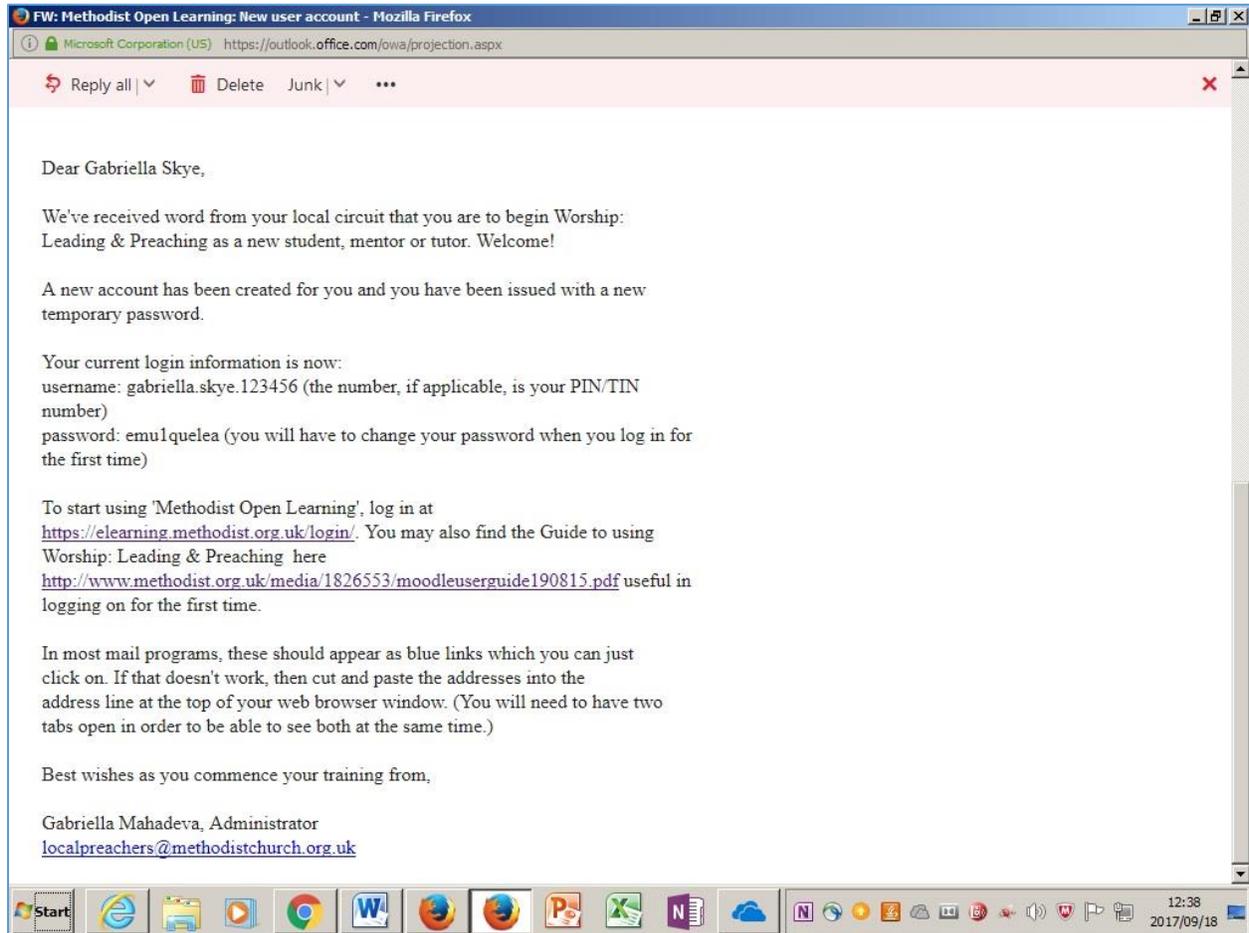


First steps in using the *Worship: Leading & Preaching* website

VIDEO 1 - Transcript

You will receive a welcome e-mail from localpreachers@methodistchurch.org.uk which looks like this, though obviously with your own name and log-in password:



Worship: Leading and Preaching is part of the Methodist Online Learning website (aka Methodist Open Learning). It's based on a learning platform called 'Moodle', which is widely used in the world of education.

In order to begin using the *Worship: Leading & Preaching* website, you will need to first log in, using the link provided in your welcome email. This should open up the course log in page. It will open in your default internet browser, such as Firefox, Chrome, Internet Explorer (Microsoft Edge), Safari or Opera – the doorway to the internet on your computer.

The log in page will ask you for your username and password. But, first, you will need to check a particular setting in your internet browser. **Our website will only work properly if the 'cookie' setting is enabled.** It's nothing to do with biscuits, by the way, 'cookies' are a computer term referring to small files lodged on your computer by websites you visit, which store information such as site preferences or login status. If you're not sure which internet browser you're using, look at which icon is highlighted in

the taskbar. This, for example, is the icon for Firefox ; this is the icon for Chrome ; and this is the icon for Internet Explorer .

If you're not particularly confident with computers you might need some help from a computer savvy person, but, don't worry, it's pretty straightforward to do yourself.

If you're using **Firefox** as your browser, that's good news as cookies are enabled automatically, by default. If you want to check that's the case, just click the menu button  and choose **Options**; then select the **Privacy** panel and go to the **History** section; in the drop-down menu make sure it is set to **Firefox will 'Remember history'** (see: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>).

If you're using **Internet Explorer** as your browser, select the **Tools** button, and then select **Internet options**; select the **Privacy** tab, and under **Settings**, move the slider to 'Medium High', and then select **OK** (see: <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>).

If you're using **Chrome** as your browser, click the menu button (three vertical dots) at the top right of the page; click **Settings**; at the bottom of the page, click the **Advanced** drop down menu; under **Privacy and Security**, click **Content Settings**; click **Cookies**; and then **'Allow sites to save and read cookie data'** (by default this button will already be on) (see: <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en>).

Once you've checked this, it's time to log on for the first time. Just fill in the whole username and then the password we've given you in the welcome email. You can if you wish copy and paste from the email. It's worth ticking the 'Remember username' box, so that you don't have to type your username in each time you log in in future. If your browser asks you whether you want to save this login, just ignore that at this point, as you will be changing your password shortly.

You will now see the 'Change password' screen. It will show your username and then ask you for your current password (given you in the welcome email). You will then need to fill in a new password twice. As with all computer passwords, do make sure it's a password that you can easily remember, but isn't too predictable: a mixture of letters, numbers and possibly symbols is ideal.

If you ever forget your username or password, don't panic! Just click on 'Forgotten your username or password' on the login page or use this link: https://elearning.methodist.org.uk/login/forgot_password.php. To reset your password, you will just need to submit your username or your email address. You can also request the [Local Preachers Office](#) to remind you of your username (but they do not hold details of your password).

You will now be able to log in, with your username and new password. Now that you've changed your password, it's OK to 'save your login', 'save your password', 'keep logged in' (this is called different things on different browsers). This will save time, by logging you in automatically each time. But don't opt for this if you ever let other people sign into your user account on your computer: if you do, it's best to keep it so that you always login manually.

It's worth bookmarking the home page for the Methodist Church Online Learning website (of which *Worship; Leading & Preaching* is a part). This will enable you to get to it quicker each time. If you are using the popular Chrome browser, for instance, click the menu (three vertical dots) button in the top right hand of the page; click **Bookmarks**; tick **Show bookmarks bar** and then click **Bookmark this page** and select **Done** from the pop up box. You should then always see a shortcut tab to 'Methodist Open Learning' at the top of each page. You can also create a shortcut on your desktop, by left-clicking on the tab and dragging it to your desktop (it will open in your default browser).

The login area for the home page for the Methodist Church Online Learning website is in the top right hand corner. Once you are logged in, you will need to scroll down the page to 'Course categories', which should then list the *Worship: Leading and Preaching* course that you are registered on. Just click on that course title and you'll be at the home page for your course.

On your first visit to the site you might want to make your user profile more interesting. Just left click on your user name in the top right hand corner of the page; then click **Edit profile** from the drop down menu (you can even upload a picture of yourself – this is not a question of vanity, more of other people being able to recognise you when you send messages to your tutor and other students); and finally remember to click **Update profile** (at the bottom of the page) when you have finished.

We'll explain some more about the course website in the next video. But, in the meantime, if you ever get a bit lost on the website, it's worth knowing that you can always get back to the list of your modules by selecting **Dashboard** at the top of the page.