

## Read Naturally Setup

1. Open RN
  - a. Click on the “Start” tab, “Programs”, “Read Naturally”, “Teacher Management”
2. Log-in
  - a. Log-in using your first name or “sound116”.
3. Choose Student
  - a. Click on “Students”
  - b. Click on “Last Name” to alphabetize all students (you will need to do this each time you get back to this page)
  - c. Click on your first student’s name (Click next until you find the student)
4. Edit students
  - a. Click “Edit Student”
  - b. Adjust “Grade” (type it in)
  - c. “Class” and “Homeroom Teacher ID” should be adjusted to be the same (click and go down the list to find the teachers)
  - d. “Reading Teacher ID” should be the classroom aide (click and go down the list to find the teachers)
  - e. “Volunteer/Tutor ID” should be the Sped Teacher for the Academy (Elementary Academy will need to choose only one of the Two Sped teachers to list)
  - f. Check off each student on the roster/class list sheet so you know who is done
  - g. Click “Save”
5. Adding students:
  - a. After logging in, click “Add Student”
  - b. Using class list/roster data, fill in First Name, Middle Initial, and Last Name
  - c. Fill in the student’s password – use first initial, middle initial, last initial
    - If it does not accept this password (You will find this out after saving), click “OK” and add the next letter of their last name. If it still does not accept it, continue to add letters until it accepts the password.
  - d. Proceed to “Edit Students” (above) steps “b” through “f”
6. Printing class password lists:
  - a. Click “Main Menu”
  - b. Click “Classes”
  - c. Click the name of the class you just finished (click next until you find it)
  - d. Click “Scores/Reports”
  - e. Click “Student Enrollment”
  - f. Click “View Report”
  - g. Check the list that pops up to make sure all the students from the class are listed on it (if not, go back and add them or place them into the class)
  - h. Print this report out (make sure you know where it prints to) and send them to me.
  - i. Click Back 2 times and then Main menu and go through this process again for the next class.

If you have any questions, please ask me. (Do NOT back-up the program when you exit)

Thanks,

Brandon (x1408)