



## Teacher Training Manual

The Bible Study Manager is the “control room” of Student Life Bible Study. Each account will have an administrator to manage the account details for the church. The administrator will be responsible for adding new teachers, managing calendars, and much more.

As a teacher, you will be able to access lessons each week, post your ideas, and stay in touch with the people assigned to the church’s account.

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### Getting Started

#### Logging-in

You will receive an email from Student Life with instructions for logging into your account.

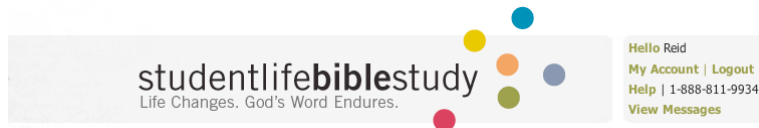
1. Click the link in the email
2. Enter your full email address and your password for the NEW Online Delivery System (Note: the password is password for the first time you log in. You will be prompted to change it once logged in)
3. Click Login
4. Accept the terms of the StudentLife**Bible**Study License Agreement
5. Change your password

#### Bible Study Manager Home Page




The home page for your account provides an easy layout to all your needed information. The first time you log in you will see instructions for setting up your account. After the initial setup, the home page will be laid out in 2 main sections:

1. Your Account Information & Help
2. Teaching Calendars and Lessons

1. [Your Account Information & Help](#) – modify your account information and access Help at the top right hand corner



2. [Teaching Calendars and Lessons](#) – access calendars and lessons with one click once you have been assigned to a calendar by your Administrator.

STUDY	CALENDAR	THIS WEEK'S LESSON	LESSON OPTIONS
	New 3 Free	Adam and Eve's Deadly Decision - Character Study	print calendar teachers
	7th Grade Class	How Did They Know Before He Came?	print parent page calendar teachers
	8th Grade Class	God the Perfect Creator	print parent page calendar teachers

## Managing Your Church Account

### Viewing and Printing Lessons

Preparation for teaching can either take place online or from printed documents from the manager. Preparing online allows you and your teachers to fully use the online glossaries, media options and features included in your subscription. Printing immediately gives you flexibility to prepare the lesson at your leisure without being online.

#### Viewing Lessons

There are two ways to view lessons:

1. Each calendar's schedule will be listed in the Teaching Calendars & Lessons box with the current lesson to be taught that week.
2. Click the calendar name or the calendar button in the Teaching Calendars & Lessons box to view the full schedule of lessons – Click the link of the desired lesson to begin preparing.

Once in a lesson, you can click the Previous or Next Lesson button to scroll through lessons.

## ADAM AND EVE'S DEADLY DECISION - CHARACTER STUDY

*Teach date: 5/29/09* ◀ Previous | Next Lesson ▶

Lesson Overview

Biblical Commentary

Teaching Plan

Media

Dev load

Dev render

#### Printing a Lesson

You can print a lesson immediately to prepare on the go or print after previewing the lesson online. Teaching Plans are sectioned into:

- Complete* – all available components to a lesson
- Younger* – lesson components designed for younger students
- Older* – lesson components designed for older students
- Master Teacher* – master teacher formatted lesson

#### Printing Immediately

1. Locate the calendar from which you need to print a lesson
2. Click the Print button on the right
3. Select the Teaching Plan you prefer from the drop down
4. Click Print Teaching Plan and a PDF will be saved on your computer

## THE BIBLE ON JESUS

christ Teach date: 5/26/09

Next Lesson ▶

### CUSTOMIZE YOUR PRINTABLE LESSON IN 2 EASY STEPS.

Back to Lesson

#### 1. Select a Teaching Plan

Please Select

Each printable Teaching Plan automatically includes the Lesson Overview, Biblical Commentary, and activities specific to the plan you choose.

#### 2. Download your printable Teaching Plan (PDF format)

Download Teaching Plan

If you would like to further customize your teaching plan, use the [advanced options](#).

5. If you prefer to customize the teaching plan, select the teaching plan from the drop down you want to start with and then click Advanced Options

## THE BIBLE ON JESUS

christ Teach date: 5/26/09

Next Lesson ▶

### CUSTOMIZE YOUR PRINTABLE LESSON IN 2 EASY STEPS.

Back to Lesson

#### 1. Select a Teaching Plan

Younger Students

Each printable Teaching Plan automatically includes the Lesson Overview, Biblical Commentary, and activities specific to the plan you choose.

#### 2. Download your printable Teaching Plan (PDF format)

Download Teaching Plan

If you would like to further customize your teaching plan, use the [advanced options](#).

#### Completely customize your Teaching Plan in 2 easy steps.

1. Select the print resources you want from the list to build your custom Teaching Plan.  
*When applicable select from these print options: **Full Description** of an activity, a one-line **Summary Description** of an activity, or the **Activity Sheet Only** for each print resource.*
2. Click the Download Teaching Plan button

Deselect All

Lesson Overview	
Print Resources	Print Options
Biblical Passage	<input checked="" type="checkbox"/> Full Description
Supporting Passages	<input checked="" type="checkbox"/> Full Description
Memory Verse	<input checked="" type="checkbox"/> Full Description
Context	<input checked="" type="checkbox"/> Full Description
Learning Goals	<input checked="" type="checkbox"/> Full Description
Biblical Truth	<input checked="" type="checkbox"/> Full Description
Prayer Suggestions	<input checked="" type="checkbox"/> Full Description
Prep Guide	<input checked="" type="checkbox"/> Activity Sheet Only

6. Select either Full or Summary for each desired activity of the lesson. Full will print the entire activity while Summary will print a summarized version of the activity
7. Click Print Teaching Plan and a customized PDF will be saved on your computer

### Printing after Previewing a Lesson

1. Click Print on the left sidebar
2. Continue with Step 3 above under the “Printing Immediately” section

### Printing one Segment of a Lesson

1. Locate the printing page of the desired lesson
2. Click the Advanced Options link towards the bottom of the page
3. Click the Deselect All button at the top of the page
4. Locate the segment or segments you need to print and check either Full or Summary
5. Click Print Teaching Plan and a PDF will be saved on your computer

\*\*You must have Adobe Acrobat Reader 7.0 or higher to view the downloaded PDF files. Go to [www.adobe.com](http://www.adobe.com) and click Get Adobe Reader for a FREE download.

### **Parent Page**

The parent page is a great way to keep parents involved throughout the year. The Parent Page quick link associated with each calendar can be sent from our system or copy and paste the link into an email sent from your personal email program. Teachers can also enter and manage parent information.

### Setting up your parents

1. Click the Parent Page button
2. Click Add New Parent
3. Enter their name and email address
4. Click Save
5. Repeat steps 1-5 until all parents associated with that calendar are entered

**CREATE PARENT**

Enter first then last name of the parent, and a valid email address.

**Name \***  
Jimmy Anderson

**Email \***  
jimmyanderson@fakeemail.com

Save

### Sending the Parent Page

1. Click View My Calendars in the Administrator Navigation
2. Click the Parent Page button
3. Select the parents you need to email the parent page
4. Choose Send Parent Page Info Email
5. Click Submit

### Sending the Parent Page using your own email system

1. Click View My Calendars in the Administrator Navigation
2. Click the Parent Page button
3. Highlight the URL and copy it by using right+click and selecting copy from the menu options
4. Open an email message in your system and paste the URL
5. Use your standard process for email delivery

**SMITH GROUP**  
Tom Smith

Calendar Teachers Parents Edit Dev load Dev render

Add new parent

This Week's Parent Page For Smith Group:  
<https://biblestudy.studentlife.com/parent-page/b0e9218a632a51bc50b25a6801758671> - Preview

Select an Action

- Select an Action - Submit

- Select an Action -  
Send parent page info email Email

		Operations
<input checked="" type="checkbox"/>	Addy Chapman addychapman@fakeemail.com	edit   delete
<input checked="" type="checkbox"/>	Bob Thompson bobthompson@fakeemail.com	edit   delete
<input checked="" type="checkbox"/>	Jenny Jones jenny@fakeemail.com	edit   delete

## Communicating with Teachers & Administrators

Stay in touch with your account administrator and fellow teachers by using the messaging system within your StudentLifeBibleStudy account. (Note: Administrators have the option to email teachers. Emails from your administrator will be sent to the email address on file for your account and will appear in your personal email inbox.)

### Messaging

1. Click on View Messages in the Your Account & Help section of the manager
2. Select the administrator, teacher, teachers or calendar from the list
3. Enter a subject, create a message, and click Send

### Viewing Messages

1. Click View Messages link in the Your account information & Help section
2. The newest message(s) will be listed at the top

studentlifebiblestudy  
Life Changes. God's Word Endures.

Hello George  
[My Account](#) | [Logout](#)  
[Help](#) | 1-888-811-9934  
[View Messages \(1\)](#)

## Idea Exchange

The Idea Exchange is a place for you to share your ideas for each lesson. This is an opportunity for you and your teachers to not only give feedback to our staff, but to also give feedback to other StudentLifeBibleStudy users. (Note: the email address associated with the account will be attached to the Idea Exchange post you create unless you have reset your username. See the Change your Username instructions under Managing your Administrator Account to update your username.)

1. Click on a lesson from your account
2. Click Idea Exchange on the left sidebar
3. Topics will be listed for you to preview and reply – click the topic title view and reply

**THE CHURCH FOUNDERS**

New Topic Mark All Read

Topic	Replies	Views	Created	Last reply
Service Project	0	0	by Username 52 sec ago	n/a

4. Click New Topic to create a new post for a lesson
5. Create a subject and enter your idea
6. Click Save
7. Once saved, enter a rating for the lesson

## SERVICE PROJECT

View Edit Dev load Dev render

Post Reply No replies

Mon, 05/25/2009 - 12:41pm

Username We did a service project with our students to help them understand the ideas from the lesson. It was a great way for them to put into practice what they are learning!

Online

Joined: 05/04/2009

**Average**  
★★★★☆  
Your rating: 4 Average: 4 (1 vote)

Top Reply

## Managing Your Teacher Account

### Forgot your Password?

If you forget your password, go to the main login page and click Request New Password

1. Enter the email address associated with your account
2. Instructions for resetting your password will be emailed
3. In the email is a link for a one-time login. Once logged in, you will be prompted to change your password.

### Changing your Password

Once you are logged into your account:

1. Click My Account in the upper right corner
2. Click the Edit Profile tab
3. Enter the new password twice
4. Click Save

### Forgot your username?

Call 888-811-9934 and speak with a Student Life Connection Team Member.

### Change your Username

You can log into your account using your email address or username once your username has been changed. Your username will default to the email address associated with your account unless you specify otherwise during the ordering process. Once you are logged into your account you can change your username.

1. Click My Account in the upper right corner
2. Click the Edit Profile tab
3. Enter a new Username
4. Click Save

**NOTE:** If you post content in the Community Groups and/or Idea Exchange your username will be displayed. You should decide if you want your username to be your email address or something else.