

California EL Civics Exchange: Accessible Instructional Materials for English Learners

Presented by
Neda Anasseri, OTAN
Anthony Burik, OTAN
Lori Howard, CASAS
Margaret Teske, CASAS

June 2021

www.casas.org

casas@casas.org

1-800-255-1036

Agenda

- Overview
- Introduction to the Exchange Website
 - Your Turn, Part 1 - Take a Look
- Submitting Instructional Materials
- EL Civics Exchange Rubric Criteria
- Accessibility
- Creative Commons Attribution
 - Your Turn, Part 2 - Feedback
- Summary

Goals

By the end of this session you will be able to:

- Identify the organization of the EL Civics Instructional Materials Exchange Website
- Identify the process of accessing and submitting instructional materials



Overview

What is the California EL Civics Exchange?

- Repository for original EL Civics instructional materials created by California WIOA, Title II: AEFLA/EL Civics agencies
- A joint project between CASAS and OTAN, funded by the California Department of Education

Why do we need a California EL Civics Exchange?

- Requested by California agencies
 - Collaboration between CASAS and OTAN facilitated the development
 - Funded by the California Department of Education
- Quality Instructional Materials
 - Materials evaluated for quality content and accessibility
 - Serve as a model of excellent materials in developing their own materials
 - Assist agencies in offering varied EL Civics instruction

What was the Development Process?

- CASAS and OTAN met to discuss project in 2018-19
- Requested CDE Funding in 2019-20 and continued to meet
- Received funding for 2020-21 and began the development process:
 - Content
 - Technology
- Field Testing began in April 2021
 - Content review
 - Accessibility Review
- Website Opening **July 1, 2021**
 - elcivics.otan.us

What kinds of materials are included?

- Instructional materials which:
 - teach EL Civics content to English language learners
 - are part of the 30 hours of instruction required in California before administering an EL Civics Assessment (COAAP)
 - Since COAAP Assessments are high stakes, they may not be accessed or submitted on the website.
 - are licensed by Creative Commons nomenclature
 - allow use of the materials according to the Creative Commons requirements
 - are accessible according to Section 508 of the Rehabilitation Act (amended 1998) and Web Content Accessibility Guidelines (WCAG) 2.1 recommendations

What is the review process?

- Two stage process
- Materials are reviewed for:
 - Content - CASAS
 - Quality of presentation and practice materials
 - Teach the content of the COAAP
 - Creative Commons licensing
 - Technology - OTAN
 - Accessibility

Introduction to the Website

Start at elcivics.otan.us (at top)



Log in

A joint project of CASAS and OTAN funded by the California Department of Education, Adult Education Office.

[Instructional Materials Home](#)

Instructional Materials

[Consumer Economics](#)

[Community Resources](#)

[Health](#)

[Employment](#)

[Government and Law](#)

[Transition](#)

[Workforce Training](#)

California EL Civics Exchange

Welcome to the California EL Civics Exchange. This Exchange is a repository for original EL Civics instructional materials created by California WIOA, Title II: AEFLA/EL Civics agencies. These materials can be used to teach EL Civics content to English language learners as part of the 30 hours of instruction required in California before administering an EL Civics Assessment (COAAP).

The materials are categorized by the seven EL Civics competency areas pictured below. To find instructional materials, you can click on any one of the competency area boxes. You can also search in the menu at the left by COAPP number, Level, or EL Civics topic (content/keyword).

Materials submitted on this site are from WIOA Title II Grant funded agencies in California and licensed under Creative Commons Attribution Non-Commercial Share Alike (CC-BY-NC-SA) use. They are intended for other WIOA Title II Grant agencies to share with appropriate credit to the authoring agency.

More information about the California EL Civics Program can be found on the CASAS website [EL Civics Civic Participation and IELCE webpage](#).

[Begin the instructional materials submission process.](#)

Instructional Materials

elcivics.otan.us (at bottom)



Workforce Training

Search Instructional Materials

Civic Objective or COAAP Number:

Instructional Material Keyword:

Levels:

- Beginning Low
- Beginning High
- Intermediate Low
- Intermediate High
- Advanced

 Search

 Clear All

Instructional Materials



Consumer Economics

0 active materials



Community Resources

1 active materials



Health

0 active materials



Employment

0 active materials



Government and Law

0 active materials



Transition

0 active materials



Workforce Training

0 active materials



Let's go live!

You can follow along at elcivics.otan.us

Your Turn, Part 1

Breakout Rooms

You will automatically be assigned a Breakout Room.
You will have 5 minutes.

Goal: Find active materials in the Exchange & look at them
elcivics.otan.us

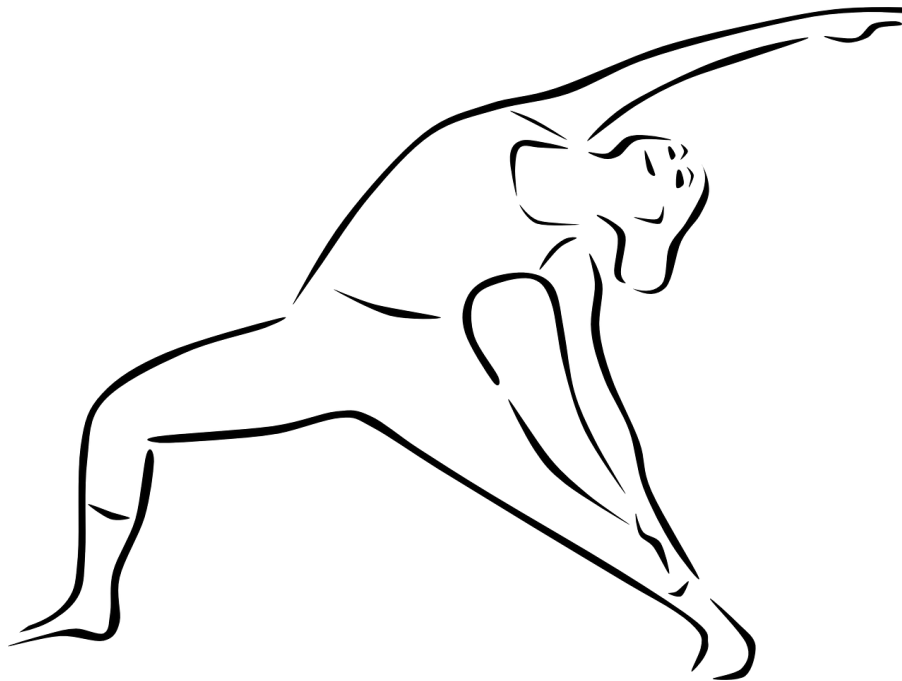
Help each other as needed to answer these questions.

- What materials are active? Find one. Click on it.
- What content area does it cover?
- What level(s) do the materials cover?
- Do the materials mention their Creative Commons license?

Feedback

1. What did you find?
2. How would you use these materials?
3. Was it easy to use the website?
4. General comments?

Stand Up & Stretch



Submitting Instructional Materials

Requirements for Materials Submission

- WIOA, Title II agencies in California
- Obtain a log in (available July 1)
- Acceptable format of materials
 - Document format (.doc, .docx, .pdf, .jpeg, or .png)
 - Rubric criteria
 - Accessibility
 - Creative Commons licensing

EL Civics Exchange Rubric Criteria

- Evaluates
 - Content
 - Instruction
 - Presentation
 - Practice
 - Organization
 - Design/Format
 - Teacher Materials
 - Overall Quality

EL Civics Exchange Rubric Criteria (1)

EL Civics Exchange Submission Rating Form

Rating Scale: 2=fully meets standard 1= adequately meets standard 0 – meets standard minimally or does not meet standard

Agency: COAAP Number: Level(s):

EL Civics Instructional Materials Evaluation Criteria		Y	N	N/A	Rating
Content	Do the instructional materials teach content relevant to all the language and literacy objectives related to the Civic Objective and Additional Assessment Plan (COAAP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.
Instruction: Presentation	Does the instruction present all content necessary to complete the COAAP tasks?				Choose an item.
	1. match the task type - e.g. oral, written, role play, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. include level appropriate instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. model the instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. include vocabulary relevant to the COAAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. appropriate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. appropriate number of new words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. appropriate word choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instruction: Practice	Does the instruction provide appropriate performance-based practice related to the tasks?				Choose an item.
	1. match the task type - e.g. oral, written, role play, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. include level appropriate practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. include appropriate and sufficient number of practice activities for the learner to complete the task(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. include all vocabulary relevant to the COAAP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. appropriate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. appropriate number of new words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. appropriate word choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Organization	Are the materials organized?				
	1. clear objectives and matching instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EL Civics Exchange Rubric Criteria (2)

	2. effective introduction of the topics and information needed for completing an assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.
	3. clear development of the instruction over several pages of information and practice (eg. model, breakdown of each section of the model, practice with each segment etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. transitions between sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. adequate directions for completing practice elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design/Format	Are the materials organized in a logical way (including table of contents, index, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.
	Do the materials offer students:				
	1. appropriate font size?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2. adequate white space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3. adequate writing space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	*Do the materials:				
	1. credit the agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. include Creative Commons Licensing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Teacher Materials	If teachers' guide/instructions are present, are they appropriate/helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.
	If no teacher's guide/instructions are present, are materials self-explanatory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall	Do the instructional materials:				Choose an item.
	3. include all the language skills needed to complete the task? (for lesson instruction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4. include all 4 language skills: listening, speaking, reading and writing? (for unit instruction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5. Inform/provide practice for the learners in the format and method of the assessment process without revealing the actual test questions, prompts, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. include appropriate word choice, grammar and spelling, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Points					/14
Comments:					
<i>*No materials can be accepted without agency attribution and Creative Commons Licensing.</i>					

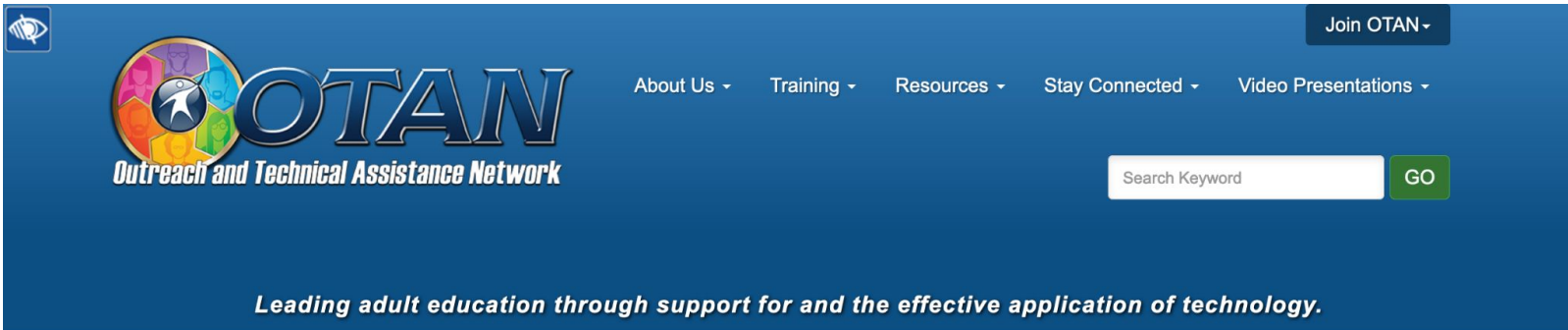
Let's go live!

This is a preview.

You will not be able to do the submission without a log in.

OTAN Accessibility Resources

<https://otan.us/resources/accessibility-resources/>



The screenshot shows the top navigation bar of the OTAN website. On the left is the OTAN logo with the tagline "Outreach and Technical Assistance Network". To the right of the logo are navigation links: "About Us", "Training", "Resources", "Stay Connected", and "Video Presentations", each with a dropdown arrow. Further right is a "Join OTAN" button. Below the navigation is a search bar with the placeholder text "Search Keyword" and a green "GO" button. At the bottom of the header is the tagline: "Leading adult education through support for and the effective application of technology."

[Home](#) / [Resources](#) / [Accessibility Resources](#)

Accessibility Resources

OTAN is committed to sharing information about accessibility with the adult education field. On this page, you will find OTAN-developed resources as well as resources you can use to learn more about accessibility and create your own accessible content.

OTAN Resources

- [OTAN Accessibility Resources Flyer](#) (PDF)
- [OTAN Website Accessibility Features](#) (PDF)

Getting Started

- [IDEA - Individuals with Disabilities Education Act](#)
- [Americans with Disabilities Act](#)
- [The A11Y Project](#) (A11Y stands for accessibility)
- [Accessibility Toolkit](#) from Designers for Learning

Creative Commons Attribution

Creative Commons Attribution

What is Creative Commons licensing?

How can I apply the licensing?

What is the attribution for the ELC materials?



What is Creative Commons licensing?

- openly licensed creativity
- a body of work freely available for legal use, sharing, repurposing, and remixing
- a standardized way to grant the public permission

How can I apply the license?

You must own or control copyright in the work.

This can be as simple as a bit of text stating and linking to the license in a copyright notice, like this: © 2019. *This work is licensed under a [CC BY 4.0 license](#).*

What is the attribution needed for ELC materials?



CC BY-NC-SA: This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.

CC BY_NC_SA includes the following elements:

- BY - Credit must be given to the creator
- NC - Only noncommercial uses of the work are permitted
- SA - Adaptations must be shared under the same terms



How do I find out more?

Go to Penny Pearson's session at 11:45 today.

[Creating Accessible Documents: Giving Everyone an Equivalent Experience](#)

Go to Penny Pearson's slides for the 2020-21 EL Civics Conference, [Licensing Your Creations, Copyright, and Creative Commons](#) and [Webinar recording](#)

Upcoming OTAN Tech Talks

July 9th 1-2pm: [Licensing and Copyright](#)

Creators deserve proper credit and attribution for the work they do. This includes video productions, classroom presentations, worksheets, workbooks or other creations compiled for learners. As works are recognized, creations should be licensed so other teachers and users know exactly how and for whom they were intended to be used.

August 13th 1-2pm: [Creating Accessible Documents](#)

As we experience more and more technology in our lives, we recognize how much it can help all of us to achieve more, be more productive and more creative. But sometimes we overlook the fact that these same technologies can help our learners who have physical disabilities to experience these same benefits. We just need to find the tools and to make our resources accessible for them. All learners should have an equal or similar learning experience in your classrooms. Come learn about one tool that can make that process easier.

Also posted on <https://www.caadulthoodtraining.org/>

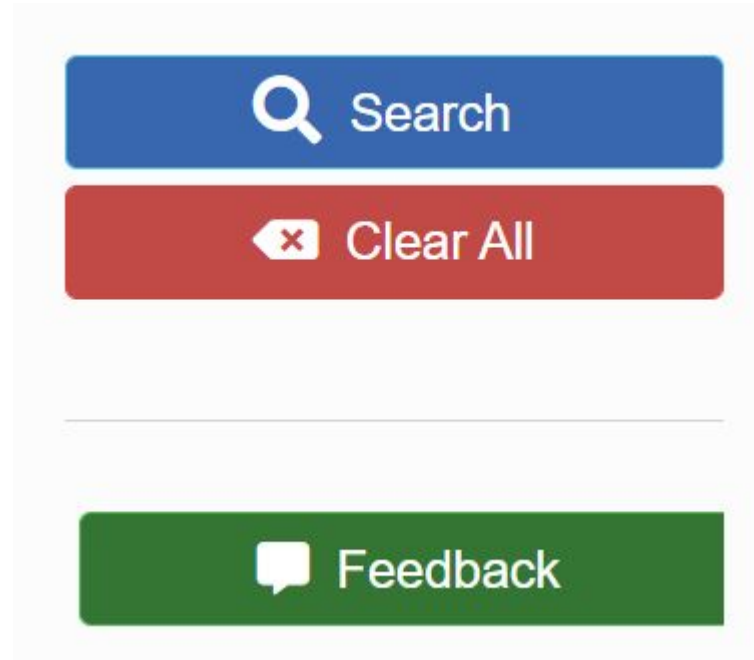
Your Turn, Part 2

Feedback

- What is your reaction to the EL Civics Exchange?
- What suggestions do you have?
- Will you/staff members at your agency
 - Access materials?
 - Submit Materials?

Type in the chat or raise your hand to speak

Website Feedback



Summary

Goals

By the end of this session you will be able to:

- Identify the organization of the EL Civics Instructional Materials Exchange Website ✓
- Identify the process of accessing and submitting instructional materials ✓

EL Civics Exchange

- View and download EL Civics instructional materials
 - Accessible to everyone inside and outside California
 - elcivics.otan.us
- Submit EL Civics Instructional Materials
 - California WIOA II Agencies Only
 - Register (name, agency, agency email, phone)
 - Submission website open: **July 1, 2021**

elcivics.otan.us

Calling all Content Creators!



Special Thanks:

- OTAN
 - Inna Linnyk
 - Angela Steele
 - Penny Pearson
 - Anthony Burik
 - Michael Pierce
 - David Espinoza
- CASAS
 - Lori Howard
 - Margaret Teske
 - Portia LaFerla
- Our Leaders
 - Renee Collins (OTAN)
 - Pat Rickard (CASAS)
- Field Testers
 - Maren Anton, Mt. Diablo AE
 - Marci England, Corona-Norco AS
 - Karla Galleguillos, LAUSD
 - Lupe Lozano, El Monte Rosemead AS
 - Jennifer Parker-Adib, CACE
 - Cathleen Petersen, Garden Grove AS
 - Alisa Takeuchi, Garden Grove AS
 - Sandra Watts, Santiago Canyon College

Thank you for attending!

Neda Anasseri, OTAN

nanasseri@otan.us

Anthony Burik, OTAN

aburik@otan.us

Lori Howard, CASAS

lbhoward@casas.org

Margaret Teske, CASAS

mteske@casas.org

Be CASAS Connected

Use #AdultEdu and #CASAScommunity to connect.



[Facebook.com/CASASsystem](https://www.facebook.com/CASASsystem)



[@CASASsystem](https://twitter.com/CASASsystem)



[CASASAssessment](https://www.youtube.com/CASASAssessment)

www.casas.org

casas@casas.org

1-800-255-1036