

EDGE

WHEN YOU'RE READY FOR WHAT'S NEXT!

The LARAEC Edge Teacher's Toolkit

Hello Teachers,

To assist with sharing about and bringing your classes to the LARAEC Edge conference, we have developed some materials you can use.

Included in this packet are:

- How to register and participate in the conference
- Event flyer
- Attendance assignment for academic, CTE, and job seekers
- Lesson Plan and Activities for ESL classes

To get a single PDF of the flyer, visit <https://laraec.org/conference/>
We look forward to seeing you and your students soon!





Hello Educator!!

Welcome to the Edge: LARAEC's virtual career training and college resource fair. The event is designed to provide information to students around the programs and pathways available to them as they progress in their educational journey. It will include:

CTE Options

College Transitions

Job Readiness

You play a critical role in the success of the fair. **Our hope is that you will register your class and bring them to this event.** There are two options for registration:



Teacher registers the class as a whole
(Instruction in-person or synchronous zoom)

Teacher directs students to register individually
(Students working independently)

To register for the event:

- Go to the LARAEC Edge website at <https://laraec.org/conference/>

On the day of the event, engagement can take place in several ways:

Everyone attends the sessions together in class

Students attend session individually or groups via a laptop or district device

Students attend sessions individually on their smart devices (ask them to bring headphones) – best for translation

OR another great idea....get together with other teachers to have sessions broadcast in different classrooms :) See Admin packet for set up documents



In order to build value for the event, **we've included here assignments, activities, and a WIPPEA-formatted lesson plan** that will allow you to introduce the conference platform and the registration process. The materials themselves are fairly straightforward and can be used with ESL, ABE, ASE, and CTE classes.



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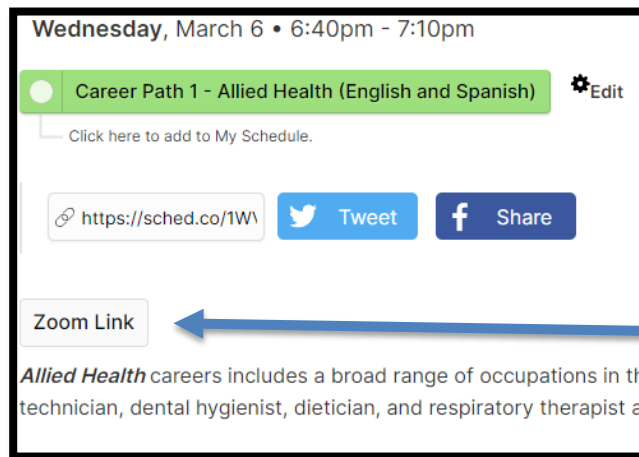
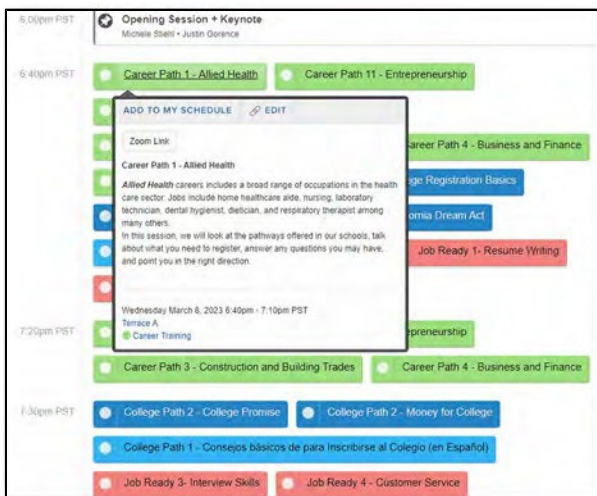
Name _____

LAREC Edge Assignment for Academic, CTE, and Job Seekers

Hello Student! We are excited that you are joining us for **The Edge Conference**. Use this worksheet to capture your learning from the sessions you attend. Visit the conference website at <https://laraec.org/conference/> You can click on the blue button for the session schedule.

[View the Session Schedule](#)

This will take you to the conference session page. Select a session you are interested in to see the description. To join this session, click the zoom link button at the listed time.



| | | |
|--|------|-------------------|
| Name of Session I Attended: | | |
| Date of session | Time | Name of presenter |
| What was most useful to you in this session? | | |

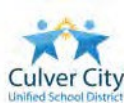
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Edge Virtual Conference Navigation and Registration Lesson

| | |
|--------------------------|---|
| <p>Objective:</p> | <p>By the end of the lesson, students will be able to navigate the Edge sched page to select and access presentations as well as register for the Edge event.</p> |
| <p>Materials:</p> | <p>Edge Sched Page</p> |

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 Sched page to familiarize yourself with the conference landing page and its navigation features. Utilize the links to visit secondary pages and access their functionality. Click on the schedule, speakers, and attendees' tabs to access specific information about presentations, presenters, and attendees
- Visit the LARAEC Edge google registration form to familiarize yourself with the registration process. **Register yourself or your class 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.)



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- 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 throughout Los Angeles. **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 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:** <https://laraecedge2024.sched.com/>
- This is the landing page for LARAEC's virtual conference. Present this page as a whole class activity. Take a few moments to go through the different elements on the conference Sched page and then scroll back up to the links. Ask students what information they think they would find with each link and discuss vocabulary as needed. Allow individual students to answer questions.
- Examples: "Where can I find general information about the conference?" "Where can I find someone to help me?" "Where can I find information about the presenters?"

Practice

- Screen share Handout 1—have students look at different scenarios and identify which link or tab 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.



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Presentation 2

- Click on the “schedule” tab. This will display specific presentation information on the sched page. Again, you can access this page directly at: <https://laraecedge2024.sched.com/>
- This is the master schedule for the conference. Introduce the key vocabulary that they’ll see on this page: opening session, keynote, career path, college path, job ready, etc.
- 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**



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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! **(If you have already registered the class or plan to register the class, this part of the lesson is not necessary.)**

Presentation 3

- Using the Screen sharing feature on Zoom, go to:
https://docs.google.com/forms/d/e/1FAIpQLSfEXPdYCV_4U1dSLASCScn2gohx5RrQGUjoJRST9nHv5VSdXQ/viewform
- This is the google form 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 scroll down the page and click "next" to view the other elements.



- Review the page as a class. Ask students what their role is at the school. (They'll, of course, register as students.) Demonstrate clicking on the "student" button.

What is your role at the school?

Student

Administrator, Dean, Executive, or Board Member

Classroom Teacher

Advisor, TOSA, researcher, or other certificated out-of-classroom

Classified Staff

Other: _____



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- 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 again that it is necessary to click on the “next” button at the bottom of the page to complete all the necessary information. Point out that it is necessary to click on the “submit” button in order to complete their registration.

Thank you for registering for the LARAEC Edge Conference

Look for additional information in a follow up email

Questions? Enter here or email michele.stiehl@lausd.net

Your answer

Back
Submit
Clear form

Application

- Place the registration page link into the chat box:
https://docs.google.com/forms/d/e/1FAIpQLSfEXPdYCV_4U1dSLASCSCn2gohx5RrQGUjoJRST9nHv5VSdXQ/formResponse
- Ask students to click on the link and register for the event. They can also click on the QR Code on the Edge poster on the LARAEC.org conference page
- 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 other students 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 zoom class session during the conference or are in person, have students check in with you and then go to the conference together. If your students work independently, 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 link again and remind them how to access the zoom link by clicking on the presentation.



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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
- Request Phone or Email Help
- Report Inappropriate Behavior
- Attendees
- Speakers

1. "I am really confused!"

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

3. "I want to learn more about Allied Health."

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

5. "I want to learn more about this presenter."

6. "What day is the presentation on resume writing?"

7. "Is my teacher registered for the conference?"

8. "That person is interrupting the speaker and won't mute himself."

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



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HANDOUT 2

Instructions: Match the presentations with the correct category

| Presentation Title | Category |
|-----------------------------------|---------------------------------|
| 1. Allied Health | a. Job Readiness |
| 2. College 101 | b. Career Training |
| 3. Resume Writing | c. College Pathway |
| 4. Money for college (en Español) | d. College Pathway (en Español) |
| 5. College Registration Basics | e. Job Readiness |
| 6. Cosmetology | f. College Pathway |
| 7. Interview Skills | g. Career Training |



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HANDOUT 2: Answer Key

Instructions: Match the presentations with the correct category

| Presentation Title | Category |
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| 1. Allied Health | a. Job Readiness |
| 2. College 101 | b. Career Pathways |
| 3. Resume Writing | c. College Pathways |
| 4. Money for college (en Español) | d. College Pathway (en Español) |
| 5. College Registration Basics | e. Job Readiness |
| 6. Cosmetology | f. College Pathways |
| 7. Interview Skills | g. Career Training |

