

e-Learning Computer Literacy Checkpoint Process

- **Purpose: To Increase retention and completion rates**
- **Students:**
 - Apply online (<http://www.irscaecp.org/>)
 - NC Web-based Application directs students to “Schedule TABE Appointment”
 - Schedule TABE appointment:
 - During TABE appointment, **Proctor:**
 - A. Educates students about e-Learning option
 - B. Distributes **Computer Literacy Checkpoint** cards to students wanting to take e-Learning classes. Card includes:
 - URL address (<http://tinyurl.com/irscelearning>) for students to download **Computer Literacy Checkpoint** [Open Me document](#).
 - TABE score requirements
 - e-Learning requirements: <http://www.irscaecp.org/e-learning.php>
 - Contact info
 - **Students** take **Computer Literacy Checkpoint** to take classes online and sends final *attachment* in an email to lenartienedg@mail.irsc.edu
 - - If they can’t do this, they jump to step B below!
 - If they successfully complete the **Computer Literacy Checkpoint**, **Suzanne**
 - A. Sends an email to **student** stating:
 - “e-Learning classes look like a fit for you!
 - Next step is to assure you’ve achieved the TABE score requirements. If you did, *show* this email to your facilitator *during* your appointment to get started in e-Learning classes!
- **OR**
 - B. Join us for some **Basic Technology** workshops online!
 - Follow the directions and the calendar to login to the next workshop here: www.liveVirtualLessons.wordpress.com
 - Try completing this **Computer Literacy Checkpoint** next term!