

INSTRUCTIONS FOR USING

[my.dts.edu](https://my.dts.edu)



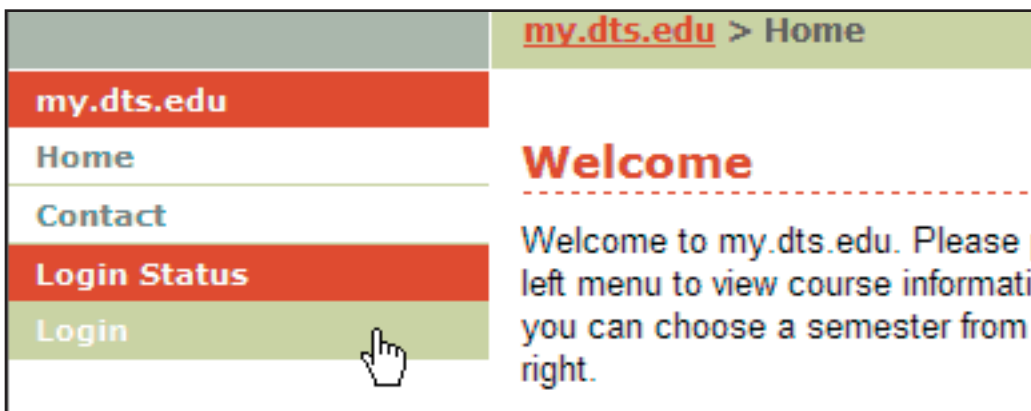
DALLAS THEOLOGICAL SEMINARY



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## Logging in to my.dts.edu



▲ Click the login link to log in

◀ Usernames are case sensitive.

1. When you arrive at my.dts.edu you will need to click the login link on the left menu as shown above.
2. Your username is your first and last name separated by a period, with no spaces or dashes. If your name is John Dyer, your username is John.Dyer. If your name is Carlos de la Garza, your username is Carlos.delaGarza. Your username is case sensitive (john.dyer and JOHN.DYER will not work).
3. If your preferred name is different from your actual name (such as William and Bill or Jennifer and Jenny) try using the longer name if the shorter names don't work.
4. Your password is your student ID. You will be able to change this later if you desire.

# Viewing the Course Information Page

**Course Schedule**

**Future Units**

- [Unit 2 - OBSERVATION: Terms and Structure](#)  
(5/19-5/25/2004)
- [Unit 3 - OBSERVATION: Structure](#)  
(5/26-6/01/2004)
- [Unit 4 - INTERPRETATION: Introduction to Hermeneutics](#)  
(6/02-6/08/2004)
- [Unit 5 - INTERPRETATION: Introduction to Interpretation](#)  
(6/09-6/15/2004)
- [Unit 6 - INTERPRETATION: Historical](#)

## Course Schedule

This section contains all the units for your class. The units are separated into “Future Units,” “Completed Units,” and “Incomplete Units.” You can click on any of the units to view the tasks within that unit.

**Current Unit**

**Unit 1 - Welcome to the Course, Introduction to Observation (May 10-18, 2004)**  
[Unit Instructions](#)

**Tasks**

- Devotional**  
Read one devotional per unit.  
<http://www.dts.edu/devotional/>
- Learning Activity Part 1: Autobiography**  
([more](#))  
**Due: 05/13/04**   
Write a short autobiography.  
 Turn in Assignment

## Current Unit



The “current unit” section will display the tasks you need to complete before the end of that unit. Click “Unit Instructions” for an overview of the unit. Below the unit listing, you will find the “tasks” (assignments) for that unit.



Certain tasks, such as reading assignments and devotionals, can be checked off by the student. When you have completed the task, simply click inside the checkbox and your work will be recorded.

Other tasks are not “checkable.” The task will automatically be checked after your assignment has been turned in. Some assignments will require you to turn in a file (usually a paper written in Microsoft Word), others will automatically create a thread in the forums. If you accidentally upload the wrong file, you will be able to replace it up until the due date for the assignment.

Some checkboxes are dimmed until you turn in an assignment.

## Viewing the Course Information Page...(continued)

Course Forums				
	Forums	Threads	Posts	Last Post
<b>ST101A - Introduction to Theology (Spring 2004 Dallas)</b>				
	<b><u>Class Discussion</u></b> This forum is open for discussion on any course related material.	14	206	by <a href="#">Timothy Selaj</a> 29 Apr 2004 9:26 PM
	<b><u>Assignments</u></b> If a professor chooses to make your assignments public, they will appear here. You CANNOT make new threads, but you CAN reply your classmate's files.	-	-	-

My Assignments			
Assignment	Student File	Grader File	Grade
Unit 1 - Introductory Question	 <a href="#">DTS.BE5100L.GradingRubric.doc</a>	 <a href="#">DTS.BE5100L.GradingRubric.pdf</a>	86

### Course Forums

Some classes have forums for open discussion and for assignments. If your class has forums, you will see the appropriate links in this section.

The "Class Discussion" forum is for general discussion about course-related material but is not used for assignments. There will also be several "Assignment" forums for groups within the class.

### My Assignments

Whenever you turn in (post) an assignment, it will be listed here. Every assignment you have turned in will be listed here.

When your grader or facilitator has graded your assignment, they will return a marked-up PDF and enter in your grade for the assignment.

Viewing the Course Information Page...(continued)

### Course Members

**Faculty:** [Mark Bailey](#)

**GTA\Facilitators:** [John Adair](#), [Matt Blackmon](#), [Mike Svigel](#)

**BE101OL Group 1:** [Stephen Aument](#), [James Axelson](#), [Adam Ba](#)  
[Charles Brent](#), [Geoffrey Brown](#), [Wendy Brown](#), [Rodney Brown](#), [Th](#)  
[Goldman](#), [Christopher Hallock](#), [John Hermy](#), [Jeanene Holliday](#), [Jo](#)

**BE101OL Group 2:** [Marjorie Jordan](#), [Thomas Kitchens](#), [James La](#)  
[Simon Lee](#), [Lara Long](#), [Mark Mathews](#), [John McCurdy](#), [Anthony M](#)  
[Robert Nichols](#), [Binu Ninan](#), [Brian Pape](#), [Brenda Patterson](#), [Cabe](#)

### Course Members

In this section you will find all the registered students, faculty, and class facilitators.

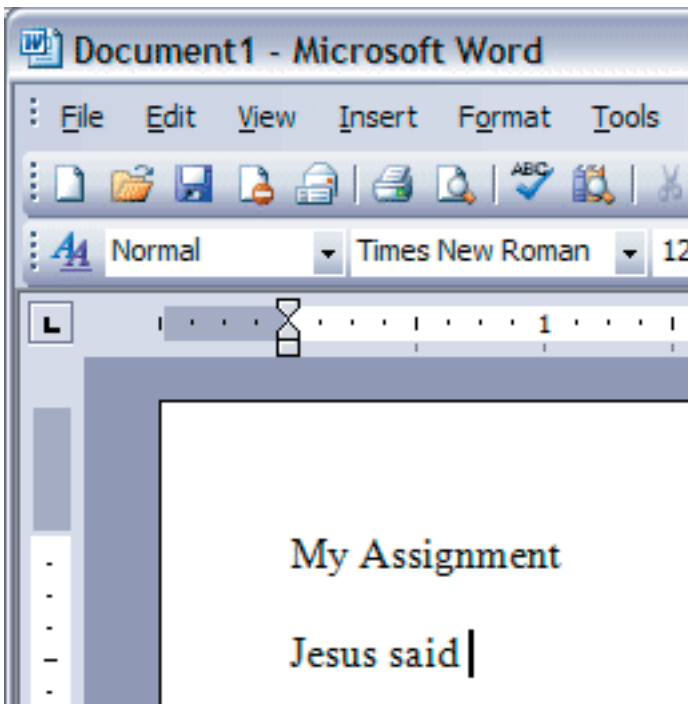
Clicking on a link will allow you to view a profile of that class member.

# Submitting an Assignment

1. Start Microsoft Word.

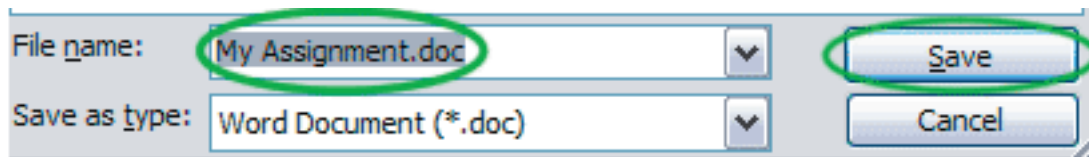
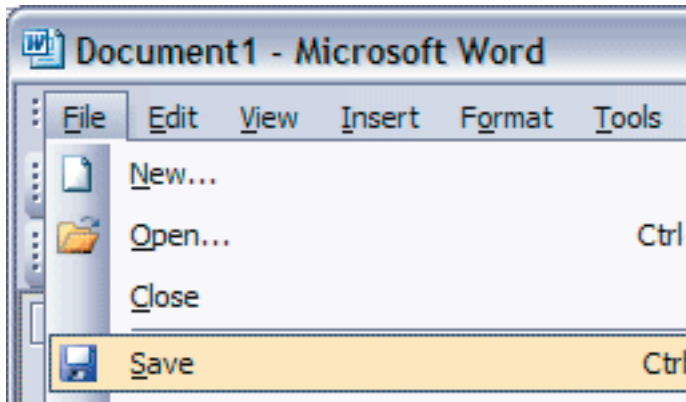


2. Type your assignment into Microsoft Word.

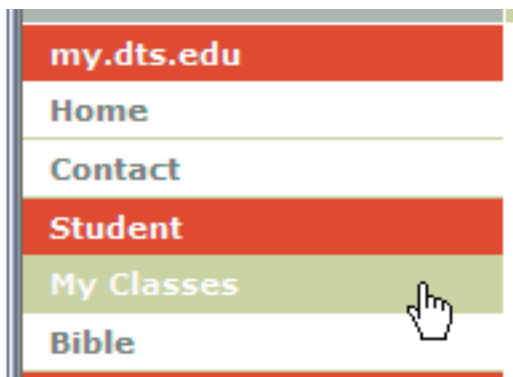


## Submitting an Assignment...(continued)

3. Save your paper to your computer. Make sure you save your work to a location you can remember.

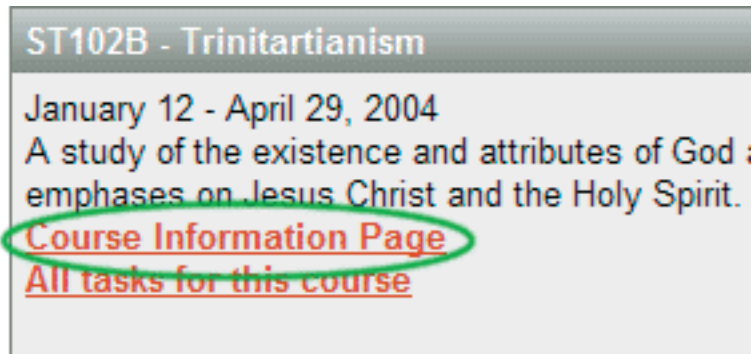


4. Go to <http://my.dts.edu/>, click on "My Classes."



## Submitting an Assignment...(continued)

5. Click on "Course Information Page."



ST102B - Trinitarianism

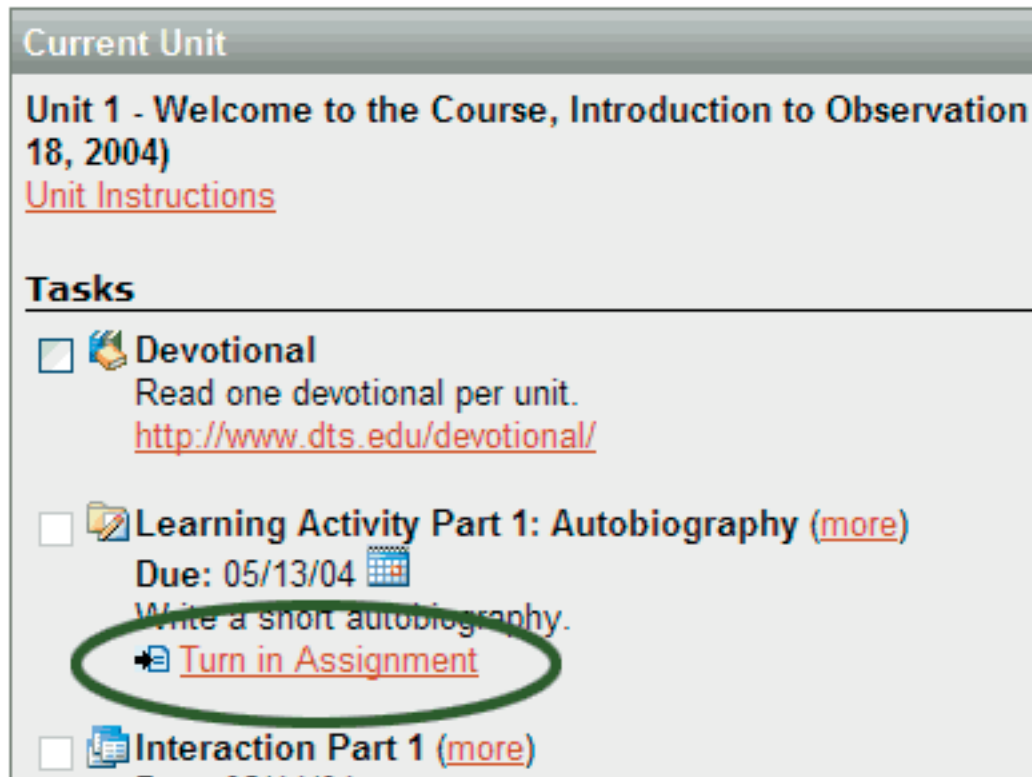
January 12 - April 29, 2004

A study of the existence and attributes of God ; emphasizes on Jesus Christ and the Holy Spirit.

[Course Information Page](#)

[All tasks for this course](#)

6. Click the "Turn in Assignment" button.







Current Unit

Unit 1 - Welcome to the Course, Introduction to Observation (18, 2004)

[Unit Instructions](#)

**Tasks**

-  **Devotional**  
Read one devotional per unit.  
<http://www.dts.edu/devotional/>
-  **Learning Activity Part 1: Autobiography (more)**  
Due: 05/13/04   
Write a short autobiography.  
 [Turn in Assignment](#)
-  **Interaction Part 1 (more)**  
Due: 05/14/04

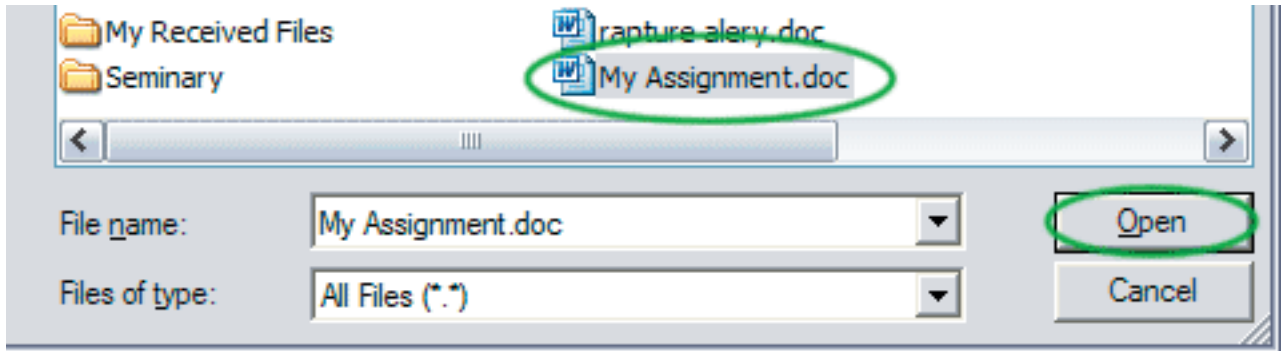
7. Press the "Browse" Button.

File



## Submitting an Assignment...(continued)

8. Find your file.



9. Add any comments you might need.

File	<input type="text" value="C:\My Documents\My Assignment.doc"/>	<input type="button" value="Browse..."/>
Comments	<input type="text" value="I really enjoyed this assignment..."/>	

10. Press the "Submit Assignment" button.

