

# Tutor Modules Training Guide

## A Guide for Tutor Coordinators

### OVERVIEW

This Tutor Module Training Guide is for administrators and tutor coordinators of Pennsylvania adult basic education programs.

The online tutor training modules are available to support the training of volunteer tutors and classroom aides by introducing foundational skills needed when working with adult learners.

The online tutor training modules are listed below. Each module will take approximately 1 hour to complete and can be accessed at any time and as often as needed in the PD Portal (<http://pdportal.paadulredresources.org>).



- ▶ **Module 1: Tutoring Routines**
- ▶ **Module 2: Teaching Adults**
- ▶ **Module 3: Teaching Adult Basic Education (ABE)**
- ▶ **Module 4: Teaching English as a Second Language (ESL)**
- ▶ **Module 5: Lesson Planning**
- ▶ **Module 6: Using Textbooks And Authentic Materials**
- ▶ **Module 7: Preparing Students For The High School Equivalency Exams**
- ▶ **Module 8: Teaching Strategies**

### TIPS FOR USING THE TUTOR TRAINING MODULES

Tutor coordinators will work with each volunteer tutor to assess and identify which of the eight online tutor training modules the volunteer tutor will register for. There are several factors for tutor coordinators and volunteers to consider when looking at options for appropriate ongoing professional development opportunities. When planning a professional development activity, a topic would be chosen based on identified learner needs. For example, the Preparing Students for the High School Equivalency Exams module may be helpful for a tutor who will be working with learners preparing for the GED® or HiSET® exams. This connection to learner needs will ensure relevancy to both the volunteer and the learner and will maintain volunteer interest. There needs to be a clear purpose for participating in the professional development opportunity and tutors need to have a plan for implementing new knowledge.

The on-demand online tutor modules may be taken individually by classroom aides and tutors, or tutor coordinators may decide to facilitate discussion before and after tutors watch the modules in a group setting. This way, volunteers have the opportunity to talk about what they have learned and discuss how it applies to their work with students. Also, the tutor coordinator may better understand what additional support he/she needs to provide to the tutor and classroom aides to support implementation.

Additionally, agencies may supplement the modules with agency-specific training and information as appropriate. However, the online tutor training modules will be the basis of volunteer training.

### THE ONLINE TUTOR TRAINING MODULES

These online tutor training modules cover the skills that volunteer tutors will need when working in adult education programs. These modules are organized in the recommended sequence. However, tutors are encouraged to consult with their tutor coordinators to discuss which modules they will take, and in which order, to create a more personalized training experience based on their individual needs.

▶ **Module 1: Tutoring Routines \***

This module will introduce the teaching strategy of using routines during tutoring. Participants will learn the components of a tutoring routine, how it can benefit both learners and tutors, and how to use a routine during a tutoring session. Tutors can follow-up with the tutor coordinator at the agency for further support regarding this topic.

▶ **Module 2: Teaching Adults \***

In this module, instructors will learn to identify the characteristics of adult learners and how to plan instructional activities based on student needs and goals. It will include some teaching techniques that help adult learners and ways to assess student progress toward their goals.

*\* Modules 1 & 2 cover foundational skills that the subsequent modules build on.*

▶ **Module 3: Teaching Adult Basic Education (ABE)**

This module will provide tutors with an introduction to teaching activities for adult basic education (ABE) students. Tutors will be introduced to the College and Career Readiness Standards, and explore how they can incorporate these into language arts and math teaching activities.

▶ **Module 4: Teaching English as a Second Language (ESL)**

In this module, instructors will learn to identify an English language learner's communication needs and learn how to use two instructional techniques to build language skills.

▶ **Module 5: Lesson Planning**

In this module, tutors will learn how to plan lesson activities they can use with their learners and how they can assess how well the learner has mastered new skills.

▶ **Module 6: Using Textbooks and Authentic Materials**

In this module, instructors will learn to use textbooks, adapt textbook lessons to their adult students' needs and levels, and supplement textbooks with authentic materials that support their students' interests and goals.

▶ **Module 7: Preparing Students for the High School Equivalency Exams**

This module will provide tutors with an overview of the high school equivalency exams used in Pennsylvania. Tutors will learn teaching strategies and important test-taking strategies to support student success.

▶ **Module 8: Teaching Strategies**

This module will summarize a range of teaching strategies presented in the previous modules and discuss reasons why they work. It will also present strategies for addressing student learning differences and suggestions to instructors about how to teach something they aren't sure they know well themselves.

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### USER ACCOUNTS

The online tutor modules are available at anytime at <http://pdportal.paadulthoodresources.org>, as long as volunteer tutors have a PD Portal account.

#### ► CREATING NEW ACCOUNTS:

To create user accounts for volunteer tutors, email **Barb Dukes** at [badukes@pa.gov](mailto:badukes@pa.gov) with the following information for new registrants:

- **First name**
- **Last name**
- **Email Address**
- **Agency name**
- **PPID# (if applicable\*)**
- **Title**

*\*The PPID# is a number that is used by the Department of Education to award and track Act 48 credit. Only certified K-12 teachers or those with special certification from the Department of Education will have a PPID#. The tutor modules are not eligible for Act 48 hours, but other courses in the PD Portal are Act 48-eligible.*

#### ► LOST USERNAME OR PASSWORD:

Volunteer tutors with existing PD Portal accounts can retrieve their username or password using the **Forgot Password** link on the sign-in screen. Generally, usernames will be the volunteer tutor's email address. If the volunteer tutor is signing in for the first time, his/her password will be **changeme**.

### PROGRESS TRACKING & REPORTING

Tutor coordinators and administrators can track the volunteer tutors' progress and module completion by requesting that volunteers print or save the **Certificate of Completion** that is accessible at the conclusion of each module.

Program administrators and IHPDSs will also find volunteer tutors' enrollment and completion of the modules listed on the PD Portal report that is emailed monthly to their agency and downloadable via the PD Portal.

In addition, the tutor coordinator at each agency will receive a monthly report listing all agency staff and volunteers who enrolled in or completed any of the tutor modules. This report will be also be available to tutor coordinators for download in the PD Portal. To request access to the monthly tutor module report, email **Callie Hazan** at [chazan@tiu11.org](mailto:chazan@tiu11.org).

### TECH SUPPORT

Tutors, tutor coordinators, and administrators can contact the PD Portal tech support at [pdportal@tiu11.org](mailto:pdportal@tiu11.org) for requests, including when:

- Technical support is needed when using the PD Portal or tutor training modules.
- Updated information is required for a tutor/classroom aid who currently has a profile in the PD Portal.
- A staff member's profile must be deactivated because he or she no longer works at your agency.

# Quick Reference Guide

## A Guide for Volunteer Tutors

### ACCESSING THE PD PORTAL

Type <http://pdportal.paadulthoodresources.org> into your desired browser's address bar.



### USERNAME & PASSWORD

- Speak with your tutor coordinator if you do not already have a PD Portal account.
- Be sure to store your credentials in a safe, secure location!
- If it is your first time signing in, you will have to change the temporary password, which is **changeme**.

## HELLO

My **USERNAME** is \_\_\_\_\_  
(email address)

My **PASSWORD** is \_\_\_\_\_  
(the default is **changeme**)

\*Fill in the spaces above and save this for your records.

### AVAILABLE MODULES

Work with your tutor coordinator to identify which of the Tutor Training modules you will take.



- MODULE 1:** Tutoring Routines
- MODULE 2:** Teaching Adults
- MODULE 3:** Teaching Adult Basic Education
- MODULE 4:** Teaching English as a Second Language
- MODULE 5:** Lesson Planning
- MODULE 6:** Using Textbooks & Authentic Materials
- MODULE 7:** Preparing Students for the HS Equivalency Exams
- MODULE 8:** Teaching Strategies

### SIGN IN TO THE PD PORTAL

1. On the PD Portal landing page, click on the **SIGN IN** button on the top right corner of the screen.
2. Enter your credentials in the **Sign In** pop-up window.
3. Click the **SIGN IN** button on the bottom right corner of the **Sign In** pop-up window.

# Quick Reference Guide

## A Guide for Volunteer Tutors


### VIEW THE PROFESSIONAL LEARNING OPPORTUNITIES CATALOG

- ▶ **If Not Signed In:** A quick view of the catalog can be accessed on the PD Portal landing page. You can expand the catalog by clicking on [Professional Learning Opportunities Catalog >](#) .
- ▶ **If Signed In:** Click on the menu icon (☰) located on the top left of the screen. After the menu expands, click on [Course catalog](#) to access a quick view of the catalog. You can expand the catalog by clicking on [Professional Learning Opportunities Catalog >](#) .

### ENROLLMENT & REGISTRATION

1. In the course catalog, locate and select one of the Tutor Training modules that you and your tutor coordinator identified together as a professional learning opportunity you **will** take.
2. Review the description and syllabus.
3. Click on the [ENROLL](#) button on the right column.
4. You will see a confirmation of your registration on the screen.
5. Repeat the steps above as necessary for other Tutor Training modules.

### NAVIGATING THE MODULES

1. Access the module you want to view from the **My Courses** section of the **My Dashboard** (home) page. If you cannot find the module, scroll down and click on [LOAD MORE](#) or [VIEW ALL MY COURSES AND LEARNING PLANS](#) .
2. Click on the [GO TO COURSE START](#) button.
3. To move from one course activity to another, you can click on the [PREVIOUS](#) [NEXT](#) buttons or use the course menu on the right column. Scroll down to view other course activities and resources that may be off-screen, such as the File Repository and the instructor's contact information.
4. The primary instructional activity occurs in the course activity labeled "Learning Module," which is identified by the  (zipped file) icon. To navigate this course activity, you can click on the [PREV](#) [NEXT](#) buttons or use the menu items on the left column. Use the timeline bar to review the audio as needed.
  - Some slides within this course activity may require full or partial completion before allowing you to proceed to the next slide. Follow the instructions on the slide to proceed.
  - You must view every slide in this course activity to unlock the Course Evaluation (*required*).

### TIPS

- If you are experiencing tech problems, please contact [pdportal@tiu11.org](mailto:pdportal@tiu11.org).
- Scroll to the bottom of the page to access the File Repository where you will be able to download the Presentation Notes to review the Learning Module contents offline.
- If you notice a lag in the responsiveness of the tutor modules, check your internet connection speed and/or close unnecessary programs running in the background. Restart your system as needed.
- Speakers or headphones are required to hear the Learning Module audio that accompanies most slides.
- You may pause or exit the learning module and continue your progress at a later time.