Diploma Level Help File

This help file will take you through the following steps:

1. Relating the three levels
2. Upgradable and non-upgradable
3. Two types of users: general and coupon
4. Purchase and download your course
5. Download multimedia
6. Take the Quiz

Relating the three levels

You may wonder why we write of three levels here, when you find four levels on the website. That is because the "entry" level, namely *School of Ministry* is a different course text and courses done at that level cannot be upgraded.

The three levels related here, namely *Diploma, Advanced Diploma* and *Degree level* all use the same course text and the multimedia is developed for that course material. Further, cohorts can include students from all three levels in the same class.

Item	Diploma	Advanced Diploma	BCS
Read course text	●	●	●
Quiz	●	●	●
Essay (2500-3500 words)		●	●
Forum research & assignments			●
# Courses per certificate	10	10	7 + SS + DLP

The table is self explanatory, showing the growing number of items required for the higher levels. SS stands for Senior Seminar and DLP for Directed Learning Project, which the degree level students do while the other two levels do their last three courses.

Upgradable and non-upgradable

VBI courses can be done on a modular basis, one-by-one, from anywhere in the curriculum, as determined by the student, or in a group of students, that determine their own course selection and pace. Through the internet we can reach students anywhere in the world, in many different contexts.

However, Diploma level courses done on this basis are not upgradable to the higher levels. Further, the experience of working in a cohort creates a disciplined learning environment which helps to ensure that students complete a whole certificate.

What then is a cohort?

1. A group of students that stay in the same class for the duration of an entire certificate.
2. Who have teacher-to-student and student-to-student contact throughout the certificate.
3. Who engage in live, online webinars and forum activities.
4. Who pay an extra fee for the services of the cohort leader, but who then acquire access to the multimedia suite through the forum. They do not have to purchase the multimedia products.
5. A cohort has to be led by someone with at least a Masters qualification in theology, who has been licensed by both St. Stephen's University and VBI to run a cohort.

More details on the Webinars and Forum are provided in the help file on the Bachelor's Degree level.

Two types of users

There are two types of users.

1. Those who have been supplied with a coupon for a particular course, either by a Partner Church, or supplied by VBI to Licensed Teachers.
2. General users who purchase the products.

Purchasing your course

If you are a coupon user, you will "purchase" your course, as you will enter the coupon code rather than your credit card details.

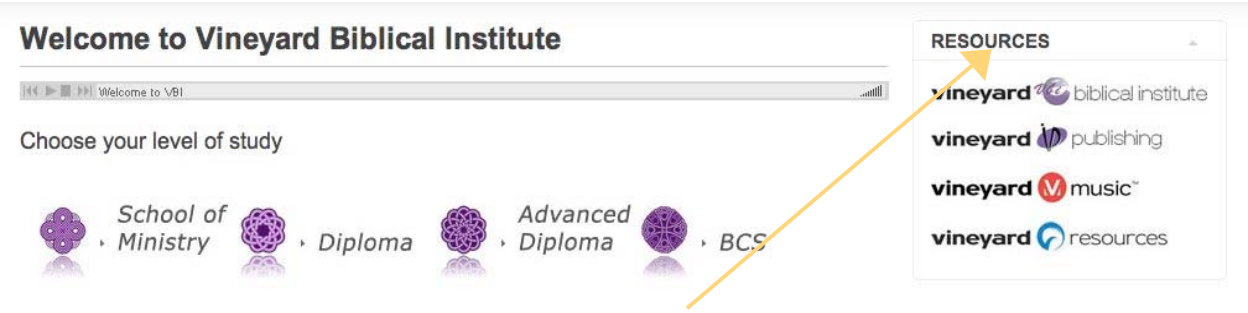
A different help file will take you step-by-step through the process of how to purchase a course (Help/How to Purchase a Product/Course).

Download multimedia

Following from the statements made above, access to the multimedia suite occurs in one of three ways:

1. You are supplied with a coupon by your Partner Church
2. You purchase using your own credit/debit card.
3. You do not need to purchase, because you will gain access by being in a cohort and purchasing the Cohort Fee.

To begin the purchase process, go to the VBI Resources icon or select 'Course Related Products' under the Campus Shop tab on the Toolbar.



This will open up the Course Related Products window, where you will select either Downloadable or Hardcopy resources.

Another help file will take you step-by-step through the process (Help/How to purchase a product).

Do the online Quiz

To pass the Diploma level your one requirement is to complete the Quiz.

Another help file will take you step-by-step through the process of doing the multiple-choice assignment online (the Quiz). Grading is instant and automated, once you decide to finally submit, but you can save your answers and return whenever you wish.