



Developing Learning Plans for Literacy Zones:  
College Transition Learning Plan  
Work Transition Learning Plan



Syracuse - April 28, 2010



- Quick refresher on LW & Lit Zones
- Developing College Transition and Work Transition Learning Plans
- Learning Plans 101
- Templates for describing Learning Plans
- Team process for this afternoon
- Team process after today



# LW & Lit Zones Refresher

- LW is a *learning support system* that blends online learning with case management
- In Literacy Zone Welcome Centers, youth and adults will get LW accounts and select *Learning Plans* to follow to reach their goals
- Learning Plans link Learners with online and offline Resources in their communities
- Case managers, teachers and others working with Learners can review their progress and play active roles in helping them advance through their Plans
- The Literacy Zones are currently reviewing and customizing existing Learning Plans (e.g., English for Work, Citizenship) so they are appropriate for their learners
- New York will develop new Learning Plans for the Pathways out of Poverty, starting with *Transition to College* and *Transition to Work*
- These new Learning Plans will be developed by cross-site teams and then customized by local Literacy Zones working with their community college and one-stop partners



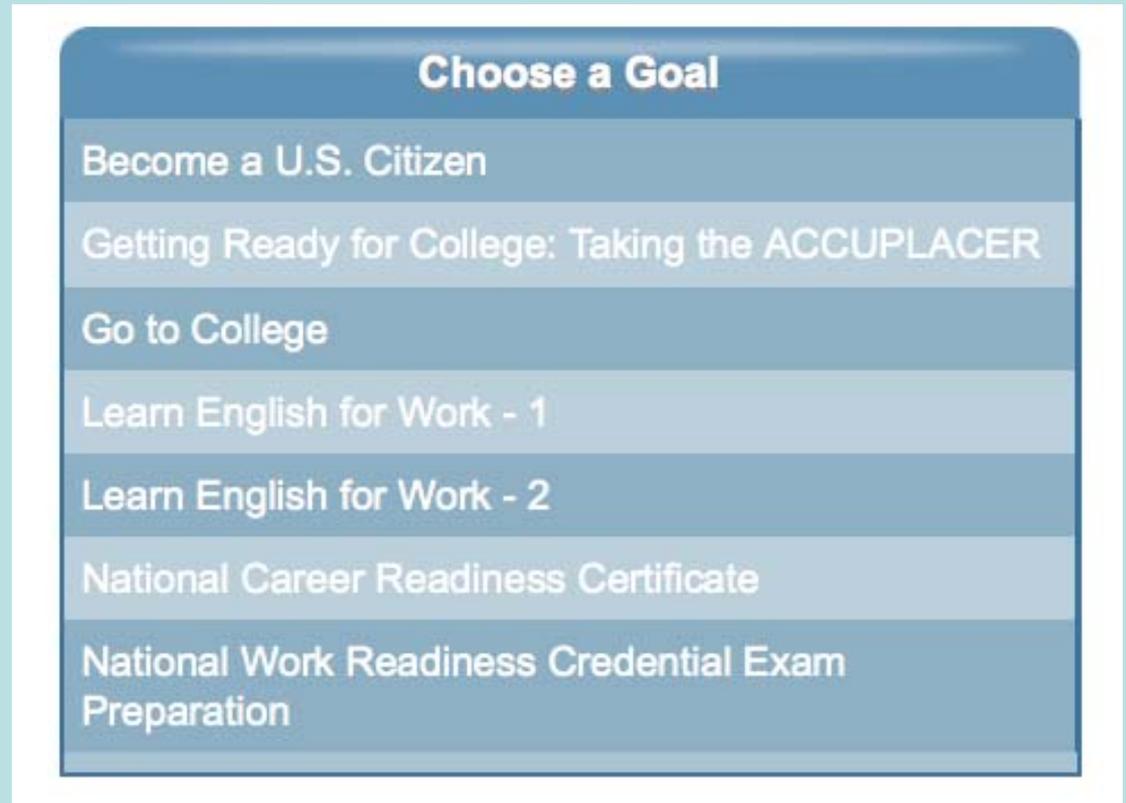
# Learning Plan Development

1. Two cross-site teams develop generic Learning Plans:
  - Transition to College
  - Transition to Work
2. Local Literacy Zone staff customize the generic plans, adding local information, links to local Resources, and support roles:
  - Local Literacy Zone staff work with local community colleges to customize local versions of the Transition to College plan
  - Local Literacy Zone staff work with local one-stops to customize local versions of the Transition to Work plan
3. Literacy Zones field test their customized Learning Plans
4. Literacy Zones, working with local community colleges and one-stops, revise their Learning Plans based on field test results

# What is a Learning Plan?

Provides structured support to Learners working to reach a learning goal

Can be built around and coordinated with existing educational materials, curricula, programs, and services.



# Steps of a Learning Plan

To complete a Learning Plan, and reach a goal, learners navigate through a sequence of Steps

There may be multiple paths (sequences of Steps) that different Learners follow to complete a Learning Plan

- Each Step has a number of standard elements, which structure the learner's path and progress through a plan:
  - Prerequisites
  - Resources
  - Workspace
  - Assistants' Roles
- **The flexible combination of these elements allows us to design Learning Plans that can blend self-directed and teacher/case manager-directed learning.**

STEPS
+ About the ACCUPLACER
- About Local Colleges
- St. Paul College
Programs at SPC
Admissions at SPC
Tips about ACCUPLACER at SPC
SPC Programs Requiring the Exams
+ Dakota County Technical College
+ Century College
+ Hennepin Technical College
+ Study for the ACCUPLACER

## 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

# Prerequisites

A list of Steps to be completed before the Learner can start the current Step

THIS STEP IS: **UNAVAILABLE**

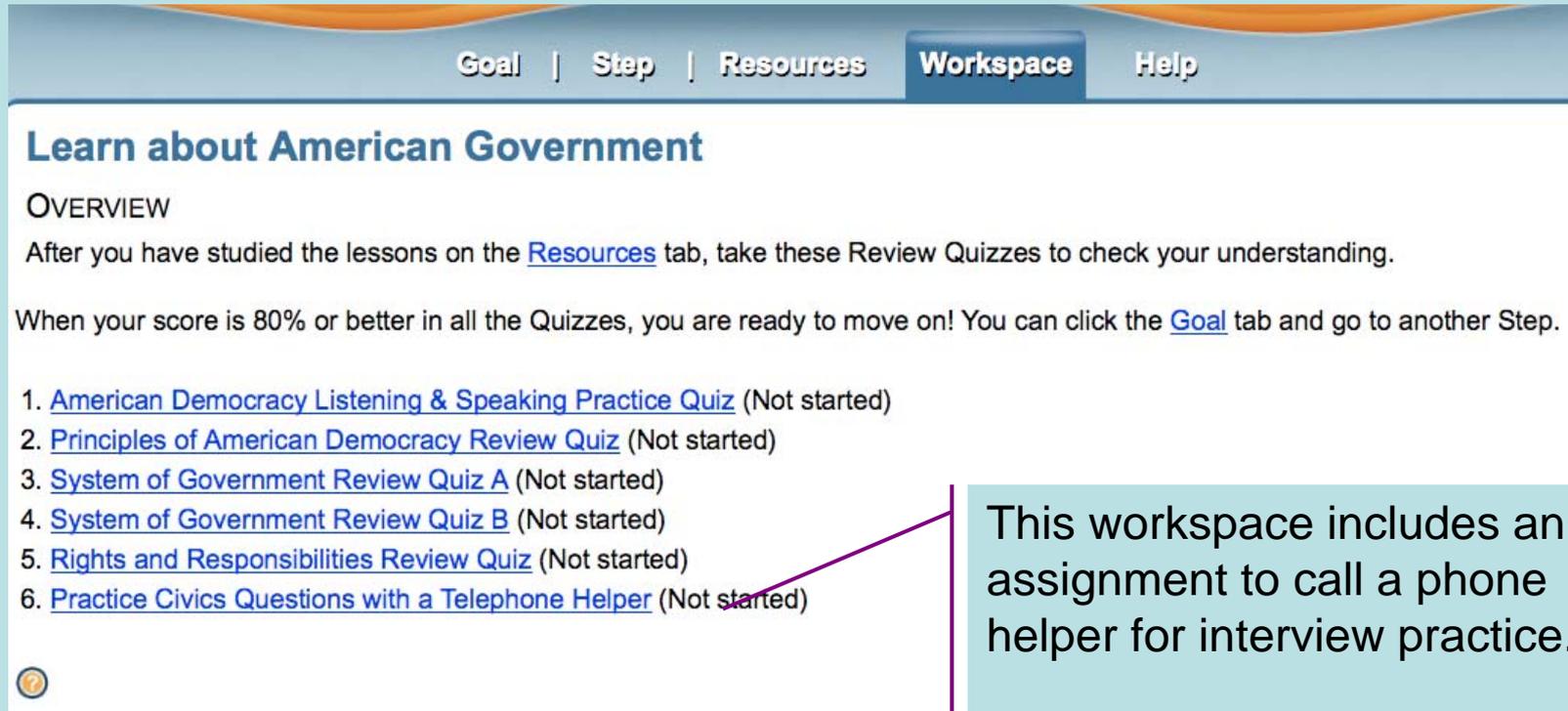
If you are eligible for citizenship, your next step is to complete the N400 application.

[Open This Step](#)

- 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.

# Support for the Learner

Steps can incorporate online or f2f interaction with assistant roles: e.g., case managers or teachers



The screenshot shows a navigation bar with tabs for 'Goal', 'Step', 'Resources', 'Workspace', and 'Help'. The 'Workspace' tab is active. Below the navigation bar, the page title is 'Learn about American Government'. Underneath, there is an 'OVERVIEW' section with a paragraph of text and a list of six quizzes. A purple line points from the text in the callout box to the list of quizzes.

Goal | Step | Resources | **Workspace** | Help

## Learn about American Government

OVERVIEW

After you have studied the lessons on the [Resources](#) tab, take these Review Quizzes to check your understanding.

When your score is 80% or better in all the Quizzes, you are ready to move on! You can click the [Goal](#) tab and go to another Step.

1. [American Democracy Listening & Speaking Practice Quiz](#) (Not started)
2. [Principles of American Democracy Review Quiz](#) (Not started)
3. [System of Government Review Quiz A](#) (Not started)
4. [System of Government Review Quiz B](#) (Not started)
5. [Rights and Responsibilities Review Quiz](#) (Not started)
6. [Practice Civics Questions with a Telephone Helper](#) (Not started)

?

This workspace includes an assignment to call a phone helper for interview practice.

Activities like this can be required for Step completion and unlocking subsequent Steps.

# 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.

## Status

-  Unavailable
- Not Started
-  In Progress
- Awaiting Feedback
-  Completed

Index:	<input type="text" value="4"/>
Required:	<input type="checkbox"/>
Display Type:	<input type="text" value="Text Area"/>
<b>Hide Role Permissions</b>	
Counselor	<input type="text" value="view only"/>
Helper	<input type="text" value="none"/>
Learner	<input type="text" value="view only"/>
Teacher	<input type="text" value="full"/>
Tutor	<input type="text" value="none"/>

Standardized Test Score.

# 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)

**Click On These Helpful Resources:**

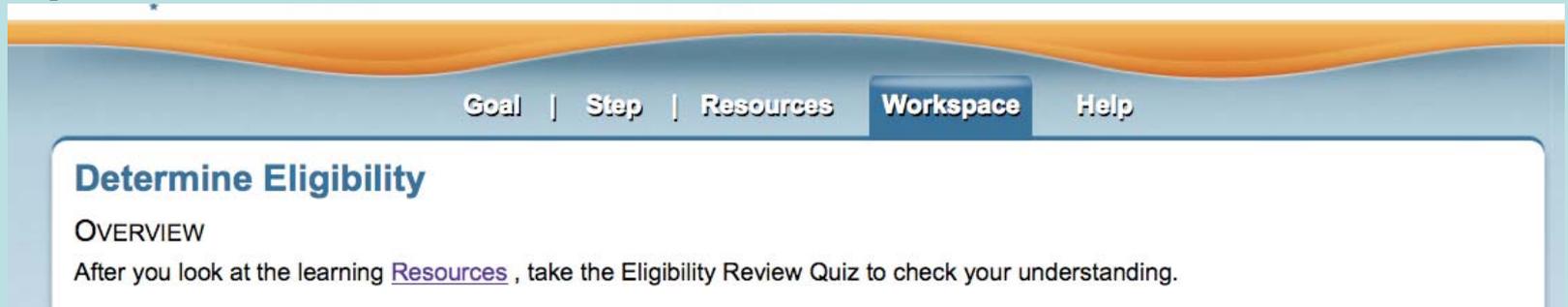
- [A Guide to Naturalization | Details ›](#)
- [Page 7 of A Guide to Naturalization | Details ›](#)
- [Centro Legal | Details ›](#)
- [Immigrant Law Center of Minnesota | Details ›](#)
- [Southern Minnesota Regional Legal Services | Details ›](#)
- [The Advocates for Human Rights | Details ›](#)
- [Video: Eligibility Requirements and Application Process | Details ›](#)

Federal government information sites and docs

Community Resources. Learners click and make an appointment with a paralegal

Videos work well

# Workspace



- Always available to the Learner and tightly integrated with the steps of the Learning Plan
- Viewable by others with the Learner's permission
- Contains forms that the Learner completes as part of the Step.
  - Data gathering tools
  - Assessments, exercises or assignments (e.g., solving problems, answering questions, providing speech or writing samples, submitting essays, etc.)
  - Highly interactive and multimedia

# Workspace Forms and 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.

## Status

-  Unavailable
- Not Started
-  In Progress
- Awaiting Feedback
-  Completed

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



Author: Teacher

Tuesday, April 27, 2010 10:22 PM

You do not understand what the Accuplacer test is about. Please go back and review the resources.

Workspace item fields can be hidden from different Assistants.

Index:	<input type="text" value="4"/>
Required:	<input type="checkbox"/>
Display Type:	<input type="text" value="Text Area"/>
Hide Role Permissions	
Counselor	<input type="text" value="view only"/>
Helper	<input type="text" value="none"/>
Learner	<input type="text" value="view only"/>
Teacher	<input type="text" value="full"/>
Tutor	<input type="text" value="none"/>

Standardized Test Score.

# Learner Profile

Regions can set up a profile form that follows each learner.

## Update Your Profile

Everything you enter is confidential. Only you can give someone else permission to see your personal data.

**\* 1. First Name**

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**\* 2. Last Name**

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**3. Email**

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**\* 4. Where are you now?**

Library

Lao Family

Neighborhood House

Hubbs Center

Fields on the form can be set to control both who can view and enter information in that profile form field.

# Using LW for Case Management

- Learning Plans can blend online activities with in-person activities through the Learner Profile, Resources, and Workspace.
- Requiring case managers to complete fields in the Profile Form and Steps, coupled with prerequisites, can control flow of Learners through a Learning Plan and through the programmatic services/environment represented.



## Team Process

- The two teams meet separately after lunch
- Each team appoints a leader
- Each team has a facilitator from the RAEN
- The team identifies (roughs out) the steps in the transition process they are considering
- Team members break into subgroups to describe the various Steps in the paper-and-pencil templates (handout)
- Teams present overview of their draft Learning Plans to the whole group
- Process and timeline is discussed for completing the drafting of the two Learning Plans following today's meeting