



ReadtopiaGO™

by Building Wings

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

Reference Guide



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Activating a License

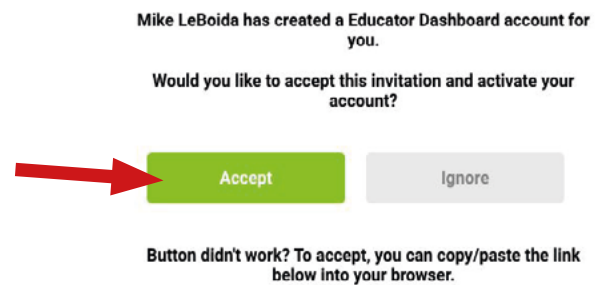
PRO-TIP:

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

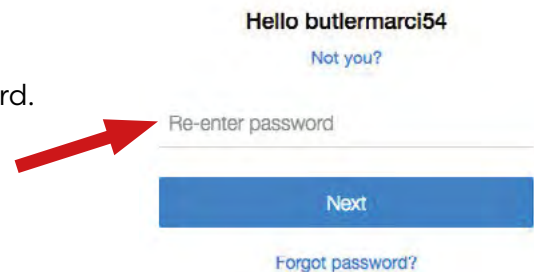
Signing in from your invitation email:

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

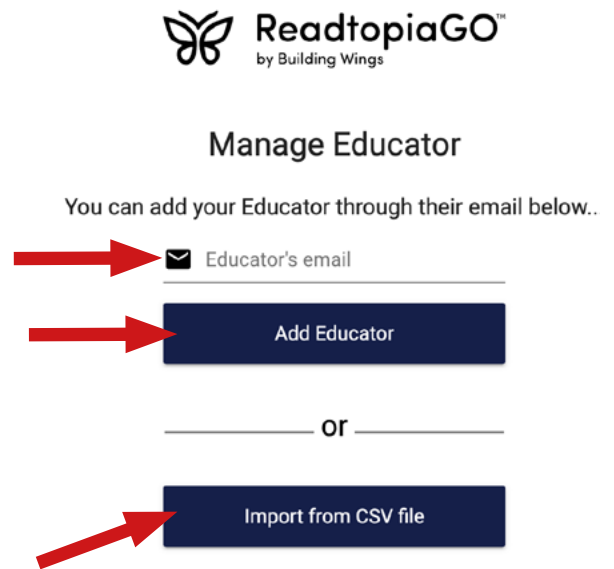
Creating Educator Accounts

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

1. Sign in at myreadtopiago.com.
2. Click on **Manage educators**.



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

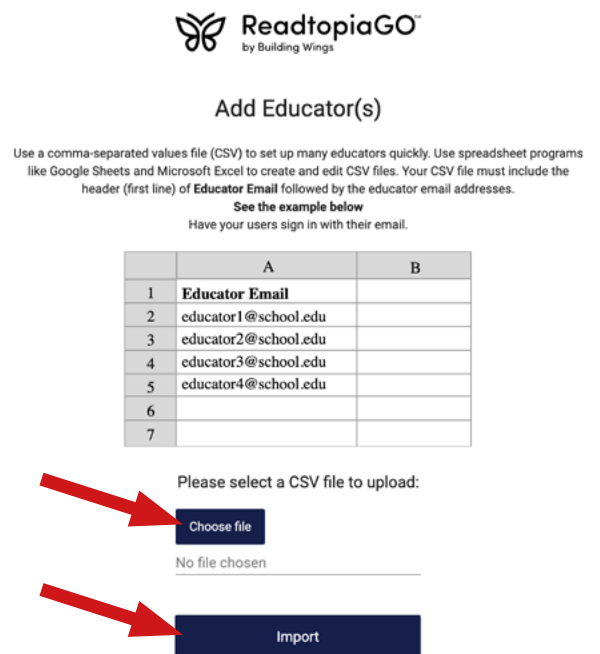


TIP:

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 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.

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

PRO-TIP:

If you are signed in at any other Building Wings product (Readtopia, 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 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.
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

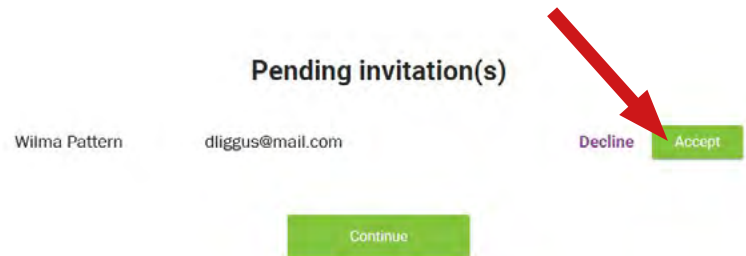
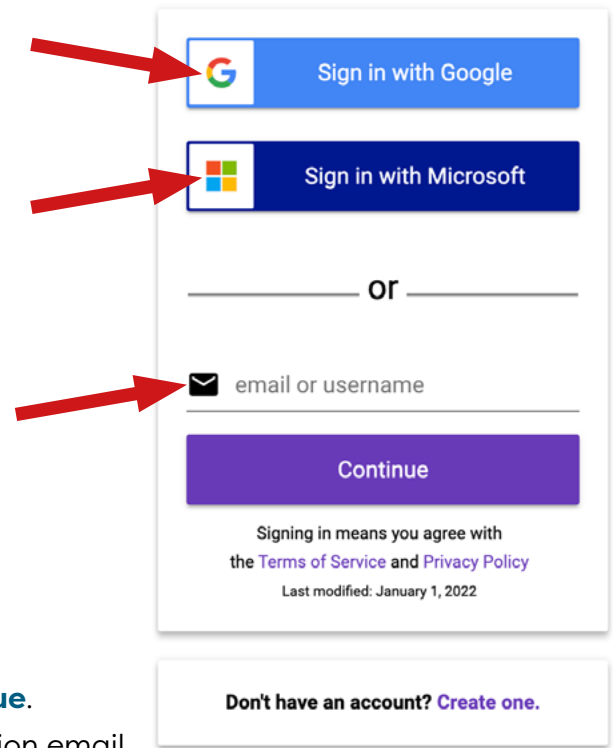
Other Email Addresses:

Creating your Educator Account:

1. Navigate to myreadtopiago.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.myreadtopiago.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 an Educator:

1. Navigate to myreadtopiago.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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by Building Wings



Building Wings™
How ALL learners soar

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