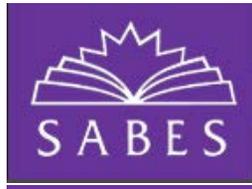


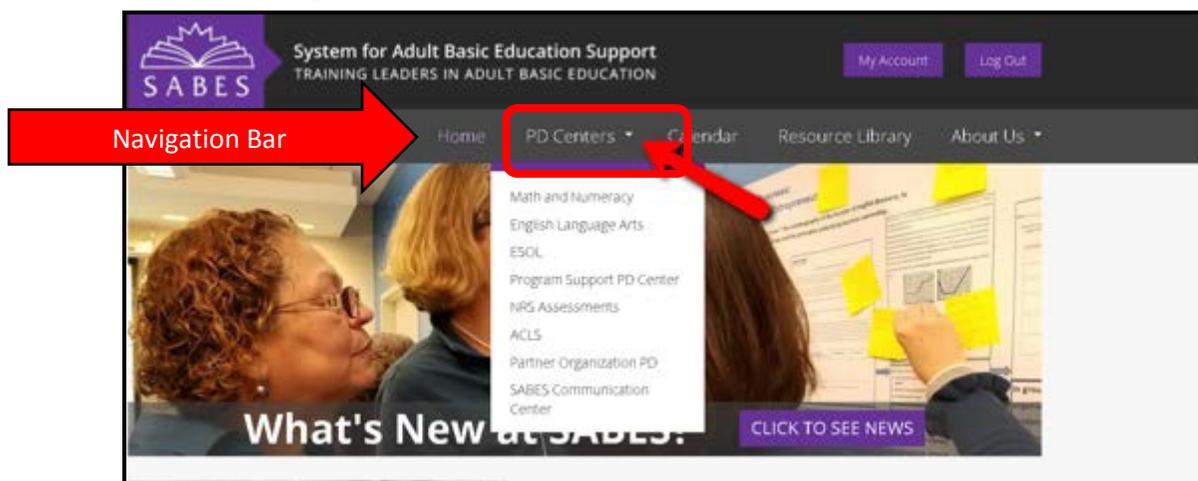
SABES Website Overview



1. Go to <https://www.sabes.org/>
2. Here you will find the homepage for the SABES system.

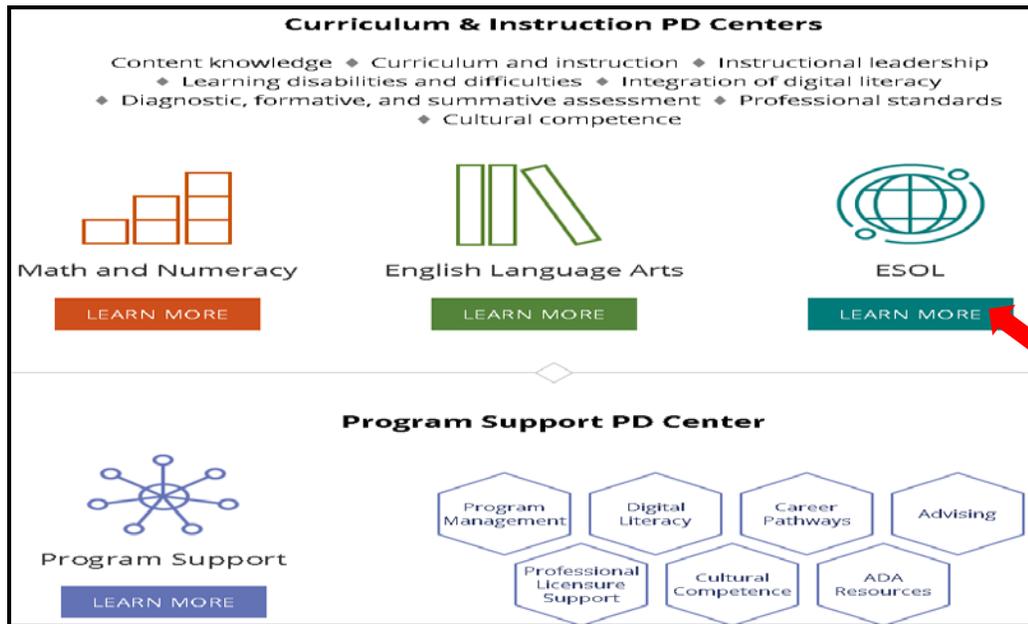


3. To locate a specific PD center, you can choose from the drop down menu under PD Centers on the Navigation Bar.



OR

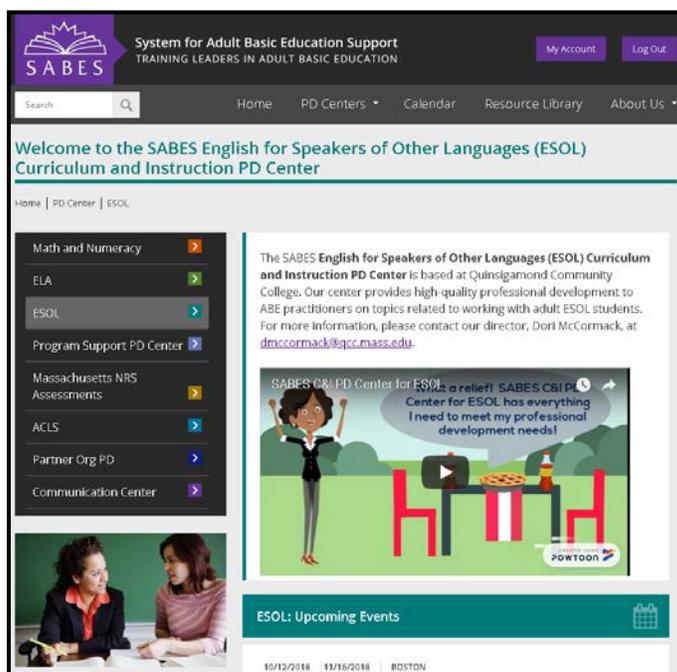
4. Scroll to the middle of the page and choose the center you seek by clicking on Learn More under the center title.



5. By continuing to scroll down the homepage, you will also find:

- Additional Resources, PD, and Support
 - i. Communication Center
 - ii. ACLS
 - iii. Massachusetts NRS Assessments
 - iv. Partner Organization PD
- What's New at SABES
- And links to such resources as:
 - i. Calendar of Events
 - ii. Massachusetts Adult Literacy Hotline
 - iii. Job postings in AE in Massachusetts

6. Using the ESOL PD Center landing page as an example: (All PD Centers contain different information, yet the layout will be the same.)

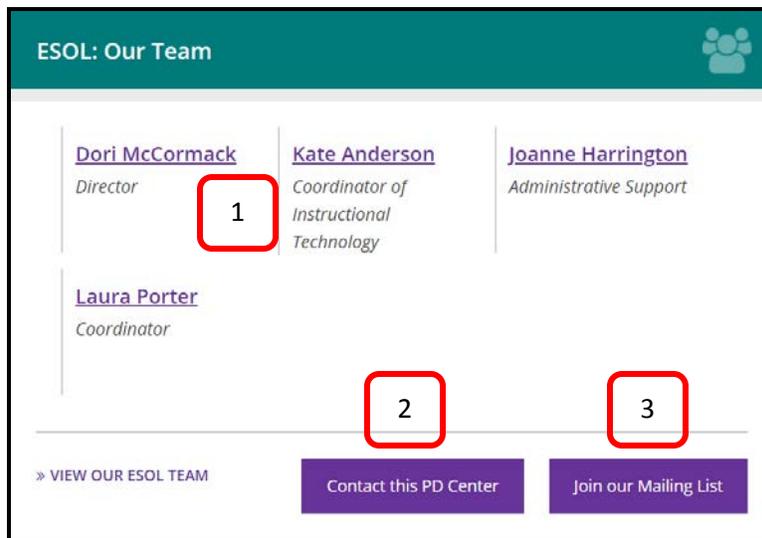


- You will see a welcome and brief description, along with contact information for that center's director at the top of each page.

7. Continue to scroll down to find:

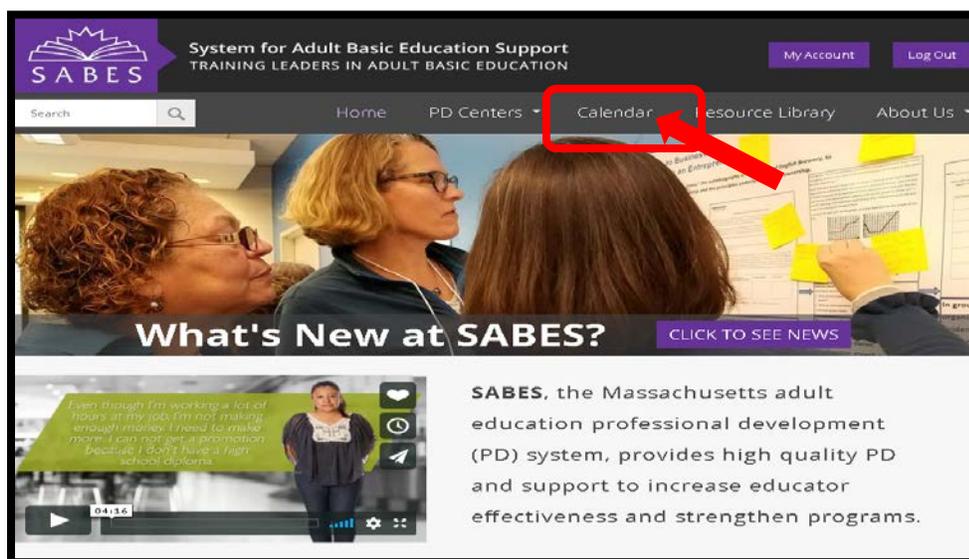
- A listing of Upcoming Events,
- Highlighted "What's New" item
- A compilation of Resources, Research, and Curriculum
- And ...

8. An introduction to our ESOL PD Center Team.

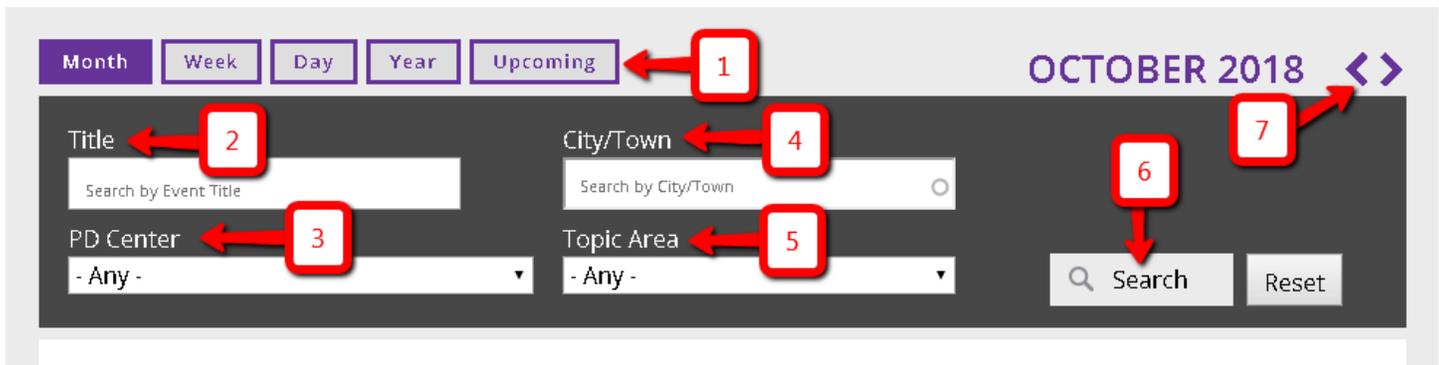


- (1) By clicking on the name of any member of our team, you will be provided with a brief bio and contact information for that person.
- (2) Here you also see where you can contact this PD center directly. Fill out the form and submit it. An ESOL team member will get back to you shortly.
- (3) Click here to join our mailing list and be the first to know about upcoming PD from the ESOL Center. Please take the time to do this. You will be glad you did!

9. To access the calendar and check out the many PD offerings available from all PD Centers, click on the calendar tab in the top navigation bar.



10. On the calendar landing page you will find the current month and all PD being offered by all centers during that month. Click on any offering to read more about it and get information on registration.
11. To view only specific PD, use the navigation options at the top of the page:



- (1) See calendar by month, week, day, year, or all upcoming PD.
- (2) Search by a specific title of a workshop.
- (3) Filter by specific PD center offerings.
- (4) If you seek PD in a specific area, choose the City/Town you desire.
- (5) Choose topic specific PD.
- (6) Once you set your preference(s) click search.
- (7) Arrows allow you to search by months – backward or forward.

Keep in mind:

- The site is updated regularly, so check back often!
- Take a moment to set up your SABES account. Be made aware of new and upcoming events automatically!
- Use the top navigation panel to make your way through the site. Clicking the Home button will always take you back to the site landing page.