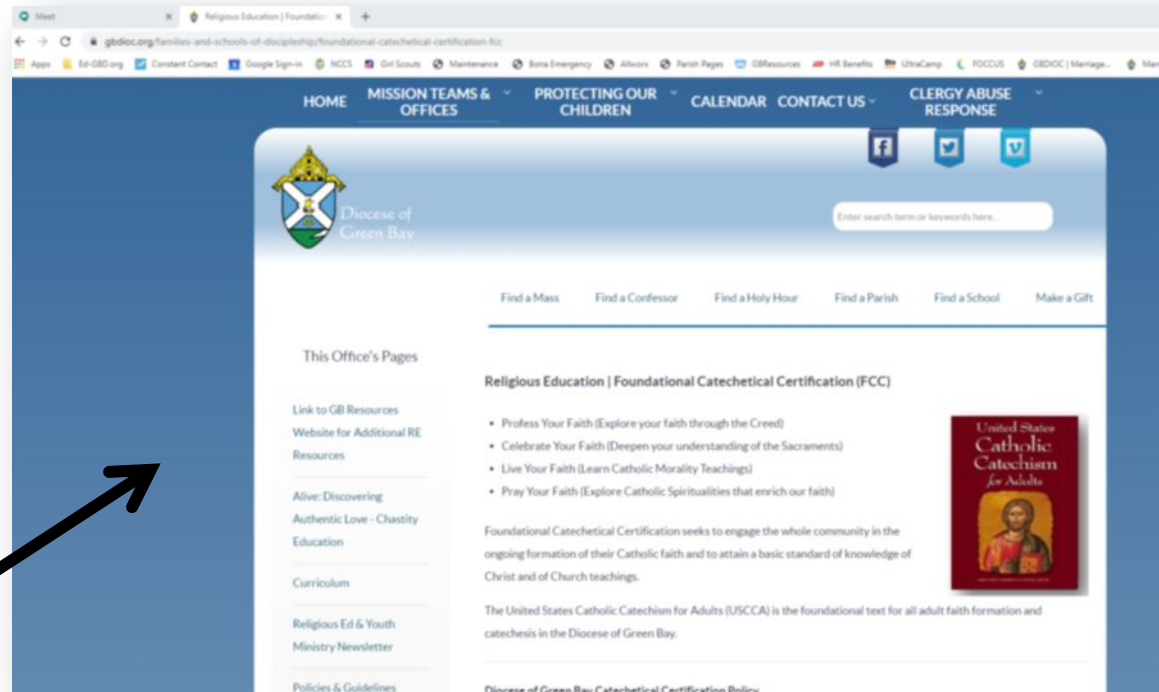


# Tutorial: How to Register for and Begin Diocese of Green Bay Online FCC Classes

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 . . .



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



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

### Foundational Catechetical Certification | Online Options

The Office of Families & Schools offers a series of online FCC classes, which can be taken at the participant's own pace and place. Each course involves five 2-hour lecture videos, downloadable notes, and supplemental resources pertinent to the topic. Online courses follow the same lesson plan as classroom sessions and may be used to take entire course or specific sessions as make-ups. Participants are responsible for submitting their own completion form. There is no registration fees, thanks in part to Bishop's Appeal funding.

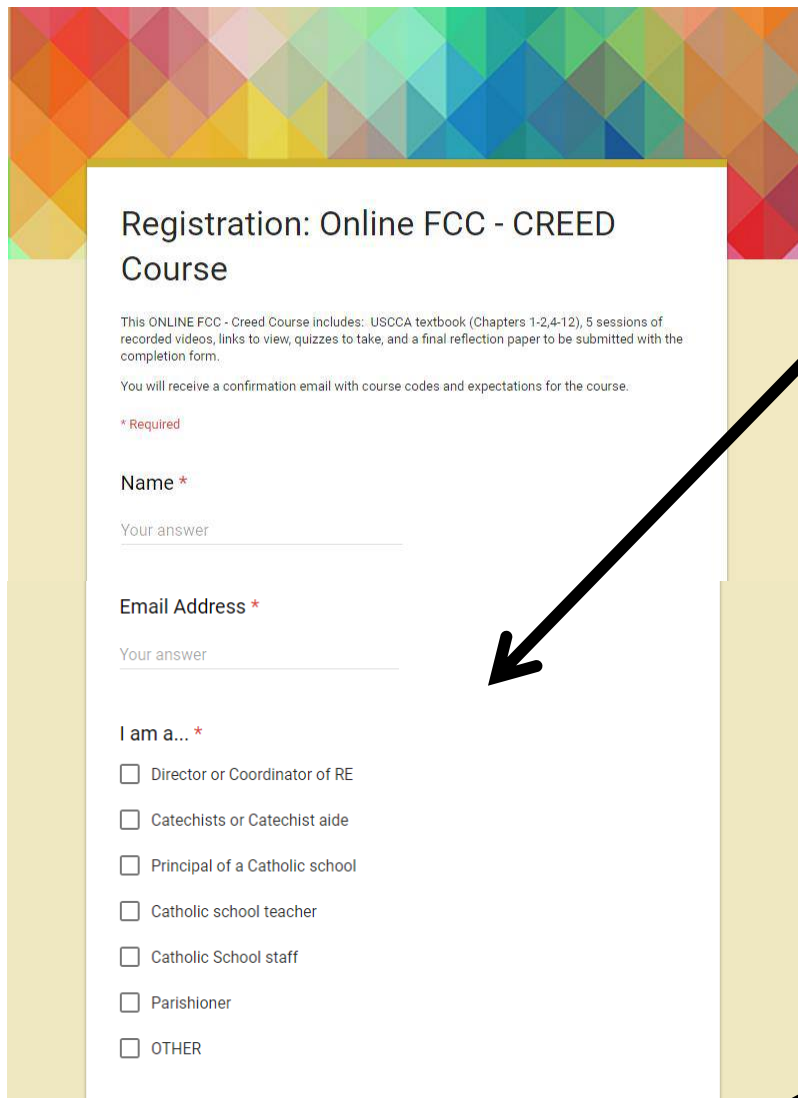
**Link to Getting Started Tutorial (Please do yourself a favor by reading this guide before getting started!)**

[Getting Started tutorial](#)  
(1.29 MB)

#### Links to Online Class Registrations:

- **CREED**
- SACRAMENTS & LITURGY
- MORALITY
- PRAYER & SPIRITUALITY
- METHODS: YOUTH MINISTRY
- METHODS: CATECHISTS

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



The registration form is titled "Registration: Online FCC - CREED Course". It includes a description of the course, a note about receiving a confirmation email, and a list of required fields marked with a red asterisk. The fields are: Name, Email Address, and I am a... (with a list of ministry positions). A large black arrow points from the top right text to the Name field.

### 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

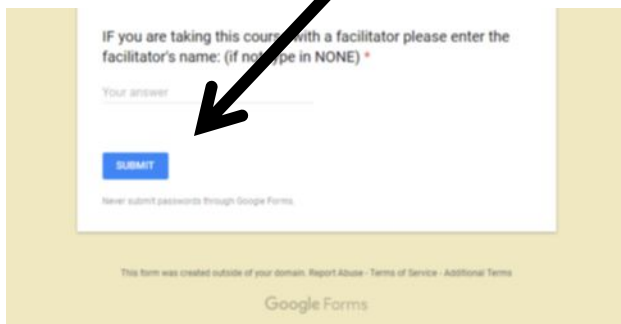
**IF Make-up click those sessions \***

- ☐ 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

**SUBMIT**

Never submit passwords through Google Forms.

This form was created outside of your domain. Report Abuse · Terms of Service · Additional Terms

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 STUDENT 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-MZND  |
| 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>

[Submit another response](#)

This form was created using Google Forms. [Create your own](#)

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.

## 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 enter 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 STUDENT 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-MZND  |
| 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>

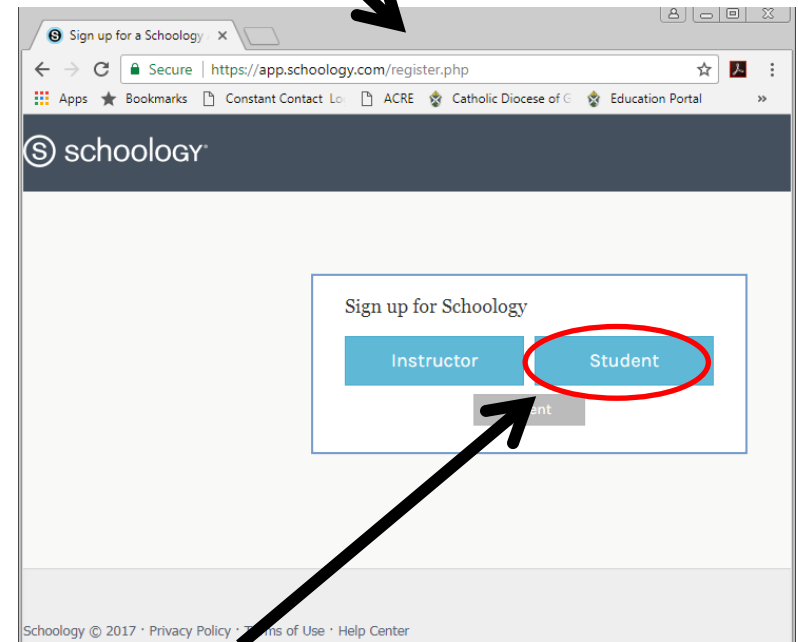
[Submit another response](#)

This form was created using Google Forms. [Create your own](#)

Google Forms

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. . .



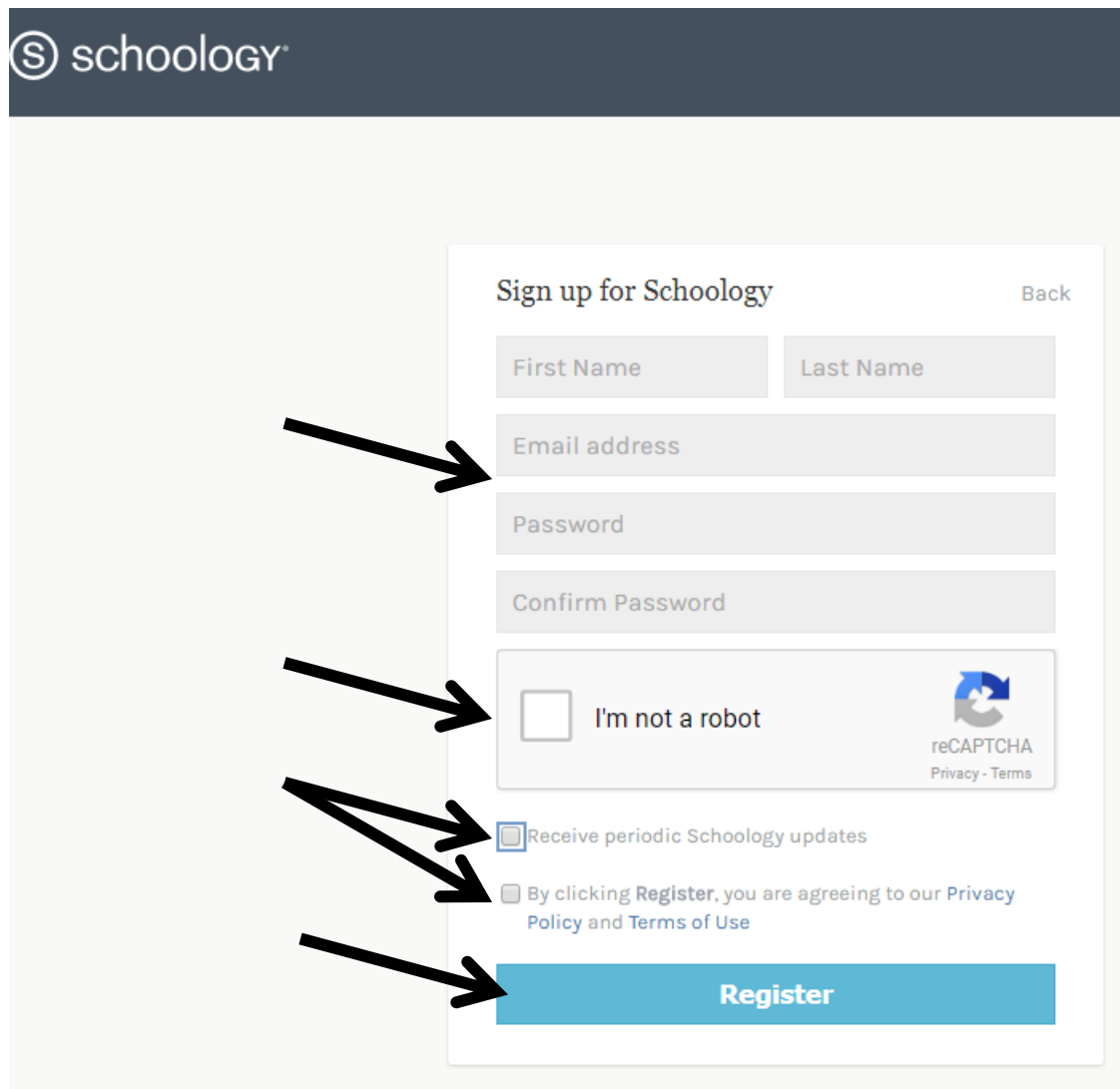
Following the instructions you printed, click on "Student"

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 the Schoology registration interface. At the top is the Schoology logo. The main form is titled "Sign up for Schoology" with a "Back" link. 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 below the reCAPTCHA: "Receive periodic Schoology updates" (which is checked) and "By clicking Register, you are agreeing to our Privacy Policy and Terms of Use" (which is 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.


Sign up for Schoology [Back](#)

First Name Last Name

Email address

Password

Confirm Password

☐ I'm not a robot  reCAPTCHA  
[Privacy](#) - [Terms](#)

☒ Receive periodic Schoology updates

☐ By clicking Register, you are agreeing to our [Privacy Policy](#) and [Terms of Use](#)

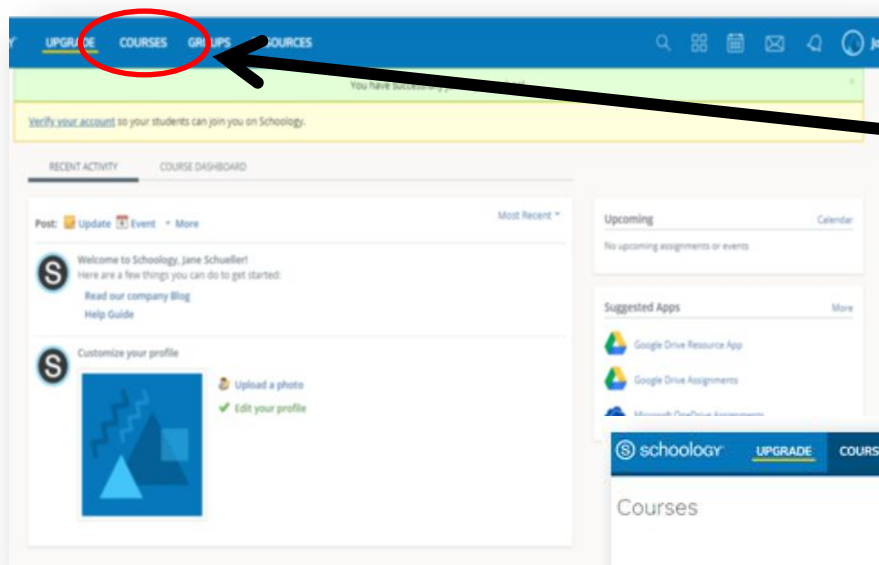
**Register**

Next screen: Select *Wisconsin* from the “State” dropdown menu.

Type in Green Bay in the “City” block, then select *Green Bay, WI 54305-3825* in that dropdown menu.

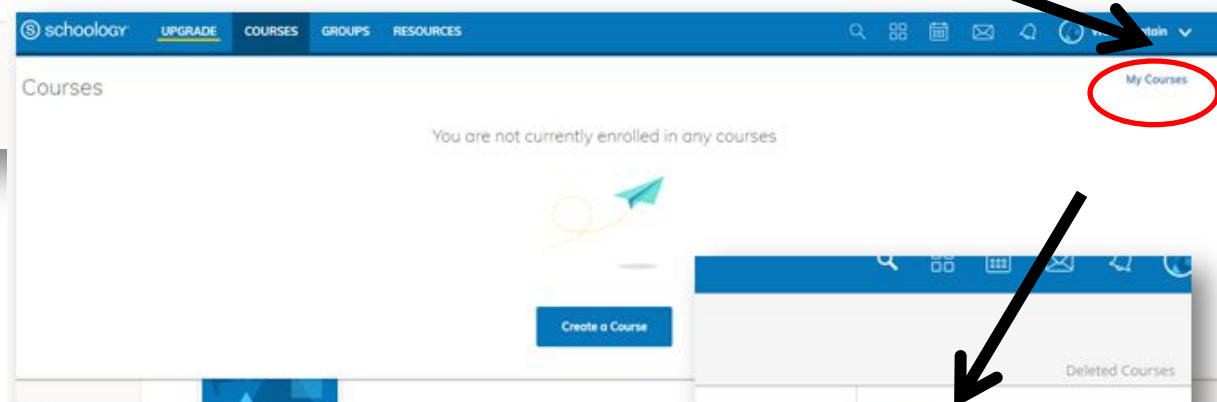
From the “School” dropdown menu, select *Diocese of Green Bay*. Press the Enter Key on your keyboard to proceed.

The screenshot shows a web interface with a blue header containing the words "GROUPS" and "RESOURCES", a search icon, and a grid icon. Below the header is a registration form. At the top of the form is a green checkmark and the text "Thanks for signing up!". The form is titled "Where do you teach?". It contains four fields: "Country: \*" with a dropdown menu showing "United States", "State: \*" with a dropdown menu showing "Select State", "City:" with an empty text box, and "School: \*" with a text box containing the placeholder "Enter your school name or zip/postal code" and a search icon. A black circle is drawn around the "School" field, and a black arrow points from the text on the left to this circle.



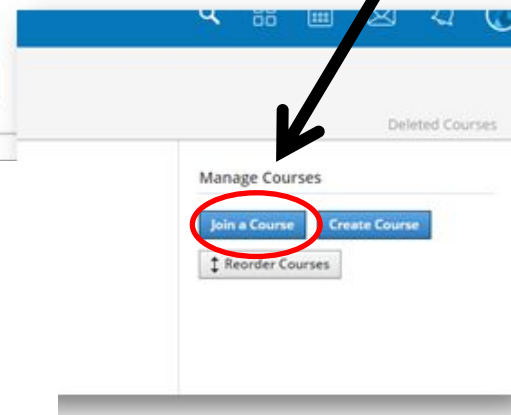
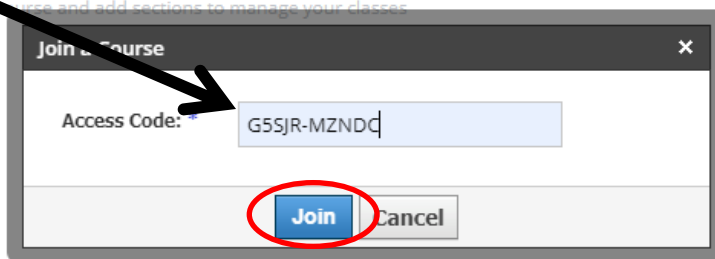
On the top of the next screen (shown at left), click on “COURSES”.

Then, click on “My Courses”, then on “Join a Course”.



Now, enter the course code (Session 1 of CREED) is shown here in example.

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 . . .

The screenshot shows the Schoology interface for a course titled "FCC CREED: Session 1". The browser address bar shows the URL "https://app.schoology.com/course/674240609/materials". The Schoology logo and navigation menu are at the top. The left sidebar shows the "Materials" tab selected, with other tabs like "Updates", "Grades", "Mastery", "Attendance", and "Members" listed below it. The main content area displays a list of materials for the course. Several items are highlighted with red circles and arrows: the back arrow in the browser, the user profile icon in the top right, the "Course Description & Welcome" link, the "Handouts - CREED - session 1.docx" file, the "Online FCC - Creed- Session 1" video lecture, and the "Creed Quiz - Session 1" link. A yellow box on the left contains text about the video lecture. Arrows point from the text blocks to the highlighted elements.

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- Sesi x Creed Class 1 on Vimeo x

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

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

schoolology 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 Fr. 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.

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.

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

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

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

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

+ Follow

More from Diocese of Green Bay

Autoplay next video

Creed Class 1

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, Internet Explorer, Edge, etc).
- Quizzes may be re-taken up to three times. After that, you must request a re-set from the Office of Families and Schools ([mcabey@gbdioc.org](mailto:mcabey@gbdioc.org)).
- Written assignments may be submitted through the online program, or sent electronically to the Office of Families & Schools. 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!

