



# A CASAS eWORKs Recipe

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CASAS eWORKs has a lot of ingredients that can be used in various ways.

How would I do it if I was coordinating or teaching an eWORKs program at my school or organization?

This recipe is one way to use the program. Like any recipe, anyone is free to modify to suit their own needs.

Please note:

Slides numbers mentioned here refer to slides in the Implementation Training slide deck located on the CASAS website on the eWORKs resources page. Slides in the slide deck provide more information on how to carry out the specific step.

## **THE MAIN DISH:**

### **Before Class 1.**

- Set up a standalone eWORKs-only class that meets for 1-2 hours a week and invite students from other classes to enroll in it, and/or
- Identify teachers who will incorporate eWORKs activities for 1-2 hours a week into their existing classes.
- (The following steps apply to me and/or other teachers I'm assisting)
- Be sure Teacher Portal accounts have the eWORKs features (graduation cap icon, etc. on the student list.) Slide 19.
- Confirm all students have a reading score of 217 or higher. Slide 16.
- Enroll students in eWORKs and Alignmark. Slides 18-20.

**Class 1.** In computer lab or in classroom with laptops or tablets.

- Send portal invites to students via text and email to create Student Portal accounts. Slides 22-26.
- If system says they have an account already, use *forgot password* link to reset.
- If system says invite cannot be sent or if student doesn't receive the invite, try sending the invite by email only. If still unsuccessful, someone with AGENCY LEVEL ACCESS in TE needs to go to Organization>Student Portal - and click the boxes for sharing Demographic Information. They should also check Share Contact Information and then hit Save at the bottom.
- Show students how to go to eWORKs portal, Alignmark portal and take assessments. Slides 28-37
- Show example of eWORKs certificate. Inform students they earn a certificate when they take both soft skills assessments. Slides 76-77.

## Homework

- Do Customer Care and Personal Qualities assessments. Slides 33-35

## Before Class 2

- Generate certificates for students who took both soft skills assessments. Slides 74-77

## Class 2. In computer lab or classroom with laptops or tablets.

- Deliver certificates
- Show students how to see their eWORKs profile (slides 37-41), online courses and development plan.(Slides 51-57)

## Homework

- Read eWORKs profile, note soft skills scores.
- Take online courses in skills where score is low.
- Read Development Plan, suggest a timeline for completing the activities suggested in Development Plan.

### **Class 3.** In class

- Review Development plan timeline with students one-on-one

### **Homework**

- Work on activities in Development Plan

## **Before Class 4**

- Look at students' eWORKs profiles (Slides 44-47), note skills where numerous students scored low.
- Use Discussion Guide Index (Slides 68-70) to select scenarios in Discussion Guide to address skills noted above

## **Class 4. In class**

- Lead discussion of selected scenarios in Discussion Guide

## **Classes 5 and beyond**

- Repeat discussions of scenarios as needed
- Generate updated certificates when available

## **Homework**

- Continue on activities in Development Plan
- Retake soft skills assessments when ready



## **If student wants to pursue Capstone Certificate (Slides 78-79)**

- Student requests to retake reading test if needed
- Student request to take/retake math test as needed
- When levels of reading, math, customer care and personal qualities are 5 or more, student requests to take Problem Solving and Critical Thinking assessments
- Teacher administers tests as requested (Slide 80)
- Teacher generates Capstone Certificate when all Problem Solving and Critical Thinking assessments are passed (Slide 81-82)

## THE GRAVY

Additional activity I would do throughout the year:

- Engage local businesses with eWORKs survey (Slides 83-84).
- Reach out to:
  - Local school districts
  - Chambers of commerce
  - Local workforce providers, One-stops, etc.
  - Unions

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