

Student Instructions for Reformed Baptist Seminary Virtual Campus

Logging in and updating your password and profile

1. Type <http://virtual.rbseminary.org> in your browser.
2. In the login screen, type your username and the temporary password you received from the RBSVC Administrator.
3. On next screen, type your temporary password (once) and type a new password of your choosing (twice).
4. Click "Update."
5. On next screen, click tab "Edit Profile."
6. Update any fields that you would like (the description is required).
7. Feel free to upload a picture of yourself (the teacher and other students enrolled in your courses will be able to see this picture of you as well.)
8. At the bottom of the screen, click "Update profile."

Viewing your courses

There are two ways to view the courses in RBSVC.

1. Click on the **RBS>** link (highest level of the breadcrumb trail on the left side of the screen (about two inches down) You will now see all the courses that you are enrolled in.
2. To view all courses available, click the "COURSES" link at the top of the page. The courses page lists all the courses in the RBS virtual campus. All the courses with a key next to them require an enrollment key.

Enrolling in a course

1. Click on any course to enroll in it.
2. If the course requires an enrollment key, enter the enrollment key and click "Enroll me in this course."

Understanding course components

- **Top Box:** The top block contains all the documents that are necessary for the course.
 - You'll need to download and read these Adobe Acrobat PDFs to make sure you know what your teacher requires of you. Almost all computers today come with a PDF reader, but if the files simply won't open for you, you may need to go to acrobat.com and download Adobe's free reader.
- **Box "1":** The second box (labeled as box "1") explains all the requirements for the course (such as assigned readings) as well as the link to the course lectures.
 - Click the link next to the podcast icon to view the links for the various course lectures. RBSVC provides several options for listening to the lectures.
 - Flash, iTunes podcast, a blog-like feed in Google Reader, Yahoo, or NetVibes. The simplest options are the built-in Flash player or iTunes.
 - At the bottom of box 1 is a single-question quiz asking you whether or not you read all of the assignments for the course. When you complete the reading, click on this quiz link and indicate that you have completed it.
- **Box "2":** This box contains any tests or exams. In most cases, you'll take the exam in the presence of a proctor who will have the password to access the exam.
- **Box "3":** This box explains how your grade in the course is calculated.

Viewing your grades

1. In any course, click the "Grades" link in the Administration block on the left side of the screen.
2. The gradebook shows all the assignments for the class. Click an assignment to see your grade.
3. Click the grade itself (the number is actually a hyperlink) to view the quiz and your answers, with any comments the teacher may have added.