# How To Take An Online Course

1. Go to the my courses section on the website.
2. Select the course to be taken.
3. Download the course.
4. Open the download file.
5. Save the file.
6. Open the worksheets.
7. Open class lecture 1.
8. Listen to the lecture and fill out the first worksheet while listening to the lecture.
9. Save the worksheet. Suggested filename (name of course worksheet).
10. Open the CBI New Short Sermon Form, fill out, and save. Suggested file name (name of course SS 1).
11. When ready to do the second lecture, open the worksheets from the file that was saved in step 9.
12. Open class lecture 2 from the file saved in step 5.
13. Repeat step 8 and 9.
14. Open the CBI New Short Sermon Form, fill out, and save. Suggested file name (name of course SS2).
15. When ready to do the third lecture, open the worksheets from the file that was saved in step 9 and 13.
16. Open class lecture 3 from the file saved in step 5.
17. Repeat step 8 and 9.
18. Open the CBI New Short Sermon Form, fill out, and save. Suggested file name (name of course SS3).
19. When ready to do the fourth lecture, open the worksheets from the file that was saved in step 9, 13 and 17.
20. Open the class lecture 4 from the file saved in step 5.
21. Repeat step 8 and 9.
22. Open the CBI New Short Sermon Form, fill out, and save. Suggested file name (name of course SS4).
23. Open the worksheet file and fill out the review. Save the file. All worksheets and review should be filled out now.
24. Open the CBI New 300-500 Paper and type the paper on the form. Save the file.
25. Send an email to RevOliver1@aol.com attaching the following files: Worksheets/Review, 4 CBI New Short Sermon Forms, and CBI New 300-500 Paper.
26. After all is graded a certificate a CBI Course and Review Form will be emailed back by the Registrar.