ⱽ VOCARE INFORMATION GUIDE FOR TEACHERS ⱽ

Religion Teachers in Catholic Schools			
	AY 2017/2018	**AY 2018/2019**	**AY 2019/2020**
New to AoC	Teach, Lead, Serve	Vocare 10 Credits	Vocare 10 Credits
Not New to AoC/Not Certified at any level in prior system	Vocare 10 Credits	Vocare 10 Credits	Vocare 10 Credits
Certified in prior system	0	0	Vocare 10 Credits

Three of the 10 Vocare Credits each year can come from Outside Credits.

EXCEPTIONS GIVEN TO CURRENT RELIGION TEACHERS/PRINCIPALS

1. Anyone with active certification in the prior religion certification system can wait until July 1, 2019 to begin in Vocare.
2. Teachers who have not taken TLS can cover all of their 10-credit requirements by taking this in Vocare.
3. SOF: Those participating, who complete BOTH the reflection and survey will receive 10 credits.
4. New Principals taking part in the New Principal Discipleship Group will receive all 10 Vocare credits this year.

TRANSFER STATUS

Those who are currently certified in the previous religion certification system are automatically granted 'TRANSFER STATUS'. Follow these steps to transfer your certification:

1. Start with Catechist Tool Kit
2. Purchase the appropriate Transfer course from the Vocare Store.
3. Transfer your previous certification by completing the Vocare lessons in the course.
4. You will receive 3-4 credits per Transfer course, depending on the level at which you were before. You can then choose credits to reach your required 10 by the end of the academic year.

WHAT IS THE DEADLINE TO COMPLETE REQUIREMENTS?

Outside event requests must be submitted by June 15th, 2019. All courses must be completed by Sunday, June 30th, 2019. Please be aware that there will not be Vocare Support available to you on Saturday or Sunday of that weekend.

FREQUENTLY ASKED QUESTIONS

1. *How do I get outside credit?*
   Login to Vocare and go to Resources > Library. Click "Vocare Forms New." Select 'Event/Conference/Workshop Submission Form.' Fill out this form and hit submit for it to be sent directly to Vocare Support.
2. *What if I'm not sure if I can count the outside credit in Vocare?*
   Complete an *Event Submission* form. Vocare Support will review the form and issue credit when appropriate. It is good to include as much information as you can in your description of the event.
3. *How do I find out how many credits I have?*
   Login to Vocare and go to your Dashboard. Look for the orange banner that indicates "__ out of 10 credits."
4. *How long do I have to complete the courses I purchase?*
   You have exactly one year from the date of purchase to finish the course. Access to the course will be denied at that time. All courses must be finished by June, 30th to be used for that current academic year.

SCHOOL OF FAITH			
	AY 2017/2018	**AY 2018/2019**	**AY 2019/2020**
First-year Teacher	TLS & SOF	SOF	SOF
Not New to AoC/Not Certified in Prior system	SOF	SOF	SOF
Certified in Prior System	SOF	SOF	SOF

- SOF Participation will be given 10 credits in VOCARE if they complete both the reflection in January and the survey in May.
- If only one of the requirements is met, the SOF participant will receive 1 credit for what they completed, and then need to acquire their other 9 credits through courses.

▼ VOCARE INFORMATION GUIDE FOR ADMINISTRATORS ▼

HOW DO I ADD NEW PEOPLE TO VOCARE?

1. **Administrators <u>should not add</u> users to the system!**
2. Administrators should submit a Vocare Access Form to Vocare Support to ensure all connections work properly, and they are added to the correct group. Login to Vocare and go to Resources > Library. Click "Vocare Forms New." Select 'Vocare Access Form.' Fill out this form and hit submit for it to be sent directly to Vocare Support.
3. If you have more than one person to add, choose 'Add Multiple Users.'

USING REPORTS TO DETERMINE CATECHIST/TEACHER PROGRESS

All Vocare Administrators are asked to check the quality of their Vocare data, as well as the progress of their catechists or teachers of religion. There are two steps to this process:

1. Are all your catechists/religion teachers in your Vocare group?
2. Once corrected, ensure that all catechists and teachers of religion have met the requirements based on the grid on the other side of this guide.

Go to 'Using Reports' found under 'Documents' in "Forms/Resources" for the complete set of steps to follow to ensure your data is up-to-date and your catechists/religion teachers meet their requirements for this year.

LIVE CLASSES IN VOCARE

There are three options for Live Classes:

1. Live in-person presentations using Vocare video and guidelines: One person is responsible for the rights of the course and has access to videos. The rest of the group pays to be a part of the course ($15). The instructor takes attendance and makes sure activities are completed.
2. Individuals each buy the course and meet as a small group to complete: Each participant registers on their own, but participates in group activities to complete lessons.
3. Group decides on topic and course and completes this with a small group: (No online content): The Instructor, who must be a certified catechetical leader, principal, or a catechist approved by Vocare, requests and downloads the course teacher manuals as a guide to teach the live class onsite event. The instructor desiring to facilitate a group must submit a request to VocareSupport@CatholicCincinnati.org so that a Live Class can be set up.

For more information, Login to Vocare and go to Resources > Library. Click "Vocare Forms New." Select 'Live Class Credit in Vocare.'

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HOW DO I DELETE PEOPLE IN VOCARE?

Administrators should not delete anyone from their group, or their progress will be lost. Please email vocaresupport@catholiccincinnati.org with the name and email address of the person to be deleted, and we will make them inactive.

FREQUENTLY ASKED QUESTIONS

1. *How do I see my list of catechists/teachers registered in Vocare?* Ensure 'Group' is the parish/school you are looking for. 1) Go to Reports → Custom Reports; 2) *Report Categories*: Transcript Reports; *3) Reports*: User List. 4) Click <u>Update</u>. The entire list of people currently in Vocare for the chosen parish/school will appear. It can be downloaded (exported).

2. *How do I find my list of catechist/teacher overall progress?* Ensure 'Group' is the parish/school you are looking for. 1) Go to Reports → Custom Reports; 2) *Report Categories*: Certification Reports; 3*) Reports*: Certification Progress; 4) Click <u>Update</u>. Credit hours for each course each person is enrolled in will appear. It can be downloaded (exported).

3. *How do I see an individual's detailed progress?* Ensure 'Group' is the parish/school that the person you are looking for is in. 1) Go to Manage→Users; 2) Type in the name of the person (first or last); 3) Click the magnifying glass. A list of all the people in your group that fit the search will come up. 4) Click the person you are looking for. This person's detailed information (classes, progress, etc.) will come up.

4. *How do I find my own detailed progress?* When you sign into Vocare – your dashboard – the first place that shows up – will show you your current progress in credits. (Right side) To see a more detailed view – click 'Certifications' and it will take you to a more detailed page; OR Reports→My Transcripts.