

Quick-Start Guide

Welcome to Read Live! As the main account administrator, you will receive an activation email from Read Naturally, Inc., with information for logging in. Once you receive this email, follow the steps in this guide to get started.

For each step, a shaded column to the right lists additional resources available on the Read Live Help page (accessible at www.readnaturally.com/read-live-help or from the Help link in Read Live). The *Read Live User Guide* is also available from the Read Live Help page.

Angela Nolan
[My Profile](#) | [Change My Password](#) | [Log out](#)

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Step 1: Set up Your Password

- 1 In the activation email, click the link to open your account login page.
- 2 Enter the temporary user ID and password from the activation email.
- 3 Click **Log In**.
- 4 The first time you log in, you will be prompted to change your password. In the New Password and Verify New Password fields, enter your new password.
- 5 Click **Save**.
- 6 In the Security Question list, select a question.
- 7 In the Answer box, enter an answer that you will easily remember.
- 8 Click **Save**. The software will display the Schools page on the Setup tab.

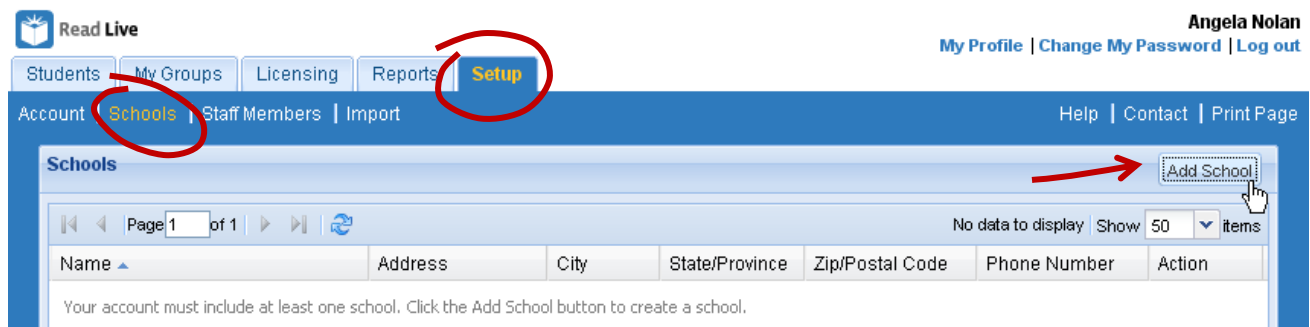
Additional Resources

- Watch the **Setting up an Account** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Setting up Your Read Live Account** section of the *Read Live User Guide*.

Step 2: Add Schools

Only account administrators can add schools in Read Live.

- 1 If the Schools page is not already showing, click the **Setup** tab and then click the **Schools** link.



The screenshot shows the Read Live user interface. At the top right, the user's name "Angela Nolan" and navigation links "My Profile | Change My Password | Log out" are visible. Below this is a blue navigation bar with tabs for "Students", "My Groups", "Licensing", "Reports", and "Setup". The "Setup" tab is highlighted with a red circle. Under the "Setup" tab, there are links for "Account", "Schools", "Staff Members", and "Import". The "Schools" link is also circled in red. A red arrow points to the "Add School" button in the top right corner of the Schools page. The main content area shows a table with columns for "Name", "Address", "City", "State/Province", "Zip/Postal Code", "Phone Number", and "Action". Below the table, a message states: "Your account must include at least one school. Click the Add School button to create a school."

- 2 Click the **Add School** button.
- 3 On the School Information screen, enter the information for the new school.
- 4 Click **Save**.

Additional Resources

- Watch the **Setting up an Account** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Adding a School** section of the *Read Live User Guide*.

Step 3: Add Staff Members

Permission to add a staff member is based on role, as follows:

- Account administrators can add any staff member in the software.
- Staff members in data entry or principal roles can add staff members in data entry, principal, school administrator, and teacher roles.
- School administrators can add school administrators and teachers.
- Program helpers cannot add other staff members.

Additional Resources

- Watch the **Setting up an Account** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Adding a Staff Member** section of the *Read Live User Guide*.

- 1 On the Setup tab, click the **Staff Members** link.
- 2 Click the **Add Staff Member** button.

The screenshot shows the Read Live interface. At the top, there are navigation tabs: Students, My Groups, Licensing, Reports, and Setup. Below these are links for Account, Schools, Staff Members (circled in red), and Import. On the right, there are links for Help, Contact, and Print Page. The main content area has a 'Filter By' section with dropdowns for School (All), Role (All), and Status (Active). There is also a text input for 'Staff Member Last Name'. Below the filters is a table titled 'Staff Members'. The table has columns for Name, User ID, Password, School, Last Login, Status, Role, and Action. One row is visible for 'Nolan, Angela' with User ID 'ANolan', Password 'Reset', School 'No School Affiliation', Last Login '01/06/2012/12:04', Status 'Active', Role 'Account Administrator', and Action 'Delete'. A red arrow points to the 'Add Staff Member' button in the top right corner of the table area.

- 3 On the Add/Edit Staff Member screen, under Role, select the role you would like to assign to the staff member.
- 4 Under Staff Member Information, select the staff member's status (which must be "active" to work in Read Live) and school and enter his or her name, phone number, email address, and user ID.
- 5 Click **Save** or **Save & add another staff member**.
- 6 Click **OK** to confirm.

Step 4: Add Students

Only staff members in account administrator or data entry roles can import student data for multiple students at one time.

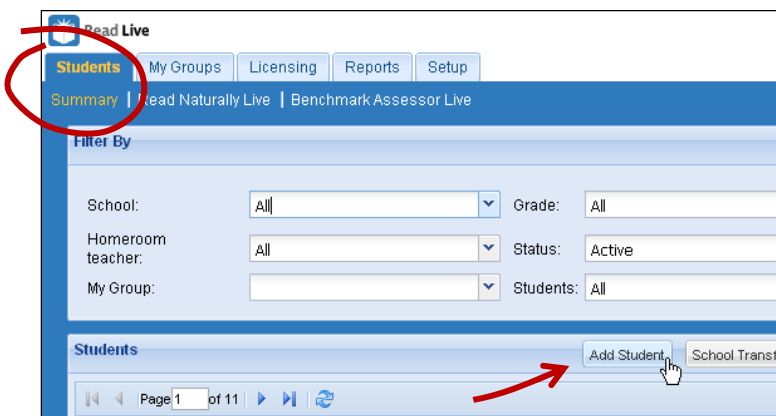
- 1 On the Setup tab, click the **Import** link.
- 2 Click the **this document** link to view directions and guidelines for formatting the data.
- 3 In your student management system, export the student data into a file that conforms to the documented requirements. Once you have finished preparing your data, return to the Read Live Setup tab Import screen, and click **Browse**.
- 4 Select the student data file that you would like to import.
- 5 In the School drop-down menu, select the school for the students whose data you would like to import.
- 6 Click **Next**.
- 7 On the Verify Import Records screen, verify the records to make sure they are correct.
- 8 Click **Import**.
- 9 If the student records were successfully imported, click **Close**. If the student records were not successfully imported, click **View error log** to see any errors that need to be fixed.

Additional Resources

- Watch the **Setting up an Account** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Importing Student Data** section of the *Read Live User Guide*.

Any staff member, other than program helpers, can add students individually.

- 1 Click the **Students** tab and then, if it is not already selected, click the **Summary** link.
- 2 Click the **Add Student** button.



Additional Resources

- Watch the **Setting up Students** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Adding Students** section of the *Read Live User Guide*.

- 3 Under Student Information, enter the student's name and, optionally, a student ID. Select the student's grade, status (must be "active" for the student to work in Read Live), school, and homeroom teacher. If the student does not have a homeroom teacher, select "Unassigned."
- 4 Under Password, enter the student's user ID and password, and verify the password. All user IDs must be unique within your account.
- 5 Under Parent/Guardian Contact Info, you can enter the parent and/or guardian information.
- 6 Click **Save** or **Save & add another student**.

Step 5: Allocate Licenses to Schools

Staff members in account administrator or data entry roles who have no school affiliation can allocate licenses to schools.

- 1 Click the **Licensing** tab and then click the **Allocate to Schools** link.



- 2 Locate the row for the school. Find the Allocated column for the desired program, and enter the number of licenses you would like to allocate to the school.
- 3 Click **Save**.

Additional Resources

- Watch the **Setting up an Account** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Allocating School Licenses** section of the *Read Live User Guide*.

Step 6: Distribute Licenses to Staff Members

Staff members in account administrator, data entry, principal, and school administrator roles can distribute licenses to other staff members.

- 1 On the Licensing tab, click the **Distribute to Staff Members** link.



- 2 Click the **Distribute Licenses** button.

A screenshot of the software's license distribution interface. It shows a table with columns: Active, Expires, Total Licenses, Available for Distribution, Distributed to Staff Members, and Assigned to Students. Below the table, there are buttons for 'Distribute Licenses' and 'Delete'. The 'Distribute Licenses' button is circled in red. At the bottom, there is a section for 'Staff Member' with sub-sections for 'Read Naturally Live' and 'Benchmark Assessor Live', each with 'Distribute' and 'Assigned' options. A status bar at the bottom right says 'No data to display Show 50 items'.

Additional Resources

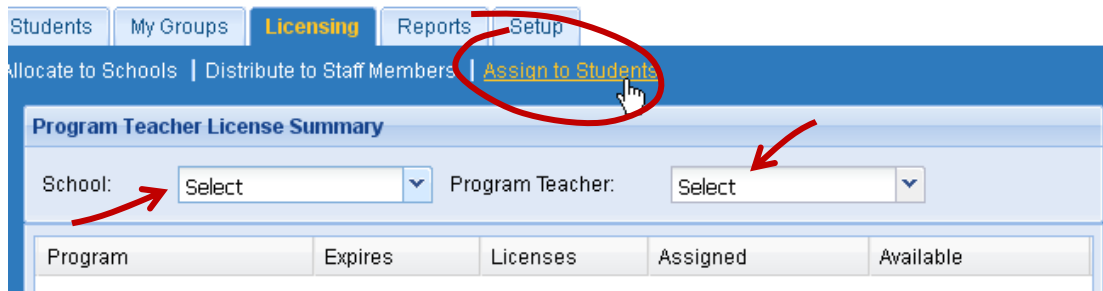
- Watch the **Setting up an Account** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Distributing Teacher Licenses** section of the *Read Live User Guide*.

- 3 Select the school and staff member to receive the licenses.
- 4 In the row for the school and staff member, find the Distribute box for the program, and enter the number of licenses to distribute to the staff member.
- 5 Click **Save**.

Step 7: Assign Licenses to Students

Any staff member, other than Program Helpers, can assign licenses to students.

- 1 On the Licensing tab, click the **Assign to Students** link.



- 2 If necessary, select a School and/or Program Teacher to display the desired student list.
- 3 Locate the row with the student's name. Find the column for the program license you want to assign, and check the box.
- 4 Click **Save**.

Once students have been assigned licenses, teachers can set up their programs. Students that have been assigned Read Naturally Live licenses need to be individually placed in the program.

Additional Resources

- Watch the **Setting up Students** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Assigning Student Licenses** section of the *Read Live User Guide*.

Step 8: Place Students in Read Naturally Live

Each student must be individually placed in a series, level, and goal in Read Naturally Live. Correct placement is crucial to student success in the program.

Normally, a student's teacher makes the placement decisions for that student. Staff members in data entry and teacher roles can place only students to whom they have assigned licenses. Account administrators, principals, and school administrators can place any students.

Once a student is placed in Read Naturally Live, he or she can work through stories.

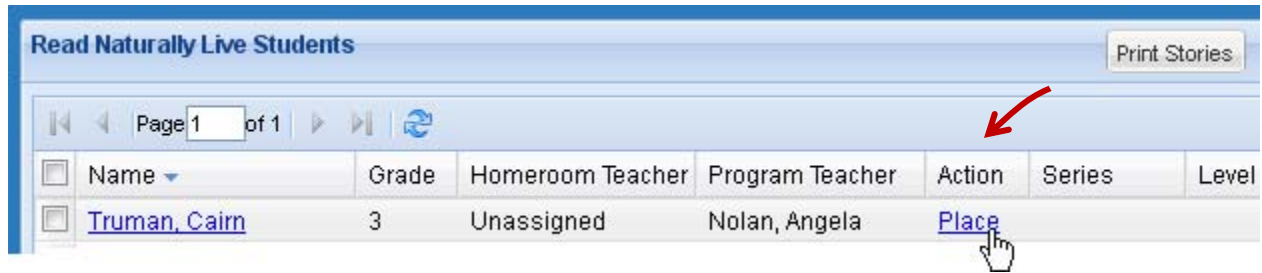
- 1 Click the **Students** tab and then click the **Read Naturally Live** link.



Additional Resources

- Watch the **Placing Students** video on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Placing Students** section of the *Read Live User Guide*.

- 2 Locate the student's name, and in the Action column click **Place** to begin the placement test.



- 3 Select the student's estimated instructional reading level, and then click **Next**.
- 4 Ask the student to sit at the computer. Tell the student to click **Start Timing** and begin reading.
- 5 As the student reads, listen and count the errors. When the bell sounds, tell the student to click on the last word read.
- 6 Enter the number of words the student missed, and click **Next**.
- 7 Look at the computer recommendations, and then choose one of the following options:
 - **Select series, level, and goal** to accept a recommended series/level/goal combination.
 - **Continue testing** to test another story.
 - **Manually set series, level, and goal** to select a series, level, and goal outside of those recommended by the software.
- 8 Click **Next**.

Working as a Student in Read Naturally Live

To begin working in Read Naturally Live, a student must first log in to the software.

- 1 The student opens the browser and goes to the website for your account. Students use the same login screen as teachers and other staff members.
- 2 On the Welcome to Read Live screen, the student enters his or her user ID and password and clicks **Log In**.
- 3 On the Student Home Page screen, the student clicks the Read Naturally Live icon.

Once a student is logged in, he or she works through the steps of the program to pass each story. Teacher support is needed on the Pass step and possibly on the Cold Timing step. When finished working, the student must exit the software by clicking **Log Out**.

To support students to work successfully and independently, you need to teach them the steps of the program. The *Read Live User Guide* includes lesson plans designed to help teach the steps to students.

Additional Resources

- Watch the **Working Through a Story Part 1, 2, and 3** videos on the Read Live Help page: www.readnaturally.com/read-live-help
- Refer to the **Implementing the Steps** section and the **Read Naturally Live Lesson Plans** in the *Read Live User Guide*.

Need Some Help?

If you have questions, contact Read Naturally.

Phone: 800.788.4085

Email: info@readnaturally.com

You may need to provide some account information to help us serve you. Locate this information as follows:

- 1 Log in, and click **Contact**.
- 2 On the Contact Read Naturally, Inc. screen, view the most up-to-date contact information for Read Naturally, as well as your account information.

Angela Nolan
[My Profile](#) | [Change My Password](#) | [Log out](#)

[Help](#) | [Contact](#) | [Print Page](#)

Additional resources, including the following, are accessible from the Read Live Help page (www.readnaturally.com/read-live-help/):

- **How-to videos** that demonstrate how to complete common tasks
- **System requirements** for using Read Live
- **Transition worksheets** to help teachers who previously used Read Naturally ME and SE assign stories to students in Read Naturally Live
- **Fidelity checklists** to help monitor and refine the implementation of Read Naturally Live to ensure maximum progress for each student

You can also visit the Read Live support page (www.readnaturally.com/support/read-live-support.htm) for answers to frequently asked questions, tips, and information about the latest release.