

My WisdomWeb.org Account

Username: _____

Password: _____



Before You Continue, Please Review These Quick Instructions:

At first glance, this document might seem a bit overwhelming in its breadth. Our students come from many backgrounds and levels of technical experience. The following tips will help you get exactly what you need from the manual, no matter what your level of computer experience expertise.



IMPORTANT

Along the way, we will highlight very important pieces of information with in boxes just like this with the icon shown at left. No matter you're your level of technical ability, **please make sure that you read and understand these important messages.**



KEEP IT SIMPLE : Read the Headings for Step-by-Step

This manual wasn't designed to be read cover to cover! For most of us, reading only the headings will be enough to know what we're doing most of the time. Each heading is followed by detailed instructions in case a user needs more help or wants to "drill down" and understand the feature or function better.



New to technology? Focus on "Getting Started"

For many, a One Spirit course has been their first foray into using a computer at all. You're in good company! We recommend that you **look for the magic wand icon** which indicates step-by-step instructions in the "Getting Started" areas of each section of the handbook. As you get more comfortable using the technology, read on and learn what more you can do to facilitate your learning experience.



Advanced Users : Make Sure to Catch Hints and Tips

While digital novices might have an abundance to learn at first, a few of you might live and breathe technology to such an extent that most of this manual might be unnecessary. We have included some advanced hints and tips for users like you, so as you scan through the manual, pay special attention to features noted with the **black gear icon** at left. (Make sure you read all the Important Info sections too!)



Getting Help – Use the Table of Contents, FAQ and the Back Cover

Find the section of the manual that pertains to the feature or function with which you need help, and read that section in detail. Also make sure to check the Frequently Asked Questions section and the back cover of this manual. **90% of the questions students have can be found in this manual.** Please make sure you consult it before reaching out to staff.

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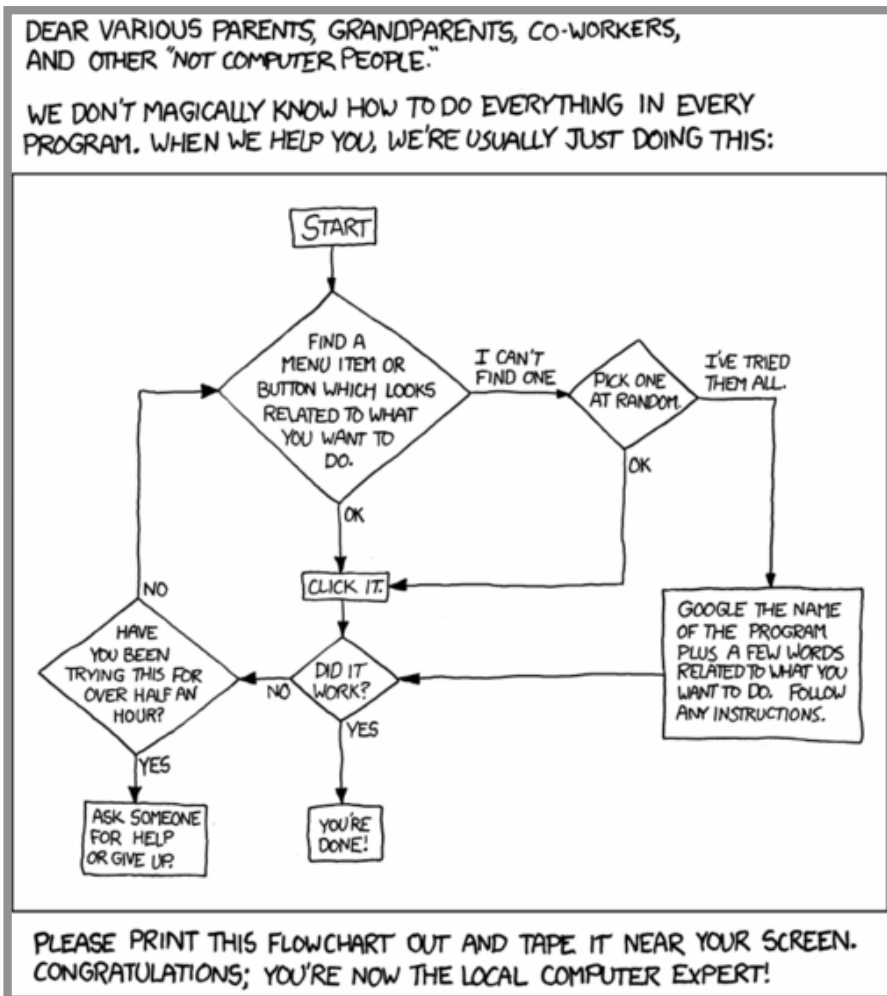
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Technological Requirements

Regular Personal Access to a Computer with Internet Access

The computer should be “multimedia-ready,” meaning that it should be capable of displaying graphics, playing audio and video. All computers sold today and over the last decade with the either Microsoft Windows XP, Vista, or Windows 7, and any Macintosh with Mac OS X have this capability.



Familiarity with the Basics of Computer Use

It is important for students to be self-sufficient in accessing websites; downloading, saving and opening files; and sending, receiving and managing email. The basics of Internet searching for research purposes are also valuable skills. There are many free resources available through your local public library and online at websites like the following:

http://netforbeginners.about.com/cs/internet101/a/inet_handbook.htm

<http://www.bedford.lib.nh.us/Overview.htm>

<http://www.grassrootsdesign.com/intro/>

<http://www.aalrc.org/resources/tech/complit/welcome.html>

http://en.wikibooks.org/wiki/Computers_for_Beginners

An Email Account

Please be sure to have a functioning email address. **Much of One Spirit communication is through email. It is imperative that we have an accurate email address for you at all times.** Also, please be sure that One Spirit is not blocked from your email box and that you do not “Unsubscribe” to One Spirit emails, as this can prevent faculty and staff from contacting you.

Ability to Listen to Audiobook Files

Class recordings are distributed with audio files called Audiobooks via password-protected websites. **All students, attending and distance-learning must be able to listen to Audiobook files, also known as AAC files** in order to listen to any classes for which they are not present. After each class session, students download the Audiobook files to their computers. The student can then listen to the audio at their convenience. In order to receive and play Audiobook files, students must have the following capabilities:

- Broadband access to the Internet (Cable, Satellite or Digital Subscriber Line (DSL) or comparable) through an account with an Internet Service Provider (ISP).
- Ample available hard disc space to receive audio files (500MB minimum, 2 GB recommended).



Making Audiobook Files Portable

Take your Audiobook with you, wherever you go by transferring it from your computer to a portable audio device:

- Students can use portable digital music players, such as Apple’s iPod, iPad, iPhone, or any other device that support the AAC file format. Sync your audiobooks to your device as you would any other audio file. For help syncing audiobooks to Apple’s devices, please see the following website:
<http://support.apple.com/kb/HT1386>
- With a CD burner, students may burn Audiobook files to recordable CDs for playing in new portable CD players that support the AAC format.

Event & Workshop Participation Agreement

We Keep You Informed : Important Announcements

WisdomWeb.org - Important announcements from educational and administrative staff will be posted on class websites WisdomWeb.org under "Site News" and any "News & Announcements" from the faculty of your courses. Please check these areas regularly.

Emails - Announcements may also be emailed – please make sure administrative staff always has your current email address. In accordance with federal spam protection laws, mass emails from One Spirit include a link you can use to unsubscribe to all future mass emails. Please be aware: **unsubscribing from One Spirit emails may prevent faculty and staff from contacting you.**

Please Keep Us Informed of Registration Changes

Inform One Spirit **by email to info@onespiritinterfaith.org** of changes in your contact information, requests to change your program status (deferring, withdrawing), or requests to change your attending/distance learning status.

Registration & Payment

- Please register for courses online through our website - www.onespiritinterfaith.org
- Students who have prepaid elective fees as part of a full-semester tuition payment agreement will be given special instructions to register in their course materials.
- Students from the General Public must submit payment online at the time of registration using a credit card or bank account, or if unable to register online, by submitting a registration form with a check (made out to "One Spirit Learning Alliance") or cash.
- Seating is limited; pre-registration is recommended.
- Please arrive 20-30 minutes before start time to secure your seat.

Refunds & Cancellation

- Refunds requested before an event will be issued minus a \$10 processing fee.
- No refunds will be issued after an event begins.
- Participants who register as "attending" but who do not attend may download the audio recording (if available) through WisdomWeb.org
- One Spirit Learning Alliance reserves the right to cancel or reschedule any event..

Recording Equipment / Cameras

- One Spirit Learning Alliance reserves the right to record audio/visual archives of the presentation & class participation of any event and to use these recordings for educational purposes.
- Use of recording equipment by students or other participants (audio or visual, including cameras) is not permitted without the written permission of One Spirit Learning Alliance.
- One Spirit Learning Alliance endeavors always to honor requests for individual anonymity: participation in recording (e.g. speaking into a microphone, appearing on camera, etc.) is optional, and it is up to each participant to exercise her or his preference as to being recorded, taped or photographed.

Distance Learning

- Participants are eligible for distance learning if they either (1) live more than 50 miles from the event location, or (2), know at the time of registration that they cannot attend a single-day event, or can attend less than half of the sessions of a multi-session event.
- Many events (presentation & class participation) are recorded and available for Audiobook download. Please see course descriptions to see which events are recorded.
- Audio recordings are delivered via One Spirit's online learning community, WisdomWeb.org. All registrants will receive instructions for accessing online resources after registration.
- **Attending students are required to make up any missed class sessions** by listening to the entire audio or video recordings (if available) of that class. Audio recordings are available to all students via WisdomWeb.org at no charge.



IMPORTANT

Make sure you read the two pages of this section in their entirety.

They outline the policies, norms and processes for One Spirit's courses whether in the classroom, through the website, online learning community or download.

Live Webinars

- Webinars are live audio-video Internet telecasts of classes where students may participate live using their keyboard to ask questions of the faculty. Please see course descriptions to see which events are available via webinar.
- In order to participate in webinars, working knowledge of using a computer to browse the Internet, to send and receive email and to download and play media files is required.
- For quick, 3-minute overview of the webinar software, visit: <http://seminars.adobe.acrobat.com/participatemeeting/>
- To test your computer and internet connection speed, visit: http://connectpro67838903.na5.acrobat.com/common/help/en/support/meeting_test.htm
- On rare occasions, students may be able to participate using their own voice through a microphone. *A headset is required for this functionality.*
- Missed webinar sessions may be made up through Audiobook download.
- Webinars have a deadline for registration of 12 noon the business day before a course.
- In order for webinars to take place, a minimum of 10 registrants must be enrolled for the webinar option. If insufficient registration requires us to cancel a webinar, students will be notified via email.

Student Website (Online Learning Community) Participation Guidelines

One Spirit Learning Alliance provides a safe and fertile online resource where students can grow personally and in community. In order to meet this objective, it is important that all participants are in alignment around some guidelines for participation.

Confidentiality – You agree honor the confidentiality of what is shared in all venues of One Spirit educational activities, both in the classroom and online.

Content Sharing — You agree to not share content and course materials from this website with non-members. Naturally, we are on this website to share with each other, but in order to ensure a safe learning environment and a secure online community, all content posted on this website is off-limits to everyone but students and staff per the terms of your student participation agreement.

Responsible Communication — Recognizing the power of speech to create both good and harm, you agree to practice honest, loving, and responsible communication, and to refrain from gossip and other forms of harmful speech. Speak that which is true, useful, and kind, and refrain from spreading gossip, rumors, or that which you do not directly know to be true.

Contact Information — You agree to provide a valid e-mail address, phone number and mailing address in your member profile so that classmates, faculty and staff can contact you directly if necessary.

Privacy — Honor the privacy of your fellow site members. You agree not to repurpose information about classmates from the classroom or the website for your personal or professional use without their express permission. Contact information for your classmates, like all class website content, is private and may not be disseminated to non-members.

Solicitation — This forum is for exchange of ideas and community building. While all members are enthusiastically encouraged to share events and resources with your classmates, please do so in the spirit of education and community. You agree to refrain from solicitation and/or promotion for personal gain for yourself or others.

Complaints — Occasionally, we encounter each other in conflict. If you feel that these guidelines have been broken, please let us know so that we can help transform any problems into opportunities for growth. Please report community-related complaints and problems to your dean or academic advisor. Do not post problem reports and complaints publicly on the site.



Registering for Public Workshops and Electives



One Spirit Learning Alliance offers a wide selection of curriculum, from short-term workshops that meet over the course of a weekend, to ongoing certificate programs that convene monthly over the course of a year or more. Enrollment in certificate programs such as the Interfaith Seminary, or other full-year Training Programs is granted through an admissions process. By contrast, the short-term workshops and electives are available through a simple, web-based registration system.

Step 1 : Select your course at www.onespiritinterfaith.org

- Available courses are listed on the website calendar as well as on the Public Workshops page. Make sure to take note of the availability of distance learning and the number of One Spirit elective credits allotted.
- Choose your course and click the Registration link to be taken to the registration system.
- From WisdomWeb.org, you can click "Register for Electives" in the Navigation Menu on every page of the site.

Step 2 : Register and Pay

- **If you are a student enrolled in a full term program** who has pre-paid an elective fee:
 - Click the link shown at right to enter your discount code.
 - Enter your electives code in the space provided and click the "Apply Discount" button. The course prices will change to reflect an updated student price.
- Review the different "Ticket Types" based on attending or distance learning options, and select the number of people you wish to enroll for each ticket type.
- Click the "Order Now" button to continue.
- Reserve your tickets by completing the data entry and agreeing to the participation terms for each person enrolled.
- Complete your purchase, if necessary, by entering your payment details.

Step 3 : Make a Note of Your Enrollment Key

The registration system will confirm your registration and issue you an enrollment key. Make a note of the key. And just in case you lose it, a key will be automatically emailed to you as well.

Step 4 : Unlock Your New Course on www.WisdomWeb.org

- Go to WisdomWeb.org, click the Login link and enter your login credentials.
- NOTE: If you are not currently enrolled in a full-term program and have NOT received WisdomWeb.org account information from the admissions department, please "Create a New Account" by following the instructions on the right side of the login page. Once you have completed the steps to create an account and you are logged in, you may proceed with the following steps.
- From the Navigation Menu tool block, under the "Electives" heading, select "Unlock a Course with Enrollment Key."
- Scroll down through the list of available courses and click the title of the course for which you have registered.
- On the page that opens, type your enrollment key exactly as it was given to you and click "Enroll Me"
- The course's home page will appear. Take a moment to read any important announcements from faculty and staff so you will be certain to be up to date.

NAVIGATION MENU

- My Home – My Courses
- Message Center
- Site News
- My Profile: View or Edit
- Tech Support
- Electives:
 - Register for Electives
 - Unlock a Course with an Enrollment Key

Click

Enrollment key

Enter Key

Click to Unlock

Enroll me

Public Workshops and Electives

Embodying the Seamless Nature of Life

Birthing the Divine Human

Search courses: Go

Click the title of the course for which you just registered.

WisdomWeb.org – One Spirit’s Online Learning Community



IMPORTANT

WisdomWeb.org is the primary way we communicate important announcements about classes and workshops.

Whether you are an Attending Student or a Distance Learner, please login to WisdomWeb.org as soon as possible.

One Spirit provides some classes their own websites to facilitate the distribution of distance learning materials, provide important information related to coursework, and foster sharing of information that deepens understanding of course content.

Who Has Access to WisdomWeb.org?

To protect the privacy of our students, WisdomWeb.org is password protected. All students enrolled in One Spirit classes or workshops are given instructions to access the website and are encouraged (and occasionally required) to participate.

Who Is Able to See My Participation?

Once you are logged in, there is yet another layer of security based on your course enrollment. You may only participate in courses to which you are enrolled, and only members of your class, One Spirit Faculty and staff have access to your course materials and are able to see your participation.

How to Get Started with WisdomWeb.org

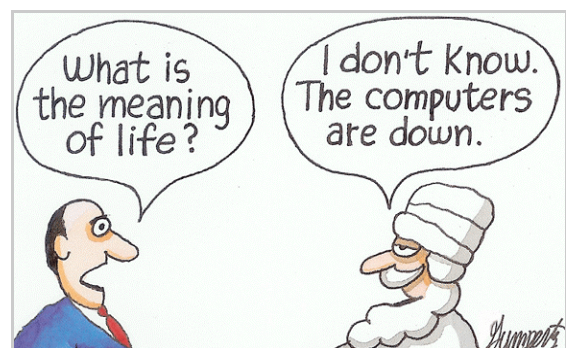
1. Visit <http://wisdomweb.org> and click the link to “Login” – The login link takes you to the WisdomWeb.org website where you have a choice to login or to create a new account as seen in the image at right.
2. If you’ve logged into WisdomWeb before or if One Spirit staff emailed you an “Invitation” including a username and password, login using those credentials. (do not create a new account).



TIP: Use one login account for all your courses!



3. If you do NOT have a WisdomWeb.org account, follow the instructions at the right under “Create New Account” to get started, then come back to these steps.
4. Change your password (if desired) – from the “SETTINGS” section in the rightmost column, select “My profile settings” and then “Change password” Be sure to pick something that you will remember.
5. Edit Your Profile – Once you are logged in, from the Navigation Menu at the right, select the “Edit” link from the “My Profile” section.
6. Explore and SAY HELLO! – Practice navigating and become familiar with the tools and sections of WisdomWeb.org. Go to your “My Home” page (the first link in the navigation menu) and enter one of your classes. If a discussion forum is available, make sure to say hello and introduce yourself. Try the features and download files. **Encourage others to participate by participating yourself!**



Updating Your Profile

To update your profile, select the "Edit" link in the "Profile" section of your navigation menu, or select "My Profile" from the "SETTINGS" section in the Tool Block Column or the Dock. **We recommend using the following settings::**

Name: You must use your real name.

To ensure the privacy and safety of our online community, it is important that your classmates, faculty and staff can identify you. **Accounts misrepresenting their identity may be banned from courses or WisdomWeb as a whole.**

Email display

Choose who can see your email address: all site members, only members of your courses, or nobody but faculty and staff.

Email digest type

WisdomWeb.org will email you updates of discussions in any forums to which you are subscribed:

- "No Digest" sends you one email per new post
- "Complete" sends you one email per day that includes the full text of all posts
- "Subjects" sends you one email per day of just the subjects that were posted that you can click to read on the website.

We HIGHLY recommend this "Subjects" option.

Forum auto-subscribe

This option determines whether or not you want to automatically receive email notifications about new posts to forums to which you are a member. *PLEASE NOTE: faculty may override this by making some of your forums mandatory.*

Time Zone

This helps WisdomWeb coordinate schedules and deadlines for you, wherever you are in the world. To learn your UTC formatted time zone, visit

<http://www.timeanddate.com/library/abbreviations/timezones/> and click your continent for a short list.

Description

Input a brief bio so that classmates have more touch points to remember you. Feel free to write whatever is important to you.

Picture

All One Spirit students are asked to upload a real, preferably recent photograph of yourself, so people get to recognize you. This picture will display next to your posts on the website. Detailed instructions are listed at left.

List of Interests

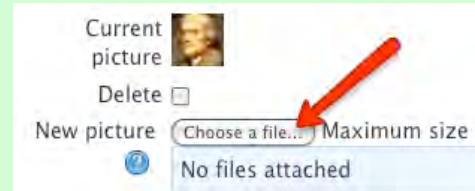
Enter your interests, spiritual path, and passions separated by commas.

Click "Update Profile" at the bottom of the page to save your changes!



UPLOADING YOUR PICTURE

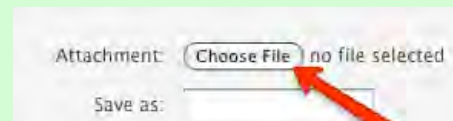
1. On your edit profile page, find the "User Picture" section & click "Upload Photo."



2. The File Picker will appear. Click "Upload"

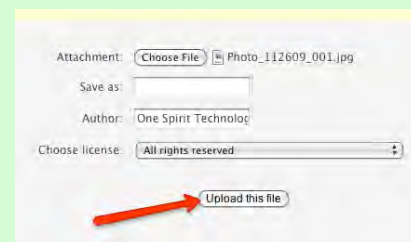


3. Click the "Choose File" button

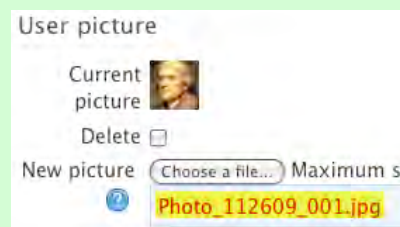


4. A window will open where you can find the picture you wish to upload on your computer. Locate the file and click "Choose."

5. Your file will be listed now in the Attachment box. Click "Upload this File"



6. After the file uploads, it will be listed in the new picture field. **Make sure you click "Update Profile" at the bottom of the page to save your change!**



How to Login to WisdomWeb.org

After you have a WisdomWeb.org account you can use it to access every class you take at One Spirit Learning Alliance. You just need to login.

Enter at <http://wisdomweb.org/> and click the "Login" link at the top right of the page.

As mentioned previously, you will be immediately directed to your WisdomWeb.org "My Home" page listing all of your courses, unread messages and recent news.

Login Not Working / Forgot Your Password?

Not to worry: we all forget passwords, especially the guy who set up the website! WisdomWeb.org has a username and password recovery tool that sends emails with instructions to the email address you have on file with the site. To activate the recovery tool, simply click the link on the login page indicated at right:



NOTE: You Only Need One Account: One WisdomWeb.org account will grant you access to any Class to which you are registered. The instructions on this page assume you have already created an account with WisdomWeb.org. If you have not yet created your login account, please see page 9 to get started.



The More You Participate, The More You Learn

WisdomWeb.org was built using a Learning Management System (also known as a Virtual Learning Environment) called Moodle at our online learning community, WisdomWeb.org

Moodle was developed to support teaching and learning within Internet-based communities of reflective inquiry. The philosophy behind Moodle is based upon an approach to education that **learners (and not just teachers) can contribute to the educational experience, thereby enhancing not only the learning others, but their own.**

How Does One Spirit Learning Alliance Use Moodle?

Some teachers love to while others prefer to use Moodle as a way to deliver content to students (such as audiobooks and related reading materials) and assess learning by measuring participation and by using assignments or quizzes. Different classes have different needs. Some classes use the website exclusively for the distribution of recordings and handouts to distance learning students. Others may use the activity modules (such as forums, databases and wikis) to build richly collaborative communities of learning around their subject matter (in the social constructionist tradition), as a system to aid in the development of community and facilitate communication among students. Thus, for some classes, your participation in the website is as critical to your learning as your absorption of course lectures. In any event, **your faculty will decide how to best use WisdomWeb.org to facilitate your learning and communicate clear expectations for your participation.**

The WisdomWeb.org User Interface

Page Areas

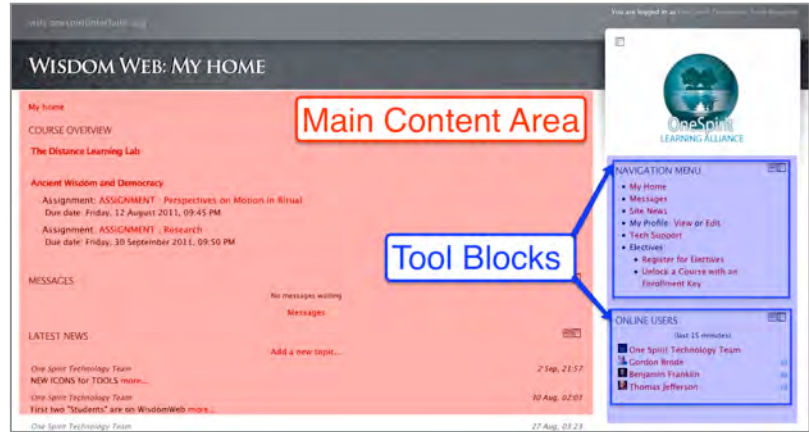
Most of the pages on WisdomWeb.org are divided into two page areas:

Main Content

(shown at right in pink) – is where your course materials, messages, etc. will appear.

Tool Blocks Column

(shown at right in blue) – is where you can find useful tools organized into blocks that rest on top of each other. The available tools change from page to page, depending on what you're viewing in the Main Content Area. For example, while viewing course content, blocks might show which classmates are currently logged in, a list of recent updates, and the settings menu. By contrast, if you're viewing your messages, the blocks might show only recent news and the settings menu. Some examples of Tool Blocks are as follows:



SETTINGS – a powerful menu that dynamically changes from page to page allowing you to customize your experience. **You will always be able to find your User Profile and Password Change options in the SETTINGS Menu in the Tool Block Column.**



Tool Tips – Instant Help for Tool Icons

Throughout the site, you will see features you can activate by clicking graphic icons. You will eventually get to know these tools very well. In the meantime, the software has a clever feature that will tell you exactly what an icon does. Simply place your mouse pointer over the icon in question without clicking. A small text box will pop-up in a few seconds with an explanation of the tool's function.

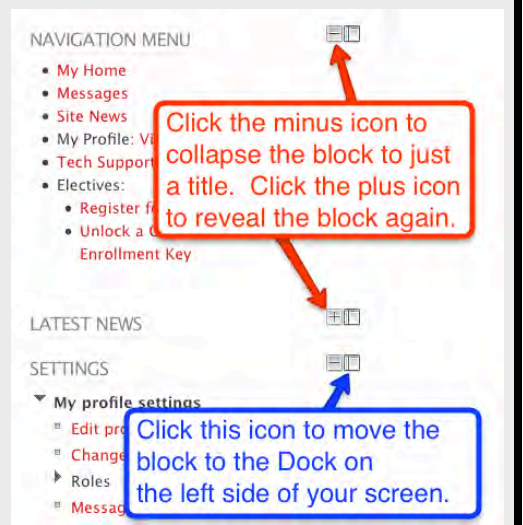


Organizing Your Blocks – Using the Dock

You will notice that each block has two icons to the right of the block's title. The "Hide Block" icon, with the image of a minus symbol, will collapse the block to just the block's title.

This is useful on pages where many blocks appear, and you wish to temporarily hide blocks that you don't need. The icon then becomes a plus symbol. Clicking again will reveal the block.

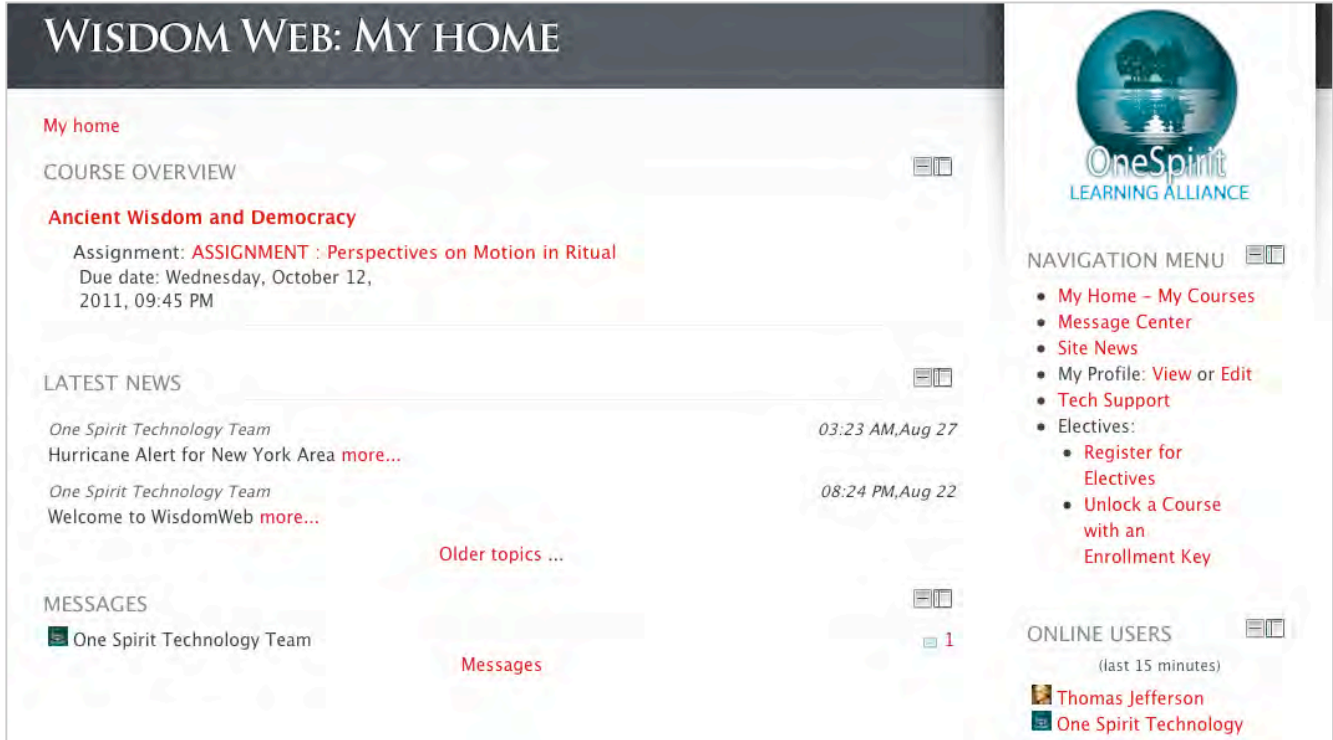
The other powerful feature is the ability to move blocks to a "Dock" on the left side of the screen. The icon that looks like two columns will instantly place a dock on the left side of your screen and convert the block into a drop-down menu. Use this when you use a block very often and want to always have it at your fingertips. Once on the dock, the menu will show another dock icon you can click to restore the block to its original place in the Tool Block Column.



Getting Around – Finding What You Need

My Home

Upon logging into WisdomWeb.org, the first page you'll always see is "My Home ." This page is a simple way to see what is most important for you to know across the site and in each of your courses, all in one place. The page first shows links to all your courses, including their recent activity, important site news items, and unread messages sent to you by other site members.



The Navigation Menu

This menu, at the top of the Tool Block Column on every page, lists WisdomWeb.org's most commonly used features, including your My Home page, the Messaging Center, Site News, Profile options, Tech Support, Electives Registration and Course Unlocking. More about each feature will follow in this manual.



The Navigation Path

At the top of the main content area of every page on the site is a navigation path. This is a list of links that show you your current location in the site with links to higher content views. Let's use a real-world metaphor of a map: if you were looking at a map of the One Spirit office, and a navigation path were available to you, here is what you might see:



[Earth](#) > [United States](#) > [New York State](#) > [New York City](#) > [West 36th Street](#) > One Spirit Office

Your current location is the farthest right item in the list. Each successive item to the left reveals a higher content view, the street that houses the offices, the city that houses the street, the state, its nation, etc. In our metaphor, by clicking any link in the navigation path, the map would zoom out to a bird's eye view of the item you clicked.

The navigation path on WisdomWeb.org works the same way: your current location is at the far right, and each link to the left will take you out to a higher view of the website. Another useful metaphor is to think of each section having parents and children. Older generations are to the path's left; children and grandchildren are to the right of the path.





Looking at a Sample Course


Every course is unique and will offer students different online learning options. The organizing principles are generally the same. The top of the main content area is devoted to materials and activities you will be using for the length of the course, Faculty Announcements, Discussion Forums, Reference Materials, etc.


You will notice extra tools when you're on a Course Page


As shown in the illustration at right, you will see tools on course pages that are not available on other sections of the website. Search Forums allows you to search all the discussions for a keyword. PEOPLE lists the faculty and students enrolled in the course. RECENT ACTIVITY lists the most recent updates in the course, very helpful for knowing what's new.

SEARCH FORUMS 

[Advanced search](#) 

PEOPLE 

 [Participants](#)

RECENT ACTIVITY 

Activity since Wednesday,
September 14, 2011, 02:00
AM

[Full report of recent activity...](#)

Course updates:

Updated Assignment:
ASSIGNMENT : Research

Content that pertaining to each individual class session will be listed separately in content sections down the page.

As shown below, each section consists of the content that pertains to that particular class session and may include Audiobooks, videos, handouts, web pages, and any other collaborative activity the faculty chooses for your course. If your class is live (not pre-recorded), the current class session may be highlighted in yellow to make it faster to spot. Some courses may have assignments that are listed with each module. Your instructor will let you know whether there are assignments for your course, and if they are due through the website.

ANCIENT WISDOM AND DEMOCRACY Title

[My home](#) > [My courses](#) > [Ancient Wisdom home](#) Navigation Path

Topic outline

Class Materials Course Overview

The top of your class page holds links to your discussion forums for this class, along with other resources that may be valuable to you throughout your course of study. For class materials and downloads, please see the appropriate module as listed down the page.

 [Important Announcements from Faculty and Staff](#) Faculty Announcements

Discussion Forums Student Discussion

 [Classroom Discussion](#)

 [Homework Discussion](#)

1 Session 1 : Democracy's Mystic Roots Content Section

Democracy did not emerge in a vacuum. We will examine the context of Ancient Greece, its spiritual mysticism and social-spiritual landscape. Listen to the Audiobook of the class lecture, then view the video below, download the handouts and submit your assignments before the next class.

 [Audiobook - Class 1](#) Downloads: Audio & Documents

 [Ministry Career Panel Discussion Video](#)

 [Avian Ritual](#)

 [ASSIGNMENT : Perspectives on Motion in Ritual](#) Assignments

Hide Other Sections



Getting the Most from Your Discussion Forums

What are Discussion Forums?

Some courses will offer Discussion Forums where you can exchange ideas with the faculty and your classmates. In contrast to private messages, which are private conversations between 2 people, Discussion Forums are the equivalent to open discussion in a classroom setting.

In the past, students used email to stay in touch between classes, but so many classmates emailing every day to stay in touch resulted in a lot of duplicated messages, disjointed conversations and cluttered email inboxes. Using discussion forums, a student can post a message once in one place for everyone to read. Classmates respond to the post right on WisdomWeb.org, so responses back and forth become an online conversation. And unlike email, the conversation will be on archive for posterity. Think of WisdomWeb.org as a virtual classroom and connection hub.

What Makes a Discussion Forum Successful?

In short, the more people collaborate and stay in touch with each other, the more interesting the site becomes and in turn, the more frequently class members visit and contribute. If everyone makes an effort to post at least one thing per week, discussion forums become a vital, fun resource to all.

What Should I Post to Discussion Forums?

Different courses will have different types of Topic Headings, as determined by faculty. Anything you want to share with classmates should go into the appropriate topic heading. If you have suggestions for additional topics for a course's forums, please contact the faculty for the course with your request. The following represent some common topics on WisdomWeb courses:

Classroom Discussion – This is the place to talk about any responses you had to the most recent class session, any reflections or questions you'd like to share with each other.

Inspiration and Resources – A forum can be a place for students to share with each other anything that might inspire others: songs, poems, pictures, scriptures, passages, worship services, spiritual organizations, books, web links, and on and on.

Casual Conversation – Keep everyone up-to-date on your personal life and interests! Your class website is a place for social interaction and fun.

Keeping Discussions Topical

The forums are organized around discussion topics. These topics encourage focused discussion and make it much easier to find relevant conversations in the future. Topics will be different in each class, so familiarize yourself with the topics and please make sure that you are in the right place before starting a conversation. For example, an event invitation would be misplaced in a forum discussing classroom topics. Likewise, a request for homework support might go unnoticed if posted to a forum listing links to websites, books and movies. Also, keep in mind that some topics, for example, "Announcements from Faculty" will be read-only to you and other students, so you will not be able to post new content or reply to posts in those forums.

What if I Don't Have Anything to Say?

Preposterous! If you have a pulse, you have something to say! And **it is important service to add your voice to the discussion.** On the Internet, people who don't participate, who only read the work of others without submitting their own, are known as "lurkers." Most people "lurk" innocently, because they feel that they have nothing to add, and that nobody would notice.

The truth is that your presence on a One Spirit class site is known by your classmates, whether you participate or not, and those who do post can lose trust in the community if there isn't equal participation. **Don't lurk in the shadows. Take a brief minute to share your thoughts and questions with your classmates, and most of all, HAVE FUN!**



Important Announcements from Faculty and Staff	1 unread post	<div style="border: 2px solid blue; padding: 5px; width: fit-content;"> <p>If forums are available for you class, they will be found near the top of your class page. For your convenience, each forum will list the number of posts you haven't yet read. Simply click the forum title to enter and read.</p> </div>
Discussion Forums		
Classroom Discussion	10 unread posts	
Homework Discussion	1 unread post	



Drilling Into a Topic – Listing the Conversations

In the following example, we are going to drill into the “Classroom Discussion” topic to reveal a list of conversations. You’ll notice that the Discussions with the most recent posts sort to the top of the list. The “Unread” column indicates the number of messages that have been posted which you have not yet read. **To add a new discussion, click the button at the top center of the discussion list as shown in the illustration above.**

Discussion	Replies	Unread ✓	Last post
The Greek Influence	4	2 ✓	Elizabeth Ross Thu, Sep 8, 2011, 03:28 AM
Oracle at Delphi	4	5 ✓	Thomas Jefferson Thu, Sep 8, 2011, 03:16 AM
Got Independence?	4	0	Elizabeth Ross Thu, Sep 8, 2011, 03:07 AM



Reading the Discussion

When a discussion is very popular, there will be many replies on one page. Think of the posts and replies as parents, and children. Some replies will engender replies of their own, just as some the children will have children of their own. So as the conversation grows, many generations of replies develop.

Without some help, it can get confusing to know how the conversation should flow. Luckily, there are a couple of tools to help you understand the sequence of conversation. First there is the Views dropdown list at the top of any discussion page. There are four options for viewing any discussion. **“Display replies in nested form”** (shown at right) is the most commonly used format. We encourage you to try out each format and use the one you like best.

My home > My courses > Ancient Wisdom home > Class Materials > Classroom Discussion > Got Independence?

Display replies flat, with oldest first
Display replies flat, with newest first
Display replies in threaded form
✓ Display replies in nested form

Up one level to topic view

Parent Post
Got Independence?
by Thomas Jefferson - Wednesday, September 7, 2011, 10:45 AM
Am I alone in thinking that the 13 colonies should be ind...

Child Post
Re: Got Independence?
by Benjamin Franklin - Wednesday, September 7, 2011, 11:00 AM
Hmmm... you've got me thinking, Tom. I do pay a lot angry! LOL!

Grandchild1
Re: Got Independence?
by One Spirit Technology Team - Thursday, September 8, 2011, 03:07 AM
LOL! It's a good thing that the King doesn't use M...

Grandchild2
Re: Got Independence?
by Thomas Jefferson - Thursday, September 8, 2011, 03:07 AM
Let me know if you want to work on some sort o... want to work on this?

“Display replies in nested forum” is the recommended way to view discussion activity as it graphically shows which posts are responding to what.
This option lists all replies most like a real world conversation, indenting each reply under its parent. You can see instantly the flow of the discussion.
Using the list at the top of any discussion, you can try the other options and see what works best for you.

Show parent | Reply

Another helpful tool is the “Show Parent” link, available directly below every post in the conversation. Clicking this link will jump to the exact post that your classmate is replying to.

Replying to the Conversation

Notice that the Parent Post and each reply has its own “Reply” link, to the lower right of each comment. Click the “Reply” link directly beneath the message you wish to reply to: this will ensure that your reply is not misdirected, but rather will be read in the appropriate context.

Miss Manners says, “Please Use Proper Netiquette.”

Netiquette is a portmanteau of Internet and etiquette: what to do and not do when communicating online. Here is a short list to help you communicate effectively on the Internet.

- **DON'T USE ALL CAPS!** — In Internet or email language it is the same as *shouting*.
- **Before creating a new topic thread**, please search to see if a similar topic already exists.
- **Remember we are all human** — It is easy to forget that there is a person behind that computer, but try! We can't see facial expressions or body language, so words can easily be misinterpreted. Be the same person online you are offline — which has two meanings: first behave with the same standards of behavior online that you do in person, and also feel free to let your personality show in your communication.
- **Let the subject line work for you** — Many people decide whether or not to read a discussion post or email by what is in the subject line, Make sure it reflects the content of the message.
- **Be forgiving** — When someone makes a mistake - whether it's a spelling error, a silly question or an unnecessarily long answer - be kind about it. If you decide to inform someone of a mistake, point it out politely, preferably by private message rather than in public.
- **Don't Lurk: Participate!** – See “What if I Don't Have Anything to Say” on the prior page.

Getting Set Up For Audio

One Spirit Learning Alliance records most of its programs, courses and workshops so that distance learners (and absent attending students) can listen to the lecture and discussion from class. The audio is distributed through your class website using Audiobook files in the AAC format.

First: Install the Latest Version of the iTunes Software

There are many, many software packages that play Audiobook files. You are welcome to use any software you prefer, but please be advised that *One Spirit staff will not be trained to support any software but iTunes*. We also recommend using the latest version of the software., though it is updated almost monthly. Any recent versions of the software will work, but please keep in mind that the interface depicted in this document's images might be from a different version of the software and may vary slightly to the version on your computer.

- **If you already have iTunes installed on your computer**, please update it to the most recent version:
 - **PC Users** – From the iTunes “Help” menu, select “Check for Updates...”
 - **MAC users** – From the “iTunes” menu, select “Check for Updates...”
- **If you don't have iTunes**, you can download and install it easily
 - Go to <http://www.itunes.com/>
 - Click the blue “Download” button and follow the simple instructions.

Next: Configure iTunes



In order to ensure a seamless file transfer and playback, we're going to set iTunes to be the default program to open Audiobook files. This will save you lots of time later.

Please configure iTunes as follows:

- **Open iTunes on your computer**
- **If a Sidebar is open at the right side of window, click Hide Sidebar to close it.**
- **Open Preferences**
- **Click the “Advanced” Tab and make sure the following three boxes are checked:**
 - Keep iTunes Folder Organized
 - Copy Music to iTunes Folder when adding to library.
 - **Windows Users only:** Use iTunes as the Default Media Player for Audio Files

Click OK to save your preferences.



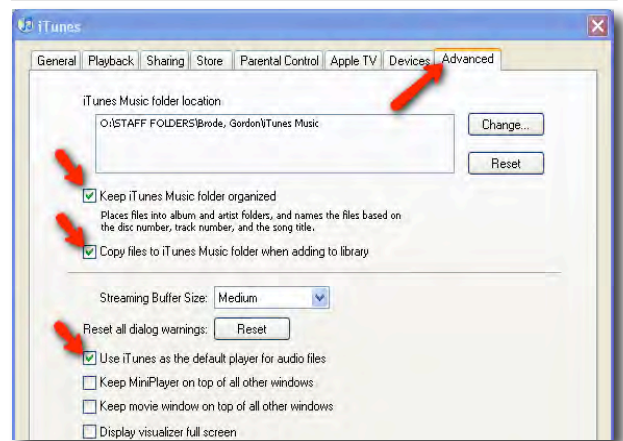
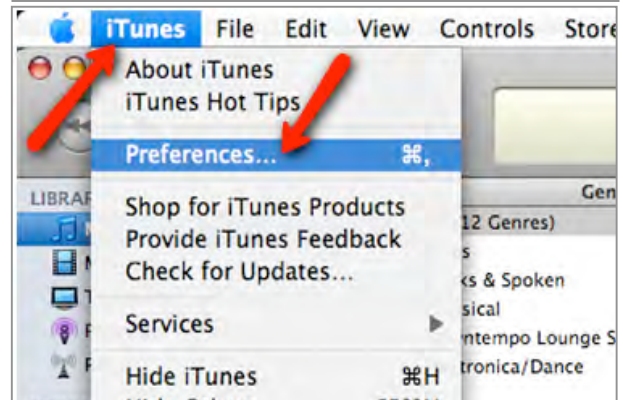
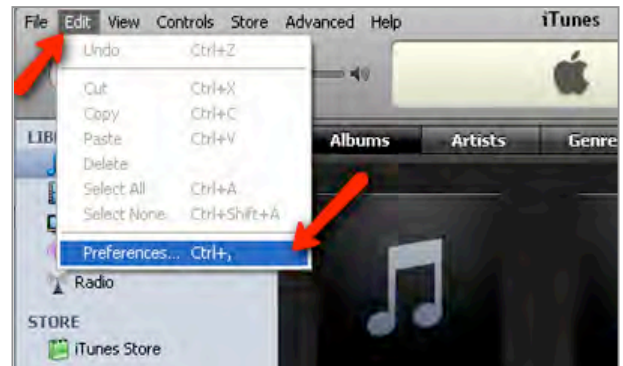
Learn More About iTunes

Take some time to get familiar with iTunes.

iTunes comes pre-installed with excellent video tutorials that will teach you the vast array of things you can do with this software. Please take some time to view these tutorials and get to know iTunes better!

Click the “Help” menu and choose “Welcome to iTunes.” Or “iTUNES TUTORIALS”

The tutorials will open in a separate window.



Getting Audiobook of Your Class From the Web to Your Computer

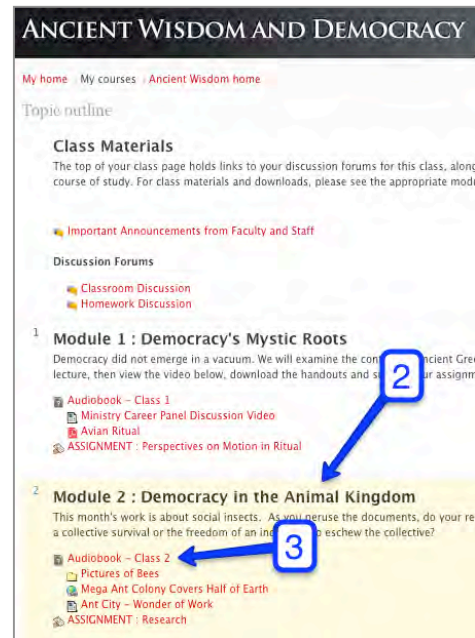
Why Audiobooks?

Audio of your class recordings from a full day of class is compressed into one audiobook file. You will use the following procedures after each class to download the audiobook containing lectures, exercises and discussion. The Audiobook "m4b" file format is based on the next generation of MP3 files, and offers our students many advantages over prior methods of delivering you audio:

- **Simplicity.** Only download one file per class session. No more waiting for the mailman or downloading multiple tracks per day and keeping them all in order!
- **Chapters.** Audiobook files contain descriptive chapter listings, accessible through the software, like bookmarks that allow you to skip backward and forward through the class material.
- **Portability.** The audiobook format is compatible with the Apple's iPod, iPhone, iPad and myriad other devices, so you can take your class work with you wherever you go.
- **Memory.** Whenever you stop playback of the audiobook file, your software will place a bookmark in the exact spot you stopped and resume playback there, even if you have to turn of your computer or play other audio in the meantime!

How to Find and Download Your Files

1. Login to WisdomWeb.org and click your course title from the My Home page as show at right:
2. On the Class Page, find the module that lists the Audiobook you wish to download. The current, or most recent module is usually highlighted in light yellow.
3. In the module's section, examine the list of available files and activities. Find the Audiobook you wish to download, and click its title and follow the instructions to initiate the download.
4. Wait for the audio files to download. Audiobook files in particular are quite large and will take some time to download; just let the download run until it is complete.
5. After the download has finished, double click the audiobook file to open it in iTunes. If this does not work, Drag the file icon into the Library Section (near the upper left) of your iTunes window.



Listening to the Class

1. **Open iTunes & click "Audiobooks"** (in the "Library" list at the left of the window)
2. **Select "Show Browser" from the "View" menu** If you see a white or black window with pictures like the one shown above, select "Show Browser" from the "View" menu (as seen at right). The Browser shows you all your audio files **in a list view** and allows you to filter the list and sort through them very easily.
3. **From the "View" menu mouse over the "Column Browser" submenu.** In that submenu, click each of the **three** following items so that they become checked: "Genres" "Albums" and "On Left."



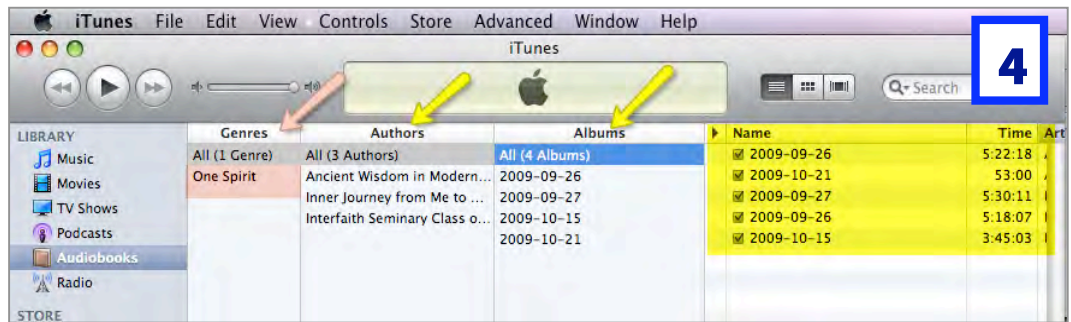
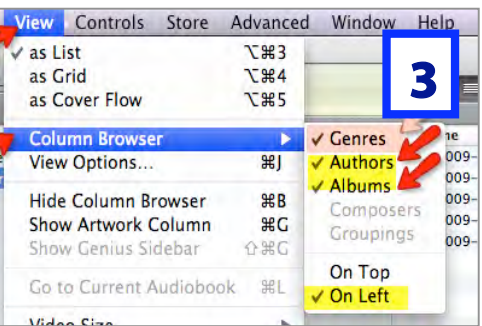
Optional: If you have a lot of audiobooks from other providers, you might want to click the "Genres" option (shown in pink), as all One Spirit audiobooks are tagged with a Genre "One Spirit."

Remove checks on any other options by clicking them. When you are finished, the Column Browser menu should look like the menu depicted below (Genre is optional):

4. **Notice the columns that appear to the left of the iTunes list view:** Artists and Albums. The audio files associated with the Authors and Albums selected appear in the list view, highlighted in yellow at the right. Since "All" are selected in the Authors column, and "All" are selected in the Albums column, all 5 audio files are shown in the list view.

5. **Choose an "Author" and an "Album"**

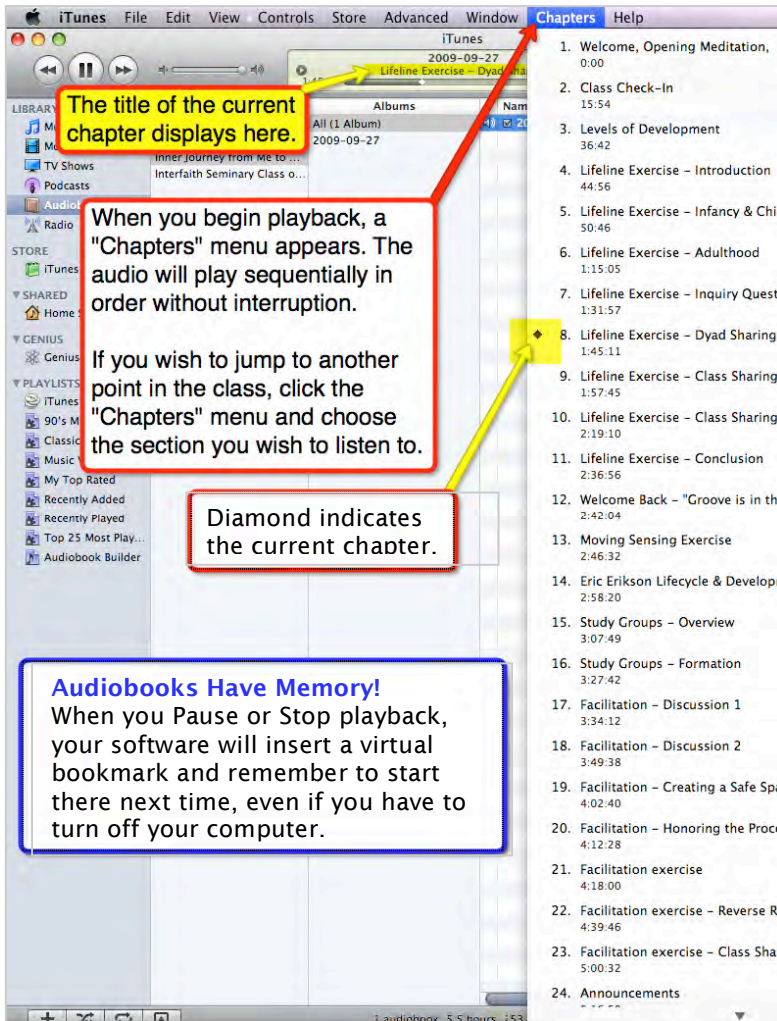
This will narrow down the number of files in the list view, making your class audio easier to find. All of the audio files you download from One Spirit will have "One Spirit" as the name of the Genre, as highlighted in pink in the example above. In the example below, notice that by choosing "Ancient Wisdom in Modern Life" in the "Authors" column, this narrows the options for the Albums (in yellow) down to two, and the tracks are down to 2 as well.





FOR EXAMPLE : To play the audio of October class work for "Ancient Wisdom in Modern Life," one would

1. Click "Ancient Wisdom in Modern Life" in the Authors column
2. Choose the Date of the class desired in the Albums column
3. Click the first track listed alphabetically (notice they are sorted by Year, then month and date)
4. Click the Play Button to begin playback.



The title of the current chapter displays here.

When you begin playback, a "Chapters" menu appears. The audio will play sequentially in order without interruption.

If you wish to jump to another point in the class, click the "Chapters" menu and choose the section you wish to listen to.

Diamond indicates the current chapter.

Audiobooks Have Memory!
When you Pause or Stop playback, your software will insert a virtual bookmark and remember to start there next time, even if you have to turn off your computer.

Playing the Audiobook Format

The figure at the left illustrates the many benefits of using the audiobook format for distributing lengthy audio content. The format is very similar to MP3s, M4As, and other standard audio files with a couple of important distinctions:

There are Chapters

The media team embeds chapter markers at logical spots during the class session. Clicking on the Chapters menu will skip to that point in the audio, just as if you were skipping to a chapter in a book.

Playback Memory - Bookmarks

When you pause playback or stop it completely, your software will insert a virtual bookmark and remember where to begin playback the next time you listen.

Keep this in mind, if audio playback begins at an unexpected place: it is possible that a bookmark is pointing to a prior place you were listening. Simply use the Chapters menu to skip to the place you want to be.

Webinars : Live Webcasts to Anywhere in the World

One Spirit Learning Alliance is excited to offer some courses via webinar. These webcasts are live audio-video Internet telecasts of classes where students may ask participate in the moment using their keyboard, and sometimes their voice to ask questions of the faculty.



What is the webinar experience like?

See for yourself: **watch a quick, 3-minute overview at the following link to see how webinars work:** <http://seminars.adobe.acrobat.com/participatemeeting/>

At One Spirit, a typical webinar starts 15 minutes before class begins. A staff moderator, whose primary role is integrating the webinars students with the live classroom, will be present to allow students the opportunity to test their systems. Once class begins, the webinars students see and hear live video of the instructor from the classroom. Webinar participants use a text chat box to ask questions of the teacher or get help from the moderator. In the case of comments and questions to be communicated to the entire classroom, the webinar moderator will raise her or his hand on your behalf when appropriate and read your message aloud to the classroom.

Some select webinars will allow students to ask questions in their own voice. Participants click a button to virtually “raise a hand.” As with text chat questions, the moderator will physically raise a hand in the classroom on your behalf when appropriate. When called on by faculty, the moderator will announce the student to the classroom and connect the student’s audio. The student un-mutes her or his microphone and speaks directly through the classroom speakers.

Webinar Technical Requirements

Standard Requirements

In order to participate in a webinars, a student must have working knowledge of using a computer to browse the Internet, to send and receive email and to download and play media files. This is no different from the requirements to download audiobooks and use WisdomWeb.org

Additional Requirements

- A broadband Internet connection is required; a wired connection is preferred to WiFi
- Nearly any computer operating system including, Windows, Macintosh, Linux and Solaris
- Web Browser: Internet Explorer, Firefox, Safari, or Chrome
- Adobe Flash Player version 10.1 (a free download from <http://get.adobe.com/flashplayer/>)
- Speakers (headphones are preferred) are required to listen to the webinars audio
- Some course may offer students an opportunity to participate using their own voice through a microphone: a headset (not room speakers) is required for this functionality.
- **To test your computer** and internet connection speed, visit: http://connectpro67838903.na5.acrobat.com/common/help/en/support/meeting_test.htm

Registering for a Webinar

PreRegistration is Required by 12 Noon EST the Business Day BEFORE the Webinar

To participate in a webinar, just register as you would for any course, selecting the webinar option ticket type. Please see course descriptions to see which events are available for webinars participation.

Webinar Registration Minimum

In order for webinars to take place, a minimum of 10 registrants must be enrolled for the webinar option. If insufficient registration requires us to cancel a webinar, students will be notified via email and/or the class’ page on WisdomWeb.org. Students will be given the option to download the course audiobooks or to take a different webinar.

Logging Into a Webinar

Instructions for joining each webinar may vary depending on the webinar type and number of attendants. The class page on WisdomWeb.org will contain specific instructions for joining the webinar for each available course, including detailed instructions on how to use the webinar software. **It is very important to read this material before the webinars begins**, and to log-in 15 minutes early to make sure that your equipment is set up correctly.



Frequently Asked Questions

What if I forget my password?

You have the power to change it yourself using the WisdomWeb.org password change tool. On the website's login page, click "Forgot Username or Password?" – a special link that you can use to have your login details emailed to you.

How do I change my username, password or other personal information?

1. Log into WisdomWeb.org as described above.
2. Open the Settings tool in the Tool Blocks column at the right of the page. If you can't find the Settings Tool, check to see if it's hidden or if you moved it to the dock that runs down the left side of the page.
3. Click "My Profile Settings" to open the menu of profile, password and notification options. And follow instructions on each page to change your information.

I'm getting too many emails! How do I reduce the frequency of notifications?

1. Login and follow the instructions directly above to edit your profile. From the "Email digest type" setting, select the "Subjects" option. This will send you a maximum of one email per day of forum notifications.
2. From the "My Profile Settings" menu in the Settings tool, (see above) select the "Messaging" option to turn off all notifications.

Where Can I Learn More? / How Can I Get Help?

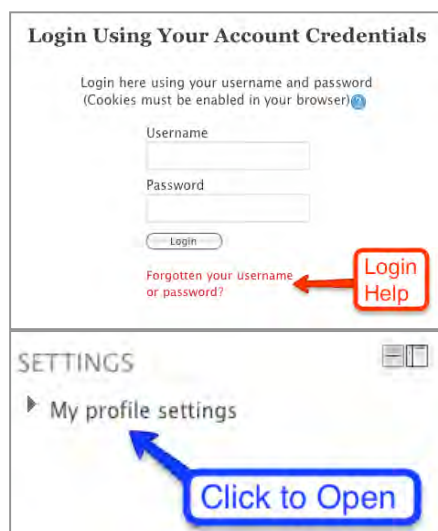
WisdomWeb.org : Click the "Tech Support" link in the navigation menu on any page on your class website. You can read frequently asked questions, search our support forum or ask a question yourself in our support forum.

iTunes : Visit the iTunes website at <http://www.itunes.com>

Helpful resources are also listed on the back page of this guide.

I need help with my computer. Do you do tech support?

While we are able to assist you with the use of WisdomWeb.org and iTunes software, problems that are related to the physical equipment you own (such as your computer, monitor, iPod, iPhone or printer), the Internet service you purchase (your cable or DSL provider) and/or the operating system you use (such as Windows, Mac OS X, etc.) are outside the limits of our technical knowledge and abilities. Search your local Yellow Pages for resources near you that can offer expert advice for these specialized areas.





NEED HELP?



If you get stuck, please make sure you have read the applicable sections of this guide thoroughly. Use the Table of Contents to find what you need. If that doesn't help, refer to the resources below:

If you need help with...	Try These Actions First	If That Doesn't Work...
Administration: Changes in Your Contact Information	1. Email info@onespiritinterfaith.org	Call One Spirit Administration: 212-931-6840 ext. 0
Education & Classwork: Questions about Content, Assignments, Reading, Requirements, etc.	1. Post a Question to your Class Website 2. Email another Student in Your Class	Email your academic advisor, dean or teacher.
Class Website: Username & Password Access Denied	1. Make sure you're on the the right website: http://wisdomweb.org/ 2. Make sure "Caps Lock" is off on the keyboard 3. Try your username and password again	On the Sign In Page, click "Forgot User Name and Password?" and follow the instructions there.
Class Website: Difficulty Using WisdomWeb.org Software	1. Click the "Tech Support" link from the navigation menu on any page on your WisdomWeb.org. 2. Search the support forums for an answer 3. Post a new question	Email One Spirit Technical Support: tech@onespiritinterfaith.org
Class Website: Get access to a <i>new course's</i> class website.	1. Register for the class through http://onespiritinterfaith.org 2. Registered students will receive an email confirmation from the registration system with instructions to Unlock your new course.	Email One Spirit Administration: info@onespiritinterfaith.org
Class Website: Too Many Emails	1. See page 22 for instructions on configuring your profile to reduce the number of email messages.	Click "Tech Support" in the navigation menu.
Class Website: Change your profile	1. On the website's login page, click "Forgot Username or Password?" – a special link that you can use to have your login details emailed to you.	
Course Registration: Wish to Register for a Class	1. Go to http://www.onespiritinterfaith.org/events/ 2. Use PayPal's secure servers to pay for the course with a credit card or your bank account.	Call One Spirit Administration: 212-931-6840 ext. 0
Registration Changes: Canceling registration, switch distance / attending	1. Email info@onespiritinterfaith.org	Call One Spirit Administration: 212-931-6840 ext. 0
iTunes: Trouble using iTunes, Difficulty listing or playing audio...	1. Make sure you are using the most recent version of iTunes (<i>see page 11</i>) & have read this guide. 2. Watch "Welcome to iTunes" videos (<i>page 12</i>) 3. Click "iTunes Help" from the "Help" menu and type in some words related to your problem.	Email One Spirit Technical Support: tech@onespiritinterfaith.org
Technology: Using a computer for anything not addressed in this guide.	1. Go to http://www.google.com/ 2. Type in a few words pertaining to what you want to do, <i>or type in a question.</i> 3. Click "Google Search" 4. Browse results and read a few to see if they help.	Email One Spirit Technical Support: tech@onespiritinterfaith.org
Anything Else:	Email info@onespiritinterfaith.org	212-931-6840 ext. 0