

Read Naturally SE

Software Guide

Version 2.0



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Table of Contents

1	Software Edition Overview	1
	System Requirements	2
	Workstation Requirements	2
	Server Requirements for Network Installations	2
	Components of Read Naturally SE	3
	Stand-Alone vs. Network Installation	3
	New Features in SE Version 2.0.....	4
	Starting and Exiting Read Naturally SE	5
	Getting Assistance When You Have Questions or Problems	7
	Check the Manuals.....	7
	Check the Online Help.....	7
	Check the Read Naturally Website	8
	Contact Read Naturally.....	8
2	Windows Stand-Alone Installation	9
	What's Installed	10
	Installing the Windows Stand-Alone Software	11
	Adding Levels for Windows Stand-Alone Installations	15
3	Macintosh Stand-Alone Installation	17
	What's Installed	18
	Installing the Macintosh Stand-Alone Software	19
	Adding Levels for Macintosh Stand-Alone Installations	22
4	Windows Network Installation	23
	What's Installed	24
	SE Server Files.....	24
	SE Client Files	24
	Installing the Windows Server Components.....	25
	Copying Stories to the Windows Server	30
	Installing the Windows Workstation Software.....	31
	Adding Levels for Windows Network Installations.....	34

5	Macintosh Network Installation	37
	What's Installed	38
	SE Server Files.....	38
	SE Client Files	39
	Installing the Mac OS X Server Components.....	40
	Copying Stories to the Mac OS X Server	44
	Installing the Macintosh Workstation Software	45
	Adding Levels for Macintosh Network Installations.....	48
6	Setting Up Read Naturally SE for the First Time	49
	Logging In for the First Time.....	50
	Setting Up School and Administrator Information	51
	Adding Teachers	52
	Adding Classes	53
	Setting Up and Placing Students	54
	Adding Students.....	54
	Setting Up Story Options for Students	55
	Placing Students.....	55
7	Administering Read Naturally SE	57
	Changing School and Administrator Information	58
	Searching the Teacher, Class, and Student Lists.....	58
	Maintaining Teacher Information.....	59
	Maintaining Class Information.....	60
	Maintaining Student Information	61
	Specifying the Server IP Address for Network Clients	62
	Starting and Exiting the Database Utilities	63
	Checking the Login Status for Network Installations.....	64
	Resetting Logged In Users	65
	Looking Up the SE Administrator Password	66
	Importing SE 1.x Data into SE 2.0	66
	Starting and Stopping the RNSEServer Service	69
	Backing Up and Restoring the Data Files.....	69
	Restoring an Empty Database	72
	Repairing the Database.....	73
8	Uninstalling Read Naturally SE	75
	Uninstalling SE Software from Windows Stand-Alone and Client Workstations.....	76
	Uninstalling SE Server Software from Windows Servers	76
	Uninstalling SE Stand-Alone Software from Macintosh Workstations.....	77
	Uninstalling SE Client Software from Macintosh Workstations	79
	Uninstalling SE Server Software from Mac OS X Servers	81
	Index	83

1

Software Edition Overview

Read Naturally's pioneering programs offer a proven strategy to help struggling readers improve their fluency and comprehension. This chapter provides an overview of Read Naturally Software Edition (SE) version 2.0, the software version of our reading strategy.

This chapter includes the following information:

- The system requirements for the software (workstation and server requirements).
- The components of Read Naturally SE—Teacher Management and Student Stories.
- The two types of installations—stand-alone and network.
- A summary of the new features in this version of Read Naturally SE.
- How to start and exit Read Naturally SE.
- Ways you can get assistance when you have questions about or problems with Read Naturally SE:
 - Check the manuals.
 - Check the online help.
 - Check the Read Naturally website.
 - Contact Read Naturally.

System Requirements

To use Read Naturally SE, your system must meet the following minimum requirements:

Workstation Requirements

Windows

- Windows 98SE*, ME*, NT, 2000, or XP
- 350 MHz or faster processor
- 256 MB RAM
- 100 MB hard disk space
- 800 x 600 screen resolution
- CD-ROM drive
- Windows Media Player 6.1 or higher, or QuickTime 6 or higher
- Adobe Flash Player 6 or higher

Macintosh

- Mac OS 9.2* or OS X 10.2 or higher
- 350 MHz or faster processor
- 256 MB RAM
- 100 MB hard disk space
- 800 x 600 screen resolution
- CD-ROM drive
- QuickTime 6 or higher
- Adobe Flash Player 6 or higher

*Supported only for stand-alone or workstation installations. See below for server requirements.

Server Requirements for Network Installations

- One of the following operating systems:
 - Windows NT
 - Windows 2000
 - Windows XP
 - Windows Server 2000
 - Windows Server 2003
 - Mac OS X or Mac OS X Server 10.2 or higher(Read Naturally recommends upgrading to the latest version available.)
- 512 MB RAM
- 40 MB disk space (minimum), 100 MB recommended
- 100 MB disk space for each story level
- CD-ROM drive
- TCP/IP network
- Static IP address

Components of Read Naturally SE

Read Naturally SE (Software Edition) provides the same powerful strategy and the same high-interest stories as Read Naturally ME (Masters Edition) but in a software version. SE eliminates the need for cassettes or audio CDs, cassette or CD players, timers, reading guides, pencils, graphs, and duplicating blackline masters.

Read Naturally SE consists of two components. The software is available for both Windows and Macintosh operating systems.

Teacher Management

Teachers use this component to manage student, teacher, and class information, specify student story options, place students in the appropriate level, and print awards and letters. A powerful reporting feature lets you track and analyze results for individual students and groups of students.

Student Stories

Students use this component when working with stories in their reading levels. Student Stories automatically leads the students through the steps of the Read Naturally strategy.

Stand-Alone vs. Network Installation

You can run the software locally on individual computers (stand-alone installation) or from a server in a local area network environment (network installation).

Stand-Alone Installation

With a stand-alone installation, you run SE from each computer's hard drive. Student, teacher, and class data is stored locally on that computer. When students read the stories, the CD containing the stories for their level must be in the computer's CD drive. Since the students' data is stored locally on the computer they are using, they must always use the same computer in order to keep their results data in one place.

Network Installation

With a network installation, the stories as well as student, teacher, and class data are stored on the server. The SE applications are installed on client workstations that have access to the network server. This makes it possible for students, teachers, and administrators to work from any workstation that has SE installed and can access the server.

New Features in SE Version 2.0

The new version 2.0 of Read Naturally SE includes many enhancements and new features, including:

- Native compatibility with Mac OS X, as well as continued support for Mac OS 9 and Windows 98SE through XP.
- Sequenced level 8.0 and phonics level 2.3 in software format.
- A new key words step with definitions and pictures.
- Ability to click difficult words in the Cold Timing and Practice steps to have them highlighted and spoken.
- Ability to click vocabulary words during the Read Along and Quiz steps to have them defined.
- Greater teacher control. Teachers can:
 - Select 1-minute, 2-minute, or whole-story timings.
 - Select which steps to include for each student.
 - Select whether the teacher must be present for cold timing.
 - Use enhanced print options.
 - Have more control over pass requirements.
- Improved management system featuring:
 - Enhanced reporting with bar and line graphs.
 - Automatic tracking of student, class, and teacher information.
- An import utility for importing data from SE 1.x.

Starting and Exiting Read Naturally SE

You can start either Teacher Management or Student Stories by double-clicking the same Read Naturally icon. This icon is placed on the Windows or Macintosh desktop when the software is installed and is also located in the Read Naturally SE folder. The password you enter when you log in determines whether Teacher Management or Student Stories starts.

To start Read Naturally SE:

- 1 Double-click the Read Naturally SE 2.0 icon on your desktop.
The log-in screen displays.



- 2 Type your password and click **Enter**.
 - If you enter a teacher or administrator password, Teacher Management starts.
 - If you enter a student password, Student Stories starts.

Note: For stand-alone installations, you must insert the appropriate level CD in the computer's CD-ROM drive before you log in as a student.

- The first time you log in, enter the special password **rnse** to start Teacher Management. This password is intended for one-time use only and no longer works once you create an administrator password.

To exit Read Naturally SE:

- 1 From either Teacher Management or Student Stories, click **Quit** (choose **Quit** from the File menu). This returns you to the log-in screen.
- 2 From the log-in screen, you can:
 - Click **Exit** to exit Read Naturally SE completely.
 - Log in with a teacher or administrator password to Teacher Management.
 - Log in with a student password to Student Stories.

Getting Assistance When You Have Questions or Problems

If you have questions or problems while using Read Naturally SE, you have the following options for getting assistance.

- Check the manuals (*SE Teacher's Guide* and *SE Software Guide*).
- Check the online help (Teacher Management and Student Stories).
- Check the Read Naturally website.
- Contact Read Naturally.

Check the Manuals

The manuals that ship with Read Naturally SE contain in-depth information for setting up and using the software.

- The *SE Teacher's Guide* is written from a teacher's perspective and includes extensive information for setting up and using the software with students.
- The *SE Software Guide* contains information about installing the software, setting it up for the first time, and administering the information in SE.
- The *SE Answer Guide* lists the answers to the open-ended quiz questions. Teachers and their assistants can use this guide to check students' answers.

The *SE Teacher's Guide* and *SE Software Guide* include key word indexes to help you find specific information quickly.

Check the Online Help

SE Teacher Management and Student Stories both include online help that you can browse or search to find answers to your questions. Much of the information is similar to the topics in the *SE Teacher's Guide* and *SE Software Guide*.

To view the online help in either Teacher Management or Student Stories, select **Online Help** from the Help menu. The help opens in a separate window. From this window, you can locate information using the Contents and Search tabs.

Contents Tab	Allows you to locate help topics by browsing through a list of the topics available. This option is equivalent to a book's table of contents.
Search Tab	Provides full-text search capabilities. To search, enter a word or phrase and then either click the Find button or press the Enter key. The search locates all occurrences of the word or phrase throughout the help system and displays a list of help topics found.

Check the Read Naturally Website

If you have problems using Read Naturally SE, check the support section of the Read Naturally website:

www.readnaturally.com/support/

The support pages include frequently asked questions, knowledgebases, troubleshooting information, electronic files of the manuals, and more.

Other pages on the website contain background information about the Read Naturally strategy, case studies illustrating the effectiveness of the strategy, and information about Read Naturally products and seminars.

Contact Read Naturally

You can contact Read Naturally with questions, problems, or to order additional products.

Online Software Support Request	www.readnaturally.com/support/supportRequest.htm
Telephone	651.452.4085 or 800.788.4085
Fax	651.452.9204
Email Address for General Issues	info@readnaturally.com
Website	www.readnaturally.com
Office Hours	Monday through Friday 9:00 a.m. to 5:00 p.m. Central Time

2

Windows Stand-Alone Installation

This chapter explains how to install Read Naturally SE 2.0 software on Windows stand-alone PCs. During the installation process, you perform the following tasks:

- 1 Read the license agreement.
- 2 Specify the location where the software will be installed.
- 3 Copy the files to the PC's hard drive.
- 4 Enter license numbers for the levels you purchased.
- 5 Start setting up your school, teacher, class, and student data.

This chapter also includes a procedure for adding levels when Read Naturally SE is already installed.

What's Installed

When you install the Windows stand-alone software, the installer creates a Read Naturally SE 2 folder in the Program Files folder on your computer's hard drive and copies the following files to it:

Application Files

- The Teacher Management component
- The Student Stories component
- A placement program
- Reporting software
- Online help files
- Other supporting programs and files

Data Files

- Database files for storing teacher, class, and student information
- Audio files for the stories
- Text and image files for the placement program

All of these files are installed automatically during the installation process. For stand-alone installations, the actual stories themselves are not installed on the computer's hard drive. The CD for the level a student is working on must be in the computer's CD drive when he or she is using Student Stories.

Installing the Windows Stand-Alone Software

Before you begin, you should close all other applications, especially virus-protection software, which can interfere with the installation process.

To install SE stand-alone software on a Windows workstation:

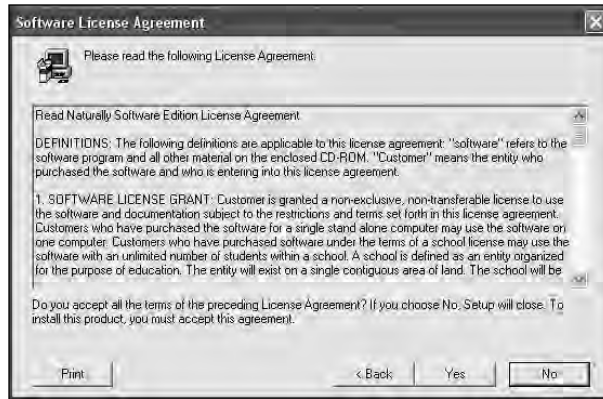
- 1 Insert the Stand-Alone Software Installation CD into the computer's CD drive.
- 2 If a menu for installing SE 2.0 does not open automatically, double-click **My Computer** on the desktop, double-click the **RNSE2_Install_SA** icon for the CD drive, and then double-click **Menu_Win.exe**.
- 3 Click **Install Windows Software**. The initial setup screen displays.



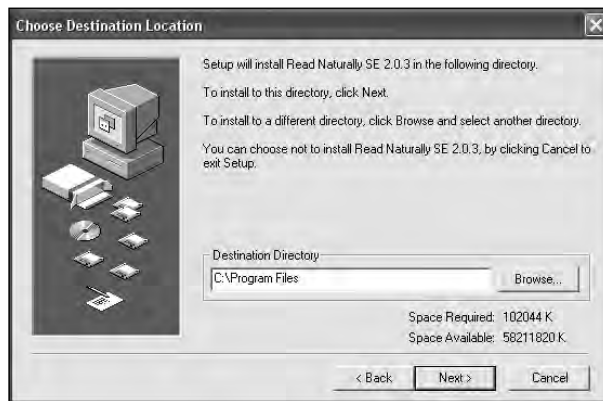
- 4 Click **Next**. The Welcome screen displays.



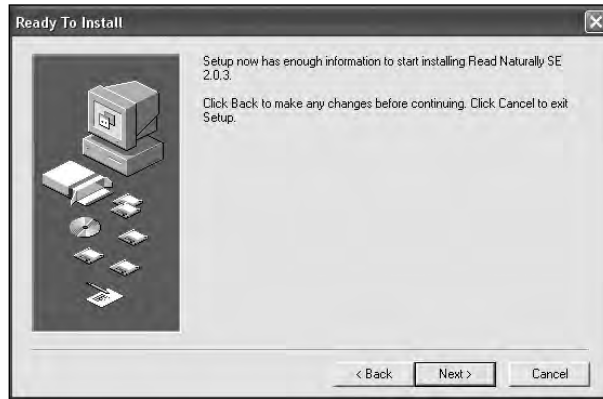
- 5 Click **Next**. The Software License Agreement displays.



- 6 Click **Yes** to accept the terms of the license agreement. (You must accept the terms in order to install the Read Naturally software.) The Choose Destination Location screen displays.



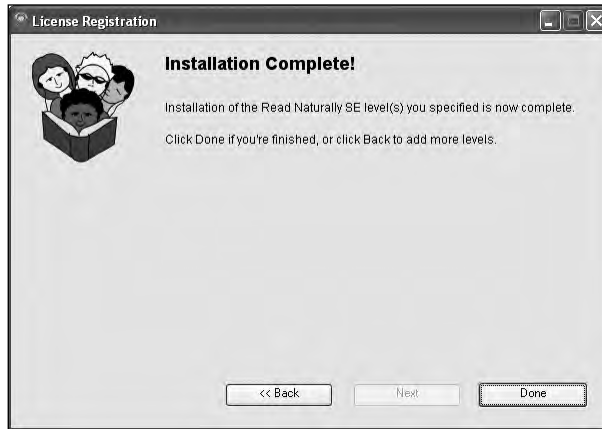
- 7 By default, Read Naturally SE is installed in the Program Files folder of your hard drive (C:). In most cases, you should leave the installation location set to the default. If you need to change the location, click **Browse**, choose the folder where you want to install the Read Naturally software, and then click **OK**.
- 8 Click **Next**. The Ready to Install screen displays.



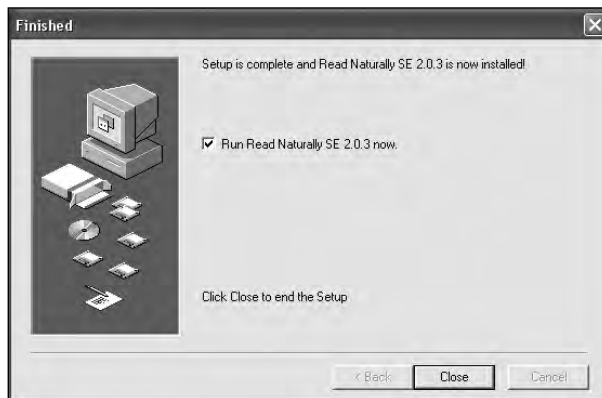
- 9 Click **Next**. Read Naturally SE is installed on your computer. When installation is complete, the Level Registration screen displays.



- 10 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.
- 11 After you have added all of your licenses, click **Next**. The Installation Complete screen displays.



12 Click **Done**. The Finished screen displays.



13 You can either start setting up teachers, classes, and students right away or do it later.

- To start setting up your data right away, leave the check box checked and click **Close**. The Read Naturally login screen displays.
- To set up your data later, uncheck the box and click **Close**.

For information about setting up your data, see Chapter 6.

Adding Levels for Windows Stand-Alone Installations

If you have already installed Read Naturally SE but you need to add levels (for example, you may have purchased more levels), you can add the new levels without having to re-install the software.

To add levels 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). Press Tab after each part. 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	Standalone

- 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**.

3

Macintosh Stand-Alone Installation

This chapter explains how to install Read Naturally SE 2.0 software on Macintosh stand-alone computers. During the installation process, you perform the following tasks:

- 1 Read the license agreement.
- 2 Copy the files to the computer's hard drive.
- 3 Enter license numbers for the levels you purchased.
- 4 Start setting up your school, teacher, class, and student data.

This chapter also includes a procedure for adding levels when Read Naturally SE is already installed.

What's Installed

When you install the Macintosh stand-alone software, the installer creates a Read Naturally SE 2 folder in the Applications or Applications (Mac OS 9) folder on your computer's hard drive and copies the following files to it:

Application Files

- The Teacher Management component
- The Student Stories component
- A placement program
- Reporting software
- Online help files
- Other supporting programs and files

Data Files

- Database files for storing teacher, class, and student information
- Audio files for the stories
- Text and image files for the placement program

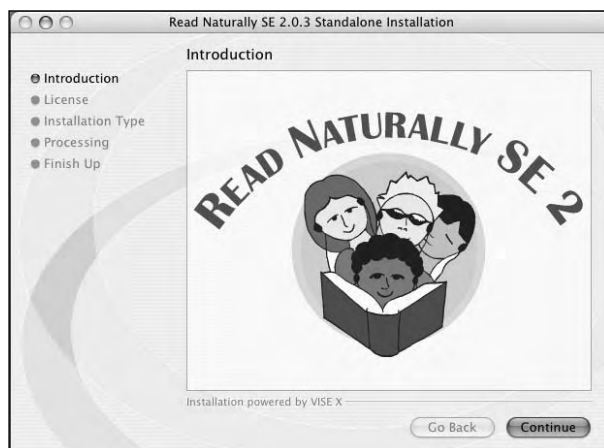
All of these files are installed automatically during the installation process. For stand-alone installations, the actual stories themselves are not installed on the computer's hard drive. The CD for the level a student is working on must be in the computer's CD drive when he or she is using Student Stories.

Installing the Macintosh Stand-Alone Software

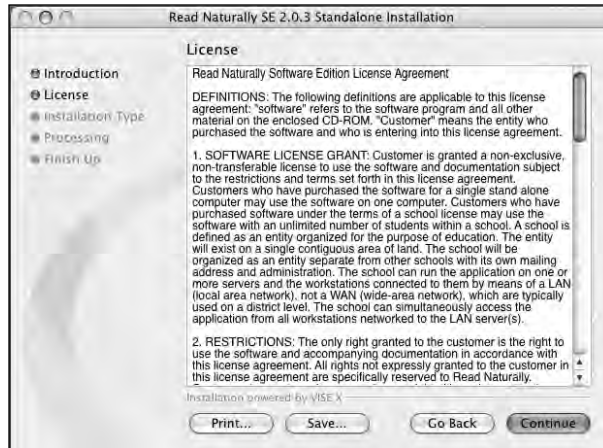
Before you begin, you should close all other applications, especially virus-protection software, which can interfere with the installation process.

To install the SE stand-alone software on a Macintosh workstation:

- 1 Insert the Stand-Alone Software Installation CD into the computer's CD drive.
- 2 When the CD icon **RNSE2_Install_SA** appears on the desktop, double-click it. A window opens showing the contents of the CD.
- 3 To open the Mac OS installation menu, double-click either **Menu_OSX** if you use Mac OS X or **Menu_OS9** if you use Mac OS 9.
- 4 From the installation menu, click either **Install Mac OS X Software** or **Install Mac OS 9 Software**, depending upon the Mac OS version you are using.
- 5 If necessary, enter your Mac OS administrator name and password and click **OK** so that you are allowed to install the software. The Introduction screen displays.



- 6 Click **Continue**. The Software License Agreement displays.



7 You must accept the terms of the license agreement in order to install the Read Naturally software.

- In Mac OS 9, click **Agree**.
- In Mac OS X, click **Continue**. A dialog asks if you agree to the terms of the license agreement. Click **Agree**.

The Installation Type screen displays.



8 Leave the installation type as **Easy Install** and click **Continue** (Mac OS X) or **Install** (Mac OS 9). The installation process begins. Installation could take several minutes as the files are copied to your computer. When installation is complete, the Level Registration screen displays.



- 9 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.
- 10 After you have added all of your licenses, click **Next**. The Installation Complete screen displays.



- 11 Click **Done**.
- 12 A dialog asks if you want to run Read Naturally SE now (so you can start setting up your data).
 - Click **No** to end the installation process without starting SE.
 - Click **Yes** to display the SE login window.

For information about setting up your data, see Chapter 6.

Adding Levels for Macintosh Stand-Alone Installations

If you have already installed Read Naturally SE but you need to add levels (for example, you may have purchased more levels), you can add the new levels without having to re-install the software.

To add levels 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.



- 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**.

4

Windows Network Installation

This chapter explains how to install Read Naturally SE 2.0 software in a network environment that includes Windows clients and servers. During the installation process, you perform the following tasks:

- 1** Install the SE server components.
 - a** Read the license agreement.
 - b** Specify the location where the software will be installed.
 - c** Copy the SE server components on the server's hard drive.
 - d** Enter the license numbers for the levels you purchased.
 - e** Confirm the IP address of the server.
- 2** Copy the story files from the level CDs to the server.
- 3** Install the SE client software on each client workstation.
- 4** Start setting up your school, teacher, class, and student data.

This chapter also includes a procedure for adding levels when Read Naturally SE is already installed.

What's Installed

During a network installation, some files are installed on the server and some files are installed on each client workstation.

SE Server Files

When you install the SE server components on a Windows server, the installer creates a RNSEServer folder in the Program Files folder on the server's hard drive and copies the following folders to it:

- RNSE_Client_Install folder: Contains the files for installing the SE client software to the Mac OS and Windows client workstations.
- RNSEServer folder: Contains files for storing teacher, class, and student information plus license files for the levels you are authorized to use. When you copy levels to the server, the story files are also copied here.

SE Client Files

When you install the SE client software on Windows workstations, the installer creates a Read Naturally SE 2 folder in the Program Files folder on each workstation's hard drive and copies the following files to it:

Application Files

- The Teacher Management component
- The Student Stories component
- A placement program
- Reporting software
- Online help files
- Other supporting programs and files

Data Files

- Audio files for the stories
- Text and image files for the placement program

All of these files are installed automatically during the installation process.

Preferences File

A file that stores the IP address of the server and the path to the SE applications on the local workstation is stored in either the **\Windows\Read Naturally** folder (Windows 98SE and ME clients) or the **\Documents and Settings\All Users\Application Data\Read Naturally** folder (Windows XP and 2000 clients).

Installing the Windows Server Components

During the server installation process, you read the license agreement and start the installation of the server components. The installer sets up a database for storing student, teacher, and class data and copies files for the client installations to the server.

After the server components are installed, you enter the license numbers for the levels you purchased and confirm the IP address of the server. (The server must have a static IP address.) The client workstations must be configured with the server's IP address in order to access the server. (This happens automatically if you use the client installers that are installed on the server.)

Before you begin installing the server software, you should close all other applications, especially virus-protection software, which can interfere with the installation process.

To the install the SE server components:

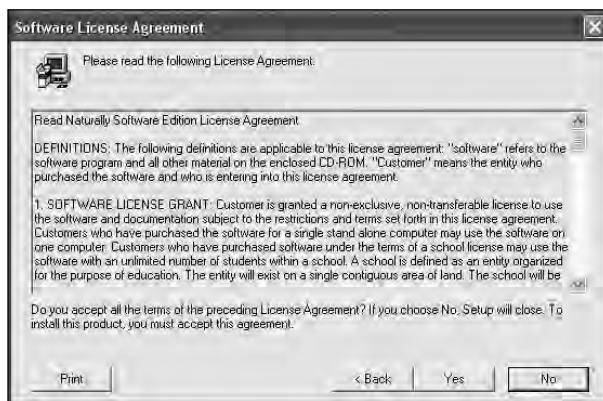
- 1 Insert the Network Software Installation CD in the CD drive of the server.
- 2 If the installation menu doesn't open automatically, double-click the **My Computer** icon on the desktop, double-click the **RNSE2_InstallNet** icon for the CD drive, and then double-click **Menu.exe**.
- 3 Click **Install Windows Server Software**. The initial setup screen displays.



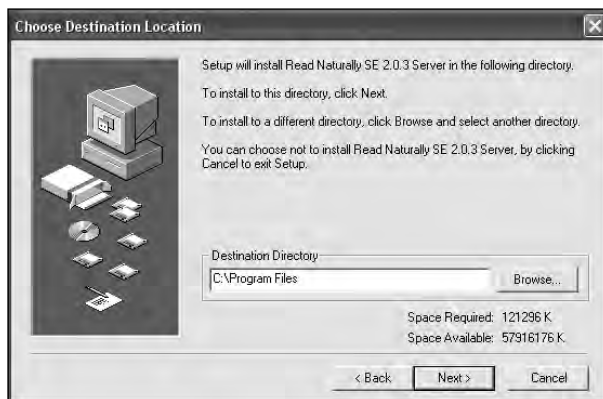
- 4 Click **Next**. The Welcome screen displays.



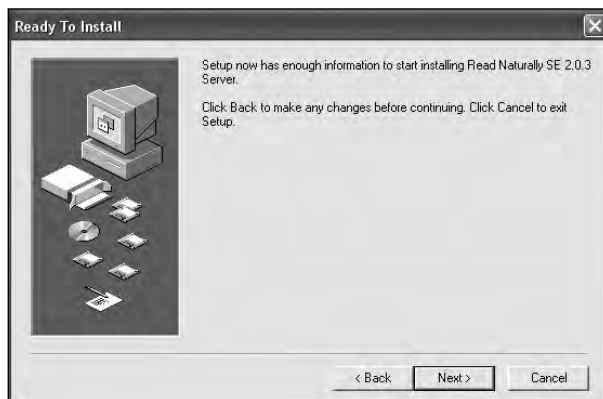
5 Click **Next**. The Software License Agreement displays.



6 Click **Yes** to accept the terms of the license agreement. (You must accept the terms in order to install the Read Naturally software.) The Choose Destination Location screen displays.



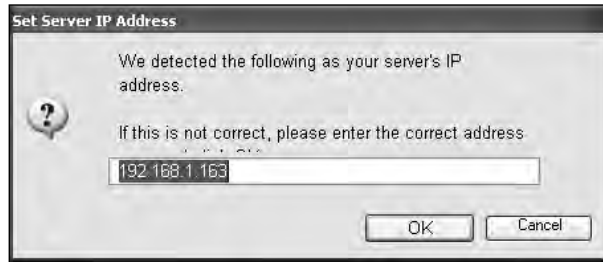
- 7 By default, Read Naturally SE is installed in the Program Files folder of your hard drive (C:). In most cases, you should leave the installation location set to the default and just click **Next**. (If you need to change the location, click **Browse**, and choose the folder where you want to install the Read Naturally software.) The Ready to Install screen displays.



- 8 Click **Next**. The SE server software is installed on the computer. When installation is complete, the Level Registration screen displays.



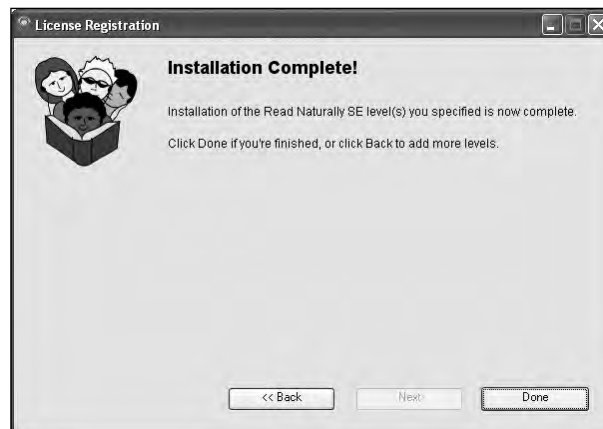
- 9 In the Level Registration window, enter the license numbers for the levels you purchased. For each license, enter the two-part license number in the boxes and click **Add License**. The licenses are added to the list.
- 10 After you have added all of your licenses, click **Next**.



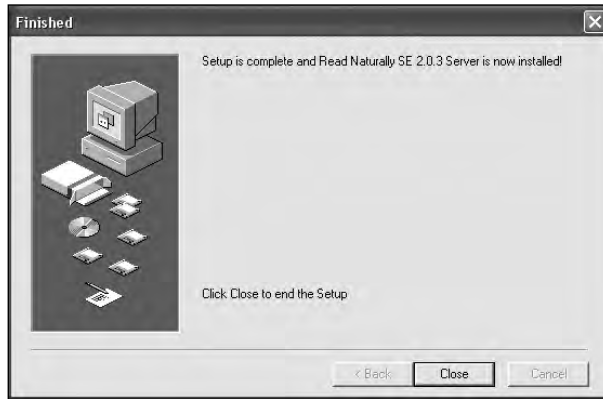
- 11 A dialog shows the IP address that Read Naturally SE detected for the server. (The server must have a static IP address.) The client workstations will use this IP address to connect to the Read Naturally server components. Make sure this address is correct, and then click **OK**.

Note: To prevent the firewall in Windows XP from blocking the SE client's access to the SE server, you must either turn off the firewall or open port 23451 if you want to leave the firewall running. For more information, see the Read Naturally website: www.readnaturally.com/support/notes-se2-firewall.htm

- 12 A message displays telling you that you must copy the levels to the server. Click **OK**. The Installation Complete screen displays.



- 13 Click **Done**.
- 14 A dialog asks if you would like to copy the stories to the server at this time. Click **Yes**. The Finished screen displays.



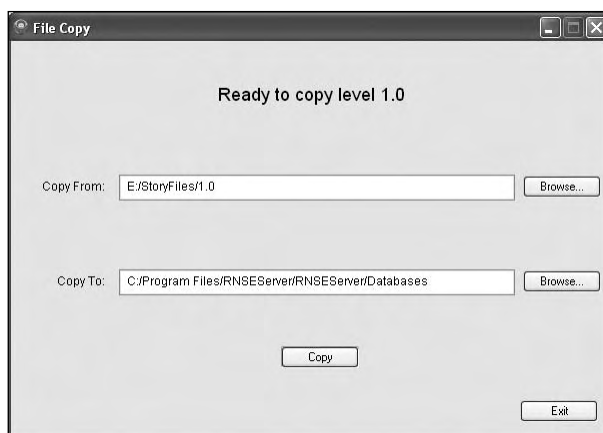
15 Click **Close**, and continue with the next procedure to copy the stories to the server.

Copying Stories to the Windows Server

With network installations, you copy the stories from the level CDs to the server's hard drive. This enables students to access the stories from any client workstation that has Read Naturally SE 2.0 installed and can access the server.

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

- 1 Insert the first level CD into the CD drive of the server.
- 2 You can start copying the stories in either of the following ways:
 - By clicking **Yes** at the end of the server installation process, when asked if you want to copy the story files.
 - By double-clicking the **FileCopy.exe** icon in the **\Program Files\RNSEServer\RNSEServer** folder on the server's hard drive.



- 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 **\StoryFiles\<level>** folder on the CD and 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, a message tells you that the level was copied successfully. Click **OK**.
- 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 FileCopy program):

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

Installing the Windows Workstation Software

With a network installation, the data and stories are stored centrally on the server, but the applications themselves are stored on each client workstation.

Before you begin installing the client software, you should close all other applications, especially virus-protection software, which can interfere with the installation process.

To install the SE client software on a Windows workstation:

- 1 Open the \RNSEServer\RNSE_Client_Install folder on the file server.
- 2 If a window opens asking for the IP address of the server, enter it and click **OK**.
- 3 Double-click the **InstallWkstn_Win.exe** icon. The initial setup screen displays.

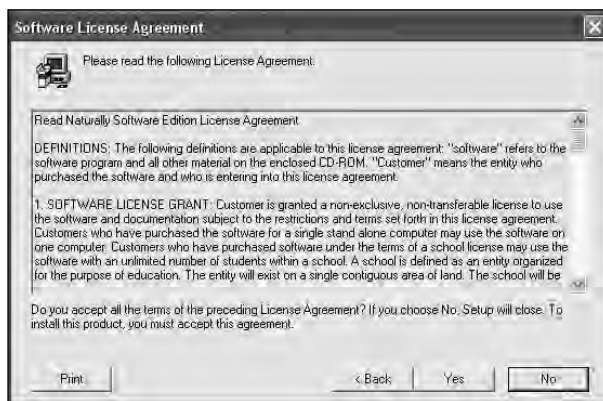


Note: If you have problems installing the workstation software from the server (for example, if the installation is too slow), you can also install the workstation software by launching **InstallWkstn_Win.exe** from the SE network installation CD or from another CD that has the **RNSE_Client_Install** folder copied to it.

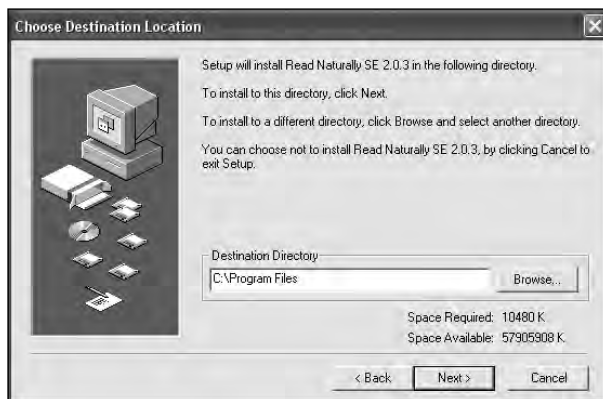
- 4 Click **Next**. The Welcome screen displays.



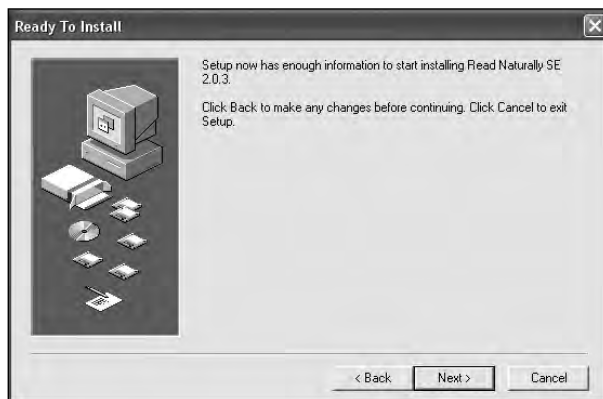
4 Click **Next**. The Software License Agreement displays.



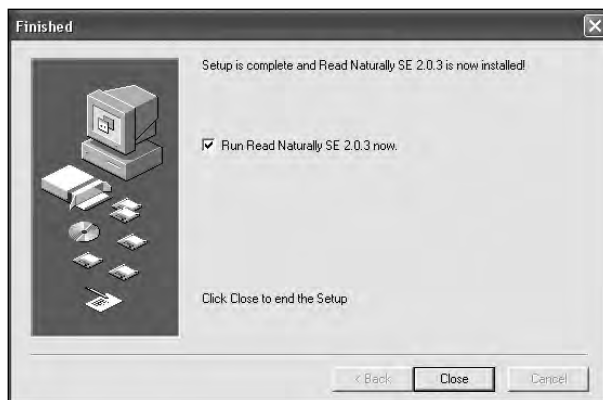
5 Click **Yes** to accept the terms of the license agreement. (You must accept the terms in order to install the Read Naturally software.) The Choose Destination Location screen displays.



- 6 By default, the SE workstation software is installed in the Program Files folder of your hard drive (C:). In most cases, you should leave the installation location set to the default and just click **Next**. (If you need to change the location, click **Browse**, choose the folder where you want to install the Read Naturally software.) The Ready to Install screen displays.



- 7 Click **Next**. A message tells you it is normal if the progress bar seems to stop during the installation process.
- 8 Click **OK**. The installation process begins. (Installation may take several minutes.) When installation is complete, the Finished screen displays.



- 7 If you want to start using SE right away, leave the checkbox checked and then click **Close**. Otherwise, uncheck the box before you click **Close**.

For information about setting up your data, see Chapter 6.

Adding Levels for Windows Network Installations

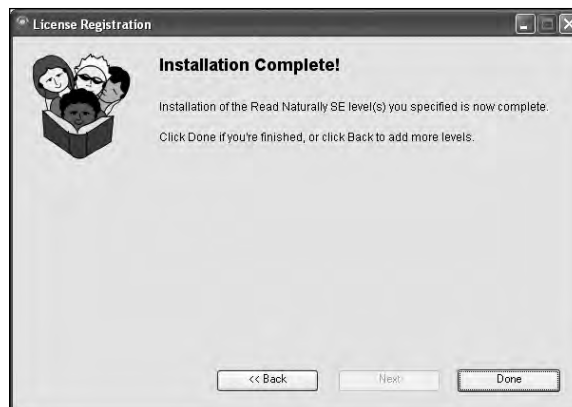
If you have already installed Read Naturally SE but you need to add levels (for example, you may have purchased more levels), you can add the new levels without having to re-install the software.

To add levels from a client workstation:

- 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.



- 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**.
- 7 Copy the stories to the server as described earlier in this chapter.

To add levels from the server:

- 1 Log in to the server.
- 2 Browse to the \Program Files\RNSEServer\RNSEServer\ folder and double-click the **InstallLicense.exe** file. The Level Registration window displays.



- 3 Continue with steps 4 through 7 above.

5

Macintosh Network Installation

This chapter explains how to install Read Naturally SE 2.0 software in a network environment that includes Macintosh clients and servers. During the installation process, you perform the following tasks:

- 1** Install the SE server components.
 - a** Read the license agreement.
 - b** Copy the SE server components to the server's hard drive.
 - c** Enter the license numbers for the levels you purchased.
 - d** Confirm the IP address of the server.
- 2** Copy the story files from the level CDs to the server.
- 3** Install the SE client software on each client workstation.
- 4** Start setting up your school, teacher, class, and student data.

This chapter also includes a procedure for adding levels when Read Naturally SE is already installed.

What's Installed

During a network installation, some files are installed on the server and some files are installed on each client workstation. All of these files are installed automatically during the installation process.

SE Server Files

When you install the SE server components on Mac OS X servers, the installer creates the following folders on the server's hard drive:

Applications/RNSEServer/

Contains the files for installing the SE client software on the Mac OS and Windows client workstations.

Library/RNSEServer/

Contains files for storing teacher, class, and student information plus license files for the levels you are authorized to use. When you copy levels to the server, the story files are also copied here.

Library/Preferences/ReadNaturally/

Contains a file that stores the location of the client installers.

Library/StartupItems/RNSEServer/

Contains a shortcut that starts the SE server process whenever you start up the Mac OS X server.

SE Client Files

When you install the SE client software on Mac OS workstations, the installer creates the following folders on each workstation's hard drive:

Applications/Read Naturally SE 2/

Contains the following application and data files:

- The Teacher Management component
- The Student Stories component
- Audio files for the stories
- A placement program
- Text and image files for the placement program
- Reporting software
- Online help files
- Other supporting programs

Library/Preferences/ReadNaturally/

Contains a file that stores the IP address of the server and the path to the SE software on the local workstation.

Installing the Mac OS X Server Components

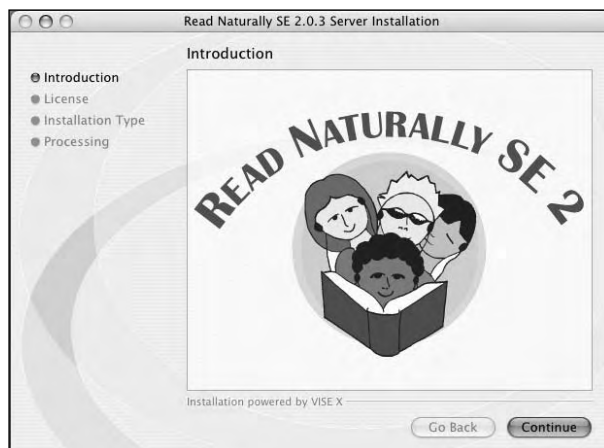
During the server installation process, you read the license agreement and start the installation of the server components. The installer sets up a database for storing student, teacher, and class data and copies files for the client installations to the server.

After the server components are installed, you enter the license numbers for the levels you purchased and confirm the IP address of the server. (The server must have a static IP address.) The client workstations must be configured with the server's IP address in order to access the server. (This happens automatically if you use the client installers that are installed on the server.)

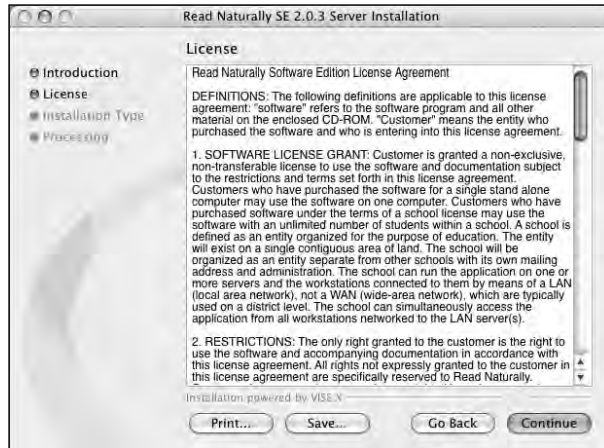
Before you begin installing the server software, you should close all other applications, especially virus-protection software, which can interfere with the installation process.

To install the Mac OS X server components:

- 1 Insert the Network Software Installation CD into the computer's CD drive.
- 2 When the CD icon **RNSE2_InstallNet** appears on the desktop, double-click it. A window opens showing the contents of the CD.
- 3 Double-click the **Menu** icon. The installation menu opens.
- 4 Click **Install Mac OS X Server Software**. If necessary, enter your Mac OS administrator name and password and click **OK** so that you are allowed to install the software. The Introduction screen displays.



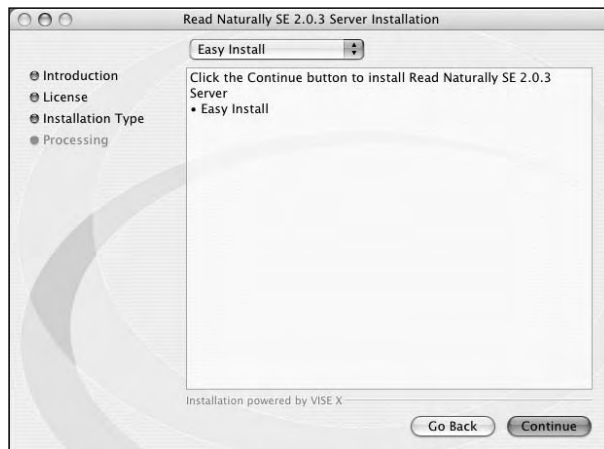
- 5 Click **Continue**. The Software License Agreement displays.



- 6 Read the license agreement and click **Continue**. A dialog asks if you agree to the terms of the license agreement.



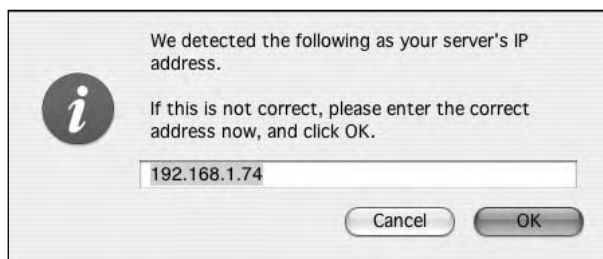
- 7 Click **Agree** to accept the terms of the license agreement. (You must accept the terms in order to install the Read Naturally software.) The Installation Type screen displays.



- 8 Leave the installation type as **Easy Install** and click **Continue**. The installation process begins. Installation could take several minutes as the files are copied to the server. When installation is complete, the Level Registration screen displays.



- 9 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.
- 10 After you have added all of your licenses, click **Next**.



- 11 A dialog shows the IP address that Read Naturally SE detected for the server (The server must have a static IP address.) The client workstations will use this IP address to connect to the Read Naturally server components. Make sure this address is correct, and then click **OK**.
- 12 A message tells you that you must still copy the story files to the server. Click **OK** to close the dialog. The Installation Complete screen displays.



13 Click **Done**. The Finish Up screen displays.



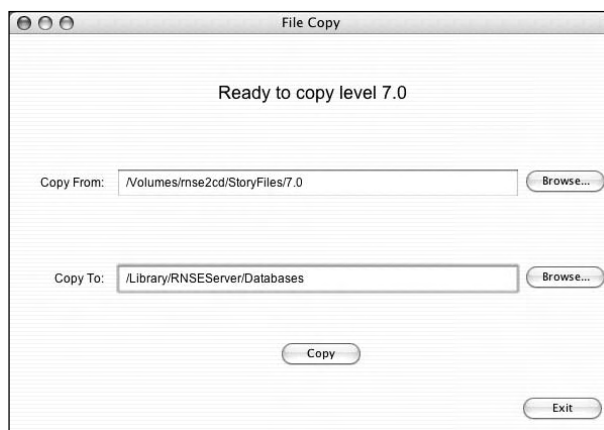
14 A dialog asks if you would like to copy the stories to the server at this time. Click **Yes**, and continue with the next procedure.

Copying Stories to the Mac OS X Server

With network installations, you copy the stories from the level CDs to the server's hard drive. This enables students to access the stories from any client workstation that has Student Stories installed and can access the server.

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

- 1 Insert the first level CD into the CD drive of the server.
- 2 You can start copying the stories in either of the following ways:
 - By clicking **Yes** at the end of the server installation process, when asked if you want to copy the story files.
 - By double-clicking the **FileCopy** icon in the **/Library/RNSEServer** folder on the server's hard drive.



- 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 **/StoryFiles/<level>/** folder on the CD and click **Choose**.
- 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 **Choose**.
- 5 Click **Copy** to start copying the stories to the server.
- 6 When the copying is finished, a message tells you the level was copied successfully. Click **OK**.
- 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 FileCopy 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.

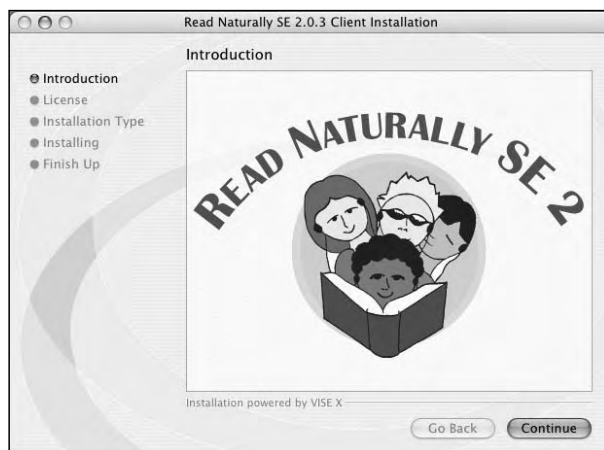
Installing the Macintosh Workstation Software

With a network installation, the data and stories are stored centrally on the server, but the applications themselves are stored on each client workstation.

Before you begin installing the client software, you should close all other applications, especially virus-protection software, which can interfere with the installation process.

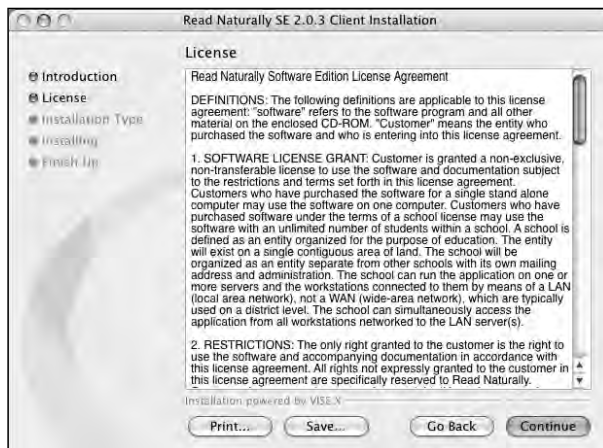
To install SE client software on a Macintosh workstation:

- 1 Open the **/Applications/RNSEServer/RNSE_Client_Install** folder on the file server.
- 2 Double-click the Read Naturally install program for the Mac OS you are using:
 - If you are running Mac OS 9, double-click the **InstallWkstn_Mac-9** icon.
 - If you are running Mac OS X, double-click the **InstallWkstn_Mac-X** icon.
- 3 If necessary, enter your Mac OS administrator name and password so that you are allowed to install the software. The Introduction screen displays.



Note: If you have problems installing the workstation software from the server (for example, if the installation is too slow), you can also install the workstation software by launching **InstallWkstn_Mac-9** or **InstallWkstn_Mac-X** from the SE network installation CD or from another CD that has the **RNSE_Client_Install** folder copied to it.

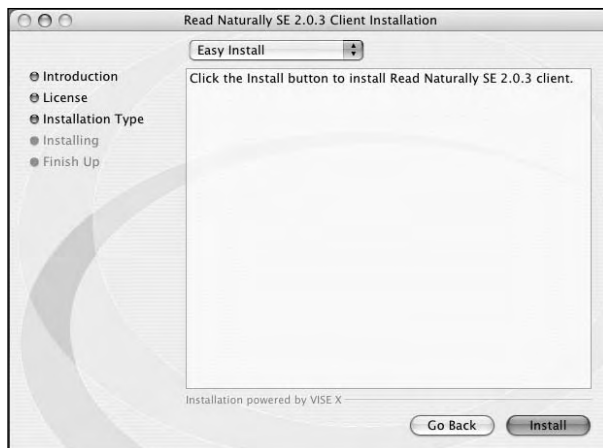
4 Click **Continue**. The Software License Agreement displays.



5 You must accept the terms of the license agreement in order to install the Read Naturally software.

- In Mac OS 9, click **Agree**.
- In Mac OS X, click **Continue**. A dialog asks if you agree to the terms of the license agreement. Click **Agree**.

The Installation Type screen displays.



- 6 Leave the installation type as **Easy Install** and click **Install**. A message tells you it is normal if the progress bar appears to stop during the installation.
- 7 Click **OK**. The installation process begins. Installation could take several minutes as the files are copied to the workstation.
- 8 When installation is complete, a dialog asks if you want to run Read Naturally SE now (so you can start setting up your data).
 - Click **No** to end the installation process without starting SE.
 - Click **Yes** to display the SE login window.

For information about setting up your data, see Chapter 6.

Adding Levels for Macintosh Network Installations

If you have already installed Read Naturally SE but you need to add levels (for example, you may have purchased more levels), you can add the new levels without having to re-install the software.

To add levels from a client workstation:

- 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.



- 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 as described earlier in this chapter.

To add levels from the server:

- 1 Log in to the server.
- 2 Browse to the **/Library/RNSEServer/** folder, and double-click the **InstallLicense** file. The Level Registration window displays.
- 3 Continue with steps 4 through 7 above.

6

Setting Up Read Naturally SE for the First Time

It is generally a good idea to designate one person as the Read Naturally administrator for the entire school, with another person as a backup in case the primary administrator is not available.

When you initially install Read Naturally SE, the administrator should set up the following information in Teacher Management, as explained in this chapter:

- School information
- Administrator password
- The teachers who will be using Read Naturally SE

Either the administrator or teachers can then set up the following information:

- The classes assigned to the teachers
- The students who will be using Student Stories

Teachers can set up and maintain only their own classes and students, whereas the administrator can set up and maintain all students, classes, and teachers. Only the administrator can perform certain tasks, such as changing school information and the administrator password and deleting teachers.

Logging In for the First Time

The first time you log in to Read Naturally, you must log in using a default password. Once you set up an administrator password, the default password no longer works.

To log in to Read Naturally SE the first time:

- 1 Double-click the Read Naturally SE 2.0 icon on your desktop.



The login screen displays.



- 2 Type **rnse** as your administrator password and click **Enter**. Teacher Management opens to the School tab.
- 3 Continue by setting up school and administrator information as described on the next page.

Setting Up School and Administrator Information

After logging in with the default administrator password, the first thing you must do is set up a new administrator password and enter information about the school. Only one administrator password is allowed.

To set up school and administrator information:

- 1 From the School tab of Teacher Management, specify the following information:

School	Type the name of the school.
District	Type the name or number of the school district or school system.
Admin Password	<p>Type the new password you want to use when logging in to Teacher Management as an administrator. Think of a password that is easy for you to remember but difficult for others to guess. Passwords with both letters and numbers are harder to guess.</p> <ul style="list-style-type: none">■ All passwords must be unique. No two people can have the same password.■ Passwords must be 4 to 20 characters long.■ Passwords are case sensitive.■ Make sure there are no leading or trailing spaces in the password.■ You must change the administrator password from rnse (the default) to something else. <p>Be sure to safeguard the administrator password, since administrators are able to view and change settings for all students, teachers, and classes.</p> <p>Also, be sure to remember the administrator password, since others cannot log in to look it up for you.</p> <p>Note: If you lose or forget the administrator password, see “Looking Up the SE Administrator Password” in Chapter 7.</p>

- 2 Click **Save**.
- 3 Continue by adding teachers as described on the next page.

Adding Teachers

Only the administrator can add and delete teachers. Once they are added, teachers can change their own names and passwords as necessary.

To add teachers:

- 1 After logging in as an administrator, select the Teachers tab.
- 2 For each teacher you want to add, perform the following steps:
 - a Click **Add**.
 - b Enter the teacher's first and last name.
 - c Specify the password that the teacher will use to log in to Teacher Management.
 - Think of a password that is easy to remember but difficult for others to guess. Passwords with both letters and numbers in them are harder for people to guess.
 - Passwords must be 3 to 14 characters long.
 - Passwords are case sensitive. **jd**oe and **JD**oe are different passwords.
 - d If you check the **Teacher Assistant** box, this person will only be able to pass students on stories. (They will not be able to log in to Teacher Management or change story options. Teacher Assistants cannot have classes or students assigned to them.)
 - e Click **Save**.
- 3 When you are finished adding teachers, continue by adding classes as described on the next page.

Adding Classes

When you set up a class, you give the class a name and assign a teacher to it. You can only assign teachers that are already in the system, so make sure you have added the teachers before you add the classes.

To add classes:

- 1 After logging in as an administrator or teacher, select the Class tab.
- 2 For each class you want to add, perform the following steps:
 - a Click **Add**.
 - b Type the name of the class.
 - c Select a teacher from the drop-down list to assign him or her to the class.

Note: If you log in as a teacher, you do not need to select a teacher, since you can only add your own classes.

- d Click **Save**.
- 3 When you finished adding classes, continue by adding students as described on the next page.

Setting Up and Placing Students

Setting up students involves three tasks:

- Adding students by specifying identification and profile information.
- Placing students in the appropriate level and goal by testing them with sample stories.
- Setting up story options for each student.

Adding Students

When you add a student, the first step is to enter identification and profile information, such as the student's name, ID, password, grade, class, teacher, and characteristics. You can only assign students to teachers and classes that are already in the system, so make sure you have added the teachers and classes before you add the students.

To add students:

- 1 After logging in as an administrator or teacher, select the Students tab.
- 2 Click **Add**.
- 3 Complete the following required information (blue headings):
 - First Name/Last Name
 - Grade
 - Password: This is what the student will enter when logging in. Passwords must be 3 to 14 characters long.
 - Teacher: Choose one from the list. (If you log in as a teacher, no selection is necessary, since all of the students you add are assigned to you.)
 - Class: Choose one from the list. (Only the classes assigned to the current teacher are available.)
- 4 You can also provide the following optional information:
 - Student ID
 - Demographics (gender and type of student)
- 5 Click **Save**.
- 6 Click **Yes** if you want to set up story options for this student right away or click **No** if you want to set them up later. (See the *SE Teacher's Guide* for detailed descriptions of the story options.)

Setting Up Story Options for Students

In the story options, you customize the Read Naturally process for each student. This is where you can adjust each student's level and goal, specify which steps are included, and tailor the behavior of the program to suit each student's needs.

To set up story options:

- 1 After logging in as an administrator or teacher, select the Students tab.
- 2 Choose a student, and then click **Story Options**.
- 3 Change the story options as necessary. Click the Advanced tab for more options. For detailed descriptions of the options, see the *SE Teacher's Guide*.
- 4 Click **Save**.

Placing Students

Teacher Management includes a placement program which automates the process of placing students at an appropriate instructional level and reading-rate goal. The placement program's recommendations are only guidelines. Select the goals and levels that are best suited for your students.

For a more detailed discussion of placing students, see the *SE Teacher's Guide*.

To place students using the SE placement program:

- 1 After logging in as an administrator or teacher, select the Students tab.
- 2 Select the student you want to place and then click **Place**.
- 3 Estimate the instructional level that this student is currently reading at. Select a story that is at or close to the student's estimated instructional level, and then click **Next**.
- 4 Turn the Reading Guide on if necessary, and click **Start** when the student is ready to start reading.
- 5 As the student reads aloud, listen and silently count the number of errors (see the *SE Teacher's Guide* for guidelines for counting errors).
- 6 When the bell sounds, click the last word the student read.
- 7 Enter the number of words the student missed, and then click **Next**. The placement program will either recommend a level and goal or recommend testing the student with another story.
- 8 Either click **OK** to accept the recommendation or click **New Story** to test the student with another story. You can also click **Change** if you want to override the recommendation or skip further testing.

7

Administering Read Naturally SE

This chapter describes the following tasks for administering Read Naturally SE:

- Changing school information and the administrator password.
- Searching the teacher, class, and student lists.
- Maintaining teacher, class, and student information.
- Specifying the server IP address for network clients.
- Starting and exiting the database utilities.
- Checking the login status for network installations.
- Resetting logged in users.
- Looking up the administrator password.
- Importing SE 1.x data into SE 2.0.
- Starting and stopping the RNSEServer service.
- Backing up and restoring the data files.
- Restoring an empty database.
- Repairing the database.

The following table compares the information that the administrator can change versus the information that teachers can change:

Information Type	Administrator	Teachers
School information	Can set up and change school information and the administrator password.	Cannot view nor change school information or the administrator password.
Teacher information	Can add, edit, and delete any teachers.	Can change only their own name and password.
Class information	Can add, edit, and delete any classes.	Can add, edit, and delete only their own classes.
Student information	Can add, edit, and delete any students.	Can add, edit, and delete only their own students.

Changing School and Administrator Information

Only the administrator can change school information and the administrator password.

To change school and administrator information:

- 1 Log in with the Read Naturally administrator password.
- 2 Choose the School tab.
- 3 Change the school name, district name, and administrator password as necessary.
- 4 Click **Save**.

Searching the Teacher, Class, and Student Lists

Teacher Management has sort and search features to help you find teachers, students, and classes.

To sort a list	Click a column heading to sort by that column.
To search a list	<ol style="list-style-type: none">1 Click the heading of the column you want to search.2 Type the text you want to search for.3 Click Find. The list shows the items that match your search. Click Show All to see the complete list again.

Maintaining Teacher Information

The administrator can add, edit, and delete teachers. Teachers can only change their own name and password.

To maintain teacher information:

- 1 Log in with a Read Naturally administrator or teacher password.
- 2 Choose the Teachers tab.
- 3 If you logged in as a teacher, change your name or password as necessary and then click **Save**.

If you logged in as the administrator, you can perform any of the following actions:

Add a teacher	<ol style="list-style-type: none">a Click Add.b Enter the teacher's first and last name.c Specify the password that the teacher will use to log in to Teacher Management.<ul style="list-style-type: none">■ Think of a password that is easy to remember but difficult for others to guess. Passwords with both letters and numbers in them are harder for people to guess.■ Passwords are case sensitive. jdoe and JDoe are different passwords.d If you check the Teacher Assistant box, this person will only be able to pass students on stories. (They will not be able to log in to Teacher Management or change story options. Teacher Assistants cannot have classes or students assigned to them.)e Click Save.
Edit a teacher	<ol style="list-style-type: none">a Choose the teacher you want to edit.b Click Edit.c Change the teacher information as necessary.d Click Save.
Delete a teacher	<ol style="list-style-type: none">a Choose the teacher you want to delete.b Click Delete.c Click Yes to confirm. <p>Note: You cannot delete teachers with classes or students assigned to them.</p>

Maintaining Class Information

The administrator can add, edit, and delete classes assigned to any teachers. Teachers can add, edit, and delete only their own classes.

To maintain class information:

- 1 Log in with an administrator or teacher password.
- 2 Choose the Classes tab.
- 3 Perform any of the following actions:

Add a class	<ol style="list-style-type: none">a Click Add.b Specify a class name.c Administrators must select a teacher from the drop-down list to assign the class to him or her. When teachers add classes, the classes are automatically assigned to them.d Click Save.
Edit a class	<ol style="list-style-type: none">a Choose the class you want to edit.b Click Edit.c Edit the class as necessary. Teachers can only change the name of the class. Administrators can also change the teacher assigned to the class.d Click Save.
Delete a class	<ol style="list-style-type: none">a Choose the class you want to delete.b Click Delete.c Click Yes to confirm. <p>Note: You cannot delete classes with students assigned to them.</p>

Maintaining Student Information

The administrator can add, edit, and delete students assigned to any teachers. Teachers can add, edit, and delete only their own students. See the Chapter 6 and the *SE Teacher's Guide* for information about placing students and setting story options.

To maintain student information:

- 1 Log in with an SE administrator or teacher password.
- 2 Choose the Students tab.
- 3 Perform any of the following actions:

Add a student	<p>a Click Add.</p> <p>b Complete the following required information (blue headings):</p> <ul style="list-style-type: none">■ First Name/Last Name■ Grade■ Password: This is what the student will enter when logging on. Passwords are case-sensitive and must be 3 to 14 characters long.■ Teacher: Administrators must choose one from the list. For teachers, no selection is necessary, since all of the students you add are assigned to you.■ Class: Choose a class for the student. Only the classes assigned to the current teacher are available. <p>c You can also provide the following optional information:</p> <ul style="list-style-type: none">■ Student ID■ Demographics (gender and type of student) <p>d Click Save.</p>
Edit a student's identification information	<p>a Either double-click the name of a student or choose the student and then click Edit.</p> <p>b Change the student information as necessary. (Information with blue headings is required.)</p> <p>c Click Save.</p>

Assign a student to another teacher	<p>Note: Only the administrator can assign a student to another teacher.</p> <ul style="list-style-type: none"> a Either double-click the name of a student or choose the student and then click Edit. b Choose a different teacher from the drop-down list. c Choose a class for the student. Only the classes for the new teacher are listed. d Click Save.
Delete a student	<ul style="list-style-type: none"> a Choose the student you want to delete. b Click Delete. c Click Yes to confirm.

Specifying the Server IP Address for Network Clients

In network installations, the SE client workstations must be configured with the server's IP address in order to access the SE server components, such as the story files, student data, and teacher data.

If you install the client software using the client installers on the server, this IP address should be set up correctly automatically. However, there are some cases when you may have to manually specify the server's IP address in the SE client software, such as:

- If you install the client software from the client installers on the Network Software Installation CD instead of from the server.
- If a server has more than one IP address and the installer selected the wrong IP address during the installation.
- If the IP address of the server has changed.

To change the server IP address for a client workstation:

- 1 From the log-in screen, choose **Network Settings** from the Network menu.
- 2 Enter the server's IP address, and click **Save**.

Note: To prevent the firewall in Windows XP or Mac OS X from blocking the SE client's access to the SE server, you must either turn off the firewall or open port 23451 if you want to leave the firewall running. For more information, see the Read Naturally website: www.readnaturally.com/support/notes-se2-firewall.htm

Starting and Exiting the Database Utilities

This procedure explains how to start the SE database utilities on different platforms as well as how to exit the database utilities. These utilities enable you to perform the following tasks:

- View a list of the teachers and students that are currently active in SE.
- Import SE version 1.x data into SE version 2.0.
- Backup and restore SE data.
- Restore an empty database by removing teacher, class, and student data.
- Repair the SE database so that it runs more efficiently.

Before You Begin...

Before you can use the database utilities, you must have completed the following tasks:

- You must install the SE version 2.0 software as described in this guide. For network installations, you must install the server components on a server plus the client software on at least one workstation.
- You must log in to Teacher Management with the default password (**rnse**) and set up the information on the School tab (school name, district name/number, and administrator password). The administrator password you set up here is the password you will use to log in to the database utilities.

To start the database utilities:

- 1 To start the database utilities, double-click the **rnse_DBUtilities** file. The location of this file depends upon your operating system and installation type as shown in the following table:

Installation Type	Location of the rnse_DBUtilities Application
Windows stand-alone*	\Program Files\Read Naturally SE 2\
Mac OS 9 standalone	/Applications (Mac OS 9)/Read Naturally SE 2/
Mac OS X standalone	/Applications/Read Naturally SE 2
Windows network	\Program Files\RNSEServer\RNSEServer on the server
Mac OS X network	/Library/RNSEServer on the server

*On Windows computers, you can also start the database utilities from the Start menu (**Start > (All) Programs > Read Naturally SE 2.0 > Read Naturally Database Utilities**).

- 2 Enter the Read Naturally administrator password, and click **OK**.

Note: You cannot log in to the database utilities with the default password (**rnse**). You must set up your own administrator password in SE Teacher Management and use that password.

- 3 If you are using a Mac OS X computer as the SE server, you will be prompted for your system or administrator password. Enter the Mac OS X administrator password, and click **OK**.
- 4 Choose the tab for the task you want to perform.

To exit the database utilities:

Click **Quit** to close the database utilities window.

Checking the Login Status for Network Installations

If you are using a network installation of Read Naturally SE, the Network Status tab in the database utilities lists the teachers and students that are currently logged in. This information can be useful when deciding when it is safe to perform system maintenance, such as backing up the SE data. It can also help you troubleshoot login problems. If users are listed as active when they're not logged in, you may have to reset their login status as described on the next page.

Note: If you are using Mac OS X and you are prompted for an administrator password while you are using the database utilities, enter your Mac OS X administrator password, **not** your Read Naturally administrator password.

To check the login status for network installations of Read Naturally SE:

- 1 Start the SE database utilities (see page 63).
- 2 Choose the Network Status tab. This tab lists the active teachers and students.
- 3 The list on the Network Status tab is just a snapshot of the active teachers and students. You can click **Refresh** periodically to view a new snapshot of the active users.

Resetting Logged In Users

On occasion, users may attempt to log in and receive a message that says they are already logged in. This can happen if Read Naturally SE is not properly shut down due to a power failure or system crash, for example, which prevents SE from clearing the user records correctly.

The way to remedy this situation is to reset the logged in users. You can reset individual students, individual teachers, the administrator, or all users. Make sure the users you are resetting are not actively using the software when you perform the reset.

To reset a logged in student:

- 1 From the login screen, choose **Reset Logged In Student** from the Network menu.
- 2 Enter the following information:
 - A teacher password. This ensures that only teachers can reset logged-in students.
 - The password for the student you want to reset.
- 3 Click **OK**. A message tells you the student was reset successfully.
- 4 Click **OK**.

To reset a logged in teacher:

- 1 From the login screen, choose **Reset Logged In Teacher** from the Network menu.
- 2 Enter the following information:
 - The Read Naturally administrator password. This ensures that only the administrator can reset logged-in teachers.
 - The password for the teacher you want to reset.
- 3 Click **OK**. A message tells you the teacher was reset successfully.
- 4 Click **OK**.

To reset a logged in administrator:

- 1 From the login screen, choose **Reset Admin** from the Network menu.
- 2 Enter the Read Naturally administrator password and click **OK**. Only the administrator can reset the administrator login.
- 3 Click **Yes** to confirm that you want to reset the administrator login.
- 4 Click **OK**.

To reset all users:

- 1 From the login screen, choose **Reset All** from the Network menu.
- 2 Enter the administrator password and click **OK**. Only the administrator can reset all users.
- 3 Click **Yes** to confirm that you want to reset all users.
- 4 Click **OK**.

Looking Up the SE Administrator Password

If you lose or forget the SE administrator password, there is a utility on the server that you can use to look it up.

To look up the SE administrator password:

- 1 Double-click the **AdminPassword** file on the server. The location of the utility is different for different types of installations:

Windows servers	\Program Files\RNSEServer\RNSEServer
Mac OS X servers	/Library/RNSEServer/
Stand-alone installations	Utilities folder on the SE stand-alone installation CD

The administrator password is displayed.

- 2 Click **OK**.

Importing SE 1.x Data into SE 2.0

If you are upgrading from version 1.x of Read Naturally SE to version 2.0, you can use the import utility to move your existing data to the new version, as long as the SE v2.0 database does not include any teachers, classes, or students. In most cases, the utility imports all of the teacher, class, and student information except for the students' story options. (You will have to re-enter the story options after importing.) In some cases, the utility may not be able to import students' class and teacher assignments if there are problems with the SE 1.x data.

Before You Begin...

Before you can use the database utilities to import SE 1.x data into SE 2.0, you must have completed the following tasks:

- **Make sure you are running SE 1.5 or higher.** If you are running an earlier version of SE 1.x, please install the free SE v1.6 update from the Read Naturally website (www.readnaturally.com/support/products-seupdates.htm). To find your SE 1.x software version, open Student Stories and then select **About Read Naturally** from the RN Help Menu.

- **You must run the SE 1.6 Data Repair Utility.** From the SE v1.6 Utilities page of the Read Naturally website (www.readnaturally.com/support/products-se1utilities.htm), download and install either **RNData_RepairMac.sit.bin** for Mac OS or **RNData_RepairWIN_download.exe** for Windows.

Notes:

- You do not need to uninstall Read Naturally SE 1.6
- If you are using Mac OS X and you are prompted for an administrator password, enter your Mac OS X administrator password, **not** your Read Naturally administrator password.

To import SE 1.x data into SE 2.0:

- 1 Before importing the SE 1.6 data into SE 2.0, manually back up the Read Naturally SE 1.6 Data folder to another location. The location of the SE 1.6 Data folder varies by operating system and installation type as follows:

Installation Type	Location of the Data Folder
Windows stand-alone	\Program Files\Read Naturally
Mac OS 9 stand-alone	/Applications (Mac OS 9)/Read Naturally
Mac OS X stand-alone	/Applications/Read Naturally
Windows network	\<shared-folder-name>\RN Server on the server
Mac OS X network	/Applications/<shared-folder-name>/RN Server on the server

- 2 Start the SE database utilities (see page 63).
- 3 In order to import SE 1.6 data into SE 2.0, the SE 2.0 database must not contain any teachers, classes, or students. The import process does not affect the information on the School tab in SE 2.0 Teacher Management (school name, district name/number, and administrator password).

If the SE 2.0 database does contain teachers, classes, or students, you can remove them by restoring an empty database. For more information, refer to "Restoring an Empty Database" later in this section.

- 4 To import SE 1.6 data into SE 2.0, perform these steps:
 - a Click the Import Data tab, and then click the **Import Data** button.
 - b Click the **Select data folder** button.

- c Locate the folder containing your SE version 1.6 data. The following table indicates where the Data folder is located for different types of installations:

For this type of installation...	The Data folder is generally in this location:
Windows stand-alone	\Program Files\Read Naturally\Data\
Mac OS 9 stand-alone	/Applications (Mac OS 9)/Read Naturally/Data
Network (all platforms)	\RNSEServer\Data\ on the server

- d Select the Data folder and click **OK** (Windows) or **Choose** (Mac).
- e Click **Import Data**.

Note: Read Naturally SE automatically creates a backup file of the current data before importing the new data. That way you can restore the original data if there is a problem during the import.

- f Specify a location (folder) for the backup file and click **OK**.
- g When the backup is finished, click **OK**.
- h When the import is finished, click **OK**.
- 5 The students' Level and Goal fields in Story Options will be blank in Read Naturally 2.0 after you have imported the Read Naturally SE 1.6 data. You can print a Levels Report that lists the students' current levels and goals in SE 1.6, which you will then need to enter into SE 2.0. To print an SE v1.6 Levels Report, perform these steps:
- a Log into the SE 1.6 Teacher Management program.
- b Select **Teachers**.
- c Click the **Scores and Reports** button.
- d Choose the **Level Report**.

You will need to perform these steps for each teacher.

Starting and Stopping the RNSEServer Service

To resolve certain kinds of issues in network installations, it may be necessary to stop and then restart the main SE server component, RNSEServer. The latest version of SE (version 2.0.3) includes a utility for starting and stopping the the RNSEServer service. You should only stop the RNSEServer service when no one is using the SE software.

To start and stop the RNSEServer service:

- 1 Double-click the **ServerStartStop** file on the server. The location of the utility is different for Windows and Mac OS X servers:

Windows servers	\Program Files\ RNSEServer\RNSEServer\
Mac OS X servers	/Library/RNSEServer/

- 2 To stop the RNSEServer service, click **Stop Server**.
- 3 To restart the RNSEServer service, click **Start Server**.
- 4 Click **Quit** to close the utility.

Backing Up and Restoring the Data Files

Read Naturally recommends backing up your Read Naturally SE data files every day. The data files contain all the information you've entered in the Teacher Management application and detailed information about each student's progress in the Student Stories application. You can use the backup to restore your data files if they ever become lost or damaged.

Note: In order to be able to recover data in the event of a hard drive failure, you should save the backup file to a tape, CD, or other media. For additional safety, you should periodically save at least one backup copy at an off-site location.

The easiest way to back up and restore data is with the SE database utilities. However, you can also back up and restore data manually.

To back up the SE 2.0 data using the SE database utilities:

- 1 Start the SE database utilities (see page 63).
- 2 From the Backup/Restore tab, click **Create Backup**.
- 3 Click **Continue**.
- 4 Browse to the folder where you want to store the backup file. Select the folder and click **OK** (Windows) or **Choose** (Mac).

- 5 If you are using a Mac OS X computer as the SE server, you will be prompted for your system password. Enter the Mac OS X administrator password and click **OK**.
- 6 When the backup is finished, click **OK**.

Note: The name of the backup file is based on the date and time it was created. For example, the backup file **rn-82306_145258.rnb** was created on Aug. 23, 2006 at 2:52:58 p.m.

To restore the SE 2.0 data from a backup using the SE database utilities:

- 1 Start the SE database utilities (see page 63).
- 2 From the Backup/Restore tab, click **Restore Backup**.
- 3 Click **Continue**.
- 4 Locate the backup file you want to use to restore the data. Select the file, and click **OK** (Windows) or **Open** (Mac).
- 5 When the data is restored, click **OK**.

To manually back up the SE 2.0 data files:

- 1 Make sure everyone (administrators, teachers, and students) is logged out of Read Naturally SE. No SE application processes can be active when you back up the data files.
- 2 For Windows network installations only, you must stop the RNSEServer process. The easiest way to do this is to use the ServerStartStop utility included with SE (see “Starting and Stopping the RNSEServer Service” in this chapter for details).
- 3 Copy the following files to a backup location, such as a CD or tape:

Stand-Alone Installations	Network Installations
rn.dat rn.vdb rn.ind	master.vdb rn.dat rn.vdb rn.ind

The table below indicates where these files are located for each of the installation types and platforms.

Installation Type	Data File Location
Windows stand-alone installations	On the workstation's hard drive (usually C:) in the following folder: \Program Files\Read Naturally SE 2\Data\
Mac OS 9 stand-alone installations	On the workstation's hard drive in the following folder: /Applications (Mac OS 9)/Read Naturally SE 2/Data/
Mac OS X stand-alone installations	On the workstation's hard drive in the following folder: /Applications/Read Naturally SE 2/Data/
Windows network installations	On the server's hard drive in the following location: \Program Files\RNSEServer\RNSEServer\Databases\
Macintosh network installations	On the server's hard drive in the following location: /Library/RNSEServer/Databases/

- 4 For Windows network installations only, restart the RNSE Server process. The easiest way to do this is to use the ServerStartStop utility included with SE (see “Starting and Stopping the RNSEServer Service” in this chapter for details).

To manually restore the SE 2.0 data files from a backup:

- 1 Make sure everyone (administrators, teachers, and students) is logged out of Read Naturally SE. No SE application processes can be active when you restore the data files.
- 2 For Windows network installations only, you must stop the RNSEServer process. The easiest way to do this is to use the ServerStartStop utility included with SE (see “Starting and Stopping the RNSEServer Service” in this chapter for details).

- 3 Copy the following files to their original locations, overwriting the current files:

Stand-Alone Installations	Network Installations
rn.dat rn.vdb rn.ind	master.vdb rn.dat rn.vdb rn.ind

See the table on the previous page for the locations to copy these files to for different types of installations.

- 4 For Windows network installations only, restart the RNSE Server process. The easiest way to do this is to use the ServerStartStop utility included with SE (see “Starting and Stopping the RNSEServer Service” in this chapter for details).

Restoring an Empty Database

There are times when it may be useful to clear all teacher and student data from Read Naturally SE. For example, at the beginning of a new school year, it may be easier to start with a clean slate rather than try to make changes to the previous year's data.

This procedure explains how to restore Read Naturally SE to an empty database, that is, without teacher, class, and student data. This operation does not affect any information on the School tab (school name, district name/number, administrator password).

Note: If you are using Mac OS X and you are prompted for an administrator password while you are using the database utilities, enter your Mac OS X administrator password, **not** your Read Naturally administrator password.

To restore an empty database:

- 1 Start the SE database utilities (see page 63).
- 2 From the Backup/Restore tab, click **Restore Empty DB**.
- 3 Click **Continue**.
- 4 Browse to the folder where you want to store a backup of the database before it is cleared. Select the folder, and click **OK** (Windows) or **Choose** (Mac).
- 5 When the backup is finished, click **OK**.
- 6 When the database is cleared, click **OK**.

Repairing the Database

The data repair utility cleans up the database so that it is more compact and runs more efficiently. It can also fix some database-related problems. It is recommended that you run the data repair utility once a year or so.

Note: If you are using Mac OS X and you are prompted for an administrator password while you are using the database utilities, enter your Mac OS X administrator password, **not** your Read Naturally administrator password.

To run the data repair utility:

- 1 Start the SE database utilities (see page 63).
- 2 From the Repair tab, click **Repair**.
- 3 Make sure no one is using Read Naturally, and then click **Continue**.
- 4 The text box lists the results of the data repair operation.

8

Uninstalling Read Naturally SE

This chapter explains how to uninstall the different types of Read Naturally installations. For network installations, you must uninstall the client software and server software separately. This chapter includes the following procedures:

- Uninstalling SE software from Windows stand-alone and client workstations. (The procedure is the same for both.)
- Uninstalling SE server software from Windows servers.
- Uninstalling SE software from Macintosh stand-alone computers.
- Uninstalling SE client software from Macintosh workstations.
- Uninstalling SE server software from Mac OS X servers.

Uninstalling SE Software from Windows Stand-Alone and Client Workstations

When you uninstall Read Naturally SE from Windows computers, you use the Add or Remove Programs utility in the Windows Control Panel. You follow the same procedure to uninstall stand-alone installations and the Windows client software in network installations.

To uninstall SE software from Windows stand-alone or client workstations:

- 1 From the Windows Start menu, choose **Control Panel**. (If you are running Windows 98SE or 2000, choose **Settings > Control Panel** from the Start menu.)
- 2 Double-click **Add or Remove Programs**.
- 3 Locate and choose **Read Naturally SE 2.0.3 Stand-alone** or **Read Naturally SE 2.0.3 Client** in the list of programs.
- 4 Click **Change/Remove**.
- 5 Click **Yes** to confirm.
- 6 When the uninstallation is complete, click **OK**.

Uninstalling SE Server Software from Windows Servers

When you uninstall Read Naturally SE from Windows computers, you use the Add or Remove Programs utility in the Windows Control Panel. You must restart the Windows server to completely uninstall the SE server software.

To uninstall the SE server software from a Windows server:

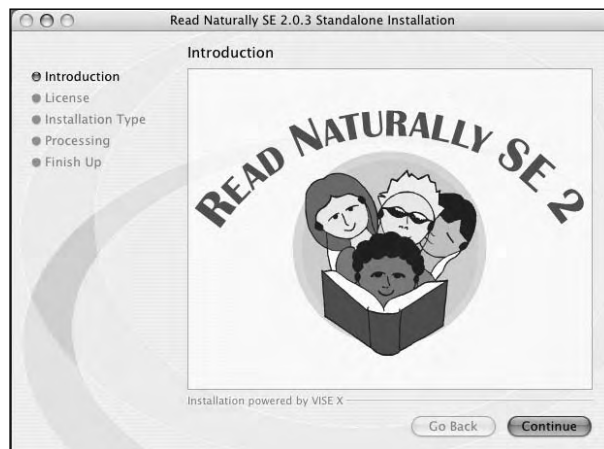
- 1 From the Windows Start menu, choose **Control Panel**. (If you are running Windows 2000, choose **Settings > Control Panel** from the Start menu.)
- 2 Double-click **Add or Remove Programs**.
- 3 Locate and choose **Read Naturally 2.0.3 Server** in the list of programs.
- 4 Click **Change/Remove**.
- 5 Click **Yes** to confirm.
- 6 When the uninstallation is complete, click **Yes** to restart the server.

Uninstalling SE Stand-Alone Software from Macintosh Workstations

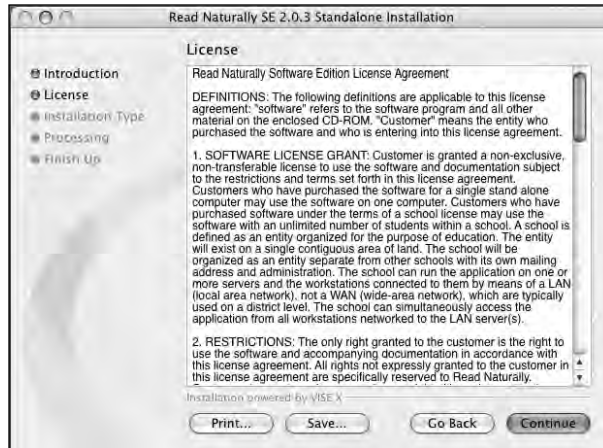
The Mac OS installers you used to install the SE stand-alone software will also uninstall the SE stand-alone software. You could also uninstall the files manually by deleting the files that are created during the installation process. (See Chapter 3 for information about the SE file locations.)

To uninstall an SE stand-alone installation from a Mac OS computer:

- 1 Insert the Stand-Alone Software Installation CD into the computer's CD drive.
- 2 When the CD icon **RNSE2_Install_SA** appears on the desktop, double-click it. A window opens showing the contents of the CD.
- 3 Open the Mac OS installation menu, either **Menu_OSX** if you use Mac OS X or **Menu_OS9** if you use Mac OS 9.
- 4 From the installation menu, click either **Install Mac OS X Software** or **Install Mac OS 9 Software**, depending upon the Mac OS version you are using.
- 5 If necessary, enter your Mac OS administrator name and password and click **OK** so that you are allowed to uninstall the software. The Introduction screen displays.

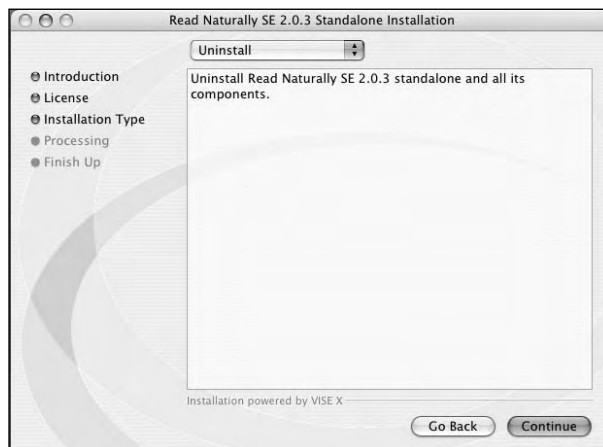


- 6 Click **Continue**. The Software License Agreement displays.



- 7 You must accept the terms of the license agreement in order to uninstall the Read Naturally software.
- In Mac OS 9, click **Agree**.
 - In Mac OS X, click **Continue**. A dialog asks if you agree to the terms of the license agreement. Click **Agree**.

The Installation Type screen displays.



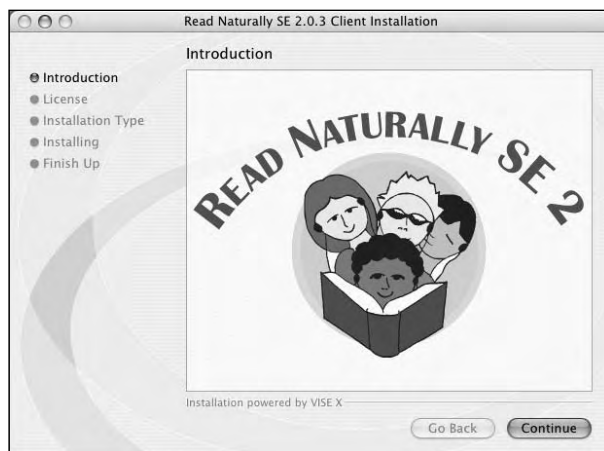
- 9 Change the installation type to **Uninstall**, and click **Continue**.
- 10 When the uninstall process is finished, click **Quit**.

Uninstalling SE Client Software from Macintosh Workstations

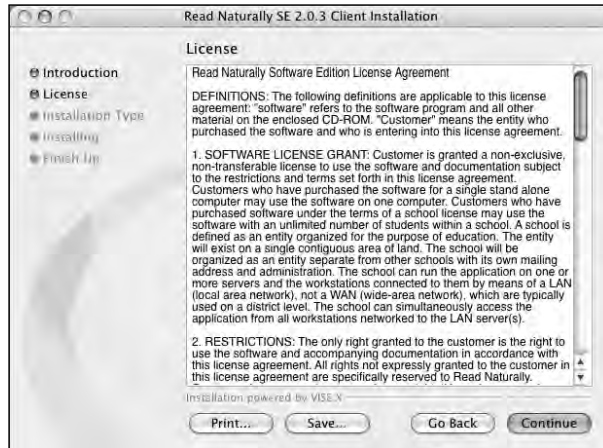
You can use the SE client installers to uninstall the SE client software from Macintosh computers. You could also uninstall the files manually by deleting the files that are created during the installation process. (See Chapter 5 for information about the SE file locations.)

To uninstall the SE client software from a Mac OS workstation:

- 1 Open the /Applications/RNSEServer/RNSE_Client_Install folder on the file server.
- 2 Double-click the Read Naturally install program for the Mac OS you are using:
 - If you are running Mac OS 9, double-click the **InstallWkstn_Mac-9** icon.
 - If you are running Mac OS X, double-click the **InstallWkstn_Mac-X** icon.
- 3 If necessary, enter your Mac OS administrator name and password so that you are allowed to uninstall the software. The Introduction screen displays.

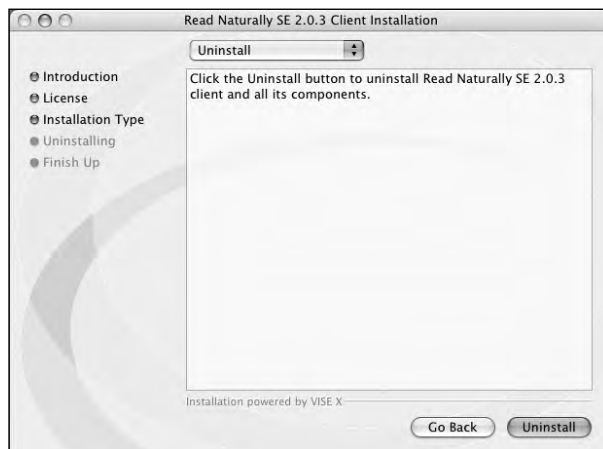


- 4 Click **Continue**. The Software License Agreement displays.



- 5 You must accept the terms of the license agreement in order to uninstall the Read Naturally software.
- In Mac OS 9, click **Agree**.
 - In Mac OS X, click **Continue**. A dialog asks if you agree to the terms of the license agreement. Click **Agree**.

The Installation Type screen displays.



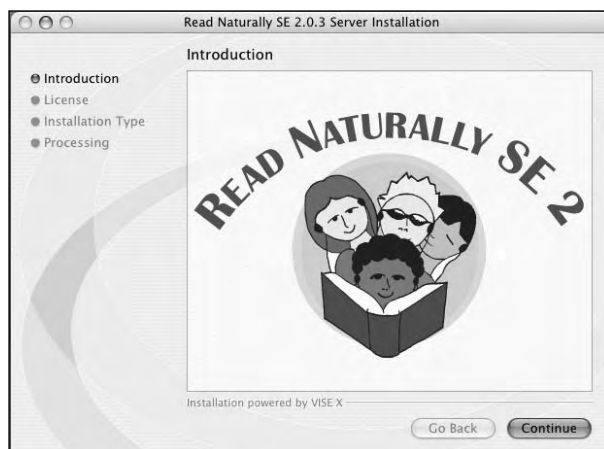
- 6 Change the installation type to **Uninstall**, and click **Uninstall**.
- 7 When the uninstall process is finished, click **Quit**.

Uninstalling SE Server Software from Mac OS X Servers

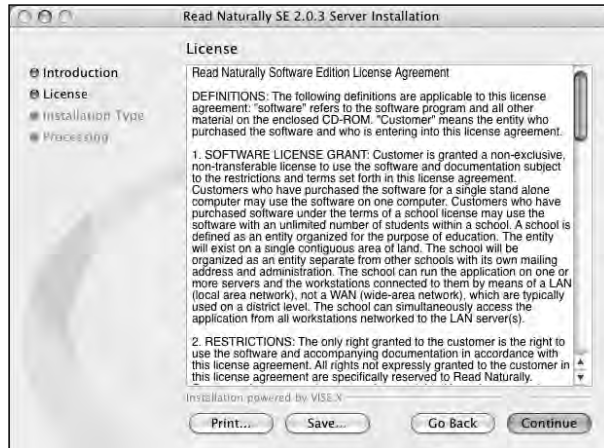
The Mac OS X installer you used to install the SE server software will also uninstall the SE server software. You could also uninstall the files manually by deleting the files that are created during the installation process. (See Chapter 5 for information about the SE file locations.)

To uninstall the SE server software from a Mac OS X server:

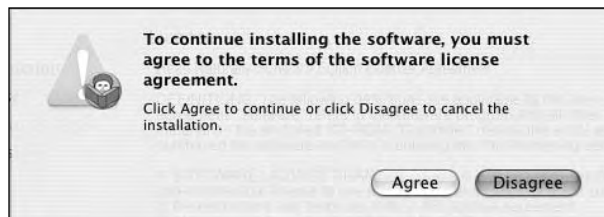
- 1 Insert the Network Software Installation CD into the computer's CD drive.
- 2 When the CD icon **RNSE2_InstallNet** appears on the desktop, double-click it. A window opens showing the contents of the CD.
- 3 Double-click the **Menu** icon. The installation menu opens.
- 4 Click **Install Mac OS X Server Software**. If necessary, enter your Mac OS administrator name and password and click **OK** so that you are allowed to install the software. The Introduction screen displays.



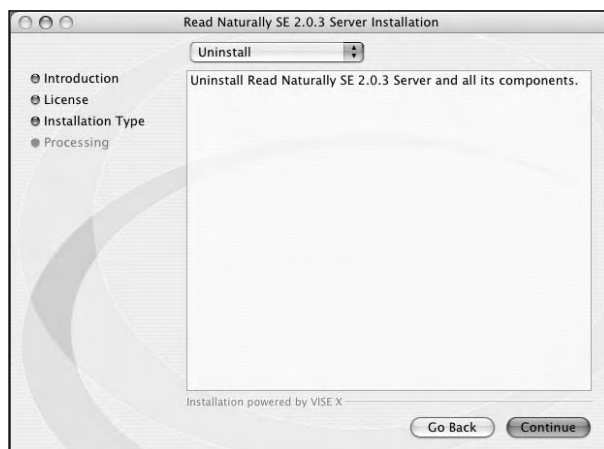
- 5 Click **Continue**. The Software License Agreement displays.



6 Click **Continue**. A dialog asks if you agree to the terms of the license agreement.



7 Click **Agree** to accept the terms of the license agreement. (You must accept the terms in order to uninstall the Read Naturally software.) The Installation Type screen displays.



8 Change the installation type to **Uninstall**, and click **Continue**.

9 When the uninstall process is complete, click **Quit**.



Index

- administering Read Naturally SE 57-73
- adminstrator
 - changing the password 58
 - initial set up 49-56
 - looking up password for 66
 - resetting login 65
 - setting up a password 51
 - vs. teachers 57
- Adobe Flash Player 2
- Answer Guide (SE) 7
- assistants 52, 59
- backing up and restoring data 69-72
- backing up data
 - before importing SE 1.x data 67
 - manually 70-71
 - using the database utilities 69
- CD-ROM drive 2
- classes
 - adding 53, 60
 - assigning students to 54, 61
 - deleting 60
 - editing 60
 - importing 66-68
 - searching for 58
 - what administrators vs. teachers can do 57
- client workstations
 - file locations for Macintosh 39
 - file locations for Windows 24
 - installing Macintosh workstation software 45-47
 - installing Windows workstation software 31
 - setting up the server IP address 62
 - system requirements 2
 - uninstalling Macintosh workstation software 79
 - uninstalling Windows workstation software 76
- contacting Read Naturally 8
- copying stories
 - to Mac OS X servers 44-45
 - to Windows servers 30-31
- database
 - repairing 73
 - restoring empty 72
- database utilities
 - backing up data 69
 - checking login status 64
 - exiting 64
 - importing SE 1.x data 66-68
 - repairing the database 73
 - restoring an empty database 72
 - restoring data from a backup 70
 - starting 63-64
- disk space requirements 2
- district, setting up a name or number 51, 58
- Email addresses for Read Naturally 8
- empty database 72
- exiting Read Naturally SE 6
- fax number for Read Naturally 8
- features in Read Naturally SE 4
- Flash Player 2
- frequently asked questions 8
- getting assistance 7
- goals, placing students 55
- help for Read Naturally SE 7
- importing SE 1.x data 66-68
- initial setup 49-56
- IP address
 - confirming for Mac OS X servers 40, 42
 - confirming for Windows servers 25, 28
 - setting up in network clients 62
 - static 2
- knowledgebases on website 8

- levels
 - adding for Macintosh network installations 48
 - adding for Macintosh stand-alone installations 22
 - adding for Windows network installations 34
 - adding for Windows stand-alone installations 15
 - placing students 55
- license numbers
 - Macintosh network installation 42, 48
 - Macintosh stand-alone installation 21, 22
 - Windows network installation 27, 34
 - Windows stand-alone installation 13, 15
- login
 - checking status 64
 - first time 50
 - how to 5
 - resetting 65
- Macintosh
 - copying stories to the server 44
 - installing server components 40
 - installing workstation software 45-47
 - network installation 37-48
 - stand-alone installation 17-22
 - system requirements 2
 - uninstalling client and server software 79
 - uninstalling Mac OS X server components 81
 - uninstalling stand-alone software 77
- memory requirements 2
- network installations
 - Macintosh installations 37-48
 - starting and stopping the RNSEServer service 69
 - system requirements 2
 - uninstalling (Macintosh) 79-82
 - uninstalling (Windows) 76
 - vs. stand-alone installations 3
 - Windows 23-35
- office hours for Read Naturally 8
- online help for Read Naturally SE 7
- passwords
 - for logging in the first time 5, 50
 - for students 54, 61
 - for teachers 52, 59
 - for the administrator 51, 66
- phone numbers for Read Naturally 8
- placing students 55
- processor requirements 2
- QuickTime 2
- quitting Read Naturally SE 6
- RAM 2
- Read Naturally SE
 - administering 57-73
 - components 3
 - initial setup 49-56
 - new features 4
 - starting and exiting 5
 - starting and stopping the RNSEServer service 69
 - system requirements 2
- repairing the database 73
- resetting logged in users 65
- restoring data from a backup
 - manually 71
 - using the database utilities 70
- rnse password 5, 50
- RNSEServer, starting and stopping 69
- school information
 - changing 58
 - setting up the first time 51
 - what teachers vs. administrators can do 57
- searching 58
- servers
 - copying stories to Mac OS X servers 44
 - copying stories to Windows servers 30
 - file locations for Macintosh 38
 - file locations for Windows 24
 - installing Mac OS X server components 40-43
 - installing Windows server components 25-29
 - requirements 2
 - starting and stopping the RNSEServer service 69
 - uninstalling Mac OS X server components 81
 - uninstalling Windows server components 76
- Software Guide (SE) 7
- sorting 58
- stand-alone installations
 - Macintosh installation 17-22
 - system requirements 2
 - uninstalling (Macintosh) 77
 - uninstalling (Windows) 76

- stand-alone installations (*continued*)
 - vs. network installations 3
 - Windows installation 9-15
- starting Read Naturally SE 5
- starting the RNSEServer service 69
- stopping the RNSEServer service 69
- stories
 - copying to Mac OS X servers 44-45
 - copying to Windows servers 30-31
- story options, setting up for students 55
- Student Stories
 - description 3
 - exiting 6
 - online help 7
 - starting 5
- students
 - adding 54, 61
 - deleting 62
 - editing 61
 - importing 66-68
 - login status 64
 - placing 55
 - resetting login 65
 - setting up story options 55
 - what administrators vs. teachers can do 57
- support, Read Naturally 8
- system requirements 2
- TCP/IP network 2
- teacher assistants 52, 59
- Teacher Management
 - description 3
 - exiting 6
 - logging in the first time 50

- Teacher Management (*continued*)
 - online help 7
 - starting 5
- teachers
 - adding 52, 59
 - assigning classes to 53, 60
 - assigning students to 54, 61
 - deleting 59
 - editing 59
 - importing 66-68
 - initial setup 49
 - login status 64
 - resetting login 65
 - searching for 58
 - vs. the administrator 57
- Teacher's Guide (SE) 7
- telephone numbers for Read Naturally 8
- troubleshooting, Read Naturally SE 8
- uninstalling Read Naturally SE 75-82
- website, Read Naturally 8
- Windows
 - copying stories to the server 30
 - installing server components 25-29
 - installing workstation software 31
 - network installation 23-35
 - stand-alone installation 9-15
 - system requirements 2
 - uninstalling client and server software 76
 - uninstalling stand-alone software 76
- Windows Media Player 2
- workstations. See also *client workstations*.
 - requirements 2

