CatehismClass.com

An Online Catholic School, Teaching the Modern World

Training Manual Edition: Parish Coordinator

Last Updated: November 14, 2024

Prelude

CatechismClass.com is the foremost provider in the world of the highest quality catechetical materials which is truly in fidelity with the Catholic Church. 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. This version of the Parish Coordinator Manual is intended to replace any previously published version and is now in its 10th print. We ask those who have seen the previous versions to specifically take note of the several changes within this issue.

We also ask you to read https://cc.catechismclass.com/manuals/NewCustomerUserManual.pdf. Having read this manual establishes the foundation on which all website navigation should be understood. It is assumed at this point that the user understands the basic navigational instructions of the site. We urge any user who feels uncertain about basic navigation of the site to refresh their knowledge of the site's navigation by reviewing the New User Manual as it will not be repeated here.

Introduction

This document is specifically designed for Directors of Religious Education (DRE). While others such as priests, Sacramental Coordinators and any other teacher or catechist managing students using our courses and platform may benefit from the directives provided here it must be firmly stated that the person designated as the DRE has the sole and highest responsibility in the parish as it pertains to coordinating the functions of the materials and features provided by CatechismClass.com.

Having said that, ONLY the DRE may create new students or Catechists. These new users must be created in the account of the DRE to be truly enrolled in the parish registry. The DRE may have an assistant or a secretary to help with this work like the change of the semester but only by 'sharing' the same credentials as the DRE – that is, by giving the assistant the same login credentials as the DRE so that each may work side-by-side in the same account, especially at the initial set up of a semester when the most number of students will need to be enrolled.

When enrolling students the DRE (and/or helper) should avoid issuing the exact same credentials (duplicate) to multiple students because that will allow students to access another student's account since they would have overlapping credentials.

Users who "Self-register" outside of the DRE's authorization will not show up in the parish directory. If such a non-compliant registration should occur then intercession will be needed by the staff at CatechismClass.com. A request to correct this error will need to be addressed to the support team at CatechismClass.com.

The support team here at CatechismClass.com is devoted to making your parish management as easy as possible. While we stand ready to help the DRE in any instance, we do not directly answer questions posed by any students. Rather, we direct them directly to the DRE. Even in such cases, we will always help the DRE in resolving questions posed by students. We welcome the opportunity to be of service.

Table of Contents

# 1. Navigating Our Website

Main Navigation Bar

- The main tool for accessing account activities is located at the top of the page.
- Use it to log in, access lessons, browse new courses, and reach support.

Note: The available links in this bar may change depending on your login status and new features.
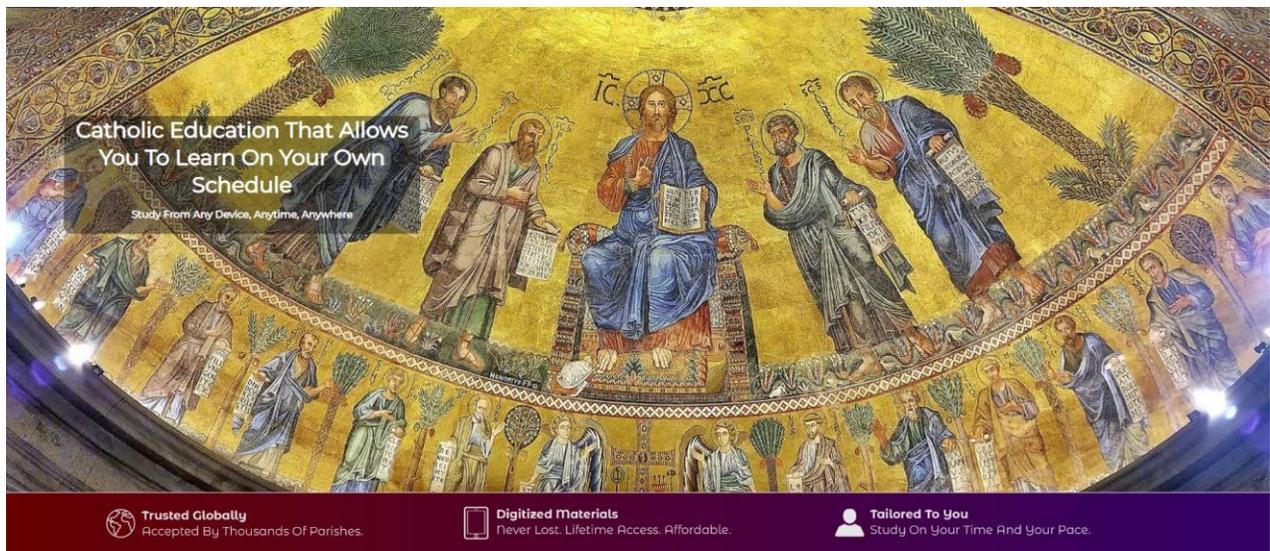
Content Area

- Displays parish information, lessons, and additional published content.
- Use the Main Navigation Bar or Information Links to move to a new page.

Information Links

- Located at the bottom of the page with links to additional resources.
- Some links duplicate the Main Navigation Bar options; others are unique.

2. Parish Registration on CatechismClass.com

Once a new Director of Religious Education (DRE) has registered as a standard user, they can request an upgrade to DRE status. In some cases, CatechismClass.com may proactively reach out to confirm a user's intent to become a DRE based on bulk purchases of lesson materials, as this often indicates a parish-level need.

After being promoted to DRE status, the user's responsibilities and level of authority on CatechismClass.com are enhanced, placing them in charge of all parish-related activities on the platform.

With DRE status, the user's Menu Bar will now feature a "My Parish" option under the "My Account" dropdown. By clicking "My Parish," the DRE gains access to the Parish Management Panel, where they can manage all parish features and functions within CatechismClass.com.

3. Parish Management

Accessing Parish Coordinator Panel

To begin, select "My Parish" in the Main Navigation Bar to open the Parish Coordinator Panel for [Your Parish]. Here, you'll find tools for managing parish settings, user accounts, and inventory.
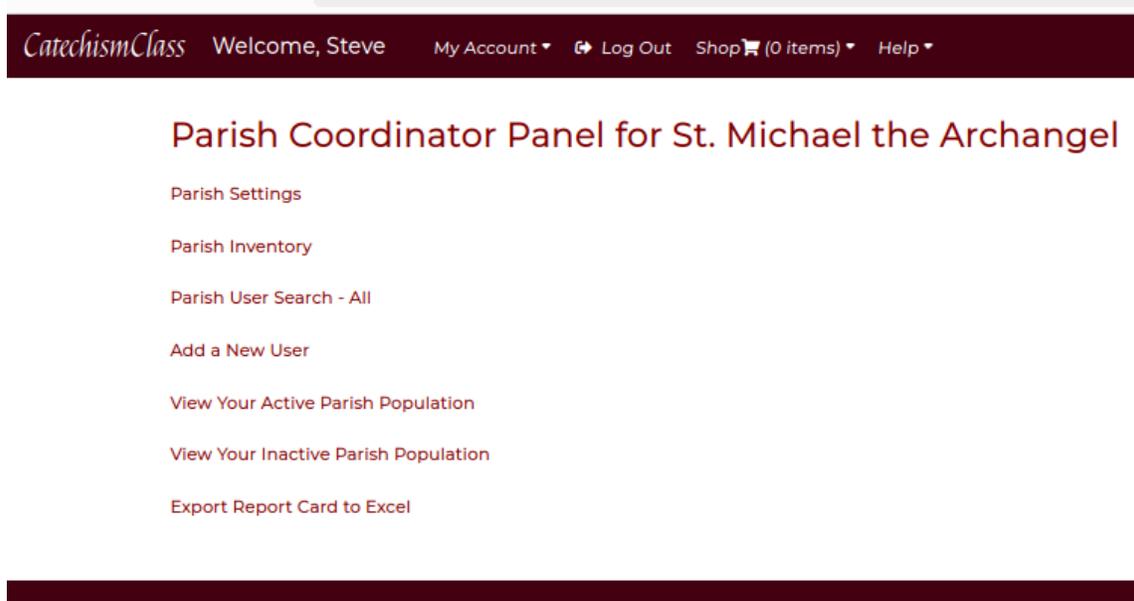
Managing Parish Settings & Details

1. From the Parish Coordinator Panel, select "Parish Settings."
2. Review the following details, which were initially entered during your Parish Coordinator setup:
   - Parish Name
   - Parish Address
   - Parish Administrator (Name and Email)
   - Parish Email Status (sends quiz notifications and allows retakes directly via email)
   - Enrollment Notice to Parents (sends enrollment notifications with customizable text)

Note: Any updates to the Parish Name or Address will be reflected in all related accounts (coordinators, catechists, students).
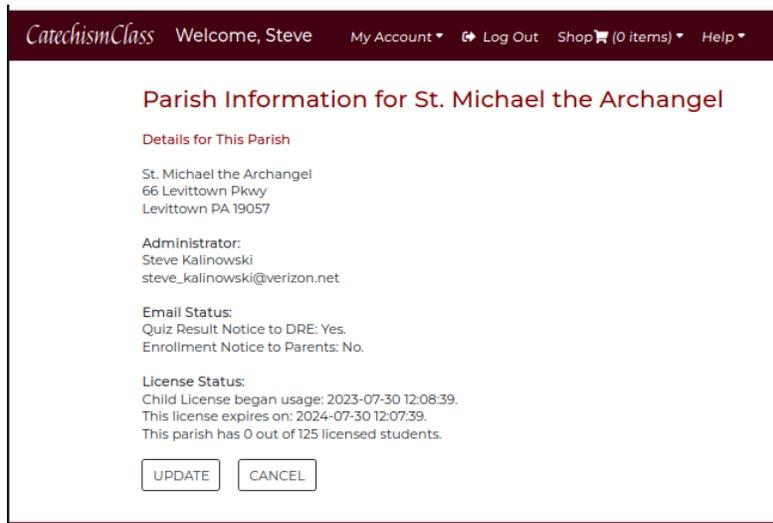
Parish Email Status

With the Parish Email Feature, you'll receive immediate notifications when a student completes a quiz, enabling you to monitor progress and issue retakes directly from your inbox.

Enrollment Notice to Parents

This feature, when enabled, allows you to send parents an automated message notifying them of their child's enrollment. Customize the message as needed, using suggested text variables for flexibility.

Sample Text For Enrollment Confirmation

You may use the default template as it is, or you may edit it to a custom message. There are some rules to follow:

Every period is interpreted as the end of the paragraph

Every legal variable must be wrapped in double curly brackets-- {{like_this}}

The legal variables are shown in the (?) tip-tool above

Here are some ideas:

1. We welcome {{student_name}} to the CCD education program at {{parish_name}}. We are located at {{parish_address1}}, {{parish_city}} {{parish_state_prov}} {{parish_zipcode}}. We look forward to seeing you at the start of the session on Jan. 4, 2022. For questions or concerns about the account, username, or password, or operation please contact {{DRE_name}} at {{DRE_email}}. God Bless,

2. We welcome {{student_name}}. You are now a student at {{parish_name}}. For more information contact us at {{DRE_email}}.

3. {{parish_name}} welcomes {{student_name}} for the next CCD session. We meet every Monday evening at 7 PM in the Church Hall. For more information contact {{DRE_name}} at {{DRE_email}}.

You may be as creative as you like as long as the rules are followed. After editing in the 'template window' the Preview Window will show you what it will look like.

Enjoy.

4. Parish Inventory

Select "Parish Inventory" in the Parish Coordinator Panel to view and manage your inventory. This page lists all available items (such as lesson packages or individual lessons) that can be assigned to catechists or students.

Note: If an item shows as available (quantity of 1) but has already been used in a "test drive," it will no longer be available for assignment.

Inventory Details for Annunication

Back to Parish Panel

Purchased Packages:
No packages purchased for this Parish.

Purchased Series:

Qty: (1) 8th Grade Program
Qty: (1) 7th Grade Program
Qty: (1) Jr High Year C/A

Purchased Individual Lessons:

Qty: (1) First Confession Capstone Lesson for Young Catholics
Qty: (1) First Holy Communion Capstone Lesson for Young Catholics

5. Parish User Search

The Parish User Search tool is handy for large parishes. To find a student or catechist, enter any known data in the search box. Partial entries (e.g., "Was" for "Washington") will display matching results with clickable links to user detail panels.

6

User ID 6664 | Steve Kalinowski | tech.team.ca

User ID 9167 | Steve Lak |

Back to Parish Panel

Search for a User

Start typing any characters from the user's use to that user's profile page.

was

User ID 9172 | Denzil Washington |

Back to Parish Panel

6. Student Management Panel

Student Management Panel

Back to Parish Admin

Details for Working Student

The Student Management Panel offers detailed information and management options for each student and catechist, including:

- Last Login: Displays the date of last login, or "No Record" if never logged in.
- Overall Grade: Shows average quiz scores; "N/A" if no quizzes have been taken. Click See Quiz Results to view details.
- Parent Email: Click to email the parent.
- Assign/Unassign Catechists: DRE is primary and cannot be removed, but secondary catechists can be assigned or unassigned.

Feature Buttons:

- Update Details: Edit user details.
- Assign Material: Assign course material to students or catechists.
- Change Status to Inactive: Mark a student as inactive. To reactivate, go to the Inactive Students section.
- Assign to a Catechist: Assign a student to a specific catechist from your list.

Details for Working Student

- User ID: 51092
- Status: Active
- User Name: Tester_Student
- First Name: Working
- Last Name: Student
- Grade Level: Adult
- Last Log In: No Login Record Available
- Overall Grade: N/A
- Parent Email:

Student's Course List
- No material found.

Catechist List
- Working Support   Unassign

Update Student Details   Assign Material

Change Status to Inactive

Assign to Catechist

7. Adding a New User

1. Select "Add a New User" in the Parish Coordinator Panel.
2. Complete the form on the Create Student page, including options for Child Student, Adult Student, or Catechist. Fields include:
   o Username
   o Category (with help popups)
   o Parent's Email (for underage students)
   o Notes (for any special instructions or details)
3. After creating a student, parents will receive an enrollment confirmation email.

Note: Update any student information through the Student Management Panel by selecting Update Student Details.

8. Student and Catechist Management - Administration Basics

Use the View Your Active Parish Population link to access all active students and catechists:

- Sorting Options: Sort by First Name, Last Name, Grade Level, or Role.
- View by Role: Only created catechists will appear here; select a catechist to see associated students and assignments.

9. Viewing Inactive Parish Population

To view inactive students, select View Your Inactive Parish Population in the Parish Coordinator Panel. This will display all students currently marked as inactive in your parish.

10. Assign / Unassign Material

- **Purchasing Material**: Before assigning material to students or catechists, it must be purchased. Use the Cart for purchases, following the steps outlined in the New User's Manual. Discounts are available for bulk purchases. Refer to the pricing chart for savings by ordering in bulk.

CatechismClass.com Volume Discounts Offered to Parishes

Children's Education Courses

# Ordered	Discount	Cost Per Unit
1 - 9	Standard Price	$ 24.99
10 - 30	10% Discount	$ 22.49
31 - 100	20% Discount	$ 17.99
101 - 250	30% Discount	$ 15.74
251 - 500	40% Discount	$ 13.49
501 +	50% Discount	$ 11.25

High School Education Courses

# Ordered	Discount	Cost Per Unit
1 - 49	Standard Price	$ 39.98
50 - 199	25% Discount	$ 29.99
200 - 399	40% Discount	$ 23.99
400 +	50% Discount	$ 19.99

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- **Assigning Material**: After purchasing, click "Assign Material" on the Parish Coordinator Panel. Select the desired item by highlighting it, then click "Submit." Note that assignments cannot be undone. If no items are available, make a new purchase and return to this screen.

- **Retrieving Unused Material**: If you need to unassign material that remains unused, select the "Retrieve Material" button. If an item has been used, a notice will indicate that it's no longer available for retrieval. When successful, the student will be moved to the "Inactive Student" list, but they can be reactivated and assigned material in the future.

11. License Agreement Options

- **[Parish License Agreement for Children's Programs](#)**: This agreement allows parishes to enroll up to 125 students in Kindergarten through high school programs for one year.

- **[Parish License Agreement for Adult Programs](#)**: This license covers adult faith formation programs (except Parent/Godparent Baptism Preparation) and allows enrollment of up to 200 adults for a one-year period.

- **License Benefits**: Students gain lesson and test access for a year, there's no per-student fee, and payment plans are available upon request.

12. Creating and Assigning Catechists

- **Create a Catechist**: In "My Account," select "Add a New User" and choose "Catechist" under the "Category" dropdown to give this user teaching access.
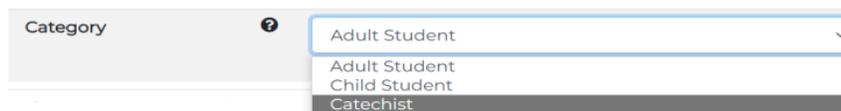
- **Assigning a Catechist**: Navigate to the student's details, click "Assign to Catechist," and select the catechist from the list. Submit to complete the assignment.

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- **Removing a Catechist**: In the "Student Management Panel" under "Catechist List," select "Unassign" next to the catechist's name to remove the assignment.

13. Student Management - Viewing Quiz Results and Assigning Retakes

- **Quiz Access**: Quizzes are randomized for each student. You can access quiz results from the Parish Management Panel or via the Catechist's Student List.

- **View Quiz Details**: Open the student's details and click "See Quiz Results" for summaries by course and individual quizzes. A "Retake Status" indicator will highlight if a retake is required.

1st Grade: Lesson 1: Creed: God the Father

Date Taken: 2021-10-14 15:52:01
Score: **0.0%**
Retake Status: **Required**
Reading Time: Not Available
Quiz ID: 242221

ASSIGN RETAKE !

- See details

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

- **Assigning Retakes**: If needed, assign a retake by clicking the "Assign Retake" link. The student will receive an email notification of the retake requirement.

14. Exporting Report Card to Excel

- **Export Process**: From the "Parish Coordinator Panel," select "Export Report Card to Excel." This feature generates an Excel sheet with all student data as of the export date.

Parish Coordinator Panel for Annunciation Catholic Church

Parish Settings

Parish Inventory

Parish User Search - All

Add a New User

View Your Active Parish Population

View Your Inactive Parish Population

Export Report Card to Excel

Generating the Roster Export has the choice of all active, all in-active, or both student sets in the report.

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

The 'Download' will be placed into the DRE's "Download" folder with a name reflecting 'when' the report was generated- EX. Roster 2024-10-18.xlsx.

Your Roster Download

Your file is ready!

Download will start in a few seconds. If it doesn't start, **click here to download**.

- **Included Information**: The report provides detailed insights, including assigned lessons, quiz dates and scores, retaken lessons, last quiz date, last login, program completion percentage, and recorded study time. It is organized in a multi-layered Excel sheet, where each tab at the bottom opens to specific details for an individual student. These details, such as last login and last lesson taken, help DREs monitor and manage student progress effectively, enabling them to take proactive steps if a student appears to be struggling.

15. Final Words

We encourage all coordinators, DREs, and catechists to share feedback for continuous system improvement. Our goal is to support your mission to educate effectively, and we welcome any suggestions to enhance our system's functionality.