

Echoes of Faith[®]

EMMAUS EDITION

AN ADMINISTRATOR'S GUIDE *to setting up users*



a Kendall Hunt Company

ACCESS ECHOES OF FAITH EMMAUS

To access Echoes of Faith Emmaus online, login to your Flourish account.

You should have received an email with your login credentials that include a username, password and pin.

RCLBenziger
a Kendall Hunt Company

Flourish

LIVE HELP
offline

Support Request Trial

Already a member? Log in here.
[Forgot password?](#)

Username

Password

PIN #

**REQUEST
FREE
SAMPLES**

**Your Partner
on the
Formative
Journey**

VISION
Through innovative, engaging,
and effective resources, RCL
Benziger assists Catholic
dioceses, parishes, schools,
individuals, and families
throughout the world to
evangelize and form disciples
of Jesus Christ.

WELCOME TO RCL BENZIGER!

RCL Benziger is excited to offer a new way to access digital resources through our Flourish platform.

One of the key benefits of purchasing from RCL Benziger is all the online resources that accompany and support teachers, catechists, families, and students. Our resources expand learning opportunities and increase flexibility for all users, engaging students and families in catechesis and helping them better understand the Gospel message.

Extend learning and gain a deeper knowledge of our Catholic faith through eBooks, eAssessments, online chapter reviews, faith resources for engaging Catholic families, liturgical music, downloadable readings, prayers, classroom activities, saints bios, lectionary resources, and much more.

If you have questions, please email flourish@rclbenziger.com.

ABOUT US | CONTACT US | TECHNICAL SUPPORT | TERMS & CONDITIONS | PRIVACY POLICY

Facebook Twitter

1

Go to FlourishRCLB.com

Use your login credentials:
username
password
pin

ADMINISTRATOR TOOLS

After you click on the Admin Home link, you will see an Administrative Tools page.

From this Administrative Tools page you can manage diocese information, classes, teachers, and students.



2

Click on Admin Home



DIOCESE INFORMATION

You can update and edit the Diocese Information by clicking on the Edit Diocese Info link.

This will open a new window where you can make your changes.

Click on Update Diocese when complete.

RCLBenziger
a Kendall Hunt Company

Flourish

Welcome, Products Admin Home Edit User Info Technical Support Request Trial Log Out

Administrative Tools

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

Diocese Administrator Menu

Diocese Actions	School Actions
View Licenses	Manage Schools
Edit Diocese Info	Manage School Admins
Manage Diocese Admins	

School Administrator Menu

User Actions	School Actions
Manage Teachers	Manage Classes
Delete Student Accounts	Edit School Info

Teacher Menu

User Actions	Class Actions
Add Student Accounts	Manage Class Roster
	Customize Class Homepage

ABOUT US | CONTACT US | TECHNICAL SUPPORT | TERMS & CONDITIONS | PRIVACY POLICY

You are able to edit Diocese Admin by clicking here

Click on Edit Diocese Info to open and edit the Diocese information

Edit Diocese Info

To make changes to your diocese, please fill out the following form.

Edit the information below about the selected diocese. Fields denoted with * are required.

Benzigler: Regular (Flourish) SDA (ByDesign) RCL

Customer Numbers (Separate with Commas)

Diocese Name

Diocese PIN #

Phone

Address *

Address 2

City / Town *

Country *

State / Province / Region *

ZIP / Postal Code *

LTI Consumer Key

LTI Shared Secret

Update Diocese

CLASS/COURSE INFORMATION

You can manage classes/courses by clicking on the Manage Classes link.

This will open a new window where you can make your changes.

Click on Add Class when complete.

The screenshot shows the top navigation bar with 'RCLBenziger a Kendall Hunt Company' and 'Flourish' logos. Below is a green navigation bar with links: 'Welcome', 'Products', 'Admin Home', 'Edit User Info', 'Technical Support', 'Request Trial', and 'Log Out'. The main content area is titled 'Administrative Tools' and contains a message: 'Please view our [Administration Tutorial](#) and our [CAS assessment tool tutorial](#).' Below this are three menu sections: 'Diocese Administrator Menu', 'School Administrator Menu', and 'Teacher Menu'. In the 'School Administrator Menu', the 'Manage Classes' link is highlighted with a blue circle and a line pointing to a callout box. The footer contains links: 'ABOUT US | CONTACT US | TECHNICAL SUPPORT | TERMS & CONDITIONS | PRIVACY POLICY'.

Click on Manage Classes to open and edit class/course information

The 'Manage Classes' form is titled 'Add New Class to School: Select...'. It includes instructions: '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.' The form fields are: 'Teacher's School *' (dropdown), 'Primary Teacher *' (dropdown), 'Class Period *' (text input), 'Grade Level *' (dropdown), 'Products Available * ?' (checkbox list), 'Licenses will be used during the following date range' section with 'Begin Date * ?' (text input), 'End Date * ?' (text input), and 'Class Name *' (text input). An 'Add Class' button is at the bottom.

TEACHER/CATECHIST INFORMATION

You can manage catechists by clicking on the Manage Teachers link.

This will open a new window where you can make your changes.

Click on Add Teacher when complete.

The screenshot shows the RCLBenziger Flourish administrative interface. At the top, there are logos for RCLBenziger (a Kendall Hunt Company) and Flourish. A navigation bar includes links for Welcome, Products, Admin Home, Edit User Info, Technical Support, Request Trial, and Log Out. Below this is a section titled "Administrative Tools" with a link to view an Administration Tutorial and a CAS assessment tool tutorial. The interface is divided into three main menu sections: Diocese Administrator Menu, School Administrator Menu, and Teacher Menu. The "Manage Teachers" link in the School Administrator Menu is highlighted with a blue circle and a blue arrow pointing to a callout box. At the bottom of the page, there are links for ABOUT US, CONTACT US, TECHNICAL SUPPORT, TERMS & CONDITIONS, and PRIVACY POLICY.

Click on Manage Teachers to open and edit catechist information

The "Manage Teachers" form is titled "Add New Teacher for:" and includes a note: "Fill out the following information to add a teacher. Fields denoted with * are required. Note: If you are already an administrator, do not add a second account as a teacher. You can be assigned as a teacher with your existing account." The form contains the following fields: School (dropdown menu), Teacher First Name (text input), Teacher Last Name (text input), Teacher Email (text input), Teacher Phone (text input), Office Location (text input), Username (text input, pre-filled with "mfreckler"), Password (password input), and Confirm Password (password input). An "Add Teacher" button is located at the bottom right of the form.

STUDENT/LEARNER INFORMATION

You can manage students/learners by clicking on the Add Student Accounts link.

This will open a new window where you can make your changes.

Click on Add Student when complete.

The screenshot shows the Flourish administrative interface. At the top, there are logos for RCLBenziger (a Kendall Hunt Company) and Flourish. A navigation bar includes links for Welcome, Products, Admin Home, Edit User Info, Technical Support, Request Trial, and Log Out. Below this is a section titled 'Administrative Tools' with a link to view an Administration Tutorial and a CAS assessment tool tutorial. The interface is divided into three main menu sections: Diocese Administrator Menu, School Administrator Menu, and Teacher Menu. The Teacher Menu is expanded, showing 'Add Student Accounts' as a link. A blue callout box points to this link, stating 'Click on Add Student Accounts to open and edit student/learner information'. Another blue callout box points to the 'Delete Student Accounts' link in the School Administrator Menu, stating 'You are able to delete a student by clicking here'. At the bottom of the page, there are links for ABOUT US, CONTACT US, TECHNICAL SUPPORT, TERMS & CONDITIONS, and PRIVACY POLICY.

You are able to delete a student by clicking here

Click on Add Student Accounts to open and edit student/learner information

The screenshot shows the 'Add New Student Accounts' form. It is titled 'Add New Student Accounts' and has a sub-section 'Single Add New Student User Accounts'. Below this, it says 'Fill out the following information to create a single student account. Fields denoted with * are required.' The form contains several input fields: School (a dropdown menu), Class (a dropdown menu with 'Add to School Only (No Class)' selected), Student ID, Student Email (pre-filled with 'mfreckler'), Password (with a strength indicator), Student First Name, Student Last Name, Username, and Confirm Password. There is an 'Add Student' button at the bottom right of the form.