



Anytime ESL Readiness Checklist

Please use this checklist as a guide before referring a client/learner to the Anytime ESL program for online English language training.

<p>1. Has the learner shown an interest in online learning?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>If no, please refrain from registering them with Anytime ESL. Learners should be self-motivated and committed in order to be successful in an online environment.</p>
<p>2. Does the learner have reliable and consistent access to a computer/laptop/tablet, and high speed internet? (not just access to a smartphone)</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>If no, please hold off registering until access is guaranteed. Learners can access curriculum via smartphone, but some images and activities display better on larger screens. If using a smartphone, learners should connect to Wi-Fi to avoid excessive use of data.</p>
<p>3. Does the learner have a basic comfort with computers?</p> <ul style="list-style-type: none"> • Can they use the keyboard and mouse? • Can they type numbers and make capitals, # signs, ! , etc...? 	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>If no, consider providing the learner with some computer exposure prior to registration with Anytime ESL. Most helpful would be practise using a mouse and the shift key. Click for Shift Key tutorial.</p>
<p>4. Does the learner have an active personal email account that they access regularly, ie. weekly? and/or a cell phone they send and receive texts with?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Anytime ESL Instructors can communicate with learners in a variety of ways – email, text, phone, video... but learners will still need an email account in order to receive login information and assessment rubrics. If learners do not have an email account, consider this Gmail Tutorial.</p>
<p>5. Does the learner know the attendance requirements of the Anytime ESL Program?</p> <ul style="list-style-type: none"> • Are they prepared to work on their courses weekly? • If they register prior to the summer, do they intend to login over the summer? 	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Learners are expected to login regularly to their courses in order to stay active in the Anytime ESL program. Learners who do not will be exited from the program, and depending on program capacity may experience a delay in re-activation.</p>
<p>6. If the learner has had a language assessment, are they working at Canadian Language Benchmark (CLB) levels 1-5 in at least one skill (listening, speaking, reading, writing)? NOTE: Learners showing a CLB 5 level, are actually working at Level 6.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Learners working at a CLB level higher than 5 in all 4 skills (listening, speaking, reading, writing) are not eligible for the Anytime ESL program. An online alternative for these learners is The LearningHUB.</p>
<p>7. Is the learner willing to ask for help when needed, or do they have a support system in place at home to help them as necessary?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Please encourage learners to ask questions of their instructor. Communication can take many forms – email, text, phone, 3rd party, etc.... Communication between Anytime ESL staff and learners is critical to learner success. Tech support is available.</p>
<p>8. Has the learner been with Anytime ESL before, and if so, did they make progress in previous times in the program?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Please assess learner’s suitability based on past history and current motivation and situation. If need be, please contact Anytime ESL at anytimeesl@ed.amdsb.ca prior to re-registration to discuss.</p>