

ACCESSING Flourish

A STEP-BY-STEP START-UP GUIDE
*to accessing purchased digital
resources and products*



Kendall Hunt

TABLE OF CONTENTS



HOME PAGES

Home Page3

Administrative Tools Home Page3

3 BASIC ROLES

Administrator4

Teacher4

Student4

STEP 1 | SET UP A SCHOOL 5

STEP 2 | SET UP A TEACHER 6

STEP 3 | ASSIGN A CLASS 8

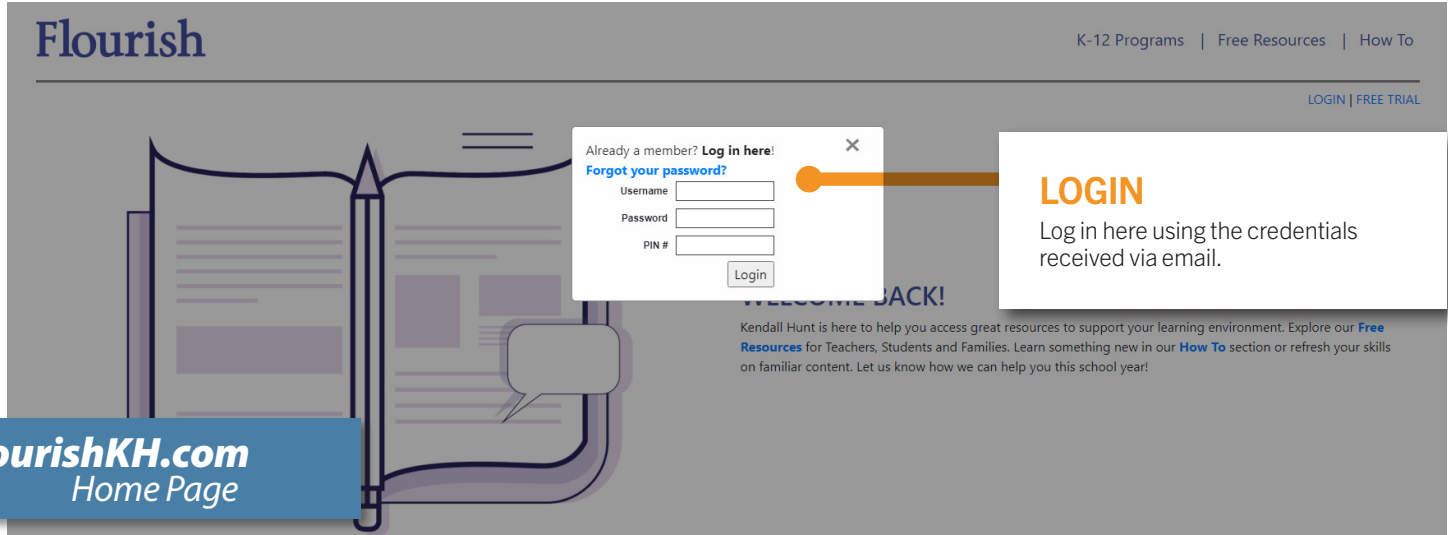
STEP 4 | ADD SINGLE STUDENTS 10

STEP 5 | ADD STUDENTS IN BULK 12

STEP 6 | ACCESS RESOURCES 14

FOR ASSISTANCE 16

HOME PAGES



The screenshot shows the FlourishKH.com Home Page. At the top left is the "Flourish" logo. At the top right are links for "K-12 Programs", "Free Resources", and "How To". Below these is a "LOGIN | FREE TRIAL" link. A large illustration of an open book with a pencil and a speech bubble is in the background. A login modal is open in the center, asking "Already a member? Log in here!" and "Forgot your password?". The modal contains fields for Username, Password, and PIN #, and a "Login" button. To the right of the modal is a callout box titled "LOGIN" with the text "Log in here using the credentials received via email." A blue banner at the bottom left reads "FlourishKH.com Home Page".

Flourish

K-12 Programs | Free Resources | How To

LOGIN | FREE TRIAL

Already a member? **Log in here!**
[Forgot your password?](#)

Username
Password
PIN #

LOGIN

Log in here using the credentials received via email.

FlourishKH.com
Home Page

Administrative Tools Home Page

Kendall Hunt

Flourish

K-12 Programs | Free Resources | How To

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

Administrative Tools

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

District Administrator Menu

District Actions

[View Licenses](#)
[Edit District Info](#)
[Manage District Admins](#)

School Actions

[Manage Schools](#)
[Manage School Admins](#)

School Administrator Menu

User Actions

[Manage Teachers](#)
[Delete Student Accounts](#)

School Actions

[Manage Classes](#)
[Edit School Info](#)

Teacher Menu

User Actions

[Add Student Accounts](#)

Class Actions

[Manage Class Roster](#)
[Customize Class Homepage](#)

© 2021 Kendall Hunt Publishing Company. All rights reserved.

[About](#) | [Privacy](#) | [Terms of Use](#) | [Contact](#)

PRODUCTS

Access digital products (eBooks, assessments, etc) here

ADMINISTRATOR MENU

This is where administrators can manage school, teacher accounts and manage classes

SCHOOL ADMINISTRATOR MENU

This is where school administrators can manage teacher accounts and manage classes

TEACHER MENU

This is where teachers can manage student accounts

3 BASIC ROLES



ADMINISTRATOR

- District or School administrator who initiates Flourish access for teachers and students
- Usually the person responsible for purchasing license(s)
- Can be at the district or school level
- Can manage teachers, classes, and students
- Can access product digital products and resources



TEACHER

- Teacher associated with a school
- Once assigned a class by the Administrator, the teacher can:
 - Add student accounts
 - Single add via the web form
 - Bulk add via the CSV template file
 - Manage class roster
 - View student's last login
 - Remove student from class
 - Edit student information
 - Reset student password
- Access assigned digital products and resources via the appropriate product



STUDENT

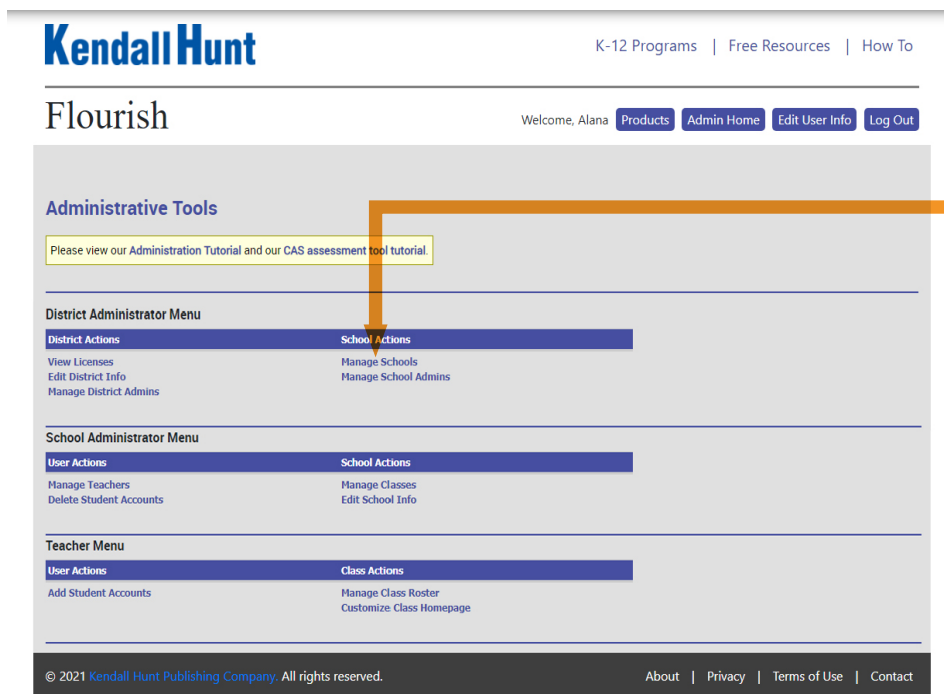
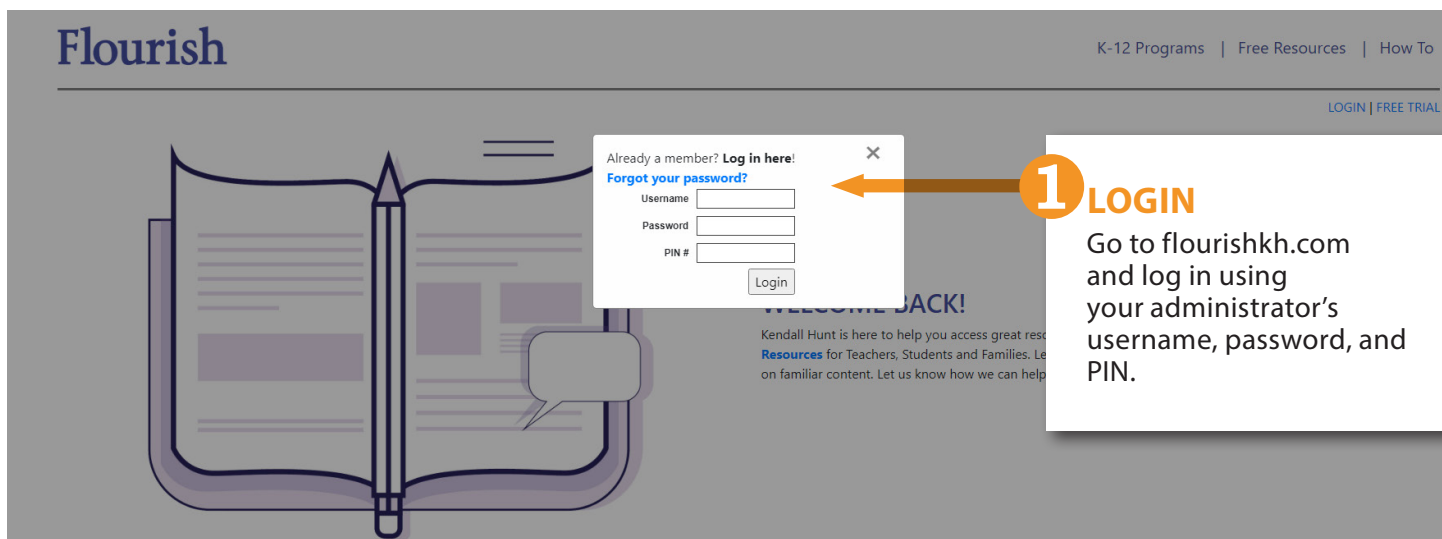
- Student assigned with a teacher in a class
- Once assigned a class by the Administrator or Teacher, the student can access assigned digital products and resources
- Within the Program, the student can:
 - Access his or her eBook
 - Complete an online chapter review or test
 - Access resources
- **And much more!**

STEP 1

SET UP A SCHOOL

by Administrator

Once the Administrator has completed the setup of teachers, classes and students, the School can begin to access their purchased digital products and resources from Kendall Hunt. The Flourish Administrator Account Email includes the administrator's login credentials (username, password, and PIN).

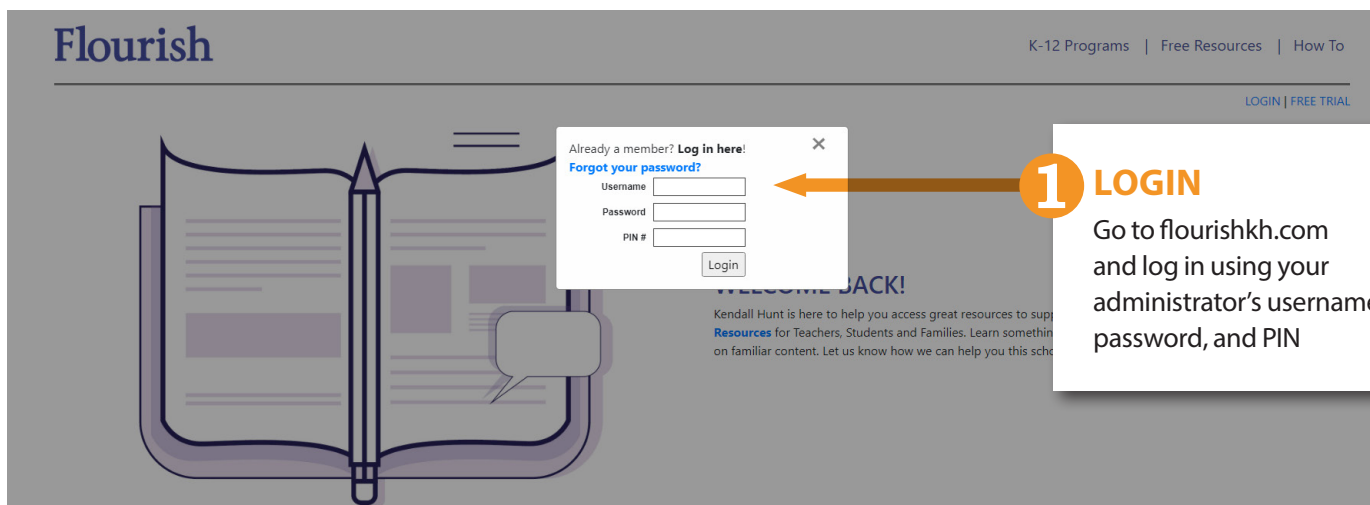


STEP 2

SET UP A TEACHER

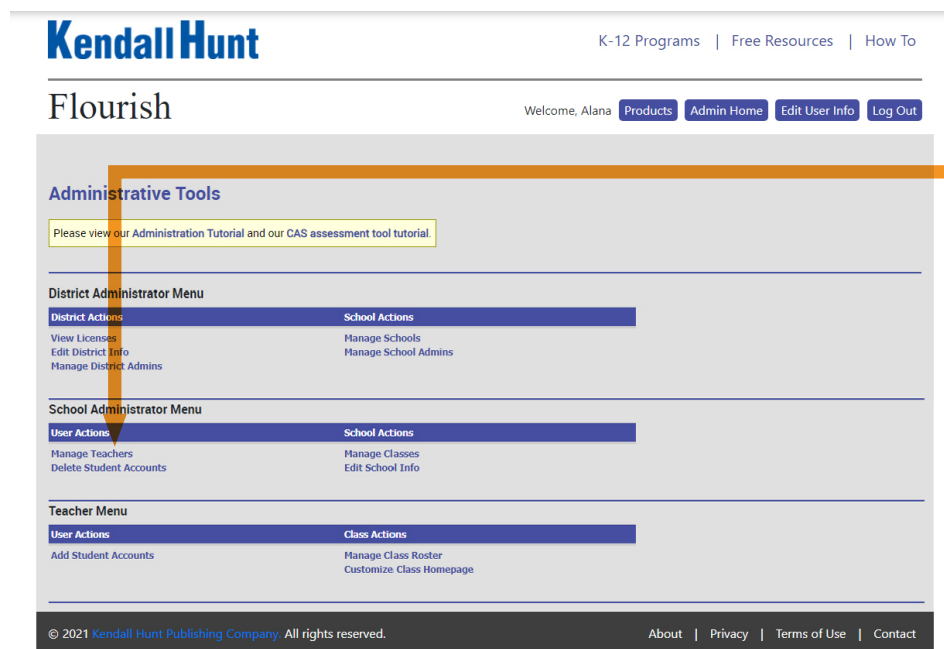
by Administrator

Once the Flourish Administrator has completed the setup of teachers, classes and students, the School can begin to access their purchased digital products and resources from Kendall Hunt. The Flourish Administrator Account Email includes the administrator's login credentials (username, password, and PIN).



1 LOGIN

Go to flourishkh.com and log in using your administrator's username, password, and PIN



2 MANAGE TEACHERS

In the "Admin Home" page and under the Administrator Menu, click on "Manage Teachers."

When the system reads "teacher(s)" this includes facilitators as well.

If the person with the Flourish admin account is also a teacher, they do not need to create an additional teacher account for themselves.

STEP 2

SET UP A TEACHER

by Administrator

School *

Teacher First Name *

Teacher Last Name *

Teacher Email *

Teacher Phone *

Office Location

Username *

Password * Please choose a password.

Confirm Password *

Clever System ID

3

ADD NEW TEACHER SECTION

Complete the “Add New Teacher” section at the bottom of the page according to the following fields, and then click on the “Add Teacher” button:

SCHOOL (be sure your school is selected; required)

TEACHER FIRST NAME (required)

TEACHER LAST NAME (required)

TEACHER EMAIL (required)

TEACHER PHONE (required)

OFFICE LOCATION
(not required; can be left blank)

USERNAME (required)

PASSWORD (required)

CONFIRM PASSWORD (required)

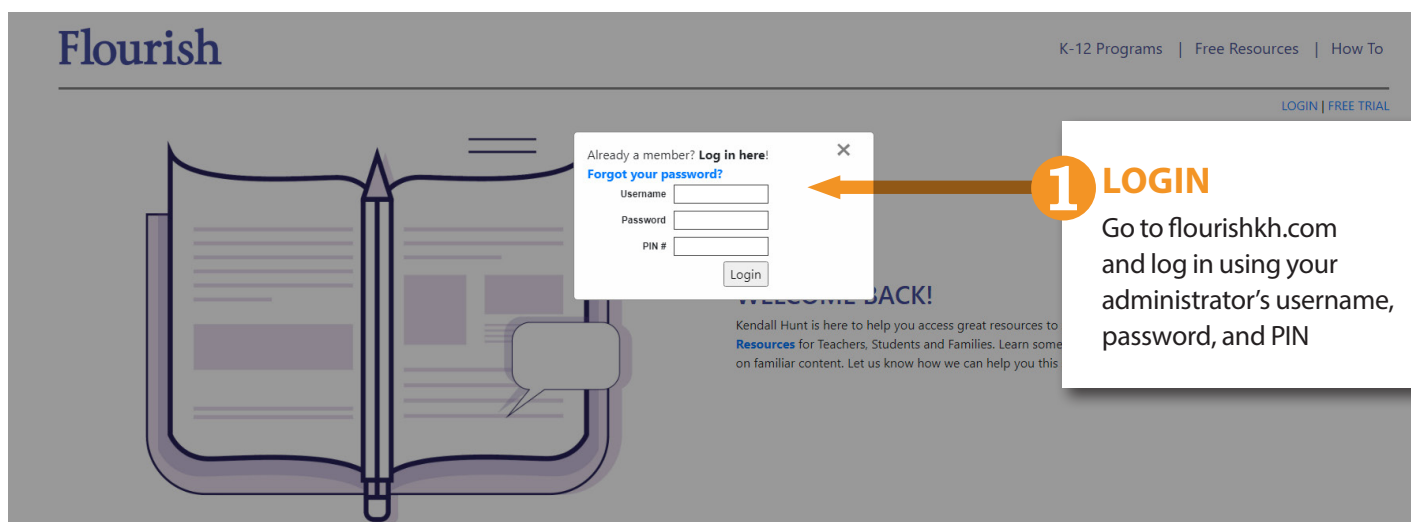
- This teacher will now receive an email with his/her own login credentials to access Flourish. The teacher must be assigned a class before the teacher can access any digital products or resources.
- Current teachers who have been added will appear at the top of the “Manage Teachers” page.

STEP 3

ASSIGN A CLASS

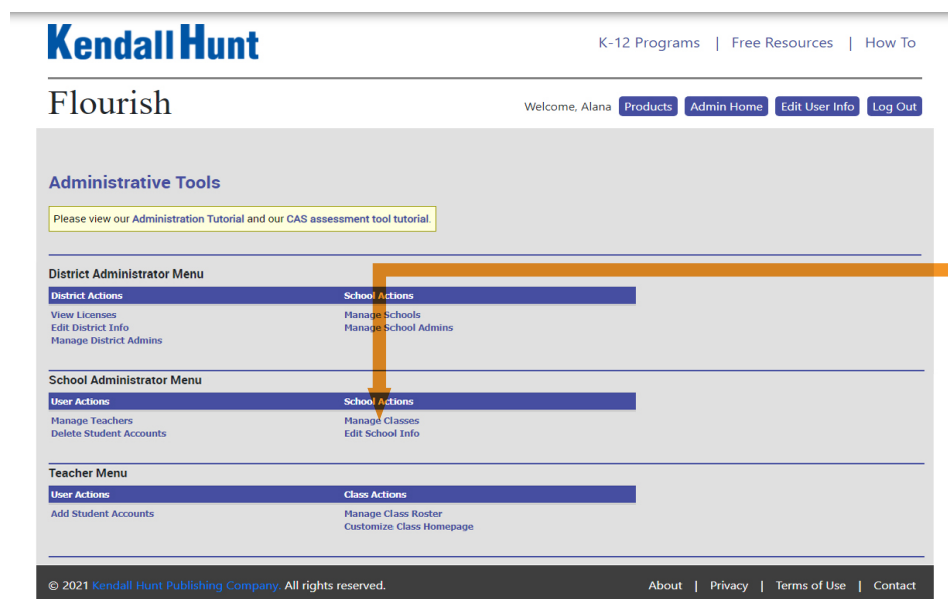
by Administrator

Once the Administrator has set up a teacher, a unique class must be established in order for the appropriate teachers and students to access the purchased digital products and corresponding digital resources. Only the Administrator can assign a class to a teacher.



1 LOGIN

Go to flourishkh.com and log in using your administrator's username, password, and PIN



2 MANAGE CLASSES

In the "Admin Home" page and under the Administrator Menu, click on "Manage Classes."

STEP 3

ASSIGN A CLASS

by Administrator

Current classes that have been added will appear at the top of the "Manage Classes" page.

3

ADD NEW CLASS TO SCHOOL SECTION

Complete the "Add New Class to School" section at the bottom right of the page according to the following fields, and then click on the "Add Class" button:

TEACHER'S SCHOOL (be sure your school is selected; required)

PRIMARY TEACHER (required)

Assistants or co-teachers can be added after a primary teacher has been designated.

CLASS PERIOD (required)

This can include numbers or letters, and can be used to quickly identify this specific class of students or group of learners.

We also suggest using a room number or some other short label here, if preferred instead (for example: Grp 01 or Rm 123)

GRADE LEVEL (required)

PRODUCTS AVAILABLE (required)

Products listed available are those purchased. Select title(s) to highlight them.

BEGIN DATE (associated with available license; required)

Indicates the first date the teachers/students can access the material.

END DATE (associated with available license; required)

Indicates the last date the teachers/students can access the material. Also, if additional time is needed, the end date can be extended.

CLASS NAME (required)

Add New Class to School: Select...

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 *

Primary Teacher *

Class Period *

Grade Level *

Products Available * ?

- Be My Disciples - Christ in the Liturgy, 1 Edition
- Be My Disciples - Christ in the Liturgy Par, 1 Edition
- Be My Disciples - Christ in the New Testament, 1 Edition
- Be My Disciples - Christ in the New Testament Par, 1 Edition
- Be My Disciples - Christ Reveals God's Mystery, 1 Edition
- Be My Disciples - Christ Reveals God's Mystery Par, 1 Edition
- Be My Disciples - Life in Christ Jesus, 1 Edition

Licenses will be used during the following date range

Begin Date * ?

End Date * ?

Class Name *

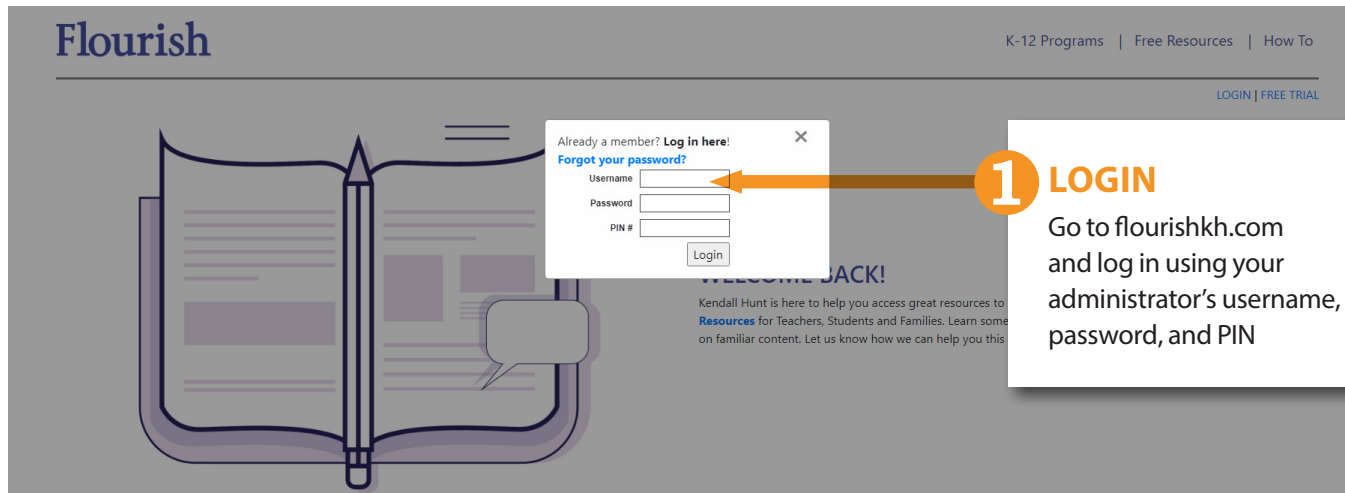
External System ID Optional

STEP 4

ADD SINGLE STUDENT

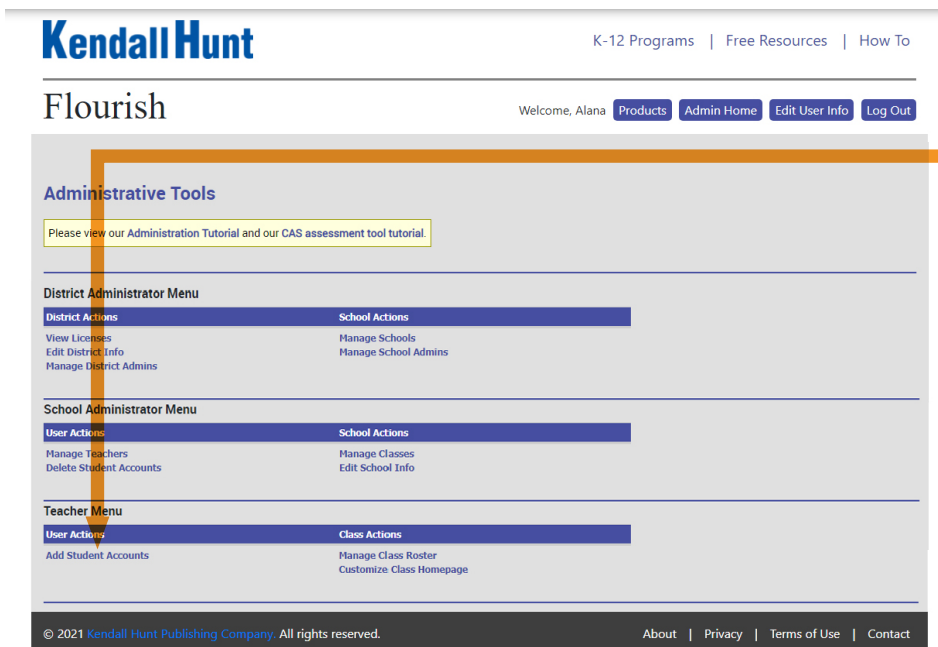
by Administrator
or Teacher

Either the administrator or the assigned teacher can add students. Students can be added in bulk via the online instructions for using a CSV file (see step 5) or individually using the web form. Students may be added prior to classes being assigned to teachers.



1 LOGIN

Go to flourishkh.com and log in using your administrator's username, password, and PIN



2 ADD STUDENT ACCOUNTS

In the "Admin Home" page and under the Teacher Menu, click on "Add Student Accounts."

Note that students can be added anonymously using generic labeling (e.g. "Student-01") or with their actual information (e.g. "Sally Smith").

STEP 4

ADD SINGLE STUDENT

by Administrator
or Teacher

Single Add New Student User Accounts

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

School *

Class *

Student First Name *

Student Last Name *

Username

Clever System ID

Student ID

Student Email

Password *

Confirm Password *

Please choose a password.

3

SINGLE ADD NEW STUDENT

To add an individual student, one at a time, complete the web form at the bottom of the Add New Student Accounts page under “Single Add New Student User Accounts,” according to the following fields, and then click on the “Add Student” button:

SCHOOL (be sure your school is selected; required)

CLASS (select the appropriate class or “Upload to School Only (No Class)”

STUDENT FIRST NAME (required)

STUDENT LAST NAME (required)

USERNAME (the system doesn’t generate a username for you; you must create one for each student; required)

You may choose something anonymous, such as “Student-01”

STUDENT ID (not required)

STUDENT EMAIL (not required; must not already be used in the Flourish system)

PASSWORD (the system doesn’t generate a username for you; you must create one for each student; required)

CONFIRM PASSWORD (required)

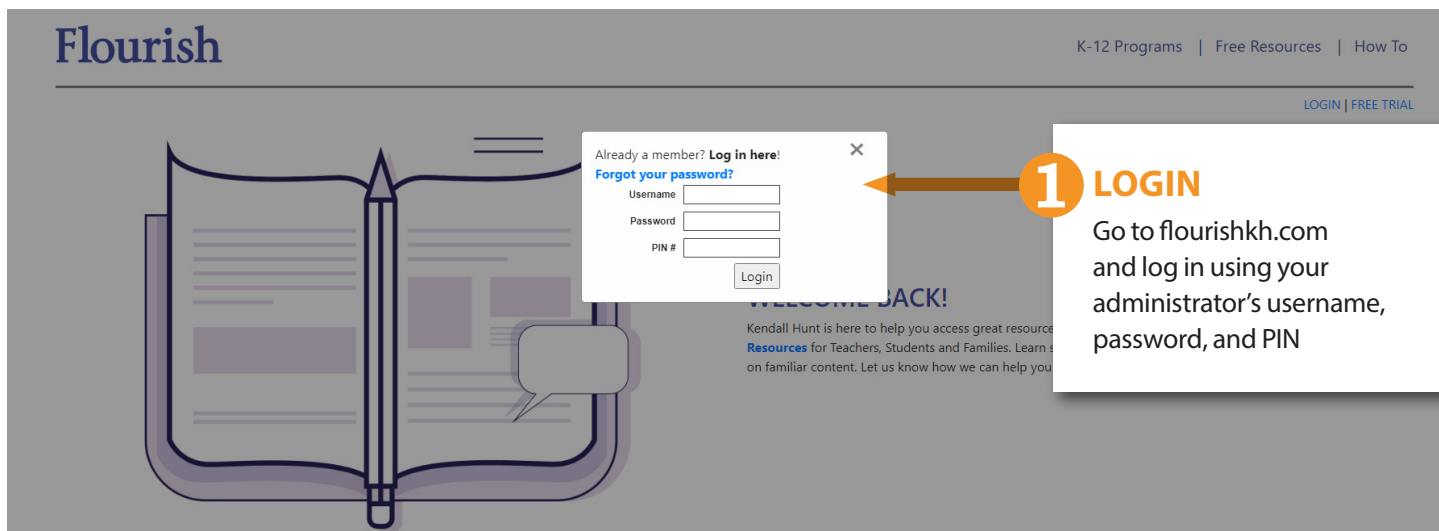
- Current students that have been added will appear at the “Manage Class Roster” page, accessible under the Teacher Menu on the Admin Home page.
- Every username within the school account must be unique. So if Andrew Jones is Grade 1 and Angela Jones is in Grade 3, they cannot both have the username ajones. One could be ajones1 and the other ajones3, for example. The system will not create accounts for duplicate usernames.
- Student email is not required due to privacy rules and laws. If student email addresses are entered, each must be unique to each student and then students will receive their login credentials via email.
- You are responsible for informing the student of his/her login credentials (username, password, and PIN). Pin numbers are the same for everyone in a district; therefore student pin numbers are the same as the teacher and admin pin number.

STEP 4

ADD STUDENTS IN BULK

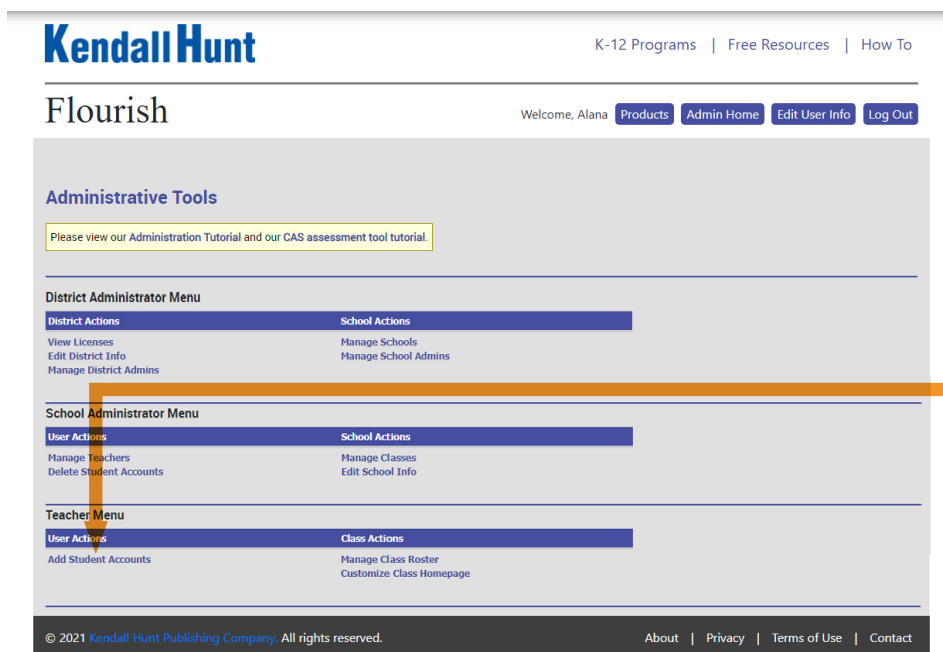
by Administrator
or Teacher

You can upload a student list in bulk, such as a class list, grade list, or entire school list. Either the administrator or the assigned teacher can add students. Students can be added in bulk via the online instructions for using a CSV file or individually using the web form. Students may be added prior to classes being assigned to teachers.



1 LOGIN

Go to flourishkh.com and log in using your administrator's username, password, and PIN



2 ADD STUDENT ACCOUNTS

In the "Admin Home" page and under the Teacher Menu, click on "Add Student Accounts." Choose school from the dropdown list (if more than one available) and choose an option from the Class dropdown. To add students to Flourish, but not a specific class, choose "Upload to School Only". To upload a class list to a specific class, choose the name of the class from the dropdown.

STEP 5

ADD STUDENTS IN BULK

by Administrator
or Teacher

District Selected:

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	Select...
Class	Upload to School Only (No Class)
Choose File	Choose File No file chosen
	Upload

3

UPLOAD TO SCHOOL ONLY

To upload a class list to a specific class, choose the name of the class from the dropdown. Next, download the class roster template. The template will open in Microsoft Excel, but you must save and upload it as a .CSV file. In order for a successful upload, do not make any changes in the template, other than adding student information. Once the template is filled out and saved, you can upload the file and all the student's information will be added to Flourish.

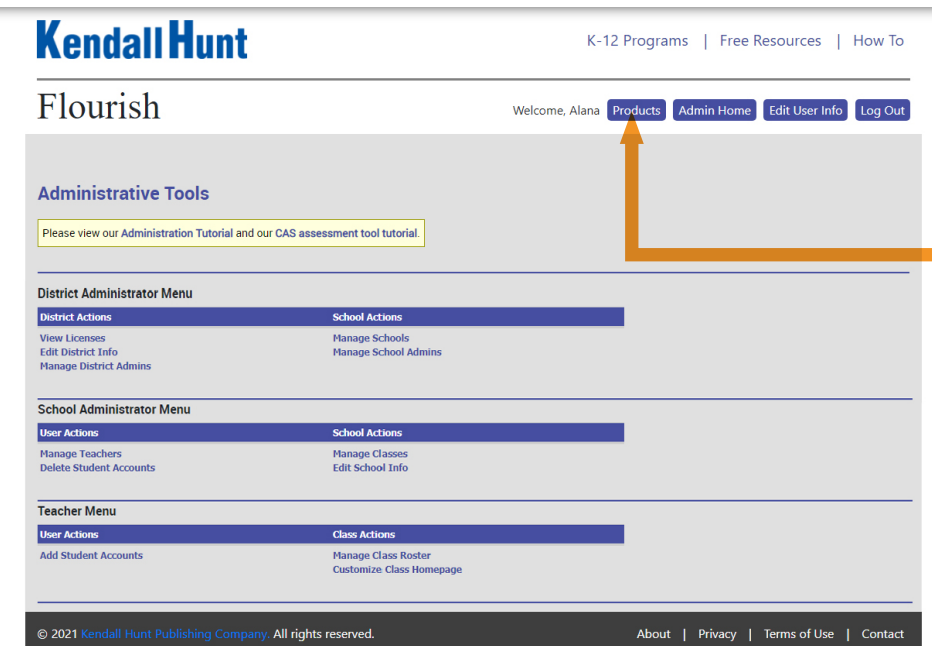
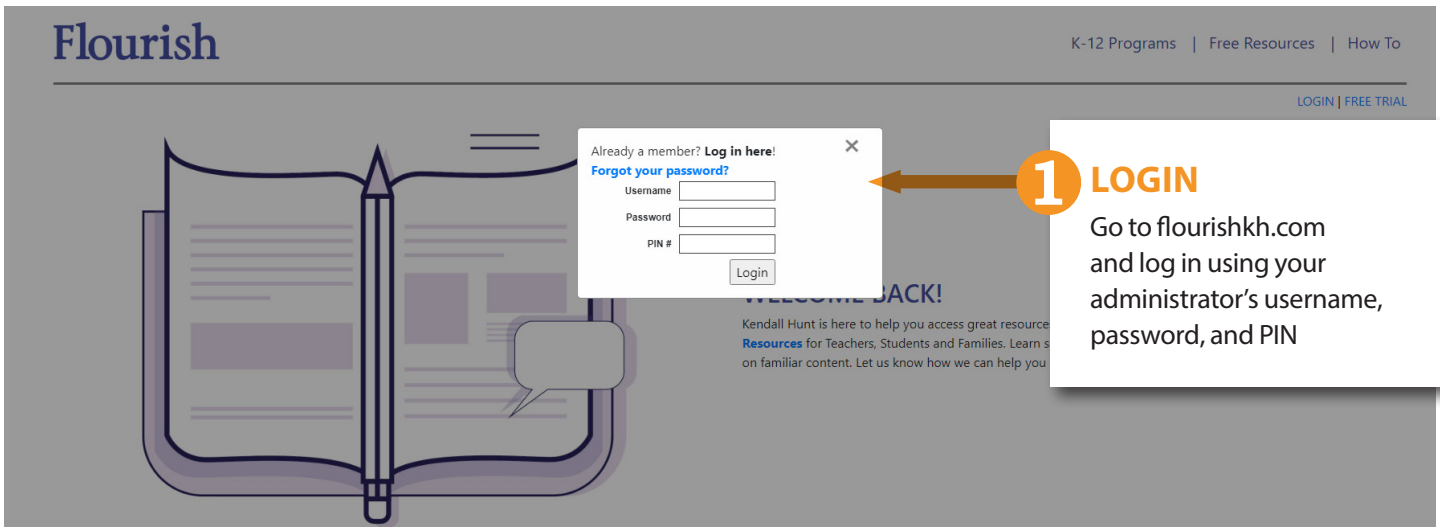
- Current students that have been added will appear at the "Manage Class Roster" page, accessible under the Teacher Menu on the Admin Home page.
- Every username within the school account must be unique. So if Andrew Jones is Grade 1 and Angela Jones is in Grade 3, they cannot both have the username ajones. One could be ajones1 and the other ajones3, for example. The system will not create accounts for duplicate usernames.
- Student email is not required due to privacy rules and laws. If student email addresses are entered, each must be unique to each student and then students will receive their login credentials via email.
- You are responsible for informing the student of his/her login credentials (username, password, and PIN). Pin numbers are the same for everyone in a district; therefore student pin numbers are the same as the teacher and admin pin number.

STEP 6

ACCESS RESOURCES

by Administrator
or Teacher

Once the Flourish Administrator has completed the setup of teachers, classes and students, the school can begin to access their purchased digital products and resources from Kendall Hunt. The Flourish Administrator Account Email includes the administrator's login credentials (username, password, and PIN).



STEP 6

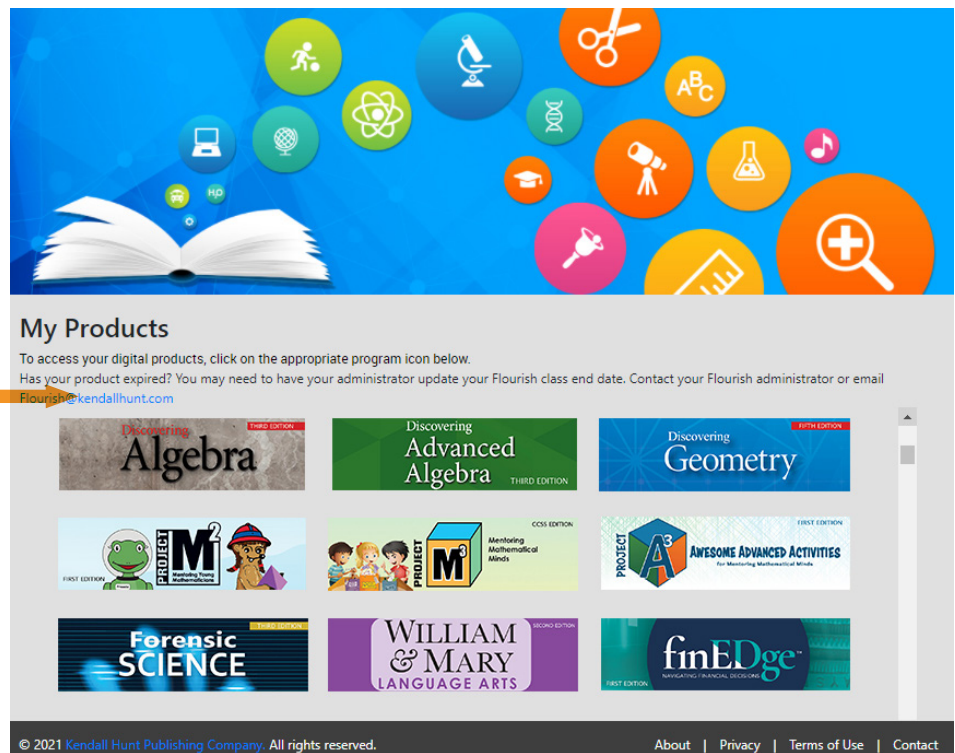
ACCESS RESOURCES

by Administrator
or Teacher

YOUR PRODUCT PAGE

Once you click on one of the product buttons, you will be directed to that product resource page.

3



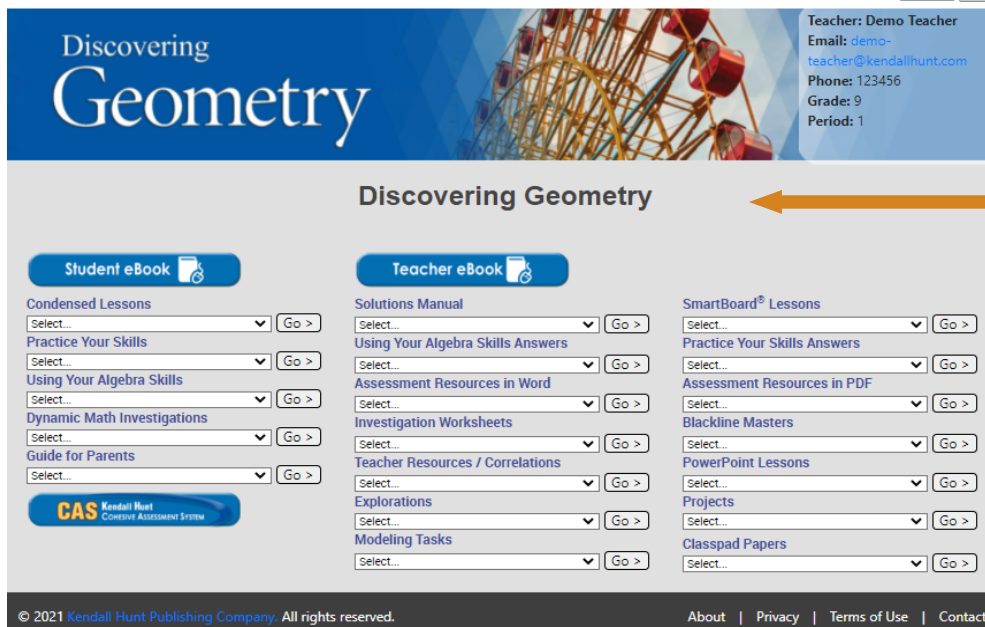
Kendall Hunt

K-12 Programs | Free Resources | How To

Flourish

Welcome, Angela | [Products](#) | [Admin Home](#) | [Edit User Info](#) | [Log Out](#) | 110

Switch Skin [K-12] | [Go >](#)



4

PRODUCT RESOURCE PAGE

Notice all of the resources accessible to you!

FOR ASSISTANCE

TECHNICAL SUPPORT / SALES REPRESENTATIVES

- For **TECHNICAL SUPPORT**, please send an email with as much detail of the problem as possible to: flourish@kendallhunt.com.
- To speak to a **CUSTOMER SERVICE REPRESENTATIVE**, please call us toll-free at 1-800-770-3544.
- To speak to a **SALES CONSULTANT** in your area, please click [here](#) and search by your state.

