Bruce W. Gore Online School of Christian Studies Teacher Manual

Teacher Registration:

In order to register students for the online course, the teacher must first register, and pay for the course. A fee of \$40 will cover the tuition for the teacher, and the teacher may then add up to ten students under the teacher's name at no additional cost. The teacher is fully responsible for the activities of the students registered under that teacher's name. The teacher may take the course as well, of course, and feedback will be provided for the teacher's activities by Bruce Gore.

To register, please go to the website:

www.brucegore.com

Once there, click the tab for Online Courses, as indicated.



The tab will take you to the page to allow registration for online courses. At the bottom of the screen the available options are displayed as buttons. To register for Historical Context of the Bible, click the button displayed with that title. To register for Greek, click the button for Greek.



This button will take you the information page for the course you selected. If you wish to proceed with registration, please click the 'Register for Context' (or 'Register for Greek') button and you will arrive at the registration page.



When you click to register for a course, you will be brought to this screen. If you have previously registered for another course in this Online School, click for 'Returning Student.' Otherwise click for a new student. To see the screen for 'New Student,' please go to page #6



For students who have previously registered, simply enter either your student ID or e-mail, along with the password you used, and click 'Submit.' To go back, click 'Cancel.'



This page allows registration for new students. Please fill in the requested information. If you are registering as a teacher, and plan to have one or more students taking this course under your supervision (up to 10 allowed), please be sure to put a check in the 'Check if teacher' box. Once you have entered the information, click 'Submit Registration, and then proceed to page #8.



The information you have previously entered will appear on this screen. Be sure to check your information for accuracy, and update any fields that are incorrect. Assuming you are planning to oversee students in this course, be sure to check the box 'Check if teacher!' and then click 'Submit Registration.'



After clicking "Submit Registration," you will see the PayPal icon appear on the screen. Click this icon to pay the course tuition, which includes tuition for up to 10 students at no additional cost. Once your payment has been received at PayPal, you will arrive at the screen on the next page.



Once you return from PayPal you should see the screen below. If this screen does not appear, with a confirmation of the course as indicated, please notify us immediately at bruce@brucegore.com. Otherwise, click the "Home" button to return to the home page.



From the home screen please click the Online Courses once again, which will bring you back to the page below. Type in the User ID and password that you used to register, and click submit.



After you have clicked 'Submit' you will see one or more icons pop up reflecting all the courses for which you are enrolled at this point. Click the icon for the course you wish to open.



After clicking the icon for your course, you see a screen similar to that shown below. You may take the course yourself by clicking the Unit buttons. If you have registered as a teacher, you will see additional buttons to add or manage your students. To add or delete students, click 'Add Students' and go to page 13. To manage students, click 'Manage Students' and go to page 18.



When you click 'Add Students' the screen displayed below will pop up. You may close this screen by clicking 'Back.' To add students, or to see your current roster of students, click the button for the course you are managing.



If you have not added any students to your roster, then the following screen will appear. To add up to ten students, click 'Next.' To return to the previous screen, click 'Back.' If you have previously added students to your roster, then you will see a screen similar to the screen shown on page 18.



By clicking 'Next' the following screen will appear. Enter a user ID for your first student, which should be 8 to 15 characters long, no spaces, punctuation, or other special characters. Numbers are acceptable. Once you have entered the proposed user ID, click 'Next' and the program will check to see if that user ID is available.



If the proposed user ID is available, you will see the following screen. (If you entered an ID already in use, please refer to page ##). Next enter a password for this student. Only you and your student should know the password. The password may be any length, and may include special characters, but no spaces. Once you have entered the password, click 'Add Student.'



After clicking 'Add Student,' the following screen will appear confirming the addition of this student ID and password. You may continue to add other students at this point (up to ten). If you wish to remove a student from your roster, click the red 'X' to the right of the student's ID. Once you have completed add-ing all the student ID's and passwords, click 'Back' to close this screen.



If you have previously registered students for your course, you will see a screen similar to that shown below which shows the names you have previously added to your roster. From here you may add more students, or you may delete a student by clicking the red 'X' opposite the student's ID. Once the roster is complete, click back to close this routine.



If you click 'Manage Students' you will arrive at the screen displayed below. To see your existing roster of students, click 'My Roster.' To return to the prior screen, click 'Back.' If you have not yet added students, no roster will appear. Return to the previous page to add students.



When you click 'MyRoster' you will see the screen below, which will display a grid of all the student ids that you have registered for this course. To examine the records for a particular student, click 'Select' to the left of the student's id. To return to the previous screen, click 'Back.'



If you click 'Select' for a particular student, you will see the menu displayed below. These choices give you access to all the performance records for the student in question. The function of each button will be discussed individually on the following pages: Progress: 22; Quizzes; 23; Tests: 25; Essays: 27; Optional: 31; Weight: 32; Averages: 33. To return to the previous screen, click 'Back.'



By clicking 'Progress' you will be able to see exactly the amount of material that the student has current completed in the course. In this case, the student is in Unit 1, working on Lesson 2, and the next step to complete will be Step 4. Click 'Back' to return to the prior menu.



By clicking the 'Quizzes' button, you will see the screen below. This screen displays the quiz scores for all quizzes that the student has taken so far, and also shows the average for the quizzes. To manually change a quiz score, click the score itself as indicate, and see page 24. To return to the menu, click 'Back.'



You may manually change a quiz score if necessary from this screen. Simply type in the new score in the space provided and click 'Apply.' Note that quiz scores must be evenly divisible by 10. To return to the menu, click 'Back.'



By clicking on the 'Tests' button (page 21), you will see the screen displayed below. This grid allows the teacher to enter scores for tests manually administered, if desired. To enter a test score, click the space where the test score should be applied. For more information on testing, please see the next page.



This program allows for the administration of tests by the teacher. Sample tests (with answer keys) are available as a download for teachers as indicated below. These tests may be modified by the teacher if desired. Of course a teacher may also prepare and administer his or her own exams, or the teacher may opt not to use exams at all. If the teacher would prefer not to use exams in this course, an adjustment should be made to the 'Weight' section, which is discussed later (page ##).



The page below shows the result by clicking the 'Essays' button showing earlier (p. 21). You will find here displayed the scores assigned for each essay written by the student. If a student has completed an essay, but it has not yet been scored, you will see the letter 'F' (for final answer) as displayed below. By clicking on the letter, you will be taken to the screen that allows for evaluation of the essay and assigning a score. Please see next page for an example.



The page below shows the student essay written in response to the question that is posted above the essay section. From here, you have several options for dealing with the essay. This page is called 'Edit comments' as highlighted below. From this page, you may insert specific comments into the text of the essay (original remains unchanged) as illustrated on the next page.



To make specific comments within the text of the student's essay, type the brackets "[]" where you want to place your comments, and then type your comment inside the brackets. The student's original essay will not be changed, but your comment will be visible to the student. To see what your comment will look like to the student, click 'Show comments.' You may see an example on the next page.



This page displays the appearance of teacher comments typed into the text of the student's essay. Use this function when you want to make a specific remark about a specific point of the student's text, which may include grammatical errors or recognition of a good point made! You may also type in general comments about the entire essay in the space shown under 'Teacher Critique.'

To clear out comments and start fresh, click 'Fresh comments.' To show the original essay hiding comments, click 'Show original.'

To save your comments, enter a score in the field at the bottom and click 'Submit.' This will return you to the screen displayed on page 21.

To close the screen without changes click 'Close.' This will also return you to the screen shown on page 21.



After clicking on the 'Optional' button, you will be taken to this screen. Here you may enter an optional score that will be factored into the score for the entire course. You may also choose to ignore this option, and leave the score set to zero. Use this if you plan to give one or more assignment that fall outside the assignments provided by the online course, e.g., a special project, report, paper, exam, or other responsibility. You may adjust the weight assigned to this score under 'Weight' as explained elsewhere.



The overall score for the student is based on four elements, including one optional element as explained under "Optional," page 31. You may assign the weight to be assigned to each element. If you do not plan to use the optional element, set its value to zero. The total of all the weights must add up to 100. When the final score is calculated, the averages for each element will be averaged based on the weight assigned to each.



By clicking the button 'Averages' you will be brought to the screen displayed below. This shows the averages of the three or four possible components of the student's grade, based on the weight that you have assigned under weight. The computation is based on a point assignment with the overall percentage average shown at the bottom



If you have registered as a teacher of the Greek module, you will see the following screen. To see the progress of your student, please click 'Progress,' which will take you to the screen displayed on page 22. To see the quiz scores and averages for your student, click 'Quizzes,' and you will see the screen display on page 23.

