



STUDENT HANDBOOK
2022

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WELCOME to Arrows College

MESSAGE from the Founder, Pastor Benny Ho

A warm welcome to Arrows College! Arrows College was birthed out of Isaiah 49: 1 - 3 which speaks prophetically about the Messiah - the ultimate Servant of God. The principles here can also be true for all of us who are called also to be servants of the Living God.



May your time in Arrows be a time when God will polish your character, sharpen your ministry skills, hide you in His quiver and in the fullest of time release you to your calling and destiny.

I trust that you will have a great time of learning.

MESSAGE from the Principal, Pastor Cheng Lai Lim



Firstly may I extend each and every one of you a special welcome to Arrows College. I pray that the time spent with us will be used by the Holy Spirit to cause your light to shine in every area of your life and ministry - Matthew 5:16. May this intensive course further equip you for the many opportunities and challenges ahead as we minister to a fast changing world and to lost and discouraged souls who are seeking Hope, Love and Understanding in an increasingly sceptical society.

VISION for Arrows College

God's vision for the College is that you will have a life-changing encounter with God the Father, Son and the Holy Spirit.

Our Goals

1. To bring you to knowing God's call for your life through spiritual renewal.
2. To build understanding and Christian maturity through inspired and practical Christian teaching.

We believe God has destined each believer to make an impact for the Kingdom of God.

College Life & Expectations

Course Requirements

To qualify for module completion (each subject/unit is considered one module), students must complete all module content. All assessment submissions must be done prior to the module end date. All submissions after the module end date will not be counted and the module will be considered incomplete.

Discussion Posts

If students are required to create a discussion post, please follow these guidelines:

1. Make the "Title" of your post the [Lesson Number] [Full Name] e.g. 1-4 Bob Jones
2. Please try to keep to the word count specified.
3. Please be respectful in your language and to the views of others. Abuse and offensive language will not be tolerated.

Assignment Submissions

Assignment worksheets are designed as fillable PDFs, meaning that once students download the file, they will be able to respond to the assignment questions in spaces provided in the PDF.

Please be mindful of the word count, if specified, under each question or topic.

Once the assignment is completed (i.e. all questions and topics have been responded to), please save and upload your completed assignment worksheet at the same place you downloaded the file. There should be an option for you to upload a file (see picture below).

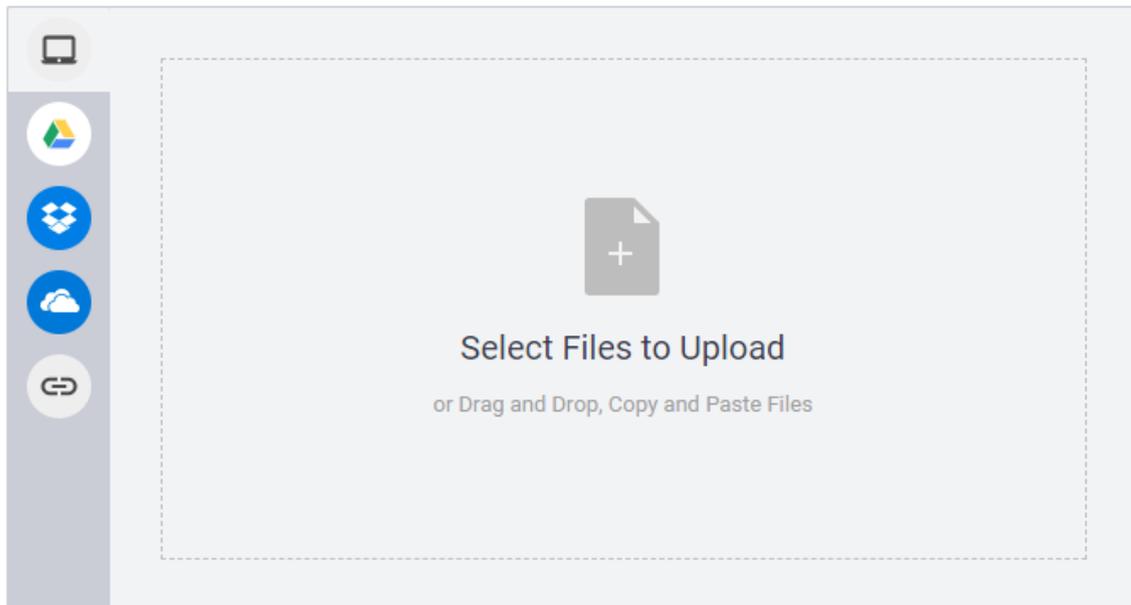
Assignment download

WORKSHEET Design.pdf
256 KB

DOWNLOAD

Submit your assignment

You may only submit one file with maximum 100 MB in size



Please upload your file following the file naming convention below:

[Year] [Course Initials] [Lesson Number] [Full Name]

e.g. 2022 C&D 1-7 David Jones

As specified under *Course Requirements*, assignment submissions after the module end date will not be accepted.

Zoom Meetings

All scheduled Zoom meetings as part of the module curriculum are integral to student learning. Therefore, attendance to all scheduled Zoom meetings is expected by students. However, if students are unable to attend please make a discussion post under the “DISCUSSION” tab in **top right corner** of the lesson. Follow the naming guidelines for **Discussion Posts** specified above. Just make a note that you are unable to attend the Zoom meeting so that the module facilitator/instructor can take note of your absence.

Meeting recordings are not guaranteed for all Zoom meetings. Where it is relevant to do so, Zoom meetings will be recorded. Zoom meetings will not be recorded if they are purely ministry based, meaning that the purpose of the Zoom meeting was to minister directly to students. In these cases, recorded Zoom meetings will not be relevant to those not personally in attendance.

Online Course Instructions

After Creating an Account

After purchasing a course and creating an Account you will land on this page:

ARROWS COLLEGE

OUR CLASSES MY DASHBOARD KAR YENG (TEST) L

Thanks, Kar Yeng (test) L

We just sent you a receipt by email. [View your order receipt.](#)

You are now enrolled in All Courses

Calling & Destiny (7 Mar 2022)	Start Learning
Essential Prophetic Foundations (4 Apr 2022)	Go to Dashboard
Intentional Discipleship (2 May 2022)	Go to Dashboard
Introduction to Holistic Inner Health (6 Jun 2022)	Go to Dashboard
Basic Theology (4 Jul 2022)	Go to Dashboard

This bundle contains more courses. The rest can be accessed from [your student dashboard](#)

As you have purchased the entire Bundle of 11 courses, this screen only shows 5 of the courses. To view all click on "your student dashboard" link or click "My Dashboard" to view from the rest of the courses.

Note : Some of you may have created an account first, some of you may use a link provided to your church then checked out and created an account or some of you may have used a coupon code or you may have signed up for just one course. Depending on which step you took, the screen may look a little different.

If you click on Calling & Destiny (7 Mar 2022) button "Start Learning", you will be taken to the Course page.

Thanks, Kar Yeng (test) L

We just sent you a receipt by email. [View your order receipt.](#)

You are now enrolled in All Courses

Calling & Destiny (7 Mar 2022)

Start Learning

Essential Prophetic Foundations (4 Apr 2022)

Go to Dashboard

Intentional Discipleship (2 May 2022)

Go to Dashboard

Introduction to Holistic Inner Health (6 Jun 2022)

Go to Dashboard

Basic Theology (4 Jul 2022)

Go to Dashboard

This bundle contains more courses. The rest can be accessed from [your student dashboard](#)

However, as the course has not started, you will see this message.

The screenshot shows the Arrows College interface. On the left is a sidebar with the college logo and a list of lessons for the course 'Calling & Destiny (7 Mar 2022)'. The main content area displays a message box with the following text:

1-1 Introduction has not yet been released.

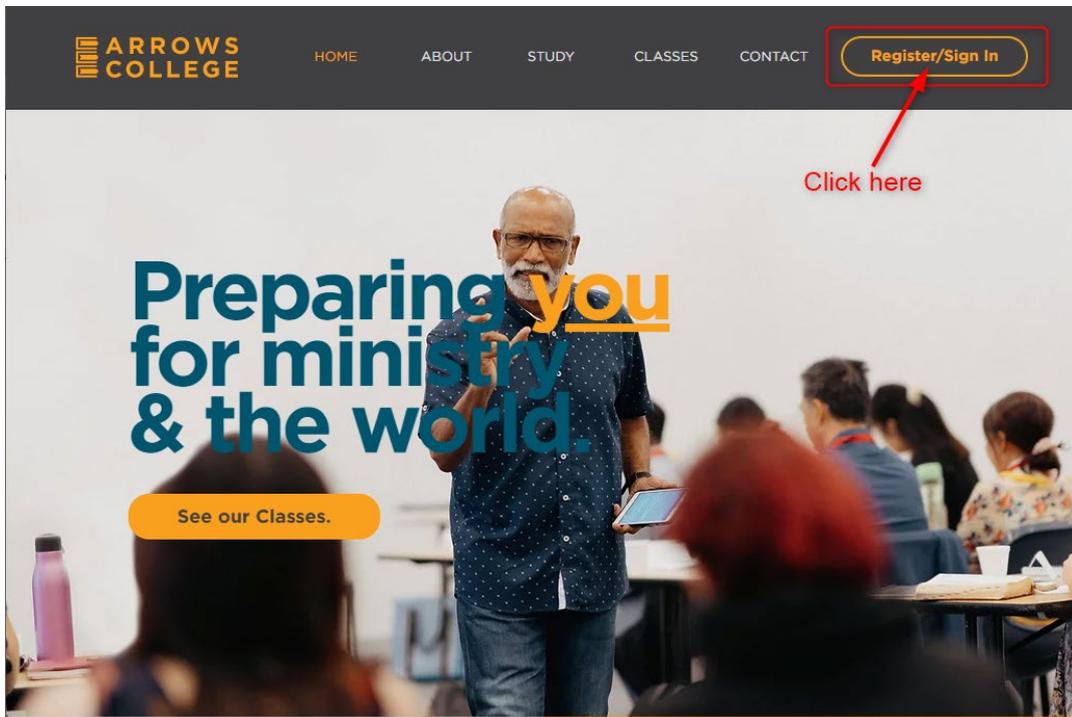
This content will be available to you on Monday, March 7, 2022 8:00 AM.

[GO TO DASHBOARD](#)

If the course start date is reached, you are able to start the course immediately.

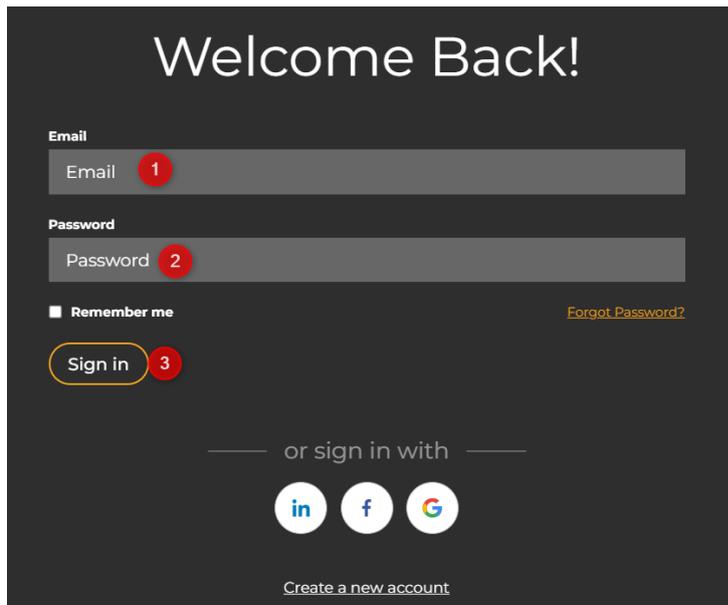
Signing back in

When you have logged out and need to sign back in, go to <https://www.arrowscollege.com/>



You will be taken to this login screen. Click “I already have an account”

A screenshot of the 'Create a new account' form. The form is on a dark background and includes fields for First Name, Last Name, Email, Password, Your Country (required), City (required), and Name of your Church (required). A 'Sign up' button is at the bottom left. Below the form, there are social media icons for LinkedIn, Facebook, and Google. A red arrow points to the 'I already have an account!' link with the text 'Click here'.



When the above page loads, enter:

1. Email that you used to sign in previously
2. Your password
3. Click Sign in

You may wish to check “Remember me” if you are using your own computer or you may also wish to bookmark this page to make it easy for you to remember the sign in page.

Student Dashboard

By default, when you click on “My Dashboard” the courses are not arranged properly in order. It will always show the one you are working on or previously accessed on the top left. For example, I have clicked on Calling & Destiny previously so it will show that on the top left corner of my screen.

My courses

Search



View more courses

All ▾

Calling & Destiny (7 Mar 2022)

0%

[See Overview](#)[Start Course](#)

Going Missional (3 Apr 2023)

0%

[See Overview](#)[Coming Soon](#)

Christian Leadership (6 Mar 2023)

0%

[See Overview](#)[Coming Soon](#)

Worship & Music (6 Feb 2023)

Effective Preaching &

Biblical Studies - New

To assist the students with the courses, we have the start date of every course on the header so they know which ones they need to focus on. For example, you can see “Calling & Destiny” will start on 7 Mar 2022, “Going Missional” will start on 3 Apr 2023, etc.

Navigating the Course

When the course is released, for example on March 7th, all the Lessons will be available on that date.

As you complete each lesson, there will be a check(tick) on each of the lessons.

The screen above is an example of “Calling & Destiny” course.

Some things to note from the screen:

1. ***The Pursuit of Purpose*** – is the Topic or what the system calls Chapter. When you complete all the lessons within that Topic, the round bullet will turn orange with a check(tick).
2. ***1-1 Introduction*** is the first Lesson within the Topic. In order to complete the Topic ***“The Pursuit of Purpose”*** you need to see a check against every Lesson (i.e. 1-1, 1-2, 1-3, etc) within the Topic.

When a Course is released, this means every single Topic & its Lessons will be available to the student. You can view the videos, read the Reading Materials, attempt the quizzes, etc. As this is an online course, the student can access the entire course and go through them at their own pace.

For example, if the course is released on March 7th, the students don’t have to start on that date. They can virtually start any day or time that is convenient or suitable for them. However, there are two interactive Lessons e.g. Zoom sessions scheduled for this course. (*Note: Every course will be different - some have only one Zoom session, some may have more or none*) These Zoom sessions are mandatory and if a student wants to gain a Certificate of Completion, they must attend the session at the scheduled time. Some Zoom sessions may be recorded for those who are really unable to attend. However, live attendance is strongly recommended. When attending the Zoom session, it would be beneficial for the student to complete every

Lesson prior to the Zoom Lesson so that they are able to gain the most benefit and also to participate in the Lesson.



The video settings are also similar to say, YouTube. You can advance the video if you like, change the volume, brightness, speed, quality and also toggle to fullscreen if you wish.

Workbooks

It is also important to pay attention to the Lesson as there are Workbooks to be downloaded. Before you click “Continue”, you will see there is a Workbook available for download.

The screenshot shows the Arrows College interface. On the left, there is a sidebar with the course title "Calling & Destiny (7 Mar 2022)" and a progress indicator showing "4% complete". Below this is a search bar and a list of lessons under the heading "THE PURSUIT OF PURPOSE". The selected lesson is "1-2 The Pursuit of Purpose (1)", which is a 7-minute video. Other lessons include "1-1 Introduction", "1-3 Watch | How to unlock the power of purpose | Richard Leider", "1-4 Quiz", "1-5 The Pursuit of Purpose (2)", and "1-6 Read | Spiritual Gifts | John Piper".

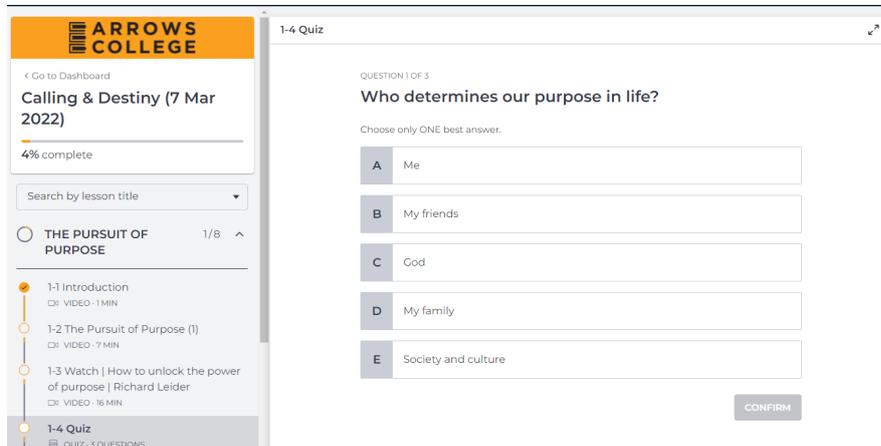
The main content area features a video player for "1-2 The Pursuit of Purpose (1)". Below the video player, there is a white box containing the text "WORKBOOK Calling & Destiny Topic 1 (Part 1).pdf" and "189 KB". To the right of this text is a dark blue button labeled "DOWNLOAD". A red arrow points to this button. Below the white box is an orange "CONTINUE" button with a right-pointing arrow.

Click "Download" and a new screen will display with the Workbook. Depending on the browser you use, it may look different. If you have any issues downloading the Workbook, please get some help from someone locally as we are not able to provide IT support.

The screenshot shows a browser window displaying the workbook cover page. The browser's address bar shows the URL "import.cdn.thinkific.com/503083/courses/1417422/WORKBOOKCallingDestinyTopic1Part1-2202...". The browser's toolbar includes icons for back, forward, refresh, and search, as well as a search bar. Below the browser window, the workbook cover page is displayed. It features the Arrows College logo at the top, followed by a notebook icon with a pencil. Below the icon, the word "WORKBOOK" is written in orange. The main title "CALLING & DESTINY" is displayed in large, bold, blue letters. In the top right corner of the page, there are icons for download and print, which are highlighted with a red box and a red arrow. A red text label "Click to download or print" points to these icons.

Quiz

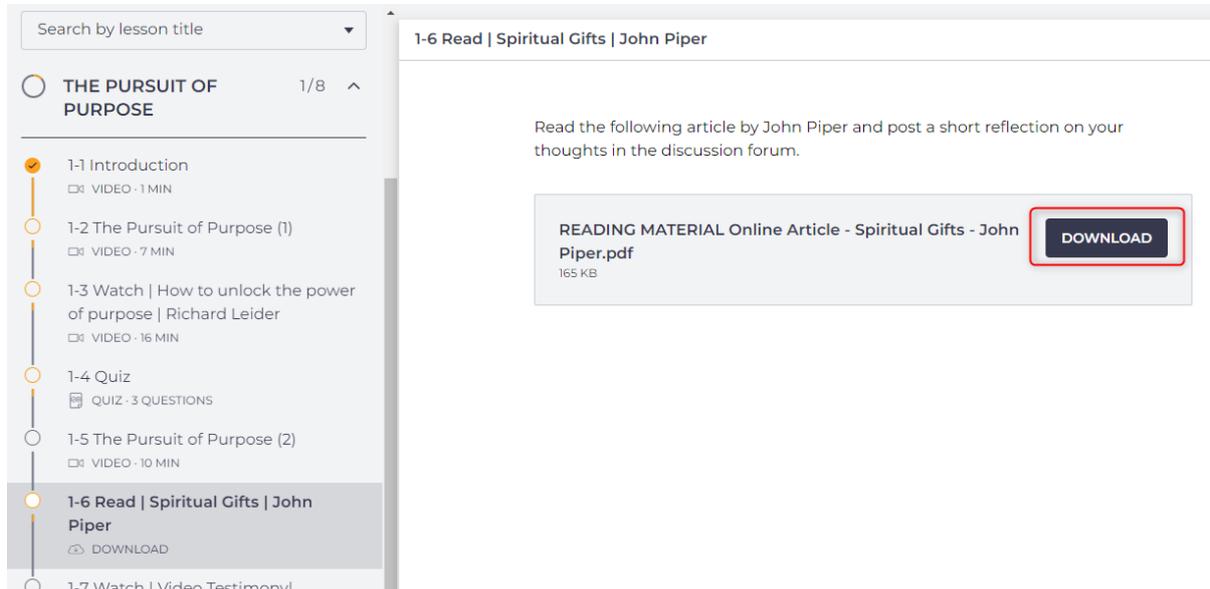
A lesson may contain a Quiz. An example is shown below. Just answer by selecting an answer or as directed by the question and click “Confirm” to move to the next question.



The screenshot shows a quiz interface for 'Calling & Destiny (7 Mar 2022)' with 4% completion. The left sidebar lists lessons: 1-1 Introduction (1 min), 1-2 The Pursuit of Purpose (1) (7 min), 1-3 Watch | How to unlock the power of purpose | Richard Leider (16 min), 1-4 Quiz (3 questions), 1-5 The Pursuit of Purpose (2) (10 min), and 1-6 Read | Spiritual Gifts | John Piper (downloadable). The main area shows 'QUESTION 1 OF 3: Who determines our purpose in life?' with instructions to choose only one best answer. Options are: A Me, B My friends, C God, D My family, and E Society and culture. A 'CONFIRM' button is at the bottom right.

Reading Material

If a Lesson has Reading Material, click to Download the material.

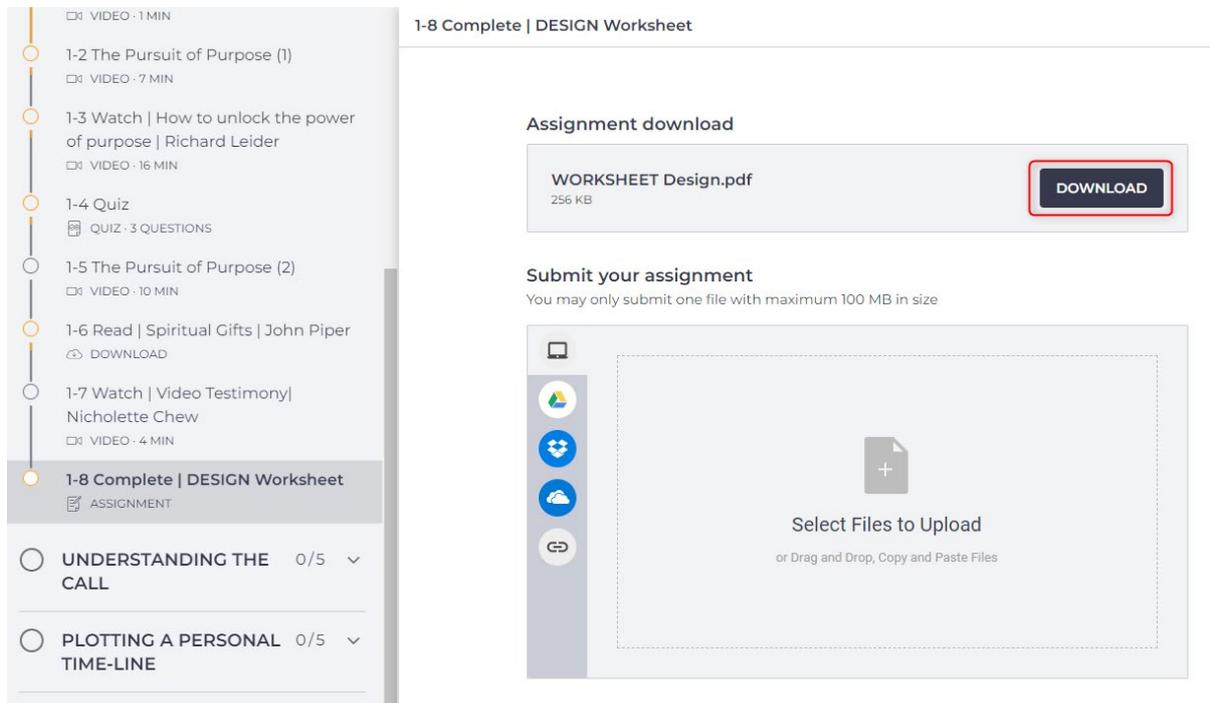


The screenshot shows a reading material interface for '1-6 Read | Spiritual Gifts | John Piper'. The left sidebar lists lessons: 1-1 Introduction (1 min), 1-2 The Pursuit of Purpose (1) (7 min), 1-3 Watch | How to unlock the power of purpose | Richard Leider (16 min), 1-4 Quiz (3 questions), 1-5 The Pursuit of Purpose (2) (10 min), 1-6 Read | Spiritual Gifts | John Piper (downloadable), and 1-7 Watch | Video Testimonv. The main area contains the text: 'Read the following article by John Piper and post a short reflection on your thoughts in the discussion forum.' Below this is a box for 'READING MATERIAL Online Article - Spiritual Gifts - John Piper.pdf' (165 KB) with a 'DOWNLOAD' button highlighted by a red box.

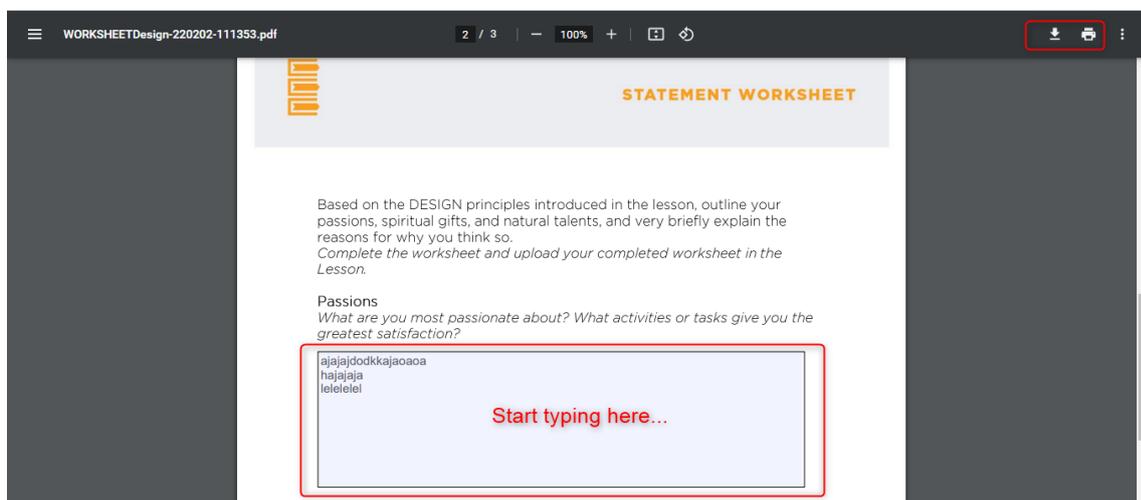
As per the Workbook, a screen on a new tab on your browser will display and you may download the Reading Material to your computer or print it to read.

Assignment

An Assignment lesson will look something like this:



Click to download the Worksheet which is a fillable PDF. As with the Workbook and Reading Material, a screen in a new tab on your browser will display.

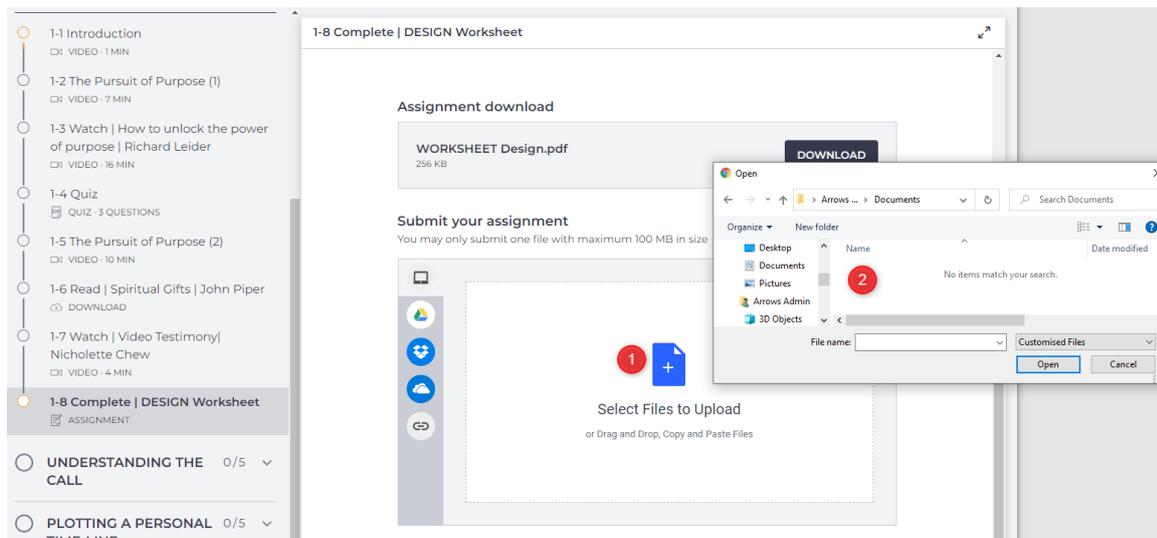


You may opt to start typing to answer the assignment as shown in the screenshot above, or you may wish to download the document.

We do not suggest the student to print the document – if they do so and handwrite the assignment, they will need to scan the document and upload it as one document back to the LMS (Learning Management System).

It is preferable that the student type directly on the Fillable PDF document, then save it on their computer and later rename (as explained in the

Assignment Submission section) the document before uploading it to the Lesson.



To upload the assignment, either

1. click and drag your assignment file (that you have saved on your computer) to the upload area (see above), or left-click on the upload area.
2. When you click on the upload area, a window will appear asking you to select the file you want to upload. Navigate to where you have saved your assignment file and click “open.” Once you have selected the file to upload, click “upload” in the bottom-right corner to complete the upload process.

If the student is not familiar navigating the computer, please have someone locally to assist them.

Interactive Lesson

An example of Interactive Lesson is shown below:

The screenshot displays a course navigation sidebar on the left and a main content area on the right. The sidebar, titled 'CLARIFYING YOUR PERSONAL VALUES', lists several items. The item '4-5 Breakout Session Sat, Apr 2 10am' is highlighted with a red box and a red circle containing the number '1'. The main content area shows a Zoom meeting link 'JOIN MEETING IN ZOOM' highlighted with a red box and a red circle containing the number '2'. Below the link is the text 'or Open in browser' and a 'CONTINUE ->' button.

1. Note that the Date and Time will always be shown. Time is always based on Australian Western Standard Time which is GMT+8.
2. To join the meeting, click “Join Meeting in Zoom”. This will open up a Zoom web browser depending on the device you are using. If you have an app installed it may open up the app.

If the student has never used Zoom before, please help to get them familiarised with it before the session so that they do not encounter any technical issues during the session.

Discussion

Some Lessons may have Discussions.

1. Click on “Discussions” and a column on the right will appear.
2. Click “Create New Post” to enter your discussion thoughts/comments.

The screenshot shows a discussion interface. The left sidebar, titled '1-10 Discussion', has a red circle with the number '1' next to it. The main content area displays a discussion question: 'What is one promise of God that is significant to you and describe why it is significant for you personally?'. The right sidebar, titled '0 Discussions', has a red circle with the number '2' next to it and a 'CREATE NEW POST' button.