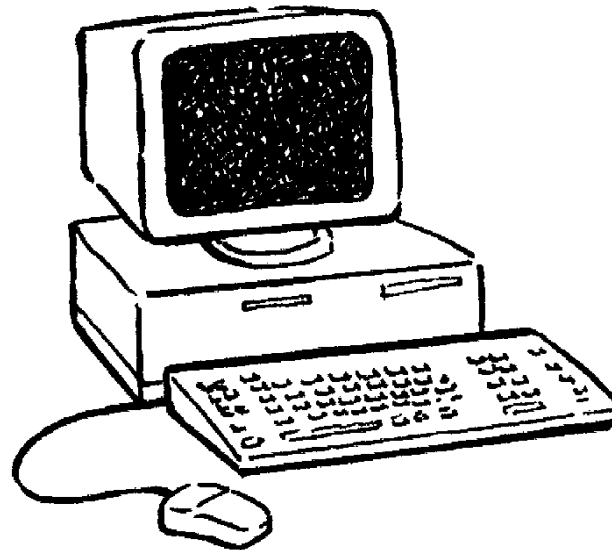




LITERACY VOLUNTEERS
OF NEW JERSEY

Log on and Learn

A Resource Manual for Adult Literacy Students and Instructors



Developed by Literacy Volunteers of New Jersey with a grant from the Verizon Foundation

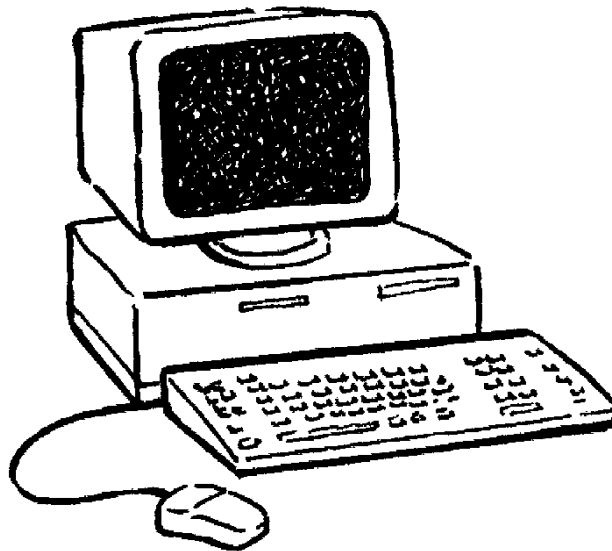




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Log on and Learn

A Resource Manual for Adult Literacy Students and Instructors



by Elissa Director & Jessica Tomkins

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Acknowledgements

Literacy Volunteers of New Jersey would like to thank the Verizon Foundation for their financial support of our computer literacy initiative.

We would also like to acknowledge and thank **Amy Dalsimer** for her contributions to the Resources section of this project, **Nicole Butkiewicz** for her formatting and design work on this manual and **Elizabeth Noble**, who helped to create Sections One through Five.

About LVNJ

Literacy Volunteers of New Jersey is an organization committed to improving the basic literacy skills of adults in New Jersey by maximizing the capacity and effectiveness of LVNJ's network of affiliates, by increasing the public's awareness of the services provided by the network, and by promoting greater communication and action on the literacy needs of New Jersey.

Since 1979, LVNJ has helped to establish and assist adult literacy programs throughout NJ. These affiliate programs are engaged in training volunteers to provide free tutoring to adults who need help learning to read and write or communicate in English. The goal of LVNJ is to ensure that free, high quality literacy instruction is available to low literate adults in every NJ community.

www.lvnj.org

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INTRODUCTION

Log on and Learn is designed for adults learning to use the computer and the instructors who are facilitating that learning process. The lessons are created for students and instructors to use together and for students to use to practice outside tutoring sessions or the classroom. The lessons are appropriate for both Basic Literacy and ESOL students.

Literacy Volunteers of New Jersey recognizes that basic computer skills are a key component of literacy. Computer skills can help students achieve more independence as learners, and increase their instructional time as they learn to access online resources and practice their skills outside of formal tutoring sessions or classes. Educational resources designed for adult learners may be effective, but they remain out of reach for those who haven't established comfort with the basics of using a computer and getting online.

Clearly, computer skills have become not only a component of literacy, but also increasingly an aspect of civic life. How often do we turn to the Internet to find information about jobs, education, parenting, and resources in our community? To participate as citizens we need to use computers and know how to access the Internet. Computer skills are also not only essential for learning about job opportunities but are

a prerequisite for many types of employment.

The lessons in this resource manual are written to provide a starting point for the acquisition of computer skills and to instill a comfort level with the computer that will allow students to go further and learn more.

What is the purpose?

- ◆ Learn basic computer skills
- ◆ Use a computer independently
- ◆ Increase instructional time
- ◆ Have more access to resources and ways to participate in civic life
- ◆ Build literacy skills through online activities
- ◆ Improve job skills

Who is this manual for?

- ◆ Adult basic literacy students and instructors
- ◆ Adult ESOL students and instructors

What's inside?

♦ Computer Lessons

The first five sections of the manual focus on attaining basic computer skills.

Section One, Computer Vocabulary, references the computer terms needed to use this manual. Additional vocabulary terms are highlighted throughout the book. Students may want to begin their study by making a glossary that they can add words to as they learn them.

Section Two takes a new computer user through the steps of turning on the computer, creating and saving a Word document, closing the program and shutting down the computer.

Section Three outlines the steps of getting on and moving around on the Internet.

Section Four demonstrates how to open an email account and send messages.

Section Five consists of more advanced word processing skills, such as how to select and format text, use the clipboard, and insert pictures. At the end of the computer skills section websites are highlighted where a student can practice computer skills online.

♦ Lesson Activities

Section Six includes a series of lesson activities we have created that incorporate computer skills in tutoring ses-

sions. They are based on common computer tasks, such as checking the weather online or typing a resume. Students can work on these real-life computer skills while building their listening, speaking, reading and writing skills. Read the News, for example, is a good way to practice navigating through a web site as well as practicing scanning and using summaries to predict an article's content. Keep a Calendar allows students to practice using the mouse and keyboard while setting goals and tracking learning progress. Following this section is a list of websites where students can learn online.

♦ Worksheets

Section 7 is a set of worksheets that can be downloaded or photocopied from the manual. The Skills Checklist (page 163) corresponds with the skills presented in the lessons. There are also charts to record information found on the Internet and to evaluate web sites. Tutors may want to use the Computer Diary (page 167) to think about how they use the computer in their lives and what they do when they have a problem using the computer. Finally, there is a Lesson Plan Outline on page 170 for planning more computer tutoring sessions.

♦ Online Resources

The resource section consists of some of the many websites available for students and instructors. Some of the most useful and simple instructional technology for adult literacy students are both free and web-based. These resources can be easily accessed provided computers are

available. The resource section also includes a list of commercial software that we have reviewed and found to be useful for adult literacy instruction.

What do I need to use this manual?

The lessons are based on Windows XP, Internet Explorer, Google, and Yahoo! Email. Instructors using other operating systems or browsers can adapt the lessons to suit their computers.

To do many of the activities, students will also need some way to save their work, preferably a flash drive that they can use at any computer.

Instructors will need to feel comfortable with the basic computer skills covered in this book but do not need to be experts. Since most of us have acquired our computer skills through trial and error and problem solving, these are the most important skills to possess and model for new computer users.

What do you think?

LVNJ will revise this resource manual based on the feedback of students and instructors. Please send your comments and suggestions to:

Jessica Tomkins, Affiliate Services Director
Literacy Volunteers of New Jersey
jt@lvnj.org or (908) 203-4582

Vocabulary words are in boxes like this throughout the manual.



Try It Out!

Throughout the manual, there are boxes called *Try it Out*. These are practice activities that go with the lessons.

Note to Instructors

Boxes like this give additional suggestions to instructors.