**Introduction**

This version of our User documentation is designed for Directors of Religious Education (DRE) and other parish coordinators, teachers, catechists, etc. 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 CatechismClass.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.

Spanish and Other Languages

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

Getting Started

Thank you for considering CatechismClass.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 create an account. When done, contact using our Contact Us Page to request that your account be upgraded to DRE status. Reference the username that you chose in your request email for faster processing.
Logging Into Our Website

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

- From the Main Navigation Bar, click the “Log In” link.
- Type in your Username and Password in the provided fields. Click the “Login” button to proceed.

Upon a successful login, you will be directed to a “Welcome” / “My Lessons” screen. This screen will display any course material if any have been purchased.
Please note, if you have purchased multiple copies of materials 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](image)

This “My Profile” page displays the account details as they are stored in our system. Please verify that these details are correct and decide if you would like to make a change before proceeding. Click the “Update Your Profile” button to make a change. Make your desired changes on the next form and then click the “Update” button to complete the process, or “Cancel” if you change your mind.
### The Update Screen

You will be returned to the Update Screen again to verify the changes. You may select “Home” or “Cancel” to leave this screen.

### Resetting your Password

There are several ways to change a password.

From the Main Navigation Bar, choose the “Log In” link. On the Login Screen there is a “Forgot My Password” link. Using this will enter a system driven sequence which asks for your email address as was used when you registered your account in our system. This email address must match the email address which is in our system or the verification email will not be sent. Additionally, the email will not be sent if the MAX-TRIES has been reached. This means that 5 failed username/password combinations have already failed in succession. Further, if you have changed emails since you registered you may need to request an email change on a Support Ticket.

If you are able to login and are working from within your Profile Page you must remember to check the checkbox to enable the password change. The system will not alter a password if the checkbox is not checked. This rule also applies to changing the passwords of your students.
Finally, on the Profile Screen there is a direct access to the Password Change system. Look for the button labeled “Change Password Only”. This will present a sequenced step-by-step similar to the “Forgot My Password” process.

[Image of password change interface]

**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. Please note that the “View Your Catechists” link will only appear if you have actually created Catechists. More on that later.

**Parish Coordinator Panel for**

- Parish Settings
- Parish Inventory
- Quick Search Your Parish
- View Your Catechists
- View Your Parish Population
- View Your Inactive Members
- Export Report Card to Excel

*The Parish Coordinator Panel*

**Managing Parish Details**

From the Parish Coordinator Panel, click the “Parish Settings” link. In many cases as you request to be promoted to Parish Director or DRE we will fill in this screen for you. However, you should always check our entries for accuracy.

The following page displays:
• Parish Name
• Parish Address
• Parish Administrator
• Parish Email Status – this item is a Yes/No choice which is defaulted at Yes. This feature means that the DRE will get an email following each quiz that a student takes. The email has a built in link which allows the recipient to reset a failed quiz directly from the email.

These details, except for the Administrator, may be edited by using the “Update” button in the screen. To return to the Coordinator Panel use “Cancel”.

Please note that any changes to the Parish Name and Parish Location will be reflected within the accounts of all coordinators, catechists, and students who have been registered through your Parish Management Account.

Parish Information for St. Michael the Archangel

Details for This Parish
• St. Michael the Archangel
• 66 Levittown Pkwy
• Levittown, PA 19057

Administrator:
• Steve Kalinowski
• tech.team.catechism@gmail.com

Quiz Email Status:
• This parish should get Quiz Emails: Yes.

Parish Inventory

On this screen you will see the quantities of items that are in your inventory and available to be assigned to catechists or students.

Please note that if a quantity says (1) item but there has already been a ‘test drive and quiz’ on that item it will no longer be available for assignment.

Quick Search

For parishes with a large number of students this feature is most useful, although it may be used in any parish.
On this screen you begin to type a known piece of data about the person whom you wish to find. This tool is a very versatile and dynamic searching tool. It will, with only a few characters, generate a list of possible solutions that match the criteria which you enter. The key to using this tool wisely is to start typing something that you know is unique to the student or catechist which you wish to view. For example:

Here we only entered a '6' and two results were found, User 6664 since there is a '6' in the UserID, but also a student who similarly has a '6' in the UserID.

To make the search more specific you might know the last name of the student for whom you are searching.

Let’s assume ‘Washington’.

Here we only needed the first 3 characters to populate this result. A search with multiple possibilities may provide multiple results so we want to try to narrow our search criteria to something as specific
as possible about the person for whom we are looking. Usually a last name or email address is helpful, but these choices will be determined by your actual population.

However, regardless of our result list each name populated in the list is an actual link to that person’s Detail Panel. Just click on that link and we immediately go to the detail panel.

Open the panel by clicking on the name. Inside the panel we find the various details and feature operation buttons.

Some quick definition details:

- **Last Log In** – records the last time the student or catechist actually logged in to the system, ‘No Record’ indicates that the user has not logged in at all.
- **Overall Grade** – this indicates a Scored Average as accumulated in our system. ‘nan%’ indicates that there are no quiz records in our system. The bold “See Quiz Results” is a link to the Quiz
Results screen for this user.

- **Parent Email (or Email if an adult)** – this is a live link to generate an email to that address using your own email client.
- **The ‘unassign’ next to a catechist** – this will remove an already assigned catechist from this student. Note: the DRE is considered the Primary Catechist and therefore the system will not respond to a request to remove the DRE as the catechist. This only works for secondary assigned catechists.

**Feature Buttons:**

- **Update the Details** – whether this is a catechist screen or a student screen this button will allow the DRE to edit any details for this user.
- **Assign Material** – whether this is a catechist screen or student screen this button will allow the DRE to Assign Lesson Material.
- **Change Status** – this is a ‘toggle switch’, that is, if the user is shown as active then pressing it will make the user inactive and vice-versa.
- **Assign to a Catechist** – This button activates the catechist assignment screen for this user. More details for that item are mentioned in a further section.

**Student Management—Administration Basics**

From the Parish Coordinator Panel, click the “View Your Parish Population” link to review the entire list associated with your parish.

**Student Management Panel**

<table>
<thead>
<tr>
<th>Back to Parish Admin</th>
<th>Add a New User</th>
<th>Inactive Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details for Steve Oplik : Catechist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Moses of Jesus Pillari : Catechist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Blanca Anderson : Catechist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for First Last : Catechist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Only Thebest : Catechist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Steve Kalinowski</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Osvaldo Dias Dos Santos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Steve Lak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for Sta Lki</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This list will scroll down, but of course in a parish with many users the Quick Search tool is easier. However, this will be a demonstration for all situations available.
First, notice that Catechists are listed at the top of the list and labeled as such. This is to easily distinguish Catechists from Students. Catechists only appear if you have actually created catechists.

On the other hand, the link “View Your Catechists” will only display the Catechists without any students in the list. As mentioned, this link does not appear if there are no Catechists to be found.

Each panel opens to expose details as mentioned above. Here we will mention some more specific features in detail.

Under the Catechist Panel we will note the standard details as with any panel, but additionally two lists and operational buttons.

Under the Catechist Panel we will note the standard details as with any panel, but additionally two lists and operational buttons.
The Catechist Course List is the programs that have been assigned to the Catechist by the DRE. To add material to this Catechist, use the Assign Material button.

The Catechist Student List will contain any student that has been assigned to this Catechist. The name of the student is bold because it is a live link which will go directly to that specific student’s panel.

Similarly, as in any panel, Update Details and Change Status work the same as in all other cases.

**Viewing Students**

Whether entering through the Catechist link to the student, or from the Quick Search tool, or from the View Your Parish Population link in the control panel, the procedures to manipulate student data will be the same.

We have already mentioned how to edit or update the details within the panel of the user.

Next, we will Assign Material and Catechists.

**Assign / Unassign Material**

To assign material we must first have made the purchase of the material so that it is available for assignments. Using the Cart to purchase material is relatively straight-forward and is covered at length in the New User's Manual.

Parish DREs should know that there is a substantial discount for making a bulk purchase for the entire population at once. The following is a chart of the price break points available.
With this chart in mind we encourage parish directors to assess their entire needs for their parish and order everything at once. When we are ready to make an assignment, whether to a catechist or a student, we click the “Assign Material” button.

After you click the “Assign Material” button, you will see a similar screen:

```
Assign Learning

Assign an item to: Hhhh LIII, Grade: Adult (student ID 9775).

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

<table>
<thead>
<tr>
<th>Qty available</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CatechismClass Final Exam</td>
</tr>
<tr>
<td>1</td>
<td>Life of Christ #6: Baptism of Jesus and John the Baptist</td>
</tr>
<tr>
<td>1</td>
<td>Sacraments #4: Baptism</td>
</tr>
<tr>
<td>1</td>
<td>The Fourteen Holy Helpers</td>
</tr>
<tr>
<td>1</td>
<td>Confirmation Sponsor Preparation Program</td>
</tr>
</tbody>
</table>

Submit  Return to My Students
```

To make an assignment we first 'highlight’ the item by clicking on it, once it is highlighted, we hit “Submit”. It is important to remember that the process of assignment cannot be undone so caution is needed.

If your list of available items is empty, a new purchase would be needed. After you purchase, simply return to this screen to make the assignment.

The system will not allow the assignment of any used items (i.e. materials with quizzes against them).

If you need to unassign material from a student that is unused, use the “Retrieve Material” button when you know for sure that a student who had been enrolled and assigned material has canceled their
enrollment and will not use the assigned material. If any material in the account has been used you will see this: “The lessons in this account have been used and are no longer available for retrieval.” Otherwise the material available for retrieval will be shown in this window.

Like material assignment, the item must be highlighted before submission. Additionally, this student will be inserted in your “Inactive Student” list after the assignment is canceled. If needed, you can always active them again in the future and assign material again, if necessary.

**Assign Catechist**

An assignment of a Catechist is very similar. First we open the Student detail panel.

Next, we select the **Assign to Catechist** button. We will see the following screen:
Assign a Student to a Catechist

Assign Child Account: Grade: 7 (student ID 92002) to a Catechist.

When you assign this student to the Catechist, you will each be able to access the same details. The Catechist will use his/her normal login credentials. You as the DRE may enter through the Catechist page to see a student, or through your own Student Management panel.

Highlight your Catechist choice and hit submit to complete the assignment.

Catechists in your list

| Steve Optik       |
| Moses of Jesus Pillar |
| Blanca Anderson   |
| First Last        |
| Only Thebest      |

Submit

The operation of this screen is similar to the assignment of lesson materials. First, highlight the name of the Catechist to whom this student is to be assigned and then hit Submit. That Catechist will then appear in the student’s details as a second Catechist -- the DRE is always the primary and first catechist.

How to Create a Catechist

In the View Your Parish Population linked screen there is the button to “Add a New User”. You may have used this already to create students, or not; however the procedure is the same. Select the button “Add a New User”. You will be presented with a form to fill in the details for the user. All details are expected to be filled in.

To distinguish the level of access the user should operate at you will see a selector choice called “Category”:

By default, this choice is set for student. A student in this classification is anyone under 18-year-old and is studying a regular grade level or Sacrament preparation program.

A Standard User is selected for an adult (18 years or older) who generally is in the RCIA program but can be studying anything -- the age making the difference.

The Catechist choice is selected for the distinct purpose of calling this user a ‘teacher’ who will be
instructing or helping with instructions of students.

**Student Management—Viewing Quiz Results and Assigning Retakes**

*FYI: Student quizzes are randomized. Each student may see quizzes in a different order in order to prevent cheating and better enforce accountability. Please keep in mind if a student refers to a question by question number instead of wording, it may not be the same as your view*

You may enter the student’s **Quiz Results** in several ways. From the Parish Management Panel, either use the Quick Search or the View Your Parish Population. Or, if the student has been assigned to a Catechist you may select the student’s detail directly from the Catechist Student List.

Once you have found the student, click on the “Details for [Student’s Name]” to open the panel.

Once inside the panel click on the “See Quiz Results” link, if available.

On the next page “Details 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.

---

*Details for Steve Kalinowski*

[Back to Student Management](#)  [Back to Parish Management](#)

**Quiz Information for Steve Kalinowski**

Cumulative Average Score: 94.3%

[Summary by Course](#)

---

The Summary by Course is a drop window which will list all programs and average scores of this student through history as accumulated in our records.

<table>
<thead>
<tr>
<th>Quiz ID#</th>
<th>Date Taken</th>
<th>Score</th>
<th>Retake Status</th>
</tr>
</thead>
</table>

Below that is the list of actual quiz records of the student. These are ‘sortable’ by the above tabs. Most useful is the ‘Retake Status’ button which will percolate to the top of the list those lessons which need a retake quiz due to a failed score or an error in a question about dogma.
Retake Status indicators may appear in the face of the panel 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 and considered the more valid quiz.

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.

Click on the “See Details” to reveal the actual questions and answers of the quiz as scored. Correct answers will have a Green Check while incorrect answers will have a Red “X”. Additionally, each question is a panel which may be opened like all other panels to reveal the answer submitted by the student compared to the correct answer. This is a useful tutoring tool.
When a lesson retake is assigned, the DRE will see this success screen and the student will get an email to state that the lesson has been reviewed and a retake quiz is required.

**Quiz Retake Assigned**
Retake Granted for Student Id# 15935 Lesson Id# 623
Return to Student View
Back to My Students Panel

*Confirmation Screen after a Retake Grant*

**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*
The Roster Export is an automatic Excel download.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>St. Michael the Archangel</td>
<td>Data as Of:</td>
</tr>
<tr>
<td>2</td>
<td>2020-09-13 14:44</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
<tr>
<td>4</td>
<td>Last Name</td>
<td>First Name</td>
<td>Grade Level</td>
<td>Cumulative Score</td>
<td>Last Lesson Quizzed</td>
<td>Last Quiz Date</td>
</tr>
<tr>
<td>5</td>
<td>Acosta</td>
<td>Child</td>
<td>7th</td>
<td>86.2</td>
<td>7th Grade Lesson 20: The Sacraments</td>
<td>2021-07-28 15:31:49</td>
</tr>
<tr>
<td>6</td>
<td>Anderson</td>
<td>Bianca</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2013-07-18 08:46:13</td>
</tr>
<tr>
<td>7</td>
<td>Clark DeSantis</td>
<td>Danish</td>
<td>Adult</td>
<td>90.3</td>
<td>Sacraments #7: Confession</td>
<td>2011-02-22 17:10:18</td>
</tr>
<tr>
<td>8</td>
<td>Sarrer</td>
<td>Paul</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2013-07-18 10:25:12</td>
</tr>
<tr>
<td>9</td>
<td>Kowalski</td>
<td>Steve</td>
<td>Adult</td>
<td>94.3</td>
<td>Godparents for a First Holy Communion Preparation Program</td>
<td>2020-08-01 11:38:28</td>
</tr>
<tr>
<td>10</td>
<td>Mill</td>
<td>Steve</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2015-07-16 14:21:28</td>
</tr>
<tr>
<td>11</td>
<td>Last</td>
<td>First</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2015-07-19 18:44:21</td>
</tr>
<tr>
<td>12</td>
<td>Last</td>
<td>First</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2015-07-20 08:47:40</td>
</tr>
<tr>
<td>13</td>
<td>Mill</td>
<td>Jeff</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2015-07-25 16:50:51</td>
</tr>
<tr>
<td>14</td>
<td>Sklak</td>
<td>Steve</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2015-07-27 09:22:23</td>
</tr>
<tr>
<td>15</td>
<td>Munoz</td>
<td>Jesus</td>
<td>Adult</td>
<td>0</td>
<td>Baptism Preparation Program (For Either Godparents or Parents)</td>
<td>2015-07-30 11:10:45</td>
</tr>
</tbody>
</table>

On this Excel the face page will list all students and catechists in alphabetical order by last name. To conveniently go to a particular student’s sheet, you may CTRL-click on their last name; or select the tab associated with their User-ID in the bottom of the sheet.

A quick example of how the sheet displays:

| The Sacraments | 2011-02-04 14:11:03 100% 100% |
|---|---|---|---|
| Sacraments #1: Sanctifying Grace | 2011-02-04 14:10:56 80% 100% |
| Sacraments #1: Sanctifying Grace | 2011-02-04 14:10:46 90% 100% |
| Sacraments #1: Sanctifying Grace | 2011-02-04 14:10:39 80% 100% |
| Sacraments #2: Matter & Form | 2011-02-07 18:58:17 100% 100% |
| Sacraments #2: Matter & Form | 2011-02-07 18:50:04 86% 100% |
| Sacraments #2: Matter & Form | 2011-02-07 18:50:51 84% 100% |
| Sacraments #3: Sacraments of Initiation | 2011-02-08 13:45:36 100% 100% |
| Sacraments #3: Sacraments of Initiation | 2011-02-08 13:45:20 75% 100% |
| Sacraments #3: Sacraments of Initiation | 2011-02-08 13:45:13 88% 100% |
| Sacraments #4: Baptism | 2011-02-10 14:03:08 100% 100% |
| Sacraments #5: Confirmation | 2011-02-11 13:32:40 100% 100% |
| Sacraments #5: Confirmation | 2011-02-11 13:22:55 90% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:35:19 100% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:35:03 100% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:34:47 80% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:34:34 80% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:33:28 88% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:33:58 88% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:33:01 100% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:32:21 100% 100% |
| Sacraments #6: Holy Eucharist | 2011-02-16 12:31:50 100% 100% |
| Sacraments #7: Confirmation | 2011-02-22 17:39:18 90% 100% |

Page 20 of 21
This is a forced demo, however if a lesson quiz has been taken but granted a retake for score and then passed when retaken the previous quizzes will have a strike thru. Consider the Lesson ‘Sacraments #2’.

Additionally, if a lesson program has been assigned and never attempted then this sheet will also express that fact:

<table>
<thead>
<tr>
<th>Understanding Catholic Prayer and Spirit</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prayer #1: Our Father</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #2: Ways to Pray: Vocal Prayer, Mental Prayer</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #3: Adoration, Contrition, Thanksgiving, Supp</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #4: Liturgical Prayer</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #5: Marian Prayer</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #6: Saint Ignatius 'Spiritual Exercises</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #7: St. Francis de Sales and the Devout Life</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #8: St. Teresa of Avila &amp; Carmelite Spirit</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #9: The Divine Office &amp; Third Orders</td>
<td>not taken</td>
</tr>
<tr>
<td>Prayer #10: Imitation of Christ</td>
<td>not taken</td>
</tr>
</tbody>
</table>

Our sheet includes vital information for your parish management:

- Lessons assigned per student.
- Quiz Date taken per lesson.
- Score of the lesson quiz.
- Strike-thru on lessons retaken.
- Date of last quiz taken.
- Last Login Date.
- Percentage of program completed based on the number of lessons in the particular program.
- The Study Time as recorded by our internal monitor.

**Final Words**

As a parish director you are always welcome to voice opinions or comments about our system. We are here to help you to catechize in the most efficient and effective manner possible. We are proud to help share in your mission of spreading the Faith. We are always available to offer help whenever needed.

God Bless,

CatechismClass.com