

Teacher and Administrator Tutorial

The following tutorial provides visual representations and instructions to assist Program Administrators and teachers in managing their school data within the Kendall Hunt RPD website.

Note: Not all features discussed in this document are available in all programs. All features are available in the ByDesign program.

Login page: Sign in to manage your school's class information and access your teacher resources, programs and eBook, as well as your CAS account. You will be able to access the account through the regular <http://bydesign.kendallhunt.com> and <https://www.flourishkh.com/>.

Note: The Program Administrator is the individual within a school that will manage and oversee administering the on-line teacher access for their school.

The screenshot shows the Kendall Hunt Religious Publishing website. At the top left is the logo "Kendall Hunt Religious Publishing". To the right is a navigation menu with links: "Products", "Admin Home", "Edit User Info", "Support", "Request Trial", and "Log Out". Below the menu is a large banner image featuring a collage of diverse students and teachers in a classroom setting. Underneath the banner is the heading "MY PRODUCTS" followed by a paragraph: "To access your digital products, click on the appropriate icon below. Has your product expired? You may need to have your administrator update your product information. Feel free to contact your Flourish administrator at flourish@rpdkendallhunt.com." Below this text is a grid of nine product icons. The first two rows contain "Pathways 2.0" icons for GRADE 1, GRADE 2, GRADE 3, GRADE 4, and GRADE 5. The third row contains "ByDesign" icons for GRADE 1, GRADE 2, and GRADE 3, all labeled as "FIRST EDITION". To the right of the "ByDesign" icons is a "Kindergarten Stepping Stones" icon, labeled as "1ST EDITION". At the bottom of the page is a dark blue footer with the text "Home | About | Contact | Support | Terms | Privacy Policy | v3.5.1" on the left and the "Flourish" logo on the right.

Administrative Tools page: After Program Administrators and teachers login, the Administrative Tools page will be displayed. This page contains all of the functions available to manage the school's data.

Account Administrator Menu: The Program Administrator will have access to this menu and will be able to view product license details; manage account administrators and manage their school.

School Administrator Menu: The Program Administrator will have access to this menu and will be able to add/manage teacher accounts, add/manage classes, delete student accounts from the *ByDesign* system, and edit a school's basic information.

Teacher Menu: Program Administrators and teachers will have access to this menu and they will be able to add students to *ByDesign*, manage classroom rosters and customize each classroom page with individualized messages for students.

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Welcome, SDA | Products | Admin Home | Edit User Info | Log Out

Administrative Tools

Please view our [Administration Tutorial](#) and our [CAS assessment tool tutorial](#).

Account Administrator Menu

Account Actions	School Actions
View Licenses	Manage Schools
Edit Account Info	Manage School Admins
Manage Account Admins	

School Administrator Menu



User Actions	School Actions
Manage Teachers	Manage Classes
Delete Student Accounts	Edit School Info

Teacher Menu

User Actions	Class Actions
Add Student Accounts	Manage Class Roster
	Customize Class Homepage

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View Licenses page: This page is view only. The Program Administrator can view which products their school has purchased, including how many licenses (or seats) were purchased and how many have been used, the license type (student or teacher), the order date, expiration date, and school's PO number.

Welcome, SDA [Products](#) [Admin Home](#) [Edit User Info](#) [Log Out](#)

View Licenses

Your account / school has purchased access to the programs listed below.

Account: [SDA Test District](#) [Click here to view sales contacts for your region.](#)

Account Admin: SDA Admin
 Email: sdaadmin@mailinator.com
 Phone: 1234567890

Product	Edition	Total Seats	Seats Used	License Type	Expiration	Order Date	KH Order #
Pathways 2.0 Grade 4	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Environment	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Friends and Family	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Heroes	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Living Things	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - My World	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Personal Feelings	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Social Issues	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Walking with God	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 4 - Yesterday	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Environment	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Friends and Family	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Heroes	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Living Things	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - My World	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Personal Feelings	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Social Issues	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Walking with God	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
Pathways 2.0 Grade 7 - Yesterday	2	6	0	Teacher	10/01/2028	07/17/2018	89234980
SDA Level 4	1	10	0	Student	10/01/2028	07/17/2018	89234980
SDA Level 4	1	4	0	Teacher	10/01/2028	07/17/2018	89234980
SDA Level 7	1	10	1	Student	10/01/2028	07/17/2018	89234980
SDA Level 7	1	4	1	Teacher	10/01/2028	07/17/2018	89234980

Manage Schools page: The Program Administrator must add a school as the first step in the admin process. Complete the required information in the **Add School** form then **“Add School.”** Once the school is added, the Program Administrator can also edit the school’s contact information, if needed. To edit the school, go to the **Actions column** and click on **“Edit School”**. On the page that opens, edit information as needed then **“Save”**.

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Welcome, SDA Products Admin Home Edit User Info Log Out

Manage Schools

Current Schools at Account: SDA Test District

School Name	School Admins	Actions
SDA Test School	SDA Admin	Edit School

Add School to Account: SDA Test District

Please fill out the information below to add a school. Fields denoted with * are required.

School Name *

School Admin

Address *

Address 2

Address 3

City / Town *

State / Province / Region *

ZIP / Postal Code *

Country *

Phone *

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Manage Teachers page: The Program Administrator can add, remove, and edit teacher’s accounts on this page. First you must select the school from the drop-down list at the top of the page. All teachers that have an account will be displayed under the “**Current Teachers for: xxx**” section. In this section you can see which classes the teacher has been assigned to. You can edit the teacher’s account by selecting an option under the **Actions** column.

To add a new teacher, fill out the web form. Your school should be displayed in the **School** name field, but you will need to fill in the other fields. You will need to create a username and password for the teacher. Make sure to enter a valid email address because after you click “**Add Teacher**” an email will be sent to the teacher with his/her username, password and pin number.

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Welcome, SDA Products Admin Home Edit User Info Log Out

Manage Teachers

Select School

School: SDA Test School

Current Teachers for: SDA Test School

Name	School	Current Classes	Last Login	Actions
SDA Admin	SDA Test School	-	August 14th, 2018 9:27 AM	Manage Classes Edit Info Delete Teacher Reset Password
SDA Teacher	SDA Test School	Grade 7 Science (SDA Test School)	July 18th, 2018 11:12 AM	Manage Classes Edit Info Delete Teacher Reset Password

Add New Teacher for: SDA Test School

Fill out the following information to add a teacher. Fields denoted with * are required.
Note: If you are already an administrator, do not add a second account as a teacher. You can be assigned as a teacher with your existing account.

School * SDA Test School

Teacher First Name *

Teacher Last Name *

Teacher Email *

Teacher Phone *

Office Location

Username * dlorento

Password *

Confirm Password *

Manage Classes page: Program Administrators will use this page to add, edit and delete a class. First select the school name from the drop-down list, if not already displayed. All current classes will display for your school. To make changes to a class, select an option under the Actions column. On the next page you will see the options on the Edit page. See page 7 for views of Edit page.

To add a new class to the selected school, fill out the web form. *Note:* a teacher must first be added to *ByDesign* using the Manage Teachers page before you can add that teacher to a class. Your school should already be displayed in the **Teacher’s School** field. Select the teacher’s name from the **Primary Teacher** drop-down list. Continue filling out the web form (all fields in on the form are required). To select a product, click on the title to highlight. To select more than one, hold down the Ctrl key (on keyboard) and click on each title. After all fields are filled out, click **“Add Class”**. If you refresh the page, the new class will display under **“Current Classes at School: xxx”**.

Manage Classes
Select School

School: SDA Test School

Current Classes at School: SDA Test School

Start Date: Indicates the first day that teachers/students can access their product.
End Date: Indicates the last day that teachers/students can access their product.
* This date can be set to any future date and is recommended to be either the end of the current school year or when product license is set to expire.

Class	Period	Teacher	Start Date	End Date	Users in Class	Products	Actions
Grade 7 Science	1	SDA Teacher	07/18/2016	07/31/2019	2	SDA Level 7, First Edition	Manage Roster Delete Edit Remove All Students

Account License Information

Product	License Type	Available
Pathways 2.0 Grade 4, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Environment, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Friends and Family, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Heroes, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Living Things, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - My World, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Personal Feelings, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Social Issues, Second Edition	Teacher	6 of 6
Pathways 2.0 Grade 4 - Walking with God, Second Edition	Teacher	6 of 6

Add New Class to School: SDA Test School

Please fill out the information below to add a new class. You can select multiple products by holding the CTRL key and clicking the products you would like. Fields denoted with * are required.

Teacher's School * SDA Test School
 Products Available * ?
 Primary Teacher * SDA Admin
 Class Period *
 Grade Level * K

Pathways 2.0 Grade 4, 2 Edition
 Pathways 2.0 Grade 4 - Environment, 2 Edition
 Pathways 2.0 Grade 4 - Friends and Family, 2 Edition
 Pathways 2.0 Grade 4 - Heroes, 2 Edition
 Pathways 2.0 Grade 4 - Living Things, 2 Edition
 Pathways 2.0 Grade 4 - My World, 2 Edition
 Pathways 2.0 Grade 4 - Personal Feelings, 2 Edition

Licenses will be used during the following date range

Begin Date * ?
 End Date * ?
 Class Name *
 Add Class

Edit Class Functions – On the Manage Classes page, locate the class you wish to edit and click **“Edit”** under the **“Actions”** column in the list of classes. On the Edit Class page, there are several tabs:

Info tab: You can edit the class period, grade level and class name. When finished, click **“Save Info”**:

Edit Class
Current Class: Grade 7 Science
[< Back to Classes](#)
Please update the information below about the class. Fields denoted with * are required.

Info	Dates	Products	Teacher	Assistants
<p>School * <input type="text" value="SDA Test School"/></p> <p>Class Period * <input type="text" value="1"/></p> <p>Grade Level * <input type="text" value="7"/></p> <p>Class Name * <input type="text" value="Grade 7 Science"/></p> <p>Note: Please save one section at a time. <input type="button" value="Save Info"/></p>				

Dates tab: You can edit the begin or end date of the class. *The begin date indicates the first date that product access is available for teachers and students. The end date indicates when the product will “expire” and no longer be accessible.* When finished making changes, click **“Save Dates”**:

Edit Class
Current Class: Grade 7 Science
[< Back to Classes](#)
Please update the information below about the class. Fields denoted with * are required.

Info	Dates	Products	Teacher	Assistants
<p>Begin Date * <input type="text" value="07/18/2018"/></p> <p>End Date * <input type="text" value="07/31/2019"/></p> <p>Note: Teachers and Students receive access to products between these dates.</p> <p>Note: Please save one section at a time. <input type="button" value="Save Dates"/></p>				


Products tab: Add or change the product that is tied to this class by clicking on the title to highlight it. A minimum of one title must be selected. To select multiple themes, grades, or products, hold the Ctrl key and click each item you wish to assign. When finished, click **“Save Products”**. All products will display in the list if they have an available teacher license:

Edit Class
 Current Class: Grade 7 Science
[< Back to Classes](#)
 Please update the information below about the class. Fields denoted with * are required.

Info	Dates	Products	Teacher	Assistants
<p>Products Available *</p> <div style="border: 1px solid black; padding: 5px;"> Pathways 2.0 Grade 4 - Yesterday, 2 ed. Pathways 2.0 Grade 7, 2 ed. Pathways 2.0 Grade 7 - Environment, 2 ed. Pathways 2.0 Grade 7 - Friends and Family, 2 ed. Pathways 2.0 Grade 7 - Heroes, 2 ed. Pathways 2.0 Grade 7 - Living Things, 2 ed. Pathways 2.0 Grade 7 - My World, 2 ed. Pathways 2.0 Grade 7 - Personal Feelings, 2 ed. Pathways 2.0 Grade 7 - Social Issues, 2 ed. Pathways 2.0 Grade 7 - Walking with God, 2 ed. Pathways 2.0 Grade 7 - Yesterday, 2 ed. SDA Level 4, 1 ed. </div>		<p>Note: Products selected allow Students and Teachers access AND use licenses.</p>		
<p>Note: Please save one section at a time.</p> <p><input type="button" value="Save Products"/></p>				

Teacher tab: You can change the teacher assigned to this class. Click the icon on the right side of the teacher field. A pop-up box will display allowing you to choose the school the teacher belongs to then the teacher’s name. When finished, click **“Save Teacher”**:

Edit Class
 Current Class: Grade 7 Science
[< Back to Classes](#)
 Please update the information below about the class. Fields denoted with * are required.

Info	Dates	Products	Teacher	Assistants
<p>Primary Teacher *</p> <p>Teacher <input type="text" value="SDA Teacher"/> </p>		<p>Note: If you do not find your Teacher in the list, make sure you go to "Manage Teachers" and add them to their School.</p>		
<p>Note: Please save one section at a time.</p> <p><input type="button" value="Save Teacher"/></p>				

Add Student Accounts page: Program Administrators and teachers have the ability to add new students to *ByDesign*. There are two options to add students.

Option 1: You can upload a student list, such as a class list, grade list, or entire school list. First choose school from the drop-down list (if more than one available) then choose the class name from the next drop-down.

1A. To add students to *ByDesign*, but *not* a specific class, choose "Upload to School Only (No Class)" in the Class drop-down list.

1B. To upload a class list to a specific class, choose the name of the class from the Class drop-down.

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Welcome, SDA Products Admin Home Edit User Info Log Out

Add New Student Accounts

Account Selected: SDA Test District

To add student account(s) to Flourish choose one of the options below.

Use the Class Roster Template to add multiple students to Flourish. If you want to assign students directly to a class, choose the class name from the list of classes. If you choose the option to Upload to School Only, then each student will be given a Flourish account but will not have product access until added to a specific class. You can add students to a class(es) using the Manage Class Roster page. Use the web form at the bottom of the page to add a single student account.

[Bulk Add New Student User Accounts](#)

Follow these simple steps to create student accounts using the template provided.

1. Click "Download Class Roster Template".
2. Open file in Microsoft Excel.
3. Save file as .CSV (this is the **only format** that can be used)
4. Do **not** make changes to the column headers in the top row
5. Enter your school information in the required fields. Start in cell 2a and replace example data.
6. Re-save and close file.
7. Use the Browse and Upload buttons on the web page to import file.

Note: Do not include the same student in multiple files.

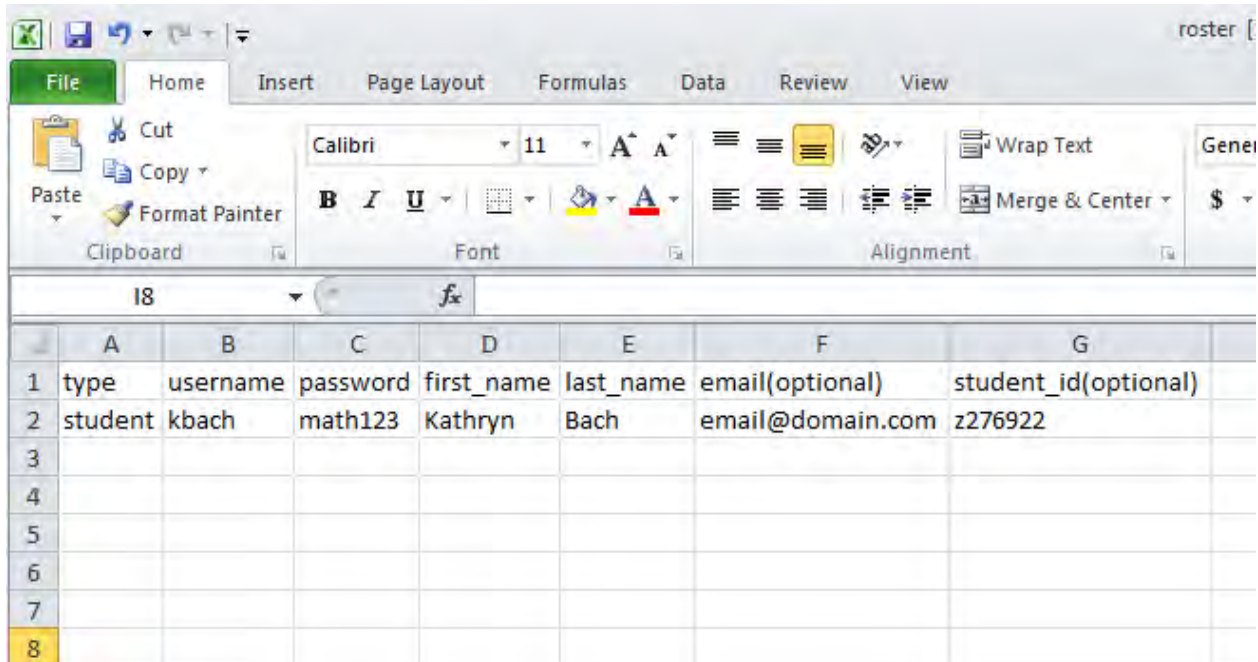
[Download class roster template](#)

School

Class

Choose File

Next, download the class roster template (shown below). The template will open in Microsoft Excel, but you must save and upload it as a .CSV file:



This is an example of the student roster template. In order for a successful upload, do not make any changes in the template, other than removing sample data from row 2 and adding your student information. If not adding an email or student id, just leave those cells blank. Once the template is filled out and saved as a .csv file in Excel, you can upload the file and all the student’s information will be added to *ByDesign*.

Option 2: You can add students one at a time using the bottom section, **Single Add New Student User Accounts**. First, make sure your school is displayed in the School field.

- 2A. To add a student to *ByDesign*, but *not* a specific class, choose "**Add to School Only (No Class)**" in the Class drop-down list.
- 2B. To add a student to a specific class immediately, choose the name of the class from the drop down list. *Note:* the class must already be set up.

Fill out all the required fields of the web form (marked with an asterisk). You will create the student’s username and password. When finished, click "**Add Student**". You will receive a message at the top of the page letting you know the student account was successfully created. *Note:* Usernames must be unique. If a username already exists you will receive an error message when trying to create the account. After the account is successfully created, you will need to contact the student and provide him/her the username, password and pin number:

Single Add New Student User Accounts

Fill out the following information to create a single student account. Fields denoted with * are required.

School *	<input type="text" value="Select..."/>	Student ID	<input type="text"/>
Class *	<input type="text" value="Add to School Only (No Class)"/>	Student Email	<input type="text" value="dlorento"/>
Student First Name *	<input type="text"/>	Password *	<input type="text"/>
Student Last Name *	<input type="text"/>	Confirm Password *	<input type="text" value="*****"/>
Username *	<input type="text"/>	<input type="button" value="Add Student"/>	

Manage Class Roster page: Program Administrators and Teachers have the ability to manage the class roster list. A teacher will only see the classes he/she is assigned to. First, select the name of the class from the Class drop-down list. If students have been added to the class they will be listed. If students have an account in *ByDesign* and need to be added to a class, from this page you can click on **“Add Existing Students to Class”**:

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[Welcome](#) [SDA](#) [Products](#) [Admin Home](#) [Edit User Info](#) [Log Out](#)

Manage Class Roster

Current Class: [Grade 7 Science](#)

Please update the information below about the class.

School	<input type="text" value="SDA Test School"/>
Class	<input type="text" value="Grade 7 Science - 1 - Teacher, SDA"/>

Current Student Roster

Class: Grade 7 Science
Teacher: SDA Teacher
Grade: 7
Period: 1
Products: SDA Level 7
Number of Students: 1

[Add Existing Students to Class](#)

[Remove All Students](#)

First Name	Last Name	Username	Last Login	Actions
Student	Five	sdastudent5	July 18th, 2018 11:09 AM	Remove from Class Edit Info Reset Password

See the next page for instructions how to add students.

Add Existing Students to Class page: Your school name should be displayed in the **School** field. Leave the Class drop-down list as “All”. All students in the school will display in alphabetical order. You can sort by Last name or leave as “All”. Find the student(s) to add to the class and click their name to highlight then click “**Add >>**”. After all students have been added and are displayed in the right column, click on “**Add Students**”.

The screenshot shows the 'Add Existing Students to Class' interface. At the top, it displays 'Current Class: Grade 4', 'Grade: Class Period:', and 'Teacher: SDA Teacher 4 1'. Below this, there are two main sections: 'Add Student From:' and 'To Class: Grade 4'. The 'Add Student From:' section includes a 'School' dropdown menu set to 'SDA Test School' and a 'Class' dropdown menu set to 'All'. Below these are two lists of students. The left list, titled 'Last Name: ALL ABCDEFGHIJKLMNOPQRSTUVWXYZ', contains the following entries: 'Four, Student (sdastudent4)', 'One, Student (sdastudent1)', 'Six, Student (sdastudent6)', 'Three, Student (sdastudent3)', and 'Two, Student (sdastudent2)'. The 'One, Student (sdastudent1)' entry is highlighted in blue. The right list, titled 'To Class: Grade 4', shows 'Total Students: 0' and 'Five, Student (sdastudent5)'. Between the two lists are two buttons: 'Add >>' and '<< Don't Add'. At the bottom right of the interface is an 'Add Students' button. Three red arrows originate from a single point at the top center and point to the 'One, Student (sdastudent1)' entry, the 'Add >>' button, and the 'Add Students' button.

Delete Student Accounts page: Program Administrators will use this page to permanently remove a student from the site. All students in the school will immediately display in the box, in alphabetical order. To narrow the search, click on the first letter of the student’s last name, next to **Last Name**. Student’s names will display in the format “last name, first name”. Once you have found the student, click on his/her name and then click the “Delete >>” button. This will move the student to the right column. Repeat this process until you have selected all of the students who need to be deleted. When finished, click “Delete Students” at the bottom of the right column:

Delete Student Accounts

Account Selected: SDA Test District

To delete a student account, select the student(s) in the list on the left using the filters (hold the "Ctrl" key while clicking to select multiple students.) Next, click "Delete >>." The name(s) will move to the box on the right. If you move the wrong account, move it back by selecting it and clicking "<< Keep." When you are satisfied with the Delete List, click "Delete Students."

NOTE: *Deleting student accounts permanently removes them from your student database. If you wish to remove a student from a specific class, use the "Remove Student" feature on the Manage Class page.*

Account: SDA Test District

Select Students

School: SDA Test School

Last Name: **A** **L** **A** **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M** **N** **O** **P** **Q** **R** **S** **T** **U** **V** **W** **X** **Y** **Z**

Five, Student [sdastudent5]
Four, Student [sdastudent4]
One, Student [sdastudent1]
Six, Student [sdastudent6]
Two, Student [sdastudent2]

Delete >>

<< Keep

Delete Student List

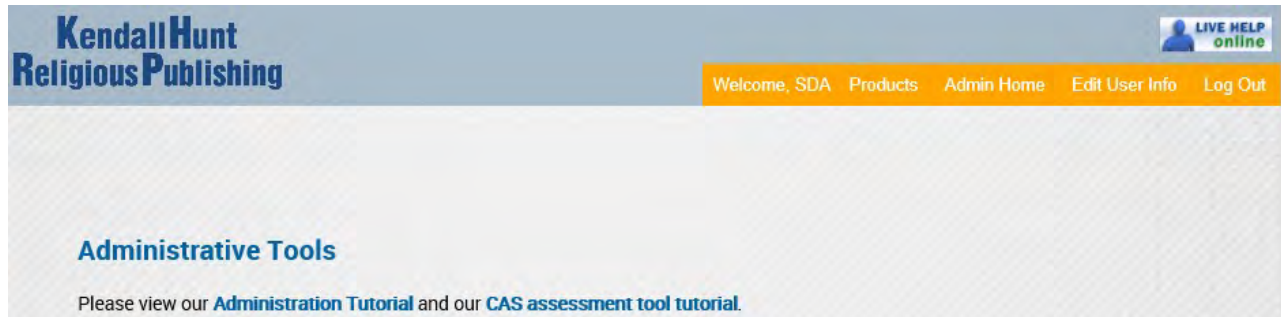
The accounts in the box below are the accounts that will be deleted when you click the "Delete Students" button.

Three, Student [sdastudent3]

Delete Students

From the **Administrative Tools** page, to access your Products: Click on **“Products”** in the top right of the page.

To Edit your account information: Click on **“Edit User Info”** in the top right of the page. Program Administrators and teachers are able to edit their username, email address, name, and change their password. Students will have the ability to edit their name and change their password. See page 15 for more information:



My Products page: This is the page that lists the products to which a user has access:



When students log into their account, they are brought to this page. They will not see the button at the top, **“Admin Home”**. Students should click on the book title to view the class page.

Teachers and admin will get to this page by clicking on the **“Products”** button. To enter the class, click on the box displaying the product (book) name.

Edit Profile Information page: All users have access to this page. Teachers and Program Administrators can update all of the fields shown above. Students only have ability to change their email address, first name, last name and password. After user makes changes, they need to click **“Submit”**:

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Welcome, SDA | Products | Admin Home | Edit User Info | Log Out

Edit Profile Information

Please change the information below and click Submit.

Editing User: sdaadmin

Username	<input type="text" value="sdaadmin"/>
Email Address	<input type="text" value="sdaadmin@mailinator.com"/>
Current Password (only if changing)	<input type="password"/>
New Password (only if changing)	<input type="password"/>
New Password, again (only if changing)	<input type="password"/>
First Name	<input type="text" value="SDA"/>
Last Name	<input type="text" value="Admin"/>
Phone #	<input type="text" value="1234567890"/>
Office Location	<input type="text"/>

Flourish

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