

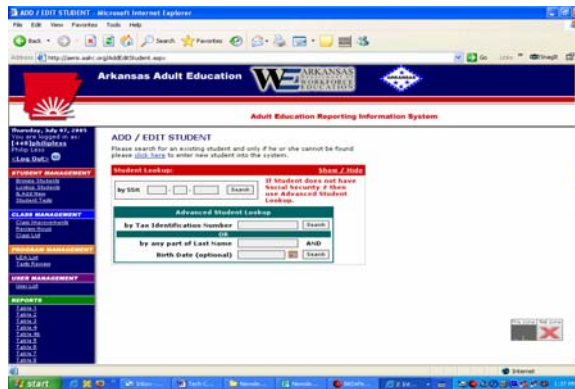
# Adult Learning Network

*The Adult Learning Network is a quarterly publication of the Arkansas Adult Learning Resource Center.*

## *The New Adult Education Reporting Information System (AERIS) - Trainings Conducted Across State*

**By Dr. Philip Less, Program Advisor of the Arkansas DWE**

From June 20-24, the new AERIS student data management system was introduced in five regional trainings in Arkansas. Program administrators and data entry personnel participated in the trainings that were held in Fayetteville, Batesville, Little Rock, Arkadelphia, and Monticello. The three trainers who conducted the sessions were Ray Barrentine, Kevin Strickland, and Lindsey Price, all from the Alabama-based Access Plus Group, the software company that developed the system. The Access Plus Group also designed a similar system for Alabama's adult education office last year and has had one year of successful experience with the software. "The system is never completely finished," Barrentine says. "We are always making improvements, upgrading new versions, and making adjustments as the NRS rules are changed."



Accompanying the Access Plus trainers were Tracy Andrews, AERIS project analyst, and Philip Less, Adult Education Section program advisor. Andrews and Less were available for questions about state policies and the new system, and they assisted the trainers by providing individualized help for the participants.

AERIS is a Web-based, student-centered data management system. Participants at the trainings had hands-on practice creating student profiles, teacher profiles, and classes. They also learned how to enter test scores, attendance hours, and student goals. An important function of the system will be to run quick and accurate reports. According to the trainers, the only limitation on the speed of running these reports is the user's Internet connection. As an example of the possible speed of running reports, the trainers ran a live NRS Table 4 report from the Alabama software system that included more than 20,000 enrolled students and more than 3 million attendance hours. It appeared in less than one minute. Reports can be printed from the screen or exported into a MS Word document, an MS Excel spreadsheet, or an Adobe.pdf file. The home page is [aeris.aalrc.org](http://aeris.aalrc.org).

In general, the participants at the trainings were pleased with their first introduction and training with AERIS and were looking forward to working with the new system. It was described by many as being more user-friendly and more intuitive in navigation. The state office will be available to help all adult education and literacy programs with AERIS.

## *Professional Development News*

### Tuition Reimbursement Program

Contact your Program Advisor at the Adult Education Section or Marsha Taylor at the AALRC for more information on this program. Reimbursement is applicable to courses taken for Adult Education Licensure ONLY! This form is available on the AALRC website ([www.aalrc.org](http://www.aalrc.org)).



Remember: (1) The application form must be submitted to the AALRC **10 working days before class begins**. (2) Your class grade and receipt of payment must be received **within 30 days of class ending**.

***There is a new requirement: Applicants must provide documentation that the class will count for adult education licensure.***

#### **For a list of courses available in adult education, please contact:**

Arkansas State University  
Jonesboro  
Dr. David Agnew  
(870) 972-3943

University of Arkansas  
at Little Rock  
Dr. Charlotte Robertson  
(501) 569-8933

University of Arkansas  
at Fayetteville  
Dr. Barbara Hinton  
(479) 575-5119 or  
(479) 575-4578

University of Central Arkansas  
Conway  
Dr. Sherry Roberts  
(501) 450-5431



#### NOTICE:

If you are unable to attend a workshop you have registered for, please contact the AALRC as soon as possible. Participants are often placed on waiting lists because workshops fill up. If you find that you cannot attend a workshop and you call ahead, this gives us time to notify wait-listed participants that they can attend.

When a workshop has a waiting list, participants may not send substitutes from their center to attend in their place. Registrations are held for participants and not for centers.

### *AALRC Staff*

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### TRAVEL Reimbursement



It is important to remember the guidelines when making travel plans to attend meetings/workshops at the AALRC. Programs must follow state travel guidelines and the policy written below. We have had to disallow many travel requests because the guidelines are not being followed. The AALRC would appreciate your cooperation in this matter.

*Local programs funded with state or federal adult education funds must adhere to Arkansas Department of Finance and Administration guidelines when requesting travel reimbursement.*

**Scheduled Meetings at AALRC**

unless otherwise noted

**July**

- 7 Technology Committee – 10:00 a.m.
- 22 Professional Development Team – 10:00 a.m.
- 28-29 Adult Education Advisory Council – Mena

**August**

- 26 WAGE – 9:30 a.m.

**September**

- 7 Disabilities Committee – 9:30 a.m.
- 9-10 ProLiteracy Pilot Program
- 22-23 Adult Education Advisory Council  
Retreat - Location to be determined

**October**

- 18 AALRC Advisory Committee

**Professional Development Calendar 2005—2006**

Training Opportunities at AALRC — Some other locations as noted

**July 2005**

- 6-8 LTA Training - Session 1
- 12 New GED Examiner's Training
- 19-21 ESL Institute
- 26-28 Summer Professional Development

**August 2005**

- 4-5 LTA Training - Session 2

**September 2005**

- 12-14 Payne Jordan 2005-06
- 15-16 GED Examiner's Annual Training  
- Embassy Suites - Little Rock
- 19-20 Strategies & Accommodations
- 21-22 Administrators' Meeting (Tentative)
- 27 Computer Security – Technology  
- One day session
- 28 Computer Security – Technology  
- Repeat of previous session
- 30 LTA Refresher Course

**October 2005**

- 5 Teaching the Three Rs in Adult Education in AR
- 10 Payne Jordan 2005
- 11-13 Payne Jordan 2005-06
- 13-14 ESL Laubach/ProLiteracy Workshop
- 17 ADA Program Coordinators
- 19-21 LTA Training (Tentative)
- 27-28 AACAE  
- Doubletree - Little Rock

**November 2005**

- 8 Intermediate Excel – Technology  
- One day session
- 9 Intermediate Excel – Technology  
- Repeat of previous session
- 10 Teaching the Three Rs in Adult Education in AR  
- Session 2

**November 2005 (continued)**

- 14-15 Payne Jordan 2005-06
- 17-18 LTA Training (Tentative)

**December 2006**

- 5 Payne Jordan 2005  
- Last session
- 6 Web Design  
- One day session
- 7 Web Design  
- Repeat of previous session

**January 2006**

- 19-20 Literacy Strategies
- 27 Payne Jordan 2005-06

**February 2006**

- 6-7 Strategies & Accommodations  
- Repeat of the October session
- 9-10 ESL Basics  
- Session 1
- 13 Payne Jordan  
- Last Session 2005-06
- 16-17 AALRC Numeracy Project
- 23-24 Literacy Strategies

**March 2006**

- 9-10 ESL Basics  
- Session 2

**April 2006**

- 6-7 AALRC Numeracy Project
- 12-13 ESL Basics  
- Session 3
- 20-21 Literacy Strategies

**May 2006**

- 4-5 Literacy Strategies

## *Description of Scheduled Trainings*

### AACAE

This is the annual state association meeting which will include several different areas of professional development including ESL, Learning Disabilities, NRS, and GED.

### AALRC Numeracy Project

This workshop is based on the National Council of Teachers of Mathematics (NCTM) Standards. Each participant will attend a total of four days over a four month timeframe. When the class is completed, each instructor will receive a teacher set of manipulatives and visual mathematics materials.

### ADA Program Coordinators' Meeting

This is a workshop to help the ADA Program Coordinators to appropriately use the LD Policy Manual and Checklist.

### Administrators Meeting

This is an Annual Meeting for local program directors to meet with the state staff and review changes and updates that are important to local programs.

### Computer Security

This is a one-day session to help people learn how to improve computer security.

### ESL Basics

This is a workshop series in ESL instruction for adult education and literacy providers. Following each training session, an interim task will be assigned to each participant to allow for maximum application of material presented.

### ESL Laubach/Proliteracy Workshop

This is training for teachers/tutors to learn how to deal with students who are at zero level in their English language skills. It provides a comprehensive program in the language acquisition skills of listening, speaking, reading, and writing. The skills are presented so the student always knows the correct response.

### GED Examiner's Annual Training

This is a required two-day session for chief and alternate GED Examiners to keep updated with the necessary skills to give the Official GED Test.

### Intermediate Excel

This is a one-day training for people who have taken beginning Excel or have a good working knowledge of Excel.

### Literacy Strategies

The workshop will include research-based practices in reading assessment, curriculum planning, readabilities, and teaching strategies for students at all performance levels, including those with special needs.

### LTA/FH Training

This training is to prepare WAGE programs to work with industry and prepare Literacy Task Analysis of jobs. It is an in-depth training with five training days plus self-study.

### LTA Refresher Course

This is a one-day refresher course for people who have taken the complete LTA training, but would like to review important information.

### Payne-Jordan Learning Disabilities

This is a learning disabilities training in the use of the Payne-Jordan Learning Inventory. The Payne-Jordan training is an in-depth workshop series that progresses over the course of one year, with a total of five sessions and 60 PD hours.

### Strategies & Accommodations

A workshop to learn instructional materials and strategies that are effective for teaching adult students with learning disabilities. Both metacognitive and cognitive skills are targeted. Participants receive instructional kits worth \$200 each.

### Teaching the Three Rs in Adult Education in Arkansas

Neil Sturomski, a national renowned consultant, will provide research-based basic skills training to adult education teachers in the areas of reading, writing and math issues and techniques. All participants will be trained in actual hands-on, practical methodologies they can implement when working with students.

### Web Design

This is a one-day training that will cover the basics of setting up a web page from scratch and using Microsoft FrontPage to edit the web page. It will also include publishing the page online and administering it off-site.

### Additional Workshops:

\*There will be additional workshops added to the calendar throughout the year as needed, including a grant-writing workshop in the fall. Dates and time will be mailed as they are scheduled.

*Tech*



*Talk*

**Note: To link to any web address (URL) in this newsletter, go the AALRC's home page at <http://aalrc.org>, look up this newsletter, and then just click on the appropriate link.**

### New! Bitdefender Antivirus Suite.

We are pleased to announce the purchase of Bitdefender antivirus software for workstations and servers. The software is now available for download or you can request a CD to be mailed to your center. For workstations we will be using Bitdefender 8 Professional Plus which includes antivirus, firewall, and antispyware. For servers we will be using Bitdefender V1.9 for File Servers. This is very exciting news, especially since we have an agreement for free updates for 3 years. Speaking of updates, Bitdefender updates automatically everyday, no need to setup this function yourself. If you like Bitdefender at the office, there is also a free edition for home use.

### Who Needs Bitdefender?

Everyone that doesn't have up-to-date antivirus software currently running on all computers connected to the Internet. Also any computer that is not connected to the Internet, but could be infected by floppy disk. If you have a technology department that cares for your network, check with them before installing. Remember, if your center has not paid a yearly fee, your antivirus software is out-of-date and not effective against new viruses.

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*Trece Shepherd  
Williams,  
Helena*

*George Stegall,  
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*Nancy  
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**Tech****Talk****Adult Education  
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**Installing Bitdefender**

Before installing Bitdefender you need to make sure that you remove any other antivirus program you have installed on your system. To do this go to START – CONTROL PANEL (SETTINGS – CONTROL-PANEL (W98,ME)) – ADD/REMOVE PROGRAMS – find anything related to your old antivirus software, i.e. Norton / McAfee and highlight it – CHANGE/REMOVE – UNINSTALL. You may need to reboot and go back to ADD/REMOVE PROGRAMS to remove any remaining portion of the old program.

Go to <http://www.bitdefender.com> and click on SOLUTIONS – ALL SOLUTIONS – BITDFENDER 8 PROFESSIONAL PLUS – DOWNLOAD HERE. This is a 15 megabyte file that will download in a minute or two over broadband but will take considerably longer over a dialup connection. If you have dialup and would rather have a CD, contact Rob Pollan at [rob@aalrc.org](mailto:rob@aalrc.org) or call 479-649-5830.

During setup you will be asked if you want the TYPICAL, CUSTOM, or COMPLETE installation. Select COMPLETE if you have plenty of hard drive space, TYPICAL if not. Selecting TYPICAL or COMPLETE will install all the components of the suite, choose CUSTOM if you do not want to have certain parts of the it, e.g. you do not want the firewall. Contact Rob Pollan to receive the activation code (it will work for a 30-day trial without the code.)

**Using Bitdefender**

**Antivirus** – For the most part, the antivirus program will run in the background without any input from you. If you are wondering what the File Zone and Net Zone boxes are in the lower right-hand corner of your screen, right-click it and choose WHAT'S THIS. (It also gives you directions to permanently hide the boxes.)

**Firewall** – If you already have another firewall running, you need to uninstall it using the directions above for uninstalling virus programs. If you are using Windows XP you need to make sure that the built-in firewall is turned off. Go to START – CONTROL PANEL – NETWORK CONNECTIONS – RIGHT-CLICK on the connection that you use to access the Internet (i.e. Local Area Connection / Dialup Connection) and select PROPERTIES. Click on the ADVANCED tab then the SETTINGS button. Turn the firewall setting to off.

The firewall will prompt you with a dialog box whenever a program tries to access the Internet: “This program is trying to connect to the Internet. Do you want to allow this?” With most commonly used programs, Bitdefender will give recommendations on whether it should be allowed or not. You will want to allow programs like Internet Explorer, Outlook, or any program that you installed that needs to access the Internet, and be sure to check the box “Remember this Answer” so you will not be bothered with it again.

**Antispam** – This is a great function of the suite that automatically installs into your e-mail program. For example, if you use Outlook it will install a row of buttons on the top of Outlook that allows you to train the filter and have all incoming spam sent to the spam folder, automatically created by the program.

## *News from the Disabilities Project Manager*

### Learning Disabilities and Work Issues Tutorial

The National Institute for Literacy's LINCS Workplace Education and Literacy & Learning Disabilities Special Collections sites have jointly developed an online tutorial regarding learning disabilities and work issues at [http://worklink.coe.utk.edu/ld\\_work\\_issues.htm](http://worklink.coe.utk.edu/ld_work_issues.htm). This comprehensive tutorial was designed "to address an issue of prime importance to those with learning disabilities: how to engage in satisfying and successful work. It also raises awareness of learning disabilities for employers and workers." The tutorial, presented as an online PowerPoint, includes live links to resources providing more detailed information. Tutorial topics include:



- What it is like to have learning disabilities;
- The various forms that learning disabilities can take;
- How learning disabilities can affect work performance;
- The most critical skills in the modern workplace; and
- How a 'coach' or teacher can help to prepare adults with LD for success at work.

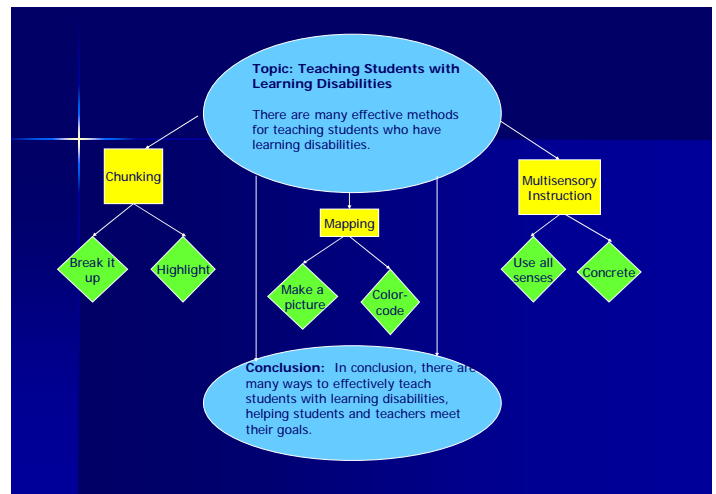
### The Learning Disabilities Adaptations & Accommodations Guide



The Virginia Adult Learning Resource Center (VALRC) has published a guide for teaching adults with learning disabilities in adult education and literacy settings. The guide is available online at <http://www.aelweb.vcu.edu/publications/LDGuide/index.htm> and includes information about choosing appropriate instructional adaptations and accommodations by matching them to the learner's needs. Instructional content areas include reading, writing, math, listening and speaking, attention, organization and study skills, memory, and personal/interpersonal skills. The guide includes a checklist teachers can use in working with the student to choose appropriate accommodations.

### Instructional Tips for Teaching Students with Learning Disabilities

Writing Essays: You probably already know that students with learning disabilities think more in images than in words. You also probably know that graphically mapping an essay as a pre-writing exercise works better than a traditional outline for this population of students. For students who still have trouble understanding and/or remembering how to develop and structure an essay, try mapping with manipulatives. Have the student cut colored paper into circles or ovals about the size of saucers. They can write their topic/introduction, supporting detail, and conclusion on the paper and then arrange and rearrange their thoughts by physically manipulating the pieces of paper. This strategy will help many students with their brainstorming, organization of thoughts, and retention of the process and structure of essay-writing. The finished product may look like something like the picture shown to the right.



More instructional tips will be discussed in future AALRC newsletters. If you have specific questions about teaching a student with learning disabilities, please contact Patti White, AALRC Disabilities Project Manager at [prwhite@madisoncounty.net](mailto:prwhite@madisoncounty.net) or 800.569.3539.

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*News from the Disabilities Project Manager* Continued from page 7

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**Regional Meetings with ADA Coordinators**

The AALRC will host a series of regional, ½-day meetings with local program ADA Coordinators to discuss program compliance with the *Arkansas Adult Education and Literacy Policy & Procedure Manual for Serving Students with Learning Disabilities and/or Attention Deficit Hyperactivity Disorder (LD Policy Manual)*. The dates and locations for the meetings will be announced soon, so be on the lookout for information coming to your mailbox. All local adult education and literacy programs will be invited to send their program's designated ADA Coordinator and, if applicable, the ADA Coordinator for the public school or university system with which they are affiliated.

The goals of the meetings include:

- Clarify the policy compliance issues in the *LD Policy Manual*;
- Establish and/or strengthen coordination of disability policy issues between local programs and their affiliated school system; and
- Identify local and statewide resources for disability policy compliance.

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*Updates from the Field*

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**WAGE Students Awarded Scholarships**

Executive Women International, Little Rock Chapter, is awarding three of their four ASIST (Adult Students in Scholastic Transition) scholarships to students who have completed Pulaski County Adult Education's WAGE Life Skills Program.

At their July 19, 2005 meeting, President Sherrie Smith will present Tamica Hubbard a two-year, fees, and textbooks, scholarship to Pulaski Technical College. Tamica earned her GED in April through Pulaski County Adult Education. She is enrolled in University Studies and will continue at UAMS upon completion of her associate's.

Elizabeth Kelley and Atia Moore will be awarded \$500 scholarships from EWI. Kelley earned her GED in February, 2005. Kelley will be entering Pulaski Technical College's Paralegal Technology Associate program. Moore is enrolled in the University Studies with bachelor work to be completed at UALR in journalism.

These ladies were referred by DHS to the eight-week WAGE Life Skills program. The program is based on workplace skills, goal setting and career paths, job search skills, and a plethora of basic life skills designed to remove barriers TEA clients encounter on the path to sustainable employment. Karen Kennedy is the coordinator of this program, contracted by DHS for two years.

**News Release for AALRC from South Arkansas Adult Education Administrators**

South Arkansas Adult Education Administrators reorganized their group in October 2004, and began working together to face the many challenges in adult and workforce education. The present officers are Flora Simon, president; Janie Carter, vice president; Marva Marks, secretary; and Harriett Branch, treasurer. The group meets quarterly at different centers to discuss current issues, trends, promotional ideas, and to provide technical and administrative support.

On August 2 – 3, 2005, the administrators will sponsor a summer staff-development workshop for teachers and other personnel holding a teaching license in their region. The purpose is to help adult educators obtain the sixty hours of in-service they must gain each year to qualify for teacher re-certification.

The workshop will be held at SEARK College in Pine Bluff where Linda Kittler will be the host. If you need further information, please contact Flora Simon at (870) 382-4983 or Linda Kittler at (870) 543-5915.

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