



## Important Information for your *Essentials* virtual course by Liturgy Training Publications.

The *Essentials of Catholic Liturgy* is an interactive course that uses a combination of online platforms. Please take a few moments to read the pages of this document. We hope this document will assist you in navigating the various steps you should take to make the most out of your virtual training experience. If you have any questions, we recommend that you contact us with the information found on the bottom of page 5 of this document.



**REQUIRED TECHNOLOGY:** Desktop or laptop computer and internet connection.  
(We do not recommend participating on a smartphone or tablet.)

**[Download the Adobe Connect Application for Desktop](#)**

[Direct Download Link for Windows](#)

[Direct Download Link for Mac](#)

### **STEP ONE** Log-in to the *Essentials* website.

Use the **LOGIN** button on the top of the website. You may wish to bookmark this page.

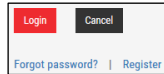
Username: Email you used to register for the course. Same email address associated with your LTP.org account.

Password: Same password you used/created when registering for the course. If having difficulties, see the Common Problems table below.



Use this link:

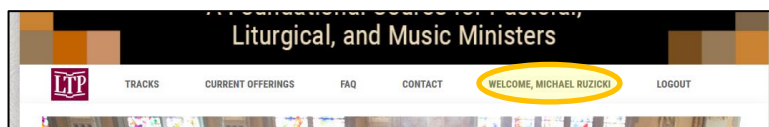
**[HTTPS://TEOCL.ORG/ACCOUNT/LOGIN](https://teocl.org/account/login)**

Common Problems	Solutions
Can't remember password? Don't think you ever got a password?	Before calling LTP, try the "Forgot password?" link under the login button. 
Unable to login or email not recognized?	If someone registered you for the course, you must e-mail <a href="mailto:EVENTS@LTP.ORG">EVENTS@LTP.ORG</a> to ensure your e-mail address is associated with the account.

### **Verify** STEP ONE *is complete.*

After logging in to the website, you will be returned to the main home screen.

You should now see an extra link added to the top menu bar. **WELCOME, YOUR NAME**



## STEP TWO Go to your course page.

Each class (or course offering) has its own specific webpage.

Click **WELCOME, YOUR NAME** near the top of the screen. You will see one of two things...

[1] If you are enrolled in only one course, you will be brought directly to your course page.

[2] If you are enrolled for several courses, you will see a full list of those courses. Choose the current course and click "Course Page."

### Verify STEP TWO is complete.

When logged into the *Essentials* website, all class participants will be able to see a special area of the course offering screen. **This special area will be added to your course approximately two weeks prior to your first session.**

See below for more information.

#### Course Forum

Here, your course presenters will communicate with you and post "homework" assignments. You will have the opportunity to ask questions to fellow classmates.

#### Recordings of Sessions

If you missed a session, go to your Course Forum after 12pm ET the next day. There will be a post from the instructor with a link to the recorded session.

#### Course Schedule

Add all dates and times to your personal calendar.

**VIRTUAL CLASSROOM**

The ECL course will use the Adobe Connect platform for our virtual classroom. You will need a computer with a solid internet connection and speakers or earbuds/headphones. A webcam and microphone will not be necessary.

To ensure that your computer and internet connection is configured properly, you must perform a diagnostic test before each session. Please perform this test (link below) even if you have previously participated in an LTP Virtual Workshop.

- Web Browser: Use MS Internet Explorer or Mozilla Firefox, not Google Chrome
- Diagnostic Test link: [http://tp.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://tp.adobeconnect.com/common/help/en/support/meeting_test.htm)
- Classroom link: <http://tp.adobeconnect.com/ecl-11/>
- Select Enter as Guest and enter your full name.

**COURSE FORUM**

[Click here](#) to access your course forum.

**COURSE MATERIALS**

Course Syllabus: [Click here](#) to download.

Course Text: The Liturgy Documents, Volume One: Essential Documents for Parish Worship, 5th ed. Please note that you can also purchase this resource as an e-book through Amazon, Google, and iTunes.

<b>SESSION 1</b>	<b>SESSION 4</b>
<a href="#">Supplemental Reading</a> - Click to Expand	<a href="#">Supplemental Reading</a> - Click to Expand
<a href="#">Video</a> - Click to Expand	<a href="#">Video</a> - Click to Expand
<b>SESSION 2</b>	<b>SESSION 5</b>
<a href="#">Supplemental Reading</a> - Click to Expand	<a href="#">Supplemental Reading</a> - Click to Expand
<a href="#">Video</a> - Click to Expand	<a href="#">Video</a> - Click to Expand
<b>SESSION 3</b>	<b>SESSION 6</b>
<a href="#">Supplemental Reading</a> - Click to Expand	<a href="#">Supplemental Reading</a> - Click to Expand
<a href="#">Video</a> - Click to Expand	<a href="#">Video</a> - Click to Expand

**TRACK 1: The Basics of Liturgy, Fall 2018**

**PRESENTERS:** Mary Dumm, D. Todd Williamson, Timothy Johnston  
Contact [training@ltp.org](mailto:training@ltp.org) for more information.

**SCHEDULE**  
Sessions run from 8:00-9:30pm EST on Monday evenings.

<b>September 10, 2018</b>	SESSION 1: Fundamentals of Christian Liturgy (assembly, ritual, symbol and gesture, proclamation Scripture)
<b>September 17, 2018</b>	SESSION 2: Introduction to the Mass I: Introductory Rite, Liturgy of the Word
<b>September 24, 2018</b>	SESSION 3: Introduction to the Mass II: Liturgy of the Eucharist, Concluding Rite
<b>October 1, 2018</b>	SESSION 4: The Liturgical Year
<b>October 15, 2018</b>	SESSION 5: Liturgical Ministries
<b>October 22, 2018</b>	SESSION 6: Sacraments and Devotions

**Registration Cost: \$150.00/person**  
**Deadline: Registration Closed**

#### Virtual Classroom

All online sessions take place in this Adobe Connect meeting room. **BEFORE** signing into the virtual classroom, read **STEPS THREE and FOUR** of this document.

#### Supplemental Material

Each *Essentials* course grants you access to several articles, book excerpts, and videos.

## Before using Adobe Connect.

1. If you are unfamiliar with the Adobe Connect online learning platform, consider watching the short videos on our website: <https://www.ltp.org/virtual-training#AC>
2. Use a desktop or laptop computer. Not all features are supported on smartphones or tablets and the LTP tech team is unable to assist you if you use a mobile device.
3. Please download the Adobe Connect application for your computer. Information can be found here: <https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html#Application> (Scroll down and look for "Meeting Applications for Adobe Connect")
  - [Direct Download Link for Windows](#)
  - [Direct Download Link for Mac](#)

## STEP THREE Prepare your computer software.

To ensure that your computer and internet connection is configured properly, you must perform a diagnostic test before *each* session. Perform this test (link below) even if you have previously participated in an LTP *Virtual Workshop* or *Essentials* course.

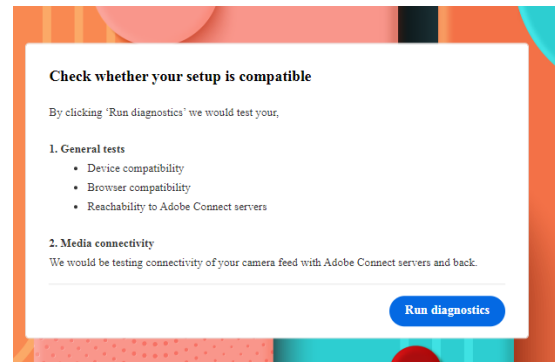
**Diagnostic Test link:** [http://ltp.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://ltp.adobeconnect.com/common/help/en/support/meeting_test.htm)

**ALL USERS must perform the diagnostic test in the red box below.**

### IMPORTANT – DIAGNOSTIC TEST

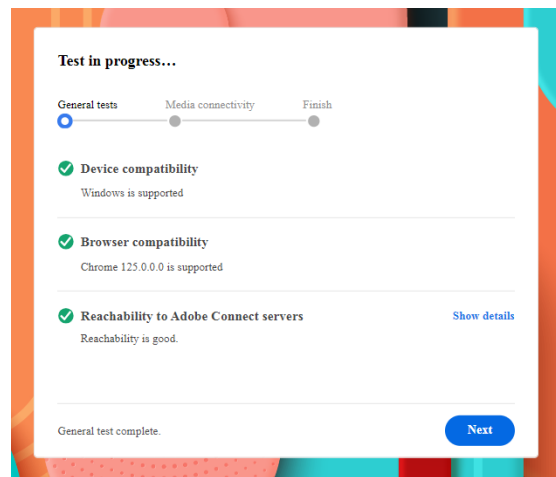
Whether you have participated in an LTP *Virtual Workshop*, *Essentials* course, or if you are using a computer you have used before, be sure to test your computer for the necessary updates

[http://ltp.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://ltp.adobeconnect.com/common/help/en/support/meeting_test.htm)



### Verify STEP THREE *is complete*.

Depending on your browser/computer, you may see 2 or 4 green check marks. Regardless, you should see a successful test result.



You do not need to test your media connectivity, as you will not be utilizing your camera during the session.

## STEP FOUR Enter your virtual classroom.

LTP *Essentials* courses use the Adobe Connect platform for our virtual classroom. You will need a computer with a solid internet connection and speakers or earbuds/headphones. A webcam and microphone will not be necessary.

#1 Go to your course page on the ECL website.  
See STEP TWO of this document.

#2 Click the classroom link toward the top of the screen.  
(Seen here as red button.)

### VIRTUAL CLASSROOM

The ECL course will use the Adobe Connect platform for our virtual classroom. You will need a computer with a solid internet connection and speakers or earbuds/headphones. A webcam and microphone will not be necessary.

To ensure that your computer and internet connection is configured properly, you must perform a diagnostic test before each session. Please perform this test (link below) even if you have previously participated in an LTP Virtual Workshop.

- Download Adobe Connect: Download the Adobe Connect Application for Desktop.
  - Direct Download Link for Windows
  - Direct Download Link for Mac
- Diagnostic Test link: [http://ltp.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://ltp.adobeconnect.com/common/help/en/support/meeting_test.htm)
- Classroom link: <http://ltp.adobeconnect.com/ecl-t1/>
- Type your full name and click "Enter Room."

#3 Under the LTP and OCIA logos, Type in your first and last name and click "Continue."

Join as guest

Name  
Type here

By entering a Name & clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) & [Privacy Policy](#)

Continue

OR

Join as registered user

#4 Select your speaker option  
Click "Enter Room"

ECL-T1

Select your audio/video options and enter room.

Speaker icon:  System Default

Microphone icon:  System Default

Go Back Enter Room

## ADDITIONAL NOTES

**TECHNOLOGY TESTS:** Participants are required to attend a live technology test before the course begins. This is designed to serve as a virtual orientation to the Adobe Connect platform and address individual questions and technology issues well before the course starts. For most participants, this test will take no longer than 10 minutes. **Please note: Attending a live technology test is of utmost importance. If you are not able to attend the technology test, contact [EVENTS@LTP.ORG](mailto:EVENTS@LTP.ORG) to make a special appointment. All of our customer service representatives will be extremely busy in the moments leading up to the first session. Please do not wait until the last minute.**

Your technology test will occur in your virtual classroom (see step four above).

**REQUIRED TEXT:** Each LTP *Essentials* course has a required text. Links are included below. If you are ordering your resource within the two weeks prior to the first class, we encourage you to call our customer service department at 800-933-1800 and speak directly to an associate to ensure on-time delivery. Please note that you can also purchase many LTP resources as e-books through Amazon, Google, and iTunes.

Course	Resource	Direct Link
<b>The Essentials of Catholic Liturgy</b> <b>Track One: The Basics of Liturgy</b>	The Liturgy Documents, Volume One, 5 <sup>th</sup> Edition Essential Documents for Parish Worship Liturgy with Style and Grace, 3 <sup>rd</sup> Edition, Revised	<a href="https://ltp.org/products/details/LD1V5">https://ltp.org/products/details/LD1V5</a> <a href="https://ltp.org/products/details/LSG3R">https://ltp.org/products/details/LSG3R</a>
<b>The Essentials of Catholic Liturgy</b> <b>Track Two: Sacramental Rites and Other Parish Liturgies</b>	The Liturgy Documents, Volume Two, 2 <sup>nd</sup> Edition Documents for Parish Sacramental Rites and Other Liturgies	<a href="https://ltp.org/products/details/LD2V2">https://ltp.org/products/details/LD2V2</a>
<b>The Essentials of Catholic Liturgy</b> <b>Track Three: Liturgy, Life, and Discipleship</b>	Beyond the Sanctuary: Essays on Liturgy, Life, and Discipleship	<a href="https://ltp.org/products/details/BSC">https://ltp.org/products/details/BSC</a>

**ATTENDANCE:** The Adobe Connect platform can only keep track of those who have attended live sessions and will record the name you entered upon signing in each week. Because the classes are interactive, your attendance is important, and your participation will enhance the learning experience. Recordings for each session will be posted as a web link on the Course Forum (see STEP TWO of this document) by 12:00pm ET the following day. Unfortunately, the technology will not record attendance if you watched a recorded session.

**ASSISTANCE:** If you have any questions about your *Essentials* course, please contact us by e-mailing [EVENTS@LTP.ORG](mailto:EVENTS@LTP.ORG) or by calling 773-579-4906.