



UUI Online Campus Quick Start Guide

Congratulations for embarking on the rigorous yet rewarding adventure of studying *The Urantia Book*! We're honored to join you on your journey. To get started, follow the 5 steps below on a desktop or laptop computer. (Additional tips are included after these 5 steps.)

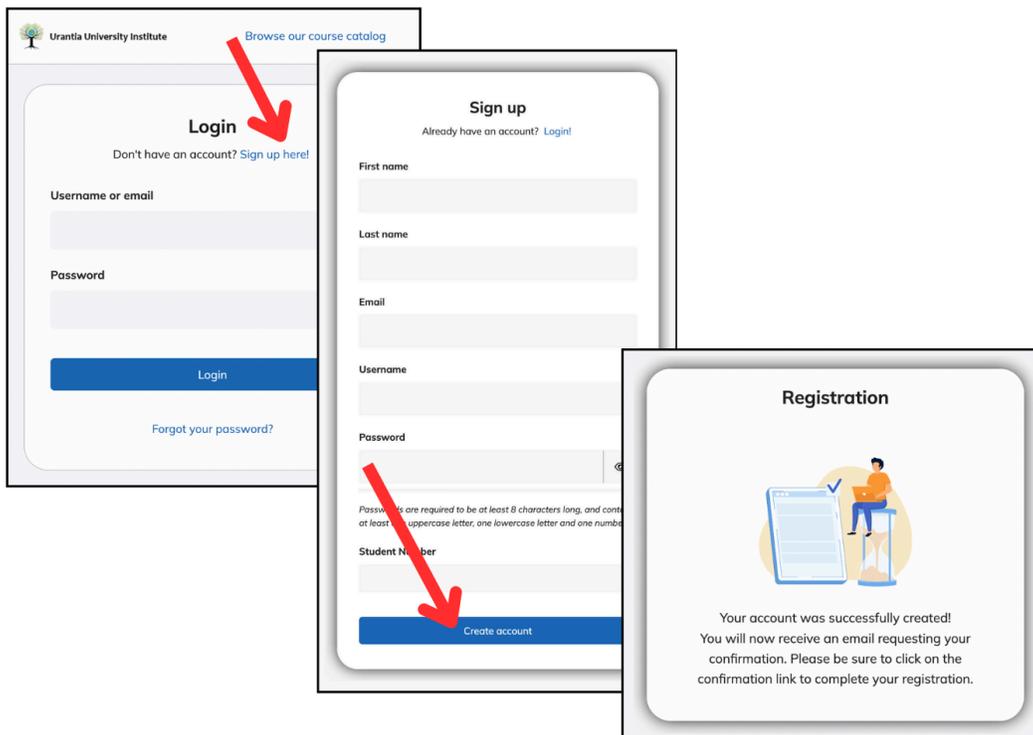
If you need additional help at any point, you can email admin@urantiauniversity.org.

Note: You must have a valid Email and Password to access TalentLMS (Learning Management System), the platform used for UUI's Online Campus.



Step 1: Create Account & Log in

Go to <https://urantiauniversity.talentlms.com> to log in, or follow the instructions to sign up for a new account. (Be sure to check the email address used in creating your account for a message from noreply@talentlms.com with the subject line "Welcome to Urantia University." Confirm your account by clicking on the link in the email.)



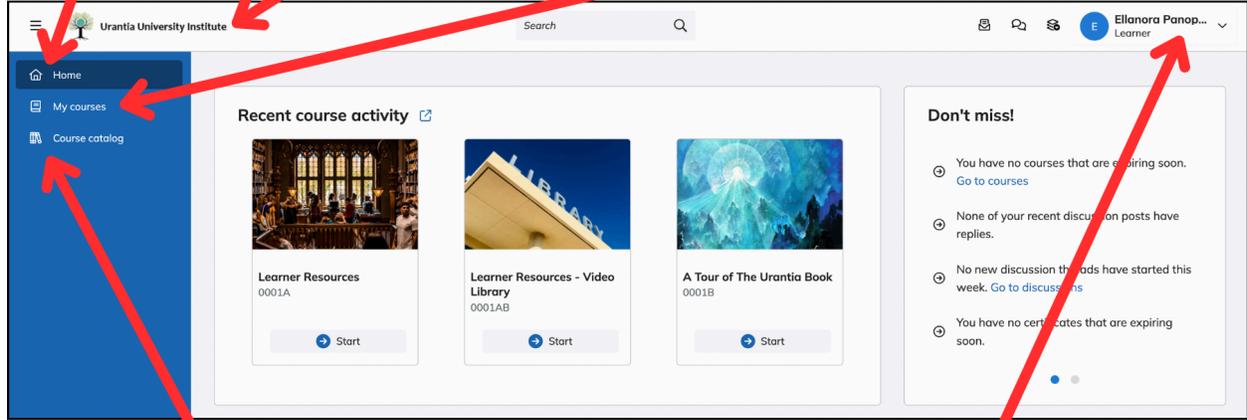
Step 2: Explore Dashboard

Tip: We recommend using a desktop computer or laptop and keeping your browser in full-screen mode as you are first learning to use the UUI Online Campus with this guide. TalentLMS' responsive design makes it possible for content to be viewed on virtually any device or screen size, but the exact layout may look different from the screenshots in this and other tutorials if your browser is not in full-screen mode on a large screen.

Each time you log in, you will first be brought "Home" to your Learner Dashboard:

Click "Home" or the UUI logo to return to the Dashboard from another screen

Click "My courses" to access courses you are enrolled in

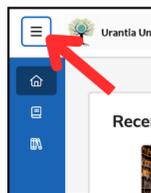


Click "Course catalog" to browse UUI courses you can self-register for

Hover here and click "My profile" to edit your personal profile

The screenshot shows the UUI Learner Dashboard. At the top left is the UUI logo and 'Urantia University Institute'. A search bar is in the top center. On the top right is the user's name 'Ellanora Panop...' and 'Learner'. A blue vertical menu on the left contains 'Home', 'My courses', and 'Course catalog'. The main content area is titled 'Recent course activity' and features three course cards: 'Learner Resources 0001A', 'Learner Resources - Video Library 0001AB', and 'A Tour of The Urantia Book 0001B'. On the right is a 'Don't miss!' section with notifications about courses, discussions, and certificates. Red arrows point from text labels to the 'Home' icon, 'My courses' link, 'Course catalog' link, and the user profile dropdown menu.

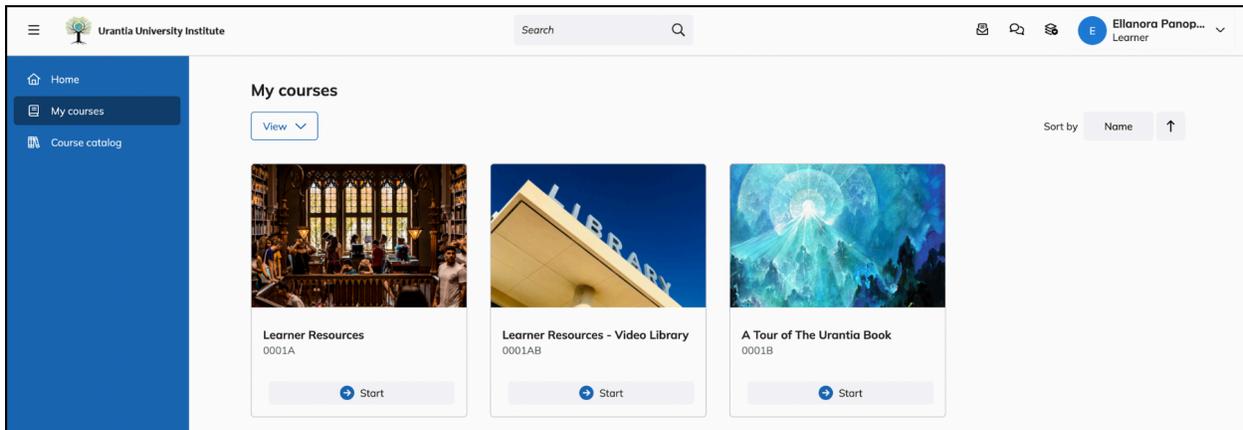
Note: If the blue vertical menu on the left side of your screen looks like this...



...You can click the "hamburger" menu icon in the top-left corner to expand the menu.

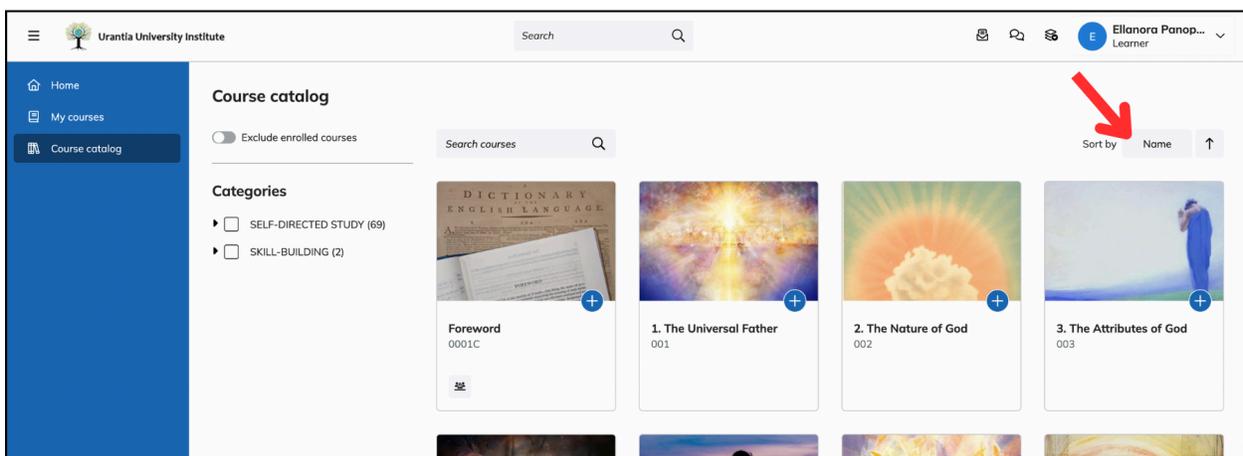
Step 3: Explore “My Courses”

Navigate to “My courses” from the blue vertical menu on the left side of the screen. Take note of the following three courses each student is automatically enrolled in: Learner Resources, Learner Resources - Video Library, and A Tour of The Urantia Book. Here you can find a variety of resources made available to assist you throughout your studies.



Step 4: View & Enroll in a Course

Navigate to the “Course catalog” from the left-side menu. Here you can browse dozens of asynchronous courses you can enroll in and take at your own pace. Courses titles preceded by a number are Self-Directed Study Courses (SDS), and refer to a specific paper in *The Urantia Book* (e.g., “1. The Universal Father” refers to Paper 1: The Universal Father).



Tip: You may want to select “Name” from the drop-down in the top-right corner in order to view Self-Directed Study Courses (SDS) by the order their papers appear in The Urantia Book.

There are two ways to enroll in a course by yourself:

1. [From the outline view of any individual course](#)
2. [From the course catalog](#)

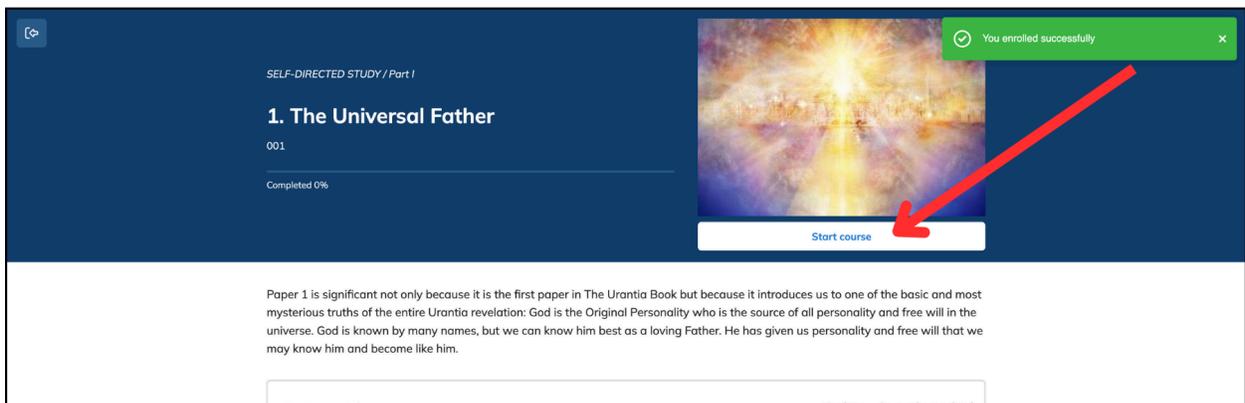
Note: You can also [click here](#) to sign up for our newsletter and get announcements about additional synchronous courses which meet with a live instructor, as they become available. Different enrollment instructions will be given for these courses.

To view the outline of a course, click on the title or image of the course. (When you hover over the title or the course image, a blue icon with an eye and the word "View" should appear. Scroll down to view the titles of each unit, organized by section.

To enroll in a course from the course outline, click on the white button "Get this course."



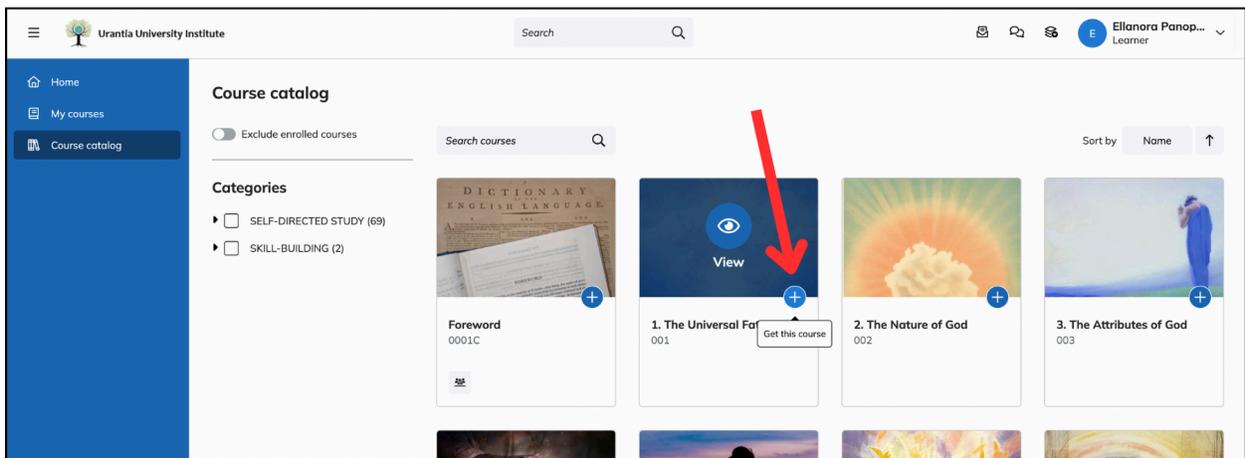
A green notification should then pop up briefly on the top-right corner of the screen which reads, "You enrolled successfully." You can then click the same button which has now changed to "Start course" to begin. (Skip ahead to the second page of Step 5, if you do.)



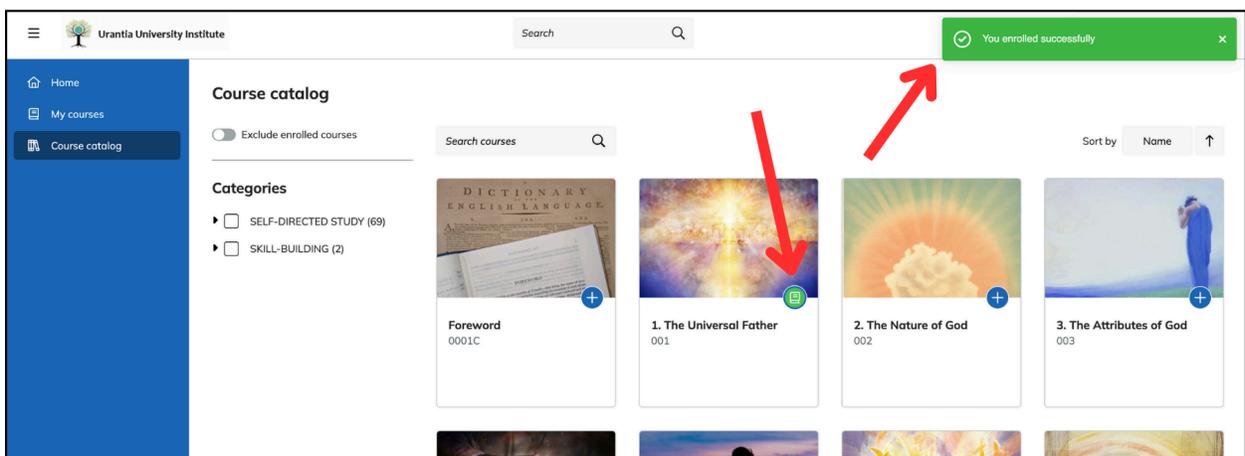
To leave the course outline page, click on the blue icon with the arrow located on the top-left corner of the screen (seen below). This will take you back to the course catalog where you can browse other courses.



To enroll in a course from the course catalog, click the blue icon of the plus symbol above the title. (The words "Get this course" should appear while hovering.)

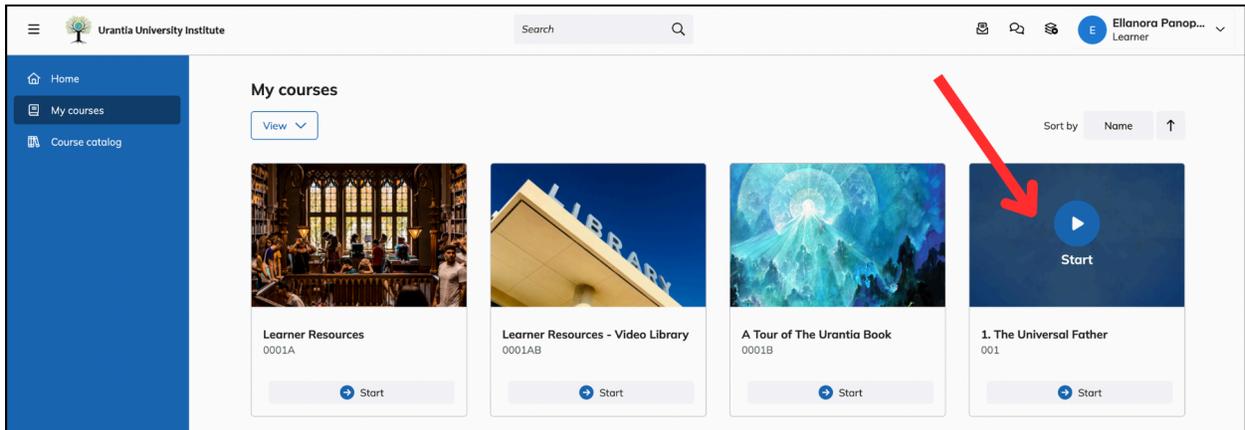


A green notification should then pop up briefly on the top-right corner of the screen which reads, "You enrolled successfully." The blue icon of the plus symbol will also change to a green icon of a book in the course catalog.

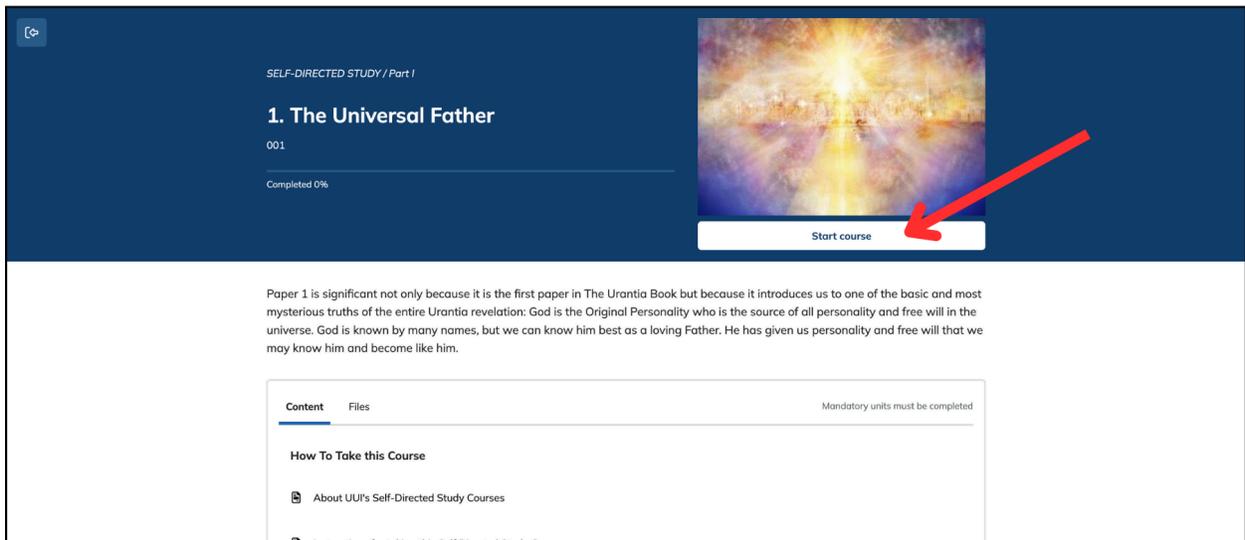


Step 5: Start or Resume a Course

Navigate to “My courses” from the left-side menu. Click on the course you wish to start or resume. (A large blue “Start” or “Continue” button will appear when hovering your cursor.)

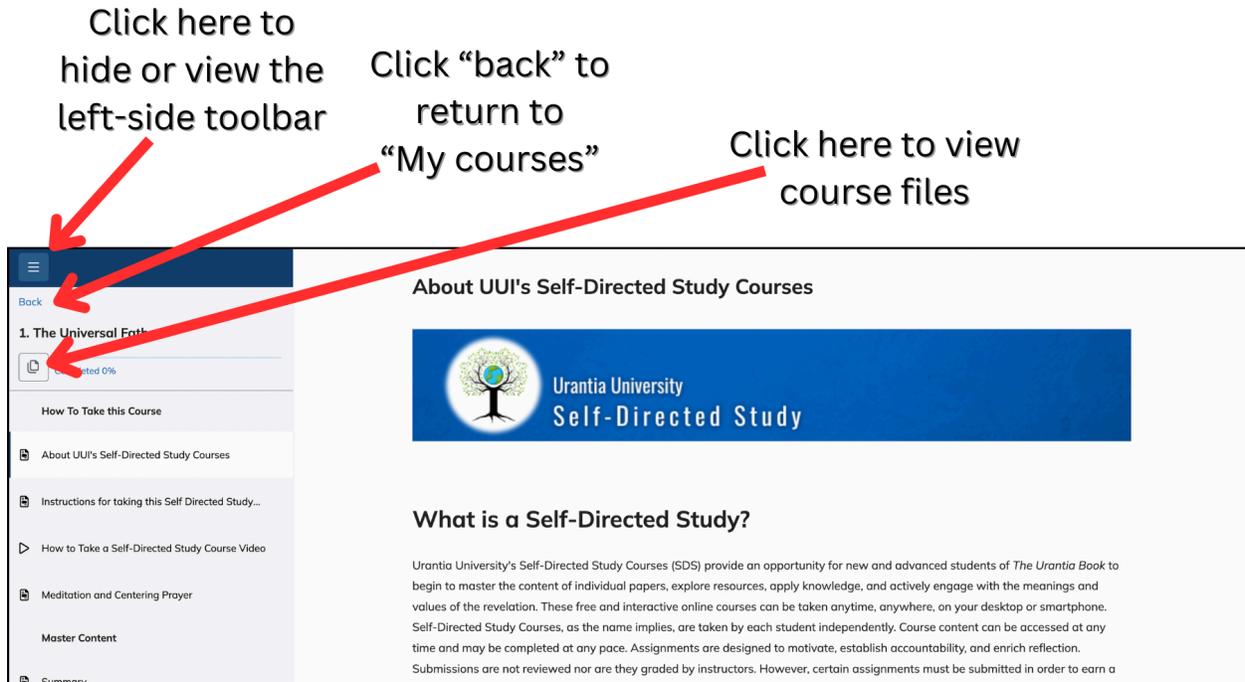


You will be brought to the outline view of the course. Click the button which reads “Start course” (or “Resume course”) to open the course.



When you open a course, you will first be brought to the first unit of the course, or, if you are returning, to the first unit in the course which has not yet been completed.

To leave a course and return to "My courses", click the word "Back" in the top left corner.



The course outline is displayed on the left. The icon to the left of each unit indicates the type of content made available in each unit, such as a video, or written material. You can click and view any available unit from this left-hand panel. Units are organized by sections, which are in bold text and do not have an icon next to them. Be sure to carefully read the introduction and instructions for a new course before continuing, and watch any introductory videos provided.

Tip: Be sure to scroll all the way to the bottom of each unit and click the dark blue button with the arrow when finished. This is how TalentLMS keeps track of the units you have completed. This is indicated by a green "check mark" next to the unit title.



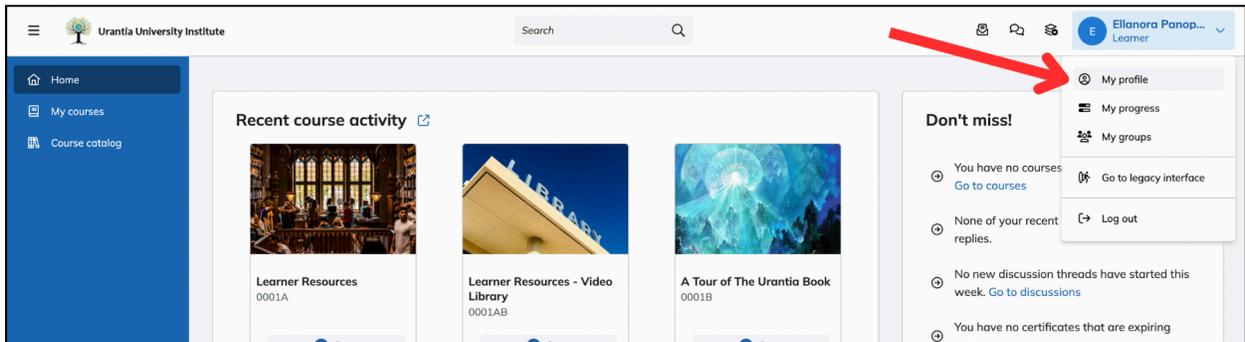
(Except in the final unit of a course, this button will display the title of the following unit.)

Next Steps

You now have all you need to get started with the Self-Directed Study Courses (SDS) in UII's Online Campus! As you continue your studies, you may find the tips in the following pages helpful. If you need further assistance, please email admin@urantiauniversity.org.

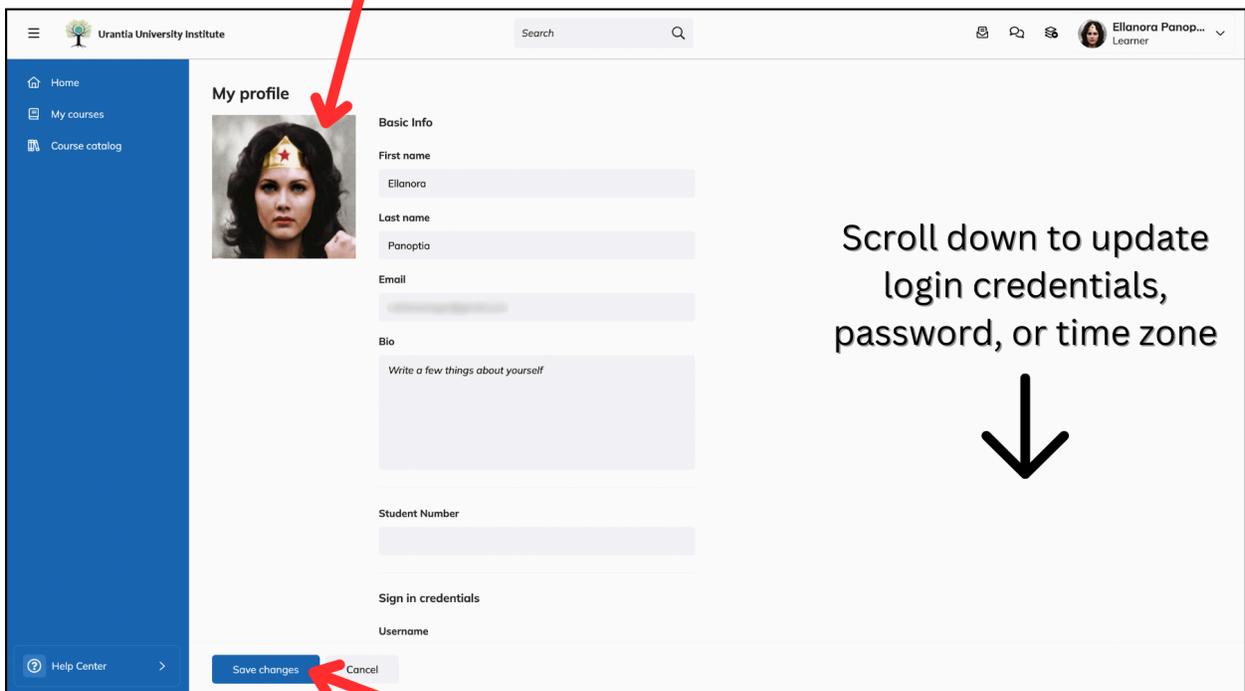
Editing Your Personal Profile

From your Learner Dashboard (“Home”), hover over your name displayed in the top right corner and click “My profile.”



From here you can upload a picture of yourself and share a brief bio. This is not required, but it can help administrators, instructors, and fellow students get to know you and cultivate a relationship.

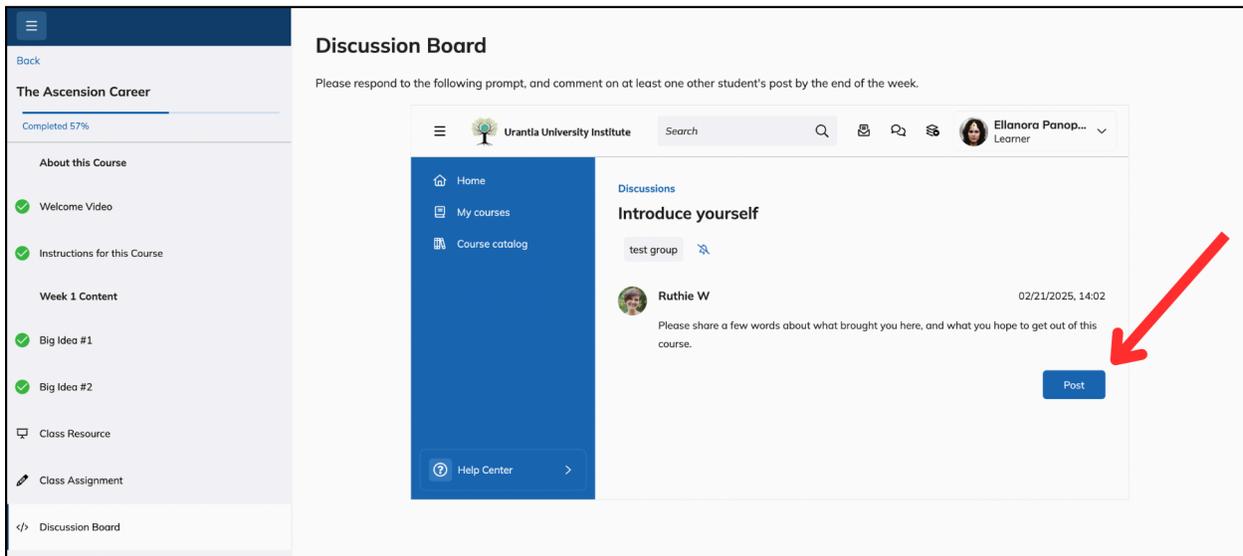
Click here to upload a profile picture



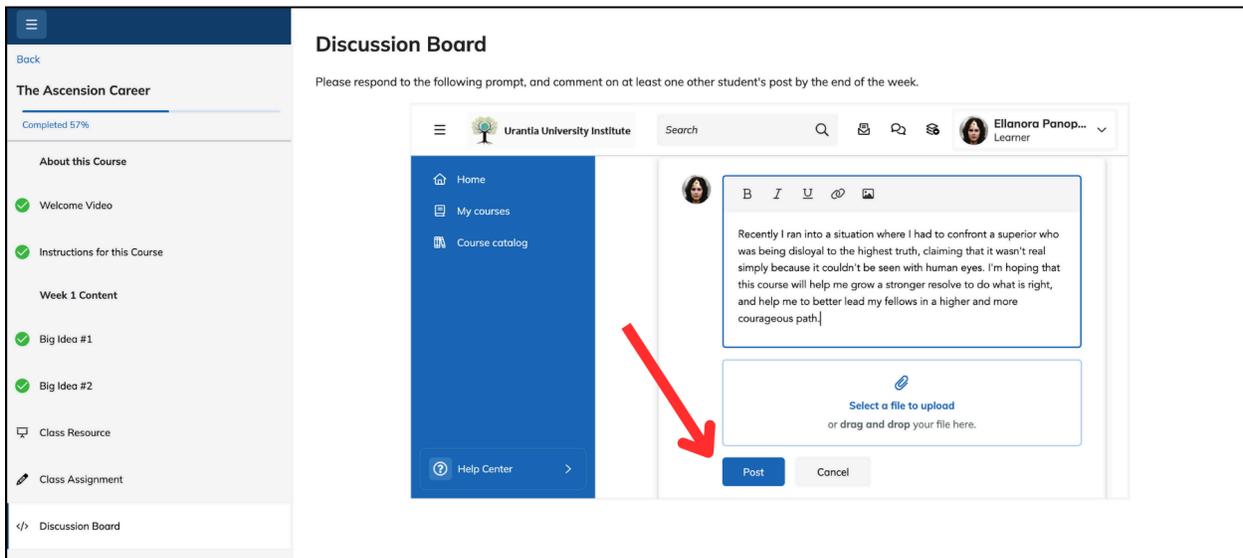
Remember to save changes

Discussion Boards: Posting and Replying

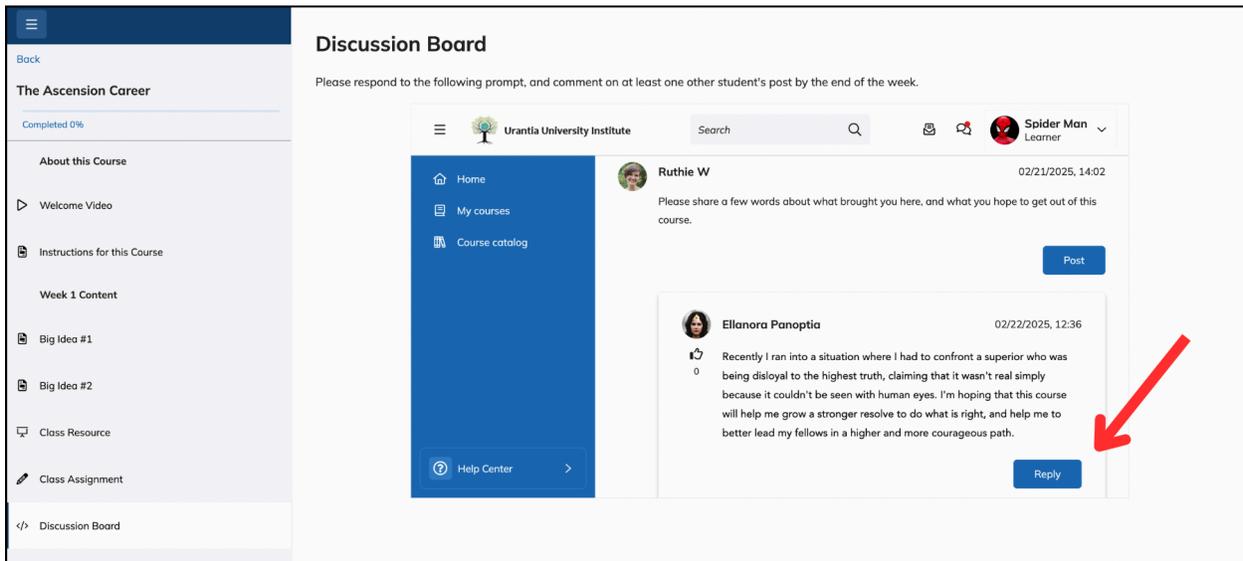
Some of UUI's courses utilize discussion boards as a means of connecting with other fellow students. At some point you may encounter a unit in a course titled "Discussion Board," and have as one of your assignments to post a response to a question and/or read the responses of your classmates, as seen below:



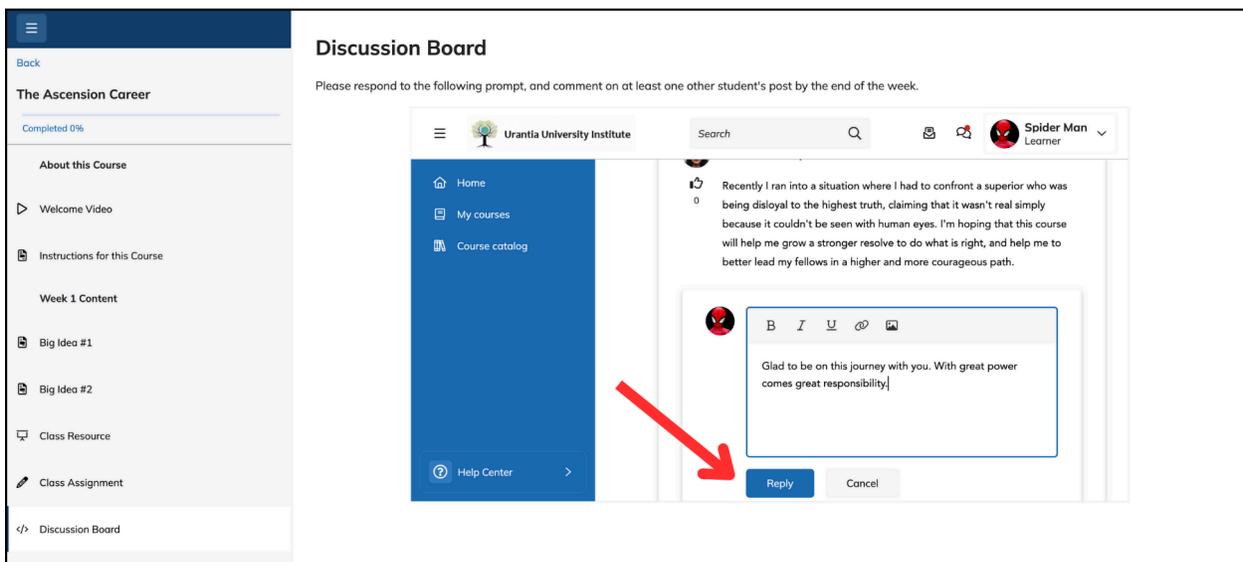
To make an original post in response to the prompt, click the button which says "Post." This will open a small text editor box. Once you've finished typing your response, click "Post" again to submit it.



Notice that posting in this way displays your post to all students and instructors as a direct response to the original prompt.

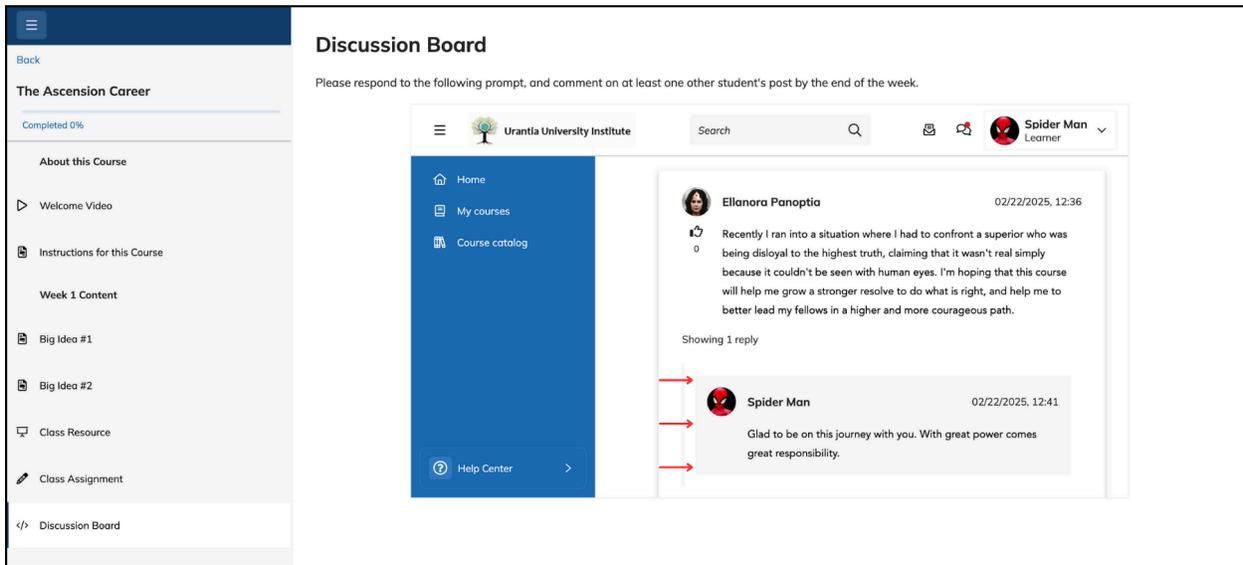


To reply to another student's post, click the blue "Reply" button, which will again open a small text box editor. After typing a response, hit "Reply" again, which will appropriately display your text underneath the student's post, rather than in direct response to the original prompt.



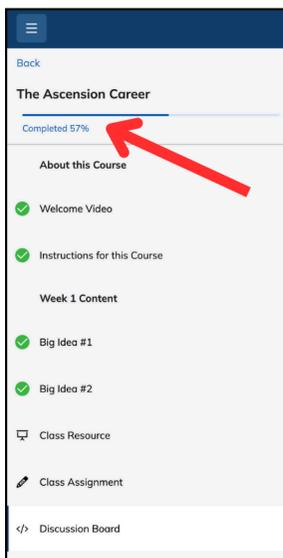
Your reply will now be indented and placed directly underneath the student's post, making it clear that it is *not* a response to the original discussion board prompt.

Tip: Remember to click "Post" at the top of the page when you want to make an original response to the prompt. Use "Reply" to directly respond to another student's post. Keeping discussion boards organized in this way makes it easier for us to understand each other.



Tracking Progress

The TalentLMS platform offers UUI students multiple ways to track their progress in a course.



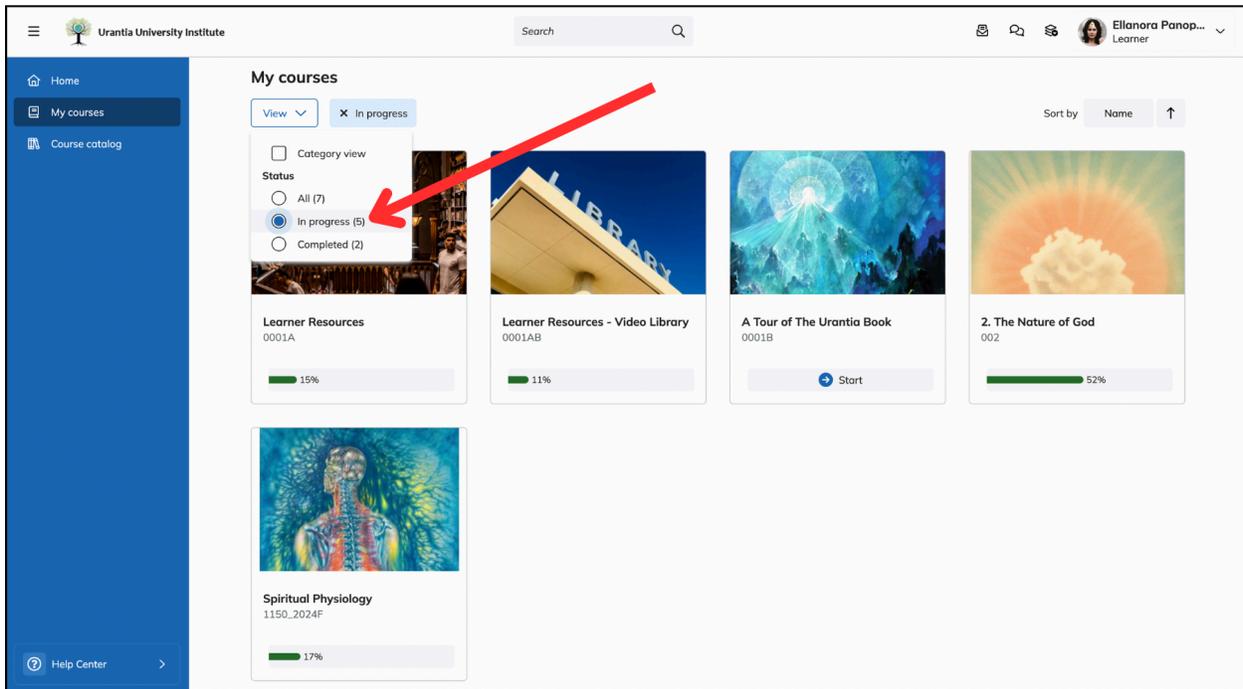
First, you can open one of your courses and look at the top left hand corner of the screen. (Click the hamburger menu icon to expand it if it is hidden from view.) You'll see a blue progress bar and a percentage "Completed," which reflects those units which also have green check marks on the side of them.

(If you are not seeing a green check mark next to a unit you thought you completed, re-open that unit, scroll to the bottom, and be sure to click the blue button with the arrow at the bottom—that is how TalentLMS registers that the unit is "completed.")

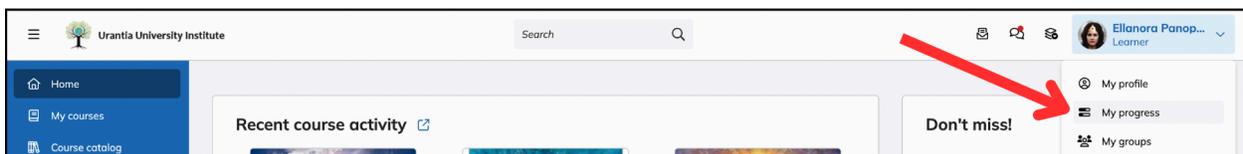


(The text of this button varies; it displays the title of the following unit.)

Another way to view your progress is from "My courses." Here you can see a side-by-side comparison of the "percentage complete" within each course you are enrolled in. As you take more classes, you may find it helpful to select the filter "In progress" when viewing your courses. This hides all completed courses from view, so that you only see those courses in which you still have work to do. Navigate to "My courses" from the left-hand menu, click the "View" button in the top left corner of the white background, and then select which courses you wish to view: All, those "In Progress," or those "Completed."

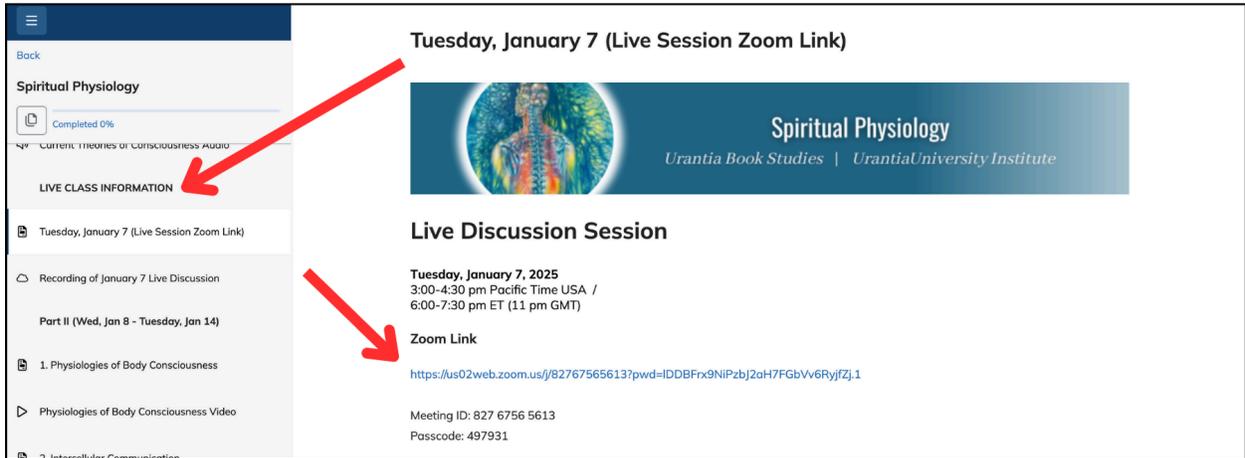


Yet another way to view your progress is to hover your cursor over your name in the top right hand corner of the screen, and select "My progress" from the drop-down menu.



Attending Live Classes

If you are enrolled in one of UUI's synchronous instructor-led courses, part of the course will take place in weekly virtual meetings via Zoom. (Check the course information and/or with your instructor for specific attendance expectations.) You don't have to have an official Zoom account to attend a meeting; simply look for a unit in your course which includes the words "Live Class" or "Zoom Link" in the title. When it's time for class, click the link to join.



The screenshot shows a course page for "Spiritual Physiology" on the Urantia University Institute website. The page is titled "Tuesday, January 7 (Live Session Zoom Link)". It features a banner image of a human torso with a glowing aura and the text "Spiritual Physiology" and "Urantia Book Studies | UrantiaUniversity Institute". Below the banner, there is a section for "Live Discussion Session" on "Tuesday, January 7, 2025" from 3:00-4:30 pm Pacific Time USA / 6:00-7:30 pm ET (11 pm GMT). A "Zoom Link" is provided: <https://us02web.zoom.us/j/82767565613?pwd=IDDBFrX9NlPzbj2aH7FGbVv6RyfZj.1>. The meeting ID is 827 6756 5613 and the passcode is 497931. A sidebar on the left shows the course navigation menu with "LIVE CLASS INFORMATION" highlighted. Two red arrows point from the sidebar to the "LIVE CLASS INFORMATION" section and the "Zoom Link" section.

Remember that we have instructors and students around the globe—so be sure to double-check the time zone. (The website <https://www.worldtimebuddy.com/> can be a helpful tool in translating time zones.)

Tip: Sometimes technology is unpredictable. Give yourself extra time by planning to join your live Zoom class a few minutes early, just in case you encounter any unexpected delays.

As mentioned above, you don't have to have an official Zoom account to attend a meeting, although if you wish you can visit <https://zoom.us/download> to download the latest Zoom app/software for your device and sign up with a personal Zoom account for added capabilities. For additional help using Zoom, [click here](#) to access some of Zoom's tutorials for meeting participants.

Contacting Instructors

Refer to your course material for the preferred method of contact for your instructor, such as a personal email address. For students taking Self-Directed Study Courses (SDS) of individual Urantia Papers, please refer to the form in the "Got a Question?" unit to ask instructors a question. All other administrative questions or concerns can be directed to admin@urantiauniversity.org.

If your instructor asks to be contacted through the TalentLMS messaging system, follow these instructions: From your Learner Dashboard (“Home”), look in the top right corner and click on the icon of an envelope and a letter. (The word “Messages” should appear while hovering.) Click “New Message.” Next, start typing the name of your instructor in the “Send to” field. Their full name should pop up, at which point you can click it, and it will appear in the “Send to” field. Write the topic of your email in the “Subject” line, your question or concern in the larger “Message” text box, then click “Send!” Return to “Messages” to check for a reply later.

Need more Help?

If you need help with something not addressed in this Quick Start Guide, please don’t hesitate to email admin@urantiauniversity.org. We are here to support you!