

Directions for enrolling a student in distance learning classes

1. Complete the intake, assessment, and screening - Complete the adult education intake, administer an approved assessment, and determine that distance learning is an appropriate method for the student using the screen guidelines on the website.
2. Use the online application system to make the referral - <http://dlreferrals.tiu11.org>
The student creates a profile and fills out basic demographic information. After they choose your agency as the place where they took an assessment, you will be given access to add the learner's assessment information and the option of adding a class recommendation.
3. Provide the student with the DL handbook and remind the student to schedule his/her orientation via email or by calling 1-888-889-6020.

The student will receive an email notification that the assessment scores have been entered. Once the DLP approves the application, the student will receive an email with instructions on how to schedule an orientation. ABE/GED students participate in phone orientations. ESOL students participate in an online orientation. The student must participate in the orientation before they will be registered for a distance class. The class schedule with registration deadlines is available on the Distance Learning Project website.

Additional information:

- The referral agency should enter the student in e-data, recording assessments, face-to-face hours, and goals. Be sure to check the DL checkbox in the Program Year Details section.
- Agencies are responsible for working with the Distance Learning Project to provide a posttest for students.
- Agencies can monitor student's progress by viewing the online e-case notes using Google Drive.
- If you do not have access to the e-case notes, please contact the Distance Learning Project. A [video tutorial](#) for accessing the e-case notes is available.