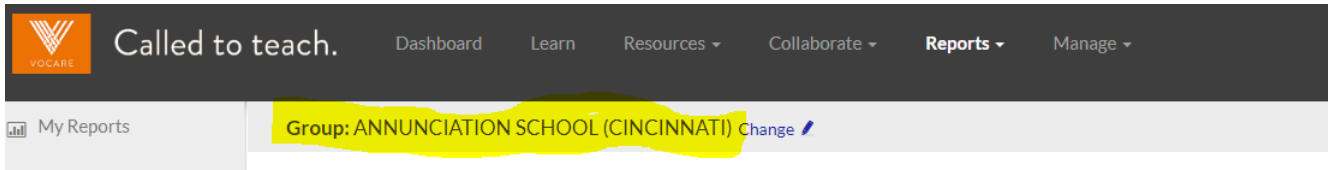


Vocare Administrators – DATA QUALITY CHECK

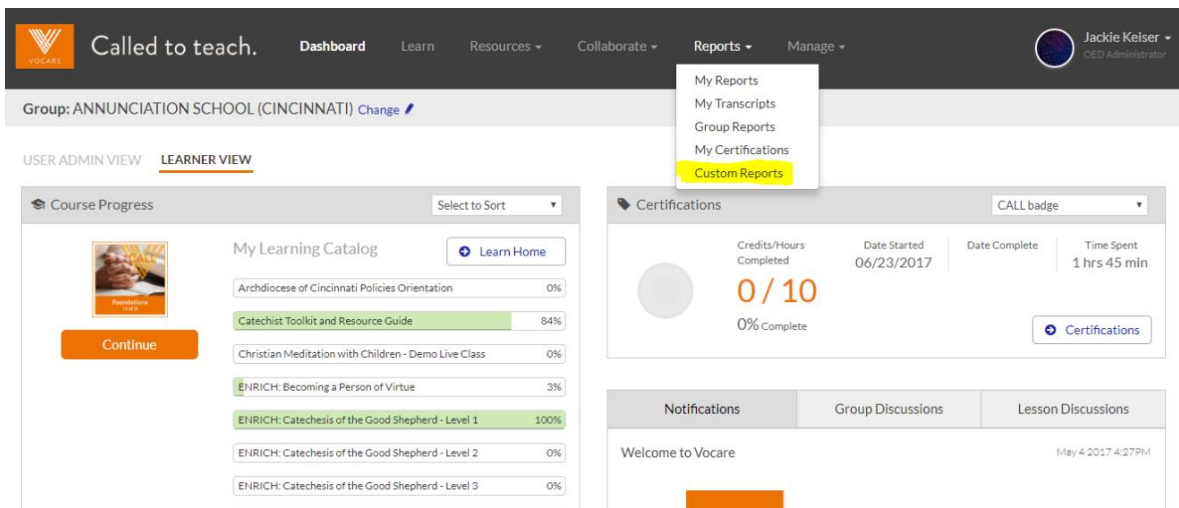
First Question – Are all of your teachers of religion/catechists in your school/parish group (including principal)?

Step 1 – Log into VOCARE. Ensure you are in the Group is YOUR SCHOOL/PARISH. (This is important to check if you are an administrator for more than one school/parish)

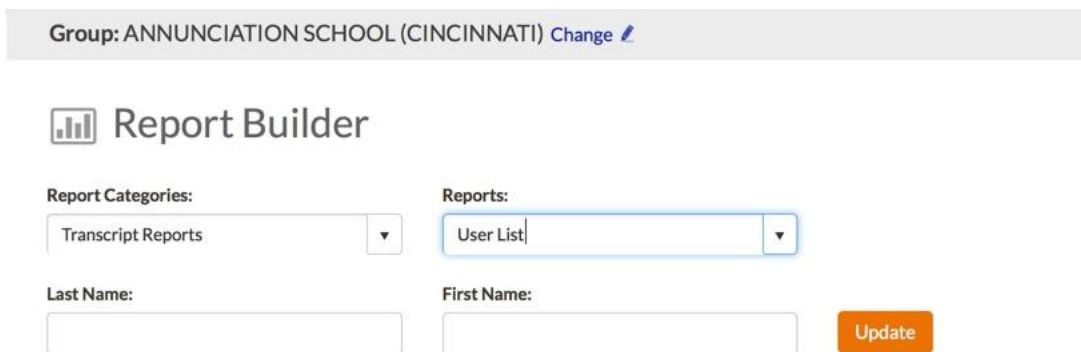


For this example, Annunciation School will be used.

Step 2 – Reports → Custom Reports



Step 3 – Report Categories → Transcript Reports. Reports → User List. Click Update

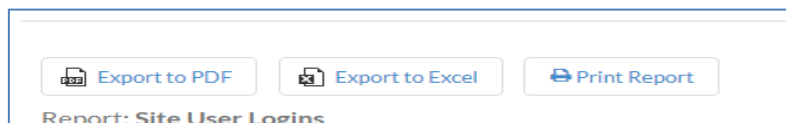


Step 4 – A list of all the people in VOCARE that are list for your school/parish.

Report: User List

Last Name	First Name	UserName	Affiliation
Chakeres	Sandra	faithformation@annunciationbvmparish.org	
Cutter	Kimberly	kcutter@abvmcincy.org	
Deters	Celia	cdeters@abvmcincy.org	
Engel	Rebecca	rengel@abvmcincy.org	
Ertel	Anthony	aertel@abvmcincy.org	
Herzog	Margaret	mherzog@abvmcincy.org	
Herzog	Margaret	mherzog@abvmcincy.org	
Minnick	Adam	aminnick@abvmcincy.org	
Owoo	Melissa	hornmc@yahoo.com	
Poussard	Michael	poussardm@xavier.edu	
Schwieterman	Emily	eschwieterman@abvmcincy.org	
Trame	Brittany	btrame@abvmcincy.org	
Woeste	Jessica	jwoeste@abvmcincy.org	

You will be able to download this to a PDF document or Excel for ease of use

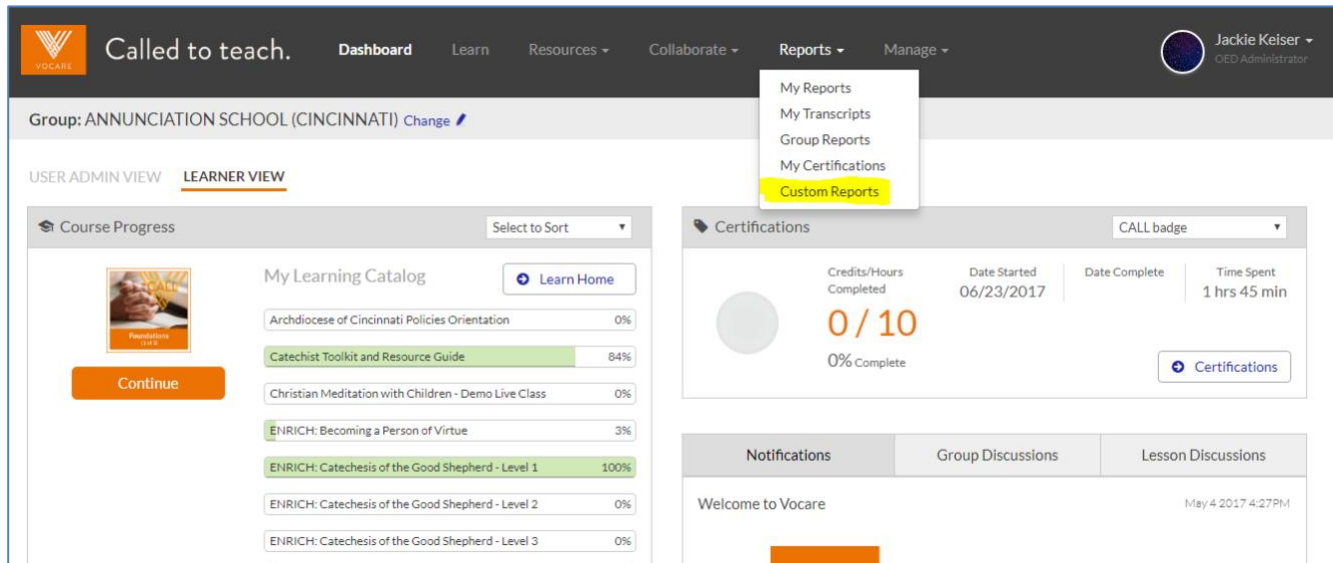


WORK TO BE DONE TO COMPLETE THE QUALITY CHECK

- a. Ensure that every teacher of religion/catechist in your school/parish and the principal(s)/DRE (CL's) are listed.
 - a. If you see Lisa Fletcher – ignore – that is an administration aspect of the platform – that is being fixed to enable removing her name from each school/parish.
- b. If the list is complete and correct – email vocaresupport@catholiccincinnati.org and confirm for your school/parish that the list is complete and correct for all teachers of religion/catechists and principal(s)/DRE (CL's). Include the principal/DRE if you are not the principal in the email. **SUBJECT LINE – DATA QUALITY – SCHOOL/PARISH NAME**
- c. If the list is not complete/correc – email vocaresupport@catholiccincinnati.org and include the following
 - a. **SUBJECT LINE – DATA QUALITY – SCHOOL/PARISH NAME**
 - b. Your name as administrator and school/parish name
 - c. List of users that do NOT belong to your school/parish
 - d. List of teachers of religion/catechists/principals/DRE/CL's that ARE at your school but are NOT on the list.
 - i. For each of these – include the following document filled out for each
www.vocarecalled.com Forms/Resources → Forms for Administrators → Vocare Access Form
or
<http://www.catholiccincinnati.org/vocare-access-form/>

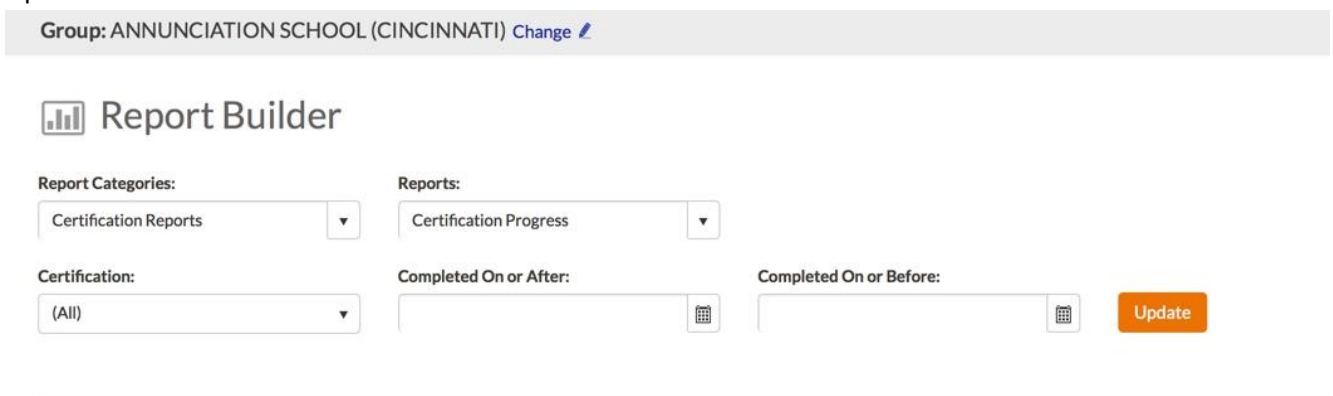
Second Question – Once the list is complete and correct – you will need to ensure that they are in the correct transfer group or are not to be in a transfer group. (If there are just names to remove from Data Quality 1– continue with your teachers of religion/catchists/principals/DRE (CL's).)

Step 1 – Ensure you are in the correct group (in this example – Annunciation School (Cincinnati)). Go to the Reports and Custom Reports.



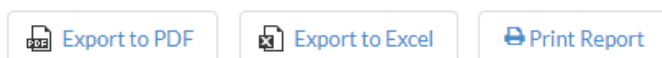
The screenshot shows the Vocare dashboard for Jackie Keiser, OED Administrator. The top navigation bar includes 'Called to teach.', 'Dashboard', 'Learn', 'Resources', 'Collaborate', 'Reports', and 'Manage'. The 'Reports' dropdown menu is open, showing options: 'My Reports', 'My Transcripts', 'Group Reports', 'My Certifications', and 'Custom Reports' (highlighted in yellow). Below the menu, the dashboard shows the group 'ANNUNCIATION SCHOOL (CINCINNATI)' and the 'LEARNER VIEW' tab. The 'Course Progress' section displays a 'My Learning Catalog' with a 'Continue' button and a list of courses with progress bars. The 'Certifications' section shows '0 / 10' completed, with a 'Certifications' button. The 'Notifications' section shows a 'Welcome to Vocare' message.

Step 2: Report Categories → Certification Report. Reports → Certification Progress. Certifications → All. Click Update button.



The screenshot shows the 'Report Builder' interface. At the top, it says 'Group: ANNUNCIATION SCHOOL (CINCINNATI) Change'. Below this is a 'Report Builder' section with a bar chart icon. There are four dropdown menus: 'Report Categories' (set to 'Certification Reports'), 'Reports' (set to 'Certification Progress'), 'Certification' (set to '(All)'), and 'Completed On or After' (empty). There are also two calendar icons for 'Completed On or After' and 'Completed On or Before' (empty). An orange 'Update' button is located at the bottom right.

This will give you a list of all the people in the group that have completed or are enrolled in a course/badge. As before, this can be downloaded into a PDF or Excel for ease of use.



Three buttons are shown: 'Export to PDF' (with a PDF icon), 'Export to Excel' (with an Excel icon), and 'Print Report' (with a printer icon).

Report: Site User Logins

#	Username	Name	Job Title	Date Completed	Credit Hour	Progress	Certification
1			Elem Principal		0	16.67	TRANSFER: PL2
2			Elem Teacher		3	25.00	CALL badge
3a			Director of Faith Formation		0	0	INSPIRE Badge
3b			Director of Faith Formation	08/19/2017 10:17 AM	5	100.00	TRANSFER: DRE
4a			Job Title		1	10.00	2017-2018 Outside Credits
4b			Job Title		4	36.67	CALL badge
5a			Elem Teacher		1	10.00	2017-2018 Outside Credits
5b			Elem Teacher		0	0	CALL badge
6			Elem Teacher	10/24/2017 06:19 PM	2	100.00	TRANSFER: Basic

You will see that there are 6 different individuals on the list (the # column was added to show this so that the specific names/usernames could be blacked out for privacy.)

How to Read This Report

This is the report that will show how many credits have been completed per course. IGNORE the progress column.

If a person is enrolled in multiple courses – there will be a line per course. Credits will only appear once the course is complete and all requirements are complete and approved. Once it is all done – the date of completion will appear as will the credits.

Outside Credits are a summation of all of these credits – regardless of source or event.

WORK TO BE DONE TO COMPLETE THE QUALITY CHECK

1. Ensure that all individuals are at the correct certification level.
 - a. For the individuals that were certified in the old system ensure they have the correct TRANSFER in the Certification column – regardless of progress. (E.g. Transfer Advanced, Transfer Intermediate, Transfer Basic, etc.)
 - b. For individuals who were NOT certified in the old system do NOT have transfer in the certification column.
2. If the information is **correct** - email vocaresupport@catholiccincinnati.org and confirm the information is correct. Include your name, school and correct. Copy your principal/DRE on the email if you are not the principal/DRE. **SUBJECT LINE – DATA QUALITY – SCHOOL /PARISH NAME**
- d. If the Certification Column information is **incorrect** – download the list into Excel and type in the first blank column what needs to be correct. Email to vocaresupport@catholiccincinnati.org and include the Excel spreadsheet, your name, the school/parish you are administrator for and copy your principal/DRE if you are not the principal/DRE. **SUBJECT LINE – DATA QUALITY – SCHOO/PARISH NAME**

#	Username	Name	Job Title	Date Completed	Credit Hour	Progress	Certification	CORRECTIONS
1			Elem Principal		0	16.67	TRANSFER: PL2	Correct
2			Elem Teacher		3	25.00	CALL badge	
3a			Director of Faith Formation		0	0	INSPIRE Badge	
3b			Director of Faith Formation	08/19/2017 10:17 AM	5	100.00	TRANSFER: DRE	
4a			Job Title		1	10.00	2017-2018 Outside Credits	
4b			Job Title		4	36.67	CALL badge	Should be TRANSFER Advanced
5a			Elem Teacher		1	10.00	2017-2018 Outside Credits	
5b			Elem Teacher		0	0	CALL badge	
6			Elem Teacher	10/24/2017 06:19 PM	2	100.00	TRANSFER: Basic	Not Transfer Basic

How to Use the Report (once corrected)

1. All Transfer Certification individuals do not need any credits until Fiscal Year 2019/2020
2. All NON-Transfer Certification individuals need 10 credits by midnight 30 June 2018 or they are NOT certified to teach religion

- a. First year teachers to the Archdiocese of Cincinnati can use the TLS course (either conducted by the school or online via VOCARE) as 10 credits in the first year.
- b. School of Faith Teachers are able to get their 10 credits via School of Faith but must do the reflection papers on line via VOCARE.
- c. New Principals who are in the New Principals Group and are completing those requirements will be credited with 10 credits for their first year (with proper reflections/uploads into the system).
- d. Parish Catechists who are not certified in the previous system have a ramp up curve of credits per year as communicated previously.