



VA Communications

May 2019, Issue 17

We have close to one month to go until the June 30th deadline of Vocare 2018/2019. We ask all administrators to please check their lists and double check that your teachers who need 10 credits this year finish on time. Also, this will be the last edition of VA Communications. Next month we will transition to Vocare Communications. It will have the same look, but will be sent to everyone in Vocare since everyone who teaches religion will now be expected to participate in Vocare. Thank you for all you have done to communicate to your faculty and staff this year! Have a blessed summer!

“Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls.”
Matthew 11:29

Vocare Storefront has a New Look!

With the new look of the storefront, you will find that each course is neatly arranged in a grid view. If you prefer, you can choose to view the courses as a list (circle 1). If you know the name of the course you want, you can 'Search' for it by typing the title in the search field (circle 2). The course descriptions are the same, however, to purchase a course, you merely have to hover your cursor over the course you want to purchase and click (darkened box). This will take you to the purchase screen you are used to seeing. Continue as usual.

The screenshot shows the Vocare Storefront interface. At the top, there is a search bar (circled with a '2') and a group selection dropdown (labeled 'Group -Select-'). To the right, there is a 'Sort By: Name (A-Z)' dropdown and a grid view icon (circled with a '1'). Below the search bar, there are three course cards. The first card is 'CALL: Foundations (1 of 3)' with a price of \$27.00. The second card is 'CALL: Pillars of Faith (2 of 3)' with a price of \$20.00 and a 'Hover to select' callout. The third card is 'CALL: Spirituality and Formation (3 of 3)' with a price of \$20.00. The interface also shows filters for 'ALL (39)', 'ONLINE CLASSES (39)', and 'LIVE CLASSES (0)'.

Purchase Codes Available!

We have been working with the Vocare programmers to bring schools and parishes the ability to purchase courses for their teachers and catechists so that the principal or catechetical leader does not have to physically purchase courses themselves (or have to reimburse a teacher). This option is now available! Codes can be purchased in the Store, and then the codes can be given to the catechist/teacher to complete purchases themselves. The codes are purchased in denominations of \$7, \$14, \$20, and \$33 – and these can be combined to make purchases. Combinations will allow people to purchase every course currently in the Store. ***NOTE – These purchase codes are different from the grant codes available to parishes.**

REMINDER!



As of July 1, 2019 anyone who teaches religion in a parish or school, is a principal at a school, or is a catechetical leader at a parish or school, will need to earn 10 credits a year in Vocare going forward.

HOW DO I CHECK THE STATUS OF MY CURRENT TEACHERS AND CATECHISTS?

To look up your catechists in Vocare, go to Vocareonline.com and log in. Once you are logged in please follow these directions:

1. Make sure the **GROUP** at the top is your school or parish (not archdiocese); 2. At the top, go to **REPORTS** and select Custom Reports; 3. Report Category: Certification Report; 4. Reports: User and Group Certification Requirements; 5. Institution: All; 6. Time Frame: July 01, 2018; 7. Then select **UPDATE**; 8. Export the report to Excel. A report will be generated with all of your catechists and teachers. If you scroll all the way to the right of the report, you will find the status of each of your catechists/teachers. If you see “Transfer” or “Non-Religion” under the Group column, they do not need 10 credits this year in Vocare.

NEW TEACHERS/CATECHISTS

Please *do not* submit the names of new teachers or catechists for the 2019-2020 year. Hold your Vocare Access forms for these individuals until after July 1. If sent to us before July, our system will notify us that these teachers need to complete 10 credits in Vocare before June 30, 2019.

TEACH, LEAD, SERVE

Just a reminder that for a religion teacher to earn Vocare credit for *Teach Lead Serve*, they must complete the course *online in Vocare*. TLS not completed online will fulfill the Archdiocesan requirement for the course, but will not be issued Vocare credit.