

# Tutorial: How to Register for and Begin Diocese of Green Bay Online FCC Classes

Welcome! Let's get started . . .

Go to [www.gbdioc.org/fcc](http://www.gbdioc.org/fcc) on your favorite browser (Chrome, Internet Explorer, Firefox, etc). This screen should come up . . .



Religious Education | Fox x | Constant Contact : Event x | Google Docs x | My Drive - Google Drive x

www.gbdioc.org/education-portal/religious-education/foundational-catechetical-certification-fcc.html

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Find a Mass Find a Holy Hour Find a Parish Find a Confessor Find a School Make a Gift

Department of Education: RELIGIOUS EDUCATION & YOUTH MINISTRY

Foundational Catechetical Certification (FCC)

You are invited:

- To Profess Your Faith (Explore your faith through the Creed)
- To Celebrate Your Faith (Deepen your understanding of the Sacraments)
- To Live Your Faith (Learn Catholic Morality Teachings)
- To Pray Your Faith (Explore Catholic Spiritualities that enrich our faith)

Foundational Catechetical Certification seeks to engage the whole community in the ongoing formation of their Catholic faith and to attain a basic standard of knowledge of Christ and of Church teachings.

The United States Catholic Catechism for Adults (USCCA) is the foundational text for all adult faith formation and catechesis in the Diocese of Green Bay.

2016-2017 Schedule  
Composite List of All 2016-2017 FCC Components | Posted June 5, 2017

Download Schedule Interactive Calendar

Foundational Catechetical Certification Classroom Courses

To register to attend any components listed below, please contact the host.

www.gbdioc.org/education-portal/religious-education/foundational-catechetical-certification-fcc.html

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2016-2017 Schedule

Composite List of All 2016-2017 FCC Components | Posted June 5, 2017

Download Schedule | Interactive Calendar

Foundational Catechetical Certification Classroom Courses

To register to attend any components listed below, please contact the host.

Use this scroll bar to slide down the page until you see the section below.

2016-2017 Schedule | Classes will be posted when scheduled

No Classes Scheduled | No Classes Scheduled

ONGOING FORMATION

After receiving Foundational Catechetical Certification, additional annual approved ongoing formation coursework is required to renew that status.

2016-2017 Schedule | Posted April 3, 2017

Download Schedule | Interactive Calendar

ONLINE TRAINING

FCC Classes Online

Our online classes are available for CREED, MORALITY, SACRAMENTS & LITURGY, PRAYER & SPIRITUALITY, METHODS A and METHODS C (METHODS C will be added later). Online courses follow the same lesson plans as classroom sessions and may be used to take the entire course or specific sessions as make-ups.

Registration | Posted June 29, 2017

Prayer & Spirituality <b>Register Now!</b>	Methods A (Catechists) <b>Register Now!</b>	Methods C (Youth Ministers) <b>Register Now!</b>
Creed <b>Register Now!</b>	Sacraments & Liturgy <b>Register Now!</b>	Morality <b>Register Now!</b>

Note: Successful completion of CREED and SACRAMENTS & LITURGY is a prerequisite for taking MORALITY.

More Information  
Contact: Carol Fountain | (920) 272-8309 | [education@gbdioc.org](mailto:education@gbdioc.org)

Ongoing Formation Classes Online

Catholic Home Study Service offers online courses at no charge (donations appreciated) that can serve as Ongoing Formation (certification) classes. The student works through a textbook and assessment and is issued a certificate of completion when finished. These classes ARE NOT equivalent to FCC Components, only to Ongoing Formation.

Website: **Catholic Home Study Service**

Completion Form: **Download Document**

SUMMER 2017 FCC & ONGOING FORMATION CLASSES

This summer, the Department of Education will offer several opportunities to join a Foundational Catechetical Certification or Ongoing Formation class. Classes generally consist of five 2-hour sessions and will be offered at various times of day (see schedule). Topics include: Bible, Creed, Sacrament/Liturgy, Morality, and Prayer/Spirituality. Special courses for

Click on the appropriate **Register Now!** box for the class in which you want to enroll. For this example, we'll use CREED. The next screen will look like this . . .

Enter your name and e-mail address,  
then indicate your ministry position.

**Registration: Online FCC - CREED Course**

This ONLINE FCC - Creed Course includes: USCCA textbook (Chapters 1-2,4-12), 5 sessions of recorded videos, links to view, quizzes to take, and a final reflection paper to be submitted with the completion form.

You will receive a confirmation email with course codes and expectations for the course.

**\* Required**

**Name \***

Your answer \_\_\_\_\_

**Email Address \***

Your answer \_\_\_\_\_

**I am a... \***

- Director or Coordinator of RE
- Catechists or Catechist aide
- Principal of a Catholic school
- Catholic school teacher
- Catholic School staff
- Parishioner
- OTHER

**Please state which RE program or Catholic School (if parishioner than type in NONE) \***

Your answer \_\_\_\_\_

**City (of RE program or Catholic School)**

Your answer \_\_\_\_\_

**I am taking this course \***

- Individually
- Make up for certain sessions
- With a facilitator

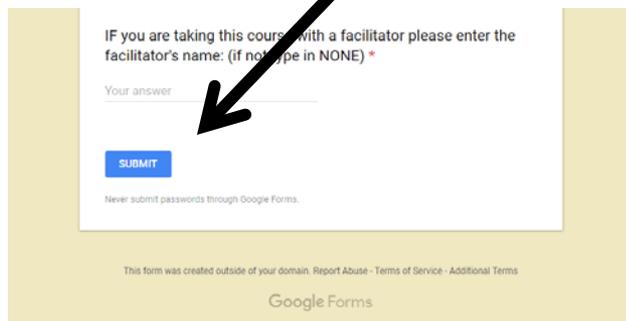
**IF Make-up click those sessions \***

- 1
- 2
- 3
- 4
- 5
- N/A

Then scroll down the page to name and location of your parish/school. Indicate why you're taking the course and which sessions in particular you're taking (if using as a make-up to a missed in-person session). Scroll down further . . .

At the bottom of the page,  
indicate if you're taking the course  
in a group setting with a facilitator.

Then click on "SUBMIT"



IF you are taking this course with a facilitator please enter the facilitator's name: (if not type in NONE) \*

Your answer

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Google Forms

## Registration: Online FCC - CREED Course

You are registered for the Online Creed Course

\*\* PLEASE copy and paste the message below to a word document before you close it. Or print this page before you close it. You will then have the directions and the CODES to get into the sessions for this course.

For the most beneficial results of taking this Online Course it is highly recommended that you complete it within 3 months.

Get an Account on Schoology

1. Go to <https://app.schoology.com/register.php>
2. Click INSTRUCTOR and register
3. On the HOME page, go to the COURSES tab across the top and a pop-down tab appears.
4. Click JOIN at the bottom of the COURSE tab
5. Enter your access code you need from the list below
6. IF this is your second session of a course: click JOIN at the bottom of the COURSE tab, click JOIN and enter the code you need from the list below.

FCC CREED Code

Session 1	G5SJR-MZNDC
Session 2	KBXX6-TB435
Session 3	8XQMQ-VSH6D
Session 4	BRV3D-XX478
Session 5	J6W3C-4CWDJ

This ONLINE FCC - Creed Course includes: USCCA textbook (Chapters 1-2,4-12), 5 sessions of recorded videos, links to view, quizzes to take, and a final reflection paper to be submitted with the completion form.

USCCA Required Textbook can be viewed online as a flipbook:

English online flipbook: <http://ccc.usccb.org/flipbooks/uscca/>

Spanish online flipbook: <http://ccc.usccb.org/flipbooks/uscca-spanish/index.html>

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Google Forms

Which brings you to this . . .

It is very important to print\* this  
page and keep handy!

\*one way to print the screen is to hold down the  
'Ctrl' key and press 'p' key.

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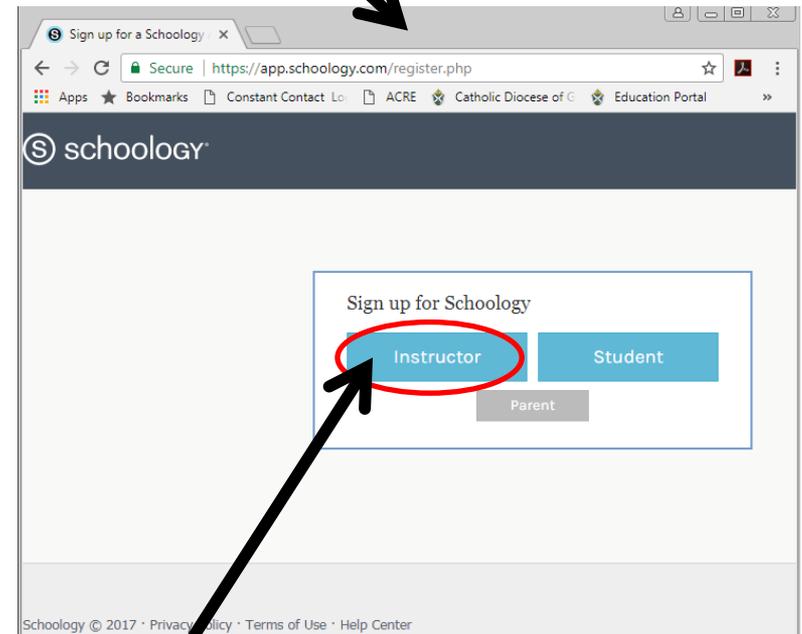
[Submit another response](#)

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Now that you've printed this page . . .

Click on this link to the platform on which we host the online classes, called Schoology. It should look like this. . .



Following the instructions you printed, click on "Instructor"

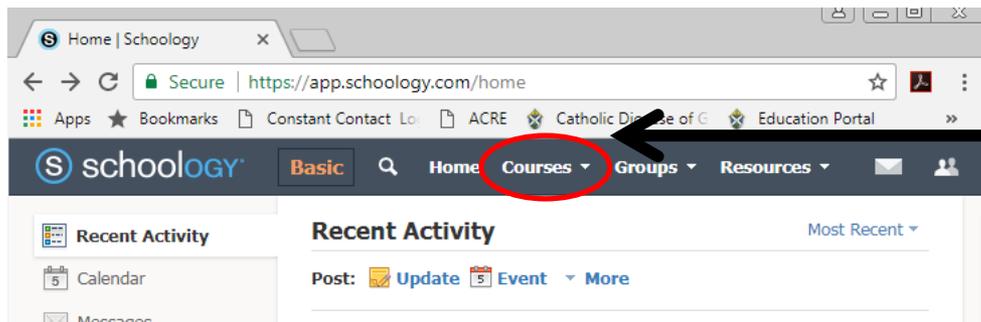
Enter your name, e-mail address and establish a usable password (mix of letters, numbers, symbols). Write down your password, and re-enter it to confirm.

Click “I’m not a robot” and fill out any ensuing questions/quizzes, etc. to prove it!

Uncheck “Receive periodic Schoology updates” box and decide to read/agree to Policy and Terms of Use.

Click on “Register” to proceed.

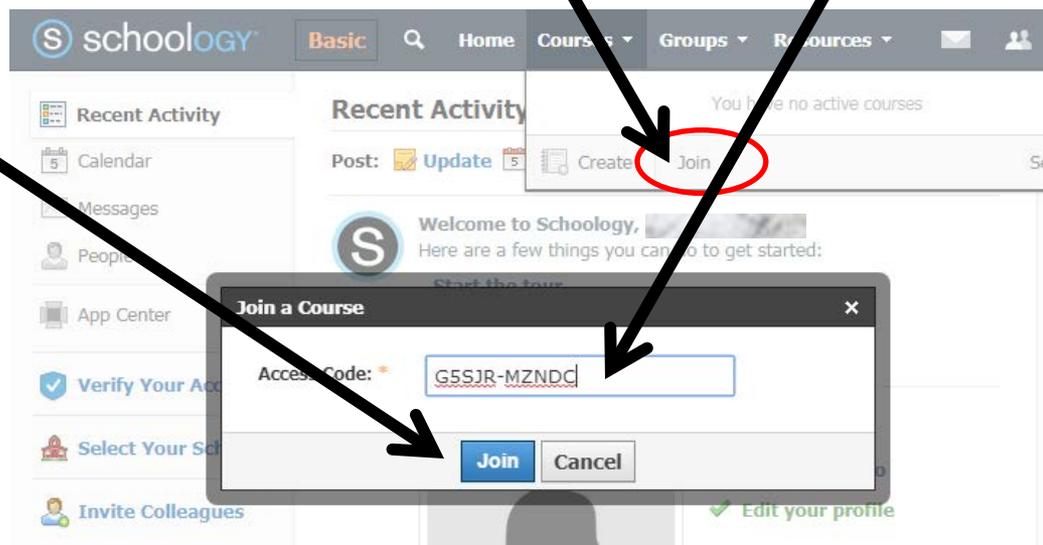
The image shows a screenshot of the Schoology registration page. At the top left is the Schoology logo. The main heading is "Sign up for Schoology" with a "Back" link on the right. The form contains several input fields: "First Name", "Last Name", "Email address", "Password", and "Confirm Password". Below these is a reCAPTCHA section with an "I'm not a robot" checkbox and a reCAPTCHA logo. There are two checkboxes: "Receive periodic Schoology updates" (checked) and "By clicking Register, you are agreeing to our Privacy Policy and Terms of Use" (unchecked). At the bottom is a blue "Register" button. Four black arrows point to the "Email address" field, the "I'm not a robot" checkbox, the "Receive periodic Schoology updates" checkbox, and the "Register" button.



On the drop-down menu under “Courses”, Click on “Join” and enter the code for the first session of the course (on your printed instructions).

Then, click on .

On future visits to Schoology, after using your e-mail address and password to log-in, you will click on Courses, and select an existing course, or “Join” the next session by entering the code for that session (from your printed instructions).



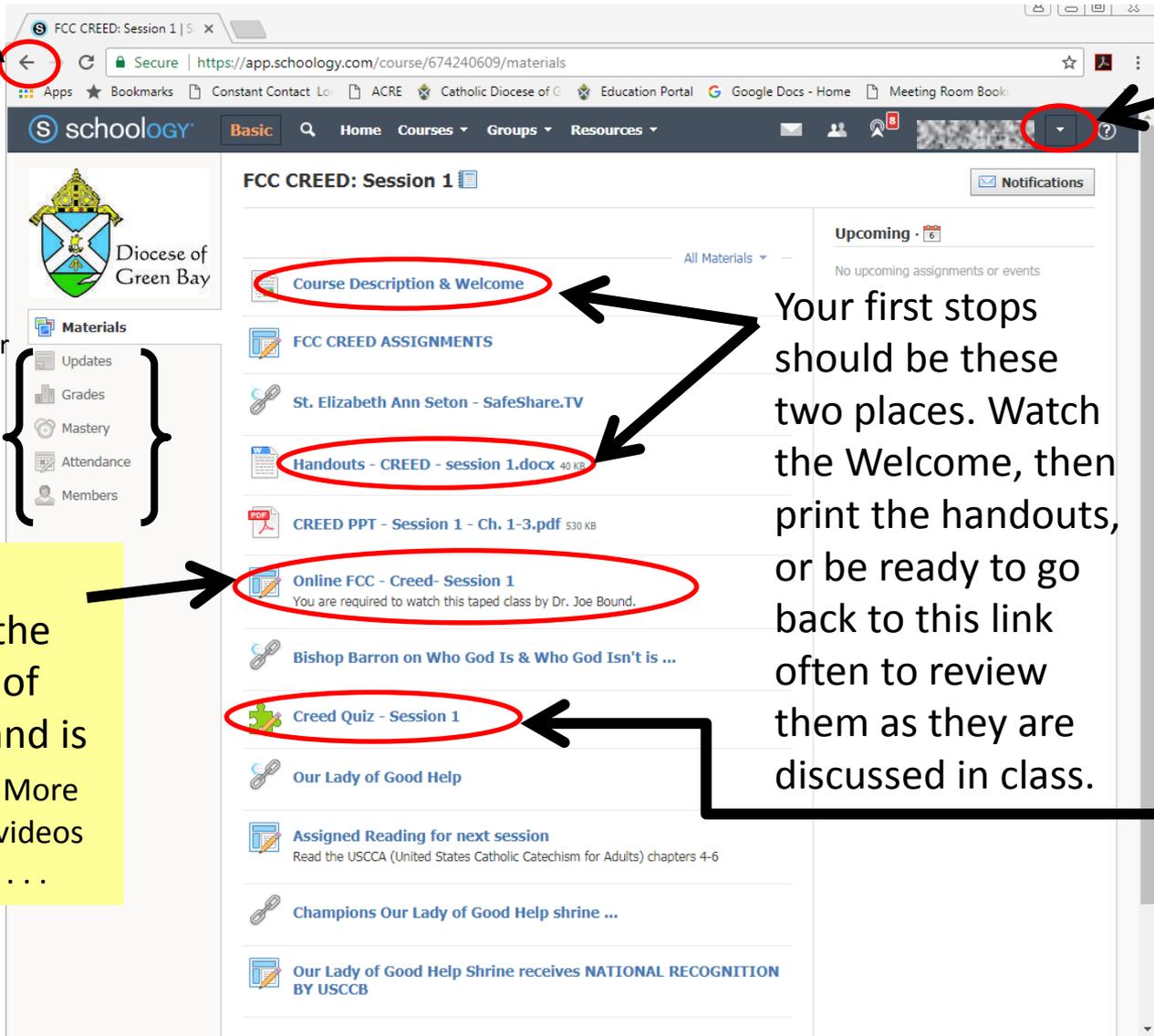
You're registered and ready to start the course! Here are some of the attributes of each course, using CREED, Session 1 as an example. Feel free to explore and be sure to check out the supplemental resources provided.

Use this arrow to return to this menu

Always "log off" before leaving Schoology.

You will never need to use these tabs, other than "Materials"

The video lecture is the main part of the class and is required. More notes about videos on next page . . .



Course Description & Welcome

Handouts - CREED - session 1.docx

Online FCC - Creed- Session 1

Creed Quiz - Session 1

Your first stops should be these two places. Watch the Welcome, then print the handouts, or be ready to go back to this link often to review them as they are discussed in class.

Quiz is based on the information presented in the video lecture.

Online FCC - Creed- Sess x Creed Class 1 on Vimeo x

Secure | <https://app.schoology.com/assignment/848801825/info>

Apps ★ Bookmarks Constant Contact Lo ACRE Catholic Diocese of G Education Portal Google Docs - Home Meeting

**schoology** Basic Home Courses Groups Resources

Diocese of Green Bay

FCC CREED: Session 1 Assignments

**Online FCC - Creed- Session 1**

You are required to watch this taped class by Mr. Joe P...

Posted Thu Oct 20, 2016 at 12:27 pm

Creed Class 1 on Vimeo

Submission

Submit

Comments

There are no comments

Write a comment

Post

Materials

- Updates
- Grades
- Mastery
- Attendance
- Members

Click this link to watch the video lecture.

The video opens in a new tab. The course menu is still on its original tab so you still have access to it.

Online FCC - Creed- Sess x Creed Class 1 on Vimeo x

Secure | <https://vimeo.com/106323043>

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**vimeo** Join Log in Host videos Watch On Demand

Search videos, people, and more Upload

1:39:02

**Creed Class 1**

from Diocese of Green Bay PRO 3 years ago

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Autoplay next video

Creed Class 1

Use this progress bar to track your viewing time. Write the time down when you leave the video so you can start up next time right where you left off.

Adjust volume and screen size here.

## Additional Hints. . .

- If screens aren't appearing or behaving as described, try launching program in an alternate web browser (Google Chrome, etc).
- Quizzes may be re-taken up to three times. After that, you must request a re-set from the Education Department.
- Written assignments may be submitted through the online program, or sent electronically to the Education Department. Be sure to give your name, course title, and topic (i.e. *Reflection Paper for SACRAMENTS & LITURGY course*).
- Do not submit an FCC Course Completion Form until all 5 sessions have been completed, whether in-person or online or any combination. On the Completion Form, note the date/location and instructor of all in-person sessions, and "*online*" for any of the online sessions.
- Direct any other questions/concerns to [education@gbdioc.org](mailto:education@gbdioc.org).
- Thank you for your dedication to ministry, discipleship and the catechetical certification process. Enjoy the course!

