

## Educator Checklist

- Log on to VIRTUS

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- Click "Educator" Tab [Follow the prompts as seen for the desired outcomes]
  - On left side of screen, click "Lesson Plans"
    - ✓ 3 Easy to Follow Steps
      1. Overview
      2. Parents Booklet
      3. Opt-Out Form – Be sure this is the New Ulm diocesan form
    - ✓ Read Steps
    - ✓ Click "Continue"

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- Choose appropriate grade level

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- From drop down menu, choose applicable Lesson Plan and click "Continue"

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- Click the Green Arrow to View/Read/Print

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- Click "Continue"

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- Click "Return to Educator Tab"

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- Repeat above steps as needed to view/print all lesson plans for your grade

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- After teaching *Touching Safety*
  - Fill in the paper VIRTUS Children's Training form,
  - The Absent and Opt-Out form with supporting documentation attached.
  - Send this form to:

Diocesan Safe Environment Coordinator  
 c/o Jeovana Michels  
 Diocese of New Ulm  
 1421 6th Street North  
 New Ulm, MN 56073

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