

How to Submit Scheduled Work for Religious Education Classes that are MISSED for any reason:

- In the event of ANY absence- All Work must be completed & submitted prior to the next scheduled class. (**This includes sickness, weather-related closings, or long weekends that we do hold class on**)
- Always Check your child's calendar to see the Chapter that is assigned for that date. This information is also on our parish website
- Student (and parent if child needs assistance) should review chapter material and complete workbook pages.
- At the end of each chapter there is a Chapter Review/ Quiz- this can and ideally should be submitted online. If you are submitting this online, skip the paper test and do the following:

1) Go to www.aliveinchrist.osv.com

2) Go to Student & Family Section

Explore the site. You may want to do the interactive review with the child to be sure they know the material before submitting the online test.

3) When your child is ready click on send e assessment

4) Sign in

a. **First Time Users must Register**

b. **Write down your user name and password for future**

5) Enter User Name and Password

6) Select Grade – Select Unit & Select Chapter

7) Enter this e-mail address: Makeup_work@stfrancisvernon.org

8) CLICK ON TAKE E-ASSESSMENT

9) Enter Student Name, Grade and TEACHER (ON YOUR CHILD'S BOOK)

When the student completes the exam the results are automatically e-mailed to our office and the teacher will be notified.