Teaching World Bible School Using The Website

To register as a study helper, go to... www.worldbibleschool.net ←──



Read the Teacher Application and click on the five "I agree" boxes.

Teacher Application

Apply to teach with WBS. Share your faith in Jesus with a neighbor.

We are glad you are interested in becoming a World Bible School teacher. Sharing The Good News with the world is exciting work. We are eager to get you started with your first student.

In order to become a World Bible School teacher you must read and agree to the following points:

1 As a WBS Study Helper, I agree that I am a member, in good standing, of the Lord's church. Christ has added me to God's family when I trusted His Gospel, repented of my sins and, as a believer, received immersion for the removal of my sins.

 "In good standing" means I continue to follow Christ faithfully. My dedication to Christ's way of life is evident to others.





2 As a WBS Study Helper, I agree to stand in basic agreement with the WBS courses. As I teach, I will review the WBS Master Series courses.

 "Basic agreement" means I believe, practice and teach the great truths taught by the Bible and thus by WRS. Then add your personal information at the bottom and submit the application.

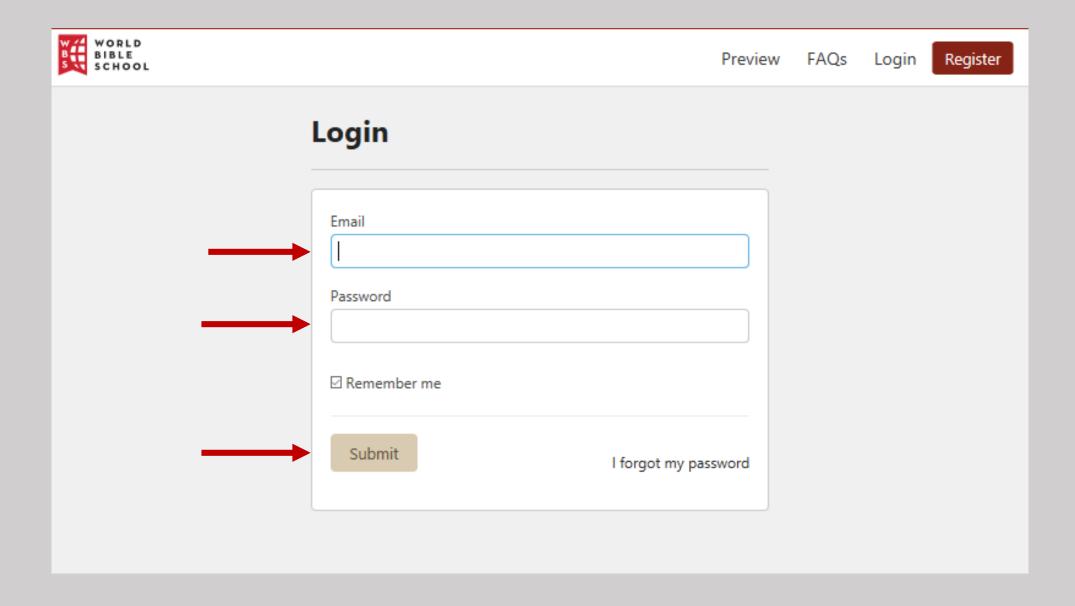
It will usually take 24-48 hours for the approval process. Please fill out the form completely. This information is for WBS internal use only and will not be shared with anyone without your permission.

After approval you will receive a Welcome email that contains login information. Please login to your account as soon as possible and change your password to something that you can remember.

To login, go to... www.worldbibleschool.org ←──



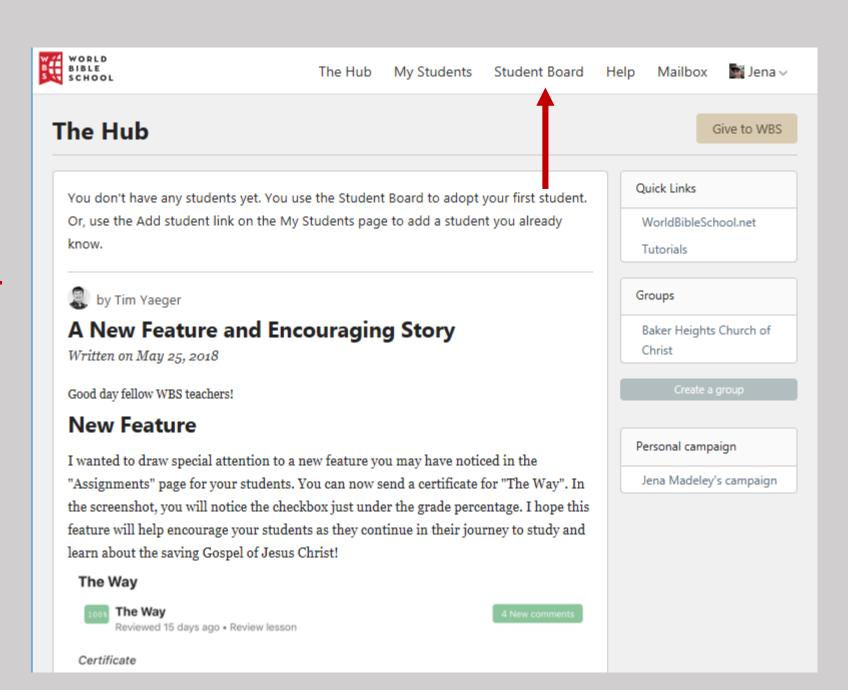
Click on "Login" at the top of the page.

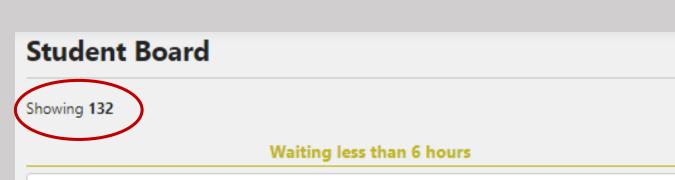


Enter your email address & password & click the "Submit" button.

The first page that opens up is "The Hub". WBS will publish articles here on new features or inspirational stories that are submitted by other study helpers.

If you don't have any students (or none are waiting on you and you want to adopt more), go to the "Student Board".





Dawn Johnson

Jane Oetting-McGahan
Belfast, Co Antrim

Jane is an English speaker who lives in Belfast, Co Antrim, United Kingdom and registered 26
days ago. Jane is working on the introductory lesson. Jane is about 38 years old . Jane has received 1 note of encouragement from WBS study helpers.





Stacy is an English speaker who lives in M lami, Fl, United States Of America and registered 17 days ago. Stacy is working on the introductory lesson. Stacy is about 45 years old. Stacy has not received any notes of encouragement. Will you send the first one?

Student Board

WBS Student Board

Group boards

Filters

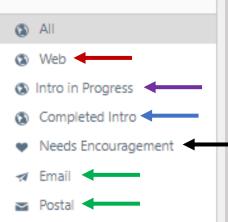
Adopt

Encourage

Baker Heights Church of Christ

Personal campaign

Jena Madeley's campaign



Filter by country

Nation

This "Student Board" shows ALL students who are available for adoption. The number of students available is shown at the top.

You can filter by the type of student you are looking for:

Web

Intro In Progress
Completed Intro

Needs Encouragement

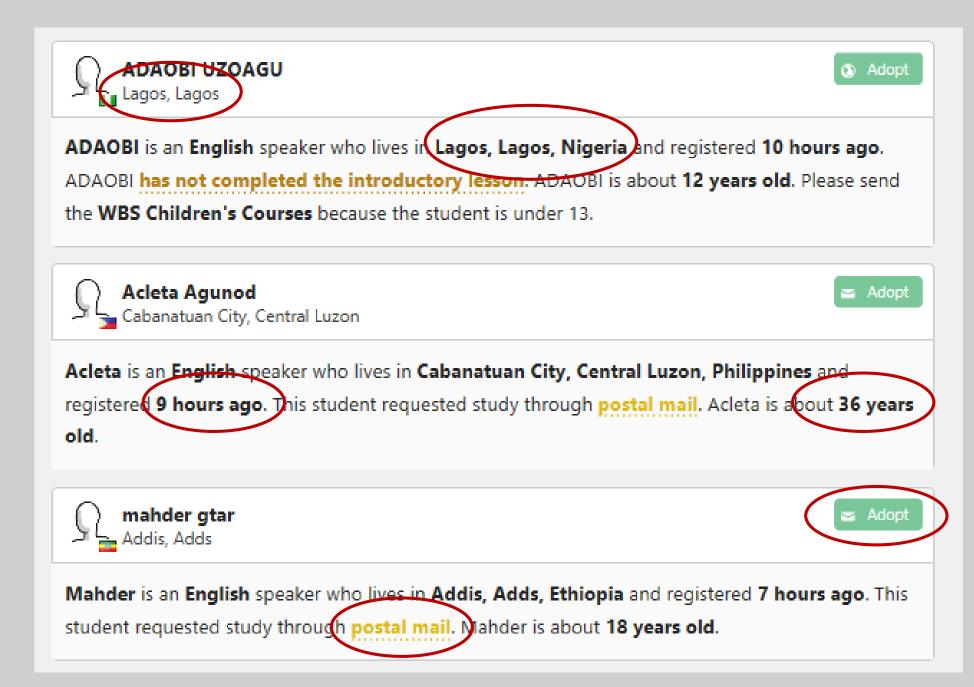
Email Postal

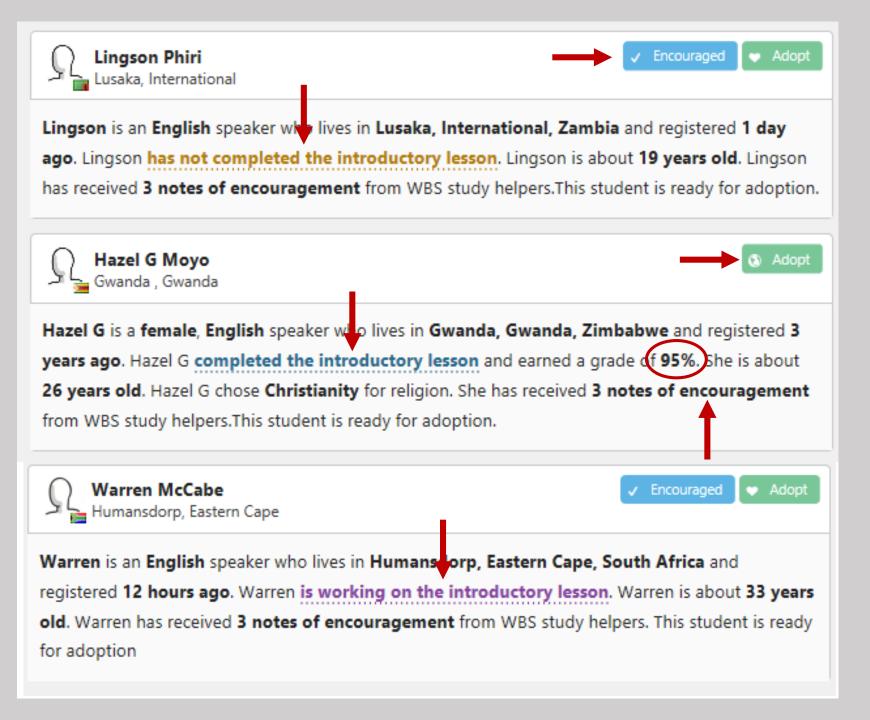
Filter by country (shows countries that are represented on the board)

You can learn several things about a student from their profile information. You can see where they are from in two places.

You can see how long ago they registered and how old they are.

You can also see how they want to study. This is spelled out and shown in the icon in the upper right corner. An envelope indicates a postal student, and a globe indicates a web student.



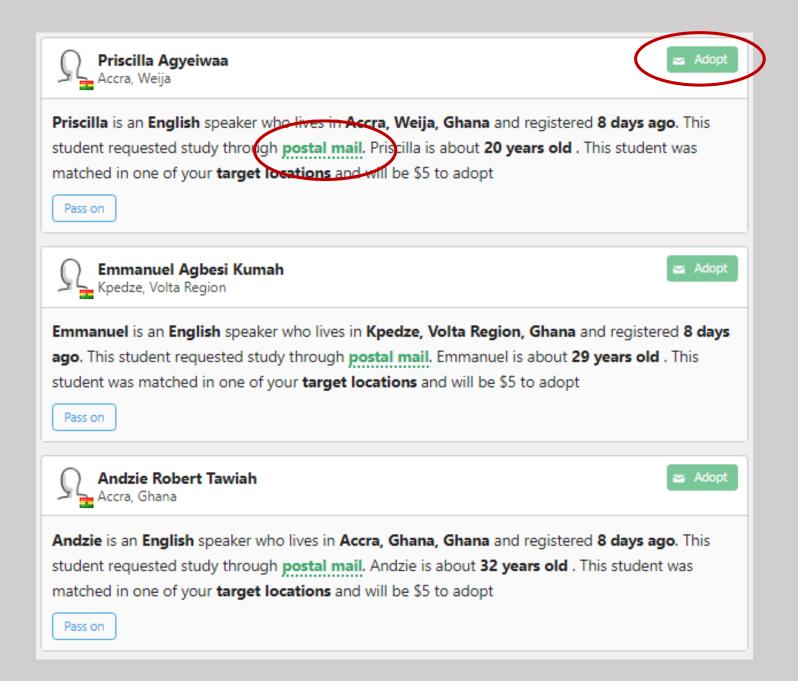


The profile for web students shows if they have <u>not completed</u> the intro (gold), <u>completed</u> the intro (blue) or are <u>working on</u> it (purple). If they have completed it, their score will also be listed.

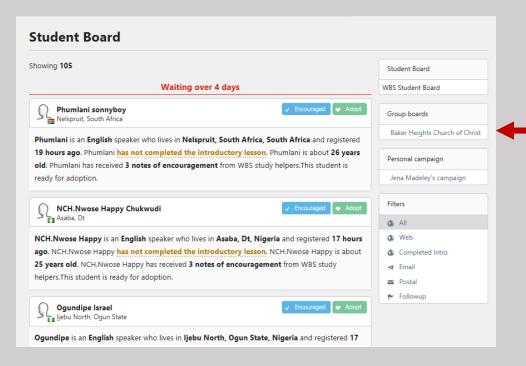
Web students can receive up to 3 notes of encouragement. These are messages from study helpers that encourage them to complete the intro. If they have received 3 encouragements, the icon on the Encourage button changes from a heart to a check mark.

To adopt a student, click on the "Adopt" button, and the student should show up in your "My Students" list.

Postal students are listed in green and have an envelope icon in the adopt button.
They do not receive encouragements. They can be adopted at any time. Just click on the "Adopt" button.



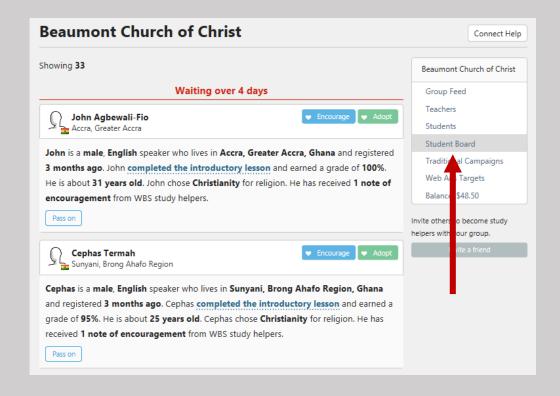
If your congregation has a Web Ads Target area or a Traditional Campaign, you will adopt students the same way from those <u>local</u> student boards.

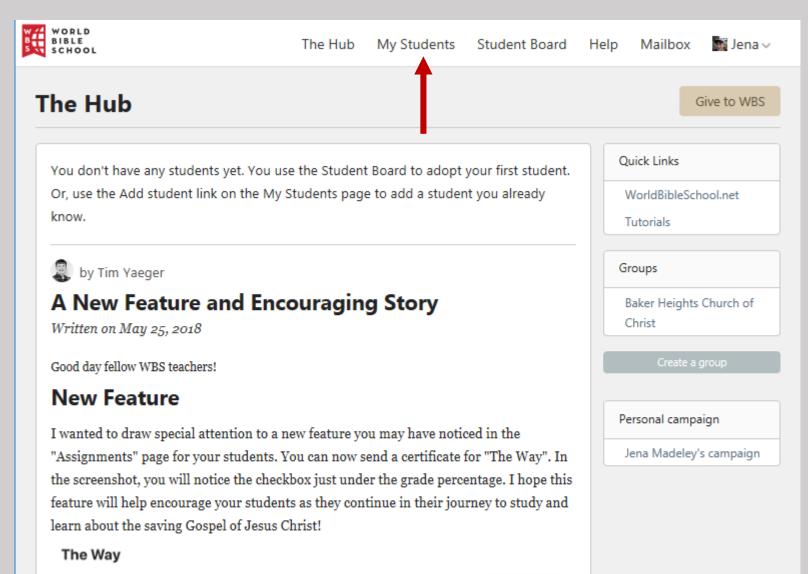


You can also find your local Student Board from "The Hub" page. Click on your group name on the "Group" menu, then from the "Group Feed" page, select "Student Board" in the menu.

Students can be filtered on these boards just like the General Student Board.

To find them, go to the "Student Board" page. Click on your group name on the "Group Boards" menu.





Reviewed 15 days ago . Review lesson

Certificate

You can also manually add a student.

On "The Hub" page, click on "My Students".

Click on the "Add Student" button on the upper right side of the page.

My Students Search | Continue of the property of the propert

Waiting on me

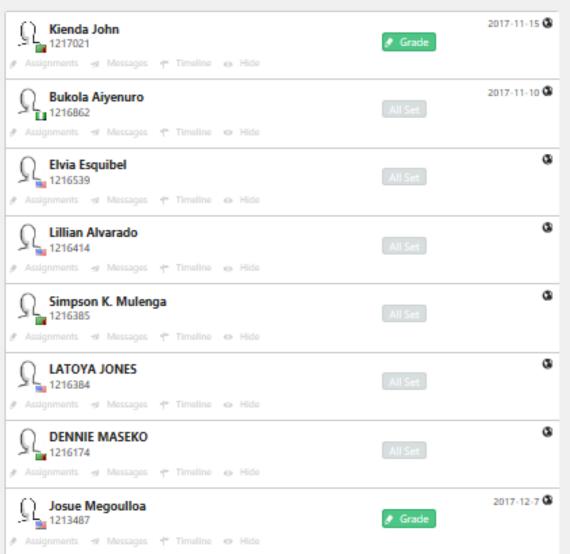
Hidden

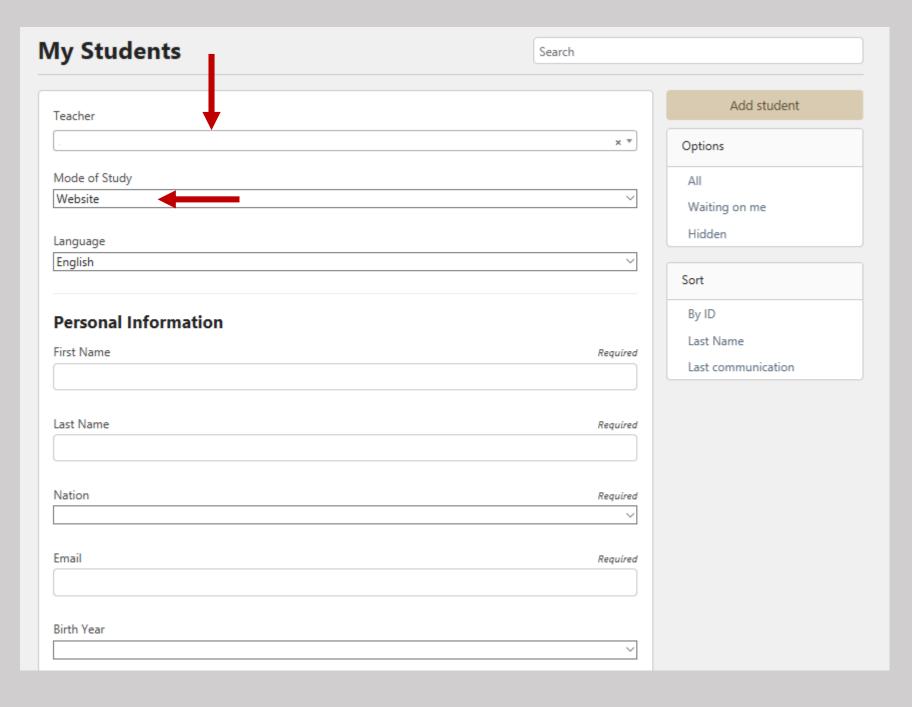
Sort

By ID

Last Name

Last communication





Your name will automatically appear in the Teacher box.

Change Mode of Study if the student wants postal lessons.

You will need to fill in all the rest of the information that is marked "Required".

If the student is a postal student, make sure to add a complete mailing address.

When you have all necessary information, click on "Submit".

The student should now appear in your My Students list.

Address 1	
Address 2	
Address 3	
City	Require
tate	Require
ostal code	Require

The Hub

Give to WBS

WBS Connect is a way for you, your church or other group to find and teach people who want to study the Bible, anywhere you choose.

Click below to get your individual Connect web address (e.g. johnsmith.worldbibleschool.org). Share it with your friends on Facebook, Twitter or email. You'll be the study helper for anyone who enrolls through it.

Yes, give me a Connect web address



Quick Links

WorldBibleSchool.net

Tutorials

Groups

Church of Christ

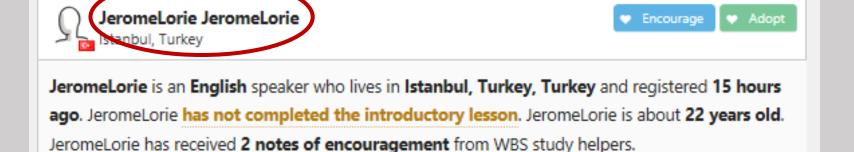
Beaumont Church of Christ

Create a group

Another way to get students is through your personal campaign.

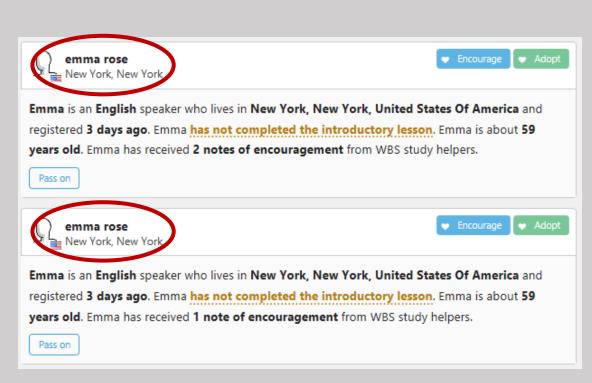
Click on the button in the top section on "The Hub" and you will be given your own personal URL to share with prospective students using Facebook, Twitter or by email.

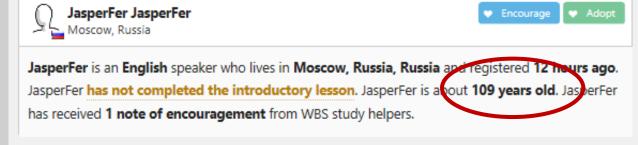
Have Questions about some Students?



Please let WBS know if you have any questions about a student...for example, if they have the same first and last name...

...or their age seems a bit off...



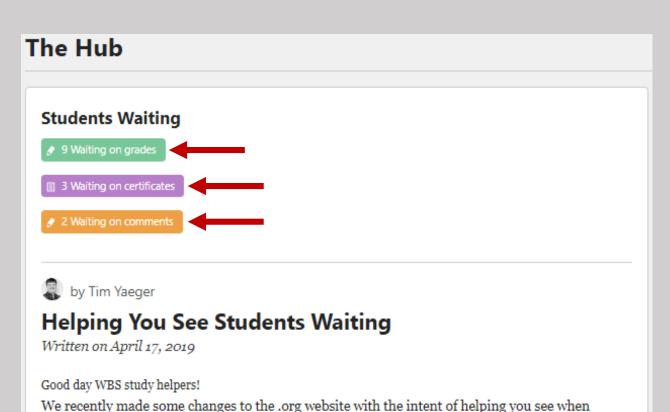


...or you have already adopted a student with the same name from this Student Board.

If if you see things like this or have any other questions, please send a message to help@worldbibleschool.net

Taking Care of Your Students

The Students Waiting area on The Hub page will alert you to students that are "Waiting" on you. We have redesigned this section recently. You will see the notification buttons instead of the student's profile box. When you click on one of these buttons, your Students Waiting page will open up and you can see the student's name and ID number.



students are waiting on a grade, a certificate, an introduction, the next course or made a comment deep in the lesson. WBS is about relationships and it was hard to see when these actions were needed on your part to help you communicate. We had numerous cases where active study

helpers missed responding to students because they simply didn't know.

Green buttons can be for students who have lessons for you to grade or are new students that you have recently adopted and haven't sent an "Introduce Yourself" message to.

The purple button is a notification that you have students that are waiting for you to assign a certificate.

The orange button is a notification that a student has left a comment in a lesson.

To "Introduce yourself" click on the green button next to the student's name. A new page opens up. It will include suggestions on what to say to your student.

Compose your message in the "Message" box. When your message is ready, click on the "Send" button.

If you wish you can send the same Introduction message to each student you adopt. To do this compose your message in a word processing program (like Microsoft Word) and save it so you can find it later. Then copy and paste it into the Message box for each student. (Be sure to personalize it with the student's name, etc.)

Introduce Yourself

Introduce yourself

Introducing yourself to your student will help to make this Bible study personal. You might answer some of the following questions about yourself:

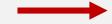
- What state do you live in?
- What do you do for a living?
- · What is your family like?
- What hobbies do you enjoy?
- What do you gain out of your personal Bible study?
- · Why are you a World Bible School study helper?
- Encourage the student to complete the next lesson.

Lastly, ask your student to introduce herself. Work to show that you are interested.

Lalready did this

Message

Send a message to your students by typing something here...





Mable Mthethwa has finished an exam

Mable Mthethwa has finished an exam and is waiting for a grade and a word of encouragement from you.

Exam: God Has Spoken Through Nature

Grade the exam



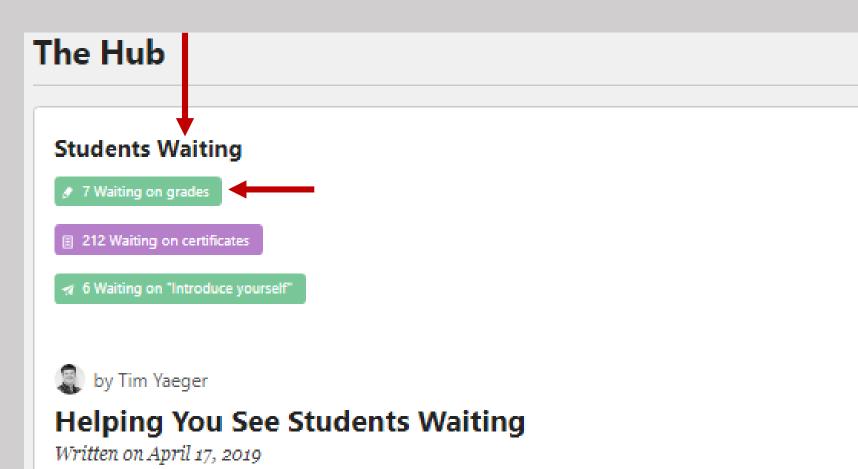


update your contact preferences

Please do not respond to this email. If you are having technical difficulties, please email support@worldbibleschool.net. You will receive a message to your email address when a student has completed a lesson.

If a student is waiting for you to grade their lessons, they will show up under "Students Waiting" on "The Hub".

Click on the green "Waiting on grade" button.



We recently made some changes to the .org website with the intent of helping you see when

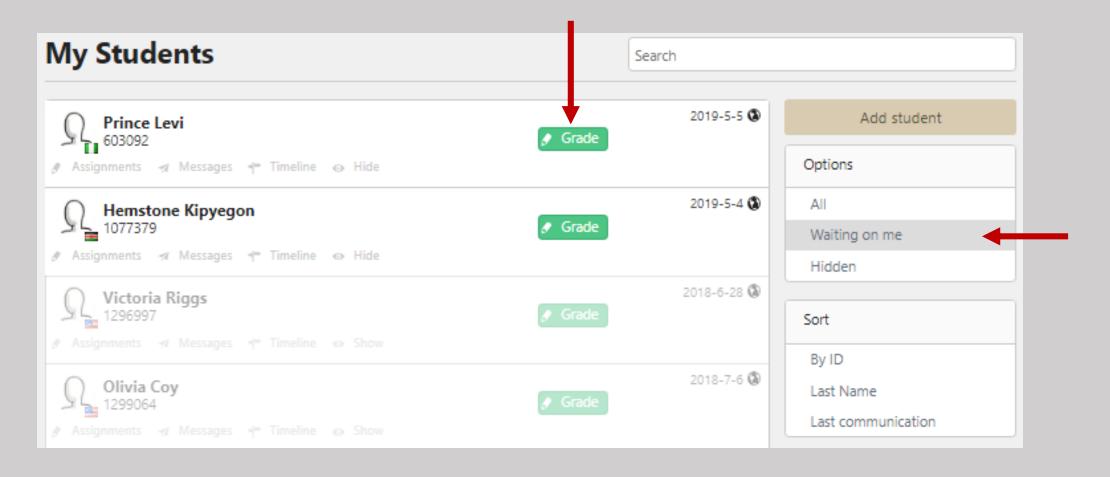
deep in the lesson. WBS is about relationships and it was hard to see when these actions were

needed on your part to help you communicate. We had numerous cases where active study

helpers missed responding to students because they simply didn't know.

students are waiting on a grade, a certificate, an introduction, the next course or made a comment

Good day WBS study helpers!

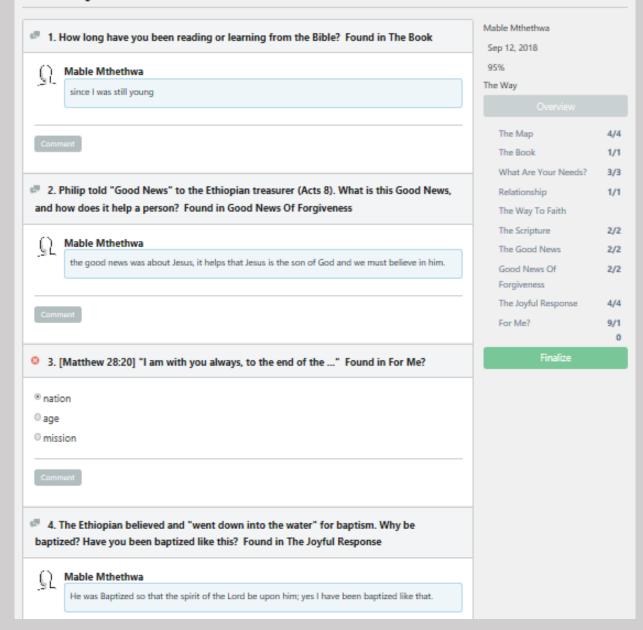


Your "My Students" page will open and show the "Waiting on me" students.

Click on the "Grade" button.

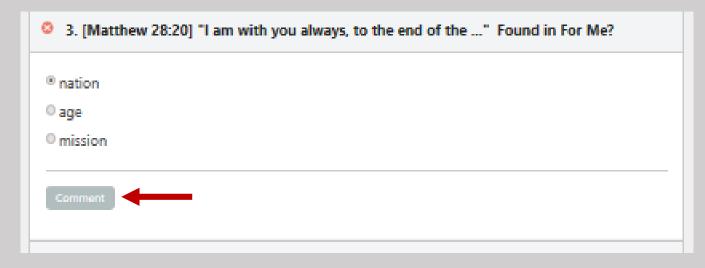
STUDENTS / MABLE MTHETHWA / ASSIGNMENTS / THE WAY

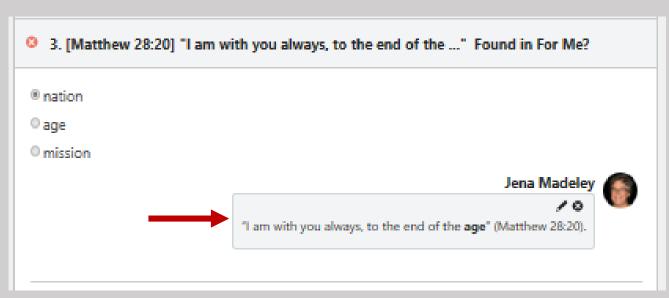
The Way



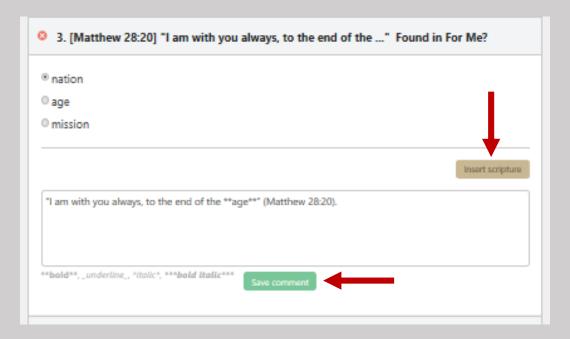
The first lesson ready to grade will be opened. All of the Thought Questions and all Multiple Choice questions that were answered incorrectly will be shown.

1. For Multiple Choice questions, click on the "Comment" button.

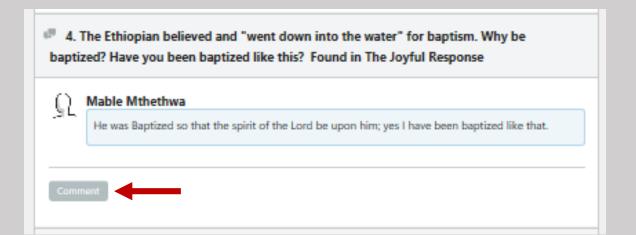




2. A box opens and an "Insert Scripture" button appears. Clicking on that button will put the scripture that the question references in the Comment box. You can add additional comments.



- 3. Click "Save Comment".
- 4. The scripture is inserted with the correct answer bolded.

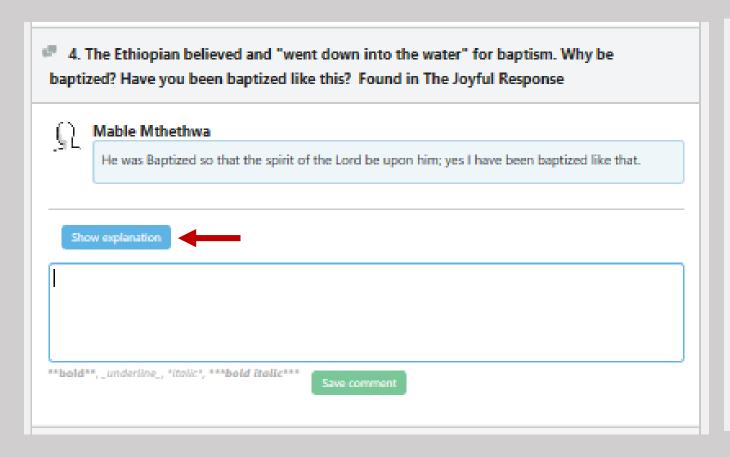


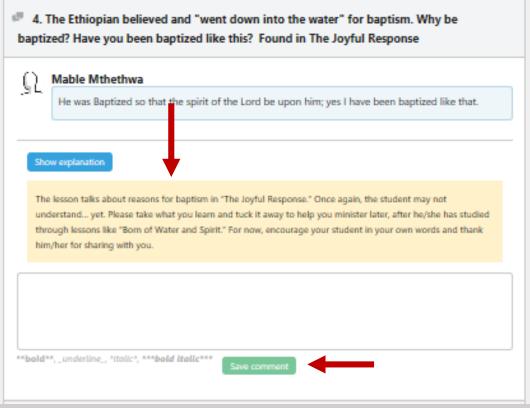
You comment on Thought Questions the same way.

For these questions, there is a "Show explanation" button.

When you click on it, a box opens that contains information that you can use if you need help responding to the student's answer.

Don't forget to click the "Save comment" button.





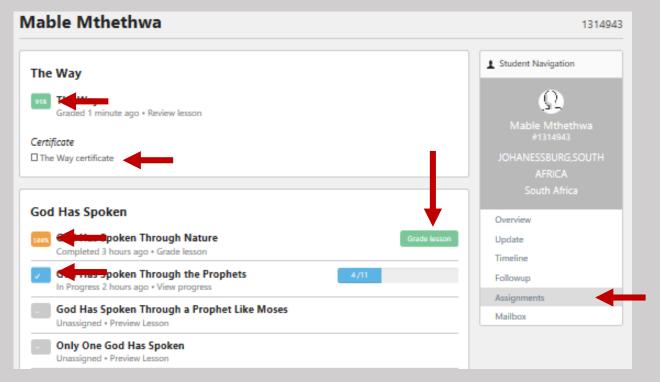


When you have reviewed all of the student's answers and added comments where necessary, there is a box where you can leave a final comment or encouragement.

If the student missed too many questions or you want them to give more detail in the Thought questions, you can "Reopen Lesson." They can change their answers and resubmit the lesson.

Then you can "Finalize" the lesson in either of two places.

The Way The Map 4/4 The Book 1/1 What Are Your Needs? 3/3 Relationship 1/1 The Way To Faith The Scripture 2/2 The Good News 2/2 Good News Of 2/2 Forgiveness The Joyful Response 4/4 For Me? 9/1 **Finalize**



You can also grade lessons from here. Just click on the "Grade lesson" button.

Lessons that need to be graded have a yellow box.

Lessons that have been graded are green.

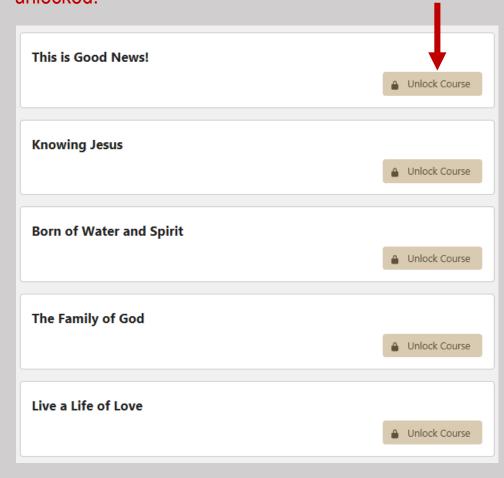
The lesson that the student has been assigned and is working on is blue.

After assigning the certificate your student has earned, click on the "Unlock Course" button to enable your student to study the lessons in the next course. Please only unlock one course at a time!

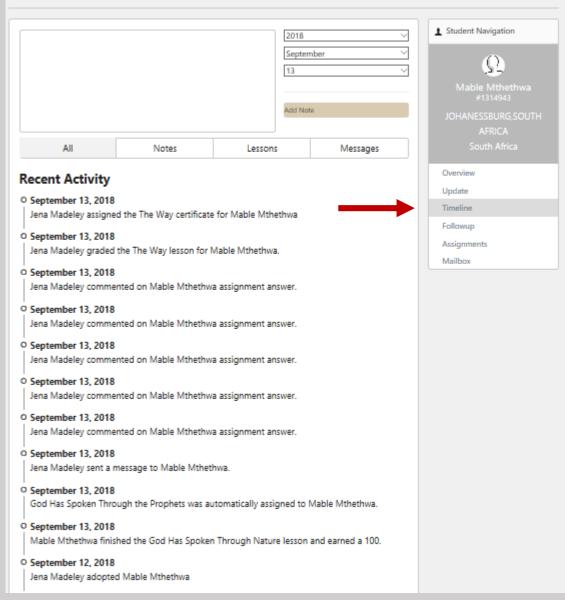
If the student has completed The Way with a score of 70% you can assign a certificate for them.

Go to their "Assignments" page.

Click on the box next to the appropriate certificate. The God Has Spoken course will automatically be unlocked.



Mable Mthethwa 1314943

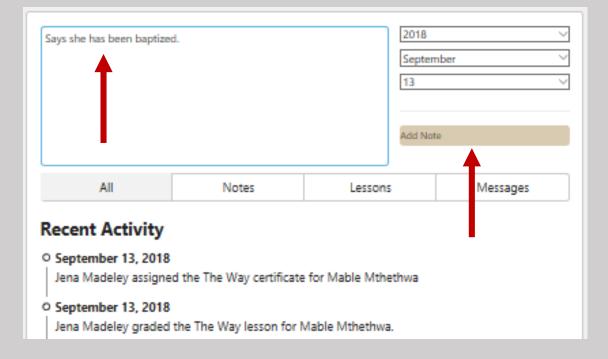


You will want to remember some things your student tells you in their answers. These can include the fact that they have been baptized, their birthday, topics they are having problems with, etc.

You can keep these notes in one place – the student's "Timeline".

You can access the Timeline from the menu under "Student Navigation".

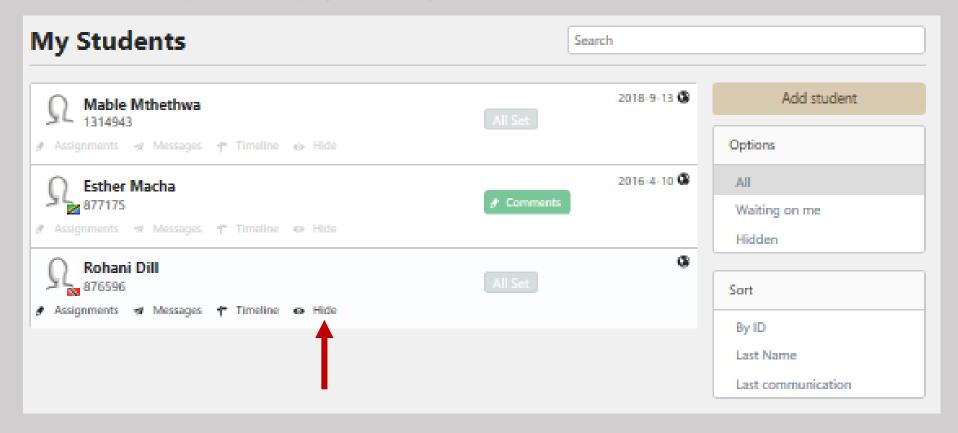
Type your note in the box at the top and click the "Add Note" button.





The note is saved with the date in the list below.

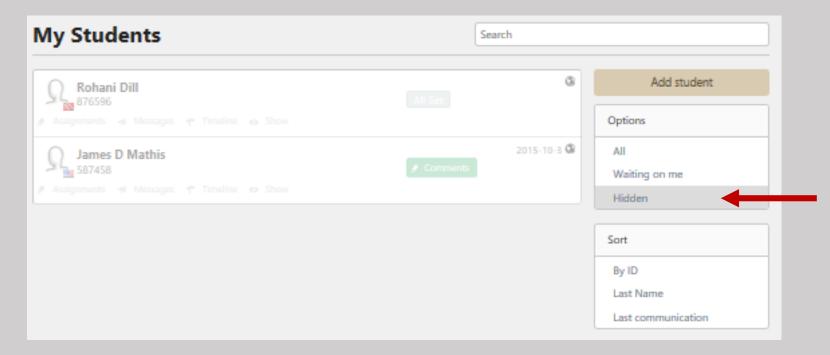
How to Hide Inactive Students



Sometimes students sign up for lessons but never complete any, or stop after completing just a few.

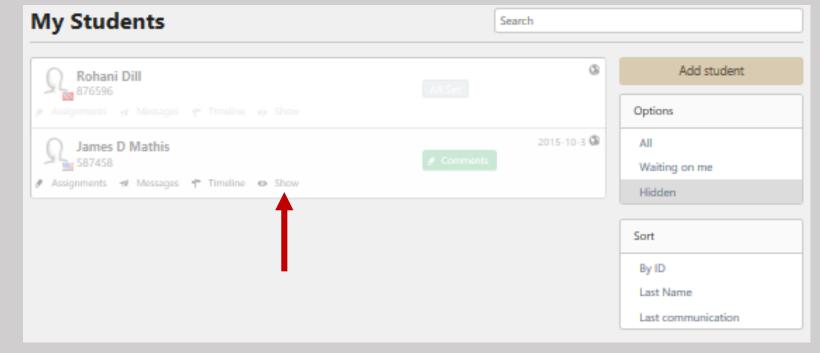
You can hide these students so you can focus on your more active students.

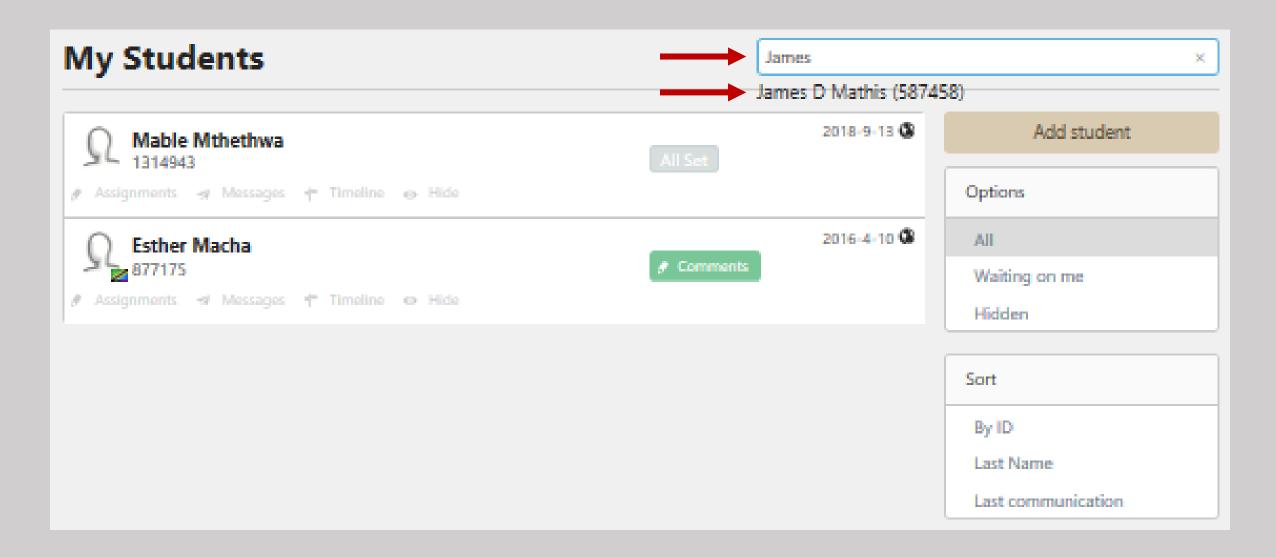
To hide a student, hover over the line at the bottom of the block. Click on "Hide" and the student's name will disappear.



The hidden student is still there, they are simply placed on the "Hidden" part of your "My Students" page.

To view a student you have hidden, click on "Show" under their name and they will be returned to the "All" part of your "My Students" page.





If you can't find one of your students, type their name in the Search bar at the top of the "My Students" page. Their name should appear just below the Search bar.

The Hub

WBS Connect is a way for you, your church or other group to find and teach people who want to study the Bible, anywhere you choose.

Click below to get your individual Connect web address (e.g. johnsmith.worldbibleschool.org). Share it with your friends on Facebook, Twitter or email. You'll be the study helper for anyone who enrolls through it.

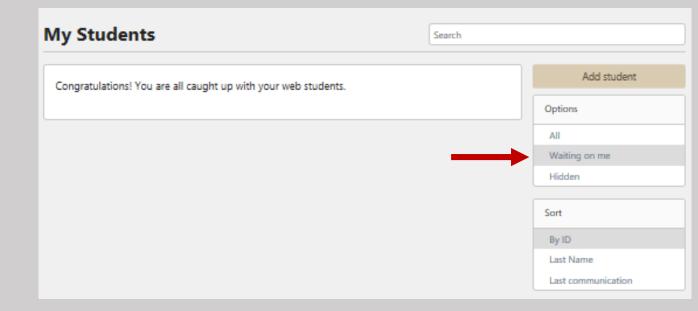
Yes, give me a Connect web address

Students Waiting

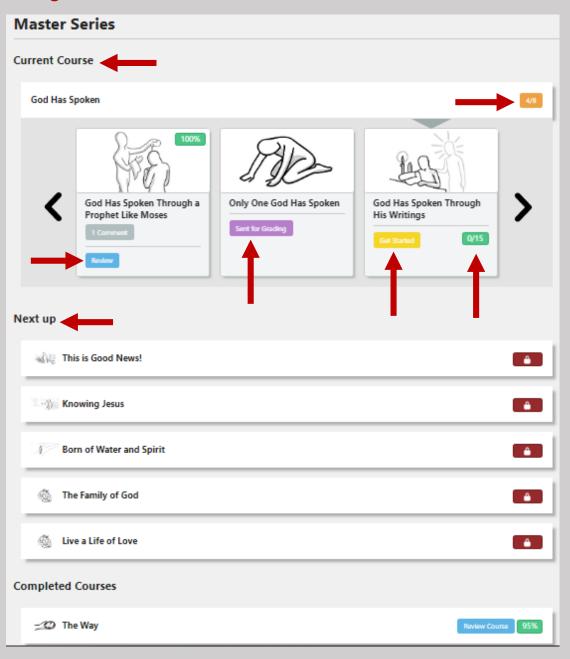
Congratulations! You are all caught up with your web students.

If you are all caught up with your students, the "Students Waiting" section on The Hub will be empty.

To make sure, you can click on the "Waiting on me" button on your "My Students" page.



Redesign of the Student Dashboard – What Your Student Sees!



The Student Dashboard was redesigned to make it easier for the student to find their next lesson.

Their Current Course is located at the top of the page.

The carousel has all of the lessons in that course. The yellow box on the right lists lessons completed/total number of lessons.

Any lesson that has been completed but not graded will have a purple "Sent for grading" notice.

If the lesson has been graded, there is a blue "Review" button.

The lesson that is ready for the student to begin will have a yellow "Get started" or "Continue" button.

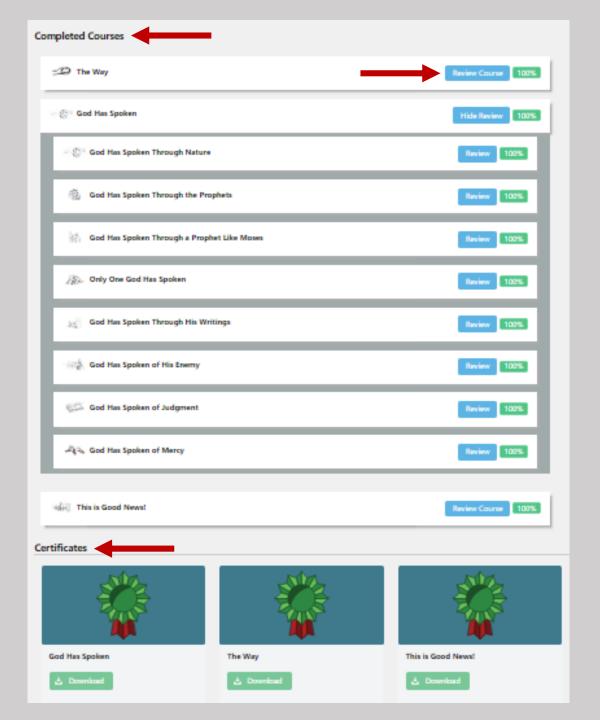
The lessons also have a green button that lists how many questions are completed/total in lesson.

Courses that have not been unlocked yet are listed under Next up. The student can see how many courses are in the Master Series.

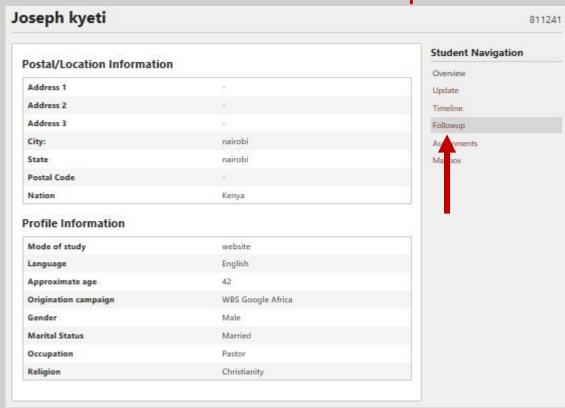
When you unlock a course, the previous course is moved from the carousel to the "Completed Courses" section.

The average grade for the course is in the green box. The student can review the lessons by clicking on the blue "Review Course" button. That will expand the view and show all of the lessons with a blue "Review" button. The grade for each lesson is in the green box.

Certificates that have been assigned for completed courses are at the bottom of the page. The student can click on the "Download" button and save a copy to be printed out.



Submit a Student for Followup



It is important to have an email address, phone number (or What's App number) and physical address as well. This gives the FUP a better chance of finding the student. Select the "Submit for followup" button.

If your student has requested baptism or wants to meet with Christians in his area, you can submit them for Followup. Be sure to ask the student for permission to share their contact information before submitting them. Remember that Followup is not always easy and may take a while. Also, we do not have FUPs in every country. To submit your student, click on "Followup" in their "Student Navigation" menu.

Before you submit this student...

Please note that followup is not always easy. This is especially true in countries where it is difficult to communicate or travel. Please be prepared to be patient. Sometimes followup can take weeks.

Also, note that you will continue to be the teacher for this student even after a followup partner has been designated. Please continue to teach and encourage the student while the followup partner helps the student connect with a local congregation.

Submit for followup



Instructions or Notes How can the student be contacted? When would the student like to be contacted? What questions does the student have that will need to be answered in person? What other relevant details can you provide? Instructions Student's phone number Did Joseph give you permission to share their contact information? O Yes O No Did Joseph request baptism? O Yes O No DoesJoseph understand the purpose of baptism? O Yes O No DidJoseph request to be introduced to a local congregation? O Yes O No Did Joseph request to study the Bible in person? O Yes O No

Put as much information in the Instructions field as you can.

Also, add the student's phone number and answer the questions at the bottom.

When all information has been added, click on "Submit".

The information you enter will be visible to the FUP after they adopt the student.

This page will include a way for the teacher to contact the FUP.

Status Updates from the FUP can be found at the bottom of the page.

If you get additional information from the student after you have already submitted them, you can add the new information to their Timeline and the FUP should be able to see it.

New request for followup October 24, 2017

Requested introduction to the Church? Yes

Requested in-person Bible study Yes

Instructions or Notes

Understands the purpose of baptism

Contact Followup Partner

Yes

Phone: unknown

I told him that I would like to have one of my associates contact him to speak with him

further. He gave me his contact information:

Postal Address is PO Box 123 Ximhungwe

Residential

Agincourt Trust

Stand 610

Bushbuckridge

1280

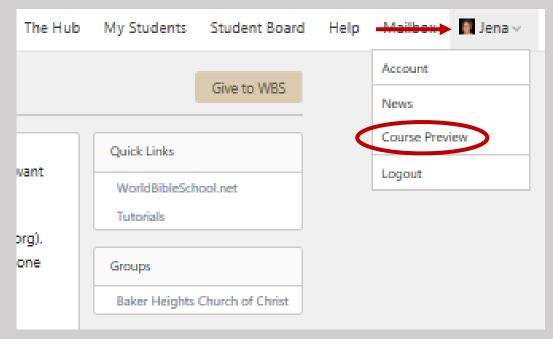
Cell # 086 9621 735

l asked him where he attends church. He responded Adonai Restoration Centre,

All of his responses were pretty close to being correct. However, his responses mostly came in the form of something that (I believe) he copied and pasted into the answer block. I could never get him to give me HIS personal answer. So make of that what you will. He appears very intelligent, but again, I do not believe that his answers were his own. He states that he has been born of the water and the spirit. He states that he has been baptized.

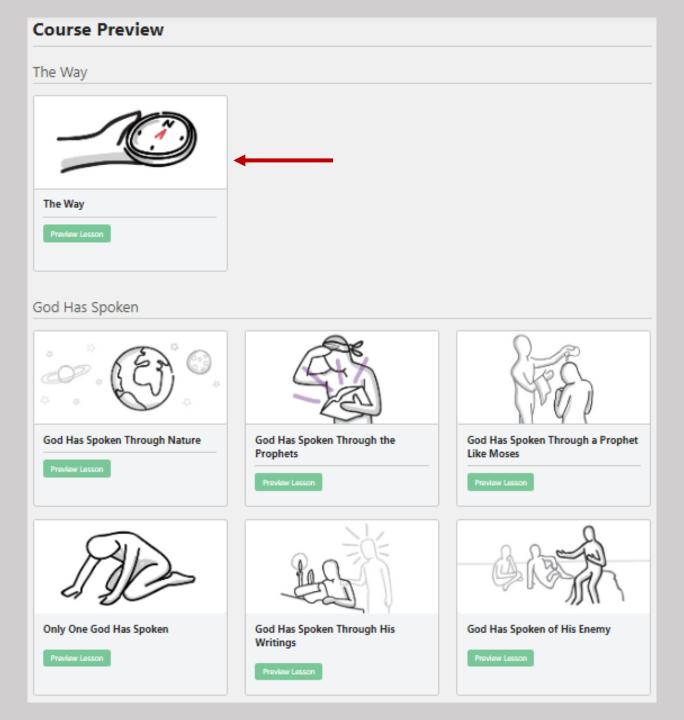
Status Updates

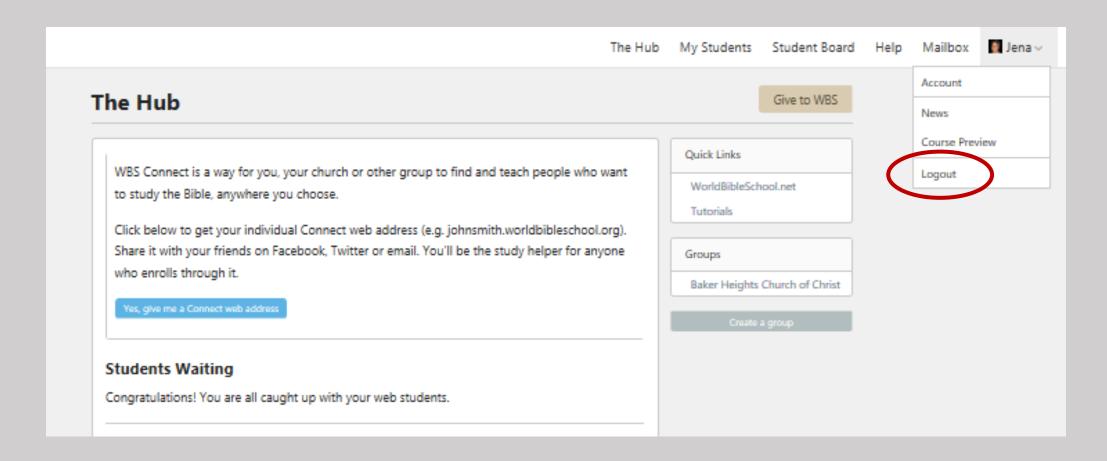
7 days ago "Attempted contact"



All of the courses can be previewed online. To see them, do the following:

- In the menu bar, click on your name
- Click on "Course Preview"
- Click on the lesson you want to review.
- You will then see the text and questions for that lesson, and the "Show Explanations" for the thought questions. The online courses contain the same lessons as the postal courses.





When you are all caught up with your students, logout of your account.

Questions?

Overview

Adding a Student Manually

Assigning a Certificate

Encouraging and Adopting

Students

Assignments

Email Students and Notes

Formatting Messages

Grading an Exam

Graduating a student

Hiding Students

My Students

Return a student

Timeline

Additional Help

Avoiding Scams

Bible Requests

Credit Card Security

Postal Students

If you have questions, there is a "Help" page you can access once you have logged into your account on the .org site. Click "Help" at the top of any page to access this Help menu.

There are also 4 "Resources" pages on the .net site. Click "Resources" at the top of the page to access them. A copy of this PowerPoint can be found there.

General Resources

World Bible School resources for teachers and coordinators

WBS Connect Brochure and FAQ

Learn more about WBS Connect with this WBS Connect Brochure and FAQ.



Web Ads 2.0 - Finding Your Own Students with Targeted Online Ads

Learn more about Web Ads 2.0 and walk through the setup process in this video.



WBS Web Ads Donation Form

Use this donation form to give for Web Ads.



Teaching World Bible School Using the Website

Powerpoint on how to use worldbibleschool.org.

Download Powerpoint

Download PDF

How Can I Get Follow-up Help

Learn how you can help students requesting baptism to become Christians and continue to grow in Christ.

Download PDF

WBS Tri-Fold Display Package

Produce your own great looking WBS display for around \$10!

Download Zip

For questions relating to the World Bible School website, please email help@worldbibleschool.net