



# Quick Start Guide for Parents

This quick start guide will walk you through the basics of helping you to log, in take a course, and view a report.

## Enrollment Process

After you have been enrolled into a course, you will begin receiving emails from the My Catholic Faith Delivered system. These will come from the address: [admin@mycatholicfaithdelivered.com](mailto:admin@mycatholicfaithdelivered.com). Please make sure that you add this email to your trusted senders list to ensure that any communication is not accidentally labeled as spam.

### Welcome to My Catholic Faith Delivered, Olivia Riley.

We hope that you will find My Catholic Faith Delivered to be an engaging learning experience. Be sure to keep this email for reference if you need assistance.

This email is to confirm that a new class has been created for you with the following information:

Url : <http://www.mycatholicfaithdelivered.com>  
Username : [oriley@mycatholicfaithdelivered.com](mailto:oriley@mycatholicfaithdelivered.com)  
Class Name : Faith and Life Grade 4

Once you are logged in you will be on your Dashboard. You will find a row of tabs across the top of the screen, this is your central navigation menu for the website.

To access your course,

1. Click the Learn tab at the top of the page
2. Click on a course. The lessons will display on the next page.
3. Click on a lesson to begin. Continue through the lessons by clicking the arrow to view the next page or open the menu to choose a specific page.

To access your reports, click on Reports.

To change your username/email address, password, or set up your security question and answer, click on your name on the top right corner of the screen then click Settings.

If you have questions or need help, please email us at [support@mycatholicfaithdelivered.com](mailto:support@mycatholicfaithdelivered.com) or call us at 866-981-8964. Additionally, you may access support by clicking on your name at the top right of the screen and clicking Online Support.

Have a blessed day!

## Logging In

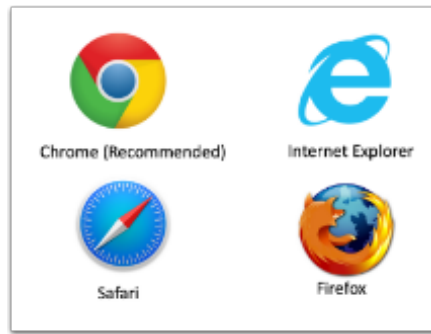
Start by going to your browser. **Note:** Chrome is recommended for the best user experience

1. Go to [mycatholicfaithdelivered.com](http://mycatholicfaithdelivered.com) in your browser.

2. Click the **Login** button.
3. Enter your email/username\* and password.
4. Click the **Login** button.

\*No direct communication is emailed between instructors and students. To protect privacy, some student users may have fictitious email addresses. Parents should be listed as a point of contact on their children's accounts as a secondary email address. Contact your school/parish administrator for more information, if needed.

**Note:** The system will lock your account if you try to login using the wrong password too many times. Use the **Forgot Password** link to unlock your account and reset your password.

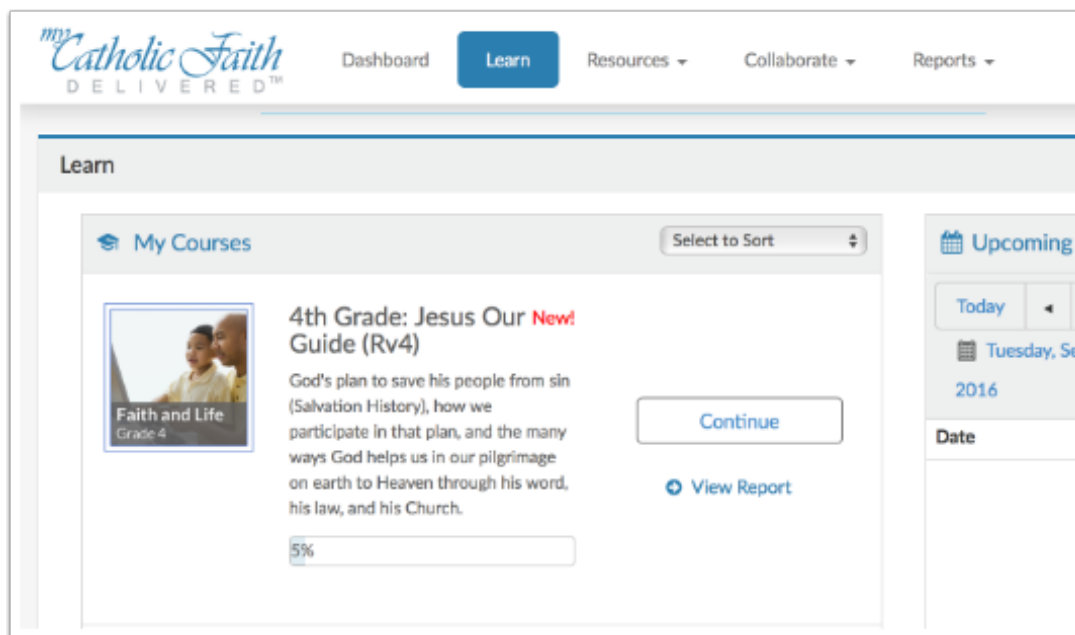


## Selecting a Course

All of your courses are listed on your **Learn** screen. Follow the steps below to start or continue a course:

1. Click the **Learn** menu in the top navigation. This page shows a snapshot of your progress across all your courses.
2. Click the course name to navigate to your class page and see a list of lessons (chapters).
3. You can also click the **Continue** or **Begin** button to get to the list of lessons/chapters.
4. After selecting a course, you arrive at your class information page. The left column shows available lessons (chapters) and the right column shows class information.
5. Click on a lesson to start or resume it.

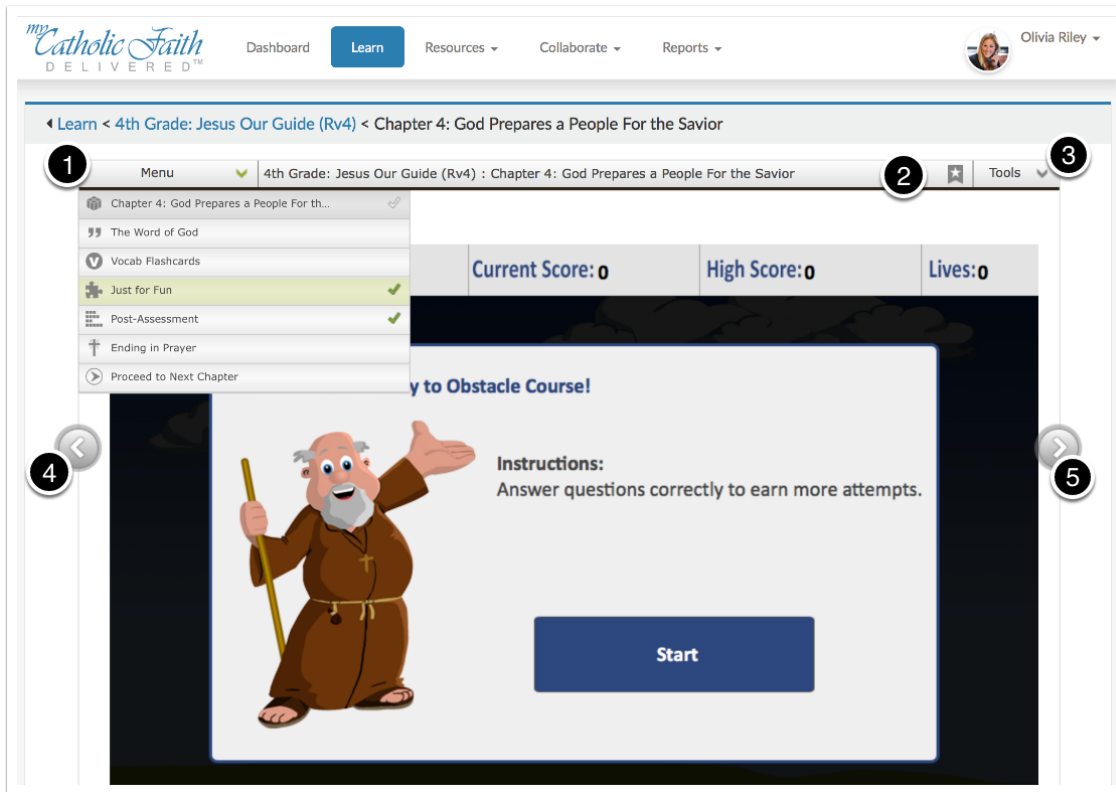
**Note:** Any lessons that have been started but have not been completed will show with a grey checkmark. Once you have finished the lesson and taken both the pre-assessment and post-assessment a green checkmark will show.



## Navigating in a Lesson

Each lesson is made up of multiple pages. While in the lesson, use these features to navigate:

1. The menu shows an outline of all the pages within the lesson. Click a page name to navigate to that page. **Note:** Pages that have already been viewed will show with a green checkmark.
2. This button bookmarks the page for viewing later. You can access these on your Learn page.
3. The Tools menu lets you access a private journal. Your notes that are stored here are not shared with anyone.
4. Use the left arrow to navigate to the previous page.
5. Use the right arrow to navigate to the next page.



## Taking Assessments

Each lesson has both a pre-assessment and a post-assessment that must be taken in order for each lesson to be marked as complete. When taking an assessment:

1. Make sure to answer all questions.
2. Some assessments have multiple pages of questions. Use the **Next** button to see the next page of questions. After answering the last assessment question, click the **Submit Answers** button.
3. You will see a blue scoring box with your test score. Use the **Review Answers** button to see additional information.

**Note:** Assessments are not scored if you don't submit your answers. Do not use the left and right arrows on the assessment page until you have completed the assessment and you see the blue scoring box. Remember that you need to take the **pre-assessment** and **post-assessment** in order for that lesson to be marked 100% complete.

## Viewing Your Reports

The Reports menu takes you to your transcript and other reports available to you. You can view your transcript and reports for all your activity in the system. Follow the steps below to view them:

1. Click the **Reports** menu item and select **My Reports**.
2. Use the dropdown menu to pick a course.
3. Click a lesson to view your assessment scores and progress.

**Note:** Use the print button at the bottom of any report to print a copy.

## Frequently Asked Questions

### How do I Update My Information?

Once you are logged into the system, you may want to update your password. Follow these steps:

1. Click your name in the upper right corner of the top navigation bar and select **Settings**.
2. Update your contact information, if necessary.
3. Update your password. **Note:** Your password needs to have at least 7 characters, including a number and a symbol.
4. Click **Save** when you are done.
5. Use the **System Check** link to make sure your system meets our minimum requirements. Please copy/paste the text from the **Your Browser** box to help with troubleshooting when contacting online support.

### Who do I contact with a problem?

For enrollment issues, please contact your school/parish admin. For technical support, contact [support@mycatholicfaithdelivered.com](mailto:support@mycatholicfaithdelivered.com)

### What browsers are supported?

For the optimal experience, we recommend using Chrome. We also support Firefox, Safari on MacOS and iOS, and Internet Explorer 10 and later.

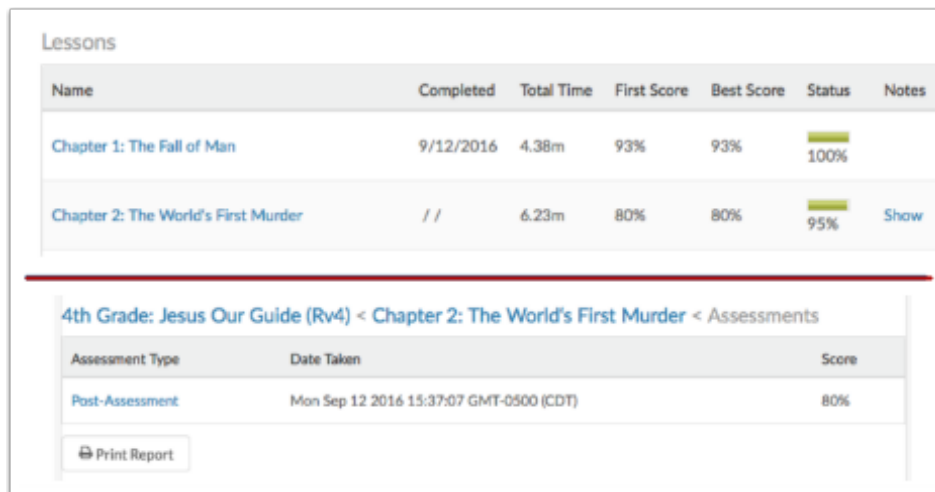
## My account is locked or I can't remember my password. How can I get it reset?

If your account gets locked or you can't remember your password, click the **Forgot Password** link on the login screen. You will receive an email that allows you to reset your password. Doing this also will automatically unlock your account. (See [Logging In](#))

## Why does my lesson show as incomplete (95%) after I looked at all the pages?

Remember that you need to take both the pre-assessment and post-assessment in a lesson in order to be marked as complete. In the example below, notice that Chapter 2 shows as 95% complete. When clicking on the chapter, it shows that the user even took the post-assessment. However, the user **did not take** the pre-assessment. You will not receive completion for your chapter until both assessments have been submitted. (See [Taking Assessments](#))

**Note:** Assessments are not scored if you don't submit your answers. Do not use the left and right arrows on the assessment page until your answers have been submitted and you see the blue scoring box.



The screenshot shows a table of lessons and a detailed view of an assessment. The 'Lessons' table has columns for Name, Completed, Total Time, First Score, Best Score, Status, and Notes. Chapter 1 is 100% complete, while Chapter 2 is 95% complete. The assessment details for Chapter 2 show a post-assessment score of 80%.

Lessons						
Name	Completed	Total Time	First Score	Best Score	Status	Notes
Chapter 1: The Fall of Man	9/12/2016	4.38m	93%	93%	100%	
Chapter 2: The World's First Murder	//	6.23m	80%	80%	95%	Show

---

4th Grade: Jesus Our Guide (Rv4) < Chapter 2: The World's First Murder < Assessments

Assessment Type	Date Taken	Score
Post-Assessment	Mon Sep 12 2016 15:37:07 GMT-0500 (CDT)	80%

[Print Report](#)