

Literacy Texas  
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# INTEGRATING TECHNOLOGY SKILLS INTO ADULT EDUCATION

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# AGENDA

- Warm-up Activity
- Introducing Technology Skills
- Strategizing Technology
- Technology Resources



# Introducing Technology Skills

# Begin with basic computer skills

- Lower frustration level and fear
- Begin with mouse and keyboard skills
- Teach essential vocabulary
- Practice open, close and save



# Keyboard/Mouse Activities

- Basic Mouse Skills
- Mousercise (English & Spanish)
- Tux Typing Tutorial
- Sense Language Typing



# Incorporate basic word processing

(Word)

- Practice mouse and keyboard skills in context
- Practice basic writing skills
- Assist with/reinforce spelling.



# Use web sites appropriate for student level and needs

- Multi-media
- Interactive
- Immediate feedback
- Reinforce and review skills or content



# Incorporate presentation software (PowerPoint)

- Practice typing and mouse skills in context
- Practice writing skills in context
- Create beautiful products with slide designs.



# Use Office Online Templates

- Great way for students to get professional results
- Hundreds to choose from – Word, PowerPoint, Publisher, Excel
- Search and download templates for students
- Careful with Office version
- Later students learn to download their own

# Incorporate multi-media

(Word, Publisher, PowerPoint, Photostory)

- Reinforce with illustration
  - personal digital images
  - clipart – especially from Office online
- Practice language and literacy skills by with narration
- Create personalization and high interest level with music



# Integrate Excel

- Can be used across the curriculum, including support for mathematics
- Great for workforce preparation

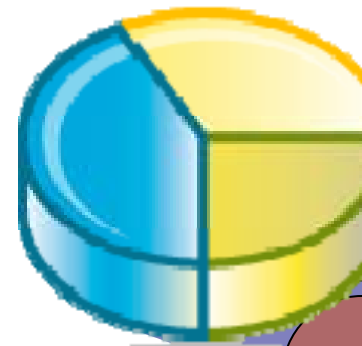
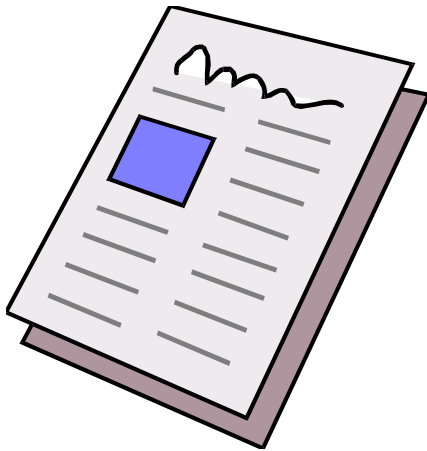


The background features a large, light blue circle on the left side. Overlapping this circle is a dark blue horizontal bar that spans the width of the slide. To the left of this bar, there is a grid of semi-transparent squares in various shades of blue, creating a layered, architectural effect.

# Strategizing Technology

# Show examples of the “end” product

- Provide motivation and purpose
- Helps teacher develop activity process



# Teach pre-requisite skills first (literacy and technology!)

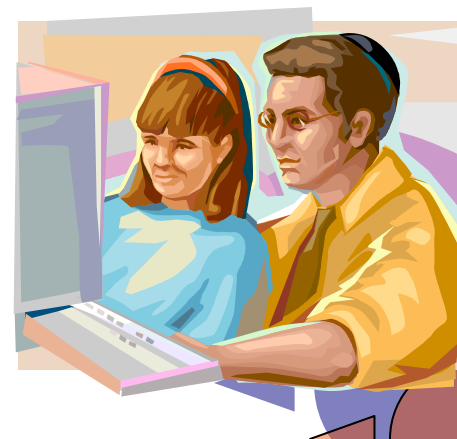
- Time better spent creating meaningful content
- Use instructions with simple text and clear, accurate illustrations
- Review activities/websites before computer
- Demonstrate activities to class & ask student volunteers to repeat (LCD)

## Pair/group students carefully

- Ensure that a more experienced computer user is in the pair or group
- Ensure that students work equal amounts on the computer

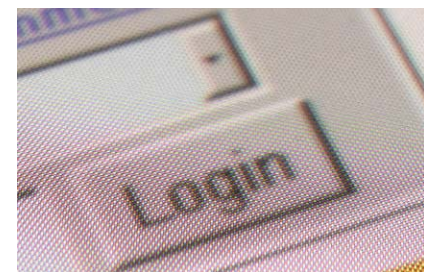
## Develop routines

- Teach students use resources
- Designate computer assistants (students with better technology skills)



# Organize Login Information

- Have students keep computer log on information in notebooks.
- Print out login pages & have students write in user names and password
- Keep a master list or copies of all login pages in easily accessible notebook.



# Streamline data management

- Always have students follow the same process to access and save files
- Use external media one per student or designated network folder for files
- Start activities by saving files - students use File>Save





# Technology Resources

# Curricula on CD (downloaded)

- ACTION Computer Curriculum  
Literacy Level/Low Beginning ESL
- Computer Basics for  
Beginning Computer Users  
High Beginning+ ESL, ABE
- BBC's Big Yellow Bus Learning  
High Intermediate+ ESL, ABE - ASE

# Curricula (Online)

- [GCF Global Learning®](#)  
Advanced ESL, ABE - ASE
  - [Tech Train Team](#)  
Advanced ESL, ABE – ASE
- *Use as handouts for lower levels with teacher support for language*

# Lesson Plans – ESL (downloaded)

- Quick and Easy Internet Activities
- Enhancing Lessons with the Internet
- Activities for One Computer Classroom
- Computer Activities for Low Level ESL
  
- Step by Step: How to Make a Craft
- Our Community: People and Places

# Lesson Plans – ABE (online)

- Surfing for Substance
- WebQuests for Adult Learners
- Florida Literacy Cyberspace Math
- Word Processing Integration Lesson



# References

- Captured Wisdom [TM]: Integrating Technology into Adult Literacy Instruction
- Integrating Technology into the ABLE Classroom
- Best Practices in Integrating Technology into Adult ESL Instruction
- ESL-CBET & Citizenship Technology Guide