

A NOTE FROM THE EXECUTIVE DEAN...

Western Seminary has pioneered the use of innovative technologies to provide premier-quality ministry training for the church and parachurch. Today's online degree programs deploy advanced learning systems to serve men and women across the nation and around the world who are committed to effective, enduring Christian ministry and who seek to anchor their service in the rich teachings of the Scriptures.

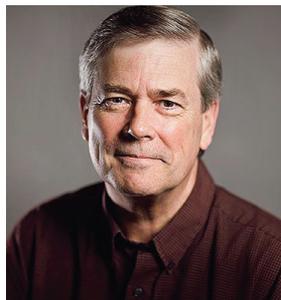
Advanced learning systems alone, however, are not the full measure of an effective online ministry training program. The rapid growth of mediating instructional technologies means that even the smallest schools, both accredited and unaccredited, can DO online education. The final measure of any program, campus or online, must be how well our graduates - how well you our students - are prepared for real-life, front-line Christian ministry.

Western Seminary has been equipping faithful servants of Christ for more than 90 years. Our graduates now serve Christ effectively in an incredible variety of ministry roles around the world. It is our commitment, and the testimony of our online graduates, that however one studies at Western, the outcome will be a transformed life passionately committed to Jesus Christ and his mission in this world.

We trust that you will enjoy your studies, but more important, we trust that your studies will eternally impact your life.

James E. Stewart

Executive Dean - Online Campus



YOUR NEW LEARNING RESOURCE!

LIFELONG LEARNING.
LIFELONG IMPACT.

If you have enrolled in one of Western Seminary's online degree programs, you will automatically receive a Logos Bible Software license for each semester you are enrolled. Typically, you will receive an email from the seminary providing license information within two weeks of your approved course enrollment. If you enroll after the start date of the semester, your email notification may be slightly delayed. To ensure the best Logos experience, we recommend you review carefully the hardware and system requirements listed on the back of this publication that are specific to a successful software experience.



FOR MORE INFORMATION VISIT WWW.WESTERNSEMINARY.EDU/LOGOS-BIBLE-SOFTWARE

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SO I HAVE ENROLLED WITH THE ONLINE CAMPUS...WHAT NOW?

This may be the first time you have enrolled for an online distance learning course. Or perhaps this will simply be the continuation of our relationship. Whatever the situation, we want you to be familiar with developments that are in place for the Spring 2020 semester, and to remind you of some important student policy matters.

So please take just a few minutes and review this material. It will help you Get Started Right in the new semester.

LOGIN TO YOUR COURSES IN THE ONLINE LEARNING CENTER (OLC)

When you enroll for an online course, you will be notified that you have also been enrolled in our Online Learning Center at:

<http://www.westernseminary.edu/olc/>

Online Learning Centers provide a “home room” for groups, or “clusters,” of students who are going through the same course at approximately the same time. Our desire is not to limit the significant flexibility that has become the signature of Western Seminary’s distance education program. Rather, this is an opportunity to provide meaningful interaction with other students, to have one location for all non-media course materials, and to make your learning experience as enjoyable and profitable as possible.

TO LOGIN TO YOUR COURSE (TYPICAL):

Username:	Student ID Number
Password:	Provided Separately

CHANGE YOUR OLC PASSWORD

Passwords must include:

- At least 8 characters
- At least one capital
- At least one number
- At least one special character (ie. !*%)

You will then be required to change your password to ensure privacy. Please choose a password that you can remember or write it down in a secure location; Our personnel have no access to your password, but, if necessary, will be able to reset it upon request.

It is important to note that the Online Learning Centers serve the online program of the seminary and are separate from the classrooms associated with each campus. You may choose to use the same password for both Moodle sites, or you may use different passwords if you find this helpful. It is your choice.

When you have successfully logged into your learning center, take a look around and become familiar where your resources are.

DOWNLOAD AND INSTALL
INTEGR@TE DESKTOP

Most courses offered through Western's online program feature significant video resources that bring you face-to-face with our core teaching faculty as they guide you through your course studies.

INTEGR@TE DESKTOP



To download a full course, you will need to install our desktop application Integr@te which will enable you to download the course content from our site. Integr@te uses the Adobe Air platform and is compatible with both Macintosh and Windows operating systems. To do so:

1. Visit Integrate Control

<http://www.westernseminary.edu/integrate/>

- a. Download and install Adobe Air
- b. Download and install the Integr@te application.

2. Start the application by:

- a. Double-clicking the red Western Seminary logo icon on your desktop, or...
- b. Choose Integr@te from your list of programs.

3. When the application opens, you will see a login screen. A drop-down menu allows you to choose either to login for an online course or a campus classroom. Choose the OLC option and login using your Moodle OLC (Online Learning Center) username and password.

Note: If you have to close Integr@te, or shut down your computer, the Download Manager will remember the last component completed.

DOWNLOAD INTEGR@TE
MOBILE (OPTIONAL)

We recognize that many of our students prefer to access course resources on their cell phones or tablets as they travel or work away from their desktops. The Integr@te mobile app makes it possible to stream or selectively download course media on most Android, Apple or Amazon Fire mobile platforms.

If this option appeals to you, simply download the app from your preferred mobile device's app store. Then, install the app on your preferred device and log in as you would to the desktop version. You will then have the option to stream course media or download them for offline viewing. To access the Integr@te Mobile download options directly from your web browser, you may visit:

Amazon App Store: <http://a.co/6Xx8g0T>
Google Play Store: <https://goo.gl/7sU2Ke>
Apple App Store: <https://goo.gl/2oh1oN>

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FIRST THINGS FIRST

Getting started right each semester recommends a consistent activity checklist to be completed by the end of the first week.

UPON GAINING ACCESS TO YOUR ONLINE LEARNING CENTERS (OLC)

1. First, download your course syllabus from the SYLLABUS link in your course navigation menu. Review the course requirements carefully as they may have changed from earlier posted versions.
2. Verify from your syllabus that you have ordered all required texts for your course. We provide active links to the Amazon.com website to help ensure that you order the correct edition of each text, but you are invited to order from the bookstore of your choice.
3. From the SCHEDULE AND PROGRESS link, review your course schedules to understand when during the semester each activity will be due. We recommend that you download the iCAL file associated with each of your courses and import them into the calendar application of your choice. This will help you visualize your learning obligations for all courses during the semester to ensure their full and timely completion and to reduce last-minute stress on you.
4. We encourage you to review the time assumptions for each assignment as described in the course syllabus. These estimates have been established by the instructor and will help you determine, when considered alongside the amount of time you will set aside each week for your studies, when you should begin working on each element of all your courses.

IN YOUR FIRST WEEK

1. By federal law, we must now ensure that students participate in classes for the full length of the session or semester. By the end of your first week, having downloaded and reviewed your syllabus, simply click on the Online Confirmation link of EACH COURSE in which you are enrolled to affirm that you understand all course requirements, and, if you do not, that you will initiate contact to your instructor to resolve concerns.

2. Complete all first week assignments which may include posting to an introductory discussion forum.

3. Contact your instructor. At Western, online study does not mean that you study alone. You are encouraged to reach out to your instructor regularly; they are there to help you succeed as a Western Seminary student!

START-UP CHECKLIST

FEDERAL REQUIREMENTS

WRAPPING UP THE WEEK

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HELPFUL POLICY REMINDERS

SESSIONS REPLACE START DATES

By regulation, distance education courses must be scheduled within the regular semester dates. However, to provide optimal flexibility, our program offers three session choices each semester. As illustrated below, Session "A" is 14 weeks in length. Sessions "B" and "C" are 7 weeks in length and are offered sequentially. Students who miss the regular semester start date, or those who have enrolled in either Session "A" or Session "B" and who have made satisfactory academic progress, may enroll for Session "C"... effectively providing either a late registration or an early semester option depending on your perspective.

SESSION "A" - 14 WEEKS

SESSION "B" - 7 WEEKS

SESSION "C" - 7 WEEKS

SPRING 2020 SESSION DATES

Sess.	Dates	Start Week	End Week
A	1/4 - 4/13	1/4 - 1/12	4/5 - 4/13
B	1/4- 2/24	1/4 - 1/12	2/16 - 2/24
C	2/21 - 4/13	2/21 - 2/29	4/5 - 4/13

IMPORTANT POLICY REMINDERS

- Session Explanation
- Spring 2020 Dates
- Class Opening
- Last Week Evaluations

ATTENDANCE REQUIREMENTS

IMPORTANT!

1. If you are registered for either the Session "A" or Session "B", your online learning center (<http://www.westernseminary.edu/olc>) will open no later than January 4th at 12:01 A.M. Within the first week of your session you must upload your course affirmation file to register your attendance within that week. This is our way of "taking attendance" in the course; failure to submit the affirmation file within that first week may result in your being dropped from the course.
2. Just as you are expected to be "present" in the first week of the semester, you must also attend class during the last week of your session. Even if you finish your other course assignments earlier in the session, you still must complete and return your course evaluation in your last week. At the beginning of that week, you will receive a link by email to the evaluation page. Completing and submitting the online form during your last week will constitute a record of your attendance.

Note: First Week Online Confirmations or course evaluations received by 8:00 a.m. on the Monday following the end of your course start week or end week will be considered to have been received within the required one-week time window.

CLASS STRUCTURE AND INTERACTION

We have found that students learn best within a well defined, though hugely flexible, structure. Most courses are now organized into one or two week units to help you make and monitor your progress more easily. Activities and assignments also have scheduled completion dates to guide you in your scheduling and work load balancing. Students are able to mark when activities have been completed, and a progress tracking tool in the Learning Center ensures that you know exactly where you are in completing course requirements.

Moreover, you can expect to interact regularly with your course instructor and other students in your class. The purpose of this faculty-to-student and student-to-student interaction is not to add another performance obligation, nor is it to make online study more rigid in its scheduling, but rather to provide you with the most relational learning experience possible, regardless of your location or mode of study.

Also, all coursework must be submitted prior to the last week of your semester or session. Late submissions may not receive on-time completion points.

WHOM TO CONTACT FOR WHAT

Western Seminary Main
PH. 503.517.1800

Distance Learning
PH. 503.517.1900

Online Campus Toll Free
877.517.1800 ext. 1900

YOUR INSTRUCTOR

JON RAIBLEY
X. 1899

JAMES STEWART
X. 1898

MARK BAKER
X. 1900

KEANE COLLINS
X. 1811

DREW HOLMES
X. 1808

ADRIAN TIJERINA
X. 1861

BLAKE KIDNEY
X. 1885

Assignments / Assessment
Course Content & Interaction
Event Scheduling

Online Learning Center Problems
Integr@te Desktop
jraibley@westernseminary.edu

Online Learning Center
jstewart@westernseminary.edu

Enrollment / Registration
Administration & Learning
Systems Support
mbaker@westernseminary.edu

Academic Advising
Director of Online Student Services
kcollins@westernseminary.edu

Academic Advising
dholmes@westernseminary.edu

Academic Advising
atijerina@westernseminary.edu

Integr@te Technical Support
bkidney@westernseminary.edu

ONLINE HELP

<http://www.westernseminary.edu/help>



MORE ABOUT INTEGR@TE DESKTOP!



WHAT IS INTEGR@TE?

Integr@te (simply pronounced Integrate) is a course delivery and integrated learning system developed by Western Seminary to support students in the distance education program. Integr@te provides for rapid access to course materials and offers immediate access to a suite of bible study, communications and course calendaring options.

WHY INTEGR@TE?

The Online Program serves learners world-wide. We must, therefore, choose technologies and delivery systems that can adapt to very different service conditions. The stable, low-cost, high-speed broadband Internet we enjoy in the Pacific Northwest cannot be required of students who don't have equal access to comparable system either internationally or even in many rural regions of the United States. Integr@te desktop's delivery model allows students to download course media once with continuing offline access over the remainder of the semester.

Further, Integr@te media downloads provide a lifelong-learning resource for students that extends well beyond semester's end, allow students to add notes to course media through the bookmark function, and exercise greater control during media playback.

PROGRESS REPORTING

Just as our Online Learning Centers allow students to track their progress in each course, Integr@te tracks both the percentage of all media viewed, but the percentage of each video viewed. And if you use both Integr@te desktop and Integr@te mobile, your progress will be tracked and compiled across all platforms!

INSTALLING THE INTEGR@TE DESKTOP APPLICATION

To download a course, you will need to install our desktop application Integr@te which will enable you to download the course content from our site. Integr@te uses the Adobe Air platform and is compatible with both Macintosh and Windows operating systems. To do so:

1. Visit Integrate Control

<http://www.westernseminary.edu/integrate/>

- a. Download and install Adobe Air
- b. Download and install the Integr@te application.

2. Start the application by:

- a. Double-clicking the red Western Seminary logo icon on your desktop, or...
- b. Choose Integr@te from your list of programs.

3. When the application opens, you will see a login screen. A drop-down menu allows you to choose either to login for an online course or a campus classroom. Choose the OLC option and login using your Moodle OLC (Online Learning Center) username and password.

DOWNLOAD YOUR COURSE

Once you have entered the application, click on **Add Course** to access the course installation options.

1. Click on **Download from Website**.
2. Click on your course. The page will change to the Download Manager screen and your course download will begin.

When your first video has finished downloading, you may click on the Welcome option. Your course will now be listed in the Courses Installed window. You may click on the desired course link to access your course's home screen; the download manager will continue to download course components while you view your first video.

RESTARTING THE DOWNLOAD MANAGER

If you have to close Integr@te, or shut down your computer, the Download Manager will remember the last component completed. To return to the Download Manger and restart the download:

1. Click on your course from the Welcome screen.
2. Click on the **Download Manager** button (upper left side of the course screen).
3. At the Download Manager, click on the **Start** button to continue your download.

OFFLINE LOGIN

Note: If you choose the offline option, the various functions that access the internet will be disabled. This is a useful option when you have downloaded your course and wish to access media where you do not have access to an internet connection.

IMPORTING YOUR COURSE SCHEDULE

The OLC for your course provides the option to download an iCal course schedule file that you can import into Integr@te, Outlook, Google Calendar or many other calendar applications.

1. Save the iCal schedule file to your computer (where you will be able to find it again.)
2. Login to the Integr@te application and click on **Calendar**, then click on **Import**.
3. Locate the schedule file and click **Open** in the dialog box. The calendar will now show your course schedule. You can roll over any date for detail, or you can click on the file for editing.

To learn how to install the iCal file in Outlook, please visit www.westernseminary.edu/help.

RELINKING YOUR INTEGR@TE COURSES

On occasion an anti-virus software program, update, or other issue may cause your downloaded course to apparently "disappear" in Integr@te. To solve the problem, you can:

1. Download the course again, **OR**...
2. If you downloaded the course into the application storage folder...
 - Open Integr@te.
 - Press the Ctrl + ~ buttons at the same time. This should open a folder to the configuration files for Integr@te.
 - Inside that folder should be another named "Western Seminary Courses" where you will find all the folders and files for all your courses.
 - Open the folder for your course and look for a folder named "xml". Inside will be a file that starts with "cData". Just drag and drop that file onto the welcome screen in Integr@te to relink the course.

GETTING HELP WITH INTEGR@TE

You have access to extensive help from within Integr@te by clicking on the HELP tab. For additional help, please visit the Online Campus student website <http://www.westernseminary.edu/students/online> and click on the Online Campus Help link.

COMPUTER RECOMMENDATIONS

ALL SYSTEMS:

The Online Campus uses Integrate to deliver course resources and an online learning center (OLC) for peer-to-peer and faculty-to-student interaction. Further, all Western Seminary degree students receive a license for Logos Bible Software, a very powerful research and study resource. To optimize your study experience, we recommend the following system configuration.

- Word processor able to write to Microsoft Word™ .docx format
- High-speed broadband internet connection
- PowerPoint 2003™ recommended but not required (free viewer available)
- Email program able to send and receive email attachments
- Acrobat Reader™

HARDWARE:

- Windows™ 10 or Mac™ OS x 10.14 "Mojave" and above
- 8th generation quad-core processor
- 16 GB RAM (Recommended)
- 60 GB Free Space - Internal HDD / SSD Only
- 2560 x 1440 Screen resolution

WEB CONFERENCING:

- Web camera (High Definition)
- Mic / Earphones Headset
- Basic license for Zoom Video Conferencing (Available for free download at <https://zoom.us>)

COMPATIBILITY:

If you have questions, please call the Online Campus prior to enrollment in an online course.

Integr@te is designed to function effectively under both the Windows and Apple Macintosh operating systems. (See Note)

If you have problems downloading your course materials, please contact the Online Campus offices for assistance.

Note: Older versions of Macintosh, prior to 10.6.8, are no longer supported in the newer version of Adobe Air, so you may need to download an older version.

Attention Mac 10.7.2 users: Adobe Air will not install on this version of the OS. Please update your Mac to version 10.7.3 prior to installation.

westernseminary.edu/students/online



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