



ABOUT OTAN TRAINING: Workshop Descriptions

- [Online workshops](#)
- [Face-to-Face workshops](#)
- [Workshop materials](#)

Workshop title	Putting English to Work in Moodle (PETW)
Workshop description	<p>Moodle is OTAN's course management system for adult education agencies in California. This session is to allow teachers to explore and understand the new Putting English to Work courses available for ESL programs. The facilitator will explain how the course is set up for ease of access for both learners AND teachers. The first session will be a deep dive to explore the course in order to help teachers decide if they want to use this course as part of their curriculum offering for next fall. Participants will have time to explore the course activities and understand how activities are graded by the system as well as by the teacher. Participants will also explore the role of the instructor and review how teachers monitor student progress, review automatic grading and complete manual grading (especially the essay questions). You will also review how to manage learners by adding/dropping them from the course roster. Additional discussions regarding how agencies recruit, orient, and retain learners in the course will help teachers decide whether they wish to use the course in the future.</p> <p>Prerequisites Comfortable using a computer, navigating the Internet and using email.</p> <p>For more information about this and other OTAN Workshops contact OTAN at support@otan.us or call 916-228-2580.</p>
Session length	3
Format	Workshops: Training events at a physical location, of short duration (2 – 6 hours) but may be part of a series.

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Professional Development Web site](#). This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

Face-to-Face Workshop Requirements:

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.
- The Internet connection must be at least a T1 line.
- All computers being used must have Internet Explorer 9 or Firefox 20 or later and Adobe Acrobat Reader 10 or later.
- OTAN's Web site and its contents must be accessible on every computer used during a class.
- The instructor's computer station should be connected to an LCD projector and the room will need a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide them).
- At least 10 participants must have completed the online registration 10 business days prior to the workshop.
- All Microsoft Office workshops require the correct version of Office to be installed on all computers in the lab to be used.
- Various workshops will require unblocked access to necessary Web sites.