

# **Read Naturally SE** Quick-Start Guide

Version 2.1



# Stand-Alone Installation

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- 1 Insert the Stand-Alone Software Installation CD into the workstation's CD drive.
- 2 Start the installation process:

<b>Windows</b>	Click <b>Install Windows Software</b> on the installation menu. (If the menu does not open automatically, open the CD folder, <b>RNSE2_Install_SA</b> , and then double-click <b>Menu_Win.exe</b> .)
<b>Mac OS X</b>	<ol style="list-style-type: none"><li>a Open the CD folder, <b>RNSE2_Install_SA</b>.</li><li>b Open the installation menu, <b>Menu_OSX</b>.</li><li>c Click <b>Install Mac OS X Software</b>.</li></ol>
<b>Mac OS 9</b>	<ol style="list-style-type: none"><li>a Open the CD folder, <b>RNSE2_Install_SA</b>.</li><li>b Open the installation menu, <b>Menu_OS9</b>.</li><li>c Click <b>Install Mac OS 9 Software</b>.</li></ol>

- 3 Follow the prompts through the installation process:
  - Accept the license agreement.
  - Install the software.
  - Enter the license codes for the levels you purchased.
- 4 Continue with the **Initial Setup** (see other side).

# Network Installation

## A Install the Server Components

- 1 Insert Network Plus installation disc 1 into the server's CD drive.
- 2 Start the installation process:

<b>Windows</b>	Click <b>Install Windows Server Software</b> on the installation menu. (If the menu does not open automatically, open the CD folder, <b>RNNetPlus_Inst1</b> , and then double-click <b>Menu.exe</b> .)
<b>Mac OS X</b>	<ol style="list-style-type: none"><li>a Open the CD folder, <b>RNNetPlus_Install1</b>.</li><li>b Open the installation menu (<b>Menu_OSX</b> icon).</li><li>c Click <b>Install Mac OS X Server Software</b>.</li></ol>

- 3 Follow the prompts through the installation process:
  - a Enter the license number for the district or school server software.
  - b Accept the license agreement.
  - c Insert the remaining installation discs when prompted.

- 4 Enter the license numbers for the levels you purchased.
  - For district server installations, use the District Admin Utility (License Codes tab).
  - For school server installations, use the Install License Utility.
- 5 If you have a district server installation, use the District Admin Utility to set up the district server software:
  - a From the District tab, set up your district name and district administrator password.
  - b From the Schools tab, set up your school names and school administrator passwords.
  - c From the License Distribution tab, assign the levels to the schools.

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**Note:** See the *SE Software Guide* for detailed installation instructions.

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## B Install the Workstation Software

- 1 Open the RNSE\_Client\_Install folder on the server.
- 2 Double-click the client installation icon:

Windows	InstallWkstn_Win.exe
Mac OS 9	InstallWkstn_Mac-9
Mac OS X	InstallWkstn_Mac-X

- 3 Follow the prompts through the installation process:
  - Accept the license agreement.
  - Install the workstation software.
- 4 The first time you log in, you may have to enter the IP address of the server (school server installations) or select your school (district server installations).
- 5 Continue with the **Initial Setup** (see other side).

# Initial Setup

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## A Logging In for the First Time

For stand-alone and school server installations, enter **rnse** as your school administrator password.

For district server installations, enter the school administrator password the district administrator set up for you.

## B Setting Up School Information

- 1 For stand-alone and school server installations, choose the School tab and then enter the school name, district name, and a new administrator password.

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**Note:** Be sure to safeguard the administrator password, since administrators are able to view and change settings for all students, teachers, and classes.

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- 2 Click **Save**.

## C Setting Up Teachers

- 1 From the Teachers tab, click **Add**.
- 2 Enter the teacher's first and last name.
- 3 Specify the password that the teacher will use to log in to Teacher Management. Passwords are case sensitive and must be 3 to 14 characters long.
- 4 If you check the **Teacher Assistant** box, this person will only be able to pass students on stories.
- 5 Click **Save**.

## D Setting Up Classes

- 1 From the Classes tab, click **Add**.
- 2 Type the name of the class.
- 3 Select a teacher from the drop-down list to assign him or her to the class (not necessary if you are logged in as a teacher).
- 4 Click **Save**.

# E

## Setting Up Students

- 1 From the Students tab, click **Add**.
- 2 Complete the student information and click **Save**.
- 3 Click **Yes** to set up the story options.
- 4 Change the story options as necessary. Click the Advanced tab for more options.
- 5 Click **Save**.
- 6 To place a student:
  - a Select a student and click **Place**.
  - b Select the student's estimated instructional level, and then click **Next**.
  - c Click **Start** when the student is ready to start reading.
  - d As the student reads, listen and count the errors. When the bell sounds, click the last word the student read, enter the number of errors, and then click **Next**.
  - e Choose **Select Level/Curriculum and Goal** to accept a recommendation, **Continue Testing** to read another story, or **Manually Set Level and Goal** to set the level and goal in Story Options. Then click **Next**.

# Reading Stories

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- 1 Double-click the Read Naturally icon on the desktop.
- 2 The student enters a student password and clicks **Enter**.
- 3 The student chooses a story and clicks **Yes**.
- 4 The student goes through the steps and follows the audio instructions.
- 5 When the student is ready to pass, click **Pass**, enter your teacher password, and click **OK**.
- 6 The student clicks **Start**. Listen and count the errors.
- 7 The student either clicks **Finished** when he or she finishes the story or reads until the bell sounds and then clicks the last word he or she read.
- 8 Enter the number of errors and expression rating, and then click **Next**.
- 9 Review the student's answers to the open-ended questions (see the *SE Answer Guides* for the answers), and click **Next**.
- 10 Click **Next**. The pass results are displayed.

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