

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: <u>http://ionacourses.ssw.edu</u>



Course Catalog

Access Instructions (read this first)									
Quick Links									
Introduction to the Iona Collaborative Theology and Ethics Spiritual Practices Homiletics Church History Anglican Studies Anglican Studies Sudies Spiritual Practices Spiritual Practices Spiritual Practices Theory and Practice of Ministry Congregational Life and Leadership Multicultural Engagement									
 V – Video PP – Video of PowerPoint presentation MG – Mentor Guide / Lesson Plan CC - Spanish Language Closed Captioning 									
Course Name	Instructor	Moodle Course #	v	(PP	Cours	e Reso	burce:	s P	
ntroduction to the Iona Collaborative			· ·		ine	30		ĸ	
Iona Initiative Introductory Video									
How to be an Awesome Mentor	Cynthia Kittredge	CE P95		~					
Facilitation for Mentors	Robert Pace	CE P106	~				\square		
Reading List - Summer 2020									
iblical 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".

Euclination for memory		
Biblical Interpretation		
Introduction to Biblical Studies		
Introducing the Professors		
The Hermeneutical Circle		
Biblical Chronology		
The Second Temple Period		

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 not your lona 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 lona 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 lona account info:

	G	oogle	
	Si	ign in	
	to continue	to Google	Drive
Email or ph	one		
jane.doe	@iona.ssw.edu	1	
Forgot er	mail?		
Not your o Learn mo	computer? Use Gi <mark>re</mark>	uest mode to	sign in privately.
Create a	ccount		Next

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 lona 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!

3:03 ◀ Safari	4	
×	Google	
J	John Doe john.doe@my.ssw.edu	
	Manage your Google Account	
J	jane.doe@iona.ssw.edu	
0+	Add another account	

Once you have successfully logged in...

...you will see the Google Drive folder containing the materials for that course.

	Drive	Q Search Drive					
+	New	Shared with me > Iona Collaborative > Course Content > 02 Biblical Interpreta					
-		Files					
	My Drive	Note whether the owner with the definition material at a second s					
	Team Drives						
	Shared with me	And the starting of the starti					
S	Recent	Receipt aussister and aussister aussist Aussister aussister aussis Aussister aussister au					
*	Starred	787 A1.1.2 Hermene 787 A1.1.2 Paul and 🔛 A1.1.2 The Her					
Î	Trash						

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.

÷	A1.1.2 Hermeneutical Circle Study Guide.pdf	🗐 Open with Google Docs 👻		A +	•	•	•
	Share		+2				
	New Name	Study Guide for the Student					
•	My Drive par	Introduction to the Bible The Hermeneutical Circle	imin				
•	Team Drives	The Rev. Dr. Cynthia Briggs Kittredge	imin				
-	Shared with me		dmin				
C	Recent						
*	Starred	I he lona Initiative first-year course in biblical studies introduces students to the historical context of the biblical texts and to responsible practices of interpretation for church leaders. The Old Testament is taught from the perspective of the importance of					>
	Trash	the experience of the Babylonian exile for the development of the Jewish scriptures and Second-Temple Judaism. The study of the New Testament builds upon this foundation, locating the Gospiels and Eristies within their political religious. Social and cultural					
0	Storage	contexts, with a view toward making appropriate connections with modern-day Christian questions and practices.					
	0 bytes used	Description of the Unit: Introduction to the Year					
		In the first module of Unit 1, students are introduced to the four instructors who will be teaching them in the first year. In the subsequent modules, they are introduced to the basic principles of interpretation that will guide them in their discussions and writing; to the historical framework of the Old Testament; and to the significance of the experience of exile for Jewish religion.					
		Study Guide Page 1 / 2 — Q + H Required Reading : "The Gospels and the Reader, by Sandra Schneiders, in The Combridge Companies to the Gospels (27 113): Mark 5:1 20, together with the					

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:

	Drive	Q Search Drive
+	New	Shared with me > Iona Collaborative > Course Content > 02 Bib
	My Drive Team Drives	Mentor Resources
	Shared with me	PPF A1.1.2 Hermeneutical Circle Study Guide.pdf PPF A1.1.2 Paul and Temple.pdf
0	Recent	A1.1.2 The Hermeneutical Circle.mov 🚢
*	Starred	—

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: <u>https://support.google.com/plus/answer/41078?hl=en-GB</u>

Technical Support

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