



TECHNOLOGY + CONTENT
Catholic Faith
TECHNOLOGIES

my Catholic Faith
DELIVERED™

Getting Started Guide for User Admins



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Introduction to My Catholic Faith Delivered - Online Learning

This simple guide will walk you through the basics of helping to manage students in your group.

Common Administrative Tasks

As a user admin, your role is to oversee your group's students and classes. These tasks include:

- Updating student passwords and information
- Managing enrollment
- Viewing reports
- Posting announcements and collaborations
- Sending Emails

My Catholic Faith Delivered (MCFD) is an award-winning cloud-based learning & development platform designed to meet the unique needs of the Catholic Church. Partnered with Ignatius Press, MCFD provides the online Faith & Life Series for religious education students in grades 1-8. The Faith & Life Series has been found in conformity with the Catechism of the Catholic Church by the Subcommittee on the Catechism, United States Conference of Catholic Bishops. Students access the same course material online that is traditionally delivered in books. Materials are “brought to life” with the addition of videos, games, clickable references, music, and assessments that provide immediate feedback. These courses may be offered in a “flipping the classroom” format where the traditional in classwork of reading the text and completing written assignments are done at home. This allows teachers to focus class meeting time on reinforcing activities where the students can put their learning into practice.

Benefits

- Provide more flexibility so students can access their courses anytime, anywhere on any device
- Allow students to stay current if they miss a class
- Make learning about the faith more engaging by using videos, music, games, links to references, collaboration, and more
- Allow teachers to spend class time doing interactive or social activities to reinforce the learning objectives
- Parents can monitor progress

Features

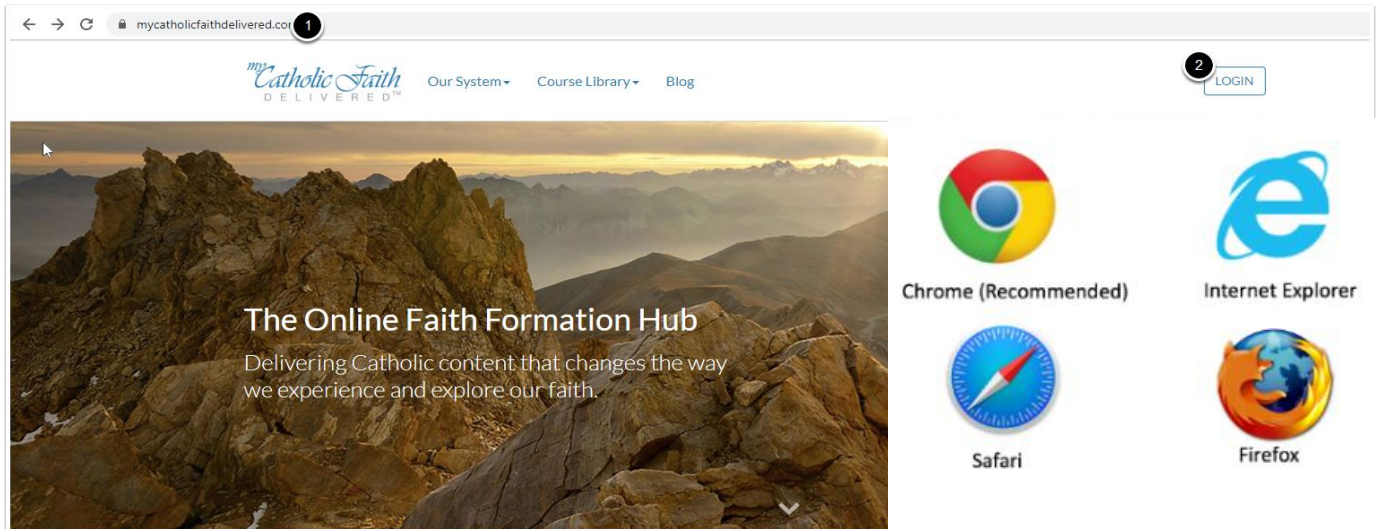
- Engaging content with videos, games, and other activities
- Voiceovers for text
- Instant test results
- Opening & closing prayers
- Links to primary resources
- Supplementary readings
- iPad and tablet compatible



Logging In

Start by going to your browser. **Note:** Chrome is recommended for the best user experience.

1. Go to **mycatholicfaithdelivered.com** in your browser.
2. Click the **Login** button.



On the next screen

1. Enter your email/username* and password.
2. Click the **Login** button.
3. Use the **Forgot Password** link to unlock your account and reset your password. (The system will lock your account if you try to login using the wrong password too many times.)



*To protect privacy, some users may have fictitious email addresses. Parents can be listed as a point of contact on their children's accounts as a secondary email address. Contact your school/parish administrator for more information, if needed.



Viewing the Student Dashboard

When a student logs in, they start on the dashboard. This is the first screen they will see after logging in. It gives them a snapshot of their progress and additional basic information.

1. **My Courses** shows a snapshot of learning and recent progress. Use the Begin/Continue button to pick up where they left off in the last session.
2. This box shows announcements from instructors or parish/school administrators. Use the Group Discussions/Lesson Discussions buttons to quickly view collaboration threads.

Additional features are planned.

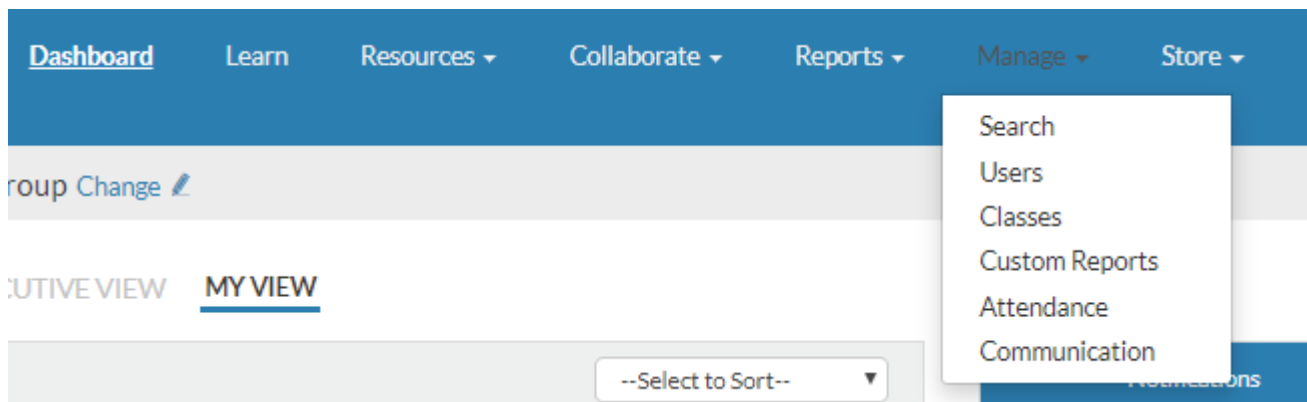
The screenshot shows the student dashboard interface. At the top is a blue navigation bar with the 'myCatholic Faith DELIVERED™' logo on the left, a menu with 'Dashboard', 'Learn', 'Resources', 'Collaborate', 'Reports', and 'Store' in the center, and a user profile for 'Olivia Riley' on the right. Below the navigation bar is a grey bar indicating the current group: 'Group: Documentation Group' with a 'Change' link. The main content area is divided into two columns. The left column, labeled '1 My Courses', features a course card for '1st Grade: Our Heavenly Father (Rv4)' which is marked as 'NEW' and shows '0% Complete' progress. A 'Begin' button is visible on the course card. Below the course card is a 'View All Courses' link. The right column, labeled '2', contains three tabs: 'Notifications' (selected), 'Group Discussions', and 'Lesson Discussions'. The 'Notifications' tab displays a welcome message: 'Welcome to My Catholic Faith Delivered' dated 'Dec 2 2016 6:27PM', followed by a paragraph about the online learning system's purpose.



Identifying Manage Screens

As a user admin, you have a menu labeled **Manage** located in the top menu bar of every page.

1. **Search:** Provides a quick way to find students across your groups.
2. **Classes:** Lists all the classes within your group and allows you to handle enrollment.
3. **Users:** Shows all the students in your group and allows you to update information and reset passwords.
4. **Custom Reports:** Users with proper permissions may view available custom reports. Contact support for more information regarding available reports.
5. **Communication:** Provides a way to send announcements to the group.
6. **Send Emails:** Provides a way to send emails to a class. (Coming soon)
7. **Email Reports:** Provides a way to view emails that have already been sent to a class. (Coming soon)





Finding Students

You can easily search and find students in your group. Use this feature when needing to quickly make a change such as resetting a password or updating student information.

1. Click the **Manage** menu and **Search**.
2. Type the student's name into the search box and click **Search**.
3. Click a student to edit their information.

myCatholicFaith
DELIVERED™

Dashboard Learn Resources ▾ Collaborate ▾ Reports **1** Manage ▾ Store ▾ Olivia Riley ▾

Search

Classes

Users

Custom Reports

Attendance

Communication

Collapse Menu

2

sebastian **Search**

3

Enter one or more characters of a user name, first name, or last name and click the Search button to find a user in the system.

Users

User Name	First/Last Name	Group	Status
skrebs@mcfcd.aaa	Sebastian Krebs	Documentation Group	Active



Resetting Passwords and Updating User Information

It is easy to update student information and reset a password. Follow these steps to make changes:

1. Click the **Manage** menu and click on **Users**.
2. Click on an individual student.
3. Update any information. If the student needs a password reset, pick a new password from the dropdown and make sure the state is set to active.
4. If you need to add this student to any classes, use the **Add** button to see a list of available classes. Click the **Add** button next to each class to enroll.
5. Use the **Send Login Email** link to send a password reminder to the student's email.
6. Click the **Submit** button to save your changes.

Note: Students are assigned a fictitious email address. No direct communication is emailed between instructors and students. Rather, emails go to the parent listed as the secondary email address. If there is no parent email available, the school/parish administrator email address will be used.

The screenshot displays the 'myCatholicFaithDelivered™' user management interface. At the top, there's a navigation bar with 'Dashboard', 'Learn', 'Resources', 'Calendars', 'Reports', 'Manage', and 'Stats'. The 'Manage' menu is open, showing options like 'Search', 'Classes', 'Users', 'Custom Reports', 'Attendance', and 'Communication'. The 'Users' section is active, showing a table of users. The user 'Dan Tyedon' is selected, and his profile is shown below the table. The profile includes fields for Username, First Name, Last Name, Password, and State. The 'Send Login Email' button is highlighted. The 'Classes' section shows a list of classes with progress bars and course expiration dates. The 'Groups' section shows a list of groups with a 'Group Name' field.

Username	First Name	Last Name	Surname	Status
acoul@mcClass	Aida	Chur		Active
chyd@mcClass	Dan	Tyedon		Active
enry@mcClass	Olivia	Wing		Active
alred@mcClass	Sebastian	Wes		Active

User Profile: Dan Tyedon

Username: chyd@mcClass

* First Name: Dan

* Last Name: Tyedon

Password: - Select To Reset -

State: Active

+ Advanced User Options

Submit Cancel

Classes

Class Name	Progress	Course Expiration
Faith Foundations 2015	0%	12/17/2016
Fourth Grade	0%	12/02/2017

+ Add

Send Login Email

GROUPS

Group Name
Documentation Group



Updating Class Enrollment/Emailing Enrollment

Once classes have been purchased for your group, they are available for you to manage. In some cases, you may need to update the enrollment of your classes – assign users to seats, buy more seats for a class, etc. (See the Self-Serve User Guide – 2019 for detailed information).

User administrators for the group will see a Manage Classes widget on the My View dashboard where they can see if there are classes to manage. If no classes are available, they can visit the store to make a purchase.

1. Shows the number of open seats that can be managed
2. **Manage Seats** button allows the user to access the Seat Management page to assign users to class seats.
3. Shows the total number of classes.

USER ADMIN VIEW **MY VIEW**

 My Courses

You are not enrolled in any courses. Please contact your Administrator for additional information.



Seat Management (5 Open Seats) ¹

Visit the store to purchase additional products

²

Manage Seats

1 Total Classes

³

Seat Management



2019-2020 2nd Grade: Jesus Our Life Revised Edition

⁴

2019-2020 2nd Grade: Jesus Our Life Revised Edition [Edit](#) ⁵

Order #: 586893

⁶

5 Seats Remaining

⁷

+ Add Seats

ENROLLED USERS

[SEND EMAILS](#)

Search



⁸

+ Add Users

First Name	Last Name	Username	Parent (Secondary) Email	Consent	Consent Date
No Enrolled Users ⁹					

Before inviting students, please note that My Catholic Faith Delivered assumes you have received parent permission from parents/legal guardians of any student under the age of 13 and parents do not have an email account. [Download sample parent notice.](#) (English and Spanish)

4. Shows the name of the class (which is editable).
5. Shows the order number associated with the class.
6. Shows the number of open seats (if any) remaining to be assigned.
7. Click to add more open seats to a class. Clicking <Add Seats> will open the store with the class selected to allow the user to purchase more seats. If a class isn't shown here, that means no seats have been purchased. Go to the Store to purchase seats for a new class.
8. Click to assign users to open seats. See below for adding users to open seats.
9. Shows the name and other information for each user assigned to the class.



Assigning Users to Class Seats – Add Existing Users

*Note that teachers should **not** be added through Seat Management. They should be added at Manage > Users. Seat Management is only intended to add additional seats for student users or assign student users to seats.*

Also note that users cannot be assigned to classes unless there are open seats. Use Add Seats as described above to purchase more seats for an existing class. Otherwise buy seats for a new class from the MCFD store.

Click **Add Users** to open the class and assign the available seats. There are 3 ways to assign students to class seats.

Below are the steps to add users that are already in the system and have previously been assigned a class. This is an easy way to move students from one grade to the next.

1. Class – Select the class where users should be assigned seats.
2. **Add Users from Existing Class** – simply click and a list of users that have not been assigned to any will be displayed.
3. Seats Remaining – Shows number of open seats for the selected class.
4. Search – Optional search by user that can be filtered by class.
5. User list – shows the specific users available to be assigned to the selected class. Click the checkbox next to the name(s).
6. Click **Submit** to assign the users to the seats for the selected class. Click **Cancel** to leave Seat Management without assigning any users.

The screenshot displays the 'Seat Management' interface. On the left, two class cards are visible: '2019-2020 1st Grade: Our Heavenly Father (Rv4)' and '2019-2020 4th Grade: Jesus Our Guide (Rv4)'. The first card is selected, indicated by a circled '1'. The main area shows the 'Return to Enrolled Users' section with a circled '2' next to the 'Add Users from Existing Class' option. Below this, there is a search bar and a dropdown menu for 'Class' set to 'All', with a circled '4' next to the dropdown. A table of users is displayed with columns for 'First Name', 'Last Name', and 'Username'. The table contains five rows of user data. A circled '5' is next to the 'Select All' checkbox. At the bottom right, there are 'Submit' and 'Cancel' buttons, with a circled '6' next to the 'Submit' button. A status bar at the top right indicates '5 Seats Remaining' with a circled '3'.

	First Name	Last Name	Username
<input type="checkbox"/>	Xander	Brown	XBrow2@MCFD.site
<input type="checkbox"/>	Alicia	Cruz	acruz@mcf.d.aaa
<input type="checkbox"/>	Sebastian	Krebs	skrebs@mcf.d.aaa
<input type="checkbox"/>	Fred	McCoy	FMcCo1@MCFD.site
<input type="checkbox"/>	Olivia	Riley	oriley@mcf.d.aaa



Assigning Users to Class Seats – Add Users Individually


Note that teachers should not be added through Seat Management. They should be added at Manage > Users. Seat Management is only intended to add additional seats for student users or assign student users to seats.

The second way to add users to the selected class is to add a user individually. These would be new system users that have not previously taken classes in the system. For users who have taken classes in the system, use the procedure above for adding existing users.


To add a new user individually:

1. Select the class where the new users should be added
2. **Add Users Individually** – click this to bring up the fields to complete to add a new user one at a time.
3. Seats Remaining – shows the user the number of seats available to assign. More seats can be purchased on the previous screen by clicking on **Add Seats**.
4. Enter the **First Name**, **Last Name**, and **Parent (Secondary) Email Address**. (No communication goes directly to students. The system generates fictitious usernames for students to protect their privacy under the COPPA laws. A secondary email for the parent allows the instructor to communicate with the parents regarding the user's class assignment, login information, and status during the course.) Once the information has been entered, click on the **+AddUser(s)** button to add the user to the list of individual users. These will be added when the user clicks the Submit button.
5. View the names of the users that have been added individually in the list. Notice that fictitious Usernames have been created by the system for the students. This prevents direct communication with the users but allows the parent (secondary) email address to receive system communication such as login and class information. Use the **Edit** and **Remove** buttons in each row to change the user's information or remove them from the list. There is an image below that describes the rules for the Edit capability.
6. Click the **Submit** button to assign the users in the list to that class. Click **Cancel** to exit the Seat Management screen without assigning users to the seats.

Seat Management



2019-2020 1st Grade: Our Heavenly Father (Rv4)
Purchased by: jbrown@user.aaa



2019-2020 4th Grade: Jesus Our Guide (Rv4)
Purchased by: jbrown@user.aaa

[← Return to Enrolled Users](#)

☐ Add Users from Existing Class

☒ Add Users Individually

☐ Bulk Upload Users

First Name
Susan

Last Name
Sloan

Parent (Secondary) Email
tsloan@user.aaa

+ Add User(s)

First Name	Last Name	Username	Parent (Secondary) Email	Status	
Xander	Brown	XBrow3@MCFD.site	kbrown@user.aaa	New User	Edit Remove
Fred	McCoy	FMccoy2@MCFD.site	fmccoy@user.aaa	New User	Edit Remove
Willie	Hatfield	WHat72@MCFD.site	chatfield@user.aaa	New User	Edit Remove
Sam	Delbert	SDelb2@MCFD.site	ydelbert@user.aaa	New User	Edit Remove
Cindy	Pitt	CPitt2@MCFD.site	epitt@user.aaa	New User	Edit Remove

Submit

Cancel

5 Seats Remaining



To edit individual user information, click **Edit** in the row with the user's name. The popup as shown below will be displayed. Many fields should not be edited or are not needed as described below.

1. Email – do not change the information in this field. It is the username that will be used to access the system. It is a system generated username designed to prevent emails from going directly to the student user.
2. First Name – Correct any issues with the user's first name.
3. Last Name – Correct any issues with the user's last name.
4. Coupon Code – do **not** edit this field. It is how users are assigned seats in the correct class.
5. Secondary Email – update this field as needed to the correct Parent(Secondary) Email to ensure that communication is received by the parent/guardian.
6. Click Submit to save the updated information
7. Use the "X" at the top right of the screen to close the screen without saving.

Edit User Details

Email: FMcCo2@MCFD.site

First Name: Fred

Last Name: McCoy

Coupon Code: 2673-FL-12 -6APW

Phone Number:

Department:

Job Function:

Job Title:

Supervisor:

Secondary Email: fmccoy@user.aaa

Submit



Assigning Users to Class Seats – Bulk Upload Users

The third way to add users to a class in seat management is to use the bulk upload template to fill out the group of new users. (Existing users would be added as explained above). **Note that teachers should not be added through Seat Management. They should be added at Manage > Users. Seat Management is only intended to add additional seats for student users or assign student users to seats.**

****Before doing a Bulk Upload, be sure there are enough open seats for all users that need to be added to a class.**

Bulk uploading involved downloading a spreadsheet. Filling out information and the uploading it back to the system. The following describes the steps to bulk upload users.

1. Select the class where the users should be uploaded.
2. Note the number of remaining seats to be sure there are enough for the users being uploaded. Return to the previous screen and click **AddSeats** to go to the store and purchase additional seats as needed.
3. Download the Template File. This is where you will add the users. It is a spreadsheet. Only complete **First Name, Last Name** and **Secondary Email** address. No other fields are needed.
 - a. Save As CSV file as shown below the Bulk Upload Users image.
4. Select file the saved CSV file .
5. Note that the name of the correct file is displayed and that the progress is 100% Done.
6. View the names of the users that have been uploaded on the list. Notice that fictitious Usernames have been created by the system for the students. This prevents direct communication with the users but allows the parents (secondary) email address to receive system communication such as login and class information. Note the user information can be edited or the user can be removed. Use the **Edit** and **Remove** buttons in each row to change the user's information or remove them from the list. There is an image below that describes the rules for the Edit capability.
7. Click **Submit** if everything looks correct to finish adding the users. Click **Cancel** to exit the Seat Management screen without uploading any users.

Seat Management

2019-2020 1st Grade: Our Heavenly Father (Rv4)
Purchased by: jbrown@user.aaa

2019-2020 4th Grade: Jesus Our Guide (Rv4)
Purchased by: jbrown@user.aaa

Return to Enrolled Users

5 Seats Remaining

Instructions: To upload a list of users, download the Template File and fill out the columns, save the file as a CSV, and upload it here.

4 Select Files... drop files here to upload Done

5 Import User Template New CSV 100%

Clear

First Name	Last Name	Username	Parent (Secondary) Email	Status	
Xander	Brown	XBrow3@MCFD.site	kbrown@user.aaa	New User	Edit Remove
Fred	McCoy	FMcCo2@MCFD.site	fmccoy@user.aaa	New User	Edit Remove
Willie	Hatfield	WHatf2@MCFD.site	chatfield@user.aaa	New User	Edit Remove
Sam	Delbert	SDelb2@MCFD.site	ydelbert@user.aaa	New User	Edit Remove
Cindy	Pitt	CPitt2@MCFD.site	epitt@user.aaa	New User	Edit Remove

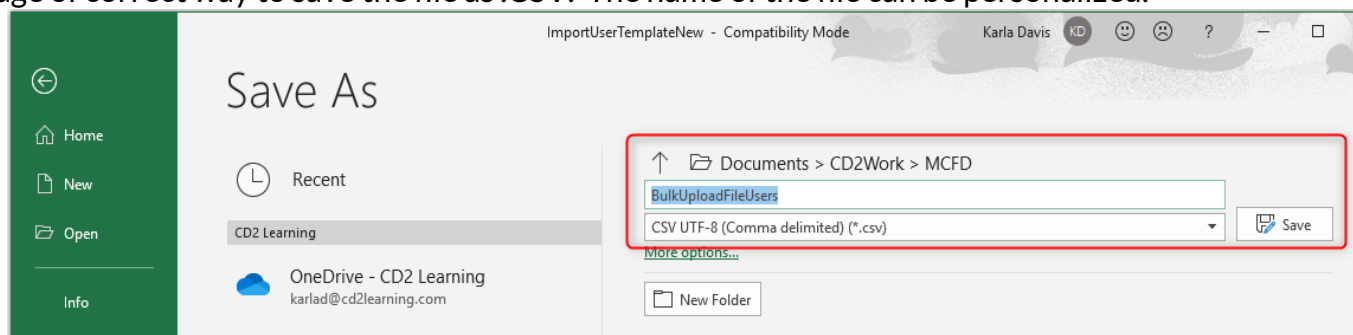
10 items per page

1 - 5 of 5 items

Submit Cancel



**Image of correct way to save the file as .CSV. The name of the file can be personalized.



To edit individual user information, click Edit in the row with the user's name. The popup as shown below will be displayed. Many fields should not be edited or are not needed as described below.

8. Email – do **not** change the information in this field. It is the username that will be used to access the system. It is a system generated username designed to prevent emails from going directly to the student user.
9. First Name – Correct any issues with the user's first name.
10. Last Name – Correct any issues with the user's last name.
11. Coupon Code – do **not** edit this field. It is how users are assigned seats in the correct class.
12. Secondary Email – update this field as needed to the correct Parent(Secondary) Email to ensure that communication is received by the parent/guardian.
13. Click Submit to save the updated information
14. Use the "X" at the top right of the screen to close the screen without saving.

Edit User Details

Email

FMcCo2@MCFD.site

1

First Name

Fred

2

Last Name

McCoy

3

Coupon Code

2673-FL-12 -6APW

4

Phone Number

Department

Job Function

Job Title

Supervisor

Secondary Email

fmccoy@user.aaa

5

Submit

6

7



Sending/Resending Welcome Emails

When new students are added to the system and appropriate class, emails to welcome the student and to request parental consent are sent by the user admin from the system. These emails are sent to the Parent (Secondary) email address only. Emails are never sent directly to student users. Below is an example of the welcome email which contains the user login information.

New Course added to your MCFD account



Welcome to My Catholic Faith Delivered

You have been enrolled in the class: **2019-2020 1st Grade: Our Heavenly Father (Rv4)**

- To access your class go to: <https://www.mycatholicfaithdelivered.com>
- Click on the Login button (upper right hand corner)
- Enter your Email/Username: **jbrown@user.aaa**
- Enter your password: **Jimmy** (Please make sure to update your password to a private one)
- Click the Login button to go to your Dashboard

Once you are logged in you will be on your Dashboard. You will see a menu at the top of the screen, this is your central navigation menu for the website.

To send or resend a Welcome Email from Seat Management:

1. Select the class where the student has been added.
2. Choose **Send Emails**.
3. Select the user or users. You can use the **All** button to select all the users in the list.
4. Click **Submit**.
5. A message confirming that the number of emails matching the number of selected users will be shown. Click **Ok** to send the mails.

Seat Management

2019-2020 1st Grade: Our Heavenly Father (Rv4)
Purchased by: jbrown@user.aaa

2019-2020 4th Grade: Jesus Our Guide (Rv4)
Purchased by: jbrown@user.aaa

2019-2020 1st Grade: Our Heavenly Father (Rv4)
Order #: 591830, 591842

ENROLLED USERS **SEND EMAILS**

<input type="checkbox"/> All	First Name	Last Name	Username	Parent (Secondary) Email	Last Login Email Sent
<input type="checkbox"/>	Eddie	Anderson	EAnde4@MCFD.site	fanderson@user.aaa	Apr 8, 2020 12:51 PM
<input type="checkbox"/>	Jesse	James	JJame2@MCFD.site	jjames@cd2learning.com	Apr 8, 2020 12:51 PM
<input type="checkbox"/>	Debbie	Jones	DJones2@MCFD.site	djones@user.aaa	Apr 8, 2020 12:18 PM
<input checked="" type="checkbox"/>	Jimmy	Brown	jbrown@user.aaa	karlad@cd2learning.com	Apr 23, 2020 6:29 AM
<input type="checkbox"/>	George	Smith	GSmit3@MCFD.site	asmith@user.aaa	Apr 8, 2020 11:58 AM

Submit Cancel

www.mycatholicfaithdelivered.com says
You are about to send 1 emails. Would you like to continue?

OK Cancel


5 Seats Remaining



Obtaining & Tracking Parental Consent

For students under 13 years of age, parental consent to use the system should be obtained. When a user is added through Seat Management and the Welcome email has been sent, a parental consent email is automatically sent to the Parent (Secondary) email. This email contains a link that can be clicked to indicate consent for the student to use the system. Parental consent must be obtained within 7 days of the student gaining access to the online class materials. An email will be sent each day for the 7 days until the parental consent link is clicked. After 7 days, the student's account will be locked, and they will no longer have access to the course materials.

Approve the MCFD account for your child



We are excited for your child to have access to the My Catholic Faith Delivered platform! You are listed as their parent or guardian. Because your child is under 13, **you must approve their use of our site**. This is part of our pledge to you in maintaining a safe, online environment for all our users.

Please click the link below to grant approval or your child's account will be locked on **Apr 13 2020 5:04PM**.


[Allow my child to use https://www.mycatholicfaithdelivered.com](https://www.mycatholicfaithdelivered.com)

For future reference your child's username is: jbrown@user.aaa

In Christ!
The My Catholic Faith Delivered Team

P.S. For more information on My Catholic Faith Delivered child accounts, please see our [Privacy Policy](#).

If the parent cannot respond to the system email, an electronic copy of a parental consent document can be downloaded and used. An organization may use their own document and use the system to track approval. Regardless of the method of gaining consent, this can be tracked in the system by the user admin. Clicking **Edit** allows the user admin to manage the parental consent. Online shows the date that the parental consent was gathered online.

2019-2020 1st Grade: Our Heavenly Father (Rv4) [Edit](#) 

5 Seats Remaining

[ENROLLED USERS](#) [SEND EMAILS](#)

Search 

[+ Add Users](#)

First Name	Last Name	Username	Parent (Secondary) Email	Consent	Consent Date	
Jimmy	Brown	jbrown@user.aaa	karlad@cd2learning.com	None		Edit Revoke
George	Smith	GSmit3@MCFD.site	asmith@user.aaa	Online	Apr 9, 2020	Edit Revoke
Debbie	Jones	DJones2@MCFD.site	djones@user.aaa	Online	Apr 8, 2020	Edit Revoke
Eddie	Anderson	EAnde4@MCFD.site	fanderson@user.aaa	Online	Apr 8, 2020	Edit Revoke
Jesse	James	JJame2@MCFD.site	jjames@cd2learning.com	Written	Apr 13, 2020	Edit Revoke



Creating Dashboard Announcements

You can easily post an announcement to your students' dashboards. Follow these steps:

1. Click the **Manage** menu and click on **Communication**.
2. Click the **Add** button.
3. Type a subject and your message.
4. Pick the date the notification should expire.
5. Click the **Submit** button to post it. All students in the group/parish will see this notification when they log in.

Note: Students are assigned a fictitious email address. No direct communication is emailed between instructors and students. Rather, emails go to the parent listed as the secondary email address. If there is no parent email available, the school/parish administrator email address will be used.

The screenshot shows the 'myCatholicFaithDelivered' web application. The top navigation bar includes 'Dashboard', 'Learn', 'Resources', 'Collaborate', 'Reports', 'Manage', and 'Store'. The 'Manage' dropdown menu is open, showing options like 'Search', 'Classes', 'Users', 'Custom Reports', 'Attendance', and 'Communication'. The 'Communication' option is selected. The left sidebar has a search bar and icons for 'Classes', 'Users', 'Custom Reports', 'Attendance', and 'Communication'. The 'Communication' option is selected in the sidebar. The main content area is titled 'Manage - Communication' and has a 'Documentation Group' dropdown. Below this are tabs for 'Notifications', 'Email Templates', 'Send Emails', and 'Email Reports'. The 'Notifications' tab is active. It shows a table with columns 'Type', 'Subject', 'Date Created', and 'End Date'. The table is empty, displaying 'No Announcements Found'. Below the table is a '+ Add' button. To the right of the table are form fields for '*Subject:', '*Body:' (with a rich text editor), '*End Date:', 'Send Type:' (set to 'Time Out Announcement'), and 'List:' (set to 'Send to entire group'). At the bottom are 'Cancel' and 'Submit' buttons.



Sending Custom/Reusable Email Messages

1. Choose **Manage** from the top menu bar. If the Manage menu isn't visible, the user doesn't have permission to use this set of functions.
2. Choose **Send Emails** from the dropdown list.
3. Click on the **Send Emails** tab.
4. Click on the **+ New Message** button.

The screenshot displays the user interface of the My Catholic Faith Delivered system. At the top, a blue navigation bar contains the following menu items: Dashboard, Learn, Resources, Collaborate, Reports, Manage (highlighted with a circled '1'), and Store. A dropdown menu is open from the 'Manage' item, listing various system functions. In this dropdown, 'Send Emails' is highlighted with a red box and a circled '2'. Below the navigation bar, the 'SEND EMAILS' tab is selected and highlighted with a circled '3'. Other tabs visible are 'EMAIL SETUP' and 'EMAIL TEMPLATES'. Below the tabs is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar is a button labeled '+ New Email' with a circled '4'. Below the button is an 'Email Queue' section. It contains a table with columns for 'Message Name', 'Subject', and 'Sent'. The first row in the queue shows a message named 'Class_NewUser' with the subject 'You have been enrolled in a class' and a scheduled time of 'Mar 25, 2020 12:43 PM'. A circled '2' is also placed over the 'Send Emails' option in the dropdown menu.

Message Name	Subject	Sent
Class_NewUser	You have been enrolled in a class	Scheduled - Mar 25, 2020 12:43 PM



Follow the prompts on the screen to prepare a class email.

1. **Send To:** Choose **Class** from the dropdown list.
2. **Select Group:** Select the group from the drop-down list that contains the users that may receive the email message.
3. **Select Class:** Select the class from the drop-down list that contains the users that may receive the email message.
4. **Select Users:** Choose the specific user(s) that should receive the email.
5. **Message:** Select the specific message that should be sent to the selected users.
6. **+Create new email:** only use this if there is not a custom/reusable email already in the list. See the next section for more information on creating emails.
7. **Send at Specific Time:** use this checkbox to designate a specific time that the email should be sent.
8. **Sent from:** is the email address that will be on the From line of the email message.
9. **Send/Cancel:** Click Send when the email message is ready to be sent. Please note that there is roughly a 5-minute delay before the message is sent from the system. This delay allows a message to be deleted without sending in case a mistake is made. Use the Cancel button to leave this page without creating or sending an email. To stop an email from being sent, use the cancel button next to the email name on the email queue list on the next page. Once the email has been sent the email will disappear from the queue and can be found in the email reports.

SEND EMAILS EMAIL SETUP EMAIL TEMPLATES

Step 1: Select recipients ✓

Send To

1 Class

2 Select Group 1 Group Selected

3 Select Class Class Selected

4 Select Users 1 Users Selected

Step 2: Select a message to send ✓

Message

5 Course Progress Reminder

6 + Create new email

7 ☐ Send at Specific Time

8 Sent from admin@mycatholicfaithdelivered.com

9 Send Cancel




Creating Custom/Reusable Email Messages

To create custom/reusable emails:

1. Choose **Manage** from the top menu bar. If the Manage menu isn't visible, the user doesn't have permission to use this set of functions.
2. Choose **Email Setup** from the dropdown list.
3. Click on the **Send Emails** tab.
4. Click on the **+ New Message** button.

The screenshot displays the My Catholic Faith Delivered user interface. At the top, a blue navigation bar contains links: Dashboard, Learn, Resources, Collaborate, Reports, Manage (highlighted with a circled '1'), and Store. A dropdown menu for 'Manage' is open, listing various system functions. 'Send Emails' is highlighted with a red box and a circled '2'. Below the navigation bar, the 'EMAIL SETUP' tab is selected, indicated by a circled '3'. The interface includes a search bar, an 'Access' dropdown set to '-- All --', and a '+ New Message' button (circled '4'). Under the 'Email Messages' section, a table lists messages. The first entry is 'Class_ExistingUser', created on Jan 7, 2020 at 2:06 PM, with a subject line starting 'You have been'.

Message Name	Subject
 Class_ExistingUser Created - Jan 7, 2020 2:06 PM	You have been



From the Email Setup window, make the following selections:

1. **Message Name:** make this recognizable to easily find it again when it needs to be reused from the dropdown list.
2. **Subject (Displayed in email):** what the users will see when they access the message in their email.
3. **Access:** Users (with proper permissions) can see this email to send out to other members of the group. Choose Group here. Do not choose any of the other options if visible.
4. **Group:** Name of the group who can use this email.
5. **Type:** choose "Class Email" here. Do not select any other option if it is visible.
6. **Email Template:** provides the look and feel for the email message usually provides a graphic in the header and footer information. At least one of these needs to be created for the site.
7. **Viewable for all:** check this box to allow anyone (with proper permissions) to see and use this custom/reusable email.
8. **Email Message:** large text area where the email message is composed.
9. **Add Merge Tags:** allows the message to be personalized. For example, the ClassName merge tag will pull in the specific name of a class the email is associated with.
10. **Submit:** when clicked this will create the custom/reusable email. Cancel will not create a message and will remove any entries made.

SEND EMAILS EMAIL SETUP EMAIL TEMPLATES

The screenshot shows the 'EMAIL SETUP' window. On the left is a form with the following fields and options:

- 1. Message Name: Documentation
- 2. Subject (Displayed in email): Documentation
- 3. Access: Group (others in group can use)
- 4. Group: Documentation Group
- 5. Type: Class Email
- 6. Email Template: My Catholic Faith Delivered Template
- 7. Viewable for all: ☒
- 10. Submit and Cancel buttons

On the right is a preview of the email header, showing the 'myCatholic Faith DELIVERED™' logo and the website 'www.mycatholicfaithdelivered.com'. Below the preview is the 'Email Message' composition area, which includes a rich text editor with formatting tools (bold, italic, underline, bulleted list, numbered list, link, unlink, indent, outdent, text color, background color, font size) and a 'Format' dropdown. A '9. + Add Merge Tags' button is also present. A dropdown menu for merge tags is open, listing the following options:

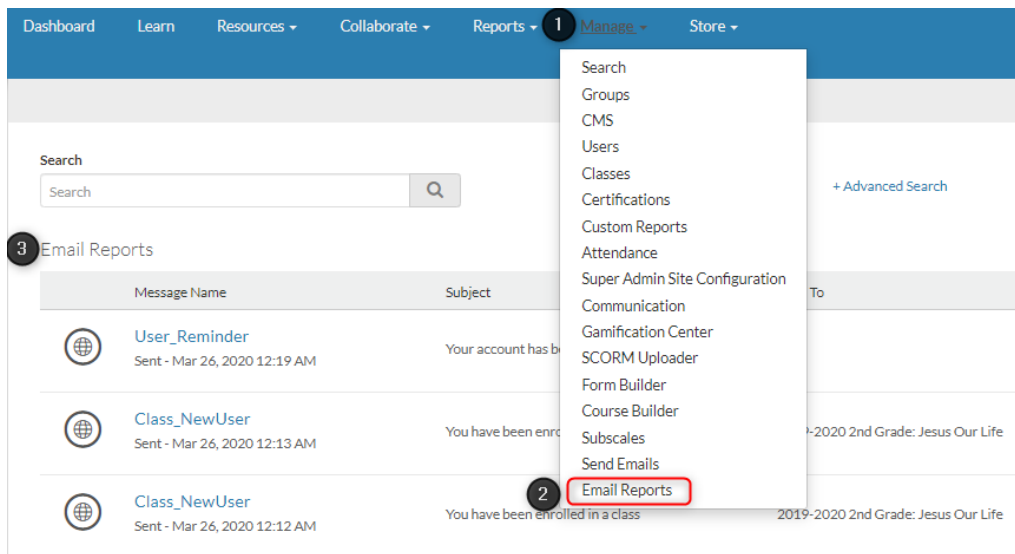
- ClassName
- ClassStartDate
- Content
- CourseName
- CurriculumName
- DateCompleted
- DateStarted
- Duration
- ForwardEmail
- InstitutionName
- Instructors
- LessonName
- LessonTotalTimeCompletedMin
- LiveClassEndDate
- LiveClassStartDate
- Location
- Name
- Notes



View Email Reports

Once emails have been sent (and after the 5 minute delay), they are available to review on the Email Reports tab. To access Email Reports follow these steps:

1. Choose **Manage** from the top menu bar. If the Manage menu isn't visible, the user doesn't have permission to use this set of functions.
2. Choose **Email Reports** from the dropdown list.
3. View the **Email Reports list**.



To view information about the emails you have sent follow these steps

1. **Search:** Enter characters or words to find email(s)
2. **Message Name:** each row displays information for an individual email based on the name of the message.
3. **Recipients:** number of people that the message was sent to.
4. **Total Opens:** number of times an email message was opened.
5. **Bounces:** emails that were sent back to the server if they are undeliverable.
6. **View Report:** allows you to view detailed information regarding a specific email.

The screenshot shows the 'Email Reports' section with a search bar and a table of email reports. The table has columns: Message Name, Subject, Send To, Type, Recipients, Total Opens, Bounces, and a 'View Report' button. The first row is 'User_Reminder' with 1 Recipient, 0 Opens, and 0 Bounces. The second row is 'Class_NewUser' with 13 Recipients, 1 Open, and 0 Bounces. The third row is 'Class_NewUser' with 2 Recipients, 0 Opens, and 0 Bounces. Numbered callouts are present: 1 points to the search bar, 2 points to the first row, 3 points to the Recipients column, 4 points to the Total Opens column, 5 points to the Bounces column, and 6 points to the View Report button.

Message Name	Subject	Send To	Type	Recipients	Total Opens	Bounces	
User_Reminder Sent - Mar 26, 2020 12:19 AM	Your account has been created	Site	System Site Email	1 Recipients	-- Opens	-- Bounces	View Report
Class_NewUser Sent - Mar 26, 2020 12:13 AM	You have been enrolled in a class	2019-2020 2nd Grade: Jesus Our Life	System Site Email	13 Recipients	1 Opens	-- Bounces	View Report
Class_NewUser Sent - Mar 26, 2020 12:12 AM	You have been enrolled in a class	2019-2020 2nd Grade: Jesus Our Life	System Site Email	2 Recipients	-- Opens	-- Bounces	View Report



When you have clicked on View Report, you will see information regarding the users who were sent a specific email as follows (red boxes cover specific user information for privacy):

1. **Search:** enter characters or words to search for a user.
2. **Email Info:** displays Name, Subject line, and date/time of the email.
3. **Name:** user's first and last name.
4. **Email:** email address of the user.
5. **Status:** indicates if the message was Sent or Opened.
6. **First opened:** shows the date and time that the user opened the email for the first time.
7. **Bounced:** indicates if the message was undeliverable.
8. **Export to Excel or Print Report:** allows you to pull the information displayed about this email into Excel or print a copy for reference outside of the system.

[Return to Email Reports](#)

1 Search

[Export to Excel](#) [Print Report](#) 8

2 Name: Class_New/User
Subject: You have been enrolled in a class
Sent: Mar 26, 2020 12:13 AM

3 Name	4 Email	5 Status	6 First Opened	7 Bounced
[Redacted]	[Redacted]	Opened (1)	Mar 26, 2020 4:20 AM	
[Redacted]	[Redacted]	Sent		
[Redacted]	[Redacted]	Sent		



Viewing Group Reports

As an instructor, you can see reports for any student in your class. This includes the ability to see progress, assessment scores, and assessment responses. Follow these steps to view your reports:

1. Click on the **Reports** menu and select **Group Reports**.
2. Click on a class to see the progress of all students.
3. The following screen will show all your students, including their average assessment scores and total time in the course. Click an individual student to see progress on an individual lesson.
4. Click any lesson to gain access to that student's assessment responses.

myCatholic Faith
DELIVERED™

Dashboard Learn Resources Collaborate Reports Manage Store

Olivia Riley

My Reports
My Transcripts
Group Reports
My Certifications
Collapse Menu

Reports - Group Reports Documentation Group

Class Learning Process Map Archive

Search

Class Report

Name	Start Date	Avg Total Time	Completed	Total	Status
Fourth Grade	09/08/2016	4.54m	0	3	1.9%

Print Report Export to Excel

Class Report < Fourth Grade

Name ▲	Date Started	Completed	Total Time	Pre Score	Post Score	Best Score	Status
Cruz, Alicia	09/08/2016		0m				0%
Riley, Olivia	09/08/2016		13m	60%	57%	57%	5.71%
Tyedon, Dan	09/08/2016		0m				0%

Print Report Export to Excel

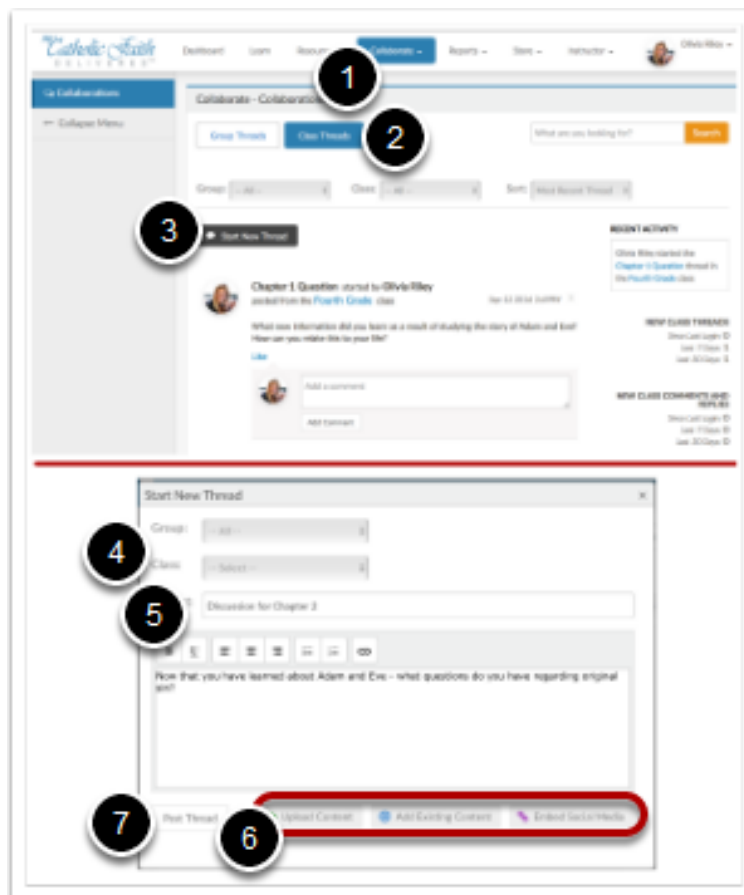


Posting Collaborations

You may want to start online discussions with your class. Note that students are only allowed to post responses to new threads. To add a new thread, follow these steps:

1. Click on the **Collaborate** menu and select **Collaboration**.
2. Click the **Class Threads** button. This will show the current discussion threads for your classes.
3. Click the **Start a New Thread** button.
4. Select your class using the dropdown menu.
5. Enter a subject and text.
6. You can upload content, such as a document, or use social media in your thread by clicking the buttons below your post. For social media items, such as YouTube, copy and paste the website link from the service.
7. Click the **Post Thread** button.

Note: Collaboration threads are never posted to a single student. Rather, they are posted between an instructor and an entire class. The instructor serves as a moderator for all responses. To remove a response, click the X next to that response.





Enrollment Process

After a student has been enrolled in a course, they will begin receiving emails from the My Catholic Faith Delivered system. These will come from the address: admin@mycatholicfaithdelivered.com. Please make sure to let your students know to add this email to your trusted senders list to ensure that any communication is not accidentally labeled as spam.

Note: No direct communication is emailed between teachers and students. Usernames are created the following emails are sent to parents:

1. **Login Reminder:** This email will be sent when the login is been created. It will contain a student login and a temporary password.
2. **New Class Enrollment:** The email below is the class enrollment information. Students will receive this once they have been added to an active class. It will contain the name of the class and steps to start their learning.
3. **Progress Reminder:** This email will be sent by the instructor or parish/school admin to remind students to continue their progress in a particular lesson.



Just a reminder from My Catholic Faith Delivered to continue your progress on 2019-2020 2nd Grade: Jesus Our Life Revised Edition

Url : <https://www.mycatholicfaithdelivered.com>

Username : selfservetester@test.com

Password : (private) Select Recover Password from the Login screen if you need help.

Be sure to continue where you left off by clicking the Continue Lesson button from your dashboard. You may also access your course(s) by clicking on the **Learn** button in the top menu.

*** Please do not reply to this email. If you have questions or need technical help, please contact Support at support@mycatholicfaithdelivered.com ***

Have a blessed day!



Frequently Asked Questions

The following questions are common items that you may find users asking. These questions also show up in the getting started guide for your users.

Why does my lesson show as incomplete (95%) after I looked at all the pages?

Remember that you need to take both the pre-assessment and post-assessment in a lesson to be marked as complete. In the example below, notice that Chapter 2 shows 95% complete. When clicking on the chapter, it shows that the user even took the post-assessment. However, the user **did not take** the pre-assessment. You will not receive completion for your chapter until both assessments have been submitted. (See [Taking Assessments](#))

Note: Assessments are not scored if you don't submit your answers. Do not use the left and right arrows on the assessment page until your answers have been submitted and you see the blue scoring box.

Lessons

Name	Completed	Total Time	First Score	Best Score	Status	Notes
Chapter 1: The Fall of Man	9/12/2016	4.38m	93%	93%	<div><div></div></div> 100%	
Chapter 2: The World's First Murder	//	6.23m	80%	80%	<div><div></div></div> 95%	Show

4th Grade: Jesus Our Guide (Rv4) < [Chapter 2: The World's First Murder](#) < [Assessments](#)

Assessment Type	Date Taken	Score
Post-Assessment	Mon Sep 12 2016 15:37:07 GMT-0500 (CDT)	80%

Print Report



Who do I contact with a problem?

For enrollment issues, please contact your school/parish admin. For technical support, contact support@mycatholicfaithdelivered.com

What browsers are supported?

For the optimal experience, we recommend using Chrome. We also support Firefox, Safari on MacOS and iOS, Internet Explorer 11 or later, and Microsoft Edge.

My account is locked or I can't remember my password. How can I get it reset?

If your account gets locked or you can't remember your password, click the **Forgot Password** link on the login screen. You will receive an email that allows you to reset your password. Doing this also will automatically unlock your account. (See [Logging In](#))