

Archdiocese of Portland: Ministry Formation Online Class Tutorial

Welcome to your online class experience. The Ministry Formation Office is trying something new, an online class web page. The web page will give you access to all the documents you need for your class and allow the class to meet 'virtually' to discuss your work. The following document will take you through the steps you need to understand this web page. Please feel free to contact Heather Wycoff at the Griffin Center if any questions arise that are not covered in this tutorial. (503-652-7476) or hwycoff@archdpdx.org

Step One: Gaining entry to the web page

You must have an email account set up with the Archdiocese of Portland. If you work in the Parishes, you most likely already are set up and will just use that login for this web page. If you do not have this email, your name and information has been sent to the Archdiocese. The computer administrator will get in contact with you once you have been given a login. You will have to do an initial setup with this new login (passwords, rules, etc) but it will be the same login for future classes.



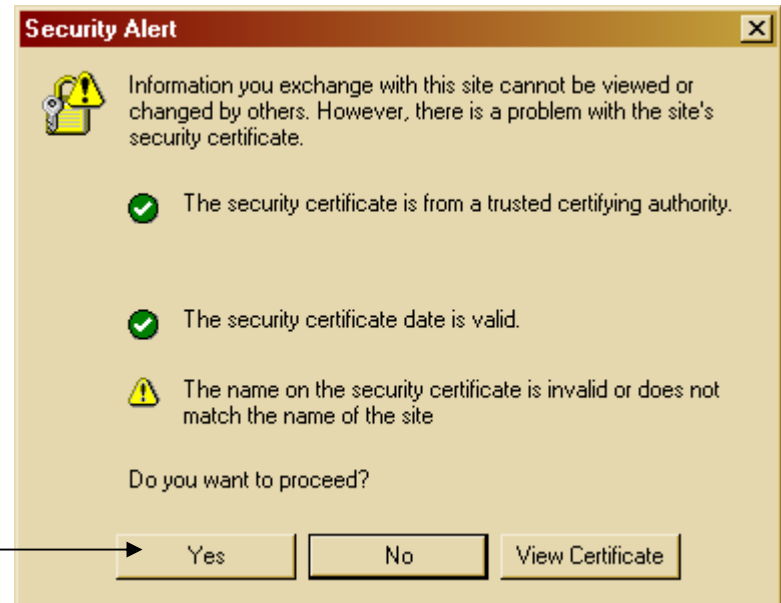
Step Two: Web Page & Login

Go to:

<https://minfrm.archdpdx.org>

Once there, a password prompt will come up or a security prompt

Choose 'yes'





Step Two: Web Page & Login

If a security screen does not come up, proceed with your normal login procedure

A password prompt will come up:

(you will be using the login that the Archdiocese has assigned to you)

Your User Name & Password will always be the same, different versions of windows may use the domain & your user name together: archdpdx\hwycoff

If you are the only person using the computer, it is nice to have your password Saved. It is also a good idea to “bookmark” this web site for quick access.

If you forget the Domain Name: here it is



Archdiocese of Portland: Ministry Formation Online Class Tutorial

Step Three: Main Page & Location of Material

Once you have login in, this is what the main page will look like.

This will be where you can find various helpful web site links. Depending on the class, your instructor may require visitation of sites or just some informational ones.

Home - Microsoft Internet Explorer provided by Archdiocese of Portland

Address: http://minfrm.archdpdx.org/

Home | Documents | Discussion Boards | Lists | Create | Site Settings | Help

Ministry Formation Online Classes
Home

Quick Launch

- General Discussion
- Contacts
- Tasks
- MCP 107 Online Vatican II

Search Documents

Go

Online class information for Lay Ministers

Announcements [Add new announcement](#)

Upcoming Classes
by Abbott, Maureen 3/22/2005 9:39 AM

April 1-May 27, 2005 - MCP 107: Vatican II
May 30-August 1, 2005 - MCP 106: Scripture II, New Testament

Events [Add new event](#)

There are currently no upcoming events. To add a new event, click "Add new event" above.

General Discussion [Add new discussion](#)

Subject: MCP 107: Module 1 - Pope John XXIII calls council! NEW Modified By: Wycoff, Heather

Tasks [Add new item](#)

Title Assigned To

There are no items to show in this view of the "Tasks" list. To create a new item, click "Add new item" above.

SharePoint Team Services

Links [Add new link](#)

- Ministry Formation: Archdiocese of Portland
- Official Vatican Site: Documents of Vatican II
- Book Online: Catechism of the Catholic Church

Shared Documents [Add new document](#)

File Name	Modified By
MCP 107 Assignment Chart Spring 2005! NEW	Wycoff, Heather
MCP 107 Syllabus Spring 2005! NEW	Wycoff, Heather
MCP 107 Assignment 3 Spring 2005! NEW	Wycoff, Heather
MCP 107 Module 3 Spring 2005! NEW	Wycoff, Heather
MCP 107 Module 2 Spring 2005! NEW	Wycoff, Heather
MCP 107 Module 1 Spring 2005! NEW	Wycoff, Heather
MCP 107 Assignment 2 Spring 2005! NEW	Wycoff, Heather
MCP 107 Assignment 1 Spring 2005! NEW	Wycoff, Heather

Contacts [Add new item](#)

Last Name	First Name	Business Phone	E-mail Address

'Home' button will always get you back to this main page

This quick launch will get you back to the class document 'library'; this will contain all the class documents. This would be used if the document you were looking for was taken out of the 'shared documents' because that module week had passed

This will be where you do your weekly class discussion. At the end of each week, one discussion question will be added and one taken away.

'Shared Documents' will contain 1-3 modules, as the weeks progress documents will be added & others taken away.



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Step Four: Shared Documents

Home - Microsoft Internet Explorer provided by Archdiocese of Portland

Address: http://minfrm.archdpdx.org/

Home | Documents | Discussion Boards | Lists | Create | Site Settings | Help

Ministry Formation Online Classes
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Quick Launch
 General Discussion
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Search Documents

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 Subject Modified By
 MCP 107: Module 1 - Pope John XXIII calls council NEW Wycoff, Heather

Tasks [Add new item](#)
 Title Assigned To
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SharePoint Team Services

Links [Add new link](#)
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Shared Documents [Add new document](#)

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MCP 107 Syllabus Spring 2005 NEW	Wycoff, Heather
MCP 107 Assignment 3 Spring 2005 NEW	Wycoff, Heather
MCP 107 Module 3 Spring 2005 NEW	Wycoff, Heather
MCP 107 Module 2 Spring 2005 NEW	Wycoff, Heather
MCP 107 Module 1 Spring 2005 NEW	Wycoff, Heather
MCP 107 Assignment 2 Spring 2005 NEW	Wycoff, Heather
MCP 107 Assignment 1 Spring 2005 NEW	Wycoff, Heather

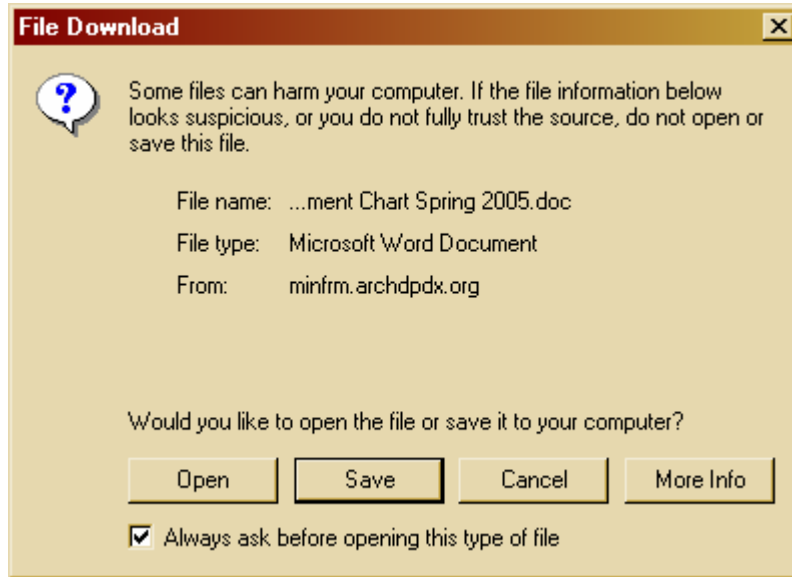
Contacts [Add new item](#)

Last Name	First Name	Business E-mail Address	Phone

Click directly on the module you want. Please note: you must have Microsoft Word to access these documents.



Step Four: Shared Documents



This will be your next decision:

1. Save this word document to your personal computer, then work there and print it later.

-or-

2. Open & view/print this document online.



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Step Four: Shared Documents

http://minfrm.archdpdx.org/Shared%20Documents/MCP%20107%20Assignment%20Chart%20Spring%202005.doc - Microsoft Internet Explorer p

Address http://minfrm.archdpdx.org/Shared%20Documents/MCP%20107%20Assignment%20Chart%20Spring%202005.doc

MCP 107: VATICAN II'S IMPACT AND DIRECTION
Online Course Modules and Assignments

Module	Topic	Assignment						
		Documents of Vatican II		Decrees of the Council		To Instructor by:	To Discussion	
		Title	Articles	Pages:	Person	Pages		
1	What is an ecumenical Council?				Pope John XXIII	x-xvii	April 10 #1	Module 1
2	What was the context of Vatican II?	Constitution on the Sacred Liturgy	130	117-162	Pierre-Marie Gy. O.P.	151-57	April 17 #2	Module 2
3	The major work of the Council—self-reflection on Church	Dogmatic Constitution on the Church	69	1-95	Archbishop Denis E. Hurley, O.M.I.	53-61	April 24 #3	Module 3
		Decree on Pastoral Office of Bishops	33	283-316	Edmond Bliven	251-55		
		Decree on the Catholic Eastern Churches	30	525-38				
4	How to be Christ's Church in an expanding world culture (<i>ad extra</i>)	Decree on Ecumenism	24	499-524	Gregory Baum	129-43	May 1 #4	Module 4
		Declaration on Non-Christian Religions	5	569-74				
		Decree on the Church's Missionary Activity	9	443-57				
		Declaration on Religious Liberty	15	551-68				
5	Renewing the contributions of the various roles within the Church (<i>ad intra</i>)	Decree on the Ministry and Life of Priests	22	317-64	Archbishop Raymond Hunthausen	43-51	May 7 #5	Module 5
		Decree on the Training of Priests	22	365-84	Bishop Frank Marcus Fernando	17-24		
		Decree on the Up-to-Date Renewal of Religious Life	25	385-401				
		Decree on the Apostolate of Lay	33	403-42				

When you click Open, the document appears. You can print it or just read it from the screen.

To get back to the main page, just press the 'back' button.



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Step Four: Shared Documents

Home - Microsoft Internet Explorer provided by Archdiocese of Portland

Address: http://minfrm.archdpdx.org/

Home | Documents | Discussion Boards | Lists | Create | Site Settings | Help

Ministry Formation Online Classes
Home

Quick Launch

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Search Documents

Go

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Links [Add new link](#)

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Shared Documents [Add new document](#)

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MCP 107 Assignment 3 Spring 2005! NEW	Wycoff, Heather
MCP 107 Module 3 Spring 2005! NEW	Wycoff, Heather
MCP 107 Module 2 Spring 2005! NEW	Wycoff, Heather
MCP 107 Module 1 Spring 2005! NEW	Wycoff, Heather
MCP 107 Assignment 2 Spring 2005! NEW	Wycoff, Heather
MCP 107 Assignment 1 Spring 2005! NEW	Wycoff, Heather

Contacts [Add new item](#)

Last Name	First Name	Business Phone	E-mail Address
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Click directly on the module you want.
-or-
Click on the 'Shared Documents' link & all the shared documents will come up



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Step Four: Shared Documents

Document Library View - Microsoft Internet Explorer provided by Archdiocese of Portland

Address: http://minfrm.archdpx.org/Shared%20Documents/Forms/AllItems.htm

Home | Documents | Discussion Boards | Lists | Create | Site Settings | Help

Ministry Formation Online Classes
Shared Documents

Select a View:
All Documents
Folder View

Search Documents
Go to search page

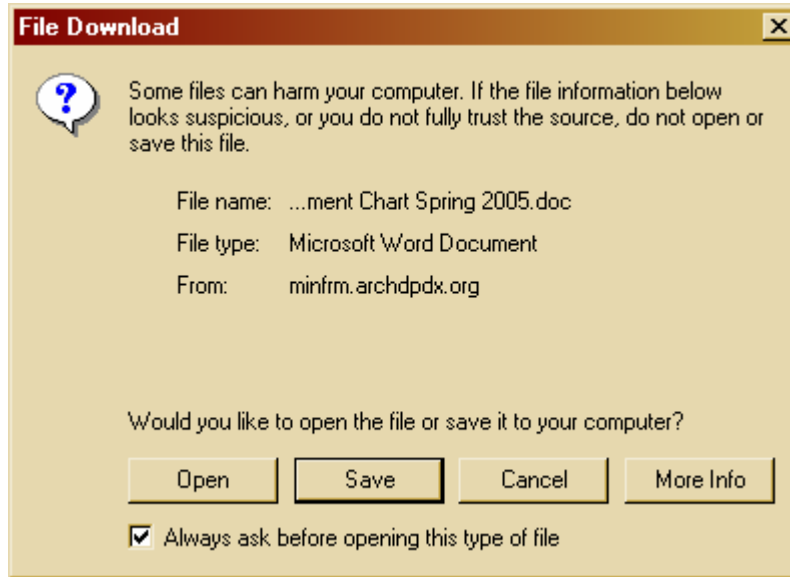
Share a document with the team by adding it to this document library.
New Document | Upload Document | Filter | Subscribe | Modify settings and columns

File Name	Edit	Last Modified	Modified By
MCP 107 Assignment 1 Spring 2005 !NEW		3/30/2005 3:09 PM	Wycoff, Heather
MCP 107 Assignment 2 Spring 2005 !NEW		3/30/2005 3:09 PM	Wycoff, Heather
MCP 107 Assignment 3 Spring 2005 !NEW		3/30/2005 3:31 PM	Wycoff, Heather
MCP 107 Assignment Chart Spring 2005 !NEW		3/31/2005 8:29 AM	Wycoff, Heather
MCP 107 Module 1 Spring 2005 !NEW		3/30/2005 3:10 PM	Wycoff, Heather
MCP 107 Module 2 Spring 2005 !NEW		3/30/2005 3:17 PM	Wycoff, Heather
MCP 107 Module 3 Spring 2005 !NEW		3/30/2005 3:29 PM	Wycoff, Heather
MCP 107 Syllabus Spring 2005 !NEW		3/31/2005 8:28 AM	Wycoff, Heather

Click on “Shared Documents” takes you to the list in a different format. Here you can also click directly on the module you want. Please note: you must have Microsoft Word to access these documents



Step Four: Shared Documents



Whenever you click on a document, you will need to decide:

1. Save this Word document to your personal computer and work there.
- or-
2. Open & view/print this document online.



Step Five: Assignments

- After completing the content portion of the module, return to “Shared Documents” and click on the corresponding Assignment.
- As always, you may either work online, or copy the Assignment as a Word.doc to your computer and work offline.
- When you have completed the Assignment, follow the directions there to send it to your instructor as an e-mail attachment.



Archdiocese of Portland: Ministry Formation Online Class Tutorial

Step Six: Discussion Board

Home - Microsoft Internet Explorer provided by Archdiocese of Portland

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://minfrm.archdpdx.org/ Go Links

Home | Documents | Discussion Boards | Lists | Create | Site Settings | Help

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Quick Launch

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General Discussion [Add new discussion](#)

Subject Modified By
MCP 107: Module 1 - Pope John XXIII calls council NEW Wycoff, Heather

Tasks [Add new item](#)

Title Assigned To

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Links [Add new link](#)

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Official Vatican Site: Documents of Vatican II
Book Online: Catechism of the Catholic Church

Shared Documents [Add new document](#)

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MCP 107 Assignment 1 Spring 2005 NEW	Wycoff, Heather

Contacts [Add new item](#)

Last Name	First Name	Business E-mail Address	Phone
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Next, on the Home page, click on the 'General Discussion' link.



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Step Six : Discussion Board

Discussion Board View - Microsoft Internet Explorer provided by Archdiocese of Portland

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://minfrm.archdpx.org/Lists/General%20Discussion/AllItems.htm Go Links

Home | Documents | Discussion Boards | Lists | Create | Site Settings | Help

Ministry Formation Online Classes
General Discussion

Select a View:
■ Summary
Expanded

Use the General Discussion to hold newsgroup-style discussions on topics relevant to your team.

New Discussion | Filter | Subscribe Modify settings and columns

Subject	Modified By	Modified
■ MCP 107: Module 1 - Pope John XXIII calls council NEW	Wycoff, Heather	3/30/2005 3:46 PM

Choose the
First Titled
Link for the
module you
are working
on.
(There may be
multiple
links from
other
students
but read the
first one
stated with
the lesson)



Archdiocese of Portland: Ministry Formation Online Class Tutorial

Step Six : Discussion Board

Ministry Formation Online Classes
General Discussion: MCP 107: Module 1 - Pope John XXIII calls...

[Reply](#) | [Edit Item](#) | [Delete Item](#) | [Go back to discussion board](#)

MCP 107: Module 1 - Pope John XXIII calls council 3/30/2005 3:46 PM
Posted by [Wycoff, Heather](#)

Posted by Abbott, Maureen 3/29/2005 12:19 PM

1. Pope John is quite eloquent. If you were to select a quote to put on your desktop, what would it be?
2. In general, what struck you in this address?

Click on "Reply" above and post your answer to either 1. or 2. As the week goes on, you can also comment on what others post. Hopefully as we get good at this, it will become a real discussion.

Subject	Modified By	Modified
MCP 107: Module 1 - Pope John XXIII calls council !NEW	Wycoff, Heather	3/30/2005 3:46 PM

Here you will see the discussion question, press 'reply', to give your response

(You may read & respond to other students by clicking on their links)



Archdiocese of Portland: Ministry Formation Online Class Tutorial

Step Six : Discussion Board

Ministry Formation Online Classes
General Discussion: MCP 107: Module 1 - Pope John XXIII calls...

Save and Close | Delete Item | Go back to discussion board

Subject * MCP 107: Module 1 - Wycoff Response

Text
This is a test 'thread'. This is what will be posted in the discussion box. You can read everyone's responses and send in your own.

*indicates a required field

Created at 3/31/2005 8:53 AM by Wycoff, Heather
Last modified at 3/31/2005 8:53 AM by Wycoff, Heather

Enter your response to the discussion here

Please note the format of the 'subject':
class title – module # -- your last name

When finished, click 'Save & Close'. At any point to can go back to this response & choose 'edit' to change information



Other Information

- There is more than one way to get to all the class files, I showed you the most straightforward approach to all of this. Feel free to explore the site.
- Everyone who has access to this web site, can edit it. Please refrain from deleting files or adding files, if you have technical difficulty – contact Heather at the Griffin Center.
- More than one class may be going online at the same time, please respect the other classes by sticking to your class & materials only.
- Homework will be sent directly to the teacher as an email attachment, since posting your work to the web page will give everyone access to read it. The discussion board will be your area for class discussion at this time.
- Be mindful that the content of the modules is copyrighted. Observe normal rules for quoting and citing content.