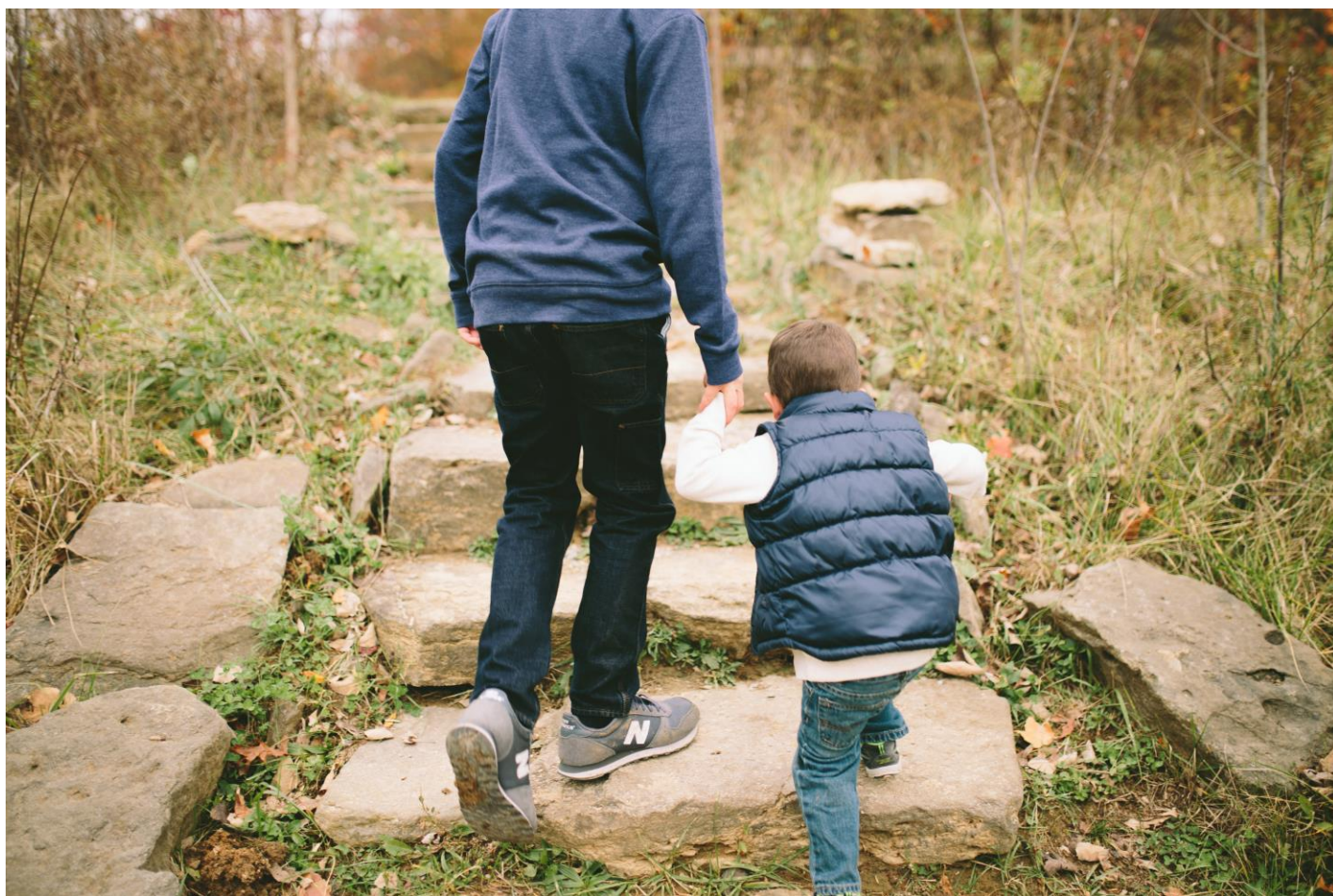


CALLED TO BE MORE

Theology of the Body



**HIGH SCHOOL SUPPLEMENTAL CURRICULUM
GETTING STARTED**





NO: RWP-042
JOB: CTBM How To
DATE: 7/23/19

SIMPLE STEPS TO GETTING STARTED

1. LOG IN
2. INVITE YOUR TEACHERS.
3. CREATE COURSES. YOUR OTHER TEACHERS CAN DO THE SAME.
4. INVITE STUDENTS.
5. ADD STUDENTS TO THE COURSES YOU CREATED. (YOUR TEACHERS CAN ADD STUDENTS TO THEIR COURSES).

1. LOG IN

app.ruahwoodspress.com

enter your user name and password...

USER: [your email address]

PASS:

[if you forgot your password or it is not working...click on "Forgot your Password?"]

This same LOG IN procedure will work for everyone. When each user accesses the curriculum with their email address and password, they will enter in at the appropriate level. Admins can see all Teachers and Students and all Curriculum. Teachers can see all Students and all Curriculum. Students can see their assigned Curriculum.

2. INVITE YOUR TEACHERS

Once logged in

Go to Teachers

Click [Invite Teachers]

Follow the directions to add their email addresses. An email INVITATION from Ruah Woods Press will be instantly sent to each Teacher upon clicking [Send Invitation].

To be safe, you may want to send them an email from your account (or call them) to let them know to look for this INVITATION from Ruah Woods Press (just in case it landed in their Spam). They should open the email click on the link and follow the instructions to set their account (Name and Password). From then on whenever they want to return to it...

3. CREATE COURSES

Click the + across from MY COURSES

Select a course from the dropdown menu

Click [Create Course]

Each Teacher can create their own courses selecting from all 8 that are available. This is the way to open up the course for the Teacher to be able to review it. Once a course is created, it can be edited by the Teacher that created it to name it a certain way (perhaps by period of the day). Students will be able to be added to this course when ready.



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4. INVITE STUDENTS

FOR A SCHOOL OR PARISH (this should be done by the Admin)

Click the + across from STUDENTS

Click [Invite Students].

From an excel list of students (e.g. Freshmen) Copy the entire column of their email addresses and paste them in the box: [Paste student from the spreadsheet here.]

In the Graduation Year dropdown, set the year that these freshmen will graduate.

Click [Send Invitation] An email INVITATION from Ruah Woods Press will be instantly sent to each Student.

Do the same for Sophomores, Juniors and Seniors as needed.

FOR A PARENT (OR FOR A FEW ADDITIONAL ENTRIES)

Click the + across from STUDENTS

Click [Invite Students].

Click [here](#) [Click [here](#) to add students individually.]

Type in the email address and select graduation year.

Click [Send Invitation]

Click on all students and you will be able to see which students have been invited. The word Pending will appear across from a Student name until they open the email INVITATION and click on the link to set their password and open their account access. Students showing Pending should be followed up ensure that they are aware that the INVITATION is waiting.

5. ADD STUDENTS TO COURSES (this should be done by the Teacher)

Click the All Students tab

Click the [Show All] dropdown. You can filter the list by graduation year to see all available Freshman or Sophomores etc. if that is helpful.

Click [Add students to my courses].

Select your Course from the dropdown menu.

Click [Select Students]

Check the box across from each student to be added to that course.

Click [Confirm Adding Students]

Once students have opened account access and have been added to a course. They will be able to review all elements of that course (except for elements that you have intentionally hidden in the course editing process). From here, this point you will be able to click on any student and see which elements of the course they have visited.



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CTBM GLOSSARY (it helps to know our language)

Account grants access for a particular individual (via their email address/password) for a period of time (one semester or full year).

Once you have purchased any number of student accounts...teacher access is free. Accounts that expire don't go away. They can be reopened again by adding to the subscription that expires.

Add to connect an invited student to a particular course or courses (a teacher or Administrator can add students to courses that are created).

Create Admins or Teacher can open a particular course or courses (with the ability to customize the name, switch on/off some course features). A course must first be created to be able add students to it.

Invite allows someone to enter through the online door of the Called to be More curriculum (by automatically emailing them to set up an account).

ENJOY OPENING YOUR STUDENTS TO THE REALIZATION OF THEIR HUMAN DIGNITY AS SONS AND DAUGHTERS OF THE KING...AND THEIR CALL TO LOVE AS GOD LOVES!