Items that can be configured

- Menu set-up & Terms
- Creating Sessions and Classes
- Adding Students & Leaders
- Tracking Attendance
- Reports
- Dashboard Screen Overview
- Online Registration

Configuration & Terms exercise

1. Add buildings and rooms (There are some look-ups defaulted in the system)
   From the Dashboard in Re choose Lookup Management
   a. Building
      i. Parish Center
   b. Rooms
      i. 101
      ii. 102
2. Add Term (Typically annually)
   a. Year – 2019/2020
   b. Start date – 09-08-2019
   c. End date – 06-08-2020

Creating Sessions exercise

1. Definition – Session is a group of classes.
2. Sessions – Step 1
   a. Term 2019/2020
   b. Term Name – Sunday School
3. Sessions – Step 2
   a. Sunday
   b. Every week
   c. Add Schedule
   d. Remove dates for holidays: Thanksgiving, Christmas, New Years, Mother's Day, Easter
   e. Save Session

Creating Classes exercise

1. Classes
   a. Term 2019/2020
   b. Add Class
   c. Name – 5th Grade
   d. Grade – 5
   e. Capacity – 12
   f. Dept. – Student Education
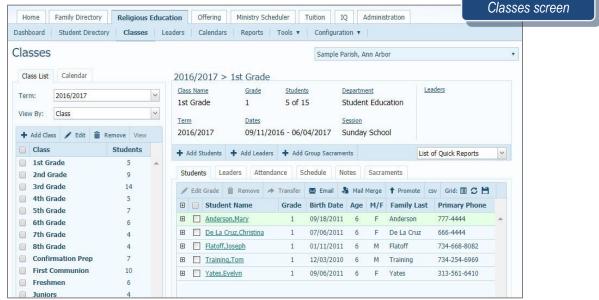   g. Add Class & Add Schedule

    h.   Session: Sunday
    i.   Start Time: 9 am End time 10 am
    j.   Building: Student Center
    k.   Room: Add Room – 101
    l.   Generate Class Schedule
    m.   Save Schedule

2. **Add Second Class** – Classes
    a.   Term 2019/2020
    b.   Add Class
    c.   Class Name – 6th Grade
    d.   Grade – 6
    e.   Capacity – 12
    f.   Dept. – Student Education
    g.   Add Class and Add Schedule
    h.   Start Time: 9 am End time 10 am
    i.   Building: Student Center
    j.   Room: Add Room – 101 Choose 101 (note conflict, choose 102)
    k.   Generate Class Schedule
    l.   Save Schedule

3. **Add Third Class** – Classes – Step 1
    a.   Term 2019/2020
    b.   Add Class
    c.   Class Name – Confirmation
    d.   Grade – 7 & 8
    e.   Capacity – 25
    f.   Dept. – Student Education
    g.   Add Class

Classes screen

Adding Students & Leaders exercise
The registrations are coming in and we now are ready to add our students and leaders to the classes

Step 1: **Class Assignment**
- a. Term – 2019/2020
- b. Class – 5th Grade

Step 2: **Select People Records**
- c. Records – Family Directory
- d. Filter by Age: 10 to 10
- e. Search

Step 3: **Add Students from People Records**
- f. Ethan Lewis
- g. Oliver Lewis
- h. Julie Simpleton

Click Add Students

Step 1: **Class Assignment**
- a. Term – 2019/2020
- b. Class – Grade 6

Step 2: **Select People Records**
- c. Records – Select Class
- d. Term 2016/2017
- e. Class: 3rd Grade
- f. Search

Step 3: **Add Students from People Records**
- g. Click the + by last name to move all the students to the right
- h. Remove Parker, click the red circle with the – to the left of his name

Click Add Students

Add by Family exercise
1. From the Dashboard click on **+Add by Family**
2. **Click the +** to the left of the Abler Family
3. Step 1: Select Term 2019/2020
4. Add Parker to 6th Grade and Save
5. Add Griffin to Confirmation and Save
6. Add Spencer to 5th Grade and Save

Adding Leaders exercise
1. + Add Leaders

Step 1: Term – 2019/2020 **and** Class – 5th Grade

Step 2: Select People Records Family Directory - Search

Step 3: Add Leaders
- a. Last Name filter
  - i. Abler
  - ii. Select Tracey - Catechist
  - iii. Select Jason – Asst. Catechist

2. Click Add Leaders

1. Add Leaders to 6th Grade

a. Term – 2016/2017

b. Class – Grade 6

2. Add Leaders – Step 2

a. People Records – Family Directory - Search

3. Add Leaders – Step 3

a. Last Name filter-

i. Braun

ii. Select Bella

iii. Select Leader Role – Assistant Catechist

iv. Select Julie

v. Select Leader Role – Catechist

Tracking Attendance exercise

Classes are starting tomorrow, and the leaders need to track the attendance to show who came or still need to attend different dates or meetings.

1. Select 5th Grade Class
2. Click Attendance tab
3. Click First Date Listed
4. Click Red X to switch to present
   i. Change Ethan Lewis to Tardy using the drop down
5. On the next 2 students click the Green check to switch to Absent
   a. Change one of them to Excused using the drop down

Quick Reports

What reports do I need for my attendance or for the leaders?

1. Keep 5th Grade selected
2. Select Attendance Record
   a. Notice the Green check (present), T (tardy) Red X (absent) and E (excused)
3. Select Class Roster Detailed
   a. Lists Students, DOB, Age, Address, City, State, State, Zip, Primary Phone Number, Emergency Phone, Family Email, Parents name (if selected from database). Parent Cell Phone, Parent Email Address

Religious Education Reports

St William Parish, Ann Arbor

Class Rosters & Schedules
Class Lists
Mailing Labels
Sacraments List
Class Attendance Sheets & Records
Registration Forms

Class Rosters & Schedules

Data Options

Overview: ● Show ○ Hide
ⓘ The overview shows general information about the class.

Leaders: ● Standard ○ Names Only (Door hanger) ○ Hide

Students: ● Standard ○ Detailed (Standard + Parent Deta ○ Names Only (Door hanger) ○ Parents Only ○ Birthdays Only ○ Hide

Schedules: ● Show ○ Hide
ⓘ Schedules show the complete date and room schedule for the c

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QUESTIONS FROM CLASS

1. What do I have to set up before I can begin creating classes?
2. How can I print a class roster?
3. Is there a way to see a calendar of classes inside Religious Ed?
4. How can I email all my class Leaders to let them know school is canceled?
5. Once I've created my Term, can I go back and edit the dates?
6. In what area do I enable Religious Ed to be seen by my parishioners in My Own Church?

TIPS & TRICKS

- You can track student attendance by either the class overall or by individual student
- The Student Directory can be used to send communications to all students – no matter what class – all at once
- Group sacraments can be added for an entire class from the Classes screen
- The Religious Ed Dashboard is your "command center" to see a bird's eye view of everything related to the module
- If you have administrative rights, buildings and rooms can still be added as you create a new class

ANSWER KEY

1. Terms and Sessions must be configured first. 2. Various types of class rosters can be generated from the Quick Reports menu in the Classes screen. 3. The calendar view can be changed/seen in the Dashboard or in the Calendars button in the blue bar. 4. In the Leaders link in the blue bar, this will show a list of leaders. Click on the Email icon to send a message. 5. No, term dates cannot be change once created. 6. Click on the Administration tab, then on Module Settings