



Called to teach.

Vocare Live Classes

Live classes are group opportunities for learning. 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. There are a variety of ways to conduct these live classes and earn credits within Vocare:

Option 1: SMALL GROUP LIVE CLASS – NO ONLINE CONTENT

Description: The qualified instructor (as described in the policy 'Who Can Teach') requests the course teacher manual as a guide to teach the live class on site, covers all the materials, and marks students' attendance online.

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 Vocare Support create a Live Class for the course using the *Live Class Request Form*. Vocare Support will assign this person as an “Instructor” in the system for the Live Class and give them access to the teacher manuals. Classes/sessions must be set-up to allow a course to be completely covered.
- The Instructor sends the names of all participants *along with a check for \$15 per person* to Vocare Support, Archdiocese of Cincinnati, 119 E Water St, Sidney OH 45365. Live classes will *not be set up* until payment is received.
- The Instructor covers all the material in the course, and gives students credit by approving their attendance.
- It is important to understand that all lessons within a course need to be completed as part of the live class for the student to receive credit. Credit for partial completion is not possible.
- The Instructor marks attendance online. Each student marked complete will receive credit for the course.
- No refunds are given for those who are signed up and do not complete the course.
- The Instructor emails Vocare Support when the course is completed.
- Live Class sessions are NOT permitted between June 15 and July 1 of each year in order to ensure credits are attributed to that current fiscal year.

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 course.

Cost: Instructor pays full price for course. The student pays \$15 for the total course taught within the live class.

Procedure:

- The Instructor requests that Vocare Support create a Live Class for the course using the *Live Class Request Form*. Vocare Support will assign this person as an “Instructor” in the system for the Live Class.
- The Instructor purchases the course to be taught from the Vocare Store. If the Instructor desires, Vocare Support will give them access to the teacher manuals in case the Instructor cares to use them in addition to the online format.
- Classes/sessions must be set-up to allow a course to be completely covered.
- The Instructor sends the names of all participants along with a check for \$15 per person to Vocare Support, Archdiocese of Cincinnati, 119 E Water St, Sidney OH 45365. Live classes will not be set up until payment is received.
- The Instructor covers all the material in the course, and gives students credit by approving attendance.
- All lessons within a course must be completed as part of the live class for the student to receive credit. Credit for partial completion is not possible.
- The Instructor marks attendance online. Each student marked complete will receive credit for the course.
- The Instructor emails Vocare Support when the course is completed.
- Live Classes are NOT permitted between June 15 and July 1 of each year in order to ensure credits are attributed to that current fiscal year.

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 course.

Cost: The Instructor and all students pay full price for the course.

Procedure:

- Students individually purchase and complete an online course assigned by the Instructor.
- The Instructor gathers the small group to reinforce concepts in the online material through discussion, collaboration, activities, and prayer.
- There is NO 'Live Class' set up. Students earn credits by individually completing the course. In order to receive credit, students must complete all online requirements individually.
- Live Classes are NOT permitted between June 15 and July 1 of each year in order to ensure credits are attributed to that current fiscal year.