Recording the Children's Safe Environment Curriculum

After presenting the Children's Curriculum within your parish or school, please follow the steps below to report your overall attendance and dates that the material was presented. If you have any questions, please contact ose@madisondiocese.org

1) Go to the Madison Diocesan website, located at this link: https://www.madisondiocese.org/ The website will appear similar to the one seen below:
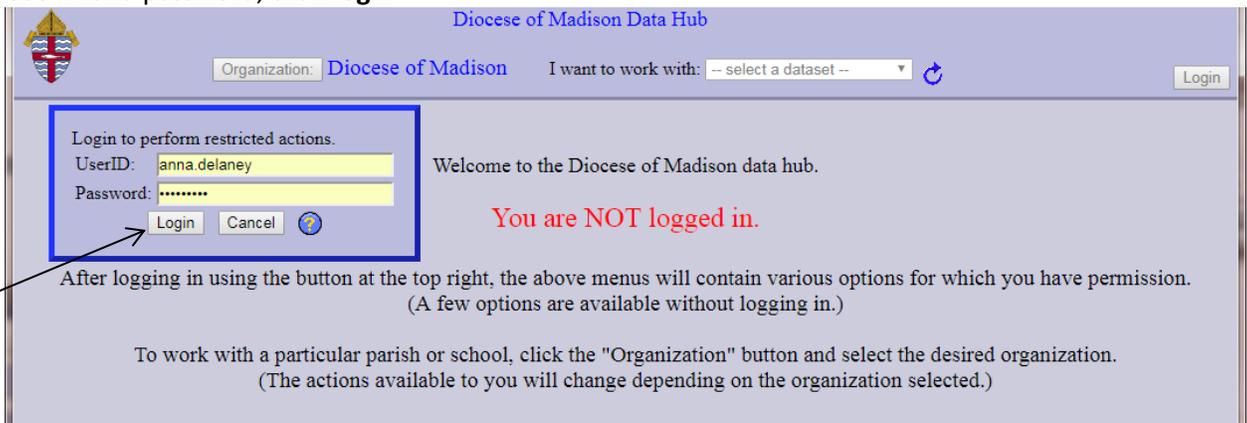

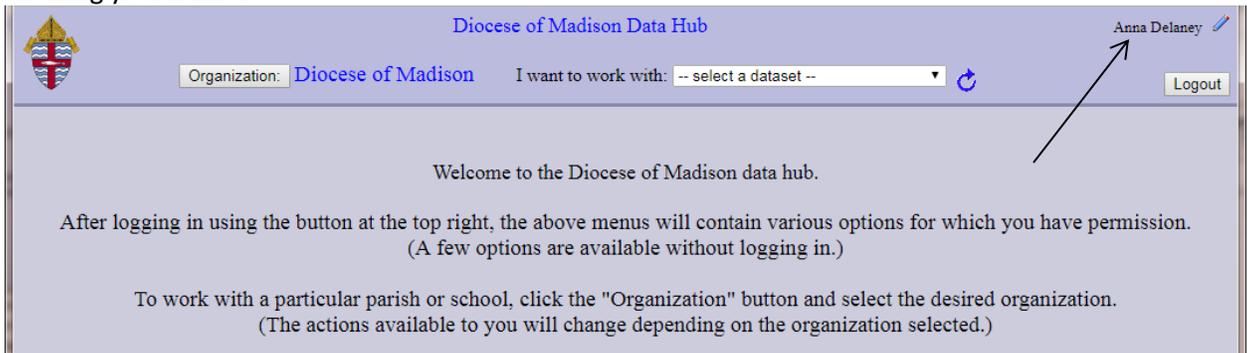2) Scroll to the bottom of the website and click on the **Data Hub** icon, as seen below:

3) You will see a screen similar to the one below:

4) Click the **Login** button on the far right side, as seen above. You will see a popup screen that asks for your UserID and password. If you do not have one in the Data Hub or are unsure of it, please contact ose@madisondiocese.org and we will generate one for you. After entering in your UserID and password, click **Login**

5) The screen will show that you're logged in on the upper right side, as indicated below, by showing your name:

6) Next, click the **Organization** button, on the left side, indicated below, and then look at the **Show** area seen below. If you are reporting on a parish, leave it at the listing of Parish, if not switch it to School. Finally, and select your parish name and or school name. (after you've selected the type of organization)

7) After selecting your parish or school, you will see the refreshed screen shown below. Please note, each parish and schools numbers are reported separately, and should be reflected by selecting a different parish and/or school in under the Organization button seen below.

8) Next, click on the down arrow to the right of the area that says: **--select a dataset--** and then select **Safe Environment** as seen below:

9) Your screen will refresh with information similar to one below. Please fill in the information, in all the white boxes. At the bottom of the page, click **Save Changes.**

Diocese of Madison Data Hub

Anna Delaney

Organization: **Baraboo, Saint Joseph Parish**   I want to work with: Safe Environment ▼   Logout

Children's Safe Environment Program - Saint Joseph Parish, Baraboo 2018 ▼

All catechetical programs for children in the Diocese of Madison - both those in our Catholic schools and those in our parish RE programs - are required each year to present the lessons that are found in the "Circle of Grace" program. These age-appropriate lessons are aimed at helping young people better understand their dignity and worth as children of God and navigate some of the dangers our culture throws at them. http://madisondiocese.org/childrens-program

After presenting these lessons each year, the local administrator responsible for the program must complete and submit this form.

Grade	Total Number of Students Enrolled	Number Present for this Session	Opt-Out Forms Collected	Absent Without Form	Dates Presented
Kindergarten	21	15	1	5	Oct. 31
1st Grade	0	0	0	0	
2nd Grade	0	0	0	0	
3rd Grade	0	0	0	0	
4th Grade	0	0	0	0	
5th Grade	0	0	0	0	
6th Grade	0	0	0	0	
7th Grade	0	0	0	0	
8th Grade	0	0	0	0	

10) After clicking the **Save Changes** button, log out of the data hub and you are done with reporting, unless you have another parish/school to report.