

Dear Dayton students of the St. Francis of Assisi Parish,

Greetings! We trust you are all enjoying your Dayton courses and growing strong in your faith.

Before we begin the next cycle of Dayton courses, we need all existing Dayton students to send us a screen shot of their 'Course History.'

For those who are not familiar with getting screen shots ... the procedure is:

1. Enter your User ID & Password ... and Login to the Dayton VLCFF website.
2. On the 'My VLCFF' Start Page (see image below) ... click the 4th link 'View My Course History'



3. This will give you a listing of all the courses you have taken so far (see image below).

**My Course History**

Course status indicates:

- **Waiting List:** The student will be notified when a new section of the course opens.
- **Next Cycle:** The course will begin in the upcoming cycle of courses.
- **In Progress:** The course is running in the current cycle of courses.
- **Drop:** The course was started, but the student withdrew from the course while it was in progress.
- **Did Not Complete:** The course has finished, but not all requirements were completed.
- **Complete:** The course has finished and all requirements were completed.

**Note:** After the completion of each cycle, each student's completion status is manually processed by the VLCFF staff. It may take up to one month for this process to be completed. Therefore, your completion status may indicate that your course is "In Progress" for up to one month after the completion of the course.

Course Code	Course Name	Course Date	CEU	Course Status	Facilitator
E1439	Sacraments B	20-Jul-2014	2.5	Completed	<a href="#">Nancy Martins</a>
B1497	Introduction to Christian Morality - AVOSA Group 4	2-Mar-2014	2.5	Completed	<a href="#">Pat Gavula</a>
A1489	New Testament - AVOSA Group 1	12-Jan-2014	2.5	Completed	<a href="#">Michelle Tomshack</a>
G13103	Old Testament - AVOSA Group 4	20-Oct-2013	2.5	Completed	<a href="#">Kathee Sterbenz</a>
A1395	Introduction to Catechesis - AVOSA 5	13-Jan-2013	2.5	Completed	<a href="#">Marianne Slattery</a>
G1287	Images of Jesus - AVOSA Group 5	14-Oct-2012	2.5	Completed	<a href="#">Amy Ekeh</a>
D1283	Introduction to Scripture - AVOSA Group 6	20-May-2012	2.5	Completed	<a href="#">Michelle McClure</a>
B1291	Catholic Beliefs - AVOSA Group 4	26-Feb-2012	2.5	Completed	<a href="#">Bishop Anthony Bosco</a>

4. Press the Shift & Print Screen tabs together to screen-shot page, and paste it in an email to me (diana.vellara@gmail.com). If this does not work for you, paste the image either in MS Word or PowerPoint and save file.
5. Attach file to email and send it to me.

From this point on, we request you to kindly repeat this procedure after completion of each future Dayton course you take - so our database can be updated.

Thank you in advance for your cooperation and support.

God Bless

Diana Vellara

Dayton Coordinator

St. Francis of Assisi Parish, Jebel Ali