



Internet Resources for Adult Ed Teachers

**Outreach and Technical
Assistance Network
<http://www.otan.us>**

This course covers the following topics:

- Introduction to the OTAN Web Site
- How to Register
- Navigating the Home Page
- Teaching Resources
 - Lesson Plans
 - Classroom Activities
 - Sites to Use with Students
 - References on Classroom Instruction
 - Media (Graphics, Photos etc.)
 - Project Based Learning
 - Lesson Plan Builder
 - Web-based Activities & Tools
- Other Resources
 - Ed Technology & Media
 - Staff Development
- Additional Site Information
 - OTAN Profile
 - The OTAN Member Directory
 - Searching the OTAN Site
- CA Adult Ed Student Succeeds

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Handout Conventions

First let's cover a few things about this instruction handout. Since each section builds on the previous section, we recommend you complete each section before moving to the next one. In each section, you will be guided through step-by-step instructions.

Instructions that you should follow will look like this:

(1) Instructions for you to follow will look like this

If we want you to type something, we will set it in bold like this:

(1) Type **POSSESSIVE PRONOUNS** in the box

If you are to press a key on your keyboard, the key will be in brackets like this:

(1) Press **[CTRL]**

Unless otherwise stated, all "clicks" will be with the left mouse button.

Whenever we say "Place your cursor..." we want you to put your cursor in the place you need it to be and click so it blinks there.

The OTAN Web Site

Outreach and Technical Assistance Network (OTAN) began in 1989 as a federally funded project through the California Department of Education, Adult Education Unit. OTAN Online started in 1990 with a focus group representing California adult education administrators. They responded to the question, if you had a computer on your desk, what electronic information would you like to have? Their list was the basis for the current system. During the past decade, OTAN Online, originally a small fee-based system, has evolved and changed, moved to the Internet, and has become the largest collection of adult education electronic resources in the world. You can now find the OTAN Web site at <http://www.otan.us>.

The goal of the OTAN Web site is to support adult educators in effectively implementing technology to enhance and improve instruction. The teacher's portion of the site is designed to meet the needs of adult education instructors who want to integrate technology into their classrooms. The OTAN site is constantly changing and improving based on feedback from those we serve.

Resources on the site that may be of interest to teachers include: lesson plans, classroom activities, pre-reviewed Web sites to use with students; communication resources such as our Q & A area; and technology information including tips for using and selecting hardware, building your first Web page and other online tools to make adult education more interactive.

How to Register and Access the OTAN Web Site

When you click to access any resource on the OTAN site, you will be prompted to sign-in. If you already have an OTAN sign-in name, simply enter it at the Sign-in prompt. If you are entering the site from your own computer and you do not want to have to remember your sign-in name, you can select the "Remember Me" box for faster access to the site. Once you have signed in, you will have access to everything on the OTAN Web site.

If you are a member of OTAN but you cannot remember your sign-in name, send an email to support@otan.us or call us at (916) 228-2580 or (800) 894-3113 (CA only). If you are not already a member of OTAN, complete the registration form and you will create your free OTAN account. You will now have access to one of the best Web sites available to adult educators.

Register

Please complete as much of the registration form as possible.

A ✓ indicates the field is required.

Sign-in Name

- Choose something that is unique to you; but something that you'll easily remember.
- Do not use any spaces or special characters in your sign-in name.
- The sign-in name should be entered in lower case only.

✓ Sign-in name:

General Information

✓ Last Name:

✓ First Name:

✓ Email:

So why should you register?

You will gain access to some great adult education resources

You can participate in electronic networking, a virtual online community of adult educators

You can be notified via email of the latest postings that match your interests

The profile information that members supply is very helpful to OTAN as we continue to expand and improve the Web site.

Navigating the Home Page

Learning how to navigate the OTAN Web site is both quick and easy. You have easy access to teaching resources, research and reference materials, funding and job opportunities and many other resources. Next you will learn about the different sections of the Web site and how to navigate them.

The image shows a screenshot of the OTAN (Outreach and Technical Assistance Network) website. The page is annotated with several callouts pointing to specific features:

- Sign-In/Out:** Points to the "Sign Out" link in the top navigation bar.
- About Us:** Points to the "About Us" link in the top navigation bar.
- Preferences:** Points to the "Preferences" link in the top navigation bar.
- Site Info:** Points to the "Site Info" link in the top navigation bar.
- Text Sizes:** Points to the "A A A" text size adjustment icons.
- Printer Friendly:** Points to the printer icon.
- Select the OTAN logo to return to the home page – anytime!** Points to the OTAN logo.
- Navigation Buttons:** Points to the main navigation menu items: "ED TECHNOLOGY & MEDIA", "TEACHING TOOLS & RESOURCES", "RESEARCH & REFERENCE", "PEOPLE & ORGANIZATIONS", "LAWS & LEGISLATION", and "FUNDING & JOBS".
- Main News Article:** Points to the article titled "Workforce Investment Act (WIA) Briefs from the Center for Law and Social Policy".
- Additional News Articles:** Points to the "Other News..." section on the right side of the page.
- Tabbed Access:** Points to the "Training", "Calendar", "Products", "Digests", and "Hot Topics!" tabs at the bottom of the page.
- RSS Feed:** Points to the RSS icon at the bottom right of the page.
- Search:** Points to the search bar in the top right corner.
- Direct Link to CDE:** Points to the "CDE Adult Ed Website" and "Strategic Planning Website" buttons.

Sign-In/Out – Allows users to sign-in and out of the site. If you choose to use the “Remember Me” feature when you sign-in and then later use the sign-out option, you will have to re-enter your sign in name the next time you access the site.

Site Info – Provides users the option of viewing the Site Map or alphabetical Site Index list.

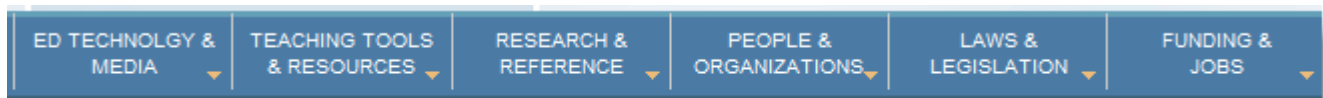
Preferences – Allows users to modify their OTAN profile and access their “My Resources” section.

About Us – Information about OTAN such as: the OTAN mission statement, current and past newsletters, staff, our members, training information, privacy policy, and contact or location information.

Text Sizes – Allows users to change the text size used on the site to small, medium or large.

Printer Friendly – Provides users a printer friendly version of the page they are viewing.

Navigation Buttons – Links to all of the resources found on the OTAN site. [WWW] indicates the resource is outside the OTAN Web site and will open in a new browser window. All other resources will open when you click on the title.



Search – A keyword site search.

Page Path – Indicates which section houses the resource being viewed. This allows users to navigate back to a higher level section.

Main News Article – Displays the top news story on the OTAN site.

Other News Articles – Links to past news articles.

Tabbed Access – Provides quick links to Training information, our Events Calendar, some Products, several Digests, or Hot Topics sections.

RSS Feed – View the OTAN RSS feed including how to subscribe and more information about RSS feeds.


Events Calendar and Staff Development

Adult educators are always looking for ways to help them increase their knowledge. This is why OTAN, along with the California Department of Education's Adult Education Office, has established a combined professional development site – California Adult Education Professional Development (<http://www.caadultedtraining.org>). You can now easily access and register for adult education workshops and courses. The calendar provides timely information

on professional development opportunities available throughout California and national conferences.

Exercise #1 - Finding Workshops

- (1) Click the **CALENDAR** tab at the bottom of the OTAN home page.
- (2) Select **California Adult Education and Professional Development Web site.**

NOTE: To move from month to month, click the arrow links  at the top of the calendar. To move to a specific month, use the "Filter by date" drop-down menu.

- (3) Click on the **Filter by sponsor** drop-down arrow and choose **OTAN**.
- (4) Click on any workshop.

NOTE: To sign-up for any workshop, you will need to provide any required sign in name and/or password or other contact information.

- (5) Close the new browser window to return to the OTAN site.

Teaching Tools & Resources

To make it easier for teachers to access subject related resources quickly, teaching resources were grouped together in the six adult education program areas with a separate section for those teaching in a correctional setting. Just decide what program you would like to find resources for, and click on that link. It's that simple.

Once you have selected your program area, you will find that program specific resources have been grouped into categories. The category titles and some information about the categories follow. Make your selection and you are on your way to finding some new ideas to use tomorrow in your classroom!

Lesson Plans - California Adult Ed Approved

In California Adult Ed Lesson Plans you will find a variety of sample lesson plans contributed by California adult education teachers. These plans have been reviewed by OTAN staff to be sure they meet our minimum requirements. Some lesson plans will display icons to indicate what additional resources are needed for the activity.



= Computer needed



= Internet Access needed



= Video Camera needed



= Camera needed



= VCR needed

Lesson Plans From Other Sources

Lesson plans from other sources come from many places and may or may not meet California standards, but can easily be adapted to do so. Some were created specifically for adult education and others are K-12 that can be easily adapted for adult learning.

Exercise #2 – Exploring Lesson Plans

- (1) Point to the **TEACHING TOOLS & RESOURCES** navigation button.
- (2) Select the **BY PROGRAM TYPE** menu option.
- (3) Select the program area you teach in.
- (4) Select **LESSON PLANS – CALIFORNIA ADULT ED APPROVED**.
- (5) Continue to make selections as appropriate.
- (6) Select the title of any lesson plan.

NOTE: Remember, icons below the title and description show what additional equipment is needed.

- (7) Scroll through the lesson plan.

NOTE: Some lesson plans can be printed out on one page while others will print on multiple pages. Some lessons are very brief and sketchy while others are very thorough including necessary handouts.

- (8) To view other lesson plans, click the **BACK** button of your browser.

Filter Feature

Several of the program areas and resources have a filter feature. This filter allows you to narrow your search criteria for optimum results. This allows you to find the resources you want more quickly.

Exercise #3 – Using the Filter

- (1) Return to the beginning of your program area either by:
 - a) using the **Path Line**.
 - or
 - b) using the **Navigation Buttons**.
- (2) Click the Lesson Plans from other sources link.
NOTE: Take note of the number of lesson plan links listed.
- (3) Click one of the filter options at the top of the page.
- (4) Click the **GO** button.

- (5) Take a look at the number of results now.
- (6) Un-check the filter option you selected and choose another.
- (7) Click the **GO** button.
- (8) Take a look at the number of results.

Using the Path Line

As you explore the site, you will eventually need to navigate to other sections. You can partially accomplish this by using the browsers Back button which allows you to move backwards to the last page viewed. However sometimes you will want to jump back to the beginning of a section. To do this, you can use the Path Line at the top of the page.

The Path Line allows you to navigate directly to main sections of the Web site.

(Path: | [Home](#) | [Teaching Tools & Resources](#) | [By Program Type](#) | [ABE/ASE/GED](#)) Any of the links in the Path Line will take you back to the beginning of that section. This is helpful when you are trying to find program resources in multiple sections.

“My Resources” Feature

As you find teaching resources on the site, you may want to make the resource a bookmark or favorite. This allows you to return to the resource at a later date without having to search for it again. The only problem with this idea is that bookmarks or favorites are stored only on the local computer. If you change computers, such as switching from a school to a home computer, you will not have access to the resources you marked on the other computer.



| TYPE | DESCRIPTION | CREATE A NOTE | MOVE TO FOLDER | DELETE |
|------|---|--|---|--------------------------|
| DOC | A Glossary of Heating and Air Conditioning, Spanish-English Version A list of 190 heating and air... | Good information for VESL class <input type="button" value="Update my note"/> | -SELECT- <input type="button" value="Move"/> | <input type="checkbox"/> |
| DOC | Adult literacy and new technologies: tools for a lifetime (Summary and Policy Options) This is a summary and policy options report of a study commissioned by the 103 U.S. Congress... | <input type="button" value="Update my note"/> | -SELECT- <input type="button" value="Move"/> | <input type="checkbox"/> |

Since we know our members use multiple computers, we have a “My Resources” feature under the Preference link at the top of the page. “My Resources” allows members to mark resources on the OTAN site for later review. You can create a folder to organize your resources and even add notes to help remind you why you wanted this resource.

Exercise #4 – Saving Items in “My Resources”

- (1) Return to the beginning of your program area resources either by:
 - a) using the Path Line.
 - or
 - b) using the Navigation Bar.
- (2) Find a link that you found useful.

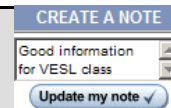
- (3) Click on the **ADD TO MY RESOURCES** check box on the right.

NOTE: You will automatically be taken to the "My Resources" section.

- (4) Use your browser's **BACK** button.
- (5) Check another item to be added to "My Resources".

Exercise #5 – Adding Notes to My Resources

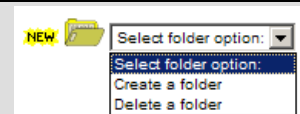
- (1) Type a note in one of the resources you added.
- (2) Click the **UPDATE MY NOTE** button to save the comment.



NOTE: You must click Update My Note on each resource if you wish to add a comment.

Exercise #6 – Using Folders to Organize Resources

- (1) Click the **SELECT FOLDER OPTION** drop-down box.
- (2) From the list, choose **CREATE A FOLDER**.



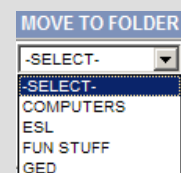
NOTE: There is no limit to the number of folders you can create.

- (3) Type in the name of your folder.
- (4) Click the **CREATE** button.
- (5) Look below the "My Resources" title on the page. You will now see your newly created folder.



NOTE: This folder is empty. If there were any resources stored inside, you would see the number of resources after the folder name - i.e. Math (3).

- (6) Click the drop-down box for **MOVE TO FOLDER** next to one of your resources and click the title of the folder you made.



NOTE: If you have more than one folder created, you will see a complete list of available folders.

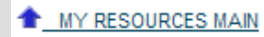
- (7) Click the **MOVE** button.

NOTE: Following the folder title, there is now a (1) indicating one resource is stored inside the folder.

- (8) Click on the folder you created.

*NOTE: You now only see the resources stored inside the folder. If you want to move the resource back to the main folder, use the **-SELECT-** option from the **MOVE TO FOLDER** option.*

(9) Click on the **MY RESOURCES MAIN** above your folder list.



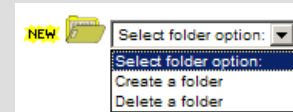
Exercise #7 – Deleting Folders and Resources

(1) Click on the **X** in the **DELETE** section next to the resource in your main list of resources.



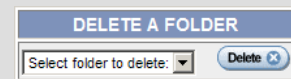
NOTE: There is no undo option. Once a resource has been deleted, you will need to manually add it back.

(2) To delete a folder, click the **SELECT FOLDER OPTION** drop-down box.



(3) From the list, choose **DELETE A FOLDER**.

(4) Select the folder you wish to delete from the **DELETE A FOLDER** list.



(5) Click the **DELETE** button.

NOTE: If there are resources in the folder that you delete, they will be returned to your main resource list. Therefore you will still have one resource in your list after your delete the folder.

Exercise #8 – Accessing My Resources

(1) Click the **OTAN logo** in the top header bar.

NOTE: This simulates what you will see the next time you log into the OTAN site.

(2) Click the **MY RESOURCES** link at the bottom of the page.

NOTE: You can also access “My Resources” from the steps below:

- a) Click the **PREFERENCES** link in the header.
- b) Click the **MY RESOURCES** link.

Classroom Activities

Classroom Activities are things to do with your students that are of a shorter duration than a complete lesson plan and often not as structured. All our previous “Internet in the Classroom” activities are displayed here.

Sites to Use with Students

OTAN staff monitors Web sites that can be used in instructional settings with adult learners. The best sites are entered into the Sites to Use With Students database, which is designed to save you time surfing the Web. The sites have been categorized into instructional program areas, competency and curriculum areas, and four additional areas to make your search more effective.

Exercise #9 – Exploring Sites to Use with Students

- (1) Select the **SITES TO USE WITH STUDENTS** link.
- (2) Choose one of the filter check boxes in the first two sections.

NOTE: Although you can check more than one filter box at a time, it is suggested that you try just one in each section. By checking more than one box, you are requiring that the resource displayed have content for all of the boxes checked.

- (3) Click the **GO** button at the bottom of the filter page.

NOTE: All of the sites are listed alphabetically. Check the top right or the bottom right corners of the table for links to the additional pages of links.

- (4) Use the **“Sites to Explore”** handout your instructor provides to guide your initial search.

References on Classroom Instruction

Articles on teaching/learning theories and sites with reference material that could be used in constructing lesson plans and activities for your students will be found here.

Media (Graphics, Photos, Sounds & Video clips)

If you are looking for graphics, photos, sounds, videos or movie clips that are specific to your program, you would find them here. There are more that are not program specific and you will find them under Ed Technology & Media > Classroom Resources.

Project Based Learning

The project-based learning method is a comprehensive approach to instruction. Students participate in projects and practice an interdisciplinary array of skills from math, language arts, fine arts, geography, science, and technology. The links and documents here will guide you in how to conduct project-based learning and show you examples of finished projects. Since WebQuests are one type of project-based learning, we have also included examples and information on how to create them here.

Software and Software Reviews

Information on selecting and reviews of program specific software are located here. Some programs are freeware and some may have a minimal cost. If you are looking for general software (ie: word processing, audio editing, puzzle making, etc.) look under Ed Technology & Media > Classroom Resources > Software.

Teaching Tools & Resources - The Lesson Plan Builder

The Lesson Plan Builder (<http://www.adultedlessons.org>) makes it easier for you to develop quality lesson plans that address adult education content standards in the context of CASAS and SCANS competencies. To find the Lesson Plan Builder follow this path: Teaching Tools & Resources > Lesson Plan Builder.

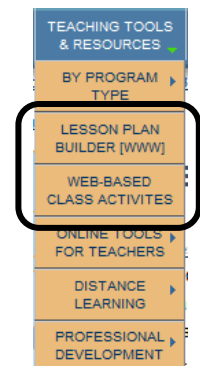
The Lesson Plan Builder....

- provides a customer friendly template to develop lessons for adult educators
- provides sample lessons as models
- allows the user to "backward design" a lesson
- provides a quick link to CASAS and SCANS competencies
- stores lessons for future use
- allows sharing with a group or publicly

This site does require a sign-in name and password to access the system. Your OTAN sign-in name will not grant you access. You will need to create a sign-in name and password specifically for the Lesson Plan Builder site.

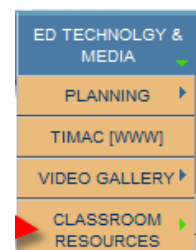
Teaching Tools & Resources - Web-based Classroom Activities and Online Tools

In these sections, teachers will find links to additional Web-based classroom activities, online tools for creating various projects and activities, including math worksheets, podcasts, and information about creating your own Web site.



Other Resources

The OTAN site offers many more resources available to the adult education community. Below you will find more information on some of them.



Ed Tech & Media – Classroom Resources

One area where teachers and other staff will find some additional information is the Classroom Resources section. Here you can find information on freeware, links to products that you can purchase from OTAN, links to generic media (not program specific) and helpful information on ways to integrate the Internet and other technology into the classroom.

Software – We have provided links to some "freeware" for Web authoring and a variety of utilities. You will also find tutorials for some commercial software programs that you may be using in your classroom. If you are interested in educational software, try looking in our Vendors area which is found under "Teaching Tools & Resources". For program specific freeware, look under "By Program Type," choose a program and look in the Software sub-category.

Order Materials – OTAN reproduces and distributes adult education products developed with public funds. Check here to read about and purchase these low cost products.

Media (Photos, Graphics) – Links to sites that offer free graphics, photos, or sounds. There are more program specific items here. You will find them under "Teaching Tools & Resources" in the appropriate program area. If you are looking for a tool to create podcasts, check "Teaching Tools & Resources > Online Tools for Teachers > Online Tools".

Technology in the Classroom – Here are activities to integrate the Internet and other technologies into your classroom.

Staff Development

Adult educators are always looking for ways to help them increase their knowledge. This is why OTAN, along with the California Department of Education's Adult Education Office, has established a combined professional development calendar – The California Adult Education Professional Development site (<http://www.caadultedtraining.org>). You can now easily access and register for adult education workshops and courses. The calendar provides timely information on professional development opportunities available throughout California and also includes national conferences.

Exercise #10 - Finding Workshops

- (1) Select the **CALENDAR** tab at the bottom of the OTAN home page.
- (2) Click on the **California Adult Education and Professional Development Web site** link. A new browser window will open with the calendar.

NOTE: To move from month to month, click the arrow links at the top of the calendar. To move to a specific month, use the "Filter by date" drop-down menu.
- (3) To find other OTAN workshops, use the "**Filter by sponsor**" drop-down menu and choose **OTAN**.

- (4) Click on any workshop.

NOTE: To sign-up for any workshop, you will need to provide any required username and/or password or other contact information.

- (5) Use the **Filter by Region** filter to find workshops in your area
- (6) Close the new browser window to return to the OTAN site.

Adult Education Dictionary

It seems that adult education has a never ending stream of acronyms and other terms that are specific to the field. As a new teacher or administrator, these terms can be overwhelming. So to help you ease into the field of adult ed, we have created a dictionary that contains most of those new terms and acronyms.

To locate the dictionary, find the **Research & Reference** menu on the navigation bar and choose **Adult Education Dictionary** from the drop-down menu. Now you can search alphabetically or you can use a keyword or the acronym itself in the keyword field. Then select the **Search** button. Once the term is found, you will see a link to the full definition or explanation of the term, and if they have an associated Web site, there will be a link to the site as well.

Additional Site Information

There are a few other places on our Web site you may want to visit at some point, so let's take a look at them, just so you know where they are located. These tabs are located at the top of the Web site header which stays with you no matter where you are on the site.

Your OTAN Profile: We like to keep our membership directory up-to-date for a variety of reasons, but most importantly, so that we can keep you informed. If we have your current postal address, we will send you our quarterly newsletter. If we have your current email address and you want to know when we have added new things to the site in your areas of interest, we may email you from time to time.

Exercise#11 - Viewing and Editing Your Profile (Optional)

- (1) Click the **PREFENCES** link at the top of the page.
- (2) Click on **EDIT MY PROFILE**.
- (3) Make any needed changes to your base profile.

NOTE: At the bottom of the page, you can control how much information OTAN provides about you when others search the directory.

- (4) Click the **Continue to customize your OTAN profile** button.
- (5) Make any necessary changes to your personal preferences. You can also modify whether or not you would like to receive email messages when something pertaining to one of your chosen preferences is posted.

- (6) Click the **SAVE MY PROFILE** button.

The OTAN Member Directory

The OTAN Directory is a great way for members to find and network with other adult educators with similar interests. You can perform basic and advanced searches of the directory by: name, agency, email address, geographic location, agency type, job category, or even interests.

Exercise#12 - OTAN Directory Basic Search

- (1) Click the **ABOUT US** link either at the top of the page or in the bottom footer area.
- (2) Click the **OTAN'S MEMBERS** link.
- (3) Enter your last name.

NOTE: You do not have to type the full first or last name. Just the first few characters will work.

- (4) Click the **FIND MATCHING MEMBERS** button.

NOTE: Your information may not be found. Remember users can control how much information is viewable in the directory. If you did not get any results, try finding the name of your OTAN instructor.

- (5) Click on one of the users found to view their profile.

Exercise#13 - OTAN Directory Advanced Search

- (1) Click the **ADVANCED SEARCH** link at the bottom of the page.
- (2) Enter information into any of the data fields or select any of the checkboxes.

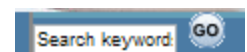
NOTE: You do not have to type the complete text item. Just the first few characters will work.

- (3) Click the **FIND MATCHING MEMBERS** button.

NOTE: Your information may not be found. Remember users can control how much information is viewable in the directory. If you did not get any results, try finding the name of your OTAN instructor.

Search the OTAN site

If browsing is not helpful because you are looking for something very



specific, then try the keyword search field in the top header bar of each page. Type a few carefully chosen, keywords in this field and hit the Enter key on your keyboard. If you do not get any matches, reduce the number of words or try some synonyms. If you get too many matches, try narrowing your search criteria.

Other Web Sites of Interest

California Adult Education Students Succeed

The California Adult Education Students Succeed project (<http://www.adultedlearners.org>) identifies learners who have reached their life goals as a result of their participation in the adult education system and are now active in their communities. The project disseminates the stories of these former students and the exemplary programs that assisted them. To view these stories follow this path: People & Organizations > People > Adult Education Students Succeed.

Nominations to the program may be submitted by any California adult education agency at any time. You can download and mail in an application or complete the process online. There are two nomination processing cycles per year. All nominations will be reviewed for completeness and how closely they address the criteria stated on the nomination form.

OTAN Support

Still can not find what you need, or having problems with the OTAN Web site?

Call OTAN for assistance at 800-894-3113 (CA Only) or 916-228-2580. Our reference and/or support staff will assist you - Monday through Friday, 8:30 am - 4:30 pm (excluding holidays).

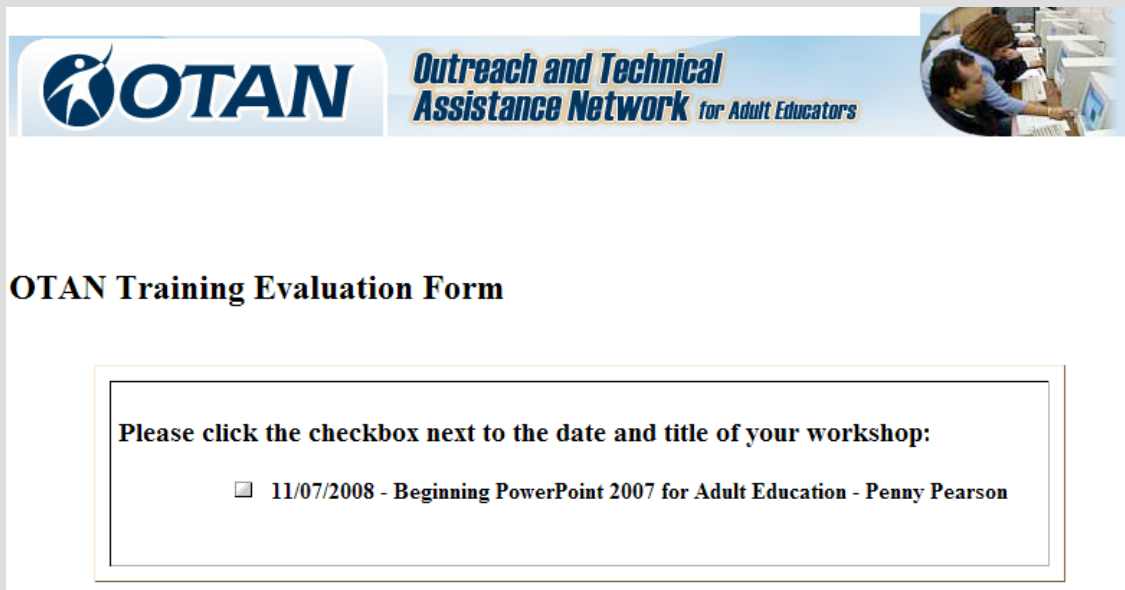
You can also email your questions and/or support requests to: support@otan.us

On-line Evaluation

Please follow these steps to fill out the OTAN online evaluation form for the class you participated in:

Your Workshop Evaluation

- (1) Sign-in to the OTAN Evaluation site: <http://test.otan.us/dev/eval>
- (2) Select your workshop from the list provided.



OTAN Training Evaluation Form

Please click the checkbox next to the date and title of your workshop:

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- (3) Rate each statement as to whether you Agree or Disagree.
- (4) Answer the three questions at the bottom of the form.
- (5) Click on the **SUBMIT MY EVALUATION** button.