



# *Online Materials*

*Workplace Essential Skills*

*Pre-GED Connection*

*GED Connection*

*GED Fast Track*

## *User's Guide*

Northern Berkshire Adult Basic Education Program  
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Project Sponsors  
Massachusetts Department of Education  
Massachusetts College of Liberal Arts  
Northern Berkshire Adult Basic Education Program  
Materials and teacher support are free to enrolled students.

This student user's guide was created by Carole Blair and Thelma Margulies  
through support from SABES West at Holyoke Community College.  
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## Online Classroom Enrollment

**To enroll in the online classroom follow the instructions below:**

Enrollment Checklist	Done
1. Go to <a href="http://www.pbs.org/literacylink">http://www.pbs.org/literacylink</a>	
2. Select <b>Begin</b>  Go to <b>Registration/Login Sign Up</b> Select <b>Sign up and get started</b>	
3. Click on <b>Begin</b>	
4. Complete the Registration Form	
5. Record your username and password in your notebook	
6. At the Welcome Page, click on Literacy Link front page	
7. Log in with your username and password	

Select Your Teacher Checklist	Done
From your homepage, select your teacher using the steps below:	
1. Select Teacher	
2. Select State – Massachusetts	
3. Select Program  NORTHERN BERKSHIRE ADULT ED - North Adams	
4. Follow the instructions from your DL Orientation session to select your teacher	

## Online Learning Materials

- Go to PBS Literacy Link – <http://www.pbs.org/literacy>
- **LOG IN** with your username and password
- At your Home Space go to:

### **Lessons and Resources WES, PRE-GED & GED CONNECTION**

- Click on **GO** and follow the instructions below:

Instructions	Done
1. Select the program you are working with and click on <b>Go</b>	
2. Click on a <b>Unit</b> Select an <b>Activity</b> Video and Internet activities are available	
3. Select and read <b>About</b> and <b>Key Ideas</b>	
4. Go to <b>Activity</b> and complete the assignment steps	
5. Select <b>Quiz</b> to try if you are working in GED Connection	
6. Select <b>Follow-up</b> for additional activities	

## The Online Portfolio

Use the online portfolio to save and send work to the instructor. Saved work is kept in the Portfolio section with your teacher's feedback on completed work. Follow the instructions below to use the portfolio system in the online classroom at LiteracyLink.

Portfolio Instructions	Done
1. At your Home Space go to <b>Learning Resources</b> and click on <b>Go</b>	
2. Select the program you are working in: Workplace Essential Skills, Pre-GED Connection, or GED Connection	
3. Click on a unit and complete a learning activity. Video and Internet activities are available	
4. Click on <b>Save To Portfolio</b> after you have typed activity responses	
5. Go to <b>Portfolio</b> and click on <b>Go</b> to review your work and teacher responses	
6. Click on the link under <b>Area</b> to view your work and teacher feedback	

## The Online Message Center

The message center will help you communicate with your teacher. It is a basic e-mail system for use within the online classroom. Use the instructions below to help you write and receive messages from your instructor.

Message Center Instructions:	Done
1. To <b>Read</b> a message: Click on the subject	
2. To <b>Reply</b> to a message: <ul style="list-style-type: none"><li>• Read the message and click on <i>Reply</i> at the bottom of the text box</li><li>• Write your message and click on <i>Send</i></li></ul>	
3. To <b>Write</b> a message: <ul style="list-style-type: none"><li>• Select <i>Write a Message</i></li><li>• Add an address (click on your teacher or customer service)</li><li>• Add a subject</li><li>• Type your message</li></ul>	
4. To <b>Send</b> a message: <ul style="list-style-type: none"><li>• Select the <i>Send</i> button at the bottom of the message text</li></ul>	
5. To <b>Save</b> a message <ul style="list-style-type: none"><li>• Select the <i>Save</i> button at the end of the message page; or</li><li>• Select the <i>Save</i> button on the <i>Inbox</i> page in the row with your message subject.</li></ul>	