Sophia Institute for Teachers Online Resource Library

Quick Start Guide





Sophia Teachers: A Project of Sophia Institute for Teachers Box 5284, Manchester, NH 03108

Website: SophiaTeachers.org Email: teachers@sophiainstitute.com Phone: (800) 888-9344

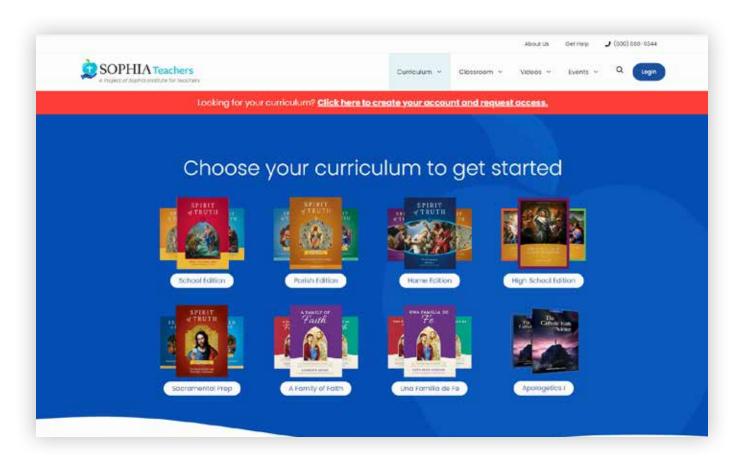
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Welcome to the Online Resource Library!

These resources come with your curriculum purchase and include downloadable tests, PowerPoints, parent newsletters, and much more to help you get the most out of your program. We're glad to provide this step-by-step guide for easily accessing your online resources.

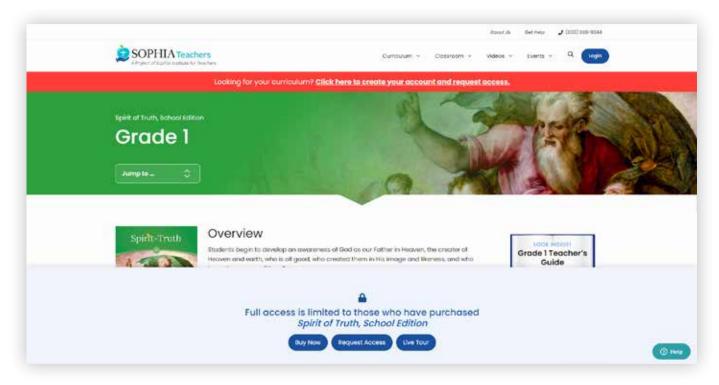
Step 1: Select your curriculum

Click on your curriculum to get started.

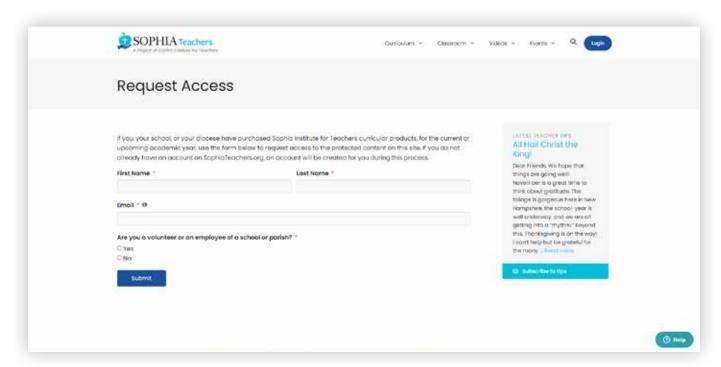


Step 2: Create an Account

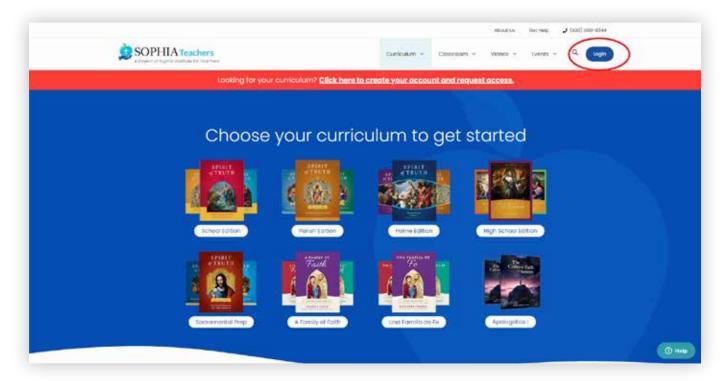
You will then be prompted to request access to the Online Resource Library. Start by clicking the blue **Request Access** button at the bottom, or the link in the red banner at the top.



Fill out and submit the Request Access form. If your parish or school is not listed, enter the parish or school name and its city or zip code.

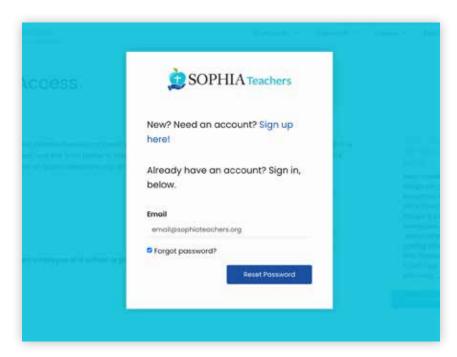


You will immediately receive an email from SophiaTeachers.org with a time-sensitive link to set your password (check your junk and spam folders if it doesn't arrive shortly). **If your link has expired**, you will be redirected to the home page. From there you can request a password reset from the Login menu:



Type in your email address and click **forgot password**. You will then receive an email with a link to reset your password.

Once you have set a password, you will be able to log in and access the **free** level of the Online Resource Library. As the Online Resource Library includes tests and quizzes with full answer keys, we must first verify your purchase before granting full access. **Please allow 1-2 business days** for this verification.



Step 3: Log in to your account

Click the blue **Login** button in the upper-right-hand corner of the Home page to log into your account.

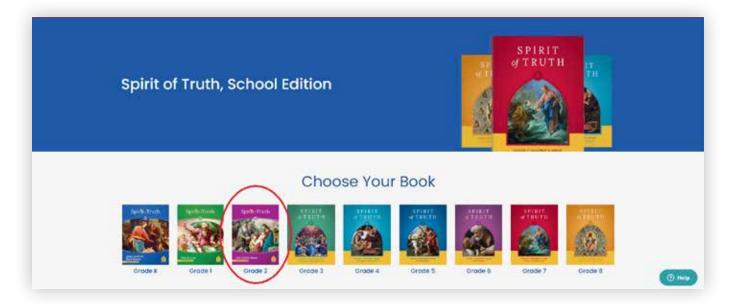


Step 4: Select your curriculum

After you've logged in, select your curriculum.

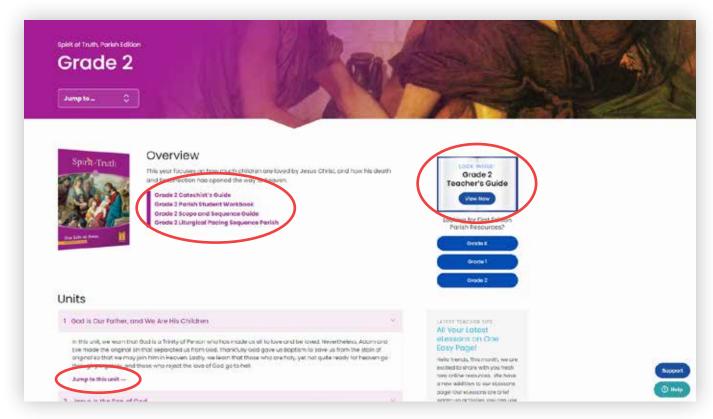


You'll then be prompted to choose your book. Click a grade level or volume to continue.



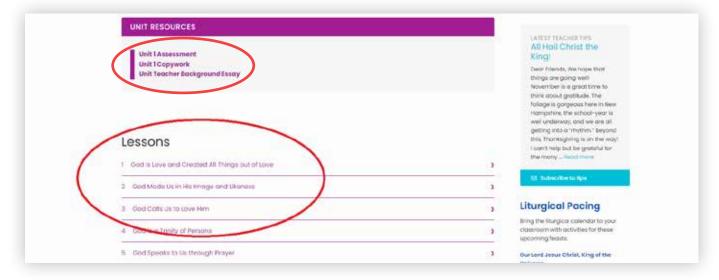
Step 5: Grade Level Resources

On the **grade level** page you'll find an online Teacher's Guide, a grade level scope and sequence, liturgical pacing guides, Teacher Tips, lesson planning guides, and more. Further down you'll find a table of contents organized by unit. From there you can jump to a **unit** page.



Step 6: Unit Resources

On the **unit** page you'll find the unit's tests & quizzes, background essays, and more. From there you can click on a lesson to navigate to a **lesson** page.

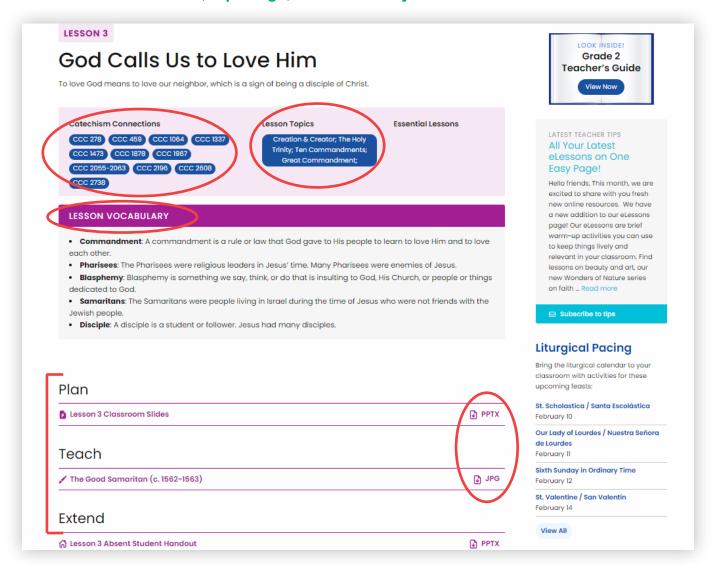


Step 7: Lesson Resources

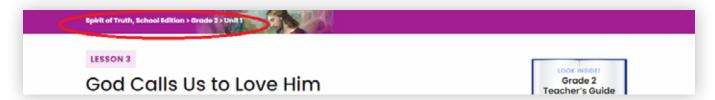
You can also navigate to a **lesson** page using the **drop-down menu** found in the banner of the **grade level** page.



Lesson pages organize your lesson's resources by **Plan** (before), **Teach** (during), and **Extend** (after). Download links for each resource are found to the right. You'll also find the lesson's **Catechism** connections, topic tags, and vocabulary.

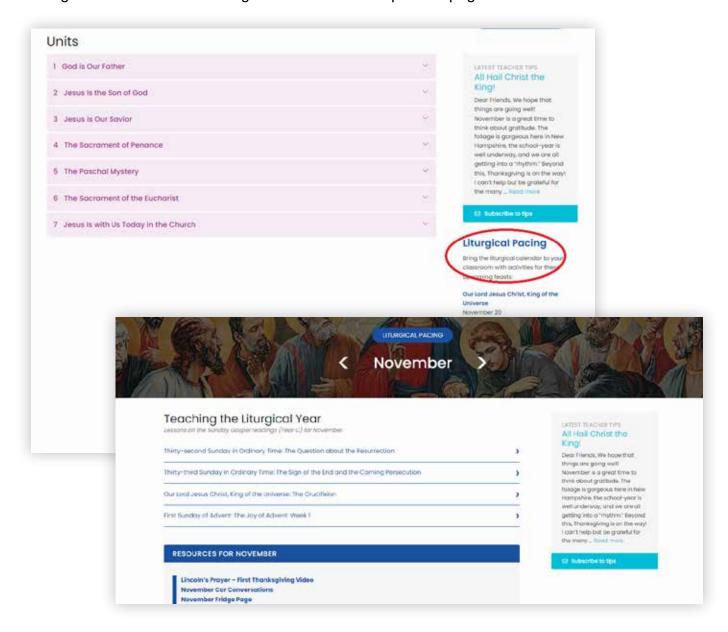


You can use the link in the **lesson** page header to navigate back to the unit and/or grade level resource pages.



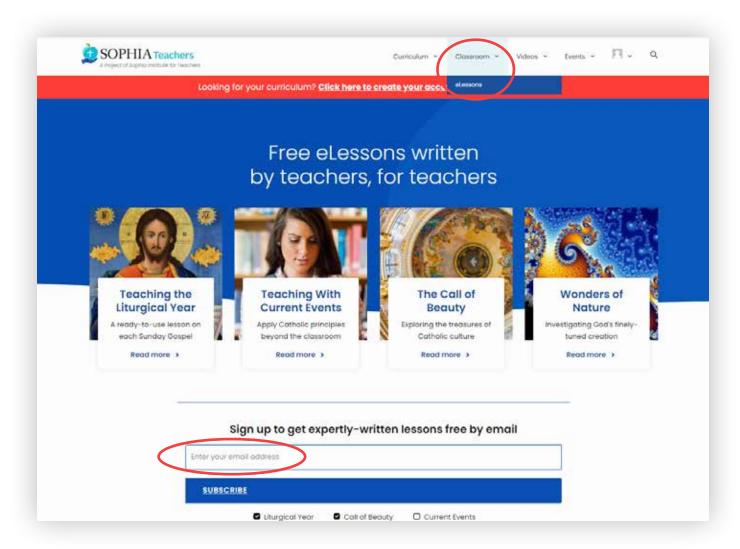
Step 8: Liturgical Year Resources

The right sidebar of any page on the Online Resource Library shows upcoming feast days. Click on **Liturgical Pacing** or the **view all** button to find resources for the current month. You can navigate to other months using the arrows at the top of the page.



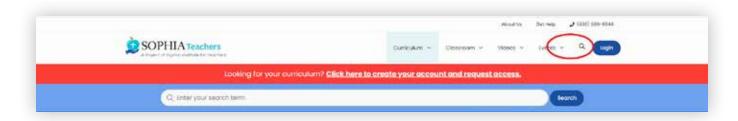
Step 9: Additional eLessons

On the top navigation menu, hover over **Classroom** and click **eLessons** to access our *Teaching* the Liturgical Year, Teaching With Current Events, the Call of Beauty, and Wonders of Nature eLessons. Here you can also sign up to have these eLessons delivered right to your inbox.

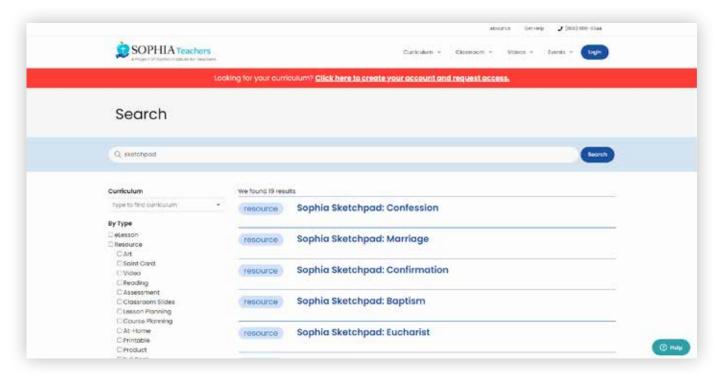


Step 10: Using the Search Function

You can look up a resource at any time using the **search bar** at the top.

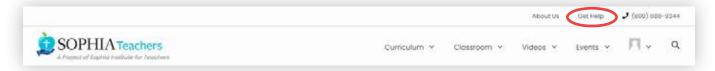


For example, typing "sketchpad" will yield a result of our Sophia Sketchpad videos. You can further narrow down your results by selecting resource types on the left hand side.

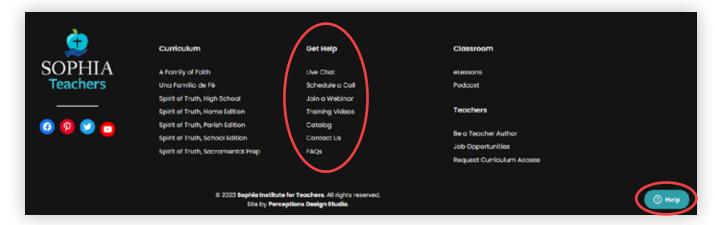


Step 11: Connecting with our Support Team

You can connect with our dedicated support staff for questions or assistance at any time by clicking **Get Help** above the top menu.



You can also get in touch via the **Get Help** section in the footer found on every page. Customer support chat is also available via the teal **Help** button found in the bottom-right-hand corner.



If you would like a full tour of the Online Resource Library you can schedule a call with one of our Educator Support Specialists on the **Get Help** page by clicking **Schedule a Call**.

