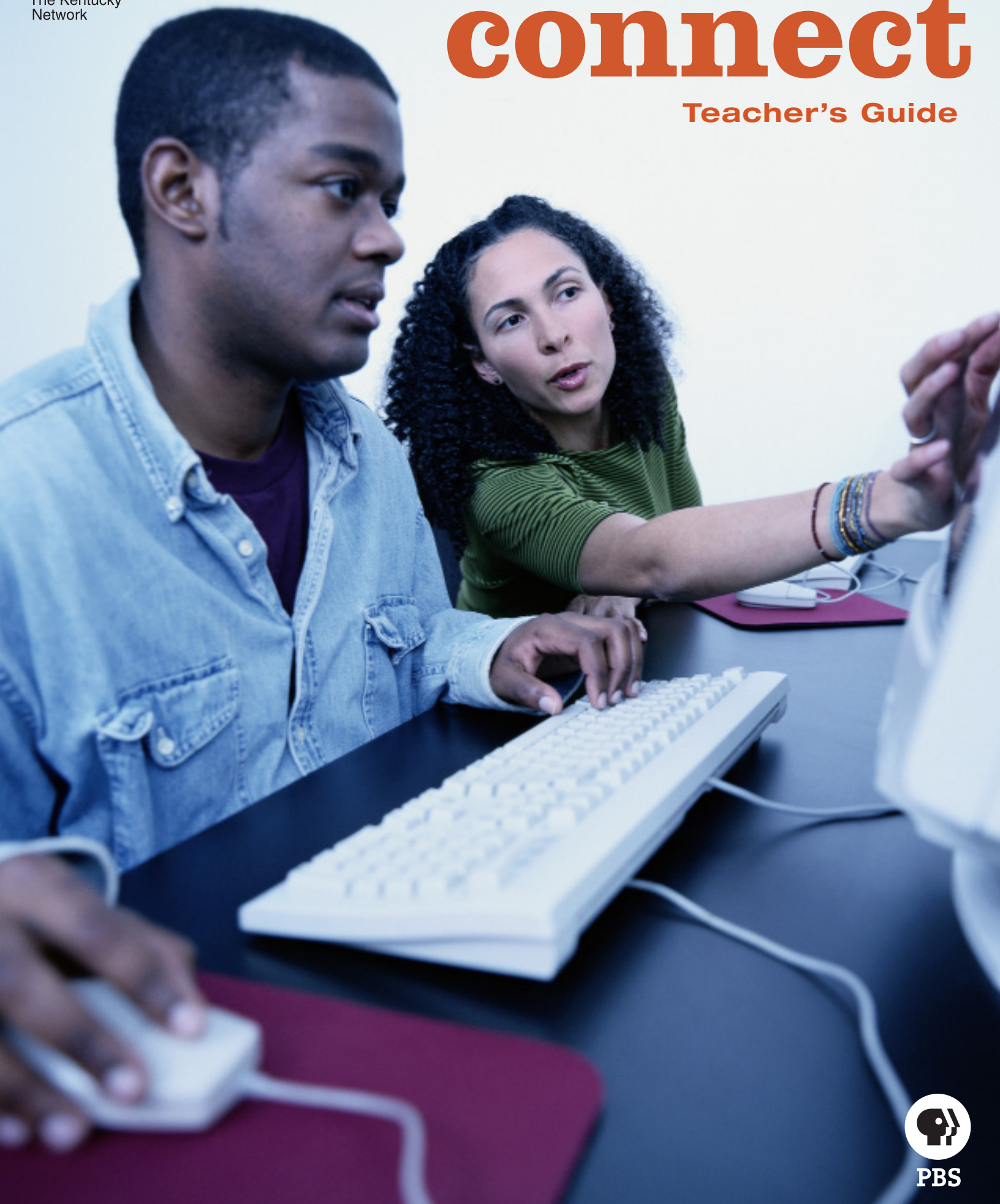




The Kentucky
Network

PROJECT connect

Teacher's Guide



PBS

Welcome to the Project CONNECT Teacher's Guide

This guide was created with you—the adult ESL teacher—in mind. It is an overview of the site and offers helpful tips for using Project CONNECT with your learners.

This is the first version of this teacher's guide. Please share with us your opinion of the guide and any suggestions you have for making it better. Send your comments to learnenglish@ket.org.

Please check the *Especially for Teachers* section of Project CONNECT at <http://pbslearnenglish.org> to download additional copies of this guide.



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The Basics

What Is Project CONNECT?

Project CONNECT is an innovative project for adults learning English. It was funded originally by the U.S. Department of Education, Fund for Improvement of Post Secondary Education (FIPSE), through its Learning Anytime Anywhere Partnership program. Project CONNECT's Web-based instruction focuses on work, education and civic participation and gives teachers a way to integrate the Internet into English language and literacy education and gives learners a way to practice English while strengthening their computer skills.

Project CONNECT is a Web site. It includes the following:

- an orientation unit with a basic Internet tutorial,
- eight learning units organized by theme,
- reading, writing and listening activities,
- guided Internet activities,
- quizzes and comprehension checks with feedback,
- e-mail and an online discussion board,
- a portfolio for saving work, and
- for teachers: management pages with which to review work and coordinate the class.

Project CONNECT was developed by a partnership among PBS Adult Learning Service, Alexandria, VA; Jefferson County Public Schools Adult and Continuing Education, Louisville, KY; the National Center for Adult Literacy at the University of Pennsylvania, Philadelphia, PA; and KET: The Kentucky Network, Lexington, KY. PBS Adult Learning Service managed the grant.

The project evaluator was SRI International of Menlo Park, CA.

More than 60 adult ESL programs around the United States helped us pilot test. Heartfelt thanks is especially due to teacher Phil Cackley of the Arlington Education and Employment Program (REEP) in Virginia whose enthusiasm for Project CONNECT never waned throughout multiple pilot tests.

After the federal grant was finished in 2005, Project CONNECT was transferred to KET: The Kentucky Network (ket.org). KET is selling licenses to organizations that wish to use Project CONNECT in adult English language instructional programs. Information about pricing and licenses is on the site.

The Intended Audience

Project CONNECT is designed for adult immigrants and refugees in the United States who are at an intermediate level and studying English in adult education programs or with a tutor. It is not designed for individuals working on their own without teachers although it can be assigned as independent work.

Learners do not need to have extensive experience using computers to benefit from Project CONNECT. In fact, in pilot testing, computer beginners, although requiring more initial support from teachers, usually do become comfortable with working on the site. Some teachers found Project CONNECT a great way to introduce computers and the Web to their learners.

Using the U.S. Department of Education, Office of Vocational and Adult Education's National Reporting System for Adult Education (NRS) categories, Project CONNECT target learners are within the range of Low Intermediate to High Intermediate Level ESL. (For more information about NRS, please visit <http://nrsweb.org>)

The Role of Teachers with Project CONNECT

Teachers are an integral part of Project CONNECT because the Web site is designed as a supplement to classroom instruction. A teacher can use it to enhance what is being taught, to structure work in the computer lab or for out of class assignments. A teacher could assign Project CONNECT for focused listening practice, for example.

Learners can also work independently and at their own pace in the computer lab or at home, saving work to be later reviewed and commented on by the teacher.

Teachers help learners register and guide them through the online material. They will need to provide more support to computer novices in the beginning but should find that even new users gain confidence soon.

Teachers can send e-mail to their class with Project CONNECT's e-mail system. They can also participate in the online discussion and even choose to post discussion topics to which their learners respond.

Teachers will be able to review all work saved by students within the system including test results.

Some programs may be interested in using Project CONNECT for distance education.

Project CONNECT's Conceptual Framework

Project CONNECT was developed by a small team of adult ESL educators. The underlying beliefs upon which we based our work are:

- Language learning is a social and interactive process.
- Language learning can occur alongside the learning of content knowledge.
- Language learners need multiple ways of getting information—to meet diverse learning styles AND varied levels of proficiency in specific language skills such as listening, speaking, reading and writing.
- Opportunities for authentic communication enhance language learning.
- Adult learners find material written for adults more engaging than material written for children.
- Adult learners build on their prior experience when learning new information.
- Critical thinking practice makes instruction more relevant.
- Sometimes technology is more than a tool for learning. Guided practice with technology skills (in this case, computer and the Internet) can be important in itself for adult learners.

A Word about Content and Standards

Although there are no national content standards for adult ESL, several states have developed standards and frameworks to guide the development of curriculum and instruction. Project CONNECT addresses the following language skills: reading, listening and writing. (Speaking activities can be organized in class as follow-up.) Units are contextualized for working, learning and living in the United States and the content relates to knowledge and skills for intermediate ESL and for preparing to transition into employment or post-secondary education and training.

Project CONNECT can also help learners meet state technology standards. Project CONNECT also correlates with the knowledge and skills in national content standards such as EFF (the National Institute for Literacy's Equipped for the Future Standards for Adult Literacy and Lifelong Learning) and SCANS (U.S. Department of Labor and the Secretary's Commission on Achieving Necessary Skills).





PROJECT connect


[home](#)
TOOLS
[key words](#)
[my work](#)
[community](#)
[units](#)
[logoff](#)
[help](#)

Below you will find a summary of the basic parts of Project CONNECT.



Log In Page


[Sample Activity](#)

[Tour](#)

[About this Site](#)


Especially for Teachers

[License and Pricing Information](#)


Learning Units

Orientation

Intro to Computers
Intro to the Internet

Learning in the U.S.A.

The American Education System
Career Planning
Academic Language Skills



Welcome Page



Key Words



My Work


[Learning Goals](#)

[My Saved Work](#)


Online Community


[E-mail](#)

[Online Discussion](#)

Working in the U.S.A.

Finding a Job
Workplace Culture
Communication at Work

Living in the U.S.A.

Civics and Citizenship
Community Resources

How To Get Started with Project CONNECT

This section of the Project CONNECT Teacher's Guide will introduce the sections of Project CONNECT and their functions. It will follow the organization of the Web site so it might be useful to refer to the site as you read this.

Note: You will need an access code to register for the site. As a teacher, you will also need to enter a teacher's code. (Access and teacher codes are available from KET with the purchase of a license.) One-week preview accounts are also available. Contact KET at learnenglish@ket.org or 800-354-9067.

Please go to pbslearnenglish.org. Here is the page you will see.

LOG IN PAGE



You do not need to be registered to view the sections included on this page.

- Take the Tour
- Try an Activity
- Learn About this Site
- Especially for Teachers

Take the Tour

The tour has seven pages with audio for each page. It tells students how they can practice English and computer skills with Project CONNECT. At the end of the tour, learners will have a chance to register and will need their access codes from their teacher to register.

Try an Activity

See a sample activity from Project CONNECT.

Learn About this Site

This section explains how Project CONNECT has been developed, where the funding came from and who the partners are.

Especially for Teachers

This section contains this Teacher's Guide as well as teacher resources such as lesson plans and worksheets. You will find helpful comments from previous CONNECT teachers and links to additional ESL Web sites.

QuickTime

Take a moment to make sure the free QuickTime plug in is installed on your computer. Unless QuickTime is installed, you will not be able to hear the audio. You can download QuickTime from <http://www.apple.com/quicktime/download/>

(Full system requirements are on page 33 of this guide. Also, on the web site at <http://pbslearnenglish.org>, under system requirements in "Learn About this Site," you can find a "sniffer" that will check the computer you are using, or the computers you are setting up in a classroom or lab to make sure they are set up so that Project CONNECT works properly.)

Tips for Getting Started

- Know where find technical assistance at your program to get set up for Project CONNECT and in case technical problems arise later on. Check that all computers meet the system requirements for using CONNECT (including the QuickTime plug in). Use the site's "sniffer" to do this automatically.
- Bookmark Project CONNECT's Web address (url) on the computers you are using, so students can easily find the Web site and register or log in.
- Help your learners review basic computer skills if needed. You may want to survey the class about their experience and comfort with computers. See the Resources section of Especially for Teachers for suggested computer and Internet tutorials.
- Spend time in class talking about Project CONNECT and going over the site's navigation features and main sections before having learners get online.
- Start Project CONNECT by taking the Tour, registering and going through the Orientation unit (approx. 1 – 2 hrs.). All learners will be guided to the Orientation unit after registration. They can get back to it later from the Units Page if there isn't enough time to go through it in one session.
- Always try to connect the units' content to your learners' lives and to what you are teaching offline.
- Show learners how to use e-mail and the discussion board as soon as they are comfortable using Project CONNECT.
- Once your class has started using Project CONNECT, check that learners are saving their work when asked to do so in the units and help them review their saved work in My Work.
- Encourage learners to use Project CONNECT's Key Words feature which provides some definitions (and audio pronunciations) in each unit. Students may also want to use a dictionary (bilingual or otherwise).
- Review "Tips for Navigating Project CONNECT" and "Tips for Listening Practice with Project CONNECT" in this guide.

Registration

Project CONNECT is a password-protected site requiring registration. The link to registration is on the log in page. Access codes group learners and teachers in classes and are needed during registration.



During registration, users are asked for their first and last names. The system then automatically generates user names from the first initial of the first name and the full last name. (For example Sal Mathews becomes smathews.)

Everyone will also be asked for his or her date of birth when registering, in order to prevent duplicate registrations.

Access codes

Without an access code, you will not be able to register for Project CONNECT. Access codes will be distributed to teachers by schools and other programs that have acquired licenses for Project CONNECT. (For information about licenses and pricing please see About this Site at <http://pbslearnenglish.org>)

Learners: Each learner needs an access code. The access code is used only during registration.

Teachers: Each teacher will need two codes—an access code and a teacher code.

NOTE: Teacher codes are not used until Step 4 of Registration.

The screenshot shows the Project CONNECT website interface. At the top, there is a navigation bar with the Project CONNECT logo on the left, a 'Register' button with a map of the United States in the background in the center, and a 'home' button with a compass icon on the right. Below the navigation bar, the main content area is titled 'Registration Step 2'. It contains the text 'What is your access code?' followed by a text input field. Below the input field, there is a paragraph of text: '(Your teacher will give you this code.) You need an access code when you register. You will not need to use this code again when you come back to Project CONNECT so you do not need to remember it.' At the bottom of the form, there is an orange button that says 'Click the 'next' button to continue.' and a 'next' button with a blue arrow pointing right.

Passwords

Both students and teachers choose their own passwords for the site. A password may be a familiar word or any combination of letters or numbers. The key is to have a password that will be easy to remember.

(No punctuation or accent marks should be used in the password.)

 **PROJECT
connect**

 **Register**

 **home**

Registration
Step 3

You need a password to use Project CONNECT.

Choose a word or combination of letters and numbers that will be easy to remember.

Choose a password:

Your teacher will also have your password after you choose it.

Click the 'next' button to continue.

 **next**

We recommend that you ask learners to print out Step 4 of registration, the page that says “Congratulations!” This page shows the user name and password. Learners and teachers will need this information when they return to the Web site to log in. (They will not need the access codes again.)

If learners misplace their user names or passwords, their teachers will be able to look them up on the student management page.

The next button on this page leads students directly to a page on which they identify their computer experience and then to Project CONNECT’s orientation unit and to a needs assessment.

NOTE: The teacher registration process does not do this, however, teachers can get to the orientation unit from the learning units main page.

PROJECT connect Register home

Registration
Step 4

Congratulations! You are now registered for Project CONNECT.

My User Name: SWilliams
My Password: connect

You can print this information and save it. You will need your user name and password to log in when you come back to Project CONNECT.


print this page

(Are you a Project CONNECT Teacher? Click [here](#))

Click the 'next' button to continue.

next

**PROJECT
connect**

 Register

 home

Please choose the sentence that is true about you:

☒ I do not have very much experience with computers.

☐ I have experience using computers.

Now click NEXT to start learning English with Project CONNECT.

[< back](#)

[next >](#)

**PROJECT
connect**

 Intro to Computers

 home

Computers are everywhere.



Computers may seem difficult to use. Maybe you worry that you don't have enough experience. Don't worry. You can practice your English and your computer skills with Project Connect.

Move your mouse and click "next" below to go to the next page.

[< back](#)

[next >](#)

Think about this: Where do you need to use English now? Why do you need it?

Look at the list of goals below. Then choose all the things you want to do now to practice English and learn about life in the USA. You can choose as many goals as you want. When you have finished, click the "save to my work" button. The list of the things you want to learn about will be saved in My Work.

My goals for practicing English and computers

- ☐ Practice listening to English
- ☐ Practice reading English
- ☐ Practice writing English

- ☐ Practice some basic computer skills
- ☐ Practice using the Internet
- ☐ Practice communicating online with other people

My goals about education

- ☐ Learn about the American education system
- ☐ Learn about career planning
- ☐ Learn some basic academic language skills

My goals about work

- ☐ Learn how to find a job
- ☐ Learn about communication at work
- ☐ Learn about the American workplace

After the orientation, students are asked to complete the needs assessment shown above. They can get back to this later in the “My Work” section.

Teacher Registration

During the registration process, teachers will have to answer “Yes” to “Are you a Project CONNECT teacher?” in Step 4 and then enter a teacher code to be identified as a teacher by the system so that they can see students’ work.



The screenshot shows the Project CONNECT website interface. At the top, there is a yellow header bar containing the Project CONNECT logo (a blue circle with a white brain icon) on the left, a green map of the United States in the center, and a blue compass icon with the word "home" on the right. Below the header, the main content area has a white background. It starts with the heading "Registration" in bold blue text, followed by "Teacher-only Registration" in a smaller blue font. Below this, there is a text prompt "Please enter your teacher code here:" followed by a white text input field. Underneath the input field is an orange rectangular button with the text "Click the 'next' button to continue." in black. To the right of this button is a blue button with a white right-pointing arrow and the word "next" in white text.

Log In Page

When you or learners return to the CONNECT Web site, log in with a user name and password. Initially, you may need to guide learners through the log in process so that they do not try to register again instead of logging in.

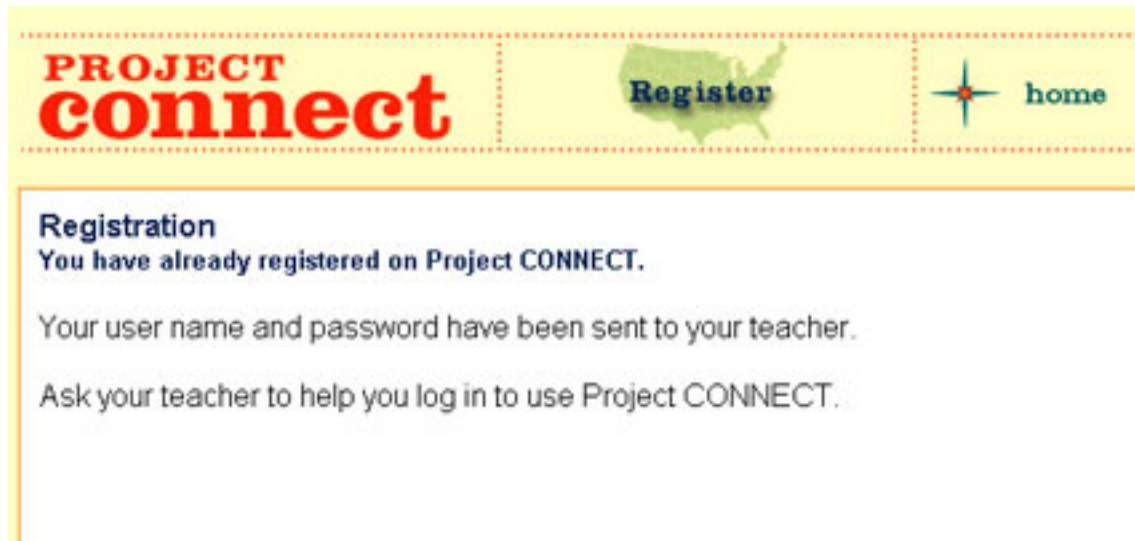
NOTES:

- User names are automatically generated. Passwords are chosen by the user during the registration process.
- Project CONNECT's log in system is not case sensitive so it does not matter whether names are typed in capital or lower case letters. There is no minimum number of characters required for a password.



Students see this page if they try to register again instead of logging in.

NOTE: Teachers have found it helpful to review the difference between registering for the site (first visit) and logging in (all subsequent visits if registered).



WELCOME PAGE



The Welcome page will always be the first page you see after logging in. Each point on the compass is a link to a section of Project CONNECT.

Learning Units

Project CONNECT has an orientation unit with a basic Internet tutorial and eight learning units organized by theme. Units can be completed in any order.

Online Community

This section includes Project CONNECT's e-mail and online discussion features.

Site Map

A visual overview of Project CONNECT.

My Work

My Work is a portfolio in which students save their work from the learning units. It is organized in folders by Project CONNECT's themes and learning units. Learners may click on these folders to see their work.

LEARNING UNITS



Project CONNECT has eight units and an Orientation (with Internet tutorial).

The Orientation is an important first step in becoming familiar with Project CONNECT.

There are two paths through the Orientation, one for the new computer user and the other for more experienced computer users. Learners are asked about their computer experience after they register and, depending on their answers, are led on one of two paths through the orientation section.

Project CONNECT's eight learning units are organized in three themes.

Learning in the USA

- American Education System
- Academic Language Skills
- Career Planning

Working in the USA

- Finding a Job
- Communication at Work
- The American Workplace

Living in the USA

- Civics and Community
- Community Resources

Each learning unit has the same structure and includes the following parts: Introduction, Goals, Unit key words, Background questions, Learning activities, Practice exercises, a Try activity and a Check.

Throughout each unit, small quizzes check comprehension. In each unit, some activities (usually writing practices) can be saved to My Work. If a student saves something to My Work, you, as a teacher will have access to it from the Student Management Page.

There is not a predetermined sequence to Project CONNECT's learning units; they can be completed in any order based on a given class or program's priorities or a student's preferences.

To see all of the Unit Learning Goals (objectives) in one place, go to Especially for Teachers at <http://pbslearnenglish.org>. You will also find lesson plans and activities there.

ONLINE COMMUNITY

There are two sections of Online Community — Online Discussion and E-mail.

The Online Discussion is a *public discussion*: Anyone who shares the same license can see postings.

E-Mail is *private*. Only people to whom an e-mail is sent can read it.

Make sure students understand the difference.



ONLINE DISCUSSION

In the Online Discussion area there are set topics under which learners can post messages. Teachers can also use the discussion board to post messages to which their students can respond.

There is no way to add new topics, however, within a topic, there's a way to add new subjects.



The screenshot shows the Project Connect Online Community interface. At the top, there is a navigation bar with the Project Connect logo, a map of the United States, and a 'home' link. Below this is a 'TOOLS' menu with links for 'key words', 'my work', 'community', 'units', 'logoff', and 'help'. The main content area is titled 'Welcome to the Online Discussion Fran.' and features a green bar with the text 'Online Discussion >> Response Page'. Below this is a blue bar with the text '<< Back to the Online Community Page'. The main content area contains a table with three columns: 'Online Discussion', 'Posts', and 'Date'. The table lists several topics with their respective post counts and dates.

Online Discussion	Posts	Date
What Helps Me to Learn English	68	Wed Apr 21
My Story	110	Thu Mar 4
Expressions and Sayings	40	Wed Apr 21
American Education System	27	Fri Dec 5
Academic Language Skills	12	Wed Apr 21
Career Planning	25	Thu Dec 4
Finding a Job	46	Wed Apr 21

Online Discussion >> Subjects

<< [Back to the Online Discussion Main Page](#)

Finding a Job

To read and reply to a message, first click on the subject.


To create a new subject, click on the **start a new subject** button.

Most Popular Subjects

Subject	Author	Date Started	Last Reply
How to be to look for a job?	JEAN-DENIS ELISCAR	Tue Mar 1 2005	Thu Apr 14 2005

Recently Posted Subjects

Subject	Author	Date Started	Last Reply
How to be to look for a job?	JEAN-DENIS ELISCAR	Tue Mar 1 2005	Thu Apr 14 2005

 **start a new subject**

<< [previous page](#) | [more subjects](#) >>

PROJECT connect [Online Community](#)  [home](#)

TOOLS [key words](#) [my work](#) [community](#) [units](#) [logoff](#) [help](#)

Online Discussion >> Messages

[Delete this entire thread](#)

<< [Back to the Online Discussion Subjects Page](#)

How to be to look for a job?

	Author	Message	Subject
	JEAN-DENIS ELISCAR	Tue Mar 01 2005 @ 10:34AM Finding a job in the United States especially when you've just arrived here, so I think you must be patient and really motivated.	How to be to look for a job?
	Jorge Testing	Thu Apr 14 2005 @ 10:40AM I am good machenic.I cooperative and friendly.	Re: How to be to look for a job?

 **post a reply**

<< [previous replies](#) | [more replies](#) >>

- To read and respond to an existing message, click on the individual message (the underlined subject line of the message).
- To create a new message (and start a new thread), click on Start a new subject button at the bottom of the page.

If a teacher or student is replying to a posting, the initial message in that subject thread appears in the text box. A writer must preview and can edit their message before posting it.

NOTE: The system requires both a subject line and some text in the body of the message. It will prompt the writer to remember both of those things and will not actually post a message that lacks either one.

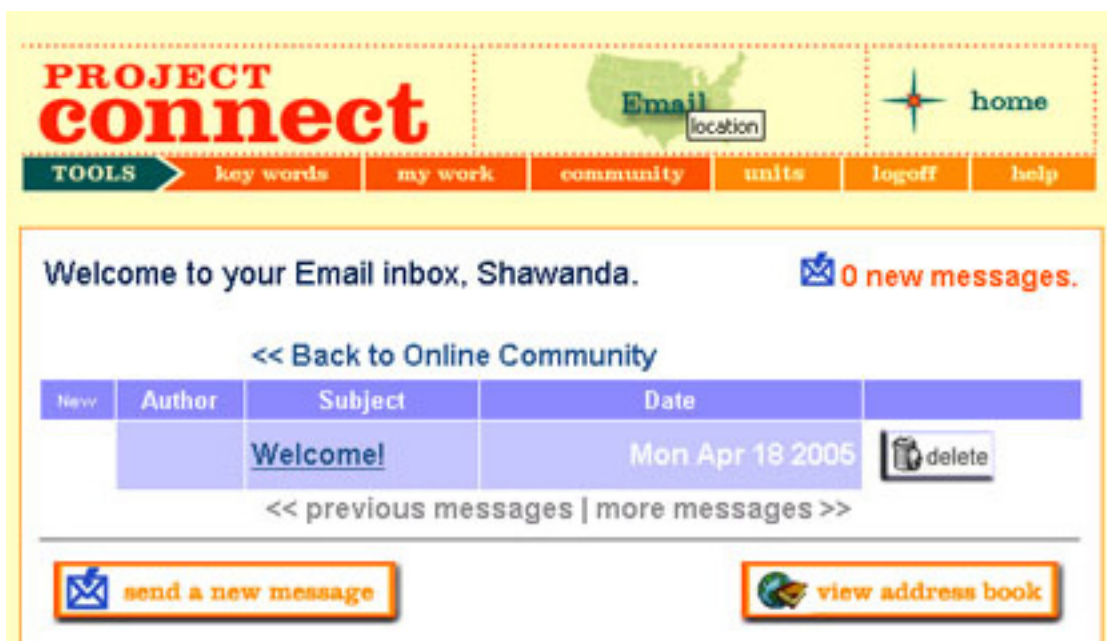
The screenshot shows a web form titled "Your Message" with a light blue background. It contains the following fields and elements:

- Topic:** A text field containing "Finding a Job".
- Subject:** A text field containing "Re: How to be to look for a".
- Message:** A large, empty text area for the message body.
- Replying to:** A section showing the message being replied to: "Replying to: JEliscar (JEAN-DENIS ELISCAR), who wrote: -- Finding a job in the United States especially when you've just arrived here, so I think you must be patient and really motivated."
- Buttons:** At the bottom right, there are two buttons: "preview post" (with a magnifying glass icon) and "cancel" (with an 'X' icon).

EMAIL

Project CONNECT's e-mail system is self-contained (and spam free!). Only teachers and learners using Project CONNECT under the same license can communicate with each other unless teachers under different licenses arrange to do e-mail pen pal exchanges.

Each student will have a welcome message in their mailbox after they register.



Sending Project CONNECT e-mail

To send an e-mail message, click on the address book icon to see a list of names. There are two viewing choices: “all Project CONNECT users” and “just the users at your site.” Click on someone’s name and a message box will pop up with that person’s name in the TO: box. After the message has been written, click on the Send button to deliver the message.

Mail arrives in the recipient’s e-mail box. On the Welcome page a message appears indicating there is an e-mail message.

People can reply to messages they have received without using the address book.

NOTE: Teachers can also e-mail all of the learners in each class at one time from the Student Management Page.

The screenshot shows the 'Message Center' interface. It has a light blue background with a dark blue header bar at the top containing the text 'Message Center'. Below the header, there are three main sections: a 'To:' field with a text input box and an 'address book' button (which has a small globe icon and the text 'address book'), a 'Subject:' field with a text input box, and a large 'Message:' text area with a scroll bar. At the bottom right of the interface, there are two buttons: a 'send' button with an envelope icon and a 'cancel' button with a red 'X' icon.

MY WORK

Throughout the learning units in selected activities, learners will be prompted to save their work. It will be saved in the MY WORK section of Project CONNECT. Learners may view their work when they have completed a unit by clicking on MY WORK on the Top tool bar or by choosing MY WORK on the Welcome Page.

Learners need to click on the “Save to My Work” button for the work to be saved; it is not saved automatically. Teachers will be able to view all saved work for each learner from the Student Management Page.

While working in the learning units, if a learner chooses to work in the same unit again and wants to re-save his or her work, only the most recently saved work will appear in My Work. Saving work additional times overwrites previously saved work. Learners can revise their work this way; however, they cannot retrieve earlier versions.

PROJECT connect

My Work home

TOOLS key words my work community units logoff help

Welcome to My Work, Fran

Click on the unit names below each section to see the work you have saved. If you have not saved any work yet, you will not see it.

My Learning Goals

Orientation Unit: My Goals

Learning in the USA

- American Education System
- Academic Language Skills
- Career Planning
- Learning in the USA Test

Working in the USA

- Finding a Job
- Communication at Work
- The American Workplace
- Working in the USA Test

Living in the USA

- Civics and Citizenship
- Community Resources
- Living in the USA Test

Student Management Page (for teachers only)

After you register as a teacher and each time you log in, you will see a link to your Student Management Page on the bottom of the Welcome page. You may need to scroll down to view the management page link. Learners will not have access to the management pages.

From the management page a teacher can:

- View all the registered learners in the class
- See learners' user names and passwords
- View learners' saved work
- Send an individual e-mail or send an e-mail message to the entire class
- Choose which class to view if you are teaching more than one class

Project Connect: Student Management Page		
My Personal Email	You have 3 messages.	Go to your INBOX


Project Connect has a discussion board **only for teachers** where you can network, discuss your students, look for other ESL classes to participate in a Project Connect penpal exchange and more.


Access the Project Connect teachers community board

or

Choose a Class to Manage

■ **PBS** (currently selected)

Work submitted by students		
Student	Activities Saved	
MThacher	3 activities saved	
Click on the apples above to view a list of activities saved by each student		

Students that I facilitate				
 send a message to all of your students				
Click on individual usernames below to send mail to individual students				
Username	Real Name	User ID #	Password	Status
MThacher				make inactive
SWilliams				activate

Project CONNECT Learning Goals by Unit

The following goals refer to unit-specific content knowledge and skills. Each unit also offers opportunities for listening, reading and writing practice and computer skills practice.

Orientation

- Recognize parts of the computer (for those with little or no experience).
- Know how to use the Internet and links (for those with basic computer experience).
- Identify unique features of the site; Units, Key Words, My Work, Online Discussion and E-mail.
- Learn to use Project CONNECT navigation tools.
- Identify own English language learning needs.

Learning in the USA

American Education System

- Recognize the structure of the American Education System.
- Describe the difference between private and public school.
- Identify ways to get training for a job or career.
- Know some national English tests that are required for getting into college or vocational school.
- Learn about paying for education.

Academic Language Skills

- Recognize the difference between academic language and other types of spoken and written language.
- Identify the main idea in a piece of academic writing.
- Differentiate between conversation and lecture.
- Identify the main idea in a lecture.
- Identify the supporting details in a lecture.

Career Planning

- Identify information needed in making an informed decision on a career.
- Identify how to get information about a job or career.
- Find career information from the Internet.
- Prepare a plan for a specific career.
- Determine how to write a career plan.

Working in the USA

Finding a Job

- Identify personal skills and experience.
- Learn how to fill out a job application and write a resume.
- Know appropriate ways to answer interview questions and strategies for a successful job interview.
- Identify ways to find employment.

Communication at Work

- Identify strategies for resolving conflict at work.
- Develop effective listening strategies for the workplace
- Identify appropriate format for communicating information.
- Learn strategies for negotiating with supervisor or manager.

The American Workplace

- Identify how trends can affect aspects of finding and keeping a job.
- Compare and contrast job information from different countries.
- Identify causes of stress in the workplace.
- Recognize ways to reduce stress.
- Recognize appropriate dress codes in different jobs.

Living in the USA

Civics and Citizenship

- Recognize rights and responsibilities as a member of a community.
- Learn appropriate ways to have a voice in community concerns.
- Identify elected officials at the federal, state, and local level.
- Identify a civil rights leader in the United States or in another country.

Community Resources

- Learn about community resources including the public library.
- Discover how to find information and help in the library.
- Identify what is needed to apply for a library card.
- Name some community resources.
- Identify interests and ways to be a volunteer in the community.

Tips for Navigating Project CONNECT

Site map:

Refer to the site map to see all the parts of Project CONNECT

Bottom navigation bar:

On every page of Project CONNECT there is a Back button and Next button at the bottom of the screen. This is the primary way learners will move through Project CONNECT.

Top navigation bar:

On the top of each page of Project CONNECT (after you have completed the Orientation) there is a tool bar with the following buttons: Key Words, My Work, Community, Units, Log Off and Help. By clicking on each word you will go to that section of the site.



Home button:

Takes you back to the Welcome page.

LOGOFF:

(From the Top Tool Bar) Initially it is helpful to guide learners to log off when they are finished working with Project CONNECT by clicking on the word *logoff* on the top tool bar. This guarantees that no one else can work under the previous learner's user name and password

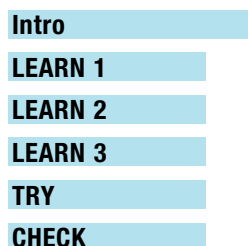
HELP:

(From the Top Tool Bar) This section helps the learners with the following issues:

- Do you need vocabulary help?
- Are you having technical problems?
- Are you lost?
- Where do I find my work?

Side navigation bar:

The side navigation bar shows the parts of each learning unit. Encourage learners to use the side navigation bar to navigate within the unit; it can save time from clicking the next button and going through each page of the unit.



Tips for Listening Practice with Project CONNECT

There are opportunities to practice listening throughout Project CONNECT.

Outside of units

Tour

The tour is a good place to start listening to Project CONNECT.

Key Words

This feature provides audio pronunciation and definitions of vocabulary words along with text definitions. Be sure to let your learners know about this feature because they can listen to key words as many times as they want.

The top tool bar contains a link to the complete list of Key Words. Also, in the beginning of every unit, is a page with key words related to that unit. In the unit text, the unit key words appear in green the first couple of times they are used and may be clicked on to access audio.

Within units

Key Words

See above



Listen Now buttons

Listen Now buttons appear in each learning unit whenever there is audio. Learners can always read text while listening to audio.

Video

All video used in Project CONNECT can be used as listening practice. Text transcripts are included for all video.

Headphones

In a class or lab setting, headphones help so that audio does not distract other learners. If your lab does not provide headphones, students can bring their own.

Plug in

As the system requirements say, QuickTime must be installed for Project CONNECT's audio files to play. To install QuickTime, go to <http://www.apple.com/quicktime/download/>. Be sure to download the free version. Check with your lab technician, if you have one, before doing so!

Project CONNECT System Requirements

NOTE: The easiest way to check that your computer meets the system requirements is to go to the “sniffer” at <http://pbslearnenglish.org/help/checkTechnicalSpecifications.xml>.

	Project CONNECT Minimum System Requirements	Project CONNECT Recommended System Requirements
	The requirements in this column allow a functional site but a less than ideal interaction with the system.	Project CONNECT works best for the hardware and software combinations listed in this column and will yield better access speed and interactivity.
CPU Configuration	486 or Mac 68040 (the faster the processor the better.)	Pentium III 450 or higher Mac G3 or above (the faster the processor the better.)
Operating System	Windows 95 or above, or Mac OS8 or above, or Linux	Windows 98 or higher, Mac OS9 or above or Linux
Memory	32 MB RAM	128 MB RAM or more
Monitor	15" or larger	17" or larger
Modem	56.6 Kbps modem	Faster connection than 56.6 Kbps modem (DSL, cable modem or T1)
Sound	Soundcard, speakers or headphones	Soundcard, speakers or headphones
Internet Browser	Internet Explorer 4 or higher or Netscape 4.72 or greater. JavaScript and cookies must be enabled. Popups must be allowed.	the latest version of Microsoft Internet Explorer or Netscape Communicator. JavaScript and cookies must be enabled. Popups must be allowed.
Multimedia Software (plug-in's)	QuickTime 3 and above. Teachers will need Adobe Acrobat for teachers guide.	QuickTime 5 or above for audio and video. Teachers will need Adobe Acrobat for teachers guide.

Other browsers:

Mozilla, Firefox, Safari, and Opera browsers are also supported.

Unsupported browser versions:

Internet Explorer or Netscape versions lower than 4.

AOL browsers (You can use AOL for dialup and then use one of the supported browsers.)

NOTES:

1. When a new instance of a new browser window is called for from a link, a smaller window should appear. The size is variable and probably depends on the local machine's last viewed size of the browser window.
2. The QuickTime player should be installed both as a plug in and as an independent application. The CONNECT site defaults to the application so that the media windows are placed at the top left of the screen with only once instance of the media player open and the control buttons are consistent. If the browser overrides this default, multiple windows of the media player will appear. These should be closed as the user moves along.
3. Popups are integral to the site. If you have a popup blocker activated, you will need to set it so that popups are allowed on the CONNECT site.

PROJECT connect



The Kentucky
Network

Project CONNECT instructional site: <http://pbslearnenglish.org>

E-mail: learnenglish@ket.org

License/pricing information: http://www.ket.org/enterprise/esl/pc_app.htm

KET website: www.ket.org/ged