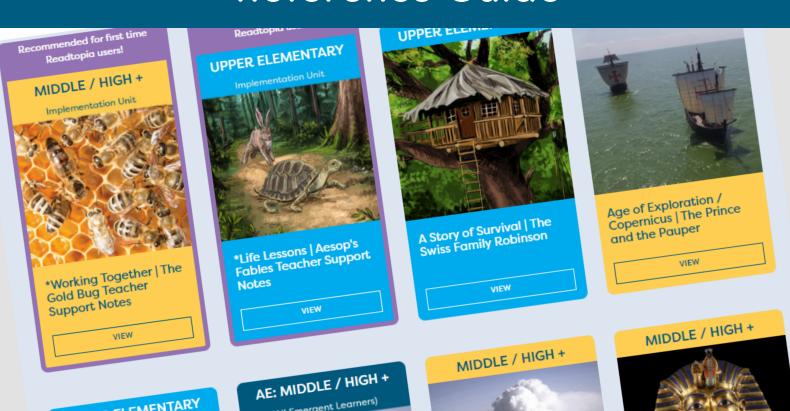


How ALL learners soar.

# Reference Guide



# What's Inside

# What's Inside

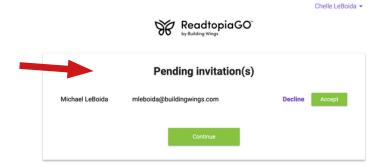
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## **Activating a License**

Signing in from your invitation email:

1. You will receive an invitation email from license@account.myreadtopia.com.

2. Click Accept in the email.



3. You will be prompted to put in your email password.



Hello butlermarci54 Not you?

#### Note:

The email address used to activate this license will also serve as the log in credentials to access the tool moving forward at myreadtopia.com.

## **Creating Educator Accounts**

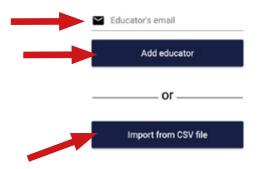
To add educators to the Readtopia license, follow the steps below:

- 1. Sign in at myreadtopia.com.
- 2. Click on Manage educators.



- 3. Enter the email address of the educator.
- 4. Click on Add educator.

### Manage Educators You can add your educators through their email below...



#### TIP:

To add multiple educators at once, click the Import from CSV file option. Download the template, copy in the email addresses and upload the template.

### Add Educator(s)

Use a comma-separated values file (CSV) to set up many educators quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of Educator Email followed by the educator email addresses.

See the example below Have your users sign in with their email.

	A	В
1	Educator Email	
2	educator1@school.edu	
3	educator2@school.edu	
4	educator3@school.edu	
5	educator4@school.edu	
6		
7		



#### Note:

After adding educators to the license, plesae communicate t staff to to to myreadtopia.com and click sign in. See page 6, "Signing in as an Educator" for details.

\*No emails will be sent to the staff but rather to the Readtopia site.

## **Managing Educator Accounts**

To adjust permission levels from an Educator to an Administrator, follow the steps below:

I want to... 1. Click on Manage educators. Manage educators View lessons 2. Find the educator's name that you want to adjust to another permission level. 3. Click on the settings cogwheel to the right of the name. 4. Toggle ON the new Administrator permission level. Permissions for Juan Gonzalez Educator Manage and view reports for their students 5. Toggle OFF the Educator Permission level. Admin Manage all users CANCEL SAVE 6. Click SAVE.

### **Educator Permission Levels:**

For ease of use, please select one permission level that best fits the staff member's role regarding the license. All staff are added to the Readtopia license at the educator permission level.

#### **EDUCATOR:**

Educators have access to the Readtopia curriculum, which can be found at myreadtopia.com.

#### ADMINISTRATOR:

Administrators have the ability to add or remove educators and adjust educator permission levels.

### SIGNING IN AS AN EDUCATOR

#### Google Email Address:

- 1. Navigate to myreadtopia.com.
- 2. Click Sign in with Google.
- 3. Type in your email address.
- 4. Type in your password.
- 5. Click on the pending invitation.

### Accept Microsoft Live or Office 365 Email Address:

- 1. Navigate to myreadtopia.com.
- 2. Click Sign in with Microsoft.
- 3. Type in your email address.
- 4. Type in your password.
- 5. Click on the pending invitation.

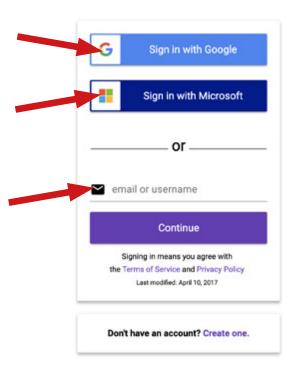
#### **Accept Other Email Addresses:**

- 1. Navigate to myreadtopia.com.
- 2. Type email on the gray email or username line.
- 3. You will get a message saying "You are not recognized.

Would you like to create an account?"

- 4. Click Create one.
- 5. Navigate to your email inbox to find the confirmation email.
- 6. Find the email from confirm@account.myreadtopia.com.
- 7. Type in your full name.
- 8. Type in your email password.
- 9. Navigate back to myreadtopia.com.
- 10. Click Accept on pending invitation.









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