

Read Live

Back to School



 **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*




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

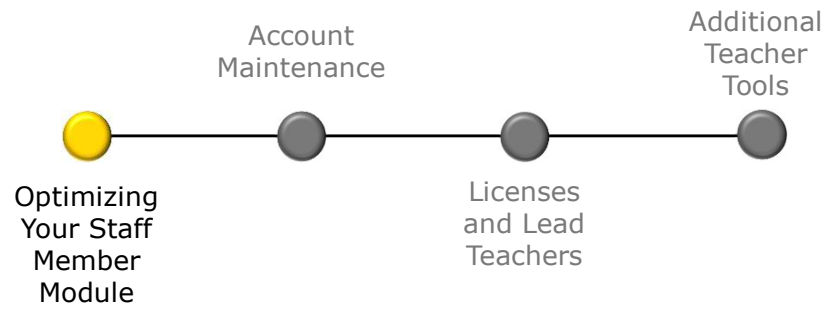
Licenses and Lead Teachers

- Assigning Lead Teachers
- Using the Team Feature

Additional Teacher Tools

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

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

Updating Account Information

Only Account Administrators can update basic information for the account, including designating the Main Account Contact. To update your account information:

- From the navigation menu, select **Account & School Administration**.
- On the Account page, update the account's name or assign a new Main Account Contact as necessary.
- Click **Save**.

Sorting and Filtering

Sorting and filtering the entries on a list can make it easier to find students and staff members you need to access. Use filters to narrow a list down to entries that meet certain criteria. This can be especially helpful if you have many students and need to locate a particular set. To use sorting and filtering:

- Click the name of a column to sort by that column. Click the name again to sort in the opposite direction.
- Click the filter icon to the left of each column's name () to narrow a list using that column. You can choose various ways to narrow the list, including showing only entries that contain the text you enter.
- Click **Apply Filter** to update the list using your criteria.
- Click the same filter icon again and click **Reset** to clear the filter.

Choose Students to View

From the home page, select the **Student Activity** tile. Searching for students, or sets of students, is done through the choose students to view search option, which is located in the upper left side of the screen.

- When you click the choose students to view feature, you are presented with a search criteria window. Multiple fields are available for narrowing a search. After entering your desired fields, click the **Search** button in the lower left corner of the criteria window to view your list of students.
- To clear previously searched criteria, locate the button that is directly under choose students to view feature. Then click the x to the right of the criteria selection to cancel that search.

For more information on setting up your Read Live account:

- [The Navigation Menu in the Staff Member Module](#)
- [Sorting and Filtering](#)
- [Updating Account Information](#)
- [Advancing Student Grades by Starting a New School Year](#)
- [Licenses and Lead Teachers](#)
- [The Team Feature](#)
- [Enabling Single Sign-On for the account's students](#)
- [Read Live Native login option](#)
- [Using Log In As](#)
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For additional support:

- [Read Live Help Page](#)

Still have questions?

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- [Email \[Support@ReadNaturally.com\]\(mailto:Support@ReadNaturally.com\)](#)
- [Call us at 800-788-4085](#)

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Account Maintenance

Advancing Student Grades by Starting a New School Year

Account administrators can advance the school year and advance the grades of all students in their account, ensuring homework items of all students, and updating incoming grades and Lead Teachers from all students. Only Account Administrators can access this feature. To reset all students to begin a new school year:

- Log in to the Staff Member Module as an Account Administrator.
- From the navigation menu, select **Account Administration**, and then click **New School Year Administration**.
- On the Start a New School Year page, select an option:
 - Select **Remove Grades and Lead Teachers** to (1) remove all active students' entry grades; (2) remove all student homework assignments; (3) remove all students' licenses and Lead Teachers.
 - Select **Reset Grades and Lead Teachers** to (1) advance all active students' entry grades; (2) remove their homework assignments; (3) keep all students' licenses and Lead Teachers.
- Click **Save & Close**.
- 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 issuing students licenses. If the lead teacher is unknown, you can assign a student a license and unassign the license to a Lead Teacher to begin that teacher's start. All students who go into the Read Live account as the student entry page as 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' needs, levels, and goals, customizing their assignments, and creating their reports to teacher managers.

- In the Staff Member Module:** Staff members in the Teacher column are assigned 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 assign any student. For example, a teacher can assign a student a license if they, whether or not they are that student's Lead Teacher.

The Team Feature

The Team feature lets any Lead Teacher share access to students on the web page with a team of other Teachers and Read Live Assistants. Each Lead Teacher's students can be seen by team members who belong to that teacher's team.

- Only the Account Administrator can view all students in an account, and School Coordinators can view all students in their schools. Team users do not need to belong to a team to be team users, so they cannot be added to a team.
- Teachers and Read Live Assistants can belong to multiple teams.

Additional Teacher Tools for Read Live

Using Reporting and Single Sign-On Options with Read Live

Account Administrators in Read Live can set up their accounts to allow Reporting and Single Sign-On (SSO) for students. Only when students have been added to an account in Read Live will they be able to use Read Live without entering a user ID and password each time they open the application.

- Read Live currently supports Google SSO, Classroom Reporting and SSO, and Okta SSO.
- Visit [a guide](#) for the technical support reports to get any through setting up SSO with Class, Class, 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

Importing student data enables you to add or update many students using data exported from a student management system. Imports are individual and can occur during off-peak hours. Each import includes students from a single school. Only staff members in Account Administrator or School Coordinator roles can import student data.

- Follow our [guide](#) for [Importing Student Data](#).

Training Resources for Teachers

Read Naturally offers a variety of resources to help you:

- FREE online courses for teachers
- Student guides for Read Live programs
- The Read Live Help Page
- Webinars
- Classroom center options
- Program-specific teacher's manuals
- Read Naturally Resources

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Read Live Webinar

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Back to School with Read Live Webinar

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

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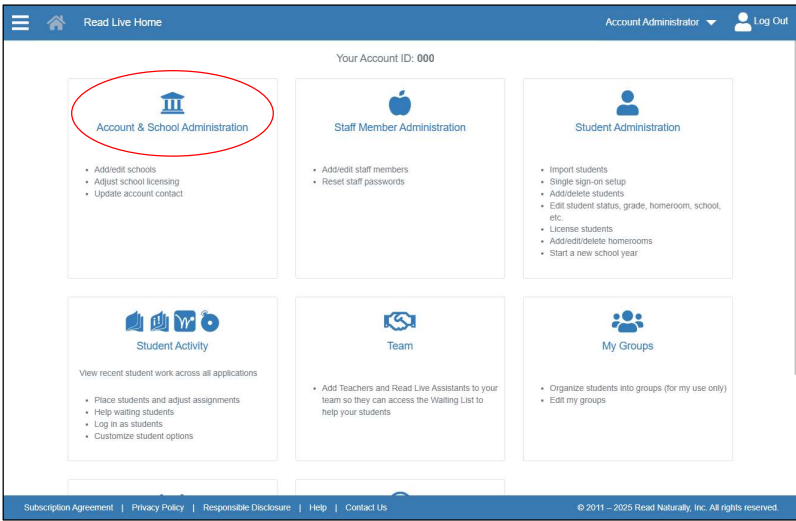
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Read Live Webinar

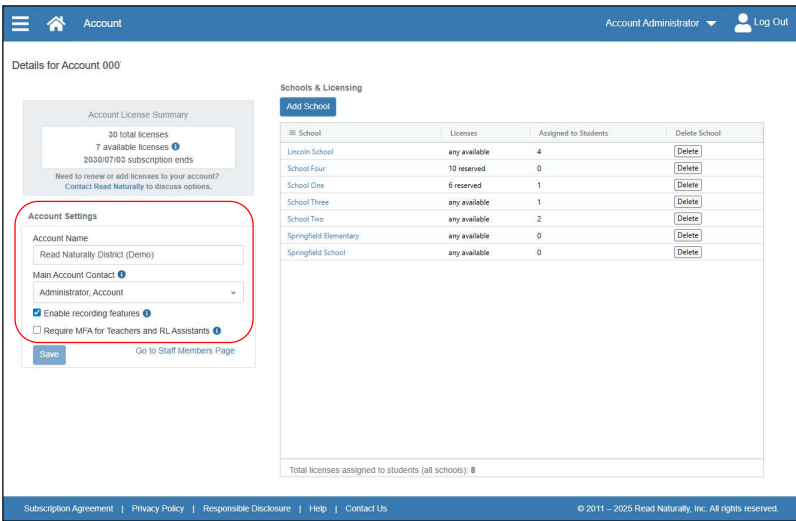
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Back to School with Read Live Webinar

Read Live Home Screen



Updating Account Information



Add School

Details for Account 000

Account License Summary

20 total licenses
7 available licenses
2020/07/03 subscription ends
Need to renew or add licenses to your account?
Contact Read Naturally to discuss options.

Account Settings

Account Name
Read Naturally District (Demo)

Main Account Contact
Administrator, Account

☒ Enable recording features
☐ Require MFA for Teachers and RL Assistants

[Save](#) [Go to Staff Members Page](#)

Schools & Licensing

[Add School](#)

School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	4	Delete
School Four	10 reserved	0	Delete
School One	6 reserved	1	Delete
School Three	any available	1	Delete
School Two	any available	2	Delete
Springfield Elementary	any available	0	Delete
Springfield School	any available	0	Delete

Total licenses assigned to students (all schools): 8

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School Details

Account > School Details

School Information
*Required

*School Name
School Four

Read Naturally Live Licensing

☐ School can use any available licenses within the account

☒ Reserve exactly this many licenses:
10

There are currently:

- 17 licenses available to reserve
- 0 licenses assigned to students in this school

[Save & Close](#) [Cancel](#)

Understanding licensing options

Schools need a license for each student who will use the program. On this page, you specify how schools receive those licenses.

- School can use any available licenses** enables the school to use any licenses in the account that are not already reserved for or in use by another school, on a first-come, first-served basis.
- Reserve exactly this many licenses** reserves a set number of licenses for the school. The school can use up to the specified number of licenses, but no more. These reserved licenses are not available to other schools in the account.

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Delete School Option

The screenshot shows the 'Details for Account 000' page. On the left, there's an 'Account License Summary' and 'Account Settings'. The main section is 'Schools & Licensing', which includes an 'Add School' button and a table of schools. A red arrow points to the 'Delete' button in the 'Delete School' column of the table.

School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	4	Delete
School Four	10 reserved	0	Delete
School One	6 reserved	1	Delete
School Three	any available	1	Delete
School Two	any available	2	Delete
Springfield Elementary	any available	0	Delete
Springfield School	any available	0	Delete

Total licenses assigned to students (all schools): 8



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

Optimizing your Staff Member Module

Updating Account Information

Only Account Administrators can update basic information for the account, including designating the Main Account Contact. To update your account information:

1. From the navigation menu, select **Account & School Administration**.
2. On the Account page, update the account's name or assign a new Main Account Contact as necessary.
3. Click **Save**.

Sorting and Filtering

Sorting and filtering the entries on a list can make it easier to find students and staff members you need to access. Use filters to narrow a list down to entries that meet certain criteria. This can be especially helpful if you have many students and need to locate a particular set. To use sorting and filtering:

1. Click the name of a column to sort by that column. Click the name again to sort in the opposite direction.
2. Click the filter icon to the left of each column's name () to narrow a list using that column. You can choose various ways to narrow the list, including showing only entries that contain the text you enter.
3. Click **Apply Filter** to update the list using your criteria.
4. Click the same filter icon again and click **Reset** to clear the filter.

Choose Students to View

From the home page, select the **Student Activity** tile. Searching for students, or sets of students, is done through the choose students to view search option, which is located in the upper left side of the screen.

- When you click the choose students to view feature, you are presented with a search criteria window. Multiple fields are available for narrowing a search. After entering your desired fields, click the **Search** button in the lower left corner of the criteria window to view your list of students.
- To clear previously searched criteria, locate the button that is directly under choose students to view feature. Then click the **x** to the right of the criteria selection to cancel that search.

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Sorting and Filtering

Account

Account Administrator

Log Out

Details for Account 000

Account License Summary

30 total licenses
7 available licenses
2020/07/03 subscription ends
Need to renew or add licenses to your account?
Contact Read Naturally to discuss options.

Account Settings

Account Name

Read Naturally District (Demo)

Main Account Contact

Administrator, Account

☒ Enable recording features

☐ Require MFA for Teachers and RL Assistants

Save

Go to Staff Members Page

Schools & Licensing

Add School

RF School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	4	Delete
School Four	10 reserved	0	Delete
School One	6 reserved	1	Delete
School Three	any available	1	Delete
School Two	any available	2	Delete
Springfield Elementary	any available	0	Delete
Springfield School	any available	0	Delete

Total licenses assigned to students (all schools): 8

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Sorting and Filtering

Account

Account Administrator

Log Out

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Schools & Licensing

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Total licenses assigned to students (all schools): 8

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Sorting and Filtering

The screenshot shows the 'Details for Account 000' page. On the left, there's an 'Account License Summary' box with 30 total licenses, 7 available, and a subscription end date of 2020/07/03. Below it are 'Account Settings' for the account name, main contact, and recording features. On the right, the 'Schools & Licensing' section has an 'Add School' button highlighted with a red arrow. Below this is a table of schools and their license status.

# School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	4	Delete
School Four	10 reserved	0	Delete
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Springfield Elementary	any available	0	Delete
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Total licenses assigned to students (all schools): 8

Sorting and Filtering

This screenshot is similar to the first one but highlights the 'Filter' dropdown menu in the 'Schools & Licensing' section. The dropdown is open, showing options like 'Contains', 'Filter...', 'Reset', and 'Apply'. The table of schools and their license status is also visible.

# School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	4	Delete
School Four	10 reserved	0	Delete
School One	6 reserved	1	Delete
School Three	any available	1	Delete
School Two	any available	2	Delete
Springfield Elementary	any available	0	Delete
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Total licenses assigned to students (all schools): 8

Sorting and Filtering


The screenshot shows the 'Schools & Licensing' section of the 'Details for Account 000' page. A modal window is open, displaying a filter dropdown menu. The dropdown is currently set to 'Contains' and has the text 'school' entered. Below the dropdown are 'Reset' and 'Apply' buttons. A red arrow points to the 'Apply' button. In the background, a table lists schools with columns for 'Assigned to Students' and 'Delete School'.

Assigned to Students	Delete School
4	Delete
0	Delete
1	Delete
1	Delete
2	Delete
0	Delete
0	Delete

Reset Filter

The screenshot shows the 'Schools & Licensing' section of the 'Details for Account 000' page. A modal window is open, displaying a filter dropdown menu. The dropdown is currently set to 'Contains' and has the text 'school' entered. Below the dropdown are 'Reset' and 'Apply' buttons. A red circle highlights the 'Reset' button, with a red arrow pointing to it. In the background, a table lists schools with columns for 'Licenses', 'Assigned to Students', and 'Delete School'.

Licenses	Assigned to Students	Delete School
any available	4	Delete
10 reserved	0	Delete
6 reserved	1	Delete
any available	1	Delete
any available	2	Delete
any available	0	Delete
any available	0	Delete




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Back to School with Read Live
Webinar Handout


Choose Students to View

 Read Live Home

Account Administrator 


 Log Out

Your Account ID: 000




Account & School Administration

- Add/edit schools
- Adjust school licensing
- Update account contact




Staff Member Administration

- Add/edit staff members
- Reset staff passwords



Student Administration


- Import students
- Single sign-on setup
- Add/delete students
- Edit student status, grade, homeroom, school, etc.
- License students
- Add/delete homerooms
- Start a new school year



Student Activity


View recent student work across all applications

- Place students and adjust assignments
- Help waiting students
- Log in as students
- Customize student options



Team

- Add Teachers and Read Live Assistants to your team so they can access the Waiting List to help your students



My Groups

- Organize students into groups (for my use only)
- Edit my groups

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Choose Students to View

The screenshot shows the 'Student Activity' page. At the top, there's a blue header with 'Student Activity' and 'Account Administrator'. Below the header, there's a search bar with the text 'Choose students to view'. A red circle highlights the dropdown menu below the search bar, which shows 'Lead Teacher: No Lead Teacher'. A red arrow points to this dropdown. Below the search bar, there's a table with columns: Name, Waiting, Login As, and Last Login. A red box highlights a section titled 'Read Live Student Activity' which contains a list of instructions:

- This page allows you to quickly review student activity across all Read Live applications, identifying students who need intervention.
- Active, licensed students can appear on this list. To assign licenses to students, use the Student Setup page.
- You can select students using the search feature.
- By default, students for whom you are the Lead Teacher are listed on this page. If you are not a Lead Teacher for any students, licensed students without a Lead Teacher are listed.

Choose Students to View

The screenshot shows the 'Student Activity' page with a list of students. The search bar 'Choose students to view' is circled in red. Below the search bar, there's a table with columns: Name, Waiting, Login As, and Last Login. The table contains the following data:

Name	Waiting	Login As	Last Login
<input type="checkbox"/> Anna Aubid		Login	54 days ago
<input type="checkbox"/> Milo Chonkin		Login	11 days ago
<input type="checkbox"/> Rob Cole		Login	48 days ago
<input type="checkbox"/> Lee Her		Login	50 days ago
<input type="checkbox"/> Melissa Powell		Login	1 day ago
<input type="checkbox"/> Evan Renbeck		Login	11 days ago
<input type="checkbox"/> Abby Smith		Login	
<input type="checkbox"/> Jeff Smith		Login	
<input type="checkbox"/> Janelle Stack		Login	

Choose Students to View

? Please select search criteria.

First Name: Last Name: Student ID: User ID:

Select:

None Selected... Homeroom:

Grade(s): My Group:

None Selected...

Read Live:

Lead Teacher: Application Access:

None Selected...

☐ Waiting for teacher

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First Name: Last Name: Student ID: User ID:

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☐ Waiting for teacher

Choose Students to View

The screenshot shows the 'Student Activity' interface. At the top, there's a navigation bar with 'Student Activity' and 'Account Administrator'. Below it, a search bar is labeled 'Choose students to view'. A filter 'First name: Anna' is applied. A table lists students, with 'Anna Aubel' selected. A red arrow points to the selection checkbox, and a red circle highlights the student's name. The table has columns: Name, Waiting, Login As, and Last Login.

Name	Waiting	Login As	Last Login
Anna Aubel		Login	54 days ago

Choose Students to View

The screenshot shows the 'Student Activity' interface. At the top, there's a navigation bar with 'Student Activity' and 'Account Administrator'. Below it, a search bar is labeled 'Choose students to view'. A filter 'First name: Anna' is applied. A table lists students, with 'Anna Aubel' selected. A red arrow points to the selection checkbox, and a red circle highlights the student's name. The table has columns: Name, Waiting, Login As, and Last Login. Below the table, there's a section for 'Application' with columns: Application, Current Step, Story/Exercise, Assignment, and Last Activity. Two rows are shown: 'Read Naturally Live' and 'One Minute Reader Live'.

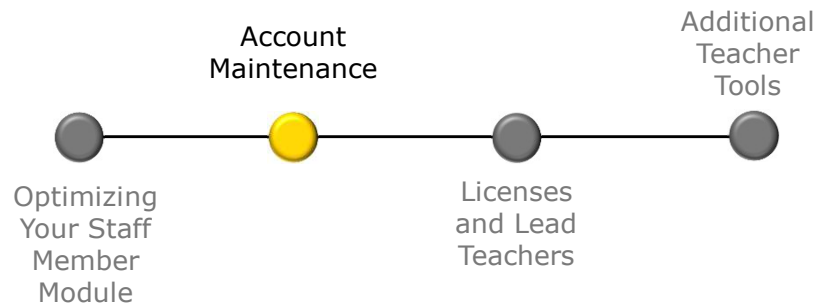
Name	Waiting	Login As	Last Login
Anna Aubel		Login	54 days ago

Application	Current Step	Story/Exercise	Assignment	Last Activity
Read Naturally Live	Select a Story	Seq 5.6: Story 130 wcpm	54 days ago	
One Minute Reader Live	Select a Story	Level 2: Cool Creatures		

Choose Students to View

Name	Waiting	Login As	Last Login
<input type="checkbox"/> Anna Aubid		Login	54 days ago
<input type="checkbox"/> Milo Chomkin		Login	11 days ago
<input type="checkbox"/> Rob Cole		Login	48 days ago
<input type="checkbox"/> Lee Her		Login	50 days ago
<input type="checkbox"/> Melissa Powell		Login	1 day ago
<input type="checkbox"/> Evan Renbeck		Login	11 days ago
<input type="checkbox"/> Abby Smith		Login	
<input type="checkbox"/> Jeff Smith		Login	
<input type="checkbox"/> Janelle Stack		Login	

Back to School with Read Live



Account Maintenance



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

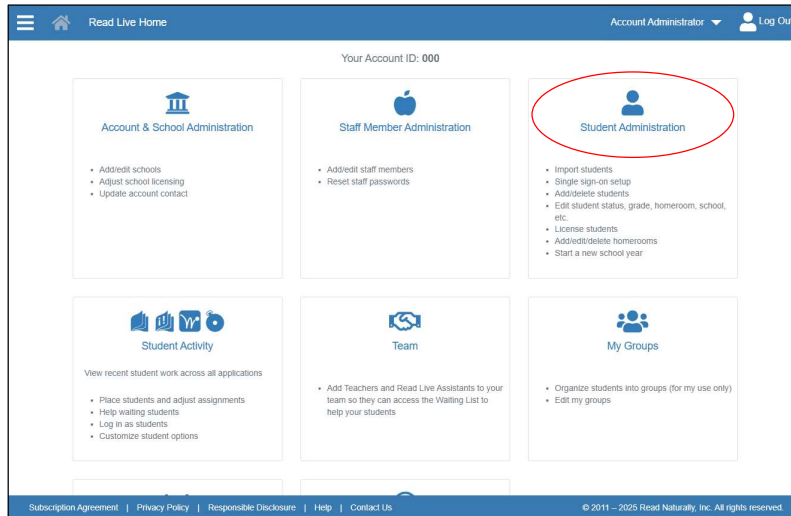
Lead Teachers

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.

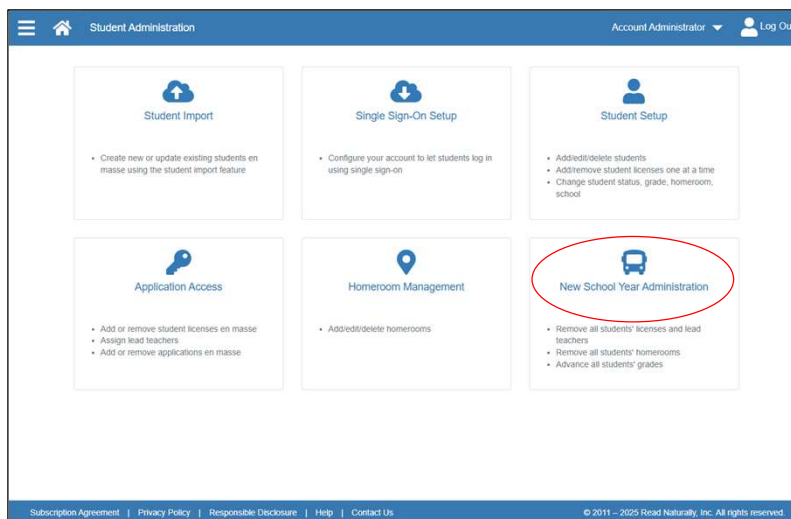
A student's Lead Teacher is the staff member who makes educational decisions in Read Naturally Live for that student. Lead Teachers are responsible for initially placing their students, adjusting their students' series, levels, and goals, customizing their story options, and viewing their reports to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

Read Live Home



Student Administration



Start a New School Year

The screenshot shows the 'Start a New School Year' page. At the top, there is a blue header with a home icon, the title 'Start a New School Year', and user information 'Account Administrator' and 'Log Out'. The main content area has a title 'Begin a new school year for all students in the account'. Below this, it says 'Clicking Save & Close will:' followed by a list of actions: 'Advance all students by one grade', 'Remove all homeroom assignments', and 'Either:'. Under 'Either:', there are two radio button options: 'Remove licenses and lead teachers from all students' and 'Retain licenses and lead teachers for all students'. The second option is selected. A red box highlights the 'Retain licenses and lead teachers for all students' option and the 'Important!' section below it. A red arrow points to the 'Save & Close' button. The 'Important!' section contains a warning: 'Coordinate with other staff members so students are not accidentally advanced twice, by different people.' and 'Complete this action when students are unlikely to be using the system (e.g., before the school year begins)'. It also mentions that if you want to change the grade or homeroom for some, but not all students, you should use the 'Change Grade or Change Homeroom' page. At the bottom, there are links for 'Subscription Agreement', 'Privacy Policy', 'Responsible Disclosure', 'Help', and 'Contact Us', and a copyright notice '© 2011 – 2025 Read Naturally, Inc. All rights reserved.'

Begin a new school year for all students in the account

Clicking Save & Close will:

- ✓ Advance all students by one grade
- ✓ Remove all homeroom assignments
- ✓ Either:

☐ Remove licenses and lead teachers from all students

☒ Retain licenses and lead teachers for all students

Note: If you choose this option, each lead teacher must remove student licenses for his or her current students before another teacher can become the lead teacher for those students.

Important!

- Coordinate with other staff members so students are not accidentally advanced twice, by different people.
- Complete this action when students are unlikely to be using the system (e.g., before the school year begins).
- If you want to change the grade or homeroom for some, but not all students, instead use Change Grade or Change Homeroom on the Student Setup page.

Save & Close Cancel

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Change ALL Students

The screenshot shows the 'Start a New School Year' page with a confirmation dialog box open. The dialog box has a question mark icon and the text 'Are you sure?'. It contains a warning: 'Warning! The selected changes will be made to all students in this account. You cannot undo this action.' At the bottom of the dialog, there are two buttons: 'Change ALL Students' and 'Cancel'. The 'Change ALL Students' button is circled in red. The background page is dimmed, showing the same content as the previous screenshot, but with the 'Save & Close' button now disabled.

Are you sure?

Warning! The selected changes will be made to all students in this account. You cannot undo this action.

Change ALL Students Cancel

Begin a new school year for all students in the account

Clicking Save & Close will:

- ✓ Advance all students by one grade
- ✓ Remove all homeroom assignments
- ✓ Either:

☐ Remove licenses and lead teachers from all students

☒ Retain licenses and lead teachers for all students

Note: If you choose this option, each lead teacher must remove student licenses for his or her current students before another teacher can become the lead teacher for those students.

Important!

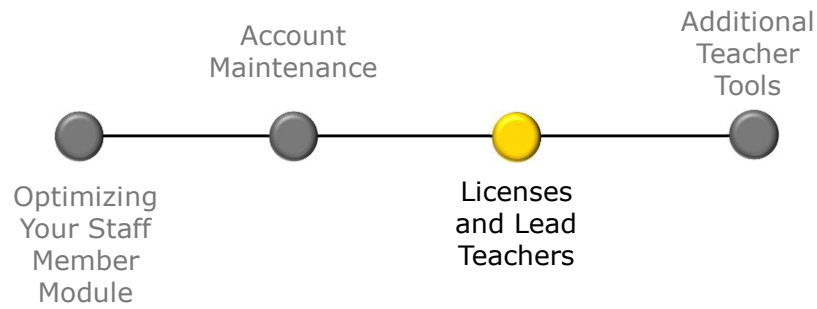
- Coordinate with other staff members so students are not accidentally advanced twice, by different people.
- Complete this action when students are unlikely to be using the system (e.g., before the school year begins).
- If you want to change the grade or homeroom for some, but not all students, instead use Change Grade or Change Homeroom on the Student Setup page.

Save & Close Cancel

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Back to School with Read Live



Licenses and Lead Teachers



Account Maintenance

Advancing Student Grades by Starting a New School Year

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 - 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.

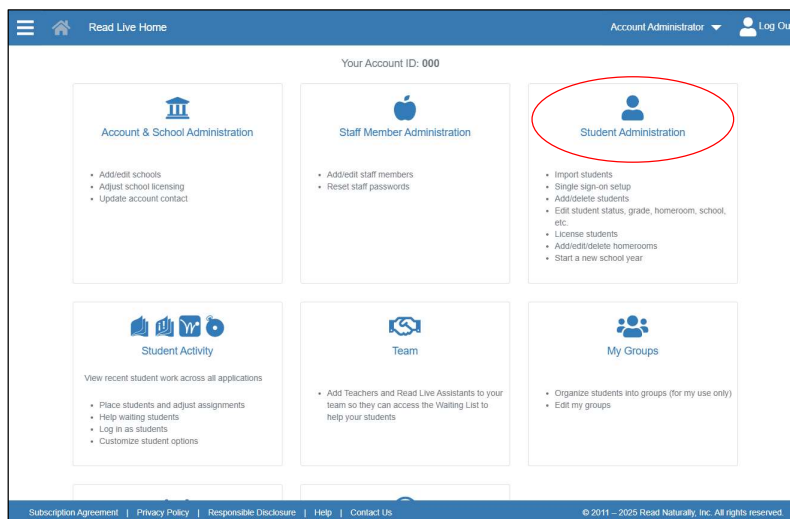


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Read Live Webinar

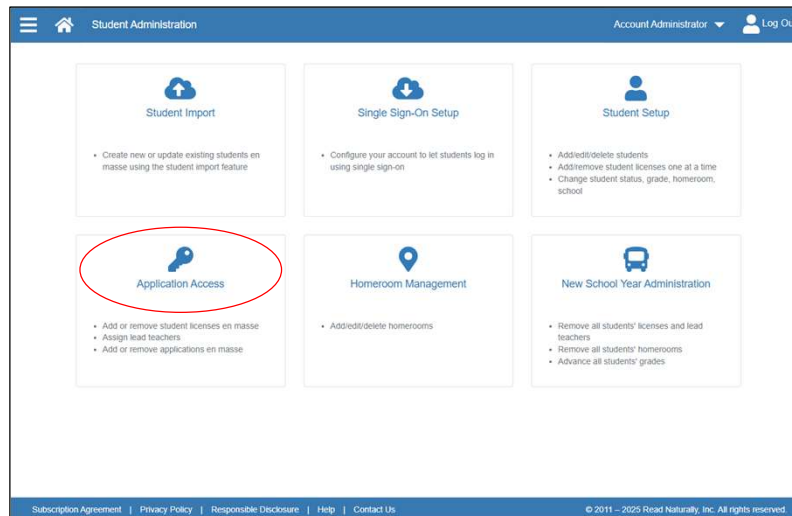
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Back to School with Read Live
Webinar Handout

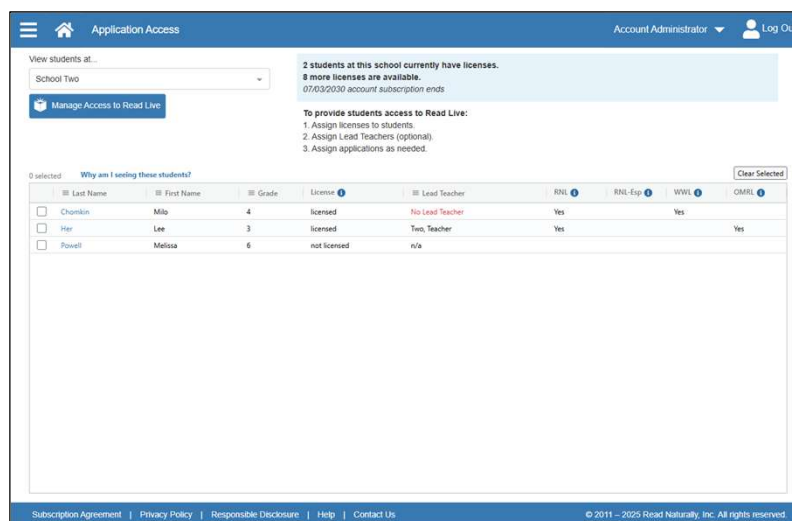
Read Live Home



Student Licensing



Student Licensing



Student Licensing

The screenshot shows the 'Application Access' page for 'School Two'. It displays a table of students with columns for Last Name, First Name, Grade, License, Lead Teacher, RNL, RNL-Exp, WWL, and CMRL. The 'License' column for three students (Chenkin, Hui, and Powell) is highlighted with a red box. A dropdown menu is open for the 'License' column, showing three options: 'licensed', 'licensed', and 'not licensed'.

License	Lead Teacher	RNL	RNL-Exp	WWL	CMRL
licensed	No Lead Teacher	Yes	Yes		
licensed	Two, Teacher	Yes		Yes	
not licensed	n/a				

Student Licensing

The screenshot shows the 'Application Access' page for 'School Two'. It displays a table of students with columns for Last Name, First Name, Grade, License, Lead Teacher, RNL, RNL-Exp, WWL, and CMRL. The 'License' column for three students (Chenkin, Hui, and Powell) is highlighted with a red box. A red arrow points to the 'Manage Access to Read Live' button.

License	Lead Teacher	RNL	RNL-Exp	WWL	CMRL
licensed	No Lead Teacher	Yes	Yes		
licensed	Two, Teacher	Yes		Yes	
not licensed	n/a				

Student Licensing

Application Access Account Administrator Log Out

Actions X

Licenses & Lead Teachers

- Add licenses for selected
- Remove licenses from selected
- Change Lead Teacher for selected
- Read Naturally Live
- Read Naturally Live—Español
- Word Warm-ups Live
- One Minute Reader Live

View students at... School Two

Manage Access to Read Live

2 students at this school currently have licenses.
7 more licenses are available.
07/03/2030 account subscription ends

To provide students access to Read Live:
1. Assign licenses to students.
2. Assign Lead Teachers (optional).
3. Assign applications as needed.

1 selected **Why am I seeing these students?** Clear Selected

	Last Name	First Name	Grade	License	Lead Teacher	RNL	RNL-Esp	WWR	OMR
<input type="checkbox"/>	Chamkin	Milo	4	licensed	No Lead Teacher	Yes		Yes	
<input type="checkbox"/>	Her	Lee	3	licensed	Two Teacher	Yes		Yes	
<input checked="" type="checkbox"/>	Powell	Melissa	6	not licensed	n/a				

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Student Licensing

Application Access Account Administrator Log Out

Actions X

Licenses & Lead Teachers

- Add licenses for selected
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- Change Lead Teacher for selected
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- Read Naturally Live—Español
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07/03/2030 account subscription ends

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1. Assign licenses to students.
2. Assign Lead Teachers (optional).
3. Assign applications as needed.

0 selected **Why am I seeing these students?** Clear Selected

	Last Name	First Name	Grade	License	Lead Teacher
<input type="checkbox"/>	Chamkin	Milo	4	licensed	No Lead Teacher
<input type="checkbox"/>	Her	Lee	3	licensed	Two Teacher
<input type="checkbox"/>	Powell	Melissa	6	licensed	Two Teacher

License

- licensed
- licensed
- licensed

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Account Maintenance

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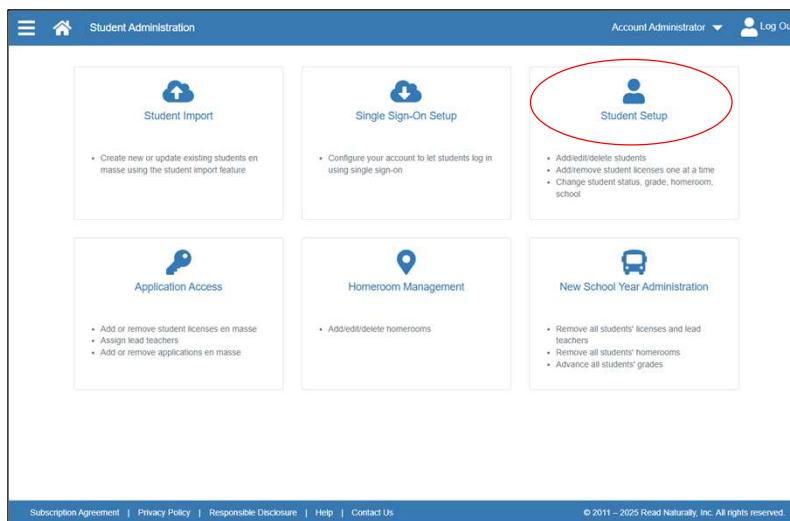


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Back to School with Read Live
Webinar Handout

Student Licensing



Add Student

Students

Account Administrator Log Out

Add Student Application Access Change Status for Selected Change Grade for Selected Change Homeroom for Selected

Change School for Selected Delete Selected Students Merge Selected Students

0 selected Clear Selected

	Last Name	First Name	Student ID	User ID	Email	Grade	School	Homeroom
<input type="checkbox"/>	Auld	Anna	aauld			7	School One	Unassigned
<input type="checkbox"/>	Chomkin	Milo	mchomkin			4	School Two	Unassigned
<input type="checkbox"/>	Cole	Rob	rcole			4	School Three	Unassigned
<input type="checkbox"/>	Her	Lee	lher			3	School Two	Unassigned
<input type="checkbox"/>	Powell	Melissa	mpowell			6	School Two	Unassigned
<input type="checkbox"/>	Renbeck	Evan	erenbeck			5	Lincoln School	Unassigned
<input type="checkbox"/>	Smith	Jeff	jsmith			3	Lincoln School	Unassigned
<input type="checkbox"/>	Stack	Janelle	jstack			4	Lincoln School	Unassigned

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License Student

Students > Student Details

Account Administrator Log Out

Student Information

*First Name: Abby

*Last Name: Smith

Status: Active

Student ID:

*Grade: 2

*School: School One

Homeroom: Unassigned

Student Login Info

*Student User ID: asmith

Email Address:

*Password:

*Verify Password:

License

*License this student? Yes

☒ Lead Teacher

☒ Read Naturally Live

☐ Word Warm-ups Live

☒ One Minute Reader Live

☐ Read Naturally Live—Español

Accessibility Settings

Enable Student Control of Autoplay Audio and Captions? No

Contact 1

Relationship:

First Name:

Last Name:

Email:

Contact 2

Relationship:

First Name:

Last Name:

Email:

Save & Add Another Save & Close Cancel

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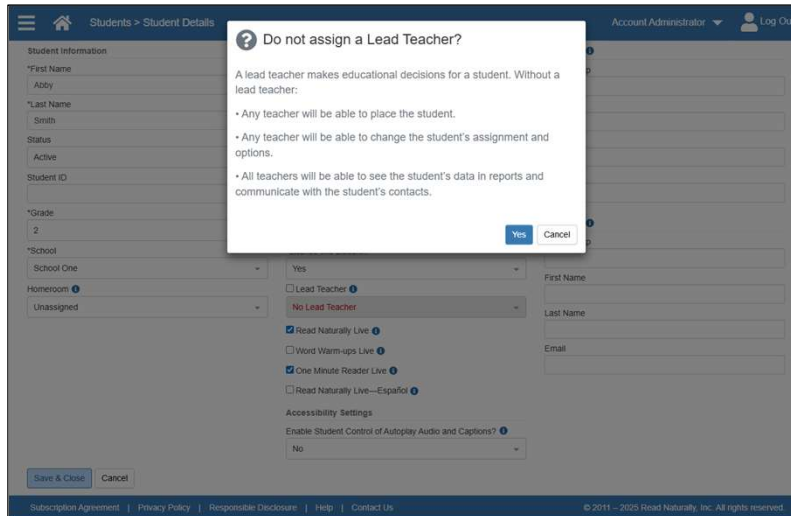
Lead Teacher Assigned

The screenshot shows the 'Students > Student Details' page for a student named Abby Smith. The 'Homeroom' dropdown is set to 'Unassigned'. The 'License' section has a red box around the 'Lead Teacher' dropdown, which is currently set to 'One Teacher'. Below this, there are checkboxes for 'Read Naturally Live', 'Word Warm-ups Live', 'One Minute Reader Live', and 'Read Naturally Live—Español'. The 'Accessibility Settings' section has a dropdown for 'Enable Student Control of Autoplay Audio and Captions?' set to 'No'. At the bottom left, there are buttons for 'Save & Add Another', 'Save & Close', and 'Cancel'. The footer includes links for 'Subscription Agreement', 'Privacy Policy', 'Responsible Disclosure', 'Help', and 'Contact Us', along with the copyright notice '© 2011 – 2025 Read Naturally, Inc. All rights reserved.'

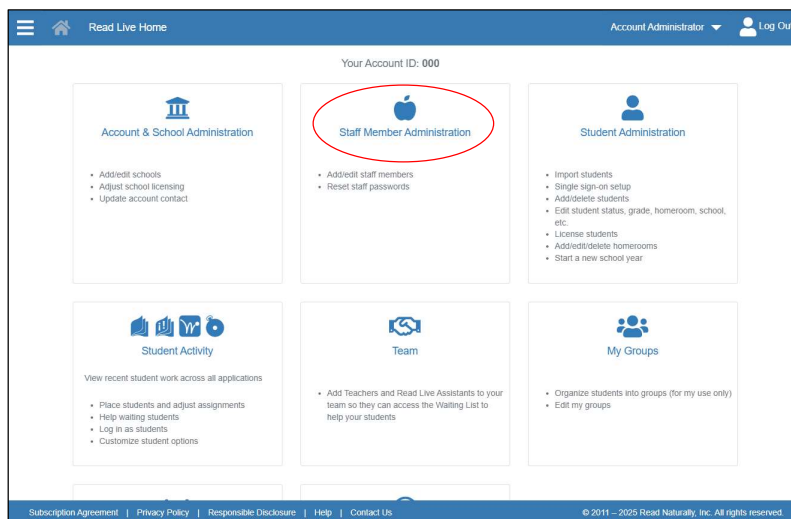
No Lead Teacher Assigned

The screenshot shows the 'Students > Student Details' page for the same student, Abby Smith. The 'Homeroom' dropdown is still 'Unassigned'. The 'License' section has a red box around the 'Lead Teacher' dropdown, which is now set to 'No Lead Teacher'. The checkboxes for 'Read Naturally Live', 'Word Warm-ups Live', 'One Minute Reader Live', and 'Read Naturally Live—Español' are still present. The 'Accessibility Settings' section remains the same. A red arrow points to the 'Save & Close' button at the bottom left. The footer is identical to the first screenshot.

No Lead Teacher Assigned



Read Live Home



Staff Member Administration

Staff Member Administration

Account Administrator Log Out

[Add Staff Member](#) [Delete Selected Staff Members](#)

0 selected Clear Selected

<input type="checkbox"/>	Last Name	First Name	User ID	School	Role	Teams	RN Live Students	Last Login	Unlock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account A...	Team	2	2025/07/08 1...	Unlock	Reset
<input type="checkbox"/>	Derona	Cosmo	cderona	Lincoln School	Teacher	Team	2	2025/04/29 1...	Unlock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 1...	Unlock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 1...	Unlock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	One	Teacher	teacherone	School One	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Three	Assistant	assistantthree	School Three	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	Three	Teacher	teacherthree	School Three	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Unlock	Reset

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Staff Member Details

Staff Members > Staff Member Details

Account Administrator Log Out

Details for New Staff Member

*Required

*First Name

*Last Name

*Role

Learn more about roles

Role	Admin: schools	Admin: staff members	Admin: license students	View student data (placement, scores, reports)	Can be a student's "lead teacher"	Conduct trainings and pass activities	Word Warm-ups activities
<input type="radio"/> Account Administrator	X	X	X	X	X	X	X
<input type="radio"/> School Coordinator		X	X	X	X	X	X
<input type="radio"/> Teacher			X	X	X	X	X
<input type="radio"/> Read Live Assistant						X	X

*School

Select...

*Email

*Verify Email

*User ID

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The Team Feature

The Team feature lets any Lead Teacher share access to students on the waiting list with a team of other Teachers and Read Live Assistants. Each Lead Teacher's students can be seen by team members who belong to that teacher's team.

- **Note** that Account Administrators can see all students in an account, and School Coordinators can see all students in their schools. These users do not need to belong to a Team to see students, so they cannot be added to a team.
- Teachers and Read Live Assistants can belong to multiple teams.

Additional Teacher Tools for Read Live

Using Rostering and Single Sign-on Options with Read Live
Account administrators in Read Live can set up their accounts to allow Rostering and Single Sign-on (SSO) for students. Doing so allows students to be automatically rostered in Read Live and to use Read Live without entering a user ID and password each time they open the application.

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

Importing student data enables you to add or update many students using data exported from a student management system. Imports are scheduled and run during off-peak hours. Each import includes students from a single school. Only staff members in Account Administrator or School Coordinator roles can import student data.

- Follow our [guide for Importing Student Data](#)

Training Resources for Teachers

Visit our [Training Page](#) for awesome resources such as:

- FREE online courses for teachers
- Student guides for Read Live programs
- The Read Live Help Page
- Virtual seminars
- District/Service center options
- Program-specific teacher's manuals
- Knowledgebase Resources


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Read Live Webinar

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Back to School with Read Live
Webinar Handout

Assign Staff to Team

Staff Member Administration

Account Administrator  Log Out

Add Staff MemberDelete Selected Staff Members

0 selected

<input type="checkbox"/>	Last Name	First Name	User ID	School	Role	Team	Read Live Students	Last Login	Unlock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account A...	Team	2	2025/07/08 1...	Unlock	Reset
<input type="checkbox"/>	Dezonia	Cosmo	cdersona	Lincoln School	Teacher	Team	2	2025/04/29 1...	Unlock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 1...	Unlock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 1...	Unlock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live A...	Team	n/a		Unlock	Reset
<input type="checkbox"/>	One	Teacher	teacherone	School One	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Three	Assistant	assistantthree	School Three	Read Live A...	Team	n/a		Unlock	Reset
<input type="checkbox"/>	Three	Teacher	teachertthree	School Three	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live A...	Team	n/a		Unlock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Unlock	Reset

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Reset Staff Password

Staff Member Administration Account Administrator Log Out

Add Staff Member Delete Selected Staff Members

0 selected Clear Selected

	Last Name	First Name	User ID	School	Role	Teams	RN Live Students	Last Login	Unlock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account A...	Team	2	2025/07/08 1...	Unlock	Reset
<input type="checkbox"/>	Derona	Cosmo	cdersona	Lincoln School	Teacher	Team	2	2025/04/29 1...	Unlock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 1...	Unlock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 1...	Unlock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	One	Teacher	teacherone	School One	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Three	Assistant	assistantthree	School Three	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	Three	Teacher	teacherthree	School Three	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Unlock	Reset

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Unlock User ID

Staff Member Administration Account Administrator Log Out

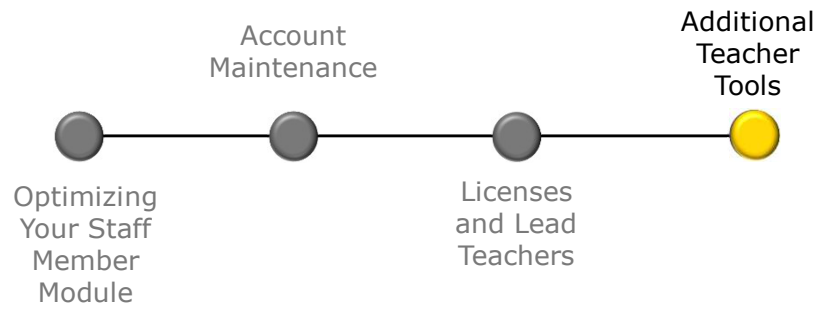
Add Staff Member Delete Selected Staff Members

0 selected Clear Selected

	Last Name	First Name	User ID	School	Role	Teams	RN Live Students	Last Login	Unlock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account A...	Team	2	2025/07/08 1...	Unlock	Reset
<input type="checkbox"/>	Derona	Cosmo	cdersona	Lincoln School	Teacher	Team	2	2025/04/29 1...	Unlock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 1...	Unlock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 1...	Unlock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	One	Teacher	teacherone	School One	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Three	Assistant	assistantthree	School Three	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	Three	Teacher	teacherthree	School Three	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live A...		n/a		Unlock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Unlock	Reset

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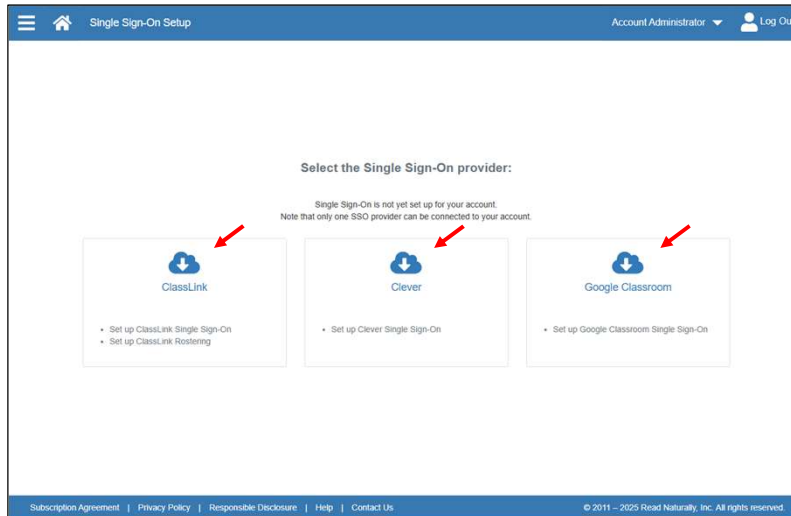
Back to School with Read Live



Additional Teacher Tools



Single Sign-On Setup



The Team Feature

The Team feature lets any Lead Teacher share access to students on the waiting list with a team of other Teachers and Read Live Assistants. Each Lead Teacher's students can be seen by team members who belong to that teacher's team.

- Note that Account Administrators can see all students in an account, and School Coordinators can see all students in their schools. These users do not need to belong to a Team to see students, so they cannot be added to a team.
- Teachers and Read Live Assistants can belong to multiple teams.

Additional Teacher Tools for Read Live

Using Rostering and Single Sign-on Options with Read Live

Account administrators in Read Live can set up their accounts to allow Rostering and Single Sign-on (SSO) for students. Doing so allows students to be automatically rostered in Read Live and to use Read Live without entering a user ID and password each time they open the application.

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

Importing student data enables you to add or update many students using data exported from a student management system. Imports are scheduled and run during off-peak hours. Each import includes students from a single school. Only staff members in Account Administrator or School Coordinator roles can import student data.

- Follow our [guide for Importing Student Data](#)

Training Resources for Teachers

Visit our [Training Page](#) for awesome resources such as:

- FREE online courses for teachers
- Student guides for Read Live programs
- The Read Live Help Page
- Virtual seminars
- District/Service center options
- Program-specific teacher's manuals
- Knowledgebase Resources

Training Resources

To make the most of Read Naturally's programs and tools, we offer educators a range of professional development options. Choose the options that best fit your needs.

In-Person Seminars

There are two options for in-person seminars:

1. Public Seminars presented regionally at a central location.
2. District Seminars presented on-site at your district office or school location.

- [Learn more about Public Seminars](#)
- [Learn more about District Seminars](#)

Virtual Seminars

Virtual seminars are available for educators implementing Read Live or Encore II. These seminars include live sessions with an expert, including an overview of the Read Naturally strategy, demonstration of the steps, student placement, implementation tips, data analysis strategies, and dedicated Q&A time.

- [Learn more about the Read Live Virtual Training](#)
- [Learn more about the Encore II Virtual Training](#)

FREE Online Courses for Teachers

These self-paced courses prepare teachers to implement Read Live programs effectively by developing an understanding of the Read Naturally Strategy, and providing in-depth training in how to effectively implement each program. Three separate courses are available:

Read Naturally Live Online Course
This course provides self-paced, on-demand training to help you implement Read Live's core program.

Webinars

All of our public webinars are recorded and available for viewing on the website. These presentations are delivered by Read Naturally experts and provide excellent support to implementing Read Naturally programs. Check out these popular Basics webinars:

- [Read Live Basics](#)
- [Read Naturally Live Basics](#)
- [Word Warm-ups Live Basics](#)
- [One Minute Reader Live Basics](#)
- [Read Naturally Live—Español Basics](#)

To share our ideas and strategies for effective reading instruction, we regularly host free live webinars on a range of literacy instruction topics.

- [See schedule of upcoming webinars](#)
- [Visit the Knowledgebase to see all the recorded webinars](#)

[Connect With an Expert](#)

<https://www.readnaturally.com/training>



Read Live HELP Resources

Read Live Help

The Read Live Help page is designed to help Read Live users be successful. The main section includes how-to videos that guide you through important steps for setting up Read Live and working with students in Read Naturally Live, Word Warm-ups Live, One Minute Reader Live, and Read Naturally Live—Español. Additional resources, job aids, webinar recordings, and other training options can also be found here.



Get started quickly!

Book a time below with one of our Read Live experts for a personalized walkthrough. Note: if you are new to Read Live and would like to book a demo, [click here](#).

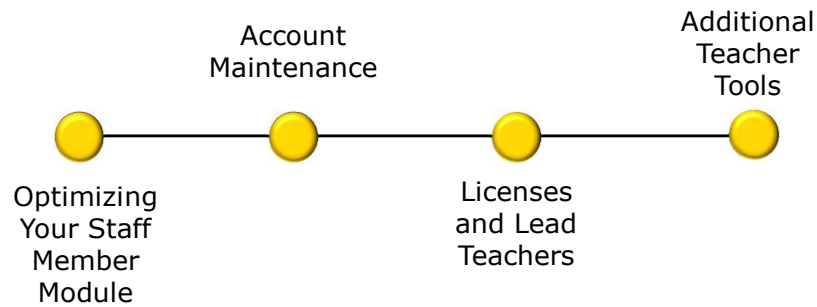
- ▶ [Read Live Account Setup Support](#)
- ▶ [Read Live Implementation Support](#)

Read Live

- ▶ [Smart Start Guide](#)
- ▶ [Read Live User Guide](#)
- ▶ [More Information](#)
- ▶ [Job Aids](#)

www.readnaturally.com/read-live-help

Back to School with Read Live



phone: 800.788.4085
email: info@readnaturally.com
website: readnaturally.com

Questions?

support@readnaturally.com

