



Franciscan at Home

Frequently Asked Questions (10/4/2024)

Where do I find the Archdiocese of Milwaukee's site on Franciscan at Home? How do I log in?

- Go to <https://franciscanathome.com/archdiocese-milwaukee>. To create an individual account:
 - Once on the Milwaukee page, click on the middle blue button (*My parish or school is already registered, and I would like to set up my individual free account under that institution*)
 - Follow the prompts and choose your school from the drop down menu.
 - All schools are joined to their parish, if applicable
 - Seton and Siena schools are listed separately and are grouped by system
 - If you cannot find your school, please email Molly at farrellm@archmil.org asking for help. **Please do not register your school as an institution.**

How will Franciscan at Home track my progress through Sustaining the Mission? Will my school leaders be able to see my progress?

- FAH tracks everyone's progress throughout all workshops. This information is viewable by the accounts designated as "Leaders" for your school ("Institution") in the system. Only those leaders have access to the progress of individual accounts.

What are the two FAH workshops that my teachers need to complete in 2024-2025? Where do I find them?

- The two workshops to be completed by teachers in 2024-2025 are *The Mission of Catholic Schools and the Role of Teachers*, and *Christ: His Person and Works*.
- Both workshops can be seen and accessed from the Milwaukee Homepage under the "Sustaining the Mission (Catholic Schools Track)" heading.

What is the difference between a learner and a leader in FAH? Who at my school should be a leader? What access do leaders have in FAH?

- A "leader" is given access to edit and track information for their specific institution (school). Anyone can be given leader access, depending on the needs and preferences of

the school. A “learner” is simply an individual user in the institution, and only has access to their own information.

- We recommend that, at a minimum, the principal be tagged as a leader. In addition, anyone who will be facilitating FAH workshops could be tagged as leaders. You may also choose to have an admin (who will track certification) tagged as a leader. Again, this is a decision for each school to make.

Do we need FAH mentors?

- The mentorship function in FAH is not something the Archdiocese will roll out in 2024-2025, although we will be looking to take advantage of this capacity down the road. Individual schools are welcome to learn about this function on their own and, if desired, work to start implementing at their school.

What should I do if I can't find my school or parish in the FAH list?

- Please email Molly at farrellm@archmil.org. **Please do not register your school as an institution.**

What do I need to do to prep my staff before the first FAH session?

- See the *Best Practices for Engagement with Franciscan at Home* document for a guide on how to prepare and lead a particular workshop for FAH.

Do I need to enter a list of my staff in FAH before our first session?

- Each faculty member should create their own individual account in FAH before you lead your first workshop together. The instructions for teachers to create an account are the same as for principals:
 - Once on the Milwaukee page, click on the middle blue button (*My parish or school is already registered, and I would like to set up my individual free account under that institution*)
 - Follow the prompts and choose your school from the drop down menu.
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Should my staff use their school or personal email when creating a FAH account?

- You may use to create your individual account. Per FAH staff, most teachers use their school email.

Who should I assign as a session leader at my school? What role does a session leader have during a FAH session? What should a session leader do to prepare for our FAH professional development event?

- FAH Workshops are designed to be completed in a group setting, with conversation and prayer between faculty members. This allows not only for the information to be imparted, but more importantly, for discussions around the Faith to happen at a school level.
- Therefore, schools should designate leaders to lead their faculty through each workshop. Please see the *Best Practices for Engagement with Franciscan at Home* document for a guide on how to prepare and lead a particular workshop for FAH.

Should my teachers all be together to go through a FAH workshop or should each teacher work independently in their own classroom?

- Teachers are not permitted to work independently on FAH workshops, unless a serious need arises (i.e. illness during a session). Instead, faculty should progress through workshops in groups. Most schools will find it simplest to have all teachers meet together and break into small groups for discussion times. Other schools may find it advantageous for departments or smaller groups of teachers to go through workshops together. How teachers progress through FAH workshops in groups is up to each school leader.

How many hours will both required workshops take?

- Each workshop has ~1 hour of screen time; when coupled with activities and discussion, groups typically take 3 hours to complete a workshop.

How do I see the learners in my institution?

- If you are a designated leader for your institution, you will see your learners on your dashboard. Look for the “Your Institution” drop down tab and click the black triangle. This will open up the learners and leaders in your institution.
- Note: this information only appears for Leaders of an institution. If you need to be added as a Leader, ask your institutional leader to make you one or email Molly at farrellm@archmil.org

What if I registered and joined the wrong institution (school)?

- Simply repeat the process as before but join the correct institution (users may belong to multiple institutions – this makes things like shared teachers easy to navigate, or a teacher who also serves as a catechist at their home parish may be in both institutions):
 - Once on the Milwaukee page, click on the middle blue button (*My parish or school is already registered, and I would like to set up my individual free account under that institution*)
 - Follow the prompts and choose your school from the drop down menu.
 - All schools are joined to their parish, if applicable

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How do I know who at our school is required to do certification for Sustaining the Mission?

- All teachers and staff who teach are required to participate fully in Sustaining the Mission each year, regardless of full-time/part-time status. This includes Administrative Staff as well. Other aides and staff members will benefit greatly from participating in Sustaining the Mission and should be encouraged to participate.

If we share part time staff with another school, how do we recommend we “share” this staff member?

- Shared teachers may belong to both institutions under the same individual account. They should join each school they belong to in FAH. Schools should agree before the year which school the shared teacher will participate with.