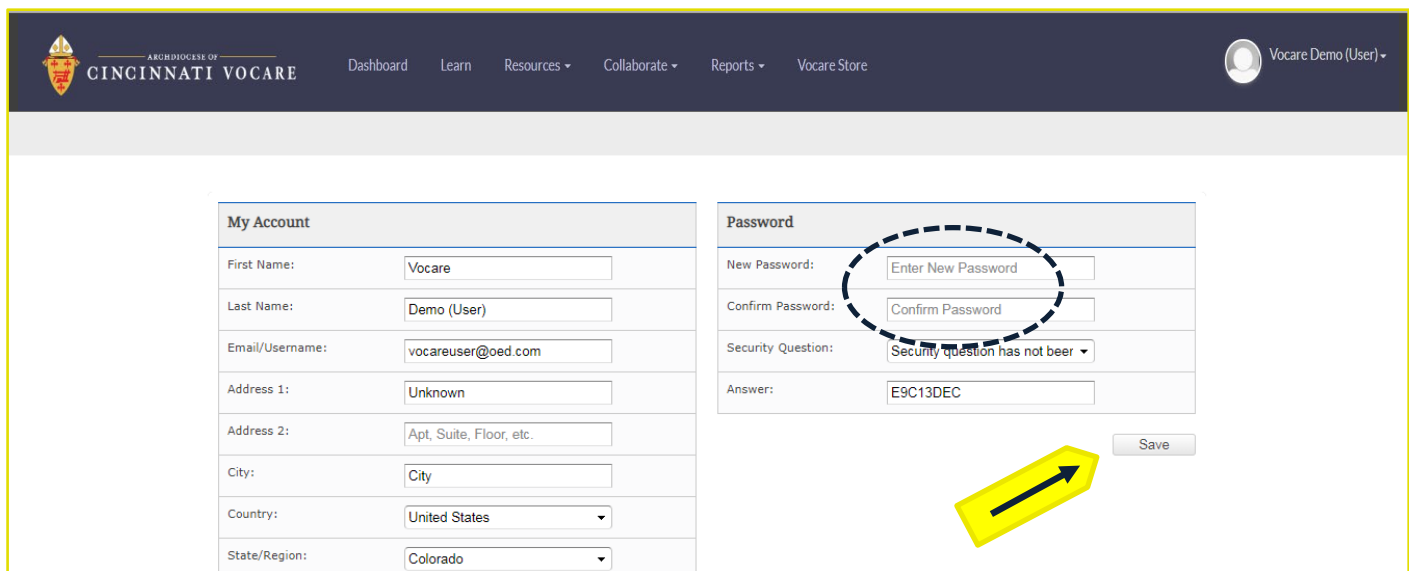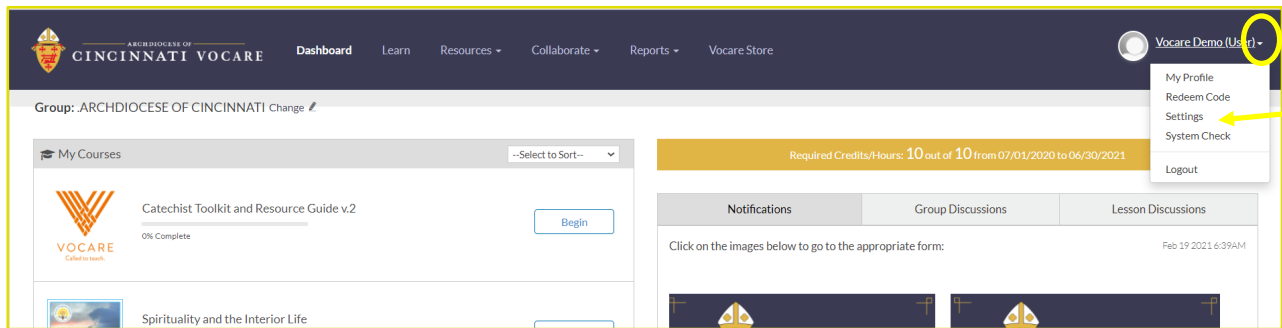# Navigating Vocare

This document will help you as you move through the Vocare online platform. It will show you how to change your password, find your credits, purchase courses, and much more. You will find what is contained on each tab of the Vocare program and how that will help you. Let's get started!

Your first step is to update your password to make it personal to you. Click on your name at the top-right and go to Settings. In the "Password" section, enter and confirm a new password (be sure to click 'Save'). If you want your email address changed, you can also do that as this location.

Be sure to click 'Save' when you are finished!!!

Where to find this info.

On the Dashboard you will see three navy-blue boxes with the Archdiocesan crest that say 'Click here to…" Select "Click here to access Vocare Navigation."

The Vocare Tabs

The Vocare Tabs are your primary navigation tool. Use these to access the various parts of the Vocare system.

The Dashboard Tab

The Dashboard is the information center for your Vocare account.

*
The gold bar indicates how many credits you have for this current fiscal year.
←

My Courses lists the courses in your Learn Tab. You can also click the 'Begin' or 'Continue' button to resume a course where you left off.

Notifications is your message board from Vocare Support.

Note the options to directly access Vocare forms.

The Learn Tab

The Learn is the tab in which you will find and can access the courses you have purchased.

You can begin or continue a course you have purchased by clinking on it.

The Resources Tab

The Resources Tab gives you access to the journal entries you have written during the completion of your courses, and also gives you access to numerous forms and documents.
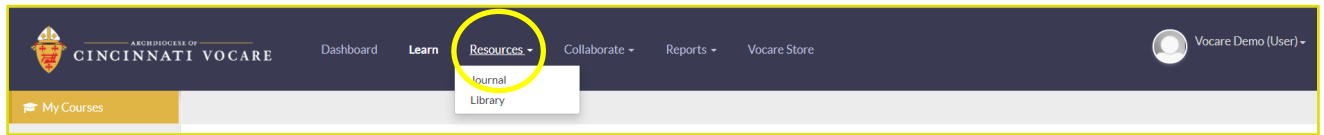
Click on the **Journal** tag to see all the Journals you have written within classes. No one can read your Journal unless they have your Password (which is why you want to change it!)
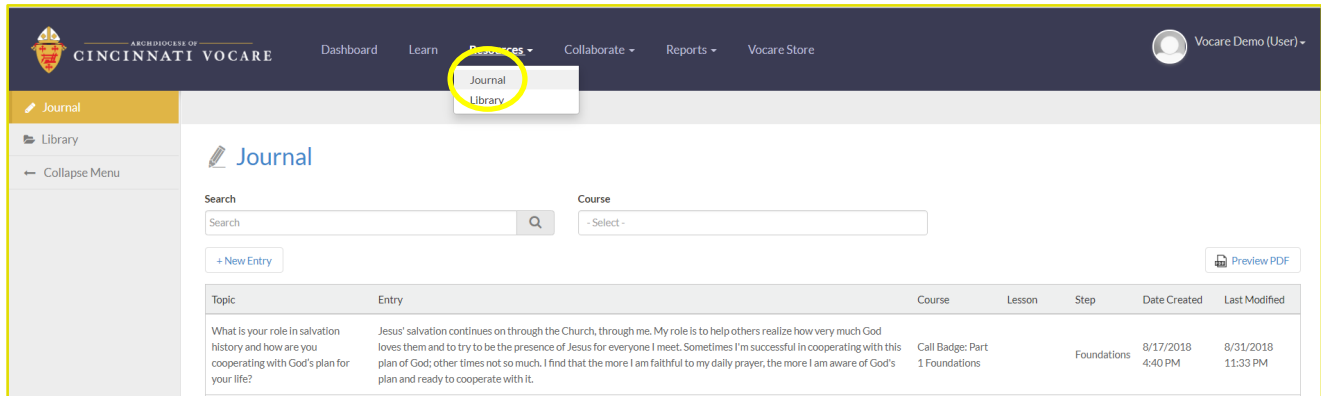
The **Library** gives you access to links to the most-recent forms and documents for Vocare.
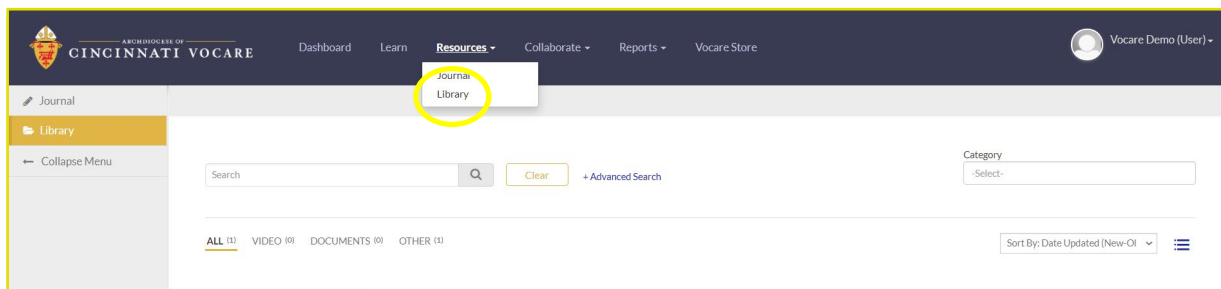
Clicking here will open the Archdiocesan Resources for Vocare.

Scroll down until you come to the form you want.

The Collaborate Tab

The Collaborate Tab gives you access to Facebook-like communications from other Vocare users. You are able to add your own comments to collaborations.
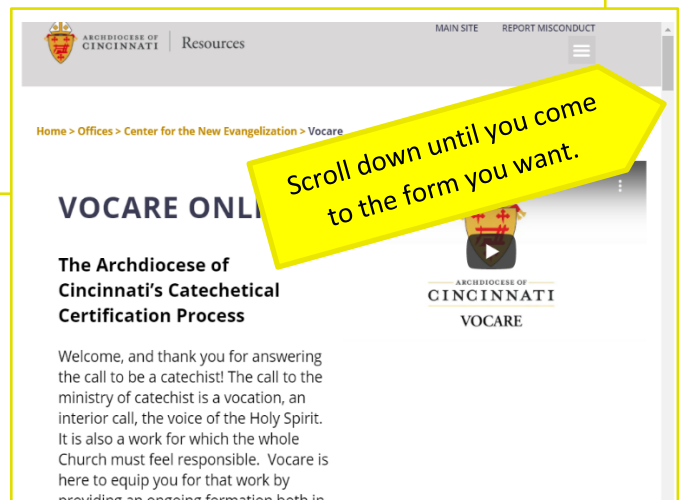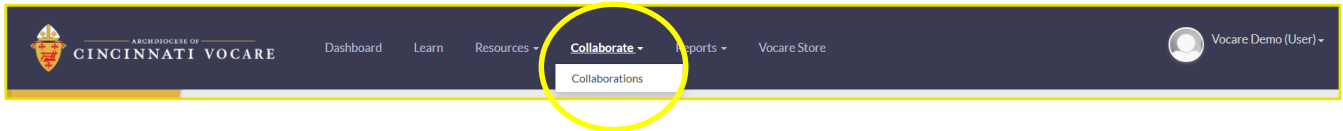

There are two types of Collaborations:

Group Threads allow you to communicate with everyone in a particular Group. In this example, the User can communicate with everyone in the Archdiocese of Cincinnati, the OED Visitor Group, and the Transfer-Basic Group.

Class Threads allow you to communicate with everyone who is taking the same course you are. The *Collaborations* you enter into Vocare while in a particular course show up here for others in the course to read.

☞ You can also read the *Collaborations* others have written.

The Reports Tab

In the Reports Tab you have the ability to run reports to gain information about your Vocare.
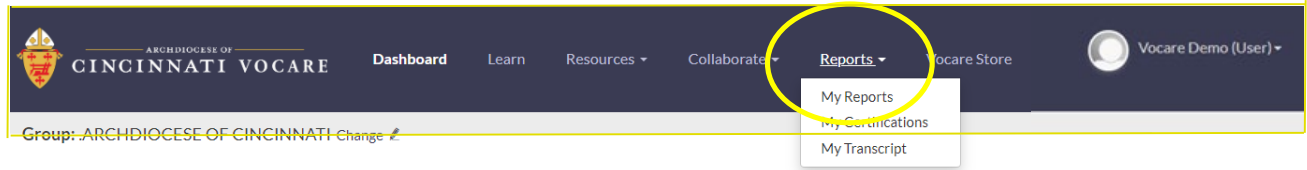
"My Reports" gives you information about the courses you take.

choose the course you want to look at

lessons within the course

date the lesson was finished

amount of time it took you to finish

score on the pre-test

score on the post-test

percent of course complete

The "Show" link will give you info about a particular class that is not finished:
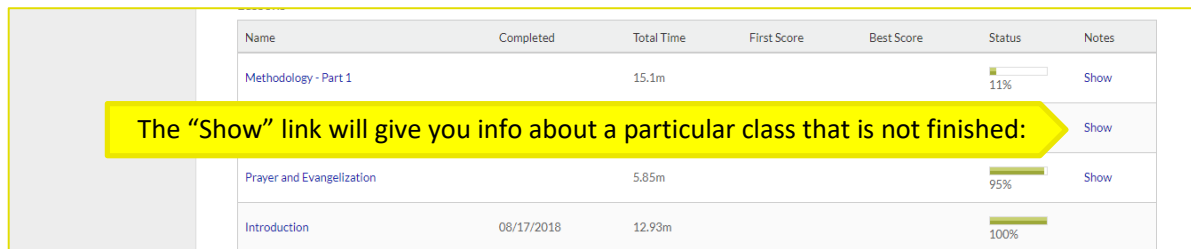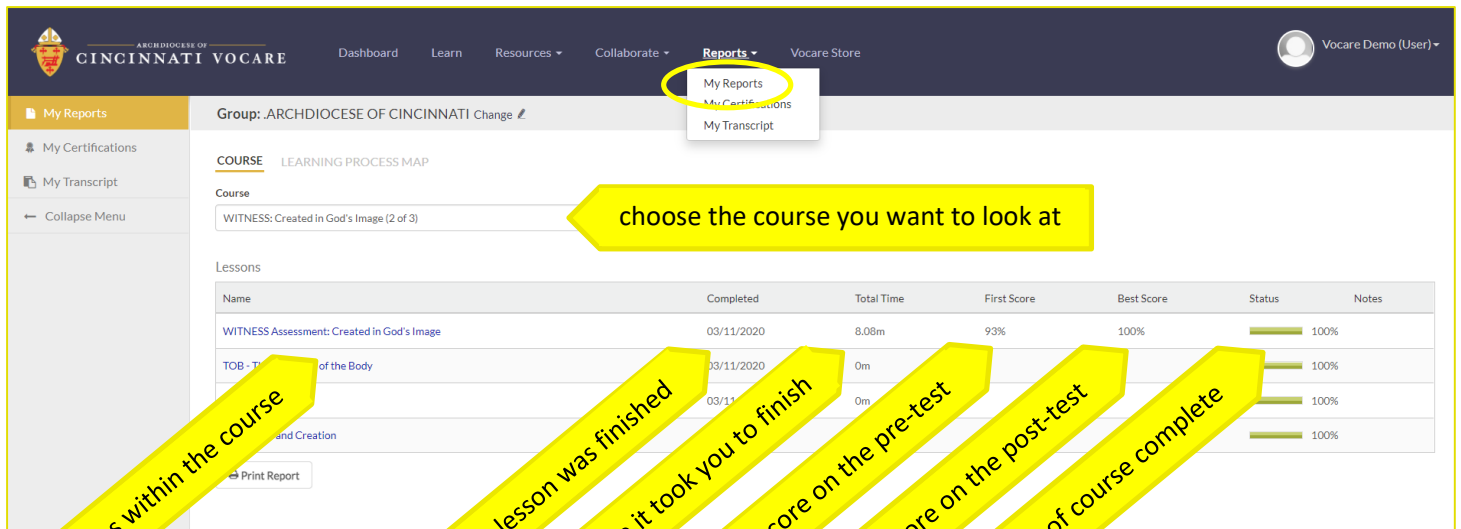
The "Show" link will open a pop-up with info about what is still needed to finish

User has only viewed 2 pages out of 22 pages total.
User has not taken the lesson assessment(s).
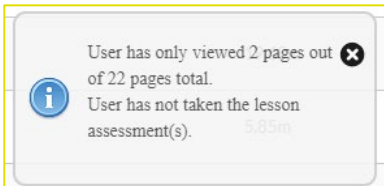
"My Certifications" shows you the credits that have been issued for your courses and Outside Events. Be sure to click on the course you want to see the credits for.
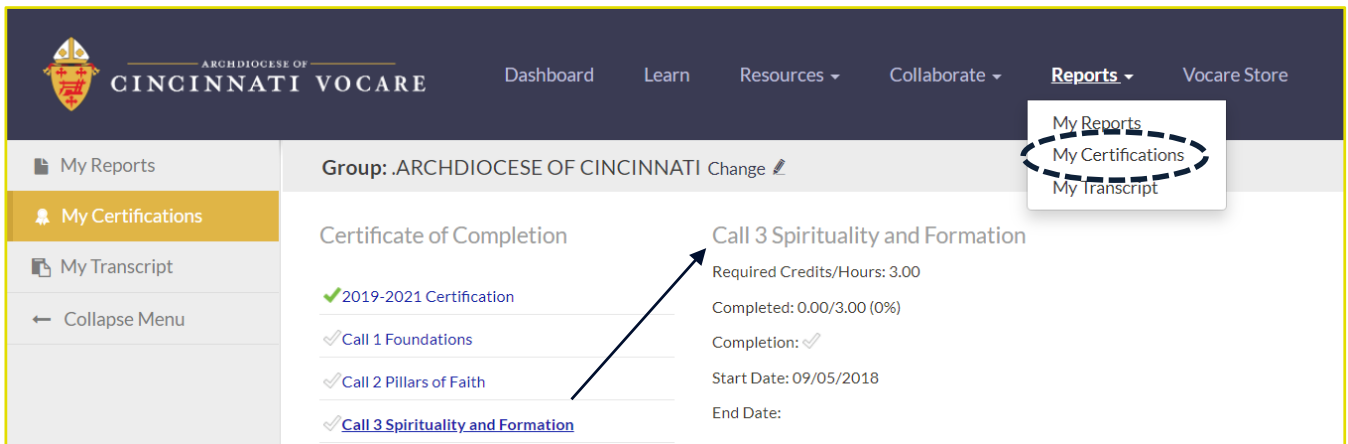
"My Transcript" shows information about every course you have purchased. You can find the Start Date, End Date, Status (whether or not complete), the Type of course (Online Class or Live Class), and the final Score on the post-test. You must score at least 80% to get credit for a course.
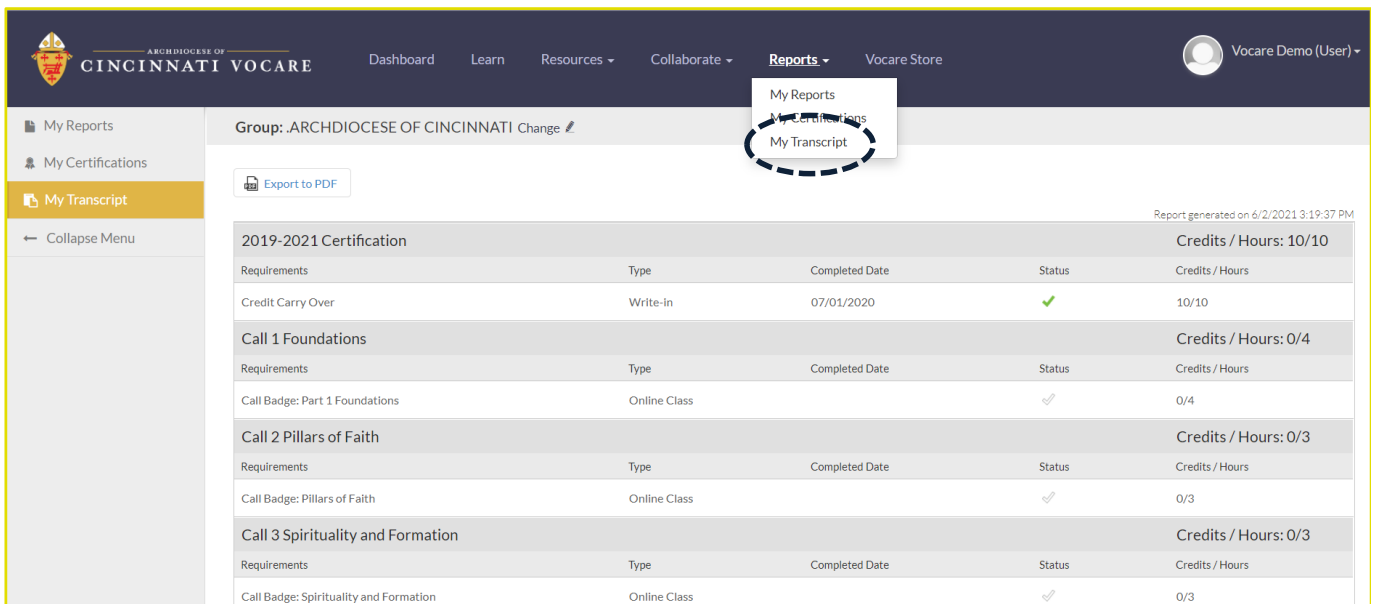
The Vocare Store Tab
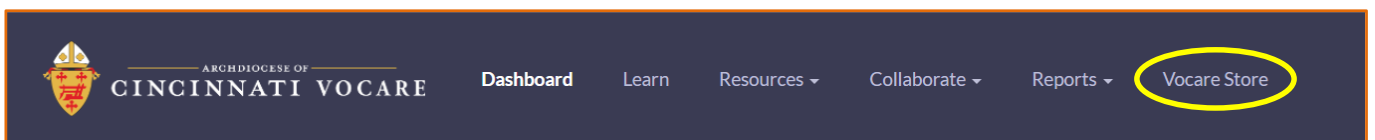
How to Purchase Courses in Vocare

⬇

How to Purchase Courses in Vocare

When logged in, select "Vocare Store" on the navy-blue menu bar. This will open the Vocare Store window.

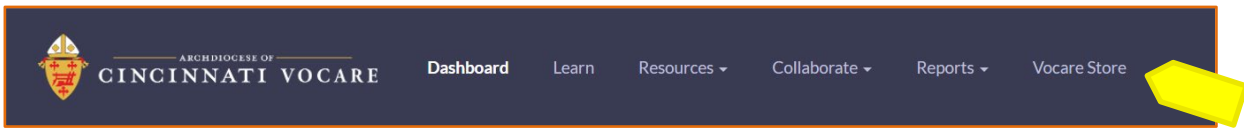From this page you begin the purchase process. Courses are arranged alphabetically. Hover over a course and click the 'More Details' box. Please read descriptions of courses to ensure you are eligible to take the course. (Some are only for Catholic School teachers.) Note that there are no refunds in Vocare, so be sure to select the course you truly want!

If you want to select a different course, click "Go to Dashboard" then return to the Store.
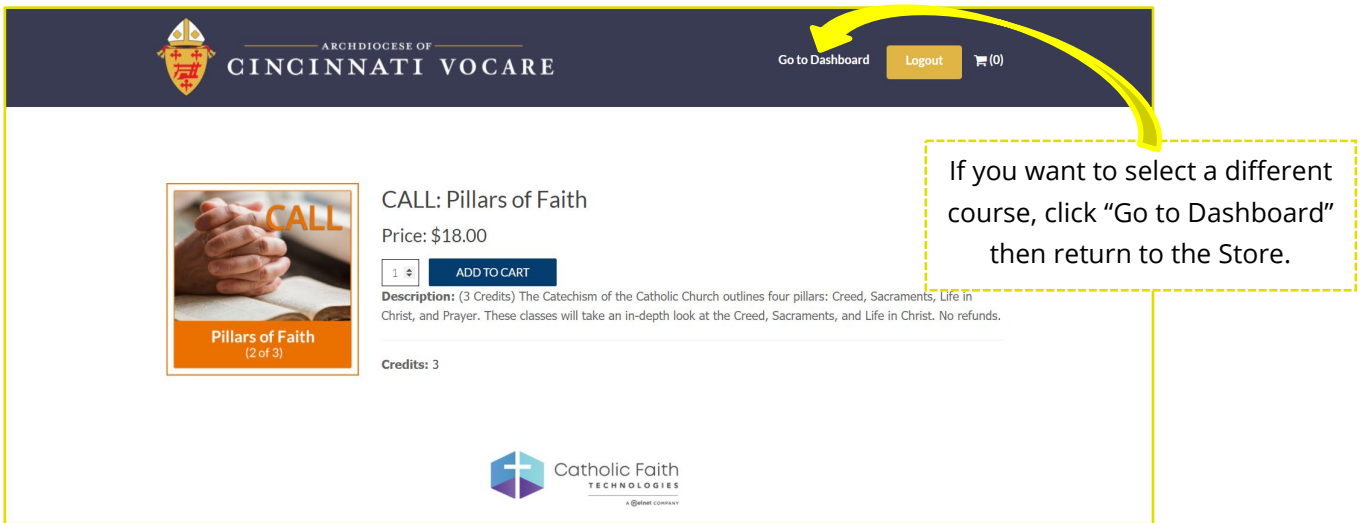
Click 'Add to Cart' to continue the purchase process. When you do so, the course will be added to your cart. Do not press the 'Add to Cart' button more than once unless you want to purchase the course more than once! Remember – there are no refunds!
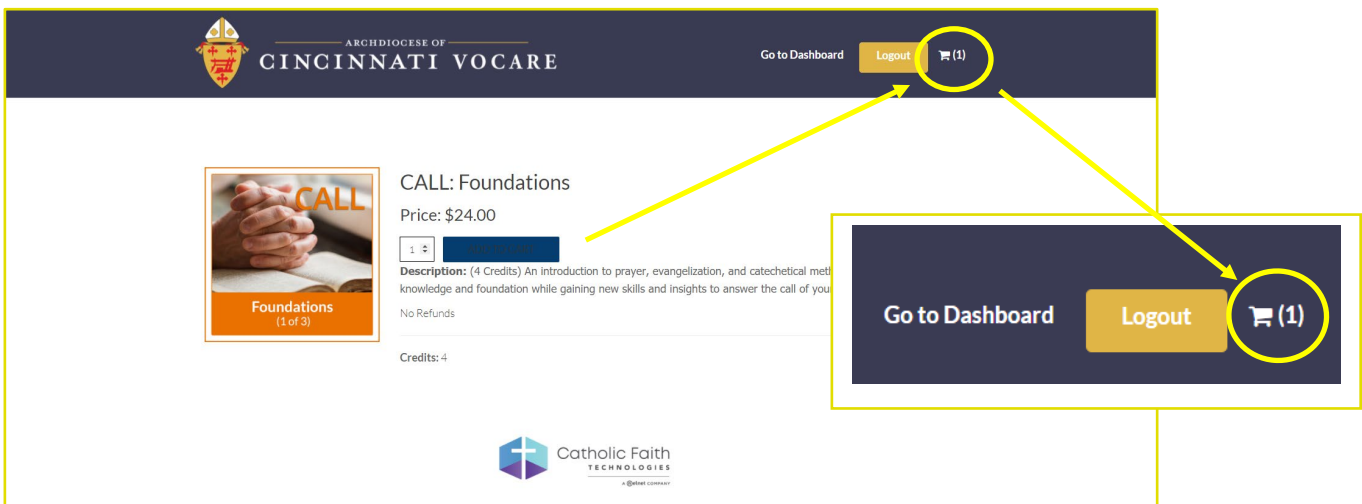
When you have added all the courses to the Cart that you want, click on the cart icon.
Your Cart will appear.

Click 'Checkout' and choose CONTINUE to finish the process:

Your Shopping Cart

CALL: Foundations CALL: Foundations (1 of 3)
Qty. 1 $24.00

Estimated Total $24.00

CHECKOUT

You Are Checking Out As

Denise Warnecke
dwarnecke@catholicaoc.org

CONTINUE

SIGN IN AS ANOTHER USER

Now you are on the checkout screen. Verify that you have the correct course(s) and amounts that you want. You can change quantities and/or remove courses:

ARCHDIOCESE OF
CINCINNATI VOCARE

Go to Dashboard   Logout

Account Login   Review Cart   Make Payment   Order Confirmation

Shopping Cart

Catechesis of the Good Shepherd - Level 1 ENRICH: Catechesis of the Good Shepherd - Level 1 $0.00
Qty: 2   Remove

CALL: Foundations CALL: Foundations (1 of 3) $48.00
Qty: 2   Remove

Order Summary

Order Subtotal $48.00
Shipping   TBD
Taxes   TBD
Estimated Total $48.00

CHECKOUT

of the Good Shepherd - Level echesis of the Good Shepherd - Level 1 $0.00
Qty: 2   Remove

ations CALL: Foundations (1 of 3) $48.00
Qty: 2   Remove

When your Shopping Cart is correct, click 'Checkout.'

On the next screen, enter your Payment information and click 'Place Order.'

At any time during the order process, you can leave by clicking on "Go to Dashboard" at the top right.

Upon placing your order, you will get a 'thank you' screen. You will also get an email receipt.

Thank You For Your Order!

We've placed your order and a receipt has been sent to your email.
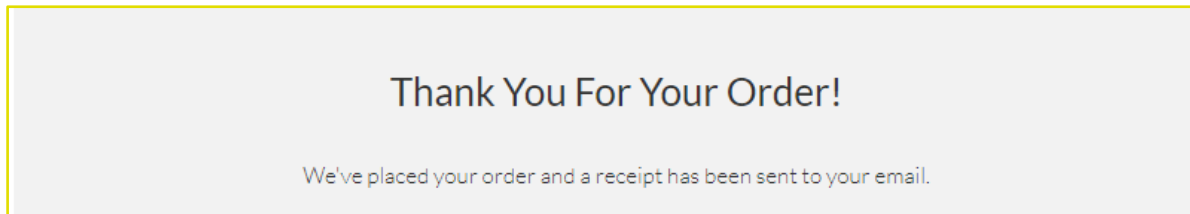
Once you have placed your order, go to your Learn Tab to begin your course.
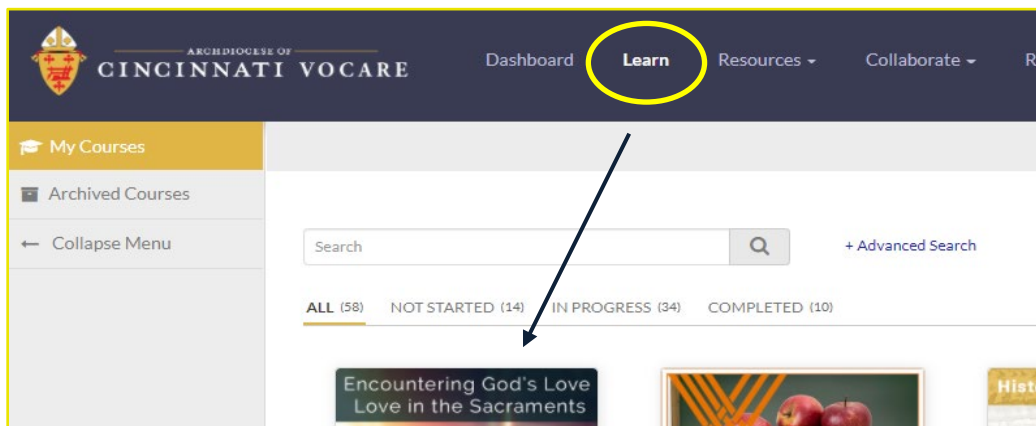
Outside Credits

Vocare allows for the benefits gained through events outside of the Vocare system such as national conferences, seminars, local conferences, workshops, in-services, etc. Credit is assigned by Vocare Support.

Type 1 Events

Automatically pre-approved events include those completed with a passing grade of a semester-long Catholic university course in theology or catechetics. These include:

- A semester-long Ohio Catholic university course in theology or catechetics (outside Ohio university courses must be pre-approved)
- Any VLCFF course from the University of Dayton
- Any semester-long course from the Athenaeum of Ohio, including the LPMP program.

A transcript of the course must be submitted to VocareSupport@CatholicAoC.org by email scan. These courses are worth 10 credits.

Type 2 Events

These events include *workshops within* a Seminar or Conference that are on specific theological concepts or catechetical methodology. Each event/workshop will be given one credit per submission, pending OED approval. Those seeking credit complete an Event Submission form.

Type 3 Events

Other events include Parish and/or school workshops and/or in-service opportunities that take place at the local level. These events are planned far ahead and must be submitted to the Vocare Support for *pre-approval* to ensure adequate content for credit. Pending OED pre-approval, credit is assigned anywhere from 1 to 10 credits. Those seeking credit complete an Event Submission form.

How to Submit Outside Credit Requests

On the *Dashboard*, look under *Notifications* for the navy box titled CLICK HERE TO ACCESS THE EVENT SUBMISSION FORM. Complete the form.

Navigating Within a Vocare Course

Purchased courses are accessed in the Learn Tab. Click on the course and follow directions to begin. You can navigate from page to page by using the "Next Page" button at the <u>bottom</u> of the screen:

If you are interrupted or wish to leave the course mid-stream, when you return the course will load at the screen where you left off.

- -

Vocare courses can also be navigated using the menu screens. When a course is opened in the Learn Tab, the course menu appears. As activities are completed, a green checkmark appears next to them.
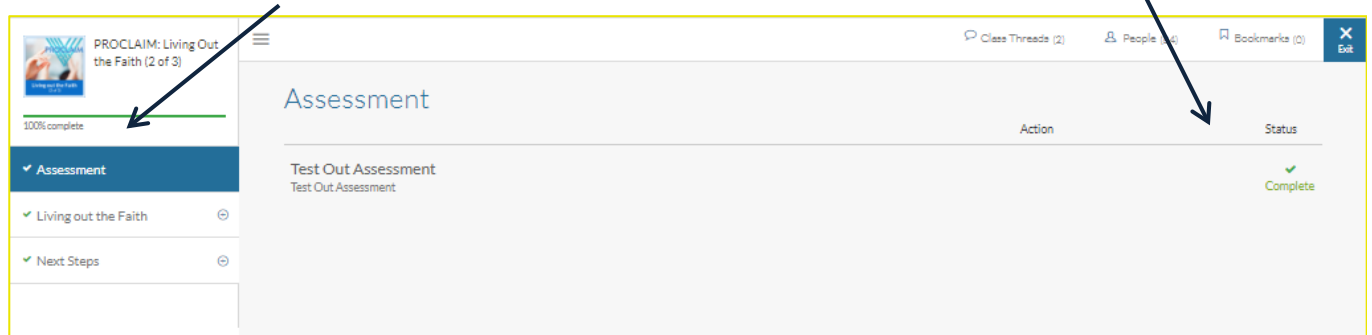
These menus are helpful when you have navigated past a screen that you would like to return to. Double-clicking on the *course* menu items opens that menu further.
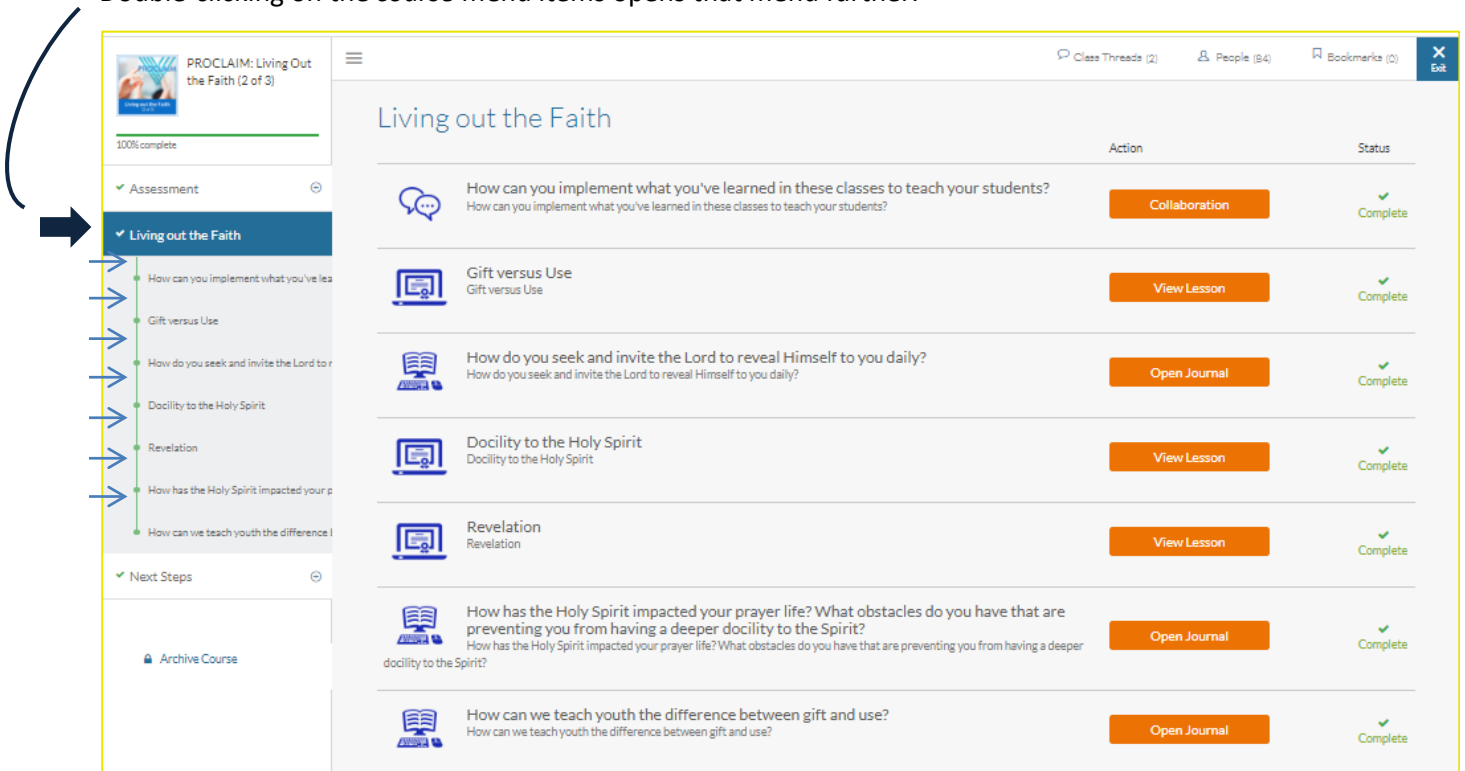
Click on the "View Lesson" button to begin.   Or you can double-click on the Lesson in the menu.

Continue navigation using the "Next Page" button at the bottom of the screen, or by double-clicking on the lesson activities.
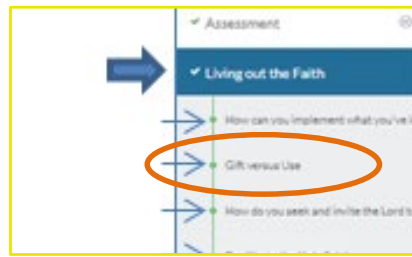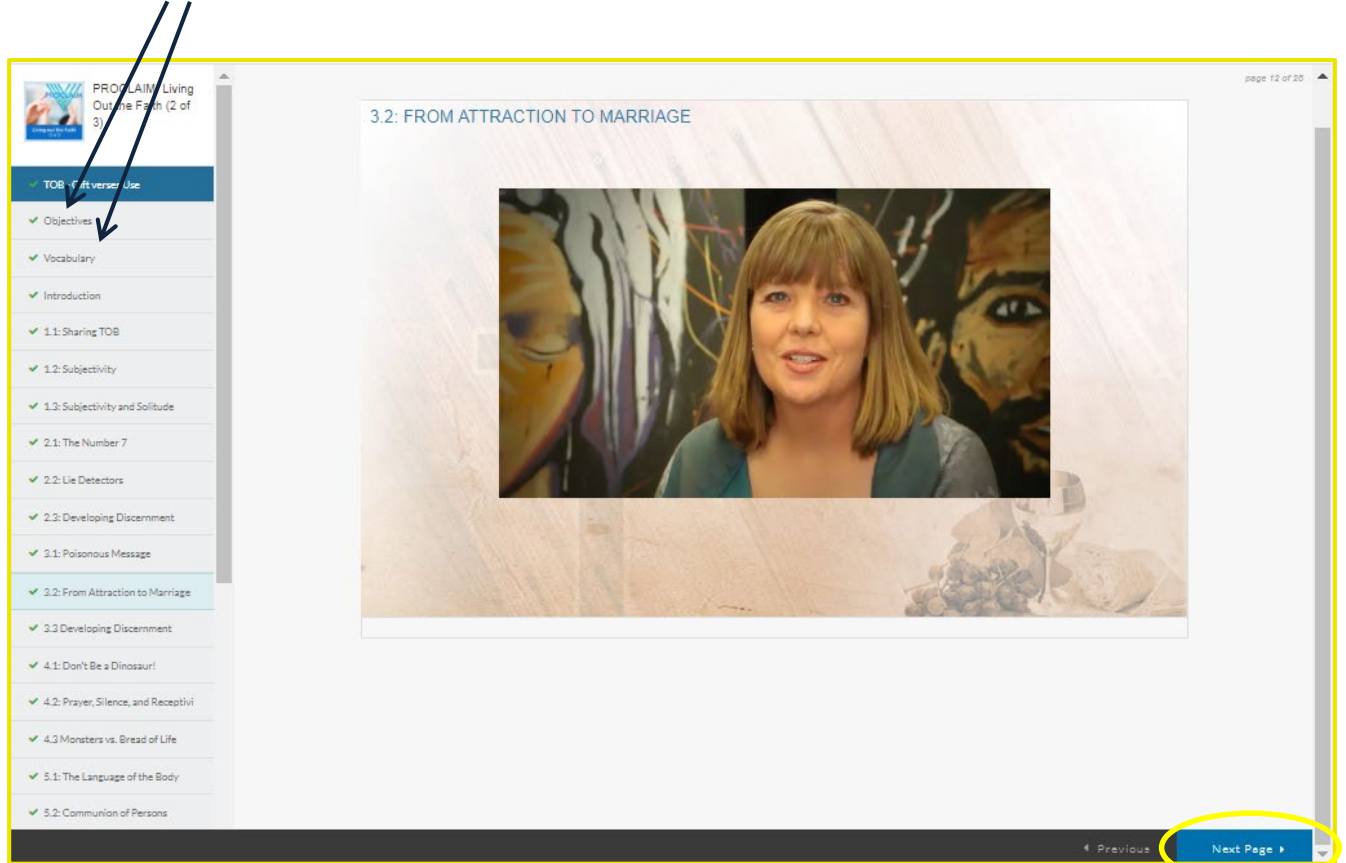

You can use the lesson activity buttons to navigate back to places in the lesson that you have already passed. Just double-click on the activity.
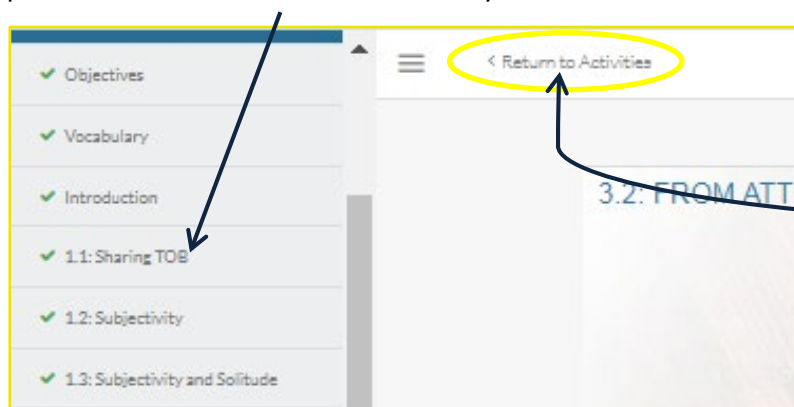
To return to the main course menu, click on 'Return to Activities.'

Continue your course until you reach the end.

Some courses/lessons have assessments. These serve to either help focus your thoughts on the subject, find out how much you've retained, or in the cases of *Witness* and *Proclaim,* to 'test out' of lessons.

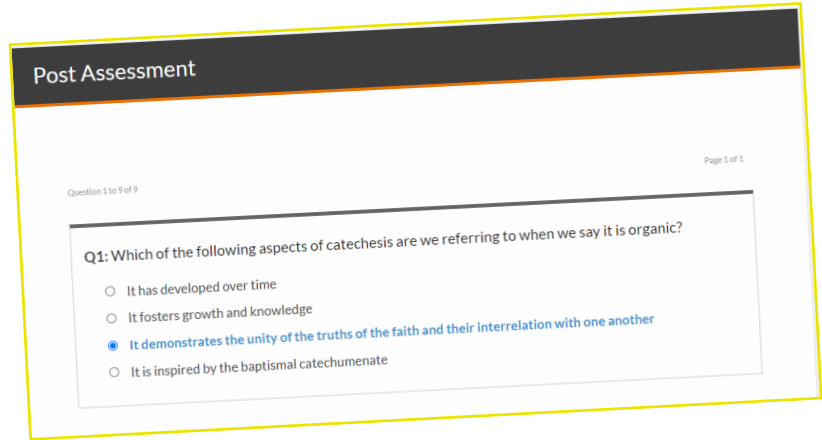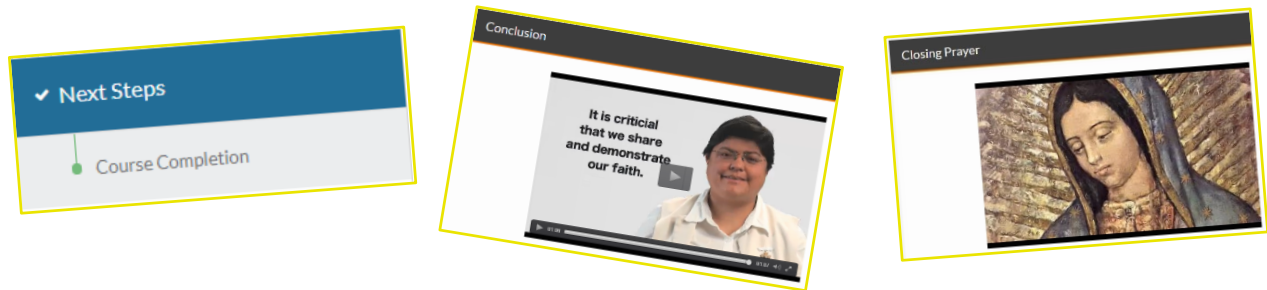**Post Assessment**

Page 1 of 1

Question 1 to 9 of 9

Q1: Which of the following aspects of catechesis are we referring to when we say it is organic?

○ It has developed over time

○ It fosters growth and knowledge

● It demonstrates the unity of the truths of the faith and their interrelation with one another

○ It is inspired by the baptismal catechumenate

The end of each lesson there is normally a transition to the conclusion. This may take the form of a 'Next Steps' activity, or a summary activity, or a prayer experience, or whatever.

✔ Next Steps

Course Completion

Conclusion

It is criticial that we share and demonstrate our faith.

Closing Prayer

When you have finished your course, you can quit by either clicking the 'Exit Lesson' button at the bottom of the page or by clicking the blue 'Exit' button at the top right.

◄ Previous   Exit Lesson ►   ✕ Exit

You can go to Reports > My Certifications to see your credit. (Note that this may take up to 20 minutes.) From here you can print a certificate of completion.

Proclaim 2 Living Out the Faith

Required Credits/Hours: 3.00

Completed: 3.00/3.00 (100%)

Completion: ✔

Start Date: 05/10/2019

End Date: 07/19/2019

Requirements   Download Certificate

Requirement	Activity Name	Type	Threshold	Credit Hours	Status	Notes	Submission
PROCLAIM: Living out the Faith (2 of 3)		Required	3 Credit(s) / Hour(s)	3 Credit(s) / Hour(s)	✔ Complete - 07/19/2019		