

Overview of User Accounts

HearBuilder® Online has five different types of user accounts. Each account differs in functionality based on the subscription level. Access any account at my.hearbuilder.com.



District

- Provides online access to all of the *HearBuilder*® programs for an unlimited number of schools, teachers, and students.
- Generates reports using customizable demographic settings.
- Monitors student progress and tracks usage across schools, grades, and subgroups.



School

- Provides online access to all of the *HearBuilder*® programs for an entire school.
- Generates reports using customizable demographic settings.
- Allows the school administrator to enter an unlimited number of teachers.
- Allows the school administrator to enter an unlimited number of students.
- Monitors student progress and tracks usage across grades and subgroups.



Teacher

- Provides online access to all of the *HearBuilder*® programs for one teacher and up to 40 students.
- Allows a teacher to customize settings for each student or create and manage groups to change the program settings for multiple students.
- Monitors student progress and tracks usage.
- Monitors student alerts so a teacher can adjust the program settings when necessary.



Specialist

- Provides online access to all of the *HearBuilder*® programs for one specialist and up to 20 students.
- Allows the specialist to customize settings for each student or create and manage groups to change the program settings for multiple students.
- Monitors student progress and tracks usage.
- Monitors student alerts so a specialist can adjust the program settings when necessary.



Home

- Provides online access to all of the *HearBuilder*® programs for one parent and one student.
- Allows a parent to choose settings levels for each program – *Play All*, *Beginner*, *Intermediate* (only on Auditory Memory), *Advanced*, or *Expert*.
- Monitors student progress and tracks usage.



Teacher/Specialist - Quick Start Guide

Step 1 – You will receive an email from *HearBuilder®* notifying you that your account is active.

Step 2 – Login

- Click on the URL provided in the email (my.hearbuilder.com).
- Enter your email and temporary password provided in the email.
- Click **Login**.
- Agree to the Privacy Policy and Terms of Service (if prompted).
- Change your password and click **Update**.

Step 3 – Add Students

- Click **Students** at the top of the screen.
- Click **Add Students**.
- Enter a student's name and create a user name and password.
- Select the student's grade from the drop-down menu.
- Enter the student's birth date, gender, and demographic information (if required).
- Click **Save** or **Save and Add NEW Student**.

Step 4 – Adjust Program Settings

- Click **Students** at the top of the screen.
- Choose **Program Settings** from the drop-down menu beside a student's name, and click **Go**.
- Select the program.
- Select the level you want for that student – *Play All, Beginner, Intermediate (Auditory Memory only), Advanced, or Expert*. To customize settings for a student, see each *HearBuilder®* manual.
- Click **Save**.

Step 5 – Create Groups and Add Students

- Click **Groups** at the top of the screen.
- Click **Add Group**.
- Enter the group name and a description (optional), and click **Add**.
- Select **Manage Group** from the drop-down menu beside the desired group name, and click **Go**.

- Click **Add Student(s) to this Group**.
- Check the box next to each student you want to add to this group, and click **Add to Group**.

Step 6 – Change a Group's Program Settings

- Click **Groups** at the top of the screen.
- Choose **Program Settings** from the drop-down menu beside a group's name, and click **Go**.
- Select the program you want to change the settings for, and click **Go**.
- Select the level you want for that group – *Play All, Beginner, Intermediate (Auditory Memory only), Advanced, or Expert*. To customize settings for a group of students, see each *HearBuilder®* manual.
- Click **Save**.

WARNING: Saving these group settings will override the unique settings for each student.

Step 7 – Print Student Login Information

- Click **Students** at the top of the screen.
- Click **Print Students**.
- Check the box beside the information you want to print.
- Click **Print Report**.

Step 8 – A. To access the program via a laptop or desktop computer, have the student go to my.hearbuilder.com/student and log in with his/her user name, password, and login code.

B. To access any of the four programs using an iPad®, **first download any of the four FREE apps from the iTunes® store** – *HearBuilder Following Directions, HearBuilder Phonological Awareness, HearBuilder Auditory Memory, and/or HearBuilder Sequencing*. You do not need to download all four programs if your students are only using one at a time. A student will need to open the app and enter his/her user name, password, and login code. **You must be online to access the apps. If using an Android™ tablet, download each app from Google® Play or Amazon® Appstore.**