

Dear Adult Literacy Colleagues,

The [Literacy Assistance Center](#) (LAC) is excited to launch our second year of professional development and technical assistance services for DYCD-funded programs offering Adult Basic Education (ABE) and High School Equivalency (HSE) classes.

The following list of fall trainings is based on the needs assessment that was distributed to program managers and teachers this summer. This fall, we aim to continue to compliment foundational knowledge of the Common Core and the Test Assessing Secondary Completion (TASC) with a focus on the TABE, math instruction and ABE literacy. In addition to ABE and HSE trainings, we also offer a limited number of BEST Plus ESOL Assessment trainings in the fall that are listed on page 5.

The LAC is located at: **445 5<sup>TH</sup> Ave., New York, New York, 10016** (The NYPL Administrative building entrance northeast of 5<sup>th</sup> Ave. on 39<sup>th</sup> St.).

We use a registration system called EventBrite, and request that you register online using the links in the list of trainings below. You do not need to print out the ticket, but you will need to “check in” with security at the front desk before entering the workshops.

In addition to the trainings listed here, we will also be offering a Spanish HSE workgroup and co-teaching services to 8 select teachers. Please be in touch if you are interested in these services.

I will be sending out a list of upcoming workshops the first week of every month. We look forward to serving and working with you over the year.

Best,  
Shannon Allen  
Literacy Assistance Center  
Director of Professional Development Services  
& Literacy Specialist  
[ShannonA@lacnyc.org](mailto:ShannonA@lacnyc.org)  
212-803-3303

## Adult Literacy

### ABE & HSE Programs

### Workshops & Webinars

## Literacy Assistance Center (LAC)



**Fall 2015**

## **SEPTEMBER**

### **TABE Test Administrators' Training**

**Time commitment:** Full -day workshop (6 hours)

**Date:** 09.18.15 from 10 a.m. to 4.p.m.

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**LAC Trainer:** Be Jensen

**Target Audience:** Pre-ABE/ABE Instructors and Designated Test Administrators

**To register:** <https://www.eventbrite.com/e/al-113-15-tabe-test-administrators-training-tickets-17968166269>

**Description:** Increase rigor when administering the Test of Adult Basic Education (TABE). Become familiar with TABE, Forms 9 and 10, as an assessment tool for placing students, monitoring student progress, planning instruction, and improving your program.

### **TASC Updates: What They Mean for Your Program (Webinar)**

**Time commitment:** 1.5 hours

**Date:** 9.23.15 from 3:00 p.m. to 4:30 p.m.

**Location:** Online via WEBEX link

**LAC Trainer:** Shannon Allen

**Target Audience:** Program Mangers & HSE Instructors

**To register:** <https://www.eventbrite.com/e/al-121-15-tasc-updates-webinar-tickets-18370789526>

**Description:** Learn about the most recent changes to the TASC and what they mean for programming and instruction. Participants will be provided with an analysis of each TASC Readiness Test Form 2 sub-test and resources that will support student success on each section.

## **OCTOBER**

### **TABE Diagnostics**

**Time commitment:** Half -day workshop (3 hours)

**Date:** 10.16.15 from 10 a.m. to 1.p.m.

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**LAC Trainer:** Be Jensen

**Target Audience:** Instructors

**To register:** <https://www.eventbrite.com/e/al-115-15-tabe-diagnostics-tickets-18366234903>

**Description:** What happens after the students take the TABE test? Do teachers ever get to review the results to understand students' priority learning needs? Does anyone ever explain to students the areas that they need to work on? This workshop aims to address these fundamental questions. It will walk participants through a sample diagnostic profile to help them fully understand the depth and extent of knowledge and skill sets captured by this test and its impact upon instruction.

### **Conceptual Understanding of ABE Math Content (Webinar)**

**Provider:** Literacy Assistance Center

**Time commitment:** 1.5 hours

**Date:** 10.23.15 from 2 p.m. to 3.00 p.m.

**Location:** Online via WEBEX link

**LAC Trainer:** Cynthia Bell

**Target Audience:** Program Mangers & HSE Instructors

**To register:** <https://www.eventbrite.com/e/al-118-15-conceptual-understanding-of-abe-math-content-webinar-tickets-18366912931>

**Description:** Typical mathematics instruction is designed to teach students specific steps to achieve an answer for basic mathematics skills. Consequently, this instruction makes it difficult for students to develop coherence and make sense of more complex mathematics content. We will firstly discuss the differences between concepts and procedures, secondly how to identify concepts of basic skills and finally how to implement them in instruction.

## **NOVEMBER**

### **Building Skills to Achieve Success in TABE Reading (Session 1 of 3: TABE Objectives)**

**Time commitment:** Half -day workshop (3 hours)

**Date:** 11.06.15 from 10 a.m. to 1.p.m.

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**LAC Trainer:** Be Jensen

**Target Audience:** Basic Skills Instructors

**To register:** <https://www.eventbrite.com/e/al-119-15-building-skills-to-achieve-success-in-tab-e-reading-session-1-of-3-tab-e-objectives-tickets-18369036282>

**Description:** How can we ensure that low level ABE students acquire essential literacy skills to succeed with the TABE Reading test? The first session in this 3-part series of workshops will attempt to answer this question. In this series of workshops, participants will take an in -depth look at the TABE Reading test. The goal of this series is three-fold: 1) to provide participants some clarity as to the key literacy skills measured through the TABE test; 2) to enable participants to integrate three key instructional shifts into their practice as they develop common-core aligned lesson plans designed to strengthen students' literacy skills; and 3) to provide them with evidence-based practices, tools, and resources to effectively teach those skills.

At the end of this first session of a 3-part series, participants will:

- Understand the key reading skills measured through the TABE 9 & 10 and their implications for instruction
- Learn to utilize Webb's Depth of Knowledge framework to analyze test items

### **Using Mathematical Conceptual Understanding to Write Short Constructed Responses**

**Time commitment:** Half-day workshop (3 hours)

**Date:** 11.16.15 from 10:00 a.m. to 1:00 p.m.

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**LAC Trainer:** Cynthia Bell

**Target Audience:** Program Managers, Instructors, and Case Managers

**To register:** <https://www.eventbrite.com/e/al-117-15-using-conceptual-understanding-to-write-short-constructed-responses-tickets-18366832691>

**Description:** With each year of the TASC, comes new item types. In 2015, TASC introduced “short constructed responses” to each subtest. Students will need to demonstrate an understanding of mathematics in writing, not just how to get an answer. In this workshop, we will discuss basic concepts of high emphasis content areas and practice writing responses to explain reasoning and understanding. Also, we will discuss how to use purposeful questioning to assess students’ conceptual understanding.

## **DECEMBER**

### **Using Mobile Devices in the Math Classroom (Webinar)**

**Time commitment:** 1.5 hours

**Date:** 12.11.15 from 1:30 p.m. to 2:30 p.m.

**Location:** Online via WEBEX link

**LAC Trainer:** Cynthia Bell

**Target Audience:** ABE & Pre- HSE Instructors

**To register:** <https://www.eventbrite.com/e/al-123-15-using-mobile-devices-in-the-math-classroom-webinar-tickets-18480028262>

**Description:** Have you ever wondered how to productively use iPads, iPods, or smartphones in a mathematics lesson? In this workshop, we will explore the educational benefits of incorporating technology using specific tools strategically to deepen student learning and application of mathematics beyond the classroom.

### **Building Skills to Achieve Success in TABE Reading**

#### **(Session 2 of 3: Analyzing Text Complexity and Developing Text Dependent Questions)**

**Time commitment:** Half -day workshop (3 hours)

**Date:** 12.18.15 from 10 a.m. to 1.p.m.

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**LAC Trainer:** Be Jensen

**Target Audience:** Basic Skills Instructors

**To register:** <https://www.eventbrite.com/e/al-124-15-building-skills-to-achieve-success-in-tabe-reading-session-2-analyzing-text-complexity-tickets-18480082424>

**Description:** How do you determine if the texts that you use are appropriate for your students’ reading level? Utilizing existing tools and materials, the second session of this 3-part literacy skill-building series will focus on free online tools that analyze text complexity. After, participants will learn about the different types of text-based questions that can be utilized to enhance students’ comprehension through in-depth reading and discussions using evidence from the text. Participants will practice crafting their own text-based questions as part of developing a lesson plan.

## **ESOL ASSESSMENT TRAININGS**

### **BEST Literacy Administrators' Training**

**Provider:** Literacy Assistance Center

**Time commitment:** Half -day workshop

**Date:** 09.24.15 from 10 a.m. to 2.p.m.

**LAC Trainer:** Be Jensen

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**Target Audience:** Instructors and Designated Test Administrators

**To register:** <https://www.eventbrite.com/e/al-114-15-best-literacy-administrator-training-tickets-18329237242>

**Description:** The goal of this workshop is to provide participants with a functional knowledge and skills to administer and score the BEST Literacy Test. Participants will:

- Gain an overview of BEST Literacy
- Learn how to administer the BEST Literacy
- Learn to score both reading /writing sections
- Learn how to interpret test results
- Link BEST Literacy Scale Scores with NRS Levels

### **BEST Plus Test Administrators' Training**

**Provider:** Literacy Assistance Center

**Time commitment:** Full -day workshop

**Date:** 10.22.15 at 10:30 a.m. to 5:30.p.m.

**Location:** 445 5<sup>th</sup> Avenue, Cellar Training Room, New York, New York 10016

**LAC Trainer:** Judy Trupin

**Target Audience:** Program Managers, Instructors, and Case Managers

**To register:** <https://www.eventbrite.com/e/al-116-15-best-plus-administrator-training-tickets-18329500028>

**Description:** Become an officially-trained BEST Plus test administrator. Participants will practice administering the print-based or computer-based version of the test and will become familiar with The Center for Applied Linguistic's (CAL's) standardized testing procedures and scoring rubric. Participants will receive a test administrator guide and practice CD.