

Creating an Account and Purchasing Courses

1. Beginning at understandingthetimes.com in a *Google Chrome Browser*, navigate to the “Order” page using the menu at the top of the page.
2. **On the order page**, select the version you will need:
 - School/Co-op** for 3+ Students, 1+ Teacher, and perhaps multiple course sections.
 - Homeschool** for 1-3 Students, 1 Teacher, and a single course section.

Order SummitU Courses



For the Homeschool Version, you will be sent directly to the homeschool account creation page. Just fill out all details requested (which will include credit card payment) and submit. **You will receive an email with your login credentials and information on how to get started. The homeschool setup process is complete!**

- a. **For the School/Co-op Version**, you will be asked whether you have a current account to log in to. *If your school has ever used a SummitU Course, there is a school account on file and you must not create another one. If your school has an account but you are unsure which email address it is under, please reach out with school name, zip code, and phone number to utt@summit.org.*
3. If you selected the School/Co-op option, you will be directed to the following set of options:

Order: School and Co-op

Please ensure that you are using a **Google Chrome Browser** before proceeding.



- a. **Create New Administrative Account**, you will be directed to fill out the account creation page:

The screenshot shows a form for creating a new administrative account. It is divided into three main sections:

- School Information:** Includes fields for School Name, Primary Phone, Country (a dropdown menu currently showing 'United States'), Address Line 1, Address Line 2, City, State (a dropdown menu currently showing '-- Select --'), and Zip Code. There is a checkbox labeled 'School is a Co-op' next to the School Name field.
- Account Admin Information:** Includes fields for First Name, Last Name, Phone #, and Email / Username.
- Account Admin Password:** Includes a Password field and a 'Create Account' button with a checkmark icon.

- b. **Log into existing Administrative Account**, you will be directed to the login page to enter your Administrative Username and password. If you cannot recall your login credentials, click the “?” button to have details sent to the email address associated with the account.

The screenshot shows the 'School Admin Portal' login page. At the top, there is a logo with the letter 'S' and the text 'School Admin Portal'. Below the logo, it says 'Purchase courses; manage teachers and users'. There are two input fields: 'Username' and 'Password'. The 'Password' field has a question mark icon to its right. At the bottom, there are two buttons: 'Create New Account' and a blue 'Login' button with a lock icon.

4. After completing the account set-up, or logging in to your account, you will be directed to the administrative portal landing page:

The screenshot shows the 'SummitU Administration Portal' landing page. At the top, there is a blue header with the text 'SummitU Administration Portal'. Below the header, there is a light blue box containing the following text:

Getting started is quick and easy! Here's what you need to do:

1. [Purchase course\(s\)](#) using the "Course Management" button below
2. [Create course sections](#) using the "Course Management" button below
3. [Add your teacher\(s\)](#) using the "Teacher Management" button below
4. [Add your students](#) using the "Student Management" button below

Pro Tip: You can select navigate to any section using the menu button on the left. A full walk through of the account set up process can be found in the tutorials section at <https://UnderstandingTheTimes.com/tutorials/>.

If you need more assistance, visit <https://UnderstandingTheTimes.com/help/>

- Click on **Purchase Courses** (or “Menu” → “Courses”) to select the courses, licenses and books you wish to order.
- Click on **Add to Cart** beside the course of your choice (you may select other courses in a moment!)

| Purchase Course Subscription(s) | | | | | |
|-----------------------------------|----------|----------|---------|-----------------|----------------------|
| Course: | Teacher: | Student: | Book: | License Period: | |
| Understanding the Culture 2017-18 | \$99.95 | \$29.95 | \$19.95 | 350 Days | + Add to Cart |
| Understanding the Faith 2017-18 | \$99.95 | \$29.95 | \$19.95 | 350 Days | + Add to Cart |
| Understanding the Times 2017-18 | \$99.95 | \$29.95 | \$19.95 | 350 Days | + Add to Cart |

- Fill in the quantity and start date fields for your first course:

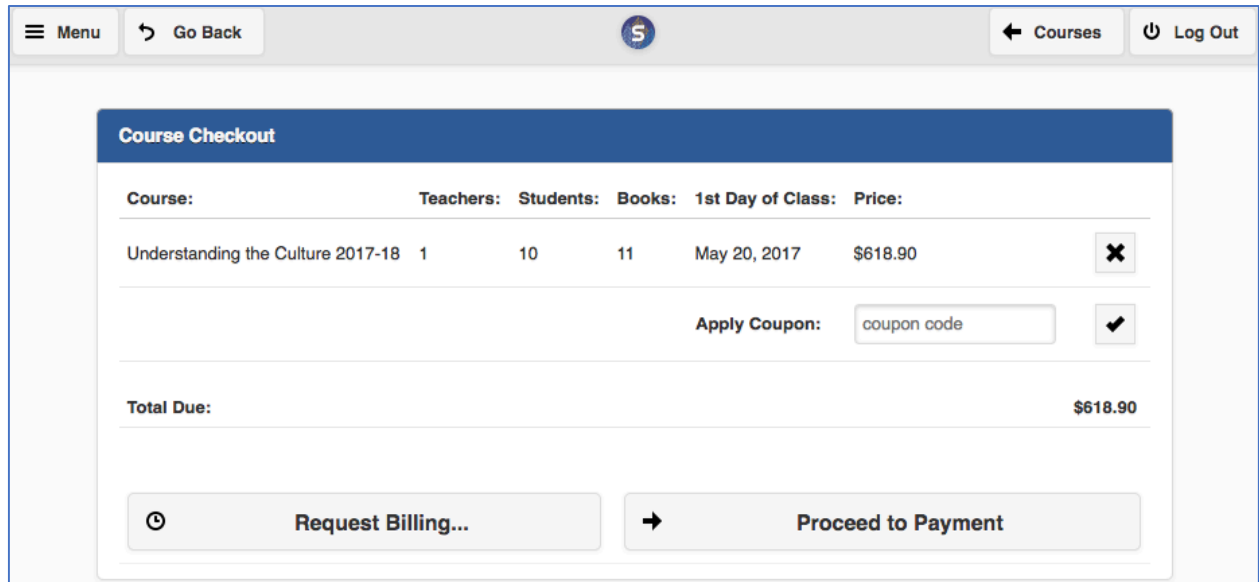
Understanding the Culture 2017-18

| | | |
|--|---|----------|
| # of Teachers \$99.95 / Teacher | 1 ▼ | \$99.95 |
| # of Students \$29.95 / Student | 10 ▼ | \$299.50 |
| # of Books \$19.95 / Book | 11 | \$219.45 |
| 1st Day of Class | Saturday May 20, 2017 | |
| | <small>* Teachers & Admins can immediately access the course * Students must wait until the "1st Day of Class"</small> | |
| Course Expiration (350 Day License) | Friday May 4, 2018 | |

✕ Cancel
🛒 Save to Cart

Total: \$618.90

8. Click “Save to Cart” and you will be directed to the check-out page. If you would like to add another course to your cart, simply click the “Courses” button in the upper right hand corner.



9. If you have a coupon code you wish to apply to your order, ***it must be entered on this page and prior to checkout. No coupon will be honored retroactively. Once the order is submitted, cost is final.***
10. To check out, select one of the options at the bottom of your checkout screen:
 - a. **Request Billing:** This option will allow qualified schools to have their order invoiced at Net30. Approval for your order will take 1-3 business days, so if you are on a timetable, please do not select this option.
 - b. **Proceed to Payment:** This option will gather your card details and process payment immediately.

Creating Sections, Granting Access to Teachers, Adding Students

The following steps *are* required in order to course grant access to either teacher or student.

11. **Create Course Sections:** After your payment has been processed or your billing request has been approved, your courses will appear in a “Licensed Courses” list at the top of the course management screen. Click “Sections” beside any course to create the course sections to which teacher and students will be assigned.

| Licensed Courses | | | | | |
|-----------------------------------|-----------|-----------|--------|-------------|----------|
| Course: | Teachers: | Students: | Books: | Start Date: | |
| Understanding the Culture 2017-18 | 6/10 | 1/10 | 0 | May 1, 2017 | Sections |
| Understanding the Faith 2016-17 | 6/30 | 6/30 | 0 | Jul 1, 2016 | Sections |
| Understanding the Faith 2017-18 | 6/10 | 1/10 | 0 | May 1, 2017 | Sections |

Click “Add New Course Section” and fill out the form with all required details. When finished, click “Create New Course Section” to save.

Please pick the syllabus which most closely matches your school calendar.

Options include 1-5 days per week and 1 or 2 semesters. While the teacher is free to adjust the syllabus, the amount of editing required will be much less if an appropriate syllabus is selected.

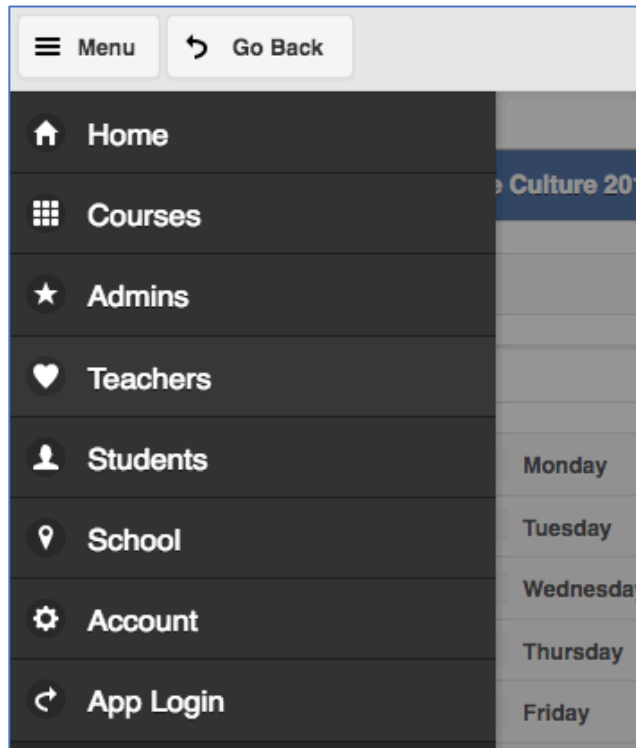
Once created, your sections will appear in the Course Sections list. You may create as many sections as are needed for your school and, for a limited time, may adjust which syllabus is assigned to each course section.

The screenshot shows a web form titled "Sections: Understanding the Culture 2017-18" with a sub-header "Add New Course Section". The form contains the following fields:



- Section Name:** A text input field with a red asterisk indicating it is required.
- Class Day(s):** A list of days from Monday to Sunday, each with a checkbox.
- Start Date:** A date picker field with a red asterisk and a calendar icon.
- End Date:** A date picker field with a red asterisk and a calendar icon.
- Syllabus:** A dropdown menu with a red asterisk and a downward arrow icon, currently showing "-- Select --".

At the bottom of the form is a dark button with a checkmark icon and the text "Create New Course Section".

12. Add Teachers: After creating your course sections, click on the menu button in the upper left and select “Teachers”.





- a. Click “Add New Teacher”, fill out the appropriate information, and save by clicking “Add This Teacher”. All teachers will appear below in the Teacher List section.

| Name: | Assigned Course Section(s): | Activate / Email / Edit: |
|-----------|-----------------------------|---|
| Joe Smith | - Select - | <input checked="" type="checkbox"/>   |

- b. Select the appropriate course sections.
c. Ensure the “Activate” check mark is green (active).
d. Click on the “Email” envelope to send login credentials to the teacher.

13. Add your students. From the menu, select “Students”.

- a. Add each new student *or* click “Import Students” and download a CSV Template for a group upload.

| Name: | Assigned Course Section(s): | Activate / Email / Edit: |
|--------------|--|---|
| Joey Student | Section 1, 4-Day Course, Section 1.. 5 | <input checked="" type="checkbox"/>   |

- b. Add each student to the appropriate course section(s).
c. Ensure the “Activate” check mark is green (active).
d. Click on the “Email” envelope to send login credentials to the student.

Congratulations! Your administrative set-up is complete!