

# **Read Naturally<sup>®</sup> SE**

## **Level Installation Guide**

Version 2





Read Naturally, Inc.

Saint Paul, Minnesota

Phone: 800.788.4085/651.452.4085

Website: [www.readnaturally.com](http://www.readnaturally.com)

Email: [info@readnaturally.com](mailto:info@readnaturally.com)

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# 1

## Getting Started

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In order to add new instructional levels to Read Naturally® SE installations, there are two steps you must perform:

- 1 **Add license codes:** Adding license codes gives teachers and students access to the new levels (the stories).
- 2 **Copy stories to the server:** With network installations, you copy the stories from the level CDs to the server's hard drive. Having the stories on a server enables students to access the stories from any client workstation that has Student Stories installed and can access the server.

**Note:** You do not copy the stories for stand-alone installations. You insert the level CD in the computer's CD/DVD drive to access the stories.

### Determining What Version of Read Naturally You Have

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If you have a stand-alone installation, follow the instructions in Chapter 4. If you have a network installation, you must determine what version of Read Naturally you have so you know which instructions apply to you.

**To determine what version of Read Naturally you have:**

- 1 Double-click the Read Naturally icon to display the Read Naturally login screen.
- 2 Look up the Read Naturally version number.
  - For Windows, choose **About Read Naturally** from the Help menu.
  - For Macintosh, choose **About Read Naturally** from the Read Naturally SE menu.
- 3 Follow the instructions for the version you have:
  - For version 2.1 or higher, follow the instructions for **SE Network Plus** in Chapter 2.
  - For version 2.0.3 or lower, follow the instructions for **SE Network** in Chapter 3.

For more information about Read Naturally Software Edition, go to the Read Naturally website: [www.readnaturally.com/support/](http://www.readnaturally.com/support/)



# 2

## Adding Levels for SE Network Plus Installations

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The procedures in this chapter explain how to add levels for SE Network Plus installations (version 2.1 or higher). See the instructions in Chapter 1 to determine what version of SE you have. There are different procedures for Windows servers and Mac OS X servers.

### Adding Levels for Windows Servers

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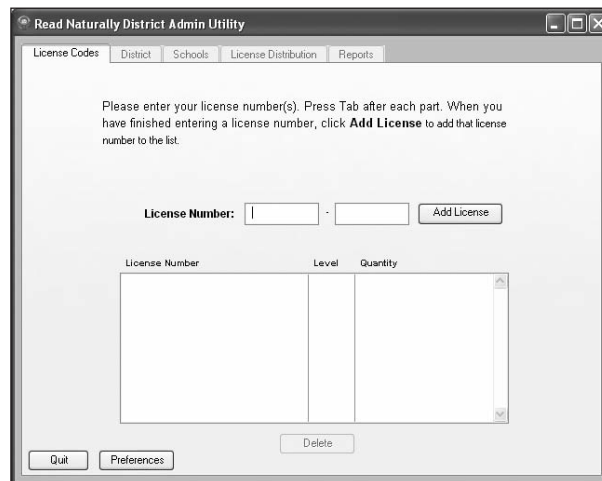
Adding levels is a two-part process—adding the license codes and copying the files to the server.

#### Adding the License Codes

The procedures for adding license codes are different for district servers and school servers.

##### To add level license codes Windows district server installation:

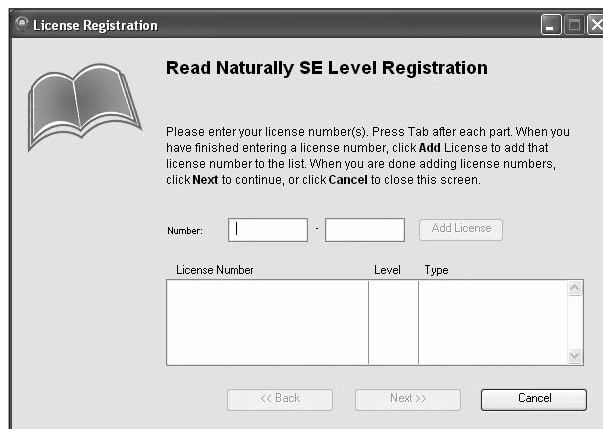
- 1 Start the District Admin Utility. Open the RNSEServer folder (the default location is **\Program Files\RNSENetworkPlus\RNSEServer**) and double-click **DistrictAdminUtility.exe**. The District Admin Utility window displays.
- 2 Choose the License Codes tab.



- 3 Enter the license numbers for the new instructional levels. These license numbers must be for network software, not stand-alone software. Enter each two-part license number in the boxes provided and click **Add License**.
- 4 Assign the instructional levels to the schools by performing these steps:
  - a Choose the License Distribution tab.
  - b Choose **Edit**.
  - c Select one of the levels.
  - d Click **Add Schools**.
  - e Select the schools to which you want the level assigned.
    - To select a group of schools that are listed together, click the first school, hold down the Shift key, and then click the last school.
    - To select multiple schools that are not listed together, hold down the Control key and then click the schools you want to include.
  - f Click **Add**.
  - g Repeat these steps for the other levels.
- 5 Click **Quit** when you are finished.
- 6 Copy the stories to the server (see "Copying the Stories to the Server" for details).

**To add level license codes for a Windows school server installation:**

- 1 Start the Install License utility. Open the RNSEServer folder (the default location is **\Program Files\RNSENetworkPlus\RNSEServer**) and double-click **InstallLicense.exe**. The Level Registration window displays.



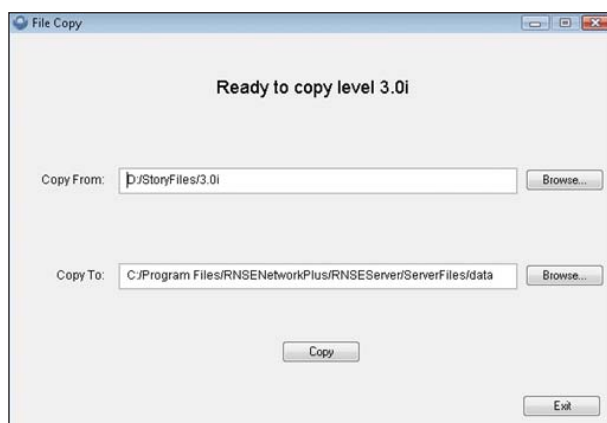
- 2 In the Level Registration window, enter the license numbers for the levels you purchased. For each license, enter the two-part license number in the boxes and click **Add License**. The licenses are added to the list.
- 3 Click **Done**.
- 4 Copy the stories to the server (see "Copying the Stories to the Server" for details).

## Copying the Stories to the Server

**Important:** If you are adding sequenced or phonics levels, you do not need to copy the stories; you only need to enter the license codes. You only need to need to copy the stories if you are adding Idioms, American Manners and Customs, or Spanish levels.

### To copy stories from the level CDs to a Windows server:

- 1 Insert the level CD into the CD drive of the server.
- 2 Double-click the **FileCopy.exe** icon in the following folder on the server's hard drive: **C:\Program Files\RNSENetworkPlus\RNSEServer**. (This is the default location.) The File Copy window displays.



- 3 **Copy From:** The file-copy program should automatically locate the folder on the CD that contains the stories. If it doesn't, you can click the **Browse** button and then locate and select the [CD drive]:\StoryFiles\OK.
- 4 **Copy To:** Do **not** change the location where the story files are copied. The story files must be copied to the default location in the RNSENetworkPlus folder. If for some reason this field is blank, click the **Browse** button, locate and select the **C:\Program Files\RNSENetworkPlus\RNSEServer\ServerFiles\data** folder, and then click **OK**. (This is the default location.)
- 5 Click **Copy** to start copying the stories to the server. When the copying is finished, you will see a "Done" message.

- 6 To copy additional stories to the server, insert a new level CD into the CD drive of the server and repeat the process.
- 7 Click **Exit** when you are done copying levels.

## Adding Levels for Mac OS X Servers

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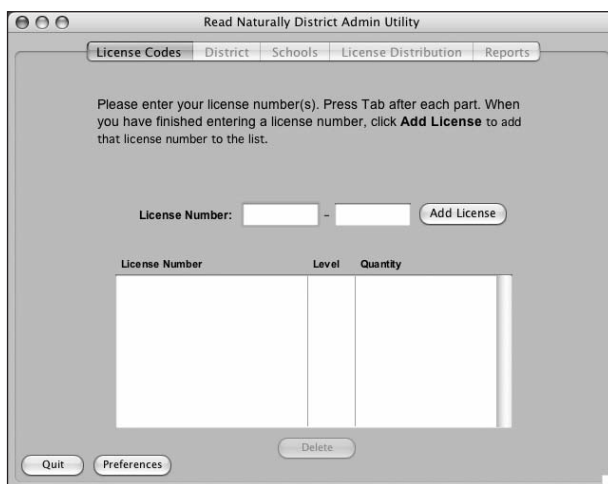
Adding levels is a two-part process—adding the license codes and copying the files to the server.

### Adding the License Codes

The procedures for adding license codes are different for district servers and school servers.

#### To add level license codes for a Mac OS X district server installation:

- 1 Start the District Admin Utility. Open the RNSEServer folder (the default location is **/Applications/RNSENetworkPlus/RNSEServer**), and double-click **DistrictAdminUtility**. The District Admin Utility window displays.
- 2 Choose the License Codes tab.

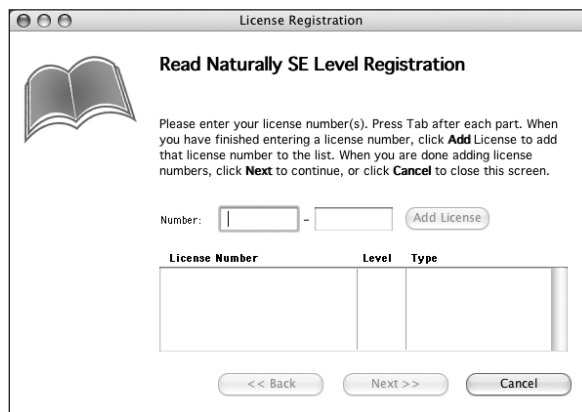


- 3 Enter the license numbers for the new instructional levels. These license numbers must be for network software, not stand-alone software. Enter each two-part license number in the boxes provided and click **Add License**.
- 4 Assign the instructional levels to the schools by performing these steps:
  - a Choose the License Distribution tab.
  - b Choose **Edit**.

- c Select one of the levels.
  - d Click **Add Schools**.
  - e Select the schools to which you want the level assigned.
    - To select a group of schools that are listed together, click the first school, hold down the Shift key, and then click the last school.
    - To select multiple schools that are not listed together, hold down the Control key and then click the schools you want to include.
  - f Click **Add**.
  - g Repeat these steps for the other levels.
- 5 Click **Quit** when you are finished.
  - 6 Copy the stories to the server (see "Copying the Stories to the Server" for details).

**To add level license codes for a Mac OS X school server installation:**

- 1 Start the Install License utility. Open the RNSEServer folder (the default location is **/Applications/RNSENetworkPlus/RNSEServer**) and double-click **InstallLicense**. The Level Registration window displays.



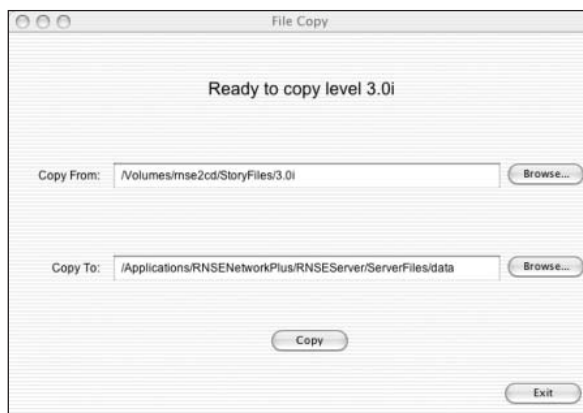
- 2 In the Level Registration window, enter the license numbers for the levels you purchased. For each license, enter the two-part license number in the boxes and click **Add License**. The licenses are added to the list.
- 3 After you have added all of your licenses, click **Next**. The Installation Complete screen displays.
- 4 Click **Done**.
- 5 Copy the stories to the server (see "Copying the Stories to the Server" for details).

## Copying the Stories to the Server

**Important:** If you are adding sequenced or phonics levels, you do not need to copy the stories to the server; you only need to enter the license codes. You only need to copy the stories if you are adding Idioms, American Manners and Customs, or Spanish levels.

### To copy stories from the level CDs to a Mac OS X server:

- 1 Insert the level CD into the CD drive of the server.
- 2 Double-click the **FileCopy** icon in the following folder on the server's hard drive: **/Applications/RNSENetworkPlus/RNSEServer**. The File Copy window displays.



- 3 **Copy From:** The file-copy program should automatically locate the folder on the CD that contains the stories. If it doesn't, you can click the **Browse** button, locate and select the **/StoryFiles/<level>/** folder on the CD, and click **OK**.
- 4 **Copy To:** Do **not** change the location where the story files are copied. The story files must be copied to the default location in the RNSENetworkPlus folder. If for some reason this field is blank, click the **Browse** button, locate and select the **/Applications/RNSENetworkPlus/RNSEServer/ServerFiles/data** folder and click **OK**.
- 5 Click **Copy** to start copying the stories to the server.
- 6 You will be asked to authenticate. Enter your network administrator password.
- 7 When the copying is finished, you will see a "Done" message.
- 8 To copy additional stories to the server, insert a new level CD into the CD drive of the server, and repeat the process.
- 9 Click **Exit** when you are done copying levels.

# 3

## Adding Levels for SE Network Installations

The procedures in this chapter explain how to add levels for SE Network installations (version 2.0.3 or lower). See the instructions in Chapter 1 to determine what version of SE you have. There are different procedures for Windows servers and Mac OS X servers.

### Adding Levels for Windows Servers

Adding levels is a two-part process—adding the license codes and copying the files to the server.

#### Adding License Codes

You can add the license codes from a client workstation or from a server.

##### To add license codes from a client workstation:

- 1 Log in to Read Naturally® with the administrator password.
- 2 Choose the School tab.
- 3 From the File menu, choose **Register Levels**. The Level Registration window displays.

Level Registration

**Read Naturally SE Level Registration**

Please enter your license number(s). When you have finished entering a license number, click **Add License** to add that license number to the list. When you are done adding license numbers, click **Next** to continue, or click **Cancel** to close this screen.

Number:  -

License Number	Level	Type

- 4 Enter the license numbers for each level you are adding. For each license, enter the two-part license number in the boxes and click **Add License**. The licenses are added to the table.
- 5 After you have added all of your licenses, click **Next**. The Installation Complete screen displays.
- 6 To add more levels, click **Back** and repeat steps 4 and 5. If you are finished adding levels, click **Done**.
- 7 Copy the stories to the server (see "Copying the Stories to the Server" for details).

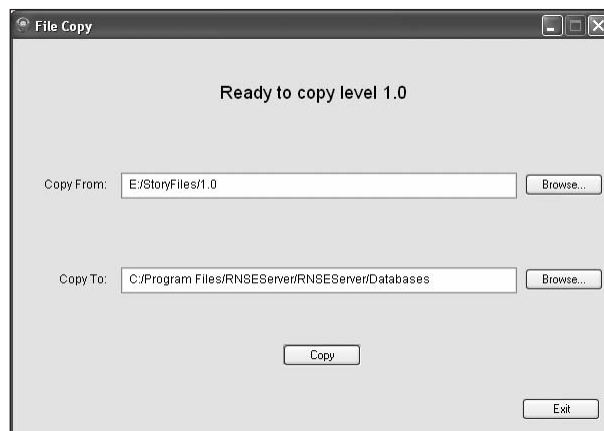
**To add license codes from the server:**

- 1 Log in to the server.
- 2 Browse to the **/Program Files/RNSEServer/RNSEServer** folder and double-click **InstallLicense**.
- 3 Follow steps 4 though 7 above.

## Copying the Stories to the Server

**To copy stories from the level CDs to the Windows server:**

- 1 Insert the level CD into the CD drive of the server.
- 2 Double-click the **FileCopy.exe** icon in the following folder on the server's hard drive: **/Program Files/RNSEServer/RNSEServer** The File Copy window displays.



- 3 **Copy From:** The file-copy program should automatically locate the folder on the CD that contains the stories. If it doesn't, you can click the **Browse** button, locate and select the **/StoryFiles/<level>/** folder on the CD, and then click **OK**.

- 4 **Copy To:** In most cases, you should not change the location where the story files will be copied. If for some reason you need to change it, you can click the **Browse** button and then choose a new location and click **OK**.
- 5 Click **Copy** to start copying the stories to the server.
- 6 When the copying is finished, you will see a "Done" message.
- 7 To copy additional stories to the server, insert a new level CD into the CD drive of the server and repeat the process.
- 8 Click **Exit** when you are done copying levels.

**To manually copy the stories from the level CDs to the Windows server** (if you have problems with the file-copy program):

- 1 Insert a level CD into the CD drive of the server.
- 2 Browse to the **/StoryFiles/<level>** folder on the CD.
- 3 Copy the **<level>.vdb** file to the **/Program Files/RNSEServer/RNSEServer/Databases** folder on the server.

## Adding Levels for Mac OS X Servers

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Adding levels is a two-part process—adding the license codes and copying the files to the server.

### Adding License Codes

You can add the license codes from a client workstation or from a server.

**To add license codes from a client workstation:**

- 1 Log in to Read Naturally with the administrator password.
- 2 Choose the School tab.
- 3 From the File menu, choose **Register Levels**. The Level Registration window displays.

**Read Naturally SE Level Registration**

Please enter your license number(s). When you have finished entering a license number, click **Add License** to add that license number to the list. When you are done adding license numbers, click **Next** to continue, or click **Cancel** to close this screen.

Number:  -

License Number	Level	Type

- 4 Enter the license numbers for each level you are adding. For each license, enter the two-part license number in the boxes and click **Add License**. The licenses are added to the table.
- 5 After you have added all of your licenses, click **Next**. The Installation Complete screen displays.
- 6 To add more levels, click **Back** and repeat steps 4 and 5. If you are finished adding levels, click **Done**.
- 7 Copy the stories to the server (see "Copying the Stories to the Server" for details).

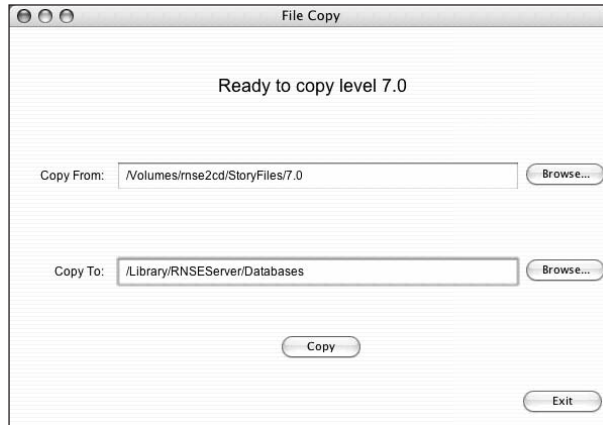
**To add licenses from the server:**

- 1 Log into the server.
- 2 Browse to the **/Library/RNSEServer/** folder and double click **InstallLicense**.
- 3 Follow steps 4 though 7 listed above.

**Copying the Stories to the Server**

**To copy stories from the level CDs to the Mac OS X server:**

- 1 Insert the level CD into the CD drive of the server.
- 2 Double-click the **FileCopy** icon in the following folder on the server's hard drive: **/Library/RNSEServer**. The File Copy window displays.



- 3 **Copy From:** The file-copy program should automatically locate the folder on the CD that contains the stories. If it doesn't, you can click the **Browse** button, locate and select the **/StoryFiles/<level>/** folder on the CD, and then click **OK**.
- 4 **Copy To:** In most cases, you should not change the location where the story files will be copied. If for some reason you need to change it, you can click the **Browse** button and then choose a new location and click **OK**.
- 5 Click **Copy** to start copying the stories to the server.
- 6 When the copying is finished, you will see a "Done" message.
- 7 To copy additional stories to the server, insert a new level CD into the CD drive of the server and repeat the process.
- 8 Click **Exit** when you are done copying levels.

**To manually copy the stories from the level CDs to the Mac OS X server** (if you have problems with the file-copy program):

- 1 Insert a level CD into the CD drive of the server.
- 2 When the **rnse2cd** icon appears on the desktop, double-click it to open it.
- 3 Open the **StoryFiles** folder, and then open the **<level>** folder.
- 4 Copy the **<level>.vdb** file to the **/Library/RNSEServer/Databases** folder on the hard drive of the server.



# 4

## Adding Levels for SE Stand-Alone Installations

The procedures in this chapter explain how to add levels for SE Stand-Alone installations by adding license codes. There are different procedures for Windows and Macintosh computers. You do not copy the stories for stand-alone installations.

### Adding License Codes for Windows Stand-Alone Installations

To add license codes for a Windows stand-alone installation:

- 1 Log in to Read Naturally® SE with the administrator password.
- 2 Choose the School tab.
- 3 From the File menu, choose Register Levels. The Level Registration window displays.

Level Registration

**Read Naturally SE Level Registration**

Please enter your license number(s). When you have finished entering a license number, click **Add License** to add that license number to the list. When you are done adding license numbers, click **Next** to continue, or click **Cancel** to close this screen.

Number:  -

License Number	Level	Type

<< Back    Next >>    Cancel

- 4 Enter the license numbers for the levels you are adding. For each license, enter the two-part license number in the boxes, and click **Add License**. The licenses are added to the table.
- 5 After you have added all of your licenses, click Next. The Installation Complete screen displays.
- 6 To add more levels, click **Back** and repeat steps 4 and 5. If you are finished adding levels, click **Done**.

# Adding License Codes for Macintosh Stand-Alone Installations

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## To add license codes for a Macintosh stand-alone installation:

- 1 Log in to Read Naturally SE with the administrator password.
- 2 Choose the School tab.
- 3 From the File menu, choose **Register Levels**. The Level Registration window displays.

**Read Naturally SE Level Registration**

Please enter your license number(s). When you have finished entering a license number, click **Add License** to add that license number to the list. When you are done adding license numbers, click **Next** to continue, or click **Cancel** to close this screen.

Number:  -

License Number	Level	Type
Licensed	3.0 Seq	Standalone

- 4 Enter the license numbers for each level you are adding. For each license, enter the two-part license number in the boxes, and click **Add License**. The licenses are added to the table.
- 5 After you have added all of your licenses, click **Next**. The Installation Complete screen displays.

**Installation Complete!**

Installation of the Read Naturally SE level(s) you specified is now complete.  
Click Done if you're finished, or click Back to add more levels.

- 6 To add more levels, click **Back** and repeat steps 4 and 5. If you are finished adding levels, click **Done**.



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