Edge Virtual Conference Navigation and Registration Lesson

Objective:	By the end of the lesson, students will be able to navigate the edge website to select and access presentations as well as register for the Edge event.
Materials:	Edge website and Eventbrite

Note to Instructors: This WIPPEA-formatted lesson plan is meant to provide a basic structure for introducing students to the LARAEC Edge Conference and registration process. The lesson itself is fairly straightforward and can be used with ESL, ABE, and ASE classes. You will also note that Zoom is used as the example conferencing platform, but amend as needed if that is not the platform you use during synchronous sessions.

Before Class

- Visit the LARAEC Edge website to familiarize yourself with the conference landing page and its navigation features. Utilize the navigation icons to visit secondary pages and access their functionality. Click on the "Schedule of Events" icon to access specific information about presentations
- Visit the LARAEC Edge registration page on Eventbrite to familiarize yourself with the registration process. **Register yourself for the conference**. This will allow you to anticipate questions and increase familiarity with the process

Lesson Plan

Warm up:

- During a synchronous class session, ask students about what other classes and programs they are aware of at your school.
- Using the screen-share feature on Zoom, open a word document and **make a list** titled, "Classes and Programs at Our School." (The Whiteboard and annotate features on Zoom are another option and will allow students to add their answers as you discuss.)
- As students offer suggestions, put them on the list.
- Once you have compiled a list of 6-8 items, **ask students how they learned about the programs or classes at your school.** (School brochure, website, friend, etc.)

- Next, tell them that you have a friend who needs their help. Your friend just arrived in Los Angeles, and they want to learn about programs, classes and job training opportunities at your school and throughout Los Angeles, but they don't know where to find the information.
- Ask your students to name some of the places they would recommend for your friend to look for information about schools, classes, and training programs <u>throughout Los Angeles</u>. **Make a list**. (This list will probably look similar to the first list and may include brochures, websites, friends, community organizations among others.) **Make sure you add to the list "Career Education and College Resource Fair"**

Introduction:

Tell them that today you're going to talk about how you can learn more about using a college education and career fair to find out about schools, classes, programs, training opportunities and services available in your community in order to achieve your goals. (If necessary, take a moment to enlist their aid in defining what a goal is. You might also take a moment to ask about their career and education goals.)

Presentation 1

- Using the screen-share feature on Zoom, **go to**: http://laraec.org/edge/
- This is the landing page for LARAEC's virtual conference center. Present this page as a whole class activity. Take a few moments to go through the different elements on the virtual conference center and then scroll down to the link icons. Ask students what information they think they would find with each icon and discuss vocabulary as needed. Allow individual students to answer questions.
- Examples: "Where can I find information about the time of a presentation?" "Where can I find someone to help me?"

Practice

- Screen share Handout 1—have students look at different scenarios and identify which icon they'd need to click on in order to access that information or help. Students can write the information, take a picture of it, or you can copy the scenarios and paste them in the chat for students to access while they are looking at the website.

Comprehension Check

- Go over the correct answers to the scenarios with the class. Ask student volunteers to provide the answers.

Presentation 2

- Click on the "Schedule of Events" icon. This will take you to specific presentation information on sched.com. You can access this page directly at: https://laraecedge2021.sched.com/
- This is the master schedule for the conference. Introduce the key vocabulary that they'll see on this page: keynote, career pathways, college path, booth chats, campus talks, ESL, high school diploma and basic skills, job readiness, student support
- Write the words on your shared word document and put them in the chat. As a class, discuss what type of presentations they might find under these headings.

Practice

- Share Handout 2—a list of specific presentations, and have students work to place them in the appropriate category. As an option, you can put the presentation information in the chat and then put students in breakout rooms in groups of 3-4 to discuss which category they should be placed.

Comprehension Check

- Ask student volunteers to give the category in which they placed the presentation examples. Correct as necessary.

Evaluation

- Review the schedule of events page again. Call out different presentations and ask students to place in the chat box which category they should go in and why or use the "whiteboard" feature and the annotation tool in zoom to have students write their answer directly on the whiteboard.

Practice 2

- Refer to the schedule of events page again. Click on a presentation. Have students share out what additional information they can learn by doing this. (Presentation description, presenters, etc.) Make a list as students share out and then review as a class. If no student mentions it, make sure to **point out the Zoom link** embedded on the page.

Application

- Continue to share the Schedule of Events page via screen share on your computer. Have students create a list of 3 or 4 presentations that look interesting and that they might like to see. Have them write as much information about each presentation as they can. (Day, time, title, school, category, etc.) Solicit from students which presentations they are interested in and why
- Once students have done this, **please remind them that they can click on a presentation and find the zoom link embedded on the presentation description page**

Introduction 3:

Ask students--now that they know more about college and career resource fairs--if they think it would be helpful to go to one to learn more about classes, programs, and services available to them in Los Angeles. Of course it would! Further, ask them what they think they would have to do in order to participate. They would have to register!

Presentation 3

- Using the Screen sharing feature on Zoom, go to: https://www.eventbrite.com/e/the-laraec-edge-tickets-142967444475
- This is the landing page to register for the conference. Present this page as a whole class activity. Take a few moments to go through the different elements on the page and then click on the green "Ticket" button
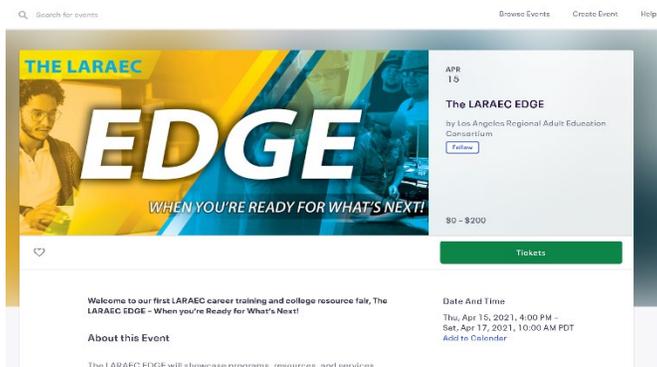
- Once there, review the page as a class. Ask students which category they'd fall in (general admission). Demonstrate using the drop down across from General Admission to click on the appropriate number of tickets, and click on the red "Check Out" button
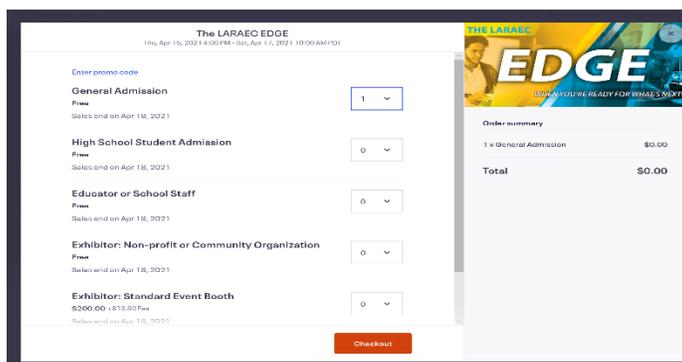
- Once there, review the page as a class. Ask students what information is necessary to complete this page. (Name, email address, campus, accommodations, etc.) Demonstrate inputting the necessary information to complete registration and note that it is necessary to click on the white "Registration" button to complete the registration. (**Please note** that it is necessary to scroll down on the page in order to complete all information.)

Application

- Place the ticket page link into the chat box: https://www.eventbrite.com/e/the-laraec-edge-tickets-142967444475
- Ask students to click on the link and register for the event
- Once students have completed their registration, ask them to share out their experience in registering (easy, difficult, confusing, etc.)
- Encourage students to share the link and information with friends, family and neighbors and encourage them to register and attend the conference

Note to instructors: as you know, students will follow your lead. If you are enthusiastic about the event, they will be, too. **Please plan to attend the conference as a class**. If you have a synchronous class session during the conference, have students check in with you on Zoom and then go to the conference together. If not, assign the conference as homework. Have them select two or three presentations they'd like to attend, and then review with them the day and time of their presentations. Share the schedule of events link again and remind them how to access the zoom link by clicking on the presentation.

LARAEC Edge Event
HANDOUT 1
Instructions: use the icon categories in the word bank to match the examples in the box. Fun and Easy!

WORD BANK

- **Schedule of Events**
- **Information and Help Desk**
- **Session Rooms**
- **Exhibition Hall**
- **Campus Hall**

1. "I am really confused!"
_____

2. "What time does the pathway presentation start?"
_____

3. "I want to learn more about Los Angeles City College."
_____

4. "I can't find the presentation room"
_____

5. "I am clicking on the Exhibition Hall icon, but it doesn't work."
_____

6. "What day is the presentation by the Hollywood WorkSource Center?"
_____

7. "I want to know more about Maxine Water's LVN program."
_____

8. "California Credit Union sounds great. I need to talk to them."
_____

9. "My presentation is in Studio 2. I need to go there."
_____

10. "I am the most intelligent student in the school."
_____

LARAEC Edge Event
HANDOUT 2
Instructions: Match the presentations with the correct category

Presentation Title	Category
1. Level up with Career Tech Skills	a. Campus Talk
2. Students with Disabilities: Access and Support Services	b. Career Pathways
3. Job Search in the 21st Century	c. College Pathways
4. High School Equivalency Testing at LACCD	d. ESL
5. College Path 3: Financial Aid	e. High School Diploma and Basic Skills
6. ESL and Family Success Initiative	f. Job Readiness
7. Campus Talks: Culver City Adult School	g. Student Support

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