

Read Live

Back to School

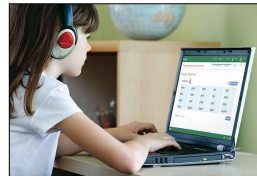


 **Read Naturally Live**



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

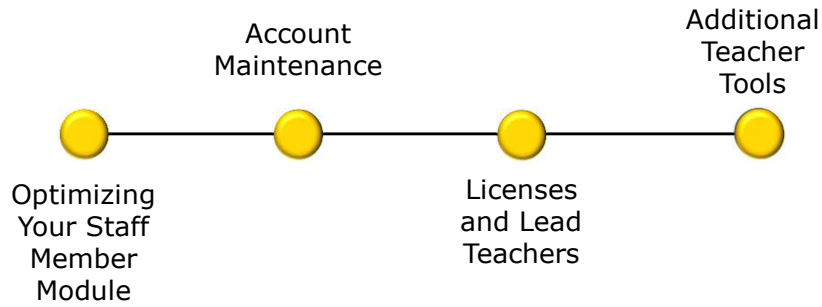


Read Live

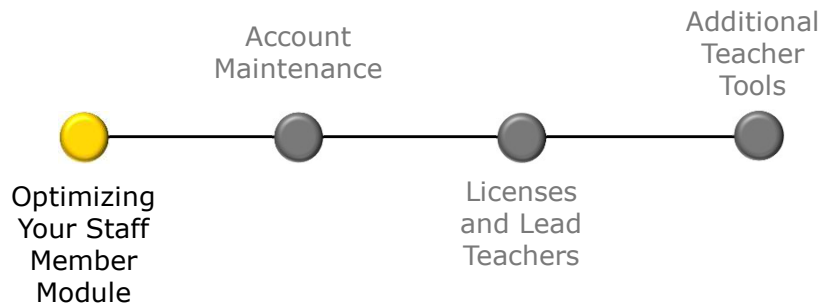
Agenda

- **Optimizing your Staff Member Module**
 - Updating Account Information
 - Sorting and Filtering
- **Account Maintenance**
 - Start a New School Year
- **Licenses and Lead Teachers**
- **Additional Teacher Tools for Read Live**
 - Single Sign-on
 - Importing
 - Training

Back to School with Read Live




Back to School with Read Live



Optimizing Your Staff Member Module





Read Live Setup 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 & Subsite Administrators**.
2. On the Account page, update the account's name or assign a new Main Account Contact as necessary.
3. Click **Save**.

Setting and Filtering
Setting and filtering the access on a list can make it easier to find students and staff members you need to access. Use filters to narrow list items to only those that meet your criteria. This can be especially helpful if you have many students and need to locate a particular set. To use setting 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 header. () to toggle the filter on for that column. You can choose various ways to narrow the list, including viewing only entries that contain the filter 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 List**. Searching for students or sets of students is done through the search window on your search page, which is located in the upper left area of the screen.

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

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Read Live Webinar

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[Back to School with Read Live Webinar](#)

For more information on setting up your Read Live account:

- [The Navigation Menu in the Read Live Module](#)
- [Setting and Filtering](#)
- [Updating Account Information](#)
- [Assigning Student Groups](#)
- [Setting a New School Year](#)
- [Licenses and Lead Teachers](#)
- [The Team Feature](#)
- [Enabling Single Sign-On for Account Admins](#)
- [Read Live Hub: Light and Dark Mode](#)
- [Using the Hub](#)
- [Training Resources for Teachers](#)

For additional support:

- [Read Live Help Page](#)
- [Still have a question?](#)
- [Contact us online!](#)
- [Email Support@readnaturally.com](#)
- [Call us at 800-786-9885](#)

Our support team is available Monday-Friday 8:00-5:00 CDT.

Account Maintenance

Advancing Student Grades by Starting a New School Year
Account Administrators can prepare for a new school year by advancing the grade of all students in their accounts, retaining homework from all students, and assigning new teachers and Lead Teachers from all students. Only Account Administrators can advance the 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 Year Administration page, select an option:
 - **Select Retain Scores and Lead Teachers** to retain all active students' grade, ID numbers and all active teacher assignments. ID numbers of all students' scores and Lead Teachers.
 - **Select Retain Scores and Lead Teachers** to retain all active students' and grades, remove their classroom assignments, ID numbers, and scores, and remove their scores 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 an student is given a Read Naturally Live license. Read Naturally assigns recommendations assigning lead teachers when licensing students. However, if the lead teacher is different, you can assign students a license and have the lead teacher assigned later. All licenses who do not have a lead teacher will appear on the Student Activity page for all teachers who have a license and teacher 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, assigning their students' core, books, and goals, customizing their story outlines, and assigning their reports to teacher programs.

- **In the Staff Member Module** (Staff member view): Teachers can create, change or update the assignment for any student. For example, a teacher can remove the license of a student who has a different Lead Teacher. Staff members in the Account Administration or School Coordinator role can make changes for all users with only Lead Teacher.
- **In the Student Module** (My staff member view): Only students. For example, a teacher can remove a student's Lead Teacher, whether or not they are that student's Lead Teacher.

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

- Read Live Account Administrators can view all students in an account, and School Coordinators can view all students in that school. These users do not need to belong to a Team to view students, and they cannot be added to a team.
- Teachers and Read Live Administrators 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 their accounts to allow Reporting and Single Sign-On (SSO) for all users. Data or other information to be automatically imported to Read Live can be Read Live without entering a user ID and password each time they open the application.

1. Read Live currently supports Google SSO, Okta SSO, Reporting and SSO, and OneID SSO.
2. To set up either tool to be used support reports to partners through SSO with Okta, Okta SSO or Google Classroom for Reporting. Contact us at support@readnaturally.com or 1-800-786-9885 for a SSO SSO SSO.

Importing Student Data
Importing student data enables you to add or update many students using data exported from an student management system. Imports are scheduled and can display on week weeks. Each import includes students from a single school. Only staff members in Account Administrator or School Coordinator roles can import student data.

- Follow our [SSO Import to Student Data](#)

Training Resources for Teachers


View our Training Page for an overview resource such as:

- [SSO on the Go for Teachers](#)
- [Student Guides for Read Live program](#)
- [The Read Live Hub Page](#)
- [Visual resources](#)
- [Classroom teacher outlines](#)
- [Program-specific teacher materials](#)
- [Knowledgebase Resources](#)

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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 your account's students](#)
- [Read Live Native Login Import](#)
- [Using Log In As](#)
- [Training Resources for Teachers](#)

For additional support:

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Still have questions?

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Back to School with Read Live
Webinar Handout

Read Live Home Screen


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/edit/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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Updating Account Information

Account License Summary

30 total licenses
24 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 ⓘ

Save Go to Staff Members Page

Schools & Licensing

Add School

School	Licenses	Assigned to Students
Lincoln School	any available	1
School One	any available	0
School Three	any available	0
School Two	any available	0
Springfield Elementary	any available	1
Springfield School	any available	4

Total licenses assigned to students (all schools): 6

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Add School

Account License Summary

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Main Account Contact ⓘ
Administrator, Account

Enable recording features ⓘ

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School Three	any available	0
School Two	any available	0
Springfield Elementary	any available	1
Springfield School	any available	4

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School Details

Account > School Details Account Administrator Log Out

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:

- 24 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

Account Account Administrator Log Out

Details for Account 000

Account License Summary

30 total licenses
24 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

Save Go to Staff Members Page

Schools & Licensing

Add School

School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	1	Delete
School One	any available	0	Delete
School Three	any available	0	Delete
School Two	any available	0	Delete
Springfield Elementary	any available	1	Delete
Springfield School	any available	4	Delete

Total licenses assigned to students (all schools): 6

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

Optimizing your Staff Member Module

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- Click **Save**.

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- 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.

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- [Licenses and Lead Teachers](#)
- [The Team Feature](#)
- [Enabling Single Sign-On for your account's students](#)
- [Read Live Native Login Import](#)
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Sorting and Filtering

Account
Account Administrator
Log Out

Details for Account 000

Account License Summary

30 total licenses
24 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

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

Schools & Licensing

Add School

School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	1	Delete
School One	any available	0	Delete
School Three	any available	0	Delete
School Two	any available	0	Delete
Springfield Elementary	any available	1	Delete
Springfield School	any available	4	Delete

Total licenses assigned to students (all schools): 6

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Sorting and Filtering

Account License Summary

30 total licenses
24 available licenses
2030/07/03 subscription ends

Need to renew or add licenses to your account?
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Account Settings

Account Name
Read Naturally District (Demo)

Main Account Contact
Administrator, Account

Enable recording features

Save Go to Staff Members Page

Schools & Licensing

Add School

School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	1	Delete
School One	any available	0	Delete
School Three	any available	0	Delete
School Two	any available	0	Delete
Springfield Elementary	any available	1	Delete
Springfield School	any available	4	Delete

Total licenses assigned to students (all schools): 6

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Sorting and Filtering

Account License Summary

30 total licenses
24 available licenses
2030/07/03 subscription ends

Need to renew or add licenses to your account?
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Account Settings

Account Name
Read Naturally District (Demo)

Main Account Contact
Administrator, Account

Enable recording features

Save Go to Staff Members Page

Schools & Licensing

Add School

School	Licenses	Assigned to Students	Delete School
Lincoln School	any available	1	Delete
School One	any available	0	Delete
School Three	any available	0	Delete
School Two	any available	0	Delete
Springfield Elementary	any available	1	Delete
Springfield School	any available	4	Delete

Total licenses assigned to students (all schools): 6

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Sorting and Filtering

Account Administrator | Log Out

Details for Account 000

Account License Summary

- 30 total licenses
- 14 available licenses
- 2030/07/03 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

Save | Go to Staff Members Page

Schools & Licensing

Add School

School	Licenses	Assigned to Students	Delete School
Contains	any available	1	Delete
Filter...	10 reserved	0	Delete
Reset	any available	0	Delete
Apply	any available	0	Delete
School Two	any available	0	Delete
Springfield Elementary	any available	1	Delete
Springfield School	any available	4	Delete

Total licenses assigned to students (all schools): 6

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Sorting and Filtering

Account Administrator | Log Out

Details for Account 000

Account License Summary

- 30 total licenses
- 14 available licenses
- 2030/07/03 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

Save | Go to Staff Members Page

Schools & Licensing

Add School

School  ↑

Contains

school

Reset | Apply

Assigned to Students	Delete School
	Delete
	Delete
	Delete
	Delete
	Delete
	Delete

Total licenses assigned to students (all schools): 6

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Reset Filter

The screenshot shows the 'Details for Account 000' page. On the left, there is an 'Account License Summary' box with 30 total licenses and 14 available licenses. Below it is the 'Account Settings' section with fields for Account Name, Main Account Contact, and a checkbox for 'Enable recording features'. The main area is 'Schools & Licensing', which includes an 'Add School' button and a table of schools. A filter dropdown is open, showing 'Contains' and 'Filter...' options, with a red circle around the 'Reset' button. The table lists schools like 'School One', 'School Two', 'Springfield Elementary', and 'Springfield School' with columns for Licenses, Assigned to Students, and Delete School.

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

Optimizing your Staff Member Module

Updating Account Information
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- Click **Save**.

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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.

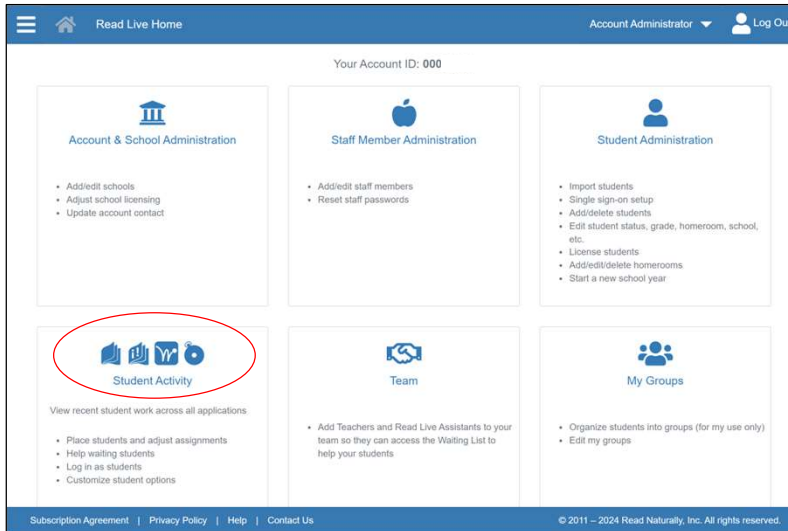
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- To clear previously searched criteria, locate the button that is directly under choose students to view feature. Then click the **x** to the right of the criteria selection to cancel that search.

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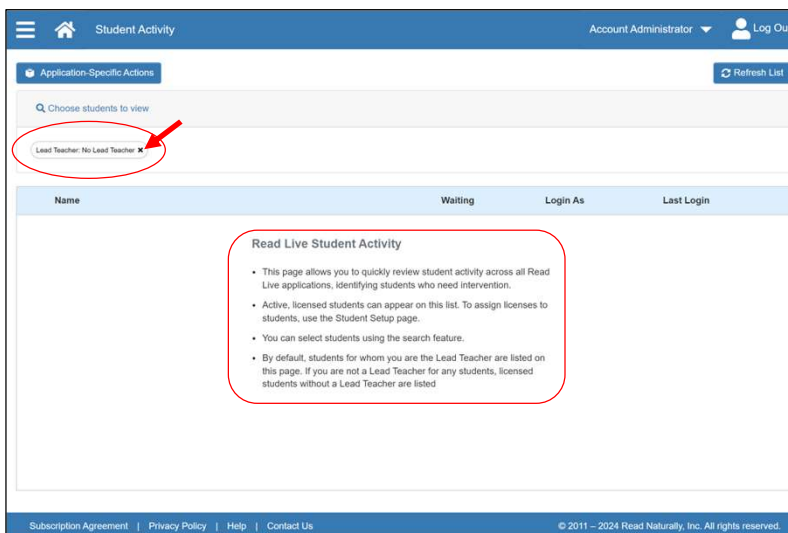
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Back to School with Read Live
Webinar Handout

Choose Students to View



Choose Students to View



Choose Students to View

The screenshot shows the 'Student Activity' page. At the top, there is a navigation bar with 'Student Activity' and 'Account Administrator'. Below this is a section titled 'Application-Specific Actions' with a 'Refresh List' button. A search bar labeled 'Choose students to view' is highlighted with a red circle. Below the search bar is a table with the following columns: Name, Waiting, Login As, and Last Login. The table contains five rows of student data:

Name	Waiting	Login As	Last Login
<input type="checkbox"/> > Anna Aubid		Login	67 days ago
<input type="checkbox"/> > Milo Chomkin		Login	123 days ago
<input type="checkbox"/> > Rob Cole		Login	
<input type="checkbox"/> > Lee Her		Login	14 days ago
<input type="checkbox"/> > Melissa Powell		Login	17 days ago

At the bottom of the page, there is a footer with links for 'Subscription Agreement', 'Privacy Policy', 'Help', and 'Contact Us', and a copyright notice: '© 2011 - 2024 Read Naturally, Inc. All rights reserved.'

Choose Students to View

The screenshot shows a dialog box titled 'Please select search criteria.' with a question mark icon. The dialog box contains several search criteria fields:

- First Name (highlighted with a red circle)
- Last Name
- Student ID
- User ID
- School (dropdown menu: None Selected...)
- Homeroom (dropdown menu: None Selected...)
- Grade(s) (dropdown menu: None Selected...)
- My Group (dropdown menu: None Selected...)
- Read Live: Lead Teacher (dropdown menu: None Selected...)
- Application Access (dropdown menu: None Selected...)
- Waiting for teacher

At the bottom of the dialog box, there are three buttons: 'Search', 'Reset', and 'Cancel'. The background shows the same 'Student Activity' page as the first screenshot.

Choose Students to View

Please select search criteria.

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

School: Homeroom:

Grade(s): My Group:

Read Live:

Lead Teacher: Application Access:

Waiting for teacher

Choose Students to View

Student Activity Account Administrator Log Out

Application-Specific Actions Refresh List

Choose students to view

First name: Anna

Name	Waiting	Login As	Last Login
<input type="checkbox"/> Anna Aubid		Login	67 days ago

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Choose Students to View

Student Activity | Account Administrator | Log Out

Application-Specific Actions | Refresh List

Choose students to view

First name: Anna X

Name	Waiting	Login As	Last Login
<input type="checkbox"/> Anna Aubid		Login	67 days ago

Application	Current Step	Story/Exercise	Assignment	Last Activity
Read Naturally Live			Placement	
One Minute Reader Live	Select a Story		Level 2: Cool Creatures	

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Choose Students to View

Student Activity | Account Administrator | Log Out

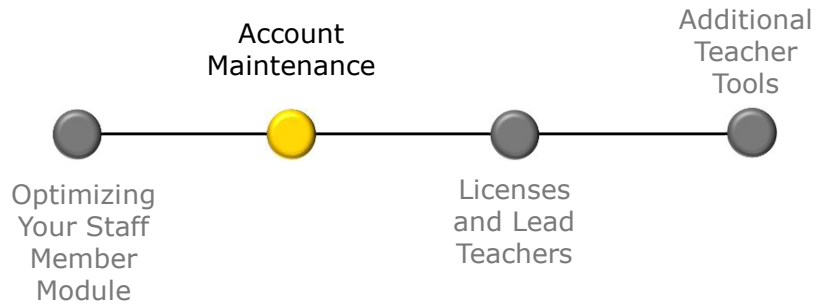
Application-Specific Actions | Refresh List

Choose students to view

Name	Waiting	Login As	Last Login
<input type="checkbox"/> Anna Aubid		Login	67 days ago
<input type="checkbox"/> Milo Chomkin		Login	123 days ago
<input type="checkbox"/> Rob Cole		Login	
<input type="checkbox"/> Lee Her		Login	14 days ago
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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 leave the lead teacher 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.

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.
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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

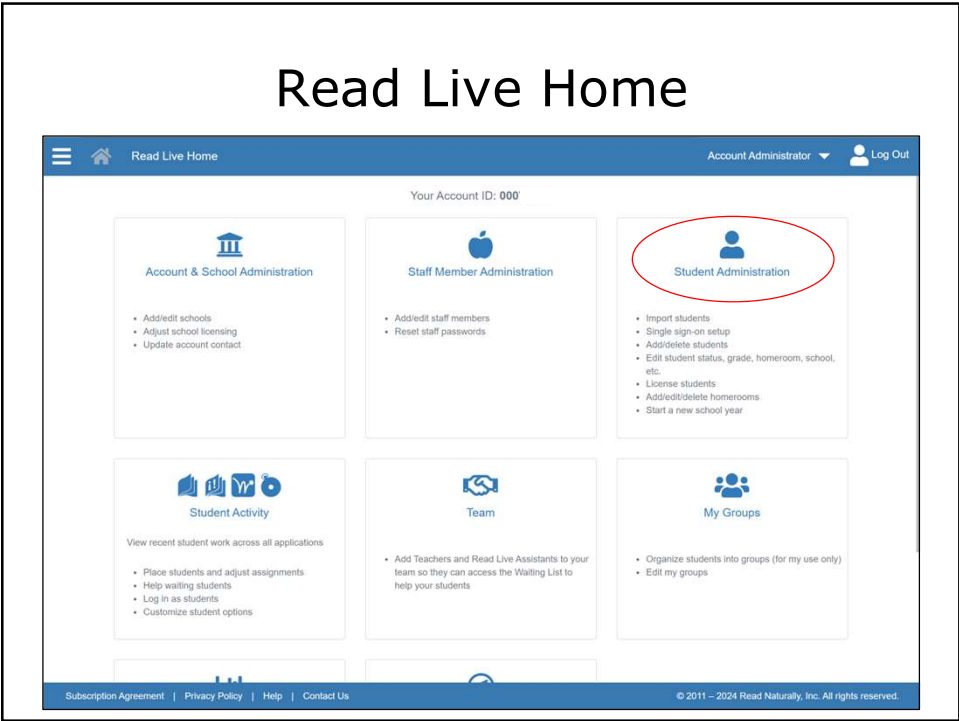
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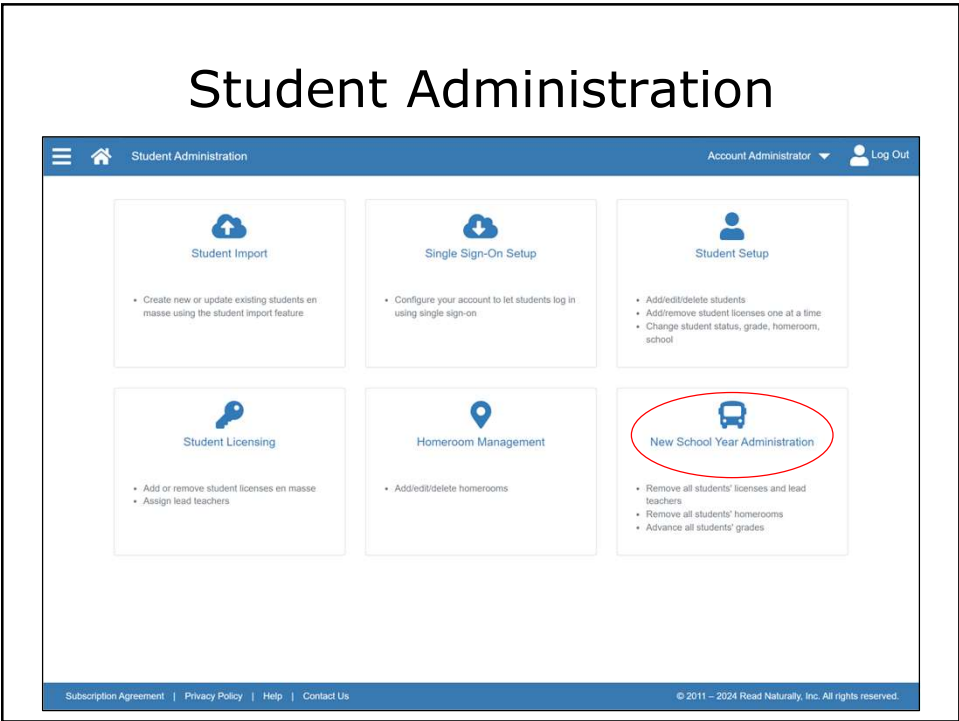
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Read Live Home



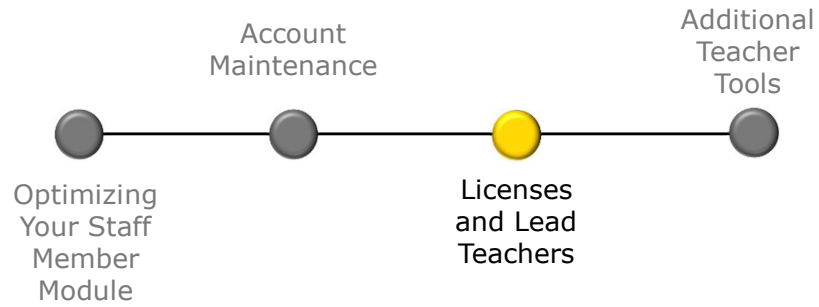
Student Administration



Start a New School Year

Change ALL Students

Back to School with Read Live



Licenses and Lead Teachers



Account Maintenance

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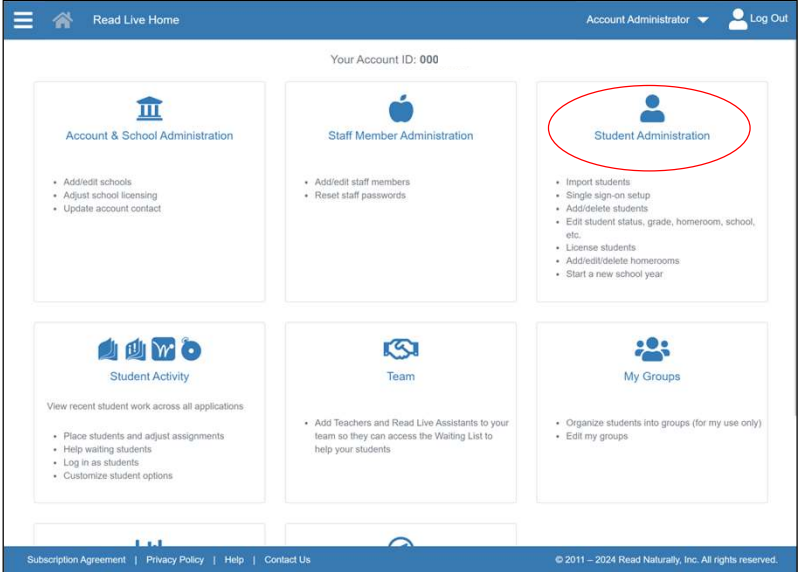
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 Read Live Webinar

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Read Naturally
 Back to School with Read Live
 Webinar Handout

Read Live Home



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/edit/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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Student Licensing

The screenshot shows the 'Student Administration' dashboard. The 'Student Licensing' tile is circled in red. The dashboard includes the following tiles:

- Student Import**: Create new or update existing students en masse using the student import feature.
- Single Sign-On Setup**: Configure your account to let students log in using single sign-on.
- Student Setup**: Add/edit/delete students; Add/remove student licenses one at a time; Change student status, grade, homeroom, school.
- Student Licensing** (circled in red): Add or remove student licenses en masse; Assign lead teachers.
- Homeroom Management**: Add/edit/delete homerooms.
- New School Year Administration**: Remove all students' licenses and lead teachers; Remove all students' homerooms; Advance all students' grades.

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Student Licensing

The screenshot shows the 'License Active Students' page. It includes a 'School License Summary' and a table of active licenses.

School License Summary: 11 available in account - 2 assigned - 07/02/2025 subscription ends

Buttons: Assign Licenses to Selected, Remove Licenses from Selected, Change Lead Teacher for Selected, Clear Selected

Selected	Lead Name	First Name	Student ID	Grade	Homeroom	RNG License	Lead Teacher
<input type="checkbox"/>	Chapman	Milo		4	Unassigned	not licensed	n/a
<input type="checkbox"/>	Her	Lee		3	Unassigned	licensed	Too, Teacher
<input type="checkbox"/>	Rovell	Melissa		8	Unassigned	licensed	Too, Teacher

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Student Licensing

The screenshot shows the 'License Active Students' page. At the top, there's a header with 'License Active Students' and 'Account Administrator'. Below that, a 'School License Summary' indicates '11 available in account - 2 assigned - 07/02/2020 subscription ends'. There are three buttons: 'Assign Licenses to Selected', 'Remove Licenses from Selected', and 'Change Lead Teacher for Selected'. A table lists students with columns for 'Lead Name', 'First Name', 'Student ID', 'Grade', 'Homeroom', 'RNL License', and 'Lead Teacher'. The 'RNL License' column for three students (Chapman, Her, Powell) is circled in red. A dropdown menu is open over the 'RNL License' column, showing options: 'RNL License', 'not licensed', 'licensed', and 'licensed'.

Lead Name	First Name	Student ID	Grade	Homeroom	RNL License	Lead Teacher
Chapman	Milo		4	Unassigned	not licensed	n/a
Her	Lee		3	Unassigned	licensed	Two, Teacher
Powell	Melissa		8	Unassigned	licensed	Two, Teacher

Student Licensing

This screenshot is similar to the first one, but the dropdown menu for the 'RNL License' column is open, showing a 'Filter...' dropdown and 'Reset' and 'Apply' buttons. The 'RNL License' column for three students (Chapman, Her, Powell) is circled in red.

Lead Name	First Name	Student ID	Grade	Homeroom	RNL License	Lead Teacher
Chapman	Milo		4	Unassigned	not licensed	n/a
Her	Lee		3	Unassigned	licensed	Two, Teacher
Powell	Melissa		8	Unassigned	licensed	Two, Teacher

Student Licensing

The screenshot shows the 'License Active Students' page. At the top, it says 'License students at: School Two' and 'School License Summary: 11 available in account - 2 assigned - 07/02/2020 subscription ends'. Below this are buttons for 'Assign Licenses to Selected', 'Remove Licenses from Selected', and 'Change Lead Teacher for Selected'. A table lists three students: Chomkin, Lee, and Powell. The 'RNL License' column for Chomkin is highlighted with a red box, and a dropdown menu is open showing 'not licensed' with 'Reset' and 'Apply' buttons. A modal window is overlaid on the table, titled 'RNL License', with a dropdown set to 'not licensed' and 'Reset' and 'Apply' buttons.

selected	Last Name	First Name	Student ID	Grade	Homeroom	RNL License	Lead Teacher
<input type="checkbox"/>	Chomkin	Milo		4	Unassigned	not licensed	n/a
<input type="checkbox"/>	Lee			3	Unassigned	licensed	Two, Teacher
<input type="checkbox"/>	Powell	Melissa		6	Unassigned	licensed	Two, Teacher

Student Licensing

The screenshot shows the 'License Active Students' page with the 'Assign Licenses to Selected' modal open. The modal title is 'Assign Licenses to Selected' and it shows '1 selected'. Below this, there is a search bar labeled 'Last Name' and a list of students with checkboxes. The student 'Chomkin' is selected, indicated by a checked checkbox. The 'Assign Licenses to Selected' button is highlighted with a red box.

selected	Last Name
<input checked="" type="checkbox"/>	Chomkin

Student Licensing

The screenshot displays the 'License Active Students' page. At the top, there's a 'School License Summary' indicating 16 licenses available, 2 assigned, and a subscription end date of 07/30/2024. Below this is a table with columns: Last Name, First Name, Student ID, Grade, Homeroom, RNL License, and Lead Teacher. Three students are listed: Her (Grade 3, Unassigned), Champion (Grade 4, Unassigned), and Powell (Grade 6, Unassigned). A dropdown menu for 'RNL License' is open, showing three 'licensed' options. The interface also includes buttons for 'Assign Licenses to Selected', 'Remove Licenses from Selected', and 'Change Lead Teacher for Selected'.

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4. Click **Save & Close**.
5. Click **Change ALL Students** to confirm.

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 Read Live Webinar

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Back to School with Read Live
 Webinar Handout

Student Licensing

The screenshot shows the 'Student Administration' dashboard with the following options:

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Add Student

The screenshot shows the 'Students' management page with the following actions: Add Student, Change Status for Selected, Change Grade for Selected, Change Homeroom for Selected, Change School for Selected, Delete Selected Students, Merge Selected Students. A search bar is also present.

<input type="checkbox"/>	Last Name	First Name	Student ID	User ID	Email	Grade	School	Homeroom	Status	Role	Teacher	Last Login
<input type="checkbox"/>	Audit	Ama	au810			7	School One	Unassigned	active	licensed	One, Teacher	2024/06/05 13:49
<input type="checkbox"/>	Chonkin	Mig	mc8onkin			4	School Two	Unassigned	active	licensed	Two, Teacher	2024/04/10 14:59
<input type="checkbox"/>	Cole	Rob	robc			4	School Three	Unassigned	active	licensed	Three, Teacher	
<input type="checkbox"/>	Har	Lee	leehar			3	School Two	Unassigned	active	licensed	Two, Teacher	2024/07/29 10:55
<input type="checkbox"/>	Powell	Melisa	mpowell			6	School Two	Unassigned	active	licensed	Two, Teacher	2024/07/23 16:42

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License Student

The screenshot shows the 'Student Details' form for a new student. The 'License' section is highlighted with a red circle, showing the 'License this student?' dropdown menu set to 'Yes' and the 'Lead Teacher' dropdown menu set to 'Select...'. The form includes fields for Student Information, Student Login Info, and Contact information.

Student Information
*First Name: Evan
*Last Name: Rembeck
Status: Active
Student ID:
*Grade: 4
*School:
School One
Homeroom: Unassigned

Student Login Info
*Student User ID: evanr
Email Address:
*Password: *****
*Verify Password: *****

License
*License this student?: Yes
Lead Teacher: Select...
 Read Naturally Live
 Read 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:

Buttons: Save & Add Another, Save & Close, Cancel

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Select Lead Teacher

The screenshot shows the 'Student Details' form for a new student. The 'Lead Teacher' dropdown menu is highlighted with a red circle and set to 'One Teacher'. A red arrow points to the 'Save & Add Another' button. The form includes fields for Student Information, Student Login Info, and Contact information.

Student Information
*First Name: Evan
*Last Name: Rembeck
Status: Active
Student ID:
*Grade: 4
*School:
School One
Homeroom: Unassigned

Student Login Info
*Student User ID: evanr
Email Address:
*Password: *****
*Verify Password: *****

License
*License this student?: Yes
Lead Teacher: One Teacher
 Read Naturally Live
 Read Warm-ups Live
 One Minute Reader Live
 Read Naturally Live—Español

Accessibility Settings
Enable Student Control of Autoplay Audio and Captions? No

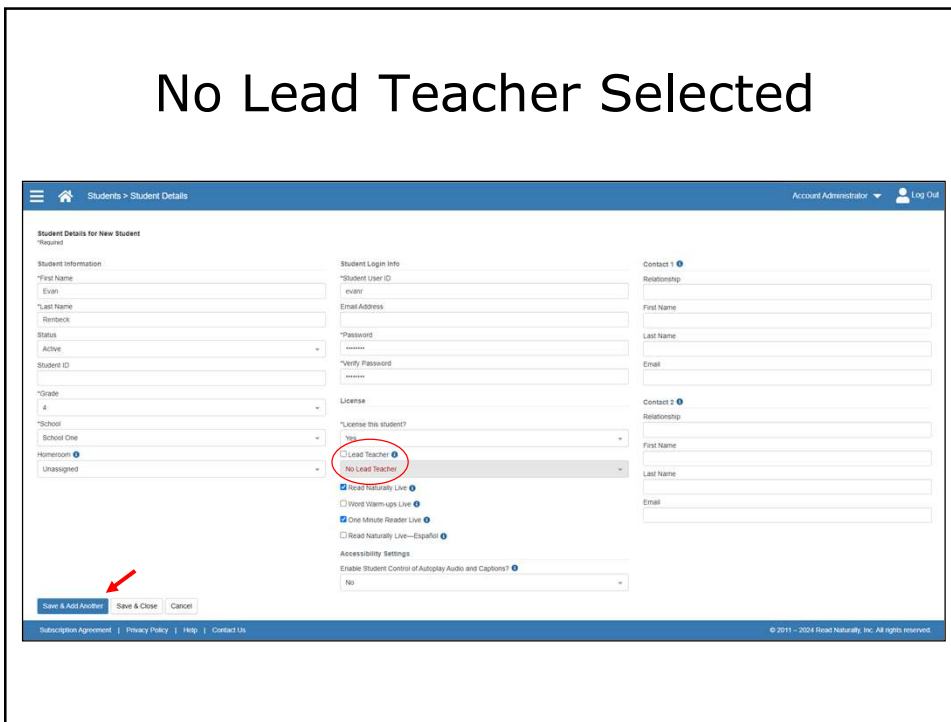
Contact 1
Relationship:
First Name:
Last Name:
Email:

Contact 2
Relationship:
First Name:
Last Name:
Email:

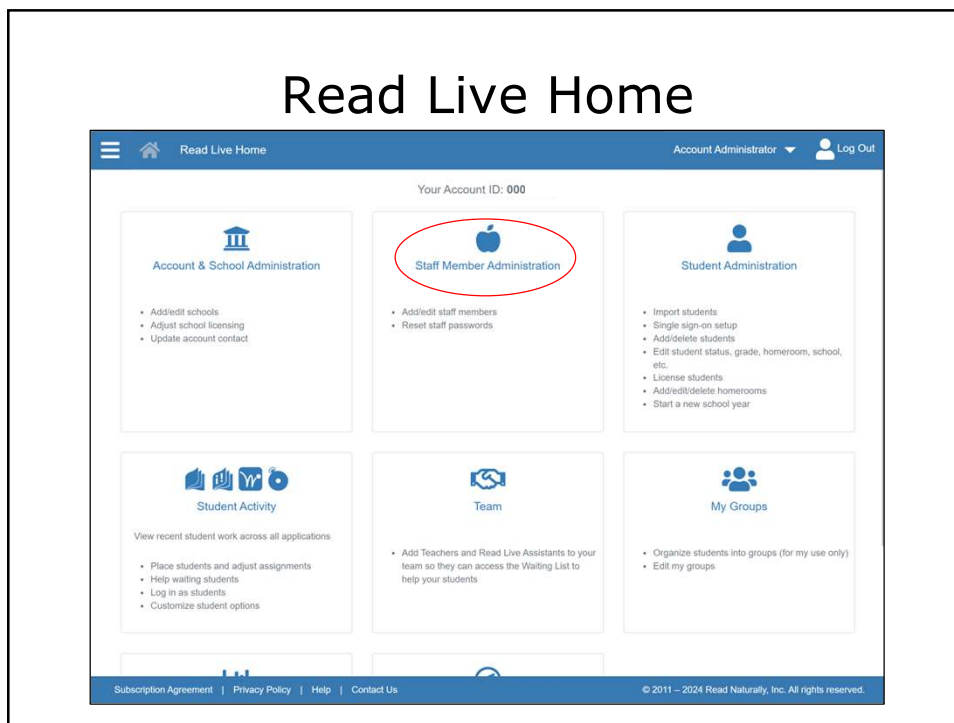
Buttons: Save & Add Another, Save & Close, Cancel

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No Lead Teacher Selected



Read Live Home



Staff Member Administration

Staff Member Administration

Account Administrator | Log Out

Add Staff Member | Delete Selected Staff Members

Select	Full Name	First Name	User ID	School	Role	Team	All Live Students	Last Login	Forgot User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All Schools	Account Administrator	Team	0	2024/06/09 16:57	Forgot	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 17:07	Forgot	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 16:59	Forgot	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live Assistant		n/a		Forgot	Reset
<input type="checkbox"/>	One	Teacher	teacherone	School One	Teacher	Team	1		Forgot	Reset
<input type="checkbox"/>	Three	Assistant	assistantthree	School Three	Read Live Assistant		n/a		Forgot	Reset
<input type="checkbox"/>	Three	Teacher	teachertree	School Three	Teacher	Team	1		Forgot	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live Assistant		n/a		Forgot	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Forgot	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	Admins schools	Admins staff members	Admins & 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

Save & Add Another | Save & Close | Cancel

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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 Roster and Single Sign-on Options with Read Live
 Account administrators in Read Live can set up their accounts to allow Roster 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 Roster 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



Assign Staff to Team

Staff Member Administration Account Administrator | Log Out

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

<input type="checkbox"/>	Lead Name	First Name	User ID	School	Role	Team	# of Live Students	Last Login	Unblock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account Administrator	Team	0	2024/08/09 16:57	Unblock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 17:07	Unblock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 16:59	Unblock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live Assistant	Team	n/a		Unblock	Reset
<input type="checkbox"/>	One	Teacher	teacherone	School One	Teacher	Team	1		Unblock	Reset
<input type="checkbox"/>	Three	Assistant	assistantthree	School Three	Read Live Assistant	Team	n/a		Unblock	Reset
<input type="checkbox"/>	Three	Teacher	teachertree	School Three	Teacher	Team	1		Unblock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live Assistant	Team	n/a		Unblock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	1		Unblock	Reset

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Reset Staff Password

The screenshot shows the 'Staff Member Administration' interface. At the top, there are navigation options: 'Add Staff Member' and 'Delete Selected Staff Members'. A 'Clear Selected' button is located in the top right corner of the table area. The table has the following columns: 'Select', 'Last Name', 'First Name', 'User ID', 'School', 'Role', 'Teams', 'All Live Students', 'Last Login', 'Unlock User ID', and 'Reset Password'. The 'Reset Password' column contains a 'Reset' button for each staff member. A red box highlights these buttons.

Select	Last Name	First Name	User ID	School	Role	Teams	All Live Students	Last Login	Unlock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account Administrator	Team	0	2024/08/09 16:57	Unlock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 17:07	Unlock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 16:59	Unlock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live Assistant	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 Assistant	Team	n/a		Unlock	Reset
<input type="checkbox"/>	Three	Teacher	teachertree	School Three	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live Assistant	Team	n/a		Unlock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Unlock	Reset

At the bottom of the interface, there are links for 'Subscription Agreement', 'Privacy Policy', 'Help', and 'Contact Us', along with a copyright notice: '© 2011 - 2024 Read Naturally, Inc. All rights reserved.'

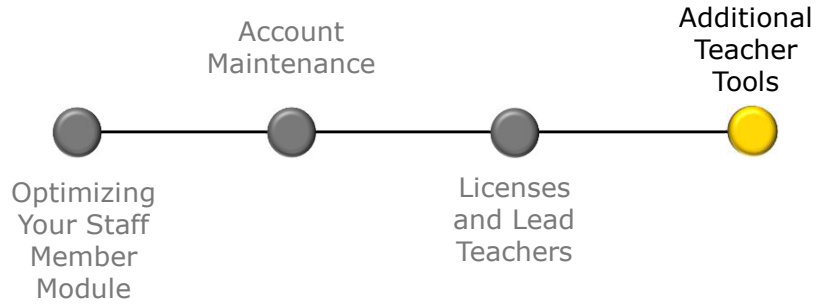
Unlock User ID

The screenshot shows the 'Staff Member Administration' interface, identical to the one above. In this view, the 'Unlock User ID' column is highlighted with a red box, showing 'Unlock' buttons for each staff member. The 'Reset Password' column is also visible but not highlighted.

Select	Last Name	First Name	User ID	School	Role	Teams	All Live Students	Last Login	Unlock User ID	Reset Password
<input type="checkbox"/>	Administrator	Account	administrator	All schools	Account Administrator	Team	0	2024/08/09 16:57	Unlock	Reset
<input type="checkbox"/>	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 17:07	Unlock	Reset
<input type="checkbox"/>	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 16:59	Unlock	Reset
<input type="checkbox"/>	One	Assistant	assistantone	School One	Read Live Assistant	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 Assistant	Team	n/a		Unlock	Reset
<input type="checkbox"/>	Three	Teacher	teachertree	School Three	Teacher	Team	1		Unlock	Reset
<input type="checkbox"/>	Two	Assistant	assistanttwo	School Two	Read Live Assistant	Team	n/a		Unlock	Reset
<input type="checkbox"/>	Two	Teacher	teachertwo	School Two	Teacher	Team	3		Unlock	Reset

The bottom of the interface contains the same footer information as the first screenshot.

Back to School with Read Live



Additional Teacher Tools



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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:

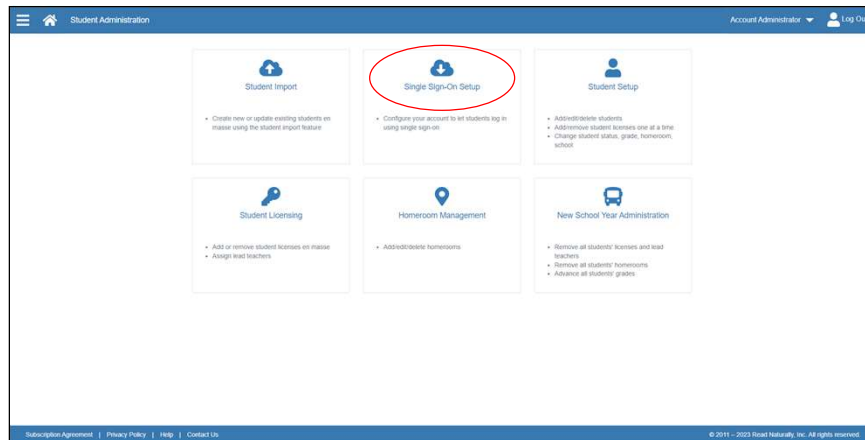
- FREE online courses for teachers
- Student guides for Read Live programs
- The Read Live Help Page
- Virtual seminars
- District/Service center options
- Program-specific teacher's manuals
- Knowledgebase Resources

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Read Live Webinar

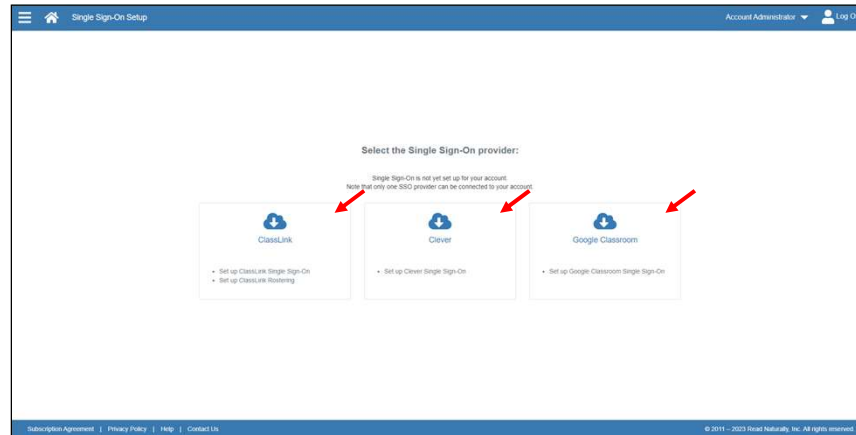
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Single Sign-On Setup



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

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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.

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 cornerstone reading intervention. Guidance is also provided for teachers implementing Read Naturally Live—Español.
- Word Warm-ups Live Online Course**
This course provides self-paced, on-demand training to help you implement Read Live's individualized phonics intervention with students needing additional phonics support.
- One Minute Reader Live Online Course**
This course provides self-paced, on-demand training to help you implement Read Live's independent, supplemental reading program with your striving readers.

You'll learn how to set up the programs, place students, implement the steps, keep students challenged, and troubleshoot when a student is not improving.

- ▶ [Start the Read Naturally Online Courses today!](#)

Note: You will need to create a readnaturally.com account, if you don't already have one, before working in an online course. This is not the same as your Read Live account profile. For questions, please contact Support.

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

Orientation to Read Live

- ▶ [Watch the Orientation to Read Live video on YouTube](#)

Setting Up Read Live

- [Setting up an Account](#)
- [Importing Student Data into a New Account](#)
- [Updating Student Data with the Import Feature](#)
- [Assigning Licenses to Schools and Students](#)
- [Setting Up and Licensing Students](#)
- [Setting up My Groups](#)

Working with Students in Read Naturally Live

- [Placing Students](#)
- [Working Through a Story in Read Naturally Live](#)
- [Special Features of Phonics Stories](#)
- [Options for Students Who Do Not Pass a Story](#)
- [Setting Story Options](#)
- [Monitoring Student Performance](#)

Working with Students in Word Warm-ups Live

- [Working Through a Word-List Exercise](#)
- [Working Through a Story Exercise](#)

Hot Topics

- [Using Read Live in a Distance Learning Model](#)
- [Word Warm-ups Live Now Available: Release Notice - August 24, 2020](#)
- [New Distance Learning Features - August 2, 2020](#)

Read Live

Recorded Webinars

- [Back to School with Read Live](#)
- [Read Live basics](#)

Job Aids

- [Smart Start Guide](#)
- [Read Live User Guide](#)
- [Read Live knowledgebase topics](#)
- [System requirements](#)
- [Starting a new school year](#)
- [Read Live phonics assessment](#)

Read Naturally Live

Free Training Course

- [Read Naturally Live Online Course](#)

Useful Resources

- [Get students started with Read Naturally Live](#)
- [Read Naturally Live steps](#)
- [Conducting a one-minute timing](#)
- [Completing the pass step](#)
- [Options for students who do not pass](#)

Recorded Webinars

- [Placing Students in Read Naturally Live](#)
- [Checking initial placement](#)
- [Read Live tips and features you need to know](#)
- [Read Naturally Live: Beyond the basics](#)

Student Training

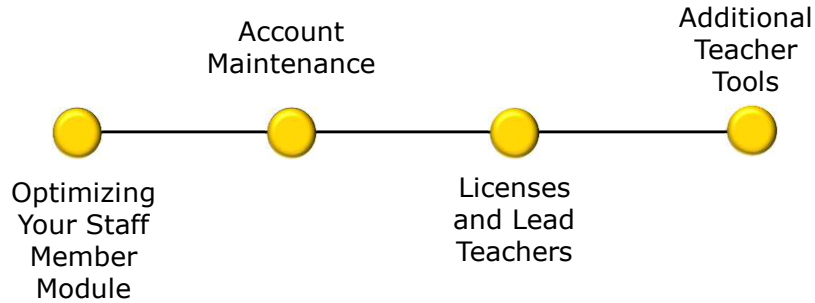
- [A Student's Guide to Read Naturally Live](#)
- [Lesson plan](#)
- [Steps poster \(English | Spanish\)](#)

Job Aids

- [Fidelity checklist](#)
- [User Guide: Working with Read Naturally](#)

www.readnaturally.com/read-live-help

Back to School with Read Live



Questions?

support@readnaturally.com



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

