

Facilitation Intake Process for GED Prep Online

Student schedules testing and facilitation

Student of test scores

Reviews and completes standard facilitation process (Entrance Interview & paperwork).

Student takes TABE (Locator/Survey)

Facilitator appointment is scheduled. Student is given a Computer Literacy Checkpoint card & must complete prior to facilitation appointment to receive an email from

Angela, **Campus TA & Yoly** input test scores.

Facilitator registers student for ADNCFEE fee code for online.

Student presents referral email from Suzanne as evidence that the online environment is the right fit. Facilitator reviews scores, determines eligibility and if classes are available. Student must have minimum 4.0 on M-level and qualifying scale scores.

Facilitator reads E-Learning Student Agreement to student and elaborates on critical sections. Student signs agreement, Permission to Release, Photo/Video Release, and GED Exam Results Release. Facilitator asks for best contact phone and email address, stressing the importance of a student having a functioning e-mail address that is checked often. Ask student for cell phone provider for emailing texts.

Facilitator shows student the E-Learning Student Guide and informs the student that this document will be emailed to the address given once the student pays fee and is registered for the course. Facilitator explains that the links to set up email, Blackboard password, login to Orientation, etc. are shared on this important document.

All of this is also reviewed during the Online Orientation.

Facilitator reminds student of the mandatory orientation and explains that the student will not be able to begin classes until the orientation is completed. Orientation information found here: <http://aecp.irsc.edu/online>

Facilitator completes E-Learning Online Checklist (<http://aecp.irsc.edu/ged-online-checklist.html>). Checklist is sent to Paul.

Facilitators give or forward master folders with all documents to Paul directly.

Student meets with facilitator

Discusses enrollment options. Student indicates preference for online.

Student Pays Fee

Paul cross-references the updated ADNC fee code Class Roster with the Checklist, checks that fee is paid and registers student for online class based on TABE scores (found in Checklist & in Mariner).

Paul sends checklist and scanned TABE scores to teachers and Vicky, & Gale if it's a GED class.

Gale enters student into Educator (GED class)

Paul e-mails "Welcome to Orientation" email to students (includes name of teacher, E-Learning Student Guide and reminder for Orientation).

Teacher sends student email with orientation reminder and information regarding welcome call (TBA-upon completion of Online Orientation).

Student attends Orientation, typically Mondays. See calendar to confirm: <http://aecp.irsc.edu/online>

Orientation instructor sends confirmation of attendance to teacher(s).

Student sends screenshot of attendance to teacher.

Student is permitted to begin class. Welcome call from teacher.

Notes for Facilitating: ABE/GED

The online program is open enrollment during the first 8 weeks of the term. Main campus will offer Survey/Locator TABE on Monday **mornings and** 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 Equivalent Range |
|---------------------------------------|---------------------|-------------------|------------|------------------------|
| ABE Language 2 | 491* | 491-523 | M-level | 4.0-5.9 |
| ABE Reading 2 | 461* | 461-517 | M-level | 4.0-5.9 |
| ABE Math 2 | 442* | 442-505 | M-level | 4.0-5.9 |

*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 **Paul**.
- ABE/GED e-Learning Checklist is available online at <http://aecp.irsc.edu/ged-online-checklist.html> and the results will be sent to **Paul**.
- When entering TABE scores in the Online Checklist, please list (1) Levels, (2) Grade Equivalents and (3) Scale Scores.