

# Career Ready 101 Webinar Series

## FAQs and Other Facts

*From: Sandy Goodman*

### **December 17<sup>th</sup>, 2015 Session:**

#### **Workbooks**

Gina Frey, from North Shore CAP, mentioned that her program uses the McGraw Hill Workplace Skills book series to get participants accustomed to print versions of the types of problems they'll encounter in CR 101, before they go online.

I have not compared them to the Workbooks (downloadable pdfs) that are available for free within CR 101, but wanted to make sure you all know how to find these Workbooks (available in multiple levels for each of the Workplace Skills subject areas). The content of the workbooks closely resembles, but is not identical to, the online problems.

**From the Instructor Login - go to *Set-up/Tools/Workbooks*** (this is also where you can find the Answer Keys to quizzes).

#### **Time Needed to Complete Lessons**

Amilcar asked whether data was available on the time needed to complete lessons. Someone kindly pointed us to a document in the *CR 101 Support* area called *Estimated Teaching Time*. However, this document provides estimates for Instructor Led lesson (lecture format) time and not for the average time it will take a participant to complete a lesson on their own.

The CR 101 Instructor Guide section on *Improving Student Performance*

(pg. 50-51) suggests:

*Look for at least 2 hours of activity per KeyTrain Workplace Skills course level to ensure students are investing sufficient learning time to improve skills.*

I believe that the early adopter sites working with lower skilled participants and English Language Learners found that more than 2 hours were needed. Furthermore, as participants advance in level, the work gets substantially more difficult and they plateau. So it's wise to prepare them for this.

If you have observations to share about the question of time needed to complete lessons, please feel free to **email Sandy Goodman at [sandy\\_goodman@worlded.org](mailto:sandy_goodman@worlded.org)** and she'll collect responses and send back out.

**January 28, 2016 Session:**