



TECHNOLOGY + CONTENT

Catholic Faith
TECHNOLOGIES

my Catholic Faith
DELIVERED™

Online Faith and Life Series: Getting Started Guide for Parents



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Introduction to My Catholic Faith Delivered - Online Learning

This simple guide will walk you through the basics of helping you to log in, take a course, and view a report.

My Catholic Faith Delivered (MCFD) is an award-winning cloud-based learning & development platform that enriches our faith by removing barriers to learning. Partnered with Ignatius Press, MCFD provides the Online Faith & Life Series for religious education students in grades 1-8. Faith & Life 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, music, and assessments that provide immediate feedback. These courses may be offered in a "flipping the classroom" format where the traditional in class work 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 - 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

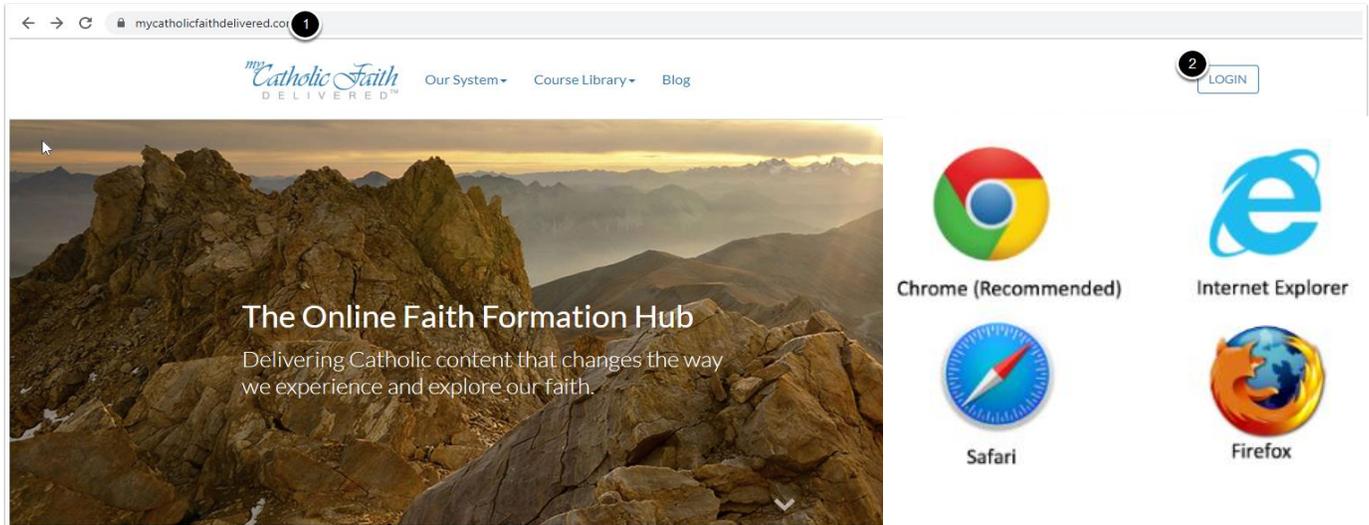
- High quality content from a trusted Catholic publisher
- Engaging content with videos, games, and other activities
- Voiceovers for text
- Instant test results
- Opening & closing prayers
- Links to primary resources
- Supplementary readings
- iPad and tablet compatible



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 Your Dashboard

When you first login, you start on the dashboard. This is the first screen you will see after logging in. It gives you a snapshot of your progress and additional basic information.

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

Additional features are planned.

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Dashboard Learn Resources ▾ Collaborate ▾ Reports ▾ Store ▾

Olivia Riley ▾

Group: Documentation Group [Change](#)

1 My Courses --Select to Sort--

1st Grade: Our Heavenly Father (Rv4) 0% Complete [Begin](#)

[View All Courses](#)

2 Notifications Group Discussions Lesson Discussions

Welcome to My Catholic Faith Delivered *Dec 2 2016 6:27PM*
My Catholic Faith Delivered provides an online learning system and courses to help Catholics grow, communicate, learn, and evangelize the beauty and truth of our faith. Using our system, ministries and other groups can reach a wider audience to share resources, schedule events, and collaborate to strengthen the overall faith community.



Updating Your Information

Once you are logged into the system, you may want to update your password. Follow these steps:

1. Click your name in the upper right corner of the top navigation bar and select **Settings**.
2. Update your contact information, if necessary.
3. Update your password. **Note:** Your password needs to have at least 7 characters, including a number and a symbol.
4. Click **Save** when you are done.
5. Use the **System Check** link to make sure your system meets our minimum requirements. Please copy/paste the text from the **Your Browser** box to help with troubleshooting when contacting online support.

The screenshot shows the user settings interface. At the top right, the user's name 'Olivia Riley' is displayed with a dropdown menu (1) containing 'My Profile', 'Redeem Code', 'Settings' (2), 'Online Support', 'System Check', and 'Logout'. The 'Settings' option is highlighted with a blue box. The 'General Settings' section (3) includes fields for 'First Name: Olivia', 'Last Name: Riley', 'Email/Username: oriley@mcfdaaa', 'Address 1: Unknown', 'Address 2: Apt, Suite, Floor, etc.', and 'City: City'. The 'Password' section (4) has fields for 'New Password', 'Confirm Password', 'Security Question: Security question has not been', and 'Answer: 0BCAE9E4', with a 'Save' button. The 'Your Browser' section (5) displays system information: 'You're using Safari 10 on Mac', 'Your screen has a resolution of 1920 x 1080', 'Your computer's time is 11:58:26 AM', and 'The timezone is America/Chicago'. The 'Video Playback' section shows a video player. The 'PDF Documents' section displays a green checkmark and the text 'Your device can view PDF documents'. The 'Speed Test' section shows 'Average bandwidth: 66 Mbps' and 'Your internet speed meets our requirements for handling video and audio.' with a speedometer graphic.



Selecting a Class

All your classes are listed on your **Learn** screen. Follow the steps below to begin or continue a class:

1. Click the Learn menu in the top navigation. This page shows a snapshot of your progress across all your classes.
2. These tabs give you a quick overview of the classes you are working on or have completed. Click one of the tabs to see the class(es) that fall into that category.
3. Click the class name to navigate to your class page and see a list of lessons (chapters). When you put your cursor on the class, you will see Begin/Continue.

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Dashboard **1 Learn** Resources ▾ Collaborate ▾ Reports ▾ Store ▾

Olivia Riley ▾

My Courses

- Archived Courses
- Upcoming Events
- Collapse Menu

Lessons Completed: 2

Time in Lessons (min): 27.27

Search [] Q + Advanced Search

2 ALL (1) NOT STARTED (1) IN PROGRESS (0) COMPLETED (0) --Select to Sort--

3 Faith and Life Grade 1

NEW

1st Grade: Our Heavenly Father (Rv4)

Introduction to the Holy Trinity through presentations on God the Father, the life of Jesus, the Holy Spirit, God's plan of salvation and our part in that plan. Acquaints

0%



Starting a Lesson and Viewing Class Information

After selecting a class, you arrive at your class information page. The left column shows available lessons (chapters) and the right column shows class information.

1. Click on a lesson to begin or continue.
2. If your instructor chooses to post a question, you will notice it under the Class Threads button. To respond, type your response and click **Add Comment**.
3. The **People** button shows a list of participating students. Use this list to familiarize yourself with your classmates.
4. **Bookmarks** are an easy way to mark important pages in lessons and return to them quickly. Clicking on a bookmark will take you directly to that lesson page.

Note: The number on the button shows the total number of threads, people, and bookmarks available.

The screenshot displays the '4th Grade: Jesus Our Guide (Rv4)' class page. At the top, there's a navigation bar with 'Dashboard', 'Learn', 'Resources', 'Collaborate', and 'Reports'. The user 'Olivia Riley' is logged in. The class title is '4th Grade: Jesus Our Guide (Rv4)'. Below the title, there's a description: 'God's plan to save his people from sin (Salvation History), how we participate in that plan, and the many ways God helps us in our pilgrimage on earth to Heaven through his word, his law, and his Church.' There are buttons for 'Class Threads' (2), 'People' (3), and 'Bookmarks' (4). The course progress is shown as 5%. A 'Chapter 1 Question' is posted by Olivia Riley, asking about the story of Adam and Eve. Below the question is a comment box. At the bottom, there are two panels: 'People' (3) showing a list of students (Alida Cruz, Olivia Riley, Dan Tyedon) and 'Bookmarks' (4) showing a table of saved pages.

Bookmark	Lesson	Page
	Chapter 1: The Fall of Man	The Word of God
	Chapter 1: The Fall of Man	The Promise of a New Beginning (Page 15-16)
	Chapter 2: The World's First Murder	Adam and Eve's Children (Page 17)
	Chapter 2: The World's First Murder	Our Common Prayers



Navigating in a Lesson

Each lesson is made up of multiple pages. While in the lesson, use these features to navigate:

1. The menu shows an outline of all the pages within the lesson. Click a page name to navigate to that page. **Note:** Pages that have already been viewed will show with a green checkmark.
2. This button bookmarks the page for viewing later. You can access these on your Learn page.
3. The Journal button lets you access a private journal. Your notes that are stored here are not shared with anyone.
4. Use the Next Page and Previous Page buttons at the bottom right of the screen to navigate through the lesson.

The screenshot displays the user interface for a lesson. On the left is a vertical menu for "1st Grade: Our Heavenly Father (Rv4)". The menu items are: Lesson 1: God Is Our Father (highlighted with a circled '1'), Beginning in Prayer (with a green checkmark), The Word of God (with a green checkmark), Pre-Assessment (with a green checkmark), Words to Know, God is Our Father, We Pray (with a green checkmark), Vocab Flashcards, Just for Fun (highlighted in light blue), Catechism Practice, Post-Assessment, Ending in Prayer, Our Common Prayers, and Proceed to Next Lesson. The main content area shows a game titled "Just for Fun" with a sub-header "Fill the Ark". It displays "Current Score: 0" and "High Score: 0". A central white box contains a cartoon priest character and the text: "Welcome Olivia Riley to Fill the Ark!", "Instructions: Answer questions correctly to round up animals into the ark!", and a blue "Play Game" button. The interface includes navigation icons: "Return to Course" (top left), "Bookmark Page" (top right, circled '2'), "Journal" (top right, circled '3'), and "Exit" (top right). At the bottom right, there are "Previous" and "Next Page" buttons, with "Next Page" circled '4'. The page number "page 9 of 14" is visible in the top right corner.



Taking Assessments

In most cases, each lesson has both a pre-assessment and a post-assessment that must be taken for each lesson to be marked complete. When taking an assessment:

1. Make sure to answer all questions.
2. Some assessments have multiple pages of questions. Use the **Next** button to see the next page of questions. After answering the last assessment question, click the **Submit Answers** button.
3. You will see a blue scoring box with your test score. Use the **Review Answers** button to see additional information.

Note: Assessments are not scored if you don't submit your answers. Do not click **Next Page** on the assessment page until you have completed the assessment and you see the blue scoring box. Remember that you need to take the **pre-assessment** and **post-assessment** for that lesson to be marked 100% complete.

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Dashboard Learn Resources Collaborate Reports Olivia Riley

Learn < 4th Grade: Jesus Our Guide (Rv4) < Chapter 4: God Prepares a People For the Savior

Menu 4th Grade: Jesus Our Guide (Rv4) : Chapter 4: God Prepares a People For the Savior Tools

Post-Assessment

Question 1 to 10 of 15 Page 1 of 2

Q1: ----- is called our father in faith.

1 Jacob
 Adam
 Moses
 Abraham

Q2: Isaac is the only son of -----.

Adam and Eve
 Jacob and Leah
 Abraham and Sarah
 Moses and Zipporah

Next 2 Submit Answers

3 Your score is 15 out of 15.

Review Answers



Accessing Your Journal

The **Resources** menu lets you access your journal or library content that is available.

1. Review saved journal entries by clicking on the **Resources** menu and then **Journal**.
2. Add new journal entries with the **New Entry** button.
3. Click any journal entry to review or edit it.

Note: Journal entries are private and only accessible to you.

The screenshot shows the user interface for 'my Catholic Faith DELIVERED™'. The top navigation bar includes 'Dashboard', 'Learn', 'Resources', 'Collaborate', and 'Reports'. The 'Resources' menu is open, showing 'Journal' and 'Library' options. The 'Journal' page is active, featuring a 'New Entry' button and a search bar. A table of journal entries is displayed below, with columns for 'Topic', 'Entry', 'Date Created', and 'Last Modified'. A specific entry is highlighted with a circled '3'.

Topic	Entry	Date Created	Last Modified
Adam and Eve's Children (Page 17)	"If you are offering your gift at the altar, and there remember that your brother has something against you, leave your gift there before the altar and go; first be reconciled to your brother, and then come and offer your gift." Matthew 5:23-24	9/12/2016 4:00:59 PM	9/12/2016 4:00:59 PM



Viewing Your Reports

The Reports menu takes you to your transcript and other reports available to you. You can view your transcript and reports for all your activity in the system. Follow the steps below to view them:

1. Click the **Reports** menu item and select **My Reports**.
2. Use the dropdown menu to pick a course.
3. Click a lesson to view your assessment scores and progress.
4. Use the **Print Report** button at the bottom of any report to print a copy.

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Dashboard Learn Resources ▾ Collaborate ▾ **1** Reports ▾ Store ▾

Olivia Riley ▾

My Reports

Group: Documentation Group [Change](#)

COURSE LEARNING PROCESS MAP

Course

2 1st Grade: Our Heavenly Father (Rv4) ▾

Lessons

Name	Completed	Total Time	First Score	Best Score	Status	Notes
Lesson 1: God Is Our Father		8.5m			76%	Show
Lesson 2: Heaven Is Our Home		0m			0%	
Lesson 3: God Watches Over Everything		0m			0%	
Lesson 4: God's Special Gifts		0m			0%	
Unit 1 Test		0m			0%	

5 items per page 1 - 5 of 37 items

4 Print Report



Responding to Collaborations

If your instructor has posted any collaborative class discussions, you can find them in the collaborations area. Follow these steps to respond:

1. Click **Collaborations** in the top navigation.
2. Pick to respond to a group thread or a class thread. Group threads are posted to the entire group, such as your parish or school. Class threads are for posing responses to your instructor and classmates.
3. Type your response and click the **Add Comment** button to submit it.

The screenshot displays the 'my Catholic Faith DELIVERED™' interface. At the top, the navigation bar includes 'Dashboard', 'Learn', 'Resources', 'Collaborate', and 'Reports'. The 'Collaborate' menu is open, showing 'Collaborations'. A search bar is present with the text 'What are you looking for?' and a 'Search' button. Below the search bar, there are filters for 'Group Threads' and 'Class Threads'. The 'Group' is set to 'Documentation Group' and the 'Sort' is 'Most Recent Thread'. A thread titled 'Bible Study Schedule' is shown, started by Olivia Riley. The thread content reads: 'The church office is looking to co-ordinate a new bible study. We are looking at a 6 week series starting either on Tuesday or Thursday night at 7pm. Let us know which evening works best for you!'. Below the thread is a 'Like' button and a comment box with an 'Add Comment' button. On the right side, there are sections for 'RECENT ACTIVITY' and 'NEW GROUP THREADS'.



Frequently Asked Questions

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 in order to be marked as complete. In the example below, notice that Chapter 2 shows as 95% complete. When clicking on the lesson, 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 **Next Page** button 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
Lesson 1: God Is Our Father		8.8m			<div style="width: 95%;"><div style="width: 95%;"></div></div> 95%	Show
Lesson 2: Heaven Is Our Home		2.2m			<div style="width: 85%;"><div style="width: 85%;"></div></div> 85%	Show
Lesson 3: God Watches Over Everything		0m			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	

[1st Grade: Our Heavenly Father \(Rv4\)](#) > [Lesson 1: God Is Our Father](#)

First Name	Last Name	Completed	Total Time	First Score	Best Score	Status	Notes	Assessments
Olivia	Riley		8.8m			<div style="width: 95%;"><div style="width: 95%;"></div></div> 95%	Show	

[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, and Internet Explorer 11 and later or 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)