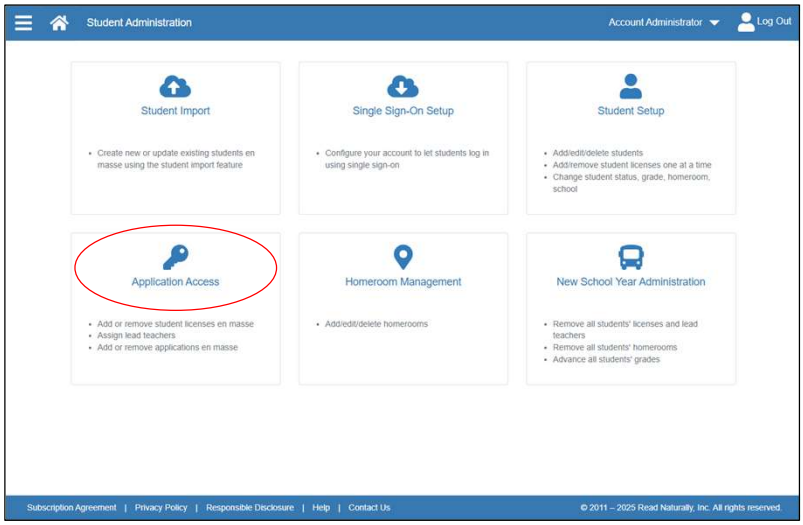
Student Licensing



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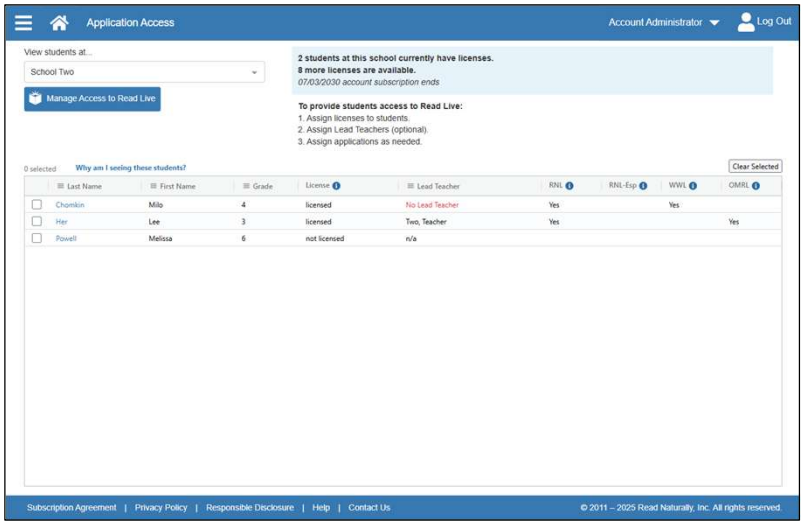

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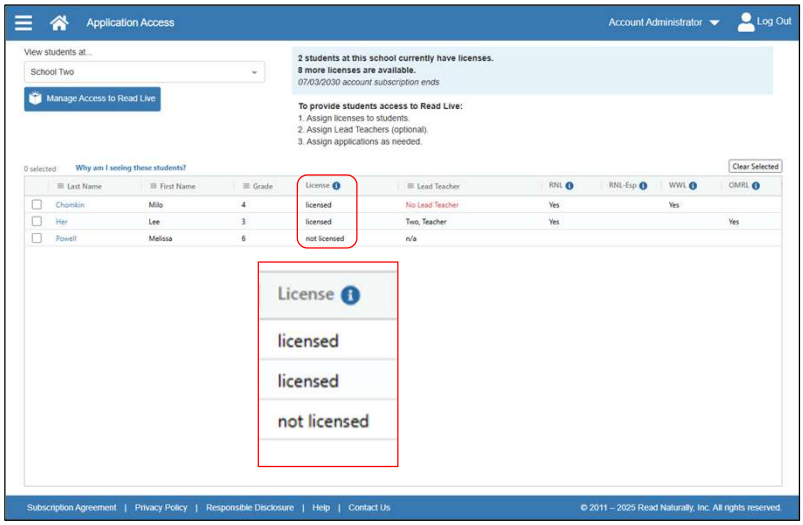

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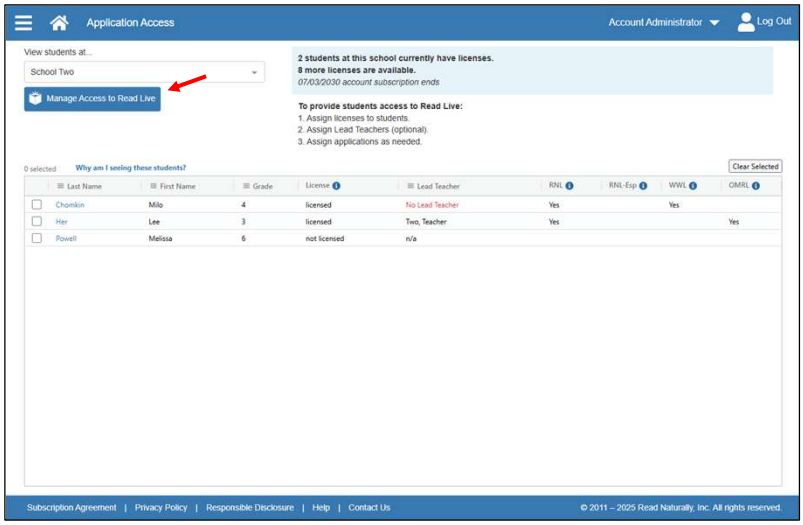

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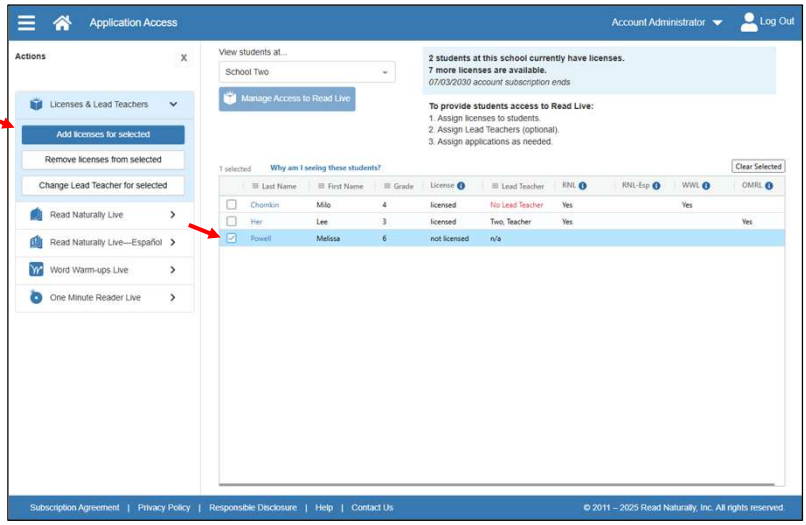

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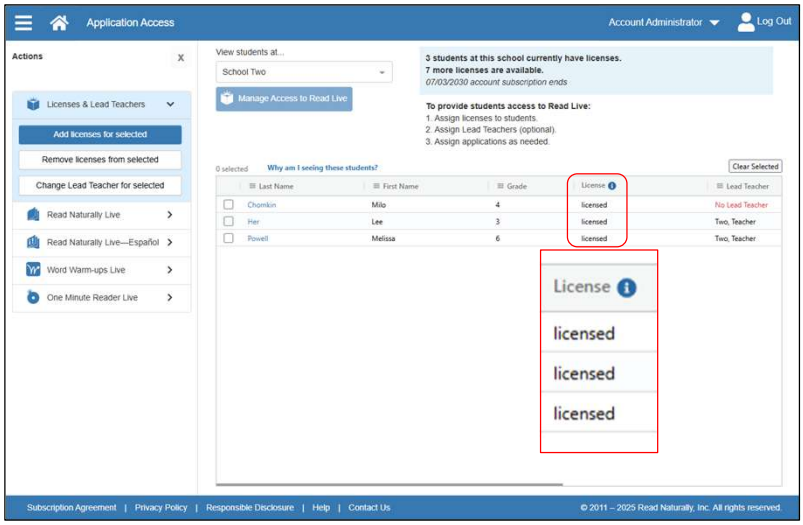
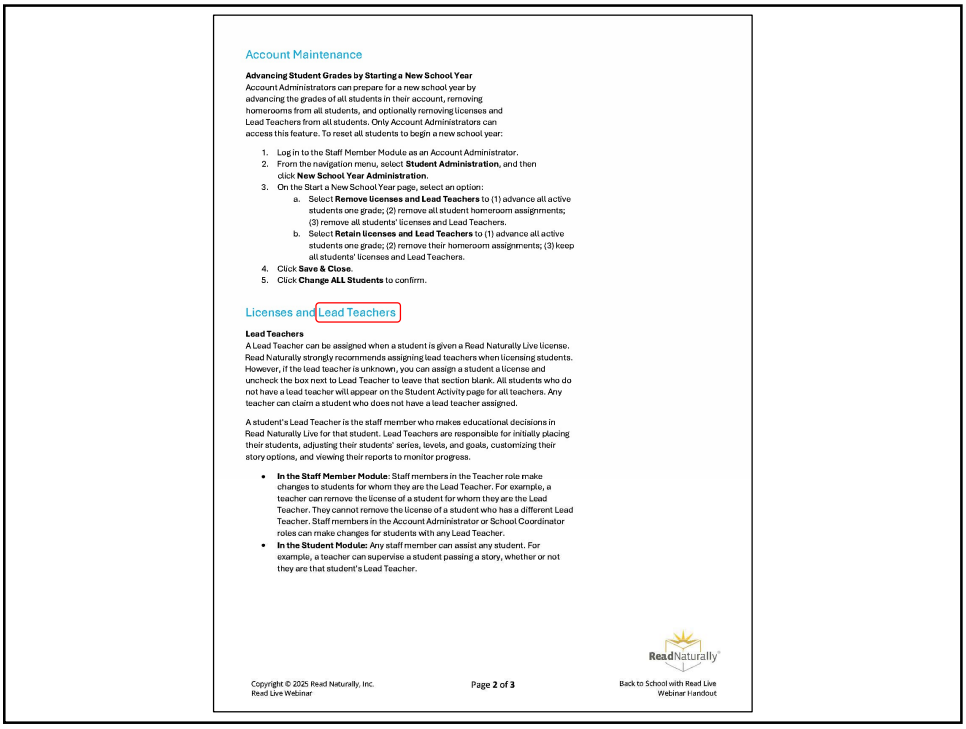




Account Maintenance

Advancing Student Grades by Starting a New School Year
Account Administrators can prepare for a new school year by advancing the grades of all students in their account, removing homerooms from all students, and optionally removing licenses and Lead Teachers from all students. Only Account Administrators can access this feature. To reset all students to begin a new school year:

1. Log in to the Staff Member Module as an Account Administrator.
2. From the navigation menu, select **Student Administration**, and then click **New School Year Administration**.
3. On the Start a New School Year page, select an option:
   a. Select **Remove licenses and Lead Teachers** to (1) advance all active students one grade; (2) remove all student homeroom assignments; (3) remove all students' licenses and Lead Teachers.
   b. Select **Retain licenses and Lead Teachers** to (1) advance all active students one grade; (2) remove their homeroom assignments; (3) keep all students' licenses and Lead Teachers.
4. Click **Save & Close**.
5. Click **Change ALL Students** to confirm.

Licenses and Lead Teachers

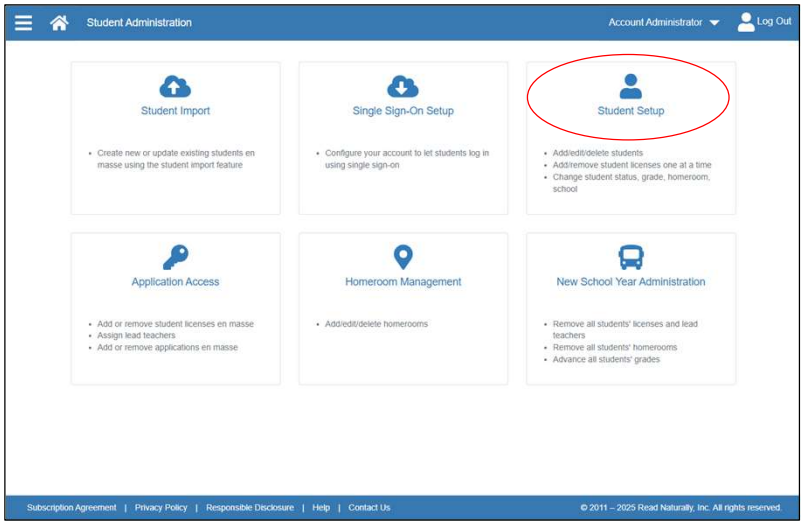
Lead Teachers
A Lead Teacher can be assigned when a student is given a Read Naturally Live license. Read Naturally strongly recommends assigning lead teachers when licensing students. However, if the lead teacher is unknown, you can assign a student a license and uncheck the box next to Lead Teacher to leave that section blank. All students who do not have a lead teacher will appear on the Student Activity page for all teachers. Any teacher can claim a student who does not have a lead teacher assigned.

A student's Lead Teacher is the staff member who makes educational decisions in Read Naturally Live for that student. Lead Teachers are responsible for initially placing their students, adjusting their students' series, levels, and goals, customizing their story options, and viewing their reports to monitor progress.

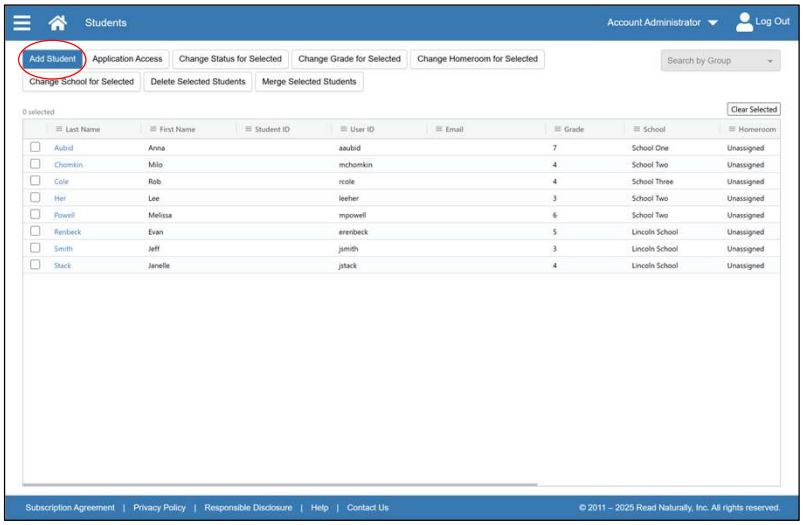
- **In the Staff Member Module:** Staff members in the Teacher role make changes to students for whom they are the Lead Teacher. For example, a teacher can remove the license of a student for whom they are the Lead Teacher. They cannot remove the license of a student who has a different Lead Teacher. Staff members in the Account Administrator or School Coordinator roles can make changes for students with any Lead Teacher.
- **In the Student Module:** Any staff member can assist any student. For example, a teacher can supervise a student passing a story, whether or not they are that student's Lead Teacher.

ReadNaturally

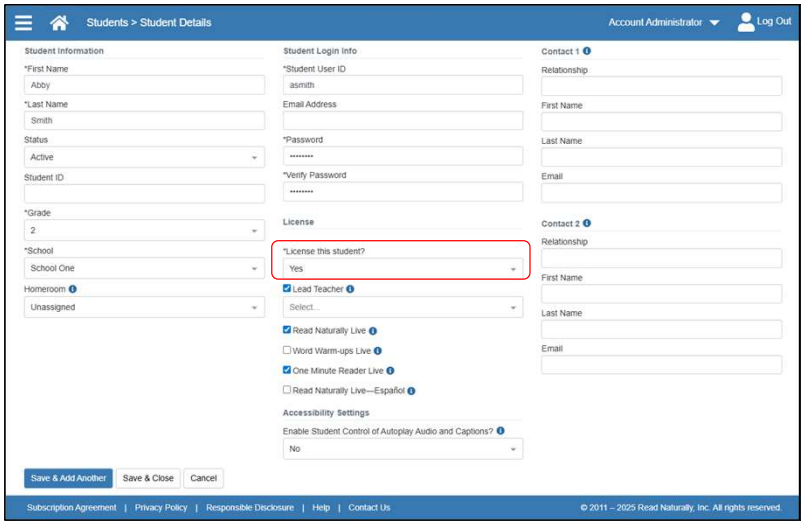
Student Licensing



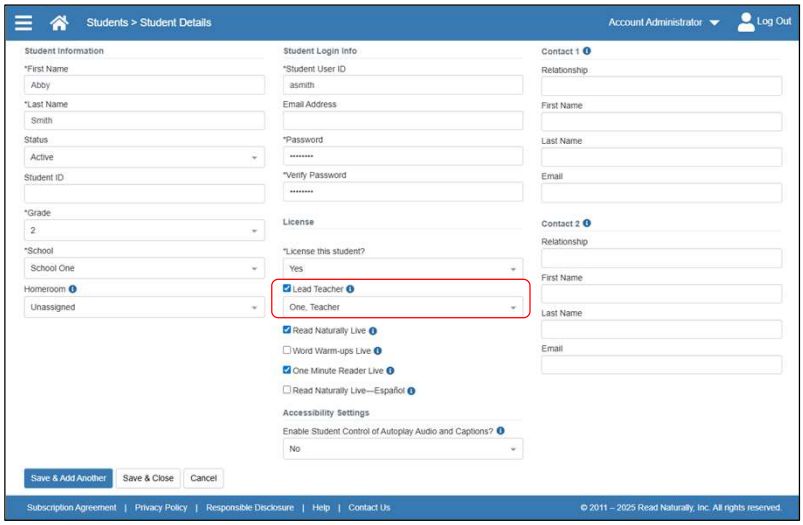
Add Student



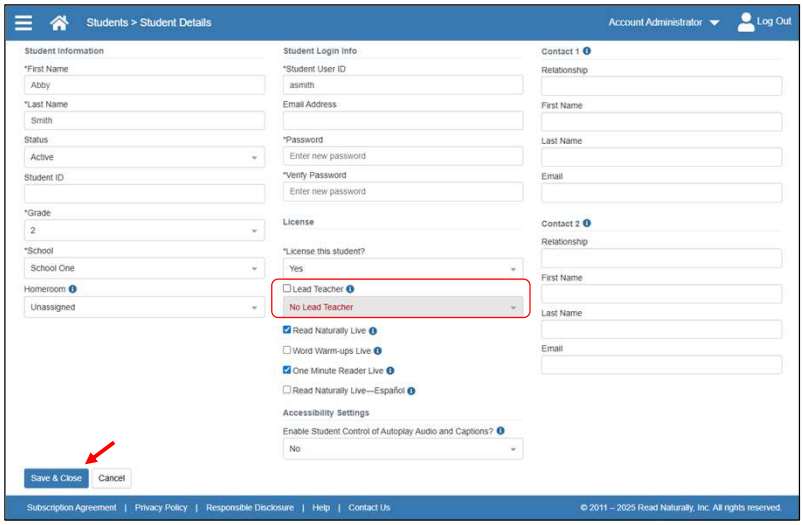
License Student



Lead Teacher Assigned



No Lead Teacher Assigned



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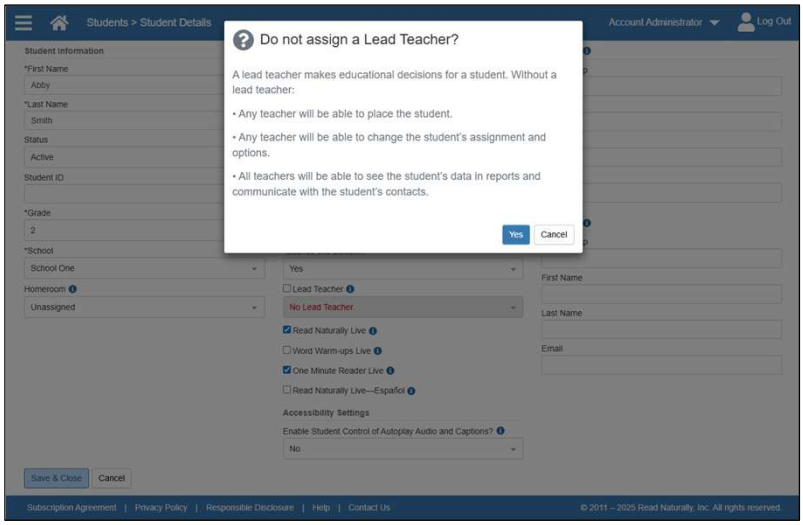
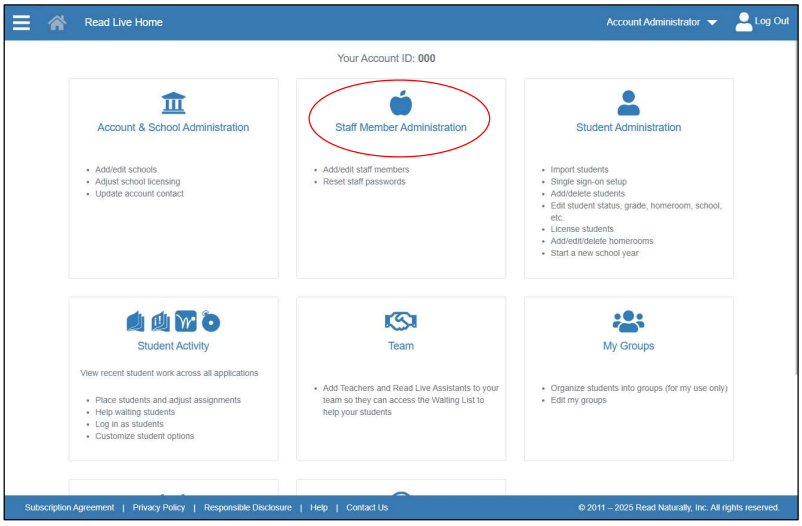
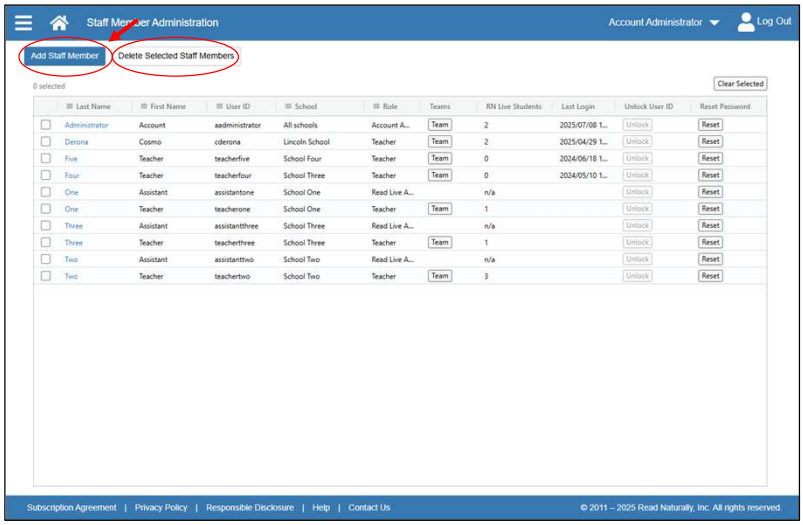


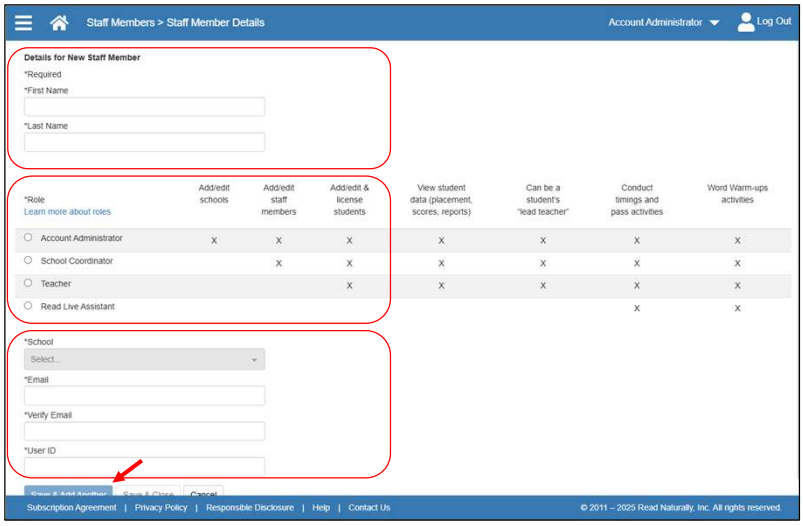
Read Live Home



Staff Member Administration



Staff Member Details



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1. Read Live currently supports Google SSO, ClassLink Rostering and SSO, and Clever SSO.
2. Book a session with our technical support experts to guide you through setting up SSO with Clever, ClassLink or Google Classroom for Read Live. Contact us at support@readnaturally.com or 1-800-788-4085, M-F 8:00-5:00 CST.

Importing Student Data
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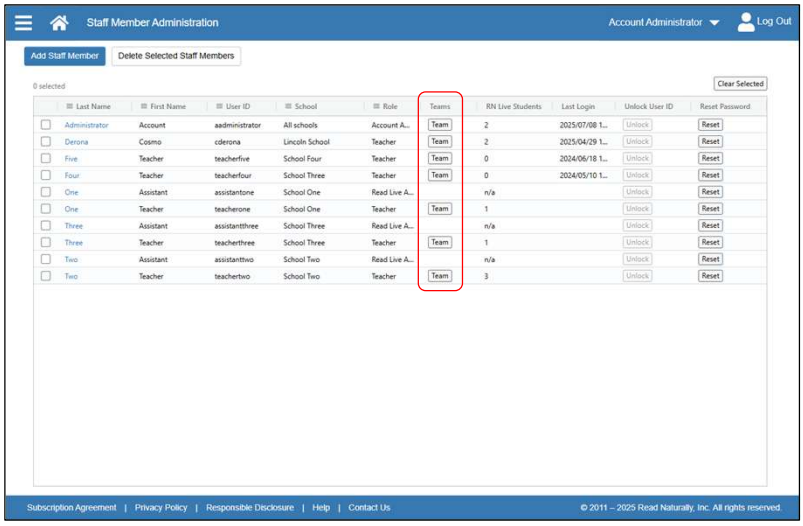
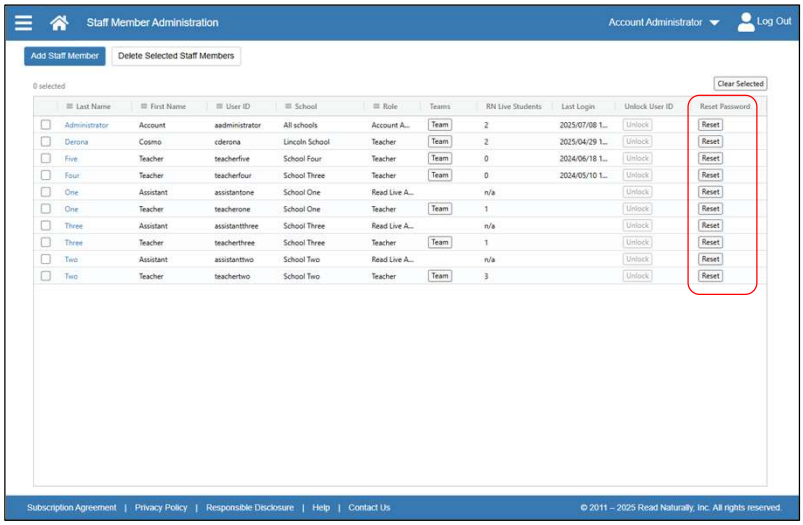
Read Live Webinar

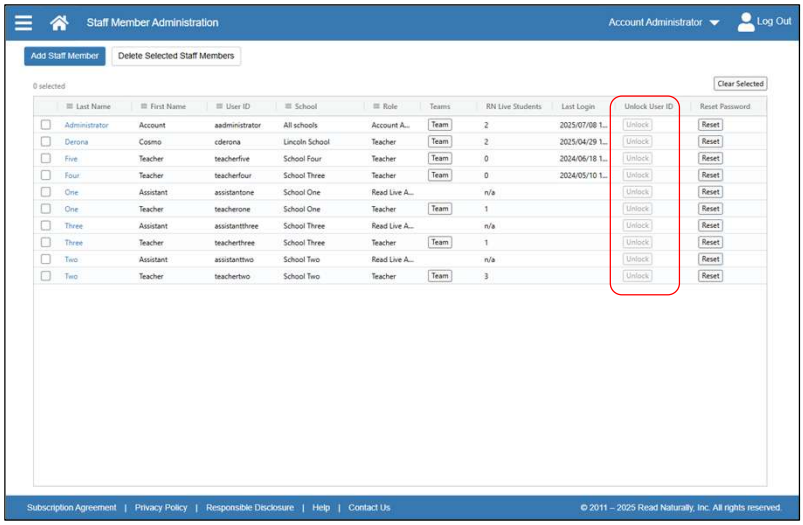
Assign Staff to Team



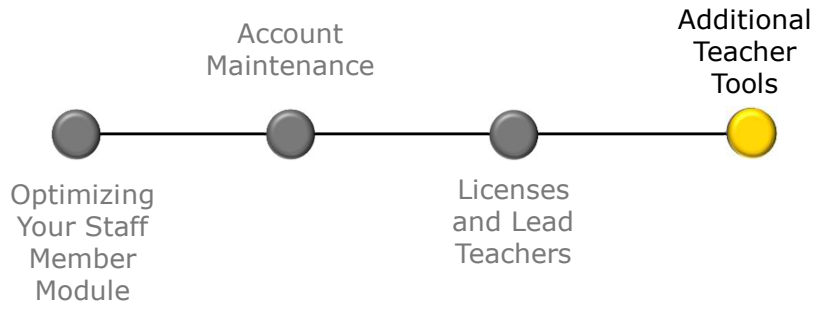
Reset Staff Password



Unlock User ID



Back to School with Read Live



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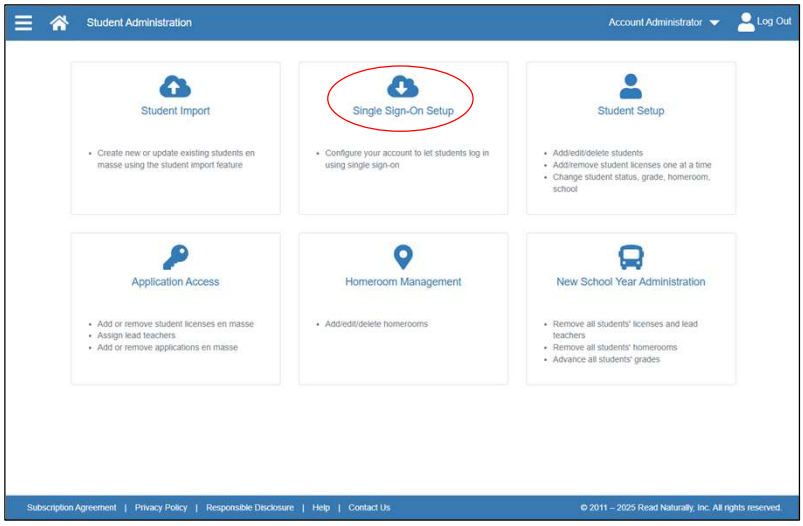

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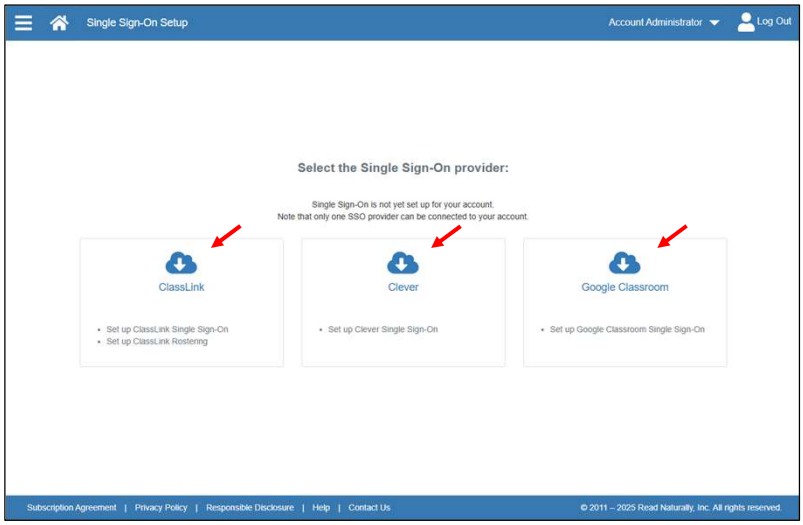

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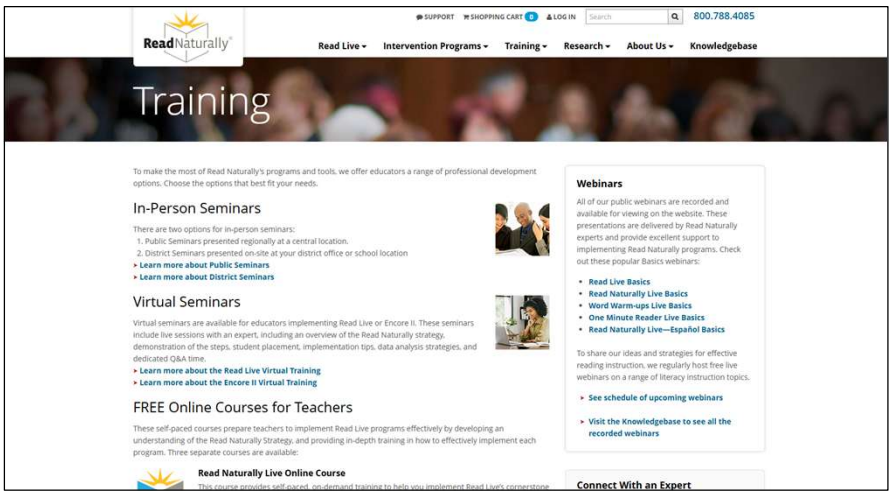
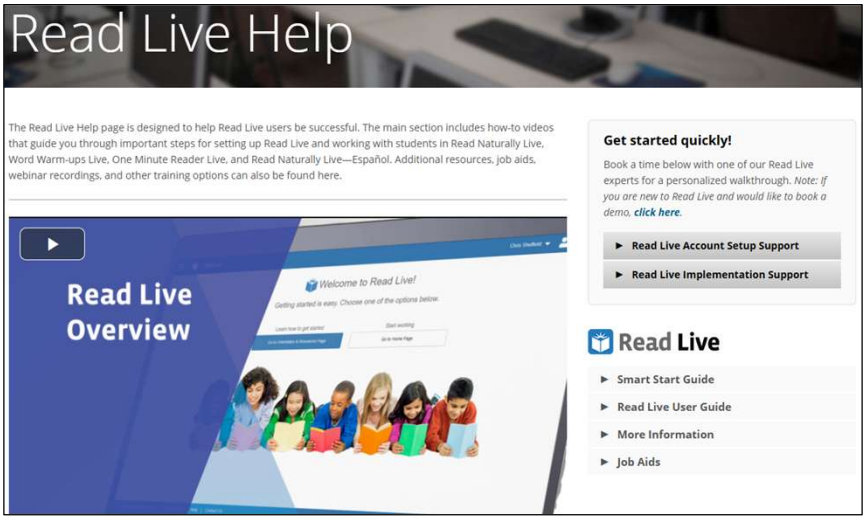


https://www.readnaturally.com/training

Read Live HELP Resources



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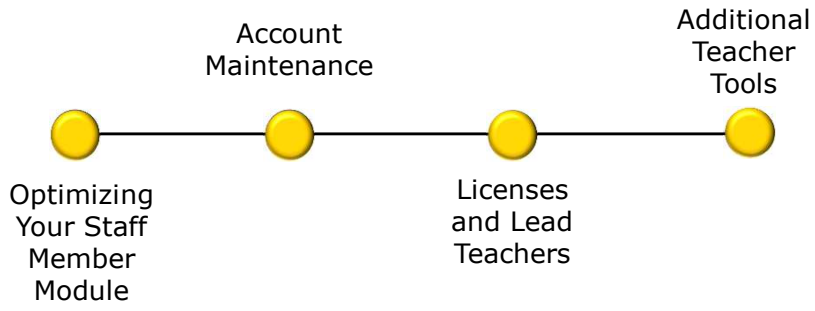

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Questions?

support@readnaturally.com