

First steps in using the *Worship: Leading & Preaching* website

VIDEO 2

This is the second of two videos designed to help you start using the *Worship: Leading & Preaching* course website. In this video we'll give you an overview of the website and how to navigate around it.

Once you've logged in and gone to your dashboard, listing all the modules you are registered for, you'll be able to click on the blue links and open up individual modules. There are four main modules for Worship Leaders and eight modules for Local Preachers – the first four are shared.

Each module has three sub-sections. For example, if you open Module 2 you'll find section 2.1; section 2.2; and section 2.3. Each section is designed to last about twenty hours.

Then each module–section is broken down into five parts. So, if, for instance, you open section 2.2, you'll find five parts: these are called 'Worship', 'Prepare', 'Explore', 'Apply & Reflect' and 'Extend'.

'Worship' is intended to help set your learning in a context of prayer and worship. Each time you begin to study, you are encouraged to pause and allow yourself space to hear God speak.

'Prepare' are things for you to read, watch, listen to, do, and reflect on. These are for you to work on individually whenever and wherever convenient. There are ten hours budgeted for this. Normally, you will need to complete this part before you attend your 'Explore' group session.




'Explore' is for whoever is facilitating your group session and includes material for devotion time, discussion starters and activities that you'll be doing together.

'Apply & Reflect' provides different suggestions for applying your learning. Some of the options are marked up as particularly suitable for development as pieces of work for your assessment portfolio. You are not expected to do all the exercises - the time allocated for 'Apply & Reflect' is eight and a half hours in total.









'Extend' offers various links, contacts and ideas that will take you further, beyond the core content of the course. You may well not have time to make use of this part at all while working through the course. That is fine; you can always return to pick up some of the suggestions later on, as part of your continuing development.

We're now going to look at some ways of navigating around the course. It's a bit like a tree and you might find yourself at the end of a branch and wondering how to get back down.

A quick way of getting back to the list of all the modules you're registered for is to click on 'Dashboard' in the title bar running across the top of each page. But you may not want to go all the way down the tree. Just beneath the title bar you'll see a set of tabs that are sometimes called 'breadcrumbs', because, like in the story of Hansel & Gretel, they can help you find your way back – from, say, part of a module-section to the module-section, to the module of which it's part, and finally to the course as a whole (you can click on any of these to take you straight there).

When you're on a module-section page, you'll see an index of all the other pages in the module-section in the left-hand sidebar. You can choose to hide the sidebar by clicking on  this icon at the top right of the page (or click there to reveal the sidebar again). If you want to skip forwards or backwards in the module-section, just click on the link in the index. You'll see that it changes colour to remind you which pages you've visited. Ordinarily, though, you'll be working  through the module-section in sequence. To move on to the next page, just click on the right-facing arrow that you'll find at the top and bottom of the page (or to go to the previous page, click  the left-facing arrow).

You'll also come across a number of different navigation icons, designed to help you easily recognize different aspects of the course:

-  - a piece of text to read (often this will be found in the 'Module Reader')
-  - a still image to look at.
-  - a video clip to watch
-  - an audio clip to listen to
-  - something to think about
-  - an activity or practical task to do
-  - something you need to prepare in advance for the group session. It may be something you need to bring with you, so hopefully this icon will help you to spot it in good time!
-  - tasks or activities that are particularly appropriate to develop into a piece of work that you could submit for assessment in your portfolio

Some of the text in the modules is in dark blue. This signifies that it's optional for Worship Leaders.

As we've said, this navigation icon indicates that there's something for you to read at this point. This will usually be in the online Module Reader. For copyright reasons, we can't link directly to individual items in the Module Reader. You'll need to open up the Module Reader separately: usually we give you a link to that in the text of the module; alternatively there's always a link in the left-hand sidebar; and the Module Reader should always be listed in your Dashboard. For copyright reasons, it's only available to registered students. The Module Reader contains links to the reading extracts for each module, as well as transcripts for many of the videos. Just click on the link and it will open up a PDF copy.

There is detailed information about different aspects of the course in the online Course Handbook, which we regularly update. There is always a link to this in the left hand sidebar. If you are puzzling about something, you'll probably find the answer in the Course Handbook. If you are still puzzled, have a word with your tutor or mentor or, if they don't know the answer, contact the Local Preachers' Office: localpreachers@methodistchurch.org.uk

The Course Handbook, amongst other things, explains how your progress will be assessed, by means of a portfolio of work. You'll also find a link on your Dashboard for when you're ready to submit your portfolio. That's done at the end of Module 4 and, if you're a Local Preacher, at the end of Module 8 too. But it's worth remembering that you build up your portfolio, bit by bit, in each module – so please don't leave it all to the end!

You don't actually need a student login to access the course, except for the Module Reader. People can freely access the course using 'guestaccess' as the username and password (all lower case and all one word). This means that bits of the course can easily be used for Local Preacher and Worship Leader continuing development and for developing discipleship more generally.

As with anything new, you'll want to do some exploring now, to start finding your way round the website. It's a rich resource and don't worry, you can't break anything! We wish you every blessing at the start of an exciting journey.