



Getting Started
Setting Up Your ChurchNext Online School

Instruction Manual v 4

Welcome!

Welcome to ChurchNext.

We are glad that you are joining us in this adventure to take online Christian learning into your congregation.

We want to do all we can to make sure you get the most out of your school, which is why we wrote this manual. Print it out, mark it up - we've even put check boxes next to each step so you can check them off as you go.

In addition to this manual you may want to take an online class called 'ChurchNext for Congregations.' It's a free course that takes about 15 minutes to complete and will outline how you might go about building and launching your school. [Click here to take the free course.](#)

If you've never taken an online course you may also want to take the course called 'How to Take a ChurchNext Course.' [Click here to take the free course.](#)

Finally, you will find a rather extensive FAQ page that you can access on our website, churchnext.tv simply go to the Help button at the top right and select it from the drop down menu, or by [clicking here](#). We recommend you read these FAQs and take the free courses before contacting us as your questions are likely answered there.

However, if you do need us, we're here! You can find support info in the 'Help' tab in your school. And you can always email us at hello@churchnext.tv or call at [888-963-9328](tel:888-963-9328).

Thank you for taking this journey with us,

Chris, Shannon, Stacy, Julie, Karen, and Ashley

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About Us

At ChurchNext we make online learning experiences that shape disciples.

Plain and simple.

We started in 2012, as a dream by clergy and lay people to take the vast amount of formation material available online and enable congregations to harness this practically, efficiently, conveniently, and affordably.

We believe in online learning. And we believe in the local congregation. Our first and flagship product is what this manual is all about: building online schools for local congregations. We believe that learning about faith is local, in person, and relational. ChurchNext is about making connections in an increasingly disconnected world.



We are a team of clergy, educators, writers, and producers from across the country who have a deep desire to invigorate lives and congregations.

You can find out more about us at our Facebook page (facebook.com/churchnext), our twitter account (@churchnext), and in the 'About' section of our blog (churchnextblog.wordpress.com).

We also believe in partnerships – and value your presence and input as we move together into God's future. We invite you to reach out to us anytime!

Chris, Shannon, Julie, Stacy, Ashley, and Karen

1 Building Your School

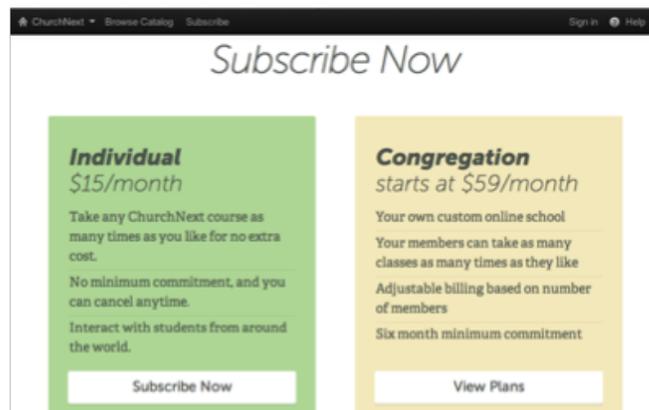
Building your school is a bit like riding a bike.

Those who are more athletic get it right away. Those who are less so take a bit longer. But the end result is the same: it beats walking.

So set aside some time to learn about where the pedals are and how not to get your cuffs caught in the chain. You will soon find out there are not that many moving parts and once you learn the basics it doesn't change much.

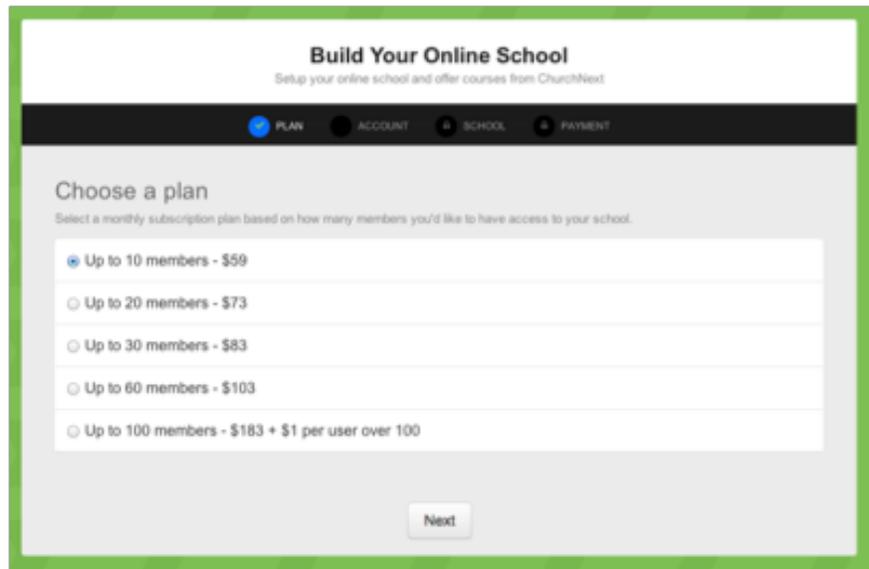
First, a note on software: we have found that some browsers work better than others – so if your computer is having trouble working with our platform, try a different browser: Google Chrome, Mozilla Firefox, or Safari work best. The first two are free and take minutes to download. If you have Internet Explorer, be sure you have installed version 9 or above. You may also need to install the latest version of Adobe Flash Player or Quicktime. Also, be aware that if your computer is very old, or is overloaded with anti-virus software you may encounter some problems with the platform. Most people don't have these problems That said, let's build your school!

☐ If you have a prepaid, 10-member subscription that your judicatory (i.e. diocese, synod, session, etc.) has arranged, please click on the link that was emailed to you.



☐ If you are creating a school on your own, go to: <http://www.churchnext.tv> and scroll down until you see subscription links like the ones above. Click on 'view plans' and select the plan that fits your congregation best.

☐ Now you'll choose a plan. Do so according to the number of students you would like to allow in your school.



☐ The \$59/mo plan gives you 10 members/mo. If you add more members, we keep count and bill you each month. Note that administrators count as members. If you choose to add more members you will automatically be billed according to this rate chart:

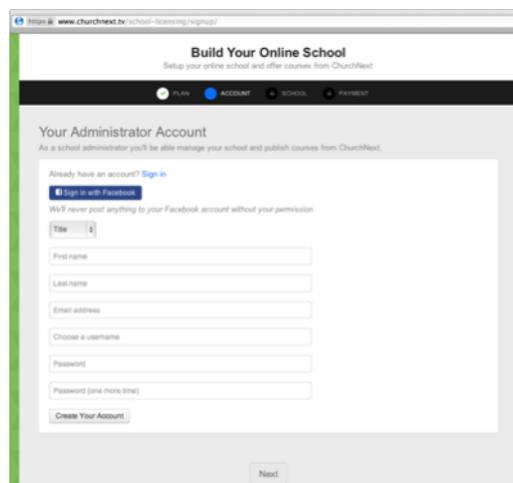
<i>Monthly student count</i>	<i>Your Bill</i>
0-10 Members	\$59/mo
11-20 Members	\$73/mo
21-30 Members	\$83/mo
31-61 Members	\$103/mo
61-100 Members	\$183/mo
Over 100 members	\$183/mo + \$1 per member

☐ Prepaid subscribers are not charged for 0-10 members/mo. However if you choose to allow more members you will be automatically billed according to this rate chart:

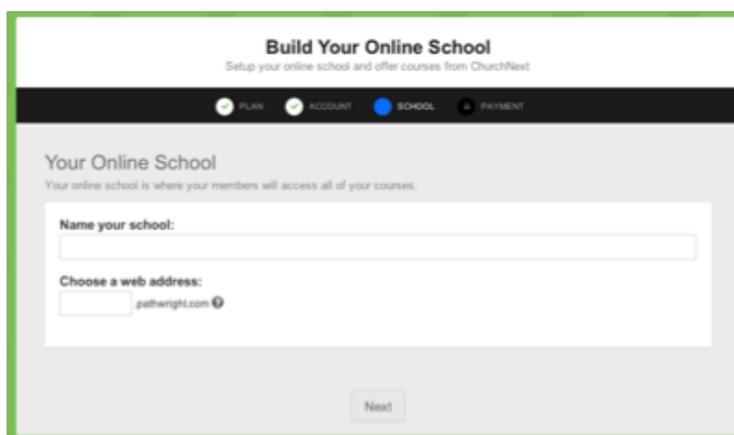
<i>Monthly student count</i>	<i>Your Bill</i>
0-10 Members	\$0/mo
11-20 Members	\$14/mo
21-30 Members	\$24/mo
31-61 Members	\$44/mo
61-100 Members	\$124/mo
Over 100 members	\$124/mo + \$1 per member

☐ Your 10 members/mo need not be the same 10 people, see p 22 to learn about deactivating members.

- Next, you will create your administrator account. You may also do this by using your Facebook account.



- Next comes a fun part... you get to name your school. Some schools are simply the name of the church, others have come up with creative names for their schools such as: *Salt and Light Academy* and *Food for the Journey*. If you can't decide on a name right away you can always change it later under the 'Manage School' tab.

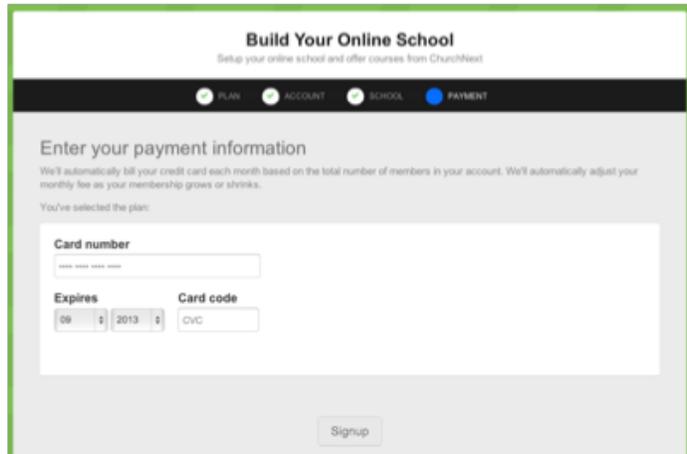


- Here you will choose your web address. You may enter up to 15 characters which will be appended by .pathwright.com.
- For example, if you choose stjames, the web address for your school will be stjames.pathwright.com.
- Make sure to write down your web address herethis is how you will find your school in the future:

OUR SCHOOL's WEB ADDRESS:

_____ .pathwright.com

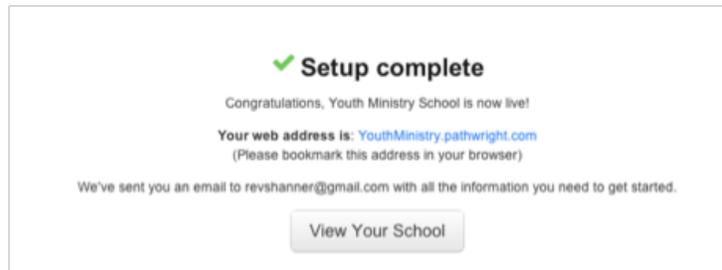
- Once you have named your school you will need to enter your payment information. Even if you have a prepaid account, we ask you to enter your payment information so we can bill you automatically should you decide to increase the number of members in your school.



The screenshot shows a web interface titled "Build Your Online School" with the subtitle "Setup your online school and offer courses from ChurchNext". A progress bar at the top indicates four steps: PLAN, ACCOUNT, SCHOOL, and PAYMENT, with PAYMENT being the active step. The main heading is "Enter your payment information". Below this, there is a note: "We'll automatically bill your credit card each month based on the total number of members in your account. We'll automatically adjust your monthly fee as your membership grows or shrinks." A sub-note says "You've selected the plan:". The form contains three input fields: "Card number" (with a masked example "**** *"), "Expires" (with dropdowns for "09" and "2013"), and "Card code" (with a masked example "CVC"). A "Signup" button is located at the bottom right of the form area.

- Note that once you hit the 'Signup' button it can take up to a minute to process your information.

- Your setup is complete! On this screen, it will tell you your web address again, so don't forget to make note of it.



The screenshot shows a confirmation screen with a green checkmark icon and the heading "Setup complete". Below the heading, it says "Congratulations, Youth Ministry School is now live!". The next line reads "Your web address is: YouthMinistry.pathwright.com (Please bookmark this address in your browser)". A note below that says "We've sent you an email to revshanner@gmail.com with all the information you need to get started." At the bottom, there is a "View Your School" button.

- When you type your web address into a browser, you will sign in again and begin to build your school, adding the courses you want and customizing them to your liking.



The screenshot shows a sign-in screen with a logo at the top. The heading is "Welcome Back!". There are two input fields: one for the username (with a vertical cursor) and one for the password. Below the password field is a "Sign in" button with a right-pointing arrow and a link "Forgot your password?". Below this is a horizontal line with "OR" in the center. At the bottom, there is a blue button with the Facebook logo and the text "Sign in with Facebook".

□ Note: Your school – the one with the unique URL that you just built – is different than our school – churchnext.tv



□ So remember that if you take a free course on the churchnext.tv website and establish a username and password, it is different than the username and password you establish in your school.

2 Branding

Congrats on building your school, now it's time to pick the mascot, fight song, and school colors.

Ok, let's not go overboard – but we designed ChurchNext to allow you to *brand* your school – by naming your school, posting your mission statement, and uploading your logo. You've made your school, so it's time to make it yours.

You're also invited to upload a photo and give your students a brief bio, which we'll go over right here...

If you're not already signed into your school, begin by typing in your school's web address – to continue with our example suppose it's `stjames.pathwright.com`

You will be taken to a page that asks for your username and password, which you've (hopefully) written down. Enter them here.



You'll be taken to your home page, which features this tool bar at the top.

Notice the tabs,:

your school's

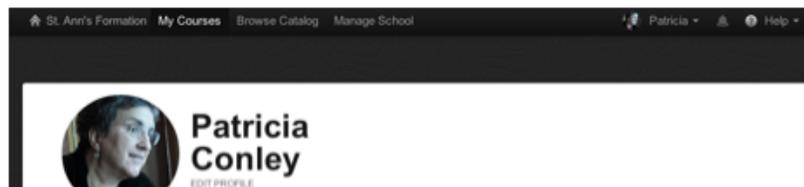
name, My

Courses, Browse

Catalog, Manage

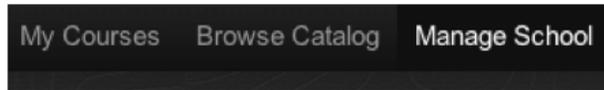
School, your

picture, your name, a tiny bell, and a help icon.

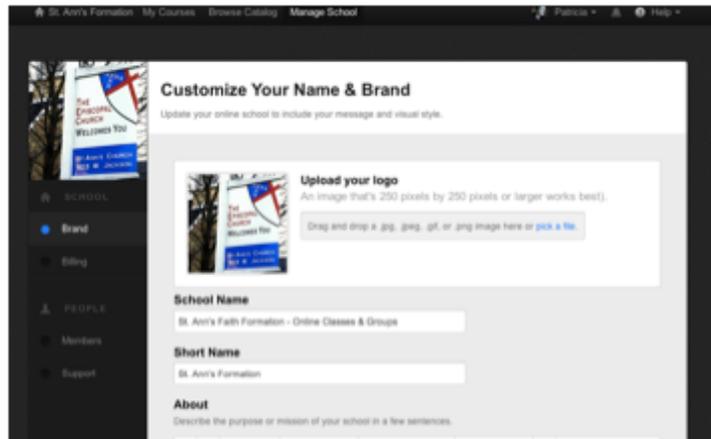


This screen is the same one you will see when you click on the My Courses tab. It is empty right now because you have not created any courses.

- ☐ You'll want to go to the 'Manage School' tab.



- ☐ Click on the 'Brand' tab on the left and follow the instructions and guidelines.



- ☐ When uploading images, for optimum results use a 250 x 250 image in .jpg, .png, or .gif format, though larger images will work.



- ☐ Your image MUST BE square.

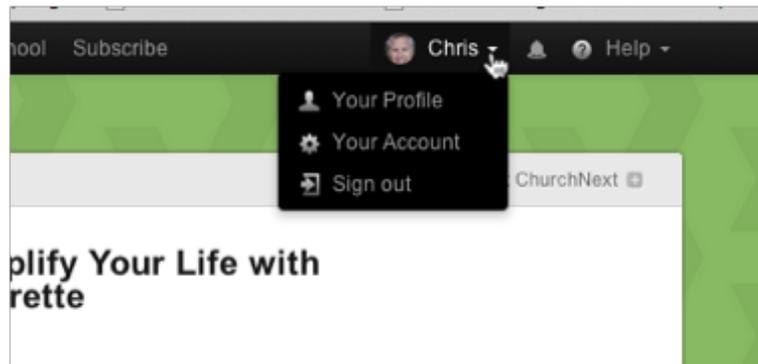
- ☐ When you are finished with any changes on this page, don't forget to scroll down and hit the 'Save' button. If you don't do this, your changes will not be saved.

- ☐ On this page you can also change your school name and add a short name. In the 'About' section, add our church's mission statement, vision statement, or motto. You must put something in the About section or this page will not save.

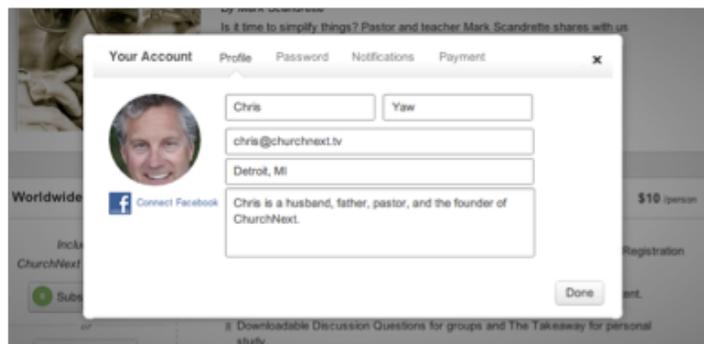
- Your logo, school name, short name, and motto can be viewed by going to the Browse Catalog page and clicking on the 'About...' button in the upper right, in this example it reads 'About St. Ann's Formation'



- Now it's time to introduce yourself. Click on the arrow next to your name and select 'Your Account.'



- In this box you can upload a photograph. Simply hover over the area where the image will go to activate the prompt. You can also fill out your profile information, change your password, and select notifications preferences from this window.



3 Creating Classes

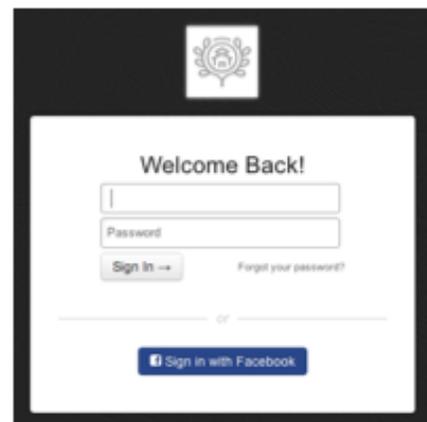
Congratulations, you're now the principal (aka school administrator)!

You now have the ability to choose courses, invite students, and shape a formation program that goes about a learning path that you design.

You will be able to build classes of many sizes. For example, you may choose to open up some classes to the whole congregation, others just for a small group - or even others to be used for one-on-one discipleship. You can create Confirmation curriculums and newcomer's classes - the sky is the limit.

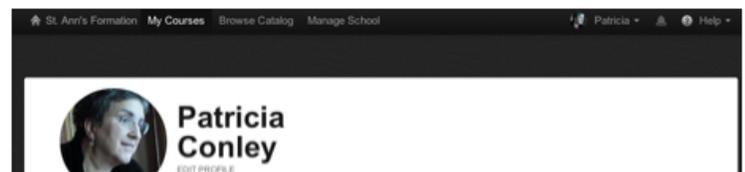
Here's how to create a class:

If you're not already signed into your school, begin by typing in your school's web address – to continue with our example suppose it's stjames.pathwright.com.



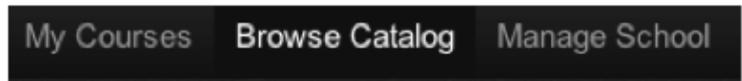
You will be taken to a page that asks for your username and password, which you've (hopefully) written down. Enter them here.

You'll be taken to your home page, which features this tool bar at the top. Notice the tabs: your school's name, My Courses, Browse Catalog, Manage School, your picture, your name, a tiny notifications bell, and a help icon.

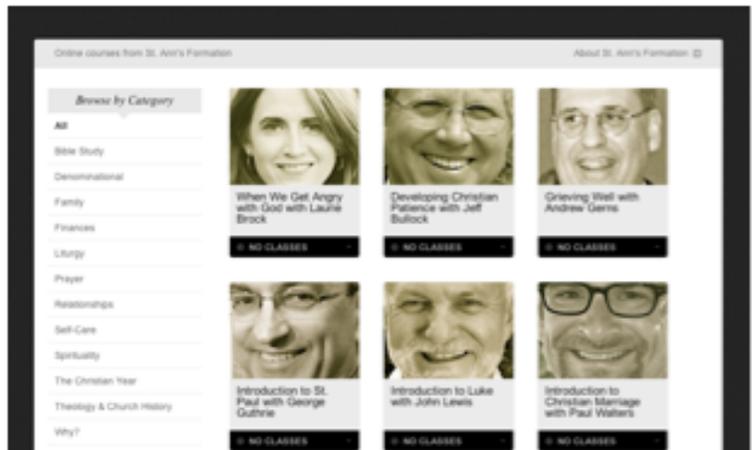


This screen is the same one you will see when you click on the My Courses tab. It is empty right now because you have not created any courses.

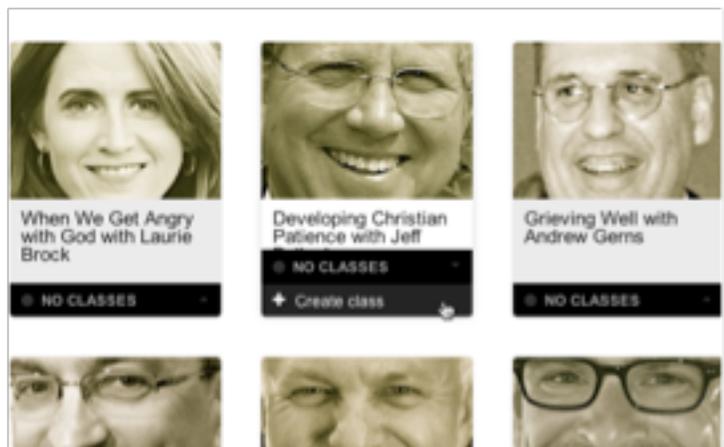
- To create a course, click on the Browse Catalog tab. Here you will see the entire ChurchNext catalog. You can click on any one of these courses and read about them before deciding to Create a Class for your school.



- To Create a Class browse the catalog and find a class you want to offer. To get more information on each course, simply click it and it will take you to a course description page with more information.

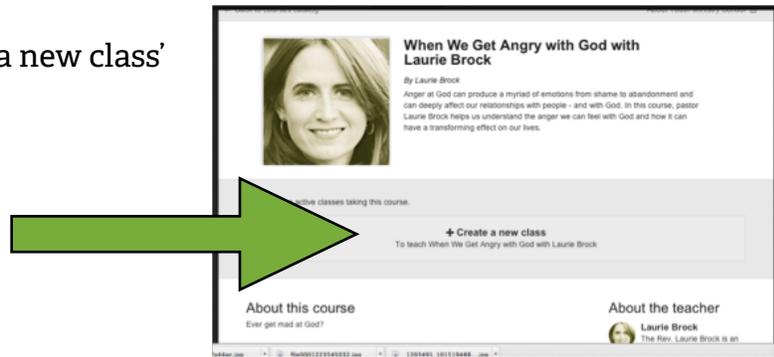


- You can create classes in two ways. You can go back to the Browse Catalog tab and hover over the black line at the bottom of each course where a menu will pop up and you can select '+Create Class'

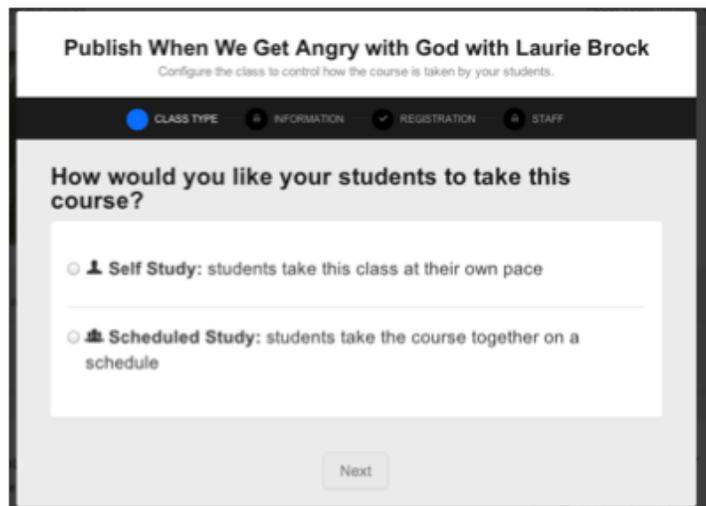


- Or you can create a class from the course description page.

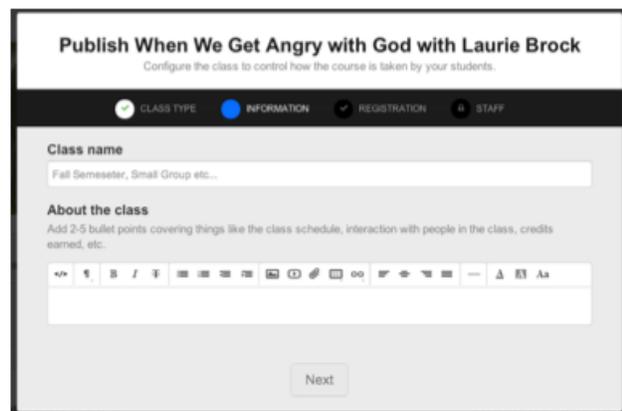
- Click on the '+ Create a new class' button.



- You will see a pop-up window that will take you through four steps. First, it asks you to choose a class-type – either self-study or scheduled study. Go ahead and select Self Study.



- In step two you will enter the Class Information. You can name the course whatever you would like and give any extra detail you would like to add. For example 'December 2014 Class' and 'This class is for our Young Adults group who will take it by the end of December.'



□ Next you will set up your registration. Select the Visibility of your course in your school. If you want everyone in your school to be able to take the course select 'Members' If you only want a select group, which you will have to personally invite, select 'Invitation Only.' These preferences can be changed after you've set up the class.

Publish When We Get Angry with God with Laurie Brock
Configure the class to control how the course is taken by your students.

CLASS TYPE INFORMATION **REGISTRATION** STAFF

Visibility

- Members:** only signed-in members of your school can see this class
- Invitation Only:** only those invited to the class and your staff can see this class

Registration

- No Expiration:** this class will stay open as long as you leave it open.
- Seat limit:** Registration will close once the seat limit is reached

Next

□ You can set also limit how many people can participate. Or you can leave it open so many people can sign up. We recommend you do not set a seat limit.

□ In the final step you will choose how to staff your school – selecting your role to teach, moderate, or not participate. We recommend you select Moderate or Teach.

Publish When We Get Angry with God with Laurie Brock
Configure the class to control how the course is taken by your students.

CLASS TYPE INFORMATION REGISTRATION **STAFF**

How will you interact with this class?

Shannon Kelly

- Teach:** moderate discussion, set dates, grade work, and customize class and student paths.
- Moderate:** moderate discussion and grade work.
- Not participate:** you've done your part and it's time to let go.

Tip: you can invite other people to teach or moderate once you publish the class.

Publish class

□ Note: you can also invite other people to teach or moderate the course once it is published.

□ When you have made your choice, click the “Publish Class” button, and you are set. Note that it can take up to 30 seconds to publish a class.

✓ Your class is now published!

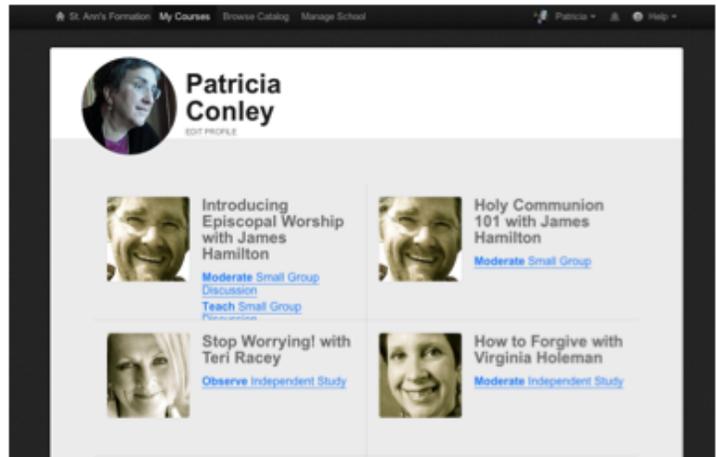
The When We Get Angry with God class is now published and ready for students to register. You may want to:

- [Manage your class curriculum.](#)
- [Invite teachers or moderators to the class](#)

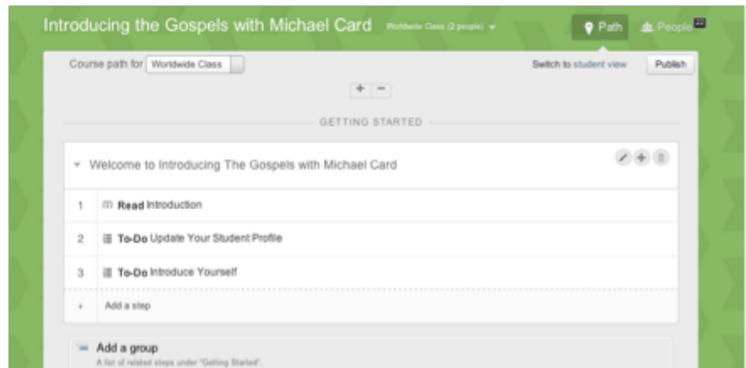
Done

□ Your class will now be visible under the 'My Courses' tab.

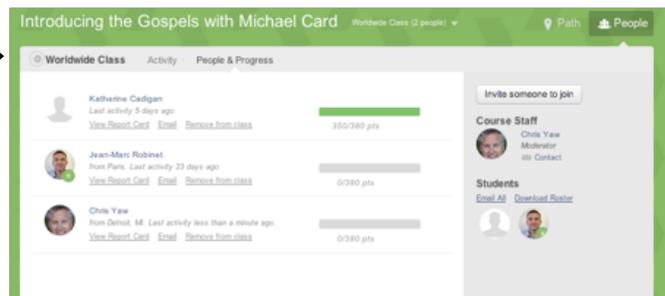
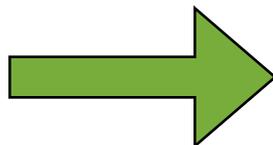
- ❑ To preview a class before launching it, set the visibility to 'Invite only' and create the class.
- ❑ When you are happy with the class and want to open it up to your school you can either invite others to take this course OR change the setting to 'Members' and open the class up to all members of your school.
- ❑ You may change this setting by going to your My Courses page (shown at right) and clicking on the course.



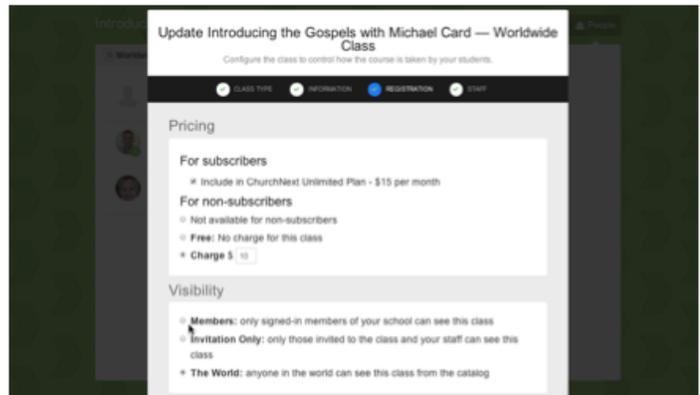
- ❑ This will take you to the Course Path page. Click on the tab in the upper right called 'People'



- ❑ Click on the small Settings Wheel next to the title of your course. In this example, the title is 'Worldwide Class'.



- Select the Registration tab and change the Visibility option from Invitation Only to Members. This will make the class visibly by everyone in your school.



Can administrators take courses?

Yes, but you will need to establish a different account than your administrator's account with a different email address, then send an invitation to yourself.

How do I close a class?

You 'close' a class by changing the preference from 'Members' to 'Invitation Only' then don't invite anyone to take the class. Once a class is closed it will not disappear from your 'My Courses' tab. At present, there is no way to delete a class from your 'My Courses' window.

4 Inviting Students

Congrats on setting up your initial classes – now it's time to throw open the doors and invite students to join you.

The way you get students into your school is to invite them to take a class – which we will show you how to do in this section.

You will want to advertise in your online or printed newsletters or bulletins and put a notice on your congregation's website inviting people to email the administrator for access. Once you receive these email addresses, you can send them invitations through your school.

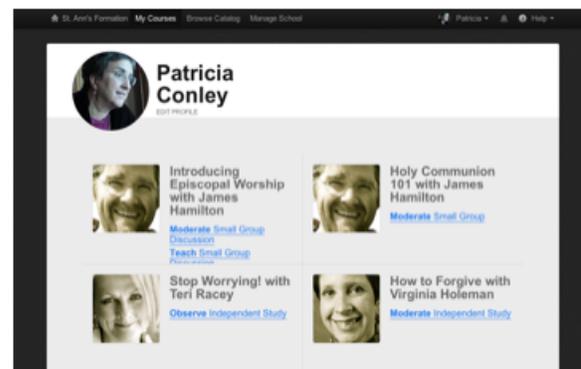
If your students have never taken an online class, you may want to offer 'How to Take a ChurchNext Class.' However, if your students are familiar with online learning, you may simply want to invite them to another class.

❑ If you're not already signed into your school, begin by typing in your school's web address – to continue with our example suppose it's stjames.pathwright.com.

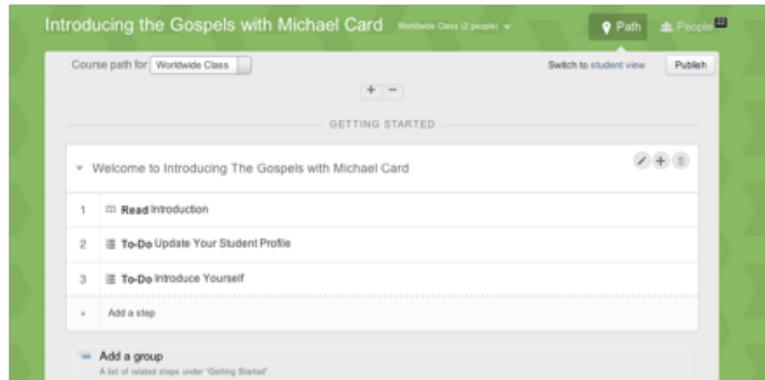


❑ You will be taken to a page that asks for your username and password, which you've (hopefully) written down. Enter them here.

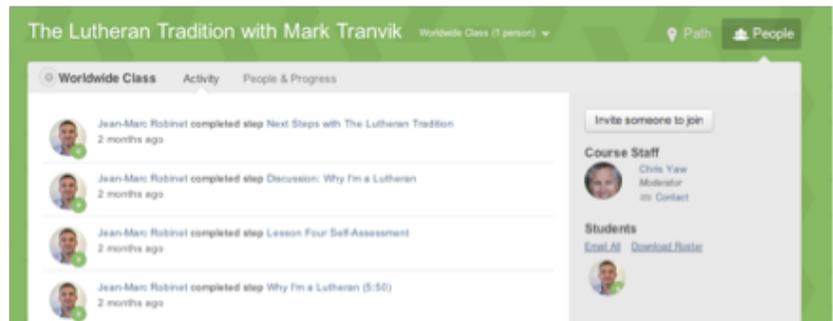
❑ You'll be taken to your home page (My Courses), which lists all of the courses you have built. If you want to invite someone to take a class begin by clicking on the blue writing next to the class.



- This will take you to the Course Path page. Click on 'People' in the upper right.



- You will see a button directly below 'People,' which reads, 'Invite Someone to Join' Click on this button.



- There are two ways to invite people into a class. The first is to copy the long code in the box beneath 'Share registration link' and send it in a private email.



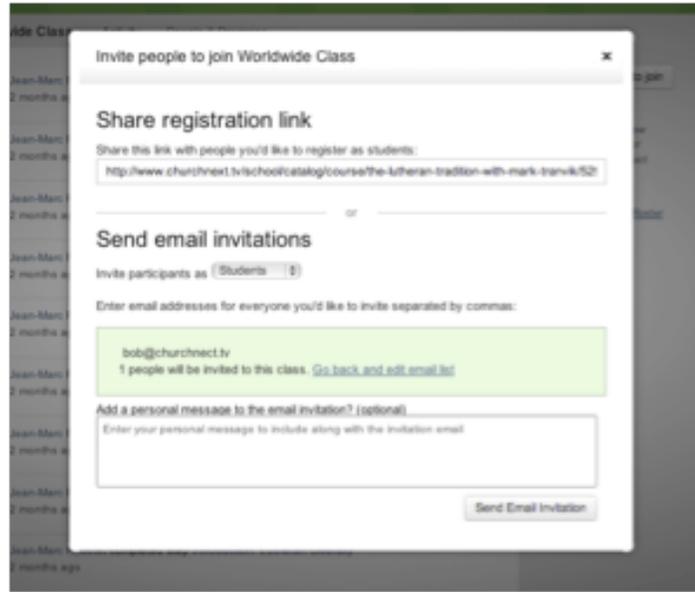
- The second, and easier way, is to enter the email addresses of those whom you want to invite to take the class in the box beneath 'Send email invitations. Make sure to separate the email addresses with commas.
- Always hand-type email addresses. Do not cut and paste email addresses as you may pick up hidden characters that would impede delivery.

☐ You may now add a personal message to the invitation or go back and edit your email list. When you are finished click 'Send Email Invitation.'

☐ If you have invited students and they say they did not receive an invitation, have them check their SPAM folder.

☐ If an invited student uses Gmail, the invitation may be filed under Gmail's 'Promotions' tab.

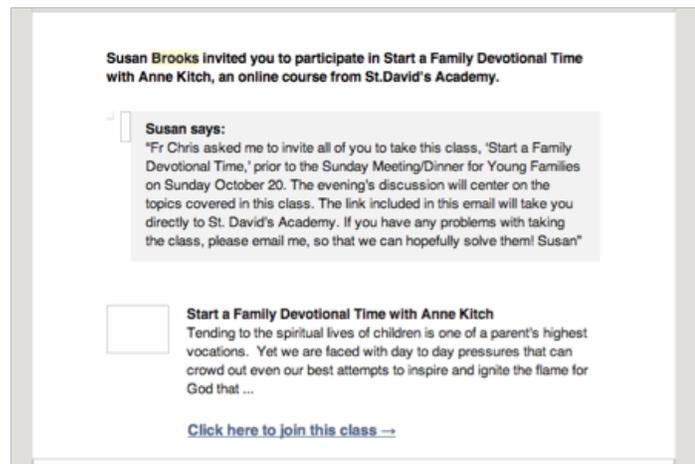
☐ Also, in very rare cases some ISPs (Internet Service Providers) may not deliver the invitation. If that's the case, again, simply copy and paste the link beneath 'Share Registration Link' and email this to the person you want to invite. Do not email your school's link, which, in this case would be stjames.pathwright.com.



☐ Your students will get an email invitation that looks like this.

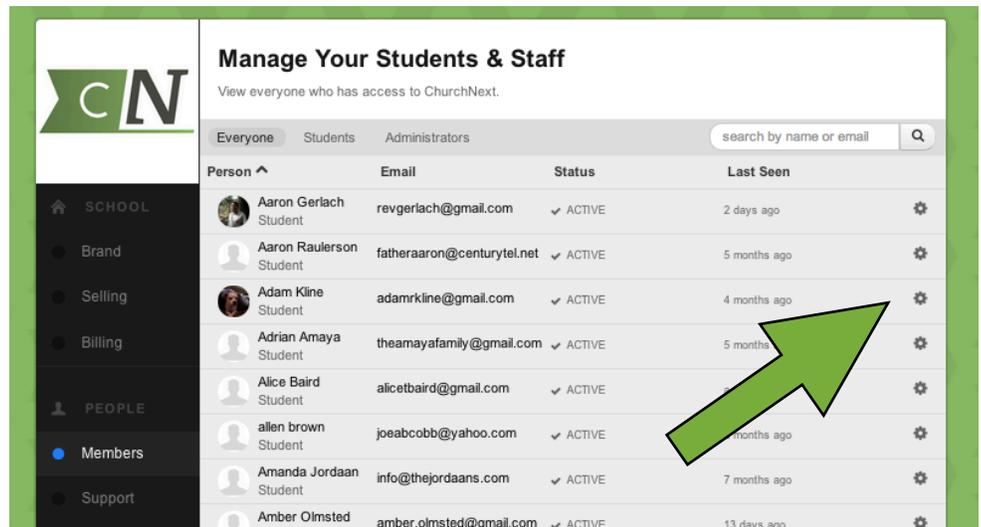
☐ Students should click the link that says 'Click here to join this class.' This will take them to a page that will ask them to establish a profile in your school and will have to enter an email and create a password.

☐ This is a one-time only link. It will only work once. So students should complete the registration process right after they click on the link.

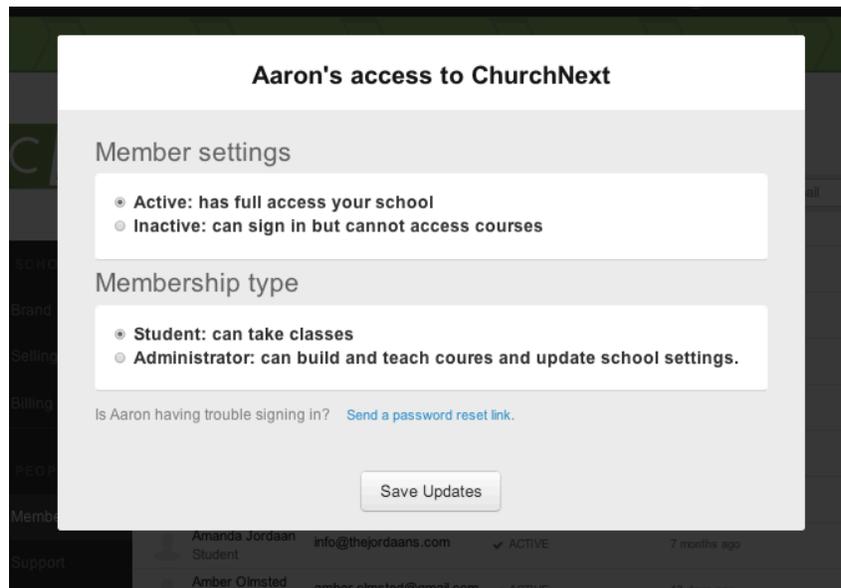


If you would like to make someone who is an active member of your school inactive the process is easy.

- Simply go to the 'Manage School' tab and click on the 'Members' tab.
- Find the member that you would like to deactivate.
- Click on the small settings wheel in the right hand column.



- A pop-up window will appear allowing you to change Member Settings from Active to Inactive
- You can also change a member's Membership Type from Student to Administrator
- Inactive members do not count as part of your monthly student count.



5 Managing Your School

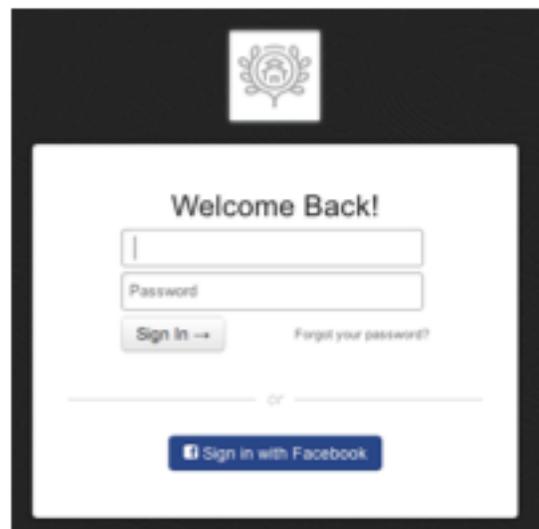
Now that you've got classes built and students in class it's time for lunch!

Well, maybe not so fast. We want to make sure we've got things running smoothly – that we're communicating with our members and that we're able to keep up with day-to-day-operations.

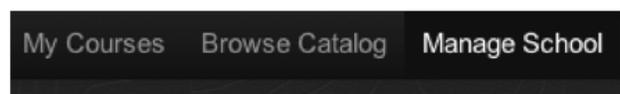
Many of these functions happen via the Manage School tab...

If you're not already signed into your school, begin by typing in your school's web address – to continue with our example suppose it's stjames.pathwright.com.

You will be taken to a page that asks for your username and password, which you've (hopefully) written down. Enter them here.

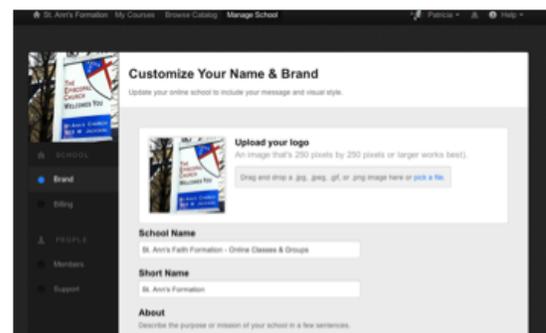


Next you'll want to click on the 'Manage School' tab.

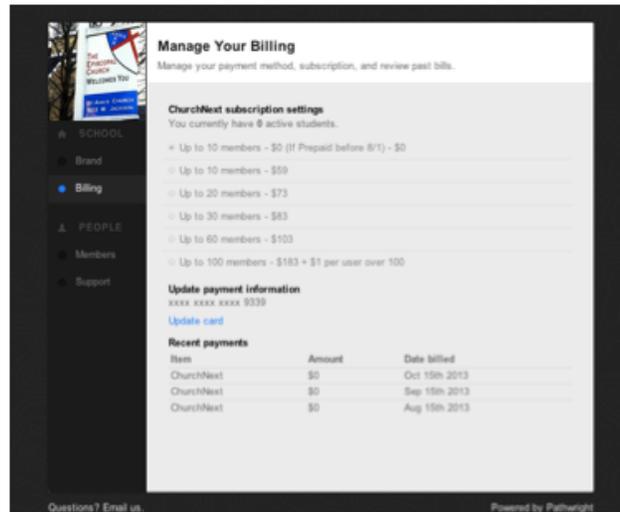


This will take you to a page with four tabs on the left: Brand, Billing, Members, Support.

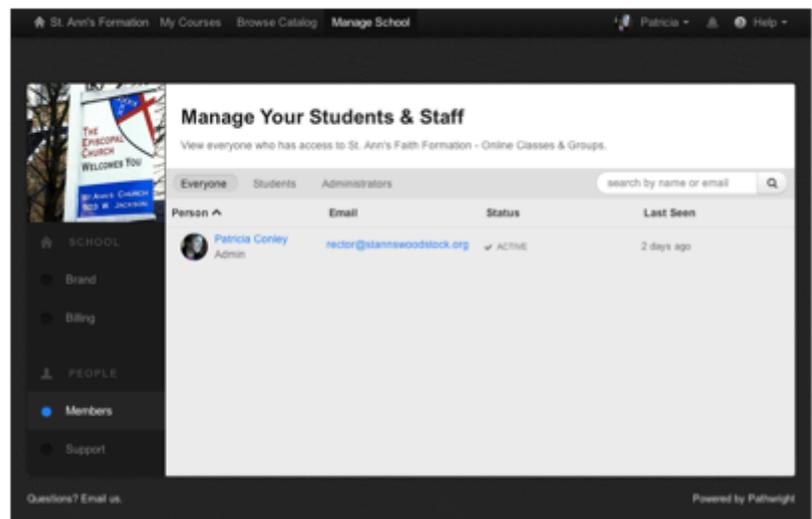
You may recall, we already went over the Brand tab on page 11.



- When you click the 'Billing' tab you will be able to manage your payment method, subscription and review past bills.



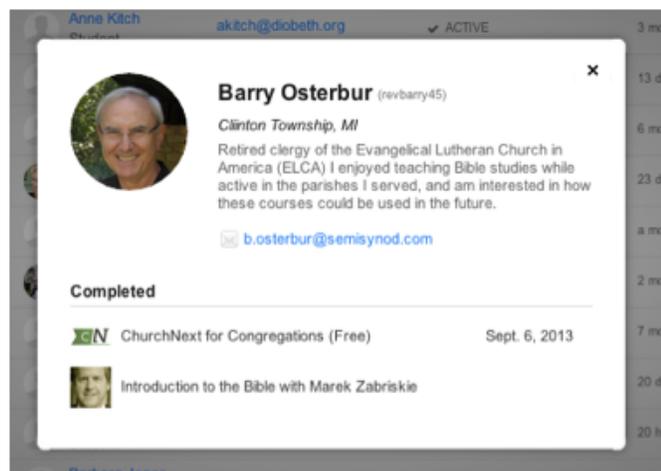
- By clicking on the 'Members' button you are able to see everyone who is a member of your school – students and administrators have their own separate tabs.



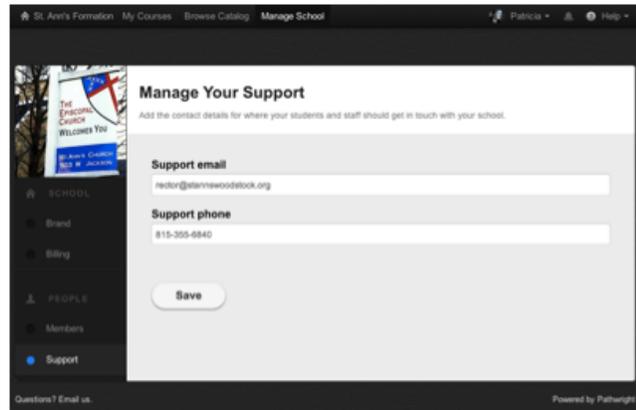
- From the 'Last Seen' category you are able to see when a student last logged in to take a class.

- If you want to see which classes a member is taking, click on their name.

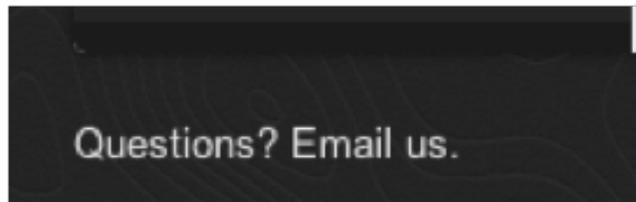
- This will show you their photo, username, bio, email address, which courses they are enrolled in, and how far along they are coming on their courses.



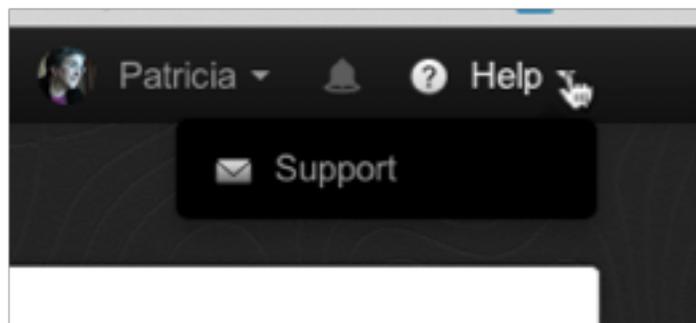
- Clicking the 'Support' tab will enable you to enter an email address and phone number should members need to get in touch with the school.



- Members will be able to access support at the bottom of pages as well as via the 'Help' tab in the tool bar at the top of the page under 'Support.'



- Also, notice the bell icon in between the user name and Help at the top of your screen. Whenever your students post a discussion question, a little red number will appear next to the bell.



Click on the bell and a pop-up screen will appear allowing you to navigate to the appropriate screen to respond.

6 Launching Your School

Now that your school's up and running it's time to tell the world about it.

And yes, we know, launching your online school is important!

Administrators should take time to think through how the congregation is informed, what venues would be appropriate to introduce the program, and what groups might be especially interested in taking part.

Here are some things to think about as you put together your launch plan. The documents we talk about below can be found on the churchnext blog at:

churchnextblog.wordpress.com/media-and-marketing/

Who's In

You may want to begin by thinking about who might be well-served in taking online courses. What existing groups might benefit? Is there a young adults group? How about youth? Our seniors? Those who are away for part of the year? Any other ministries? Remember, you can set up classes for the entire congregation, or for specific groups. Once you've identified appropriate groups and individuals, you may want to inform them in one or more of the following ways:

Live Gatherings

You may want to gather people for an instructional presentation. We've designed a PowerPoint presentation specifically for this purpose, which [you can download here](#). This presentation is designed for congregational gatherings of various sizes and can be custom-tailored to your setting.

You may also want to consider showing a portion, or all, of an actual course to a congregational gathering. Simply connect your computer to a projector and work through a course together. This can be an ideal way to introduce online learning to your community.

Printed Materials

Another way to inform your congregation is through the printed materials that you routinely distribute. You may find these at the link above. They include artwork and

bulletin announcements (Color and B/W) that you may want to use in your Sunday bulletin or edit for use in your congregation's newsletter or online e-news. A brochure is also available should you like to produce one for your congregation.

Personal Invitations

Sure, there are people who will contact you asking you to enroll them in your online school, but what about others? Your online school can be a great way to invite people into your community who might not otherwise be affiliated. When you do send out invitations, we strongly recommend that the first class you create is 'How to Take a ChurchNext Course.' This will help those who are new to this experience become familiar with all the tools they will need to grow in Christ by learning online.

Church Website Invitation

Many, if not most of your students will have their first contact with your online school via your church's website. So it's a good idea to use your church's web presence as a way to invite people to enroll in your school and learn about faith online. [Click here to view a document](#) with some suggested text to help you develop a useful invitation to be placed on your church's website. There's also a [blog post available here](#) with examples from other churches.

Stay Informed

There are even more ideas available on our Facebook Facilitators Page. This is a private group set up for those who are administering the hundreds of ChurchNext online schools throughout the U. S and Canada. [Click here](#) to visit and to request admission.

While you're at it, go ahead and [like us on Facebook](#), follow us on [Twitter](#), and sign up for our [fortnightly emails](#).

7 How to Use Your Online School

There are several ways congregations are using ChurchNext to equip disciples. Here are a few of the more popular ones.

Individual Learning

ChurchNext courses are uniquely designed for those who simply can't access classes any other way. However, this does not mean learners are alone. Our courses include discussion rooms aimed at building community and downloads aimed at bringing people together at a later date, if at all possible. Also, each course is part of a Learning Series designed to turn one-time courses into wider experiences.

One on One Discipleship

ChurchNext courses can be a great way to help believers grow by asking teacher and learner to take the course prior to a one-on-one meeting. Many teachers find this helpful, especially with younger learners who may be more amenable to online learning vs. traditional forms of education.

Small Groups

ChurchNext courses energize small groups. Some groups ask members to take courses individually at a convenient time, then when they come together, discuss the material in person. Every ChurchNext course comes with downloadable Discussion Questions specifically for this purpose. This allows small groups more time to discuss the material and also keeps those who cannot make a meeting from missing out. Additionally, some small groups actually put the course on a larger screen and take it together.

Online Course of the Month

Some congregations have an ongoing schedule of ChurchNext courses and urge their membership to take a specific course during a specific month. Congregation members are then invited to come together once a month to discuss their learnings. Our downloadable Discussion Questions are particularly helpful in getting conversations started. And if you would like to play one or more of the videos for a large group to initiate conversation, you are more than welcome to do so. This can be a particularly effective way to introduce online learning to potential students.

Evangelism

Most of us come across people who are not members of our congregation but are curious about many of the topics explored in church. Many congregations use ChurchNext to invite non-members to learn about various subjects in a safe environment that can be more comfortably accessed than an in-person visit. Many of us want the security of a trusted source alongside the anonymity that an online environment can afford. People who won't come to our church may be very interested in coming to our online school. How might your congregations use your online school to connect with non-members?

Special Programs

Some congregations use ChurchNext for special programming around Advent, Lent, stewardship, or at other special times of the year. For example, congregations may use the 6 courses in the Introduction to the Bible Learning Series during the 6 weeks of Lent. Congregation members are urged to take one course a week online, then those who can, will gather in person for weekly discussion.

Finally, as you embark on this adventure, be reminded of the presence of the Holy Spirit throughout this process. We believe that God is active, alive, and moving through your work to spread the Gospel in new and exciting ways. Your digital presence has the ability to touch people in dynamic and life-changing ways. How is the Spirit moving through this venture? How are lives being transformed? We would love for you to let us know - you can email us with your stories, anytime, at hello@churchnext.tv We are praying for you.

8 FAQs and Troubleshooting

[Overview](#)

Once enrolled, students may take as many courses, as many times as they desire. An average learner can expect to spend 45 minutes per class. While there is no particular time or order in which you must register for or complete a course, we have designed Course Paths for learners to learn along a specified area of interest. You can enroll in any course at any time, and each course is go-at-your-own-pace. There are no due dates for watching the lectures or completing the assignments. Once enrolled, you're invited to begin your learning journey by taking the course: [How to Take an Online Course](#).

We've designed our courses so that individuals can get the most out of particular topic on their own time and at their own pace. And while our courses are very appropriate for individual learners, we believe students learn best when there is group interaction - both online and in person. That's why we include downloadable study aids with each course and [help congregations and other groups to build their own schools](#).

[What is a Learning Series?](#)

Learning Series are specially designed to allow students to turn their one-time learning experience into a wider adventure, should they choose. That means nearly every one of our courses is part of a larger learning experience. For example, once someone is finished taking Introduction to the Bible with Marek Zabriskie, they are invited to take Introduction to the Gospels with Michael Card. We will also make the learner aware that this particular course path includes Introduction to Mark with David Lose, Introduction to Matthew with Katy Valentine, etc.

Here are some of our Learning Series:

Exploring the Bible: Introduction to the Bible with Marek Zabriskie, Introduction to the Gospels with Michael Card, Introduction to Matthew with Katy Valentine, Introduction to Mark with David Lose, Introduction to Luke with John Lewis, Introduction to John with Karoline Lewis.

Building Healthy Families: How to Have a Family Prayer Time with Anne Kitch, Holy Habits for Children with Valerie Hess, How to Handle Strong Willed Children with Jerome Price, How to Take a Sabbath with MaryAnn McKibben Dana, How to Simplify Your Life with Mark Scandrette, and Handling the Work/Life Balance with David Gray.

Exploring Personal Growth: Stop Worrying! with Teri Rainer, How to Discern God's Will with Ruth Haley Barton, How to Take a Sabbath with MaryAnn McKibben Dana, How to Simplify Your Life with Mark Scandrette, Handling the Work/Life Balance with David Gray, How to Forgive with Victoria Holeman, Why Is God So Angry? with Rolf Jacobson.

Exploring Mainline Christianity: Introduction to Church History, The Presbyterian Tradition with Graham Standish, The Lutheran Tradition with Mark Tranvik, The Episcopal Tradition with Frank Wade, Holy Communion 101 with James Hamilton.

[Do I have to participate in quizzes and discussions?](#)

No. We have specially designed quizzes to test the 'head knowledge' of a particular presentation to help the student gauge their attention to the instructor. We have designed the discussion questions to get more to the heart and application of a particular lesson - inviting learners to search their souls as to how God might be inspiring or challenging the student with a particular point. Also, learners are invited to ask and answer their own questions in the discussion rooms.

Learners may opt out of any and all quizzes and discussions if they desire without penalty.

[What do the Points mean?](#)

Each step in our courses contains a point value, meaning that when a particular step is completed, points (from 10-30) are awarded. When a course is completed, then, there is an indication as to a level of completion. Rewarding students in this way has proven effective for some students who like to see that they have thoroughly covered the material. However, other students may not like the idea of points and may view them as inappropriate for an adult learner. Therefore, we have designed courses so that there are no awards for point accumulation. So those who

like to keep an eye on how they're doing in this fashion are free to do so, and those who don't like them can simply ignore them.

[What's The Takeaway?](#)

Each course includes a one-page, downloadable summary featuring the highlights of the course - we call it The Takeaway. We want to help each student absorb the things they've learned. So we designed this summary to help learners come back to the material in a convenient manner that can enhance their engagement and add to their growth in Christ.

Do I have to buy any additional material?

You are not required to purchase any books or supplemental material. Instead, we've made the books and blogs of many of our instructors available to you via links provided in the course and recommend you explore these as a way to enhance your learning.

[Once I've completed a step, can I go back and review the content again?](#)

Yes. As a subscriber, you receive unlimited access to all of your previous work for as long as your subscription remains active.

Trouble-shooting

I cannot get the videos to play.

We recommend using Mozilla Firefox, Google Chrome, or Safari as your browser. If you have Internet Explorer, be sure you have installed version 9 or above. You may also need to install the latest version of Adobe Flash Player or Quicktime. If you still cannot get the videos to play, contact [Customer Support](#).

How do I turn off email notifications?

Click on your name in the upper right corner of the screen, click “Your Account,” choose the notifications tab, then un-check the notifications you no longer wish to receive.

How do I change my password?

Click on your name in the upper right corner of the screen, click “Your Account,” then choose the password tab.

How do I change my credit card information?

Sign into your school. Click on your name in the upper right corner of the screen and click “Your Setting,” then choose the payment tab.

How do I cancel my subscription?

Email us at hello@churchnext.tv and we'll be happy to help.