

About Shenandoah Bible Institute (SBI)

Shenandoah Bible Institute

FYI ...

Shenandoah Bible Institute's new Web site on the Internet now provides a unique way to get a complete Biblical education -- at home, without using printed books, or using the postal service. Entirely by using the Internet and E-mail, SBI is designed to give both beginning and advanced Christians an opportunity for in-depth Biblical studies -- at home, on their own computers. Entire textbooks can be viewed on your computer -- without having to buy a single book! An entire 4 year program covers all the important principles for spiritual growth as well as giving skills for church/para-church ministries. And the student can move through the material at the pace they wish, in order to master the material. Degrees (non-accredited) are awarded to represent the various skill-levels that the student achieves at studying and teaching the Bible.

The teacher who assumes oversight for the Internet site is Dr. Charles Vogan. He earned his bachelor's, master's, and Ph.D. degrees in Biblical Studies. He is the author of over 40 books to date, has experience in preaching and teaching the Bible for over 20 years and in various states, and has authored a Bible study magazine that went all over the US and into several foreign countries.

For more information, please visit our website at --

<http://www.shenbible.org>

Be sure to look over the courses offered at --

<http://www.shenbible.org/degreescourses.htm>

Our regular "degrees" are a bit different from normal. Our degrees aren't the same as the degrees you would get at an accredited institution. They represent specific skill levels in proficiency with the Bible -- both in Bible study and using it to minister to others. Someone who completes all four years of work with SBI will essentially know more about what the Bible teaches than the average pastor gets in a seminary program. And yet the SBI courses aren't the traditional ones found in many seminaries; they specifically focus on the Bible itself, instead of the theology, history, hermeneutics, and so on that one would find in seminary programs.

Thank you for your time and interest!

Shenandoah Bible Institute



Bible Lesson Planner -- Contents

[Program Overview](#)

[Creating a lesson](#)

[Loading a lesson](#)

[Getting lessons from SBI](#)

[Lesson Overview](#)

[Printing lessons](#)

[Using the Planner](#)

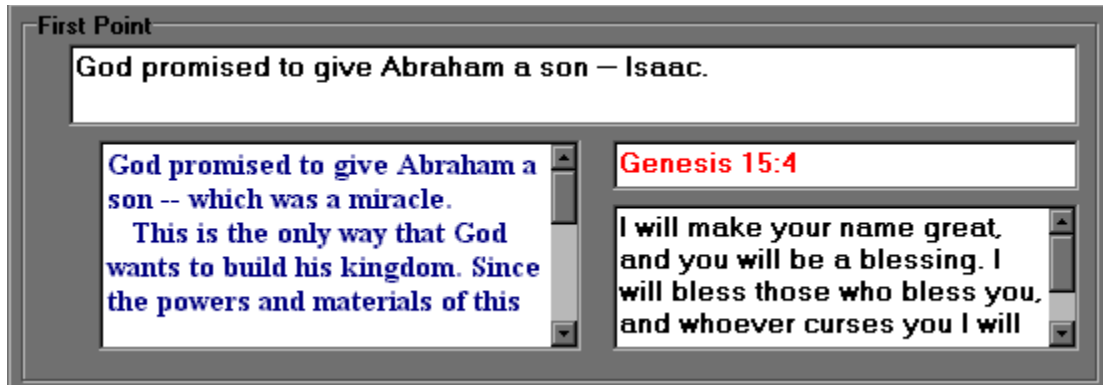
[Making tests](#)

[About Shenandoah Bible Institute \(SBI\)](#)



Creating a lesson

When the program starts up, it is ready for you to begin entering a lesson outline. This is what the screen looks like with the information on the first point filled in:



There is room for five points for your Bible lesson, and two points are on the screen already. You can access the text boxes for the other points by using the scroll bar on the right side of the screen. If you leave the mouse cursor over a text box, a hint window will pop up to tell you what kind of data goes in it.

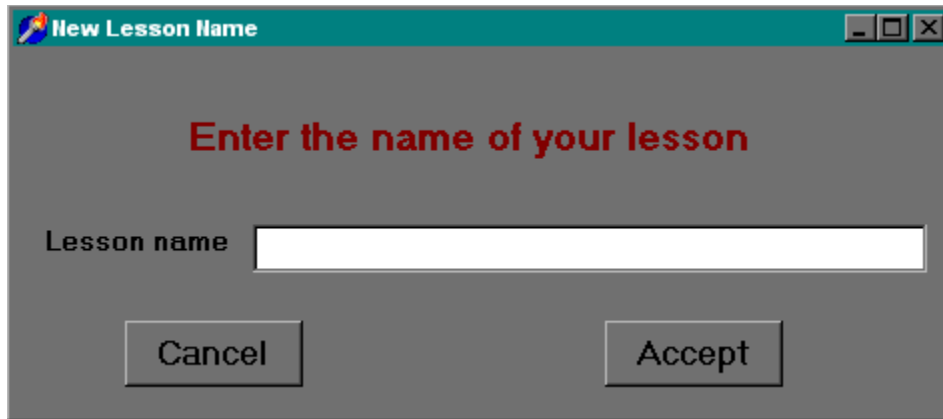
In order to create a lesson, follow these steps:

First, fill in the points of the lesson using the five text boxes. The window will scroll up and down so that you can access all five points.

Second, click on **Lesson|Save current lesson** on the menu. Or, you can click on the SpeedButton --

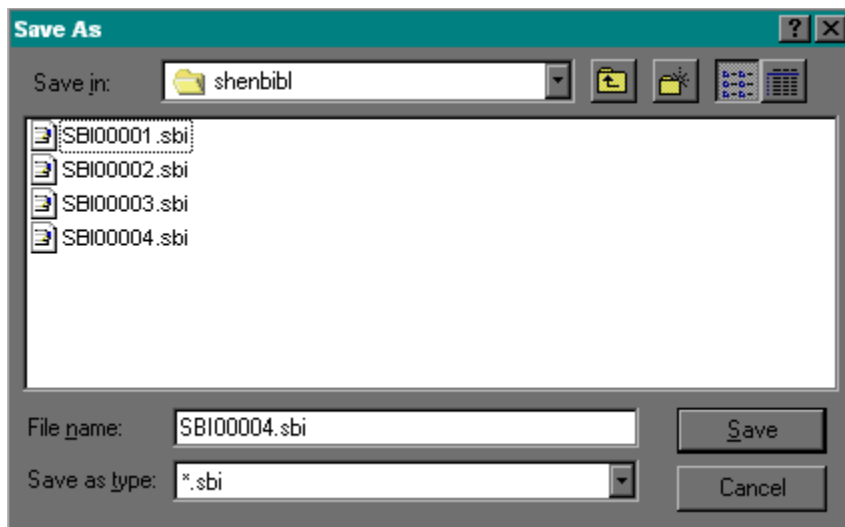


Third, a window will pop asking for your lesson name.



You can be as descriptive as you like here. Just remember that several places in the program will list your lessons by name, and the list will be alphabetical. If you start your name with "The" or "A", the lesson name might not be where you want it to be in an alphabetical list!

Fourth, the program will then show you the **Windows-Save** Dialog box -- and ask for a file name.



If you are using Windows 3.1, you have to keep the name length to 8 characters or less. If you are using Windows 95, you can give it any descriptive name. When you have given it a file name, press the **SAVE** button and the program will save your lesson for you.

SBI will use the naming convention of **SBI00001.sbi** and so on for its lesson names. You can develop your own naming conventions for the lessons that you create, but if you intend to download SBI's lessons, we would recommend that you don't use our scheme -- you could end up wiping

out your lessons when you download ours, or vice-versa, because of different files with the same names.

You can also change the Lesson Title at any time. Click on the arrow beside the Lesson Title:



Now the window will come up to allow you to enter a new Lesson Title.

One more handy thing you can do is attach special notes to the entire lesson. To do this, either click on Lesson|Notes for lesson on the menu, or click on this SpeedButton:



You will get a window with four kinds of notes: **Dates and Places Taught, References, To-Do List, and Materials Needed.** This is a handy way of sticking reminders, references, and miscellaneous notes onto each lesson.

Next ...



Program Overview

The Bible Lesson Planner does two things for you:

First, it allows you to use already-made Bible lessons from Shenandoah Bible Institute. This will save you a great deal of time for preparing lessons for Sunday School, Bible studies, discussion group outlines, and sermon outlines. You can download these lessons from SBI's Internet web site, print them as is, or change anything in the lesson that you want.

Second, it gives you the ability to create and manage your own Bible lessons. You can also assign particular lessons to whatever day of the year that you want, and get a printed listing of your lesson schedule.

If you have any problems or questions about the Bible Lesson Planner program, please feel free to contact SBI for help:

Website: <http://www.shenbible.org>

Email: sbi@shenbible.org

The Bible Lesson Planner is free, and so are the lesson outlines found on SBI's Internet web site. Feel free to use and share this software with your friends!

Next ...



Getting lessons from SBI

You can get already-made Bible lessons from Shenandoah Bible Institute. It's easy, and it will save you a great deal of time from having to come up with outlines and lessons of your own. Besides, once you download SBI's outlines, you can change whatever part of the lesson you like.

It involves getting on the Internet and downloading the lessons from there.

First, you can get to SBI's web site by clicking on **SBI|Connect to SBI website** on the menu. Or, you can click on the SpeedButton --



Windows will take over from there, by automatically starting up your particular Web browser (Netscape, Mosaic, Internet Explorer, etc.). If this doesn't happen, then you'll have to manually start your Internet browser program and type in the following web address:

<http://www.shenbible.org>

You can also get to SBI by going to the **Planner** page and clicking on this button:



At the SBI website you will see instructions for getting the new lessons. The files there are "zipped" files -- they're compressed files that contain "bundles" of lessons in each file. When you get the file, your Internet browser program will ask for a location on your drive for storing this file; either accept its choice that it offers you, or enter the directory name of your own. (**Hint:** It's a good idea to create a directory on your drive called "Downloaded Files" or something along that line. Then you can use this directory as a "safe" area on your drive for anything you download off the Internet.) Either way, write down where it's putting this lesson file -- you'll need to know! Then you can quit your Internet browser program.

Second, once you've downloaded the file, you have to go to where it downloaded (here is where you need Windows Explorer or some sort of file manager program to locate the downloaded file). When you find the downloaded file, double-click on the file name. What it will do is start

"unzipping" itself and put the lessons on your drive where they need to be in order to show up in the Bible Lesson Planner. **Please accept the directory it wants to put the lessons in!** (c:\shenbibl, or d:\shenbibl depending on the drive you're using) Otherwise the Bible Lesson Planner program won't find your new lessons.

Third, once you've downloaded the lessons, you have to do one additional step in order to see the new lessons in your lesson list. Click on **SBI|Merge new lesson files** on the menu. Or, you can go to the Planner page and click on this button:

A rectangular button with a dark gray background and the text "Merge Lessons!" in a light gray, sans-serif font.

You will then see the new lessons listed in the lesson lists on the **Planner** page, and the window that pops up when you pick **Lesson|Show existing lessons** on the menu.

Next ...



Lesson Overview

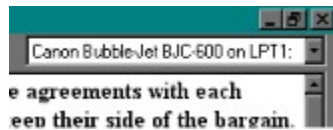
Each lesson from SBI will have a **Lesson Overview** -- a review of the lesson, any background material that would be helpful for teacher and student, and the overall point of the lesson.

In order to see this **Lesson Overview**, click on this button on the top right corner of the main screen:

A rectangular button with a dark gray background and the word "Overview" in a light gray, sans-serif font.

You can scroll to see the entire text by using the scroll bar on the right side of the screen. You can also edit (that is, change) any part of the text that you want -- click the mouse anywhere in the text and change whatever you like.

If you want to print the **Lesson Overview**, first check the printer that you want the text to print to. The "available printers" box is on the top right corner of the screen -- it looks like this:



Yours will probably have a different printer name in it. If the printer that you want to use isn't in the window, click on the down arrow on the right side of the printer box and you will see all the printers that are available to your system; then you can select the printer that you want.

Now you can click on this button (lower left corner of the screen) to start the print job:

A rectangular button with a dark gray background and the text "Print Overview" in a light gray, sans-serif font.

Next ...



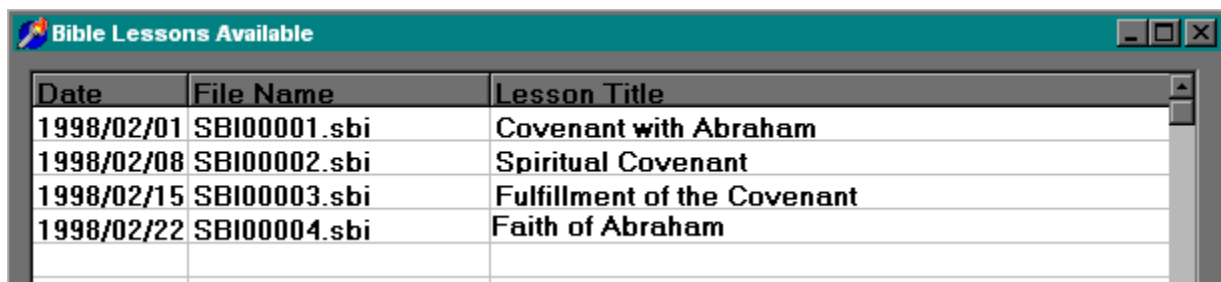
Loading a lesson

If you have already created a lesson or more, or you have downloaded any of SBI's lessons, then you can bring up one of these lessons any time you want to reprint it.

First click on **Lesson|Show existing lessons** on the menu on the main screen. Or you can click on the SpeedButton --



This window will then pop up:



Date	File Name	Lesson Title
1998/02/01	SBI00001.sbi	Covenant with Abraham
1998/02/08	SBI00002.sbi	Spiritual Covenant
1998/02/15	SBI00003.sbi	Fulfillment of the Covenant
1998/02/22	SBI00004.sbi	Faith of Abraham

This window tells you three things:

First, the lesson title.

Second, the file name of the lesson on your disk. The reason that the lesson title and the file names are different is because many people are still using Windows 3.1, and that operating system can't use long file names. So we standardized all lesson file names to the format **SBI00001** and so on. Then we also give you, the user, the ability to attach a meaningful lesson title on the file -- so that you don't have to remember cryptic and meaningless file names!

Third, the date that you plan to use the lesson.

You can sort this list by clicking on the list title bar on the top. In other words, to sort by date, click on the gray bar that says "Date". Click on "Lesson Title" to sort by the title.

In order to bring up the lesson that you want, double click the mouse on the lesson title that you want. Then this window will disappear and the program will return to the main screen. You will then find your outline waiting there for you.

You can also bring up the lesson when you're in the Planner. A smaller version of this lesson list box is there -- it looks like this:

Clear date	Delete	Print
Date Y/M/D	Lesson Title	
1998/02/01	Covenant with Abraham	
1998/02/08	Faith of Abraham	
1998/02/15	Spiritual Covenant	
1998/02/22	Covenant fulfilled	

You can sort this list like the other one, and you can double-click on the lesson to bring it up on the main screen. To see how the Planner works, refer to ***Using the Planner*** in this ***Help*** system.

Next ...



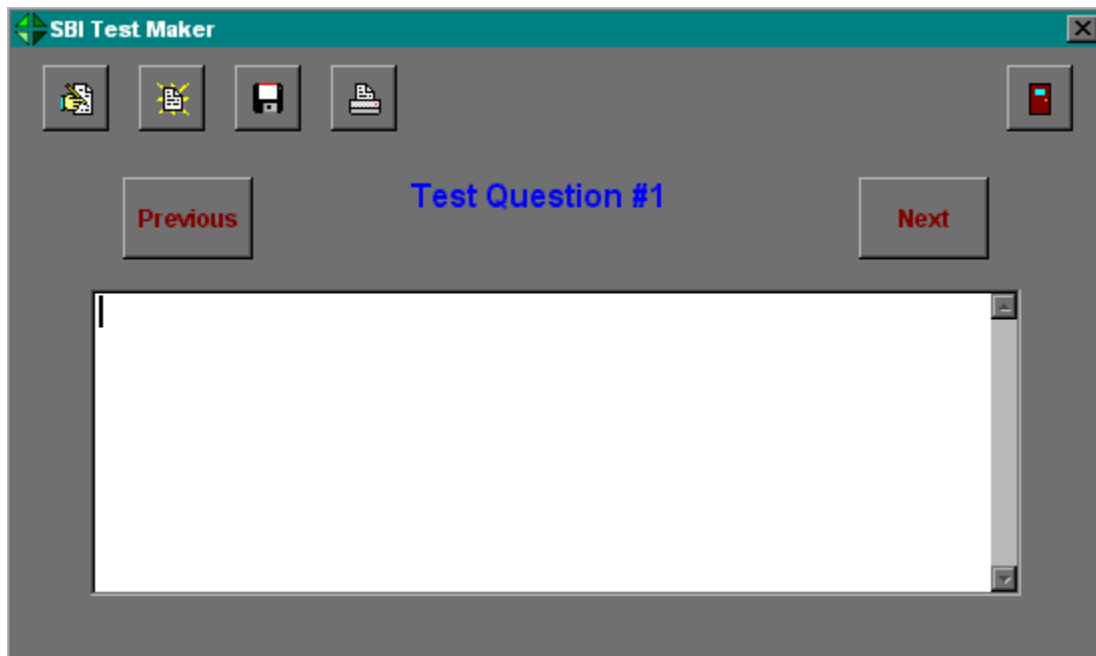
Making tests

You can not only create and print Bible lessons, you can also create tests to hand out to your students. Testing may be a unique idea in a Church or ministry setting, but educators know that a test helps to nail down facts in a student's mind. Those who are serious about learning the Bible may just welcome this effort on your part to help them learn.

Click **Test** on the menu on the main screen. Or, you can click on this SpeedButton:



This window will come up:



Notice that it has SpeedButtons too:



Create new lesson. This will clear out any test questions that happen to be in the edit boxes.



Get an existing test from the disk.



Save the current test to the disk.



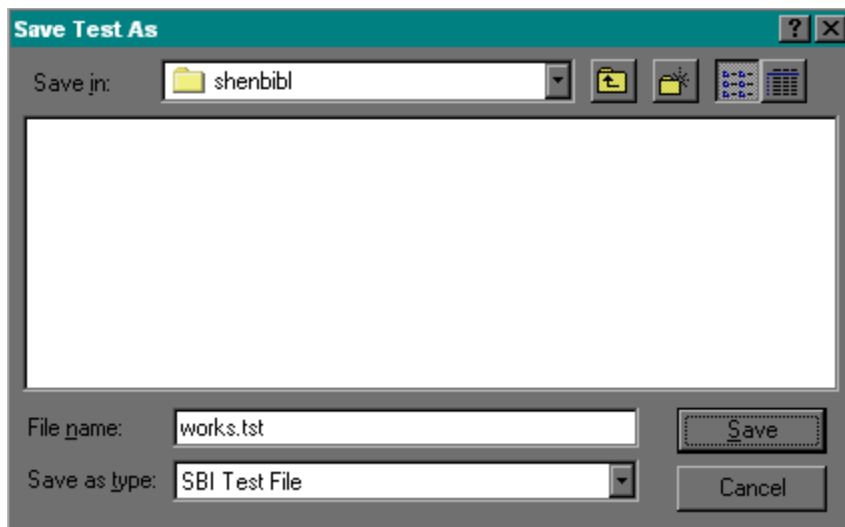
Print the test.



Quit the Test Maker.

You can click in the edit box and enter the first question of the test. In order to put the second question in, first click the button marked **Next** -- the label will then say "**Question #2**". In fact, you can enter the questions in whatever order you want; for example, you may know that question #5 will be such and such before you have the first four worked out.

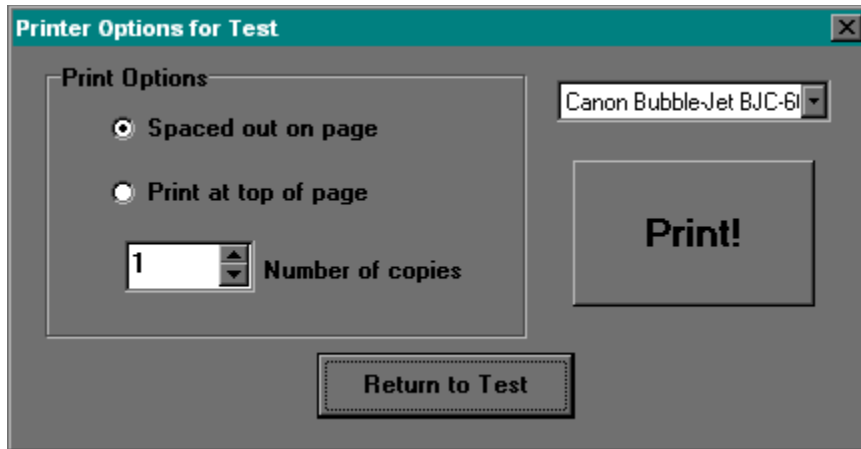
When you are done (or, if you want to put it away for the time being and come back to it later), click the **Save** SpeedButton. This box will come up:



Enter the name that you want for the lesson (remember, Windows 3.1 users have to use a name with 8 characters or less) and click on the **Save** button.

In order to bring up a test that has already been saved, click on the **Open** SpeedButton. It's the same kind of window that the Save File window is, only in reverse. Now you can click on the test name that you want and then click the **Open** button. You can either resume putting test questions in, or print the test.

In order to print the test, click on **Print** SpeedButton. You will see this window:

A screenshot of a Windows-style dialog box titled "Printer Options for Test". The dialog has a teal header bar with a close button (X) in the top right corner. Inside, there's a section titled "Print Options" with two radio buttons: "Spaced out on page" (which is selected) and "Print at top of page". Below these is a spinner box showing the number "1" with the label "Number of copies" to its right. To the right of the "Print Options" section is a dropdown menu showing "Canon Bubble-Jet BJC-61". Below the dropdown is a large button labeled "Print!". At the bottom center of the dialog is a button labeled "Return to Test".

Printer Options for Test

Print Options

☒ Spaced out on page

☐ Print at top of page

1 Number of copies

Canon Bubble-Jet BJC-61

Print!

Return to Test

You have a couple of options here. **Spaced out on page** means that the questions will be equally spaced on the printout, to allow room for answers to be written in. **Print at top of page** means that there will only be a space between questions.

Plus you can select how many copies you want to print.

Finally, be sure to choose which printer that you want the test to print to.

Next ...



Printing lessons

You can print the Bible lessons that you have created by clicking on **Lesson|Print Current Lesson** on the menu. Or you can click on this SpeedButton:



There are four settings here that you can change which will affect the printed lesson:

A screenshot of the 'Print Options' dialog box. It has a title bar 'Print Options' and a grey background. Inside, there are three checkboxes: 'Print References' (checked), 'Print Bible Passages' (unchecked), and 'Print Notes' (unchecked). Below these is a numeric spinner control showing the number '7', with the label 'Number of copies' to its right.

Print References

The default setting is that the program will print the main points of the lesson along with the Bible references for each point -- if you have any.

Print Passages

If you click this option, the program will print the actual Bible passage.

Print Notes

If you click this option, the program will print the notes that are attached to the lesson point.

Number of copies

Click on the up or down arrows to set the number of copies of your lesson plan that you want.

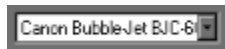
The thing you have to keep mind is that the more options that you print, the more

likely the report will be longer than what can fit on a single sheet of paper.

Also keep in mind that the program will print these items if there is data in those particular edit boxes on the main screen. If a reference is missing there, for example, of course it won't show up on your report!

Our suggestion is that you print the lesson points, the Bible references, and perhaps the Biblical passages for your students. All that should fit on a single page. Then you can print a report with those options and the notes as well for your teacher's copy.

Before you print, check to see that the report is going to come out on the correct printer. You do this by looking at this printer box:



You will probably see a different printer listed than the one in this example. If you want to use a different printer than the one showing, click on the down arrow on the right side of the box and select your printer out of the list.

When you're ready, click the **Print** button:



Next ...



Using the Planner

The Planner is a handy way of organizing your lessons and planning dates for using them. You can bring up the Planner by clicking on **Planner** on the menu. Or you can click on the SpeedButton:



On the left is a calendar -- which comes up to the current month, year, and day when you start up the Bible Lesson Planner.

On the right is a listing of all the Bible lessons that you have on your system currently. This is the Lesson List.

Clear date	Delete	Print
Date Y/M/D	Lesson Title	
1998/02/01	Covenant with Abraham	
1998/02/08	Faith of Abraham	
1998/02/15	Spiritual Covenant	
1998/02/22	Covenant fulfilled	

Notice that it has two headers for the columns: "Date" and "Lesson Title". If you click on either one of these, the window will sort the entries by that column. For example, to sort them by date, click on the "Date" header.

The lessons that you create on your own, and the lessons that you may download from SBI, don't have dates attached to them yet. What you can do is assign particular lessons that you want to teach on specific dates. This is how you do that:

First, click on the lesson that you want to teach. This will "highlight" the line, or turn it blue.

Second, find the date that you want to teach it, and double-click on that. If you want to move to another month than the one that's showing, use the up and down arrows to move through the year:



When you click on that date, notice that the date shows up on the highlighted line in the Lesson List.

If you want to take the date back off from a lesson, highlight that lesson and then click on the button marked **Clear Date**.

If you want to delete a lesson from your program permanently, click on the **Delete** button. **Warning:** **This will permanently remove the lesson from not only the program but your computer!** Be sure you want to do this. The program will ask you once if you really want to do this; be sure to answer correctly.

Finally, if you want a printout of your lesson plan, click on the button marked **Print**. You will then get a listing of the lesson names with their dates. Just remember that the list will print it out in the order that you currently have the list sorted in.

Next ...

