

# Tutor Modules Training Guide

## A Guide for Tutor Coordinators

### OVERVIEW

This Tutor Modules 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 one hour to complete and can be accessed at any time and as often as needed in the PD Portal (<https://pdportal.paadulthoodresources.org>).



- ▶ **Tutoring Routines**
- ▶ **Teaching Adults**
- ▶ **Teaching Adult Basic Education (ABE)**
- ▶ **Teaching English as a Second Language (ESL)**
- ▶ **Lesson Planning**
- ▶ **Using Textbooks and Authentic Materials**
- ▶ **Preparing Students for the High School Equivalency Exams**
- ▶ **Teaching Strategies**
- ▶ **Learning Differences**

### TIPS FOR USING THE TUTOR TRAINING MODULES

Tutor coordinators will work with each volunteer tutor to assess and identify which 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, tutor coordinators may better understand what additional support they need to provide to tutors 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. We recommend that tutors begin by taking the Tutoring Routines and Teaching Adults modules. 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.

#### ▶ **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.

#### ▶ **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.

*\* These two modules cover foundational skills that other modules build on.*

#### ▶ **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.

#### ▶ **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.

#### ▶ **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.

#### ▶ **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.

#### ▶ **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 about the HSE tests and important test-taking strategies to support student success.

#### ▶ **Teaching Strategies**

This module introduces four teaching strategies for tutors to use with their students and reviews strategies that were presented in other modules. The module also discusses how to approach unfamiliar content that tutors may need to teach.

#### ▶ **Learning Differences**

This module will introduce the concept of learning differences, the tutor's role in identifying patterns that may indicate a learning difference, and tools and strategies that can be used to address learning differences. The module will provide scenarios and resources for practice in identifying and addressing learning differences.

### USER ACCOUNTS

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

#### ▶ CREATING NEW ACCOUNTS:

To create user accounts for volunteer tutors, email [pdportal@tiu11.org](mailto:pdportal@tiu11.org) 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. Usernames will be the volunteer tutor's email address. If the volunteer tutor is signing in for the first time, their 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 agency report that is downloadable via the PD Portal.

The tutor coordinator at each agency has access to a report listing all agency staff and volunteers who enrolled in or completed any of the tutor modules during the program year. Tutor coordinators can download this report in the PD Portal. To request access to your agency's tutor module report, email [pdportal@tiu11.org](mailto:pdportal@tiu11.org).

### TECH SUPPORT

Tutors, tutor coordinators, and administrators can contact 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 aide who currently has a profile in the PD Portal.
- A volunteer's profile must be deactivated because the individual no longer works at your agency.

# Quick Reference Guide

## A Guide for Volunteer Tutors

### ACCESSING THE PD PORTAL

Type <https://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. Mark the checkboxes below accordingly for future reference.



- Tutoring Routines
- Teaching Adults
- Teaching Adult Basic Education
- Teaching English as a Second Language
- Lesson Planning
- Using Textbooks & Authentic Materials
- Preparing Students for the HS Equivalency Exams
- Teaching Strategies
- Learning Differences

### SIGN INTO 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 at the bottom of the **Sign In** pop-up window.

## A Guide for Volunteer Tutors



### VIEW THE PROFESSIONAL LEARNING OPPORTUNITIES CATALOG

- ▶ **View the catalog:** Access the [course catalog page](#). Click on the name of the catalog to open it and view all the offerings. Scroll down to find the tutor training modules.
- ▶ **View only the tutor training modules:** If you are signed into the PD Portal, you can use this [link](#) to filter the catalog and view only the tutor training modules.

### 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 **SHOW MORE** or **VIEW ALL**.
2. Click on the **START LEARNING NOW** button.
3. To move from one course activity to another, you can click on the  button or use the course activity menu on the left. 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." To navigate this course activity, you can click on the  buttons or use the menu items on the left. 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).
- Download the Presentation Notes in the course 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.