# How to Set Up your Synagogue/School

Only Education Directors are authorized to do the initial OLC synagogue/school setup.

1. If you (or your designated Online Learning Center administrator) already has an account at behrmanhouse.com, simply contact Behrman House to be authorized for Educational Director access to the Online Learning Center. Call 800-221-2755 or email customersupport@behrmanhouse.com and provide the email address that matches the account you wish to have authorized. Please allow up to one business day for authorization.
2. Once authorized, you may log in to this BehrmanHouse.com account and enter the Online Learning Center.
3. You will be asked to enter information about your synagogue. Fill in all required fields (marked with an asterisk). Once completed, click the green Create Synagogue button.
4. You will know you have successfully created your synagogue when you see your Online Learning Center dashboard page.

# **How to Add Teachers to Your Synagogue/school**

Only Education Directors are authorized to add teachers to the synagogue.

1. Log in to your BehrmanHouse.com account and enter the Online Learning Center.
2. On your dashboard (your OLC homepage), click the  button on the left.
3. Enter a teacher’s email address in the pink box on the left. Double check for typos and make sure it’s the email address that the teacher used when he/she created an account.
4. Click the green Add Teacher button.
5. Repeat steps 3 and 4 for each teacher you would like to add to your synagogue.
6. Click the  button. You can check on the status of an invitation by clicking the green View Invitations button on your OLC dashboard.

# **How to Create Member Accounts for students**

Only Education Directors are authorized to create member accounts for students.

1. Download the Parent Permission Form and distribute to parents. To find the form go to [www.behrmanhouse.com](http://www.behrmanhouse.com), and hover over the Online Learning Center tab at the top. Click “Parent Materials” from the drop-down menu.

IMPORTANT: You must have a signed permission form on file for each student before you create the accounts.

1. Collect completed Permission Forms in hard copy or email. Be sure you have a separate email address for each student who needs an account. Siblings, for example, need individual email addresses.
2. Log in to your own BehrmanHouse.com account and enter the Online Learning Center.
3. On your dashboard (your OLC homepage), click the  button on the left.
4. Enter the Email Address, First Name, and Last Name for the first student member. Then click the  button.
5. Repeat step 5 for each student member you would like to add to your synagogue. As you add student names and click Create Account, each student’s information will appear in a list at the bottom of the page.
6. When you have completed creating the accounts, you can print out temporary passwords and login information to give to each student. Select students individually using the check boxes, or check Select All for a complete list.
7. Click **Print Selected Items** to print out individual sheets for each student member. Students can use this information to login, change their passwords, and access their OLC accounts.
8. Once you have created your student accounts, you can begin adding students to classes immediately.
9. File the Permission Forms in a secure location and keep them for as long as each student is in the OLC.

# How to Create a Class

Only Education Directors are authorized to create OLC classes.

1. Log in to your BehrmanHouse.com account and enter the Online Learning Center.
2. On your dashboard (your OLC homepage), click the  button on the right.
3. Enter the name of the class, e.g.: “Morah Vicki’s 3rd Grade Hebrew.”
4. Select Learning Software Assigned: (Skip this section If this class will not be using learning software)
	* If you have purchased Learning Software for this class: Select it from the drop-down list. You will not be able to change the learning software once you save the class.
	* If you have not yet purchased learning software: Call Behrman House at (800) 221-2755 or place your order at BehrmanHouse.com/store. It is best to order software *before* creating your classes.
5. Make sure you have enough software licenses available for each class member and each teacher.
6. Select class members from the list provided.
7. Select a teacher or teachers from the list provided.
	* Only teachers who have accepted your invitation to join the synagogue can be added to a class.
	* If you do not add a teacher, you (the education director) will automatically be the teacher.
8. Click the green Create Class button. You will now see your class page in the Online Learning Center.

# How to add students to a class

*Education Directors and Teachers are authorized to add students to OLC classes.*

1. Any student who has been enrolled in your OLC school can be added to a class at any time.
2. Log in to your BehrmanHouse.com account and enter the Online Learning Center.
3. From your Dashboard page, find the class to which you want to add students.
4. Hover over the blue class box until the green EDIT button appears in the lower right hand corner, then click on it.
5. On the Edit Class form you will see the names of students already in the class. Select additional class members from the list provided. You can search quickly for student names using the letters at the top of the list.
	* *If you do not find a student’s name on the list, the student has not yet been added to the OLC. Students can be enrolled in the OLC by the Educational Director. A signed permission form is needed for each student.*
6. Click the green  button to save your selections.
7. You will then see a list of students that already have license passes and an option to extend their license by passing an additional license to them. After you extend a license or if you do not choose to do so click the green  button to save your selections.