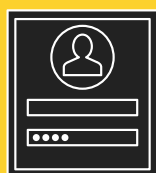


# GP HOW-TO TUTORIALS

FOR CONSOLE LEADERS & CATECHISTS



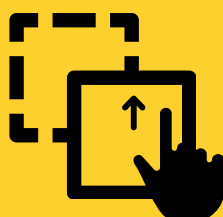
**How to access the GP Console?**



**How to log in GP?**



**How to clone pre-made lessons using the GP Default System?**



**How to curate GP contents using the Drag-and-Drop Method? (3 pages)**



**How to add chapter books using the Lesson Sequencer?**



**How to do Bulk Enrollment?**

(Limited access to schools and parishes)



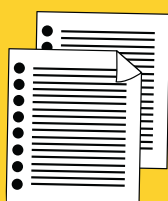
**How to enroll manually?**



**How to transfer learners to another class within the Console?**



**How to view reports & real-time metrics in GP Console?**



**How to send and receive worksheets?**



**How to print GP reports in Excel?**



# HOW TO ACCESS GP CONSOLE?

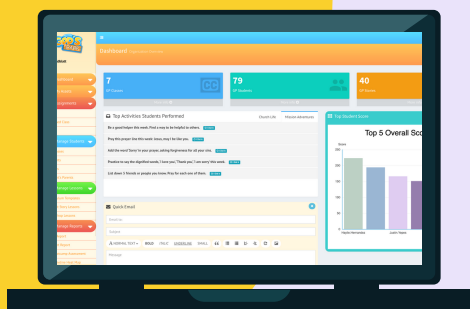
The GP Console is GP's learning management system (or for short, LMS). It is the hub or the housing that handles all aspects of the learning process. It is specifically designed for the catechists, the religion teachers and the DREs who are tasked to catechize the learners and manage, deliver and/or track catechetical contents within the system. In a way, the GP Console is the nerve center of the GP ecosystem. This also means that the GP Console is for administrative use only, and not for parents' or students' use. It is best accessed in desktop or laptop. The preferred browser for GP Console is Google Chrome.

## TYPE URL & LOG IN


After GP subscription, provide the email/s of admin catechists or teachers who will handle faith formation of learners or class.

Type the URL in the address bar: [console.godspark.world](https://console.godspark.world)

Log in using the registered email & password.

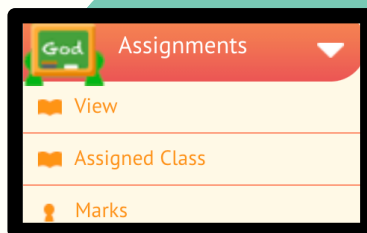


## CHECK DASHBOARD

Get familiar with the GP contents by clicking the  icon on the upper right-hand corner of the Console. Also the dashboard provides basic info about GP activities like top 5 scorers or top mission tasks performed, etc. The main hub in the Console is the side menu bar that contains major functionalities in GP..

## WORKSHEET STATION

The Assignment section on the left-hand side menu bar allows the console leaders to send worksheets to the learners and receive them. The worksheets are sent through the parents' emails.

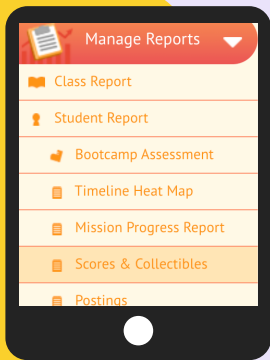


## MANAGE CLASS & STUDENTS

The Manage Students tab on the left-hand menu bar allows the leaders and catechists to create class/es and enroll students in the GP system and pair them with their parents and/or guardians.

## GO TO MANAGE LESSONS

The Manage Lessons section of the Console facilitates the use of GP contents. The default system allows the use of pre-made curricula or chapter stories while the Drag-and-Drop method gives greater flex for leaders to make their own lessons with GP's materials at their disposal.



## GO TO MANAGE REPORTS

The Manage Reports section contains class reports and real-time metrics that ascertain learning, participation and engagement. The leader can print Excel class reports and get individual measures of the learner's Boot Camp summative assessment, the participation heat map, tracking of the performance of mission tasks, overall collective scores and reflection postings.

## AVAILABLE IN CROSS-PLATFORMS

The GP app is available in iOS such as iPhones and iPads, in Android such as Samsung phones and the like as well as in laptops and desktops through WebGL (used in Nintendo platform). Soon the downloadable .exe version in laptops and desktops will be available too. The GP Console for leaders is available in the the cross platforms but for ease in readability and facility, it's best to open in leader's laptop or desktop.



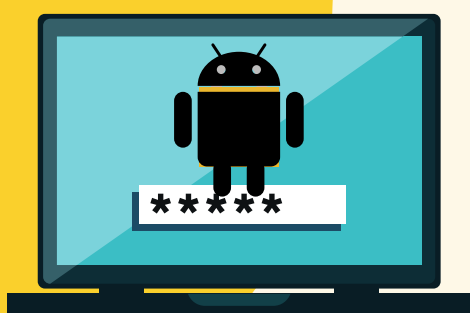


# HOW TO LOG IN GOD'S PARK?

There are three areas where GP users go to log in, namely, the GP app where any user may log in using either the iOS gadget, the Android device or the laptop and desktop . The GP app is accessible to all registered or subscribed users. The second access point is the Gathered Forum, that is, GP's virtual classroom. This is accessible by the teacher from his own laptop or desktop while the learner logs in his or her GP app. The learner then, clicks on the Kid's Dashboard to get to one's teacher-created lessons.

## GO TO APP STORE & GET

GP app is available in iPhones and iPads. Go to the App Store. Search God's Park. Get or Install. Click login with your login credentials. This accessibility is for all subscribed users.



## GO TO GOOGLE PLAY STORE

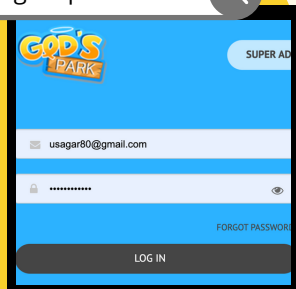
GP app is available in Android phones like Samsung. Go to the Google Play Store. Search God's Park. Get or Install. Click login with your login credentials. This accessibility is for all subscribed users.

## OPEN GP IN LAPTOP & DESKTOP

GP app is also accessible in WebGL, a Nintendo platform. Type the URL on the address bar: [funfaith.godspark.world](http://funfaith.godspark.world) and download. Click to login. This accessibility is for all users. Soon, this function will be replaced by a downloadable .exe version. Stay tuned!



[console.godspark.world](http://console.godspark.world)

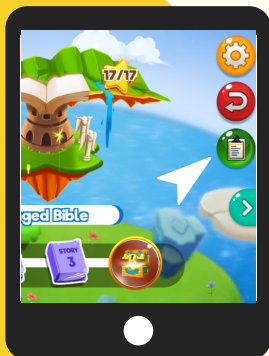


## ACCESS THE GP CONSOLE

The GP Console is only for admin use, particularly those handling faith formation and catechism classes for their learners. This means that this is off-limits to parents and learners. Type the URL: [console.godspark.world](http://console.godspark.world) in the address bar and log in using login credentials.

## GO TO LEADER'S GATHERED FORUM

The leaders and catechists access the Gathered Forum in their laptops or desktops by typing this URL: [gpleader.godspark.world](http://gpleader.godspark.world). The leader logs in and creates own lessons, gives quizzes, conducts polling using this platform. S/he can also create a group game in GF.

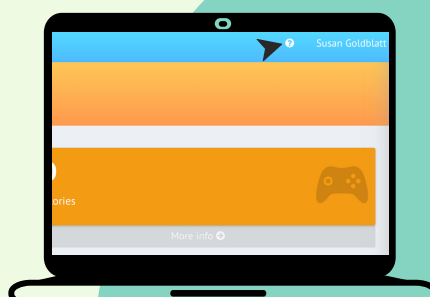


## ACCESS THE KID'S GATHERED FORUM

The learner accesses the Gathered Forum by logging in the GP app. Click on the kid's dashboard (which is the green icon on the left-hand side of the app's interface). Then, it will show the learner the Gathered Forum tab. Lessons created by the Console leader will appear there.

## ACCESS THE GP TUTORIALS

The GP tutorials can be accessed in the leader's GP Console. Log in and access the Question icon next to the leader's name, as indicated by the black pointer. Once clicked, the leader has access to all the available GP tutorials that they can also share to learners and families.





# HOW TO CLONE PRE-MADE LESSONS USING GP DEFAULT SYSTEM?

When someone chooses GP's default system, that means a particular school or parish system has decided to use the pre-existing GP curriculum or its pre-created materials. The beauty with the default system is the whole curriculum for the year is pretty much done for the catechist, and it is aligned to the default learning maps and accompanying lesson plans. This is helpful for many busy catechists or for those areas with undermanned catechists or religion teachers.

## LOG IN THE GP CONSOLE


Type the URL on the address bar of the Google Chrome browser.  
Log in the GP Console by using the leader's login credentials.

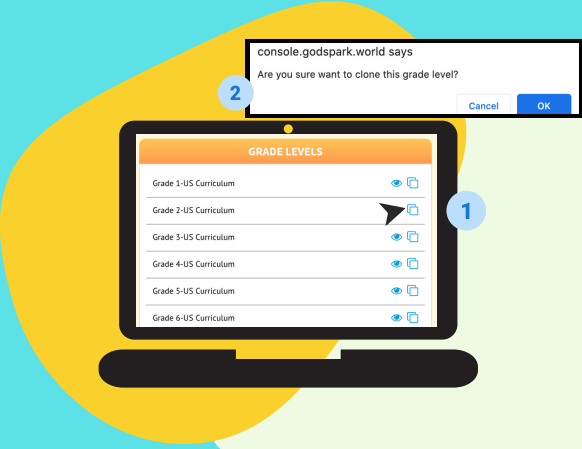


## ACCESS THE GP MATERIALS

Read in advance the curriculum maps and learning plans per level to appreciate the materials in the GP default system. You may also want to go through the list of GP materials and their descriptions. To locate these contents, go to the upper right-hand corner of your console. Click the Question icon, as indicated by the black arrow.

## CLICK 'CURRICULUM TEMPLATES'

Locate the Curriculum Templates on the left-hand menu bar of the Console. Click. The available default curricula are shown, depending on the type of subscription. To view the list of different grade-levels for a particular curriculum, select the eye icon.  Note: this is why it is important to read in advance the learning maps & plans. You will find their cluster titles reflected in these lists.

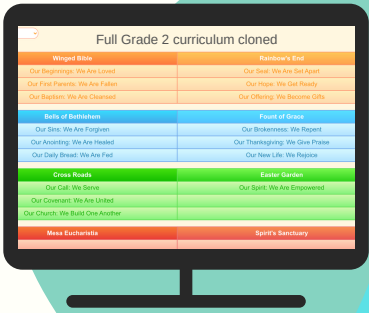


## ACCESS TO GP CONSOLE

After exploring the grade-level curriculum by clicking on the eye icon, the leader has finally decided which one to clone. For example, Grade 2 curriculum. Click the folder icon to clone that specific grade level (1). A pop-up box will ask you to confirm the clone. (2). Click OK.

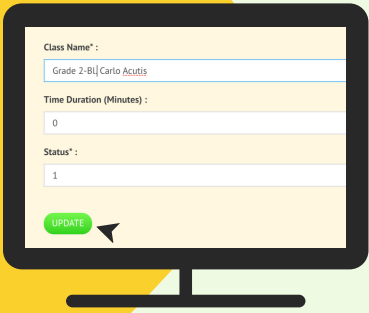
## CONFIRM CLONED CURRICULUM

Click Drag Drop Lessons on the Console's side menu bar. Under Select Class, click drop-down menu and look for the recently cloned grade level. In this example, it's Grade 2 curriculum. Click on it and you will see the list of chapter lessons available for your own use.



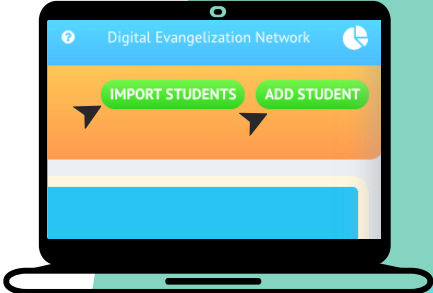
## RENAME DEFAULT CLASS AS OWN

Go to My Classes found on the side menu bar. Locate the newly cloned Grade 2 curriculum. Click Edit and rename it to your desired class name. For instance, Grade 2-BI. Carlo Acutis. Don't add or edit Time Duration and Status. Let them stay as is. Click Update. Go back to Drag Drop Lessons, and confirm that the new class has been renamed Grade 2-BI. Carlo Acutis. It's now your own class.



## ENROLL LEARNERS

The final step is to enroll your learners under the newly created class (ex. Grade 2-BI. Carlo Acutis). Click Students under Manage Students on the side menu bar. At the upper right-hand corner are two green buttons. Click Import Students if you will do bulk enrollment or click Add Student if you want to manually enroll students. Both are discussed in details in another tutorial.





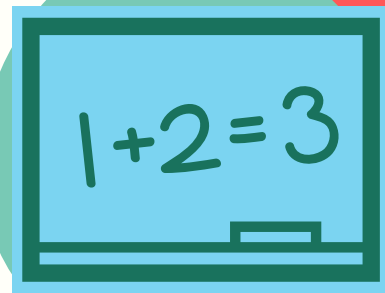


# HOW TO CURATE GP CONTENTS USING DRAG-AND-DROP METHOD? [1 of 3]

GP's Drag-and-Drop method is appealing to teachers and catechists with set faith formation curriculum in their schools and/or parishes, and they want to avail of GP's digital contents to supplement their current catechism. They may also want to make use of the real-time metrics in order to track and ascertain the child's learning, participation and engagements in the faith formation program.

## GETTING TO KNOW STEPS 1-2-3

- First, log in and create a Class.
- Second, enroll your students in that class, either bulk or manual.
- Create class contents or lessons for your class either by:
  - Customizing & editing materials in the default system
  - Curating drag-and-drop materials to create own lesson



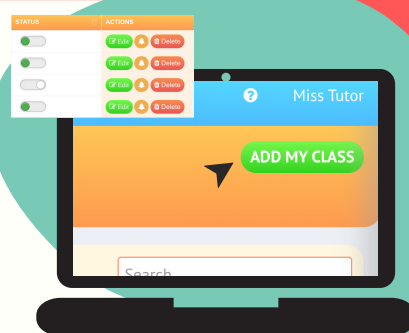
## LOG IN THE GP CONSOLE

Type the URL on the address bar of the Google Chrome browser. Log in the GP Console by using the leader's login credentials.



## CREATE A CLASS

Go to the My Classes tab under Manage Students on the Console's left-hand menu bar. Click. Go to the green button: 'Add my Class' on the upper right-hand corner. Give your class a name. For example, Grade 3-St. Therese. Don't add or edit anything under Time Duration and Status. Simply click Submit. Then, toggle on to green to activate the class.



## BULK ENROLLING VIA GP STAFF

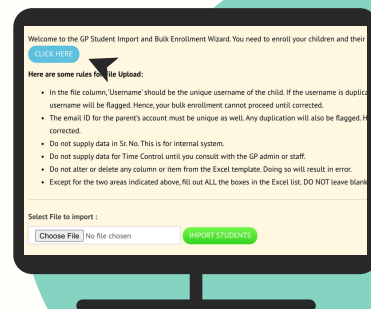
In normal situations, the Bulk Enrollment is done by GP Support team. The school or parish system is required to provide a clean Excel list of learners including the emails of their respective parent/s.

**Note:** the leader's login credential in GP Console is not the same as the login in GP app. The leader has to create 2 separate email accounts.



## BULK ENROLLING ON YOUR OWN

**Option 1:** do bulk enrollment yourself. Click My Students on the left-hand menu bar of the Console. On the upper right-hand corner, click the green button, Import Students, and the Bulk Enrollment Wizard will appear. Click the blue box (with a pointer) and an Excel template will be downloaded on your computer. Fill out the Excel form properly, and do not write anything under SrNo and Time Duration. After filling out the form, save it in your computer.



SrNo	Username	FirstName	LastName	TimeDuration	ParentsName	Relation	Email

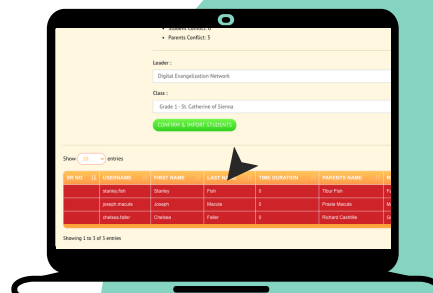
## UPLOAD EXCEL LIST & CONFIRM

Return to the GP Enrollment Wizard page. Click Choose File and locate your saved Excel list. Click Import Students. You will see the list of your students imported in your screen. Then, link these enrollees to their proper class by clicking on the drop-down menu. Click Confirm and Submit.



## RE-CHECK ENROLLMENT LIST

If you find there are red marks in your enrollment (see black pointer), this means the system has found errors or issues in the list. Caution: do not proceed. Instead, go back to your Excel sheet and investigate further what is causing the red mark. Common errors are white spaces in-between characters; misspelled emails; duplicated emails. To know more, check the Tutorial on GP Common Errors.

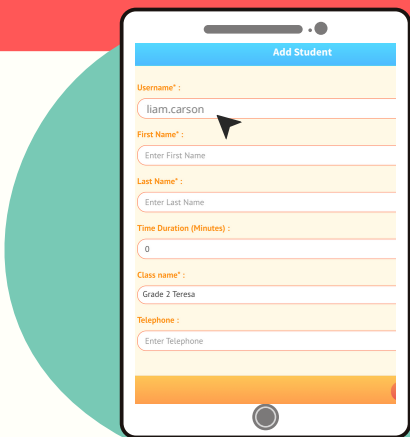




# HOW TO CURATE GP CONTENTS USING DRAG-AND-DROP METHOD? [2 of 3]

## DO MANUAL ENROLLMENT

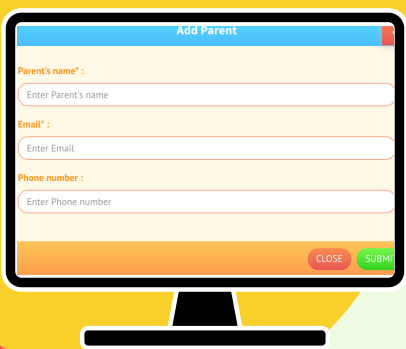
**Option 2** is manual enrollment. This is useful if you are enrolling latecomers or small number of enrollees. Click on Students under Manage Students in the Console's side menu bar. Click the green button Add Student on the upper right-hand corner. Fill out the form creating a username for the learner (Ex. liam.carson). See pointer. Spell correctly. The usual naming convention is: firstname-dot-lastname. Time Duration at zero and link to Class. Click Submit.



## ADD PARENT & LINK TO CHILD

Go back to Manage Students on the Console's left-hand menu bar, and click Parents. Go to the green button: 'Add Parent' on the upper right-hand corner. Fill out the form and register the parent's or guardian's email. Spell email properly. Click Submit.

Finally, go back to Manage Students on the Console's left-hand menu bar, and click Student's Parents. Click the button: 'Add Student's Parents' on the upper right-hand corner. Find the kid's username. Select it. Then, find the parent's email and select. Type the relation (Ex. Mother). Then, click Submit. You are done with the manual enrollment!



## CURATE CLASS CONTENTS

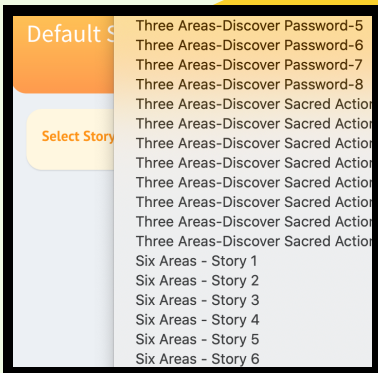
You are now ready to create class contents for your learners. There are two ways to do it: (i) one is to use the default-story structure by cloning it and then, swapping contents therein with materials of your choice or (ii) to use drag-and-drop method.



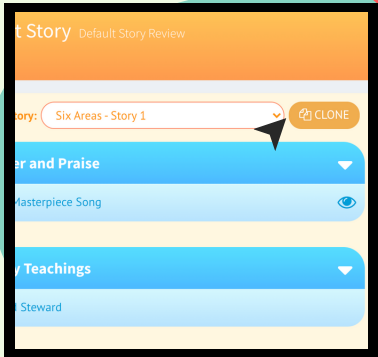
### OPTION 1: USING GP'S DEFAULT-STORY STRUCTURE & EDIT

- Click the Default Story Lesson tab under Manage Student on the left-hand menu bar of the GP Console.
- Click the drop-down menu of Select Story.
- Choose a Default Lesson title. Note: Be sure to memorize that selected title or write it on a pad.
- Click Clone.
- Fill out the form, as you are using this selected default lesson as your own.
  - Be sure to write **short** titles and descriptions as the app provides very limited real estate or space for headers.
  - Take note where you place this chapter lesson in the Season Name & the Area as these lesson sequencers or title sequencers require that you arrange your lessons sequentially. This info matters more importantly in the subsequent chapter lessons that you will create. Note: check out the tutorial on Lesson Sequencers.
- Link this chapter lesson to the intended class by using the drop-down selection.
- For Publication Date, be sure to post-date it 2 days in advance of your current date.
- Select Clone from Default Story. A drop-down menu will allow you to select your preferred default chapter story. Click Next.
- The selected default sequence is automatically cloned in the left column. Once satisfied, click Next.
- If the cloned sequence is 6-area, a pop-up box will ask if you will use Boot Camp or not. Click Yes or No.
- In the Check, Lock and Save section, open the + buttons one by one. You notice that the contents are already pre-selected. But in this section, you can swap default materials with the choices of your own. The rule is simple: uncheck or deselect one, check or swap it with one (1). Then, click Next.
- Preview the new sequence. Once approved, click Finish.

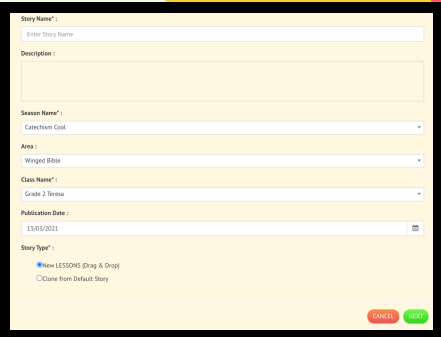
**SUMMARY: Option 1 allows the use of default-story structure and then edit its content to retrofit to one's own lesson design.**



ii. Drop-down menu of defaults ://



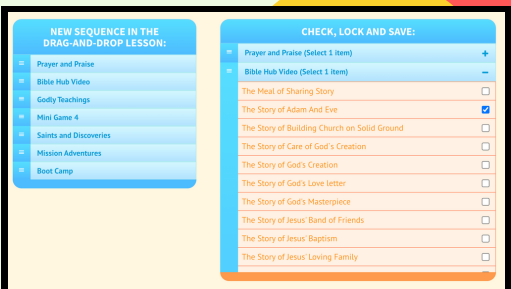
iv. Cloning the selected default ://



v. - viii. Fill out the form ://



ix - x. The cloned default is on left column.



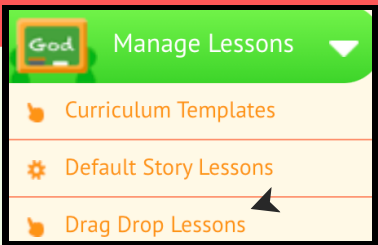
xi. Edit cloned content with a swap ://



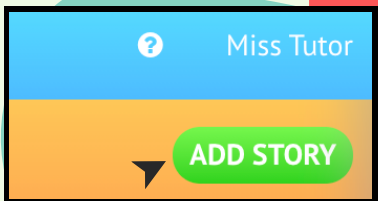
# HOW TO CURATE GP CONTENTS USING DRAG-AND-DROP METHOD? [3 of 3]

## OPTION 2: CREATING LESSONS USING DRAG-&-DROP METHOD

- i. Click the Drag Drop Lessons tab on the left-hand menu bar.
- ii. Click the green button: Add Story on the upper right-hand corner of the Console.
- iii. Fill out the form.
  - a. Be sure that your title and description are short and succinct because they will appear as headers in the app that has very limited real estate or space. No long sentences or phrases, only one or two words.
  - b. Take note where you place this chapter lesson in the Season Name & the Area as these are lesson sequencers. This specially matters in the subsequent chapter lessons that you will create in the future. In the illustration on the right side, 1 to 6 represents the lessons sequentially arranged. The first 3 are under Catechism Cool in Winged Bible and the second 3 (4 to 6) are under Catechism Cool in Rainbow's End. Here, #10 lesson is misplaced because its rightful place is under Faith Booster in Fount of Grace. Like #10, Lesson #11 skips as well, and has to follow #10 under Faith Booster in Fount of Grace. See Tutorials on Lesson Sequencers.
  - c. Link this chapter lesson to the intended class.
  - d. For Publication Date, be sure to post-date it two days in advance of your current date. If today is May 2, Set May 4 as publishing date.
- iv. Select New Lessons (Drag & Drop) and click Next.
- v. Here, you will have a three choices of lesson creation, namely:
  - (a) 3-area, (b) 6-area and (c) the rarely used, 12-area lessons. Before making your choice, you need to understand that there are protocols or GP rules to follow here, as follows:
    - a. A game does not precede but always follows after lesson-driven sections like Bible Hub, Godly Teachings, Kateketika and Saints and Discoveries.
    - b. A game cannot be placed next to the following: Prayer and Praise, Mission Adventures and Church Life Action Plans as these areas are not lesson-driven sections.
    - c. You cannot place two games in a row or next to each other.
    - d. If you choose a 3-area chapter lesson, it automatically does not include the summative assessment named Boot Camp, at the end of every string of lessons (called chapter lesson).
    - e. If you choose a 6-area chapter lesson, it will give you a choice to either have a Boot Camp or not.
    - f. If you choose a 12-area chapter lesson, it automatically includes Boot Camp.
- vi. For instance, you've decided to do a 6-area chapter lesson, simply click-drag your choice one at a time from the right column to the left until you have completed dragging the 6 areas. Boot Camp is excluded from the count.
- vii. Be sure that is the sequential arrangement you want. You can always re-arrange but always follow the protocols mentioned above. Then, click Next.
- viii. A pop-up box will appear: Do you need optional Boot Camp in this lesson?' Click Yes or No.
- ix. The Check, Lock and Save section appears. Here, you will determine which specific content goes to the corresponding catechetical area. Click the + button to view the selections.
- x. There's a rule of thumb in clicking the boxes.
  - a. Choose only one (1) for each of the following areas: Bible Hub vid, Kateketika vid, and the mini-games. This is strictly enforced.
  - b. You can choose one (1) or extend to two (2) materials for Prayer and Praise, Godly Teaching and Saints & Discoveries. Do not go beyond.
  - c. For Mission Adventures and/or Church Life Action Plans, you are obliged to choose five (5) tasks for each (not 4, not 6 tasks but exactly 5 tasks).
- xi. Clicking Next leads you to preview your new sequence of lessons. Click the down arrow to check whether there are contents for each of the section (except for Boot Camp which – when included in the chapter – is still empty at this point).
- e. For changes to be made, click Back button. To confirm your string of contents in this chapter lesson, click Finish & you're done.



i. Click Drag Drop on side menu bar.



ii. Click Add Story tab

iii. - iv. Fill out the form

	Winged Bible	Rainbow's End
Catechism Cool	1 2 3	4 5 6
Faith Booster	Bells of Bethlehem	Fount of Grace
	7 8 9	
Mission Adventures	Cross Roads	Easter Garden
	10 11	
Spirit Fire	Mesa Eucharista	Spirit's Sanctuary

iii b. Sample of lesson sequencer

✓

✗

3 - 6 - 12

Follow GP RULES

v. Follow strictly GP protocols.

vi. - viii. The cloned default is on left column.

Number of contents allowed to drag and drop per chapter lesson:

Prayer & Praise > 1 or 2

Bible Hub video > 1 only

Kateketika video > 1 only

Godly Teaching > 1 or 2

Saints & Discoveries > 1 or 2

All mini-games > 1 only

Mission Adventures > 5 tasks

Church Life Action > 5 tasks

x. Follow strictly GP protocols.

ix. - xi. Edit cloned content with a swif



**SUMMARY:** Option 2 allows you to create your own line-up of lessons using GP's Drag-and-Drop method.





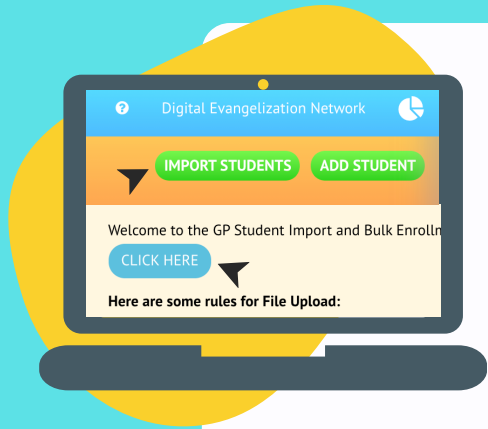
# HOW TO ADD CHAPTER BOOKS USING THE LESSON SEQUENCER?

The Drag-and-Drop method in GP allows the leaders to build their set of lessons one chapter at a time. However, they need to be aware where they place their chapter lessons, as the chapter titles need to be arranged sequentially in the GP app. The leader will read familiar terms like Catechism Cool, Fount of Grace, etc. Here, awareness of the lesson sequencer is a must. The numbers 1 to 9 in the chart represent the orderly sequence of the lesson holders in GP. Jumps in-between sequences or empty rows while adding content to the next is not allowed. For instance, Lesson # 10 is off and not in sequence, because its proper place should be under Faith Booster in Rainbow's End (😊), and not under Mission Fun in Cross Roads. This particular lesson is, therefore, in error. This error happens in # 11 as well - jumping the sequence and creating a gap between sequences. Again, not following the sequence creates login & crash issues in the app.



# HOW TO DO BULK ENROLLMENT?

If you are enrolling a lot of students and parents, the Enrollment Wizard is your best bet. For the most part, this is undertaken by the GP staff. If you are enrolling a few students with their paired parents, you can enroll them manually. In this section, we are dealing with huge enrollees, and our Tutorial for Bulk Enrollment.

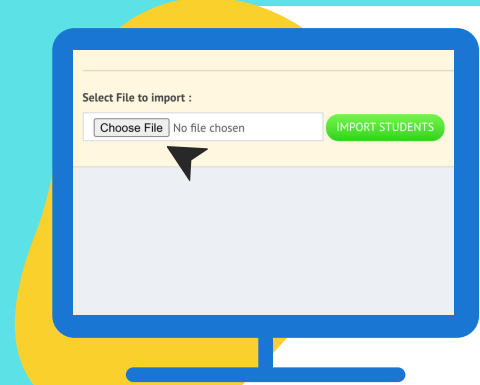
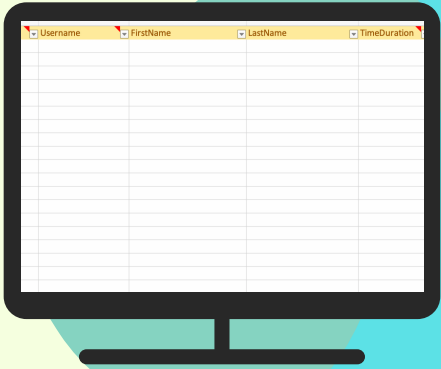


## GO TO BULK ENROLLMENT WIZARD

In order to access the Enrollment Wizard for bulk enrollment, go and click the Students tab under Manage Students on the side menu bar of the Console; then, click Import Students located on the top right-hand corner. It welcomes you to the GP Student Import and Bulk Enrollment Wizard. To access a GP enrollment template, click the bluish button. It will download an Excel template in your computer or desktop. (Note: be sure you have Excel available in your computer.)

## FILL OUT GP EXCEL TEMPLATE

Open the downloaded Excel. Notice it has default headers. Don't change them; instead, let them be your guide. It's important to leave blank two items: **SrNo** and **the Time Duration**. Fill out the username of the learner. (Username example > jenny.long) Proceed to the parent's or guardian's name. Add the relation – be it mom, dad, guardian, teacher, etc. Then, add the parent's email. CAUTION HERE: be certain that everything is spelled properly and clean from white spaces or blank gaps in-between characters. Then save the newly filled-out Excel list in your computer or laptop. Be sure to remember where you saved your Excel list.

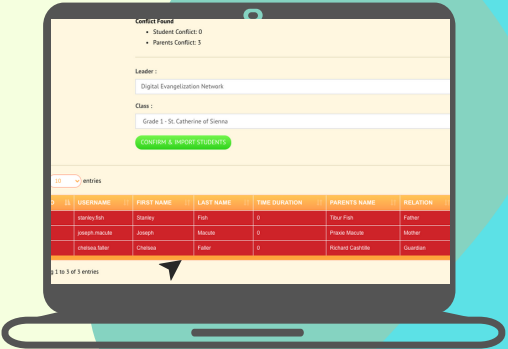


## IMPORT EXCEL LIST TO THE WIZARD

Now, it's time to go back to the Enrollment Wizard page of the Console. Click Choose File and locate your saved Excel enrollment. Click Import students. If the enrollment sheet is clean, there will be no red markings. You simply have to link your enrollees to the right class. Scroll down the Class Name you want to associate with these enrollees. Then, click submit.

## CAUTION: RED MARKS

Red markings are avoidable if the Excel enrollment is properly done. With issues in the enrollment sheet, red markings will appear, as shown. If that is the case, don't click or proceed any further. If you click Confirm despite those errors, you cannot re-enroll the same Excel list with edits because most of the entries will be viewed as 'duplications' by the GP system the next round. Hence, red-inked. So be careful. Go back to your Excel sheet and address those errors. After correction, follow the same sequential steps accordingly. Choose the file and locate the Excel enrollment in your computer-laptop. Click Import Students and be sure there are no more pesky red marks. Having confirmed none, drop-down and select the class you want to link your enrollees to. Click Submit. Your bulk enrollment is done and is now linked to your specific class.



In most instances, this Bulk Enrollment is done by the GP Support Team itself. The school or parish system must submit a clean Excel sheet of enrollees and the parents' or guardians' emails. Be extra careful about the spelling of names and emails, and to avoid empty spaces or extra dots between characters. Make sure that the emails are active and not dummy emails. **Note:** parents with multiple kids registered in the GP program must be placed on a separate list as they will be enrolled manually, and not via Bulk Enrollment. For assistance, please notify support@godspark.world ASAP.

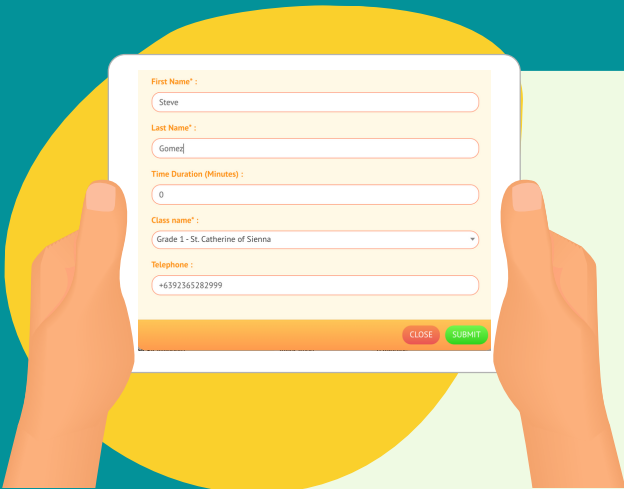
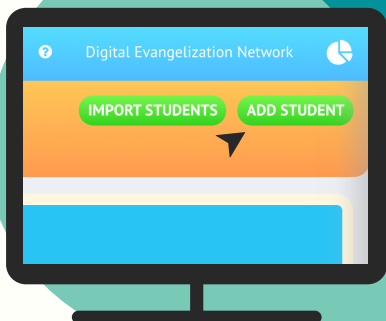


# HOW TO ENROLL MANUALLY?

If you are enrolling a lot of students and parents, the Bulk Enrollment through the Enrollment Wizard is the way to go. However, if you are enrolling a few students with their parents, you can enroll them manually. If you are also enrolling latecomers, this manual enrollment comes in handy. Most importantly, manual enrollment is important for parents with multiple kids enrolled in the GP program. For cases like this, send notification to [support@godspark.world](mailto:support@godspark.world) immediately.

## STUDENTS TAB TO ADD STUDENT

Click Students tab under Manage Student on the side-menu bar of the Console. On the upper right-hand side, click the green button: Add Student. Fill out the form, starting with the learner's username. What is the username? In GP protocol, the username is typically the learner's first name.dot.last name. If the name is long, abbreviate it for username. But follow the format, for example: raphael.gomez

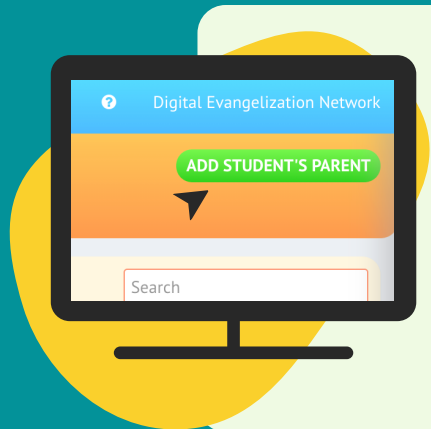
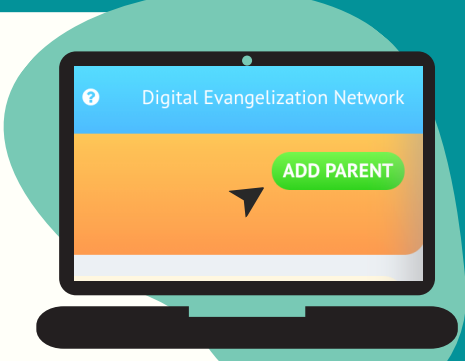


## CONTINUE TO FILL OUT FORM

Then add the learner's first name and last name, as indicated. For Time Duration, it's important to leave it blank. In case you want to add a time duration for your specific learner, contact us at [support@godspark.world](mailto:support@godspark.world) > Next, locate in the drop-down menu the Class Name where this learner belongs. The telephone info tab is optional. Click Submit.

## ADD PARENT OR GUARDIAN

Go back to the side menu bar of the GP Console and click Parents tab under Manage Student section. On the upper right-hand corner, click Add Parent. Fill up the details including the proper email of the parent or guardian. Be sure about the have the correct email, ok? Click Submit.



## LINK STUDENT WITH PARENT

Click the Student's Parents tab under Manage Students in the Console. Go to the green button on the upper right-hand corner and click Add Student's Parent. Under Student\*, type the kid's username and select it. Then, under Parent\* search the respective parent's email by typing it. Select. Write under Relations: Mom, Guardian, etc. This establishes the pairing link between the learner and the parent in the GP system. Click Submit.

# HOW TO TRANSFER LEARNER TO ANOTHER CLASS?

This transfer strategy is also convenient for those teachers or catechists who have earlier enrolled students without a host class yet. You can transfer your students once the new class is built, using this transfer mechanism. This transfer mechanism is also useful for transferring one student to a different class for so long as the transferee is moved to a class with the same lesson contents (from his/her former class).

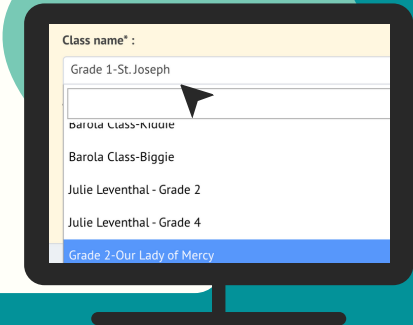


## LOCATE STUDENT & TRANSFER

Click the Students tab under Manage Student in the GP Console. Locate the specific student or students and click the green button: Edit under the header Action.

## LOCATE STUDENT & TRANSFER

Locate the Class Name and hit the Drop-Down menu. Search for the class you want to transfer the student. If there are multiple learners, do it one-by-one, moving them to the new class. Then, click Update.





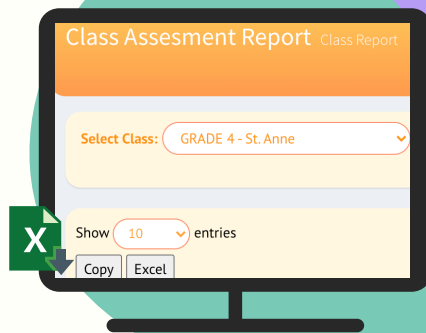


# HOW TO VIEW REPORTS & REAL-TIME METRICS IN GP CONSOLE?


The GP Console contains multiple metrics to track and ascertain participation, engagement and learning of the learners. The dynamic tools support the learning strategies of the school or parish beyond just giving class reports. They provide evidence-based reports to parents. They are also great conversation starters with parents and learners, as they accurately map out both process and progress in faith formation.

## CLICK ON CLASS REPORT

Under Manage Report on the Console's side menu bar, click Class Report. Select Class and Select Story. Drop-down to locate per-chapter class lessons. The records will automatically show. To draw out the overall report for all the chapter lessons, let the cursor stay in 'Select Story' and the full report will appear. To print a copy of the overall record, click Excel.



## CLASS REPORT IN BAR GRAPH

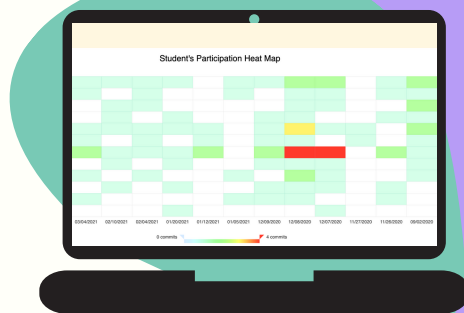
To see a bar graph of the Class Report, click this icon  on the upper right-hand corner and it will give you a graph version of the class report. Don't forget to scrub towards the right the marker to get a fuller view of the report.



## GO PARTICIPATION HEAT MAP

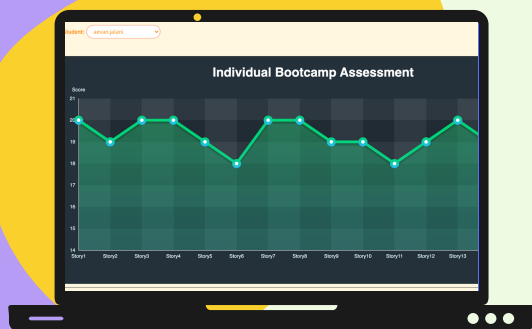
To view the participation activity of the learners in terms of the frequency of access, go to Timeline Heat Map. Then go to Select Student. Drop-down and choose student's name.

**Note:** this metric has a counterpart in the GP app called My Timeline.



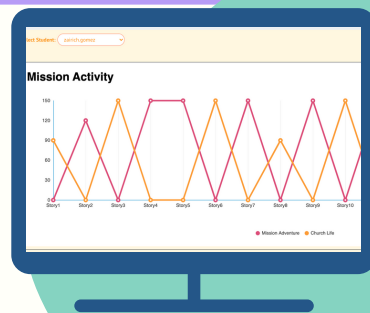
## GO TO BOOT CAMP

Under Student Report on the side menu bar, you can view the students' summative assessments. Click Boot Camp Assessment tab. Then go to Select Student. Drop-down and choose student's name.



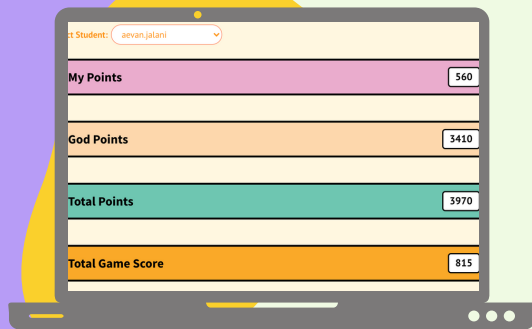
## GO TO MISSION TASKS REPORT

To view the mission activities of the learners in performing lived, real-world tasks, go to Mission Progress Report under Manage Report on the Console's side menu bar. Click on Select Student. Drop-down and choose student's name.



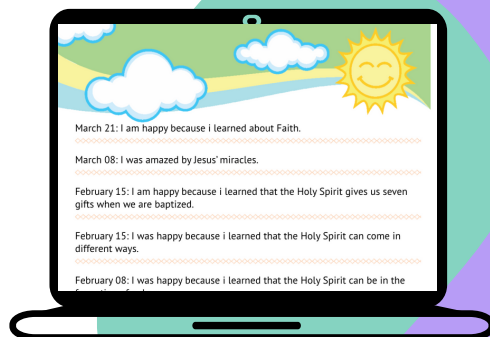
## CLICK SCORES & COLLECTIBLES

To view the accumulated scores in My Points and God Points, go to Scores & Collectibles under Manage Report on the Console's side menu bar. Proceed to Select Student. Drop-down and choose student's name.



## CHECK POSTINGS

To view the written reflections of the learners, go to Postings. Select Student. Drop-down and choose student's name. You can view the individual's posting on the left-hand column and the class postings on the right-hand column. **Note:** this can also be viewed by the students and parents under My Postings in the GP app.



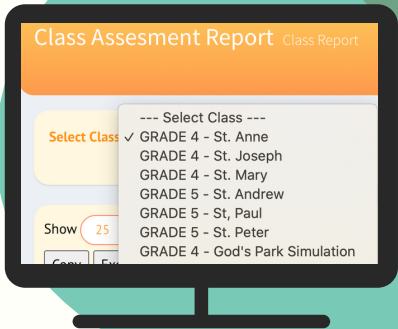


# HOW TO PRINT REPORTS IN EXCEL?

The Class Report is a spreadsheet report of the catechetical areas that the learner has undertaken per Chapter Book. Depending on the Chapter type, the leader may have a 3-area, 6-area or 12-area string of lessons, and ending usually in a summative assessment called Boot Camp. All of these stringed lessons are tracked and scored. The Console leader can filter the per-book chapter report or a consolidated report for the whole class, and download them in Excel format. One can also print the reports.

## CLICK ON CLASS REPORT

Under Manage Report on the Console's side menu bar, click Class Report. Select Class and then, Select Story. Drop-down to locate per-chapter class lessons. Click that particular chapter story.



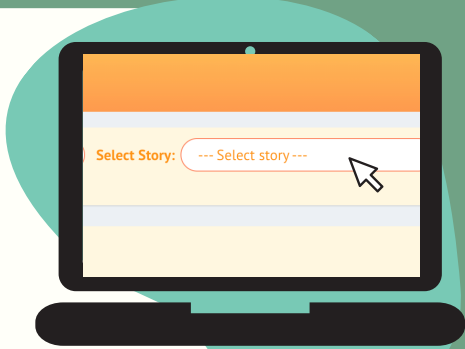
## VIEW & PRINT CHAPTER REPORTS

View and assess the per-chapter report of the class. Then, click Excel tab. The Excel spreadsheet of the report will be downloaded into your computer, which you can print.



## VIEW & PRINT OVERALL REPORT

To view the overall report of the whole class, go to Select Story. Don't do Drop-down menu or choose any particular chapter book title. Instead, click on Select Story itself, and the overall report will appear below. Click Excel tab, and print or download.

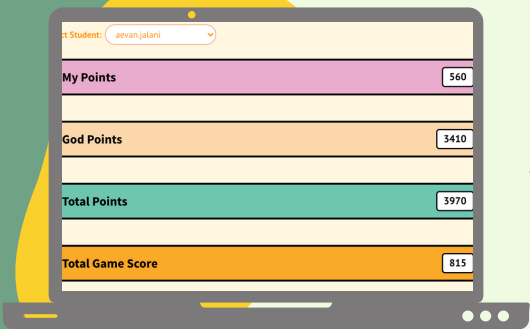
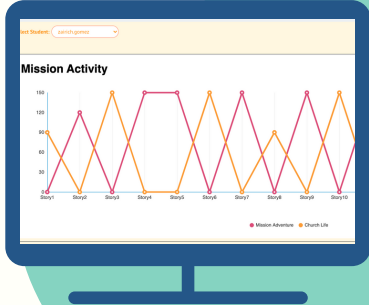


## DON'T BE SURPRISED...

In the Overall Report, the leader may observe that the pages have alternating blank columns, as pointed out here. The headers are configured for 12 catechetical areas. In this chapter, only a string of 6 areas are covered. That explains why there are empty columns in the Excel report.

## GO TO MISSION TASKS REPORT

To view the mission activities of the learners in performing lived, real-world tasks, go to Mission Progress Report under Manage Report on the Console's side menu bar. Click on Select Student. Drop-down and choose student's name.



## CLICK SCORES & COLLECTIBLES

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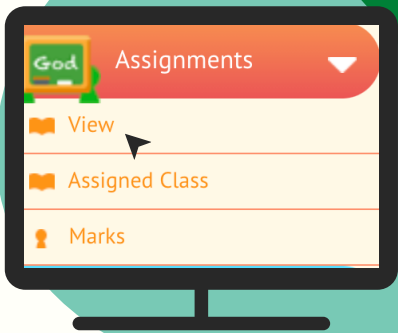


# HOW TO SEND AND RECEIVE WORKSHEETS?

The GP worksheets are meant to facilitate ease of learning and knowledge retention in the young minds because they are pictorial, fun and less wordy. Yet they challenge the young minds to focus on the subject matter at hand and engage with it. Plus, worksheets are easier for parents to understand and explain to the learners than a full volume of catechism book!

## STUDY WORKSHEETS & CLICK VIEW

Log in your GP Console. Click Question icon (as shown) in the upper right-hand corner of the GP Console. This leads to the learning plans. As preparatory step to sending out worksheets, the teacher may want to browse through the learning plans to ascertain which worksheets work best and are appropriate for any given grade-level. Or go straight and select from over 300 worksheets (and counting) for his or her class use. Go to Assignments tab. Click View.

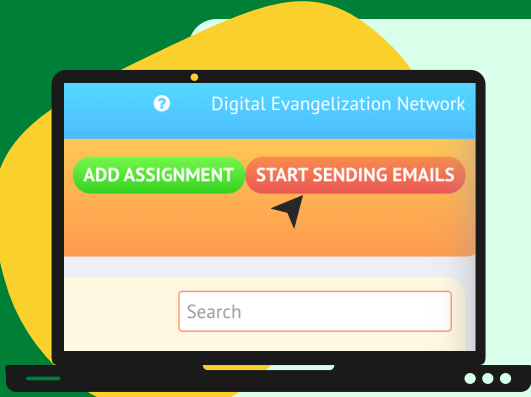
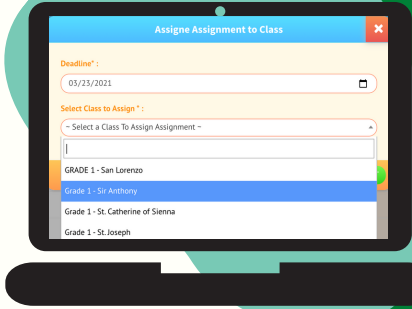


## SEARCH & CLICK

Clicking the view button will redirect the teacher to the archives of worksheets available. The teacher can go to the Search box and type the keyword to look for the worksheet. Once ready to send a worksheet to the particular class, click Assign.

## SET DEADLINE & ASSIGN

After clicking Assign a dialogue box appears. Fill out the details in the Drop-Down menus: the Deadline for the assignment and the Class you want this worksheet to be assigned to. Then, click Submit... but wait, you are NOT YET DONE!

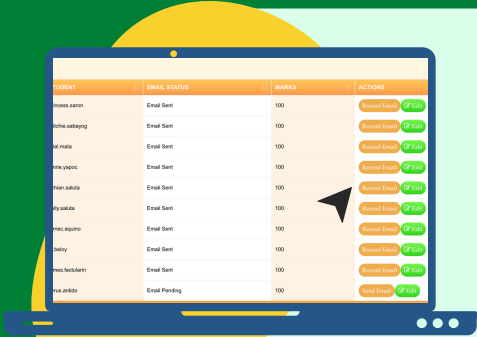


## CLICK 'START SENDING EMAILS'

After clicking Submit, the final step is to go to the red button on the upper right-hand corner of the Console and click 'Start Sending Emails'. You are done.

## NOTE:- PENDING EMAILS

There are instances when the teacher clicks Submit, but forgets to do the next and final click - that is, Start Sending Emails indicated by the red button on the upper right-hand corner of the GP Console. This results in Email Pending status.



## SEND & RESEND EMAILS

To double-check if the emails were sent, go to the Marks tab. If emails are pending, click Send Email. In case the email was sent but the teacher wants to resend email, the teacher can do that as well. Note: these worksheets are sent to the parents' emails, and the completed worksheets will be sent to the console leader's email via the parents' emails.

## CHECK MARK & UPDATE

At this point, the teacher may have received the student's completed worksheet the student in her or his email (registered in the Console). To put a mark on the worksheet, click Edit and add the score. This way, the teacher will be able to to grade the worksheet and at the same time, track the submission. Click Update.

