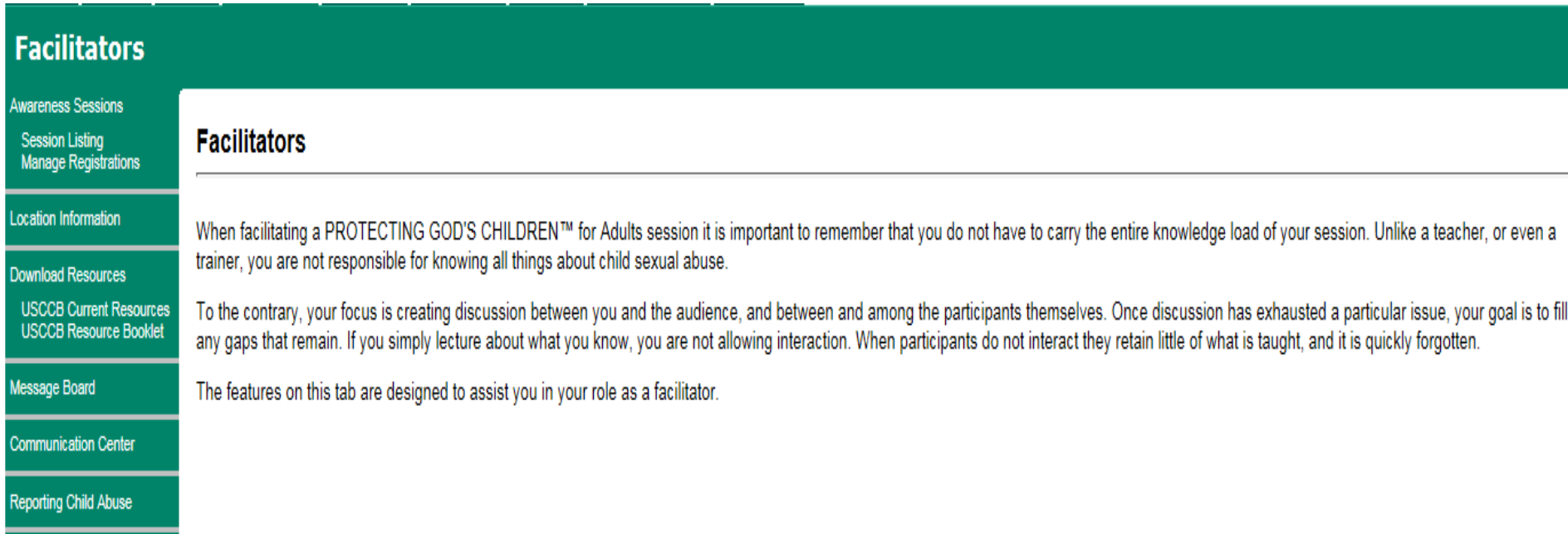


As a VIRTUS Facilitator, what do my VIRTUS Online responsibilities include?

1. Scheduling VIRTUS “Protecting God’s Children” awareness sessions with the Diocesan Safe Environment Assistant (see VIRTUS Session Scheduling Form).
2. Managing the registrations and ensuring that information from all attendees is entered into the VIRTUS Online system.
This is done by:
 - a. Encouraging your attendees to **PRE-REGISTER** (register online before the Protecting God’s Children Class). **It is important all are pre-registered.**
 - b. For all attendees who did NOT register online before their class, make sure that they go online and register **after** their class.
3. Read and understand the continuing training bulletins assigned monthly – **you are a mandated reader now**, if not already.

PLEASE NOTE:

Facilitators need to emphasize the importance that all attendees registered online either **before or after** the class. You will only be able to view information for attendees who have registered for a class in YOUR Parish or Organization, or a particular scope of attendees established by the diocesan Safe Environment Assistant. You will not be able to see information from other Facilitator sessions, unless you are involved with the presentation of the class. The Diocesan Safe Environment Assistant will be responsible for the final approval all user registrations.

A screenshot of the VIRTUS Online website's "Facilitators" page. The page has a dark green header with the word "Facilitators" in white. Below the header is a sidebar with several menu items: "Awareness Sessions" (with sub-items "Session Listing" and "Manage Registrations"), "Location Information", "Download Resources" (with sub-items "USCCB Current Resources" and "USCCB Resource Booklet"), "Message Board", "Communication Center", and "Reporting Child Abuse". The main content area is white and titled "Facilitators". It contains three paragraphs of text providing guidance for facilitators.

Facilitators

When facilitating a PROTECTING GOD'S CHILDREN™ for Adults session it is important to remember that you do not have to carry the entire knowledge load of your session. Unlike a teacher, or even a trainer, you are not responsible for knowing all things about child sexual abuse.

To the contrary, your focus is creating discussion between you and the audience, and between and among the participants themselves. Once discussion has exhausted a particular issue, your goal is to fill any gaps that remain. If you simply lecture about what you know, you are not allowing interaction. When participants do not interact they retain little of what is taught, and it is quickly forgotten.

The features on this tab are designed to assist you in your role as a facilitator.

What resources exist for Facilitators on the VIRTUS Online Website?

1. A Facilitator Tab that contains all tools and resources for facilitators.
2. A list of all sessions scheduled in the Diocese of Green Bay
3. A Registration Manager including:
 - a. A listing of all registered users that belong to your parish, along with their registration status.
 - b. A listing of all classes, future and past, within your organization.
4. A Resources library.

The screenshot shows the 'Facilitators' tab interface. On the left is a green sidebar with navigation options: 'Facilitators' (1), 'Awareness Sessions' (3), 'Session Listing' (2), 'Manage Registrations', 'Location Information', 'Download Resources' (4), 'USCCB Current Resources', 'USCCB Resource Booklet', 'Message Board', 'Communication Center', and 'Reporting Child Abuse'. The main content area is titled 'Facilitators' and contains three paragraphs of text.

Facilitators

When facilitating a PROTECTING GOD'S CHILDREN™ for Adults session it is important to remember that you do not have to carry the entire knowledge load of your session. Unlike a teacher, or even a trainer, you are not responsible for knowing all things about child sexual abuse.

To the contrary, your focus is creating discussion between you and the audience, and between and among the participants themselves. Once discussion has exhausted a particular issue, your goal is to fill any gaps that remain. If you simply lecture about what you know, you are not allowing interaction. When participants do not interact they retain little of what is taught, and it is quickly forgotten.

The features on this tab are designed to assist you in your role as a facilitator.

How do I view class and pre-registrant information?

1. Click on “Facilitator Tab.”
2. Click on “Manage Registrations.”
3. Choose the year of the class (when applicable).
4. Choose the Class from the Drop-Down List.
5. Click “Continue.”

You will be able to view information for those who have pre-registered.

The screenshot shows a web interface with a green header and a sidebar on the left. The main content area is white. The sidebar contains several menu items: 'Facilitators', 'Awareness Sessions', 'Session Listing', 'Manage Registrations', 'Location Information', 'Download Resources', 'Message Board', 'Communication Center', and 'Reporting Child Abuse'. The main content area has a 'Select A Session:' section with a dropdown menu for years (2016-2003) and a dropdown for session details. A 'Continue' button is also visible.

Facilitators **1**

Awareness Sessions

Session Listing

Manage Registrations **2**

Location Information

Download Resources

USCCB Current Resources

USCCB Resource Booklet

Message Board

Communication Center

Reporting Child Abuse

Select A Session: **3**

[Upcoming sessions](#) | Past Sessions: [2016](#) [2015](#) [2014](#) [2013](#) [2012](#) [2011](#) [2010](#) [2009](#) [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#)

06/21/2016 6:00 PM - (Diocese of Green Bay - Chancery Office, St Francis Xavier Rm - Green Bay/Allouez) - Protecting God's Children for Adults **4**

Continue **5**

Manage registrations BY USER

[Click here to see a list of users who have registered for a training session.](#)

How do I view a comprehensive list of all my attendees who have registered online, regardless of the class they attended?

1. Click on “Facilitator Tab.”
2. Click on “Manage Registrations.”
3. Click “Continue” to see a list of users.

The screenshot shows a web interface for facilitators. On the left is a green sidebar with a navigation menu. The main content area is white. A green bar at the top of the main area contains the word "Facilitators" and a small white box with the number "1". Below this, the sidebar menu includes "Awareness Sessions" (with sub-items "Session Listing" and "Manage Registrations"), "Location Information", "Download Resources" (with sub-items "USCCB Current Resources" and "USCCB Resource Booklet"), "Message Board", "Communication Center", and "Reporting Child Abuse". A small white box with the number "2" is next to "Manage Registrations". The main content area has the heading "Select A Session:" followed by a list of years from 2016 to 2003. Below the years is a dropdown menu showing "06/21/2016 6:00 PM - (Diocese of Green Bay - Chancery Office, St Francis Xavier Rm - Green Bay/Allouez) - Protecting God's Children for Adults" with a downward arrow. A "Continue" button is located below the dropdown. A horizontal green line separates this section from the next. The next section is titled "Manage registrations BY USER". Below this title is a link: "Click here to see a list of users who have registered for a training session." A small white box with the number "3" is next to this link.

Facilitators 1

Awareness Sessions
Session Listing
Manage Registrations 2

Location Information

Download Resources
USCCB Current Resources
USCCB Resource Booklet

Message Board

Communication Center

Reporting Child Abuse

Select A Session:

Upcoming sessions | Past Sessions: [2016](#) [2015](#) [2014](#) [2013](#) [2012](#) [2011](#) [2010](#) [2009](#) [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#)

06/21/2016 6:00 PM - (Diocese of Green Bay - Chancery Office, St Francis Xavier Rm - Green Bay/Allouez) - Protecting God's Children for Adults ▼

Continue

Manage registrations BY USER


[Click here to see a list of users who have registered for a training session.](#) 3

How do I print the registration sheet for the session at my parish/school?

1. Click on “Facilitator Tab.”
2. Click on “Manage Registrations.”
3. Choose the Class from the Drop-Down List.
4. Click “Continue.”
5. Click “Create Sign in Sheet” at the bottom of the screen. Print in **landscape**.

The screenshot shows a web interface for managing sessions. On the left is a green sidebar with the following menu items: "Facilitators" (with a callout box '1'), "Awareness Sessions", "Session Listing" (with a callout box '2'), "Manage Registrations", "Location Information", and "Download Resources" (with sub-items "USCCB Current Resources" and "USCCB Resource Booklet"). The main content area is titled "Select A Session:" and includes a link for "Upcoming sessions" and a list of "Past Sessions" from 2016 to 2003. A dropdown menu is open, showing the selected session: "06/21/2016 6:00 PM - (Diocese of Green Bay - Chancery Office, St Francis Xavier Rm - Green Bay/Allouez) - Protecting God's Children for Adults" (with a callout box '3'). Below the dropdown is a "Continue" button (with a callout box '4').

Five action icons are displayed in a grid:

-  **5** **Create sign-in sheet**
-  **Export sign-in sheet**
-  **Send email reminder**
-  **Add a user**
-  **Delete checked users**

How do I schedule a session?

1. Determine a date and time – **all VIRTUS Sessions must be scheduled for 3 ½ hours per contract with VIRTUS.**
2. Complete the **VIRTUS Session Scheduling Form** with all the necessary information.
3. E-mail or call the diocesan Safe Environment Assistant (Deb Knaus) at 920-272-8198 or dknaus@gbdioc.org with all the information regarding the Session.

NOTE:

YOU MUST CONTACT THE SAFE ENVIRONMENT ASSISTANT FOR THE SESSION TO BE CREATED IN VIRTUS ONLINE, TO BE POSTED TO THE DIOCESAN WEBSITE AND TO ARRANGE PICK-UP OF ANY NECESSARY MATERIALS.

How do I access continuing training bulletins?

1. Click on “My Training Tab.”
2. Click on “Training Bulletin Report.”
3. Click on “Click here for details”.
4. Click on the title of any unread bulletin and answer the question. To receive credit for reading a bulletin you must answer the question at the end and click on “Submit my answer”. Please note *the feedback survey*.

Debra Knudt
Diocese of Green Bay, WI

Training 1

Training Bulletins
For Adults
For Facilitators
Favorites

Online Training Modules
Recertification

Live Training

Message Center

Training Compliance

Protecting God's Children for Adults - Do You Know What's Dwelling in Your Child's Phone?

Did you know there are a multitude of apps that can be loaded onto an iPhone or Android to hide photographs? A 13-year-old you know could be holding a smartphone full of graphic photos, and despite vigilant daily checks, you wouldn't have the slightest clue. [\(Read more...\)](#)

Protecting God's Children for Facilitators - Trust Your Eyes And Your Instincts

How many times have you encountered someone's actions that just left you feeling uncomfortable? Sometimes you can identify the source of the discomfort and sometimes you are just uneasy. [\(Read more...\)](#)

Quick Search

[Search Now](#)

[View All Bulletins](#)

Training Bulletin Report

You are current on your training bulletins.

[Click here to see your complete report](#)

TRAINING BULLETINS

| Type | 3 | Featured | Read | Missed |
|---|---|----------|------|--------|
| Protecting God's Children for Adults (click here for details) | 23 | 23 | 0 | |
| Protecting God's Children for Facilitators (click here for details) | 23 | 23 | 0 | |

Training Bulletin Report

| Bulletin | | Featured | Read |
|--|---|------------|------------|
| Do You Know What's Dwelling in Your Child's Phone? | 4 | 06/05/2016 | 06/06/2016 |
| Preventing Cyberbullying in Online Gaming. Part 2 | | 05/01/2016 | 05/03/2016 |