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.

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:

- Read Live Help Page

Still have questions?

- Contact us online
- Email Support@ReadNaturally.com
- Call us at 800-788-4085
  Our support team is available
  Monday-Friday 8:00-5:00 CST

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.

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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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