Using Our Website

If you encounter problems, email us at support@gcs.edu, or phone our technical support department at 1-980-495-3979. Whenever you send us a message, please let us know which browser you are using, what page you were on, and what you were trying to do.

Here are some general guidelines:

- At the top of most pages, there are some blue and some black words at the top of the left column, starting with "Home" or "My home." These are called "bread crumbs," because they show a pathway of where you are on our web site. You can click on those words to move backwards.

- Right after you log in, you will see a page listing the courses you are currently enrolled in, course announcements, whether you have messages waiting, and upcoming assignments. To go back to that page, click the "My home" link upper left corner.

- When you are viewing a page in a course, click the course code (e.g., TH501) to get back to the course home page.

- If you wish to see the GCS home page, click on "Site home."

A. **Getting started: logging in**

After you are accepted to be a student at Grace Communion Seminary, you will be given a user name and a password. This is the electronic key that enables you to see the course materials.

On the next page is a picture of the GCS home page, showing where you should type in your user name and password:

On the home page you can also see several useful links in the left column, including the *Academic Catalog,* and some policies that are excerpted from the *Catalog*.

- After you have logged in, you'll be taken to your "dashboard," which shows which parts of the website you can access. You may also see course announcements, whether you have messages waiting, and upcoming assignments.

- Near the top of most pages, there are some blue and some black words at the top of the left column, starting with "Dashboard." These show a pathway of where you are on our web site. You can click on those words to move backwards.

- When you are viewing a page in a course, you may click the course code (e.g., TH501) to get back to the course home page.

- If you wish to see the GCS home page, click on "Site home" in the Navigation block.

A. **Managing your profile**

Please begin by updating your profile. In the upper-right corner of the page, you will see your name. Click on that, and one option will be to see your

profile. Click there and you will see a page that tells other people about who you are. It looks like this:
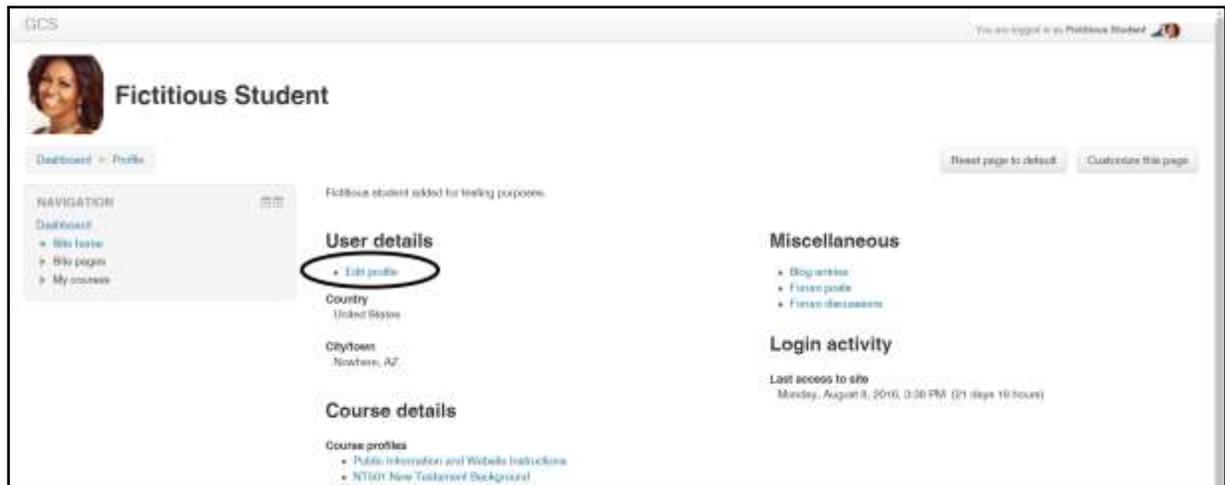
In the center column, under "User details," click on "edit profile." (We have circled it in the image above.)

Then you'll see the top part of the Edit Profile page. To see it all, click on "Expand all" in the upper right corner. We show the expansion below:

Fictitious Student

Dashboard ▸ Preferences ▸ User account ▸ Edit profile

NAVIGATION

Dashboard
▸ Site home
▸ Site pages
▸ My courses

Fictitious Student

▸ Expand all

▾ General

First name*   Fictitious

Last name*   Student

Email address*   apughbil1218@gmail.com

Email display   Hide my email address from everyone   ▾

City/town   Nowhere, AZ

Select a country   United States   ▾

Timezone   Server timezone (America/Los_Angeles) ▾

Description ⓘ   [toolbar icons]

                    Fictitious student added for testing purposes.

▾ User picture

Current picture   [picture]

Delete   ☐

New picture ⓘ   Maximum size for new files, 64MB, maximum attachments: 1

                    [file upload box]

Here you can edit your name and email address. In "Description," you can tell people a bit about yourself – your family, occupation, ministry, etc.

We'd also like a photo, so that we and other students can see who you are. This is not a place for your baby photos, or your dog. This is so that other students can put a face to the comments they will see on the discussion forums.

There are two ways to share a photo of yourself. Here's the first method:

1. Go down the profile page until you get to the "User picture" section.

2. Click the "Add" icon in the upper left. (The name of an icon appears if you hold the mouse pointer over it for one or two seconds.)

3. On the left, click "Upload a file."
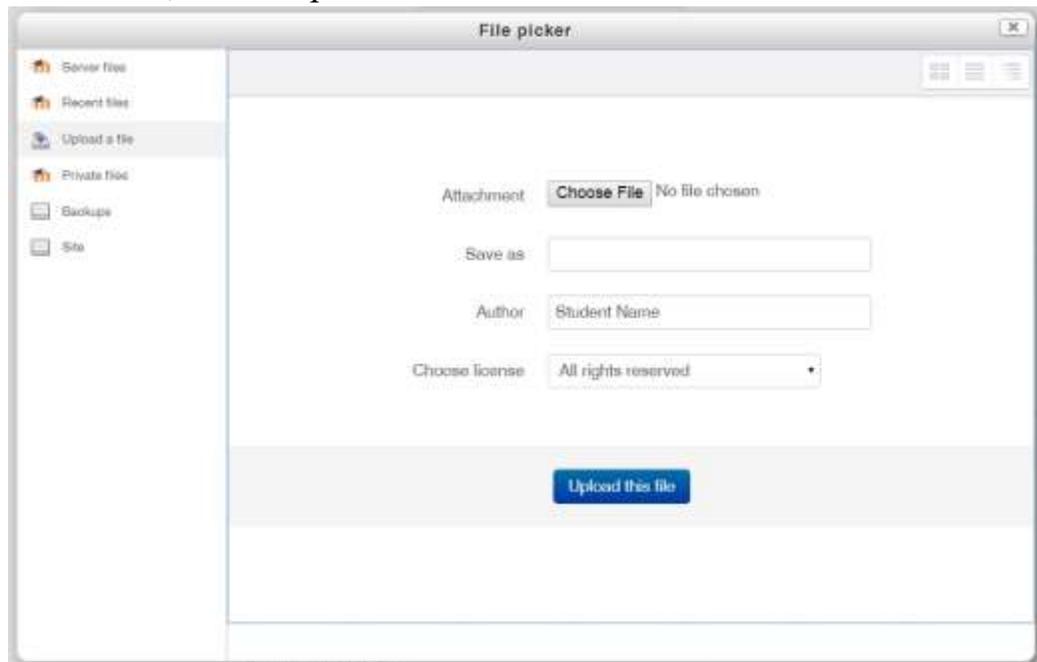
4. Click "Choose File."

5. Navigate through the folder and file structure in your own computer until you find the file you want to upload. Then double-click on the file. You can use the "Save as" box to give it a new name, if you want to.

6. Click "upload this file."

The second method of uploading a photo is to use Windows Explorer to "drag and drop" a digital image into the User Picture box:

1. In Windows File Explorer,[1] navigate to the folder that contains the file you want to upload. You can also do this from an "Open File" dialog box in Microsoft Word.
2. Click on the file you want to upload *and keep holding the mouse button down.*
3. "Drag" the file to the tab for your browser (Internet Explorer, Firefox, Chrome, etc.) that is in the taskbar at the bottom of the screen. Keep the mouse button down.
4. When you position the mouse over the browser icon, the computer will display the browser. Continue holding the mouse button down and drag the file up to the "New Picture" box, where you want the photo to be.
5. Now let go of the mouse button ("drop") and the file will be uploaded and a thumbnail displayed.

Fill in other fields of the user profile as you wish, and – **very important** – at the bottom of the page, click "Update profile." Students and teachers will then be able to see a small photo of you whenever you make a comment in the discussion forum, send a message, or upload an assignment. That helps make the website a little less impersonal.

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[1] In some versions of Windows, this is called Windows Explorer. You may need to click the start icon in the lower left corner of the screen, then click on Documents. The icon looks like a manila file folder.