Today’s Objectives:

• Review and Status Check
• Potential Uses
• Learner Roles, Teacher Roles, Counselor Roles
• Building Learning Plans
• Identify Key Learner Web Staff
Types of Learning Plans

• GED® preparation
• English Language Learners
• Citizenship
• Workforce Development
• College Entrance Exam
• College Transition
• Digital Literacy
• Broadband Consumer Education
Potential Uses

Learn about Career Paths: Introduction

STEPS
- Introduction to Career Paths
- Examples of Career Paths
  - Medical Information Career Path
  - Nursing Career Path
  - Manufacturing Career Path
  - Green Jobs Career Path
- What did you learn?

Choose a Goal
- Internet Skills: How do you complete a survey?
- Learn about Career Paths: Introduction
- Learn about Career Paths: Career Awareness
- Learn about Career Paths: Career Success
- Learn about Career Paths: Career Exploration

Career Pathways
Potential Uses

Job Skills

- Medical Billing and Coding
- Medical Office Preparation
- Certified Nursing Assistant Preparation
- Math Skills for Work
- National Career Readiness Credential
## Potential Uses

### English Language Learners

- Learn English for Work 1 & 2
- Learn English for Work 4
- Life Skills for ESL
Potential Uses

Citizenship Skills

- Become a US Citizen
- Note: this plan assumes English language proficiency

Become a U.S. Citizen

STEPS
- Introduction to Citizenship Preparation
- Determine Eligibility
- Apply
- Prepare to Show You Understand English
- Prepare for the Civics Test
- Prepare for the Reading and Writing Test
- Get Fingerprinted
- Prepare for the Interview
- Go to the Interview
- Go to the Oath Ceremony
- Report to Your Learning Center
Potential Uses

College Transition

- Accuplacer—Getting Ready for College
- The Go to College Learning Plan
Tools Within the Learning Plans

• Pre-Requisites
• Resources
• Workspace

Demonstration Video
Steps of a Learning Plan

To complete a Learning Plan learners navigate through a sequence of Steps

• Each Step has a number of standard elements:
  – Prerequisites
  – Resources
  – Workspace
Become a U.S. Citizen

### Prerequisites

- Placement and progress assessments can be built into Learning Plans and set up as Prerequisites.

- Forms recording face-to-face meetings can be built into Learning Plans and set up as Prerequisites.

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<td>Go to the Oath Ceremony</td>
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This Step Is: UNAVAILABLE

If you are eligible for citizenship, your next step is to complete the N400 application.

Open This Step →
Resources

• Steps have Resources that help Learners to complete the Step

• Resources can be websites, off-line, or multimedia
  – On-line (e.g., websites, part of an online program)
  – Off-line or in the Learner’s local community (e.g., a local One-Stop, CBO, library, or adult education program)
Workspace

- Always available to the Learner and tightly integrated with the steps of the Learning Plan
- Viewable by others with the Learner’s permission
- Used to submit essays and documentation
Support Roles in Learner Web

• Teachers and Case Managers

• Learning Plans specify which roles can:
  – View & Enter information about the Learner
  – View the Learner’s work and progress
  – Sign off on the Learner’s completion of particular Steps in the Learning Plan
  – Communicate with each other absent the learner
Support Roles in Learner Web

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Teacher Role

• Set up classes within Learner Web
• View student progress

Live Demonstration
Assistant Roles

Workspace forms can be auto-graded or submitted to a Teacher, Tutor, or Case Manager to review, comment upon or grade.

- Choice determines how a Step might be completed.

Comments and/or grades can later be viewed by the Learner.

Workspace item fields can be hidden from different Assistants.
Additional Role Defined Tasks in Learning Plans

• Review status of a Step
• Indicate when a Step is completed

• Review, evaluate (grade) and/or give feedback on Workspace items

• View/enter info in Profile fields or Workspace forms, etc.
Building Learning Plans

• Develop a Plan Around:
  – A Lesson
  – A Process
  – A Tour

• Contact Jim with your idea

• Earn a Stipend
Identify Key Learner

Web Staff

- Open student accounts
- Customize LW Portal
- Set up Teacher/Classes
Reporting in LW

Reports (Max. 9; old reports will be deleted)

Region: LZpractice

Choose Report:
- Aggregate Learning Plan Report
- Aggregate Plan Average Time Duration Report
- Aggregate Step Report
- Plan Status Report
- Step Status Report
- Step Resources Report
- Step Workspace Report
- ESL Workspace Form Report
- Learner Profile Report
- Getting Ready for College: Taking the ACCUPLACER
- Go to College

Learning Plans:
- Becc
- Eng
- ESL
- ESL
- ESL
- ESL
- ESL
- Fam
- GED: Reading
- GED: Writing
- Getting Ready for College: Taking the ACCUPLACER
- Go to College

Start Date: ____________
End Date: ____________

Learners: ✔️ All

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Contact Information

James.matt@cayuga-cc.edu

Central Southern Tier RAEN