crtis User Manual

ASF Department of Catholic Schools - January 2013

Contents

Introduction 9

Welcome to crtis! 9

First Look 11

Getting to crtis: 11

Workshop Registration 13

Viewing Workshops for Registration 13

Viewing currently available workshops 13

Viewing Current Workshops - Alternate Way 14

Viewing past workshops 14

Month by month 14

Using Datepicker 15

Registering for Workshops 15

Register for current workshops 15

Register for past workshops 18

Viewing the rosters 18

On the main registration page 18

View Rosters from the Admin Page 20

Deleting and Moving Employee Registrations from Workshops 20

To Delete an Employee Registration from a Workshop 20

To Move an Employee Registration from One Workshop to Another 20

Employee Info 21

Add or Update Employee Info 21

Add Employee Info 21

Edit Employee Info 26

Add Position Info (Keeping One or More Current Positions) 28

Updating Current Position Info 31

Edit Current Position 31

Edit Current Grade and/or Subject Information 32

Viewing One Employee’s Workshop Info 33

Add Position Info (Concluding One or More Previous Positions) 33

Employee List - View or Change Employee Info 33

Viewing the Employee List 33

Viewing All Employee Workshop Info 35

View or Change Employee Info 35

Certification Inf 37 37

Out of Certification 37

View Employees Who Are Out of Certification 37

Roster List & Maintenance

Move or Delete Your School's Attendees from Workshop Sessions 38

Delete an Employee Registration from a Workshop 38

Move an Employee Registration from One Workshop to Another 38

Employee List & Maintenance 39

View a List of Employees from Your School Who are Being Tracked for Certification; Add or Update Info 39

Workshops 41

About Workshop Creation in crtis 41

Event Maintenance - Add, Edit or Delete Workshop Event Information 41

Add Workshop Info 41

About the Workshop Event Description 44

Edit Workshop Info 45

Delete Workshop Info 46

Session Maintenance

Add, Edit or Delete Workshop Session Information 46

Add Workshop Session Information 47

Workshop Session Description 50

Edit Workshop Session Info 52

Duplicate Workshop Session Info 52

Delete Workshop Session Info 52

Add or Edit Presenter Information 53

Add Presenter Info 53

Presenter Bio 54

Edit Presenter Info 55

Deleting Presenter Info 55

Add or Edit Location Information 55

Add Location Info 55

Edit Location Info 57

Deleting Location Info 57

Payment Info 59

View All Fees 60

View Both Outstanding and Pending Fees for Your School 60

Pending Registration Fees 60

View Fees Due for Workshops Registered for but Not Yet Attended 60

Outstanding Fees 61

View Payments Due for Workshops Attended 61

Payments Received 61

View Received Payments for Your School 61

Appendix A 63

Using CKEditor for Your Description 63

Create a Link 63

To place a link to a web page in your description 63

Display a Picture 64

Upload and Display an Image 65

Upload and Attach a Document 66

Appendix B 69

Including HTML Code in Your Description 69

Create a Link 69

Create a Link by Copying and Pasting a URL 69

Link to and Display a Picture 70

Formatting Your Description's Text 71

Create an unordered (bulleted) list 72

Create an ordered list 72

Glossary 73

Index 74

Introduction

Welcome to crtis!

This guide is not meant to be read cover to cover. Please utilize the Table of Contents and Index to find the subjects you are interested in.

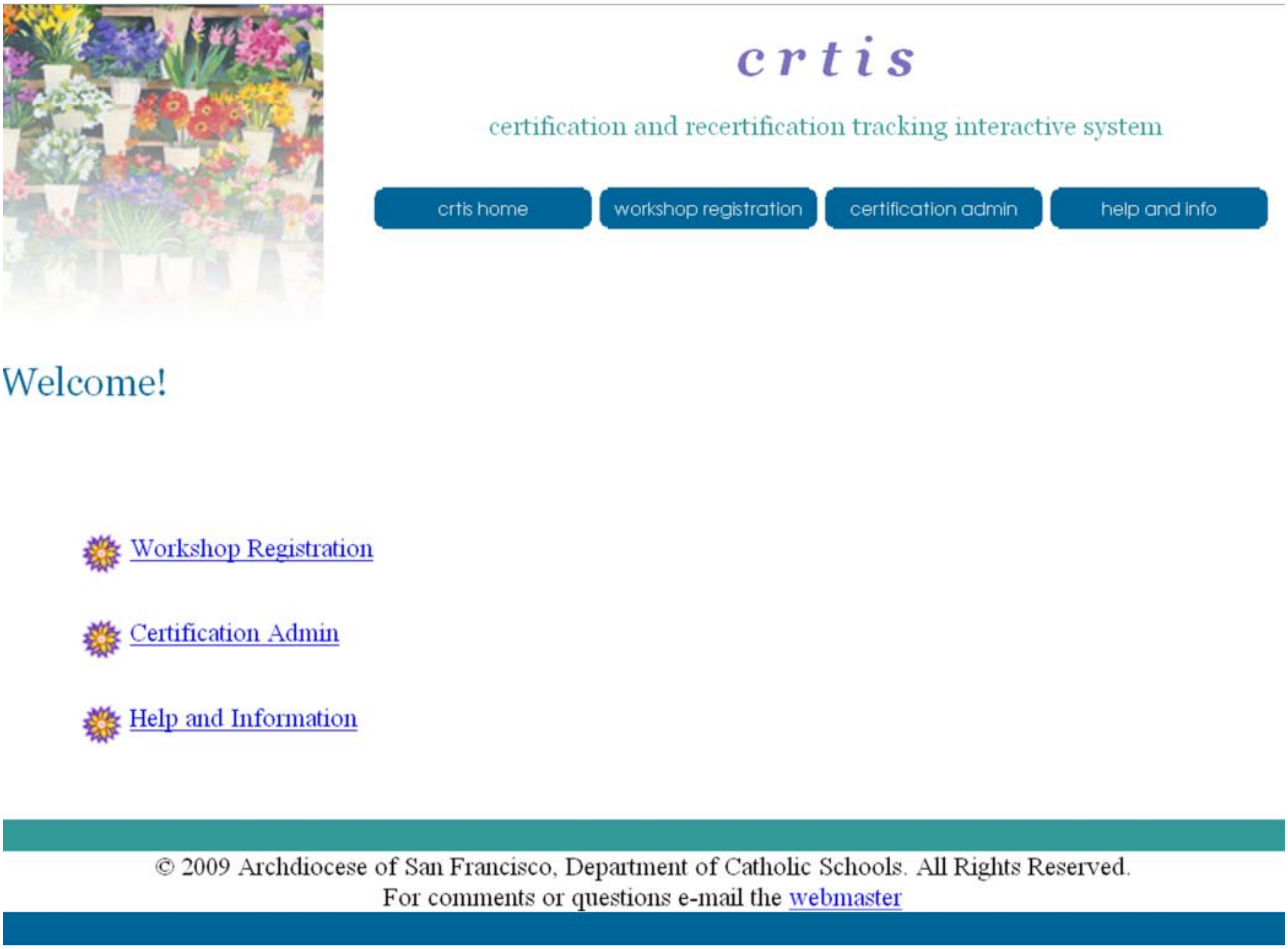
crtis (pron. '**surtis**') is an acronym for the Archdiocese of San Francisco's Certification and Recertification Tracking Interactive System. This web application was created in 2006 to allow the Religion Coordinators at the schools of the San Francisco Archdiocese and the Assistant Superintendent for Faith Formation/Religious Instruction to register employees and track their certification progress online, in order to reduce paperwork and share tracking information in a format easily accessible by both parties.

The first release of **crtis** allowed Religion Coordinators and principals to register employees and view tracking information, but not edit any of the information stored. The current release, updated in 2011 and covered by this guide, allows the previous actions, as well as the additional following actions to be performed by religion coordinators, principals, and DCS staff with administrative login access:

- *Add, edit or delete workshop event and session information*
- Add or edit information about workshop speakers and locations
- View a list of current workshop registrations for a school or an individual
- Add new employees or edit current employee info
- View a list of employees at a school who are behind on certification progress
- Move or delete a school's attendees from workshop sessions
- View a list of employees being tracked for certification, add or update info
- View both outstanding and pending fees and print invoices
- View information about payments received
- Other new features accessible by admin users at DCS.

This guide will cover the usage of these functions, as well as providing a brief tutorial on how to use HTML to format text and create links. However, this is not required to use **crtis**. All one needs is a computer, an internet connection, a browser such as Firefox, Safari, or Internet Explorer, and a **crtis** login.

If you come across any terms you don't understand, many of them are defined in the Glossary at the end of this guide.


crtis home
workshop registration
certification admin
help and info
Workshop Registration
Certification Admin
Help and Information

crtis

certification and recertification tracking interactive system

Welcome!

© 2009 Archdiocese of San Francisco, Department of Catholic Schools. All Rights Reserved.
For comments or questions e-mail the webmaster

Fig. 1-1: Crtis home page.

First Look

Getting to crtis:

- Open an internet browser such as Firefox, Safari, or Internet Explorer on any computer.
- Type **www.crtis.org** in the URL bar of your browser.
    - The URL bar is the field at the very top of your browser window. If your browser has a home page, you will see a line of text beginning with **http://** in this field. This is a URL, which is an internet address that points to a specific page of a website or document, similar to the way an address on mail directs the postman where to deliver it.
- Once you've typed the URL in the field, click the **Enter** key on your keyboard.
- You should see the **crtis** home page (Figure 1-1).

At this point, you may register employees for workshops without logging in if you wish:

- On the **crtis** home page, click Workshop Registration.
    - You are able to register employees for workshops, but you will not be able to access more advanced functions.
- Please see **Workshop Registration** (pg. 13) for more information.

To log in to the Administrative section and unlock all possible functions:

- On the **crtis** home page, click **Certification Admin**.
- On the next page, enter your **username** and **password**.
    - If you have not already received your username and password, please contact the Department of Catholic Schools for this information.
- Click the "Log In" button to enter the admin section of the site.
    - If you typed either your username or password incorrectly, you will see a message in red text letting you know.
    - If you are having trouble logging in, contact DCS for an email containing your username and password. It may be easier to copy and paste your information into the fields.

Workshop Registration

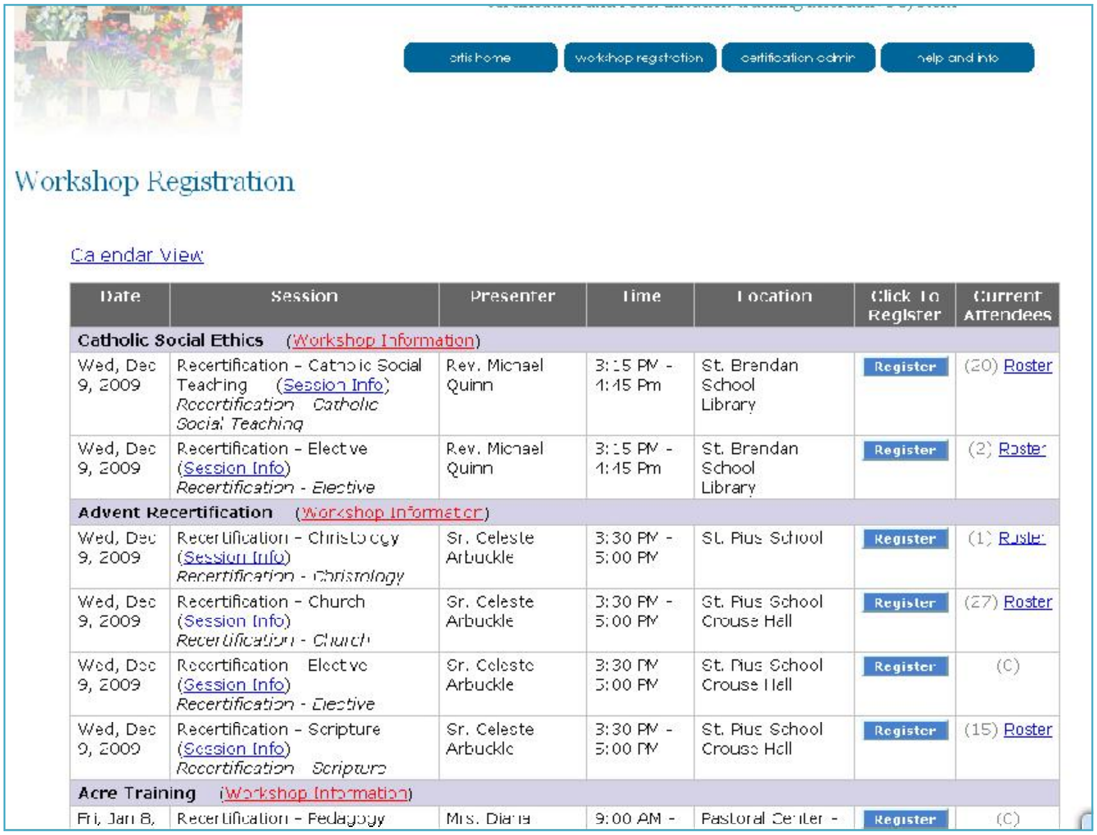
In this section, you will find information about how to:

- view currently available & past workshops (pp.13-14)
- register for currently available & past workshops (pp. 15-18)
- view workshop rosters (pp. 18-20)
- move and delete registrations (pg. 20) .

Viewing Workshops for Registration

Viewing currently available workshops

- At the **crtis** main page, click **Workshop Registration**.
- All workshops that are currently available for registration will be listed here (Fig. 1-2).



Workshop Registration

Calendar View

Date	Session	Presenter	Time	Location	Click To Register	Current Attendees
Catholic Social Ethics (Workshop Information)						
Wed, Dec 9, 2009	Recertification - Catholic Social Teaching (Session Info) *Recertification Catholic Social Teaching*	Rev. Michael Quinn	3:15 PM - 4:45 Pm	St. Brendan School Library	Register	(20) Roster
Wed, Dec 9, 2009	Recertification - Elective (Session Info) *Recertification - Elective*	Rev. Michael Quinn	3:15 PM - 4:45 Pm	St. Brendan School Library	Register	(2) Roster
Advent Recertification (Workshop Information)						
Wed, Dec 9, 2009	Recertification - Christology (Session Info) *Recertification - Christology*	Sr. Celeste Arbuckle	3:30 PM - 5:00 PM	St. Pius School	Register	(1) Roster
Wed, Dec 9, 2009	Recertification - Church (Session Info) *Recertification - Church*	Sr. Celeste Arbuckle	3:30 PM - 5:00 PM	St. Pius School Crouse Hall	Register	(27) Roster
Wed, Dec 9, 2009	Recertification Elective (Session Info) *Recertification - Elective*	Sr. Celeste Arbuckle	3:30 PM 5:00 PM	St. Pius School Crouse Hall	Register	(0)
Wed, Dec 9, 2009	Recertification - Scripture (Session Info) *Recertification Scripture*	Sr. Celeste Arbuckle	3:30 PM - 5:00 PM	St. Pius School Crouse Hall	Register	(15) Roster
Acre Training (Workshop Information)						
Fri, Jan 8,	Recertification - Pedagogy	Mrs. Diana	9:00 AM -	Pastoral Center -	Register	(0)

Fig. 1-2: Registration Event View.

Viewing Current Workshops - Alternate Way

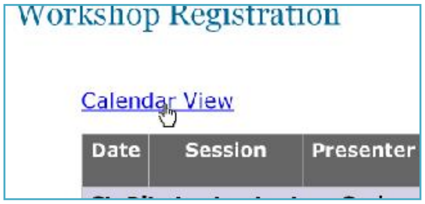
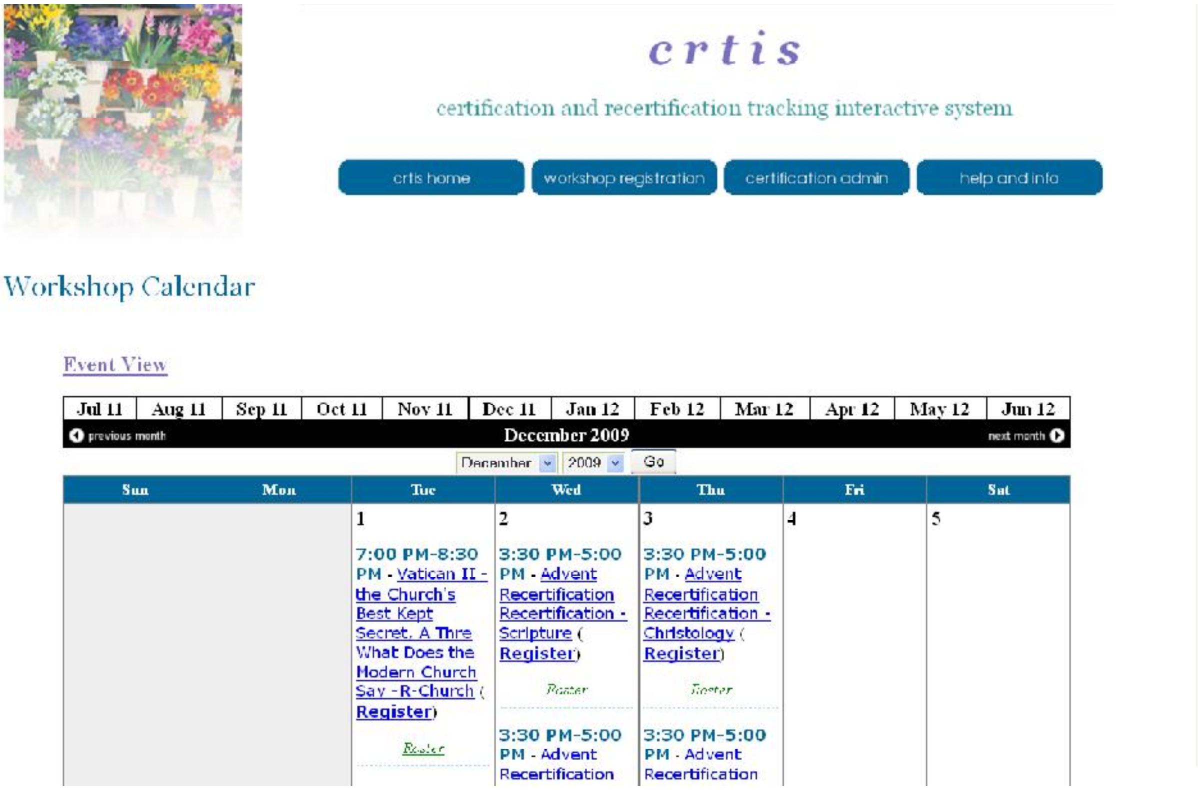

Workshop Registration
Calendar View
Date
Session
Presenter

Figure 1-3: Calendar View link.

On the **Workshop Registration** main page, in the upper left section of the page under the **crtis** logo, click the **Calendar View** link (Figure 1-3).

- This page shows workshops for the current month.


crtis
certification and recertification tracking interactive system
crtis home
workshop registration
certification admin
help and info
Workshop Calendar
Event View
Jul 11
Aug 11
Sep 11
Oct 11
Nov 11
Dec 11
Jan 12
Feb 12
Mar 12
Apr 12
May 12
Jun 12
previous month
December 2009
next month
December
2009
Go

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 7:00 PM-8:30 PM - Vatican II - the Church's Best Kept Secret. A Thre What Does the Modern Church Say -R-Church (Register) Roster	2 3:30 PM-5:00 PM - Advent Recertification Recertification - Scripture (Register) Roster 3:30 PM-5:00 PM - Advent Recertification	3 3:30 PM-5:00 PM - Advent Recertification Recertification - Christology (Register) Roster 3:30 PM-5:00 PM - Advent Recertification	4	5

Figure 1-4: Calendar View.

Viewing past workshops

Month by month

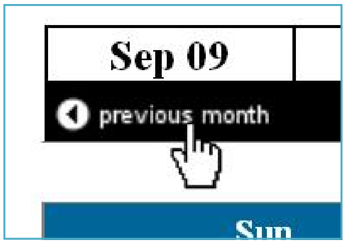

Sep 09
previous month
Sun

Figure 1-5: Previous month button.

On the **Workshop Calendar view** page, in the upper left of the Calendar table, click the **Previous Month** button (Fig. 1-5).

- Continue clicking until you get to the month you want.
- To go forward in the Calendar, click the **Next Month** button (Fig. 1-6) in the upper right of the Calendar table.

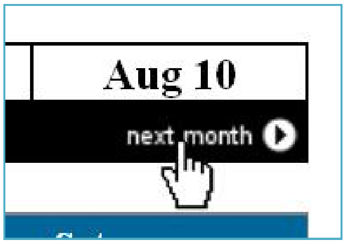

Aug 10
next month

Figure 1-6: Next month button.

Using Datepicker

On the **Workshop Calendar view** page, in the upper middle, select the month and year you wish to go to on the Datepicker (Fig. 1-7).

- Click “Go”.

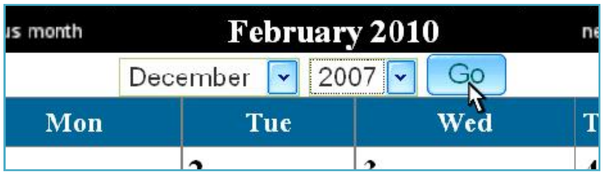


Figure 1-7: Datepicker.

To get back to the main registration page, you can either click “Workshop Registration” in the top menu or click the “Event View” link (Fig. 1-8).

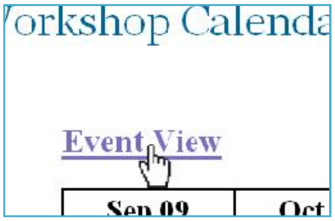
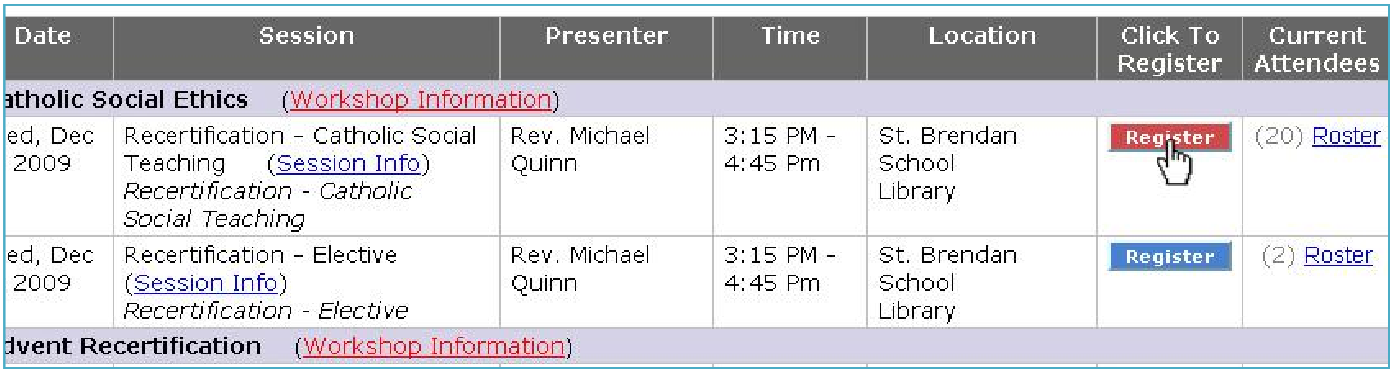


Figure 1-8: Event View Link.

Registering for Workshops

Register for current workshops

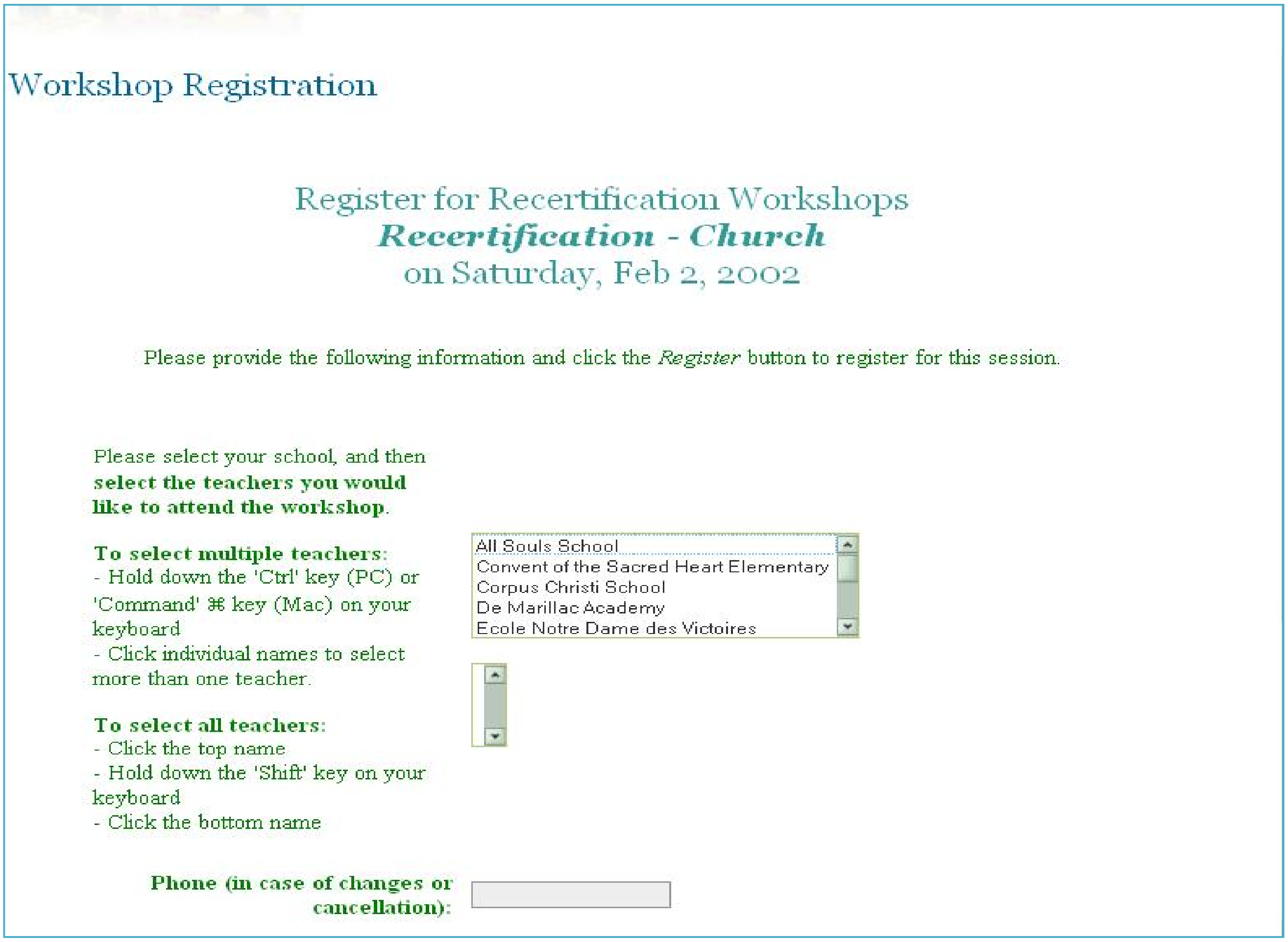
- Go to the **Workshop Event** view, or main registration page.
- Find the workshop you wish to register for.
    - Notice that for each workshop category, there is an **Elective** version of that workshop (unless the category is already ‘Elective’).



Date	Session	Presenter	Time	Location	Click To Register	Current Attendees
atholic Social Ethics (Workshop Information)						
ed, Dec 2009	Recertification - Catholic Social Teaching (Session Info) *Recertification - Catholic Social Teaching*	Rev. Michael Quinn	3:15 PM - 4:45 Pm	St. Brendan School Library	Register	(20) Roster
ed, Dec 2009	Recertification - Elective (Session Info) *Recertification - Elective*	Rev. Michael Quinn	3:15 PM - 4:45 Pm	St. Brendan School Library	Register	(2) Roster
dvent Recertification (Workshop Information)						

Figure 1-9: The “Register” button turns red when you hover over it with the mouse. Clicking the button will take you to the registrant selection page.

- The page that follows is the registration form (Fig. 1-10).



Workshop Registration

Register for Recertification Workshops
Recertification - Church
on Saturday, Feb 2, 2002

Please provide the following information and click the *Register* button to register for this session.

Please select your school, and then **select the teachers you would like to attend the workshop.**

To select multiple teachers:
- Hold down the 'Ctrl' key (PC) or 'Command' ⌘ key (Mac) on your keyboard
- Click individual names to select more than one teacher.

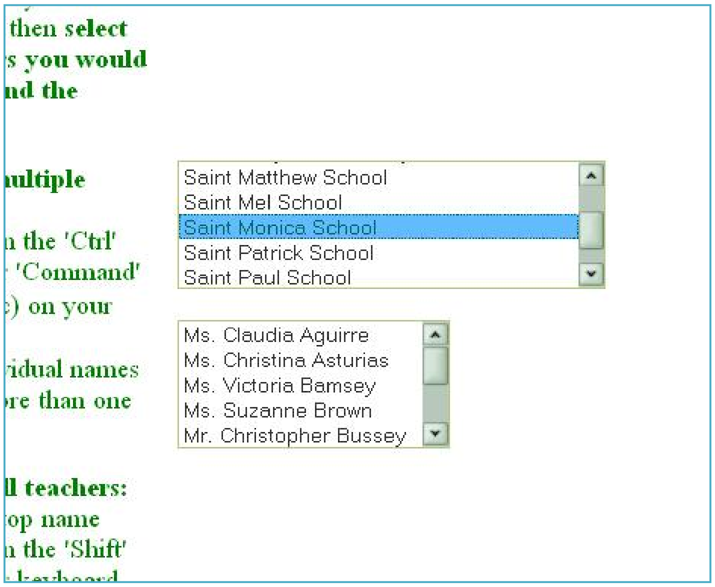
To select all teachers:
- Click the top name
- Hold down the 'Shift' key on your keyboard
- Click the bottom name

All Souls School
Convent of the Sacred Heart Elementary
Corpus Christi School
De Marillac Academy
Ecole Notre Dame des Victoires

Phone (in case of changes or cancellation):

Figure 1-10: Registration form

- First, select your school (Fig. 1-11).
  - Once you have selected your school, a list of your employees who are either being tracked for religion certification, or who are allowed to attend workshops, will appear.



then select
s you would
nd the

ultiple

n the 'Ctrl'
'Command'
) on your

idual names
re than one

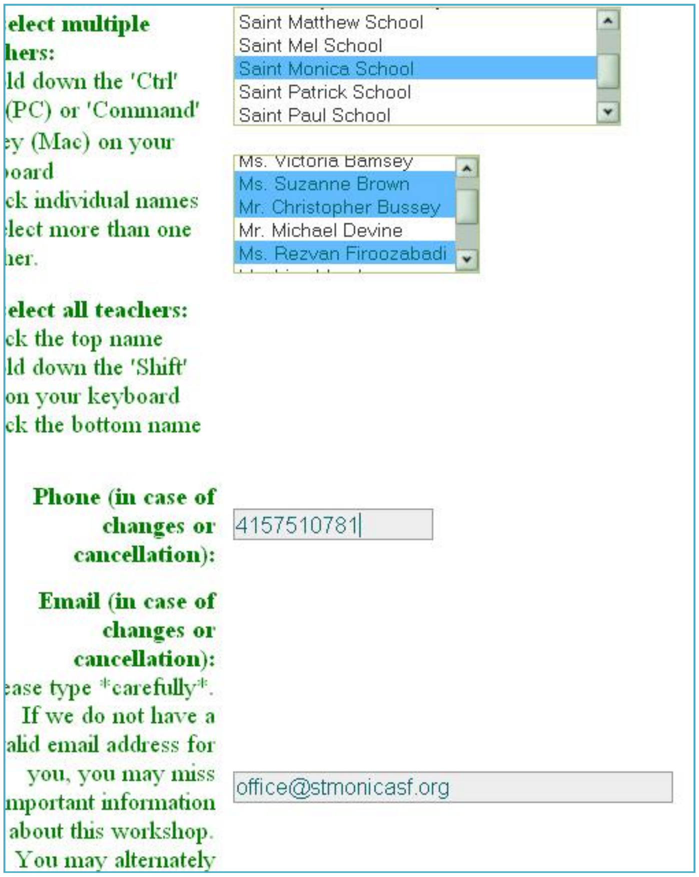
ll teachers:
op name
n the 'Shift'

Saint Matthew School
Saint Mel School
Saint Monica School
Saint Patrick School
Saint Paul School

Ms. Claudia Aguirre
Ms. Christina Asturias
Ms. Victoria Bamsey
Ms. Suzanne Brown
Mr. Christopher Bussey

Figure 1-11: Selecting your school shows a list of your employees who are being tracked for certification or who can otherwise register for workshops.

- Next, select the names of employees you would like to attend the workshop. You may select one or more names (Fig. 1-12).
    - **To select multiple employees**:
        - Hold down the **Ctrl** key (PC) or **Command** key (Mac) on your keyboard
        - Click individual names to select more than one employee.
    - **To select all employees**:
        - Click the top name
        - Hold down the **Shift** key on your keyboard
        - Click the bottom name.
- Enter a **phone number** that you can be reached at, and an **email address** (Fig. 1-12).
    - If you don't receive an email confirmation in the next part, you may have typed your email address incorrectly. Please make sure to check your email address before you click the **Register** button to move to the next page.
- Once you've completed the form, click the **Register** button.
- The next page is your **registration confirmation (Fig. 1-13)**, which you should **print for your records**. You will see a list of the people you registered for the event, as well as the fees accrued for the registration, and other pertinent information.
- **Please note** that for some workshops, there is a **Cancellation Due Date**. This means that if you do not cancel (delete) a registration from a workshop by that date, and the employee does not attend, your school will be required to pay the fee for the employee.
- In the lower left corner of the confirmation page, you will see a link to go back to the schedule, you may register for more workshops.



elect multiple hers:
ld down the 'Ctrl' (PC) or 'Command' ey (Mac) on your oard
ck individual names lect more than one her.

Saint Matthew School
Saint Mel School
Saint Monica School
Saint Patrick School
Saint Paul School

Ms. Victoria Bamsey
Ms. Suzanne Brown
Mr. Christopher Bussey
Mr. Michael Devine
Ms. Rezvan Firoozabadi

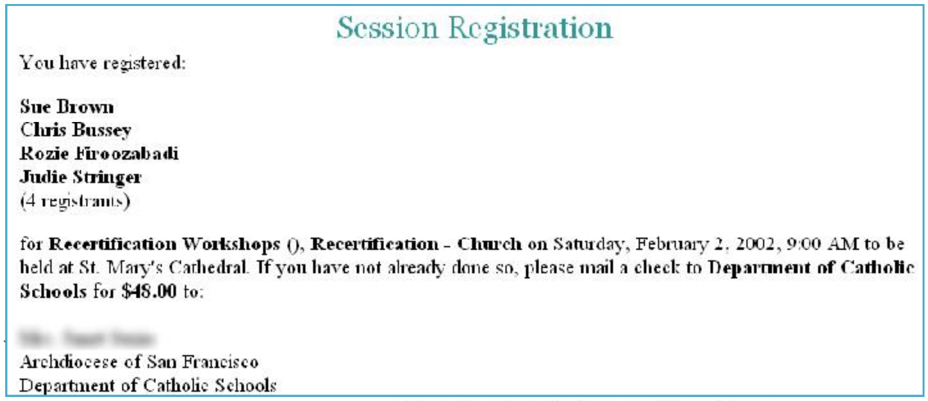
elect all teachers:
ck the top name
ld down the 'Shift' on your keyboard
ck the bottom name

Phone (in case of changes or cancellation): 4157510781

Email (in case of changes or cancellation):
ease type *carefully*. If we do not have a alid email address for you, you may miss nportant information about this workshop. You may alternately

office@stmonicasf.org

Figure 1-12: Enter your phone number without dashes or dots, and please be sure to check that your email address is correct to receive confirmations and updates.



Session Registration

You have registered:

Sue Brown
Chris Bussey
Rozie Firoozabadi
Judie Stringer
(4 registrants)

for **Recertification Workshops** (), **Recertification - Church** on Saturday, February 2, 2002, 9:00 AM to be held at St. Mary's Cathedral. If you have not already done so, please mail a check to **Department of Catholic Schools** for **$48.00** to:

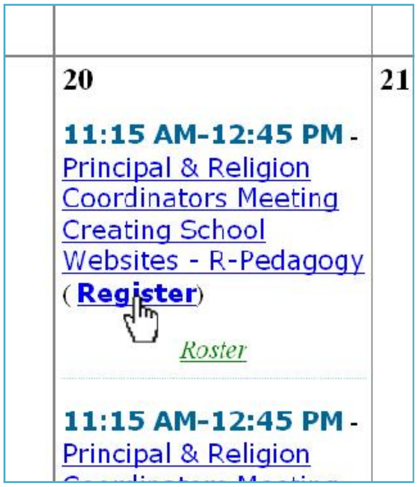
[redacted]
Archdiocese of San Francisco
Department of Catholic Schools

Figure 1-13: Sample registration confirmation.

Register for past workshops

If you create a workshop (see **Workshops – Add Workshop Info**) that occurred in the past, you will need to use the **Calendar View** to register your employees for the workshop after it is approved so that they will receive credit.

- See **Viewing past workshops** (pg. 14) for instructions on how to view workshops that occurred in the past.
- Once you've found the workshop session you want to register employees for, click the **Register** link.
- You will be taken to the registration page for this workshop session.
- Please see **Register for current workshops** (pg. 15) for further instructions.



20 21

11:15 AM-12:45 PM - Principal & Religion Coordinators Meeting Creating School Websites - R-Pedagogy

(**Register**)

Roster

11:15 AM-12:45 PM - Principal & Religion

Figure 1-14: You can "register" employees for past workshops in the registration **Calendar View**.

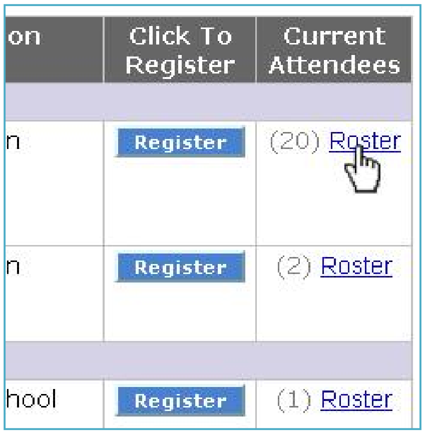
Viewing the rosters

There are a two ways you can view the workshop rosters.

- If you simply want to **view** a roster, please read the instructions below, entitled **On the main registration page**.
- To **cancel** a registration or to **move** an employee from one workshop to another, choose the instructions at the top of pg. 18 to view rosters from the Admin Page.

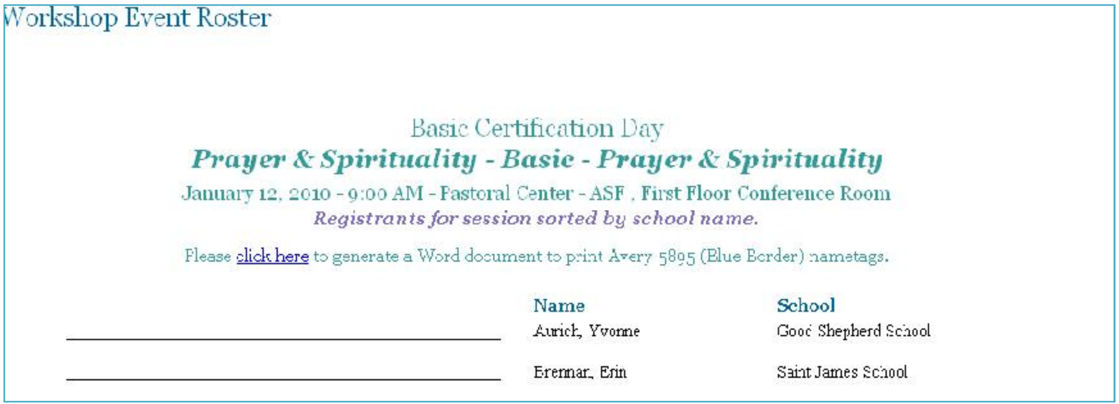
On the main registration page:

- Find the workshop for which you wish to view the roster.
- If there are people registered for the workshop, you will see a number in parentheses, and a blue "**Roster**" link. Click this link.
- On the next page, you will see a list of people registered for the workshop.
    - The page is arranged so that it can be printed and used as a sign-in sheet. If you are holding a workshop at your school, please print the roster, have your teachers sign in, and fax the roster to the DCS.
    - In the upper middle section of this page, there is a link that will generate a document that can be printed on Avery 5895 (Blue Border) nametags.



on	Click To Register	Current Attendees
n	Register	(20) Roster
n	Register	(2) Roster
hool	Register	(1) Roster

Figure 1-15: Click the blue "Roster" link to view the current roster for a workshop.



Workshop Event Roster

Basic Certification Day

Prayer & Spirituality - Basic - Prayer & Spirituality

January 12, 2010 - 9:00 AM - Pastoral Center - ASF , First Floor Conference Room

Registrants for session sorted by school name.

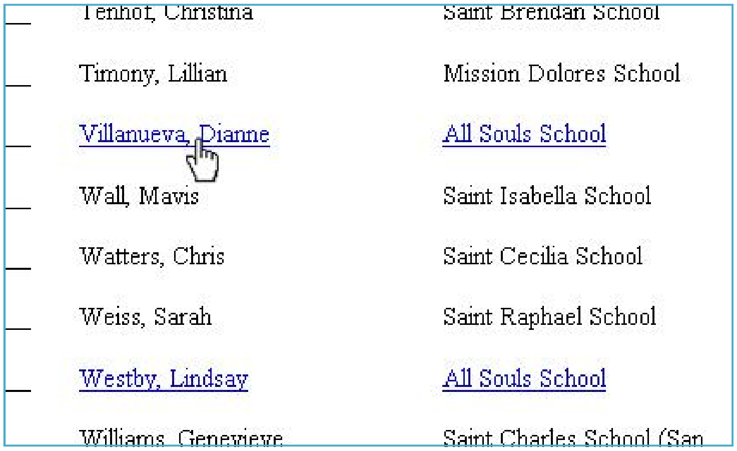
Please click here to generate a Word document to print Avery 5895 (Blue Border) nametags.

	Name	School
____________________	Aurick, Yvonne	Good Shepherd School
____________________	Brennan, Erin	Saint James School

Figure 1-16: Sample workshop roster (top).

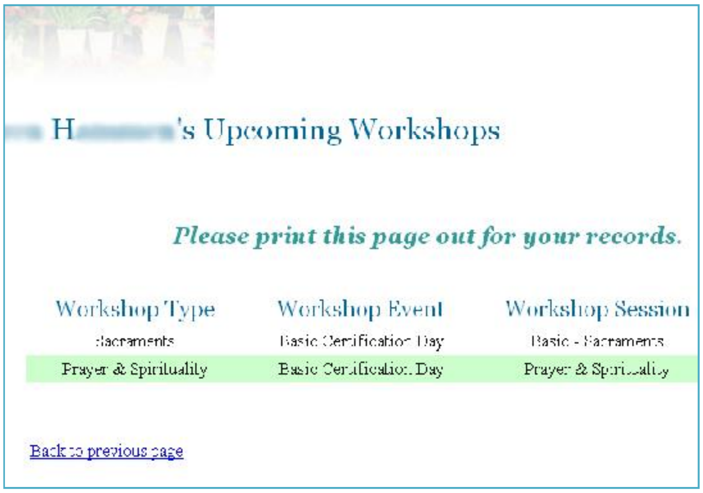
- **You have now reached the limit of what you can do without logging in.** If you have administrative privileges, please see **First Look** (pg. 11) for instructions on how to log in. If you are not logged in, you will see a list of registered employees with no links.
  If you are logged in, and you have employees registered for this workshop, you may click on a name and view all the workshops for which the employee is currently registered (Figs. 1-17 & 1-18).

- If you have one or more employees registered for a workshop, your school's name will become a clickable link (Fig. 1-17). This will open a page where you can view a list of your employees (Fig. 1-19) that can expand to show you all the upcoming workshops for which your employees are registered.
    - To expand the list, click the *Expand/Collapse All* box.
    - To view information for one person, click the box next to their name.
    - You can also access the **Current Registrations** page from the admin main page by selecting **View Current Registrations** on the **Workshops** tab on the **crtis** Certification Admin page.



Tenhof, Christina	Saint Brendan School
Timony, Lillian	Mission Dolores School
Villanueva, Dianne	All Souls School
Wall, Mavis	Saint Isabella School
Watters, Chris	Saint Cecilia School
Weiss, Sarah	Saint Raphael School
Westby, Lindsay	All Souls School
Williams, Genevieve	Saint Charles School (San

Figure 1-17: You must be logged in to see name and school links in the registration roster list.



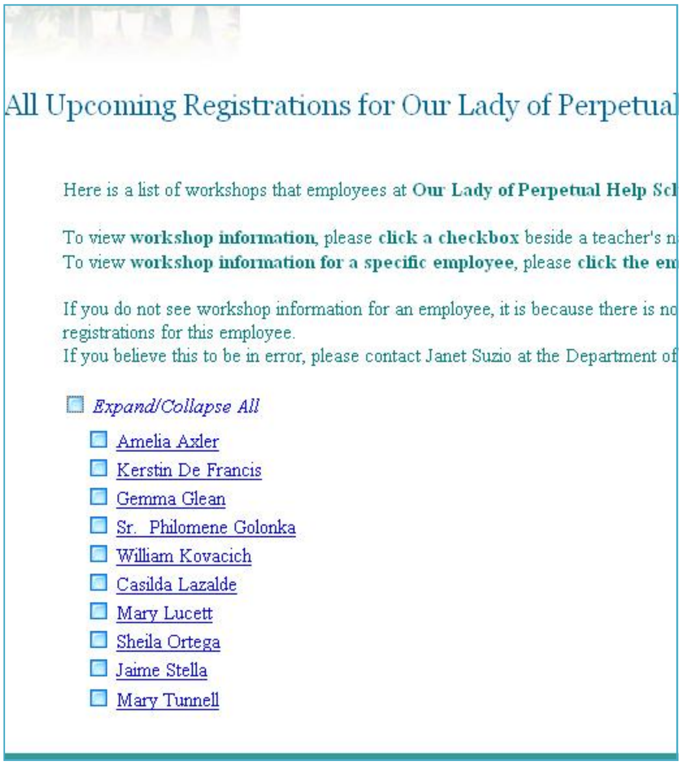
[redacted] H[redacted]'s Upcoming Workshops

Please print this page out for your records.

Workshop Type	Workshop Event	Workshop Session
Sacraments	Basic Certification Day	Basic - Sacraments
Prayer & Spirituality	Basic Certification Day	Prayer & Spirituality

Back to previous page

Figure 1-18: Sample employee current registration list.



All Upcoming Registrations for Our Lady of Perpetual

Here is a list of workshops that employees at **Our Lady of Perpetual Help Sc**

To view **workshop information**, please **click a checkbox** beside a teacher's n
To view **workshop information for a specific employee**, please **click the em**

If you do not see workshop information for an employee, it is because there is no
registrations for this employee.
If you believe this to be in error, please contact Janet Suzio at the Department of

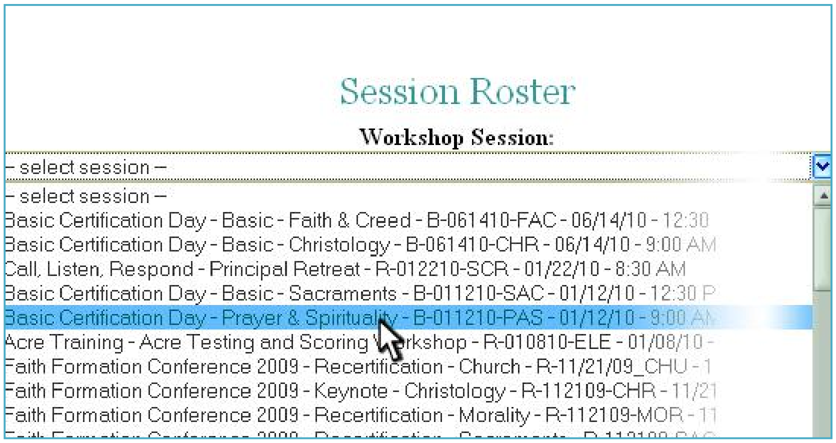
☐ *Expand/Collapse All*
  - ☐ Amelia Axler
  - ☐ Kerstin De Francis
  - ☐ Gemma Glean
  - ☐ Sr. Philomene Golonka
  - ☐ William Kovacich
  - ☐ Casilda Lazalde
  - ☐ Mary Lucett
  - ☐ Sheila Ortega
  - ☐ Jaime Stella
  - ☐ Mary Tunnell

Figure 1-19: A sample school registration list.

View Rosters from the Admin Page:

If you wish to delete or move an employee registration, you must do it from this area. You must be logged in to view the Admin page. For instructions on logging in, please see **First Look** (pg. 9).

- Click the "Certification Admin" button in the top menu to visit the admin home page.
- Select the **Certification Info** tab on the admin home page.
- Click **Roster List & Maintenance**.
- On the next page, select the workshop that you would like to view the roster for (Fig. 1-20).
    - You will only see workshops for which you have employees registered or those that employees have completed in the past.


Session Roster

Workshop Session:

- select session –

- select session –
Basic Certification Day - Basic - Faith & Creed - B-061410-FAC - 06/14/10 - 12:30
Basic Certification Day - Basic - Christology - B-061410-CHR - 06/14/10 - 9:00 AM
Call, Listen, Respond - Principal Retreat - R-012210-SCR - 01/22/10 - 8:30 AM
Basic Certification Day - Basic - Sacraments - B-011210-SAC - 01/12/10 - 12:30 P
Basic Certification Day - Prayer & Spirituality - B-011210-PAS - 01/12/10 - 9:00 AM
Acre Training - Acre Testing and Scoring Workshop - R-010810-ELE - 01/08/10 -
Faith Formation Conference 2009 - Recertification - Church - R-11/21/09_CHU - 1
Faith Formation Conference 2009 - Keynote - Christology - R-112109-CHR - 11/21
Faith Formation Conference 2009 - Recertification - Morality - R-112109-MOR - 11

Figure 1-20: Select a workshop that has registrations you would like to change or delete.

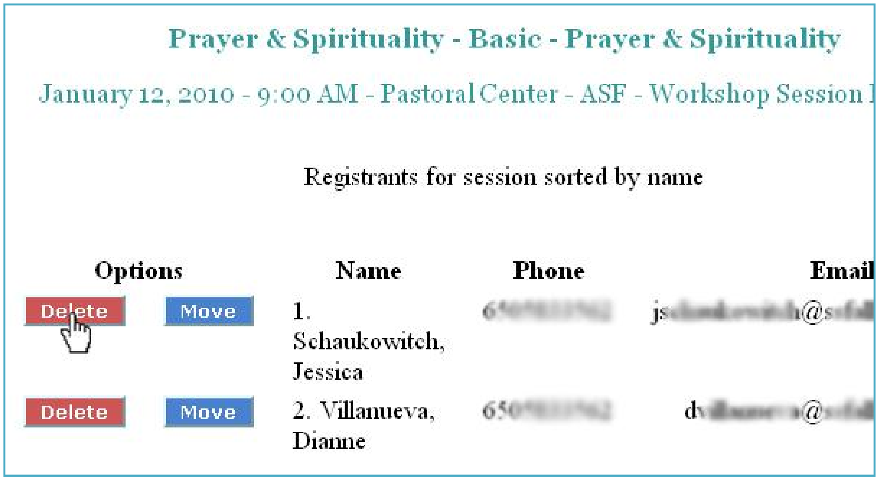
Deleting and Moving Employee Registrations from Workshops

These instructions assume you know how to get to an editable session roster.

If you need assistance with this, please see the section immediately before this one, **View rosters from the Admin Page**.

To Delete an Employee Registration from a Workshop:

- On the session roster page, click the red **Delete** button next to the employee's name.
- An alert will pop up asking you if you're sure you want to delete the employee's registration.
- If you're sure, click **OK**; if not, click **Cancel**.


Prayer & Spirituality - Basic - Prayer & Spirituality

January 12, 2010 - 9:00 AM - Pastoral Center - ASF - Workshop Session

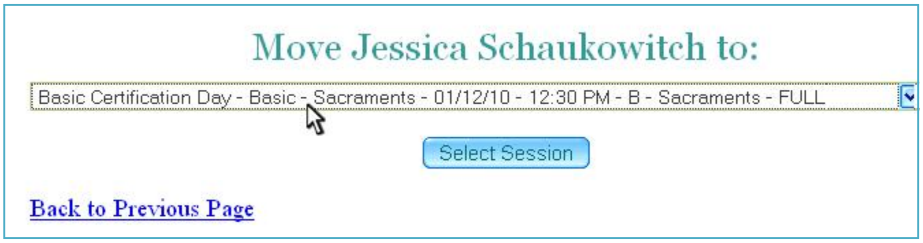
Registrants for session sorted by name

Options		Name	Phone	Email
Delete	Move	1. Schaukowitch, Jessica	[redacted]	[redacted]
Delete	Move	2. Villanueva, Dianne	[redacted]	[redacted]

Figure 1-21: Deleting a registration is very easy. If you delete the wrong registration, you can always re-register.

To Move an Employee Registration from One Workshop to Another:

- On the session roster page, click the blue **Move** button next to the employee's name.
- On the next page, select the workshop you would like to move the employee to.
- Click the **Select Session** button.
- You will see an alert that says "Registrant has been moved to new session."
- Click **OK**. You will be taken back to the original workshop page.


Move Jessica Schaukowitch to:

Basic Certification Day - Basic - Sacraments - 01/12/10 - 12:30 PM - B - Sacraments - FULL

Select Session

Back to Previous Page

Figure 1-22: You may move a registration to another session within the same event or to an entirely different one. Make sure to check the date since many sessions have similar names. If you accidentally move someone to the wrong session, you can move them again.

Employee Info

In this section, you will find information about how to:

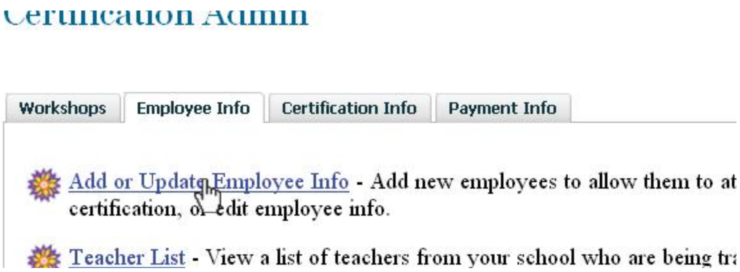
- add or update employee information (pp. 21 - 36)
- add and update position info (pp. 28 - 33)
- view a list of employees who are currently being tracked *for religion certification, along with certification info and* a list of completed workshops (pg. 33)

Add or Update Employee Info

When your school hires a new teacher or other employee who will either be tracked for religion certification or who wishes to attend religion certification workshops, you will need to add them to the **crtis** database to allow them to attend workshops and begin tracking for religion certification. Once they have been added, their info will sometimes change, so you will need to change it in the **crtis** database so that you can be certain you are tracking the correct employee.

Add Employee Info

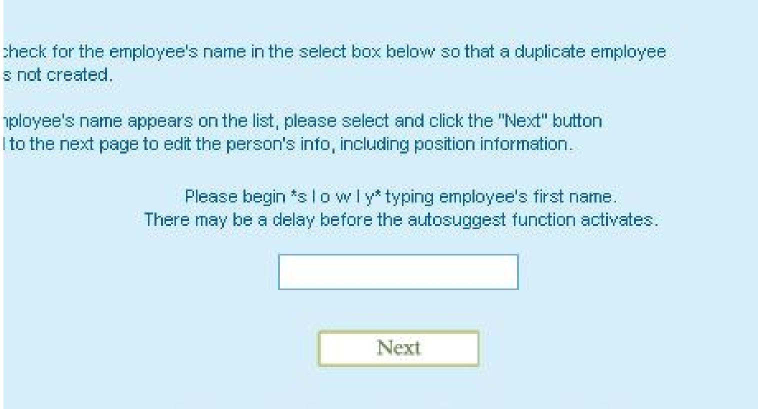
- On the **Employee Info** tab, click **Add or Update Employee Information**.
- Before you add the employee, please conduct a search to make sure the employee isn't already in the database. Begin typing the employee's first name in the field on the page. There may be a delay before the autosuggest function activates, so please be patient.



Add or Update Employee Info - Add new employees to allow them to at certification, or edit employee info.

Teacher List - View a list of teachers from your school who are being tr

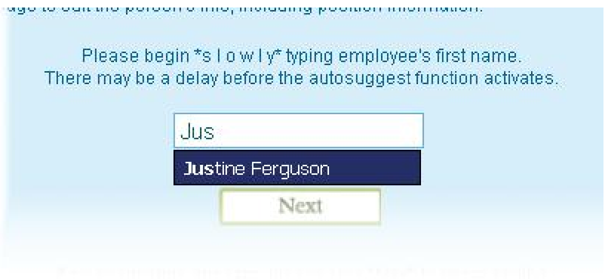
Figure 2-1: Clicking on "Add or Update Employee Info" on the Employee Info tab on the main Certification Admin page will allow you to add employees to the database or make changes to existing employee information.



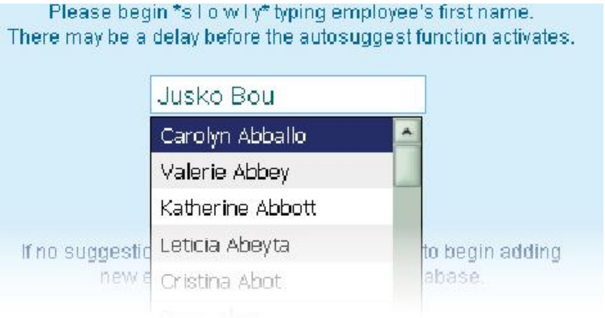
check for the employee's name in the select box below so that a duplicate employee s not created.

nployee's name appears on the list, please select and click the "Next" button l to the next page to edit the person's info, including position information.

Please begin *s l o w l y* typing employee's first name.
There may be a delay before the autosuggest function activates.



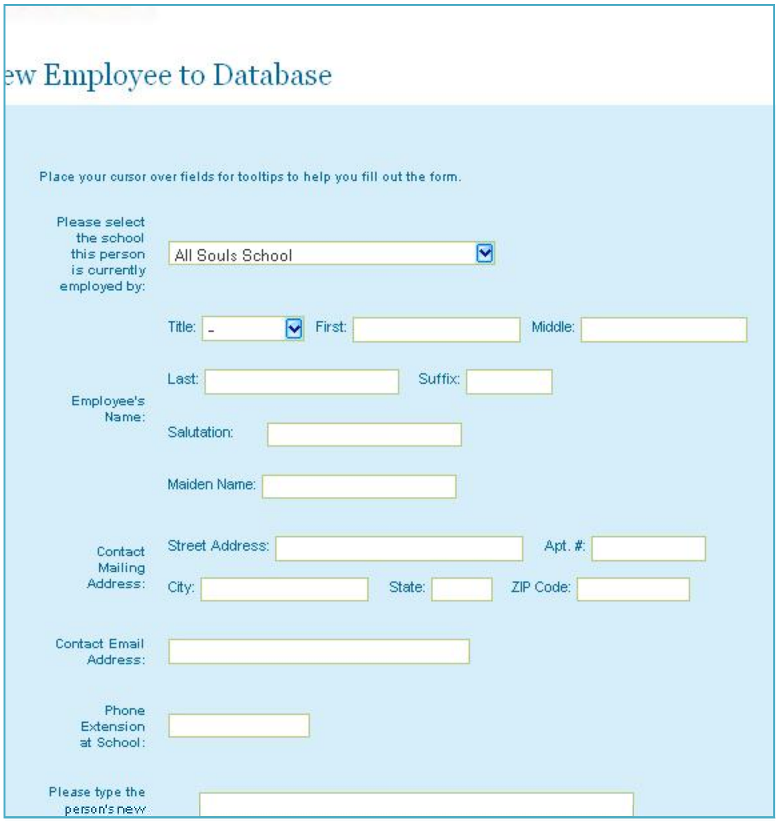
Please begin *s l o w l y* typing employee's first name.
There may be a delay before the autosuggest function activates.



Please begin *s l o w l y* typing employee's first name.
There may be a delay before the autosuggest function activates.

Figure 2-2: Search form - Begin typing the name of the person you wish to add to the database. If the employee worked for a school in the Archdiocese of San Francisco previously, their name may appear in the drop-down list below. If your employee's name does appear, please edit their information instead of creating a new employee record. If not, either a person's name that begins similarly will appear, or other names will appear. Make sure the field is blank before clicking the "Next" button.

- If the employee’s name does not appear, click **Next**.
    - If the employee’s name appears, and you wish to make changes to their information, please see **Edit Employee Info** (pg. 26).
- On the next page, please enter all required information, and as much other information as possible, into the form (Fig. 2-3).
    - **Please select the school...**: This should already be set to your school. If not, please select your school.
    - **Employee’s Name**:
        - **Title**: This would be Mr., Ms., Mrs., etc.
        - **First, Middle, Last**: Please enter the full name, including the middle name or initial.
        - Salutation: This is the name an employee likes to be addressed by - for example, someone named Jonathan might like to be called either Jonathan or John, or maybe Jack. For religious employees, enter their prefix and the name they wish to go by.


ew Employee to Database

Place your cursor over fields for tooltips to help you fill out the form.

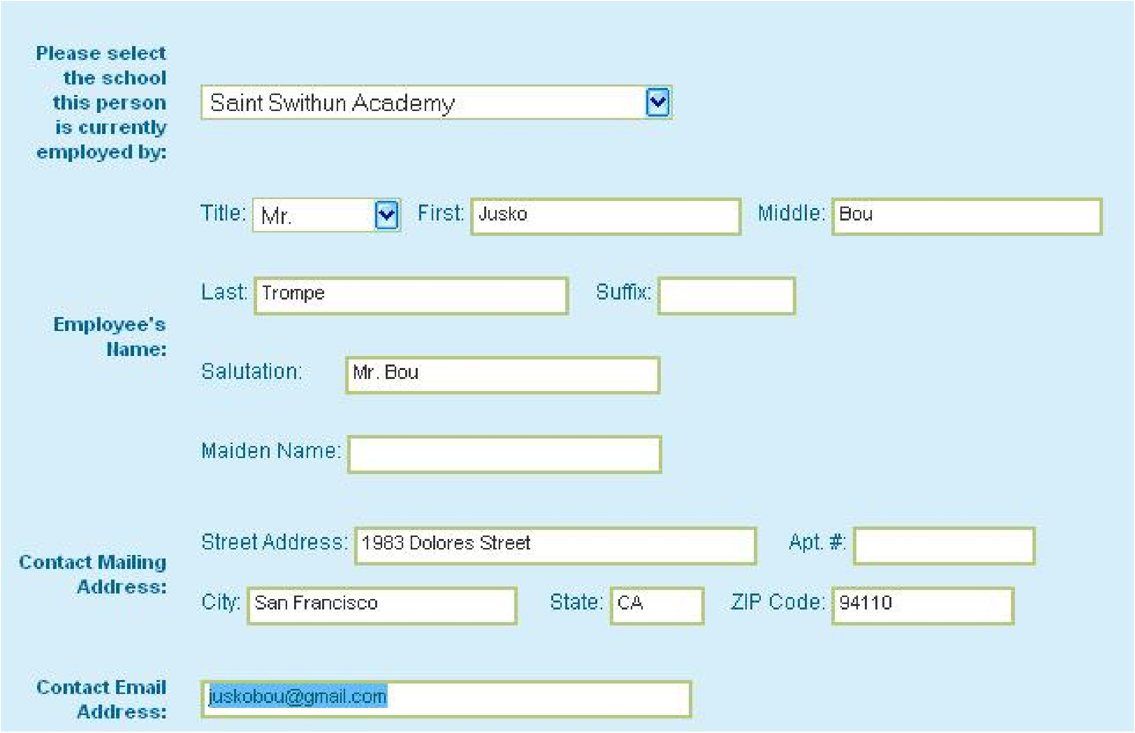
Please select the school this person is currently employed by: All Souls School

Title: -

First:
Middle:
Last:
Suffix:
Employee's Name:
Salutation:
Maiden Name:
Contact Mailing Address:
Street Address:
Apt. #:
City:
State:
ZIP Code:
Contact Email Address:
Phone Extension at School:
Please type the person's new

Figure 2-3: Add New Employee form. This should be filled out as completely as possible for each new employee.

        - Maiden Name: If the employee is married, and you know their maiden name, please enter it. This can be helpful for associating records from the past.
    - **Contact Mailing Address**: Please enter the employee’s **home address**. This will allow us to contact employees during the holidays and over summer vacation.


Please select the school this person is currently employed by: Saint Swithun Academy

Employee's Name:

Title: Mr.

First: Jusko

Middle: Bou

Last: Trompe

Suffix:

Salutation: Mr. Bou

Maiden Name:

Contact Mailing Address:

Street Address: 1983 Dolores Street

Apt. #:

City: San Francisco

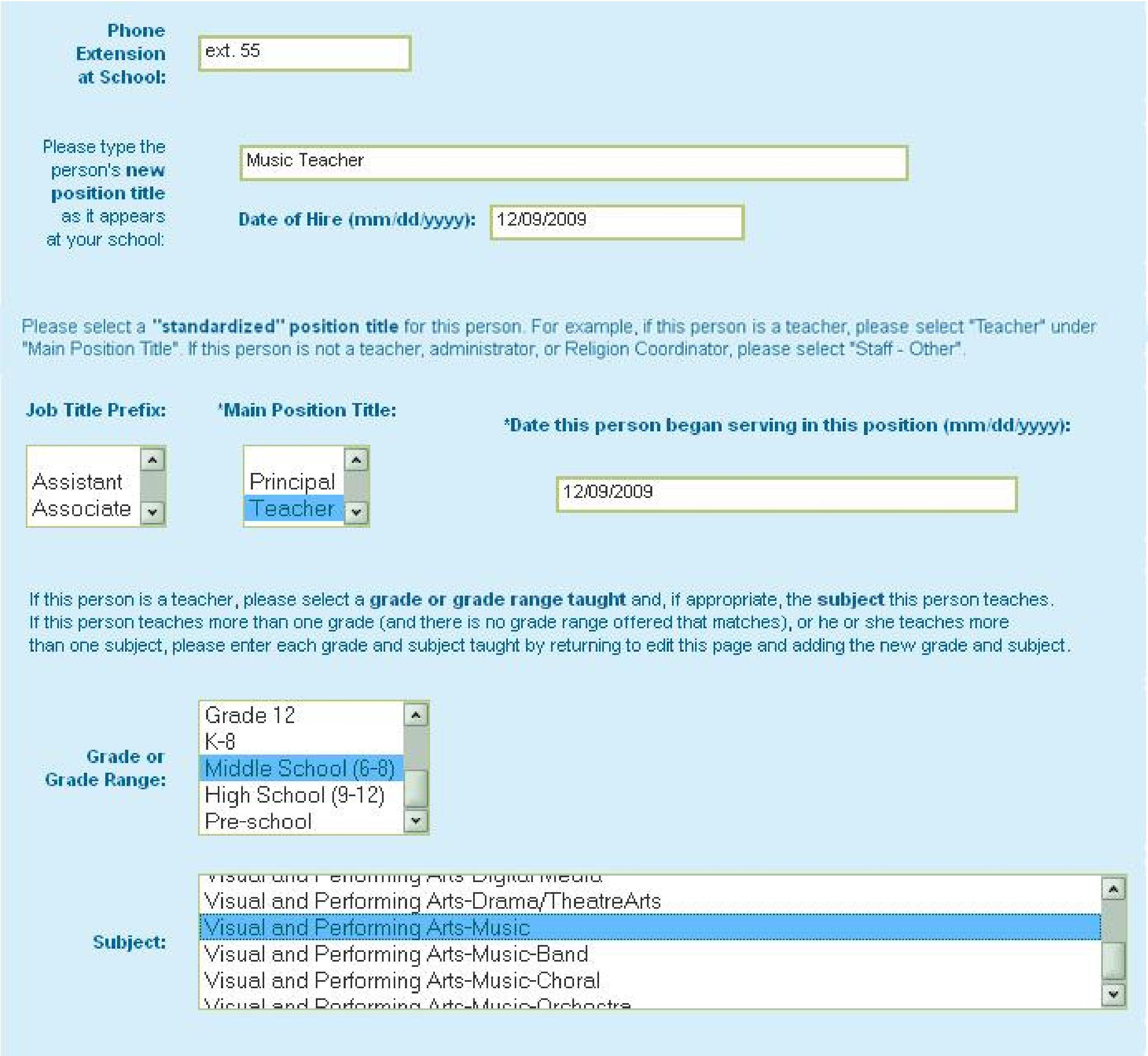
State: CA

ZIP Code: 94110

Contact Email Address: juskobou@gmail.com

Figure 2-3: Example of partially filled top of Add New Employee Form

- **Contact Email Address**: Please enter an email address where communications that are specific to the employee may be sent. If the employee doesn't have a current email address, you may temporarily use the school's main email address, as long as emails will be shared with them.
- **Phone Extension at School**: If the employee has a phone in their classroom or office, it may be helpful to include this information.
- **Position Title**: Please add at least one position title for this employee. For instructions, please see **Add Position Info** (pg. 28).



Phone Extension at School: ext. 55

Please type the person's **new position title** as it appears at your school: Music Teacher

Date of Hire (mm/dd/yyyy): 12/09/2009

Please select a **"standardized" position title** for this person. For example, if this person is a teacher, please select "Teacher" under "Main Position Title". If this person is not a teacher, administrator, or Religion Coordinator, please select "Staff - Other".

Job Title Prefix:
Assistant
Associate

***Main Position Title:**
Principal
Teacher

***Date this person began serving in this position (mm/dd/yyyy):** 12/09/2009

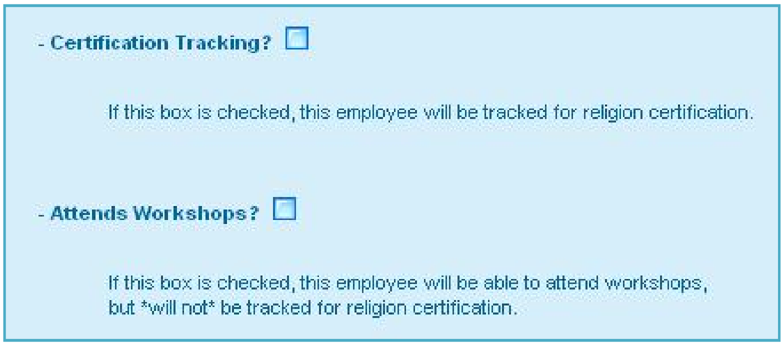
If this person is a teacher, please select a **grade or grade range taught** and, if appropriate, the **subject** this person teaches. If this person teaches more than one grade (and there is no grade range offered that matches), or he or she teaches more than one subject, please enter each grade and subject taught by returning to edit this page and adding the new grade and subject.

Grade or Grade Range:
Grade 12
K-8
Middle School (6-8)
High School (9-12)
Pre-school

Subject:
Visual and Performing Arts-Drama/TheatreArts
Visual and Performing Arts-Music
Visual and Performing Arts-Music-Band
Visual and Performing Arts-Music-Choral

Figure 2-4: Example of filled middle section of Add New Employee form
When you are using a select box to choose a response, use the scroll bar on the right of the box to reveal further choices.

- **Certification Tracking/Attends Workshops**: Please only select one of these items (Fig. 2-5).
  - If this employee is being tracked for religion certification, please select the checkbox next to **Certification Tracking**.
  - If the employee has not completed any religion certification workshops, leave the dates alone. The **Basic Due Date** is already entered in the field.
  - If the employee has made progress toward achieving their Basic religion certification, leave the dates alone. This will allow them a full two years to complete the rest of their certification.


- Certification Tracking? ☐

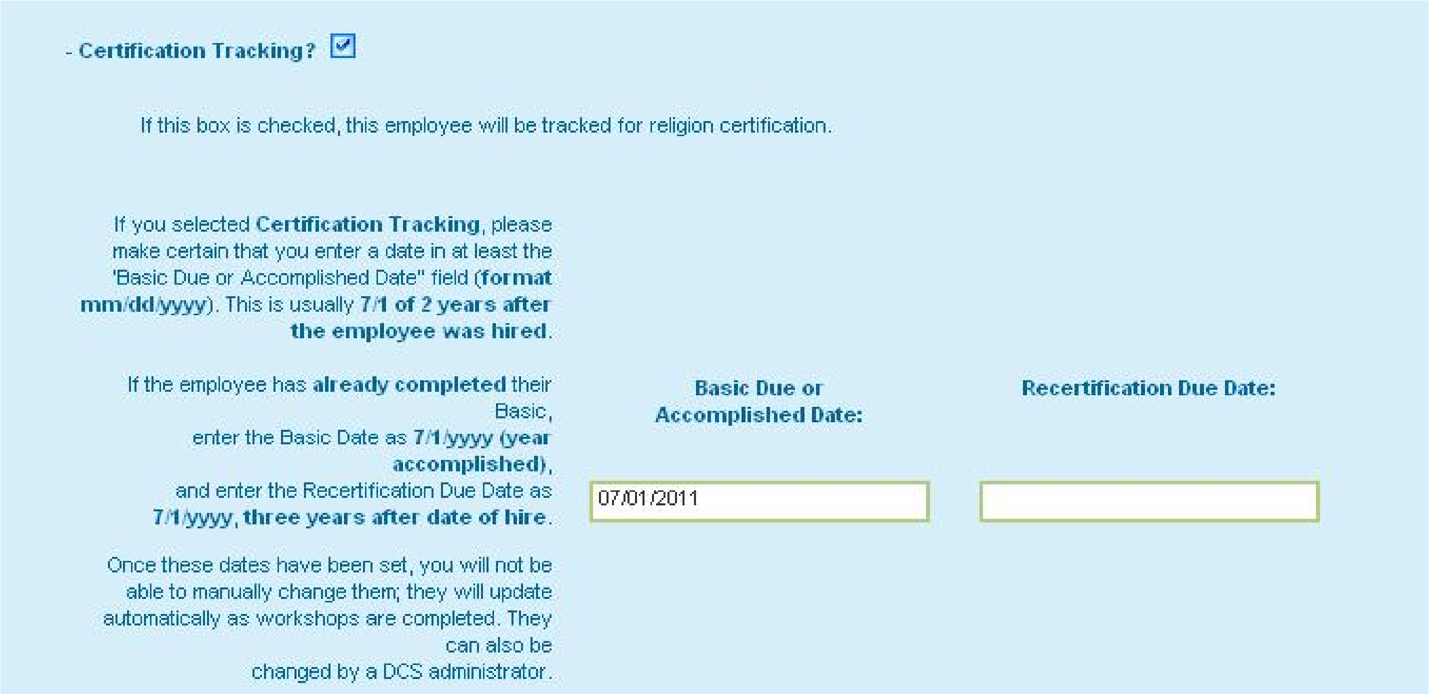
If this box is checked, this employee will be tracked for religion certification.

- Attends Workshops? ☐

If this box is checked, this employee will be able to attend workshops, but *will not* be tracked for religion certification.

Figure 2-5: You may choose either “Certification Tracking” *or* “Attends Workshops”, or neither, but not both, to show the status of an employee at your school regarding certification tracking

  - If the employee has completed their Basic certification, enter the date in the format 7/1/yyyy, even if the date was in a month other than July. Next, enter the **Recertification Due Date**, which should be 7/1 of three years from the current date.


- **Certification Tracking?** ☑

If this box is checked, this employee will be tracked for religion certification.

If you selected **Certification Tracking**, please make certain that you enter a date in at least the 'Basic Due or Accomplished Date" field (**format mm/dd/yyyy**). This is usually **7/1 of 2 years after the employee was hired**.

If the employee has **already completed** their Basic, enter the Basic Date as **7/1/yyyy (year accomplished)**, and enter the Recertification Due Date as **7/1/yyyy, three years after date of hire**.

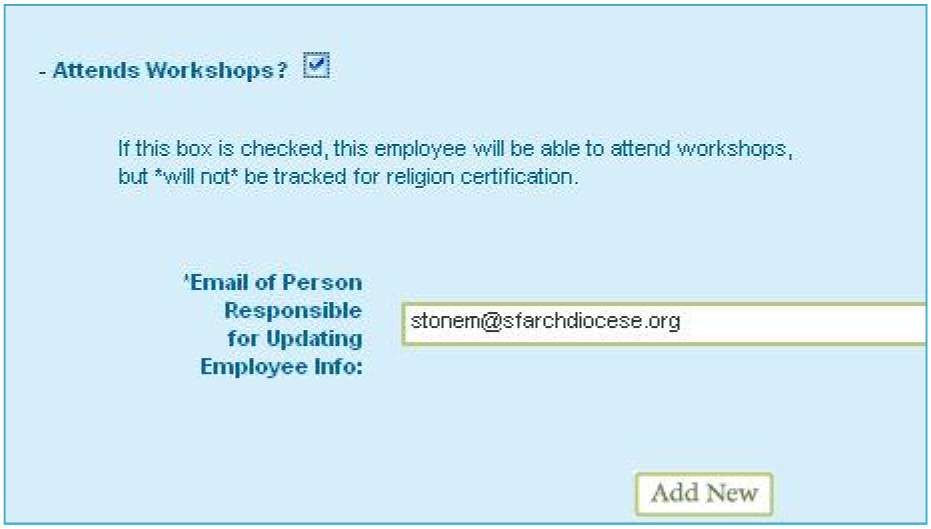
Once these dates have been set, you will not be able to manually change them; they will update automatically as workshops are completed. They can also be changed by a DCS administrator.

Basic Due or Accomplished Date: 07/01/2011

Recertification Due Date:

Figure 2-6: When “Certification Tracking” is selected, two new fields will appear. Please enter a date in the “Basic Due or Accomplished” field and, if the Basic Certificaton has been completed, a Recertification Due Date in the second field.

        - If this employee is not being tracked for religion certification but will attend workshops, please select **Attends Workshops**. You will see this person on your registration list, but not in lists of employees who are being tracked for religion certification.
        - If at some point you wish for this person to begin to be tracked for religion certification, any previously-completed workshops will be counted toward their total completed workshops. Please contact the Dept. of Catholic Schools to reset the employee's certification dates.
    - **Email of Person Responsible...**: Please enter your email here so that you can be contacted if there are questions regarding the information entered. This will also allow you to receive emails if there are any changes or updates made to this information by the DCS.
- Once you have completed all the employee information, click **Add info**.
    - You will receive alerts for any incomplete required fields. Please complete them to continue.
- On the next page you will see a confirmation of the information that you have entered. You will also receive an email confirmation, and an email will be sent to the DCS.
    - Below the confirmation, there are links to allow you to do other employee-info-related tasks.

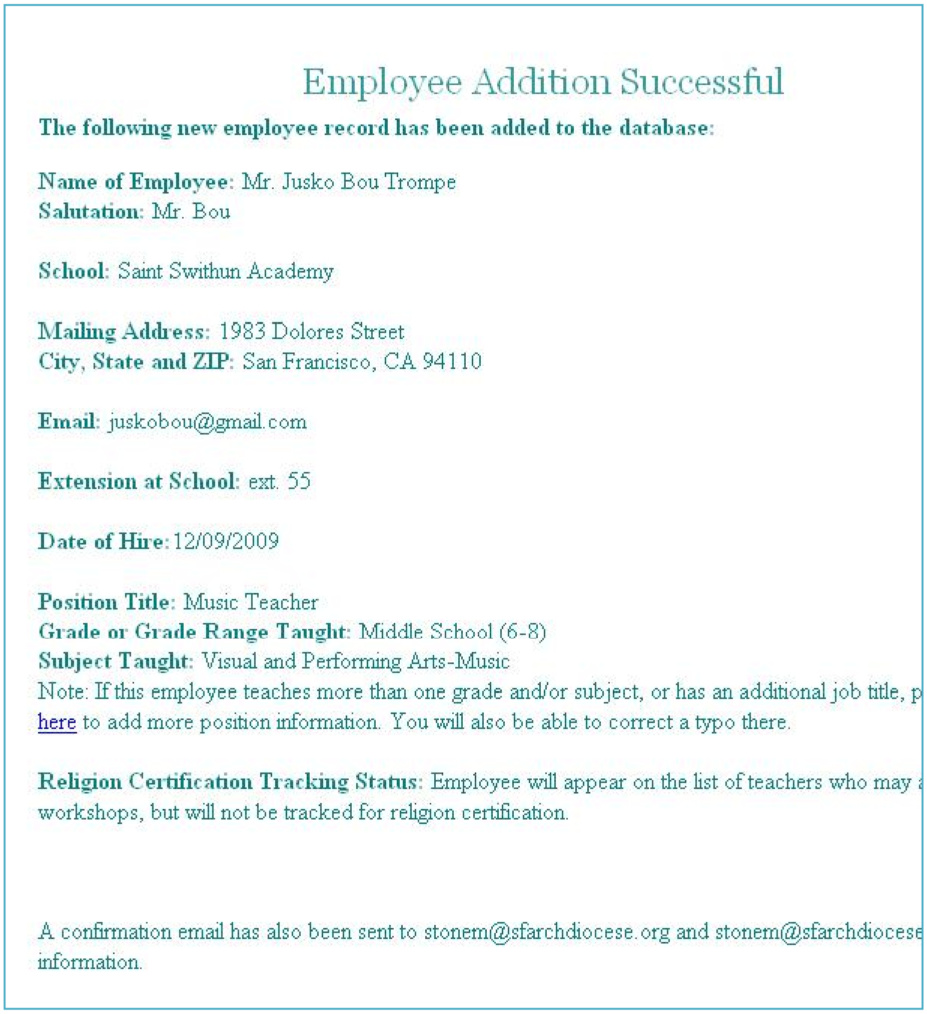


- Attends Workshops? ☑

If this box is checked, this employee will be able to attend workshops, but *will not* be tracked for religion certification.

***Email of Person Responsible for Updating Employee Info:** stonem@sfarchdiocese.org

Figure 2-7: Select "Attends Workshops" if the employee will not be tracked for certification but will be able to register for and attend religion workshops.



Employee Addition Successful

The following new employee record has been added to the database:

Name of Employee: Mr. Jusko Bou Trompe
Salutation: Mr. Bou

School: Saint Swithun Academy

Mailing Address: 1983 Dolores Street
City, State and ZIP: San Francisco, CA 94110

Email: juskobou@gmail.com

Extension at School: ext. 55

Date of Hire: 12/09/2009

Position Title: Music Teacher
Grade or Grade Range Taught: Middle School (6-8)
Subject Taught: Visual and Performing Arts-Music
Note: If this employee teaches more than one grade and/or subject, or has an additional job title, p
here to add more position information. You will also be able to correct a typo there.

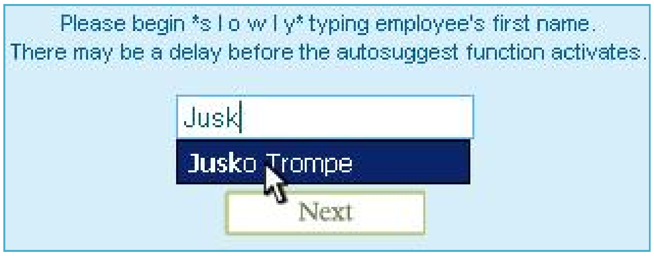
Religion Certification Tracking Status: Employee will appear on the list of teachers who may a
workshops, but will not be tracked for religion certification.

A confirmation email has also been sent to stonem@sfarchdiocese.org and stonem@sfarchdiocese
information.

Figure 2-8: When a new employee form is submitted successfully, you will receive a confirmation that you can print out if you wish.

Edit Employee Info

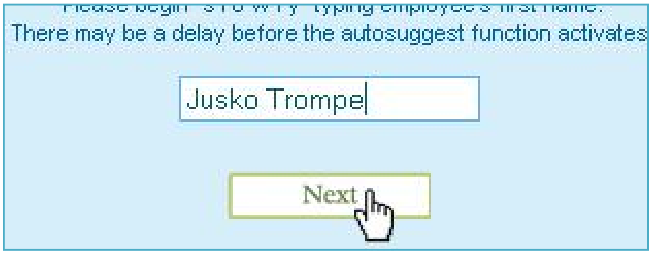
- **The easiest way to start** is to select an employee from your current Employee List - the link for this is on the Employee Info tab (see **Employee List – View or Change Employee Info** (pg. 33) for further instructions).
- Alternately - On the **Employee Info** tab, click **Add or Update Employee Information**.
- **Conduct a search** to find the employee's name in the database.
    - Begin typing the employee's first name in the field on the page. There may be a delay before the autosuggest function activates, so please be patient.
    - When the employee's name appears, select it (Fig. 2-9). Once it has appeared in the field, click “Next” (Fig. 2-10).
    - If the employee's name does not appear, try alternate spellings of their name. If they still don't appear, and you're certain that the employee's information is in the database, please contact the Dept. of Catholic Schools. Please **do not enter duplicate information.**


Please begin *s l o w l y* typing employee's first name.
There may be a delay before the autosuggest function activates.

Jusk

Jusko Trompe

Figure 2-9: Slowly begin typing the employee's first name into the field. More than one name may appear. If you see your employee's name, you may either finish typing or select the name to make it appear in the field.


There may be a delay before the autosuggest function activates

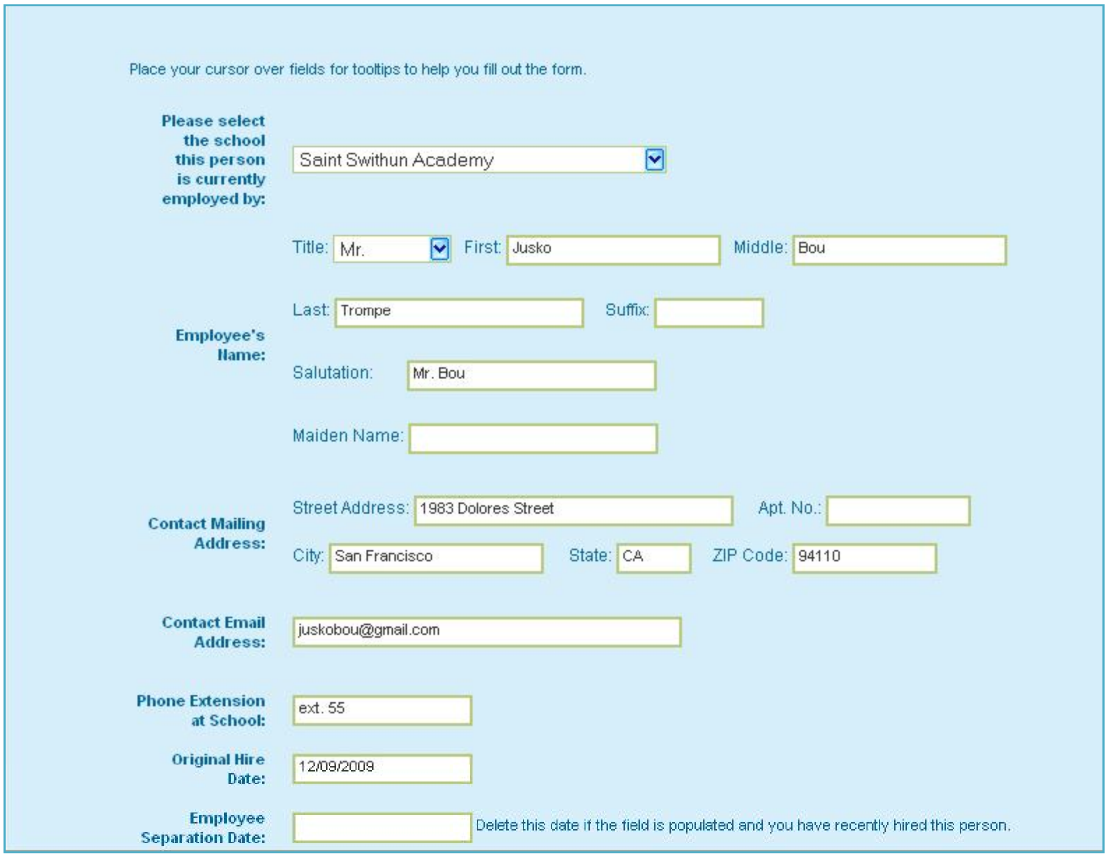
Jusko Trompe

Figure 2-10: Once you have selected the employee's name and it appears in the field, click the “Next” button to go the the Edit Existing Info page.

Figure 2-11: When you visit the “Update Existing Employee Information” page, all information that was input previously will populate the form. You may make changes or additions to most of the information. Remember to click the “Update” button at the bottom of the form to post the new information to the database.

If the record was created a long time ago, please make certain that all information is still current.

If the employee's name has changed due to marriage or some other reason, please change it here; ***do not create a new record***. Instead, update the existing record with the new information.


Place your cursor over fields for tooltips to help you fill out the form.

Please select the school this person is currently employed by: Saint Swithun Academy

Employee's Name:
Title: Mr. First: Jusko Middle: Bou
Last: Trompe Suffix:
Salutation: Mr. Bou
Maiden Name:

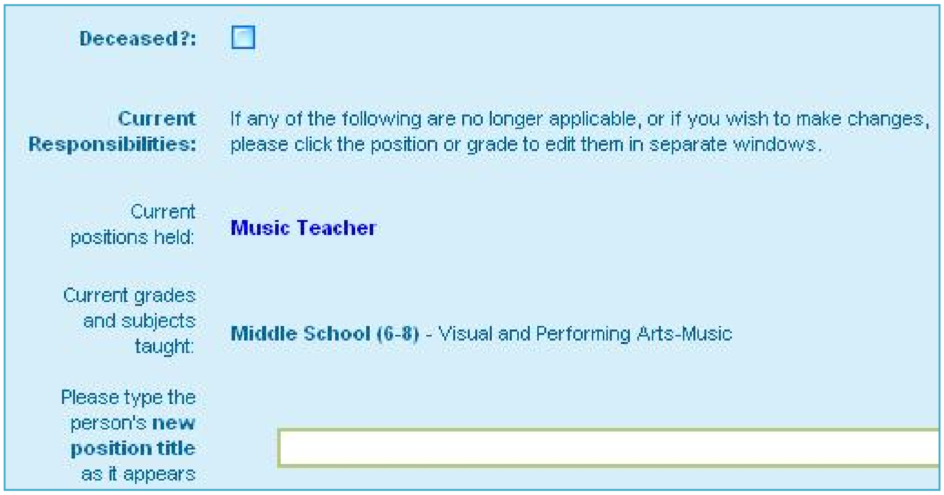
Contact Mailing Address:
Street Address: 1983 Dolores Street Apt. No.:
City: San Francisco State: CA ZIP Code: 94110

Contact Email Address: juskobou@gmail.com

Phone Extension at School: ext. 55

Original Hire Date: 12/09/2009

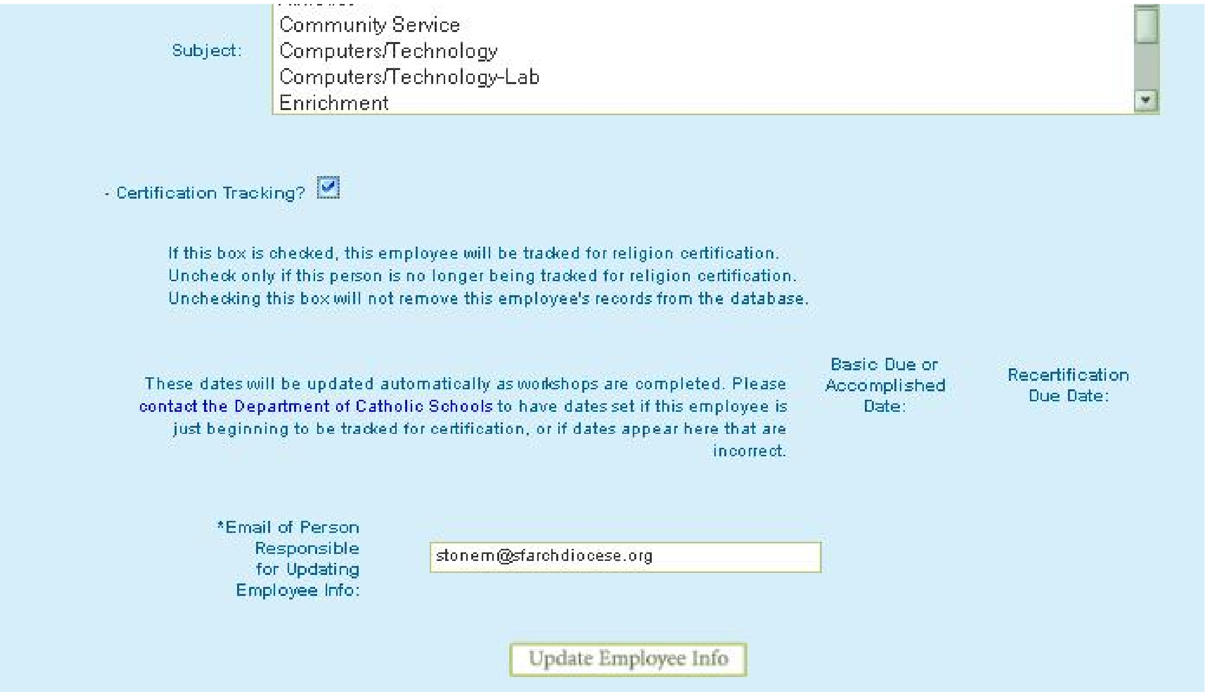
Employee Separation Date: Delete this date if the field is populated and you have recently hired this person.



Deceased?:	☐
Current Responsibilities:	If any of the following are no longer applicable, or if you wish to make changes, please click the position or grade to edit them in separate windows.
Current positions held:	**Music Teacher**
Current grades and subjects taught:	**Middle School (6-8)** - Visual and Performing Arts-Music
Please type the person's **new position title** as it appears	

Figure 2-12: On the "Update Employee Information" page, you can make changes to the employee's name or mailing address and other contact information, add another position to an employee's record, change their recertification tracking status, or if the employee has passed away, note this in the database.

- On the next page (Fig. 2-11), please enter all required information.
  - Initially, all fields are the same as when adding a new employee.
  - **Deceased**: If this employee has passed away, please check this box.
  - **Current Responsibilities**: If one or more positions have been added for this employee, you will see them listed. By clicking a job title, you may edit the job title, grade or subject of the current position, or add another grade or subject to the position. Please see **Updating Current Position Info** (pg. 31).
  - If you wish to add a new position and need instructions, please see **Add Position Info** (pg, 28).
  - **Certification Tracking/Attends Workshops**:
    - **If an employee is currently being tracked for religion certification** and you wish to change either the Basic or Recertification dates, please contact the DCS.
    - If an employee is currently being tracked for religion certification and you wish to switch them to **Attends Workshops**, simply unselect the **Certification Tracking** checkbox, and click the **Attends Workshops** checkbox when it appears.
    - If an employee is currently ***not*** being tracked for religion certification and the **Attends Workshops** checkbox is selected, please unselect it, check the **Certification Tracking** checkbox when it appears, and contact the DCS to have dates entered or changed if necessary.
    - If neither checkbox is selected:
      - If the employee is now being tracked for religion certification, click the **Certification Tracking** checkbox and contact DCS to have dates entered or changed (Fig. 2-13).
      - If the employee is now beginning to attend workshops, click the **Attends Workshops** checkbox. The employee will appear in your registration list, but will not appear in your list of employees being tracked for religion certification. Credit for any workshops the employee attends will be given if they begin to be tracked for religion certification.
  - **Email of Person Responsible**...: Please enter your email here so that you can be contacted if there are questions regarding the information entered. This will also allow you to receive emails if there are any changes or updates made to this information made by DCS.
- Once you have completed all the employee information, click **Update Employee Info**.



Subject: Community Service
Computers/Technology
Computers/Technology-Lab
Enrichment

- Certification Tracking? ☑

If this box is checked, this employee will be tracked for religion certification.
Uncheck only if this person is no longer being tracked for religion certification.
Unchecking this box will not remove this employee's records from the database.

These dates will be updated automatically as workshops are completed. Please contact the Department of Catholic Schools to have dates set if this employee is just beginning to be tracked for certification, or if dates appear here that are incorrect.

Basic Due or Accomplished Date:	Recertification Due Date:

*Email of Person Responsible for Updating Employee Info: stonem@sfarchdiocese.org

Figure 2-13: After the employee's record has been created, only the Dept. of Catholic Schools may change or update the dates entered for the Basic and Recertification Due Dates. This means that if the employee was previously not tracked for religion certification, the date section will be empty. Please contact DCS to discuss the dates that should be entered there.

  - You will receive alerts for any incomplete required fields. Please complete them to continue.

- On the next page you will see a confirmation of the information that you have entered. You will also receive an email confirmation, and an email will be sent to the DCS.
  - Below the confirmation, there are links to allow you to do other employee-info-related tasks.

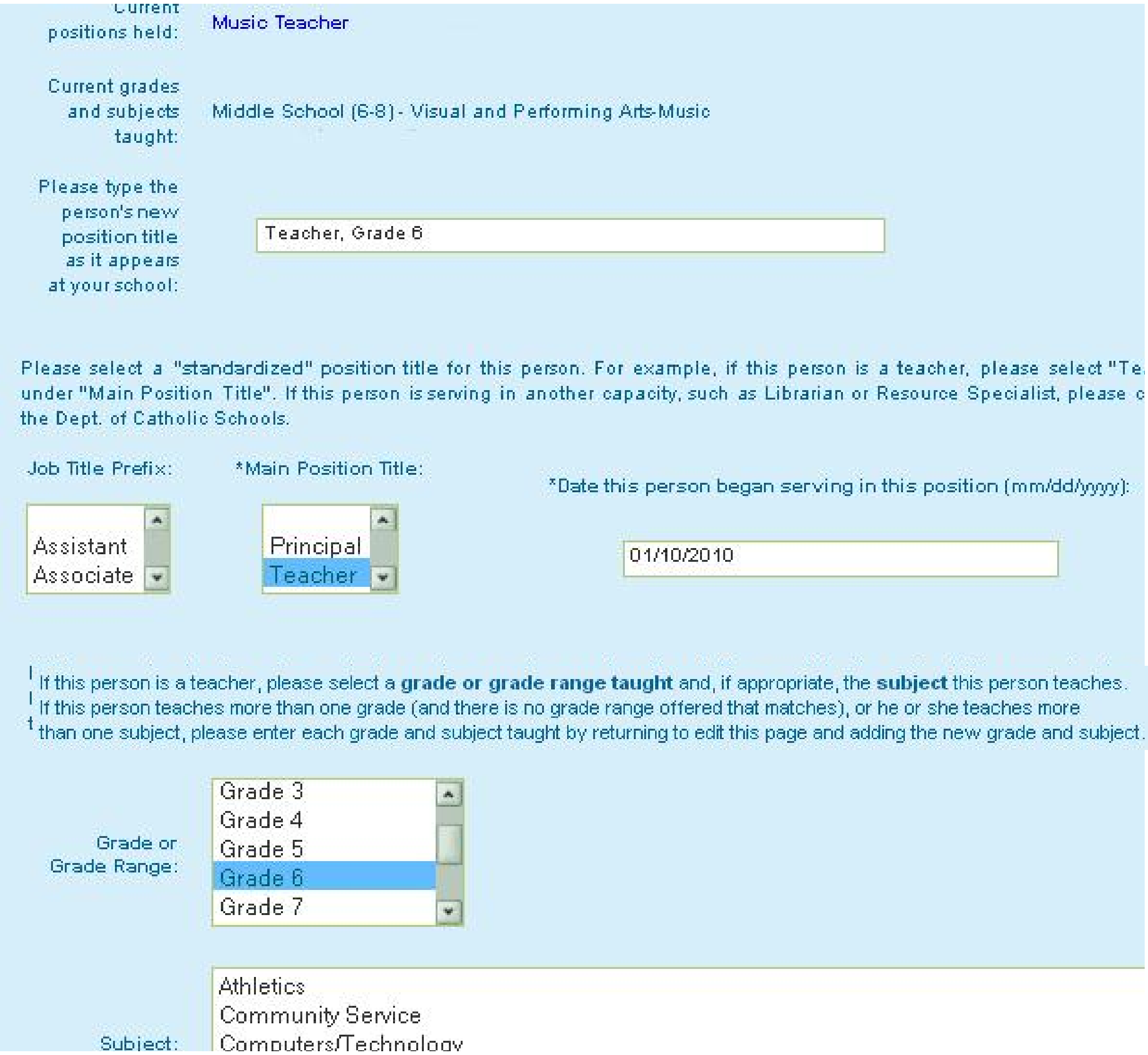
Add Position Info (Keeping One or More Current Positions)

The procedure for adding a new position for an employee at the same school is usually the same whether the employee is new or existing. However, there are exceptions; for example, if an employee was once a teacher and is becoming a principal, or if a principal at one school becomes a principal at a different school. This section explains how to add a position for an employee who is keeping their current position and taking on additional responsibilities; for example, a second grade teacher who also becomes the Vice Principal of a school. Please see "**Add Position Info (Concluding One or More Previous Positions)**" (pg. 33).

Please enter as much information as possible about the additional position.

Position Title:

- You will need to enter at least one position title for this employee. Please enter the title used at your school, and enter the date the employee was hired.
  - If this employee has more than one title (e.g., Vice Principal and 6th Grade Teacher), please add **one** title, complete the rest of the New Employee information, then see **Edit Employee Info (pg. 26)** to add additional titles.



Current positions held: Music Teacher

Current grades and subjects taught: Middle School (6-8) - Visual and Performing Arts-Music

Please type the person's new position title as it appears at your school: Teacher, Grade 6

Please select a "standardized" position title for this person. For example, if this person is a teacher, please select "Te under "Main Position Title". If this person is serving in another capacity, such as Librarian or Resource Specialist, please c the Dept. of Catholic Schools.

Job Title Prefix: Assistant / Associate

*Main Position Title: Principal / Teacher

*Date this person began serving in this position (mm/dd/yyyy): 01/10/2010

If this person is a teacher, please select a **grade or grade range taught** and, if appropriate, the **subject** this person teaches. If this person teaches more than one grade (and there is no grade range offered that matches), or he or she teaches more than one subject, please enter each grade and subject taught by returning to edit this page and adding the new grade and subject.

Grade or Grade Range: Grade 3 / Grade 4 / Grade 5 / Grade 6 / Grade 7

Subject: Athletics / Community Service / Computers/Technology

Figure 2-13: Adding another position is the same process as adding the first position.

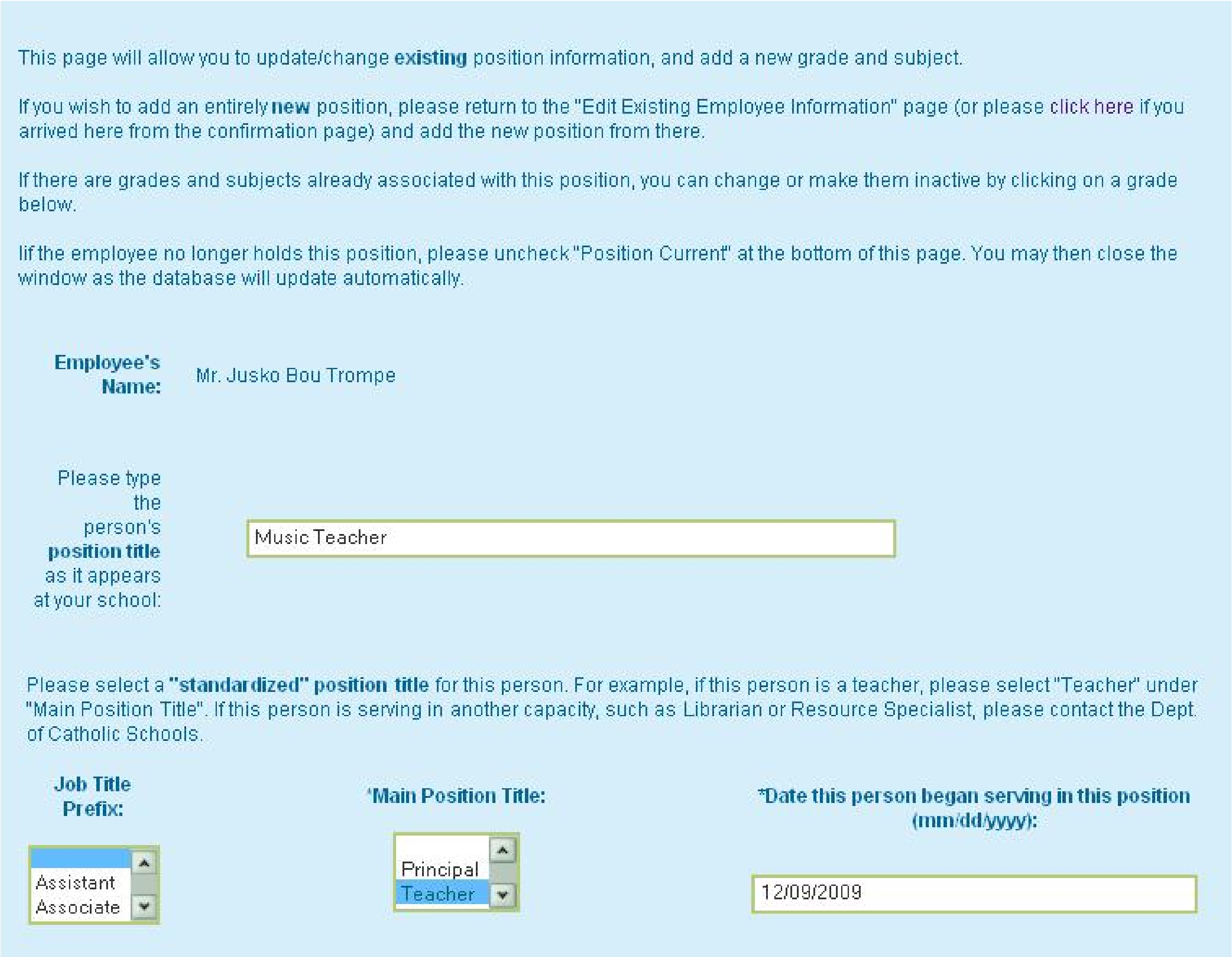
If the employee is a teacher, and teaches an entire grade, it isn't necessary to select a subject. This is only necessary when a teacher only teaches one or two subjects, such as athletics or music.

Standardized Position Title:

- Please select the standardized position title that is most like the title used at your school. You must select *at least* the Main Position Title.
    - If this employee has more than one title (e.g., Vice Principal and 6th Grade Teacher), please add one title, complete the rest of the New Employee information, then see “Edit Employee Info” to add additional titles.

Grade or Grade Range Taught:

- If this employee is a teacher or teacher's aide, please select a grade or grade range taught.
    - If this employee teaches more than one grade, and the range is not represented in the select box (e.g. Middle School 6-8), please choose one grade, complete the rest of the New Employee information, then see **Edit Employee Info (pg. 26)** to add another grade.



This page will allow you to update/change **existing** position information, and add a new grade and subject.

If you wish to add an entirely **new** position, please return to the "Edit Existing Employee Information" page (or please click here if you arrived here from the confirmation page) and add the new position from there.

If there are grades and subjects already associated with this position, you can change or make them inactive by clicking on a grade below.

Iif the employee no longer holds this position, please uncheck "Position Current" at the bottom of this page. You may then close the window as the database will update automatically.

Employee's Name: Mr. Jusko Bou Trompe

Please type the person's **position title** as it appears at your school: Music Teacher

Please select a **"standardized" position title** for this person. For example, if this person is a teacher, please select "Teacher" under "Main Position Title". If this person is serving in another capacity, such as Librarian or Resource Specialist, please contact the Dept. of Catholic Schools.

Job Title Prefix:

Assistant

Associate

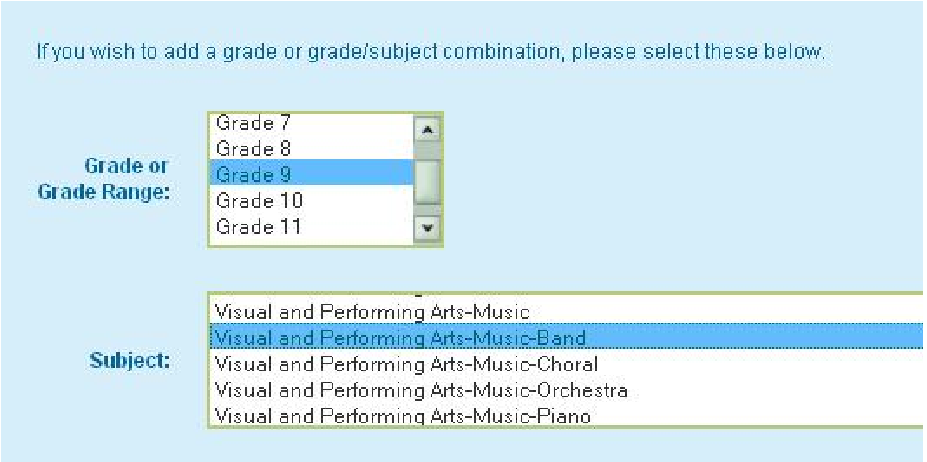
***Main Position Title:**

Principal

Teacher

***Date this person began serving in this position (mm/dd/yyyy):** 12/09/2009

Figure 2-14: The top part of the Edit Position Info page. Here you can change information about a position that you have already added to a database for an employee.



If you wish to add a grade or grade/subject combination, please select these below.

Grade or Grade Range:

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Subject:

Visual and Performing Arts-Music

Visual and Performing Arts-Music-Band

Visual and Performing Arts-Music-Choral

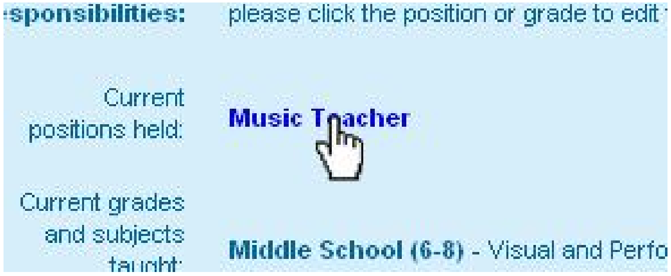
Visual and Performing Arts-Music-Orchestra

Visual and Performing Arts-Music-Piano

Figure 2-15: The middle section of the Edit Position Info page. You can *add* a grade and subject here.

Subject:

- If this employee is a teacher, and does not teach an entire grade, please select the subject that best matches what subject is taught.
    - If this employee teaches more than one subject, choose one subject, complete the rest of the Employee information, then see **Edit Employee Info** [pg. 24] to add another subject.



sponsibilities: please click the position or grade to edit

Current positions held: Music Teacher

Current grades and subjects taught: Middle School (6-8) - Visual and Perfo

Figure 2-16: Click a currently held position link on the Edit Employee Info page to change information about it and add a grade or grade range/subject combination.

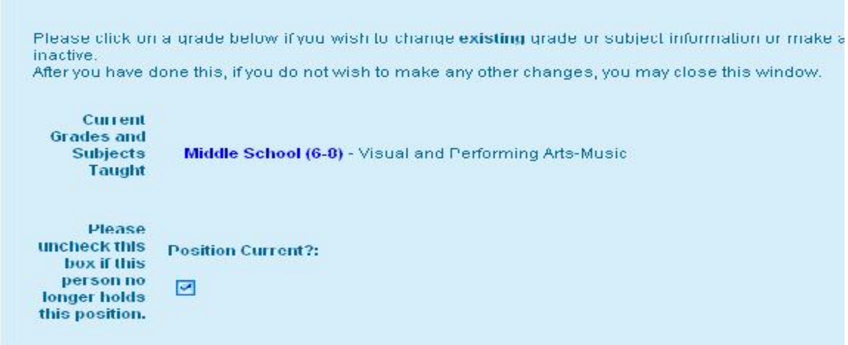
Updating Current Position Info

Edit Current Position

- Start by going to the “Edit Employee Info” page (pg. 26).

Change Position Title - Change to “Not Current” - Add New Grade and/or Subject to Teacher Position

- Follow steps 1-3 in “Edit Employee Info”.
- On the Edit Employee Info page, find the list of Current Positions Held (about halfway down).
- Click on the position you wish to change information for (Fig. 2-16, this page).
- This will open a new window, “Edit Position Information” (Figs. 2-14 and 2-15, pg. 30).
- You may:
    - change the position title as it appears at your school
    - If this person no longer works at your school, uncheck the “Position Current” checkbox (or uncheck it if you are the new employer and wish to enter new position information)
    - change the “standardized” position title
    - add one grade or grade range
    - add one subject

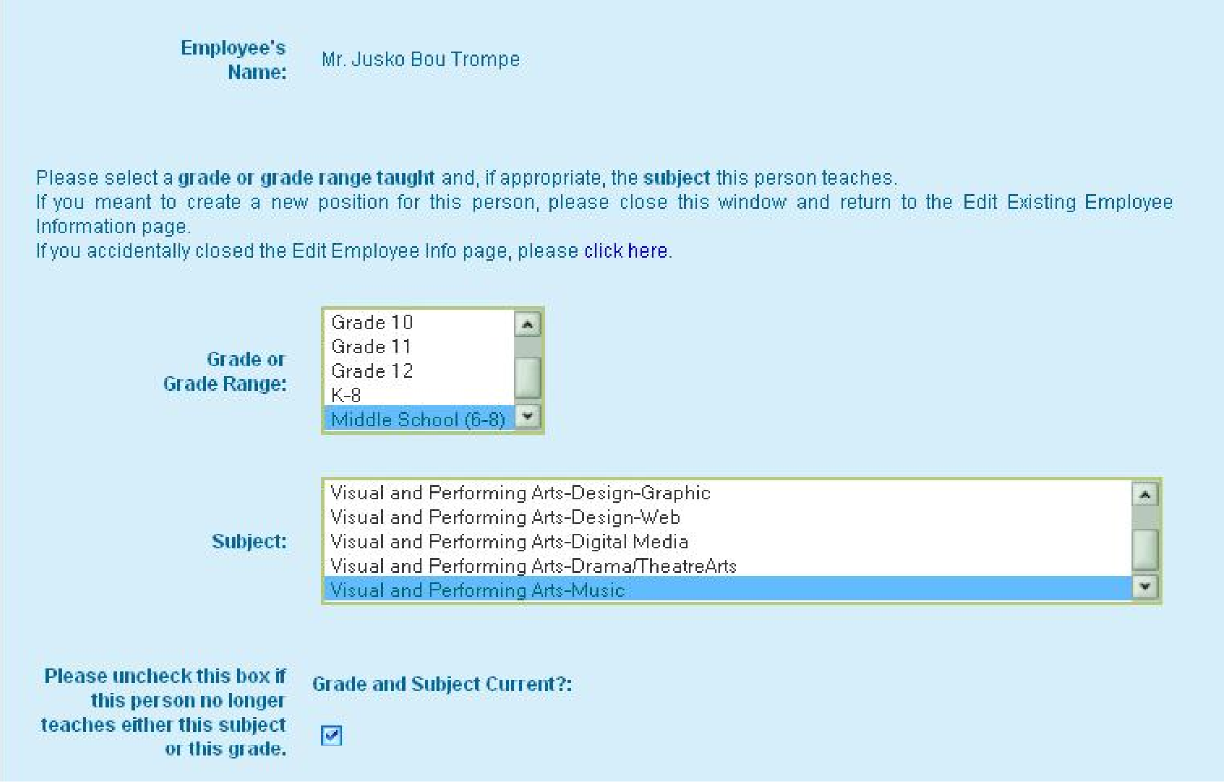


Please click on a grade below if you wish to change **existing** grade or subject information or make
inactive.
After you have done this, if you do not wish to make any other changes, you may close this window.

Current Grades and Subjects Taught: Middle School (6-8) - Visual and Performing Arts-Music

Please uncheck this box if this person no longer holds this position. Position Current?: ☑

Figure 2-17: The bottom section of the Edit Position Info page. You can *change* the existing grade and subject by clicking on the link; in this case “Middle School 6-8”.



Employee's Name: Mr. Jusko Bou Trompe

Please select a **grade or grade range taught** and, if appropriate, the **subject** this person teaches.
If you meant to create a new position for this person, please close this window and return to the Edit Existing Employee Information page.
If you accidentally closed the Edit Employee Info page, please click here.

Grade or Grade Range:
Grade 10
Grade 11
Grade 12
K-8
Middle School (6-8)

Subject:
Visual and Performing Arts-Design-Graphic
Visual and Performing Arts-Design-Web
Visual and Performing Arts-Digital Media
Visual and Performing Arts-Drama/TheatreArts
Visual and Performing Arts-Music

Please uncheck this box if this person no longer teaches either this subject or this grade. **Grade and Subject Current?:** ☑

Figure 2-18: On this page you can edit the current grade or subject information by selecting a different grade or grade range, selecting a different subject, or unchecking the “Grade and Subject Current?” box to indicate that the teacher no longer teaches this grade or subject. This is good to do when the teacher is no longer employed by your school, regardless of whether they will teach the same grade and subject at the new school. When this change is made, a date is entered in the database automatically to indicate the end of the period they held this position at a school.

- If the employee is a teacher, at the bottom of the page a list of current grades and subjects taught is shown (Fig. 2-17, this page).
    - Click one to make changes (please see “Edit Current Grade and/or Subject Information” below).
- When you are through making changes, click the “Update Employee Info” button at the bottom.
- You will be taken to a confirmation page. At the bottom of the page is a list of links to tasks related to this function.
- If you don’t make any changes to this page, you may simply close it. The “Edit Employee Info” page should still be open and you can continue to make changes.

Edit Current Grade and/or Subject Information

- Follow steps 1-3 in “Edit Employee Info”, then steps 1-4 in “Change Position Title etc.”
- Scroll to the bottom of the “Edit Position Information” page, and **click on the grade or grade/subject combination** you wish to make changes to (Fig. 2-17).
- This will open a new window, “Update Current Grade and Subject Info” (Fig. 2-18, this page).

- On this page, you can:
    - Change the grade or grade range
    - Change the subject
    - If this person no longer teaches this grade and subject, uncheck the "Grade and Subject Current" checkbox.
- When you are finished making changes, click the "Update Employee Info" button at the bottom. You will be taken to a confirmation page. At the bottom of the page is a list of links to tasks related to this function.

Add Position Info (Concluding One or More Previous Positions)

Please enter as much information as possible about the additional position.

Position Title:

- You will need to enter at least one position title for this employee. Please enter the title used at your school, and enter the date the employee was hired.
    - If this employee has more than one title (e.g., Vice Principal and 6th Grade Teacher), please add **one** title, complete the rest of the New Employee information, then see **Edit Employee Info (pg. 26)** to add additional titles.
    - If you don't make any changes to this page, you may simply close it. The "Edit current position" and "Edit Employee Info" pages should still be open and you can continue to make changes.

Employee List - View or Change Employee Info

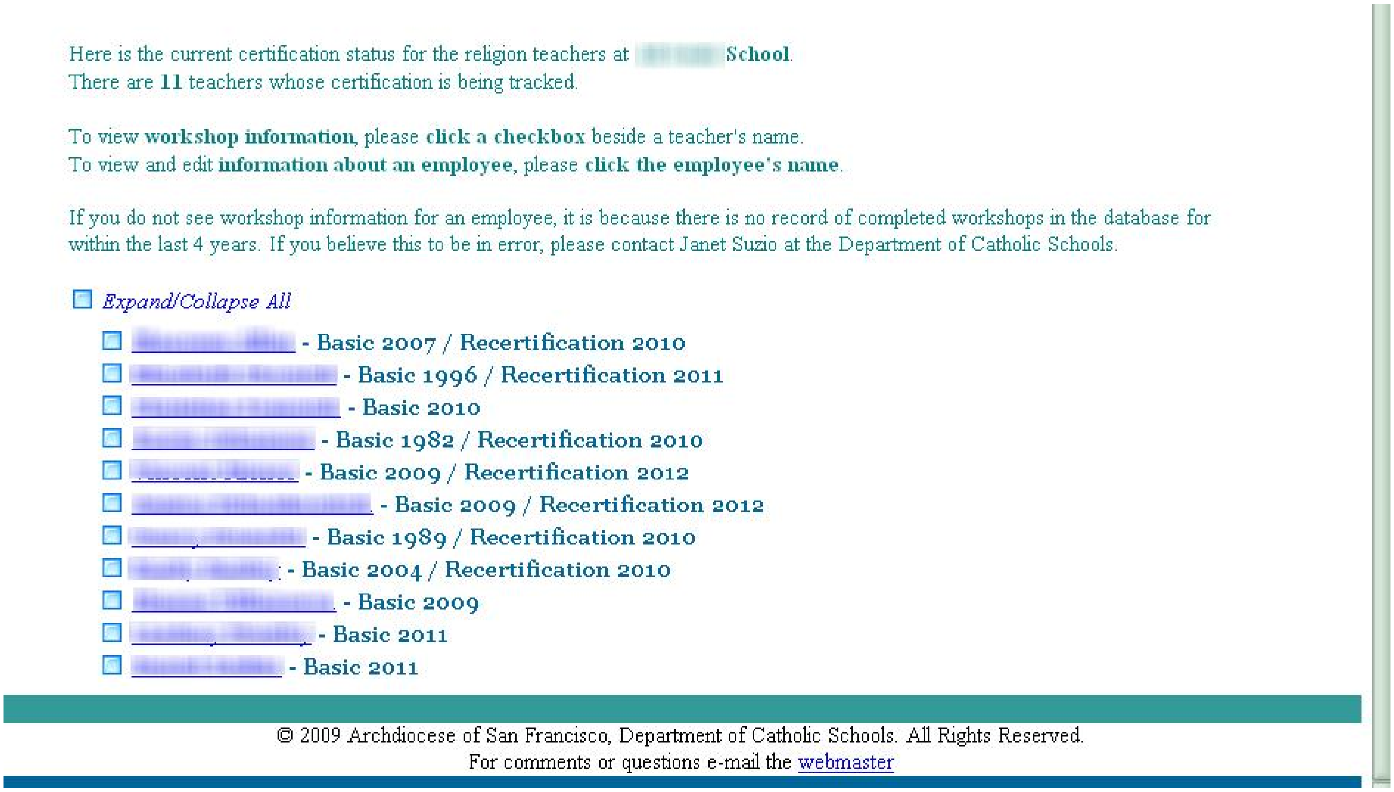
The Employee List Page allows you to view a list of employees from your school who are being tracked for certification. You may also edit employee info from this page.

Viewing the Employee List

- On the Employee Info tab, click "Employee List".
- On the next page, you'll see a list of your employees who are being tracked for religion certification (Fig 2-19, pg. 34). Your principal's name will be formatted differently than others in the list.

Viewing One Employee's Workshop Info

- Click the checkbox next to the employee's name.
- You'll see a list of the workshops this employee has completed.
    - Recertification workshops are shown up to four years ago.
    - All Basic-level workshops are shown.
    - If you don't see any workshops listed, either the employee has not completed any workshops, or they have, and it is not showing up for one of the following reasons:



Here is the current certification status for the religion teachers at [redacted] **School**.
There are **11** teachers whose certification is being tracked.

To view **workshop information**, please **click a checkbox** beside a teacher's name.
To view and edit **information about an employee**, please **click the employee's name**.

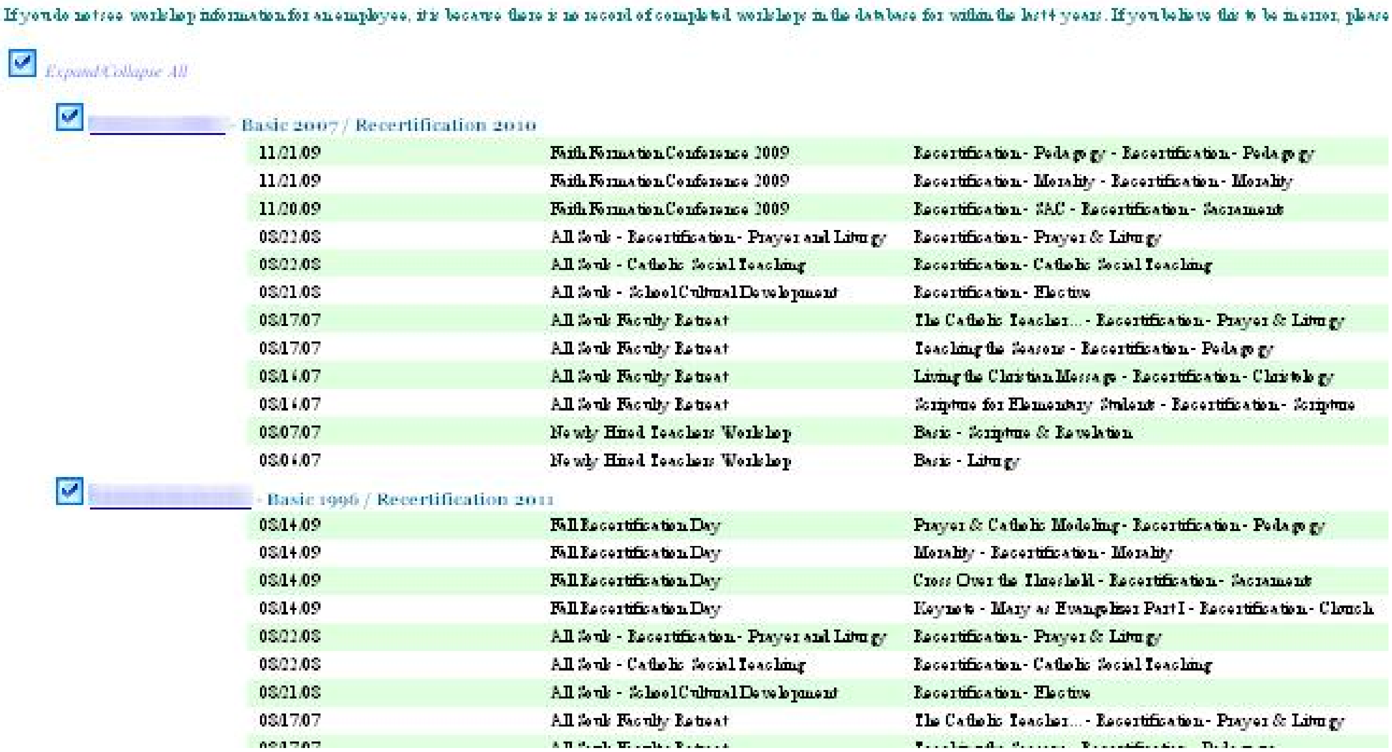
If you do not see workshop information for an employee, it is because there is no record of completed workshops in the database for within the last 4 years. If you believe this to be in error, please contact Janet Suzio at the Department of Catholic Schools.

☐ *Expand/Collapse All*

- ☐ [redacted] **- Basic 2007 / Recertification 2010**
- ☐ [redacted] **- Basic 1996 / Recertification 2011**
- ☐ [redacted] **- Basic 2010**
- ☐ [redacted] **- Basic 1982 / Recertification 2010**
- ☐ [redacted] **- Basic 2009 / Recertification 2012**
- ☐ [redacted] **- Basic 2009 / Recertification 2012**
- ☐ [redacted] **- Basic 1989 / Recertification 2010**
- ☐ [redacted] **- Basic 2004 / Recertification 2010**
- ☐ [redacted] **- Basic 2009**
- ☐ [redacted] **- Basic 2011**
- ☐ [redacted] **- Basic 2011**

© 2009 Archdiocese of San Francisco, Department of Catholic Schools. All Rights Reserved.
For comments or questions e-mail the webmaster

Figure 2-19: An example Employee List page.



If you do not see workshop information for an employee, it is because there is no record of completed workshops in the database for within the last 4 years. If you believe this to be in error, please

☑ *Expand/Collapse All*

☑ [redacted] - Basic 2007 / Recertification 2010

11/21/09	Faith Formation Conference 2009	Recertification - Pedagogy - Recertification - Pedagogy
11/21/09	Faith Formation Conference 2009	Recertification - Morality - Recertification - Morality
11/20/09	Faith Formation Conference 2009	Recertification - SAC - Recertification - Sacrament
08/22/08	All Souls - Recertification - Prayer and Liturgy	Recertification - Prayer & Liturgy
08/22/08	All Souls - Catholic Social Teaching	Recertification - Catholic Social Teaching
08/21/08	All Souls - School Cultural Development	Recertification - Elective
08/17/07	All Souls Faculty Retreat	The Catholic Teacher... - Recertification - Prayer & Liturgy
08/17/07	All Souls Faculty Retreat	Teaching the Seasons - Recertification - Pedagogy
08/14/07	All Souls Faculty Retreat	Living the Christian Message - Recertification - Christology
08/14/07	All Souls Faculty Retreat	Scripture for Elementary Students - Recertification - Scripture
08/07/07	Newly Hired Teachers Workshop	Basic - Scripture & Revelation
08/04/07	Newly Hired Teachers Workshop	Basic - Liturgy

☑ [redacted] - Basic 1996 / Recertification 2011

08/14/09	Fall Recertification Day	Prayer & Catholic Modeling - Recertification - Pedagogy
08/14/09	Fall Recertification Day	Morality - Recertification - Morality
08/14/09	Fall Recertification Day	Cross Over the Threshold - Recertification - Sacrament
08/14/09	Fall Recertification Day	Keynote - Mary as Evangelizer Part I - Recertification - Church
08/22/08	All Souls - Recertification - Prayer and Liturgy	Recertification - Prayer & Liturgy
08/22/08	All Souls - Catholic Social Teaching	Recertification - Catholic Social Teaching
08/21/08	All Souls - School Cultural Development	Recertification - Elective
08/17/07	All Souls Faculty Retreat	The Catholic Teacher... - Recertification - Prayer & Liturgy

Figure 2-20: An example of an expanded Employee List page. Clicking the “Expand/Collapse All” box will expand all records on the page.

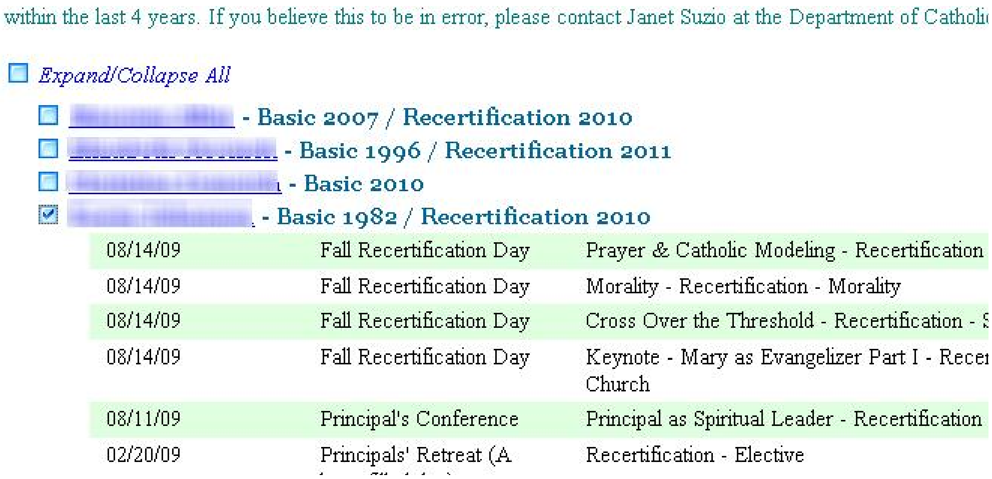
- The workshop is not in the database
  - To check whether the workshop is in the database, please see **Registration - Viewing Past Workshops** (pg. 14)
  - If the workshop doesn't show up, and you know that it occurred and your employees attended, you may need to enter the workshop in the database, then register your employee. Please see **Workshops - Add Workshop Info** (pg. 41).
  - If you've entered the workshop and it's not showing up, DCS may not have entered an approval in the database. Please contact DCS.

- The employee was not registered for the workshop
  - If the workshop exists and is listed, please register them for the workshop, then contact DCS to have the record updated to "Attended".
  - If the workshop is a DCS workshop, fees may apply.

- The employee was registered for and attended the workshop, but the record was not marked "Attended"
  - Please contact DCS to have the record marked "Attended".

Viewing All Employee Workshop Info

- To expand the entire list, click the checkbox next to *Expand/Collapse All*.



within the last 4 years. If you believe this to be in error, please contact Janet Suzio at the Department of Catholi

☐ *Expand/Collapse All*

☐ [redacted] - Basic 2007 / Recertification 2010
☐ [redacted] - Basic 1996 / Recertification 2011
☐ [redacted] - Basic 2010
☑ [redacted] - Basic 1982 / Recertification 2010

08/14/09	Fall Recertification Day	Prayer & Catholic Modeling - Recertification
08/14/09	Fall Recertification Day	Morality - Recertification - Morality
08/14/09	Fall Recertification Day	Cross Over the Threshold - Recertification -
08/14/09	Fall Recertification Day	Keynote - Mary as Evangelizer Part I - Recer Church
08/11/09	Principal's Conference	Principal as Spiritual Leader - Recertification
02/20/09	Principals' Retreat (A	Recertification - Elective

Figure 2-21: An example of an Employee List page with one record expanded.

View or Change Employee Info

- Click employee's name.
- You will be taken to a page where you can edit the employee's info. Please see "**Edit Employee info**" (pg. 26) for instructions.

Certification Inf

In this section, you will find information about how to:

- view a list of your employees who are currently out of *certification (pg. 37)*
- move and delete registrations (pg. 38)
- view a list of employees who are currently being tracked for religion certification, along with certification info and a list of completed workshops (pg. 39)

Out of Certification

An employee is out of certification if their Basic due/completion dates or Recertification due dates have passed and they have not completed the total number of workshops required to complete their certification for the period (eight workshops in two years for Basic; 9 workshops in 3 years for Recertification).

The **Out of Certification** page exists to help the schools' Religion Coordinators and the Department of Catholic schools give extra support to employees who are having trouble completing their required certification workshops.

View Employees Who Are Out of Certification

- Click the **Certification Info** tab on the **crtis** Certification Admin page.
- Click on the **Out of Certification** link.
- You will see a list of your employees who are being tracked for certification and who have not completed the total number of workshops required to complete their current certification.
    - You may notice that for some employees on this list, the due date for the completion of workshops is for one year ahead. This is because if the employee has completed four or more workshops, but not the total required, **crtis** will automatically add a year to the employee's due date to give them a little more time to complete the total required.
- You may also click the employee's name to be taken to a page where you can view and make changes to their information. See **Edit Employee Info** (pg. 26) for more information.

Roster List & Maintenance

The Roster List and Maintenance functions allow you to view the workshops employees in your school are registered for, as well as allowing you to move your school's registrants to different workshop sessions or delete them from workshop sessions they no longer plan to attend.

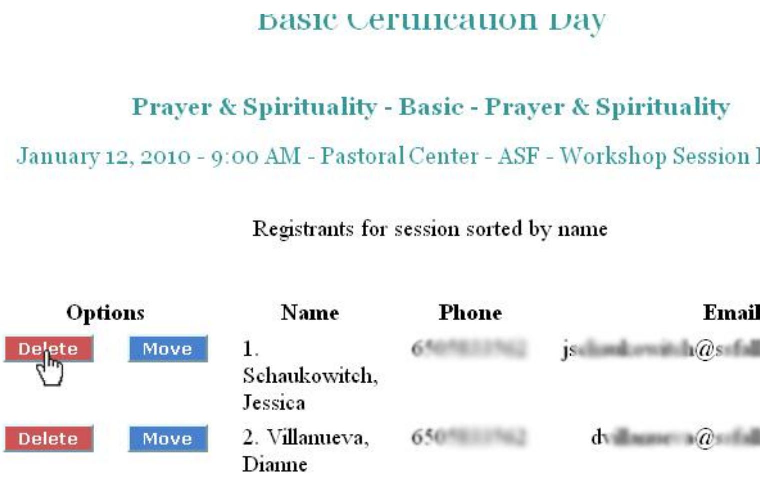
Move or Delete Your School's Attendees from Workshop Sessions

- Click the **Certification Info** tab on the **crtis** Certification Admin page.
- Click on the "**Roster List & Maintenance** link.
- On the next page, select the workshop session from which you wish to delete or move a registration.
    - You will only see listed workshops for which you have employees registered.
    - If you don't see any workshops listed, there are no workshop registrations for your school in the database. If you believe this is in error, please contact the DCS.
- The next page will contain a list of registrants from your school for the workshop session you selected.

Delete an Employee Registration from a Workshop

- Click the red **Delete** button next to the employee's name.
- An alert will pop up asking you if you really want to delete the employee's registration.
- If you're sure, click **OK**; if not, click **Cancel**.

Note: If you accidentally delete a registration that you didn't mean to, don't worry - you can always add it again. Bear in mind, though, that if you delete a registration from a workshop that has already passed, and the employee registered has received credit for attending, you will need to contact the Department of Catholic Schools to have that credit re-applied.



Basic Certification Day

Prayer & Spirituality - Basic - Prayer & Spirituality

January 12, 2010 - 9:00 AM - Pastoral Center - ASF - Workshop Session I

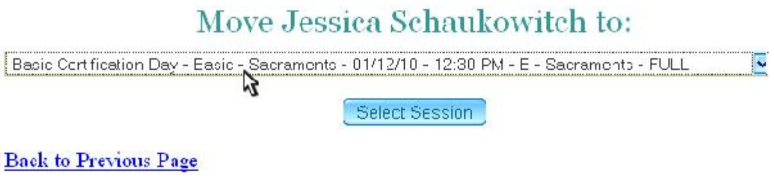
Registrants for session sorted by name

Options	Name	Phone	Email
Delete Move	1. Schaukowitch, Jessica	[redacted]	[redacted]
Delete Move	2. Villanueva, Dianne	[redacted]	[redacted]

Figure 3-1: Clicking the red "Delete" button won't immediately delete the employee from a workshop session; you will need to confirm the deletion on the alert that pops up.

Move an Employee Registration from One Workshop to Another

- Click the blue **Move** button next to the employee's name.
- You will be taken to a new page with a selection box containing all workshop sessions available.
- Select the workshop you would like to move the employee to.
- Click the **Select Session** button.



Move Jessica Schaukowitch to:

Basic Certification Day - Basic - Sacramento - 01/12/10 - 12:30 PM - E - Sacramento - FULL

Figure 3-2: Clicking the blue "Move" button will take you to a page where you can select a new, existing workshop session to move the employee to. Make sure to check the new workshop session's roster to make sure you've moved the employee to the session you intended.

- You will see an alert that says "Registrant has been moved to new session."
- Click **OK**.
- You will be taken back to the original workshop page.

Employee List & Maintenance

View a List of Employees from Your School Who are Being Tracked for Certification; Add or Update Info

- Click the **Certification Info** tab on the **crtis** Certification Admin page.
- Click on the **Employee List & Maintenance** link.
- For more information about this link, please see **Employee Info - Employee List** (pg. 33).

Workshops

In this section, you will find information about how to:

- add, edit or delete workshop event information (pg. 41)
- add, edit or delete workshop session information (pg. 46)
- add or edit workshop presenter information (pg. 53)
- *add or edit workshop location information (pg. 55)*

About Workshop Creation in crtis

Workshops are entered in the **crtis** database in two steps – the **Workshop Event**, and the **Workshop Session**(s) associated with the event.

The **Workshop Event** is the main posting on the **Registration** page. You must create a main Workshop Event before you can create a **Workshop Session**. All Workshop Sessions must be associated with an Event. An Event must have at least one session, and can have many.

If multiple associated Workshop Sessions occur on one date or consecutive dates, there should usually only be one Workshop Event created. Examples of this are the August Recertification Day, during which many workshop sessions occur on one day, or the Newly Hired Teacher Workshops or Faith Formation Conference, during which many workshop sessions occur over consecutive days.

However, if the same type of workshop event occurs on disjunct dates - for instance, a lecture series that happens every few months - a Workshop Event must be created for each of the sessions or set of sessions.

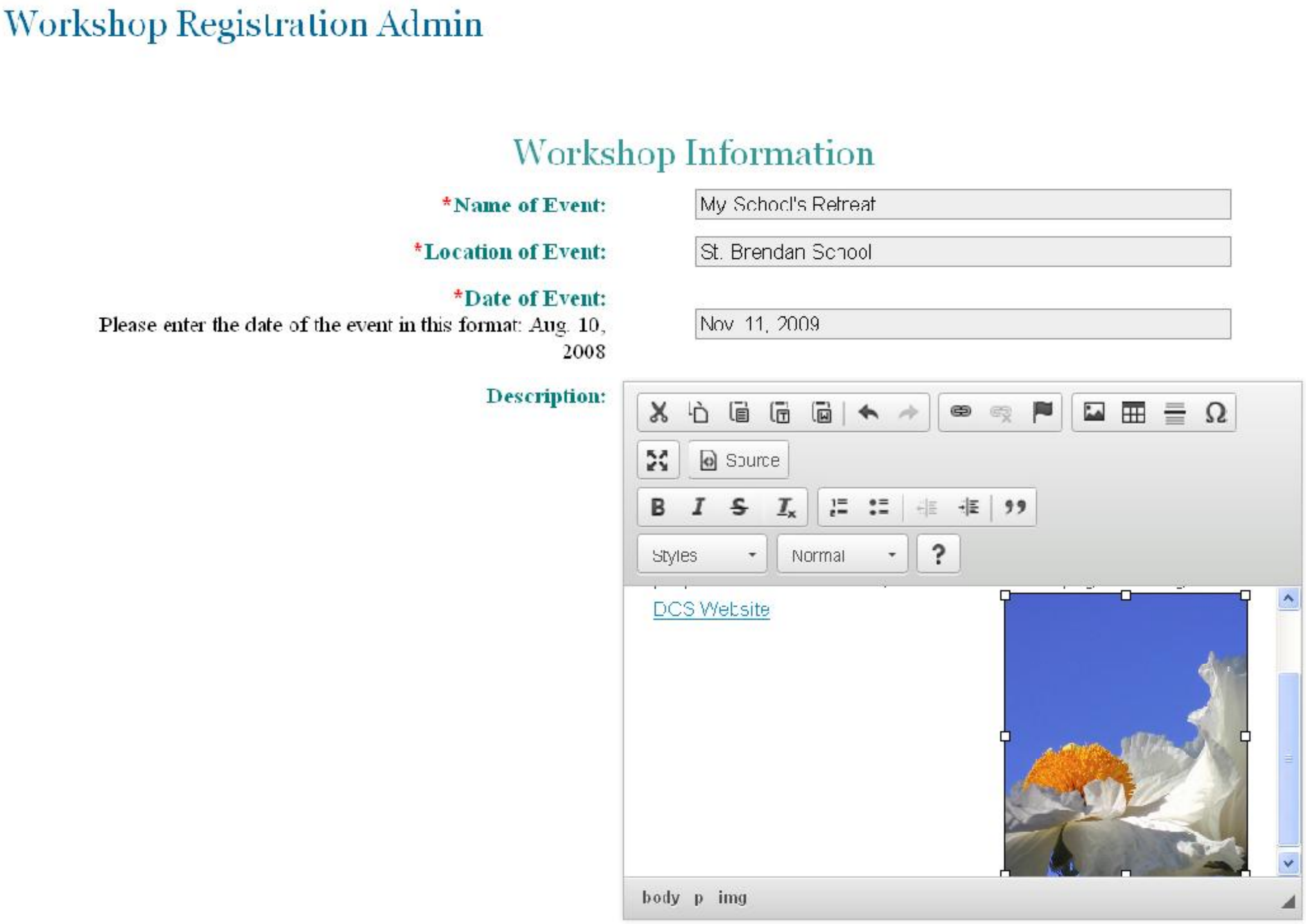
There are situations where it might make sense to create one workshop event for multiple sessions that occur on disjunct dates, such as summer courses at a university that count toward recertification, or weekly lectures. If you are unsure what to do, contact the Department of Catholic Schools to discuss the best way to post your workshops.

Your workshops will not appear on the calender available for registration until they are approved by the Department of Catholic Schools. After you have created workshops, you need to contact the DCS to have the workshops made active.

Event Maintenance - Add, Edit or Delete Workshop Event Information

Add Workshop Info

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Event Maintenance**.
- On the next page, click the **Add New Event** button.
- Fill in all required fields.
    - The only optional field is a description of the event.



Workshop Registration Admin

Workshop Information

*Name of Event: My School's Retreat

*Location of Event: St. Brendan School

*Date of Event:
Please enter the date of the event in this format: Aug. 10, 2008
Nov 11, 2009

Description:

DCS Website

Figure 4-1: An example of the top of an Add Workshop Event page.

- **Name of Event**: Please keep it brief. If you have a multi-part name for your event, please use a shortened version of it. You can enter the entire event name in the **Event Description** field.

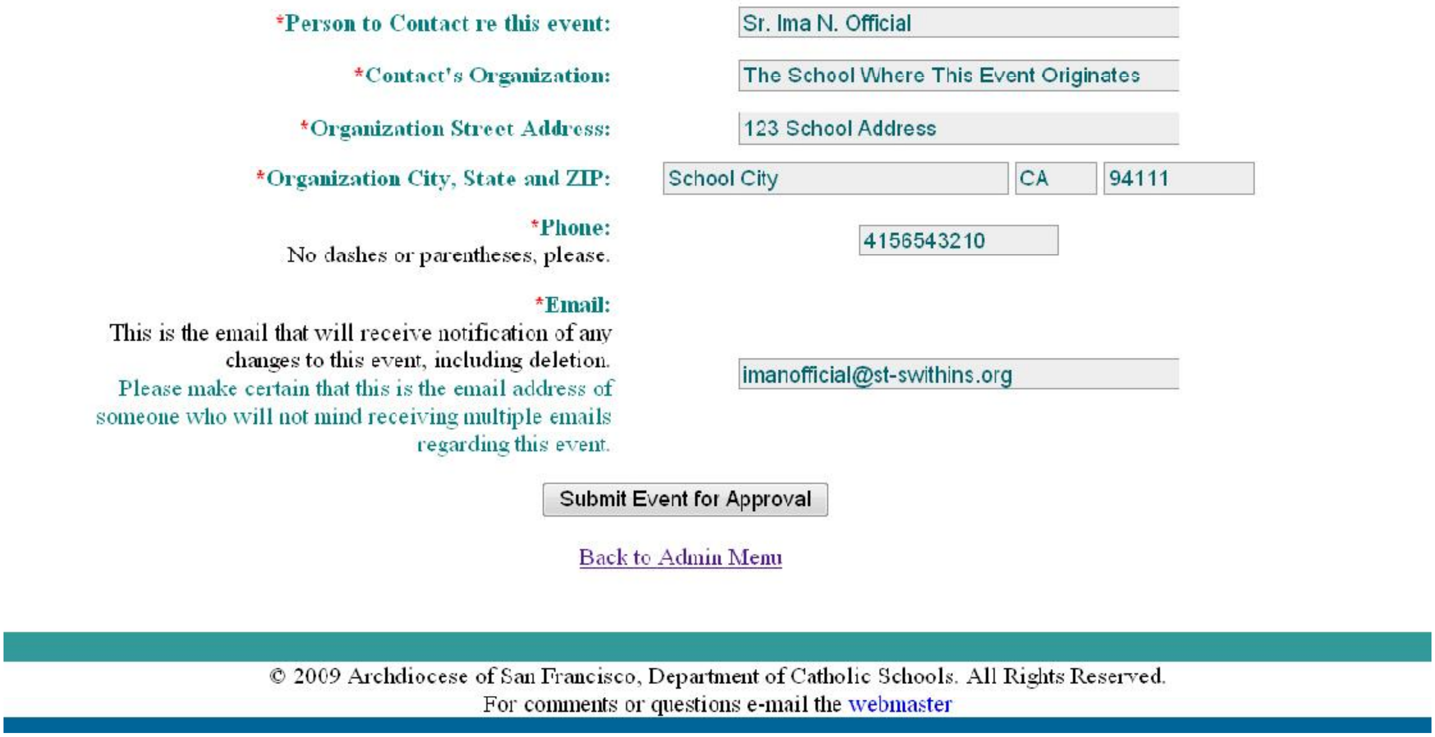
- **Location of Event**: Please enter the main location only (e.g., "Archdiocese of San Francisco", or "St. Anselm School"). If there is a specific building, room or hall where the event will take place, you will have the opportunity to enter it in the Workshop Session section.

- **Workshop Date**: Please enter the date of the event in this format: Aug. 10, 2008. If there is a date range, enter it in this format: Aug. 10-13, 2008.

- **Workshop Event Description** (optional): For a more detailed explanation of what can go in the description field, please see **About the Workshop Event Description** (pg. 45).

- **Person to Contact**: Enter the name of the person who will be responsible for updating and changing workshop information and for receiving payments for the workshop. This will most likely be the principal or Religion Coordinator of your school.

  - This is true for the rest of the fields - Contact's Organization, Street Address, City, State



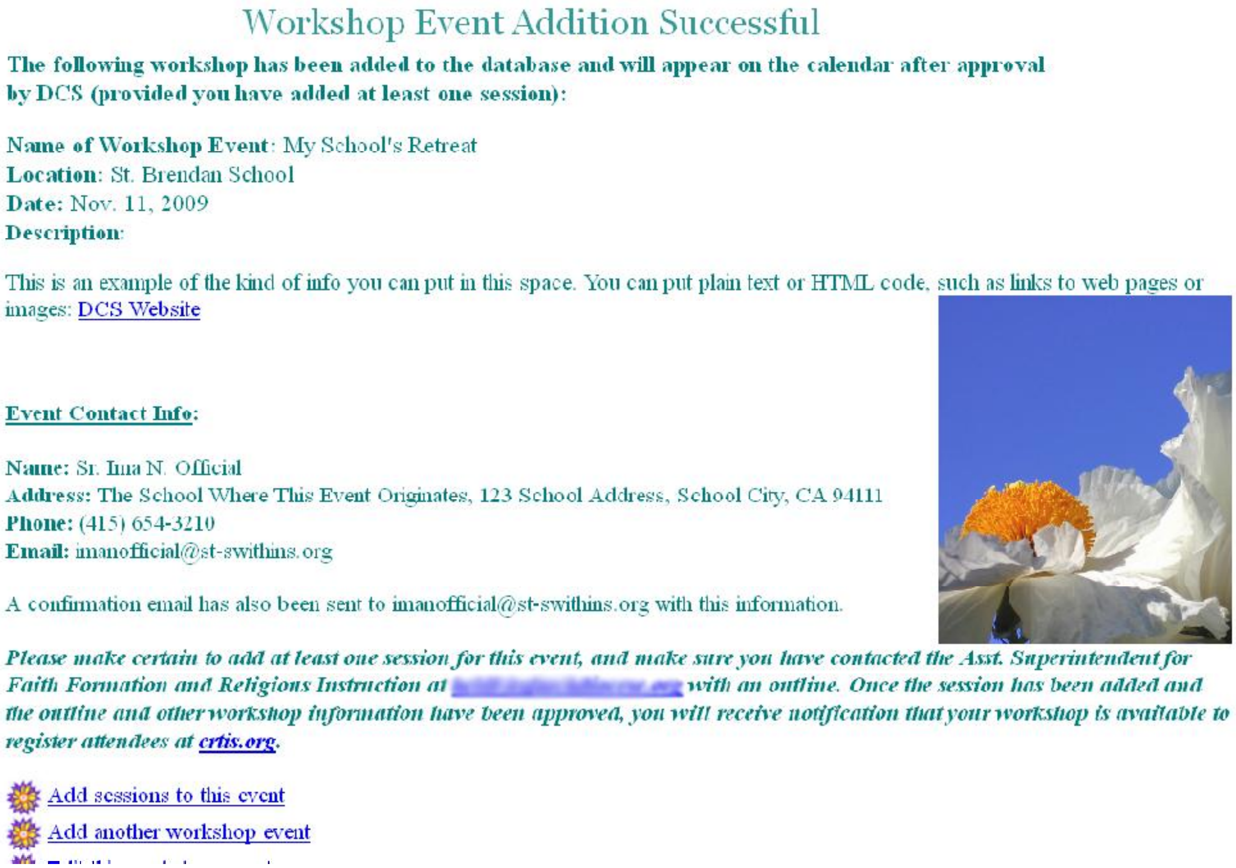
*Person to Contact re this event:	Sr. Ima N. Official
*Contact's Organization:	The School Where This Event Originates
*Organization Street Address:	123 School Address
*Organization City, State and ZIP:	School City CA 94111
*Phone: No dashes or parentheses, please.	4156543210
*Email: This is the email that will receive notification of any changes to this event, including deletion. Please make certain that this is the email address of someone who will not mind receiving multiple emails regarding this event.	imanofficial@st-swithins.org

© 2009 Archdiocese of San Francisco, Department of Catholic Schools. All Rights Reserved.
For comments or questions e-mail the webmaster

Figure 4-2: An example of the bottom of an Add Workshop Event page.

and ZIP - as well. ***Please don't use the presenter's information or information from the event location***; this will almost certainly result in confusion!

- If at any time you decide you wish to fill the form in later, you may click the "Return to Admin Page" link at the bottom of this page. ***There is currently no way to save already entered information and return to it later, so you will lose any information you have entered***.
- When you are finished filling in the form, click the **Add Event** button at the bottom of the page.
- **If you forgot to fill in a required field, the page will not submit.** Please scroll up to complete missing fields.
- After the form is successfully submitted, you will be taken to a confirmation page (Fig. 4-3, pg. 44). An email will be sent to the contact email that you entered on the form, as well as to the Dept. of Catholic Schools, with the same confirmation information.
    - **Oops!** If you notice that there are mistakes in your event information, you may edit them by clicking on the **Edit this Workshop** link at the bottom of your confirmation page, or in the confirmation email. For more information on editing Workshop Event info, see page 45.



Workshop Event Addition Successful

The following workshop has been added to the database and will appear on the calendar after approval by DCS (provided you have added at least one session):

Name of Workshop Event: My School's Retreat
Location: St. Brendan School
Date: Nov. 11, 2009
Description:

This is an example of the kind of info you can put in this space. You can put plain text or HTML code, such as links to web pages or images: DCS Website

Event Contact Info:

Name: Sr. Ima N. Official
Address: The School Where This Event Originates, 123 School Address, School City, CA 94111
Phone: (415) 654-3210
Email: imanofficial@st-swithins.org

A confirmation email has also been sent to imanofficial@st-swithins.org with this information.

Please make certain to add at least one session for this event, and make sure you have contacted the Asst. Superintendent for Faith Formation and Religious Instruction at [redacted] with an outline. Once the session has been added and the outline and other workshop information have been approved, you will receive notification that your workshop is available to register attendees at crtis.org.

Figure 4-3: An example Confirmation page.
Almost all confirmation pages in crtis have links at the bottom that allow you to do tasks related to the one you just completed.

- **This information will not appear on the Registration page until you have created at least one Workshop Session and had the event approved and authorized by the Department of Catholic Schools.**
- At the bottom of this page, there are links to allow you to perform further workshop administration tasks. If you do not wish to do anything else, you may log out or simply close the browser window.

About the Workshop Event Description

The event description box exists to quickly give the visitor more information about the event.

You will have an opportunity to create separate descriptions for your workshop sessions, so only include information in your event description that is pertinent to all of the sessions.

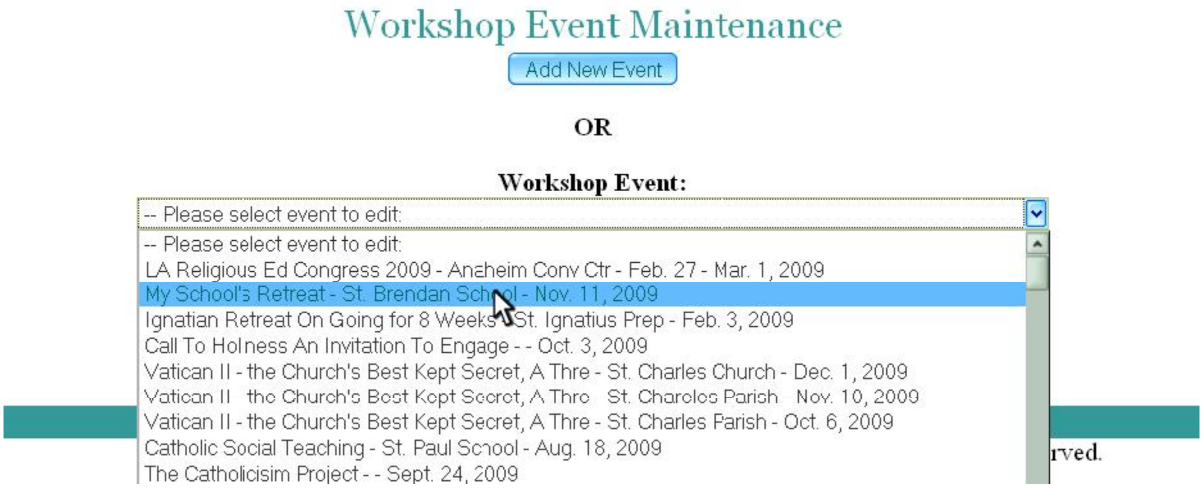
A sample workshop event description could include:

- The event’s full name

- the sessions contained in the event and their certification categories
- the location, date and time
- the cost of the event
- Instructions for registration
- An agenda for the day
- Bio(s) and picture(s)* of the presenter(s)
- A link to a flyer with the above information*

and anything else that you think is necessary. You may use either plain text or HTML (for formatting or creating links) in your description.

*For basic instructions about how to use HTML in your description, please see Appendix A: **Using CKEditor for Your Description** (pg. 63) or Appendix B: **Including HTML code in your description** (pg. 69). You will also find almost unlimited resources about how to use HTML code on the World Wide Web, a.k.a. the internet.



-- Please select event to edit:

-- Please select event to edit:
LA Religious Ed Congress 2009 - Anaheim Conv Ctr - Feb. 27 - Mar. 1, 2009
My School's Retreat - St. Brendan School - Nov. 11, 2009
Ignatian Retreat On Going for 8 Weeks - St. Ignatius Prep - Feb. 3, 2009
Call To Holness An Invitation To Engage - - Oct. 3, 2009
Vatican II - the Church's Best Kept Secret, A Thre - St. Charles Church - Dec. 1, 2009
Vatican II - the Church's Best Kept Secret, A Thre - St. Charles Parish - Nov. 10, 2009
Vatican II - the Church's Best Kept Secret, A Thre - St. Charles Parish - Oct. 6, 2009
Catholic Social Teaching - St. Paul School - Aug. 18, 2009
The Catholicisim Project - - Sept. 24, 2009

Figure 4-4: Once you have clicked Event Maintenance, select the event that you wish to edit in the select list that follows.

All events that have been created are listed here, so make certain to only select those you have created.

Edit Workshop Info

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Event Maintenance**.
- On the next page, select the event that you wish to edit in the select list (Fig 4-4).
    - Depending on the date of the workshop event you wish to edit, you may have to scroll down a bit.
- Click the **Update this Event** button.
- On the next page, make any changes you wish, making sure that all required fields are completed.
- When you are finished making changes, click the **Update Event** button.

- You will receive a confirmation on the next page, as well as an email confirmation, which will also be sent to the Dept. of Catholic Schools.
- At the bottom of this page, there are links to allow you to perform further workshop administration tasks. If you do not wish to do anything else, you may log out or simply close the browser window.

Delete Workshop Info

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Event Maintenance**.
- On the next page, select the event that you wish to delete in the select list.
    - Depending on the date of the workshop event you wish to delete, you may have to scroll down a bit.
- Click the **Update this Event** button.
- Scroll down to the bottom of the next page, and click the red **Delete this Workshop** button.

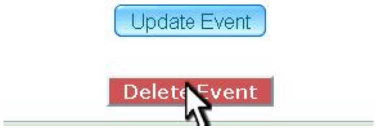
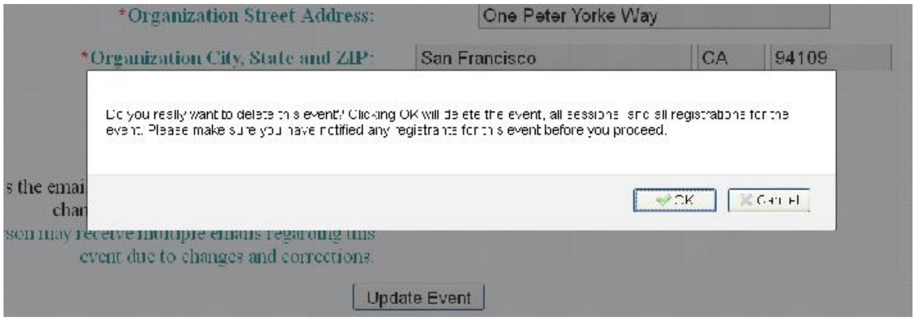


Figure 4-5: Clicking “Delete Event” will not immediately delete the event.

- You will see an alert that will ask you “Do you really want to delete this event? Clicking OK will delete the event, all sessions, and all registrations for the event. Please make sure you have notified any registrants for this event before you proceed.”


*Organization Street Address: One Peter Yorke Way

*Organization City, State and ZIP: San Francisco CA 94109

Do you really want to delete this event? Clicking OK will delete the event, all sessions, and all registrations for the event. Please make sure you have notified any registrants for this event before you proceed.

Figure 4-6: When you click “OK” on the alert that pops up after you click the “Delete” button, you will delete the event and everything that’s associated with it. Make sure this is what you mean to do. If not, click “Cancel”.

- If you are certain you wish to completely delete the event and everything associated with it in the database, please click **OK**.
- You will receive a confirmation of deletion on the next page.

Session Maintenance

Add, Edit or Delete Workshop Session Information

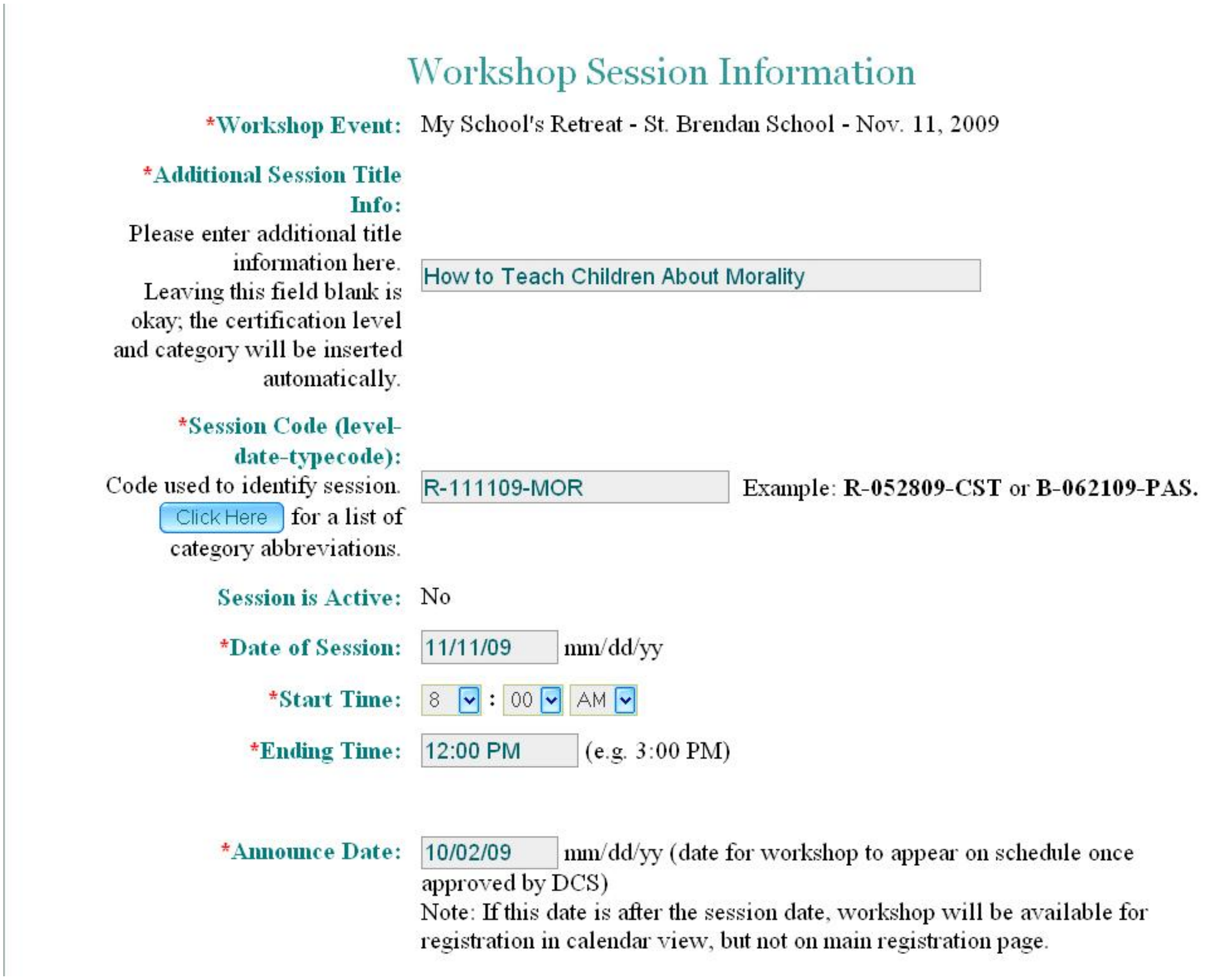
In order for a Workshop Event to show up on the Registration pages, besides DCS giving approval, you must create at least one **Workshop Session** for it. A workshop event contains one or more workshop sessions, which count for one certification category that you choose, and also count for the Elective certification category. When you create a workshop session, **crtis** will automatically create a duplicate session in the Elective category for you, unless the category you choose for the session you create is already “Elective”.

You will need to create a workshop session for each of the sections of a workshop event so that your employees can receive proper credit. In the event that a workshop session counts for more than one certification category (other than Elective) you can easily duplicate a session, changing only the category (see **Duplicate Workshop Session Info,** pg. 52).

Please be aware that you will need to fill in all the required fields before you can create a session. Also, you will need to request DCS to approve your workshop sessions before they will become available for registration.

Add Workshop Session Information

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Session Maintenance**.
- On the next page, click the **Add New Session** button.
- On the next page, fill in the form (Figs 4-7, 4-8).



Workshop Session Information

***Workshop Event:** My School's Retreat - St. Brendan School - Nov. 11, 2009

***Additional Session Title Info:** Please enter additional title information here. Leaving this field blank is okay; the certification level and category will be inserted automatically. How to Teach Children About Morality

***Session Code (level-date-typecode):** Code used to identify session. Click Here for a list of category abbreviations. R-111109-MOR Example: **R-052809-CST** or **B-062109-PAS.**

Session is Active: No

***Date of Session:** 11/11/09 mm/dd/yy

***Start Time:** 8 : 00 AM

***Ending Time:** 12:00 PM (e.g. 3:00 PM)

***Announce Date:** 10/02/09 mm/dd/yy (date for workshop to appear on schedule once approved by DCS)
Note: If this date is after the session date, workshop will be available for registration in calendar view, but not on main registration page.

Figure 4-7: A sample of the top of a New Workshop Session form. Notice that the Workshop Event title is filled in for you. You must complete all required fields to be able to submit the form.

- **Workshop Event**: Select a workshop to associate the session with. This will be at or near the top of the select list - the workshops are ordered according to the date they were created.

- **Additional Title Info** (optional): This can either be the title of the session or, if left blank, will be filled in automatically with the certification level and category that you select later in the form. If there is not additional title beyond that of the workshop event, please leave this blank.

    - If you do have additional title information, please keep this as brief as possible, using abbreviations if necessary.

- **Session Code**: This code serves as shorthand for the level, date and category of the workshop session (e.g. R-052809-CST or R-062109-PED). Here's how it breaks down:

    - R: The session level (Recertification)

    - Date: The session's date expressed as a 6-number string, no dashes or slashes

    - Category: Here is a table to assist you with Recertification category abbreviations. There is also a link to this table next to the form field.

Table - Certification Category Abbreviations.

Category	Abbreviation
Catholic Social Teaching	CST
Christology	CHR
Church	CHU
Elective	ELE
Faith & Creed	FAC
Morality	MOR
Pedagogy	PED
Placeholder	TBA
Prayer & Liturgy	PAL
Sacraments	SAC
Scripture	SCR

- **Session is Active**: You will not be able to edit this field. To change the value to "Yes", once you have created this session and any others associated with the Workshop Event, please contact the Department of Catholic Schools for approval and authorization.

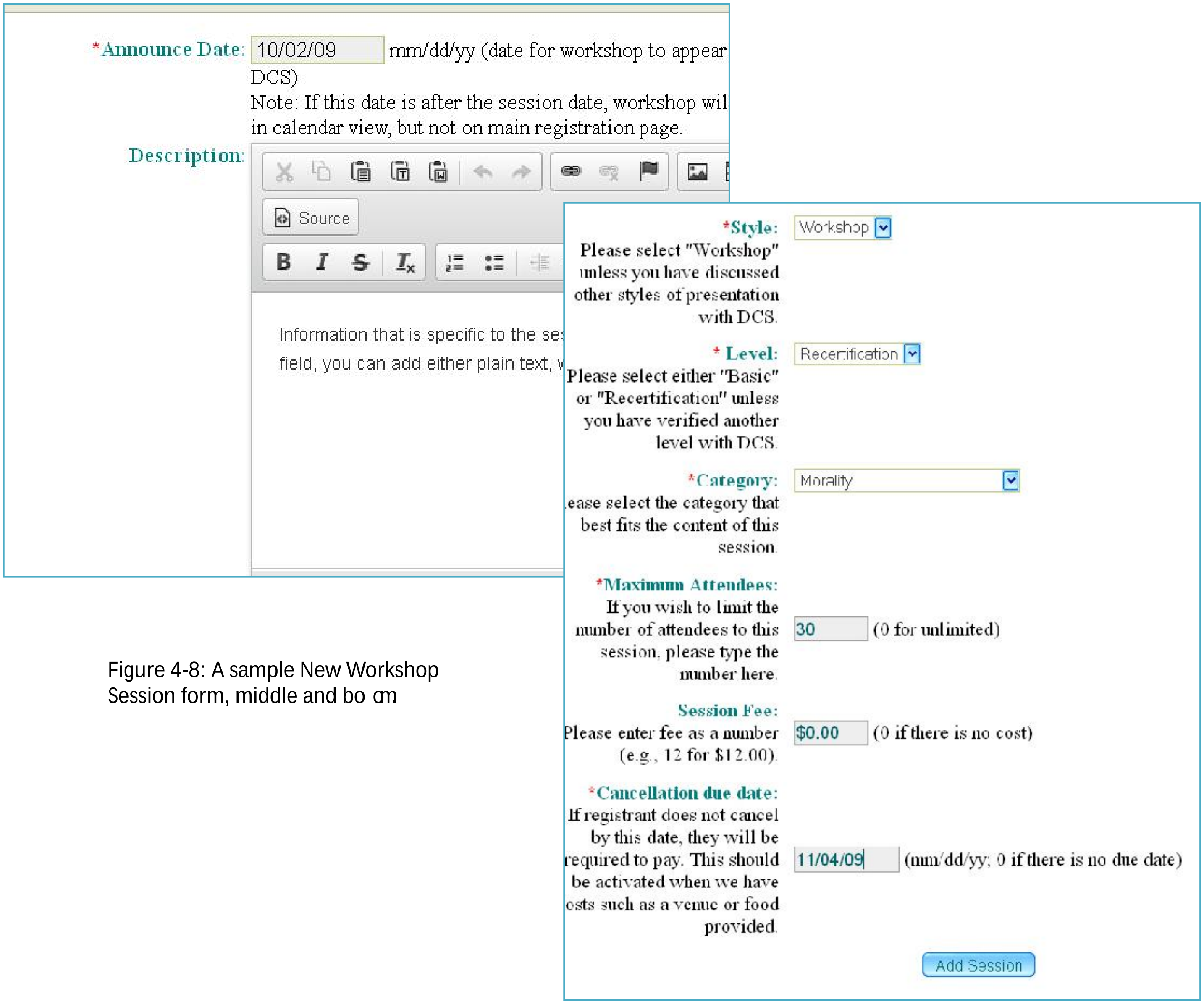
- **Date of Session**: Please enter the date of the session in the format mm/dd/yy.

- **Start Time**: Select the start time.

- **End Time**: Please enter the end time in this format: **HH:MM AM or PM** (e.g. 3:00 PM)

- **Announce Date**: This is the date that you would like for the workshop to appear on the Registration page. This defaults to today's date. The actual date that the workshop will appear will be the day it is authorized by the Department of Catholic Schools, or, in the case that the announce date you set is later, on 12:00 AM of that date.

- **Description** (optional): If there is information that is specific to this workshop session that you would like to make the visitor aware of, please enter it here. For a more detailed explanation of what can go in the description field, please see Workshop **Session Description** (pg. 48).
- **Location**: Please select a location from the drop-down list. If your location does not appear in this list, you may either select **TBD** from the list, or click the link to the left of this item to add new location information. The **New Location** page will open in a new window. Once you have added the info, refresh the Session Info page in your browser to update the list.
    - For information about how to add or edit a location, please see the section **Add or Edit Location Information**(pg. 55).
- **Building, room, hall** (optional): If there is more specific location information, please enter it here.
- **Presenter**: Please select a presenter from the drop-down list. If your presenter does not appear in this list, you must create a new presenter in the database:



*Announce Date: 10/02/09 mm/dd/yy (date for workshop to appear
DCS)
Note: If this date is after the session date, workshop wil
in calendar view, but not on main registration page.

Description:

Information that is specific to the ses
field, you can add either plain text, w

*Style: Workshop
Please select "Workshop" unless you have discussed other styles of presentation with DCS.

* Level: Recertification
Please select either "Basic" or "Recertification" unless you have verified another level with DCS.

*Category: Morality
ease select the category that best fits the content of this session.

*Maximum Attendees: 30 (0 for unlimited)
If you wish to limit the number of attendees to this session, please type the number here.

Session Fee: $0.00 (0 if there is no cost)
Please enter fee as a number (e.g., 12 for $12.00).

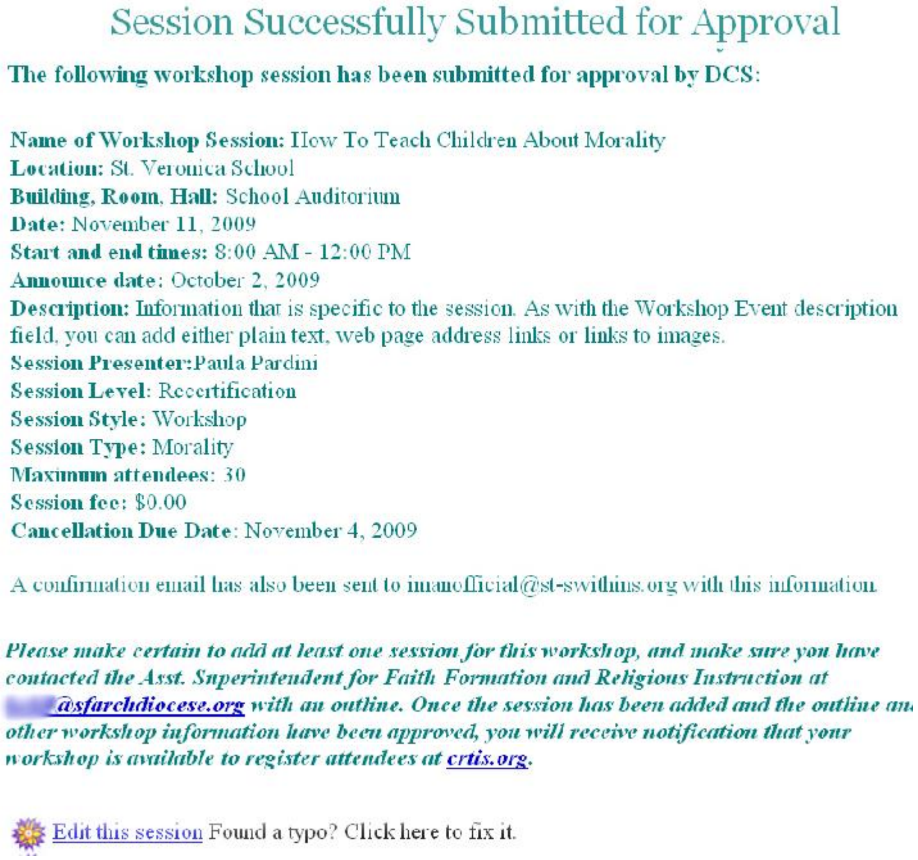
*Cancellation due date: 11/04/09 (mm/dd/yy; 0 if there is no due date)
If registrant does not cancel by this date, they will be required to pay. This should be activated when we have osts such as a venue or food provided.

Figure 4-8: A sample New Workshop Session form, middle and bottom

        - Click the link to the left of **Presenter** to add new presenter information.
        - The **New Presenter** page will open in a new window. Once you have added the info, refresh the **Session Info** page in your browser to update the list.
        - For more information about how to add or edit a presenter, please see the section **Add or Edit Presenter Information (pg. 53)**.
    - **Style**: This will almost always be **Workshop**. Only select **Course** if you have discussed this use with the Department of Catholic Schools.
    - **Level**: Please select either **Basic** or **Recertification**.
    - **Category**: Please select the certification category from the drop-down list.
        - Please note that categories that are specific to both Basic and Recertification level workshops are represented.
    - **Maximum Attendees**: You may wish to declare an attendee limit, if you are creating this workshop as an in-service for your school, or if you know that there is a seating limit for the room you are holding the workshop in. When registrations reach this number, the word “CLOSED” will appear next to the session’s information, and no further registrations will be allowed.
        - Please enter ‘0’ if there is no limit.
    - **Session Fee**: Enter the individual session’s fee here. If there is no fee, you may leave the field at $0.00.
    - **Cancellation due date**: If you are charging a fee, and there are costs associated with the workshop such as renting a venue, hiring a presenter or ordering food, you may wish to enter a cancellation due date in this field in the format **mm/dd/yy**. Fees for registrations which are not cancelled by this date will need to be paid in full to make sure that all costs of the workshop are covered.
        - If there is no due date, please enter 0 in the field.
- Once you have completed all required fields and any optional fields desired, click the **Add Session** button.
    - If all required fields are not completed or are in the wrong format, the information will not be submitted to the database. If this happens, please check the fields and correct any errors, then click **Add Session** again.
- When the session information has been successfully submitted to the database, you will see a confirmation page. You will also receive a confirmation email, and an email will be sent to the Dept. of Catholic Schools alerting them to the session’s creation.
- Once you have created all of the sessions associated with a workshop event, please contact the Dept. of Catholic Schools to have your event approved and authorized.
- At the bottom of the confirmation page there are links that will allow you to do other workshop-related tasks.

Workshop Session Description

The Workshop Session description box exists to quickly give the visitor more specific information about a Workshop Session.



Session Successfully Submitted for Approval

The following workshop session has been submitted for approval by DCS:

Name of Workshop Session: How To Teach Children About Morality
Location: St. Veronica School
Building, Room, Hall: School Auditorium
Date: November 11, 2009
Start and end times: 8:00 AM - 12:00 PM
Announce date: October 2, 2009
Description: Information that is specific to the session. As with the Workshop Event description field, you can add either plain text, web page address links or links to images.
Session Presenter: Paula Pardini
Session Level: Recertification
Session Style: Workshop
Session Type: Morality
Maximum attendees: 30
Session fee: $0.00
Cancellation Due Date: November 4, 2009

A confirmation email has also been sent to imanofficial@st-swithins.org with this information.

Please make certain to add at least one session for this workshop, and make sure you have contacted the Asst. Superintendent for Faith Formation and Religious Instruction at [redacted]@sfarchdiocese.org with an outline. Once the session has been added and the outline an other workshop information have been approved, you will receive notification that your workshop is available to register attendees at crtis.org.

Edit this session Found a typo? Click here to fix it.

Figure 4-9: A sample Workshop Session Addition confirmation page.

A sample description could include:

- The session's name
- the certification category of the session
- the specific location of the session, if it is different from other sessions
- the cost of the session
- Instructions for registration
- An agenda or syllabus for the session
- Bio(s) and picture(s)* of the presenter(s)
- A link to a flyer with the above information*

and anything else that you think is necessary. You may use either plain text or HTML (for formatting or creating links) in your description.

*For basic instructions about how to use HTML in your description, please see Appendix A: **Using CKEditor for Your Description** (pg. 63) or Appendix B: **Including HTML code in your description** (pg. 69). You will also find almost unlimited resources about how to use HTML code on the World Wide Web, a.k.a. the internet.

Edit Workshop Session Info

This will allow you to edit an existing workshop and save changes to that workshop.

- On the **Workshops** tab on the Certification Admin page, click **Session Maintenance**.
- In the select box under **View or Edit Session Info** please select the session you would like to edit.
- Click the **Update this Session** button.
- In the next page, make any changes you wish, making certain that all required fields are completed.
- When you are finished, click **Update Session** at the bottom.
- You will see a confirmation page, and a confirmation email will be sent to you and to the DCS.

Duplicate Workshop Session Info

This will allow you to duplicate an existing workshop, creating an entirely new workshop. Although a new workshop session is being created, because it is a duplication, no 'Elective' duplicate will be generated as with a completely new session.

- On the **Workshops** tab on the Certification Admin page, click **Session Maintenance**.
- In the select box under **View or Edit Session Info** please select the session you would like to edit.
- Click the **Duplicate this Session** button.
- On the next page, make any changes you wish, making certain that all required fields are completed.
    - **Make certain that you have changed the code and the certification category for the duplicated session**. Also, if you created a description for the session, make certain that any pertinent information has been changed.
- When you are finished, click "**Duplicate Session**".
    - If you've changed your mind about the duplication, click **Cancel Duplication**.
- You will see a confirmation page, and a confirmation email will be sent to you and to the DCS.

Delete Workshop Session Info

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Session Maintenance**.
- On the next page, click the red **Delete Session** button at the bottom of the page.
- You will see an alert that says "Do you really want to delete this session? Clicking OK will delete the session and all registrations."
- If you wish to continue, click **OK**.

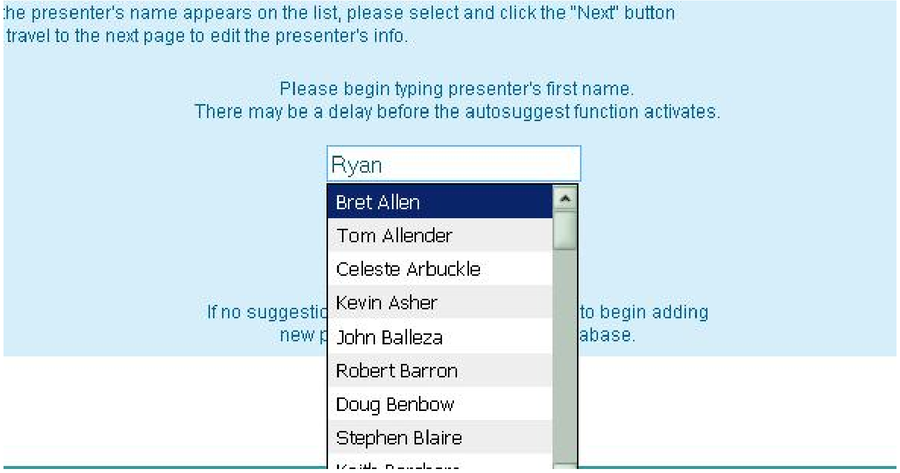
On the next page, you will see a confirmation, and a confirmation email will be sent to you and to the DCS.

Add or Edit Presenter Information

You are required to add new presenter information if your presenter does not exist in the database. If you do not have information on your presenter, please temporarily use TBA TBA or, for multiple presenters, Various, when creating a workshop session. Presenter information is necessary for the DCS to verify that your presenter is a Master Catechist and is authorized to present workshops that will count toward religion certification credit.

Add Presenter Info

- On the **Workshops** tab on the **crtis** Admin page, click **Add or Edit Presenter Information**.
- Before you add the presenter, please conduct a search to make sure the presenter isn't already in the database (Fig. 4-10). Begin typing presenter's first name in the field on the page. There may be a delay before the autosuggest function activates, so please be patient.
- If the presenter's name does not appear after you have tried all alternate spellings, click **Next**.
    - If the presenter's name appears, and you wish to make changes to their information, please see **Edit presenter Info** (pg. 55).
- On the next page, please enter as much information as possible, because this will help us contact the presenter if necessary. However, the only required fields are the presenter's first and last name, their main position title, and the email of the person responsible for adding/updating the presenter's info.
    - **Presenter's Name and Job Title**: Please fill in as much as possible.
    - **Organization Name**: If the presenter is not independently employed, please enter


he presenter's name appears on the list, please select and click the "Next" button
travel to the next page to edit the presenter's info.

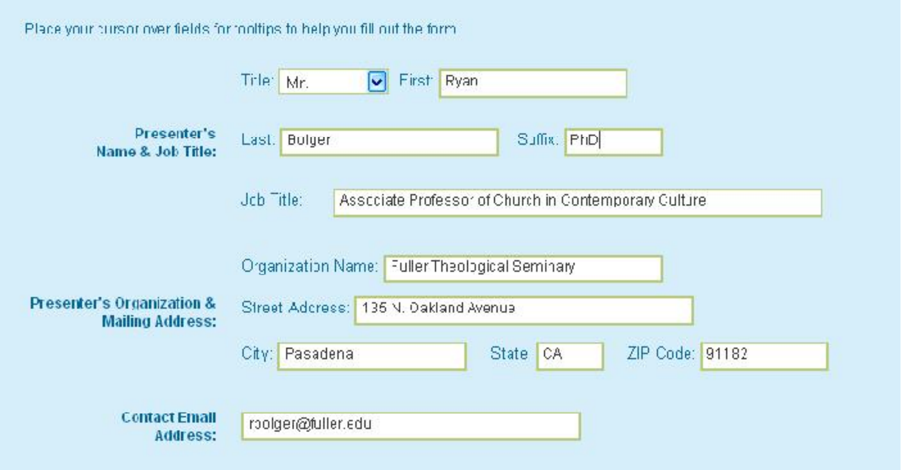
Please begin typing presenter's first name.
There may be a delay before the autosuggest function activates.

Ryan

Bret Allen
Tom Allender
Celeste Arbuckle
Kevin Asher
John Balleza
Robert Barron
Doug Benbow
Stephen Blaire

If no suggestio
new p
to begin adding
abase.

Figure 4-10: Please search for your presenter before adding them to the database. If it's possible there's more than one spelling of their name, make sure to try them out too.
If you accidentally add someone who's already there, please contact the Department of Catholic Schools for assistance deleting them.


Place your cursor over fields for tooltips to help you fill out the form

Presenter's Name & Job Title:
Title: Mr. First: Ryan
Last: Bulyer Suffix: PhD
Job Title: Associate Professor of Church in Contemporary Culture

Presenter's Organization & Mailing Address:
Organization Name: Fuller Theological Seminary
Street Address: 135 N. Oakland Avenue
City: Pasadena State CA ZIP Code: 91182

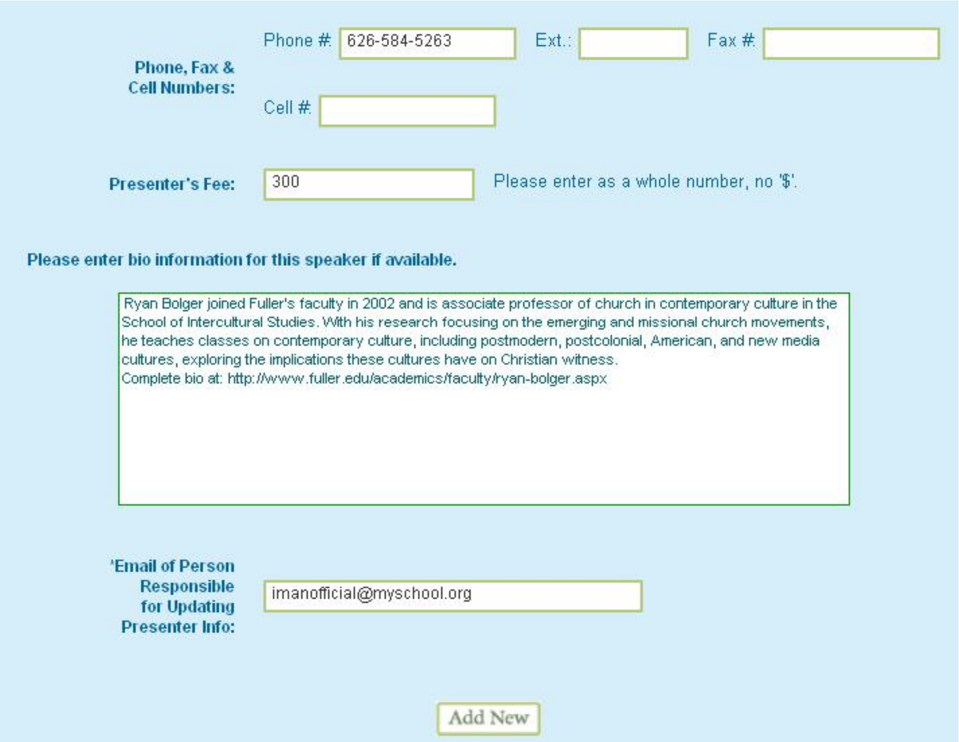
Contact Email Address: roolger@fuller.edu

Figure 4-11: A sample New Presenter form (top), partially filled.

  the name of the school, company or organization the presenter currently works for.

    - If the presenter is not independently employed, the mailing address of the school, company or organization the presenter works for. If the presenter is independently employed, this should be an address where a presenter could receive mail.

  - **Contact Email Address and Phone, Fax & Cell Numbers**: This could either be the presenter's personal email and phone number(s) or an email or phone number(s) at the organization the presenter works for.



Phone, Fax & Cell Numbers: Phone #: 626-584-5263 Ext.: Fax #:
Cell #:

Presenter's Fee: 300 Please enter as a whole number, no '$'.

Please enter bio information for this speaker if available.

Ryan Bolger joined Fuller's faculty in 2002 and is associate professor of church in contemporary culture in the School of Intercultural Studies. With his research focusing on the emerging and missional church movements, he teaches classes on contemporary culture, including postmodern, postcolonial, American, and new media cultures, exploring the implications these cultures have on Christian witness.
Complete bio at: http://www.fuller.edu/academics/faculty/ryan-bolger.aspx

*Email of Person Responsible for Updating Presenter Info: imanofficial@myschool.org

Figure 4-12: A sample New Presenter form (bottom), partially filled.

  - **Presenter's Fee**: If the presenter has a minimum fee, please enter it here.

  - **Bio Information**: If you have a current bio that the presenter uses, please enter it here. For a more detailed explanation of what can go in this field, please see **Presenter Bio** (bottom of this page).

  - **Email of Person Responsible…**: This is a required field, and should contain the email of the person who can be contacted regarding information about the presenter.

- When you are finished adding information, click **Add new**.

- If you have neglected to fill in any required fields, an alert will pop up and ask you to complete them before you can proceed.

- On the next page, you will see a confirmation that the information has been added to the database. At the bottom of the page you will see links that will allow you to do other "presenter-related" tasks.

Presenter Bio

You may use either plain text or HTML (for formatting or creating links) in this box. An example of something you might like to include that would require HTML would be the presenter's image*.

You may enter a website link* here in lieu of a text bio.

*For basic instructions about how to use HTML in your description, please see Appendix A: **Using CKEditor for Your Description** (pg. 63) or Appendix B: **Including HTML code in your description** (pg. 69). You will also find almost unlimited resources about how to use HTML code on the World Wide Web, a.k.a. the internet.

Edit Presenter Info

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Add or Edit presenter Information**.
- Conduct a search for the presenter's name. Begin typing presenter's first name in the field on the page. There may be a delay before the autosuggest function activates, so please be patient.
    - If you don't find the presenter's name, they may not be in the database, or their name may be spelled differently than you expected. Try some alternate spellings before you proceed to add the presenter.
- When the presenter's name appears, select it, and click **Next**.
- On the next page, you will see previously existing information for the presenter. Make any changes you wish, making certain to complete all required fields (Name, Job Title, and the email of the person responsible for updating the presenter information).
- When you are finished, click the **Update** button at the bottom of the form.
- You will see a page confirming the changes you have made. At the bottom of the page are links to allow you to do other "presenter-related" tasks.
- Refresh the "Session Info" page, if you made changes to your presenter's name, to view them.

Deleting Presenter Info

If you wish to have a presenter's info deleted, please contact the DCS.

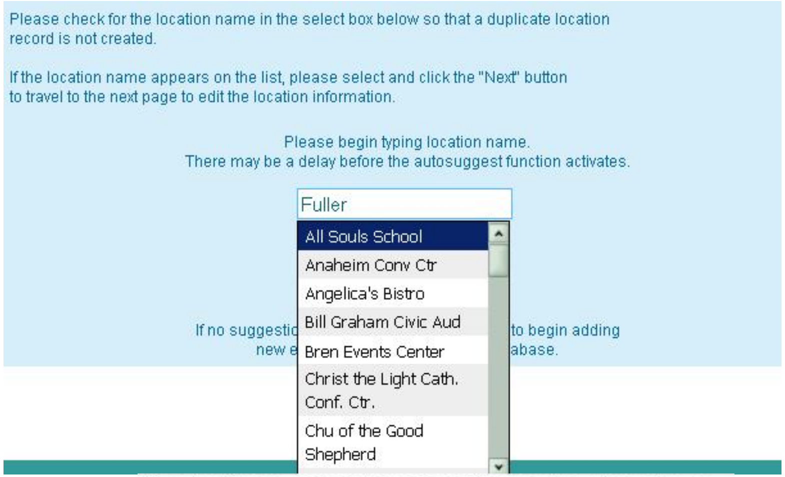
Add or Edit Location Information

You are not required to add or edit location information. This is a function provided in case there is a location that you believe will be repeatedly used for a workshop, and it would be easier to have it listed. If you don't think you'll be using this location again, you may wish to just choose **TBD** when creating a workshop session.

Add Location Info

You may add any location **in California**. If the location is in a different state or country, please contact the DCS for assistance.

- On the **Workshops** tab on the Certification Admin page, click **Add or Edit Location Information**.
- Before you add the location, please conduct a search to make sure the location isn't al-



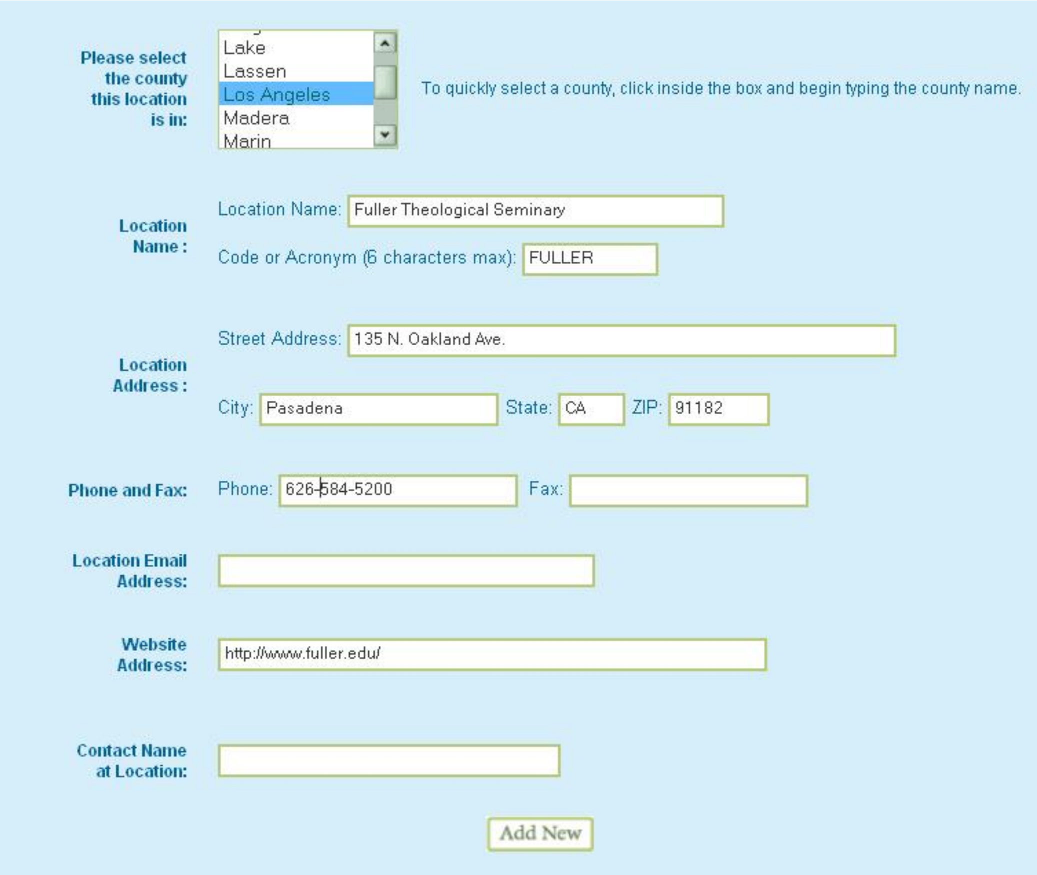
Please check for the location name in the select box below so that a duplicate location record is not created.

If the location name appears on the list, please select and click the "Next" button to travel to the next page to edit the location information.

Please begin typing location name.
There may be a delay before the autosuggest function activates.

Fuller

Figure 4-12: Conducting a search for a location you're planning on adding will help make sure you don't add a location that exists already. Try multiple spellings. If you find it and there's a typo, please edit the location (see Edit Location Info, pg#).



Please select the county this location is in:
Lake
Lassen
Los Angeles
Madera
Marin
To quickly select a county, click inside the box and begin typing the county name.

Location Name:
Location Name: Fuller Theological Seminary
Code or Acronym (6 characters max): FULLER

Location Address:
Street Address: 135 N. Oakland Ave.
City: Pasadena State: CA ZIP: 91182

Phone and Fax:
Phone: 626-584-5200 Fax:

Location Email Address:

Website Address: http://www.fuller.edu/

Contact Name at Location:

Figure 4-13: A sample New Location form, partially filled. Filling out as much information as possible will be helpful for anyone else using this location.

ready in the database (Fig. 4-12). Begin typing the location's name in the field on the page. There may be a delay before the autosuggest function activates, so please be patient.

  - If the location's name does not appear, and there is the possibility of an alternate spelling (e.g., "St." for "Saint", or vice versa) please try the alternate spelling as well.
  - If the location already exists in the database, and you wish to make changes to its information, please see **Edit Location Info** below.
- If you are certain that the location does not already exist in the database, click **Next**.
- Fill in all required fields of the form (Fig. 4-13).
  - **County**: Please select the county that the location is in.
  - **Location Name and Code or Acronym**: Enter the name of the location, and then create a code or acronym (up to 6 characters) to represent the location.
  - **Location Address**: Please enter the mailing address of the location.
  - **Phone and Fax** (optional): If you have them, please enter the phone and fax numbers for the location.
  - **Location email address** (optional): If you have it, please enter the main email address of the location.
  - **Website address** (optional): If this location has a website address, please enter it here.
  - **Contact Name** (optional): If there is a person who is in charge of coordinating events and workshops at the location, please enter their name here.

- When you are finished entering the location information, please click the **Add New** button at the bottom of the form.
    - If you have neglected to fill out any of the required fields, an alert will pop up telling you which fields need to be completed before you may proceed.
- On the next page you will see a page confirming the addition of the location information to the database. At the bottom of the page are links that allow you to do other "location-specific" information.

Edit Location Info

- On the **Workshops** tab on the **crtis** Certification Admin page, click **Add or Edit Location Information**.
- Conduct a search to find the location in the database. Begin typing the location's name in the field on the page. There may be a delay before the autosuggest function activates, so please be patient.
    - If the location's name does not appear, and there is the possibility of an alternate spelling (e.g., "St." for "Saint", or vice versa) please try the alternate spelling as well.
    - If you're certain that the location already exists in the database, and equally certain it's not showing up, please contact the DCS.
- Once the location appears, select it, and click **Next**.
- Once you have made your changes, click **Update Location Info**.
- If you neglect to complete any required fields, an alert will pop up.
- On the next page, you will see a confirmation of the changes you've made.

Deleting Location Info

If you wish to have a location deleted, please contact the DCS.

View Current Registrations

The View Current Registrations function exists for when you wish to see all the registrations for upcoming workshops by employees at your school.

- On the **Workshops** tab on the **crtis** Certification Admin page, click **View Current Registrations**.
- On the next page you will see a list of employees at your school who are being tracked for certification or who may attend workshops.
- To see all employees' current registrations, click the check box next to ***Expand/Collapse All***.
    - If nothing expands, no one at your school is currently registered for an upcoming workshop.
- To see one employee's current registrations, click the check box next to their name.
    - Alternately, you can click the employee's name to be taken to a printable page listing their current registrations.

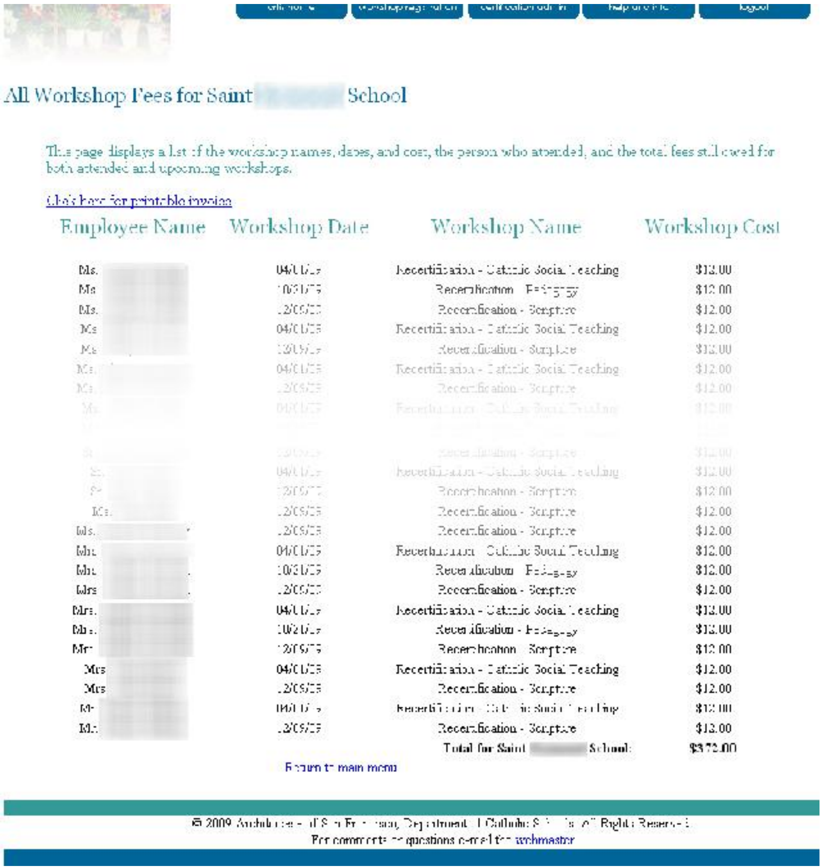
Payment Info

In this section, you will find information about how to:
- view a list of all pending and outstanding fees (pg. 59)
- view a list of pending fees only (pg. 60)
- view a list of outstanding fees only (pg. 60)
- view information about payments received by DCS (pg. 61).

View All Fees

View Both Outstanding and Pending Fees for Your School

This will show you all payable fees for your school, both outstanding (meaning that the workshop dates have passed and were attended by your employees) and pending (meaning that workshop registrations exist for your school, but the workshop dates have not yet occurred),



All Workshop Fees for Saint [redacted] School

This page displays a list of the workshop names, dates, and cost, the person who attended, and the total fees still owed for both attended and upcoming workshops.

Click here for printable invoice

Employee Name Workshop Date Workshop Name Workshop Cost

Total for Saint [redacted] School: $372.00

Return to main menu

Figure 5-1: A sample "All Workshop Fees" page. This page shows fees for all workshops, both completed and pending, as well as the total.

- On the **Payment Info** tab on the **crtis** Certification Admin page, please click the **All fees** link.
- On the next page, you will see both outstanding and pending fees for your school.
- At the bottom of the page is a total of these fees.
- If you wish to print an invoice to present to your accounts payable, click the **Click here for printable invoice** link to generate an invoice with the same information but formatted for printing.
    - To print the invoice, select **File** then **Print** in your browser's menu; select a printer, and click **OK**.
- If you will be paying any or all of the fees listed please print out a copy of the invoice and include it with your check made to the Department of Catholic Schools.

Pending Registration Fees

View Fees Due for Workshops Registered for but Not Yet Attended

This will show you fees for your school for registrations for workshops that have not occurred yet. You are under no obligation to pay in advance; however, if a workshop has a Cancellation Due Date and you do not cancel a registration by this date, you will be required to pay a fee for each registration regardless of whether the employee attends.

- On the **Payment Info** tab on the **crtis** Certification Admin page, please click the **Pending registration payments** link.
- On the next page you will see pending fees for your school.
- At the bottom of the page is a total of these fees.
- If you wish to print an invoice to present to your Accounts Payable, click the **Click here for printable invoice** link to generate an invoice with the same information but formatted for printing.
    - To print the invoice, select **File** then **Print** in your browser's menu; select a printer, and click **OK**.
- If you will be paying the fees listed please print out a copy of the invoice and include it with your payment, made to the Department of Catholic Schools.

Outstanding Fees

View Payments Due for Workshops Attended

This will show you fees for your school for registrations for workshops that have occurred and have been attended or which have a Cancellation Due Date.

If a workshop has a Cancellation Due Date and you do not cancel a registration by this date, you will be required to pay a fee for each registration regardless of whether the employee attends.

- On the “**Payment Info**” tab on the **crtis** Certification Admin page, please click the “**Outstanding payments**” link.
- On the next page you will see pending fees for your school.
- At the bottom of the page is a total of these fees.
- If you wish to print an invoice to present to your accounts payable, click the “**Click here for printable invoice**” link to generate an invoice with the same information but formatted for printing.
    - To print the invoice, select **File** then **Print** in your browser’s menu; select a printer, and click **OK**.
- If you will be paying the fees listed please print out a copy of the invoice and include it with your payment, made to the Department of Catholic Schools.

Payments Received

View Received Payments for Your School

This will show you information about all the payments received from your school that have been entered into the **crtis** database. If you believe you have sent a payment and do not see it listed, please contact the DCS.

- On the **Payment Info** tab on the **crtis** Certification Admin page, please click the **Payments Received** link.
- On the next page, you will see a list of the payments that have been entered in the database, with the date of their receipt. To the right is a total of the payments listed.
- To view further information about the payment, click on its link.
- On the next page you will see the check number, the date received, a “memo” listing the workshops the payment is for, and the amount of the check.
- If you have any questions about the information listed, please contact the DCS.

Appendix A

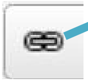
Using CKEditor for Your Description

You may find that you want to include more than just text in your description of your event. There are a number of ways you can enhance your workshop event or session description with CKEditor. CKEditor has been included in the **crtis** forms so that you can easily include links and images, and attach documents to your description.

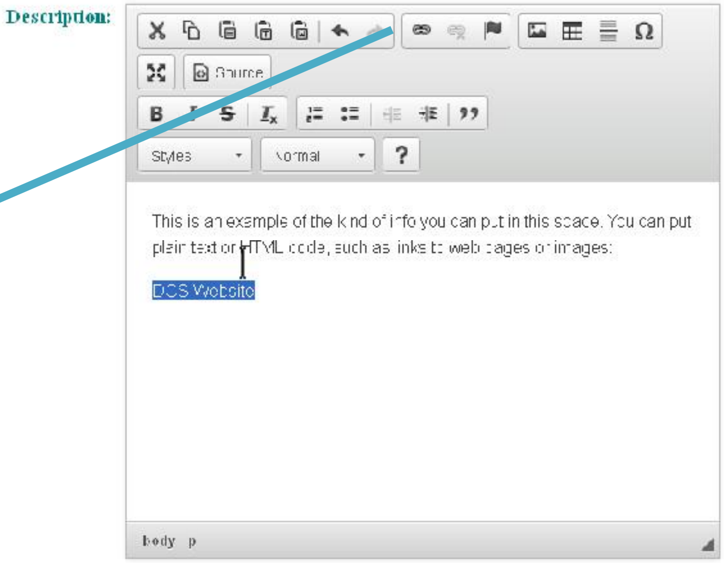
Create a Link

To place a link to a web page in your description:

- Type some text for your link (for example, “Click here”) and select it.
- Click the Link button.



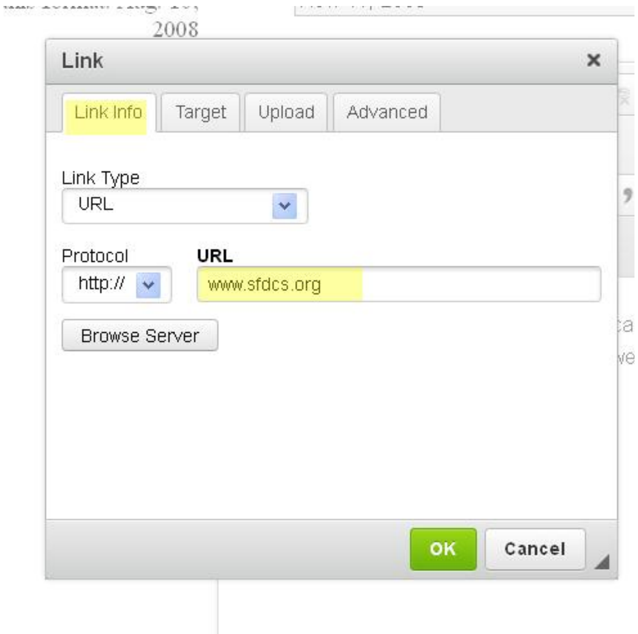
- In the window that pops up, in the Link Info tab, enter your URL in the URL field. Leave the “Link Type” as URL.
- In the Target tab, select what how you wish for your document to open. Selecting “_blank” will open your document in a new window.


Description:
Source
Styles
Normal
body p

This is an example of the kind of info you can put in this space. You can put plain text or HTML code, such as links to web pages or images:

DCS Website

Figure A-1: The CKEditor window.

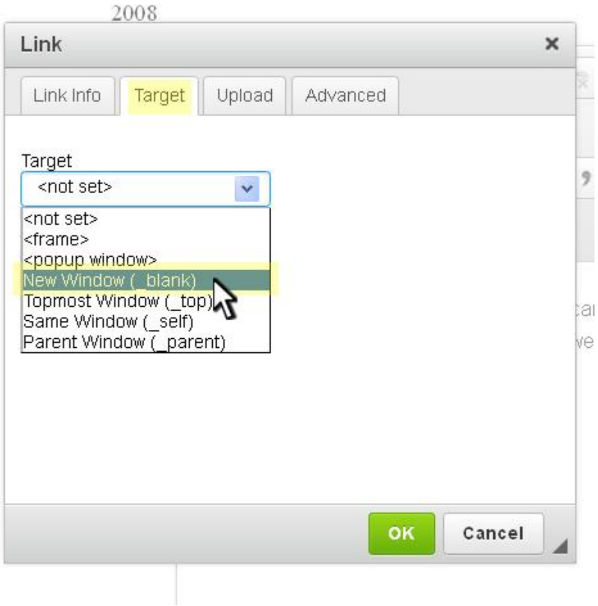

Link
Link Info
Target
Upload
Advanced
Browse Server
OK
Cancel

Link Type: URL

Protocol: http://

URL: www.sfdcs.org

Figure A-2: The Link Info tab.

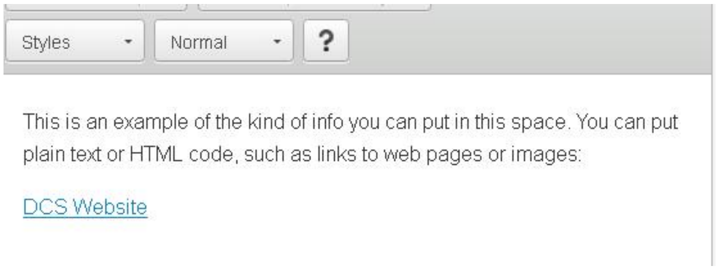

Link
Link Info
Target
Upload
Advanced
OK
Cancel

Target: <not set>

<not set>
<frame>
<popup window>
New Window (_blank)
Topmost Window (_top)
Same Window (_self)
Parent Window (_parent)

Figure A-3: The Target tab.

- Click the green “OK” button.
- You will see that the text you select has become a link. You can surround your link with text if you wish.


Styles
Normal
?

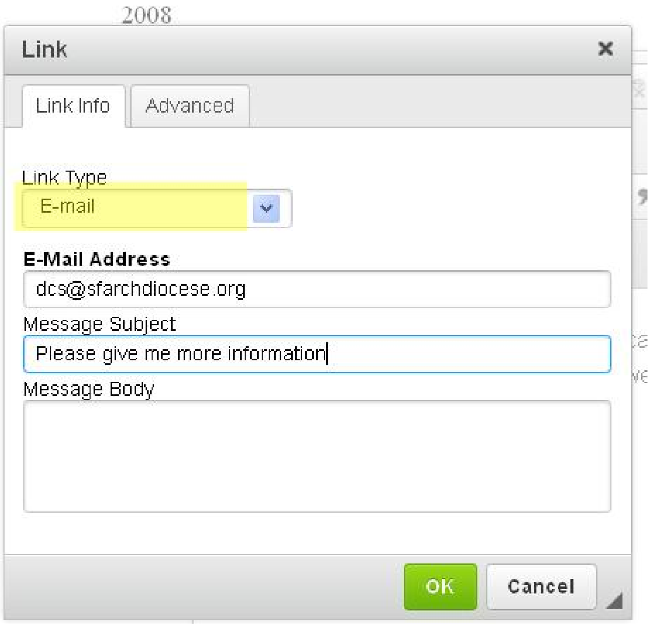
This is an example of the kind of info you can put in this space. You can put plain text or HTML code, such as links to web pages or images:

DCS Website

Figure A-4: The CKEditor window.

You may also create an e-mail link that, when clicked, will open up the reader’s default email client with the email and subject entered.

- In the “Link Info” tag of the Link window, select “E-mail” for Link Type. The window will change to reveal fields.
- Fill in the fields with the default info you wish to appear in the email.
- Clicking the green OK button will result in an email link being created.


2008
Link
×
Link Info
Advanced
OK
Cancel

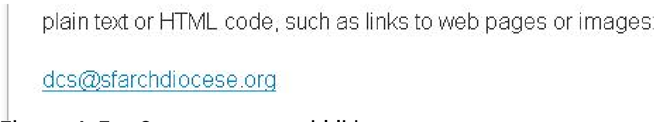
Link Type: E-mail

E-Mail Address: dcs@sfarchdiocese.org

Message Subject: Please give me more information

Message Body

Figure A-5: Creating an email link.



plain text or HTML code, such as links to web pages or images:

dcs@sfarchdiocese.org

Figure A-5a: Creating an email link.

Display a Picture

There are a couple ways you can display a picture with CKEditor. If you have an image stored online somewhere (on Flickr for example) here is how to connect to it.

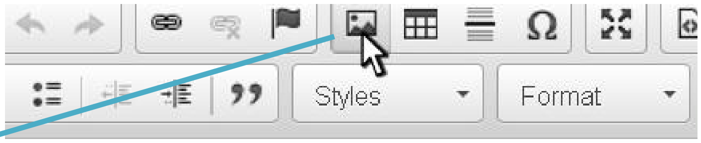

Styles
Format

Figure A-6: The CKEditor window.

- Click the Add Picture Button.
- You’ll see some fields, including a large field with some “ipsum lorem” text in it so you can see how your text will wrap around your image.
- Enter the URL of the image you wish to include in the URL field.
- The image will show up in the upper left-hand corner by default (Figure A-8). To change where your image shows up relative to your text, change the Alignment (lower right hand corner).
- You can also change the Width and Height of your image by changing the numbers, or you can manually resize the image after you click the green ‘OK’ button.

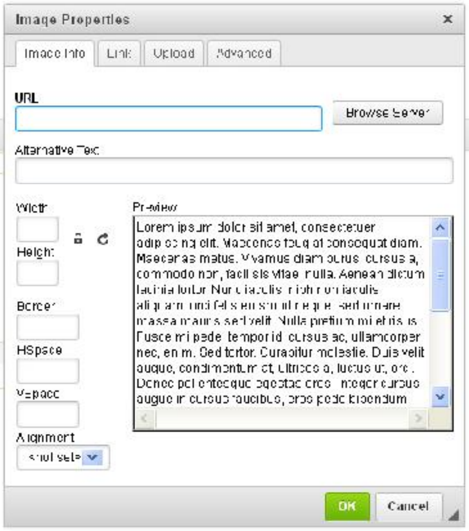


Image Properties
×
Image Info
Link
Upload
Advanced
URL
Browse Server
Alternative Text
Width
Height
Border
HSpace
VSpace
Alignment
Preview
OK
Cancel

Figure A-7: The Image Properties Window. The text that appears in the Preview field is called “lorem ipsum” text. It is “dummy” text that will show how text will look relative to the alignment you choose for your image.

- Any text you enter in the Alternative Text field will appear over the image if you hover your mouse over the image.

- Click OK. You will see your image displayed relative to your text. If you don't like the way it looks, double-click the image to change its settings.

- You can also upload an image to the crtis database and include it in your description (instructions following).

Figure A-8: The Image Properties window displaying an image connected to via URL.

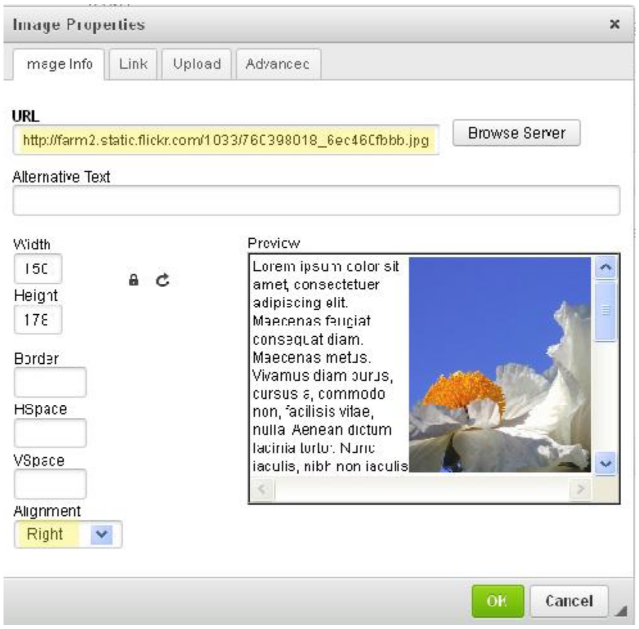


Image Properties
×
Image Info
Link
Upload
Advanced
Browse Server
Preview
OK
Cancel

URL: http://farm2.static.flickr.com/1033/760398018_6ec46Cfbbb.jpg

Alternative Text:

Width: 150

Height: 178

Border:

HSpace:

VSpace:

Alignment: Right

Upload and Display an Image

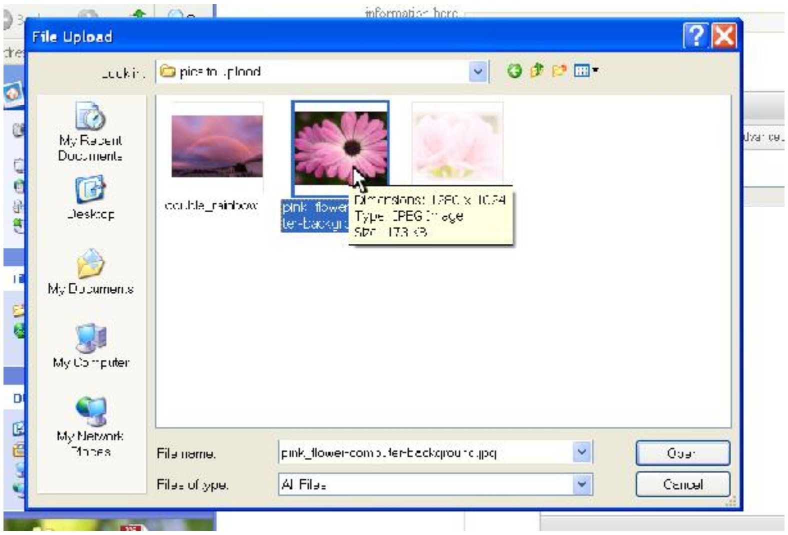
If you have an image you wish to display, but nowhere to store it and link to it, you may upload it to the crtis database and connect to it from there.

- Click the Add Picture Button (Figure A-6).

- Click the Upload tab, and then click "Browse Server" to look for the image you wish to include.

- Browse to the directory where your image is stored. Select your image, and click "Open".

- On the next page, you'll see a path in the "Send it to the server" field. Click the "Send it to the server" button to upload your image to the crtis database (Fig. A-10).


File Upload
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
double_rainbow
Open
Cancel

Look in: pics to upload

File name: pink_flower-com...ter-background.jpg

Files of type: All Files

Figure A-9: Selecting an image in the File Upload window.

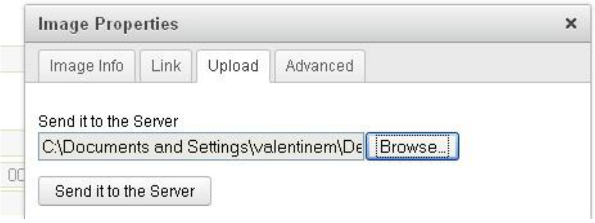


Image Properties
×
Image Info
Link
Upload
Advanced
Browse...
Send it to the Server

Send it to the Server: C:\Documents and Settings\valentinem\De

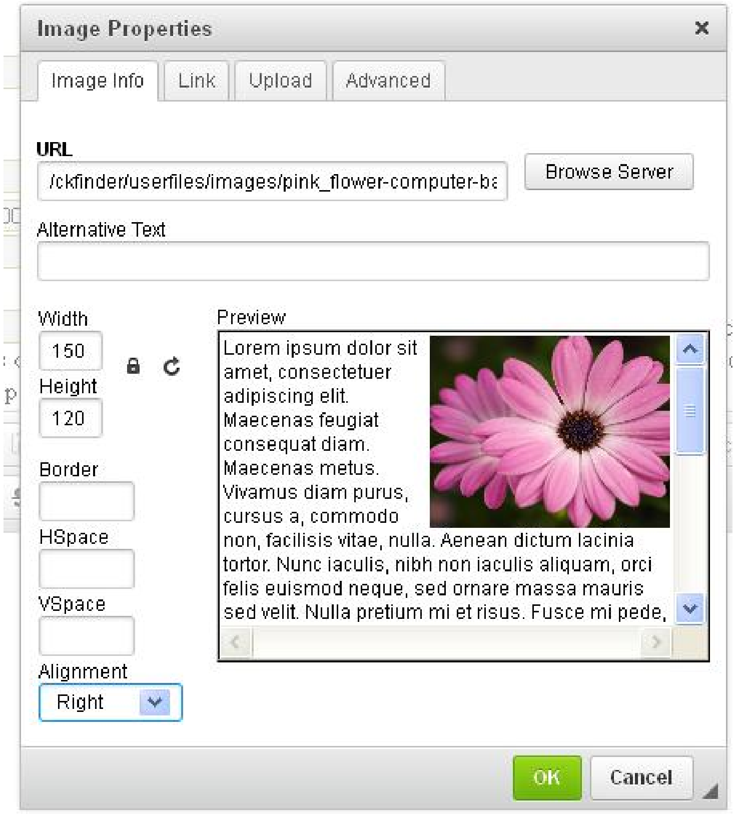
Figure A-10: Sending the image to the server.

- After the image finishes uploading, the CKEditor software automatically creates a link to it. You will see it displayed in the Preview field. You may need to resize the image to view it properly. Make sure the Lock icon looks like a closed lock so that the Width and Height stay relative to the original as you resize it.
- As with the previous example, after you click OK, if you don't like the way your image looks, you may double-click it to edit the properties.

Upload and Attach a Document

If you have a .pdf or .doc that contains a lot of information about your workshop, you may wish to link to it instead of typing all the information in your description.

- Start by typing some text in the CKEditor window to use for your document's link. For example, you may wish to type, "Please click here for more information."
- Select the text and then click the "Link" button (Fig. A-12).
- Click the Upload tab, and then click "Browse Server" to look for the document you wish to include.
- Browse to the directory where your document is stored. Select your document, and click "Open" (Fig. A-13).
- On the next page, you'll see a path in the "Send it to the server" field. Click the "Send it to the server" button to upload your document to the crtis database (Fig. A-14).



URL: /ckfinder/userfiles/images/pink_flower-computer-ba

Alternative Text:

Width: 150

Height: 120

Border:

HSpace:

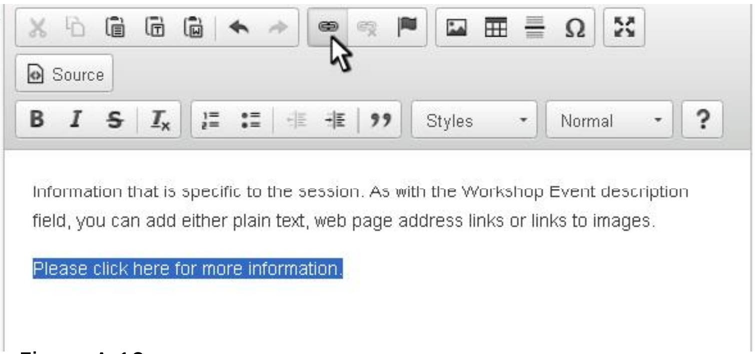
VSpace:

Alignment: Right

Preview:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede,

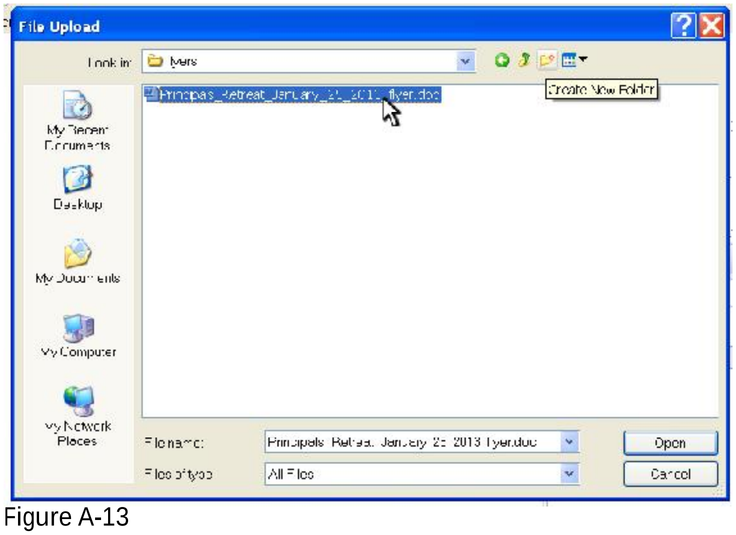
Figure A-11 The uploaded image displayed with lorem ipsum text. Note that the alignment is set to 'Right', which makes the text wrap around the left side of the image.



Information that is specific to the session. As with the Workshop Event description field, you can add either plain text, web page address links or links to images.

Please click here for more information.

Figure A-12



Look in: flyers

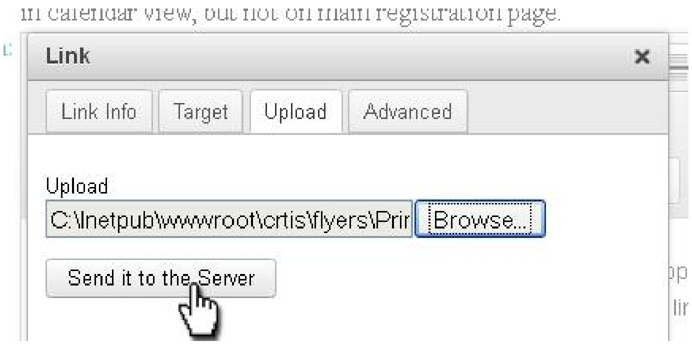
Principals_Retreat_January_2[illegible]_2013_flyer.doc

File name: Principals Retreat January 2[illegible] 2013 flyer.doc

Files of type: All Files

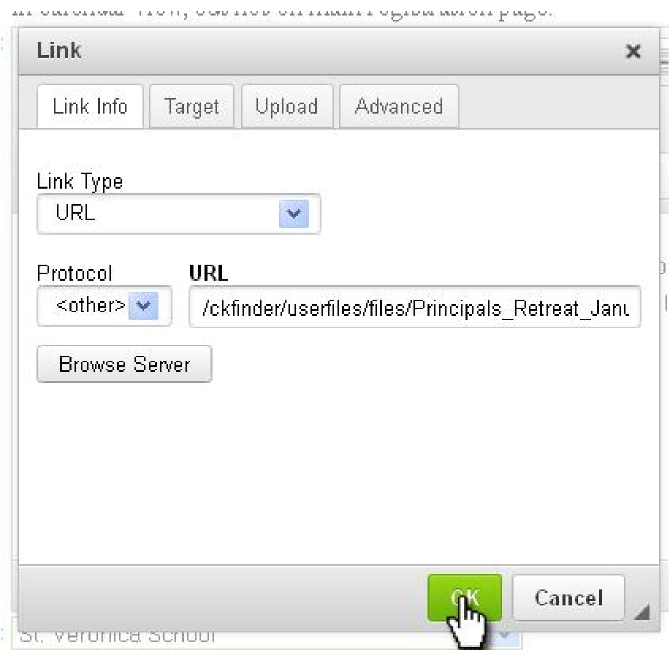
Figure A-13

- On the next page (Fig. A-15) you can adjust some settings for your link. Leave the Link Type at its default (URL).
- For Protocol, leave the setting at its default.
- In the Target tab, you can select whether you want your document to open up in the same page (_self) or in a separate window (_blank) (Fig. A-16).
- When you have finished adjusting your link's settings, click the OK button.
- You will see your link displayed in the CKEditor window.


Link
Link Info
Target
Upload
Advanced
Browse...
Send it to the Server

Upload: C:\Inetpub\wwwroot\crtis\flyers\Prir

Figure A-14 Sending your document to the server.


Link
Link Info
Target
Upload
Advanced
Browse Server
OK
Cancel

Link Type: URL

Protocol: <other>

URL: /ckfinder/userfiles/files/Principals_Retreat_Janu

Figure A-15 Adjust settings for your link.

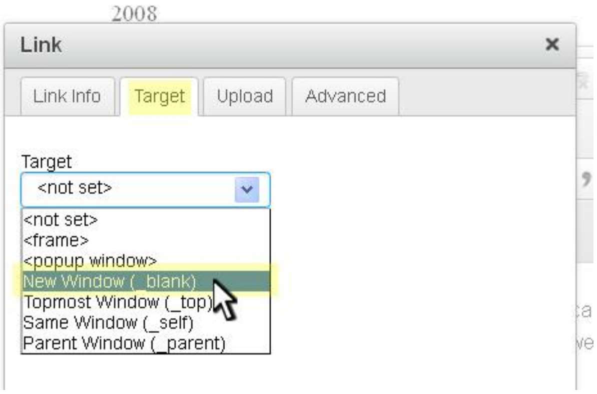
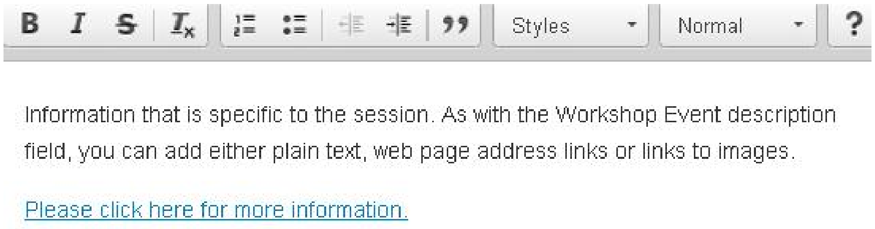

Link
Link Info
Target
Upload
Advanced
Target
<not set>
<not set>
<frame>
<popup window>
New Window (_blank)
Topmost Window (_top)
Same Window (_self)
Parent Window (_parent)

Figure A-16 Select what kind of window in which you want your document to be opened.


Styles
Normal
?

Information that is specific to the session. As with the Workshop Event description field, you can add either plain text, web page address links or links to images.

Please click here for more information.

Appendix B

Including HTML Code in Your Description

Create a Link

If you have a .pdf or .doc that contains a lot of information about your workshop, you may wish to link to it instead of typing all the information in your description.

A **link** is a bit of HTML (hyper text markup language) code that contains a URL which connects to something stored on a web server. This stored object can be some kind of document, such as a .doc or .pdf, an image, an entire application, or it can be another page on the internet, a web page.

Depending on the type of object, when you click its link, the object will either load into your web browser (as in the case of a web page), or download to a folder on your hard drive.

Here are some examples of links:

`<a href="http://www.web_address.com">My Link</a>` *A link to a website*

`<a href="http://www.sfdcs.org">Dept. of Catholic Schools Website</a>` *Another website link*

`<a href="http://mywebsite.org/myflyer.pdf">My Event's Flyer</a>` *A link to a .pdf document*

`<a href="http://www.anotherwebsite.com/download/program_installer.exe">A useful program</a>` *A link to a Windows application*

If you take a closer look at these links, you may notice they all have something in common:

****Some text to display that describes your object and that users can click on****

Most links you will create will follow this pattern.

You can easily begin a link by typing the anchor **** and filling in the other parts.

The easiest way to insert the URL of the object you wish to link to is to copy it from the URL field in your browser and paste it into your anchor.

Create a Link by Copying and Pasting a URL

- On the web page that you wish to link to, select the text that appears in the URL field.
- On your keyboard, hold down your CTRL key (Windows) or your Command key (Mac) while typing the letter C. This will copy the URL.
    - A link to a website URL may or may not contain forward-slashes (/) to indicate directories:

      http://Website.html/aDirectory/aFolderInThatDirectory/theLinkedPage
    - Make sure to select and copy all the text, since these directories are sort of like the street address

    and zip code of a regular address – except that the computer can’t make a guess if you don’t include them like a postman can.

- Click inside the quotes after <a href=, and hold down CTRL or Command while you type the letter V. This pastes the URL.
    - You may also type the URL between the quotes in the anchor.
- You should have something that looks like this: **** or perhaps ****
- Now, right before the ****, type something that either describes your link, such as “Department of Catholic Schools Website”, or gives a direction (“Click here”).
    - If you wish to give a direction, you should make sure to let others know what they’re going to get if they click. An example would be “To see more information about our schools on the Dept. of Schools website, please ****click here****.
- Connecting to a document is a similar process, except that there will always be a forward slash at the end of the URL and before the document name: **http://www.website.org/myDoc.pdf**
    - Currently you must store your own documents on a server to be able to connect to them, which is beyond the scope of this tutorial. If you wish to create a link to a digital document, and you do not know how to do so, please request assistance from the technical expert at your school.

Link to and Display a Picture

Displaying images is a little more complex but entirely worthwhile to learn how to do. Say for example you wish to show a head shot of your presenter next to his or her bio. Hopefully you have it stored on your school’s webspace, or you have permission to link to it from the presenter’s own site.

In the first case (if the image is stored on your webspace) you would need to type:

<img src=“ ”>

in the Workshop or Session Description field. This will hold the URL for your image.

Next, you would find out the name of your image and what kind of image it is. An extension will appear at the end of the name of your image (such as .jpg, .png, .gif etc.). You must remember to include this with the name of your image, because otherwise your image will not be recognized. Let’s say the name of the image is myImageName, and the extension is “.jpg”. This would mean that the entire image name is **myImageName.jpg**.

Now to determine which directory the image is stored in. The way directories work is this: Your webspace is like a file cabinet. The topmost directory is sort of like the top of the file cabinet - it’s easy to put and get files and other objects from there. Each drawer of the file cabinet represents an inner directory (a folder within the main directory), and within those drawers are hanging files (a folder within a folder); within those hanging files are manila folders, and within any of those could be objects or documents.
If you work with a personal computer, you are probably used to going into folders to save or retrieve files that you have created; this is the same idea.

Let’s say your image is in the topmost, most easily accessed directory, in which case you would only need to type between the quote marks of your image holder:

<img src=“**http://www.myWebsite/myImageName.jpg**”>

The single slash says “The next thing is stored in my top directory”.

But perhaps it is stored in an image directory called Images within the main directory (the first drawer, as it were), in which case you would type:

<img src=“**http://www.myWebsite/Images/myImageName.jpg**”>

Another way you might access your presenter's headshot is from their website. This will be a little easier, but you should only do this if you have their permission, since it will increase the bandwith usage on their site, and if they have a limit they won't be happy if it increases too much! All you need to do is right-click on the image with your mouse, and on the menu that appears, select "Copy image location". Place your cursor between the quotation marks in your image holder and, while holding down the Ctrl key on a PC and the Command key on a Mac, type V.

<img src="**http://www.myPresentersWebsite/theirHeadShot.jpg**">

You will not be able to do this with all images you find on the internet - for example, here is an image from Flickr:

<img src=**"http://farm2.static.flickr.com/1033/760398018_6ec460fbbb.jpg"**> A picture of a flower on Flickr.

This URL can only be accessed through a special interface on Flickr, and sometimes only if you have permission from the account holder. To be safe, it is often best to ask for a link to the picture from its owner, and best of all, to download the picture, upload and connect to it from your own webspace.

You may wish to **position your image** differently than the default, have your text wrap around your image, and have some space between your image and text. For this you would need to use CSS (Cascading Style Sheets) a very powerful style and formatting language. To exhaustively demonstrate all the different possibilities for alignment is beyond the scope of this brief tutorial, but assuming you wish to align your image on the top left with the text flowing around it, you would use:

<img src="http://www.myPresenter'sWebsite/theirHeadShot.jpg" **style="float:left;margin:0 5px 0 0;"** >

If you wish to explore CSS further, there are some excellent online sources, such as:

http://www.htmldog.com/guides/cssbeginner/
http://www.csstutorial.net/
http://www.davesite.com/webstation/css/

Formatting Your Description's Text

There is a limited amount of formatting you can do with HTML in the Workshop or Session Description field. Most of the formatting for **crtis** comes from the use of CSS. You can access some of the existing formatting for **crtis** to make your description fit the look of the site.

Surrounding text with

<h1>Some Text</h1> will make it look something like this: **Some Text**

<h2>Some Text</h2> will make it look something like this: Some Text

<h3>Some Text</h3> will make it look something like this: Some Text

<h4>Some Text</h4> will make it look something like this: **Some Text**

You can also just use some HTML markup for simple formatting:

Bold: ****text**** or ****text** : text**

Italic: ****text**** or **<i>**text**</i> :** *text*

Underline: **<u>**text**</u> :** text

Insert a hard return/paragraph: **<br>** or **<br />** Or you may simply type "Enter" on your keyboard. However, this only works in the **crtis** description box – usually you must use the markup.

Insert a space: Type **&nbsp;** Or you may simply type a space on your keyboard. However, this only works in the **crtis** description box – usually you must use the markup.

Create an unordered (bulleted) list

<ul type=[choose one:] "circle" "disc" "square"> If no bullet type is defined, the default is "disc".

**
First item
**

**
Second item
**

**
Third item
(and so on...)**

**
**

Create an ordered list

<ol type=[choose one:] "1" "a" "A" "i" "I"]> If no bullet type is defined, the default is "1" or numbered.

**
First item
**

**
Second item
**

**
Third item
(and so on...)**

**
**

Examples:

<ul type="disc"> ** - Cerise ** ** - Chartreuse ** ** - Tangerine ** ** **	would look like:	• Cerise • Chartreuse • Tangerine
<ol type="A"> ** - Cerise ** ** - Chartreuse ** ** - Tangerine ** ** **	would look like:	A. Cerise B. Chartreuse C. Tangerine

Glossary

crtis: The certification and recertification tracking interactive system for the San Francisco Archdiocese Department of Catholic Schools. It was built by Marianne Valentine using Coldfusion, a type of programming language, and currently uses a SQL 2005 database to store its information.

Calendar view: Also Workshop Calendar view. The Calendar view will allow you to view workshops that occurred in the past, for the purpose of allowing registrations for workshops that have already occurred.

CSS: Abbreviation of ***Cascading Style Sheets***. CSS is is a language used to describe the look and formatting of a document written in a markup language such as HTML.

HTML: Abbreviation of ***H**yper **T**ext **M**arkup **L**anguage*. HTML is the predominant markup language for web pages.

Location: Any place where workshops are given. This can be a school, a church, a hotel banquet room, etc.

Presenter: The Master Catechist who is speaking at a workshop session. There can be multiple presenters for a session, and multiple presenters for an event.

Workshop Event: In regard to crtis, this is “container” that Workshop Sessions are “held” in. A Workshop Event must have at least one session, but it can have multiple sessions.

Workshop Session: Used to describe a single workshop.

URL: Abbreviation of ***U**niform **R**esource **L**ocator*, the global address of documents and other resources on the World Wide Web. An example of a URL is http://www.crtis.org.

Index

A

attendee limit 48

C

Calendar View 12, 13
cancellation due date 48
certification
  out of certification 35
  tracking 22, 25
Certification Admin 9, 17, 35, 36, 39, 43, 44, 50, 53, 55, 58

E

employee info 19
  add 19
  edit 24
employee list 24, 31, 37

H

HTML 7, 43, 49, 61
  create a link 61
    copy and paste a URL 61
  formatting text 63
  link to and display a picture 62

L

location 53
  add location info 53
  delete location info 55
  edit location info 55
logging in 9, 17, 18

P

payment info 57
  view both outstanding and pending fees 58
  view outstanding fees 59
  view payments received 59
  view pending registration fees 58
position info
  add 26
    concluding one or more previous positions 31
    keeping one or more current positions 26
  update 29
    add new grade and/or subject 29
    change position title 29
    change to ‘not current’ 29
presenter 51
  add presenter info 51

  - delete presenter info 53
  - edit presenter info 53

R

- registration 11, 13
  - current workshops 13
  - deleting 18, 36
  - moving 18, 36
  - past workshops 16
  - view current 17, 55
  - view past 12
- rosters 16, 36
  - viewing 16, 18

U

- URL 9, 65
- URL bar 9

W

- workshops
  - Cancellation Due Date 15
  - creation 39
  - event maintenance 39
  - registration 11, 13
    - registration for past workshops 16
  - viewing 12
    - current workshops 11
    - one employee's info 31
    - past workshops 12
  - Workshop Event 13
    - add Workshop info 39
    - delete Workshop info 44
    - description 42
    - edit or update Workshop info 43
  - Workshop Session 39, 44
    - add Workshop Session info 45
    - delete Workshop Session info 50
    - description 48
    - duplicate Workshop Session info 50
    - edit or update Workshop Session info 50