

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
- Video: FAQs about the 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: Technology & Distance Learning Research from OVAE URL
- Read: i-Pathways Orientation
- Read: Technology Survey Document
- Assignment Submission
- Reflect in your Personal Journal
- For Enrichment
 - Read: Technology Integration: What Experts Say
 - Read: Salman Khan Describes Future Classrooms with Blended Learning
 - Read: The Adult Literacy Education Wiki
 - Read: Community Colleges & Technology: The Mux

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
- For Enrichment
 - Explore the Office of Career, Technical, and Adult Education website
 - Explore the LINCS: Literacy Information and Communication System website

Lesson 5: Evidence-Based Reading Instruction

- Read Introduction
- Read: EBRI Overview
- Read: EBRI Quiz
- Video: Illinois Adult Education Director Comments on EBRI
- Reflect in your Personal Journal
- Read: EBRI Resource Page

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
- For Enrichment
 - Explore the Special Learning Needs Blog

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 CS Developed?
- Read: Why Were the Illinois ABE/ASE CS Revised?
- Read: How Were the Illinois ABE/ASE CS Developed?
- Read: Design of the Illinois ABE/ASE Content Standards
- Read: Assessment
- Reflect in your Personal Journal
- For Enrichment
 - Read: Illinois ABE/ASE Content Standards (Language Arts)
 - Read: Illinois ABE/ASE Content Standards (Math)

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
- For Enrichment
 - Read: NRS & DAISI Overview

Lesson 11: Other Professional Development Opportunities

- Resource: Professional Development Opportunities

New Teacher Orientation Review Quiz

Certificate for NTO Online