How to Navigate a Course

Getting around in your course at the
Learning From Buddha College & Seminary (LFBCS)

Note:

Screenshots are from a Firefox browser

Other desktop browsers should look quite similar

Mobile phone and tablet browsers may look significantly different, but the content should be essentially the same

Finding Your Enrolled Courses

- You can always return to your *Enrolled Courses* by clicking on the circled icon in the gold sidebar
- Click on the maroon *Start Course* button under the course name to begin a course
- You can resume where you left off in a course by clicking on the gold *Continue* button under the course name

Starting from the Course Home Page

- On the Curriculum tab you can start any lesson you want by clicking on the title of it (example outlined in red)

- You can also start or resume the course with the maroon button (red arrow)

Your First Lesson

- After you click on *Start Course* you will arrive at the first lesson
- We are going to use D01(A) as an example in the following pages
- The first lesson is preliminary steps that you need to do
- Scroll down and read through them

Completing the First Lesson
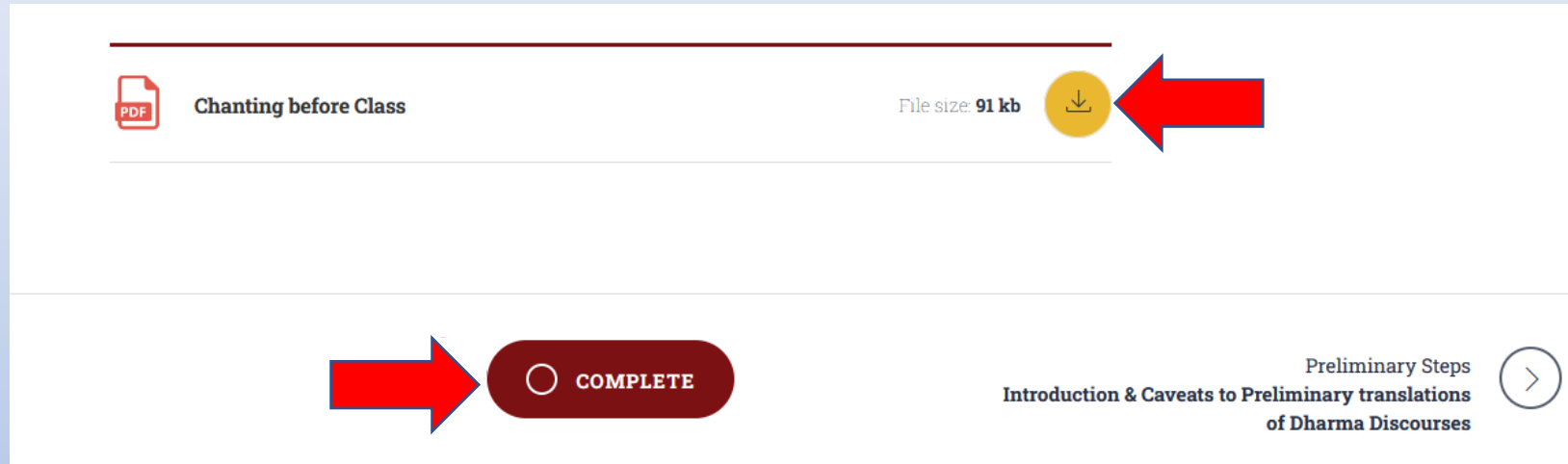
- For this lesson there is a PDF document available to download using the gold button
- When you have finished the lesson, click on *Complete*
- You can return to this page any time you want, even after you have marked it *Complete*

Getting to the Next Lesson

> ✅ **COMPLETED**
>
> Preliminary Steps
> **Introduction & Caveats to Preliminary translations**
> **of Dharma Discourses**
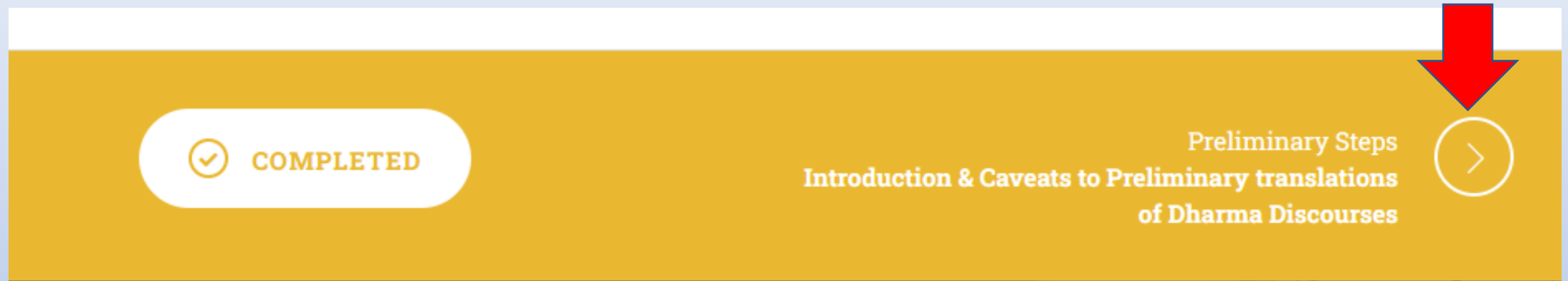
- After you click on *Complete* the banner turns gold and indicates that the lesson is completed
- Click on the right-pointing arrow to move to the next lesson
- *Note: You must mark each page Complete in order to finish the course. It is easy to forget to click on Complete when there is nothing particular to do on a page or when it feels like you're already finished*

A Video Lesson
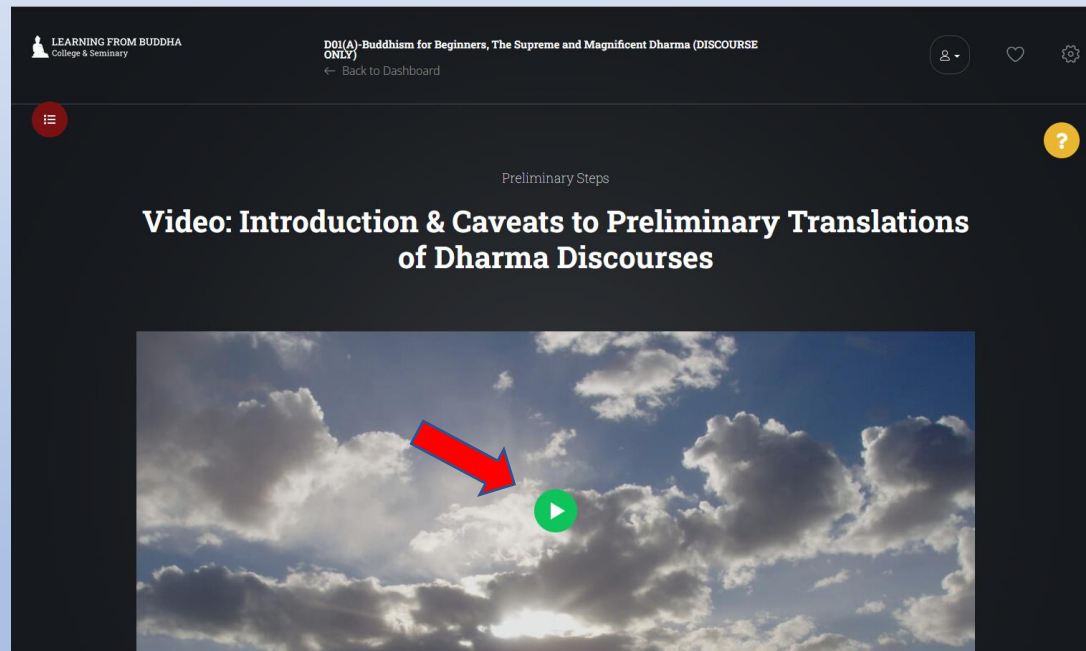
- This lesson is a video
- Click on the green "play" button to start the lesson
- *Note: this green button doesn't actually start a video; that happens in the next step*

Using the Vimeo Player
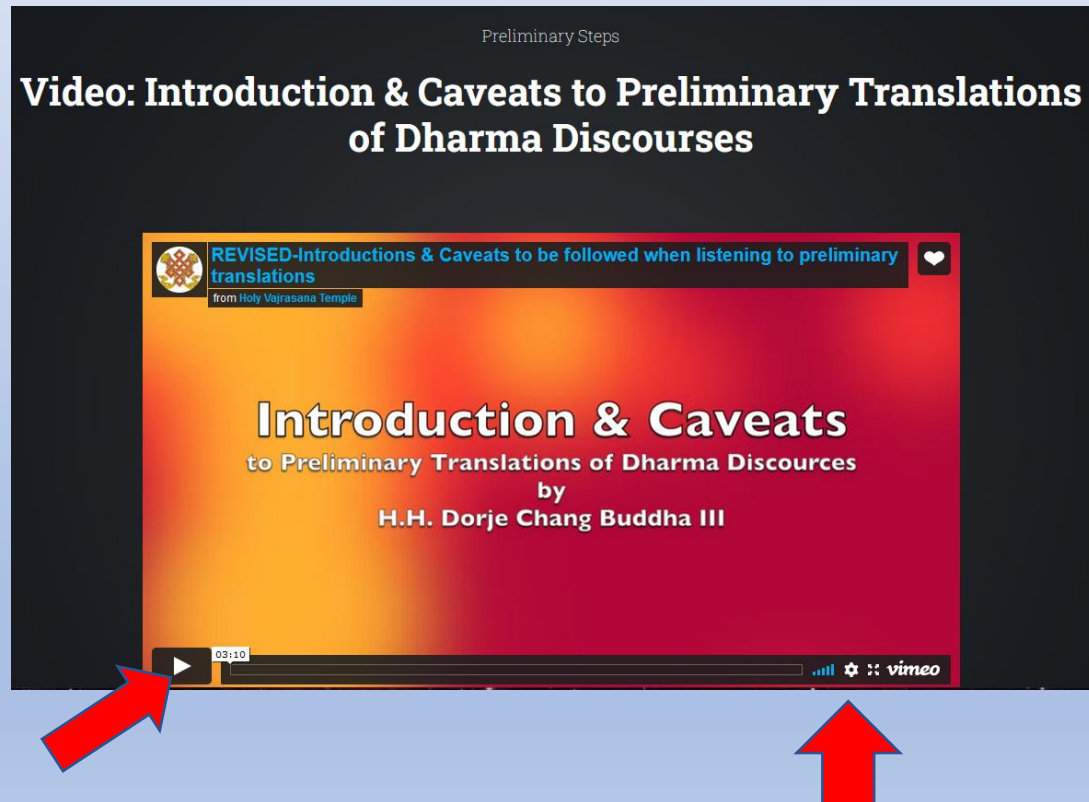
- The Vimeo player loads
- Click on the *Play* button to start the video
- There are options in the Vimeo player that you can explore using the icons on the bottom left of the player
  - Video quality
  - Video speed
  - Full screen or not

Completing a Video Lesson
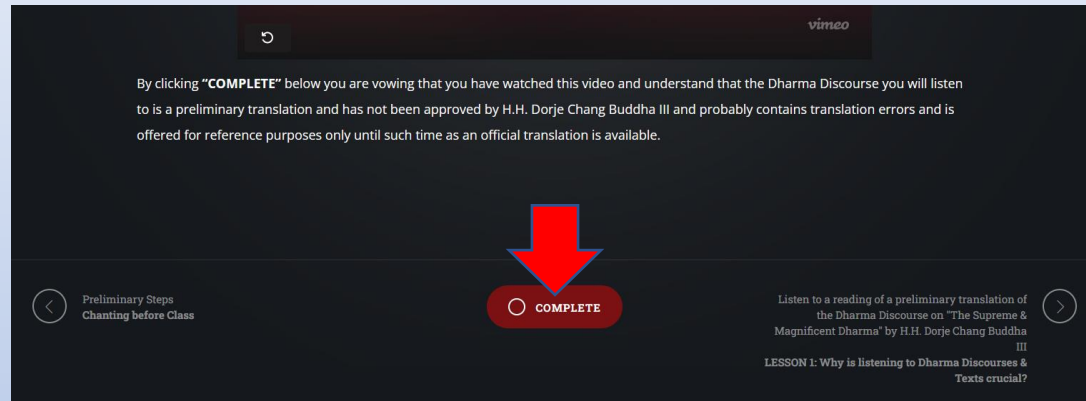
- When you have finished watching the video, read the statement and click on *Complete*
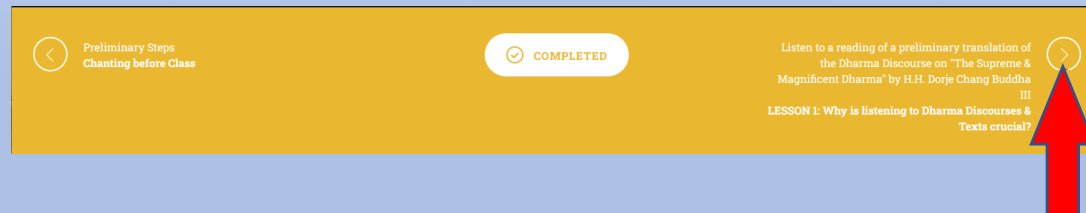
- The banner turns gold and shows *Completed*

- Navigate to the next lesson with the arrow button on the right side of the banner

Exiting a course

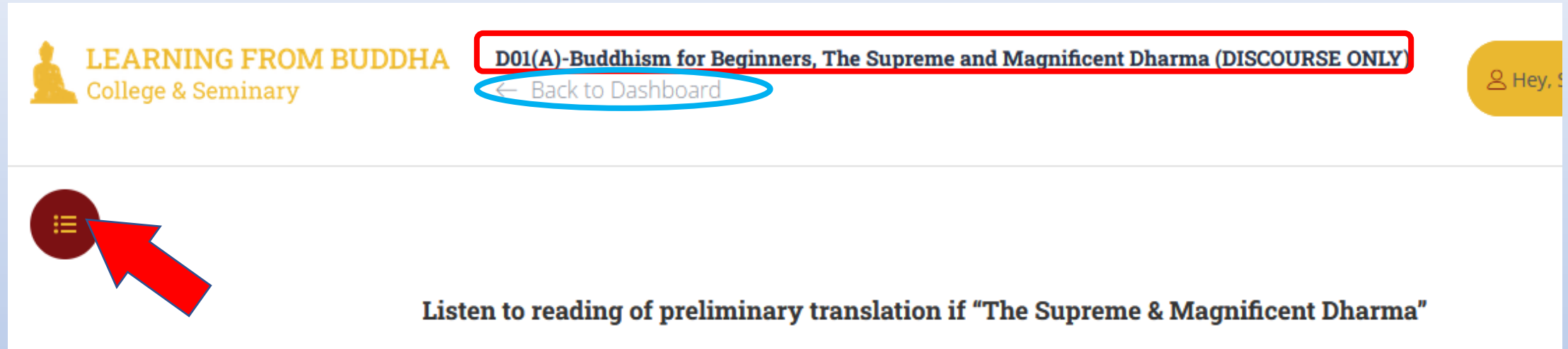Listen to reading of preliminary translation if "The Supreme & Magnificent Dharma"

- The screenshot above is at the top of the page
- Clicking on the title of the course (circled in red) takes you to the Home Page for the course
- Clicking on *Back to Dashboard* (circled in blue) takes you to your *Enrolled Courses* page
- Clicking on the maroon button (red arrow) opens up a navigation menu

Jumping directly to any part of a course

- The Navigation Menu allows you to jump directly to any part of the course by clicking on the title of it
  - Note: the responsiveness after you click can be a little slow. Be patient
- When you have marked a lesson completed there is a check mark in the little gold circle on the right of each lesson

Assignments with Questions

- Some assignments have questions for you to answer
- You can answer them in a separate document and attach it
- You can answer them in a mini word processor built into the website
- If you choose to use the built-in word processor, be sure to save a copy of your answers on your computer
- Begin by clicking on *Start Now*

Answering Questions

- The questions are available by clicking on *All Requirements* (circled in red)

- You can type your answers in the mini word processor, but you should always save a copy of your answers on your computer

- The safest route is to create a document on your computer and then attach the file

Attaching a File

- When you click on *Attach Files* a smaller window will open to give you access to your file system

- You must know where the file is stored and what its name is

- Locate the file, highlight it, and then click on *OK*, *Open*, *Attach*, or whatever your Operating System offers to finish the selection

- This program does not accept all document formats, and so watch for a red error message informing you that the file extension is invalid:

Office of HHDCBIII Announcement 62.p...   Invalid file extension

- Apple Pages is one format that is not accepted. To get around that, *Export* it to a Word document from *Pages* and attach the Word document

- If the file attached successfully you will see its name below the button

Attach files

Test document for screenshots.docx

Sending Your Assignment

- You must type something in the mini word processor before you can submit your answers
- When your file is successfully attached or you have finished typing your answer in the mini word processor, click on *Send Assignment*
- If you navigate away from this page without clicking on *Send Assignment*, everything you have done on this page will vanish and have to be redone
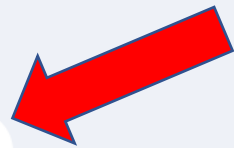
15

Waiting for Review

Overview of preliminary translation of Dharma Discourse by H.H. Dorje Chang Buddha on " Begining-less-ness

D53 Assignment 1: Overview Reading (Questions 1-3)

All Requirements ⌄

Your assignment pending review

- When you have successfully submitted your answers, this page will show that Your assignment is pending review

Checking Your Assignment Status

- Navigate to the *My Assignments* page by using the icon in the gold sidebar

- Find the assignment (red circle) and check the status (blue circle)

- In this case the status is *Declined*

- Click on the red circle with the white X to read the facilitator's comments

Comments from the Facilitator

- Read the comments from the Facilitator (they will be much more informative than this example)

- When you are ready to try again, click on *Retake*

Respond to Facilitator's Comments

Overview of preliminary translation of Dharma Discourse by H.H. Dorje Chang Buddha on "Begining-less-ness

D53 Assignment 1: Overview Reading (Questions 1-3)
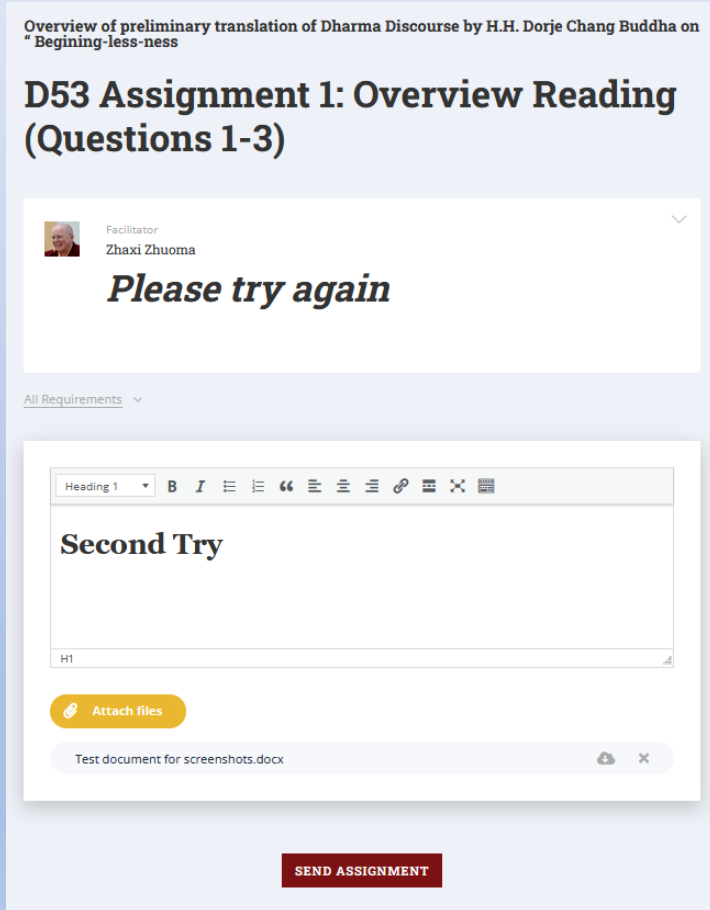
Facilitator
Zhaxi Zhuoma

Please try again

All Requirements

Second Try

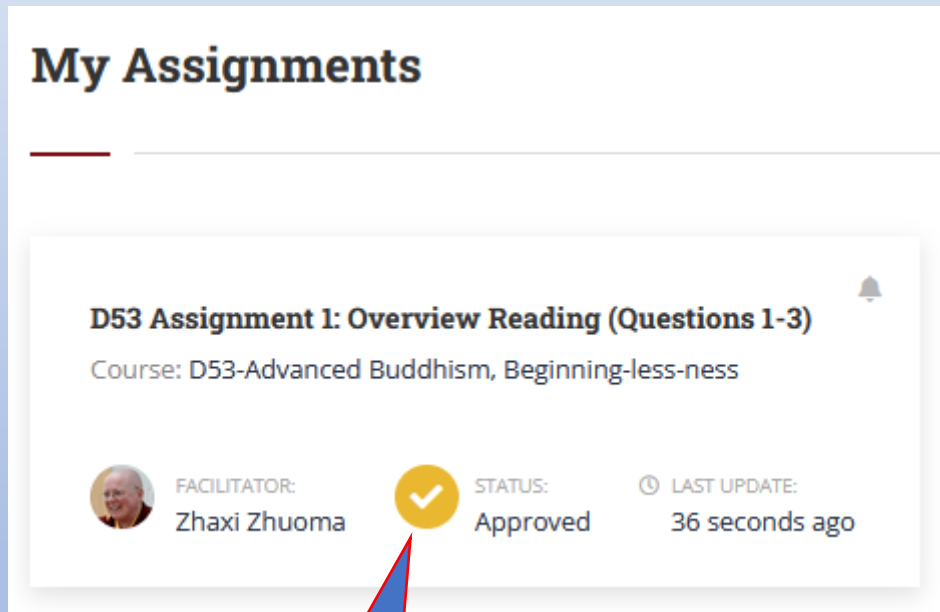Attach files

Test document for screenshots.docx

SEND ASSIGNMENT

- You are back in the assignment with the mini word processor and the *Attach Files* button
- Remember you must type *something* in the mini word processor before you can submit your assignment
- Attach your revised document or type your response in the mini word processor
- Click on *Send Assignment*
- See pages 13-14 for details

Continue with Course

My Assignments

D53 Assignment 1: Overview Reading (Questions 1-3)
Course: D53-Advanced Buddhism, Beginning-less-ness

FACILITATOR:
Zhaxi Zhuoma

STATUS:
Approved

LAST UPDATE:
36 seconds ago

Click here

- This time when you check *My Assignments*, you discover that your assignment has been approved
- Click on the gold circle with the white check mark to read the facilitator's comments

Finish this Lesson

Overview of preliminary translation of Dharma Discourse by H.H. Dorje Chang Buddha on " Begining-less-ness

D53 Assignment 1: Overview Reading (Questions 1-3)

All Requirements ∨

✓ You passed assignment.

Facilitator
Zhaxi Zhuoma

Excellent answers. You clearly understand the material.

- You are again back on the assignment page
- When you have finished reading the comments scroll down to the bottom of the page
- You will notice there is no *Complete* button, but there is the right-pointing arrow to move on to the next lesson

Homework
D53-LESSON TWO →
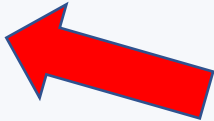
Quizzes

B37-Master Dolpopa: Biography

B37-Master Dolpopa: Quiz, Week 1

Please select ALL correct answers; many of the questions have more than one correct answer.

START QUIZ

- Some courses have quizzes
- When you have completed the study material, click *Start Quiz*

Choose One

Who is the Buddha of this age?

- ◯ **Maitreya**
- ◯ **Shakyamuni**
- ◯ **Manjushri**
- ◯ **None of the above**

- The circle in front of each answer indicates you should choose only one answer

Choose Many

Which of these are part of the Four Lmitless States of Mind

☐ Compassion

☐ Renunciation

☐ Loving-kindness

☐ Sympathetic Joy

- The square in front of the answer indicates you can choose several answers – all that are correct

Fill in the blanks

Fill in the blanks

Ananada was known for his great _____ . He was also Shakyamuni's _____ attendant. He was responsible for repeating _____ of the Buddha's sutras at the great council.

- Type the correct word in each blank to complete this statement

Match Items

Match the people with their roles

Chief Bikkhu

Second Chief

Personal Attendant

Ananda   Mahamogallana   Sariputra

- Drag the names at the bottom next to the role they served

Keywords

Bodhicitta is actual conduct based upon great compassion that aids living beings in becoming Buddhas or Bodhisattvas
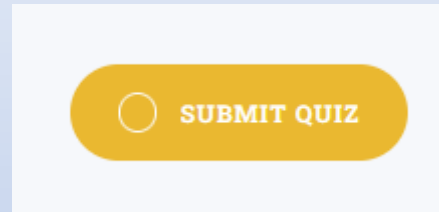
Enter keyword

Keyword #1

Keyword #2

actual conduct

Keyword #3

- Read the passage and decide what the keywords are
- Type a keyword in the space provided
- If it is correct, it will move into one of the keyword boxes
- Notice that keywords can contain more than one word (#2)
- What you type must match the keyword exactly
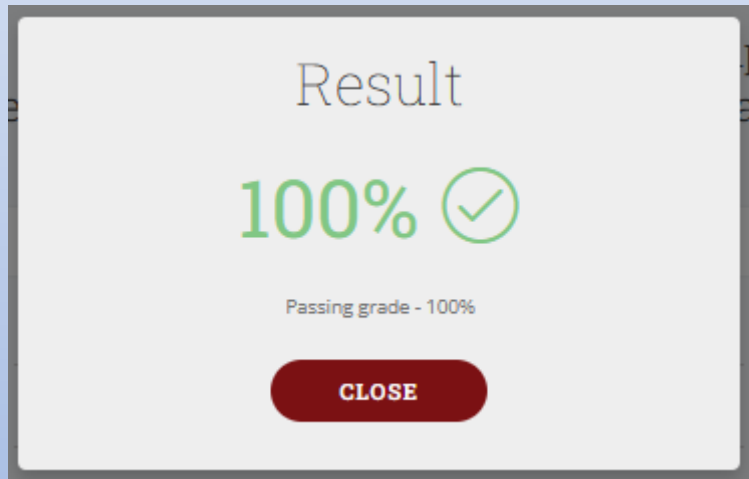
Submit Your Quiz

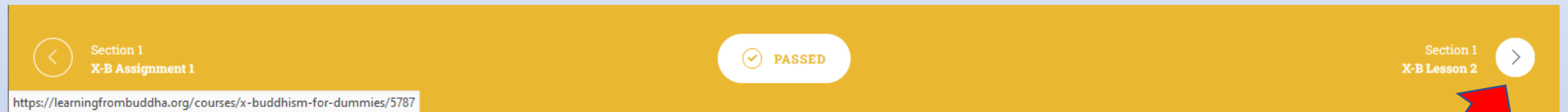- When you are satisfied with your answers click on *Submit Quiz*
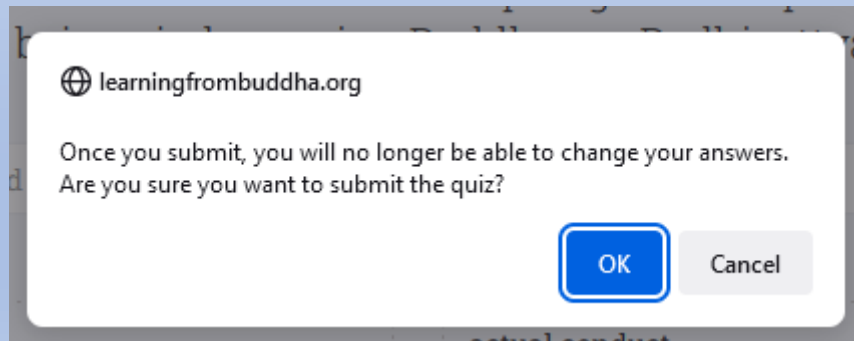
- You must confirm that you want to submit your quiz

Quiz Results

Result

100% ✓

Passing grade - 100%

CLOSE

- You will receive the results of your quiz right away
- If you did not have a passing grade you will be offered the opportunity to re-take the quiz
- Depending on how the facilitator set it up, you may be shown the correct answers when you click *Close*

Moving On from the Quiz

Section 1
X-B Assignment 1

PASSED

Section 1
X-B Lesson 2

https://learningfrombuddha.org/courses/x-buddhism-for-dummies/5787

- The bar across the bottom will turn gold and indicate *Passed*
- You can navigate to the next lesson using the right-pointing arrow