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Enrolling New Students? Update Your Hotline Description to Let Everyone Know!

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

or:

Class types

Accuplacer Career Training English (ESL)

Adult Diploma Citizenship GED Prep

Career Pathway - Food Service College Prep Math

Career Pathway - Health Care Computer Reading

I need childcare

Class Times

Morning

Afternoon

Evening

Weekend

July 27, 2020

Enrolling New Students? Update Your Hotline Description to Let Everyone Know!

Kelly Rynda, Hotline and Volunteer Support Specialist

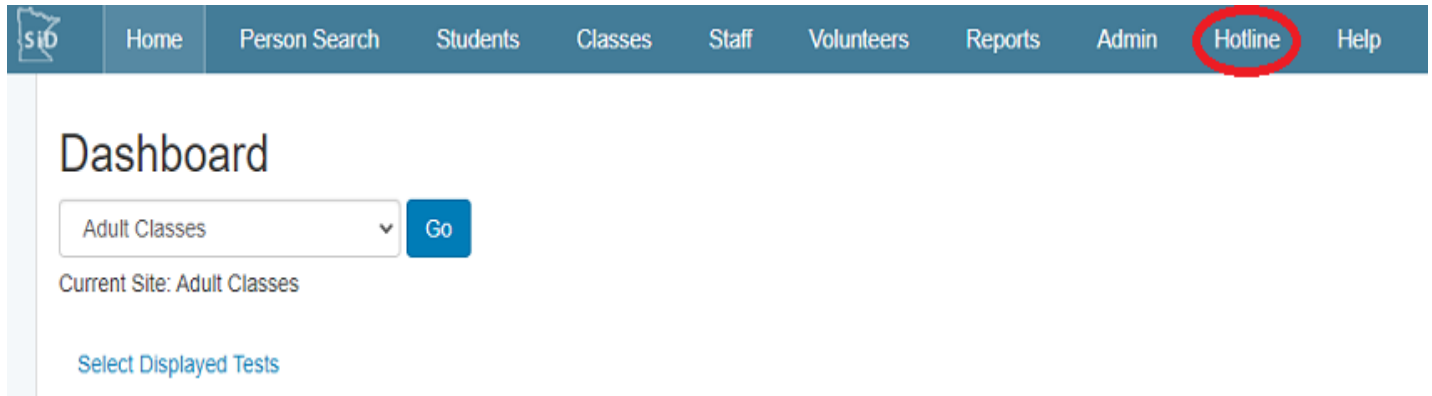
The **Adult Literacy Hotline** has continued to take inquiries from prospective students during the pandemic – and **we need your help!**

Please take a minute to **make a note in your Hotline description** about whether or not you are enrolling new students at the moment, and, if possible, briefly describe the intake process since it may differ from pre-pandemic.

This will help Hotline staff, as well as learners and social services providers who search directly on the Hotline website, to **direct learners to programs more accurately and efficiently**. And it may help you as well: is your program not enrolling new students right now but you're still receiving inquiries? You can check the Hotline to see who's taking new students, or you can direct students to search themselves or contact us.

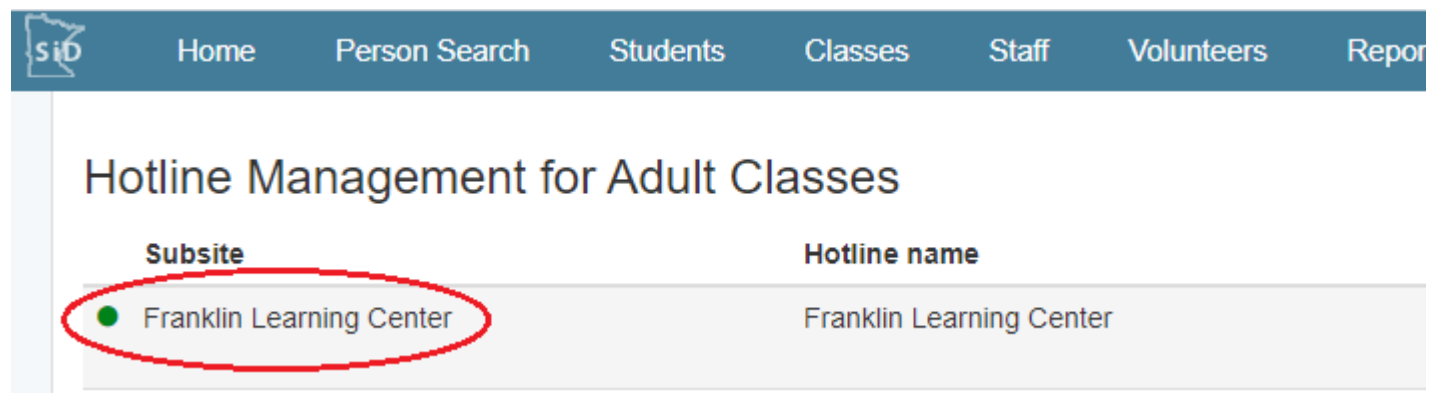
But we need everyone to take a minute and make that note in SiD!

All you need to do is log in, click Hotline in the top right:



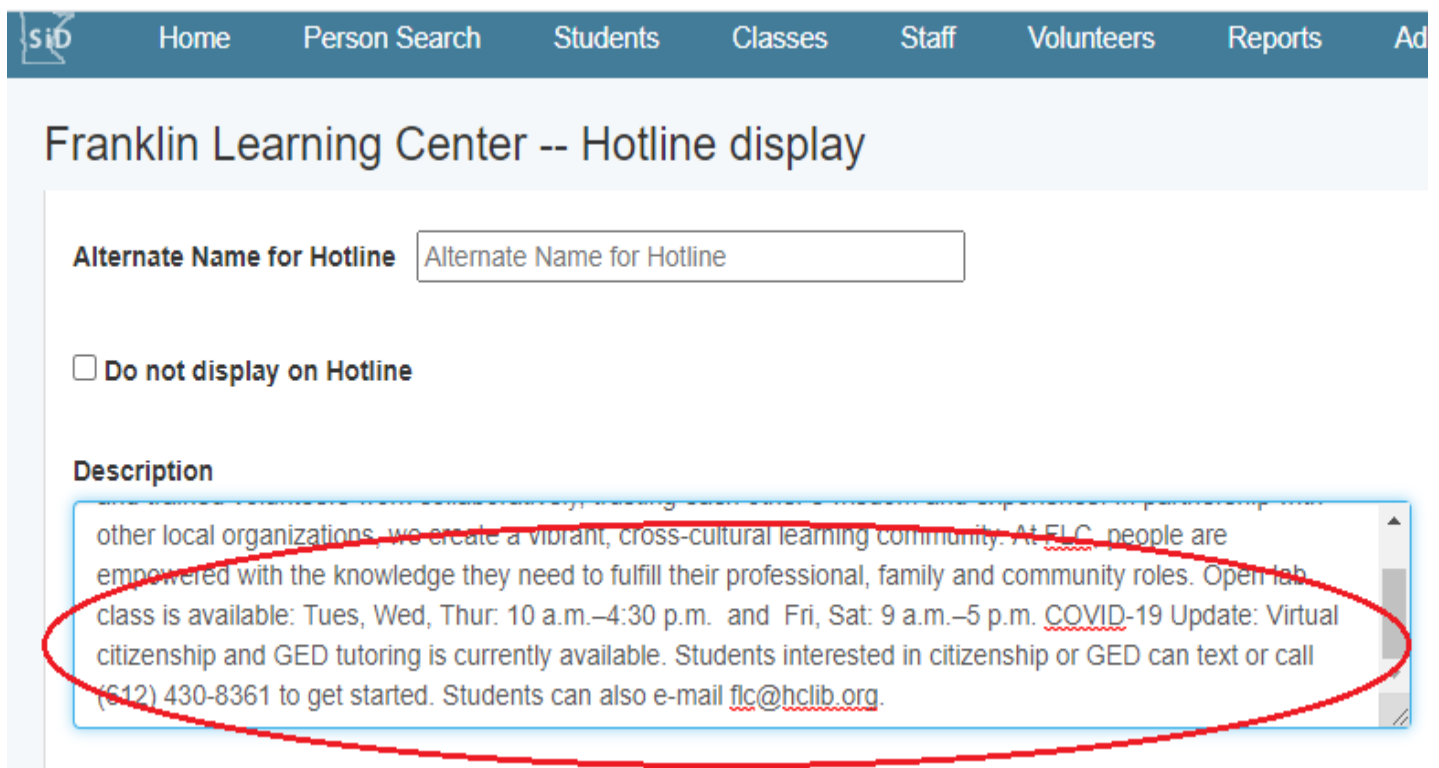
The screenshot shows the ATLAS ABE dashboard. The top navigation bar includes links for Home, Person Search, Students, Classes, Staff, Volunteers, Reports, Admin, **Hotline** (circled in red), and Help. Below the navigation bar, the page title is "Dashboard". There is a dropdown menu for "Adult Classes" with a "Go" button. Below that, it says "Current Site: Adult Classes" and a link for "Select Displayed Tests".

Click on your subsite:



The screenshot shows the "Hotline Management for Adult Classes" page. The top navigation bar includes links for Home, Person Search, Students, Classes, Staff, Volunteers, and Reports. Below the navigation bar, the page title is "Hotline Management for Adult Classes". There is a table with two columns: "Subsite" and "Hotline name". The first row shows a green dot next to "Franklin Learning Center" in the "Subsite" column, which is circled in red, and "Franklin Learning Center" in the "Hotline name" column.

And add to the description:



The screenshot shows the "Franklin Learning Center -- Hotline display" page. The top navigation bar includes links for Home, Person Search, Students, Classes, Staff, Volunteers, Reports, and Ad. Below the navigation bar, the page title is "Franklin Learning Center -- Hotline display". There is a form with a text input field for "Alternate Name for Hotline" containing the text "Alternate Name for Hotline". Below that is a checkbox labeled "Do not display on Hotline". Below the checkbox is a section titled "Description" with a text area containing the following text: "other local organizations, we create a vibrant, cross-cultural learning community. At FLC, people are empowered with the knowledge they need to fulfill their professional, family and community roles. Open lab class is available: Tues, Wed, Thur: 10 a.m.–4:30 p.m. and Fri, Sat: 9 a.m.–5 p.m. COVID-19 Update: Virtual citizenship and GED tutoring is currently available. Students interested in citizenship or GED can text or call (612) 430-8361 to get started. Students can also e-mail flc@hclib.org." The text area is circled in red.

“COVID-19 Update: Virtual citizenship and GED tutoring is currently available. Students interested in citizenship or GED can text or call (612) 430-8361 to get started. Students can also e-mail flc@hclib.org.”

And voilà! Your COVID-19 update will be visible for all to see. (Please note that it can take several minutes for updates to process.)

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.

Adult Classes -- Franklin Learning Center

Franklin Learning Center

1314 E Franklin Ave Minneapolis 55404

Phone: 612-543-6934

Email: flc@hclib.org

Website: www.hclib.org/flc

Franklin Learning Center (FLC) provides adults with resources to educate themselves. Learners, instructors and trained volunteers work collaboratively, trusting each other's wisdom and experience. In partnership with other local organizations, we create a vibrant, cross-cultural learning community. At FLC, people are empowered with the knowledge they need to fulfill their professional, family and community roles. Open lab class is available. Tues, Wed, Thur: 10 a.m.-4:30 p.m. and Fri, Sat: 9 a.m.-5 p.m. COVID-19 Update: Virtual citizenship and GED tutoring is currently available. Students interested in citizenship or GED can text or call (612) 430-8361 to get started. Students can also e-mail flc@hclib.org.



In this example from the Franklin Learning Center, they clearly state that they're taking new students, but only for certain subjects, and give their new Google Voice number they've been using since COVID. This information is **so helpful** to students hoping to get started during this time, as well as to Hotline staff to know about changes to enrollment and contact information.

Not able to enroll new students right now? Here's an example from Open Door Learning Center – Rondo:

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Literacy Minnesota -- Open Door LC-Rondo

Open Door Learning Center - Rondo

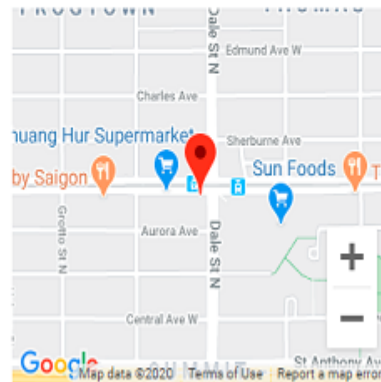
Rondo Community Library, 461 Dale St. N St. Paul 55103

Phone: 651-266-7421

Email: dbrown@mnliteracy.org

 This site is Handicap Accessible

A free school for adults in Rondo Library on University Ave in St. Paul. We have 4 levels of English classes and a GED preparation class. ***Currently unable to take new volunteers and learners.



Take a minute – **really just a minute!** – and update your Hotline information in SiD. Learners will appreciate it, and so will your colleagues!

Issues with making the update? Check out [this guide](#). Still need SiD help? Contact the Urban Planet support team at support@mnabe.org.

Contact Kelly with Hotline questions or inquiries at krynda@literacymn.org.



Kelly Rynda, Hotline and Volunteer Support Specialist

Literacy Minnesota

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