



Training Manual Edition: Standard User

Last Updated: January 28, 2025



Introduction

This version of the CatechismClass.com user documentation is designed for self-study adult users and for parents/guardians who are responsible for managing one or more student accounts. The Parish Coordinator or DRE (Director of Religious Education) should refer to the DRE manual for specific information and procedural instructions about their functions. This “New Customer User Manual” along with the “DRE User Manual” can be accessed under the heading of “Resources” in the lower section of CatechismClass.com.

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Navigating Our Website

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



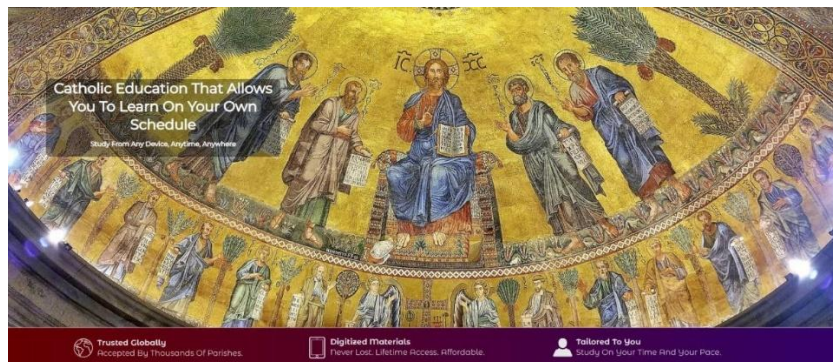
Main Navigation Bar

Upon logging into CatechismClass.com you can manage the account for yourself and your children and access your and your children's lessons, quizzes, and search and/or purchase new courses, as well as request assistance.

Note: Once you log in to this application using your username and password, the "Log In" link is replaced by "Log Out" in the Main Navigation Bar. Click on the "Log Out" link to exit your account.

The number and types of links and the values in the drop-down list box available in the Navigation Bar will change depending on the functions you want to perform. Please also note that as we continue to enhance the functionalities and improve the useability over time, the functions and types of available links may change over time, which will be updated in the user manual with each release.

To navigate throughout this application, use the scroll bar on the right side of the page to scroll up and down. From the Navigation Bar, you can click the menu and select a value from the drop-down list box to perform your task.



Content Area

The main section of each webpage is the work areas where you perform your functions to accomplish your goals and objectives such as your lessons or your Quiz.

Resources



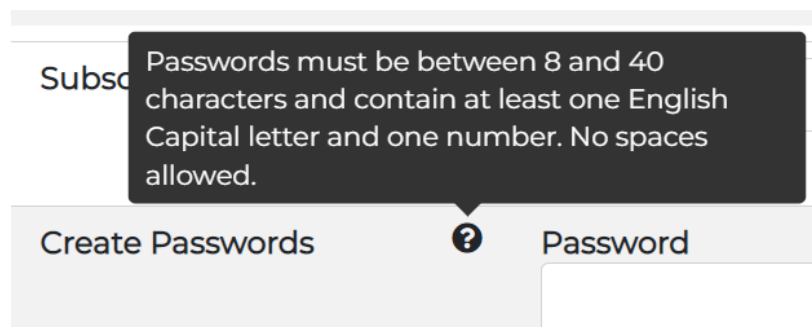
The section located at the bottom of each page displays links for additional resources related to CatechismClass.com. Specifically, an introduction to our organization, the various programs we offer, religious books and user manuals, and how to contact us for questions and assistance. Please check the Resources area regularly, as we may publish new resources will be developed and published as needed.

New User Registration

Before you can access CatechismClass.com materials, you must first register as a user. This section demonstrates the registration process.

Register / Create a User Account and Login In

From the Main Navigation Bar, click on the “Login” menu and then click on the “Create an Account” button. You will be directed to the “Create an Account” page. Enter all relevant and required information. Notice that there is a “?” mark next to some fields such as “Username”, “First Name”, “Your Date of Birth”, and “Create Passwords”. Clicking on the “?” renders a text box explaining the unique requirements for that specific field. Below is an example of the popup text box when hovering over “?” for the “Create Passwords” field:





The following are the unique requirements for the password:

- Password must contain 8 to 40 characters and contain at least one English capital letter and one number. No space is allowed.
- characters such as “! # \$ % & *” are not allowed
- Password is case-sensitive.
- Password allows only one-time login.

Some helpful information for creating a new account:

- If you select Jan. 1, 2004, in the “Your Date of Birth” field, the message “You must be an adult to register yourself” is displayed beneath the “Your Date of Birth” field. (Registration on this site is restricted to those who are age 18 or older).
- If the “Category” is “Child Student”, the email address field is grayed out and you are not able to enter your email. We do not collect email addresses for children. Instead, the parent’s email is requested. This is used as contact access whenever needed for discussions about Certificates for children or for other support issues.
- If you enter a name using characters other than those that are familiar in the Western world, the message “Expect only a subset of Latin letters, hyphens, and spaces” means that the names fields exclude all Coptic, Arabic, and Oriental Characters.
- When creating a new account be sure that all details are completed. There are (?) marks at certain fields and it is advisable to click on them and read them before you proceed since it provides helpful information regarding that specific field.
- When completed entering all required and relevant information, click on the “CREATE” button at the bottom of the page to proceed.
- A confirmation message appears at the top of the page if the account creation process is successful.
- An error message will display if there are any problems with your attempted submission, such as a required field is left blank, or the data input is not according to the required format. If after a second attempt, you are still unable to resolve the error based on the provided instructions, please contact customer service for assistance.
- Click on the “Cancel” button will return you to the home page of CatechismClass.com.
- Repeat the above steps to create as many Student Accounts, as needed.



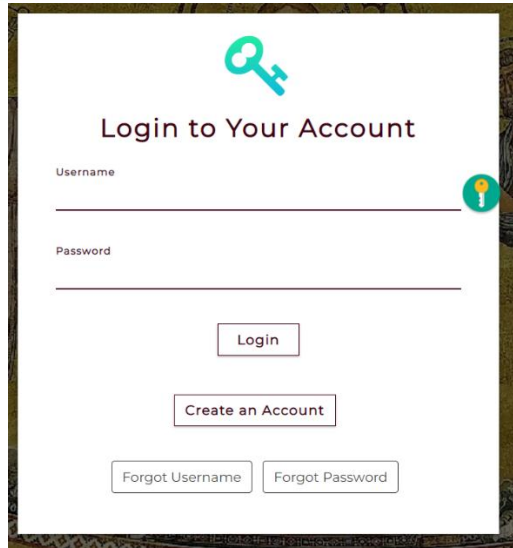
Create An Account


Username	<input type="text"/>				
Title	<input type="text" value="Please Select"/>				
First Name	<input type="text"/>				
Last Name	<input type="text"/>				
Country	<input type="text" value="Please Select"/>				
Your Date of Birth	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>				
Where did you hear about us?	<input type="text" value="Please Select"/>				
Your Email Address	<table><tr><td>Email</td><td><input type="text"/></td></tr><tr><td>Confirm Email</td><td><input type="text"/></td></tr></table>	Email	<input type="text"/>	Confirm Email	<input type="text"/>
Email	<input type="text"/>				
Confirm Email	<input type="text"/>				
Subscribe to the Newsletter	<input type="text" value="No"/>				
Create Passwords	<table><tr><td>Password</td><td><input type="text"/></td></tr><tr><td>Confirm Password</td><td><input type="text"/></td></tr></table>	Password	<input type="text"/>	Confirm Password	<input type="text"/>
Password	<input type="text"/>				
Confirm Password	<input type="text"/>				
Agreements <input type="checkbox"/> I agree to the terms and conditions . <input checked="" type="checkbox"/> Users may not opt out of system notifications and alerts. <input type="checkbox"/> Click here to join our email newsletter and receive relevant information on the Liturgical Year, special subscriber only discounts, and more!					
Please be sure to fill in all fields before submission.					
<input type="button" value="CREATE"/> <input type="button" value="CANCEL"/>					


Log Into Your Account

Once your account has been created, you may log in to CatechismClass.com using the Username and Password you specified in the registration form.

From the Main Navigation Bar, click the “Login” link at the Main Navigation Bar, and the “Login to Your Account” page is rendered. Type in your Username and Password in the provided fields and click the “Login” button to proceed.




Login to Your Account

Username 

Password

Forgot Your Username/Password and Reset Password

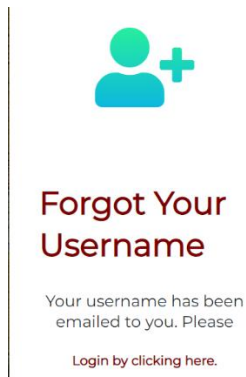
If you forgot your username, you may click on the “Forgot Username” button in the “Login to Your Account” page and the “Your Username Reminder” page is rendered.


Your Username Reminder

Enter the email address you used to register in order to retrieve a username. We will send you an email reminder. Please note, this form cannot be used to retrieve a child's username. To retrieve a child's username, the parent or parish (depending on who registered the child) must retrieve the child's username using their "My Students" screen.

Enter your email address here

Please note that it is required for the user to enter his/her “registered email” in the “Enter your email address here” text box in the “Your Username Reminder” page above and click on the “Go” button, the application displays the following message:




Forgot Your Username
 Your username has been emailed to you. Please
[Login by clicking here.](#)

Click on the “Log in by clicking here” link, you’ll receive an email message with your username.



If you forgot your password, you may click on the “Forgot Password” button in the “Login to Your Account” page and the “Reset Your Password” page is rendered.

Reset Your Password

Enter the email address you used to register in order to reset your password. We will send you a link to reset your password. Please note, this form cannot be used to reset a child's password. To reset a child's password, the parent or parish (depending on who registered the child) must reset the child's password using their "My Students" screen.

Enter your email address here

Please note that it is required for the user to enter his/her “registered email” in the “Enter your email address here” text box provided in the “Reset Your Password” page and click on the “Go” button, the application displays the following message:



Reset Your Password

The email was successfully sent. Please check your inbox for the code.

Enter your Validation Code here

Open your email and you’ll find a Verification Code which is available for five minutes. Copy and paste the Verification Code in the “Enter your Validation Code here” field as in the screen print above and click on the “Go” button and the “code is accepted” message renders.



Validation Code Status

Code is Accepted

Continue To Password Reset

Upon clicking on the “Go” button in the “Validation Code Status” message box, you are brought to the “Change Password” screen where you’ll be able to change your password.



Change Password

Passwords must include at least one capital letter, and be between 6 and 40 characters in length.



Only Letter and Number combinations please. No special characters such as ! @ # \$ % ^ & *.

Password

Confirm Password

Upon successful login, you will be directed to the “Your Available Lessons” page.

CatechismClass

Welcome, User My Account ▾  Log Out Courses ▾ Help ▾ Cart  (0 items)

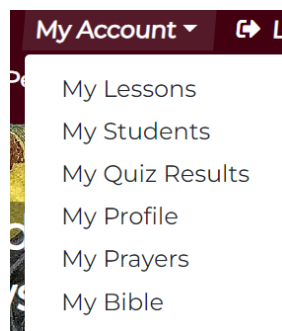
Your Available Lessons:

The Life of Christ in the Gospels

Life of Christ #1: Incarnation	Quiz Result
Life of Christ #2: Visitation	Retake Granted
Life of Christ #3: Nativity	Quiz Result

Your “My Account” and Its Sub-Menu

Click on the “My Account” drop-down list box and the following sub-menu is displayed:



Edit My User Account Details

The following procedure outlines the steps for you to change any of the details that you provided while creating your User Account, such as your Username, email address, or contact information. From the Main Navigation Bar, click on the “My Account” drop-down list box and select the “My Profile” link and the “Your User Profile” page renders.



Your User Profile

User ID:	3
Username:	
Title:	Ms.
First Name:	
Last Name:	Lee
Date of Birth:	
Grade Level 2021-2022:	Adult
How did you heard of us?	Google
Email Address:	<input type="text"/>
Country:	USA

Click on the “Update Your Profile” button and the “Please Update Your Account Information” page renders for you to make changes. Follow the guidelines displayed in the popup message boxes to make changes and click on the “Update” button at the bottom of this page.

Reset My Password

There are two ways to reset your password:

Click on the “Forgot Password” button in the “Login to Your Account” screen as described above or select “My Profile” from the “My Account” drop-down list box and click on the “Change Password Only” button. This renders the “Please Update Your Account Information” page.

In the “Please Update Your Account Information” click on the “Create Passwords” checkbox to enable the “Password” and “Confirm Password” fields to make and confirm changes to your password and then click on the “Update” button. You are returned to the “Please Update Your Account Information” page again with the “User Updated Successfully” message displayed at the top of the page.

Also, please note that the password reset process will **not** be available to the child Account. Only users with parent/guardian privilege can initiate the password change for child/underage users, as they are the supervisors of their child’s accounts.

Trouble Logging In After Resetting Password

The following suggestions are to help you to address any login issues after resetting your password.

Make certain that you have followed all Password reset instructions precisely. These include the “Change Password Only” button on the “Your User Profile” page and the “Forgot Password” button on the “Login to Your Account” page.




Note the number of times you have attempted to log in unsuccessfully. In such situations, our system may block your account for security reasons. If you believe your User Account is blocked/locked, or if you are otherwise unsure why you cannot log in to CatechismClass.com, please [contact our Support Team](#) for assistance.

Searching for New Courses

Once you have successfully registered and are logged in, you may begin to explore our course catalog. CatechismClass.com offers a variety of individual lessons and courses, designed to suit the academic levels and interests of our many students, all per the Catholic Faith. From our website homepage, click on one of the Program Types in the small images displayed in the Main Content Area. Or you may select “Complete Catalog” from the Menu Nav Bar “Courses” tab.


WHO WE ARE
We began this initiative with priests, mothers, and experts working hand in hand to create a place for online religious education. We built this for parishes and people of all ages so that our entire community could prosper. Our goal is to provide a superior digital learning experience that fits into your life better than traditional formats and classes. When life gets busy, we want nothing to come between people achieving a complete Catholic education.

RIGHT COURSE FOR YOU




ADULT

CatechismClass.com is a leader in online RCIA, RCIC, Confirmation Preparation, First Communion Preparation, Catechist Training Courses, and Adult Catholic Education Courses.



YOUTH

We offer K-12 Programs with a unique approach combining Scripture, Catechism passages, activities, quizzes, and entirely orthodox Catholic Theology. We handle all grading and record-keeping.



BAPTISM

We offer a one of a kind online Baptism Preparation Course for Godparents and Parents. Comes with a Certificate of Completion.

VIEW ALL

COMMUNITY IMPACT
"If you need a flexible education option for our faith, these programs are amazing. This was a

After you have found the CatechismClass.com Course Catalog page, you may review our various course and package offerings.

Click the cover image or the ‘Details’ button to pop up a view more details about the item.

On a course’s details page, you may review a full description of the offering, pricing information, and notes regarding which individual lessons are included in the present offering.

Each lesson has its own details page, and these may be purchased independently of the larger course or package. However, we recommend that you consider the added value of the CatchesimClass.com bundled courses, which are offered at a substantially discounted price. When you are ready to make your first CatchesimClass.com purchase, please proceed to the next section in this manual.

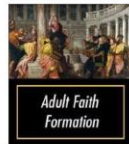
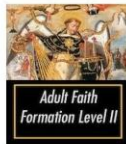
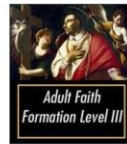
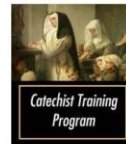
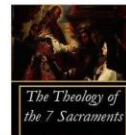
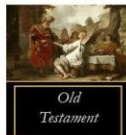
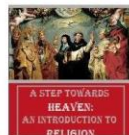


Adult Courses

We are proud to offer a wide variety of programs for adults. Whether you are a catechumen, a life-long Catholic who wishes to learn more, or a catechist who wants to master Doctrine in order to teach others, we have the courses for you.

Adult Doctrinal Courses

We offer a number of online self-study courses for adults which combine prayer, Scripture, Catechism study, Magisterial teachings, and unique activities in order to reinforce learning.

[Details](#)[Details](#)[Details](#)[Details](#)

Purchasing Course Materials

This section of the user guide demonstrates how to purchase items from CatechismClass.com. This process is similar to any online sale and website where you must first register and establish a user account and log into the account before ordering.

Click on the “Courses” drop-down list box from the Main Navigation Menu select the category of the course that is suitable for your child/student and click on the course image. This brings you to the page where the course title, price, and product description are displayed. In addition, the “Add to Cart” button is also displayed. Click the green “Add to Cart” button and the green “Go to Cart” button renders next to the “Add to Cart” button.

1

▼


Add to Cart

Go To Cart

Item added.

Click on the green “Go to Cart” button and you are brought to the “My Shopping Cart” page.

My Shopping Cart

Product	SKU#	Quantity	Price (\$)	Total
Homeschool Level I - Grades K - 4  Homeschool Level I	P-11	<div>1</div> <div>▼</div> <div>Update Quantity</div>	\$ 79.95	\$ 79.95 Remove



Sub Total:		\$ 79.95
Discount Code	Discount:	\$ 0.00
Apply		
Total Amount:		\$ 79.95

[Continue Shopping](#) [Save Cart for Later](#) [Review Order and Pay](#)

Recommended

The Soul of the Apostolate Audio Guide by Bishop Robert Vasa (\$9.99) [Add to Cart](#)

The Catholic Liturgical Year (\$99.95) [Add to Cart](#)

The “My Shopping Cart” page encompasses all the functions for any shopping transactions such as the course you selected, the quantity, the unit price, and the total.

You can add or reduce the quantity of the same course by entering the quantity and then clicking on the “Update Quantity” link and the “Total” will reflect this change.

You can add additional courses by clicking on the “Continue Shopping” button and you’ll be brought back to the “Course Catalogue” for you to select other courses. Please note that if you do not complete this transaction in the present day, you’ll receive an email notification alerting you of your pending purchases.



You can enter any “Discount Code” as may be advertised from time to time & click on the “Apply” button.

You can click on the “Remove” button to remove a course from the shopping cart and the “Total” will reflect this change. If you “remove” the only course in the shopping cart, you’ll be brought to the “My Shopping Cart” page with the message “Your Cart is Empty”.

You can click on the “Save Cart for Later” button and you’ll be brought to the “My Shopping Cart” page displaying the course(s) “Saved for Later”. In this case, you’ll receive an email from Catechismclass.com reminding you to complete your purchases.

You can click on the “Review Order and Pay” button the “Review Order and Pay” page renders.



Homeschool Level II - Grades 5 - 8			
	P-15	1	\$ 79.95
			\$ 79.95
Sub Total:			\$ 159.90
Discount:			\$ 0.00
Total Amount:			\$ 159.90

Continue Shopping

My Cart

Pay Now

What If I Can't Locate My Purchased Item?

After every successful purchase, you will see a “Thank You for Your Purchase” message. This indicates that the system is processing your purchase. Not all electronic purchases are the same, but as soon as your purchases have cleared processing they are added to the “My Lessons” page. If you do not see courses on the “My Lessons” page and you suspect that there may be some errors, please try the following:

- Refresh your page on your browser.
- Close the application and try to log back in by entering <https://www.catechismclass.com> on your browser.
- When the catechismclass.com is available, click the “Log In” link in the Navigation Bar, enter your Username and Password.
- On the CatechismClass.com website homepage, click “My Account” from the Main Navigation Bar and select “My Lessons” link.
- If another computer is available, attempt to log in on that device and verify that still no courses are available on the “My Lessons” page.
- Do not attempt to make a duplicate purchase if you continue to experience an issue with your course materials. Please [contact our Support Team](#) for assistance ([Contact CatechismClass.com](#)).

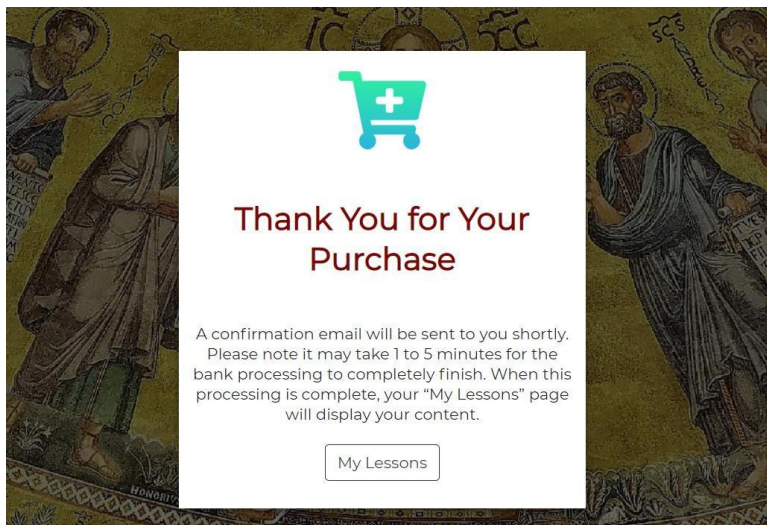
Payment Options

CatechismClass.com uses both Stripe and PayPal to process purchases and provide the highest level of security to our users. With Stripe and PayPal, we never see, handle, or store any personal payment information for our customers. You can pay using a debit or a credit card during the checkout process under either processor. There are no customer-assessed transaction fees to use either option.



Tips:

- Please keep in mind that not all electronic payments are alike; some process instantly, and some are a bit delayed for various reasons. Our records of the purchase are posted as soon as PayPal confirms the transaction.
- Please do not duplicate a purchase if it is not seen immediately.
- **Security Notice:** Please understand that you are using the secure system of PayPal to check out. Your billing information is not stored in CatechismClass.com and you can be certain that we do not have access to your personal financial information.
- When completing your purchase under the PayPal option, you will see a PayPal summary screen with a “Return to Merchant” button at the bottom. Click on the “Return to Merchant” button and you will receive “Thank You for Your Purchase” and then may access your materials.



Parents Purchasing for A Child

When an adult purchases courses for a child for the first time, they will see this note:

Any child enrolled in a Grade Level or Sacramental Preparation Program will need his or her own account to get credit for the work.

Parents Creating an Account for A Child

Click on “My Account” from the Main Navigation Panel and the drop-down list box, select “My Students” and the “Student Management Panel” page renders.



Student Management Panel

Add a Student

Return to My Lessons

Active Students Details

First Name

Last Name

Grade Level

Role

Click on the “Add a Student” button and the “Create Student” page renders. The “Create Student” page and process are very familiar to New User Registration which was previously described.

Assign A Child Course Material

From the “Student Management Panel” and under the heading of “Active Students Details” click on the link of the child and under the child’s name, the “Student’s Courses List” text box renders.

• Status: Active

• User Name: Test

• First Name: Louisa

• Last Name: Ma

• Grade Level: 11

• Last Log In: 2022-07-06 20:16:19

• Overall Grade: **N/A**

Update Details

Assign Material

Click on the “Assign Material” button and you are brought to the “Assign Learning” page.

Assign Learning

Assign an item to: **Louisa Ma**, Grade: 11 (student ID 60980).

Note: Be sure to click on and **Highlight** the item that you are assigning or the process will not complete.

When you assign this material, the material will leave your account and enter the student's account. The student will need to login to his/her account to access it after the transfer is complete. This process will assign one particular item at a time. Be careful, this action cannot be undone.

Available Items to Assign

Qty available: 1 -- 11th Grade 2nd Semester Program
Qty available: 1 -- 7th Grade Program
Qty available: 1 -- Quinceañera Preparation Program

Submit

Return to My Students

Highlight the course on the “Assign Learning” page and click on the “Submit” button. You are brought to the “Lesson Assignment Complete” page.

Verify in your child’s account that the courses you have assigned to him/her are in his/her own account.

Please note that you may assign each purchased item only to one student. Once a parent has assigned an item to a child the item is physically transferred to the child and no longer appears in the parent account. For example, if you have both a 3rd grader and a 6th grader and have purchased courses for both, you can assign each student his/her grade level’s course only. If you have two students in the 5th grade, you can assign only one copy of the 5th Grade program to one student. A second copy of the 5th grade courses needs to be purchased to be assigned to the other student.

Studying Lessons in Preparation for Certification

Have your child log into his/her own account and the “Your Available Lessons” page renders displaying the courses and the status of each course, such as “No Quiz Taken”, “Quiz Results”, and “Retake Granted”.

CatechismClass
Welcome, Louisa
My Account
Log Out
Courses
Help
Cart (0 items)

This summer spend some time reading the best Catholic books of all time using our concise yet complete Catholic Book Summaries Reading Program.

Your Available Lessons:

11th Grade 2nd Semester Program

11th Grade: Lesson 8: The Holy Eucharist	No Quiz Taken
11th Grade: Lesson 9: The Passion of Christ	No Quiz Taken
11th Grade: Lesson 10: Resurrection	No Quiz Taken

Click on the course title link and page 1 of the course is displayed. Each page displays a theme relevant to the course the child is taking, such as “Introduction”, “Opening Prayer”, “Scripture”, “Catechism References”, “Lesson”, “Activity”, and “Closing Prayer”. On the last page of the Lesson, the “Closing Prayers”, links of “Back” or “Quiz” are displayed so that you have the choice to either go back to review the lesson or to move forward to take the Quiz.

◀ Back | Page 7 of 7 | Quiz ✎

Minimum Time Required – if the student rushes through the pages of the course and clicks on the “Quiz” link at the last page, a message is rendered prompting them to read the lesson again.



You have not met the
required minimum
reading time for this
lesson.

Please go back and start again.

Read the Lesson

A Quiz is available at the end of each lesson. Quiz is a way for priests, parish religious education directors, parents, etc. to ensure that their students have sufficient knowledge and can comprehend the material conscientiously. The “Quiz” link is displayed at the bottom of the last page of each lesson. If the link is not available, please revisit the course material and ensure that you have completed all required components.

Requesting a Certificate

Fast-Track Certificate Request Programs

These certificates are available only for the following programs.

1. Baptism (English and Spanish)
2. Marriage
3. Natural Family Planning (NFP)
4. Pre Cana
5. Sponsor for a Confirmation
6. Godparent for a First Communion
7. Quinceañera (English and Spanish)

Request Process for Fast-Track Certificate Requests:

Use the [Course Selector](#) to ensure all requirements for the certificate have been met. Certificates will not be issued without meeting all requirements.

1. Complete the required lesson(s) with a passing score.
2. Respond to the built-in green button prompts.
3. Complete the payment for the certificate.
4. If the processing fee has already been paid, follow the prompt to fill in the Certificate Request Form.
5. If you need your certificate within 24 hours, select the expedited request option. This will require payment of both the standard fee and an additional expedited fee.



6. Once submitted, you'll receive a confirmation email confirming your request.

Request Process for Comprehensive Reviewed Certificates:

For all other programs not listed above in the fast-track section, the request process requires a manual, comprehensive review. Use the [Course Selector](#) to ensure all requirements for the certificate have been met. Certificates will not be issued without meeting all requirements.

1. Submit a [Support Ticket](#) requesting an Administrative Review.
2. Be sure to include your USER ID and the name of the programs to be reviewed.
3. Our team will respond back to your request within 24 hours on average.
4. Respond to any next steps outlined in the email to complete the certificate issuance process.

For any questions or additional assistance, please [contact our Support Team](#).

Special Notes About Programs for Retakes

The student who is enrolled in the “[Adult Faith Formation](#)” and “[Full Catechism](#)” programs is also entitled to retake quizzes at least once after all lessons are completed, including any electives. Upon completion of all lessons, the student may ask for an “Administrative Review” which is done only once per student. At that time requesting a retake for any lesson will be granted.

There are more requirements when the student requests a retake to complete one of the “Sacramental Preparation” programs. The Sacrament Preparation is more than just a single lesson. They are combined with a “Catechism Program”. All confirmed Catholics must know and fully believe that the Sacraments are efficacious signs of grace, instituted by Christ and entrusted to the Church, by which divine life is dispensed to us. It is advisable that you click on the “Courses” menu at the Main Navigation Panel and select “Course Selector” to find out in more detail the requirements for “Certification of Completion” in the “Sacrament Preparation” program.

Attributes of Quizzes

The following describes the attributes of Quizzes that you are to take when completing the lessons.

You will have anywhere from Three to 25 different questions to answer. Children's lessons usually have around five questions while adults typically have 10 – 15, although some lessons may have more questions.

Questions may include both true/false as well as multiple choice formats.

You must complete all quiz questions before you are granted access to the “Submit Quiz” button at the bottom of the last page of the quiz. This is designed to prevent accidentally skipping a question.



8. Catholics are bound to believe in all apparitions because they are dogmatically defined

☒ True

☐ False

Please check your work before submitting!

Submit Quiz

For the child/student to receive the Certificate, he/she must reach a certain level of score on the Quiz. For example:

- The Baptism Lessons (for Grandparents or parents) must always pass at 100%.
- The Sacramental Preparation Lesson (For Godparents for a First Communion & Sponsor for a Confirmation) must always pass at 90%.
- All other lessons must pass at 70%.
- For certain lessons when the child/student reaches the above-mentioned scores for these specific courses but fails to correctly answer any of the questions that are deemed “fundamentally necessary for a Catholic”, the child/student is required to retake the lesson.

If the child/student didn’t reach the acceptable level of the score, the application will present up to two (2) “remedial lessons” to help the child/student gain a better understanding of their failed answers. Each “remedial lesson” requires an 80% score to pass and with that, the original lesson will be “reset” for the 2nd try. This process will repeat should the student not obtain an acceptable score on the 2nd try.

In the case when the child/student failed to meet the acceptable score at the 3rd attempt, the child/student is presented with on-screen instructions to write and submit a short (one or two sentences) explanation in their own words of their understanding of the doctrine within his/her errant answer. That writing is judged and if sufficiently explained, the Quiz will be re-scored, and the child/student may attempt the quiz again.

After the child takes the quiz for the first time, the “Quiz for 11th Grade: Name of the Course” page is rendered, displaying the score and “Review Your Submitted Answers”.



Quiz for 11th Grade: Lesson 8: The Holy Eucharist

Your Score: 80%

Review Your Submitted Answers

01) What is another name for the Holy Eucharist?



Click on the title of the question to reveal the child's submitted answer as well as the correct answer.

05) How often is institution of the Last Supper mentioned in the Bible?



- Submitted Answer: In the four Gospels
- Correct Answer: In four Gospels and in St. Paul's first letter to the Corinthians.
- Explanation: The correct answer is "In four Gospels and in St. Paul's first letter to the Corinthians". The institution of the Holy Eucharist during the Last Supper is recorded in all four of the Gospels as well as in the writings of St. Paul.

Navigate back to the "Your Available Lessons" page and click on the "Quiz Result" link for the course and the "Quiz Results for student name" page renders. Observe that the "Retake Status is None". CatechismClass.com would send an email notification to the child's parent notifying the parents of the details of the child's quiz result with the "Allow a Retake?" link.

User: 60980 CatechismClass Quiz Taken



CatechismClass.com <service@catechismclass.com>
to me

1:13 PM (2 hours ago) ☆ ↩ ⋮

Dear Agnes Lee, On 2022-07-07 10:13:11, Louisa Ma scored a 80% on the quiz for lesson 505

11th Grade: Lesson 8: The Holy Eucharist

[Allow a Retake?](#)

Submitted Answers

The following breakdown shows each question, the submitted answer and the correct answer:

Question	Your Answer	Correct Answer	Correct?
What is another name for the Holy Eucharist?	All of the Above	All of the Above	CORRECT!
Modern Eucharistic miracles continue to be unexplainable even by modern science	True	True	CORRECT!

The parent clicks on the "Allow a Retake?" link in the email and he/she is brought to the CatechismClass.com home page with the message "Quiz Retake Assigned". In the Child's "Your Available Lessons" page, "Retake Granted" is displayed in the same row of the course.

Click on the "Retake Granted" link and the screen displays "Quiz Results for student name" with "Retake Status: Was Granted." Click on the link of the lesson such as "11th Grade: Lesson 8: The Holy Eucharist" and the "Click to Retake" message is displayed.

Click on the "Click to Retake" link and you are brought to the 1st page of the lesson.

Go through each page of the lesson and at the last page, click on the "Quiz" link and take the same quiz.

The parent would receive an email in his/her account from CatechismClass.com notifying him/her that the child scores on the quiz.

Following the successful completion of the retakes, the child/student will be eligible for a Certification of Completion. Should there still be lessons that have failed after the 2nd time, the child/student is to write a statement about his/her understanding of the failed question which will be subject to Administrative Review.

Special Notes Concerning the Quiz

Please know that idle time with an open quiz screen is seen by our host service provider as a dead connection and they may disconnect you without notice. We have no control over this. You may still see the quiz screen page as it was but the submission in that case may result in a zero (0%) score. If this happens, please contact us for help.

Some system notations will appear both at the top and bottom in red with further instructions regarding steps to be taken for successful completion of the quiz.

You may revisit the results for each of your completed quizzes by clicking on “My Account” in the Main Navigation and then selecting the sub-menu of “My Quiz Results”. This page offers cumulative performance statistics for your User Account, as well as links to each “Quiz Results” page.

As you are taking part in this course in preparation to receive the Sacraments (not as a self-study course) and you have taken all the required quizzes, you may need to be required to print all your quiz results for your parish. We at CatechismClass.com are obliged to write a letter of support to the parish indicating that you have completed the program and have passed the Quiz, provided that your average score is at least 70%. In the case that your score is below 70% or you missed any questions that we deem “fundamentally important for a Catholic”, it will be necessary for you to retake those tests before a certificate is granted.

If you want to see the complete Policy regarding passage for your specific courses, please check our course requirements. https://www.catechismclass.com/cert_requirement.php

How To Access Child/Student Quiz Reports

You must log in to your account, not the child’s/student’s account to access the child’s/student’s quiz report.

The following procedures demonstrate how to find the child’s/Student’s Quiz details. From the Main Navigation Bar, click the “My Students” link and the “Student Management Panel” page renders.



Student Management Panel

[Add a Student](#)
[Return to My Lessons](#)

Active Students Details

Click on the student's name link and the "Student's Courses List" is displayed.

- User ID: 60976
- Status: Active
- User Name: Oneida
- First Name: Oneida
- Last Name: Mozo
- Grade Level: 9
- Last Log In: 2022-06-11 15:36:15
- Overall Grade: [See Quiz Results](#)

Student's Courses List

[X Close](#)

- Series
 - Miracles of the Catholic Church
 - The Life of Christ in the Gospels

[Update Details](#)
[Assign Material](#)

From the "Student Management Panel" page, click the child's name and the "Student's Courses List" text box renders. From this text box, click on the "See Quiz Results" link and the "Details for Working Student" page renders.

Details for Working Student

[Back to My Students](#)
[Back to My Lessons](#)

Quiz Information for Working Student

Cumulative Average Score: 100.0%

Summary by Course

Breakdown of Quizzes

The following shows the score for each quiz taken. Click **The Lesson Title** to access the See Quiz Details link for a breakdown of the student's answers, or for the Grant Retake link.

[Young Persons Study of the Apostles Creed: Lesson 1: Creed: God the Father](#)

Date Taken: 2021-10-15 16:06:33

Score: 100.0%

Retake Status: None

Reading Time: Not Available

Quiz ID: 242377

[Back to My Lessons](#)



Below the “Summary by Course” text box is the “Breakdown of Quizzes” section.

Breakdown of Quizzes

The following shows the score for each quiz taken. Click **The Lesson Title** to access the See Quiz Details link for a breakdown of the student's answers, or for the Grant Retake link.

Quiz ID#	Date Taken	Score	Retake Status
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Miracles #10: Eucharistic Miracles

Date Taken: 2022-06-11 08:38:32
Score: **50.0%**
Retake Status: **Was Granted**
Reading Time: 00:30:31
Quiz ID: 293506

[Back to My Lessons](#)

Click on the title of the course link and the following information is displayed.

Miracles #10: Eucharistic Miracles

Date Taken: 2022-06-11 08:38:32
Score: **50.0%**
Retake Status: **Required**
Reading Time: 00:30:31
Quiz ID: 293506

***ASSIGN RETAKE* !**

- [See details](#)

Click on the “See details” link and you are brought to the page of the course displaying the score, and status of each question.

Quiz for Miracles #10: Eucharistic Miracles

Your Score: 50%

[Return to My Quizzes](#)

50% 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:

01) Who celebrated the First Mass?



Click on the question link, further information is displayed such as “Submitted Answer”, “Correct Answer”, and “Explanation”. We recommend that parents use the “See Details” interactively with their child as a tutoring tool to enhance their learning.



01) Who celebrated the First Mass?



- **Submitted Answer:** St. Paul.
- **Correct Answer:** Jesus Christ.
- **Explanation:** The correct answer is "Jesus Christ.". Our Lord Jesus Christ celebrated the first Mass and consecrated the Eucharist for the first time at the Last Supper.