

CATHOLICBRAIN

Learn it. Know it. Live it.

CatholicBrain Instruction Manual

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Introduction:

CatholicBrain is a comprehensive learning solution that supports Catholic teachers and empowers students by building, maintaining, and growing a strong foundation in the Catholic faith for life. Parishes, Schools and Families enjoy Catholic Brain's "anytime, anywhere" access for students and parents via online and on mobile devices. Schools also appreciate our turn-key system setup, unlimited free training, and unlimited customer support via live phone calls and web-based conference calls.

Creating an Account

1. Go to CatholicBrain.com and click on [ENTER CODE]

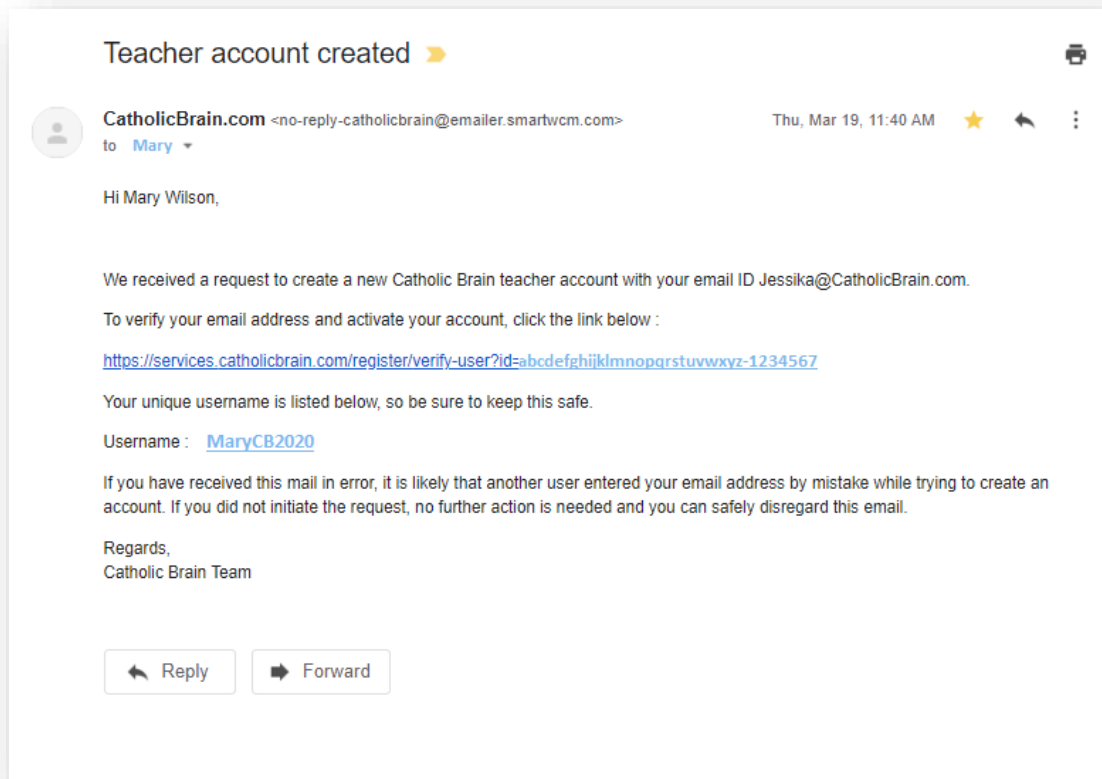


2. Select the appropriate tab (Parent, Teacher/Catechist or Student) then enter the required information in each of the fields.
Make sure to enter the School Code you have been given by your Account Administrator.
The School Code associates every Teacher, Parent and Student with the School/Parish.

The image shows the CatholicBrain.com registration form. At the top, there are four tabs: ADMIN, PARENT, TEACHER/CATECHIST, and STUDENT. Below the tabs is a 'SIGN UP' section with the text 'Sign up below using the School or Parish Code provided to you by your school/parish staff.' The form includes several input fields: First Name, Last Name, Email, Username, Password, Confirm Password, and School Code (highlighted with a purple oval). A 'Register Now' button is located at the bottom right of the form.

*** USERNAMES and PASSWORDS are Case-Sensitive**

3. When you have successfully registered, you will be notified of the successful registration. You will also receive an email at the email address you used to register, with a link used to verify your email address.



4. Click the verify link in the email to verify your account and to begin the login process for the first time.

FOR STUDENT REGISTRATIONS:

1. Enter the child's first and last name.
2. Enter a valid email address, either the Student's personal email address or their parents' email. This email address will be used for password and username retrieval, as needed.
3. Enter a Parent Email, for communication regarding CatholicBrain.
4. Choose a unique username for the child.
5. Enter the School Code.
6. Create a unique password for login.
7. Confirm the password.
8. Enter a Student ID (optional, leave blank)
9. Select Grade (optional, leave blank)

ADMIN PARENT TEACHER/CATECHIST STUDENT

SIGN UP
Sign up below using the School Code provided to you by your teacher or catechist. Ask your teacher, catechist or parent for assistance.

First Name Last Name
Email Parent Email
Username School Code
Password Confirm Password
Student ID Pre K ▼

Register Now

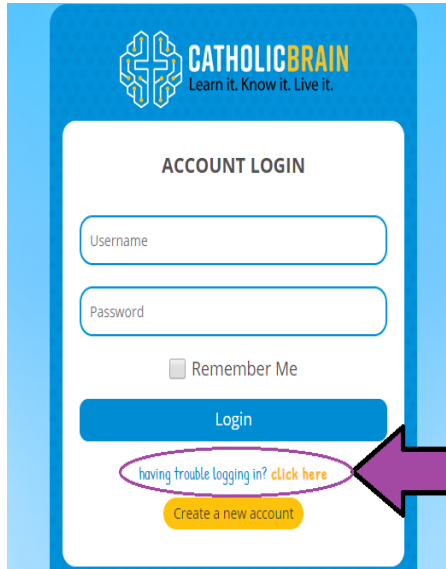
[already have an account? click here](#)

*** USERNAMES and PASSWORDS are Case-Sensitive**

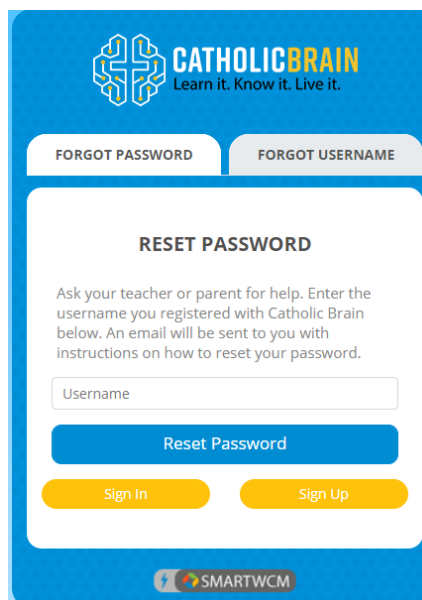
Note: Multiple Students may be registered to one Parent's email address

Logging In

Click on the “Log In” link and it will lead to a login page where Username and Password can be entered to login. Once your username and password have been entered, click “Login.”

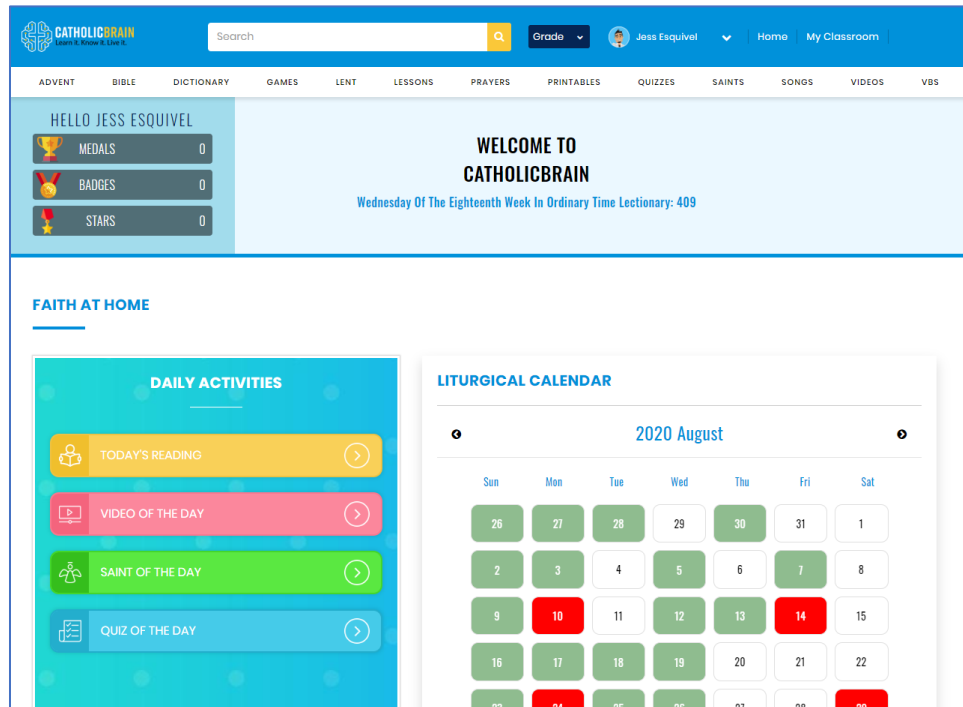


- If you have trouble logging in, click the “**having trouble logging in?**” link on the login page. This link will lead to a page that allows you to input your Username and receive an email with a link to create a new password. After creating a new password, you can log in using the newly created password. If you do not remember your Username, enter the email associated with your account. Once the email address has been verified in the system, you will receive an email with a list of usernames associated with that email.



Navigating the Student Portal

When you log in for the first time, you will land at the Student Portal Dashboard. The Student Portal is where all our CatholicBrain content is found.

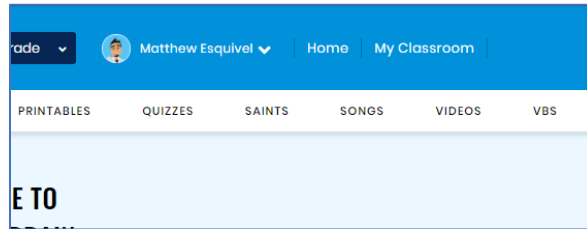


There are many activities users can do once they have registered on Catholicbrain.com such as:

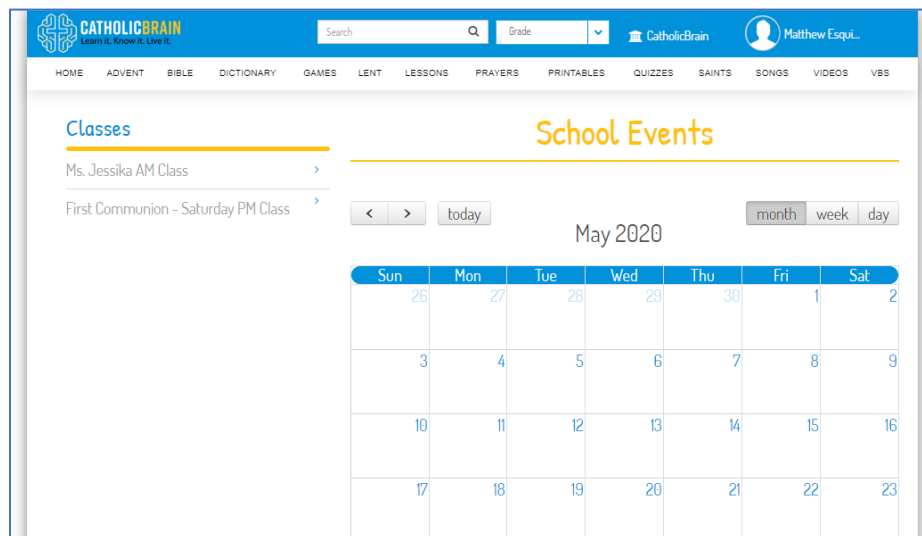
- ❖ **DAILY ACTIVITIES – Earning Stars, Badges and Medals**
 - Today's Readings – Liturgical readings adapted for Children
 - Video of the Day – Bible stories for Children
 - Saint of the Day – Features a Saint's Story and Video every day
 - Quiz of the Day – Tests the student's understanding of the Daily Readings
- ❖ **ACCESSING THE BIBLE ONLINE**
- ❖ **CATHOLIC DICTIONARY**
- ❖ **+100 INTERACTIVE GAMES**
 - Name Matching, Memory Match, Fill in the Blanks and Word Searches
- ❖ **LESSONS including our ADVENTURE CATECHISM and PILLARS OF THE FAITH Programs**
- ❖ **CATHOLIC PRAYERS**
- ❖ **+250 PRINTABLE COLORING PAGES & WORKSHEETS**
- ❖ **+3,000 QUIZZES**
- ❖ **+1,000 SAINTS DIRECTORY**
- ❖ **SONGS & VIDEOS including BROTHER FRANCIS and CCC of AMERICA**
- ❖ **SEASONAL CONTENT**
 - Lent, Advent, Summer VBS, First Communion and Confirmation Competitions and more!

MY CLASSROOM

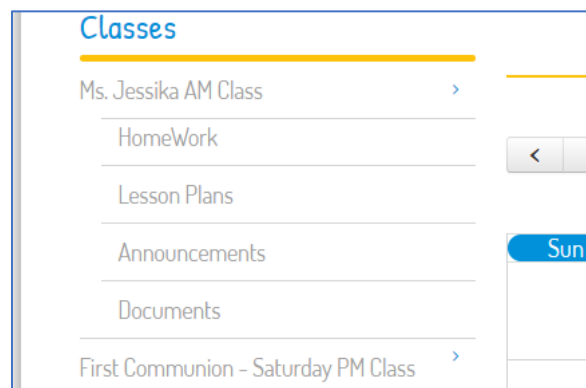
1. Once a Student has been assigned to a Classroom, he/she may click on **[My Classroom]** to view class assignments.



2. A calendar will be displayed. To the left, under the section titled **Classes**, select the Class you wish to view assignments for and click the arrow next to the class title.



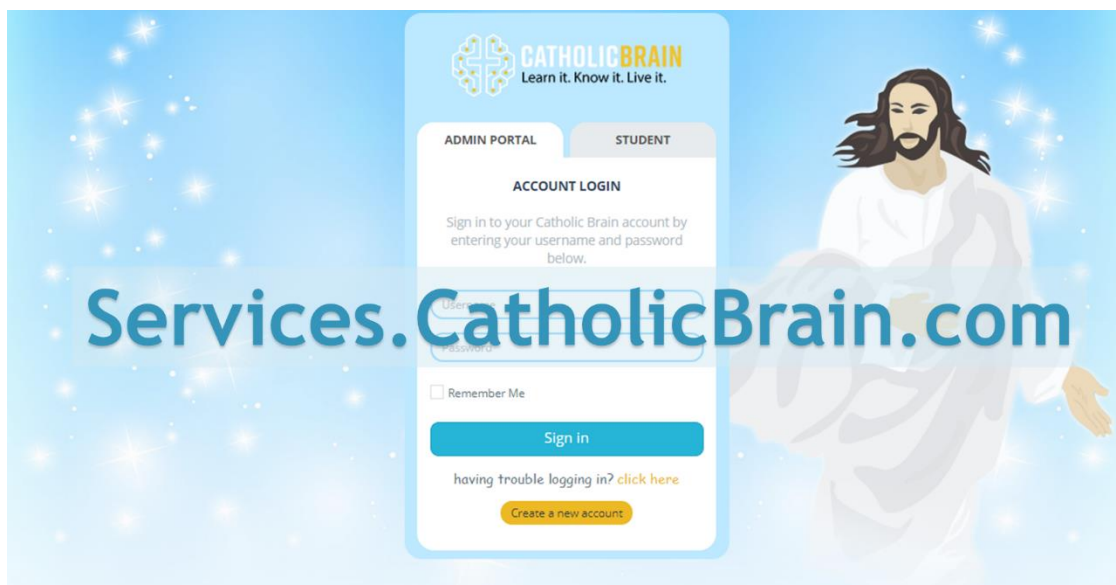
3. Click on Homework or Lesson Plans to view the Class Assignments. Class Announcements and Shared Documents can also be viewed from this page.



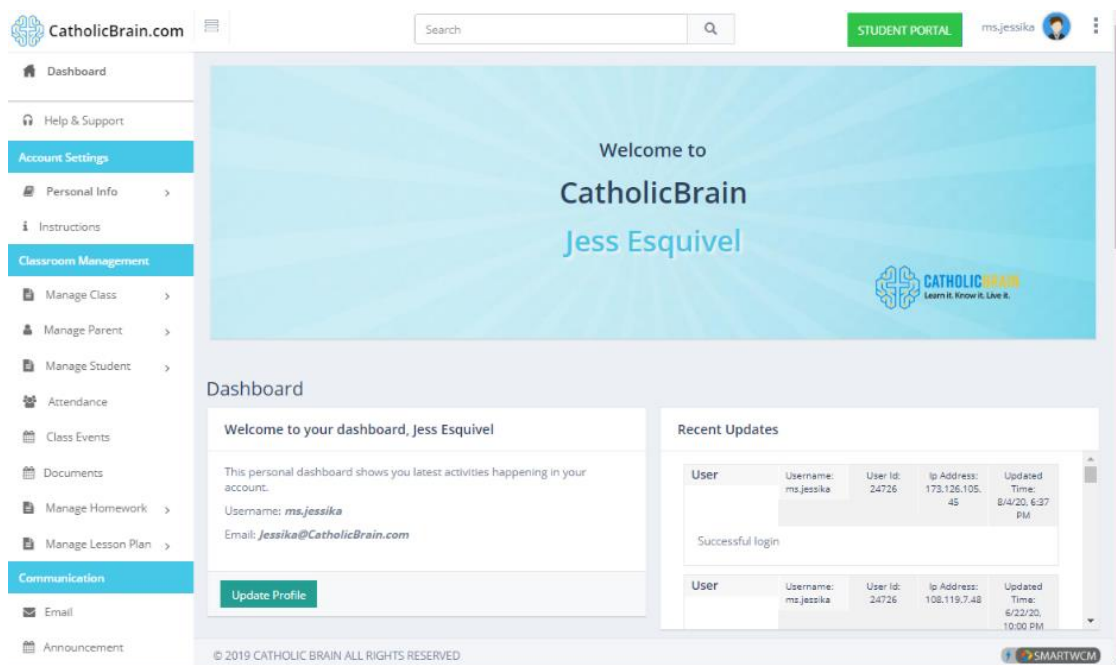
Navigating the ADMIN Portal

School and Parish Administrators, Principals, DREs, Teachers and Catechists can take advantage of the Admin features we offer on CatholicBrain by Setting up Classrooms to Assign Lessons and Homework, Communicate with Students, Take Attendance and Track Homework completion.

1. To access the ADMIN Portal, go to Services.CatholicBrain.com

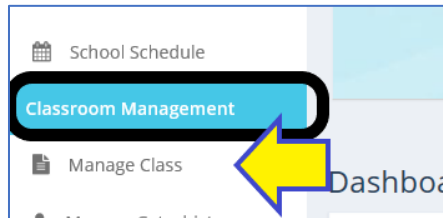


2. Once you have entered your Username and Password, click "Sign in". You will then be redirected to the ADMIN Portal Dashboard.



Creating a New Classroom

1. Under **Classroom Management**, click on Manage Class, then [Add Class].



2. Set a Title and Description for your Class, then click [Submit].

A screenshot of the 'Add Class' form. The form has a title 'Add Class' and a breadcrumb trail 'cbrain-class > cbrain-class > add-class'. It contains two input fields: 'Title' with the placeholder text 'Class Title' and 'Description' with the placeholder text 'Class Description'. A green 'Submit' button is located at the bottom right of the form.

3. Assign a Teacher (if needed) to the Class. *By default, the Teacher creating the Class will be automatically assigned to the Class.

A screenshot of the 'Manage Teacher' form. It shows a success message: 'Success! Class Saved Successfully.' Below this is the 'Add Teacher' section with four input fields: 'First Name', 'Last Name', 'Email', and 'Username'. The form also includes a breadcrumb trail 'cbrain-class > cbrain-class > add-teacher'.

4. Add or Import your Students into the Class.

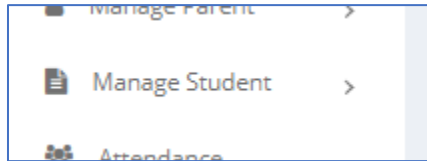
A screenshot of the 'Manage Students in Class' dialog box. It features a table with columns: 'Select', 'ID', 'First Name', 'Last Name', 'Username', and 'Email'. The table contains seven rows of student data. Below the table, there are buttons for 'Add', 'Import', and 'Export'. A pink arrow points to the 'Add' button. The dialog also shows a 'Current List of Students in Class' section with a message 'No data available in table'.

5. Click [SAVE]

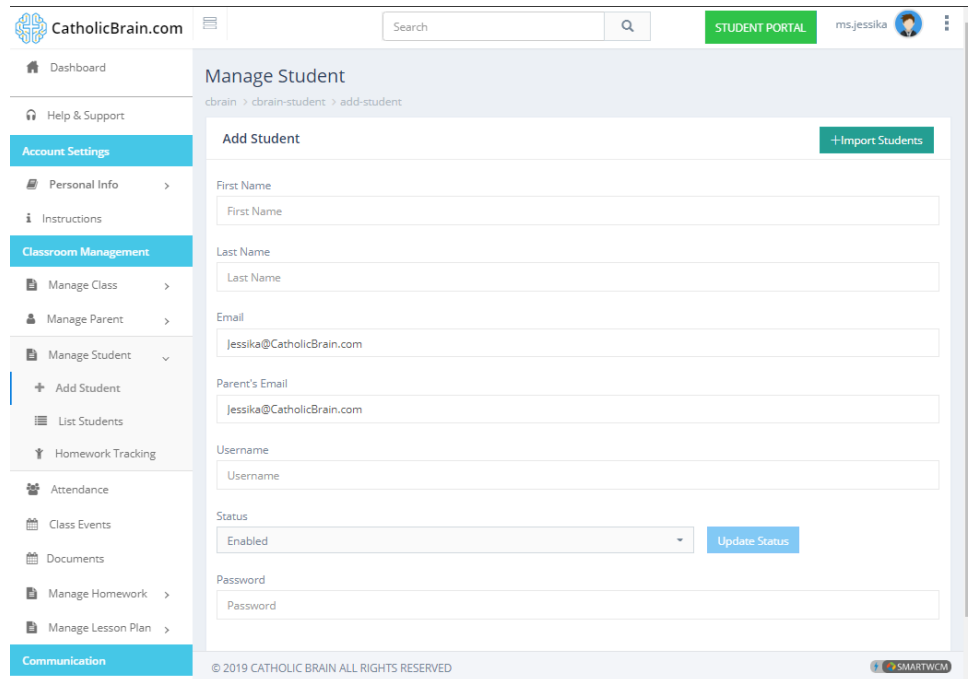
Adding/Importing Students

If Students will *not* be creating their own accounts using a School Code and instead you wish to create their accounts from within your Admin account, please do the following:

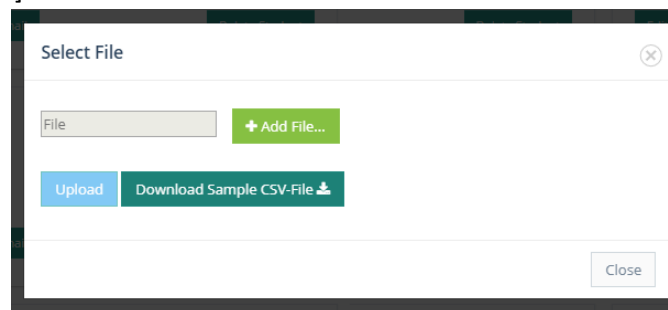
1. Under **Classroom Management**, click on Manage Student, then [**Add Student**].



2. To add students individually, fill in the form with the student's name, student email address and parent's email address, then create a unique username and password. Click [**Submit**] when finished.

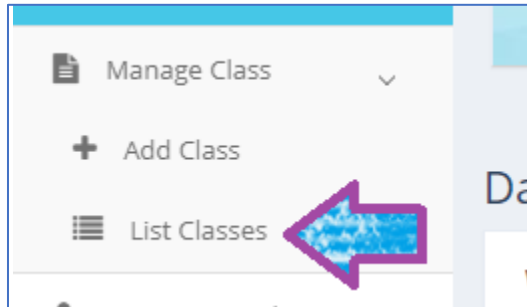
A screenshot of the 'Manage Student' form in the CatholicBrain.com admin interface. The form is titled 'Add Student' and includes fields for 'First Name', 'Last Name', 'Email', 'Parent's Email', 'Username', and 'Password'. There is a 'Status' dropdown menu set to 'Enabled' and an 'Update Status' button. A '+ Import Students' button is located in the top right corner of the form. The sidebar on the left shows the 'Classroom Management' menu with 'Add Student' selected.

To Import a List of your current students, use our [**+Import Students**] tool on the top-right corner. You will need to **Download our Sample CSV File** and fill in your Students information in the same format as the CSV sample. Once you have finished editing the CSV file, Add the File and click on [**Upload**].



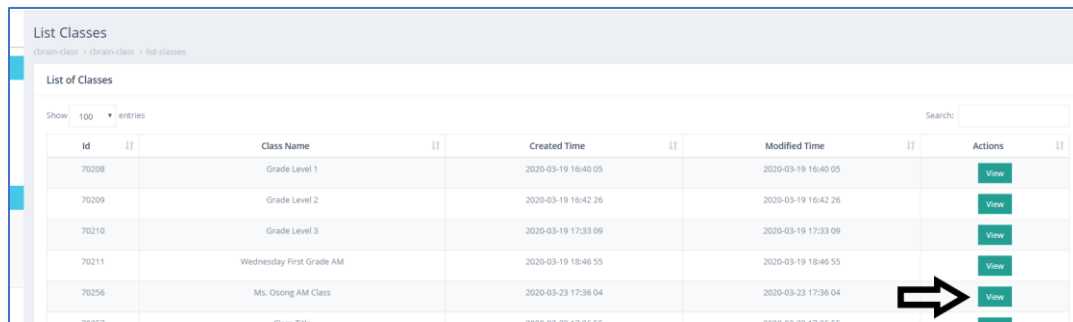
Viewing/Modifying Classes

1. To view a class or make changes to an existing class, click on Manage Class, then [List Classes]



2. Find the Class you wish to view and under Actions, click [View].

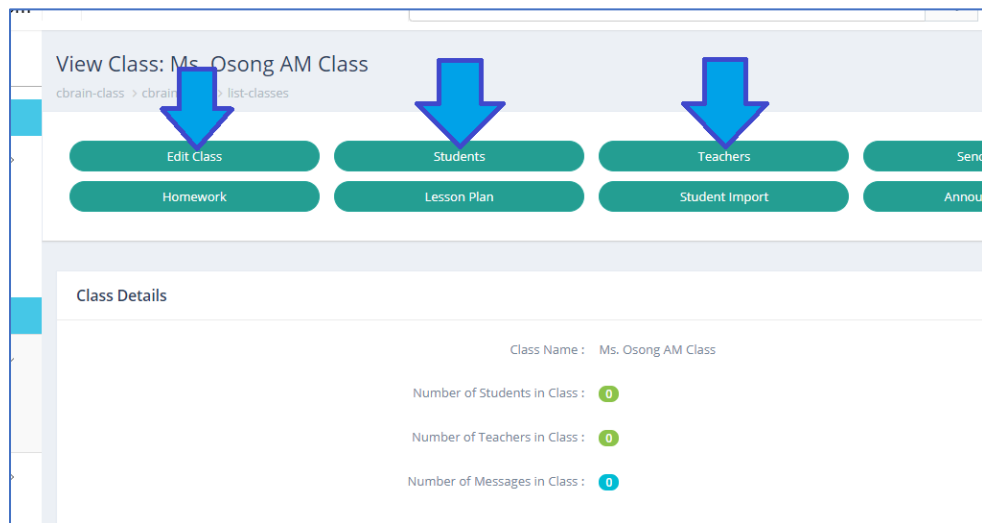
*You can also **Delete** classes you no longer need from the Actions menu.



The screenshot shows the 'List Classes' page. At the top, there's a breadcrumb trail: 'cbrain-class > cbrain-class > list-classes'. Below it, a 'List of Classes' section includes a 'Show' dropdown set to '100' and a search bar. A table lists classes with columns: Id, Class Name, Created Time, Modified Time, and Actions. The 'Actions' column contains 'View' buttons for each class. A red arrow points to the 'View' button for the class 'Ms. Osong AM Class'.

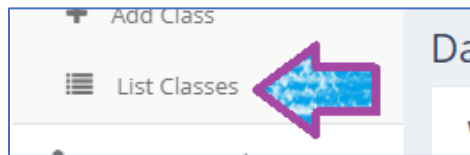
Id	Class Name	Created Time	Modified Time	Actions
70208	Grade Level 1	2020-03-19 16:40:05	2020-03-19 16:40:05	View
70209	Grade Level 2	2020-03-19 16:42:26	2020-03-19 16:42:26	View
70210	Grade Level 3	2020-03-19 17:33:09	2020-03-19 17:33:09	View
70211	Wednesday First Grade AM	2020-03-19 18:46:55	2020-03-19 18:46:55	View
70256	Ms. Osong AM Class	2020-03-23 17:36:04	2020-03-23 17:36:04	View

3. From the next page, you can change the Class Title, Add/Remove Students and Add/Remove Teachers using the tabs along the top.



Assigning Lessons and Homework

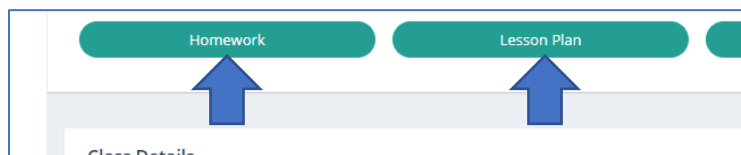
1. To assign a Lesson or Homework to an existing class, click on Manage Class, then **[List Classes]**



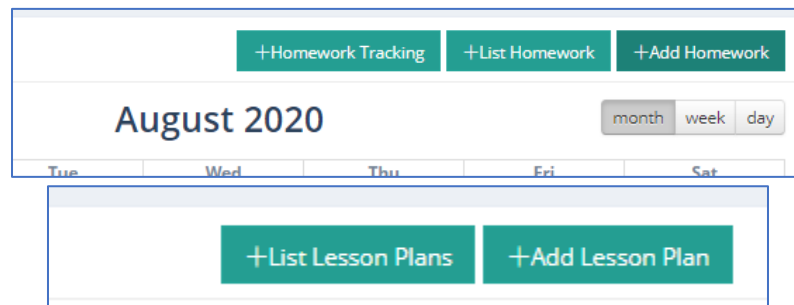
2. Find the Class you wish to create an assignment for and under Actions, click **[View]**.

	ID	Class Name	Created Time	Modified Time	Actions
	70555	Ms. Jessica AM Class	2020-04-15 18:15:52	2020-05-22 16:18:31	View Actions

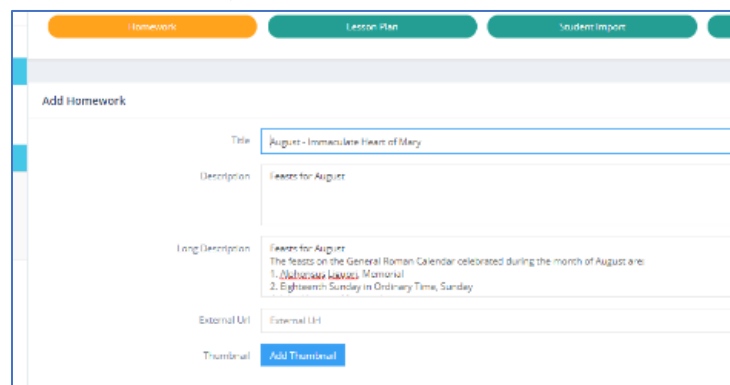
3. Click on Homework to create a Homework assignment or on Lesson Plan to assign a Lesson.



4. A calendar will be displayed. Click on **[+Add Homework]** or **[+Add Lesson Plan]**



5. Fill in the Title and Description of the assignment and any additional related information (External URL, PDF attachment, etc.)

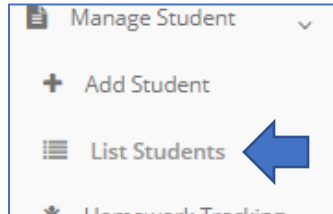


6. Click **[Save]** when you have finished creating the assignment.

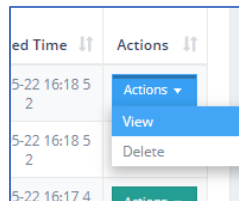
Tracking Student Progress

Student Progress can be tracked both in “Stars” earned for completing **Daily Activities** as well as per assignments the Student has completed through **My Classroom**.

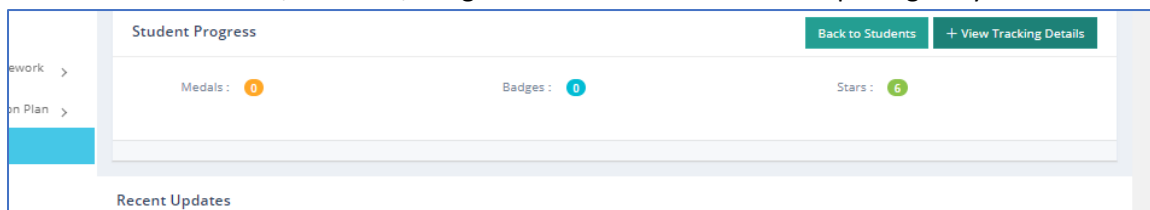
1. To view a Student’s Stars, click on Manage Student then **[List Students]**.



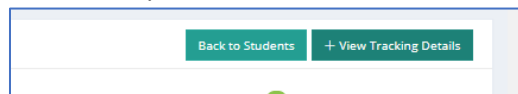
2. Locate the Student whose progress you want to track. Under Actions, click on **[View]**.



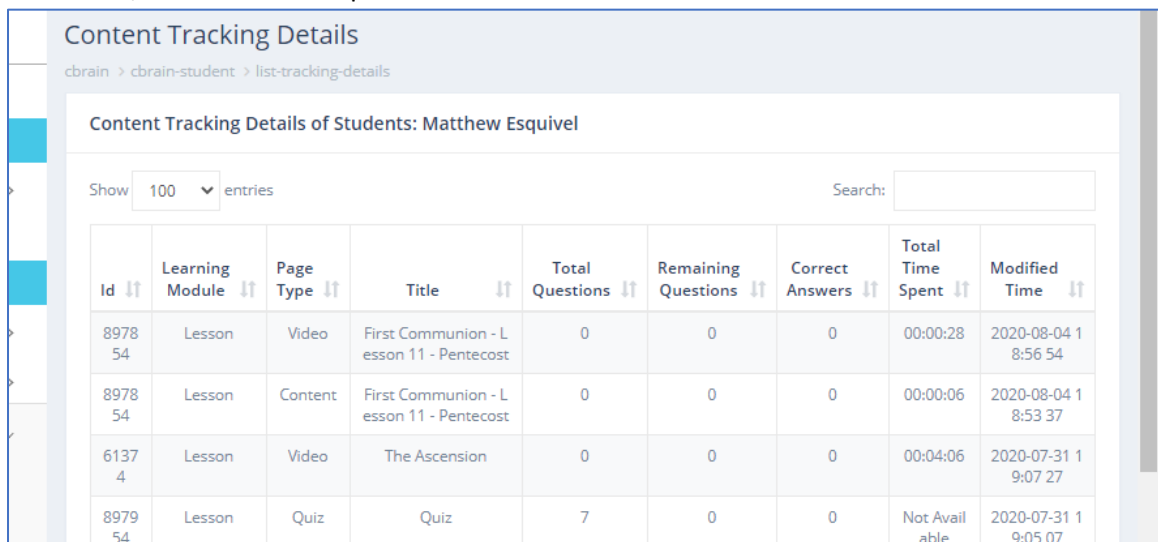
3. The Student’s basic account details will be displayed (Name, Username, Password, etc.) and below that information, the Stars, Badges and Medals earned for completing Daily Activities.



4. To view the Student’s homework completion, click on **[+View Tracking Details]**



5. A new window will open, detailing the time spent watching an assigned video, reading a specific lesson and/or the Student’s quiz results.

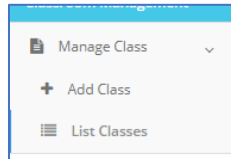


Id	Learning Module	Page Type	Title	Total Questions	Remaining Questions	Correct Answers	Total Time Spent	Modified Time
897854	Lesson	Video	First Communion - Lesson 11 - Pentecost	0	0	0	00:00:28	2020-08-04 18:56 54
897854	Lesson	Content	First Communion - Lesson 11 - Pentecost	0	0	0	00:00:06	2020-08-04 18:53 37
61374	Lesson	Video	The Ascension	0	0	0	00:04:06	2020-07-31 19:07 27
897954	Lesson	Quiz	Quiz	7	0	0	Not Available	2020-07-31 19:05 07

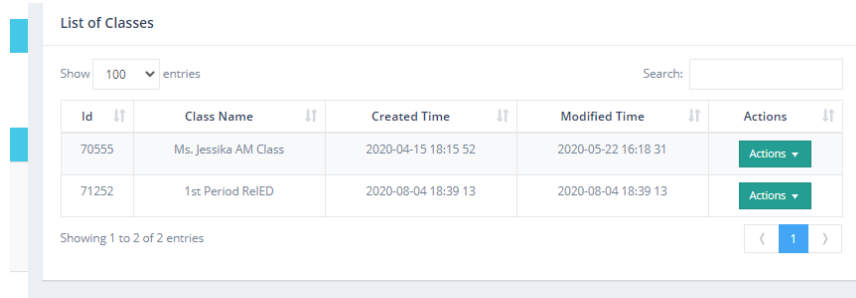
Taking Attendance

To take attendance:

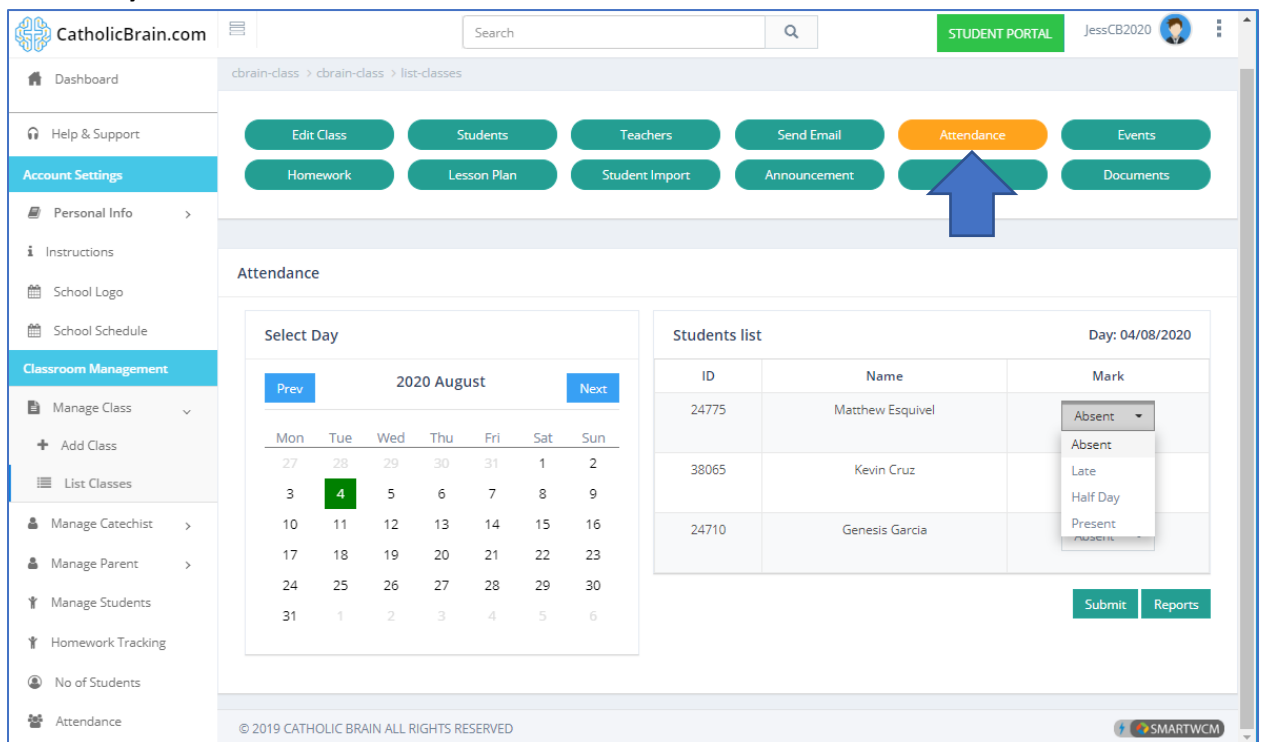
1. Click on Manage Class then **[List Classes]**.



2. Locate the class and under **Actions**, click on **[View]**. The Class details will be displayed.



3. Click on **[Attendance]**. A calendar will be displayed to the left and on the right, a list of the students in the class. Use the drop-down arrows to mark each student as **Absent**, **Present**, **Late** or **Half Day**.

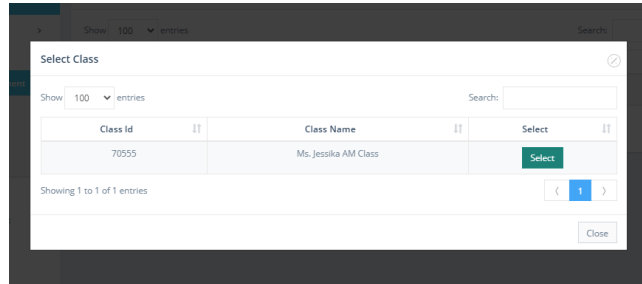
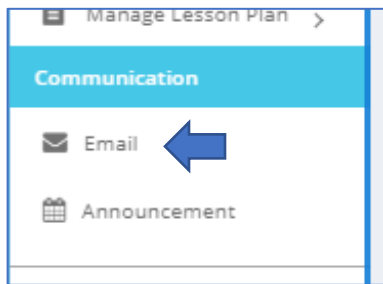


4. When you are finished taking attendance, click **[Submit]** to save the attendance.

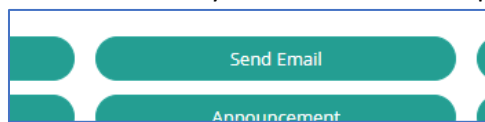
Sending Emails and Announcements

To send an email:

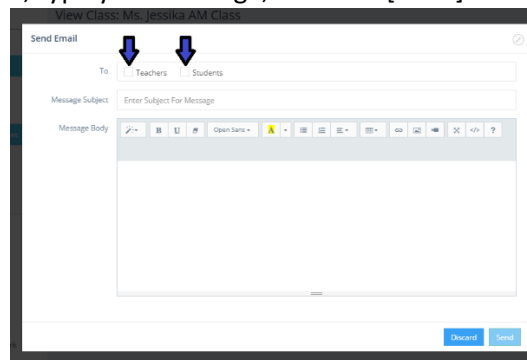
1. Under Communication, click on **[Email]**. You will then be prompted to select a Class.



* Alternatively, you can send an email directly from the **View Class** page.

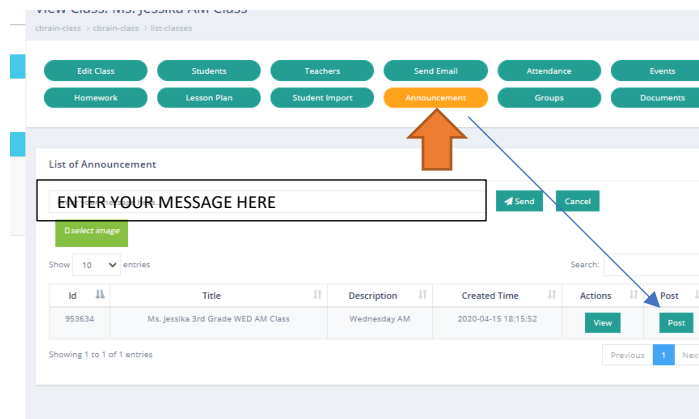


2. Next, select your recipients, type your message, and click **[Send]**.

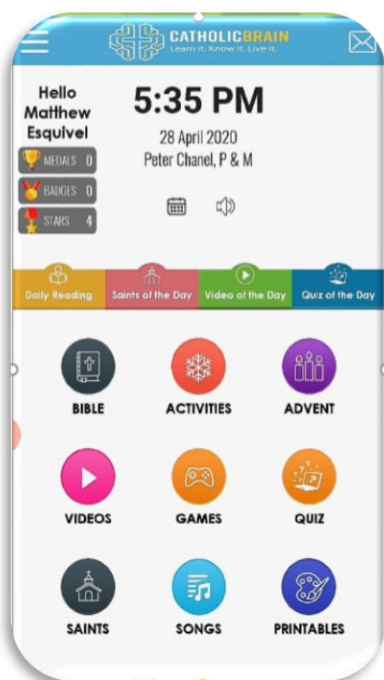


To send an announcement:

1. From the **View Class** page, click on **[Announcement]** then click on **[Post]**, type your message and click **[Send]**.

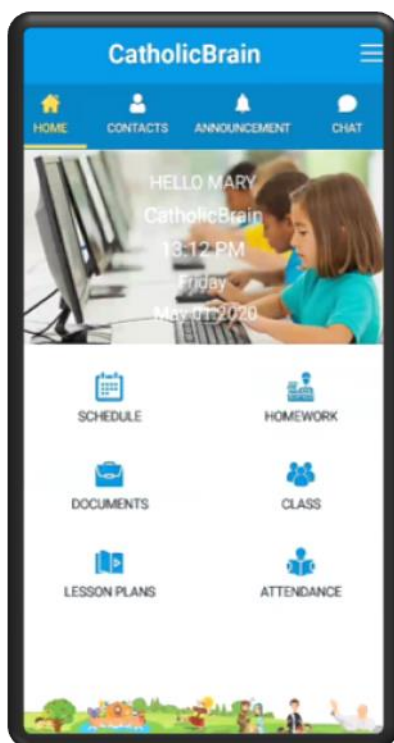


Mobile Apps



CatholicBrain App

All the content from our CatholicBrain Student Portal available in mobile format



CatholicBrain Connect App

Administrative and Messaging features

*Available for download on both ANDROID and APPLE Mobile Devices

CatholicBrain Help and Support

You have reached the end of the CatholicBrain.com
User Manual.

We hope you enjoy using our platform and we want you to
know we are constantly adding new content and features.

If you have any questions or if you would like to give us any
feedback or recommendations to make our website better,
the CatholicBrain Support Team is on hand to help if needed and
can be contacted by emailing support@catholicbrain.com or
by phone at **469-416-4942** or **469-214-4609**.

Thank you for using CatholicBrain and God bless you!

Saint Isidore of Seville, pray for us! 