



# Training Tips For

Department of Religious Education, Diocese of Erie

# 10

May 10, 2011

## **You are now ready to assign classes to your students.**

Students and families are located in the same way.

click **STUDENTS** (top ribbon)

click **SEARCH BY:** (top center white box)

Either: type in the last name of the desired student or

click the "down arrow" at the end of the search field

—search all names alphabetically until the desired student is found.

click **the students name** and the record will appear on the screen.

The Student Record is broken into four sections:

### 1. PERSONAL INFO

⇒ Top of screen: Name, ID, Grade & Inactive identifier (use if the student is not active in the program but you do not want to delete them from your system)

⇒ Bottom of screen: School Grade, Birth Date, & Age

### 2. LIST OF SESSIONS

⇒ Religious Education sessions the student has taken in the past and currently.

### 3. SESSION DETAILS

⇒ Catechist Names, Room, Time, Day, Absent & Present records

### 4. USER DEFINED REMARKS

⇒ Health Problems, Other Conditions, Misc. Information, Remarks

The TASK PANE to the left lists the other important areas of information to be included in the students record when it is received (ex. SACRAMENTS, MINISTRIES, SERVICE RETREATS, etc) Continue with this process for all your students.

If a student cannot be located, or if a student needs to be added, this action would have to take place the FAMILIES screen. A student cannot be added independently. They must be attached to a family. If you need to add a family or find a family that is already in PDS, refer back to Tip #8.

## ***\*\*A few additional tidbits\*\****

### **CATECHIST BACKGROUND CHECKS** - Required by the Erie Diocese for all catechists

click **CATECHIST** (top ribbon)

Search for the desired catechist

click **SAFE ENVIRONMENT** (left Task Pane)

Record is broken into two sections:

#### **BACKGROUND CHECK**

Background check (Act 34), Background check (Act 151).

#### **OTHER REQUIREMENTS**

Diocese of Erie-Signed Statement of Compliance (Protection of Children),

Certificate of Training in Diocesan Child Abuse Policy,

Certificate of Training in Diocesan Blood Born Pathogens Policy.

After completing one line click **INSERT**. This will insert a new line for more information.



***Is there something you need that we may have forgotten?  
Send us an email and we will try to include it in our next Tip.***

**PDS Formation**

