



Online Faith and Life Series: Getting Started Guide for Parents

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 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 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

- 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

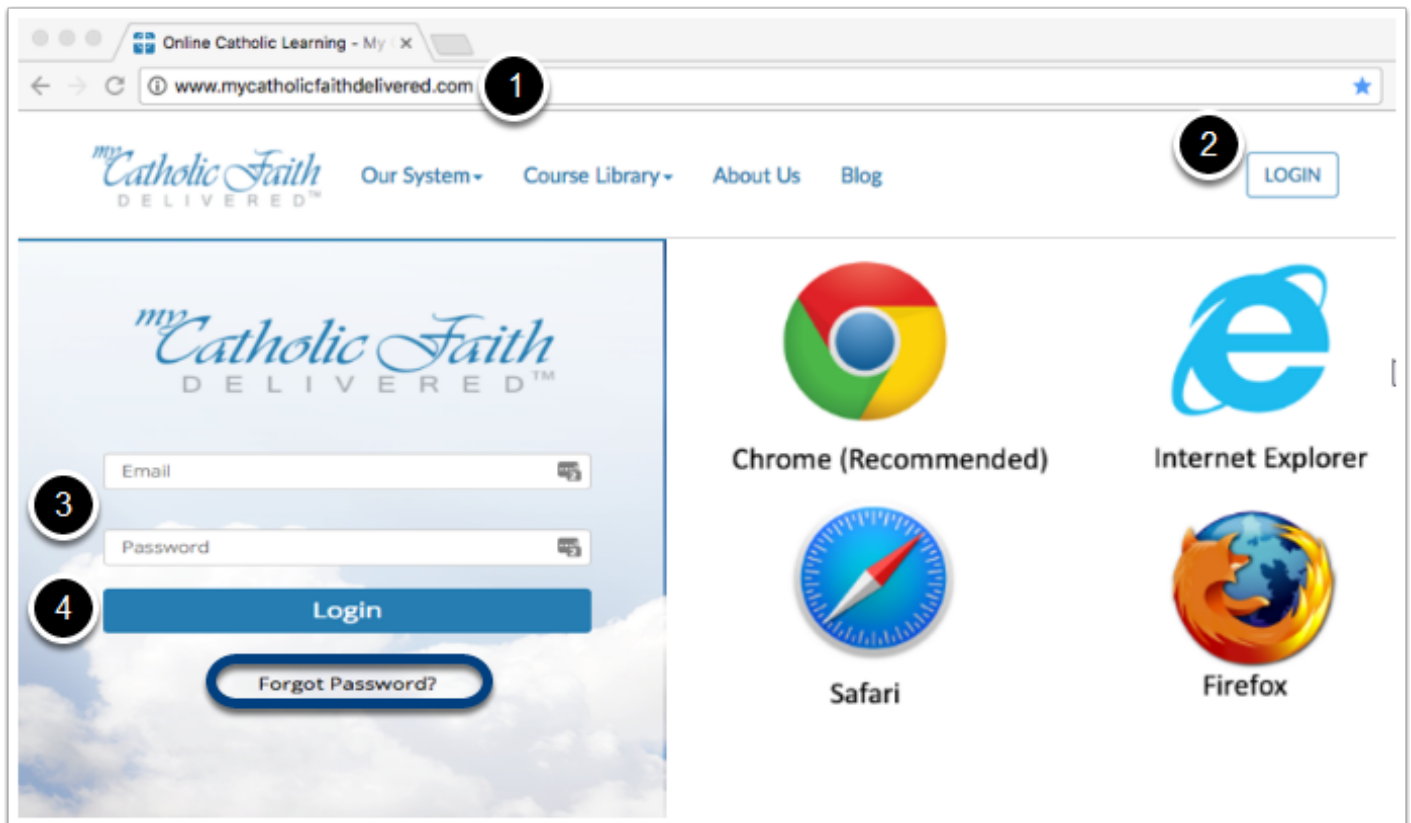
Logging In

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.
3. Enter your email/username* and password.
4. Click the **Login** button.

*No direct communication is emailed between instructors and students. To protect privacy, some student users may have fictitious email addresses. Parents should 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.

Note: The system will lock your account if you try to login using the wrong password too many times. Use the **Forgot Password** link to unlock your account and reset your password.



Viewing Your Dashboard

When you first login, you start on the dashboard. 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 **Continue** button to pickup where you left off in the last session.
2. Catholic Inspiration features information about a saint or other religious information.
3. Upcoming Events can show events related to live classes you will be attending.
4. This box shows announcements from your instructors or parish/school administrator. Use the Group Discussions/Lesson Discussions buttons to quickly view collaboration threads.

The screenshot shows the user interface of the My Catholic Faith Delivered dashboard. At the top, there is a navigation bar with the logo, a 'Dashboard' button, and links for 'Learn', 'Resources', 'Collaborate', and 'Reports'. A user profile for 'Olivia Riley' is visible in the top right. The main content area is divided into several sections:

- 1. My Courses:** This section displays a 'My Learning Catalog' with a 'Continue' button highlighted by a red box. It shows progress for 'San Antonio - Faith Foundations' (0%) and '4th Grade: Jesus Our Guide (Rv4)' (5%).
- 2. Catholic Inspiration:** This section features a 'Today's Saint' profile for Saint Jean-Gabriel Perboyre, including a small image and a 'Click to Read More' link.
- 3. Upcoming Events:** This section shows a calendar view for 'Tuesday, September 13, 2016-Tuesday, September 20, 2016' with a table header for 'Date', 'Time', and 'Event'.
- 4. Notifications:** This section is currently selected, showing a 'Welcome to My Catholic Faith Delivered' message dated 'Jan 26 2015 10:08AM'.

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.

my Catholic Faith DELIVERED™

Dashboard Learn Resources Collaborate Reports

Olivia Riley

My Profile
Redeem Code
Settings
Online Support
System Check
Logout

General Settings

First Name: Olivia
Last Name: Riley
Email/Username: oriley@mcfid.aaa
Address 1: Unknown
Address 2: Apt, Suite, Floor, etc.
City: City

Password

New Password: Enter New Password
Confirm Password: Confirm Password
Security Question: Security question has not been set
Answer: OBCAE9E4

Save

Your Browser

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.
The timezone is America/Chicago.

Video Playback

If you can play the video below, your device will be able to play videos and voiceovers.

PDF Documents

✓ Your device can view PDF documents

Speed Test

Average bandwidth: 66 Mbps
Your internet speed meets our requirements for handling video and audio.

66 Mbps

Selecting a Course

All of your courses are listed on your **Learn** screen. Follow the steps below to start or continue a course:

1. Click the **Learn** menu in the top navigation. This page shows a snapshot of your progress across all your courses.
2. Click the course name to navigate to your class page and see a list of lessons (chapters).
3. You can also click the **Continue** or **Begin** button to get to the list of lessons/chapters.

Note: Any lessons that have been started but have not been completed will show with a grey checkmark. Once you have finished the lesson and taken both the pre-assessment and post-assessment a green checkmark will show.

The screenshot displays the 'Learn' interface. At the top, the navigation bar includes 'Dashboard', 'Learn' (marked with a '1'), 'Resources', 'Collaborate', and 'Reports'. The main content area is titled 'Learn' and contains a 'My Courses' section. A course card for '4th Grade: Jesus Our New! Guide (Rv4)' is shown, featuring a thumbnail image of a child and a man, the course title, a description, and a progress bar indicating 5% completion. A 'Continue' button (marked with a '3') and a 'View Report' button are visible on the course card. On the right side, there is a 'Upcoming' calendar widget showing 'Tuesday, Se 2016'.

Starting a Lesson and Viewing Class Information

After selecting a course, 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 start or resume it.
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 LMS interface for a 4th Grade class. The top navigation bar includes 'Dashboard', 'Learn', 'Resources', 'Collaborate', and 'Reports'. The user 'Olivia Riley' is logged in. The main content area shows the course title '4th Grade: Jesus Our Guide (Rv4)' and a 'View Class Details' link. Below this is a course progress indicator at 5% and a 'View Report' link. The left sidebar lists chapters: 'Chapter 1: The Fall of Man', 'Chapter 2: The World's First Murder', 'Chapter 3: Turning Away from God', and 'Chapter 4: God Prepares a People For the Savior'. The main content area features a 'Chapter 1 Question' posted by Olivia Riley, asking about the relationship between the story of Adam and Eve and the user's life. Below the question is a comment box. At the bottom, there are two panels: 'People' on the left and 'Bookmarks' on the right. Red circles with numbers 1 through 4 highlight key features: 1 points to the chapter list, 2 points to the 'Class Threads' button, 3 points to the 'People' button, and 4 points to the 'Bookmarks' button.

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 Tools menu lets you access a private journal. Your notes that are stored here are not shared with anyone.
4. Use the left arrow to navigate to the previous page.
5. Use the right arrow to navigate to the next page.

The screenshot displays the user interface of the 'myCatholicFaithDelivered™' platform. At the top, there is a navigation bar with the logo on the left, and links for 'Dashboard', 'Learn' (highlighted), 'Resources', 'Collaborate', and 'Reports' in the center. On the right, a user profile for 'Olivia Riley' is visible. Below the navigation bar, the breadcrumb trail reads: 'Learn < 4th Grade: Jesus Our Guide (Rv4) < Chapter 4: God Prepares a People For the Savior'. A secondary navigation bar contains a 'Menu' dropdown (1), the current page title, a bookmark icon (2), and a 'Tools' dropdown (3). The main content area features a sidebar menu (1) with items: 'Chapter 4: God Prepares a People For th...', 'The Word of God', 'Vocab Flashcards', 'Just for Fun' (highlighted with a green checkmark), 'Post-Assessment' (with a green checkmark), 'Ending in Prayer', and 'Proceed to Next Chapter'. To the right of the sidebar, there are score indicators: 'Current Score: 0', 'High Score: 0', and 'Lives: 0'. The main content area shows a 'Ready to Obstacle Course!' screen with a cartoon monk character, 'Instructions: Answer questions correctly to earn more attempts.', and a 'Start' button. Navigation arrows (4 and 5) are located on the left and right sides of the main content area.

Taking Assessments

Each lesson has both a pre-assessment and a post-assessment that must be taken in order for each lesson to be marked as 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 use the left and right arrows 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** in order for that lesson to be marked 100% complete.

The screenshot displays the My Catholic Faith Delivered assessment interface. At the top, the navigation bar includes 'Dashboard', 'Learn', 'Resources', 'Collaborate', and 'Reports', along with a user profile for Olivia Riley. The main content area is titled 'Post-Assessment' and shows 'Question 1 to 10 of 15' and 'Page 1 of 2'. The first question (Q1) asks '----- is called our father in faith.' with radio button options: Jacob, Adam, Moses, and Abraham. The second question (Q2) asks 'Isaac is the only son of -----.' with radio button options: Adam and Eve, Jacob and Leah, Abraham and Sarah, and Moses and Zipporah. Below the questions are 'Next' and 'Submit Answers' buttons. A red horizontal line separates this section from the final score display, which shows 'Your score is 15 out of 15.' and a 'Review Answers' button.

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'. The 'Journal' page is displayed, featuring a 'New Entry' button and a search bar. A table of journal entries is shown below, with columns for 'Topic', 'Entry', 'Date Created', and 'Last Modified'. A sample entry is visible, dated 9/12/2016.

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.

Note: Use the print button at the bottom of any report to print a copy.

myCatholicFaith DELIVERED™

Dashboard Learn Resources Collaborate **1** Reports

My Reports My Transcripts Collapse Menu Olivia Riley

Reports - My Reports Documentation Group

Course

Course: **2** 4th Grade: Jesus Our Guide (Rv4)

Lessons

Name	Completed	Total Time	First Score	Best Score	Status	Notes
3 Chapter 1: The Fall of Man	9/12/2016	4.38m	93%	93%	100%	
Chapter 2: The World's First Murder	//	6.23m	80%	80%	95%	Show
Chapter 3: Turning Away from God	//	0m			0%	
Chapter 4: God Prepares a People For the Savior	//	0.18m			16%	Show
Unit 1 Test	//	0m			0%	

10 items per page 1 - 10 of 38 items

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 posting responses to your instructor and classmates.
3. Type your response and click the **Add Comment** button to submit it.

The screenshot shows the 'my Catholic Faith DELIVERED™' website interface. At the top, there is a navigation bar with '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'. A dropdown menu shows 'Group: Documentation Group' and 'Sort: Most Recent Thread'. The main content area displays a thread titled 'Bible Study Schedule' started by Olivia Riley, posted from the 'Documentation Group' on Sep 8 2016 3:55PM. The thread text 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 two sections: 'RECENT ACTIVITY' showing 'Olivia Riley started the Bible Study Schedule thread in the Documentation Group group' and 'NEW GROUP THREADS' with statistics: 'Since Last Login: 0', 'Last 7 Days: 1', 'Last 30 Days: 1'. Below that is 'NEW GROUP COMMENTS AND REPLIES' with statistics: 'Since Last Login: 0', 'Last 7 Days: 0', 'Last 30 Days: 0'. Numbered callouts 1, 2, and 3 are placed on the 'Collaborate' menu, the 'Bible Study Schedule' thread title, and the 'Add Comment' button respectively.



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 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%	 100%	
Chapter 2: The World's First Murder	//	6.23m	80%	80%	 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, and Internet Explorer 10 and later.

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](#))