Guide to using Worship: Leading & Preaching

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Introduction

The purpose of this guide is to help you to navigate through the pages of the new on-line course for the development of Worship Leaders and Local Preachers in the Methodist Church. The course materials are held in a Virtual Learning Environment based on an application called ‘Moodle’. Moodle was developed to help educators create on-line courses with an emphasis on interaction and cooperation. If you are using ‘Worship: Leading and Preaching’ on-line then you can suggest additional resources which you found helpful and these may then be built into future versions of the course. If you do not have direct access to the world-wide-web then don’t panic. As long as your local tutor, or someone else nearby, has access, then s/he can print off the sections and you can work with the course in that form. You will, however, lose functionality. To access media, videos and sound, you will need to be on-line as you will to suggest additional resources, participate in discussions and so on. To use the course to the full you need web access via the library, your tutor or someone nearby.

The course materials can be accessed via a desktop computer, a laptop, a tablet and even a smartphone and the text can be made available on paper.

As the launch date approached, changes were still being made to some of the screens. In essence, they are as illustrated here but they might not look exactly the same.

So let’s get started.

Logging on

A web browser (Internet Explorer, Safari, Firefox, Chrome etc.) is used to access the course. If you have a choice the course works best using Firefox or Chrome. In producing this guide, Safari has been used. Open your browser and go to the following link.

http://elearning.methodist.org.uk/

You must have your browser cookies turned on. (A cookie is a small piece of data sent from a website and stored in your browser while you are browsing that website. Every time you load this website, the browser sends the cookie back to the server to notify the website of the user's previous activity. This is how the site remembers your user ID if you selected that option.)

Please turn over to see the ‘DMLN Online Learning’ page and the descriptive text together.
At the top of the page you can see the header 'The Methodist Church - online learning' and a log-in link. When you are logged in as a student, this is where you find your log-out link too.

On the right hand side there are boxes for ‘Latest News’, a Calendar and a box where you can see other users on line.

On the left under ‘DMLN Online Learning’ there is a main menu box and a navigation box.

At the bottom of the page your current login status is shown above the word 'moodle'.

Click on Log-in at the top right and login using the user ID and the password provided following your registration on the course.

Notice you can ask the site to remember your user name by ticking the check box below the 'Password' line. If you forget your username or your password or both, you should click on 'Forgotten your username and password' below 'remember username' and follow the instructions on screen.
Click ‘Log-In’ and on the next page you will be asked to change your password to one you choose for yourself. Some computers will offer to set it and remember it for you e.g. Apple’s Keychain.

Enter your password twice, save the changes by clicking on the blue button and you are good to go.

Turn over to see the Home Page.
**Home Page**

On the left hand side are Main Menu, Navigation and Administration.

In the middle is a welcome message and Course Categories is underneath.

On the right are ‘Latest News’, ‘Calendar’, ‘Online users’ and ‘Messages’ (exchanged between users).

![Home Page screenshot](image)

**Administration**

On your first visit to the site you might want to make your user profile more interesting. Click on ‘My Profile Settings’; five options pop-up. Choose ‘Edit Profile’.

You can leave most of the setting alone but you might, in the interests of accuracy, want to change the town, country, time zone and preferred language to English-English rather than the American variety! It is also useful to upload a picture of yourself – this is not a question of vanity, more of other people being able to recognise you when you send messages to your tutor and other students.

Click on ‘User Picture’.
If you do not have a photo of yourself on file, then if your computer is equipped with a camera you can take a ‘selfie’ and save it. Click and drag the photo to the box above. As you can see, I have already done it.

The other useful feature under ‘Administration’ is the ability to change your password. Click on this option to arrive at the following page:-

Save the changes and you will receive the following confirmation:-

As for the other options, please explore if you wish but they are not essential.

Click on ‘Home’ under ‘Navigation’ to return to the main page on page 4 of this document. Now to the Modules themselves.
Course Categories

Worship: Leading & Preaching will be running on different ‘streams’ as the pilots are still ongoing. On your home page you will see two different ‘categories’ – make sure you always select the correct one.

‘Worship: Leading & Preaching’ is the live stream that was launched across the Connexion from September 2015. ‘Worship: Leading & Preaching (Pilot Version)’ is for pilot students and tutors only and will eventually disappear when the pilot schemes come to a close.

Course Modules

This is a picture of part of the page on which links to two modules are shown. When the course is fully developed there will be eight. Click on the Module you are doing. For illustrative purposes we will work with Module 1. This is the first page.
Navigation, Administration and Calendar may change their position page to page but they are constant features throughout.

Above the 'Navigation' title are the ever-present “Breadcrumbs”, named after the breadcrumbs trail in Hansel and Gretel. As in the story the trail describes how you got here, and if you are ever lost in the woods, you can retrace your steps by clicking on any of the breadcrumb elements. You can also use your 'Bookmark' tab in your internet browser to help you return to a specific page.

In the centre is 'Important Information' where you will find the aims of the module and links to the 'Discussion Forum' where students and tutors can exchange and share opinions, resources and other relevant information. ‘Useful Finds’ enables you to post the results of your researches so that others can benefit. It might be a book not on the booklist, for example. This material will be reviewed and might be incorporated in future versions of the course.

‘Standard Forms’ contains materials for students and tutors including all the forms needed during the course. The forms are downloadable from the site and can be completed on screen and saved. They do take a while to download and you need to be patient. Sometimes after completing a check box it is necessary to click somewhere else before trying to type into a text box, otherwise Word thinks you’re still in the check box.

At the bottom of the page are the following four links.
Notice that all the links in the body of the page are also present in the Navigation pane. ‘Start here’ seems a good place to begin. When new material has been posted, the ‘New Activity’ blue flash appears on the associated graphic. Click on ‘1 Start Here’ and a pop-up window opens.

Click on ‘Introduction to the course’ and we begin with a prayer on the following page.
Notice the back and forward arrows on the right hand side of the picture. This is how you can move back and forth among the pages of any section. From the final page, where the right hand arrow turns upwards, you are taken back to the large web page on page 6 of this document.

If by any chance you open a pop up window by mistake, look for the cross on the right hand upper corner of the window and click on it to close.

You can explore the 'Study Skills Guide' and 'Course Handbook' in the same way.

Going back to the 4 options on page 9, we will now explore '1.1 Focus on Discernment'. Grasp the navigation principles here and you will be all set to use the whole of the course. Clicking on this graphic brings up the five-fold section structure on which the course is based, namely, 'Worship', 'Prepare', 'Explore', 'Apply & Reflect' and 'Extend'.
We will use ‘1.1 Prepare’ as our example. Click on this and this page opens:-

![Diagram of '1.1 Prepare' section]

Notice the arrows on the right hand side. As before these are the means used to navigate back and forth between pages.

On the left hand side of the page are 3 panels, not shown above. There is a Table of Contents for this section. You can click on elements in the panel and go directly to the page of your choice. The pages are numbered for easy reference and will change
colour from the blue shown in the screenshot below to grey when the page has been 'turned'.

The Navigation panel shows you where the section is in the overall scheme of things. The page you are on is shown in red.
Printing Course Content

The fourth block is the administration panel where links enable you to print the course contents.

Why would you want to print the contents of an on-line course? There are two main reasons.

(1) You are working with the on-line version but prefer to deal with certain parts of it in printed form.

(2) You do not have web access and so you cannot work with the on-line version and need to see the content in printed form. You need to find someone in your church and/or circuit who is willing to print out the course content for you. Maybe the local tutor who is otherwise guiding your studies would be able and willing to do this.

Click on Print Book and the following preview opens in a new window. Click on 'Print Book' at the very top and your printer dialogue box opens. These are big documents (21 pages of A4 in this example) and it is best to set the printer, if possible, to print double-sided.

The alternative provided is 'Print Chapter' which prints a single page, the one you are on.
Using the course with a tablet device

All the functionality of the course is available on Apple iPads and iPhones, on Android and Windows 8 mobile devices. You work through a browser just as you would on a desktop or laptop. The screens might look a little different.

It is possible to download materials to an e-book reader like Kindle.

Logging out

Once you have finished what you are doing, you should log-out by clicking ‘Log out’ on the top right hand side of the page you are on.

The first page you will see when you log back in is the window illustrated on page 4 of this guide. You will have to navigate, using the options provided, back to the page you were on.

Finally

I hope this guide has enabled you to start using the course with confidence and fluency. Enjoy it and every success!