

Agency Online Application Guide

Screen potential students for Distance Learning

1. Complete agency intake forms on student.
2. Assess student to determine appropriateness for distance learning. Complete ABLE-approved assessment on learner.
 - a. High Intermediate ABE or above in any subject the student wants to study at a distance
 - b. Low Intermediate ESL or above for ALL ESL learners
3. Determine if student has the following characteristics to be successful studying at a distance.
 - a. Clear goal and motivation
 - b. Independent study skills (works well independently and feels comfortable contacting instructor when they have questions)
 - c. Necessary technology skills, if studying online

If student is appropriate for distance learning, student begins application in online application system.

Student creates profile and submits application

1. Student goes to dlreferrals.tiu11.org and clicks Create Profile.
2. Student provides email address and creates password for system. (Password must be six characters long.)
3. Student completes
4. Student completes the application questions. (Student can log back in to application system, if needed.)
 - a. Goals
 - b. Subject they would like to study first
 - c. How they'd like to study, online or workbook
5. Student will select your agency from the drop-down menu.
6. Student will initial three Student Agreement questions.
 - a. Expectations of distance learning students
 - b. Release of Information
 - c. Distance Learning Project will ask me for more personal information (social security number) when scheduling phone orientation.
7. Student will click Save and Continue.

Once application is completed, student will receive an email letting him/her know that his/her application has been received by the Distance Learning Project.

Main contact from agency will receive email from Distance Learning Application system letting him/her know that an application is ready for assessment.

Enter assessment into student's application

1. Log in to the Distance Learning Online Application System with your username and password.
2. When you have logged in, you should see the list of "Pending Applications" in the system. If not, click on the Pending Applications tab across the top of the page.
3. Find the student for whom you want to add an assessment and click Add Assessment.
4. Select the type of assessment administered, and Next Step. (You will go to Step 2 of the assessment information.)
5. Complete all fields about the assessment. "Screen potential students" (above) provides scoring requirements for distance learning.
6. Indicate the areas in which a student needs to work. Provide any notes that will be helpful in working with the student.
7. Click Submit Assessment.
8. You have successfully entered one section of the assessment at this point. To enter different sections of an assessment (ex. reading AND math), click Yes when asked if you would like to enter another score for this assessment. (For ALL ABE learners, a reading assessment is mandatory. If a student wants to study a subject other than reading, they also need an assessment in that area.)

You will receive an email letting you know that the assessment has been entered successfully.

When the assessment has been entered, the student will receive an email letting him/her know that his/her assessment has been received. The email will tell him/her what he/she should do NEXT.

Student's next steps (provided in an email)

1. Call to schedule phone orientation (1-888-889-6020 ext. 154).
2. View Distance Learning Project's Orientation video.
3. Complete the Goal Planning Survey to plan how you will study (link in email)
www.surveymonkey.com/s/KTGBG36
4. Attend your orientation at scheduled time.