

# RESOURCE GUIDE

## **St. Gregory the Great, Remote Learning Program 2020-21**

Updated 9/23/20, 3:05pm

This Resource Guide provides detailed instructions on the Remote Learning Program. The company supplying the materials and website is called Pflaum and the program is called Pflaum Gospel Weeklies. The program is broken into five levels based on your child's grade: Seeds (Preschool), Promise (grades K-1), Good News (grades 2-3), Venture (grades 4-6) and Vision (grades 7-9). **Please make a note of your child's level.** This document will guide you through the remote program:

- SECTION #1: How to register your child, if you have not done so already
- SECTION #2: What materials are needed for remote learning
- SECTION #3: When/Where to obtain the materials
- SECTION #4: How to use the materials
- SECTION #5: How my child gets credit for attendance
- SECTION #6: Due date for the weekly assessment
- SECTION #7: FAQs
- SECTION #8: Who to contact for help
- APPENDIX: Accessing materials online

### SECTION #1: HOW TO REGISTER YOUR CHILD

To register for the Pflaum Gospel Weeklies Faith Formation (REQUIRED FOR ALL STUDENTS), please follow the instructions below.

1. Go to <https://pflaum.zinioapps.com/sign-up> (If you use Safari, you may need to use another browser)
2. Enter the unique access code - which is an email address. This code is found on a sticker inside the front cover of the Gospel Weekly Handbook that you will receive when you pick up your materials as directed in section #3 below. DO NOT use your personal email address.
3. Create a password. Please use your last name as the password. This will help us monitor completed registrations. If your last name is shorter than 8 characters, please add some or all of your first name, numbers, or other characters.
4. Click "REGISTER." You will now have access to the Gospel Weeklies which we will describe in more detail below.

NOTE: Parents with multiple children in the program will receive one access code/email address for each child. After registering your first child, please sign out and repeat the process using the other access code/email address.

### #2: WHAT MATERIALS ARE NEEDED FOR REMOTE LEARNING

1. Gospel Weeklies: A two to eight-page document (varies based on your child's level). On the top, it has the date so you can confirm you have the correct materials for the week.
2. Parent Teaching Pages: A two-page document which will help you guide your child through each week's lesson. As with the Gospel Weeklies, this document also has the date on top.
3. Gospel Weekly Handbook

### **SECTION #3: WHEN/WHERE TO OBTAIN THE MATERIALS**

**\*\*\*IMPORTANT: First Materials Pickup (Unit 1) is from 9/28 through 10/2, 3:30-4:30 or 6:00-7:00pm, at St. Gregory the Great church parking lot, outside of Ferrante Hall (nobody permitted in the building)**

The materials you will be picking up are the Gospel Weeklies and Parent Teaching Pages (for the 6 weeks - 10/4 through 11/8), *What the Church Believes and Teaches* Handbook which is used for the entire year. This Handbook includes an important sticker inside the front cover which will have a unique access code you will need to register your child as described in Section #1 of this Resource Guide.

**Use of online materials:** If you would like to view and/or print the Gospel Weeklies and Parent Teaching Guides, you may do so. For Units 2, 3 and 4 you can access the materials online and you will not have to pick up anything at Ferrante Hall. SEE APPENDIX FOR STEP-BY-STEP INSTRUCTIONS ON HOW TO VIEW/PRINT MATERIALS ONLINE. For Unit 1 you will still need to pick the materials at Ferrante Hall as described in the "First Materials Pickup (Unit 1)" above **(NOTE: We suggest utilizing the hard-copies of the materials)**

### **SECTION #4: HOW TO USE THE MATERIALS**

1. Parents start with the two-page "Parent Teaching Pages" document, which has three sections, "Live the Gospel," "Share Experiences," and "Discover Gospel and Doctrine."
2. As you go through this document, it will provide step-by-step instructions of the material to review with your child, which will be in either the Gospel Weekly Lesson or the Gospel Weekly handbook.

### **SECTION #5: HOW MY CHILD GETS CREDIT FOR ATTENDANCE**

Each week your child will complete a brief 5-question assessment which will provide the Catechists a record that your child studied the materials and understood them. To access and submit the assessment:

1. Go to [www.pflaumweeklies.com](http://www.pflaumweeklies.com). Note: If you use Safari, please use another browser as Safari might not work for this website.
2. On top of the web page click the "browse" drop-down menu and click "online assessment"
3. On the right side of the screen, click the word "quiz" for your child's level
4. Scroll down to "Lesson Assessments" then click on the appropriate week to obtain the assessment
5. Click the circle "online assessment"
6. Enter your child's name, Catechist's email
7. Have your child answer the five questions, then click "submit"

The assessment will go directly to your child's Catechist for review and to verify attendance for the week. The Catechist will email you to confirm receipt of the assessment and provide any feedback if necessary.

## **SECTION #6: DUE DATE FOR THE WEEKLY ASSESSMENT**

The only due date each week is the submission of the assessment. We are asking that **no later than the end of day Saturday each week the assessments be submitted to your child's Catechist.** The work can be completed anytime during the week and the assessment can be submitted anytime, just no later than Saturday evening please.

## **SECTION #7: FREQUENTLY ASKED QUESTIONS**

**Why can't St Gregory the Great or the Catechists prepare content/videos that guide my child through the materials, like the public-school teachers do?** St Gregory the Great and/or its volunteer Catechists do not have the ability to produce content/videos to teach the children. This program from Pflaum is a quality program for the students that will be simple to navigate once you become familiar. It also offers flexibility and convenience for parents.

**I have an older child in the program. Is it necessary that I guide him/her through the program or can I let him/her review the materials and take the assessment alone?** The parent is in the best position to make that decision. The goal of the program is to strengthen the faith of your child. Older children will be able to navigate the materials and take the assessment by themselves. However, there may be some guidance required from the parent the first few weeks to get the child used to the weekly process.

**What if my child does not submit an assessment for a couple of weeks, will he/she still receive credit for those weeks?** We ask that parents do their best to make sure it is sent by the end of Saturday each week. We understand that sometimes it is not possible to meet the deadline, however, submission is required for your child to receive credit for attendance. If you know in advance you will miss an assessment deadline, please email your child's catechist to make them aware.

## **SECTION #8: WHO TO CONTACT FOR HELP**

**Catechist:** If you do not know your Catechist, please contact the Religious Education office (see below).

**Religious Education Office:** Sister Carolyn Houck, 609.587.1131 ext. 227, [chouck@stgregorythegreat.org](mailto:chouck@stgregorythegreat.org), or Walter Munoz, 609.587.1131 ext. 228, [wmunoz@stgregorythegreat.org](mailto:wmunoz@stgregorythegreat.org)

**Pflaum Customer service - for website/technical issue:** 800-543-4383, ext. 1136, 8am-6pm, M-F or [service@pflaum.com](mailto:service@pflaum.com)

## **APPENDIX: ACCESSING THE MATERIALS ONLINE**

**(Note: Using the materials online is not a requirement, hard copies of all materials for the entire year are available as shown in section 3, page 3 of this document)**

### **Parent Teaching Pages**

Parent Teaching Pages are easy-to-use two-page guides that walk you through teaching each lesson with step-by-step instructions, background information, and discussion starters.

To access the Parent Teaching Pages (two-pages)

1. Logon to pflaumweeklies.com (note: if you use Safari, please use another browser as Safari will not work for this website.
2. From home page “browse” drop down menu click on “Catechists and teachers”
3. Scroll to the bottom of the screen and click on your child’s level – either Seeds, Promise, Good News, Venture or Visions.
4. The box you click on will rotate and then click on “discover.”
5. Scroll down to “parent teaching pages” and then click “discover.”
6. In the “English (or Spanish) Parent teaching pages,” click on your child’s level – either Seeds, Promise, Good News, Venture or Visions.
7. Click on the date for the week you are looking for
8. You have the choice of printing this two-page document or just viewing on the screen
9. Use this teaching page to guide your child through the Gospel-Weekly brochure and the Gospel Weekly Handbook.

### **Gospel Weeklies and Gospel Weekly Handbook**

- Go to <https://pflaum.zinioapps.com/sign-up>
- Click on “my library”
- Enter the unique access code/email and password you used to register your child (see page 2)
- For the Gospel Weeklies, Click on “Student Lessons.” For the Handbook, click on the picture of the “Handbook” (on the right)
- Click on “read”
- At this point you can just view the online format through the weekly lessons (note: in the upper right-hand corner of each lesson you will see the date, so you know you are in the right week.)