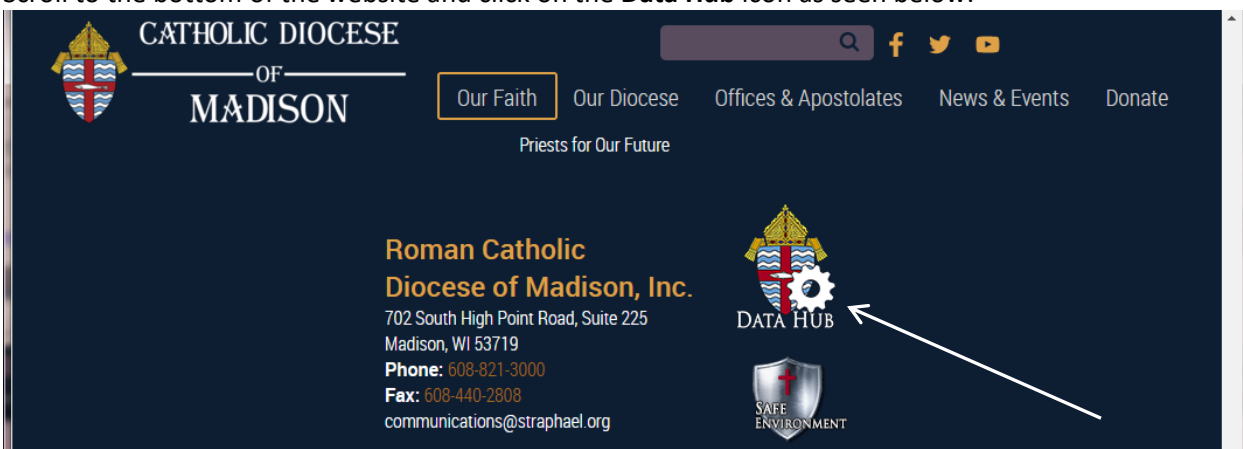


Recording the Children's Safe Environment Curriculum

After presenting the Children's Curriculum: Circle of Grace within your parish or school please follow the steps below to report that overall attendance and dates that the material was presented for your programs. If you have any questions, please contact ose@madisondiocese.org

- 1) Go to the Madison Diocesan website, located at this link: <https://www.madisondiocese.org/>
Scroll to the bottom of the website and click on the **Data Hub** icon as seen below:



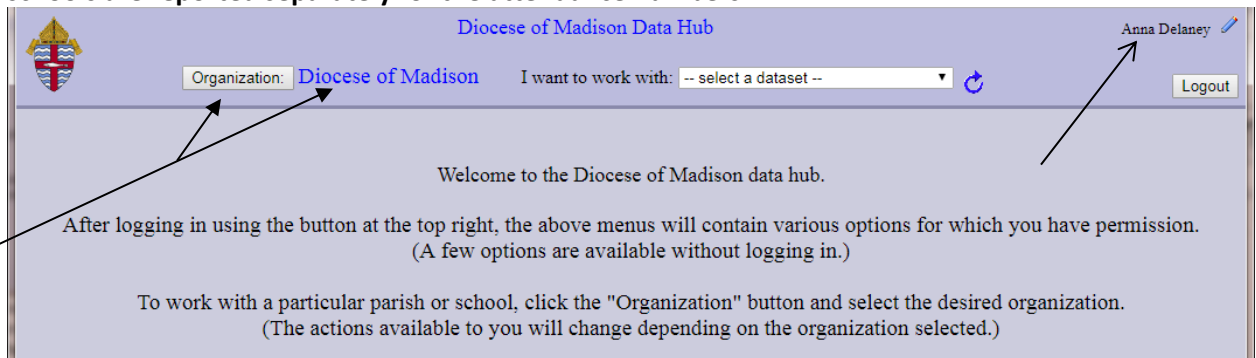
- 2) You will see a screen similar to the one below. Click the **Login** button on the far right side, indicated below. You will see a popup screen that asks for your UserID and password. If you are unsure of your UserID, contact: ose@madisondiocese.org



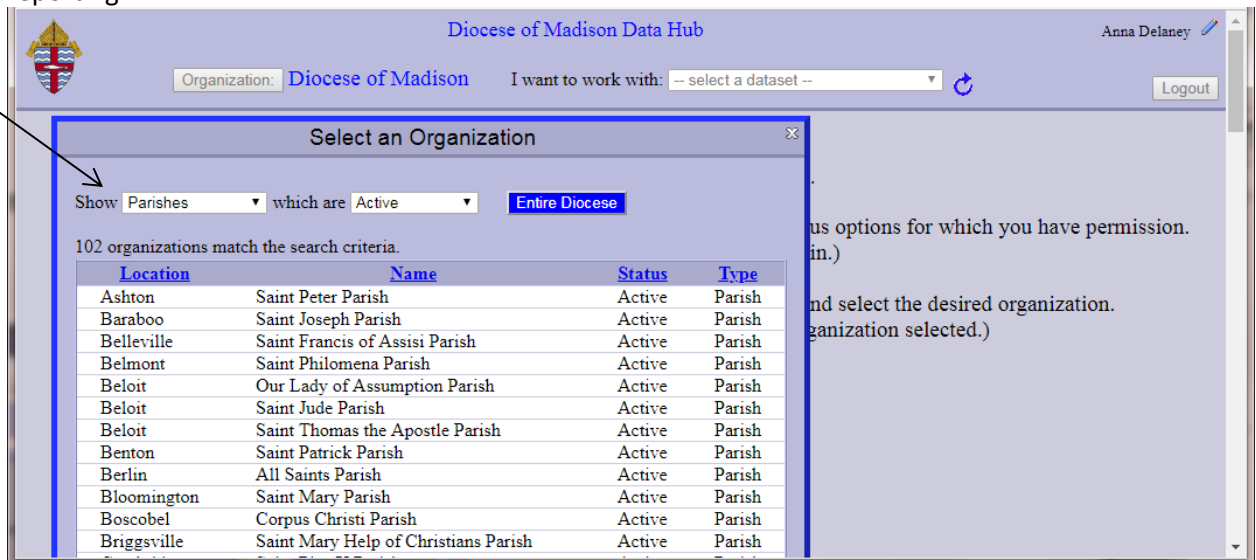
- 3) After entering in your UserID and password, click **Login**



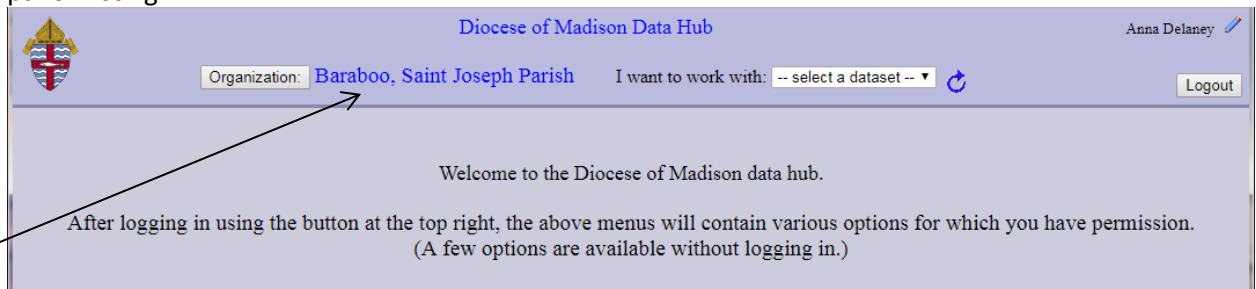
- 4) If you are logged in, you will see your name in the upper right corner, as seen below. Check on the listed Organization in the top header, to see if it is listing your parish or school. **Parishes and schools are reported separately for the attendance numbers.**



- 5) If the **Organization** is incorrect for the report you are recording, click the area indicated above, on the header with the gray button that says: **Organization**. You will see a popup window, seen below, that allows you to select either the main designation of: Parish or School (from the "Show" area indicated below. Next, scroll and select the correct name of the location you're reporting.



- 6) After selecting the correct location, it will be shown to the right of the **Organization** button in the header, as seen below. Each parish reports numbers separately, unless the programs are combined with another parish, which would then report the combined program under a single parish listing.



- 7) Next, click on the down arrow to the right of the area that says: **--select a dataset--** and select **Safe Environment** as seen below:

Diocese of Madison Data Hub

Organization: Baraboo, Saint Joseph Parish I want to work with: -- select a dataset --

Welcome to the Diocese of Madison data hub

After logging in using the button at the top right, the above menus will contain (A few options are available without logging in.) which you have permission.

- 8) Your screen will refresh with information similar to one below. Please fill in the information, in all the white boxes. At the bottom of the page, click **Save Changes**. The **Dates Presented** field must be filled in or the information on that line will not save. After entering in one or two lines, scroll to the bottom and click **Save Changes** so that the system doesn't time you out.

Diocese of Madison Data Hub

Organization: Baraboo, Saint Joseph Parish I want to work with: Safe Environment

Children's Safe Environment Program - Saint Joseph Parish, Baraboo 2018

All catechetical programs for children in the Diocese of Madison - both those in our Catholic schools and those in our parish RE programs - are required each year to present the lessons that are found in the "Circle of Grace" program. These age-appropriate lessons are aimed at helping young people better understand their dignity and worth as children of God and navigate some of the dangers our culture throws at them. <http://madisondiocese.org/childrens-program>

After presenting these lessons each year, the local administrator responsible for the program must complete and submit this form.

| Grade | Total Number of Students Enrolled | Number Present for this Session | Opt-Out Forms Collected | Absent Without Form | Dates Presented |
|--------------|-----------------------------------|---------------------------------|-------------------------|---------------------|-----------------|
| Kindergarten | 21 | 15 | 1 | 5 | Oct. 31 |
| 1st Grade | 0 | 0 | 0 | 0 | |
| 2nd Grade | 0 | 0 | 0 | 0 | |
| 3rd Grade | 0 | 0 | 0 | 0 | |
| 4th Grade | 0 | 0 | 0 | 0 | |
| 5th Grade | 0 | 0 | 0 | 0 | |
| 6th Grade | 0 | 0 | 0 | 0 | |
| 7th Grade | 0 | 0 | 0 | 0 | |
| 8th Grade | 0 | 0 | 0 | 0 | |

- 9) You may click to **Save Changes** multiple times. Make sure to make any notes about grades that are missing, if you do not have students present in those grade levels in the notes area at the bottom of the screen.