



# Creating a CI

## New Instance

## New Instance

Before starting this form please check that it is the correct form that you need to complete

This form is used to set up Course Instances (dates/students/evaluation/grades) for your location. If your base has not yet made a Course Registration with the UofN you need do that first by completing a Course Registration under the Registrations tab.

## Course Registration

Discipleship Training School



Discipleship Training School  
(DSP 211/212) - 2023-2025

Taller Intensivo Virtual de Escritura Letrávida  
(ES 124647) -

TEST Bible School for the Nations  
(CHR 225/226) - 2023-2025

Test Wednesday  
(ES 136512) -

TESTINOS DE DEC 1

## Type

FLW Course

ate instance: only outreach



## Phase

Lecture & Outreach / FA

## New Instance



## New Instance

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This form is used to set up Course Instances (dates/students/evaluation/grades) for your location. If your base has not yet made a Course Registration with the UofN you need do that first by completing a Course Registration under the Registrations tab.

## Course Registration

Discipleship Training School

## Type

FLW Course

## Phase

Lecture &amp; Outreach / FA

 Create instance: lecture and outreach Create instance: only outreach

## Basic Information

## Custom Course Name

Discipleship Training School

## Average Lecture Phase Cost (US Dollar)

## Course Languages

[Currency Converter](#)

## Primary Course Leader

Clear

[Add User](#)

## Secondary Course Leader (Optional)

Clear

[Add User](#)

## Custom Course Description



## New Instance



New Instance

- This course is taking place in a different location than registering base.
- Request blank certificate by post/mail (Only available for bases with no internet or printing abilities)

## Lecture Phase Dates

Name

Lecture Phase

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

[Add More Dates](#)

## Outreach Phase Dates

Name

Outreach Phase

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

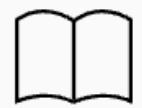
[Add More Dates](#)[Delete](#)[Save](#)

## Overview

[New Instance](#)

## Discipleship Training School (DSP 211/DSP 212)

## Overview

**LECTURE PHASE**[Add Students](#)[Evaluation & Hours](#)[Weekly Topics](#)[Grades](#)**OUTREACH**[Add Students](#)[Evaluation & Hours](#)[Team Evaluation](#)[Grades](#)

### Lecture Phase

- [Add Students](#)
- [Evaluation & Hours](#)
- [Payment \(No students added yet\)](#)

- [Weekly Topics](#)
- [Grades](#)



### Outreach

- [Add Students](#)
- [Evaluation & Hours](#)

- [Team Evaluation](#)
- [Grades](#)

Course Leader

Natalia Toro - Webapp

Registration

[Discipleship Training School](#)

Start Date

Feb 1, 2024

End Date

Jun 15, 2024

Credits

11 + 8 (79 + 57 days)

February

March

April

Lecture Phase

Outreach Phase

## Add Students

[New Instance](#)

## Discipleship Training School (DSP 211)

Overview

**LECTURE PHASE**

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

**0 STUDENTS**

No students added yet

[Add past students](#)[Add manually](#)[Import by CSV file](#)

Search for past students

May 2024

**Daniel Castro Henao**

dcastroh.94@gmail.com

Colombia

Feb 16, 1994

[Add](#)**Daniel Castro Henao**

dcastroh.94@gmail.com

Colombia

Feb 16, 1994

[Add](#)

April 2024

**Barun Halder**

barunanjoli@gmail.com

Bangladesh

Feb 3, 1970

[Add](#)**Barun Halder**

barunanjoli@gmail.com

Bangladesh

Feb 3, 1970

[Add](#)

## Add Students

[New Instance](#)

## Discipleship Training School (DSP 211)

Overview

**LECTURE PHASE**

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

0 STUDENTS

No students added yet

Add past students

**Add manually**

Import by CSV file

First Name

Last Name

Middle Name

Any other name

Gender

 Male  Female

Nationality

Date of Birth

 dd/mm/yyyy

Primary Language

Second Language

Email

Does Not Have Email

 This Student Does Not Have An Email Address

Mobile Phone

Phone

Address

City

State/Province

ZIP/Postal Code

Country

## Add Students

[New Instance](#)

## Discipleship Training School (DSP 211)

Overview

**LECTURE PHASE**

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

**0 STUDENTS**

No students added yet

Add past students

Add manually

**Import by CSV file**

In order to import a large number of students at a time, you have the option to upload a CSV file with your students data

[Download example CSV](#)

### Import Format Instructions

1. Dates format is DD-MM-YYYY. So an example would be "20-01-1995"
2. Gender format is either "Male" or "Female"
3. Country formats are listed in the following csv: [Download example CSV](#).
4. Language formats are listed in the following csv: [Download example CSV](#).

Upload your CSV file

 No file chosen

## Lecture Phase Evaluation



New Instance

**Discipleship Training School** (DSP 211)

Overview

**LECTURE PHASE**

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

**Lecture phase outcomes/objective achievement and method of delivery**

Please describe how well you did or did not achieve the lecture phase objectives and outcomes as outlined in your submitted Course Registration. Also describe any proposed improvements or revision for the future. CORONAVIRUS EXCEPTIONS: If you used online communication and/or learning tools for lectures, worship, intercession, etc due to COVID-19 restrictions that were imposed in your nation, please describe details of that and how well your course objectives were achieved through those methods.

**Intended Students**

Describe how well the students who did your course represent the Intended Student description included in your Course Registration.

**Lecture Phase Student Evaluation**

Describe the method of student evaluation you used in the lecture phase and how you determined each student's grade, including the weight given to each element.



## Lecture Phase Evaluation

[New Instance](#)

Overview

**LECTURE PHASE**

Add Students

**Evaluation & Hours**

Weekly Topics

Grades

**OUTREACH**

Add Students

**Evaluation & Hours**

Team Evaluation

Grades

**YWAM Values in the lecture phase**

Please describe how you tried to reflect the YWAM values in your lecture phase and how well did the students absorb and live them out. ([Click here to view YWAM's Foundational Values](#))

**Hours by Activity**

Please outline your typical weekly schedule

Instruction to Students (class time)

Assignments/Individual Study

Outreach Preparation

Intercessory Prayer

Personal Devotion Times

Outreach Ministry Activities

Ministry to Students

Research Projects/Book Reports

Small groups

One On Ones

Student Evaluation/Tests

Practical work duties

Workshop/Laboratory

Worship

Other

**Total Hours: 0**

Explain Other



[New Instance](#)

## Discipleship Training School (DSP 211)

Overview

LECTURE PHASE

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

OUTREACH

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades



WEEK 1

[Add topic](#)

No topics added

WEEK 2

[Add topic](#)

No topics added

WEEK 3

[Add topic](#)

No topics added

WEEK 4

[Add topic](#)

No topics added

WEEK 5

[Add topic](#)

No topics added

WEEK 6

[Add topic](#)

No topics added

WEEK 7

[Add topic](#)

No topics added

WEEK 8

[Add topic](#)

No topics added

WEEK 9

[Add topic](#)

No topics added

WEEK 10

[Add topic](#)

No topics added

WEEK 11

[Add topic](#)

No topics added

WEEK 12

[Add topic](#)

No topics added

Week Number

1

Duration (days) At least 2 days left

Topic Name

Type of Activity

Format

Topic/Activity Outcomes

Topic/Activity Content

Resource Materials

Teachers

[Save](#)

## Assign grades

[New Instance](#)**Discipleship Training School** (DSP 211)

Overview

Calculated Days

79 days

LECTURE PHASE

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

OUTREACH

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

Bulk Update

Grade Status

Grade

79

11

Internal Comments

Notes to Student

Apply

	Name	Grade Status	Grade	Actual Days	Credits	Comment (Internal Only)	Note to the student (this will appear on the certificate summary page)
<input checked="" type="checkbox"/>	Daniel Castro Henao	Complete	S	79	11		
<input checked="" type="checkbox"/>	Prokash Halder	Withdrawn	None		0		

Save

Instances Registrations Reports Requests

ES Test Account 42 4 Natalia Toro - Webapp 7 3 ?

## Add Students

New Instance

### Discipleship Training School Outreach / FA (DSP 212)

0 STUDENTS Add more students

Add students from the lecture phase

All students added.

No teams added yet Add team

Overview

**LECTURE PHASE**

Add Students

Evaluation & Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation & Hours

Team Evaluation

Grades

Instances Registrations Reports Requests

ES Test Account 42 4 Natalia Toro - Webapp 7 3 ?

## Add Students

New Instance

### Discipleship Training School Outreach / FA (DSP 212)

0 STUDENTS Add more students

Add students from the lecture phase

All students added.

Team 1 Gabriel Gomes Daniel Castro Henao, Prokash Halder ▾ 2 Students

Name Team 1

Team Leader Gabriel Gomes Clear Add User

Team Leader (Secondary) Clear Add User

Team Leader (Text only)

Students

\* Daniel Castro Henao \* Prokash Halder

Save Add team

Overview

LECTURE PHASE

Add Students

Evaluation & Hours

Weekly Topics

Grades

OUTREACH

Add Students

Evaluation & Hours

Team Evaluation

Grades

## Outreach Phase Evaluation

New Instance

Overview

**LECTURE PHASE**

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

## Outreach Phase Outcome/Objective Achievement

Please describe how you feel you achieved the objectives/outcomes as outlined in your submitted Form A. Include any proposed improvements or revision for the future

## Student Evaluation

Describe your method of student evaluation and how you determined each student's grade, including the weight given to each element

## Feedback received from students about the outreach phase

Please summarize the feedback you received from students about the outreach phase, especially areas where you can improve the school (ministry opportunities, support and guidance from school staff, etc).

## Typical Weekly Schedule

Give the breakdown of teaching/learning hours in a typical week (usually 50 or more hours per week), showing how much time is spent on essential activities including lectures, small group, frequency of individual one-on-one staff/student interaction and feedback, intercession, worship, field work, etc A guideline of a minimum of three hours of intercessory prayer per week has been adopted by the U of N

<input type="text"/> Outreach Ministry Activities <a href="#">?</a>	<input type="text"/> Instruction to Students (class time) <a href="#">?</a>	<input type="text"/> Student Evaluation/Tests	<input type="text"/> Staff/Student feedback (one-on-one)	<input type="text"/> Ministry to Students <a href="#">?</a>
<input type="text"/> Intercessory Prayer <a href="#">?</a>	<input type="text"/> Personal Devotion Times	<input type="text"/> Worship	<input type="text"/> Small groups	<input type="text"/> Practical work duties
<input type="text"/> Workshop/Laboratory	<input type="text"/> Research Projects/Book Reports	<input type="text"/> Assignments/Individual Study	<input type="text"/> Outreach Preparation	<input type="text"/> Other

Total Hours: 0



## Outreach Team Evaluation

[New Instance](#)**Discipleship Training School Outreach / FA** (DSP 212)

Overview

Not evaluated yet

**LECTURE PHASE**

Add Students

**Team 1**

Gabriel Gomes

Evaluation &amp; Hours

Weekly Topics

Grades

**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

## Assign grades



New Instance

## Discipleship Training School Outreach / FA (DSP 212)

Overview

Calculated Days

LECTURE PHASE

57 days

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

OUTREACH

Bulk Update

Grade Status	Grade	57	8	Internal Comments	Notes to Student	Apply
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Add Students

Evaluation &amp; Hours

Team Evaluation

Grades

	Name	Grade Status	Grade	Actual Days	Credits	Comment (Internal Only)	Note to the student (this will appear on the certificate summary page)
<input checked="" type="checkbox"/>	Daniel Castro Henao	Complete	S	57	8		
<input checked="" type="checkbox"/>	Prokash Halder	Incomplete	None		0		

Save

Instances Registrations Reports Requests

ES Test Account 42 4 Natalia Toro - Webapp 7 3 ?

## Outreach Team Evaluation

**New Instance**

- Overview
- LECTURE PHASE**
  - Add Students
  - Evaluation & Hours
  - Weekly Topics
  - Grades
- OUTREACH**
  - Add Students
  - Evaluation & Hours
  - Team Evaluation**
  - Grades

Students  
Daniel Castro Henao, Prokash Halder

**OUTREACH PHASE** Add Activity

0 out of 57 days evaluated.

**ACTIVITY**

Start Date of Activity	End Date of Activity
01/05/2024	25/05/2024

Privacy Only show Omega Zone level

Country

State City Zip / Postal Code Address

Does the address point to the correct location? Drag the pin to correct.

Combinaciones de teclas Datos del mapa ©2024 Términos

Primary Activities Resources

Outcomes

Save



## Overview

New Instance

# Discipleship Training School (DSP 211/DSP 212)

Overview

**LECTURE PHASE**

Add Students

Evaluation &amp; Hours

Weekly Topics

Grades

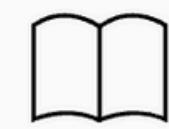
**OUTREACH**

Add Students

Evaluation &amp; Hours

Team Evaluation

Grades



## Lecture Phase

- Add Students
- Evaluation & Hours
- Weekly Topics
- Grades
- Payment Make payment



## Outreach

- Add Students
- Evaluation & Hours
- Team Evaluation
- Grades

## Course Leader

**Natalia Toro - Webapp**

## Registration

**Discipleship Training School**

## Start Date

Feb 1, 2024

## End Date

Jun 15, 2024

## Credits

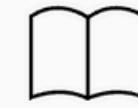
11 + 8 (79 + 57 days)

[Instances](#)[Registrations](#)[Reports](#)[Requests](#)ES Test Account 43 4Natalia Toro - Webapp 7 3

## Payment

[Base Payments](#)[Pending 43](#)[Open 4](#)[History](#)[Profile](#)[Student Registration](#)[Users](#) [TEST School of Biblical Studies I \(CHR 213\)](#)USD \$120.00  
4 students[Details](#)[Service & Agreements](#)

## Overview

[New Instance](#)**Lecture Phase**

- Add Students
- Evaluation & Hours
- Weekly Topics
- Grades
- Payment

[Overview](#)**LECTURE PHASE**[Add Students](#)[Evaluation & Hours](#)[Weekly Topics](#)[Grades](#)**OUTREACH**[Add Students](#)[Evaluation & Hours](#)[Team Evaluation](#)[Grades](#)**Outreach**

- Add Students
- Evaluation & Hours
- Team Evaluation
- Grades

**All in order!**

You may now submit your course instance to access the certificates. Be careful, once submitted, there is no turning back.

[Submit Instance](#)

Instances      Registrations      Reports      Requests

ES Test Account 43 4      Natalia Toro - Webapp 7 3

## Overview

New Instance

Overview

LECTURE PHASE

Add Students

Evaluation & Hours

Weekly Topics

Grades

OUTREACH

Course Leader

Registration

Lecture Phase

- Add Students
- Evaluation & Hours
- Weekly Topics
- Grades
- Payment

Outreach

- Add Students
- Evaluation & Hours
- Team Evaluation
- Grades

Combined Student Certificates