Read Live Tips and Features You Need to Know

We will begin our webinar shortly. Please stand by.

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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
○ Account Administrator	X	X	X	X	X	X
○ School Coordinator		X	X	X	X	X
○ Teacher			X	X	X	X
○ Read Live Assistant						X

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Permission to	Account Administrator	School Coordinator	Teacher	Read Live Assistant
Edit your profile, password	X	X	X	X
Add, edit account information ⓘ	X	—	—	—
Add, edit, delete staff members	X ⓘ	X ⓘ	—	—
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 ⓘ	—
Assign license & lead teacher to student	X	X	X	—
Remove license from student	X	X	X ⓘ	—
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 ⓘ	X	X	X ⓘ	—
View & print reports, parent letter	X	X	X ⓘ	—
Change Story Options ⓘ	X	X	X ⓘ	—
Change series/level/goal ⓘ	X	X	X ⓘ	—
Send email to student's contacts	X	X	X ⓘ	—
Print welcome letter	X	X	X	—
Reset story ⓘ	X	X	X ⓘ	Student module only
Print awards ⓘ	X	X	X ⓘ	Student module only
Print stories ⓘ	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](#)

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Licensing

Resources

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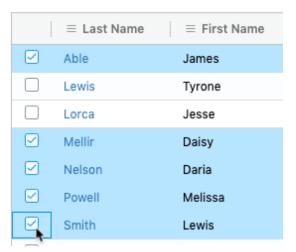 - [Working with licenses](#)
  - [Licenses and Lead Teachers](#)

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Finding and Selecting

	≡ Status ▽	RNL ... ↑
	Active ⇕	
	Clear Filter	Apply Filter
	active	not licensed
	active	not licensed
	active	licensed
	active	licensed

5 selected

	≡ Last Name	≡ First Name
☑	Able	James
☐	Lewis	Tyrone
☐	Lorca	Jesse
☑	Mellir	Daisy
☑	Nelson	Daria
☑	Powell	Melissa
☑	Smith	Lewis

Search by Group ▲

2nd Period

3rd Period

5th Period

≡ Student ID	≡ User ID	≡	
	ebalum	4	
39789	oscarb	4	
609567	lcashman	4	Room 302
	jawada	4	Unassigned
1234	student	4	Unassigned
	phonics2	3	Unassigned

Resources

- Videos
  - [Setting up My Groups](#)
- More info
  - [Sorting and filtering](#)
  - [Working with personal groups](#)

Teacher Menu

Start/Cancel Timing: Click to start or cancel timings.

Progress Bar: Shows all of the steps and highlights the current step.

Level and Goal: Click to see the student's series, level, and goal.

Teacher Menu: The teacher clicks to log in, which displays a menu for printing stories and awards, reviewing a student's work, and changing a student's settings.

Log Out: Click to log out of the program.

Reading Guide Link: Click to turn the reading guide on and off.

Scores: Displays student's scores received in the current step and any previous steps.

Next: Click to advance to the next step.

Audio Instructions Link: Click to repeat the audio instructions for the current step.

Next Page Link: On multi-page stories, click to advance to the next page.

Reading Guide: Highlights each line to help the student's eyes track correctly.

Elmore Elliott

Level | Goal ▼   Teacher   Log Out

Gorilla

Key Words   Prediction   Cold Timing   Read Along   Practice   Quiz   Retell   Pass

Practice   🕐 Cancel Timing   Reading Guide ON

Gorilla! The very word may bring up scary images in your mind. To many people, gorillas seem frightening. They are large animals, and people often think they look mean. But actually, gorillas are shy. They do not want to eat people. They eat mostly fruit and leaves.

Gorillas sometimes pound their chests. But they are not trying to start a fight. Gorillas use chest pounding to avoid fights. When an enemy comes near, a gorilla makes noise and tries to look frightening. The

< Page 1 >

Scores (WCPM)

Practice #2	57
Practice #1	50
Cold Timing	63

◄?   ❮ Back   ★   Next ❯

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Teacher Menu

- Print Stories
- Print Awards ⌄
  - Specific Story
  - Work in Level
- Review Work
- Change Series/Level/Goal
- Change Story Options
- Reset Story
- Retest Timing

Series

Sequenced ▾

Level

3.5 ▾

Do you want to reset these stories?

	Story Title	Completion Date
NO		
YES	Zebras	In progress
NO	Three-Legged Man	06/03/2015
NO	Atlantis—Found?	04/11/2014
NO	Old Faithful	04/11/2014

Reset Selected Stories Cancel

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]

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Resources

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

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Placement & Adjusting Levels and Goals

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Resources

- Videos
  - [Read Naturally Live: Placing students](#)
- More info
  - [Placing for Success (And a Word About Phonics)](#)
  - [Do Your Read Naturally Students Have the Correct Placement?](#)
  - [When Should You Change a Student's Goal or Level?](#)

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School-to-Home

Student Details for Melissa Powell
*Required

Student Information

*First Name
Melissa

*Last Name
Powell

Status
Active ▼

Student ID
1234

*Grade
4 ▼

*School
Peter Hobart Elementary ▼

Homeroom ℹ️
Unassigned ▼

Student Login Info

*Student User ID
mpowell

*Password
•••••• ⟳

*Verify Password
•••••• ⟳

License

License this student?
Yes ▼

Lead Teacher
Teacher, Joe

Contact 1 ℹ️

Relationship
Mother

First Name
Janet

Last Name
Powell

Email
jpowell@readnaturally.com

Contact 2 ℹ️

Entering contact information enables the student's lead teacher to send progress letters and awards to the contact.

If two contacts are entered, messages will be sent to both.

Last Name

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Resources

- More info
  - [Communicating With Parents/Guardians](#)
  - [How To: Communicating with parents and guardians](#)
  - [Partnering With Parents for Reading Success](#)
  - [One Minute Reader App](#)

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Supporting ELL

ELL Strategies in Read Naturally Programs

Read Naturally Intervention Program	Series	English Language Skills		Vocabulary			General Background Knowledge	
		Audio Support for Each Story	Repeated Readings	Student-Friendly Definitions With Audio Support	Vocabulary Questions	Audio-Supported Spanish Translations	Informative Nonfiction Stories	U.S. Culture and Language
Read Naturally Live	Sequenced, Phonics, Idioms	✔	✔	✔	✔	✔	✔	✔
Read Naturally Encore	Sequenced, Phonics	✔	✔	✔	✔	✔	✔	
One Minute Reader	Supplementary materials	✔	✔	✔	✔		✔	
Read Naturally ME	Spanish, Idioms, American Manners & Customs	✔	✔	✔	✔	✔	✔	✔
Read Naturally GATE	Phonics	✔	✔				✔	
Take Aim at Vocabulary	Academic Vocabulary	✔	✔	✔	✔		✔	

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Curriculum Options

Reading level	Sequenced	Spanish Translation (Read Along)	Phonics	Idioms
1.0	1.0	1.0	0.8 short vowels	
1.5	1.5	1.5	1.3 long vowels	
2.0	2.0	2.0	1.8 blends/digraphs	
2.5	2.5	2.5	2.3 r-controlled	
3.0	3.0	3.0	2.6 short vowels 2.7 long vowels	3.0
3.5	3.5	3.5		3.5
4.0	4.0	4.0		4.0
4.5	4.5	4.5		4.5
5.0	5.0			
5.6	5.6			
6.0	6.0			
7.0	7.0			
8.0	8.0			

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Idioms Levels 3.0-4.5

Spanish Read Along 1.0-4.5

Resources

- More info
  - [Supporting English Language Learners](#)
  - [Should Your Students Read Along in Spanish?](#)
  - [Reading Along to the Spanish Translation](#)
  - [The Scoop on Read Naturally Live Idioms](#)

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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...   **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 valu school. In this type of file, fields are separated by commas (see Student Data Examples in this document). A .csv file ca variety of applications, including Microsoft Excel.
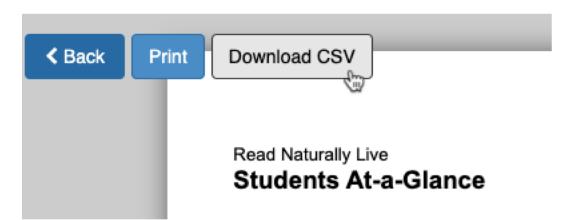
To import student data in Read Live:

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 import set to the sc start of the i
- The homeroc is set to Una

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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

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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](#)

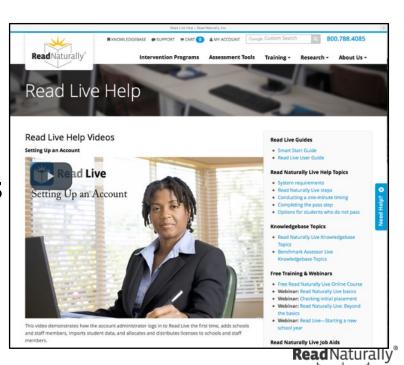Read Naturally®

And More…!

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