



CatechismClass.com

An Online Catholic School, Teaching the Modern World

Training Manual Edition: Parish Coordinator

Last Updated: 09/12/2023

Introduction

This version of our user documentation is designed for Directors of Religious Education (DRE), priests, Sacramental Coordinators and any teachers or catechists managing students using our courses and platform.

Navigating Our Website

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



Main Navigation Bar

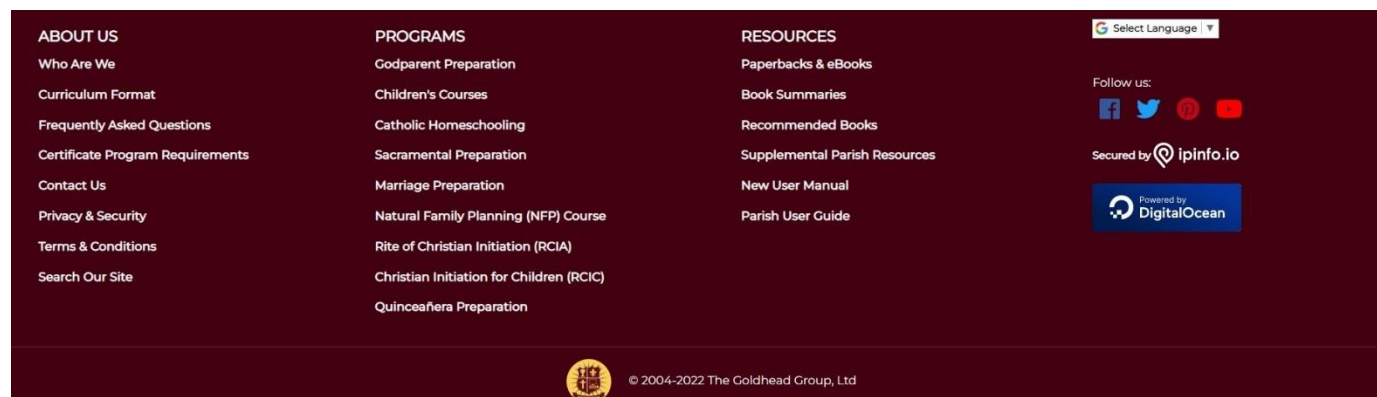
This persistent navigation tool located at the top of the page is your starting point for most administration activities. Here you may login to CatechismClass.com and access your lessons, search for new courses, and request Support assistance.

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 information of your parish, your available 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.

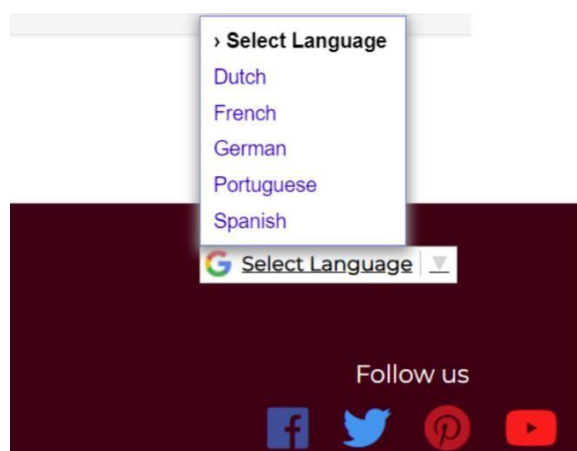


Information Links

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 space. Please check this information area regularly, as we may publish new resources in the future.

Spanish and Other Languages

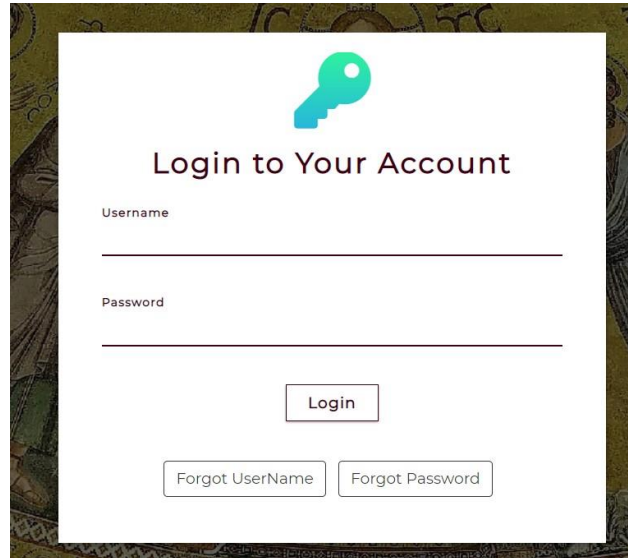
Use the “Select Language” button in the information links to switch to one of our other available languages.



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 Sign-Up 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 a faster response.



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 and the “Login to Your Account” Page opens.
- 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.

CatechismClass Welcome My Account Log Out Courses Help Cart (0 Items)

Your Available Lessons:

Philosophy #1: Introduction to Philosophy	No Quiz Taken
Philosophy #2: Major Philosophical Figures	No Quiz Taken
Philosophy #3: Epistemology	No Quiz Taken
Philosophy #4: The Philosophy of the Human Person	No Quiz Taken
Philosophy #5: The Philosophy of God	No Quiz Taken
Philosophy #6: Metaphysics	No Quiz Taken
Philosophy #7: Modern Philosophy	No Quiz Taken

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 Natural Family Planning (NFP) Course
 Rite of Christian Initiation (RCIA)
 Christian Initiation for Children (RCIC)
 Quinceañera Preparation

MISC
 Paperbacks & eBooks
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 Recommended Books
 Speakers for Your Parish
 New User Manual
 Parish User Guide
 Terms & Conditions

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

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

This “Your User Profile” page displays the account details as they are stored in our system. Please verify that these details are correct. In the case that you would like to make a change before proceeding, click on the “Update Your Profile” button to do so. When complete making all the changes in the “Please Update Your Account Information” page, click on the “Update” button to complete the process. The message of “User Updated Successfully” is then displayed on top of the page. You can also press the “Cancel” button if you change your mind.

Your User Profile

User ID:	6664
Username:	kalinsteve
Title:	Mr.
First Name:	Steve
Last Name:	Kalinowski
Date of Birth:	1953-04-04
Grade Level 2020-2021:	Adult
How did you heard of us?	Bing
Email Address:	tech.team.catechism@gmail.com
Country:	USA
Zip Code:	19057
Newsletter Subscriber:	No

[Return to My Lessons](#)

[Update Your Profile](#)

Please Update Your Account Information

Username	<input type="text" value="Courseeval"/>
Title	<input type="text" value="Ms."/>
First Name	<input type="text" value="Required."/>
Last Name	<input type="text" value="Required."/>
Country	<input type="text" value="United States of America"/>
Zipcode	<input type="text" value="01757"/> <small>Use only US 5 Digit Codes.</small>
Your Date of Birth	Month <input type="text" value="March"/> Day <input type="text" value="2"/> Year <input type="text" value="1947"/>
Grade Level 2021-2022	<input type="text" value="Adult"/>
Email Address	<input type="text" value="Required."/>
Subscribe to the Newsletter	<input type="text" value="Yes"/>
Receive Email Reminders for Students	<input type="text" value="Yes"/>
<input type="checkbox"/> Create Passwords	<input type="password" value="Password"/> <input type="password" value="Confirm Password"/>

Please be sure to fill in all fields before submission.

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.

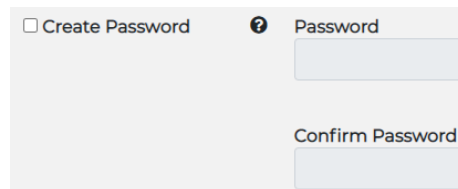
Resetting your Password

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 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 by contacting us via our [Contact Us Page](#).

If you can login and are working from within your Profile Page you must remember to check the

checkbox "Create Password" 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.



Additionally, in the “Your User Profile” page there is a “Change Password Only” button. Clicking on this button brings you to the “Reset Your Password” page (see screen print below). You’ll be requested to enter your email address and enter a valid code (CatechismClass.com will email you a verification code). Upon entering the valid code, and code is accepted, you’ll be prompted to reset your password.

Change Password Only

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 and the “Parish Coordinator Panel for XX Church” page renders. This is the staging area for different types of tasks. Please note that the “View Your Catechists” link in this page will only appear if you have created Catechists.

Parish Coordinator Panel for Sacred Heart of Jesus

Parish Settings

Parish Inventory

Parish User Search - All

View Your Catechists

Add a New User

View Your Active Parish Population

View Your Inactive Parish Population

Export Report Card to Excel

Managing Parish Settings & Details

From the “Parish Coordinator Panel for XX Church” page, click the “Parish Settings” link. The fields in this page is usually system populated when you requested to be promoted to the Parish Coordinator position. However, you should always check our entries for accuracy. The following page displays:

- **Parish Name**
- **Parish Address**
- **Parish Administrator:** Name and Email
- **Parish Email Status:** This feature means that the Parish Coordinator will get an email following each quiz that a student takes. The email has a built-in link which allows the recipient to reset any failed quiz directly from the email with a push of a single button.
- **Enrollment Notice to Parents:** This feature provides an easy way to contact parents to inform them of their child's enrollment in our online courses. The text can be largely determined by you. See below for more detailed information on this feature.

All the above-mentioned details, except for the "Parish Administrator", may be edited using the "Update" button in this page. To return to the "Parish Coordinator Panel" click on the "Cancel" button.

Note: 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 Steve's Test Parish

Details for This Parish

- Steve's Test Parish
- 44 Elizabeth Ln.
- Levittown, PA 19057

Administrator:

- Steve Kalinowski
- tech.team.catechism@gmail.com

Email Status:

- Quiz Result Notice to DRE: Yes.
- Enrollment Notice to Parents: Yes.

UPDATE

CANCEL

Parish Email Status

The Parish Email Feature allows you to easily review student progress and issue retakes from your inbox, making your life easier. You will get instantaneous quiz results when a student takes a quiz, meaning you will be notified in real time.

Dear Teacher Name, On 2023-01-12 10:49:44, Student Name scored a 100% on the quiz for lesson 155

1st Grade: Lesson 13: Ten Commandments: 1st Commandment

[Allow a Retake?](#)

Submitted Answers

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

Enrollment Notice to Parents

As a parish, you may automate the notice to parents concerning their child's enrollment in the online CatechismClass.com programs. This optional feature, if toggled on, can be customized so that parents will know about their child's enrollment and how to contact you if they have any questions.

The screen presents an example:

Notification Status	Yes
Email to Parent Template <small>{{ variable }} will be replaced by the actual value</small> Samples	<p>{{student_name}} has been officially enrolled in the religious education program at {{parish_name}}. For any/all questions or concerns on your account, username, or password, please contact {{DRE_name}} at {{DRE_email}}.</p> <p>Thank you, God Bless.</p>
Email to Parent Preview	<p>To the parent or guardian of Student Name / To Name.</p> <p>Student Name has been officially enrolled in the religious education program at Steve's Test Parish. For any/all questions or concerns on your account, username, or password, please contact Steve Kalinowski at tech.team.catechism@gmail.com.</p> <p>Thank you, God Bless.</p> <p>The CatechismClass.com Family</p>

And there are samples provided of various ways you might use this tool to fit your parish's needs. This tool is meant to make communication to parents easier for you.

Notice that the hint bubble will provide example of legal variables that may be used in your messages.

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.

Parish Inventory

From the “Parish Coordinator Panel for XX Church” page, click on the “Parish Inventory” link. This page displays the quantities of items that are in your Parish inventory and are available to be assigned to catechists or students. Items such as purchased packages, purchased series, and purchased individual lessons.

Note: If the quantity of a particular purchase is displayed as (1) item but there has already been a ‘test drive and quiz’ on that item, this item will no longer be available for assignment.

Parish User Search

For parishes with a large number of students this feature is most useful, although it may be used in any parish.

Parish User Search

Start typing any characters from the user's username, first name, last name, email or parent email address. Click the link below to go to that user's profile page.

[Back to Parish Panel](#)

In the text box of the “Parish User Search” page, enter any 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 or numbers, generate a listing of suggestions that meet the criteria which you entered. The key to maximize the efficiency of this tool is to enter something which is unique to the student or catechist whom you want to search. See example below:

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

User ID 9167 | Steve Lak |

Back to Parish Panel

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'.

Search for a User

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

User ID 9172 | Denzil Washington |

Back to Parish Panel

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.

Student Management Panel

Back to Parish Admin

Details for Working Student

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

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

Some quick definition of the fields in the “Student Management Panel” page:

- “Last Log In” – records the last time the student or catechist actually logged into 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. “N/A” 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
- Click on the ‘Unassign’ link next to a name under “Catechist List” removes 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 to Inactive– clicking on it makes the active student’s status changed to “Inactive”. If you need to change the student’s status to active again, click on the “Inactive Members” button in the “Student Management Panel”, click on the student name link and in the “Inactive Students Details” information box, click on the “Change Status to Active”.
- Assign to a Catechist – This button activates the “Assign a Student to a Catechist” page Highlight the name in the “Catechists in your list” box and click on the “Submit” button and the “Catechist Assignment Complete” page renders. This Catechist name is displayed in the student’s “Student

Management Panel”



- “See Quiz Results” link – from the “Student Management Panel”, click on the student’s name link and in the “Active Students Details” page, you’ll find “See Quiz Results” next to the heading of “Overall Grade”. Click on the “See Quiz Results” link and you’ll be brought to the “Details for student name” page.

Add a New User

Click on the “Add a New User” link in the “Parish Coordinator Panel” page, and you are brought to the “Create Student” page. The layout and fields in this page are similar to the “Please Update Your User Information” page. Enter all information and click on the “Create” button and you are brought to the “Update Student” page with “User Added Successfully” message displayed in the top of the page. Parents or DRE will also receive email notification about the student’s enrollment.

While you are creating an account for a user, you will notice a drop-down selector which will say "Child Student" or "Adult Student" or "Catechist". This will be how you create catechists who you will assign certain students to in the system. Scroll down a few pages to the “Add a Catechist” Section for more information specifically regarding the catechist option.

Some pointers:

- In the “Account Information” page. You’ll notice that there are  in front of fields such as “Username”, “First Name”, “Category”, “Student Date of Birth”, “Grade Level”, and “Create Passwords”. Click on these  renders helpful popup text for unique requirements for these fields.
- If the student is underage, the “Email Address” field is grayed out and the “Parent’s Email Address” is enabled.
- There is a text box for “Notes”.
- Once a new underage student is enrolled, the student’s parents will receive email confirming that the student has been enrolled in the religious education program at XX Church.
- The fields of “Subscribe to the Newsletter” and “Receive Email Reminders for Students” are not in this page.
- If you need to update any information on this student, you need to navigate to the “Student Management Panel” page, click on the “Update Student Details” button and then make changes in the “Update Student” page.

Student and Catechist Management—Administration Basics

From the Parish Coordinator Panel, click the “View Your Active Parish Population” link and the “Student Management Panel” page renders (See screen print below) listing the name of Catechist and students as links.

Student Management Panel

[Back to Parish Admin](#)[Inactive Members](#)

Active Students Details

[First Name](#)[Last Name](#)[Grade Level](#)[Role](#)

Working Catechist (Catechist)

Working Student

Some pointers:

- If you click on the “First Name” button, the entire listing of alphabet is displayed highlighting the alphabets that correspond to the 1st alphabet of your student’s first name. This function works for “Last Name”. For the “Grade Level”, the grade corresponds to the students’ and “Adult” are highlighted.
- Click on the “Role” button and the names of the Catechist and students are displayed as links and “Catechist” labeled as such.
- Click on the Catechist name and the “Student Management Panel” page renders and under the title of “Active Students Details” the information of the Catechist, Student’s courses list and Catechists list are displayed.

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. If you do have a catechist entered, click on the link of “Details for name (Catechist)” and the “Catechist Management Panel” page renders again displaying information about this Catechist.

Catechist Management Panel

[Back to Parish Admin](#)

Details for Susan Markey (Catechist)

View Your Inactive Parish Population

From the “Parish Coordinator Panel for XX Church” page, click on the “View Your Inactive Parish Population” link and you are brought to the “Student Management Panel” page displaying “Inactive Students Details”.

Assign / Unassign Material

To assign material we must first make 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.



CatechismClass.com



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

Last Updated: Thursday, January 19, 2023

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 Llll**, Grade: Adult (student ID 9175).

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 -- CatechismClass Final Exam
Qty available: 1 -- Life of Christ #6: Baptism of Jesus and John the Baptist
Qty available: 1 -- Sacraments #4: Baptism
Qty available: 1 -- The Fourteen Holy Helpers
Qty available: 1 -- Confirmation Sponsor Preparation Program

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 taken 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.

Retrieve Inventory

Remove an item from: **Steve Lak**, Grade: 1 (student ID 9167).

When you retrieve this material the material will leave the student's account and return to your inventory. The student will no longer have access to it after the transfer is complete. This process will retrieve one particular item at a time. Be careful, this action cannot be undone.

Sacraments #4: Baptism

Submit

Return to My Students

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.

License Agreement Options

Are you not sure about the number of students you will have? Then our discounted license agreements may be an ideal option for your parish. We offer license agreement bundles for both children and for adult level programs.

The [Parish License Agreement for Children's Programs](#) allows parishes, schools, and other institutions the ability to sign up students for any Kindergarten through high school programs. The License allows up to 125 students to be registered for a 365-day period for an extremely low equivalent per-student price.

The [Parish License Agreement for Adult Programs](#) allows parishes, schools, and other institutions the ability to sign up students for any adult faith formation materials with the exception of Parent / Godparent Baptism Preparation Classes. The License allows up to 200 adults to be registered for a 365-day period for an extremely low equivalent per-student price.

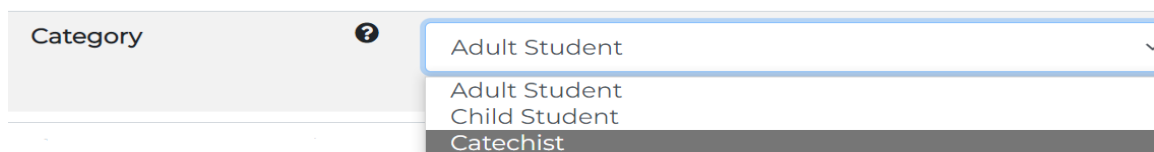
The Parish License Agreements differs from individual grade programs in a few respects:

- Students signed up with the License Agreement will have access to the lessons and tests for the one-year period. After that period is up, they will lose access to the materials.
- There is no per student cost.
- Payment plans and payment via the mail options available upon request.

How to Create a Catechist

The default Catechist is always the DRE.

Create a Catechist - From the “My Account” menu, click on the “Add a New User” link. You will be presented with a form to fill in the details for the new user. In this form, there is a heading called “Category” to distinguish the level of access for this user. Select “Catechist” from the “Category” drop down list box to create a Catechist. 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.



Category ?

- Adult Student
- Adult Student
- Child Student
- Catechist**

Assign a Catechist – In the “Student Management Panel” page, click on the “Details for Student name” link and then click on the “Assign to Catechist” button. You’ll be brought to the “Assign a Student to a Catechist” page. Highlight a Catechist’s name and click on the “Submit” button, the “Catechist Assignment Complete” page renders displaying “The student assignment is complete”.

Assign a Student to a Catechist

Assign **Susan Tran**, Grade: 12 (student ID 60978) to a Catechist.

When you assign this student to the Catechist, you will each be able to access the same Catechist will use his/her normal login credentials. You as the DRE may enter through 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



Agnes Lee

Susan Markey

Submit

Assign or Remove a Catechist

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

Details for Child Account

- User ID: 9202
- Status: Active
- User Name: childaccount
- First Name: Child
- Last Name: Account
- Grade Level: 7
- Last Log In: No Login Record Available
- Overall Grade: 86.2% [See Quiz Results](#)
- Parent Email: steve_kalinowski@verizon.net

Student's Course List

- Homeschool Level II - Grades 5 - 8 (Previous Edition)

Catechist List

- Steve Kalinowski [Unassign](#)

Update Student Details

Assign Material

Change Status to Inactive

Assign to Catechist

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 9202) 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 Oplik
Moses of Jesus Pillari
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.

Remove a Catechist – In the “Student Management Panel” page and under the heading of “Catechist List”, click on the “Unassign” link next to the Catechist's name and you are brought to the “Delete Catechist Link” page with the message “The Pair has been successfully deleted”.

Student Management—Viewing Quiz Results and Assigning Retakes

FYI: Student quizzes are randomized. Each student may see quizzes in a different order to prevent cheating and better enforce accountability. Please keep in mind if a student refers to a question by 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.

[Quiz ID#](#)

[Date Taken](#)

[Score](#)

[Retake Status](#)

Below 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.

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](#)

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.

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)

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.

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) Devotion to the 14 Holy Helpers originated in the 14th century largely as a result of the Black Death.	✓
02) Which of the followings is one of the 14 Holy Helpers?	✓
03) The Fourteen Holy Helpers are celebrated as a group on August 8th though this feastday was never a part of the General Roman Catholic Calendar but instead is celebrated only in certain places.	✓
04) The Communion of Saints also extends to heaven and purgatory. The Saints pray to God both for us and for the souls in purgatory; while we on our part give honour and glory to the Saints, and are able to relieve the suffering souls in purgatory by applying on their behalf indulgences and other good works.	✓

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# 15953 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.

CatechismClass

Welcome

My Account ▾

Log Out

Courses ▾

Help ▾

Cart (0 items)

Roster Export for

☐ Active

☐ Inactive

☒ Both

Export

The “Report Card Export” page—Click the “Export” Button to Proceed with the Download

The Roster Export is an automatic Excel download.

	A	B	C	D	E	F	G	H
1								
2					St. Michael the Archangel	Data as Of:	2020-09-13 14:44	
3								
4	Last Name	First Name	Grade Level	Cumulative Score	Last Lesson Quizzed	Last Quiz Date	Last Online Activity	Completion Status
5	Account	Child	7	86.2	8th Grade: Lesson 26: The Sacraments	2015-07-28 15:21:49	1969-12-31 16:00:00	98%
6	Anderson	Blanca	Adult	0	Baptism Preparation Program (For Either Godparents or	2015-07-18 08:46:15	1969-12-31 16:00:00	0%
7	Dias Dos Santos	Osvaldo	Adult	99.3	Sacraments #7: Confession	2011-02-22 17:39:18	2020-09-08 07:44:21	3%
8	Garner	Paul	Adult	0	Baptism Preparation Program (For Either Godparents or	2015-07-18 10:25:12	1969-12-31 16:00:00	0%
9	Kalinowski	Steve	Adult	94.3	Godparents for a First Holy Communion Preparation Pro	2020-08-01 11:38:28	2020-09-13 14:44:15	19%
10	Lak	Steve	4	0	Baptism Preparation Program (For Either Godparents or	2015-07-16 14:21:28	1969-12-31 16:00:00	0%
11	Last	First	Adult	0	Baptism Preparation Program (For Either Godparents or	2015-07-19 18:14:42	1969-12-31 16:00:00	0%
12	Last	First	Adult	0	Baptism Preparation Program (For Either Godparents or	2015-07-20 06:47:40	1969-12-31 16:00:00	0%
13	Lili	Hhhh	Adult	0	Baptism Preparation Program (For Either Godparents or	2015-07-21 18:50:51	1969-12-31 16:00:00	0%
14	Opalik	Steve	1	0	Baptism Preparation Program (For Either Godparents or	2015-07-17 09:27:25	1969-12-31 16:00:00	0%
15	Pillari	Moses of Jesus	Adult	0	Baptism Preparation Program (For Either Godparents or	2015-07-18 11:19:45	1969-12-31 16:00:00	0%

< > +

Main Roster 9202 9177 7594 9178 6664 9167 9181 9182 9175 9171 9179 9201 9172

> |

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 DRE, RCIA Director, catechist, deacon, or parish priest, you are always welcome to share opinions or comments about our system. We are here to help you to catechize in the most efficient and effective manner possible. And we continuously add new features that our parishes ask for.

We are proud to help share in your mission of spreading the Faith. We are always available to offer help whenever needed.