#### 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.

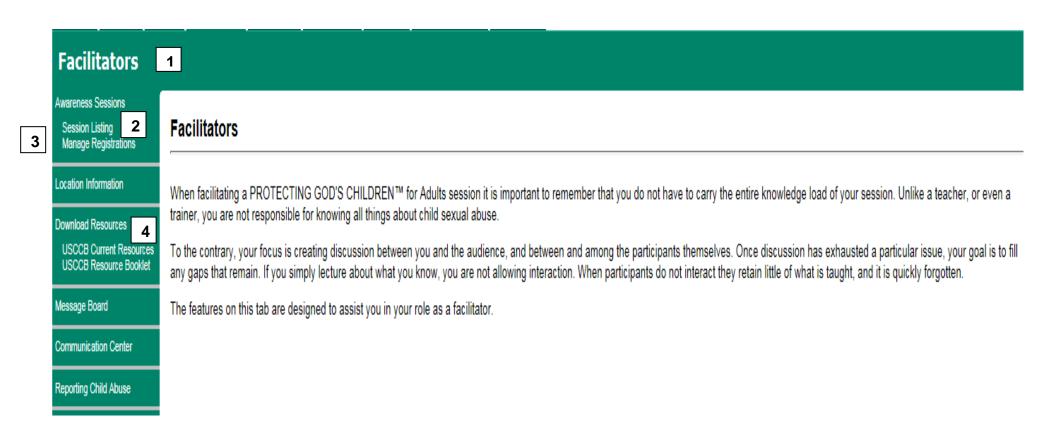
#### PLEASE NOTE:

Facilitators need to emphasize the importance that all attendees registered online either **before** <u>or</u> <u>after</u> 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	Facilitators
Location Information	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
Download Resources	trainer, you are not responsible for knowing all things about child sexual abuse.
USCCB Current Resources USCCB Resource Booklet	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.
Message Board	The features on this tab are designed to assist you in your role as a facilitator.
Communication Center	
Reporting Child Abuse	

#### What resources exist for Facilitators on the VIRTUS Online Website?

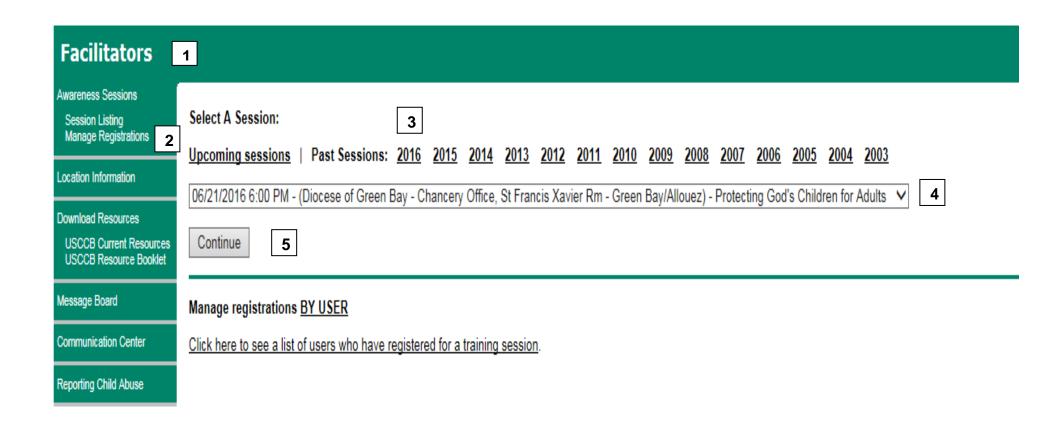
- 1. A Facilitator Tab that contains all tools and resources for facilitators.
- 2. A list of all sessions scheduled in the Diocese of Green Bay
- 3. A Registration Manager including:
  - a. A listing of all registered users that belong to your parish, along with their registration status.
  - b. A listing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



## How do I view class and pre-registrant information?

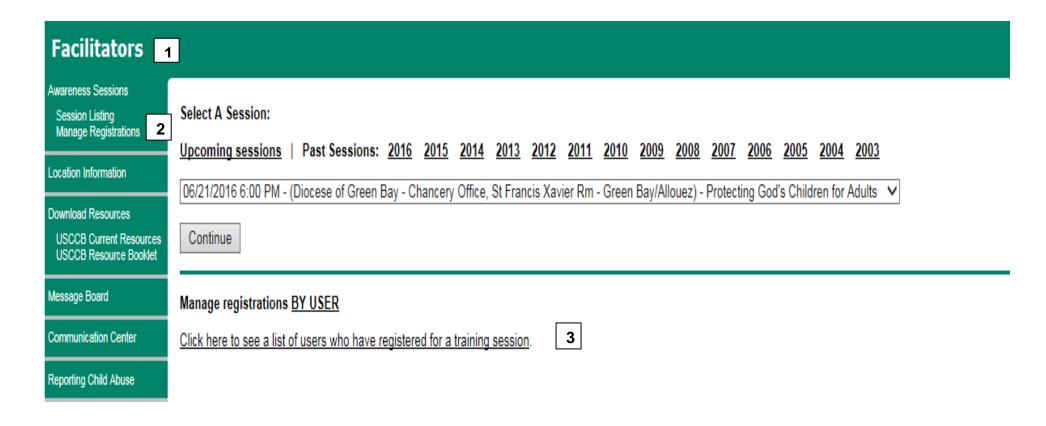
- 1. Click on "Facilitator Tab."
- 2. Click on "Manage Registrations."
- 3. Choose the year of the class (when applicable).
- 4. Choose the Class from the Drop-Down List.
- 5. Click "Continue."

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



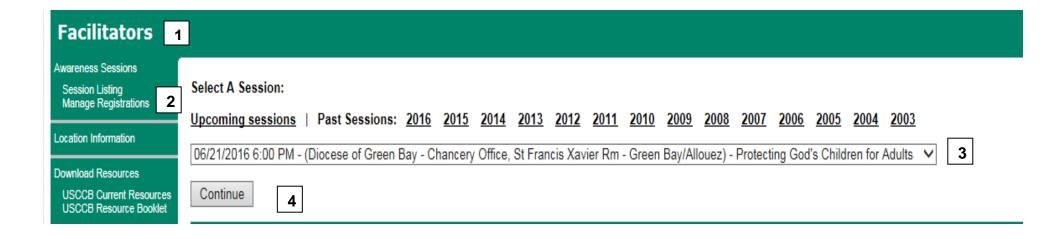
# <u>How do I view a comprehensive list of all my attendees who have registered online, regardless of the class</u> they attended?

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



#### 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**.





## How do I schedule a session?

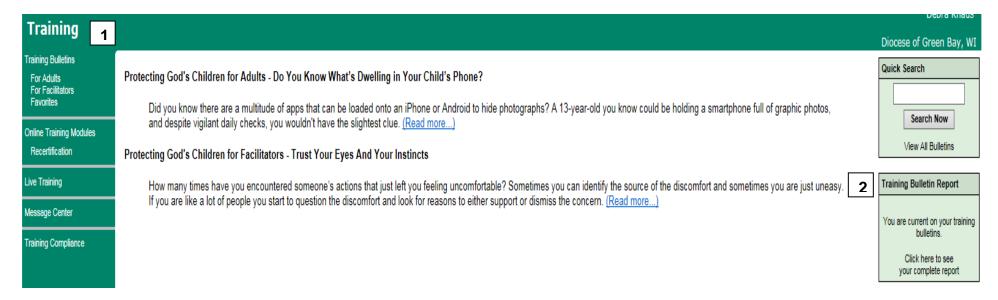
- 1. Determine a date and time all VIRTUS Sessions must be scheduled for 3 ½ hours per contract with VIRTUS.
- 2. Complete the **VIRTUS Session Scheduling Form** with all the necessary information.
- 3. E-mail or call the diocesan Safe Environment Assistant (Deb Knaus) at 920-272-8198 or <a href="mailto:dknaus@gbdioc.org">dknaus@gbdioc.org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

#### NOTE:

YOU <u>MUST</u> CONTACT THE SAFE ENVIRONMENT ASSISTANT FOR THE SESSION TO BE CREATED IN VIRTUS ONLINE, TO BE POSTED TO THE <u>DIOCESAN WEBSITE</u> 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 BULLETINS

Туре	3		Featured	Read	Missed
Protecting God's Children for Adults (click her	23	23	0		
Protecting God's Children for Facilitators (clid		re 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				05/03/2016