Tutorial for Course Catalog and Google Drive

Overview

The Iona Collaborative course material is hosted on Google Drive. In order to access this material, Seminary of the Southwest has provided each Iona participant with a Google account.

In addition, there is an online course catalog that can be used as a "launchpad" to easily access the desired material without navigating through folders.

This document will provide you with some basic instructions for accessing the material.

Your Google Account

You should have received an e-mail with your Google account credentials, including your e-mail address (*firstname.lastname@iona.ssw.edu*) and initial password. NOTE: You will be prompted to change your password upon logging in for the first time.

Please see the "Accessing Course Material / Your First Login" section below for more information.

Understanding the Course Catalog

The Iona Collaborative course catalog is located at: http://ionacourses.ssw.edu

Course Catalog

Access Instructions (read this first)

Quick Links

- Introduction to the Iona Collaborative
- Biblical Interpretation
- Church History
- Anglican Studies

- Theology and Ethics
- Homiletics
- Liturgy and Music
- Pastoral Ministry and Offices

- Spiritual Practices
- Theory and Practice of Ministry
- Congregational Life and Leadership
- Multicultural Engagement

Legend

- V – Video
- PP – Video of PowerPoint presentation
- MG – Mentor Guide / Lesson Plan
- CC – Spanish Language Closed Captioning

- SG – Study Guide for students
- H – Handout
- R – Reading that accompanies an assignment

Course Name	Instructor	Moodle Course #	Course Resources						
			V	PP	MG	SG	H	R	CC
Introduction to the Iona Collaborative									
Iona Initiative Introductory Video									
How to be an Awesome Mentor	Cynthia Kittredge	CE P95		✔					
Facilitation for Mentors	Robert Pace	CE P106	✔						
Reading List – Summer 2020									
Biblical Interpretation									
Introduction to Biblical Studies									
Introducing the Professors	Cynthia Kittredge Steve Bishop Jane Patterson John Lewis	Year 1 A1.1.1	✔						
The Hermeneutical Circle	Cynthia Kittredge Jane Patterson	Year 1 A1.1.2	✔		✔	✔			✔
Biblical Chronology	John Lewis	Year 1 A1.1.3		✔	✔	✔			✔

The "Quick Links" section at the top allows you to quickly scroll down the page to each of those areas.

For each course in the Collaborative, the old Moodle course number is provided to ease the transition to the new arrangement. The course title links directly to its teaching and learning materials on Google Drive. You will also see a number of abbreviations which correspond to the types of materials available for that course; the "Legend" identifies each one. If a course has a particular type of resource, it will show a check mark in that column.

Accessing Course Materials / Your First Login

Click on any course to access its resources. In this example, we will click on the course "The Hermeneutical Circle".

What you see next will be dependent on a couple of factors.

If you are on a desktop or laptop computer

If your computer is not already logged into a Google (e.g. Gmail) account…

…you will see a login box.
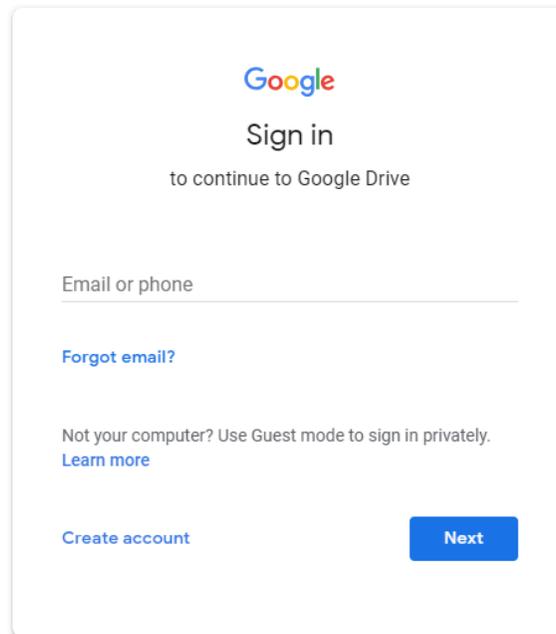
Here you will simply type your new @iona.ssw.edu e-mail address, and then your password. If this is the first time logging into your Iona account, you will be prompted to change your password.

If your browser is already logged into a Google (e.g. Gmail) account that is <u>not</u> your Iona account…

…you may see a message that looks like this:
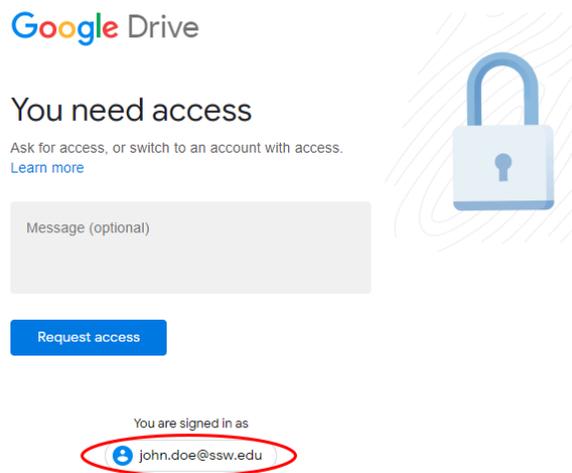
IMPORTANT: DO *NOT* CLICK THE BLUE "REQUEST ACCESS" BUTTON! Instead, click on your e-mail address under "You are signed in as". You will then see a list of all of the Google accounts you're currently logged into:
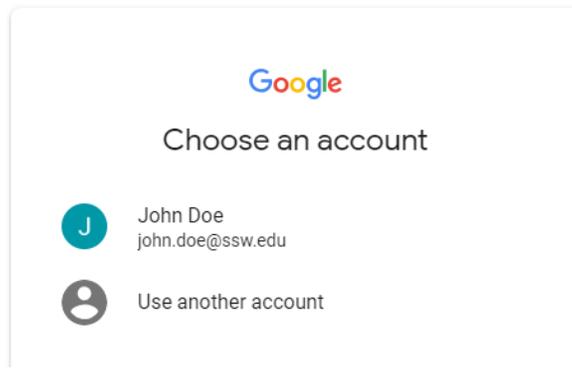
If you have already logged into your Iona account ending in @iona.ssw.edu on this computer, you will see it in the list; simply click on it (you may be asked to re-enter your password if you have not accessed the account recently). Otherwise, click on "Use another account" to get another login box, into which you will type your Iona account info:
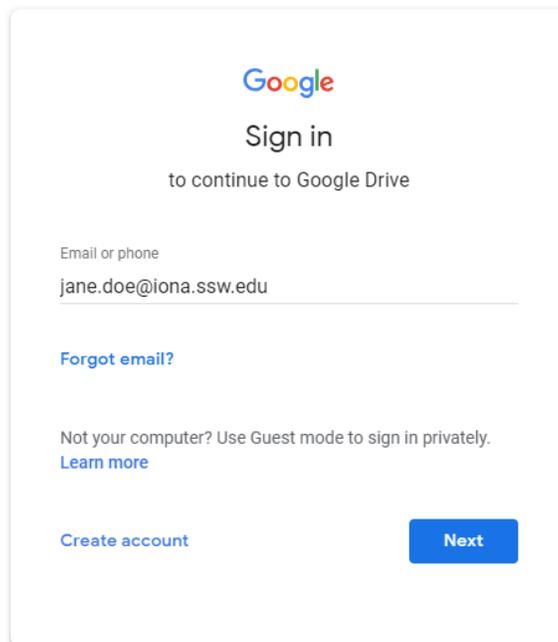
If this is the first time logging into your Iona account, you will be prompted to change your password.

If you are using a mobile device (e.g. smartphone, iPad) with the Google Drive app

You will need to login to your Iona account in the Google Drive app. If you are already logged into a Google account within the app, click the user icon in the corner of the screen and click "Add another account".
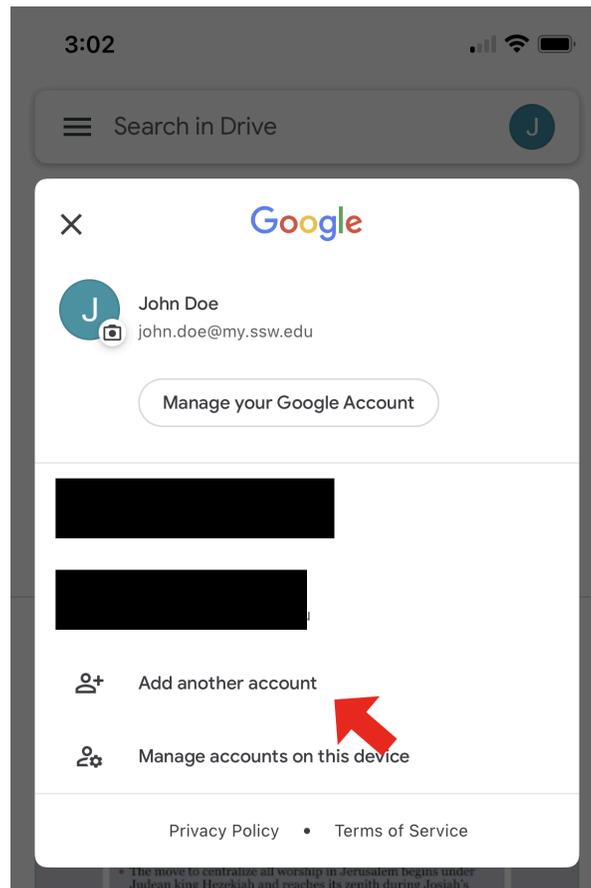
Then login with your iona.ssw.edu e-mail address and password.

Back at the course catalog, when you click on a course, the Google Drive app will launch and you might get a prompt that looks like this:
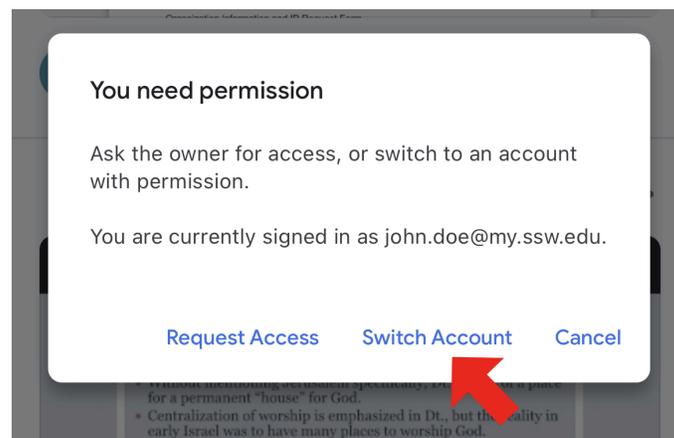
This is because another account logged into Google Drive does not have access to the Iona materials. In this case, you would click "Switch Account" and then choose your Iona account from the list.

IMPORTANT: DO _NOT_ CLICK THE BLUE "REQUEST ACCESS" BUTTON!

Once you have successfully logged in…

…you will see the Google Drive folder containing the materials for that course.
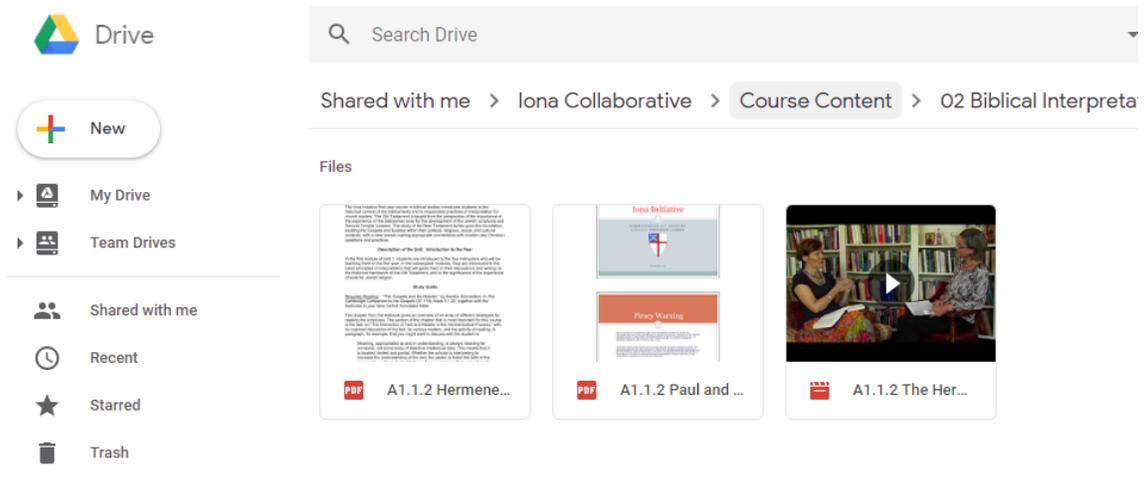
Using Course Materials

If you prefer to see a list of items instead of thumbnails, you may click the view toggle button in the top right corner to change the view. This only needs to be done once; your account will remember the setting you use.
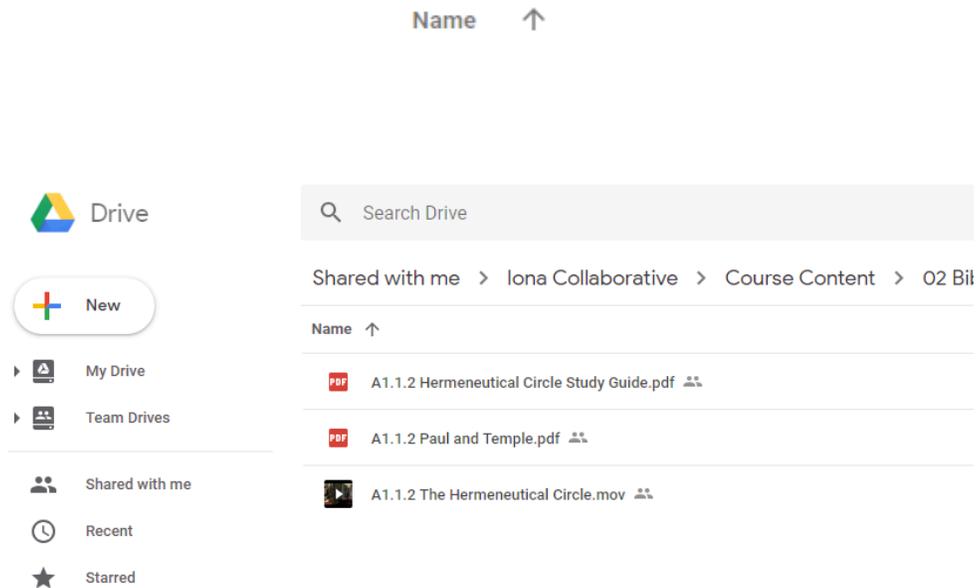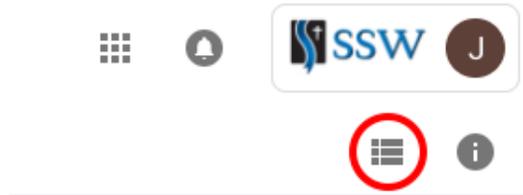
Double-click on any file to open a preview. Any print materials (PDFs, images, etc.) can be downloaded and/or printed from the preview screen by clicking on those buttons at the top right corner of the window.
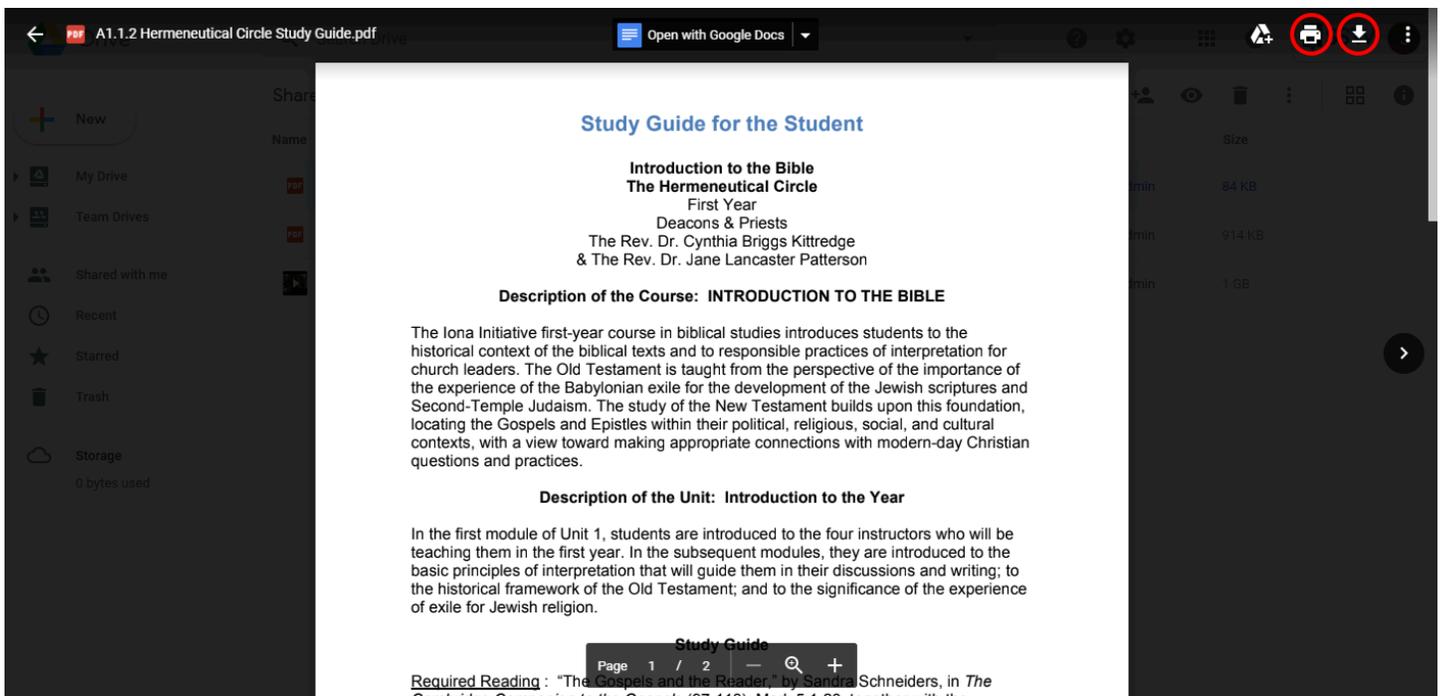
Video materials are not downloadable, but can be streamed directly from Google Drive. Double-clicking a video opens a YouTube-style video player. You will probably want to click the "fullscreen" button in the bottom right corner if presenting to a group.

NOTE: Some courses do not have any resources available for students. If you see no files listed, this is most likely not in error. Please check the course catalog to confirm the resources available for that course.

Mentor Resources

If you are an Iona mentor or dean, you will also see a "Mentor Resources" folder within each course:
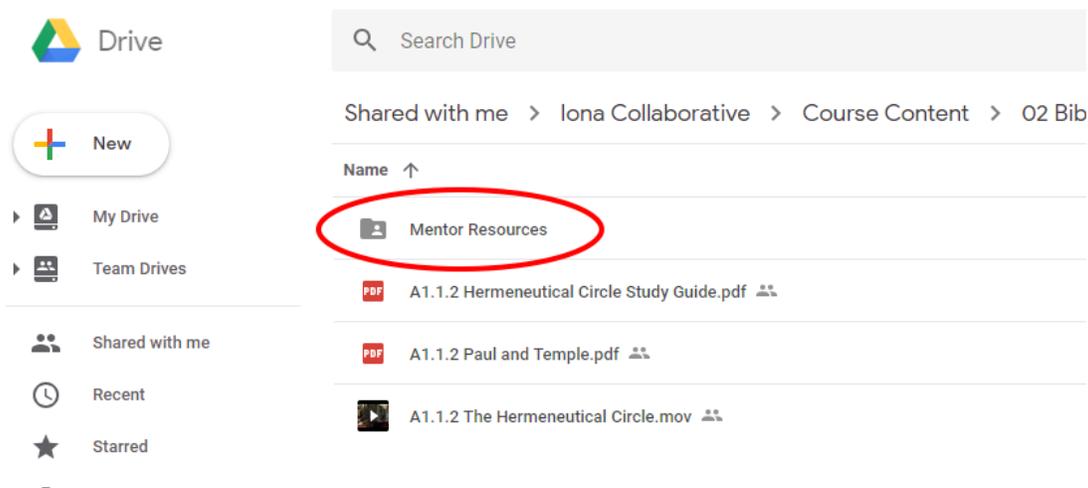
This folder contains Mentor Guides (also called "lesson plans") and any other instructional material that has been provided.

NOTE: Even though every course contains a "Mentor Resources" folder, there may not be any such resources available. If you see no files listed, this is most likely not in error. Please check the course catalog to confirm the resources available for that course.

Resetting a Forgotten Password

Students, mentors, and deans have the ability to reset their own passwords if they are lost or forgotten. Please see the following Google support article for more information: https://support.google.com/plus/answer/41078?hl=en-GB

Technical Support

For any assistance with issues not covered in this document, please contact support@iona.ssw.edu