



Global/REAP

Student System Navigation Guide

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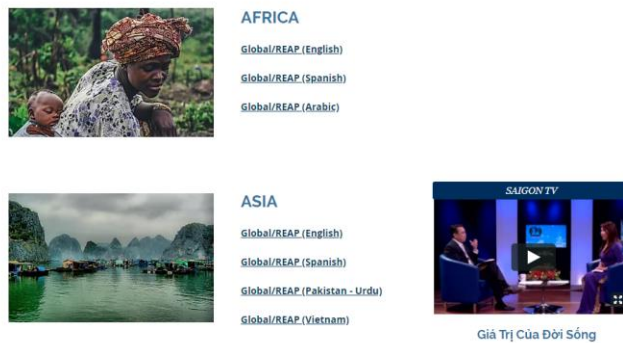
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I. How to log into the system

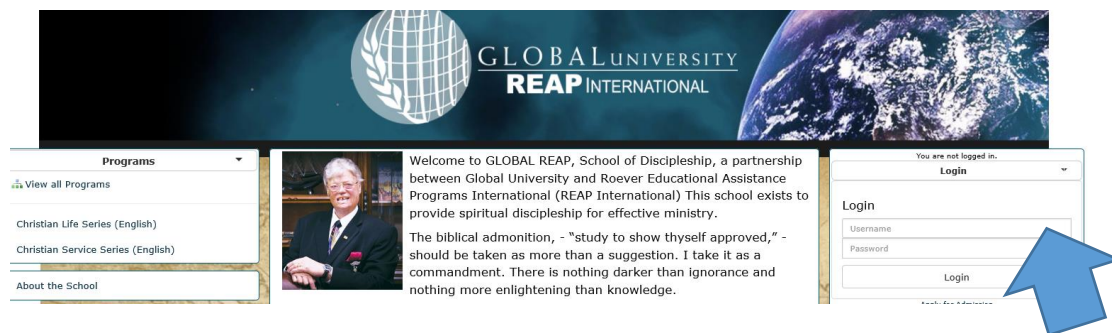
From www.GlobalREAP.org web site,



Scroll down and select the applicable school.



After you select the appropriate continent and school, you will link to the appropriate log in page. Note the log in page may be slightly different based on which school you logged into-however the functionality will be the same.



Type in your Username & Password*.
Click the “Login” Button.

**Note the User Name and Password are case sensitive.*

II. Home screen overview

The screenshot shows a web interface for a course catalog. On the left, there is a sidebar with a search bar labeled 'Access Your Course(s)', a list of 'Available Courses', and a 'Programs' dropdown menu. Below the dropdown are links for 'View all Programs', 'Christian Life Series (English)', and 'Christian Service Series (English)'. The main content area is titled 'COURSE CATALOG (AVAILABLE COURSES)' and includes a sub-header 'APPLY TO ENROLL IN A COURSE BY CLICKING ON THE COURSE TITLE.' and a 'VIEW PROGRAMS LIST' link. The featured course is 'CL1110 - Your New Life', which has a green 'Access Course' button and a description: 'When you asked Jesus Christ to be your Savior, a wonderful event took place. You were brought out of darkness into light. Your sins were forgiven, and you were born into the family of God. You received a new life. This book is about the new life you now have because of what Jesus did for you....More'. To the right of the course title is the text 'Christian Life Series (English)' and a small image of a woman with the text 'Your New Life'.

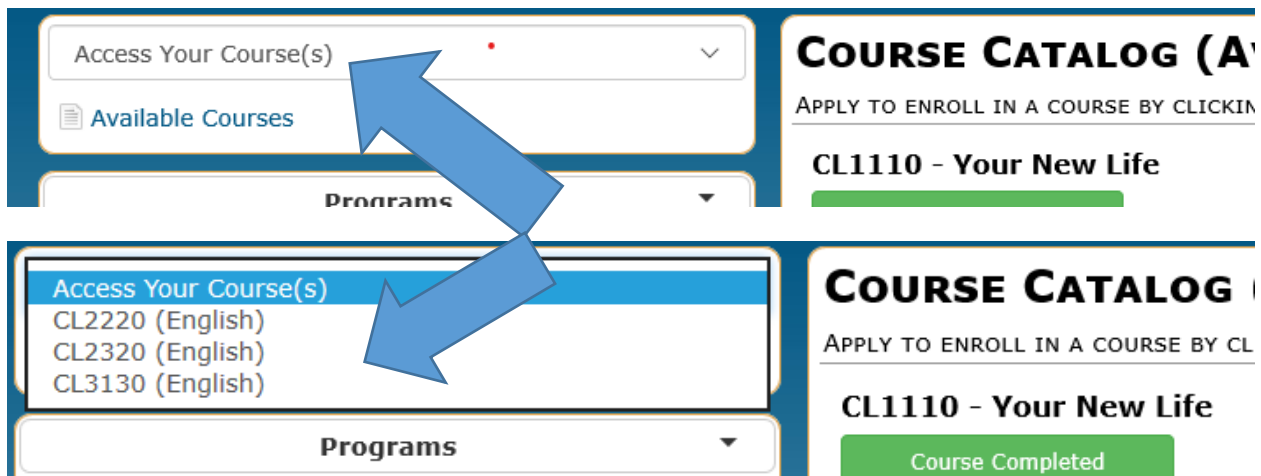
Basic navigation for most screens includes the following features:

- ✓ Pop-up boxes will appear on several of the items if you move your mouse over the item (do not click your mouse). The pop-up box will explain the item's function.
- ✓ Clicking on certain items will activate a link.
- ✓ For information on the "View & Edit Profile" button, see "How to check the status of an inactive class/completed class."
- ✓ Additional information can be seen by scrolling up and down the screen.
- ✓ To request a class, click the "Enroll" button and send an email to globalreap.info@gmail.com. Include your name and student ID in the email.

III. How to access a class

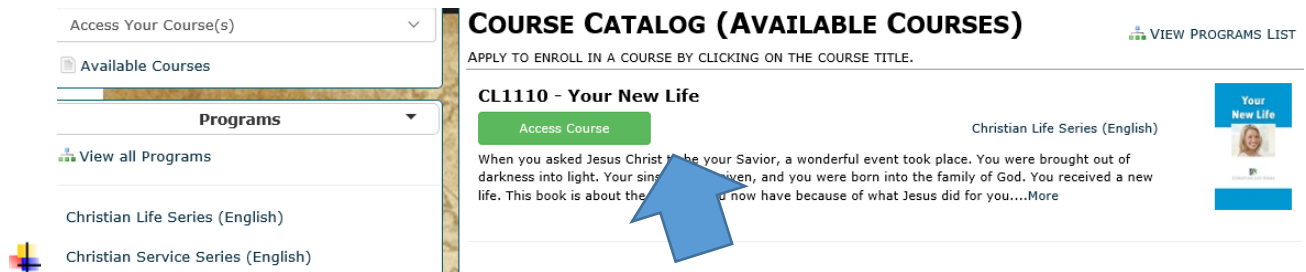
Access Your Course (Left Screen)

- ✚ Click on “Access Your Course(s)”.
 - A pull-down menu will appear.
 - Click on applicable course on the pull-down menu.
- ✚ Note: The Class/Course often opens in a new window. Check the window ribbon across the top of your monitor. The tab often reflects the class number and name.



Access Your Course (Course Catalog)

- Click on the “Access Course” button for the applicable course, under “COURSE CATALOG” header.
- Note: The Class/Course often opens in a new window. Check the window ribbon across the top of your monitor. The tab often reflects the class number and name.



The screenshot displays a web interface for a course catalog. On the left, there is a sidebar with a search bar containing 'Access Your Course(s)', a filter for 'Available Courses', and a 'Programs' dropdown menu. Below the menu, there are links for 'View all Programs' and a list of programs including 'Christian Life Series (English)' and 'Christian Service Series (English)'. The main content area is titled 'COURSE CATALOG (AVAILABLE COURSES)' and includes a link to 'VIEW PROGRAMS LIST'. A sub-header reads 'APPLY TO ENROLL IN A COURSE BY CLICKING ON THE COURSE TITLE.'. The featured course is 'CL1110 - Your New Life', which is part of the 'Christian Life Series (English)'. A green 'Access Course' button is prominently displayed, with a blue arrow pointing to it. Below the button, a short description of the course is visible, starting with 'When you asked Jesus Christ to be your Savior...'. To the right of the course title, there is a small thumbnail image and a 'Your New Life' button.

How to access a class (Links / View & Edit Profile)

Go to the Home page, select “View & Edit Profile”.

- ✚ The “View and Edit Profile” button will take you to an “Account Settings” page.
 - Do not reset your password.
 - Do not change your last name or first name (if your name needs to be changed contact your instructor).
 - Review and update the balance of the information.
- ✚ To access your class, click on the “View my record button”. [View my record](#)
- ✚ Click on the applicable class.

Program History

[Christian Life](#)

[Course History](#)

[Your Bible](#)

[Your New Life](#)

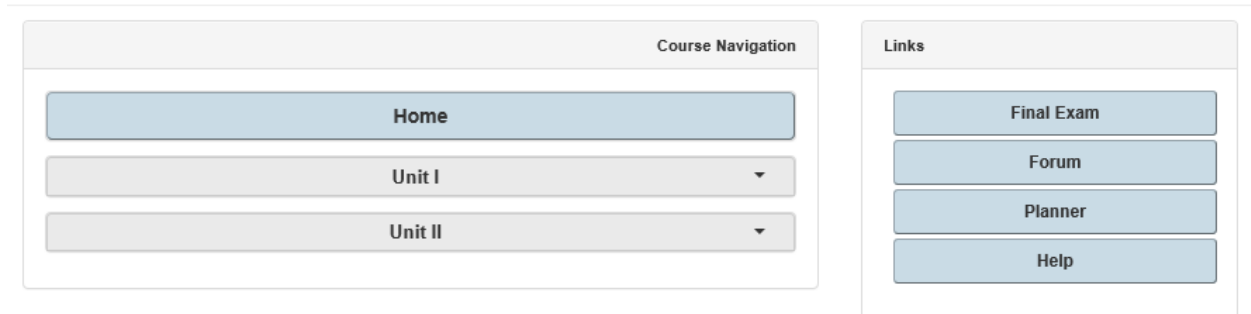
- ✚ Click on the applicable Unit or Lesson. If you click on a unit, you can navigate to the home screen and follow the balance of the instructions below.

Lesson	Target Date	Progress
Unit I » Lesson 1 » Self-Test 1	2015-08-31	✘
Unit I » Lesson 2 » Self-Test 2	2015-09-08	✘
Unit I » Lesson 3 » Self-Test 3	2015-09-15	✘
Unit I » Lesson 4 » Self-Test 4	2015-09-23	✘

IV. Class Home screen overview

Top of the screen

Your New Life



When you asked Jesus Christ to be your Savior, a wonderful event took place. You were brought out of darkness into light. Your sins were forgiven, and you were born into the family of God. You received a new life. This book is about the new life you now have because of what Jesus did for you.

Your new life is a gift directly from your heavenly Father. It will last forever! Though it comes from God in heaven, you begin to live it now on earth. Day by day, you will be changed by God's power until you become more like Him. Your old desires and habits will fall away as you obey Him. New, beautiful patterns will form.

Basic navigation for this screen includes the following features:

- ✚ Scroll to see the entire screen. Be sure to read the class information provided for this class as you scroll. This information will help you complete the class.
- ✚ The top menu bar includes the class title, and basic navigation buttons. This class has two (2) units. Click a “Unit” button to move directly to the applicable unit.
- ✚ Click the “Home” button throughout the course to return to this page.
- ✚ The right menu bar links to the Final Exam, Forum, Planner and Help.
 - Do not take the Final Exam before you complete all the Lesson and Unit Exams.
 - We are not utilizing the Forum functions currently.
 - The Planner provides an overview of your class progress as well as links to the lessons, units and exams.


V. Class Home screen overview – How to download the text book (part 2)

Bottom of the screen

Additional Helps



You can access an online Bible in your language at <http://www.biblegateway.com/versions>.

God bless you as you begin to study Your New Life. May it enrich your life and Christian service and help you fulfill more effectively your part in the body of Christ.

 [Download entire Your New Life Study Guide](#)



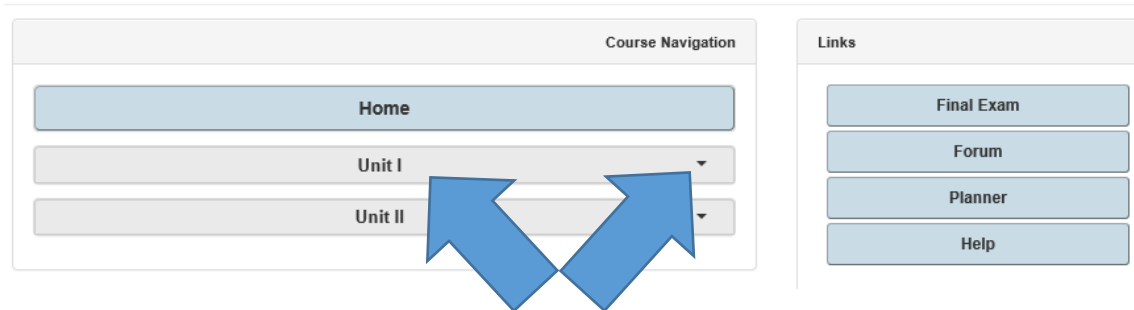
To begin your studies, click on the Unit I link at the top of the page, and proceed with the first lesson.

-  The bottom of the screen provides a link to an online Bible and a link to download the entire class.
-  Follow the system instructions when downloading the document. You may choose to read the document from your computer, handheld device or print it.

VI. How to start the class

Click on a Unit (you can also select the pull-down arrow and go directly to a lesson list).

Your New Life

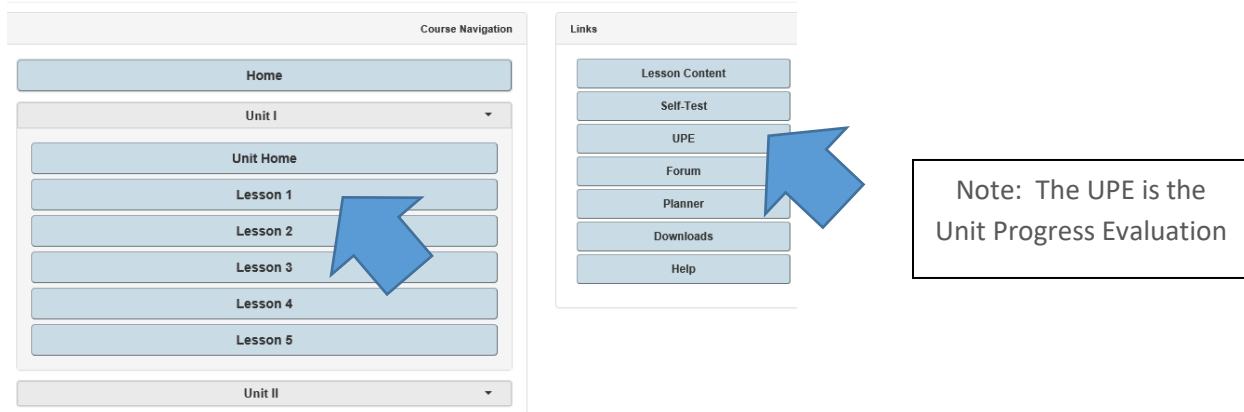


Unit Screen Navigation Options;

- ✚ The tool bar at the left of the screen include links to units and lessons (using the pull-down menu).
- ✚ The tool bar on the right includes the same links as the Home Screen.

Click on a Unit.

Lesson 1 : You Have Begun a New Life



Unit Lesson Screen Navigation Options:

- ✚ The tool bar at the left of the screen include links to units and lessons.
- ✚ The tool bar on the right includes links to the lesson items.

Lesson Content Page


Top of the screen


Lesson 1 : You Have Begun a New Life

The screenshot shows the top navigation area of the lesson page. On the left, there is a 'Course Navigation' toolbar with three buttons: 'Home', 'Unit I', and 'Unit II'. On the right, there is a 'Links' toolbar with seven buttons: 'Lesson Content', 'Self-Test', 'UPE', 'Forum', 'Planner', 'Downloads', and 'Help'.

What happens when a caterpillar becomes a butterfly? How does a seed become a great tree? Natural life is at work in each one, and it produces an amazing change. Now that you are a Christian, spiritual life is at work in you. The change will be much greater than what happens to a caterpillar or a seed. God is beginning to make you like Jesus Christ, His Son!

Like the butterfly, you will now enjoy new freedom to experience God's wonderful plan for your life. Like the tree, you will grow strong and fruitful. All this will happen because you have been born into God's family. You are now His child in a very special way.

-  Tool bars like previous pages are provided at the top of the screen.
 - a. Select "Home" and return to the Home Screen.
 - b. Select a "Unit" and navigate to the Lessons in that unit.
 - c. Select a "Lesson" and navigate to the Lesson.

-  Scroll to see the entire screen. Be sure to read the class introduction, class plan and goals as you scroll. This information will help you complete the class.

Bottom of the screen

lesson content

Now that you have been introduced to the lesson, please click the links below to download the complete content of lesson 1 in PDF or MP3 format. You can also go to the "Downloads" section at the top of the lesson.

 Lesson 1 PDF



Once you have finished studying lesson 1, proceed to the self-test. The link can be found at the top of this page.

You will need Adobe Acrobat Reader to view the PDF. If you don't have the proper plug-in, you can follow this link:



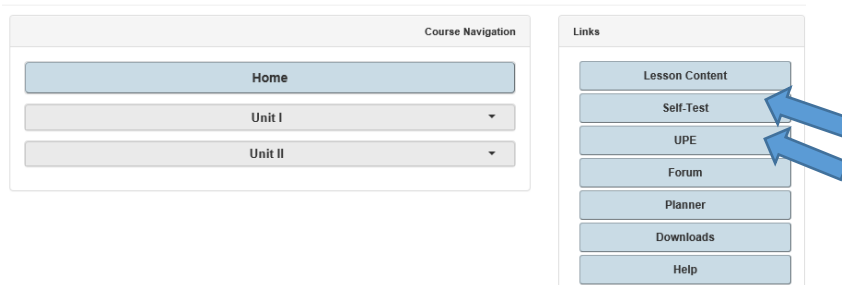
The bottom of the screen provides a link to download the applicable lesson. It is not necessary to download the lesson if you have already downloaded the entire class from the Home Screen.

VII. How to take the exams

The Self-Tests, Unit Exams, Planner and the Final Exam can be accessed from several of the course toolbars. As you work through the lessons you will become familiar with the tool bars and system navigation. Below are a few examples.

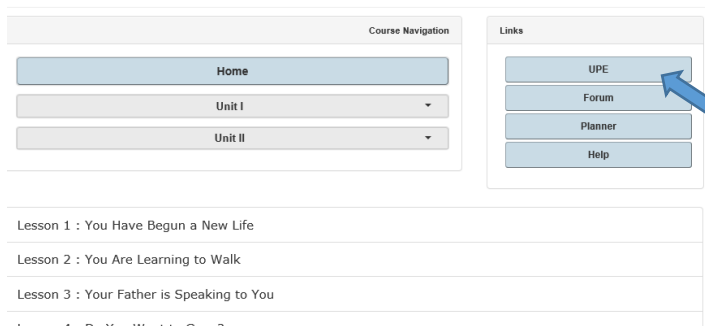
Lesson Content Page

Lesson 1 : You Have Begun a New Life



Unit Page

Unit I:



It is important that you take the:

- Self-Tests as you complete each lesson.
- Unit Exams after you complete the Unit lessons.
- Final Exam after you complete all the Unit Exams.

Self-Test, Unit Exams and Final, click on the “Take Test” Button.

Unit I: Unit Progress Evaluation I

Course Navigation

- Home
- Unit I
- Unit II

Links

- UPE
- Forum
- Planner
- Help

Choose the one option that is the most correct for each question.

Take Test 


Click on the appropriate answer.

Choose the one option that is the most correct for each question.

1. You began a new life
 - a) when you decided to become a better person.
 - b) the moment you accepted Jesus Christ as your Savior.
 - c) after you understood everything about being a Christian.
2. You develop your new nature as a Christian primarily by
 - a) trying hard to be like Jesus.
 - b) acting like other Christians.
 - c) having a daily relationship with Christ.

When all the questions have been answered, click on the “Submit the Test” Button.

20. The most important reason Christians should give offerings is
 - a) because they want to become rich.
 - b) to act like God who is generous to everyone.
 - c) because God punishes those who don't give to their church.

Submit Test 

- The system will immediately grade the exam and display the results.
- The Self-Tests and the Unit Exams are excellent study tools and are intended to help you learn the material. These exams can be retaken until you are comfortable with the material.
- The Final Exam can be taken one time. Once you submit the exam, a class grade is recorded, and the class is complete.

VIII. How to check the status of a class

To check the status of a class, it is necessary to determine if the class is active or inactive. If the Final Exam has been submitted; the class has been completed and is inactive. The class will no longer be reflected in the “Select a course” pull down menu on the Home Page. To view an inactive or completed class, a Global University Unofficial Transcript is available.

a) Active class status

The class status can be checked on the Planner page. The planner can be accessed from several of the course toolbars.

The student planner provides the progress status of active classes.

Student Planner

The screenshot shows two side-by-side panels. The left panel, titled "Course Navigation", contains three buttons: "Home", "Unit I" (with a dropdown arrow), and "Unit II" (with a dropdown arrow). The right panel, titled "Links", contains four buttons: "Final Exam", "Forum", "Planner", and "Help". A blue arrow points to the "Planner" button.

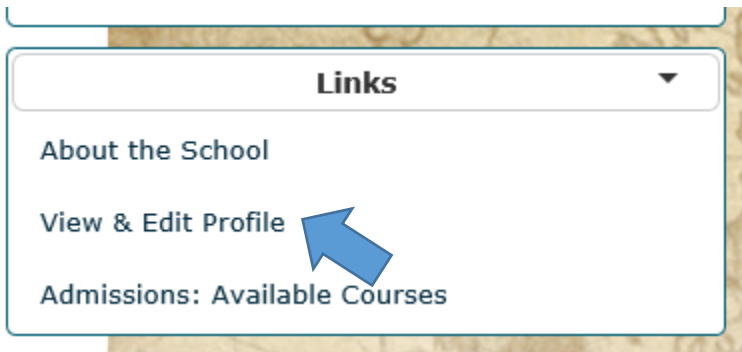
Recommended Schedule for Your New Life

Start Date	Target Date	
<input type="text" value="2018-06-15"/>	<input type="text" value="2018-09-15"/>	
<input type="button" value="Reschedule"/>		
Lesson	Target Date	Progress
Unit I » Lesson 1 » Self-Test 1	2018-06-15	✘
Unit I » Lesson 2 » Self-Test 2	2018-06-23	✘
Unit I » Lesson 3 » Self-Test 3	2018-06-30	✘

b) Global University Unofficial Transcript

Go to the Home page, select “View & Edit Profile.”

The School Home Page is often in a different window than the class. Check your window ribbon across the top of the page. The tab label will often be “A Global University School.”



When a student clicks on the “View & Edit Profile” button, the system goes to an “Account Settings” page.

- Do not reset your password.
- Do not change your last name or first name (if your name needs to be changed contact your instructor).
- Review and update the balance of the information.

To view the status of an inactive/completed class click on the “View my record button”.  [View my record](#)

Click on the class to expand each item to reveal the grade/status. In addition, on this page you can print a comprehensive transcript by selecting the “Printer Friendly” button. The Transcript will provide grades, status and the date the final exam was completed.

IX. Scholarships and Financial Support:

The Global/REAP program is not free. At this time, we are providing scholarships for our students. We prayerfully request that our instructors and students support this ministry as God leads. Donations are accepted electronically from our web site, by phone and by mail. To donate by phone call 817-238-2000. Be sure to make the donation to Global/REAP. To mail a donation, make checks payable to:

REAP International
PO Box 136130,
Ft Worth, TX 76136

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