



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

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

PLEASE NOTE:

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

Facilitators	
Awareness Sessions Session Listing Manage Registrations	<h3>Facilitators</h3> <hr/> <p>When facilitating a PROTECTING GOD'S CHILDREN™ for Adults session it is important to remember that you do not have to carry the entire knowledge load of your session. Unlike a teacher, or even a trainer, you are not responsible for knowing all things about child sexual abuse.</p> <p>To the contrary, your focus is creating discussion between you and the audience, and between and among the participants themselves. Once discussion has exhausted a particular issue, your goal is to fill any gaps that remain. If you simply lecture about what you know, you are not allowing interaction. When participants do not interact they retain little of what is taught, and it is quickly forgotten.</p> <p>The features on this tab are designed to assist you in your role as a facilitator.</p>
Location Information	
Download Resources USCCB Current Resources USCCB Resource Booklet	
Message Board	
Communication Center	
Reporting Child Abuse	

What resources exist for Facilitators on the VIRTUS Online Website?

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

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Facilitators

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

How do I view class and pre-registrant information?

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

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

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Select A Session:

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

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Continue

Manage registrations BY USER

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

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

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

The screenshot shows a web interface for facilitators. On the left is a green sidebar with a menu. The main content area is white. A green bar at the top of the main area contains the word 'Facilitators' and a small box with the number '1'. In the sidebar, 'Awareness Sessions' is expanded, showing 'Session Listing' and 'Manage Registrations', with a small box with the number '2' next to 'Manage Registrations'. Below this, there are links for 'Location Information', 'Download Resources' (including 'USCCB Current Resources' and 'USCCB Resource Booklet'), 'Message Board', 'Communication Center', and 'Reporting Child Abuse'. The main content area has the heading 'Select A Session:' followed by a list of years from 2016 to 2003. A dropdown menu is open showing a session on 06/21/2016. Below this is a 'Continue' button. At the bottom, there is a section titled 'Manage registrations BY USER' and a link to view a list of users, with a small box containing the number '3' next to it.

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Select A Session:

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

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Manage registrations BY USER

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

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

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

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Select A Session:

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

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How do I schedule a session?

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

NOTE:

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

How do I access continuing training bulletins?

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

Training

1

Training Bulletins

For Adults

For Facilitators

Favorites

Online Training Modules

Recertification

Live Training

Message Center

Training Compliance

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

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

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

How many times have you encountered someone's actions that just left you feeling uncomfortable? Sometimes you can identify the source of the discomfort and sometimes you are just uneasy. If you are like a lot of people you start to question the discomfort and look for reasons to either support or dismiss the concern. [\(Read more...\)](#)

Debra Kraus

Diocese of Green Bay, WI

Quick Search

Search Now

View All Bulletins

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Training Bulletin Report

You are current on your training bulletins.

Click here to see your complete report

TRAINING BULLETINS

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

Training Bulletin Report

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