

“Meet You at the Altar” Parent & Student Weekly Guide

To ensure that our program runs as smoothly as possible and that your child is completing their weekly journal entries, please follow this guide each week. If you have any questions about any part of the program, please feel free to get in touch with me at jgalo@falmouthcatholic.org or by phone at 508-548-3515. All information about our program can be found on our website at www.falmouthcatholic.org/faithformation.

1. Attend Mass each week
 - a. Our weekend Mass schedule can be found on the reverse side of the program calendar or on our website at www.falmouthcatholic.org
 - b. You may also attend a Mass at any other Catholic Church if you are unable to attend one of our many weekend Masses here in Falmouth.
2. If you are unable to attend Mass in person each week, you may attend Mass live online at www.falmouthcatholic.org/live-stream
3. Once you have attended a Mass, please have your child complete a journal entry using one of the methods listed below

Journal Option #1- Online via Canvas

1. Register for a free Canvas account (1st time logging into Canvas only)
 - a. An email will be sent to you by Thursday, September 17th with information as to how to register (we will be sending this email to the primary email that you used on your registration form). Simply click the link to get started on the registration process
 - i. Once you click the link, you will be brought to the class page where you can look around (but not participate at first).
 - ii. You will also get a notification at the top of the page that will ask you to accept the class invitation. Click on the green “accept” button to join the class
 1. You will then be brought to a new page where you can create an account
 2. Once you have created an account and logged in, you are all set!
 - b. To make things simpler for families with multiple students, you will only need to create one account for your whole family (you will get access to each of your child’s classes)
 - i. The account will use your family last name rather than your child’s full name and will eliminate the need for you to create an account for each child
 1. If you would like to have a separate account for each child or have two students in the same grade, please contact Jonathan at jgalo@falmouthcatholic.org for more information
 - ii. Once you click on the invitation link for the first child and create an account. Go to the “Dashboard” section on Canvas (located on the far left side of the screen) and you will see the other invitations for the classes your other children are in.
 1. Alternatively, going back to your email and clicking on the other invitation links will allow you to enroll your other children in their classes
 - c. If you do not receive an invitation, check your spam folder as it might get sent there. Otherwise, please email Jonathan at jgalo@falmouthcatholic.org and let him know.

2. Each week log-into Canvas at (<https://canvas.instructure.com/>) and have your child access their class (click on the name of the class)
 - a. You can access Canvas from a computer, tablet, or smartphone
 - b. On your child's main class page, scroll down until you see the picture of the unit we are currently on
 - i. Click on the either the unit name or picture to access the page with all of the journals for that unit
 - c. Click on the name of the journal that your child would like to complete
 - d. Follow the instructions and complete the journal entry
 - i. Be sure to click the "submit" button once they are done
 - ii. Your child may redo the journal entry as many times as they would like in case they want to change any of the answers
 - e. Journals should be completed by the Tuesday following a Mass attended
3. Check back on your journals each week to see any comments made by your child's catechist.
 - a. To check on feedback, simply view the journal that your child completed (see step 2 to learn how to access journals)
 - b. Alternatively, if you go to the Dashboard page (the first page when you log in) you will see "Recent Feedback" on the right side of the screen. If your child's catechist made any comments on their journal, you will see the journal name under this section.

Journal Option #2- Downloaded from Website

1. Visit www.falmouthcatholic.org/faithformation and click on the link that says "Faith Formation Journals"
 - a. Find your child's grade (broken into three sections Gr. 1-3, Gr. 4-6, Gr. 7-9) and download the journal for the current week
 - i. All journals will be available in a Word format, but can be sent in a different file extension upon request
2. Complete the journal and email it either to your child's catechist or to Jonathan
 - a. Please allow a few days for comments/responses to be sent back

Journal Option #3- Hard Copies

1. Hard copies can be obtained either from each church. Trays with hard copies will be located in the following locations:
 - a. St. Anthony- East entrance of the church
 - b. St. Patrick- Lobby of the north vestibule (the left entrance if coming from the parking lot)
 - c. St. Elizabeth Seton- Front entrance of the church
2. You may fill out the hard copies and place them in the "Completed Journals" tray
 - a. You may also scan/email all hard copies to your child's catechist, Jonathan, or dropped off to the Faith Formation Office
 - b. Jonathan will send an email to you with a response to the hard copy journal entry

Sacramental Students

1. For students who are planning on receiving a sacrament in the spring—1st Reconciliation/1st Communion (gr. 2) and Confirmation (gr. 9)—we are also asking your child to attend several once a month, in person sessions that will help further prepare your child to receive the sacraments (proper safety protocols will be in place for these sessions)
 - a. Please check the Faith Formation calendar for the dates and times of these sessions