

Ecoutez Bien subscription

How do I get a subscription for the students in my class?



- 1) Create a free trial account (if you do not have one already)
- 2) Contact Emilie at: contact@ecoutezbien.com to request to be upgraded to a teacher account
- 3) Read and agree to the Registered User Terms and Conditions.
Then fill the School Subscription Form online, stating the number of classes and the total number of students. (Teacher Tools – Order Class Subscription).
- 4) Fill the Students Details Excel document you will receive after filling the order form online. Email addresses of students is required so that the students can reset their own password. If you are re-enrolling students who already have an account, please enter their Ecoutez Bien username in the appropriate column.
- 5) Take the invoice we send you (following the School Subscription form submission) to the appropriate office person at your school.
- 6) Once payment has been processed we will enrol your students based on the information you provided in the Students Details sheet. Each student is allocated a user name and password. Each student is enrolled in a class managed by their teacher (as indicated on the Student Details Excel document). If class lists change, we can move your students into the correct class.
- 7) When you receive your students login names and passwords, distribute them and discuss the Registered User Terms and Conditions with them, as well as the way you'd like your students to use the site. Make sure you explain to them the fact that you can see when they've completed an exercise (day and time), what score they received and their actual answers (it's important for privacy reasons).
- 8) Remember that if a student has a problem with their password, they can reset it themselves or you can change it for them! (go to Teacher Tools – My Students' Password)
- 9) Booklist. If you have opted for the booklist option remember that:
 - a) this means that you are asking an external company to collect the money on your behalf but they may charge you an extra 5 or 10% to do it
 - b) not all students may want to pay that way, some will want to bring you a cheque or cash
 - c) you may still have to collect some money at the beginning of the year before sending us the full payment
 - d) we will only accept payment in one lump sum, not multiple payments
 - e) we do not accept direct payment from the booklist companies. They will send your school the money collected.
 - f) we do not receive student names from the booklist company (for privacy reasons)
 - g) it is your responsibility to ensure that the students who haven't paid bring you their subscription fee before you send it to us.
 - h) In some specific cases we may give your students early access to the site (ie before receiving payment). When you finally pay us, we will need accurate lists of students who have paid. The students who haven't paid will have their account deactivated.