Questions

During the initial months of the pandemic, did you have students who were not attending school because they did not know how to use a computer?

Do you currently have students who struggle to use technology?

Are you currently offering digital literacy support for your students?

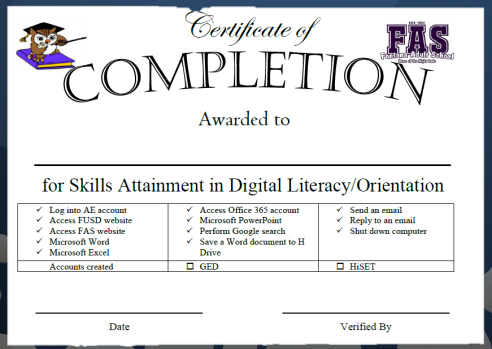
Getting Started With Computers

Digital Literacy Orientation

A Promising Practice at Fontana Adult School

https://testfusd-my.sharepoint.com/:b:/g/personal/gleacg_fusd_net/EQNkUyJAcQ9Ljnl5pKw0iL0BXMKqWVWtYx24NDlCa-oPuQ?e=HD7Qfw

We started with a basic orientation to the school and the HSE program. Over time we expanded the Digital Literacy component.



Certificate of COMPLETION

Awarded to

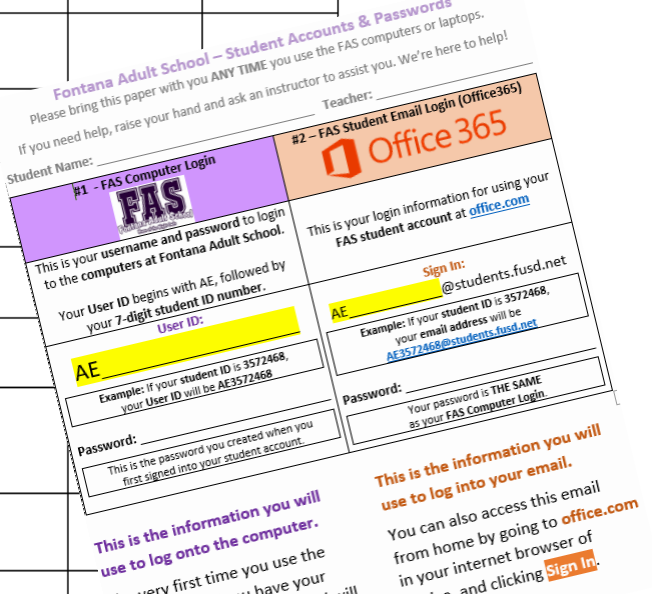
for Skills Attainment in Digital Literacy/Orientation

✓ Log into AE account ✓ Access FUSD website ✓ Access FAS website ✓ Microsoft Word ✓ Microsoft Excel	✓ Access Office 365 account ✓ Microsoft PowerPoint ✓ Perform Google search ✓ Save a Word document to H Drive	✓ Send an email ✓ Reply to an email ✓ Shut down computer
Accounts created	☐ GED	☐ HiSET

Date Verified By

Digital Literacy Orientation

Competency	Method of Demonstration	Evidence 1 Date/Proctor	Evidence 2 Date/Proctor	Evidence 3 Date/Proctor	Evidence 4 Date/Proctor
	I can log on to a computer at FAS using my AE account				
	I can perform a Google search.				
	I can access the FUSD website using an internet browser				
	I can save a word document to the H drive at school				
	I can access my Office 365 account.				
	I can send an attachment, such as a homework assignment, to my teacher				
	I can send an email to my teacher.				
	I can REPLY to an email that my teacher sends me.				
Shut Down	I can properly shut down the computer and monitor				
GED	I have set up, and can access, my account in order to find resources for GED				
HiSET	I have set up, and can access, my account in order to find resources for HiSET.				



Fontana Adult School – Student Accounts & Passwords

Please bring this paper with you ANY TIME you use the FAS computers or laptops.

If you need help, raise your hand and ask an instructor to assist you. We're here to help!

Student Name: _____ Teacher: _____

#1 - FAS Computer Login

This is your username and password to login to the computers at Fontana Adult School.

Your User ID begins with AE, followed by your 7-digit student ID number.

User ID: AE_____

Example: If your student ID is 3572468, your User ID will be AE3572468

Password: _____

This is the password you created when you first signed into your student account.

#2 – FAS Student Email Login (Office365)

Office 365

This is your login information for using your FAS student account at office.com

Sign In: AE_____@students.fusd.net

Example: If your student ID is 3572468, your email address will be AE3572468@students.fusd.net

Password: _____

Your password is THE SAME as your FAS Computer Login.

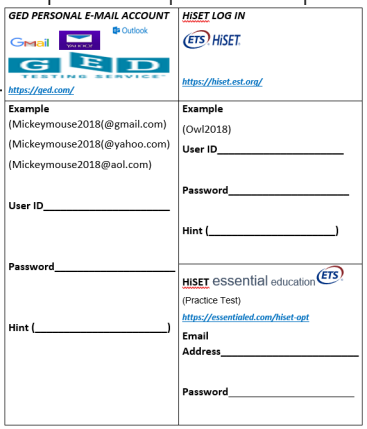
This is the information you will use to log onto the computer.

The very first time you use the computer, or if you have your account reset, your password will be Fontanafas. After that, you can choose your own.

This is the information you will use to log into your email.

You can also access this email from home by going to office.com in your internet browser of choice, and clicking Sign In.

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/EWygOcl4rqVLgFIknfUMWnwBJxQ1Q5JDJt117dT1b5e34Q?e=e3kotE



GED PERSONAL E-MAIL ACCOUNT

Gmail Outlook

GED TESTING SERVICE

https://ged.com/

Example

(Mickeymouse2018(@gmail.com)

(Mickeymouse2018(@yahoo.com)

(Mickeymouse2018@aol.com)

User ID_____

Password_____

Hint (_____)

HiSET LOG IN

ETS HiSET

https://hiset.ets.org/

Example

(Owl2018)

User ID_____

Password_____

Hint (_____)

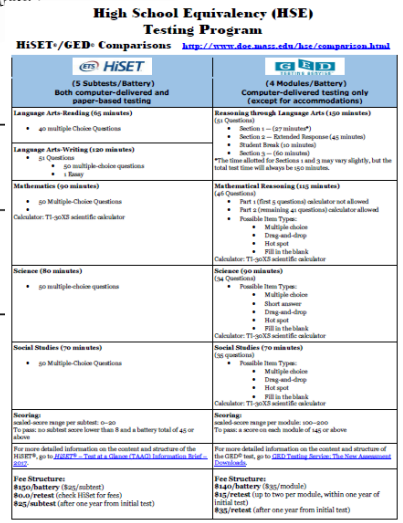
HiSET essential education ETS

(Practice Test)

https://essentialed.com/hiset-opt

Email Address_____

Password_____



High School Equivalency (HSE) Testing Program

HiSET®/GED® Comparisons http://www.doe.mass.edu/hse/comparison.html

HiSET (5 Subtests/Battery) Both computer-delivered and paper-based testing	GED (4 Modules/Battery) Computer-delivered testing only (except for accommodations)
Language Arts-Reading (65 minutes) • 40 multiple Choice Questions	**Reasoning through Language Arts (150 minutes)** (50 Questions) • Section 1 – (27 minutes*) • Section 2 – Extended Response (45 minutes) • Student Break (10 minutes) • Section 3 – (60 minutes) *The time allotted for Sections 1 and 3 may vary slightly, but the total test time will always be 150 minutes.
Language Arts-Writing (120 minutes) • 51 Questions • 50 multiple-choice questions • 1 Essay	
Mathematics (90 minutes) • 50 Multiple-Choice Questions Calculator: TI-30X8 scientific calculator	**Mathematical Reasoning (115 minutes)** (46 Questions) • Part 1 (first 5 questions) calculator not allowed • Part 2 (remaining 41 questions) calculator allowed • Possible Item Types: ▪ Multiple choice ▪ Drag-and-drop ▪ Hot spot ▪ Fill in the blank Calculator: TI-30X8 scientific calculator
Science (80 minutes) • 50 multiple-choice questions	**Science (90 minutes)** (54 Questions) • Possible Item Types: ▪ Multiple choice ▪ Short answer ▪ Drag-and-drop ▪ Hot spot ▪ Fill in the blank Calculator: TI-30X8 scientific calculator
Social Studies (70 minutes) • 50 Multiple-Choice Questions	**Social Studies (70 minutes)** (35 questions) • Possible Item Types: ▪ Multiple choice ▪ Drag-and-drop ▪ Hot spot ▪ Fill in the blank Calculator: TI-30X8 scientific calculator
Scoring: scaled-score range per subtest: 0–20 To pass: no subtest score lower than 8 and a battery total of 45 or above	**Scoring:** scaled-score range per module: 100–200 To pass: a score on each module of 145 or above
For more detailed information on the content and structure of the HiSET®, go to HiSET® – Test at a Glance (TAAG) Information Brief – 2017	For more detailed information on the content and structure of the GED® test, go to GED Testing Service: The New Assessment Experience
Fee Structure: **$150/battery** ($30/subtest) **$0.00/retest** (check HiSet for fees) **$25/subtest** (after one year from initial test)	**Fee Structure:** **$140/battery** ($35/module) **$15/retest** (up to two per module, within one year of initial test) **$35/retest** (after one year from initial test)

Last Updated: January 24, 2017

Current Digital Literacy

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/EUniBvHO6ppKl-hVEpvYxEAB9Ez6ctA2bpaxX8PxSj7s6A?e=VugQIz

Current GED Orientation

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/Eesqo6U8dFVMvGCThMtVMEkBnLOFv54k80f9qkEamHOJXg?e=NVsmUa

LOGGING IN USING FUSD COMPUTERS

USERNAME: AE_ _ _ _ _ _

PASSWORD (sample): MM DD YYYY

GETTING INTO MICROSOFT OFFICE

1. Go on the internet
2. In the URL, type www.fusd.net
3. Go to "For Students"
4. Click on Office 365
5. Type username:

AE_____@students.fusd.net

6. Type password (same as before)
7. Here, you have access to Teams, Outlook, Word, Excel, PowerPoint, etc.

GETTING INTO IXL ACCOUNT

Username _____

Password _____

Email #1:

To: Berrgu@fusd.net

Subject: Cute Picture

Dear Mrs. Berry,

I hope you enjoy the picture I am sending you. I found it online.

Have a nice day!

Name

Email #2

To: Berrgu@fusd.net

Subject: My Goals

Hello,

One of my goals this year is to _____. I will work very hard to r my goals.

Thank you.

Name

Email #3

To: Collegetutor144@fusd.net

CC: (put nothing in this line)

Subject: Planners and Calendars

Dear Jenna,

I am going to use planners and calendars this year to stay organized.

Sincerely,

Name

Email #4:

Same as the third email, except using personal telephone.

Digital Literacy

Presented by Fontana Adult School

Offered most Tuesdays and Thursdays on campus.

Registration is required.

Learning Objectives & Class Details

Digital citizenship
Organizational Skills
Staying connected online
Setting up voicemail on telephone
Parts of a computer
Exploring FUSD and FAS websites
How to search on Google
Logging into student account
Logging into Microsoft Teams
Accessing student email
Practice sending emails
Sending an email to multiple persons
Sending an email with an attachment
Use of Remind.com
Using Microsoft Word to create a document
Using Zoom.us to access a class
Tips on time management
Getting oriented with classes and programs at FAS

Initial Planning for
Getting Started With Computers

Getting Started with Computers Workshop

What you will learn:

- Session 1:

  A) Application
  B) Assessment
  C) Google Translate
  D) Introduction to hardware
  E) Introduction to software
  F) Internet safety
  G) Digital Citizenship
  H) Logging on to computers
  I) Conducting online searches
  J) FUSD website, including accessing school sites
  K) What the following items mean/do: Remind app, Q, social media
  L) How to do a survey using a link
  M) How to do a survey using QR code

  2.5 hours total

- Session 2:

  A) Logging on to computers
  B) Accessing MS Teams
  C) Accessing Email
  D) Writing an email in proper format
  E) Sending an email with attachment
  F) Calendaring events using MS Outlook
  G) Discussion about time school engagement (whether at home or at work) – limiting distractions, limiting background noise, using school time as "sacred" time

  2.5 hours

- Session 3: Microsoft Word functions (2.5 hours)

  A) Writing a letter on Word in block style (including date, name, etc.)
  B) Highlighting, underlining, centering a section
  C) Searching for a picture and adding to the document
  D) How to save on "Documents," and "USB Drive"
  E) Emailing Word document as attachment
  F) Sending pictures from telephone to email
  G) Practice writing on Word, include picture, send as email
  H) More practice answering surveys

  2.5 hours

- Session 4: Microsoft Excel basics (2.5 hours)

  A) Making list on Excel
  B) Naming two tabs
  C) Centering in blocks
  D) Adding color to blocks
  E) Adding columns and rows
  F) Creating weekly calendar on Excel
  G) Adding figures in a block
  H) Saving document
  I) Creating a new document and using it to create a graph

  2.5 hours

- Session 5:

  A) Answering a survey
  B) Assessment
  C) Opening and creating Power Point presentation on why education makes a difference, including slides on goal setting, time management, and organization
  D) Putting pictures in Power Point presentation
  E) Saving presentation & sending as attachment via email

  2.5 hours

Staff Survey

October 2020 (using Forms)

How important is it for our students to know how to send emails from their personal accounts?

88% rated this a 5 out of 5

How important is it for our students to know how to use their school email accounts?

82% gave it a 5 out of 5

How often do you use students' personal email accounts (on ASAP) to send emails?

12% daily, 29% weekly, **41% every-so-often**, 18% never

How often do you use students' school email accounts to send emails?

6% daily, **47% weekly**, 18% every-so-often, 29% never

How important do you think it is for us to talk to students during our Digital Literacy session about **being good digital citizens**?

94% rated this 4 or 5 out of 5

How important do you think it is for us to talk to students during our Digital Literacy session about **internet safety**?

88% rated this 4 or 5 out of 5

How important do you think it is to teach students to use Microsoft Teams?

76% rated this 4 or 5 out of 5

Do you use Microsoft Teams for your FAS classes? **24% said yes**

Staff Survey, continued

We are going to show students how to send an email in the proper format and have them practice. How important is it for them to know how to include an attachment?

88% rated this a 4 or 5 out of 5

How important is it for our students to know how to create a basic Microsoft Word document?

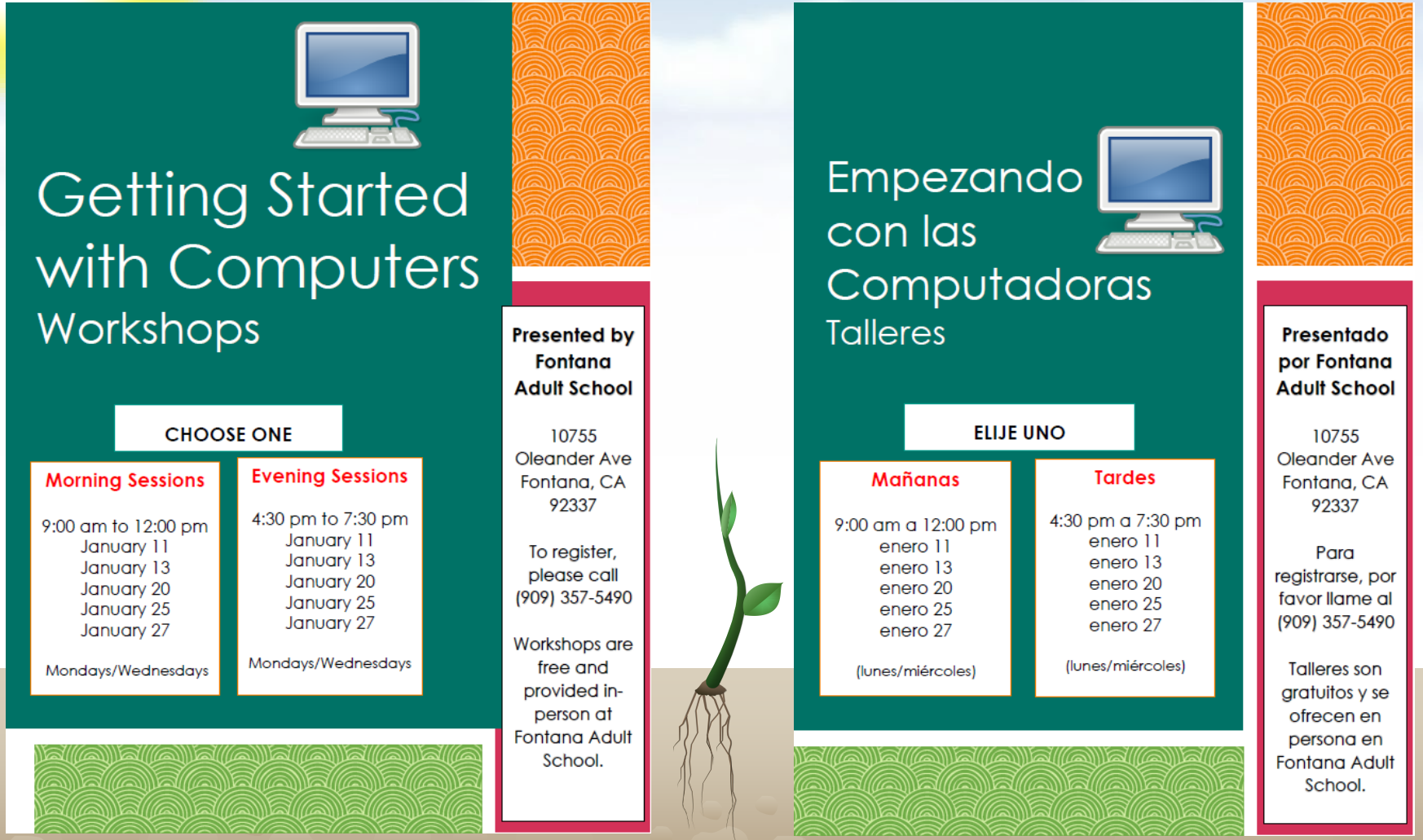
88% rated this a 4 or 5 out of 5

We are going to talk to students about time management, goal setting, and organization. We are also going to go over the website, talk about POST CASAS TESTING, Remind.com, and accessing Zoom.us….comments

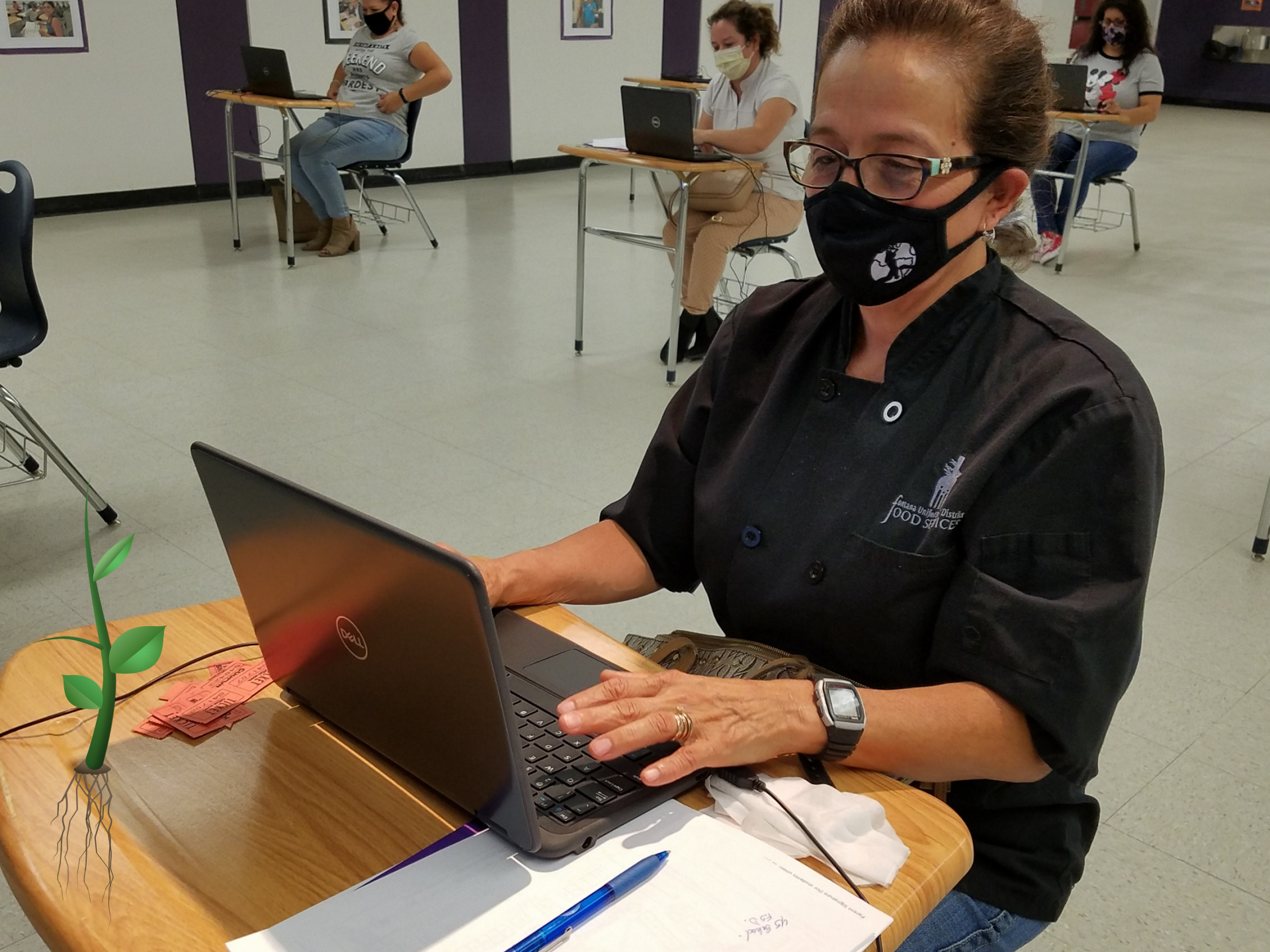
- Concerned about number of topics and whether can go in-depth
- How to use a computer (maximize/minimize windows, right-click, find taskbar/start menu, open/close a program
- Computer basics like setting up split screens or multiple screens
- We need to use school email account more frequently and students need to access it
- Teach how to use google voice
- Not all of us use Remind, class dojo, TEAMS, etc so focus on emails
- Canvas-accessing the link using their school email. Following the email directions.

Flyers

We planned to offer workshops to interested parents at school sites. However, due to COVID restrictions it became necessary to hold all workshops on our campus.



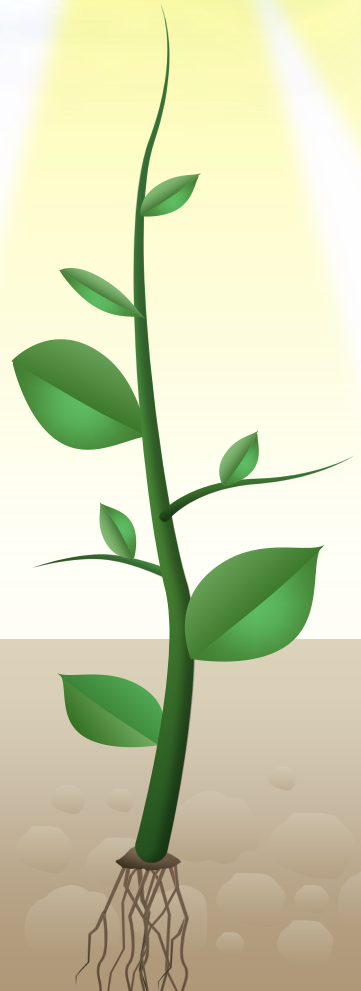
Based on the success of the initial workshops, additional workshops were scheduled for February and March 2020.



Getting Started With Computers

Link to PowerPoint for entire workshop

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/EQHRXhgZ7XVNjJNSGXgXBb8BGMLnRL4I75yNPCDAZWHEnw?e=RxFwgT



LOGGING IN USING FUSD COMPUTERS

USERNAME: AE _ _ _ _ _ _ _

PASSWORD (sample): MM DD YYYY

GETTING INTO MICROSOFT OFFICE

1) Go on the internet.
2) In the URL, type www.fusd.net
3) Go to "For Students."
4) Click on Office365.
5) Type username AE_____@students.fusd.net
6) Type password.
7) Here, you have access to Teams, Outlook, Word, Excel, PowerPoint, etc.

GETTING INTO IXL ACCOUNT

Username _____

Password _____

Getting Started With Computers

Link to CASAS Literacy Practice Questions 1-4

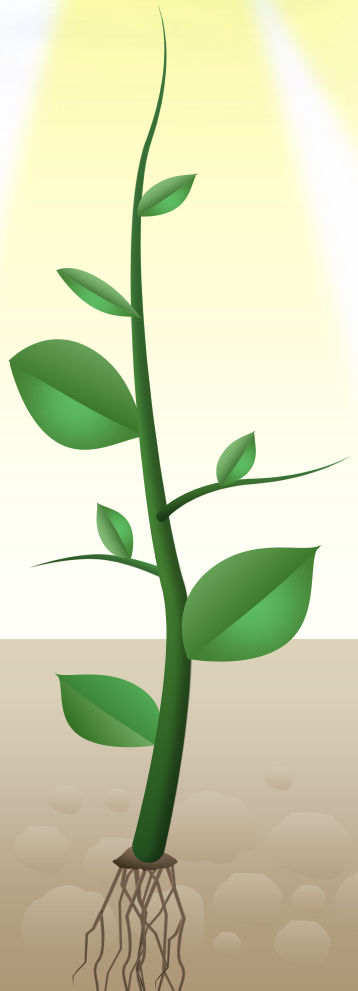
https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/EZzhuoOrgXpGkmgStA1Si9kB3xX4ilbs6z5THiYBKPflbg?e=N73fxw

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/ERYa8GuxWBNOoFWkzvdwugcBLQlTinuWigJR2Ny2qRTYDw?e=MafcJJ

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/EbnFl0GxmiZEieSHP8sQ2d8B8ocz0lzJcOsrXVQcH0qjng?e=swpEtn

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/Eb8rbvRRApNPgJ6dNrspPNEB_GDXZ9U1UIuTr7hju6zJxA?e=eV7Gwf

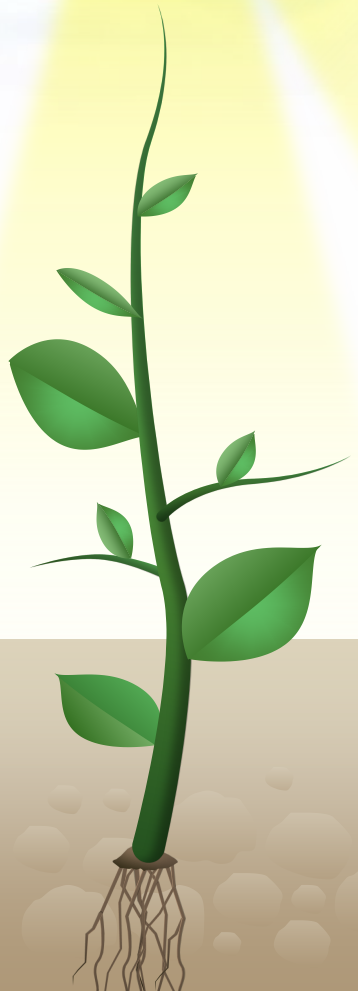
Getting Started With Computers



Link to additional items needed for Session 1

https://testfusd-my.sharepoint.com/:f:/g/personal/gleacg_fusd_net/EhjG6mjtkS5OsR2wFww8F38BrW3_HRIp2tRBQkFTXGgzJA?e=1beGzj

Getting Started With Computers



Link to additional items needed for Session 2

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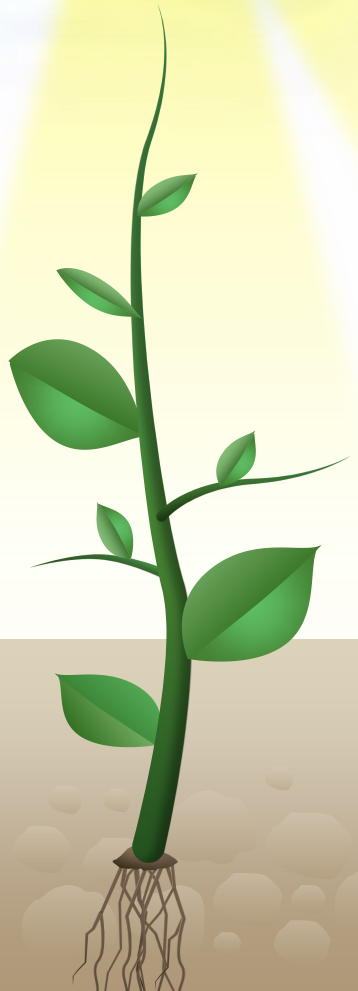
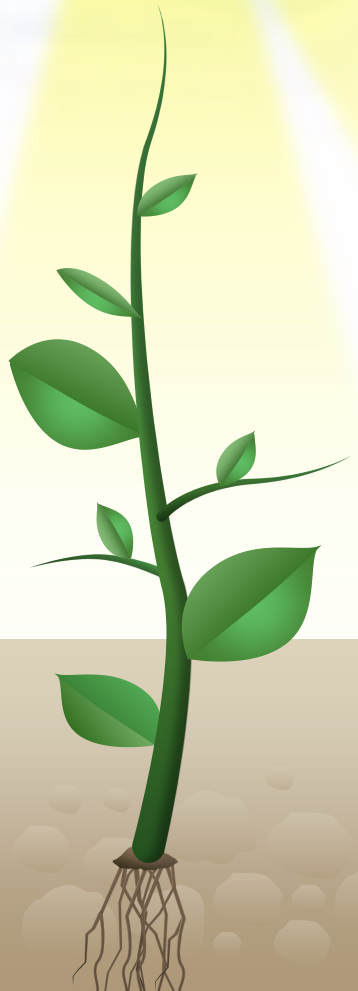
Getting Started With Computers



Link to additional items needed for Session 3

https://testfusd-my.sharepoint.com/:f:/g/personal/gleacg_fusd_net/Erj1AM0x7CxFrUqO3T_fy3ABd4eTLL-nVmmDheNCfz93vw?e=h1OLiX

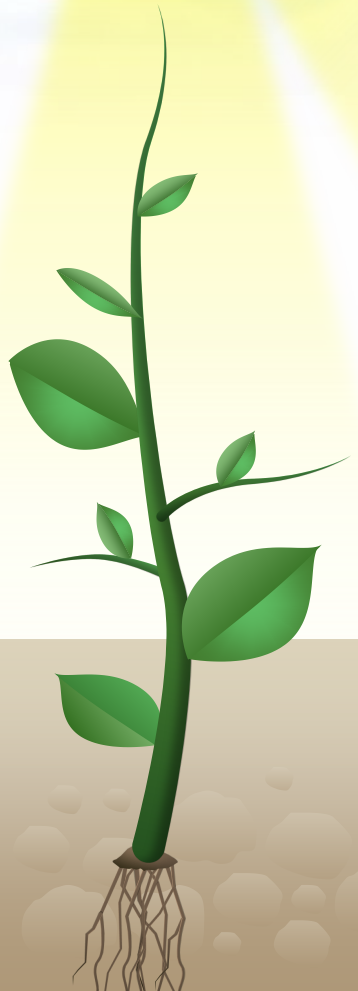
Getting Started With Computers



Link to additional items needed for Session 4

https://testfusd-my.sharepoint.com/:f:/g/personal/gleacg_fusd_net/Etc8x-mFbMZBj2WfQMsRYfgBQ3cIysgZ0gNcYOzk82jJxg?e=vVuaTM

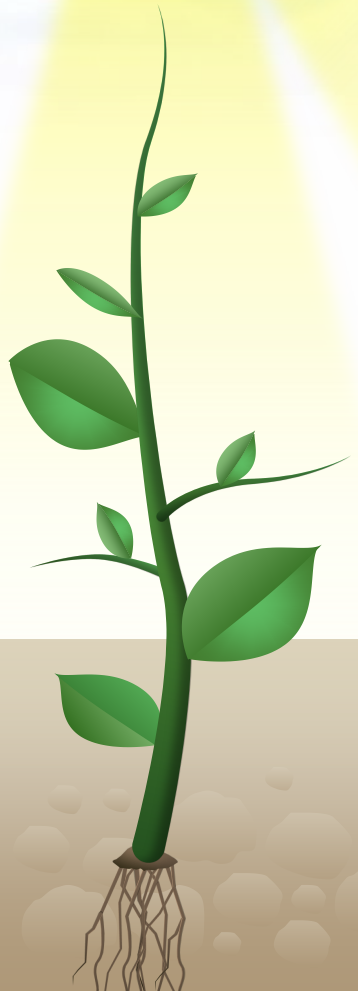
Getting Started With Computers



Link to additional items needed for Session 5

https://testfusd-my.sharepoint.com/:f:/g/personal/gleacg_fusd_net/Eh-b3MyXQAFJoelUfz34LD4B2gT_9LP5XLOV6zgD0k1jng?e=YXaJkT

Getting Started With Computers



Workshop Stats:

- Between November 2020 and June 2021, we held **20 workshops**. 66 completed morning workshops and 86 completed evening workshops. 58 repeated the workshop. (2 days per week-3 hours per day-5 days or **15 hours total**)
- Fall 2021 6 workshops were scheduled. All workshops are in the morning. Students choose either MW or TTh to allow them to participate in additional classes. (2 days per week-2 hours per day-9 days or **18 hours total**). Business Pathway courses are in the evening.

Future Considerations:

- Use a skills checklist and pre- post-survey using Forms to measure growth.
- Use workshop to market the Business Occupations Pathway
- Track number of people who sign up for other classes in the Business Occupations Pathway following workshop participation.

Opportunities for Continued Growth

CAREER & TECHNICAL EDUCATION
Career Connected Learning for All Students

Fall 2021

FAS Fontana Adult School
Home of the Night Owls

Fontana Adult School
10755 Oleander Ave. Fontana, CA 92337
(909) 357-5490

OFFICE HOURS
Mon - Thurs
8:00am — 4:00pm
(Best to arrive by 3:00pm)
Friday
8:00am— 12:00 pm
(Best to arrive by 11:00 am)

Work toward your Career Pathway

Entrepreneur Pathway
Business Office Pathway
Education Pathway
Interpreter-Translator Pathway

Optional for

Medical Pathway

COMPUTER BUSINESS APPLICATIONS
Start Date: August 16, 2021
End Date: December 8, 2021
Day: Monday and Wednesday
Time: 6:00 pm – 8:00 pm

KEYBOARDING/COMPUTER BASICS
Start Date: August 17, 2021
End Date: December 9, 2021
Day: Tuesday and Thursday
Time: 6:00 pm – 8:00 pm

OFFICE OCCUPATIONS
Start Date: August 17, 2021
End Date: December 9, 2021
Day: Tuesday and Thursday
Time: 6:00 pm – 8:00 pm

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

FAS Fontana Adult School
Home of the Night Owls

BUSINESS OFFICE PATHWAY
Checklist
Revised 2/11/2020

Fontana Adult School

To earn a certificate of completion in the Business Office Pathway, you will need to fulfill the following pathway requirements:

Pathway Requirements	Completed (Record Date Completed)
Core Requirements	
Keyboarding/Basic Computer Skills	
Computer Business Applications (at least 15 WPM required to enroll)	
Office Occupations (at least 15 WPM required to enroll)	
Work Experience	
Demonstrated ability to type 35 or more WPM	Attach 3 consecutive test scores done during the last month.
At Least One Resume Builder:	
• Intro to Business and Finance • Entrepreneurship • Financial Algebra • Customer Service • Translator-Interpreter • Medical Insurance Billing & Coding • Digital Photography OR Digital Media	
Recommended for ESL Students	
Oral Communications or Customer Service	

When you have completed all requirements for your certificate, please turn this form in to the Administration Office. Please allow three weeks for processing. The office staff will contact you to give you the status and let you know when you can receive your certificate.

Student Name: _____ Signature: _____

Student ID: _____

Date Received:	*Approved By:*	*Date Approved:*	*Scheduled Award Date:*

Presentation March 3-5, 2021

OTAN Technology and Distance Learning Symposium
by Dr. Ruzanna Hernandez

https://testfusd-my.sharepoint.com/:p:/g/personal/gleacg_fusd_net/EYK6giLpjmJNkkSrwEB4CaYB3RI2T0jOLyV_Cl_lYob9ng?e=RDgWc6

Contact Info

Cynthia Gleason
Cynthia.Gleason@fusd.net
909.357.5490