

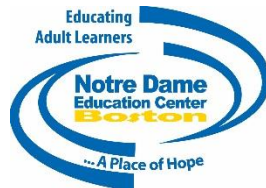
Staff Handbook

2017 - 2018



Learning English at a Distance

Notre Dame Education Center



The program is funded by the
Massachusetts Department of Elementary and Secondary Education,
Adult and Community Learning Services

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**Notre Dame Education Center
200 Old Colony Avenue
South Boston, MA 02127
617-268-1912**

A. Welcome

Welcome to staff of each Community Adult Learning Center! The teachers at Notre Dame Education Center, DESE's HUB, will be teaching your ESOL students. We hope this handbook will help answer your questions.

I (Margaret Lanen) am the coordinator of the Distance Learning program. Please feel free to contact me at any time by phone, e-mail, or video conversation:

mlanen@ndecboston.org 617-268-1912 ext 303; Skype name: Margaret.Lanen

Diana Satin (dsatin@ndecboston.org) is the resource person for our online community. Our part-time teachers are Patricia Drake (pdrake@ndecboston.org), Margaret McLaughlin (mmclaughlin@ndecboston.org), and me. One of us will work with your class.

Diana has developed a website for students (<http://leadesol.weebly.com/>) and for staff (<http://leadstaff.weebly.com/>). You will find many valuable resources as well as places for introductions and conversations.

We look forward to your participation in our Learning English at a Distance (LEAD) online learning class, and we welcome your students who want to improve their skills in English.

Margaret Mc



Patricia, Margaret L, and Diana



B. Partner Policies

The HUB staff and the Community Adult Learning Center (CALC) coaches have different roles in guiding students through the three USA Learns courses: *Course One*, *Two*, and *Three*. To clarify the roles, the following describes the various responsibilities:

1. Referrals

COACH refers students to the HUB through SMARTT **after**:

- the TABE or Best Plus test has been administered and scored
- the student has completed one lesson (*Course Two*) or two units (*Course One*).

(To refer to HUB in SMARTT: Open student information screen, choose “Placements in DL HUB” in the column on the left, click on “edit” and complete info.)

2. SMARTT Data Entry

HUB records:

- attendance after the referral
- online learning hours.

COACH records:

- orientation hours
- ongoing face-to-face hours
- post-testing hours (all students must complete by June 30).

3. Startup Activities for New Students

COACH

- Conducts orientation meetings with new students (see pages 7,8), and registers them in *Course One* or *Course Two*.
- Corrects the two “Write about it!” activities in Lesson 1 (*Course Two* students). Then meets with students and shows them how to make changes in writing activities.
- Once a student has corrected Lesson 1 (*Course Two*) or finished all activities in Units 1 and 2 (*Course One*), refers student to the HUB in SMARTT, and sends the following student information to coordinator:

Last Name	First Name	Country	Dual or Direct	Sex	Date of Birth	Course 1 or 2	Year Arrived in US	Text or Email?

- Informs the teacher of any special needs students have.
- Introduces students to the online community website: <http://leadesol.weebly.com>

TEACHER

- Sends welcome message to students, cc'ing the coach, after students have completed Lesson 2 (*Course Two*) or Unit 3 (*Course One*).

4. Ongoing Responsibilities

COORDINATOR

- Keeps active communication with CALC staff
- Maintains student database
- Posts monthly enrollment of “active” students on the website: <http://leadstaff.weebly.com/> (PASSWORD = secret)
- Invites students to online community website
- Offers weekly online conversation group.

TEACHER

- Sends messages of encouragement periodically
- Corrects “Write about it!” activities
- Refers students to websites to help with a particular task
- Sends coaches Mid-Month Progress Report, listing students who have not participated in the past two weeks
- At month’s end, submits to coach the Monthly Attendance Report, indicating units completed, attendance hours, and student status.
- Changes student status to “inactive” in USA Learns if students have not completed 6 credit hours for two months.

COACH

- Meets with students periodically to check on progress
- Requests that students reply to teacher’s e-mails or text messages
- Contacts students who were not active during the month after receiving Mid-Month Progress Report
- Returns to teacher an annotated Mid-Month Progress Report with an update on students
- Informs teacher whether a student is “inactive” (student has given the coach a valid reason for not completing a unit) or should be “removed” (student has done no work for 2 months and has no excuse)
- E-mails teacher when “inactive” students have completed 6 credit hours and are ready to return to class
- Tells “removed” students that they are no longer in the class
- Sends corrections on the Monthly Attendance Report to the teacher, if needed.

5. Communication for Students

COACH

- Encourages students to participate in <http://leadesol.weebly.com/>. Students need to introduce themselves when transitioning from *Course One* to *Course Two* and participate in an online meeting and complete four Extra Practice activities (see <http://esol.weebly.com/more-practice-for-usalearns.html> and view the second video for instructions) when transitioning from *Course Two* to *Course Three*.
- Meets with students to monitor progress
- Offers a group meeting on a regular basis
- Asks students to sign contract for each course.

6. Communication for Staff <http://leadstaff.weebly.com/>

Staff uses website for these resources:

- Policies for coaches and teachers
- Orientation materials and DESE resources
- A place for dialogue
- Updates on changes or requests
- Monthly enrollment files for each CALC (PASSWORD = Secret).

C. Information and Resources for USA Learns

Teacher Sign-in

To sign in to see how your students are doing, go to: <http://usalearns.org/teacher>.

Use this email and password:

Email Address: mlanen@ndecboston.org PASSWORD: ndec15

USA Learns Courses

There are three courses in USA Learns: First English Course (*Course One*), Second English Course (*Course Two*), and Practice English and Reading (*Course Three*).

- In *Course One*, there are 20 “Units” and every unit has multiple lessons. Each unit receives 3 credit hours for attendance.
- In *Course Two*, there are five “units” and every unit has four “lessons” (total of 20 lessons) with multiple activities. Each lesson receives 6 credit hours for attendance.

The “Write about it!” activities in Units 2 through 20 are corrected by the HUB teacher (the coach corrects Unit 1), and students need to check the teacher’s comments and make changes if their score is less than 80% or if there is no score. All lessons in *Course Two* have one, two, or three “Write about it!” activities.

- In *Course Three*, there are 11 “units” and a total of 94 “stories”. Students must complete *Course Two* before they sign into *Practice English and Reading*. Each story receives 2 credit hours for attendance. A student who completes 43 lessons will receive a certificate for the course.

Teacher’s Home Page

This is what the screen looks like once you sign in to <http://usalearns.org/teacher>
 Email: mlanen@ndecboston.org Password: ndec15

The screenshot shows the Teacher's Home Page interface. At the top, there is a navigation bar with 'Apps' and 'About Us' links. Below this, a 'Messages' callout box points to a notification area that says '36 writing activities to grade'. A 'Writing activities to grade' callout box points to a specific activity, 'Lesson 1 Write About It', with a note to check for corrections messages. A 'Change my password/ email address/name' callout box points to a list of links: 'Messages', 'Change my password', 'Change my email address', and 'Change my name'. A 'News for teachers' callout box points to a blue box containing a welcome message and a link to 'Instructions'. A 'Title' callout box points to a table of classes.

Messages
(Find messages you sent students.)

Writing activities to grade
(Check here for your Second English Course students’ Lesson 1 Write About It activities to send them corrections messages.)

Change my password/ email address/name
(Please do not use.)

News for teachers
Welcome to our new site, which includes many improvements and additions. We hope you like it! Learn about what’s new and how to get started on our [Instructions](#) page.

Title (You can check student progress. Click your class title, then click a student’s name.)

Title	Star	Key
LEAD 12	7/2	3a
LEAD 14	9/1/2009 9/1/2011 23	01860025

Instructions (Excellent support materials.)

The screenshot shows a list of links for teachers. The first link is 'Tips for Teachers:' with sub-links 'How to Create a Class' and 'How to Manage Classes and Students'. Below this are four more links: 'What’s Different on the New USA Learns Site?', 'Technical Requirements', and 'Frequently Asked Questions'.

Tips for Teachers:

- [How to Create a Class](#)
- [How to Manage Classes and Students](#)

[What’s Different on the New USA Learns Site?](#)

[Technical Requirements](#)

[Frequently Asked Questions](#)

(Please do not edit class details.)

Resources *(Excellent support materials)*

<u>USA Learns Overview</u>	This document describes the basics of this project, including target audience, site features and more.
<u>Curriculum Scope and Sequence</u>	A description of our three English courses, including key vocabulary, grammar and language functions/life skills of each.
<u>USA Learns English Apps</u>	Students can watch videos from the 1st English course, practice listening, learn the course's vocabulary and practice speaking by recording their voice – on their mobile device.
<u>Intake Assessment for Students</u>	Not sure which course a student should start with? Your students can complete a short intake tool that will suggest a place for them to start.
<u>2nd Course Video Scripts</u>	We bet you can come up with many creative ways to use these scripts!
<u>"More Practice" Resources</u>	Looking for extra practice for lessons and skills? Visit this URL to find helpful resources for your students.

Orientation & Registration

Suggestions for Orientation

Note: This may differ according to your agency's procedures. The forms can be found on <http://leadstaff.weebly.com/> under the "Orientation & Student Support" tab.

First Meeting

1. Take basic student information (see sample **Student Registration Form**) and discuss distance learning. Give students the **Student Handbook '16-'17** to read and complete at home. Review the handbook with students in course one.
2. Give short placement quiz (see sample **Intake Quiz**) and assess computer skills (see **Computer Skills Assessment**) to decide what course is best for student.
3. Ask students to send an e-mail or text to say that they want to be in the class and when they will come for the next appointment.

Second Meeting

1. In Student Handbook, sign **contract** (page 9) and review **time management schedule** (page 7) with student.
2. For students not enrolled in another DESE class, fill out **DESE Student Intake Form, DESE Student Goals, and Release of Information**.

3. Conduct the shortened form of the **DESE Interview**. (See “Guidelines for Administering the Interview” on pages 3-16 of the DESE **Handbook of Screening, 2009**.)
4. Register students for USA Learns (see next page) and monitor students doing activities in Unit 1.
5. Give students **USA Learns Directions** guide to bring home.
6. Check that students know how to do the activities in Unit One, including the “Write about it!” activities in *Course Two*.

Third Meeting

1. Give TABE CLAS-E Reading/Writing or Best Plus Assessment Test.
2. Correct the “Write about it!” activity in *Course Two* and show students how to read comments and make changes.

After Third Meeting

Give SMARTT data person at your agency the information to refer students to HUB, including pre-assessment test score. (Once the coach has registered students in SMARTT and sent the coordinator the basic information, the HUB teacher will add students to her roster, and check their work regularly.)

How to Register Students for USA Learns

1. Have students go to www.usalearns.org and click “Start Now!”
2. Have students fill out their personal information. Students must have an e-mail account to register.
3. Provide students with class key **after** they have completed lesson 1 in course two or two units in course one, as shown on the next page.



Class Title and Keys

Course One:

Program	Class title in USALearns	Class key
12 (BCC, HMSC, Lynn, NECC)	LEAD12	c5a35b3a
14 (AACA, BCNC, SER, Web)	LEAD 14	8fe8cb25
15 (CPS, JM,HCC, LPS, Valley Opp, WPS)	LEAD 15	e516347c
16 (Col Bd, Im LC, Intl Lang, Mujeres Unidas)	LEAD 16	7f7cc33f
17 (Framingham, Ascentria)	LEAD 17	04300e12
19 (Massasoit CC)	LEAD 19	a49c19ee

Course Two

Ascentria Community Services	LEAD 42	43a40c6a
Asian American Civic Assoc.	LEAD 25	dadd7806
Berkshire Community College	LEAD 29	2763db4b
Boston Chinatown Neighborhood Center	LEAD 27	13e1bb9d
Clinton Public Schools	LEAD 46	81586621
College Bound Dorchester	LEAD 21	4ab53c14
Framingham Public Schools	LEAD 30	5d2d3c09
Haitian Multi- Service Center	LEAD 39	c94b4821
Holyoke Community College	LEAD 32	a048c78c
Immigrant Learning Center Inc.	LEAD 26	5e6c8a51
International Language Institute of MA	LEAD 31	d9b931cc
Jackson Mann Community School	LEAD 35	95e410f0
Lowell Public Schools	LEAD 41	dd997925
Lynn – Operation Bootstrap	LEAD 22	e4d60e2d
Massasoit Community College	LEAD 38	0afa6f66
Mujeres Unidas en Avanzando	LEAD 40	a2faf5a8
Northern Essex Community College	LEAD 37	63f9ed7f
Southeastern MA SER	LEAD 33	5553ee51
Valley Opportunity	LEAD 47	6fe0266c

Webster Public Schools	LEAD 39	c94b4821
Worcester Public Schools	LEAD 43	b2188761

Course Three

Patricia Drake's groups	LEAD 52	265f6c84
Margaret Lanen & Margaret McLaughlin's groups	LEAD 55	ec3189f7

