CatechismClass.com

An Online Catholic School, Teaching the ModernWorld

Training Manual Edition: Parish Coordinator

Last Updated: 10/27/2019

Introduction

This version of our User documentation is designed for Directors of Religious Education (DRE) and other parish coordinators operating in a learning management capacity.

Navigating Our Website

Before you get started, it is helpful to familiarize yourself with the layout of our website:
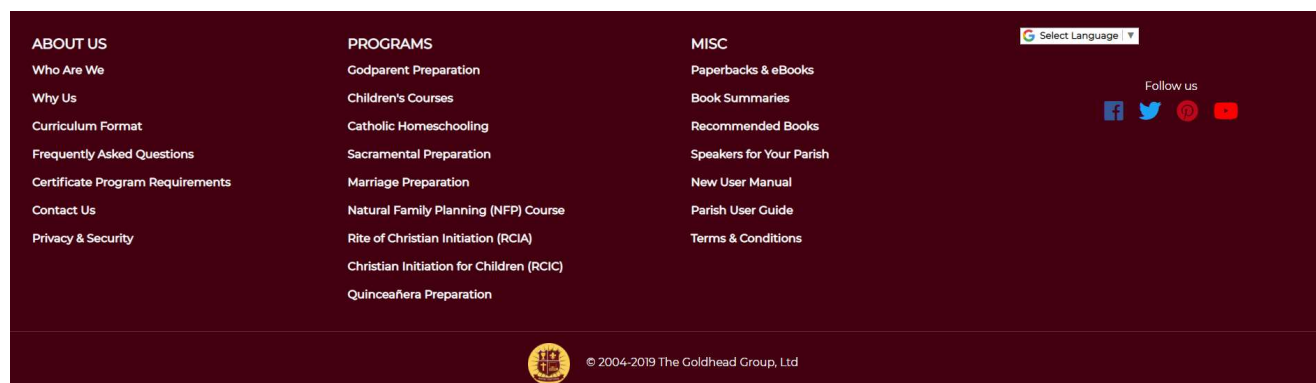

Main Navigation Bar

This persistent navigation tool located at the top of the page is your starting point for most administration activities. Here you may login to CatechismClass.com and access your lessons, search for new courses, and request Support assistance.

The number and types of links available in the Navigation Bar will change depending on whether you are logged in or logged out of your account. Please also note that the types of available links may change over time, as we continue to develop CatechismClass.com and offer new or updated features.

Content Area

This body section of the webpage features the content of your lessons and other information that we publish on CatchismClass.com. To view a new page, scroll up to find and use the Main Navigation Bar or scroll down to find and use the Information Links.

Information Links

This persistent navigation tool located at the bottom of the page offers additional resources related to CatechismClass.com. Some of these links guide you to the same features or pages listed in the Main Navigation Bar. Other links are unique to this particular space. Please check this information area regularly, as we may publish new resources in the future.

Getting Started

Thank you for considering CatcheismClass.com for your parish's religious education course material. We have many satisfied parish customers, as well as homeschoolers, individuals, and families.

Please use the Register tab on our website, and then contact us to upgrade the status to DRE. Reference the Username that you chose in your support ticket.

Logging Into Our Website

Once your Parish Coordinator account is ready and you been upgraded to Parish Coordinator status:

- From the Main Navigation Bar, click the "Log In"link.

- Type in your Username and Password in the provided fields. You may select the "Remember Me" option if you would like our system to login your User Account automatically upon your next visit to the website.

- Click the "Login" button to proceed.

Upon a successful login, you will be directed to a "Welcome" / "My Lessons" screen. This screen will display your parish's available courses if any have been purchased.

The "Welcome" / "My Lessons" screen greets you after logging in to CatechismClass.com

Please note, if you have purchased multiple copies of, for example, Grade 3, for distribution to your students, this "My Lessons" screen will not show multiple copies but only single copies of the material. More on this topic will follow later.

A "Log Out" link replaces the "Log In" link within the Main Navigation Bar once you access your User Account. Use this new option to exit your User Account.

Updating Your User Account Detail

If you need to change any of the contact information that you provided while signing up for a Parish Coordinator account, please follow these steps:

From the Main Navigation Bar, choose the "My Profile" link.

The "My Profile" Link

This "My Profile" page displays the account details stored in our system. Please verify you would like to make a change before proceeding. Click the "Update Your Profile" button. Make your desired changes and then click the "Update My Information" button to complete the process.

*View and Update Your Personal Account Details*

Resetting your Password

From the Main Navigation Bar, choose the "My Password" link. The "My Password" page describes subsequent steps in the reset process. At this time, our system allows you to request a one-time login link that is sent to the email address associated with your User Account. Duplicating a request will invalidate the first request. Please verify your Username and Email before clicking the "Go" button to request the login email.

Parish Management

This section of the manual describes the distinct types of features that you may use with your Parish Coordinator User Account.

To start, click on the "My Parish" link in the Main Navigation Bar. The following page— called the "Parish Coordinator Panel"—is the staging area for different types of tasks.
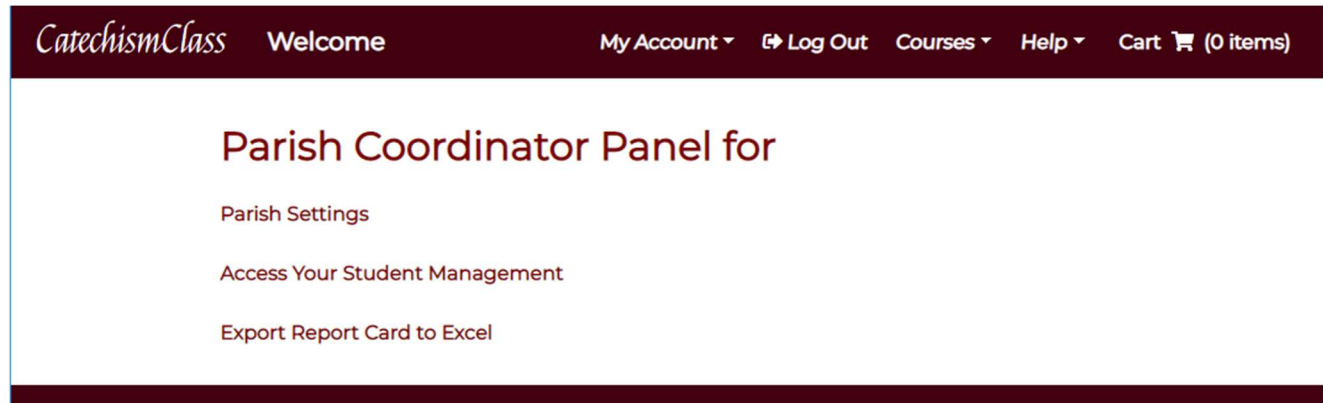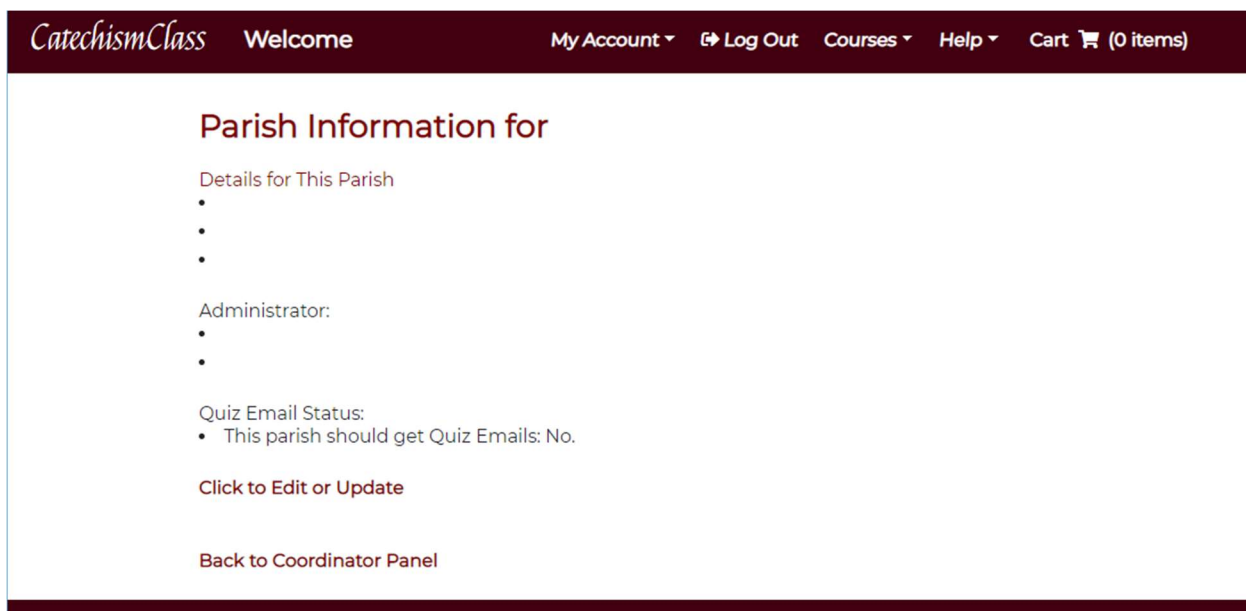

The Parish Coordinator Panel

Managing Parish Details

From the Parish Coordinator Panel, click the "Manage My Parish Info" link. The following page displays **(A.) Parish Name** and **Parish Location** and **(B.) Your Contact Details** as an active coordinator for the parish.

- Use the "Click to Edit or Update" link to update this information.

- Please note that any changes to the **Parish's Name** and **Parish Location** will be reflected within the accounts of *all* coordinators who have been registered for your parish.

- The coordinator details shown will reflect those belonging to the parish user who has logged into CatechismClass.com.

- Use the "Back to Coordinator Panel" link to return to the Parish Coordinator Panel.

The "Manage My Parish Info" Page

Student Management—Administration Basics

From the Parish Coordinator Panel, click the "View/Update/Assign Lessons to Students" link to visit our new **My Student Management Panel**.

This management panel allows you to view student progress, create new student accounts, assign lessons, or "drop" students (*make inactive*) who are no longer participating in your parish's programs.
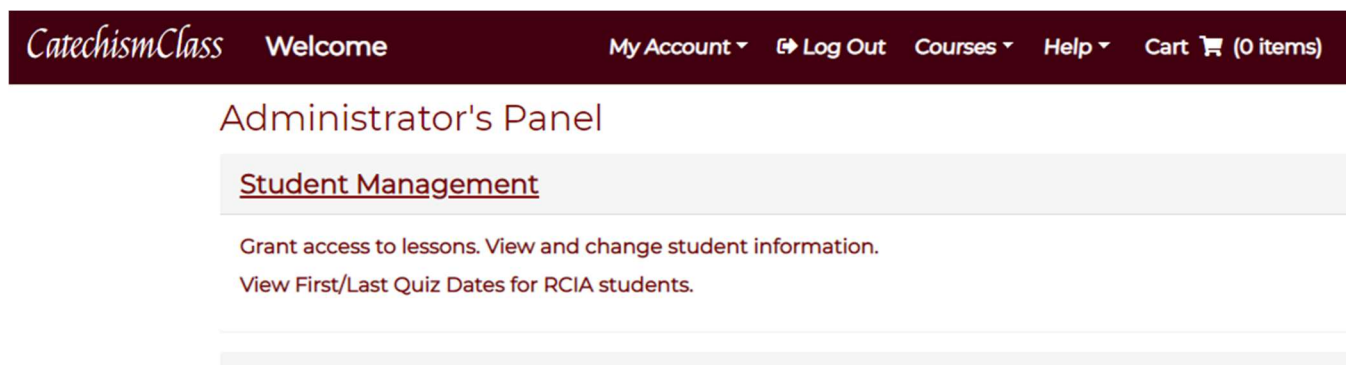
The "Student Management Panel" page—Begin Several Tasks Here

Active students are displayed in rows. Click on the **"Details for [Student's Name]"** row heading to open a tab / virtual drawer which contains information about the student, his or her assignments, and the teacher who manages the student.

The "Student Management Panel" page—Click on "Details" Heading to View Student Info

With the student's details visible, you may:

- Click on the **"See Quiz Results"** link (if available) to view grading summaries and the student's submitted quiz answers.

- Click on the **"Drop"** button to make the student *Inactive*. This means that the student has either graduated or dropped out, and the procedure moves the student's record from your 'active students' Management Panel to a separate "**Inactive Student Management Panel**" page.

- Click on the **"Update User Record"** link to update student profile and account data, such as Name and Grade, Username/Password, Parent Email, and Notes.

- Click on the **"Assign Material"** link to begin the course assignment process for this student.

We will review a few of these management tasks in greater detail below.

Editing a Student Profile via the "Update User Record" Link

The "Inactive Student Management Panel" page—Students Moved Here Once "Dropped"

Student Management—Creating a New Student

From the Student Management Panel:

- Click on the "Create a New Student" link to start the process. This is located at the top of the Management Panel, above the student details.

- Complete the "Create a New Student" form with all required fields. Please note or remember the Username and Password so that you may pass these on to the student.

- A "Success!" screen will verify a completed Student Creation process. Use the "Return to My Students" link to navigate back to the Student Management Panel, where the new student will be featured as a row in the active student roster.
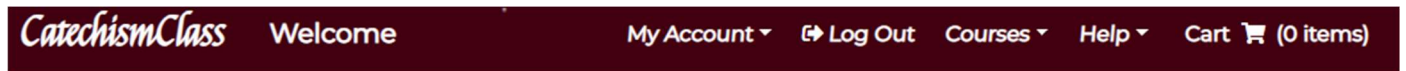
Above images, from top to bottom—New Student Creation Process
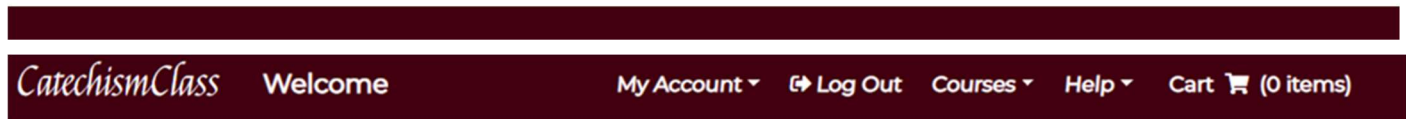
Student Management—Assigning Lessons

From the Student Management Panel:

- Click on the "Details for [Student's Name]" row heading to view that student's profile information, and then click on the "Assign Material" link.

- Choose an item using the drop-down selection tools. Click on the item to be assigned to highlight it. Note that the available options here are only those products acquired by the Parish. If a student purchases material independently, then your coordinator user account will not have access to manage those assignments.

You can assign courses to students only that you have purchased or have been licensed for by CatechismClass.com. If you need to make assignments of a course to multiple students, you need to have multiple copies in your account. The multiple copies are not shown in your personal account as mentioned above; but only in the drop-down selector while assigning materials. Once you assign a

copy to a student, your available courses to assign are reduced by one. For example, if you have four copies of the 5th Grade series, and you assign one to a student, then you still have three available copies to assign to other students.

You can assign any number of courses to a single student however this will take more than one instance of the process. Students can access their lessons immediately upon being assigned a course by using the Username and Password that you have assigned to them. YOU CANNOT UNDO A COURSE ASSIGNMENT. Proceed with caution, and contact CatechismClass.com if you make an error in course assignment.

The "Assign Learning" page—Please Note the Disclaimer on the Page

Student Management—Viewing Quiz Results and Assigning Retakes

From the Student Management Panel:

- Click on the "Details for [Student's Name]" row heading to view that student's profile information, and then click on the "See Quiz Results" link, if available.

- On the next page "Quiz Information for [Student's Name]" you will see two sections of information, one for Summary by Course and another for individual Quiz Details. Each section features row headings like those on the Student Management Panel; click the heading to reveal additional data or options.

Quiz Results

Jump to individual quizzes || My Lessons

Cumulative Average Score: 20.0%

Summary by Course

Breakdown of Quizzes

The following shows the score for each quiz you have taken. Click the link below each quiz title to see a detailed breakdown of you answers.

Philosophy #4: The Philosophy of the Human Person

Date Taken: 2019-10-27 15:11:43
Score: **20.0%**
Retake Status: **Required**

- The face of a Quiz Panel will have the Lesson Title, the Date of the Quiz, the Score, and the Retake Status.

- Retake Status may appear as: None, **Required**, **Was Granted**, or **^Was Taken^**

- **^Was Taken^** has upward caveats to indicate that a Quiz which **Was Granted** a retake has been taken and another Quiz of the same Title should be in the list at a more recent date.

- Open a Quiz Detail by clicking on the Title of the lesson in the rows of quizzes.

- If a Quiz Retake is necessary, use the Assign Retake link to place the Lesson back in the student's active assignments list.

Life of Christ #2: Visitation

Date Taken: 2016-09-11 13:35:51

Score: **60.0%**

Retake Status: **Required**

ASSIGN RETAKE !

- See details

(Click the Row Title to Reveal Lesson Data and Additional Links)

Quiz Retake Assigned

Retake Granted for Student Id# 15953 Lesson Id# 623

Return to Student View

Back to My Students Panel

Confirmation Screen after a Retake Grant

- To review the student's correct and incorrect answers, click the "See Details" link for a particular quiz to view. This performance breakdown may be used guide the student's future studies.

- To see the particular Quiz's Details, click the 'See details' link.

CatechismClass Welcome My Account ▾ ⏻ Log Out Courses ▾ Help ▾ Cart 🛒 (1 items)

Quiz for Philosophy #4: The Philosophy of the Human Person

Your Score: 20%
20% is not a passing score for any quiz.

Review Your Submitted Answers
The following breakdown shows how you answered each question, along with the correct answer, and whether or not you got the question right:

Question	Your Answer	Correct Answer	Correct?
01) "Monism" is the theory that suggests that the human person is a composite of body and soul.	True	false	×Incorrect×
02) The three characteristics that distinguish man from simply a "nature" are transcendentalism, dignity, and faith.	True	false	×Incorrect×
03) The powers of the rational soul are intellect (to know the truth) and will (to do the good).	True	true	Correct!
04) St. Thomas Aquinas thinks that every kind of soul (vegetative, sensitive, and rational) are immortal.	True	false	×Incorrect×
05) At death, the human soul ceases to exist for some time	True	false	×Incorrect×

You have not missed any fundamental questions; however, a retake of this quiz will still be necessary since the score is below 70%.

Typical Quiz Details

Student Management—Exporting Report Card to Excel

Return to the "Parish Coordinator Panel" page to access this new feature. The easiest method to do so is to use the "My Parish" link from the Main Navigation Bar.

"Export Report Card to Excel" allows you to download an Excel spreadsheet of all your students. This feature can be used as often as you like, each download will be dated, and the student information updated as of that date.

The "Report Card Export" page—Click the "Export" Button to Proceed with the Download