

AMERICA LEARNS

Using the America Learns Impact Suite

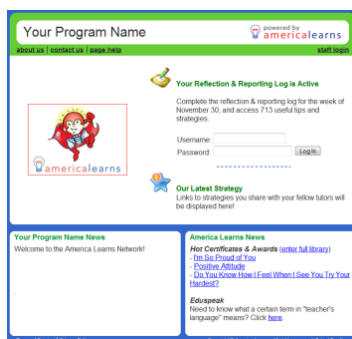
Why your participation in the impact suite is so important

In order for The Los Angeles Public Library Adult Literacy Program to fully realize its mission:



- **Our tutors need to take time to reflect and plan.**
Successful adult literacy volunteers regularly reflect on their most recent experiences, discover new information based on those reflections, and use that information to plan for their next sessions. The reports on the Impact Suite will ask questions that guide you through that reflection, discovery and planning process.
- **Our tutors need to be learning constantly.**
The Impact Suite not only gives you the ability to learn from other LAPL Adult Literacy volunteer tutors, but from other tutors using the Impact Suite across the nation.
- **LAPL Adult Literacy staff members need to know about your experiences to support and fund the program.**
The only way we can best serve you is if you let us know what's happening in your relationship with your learners. Your reflections help us better support you in the field. The City of Los Angeles has nearly one million adults that need literacy assistance. To secure funding and increase our reach, we need to tell stories about how literacy changes lives.
- **Reduce the use of paper filing and allow you to report your progress from anywhere.**
LAPL Adult Literacy engages over 500 volunteers a year. It's time to streamline and reduce waste.

how to access our america learns site



To log into the Impact Suite, just visit our Impact Suite site and enter your username and password on the home page.

Site address: <http://americalearns.net/lapl>
Your username: the e-mail address you shared with us
Your password: your first name

Your Private Tutor Space Page

After you log in, you'll be taken to your private Tutor Space page. From here you can:

- Complete your reports (see next section);
- Share strategies you've created;
- Update your username and password;
- Get resources for your sessions.

complete your reports. get personalized guidance.



Each month, you'll receive an e-mail from us asking you to complete a report.

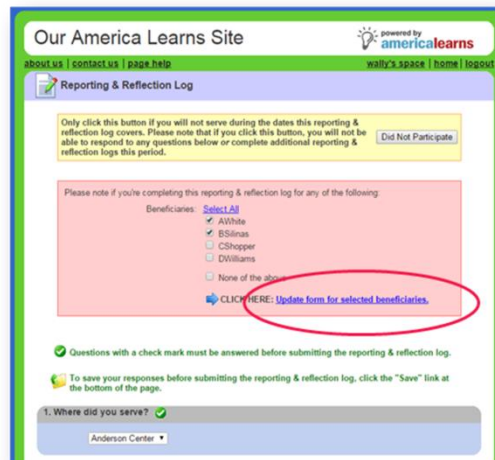
Here are the steps you'll take to access the log:

1. On the top-left, you'll see a box called **Your Reporting & Reflection Logs**. In that box, click the "1 is active" link.



2. On the right, click the link for the log that's due.
3. You're now on the log completion page!

In the pink box at the top of the page, select the learners you worked with this week and then click **Update form for selected Learners**.



4. Respond to all of the questions and click the **Submit** button at the bottom of the page.

Personalized Support

Some of your reports will ask you to share your current top goal or challenge that you're working to address with your learner. It's important that you share this information with us for three reasons.

1. The question provides you with some time to reflect on your recent experiences in the program and to decide what you're

going to focus on next.

2. The goals and challenges you'll share will let us know how we can better support you.
3. This question allows the America Learns Impact Suite to provide you with personalized, targeted guidance and ideas for your next session.

As soon as you complete a report, the Impact Suite will immediately analyze what you share and then recommend tips and strategies you can use with your learner the next time you meet. These strategies will be from the thousands of educators, coaches, and mentors nationwide using the Impact Suite, and from experts at America Learns.

the safety alert feature



If you are concerned that your learner may be in physical, mental, or emotional danger, please speak with a staff member immediately. Safety is important and we know learners often confide in volunteer tutors, so we provide an additional safety alert feature at the bottom of your report. The safety alert is not the only or primary way to notify staff if you become concerned.

accessing strategies



To access strategies in the LAPL Adult Literacy database or in the America Learns' National Strategy Database, click the link on the left-hand side of your Tutor Space page that reads, **Share and Get More Strategies**. Then click one of the icons on the right to access the database you're interested in.

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the final activity on your reports

3. Please reflect upon and share your top goal or most pressing challenge that you're like to address the next time you see your participant(s).
Please be sure to respond to all four parts of this question. ✓

"If you need clarification of any term below, simply place your mouse pointer over the term and a definition will pop up."

THE ONE MAIN CATEGORY OF YOUR GOAL OR CHALLENGE:

- ☐ Interpersonal Relations
- ☐ Library
- ☐ Math
- ☐ Science Planning
- ☐ Workplace Literacy

GRADE LEVEL(S):

- ☐ Preschool
- ☐ Kindergarten
- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Sixth
- ☐ Seventh
- ☐ Eighth
- ☐ Ninth
- ☐ Tenth
- ☐ Eleventh
- ☐ Twelfth
- ☐ Adult

Please write a phrase or sentence describing your goal or challenge.

125 characters remaining

How are you currently addressing this goal or challenge? What lies in the way of accomplishing your goal or hurdling your challenge?

2000 characters remaining

The final activity on your reports will always ask you to take a step back and to reflect on your top **goal or challenge** that you want to address the next time you see your learner.

Why this question is so important:

- **It gives you space for reflection, goal setting, and planning.**
The best tutors take time to reflect and plan before each session. Doing so allows you to approach your learner prepared, focused, and more confident.
- **It tells staff how we can best support you.**
We'll use the information you share to shape our training and ongoing support services for you. The information you'll share will help to prevent any occurrence of you sitting through a training and thinking to yourself, "None of this information is relevant to me."
- **It gives the America Learns Impact Suite an opportunity to provide you with on-the-spot resources.**
As soon as you submit your report, you'll likely receive targeted strategies from experts at America Learns and from the 4,000+ educators, coaches, and mentors nationwide who are also using the Impact Suite.

the better your reflection, the better the support you'll receive

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Here's how to make sure that this part of the reports are is useful to you and to your learner.

Do's:

- Be detailed
- Share only your top goal or challenge
- If your goal or challenge hasn't changed since the previous report, share it again. We know that you won't always accomplish your goals or hurdle your challenge instantly, but we also need to know what you're continuing to work on so that we can provide the best support to you.

Don'ts:

- Be general
- Share multiple goals and challenges
- Write comments such as "Same as before" or "See previous report".

sample responses to the goal/challenge reflection activity

Please write a phrase or sentence describing your goal or challenge.

My learner doesn't understand elements of American culture and education, and that slows her down in understanding the texts she reads.

289 characters remaining

How are you currently addressing this goal or challenge? What lies in the way of accomplishing your goal or hurdling your challenge?

When she has problems understanding a text, I supply information, context, comparisons, whatever she seems to need to understand the text. This appears to be working. As we continue working together I feel I'm learning more about the gaps in her educational experience, and in her cultural understanding, and I can find materials to both encourage and challenge her. Her motivation is high and she rises to the challenge.

1771 characters remaining

Please write a phrase or sentence describing your goal or challenge.

My learner's word recognition is very good, but she has a difficult time remembering how to spell even some simple words.

425 characters remaining

How are you currently addressing this goal or challenge? What lies in the way of accomplishing your goal or hurdling your challenge?

My learner is doing generally well, and she feels very good about our time and her learning. She feels more confident than she did when we began. But I'm not sure how we ought to move forward, and I don't have as much time to devote to preparing as I wish I did.

1815 characters remaining

Please write a phrase or sentence describing your goal or challenge.

I think we need to work on verb tenses. I've avoided it to this point because I wanted to build the learner's vocab.

420 characters remaining

How are you currently addressing this goal or challenge? What lies in the way of accomplishing your goal or hurdling your challenge?

I am not totally sure how to approach verb tenses because it's such a big topic. I'm having trouble finding appropriate resources online.

1708 characters remaining