## Contents

Welcome to BJU Press Distance Learning Online! ................................................................. 3  
Signing In ........................................................................................................................................... 4  
Dashboard .............................................................................................................................................. 5  
  - My Profile ................................................................................................................................. 5  
  - My Settings .............................................................................................................................. 6  
  - Menu ........................................................................................................................................ 6  
Alerts History .................................................................................................................................. 8  
Search ............................................................................................................................................... 8  
Personal Alerts ................................................................................................................................. 8  
Calendar .......................................................................................................................................... 9  
My Courses ....................................................................................................................................... 9  
Discussion Activity ............................................................................................................................. 10  
Course Home page ............................................................................................................................. 10  
  - About This Course ..................................................................................................................... 10  
Course Schedule ............................................................................................................................... 10  
  - External Tools: Course eTextbook ........................................................................................... 10  
  - Lessons ...................................................................................................................................... 11  
Course Instruction ............................................................................................................................. 11  
  - Mark Complete Boxes ............................................................................................................. 11  
  - Pacing Guide ............................................................................................................................ 12  
  - Handouts .................................................................................................................................. 13  
Videos ............................................................................................................................................. 13  
Assignments .................................................................................................................................... 15  
Assessments .................................................................................................................................... 16  
Taking Online Assessments .............................................................................................................. 18  
eTextbooks ......................................................................................................................................... 21  
  - Course eTextbook ................................................................................................................... 21  
  - eTextbook Features .................................................................................................................. 23  
Other Tools ....................................................................................................................................... 24  
Support ........................................................................................................................................... 25
Welcome to BJU Press Distance Learning Online!

We’re excited to have you as a student in our BJU Press Distance Learning Online program. This blended learning program combines traditional education with an online platform to create an engaging, efficient means of instruction. A variety of learning activities, from textbook readings to video lessons to hands-on projects, will challenge you to think about and then interpret and apply what you have learned. Most importantly, each course provides a biblical worldview and a strong character-building emphasis.

Our goal is to make the program as intuitive as possible, but this guide will provide you with step-by-step instructions for doing your online course or courses and should help you make the most of the program.

If you still need help after viewing this guide, send us a Help Ticket, email us at DLInfo@bjupressonline.com, or call us at 1-800-845-5731.
Signing In
After you are registered for a course, you will be sent a Welcome Email.

The email will include explanations and links for setting your username and password and signing the user agreement.

TIP: Bookmark your login page and write down your username and password until you have them memorized.

After you have entered this information, just click Save Account & Login, and you will be logged in for the first time.
Dashboard

When you log in, you will see your Homepage, which is known as the Dashboard. Your Dashboard gives you one-click access to the tasks you need to do every day. Your facilitator (usually a homeschool parent or a school teacher) has a similar Dashboard to help him supervise your daily work.

Next, we will briefly tour the Dashboard features. You may want to log in and follow along as you read this Getting Started Guide. We will start in the upper right-hand corner.

**My Profile**
Click to add and update your photo, bio, and password. Your photo will also appear beside your discussion posts and comments, if you participate in this area.
My Settings
Click to set some preferences for your use of the program.

Menu
At the top of the page are links that show wherever you are in the program.

- **Home** gives you a one-click return to your student Dashboard.

- **Courses** gives you another view of your courses.

- **Grades** allows you to view the running average and letter grade for your online courses and access your course gradebooks. If you have used the online program for more than one year, you can use the drop-down menu to view grades from previous years.

- **Help** gives you access to various documents, tutorials, and the User Help Desk. Note: The Edvance360 User Manual and video tutorials are provided by Edvance360, the developer of the learning management system. The content in the manual and tutorials differs in many areas from our customized use of the program.
The most important item in Help is the User Help Desk. Click on this link to submit a Help Ticket and then return here to see your answer. You will be notified via the email address that you have on file when your ticket has been answered.
Next we explore the navigation menu on the left.

**Alerts History**
Click to view previously read alerts and course announcements.

**Search**
Click to search for key words in your lessons and discussions.

In the middle of the Dashboard you will find personal alerts and the calendar.

**Personal Alerts**
Personal Alerts works with Mail and Contacts and tells you when you have a new message or a new friend request.

*Note: This function is not enabled at this time.*
Calendar

This Week shows you any events you and your facilitator have entered on your personal calendar.

You can add events to your calendar by clicking on Calendar in the top menu. It gives you a full-page view of your student calendar. You can view your calendar in a yearly, monthly, weekly, or daily view. Your facilitator can also view your events and add new events from his Dashboard.

The last area of the Dashboard lists your courses and discussion activity.

My Courses

Click a course name to go to the course homepage.

Click the Next Lesson Item button to go directly to the next uncompleted instructions box—the box directly after your last checked Mark Complete box.

As soon as you have an entry in the online Gradebook for a particular course, your letter grade and percent will show here. Click this area to go directly to the online Gradebook for that course.
**Discussion Activity**

If you are enrolled in a course (usually math or science) that has a discussion forum, new posts will show up here.

**Course Home page**

The course homepage displays important course information and provides access to the course eTextbook, instruction boxes, online Gradebook, and additional resources.

**About This Course**

View information about the instructor and the course.

**Course Schedule**

View and print a course schedule called a Video Lesson Guide. This information is included in the facilitator and/or student boxes throughout the course as appropriate, but you may find this document helpful, especially for planning purposes.

**External Tools: Course eTextbook**

Course eTextbooks are provided for most Student Texts. Activity Manuals, Worktexts, and Lab Manuals are not available as eTextbooks and need to be purchased to complete the assignments. Course eTextbooks are provided at no extra charge for both students and facilitators. The eTextbook can be found by clicking **Connect to VitalSource Bookshelf** under External Tools.
Lessons
Click Lessons in the navigation bar of the course homepage to access instruction arranged by chapter/unit. Click on a chapter title, and the program will take you to the beginning of that chapter. Click on the “Next Lesson Item” button, and the program will take you to the first instructions box that you have not marked as completed. If you use the “Next Lesson Item” button on the Dashboard, you will not see this page.

Course Instruction
In the Lessons area, you will find all of the information you need to complete the course. Just follow the instructions and work through one box at a time. You may encounter the following items in each of the instructions boxes:

Mark Complete Boxes
Be sure to check the little Mark Complete box under the header for each instructions box after you have completed the instructions provided in that particular instructions box. The Mark Complete box helps to track your progress through the course.

Clicking the Mark Complete boxes for one day will update the Next Lesson Item button on your Dashboard, allowing you to go to the next day with just one click.
Pacing Guide
The built-in pacing guide shows you how much work you would need to do each day in order to complete the course in a typical one-semester (90 days) or two-semester (180 days) time frame. You may find that you prefer or need to go faster or slower.

Day 47

Instructions: The Renaissance

Materials:

- Student Text pp. 90–96
- attached Chapter 6 Guided Notes handout

Objective:

- Assess the impact of the rediscovery of classical learning on European thought and culture

Open File: Day 047 Chapter 6 Guided Notes.pdf

Day 47 Video

Instructions:
We are going to see how the Renaissance began in Italy and spread across Europe.

Play Video: 7hs_4-047.mp4

Day 47 Assignment

Read Student Text pp. 96–98.
Handouts
Some days include handouts. Those indicated with an arrow (➡️) are interactive. You can type your answers on these and do not need to print them. Others need to be downloaded and printed. These handouts can also be found in the printed Student Handouts packet, which is included at no extra charge for all orders.

Videos
All courses have video instruction. In some courses, the video for one day is divided into sections with activities to complete between sections. Courses with multiple videos on one day may have a slide that says something like “Refer to Student Guide B.” The Student Guide provides instructions in the white boxes for each section of the video.
When you click on a link to a video, a separate viewer will open like the one below:

The video viewer contains the typical video controls: play, pause, stop, expand to full screen, and adjust volume. You can also adjust the playback speed at the bottom of the player.

The video viewer has two helpful tools: the Notepad and Bookmarks. You can type notes while watching videos (as shown above) by clicking the Notepad icon.

You can also access your notes by clicking the Notes icon located at the top of most pages in the course. The resulting notes screen is larger and more convenient for taking notes when not viewing a video.
Bookmarks are another useful feature. You can bookmark sections of the video lesson so you can return to these specific sections as needed.

Assignments
Most courses have daily assignments. These assignments, when carefully completed, will help to prepare you for the chapter/unit tests. Some assignments are optional and are provided for review, extra practice, or enrichment. We have provided your facilitator with additional instructions and answer keys that correspond to the assignments.

Day 19 Assignment
Read Student Text pp. 34–36.
Assessments

Assessments are various types of quizzes and tests.

a) Some assessments are oral and are given by the teacher during the video.

b) Some assessments are printed and need to be provided from the test packet (for K4–4th grade) or downloaded and printed from the facilitator side of the program.
c) Most assessments in grades 5 to 12 are online.

Some online assessments contain an essay or verse passage that your facilitator will need to grade because the computer is not able to grade these extended answers accurately. The answers for these essays or verse passages are included online. Once your facilitator assigns a grade for the essay or verse passage in the test area, the online Gradebook will update automatically.

Student view of an essay question in an online test:

Facilitator view of the completed essay question in an online test:
*Notice that the question is considered incorrect until your facilitator grades the question.*
Taking Online Assessments

To take an online assessment you must perform the following steps.

1. Click on \( \text{Go to test center} \) on the appropriate day.

2. Have your facilitator enter the password.

3. Click \( \text{Start Attempt} \) and \( \text{Confirm Start} \) to begin answering the questions.

4. For quizzes or tests with multiple pages, click on \( \text{Next Page} \) for the next set of questions.
5. When finished, click \textbf{Finish Test} at the bottom of the assessment. You will be reminded if you forgot to answer any questions. Be sure to answer all the questions before clicking \textbf{Confirm Finish}.

6. Your assessment will be automatically graded once you have submitted it. You will see the following message during the grading process. Please allow this process to finish before you close the tab or window.

\textbf{Calculating Score & Finalizing Test. Please Wait. DO NOT close the browser or refresh.}

7. After your assessment has been graded, you will be able to see your grade and review your assessment. You have a couple of options for reviewing your assessment.

\begin{itemize}
  \item[a)] You may review your assessment from the test home page. To do so, just return to the Lessons area and click on the “Go to Test Center” button again for the test day. If your facilitator has the “Allow student to review test only after test is reviewed by facilitator” setting turned on, you will see the following message:
\end{itemize}
If your facilitator does not have this setting turned on, or if your facilitator does and has reviewed the assessment, then you will see a Review Test link.

b) You may review your assessment from the online Gradebook. Depending on the same facilitator settings, you will have the assessment listed with or without an underline. If it is underlined, your facilitator has reviewed it, and you are able to review it as well.

TIP: You may also access your online Gradebook by clicking the Grades link at the top of your page and then the course name.

Clicking the appropriate link in either of these locations will allow you to see the assessment, the score, the points earned for each question, your answer, the correct answer, the answer choices, and, for some questions, additional explanations called feedback.

You will see a ✗ by questions for which you received partial credit, a ✔ by questions you answered correctly, and an ✗ by questions you answered incorrectly.
eTextbooks

Course eTextbook

Course eTextbooks are provided for most Student Texts. Activity Manuals, Worktexts, and Lab Manuals are not available as eTextbooks and need to be purchased to complete the assignments. Course eTextbooks are provided at no extra charge for both students and facilitators.

The course eTextbook can be found by clicking Connect to VitalSource Bookshelf under External Tools on the Course Home page.

When you open VitalSource, you may choose to register. If you register, you can download your eTextbooks. Enter your email address and click Continue. If you want to access eTextbooks only when you are in DLO (online), click on No thanks, I'll skip this step.
To register, enter the required information.

If you haven’t already done so, you will need to agree to the Terms.

This will take you to a short overview of what features are included. You may skip it by clicking Next.
You may also access your eTextbooks online at online.vitalsource.com. Some advantages of using eTextbooks online either in DLO or at the direct link include:

- Always available with internet access
- Accessible from any device
- Text-to-Speech available
- May be faster to load than the Bookshelf version
- Easier to navigate
- Greater variety of features and tools

**eTextbook Features**

**Navigation:** you can click through the Table of Contents, move the scroll bar at the bottom, or enter a page number to locate the right page. Set a Bookmark to come back later. Click on Library to go back to all eTextbooks.

**Search:** You can search in a book or across your library of books from the library page.

**Notebook:** All your highlights and notes become part of your notebook that you can access here. Just highlight any word to start adding. You can share important notes with others as well.

**Labs:** These are features in progress. Here are some examples:

- Read Aloud: Text-to-Speech from your computer voice or Google Voice.
- Look up in Investopedia: Look up terms in a financial nosiness website. Wikipedia lookup is already turned on.
- Define: Quickly defines an unknown term while reading.
- ScratchPad: Take your own notes.
- Instant Highlights: Drag to select text you want to highlight.
- Night Display: Easier to read in low light.
**Flashcards**: Create a new deck while highlighting any term. This is a great way to prepare for a test.

**Other Tools**
The main library page has a few more tools in the drop-down at the top of the page.

**Sharing**: You can share highlighters with others or access their shared highlighters.

**Highlighters**: Add or remove colors and determine whether or not the highlighters can be shared.
**Assignment:** Allows facilitators and parents to create reading assignments by choosing the book, name the assignment, select the section or specify the exact pages. The link can be copied and emailed to students.

**Update Library:** Allows you to see any new books added to the library.

**Support**
We hope you enjoy your online course!

We’re always interested in hearing from you. Let us know what you think and make suggestions for improvements anytime by submitting a Help Ticket or emailing us at DLInfo@bjupressonline.com.