

**Bible and Theology Department**  
"Shaping Servant-Leaders"

— Syllabus —

<p><b>COURSE NUMBER and TITLE:</b> BGR 531 <i>New Testament Greek 1B</i> <b>CREDIT HOURS:</b> 3 <b>SEMESTER:</b> Spring 2019 <b>COURSE DAY/TIME:</b> <i>Tuesday and Thursday;</i> <i>11:00 AM – 1:45 PM</i> <b>LOCATION:</b> AGTS, Room 227</p>	<p><b>INSTRUCTOR:</b> <i>Deborah M. Gill, Ph.D.</i> <b>PHONE:</b> 417.268.1075 <i>or 417.865.2815, ext. 8075</i> <b>OFFICE:</b> AGTS, Room 203 <b>EMAIL:</b> GillD@Evangel.edu <b>OFFICE HOURS:</b> <i>T, W, Th; 9:45-10:45 AM</i> <b>TEACHING ASSISTANT:</b> <i>Derrick Spears</i> <b>MOBILE:</b> 210.912.0058 (<i>please text</i>) <b>EMAIL:</b> <i>Spea11715412@evangel.edu</i></p>
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**REQUIRED TEXTS:**

1. Gill, Deborah M., ed. *Translation and Exegesis Notebook for the Epistles of John*. Springfield, MO: Grace & Truth, 2007. No ISBN
2. Kubo, Sakae. *A Reader's Greek-English Lexicon of the New Testament and a Beginner's Guide for the Translation of New Testament Greek*. Grand Rapids: Zondervan, 1975. ISBN 0310269202

For information on textbook pricing, go to  
<http://www.bkstr.com/evangelstore/home>.

3. Accordance Bible Software or Logos Bible Software.  
AGTS of EU has negotiated special pricing on the Accordance Bible software program, a 40% discount. The student is encouraged to purchase the highest-level package they can afford at this time: minimally, the "Greek and Hebrew Learner" or "The Green Bundle"; better, "The Greek and Hebrew Discoverer"; and ideally, "The Triple Discoverer" (which includes a graphics bundle). Add-ons are also available for 25% off (at the one time of student-discount-program purchase).

See the announcement on Course Commons with more details about collections and modules, the multitude of free training resources, and the coupon code on the flyer posted there.

To purchase Bible software, contact Accordance or Logos directly. Use your EU email address and ask for our AGTS/EU discount from Accordance.

[www.AccordanceBible.com](http://www.AccordanceBible.com)

[www.Logos.com](http://www.Logos.com)

We continue to use materials from NT Greek 1A:

- the textbook (Machen, *New Testament Greek for Beginners*, 2<sup>nd</sup> ed. [ISBN: 0-13-184234-X]); and
- the Course Manual (Gill, *Course Manual for New Testament Greek 1A & B*, 7<sup>th</sup> revised ed. [no ISBN]); and
- the GNT (Aland, *The Greek New Testament [with Dictionary]*, 4<sup>th</sup> revised ed. [ISBN: 978-3-438-05113-4]).

**REQUIRED CLASS SUPPLIES:**

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

**OPTIONAL MATERIALS:**

1. Gill, Deborah M. *Videos 15–28 for New Testament Greek 1A*, Springfield, MO: Grace & Truth, 2007.  
(No ISBN)
  - Two sets of these 14 two-hour DVDs are available in the library: one set on two-hour reserve and one set on over-night reserve.
  - These videos are also found in COURSE COMMONS.
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)

**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 continuation of first-year Greek, culminating in the student's first exposure to the Greek New Testament (GNT). Translation is done in the Epistles of John.<sup>1</sup>

## **COURSE PREREQUISITES:**

Prerequisite: BGR 530 or its equivalent (with a minimum score of 83%, i.e., a B (not B-)).

## **COURSE PURPOSE:**

This course equips the student for translation and exegesis in the Greek New Testament.

## **COURSE REQUIREMENTS:**

1. Participation 3 times (roughly once each month) in the **online Greek Usage Discussion Forum** on Course Commons.
  - a. Students must make **2 original posts** (between **100-200 words**) by the end of each of the first two months *about things they either discovered or questions that arose during their personal study in the GNT* while using it in chapel, church, small group, and personal devotions.
  - b. Students must make **1 response post** (between **50-100 words**) (by the end of the third month of class) *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.
2. Completion and correction of student's work **Exercise Worksheets** for each assigned Lesson in the Machen textbook and of a **Translation and Exegesis Notebook on the Epistles of John**.
3. Successful performance on cumulative **Unit/Module Quizzes** on the Machen textbook and **Vocabulary Quizzes** on the Epistles of John.
4. Successful performance on three **Final Examinations**:
  - a. one **Comprehensive Vocabulary Exam**,
  - b. one **Comprehensive (grammatical) Paradigm Exam**,  
(Students may elect to take these comp exams early for extra credit as the Paradigm Practice Exam and the Vocabulary Practice Exam.
  - c. and one **Translation and Exegesis Exam** (on the Epistles of John).
5. AGTS requires class **attendance**.
  - a. Attendance is taken at the beginning of class. Students are expected to be present, prepared to participate, and on time. Three tardies count as one absence.
  - b. A student is permitted to miss up to 20% of the class sessions. A student who is absent more than 20% of the class sessions is automatically withdrawn from the course.

## **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 with the instructor in advance of beginning work on it.*

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<sup>1</sup> Note: 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.

## **DUE DATES & DROPPED SCORES**

- *Assignments are due at the beginning of class on the date and time specified on the Course Outline, with the following grace-exceptions:*
  - *One unit/module of Exercise Worksheets is permitted late, and the lowest 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.<sup>2</sup>*
- *Assignments are welcomed early, and if students need to be absent, 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 complete the Greek prerequisite of the M. Div. degree and/or to continue in the Greek sequence of courses.

## **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 appearing 50 times or more in the GNT;
3. Analyze and translate exercise worksheets;
4. Read and exegete the Epistles of John; and
5. Evaluate New Testament biblical and theological issues from the original language.
6. Apply knowledge of Koine Greek to study in the New Testament in order to live a more focused life as a disciple of Jesus Christ 24:7.

### ***FAITH, WORK, AND ECONOMICS INTEGRATION (FWE OUTCOMES):<sup>3</sup>***

CLO 6 above: "to 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.

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<sup>2</sup> 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.

<sup>3</sup> All Faith, Work, and Economic Outcomes are found on the website: <https://agts.edu/current-students/academic-policies/>.

- Method:

Although NT Greek 1B 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. In the translation unit (on the Epistles of John), whole-life discipleship applications are frequently made in class and always encouraged in the student's personal study in the GNT.

**PROGRAM LEARNING OUTCOMES (PLOs):<sup>4</sup>**

- 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.
- 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:<sup>5</sup>**

This class supports but does not assess the following EU20 Outcome(s):

- **Christ-Centered Theme**

C3. Biblical Interpretation:

Employ sound interpretive practices when reading Scripture, both in (C3A) Exegesis and in (C3B) Application.

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

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<sup>4</sup> All AGTS Program Learning Outcomes are found on the website: <https://agts.edu/current-students/academic-policies/>.

<sup>5</sup> All EU 20 Outcomes are found on the website: <https://agts.edu/current-students/academic-policies/>.

<sup>6</sup> 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

(11 @ 1.25%, i.e., 25 points per Lesson. The lowest score is dropped.)

23	_____/25	29	_____/25		
24	_____/25	30	_____/25		
25	_____/25	31	_____/25		
26	_____/25	32	_____/25		
27	_____/25	33	_____/25		
28	_____/25	34	_____/25	_____ /275 points	13.75%

### II. QUIZZES (7 @ 5%, i.e., 100 points each Module/Unit. The lowest score is dropped.)

13	_____/100	17	_____/100		
14	_____/100	18	_____/100		
15	_____/100	19	_____/100		
16	_____/100	20	_____/100	_____ /700 points	35%

### III. VOCABULARY QUIZZES (2 @ 5%, i.e., 100 points for each 20-word quiz.)

On 1 John 1-3	_____ /100				
On 1 John 4 – 3 John	_____ /100	_____ /200 points			10%

### IV. GREEK USAGE DISCUSSION FORUM (3 @ 0.25 – 0.5%, i.e., 5-10 points each.)

1	_____ /10	(original post)			
2	_____ /10	(original post)			
3	_____ /5	(response post)	_____ /25 points		1.25%

### V. TRANSLATION & EXEGESIS NOTEBOOK (1 @10%, i.e., 200 points)

\_\_\_\_\_ /200 points 10%

### VI. FINAL EXAMINATIONS (3 @ 7.5 – 15%, i.e., 150 -300 points each)

Paradigm Comprehensive	_____ /150				
Vocabulary Comprehensive	_____ /150				
Translation & Exegesis	_____ /300	_____ /600 points			30%

**TOTAL SCORE** \_\_\_\_\_ /2000 points

\* EXTRA CREDIT (2 Examinations @ 1.25%, i.e., 25 points each and opportunities to do extra verse translations, up to 10 points and one Digital Greek Resource @ 2.5 %, i.e., 50 points)

Practice Paradigm Comp	_____ /25				
Practice Vocabulary Comp	_____ /25				
DiGID <sup>7</sup> Bonus Points	_____ /50	_____ /100 points			5%

**PERCENTAGE SCORE:** \_\_\_\_\_ **FINAL GRADE:** \_\_\_\_\_

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<sup>7</sup> 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*.

All Quizzes this semester will be on Tuesdays.

Session and Date	Lecture & Lab Topics	Assignments
1 Th, Jan 10	Introduction to Greek 1B <b>Module/Unit 13: Lesson 23</b> A. Introduce Vocabulary B. Introduce Grammar C. Introduce Rules of Contraction D. Drill Rules of Contraction	<b>Study Machen Lesson 23</b> <i>Memorize Rules of Contraction</i> <b>Review ALL Vocab and Paradigms</b>
2 T, Jan 15	E. <b>Contract Verbs Contest</b>	<b>Practice Contract Verb Handouts</b>
3 Th, Jan 17	F. Exercises Worksheet 23	<b>Complete, Check, and Correct Exercise Worksheet 23 (only one!)</b>
4 T, Jan 22	G. <b>Quiz 13</b> (on Lesson 23) <b>Module/Unit 14: Lessons 24-25</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 24-25	<b>Submit Exercise Worksheet 23</b>  <b>Study Machen Lessons 24-25</b> <b>Memorize Vocab and Paradigms</b>
5 Th, Jan 24	D. Review for Quiz 14 * Study Groups	<b>Complete, Check, and Correct Exercise Worksheets 24-25</b>
6 T, Jan 29	E. <b>Quiz 14</b> (on Lessons 24-25) <b>Module/Unit 15: Lessons 26-27</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 26-27	<b>Submit Exercise Worksheets 24-25</b>  <b>1<sup>st</sup> Original Greek Usage Post</b> <b>Study Machen Lessons 26-27</b> <b>Memorize Vocab and Paradigms</b>
7 Th, Jan 31	D. Review and Drill for Quiz 15 * Study Groups	<b>Complete, Check, and Correct Exercise Worksheets 26-27</b>



8 T, Feb 5	E. <b>Quiz 15</b> (on Lessons 26-27)  <b>Module/Unit 16: Lessons 28</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lesson 28	<b>Submit Exercise Worksheets 26-27</b>  Study Machen Lesson 28 Memorize Vocab and Paradigm  Complete, Check, and Correct Exercise Worksheet 28 ( <b>only one!</b> )
9 Th, Feb 7	D. Review for Quiz 16 * Study Groups	
10 T, Feb 12	E. <b>Quiz 16</b> (on Lesson 28)  <b>Module/Unit 17: Lesson 29</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lesson 29	<b>Submit Exercise Worksheet 28</b>  Study Machen Lesson 29 Memorize Vocab and Paradigms  Complete, Check, and Correct Exercise Worksheet 29 ( <b>only one!</b> )
11 T, Feb 14	D. Review for Quiz 17 * Study Groups	
12 T, Feb 19	E. <b>Quiz 17</b> (on Lesson 29)  <b>Module/Unit 18: Lesson 30</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 30	<b>Submit Exercise Worksheet 29</b>  Study Machen Lesson 30 Memorize Vocab and Paradigms  Complete, Check, and Correct Exercise Worksheet 30 ( <b>only one!</b> )
13 Th, Feb 21	D. Review for Quiz 18 * Study Groups	
14 T, Feb 26	E. <b>Quiz 18</b> (on Lesson 30)  <b>Module/Unit 19: Lessons 31-32</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 31-32	<b>Submit Exercise Worksheet 30</b>  <b>2<sup>nd</sup> Original Greek Usage Post</b> Study Machen Lessons 31-32 Memorize Vocab and Paradigms  Complete, Check, and Correct Exercise Worksheets 31-32
15 Th, Feb 28	D. Review for Quiz 19 * Study Groups	
16 T, Mar 5	E. <b>Quiz 19</b> (on Lessons 31-32)  <b>Module/Unit 20: Lesson 33-34</b> A. Introduce Vocabulary B. Introduce Grammar C. Drill on Lessons 33-34	<b>Submit Exercise Worksheets 31-32</b>  Study Machen Lessons 33-34 Memorize Vocab and Paradigms  Complete, Check, and Correct Exercise Worksheet 33-34
17 Th, Mar 7	D. Review for Quiz 20 * Study Groups	

	<b>Spring Study Week: No Greek Class T &amp; Th, March 12 &amp; 14</b>	<b>Review ALL 1B Vocab and Paradigms Take Practice Comp Exams anytime from now on.</b>
18 T, Mar 19	E. <b>Quiz 20</b> (on Lessons 33-34) <b>Unit 21: Translation</b> A. Introduction to Translation B. Introduce Vocabulary in 1 John 1-3 C. <b>Read 1 John 1:1</b>	<b>Submit Exercise Worksheets 33-34</b>  Memorize "Special" and 1 John 1-3 Vocabulary from Sakae Kubo Analyze, Parse, & Translate all of 1 John chapter 1
19 Th, Mar 21	D. Drill 1 John 1-3 Vocabulary E. <b>Read 1 John 1:2-10</b>	<b>Practice Vocabulary from 1 John 1-3</b>
20 T, Mar 26	F. <b>Vocab Quiz 1</b> G. Introduce Vocabulary in 1 John 4 - 3 John H. <b>Read through 1 John 2:1-15</b> I. Introduction to Bible Software J. <b>Review 1 John chapter 1</b>	<b>Memorize 1 John 4 – 3 John Vocabulary from Sakae Kubo</b>  Analyze & Translate First half of 1 John chapter 2
21 Th, Mar 28	K. <b>Read 1 John 2:16-29</b>  L. <b>Review 1 John chapters 1 &amp; 2</b>	<b>Practice 1 John 4 – 3 John Vocabulary from Sakae Kubo</b> Analyze & Translate Second half of 1 John chapter 2 <b>Greek Usage Response Post</b>
22 T, Apr 2	M. <b>Vocab Quiz 2</b> on 1 John 4 – 3 John) N. <b>Read 1 John 3:1-12</b> O. More Practice with Bible Software P. <b>Review 1 John chapters 1-3</b>	<b>Practice 1 John 4 – 3 John Vocabulary from Sakae Kubo</b> Analyze & Translate First half of 1 John chapter 3
23 Th, Apr 4	Q. <b>Read 1 John 3:13-21</b>  R. <b>Review 1 John chapters 1-4</b>	<b>Practice 1 John 4 – 3 John Vocabulary from Sakae Kubo</b> Analyze & Translate Second half of 1 John chapter 3
24 T, Apr 9	R. <b>Read 1 John 4:1-10</b> <b>Last Chance for Extra Credit Exam: Vocab Comprehensive Practice</b>	<b>Practice 1 John 4 – 3 John Vocabulary from Sakae Kubo</b> Analyze & Translate First half of 1 John chapter 4

25 Th, Apr 11	S. <b>Read 1 John 4:11-21</b> Last Chance for Extra Credit Exam: <b>Paradigm Comprehensive Practice</b>	<b>Practice 1 John 4 – 3 John</b> <b>Vocabulary from Sakae Kubo</b> <b>Analyze &amp; Translate</b> <b>Second half of 1 John chapter 4</b>
26 T, Apr 16	<b>Final Vocab Comprehensive Exam</b>	<b>Complete, Check, and Correct</b> <b>Translation and Exegesis Notebook</b>
27 Th, Apr 18	<b>Final Paradigm Comprehensive Exam</b>	<b>Review 1 John 1-4 for</b> <b>Translation and Exegesis Exam</b>
<b>Finals Week</b> T April 23	<b>Translation and Exegesis Exam</b>	<b>Submit Translation and Exegesis</b> <b>Notebook</b>

### **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.*

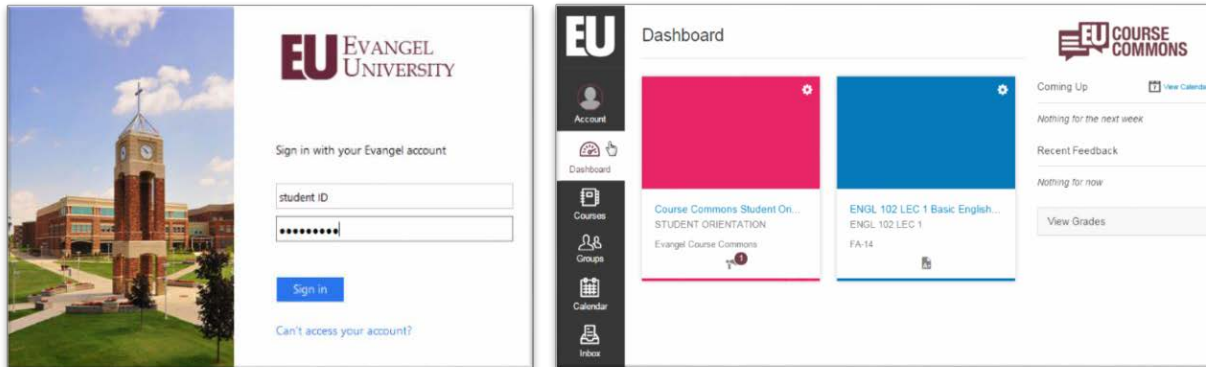
### **DISABILITY ACCOMMODATIONS:**

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 —

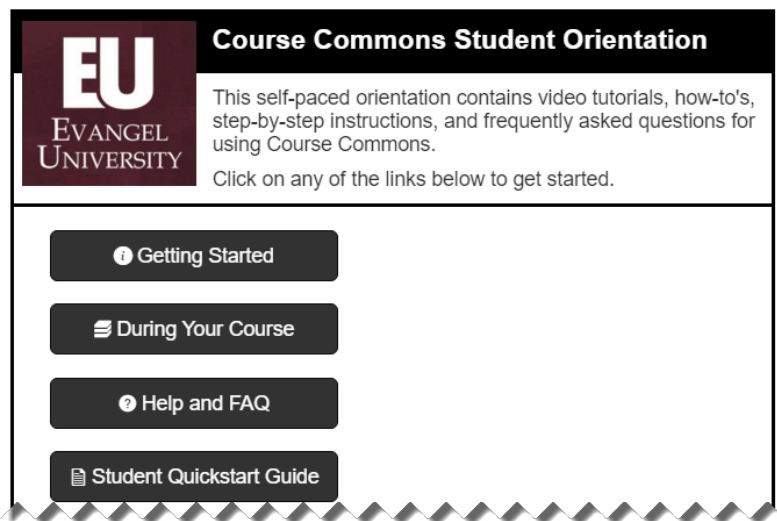
This course will use *COURSE COMMONS*, Evangel's learning management system. There are links to *COURSE COMMONS* in the Student Portal and the Evangel website. The login page for *COURSE COMMONS* is <https://courses.evangel.com/>.



**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.

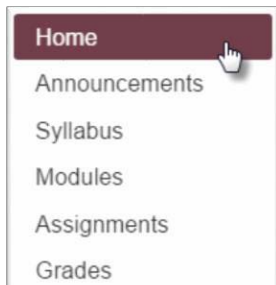
To customize your Courses list, see the following Help Guide: [How do I customize my Courses list?](#)

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.

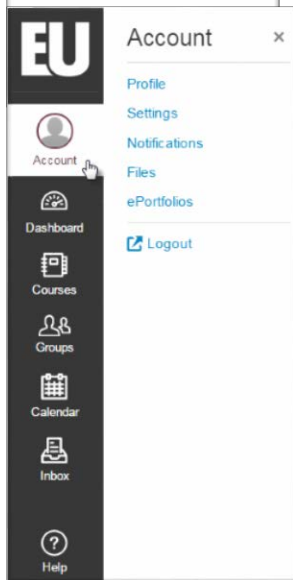
## ACCESSING COURSE CONTENT IN COURSE COMMONS

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.

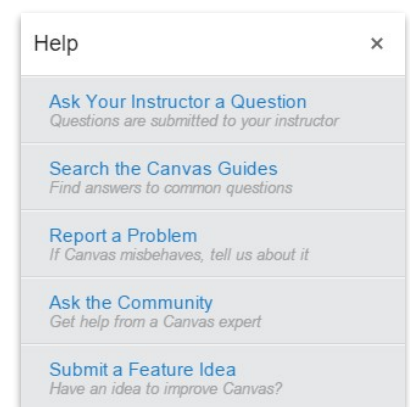
For more information on how to check your grades and what you can do from the Grades page, see the following page from the *COURSE COMMONS* Student Orientation: [How to Check My Grades](#).

## 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](mailto:helpdesk@evangel.edu)

### **SPECIFIC DATA**

Prepared by Deborah M. Gill, PhD, November 2018.