



# Readtopia<sup>®</sup>

by Building Wings

How ALL learners soar.

## Reference Guide

The collage features several overlapping cards with the following content:

- Teal card:** "e Lessons | op's Fables | cher Support" with a "VIEW" button. Background image: a turtle.
- Purple card:** "\*Working Together | The Gold Bug Teacher Support Notes" with a "VIEW" button. Background image: a honeycomb.
- Red card:** "A Story of Survival | The Swiss Family Robinson" with a "VIEW" button. Background image: a mountain landscape.
- Orange card:** "Age of Exploration | Copernicus | The Prince and the Paup" with a "VIEW" button. Background image: a historical scene.
- Yellow card:** "UPPER ELEMENTARY" with a background image of a monarch butterfly.
- Green card:** "AE: MIDDLE / HIGH + (All Emergent Learners)" with a background image of a volcano erupting.
- Light Green card:** "MIDDLE / HIGH +" with a background image of a volcano erupting.
- Dark Green card:** "MIDDLE / HIGH +" with "Ancient Egypt" text and a background image of the Great Sphinx.

## What's Inside

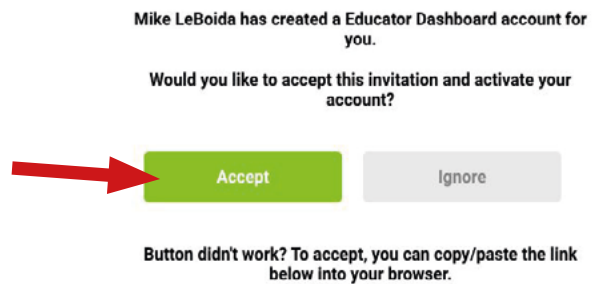
- Activating a License ..... p. 3
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- Managing Educator Accounts ..... p. 5
- Signing in as an Educator ..... p. 6

## Activating a License

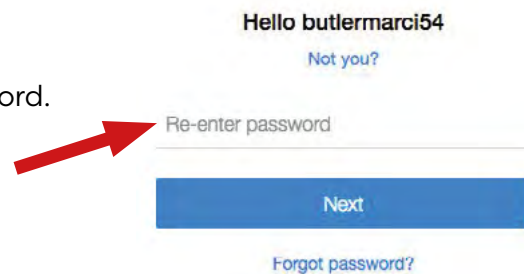
Signing in from your invitation email:

1. You will receive an invitation email from [license@account.myreadtopia.com](mailto:license@account.myreadtopia.com).

2. Click **Accept** in the email.



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



### 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](https://myreadtopia.com).

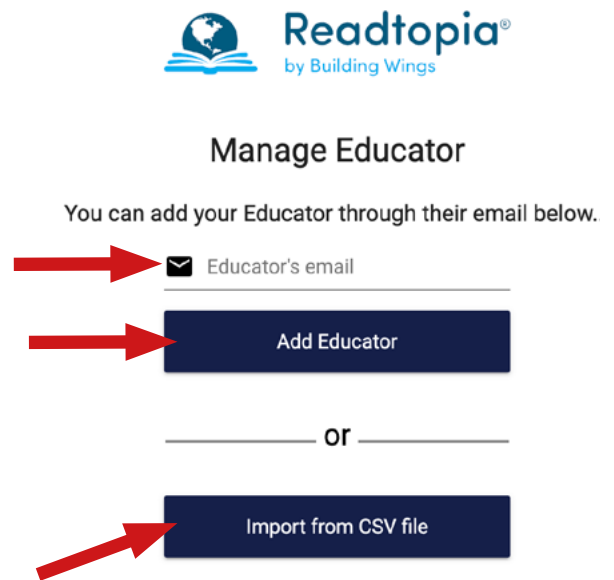
## Creating Educator Accounts

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

1. Sign in at [myreadtopia.com](https://myreadtopia.com).
2. Click on **Manage educators**.



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



### TIP:

To add multiple educators at once, click the **Import from CSV file** option. See example on webpage for CSV format. Select **Choose file**, navigate to and select the saved CSV file on your computer, Select **Open**, then select **Import**.

### Note:

After adding educators to the license, please communicate to the staff to go to [myreadtopia.com](https://myreadtopia.com) and click **Sign In**. See page 6, "Signing in as an Educator" for details.



### 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	B
1	<b>Educator Email</b>	
2	educator1@school.edu	
3	educator2@school.edu	
4	educator3@school.edu	
5	educator4@school.edu	
6		
7		

Please select a CSV file to upload:

Choose file

No file chosen

Import

## Managing Educator Accounts

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

1. Click on **Manage educators**.



I want to...

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**

5. Toggle OFF the Educator Permission level.

Educator	<input type="checkbox"/>	Manage and view reports for their students
Admin	<input checked="" type="checkbox"/>	Manage all users

6. Click **SAVE**.

CANCEL

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](https://myreadtopia.com).

### **ADMINISTRATOR:**

Administrators have the ability to add or remove educators and adjust educator permission levels, as well as access to the Readtopia curriculum.

## SIGNING IN AS AN EDUCATOR

### Google Email Address:

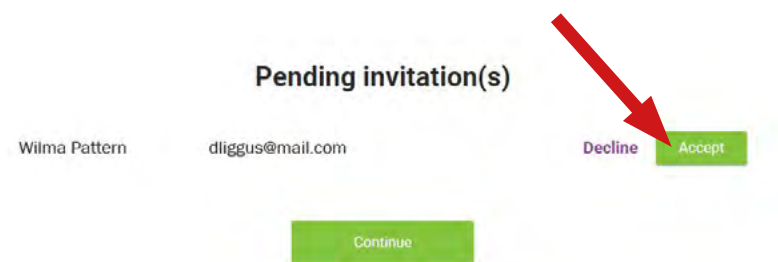
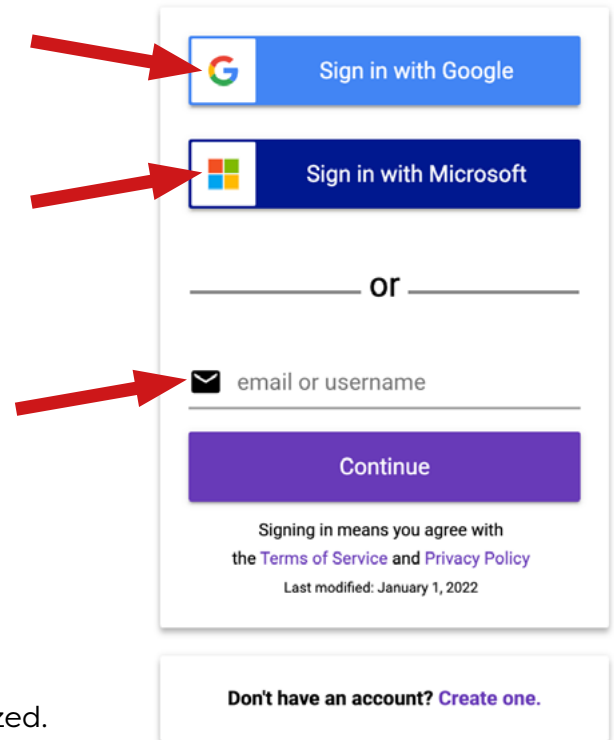
1. Navigate to [myreadtopia.com](https://myreadtopia.com).
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Microsoft Live or Office 365 Email Address:

1. Navigate to [myreadtopia.com](https://myreadtopia.com).
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Other Email Addresses:

1. Navigate to [myreadtopia.com](https://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](mailto:confirm@account.myreadtopia.com).
7. Type in your full name.
8. Type in your email password.
9. Navigate back to [myreadtopia.com](https://myreadtopia.com).
10. Click **Accept** on pending invitation.





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