Dear Student,

Welcome to *Children’s Ministries Institute*®! We are so glad you are joining us for this module and trust your time here will be both enlightening and encouraging.

While you are here, we seek to provide you with the highest quality of materials to assist you in the learning process, as well as to aid you in your ministry once you return home. Before the beginning of this module, you received this student manual. This manual is full of notes on the various class subjects covered in this module. In addition to a physical manual, there are also files available online for you to download*. Please download them at the very beginning of this module* so as instructors reference these files, you have them accessible to look at, use for homework assignments, and have for future use. *This link will not be accessible to you once you leave* CMI®.

We utilize <box.com> to store and deliver these files to you. On <cefcmi.com> under the current module, you will find a link that leads you to a folder including the Supplementary Resources (the files we referenced above) for this module. Please download all the files included in this folder.

Here are some **basic instructions** for how to download, extract, and store the files:

1. Follow the link provided, then click the *download icon*\* in the top right-hand corner of the screen. You may need to click out of a green banner or a notification that pops up asking you to log into <box.com>; you don't need to log in or have a <box.com> account—you can just “x” (exit) out of this option and download the files. More than likely, the files will go to the "Downloads" folder on your computer and download as a zipped file folder.

\*The icon looks like this:

1. Once the folder has been downloaded, extract the zipped file folder\* for easier use of individual files. (Without first completing this step, you may not be able to view and/or insert the files in another document.)

**\*Note:** Depending on the type of computer you used to download the folder initially, this

may have already been done automatically. If this is the case, save the extracted files to an external drive for safekeeping and continue onto the next step.

1. Locate the zipped file folder containing the files you just downloaded. (This is usually in the “Downloads” folder in your computer—look for the name of the folder you downloaded from <box.com> with a zippered folder icon\* beside it.)

\*The icon looks like this:

1. Right-click on the folder, and then choose the option that says, "Extract All…"
2. A pop-up box will appear asking you to choose where to store the files when extracted. Click on “Browse,” select the location/folder where you want the files stored, and then click “Select Folder.”

**Note:** You may choose the desktop as a location to store the files temporarily, but you should ultimately save the files on an external drive. Doing this will ensure the files are protected in a separate location, should you ever encounter issues with your computer.

1. On the pop-up box, be sure the “Show extracted files when complete” box is checked so you know when the extraction process is complete. Then click “Extract.”
2. Locate the unzipped (extracted) version of the file folder in the location you previously designated.
3. Try opening a few files and inserting them into a separate document (i.e., insert a picture file into a PowerPoint®\* slide). If this is successful, then the files have been properly extracted.
4. Find the zipped file folder (probably in the “Downloads” folder) and delete it to ensure you don’t have multiple copies of the same files.
5. Go to where you are permanently storing the file folder you downloaded and rename the folder to include the current semester (fall or spring) and the year you took this course. Doing this will give you have a point of reference for looking at the files later.
6. Many of the files you downloaded are in an editable format. If you want to edit a particular file, copy that file to a separate location *other than* where the original files you downloaded are being permanently stored, and make your changes there. Doing this will ensure you retain a "master copy" of the original files.
7. On your honor, we are asking that you **do not to share** this link or any of these files with anyone else. These files are copyrighted and are specifically for your own personal *Child Evangelism Fellowship*® ministry, not another individual’s.

Please take the time to read the “Read Me First-Copyright” document included with the files you downloaded. This document contains important information on copyrights and helps for using these files in the future.

Throughout this manual, there may be references to various CDs. The files previously delivered on CDs are now being delivered online for you to download. So if you see any reference to CDs throughout these notes, know that is really a reference to the files found in your Supplementary Resources folder for this module.

We have sought to make it as easy as possible to obtain the Supplementary Resources provided for you online. Should you encounter any issues in this process, please see the Resource Development Coordinator for the Department of Education for assistance.

Sincerely,

The Department of Education

\*PowerPoint® is a registered trademark of Microsoft Corporation.