

## **New Teacher Orientation: Teacher Checklist**

Directions: Use this checklist to track your progress through the online modules of the New Teacher Orientation (NTO). Check off each activity as you complete it. Remember, you are required to complete all of the online lessons. You must complete all activities, respond to all forums and journals and successfully complete the Review Quiz in order to receive a certificate of completion at the end of the NTO course.

### **Welcome to New Teacher Orientation**

- Read: Completing the Online Course:
- Read: Navigating the Course:
- Look over the Objectives
- Start your Personal Journal

### **Lesson 1: Teaching Adults**

- Read Introduction
- Read: Adult Learning Theory Handout
- Read: Characteristics Handout
- Read: Four Major Conditions that Limit Access
- Read: Potential Special Learning Needs (SLN) Barriers
- Read: Specific Purposes for Coming to Class
- Read: Numerous Obligations
- Read: Rich Life Experiences
- Read: Diverse Abilities
- Read: Physical Considerations
- Read: Established Sense of Self
- Read: Changing Lives
- Forum: Your Experiences as a Learner
- Video: Barriers to Student Success
- Forum: Overcoming Barriers
- Reflect in your Personal Journal

### **Lesson 2: Assessment**

- Read Introduction
- Read: BEST Literacy
- Read: BEST Plus
- Read: CASAS
- Read: TABE
- Reflect in your Personal Journal

### **Lesson 3: Technology Integration**

- Read Introduction
- Read: Introduction to Digital Citizenship
- Forum Discussion: Digital Citizenship
- National Education Technology Standards (NETS) for teachers.
- Read: Emerging Technologies in Adult Ed Classroom from LINCS
- Read: Integrating Technology in WIOA—U.S. Department of Education
- Read: i-Pathways Orientation
- Read: Technology Survey Document
- Assignment Submission
- Reflect in your Personal Journal

### **Lesson 4: Adult Basic Education / Adult Secondary Education**

- Read Introduction
- Read: Overview
- Read: Adult Basic Education (ABE)
- Read: Adult Secondary Education (ASE)
- Read: ESL/ELL
- Read: Class Setting
- Read: Types of Classes
- Read: Enrollment Structures
- Reflect in your Personal Journal

### **Lesson 5: Evidence-Based Reading Instruction**

- Read Introduction
- Read: EBRI Overview
- Read: EBRI Quiz
- Video: Jennifer Foster, Deputy Director of Adult Education & Workforce
- Reflect in your Personal Journal

### **Lesson 6: Introduction to Special Learning Needs**

- Read Introduction
- Read: Adults with Learning Disabilities: An Overview
- Read: Tools for Success: Becoming a Strategic Learner
- Explore the Southern Illinois Professional Development Center (SIPDC) website
- Read: Learning Circle Talking Points
- Video: 10-Minute Interview
- Read: 10-Minute Interview Questions with Rationales
- Resource: Information on the Institute to Credential Special Learning Needs Specialist
- Video: Introduction to Special Learning Needs (SLN)
- Read: Learning Styles Checklist
- Read: Learning Styles Inventory Question

- Reflect in the 10-Minute Interview Journal
- Reflect in your Personal Journal

### **Lesson 7: English as a Second Language**

- Read: ESL Module Introduction
- Read: NRS ESL Educational Functioning Level Descriptions
- Read: Adult ESL in Illinois
- Quiz: English as a Second Language Instruction
- Read: Common Problems in ESL Classrooms
- Discussion: Common Problems in Adult ESL Classrooms
- Reflect in your Personal Journal
- For Enrichment
  - Explore the LINCS: Literacy Information and Communication System website
  - Read: Online Resources for ESL Instructors
  - Read: ESL Acronyms

### **Lesson 8: Illinois ABE/ASE Content Standards**

- Read: What Are Content Standards?
- Read: Why Were the Illinois ABE/ASE Content Standards Developed?
- Read: Why Were the Illinois ABE/ASE Content Standards Revised?
- Read: How Were the Illinois ABE/ASE Content Standards Developed?
- Read: Design of the Illinois ABE/ASE Content Standards
- Read: Assessment
- Reflect in your Personal Journal

### **Lesson 9: Transitioning**

- Read Introduction
- Read: Illinois Adult Education Strategic Plan
- Explore: Transitions Blog
- Explore: Transitions Academy website
- Read: NCTN Integrating Career Awareness Curriculum
- Read: Career Ready Practices
- Explore: ICCB Healthcare Contextualize Curriculum
- Explore: ICCB Manufacturing Contextualized Curriculum
- Explore: ICCB Transportation, Distribution and Logistics Contextualized Curriculum
- Read: Skill to Pay the Bills – Lesson Plans
- Read: Transitioning Continuum – Online Training Opportunities
- Explore: Women Employed Career Foundations Curriculum
- Video: Transitioning – Starting with the Future in Mind
- Reflect in your Personal Journal

## **Lesson 10: Data**

- Read Introduction
- Read: NRS Worksheet
- Read: What is the NRS?
- Read: NRS Core Measures
- Read: Criteria for Inclusion in the NRS
- Read: Core Outcome Measures for the NRS
- Read: Secondary Outcome Measures
- Read: Data, Data, Data
- Read: Benefits of NRS
- Read: Instructor's Guide to Using DAISI
- Reflect in your Personal Journal

## **Lesson 11: Professional Pathways**

- ABE/ASE
- Career Navigator
- ESL
- SLN
- Transitions

## **Other Professional Development Opportunities**

- Resource: Professional Development Opportunities

## **New Teacher Orientation Review Quiz**

## **Certificate for NTO Online**