

Bible and Theology Department
"Shaping Servant-Leaders"

— Syllabus —

<p>COURSE NUMBER and TITLE: BGR 530 New Testament Greek 1A CREDIT HOURS: 3 SEMESTER: Fall 2018 COURSE DAYS and TIME: Tuesday and Thursday; 11:00 AM – 1:45 PM LOCATION: AGTS, Room 227</p>	<p>INSTRUCTOR: Deborah M. Gill, Ph.D. PHONE: 417.268.1075 (or 417.865.2815, ext. 8075) OFFICE: AGTS, Room 203 EMAIL: GillD@Evangel.edu OFFICE HOURS: T, W, Th; 9:45-10:45 AM TEACHING ASSISTANT: Derrick Spears MOBILE: 210.912.0058 (please text) EMAIL: Spea11715412@evangel.edu</p>
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REQUIRED TEXTS:

1. Aland, Barbara, et al. *The Greek New Testament (with Dictionary)*, 5th revised ed. Stuttgart: Deutsche Bibelgesellschaft, 2014.
(ISBN-13: 978-3-438-05118-9)
2. Gill, Deborah M., ed. *Course Manual for New Testament Greek 1A & B*, 8th revised ed. Springfield, MO: Grace & Truth, 2018.
(No ISBN)
3. Machen, J. Gresham and Daniel G. McCartney. *New Testament Greek for Beginners*, 2nd ed. Upper Saddle River, NJ: Prentice Hall, 2003.
(ISBN-10: 013184234X; ISBN-13: 978-0131842342)
 - Note: The Machen textbook (2nd ed.) has been revised since the class was video-recorded; the *Course Manual* has been revised accordingly. Therefore, if ever the [optional] course videos and the *Course Manual* differ from each other, the student should follow the *Course Manual*.

REQUIRED CLASS SUPPLIES:

- Although electronic devices will not be used in the seated sessions of class, a multitude of digital learning resources have been placed online in this course's COURSE COMMONS (= CC) site. Weekly modules found in CC include course resources and specifications.
- Students are expected to have daily access to:
 - a computer
 - the Internet and
 - Evangel email.

OPTIONAL MATERIALS:

1. Gill, Deborah M. *Videos 1–14 for New Testament Greek 1A*, Springfield, MO: Grace & Truth, 2007.
(No ISBN)
 - Two sets of these 14 two-hour DVDs are available in the AGTS library: one set is on two-hour reserve and one set is on over-night reserve.
 - These videos are also found in COURSE COMMONS and can be streamed from there.
2. Gromacki, Robert, compiler. *Biblical Greek Vocabulary Cards*. Springfield, OH: Vis-Ed, 1979.
(ISBN-10: 1556370075; ISBN-13: 978-1556370076, retail \$14.95)
3. Blank Cards, 1000 per box. Springfield, OH: Vis-Ed, n.d. (no ISBN, retail \$3.45)
4. Bible Software (not required until second semester: BGR 531 - NT Greek 1B). Accordance offers AGTS students a 40% discount!
(See full information on Course Commons.)

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY MISSION:

The purpose of Assemblies of God Theological Seminary is to train men and women to fulfill the mission of the Church as taught in Scripture—
Shaping servant leaders with knowledge, skill and passion to revitalize the Church and evangelize the world in the power of the Spirit.

EVANGEL UNIVERSITY MISSION:

Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the Church and society globally.

CATALOG DESCRIPTION:

A study of the essentials of Greek morphology and syntax designed to prepare the student for translation and exegesis of the New Testament.

COURSE PREREQUISITES:

There are no prerequisites for this course.

COURSE PURPOSE:

This course will prepare the student for translation and exegesis of the New Testament in the second course of the Greek sequence: BGR 531 (NT Greek 1B).

COURSE REQUIREMENTS:

1. Participation 3 times (once each month in September, October, and November) in the **online Greek Usage Discussion Forum on Course Commons**.
 - a. Students must make **2 original posts** about things they either discovered or questions that arose during their personal study in the Greek New Testament (GNT) while using it in chapel, church, small group, and personal devotions. Posts are *not* to be a journal regarding students' progress. *No credit is given for posts like:* "I'm recognizing more words This was a hard week in class. ... I like the Greek grammar songs."

b. Students must make **1 response post** (by the end of November) *interacting with other students' discoveries or questions posted*. These responses may be answers to, further observations on, or further questions based on the other students' questions.

Note:

- Original posts should be between **100-200 words**.
- Response posts should be between **50-100 words**.
- Be careful to enter Greek words using proper rules of transliteration or Greek letters! Though COURSE COMMONS (= CC) does not include *macra* (long vowel marks) for transliterations nor does it contain a Greek font, it permits copying and pasting transliterations and words in a Greek font and retains their original formatting.

2. Analysis,¹ translation, *correction* of the student's errors (*in a different color* by consulting the Answers section of the *Course Manual*), and *self-scoring* of **Exercise Worksheets** (as explained below). There is one exercise worksheet for each Machen lesson (chapter), thus usually two exercise worksheets per unit/module/week.

- Exercise worksheets are due at quiz time.
Note: One module of assignments is permitted late, and the lowest score on one exercise worksheet will be dropped.
- **The student must complete sufficient sentences to accrue 25 points** (as explained below) on each exercise worksheet.
 - o Each Greek-to-English sentence translated (*but not fully parsed and analyzed*) is worth 1 point.
 - o Each Greek-to-English sentence *fully parsed and analyzed* is worth 2 points (1 point for translating, and 1 point for fully parsing and analyzing [as per the Guide to Analytic Translation]).
A minimum of one (1) sentence [i.e., sentence #A.1] fully parsed and analyzed per Exercise Worksheet is required.
 - o Each English-to-Greek sentence is worth 2 points.
A minimum of one (1) English-to-Greek sentence [i.e., sentence #B.1] per Exercise Worksheet is required.
 - o Each Reading-from-the-GNT sentence is worth 1 point.
The one (1) Reading-from-the-GNT sentence per Exercise Worksheet is required.
 - o The remaining 20 points may be collected in any combination of the above sentence options of the student's choice.
- Once an exercise worksheet is completed, the student is required to *check it from the Answers* (§3 in the *Course Manual*) and *correct it in a different color*. Calculate the number of points earned for sentences completed, add them, and *enter that number (up to a maximum of 25 points) in the score blank* on the top of each exercise worksheet.
- (Remember: your score is *not based on the number of correct sentences, but the number of completed and corrected sentences*. It is wonderful to do more than 25 points worth of sentences—and many students do! Twenty-five points, though, is the maximum score recorded and earned.)

¹ See the Guide to Analytic Translation and the Guide to Parsing in §8 of the *Course Manual* for detailed instructions on how to “fully analyze and parse” Greek sentences as required on exercise worksheets.

- o After correcting your mistakes, study anything you got wrong on the exercise worksheets before taking the unit Practice Quiz.
 - Staple your exercise worksheet pages together by Machen lesson number (not by unit/module number) and submit in class before the Unit Quiz.
 - Record your exercise worksheet scores on the Record of Scores form in your student folder at the time of their submission.
3. Successful performance on cumulative weekly **Unit/Module Quizzes**.
- *Note: The student may take one quiz late; and the lowest quiz score is dropped. Unit quizzes may be taken early by special arrangement with the professor.*
 - Unit/module quizzes are based upon the vocabulary and grammar of the unit's lessons from Machen and include translation of sentences similar to those on exercise worksheets.
 - o Strategic use of the Study Guides (§1 in the *Course Manual*) will assure the best performance on quizzes; they will guide your study through each unit's study.
 - o Be sure to study Greek every day—even if on some days that is a shorter time—but aim for two (or more) hours of Greek study a day outside of class, six days a week.
 - o First, memorize new (and review old) vocabulary and grammatical paradigms.
 - o Next, work on exercise worksheets, then try the practice quizzes.
4. Successful performance on two **Final Examinations**: one Comprehensive Vocabulary Exam and one Comprehensive (grammatical) Paradigm Exam.
- a. Students may elect to take these final exams early as the **Paradigm Practice Exam** and **Vocabulary Practice Exam** for extra credit. Here is the process:
- o Students *must take Practice Exams with another Greek student, grade, and then and score each other's exams* before submitting them to the professor.
 - o Extra credit points are calculated as 1/4 of the percentage score earned on each practice exam, for a maximum of 25 points on each exam.
 - o Students who earn an A on either or both practice exam/s may elect to apply their percentage score/s to their **Final (Paradigm and/or Vocabulary) Exam** score/s and are thus *exempt* from taking it/them again during the Final Exam period.
- b. **Final Paradigm** and **Vocabulary Exams** (unless the student opts to take them early) are held during the last session class, i.e., Finals Week.
- o Students *must exchange exams with another Greek student, grade, and then and score each other's exams* before submitting them to the professor.

EXTRA CREDIT

To benefit future generations of Greek students, students may choose to develop a **digital learning resource** (as individuals, or part of a small group) for up to 50 bonus points.

Clear your project idea with the instructor before beginning work on it.

DUE DATES & DROPPED SCORES

- *Assignments are due at the beginning of class on the day and time specified on the Course Schedule (both on the Syllabus and in the CC calendar), with these grace-exceptions.*
 - *One unit/module of exercise worksheets is permitted late, and the lowest (single) exercise worksheet score is dropped.*
 - *One quiz is permitted late, and the lowest quiz score is dropped.**Other than the above, late quizzes are not permitted, late assignments are not accepted, nor are grades of "Incomplete" granted.²*
- *Assignments are welcomed early, and if students need to be absence, they may arrange to take quizzes and exams early.*

MINIMUM PROFICIENCY

The AGTS Department of Bible and Theology faculty established 83%, a grade of B (not B-), as the expected acceptable performance to continue in the Greek sequence.

COURSE OUTCOMES:

Upon completion of this course, the student will be able to:

COURSE LEARNING OUTCOMES (CLOs):

1. reproduce by memory grammatical paradigms,
2. pronounce and identify meanings of vocabulary words,
3. analyze and translate exercise worksheets,
4. begin to apply knowledge of Koine Greek to study in the New Testament, in order to
5. live a more focused life as a disciple of Jesus Christ 24:7.

FAITH, WORK, AND ECONOMICS INTEGRATION (FWE OUTCOMES):³

CLO 5 above: "live a more focused life as a disciple of Jesus Christ 24:7," addresses but does not assess the following Oikonomia Network Faith, Work, and Economics integration outcome in the following manner:

- FWE Outcome 1:
This course encourages the use of the Greek NT to help students learn to live integrated lives wholly centered on discipleship to Christ, not limiting "mission" and "ministry" to church activities, and to prioritize the same whole-life discipleship integration in their ministries among the people of God.
- Method:
Although NT Greek 1A is a course focusing on developing basic language skills, in the two original and one response posts in the "Usage of the Greek NT Discussions," students are encouraged to apply their use of the GNT to matters whole-life discipleship.

² In the case of a serious emergency, contact the professor. An exception may be permitted to grant an extension; but such may be at a one-letter penalty or more.

³ All Faith, Work, and Economics Outcomes will [eventually] be found on the website.

PROGRAM LEARNING OUTCOMES (PLOs):⁴

- Greek 1A and 1B do not apply toward fulfillment of degree requirements for students in the M.Div. program. These classes are considered M.Div. prerequisites (unless the student has used Hebrew 1A and 1B in place of the prerequisite of one year of a biblical language).
- Greek 1A and 1B do apply toward degree requirements for the MLM and MATS degree programs as electives, but do not fulfill any program learning outcomes.

EU20 OUTCOMES:⁵

This class begins to support but does not assess the following EU20 Outcome(s):

- **Exploratory Theme:**

E1. Reading & Imagination:

Demonstrate analytical reading skills and engage imaginatively with literary texts.

E4. Research & Analysis:

Evaluate research, analyze data, and articulate arguments according to accepted methodologies in the liberal arts.

ASSESSMENT:

All assignment due dates are listed on the DETAILED COURSE SCHEDULE on this Syllabus.

Assignment instructions and due are also found in modules on COURSE COMMONS.

GRADING SCALE:

<u>100-point Quiz</u>	<u>25-point Assignment</u>	<u>2000-point Semester Total</u>
100 = A+	25 points = A+	2000 points = (A+ ⁶) A
93-99 = A	24 points = A	1860-1999 points = A
90-92 = A-	23 points = A-	1800-1859 points = A-
87-89 = B+	22 points = B+	1740-1799 points = B+
83-86 = B	21 points = B	1660-1739 points = B
80-82 = B-	20 points = B-	1600-1659 points = B-
77-79 = C+	19 points = C+	1540-1599 points = C+
73-76 = C	18 points = C	1460-1539 points = C
70-72 = C-	17 points = C-	1400-1459 points = C-
67-69 = D+	16 points = D+	1340-1399 points = D+
63-66 = D	15 points = D	1260-1339 points = D
60-62 = D-	14 points = D-	1200-1259 points = D-
0-59 = F	0-13 points = F	0-1199 points = F

⁴ All AGTS Program Learning Outcomes will [eventually] be found on the website.

⁵ All EU 20 Outcomes will [eventually] be found on the website.

⁶ Evangel University does not record A+ on transcripts; but as a class, we will celebrate heartily any student who earns a 100% score!

COURSE ASSIGNMENTS:

I. EXERCISE WORKSHEETS

(20 @ 1.25%, i.e., 25 points per Lesson. The lowest score is dropped.)

1	_____/25	12	_____/25		
2	(none)	13	_____/25		
3	_____/25	14	_____/25		
4	_____/25	15	_____/25		
5	_____/25	16	_____/25		
6	_____/25	17	_____/25		
7	_____/25	18A-B	_____/25		
8	_____/25	19	_____/25		
9	_____/25	20	_____/25		
10	_____/25	21	_____/25		
11	_____/25	22	_____/25	_____ /500 points	25%

II. QUIZZES (11 @ 5%, i.e., 100 points each Module/Unit. The lowest score is dropped.)

1	_____/100	7	_____/100		
2	_____/100	8	_____/100		
3	_____/100	9	_____/100		
4	_____/100	10	_____/100		
5	_____/100	11	_____/100		
6	_____/100	12	_____/100	_____ /1100 points	55%

III. GREEK USAGE DISCUSSION FORUM (3 @ 0.5 - 1%, i.e., 20-40 points each.)

1	_____/40	(original post)			
2	_____/40	(original post)			
3	_____/20	(response post)			
			_____ /100 points		5%

IV. FINAL EXAMINATIONS (2 @ 7.5%, i.e., 150 points each)

Paradigms	_____ /150			
Vocabulary	_____ /150	_____ /300 points		15%

TOTAL SCORE _____ /2000 points

* EXTRA CREDIT (2 Examinations @ 1.25%, i.e., 25 points each and one Digital Greek Resource @ 2.5 %, i.e., 50 points)

Practice Paradigm Comp	_____ /25			
Practice Vocabulary Comp	_____ /25			
DiGIDT ⁷ Bonus Points	_____ /50	_____ /100 points		5%

PERCENTAGE SCORE: _____ **FINAL GRADE:** _____

⁷ DiGIDT = Digital Greek Instructional Design Team, i.e., all those who participate in enhancing the learning of AGTS Greek students through online technology. It is quite an illustrious cadre among whom we invite you to include yourself.

DETAILED COURSE OUTLINE:

This information is also available in *COURSE COMMONS*.

FYI: The first two quizzes are on Thursdays, then the quizzes are on Tuesdays until after Thanksgiving.

Session and Date	Lecture & Lab Topics	Assignments
1 Th, Aug 23 2 T, Aug 28	Course Introduction Module/Unit 1: Lessons 1-2 A. Introduce Alphabet B. Introduce Accents C. Drill on Alphabet D. Review for Quiz 1 * Study Groups	Read Machen Textbook Introduction, Skim <i>Course Manual</i> , Check out Course Commons Site Study Machen Lesson 1 (Read Lesson 2) Complete, Check, and Correct Exercise Worksheet 1 (no exercises for Lesson 2)
3 Th, Aug 30 4 T, Sept 4	E. Quiz 1 (on Lesson 1) Module/Unit 2: Lessons 3-4 A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 3-4 D. Review for Quiz 2 * Study Groups	Submit Exercise Worksheet 1 Study Machen Lessons 3-4 Memorize Vocab and Paradigms Complete, Check, and Correct Exercise Worksheets 3-4
5 Th, Sep 6 (T, Sept 11) 6 Th, Sept 13	E. Quiz 2 (on Lessons 3-4) Module/Unit 3: Lessons 5-6 A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 5-6 — Day of Renewal — (no classes, 3 chapel services) D. Review and Drill for Quiz 3 * Study Groups	Submit Exercise Worksheets 3-4 Study Machen Lessons 5-6 Memorize Vocab and Paradigms Review ALL Vocab and Paradigms Complete, Check, and Correct Exercise Worksheets 5-6
7 T, Sept 18 8 Th, Sept 20	E. Quiz 3 (on Lessons 5-6) Module/Unit 4: Lessons 7-8 A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 7-8 D. Review for Quiz 4 * Study Groups	Submit Exercise Worksheets 5-6 Study Machen Lessons 7-8 Memorize Vocab and Paradigms Complete, Check, and Correct Exercise Worksheets 7-8

9 T, Sept 25	<p>E. Quiz 4 (on Lessons 7-8)</p> <p>Module/Unit 5: Lessons 9-10</p> <p>A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 9-10</p>	<p>Submit Exercise Worksheets 7-8</p> <p>1st Greek Usage Post due this week!</p> <p>Study Machen Lessons 9-10 Memorize Vocab and Paradigms</p>
10 Th, Sept 27	<p>D. Review for Quiz 5 * Study Groups</p>	<p>Complete, Check, and Correct Exercise Worksheets 9-10</p>
11 T, Oct 2	<p>E. Quiz 5 (on Lessons 9-10)</p> <p>Module/Unit 6: Lessons 11-12</p> <p>A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 11-12</p>	<p>Submit Exercise Worksheets 9-10</p> <p>Study Machen Lessons 11-12 Memorize Vocab and Paradigms</p>
12 Th, Oct 4	<p>D. Review for Quiz 6 * Study Groups</p>	<p>Complete, Check, and Correct Exercise Worksheets 11-12</p>
13 T, Oct 9	<p>E. Quiz 6 (on Lessons 11-12)</p> <p>Module/Unit 7: Lessons 13-14</p> <p>A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 13-14</p>	<p>Submit Exercise Worksheets 11-12</p> <p>Study Machen Lessons 13-14 Memorize Vocab and Paradigms</p>
14 Th, Oct 11	<p>D. Review for Quiz 7 * Study Groups</p>	<p>Complete, Check, and Correct Exercise Worksheets 13-14</p>
(T Oct 16 Th Oct 18)	<p>— Fall Study Week — (no Greek classes)</p>	<p>Review ALL Vocab and Paradigms</p>
15 T, Oct 23	<p>E. Quiz 7 (on Lessons 13-14)</p> <p>Module/Unit 8: Lesson 15</p> <p>A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lesson 15</p>	<p>Submit Exercise Worksheets 13-14</p> <p>Study Machen Lesson 15 Memorize Vocab and Paradigms</p>
16 Th, Oct 25	<p>D. Review for Quiz 8 * Study Groups</p>	<p>Complete, Check, and Correct Exercise Worksheet 15 (only one!)</p>
17 T, Oct 30	<p>E. Quiz 8 (on Lesson 15)</p> <p>Module/Unit 9: Lessons 16-17</p> <p>A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 16-17</p>	<p>Submit Exercise Worksheet 15</p> <p>2nd Greek Usage Post due this week! Study Machen Lessons 16-17 Memorize Vocab and Paradigms</p>
18 Th, Nov 1	<p>D. Review for Quiz 9 * Study Groups</p>	<p>Complete, Check, and Correct Exercise Worksheets 16-17</p>

19 T, Nov 6	E. Quiz 9 (on Lessons 16-17) Module/Unit 10: Lessons 18A-18B A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 18A-18B	Submit Exercise Worksheets 16-17 Study Machen Lessons 7-8 Memorize Vocab and Paradigms
20 Th, Nov 8	D. Review for Quiz 10 * Study Groups	Complete, Check, and Correct Exercise Worksheet 18 (only one!)
21 T, Nov 13	E. Quiz 10 (on Lessons 18A-18B) Module/Unit 11: Lessons 19-20 A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 19-20	Submit Exercise Worksheet 18 Study Machen Lessons 19-20 Memorize Vocab and Paradigms
22 Th, Nov 15	D. Review for Quiz 11 * Study Groups	Complete, Check, and Correct Exercise Worksheets 19-20
23 T, Nov 20 (Th, Nov 23)	E. Quiz 11 (on Lessons 19-20) Module/Unit 12A-B: Lessons 21-22 A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 21-22 — Thanksgiving Day — (no classes)	Submit Exercise Worksheets 19-20 Study Machen Lessons 21-22 Memorize Vocab and Paradigms Review ALL Vocab and Paradigms
24 T, Nov 27	D. Review for Quiz 12 * Study Groups Practice Vocab Comp Exam	Complete, Check, and Correct Exercise Worksheets 21-11 Practice Comprehensives this week! 3rd Greek Usage Post due this week!
25 Th, Nov 29	E. Quiz 12 (on Lessons 21-12) Practice Paradigm Comp Exam	Submit Exercise Worksheets 21-22
Finals Week • T, Dec 4 • Th, Dec 6	Vocab Comprehensive Exam Paradigm Comprehensive Exam	

ACADEMIC INTEGRITY:

As people of Christ, members of the broader academic community, and future professionals, it is incumbent upon every member of the Evangel community to employ and encourage integrity in all our academic and professional pursuits. Any and every instance of academic dishonesty compromises the mission of Evangel University and violates the standards we hold as people of Christ and practitioners within our professional fields. Students are expected to understand and avoid all forms of academic dishonesty, which includes falsification, cheating, collusion, and plagiarism.

As members of the Evangel community, students share the responsibility to deter and report academic dishonesty. Should a student become aware of a violation of academic integrity, he or she is encouraged to report the incident to a faculty member or department chairperson.

It is the responsibility of the faculty to address any and all acts of academic dishonesty. Sanctions for violations of academic dishonesty can include but are not limited to a failing grade on an assignment, a failing grade for the course, suspension from school, or expulsion from the university. Evangel's policy on academic integrity, as published in the Student Handbook, appears in Section VIII. University Policies: Academic Integrity.

ELECTRONIC DEVICES IN THE CLASSROOM:

- *It is expected that electronic devices will be used during class to support the students' learning. Any use of technology that substantially degrades the learning environment, promotes dishonesty or illegal activities is prohibited.*
- *Cell phones should only be used for academic purposes during class. It is not permissible to answer cell phones or engage in text messaging while class is in session. Should an emergency situation arise that requires you to use your cell phone, please make the professor aware of the circumstances.*

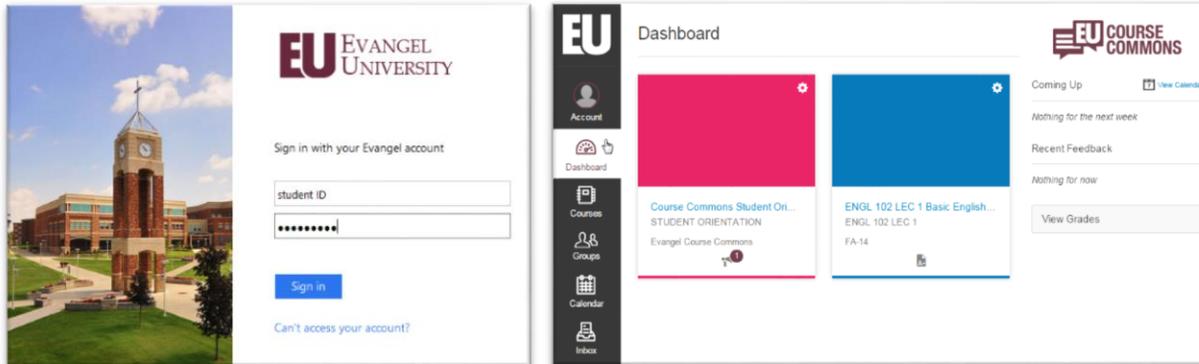
DISABILITY ACCOMMODATIONS:

Evangel University is committed to equal educational opportunities for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act as amended (ADA). Academic Support, a division of the Center for Student Success, is the office designated by Evangel University to review disability documentation, determine reasonable accommodations, and develop plans for the provision of such accommodations.

If you have already established accommodations through Academic Support and receive accommodation memos, please meet with me to discuss the provisions of those accommodations as soon as possible (accommodations are not retroactive). If you have not yet established accommodations but have a disability or health condition (permanent or temporary) that may have some impact on your work in this class and for which you may require accommodations, you are welcome to contact Academic Support staff in the Center for Student Success (ZM-208; 417-865-2815 x.8215) so that accommodations can be arranged. See the Disability and Academic Accommodations Handbook for further information on the accommodations process.

— COURSE COMMONS Information —

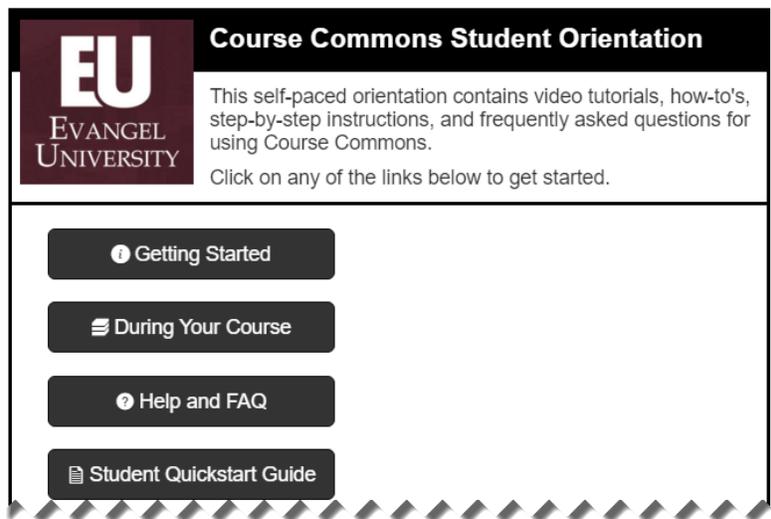
This course will use *COURSE COMMONS*, Evangel's learning management system. There are links to *COURSE COMMONS* in the Student Portal and the Evangel website. The login page for *COURSE COMMONS* is <https://courses.evangel.com/>.



Use your Evangel user name and password to login.

COURSE COMMONS STUDENT ORIENTATION

All Evangel students have access to the [Course Commons Student Orientation](#). If you are new to *COURSE COMMONS* you are encouraged to take advantage of this excellent resource. As part of your course preparation, this will help you make the most of the features that are available to you as a student.



ACCESSING THE COURSE IN COURSE COMMONS

Access your courses list by clicking on the Courses icon on the Global Navigation menu on the left of the screen. You can also click on the course card on the Dashboard.

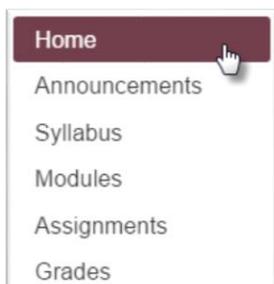
To customize your Courses list, see the following Help Guide: [How do I customize my Courses list?](#)

Students will have access to this course in *COURSE COMMONS* seven (7) days before the official beginning of the semester. Students have until seven (7) days after the semester begins to complete financial registration. If financial registration is not completed by the seventh day, course access will be revoked.

After the end of the semester, students will have read-only access to the course through *COURSE COMMONS*. Only access to already submitted work, course resources and grades will be available.

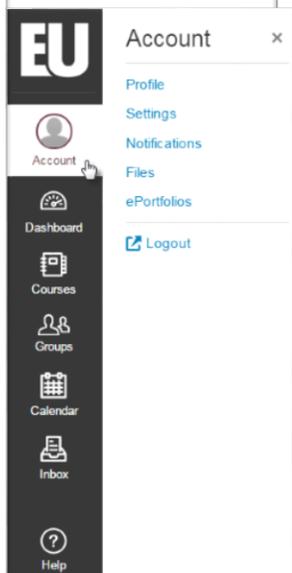
ACCESSING COURSE CONTENT IN COURSE COMMONS

The professor controls the availability of course content and features. Some items may be unavailable until a date set by the professor.



You can navigate the course content and features using the Course Navigation menu on the left. This menu can be customized by the professor, so it may differ from course to course, depending on what features the professor has chosen to make available.

You can collapse the Course Navigation menu to focus on the page content. Click on the menu icon in the upper left (which looks like 3 lines). You can expand the menu by clicking on the menu icon again.



All course content (syllabus, modules, course materials, assignments, online quizzes, online discussions, grades, etc.) can be accessed using the links in the Course Navigation menu. Students can adjust their personal settings in *COURSE COMMONS*. Click on the Account icon to access the Account menu.

On the **Profile** page, you can add a profile picture to your account. You can also edit your display name, which will show to your instructor and peers throughout *COURSE COMMONS*.

The **Settings** link allows you to add additional contact methods (personal email or cell phone number for text message alerts) to your account. You can also add external services, like Twitter, Skype or Google Drive.

The **Notifications** link allows you to customize *what* notifications you receive from *COURSE COMMONS* and *how* and *when* you receive them. This is a student-centered feature that allows you to optimize your notifications to help you stay connected to what is happening in all your courses.

For more information, see the following pages in the *COURSE COMMONS* Student Orientation: [How to Update your Profile and Settings](#) and [How to Update Your Notifications Preferences](#).

ACCESSING GRADES IN COURSE COMMONS

All course grades will be recorded and shown through *COURSE COMMONS*. Simply click the "Grades" button on the lower right of the Dashboard to access your grades for all courses. You can also use the Grades link in the Course Navigation to access your grades for this course.

For more information on how to check your grades and what you can do from the Grades page, see the following page from the *COURSE COMMONS* Student Orientation: [How to Check My Grades](#).

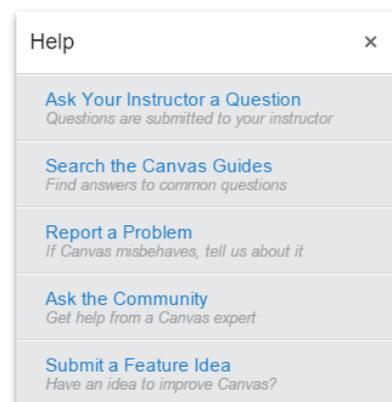
HOW TO GET HELP WITH COURSE COMMONS

Help is never more than a few clicks away! You can access the Help menu from any page in *COURSE COMMONS*.

Click on the Help icon in the lower left corner of the screen. Because the *COURSE COMMONS* is powered by the Canvas Learning Management System, all help guides and helpdesk tickets will reference Canvas.

From the Help menu, you can send a message to your instructor, search the Canvas Help Guides, or report a problem.

You can browse and search the Help Guides using the following link: <https://community.canvaslms.com/community/answers/guides/>.



COURSE COMMONS TROUBLESHOOTING

Do you have a question about a quiz, an assignment, or another item in the course? Contact your professor.

Are you having technical problems with COURSE COMMONS? Click the Help icon, click "Report a Problem" and complete the form to file a ticket for a personal response from the support team. Please be sure to include a thorough description of the problem.

Are you having trouble with your Evangel account (username and password)? Contact the IT Helpdesk at 417-865-2815 ext. 8368 (phone), helpdesk@evangel.edu