



Michigan Association  
of Community and  
Adult Education

**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.macae.org](http://www.macae.org)
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### 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> :Online interactive portal for low level ABE learners in different subject areas. Cost associated. Paxen Publishing contact: Jayne Shultz, [jschultz@paxenpublishing.com](mailto:jschultz@paxenpublishing.com)
  - *Aztec Continuum of Learning Curriculum Series*: Structured online and print materials for ABE learners: Contact: Match Rosin, [mitch.rosin2@gmail.com](mailto:mitch.rosin2@gmail.com)
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### 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.
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### 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>
- [\*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
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## 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
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## 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
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## 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