

Manual VKKOnline

Welcome to the Liberal Catholic Church in The Netherlands' online course. This guide will help you get started.

1 Donation

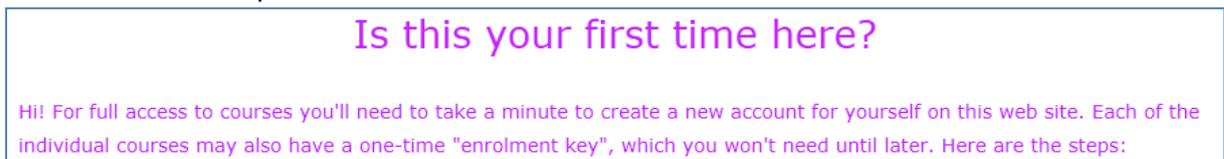
- The course is available free of charge. However, we do ask you to make a donation if you can. The majority of the money donated for this course is used for our school project in Kinshasa, Congo. Our local Church community maintains a school there and they would like to be able to pay for some much-needed improvements.
- Donations can be made to the VKK/CKB bank account: (IBAN) NL89INSI0732453690, reference "Donation Online Course".

2 Sign up and register

- Direct your browser to <http://intern.vkk.nl/moodle/>



- Click on "VKK Achtergronden / LCC Background".
- Read below: "Is this your first time here?"



Click on "Create new account".

- You will see a form:



- Fill this out, giving the following information.
- You will need to choose a user name; it must be in lowercase.
- You will also need to choose a password; you can choose anything you want; please note the specific requirements given.
- Write down your user name and password and keep them safe. You will have to use them each time you sign in.
- Email address: your email address.
- Your first name, last name, city and country.
- Click on "create my account".

- You will be told that an email has been sent to you.
- Look in your mailbox; there should be an email from: "webdienaar" (this is Dutch for "web server").
- Click on the link in the email. Or, copy the link and paste it in the address bar of your browser.

A new account has been requested at 'VKKOnline' using your email address.

To confirm your new account, please go to this web address:

<http://intern.vkk.nl/moodle/login/confirm.php?data=gBpFJuj4ML69vWp/gjstudent>

- You will be informed that your registration has been confirmed. Click on "courses".
- You will then be directed to the website of VKK Online.
- (You can close the other Start page that is still open.)
- You will now be on a page that shows "Enrolment options".

Enrolment options

VKK Achtergronden / LCC Backgrounds

Docent: A Helper

VKKOnline

No enrolment key required.

Self enrolment (Cursist)

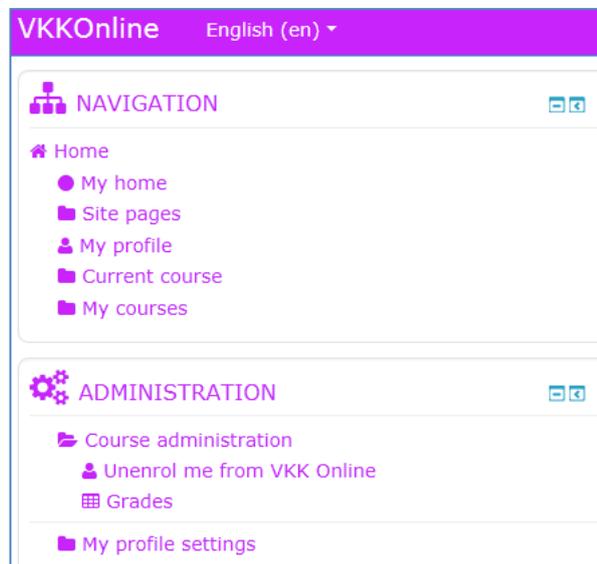
Enrolment key Unmask

- You will see two options: "VKKOnline" and "Self enrolment (Cursist)"
- Under both options a button is shown called "Enrol me". Click on the top button.

3 The main page

- You will now be on the page where you will normally remain.

- Top right you will normally see that you are logged in. If you want to log out at any time than click on "(Log out)". All changes that you have made will be kept.
- On the left of the same bar is: "VKKOnline" and the language that is currently set. You may choose either Dutch or English. This language selection applies to the menus and the help messages only. It does not apply to the contents of the course, which will be indicated separately. Some titles will be shown in both English and Dutch.
- The page has 2 columns.
- The center column shows 12 topics, one for each study module.
- In the left column there are blocks with a name followed by two icons. Clicking on the left of these changes it from a '+' to a '-' and vice versa. In the '+' position information is visible, in the '-' position not. The right icon contains the character '<'. If you click on it then it shifts over to the left margin and becomes a 'block' button. You can do this for each block that you are not using. You can make it reappear by clicking on the button in the left margin.
- The left column has two blocks that you will occasionally need: NAVIGATION and ADMINISTRATION.



- NAVIGATION allows you to quickly move between the topics. That can be useful if your screen is full of information and you want to go back to the topic you are working on. You can use the ADMINISTRATION for updating your profile, for instance by uploading a picture of yourself.

4 Start the course

- Click "Topic 1". You will be taken to a page with four items; the first line of each is a clickable link. It's easiest to work from top to bottom.
- Start with Item 1: "Study paper 1". Click on it and you're taken to a page titled "Study paper 1"; the title of the paper is "An understanding of God".

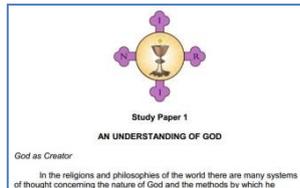
Topic 1

| | Your progress  |
|---|---|
|  Een begrip van God / An understanding of God | |
|  Beantwoorden van vragen / Answering questions 1 |  |
|  Meer achtergronden / More backgrounds | |
|  Meer literatuur / More literature | |
|  Powerpoint presentation 1 NL |  |

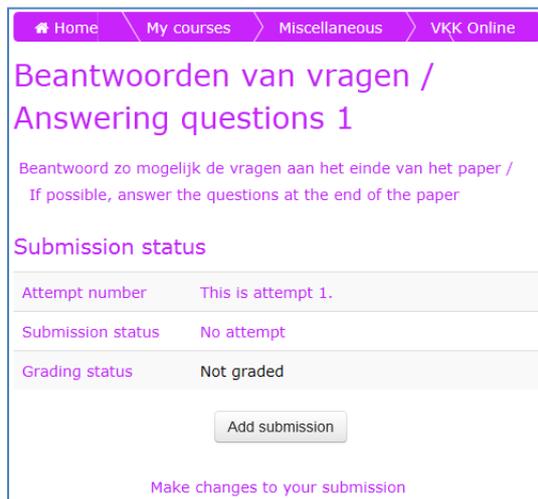
- Click on the link "Een begrip van God / An understanding of God" and you arrive at a page with the same title.



- Click on the link "English" and the first paper will be shown. (If you right-click you can cause it to open in a separate tab or window. Some browsers will do this automatically.)



- Work through the paper (you can print or save locally).
- When you're finished, click in the left column on "Topic 1". You will find yourself back on the page with the 4 items.
- You can now go on and read additional texts in Item 3: "more backgrounds".
- And/or, with "more literature" you can read in Item 4 the descriptions of a number of books that you may like to read – either now or at some point in the future.
- You can have a go at answering the questions at the end of the paper at any time.
- To submit your answers click on: "Answering questions 1" in Item 2 (it will initially have been greyed-out but then changed to purple when you opened the Study Paper).
- You will come to the page "Answering Questions 1".



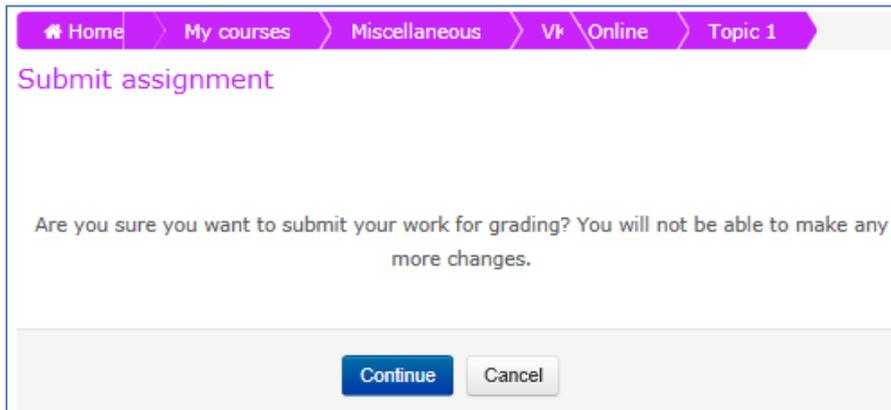
- Click on the button "Add submission". This will take you to another page with the title: "Answering Questions 1".

- You can now type your answers directly in the box labeled "Online text". You can also create a file (for example, in Word or as a Pdf) containing the replies and drag that file from Explorer (if you're using Windows) to the box labelled "Submitted files". You can submit multiple files.
- Then click on "Save changes".
- You will return to the page "Answering Questions 1"; this will now look slightly different.

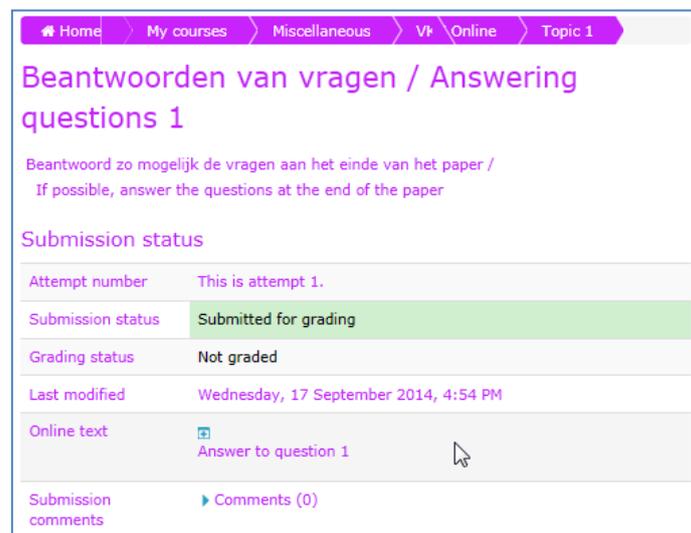
| | |
|---------------------|---------------------------------------|
| Attempt number | This is attempt 1. |
| Submission status | Draft (not submitted) |
| Grading status | Not graded |
| Last modified | Wednesday, 17 September 2014, 4:48 PM |
| Online text | Answer to question 1 |
| Submission comments | Comments (0) |

- Under "Submission status" you will probably see: "Draft (not submitted)". This means that you can still amend your answer. The status of the answer is further indicated by two buttons at the

bottom. With "Edit submission" you have the option of editing your submission. You can use "Submit assignment" to send the text and/or the file(s) to your tutor. Confirm this on the next page.



- If you click on "continue" the answer will then actually be submitted.
- You'll then be taken to a page titled "Answering questions 1", with the updated "Submission



status" indicating that your submission has been successfully sent.

- At "comments for commands submitted" you can still add a note for the tutor by clicking on "Comments (0)". Don't forget to click on "Save comment" when you are finished.
- After you have sent your answers you will get a confirmation email.

5 Continue the course

- You can now continue with the topics 2 through 12 in the same way.
- You don't have to wait for a response from your tutor, you can just go ahead.
- Each topic has 3 or 4 items. Some are greyed-out (not yet in purple). That means that you first have to complete a specific task (possibly in a prior topic). This task will be indicated. When that task is completed the topic's colour changes from grey to purple to indicate that you may continue with it.
- At these items there is also a checkbox. Its function is explained when you click on the question mark above it.
- The submitted answers will be read by a tutor, who will then send you their comments. When that happens it will be shown under "RECENT CHANGES". You can click there to open and view the

comments, or see them in the email you will have received. The tutor will also indicate how further communication is to be carried out.

6 In case of problems

- Send an email to online@vkk.nl. If necessary, call ++31-654-774547. It is possible that the system will have some teething problems. This should not interrupt your study, as we can still proceed at any time by using normal email.