My Catholic Faith Delivered
Group Administrator Guide

Enrolling

1. How do I get assigned as a Parish/Diocesan/School Administrator?

You will call email kvanzwoll@mycatholicfaithdelivered.com or call My Catholic Faith Delivered (MCFD) at 1-866-981-8964 to request to be added as a User Admin for your group.

2. What rights will I have as an administrator?

You will be able to add learners to your classes, revoke licenses, review learners' progress/ tests/reports, check on passwords for learners, assign additional User Admins, and post Blog topics.

3. How do I give others in my group rights to be an administrator also?

If you are an administrator for your group, you can give those same rights to others to assist you in providing User Admin functions.

1.   Go to My Dashboard Page.
2.   Go to Group Information box.
3.   Click on the drop down box and select the group you want to edit.
4.   Click on User Admins.
5.   A box will appear (ADD USER ADMINS). Select the individuals who should be given User Admin rights.
6.   Click Add Selected.
7.   The selected Users will now be able to perform all User Admin functions for that group.

4. How do I enroll my group members?

Each student/license holder must have his or her own email address which we call a USERNAME. This email address may be a real email address or a non-existing, fake email address created by the group administrator.)

1.   Go to My Dashboard Page.
2.   Go to Group Classes box.
3.   Click on Curriculum.
4.   Click on Course.
5.   A box will appear. Click ADD NEW USER or ADD EXISTING USER.
6.   Fill in the NEW USER INFORMATION. Click Submit.
7.   Repeat process.

5. How do I use a group access code to create a group and add members to it?

1. In the Group Information Box, make sure you are in the correct group.
2. Click Access Codes
3. Click Add New Code
4. Enter a maximum of 8 characters and click Submit
5. Distribute the access code to members of that group with the instructions below.

6. How do I join a group?
1. Obtain your access code from the group leader.
2. Go to My Groups on your Dashboard page
3. Click on Use Access Code
4. Enter the Access Code for that group and click Submit.

7. How do I make a group of already enrolled members?
1. Access the User Admin Functions from the Dashboard.
2. Select the group you want to edit.
3. Click on the Subgroup tab.
4. Create a Sub Group.
5. Click on that Sub Group. The screen will change to show that you are now editing the Sub Group.
6. Select the Access Tab.
7. Select the Invite Tab.
8. Invite other Users to your group.
9. Additionally, you can create an access code for your group and email that to everyone you would like to join your group.

8. How do I replace one learner with another if someone moves out?
1. Go to Group Classes box.
2. Click on a Curriculum.
3. Click on a Class.
4. Click on the student's name
5. Click on REVOKE.
6. Enroll a new member by going through the "Enroll My Group Member" process as described in #3 above.

Usernames & Passwords

1. How do I generate usernames and passwords for my group members?
Note **Each member must have his own email address which serves as a Username. This email address may be an existing email address or you can create one that is not real.
1. Go to My Dashboard Page.

2. Go to Group Classes box.
3. Click on Curriculum.
4. Click on Course.
5. A box will appear. Click ADD NEW USER or ADD EXISTING USER.
6. Fill in the NEW USER INFORMATION.
7. You will have 2 choices: Choose one from the drop down menu.
   1. "I'll input a Username"
       a. Email- input existing email
       b. First name- input first name or first initial
       c. Last name- input last name
       d. Password- select one choice from the drop down menu
       e. Click SUBMIT
   2. "The system will make a Username"
       a. Domain- create a domain that is not real (ex: .aaa, .bbb, .ccc, etc.)
       b. Number- choose any number
       c. First name- input first name or first initial
       d. Last name- input last name
       e. Password- select one choice from the drop down menu
       f. Click SUBMIT

2. How do I help someone who has forgotten their password?
   1. Go to Group Classes box.
   2. Click on the Curriculum.
   3. Click on the Class.
   4. Click on the learner's name. Their information will appear in a box.
   5. Choose a different password.

Announcements
   1. How do I post an announcement for my group members?

   1. Go to Forums
   2. Choose the Forum for Your Group from the My Forums columns
   3. Click Write a New Entry
   4. Type your message in the Entry.
   5. Type an Excerpt which will show on the front of each member's dashboard.
   6. Click Publish
   7. Under Notifications/Announcements, click Create
   8. Choose the Forum you just created
   9. Choose the Topic you just created

10. Choose Message Type: Announcement or Time Out Announcement (set to expire)
11. Click Post.
12. You will now see your Announcement in the Notifications/Announcement Box

Group Forums

1. **How do I post a question for the group to respond to?**
   1. Go to Forums
   2. Choose the Forum for Your Group from the My Forums columns
   3. Click Add a New Entry
   4. Type in the question for this lesson.

2. **How do I respond to a posting from one of the members?**
   1. Scroll to the bottom of the post you want to respond
   2. Type your comment into the box labelled "Comments"
   3. Click the submit button to post your comment

3. **How do I moderate a response on the group discussion board?**
   1. Scroll to the bottom of the forum that you want to moderate
   2. Select Manage Comments on the right side in the Administration menu.
   3. Go to the Response and move your mouse over the Comment Area. There will be choices here for moderation.

4. **How do I moderate an entry on group forums?**
   1. Scroll to the bottom of the forum that you want to moderate
   2. Select Manage Entries on the right side in the Administration menu.
   3. Go to the entry and move your mouse over the Post Area. There will be choices here for moderation.

Reports

1. **How do I look at the reports that show how my group is doing?**
   1. From the Dashboard, Click on My Reports
   2. Under My Classes, Click on the Curriculum (ex: Ascension Press)
   3. Click on the Course (ex: Theology of the Body for Teens)
   4. Click on the Class (ex: Theology of the Body for teens)
   5. Click on the desired chapter.

6.   If the student has taken any tests in that chapter they will be noted on the right of the screen. Click on the word Pre-Assessment or Post= Assessment to view the student's test.

2. **How do I export the reports from my group?**
   1.   Follow the instructions from above
   2.   The user can select the reprot and press the print button to print it.

3. **How do I run (export/print) a report that shows the basic information about my group**
   1.   Access the User Admin Functions from the Dashboard.
   2.   Select the group you want to edit.
   3.   Select Reports
   4.   Select the Report you want to run.

Certificates of Completion
1. How does someone print their Certificate of Completion upon finishing their course?
   1.   Upon completion of a course, a certification will be available for a user from their dashboard.
   2.   The user can select the certification and press the print button to print it.

Email
1. How do I send an email announcement to my group?
   1.   Access the User Admin Functions from the Dashboard.
   2.   Select the group you want to edit.
   3.   Click on the Communication tab.
   4.   Click on Email.
   5.   Edit the announcement.
   6.   Submit the email.

ECards
1. How do I send an eCard to my group or to an individual?
   1.   Access the Ecards from the Dashboard.
   2.   Select the card you want to send.
   3.   Fill in the Recipient information.
   4.   Submit the card to send it.