

# ALIVE IN CHRIST



## Web User Guide

[aliveinchrist.osv.com](http://aliveinchrist.osv.com)



OSV

PARISH 1-8

Welcome to the **OSV** Family! We are happy that you have chosen the best Catholic curriculum on the market today. Everything you need to plan and lead a session is available in your **Catechist Edition**. For those who prefer to work online or would like additional resources, **OSV** provides a wealth of digital tools and resources at the click of a mouse. This handy guide outlines what is available online and provides step-by-step instructions on how to access each valuable tool.

## Online Training

Catechists and volunteers have told us that *Alive in Christ* is very easy-to-use and they love all the online resources available to them. If you are feeling you could use help, start with the free online training. You will gain confidence, as you quickly understand how easy it is to plan and teach a lesson whether you are using your **Catechist / Leader Guide Edition** or the online lesson planning tools. Informative and inspiring sessions are available on [aliveinchrist.osv.com/training](http://aliveinchrist.osv.com/training). Each session focuses on a different topic that will help both catechists and leaders as they respond to God's call to share the treasure of our Catholic faith with children.





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## TECHNICAL SUPPORT

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- Email: [tscreligion@osv.com](mailto:tscreligion@osv.com)
- Phone: 877.812.1506

## CUSTOMER SERVICE

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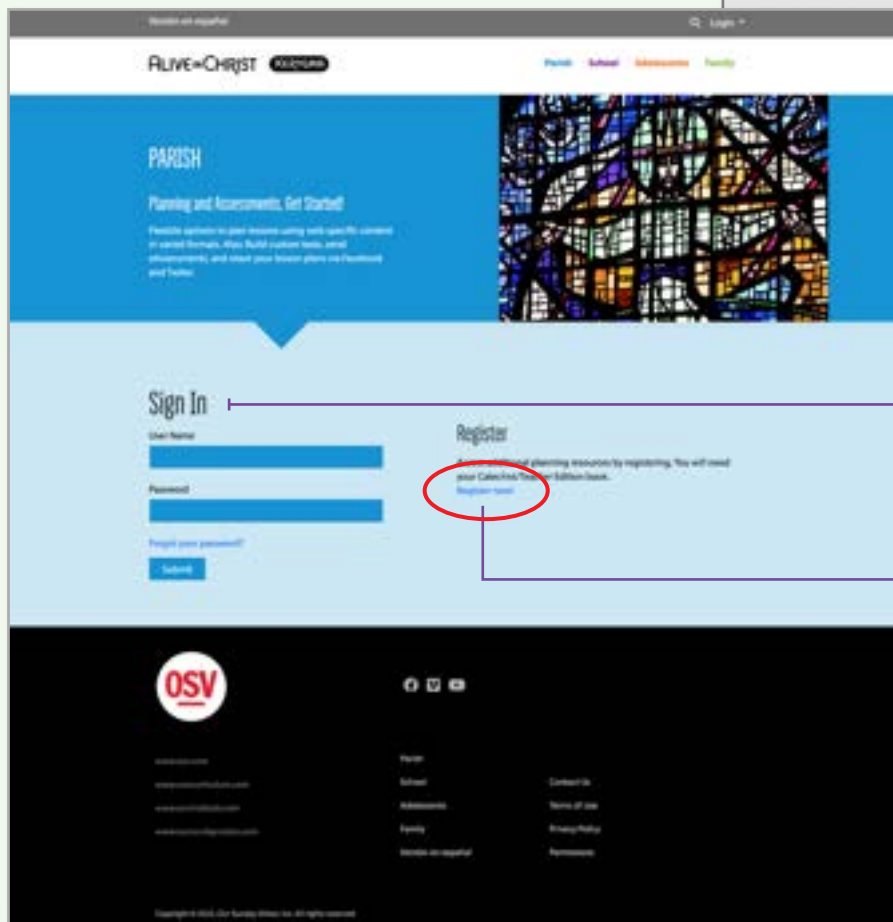
- Phone: 800.348.2440
- Fax: 800.498.6709
- Email: [customerservice@osv.com](mailto:customerservice@osv.com)



The **LESSON PLANNING** section of **aliveinchrist.osv.com** is password-protected. You will need to register if you are accessing **LESSON PLANNING** for the first time. Once registered, you will gain immediate access to all of the secure areas of the website.

Go to **aliveinchrist.osv.com**.

Depending on which curriculum program you're using, click on the **PARISH** or **ADOLESCENTS** tab at the very top of the home page. The horizontal **drop-down** menu allows you to choose from several options.



• **Sign in** with your **user name** and **password**. If you have not created a password yet, you will need to register. See instructions below to register.

• To register, click **Register now!**



Enter the **ISBN** (International Standard Book Number) from the back of your **Catechist Edition** or **Leader Guide** without spaces or hyphens. You will find this number above the bar code in the lower right corner.

ALIVE=CHRIST KERYGMA

Parish School Adult

Register

To register, please provide the ISBN Number of your Catechist/Teacher Edition.

Catechist/Teacher Edition ISBN (no dashes or spaces)

Continue

OSV



ISBN: 978-1-63966-826-7  
Item Number: CU7102  
90000  
9 781639 668267

Click **Continue**.

A **Registration** screen will appear that asks you to provide information to create your account.

Enter the **first word** from the page in your Catechist/Leader Guide Edition as instructed on the screen.

Enter your **email, first and last name, your desired user name and password, confirm password, state**, and agree to the **terms of service** by checking the box.

**Best Practice:** Write your **user name** and **password** on the inside cover of your **Catechist / Leader Guide Edition**.

ALIVE=CHRIST KERYGMA

Parish School Adult

Register

To register, please provide the ISBN Number of your Catechist/Teacher Edition.

Provide the information below to create your account.

first word on Page 70

Email

First Name

Last Name

Username

Password

Confirm Password

State:  State:

☐ I agree to the terms of service

Submit

Click **Submit**.

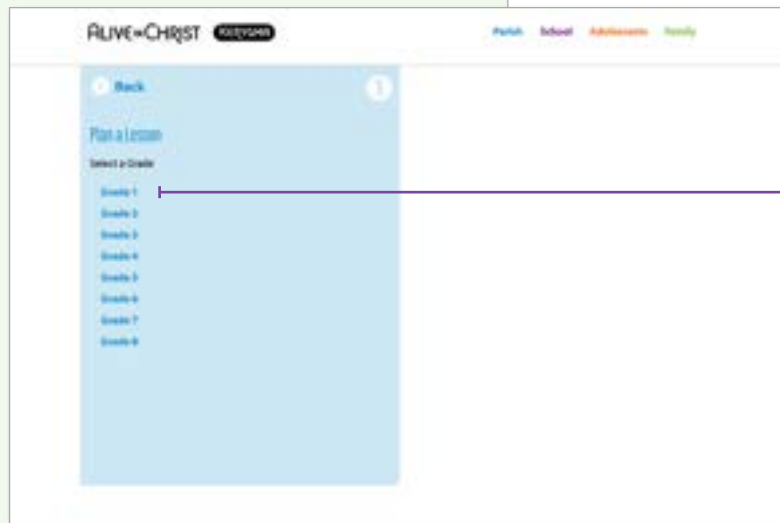
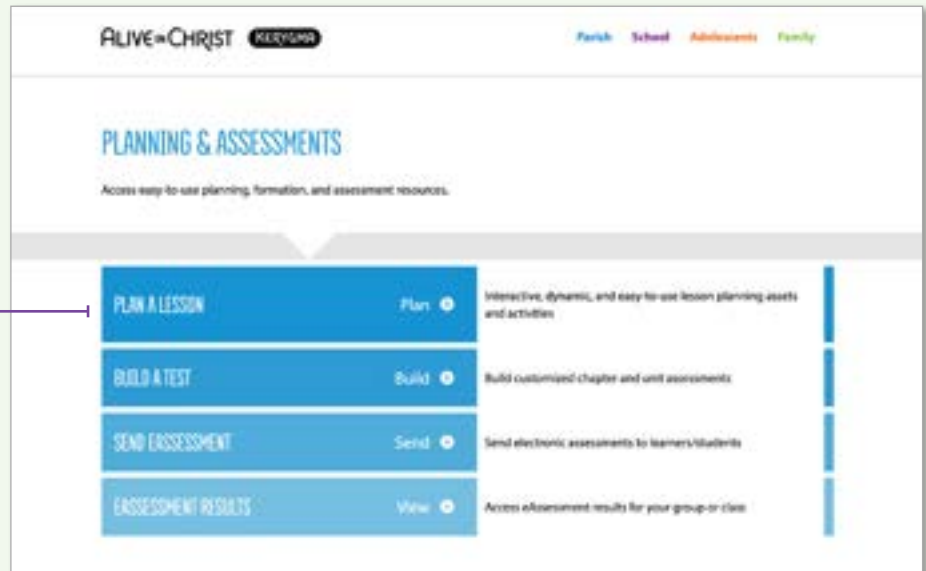
You now have access to the entire website.



From the **LESSON PLANNING** section of the website, you can **Plan a Lesson**, **Build a Test**, **Send eAssessments** or access **eAssessment Results**.

When you select **LESSON PLANNING** after clicking on the **PARISH** or **ADOLESCENTS** tab at the top of the screen, you are taken to the lesson planning section.

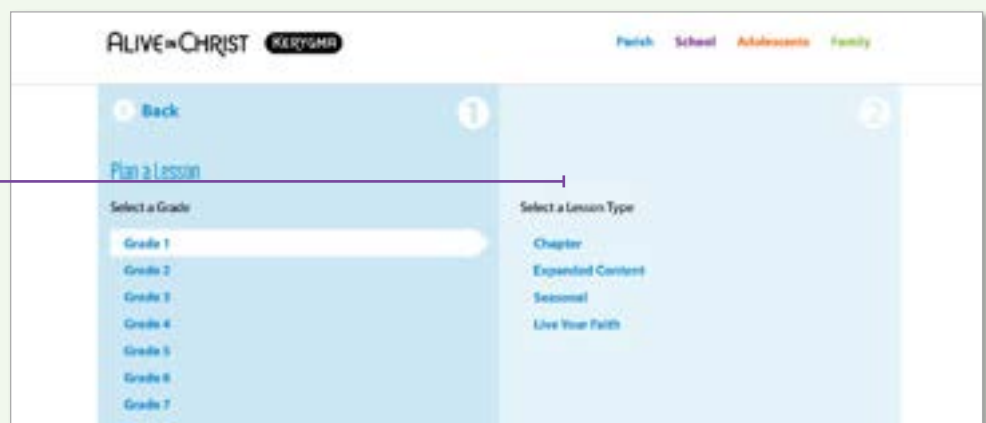
Click **Plan a Lesson**.



Select a Grade.

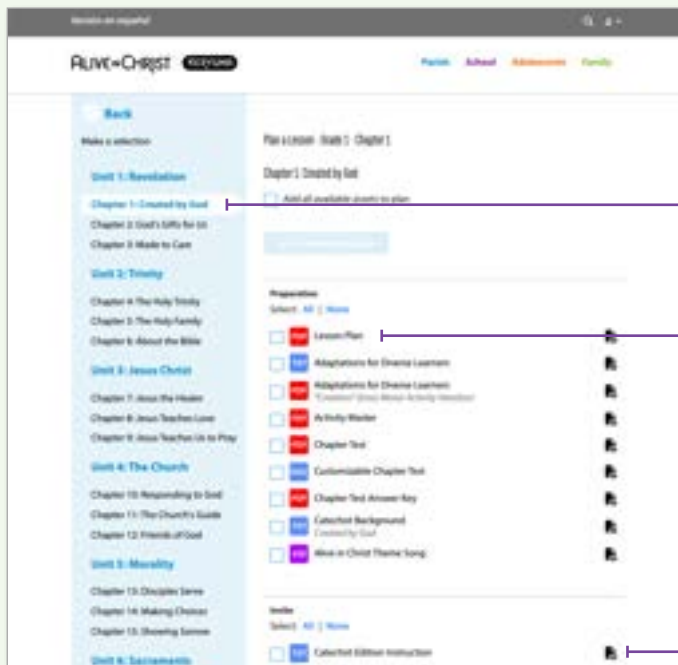
**Note:** The planning process is organized and structured in the same way for each grade.

Select the **type of lesson** you would like to plan.



**Note:** Once you understand how to navigate the lesson planning process for a core **Chapter** lesson, you will understand the process for the **Expanded Content**, **Seasonal**, and **Live Your Faith** lessons because they are organized in the same way.

Once you select your lesson type, you are presented with the **Prepare a Lesson Plan** screen.



Once you select the **chapter or course** you would like to plan from the column on the left, the column on the right shows all of the planning materials for that chapter.

**Customize** your selections by checking the box to the left of each item you want to include. If you want to use all of the items, choose **select all**.

**Note:** Adaptations for diverse learners are provided for every activity in every chapter, by page number and activity title.

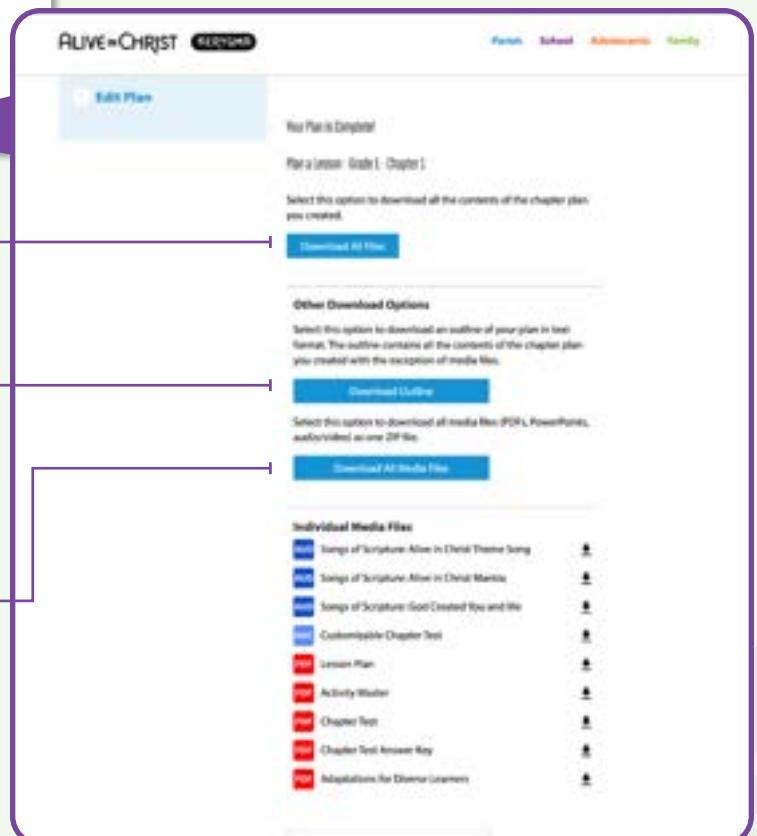
You can preview each item prior to selecting it by clicking on the **Preview icon**.



After selecting all of the items you would like, click **Go to Download Queue**.

You have three choices:

1. **Download All Files:** Select this option to download all of the contents in the chapter plan you created.
2. **Download Outline:** Select this option to download an outline of your plan in text format.
3. **Download Media Files:** Select this option to download media files (PDFs, PowerPoint Presentations, audio/video) as one ZIP file.

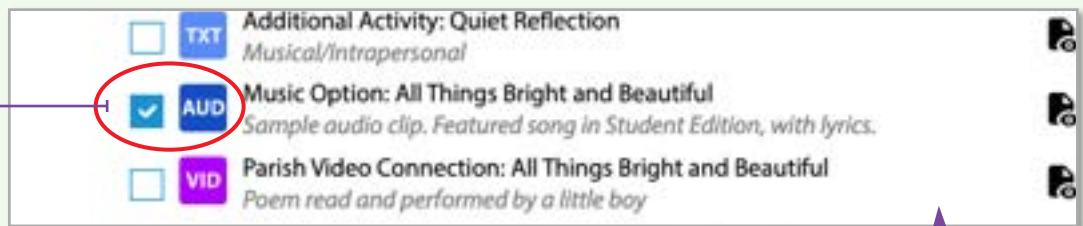


**Note:** Once clicked, you will get a window that tells you all of the files will be downloaded to your computer as a compressed "ZIP" file. Once downloaded, you can open the folder and see all of the files you selected in the previous step.

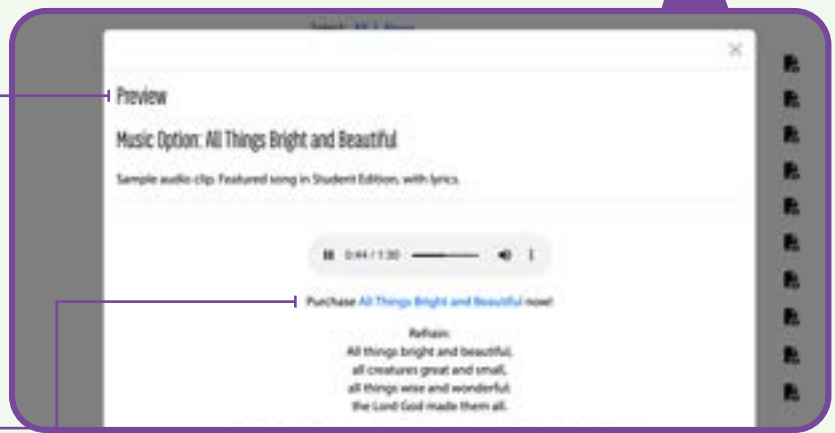


On the **Plan a Lesson Plan** screen there is music available for purchase through **ocp.org**, **orderosv.com**, and other music download and streaming platforms.

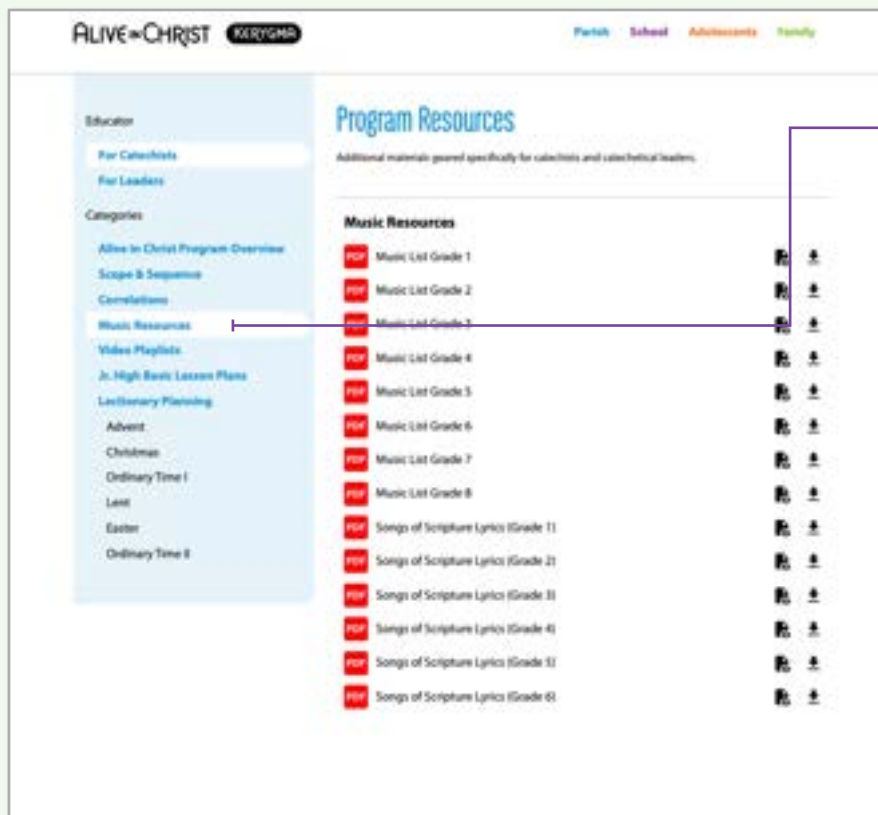
The **Music Icon** indicates there is a song available for purchase. The name of the song is indicated to the right of the icon.



When you **Preview** one of the **Music Options**, you can hear a sample of the song.



To purchase the song, click the link in the preview pane to go to **ocp.org**, **orderosv.com** or other download or streaming platforms as indicated.



You can also identify music options by grade level in the Program Resources section. Click on **Music Resources** to download grade level song lists that include all music options per grade, with links to purchase.

**Note:** When you preview any song from John Burland's *Alive in Christ, Songs of Scripture* collection, you will hear a sample of the song, see the full lyrics, and have the opportunity to purchase the entire collection for grades 1-3 or grades 4-6 from **orderosv.com**. Click the link in the preview pane.

**Note:** The *Songs of Scripture* and *Alive in Christ Unit Theme Song* printable lyrics for each grade are located in the Program Resources section. Click on Music Resources and scroll down to the bottom of the list.



To access the test building section, click the link that says **Build a Custom Test** at the bottom of the **Download Queue** page (see bottom of page 7), or access it from the main **Lesson Planning** page by clicking **Build a Test** after the **Plan a Lesson** button (see page 6).

You can create a **customized test** using four different question types: Multiple Choice, Matching, Long Answer, and Fill in the Blanks.

**Choose question types.**  
Click inside the box to place a check mark in the selection box to the left of the questions you would like to include.

Click the arrow to **add selected questions**.

The **Preview Test** button allows you to preview the test prior to printing.

At the top of the list, you will see the total number of questions in the test.

You can remove a question by checking the box to the left of the question you would like removed, and then click **remove selected** above the questions.

To view the whole question, click the **expand icon** on the right side of the box.

**Note:** The different question types are color-coded so you can see how many questions of each type you have added.

The **Print** button is located in the upper right corner of the preview screen.

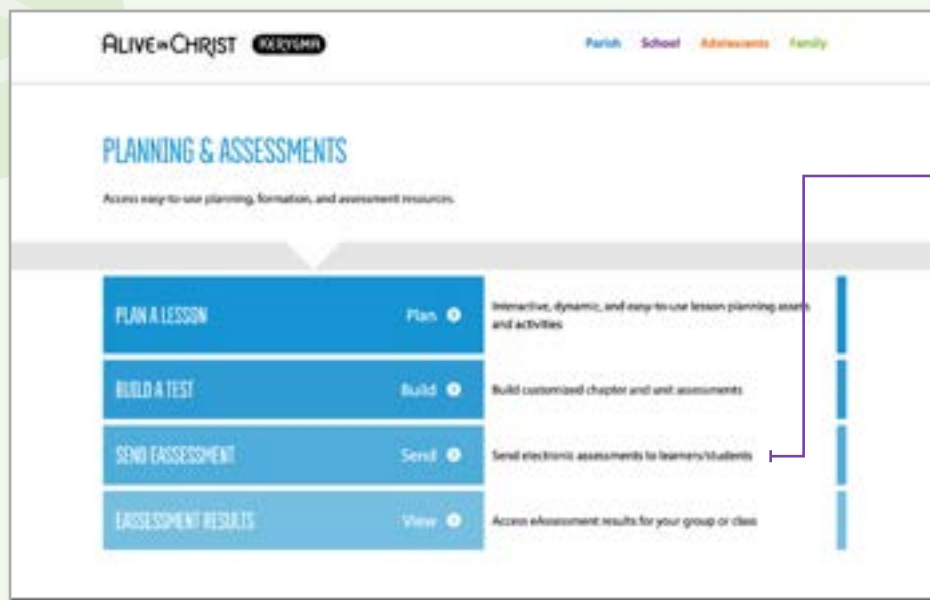
**Note:** A separate answer key is included.

The screenshot shows the 'Build a Custom Test' interface. At the top, there's a navigation bar with 'Home', 'School', 'Assessments', and 'Family'. Below it, a 'Back' button and a link to 'Build a Test (Grade 1 / Unit 1 / Chapter 1)'. The main section is titled 'Browse and Select' and features a grid of question types: Multiple Choice (red), Matching (yellow), Long Answer (green), and Fill in the Blanks (blue). A 'Add Selected' button is prominently displayed. Below the grid, a list of questions is shown, each with a selection box on the left and an expand icon on the right. A 'Preview Test' button is located at the top right of the question list. A callout box highlights the 'Add Selected' button and the 'Preview Test' button. Another callout box points to the selection boxes and the expand icons. A third callout box points to the 'Print' button in the top right corner of the preview screen.

The screenshot shows the 'Test Preview' interface. At the top, there's a navigation bar with 'Home', 'School', 'Assessments', and 'Family'. Below it, a 'Back' button and a link to 'Build a Test (Grade 1 / Unit 1 / Chapter 1)'. The main section is titled 'Test Preview' and features a 'Download Queue' button, a 'Print' button, and a 'Download' button. Below these buttons, a form is shown with fields for 'Title: Grade 1 - Unit 1 Chapter 1', 'Student Name:', 'Class:', and 'Date:'. The test questions are listed below the form, each with a selection box on the left and an expand icon on the right. A callout box points to the 'Print' button in the top right corner of the preview screen.



You can send an **Electronic Assessment** to one student or the entire class that will be returned directly to you via email, **already corrected**.

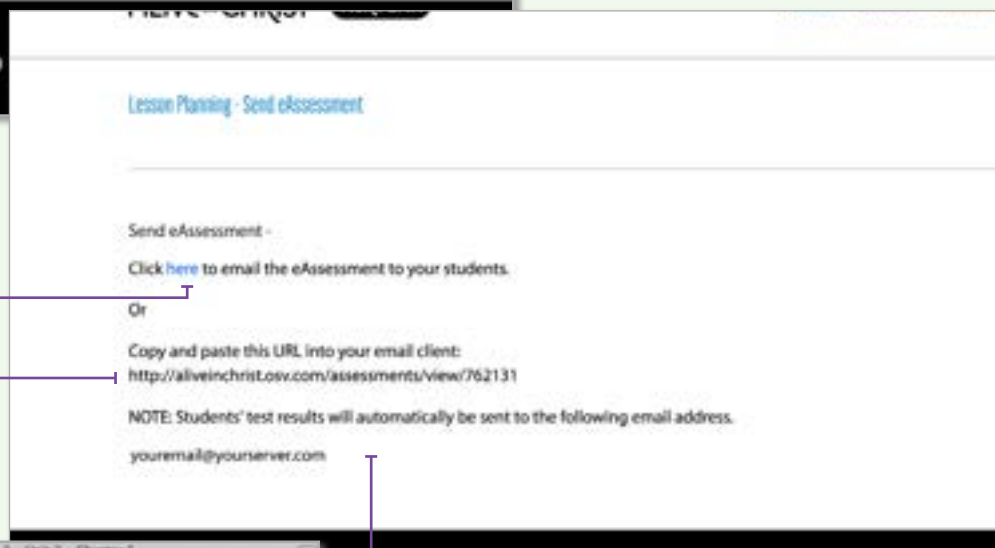


To send an **eAssessment**, select the third button on the main **LESSON PLANNING** page.

Then select the **grade**, **unit**, and **chapter** you would like the eAssessment to cover—just like you did for **planning a lesson**.

On the **Send eAssessment** screen, click the test link to email the **eAssessment** to your learners.

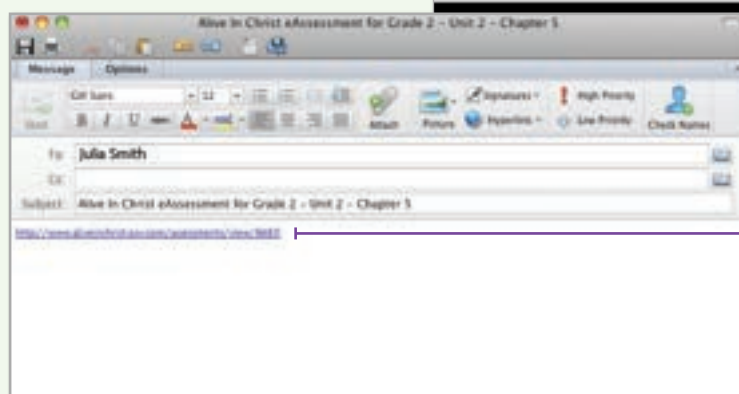
**Note:** The URL should automatically copy into the body of an email from you. You can also copy the URL on the screen and paste it into your email client.



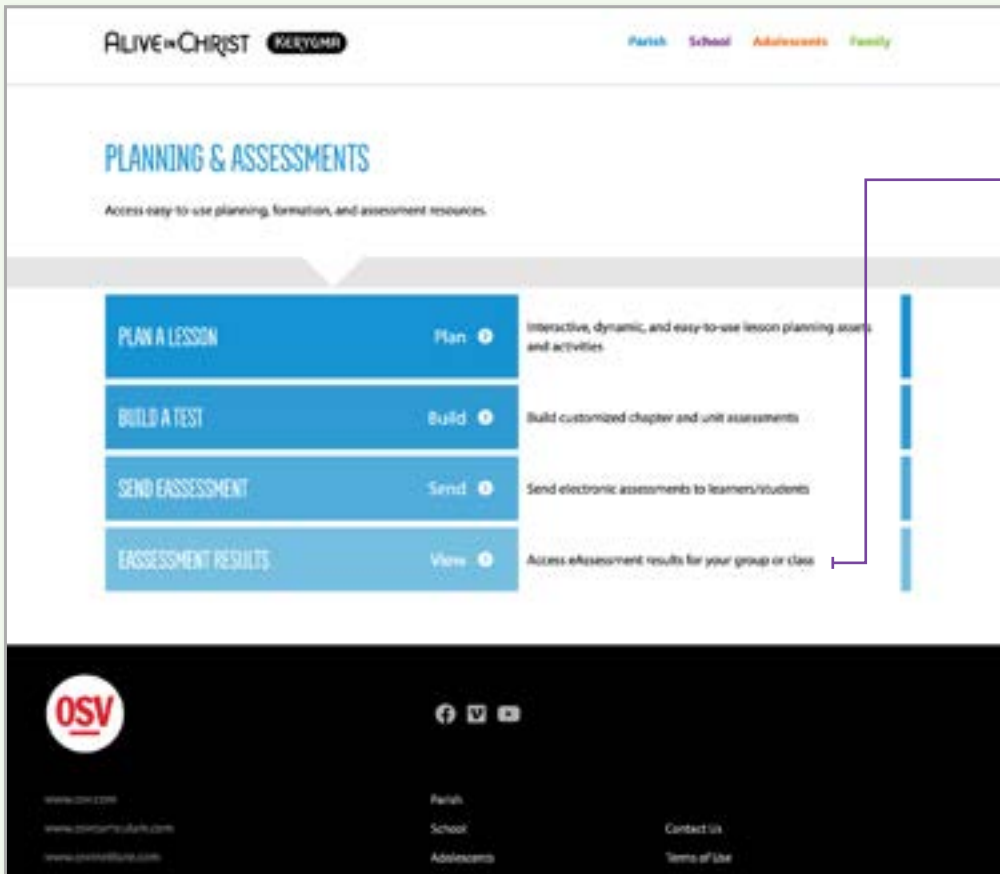
Learners' test results will automatically be sent to your email address.

Make sure the URL is in the body of an email and then send it to the learners, or the entire class.

You will receive an email with the results and the time and date the test was submitted.



**Note:** You can include a note with instructions in the email message to click on the link to complete the eAssessment. When the learner receives the email, they click on the link and complete the eAssessment. At the end of the eAssessment, the learner will see a page that lets them know the test answers were automatically sent back to you.

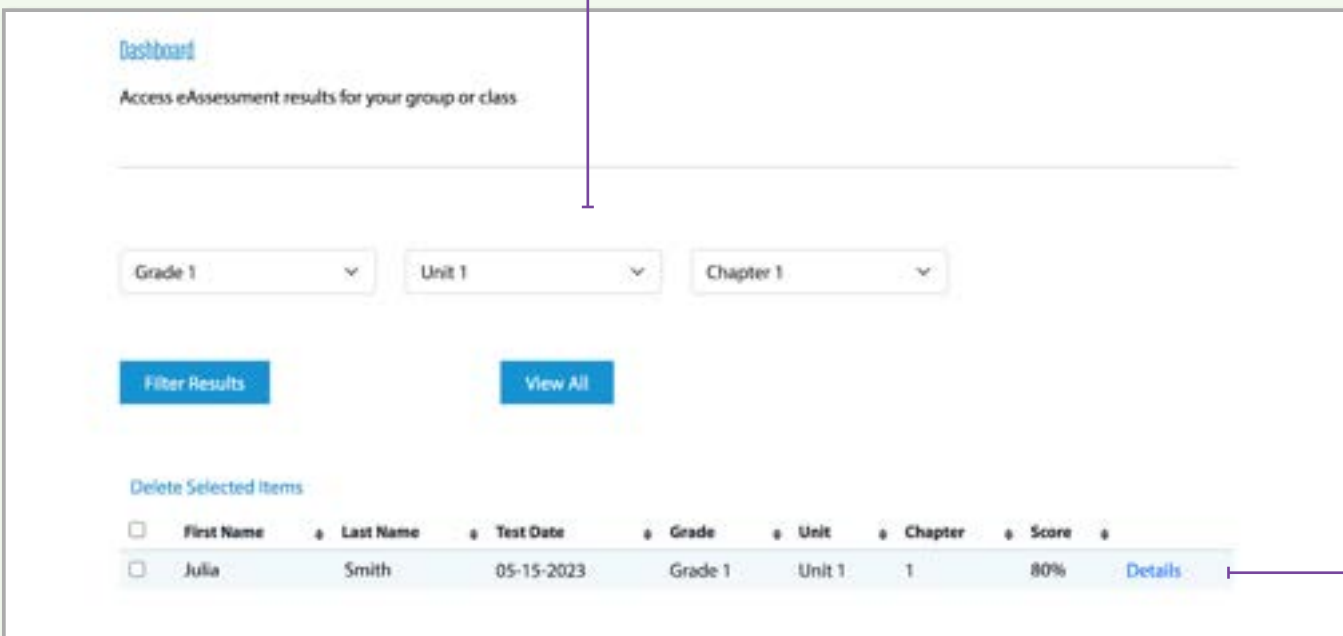


Another way to check your learners' scores is with the **eAssessment Results** option.

**Note:** It's the fourth button on the main **LESSON PLANNING** page.

This option includes a **dashboard** where eAssessment results for all your learners are stored. The dashboard allows you to filter and sort results by various criteria.

You can also see the details of an individual eAssessment by clicking the **Details** link.

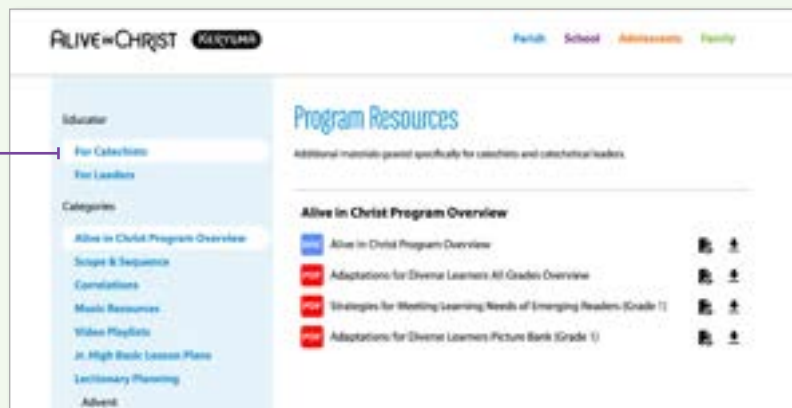




The **For Catechists** tab in **PROGRAM RESOURCES** contains resources specially created for **Catechists** and **Volunteers**.

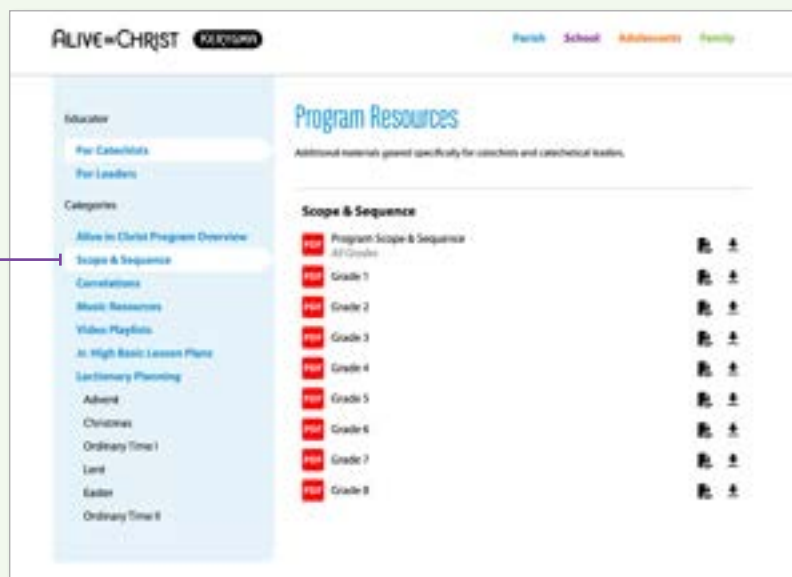
### For Catechists

Includes a Program Overview with Adaptations for Diverse Learners, Scope & Sequence, Correlations, Jr. High Basic Lesson Plans, Music Resources, and Lectionary Planning.



### Scope & Sequence

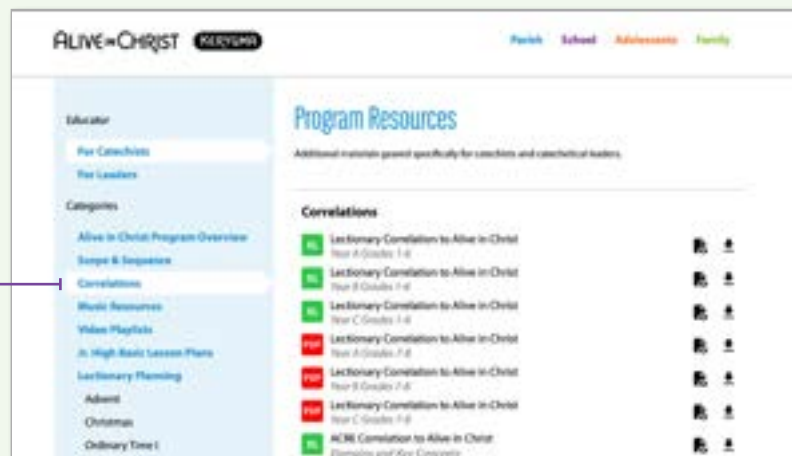
When you select **Scope & Sequence**, you are presented with the option to either preview or download the **Alive in Christ** Scope & Sequence for all grades or an individual grade.



### Correlations

Access a variety of **program correlations** that may be helpful as you plan a lesson.

- Correlations to the **Lectionary** for each year's cycle.
- Correlations for each grade in **Alive in Christ** that show how the **Tasks of Catechesis**, as outlined in the *Directory for Catechesis*, are integrated throughout each lesson.
- Correlations that show which chapter of **Alive in Christ** relates to each specific **Catholic Social Teaching**.
- Correlations that show how **Alive in Christ's People of Faith** are connected to each chapter across all grades.
- Correlations that show which chapters of **Alive in Christ** connect to the **Encounter with Christ** and **Call to Celebrate** sacrament preparation programs.

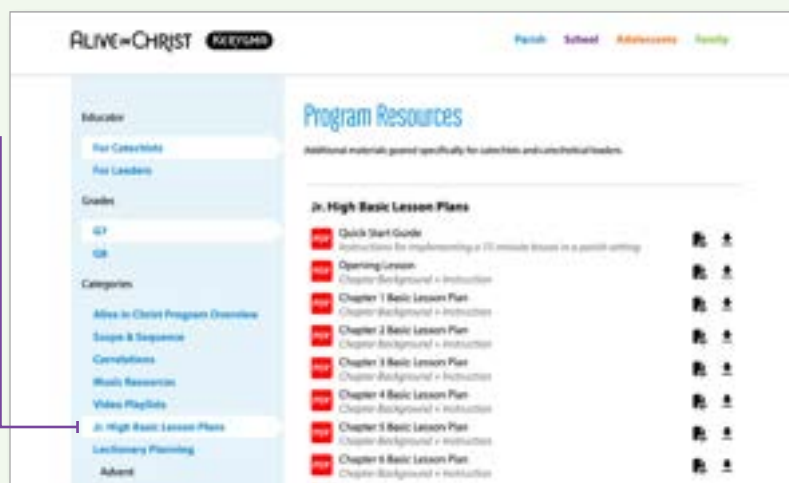




### Jr. High Basic Lesson Plans

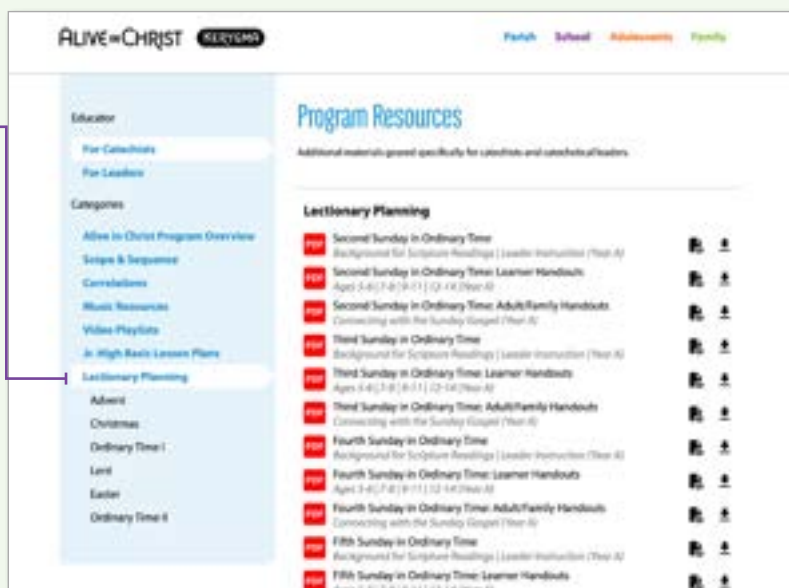
If you are using the grade 7 & 8 textbooks download a **Basic Lesson Plan** for a parish session of *Alive in Christ* Grades 7 and 8 textbook. This contains the essential lesson planning elements (by chapter) in one simple document.

These **Basic Lesson Plans** can also be found in the **Lesson Planning** under Preparation.



### Lectionary Planning

The **Lectionary Planning** section contains resources for connecting with the Sunday Readings. Click on the season to see the **Scripture backgrounds** and **learner handouts**.



**Note:** The **learner handouts** are modeled after a three-step process of Listening, Loving, and Living the Word of God. Learners may use these in class or take them home for family connectedness to the Sunday Scriptures. You can preview and download the **background** and **learner handouts** for each Sunday of Advent.





The **For Leaders** tab in **PROGRAM RESOURCES** contains resources specially created for **Administrators** and **Directors**.

### For Leaders

Includes a **Program Overview** with **Adaptations for Diverse Learners**, **Scope & Sequence**, **Correlations**, **Music Resources**, **Jr. High Basic Lesson Plans**, **Family & Faith Sessions**, **Summer Program Model**, **Family & Faith Pages**, and **Grade-Level Activity Masters** and **Grade-Level Chapter Tests**.

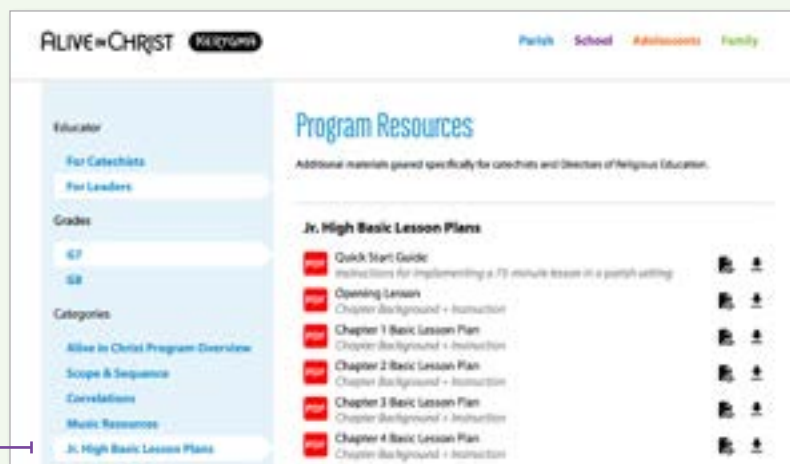


### Jr. High Basic Lesson Plans

If you are using the grade 7 & 8 textbooks download a **Basic Lesson Plan** for a parish session of **Alive in Christ** for Grades 7 and 8 that contains the essential lesson planning elements (by chapter) in one simple document.

These **Basic Lesson Plans** can also be found in the **Lesson Planning** under Preparation.

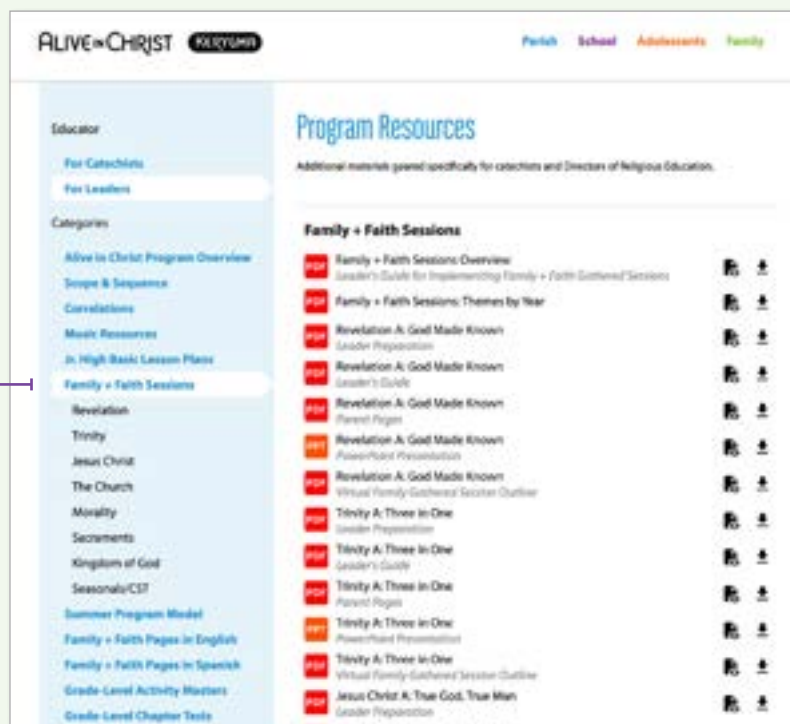
**Note:** If you are using the **Faith Guidebooks**, go to the **Adolescents** tab.



### Family + Faith Sessions

5 **Family Gathered Sessions** are available for unit themes, Church year feasts and seasons, and Live Your Faith/Catholic Social Teaching.

**Note:** The **Family + Faith Sessions** are intended to be used in conjunction with **Alive in Christ** chapters. Children gather in their age-specific settings and parents gather for adult formation during the **Invite** and **Discover Step** of the process. Options are provided for bringing together the children and adults for the **Live Step** and conclusion/sending forth.





## Summer Program Model

A two-week **summer intensive program** includes a guide for program directors, a suggested lesson plan for each grade that covers a unit in a three-hour period, information on Saints, Scripture reflection, family connections, kid-friendly music, interactive activities, craft ideas, and more.

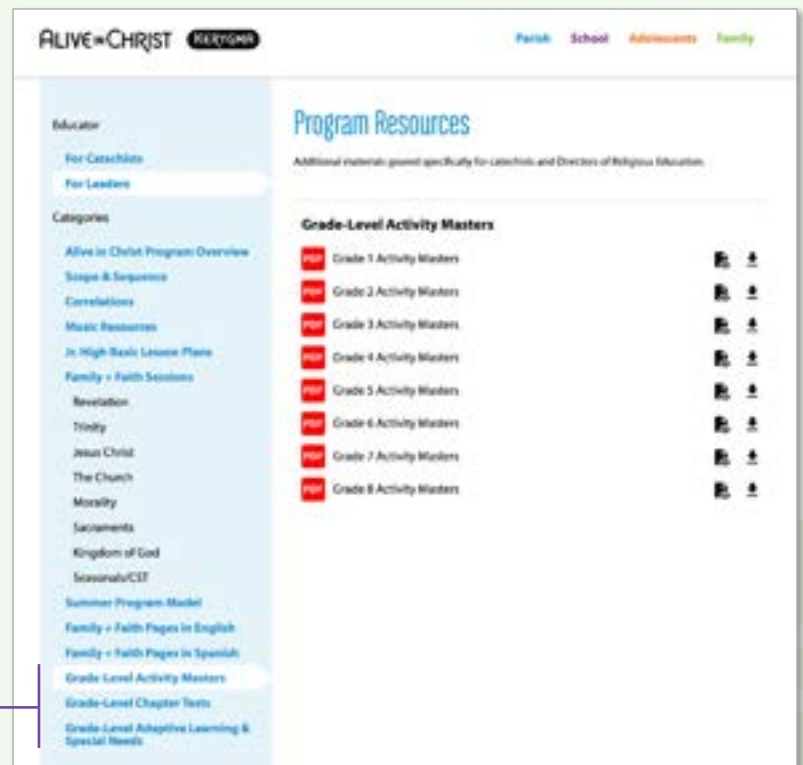
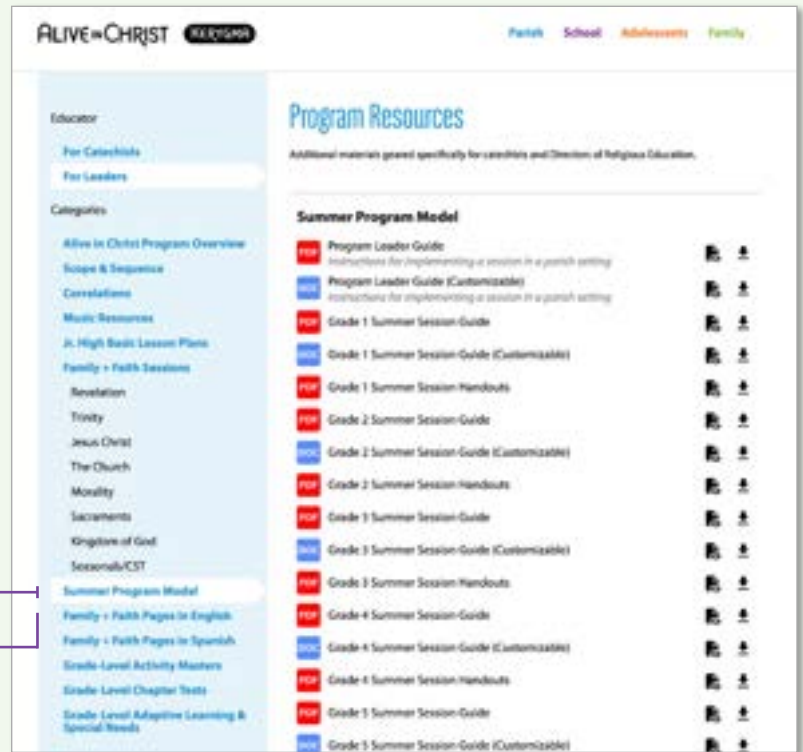
## Family + Faith Pages

The **Family + Faith** pages from the *Alive in Christ* grades 1-6 student books are available here in English and Spanish.

**Note:** *Vivos en Cristo, Alive in Christ Bilingual Edition*, contains the **Family + Faith** pages for each chapter in both **English and Spanish** right in the Student Book.

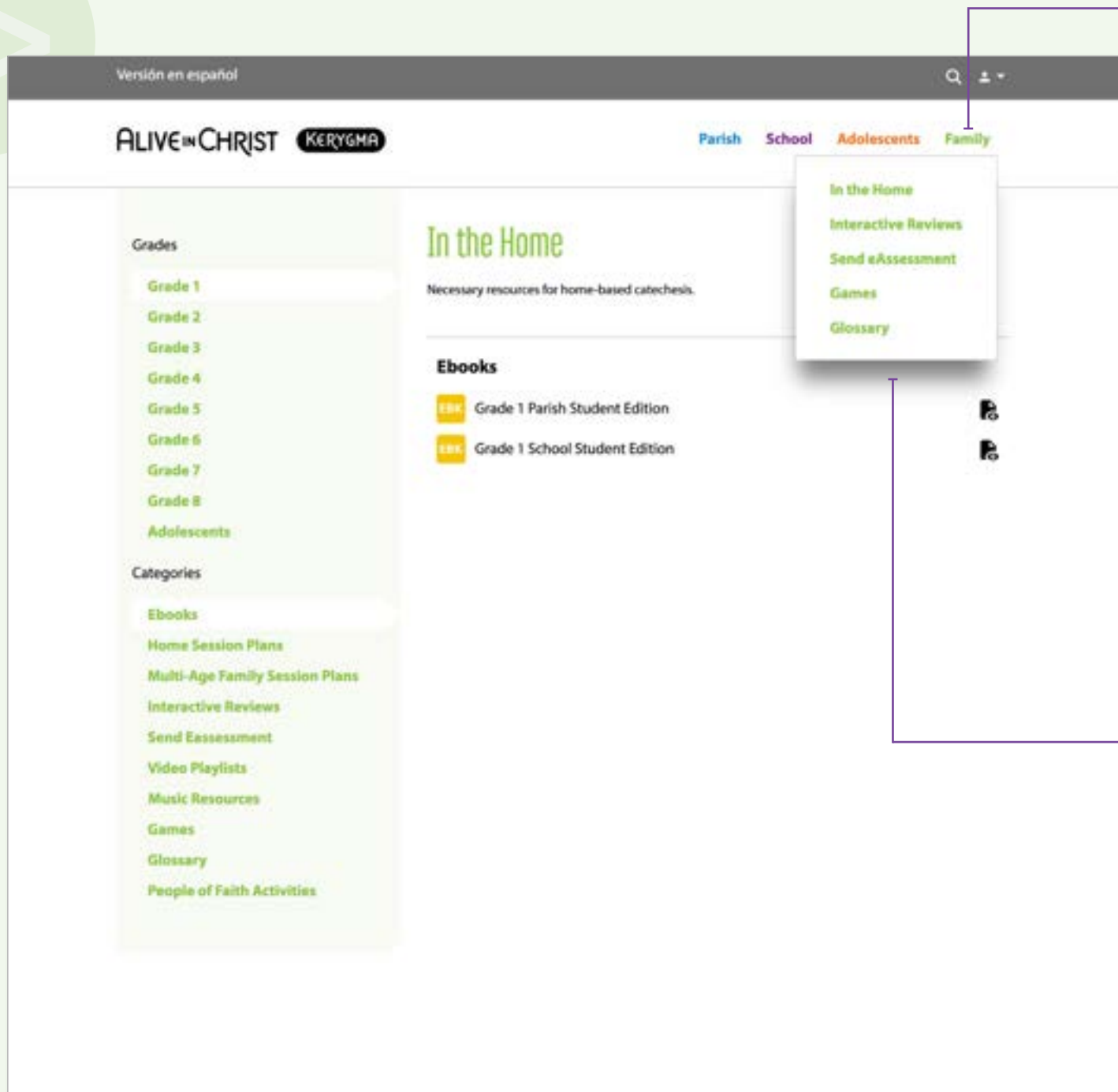
## Grade-Level Activity Masters & Grade-Level Chapter Tests

are available here.





The **FAMILY** section of the site contains **at-home faith formation resources** for all ages.



**Note:** There are multiple ways to access the categories in this section. Select from the **green navigation bar** at the top of the screen, from the **scrolling banner**, or from the **subheads** in the lower portion of the screen.



**SEND eASSESSMENT**

Parents also have the ability to administer eAssessments to their children. Upon completion of the eAssessment, the results will be automatically sent to the email address of the teacher.

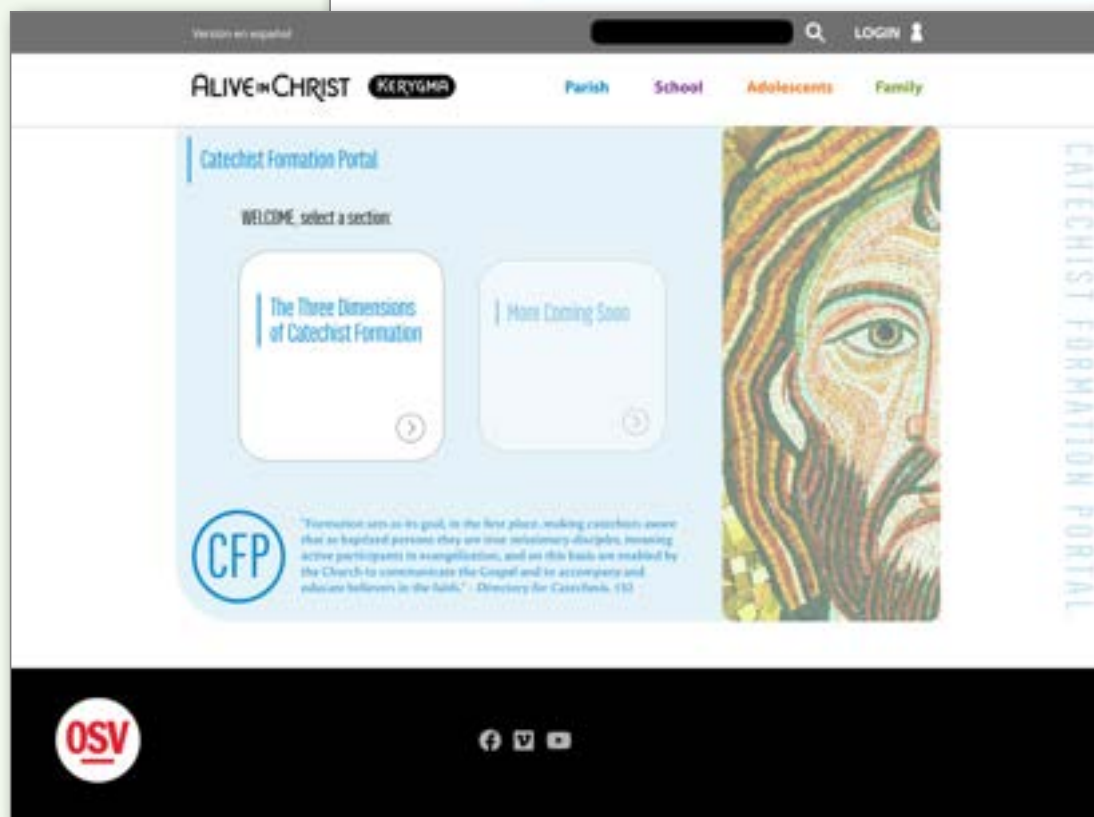
The screenshot shows the Rive-Chest website. At the top, there is a navigation bar with the logo 'RIVE-CHEST' and a 'Menu' button. Below the navigation bar, there is a 'Discovery' section. On the left, there is a sidebar with a list of categories: 'Rive 1', 'Rive 2', 'Rive 3', 'Rive 4', 'Rive 5', 'Rive 6', 'Rive 7', 'Rive 8', 'Rive 9', 'Rive 10', 'Rive 11', 'Rive 12', 'Rive 13', 'Rive 14', 'Rive 15', 'Rive 16', 'Rive 17', 'Rive 18', 'Rive 19', 'Rive 20', 'Rive 21', 'Rive 22', 'Rive 23', 'Rive 24', 'Rive 25', 'Rive 26', 'Rive 27', 'Rive 28', 'Rive 29', 'Rive 30', 'Rive 31', 'Rive 32', 'Rive 33', 'Rive 34', 'Rive 35', 'Rive 36', 'Rive 37', 'Rive 38', 'Rive 39', 'Rive 40', 'Rive 41', 'Rive 42', 'Rive 43', 'Rive 44', 'Rive 45', 'Rive 46', 'Rive 47', 'Rive 48', 'Rive 49', 'Rive 50', 'Rive 51', 'Rive 52', 'Rive 53', 'Rive 54', 'Rive 55', 'Rive 56', 'Rive 57', 'Rive 58', 'Rive 59', 'Rive 60', 'Rive 61', 'Rive 62', 'Rive 63', 'Rive 64', 'Rive 65', 'Rive 66', 'Rive 67', 'Rive 68', 'Rive 69', 'Rive 70', 'Rive 71', 'Rive 72', 'Rive 73', 'Rive 74', 'Rive 75', 'Rive 76', 'Rive 77', 'Rive 78', 'Rive 79', 'Rive 80', 'Rive 81', 'Rive 82', 'Rive 83', 'Rive 84', 'Rive 85', 'Rive 86', 'Rive 87', 'Rive 88', 'Rive 89', 'Rive 90', 'Rive 91', 'Rive 92', 'Rive 93', 'Rive 94', 'Rive 95', 'Rive 96', 'Rive 97', 'Rive 98', 'Rive 99', 'Rive 100'. On the right, there is a 'Discovery' section with a calendar and a list of articles. The calendar shows the month of January 2017. The list of articles includes: 'Rive 1', 'Rive 2', 'Rive 3', 'Rive 4', 'Rive 5', 'Rive 6', 'Rive 7', 'Rive 8', 'Rive 9', 'Rive 10', 'Rive 11', 'Rive 12', 'Rive 13', 'Rive 14', 'Rive 15', 'Rive 16', 'Rive 17', 'Rive 18', 'Rive 19', 'Rive 20', 'Rive 21', 'Rive 22', 'Rive 23', 'Rive 24', 'Rive 25', 'Rive 26', 'Rive 27', 'Rive 28', 'Rive 29', 'Rive 30', 'Rive 31', 'Rive 32', 'Rive 33', 'Rive 34', 'Rive 35', 'Rive 36', 'Rive 37', 'Rive 38', 'Rive 39', 'Rive 40', 'Rive 41', 'Rive 42', 'Rive 43', 'Rive 44', 'Rive 45', 'Rive 46', 'Rive 47', 'Rive 48', 'Rive 49', 'Rive 50', 'Rive 51', 'Rive 52', 'Rive 53', 'Rive 54', 'Rive 55', 'Rive 56', 'Rive 57', 'Rive 58', 'Rive 59', 'Rive 60', 'Rive 61', 'Rive 62', 'Rive 63', 'Rive 64', 'Rive 65', 'Rive 66', 'Rive 67', 'Rive 68', 'Rive 69', 'Rive 70', 'Rive 71', 'Rive 72', 'Rive 73', 'Rive 74', 'Rive 75', 'Rive 76', 'Rive 77', 'Rive 78', 'Rive 79', 'Rive 80', 'Rive 81', 'Rive 82', 'Rive 83', 'Rive 84', 'Rive 85', 'Rive 86', 'Rive 87', 'Rive 88', 'Rive 89', 'Rive 90', 'Rive 91', 'Rive 92', 'Rive 93', 'Rive 94', 'Rive 95', 'Rive 96', 'Rive 97', 'Rive 98', 'Rive 99', 'Rive 100'.

## GLOSSARY

The glossary contains program terms and definitions with audio. Click on the grade level, then choose a word by letter, or scroll down the full alphabetical listing.



Easy-to-follow **Catechist Training Sessions** can be found in the **CATECHIST FORMATION PORTAL**.





## The Three Dimensions of Catechist Formation (Directory for Catechesis, 136-150)

### Being (and Knowing-How to be With)

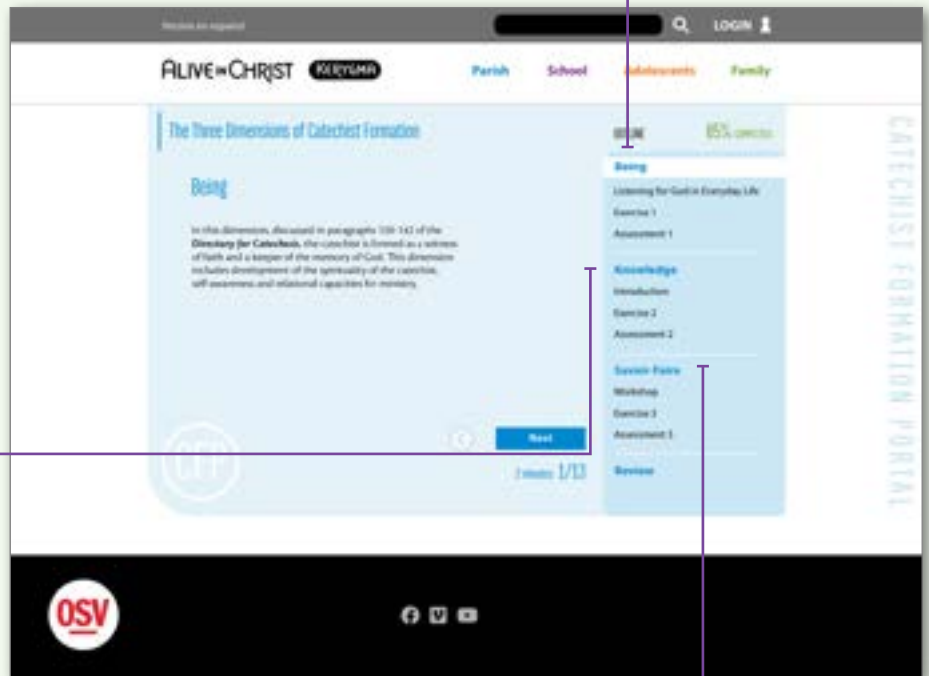
In this dimension, discussed in paragraphs 139-142 of the **Directory for Catechesis**, the catechist is formed as a witness of faith and a keeper of the memory of God. This dimension includes development of the spirituality of the catechist, self-awareness and relational capacities for ministry.

### Knowledge

This dimension is discussed in paragraphs 143-147 of the **Directory for Catechesis**. It reflects “fidelity to God and fidelity to humanity” (DC, 181), focusing on biblical and theological knowledge as well as knowledge of the human person, gleaned in large part from the human sciences.

### Savoir-Faire

This dimension, discussed in paragraphs 148-150 of the **Directory for Catechesis**, focuses on pedagogy and methodology – specific tools and techniques the catechist will use in his or her ministry.





# ALIVE IN CHRIST



**“Whoever is in Christ  
is a new creation...  
behold, new  
things have come.”**

*2 Corinthians 5:17*

#### **Technical Support Center**

**Email:** [tscreligion@osv.com](mailto:tscreligion@osv.com)

**Phone:** 877.812.1506

Monday – Friday from 8 a.m. to 5 p.m. EST.



**[aliveinchrist.osv.com](http://aliveinchrist.osv.com)**

#### **Customer Service**

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Customer Service Department

200 Noll Plaza

Huntington, IN 46750

**Phone:** 800.348.2440

**Fax:** 800.498.6709

**Email:** [customerservice@osv.com](mailto:customerservice@osv.com)