

“Find a Class” Online Tool

nyc.gov/FindAClass

The “Find a Class” online tool allows you to search for and find places that offer adult education classes in your NYC neighborhood, covering all five boroughs. The NYC Office of Human Capital Development (OHCD) manages the tool with the support of the New York State Education Department.

INFORMATION ABOUT CLASSES IN THIS TOOL

The classes in this tool help you do one of three things:

- **Learn English.** These classes are called “English for Speakers of Other Languages.”
- **Improve your skills in math, reading, and writing.** These classes are called “Adult Basic Education” and include instruction called “pre-HSE” or “pre-High School Equivalency.”
- **Prepare for the High School Equivalency exam.** These classes are called “High School Equivalency exam preparation.” For many years, the High School Equivalency exam was the General Education Diploma (GED®), but as of January 2014, an exam called Test Assessing Secondary Completion (TASC) is offered instead of the GED® in New York State. The end result of passing the exam is the same as it was before January 2014: your High School Equivalency degree. Taking the TASC is free of charge to test-takers.

The sites that you will find in this tool:

- Offer classes designed for adults
- Offer classes that are free of charge to students
- Do not require students to be US citizens
- Receive public funds

The various sites are run by groups including the NYC Department of Education and community based organizations. The directory of sites in this tool is not necessarily comprehensive, though it does capture the vast majority of publicly funded organizations that offer adult education programs in New York City, to the best of our knowledge.

The development of this tool has been supported by numerous partners, including the NYC Department of Information Technology and Telecommunications, the New York State Education Department, the Literacy Assistance Center, and providers throughout the City. OHCD is grateful for these partnerships and looks forward to continuing them.

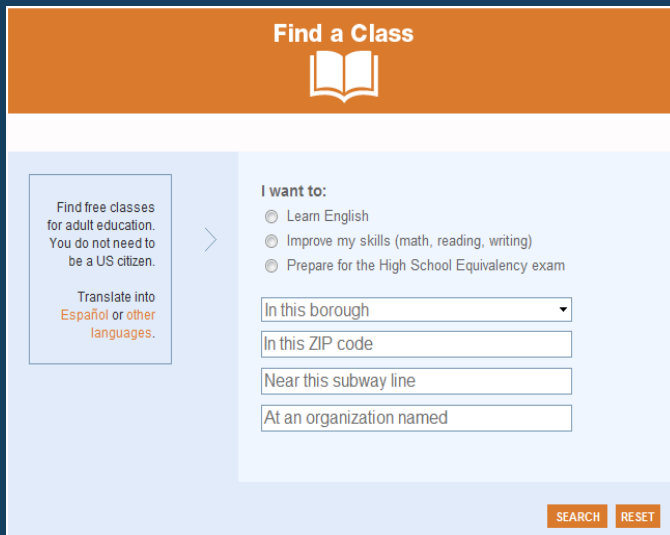
The screenshot shows the 'Find a Class' web application. At the top, there is an orange header with the text 'Find a Class' and an icon of an open book. Below the header, the interface is divided into two main sections. On the left, there is a light blue box with the text: 'Find free classes for adult education. You do not need to be a US citizen.' Below this, there is a link that says 'Translate into Español or other languages.' On the right, there is a white box with the heading 'I want to:' followed by three radio button options: 'Learn English', 'Improve my skills (math, reading, writing)', and 'Prepare for the High School Equivalency exam'. Below these options are four search filters: 'In this borough' (a dropdown menu), 'In this ZIP code' (a text input field), 'Near this subway line' (a text input field), and 'At an organization named' (a text input field). At the bottom right of the white box, there are two orange buttons labeled 'SEARCH' and 'RESET'.

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STEP-BY-STEP HELP

1. Go to www.nyc.gov/FindAClass, or go to the right-hand side of www.nyc.gov/ohcd.



The screenshot shows the 'Find a Class' tool interface. At the top, there is an orange header with the text 'Find a Class' and an icon of an open book. Below the header, there is a light blue sidebar on the left with the text: 'Find free classes for adult education. You do not need to be a US citizen.' and 'Translate into Español or other languages.' The main content area has a section titled 'I want to:' with three radio button options: 'Learn English', 'Improve my skills (math, reading, writing)', and 'Prepare for the High School Equivalency exam'. Below these options are four input fields: 'In this borough' (a dropdown menu), 'In this ZIP code', 'Near this subway line', and 'At an organization named'. At the bottom right of the form are two buttons: 'SEARCH' and 'RESET'.



The screenshot shows the NYC Office of Human Capital Development website. The top navigation bar includes the NYC logo, the text 'Office of Human Capital Development', and links for 'PRINTER FRIENDLY', 'EMAIL A FRIEND', 'TRANSLATE THIS PAGE', and 'TEXT SIZE: A A A'. A search bar is located in the top right corner. The main content area features a sidebar on the left with links to 'Home', 'About OHCD', 'Policy & Program Initiatives', 'Workforce Investment Board', 'Photo Gallery', 'News', 'Research & Publications', 'Find a Class for Adult Education', 'Frequently Asked Questions', and 'Contact OHCD'. The main content area displays a featured news article titled 'OHCD Releases Profile of NYC Workforce Development and Adult Education System' dated January 21, 2014. A red circle highlights the 'Find a Class' tool interface, which is identical to the one shown in the previous screenshot.

Clicking on “**Español**” will translate the webpage into Spanish, though the results that will appear after you click “**SEARCH**” will still be in English at this time due to a technical limitation.

Clicking on “**other languages**” will bring up a drop-down menu from which you can select your language. After you select your language, the webpage will be translated, though the results that will appear after you click “**SEARCH**” will still be in English at this time due to a technical limitation.

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2. Search for sites.

Click in the blank circle next to one of the three options which best describes what you want to do by taking a class. You can only select one per search. When you successfully click in the blank circle, a black dot will appear.

In the box that says “**In this borough,**” select from a drop-down menu the borough where you want to take classes. Do this by clicking on the small triangle in the box and then clicking on the name of the borough.

In the box that says “**In this ZIP code,**” click in the box and type the ZIP code where you want to take classes. Note that if you enter a ZIP code here, the results will only return sites located in that exact ZIP code. Sites in nearby ZIP codes will not be included.

In the box that says “**Near this subway line,**” click in the box and type the letter or number of the subway line near which you want to take classes. Note that LIRR and Metro-North are not options.

In the box that says “**At an organization named,**” if you know the name of an organization that offers classes you want to take, click in the box and type its name.

When you are done selecting and entering criteria, click “**SEARCH**” at the bottom.

Please note that none of these fields are required. You can leave all of them blank and click “**SEARCH**” to see the full list of sites that are in this tool.

You can also search with any combination of these fields, completing some fields and leaving others blank as you like.

If you have started selecting and entering criteria and want to start over with a blank slate, click “**RESET**” at the bottom. The fields will return to blank.

The screenshot shows the search interface for the 'Find a Class' tool. At the top, under the heading 'I want to:', there are three radio button options: 'Learn English', 'Improve my skills (math, reading, writing)', and 'Prepare for the High School Equivalency exam'. Below these are four search criteria input fields: 'In this borough' (a dropdown menu), 'In this ZIP code', 'Near this subway line', and 'At an organization named'. At the bottom right of the form are two orange buttons labeled 'SEARCH' and 'RESET'. White arrows from the text on the left point to the radio buttons, the 'In this borough' dropdown, the 'In this ZIP code' field, the 'Near this subway line' field, and the 'At an organization named' field.

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3. Review your results.

Each blue box in the bottom half of the page is a site (offering classes) that matches the criteria you entered or selected on the last page.

If many sites matched your criteria, they will be spread across multiple pages. Just click “**Prev**” for previous page and “**Next**” for the next page to navigate among the different search results.

Click the “+” sign toward the right of any blue box for which you want to see more information. The box will expand, and a “-” sign will replace the “+” sign. Click on the “-” sign to shrink the box to its original size.

When you expand a box, you will see information about that particular site, including:

- **Services.** Which of three types of adult education classes does this site offer? The three types listed in this tool are English for Speakers of Other Languages (ESOL) for learning English, Adult Basic Education (ABE) for improving your skills in math, reading, and writing, and High School Equivalency exam preparation. Note that some sites offer other types of adult education classes in addition to any of these three types.
- **Population(s) Served by this Site.** For what, if any, particular groups of people are classes at the site designed? Note that there may be additional eligibility requirements. This field is meant to inform you of any broad categories of people for whom classes at this site are designed.
- **Address.** Where is this site located?
- **Near These Subway Lines:** Which subway lines are close to this site?
- **View map:** a link to see a map of the site’s location
- **Phone:** What number can you call to learn more?
- **Website:** Where can you go online to learn more about this site?

Some sites include additional information about the bottom of the box.

If you want to adjust any of the criteria, you can do so in the top half of the page and click “**SEARCH**” again.

The screenshot shows the 'Find a Class' search interface. On the left is a navigation menu with options like Home, About OHCD, Policy & Program Initiatives, Workforce Investment Board, Photo Gallery, News, Research & Publications, Find a Class for Adult Education (highlighted), Frequently Asked Questions, and Contact OHCD. The main content area has a search bar and a 'GO' button. Below the search bar, there are radio buttons for 'I want to:' with options: 'Learn English' (selected), 'Improve my skills (math, reading, writing)', and 'Prepare for the High School Equivalency exam'. A dropdown menu shows 'Manhattan' as the selected location. There are 'SEARCH' and 'RESET' buttons. Below the search bar, it says 'Search Results for "Learn English" & "Manhattan"', '28 Records Found', 'Page 1 of 2', and navigation arrows. A link for 'Open All Details' is present. Two search results are shown as blue boxes with expand/collapse icons: 'Agudath Israel of America' (225 Broadway, New York, NY 10007, 212-809-5935, ext 301) and 'Aguilar Library NYPL' (174 East 110th Street, New York, NY 10029, 212-534-1813).

The expanded view for 'Agudath Israel of America' displays the following information: Services: English for Speakers of Other Languages (ESOL); Address: 225 Broadway, New York, NY 10007; Near subway lines: 1, 2, 3, 4, 5, 6, A, C, E, J, M, R, Z; View Map; Phone: 212-809-5935, ext 301; Visit the website; Please call first. Please note that this site is located on the 2nd Floor, Room 209. Space may be limited, and this information may have changed since it was last updated here on 1/15/14.