Getting Started
Facilitator Guide
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Welcome to BJU Press Distance Learning Online!

We’re excited to have the opportunity to serve your school or homeschool through our BJU Press Christian Classroom Online/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 students of all learning styles to think about and then interpret and apply what they have learned. Most importantly, each course incorporates 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 facilitating your student’s online course or courses and should help you make the most of the program. You may find it helpful to read the Getting Started Student Guide first. A facilitator needs to understand the student experience in order to understand his own responsibilities.

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.

Facilitator Role

BJU Press Distance Learning courses are not do-it-yourself courses. Although each course has a “teacher,” each student needs an adult to act as a facilitator. Whether the facilitator is a parent in the homeschool or a teacher in a Christian school, he has a very important role. In fact, the facilitator is the key to a successful school year.

Because a student will often imitate the facilitator’s attitudes concerning education and learning, the facilitator’s greatest assets are his attitude, maturity, and desire for excellence—not necessarily his experience.

In addition to providing a proper example, a facilitator should also:

- Provide necessary equipment, materials, and work space.
- Provide daily encouragement and supervision.
- Review daily work for completion and accuracy.
- Grade and record assignments as needed.
- Review quizzes and tests with the student.
- Give assistance with scheduling.

Printed Materials

After DLO courses have been ordered, you will be sent the printed materials for the course. The Video Lesson Guide is included for your planning purposes. The Student Handouts packet contains a Video Lesson Guide for use by the student and a copy of each student handout required for the course.
Signing In

After you have purchased a course for your student, you will be sent a Welcome Email.

Dear Parent,

Welcome to BJU Press Distance Learning Online (DLO)!

We’re excited that you’ve chosen to use BJU Press for your child’s education! DLO is our newest distance learning product. We work hard at making the program better each year, and we hope you’ll enjoy it.

To get started, please do the following:

The email will include explanations and links for setting your username and password and signing the user agreement. Your student will get a similar email and will need to set a username and password as well. Both you and your student have personal logins. Your student needs one to do his work in the course, and you need one as facilitator to supervise your student’s progress.

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 Home page, which is known as the Dashboard. Your Dashboard gives you one-click access to the tasks you need to do every day.

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 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 Parents Voice community posts and comments, if you participate in this area.
My Settings
Click to set some preferences for your use of the program.

TIP: Consider setting Discussion Posts to “Manually: When Checked” in order to keep Parents Voice posts and comments on your Dashboard until you mark them as read, allowing you to read something right away and respond later without “losing” the post or comment.
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.
Q: How do I know whether to use Parents Voice or the User Help Desk?

A: Parents Voice is best for questions and comments that would be of interest to many people. The User Help Desk is best for personal issues, for specific academic questions, for tech help, for minor error reports, etc.

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

- **Home** returns you to your Dashboard with a single click.

- **Contacts** helps you build and manage a contact list. You can also search for other members and view profiles.

- **Communities** gives access to the Parents Voice community. This is a great place to discuss issues with other facilitators and BJU Press staff.

TIP: Recent Parents Voice activity will appear on your Dashboard in the Unread Posts & Comments section. Click an item to read the discussion and respond, if desired. If you would like to begin a discussion, do the following: Communities > Parents Voice > Discussion > Desired forum > New Post. You can also peruse many previous discussions in this area. Take advantage of this resource!
gives access to the closed-system email program. Current settings do not allow email with students; however, facilitators may email other facilitators or BJU Press staff.

We move to the middle of the dashboard. The icons indicate when you have a new message or a new friend request.

**Calendar**  
This Week shows you any events you have entered on your personal calendar. You can add events to your calendar by clicking on Calendar in the top menu.

TIP: Want to have the same event on both your calendar and your student’s calendar? Check “Apply to all my students” when adding an event.

Clicking on Calendar in the top menu also gives you a full-page view of your calendar. You can view your calendar in a yearly, monthly, weekly, or daily view.

We next go to the navigation on the left-hand side of the Dashboard.

**Alerts History**  
Click to view previously read alerts and course announcements.
**Search**
Click to search for key words in discussions in the Parents Voice community.

**Student Section**
The main purpose of the facilitator’s dashboard is to help you oversee your student’s progress. Therefore, the student section on the right of your Dashboard is of primary importance.

Selecting your student from the drop-down menu provides you with a variety of helpful settings and functions to help you oversee and customize your student’s online course experience.
Profile
This link allows you to see what your student has written and included in his or her profile.

My name is Online Twin. I am a test student used by BJU Press. You will see me here and there. Once in awhile I go on the blog or post something in a Discussion area to see how things are working.

Grading Scale
This link allows you to set a custom grading scale for your student. The default scale shown is the same scale used by the Academy of Home Education. To change the scale, insert new minimum values (a percent grade) and enter the desired corresponding letter or other indicator in the Display column. If you have more than one student that you are facilitating, clicking “Apply Settings to All Students” will apply this scale to your other students as well. Click here for more explanation and sample Grading Scales.
Grading Periods

This link is an optional setting that works together with the online Gradebook to allow you to view grades and generate grade reports by a particular grading period.

Settings

This link includes some important settings for your student’s online experience.

- **Mailbox** and **Contacts**: The Mailbox and Contacts tools are currently disabled for students in spite of the settings here.

- **Calculator**: Allows you to turn on a basic calculator for your student, if desired. Not recommended until students have mastered basic arithmetic.

- **Discussion Activity**: This section is needed only for students with high school math, science, or Spanish courses. This section shows activity from the Discussion forums that are used for academic support in these courses.

- **Blog**: The blog is currently disabled for students in spite of the settings here.

- **Allow student to review test only after test is reviewed by facilitator**: Select “On” if you want to review each test or quiz before your student is allowed to review the assessment for himself.

- **Test Password**: We recommend using a password to protect academic credibility and to reduce temptation. You will have to enter the password when your student is ready to take an online assessment, but you may also change it whenever desired.
**Activity Report**
This link provides you with an overview of your student’s daily progress.

**Date Range:** Set any date range desired. A daily or weekly view is usually the most helpful.

**Items Marked Complete:** This section indicates all of the instruction boxes for which your student has checked the Mark Complete box and the time when he checked the box. The most recent item is listed at the top, and the time indicated is Eastern Standard Time.

**Video Usage:** This section indicates which videos your student viewed and how much of each video was viewed.

**Time Taken on Tests:** This section indicates any online assessments that have been taken, when they were taken, and how much time was spent on each one.
Print Progress Report
This link will let you generate a progress report of your student’s courses. Use the “Terms Filter” dropdown box to narrow the report.

Test Waiting Review
This section provides you with a link for online tests and quizzes that your student has already taken. The link will disappear after you review the assessment, or you may click “Clear” if you do not need to review it.

Clicking the link will take you to a review area for the completed online assessment, where you may view your student’s answers, the correct answers, and the answer choices. If necessary, you may adjust points earned for individual questions.

You may also print your student’s completed test for record-keeping purposes using the “Print” button at the top of the review page.
Courses
The Courses section of your dashboard gives you a quick view of the progress of each course and one-click access to each course’s homepage, current day’s instruction, and online Gradebook.

Click a course name to go to the course homepage.

Click the Next (Review) Lesson Item button to go directly to the next uncompleted instructions box for you or your student.

As soon as there is an entry in your student’s online Gradebook for a particular course, a letter grade and percent will show. Click this area to go directly to the online Gradebook for that course.

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.

Surveys
In the spring a survey is available for you to evaluate the course to help us improve it.

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 your student has not marked as completed. If you use the “Next Lesson Item” button on the Dashboard, you will bypass this page completely.
Parent Resources
Parent resources contains extra materials and copies of answer keys, student handouts, and other documents used in the course.

Gradebook
Click the Gradebook link to view your student’s grades. Grades automatically appear in the online Gradebook when you enter points on the Lessons page (see Assignments) or when your student takes an online assessment (see Assessments).

You can select the student, the grading period (if set up), search for a Gradebook item, or filter grades by All, Graded, or Ungraded.
By clicking on the “Gradebook Weights” link, you may view the default weights for each category of graded item (tests, quizzes, projects, etc.). You also may adjust the weights if you wish; however, weights must total 100% for your adjustments to take effect.

To add an item that is not already in the Gradebook, click “Add New Items.” Give the item a name, possible points, and assign it to a category from the dropdown box. After you save the item, you can fill in the grade in the Gradebook. Be sure to select All or Ungraded to view the item or search for it.

When a grade is entered either in the Facilitator box or in the Gradebook, the date is automatically entered as well and places the grade in the current grading period (if set up). If you wish to assign the grade to a different grading period, click “Assign Grading Periods” and select the Grading Period in the drop-down menu for the assignment.
Clicking the “Reset Test” link allows your student to retake a test or quiz. You should use this button sparingly, but it may be useful if you feel that a test did not accurately reflect your student’s knowledge of the subject.

For assignments other than tests and quizzes, you can click “Edit” to modify the name or the possible points.

You can export the Gradebook as a spreadsheet or print it using the links on the right.
Course Instruction

In the Lessons area, you will find all of the information your student needs to complete the course and all of the information you need to oversee the course. You may encounter the following items in each of the instructions boxes:

**Mark Complete Boxes**

Your student should check the little Mark Complete box under the header for each instructions box after he has completed the instructions provided in that particular instructions box. The Mark Complete box helps you to track your student’s progress through the course.

TIP: The Mark Complete boxes are accessible from both the facilitator and student logins, so if your student forgets to check the box, you may do it for him.

Clicking the Mark Complete box will update the Next Lesson Item button on the Dashboard, allowing both you and your student to go to the next day with just one click.

**Skip Boxes**

Skip boxes appear underneath the Mark Complete boxes on your side of the program. If you wish for your student to skip a certain video, day, or even complete chapter, you may check the Skip boxes in all of the instructions boxes you wish for your student to skip.

The instructions box that you skipped will no longer appear on your student’s side of the program and will be crossed out in the navigation sidebar.
The course and chapter progress bars on the Lessons page will help you keep track of how much you have skipped.

Course Progress: 16% Completed 87/543 items - 3% Skipped 18 items

You may always deselect the Skip box if you change your mind. The instructions box will reappear for your student.

Mark Review Complete Boxes
Mark Review Complete boxes appear on the right on your side of the program and are for you to check when you have reviewed and completed any tasks assigned to the facilitator.

Day 32 Assignment

Parent/Facilitator Instructions:
Check the Extra Practice: Chapter 3 Review handout.

✓ Grade and record Worktext pp. 57–58 using the attached answer key.

Day 032 Extra Practice: Chapter 3 Review Answer Key.pdf
Day 032 Worktext pp. 57–58 Answer Key.pdf

Complete the Extra Practice: Chapter 3 Review handout.
Complete Worktext pp. 57–58.
Pacing Guide
The built-in pacing guide shows how much work your student needs 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 your student needs a faster or slower pace to experience optimal learning. Feel free to adjust the pace accordingly.

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. Your student may type his answers on these and does not need to print them. Others need to be downloaded and printed.

![Day 47 Handouts](image)

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; your student should just continue to the next box and follow any instructions given.

![Day 93 Videos](image)
Videos are viewable from either the facilitator or student login. If you wish, you may find it helpful to preview parts of videos before your student views them.

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. It also has a control to adjust the Playback Speed.

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

Your student can also bookmark sections of the video so he can return to these specific sections as needed.
Assignments

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

Student view: This student assignment includes an activity manual page to complete and a Student Text reading.

Facilitator view: The facilitator view of this same assignment has some important differences.

There is an additional blue box section with instructions and attachments. “Check” means to compare the work to the attached answer key and give any necessary feedback to your student. No grade needs to be taken. “Grade and record” means to compare the work to the attached answer key, count the number of correct questions, and record the grade on a Record of Grades form (provided in the Facilitator Information chapter for each course) or enter the points earned in the entry box in the upper right corner of the assignment box if using the online Gradebook. Of course, you ultimately decide whether to take a grade or not; however, these are items which should be appropriate for grading.
Assessments

Assessments are various types of quizzes and tests.

a) Some assessments are oral and are given by the teacher during the video. Notice the corresponding blue facilitator instructions and the points entry box in the upper right hand corner of the box.
b) Some assessments are **printed**. You will need to provide these from the test packet (for K4–4th grade) or download and print them from the facilitator side of the program. As with oral quizzes, the appropriate instructions, corresponding key, and points entry box are provided.

c) Most assessments in grades 5 to 12 are **online**. Clicking “Go to test center” under any assessment brings you to a page where you may set passwords for individual tests and quizzes or print the assessments for your student to complete by hand.
A “Review Test” link appears under the “Print Version” link after your student has taken that particular assessment. Always review your student’s work on his quizzes and tests to verify that the assessment was graded accurately. Because the computer cannot account for deviations in spelling or punctuation, for example, some questions may legitimately be counted as correct even though the computer marked them as incorrect. You as the facilitator have the ability to change your student’s grade on any particular question that you believed was graded incorrectly.

You will see a [✓] by questions for which your student received partial credit, a [✓] by questions marked correct, and an [✗] by questions marked incorrect.

Some online assessments have an essay or verse passage that you 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 you assign 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 you grade the question.

See “Taking Online Assessments” in the Student Getting Started Guide for a complete tutorial on how your student takes an online assessment.
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 with your student!

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.