



Readtopia[®]

by Building Wings

How ALL learners soar.

Reference Guide

- Teaching Lessons | Aesop's Fables | Teacher Support** (Teal background, turtle image)
- *Working Together | The Gold Bug Teacher Support Notes** (Purple background, honeycomb image)
- A Story of Survival | The Swiss Family Robinson** (Red background, mountain image)
- Age of Exploration | Copernicus | The Prince and the Pauper** (Orange background, historical scene image)
- UPPER ELEMENTARY** (Yellow background, monarch butterfly image)
- AE: MIDDLE / HIGH + (All Emergent Learners)** (Green background, volcano image)
- MIDDLE / HIGH +** (Green background, volcano image)
- MIDDLE / HIGH +** (Green background, Egyptian pharaoh image)

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Activating a License

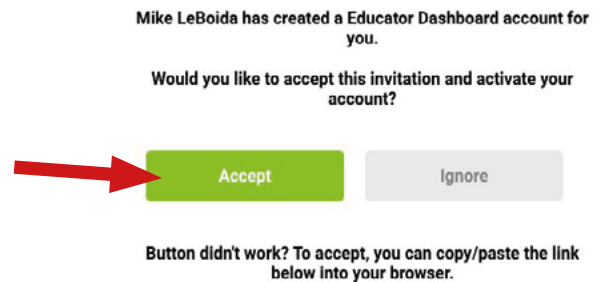
PRO-TIP:

If you are signed in at any other Building Wings product (ReadtopiaGO, Newstopia or News Currents), sign out before following the steps below for your new product so you get the invitation screen.

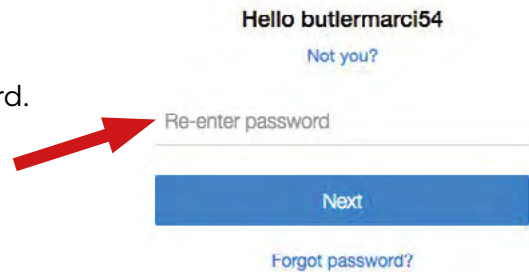
Signing in from your invitation email:

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.



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.

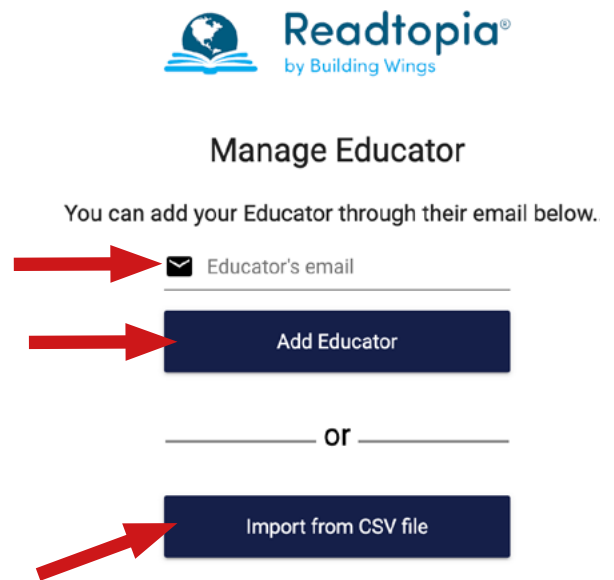
Creating Educator Accounts

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**.



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 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	Educator Email	
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.

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

PRO-TIP:

If you are signed in at any other Building Wings product (ReadtopiaGO, Newstopia or News Currents), sign out before following the steps below for your new product so you get the invitation screen.

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 **Accept** on the pending invitation.

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 **Accept** on the pending invitation.

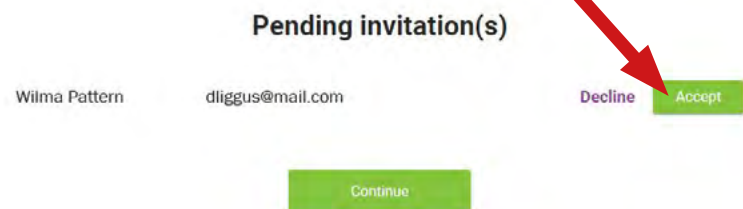
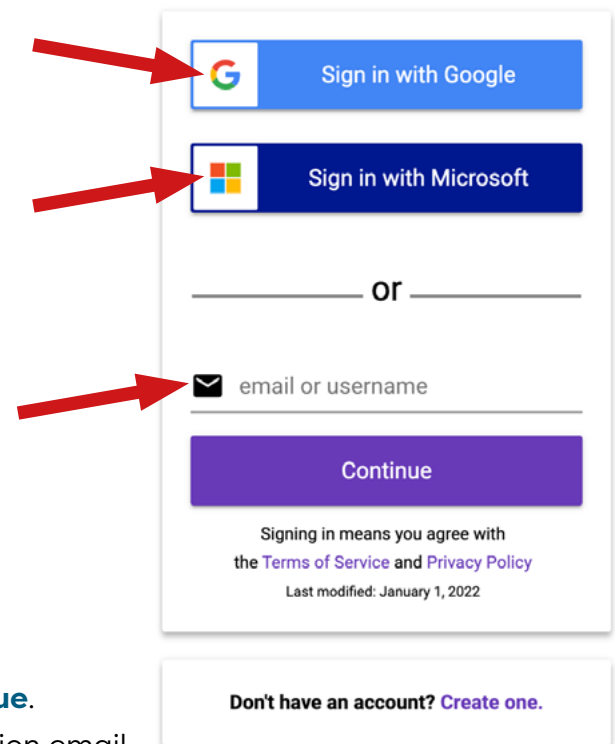
Other Email Addresses:

Creating your Educator Account:

1. Navigate to myreadtopia.com.
2. Select **Create Account**.
3. Type email on the gray email line and click **Continue**.
4. Navigate to your email inbox to find the confirmation email.
5. Open the email from confirm@account.myreadtopia.com.
6. Click **Confirm Your Email**.
7. Type in your full name.
8. Type in your password.
9. Click **Create Account**.
10. Click **Accept** for your pending invitation.
11. Click **Continue**.

Signing in as a Educator:

1. Navigate to myreadtopia.com.
2. Click **Sign In**.
3. Type your email on the gray email line and click **Continue**.
4. Type in your password that you set up when creating your account and click **Sign In**.





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