



Teacher Training Manual

The Bible Study Manager is the “control room” of LifeBibleStudy. 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.

Table of Contents

Getting Started	
Logging In	1
Bible Study Manager Home Page	1
Managing Your Church Account	
Viewing and Printing Lessons	2
Parent Page	4
Communicating with Teachers	5
Idea Exchange	5
Managing Your Teacher Account	
Forgot your Password	6
Changing your Password	6
Forgot your Username	6
Changing your Username	6

Getting Started

Logging-in

You will receive an email from LifeBibleStudy 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 LifeBibleStudy 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.

MANAGE CALENDAR

View My Calendars
Add New Calendar

MANAGE TEACHERS

View Account Teachers
Add New Teacher
Email Teachers




CONNECT

COMING SOON:
Community Groups
Facebook

MESSAGING

View Messages
New Message
Sent Messages

▲ HIDE

STUDY	CALENDAR	UPCOMING LESSON	TEACH DATE	LESSON OPTIONS
	Koinonia	Christ's Unstoppable Movement: What is the Church?	Sun, Jul 19	<input type="button" value="print"/> <input type="button" value="calendar"/> <input type="button" value="teachers"/>
	Baker ABS	Finding Salvation in Christ: Discovering Christ's Identity	Sun, Jul 26	<input type="button" value="print"/> <input type="button" value="calendar"/> <input type="button" value="teachers"/>
	Smith Group	Developing Christ-Like Character	Thu, Jul 16	<input type="button" value="print"/> <input type="button" value="calendar"/> <input type="button" value="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.

CLOSE TO THE BROKENHEARTED

Teach date: 7/16/09 ◀ Previous | Next Lesson ▶

Lesson Overview

Biblical Commentary

Teaching Plan

Edit

Track

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
- College Age* – lesson components designed for college age adults
- Young Singles* – lesson components designed for young single adults
- Single Adults* – lesson components designed for single adults
- Nearly Weds / Newly Weds* – lesson components designed for nearly and newly wedded adults
- Young Married Adults* – lesson components designed for young married couples
- Parents of Children* – lesson components designed for parents with young children
- Parents of Teenagers* – lesson components designed for parents with teenagers
- Empty Nesters* – lesson components designed for empty nesters
- Senior Adults* – lesson components designed for senior adults
- 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 Download Teaching Plan and a PDF will be saved on your computer

FINDING SALVATION IN CHRIST: DISCOVERING CHRIST'S IDENTITY Next Lesson ▶
Teach date: 8/16/09

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)

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

FINDING SALVATION IN CHRIST: DISCOVERING CHRIST'S IDENTITY Next Lesson ▶
Teach date: 8/16/09

CUSTOMIZE YOUR PRINTABLE LESSON IN 2 EASY STEPS. Back to Lesson

1. Select a Teaching Plan
College Age
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)

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

Lesson Overview	
Print Resources	Print Options
Biblical Passage	<input checked="" type="checkbox"/> Full Description
Supporting Passage	<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

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 Download 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 Download 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 and click Get Adobe Reader for a FREE download.

Family Devotion Page

The family devotion page is a great way to keep parents involved throughout the year. The Family Devotion 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 Family Devotion 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

ADD NEW PARENT

Name *
John Smith

Email *
john@abc.com

Save Cancel

Sending the Family Devotion

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

Sending the Family Devotion 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

KOINONIA

Calendar Parents Edit

Add New Parent

This Week's Family Devotion For Koinonia: [Preview](#)

If you would like to use your own email system copy and paste this URL into your message each week.
<http://lessons.lifebiblestudy.com/parent-page/3eb761742010d09d336e0606240aa1f1>

Manage Parents

- Select an Action - Submit

- Select an Action -
 Remove Parent
 Send Family Devotion Email

	Email	Edit
<input checked="" type="checkbox"/> John Smith	john@abc.com	Edit
<input checked="" type="checkbox"/> Kevin Jones	kevinj@abc.com	Edit
<input checked="" type="checkbox"/> Sally Williams	sally@abc.com	Edit

Communicating with Teachers & Administrators

Stay in touch with your account administrator and fellow teachers by using the messaging system within your LifeBibleStudy 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



life Bible Study

Hello Clint
 My Account | Logout
 Help | 1-877-265-1605
 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 LifeBibleStudy 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

SHARING HIS GLORY

New Topic Mark All Read

Topic	Replies	Views	Created	Last reply
neighborhood outreach	0	0	by Clint 58 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

NEIGHBORHOOD OUTREACH

View
Edit

Post Reply
No replies

Wed, 07/15/2009 - 3:24pm

Clint

Online

Our class adopted a community down the street from our church to put this lesson into practice. We put on a huge block party and provided all the food, games, and entertainment.

Joined: 07/14/2009

Average

★★★★★

Your rating: 5 Average: 5 (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 877-265-1605 and speak with a LifeBibleStudy 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.