



Called to teach.

Vocare Live Class Request

Catechetical Leaders and Principals are encouraged to create opportunities for group learning of the Vocare online content. This can be done through teacher manuals or through the use of the online content itself. The Catechetical Leader or Principal (Instructor) desiring to facilitate such a group must submit a request to VocareSupport@CatholicCincinnati.org so a Live Class may be set up.

Option 1: SMALL GROUP LIVE CLASS – NO ONLINE CONTENT

Description: The Instructor (who must be a certified catechetical leader, principal, or a catechist who has completed **INSPIRE**) requests and downloads the bundle teacher manuals as a guide to teach the live class onsite event.

Cost: The teacher manuals are free to the instructor upon request; student pays \$15 for the total bundle taught within the live class event.

Procedure:

- The Instructor requests that VocareSupport creates a Live Class event for the bundle to enroll his/her students. VocareSupport will assign this person as an “Instructor” in the system for the Live Class. This will give the Instructor access to the teacher manuals for free. Classes/sessions will be set-up to allow a bundle to be completely covered. This will assist with event tracking and enrollment.
- The Learner enrolls on the Vocare website under the 'Live Class' area and selects and pays \$15 for the event. They receive a confirmation receipt and are enrolled in the classes.
- The Instructor covers all the material in the class/bundle, and gives students credit through approving attendance.
- It is important to understand that all lessons within a bundle or badge need to be completed as part of the live class event for the student to receive credit. Partial completion is not possible.
- The Instructor marks attendance online. Each student marked complete will receive credit for the class/bundle.

Option 2: SMALL GROUP LIVE CLASS – INSTRUCTOR ONLY HAS ACCESS TO ONLINE CONTENT

Description: The Instructor uses the online course to display or as a guide to teach in the onsite setting. Instructor purchases the lessons for the entire bundle.

Cost: Instructor pays full price for bundle (\$19.80 for 3-lesson bundles; \$26.40 for 4-lesson bundles). The student pays \$15 for the total bundle taught within the live class.

Procedure:

- The Instructor requests that VocareSupport creates a Live Class event for the bundle to enroll his/her students. VocareSupport will assign this person as an “Instructor” in the system for the Live Class. This will give the Instructor access to the teacher manuals for free, if they care to use them in addition to the online format. Classes/sessions will be set-up to allow a bundle to be completely covered. This will assist with event tracking and enrollment.
- The Learner enrolls on the Vocare website under the 'Live Class' area and selects and pays \$15 for the event. They receive a confirmation receipt and are enrolled in the classes.
- The Instructor covers all the material in the class/bundle, and gives students credit through approving attendance.
- The Instructor marks attendance online. Each student marked complete will receive credit for the class/bundle.

PLEASE NOTE: There is no 'make-up' for a missed lesson. Students who miss a class/session within a bundle will have to purchase the ala-carte lesson from the Vocare Enrichment area, complete the lesson and then request credit for the bundle from the OED VocareSupport. There will be no monetary compensation when one needs to make-up a lesson.

Option 3: SMALL-GROUP DISCUSSION GROUP – INSTRUCTOR AND STUDENTS ALL HAVE ACCESS TO ONLINE CONTENT

Description: Instructor invites students to engage in group discussion after completing a lesson or a bundle.

Cost: The Instructor and students pay full price for bundle (\$19.80 for 3-lesson bundles; \$26.40 for 4- lesson bundles).

Procedure:

- Students individually complete an online lesson/bundle assigned by the Instructor.
- The Instructor gathers the small group to reinforce concepts in the online material through discussion, collaboration, activities, and prayer.
 - ❖ The Instructor can request a Live Class event be setup if they feel it would benefit the management of enrollment and tracking. This is not required and will not affect credit. A live class event setup for this purpose is of no cost to the students since they gain their credit through individually completing the bundle.
- Students can attend live lesson(s) such as those listed above, but in order to receive credit, students must complete all online requirements individually.
- Students can still take the assessment (test-out) option in their online course to be given credit for lessons they show proficiency in.