



# ReadtopiaGO™

by Building Wings

A comprehensive early literacy curriculum  
for emergent learners, Pre-K to Grade 2.

## Reference Guide



## What's Inside

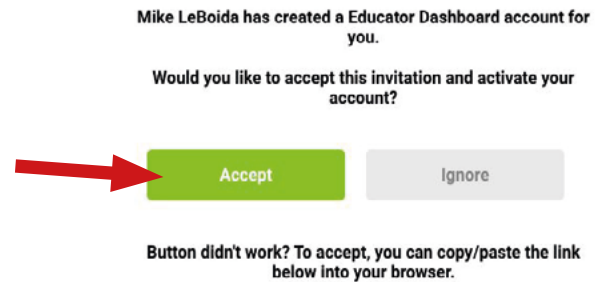
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## Activating a License

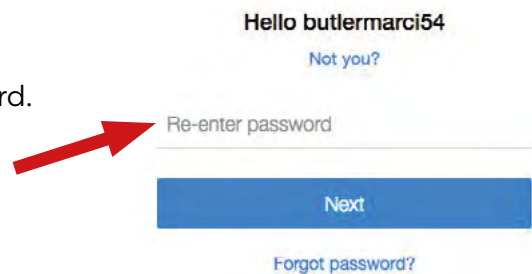
Signing in from your invitation email:

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

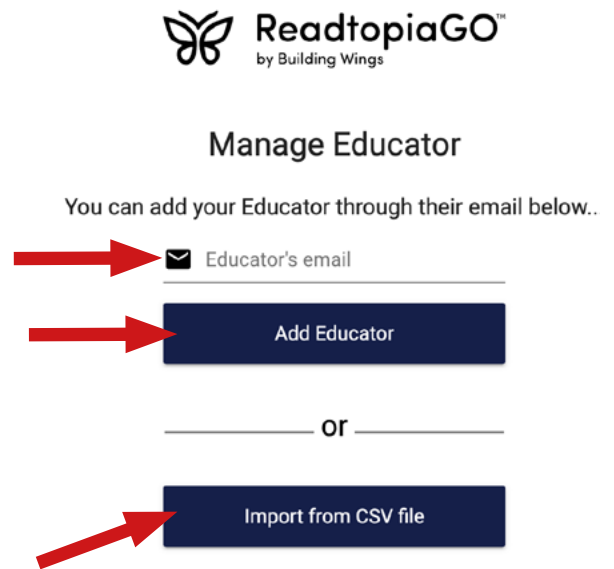
## Creating Educator Accounts

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

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



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

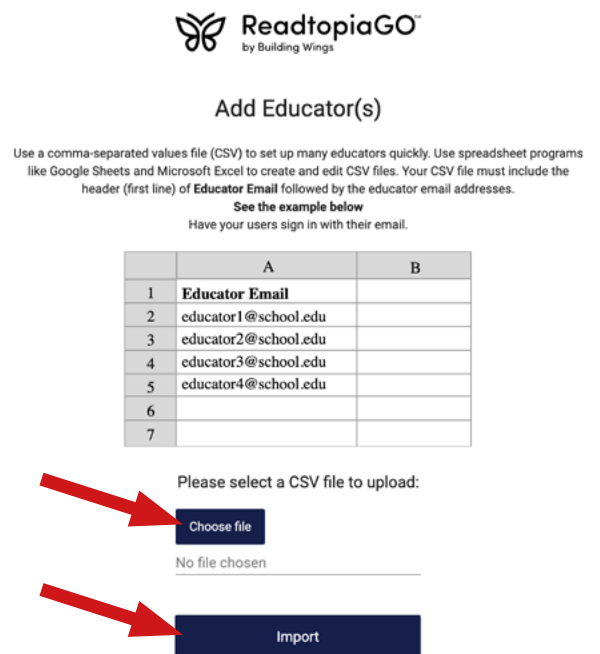


### TIP:

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 [myreadtopiago.com](https://myreadtopiago.com) and click **Sign In**. See page 6, "Signing in as an Educator" for details.



## 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

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

5. Toggle OFF the Educator Permission level.

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 ReadtopiaGO license at the educator permission level.

### EDUCATOR:

Educators have access to the ReadtopiaGO curriculum, which can be found at [myreadtopiago.com](https://myreadtopiago.com).

### ADMINISTRATOR:

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

## SIGNING IN AS AN EDUCATOR

### Google Email Address:

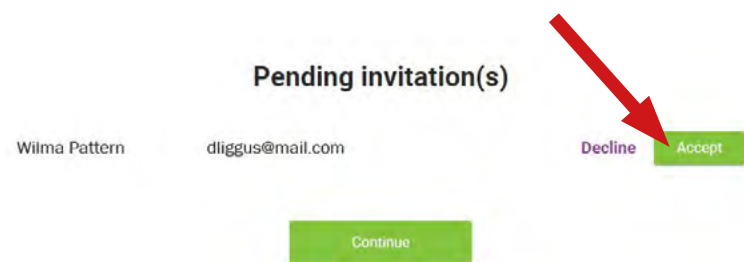
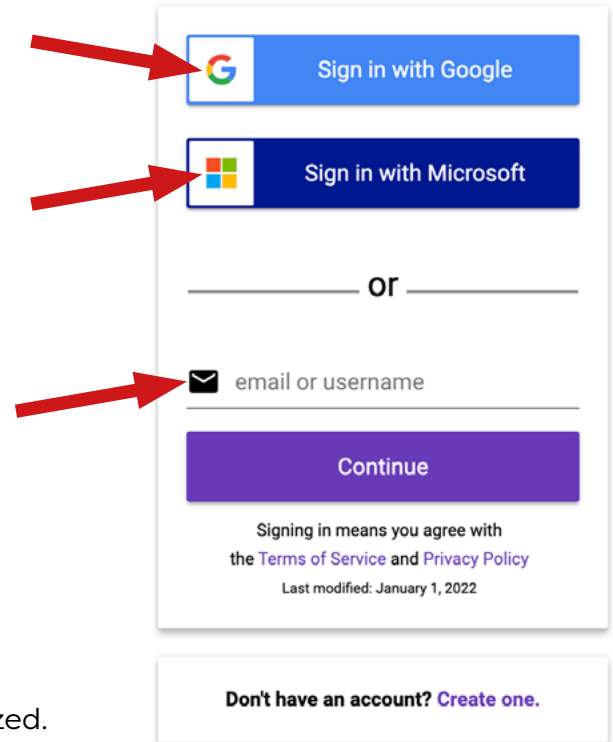
1. Navigate to [myreadtopiago.com](https://myreadtopiago.com).
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Microsoft Live or Office 365 Email Address:

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





**ReadtopiaGO™**  
by Building Wings



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How ALL learners soar

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