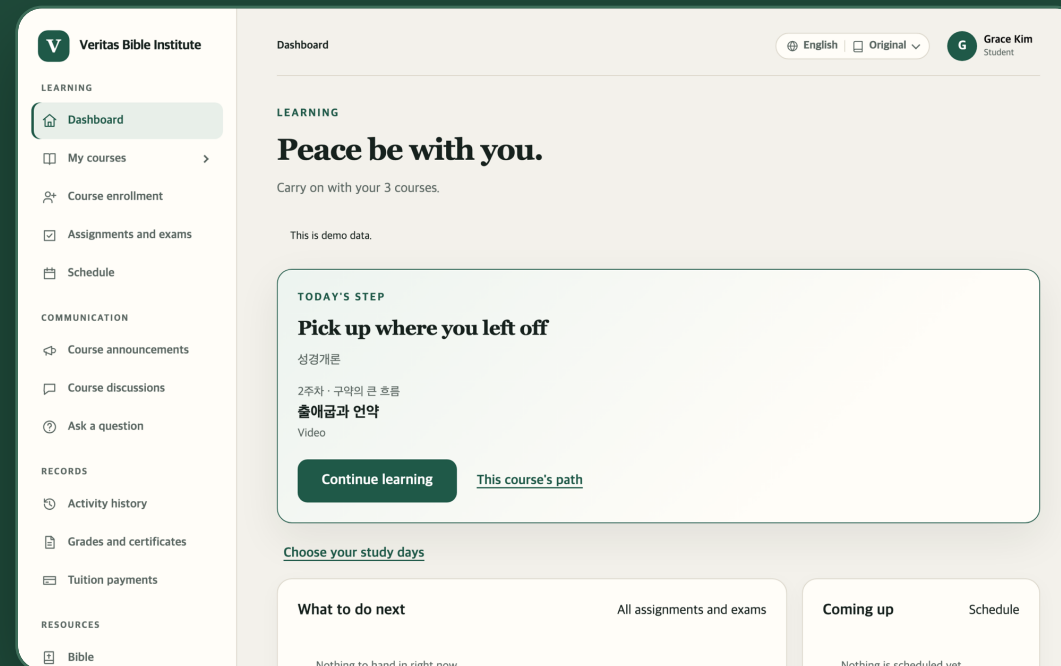


STUDENT GUIDE

Using the Online Campus

New here? Turn one page at a time and follow along. That's all it takes.

Veritas Bible Institute · October 2026



BEFORE YOU START

How to read this guide

1

Orange number = click here

The numbers on the screen picture match the numbered steps beside it. Follow them in order.

Sign in

Bold words = button names

Words in bold, like **Sign in**, are written exactly as they appear on the screen.



Stuck? Go to page 41

Check the common questions and where to get help. Take your time.

The pictures are sample screens. Course names and the student name may differ from what you see.

CONTENTS

Jump to the part you need

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Getting started

Sign up, sign in, reset your password

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Finding your way

Dashboard, menu, phone screen

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Courses, free or paid, card

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Assignments and exams

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Staying in touch

Announcements, discussions, questions

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Schedule, grades, Bible, profile

p. 41

When you're stuck

Common questions, getting help

PART 1

Getting started

Finding the campus · Signing up · Signing in · Resetting your password

You need just three things



A device online

A computer, tablet or phone all work. Video lessons are easier on a bigger screen.



Your email address

Sign-up and password emails go here. A Gmail account makes it even easier.



The campus address

Type the address campus staff gave you into the address bar at the top of your browser.

☆ Once you're there, **bookmark** the page so you never have to type the address again.

The campus home page

1 Browse open courses

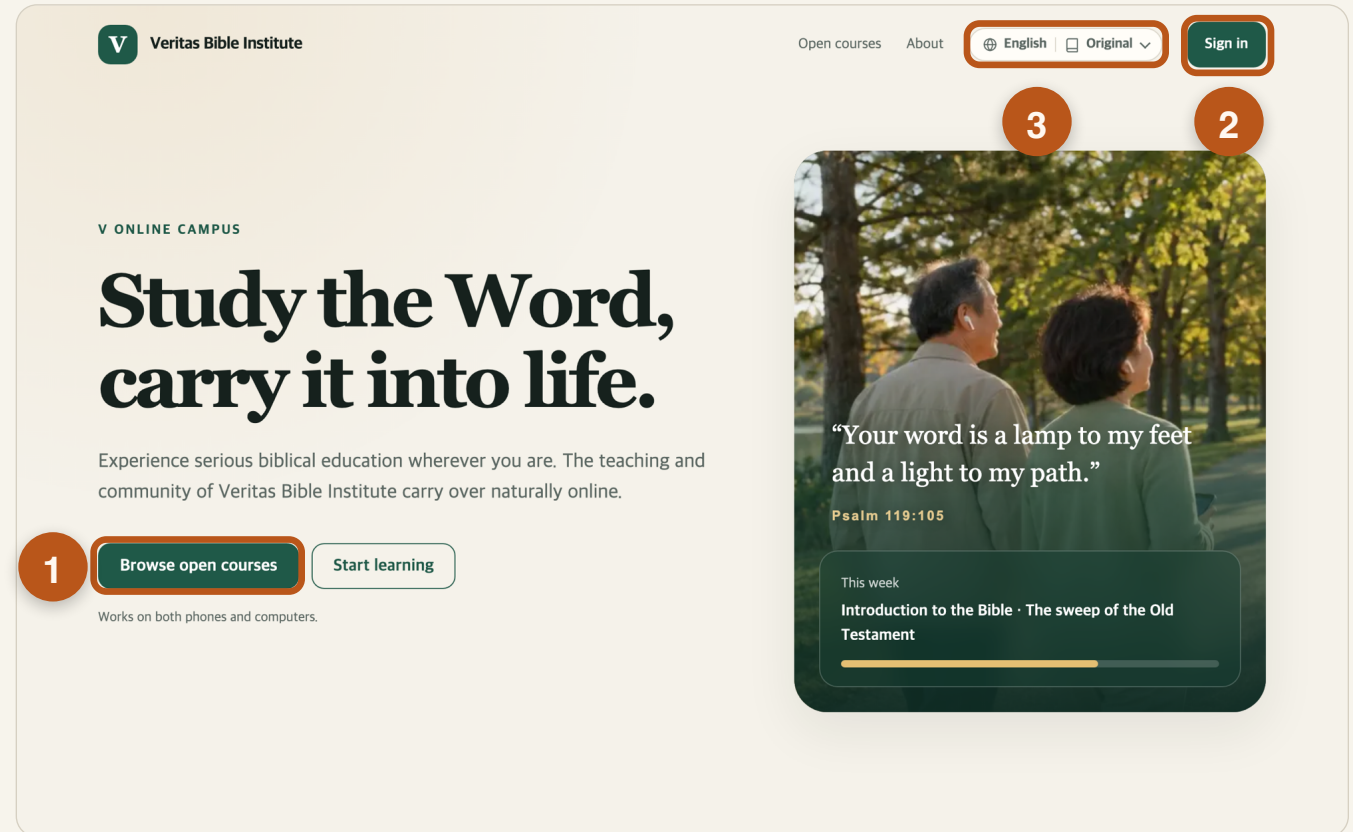
See the courses, instructors and tuition. No sign-in needed.

2 Sign in

First time? Click **Create an account** on the sign-in page. (next page)

3 Language menu

Click **English** to switch the screen to another language.



PART 1 · GETTING STARTED

Signing up (just once)

1 Have Gmail? Sign up with Google

Pick your Google account and you're done. Skip steps 2 and 3.

2 Otherwise, fill in four boxes

Full name (legal name), email, a password of 8+ characters, and the same password again.

3 Create account

If you see "We sent a confirmation email", open your inbox and click the link in it. Then you're signed up.

 Your name is **printed on transcripts and certificates**. Please use your real name.

English ▾

CREATE ACCOUNT

Create a student account

New accounts start safely with student permissions.

1

Sign up with Google

or sign up with email

2

Full name

Email

Password

Confirm password

3

Create account

PART 1 · GETTING STARTED

Signing in (every visit)

1 Signed up with Google? Continue with Google

That's all. Skip steps 2 and 3.

2 Type your email and password

The ones you used to sign up.

3 Sign in

Your dashboard opens. (p. 11)

4 Forgot your password?

Click **Forgot your password?** (next page)

No account yet? **Create an account** at the lower right → p. 7

The screenshot shows the sign-in interface for the Veritas Bible Institute online campus. At the top right, there is a language selector set to 'English'. Below it, the text 'WELCOME BACK' is displayed. The main heading is 'Good to see you again.', followed by the instruction 'Sign in to the Veritas Bible Institute online campus.'.

The sign-in process is guided by four numbered steps:

- 1** A button labeled 'Continue with Google' is highlighted with a red border.
- 2** Below the Google button is the text 'or sign in with email'. This is followed by two input fields: 'Email' (containing 'name@example.com') and 'Password' (with the placeholder 'Enter your password'). Both fields are highlighted with a red border.
- 3** A large green button labeled 'Sign in' is highlighted with a red border.
- 4** At the bottom left, a link labeled 'Forgot your password?' is highlighted with a red border. To its right is a link labeled 'Create an account'.

At the very bottom of the page, there is a link that says 'Take a look at the demo dashboard →'.

If you forget your password

- 1 Type the email you signed up with**
Forgot your password? on the sign-in page brings you here.
- 2 Send reset link**
A password reset email arrives in your inbox.
- 3 Click the link in the email**
Type a **New password** twice and click **Change password**.
- 4 Sign in with the new password**
You're taken back to the sign-in page.

⚠ Open the email on **the same device** you asked from. If there are several, only **the newest** works. You can ask again after 60 seconds.

English ▾

PASSWORD RECOVERY

Forgot your password

Enter the email you registered with and we will send a password reset link.

Open the email on the device and browser you requested it from. If you have several, use the link in the most recent one only, and avoid other sign-ins or further requests until you are done.

1

Email

2

Send reset link

[Back to sign in](#)

PART 2

Finding your way

Dashboard · Left menu · Your name at the top right · On a phone

The dashboard: your first screen after signing in

1 Left menu

The way to everything (next page)

2 Continue learning ★

Picks up right where you stopped

3 What to do next

Assignments and exams due soon

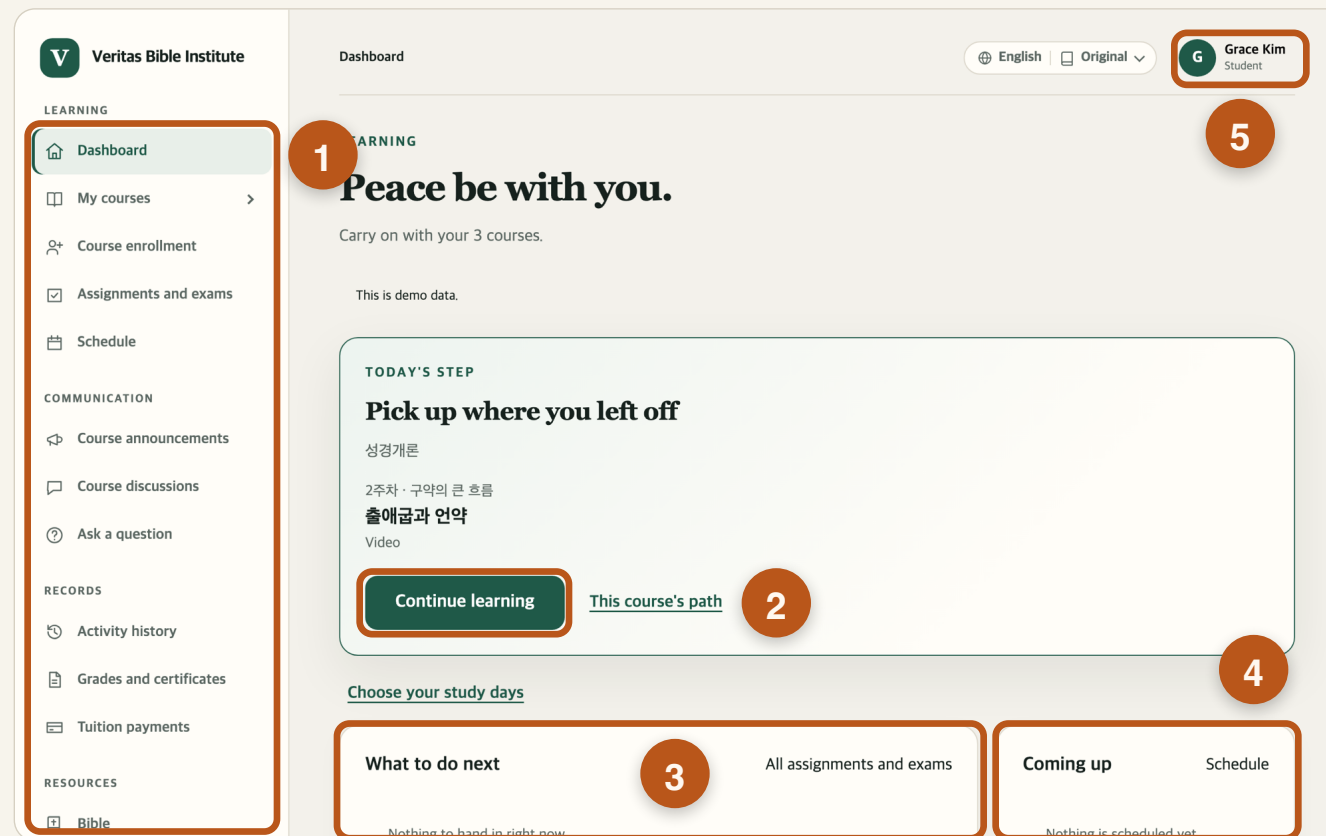
4 Coming up

Class and attendance dates

5 Your name

Profile, notifications, sign out (p. 13)

Click **Dashboard** on the left any time to come back here.



The left menu: what is where

Learning

Dashboard

Your home screen

My courses

Courses you're taking

Course enrollment

Sign up for a course

Assignments and exams

Your to-do list

Schedule

Calendar, your events

Communication

Course announcements

News from instructors and campus staff

Course discussions

Talk with classmates

Ask a question

Ask an instructor or campus staff

Records

Activity history

What you've done

Grades and certificates

Transcript, certificates

Tuition payments

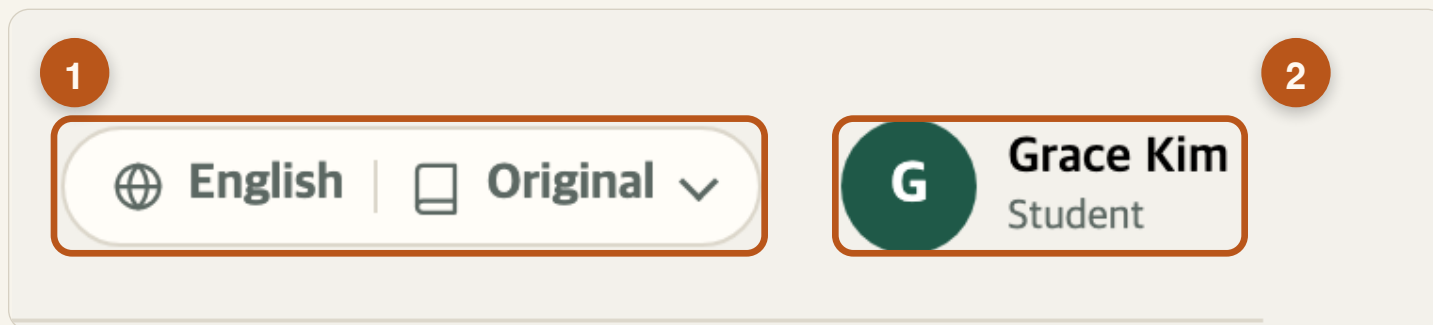
Pay, get receipts

Resources

Bible

Read, listen, reading plan

Top right: language and your name



My settings

My profile · p. 40

Notifications and settings · p. 35

Help · p. 42

Sign out

On a shared computer, always sign out when you finish.

1 Language menu

Click the globe (**English**) to change the language of menus and buttons.

 **You can read lessons in translation.** Even if a course is written in another language, click the book (**Original**) and pick a language under **Lesson language**: titles, text, quizzes and assignments then appear in that language. Anything not yet translated appears as written.

2 Click your name → the menu on the right opens

When something is unread, **New notifications** appears to the left of your name. Click it to read them.

On a phone

1 ≡ Student menu

The left menu hides here. Tap to open it; tap **Close** or anywhere outside to fold it away.

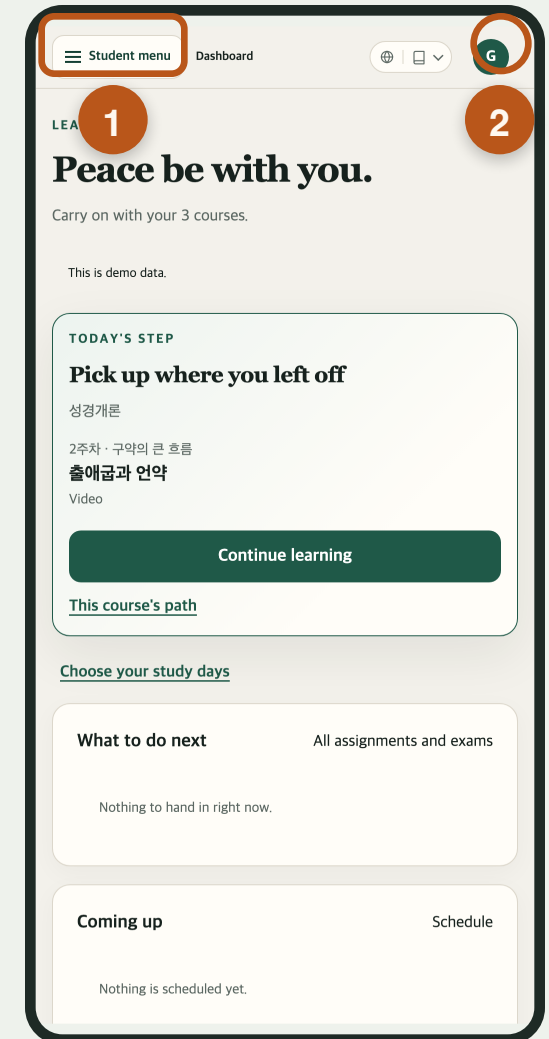
2 The circle with your first initial

Same as your name on a computer: profile, notifications, sign out.

3 Everything else works the same

Swipe up with your finger to see more.

For long assignments or uploading files, a computer is easier.



PART 3

Enrolling and paying tuition

Choosing a course · Free or paid · Paying by card

Signing up for a course

1 Click Course enrollment in the left menu

You'll see a card for each course open for sign-up.

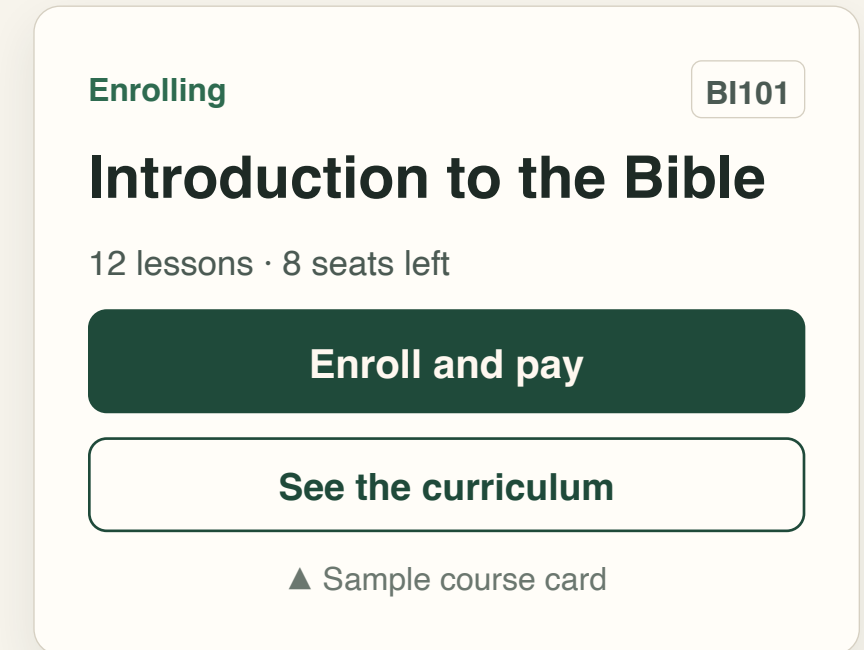
2 Check it with See the curriculum

See what you'll study, week by week.

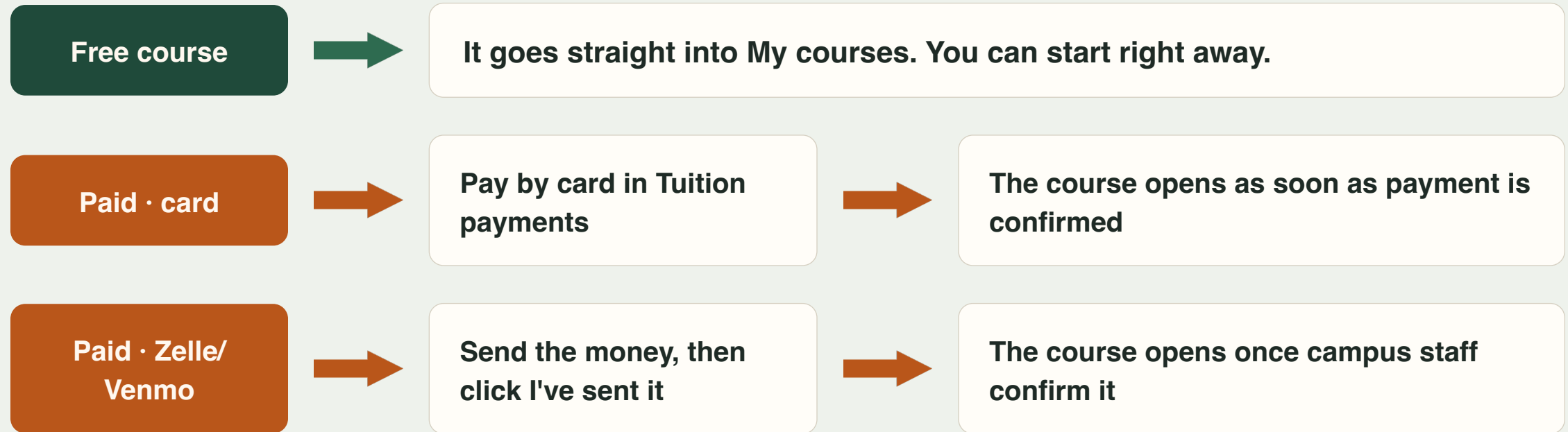
3 Click the sign-up button

Enroll for free for a free course, **Enroll and pay** for a paid one.

Afterwards the same spot shows **Go to the course**, or **Continue to payment** if you haven't paid yet.



What happens after you sign up?



A paid course shows up in **My courses** only after payment. If a course is missing, check **Tuition payments** first.

PART 3 · ENROLLING AND PAYING

Paying tuition

Click **Tuition payments** in the left menu to open this page.

- 1

Tick the course to pay for

Pay this one now, too. You can pay for several at once.
- 2

Choose How to pay

Card and wallets, Zelle transfer or Venmo transfer.
- 3

Pay for the selected courses

A card opens a secure payment window. For a transfer, see the next page.

Have a discount code? Enter it first and click **Apply code · see final amount**.

Standard tuition

\$250.00

Discount code (optional)

Apply code · see final amount

The early-bird discount is applied automatically at checkout.

Pay securely

2026 가을학기

NT

NT301 · 복음서 연구

☒ Pay this one now, too

1

Payment summary

How to pay

☒ Card and wallets

Pay on Stripe's secure page. The course opens as soon as the payment is confirmed.

☐ Zelle transfer

Send it from your bank's app with Zelle and put the confirmation code in the note. The course opens once the school sees the money arrive.

☐ Venmo transfer

Send it with Venmo and put the confirmation code in the note. The course opens once the school sees the money arrive.

Courses selected: 1 · Total \$250.00

Pay for the selected courses (1)

3

Paying by Zelle or Venmo · Getting a receipt

1

Get transfer instructions

Choose Zelle or Venmo under **How to pay**, then click the instructions button.

2

Send the money

In your bank app or Venmo, send the amount shown.

Put the confirmation code in the memo.

There's a **Copy** button.

3

Click I've sent it

Back on the campus page. The course opens once campus staff confirm the transfer.



Receipt

Under **Payment history** on the same page, click **Download** in the Receipt column.

Picked the wrong method? Click **Cancel these transfer instructions**. Closed the card window by mistake? Click **Reopen the payment window**.

PART 4

Taking classes

My courses · The course page · Video · Reading · Live Zoom class

PART 4 · TAKING CLASSES

Opening a course

- 1

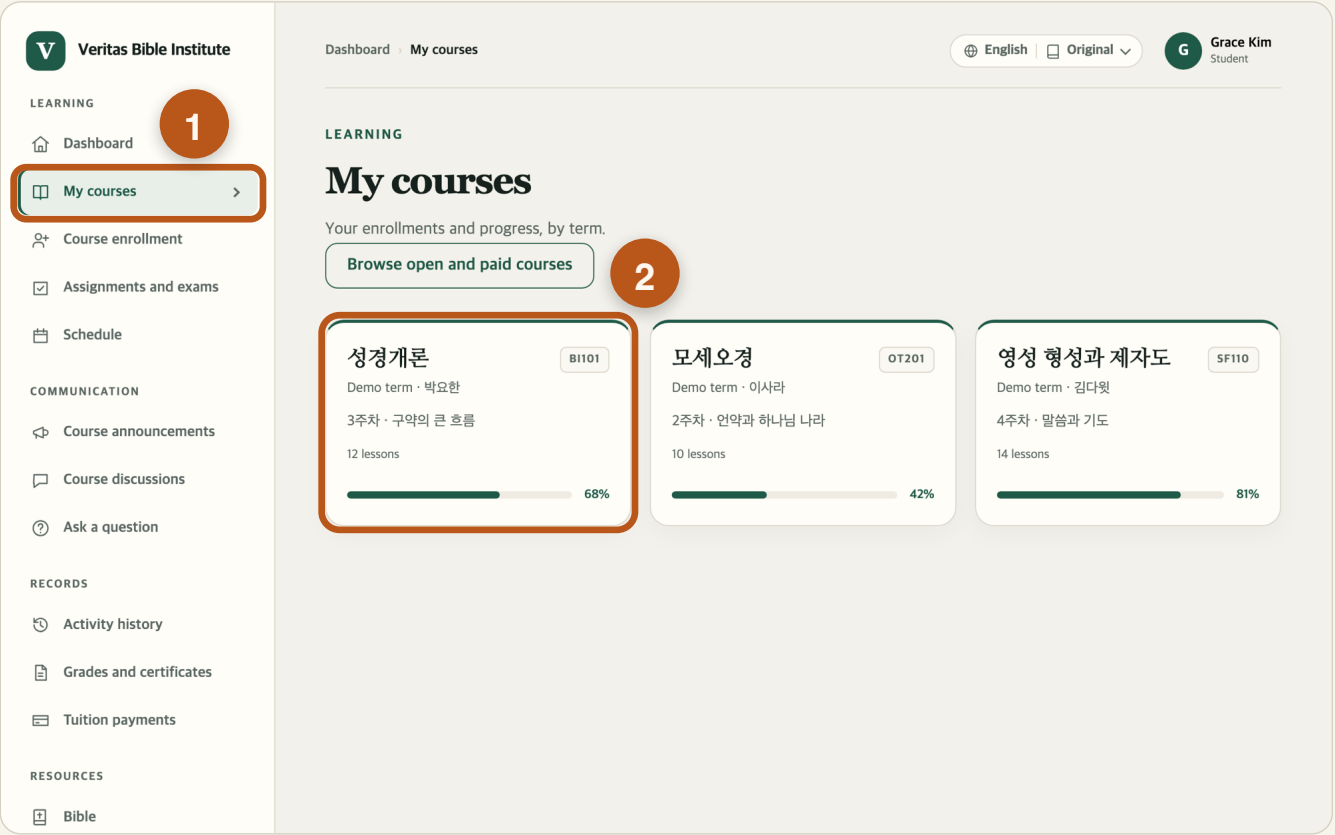
My courses on the left

A card for each course you've signed up and paid for.
- 2

Click a course card

The green bar and % show how much you've done.

Cards also show your current grade, or **Completed** once you finish.



Reading the course page

- 1

Continue

Jumps to the next lesson you haven't finished.
- 2

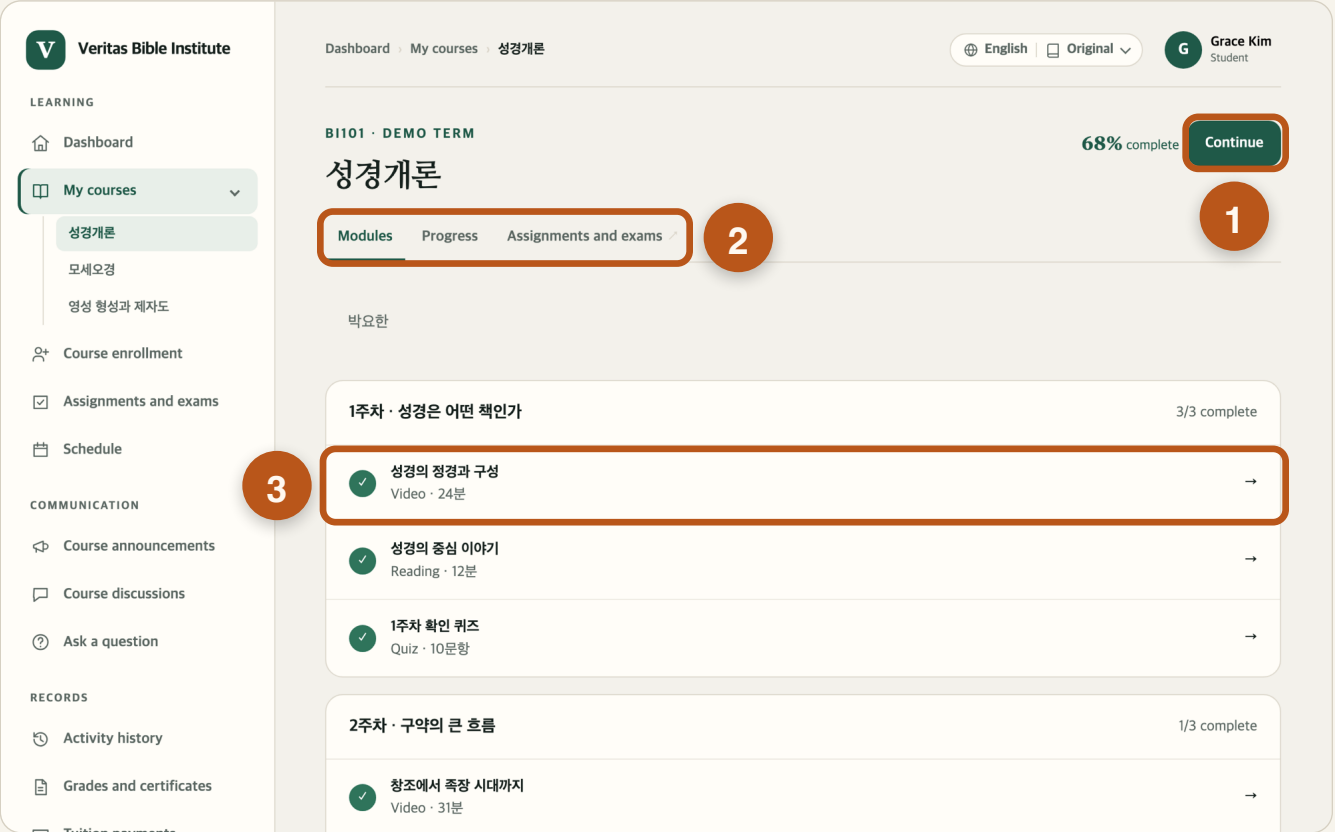
Tabs across the top

Modules (the lesson list), Progress, Assignments and exams, Announcements, Attendance, Discussions
- 3

Click a lesson row to start

A green ✓ means you've finished that lesson.

A lesson that isn't open yet shows when it opens, for example "Opens Oct 12".



Five kinds of lessons, five ways to finish

Kind	What you do	How it counts as done
Video	Press ► and watch	Watch over 90% and it's done automatically (p. 24)
Reading	Read the text or PDF	Click Mark as read (p. 25)
Zoom live	Join a class at a set time	Click Mark as complete (p. 26)
Assignment	Write, or upload a file	Click Submit assignment (p. 29)
Quiz	Answer the questions	Submit answers → graded at once (p. 30)

The kind is written in small letters next to each lesson's title, for example "Video · 24 min" or "Reading".

PART 4 · TAKING CLASSES

Watching a video lesson

1 Press ► play

Your watch time saves itself. It's fine to stop partway.

✓ Watch over 90% and it's done

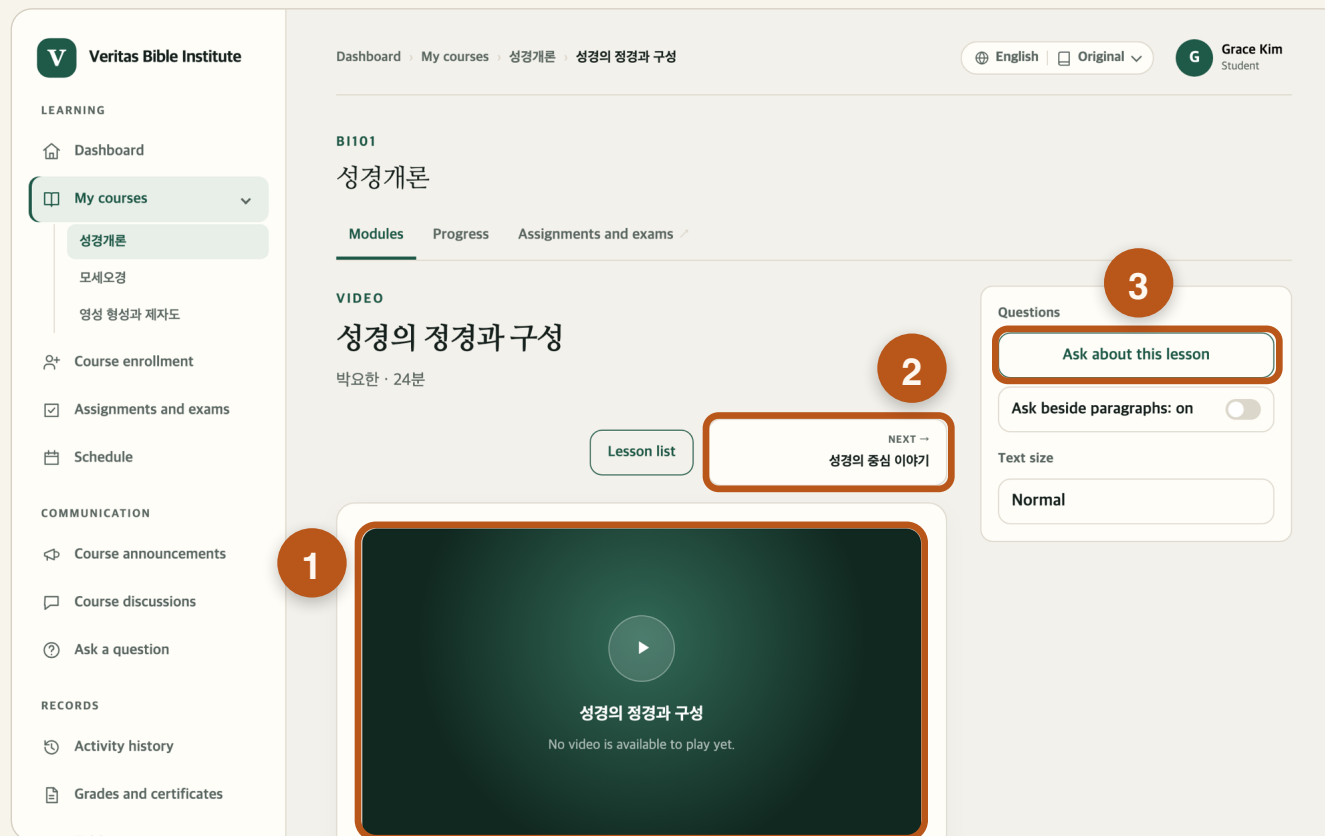
No button to click. "Progress ○○%" goes up as you watch.

2 Next →

Lesson list takes you back to the list of lessons.

3 Have a question? Ask right here

Ask about this lesson



Finishing a reading lesson

1 Read to the end

Open attachments with **Download** or **Open in a window**. If there's a **Listen** button, you can listen instead.

2 Mark as read

The top and bottom buttons do the same. When it says **Reading complete**, you're done.

3 Clicked it by mistake?

Click **Undo completion**.

Text too small? Make it bigger with **Text size** on the right.

The screenshot displays the Veritas Bible Institute online campus interface. On the left is a sidebar menu with sections: LEARNING (Dashboard, My courses, 성경개론, 모세오경, 영성 형성과 제자도), COMMUNICATION (Course enrollment, Assignments and exams, Schedule), and RECORDS (Course announcements, Course discussions, Ask a question, Activity history, Grades and certificates). The main content area shows the course '성경개론' (B1101) and the lesson '언약 비교표' (Pact Comparison Table). It includes navigation buttons for 'PREVIOUS' (출애굽과 언약) and 'NEXT' (통일 왕국과 분열 왕국), a 'Lesson list' button, and a 'Mark as read' button. The lesson content area is titled 'What this lesson covers' and lists two bullet points: '본문의 역사적 흐름과 핵심 주제를 살펴봅니다.' and '본문의 역사적 흐름을 설명할 수 있습니다.' and '핵심 주제를 성경 전체의 흐름과 연결할 수 있습니다.' Below this is a 'Lesson' section with the text '강의를 시청한 뒤 핵심 내용을 자신의 말로 정리해 보세요.' On the right-hand panel, there are two 'Mark as read' buttons, a 'Questions' section with 'Ask about this lesson' and 'Ask beside paragraphs: on' (toggle), and a 'Text size' section with a 'Normal' dropdown and a 'Finished reading?' prompt: 'Read the whole lesson, then mark it complete.'

Joining a live Zoom class

1 Check the start time

It's on the lesson page and under **Schedule** in the left menu.

2 Click Join the class on Zoom ↗

Zoom opens in a new window. You join once your instructor admits you.

3 After class, click Mark as complete

When it changes to **Marked complete**, you're done.

4 Missed it? Watch the recording ↗

Only shown when a recording has been added.

Zoom live class

● In progress

Join the class on Zoom ↗

Mark as complete

○ Not started · ● In progress · ■ Ended

✓ Recording available

▲ Sample live lesson screen

PART 5

Assignments and exams

Your to-do list · Handing in an assignment · Taking a quiz · Reading the status labels

All your work in one place

- 1

Assignments and exams in the left menu

To do now at the top lists what's due soonest.
- 2

Narrow the list

Set **Status** to **Still to do** and click **Show**.
- 3

Click a title

It opens that assignment or quiz.

Activity	Due	Status
Message of the Prophets Assignment · Intro to the Bible	Sep 12, 11:59 PM	Not submitted
Week 1 Quiz Quiz · Intro to the Bible	—	Graded · 9 / 10
Covenant reflection notes Assignment · Pentateuch	Sep 19, 11:59 PM	Submitted · awaiting grading

▲ Sample list (course names and dates are examples)

Handing in an assignment

1 Check the due date and points

Also see whether **Late submission** is allowed.

2 Write in the Written answer box

A draft is saved automatically as you type.

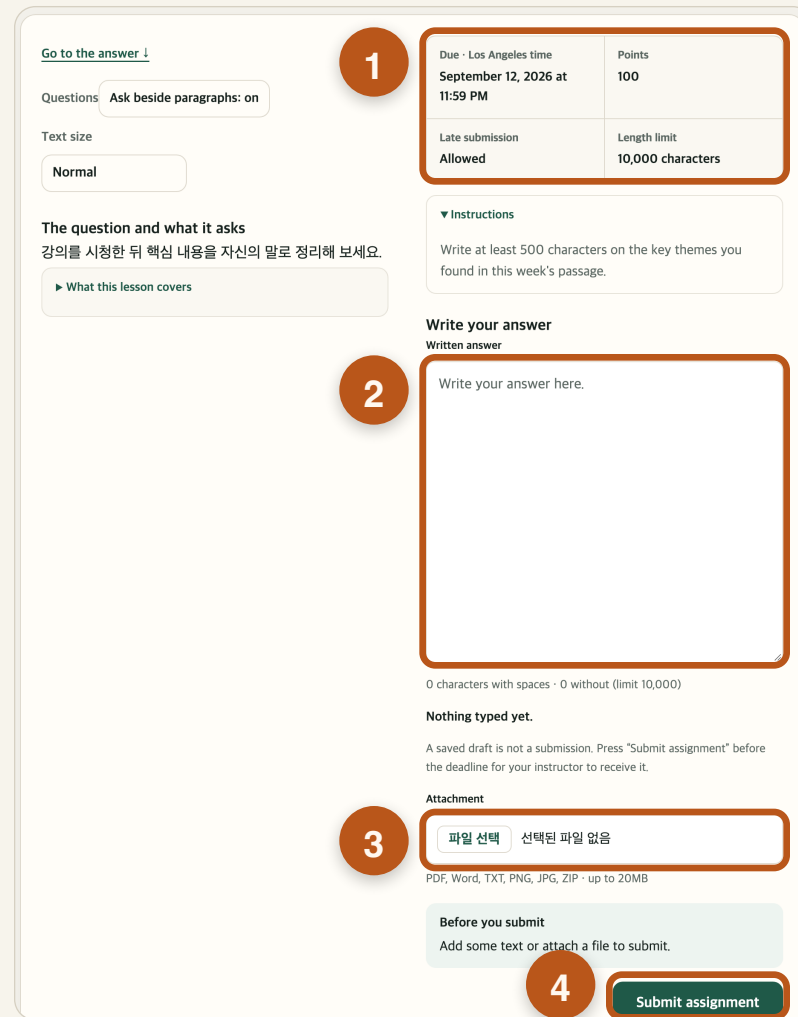
3 Handing in a file? Use the Attachment box

Click the file button, then pick a PDF, Word, TXT, PNG, JPG or ZIP file.

4 Submit assignment

Need to change it? Click **Submit again** before the deadline.

 **A saved draft is not a submission.** Your instructor receives it only after you click **Submit assignment**.



The screenshot shows the assignment submission interface with four numbered callouts:

- 1** Points to the top right box containing submission details: Due - Los Angeles time (September 12, 2026 at 11:59 PM), Points (100), Late submission (Allowed), and Length limit (10,000 characters).
- 2** Points to the large text area for the written answer, labeled "Write your answer" and "Written answer".
- 3** Points to the attachment box, labeled "Attachment", which includes a "파일 선택" (File selection) button and a list of supported file types: PDF, Word, TXT, PNG, JPG, ZIP - up to 20MB.
- 4** Points to the "Submit assignment" button at the bottom right.

Other visible elements include a "Go to the answer" link, a "Questions" dropdown set to "Ask beside paragraphs: on", a "Text size" dropdown set to "Normal", a section titled "The question and what it asks" with Korean text, and a "What this lesson covers" link.

Taking a quiz

1 Circle ○ = pick one

Click the one right answer.

2 Square □ = pick all that apply

You can tick more than one.

3 Empty box = short answer

Click the box and type your answer.

4 Submit answers

It's graded at once and your score appears.

If you see **Take it again**, you can retake it. Your best score counts toward your grade.

Take the quiz

1 성경의 두 큰 구분은 무엇입니까? 1 pts

1 ☐ 율법서와 역사서

☐ 구약과 신약

☐ 복음서와 서신서

☐ 시가서와 예언서

2 성경의 중심 이야기와 관련된 주제를 모두 고르세요. 2 pts

2 ☐ 창조

☐ 타락

☐ 구속

☐ 우연

3 신약 성경의 첫 번째 책을 쓰세요. 1 pts

3

Graded automatically on submission, and you can attempt it again.

4 **Submit answers**

What the status labels mean

Label	Meaning	What to do
Not submitted	You haven't handed it in	Submit before the deadline
Submitted · awaiting grading	It arrived; your instructor is grading it	Wait
Graded	Your score is in (e.g. 85 / 100)	Read the feedback
Resubmission needed	Your instructor asked you to hand it in again	Fix it and click Submit again
... · past due	The deadline has passed	Ask your instructor if late work is allowed

Instructor feedback appears under **Instructor feedback** on the assignment page, in **Recent feedback** on the dashboard, and in your notifications.

PART 6

Staying in touch

Course announcements · Course discussions · Asking a question · Notifications

Reading announcements, replying in discussions

Course announcements

- 1 Click **Course announcements** on the left
- 2 Pick the term and course, click **Show**
- 3 Click a title to read it

News from your instructors and campus staff. Read-only; new announcements also arrive as notifications.

Course discussions

- 1 Click **Course discussions** on the left
- 2 Click a topic's title
- 3 Write in the reply box, click **Post reply**

Everyone in the class can see it. You can edit a reply for 15 minutes after posting. Your instructor opens the topics.

Ask a question: private, just for you

About what you're studying

A question about the course

Choose the course under **Which course?**, then write a title and your question.

Send to my instructor

When the site is hard to use

A question about using the site

A button that won't work, a screen that looks wrong, payment questions and so on.

Send to the administrators

✓ Answers arrive on the same page under **Questions I sent**. When **Waiting for an answer** changes to **Answered**, open it.

Notifications and settings

Checking notifications

1 Click **New notifications** at the top right

2 Read them in **My notifications**

3 When done, click **Mark as read**

A link inside a notification, such as **View the announcement**, takes you straight there.

Notifications and settings

Your name → **Notifications and settings**

Display time zone · makes deadlines show in your local time.

Notification preferences · tick what you want:
announcements, grading and feedback, deadlines,
discussion replies.

Each section has its own save button.



Notifications appear **only inside the campus**, not by email. Sign in a few times a week to check.

PART 7

Records and resources

Schedule · Grades and certificates · Attendance · Bible · My profile

Your schedule and your own events

- 1 Schedule on the left → the Schedule tab**
Dot colors: green = classes, exams, attendance; orange = due; purple = my events
- 2 Click a day**
That day's events appear below.
- 3 Add my event**
Fill in the title, times and a note, then click **Add event**. To remove one, click **Delete**.
- 4 The Study days tab**
Pick the days you plan to study and click **Save study days**. It helps you keep a rhythm.

The screenshot shows a web interface for a student's schedule. At the top, there are three tabs: 'Schedule' (highlighted with an orange box and callout 1), 'Study days' (highlighted with a green box and callout 4), and 'Subscribe in a calendar app'. Below the tabs is a calendar for October 2026. The calendar grid shows days from Sunday to Saturday. Callout 2 points to the date '6' (Tuesday, October 6, 2026), which is highlighted with an orange box. Below the calendar, there is a section titled 'Tuesday, October 6, 2026' with the text 'Nothing on this day.' Below this is a form titled 'Add my event' (highlighted with an orange box and callout 3). The form has fields for 'Title', 'Start time', 'End time', and 'Note'. To the right of the calendar, there are three panels: 'Classes, exams and attendance' (with text: 'What your instructors have published. An attendance entry is the day they take the roll call, and it can sit beside that day's class. Nothing is scheduled yet.'), 'Upcoming deadlines' (with text: 'No deadlines coming up.'), and 'Past deadlines' (with text: 'No past deadlines.').

Grades, certificates, attendance, activity

- 1

Download PDF

Your official transcript, under **Grades and certificates** on the left.
- 2

Certificate PDF

One for each course you've completed.

Grades in progress · Grades so far on the same page, or your **My courses** cards

Attendance · the Attendance tab on the course page: present, late, absent

Activity history · on the left: what you've done, day by day

RECORDS

Grades and certificates

Download your official transcript and issue certificates for the courses you have completed.

T

Official transcript

Includes the 2 final grades your instructors have confirmed.

1

Download PDF

Student

김은혜

Student number

2026-0017

Certificates available

1

Certificates

BI

BI101 · 성경개론

2026 가을학기 · Final grade 94.0 · August 28, 2026

2

Certificate PDF

Reading and listening to the Bible

- 1 **Read the Bible · Reading plan**
The reading plan sets a passage for each day.
- 2 **Choose a version, book and chapter**
Pick one under **Compare with** to see two translations side by side.
- 3 **Search by passage or word**
For example: John 3:16, faith hope
- 4 **Click a chapter number**
Listen to this chapter reads it aloud for you.

RESOURCES

Bible

Choose a version to read chapter by chapter, find a passage or a word, and listen aloud.

Read the Bible

Reading plan

Version

Book

Chapter

개역한글 (KRV)

Genesis

Chapter 1

Compare with

No comparison

A passage or words — John 3:16, 창 1, faith hope

Whole Bible

Search

Genesis 1

성경전서 개역한글판

Genesis 2 →

1 태초에 하나님이 천지를 창조하시니라 !

2 땅이 혼돈하고 공허하며 흑암이 깊음 위에 있고 하나님의 신(神)은

스며세 우해하시니라

Text size

Normal

The text size applies to lessons and the Bible alike.

Chapters of Genesis

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50				

Your profile

Your name at the top right → **My profile**



Profile picture

Upload a photo of yourself, or pick a drawn avatar and click **Use this avatar**.



What you can change

Name you go by and **Phone**. Then click **Save**.



What you can't

Your name and email. Your name is printed on transcripts and certificates, so contact campus staff to change it.

To change your password: sign out → on the sign-in page click **Forgot your password?** (same as page 9)

WHEN YOU'RE STUCK

Common questions

I can't find a course I signed up for

A paid course shows up in **My courses** once payment is confirmed. Check **Tuition payments**. (p. 17)

I watched the video but it isn't done

Actual watch time must pass 90%. Watch the parts you skipped. (p. 24)

A reading lesson won't finish

You need to click **Mark as read** yourself. (p. 25)

I wrote my assignment but it says Not submitted

It was only saved as a draft. Click **Submit assignment** to hand it in. (p. 29)

The email never arrived

Check your spam folder. Only the newest password email works. (p. 9)

Deadlines show the wrong time

Set your time zone in **Notifications and settings**. (p. 35)

WHEN YOU'RE STUCK

Where to get help

A question about the course

Ask a question → about the course, or **Ask about this lesson** on the lesson page

Trouble using the site

Ask a question → about using the site. Your name → **Help** has the same buttons.

Can't sign in at all

Email Veritas Institute of the Bible.

office@veritasbibleinstitute.org

Or send a question from the campus home page. No sign-in needed.

veritas.cabible.org/#ask

Slowly, one step at a time, is plenty. We're cheering you on.