

Back-to-School with Read Live for Teachers and Administrators

We will begin our webinar shortly. Please stand by.



Ben Weisner

- Sr. Relationship Manager for Read Live
- ben@readnaturally.com
- 651-286-8722



Agenda

- Using the Staff Module
- Staff roles
- Using the Team feature
- Licensing
- Advancing grades and reassigning licenses
- Single sign-on
- Importing and exporting data
- Training resources for staff
- Distance learning features
- Recent program updates
- Upcoming webinars




Staff Roles



*Role Learn more about roles	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	Word Warm-ups activities
<input type="radio"/> Account Administrator	X	X	X	X	X	X	X
<input type="radio"/> School Coordinator		X	X	X	X	X	X
<input type="radio"/> Teacher			X	X	X	X	X
<input type="radio"/> Read Live Assistant						X	X



Permission to	Account Administrator	School Coordinator	Teacher	Read Live Assistant
Edit your profile, password	X	X	X	X
Add, edit account information ¹	X	—	—	—
Add, edit, delete staff members	X ¹	X ¹	—	—
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 ¹	—
Assign license & lead teacher to student	X	X	X	—
Remove license from student	X	X	X ¹	—
Add and edit students	X	X	X	—
Delete students	X	X	—	—
Change homeroom	X	X	X	—
Have a team	X	X	X	—
Belong to a team	—	—	X	X
Add, edit, delete your Groups	X	X	X	—
Place student ¹	X	X	X ¹	—
View & print reports, parent letter	X	X	X ¹	—
Change Story Options ¹	X	X	X ¹	—
Change series/level/goal ¹	X	X	X ¹	—
Send email to student's contacts	X	X	X ¹	—
Print welcome letter	X	X	X	—
Reset story ¹	X	X	X ¹	Student module only
Print awards ¹	X	X	X ¹	Student module only
Print stories ¹	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
Assign Word Warm-ups access	X	X	X	—
Print phonics assessment	X	X	X	—
Work with students in Word Warm-ups	X	X	X	X
Assign One Minute Reader access	X	X	X	—
Access One Minute Reader reports	X	X	X	—



Resources

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



Using the Team Feature



Read Live Assistant Role

- Account admin or school coordinator can create a Read Live Assistant.
- Assistants can conduct timings and perform pass activities.
- Provide training resources, discuss expectations.
- Do not share Staff passwords with parents.



The Team Feature

- Teachers and Read Live Assistants added to a Team can assist students on another teacher's Waiting List*
- Teachers added to a Team can also place students, adjust levels and goals, and run reports for students on another teacher's Waiting List*

*Read Naturally Live & Read Naturally Live--Español



Resources

- Videos
 - [Read Naturally Live: Overview for assistants](#)
- More info
 - [The Team Feature](#)
 - [Using the Waiting List](#)
 - [Q&A: Read Live Roles](#)



Licensing



Resources

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



Advancing Grades & Reassigning Licenses



Starting a New School Year

- Advance students to the next grade
- Assign new homerooms
- Reassign licenses to different students



Resources

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





Single Sign-On



Options for Single Sign-On

- Current
 - Google Login
- Others planned for Fall '21



Resources

- More info
 - [Turning on Google Login for an account's students](#)



Importing and Exporting Data



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Import Students

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...
Browse
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.

Next
Cancel

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 vary in 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 z fields are auto
- Each import set to Acti
- Each import set to the sc
- The homeroom is set to Una




← Back
Print

Download CSV
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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](#)



Training Resources for Staff



Resources

- Staff
 - [Read Live Help](#)
 - [Online Courses](#)
 - [Get Students Started](#)
 - [Public](#) and [private](#) webinars



Distance Learning with Read Live



Resources

- Videos
 - Recorded webinar: “[Distance Learning Features Overview](#)” (3/24/21)
- More info
 - [Distance learning tools in Read Live](#)
 - [Distance learning resources](#)



Recent Read Live Updates



Resources

- Summer 2021 Updates
 - Team feature extended to teacher role
 - Student navigation menu
 - New spelling step in Phonics series
 - Quicker access to hot timing recording
 - Adjust Read Along speed
 - One Minute Reader Live story printing
- More info
 - [Blog article](#)



Upcoming Webinars



Resources

- Public Webinars
 - [Register for live webinars](#)
 - [View recorded webinars](#)



Read Live

800-788-4085

www.readnaturally.com

