

## 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](mailto: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:



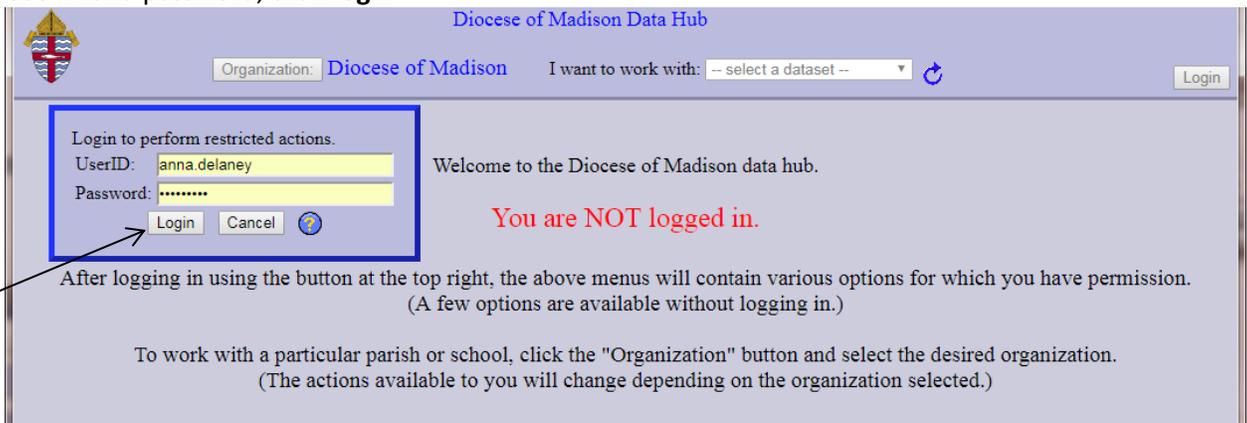
- 2) Scroll to the bottom of the website and click on the **Data Hub** icon, as seen below:



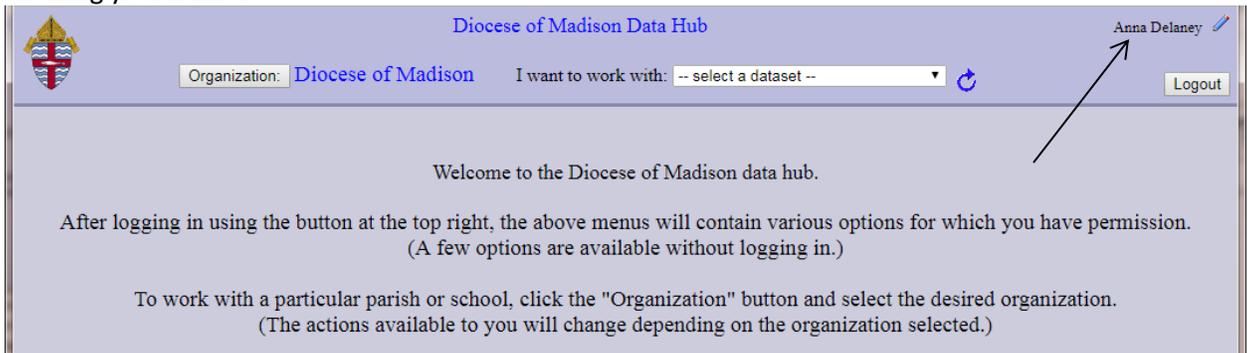
- 3) You will see a screen similar to the one below:



- 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](mailto: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)

Diocese of Madison Data Hub

Organization: **Diocese of Madison** I want to work with: -- select a dataset --

Logout

Anna Delaney

Select an Organization

Show **Parishes** which are **Active** **Entire Diocese**

102 organizations match the search criteria.

Location	Name	Status	Type
Ashton	Saint Peter Parish	Active	Parish
Baraboo	Saint Joseph Parish	Active	Parish
Belleville	Saint Francis of Assisi Parish	Active	Parish
Belmont	Saint Philomena Parish	Active	Parish
Beloit	Our Lady of Assumption Parish	Active	Parish
Beloit	Saint Jude Parish	Active	Parish
Beloit	Saint Thomas the Apostle Parish	Active	Parish
Benton	Saint Patrick Parish	Active	Parish
Berlin	All Saints Parish	Active	Parish
Bloomington	Saint Mary Parish	Active	Parish
Boscobel	Corpus Christi Parish	Active	Parish
Briggsville	Saint Mary Help of Christians Parish	Active	Parish

- 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.

Diocese of Madison Data Hub

Organization: **Baraboo, Saint Joseph Parish** I want to work with: -- select a dataset --

Logout

Anna Delaney

Welcome to the Diocese of Madison data hub.

After logging in using the button at the top right, the above menus will contain various options for which you have permission. (A few options are available without logging in.)

- 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:

Diocese of Madison Data Hub

Organization: **Baraboo, Saint Joseph Parish** I want to work with: -- select a dataset --

Logout

Anna Delaney

Welcome to the Diocese of Madison data hub.

After logging in using the button at the top right, the above menus will contain various options for which you have permission. (A few options are available without logging in.)

- select a dataset --
- select a dataset --
- Diocesan Appeals
- October Counts
- Overview info
- Parish statistics
- Safe Environment**
- SOWDI participants
- Staff and Contacts

- 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**

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**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
<b>Kindergarten</b>	<input type="text" value="21"/>	<input type="text" value="15"/>	<input type="text" value="1"/>	5	<input type="text" value="Oct. 31"/>
<b>1st Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>2nd Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>3rd Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>4th Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>5th Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>6th Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>7th Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
<b>8th Grade</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>

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.