

# Back-to-School with Read Live

We will begin our webinar shortly. Please stand by.



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# Staff Roles

*Role <a href="#">Learn more about roles</a>	Add/edit schools	Add/edit staff members	Add/edit & license students	View student data (placement, scores, reports)	Can be a student's "lead teacher"	Conduct timings and pass activities
<input type="radio"/> Account Administrator	X	X	X	X	X	X
<input type="radio"/> School Coordinator		X	X	X	X	X
<input type="radio"/> Teacher			X	X	X	X
<input type="radio"/> Read Live Assistant						X

Permission to	Account Administrator	School Coordinator	Teacher	Read Live Assistant
Edit your profile, password	X	X	X	X
Add, edit account information <a href="#">i</a>	X	—	—	—
Add, edit, delete staff members	X <a href="#">i</a>	X <a href="#">i</a>	—	—
Unlock staff member user ID	X	X	—	—
Import student data	X	X	—	—
View school-level reports	X	X	—	—
Transfer student to new school	X	—	X <a href="#">i</a>	—
Assign license & lead teacher to student	X	X	X	—
Remove license from student	X	X	X <a href="#">i</a>	—
Add and edit students	X	X	X	—
Delete students	X	X	—	—
Change homeroom	X	X	X	—
Add, edit, delete your Groups	X	X	X	—
Place student <a href="#">i</a>	X	X	X <a href="#">i</a>	—
View & print reports, parent letter	X	X	X <a href="#">i</a>	—
Change Story Options <a href="#">i</a>	X	X	X <a href="#">i</a>	—
Change series/level/goal <a href="#">i</a>	X	X	X <a href="#">i</a>	—
Send email to student's contacts	X	X	X <a href="#">i</a>	—
Print welcome letter	X	X	X	—
Reset story <a href="#">i</a>	X	X	X <a href="#">i</a>	Student module only
Print awards <a href="#">i</a>	X	X	X <a href="#">i</a>	Student module only
Print stories <a href="#">i</a>	X	X	X	Student module only
Force logout of logged-in student	Student module only	Student module only	Student module only	Student module only
Conduct cold timings & pass activities	Student module only	Student module only	Student module only	Student module only
Review student work	Student module only	Student module only	Student module only	Student module only

# Resources

- More info
  - [Q&A: Read Live Roles](#)
  - [Permissions by Role](#)
  - [Licenses and Lead Teachers](#)

# Parents as Assistants

# Read Live Assistant Role

- Do not share Staff passwords with parents.
- Account admin or school coordinator can create a Read Live Assistant.
- Assistants can only conduct timings and choose remedial actions.
- Create ONE Assistant account or MANY.
- Provide training resources, discuss expectations.



# What Can Assistants Do?

- From within the Student module:
  - Conduct cold timings and pass activities
  - Review student work
  - Reset story
  - Print stories
  - Print awards

# Resources

- Videos

- Recorded webinar: “[Parents as Partners: Read Naturally’s School-to-Home Connection](#)” (4/22/20)

- More info

- [Q&A: Read Live Roles](#)
- [Using Read Live During School Closures](#)
- [Using Read Live at Home](#)

# Advancing Grades & Reassigning Licenses

# Resources

- Videos
  - [Setting up an account](#)
  - [Setting up and licensing students](#)
- More info
  - [Starting a new school year](#)
  - [Using Read Live](#)



# Licensing

# Resources

- Videos
  - [Assigning licenses to schools and students](#)
  - [Setting up and licensing students](#)
- More info
  - [Reserve licenses for schools](#)
  - [Working with licenses](#)
  - [Licenses and Lead Teachers](#)

# Placement & Adjusting Levels and Goals

# Resources

- Videos
  - [Read Naturally Live: Placing students](#)
- More info
  - [Do Your Read Naturally Students Have the Correct Placement?](#)
  - [When Should You Change a Student's Goal or Level?](#)
  - [Should You "Re-Place" Returning Read Naturally Students?](#)
  - [Performing placement remotely](#)



# Story Options

## Change Story Options for Tom Wilson

Sequenced 3.0 / 75 words correct per minute

Key Words

Prediction

Time limit (minutes)

2



Cold Timing

Teacher required



Read Along

Required read alongs

3



Speed

Auto



Spanish Read Along 

Practice

Duration 

1 minute



Required practices

3



Quiz

Retell (Sequenced & Idioms only)

Time limit (minutes)

5



Word List (Phonics only)

Duration

1 minute



Save & Close

Cancel

Restore All Defaults

# Resources

- Videos
  - [Read Naturally Live: Setting story options](#)
- More info
  - [Story Options: Customizing the Program for Students](#)
  - [Adjusting story options for student-independent Cold Timing](#)

# Importing and Exporting Data

Schedule a Student Import for a School

Directions

1. Create a file containing the student data you will be importing for a particular school. The file must conform to the requirements described in [Importing Student Data](#).

2. Select the file you created to import.

Click browse to Select...

3. Select the school for the students you will be importing.

Peter Hobart Elementary ▼

4. Click Next to schedule the import for completion overnight. You will receive an email when the process is complete.

### Importing Student Data

One way to enroll or update a group of students in Read Live is to import student data from a comma-separated value school. In this type of file, fields are separated by commas (see Student Data Examples in this document). A .csv file can be created from a variety of applications, including Microsoft Excel.

#### To import student data in Read Live:

1. Create a .csv file containing the student data you will be importing for one school. See the next page for formatting requirements and a template .csv file.
2. From the navigation menu in Read Live, select **Student Administration**.
3. Click **Student Import**.
4. Select the .csv file that you created, select the school for the students you will be importing, and click **Next**.
5. The application will check the .csv file for errors. Either:
  - If errors are detected, you must fix them before you can import the file. Hover over a highlighted cell to see the error or click **Print Error Log** to see a complete list of errors in the file. Then cancel the import, address the errors, and try again.
  - If no errors are detected, verify that the data you are about to import is accurate. Then click

**During the imp...**

- Unnecessary fields are auto...
- Each importe... set to Activ...
- Each importe... set to the sc... start of the i...
- The homeroo... is set to Una...

[← Back](#)[Print](#)[Download CSV](#)

## Read Naturally Live Students At-a-Glance

	A	B	C	D	E	F	G	H	I
1	report_date	report_perio	report_perio	current_lead	school	current_grad	student	current_hom	series_level
2	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Powell, Melissa		Idi/3.5
3	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Powell, Melissa		Pho/2.7a
4	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Powell, Melissa		Seq/6.0
5	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Powell, Melissa		Seq/3.5
6	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Powell, Melissa		Pho/0.8a
7	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Powell, Melissa		Seq/1.5
8	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	2	Nelson, Daria		Pho/0.8a
9	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	2	Nelson, Daria		Pho/1.3b
10	2/18/20	2/1/13	2/18/20	J Teacher	Peter Hobart	4	Smith, Lewis		Idi/3.5

# Resources

- Videos
  - [Importing student data into a new account](#)
  - [Updating student data by importing data](#)
- More info
  - [Importing Student Data](#)
  - [Updating Information for Multiple Students by Importing](#)
  - [Interpreting actionable data on Students At-a-Glance report](#)

# Training Students & Staff



# Resources

- Students
  - [Student's Guide to Read Naturally Live](#)
  - [Lesson Plan](#)
  - [Steps Poster](#)
- Staff
  - [Read Live Help](#)
  - [Online Course](#)
  - [Get Students Started](#)
  - [Public](#) and [private](#) webinars

# Distance Learning with Read Live

# Resources

- Videos

- Recorded webinar: “[Using Read Live in a Distance Learning Model](#)” (3/25/20)

- More info

- [New features supporting distance learning](#)
- [Distance learning resources](#)
- [Register for upcoming live webinar on distance learning](#) (8/26/20)

# New Features & Updates

# Resources

- More info
  - [Content Update](#)
  - [Google Login](#)
  - [Distance Learning Features](#)
    - Login As
    - Current Story Details Report
    - More to come...
  - [Word Warm-ups Live](#)



# Upcoming Webinars

# Resources

- Public Webinars
  - [Register for live webinars](#)
    - Read Live Basics (Aug 19)
    - Distance Learning (Aug 26)
    - Intro to Word Warm-ups Live (Aug 27)
  - [View recorded webinars](#)



# Read Live

800-788-4085

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