



Quick Start Guide

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Welcome!

We are thrilled to have the opportunity to serve your homeschool through our new BJU Press Distance Learning Online program. By registering for this service, you get a full year's worth of content that can be accessed anywhere there is a suitable internet connection. (See requirements below.) We trust this guide will be a helpful tool to get you started.

System Requirements

Computer Requirements

- Minimum CPU processing speed requirements: Pentium 1.0 Ghz equivalent or greater
- Minimum RAM requirements: 256 Mb (512 recommended)
- Minimum 20% free hard drive space
- Minimum Browser requirements: Internet Explorer Version 5.5 or later versions OR Firefox Version 1.0 or later versions. Other browsers may be used but may not support all functionality. It is recommended that users remain updated to the latest versions of their web browser software.
- To view videos, Adobe Flash Version 9 or later is required.
- Best viewing resolution 1024 X 760 (or higher as needed)
- Internet connection recommended: LAN, Cable or DSL Modem
- An active email account is required.

Internet Bandwidth Requirements

Broadband Service Package (recommended)							
		768kbps	1.5 Mbps	2 Mbps	3 Mbps	4 Mbps	5 Mbps
		greater than 768 kbps	greater than 1500 kbps	greater than 2000 kbps	greater than 3000 kbps	greater than 5000 kbps	greater than 6000 kbps
# of Students/ computers	1						
	2						
	3						
	4						
	5						
	6						

Materials

Teacher's Editions

Teacher's editions, if recommended for the Distance Learning subject, are available in PDF format by logging into the parent's account, selecting the child, selecting the course, and clicking "Parent Resources." To order the print version, contact BJU Press Customer Service at 1.800.845.5731.

Student Textbooks

Shipped separately with printed materials

Student Worktexts

Shipped separately with printed materials

Tests/Quizzes

For all Grades 9–12 subjects, unit (chapter) tests will be available for electronic submission by logging into the student's account, clicking on courses, lessons, and selecting the chapter.

Other tests/quizzes for all grades may be found with printed materials, under parent resources, or may be given orally by the video instructor.

Answer Documents

Online assessments for Grades 9–12 courses are graded immediately and can be reviewed to see the correct responses. Depending on the course, other answer documents will be found in Teacher's Editions, in printed test pack answer keys, or by logging into the parent's account and checking under "Parent Resources."

Teacher Support Materials

These materials form the hub for coordinating the Distance Learning course. They may include orientation videos, schedules, materials lists, grading guides, errata listings, teacher support videos for each lesson (Mom's Minutes & Teacher's Tips), additional handouts, tests, quizzes, and answer keys.

Note: It is important that you also read through the Parent/Facilitator Information for each course; that is found under the student(s) login(s) under "Lessons." These provide vital introductory parent information for each course and should be read by the parent before the student starts Chapter 1.

Video Lessons

These are found by logging into the student account, clicking "Courses," "Lessons," and then clicking on the "Chapter" link.

Logging In

You will receive an email from DLinfo@bjupressonline.com that gives a link to log into BJU Press Distance Learning Online. Click on the link given in the email or go to bjupressonline.com to login.

The first time you log in, you will be prompted to set up a username and password. The parent and each student in your family will have his own login.

BJU Press Distance Learning - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://bjupressonline.com/v4/signup.php?Sid=bjupress&Lid=1298

Distance Learning Online

bjupress

Welcome! Create Your Profile:

Username: *

Password: *

Re-type Password:

First Name: * Jane

Last Name: * Smith

Email: * jsmiley@email.com

Profile Photo: Browse...

I have read and agree to the terms of service.

Finish

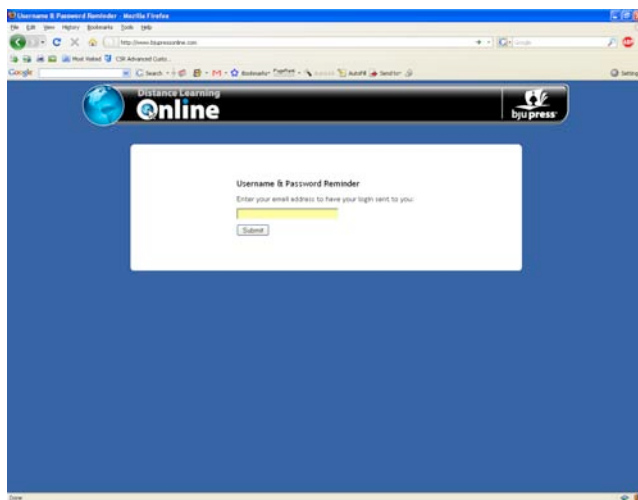
1. Enter username and password.
2. Confirm password.
3. Upload a profile photo (optional).
4. Indicate agreement to terms of service.
5. Click "Finish."

Congratulations! You're in the system looking at your homepage. See page 7 for more information on the homepage features.

If you have already set up your username and password, you will enter those in order to log into the system.

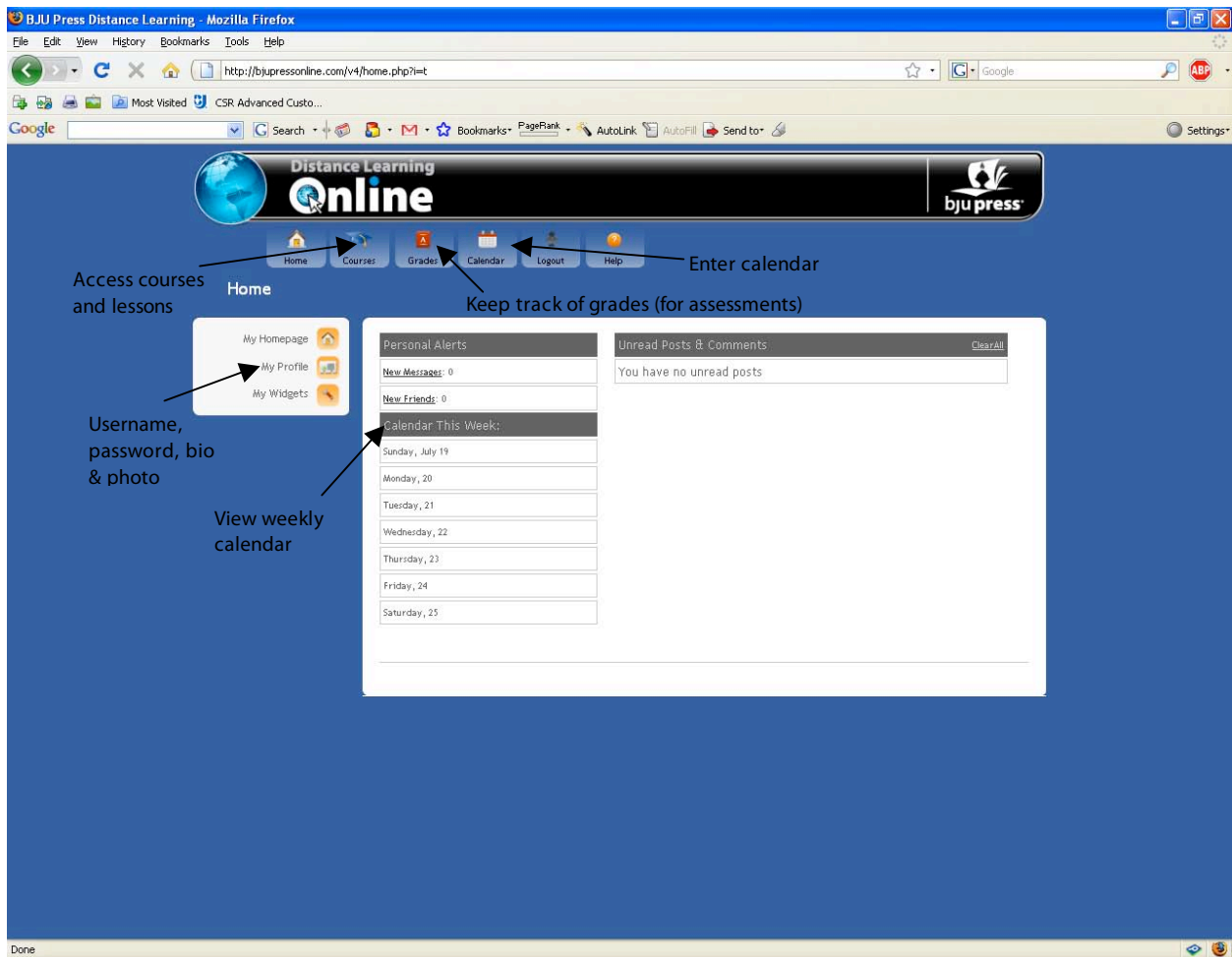


If you forget your password, click on the link "Forgot your Username or Password?" Enter your email address and click "Submit." Your username and password will be sent to your email.



Your Homepage

When you log in, your homepage will look like this.



Notice the features.

My Profile: Here you can change your username or password. You can upload a photo and create a bio.

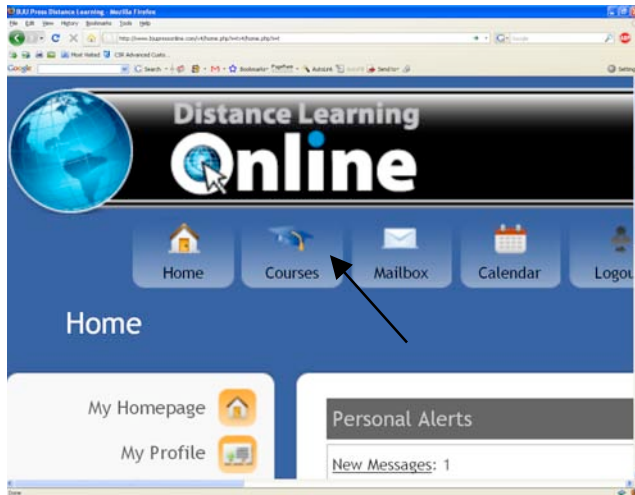
Courses: You will access your courses and lessons from here. Parents will want to read/watch the parent/facilitator information (first lesson) for each course before the student begins Lesson 1.

Calendar: The parent and student can schedule entries from the student's login. The parent can see calendars for each student from his/her login.

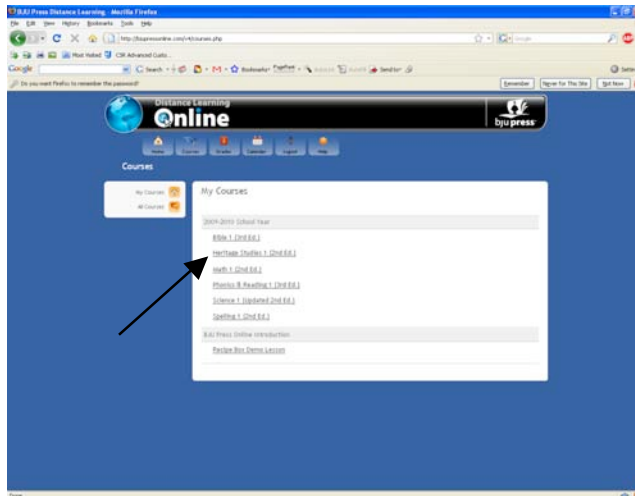
Grades: See a running record of how you are doing in the course (for courses with online assessments only).

Viewing Lessons

1. Click the courses tab in the top navigation bar to see the courses for which you are registered.



2. Select the course you wish to view from the "My Courses" list.



Course Homepage

Notice the features on the course homepage.

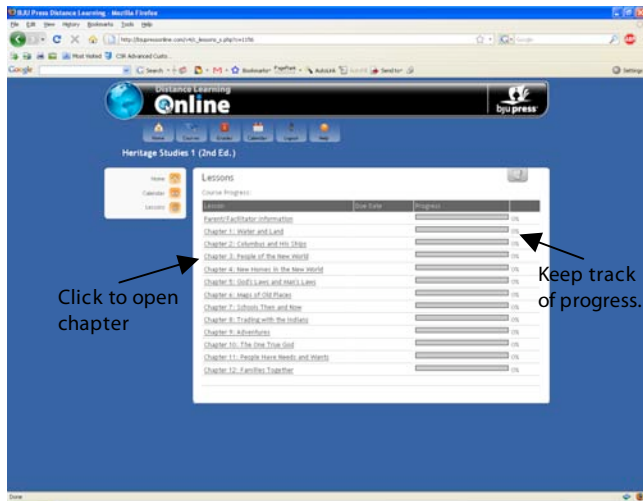
The screenshot shows a Mozilla Firefox browser window displaying the BJU Press Distance Learning website. The page title is "Heritage Studies 1 (2nd Ed.)". The navigation bar includes "Home", "Courses", "Grades", "Calendar", "Logout", and "Help". The main content area is divided into three columns:

- Left Column:** A sidebar with "Home", "Calendar", and "Lessons" buttons. An arrow points to the "Lessons" button with the label "Access Lessons".
- Middle Column:** Titled "Heritage Studies 1 (2nd Ed.)", it contains an "Instructor" section with links for "Online Instructor", "Profile", and "Contact". Below this is a "Course Roster" table listing names and roles with "Profile" and "Contact" links for each.
- Right Column:** Titled "About This Course", it contains a "Course Description" section with text about the course content, a "Teacher Bio" section with a photo of Miss Tara Liston and a quote, and a "Syllabus" section with a link to "Heritage Studies 1 Schedule of Lessons".

Annotations with arrows point to the following features:

- "Access Lessons" points to the "Lessons" button in the sidebar.
- "Contact Subject Expert" points to the "Contact" link under the "Online Instructor" section.
- "Course Description" points to the "About This Course" section.
- "Teacher Bio" points to the teacher's bio and photo.
- "Course Schedule" points to the "Heritage Studies 1 Schedule of Lessons" link.

3. Click the "Lessons" tab in the side navigation bar to view the chapters for the course.
4. Click on the chapter or information you wish to access.



5. To view lessons, click on any link labeled "Lesson##.flv."



Lesson Viewer

The image shows a screenshot of a web browser displaying a video player. The browser's address bar shows the URL: `http://bjupressonline.com/v4/c_video_player.php?c=1148&video=10939`. The video player is titled "Lesson 01-02 (B6241).flv".

Annotations with arrows point to various controls and features:

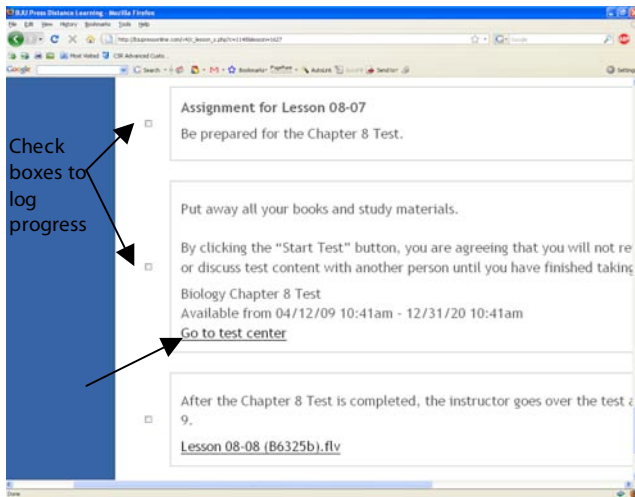
- Click to add notes**: Points to a "NOTEPAD" button in the top right corner of the video player.
- Notes screen**: Points to a text area in a floating notes window on the right side of the video player. The notes contain the text: "study", "do homework", and "read for understanding".
- Play/Pause**: Points to the play/pause button on the video control bar.
- Stop**: Points to the stop button on the video control bar.
- Elapsed time**: Points to the current time display (03:32) on the video control bar.
- Slider bar (forward/back)**: Points to the progress slider on the video control bar.
- Total time**: Points to the total duration display (33:26) on the video control bar.
- Full screen**: Points to the full screen button on the video control bar.
- Volume**: Points to the volume control icon on the video control bar.

Taking Tests

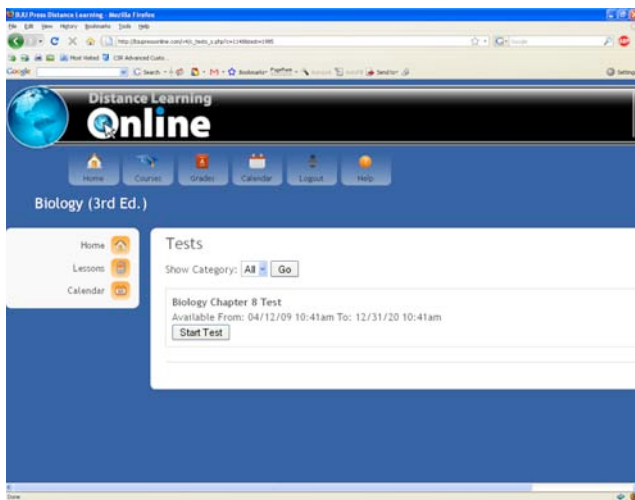
For Grades 9–12, chapter tests are offered electronically online. Other tests and quizzes are found either under the “Parent Resources” tab on the parent account or in the printed materials that came with the kit, depending on the class.

To take an online assessment

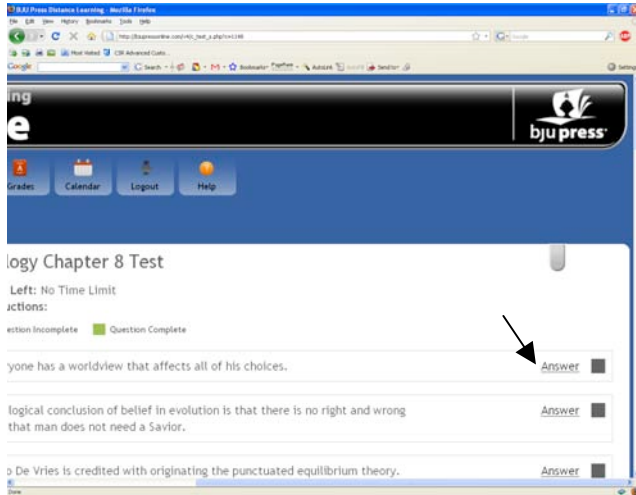
1. Click on the “Courses” tab.
2. Click on the “Lessons” tab.
3. Click the chapter on which you are working.
4. Click on the “Test” link.



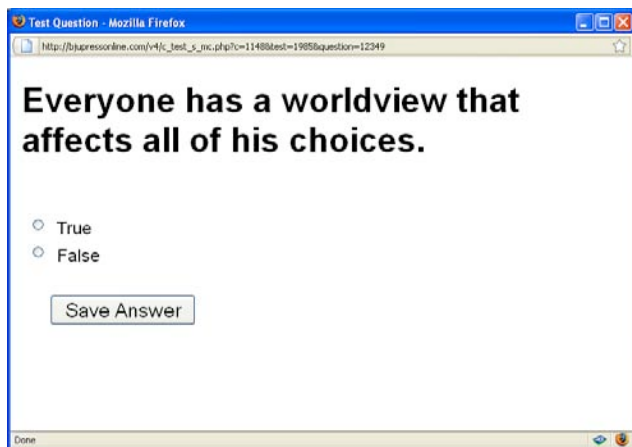
5. Click “Start Test” after all study materials and books are put away.



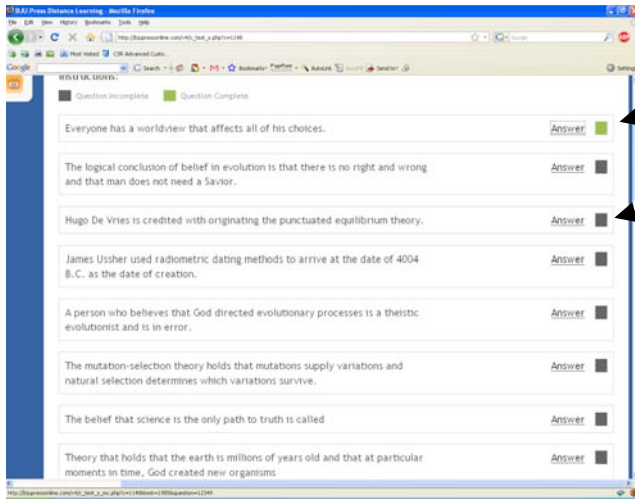
6. Click "Answer" when you are ready to answer a question.



7. Make your selection and click "Save Answer."



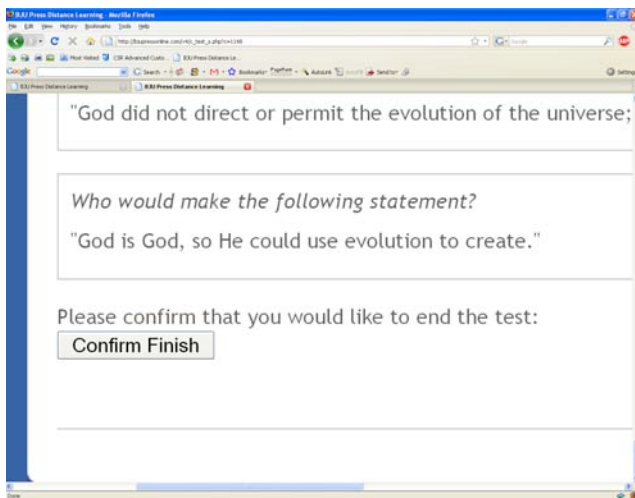
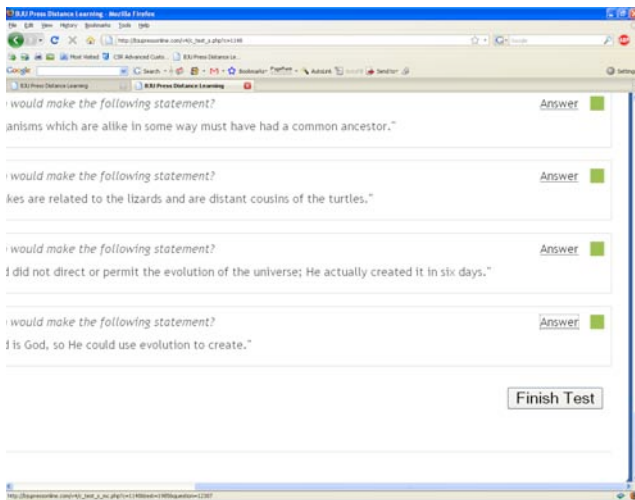
8. Go to the next unanswered question and follow steps 6–8 for each question.



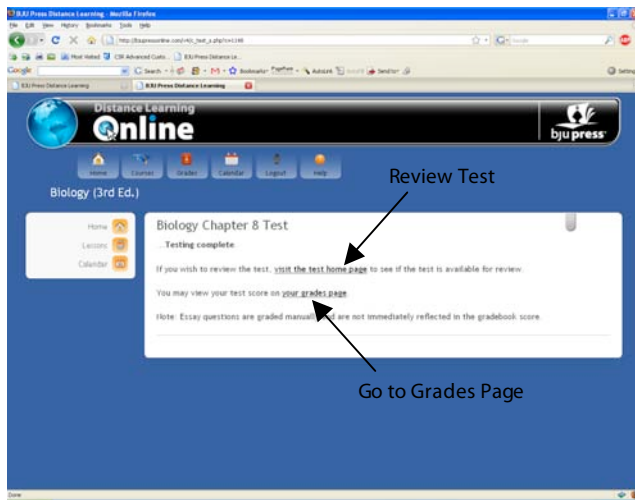
Answered Question indicated in green

Unanswered Question indicated in gray

9. When you have answered all questions, click "Finish Test" at the bottom of the screen, and click "Confirm."



10. Go to "Grade Book" to see the score and percentage or go to "Test Center" to review the test.



Additional Resources

Calendar

Enter items into the calendar by logging into the student account. Click on the “Calendar” tab in the top navigation bar, select the day, click the time, add a title, enter details, and click “Insert Record.”

View each child’s calendar by logging into the parent account, selecting the child, and clicking “Calendar.”

Notes

Students can type notes while watching lessons by clicking the “Notepad”



button. From any screen within the course you can also click the “Notes”



tab. You may want to organize notes by chapter and lesson, but you may use any method of organization that works for you.

Calculator

You can access a calculator from any page in your courses by clicking the “Calculator”

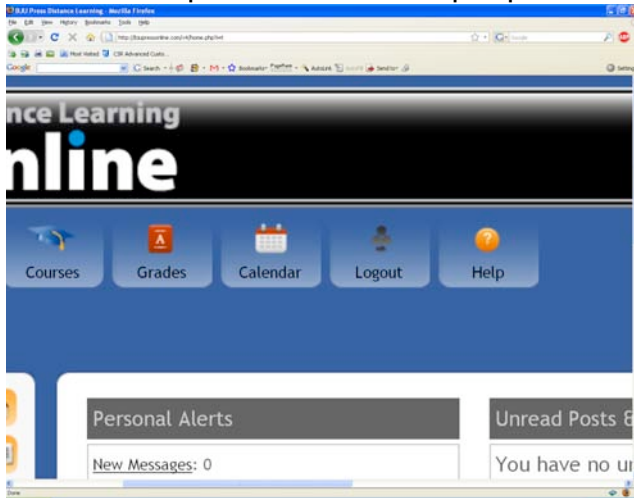


tab.

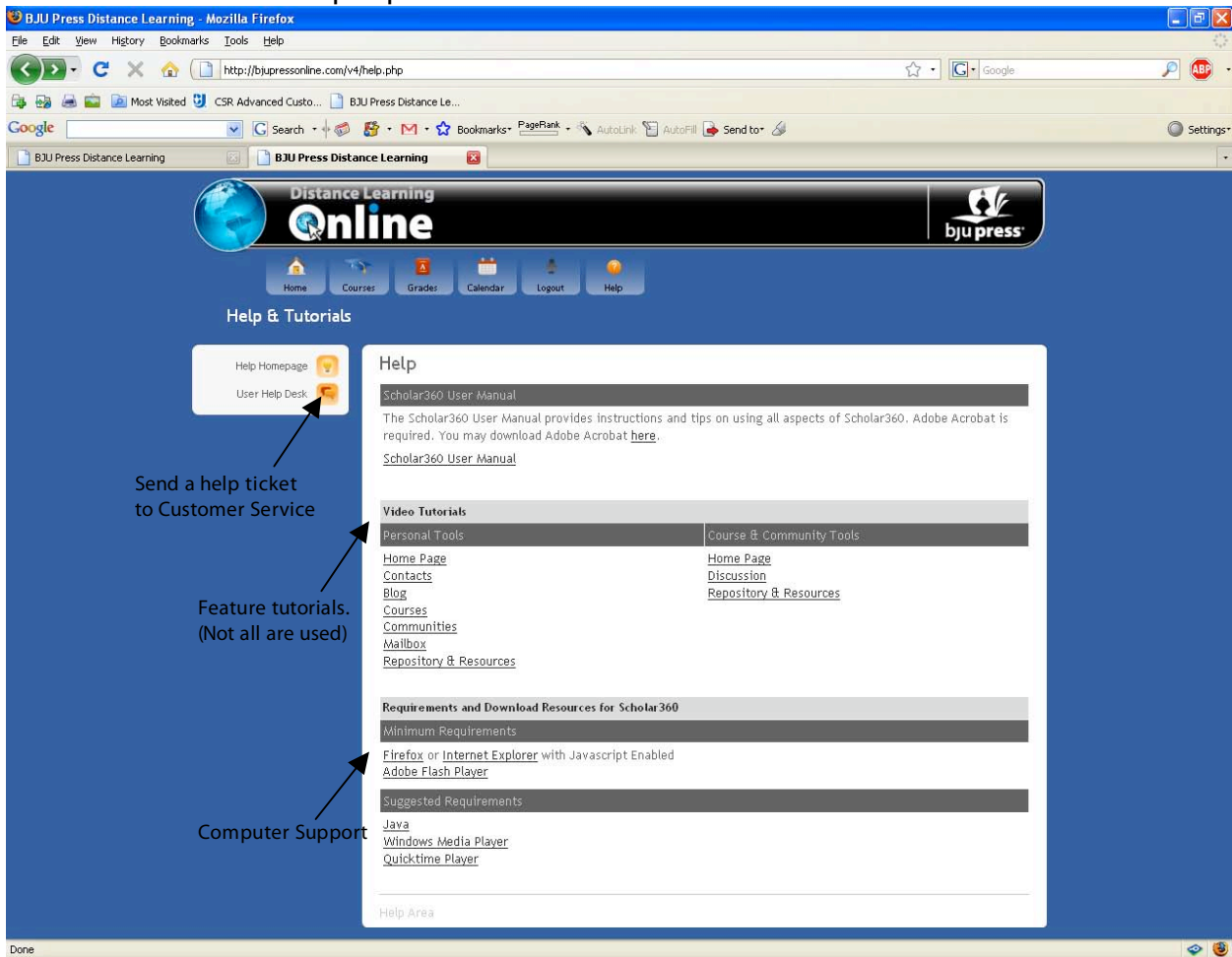
Support

Help File

Click the "Help" tab to access help topics.



Discover a wealth of help topics and tools here.



Help Page

Customer Service

If your need is not addressed by the “Help Page,” you can also contact Customer Service by emailing DLinfo@bjupressonline.com or calling **1.800.845.5731**.

Feedback

We’re always interested in hearing from you. Let us know what you think, and make suggestions for improvements anytime by emailing feedback@bjupress.com.

