

Navigating the PLI Course Site

FIRST TIME SET UP

(only if login and password NOT provided or if you want to change what was assigned by PLI)

- ❑ Go to <http://www.plionline.org>
- ❑ Click on the word "Register" (under the "Sign In" button on the left side bar)
- ❑ Create your account ...
 - **display name** – whatever name you want to use in the chat room (e.g., if your name is Robert, you might use Rob, Bob, Robby, Bobby, or Bert along with your last name)
 - **login** – whatever you want it to be (e.g. johndoe or john.doe or JDough). Just remember that this field is case sensitive – when logging in it must always be typed exactly as you set it up – all capital letters, all lower-case letters, or the exact combination you indicate here. So if you don't want to use the shift key when logging in, use all lower-case letters here.
 - **password** – minimum 5 characters, any combination of upper and lower-case letters, numbers, symbols, punctuation, etc. (e.g., 19bob98, or TX77345db, or L@@K!, or Im4JC)
 - **email address** – this will be listed in the class directory, so whatever email address you want your friends from PLI to use.
 - **interest level** (choose one from the drop-down list)
 - **comments** – any comments you want to make to the PLI Administrator about setting up your account
- ❑ Click on the "Submit" button.
- ❑ The PLI office will authorize you to access to your courses when tuition payment is made.

LOG IN

- Go to <http://www.plionline.org>.
- In the box on the left-hand side bar, enter your login and password.
- Click "Sign In."

ENTER A COURSE SITE

- Towards the upper right-hand corner, locate the pull-down menu of courses available to you (click on the arrow in the box under “Select a Course”). If you do not see the course you want, contact the PLI office at pliadmin@mcusa.org.
- Click on the name of the course site you wish to access.

DOCUMENTS

(Be sure to at least view every document listed. Print out hard copy as desired.)

- Review available documents from the list under “Documents.”
- To view, click on the title of the document. It may not display immediately, but force you to save the file to your hard drive first. After you have saved the file, you will be able to click “Open” to view it.
- To print, while in view mode, click on the printer icon at the top of the screen.

DIRECTORY

The directory is included to provide students and eProfs information about those currently enrolled in a course. To send an email to anyone on the list, click on the words “Send Email” to the right of the name and email address of the person you wish to contact. At this time it is not possible to create a distribution list from the directory. If you want to do so, use your personal emailing program (e.g., Outlook, Gmail, etc.) to set up your distribution list.

A name is automatically added to the directory upon enrolling in the course. Likewise, the name is deleted from the directory when access to the course is denied. All enrollments and denials are authorized and performed by the PLI Administrator. Please contact the PLI Administrator to add or remove anyone from the list.

DISCUSSION BOARD

Only eProfs can begin a thread on the Discussion Board, but students can (and should) respond to threads posted by the eProf on the Discussion Board.

- To reply to a posted discussion thread ...
 - Click on the title of the posted discussion thread (yellow font)
 - On the next screen, click on the words “Reply to this Message”
 - Type your response in the “Body” box

- Click on “Submit”
- Click on “Return to Classroom”

- To view responses to discussion thread ...
 - Click on the plus sign (+) in front of the discussion thread title (if there are no responses, a gray dot will be displayed instead of the plus sign)
 - Then click on the title of the response (also in yellow font) – the main discussion thread will be preceded by a solid square bullet, any responses will be preceded by an open square bullet.
 - If you wish to reply to the response, click on “Reply to this Message.” If you only wish to read the response and make no comment, click on the “Return to Classroom” when finished reading.

- To delete a discussion thread and all related sub-threads ...
 - Click on the discussion thread title
 - Click on “Delete this Message” (upper right corner)

STUDENT BULLETIN BOARD

The Student Bulletin Board is just like the Discussion Board with one exception – only eProfs can begin a thread on the Discussion Board, but anyone who has access to the course site (students and eProfs) can begin a thread on the Student Bulletin Board.

- To add a new discussion thread ...
 - Click on the words “Add New Thread”
 - Type the title for the new thread in the “Title” box
 - Add any other info in the “Body” box
 - Click on the word “Submit”
 - Click on “Return to Classroom”

LINKS

- Click on the various Web links provided in the boxes on the right side of the course site to review books (Required Texts or Recommended Texts) or Web sites related to the course.

CHAT

- Locate the Chat Room box in the left-hand side bar of the course site home page.
- To enter the chat room ... Click on “Join Chat”
 - In the chat room, live dialog will be displayed in the largest box in the window.
 - To resize the chat window, click on the lower right corner and hold it while dragging to the size you want (larger or smaller).
 - The names of everyone present in the chat room are displayed in the “Who’s Online” box at the right side of the window.
 - the eProf’s name will be displayed in **green** font
 - after ten minutes of inactivity (no comments posted), a participant’s name will turn **red**. This alert helps the participant (and the eProf) monitor participation. Just post a comment to remove the “**red alert**” status. Even posting one short word (oh, OK, IC) every now and then let’s the eProf know you’re following along
 - To join in the discussion, type your comments and/or questions in the one-line-high box at the very bottom of the window and then click “Send” or just type the ENTER key to post it in the big dialog box. (Your own posts will display in white font, the eProf’s posts will display in **green** font, and everyone else’s posts will be gray.)
 - To save time in the chat room, prepare some questions and/or comments in advance by typing them in a MS Word document before class. During chat, have your chat window open side-by-side with your MS Word document. Then at the appropriate time, highlight text from your MS Word document, copy it (CTRL-C), click in the one-line-high box at the bottom of the chat window, and paste (CTRL-V). Hit ENTER to post your paragraph or sentence to the big chat dialog box.
 - Each new post is displayed directly below the previous post. Once the big chat dialog box is full of postings, those at the top of the box will scroll up and out of view to make room for new posts at the bottom.
 - If and when you wish to scroll up to view earlier posts, you can do so with your mouse or the slider bar (right side of box). Re-read earlier posts as you desire and then scroll back to the bottom to resume reading current posts.
 - To resume AUTO-SCROLL mode, make sure the little box in front of “Autoscroll Chat Window” is checked (click the box to checkmark it). (This is located just below the “Who’s Online” box.)

- To exit the chat room, click on “EXIT CHAT” (located in the upper right corner).
- To view an archived chat transcript ...
 - In the Chat Room box, from the drop-down menu, click on the date of the desired chat transcript.
 - Click “Go”
 - To print, while in view mode, click on the printer icon at the top of the screen. Another option is to copy all the text in the archived chat transcript and paste it into a Word document. To do so
 - Under “Edit” in the chat window click on “Select All” (or CTRL-A)
 - Under “Edit” in the chat window click on “Copy” (or CTRL-C)
 - Open a new Word document
 - Under “Edit” in the Word doc click on “Paste” (or CTRL-V)
 - Under “Edit” in the Word doc click on “Select All” (or CTRL-A)
 - Change font color to black (in the Word doc)
 - To exit the view mode, click the “Close Archive” button at the very bottom of the page.

QUIZZES

- Click on the name of the quiz you wish to take.
- Select the best answer for each question.
- Click on “Submit Quiz” button at the bottom of the screen.

EXIT COURSE SITE

- Click on “Logoff” at the uppermost, far right corner of the window.
- NOTE: If you are enrolled in more than one course, you may move from one course site to another without logging out by using the “Select a Course” pull-down menu.

ENROLL IN A COURSE

- From the www.PLlonline.org home page find the “Class Signups” box in the middle of the right side bar.
- Click on “Enrollment Form.”

- Complete the form ...
 - Name, ID Number, and Email Address (if you are not sure of your ID, contact the PLI Administrator at PLIadmin@mcusa.org)
 - Quarter = winter, spring, summer or fall
 - Year = current year
 - Course Name/ID (select the name of the course in which you wish to enroll – you need to complete one enrollment form for each course)
 - Participation
 - Mainline Course – all Level One and Level Two courses
 - PreReq Course – this would be Study Prep or Writing Skills
 - Audit – participant can attend chats and do the assignments as desired, but no homework can be submitted for grading and no credit is earned
 - Ministry Wives – the wife of any pastor, church planter, PLI student, or missionary is welcome to chat with other ministry wives (usually six chats per quarter)
 - Other – any other reason for enrolling that doesn't fall into one of the categories above. Please explain in comments field below.
 - Tuition Payment Method
 - Personal Check – mail to PLI Tuition, PO Box 9127, Fort Wayne, IN 46899-9127
 - Credit Card – online through PayPal at <http://www.mcusa.org/forms/PLIpayment.asp>
 - Other – any payment method other than check or credit card (e.g., scholarship funding). Please explain in comments field.
- Click the “Submit” button at the bottom of the screen.
- Submit tuition payment
 - From the same “Class Signups” box, click on “Online Tuition Payment” to pay by credit card OR
 - Mail a personal check to: PLI Tuition, PO Box 9127, Fort Wayne, IN 46899-9127.