



VIRTUS[®] *Online*

Facilitator Website Guide

Frequently Asked Questions:

How do I create a session and add it to the scheduled list?

Pg. 2

How do I print out an attendance verification sheet?

Pg. 4

How do I confirm participant attendance at a training?

Pg. 5

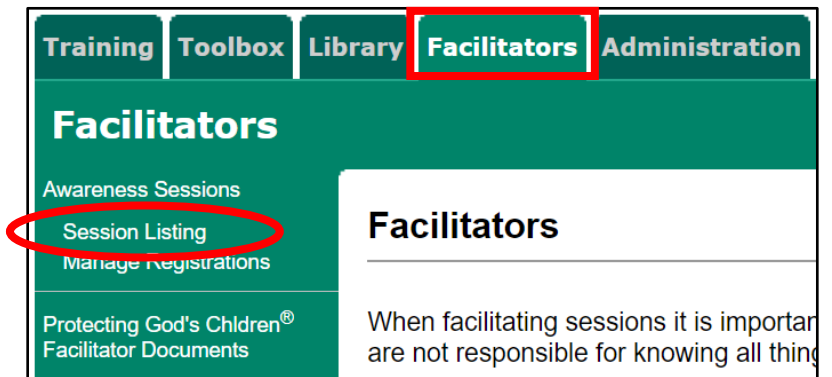
How do I remove registrants who did not attend training?

Pg. 6

(To inquire about your specific access/procedures, please contact Alex.Kwan@archden.org)

How do I create a session and add it to the scheduled list?

1. Select the “Facilitators” Tab from the tabs at the top of the page.
2. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Session Listing”.
3. After selecting, “Session Listing”, all the sessions that are currently scheduled will appear, allowing you to see the date/time, location, facilitator, and maximum size. To add a new session, select, “Add a new session”.



Session Schedule

[Add a new session](#)

Current Training Scheduled:

<u>Date/Time</u>	<u>Location</u>	<u>Facilitator</u>	<u>Max size</u>
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4. Enter class information, including the language, location, date, time, maximum size, and timeframe length.

Add Training Session:

Training Title: -- Select --

Language: English

Location: -- Select --

This session will be held via video conference (Zoom, WebEx, etc)

Start Date:

Start Time: -- Select -- : 00

Number of days: 1

Maximum Size: (leave blank if there is no size limit)

Length: 0 hours 00 minutes

5. Please select the facilitator of the session from the list of "Available Facilitators", and then ensure that you click on "Click to add >>" so that the name appears in the "Selected Facilitators" box.

Facilitator:
(optional)

Available Facilitators

- Adame, Stella
- Baustert, Justyna
- Bold...
- Carte, Laura
- Conrad, Kristen
- Corcova, August
- Cossatte, Elvira
- Crouch, Maureen
- Davies, Kevin
- DeBacker, Julia

Selected Facilitators

Click to add >>
<< Click to remove

Contact Name: (If blank the name will be:)

Contact Number: (If blank the number will be:)

Notes:

(put class restrictions here, ie Priests only)

Add Session Back (Discard changes)

6. Add in the contact information and any notes you want to display about the class (room information, attendee classification, the fact that only adults may attend, individuals must arrive on time, etc.).

Contact Name: (If blank the name will be:)

Contact Number: (If blank the number will be:)

Notes:

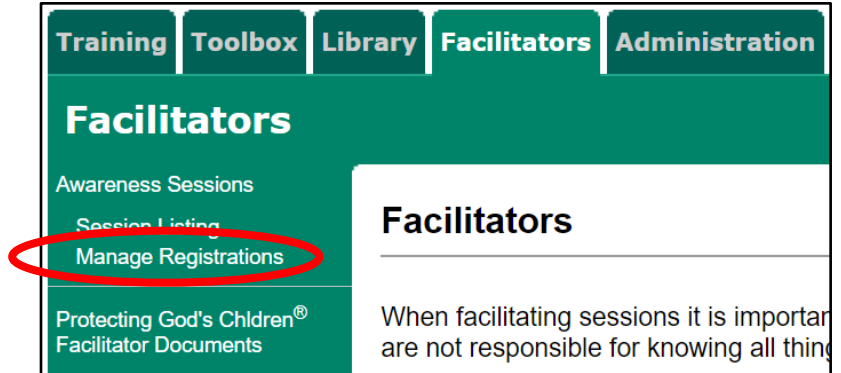
(put class restrictions here, ie Priests only)

7. Select, "add session" to add the session to the schedule, or "Back" to discard changes/cancel.

Add Session Back (Discard changes)

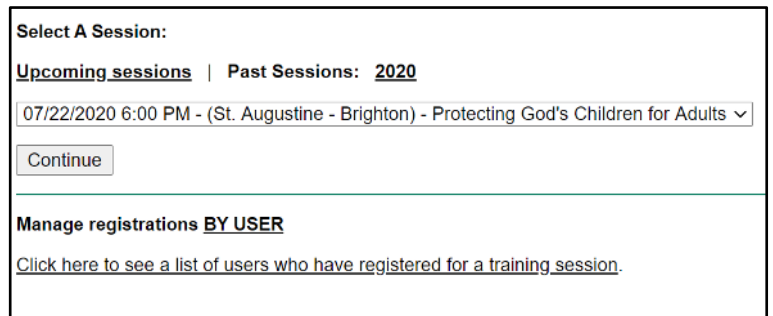
How do I print an attendance verification sheet?

1. Click on a category under “Awareness Sessions” within the left-hand menu. One possible selection is “Manage Registrations”.



2. Select a training session from the drop-down box and click on “Continue”.

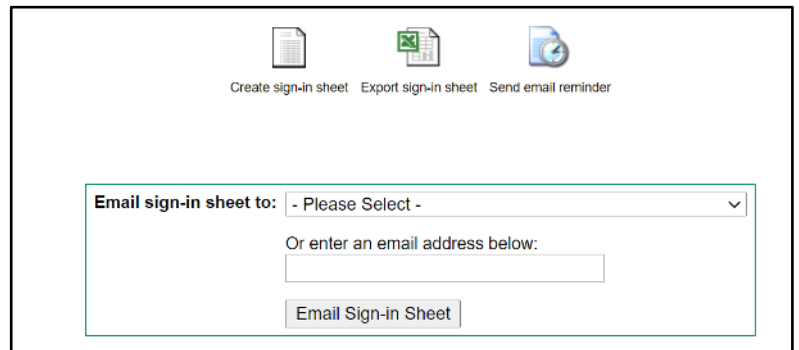
Note: You will only be able to view the sign-in sheet information for sessions for which *you* are listed as one of the facilitators.



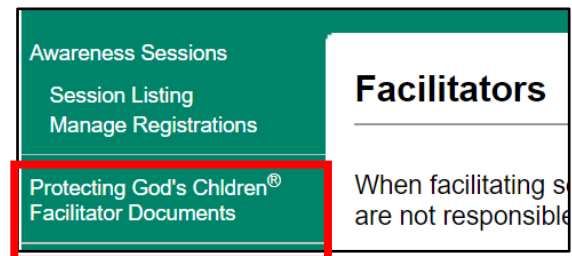
3. After selecting a session, choose one of the icons at the bottom of the page to create a sign-in sheet or to send an email reminder.

You also can email the sign in sheet, as needed.

Please note: Please send a hard copy of the sign in sheet to the Archdiocesan Office of Child and Youth Protection.



You also will have access to Protecting God’s Children and other Facilitator Documents.



How do I confirm participant attendance at the training? (Batch Processing/Approve Training)

- To approve records from PGC session, click on the **Administration** tab and click on **New User Signups or Approve Users** within the Quick Links.
- Batch processing**: To Batch Process, select the link on the top right of the New User Signups list and select the session in STEP 1.
- Within STEP 2, select the user(s) from the list of users who attended the session.
- Within STEP 3, select the action to approve the attendees:
 - Click on Approve the training records radio button.
 - Select 'User' as the Profile
 - Select **"These users are required to complete continuing training per policy"**
 - Complete the batch process

User Batch Processing

STEP 1 — Select a live training session:
-- Please select a session --
Continue

STEP 2 — Select users from the list below:

Name	Email	Location	BCCheck	Title	Role
<input type="checkbox"/> testdenverlocation_registration.(6862326)	noaddress@virtus.org	Cathedral Basilica of the Immaculate Conception (Denver)	7/22/20	tulsa	Volunteer
<input type="checkbox"/> testdenvertwenty_registration.(6862317)	noaddress@virtus.org	Cathedral Basilica of the Immaculate Conception (Denver)	7/22/20	test	Volunteer
<input type="checkbox"/> testdenvervoltest_registration.(6862293)	noaddress@virtus.org	All Saints (Denver)	7/21/20	test	Volunteer
<input type="checkbox"/> testlpgbcCode_registration.(6862323)	noaddress@virtus.org	Assumption (Denver)	7/22/20	test	Volunteer
<input type="checkbox"/> testlpgbcxxxxx_registration.(6862327)	noaddress@virtus.org	Assumption (Denver)	7/22/20	test	Volunteer
<input type="checkbox"/> testlpgbcsecond_registration.(6862324)	noaddress@virtus.org	Assumption (Denver)	7/22/20	test	Volunteer

STEP 3 — Select the action to perform on the users selected: (click here to see users selected)

Approve the training records for these users and activate their accounts using the profile, status, and special functions listed on the right:

Profile: User

Continuing Training Status:

- These users are not required to complete continuing training.
- These users have access to continuing training.
- These users are required to complete continuing training.
- These users are required to complete continuing training per policy.

Special functions:

- ALL of these individuals are required to complete continuing training.
- ALL of these individuals are required to complete continuing training per policy.

(NOTE: Some background checks may be pending.)

Transfer these users to the session listed below:
-- Select a new session --

Delete these users (only pre-registered users can be deleted)

Complete the batch process Start Over

NOTE: If registered participants' names are missing from "batch processing" list, proceed to the process below.

- From the Administration tab, click on "Live Training" on the left menu and then on "Approve Training"
- From the "Approve Training" list, select the names of those who attended your class, and click "Update Training Records."
Tip: You can sort by training site by clicking on the "Location" header.

Administration

System Administration
New User Signups
Message Board
Live Training
Location Report
AOD Administrator Documents

Live Training

- Approve training**
This function allows you to approve users' requests for credit for attending live training

- You can also delete those who did not attend your class by clicking on "delete" at the far right

Approve Training

To approve a training record, place a check in the appropriate box. To delete a training record, click the appropriate DELETE link.

Note: the items on this list represent training records only, NOT user accounts. Deleting a training record here will have no impact on the user account.

Approved?	Name	Session Name	Location	Date	
<input type="checkbox"/>	Guadamuz Morales, Marcos (mguadamuz@archhousing.com)	Protecting God's Children for Adults	VIRTUAL- Catholic Charities	01/27/2022	/Delete
<input type="checkbox"/>	Pavlov, Christina (christina.pavlov_denver)	Protecting God's Children for Adults	VIRTUAL- Catholic Charities	01/27/2022	/Delete
<input type="checkbox"/>	Salinas, Gabriel (gsalinas@ccdenv.org)	Protecting God's Children for Adults	VIRTUAL- Catholic Charities	01/27/2022	/Delete
<input type="checkbox"/>	Guadamuz Morales, Marcos (mguadamuz@archhousing.com)	Protecting God's Children for Adults (3 hrs)	Virtual	01/27/2022	/Delete

Check All Update Training Records

How do I remove registrants who did not attend with batch processing?

1. Please remove any non-attendees from your class registration. To do so, click on the **Administration** tab and click on **New User Signups** or **Approve Users** within the Quick Links.
2. **Batch processing** :Within the New User Signup link, select Batch Processing in on the top right of the New User Signups list and select the session in STEP 1.
3. Within STEP 2, select the user(s) from the list of users who did not attend the session.
4. Within STEP 3,
 - a. Select “Delete the training records only and keep the user accounts”
 - b. Click “Ok” to delete training records in warning box.
 - c. Complete the batch process

STEP 1 — Select a live training session:

Please select a session --

Continue

STEP 2 — Select users from the list below:

All Saints (Denver)
07/02/2020 9:00 AM

Name	Email	Location	BGCcheck	Title	Role
<input type="checkbox"/> testdenverlocation_registration (6862328)	noaddress@virtus.org	Cathedral Basilica of the Immaculate Conception (Denver)	7/22/20	tulsa	Volunteer
<input type="checkbox"/> testdenverwendy_registration (6862317)	noaddress@virtus.org	Cathedral Basilica of the Immaculate Conception (Denver)	7/22/20	test	Volunteer
<input type="checkbox"/> testdenvervoltest_registration (6862293)			7/21/20	test	Volunteer
<input type="checkbox"/> testlingbgcCode_registration (6862323)			7/22/20	test	Volunteer
<input type="checkbox"/> testlingpooooox_registration (6862327)			7/22/20	test	Volunteer
<input type="checkbox"/> testsecondtest_registration (6862324)			7/22/20	test	Volunteer

Continue Start Over

STEP 3 — Select the action to perform on the users selected: (click here)

Approve the training records for these users and activate their profile, status, and special functions listed on the right:

Transfer these users to the session listed below:
-- Select a new session --

Delete the training records only and keep the user accounts

Delete these users (only pre-registered users can be deleted)

Complete the batch process Start Over

NOTE: If registrants’ names are missing from “batch processing” list, proceed to the process below.

1. From the Administration tab, click on “Live Training” on the left menu and then on “Approve Training
2. Delete registrations of non-attendees listed at your location by clicking the delete link at the far right of their listing.

Administration

System Administration
New User Signups
Message Board
Live Training
Location Report
AOD Administrator Documents

Live Training

- **Approve training**
This function allows you to approve users' requests for credit for attending live training

Approve Training

To approve a training record, place a check in the appropriate box. To delete a training record, click the appropriate DELETE LINK.
Note: the items on this list represent training records only (NO) user accounts. Deleting a training record here will have no impact on the user account.

Approved?	Name	Sponsor Name	Location?	Date	
<input type="checkbox"/>	Celiney, Asselt (celine@home.com)	Practicing Conf. Children for Adults	St. Michael the Archangel Parish (Annex)	03/10/2022	Delete
<input type="checkbox"/>	Lincoln, Rasheda (lincoln@ecof.org)	Practicing Conf. Children for Adults	St. Mary Eagle Parish (Eagle)	03/14/2022	Delete