CatechismClass.com

An Online Catholic School, Teaching the Modern World

Training Manual Edition: Standard User

Last Updated: 07/27/2020
**Introduction**

This version of our user documentation is designed for self-study adult users aged 18 years and above or for those parents / guardians who will manage one or more student accounts. Parishes should refer to the specific parish coordinator manual for more relevant information for their usage.

**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.

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 CatechismClass.com. To view a new page, scroll up to find and use the 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.

Spanish and Other Languages

Use the “Select Language” button in the information links to switch to one of our other available languages.
Getting Started

This section of the manual demonstrates how to register on CatechismClass.com and how to search for courses after logging in.

Register / Create a User Account and Logging In

From the Main Navigation Bar, click the “Sign Up” link. You will be redirected to the next page, Create an Account on CatechismClass.com. After the registration form fields appear, please provide all required details – including Username, Password, and other contact information.

Please note the descriptions next to certain form fields, indicated with a “?” as additional validation requirements may apply (e.g. Password strength).

Click the “CREATE” button at the bottom of the page to proceed. An error message will display if there are any problems with your attempted submission. Be sure that no required field is left blank. Be sure that data input is in the format as requested. If you are still unable to resolve the error based on the provided instructions after a second attempt, please contact customer service for prompt assistance.
Pay attention to the Date of Birth field. To select a date properly, it is necessary to select the Year first, then the Month, then on the appropriate calendar page displayed for that month and year click on the actual Day. This procedure is also used creating the account for a student.

Once you receive the confirmation message that your account was successfully created, you may login to CatechismClass.com using the Username and Password you specified in the registration form.

From the Main Navigation Bar, click the **Login** link. Type in your Username and Password in the provided fields. If you forgot your username or password, you may click on the “Forgot Username” or “Forgot Password” button.

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 available courses if you have purchased any.

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 account.

**How Do I Edit My User Account Details?**

If you need to change any of the details that you provided while creating your User Account, such as your Username, email address or contact information, please follow these steps:

From the Main Navigation Bar, choose 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” button to complete the process.

**How Do I Reset My Password?**

From the “My Profile” page, choose the “Change Password Only” button.
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.

Please note that Student Accounts will not have access to this password reset process. Only parent / guardian users will be able to initiate these steps for student users, as they are the supervisor of their child’s accounts.

I Have Reset My Password (One or More Times) But I Still Cannot Login

If you continue to have trouble with accessing your User Account, please try the following:

Verify that you are using the correct Password. These are case-sensitive and have certain strength requirements.

Verify that you have followed all Password reset instructions precisely. These include those on the “My Password” page and within the password request details sent your User Account’s email address.

Note how many times you attempt to login and are unsuccessful. Our system may block your account for security purposes if too many attempts are performed to prevent hack-attacks. If you believe your User Account is blocked / locked, or if you are otherwise unsure why you cannot login to CatechismClass.com, please contact our Support Team for assistance.

Search 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 in accordance with 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.

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 of more details about the item.

On a course’s details page, you may review (a.) a full description of the offering, (b.) pricing information, and (c.) 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.
Purchasing and Using Lessons

This section of the manual demonstrates how to purchase items on CatechismClass.com and how to interact with and complete courses once they have been added to your User Account. Please be sure you are registered and logged in before ordering.

Click the “Add to Cart” button on the course or package details page.

A pop-up window confirms that the item has been added to your Shopping Cart, in the quantity that you have specified. Click the “Go to Cart” button to proceed to the “View My Shopping Cart” page.

If you would like to continue shopping, use our website’s available links and navigation tools to find other products that you would like to purchase at this time.

Once you have added all desired items to your Shopping Cart, return to the “View My Shopping Cart” page and click the “Continue” button to proceed.
Clicking the “Review Order and Pay” button will bring you to a “Review Order and Pay” page. Please review your cart details closely to ensure that your purchase is correct; that the items are correct and in the proper quantity.

**Online Payments via PayPal**: CatechismClass.com uses PayPal as the processor of all payments in order to provide the highest security to our users.

- You have the option to pay using PayPal, a debit card, or a credit card.

- Having a PayPal account is not required. Whatever payment method you use, PayPal will process since they process all our payments.

- Please keep in mind that not all electronic payments are alike; some process instantly, 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.
The “Review Order and Pay” Page

Upon completion of the purchasing process, your courses or packages will be added to the “My Lessons” page. Use this link in the Main Navigation Bar to view your archive of purchased CatechismClass.com materials.

Parents Purchasing for their children: When an adult purchases a child’s product for the first time, they will see this note:

Your Available Lessons:

Begin the children's lessons by creating a student account. This will give you the ability to assign course work to the student, monitor progress, and grant retakes.

Add a Student

1st Grade Program

For any child enrolled in a Grade Level or Sacramental Preparation Program, he or she will need his or her own account to get credit for the work. Parents maintain a supervisory access from within their own account which is described further down. From this screen, use the “Add a Student” button to initiate the process which is described in a different section.
What If I Can’t Locate My Purchased Item(s)?

After every successful purchase you will see the above screen. This indicates that the system is processing your purchase. Not all electronic purchases are the same, but as soon as your purchase has cleared processing it will arrive in your ‘My Lessons’ screen. Use this ‘My Lessons’ button to get there.

All purchased courses and packages are added to the “My Lessons” page when the purchasing process is completed. If you think that there may be some sort of error, please try the following:

- Navigate back to the CatechismClass.com website homepage, and then find and click the “My Lessons” link in the Main Navigation Bar.

- If you do not see “My Lessons” in the Navigation Bar, then you may not be logged in to your User Account. Find and click the “Log In” link in the Navigation Bar, input your Username and Password, and then attempt to access “My Lessons” again.

- It may be necessary to refresh your page on your browser. Please do so first.

- If another computer is available, attempt to login 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.
Access and Navigate Purchased Courses

You will find a list of purchased courses and packages on the “My Lessons” page, along with indicators stating whether each lesson’s Quiz has been taken.

To start a lesson simply click on the title of the lesson, you will be taken to the first page of that lesson. As you read the lesson, at the bottom there are navigational directions displayed.

Each lesson also ends in a quiz. Quizzes form a way for priests, parish religious education directors, parents, etc. to ensure that their students are completing the material successfully. After completing all lesson activities, you will find a “Quiz” link at the bottom of the last page of the lesson. If the link is not available, please revisit the course material and ensure that you have completed all required components.

Complete Quizzes with Passing Grade

The following describes content or requirements you may experience when taking a CatechismClass.com lesson’s concluding Quiz:

- You will have anywhere from 3 to 25 different questions to answer. Children’s lessons usually have around five questions while adults typically have 10 – 15, although some lessons will have more questions.

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

- You must respond to all questions before you are granted the ability to submit your answers for grading.

- You will be given only one chance to take the quiz unless your system administrator grants a retake. The term system administrator varies depending on whether it is a parent/child use, a parish use, or a self-learner. Self-learners should refer to CatechismClass.com staff as their system administrator.
1. In order to get the “whole Jesus” we must receive from both the cup (chalice) and the plate (ciborium)

   ○ True   ○ False

2. Receiving Holy Communion not only makes us one with God, but it also makes us one with each other

   ○ True   ○ False

3. The Mass is both a Holy Meal and a Divine Sacrifice

   ○ True   ○ False

Typical Quiz - May be either T/F or Multiple Choice

After submitting your quiz answers using the “Submit” button, your work will be graded by our system automatically.

The “Quiz Results” page offers a summary that features (a.) a list of the quiz questions, (b.) an analysis of your submitted answers, noting which entries were correct and which were not—correct answers provided for the latter, and (c.) a statement indicating whether you have passed the Quiz.

Some system notations will appear both at 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 the “My Quizzes” link in the Main Navigation Bar. This page offers cumulative performance statistics for your User Account, as well as links to each “Quiz Results” page.
Clicking on the title of a lesson will expose an inner panel. To continue to examine the quiz results, select the ‘See Details’ link. This will open the individual quiz panel. Again, by clicking on the specific question in the quiz you may expose another layer to show both your submitted answer and the correct answer.

After you have taken all the quizzes and you are taking part in this course—not as a self-study course but rather to receive the Sacraments, you may be required to print all your quiz results.
for your parish. We at CatechismClass.com are willing to write a letter of support to the parish that you have passed the program, only if you did not fail any quizzes and your average score is at least a 70%. If you scored lower than a 70% or missed any questions that we deem “fundamentally important for a Catholic” then you will need to retake those tests before a passing certificate can be granted. If you would like a full copy of our Policy on what constitutes passage for your specific courses, please review our Course Requirements.

I Can’t Find the Submit Button on the Quiz

You must complete all quiz questions in order to be granted access to the “Submit” button at the bottom of the quiz page. This has been designed to prevent accidentally skipping a question.

Please read all instructions on the quiz page to ensure that there are no other requirements that must be fulfilled to submit your answers for that lesson.

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.

I Need a Certificate to Get My Sacraments

Specific requirements to be met for certificates of completion are generally stated in the final Lesson of the course near the last page. All students studying to prepare for a Sacrament should use the Course Selector to ensure they order all necessary course materials. After the request by a student for a certificate of completion, we will then evaluate a student’s progress and determine if/when they have met the eligibility requirements to earn a certificate.

It is important to note that there is a necessary processing time involved, and therefore, you should not wait until the last minute to request the certificate, especially if it is to be physically mailed. We recommend contacting us at least 10 days in advance, although we will do our best to issue certificates promptly and attentively after all requirements have been met.

Adding and Managing Student Users

This section of the manual demonstrates how to create new Student Accounts and how to manage these students as they complete course material and Quizzes. It is applicable to parents / guardians who are setting up accounts for their children. Please note, you must create a student account first before assigning lessons to the student.

Create New Student Account(s)

- From the Main Navigation Bar, click the “My Students” link. This page features a table listing all Student Users configured for your account.
- Click the “Add a Student” link.
- Fill out the required Student Account information and click the “CREATE” button.
- A confirmation message appears at the top of the page if the account creation process
was successful. Use the “CANCEL” button to navigate back to the “My Students” page.

- Repeat the above steps to create as many Student Accounts, as needed.

The “My Students” Page—No Student Accounts Created Yet

The “Create a New Student” Page

When Creating a New Student be sure that all details are completed. There are ‘hint’ bubbles (?) to indicate what is expected in certain fields. Please note that we do not collect an email address in child accounts. Instead, the parent’s email is requested. This is used as a contact access whenever needed for discussions about Certificates for children or other support.
Assign Learning Material to Students

Once you have created one or more Student Accounts, you may assign them course material that you have purchased on CatechismClass.com:

- From the “My Students” page, click the “Assign Material” link.
- On the next page, “Assign Learning,” view the available items under “Available Items to Assign”.
- You will be provided a list of purchased lessons. Select the item you would like to assign to the Student.
- Click the “Submit” button.
- A confirmation page summarizes the transaction. Use the “Back to My Students” to return to your account’s Student management page.

Please note that you may assign each purchased item only to one student. Once an item has been assigned from parent to 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 both courses, you can assign each student his/her grade level’s course only.

If you have two fifth-grade students, 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.

The “Assign Learning” Page—With Student Selected, Choose the Material

Where Do I Access Student Quiz Reports?

First, please make sure you are logged in to CatechismClass.com with your personal User Account, or rather the one under which the Student Account was originally configured.

You may then find Student Quiz details using the following steps:
• From the Main Navigation Bar, click the “My Students” link.

• Next, click the “Details of ……” link that appears in your list of Students.

• Next, click the “See Quiz Results” link which will be shown next to the student’s Grade Score.

• On the quiz result screen, click on the title of the lesson that you wish to review. Inside will be a “See Details” link, also an “Assign Retake” link. If you have assigned a retake, this link will be hidden until the Student completes the new Quiz for this lesson.

As your Students complete their lessons, performance indicators will be added to the “My Students” page along with links to completed Quiz details:

• From the “My Students” page, click the ““Details for [Student’s Name]”—which features cumulative scores and activity summaries for each lesson. Click the “See Quiz Results” link next to Overall Grade to review your Student’s quiz details.

• The next page— will list all of the quizzes that your student has taken. You will immediately see a summary of quiz details on the quiz panel: Score, Date Taken, Retake Status. You may open any quiz panel by clicking on the lesson title.
Opening the quiz panel reveals two links, the “Assign Retake” and the “See Details”. We recommend that parents use the “See Details” interactively with their child as a tutoring tool to enhance their learning.

After the child seems better prepared to retake the quiz you may use the Assign Retake link to reset the quiz. Please note, there is a limited number of times that a quiz may be reset. Please specifically see section 2 of our Certificate Policy for more details about quiz retake limits.

If your student needs to retake any of his or her completed quizzes, use the link “Assign Retake” that appears next to each lesson. You may choose to assign a retake even if our system records a passing grade for that student.

**Schools/Parishes:** If you are a parish, catechist, director of religious education, etc., there is an additional feature in our system whereby you are given an upgraded status to a coordinator in our system with the ability to oversee all students within your program. The system will allow parents, as well as you or anyone else that you approve the ability to view the progress of students and their quiz scores. Contact our Support Team to request set up as a coordinator.