

STUDENT MANUAL FOR CBS ASIA ONLINE PROGRAM

August 2017



Table of Contents

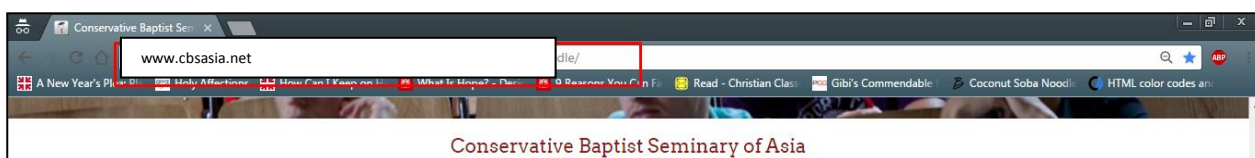
1. Signing Up.....	1
2. Logging in.....	2
3. Navigation.....	3
4. Enrollment.....	3
5. Course Structure.....	5
a. READ: Handout	
b. WATCH: Video	
c. DO: Assignment	

1. Signing Up

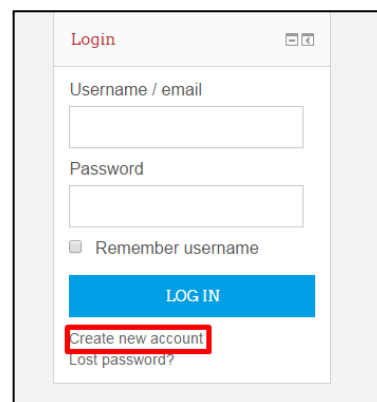
In order for you to access the online program of CBS Asia, you need to set up an account. This account will be used to identify you and to track your progress.

To sign up, follow these steps:

- a. Open your internet browser and type the address of CBS Asia Online Program on the address bar. The address is www.cbsasia.net



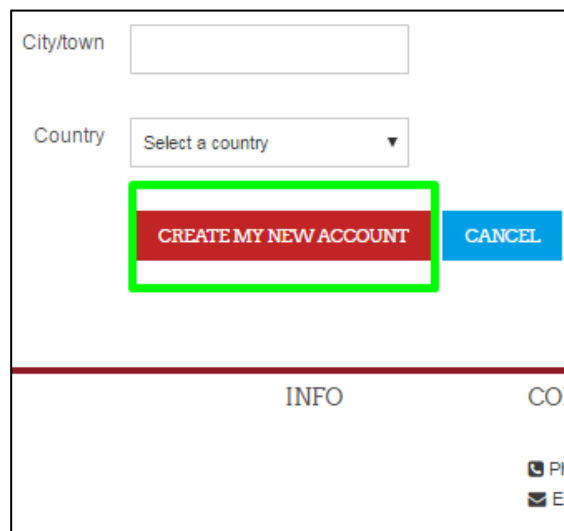
- b. On the Login block on the lower right corner, click “Create an Account”. You will be redirected to another page.



- c. Choose a Username and Password that you like and can easily remember. Note that for your password, it must have at least 8 characters that meets the following criteria:

- i. It must have at least 1 lower case letter (a)
- ii. It must have at least 1 upper case letter (A)
- iii. It must have at least 1 non alpha numeric character such as @, #, \$

- d. Fill in the necessary details. Entries with asterisk (*) are required. If you do not have an e-mail address, sign up for one by clicking this [link](#) and fill the necessary details, and follow steps.

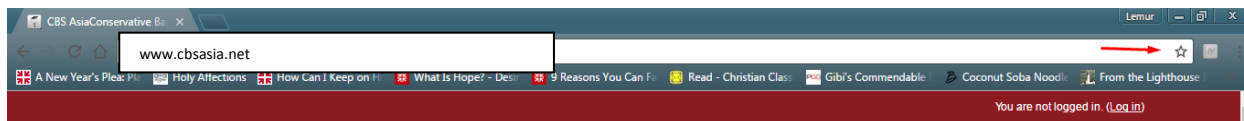


- e. After completing the form, click “CREATE MY ACCOUNT” at the bottom of the page. An email will be sent to your account.

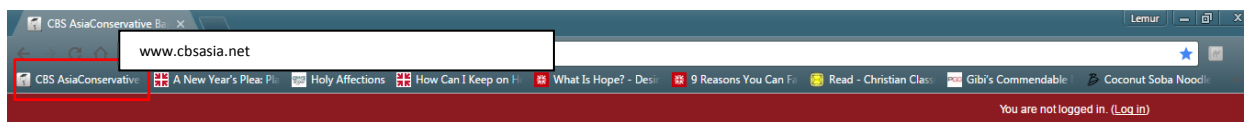
- f. Open the e-mail and click the link in order to confirm your account. If you cannot find the email, check your “Spam” Inbox. Upon clicking the link, you will be redirected to CBS Asia’s page informing you that you have successfully created your Moodle account.

2. Logging In

- a. Open your internet browser and type www.cbsasia.net to open CBS Asia’s website. For your convenience, you may bookmark it by clicking the “star” on the right side of the address box.



Once it’s done, CBS Asia will now appear at the Bookmarks Bar.

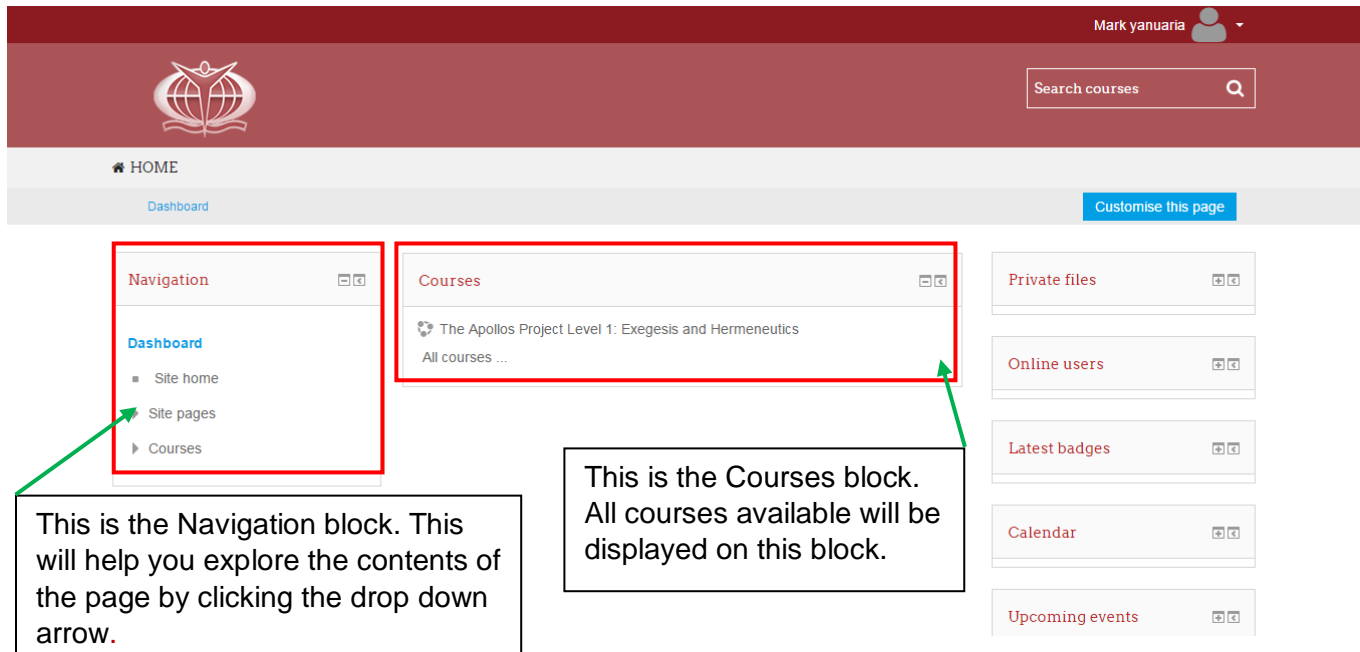


- b. Click “Log in” and you will be redirected to the Log in page. Type in your username and password and click Log In. Once successful you will be redirected to the Homepage of CBS-Asia.

A screenshot of a login form. The form has a title "Log in" in red. Below the title are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember username" which is checked. At the bottom of the form is a red button labeled "LOG IN".

3.

4. **Navigation** Once logged in, you will be redirected to your Dashboard. The Dashboard contains blocks to help ease navigation. It is where important information is displayed and it is easily accessible.



The screenshot shows a user dashboard for 'Mark yanuaria'. At the top, there is a search bar for 'Search courses' and a 'Customise this page' button. Below the search bar, there are several widget blocks. Two blocks are highlighted with red boxes and callouts:

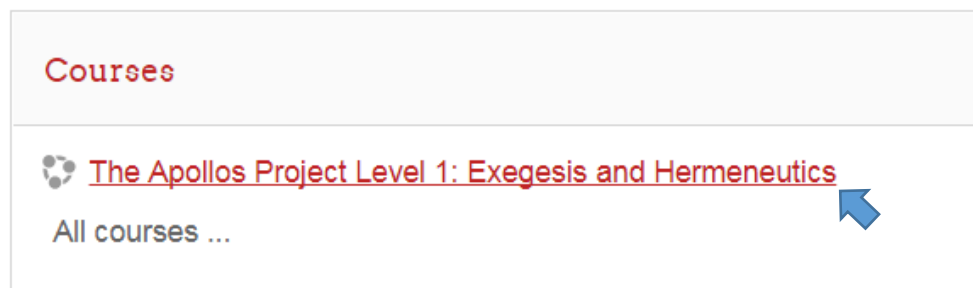
- Navigation block:** A callout box points to the 'Navigation' block, stating: "This is the Navigation block. This will help you explore the contents of the page by clicking the drop down arrow." The block contains a 'Dashboard' menu with options for 'Site home', 'Site pages', and 'Courses'.
- Courses block:** A callout box points to the 'Courses' block, stating: "This is the Courses block. All courses available will be displayed on this block." The block shows a course titled 'The Apollos Project Level 1: Exegesis and Hermeneutics' and a link for 'All courses ...'.

Other visible blocks include 'Private files', 'Online users', 'Latest badges', 'Calendar', and 'Upcoming events'.

5. Enrollment

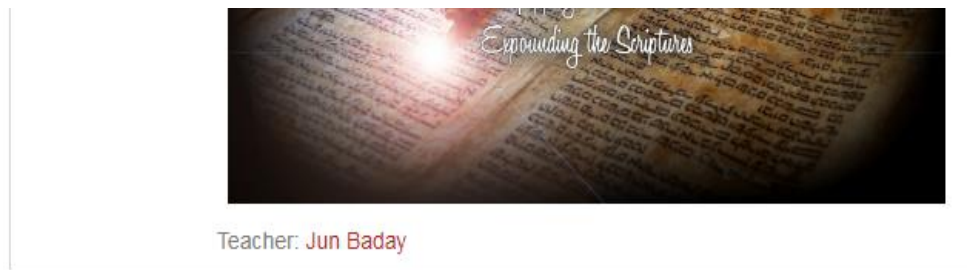
There are two main steps in order to be enrolled in a class: (1) application and (2) payment.

- a. Application
 - i. To apply, choose the course that you want in your dashboard under the Courses tab. You will be redirected to another page.



This image is a close-up of the 'Courses' block from the dashboard. It features the title 'Courses' at the top. Below it, there is a course entry: 'The Apollos Project Level 1: Exegesis and Hermeneutics'. A blue arrow points to this course title. Below the course title, there is a link that says 'All courses ...'.

- ii. Click the “ENROL ME” button.



▶ **Course Enroll Confirmation**



- iii. A box informing you that you have successfully sent your application will appear along with the other options on how you can pay.

Enrolment application successfully sent. ✕

You will be informed by email when your enrolment has been confirmed.
Your next step is to choose your most convenient payment options below.

Payment Options:

- **Pay using credit/debit card or PayPal account**
Click the “Send Payment via PayPal” button below.
Note: There are instances where debit cards are not accepted. Sign up for a PayPal account and link it to your debit card then use your PayPal account to pay.
- **Pay using BDO App or BDO online. Click [here](#) for instructions.**
Account name: CBS Asia
Account number: 0016 3000 4152
After Payment has been made, take a screen shot of the transaction and email it to cbsasia.cbap@gmail.com
- **Pay by depositing to our BDO account**
Account name: CBS Asia
Account number: 0016 3000 4152
After payment has been made, take a photo of the receipt and email it to cbsasia.cbap@gmail.com
- **Pay at CBS Asia office:**
4th floor, 50B Rd 13, Brgy Bagong Pagasa, Quezon City.
Office hours: 8am-5pm, Mon-Fri.

- b. Payment. All subjects cost 1,650 PHP or 33 USD. There are many ways to pay. Pls. refer above.
 - a. Paying with credit/debit card or Paypal will give you access to the subject. Just refresh the page (CBS Asia) and to access the subject you enroled.
 - b. Other modes of payment require the CBS Asia online administrator to give you access to the subject. Hence, it is important to email the transaction receipt.
5. A subject will have at least 20 sessions. Each session has three activities: a handout (READ), a link to a video (WATCH), and an assignment (DO). Submission of an assignment is a prerequisite in order to progress to the next session. You can start the course by clicking the active session

Navigation

Dashboard

- Site home
- Site pages
- My courses
 - The Apollos Project
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Introduction and Syllabus
 - Topic 6

Introduction and Syllabus

File: 1 URL: 1 Assignment: 1
Progress: 0 / 3

The Importance of Hermeneutics

Not available unless: The activity Do: Exercise 1 is marked complete

The Principles of Interpretation

Not available unless: The activity Do: Exercise 2 is marked complete

The Bible as a Human Book

Not available unless: The activity Do: Exercise 3 is marked complete

The Bible as a Divine Book

Not available unless: The activity Do: Exercise 4 is marked complete

Active session

These are the sessions for the course. Note that the succeeding sessions cannot be accessed unless the indicated condition is met.

Topic 6 ▶

Introduction and Syllabus

Your progress

- Read: Introduction and Syllabus
- Watch: Introduction and Syllabus
- Do: Exercise 1

Activities that are completed will have a "check" inside the box

Activities that are not yet completed does not have a "check" inside the box

Jump to...

Topic 6 ▶

- a. **READ:** this must first be downloaded and printed if you prefer. This will serve as your guide as you watch the Video.
- b. **WATCH:** this is the main content of the session. A pop up video will appear. You can adjust the size of the video by dragging its sides.
- c. **DO:** an assignment is given at the end of a session to help students process the material. The assignment must be downloaded, answered and submitted.
 - i. To view an assignment, click the “DO” activity. You will be redirected to this page: Click the exercise file in order to download it then answer.

Do: Exercise 1

Direction:

1. Download the document
2. Answer the questions
3. Upload your finished assignment

 [exercise 1.docx](#)

Click this to download.

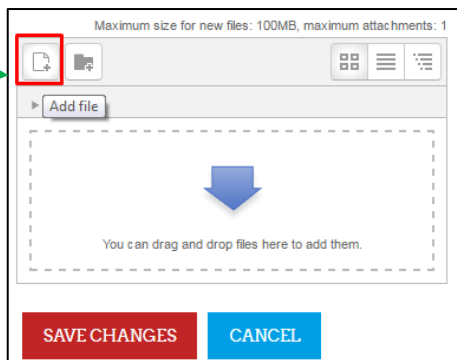
Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)

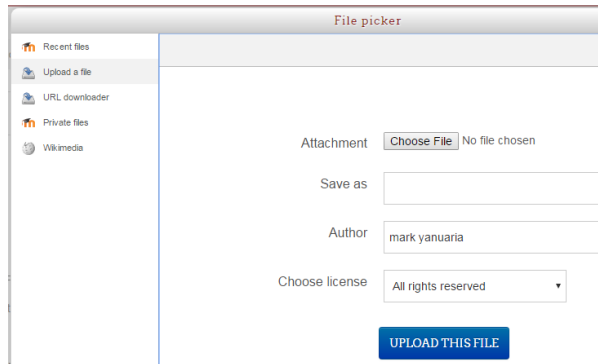
ADD SUBMISSION

- ii. To submit an assignment, click the “ADD SUBMISSION” button. You will be redirected to the file submission page. Click the Add file icon. The “File picker” window will appear.

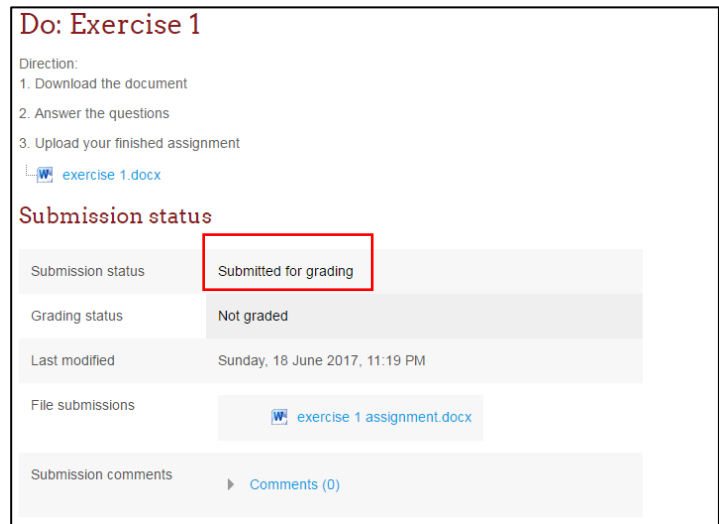
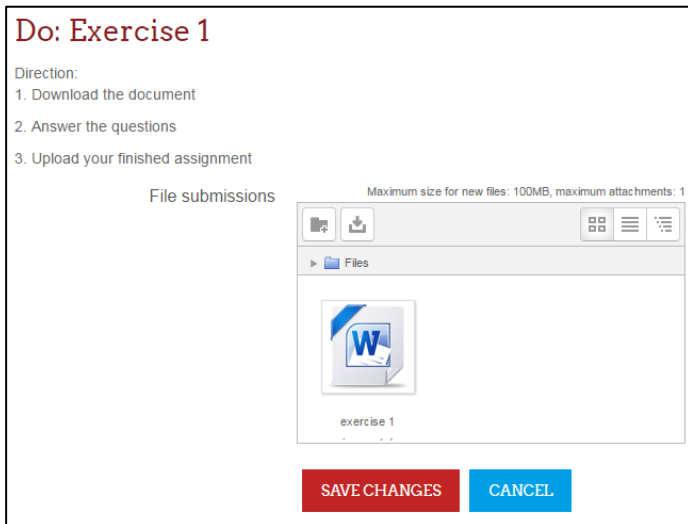
Click this to upload your assignment



- iii. Select “Upload a file” then click “Choose File”. Select the file that you want to upload. Then click “UPLOAD THIS FILE”



- iv. Click “SAVE CHANGES” to confirm. Once successful, the submission status will appear.



- v. Once completed, the next session will become available.