

EDUCATION PROGRAM

Access to Odoo Online with unlimited users and databases! Follow these guidelines to get the best out of Odoo for your courses!

July 2019

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Introduction

Congratulations! You have made the right choice by choosing Odoo for your courses!

In these guidelines, you will learn how to create a database for academic purposes. You can either create a database for each of your students (and have it all under your own Odoo account) or explain to your students how they can create their own database with their account. In the first case scenario, as a teacher, you will have an overview of all your student's databases and be able to monitor their progress on given exercises. In the second scenario, you'll need to ask them to add you as a user/administrator, depending on your needs.

We'd like you to remind you that all edu-databases are valid for 10 months. After 10 months, they are automatically deleted! These can't be saved! However, your personal account will remain active.

This guidelines will guide you through the different processes in order to create your own Odoo account with several databases. This is the example when all your students databases are registered under one main account, which is **yours**.

Just follow the screenshots for details on how to create your first database!

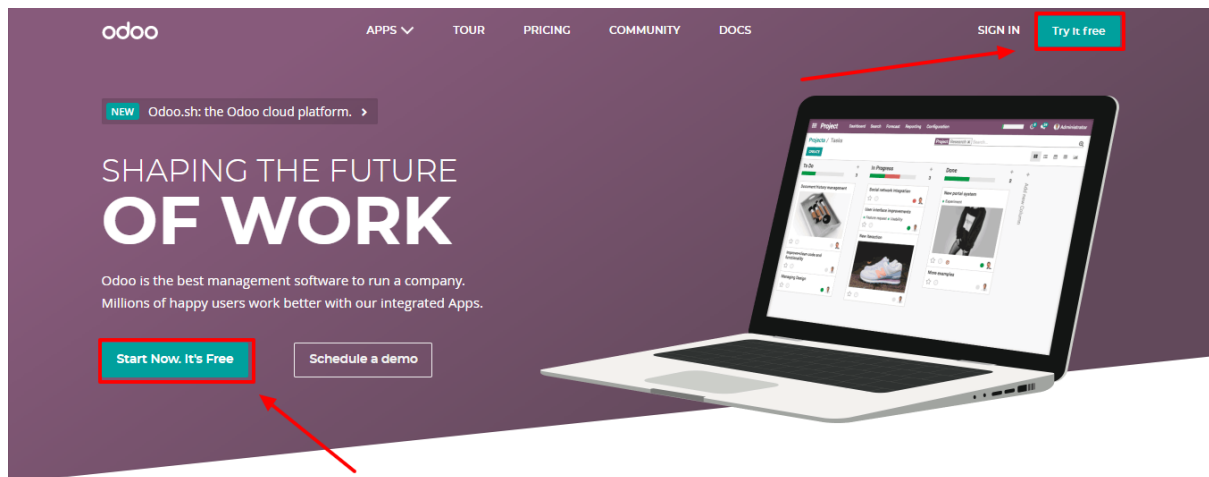
Hope you'll enjoy Odoo!

- The Odoo Team

1. Create your first database

First of all, don't forget that the main account should only be accessible to you. Students and other teachers should not have access.

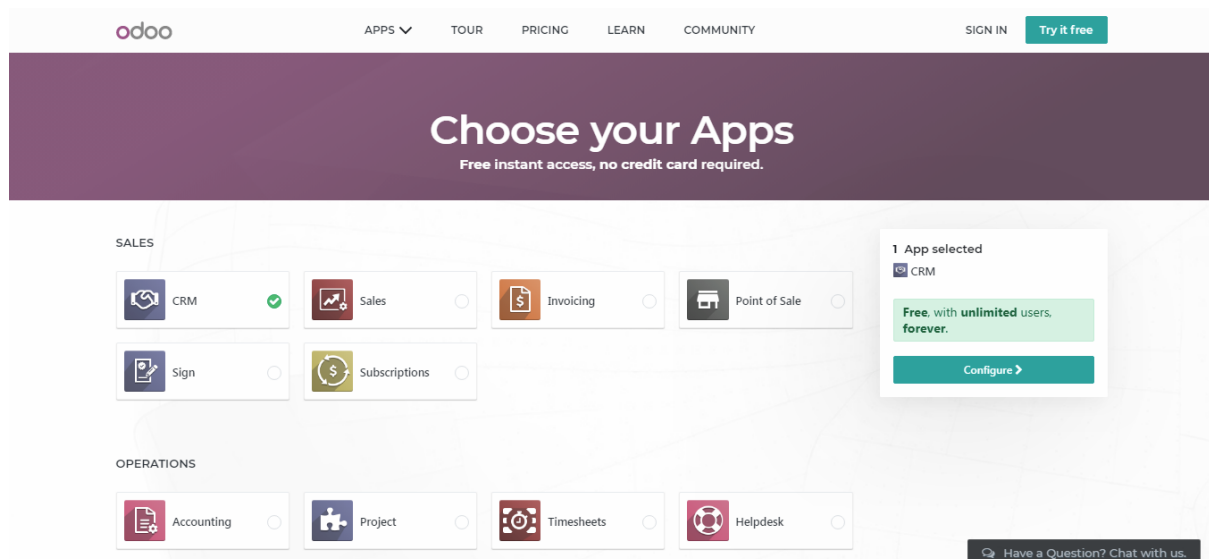
Let's start! Go to www.odoo.com



On the home page, click on "Try it Free" or "Start Now: It's Free".

You'll get to the webpage with all the Odoo apps available on Odoo Online. Click on the first application you need. If you need more than one app, you'll have the possibility to install more afterwards, when the database is activated.

Let's start with Odoo CRM for our example.



Now, this is the part where you create the account.

2. Create the main Odoo account

Fill in your name, email address. These account details are not meant to be shared with other teachers or students. I recommend that you add your own mail address, with your name. On "Company Name field", fill in the name that your database will have (note that this name can't be change!).

To be part of the Education program you have to **start your database name with the prefix "edu-"** (example: "edu-studentname.odoo.com" or "edu-fakecompanyname.odoo.com"). **If you don't use this, you won't have the 10-month validity and unlimited users for the database.**

If you have chosen the Odoo Sales app, a pop-up window will ask you which accounting plan you need: simply choose your country.



Odoo CRM

Instant access.

First and Last Name

Email

Company Name Phone Number

edu-odooschool@odoo.com

Country Language

Company size Primary Interest

[Start Now](#)



Sit tight! We're creating your account.

You will be redirected in a few seconds.

Creating your account

Welcome to Odoo 11 !



It's done! Don't be surprised to see more apps than just the one you chose. Indeed some apps are interdependent to others, like Contacts and CRM. On the other hand, Discuss and Calendar are automatically installed on any database.

In this situation, your database is valid for 4 hours (as a trial). This option is useful if you want to make some tests and see how Odoo behaves in some case scenario, before doing it on your "real" database.

In your inbox (check the spam folder too) you have received an email asking you to "activate your database". To keep your database more than 4 hours, activate it by creating a password. Your database will automatically extend the database validation to 10 months!

Database Confirmation



edu-odooschool.odoo.com has been created!

Please activate your database by clicking the link below.

Any question? [Schedule a call with an expert.](#)

Click to activate your database

Or copy/paste this link in your browser:

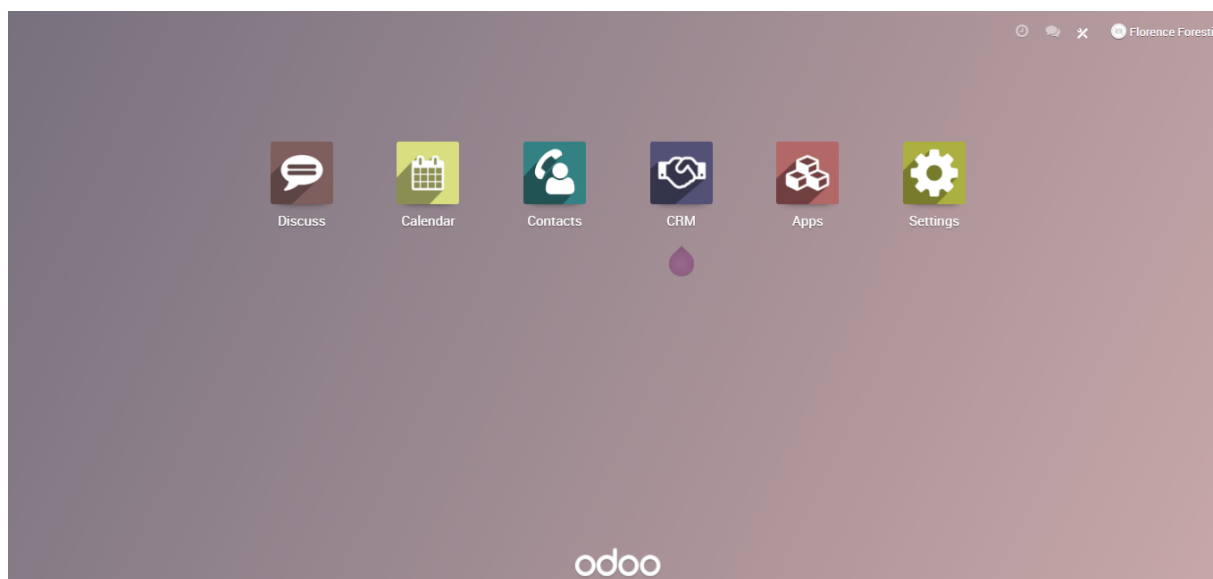
https://accounts.odoo.com/odoo-enterprise/confirm-database/edu-odooschool/1d33d2e0-ea37-42f5-81d9-de971e8717cd?username=Florence+Foresti&country_id=20&email=odoo_school%40mailinator.com

Welcome to Odoo!

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The Odoo Online Team

Now, your account has been created and you have one database valid for 10 months under this account. This is the “home” page, we call it the “App Switcher”.



3. Create more databases with the same Odoo account

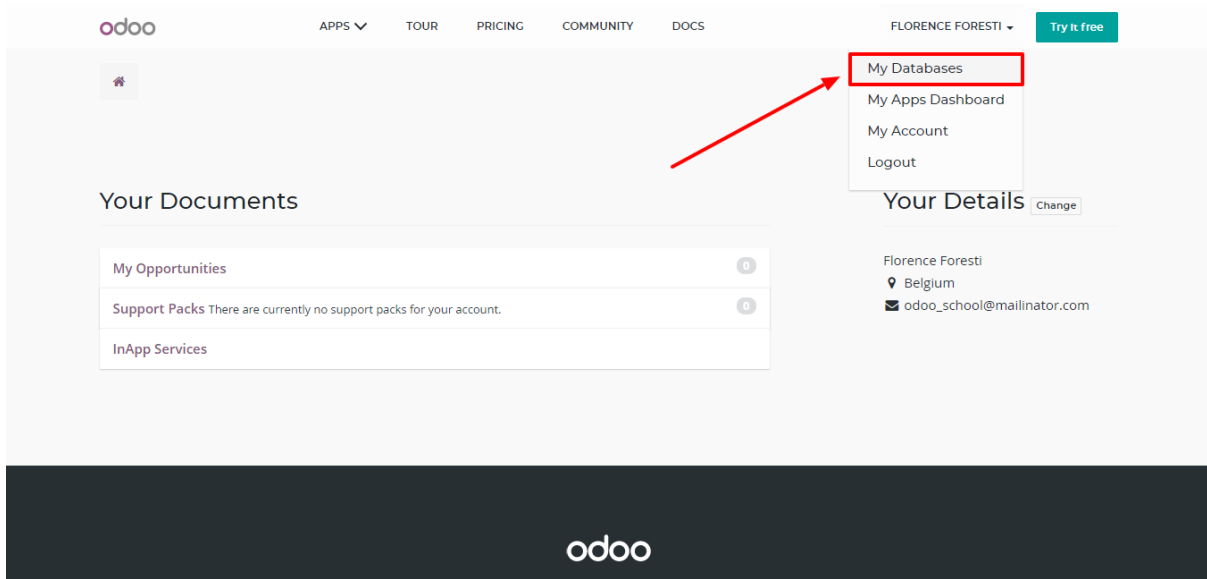
Depending on your school program, you might need one database per student, per class, etc. Creating more databases within your own account will allow you to view all the databases that you've created for the students and keep an eye on those during their apprenticeship.

In your first database, click on your name on the top right corner and choose "My Odoo.com account".

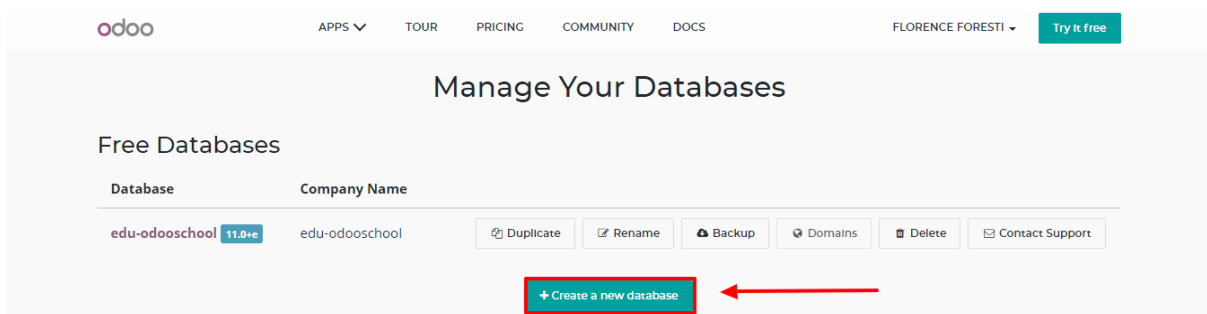
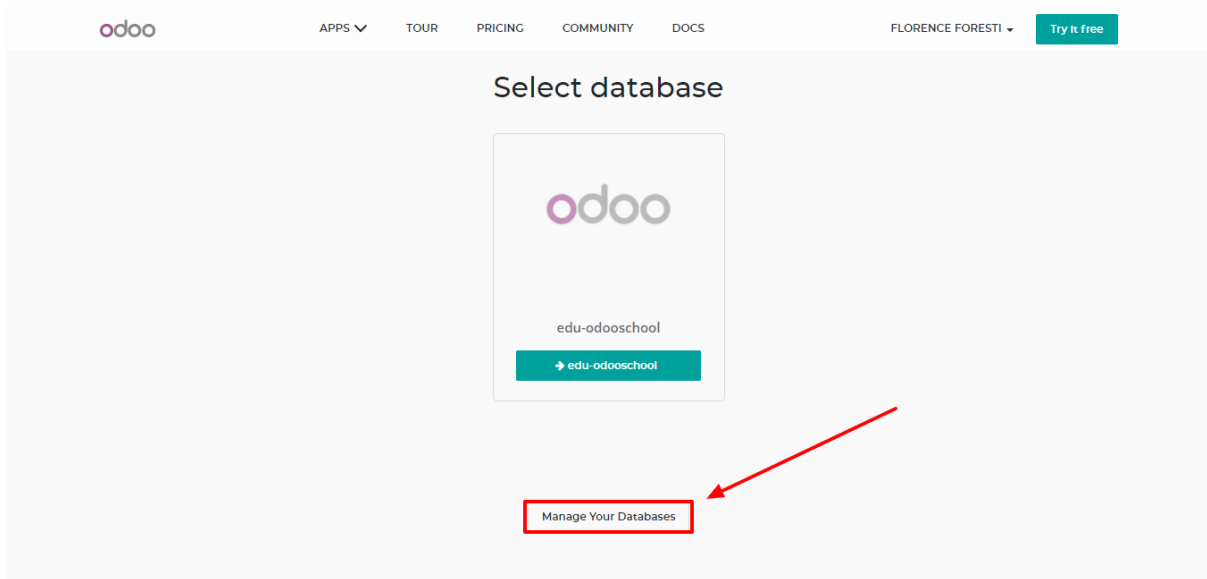


You'll arrive on your Portal.

Select in the drop down menu from your name on the top right corner, the menu My Databases.



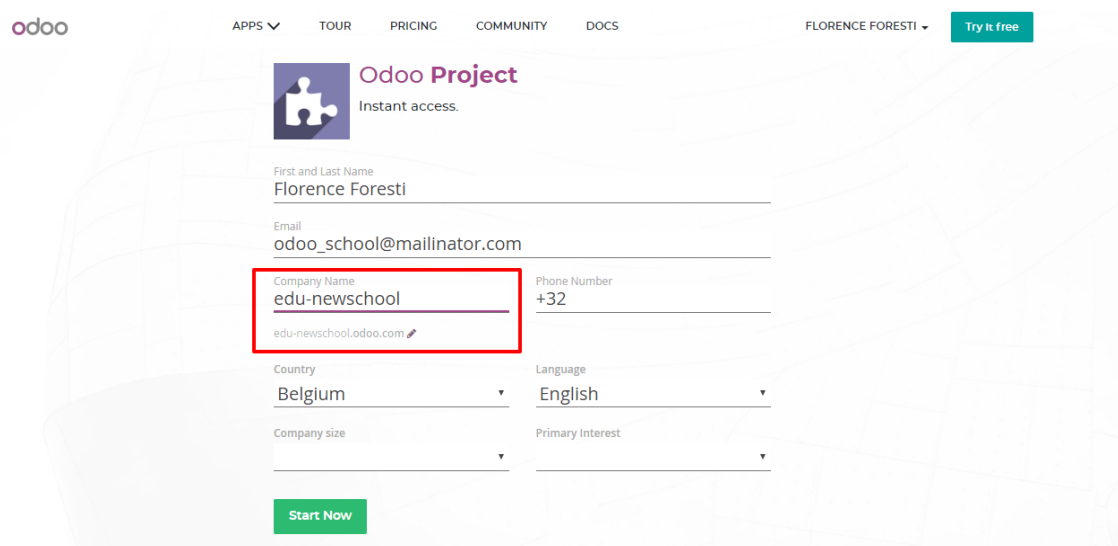
You'll come to the "main menu" of the teacher's account. To create a new database, click on "Manage your Organizations".



On this page, you have a view on all your database existing under your Odoo account. To create a new database, click on "Create a new organization". You'll arrive on the web page with the apps. Choose a first module to start with.

On the subscription, page, you'll see that your name and email address are already filled in.

On the "Company Name", fill up the name of the new database with the prefix "edu-". Otherwise, this database will be in the paid version.



The screenshot shows the Odoo Project creation interface. At the top, there is a navigation bar with 'odoo' logo, 'APPS', 'TOUR', 'PRICING', 'COMMUNITY', 'DOCS', and a user profile 'FLORENCE FORESTI' with a 'Try it free' button. The main content area features a puzzle piece icon and the text 'Odoo Project Instant access.' Below this, there are several input fields: 'First and Last Name' (Florence Foresti), 'Email' (odoo_school@mailinator.com), 'Company Name' (edu-newschool, highlighted with a red box), 'Phone Number' (+32), 'Country' (Belgium), 'Language' (English), 'Company size', and 'Primary Interest'. A green 'Start Now' button is located at the bottom of the form.

4. Share on the Education Platform

The Education platform helps you to easily make your database public and let students create their database from a copy of yours.

This platform is a great alternative for the teachers who want to give their lessons with a pre-set database (demo data). In this case, the teacher can create a database and choose to make it public. As soon as the database is "shared", a copy becomes available on the public platform.

In this situation, “sharing a database”, means creating a copy of it, in the exact state at that moment, and leaving this copy as a template on the platform. This available copy on the platform is not limited by time. This allows teachers to keep their template DB over the years for the next classes.

The student can visit the platform (available on <https://www.odoo.com/odoo-enterprise/template>) and choose the database template and create a new database from it. The students database has to start with "edu-" to benefit from the Education program advantages.


On their side, teachers can keep their original database (still valid for 10 months) and continue to work in it. They can choose to copy/share it again later if they want. (Be careful of duplicates with the previous share of the DB on the platform).


Be aware that any DB shared is public on the platform and so, can be used by any students (or visitors) around the world!


How does it work?

Visit: <https://www.odoo.com/page/education-program>. Make sure you are “Signed in”. Then click on “Publish Your Course”.

Build Courses. Share with Students. Free, Unlimited Access.


Free access
 to Odoo Online


Work on the Cloud
 No servers required, work from your home computer without installing anything.


Unlimited
 Databases, Apps and Users for teaching. Valid 10 months.



Get the full experience with our Scale Up! business game.

Get it for free

How does it work?

1. **Create a database** by clicking on [Try it free](#)
2. **Choose your apps** and configure.
3. **Fill in the form.**
 When setting your Company name, prefix the URL with "edu-".
 (ex: "edu-myschool.odoo.com")
4. Activate your database from the email sent to your inbox.

Useful Links

- [Education Guidelines](#)
 All good tips to start a good on-boarding from the very beginning.
- [E-learning platform](#)
 Meet Amy, she'll explain all the features you need to know through our tutorial videos.

Having some trouble? Contact our [Support team](#).

Get Started

As a teacher

As a student

Build a Course

Create a sample company for your course use case.

Setup a new database

Share

Share your company and training materials with students.

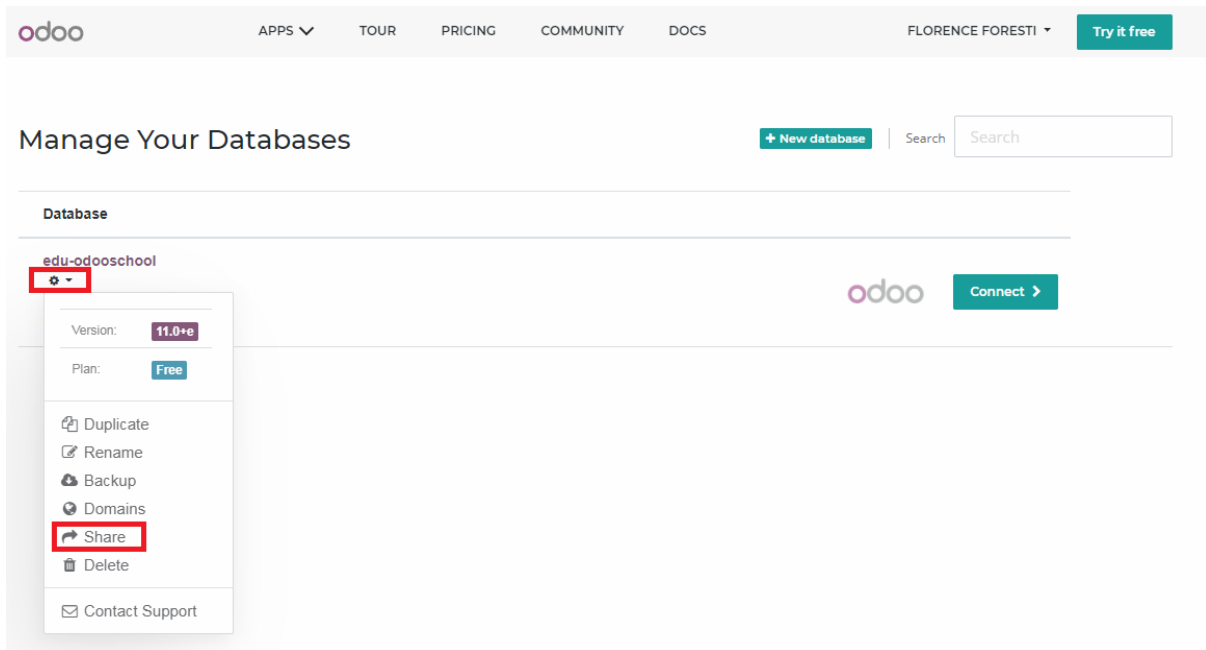
Publish your course

Start now!

Find your teacher's database and get a sample company to practice on.

View courses

You'll arrive on the "Manage Organization" page of your account. But, you'll see that you have an extra button called "Share".



Click on the setting icon next to your database name and choose "Share" to publish your database on the platform. Odoo will ask you to add some information to introduce your database to the visitor who will click on it.

Click on the option "Publish as a Course" to make sure that your DB will appear on the list of the Education platform. Please fill in all the fields, as this will help your students to find your database on the platform. You can add any kind of information you want.

In the "Course description" field, I suggest that you explain which apps need to be installed so that the students have exactly what's needed.

odoo APPS ▼ TOUR PRICING COMMUNITY DOCS FLORENCE FORESTI ▾ Try it free

Business Management - OdooSchool test

Edit Stop sharing

Start now ☺

Install the following Apps: CRM, Project, Accounting.

This full year course cover the basics of the management of a small business, from the customer management to accounting and project management. An introduction to concepts and methods to assist management in the evaluation of the business enterprise and to aid in its planning, organizing, and controlling functions. Topics include cost systems, break-even analysis, flexible budgets, variance analysis, and capital budgeting.

odoo Business University of Brussels (BUB)
Teacher's first and last name

How does this work?

Starting this course will create a duplicate of the original course database, with all the required modules, settings, customers, documents etc. This database is hosted on our SaaS platform, so you don't have to install or configure anything: it will work immediatly. And, your course will be accessible from any computer at the address your defined above.

How long will I be able to access it?

Your course environment will expire 10 months after creation.

And you're done!

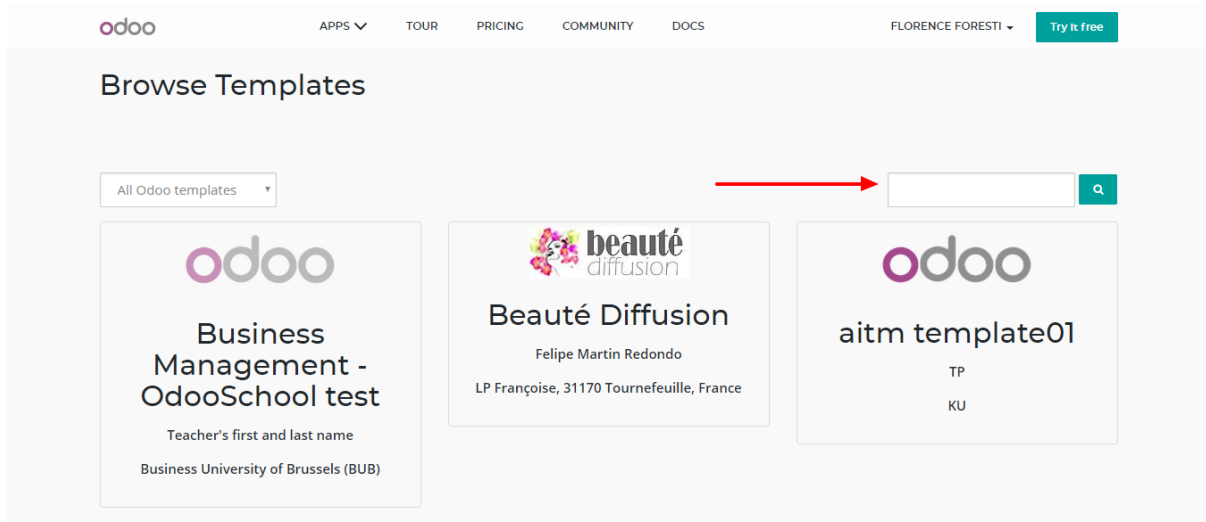
5. Creating a new database from the template on the platform

Ask your students to go on the Education page

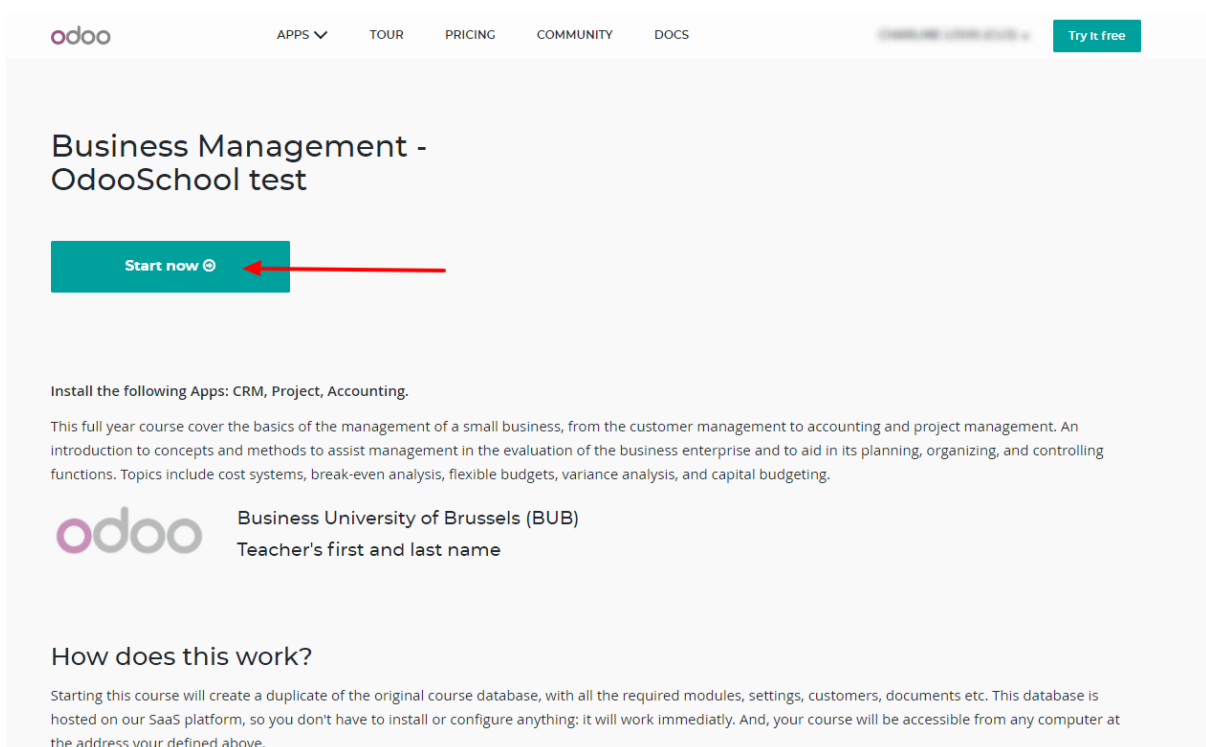
<https://www.odoo.com/page/education-program> and click on the 3rd part "Students" on the "View courses" green button

(<https://www.odoo.com/odoo-enterprise/template?mode=edu>).

They'll get access to the list of all the DB already shared. They can directly make a search on the top right corner in order to find your database.

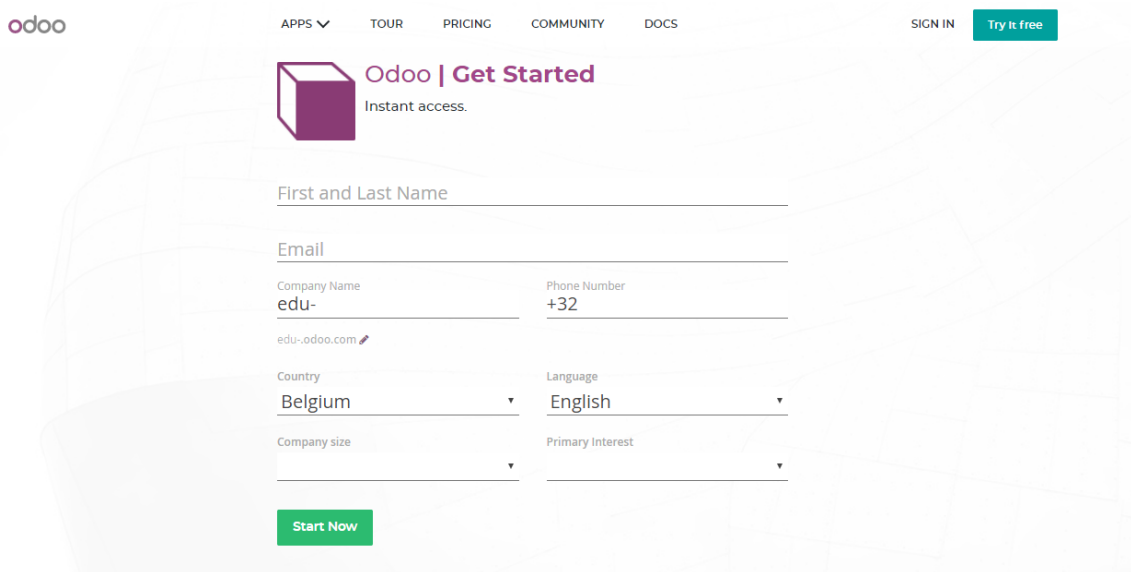


Once on your database's page. They click on Start Now to create their own database with your datas already in.



From here they can create their Odoo account and create a new database from the teachers' DB copy.

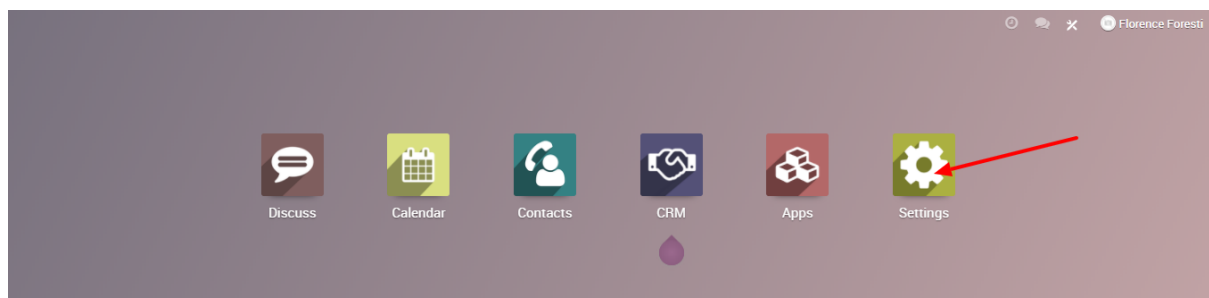
Make sure that the student uses the prefix edu- to benefit from the 10 months validity.



The screenshot shows the Odoo 'Get Started' registration page. At the top left is the Odoo logo. The navigation menu includes 'APPS', 'TOUR', 'PRICING', 'COMMUNITY', and 'DOCS'. On the right, there are 'SIGN IN' and 'Try It free' buttons. The main heading is 'Odoo | Get Started' with a sub-heading 'Instant access.' Below this is a registration form with the following fields: 'First and Last Name', 'Email', 'Company Name' (with 'edu-' entered), 'Phone Number' (with '+32' entered), 'Country' (with 'Belgium' selected), 'Language' (with 'English' selected), 'Company size', and 'Primary Interest'. A green 'Start Now' button is at the bottom of the form.

6. Change the language of your database

On your database's App Switcher, click on the icon "Settings".



Under the "Language" section, click on "Manage Languages"

Settings

Search...

SAVE DISCARD

- + General Settings
- + CRM
- + Sales
- + Accounting

Companies

YourCompany

250 Executive Park Blvd, Suite 3400
94134 - San Francisco
California (US)
United States

[→ Update Info](#)

1 Companies

[→ Manage Companies](#)

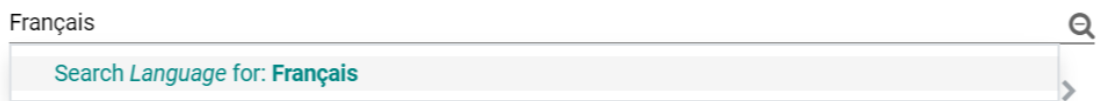
Languages

1 Languages

[→ Manage Languages](#)

Business Documents

On the top right corner, in the search bar, type the language you are looking for.



Choose your language and click on the arrows on the right.

Settings / Languages

Language Français x Search...

CREATE IMPORT

Filters Group By Favorites 1-4/4 < >

<input type="checkbox"/> Name	Locale Code	ISO code	URL Code	Direction	Active	
<input type="checkbox"/> French (BE) / Français (BE)	fr_BE	fr_BE	fr_BE	Left-to-Right	<input type="checkbox"/>	
<input type="checkbox"/> French (CA) / Français (CA)	fr_CA	fr_CA	fr_CA	Left-to-Right	<input type="checkbox"/>	
<input type="checkbox"/> French (CH) / Français (CH)	fr_CH	fr_CH	fr_CH	Left-to-Right	<input type="checkbox"/>	
<input type="checkbox"/> French / Français	fr_FR	fr	fr	Left-to-Right	<input type="checkbox"/>	

Confirm. Click "Load".

Load a Translation x

Language French / Français

Overwrite Existing

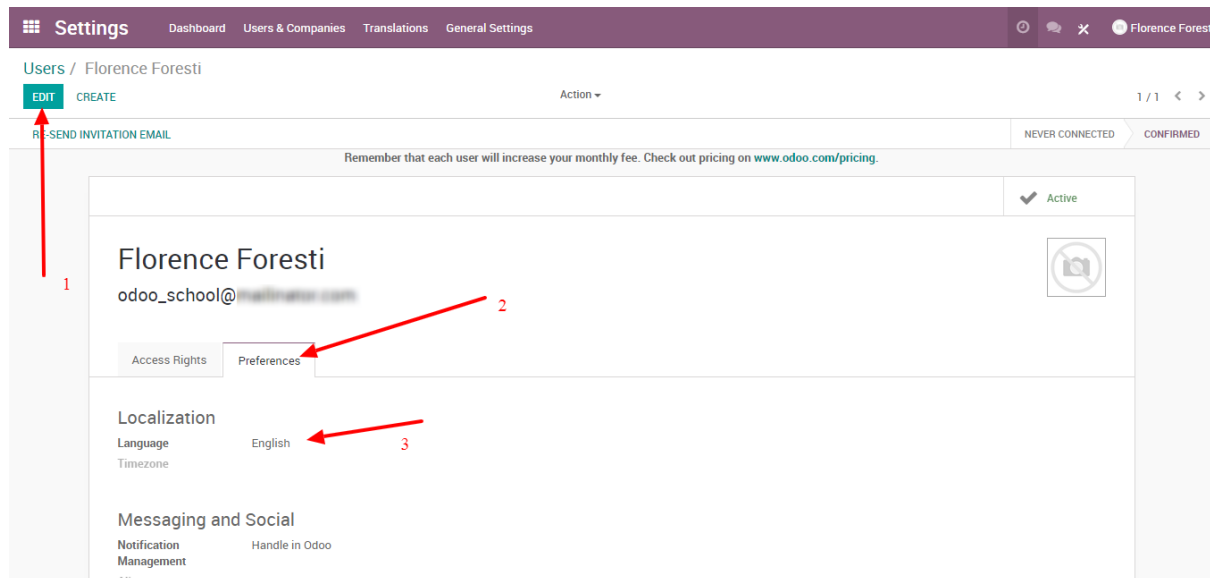
Terms

LOAD

CANCEL

A new window will appear and confirm that the language has been correctly loaded onto your database. Click "Close". Now that you have successfully downloaded the

language, you need to change the language preference of the user. Stay in the "Settings" app and click on "Users & Companies" menu. Choose "Users". Click on the user who needs another language.



Click on the Edit button on the top left. Go on the "Preferences" tab menu of the user document.

Choose the language downloaded next to "Language" and Save. Don't forget to refresh the page to make sure that the new language is loaded.

7. Add users to the database

From your account (Administrator account), choose the database to which you want to add extra users. (<https://accounts.odoo.com/my/databases>)

On the App switcher page, click on "Settings" app. In the top menu "Users & Companies", click on "Users", then click on "Create" on the top left green button.

You'll see a message in explaining that each user added will increase the monthly fee. You can ignore this message as it doesn't apply to you, because you started the DB with "edu-" and activate your DB.

Add the name and the real email address of the user and click "Save". An email will be sent to the user's email address with the link to get into the database.



Dear Sophie,

You have been invited to connect to "edu-odooschool" in order to get access to your documents in Odoo.

To accept the invitation, click on the following link:

Accept invitation to "edu-odooschool"

Best regards,

--

Administrator

Sent by edu-odooschool using Odoo

In order to access the database the new user will come to the page where they will have to sign in or to add a password if they don't have an Odoo account yet.

As soon as it's done, the new user will be entered into the database with the rights that you have given them.

8. Multiply database

Students can join more than one database with their Odoo account. In this situation, they can go to <https://accounts.odoo.com/> and sign in, they'll be able to see all the databases where they have a "role".

Please note that the student will only be the Administrator of a database if YOU have given them these rights when you first created their User in your DB.

9. Download Demo Data

If you want, you have the possibility to download demo data that Odoo has created.

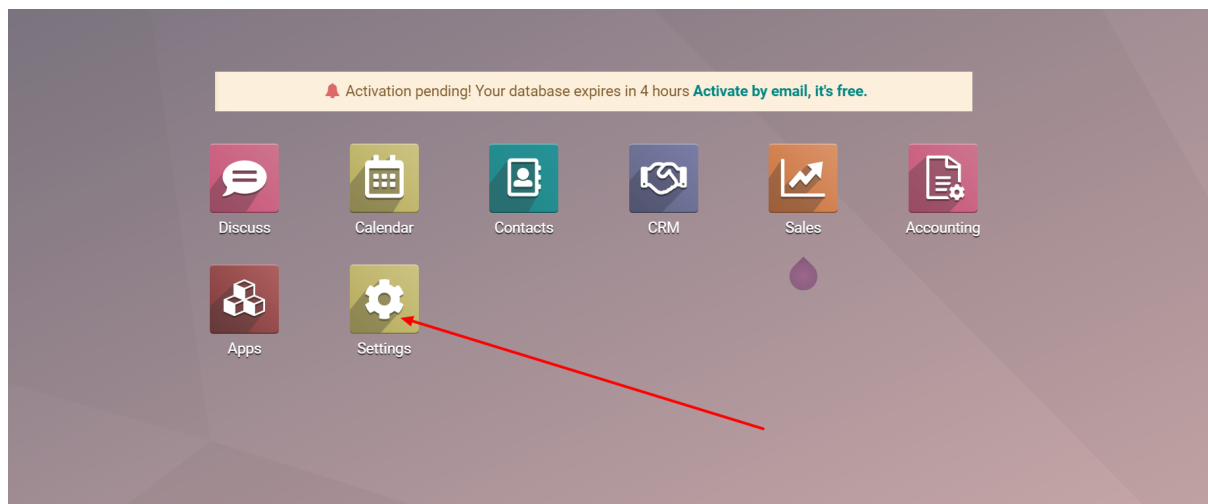
This way, you won't have an empty Odoo environment anymore, but a database with some products, clients, Sales Orders, Invoices, etc... Only the data related to the applications installed in your database, will be added (You won't have extra applications that you don't need if you add the demo data).

This data can be useful if you want to focus more on creating your courses and your business cases, based on the data. This means that anyone, any student who creates a database and download the data, has exactly the same data to start with. Before downloading the demo data, you can have a look at what they look like on: demo.odoo.com

If you already have other data in your database, the demo data will be added to the existing data.

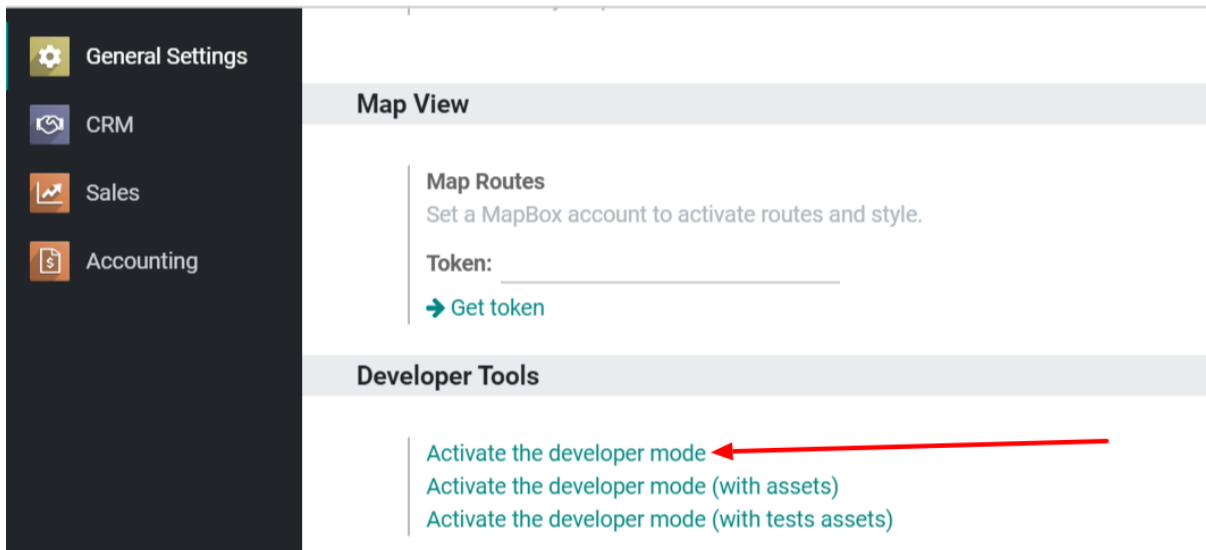
! This action is not reversible ! Once the demo data have been installed, you can't go back to remove them!

Follow these steps to install the demo data;



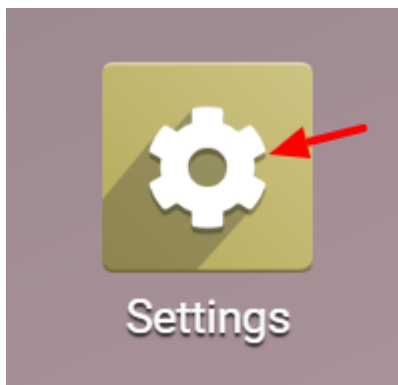
Scroll down the page and click on "Activate the developer mode".

SAVE DISCARD



The screenshot shows the Odoo Settings interface. On the left is a dark sidebar with menu items: General Settings (gear icon), CRM (person icon), Sales (line graph icon), and Accounting (calculator icon). The main content area is titled 'Settings' and has a search bar. Below the search bar are two sections: 'Map View' and 'Developer Tools'. The 'Map View' section contains 'Map Routes' with a description 'Set a MapBox account to activate routes and style.', a 'Token:' input field, and a 'Get token' button. The 'Developer Tools' section contains three links: 'Activate the developer mode', 'Activate the developer mode (with assets)', and 'Activate the developer mode (with tests assets)'. A red arrow points to the first link.

Then, you'll be redirected to the home page. Click again on "Settings"



Scroll down, and you'll see a new option: "Load demo data". Click on it.

SAVE

DISCARD

The screenshot shows the Odoo Settings interface. On the left is a dark sidebar with menu items: General Settings (gear icon), CRM (circular arrows icon), Sales (line graph icon), and Accounting (calculator icon). The main content area is titled 'Settings' and has a search bar. Below the sidebar, there are two sections: 'Map View' and 'Developer Tools'. The 'Map View' section contains 'Map Routes' with a description 'Set a MapBox account to activate routes and style.', a 'Token:' input field, and a 'Get token' button. The 'Developer Tools' section contains four links: 'Activate the developer mode (with assets)', 'Activate the developer mode (with tests assets)', 'Deactivate the developer mode', and 'Load demo data'. A red arrow points to the 'Load demo data' link.

You'll get this pop up window. It's normal, it warns you about the irreversibly of this action. If you're sure that you want the demo data. Click on "Yes, I understand the risks".

The screenshot shows a dialog box titled 'Load demo data' with a close button (x) in the top right corner. The dialog has a red header with a warning triangle icon and the text 'DANGER ZONE'. Below the header, the text reads: 'Demo data should only be used on test databases! Once they are loaded, they cannot be removed! Please confirm that you want to **irreversibly** make this database a demo database.' At the bottom of the dialog, there are two buttons: 'OOPS, NO!' and 'YES, I UNDERSTAND THE RISKS'. A red arrow points to the 'YES, I UNDERSTAND THE RISKS' button, with a red text annotation below it: 'Only if you are sure that you need the demo data!'.

10. Documentation

With all the information above, you are ready to start using Odoo Online for Education purposes! If you have specific questions, you'll find many of the answers in the functional material we have online:

- Functional Documentation <https://www.odoo.com/documentation/user/>

- Online Training (video & quizz) : <https://www.odoo.com/slides>
- Other videos: <https://www.youtube.com/user/OpenERPonline>
- Our Forum: <https://www.odoo.com/forum/help-1>

Don't forget the teachers' mailing list (teachers@odoo.com) where you can interact with other teachers using Odoo.
