

Setting Up the Religious Education Program in the Gabriel RE Module

Create Levels in Level Maintenance by entering the OLDEST grade first, working from oldest to youngest grade.

[Click here for the How-To on Level Maintenance.](#)

In order to promote students into the next grade or course level for the next year, be sure and add "next level".

[Click here for the How-to on Promoting Students.](#)

In Committee Maintenance Create 3 church committees for RE. One for Aides, one for Teachers, one for Students.

[Click here for the How-to on RE Committees.](#)

In Administrative Menu, under Church Maintenance, choose the committee that corresponds to each category under Religious Ed for Aides, Teachers and Students. *(This is covered in the How-to pm RE Committees)*

Add Aides and teachers to the RE Aides and RE Teachers committees and their position.

[Click here for how to on adding Teachers & Aides](#)

Add students to the RE Student committee and their position (their Grade level). For students, the position must match the level exactly as entered in level maintenance. (ie. If first grade is "Grade 1", then position will be "Grade 1").

[Click here for the How to on adding Students.](#)

Set up the Room Maintenance for Classroom assignments.

[Click here for How to on Rooms](#)

Set up Class Maintenance choosing grade levels, rooms Teachers and Aides from the drop down lists.

[Click here for How-to on setting up Classes](#)

All of the tutorials for setting up RE programs are in one document on Freshdesk at [Steps to Set Up Relig Ed Program in the RE Module : Parish Support \(freshdesk.com\)](#) - Or Open [gbdic-parish.freshdesk.com](#) and scroll down to the Religious Ed section.

The guide is "Steps to Set up Relig Ed Program in the RE Module."

[Click here for the overview of RE module video.](#)

Note: all of your families with children in the RE program need to be families in your church. If you have students who are members of another parish, but taking RE courses at your parish, you will need to "pull them over" into your church as RE Only families.

Are all students members of your church?

Yes

No

Search for the family by their parents name, and then pull this new family into your church as a Rel Ed Only Family. How to Guide at [Add an Existing Family to Your Parish \(Pull a Family Over\) : Parish Support \(freshdesk.com\)](#)

Additional How-to guides on multi-grade classes, shared RE programs with other parishes, pulling attendance lists are available in this guide on [Steps to Set Up Relig Ed Program in the RE Module : Parish Support \(freshdesk.com\)](#)