Echoes of Faith

EMMAUS EDITION

A MODERATOR'S GUIDE
to using the tools for
Echoes of Faith Emmaus

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a Kendall Hunt Company

ACCESS ECHOES OF FAITH EMMAUS

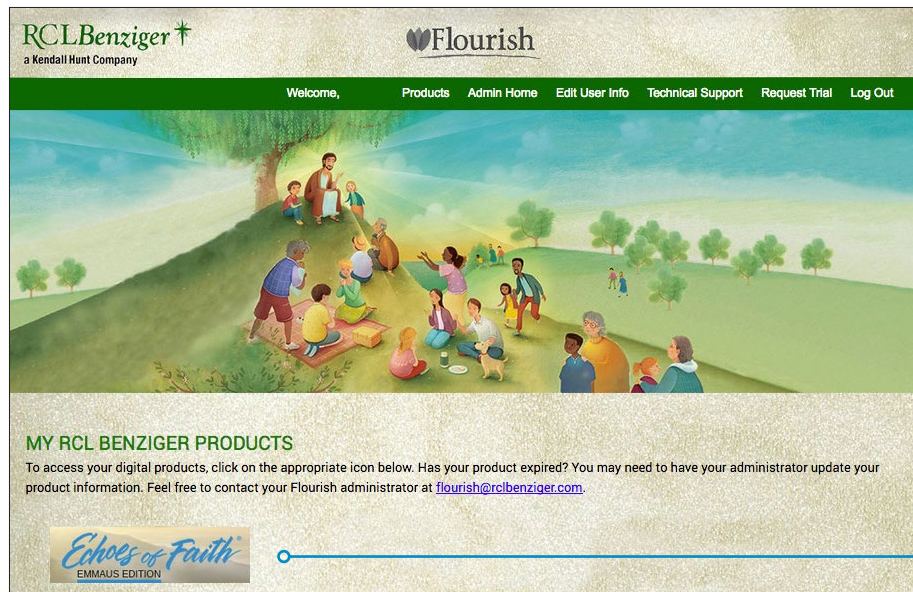To access Echoes of Faith Emmaus online, login to your Flourish account.

You should have received an email with your login credentials that include a username, password and pin.

1 Go to FlourishRCLB.com

Use your login credentials:
username
password
pin

2 Click on the Echoes Product Button—if you do not see this page, click on Products in the navigation

MODERATOR DASHBOARD

After you click on the Product Button, you will see your Dashboard.

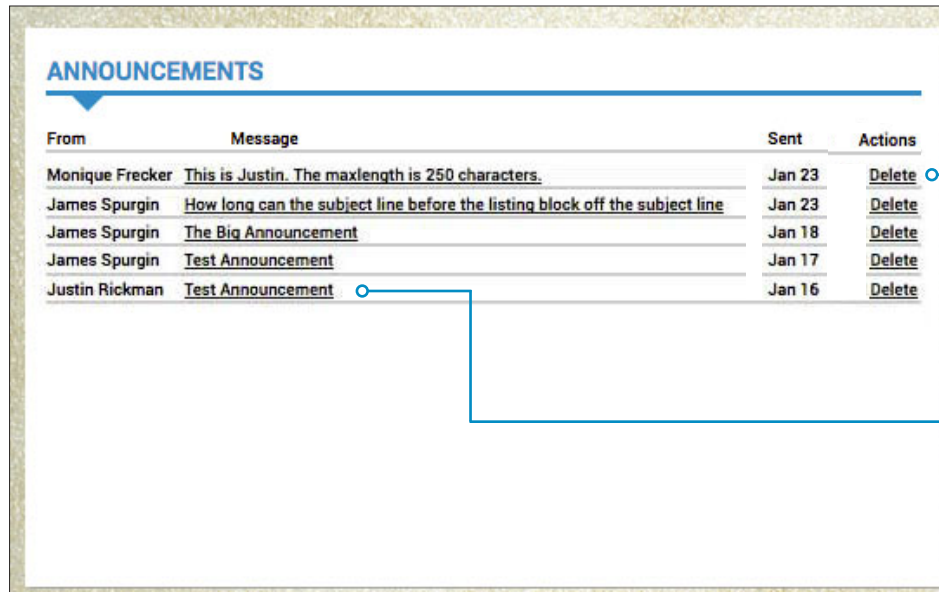From the Dashboard, you can access the Echoes Modules, Reports, Announcements, and your Calendar.

Click on an Annoucement to view that message

Add, view, edit or delete an event from your Calendar

3 Click on the Module title to go directly to that Module

ANNOUNCEMENTS ON THE DASHBOARD

You can view, or delete Annoucements from the Announcements section on the Dashboard.

ANNOUNCEMENTS

From	Message	Sent	Actions
Monique Frecker	This is Justin. The maxlength is 250 characters.	Jan 23	Delete
James Spurgin	How long can the subject line before the listing block off the subject line	Jan 23	Delete
James Spurgin	The Big Announcement	Jan 18	Delete
James Spurgin	Test Announcement	Jan 17	Delete
Justin Rickman	Test Announcement	Jan 16	Delete

Use the Actions column to delete an Announcement

Click on an Annoucement to view it

YOUR CALENDAR ON THE DASHBOARD

You can add, view, edit or delete Events from the Personal Calendar section on the Dashboard.

PERSONAL CALENDAR

« November 2018 »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August 16, 2018

Keep Our Hearts Burning
Faith Sharing
08/16/2018 10:00 AM - 08/16/2018 11:15 AM
Location: Prince of Peace
Edit · Delete

Hover over the color dot on your Personal Calendar to view events

PERSONAL CALENDAR

« November 2018 »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Add New Event

Event Title 50 characters remaining

Description 3000 characters remaining

Start Date / Time

End Date / Time

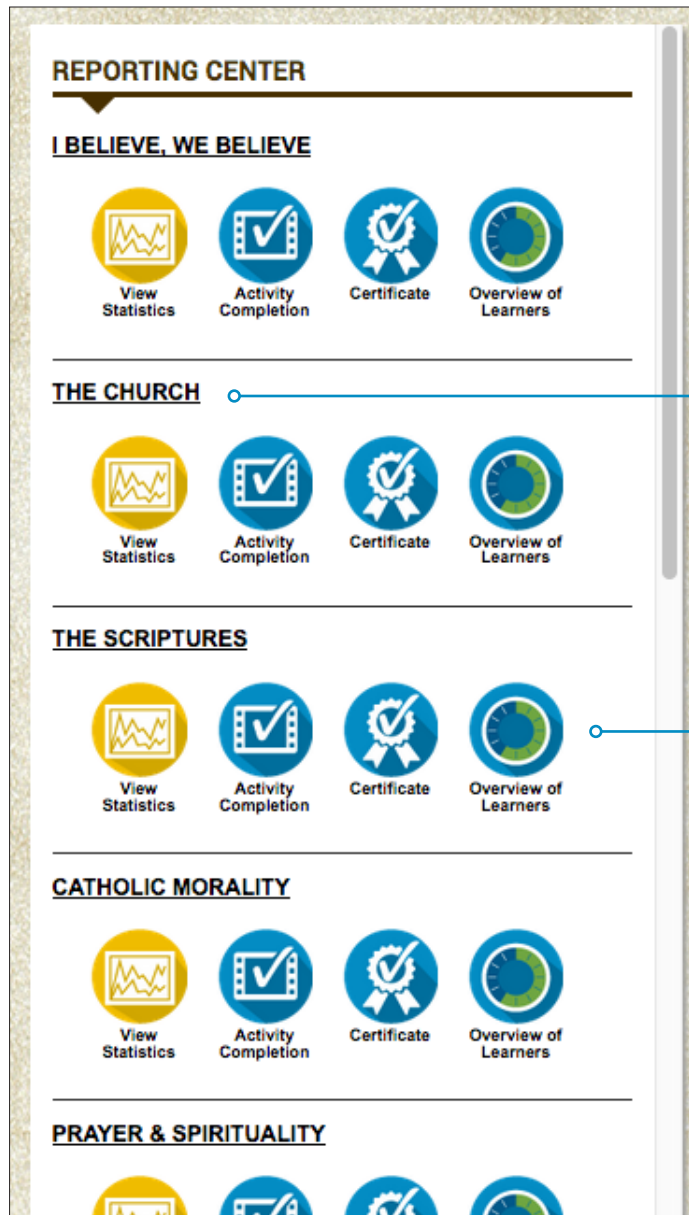**Location** 50 characters remaining

Color
Red

ADD EVENT

Fill in the details about the event to then add it to your Personal Calendar

Click Add Event to add that event to your Personal Calendar

REPORTS ON THE DASHBOARD

From the Reporting Center section on the Dashboard you can access the Echoes Modules and the Reports associated with each Module.

REPORTING CENTER

I BELIEVE, WE BELIEVE

View Statistics | Activity Completion | Certificate | Overview of Learners

THE CHURCH

View Statistics | Activity Completion | Certificate | Overview of Learners

Click on the Module title to go directly to that Module

THE SCRIPTURES

View Statistics | Activity Completion | Certificate | Overview of Learners

Click on the Module Report you would like to view

CATHOLIC MORALITY

View Statistics | Activity Completion | Certificate | Overview of Learners

PRAYER & SPIRITUALITY

REPORT–VIEW STATISTICS

You can access the View Statistics Report for each Module from your Dashboard.

The View Statistics Report is a graphic report of user activity within a specified timeframe; shows when users are most active
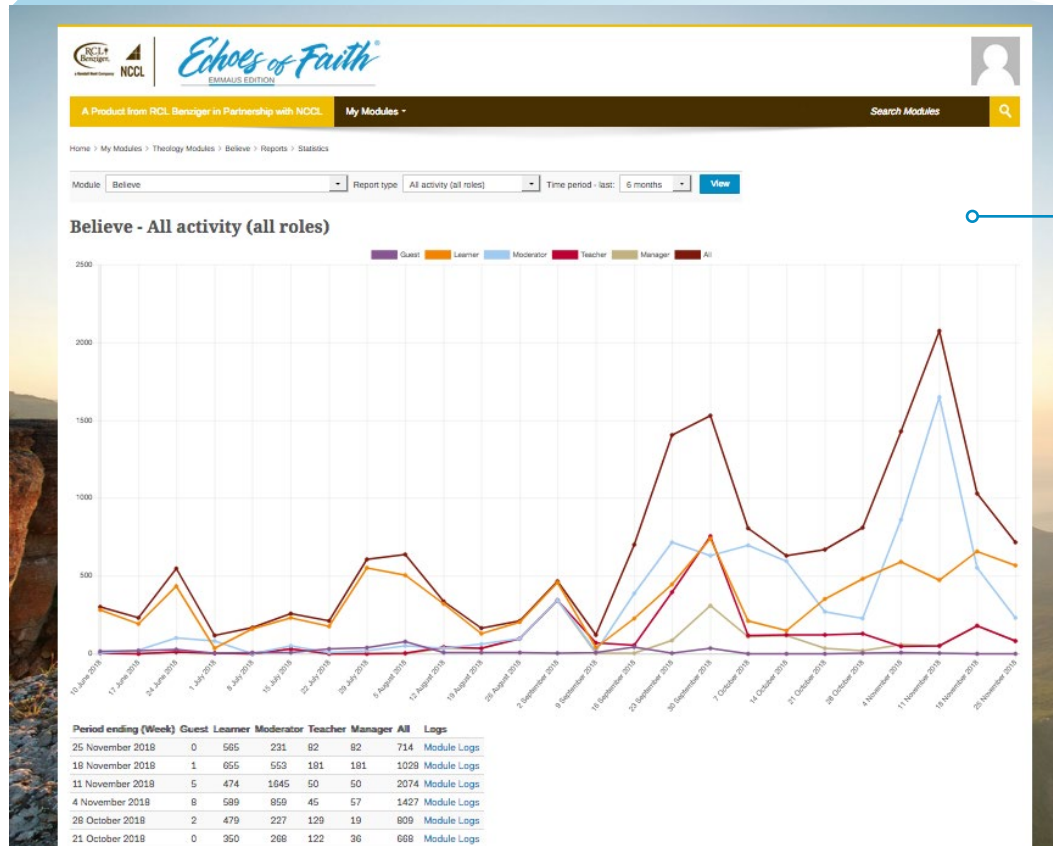

The View Statistics Report

REPORT–ACTIVITY COMPLETION

You can access the Activity Completion Report for each Module from your Dashboard.

The Activity Completion Report is a roster with email addresses and check-box chart of activities, completed or not

The Report can be exported and downloaded as a CSV or Excel file.

The Activity Completion Report

REPORT–CERTIFICATE

You can access each Certificate per Module from your Dashboard.

The Certificate of Completion can be signed electronically (or physically) by the Moderator or Administrator.

The Certificate of Completion is a downloadable and printable PDF
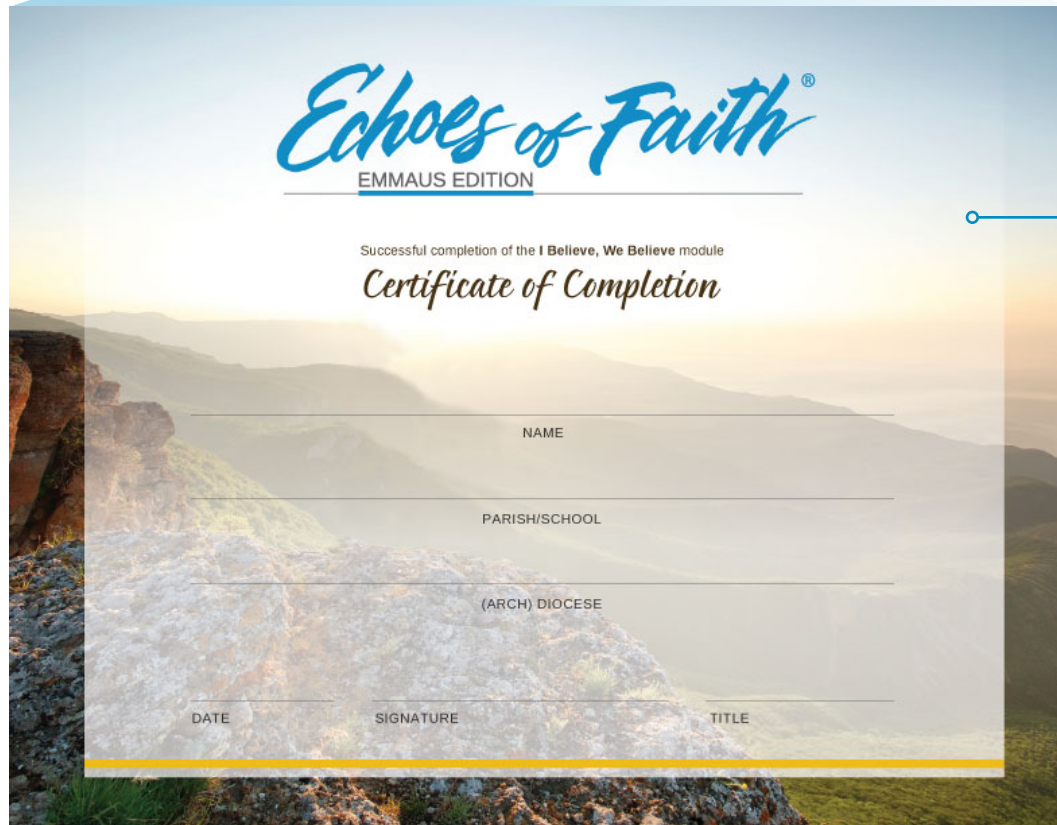
The Certifcate of Completion

REPORT–OVERVIEW OF LEARNERS

You can access the Overview of Learners Report for each Module from your Dashboard.

The Overview of Learners Report is a roster that shows a progress bar and last login for each learner

The Overview of Learners Report