OTAN Face-to-Face Workshops
2011-12

All workshops are 3 hours unless otherwise noted and **all participants must be OTAN members prior to the worskhop***:

Internet Resources for Adult Ed Teachers

This hands-on workshop is designed for users already familiar with the Internet. The session focuses on teaching resources available on the OTAN Web site. You will find out about effective ways to navigate the site and how to use the site as a gateway to the best adult education sites available on the Internet. You will also find online tools for preparing classroom activities, ideas on how to use the Internet in the classroom, and access to online lesson plans. The workshop is best suited to instructors of ABE, ESL/EL Civics/Citizenship, and GED/High School Diploma programs, but all adult education teachers are welcome. (This workshop can be focused on any adult education program area.)
***Prerequisites:** Basic computer and Internet skills. Must have an email address.*

Social Networking for Adult Education (Mostly Facebook)

New popular means of communication offer opportunities for adult education programs to reach potential learners who are not currently being served, as well as reinforcing and deepening communication with current students and alumni. Additionally, Web 2.0, and especially social networking and media applications, allow for a timely and easy way to update content. Educators use these tools to create personal professional development networks and model lifelong learning and positive online presence. The presenter will demonstrate examples of how adult education programs, individual administrators and teachers use Facebook.

Using Web Sites to Teach Math

This workshop will walk participants through a number of Web sites appropriate for both instruction and reinforcement of math concepts. Participants will review and critique Web sites.
Prerequisites: *Participants should be comfortable using computers and the Internet.*

### Internet Resources for ESL/EL Civics Teachers

Based on "Internet Resources for Adult Ed. Teachers," the ESL/EL Civics version is designed for programs and staff currently funded by the English Literacy and Civics Education grant or who teach ESL. The session focuses on the teaching resources available on the OTAN Web site with ESL/E.L. Civics materials as the main focus. The hands-on class features tools and ideas on how to use the Internet in the classroom, online ESL and Citizenship lesson plans and access to ESL/EL Civics teaching reference materials.
***Prerequisites:** Basic computer and Internet skills. Must have an email address.*

Beginning PowerPoint 2003 for Adult Education (also for PowerPoint 2007)

In this hands-on workshop, participants will learn techniques they can use while creating PowerPoint presentations for their classroom or the marketing of their school site. They will learn about: creating and running basic presentations; adding and working with clipart; using design templates; formatting text; and simple animations.
Prerequisites: *Participants must be familiar with computers.*
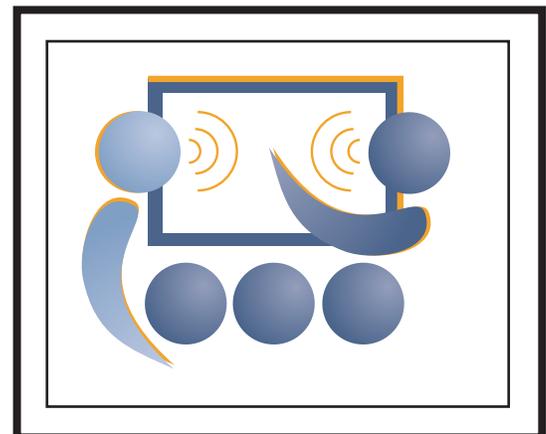
Advanced PowerPoint 2003 for Adult Education (also for PowerPoint 2007)
In this hands-on workshop, participants will learn about some of the more advanced features of PowerPoint, such as adding sounds and video, creating self-timed presentations, and some advanced animation techniques for creating games and other classroom activities.
Prerequisites: *Participants must be familiar with computers and have either attended the Beginning PowerPoint for Adult Education or be familiar with all of the topics in the Beginning workshop.*

Cell Phones in Adult Education
This workshop requires ownership of, or access to, a cell phone, with texting capability. Do you want to explore ways of using a mobile phone for instruction in the ABE/ESL classroom? This workshop will introduce you to using your phone to text; discuss and discover ways to implement text activities in the classroom; take pictures with your phone and apply those images to classroom activities; learn how to use phones as an audio tool to enhance speaking and pronunciation and understand the power of an instant response system using your phone in the classroom. This is a hands-on workshop and you are required to bring your mobile phone.
Prerequisites: *Ownership or access to a functional cell phone with texting capability. Bring your phone with you to the workshop.*

Creating Web Pages with WordPress (or Weebly)
Participants will learn how to develop a Web site for their classroom using WordPress (or Weebly), including entering text for announcements or assignments, creating links between their pages and to other Web sites, and adding pictures/clipart and documents. They can also use the site for collaboration/discussion or writing practice. Participants should bring any picture/clip art files, documents, or links (URLs) they would like to include in their Web site, on a CD or USB flash drive. Pictures must be in .GIF or .JPG format.
Prerequisites: *Participants must have a WordPress.com (or Weebly) blog account prior to the workshop. Basic computer and Internet skills are also necessary.*

Moodle: Create a Course Web Site
Have you thought about using Moodle to create a Web site for your class, or teach an online class? Moodle is an online course management system where you can post assignments, have an online discussion, and organize documents for your students.

You can also create quizzes and track student results. This workshop will introduce you to the Moodle system and offer you the chance to create a site for your class. As part of this workshop, you will receive your own Moodle course site from OTAN.
Prerequisites: *Basic computer and internet skills.*

Online Documents and Tools - Create and Share on the Cloud!
This 3 hour hands-on workshop will focus on using Google Docs and Calendar in the classroom. During the hands-on workshop, all participants will create and share documents for collaboration, create online forms and manipulate the collected data, build an online presentation, organize files and folders and be able to share with colleagues and/or students, import/export and save into different file formats, and search for specific files. The workshop will also cover creating both public and private calendars, sharing events, and using the map and invite features of the calendar. Other tools may be covered as time permits.
Prerequisites: *All participants must have a Gmail account and have basic computer skills.*

OTAN's Online Lesson Plan Builder
The Lesson Plan Builder makes it easy for you to develop quality lesson plans by providing a customer friendly template with multiple features that allow you to include CASAS and SCANS competencies, rubrics (generated from another online site), and even upload your own attachments created as part of the plan. All this is stored in a convenient location online and accessible from anywhere with just a few clicks! Lesson plans can be saved for later, shared with specific groups, or made available to the public. This workshop will introduce these features--plus many more--to help you start building your reservoir of lesson plans.
Prerequisites: *Participants should be comfortable using computers and the Internet.*

Interactive Whiteboards - Creating Student Activities (Promethean or SmartBoard)
Interactive whiteboards (IWBs) are great tools for student collaboration, sharing and practice. This workshop is designed to provide an orientation to IWB software, tools and activities to get you started in your classroom. (When you schedule this workshop, please let us know which company's boards you have and how many.)
Prerequisites: *Basic computer and file management skills.*

Teaching Critical Thinking for the Internet

If it is on the Internet, it must be true! Not! How do you know if a Web site is accurate? How do you help your learners think critically about online information? How do you keep your learners safe online? Information literacy is defined as the ability to find, evaluate, and use information. This workshop will give you the tools to locate, organize and evaluate online information, and provide the tools for teaching your students to think critically about the information they find online. Participants will identify and practice appropriate and copyright-safe ways to access, use, and present information from online resources.

Prerequisites: *Basic computer and Internet skills. Must have an email address prior to the workshop.*

Creative Classroom & Activity Ideas Using MS Word 2003 (or 2007)

This workshop is designed for those with some previous experience using Microsoft Word 2003 for basic word processing. In this three hour, hands-on workshop, participants will learn how to use Word to create classroom handouts for student activities as well as how to introduce it to students. Participants will learn about working with AutoShapes, text boxes, tables, borders, clip art, MS Equation, forms and MS Paint. Several activities are geared to ESL, but the skills you learn can be used in other programs as well.

Prerequisites: *Participants must have basic word processing skills.*

Face-to-Face Workshop Requirements

- A list of 10 registered participants must be provided to OTAN two weeks days prior to the workshop.

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.

- The Internet connection must be at least a T1 line.

- All computers being used must have Internet Explorer 8.0 or later or Firefox 5.0 or later and Adobe Acrobat Reader 8.0 or later

- The instructor's computer station should be connected to an LCD projector and there must be a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide one).

- OTAN's Web site and its contents must be accessible on every computer used during a class.

- All Microsoft Office workshops require the appropriate version of Microsoft Office to be installed.

- Creating Web Pages Using WordPress (or Weebly) requires unblocked access to WordPress.com or the Weebly Web site, depending on which site you choose for the workshop.

*Registering as a member of OTAN is a simple process. Go to *www.otan.us* and select the **Sign-in** link. On the next page, select "**Register here**." Registration allows you to access all the resources on the Web site, be listed in our directory, and receive email notification on topics you select. It is totally free!

Chapter 480/AFL-CIO