

Skillful Navigating & Advising from a Distance

May 21, 2020 2pm – 3pm



WORLD EDUCATION





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Introductions in chat

1. Your name
2. Your role
3. Something that is **working** right now in connecting with learners (or colleagues). Keep it to one line!



To Do List:

~
~
~

Goal for this hour:

- ☒ Identify a goal you have for your advising or navigating work
- ☒ Identify a strategy that can help you address that goal
- ☒ Identify a tech tool or tip that can help you implement that strategy

Recognizing big picture hardship:

1. Huge digital divide, inequities
2. Basic needs not met
3. Lack of engagement
4. Social and emotional needs



POLL: Pick 2

What are your top challenges?

1. Helping learners with job search and applications
2. Helping learners continue Education and Career Planning
3. Planning for an uncertain future related to Education and Career Planning
4. Knowing how and when to contact students and about what
5. Helping students address bigger picture challenges (food, money, etc.)
6. Engaging learners with beginning English levels remotely
7. Engaging learners with beginning digital literacy levels remotely
8. Onboarding students to new platforms remotely
9. Other advising challenges (please describe in chat)

A person wearing a brown hoodie is sitting at a desk. They are holding a white mug of coffee with their right hand and a pen over a laptop keyboard with their left hand. A spiral notebook is open to the right of the laptop. The background is a plain, light-colored wall.

Write it down:

Now that you have identified challenges, jot down a goal for your advising or navigating work

STRATEGIES

1. Use tech self-assessment to coordinate program response / intake
2. Adapt your advising principles to an online environment
3. Pair screencasting with job search and career planning tools
4. Use video to onboard and engage beginning levels

1. Tech self assessment

- **Google forms**
- Call
- Text
- Video
- Mail

2. Adapt Advising Principles

- **Newsletter**
- **Zoom office hours**
- Education and career plans
- Google suite
- Peer learning
- self advocacy
- Digital literacy skills
- workplace prep.
- boundaries

3. Job search and screencast

- **Screencast-o-matic**
- Zoom
- Google hangouts
- **O'Net My Next Move**
- Virtual Job Shadow
- Career OneStop

4. Onboarding

- Video
- Screen cast
- **Closed caption**
- Google voice

REMEMBER:



- Build digital literacy skills

example...

- Incorporate interests, goals and familiarity

example...

- Build workplace readiness

example...

I. Use tech self-assessment

“I am asking my students what methods of contact are most familiar to them, and am using the tools they mention as much as possible.”

-Advisor

“When we were all just starting out things got a little chaotic and people just used what they found, but now we're trying to be a bit more strategic”

-Advisor

TIPS

- ▣ Devices, connection, platforms, resources, apps
- ▣ Incorporate into intake
- ▣ Include job search needs
- ▣ Add language preference

TOOLS

- ▣ **Google form**
- ▣ Call
- ▣ Mail
- ▣ Video
- ▣ Google drive





Questions

Responses

What technology do you use? Webster Adult Ed.

Form description

What devices do you have at home?

- Phone
- Laptop
- Other...



Example of
assessment

2. Adapt your advising principles to an online environment

“I like to use zoom office hours. The other day I had 8 people join, and they shared resources with each other.” -Advisor

“It takes the whole team. We share ‘contact’ lists, ‘resource’ lists etc. with teachers and directors.” - Advisor

WAYS TO USE THIS:

- ▣ Wellness checks
- ▣ Peer learning and sharing
- ▣ Continue Ed and Career planning
- ▣ Classroom visits, integration
- ▣ Boundaries
- ▣ Learner self-advocacy

TOOLS:

- ▣ Zoom office hours
- ▣ Remind
- ▣ **Newsletter**
- ▣ Weebly site
- ▣ Google suite



LUDLOW AREA ADULT LEARNING CENTER

Weekly Advisor Newsletter

5/20/20

Hi students! It's Brandon! How are you? Do you need any help?

Meet me today during Advisor Office Hours! Every Wednesday from 11am-12pm
AND 6pm-7pm on [\(zoom link here\)](#)



Talk to Brandon for help!

Summer Classes at LAALC! Sign up now! -

<https://sites.google.com/hcc.edu/esolstudents/summer-class-information>

Undocumented Worker's Solidarity Fund - If you are undocumented, apply to the Pioneer Valley Solidarity Fund. Talk to Brandon to help apply.

<https://airtable.com/shrQHR99IYNEUXXfq>

Severe weather caused roofs to collapse in one of our Holyoke neighborhoods on Friday, May 15th. Over 100 families with close to 50 Holyoke students lost their homes and had to be evacuated that night. We humbly ask you to partner with us to support

Free ServSafe Food Handler certificate and MORE! Visit

<https://www.servsafe.com/Landing-Pages/Free-Courses>

HCC THRIVE - Do you need food support? Do you want to sign up for SNAP? [Click to visit!](#)

LAALC Student Website - Visit [\(site here\)](#) Click the links at the top right for job opportunities, resources, and English practice!



HOT JOBS!

Talk to Brandon for help applying!

Bilingual Agency Relations Coordinator - At The Food Bank of Western Massachusetts, located in Hatfield, Massachusetts, we have a mission to feed our neighbors in need and lead the community to end hunger. We are proud of our work! Currently, we are in search of a Bilingual Agency Relations Coordinator (Spanish/English). The person in this position reports directly to the Agency Relations Manager and is a member of the Programs Team. This position is based in

2. Pair video with job search and career planning tools

“I might try recording tutorials for how to search for jobs, how to fill out job applications, and share them with students.”

“I will use the job exploration tools on O*NET more, and create a screencast o'matic video for how to navigate the website.”

WAYS TO USE THIS:

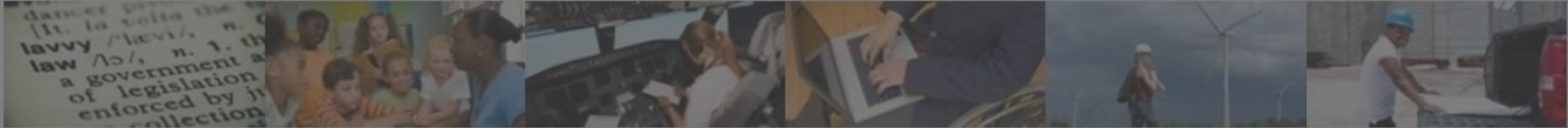
- ▣ Career Exploration sites
- ▣ Applications online
- ▣ Create an account
- ▣ College applications
- ▣ FAFSA etc.
- ▣ Resumes online
- ▣ Mock interviews on zoom

TOOLS:

- ▣ **ScreenCast-o-matic**
- ▣ Zoom, google hangouts
- ▣ Shared google folders
- ▣ Youtube
- ▣ **O'Net MyNextMove**
- ▣ Virtual Job Shadow, Indeed, Glassdoor, Career OneStop, Career Center sites, local job listings



What do you want to do for a living?



"I want to be a ..."

O'Net MY NEXT MOVE

"I'll know it when I see it"

"I'm not really sure."



Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses



Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services ▼







Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Screen Recorder

Our free and easy-to-use screen recorder, you can capture any part of your screen with the option to add narration, audio, and video from your phone and video from your webcam. Sharing your ideas has never been easier!

Available on  Windows,  Mac,  iOS &  Chromebook.

[Launch Free Recorder](#)

[UPGRADE Recorder](#)

Screencast O'matic





<https://screencast-o-matic.com/>

- Record screen and/or camera
- Viewable on virtually any device
- Share via your account, embed on your website, or via social media
- Free version: 15-minute limit, has ads
- More effective communication than written
- Great for giving group instructions that you can reuse
- Also great for giving individual feedback

4. Use video to onboard and engage

“Thank you for mentioning which programs work in multiple languages/ have translation services/ caption. I will absolutely use those in tutorials”

“With beginning English language learners, it helps to see my face or hear my voice. They like zoom and videos”

WAYS TO USE THIS:

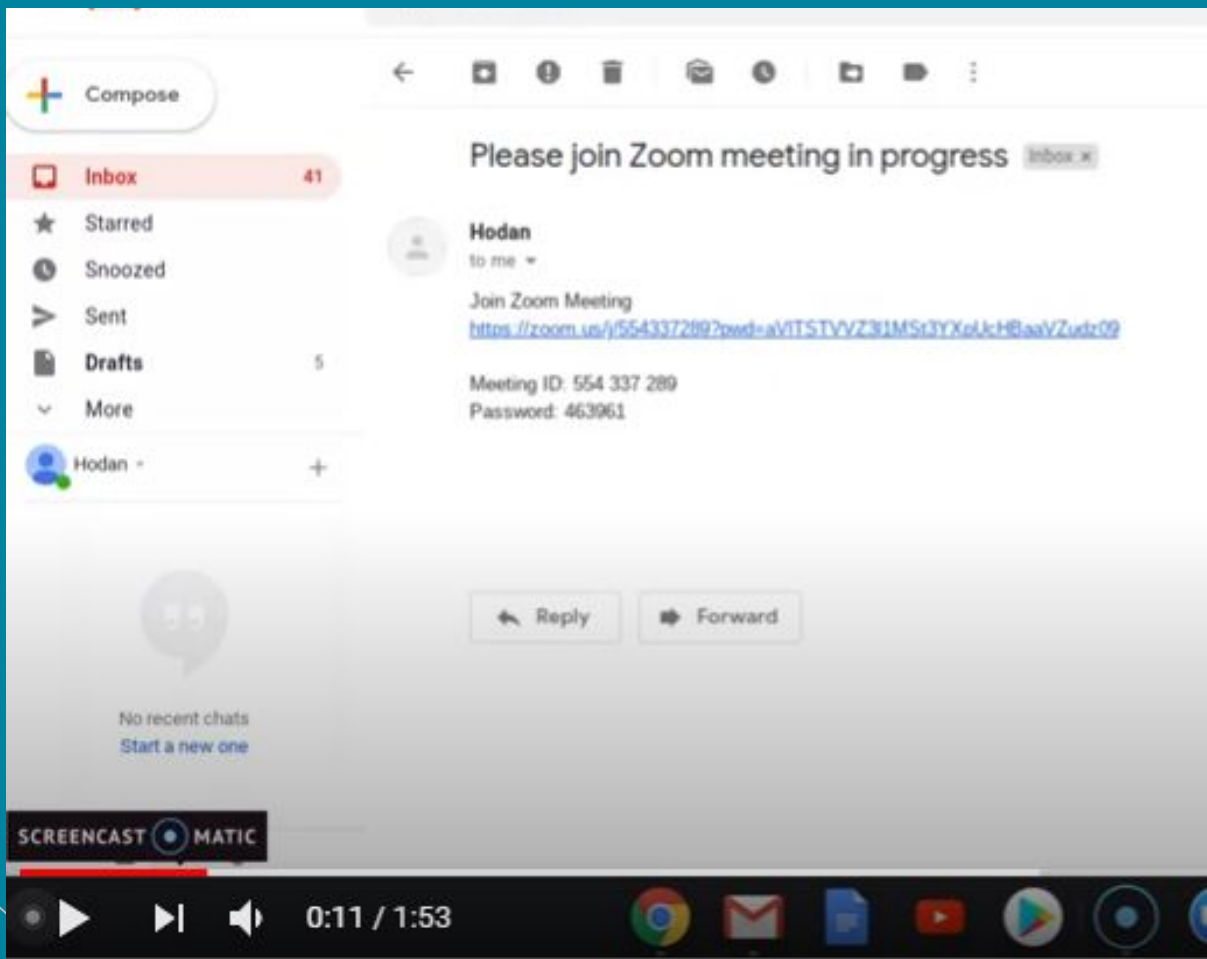
- ▣ Onboarding to new site
- ▣ Downloading an app
- ▣ Sharing a recorded lesson or meeting

TOOLS:

- ▣ Google Meet (closed captioning)
- ▣ Zoom closed captioning
- ▣ Screencast-o-matic video and closed captioning
- ▣ Change language in CC
- ▣ Youtube (search with language)



Example



REMEMBER

- ▣ Build digital literacy skills
- ▣ Incorporate interests, goals and familiarity
- ▣ Build workplace readiness
- ▣ Relationships are most important





Strategies

1. Tech self-assessment
2. Adapt your advising principles
3. Screencasting with job/career sites
4. Onboarding with video

Tips

1. Build digital literacy skills
2. Incorporate interests, goals and familiarity
3. Build workplace readiness
4. Relationships

Tools

1. Screencast-o-matic
2. O'Net MyNextMove
3. Remind
4. Closed captioning
5. Google forms
6. Zoom (office hours)
7. Newsletter



What will you try?

1. Write into chat at least one tip, strategy or tool that you would like to try

Many career exploration websites

“We made videos to onboard or introduce students to career exploration sides, and uploaded them to a YouTube channel.”



Thank You!

Dani can be reached at: dani_scherer@worlded.org

1. **Tech Tools for Advising Cheat Sheet:** <https://www.collegetransition.org/wp-content/uploads/2020/04/Tech-Tools-for-Coaches-and-Navigators-April-2020.pdf>
2. **Zoom tutorials:** <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
3. **Screencast-o-matic closed captioning:** <https://screencast-o-matic.com/blog/accessible-video/>
4. **Google Meets closed-captioning:** <https://support.google.com/meet/answer/9300310?co=GENIE.Platform%3DDesktop&hl=en>
5. **Google forms, google drive, google docs and calendar:** <https://teachfromhome.google/intl/en/>
6. **Virtual Job Shadow:** <https://www.virtualjobshadow.com/>
7. **O'Net Online / MyNextMove:** <https://www.mynextmove.org/>
8. **Google Voice:** <https://support.google.com/voice/answer/9249103?hl=en>
9. **Remind:** <https://www.remind.com/>
10. **Job and career exploration websites:** <https://www.entangled.solutions/portfolio/unlocking-career-potential/>
11. **WhatsApp:** [WhatsApp: https://community.lincs.ed.gov/discussion/whatsapp-more-adult-learners-2.](https://community.lincs.ed.gov/discussion/whatsapp-more-adult-learners-2)
https://docs.google.com/document/d/1viA1bzLiqTb_2yCN0K437aVUifn6AuONS10JktBp94k/edit