



WORD of LIFE™

Parishes with Trackability Checklist for Success

July/August OR Before Program Starts

- Bookmark & explore the [Word of Life Help Center](#). Share this with your catechists and encourage the use of teaching tools, video tutorials, and step-by-step guides.
- View the [Welcome Video for Parish Administrators](#) to ensure successful onboarding to the digital platforms.
- Set up your *Parish's Word of Life Portal* - our trackable platform.
 - Register Admin Account via email invitation from support@wordofliferies.org, sent after July 1 for the new academic year.
 - Invite other admins if you choose. This is a recommended best practice.
 - Set up classrooms and invite catechists to give them access
 - Designate a Word of Life Portal team for your parish program to help track student progress and onboard parents (i.e. a second admin or assistant coordinator).
- Bookmark our second digital platform, the [Word of Life Resource Library](#) and share with catechists. The password was included in your welcome email upon purchasing for the academic year.
- Determine a plan for catechist training.

Options might include:

 - Catechists can attend a live, virtual, workshop with our team at no extra cost. [View workshop schedule here](#).
 - Catechists can utilize tutorials and articles on the [Help Center](#) at their own pace.
 - A combination of the above.
- Schedule, plan, and facilitate a kick-off meeting for Parents to introduce them to the curriculum and digital platforms.
 - Send portal invitations to parents and/or create QR codes before kick-off to facilitate portal onboarding. See the [Help Center](#) for Parent Onboarding information.
 - Note: There is a parent letter in the front of the K-5 student books which can be shared with parents at a kick-off meeting or early in the year. It can be torn out and sent home.

September/Start of the Faith Formation Year

- Onboard families to Word of Life portal classrooms if you have not done so yet.
- Simplified Lesson Plans for grades K-5 are available on the [Resource Library](#). Ensure your teaching team knows how to access them. These are also a great resource to share with substitute catechists.
- Remind catechists to attend a [virtual workshop](#) and/or utilize the training resources on the [Help Center](#).

Fall/Winter

- Support Catechists by encouraging use of training tools in the [Help Center](#) and/or attending a [virtual workshop](#).
- As needed, remind catechists about the digital resources on the [Resource Library](#) to enhance classroom instruction. Some catechists need extra support to integrate these into instruction.

Spring

- Finish this year off strong!
- Connect with your catechists to gather feedback while successes and areas to improve are still fresh in their mind.
- Make plans for next year: Set your dreams and goals based on what has worked well this year and what you want to improve.
- Access the [Curriculum Webstore](#) to order books for next year.