GETTING STARTED

First Instructions for using *Birmingham Theological Seminary* online courses.

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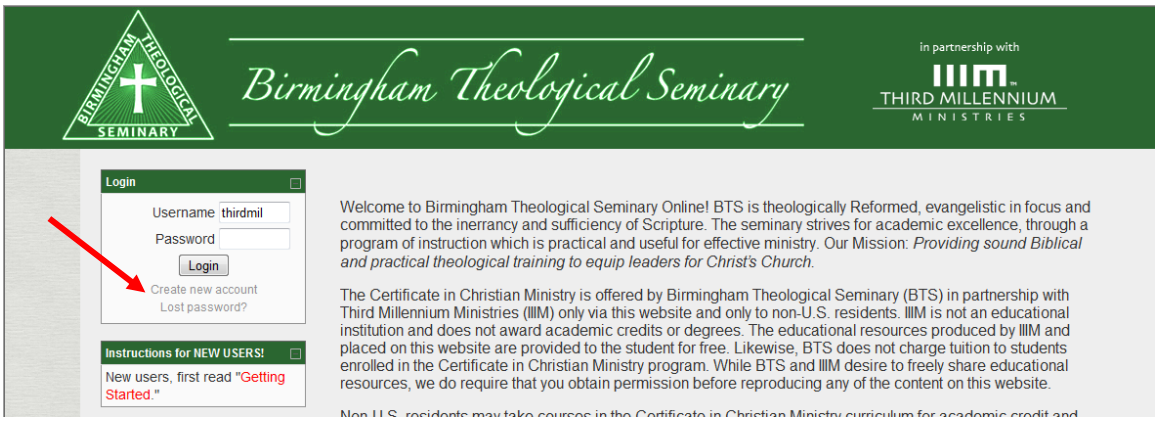
1. Registration

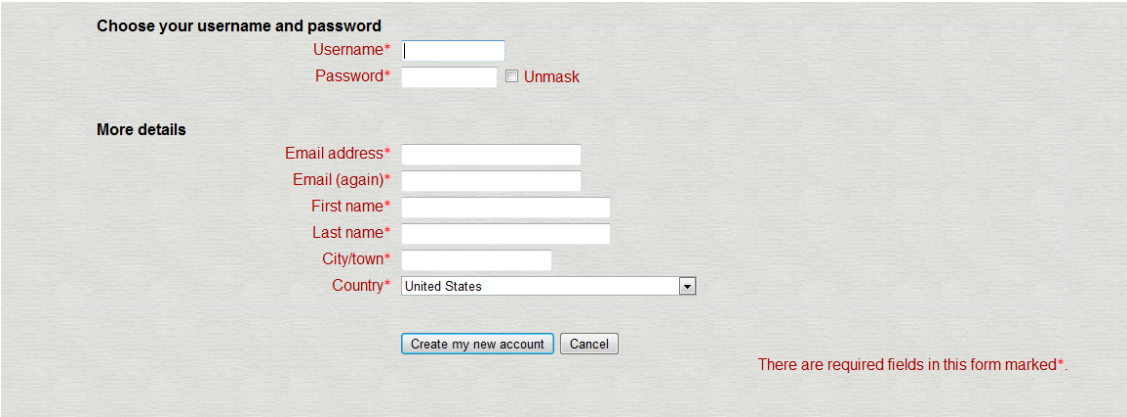
To make full use of the courses, you need to register for the whole site. Make sure you have clicked on the link called "Create new account" under the "Login" button and that you have followed the instructions to register.



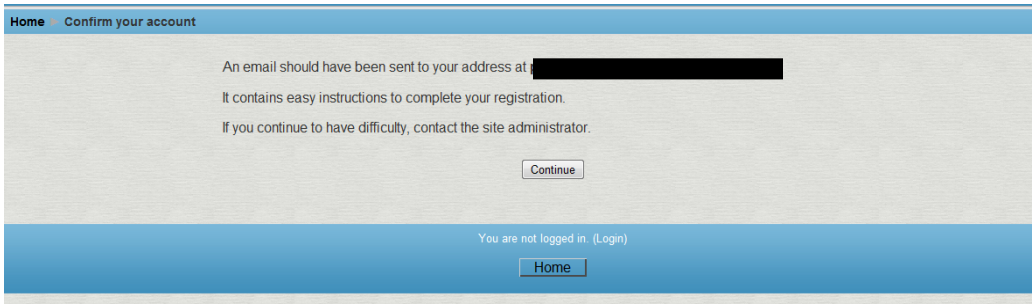
You just need to create your own username and password, then give some basic information: your email, first name, last name, city and country where you live. Then click on "Create my new account."

Write down your personal ID and password. Each time you open the site, you will need to login by giving this information.

This information will only be visible to the administrator of the site, not to other students.



Then click "Continue."

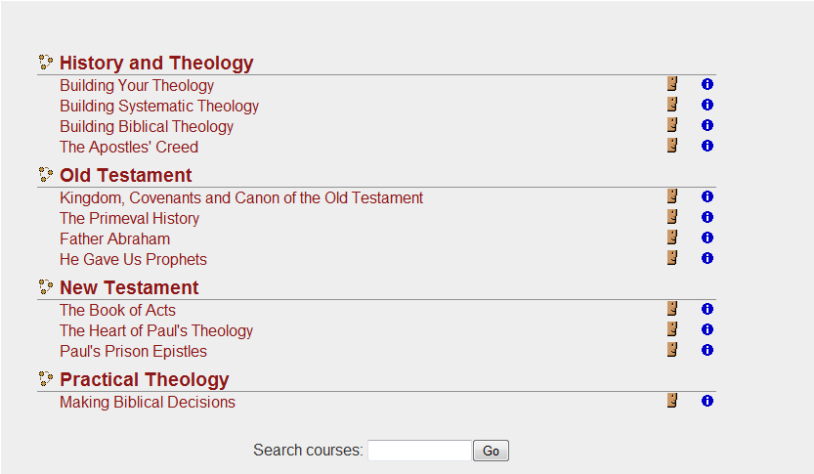


Within a few minutes, you should receive an email to confirm your registration. Click on the hyperlink provided in the email.

Click on the "Courses" button.

2. Selecting a Course

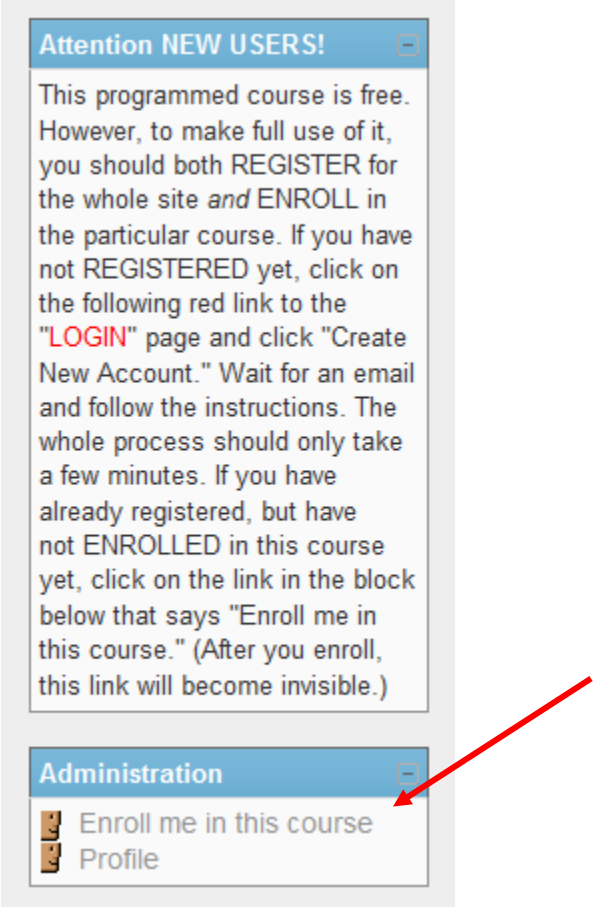
From the main home page, you can select a course from the menu.



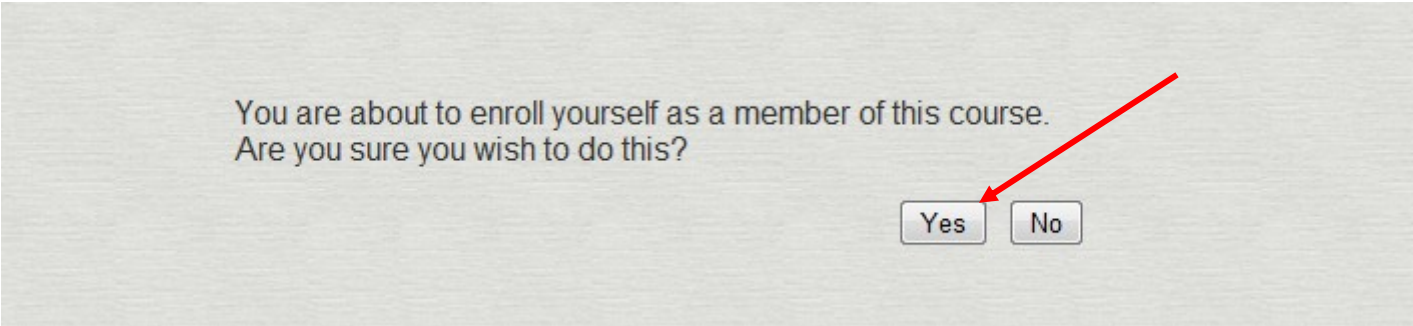
You may want to browse through a description of the courses. To do that, click on the name of the department, such as "History and Theology." This will open a list with the descriptions of the courses in that department. From here you may also choose one of the courses.

3. Enrolling in a Course

Once you register and choose a course, you need to *enroll*. Otherwise, you will be considered a "guest," and you will not be able to use some of the activities, such as quizzes and questionnaires. To enroll, find the "Administration" block in the left margin, and click on the link "Enroll me in this course."



Then click "Yes."



Now that you are both registered for the whole site and enrolled in a particular course, you can use all of the activities of the course, and your grades will be recorded.

4. Starting a Course

To begin a course, click the "Start Here" button. This will open a page of basic instructions for the course.

5. Tutorial: Navigating Through a Course

We highly recommend that you watch one of the video tutorials, "Navigating Through a Course," or that you read the PDF document by the same name. These tutorials explain how to use all the elements of the course. There are two versions of the video: a) the first one is an "embedded" video, which opens more quickly, but the resolution of the image is not quite as clear, and b) the second one takes longer to open, but has a higher resolution. If you prefer to just read the PDF file, it gives basically the same explanations.

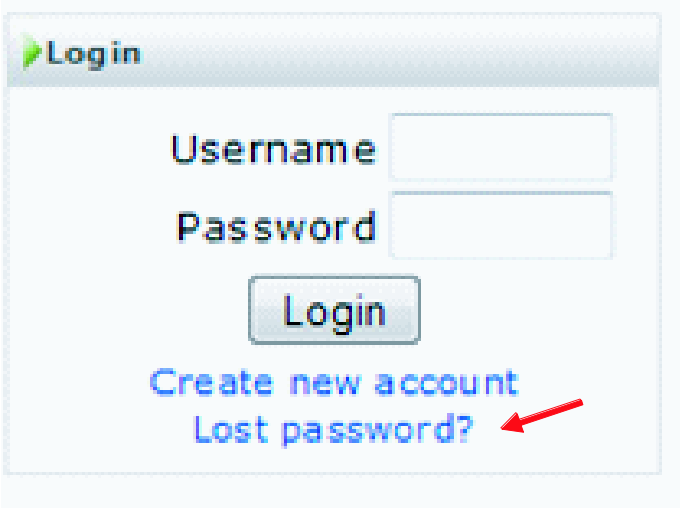
6. Web Browsers

The courses should operate properly with various different browsers, including *Explorer*, *Firefox*, *Google Chrome*, and *Safari*.

However, some problems may occur with files such as PDF documents or videos in some versions of these browsers. We recommend always keeping your software updated with the latest versions, both of the browser and of *Adobe Reader*.

7. Lose Your Password?

If for some reason, you forget your password, you may click on "Lost password?" in the Login block. An email will be sent to you giving you instructions.



8. Virus Protection and Ad Blockers

If you have not already done so, we recommend that you install some kind of virus protection for your computer and an ad blocker. We recommend that you investigate the options and speak with somebody who has experience in this area, but some of the most popular protection programs are: "Kaspersky," "Norton," and "McAfee." The more complete versions of these software programs include ad blockers. There are also free ad blocking devices such as "AdBlock" or "NoAds."