

Procedure to follow to submit MAKE UP WORK FOR AN ABSENCE:

If a student is absent, please be advised that as is the policy in the Religious Education Parent/Student handbook – the work that was missed **MUST BE MADE UP AT HOME BY THE STUDENT**. The new procedure to submit online chapter work is as follows: The date that the student is absent, corresponds to a chapter on the General Rel. Ed. calendar and you will find a Lesson/Chapter (Lesson is same as Chapter) for that date.

- Sign in to: Be My Disciples www.bemydisciples.com/



- Under Chapter Review:

SELECT A GRADE
SELECT A CHAPTER
CLICK GO

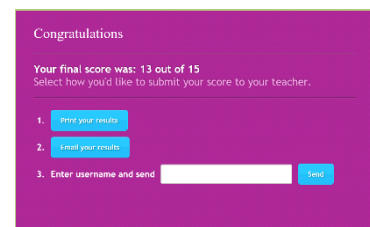
- **YOU WILL THEN PROCEED TO TAKE AN ONLINE QUIZ CONSISTING OF 20 QUESTIONS**

As you take the online review quiz the answer you choose will be automatically marked CORRECT OR WRONG. Your quiz will NOT be graded, your score doesn't matter. The importance of this exercise is to review the chapter that was covered during your absence and submitting your work.



- **WHEN YOU HAVE COMPLETED THE ONLINE REVIEW IT WILL AUTOMATICALLY SWITCH TO THIS SCREEN**

This will give you your score and an option to print or email your results:
CLICK ON EMAIL MY RESULTS AND YOU WILL GET ANOTHER SCREEN...



Congratulations... Your final score was

- TYPE IN STUDENT'S NAME
- SEND TO RECIPIENTS EMAIL AS FOLLOWS: religioused@strobert.com, CLICK ON SEND

*****VERY IMPORTANT*****

PLEASE CLICK ON SEND ONLY ONCE AND

DO NOT EMAIL WORK TO ANY OTHER EMAIL ADDRESS OTHER THAN THE ONE PROVIDED religioused@strobert.com

- **AFTER YOU CLICK ON SEND: YOU WILL GET ANOTHER SCREEN STATING: EMAIL SENT SUCCESSFULLY**
WE WILL NOTE ON THE STUDENT'S ATTENDANCE RECORD THAT THE WORK WAS RECEIVED FOR THE ABSENCE

