



# Read Live Set-up Tasks: Adding and Importing Students

## Log into your Read Live account

1. From the [Read Live Home Page](#), click **Staff Member**.
2. Enter the account number, user ID, and temporary password provided in the activation email.
3. Click **Log In**.

## Add a School

1. From the navigation menu, select **Account & School Administration**.
2. Click **Add School**.
3. On the School Details page, enter/change the name for the new school.
4. Click **Save and Close**.
5. Repeat above steps to add all schools (additional schools can be added later).

## Add Staff

1. From the navigation menu, Select **Staff Member Administration**.
2. Click **Add Staff Member**.
3. On the Staff Member Details page, enter the new staff member's name.
4. Select the staff member's role.
5. Select the staff member's school.
  - a. If a staff member needs to work in multiple schools, select **All Schools**.
  - b. If a staff member will only be working in a specific school, select that school.
  - c. Staff members in the School Coordinator role must be affiliated with a specific school.
6. Enter the staff member's email address and user ID.
7. If you are finished, click **Save & Close**. If you would like to add another student, instead click **Save & Add Another**.

### For more information on setting up your Read Live account:

- [Setting up your Read Live Account](#)
- [Adding a School](#)
- [Adding Staff](#)
- [Adding a Student](#)
- [Importing student data](#)
- [Creating a Student Passwords Report](#)

### For additional support:

- [Read Live Help Page](#)

### Still have questions?

- [Contact us online](#)
- Email [Support@ReadNaturally.com](mailto:Support@ReadNaturally.com)
- Call us at **800-788-4085**  
Our support team is available  
Monday-Friday 8:00-5:00 CST



## Add a Student Individually

1. From the navigation menu, Select **Student Administration**, and then click **Student Setup**.
2. Click **Add Student**.
3. Any field with an asterisk will need to be filled in.
4. If you are finished, click **Save & Close**. If you would like to add another student, instead click **Save & Add Another**.

## Add Multiple Students by Importing Student Data

1. Follow our [guide for importing student data](#).

## License Students in Read Live

### Licensing Multiple Students in Read Live

1. Log in to the **Staff Member Module**.
2. From the navigation menu, select **Student Administration**, and then click **Student Licensing**.
3. If necessary, select a school from the License students at... menu.
4. [Sort and filter](#) the list of students to find those whom you need to assign licenses.
5. Check the box next to the name of each student who needs a license and who will have the same lead teacher.
6. Click the **Assign Licenses to Selected** button at the top of the page. The application prompts you to select a lead teacher.
7. Choose a lead teacher and click **OK**.

### Licensing Students Individually in Read Live

1. Log in to the **Staff Member Module**.
2. If you are a Teacher, from the navigation menu, select **Student Setup**. If you are an Account Administrator or School Coordinator, from the navigation menu, select **Student Administration**, and then click **Student Setup**.
3. [Sort and filter](#) the list of students to find the one to whom you want to assign a license.
4. Click the student's last name.
5. On the Student Details page, below the License heading, verify that a license is available.
6. Under License this student?, choose **Yes**.
7. Under Lead Teacher, choose a lead teacher for the student.
8. Assign the student access to the appropriate combination of Read Naturally Live, Word Warm-ups Live, One Minute Reader Live, and Read Naturally Live–Español.
9. As each student is assigned a new Read Live license, the Read Naturally Live and One Minute Reader Live applications are assigned to that student by default.
10. Click **Save & Close**.



## **Enable Single Sign-On for Your Account's Students**

1. Account Administrators in Read Live can set up their account to allow single sign-on (SSO) by students. Doing so lets students use Read Live without entering a User ID and password each time they open the application.
2. Read Live currently supports Google, ClassLink, and Clever.
3. Book a session with our technical support experts to guide you through setting up SSO with Clever, ClassLink or Google Classroom for Read Live.
4. Contact us at support@readnaturally.com or 1-800-788-4085, M-F 8:00-5:00 CST.

## **Create a Student Passwords Report**

4. Log in to the Staff Member Module.
5. From the navigation menu, select **Reports**.
6. Click **Student Passwords**.
7. Select the students to include in the report by checking the boxes next to their names. You can select one student at a time, or shift-click to choose a range of students from the list.
8. Click the **Generate Report for Selected** button.
9. To print the report, click the **Print** button. Treat the list of passwords as confidential.

