CatechismClass.com

An Online Catholic School, Teaching the Modern World

Training Manual Edition: Parish Coordinator
Last Updated: 07/21/2020
Introduction

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

Navigating Our Website

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

Main Navigation Bar

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

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

Content Area

This body section of the webpage features the content of your lessons and other information that we publish on 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 materials. We have many satisfied parish customers, as well as homeschoolers, individuals, and families.

Upgrade Your Account to DRE Status

Please use the Register tab on our website, and then contact us to upgrade the status to DRE. Reference the username that you have chosen in your support ticket. This upgrade is necessary for you to access all of the features mentioned in this manual.

Logging Into Our Website

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

● From the Main Navigation Bar, click the Login link.

● Type in your Username and Password in the provided fields. Click the “Login” button to proceed. Usernames and Passwords are case sensitive.

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

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

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

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

From the Main Navigation Bar, choose the “My Profile” link.

The “My Profile” Link

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

View and Update Your Personal Account Details
Parish Management

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

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

The Parish Coordinator Panel

Managing Parish Details

From the Parish Coordinator Panel, click the “Parish Settings” link. The following page displays (A.) Parish Name and Parish Location and (B.) Your Contact Details as an active coordinator for the parish. (Contact details are edited in your personal Profile.)

- Click the "Update" button to update this information if needed.

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

- The coordinator details shown will reflect those belonging to the parish user who has been recorded in the official CatechismClass.com records as the user with the DRE status. (Contact CatechismClass.com to make changes in this detail.)

- Please notice the particular feature near the bottom of this screen—“Quiz Email Status”. You may choose ‘Yes’ to receive an email of each student’s quiz result following every quiz taken by the students; or choose ‘No’ to not receive these emails. If you choose ‘Yes’, embedded in the email is an “Retake Grant” link which will allow the student to immediately retake the quiz should you choose to grant a retake on the quiz.

- Use the “Cancel” button to return to the Parish Coordinator Panel.
The “Manage My Parish Info” Page

**Student Management—Administration Basics**

From the Parish Coordinator Panel, click the “Access Your Active Students” link to visit our new **My Active Student Management Panel**.

This management panel allows you to view student progress for active students, create new student accounts, assign lessons, or “drop” students (*make inactive*) who are no longer participating in your parish’s programs.

---

**The “My Active Student Management Panel” page—Begin Several Tasks Here**

Active students are displayed in rows. Click on the **Details for [Student’s Name]** row heading to open a tab / virtual drawer which contains information about the student, username, his or her assignments, grade level, quiz results (if any), log in activity, and parent email of the student.
With the student’s details visible, you may:

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

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

- Click on the **Update Student Details** button to update student profile and account data, such as Name and Grade, Username/Password, and Parent Email.

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

We will review a few of these management tasks in greater detail below.
Editing a Student Profile via the “Update Student” Link

The “My Inactive Student Management Panel” page—Students Moved Here Once “Dropped”
Student Management—Creating a New Student

From the My Active Student Management Panel:

- Click on the “Add a Student” button to start the process. This is located at the top of the Management Panel, above the student details.

- The “?” tool tips provide helpful information on a given field.

- Complete the “Create a New Student” form with all required fields. We do not collect emails on children.

- Please note the Username and Password so that you may pass these on to the student.

- Once all of the fields are filled out, click on the "Create" button. If the Student Creation process was completed successfully, you will see a page with the heading, "Student Created Successfully", with the same form under it, now with the fields populated. You can make edits to the new student's details here if you like. When finished, navigate back to the Student Management Panel, where the new student will be featured as a row in the active student roster.
Student Management—Assigning Lessons

From the Student Management Panel:

- Click on the “Details for [Student’s Name]” row heading to view that student’s profile information, and then click on the “Assign Material” button.

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

To assign learning material to a student, you must have already purchased the material in your own account or have a license for it from CatechismClass.com. If you need to make assignments of a course to multiple students, you need to have multiple copies in your account. The multiple copies are not shown in your personal account as mentioned above; but only in the drop-down selector while assigning materials. Once you assign a copy to a student, your available courses to assign are reduced by one. For example, if you have (4) copies of the 5th Grade Course, and you assign one to a student, then you still have (3) available copies to assign to other students.

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

The “Assign Learning” page—Please Note the Disclaimer on the Page
Student Management—Viewing Quiz Results and Assigning Retakes

From the Student Management Panel:

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

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

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

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

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

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

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

- Additionally, if you have chosen to receive the Quiz Email you may reset the quiz from within that email.
Confirmation Screen after a Retake Grant

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

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

- Like the “Details” panel for students, or these “Quiz Result” panels, clicking on the ‘Question’ will provide further details regarding Submitted and Correct answers.
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 Roster Export is provided in Excel format and may be used at any time.

Some parishes will generate this report for a specific period; others do not use it. This is entirely your choice.

The detail provided in this download is a snapshot of your student population status in the moment.

The first and Main Page is the summary sheet at a glance.

It will list Last Lessons Completed, Avg. Scores, Dates of Last Quizzes, Last Online Activity, and a Completion Status as a reference to see where a student may be falling behind.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Grade Level</th>
<th>Cumulative Score</th>
<th>Last Lesson Quizzed</th>
<th>Last Quiz Date</th>
<th>Last Online Activity</th>
<th>Completion Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ralph</td>
<td>Adult</td>
<td>87.4</td>
<td>Commandment #2: Second Commandment</td>
<td>2020-07-19 20:20:45</td>
<td>2020-07-19 20:10:21</td>
<td>11%</td>
</tr>
<tr>
<td>Nasia</td>
<td>Adult</td>
<td>78.4</td>
<td>Commandment #2: Second Commandment</td>
<td>2020-05-22 18:47:27</td>
<td>2020-05-22 17:12:27</td>
<td>12%</td>
</tr>
<tr>
<td>Fattina</td>
<td>Adult</td>
<td>76.9</td>
<td>Commandment #2: Second Commandment</td>
<td>2020-06-01 22:01:57</td>
<td>2020-06-04 09:20:11</td>
<td>13%</td>
</tr>
<tr>
<td>Dale</td>
<td>Adult</td>
<td>84.0</td>
<td>Commandment #2: Second Commandment</td>
<td>2020-06-09 22:00:50</td>
<td>2020-06-09 21:26:14</td>
<td>13%</td>
</tr>
<tr>
<td>Joe</td>
<td>Adult</td>
<td>67.4</td>
<td>Commandment #2: Second Commandment</td>
<td>2020-05-02 15:41:20</td>
<td>2020-05-03 08:39:28</td>
<td>20%</td>
</tr>
</tbody>
</table>

Additionally, the sheet is tabulated internally by student ID to provide individual access instantly to a list of each Lesson, Quiz Score, repeated lessons (indicated by a strike-thru) and cumulative averages per course.

Finally, included in the calculations are completion percentages per program to indicate the fullness of the student’s studies.