



## Hotline Lesson Plan: Finding Classes Online

<b>Objectives</b> <i>Learners will be able to...</i>	<b>Materials</b>
<p><b>Life skill:</b> Identify school information such as name, contact information and class times based on search criteria.</p> <p><b>Literacy:</b> Read for key information (search criteria); Scan a website for keywords/links to follow.</p> <p><b>Technology:</b> Find a website by typing an address in a URL box; find class information using drop-down menus.</p> <p><b>Technology skills not explicitly taught in this lesson:</b> Accurately type a URL in a URL box; use the "Back" arrow; follow website links.</p>	<ul style="list-style-type: none"> <li>• <b>Activity 1:</b> Reading for comprehension &amp; identifying search criteria worksheet</li> <li>• <b>Activity 2:</b> Scanning for key information worksheet</li> <li>• <b>Activity 3:</b> <ul style="list-style-type: none"> <li>○ Searching the Literacy Minnesota website for classes worksheet</li> <li>○ Search classes online – directions</li> </ul> </li> <li>• 1 computer for each learner or every 2 learners</li> <li>• Internet connection</li> <li>• Overhead projector if possible</li> </ul>

### Lesson Plan

#### Warm up for today's Lesson (5 min)

Tell learners that today they will learn one way to look for free classes for adults. In pairs, learners ask and answer, **"How did you learn about THIS class? If you moved to Maplewood next month, how would you find a new class?"** Elicit answers and write them on the board. Tell learners, **"Literacy Minnesota can help you find free classes for adults. On their website, you can find free classes all over Minnesota."**

#### **Activity 1: Reading for comprehension & identify search criteria** *If time is limited, do only questions 1 & 2.*

Description: Learners read scenarios to determine criteria for a class search on Hotline.

Extension idea: Have learners write a scenario for someone they know, and identify the class, city/zip code, and time of day that person would need.

Materials/Prep: copies of **Activity 1** worksheet

#### **Activity 2: Scanning for key information (5 min)** *Can be skipped for learners proficient in scanning websites.*

Description: Learners scan a webpage image for keywords.

Materials/Prep: copies of **Activity 2** worksheet

#### **Activity 3: Searching the Literacy Minnesota website for classes** *If time is limited, do only items 1 & 2; alternatively, have learners search for only one school (and thus fill out only one row on the chart) per person.*

Description: Learners use computers to search Hotline for classes that match their identified criteria.

Materials/Prep: computers (1 per 2 learners), Internet connection, & overhead projector if available

Copies of the **Activity 3 worksheet and directions**

#### Wrap up for today's Lesson (5 min)

In pairs, have learners ask and answer, "Who do you know who would like to find free adult classes? What can you tell them to do?" Have two or three learners report out the group.

## **Teacher Directions: Activity 1: Reading for comprehension & identify search criteria**

### Step 1: Introduce context

***“You will read stories about people who need free classes.”***

### Step 2: Teacher modeling/instructions

If possible, project the first story problem on an overhead projector. Have learners read it silently, then chorally. Elicit and write answers to the comprehension questions. Have learners continue independently.

### Step 3: Pair checking

Have learners check answers with a partner. Prompt them to ask,  
***“Which answers are the same? Which answers are different?”***

### Step 4: Whole group checking

Check answers as a class and provide corrections where necessary.

## **Teacher Directions: Activity 2: Scanning for Key Information**

### Step 1: Introduce context

“Next we’ll search for classes for these people on the Literacy Minnesota website. Websites have many words. Look for the words you need.”

### Step 2: Teacher modeling/instructions

Using a marker, make a circle in the air. Say “Circle.”  
Learners repeat the action and phrase several times.

Tell learners, “With your partner, circle two places to find information about classes.”

When learners finish, they can check with a partner. Then check answers as a whole group.

Learners should have circled, “Find free adult classes” at the top and “Classes for Adults” under “Our Services.” To raise awareness that sometimes words they click are found under subheadings, use this opportunity to ask learners, ***“Why did you look under ‘Our Services’? Why not ‘Volunteer’? Why not ‘Educator Resources’?”***

## Teacher Directions: Activity 3: Searching the Literacy Minnesota website for classes

### Step 1: Introduce context

“Now you’ll search for classes for each of these people.”

### Step 2: Teacher model searching the Literacy Minnesota website

If possible, project the Literacy Minnesota website – <https://www.literacymn.org/>. Learners should recognize the home page from the Activity 2 worksheet.

Elicit, “Where should I click?” Click on one of the two links to free classes. Say to learners, “Let’s do #1 together. What class should we click on?” Elicit, “ESL”. Click the circle next to “ESL” to demonstrate. Ask learners, “What city or zip code should we enter?” Elicit the zip code 55432, and invite a learner to the front of the room to enter it.

Ask learners, “What time does Martin need classes?” Elicit “evenings” and invite a learner to the front of the room to click the appropriate circle. Ask, “What should I do next?” Elicit, “Click search” and do so.

### Step 3: Do #1 (Martin) together

Hand out the **Activity 3 worksheet**. Click on the first school that comes up. Elicit answers for each column for that school.

Unplug the computer from the projector, and put the **Activity 3 worksheet** on the projector. Elicit back and write the answer for each column for that school.

Tell learners, **“When you are on the computer, you will do the same search to find two more schools for Martin, and complete the table. When you finish, do the next search for Amina.”**

### Step 4: Online search practice

Learners work in pairs to complete the searches and fill out the tables. Pair them up, and once their computers are on, give them the Activity 3 directions sheet to help them remember the search steps. They should work together to find the information to fill out the charts. Circulate throughout the paired practice to assist learners with troubleshooting.

Note: If your learners have mixed computer abilities, pair higher-skilled with lower-skilled learners so that the lower-skilled learners get additional modeling and trouble-shooting help.

### Step 5: Check for comprehension

Elicit answers for one more school for Martin, one school for Amina, one for Girma, and one for Tim. Project the computer again to demonstrate each search so that learners can confirm that they did it right and/or see what step(s) they may have missed in their own search.

**Activity 1: Reading for comprehension & identify search criteria**

1. Martin has been living in East St. Paul for the past five years. His wife got a new job last month, so now his family is moving close to New Brighton. He is looking at apartments in the 55432 zip code. He has been taking Intermediate ESL. He would like to continue going to school in the evenings.

a. What kind of class does Martin need?

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b. What is his city or zip code?

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c. What time of day does he need a class?

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2. Amina has been working at a nursing home for two years, but was just laid off. After a month of job-searching, she has not found a new job. She decides to move in with her sister in Maplewood to save money and take a career training class. If she can get more, maybe she'll be able to find a new job. She can go to school any time, but she needs a school where she can bring her three-year-old daughter.

a. What kind of class does Amina need?

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b. What is her city or zip code?

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c. What time of day does she need a class?

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d. What else does she need in a school?

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3. Girma just got a full-time cashier job in South Minneapolis. He needs to move from his apartment in St. Paul. To start, he is going to stay in his friend Joe's apartment. Joe's zip code is 55409. Because he works during the day, he would like to find ESL classes in the evening nearby.

a. What kind of class does Girma need?

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b. What is his city or zip code?

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c. What time of day does he need a class?

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4. Tim wants to get a GED. He just moved from Wisconsin to an apartment with his cousin in the Midway neighborhood of St. Paul. He lives near the Target at 1300 University Avenue West, 55104. He works the second shift, so he'd like to find morning classes.

a. What kind of class does Tim need?

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b. What is his city or zip code?

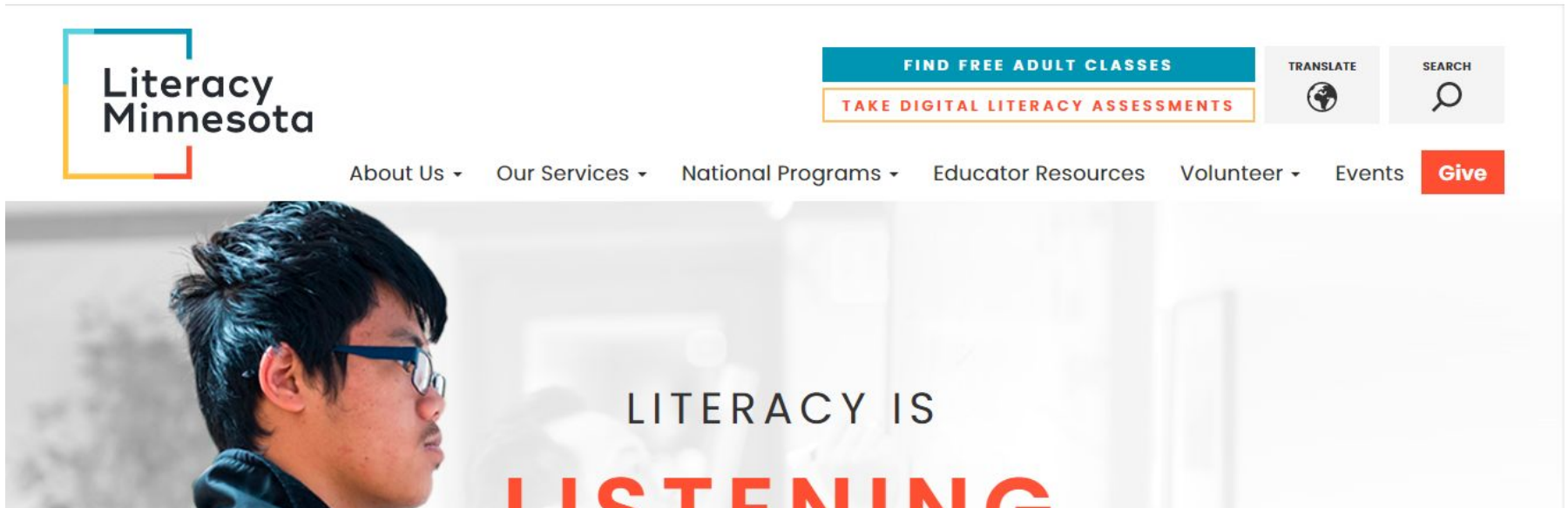
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c. What time of day does he need a class?

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## Activity 2: Scanning for key information

**Directions:** Below is a picture of the Literacy Minnesota website. Circle two places on the website where you can find information about classes.



### Activity 3: Searching the Literacy Minnesota website for classes

**Directions:** Search for three schools that meet the needs of each student. Write the school name, phone number, contact person, class type and class times in the table.

#### Martin

School name	Phone number	Contact person	Class type	Class times
1.				
2.				
3.				

#### Amina

School name	Phone number	Contact person	Class type	Class times
1.				
2.				
3.				

**Girma**

School name	Phone number	Contact person	Class type	Class times
1.				
2.				
3.				

**Tim**

School name	Phone number	Contact person	Class type	Class times
1.				
2.				
3.				



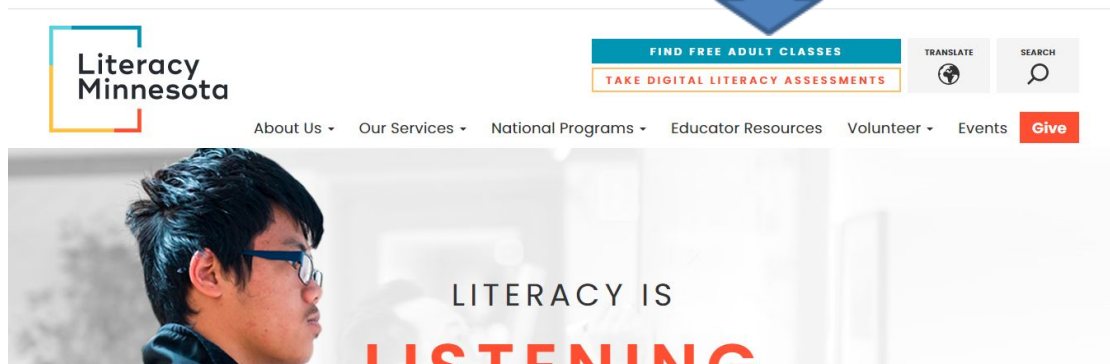
### Activity 3: Search classes online – directions

## How to find free classes at literacymn.org

**Step 1:** Open the Internet

**Step 2:** Go to <https://www.literacymn.org/>

**Step 3:** Click on “Find free adult classes”



**Step 4:** Click on what kind of class, where, and what time. If the person needs childcare, check that box. Then click search.

## Adult Literacy Hotline

VISIT LITERACY MINNESOTA

Due to the COVID-19 pandemic many program are offering classes virtually. Please contact individual programs to learn more about specific offerings.

### Need Help?

Call: 800-222-1990 Text: 612-424-1211

### Find free classes for adults

**Location**

Find classes within

Of:

**Class types**

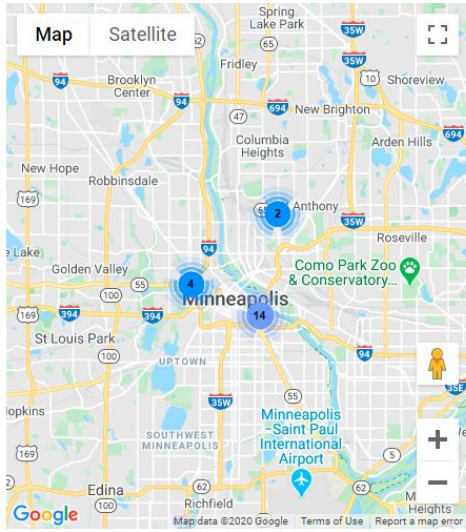
- Accuplacer
- Adult Diploma
- Career Pathway - Food Service
- Career Pathway - Health Care
- I need childcare
- Career Training
- Citizenship
- College Prep
- Computer
- Distance Learning
- English (ESL)
- GED Prep
- Math
- Reading

**Class Times**

- Morning
- Afternoon
- Evening
- Weekend

SEARCH
CLEAR

## Step 5: Click on a school name to find more information.



For help via email, send your zip code, type of class you're looking for (ESL or GED, for example), and the time you'd like to take class (morning, afternoon, or evening) to: [lbrown@mnliteracy.org](mailto:lbrown@mnliteracy.org)

ABE Sites within 5 miles of 55411 (20 total)

City	Program/Site	Distance
1 Minneapolis	Literacy Minnesota -- Open Door Learning Center - Northside	.7
2 Minneapolis	Summit Academy OIC -- Summit Academy OIC	.8
3 Minneapolis	MCTC -- MCTC	1.7
4 Minneapolis	Learning In Style School -- Learning In Style	2.5
5 Minneapolis	Cedar Riverside Adult Education Collaborative -- Cedar Riverside Day	2.9
6 Minneapolis	Cedar Riverside Adult Education Collaborative -- Cedar Riverside Evening	2.9
7 Minneapolis	Adult Classes -- PPL Career Center	2.9
8 Minneapolis	English Learning Center -- English Learning Center	3
9 Minneapolis	Adult Classes -- Franklin Learning Center	3
10 Minneapolis	Literacy Minnesota -- Open Door Learning Center - Northeast	3.3
11 Minneapolis	American Indian OIC -- Takoda ABE / GED	3.4
12 Minneapolis	LNA -- Wells Fargo Bank	3.4
13 Minneapolis	Literacy Minnesota -- Centro Guadalupano at Holy Rosary	3.5
14 Minneapolis	LNA -- Blaisdell YMCA	3.7
15 Minneapolis	Adult Classes -- Latino Economic Development Center	3.9
16 Minneapolis	Somali Success School -- Somali Success School	4.1
17 Minneapolis	Minneapolis ABE -- MPLS Adult Education-South Campus Day Program	4.2

Literacy Minnesota -- Open Door LC-Northside

### Open Door Learning Center - Northside

Summer Library, 611 Van White Mem. Blvd. Minneapolis 55411

Phone: 612-377-5399

Email: [lbrown@mnliteracy.org](mailto:lbrown@mnliteracy.org)

Fax: 612-377-5399

A free school for adults in the Sumner Library on Van White Memorial Blvd, North Minneapolis. We have English classes at different levels, Math class, Citizenship class, and GED class.



#### Class Types Offered

- Adult Diploma
- Citizenship
- Computer
- Distance Learning
- English (ESL)
- GED Prep
- Math
- Reading

			Adult Diploma	Citizenship	Computer	Distance Learning	English (ESL)	GED Prep	Math	Reading
Online Whatsapp NS Empowering Parents, Educating Families	Mon,Tue,Wed,Thu	4:00 PM					✓			✓
Online Zoom Northside AM GED	Mon,Tue,Wed,Thu,Fri	9:00 AM	✓			✓		✓		