

1/24/12

Please make sure that you are following the appropriate guidelines for ABE/GED online. I copied the information below (and made some minor changes) from the Facilitator's Guide that was distributed when we first launched managed enrollment (Fall 2010). **If you need further clarification, please contact me.**

- a. **Online:** The online program is open enrollment during the first 8 weeks of the term. Main campus will offer Survey/Locator TABE on Tuesday nights for incoming students.
- In the past, the requirement for online placement was a minimum of 4.0 on M. 4.0 is an appropriate content-level for the M level. The ABE Level 2 classes are also associated with the M level content range and have corresponding Scale Score ranges. The beginning SS for this level are listed below and should be as minimum requirements for placing students online, including a minimum 4.0 on M-level tests in order to register for online courses.

Corresponding Functioning Level Title	Minimum Scale Score	Scale Score Range	TABE Level	Grade R
ABE Language 2	491*	491-523	M-level	4
ABE Reading 2	461*	461-517	M-level	4
ABE Math 2	442*	442-505	M-level	4

*Remember that these are used as guides for placement. An out-of-range E-level score could also yield these scale scores. If there is an out-of-range E-level score that you feel would qualify a student for online, comments to the instructor must be made.

- Online course codes are ABE or GED comprehensive codes. Students are placed in online classes using 3/3 Scale Scores within the ABE or GED range. *For example, a student with two SS in the GED and one in ABE will be placed in the ABE Comprehensive code.* Only one online registration for each student per term.
- Online students are required to work a minimum 10 hours a week.
- Online students will be exited from the program after 10 days of inactivity. This will help us better manage the waitlist dilemma.
- All online requests from facilitators will go to Rebekah.
- ABE/GED e-Learning Checklist is available online at <http://www.irscacp.org/facilitation.php> and the results will get sent to Rebekah.
- When entering TABE scores in the Online Checklist, please list (1) Levels, (2) Grade Equivalents and (3) Scale Scores.

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