

Civic Participation Tutorial

Welcome to the *California English Literacy and Civics Education* Web site.

This new Web-based system will enable you to access all the information you need to implement your EL Civics program. You may find it helpful to print out the pages of this tutorial to use as you proceed through the Web site.

By the end of this tutorial you will be able to:

- fully navigate this Web site
- access resources to assist you in implementing your program
- view, select, and submit civic objectives and additional assessment plans (AAPs) online



All EL Civics agencies are WIA Title II agencies. Follow this link to access information that applies to all WIA agencies by clicking on the words “click here.”

For information regarding all **WIA Title II programs and accountability requirements**, [click here](#).

The information in this section applies to **all** EL Civics programs. Click on the underlined words (links) below to obtain EL Civics specific information.

If you are visiting require additional Civic Participation

If your agency is funded for **Citizenship Preparation**, click on the underlined words “Citizenship Preparation” to access information specific to this program.

All EL Civics Agencies

Resources

- [CDE Adult Education Web Site](#)
- [OTAN Web Site](#)
- [Quick Search](#)
- [CASAS Bibliography of Citizenship Materials \(Black&White\)](#)

If your agency is funded for **Civic Participation**, click on the underlined words (links) below to obtain information that is specific to this program.

Citizenship Preparation

- Information on [Citizenship Preparation](#)

Civic Participation

Introduction

- [Summary of Program](#)
- [Guidelines for 2004-05 Civic Participation Programs](#)

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Civic Participation agencies should follow the steps listed below in order to maximize their knowledge of how to use this Web site as well as their knowledge of the 2004-05 requirements for Civic Participation.

Step 1 – Click on the [Summary of Program](#) and [Guidelines for 2004-05](#) links. Read these items, written by your CDE consultants, to obtain basic information that you will need to know about your Civics Participation program. Note especially the information on student needs assessment.

Step 2 – Click on the [2004-05 Student Needs Assessment Form](#) link. This form needs to be completed and kept on file at your agency.

Step 3 – Click on the [2004-05 Civic Participation Implementation Video](#) link. Download the 2004-05 Implementation Video Handouts and watch the Implementation Video. The Implementation Video will give you “how to” information on needs assessments, objectives, and additional assessments.

Step 4 – Click on the [Civic Objectives and Additional Assessment Plans – Selection Process](#) link and follow the instructions on each page; this system will guide you through the selection process.

The image shows a screenshot of a website navigation menu. The menu is divided into two main sections: "All EL Civics Agencies" and "Civic Participation".

- All EL Civics Agencies**
 - CDE Adult Education
 - OTAN Web Site
 - Quick Search
 - CASAS Bibliography of Citizens
 - CASAS Bibliography of Citizenship Materials (Color)
 - 2004-05 EL Civics Online Guide
 - CASAS Test Forms by Skill Areas, Levels and Series
 - Training and Technical Assistance
- Civic Participation**
 - Introduction**
 - [Summary of Program](#)
 - [Guidelines for 2004-05 Civic Participation Programs](#)
 - [2004-05 Student Needs Assessment Form](#)
 - Civic Objectives and Additional Assessment Plans**
 - [2004-05 Pre-approved Civic Objectives List](#)
 - [Civic Objectives & Additional Assessment Plans – Selection Process](#)
 - Training and Technical Assistance**
 - [2004-05 Civic Participation Implementation Video](#)

Four callout boxes with green backgrounds and black text provide instructions for each step:

- Step 1:** Click on *Summary of Program* and *Guidelines for 2004-05*
- Step 2:** Click on *Student Needs Assessment Form*
- Step 3:** Click on *2004-05 Civic Participation Implementation Video*
- Step 4:** Click on *Civic Objectives and Additional Assessment Plans – Selction Process*

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For information on budget requirements and planning, click on the [CDE Adult Education Web site](#). From there you can also link to the [Technical Plan Web site](#), hosted by OTAN, for assistance in formulating your agency's 2004-05 technical plan.

For additional information and assistance with both your Civic Participation program and this Web site, click on [Contact Information](#) or on [2004-05 Civic Participation Questions and Answers](#).

All EL Civics Agencies	Civic Participation
<p style="text-align: center;">Resources</p>	<p style="text-align: center;">Introduction</p>
<ul style="list-style-type: none"> ▪ CDE Adult Education Web Site ▪ OTAN Web Site ▪ Quick Search ▪ CASAS Bibliography of Citizenship Materials (Black&White) ▪ CASAS Bibliography of Citizenship Materials (Color) ▪ 2004-05 EL Civics Ordering Guide 	<ul style="list-style-type: none"> ▪ Summary of Program ▪ Guidelines for 2004-05 Civic Participation Programs ▪ 2004-05 Student Needs Assessment Form
<p style="text-align: center;">Assessment Information</p>	<p style="text-align: center;">Civic Objectives and Additional Assessment Plans</p> <ul style="list-style-type: none"> ▪ 2004-05 Pre-approved Civic Objectives List ▪ Civic Objectives & Additional Assessment Plans - Selection Process
<ul style="list-style-type: none"> ▪ CASAS Test Forms by Skill Areas, Levels and Series 	<p style="text-align: center;">Training and Technical Assistance</p>
<p style="text-align: center;">Training and Technical Assistance</p>	<ul style="list-style-type: none"> ▪ 2004-05 Implementation Video ▪ 2004-05 Additional Assessment Plan Numbering in TOPSpro
<ul style="list-style-type: none"> ▪ CASAS Online Registration System ▪ CASAS Web Site ▪ CALPRO Web Site 	<p style="text-align: center;">Questions and Answers</p> <ul style="list-style-type: none"> ▪ 2004-05 Civic Participation Questions and Answers
<p style="text-align: center;">Data Collection</p>	
<ul style="list-style-type: none"> ▪ CDE 2003-2004 End-of-Year Data Submission Letter and Instructions 	
<p style="text-align: center;">Questions and Answers</p> <ul style="list-style-type: none"> ▪ Contact Information 	

For budget information and the technical plan link, click on the [CDE Adult Education Web site](#)

For additional assistance, click on this link to [Contact Information](#) or click on [2004-05 Questions and Answers](#)

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Many additional resources are available to EL Civics agencies that can assist them with program implementation.

All EL Civics Agencies	Civic Participation
<p>Resources</p> <ul style="list-style-type: none"> ▪ CDE Adult Education Web Site ▪ OTAN Web Site ▪ Instructional Materials Guide and Quick Search ▪ CASAS Bibliography of Citizenship Materials (Black&White) ▪ CASAS Bibliography of Citizenship Materials (Color) ▪ 2004-05 EL Civics Ordering Guide 	<ul style="list-style-type: none"> ▪ Guidelines for 2004-05 Civic Participation Programs ▪ 2004-05 Student Needs Assessment Form
<p>Assessment Information</p>	<p>Civic Objectives and Additional Assessment Plans</p>
<ul style="list-style-type: none"> ▪ CASAS Test Forms by Skill Areas, Levels and Series 	<ul style="list-style-type: none"> ▪ 2004-05 Pre-approved Civic Objectives List
<p>Training and Technical Assistance</p> <ul style="list-style-type: none"> ▪ CASAS Online Registration System ▪ CASAS Web Site ▪ CALPRO Web Site 	<p>Training and Technical Assistance</p>
<p>Data Collection</p>	<ul style="list-style-type: none"> ▪ 2004-05 Implementation Video
<ul style="list-style-type: none"> ▪ CDE 2003-2004 End-of-Year Data Submission Letter and Instructions 	<p>2004-05 Civic Participation Questions and Answers</p>
<p>Questions and Answers</p> <ul style="list-style-type: none"> ▪ Contact Information 	

The **Resources** section provides links to program information and instructional materials

The **Assessment Information** section provides links to information on tests used by EL Civics programs

The **Training and Technical Assistance** section provides links to training information and registration plus links providing agencies with technical assistance

The **Data Collection** section provides links to information about data requirements for all EL Civics programs

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Civic Objectives and Additional Assessment Plans – Selection Process

When you click on [Civic Objectives & Additional Assessment Plans – Selection Process](#)...

Civic Participation

Introduction

- [Summary of Program](#)
- [Guidelines for 2004-05 Civic Participation Programs](#)
- [2004-05 Student Needs Assessment Form](#)

Civic Objectives and Additional Assessment Plans

- [2004-05 Pre-approved Civic Objectives List](#)
- [Civic Objectives & Additional Assessment Plans - Selection Process](#)

Training and Technical Assistance

This link takes you into the selection system

...you will enter a system that allows you to

- view a list of pre-approved civic objectives with **all** their corresponding language and literacy objectives, but **without** additional assessment plans (by clicking on [2004-05 Pre-approved Civic Objectives List](#))
- view pre-approved 2004-05 civic objectives with corresponding additional assessment plans containing assessment plan specific language and literacy objectives
- select pre-approved 2004-05 civic objectives and additional assessment plans and submit them (requires sign-in; for specially identified agency personnel only)
- enter your agency's 2003-04 approved civic objectives and additional assessment plans and submit them for use during 2004-05 (requires sign-in; for specially identified agency personnel only)
- enter your agency's 2003-04 approved civic objectives and additional assessment plans to which you have made changes OR enter new civic objectives and additional assessments plans for the 2004-05 year and submit them for use during 2004-05 (requires sign-in; for specially identified agency personnel only)

Once you have entered the Selection Process, follow the directions on each page. If you get to a page that requires you to sign in, please remember that: (1) only specified agency personnel will have sign-in access, and (2) if you have access, you need to use your CASAS username and password to sign in. Once you have submitted your selections, you will receive an e-mail confirmation. You may re-enter the system at any time to make changes to your selections or to continue the process of making selections.

If you have completed all the steps in this tutorial and you still have questions, please use the **Contact Information** link provided on the *California English Literacy and Civics Education* home page. If you have problems with the Web site or the selection system, please e-mail elcivics@casas.org.