

Technology Guide for TEL students

September 2015

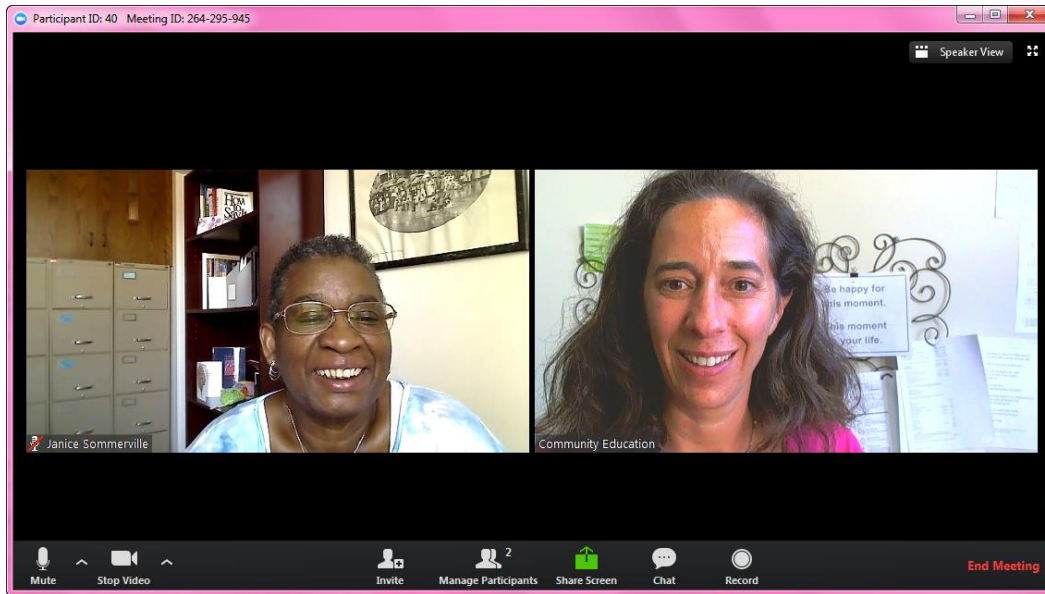
Welcome to Pacific School of Religion's Theological Education for Leadership (TEL) program. This brief guide will help you acclimate to the technology so that you can focus on what's important: your education.

The TEL program uses two educational technology tools: Zoom and Moodle. "Synchronous" (simultaneous) experiences such as seminars and the openings and closings of courses use Zoom. Asynchronous (not at the same time) experiences such the middle of week-long courses use Moodle.

If you have a computer purchased within the past three years and a fast Internet connection, you should have little trouble using these. PSR staff are ready to help you with any technology concerns – do not hesitate to write or call with if you have questions.

Zoom

Pacific School of Religion is using Zoom.us to enable groups of people to communicate synchronously (simultaneously), in real time from various locations. Zoom.us is a video meeting service that works on iPads, iPhone, Windows and Mac.



What you need from TEL

The TEL office will provide you with the web address of your Zoom class meeting.

Required equipment

1. Computer or mobile device
2. Internet connection – broadband wired or wireless (3G or 4G/LTE)
3. Speakers
4. Webcam
5. Mobile device users ONLY: download the Zoom Cloud Meetings app from iTunes App Store or Google Play Store

See <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac> for complete system requirements.

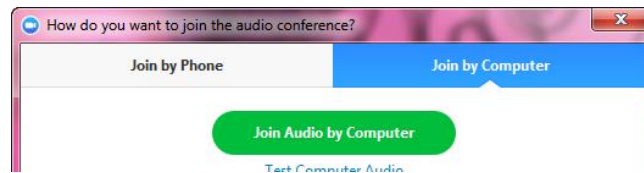
In advance of your first class session

Arrange a practice session with TEL staff. Contact the TEL Office (tel@psr.edu, 510/849-8284).

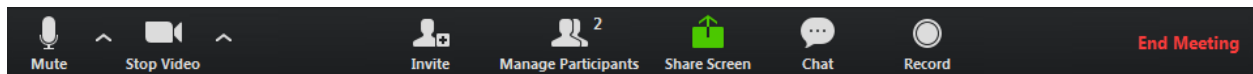
Using Zoom

Click on the Zoom meeting web address that you receive from TEL. You may be asked to install something the first time you use Zoom.

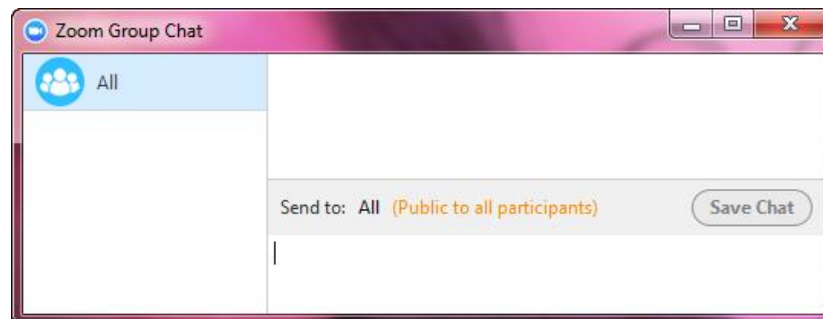
Once you are connected, click on the green “Join Audio by Computer” button. If you have network speed issues, you may wish to click “Join by Phone” instead and follow the conference call directions to access audio that way.



When you move your mouse over the Zoom window, a menu bar will appear at the bottom.



Click on “Chat” to open the text chat window. You may resize and/or drag the chat window to the side so that it does not obstruct the main window. It is best to leave the chat window open throughout your webinar.



Questions?

Contact TEL at 510.849.8284 or tel@psr.edu.

Moodle

Moodle (<http://moodle.gtu.edu>) is the Graduate Theological Union's interactive learning platform that is used to teach asynchronously (non-simultaneously).



The screenshot shows the Moodle course page for 'Wells of Living Water: Spiritual Practices for the Journey of Life'. At the top left is the GTU logo. Below it is a navigation menu with links: Home, Courses, Schools, PSR, TEL, Spring 2015, and ChristianSpirit.TEL.SP15. The main content area features a green banner with the text 'TEL: THEOLOGICAL EDUCATION LEADERSHIP' and a small image of a water droplet. Below the banner is the course title 'Wells of Living Water: Spiritual Practices for the Journey of Life' and a paragraph of introductory text. At the bottom of the page is a 'News forum' link.

What you need from TEL

The TEL Office will submit your name and e-mail to the GTU Moodle Administrator. The GTU Moodle Administrator (moodle@gtu.edu) will provide you with a Moodle username and password.

The TEL Office will provide you with an "Enrollment Key" (password) for each course.

Required equipment

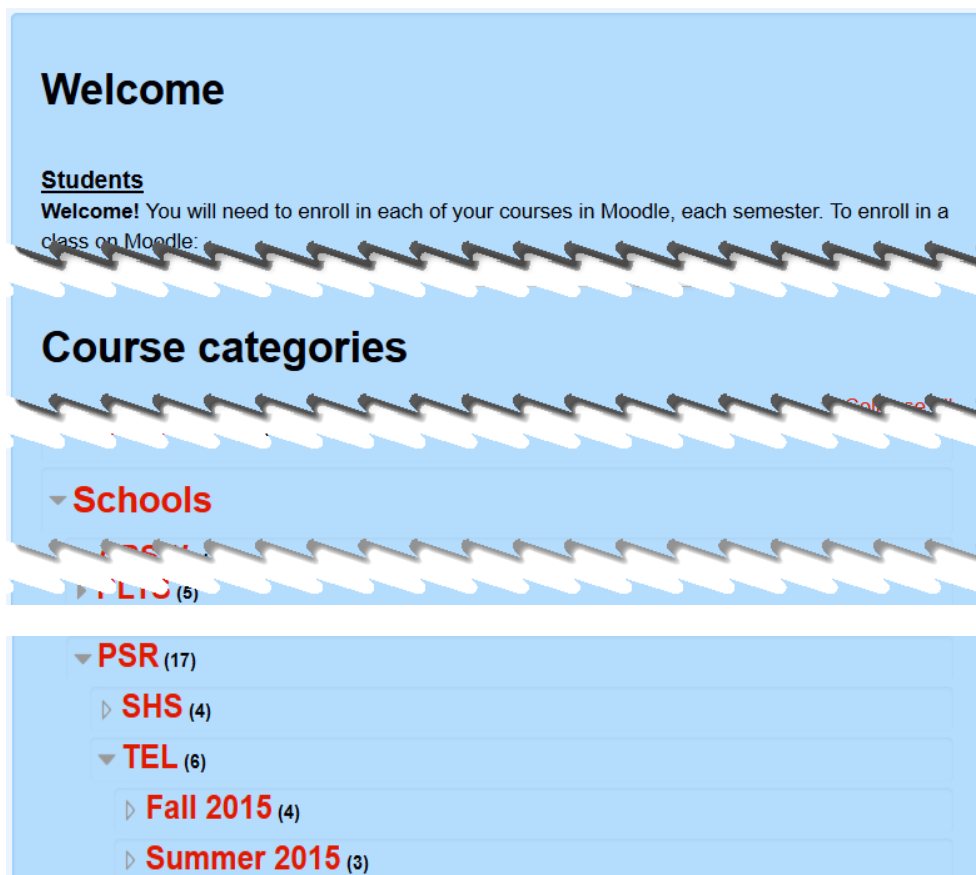
1. Computer with speakers
2. Internet connection – broadband wired or wireless (3G or 4G/LTE)
3. Web Browser Plug-Ins
 - a. The latest version of these Adobe products are required for most classes:
 - i. Adobe Reader (<http://get.adobe.com/reader/>)
 - ii. Adobe Flash Player (<http://get.adobe.com/flashplayer/>)
 - b. The latest version of these other media players are also suggested:
 - i. Windows Media Player (<http://windows.microsoft.com/en-US/windows/downloads/windows-media-player>) -OR-
 - ii. Apple Quicktime (<http://www.apple.com/quicktime/download/>)

Issues with AOL

Do not use AOL email or the AOL browser. Moodle does not work well with AOL, and mail may not be delivered. TEL staff can help you acquire a free, non-AOL email address or browser.

Using Moodle

1. **Open Internet Explorer or Firefox** (recommended for Mac users) and go to <http://moodle.gtu.edu>
Notice that there are no w's in that address.
2. **Enter your username and password in the upper left-hand corner and click on the "Login" button.**
Contact the TEL office (tel@psr.edu, 510/849-8284) if you did not receive a username. Click the "Lost password?" link just below the "Login" button if you forgot your password.
3. **Scroll Down** to "Course Categories" then click on "Schools" then click on "PSR" then "TEL" and finally click on the appropriate semester.



4. **Click on the name of your course to enter.** Focus your attention on the main, center portion of the screen. Begin at the top and read down.
5. The first time you access the class, you will be required to enter the **enrollment key** (course password) given to you previously by TEL.

Discussion Forums

1. You will likely be asked to type comments into a “discussion form”. You can identify discussion forms by the conversation bubble icon:



2. Clicking on the icon will open the forum. There are typically (1) instructions or a question at the top, (2) a button allowing you to post your thoughts, and (3) a list of responses of others, with the most recent posts on top. Click on the topic of a class-mate’s posting to read and reply to it.

Pastoral Joys and Concerns (1)

Please share your own joys and concerns here and feel free to respond to those of your classmates.

Add a new discussion topic (2)

| Discussion | Started by | Replies | Last post |
|------------------------------|-------------------|---------|---|
| LGBTI Refugees in Africa (3) | Sharon Cox Ludwig | 0 | Sharon Cox Ludwig Tue, Apr 21, 2015, 5:36 AM |
| Push past the wall | Elana Bolds | 1 | Carolyn West Mon, Apr 20, 2015, 6:49 PM |

3. Click on the “Add a new discussion topic” button to make a contribution. Type in a brief subject on the “Subject” line, then type your comments into the “Message” box, then click on the “Post to forum” button.

Pastoral Joys and Concerns

Please share your own joys and concerns here and feel free to respond to those of your classmates.

Your new discussion topic

Subject*

Message*

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Video, Attach, Undo, Redo, Source, Fullscreen, Print.

Questions?

See <http://www.gtu.edu/library/students/moodle-help> for a Moodle FAQ.

If you have technical problems, please contact the GTU Library Moodle Administrator (moodle@psr.edu) or the TEL office at tel@psr.edu or 510/849-8284 for assistance.