Learning Plan Catalog
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Model Plans
These plans were developed for unique local needs. They could potentially be customized or used as a model for similar projects.

Portland State University Chemistry: Screen for Basic Skills Class
ESL Tutor: Level 1 & 2 Training (CRLA)
Intensive English Language Program:
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  Stock Your Teaching Toolbox
  Assessment
  Academic Word List Tutorials

* To view Learner Web Learning Plans, contact us at: help@learnerweb.org and request a login.

* To view a list of learning plan authors, please go to: http://bit.ly/1biWiu8
Welcome to the Learner Web Catalog of Learning Plans!

The Learner Web is an online learning platform geared toward adult learners. It is a dynamic web application—not a website—that differs from other, more teacher-driven learning support systems in its learner centeredness (how it is focused on and driven by the learner). Please refer to www.learnerweb.org for a more complete picture of its ethos and how it is being used by community partners nationwide.

The table of contents on the previous page organizes our best available Learning Plans into thematic clusters. Learning Plans are the most fundamental curricular units in the Learner Web. A Learning Plan is a set of steps structured to help learners achieve an identified goal. They are developed in collaboration by subject matter experts, then shared—and often customized—among community-based and educational organizations.

Customizing Learning Plans to fit your learners’ needs

Because the Learner Web is now being used in several states across the US, in major cities, small towns, and rural areas, Learning Plans by necessity cannot be one-size-fits-all. The Learner Web software allows for customization—by a learner’s location, language preference, personal interest, and soon, by reading level.

Look through the descriptions of the Learning Plan clusters that interest you. You will note that some Learning Plans were modified from their original format to accommodate convenient references to local community resources, down to the specificity of zip code. It is easier than ever to customize Learning Plans and there is a support team to help get you started.

Sharing and Customizing for Relevance

This catalog details the many Learning Plans that are available and customizable by learning context and location, thereby increasing interest and relevancy. Our partners are constantly developing new Learning Plans, creating more flexible, richer additions for inclusion in future updates.
**Digital Literacy Cluster**

These Learning Plans are designed to support learners who are not familiar with computers and the Internet. They are designed to be used in a tutor-supported environment, such as in a computer lab at a community center. Prior to starting the Learning Plans, learners are guided through an intake process to determine their digital comfort level and directed to the appropriate Learning Plans. The following topics are covered from the most basic to more advanced skills:

- How Do Computers Work?
- How Does the Internet Work?
- How Can You Find What You Want Online?
- How Do You Use Email?
- What Can You Put Online?
- How Can You Stay Safe Online?
- Who Else Can You Meet Online?
Northstar Digital Literacy Cluster

The Northstar Digital Literacy Cluster offers digital literacy instruction based on the original Digital Literacy plans, but geared specifically toward job seekers and expanded to include the two major operating systems and Microsoft Word. The learning plans are aligned with the six excellent digital literacy assessments available at http://www.digitalliteracyassessment.org/.

Developed by Jen Vanek, Julia Tabbut and the Minnesota Literacy Council.

- Basic Computer Use
- World Wide Web
- Windows 7
- Using Email
- Microsoft Word
Broadband Consumer Education Cluster

This set of Learning Plans helps adult learners understand high-speed Internet and how to make informed decisions about subscribing to broadband. The overall aim of these Learning Plans is to facilitate sustained broadband adoption. They are designed to be used in a tutor-supported environment, such as in a computer lab at a community center. Prior to starting the Learning Plans, learners are guided through an intake process to determine their current level of knowledge and whether they want home internet service.

Learn about Broadband: What is it?
How Can You Be a Savvy Consumer?
Do You Need a Computer?
How do You Prepare to Buy Broadband Internet?

A definition of broadband

Overview

How fast is fast and why is fast important? Click the triangle to play the video after you watch the video, click Next to go to the Resources.

Pros and cons of different ISPs

Overview

You are now a savvy consumer; maybe you are still undecided. In this step, we will show the differences, contract different offers and compare...
Career Paths Cluster

This set of Learning Plans gives Learners an overview of different Career Paths. They were developed as a “next step” after completion of the Digital Literacy and Broadband Consumer Education clusters. These Learning Plans introduce the Learner to possible career paths, help the Learner identify their own skills and career options, provide tips on how to be successful in their career, and offer additional resources relating to career paths.

- Learn about Career Paths: Introduction
- Career Awareness
- Career Success
- Career Exploration
- Prepare For a Career
Workforce Development Cluster

National Workforce Readiness Credential Exam
This plan prepares learners to take the NWRC Exam. The steps help learners build basic skills in reading, math, listening, speaking, and situational judgment.

National Career Readiness Credential
This Learning Plan introduces the NCRC and presents steps to help learners prepare and take the exam. This is not a skill-building plan; rather it is a presentation of the test format and provides access to a few practice questions.

Math Skills for Work
This Learning Plan was extracted from NWRC plan and developed.

Learn About Health Careers
Medical Billing and Coding
Medical Office Preparation
Certified Nursing Assistant Preparation in Minnesota

National Work Readiness Credential

<table>
<thead>
<tr>
<th>STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the NWRC?</td>
</tr>
<tr>
<td>+ Math Skills for Work</td>
</tr>
<tr>
<td>+ Situational Judgment: Learn Soft-Skills</td>
</tr>
<tr>
<td>+ Reading at Work</td>
</tr>
<tr>
<td>+ Listening and Speaking at Work</td>
</tr>
</tbody>
</table>

You’re ready to take the test!

Math Skills for Work

Overview

You need to use your math skills to
The skills you need to know how to

- Numbers and Operations
- Counting
- Addition
- Subtraction
- Multiplication
- Division
- Solving Word Problems
English Language Learner Cluster

The Learning Plans for English Language Learners are clustered by topic area and stacked by level of competency within each area. The topic areas are drawn from the Equipped for the Future curriculum, addressing the adult role contexts of language use.

Audio is needed to use these Learning Plans.

Learn English for Work: High Beginners
The goal of these Learning Plans is to learn English for work and daily life. They were developed for TANF supported refugees in the St. Paul Functional Work English program. The Learning Plans cover high-beginner to intermediate English skills in the following vocabulary content categories: work readiness, community, and consumerism.

Learn English for Work: High Intermediate

Learn English for Work - 1

<table>
<thead>
<tr>
<th>STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Learner Web</td>
</tr>
<tr>
<td>Practice using a computer.</td>
</tr>
<tr>
<td>Use letters and numbers.</td>
</tr>
<tr>
<td>Read and write personal information.</td>
</tr>
<tr>
<td>Talk to your co-workers.</td>
</tr>
<tr>
<td>Ask questions.</td>
</tr>
<tr>
<td>Follow instructions.</td>
</tr>
<tr>
<td>Be safe at work.</td>
</tr>
<tr>
<td>Read a work schedule.</td>
</tr>
<tr>
<td>Money.</td>
</tr>
</tbody>
</table>
Citizenship Cluster

The Citizenship plan can be configured to work with a citizenship class or as a stand-alone guide for independent learners.

An important feature of the Citizenship plan is that it directs people to local community-based services and legal advice for immigrants. Customization is necessary to adapt the plan to your area. The Introductory step includes a legal disclaimer in the workspace, which, when completed, unlocks progress to further steps.

This plan assumes English proficiency, which is necessary to understand the forms and the citizenship test. However, it does refer users to resources and classes for English language brush-up.

Become a U.S. Citizen

<table>
<thead>
<tr>
<th>STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Citizenship Preparation</td>
</tr>
<tr>
<td>+ Determine Eligibility</td>
</tr>
<tr>
<td>Apply</td>
</tr>
<tr>
<td>Prepare to Show You Understand English</td>
</tr>
<tr>
<td>+ Prepare for the Civics Test</td>
</tr>
<tr>
<td>Prepare for the Reading and Writing Test</td>
</tr>
<tr>
<td>Get Fingerprinted</td>
</tr>
<tr>
<td>Prepare for the Interview</td>
</tr>
<tr>
<td>Go to the Interview</td>
</tr>
<tr>
<td>Go to the Oath Ceremony</td>
</tr>
<tr>
<td>Report to Your Learning Center</td>
</tr>
</tbody>
</table>
College Success and Advising Cluster

Learner Web can also be used by educational institutions to advise and guide students through programs. Portland State University has developed the following learning plans for students to take prior to registering for a class to help students succeed academically through proper placement. These plans incorporate placement testing with advising messages that correspond to the students' scores and suggest enrollment in specific courses at PSU. This model for placement and advising support could be adopted and adapted by other institutions.

Adobe Flash Player is used throughout these Learning Plans.

Writing: Directed Self-Placement

Gives recommendations about which writing classes students should sign up for in the fall based on assessment outcome.

Writing Support Plans

Writing Grammatically:
  Adjective Clauses
  Apostrophes
  Comma Usage
  Homonyms
  Body Paragraphs
  Punctuating Quotations
  Run-on Sentences
  Sentence Fragments
  Verb Forms

Writing Process:
  Coming Up With Ideas
  Editing & Proofreading
  Revision
  Understanding Your Writing Context

Writing for College
  Conclusions
  Counter Arguments
  Introductions
  Thesis Statements
  Transitions
  Understanding Your Writing Assignment

Instructions:

In this step you're going to:

1. Answer questions that will help think about your previous writin
**College Transition Cluster**

There are two Learning Plans designed to support transition by adult students seeking high school equivalency diplomas or other non-traditional students into college.

**Accuplacer—Getting Ready for College**

This Learning Plan helps Learners who are completing a high school equivalency diploma program prepare for placement testing at specific community colleges in a region. The plan will help them understand what the Accuplacer exam is, how it is administered, what the scores mean, and how Accuplacer results effect matriculation into different classes and programs. In addition, it includes a section for Accuplacer item instruction and practice based on the Accuplacer Moodle built by St. Paul Public School Adult Basic Education staff and the Minnesota Literacy Council. It requires customization to identify and build in information about the community college you want to direct students attention to.

**The Go to College Learning Plan**

This Learning Plan is designed for adults who are transitioning to college from a high school equivalency diploma program or who want to start college later in life. It guides Learners through the process of identifying career goals and the training and credential needed to meet their goal. It then takes them through a Virtual Admissions Office and Financial Aid office with plenty of check lists and links to the College Board and Federal Student Aid resources. Learners can choose a planning track for applying to a 2-year community college or a 4-year college. Tips for college success after the Learner enrolls are also included.

**Getting Ready for College in the Tab**

<table>
<thead>
<tr>
<th>STEPS</th>
</tr>
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<tbody>
<tr>
<td>- About the ACCUPLACER</td>
</tr>
<tr>
<td>Who should take ACCUPLACER?</td>
</tr>
<tr>
<td>What happens after I take it?</td>
</tr>
<tr>
<td>+ About Local Colleges</td>
</tr>
<tr>
<td>+ Study for the ACCUPLACER</td>
</tr>
</tbody>
</table>

**Educational Counseling**

**OVERVIEW**

*What type of credential do you need to accomplish your career goals?*

**Certificate 1 year**

Certificate programs vary in length but often they are the quickest credential. At most community colleges, you will need 20-30 credits to get a certificate. If you take three to four classes a semester, you will be done in a year.

The courses that make up a certificate program are very specific. If you are doing a certificate in radiology, you will not have to take a
**Professional Development Cluster**

These Learning Plans support professional, paraprofessional and volunteer skill development for those working in education.

**Learning Ladder Early Care and Education**
Reading, writing, and computer literacy for Early Childhood Education teachers.

**ELL-U (English Language Learning University):**
English Language Learner University (ELL-U) is a free, innovative, and interactive national professional development network for practitioners who teach English as a second language to adults. Learner Web is providing support for sustained professional development for teachers in ELL-U Clubs.

**Book Club**
**Teaching Vocabulary:**
- Introduction
- Learn by Doing
- Learn by Experimenting
- Learn by Reflecting
- Learn by Thinking
- Reflection and Next Steps

**Emergent Readers:**
- Introduction
- Connections
- Learn by Doing
- Learn by Experimenting
- Learn by Reflecting
- Learn by Thinking

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**Vocabulary Club Getting Started**

The most effective professional development is centered around the individual. With this in mind, your Learning Plan content you receive in the steps may be specific to your field, your geographical region, or even the type of English Language learners you work with.

In keeping with the idea of a Learning Plan as a personal and collaborative project, plans are meant to be completed in one sitting or even returned to and revisited as you progress through teaching.

The Learning Plan is made up of a series of exercises, an overview and activity steps. Each step may also contain space for you to record your thoughts and reflections.
Learner Web Training Cluster

This set of Learning Plans was created to help learners, teachers, tutors, and content creators learn how to effectively use the Learner Web.

How to Add Content to the Learner Web

This plan has step-by-step directions for people who want to put content into learning plans using both the traditional backend and the WYSIWYG editor.

Being a Learner Web Teacher

Being a Learner Web Teacher is a great introduction for teachers and administrators who are new to Learner Web, and a good review even for the experts. It provides both conceptual overviews of how the site is most effectively used in compliance with Minnesota Distance Learning policies and step-by-step procedural instructions for how to use the software. It also includes a 20-minute screencast video example of how a classroom orientation to the software might go.

Learner Web Tips

Learner Web Tips familiarizes users with Learner Web’s organization and interface, and with what they might find when they click on external resource links.