

# ***The Spirit of Learning***<sup>®</sup>

Guidelines for use of the online Home Study Platform

---

## **Overview**

This online platform, comprised of **Home Study LESSONS**, is designed as a companion to the live videoconferencing sessions – what we are calling **Zoom CLASSES**. In general, the work you'll be doing in each lesson will prepare you for the class to follow.

The lessons contain a variety of materials and learning activities. For those of you who have worked in other online learning platforms, you'll find the structure to be similar.

Our platform is housed on the **BTI ONLINE** website at: <[online.bti.edu](http://online.bti.edu)>.

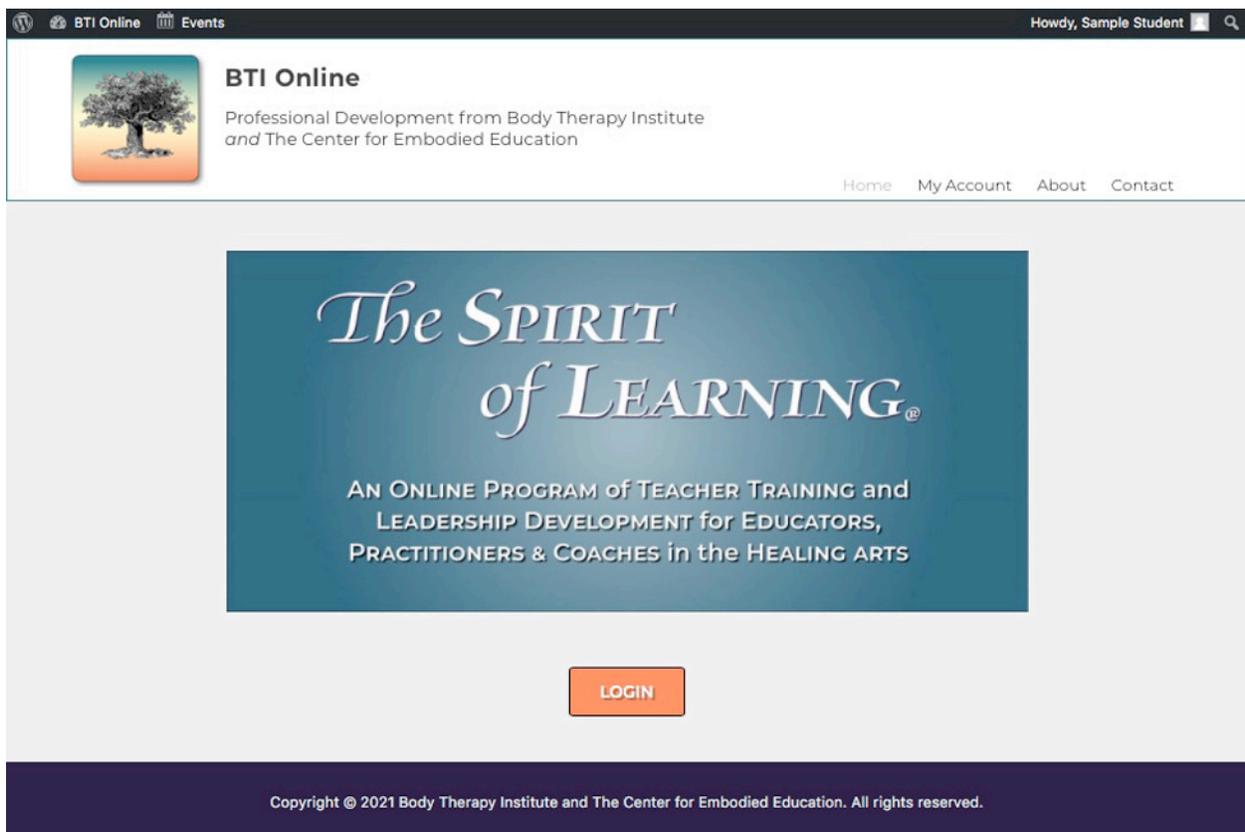
Access to the course is exclusively for students who are enrolled in The Spirit of Learning<sup>®</sup>.

As a registered user of the site, do not share your login credentials with anyone or share material from the site, per the terms of the Learning Agreements and your Enrollment Contract.

Below are a series of screenshots from the platform with how-to instructions for many of its major features. This will assist you in navigating the Course Content.

## **Accessing the Home Study Platform**

- On the BTI ONLINE homepage <[online.bti.edu](http://online.bti.edu)>, click the LOGIN button.
- Enter your username and password on the next page and click the LOGIN button again.



BTI Online

Professional Development from Body Therapy Institute  
and The Center for Embodied Education

Home My Account About Contact

*The SPIRIT  
of LEARNING*<sup>®</sup>

AN ONLINE PROGRAM of TEACHER TRAINING and  
LEADERSHIP DEVELOPMENT for EDUCATORS,  
PRACTITIONERS & COACHES in the HEALING ARTS

LOGIN

Copyright © 2021 Body Therapy Institute and The Center for Embodied Education. All rights reserved.

- Then click “My Account” on the upper nav bar.
- On your profile screen, go to the bottom under “Your Courses” and click link for “The Spirit of Learning” -- this takes you to the **Course Overview** page:



BTI Online Events Howdy, Sample Student

THE SPIRIT of LEARNING® Course Overview My Account Home Log Out

26% COMPLETE Last activity on February 25, 2021 11:14 am IN PROGRESS

Course Materials

### COURSE OVERVIEW

*The Spirit of Learning®* embraces and integrates the cognitive, emotional, physical and spiritual aspects of the educational process. The program provides a transformative experience in which you will gain the core competencies required for effective and successful teaching – while exploring the dynamic relationship between philosophy and methodology with a focus on **embodied learning**.

#### Course Content Expand All

##### SECTION 1 | Foundational Elements of Embodied Presence

Section 1 – Lesson 1 Expand  
5 Topics

### How the Platform is Organized:

COURSE CONTENT > Sections > Lesson Content > Topics by Title

- The Topics level is where the content is displayed.
- *Important Note:* Access to Lessons will be opened according to a set schedule. If a Lesson is not yet open, you’ll see a yellow banner that indicates its release date.

Section 1 – Lesson 5 Collapse  
6 Topics AVAILABLE ON APRIL 18, 2021 12:00 PM

#### Lesson Content 0% Complete | 0/6 Steps

- Opening Video (S1-L5)
- Creating a Course Syllabus
- Conditioned Tendency and the Change Process
- Somatics, Embodiment and Presence
- The 7-Step Kata
- Preparation and Assignments for Zoom Class 5

## Navigation

- On the Course Overview page, on the right side of the screen, click the “Expand All” button to be able to see the complete list of Topics under each Lesson.
- You can also use the “Expand” arrow under a particular Lesson to view its list of Topics
- Click on a Topic to bring it up for viewing.
- You can use the navigation buttons on the bottom of each topic page to go to the Next Topic, or Previous Topic.
- At any time, you can click the “Course Overview” nav link on the teal-colored header at the top right of the window to go back to the main level of the course.
- You can also navigate back to the Lesson you’re working on, or to the Course Overview, by clicking the link text in the Progress Bar (indicated below by the black arrow).



## Assignments and Experiential Exercises

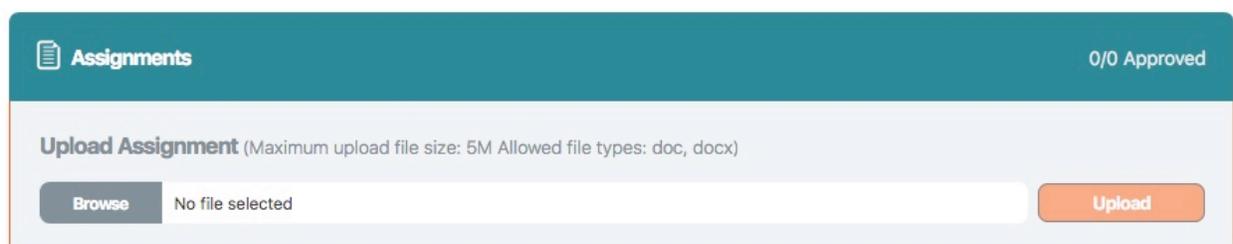
Within the Topics, there are three categories of learning activities you will need to complete:

1. Somatic Exercises or Journaling Exercises you will NOT need to turn in
2. Written assignments based on Somatic or Journaling Exercises to be turned in
3. Other written assignments to be turned in, based on material in the Topic

The last Topic in each Lesson is titled: **Preparation and Assignments for Zoom Class** \_\_\_\_\_. You’ll see a list of items for preparation, including required reading, along with a list of assignments and any Materials that need to be printed out and brought to Zoom Class. Most Lessons – but not all – will have a short written assignment requirement, with a due date listed for turning in this work.

At the bottom of this Topic, you’ll see an **Assignments** window, which you will use to upload a single Word or PDF document containing all the written assignments for a particular Lesson.

In Section 1 – Lesson 2, there is a Topic entitled *How to Format and Submit Written Assignments*. These guidelines are also found in the Materials tab at the Course Overview page.



### Tracking your progress

When you finish your work in a Topic, click the “Mark Complete” button at the bottom of the page. In each Topic, you’ll see a progress bar for that particular Lesson:



When all Topics in a Lesson are complete, the gray “In Progress” button will change to a green “Complete” button:



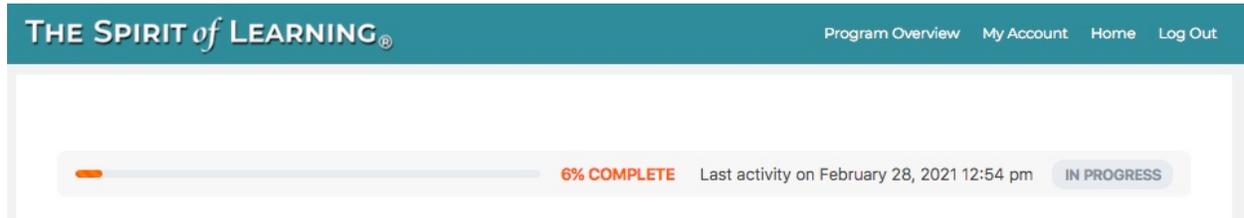
The only exception is the last Topic in a Lesson that contains an Assignment window, where there will NOT be a “Mark Complete” button at the bottom of the page. The Topic status will shift to “Complete” once you upload the Word or PDF document in the Assignment window.

When a Topic is complete, the round circle next to the Topic in the Lesson list will shift from open to a green checkmark. The percentage of completion of that Lesson shows on the right side of the content bar:

## Section 1 – Lesson 1

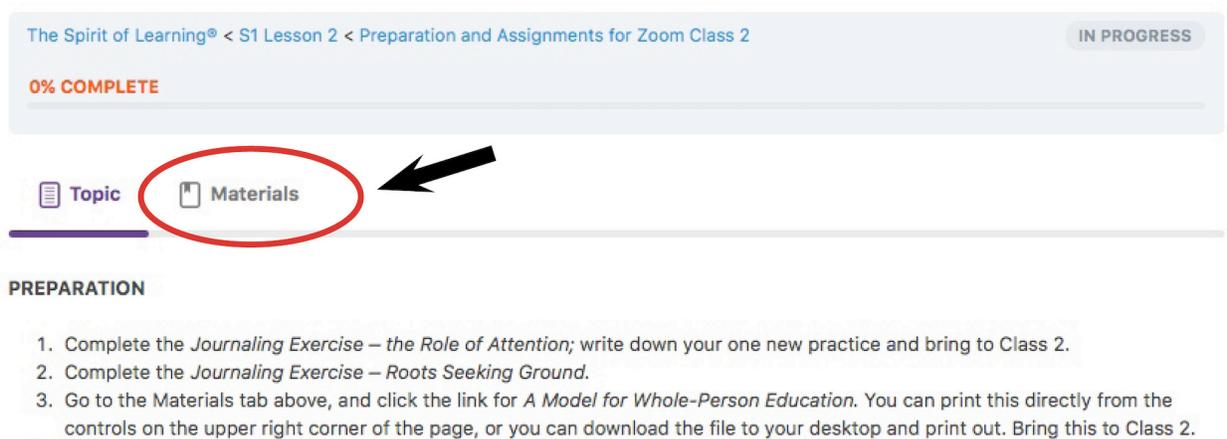
A screenshot of the "Lesson Content" list for "Section 1 – Lesson 1". At the top left, it says "The Spirit of Learning® &lt; Section 1 – Lesson 1". At the top right, there is a gray button labeled "IN PROGRESS". Below this, a teal header bar contains a document icon, the text "Lesson Content", and "80% Complete | 4/5 Steps". The list contains five items: "Opening Video (S1-L1)" with an open circle, "Welcome and New Beginnings" with a green checkmark, "Ground" with a green checkmark, "Perspectives on the Classroom" with a green checkmark, and "Preparation and Assignments for Zoom Class 1" with a green checkmark. At the bottom, there is an orange "Mark Complete ✓" button with a "Back to Course" link below it, and a teal "Next Lesson &gt;" button.

Your overall progress in the Home Study Platform is displayed at the Course Overview Level:



### Accessing additional learning materials and reference documents

In certain *Preparation and Assignment Topics*, you'll see a "Materials" tab displayed – as in the example Topic below:



When you click that tab, it will bring up the PDF documents that are housed there. Just click the link for a document – it will open in a new tab in your browser. If it's a multi-page document, go to the bottom of the frame to click to the next page.

You can also download the document to your desktop for viewing or printing. (The controls for this will depend on the particular browser you're using.) Note that some assignments ask you to print a document from the Home Study Platform to bring to the following Zoom Class.

At the Course Overview level, there will be **reference documents** posted in the Materials tab, including these *Home Study Platform Guidelines, Learning Agreements, How to Format and Submit Written Assignments, Guidelines for Zoom Classes, Course Syllabus and Curriculum*. These can be accessed whenever you need them.

### Technical notes (for those interested in such things):

This Home Study Platform is based in WordPress, with the GeneratePress theme, Elementor page builder, and the LearnDash Learning Management System plugin.