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Welcome to CLUES Training

*Classes Start:
Monday, September 14*

Agenda

10:00 – 11:00

Burlington English Training with Angela from BE (new & returning teachers)

11:00 – 1:30

New Teacher Orientation (new teachers)

- Introduction of CLUES Staff
- CLUES Overview
- Classes
- Students
- Volunteer Responsibilities
- Teaching Adults
- Zoom Basics, Hands-On Training



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CLUES Staff



ESTEFANY MEJIA

Estefany Mejia

NEW Adult Education Programs Coordinator

emejia@clues.org

Burlington English

- Username & password – check Remind, email
- Can't find, doesn't work? Send Trisha a private chat
- First time using BE broadly
- Survey after this training & after week 1



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Burlington English

Take it away, Angela!



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Welcome to New Teacher Orientation Fall Term 2026

Mon, Sept 14 – Thurs, Dec 17

No Classes:

Mon-Fri, November 23-27 – Thanksgiving

*In-Person End of Term Potluck & Party – CLUES St. Paul:
Saturday, December 19, 11 -2*



Agenda

11:00 –1:30

New Teacher Orientation

- Introduction of CLUES Staff
- CLUES Overview
- Classes
- Students
- Volunteer Responsibilities
- Teaching Adults
- Zoom Basics, Hands-On Training

- This **presentation** will be emailed to you.
- We appreciate your feedback! **Survey** at the end of NTO.
- Both posted on the clueseducation.com website

Fiesta Latina

- Saturday, Sep 19
- 11:30-4:30 p.m.
- CHS Field





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Introductions

CLUES Education Staff and Programs



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CLUES Staff



Roz Johnson

Adult Education Program Lead

rjohnson@clues.org



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CLUES Staff



ESTEFANY MEJIA

Estefany Mejia

NEW Adult Education Programs Coordinator

emejia@clues.org

CLUES Staff



Trisha McIntyre
Adult Education Programs Coordinator
(Adult Education & Workforce Navigator)
tmcintyre@clues.org



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What is CLUES?

CLUES

1981: Chicanos Latinos Unidos en Servicio is established to provide Mental Health Services in the West Side of St. Paul with 4 staff

Our Mission: CLUES advances social and economic equity and wellbeing for Latinos by building upon our strengths and cultures, uplifting our community, and activating leadership for systemic change.

Our Vision: A Latino community that is growing in strength and unity, with diverse and amplified voices, equal representation, and the resources needed to lead healthy and thriving lives.

Check out CLUES' History & Timeline @ www.clues.org



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Locations



- St. Paul: 797 East 7th St.
- Minneapolis: 777 East Lake St.
- Austin: 111 Main St. N
- Willmar: 324 3rd Street SW #2
- Virtually!



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Programs & Services

- Financial Empowerment
- Behavior Health Services
- Parenting Support
- Aging Well Services
- Community Resource Navigation
- Employment Services
- Workforce Development
- Civic Engagement
- EDUCATION!
- Many more...





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Our Students

Students

Who CLUES Serves: Our services focus on the Latino family, yet our experience and capabilities enable us to serve individuals and families from all walks of life including new immigrants and low-income families who dream of a better future.

Our students: Most are Spanish-speaking

Ages: Classes are for adults (>17); children may be present

Becoming a Student

- **Student Registration**

- Online process: www.cluesclasses.com
- Ongoing registration; you may see new students throughout the term
- Lots of interest for online classes!

- **Student Placement**

- Students take an in-person test (CASAS - Comprehensive Adult Student Assessment Systems)
- Based on test score, placed in level 1 - *Beginning*, 2 - *Intermediate*, 3 – *Advanced*
- We need your feedback to ensure students are in the correct class

- **Student Progress**

- Test after approximately every 40 hours of class they attend
- Coordinator will contact students individually when they need a test



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In the Classroom

- **Size**
 - Classes can have from 5-20 adult learners depending on the level and schedule.
 - Larger classes at the beginning of the term.
 - We try to maintain a small class size for increased individual instruction.
- **Structure**
 - **2 hours long**
 - Short break (5-10 mins) in the middle. Students and teachers have a chance to turn off their cameras and walk away from the computer for a few minutes.
 - Keep students in Zoom during break. No need to leave and re-enter.
 - The class is informal, yet the content is structured.
- **Class Materials for Students**
 - Provided to students on website
 - Homework materials are same as in-class materials
 - <https://www.clueclasses.com/classes.html>



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In the Classroom



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CLUES Adult Basic Education Zoom Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
10 am – 12 pm	English	English	English	English	Computer
		GED			English Pronunciation
6 pm – 8 pm	English	English	English	English	
	Citizenship				



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Volunteer Responsibilities



Volunteer Responsibilities

- The MN Department of Education **requires** volunteer teachers to complete training within the first months of volunteering.
- Most current training information: <http://clueseducation.com/training.php>
- Annual audit by the Saint Paul Community Literacy Consortium to ensure compliance.
- If you complete a training or get an applicable certification or **continuing education units (CEUs)**, let us know! CLUES must document your training per MN Department of Education requirements.



Volunteer Responsibilities

- ✓ **Arrive** prior to class start time.
 - Please arrive 15-30 minutes **early** to prepare
 - Use this Zoom link for class, does NOT change
- ✓ **Plan** your lesson. Look at www.clueseducation.com
 - Burlington English materials selected for you
 - Feel free to add your own materials also!
 - Review lesson report from previous day
- ✓ **Teach** lesson (**2 hours** with 5-10 min break in the middle). Cameras must be on.
- ✓ **Complete lesson report** for continuity of classes.

Volunteer Responsibilities

- **Be flexible with the demands of the day**
 - Students may ask you a question you aren't expecting
 - You do not need to finish all the materials in the lesson
 - Do the best you can!
- **Maintain appropriate student-teacher relationships**
 - Never give out personal information (like a phone number) to a student. Students should know this too.
 - All students are connected to their coordinator on Remind. If you need to send something to students, please have a coordinator send it.
- **Absences**
 - Let staff know as soon as possible if you will be unable to teach!
 - Estefany emejia@clues.org
 - Trisha tmcintyre@clues.org
 - Roz rjohnson@clues.org
 - See "Our Team" on www.clueseducation.com site
 - Remind App – DOWNLOAD!
 - Trisha - remind.com/join/cluesvolun



Volunteer Responsibility: Student Attendance

- All state and federal funding for Adult Basic Education (ABE) is measured through “Student Contact Hours.”
- Coordinators take attendance and track hours.
- Want to know who was in class the day before? Just ask us!

Teacher Bios

- Get to know your students and them you!
- Studies show that positive teacher-student relationships enhanced nearly every measurable aspect of academic success.
- Please send us a picture and short biography about yourself.
- If you don't have a picture, we can take one of you in Zoom.
- Your info will be posted on our student website:
<https://www.clueclasses.com/teachers.html>



Teacher Intro Slide

- Please share this slide for the first few weeks of your class.
- Things you can include on your slide:
 - First name
 - Where you are from
 - Something interesting about you
 - Your experience with teaching, learning Spanish, travelling, etc.
 - Feel free to personalize your slide by adding pictures, color, changing fonts, etc.
- Don't have PowerPoint or a way to create an introduction slide? Let us know so we can help!
- Full details here: www.clueseducation.com/New-Volunteers.php

(Example Slide) **Hello and Welcome!**



- My name is Trisha.
- I am from Minnesota.
- I am your English teacher on Monday nights.
- I have 14 years of experience teaching English.
- I have a chihuahua named Gremmy. He is from the Dominican Republic.
- I learned to make tostones (fried plantain) in the Dominican Republic.



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CLUES Volunteer Website

www.clueseducation.com

- No username or password required
- Curriculum
- Lesson Reports
- Announcements



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Curriculum



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Curriculum

Located on *clueseducation.com*

[Home](#) [Curriculum](#) [Lesson Report](#) [Calendar](#) [Resources](#) [New Volume](#)

CURRICULUM

Fall Term 2026	
Week	Dates
1	Sep 14 – 18
2	Sep 21 – 25
3	Sep 28 – Oct 2
4	Oct 5 – 9
5	Oct 12 – 16
6	Oct 19 – 23
7	Oct 26 – 30
8	Nov 2 – 6
9	Nov 9 – 13

Teaching ESL in the fall 2026 Burlington English. Details and more are on the [homepage](#).

Fall 2026 Materials

[ESL Curriculum](#)

[GED Science Curriculum](#)

[Pronunciation Curriculum](#)

[Citizenship Curriculum](#)



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Curriculum

CLUES ESL LEVEL 1 CURRICULUM

WEEK 1: WELCOME / PERSONAL INFORMATION

DAY	TEACHING MATERIALS Please click on the links to access the materials.
TEACHER ORIENTATION	Live Burlington English Training on Zoom – September 12 @ 10 a.m. Burlington English Teacher Orientation (on platform)
1 (MON)	BE Low Beginners: Welcome: 1. Welcome to English Class Worksheet Lesson Plan BE Basics: 1. Getting Started: 1. Alphabet Wordwall Activity Lesson Plan
2 (TUES)	BE Basics: 1. Getting Started: 3. Nice to Meet You Worksheet Lesson Plan BE Basics: 1. Getting Started: 2. Colors Worksheet Lesson Plan

- Burlington English is divided into weekly units, each of which focuses on a certain life or work skill area.
- The lesson, lesson plan, worksheets are provided to you by CLUES staff
- Feel free to add your own content
 - Games
 - Movies
 - Music
- Issues with the links to materials, questions – tell your coordinator

When planning your lesson, always ask yourself:

- Am I including the four basic skills?
(reading/writing/listening/speaking)
- Have I included enough interactive activities?
 - Play games and make lessons fun!
- Do you have a...
 - warm-up?
 - wrap-up?



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Teaching Adults



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Learner Profiles

Guadalupe

Learner Profile

Activity

- What factors affect this learner, positively or negatively?
- As a teacher, what is important to keep in mind with this learner?

Learner Profile – Guadalupe

Guadalupe is 53 years old and has been living in the United States for seventeen years after leaving Mexico. She has lived in Minnesota for eight years.

Guadalupe lives with her husband and five children in Minneapolis. Guadalupe is a homemaker, although she sometimes does temporary work with a candle company. She attended school in Mexico for five years and never studied English before coming to CLUES. She began taking the English level 1 class one year ago at CLUES and has passed to level 2. Guadalupe decided she did not want to have her children or grandchildren interpreting for her anymore.

Adult Learners ...

- have experience and maturity.
- often have time to learn only what they need.
- learn best when the material is meaningful.
- usually know what they want to learn and is an active partner in the learning process.

Adult Learners ...

- have different learning styles.
- have increased age that can affect reaction time, vision, and hearing.
- are often resuming a role they left behind many years ago.
- want to use what they learn as soon as possible.
- are voluntary learners.

Teaching Tip 1

Empowering your Students:

It's more than just teaching them how to speak English!

- Get to know your students and build relationships. Trust is key to success.
- Celebrate when students succeed. Learning a language is hard and we need to applaud the triumphs. (Say “Yes! Good job conjugating that irregular verb!”)
- Remember that we are a community! This is a safe place to learn and grow and we are all a part of creating that feeling and atmosphere for our students.



Teaching Tip 2

Balancing the Four Skills

- Speaking, Listening, Reading, Writing
 - Students write their thoughts or answers to a question first, before speaking.
 - Students read aloud to class.
 - Whole class choral reading.
 - Taking turns being the person who writes the answers in the chat.

Teaching Tip 3

Keep it in English

- Use your body! **TPR** (*Total Physical Response*)
- **MODEL/MIME** difficult concepts so students can **SEE** the words.
- Bring **REALIA** (*real things/examples*) into the classroom and incorporate it into your activities and lessons.
- Use the **WHITEBOARD** and **CHAT** as teaching tools

Teaching Tip 4

Checking Progress

- Why do people say they understand when in fact they may not?
- Checking questions:
 1. Teacher: The meeting is from 2:30 to 4:30. So, what time do you need to be in the cafeteria? Class: 2:30
 2. Teacher: How long is the meeting? Class: Two hours.
 3. Teacher: I have lived here for 12 years. When did I move here? Do I still live here?
 4. Teacher: I need to hire a babysitter for my kids. I want someone who is *prompt*. Does a prompt person come late or on time? My kids get off the bus at 3pm. What time does the babysitter need to be at my house?

Teaching Tip 4

Checking Progress

- Questions like “Do you understand?”, “What does this mean?” or repeating the same explanation DO NOT check progress.
- Check for understanding by having students apply it to another situation.
 - Ask students to explain or give a specific example of the grammar you are teaching.
 - Use games or activities where students produce language or show understanding.

Teaching Tip 5

Error Correction

- What approach to feedback works best for you? Think of a time that you were learning something new (language, craft, sport). What kind of feedback did you receive? What feedback was most beneficial to you and motivated you to learn? What discouraged you?

Helpful forms of feedback	Not so helpful forms of feedback



Teaching Tip 5

Error Correction

- Too much correction is inhibiting, but not enough correction allows bad habits to continue.
- Making errors is a natural and necessary part of language learning.
- If the error is related to the point you are teaching at the time, it needs to be corrected.
- Note common errors during activities to address later with the whole class.

Teaching Tip 6

Be Routine

- Increases predictability and reduces stress
- Ideas:
 - Calendar talk
 - Songs
 - Riddles/tongue twisters
 - [Word grid activity](#)
 - Have students summarize the previous class material



Teaching Tip 7

Teacher Talk

- Be concise / simplified language / level appropriate
- Repetition is key
- Get students involved!
- Ask yourself "Can the students do this instead of the teacher?"
- 10-second pause
- What do you notice about teacher talk?



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Teaching Tip 8

Connect on Zoom on your phone

- See what your students see



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NTO Quiz

1. Where do you find the Burlington English materials for your classes?

www.clueseducation.com/curriculum.php

Fall 2026 Materials

ESL Curriculum

GED Science Curriculum

Pronunciation Curriculum

Citizenship Curriculum



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NTO Quiz

2. Do we have classes the week of Thanksgiving?

Nope!

<http://clueseducation.com/class-calendar.php>



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NTO Quiz

3. You're going on a well-deserved vacation the week of October 19 and won't be available to teach your class that week. What do you do?

- *Communicate with your coordinator asap about your scheduling conflict*
- *Remind App*



NTO Quiz

4. You teach level 1 on Mondays. After 60 minutes of teaching your class, you realize you have covered all of the class materials. What do you do?

- a. Exit Zoom. 60 minutes is enough for a Monday.*
- b. Have students take a 10 minute break while you ask your coordinator for advice.*
- c. Sit awkwardly in silence with the students staring at you.*
- d. Look at the handy [Tips for Teaching ESL](#) guide in the Fall 2026 ESL curriculum folder for ideas.*

b & d are correct! Classes are 2 hours



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NTO Quiz

5. True or False. I have to fill out a lesson report after each lesson I teach.

True!

<http://clueseducation.com/fill-out-lesson-report.php>

FILL OUT / READ LESSON REPORTS

Fill Out Lesson Report AM (10am-12pm):

[Level 1 AM](#)

[Level 2 AM](#)

[Level 3 AM](#)

Fill Out Lesson Report PM (6-8pm):

[Level 1 PM](#)

[Level 2 PM](#)

[Level 3 PM](#)



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NTO Quiz

6. Reading, writing, memorizing, and listening are the four important skills associated with language learning.

False

Reading, Writing, Speaking, and Listening



Teaching Schedule

- Posted on homepage of website

Co-Teaching

- Some teachers will co-teach classes
- **CLUES' Virtual Co-Teaching Guide**
 - Guides collaboration and communication
 - Common co-teaching strategies
 - Questions to answer with co-teacher
 - Optional; does not need to be completed or submitted to CLUES
 - On [New Volunteers](#) page



Zoom Hands-On Training

Access Zoom class

Basic Zoom Functions

Hands-on Practice (15 minutes)

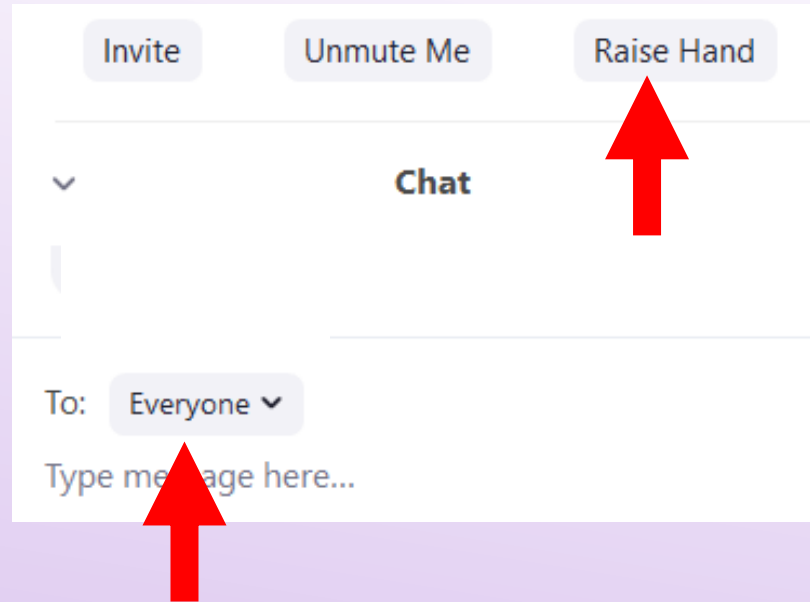
Ice Breaker Creation (15 minutes)

Share activity and reflection



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The Basics of Zoom



Questions? Type them in the chat or raise your virtual hand

HOW DO I ENTER CLASS?

- www.zoom.us
- Recommend downloading the app on computer. Browser is less stable.
- Classes are set up using CLUES' account. You do NOT need a personal account.
- CLUES staff are meeting hosts.





HOW DO I ENTER CLASS?

CLUES Classes

<https://clues.zoom.us/j/583914613?pwd=Y3FsVFplSkFGTnBWUEhMN2ZtVTJFQT09>

Meeting ID: 583 914 613

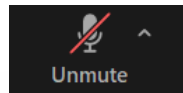
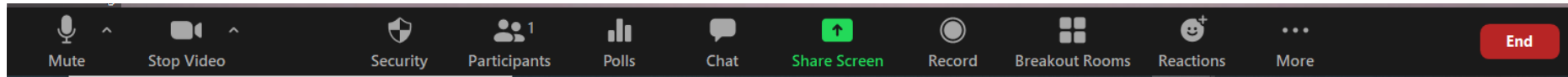
Passcode: class

Link does not change. They will be the same all term.



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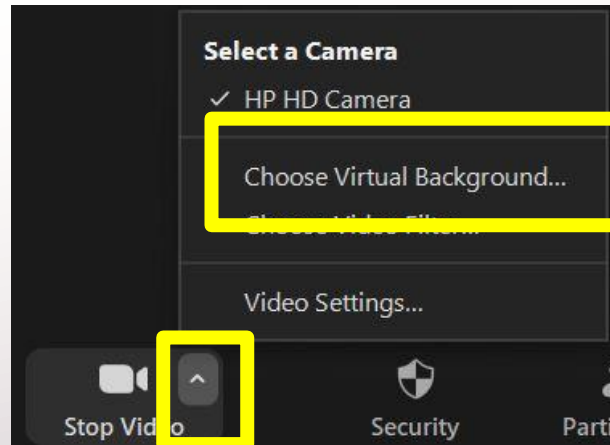
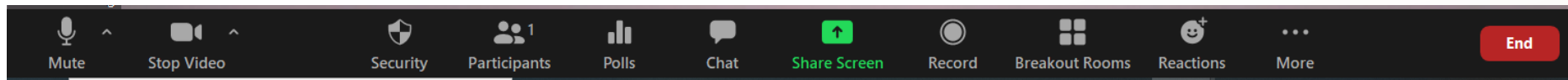
Audio





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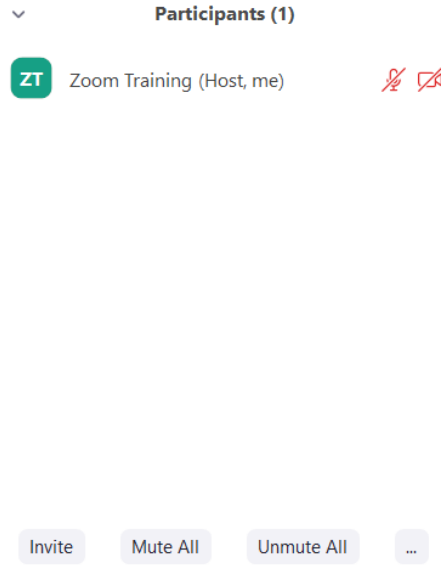
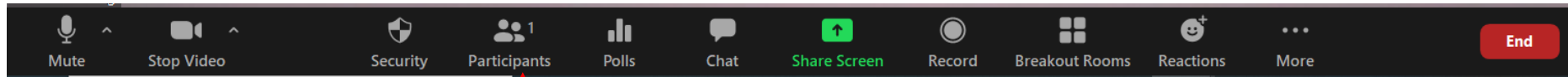
Video





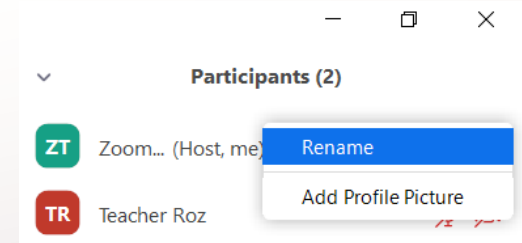
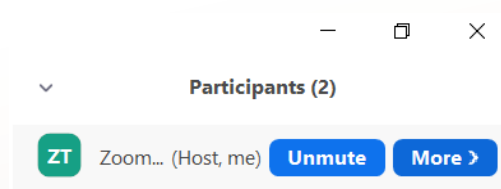
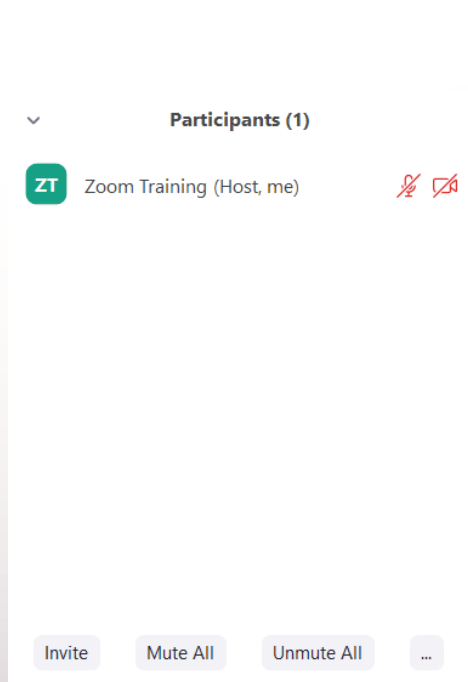
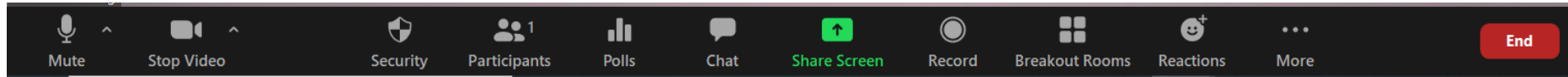
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Participants



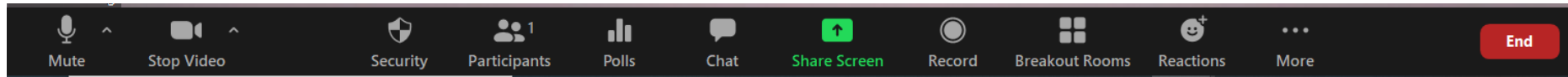
Teacher Tip: Write the names of your students on a piece of paper as they enter the class. It is helpful to know who is in the class so you can engage all students on the list during the lesson.

Participants

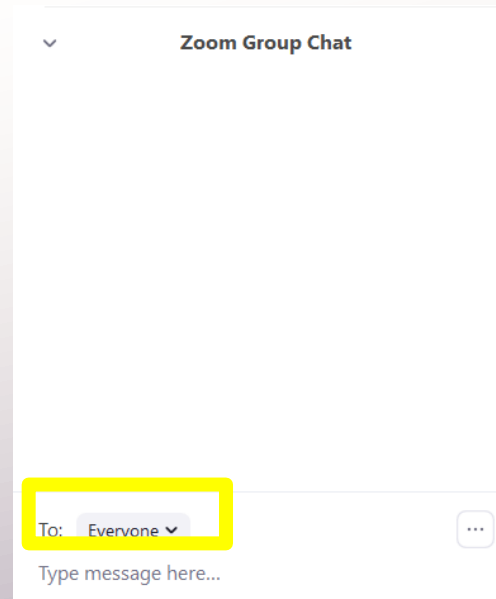


**Teacher Tip: Add “Teacher”
before your first name so
students know who you are**

Chat



- Send messages to everyone
- Send direct message to an individual.
- Can only send messages to people in your breakout room.





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Share Screen & Sound

1

Mute Stop Video Security Participants Polls Chat **Share Screen** Record Breakout Rooms Reactions More End

2

Screens Documents Advanced

Entire screen

Desktop 1

Application windows

Google Chrome - Launch Meet g... Microsoft PowerPoint - Presentatio... Microsoft Word - Document11

Spotify - Spotify Premium Calendar - Calendar

Share

3

Layouts

Options

☐ Share sound ☐ Optimize for video clip

Layouts and options

4



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AutoSave Presentation7

Home Insert Draw Transitions Animations Slide Show Review View Record

Audio Video Participants Chat Share Pause Annotate Show meeting More

New Slide Section B I U You are screen sharing Stop share Convert to SmartArt Picture Text Box Arrange

Update To keep up-to-date with security updates, fixes, and improvements, choose Check for Updates.

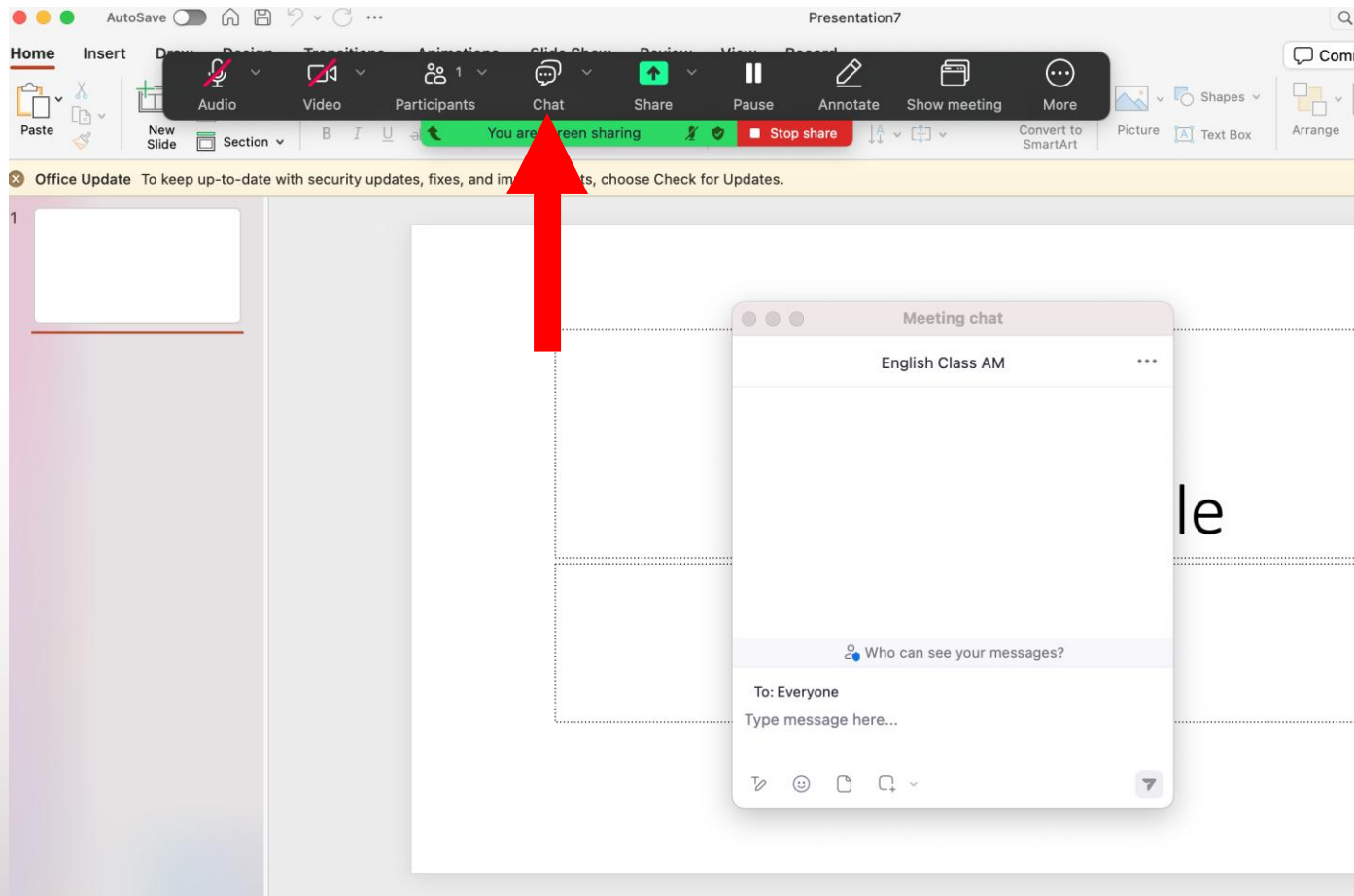
Click to add title

Click to add subtitle

Teacher Tip: Most students connect using their phones. Make sure to use large text so students can read it.



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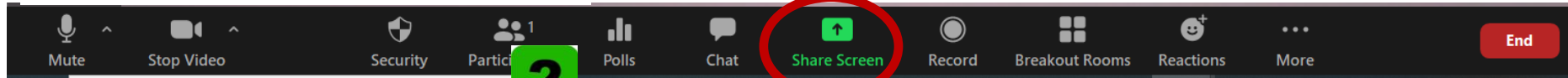




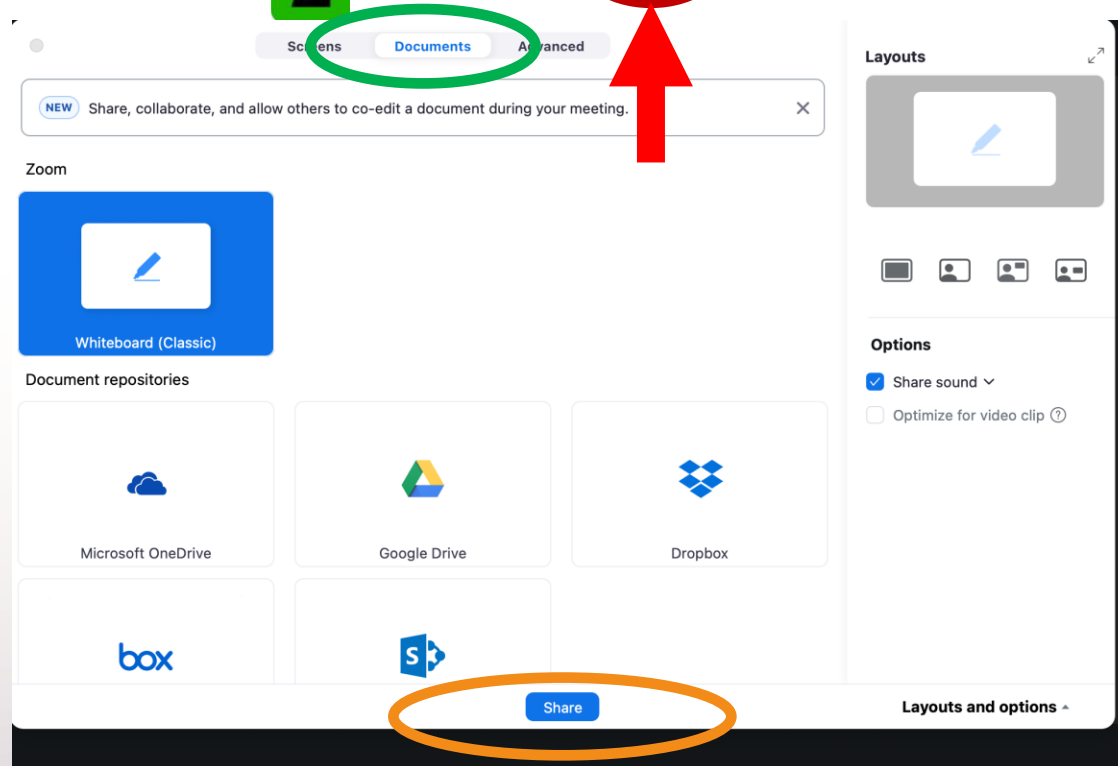
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Whiteboard

1

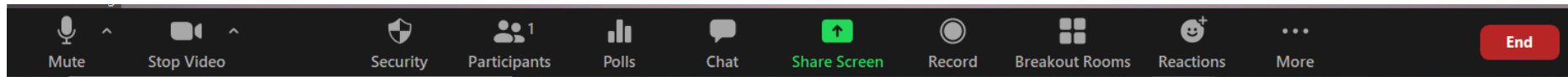


2

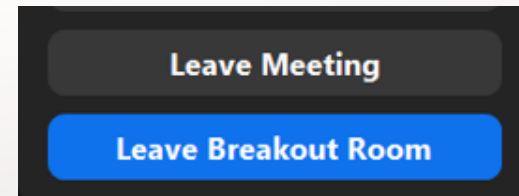


3

Leaving



Leave Meeting =
Goodbye!



Leave Breakout Room =
return to main session



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CO-HOST POWERS



- (Un)Muting
- Renaming
- Videos
- Admitting students
 - *(Coordinators will do this!)*
- Screen sharing

Activities

- Scavenger Hunt (around the house/internet)
- Show and Tell (objects around the house)
- Crosswords
- Pictionary (on Zoom whiteboard)
- Charades
- Simon Says
- What do I have?
- Bring something to the camera (Get something blue!)
- Memory game (show a picture for 10 seconds and then ask questions)
- Set a timer and have students answer a question

Activities

- 20 questions
- Correct my line (grammar / make it true about you)
- Group storytelling
- What happens next?
- Wordless cartoons
- Dictation
- Read a text and ask students to spell words

Zoom Hands-On Training

Please click on the [link](#) in the chat to access the presentation for the hands-on Zoom portion of NTO