Resources to Reach and Teach:
Administrative and Instructional Tools Cheat Sheet
Presented by Patrick Brown, MACAE Communications and Outreach

The following resources are a great start for administrative and instructional staff to refresh their repertoire of resources! Updated December 2019.

Administrative/Educator Program Design

- **CAL Pro Resource Guide**: Provides administrative supports for building an adult education program
- **AE Educator Self Reflection Guide**: Guide for instructional staff members to assess educational proficiency and mastery
- Different Types of Learning Styles: [www.nwcphp.org](http://www.nwcphp.org)
- Michigan Association of Community and Adult Education: [www.macaed.org](http://www.macaed.org)

ABE Literacy/Math/Numeracy Resources

- **GCF Global Fundamental Reading Skills**: Low level reading articles, texts, tutorials and activities
- **GCF Global Fundamental Math Skills**: Low level math activities, tutorials and lessons
- **Graphic Organizers**: Free graphic organizers for teacher or printable/producible materials for student hand outs
- My Skills Tutor: [https://www.myskillstutor.com/login.jsp](https://www.myskillstutor.com/login.jsp) : Online interactive portal for low level ABE learners in different subject areas. Cost associated. Paxen Publishing contact: Jayne Shultz, jschultz@paxenpublishing.com
- **Aztec Continuum of Learning Curriculum Series**: Structured online and print materials for ABE learners: Contact: Match Rosin, mitch.rosin2@gmail.com

English as a Second Language Resources

- **LEO Network: Improve Your English (Pronunciation)**: Teacher and student resource for English pronunciation with visual tongue, teeth and mouth placements for the formation of letter sounds/blends.
- **5 Minute English**: A great grammar and pronunciation guide for quick look up for educators.
- **Skillswise**: Video tutorials and lessons for different subject areas and topics of conversation
- **Citizenship Resources Center**: Lesson plan guides and resources for teachers and/or volunteers working with individuals working toward citizenship.
- **US Census Lesson Plans**: Specific lesson plans and strategies for talking with ELL students and families about the US Census. This particular collection is geared toward adult English language learners.

High School Equivalency Resources

- **Common Lit**: Reading Lessons and Texts for Students
- **Ducksters Core Subject Areas**: GED-Ready articles and informational texts
- **Crash Courses Youtube Channel**: [https://www.youtube.com/user/crashcourse/videos](https://www.youtube.com/user/crashcourse/videos)
- **TV411**: Instructional video guides for core subject areas
- **E-Reading Worksheets**: Targeted ELA Resources:
College and Career Ready Resources

- **Read Theory**: Standardized Text Complexity Articles for Students
- **OER Commons**: Common Core Lesson Plans and Resources
- **SABES Resource Library**: Comprehensive Common Core Lesson Plans, Resources and strategies
- **Lynda**: High Level Computer Skills

Student Learning Resources

- **Hoopla**: Digital Literacy Resources and Library System for videos, music, books, and more
- **Michigan E Library**: Online access to the Michigan Public Library System
- **Article**: Top 5 mobile games and apps for Adult Learners: free and low cost applications for every use, college and career readiness and more

Digital Literacy Skills and Transitions

- **Digital Literacy Skills**: Vocabulary and basic concepts of digital literacy
- **Digital Learn from the American Public Library System**: Computer Basics
- **Learn My Way**: Basic lesson and step by step guides on using the Internet
- **Digital Unite**: Life Skills and Transitional resources for shopping, saving, retirement costs, living expenses and more
- **Financial Literacy**: Tips and tools for effective financial literacy; strategies and guides for life
- **Financial Literacy: Informed Financial Decision Making**: College and Career Next Steps: Tips, tools and strategies for how program participants on how to prepare for postsecondary education
- **Google Applied Skills**: Digital Literacy Tutorials

Additional Resources

- **Project IDEAL**: Guidelines for Distance Learning for programs and students
- **Growth Mindsets**: Strategic planning and staff professional development resources for administrators and instructional staff
- **Effective Adult Learning**: Resource guide for adult education program structures
- **Deafcan**: Local Southeastern Michigan-Based Hearing Impairment Resources