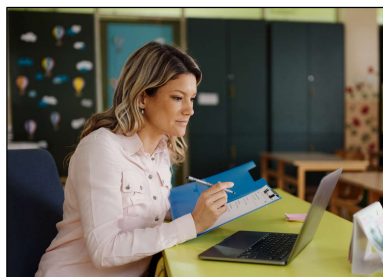


Read Live

Back to School



 **Read Naturally Live**



Focus: Fluency & Phonics

Additional Support: Vocabulary, Spelling, and Comprehension

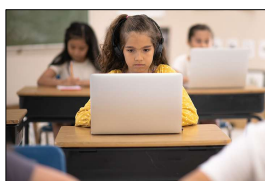
 **Word Warm-ups Live**



Focus: Phonics

Additional Support: Fluency, Spelling, and Phonemic Awareness

 **One Minute Reader Live**



Focus: Fluency

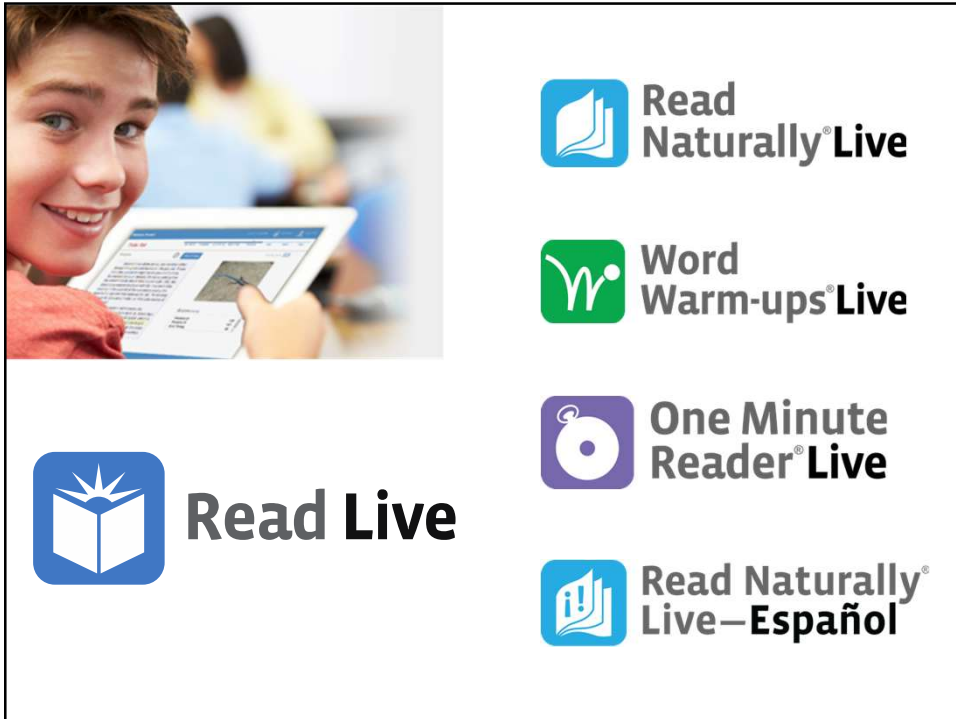
Additional Support: Vocabulary and Comprehension

 **Read Naturally Live-Español**



Focus: Fluency

Additional Support: Vocabulary and Comprehension



Agenda

Optimizing your Staff Member Module

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

Account Maintenance

- Starting a New School Year

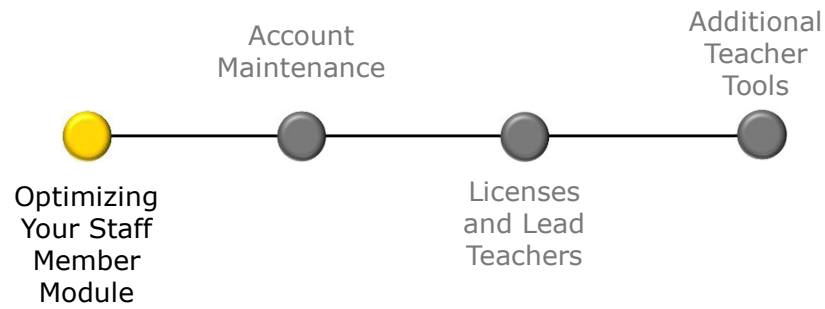
Licenses and Lead Teachers

- 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
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- From the navigation menu, select **Account & School Administration**.
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- Click **Save**.

Sorting and Filtering
Sorting and filtering 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:

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- [Sorting and Filtering](#)
- [Updating Account Information](#)
- [Advancing Student Grades by Starting a New School Year](#)
- [Licenses and Lead Teachers](#)
- [The Team Features](#)
- [Enabling Single Sign-On for your account's students](#)
- [Read Live Native login import](#)
- [Using Live to Assign](#)
- [Training Resources for Teachers](#)

For additional support:

- [Contact us online](#)
- [Email \[Support@ReadNaturally.com\]\(mailto:Support@ReadNaturally.com\)](#)
- [Call us at 800-758-0688](#)
- [Our support team is available Monday-Friday 8:00-5:00 CST](#)

Still have questions?

Distance Learning Tools
Read Naturally Live includes a distance learning tools menu to help teachers coordinate remote students' work. These features allow students to continue making progress in a variety of educational settings.

- [Assigning Work to be done during distance learning](#)
- [Student Resources as a tool to help to remote students](#)
- [Virtual class sessions with remote students](#)

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

- FREE on-demand courses for teachers
- Student guide to Read Live programs
- The Read Live Help Page
- Virtual seminars
- Distance learning center options
- Program-specific teacher's manuals
- Knowledgebase Resources

Read Naturally
Back to School with Read Live Webinar Handout

Read Live Set-up Tips:

Back to School with Read Live

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Read Naturally Live includes a distance learning tools menu to help teachers coordinate remote students' work. These features allow students to continue making progress in a variety of educational settings.

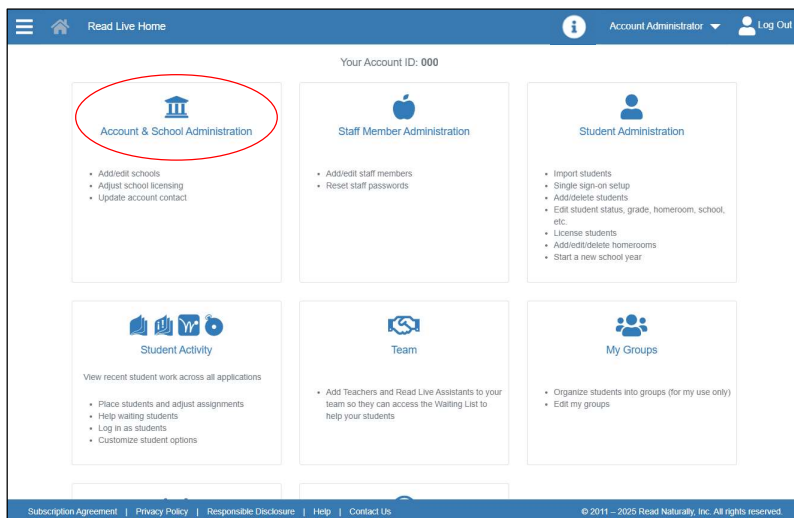
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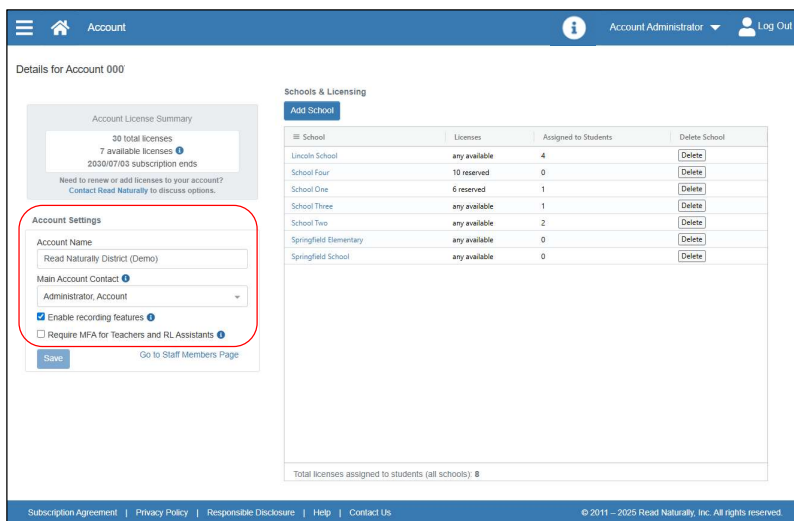
- FREE on-demand courses for teachers
- Student guide to Read Live programs
- The Read Live Help Page
- Virtual seminars
- Distance learning center options
- Program-specific teacher's manuals
- Knowledgebase Resources

Read Naturally
Back to School with Read Live Webinar Handout

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 area is 'Schools & Licensing'. A table lists schools with columns for School Name, Licenses, and Assigned to Students. A red box highlights the 'Delete' button in the 'Actions' column for each school. A red arrow points to the 'Delete' button for 'Lincoln School'.

School	Licenses	Assigned to Students	Actions
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



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:

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- [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 Live in App](#)
- [Training Resources for Teachers](#)

For additional support:

- [Read Live Help Page](#)

Still have questions?

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- Email Support@ReadNaturally.com
- Call us at 800-788-6888
- Our support team is available Monday-Friday 8:00-5:00 CST



Sorting and Filtering

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): ⓘ

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Sorting and Filtering

Account License Summary

30 total licenses
7 available licenses ⓘ
2020/07/03 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 ⓘ
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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): ⓘ

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Sorting and Filtering

The screenshot shows the 'Details for Account 000' page. On the left, the 'Account License Summary' shows 30 total licenses, 7 available, and a subscription end date of 2020/07/03. Below this is the 'Account Settings' section with fields for Account Name, Main Account Contact, and checkboxes for recording features and MFA. On the right, the 'Schools & Licensing' section has an 'Add School' button. Below the button is a table with columns: # School, Licenses, Assigned to Students, and Delete School. The table lists six schools: Lincoln School, School Four, School One, School Three, School Two, and Springfield Elementary, each with its license status and assigned student count. A 'Total licenses assigned to students (all schools): 8' is shown at the bottom 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

Sorting and Filtering

This screenshot is similar to the first one but highlights the filtering options. A red circle is drawn around the 'Contains' dropdown menu in the 'Schools & Licensing' section. The dropdown menu is open, showing a search bar and 'Reset' and 'Apply' buttons. The table below it shows the same list 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
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

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



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

Optimizing your Staff Member Module

Updating Account Information

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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:

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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.

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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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Read Live Webinar

Page 1 of 3

Back to School with Read Live
Webinar Handout

Choose Students to View

The screenshot shows the Read Live Home dashboard. At the top, there's a navigation bar with a hamburger menu, a home icon, the text 'Read Live Home', and user information including 'Account Administrator' and a 'Log Out' button. Below the navigation bar, the user's account ID '000' is displayed. The dashboard is divided into six main tiles: 'Account & School Administration' (with sub-points: Add/edit schools, Adjust school licensing, Update account contact), 'Staff Member Administration' (with sub-points: Add/edit staff members, Reset staff passwords), 'Student Administration' (with sub-points: 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' (highlighted with a red circle, with sub-points: View recent student work across all applications, Place students and adjust assignments, Help waiting students, Log in as students, Customize student options), 'Team' (with sub-points: Add Teachers and Read Live Assistants to your team so they can access the Waiting List to help your students), and 'My Groups' (with sub-points: Organize students into groups (for my use only), Edit my groups). At the bottom, there's a footer with links for 'Subscription Agreement', 'Privacy Policy', 'Responsible Disclosure', 'Help', and 'Contact Us', along with the copyright notice '© 2011 - 2026 Read Naturally, Inc. All rights reserved.'

Choose Students to View

The screenshot shows the 'Student Activity' page. At the top, there is a search bar with the placeholder text 'Choose students to view'. Below the search bar, a dropdown menu is open, showing the option 'Lead Teacher: No Lead Teacher' which is highlighted with a red circle and a red arrow. To the right of the search bar is a 'Refresh List' button. Below the search bar, there is 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.

At the bottom of the page, there is a footer with links: Subscription Agreement, Privacy Policy, Responsible Disclosure, Help, Contact Us, and a copyright notice: © 2011 – 2025 Read Naturally, Inc. All rights reserved.

Choose Students to View

The screenshot shows the 'Student Activity' page with a list of students. The search bar at the top is highlighted with a red circle. Below the search bar, there is a table with columns: Name, Waiting, Login As, and Last Login. The table contains the following data:

Name	Waiting	Login As	Last Login
☐ Anna Aubid		Login	54 days ago
☐ Milo Chonkin		Login	11 days ago
☐ Rob Cole		Login	48 days ago
☐ Lee Her		Login	50 days ago
☐ Melissa Powell		Login	1 day ago
☐ Evan Renbeck		Login	11 days ago
☐ Abby Smith		Login	
☐ Jeff Smith		Login	
☐ Janelle Stack		Login	

At the bottom of the page, there is a footer with links: Subscription Agreement, Privacy Policy, Responsible Disclosure, Help, Contact Us, and a copyright notice: © 2011 – 2025 Read Naturally, Inc. All rights reserved.

Choose Students to View

? Please select search criteria.

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

Select: None Selected... Homeroom: None Selected...

Grade(s): None Selected... My Group: None Selected...

Read Live:

Lead Teacher: None Selected... Application Access: None Selected...

☐ Waiting for teacher

Choose Students to View

? Please select search criteria.

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

Select: None Selected... Homeroom: None Selected...

Grade(s): None Selected... My Group: None Selected...

Read Live:

Lead Teacher: None Selected... Application Access: None Selected...

☐ 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', 'Account Administrator', and 'Log Out'. Below this is a section titled 'Application-Specific Actions' with a search bar 'Choose students to view' and a 'Refresh List' button. A filter 'First name: Anna X' is applied. Below the filter, a table lists students. The first student, 'Anna Aubid', is highlighted with a red circle. A red arrow points to the 'Name' column header. The table has columns: Name, Waiting, Login As, and Last Login. The footer contains links for Subscription Agreement, Privacy Policy, Responsible Disclosure, Help, and Contact Us, along with a copyright notice for Read Naturally, Inc.

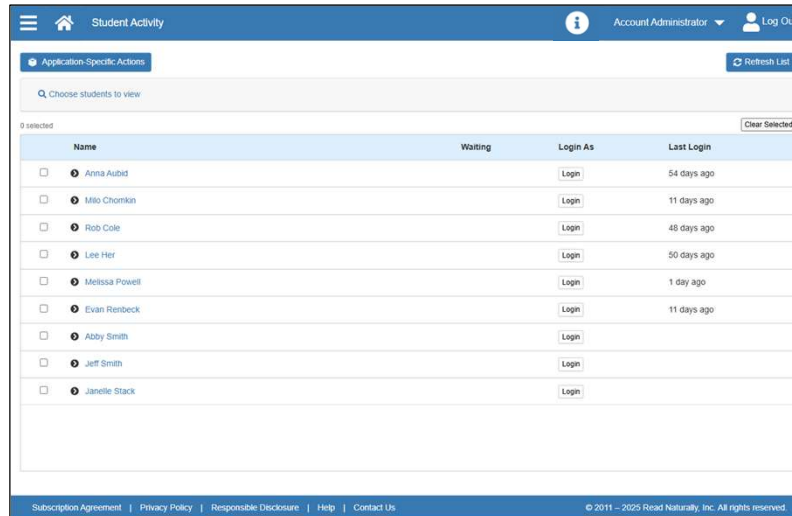
Name	Waiting	Login As	Last Login
Anna Aubid		Login	54 days ago

Choose Students to View

The screenshot shows the 'Student Activity' interface. At the top, there's a navigation bar with 'Student Activity', 'Account Administrator', and 'Log Out'. Below this is a section titled 'Application-Specific Actions' with a search bar 'Choose students to view' and a 'Refresh List' button. A filter 'First name: Anna X' is applied. Below the filter, a table lists students. The first student, 'Anna Aubid', is highlighted with a red circle. A red arrow points to the 'First name: Anna X' filter. Below the student list, a table shows application details for 'Read Naturally Live' and 'One Minute Reader Live'. The table has columns: Application, Current Step, Story/Exercise, Assignment, and Last Activity. The footer contains links for Subscription Agreement, Privacy Policy, Responsible Disclosure, Help, and Contact Us, along with a copyright notice for Read Naturally, Inc.

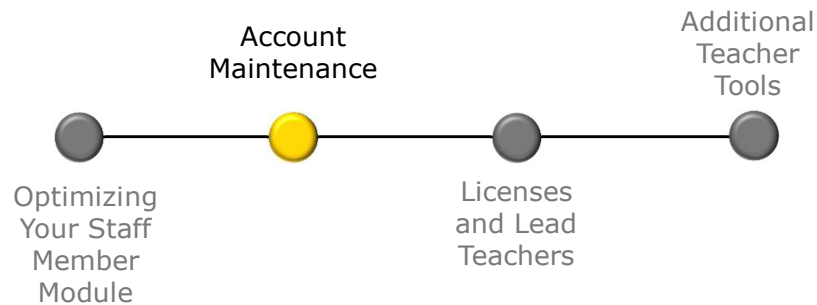
Application	Current Step	Story/Exercise	Assignment	Last Activity
Read Naturally Live	Select a Story	Seq 5.6: Story 130 wcpm	54 days ago	
One Minute Reader Live	Select a Story	Level 2: Cool Creatures		

Choose Students to View



Name	Waiting	Login As	Last Login
☐ Anna Aubid		Login	54 days ago
☐ Milo Chomkin		Login	11 days ago
☐ Rob Cole		Login	48 days ago
☐ Lee Her		Login	50 days ago
☐ Melissa Powell		Login	1 day ago
☐ Evan Renbeck		Login	11 days ago
☐ Abby Smith		Login	
☐ Jeff Smith		Login	
☐ 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 homeworks 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 homework assignments; 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 homework 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

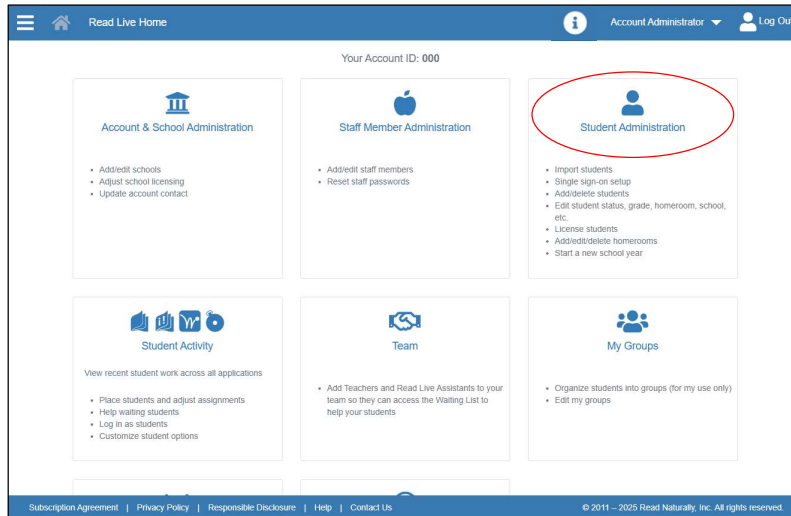
A Lead Teacher can be assigned when a student is given a Read Naturally Live license. Read Naturally strongly recommends assigning lead teachers when licensing students. However, if the lead teacher is unknown, you can assign a student a license and uncheck the box next to Lead Teacher to leave that 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 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.

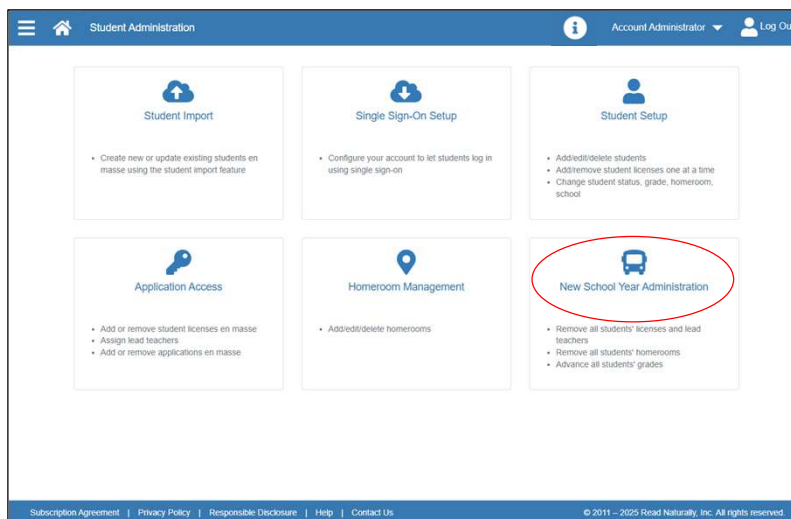
- **In the Staff Member Module:** Staff members in the Teacher role make changes to students for whom they are the Lead Teacher. For example, a teacher can remove the license of a student for whom they are the Lead Teacher. They cannot remove the license of a student who has a different Lead Teacher. 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

Start a New School Year

Account Administrator Log Out

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

Start a New School Year

Account Administrator Log Out

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.
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Save & Close Cancel

Are you sure?

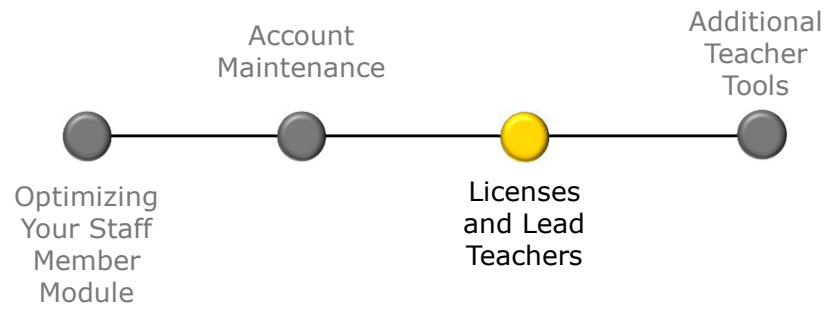
Warning! The selected changes will be made to all students in this account. You cannot undo this action.

Change ALL Students Cancel

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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

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; 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

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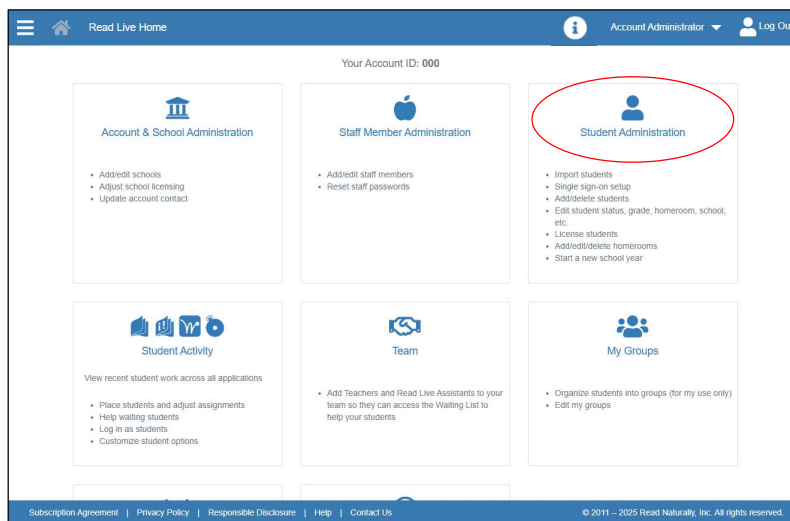


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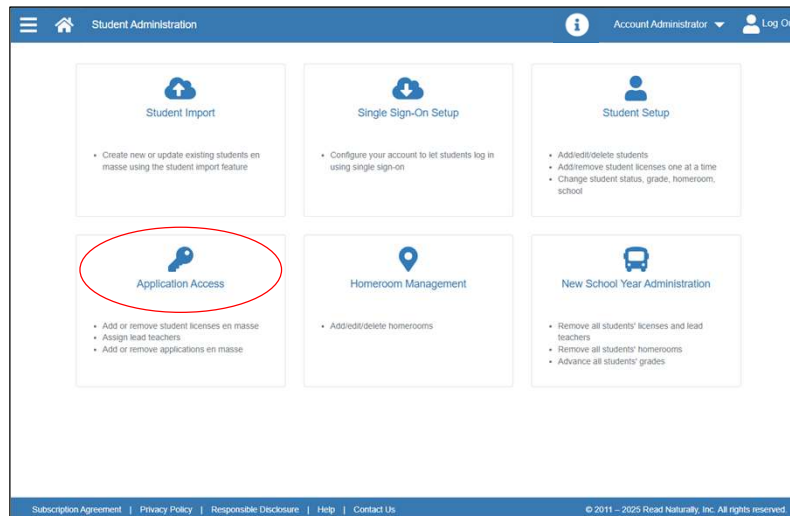
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Webinar Handout

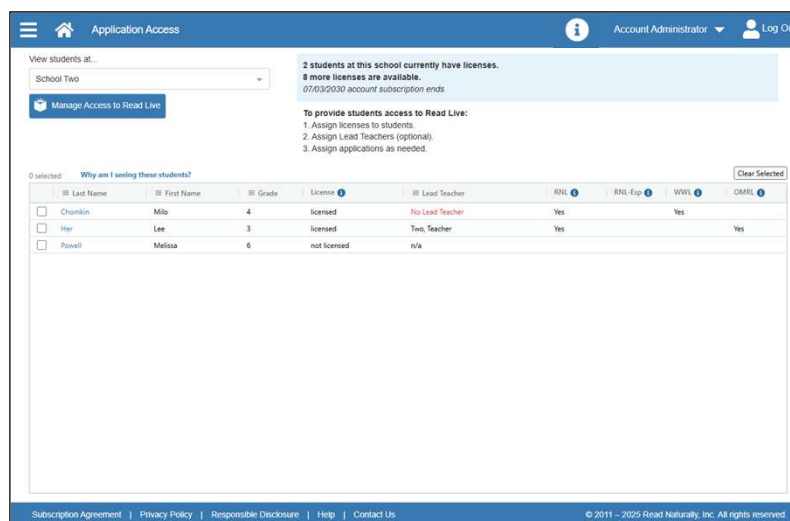
Read Live Home



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 OMRL. 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	OMRL
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 OMRL. 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	OMRL
licensed	No Lead Teacher	Yes	Yes		
licensed	Two, Teacher	Yes		Yes	
not licensed	n/a				

Student Licensing

Application Access | Account Administrator | Log Out

Actions

- 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

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?**

	Last Name	First Name	Grade	License	Lead Teacher	RNI	RNI-Esp	WWR	OMR
☐	Chamkin	Milo	4	licensed	No Lead Teacher	Yes		Yes	
☐	Her	Lee	3	licensed	Two Teacher	Yes			Yes
☒	Powell	Melissa	6	not licensed	n/a				

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Student Licensing

Application Access | Account Administrator | Log Out

Actions

- Licenses & Lead Teachers
 - Add licenses for selected
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☐	Her	Lee	3	licensed	Two Teacher
☐	Powell	Melissa	6	licensed	Two Teacher

License

- licensed
- licensed
- licensed

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5. Click **Change ALL Students** to confirm.

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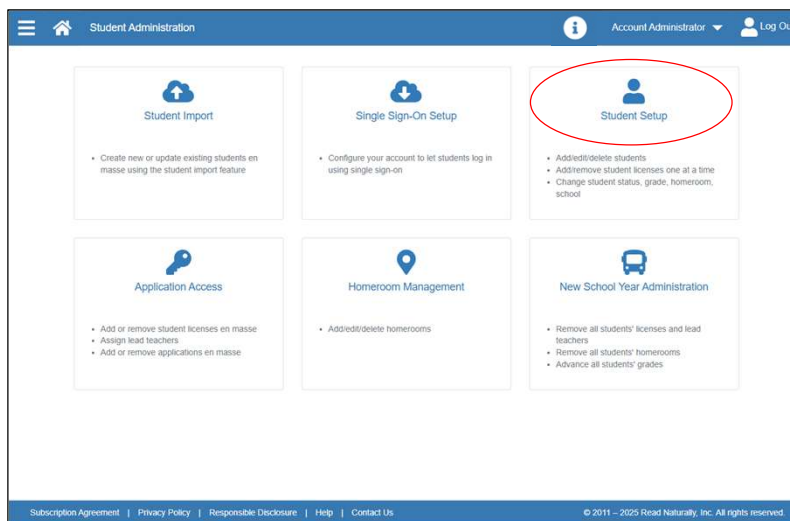


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Back to School with Read Live
Webinar Handout

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
☐	Aubid	Anna	aubid			7	School One	Unassigned
☐	Chomkin	Milo	mchomkin			4	School Two	Unassigned
☐	Cole	Rab	rcole			4	School Three	Unassigned
☐	Her	Lee	leher			3	School Two	Unassigned
☐	Powell	Melissa	mpowell			6	School Two	Unassigned
☐	Rentbeck	Erin	erentbeck			5	Lincoln School	Unassigned
☐	Smith	Jeff	jsmith			3	Lincoln School	Unassigned
☐	Stack	Janelle	jstack			4	Lincoln School	Unassigned

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License Student

Students > Student Details

Account Administrator Log Out

Student Information

*First Name
Abo

*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

This screenshot shows the 'Students > Student Details' page for a student named Abby Smith. The 'Homeroom' dropdown menu is open, and 'Lead Teacher' is selected, highlighted with a red box. The 'License' section shows 'Read Naturally Live' and 'One Minute Reader Live' as active licenses. The 'Accessibility Settings' section shows 'Enable Student Control of Autoplay Audio and Captions?' set to 'No'.

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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No Lead Teacher Assigned

This screenshot shows the 'Students > Student Details' page for a student named Abby Smith. The 'Homeroom' dropdown menu is open, and 'No Lead Teacher' is selected, highlighted with a red box. The 'License' section shows 'Read Naturally Live' and 'One Minute Reader Live' as active licenses. The 'Accessibility Settings' section shows 'Enable Student Control of Autoplay Audio and Captions?' set to 'No'. A red arrow points to the 'Save & Close' button.

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
Enter new password

*Verify Password
Enter new password

License

*License this student?
Yes

☐ Lead Teacher

☒ No 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

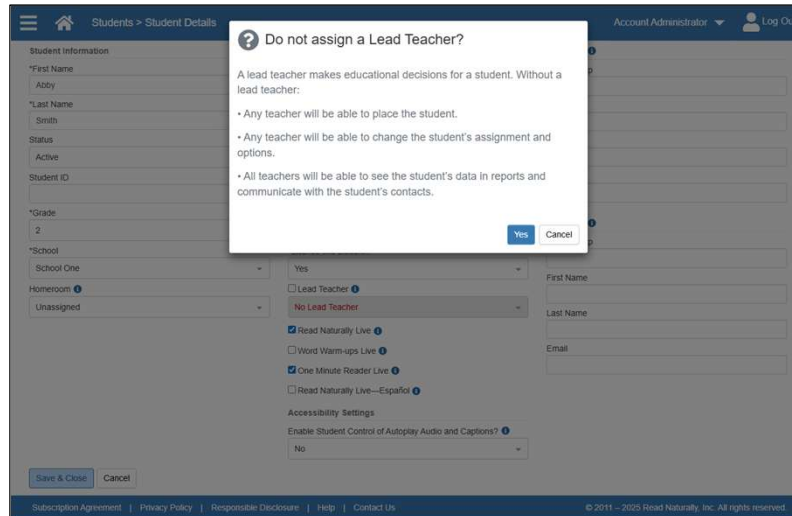
Email

Save & Close Cancel

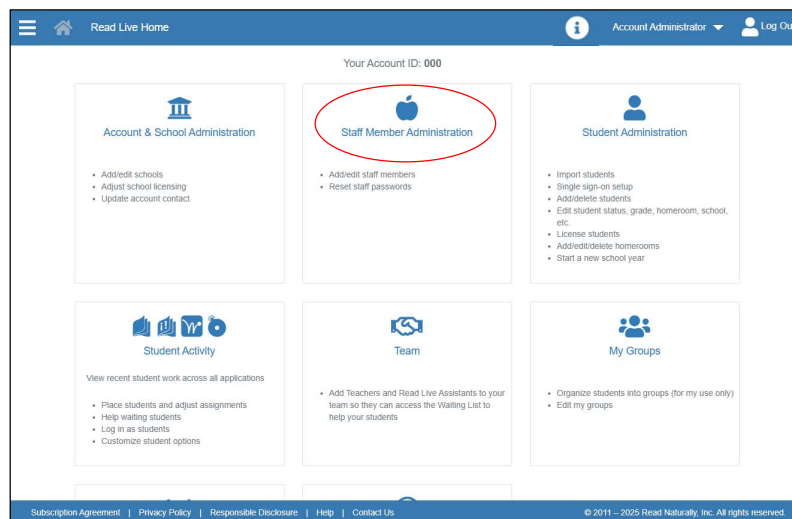
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No Lead Teacher Assigned



Read Live Home



Staff Member Administration

Staff Member Administration

Account Administrator Log Out

Add Staff Member **Delete Selected Staff Members**

0 selected Clear Selected

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

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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. Contact our technical support experts to guide you through setting up a Single-Sign On option for Read Live at support@readnaturally.com or 1-800-788-4085 x3, 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](#)

Distance Learning Tools

Read Naturally Live includes flexible distance learning tools meant to help teachers coordinate remote students' work. These features allow students to continue making progress in a variety of educational settings.

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Training Resources for Teachers

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- 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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Back to School with Read Live
Webinar Handout

Assign Staff to Team

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	Team	Read Live Students	Last Login	Unlock User ID	Reset Password
☐	Administrator	Account	administrator	All schools	Account A...	Team	2	2025/07/08 1...	Unlock	Reset
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☐	Five	Teacher	teacherfive	School Four	Teacher	Team	0	2024/06/18 1...	Unlock	Reset
☐	Four	Teacher	teacherfour	School Three	Teacher	Team	0	2024/05/10 1...	Unlock	Reset
☐	One	Assistant	assistantone	School One	Read Live A...	Team	n/a		Unlock	Reset
☐	One	Teacher	teacherone	School One	Teacher	Team	1		Unlock	Reset
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☐	Three	Teacher	teachertthree	School Three	Teacher	Team	1		Unlock	Reset
☐	Two	Assistant	assistanttwo	School Two	Read Live A...	Team	n/a		Unlock	Reset
☐	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
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☐	One	Assistant	assistantone	School One	Read Live A...		n/a		Unlock	Reset
☐	One	Teacher	teacherone	School One	Teacher	Team	1		Unlock	Reset
☐	Three	Assistant	assistantthree	School Three	Read Live A...		n/a		Unlock	Reset
☐	Three	Teacher	teacherthree	School Three	Teacher	Team	1		Unlock	Reset
☐	Two	Assistant	assistanttwo	School Two	Read Live A...		n/a		Unlock	Reset
☐	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

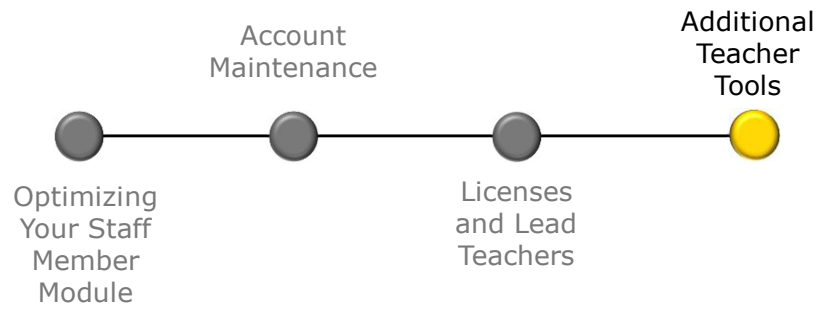
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☐	Three	Teacher	teacherthree	School Three	Teacher	Team	1		Unlock	Reset
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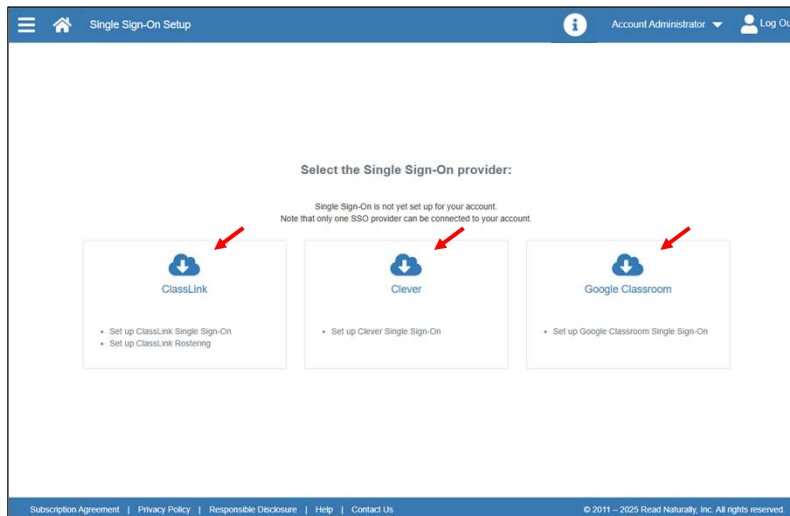
Back to School with Read Live



Additional Teacher Tools



Single Sign-On Setup



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- Knowledgebase Resources



Training Resources

The screenshot shows the 'Training' page on the Read Naturally website. The header includes the Read Naturally logo, navigation links (Read Live, Intervention Programs, Training, Research, About Us, Knowledgebase), and a search bar with the phone number 800.788.4085. The main heading is 'Training'. Below it, a paragraph states: '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.' The page is divided into three main sections: 'Full Day Seminars', 'Virtual Seminars', and 'FREE Online Courses for Teachers'. Each section provides a brief description and links to learn more. A 'Webinars' section on the right lists various webinar topics like 'Read Live Basics' and 'Read Naturally Live Basics'. A 'Need Help?' button is visible on the right side of the page.

Full Day Seminars

There are two options for full day seminars:

1. Livestream Seminars presented online
2. On-Site Seminars presented at your district office or school location

> [Learn more about Livestream Public Seminars](#)

> [Learn more about On-Site 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:

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](#)

www.readnaturally.com/training

Read Live Help Resources

The screenshot shows the 'Read Live Help' page on the Read Naturally website. The header is identical to the Training page. The main heading is 'Read Live Help'. Below it, a paragraph states: '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.' The page is divided into two main sections: 'Video Guides for Setting Up and Using Read Live' and 'Additional Resources'. The first section features a video player with the title 'Read Live Overview'. The second section, 'Additional Resources', includes a 'Get started quickly!' section with a 'Read Live Onboarding' button and a list of resources: 'Smart Start Guide', 'Read Live Teacher's Manual', 'More Information', and 'Job Aids'. A 'Need Help?' button is visible on the right side of the page.

Video Guides for Setting Up and Using Read Live

Read Live Overview

Get started quickly!

Book a time below with one of our Read Live experts for a personalized walkthrough. *Note: if you do not have a Read Live account and would like to book a demo, [click here to connect with us](#).*

> [Read Live Onboarding](#)

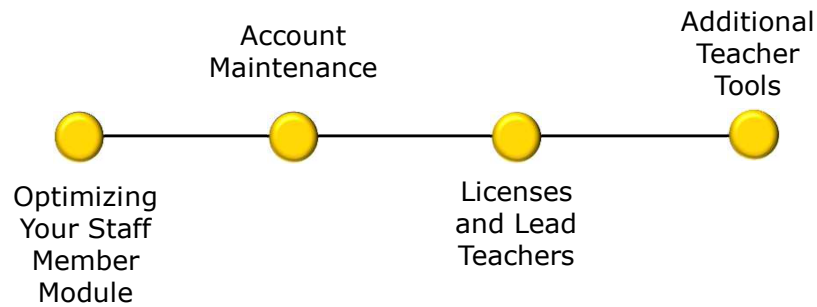
Additional Resources

Read Live

- > [Smart Start Guide](#)
- > [Read Live Teacher's Manual](#)
- > [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

