

NALA Webinar:  
Remote Working with Adult Literacy Groups  
3rd April 2020

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**NALA**

**National Adult Literacy Agency**

**Áisíneacht Náisiúnta Litearthachta do Aosaigh**

# Outline for Webinar

## Connect Remotely

Just Phone  
FreeConferenceCall.com  
Cisco WebEx  
Zoom  
Google Hangouts  
Microsoft Teams

## NALA Resources

Newsletters  
Learn with NALA  
Tutor Resources  
Learn with NALA Over  
the Phone

## Resources

Learner has Resources  
Facebook Live  
Spotify, YouTube, Audible  
Free Sites

## Other Tools

Google Docs  
Vocabulary.com  
Screenpresso  
iPad Screen Record  
YouTube Channel

# Literacy Learners

## Considerations

- Plan remote learning that suits your learners and has been agreed with your Centre/Organisation.
- Access to Broadband
- Access to mobile phone or landline phone.
- Learner may have a smart phone / tablet / laptop but need assistance to join a video call.
- Some may have an email for your Centre's Domain.
- During isolation our learners
  - Have time to work on their literacy and computer skills.
  - May welcome the distraction of a regular class call and the companionship of their familiar classmates.
  - Improved technology skills will help them to remain informed and give them greater communication avenues with family and friends.
  - Family members and friends that usually assist them with online activities may not be visiting. A class may give them the confidence to complete tasks independently.
  - Many websites, applications and games are a welcome distraction in a long day.
  - Your engagement with learners will give continuity to their learning and confirm their attendance when centres reopen.
- There are various connection options – Keep it Simple to start with.

Connecting

# One to One Learners

## Connect on a one to one phone call.

- Set a weekly time to suit learner and tutor.
- If possible send a text reminder 30 minutes prior to session.
- Determine if learner has the resources to access email and documents on line.
- Continue to plan sessions with tasks, times and dates clearly set out - even if it is only 1 week at a time
- **Plan** around the learner needs
- **Design** a learner centered session
- **Build** resources to adapt to new teaching method
- **Run** the session and get everyone involved in the teaching and learning
- **Review** how you got on and amend accordingly
- **Track** progress

# Telephone Conference

Suits learners that do not have access to wifi, devices or technical knowledge for video calls.

1. Register as a Host
2. Invite attendees to meeting via Phonecall, SMS or eMail.
  - **Please dial in to our Conference Call on Monday 30<sup>th</sup> March from 10am to 11am. To enter this Conference Call please dial (01) 437 3270 and when asked for an Access Code enter 999999#.**
3. At the scheduled time, all dial-in number and enter the access code followed by the hash key (#). If you are the host, press star key (\*), then enter the host PIN followed by the hash key (#).



Free Conference  
Call Document

## Your Account Information

Dial-in number:	 Toll <a href="#">(01) 437 3270</a>
International dial-in numbers:	<a href="#">View Numbers</a>
Access code:	999999
Host PIN:	9999
Online meeting ID:	Your Name
Playback number:	 <a href="#">(01) 437 3271</a>

# New to Conference Calls? Some Tips.

1. As a Host schedule the call and adhere to the times.
2. Enter the call early, giving others three to five minutes to join.
3. Introduce yourself. Ask everyone to introduce themselves making it clear to everyone who is in attendance. Make a note of attendees names to address them during the call.
4. Be prepared with a set agenda and stick to it.
5. Ask attendees to turn off or mute any background noise if possible (e.g. radio, laptop).
6. To eliminate static or echo, press \*5 to mute all participants. Let participants know that they need to press \*6 to unmute their line.
7. As host frequently ask each in turn by name for their thoughts/opinions.
8. Be patient giving the attendees an opportunity to speak.
9. At the end thank everyone for joining and for their input.
10. As Host be the last to leave.



# Cisco Webex

- Now available free for 90 days.
- Offers a full range of features including calling in from a landline or non smart phone.
- As a Host, download and install Cisco Webex Application.
- Sign up – See details in screenshot.
- Schedule meeting and send invites.



## PAULA O'Connor's Personal Room

<https://meetingsema8.webex.com/meet/poconnor>

[More ways to join](#)

Meeting Number: 142 643 733

### Join by video system

Dial [poconnor@meetingsema8.webex.com](mailto:poconnor@meetingsema8.webex.com) and enter your host PIN 2098.

You can also dial 62.109.219.4 and enter your meeting number.

### Join by phone

+353-153-39982 Ireland Toll

+353-1526-0058 Ireland Toll 2

Access code: 142 643 733

Host PIN: 2098

[Global call-in numbers](#)

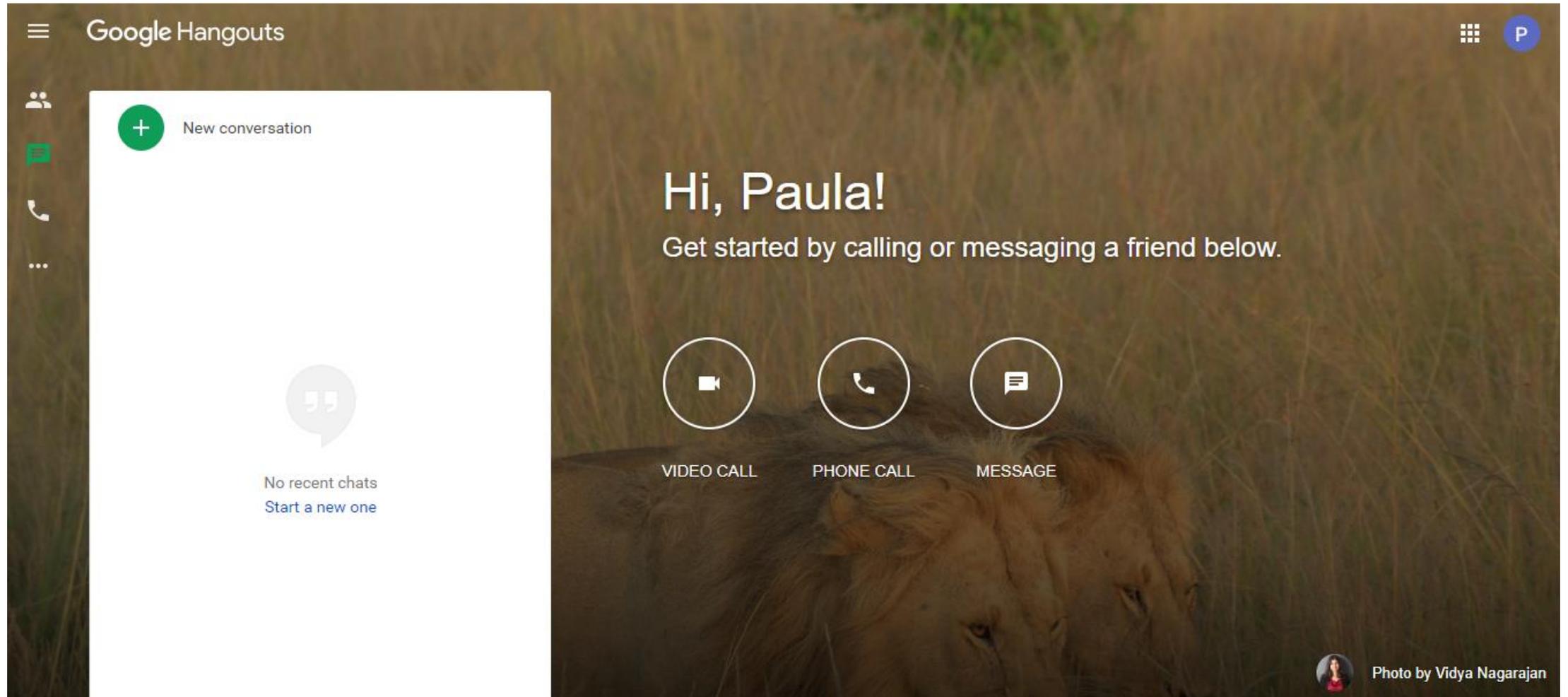
# Zoom

- Video conferencing application
  - Works on all devices
  - Easy to use
  - Zoom account not required to join a call as a participant
  - Basic Personal Package is Free – 100 participants, limit to 40 minutes.
  - Good to introduce learners to this as they may use it with family.



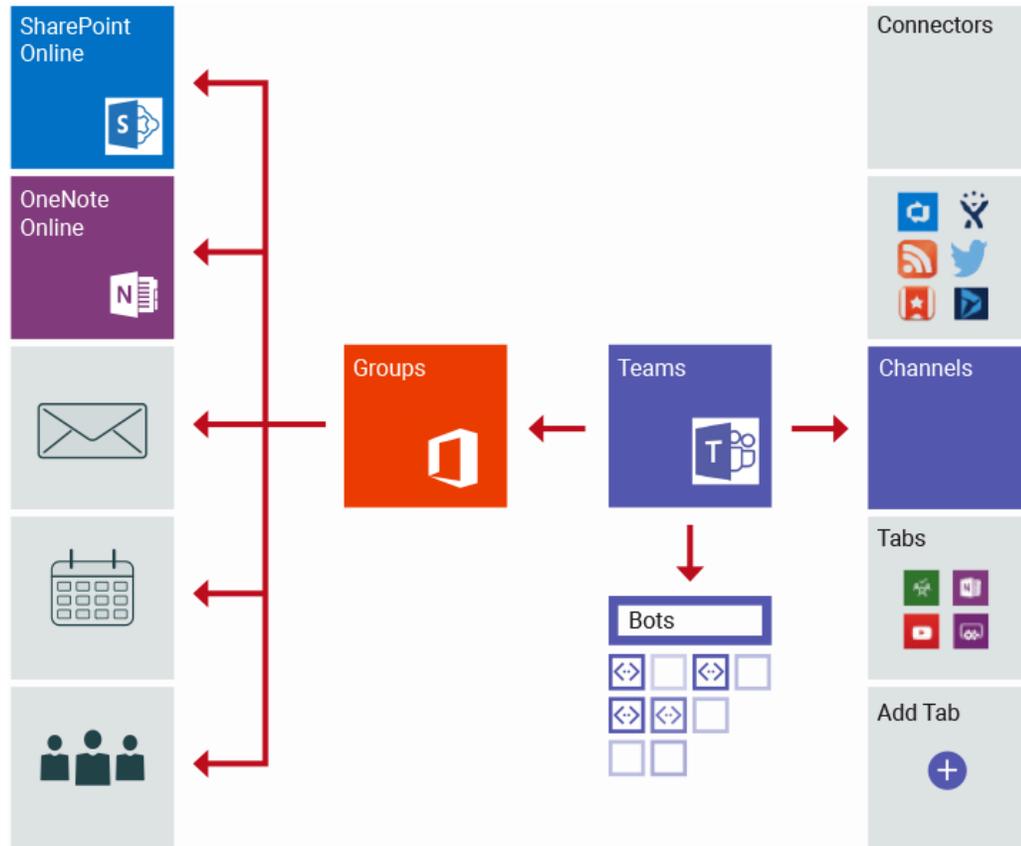
# Google Hangouts

<https://hangouts.google.com/>



- **Up to 150 People in a Discussion Call.**
- **Up to 25 People on a Video Call.**

# MS Teams



- Suitable when learners have emails within your Domain.
- Offers a host of features such as video, file sharing, screen sharing, assignments, grading etc.

# Resources

# NALA Resources – Monthly Newsletters

- NALA Monthly Newsletter
  - Topical content with complimentary written exercises.
  - <https://www.nala.ie/publications/?category=literacy-and-numeracy-workbooks>

 <p>Distance Learning Service</p>	<h2>The Distance Learner</h2>	 <p>NALA National Adult Literacy Agency Aicreacht Náisiúnaí Liteartha de Aosigh</p>
EDITION 65 April 2020		
<p><b>COVID-19</b></p> <p>Coronavirus or COVID-19 is now in almost every country in the world. It has been declared a pandemic by the World Health Organisation. A pandemic is the name given to a disease that spreads across the world. A vaccine or a treatment for this virus still not available. Scientists are working hard to develop a vaccine and a treatment however, it will be some time before something is available.</p> <p>Although most of us who get the virus should make a complete recovery, some people will have more serious effects, and some will die. Older people and people who already have health issues, people undergoing cancer</p>	<p>of breath, difficulty breathing).</p> <ul style="list-style-type: none"><li>• Before and after being on public transport or in a crowd (especially an indoor crowd).</li><li>• When you arrive and leave buildings including your home or anyone else's home.</li><li>• If you have handled animals or animal waste.</li><li>• Before and after having a cigarette or vaping.</li><li>• After using the toilet.</li></ul> <p><b>Do not touch your eyes, nose or mouth</b></p> <p><b>Do not share objects that touch your mouth –</b> for example, bottles, cups, forks, spoons.</p> <p><b><u>Symptoms of coronavirus</u></b></p>	

# NALA Resources – Learn with NALA

## Learn online

### Learn online with NALA

**Learn with NALA** is a new website that will help you improve your skills and get a qualification if you want to.

See <https://courses.nala.ie/> for more information

Our old e-learning website **WriteOn.ie** is no longer available and it is closed for all assessment and certification.

If you have any questions about our new website or WriteOn.ie please contact us on 1800 20 20 65.

Learn with NALA



- Learn with NALA replaces Writeon.ie
- Learn with NALA is now live
  - Four Level 2 Modules with more to follow shortly
  - <https://youtu.be/iCEcEy3upAU>
- Continue to register Centres for Learn with NALA

# NALA Tutor Resources

- A wealth of resources available to all.
- Search by Subject, Award, Level and Resource Type.
- <https://www.nala.ie/tutors-archive/>

## Subjects

- English (957)
- Work (36)
- Maths (102)
- Personal Development (93)
- Technology (106)

## Levels

- Level 2 (1145)
- Level 3 (149)

## Resource Types

-  Worksheet (913)
-  Video (381)

# NALA Publications

- Download any of NALA Publications

<https://www.nala.ie/publications>

[← Back to list](#)



## Better handwriting for adults

Our writing changes as we grow and we develop our own style. We have written this magazine for adults who would like to improve their handwriting, adults who don't write often or are unhappy with the way their handwriting looks. We hope that you find our tips and ideas useful, and that you will soon be comfortable with your handwriting, whatever your style!

[Download](#)

**Category:** Literacy and numeracy workbooks

Learn with  
NALA Over  
the Phone

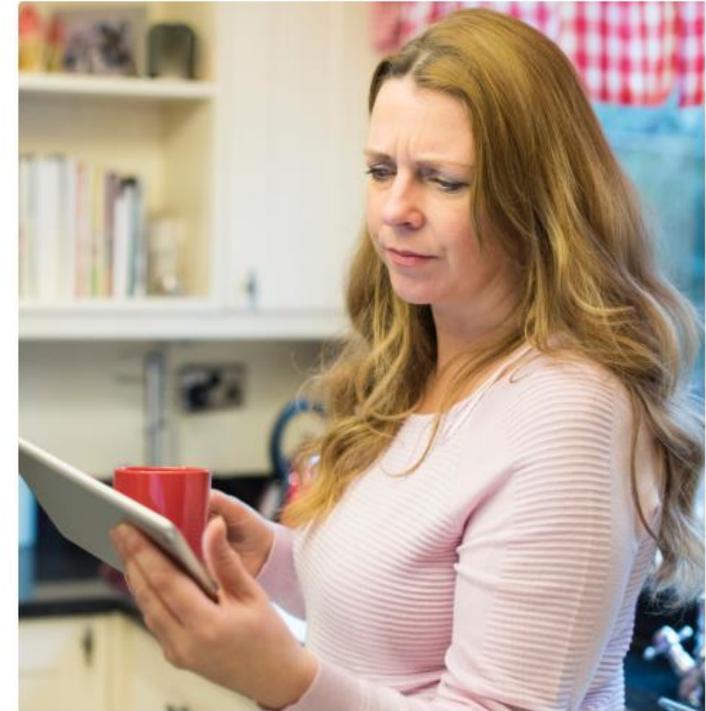
NALA's Distance Learning Service

## Free student 1-to-1 support

We have tutors on the phone that can help adults with:

- ✓ Reading, writing and spelling
- ✓ Maths and technology
- ✓ Filling in forms
- ✓ Helping kids with homework

**Freephone 1800 20 20 65**



# Other Resources

# Resources Learner has at Home

If possible email resources, keep brief as learner may not have use of a printer.

Use resources the learner already has –

- “Come Together. Write Now.” Postcards from An Post sent to each household.
- Covid-19 document sent to each household.
- Online application for COVID-19 Pandemic Unemployment Payment.
- Local newspapers.
- Books or magazines



## Come Together. Write Now.

Over the coming days An Post will be dropping postcards to your homes that you can send anywhere in Ireland for free. Let your loved ones know you're thinking of them, reconnect with friends or strike up that conversation you want to keep going. The written word is a powerful thing, so embrace it and come together.

*@HomeSweetHome*

*1<sup>st</sup> April 2020*

*Dear John & Mary,*

*I hope this card finds you in good health.*

*I guess you are cocooning, as I am.*

*Paddy is taking great care of us.*

*I pray that we will meet again very soon.*

*Lots of love,*

*Annie and Martin*

Postcard

*John & Mary Smyth,*

*New Road*

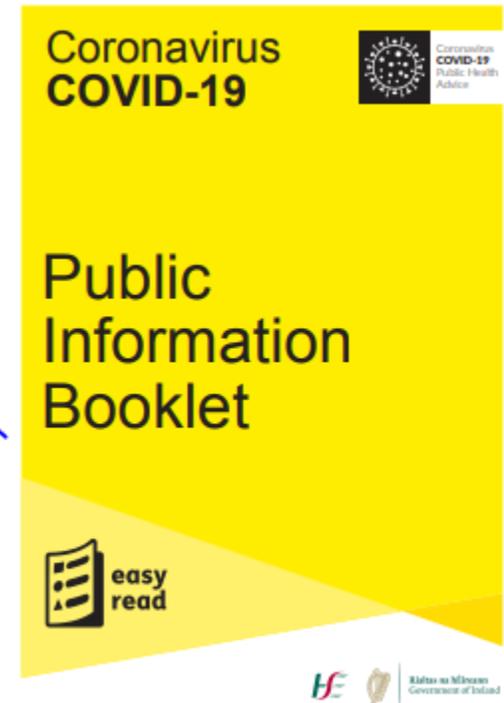
*Newton*

*Co Galway*

*H99 R99A*

# Covid-19 Information Booklet in each home.

- <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>
- Each learner will have the Covid-19 Information Booklet, compiled by the HSE and distributed to each household in Ireland by An Post.
- For our ESOL learners this document is available online in many languages.



# Other Tools

# Facebook Live

- Introduce your learners to Facebook Live as it has wonderful content. Watch live or on playback. Follow artist to be informed of live events.
  - Artists doing concerts while they self isolate
    - Paul Brady
      - [https://www.facebook.com/pastorpaulbrady/live\\_videos/](https://www.facebook.com/pastorpaulbrady/live_videos/)
  - Yogis offering free yoga and meditation classes
  - Chefs doing daily cookery demonstrations
    - Jamie Oliver
      - [https://www.facebook.com/jamieoliver/live\\_videos/](https://www.facebook.com/jamieoliver/live_videos/)
  - Joe Wicks, the Body Coach – Workout at 9am Weekdays
    - [https://www.facebook.com/JoeWicksTheBodyCoach/live\\_videos/](https://www.facebook.com/JoeWicksTheBodyCoach/live_videos/)



Good companions when in isolation.

## Spotify

Listen to millions of songs for free.

<https://www.spotify.com/ie/>



## YouTube

For Music Videos, How to, Comedy etc

<https://www.youtube.com/>



## Audible

• <https://www.audible.co.uk/>

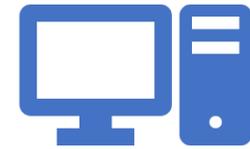
• Audible to listen to audio books. 30 Day free trial. Your first book is free. Many books are free.

# Other Suggested Resources

- Kahoot <https://create.kahoot.it/login>
- Padlet <https://create.kahoot.it/login>
- Quizlet <https://quizlet.com/en-gb>
  
- eCollege <https://www.ecollege.ie/>
- Alison.com <https://alison.com/>
- Future Learn <https://www.futurelearn.com/>
  
- ESOL Materials Ireland  
<http://esolmaterialsireland.com/>
- ESOL Courses <https://www.esolcourses.com/>
- ESOL One Stop English  
<http://www.onestopenglish.com/esol/>

# Free Passtimes

- **eLibrary - Irish public libraries provide all users with a wide range of free online services including eBooks, audiobooks, eMagazines, online courses and online newspapers. Use your Library ID and PIN to access.**
  - <https://www.librariesireland.ie/elibrary>
- **12 World-Class Museums You Can Visit Online**
  - <https://www.mentalfloss.com/article/75809/12-world-class-museums-you-can-visit-online>
- **World Theatre Day**
  - <https://www.world-theatre-day.org/mainevent.html>
- **Dublin Zoo Webcams**
  - <https://www.dublinozoo.ie/animals/animal-webcams/>



# Other tools for Remote Learning



Google docs – Share a Google Document with class and all learners can edit it simultaneously.



Use Vocabulary.com to assign spelling activity to one or many learners.



Use Screenpresso to screen record with voice on MS Windows. Make short 'how to' videos.



iPad also offers screen recording with voice.



YouTube Channel could be used to distribute videos or email videos.

# Share a Google Doc, all to edit simultaneously

The screenshot shows a Gmail interface with an invitation email from Vocabulary.com. The email content is as follows:

**vocabulary.com**

Hello,

A Vocabulary.com user named **Over&Out** has invited you to join a class:

**Webinar 5**

This will give Over&Out access to view all your activities on Vocabulary.com during the class period from May 17, 2019 until May 27, 2019.

If you'd like to join the class, click the button below:

[Join the Class](#)

Thanks for your support,  
The Vocabulary.com Team

Words define us. <sup>SM</sup>

Screenpresso.com

The Gmail interface includes a search bar, a left sidebar with folders (Inbox: 317, Starred, Snoozed, Sent, Drafts: 10, Class, Class1, Project X: 2, Paula: +), and a bottom status bar with icons for a person, a notification, and a phone.



- Tutor and Learner Logins.
- Free or Paid.
- Create Classes with one or more students.
- Build Lists of Words.
- Assign Lists to Classes with Spelling Bee.
- Learner receives a link to log in to Spelling Bee activity.
  
- Progress is shared with Tutor who can monitor classes.
  
  
- Also use it for definitions of words – App for iPad and Android.

Vocabulary.com

# Tutor using Vocabulary.com

The screenshot shows a web browser window with the URL <https://www.vocabulary.com/account/classes>. The browser's address bar and tabs are visible at the top. The main content area has a dark background and features a navigation menu on the left and a user profile section on the right. The user profile shows a score of 9,075 for the 'Over&Out' challenge. The navigation menu includes sections for 'For Everyone', 'For Educators', 'Help', 'Leaderboards', 'Connect', and 'Our Story'. The user profile section includes options like 'Log Out', 'My Profile', 'My Classes', 'Assignments & Activities', 'My Lists', 'Find a List to Learn...', 'Create a New List...', 'My Progress', 'Words I'm Learning', 'My Trouble Words', 'Words I've Mastered', 'My Achievements', and 'My Account'.

Browser tabs: M Inbox (1,503) - pa... x | M Inbox (1,503) - pa... x | M Inbox (317) - paul... x | Spelling Bee - Pos... x | My Account : Voca... x | My Account : Voca... x | My Account : Voca... x

Address bar: <https://www.vocabulary.com/account/classes>

Browser tabs: Apps | The Perfect Elevator... | Learners | https://nala.secure.f... | NALA DLS - Home | Tutor | elevator pitch - Yah... | Writeon.ie | Nation... | Computer Skills - K... | Oth...

Navigation Menu:

- For Everyone**
  - Play the Challenge
  - Vocabulary Lists
  - Dictionary
  - Choose Your Words
- For Educators**
  - Educator Edition
  - Plans & Pricing
  - Contact Sales
  - Success Stories
  - Professional Development
- Help**
  - Help Articles / FAQ
  - How-to Videos
  - Webinars
  - Contact Support
- Leaderboards**
  - Vocabulary Bowl
  - Bowl Leaders
  - Today's Leaders
  - Weekly Leaders
  - Monthly Leaders
- Connect**
  - Vocabulary.com Blog
  - Twitter
  - Facebook
- Our Story**
  - Our Mission
  - Team / Jobs
  - News & Events
  - Partnerships

User Profile:

- 9,075 Over&Out
- My Account
  - Log Out
  - My Profile
  - My Classes
  - Assignments & Activities
  - My Lists
    - Find a List to Learn...
    - Create a New List...
  - My Progress
    - Words I'm Learning
    - My Trouble Words
    - Words I've Mastered
    - My Achievements
    - My Account

Footer: <https://www.vocabulary.com/profile/mv> | Screenpresso.com

# Learner using Vocabulary.com

The screenshot shows a Gmail interface with an invitation email from Vocabulary.com. The browser tabs include 'Inbox (1,503) - paula.oconnor...', 'Over&Out invited you to join t...', 'Webinar 5 : Vocabulary.com', and 'My Vocabulary Lists : Vocabula...'. The email content is as follows:

**vocabulary.com**

Hello,

A Vocabulary.com user named **Over&Out** has invited you to join a class:

**Webinar 5**

This will give Over&Out access to view all your activities on Vocabulary.com during the class period from May 17, 2019 until May 27, 2019.

If you'd like to join the class, click the button below:

[Join the Class](#)

Thanks for your support,  
The Vocabulary.com Team

*Words define us.™*

On the left side of the Gmail interface, there is a sidebar with folders: Compose, Inbox (317), Starred, Snoozed, Sent, Drafts (10), Class, Class1, and Project X (2). A yellow error message is visible at the bottom of the sidebar: "Something's not right. We're having trouble connecting to Google. We'll keep trying... This may be caused by network or proxy issues. [Learn more](#). Please try accessing [Hangouts](#) directly. Errors: 302".

# Word Banks

Create Word Banks to use in Vocabulary.com Lists

## Websites

- Collins English Dictionary – Wordbanks – Free 1 Month Trial
  - <https://www.collinsdictionary.com/wordbanks/wordbank-free-trial,72,HCA.html>
- [Enchanted Learning \(US\)](#)
  - <https://www.enchantedlearning.com/wordlist/>

Show all forms of a word – e.g. normal, normally, normalisation, abnormal, paranormal, normality etc.

Note – Document in backup on US/UK Spelling.

# Tutor Creates a List in Vocabulary.com



Advertisement.

EnchantedLearning.com is a user-supported site.  
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Word List](#)

[Country Name Vocabulary  
Word List](#)

[Ways to say "Big" - Vocabulary  
Word List](#)

[Ways to say "Happy" Vocabulary  
Word List](#)

[Adjectives Vocabulary  
Word List](#)

Today's featured  
ANGELSHAR

*Our subscribers' grade-level estimate for this page: 3rd - 4th*



[EnchantedLearning.com](#)  
Vocabulary Word Lists (Word Banks) by Theme

These are lists of K-12 vocabulary words related to various topics.

[Theme Pages](#)  
[Spelling Activities](#)



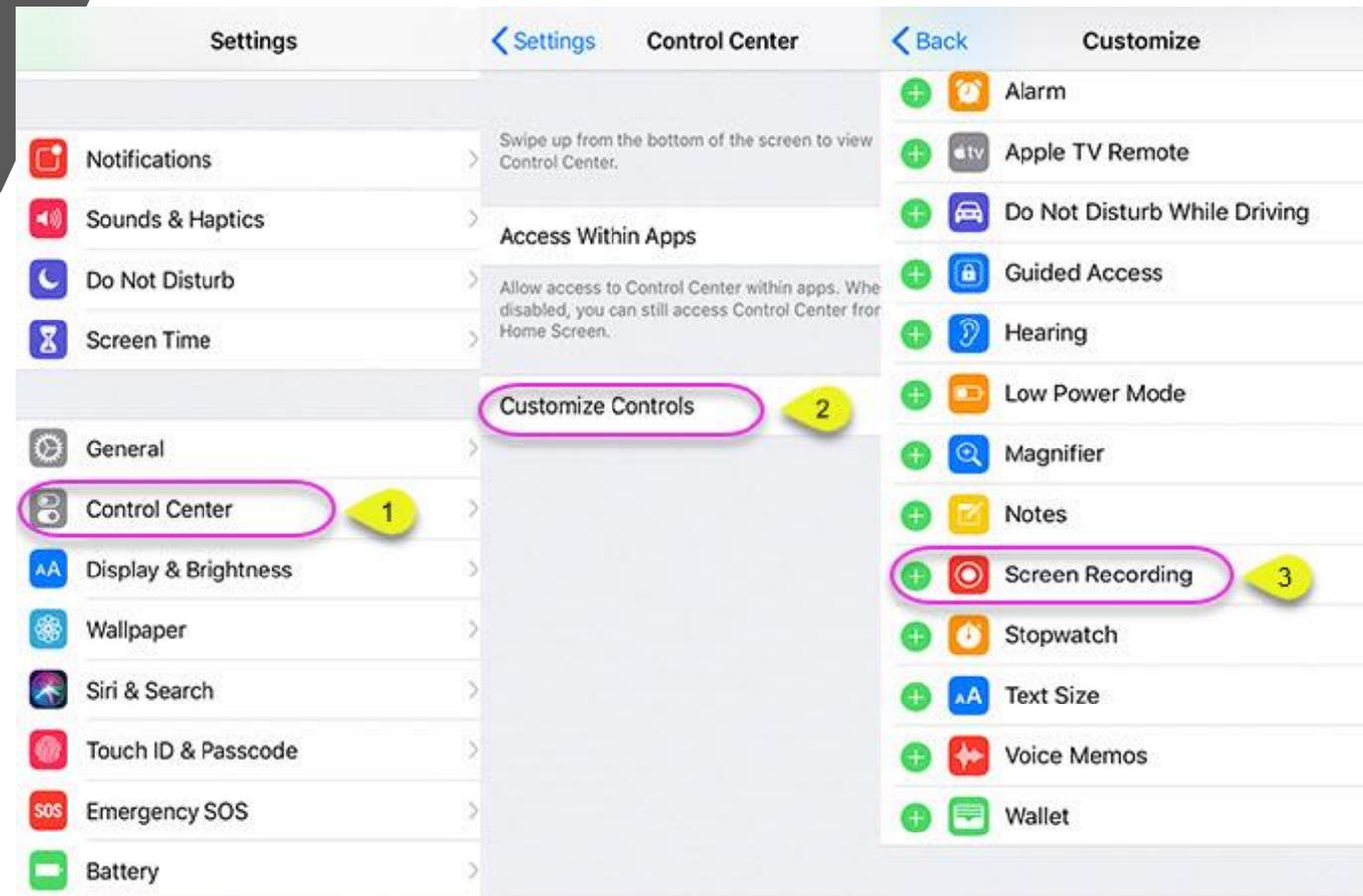


SCREENPRESSO

# LearnPulse's Screenpresso

- Screenpresso captures your desktop in screen images or screen recording.
- Install for free or upgrade to the paid version.
- Used to record videos in this presentation.
- Could be used to record Skill Demonstrations of learners work. For example Internet Skills Learning Outcome 8 “Maintain a personal email account by checking, deleting, archiving, removing and restoring emails and managing contacts list.”
- <https://www.screenpresso.com/download/>

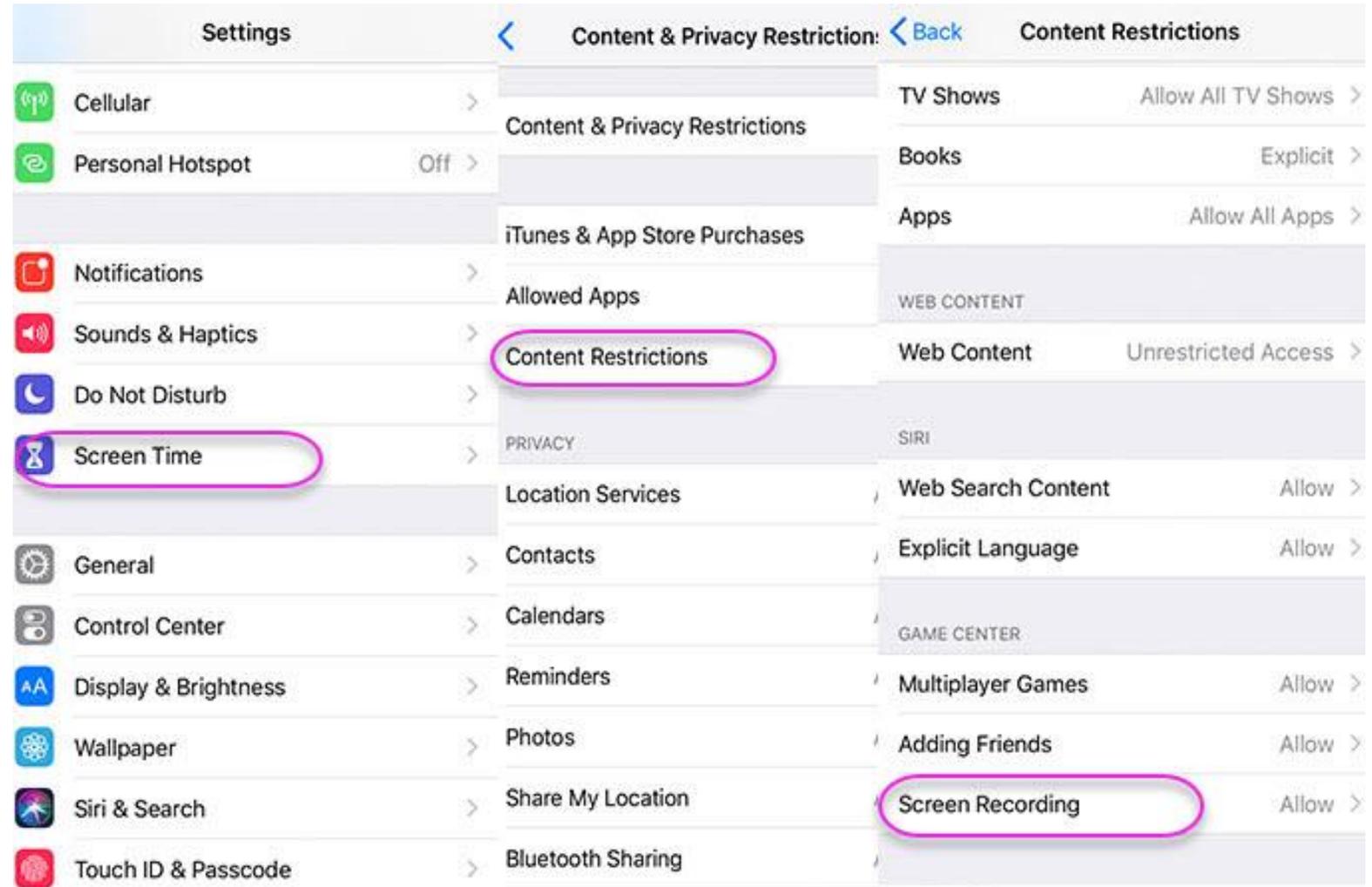
# Screen Recording on iPad - Settings



Make a short video to show and explain how to use an iPad App.

<https://www.apowersoft.com/ios-12-screen-recording-not-working.html>

Make sure  
Screen  
Recording is  
not restricted  
with Parental  
Control





## Record your screen

1. Go to Settings > Control Center > Customize Controls, then tap  next to Screen Recording.
2. [Swipe up from the bottom edge of any screen](#). On iPhone X or later or iPad with iOS 12 or later, swipe down from the upper-right corner of the screen.
3. Press deeply on  and tap Microphone.
4. Tap Start Recording, then wait for the three-second countdown.
5. [Open Control Center](#) and tap . Or tap the red status bar at the top of your screen and tap Stop.

Go to the Photos app and select your screen recording.

Some apps may not allow you to record audio.

# Screen Record on iPad with Voice

Connect Remotely  
Just Phone  
FreeConferenceCall.com  
Cisco WebEx  
Zoom  
Google Hangouts  
Microsoft Teams

NALA Resources  
Newsletters  
Learn with NALA  
Tutor Resources  
Learn with NALA Over  
the Phone

Resources  
Learner has Resources  
Facebook Live  
Spotify, YouTube, Audible  
Free Sites

Other Tools  
Google Docs  
Vocabulary.com  
Screenpresso  
iPad Screen Record  
YouTube Channel

# Recap on Webinar Content

Q & A



# Creating your own Wordsearch

- Decide on the words to be included in Wordsearch and copy them to the clipboard.
- Go to this site
  - <http://tools.atozteacherstuff.com/word-search-maker/wordsearch.php>
- Name your Wordsearch and Paste in your Words
- Decide on settings – default settings are good to start with .
- Create your Wordsearch
- Print or Copy with Snipping Tool into a Word Document.
- Check and complete your Wordsearch before distribution.

# Creating your own Wordsearch - Video

Inbox (1,505) - paula.oconnor@... | Over&Out invited you to join the... | Word Search Generator :: Create... | +

← → ↻ ⚠ Not secure | tools.atozteacherstuff.com/word-search-maker/wordsearch.php ☆

Apps F The Perfect Elevator... G Learners https://nala.secure.f... NALA DLS - Home Tutor Y elevator pitch - Yah... Writeon.ie | Nation... Computer Skills - K... » | Oth

A to Z Teacher Stuff ~ Teacher Resources, Lesson Plans, Themes, Tips, Printables, and more [advertise](#)

**A to Z Teacher Stuff**

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home themes lessons tips articles discuss store printables subjects **tools** search

Home > Teacher Tools > Word Search Maker Search...

### Word Search Worksheets

Create your own custom word search worksheets! A variety of options are available including font size, font style, lowercase or uppercase letters, grid shape, word placement, and more.

Experiment with the settings below to find the best results for printing. You may also need to adjust your browser's page setup (change margins, header/footer, or switch to landscape/portrait mode), then go to 'Print Preview' before printing. These options are under your browser's File menu. Landscape mode works best for many puzzles. Also, set your margins to 0.5" or less.

Before you create your puzzle, you might also want to highlight your word list and press Ctrl+C to keep a copy of it on your computer's clipboard. That way, if you need to come back and change settings, you can paste the words into the blank by pressing Ctrl+V. Otherwise you'll have to re-type them. (These shortcut commands work on Windows systems.)

**START NOW**

**3 Easy Steps:**

1. Click 'Start Now'
2. Address Now No Sign Up!
3. Get Free Templates

**YOUR TEMPLATE FINDER™**

PLEASE NOTE: You should always proofread word searches like this before giving to students in case inappropriate words end up in the randomized letters.

Screenpresso.com

**Title of puzzle** (Optional, up to 35 letters and numbers only)

Demo 1

## Word List

Choose your own words...  
(Separated by commas, spaces, or one per line)

absolutely  
accepted  
acclaimed  
accomplish  
accomplishment  
achievement  
action  
active

Number of words to pick at random from  
your list (leave blank to use all)

OR use an existing word list...

Word list 50 State Capitals ▼

Number of words to pick at  
random from this list (cannot  
be left blank if using an existing  
word list)  (100 max.)

Placement of word list: Right ▼

Hide word list

Sort word list alphabetically

Language English ▼

## Settings

Rows ( 5 - 50 )

15

Columns ( 5 - 50 )

15

Grid styles

Square ▼

Font style

Architects Daughter ▼

Font case

UPPERCASE ▼

Font Size (Default is 5.0 )

5.0 mm

Word placement:

Forward and backward words ▼

Diagonal words ▼

Up and down words ▼

Save settings

This will save all your settings when you press Create Puzzle. (Cookies required)

# Wordsearch Created

MAKE YOUR OWN WORKSHEETS ONLINE @ [WWW.ATOZTEACHERSTUFF.COM](http://WWW.ATOZTEACHERSTUFF.COM)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## Demo 1

V I A Y K A C C O M P L I S H  
L Y C G K P F Q R K S Z U L H  
A T N E M H S I L P M O C C A  
N E L B A R O D A C T X E H A  
T B D E M I A L C C A R G R B  
C N E A S H F X N P I D A Z K  
L O E D A V L P V M I Z B P L  
A V X M D M V E D S G M S M X  
S E V R E U P A O J U E O T Y  
C F V O T V C U C K V Z L V J  
D V H B P Z E N M I D S U B W  
T A N E E F M I T W T A T N C  
O I M Q C R Y C H L W T E F L  
N O I T C A A J L C V E L K N  
Z Q F I A H L C S B A H Y I O

ABSOLUTELY  
ACCEPTED  
ACCLAIMED  
ACCOMPLISH  
ACCOMPLISHMENT  
ACHIEVEMENT  
ACTION  
ACTIVE  
ADMIRE  
ADORABLE

# Games and Apps

