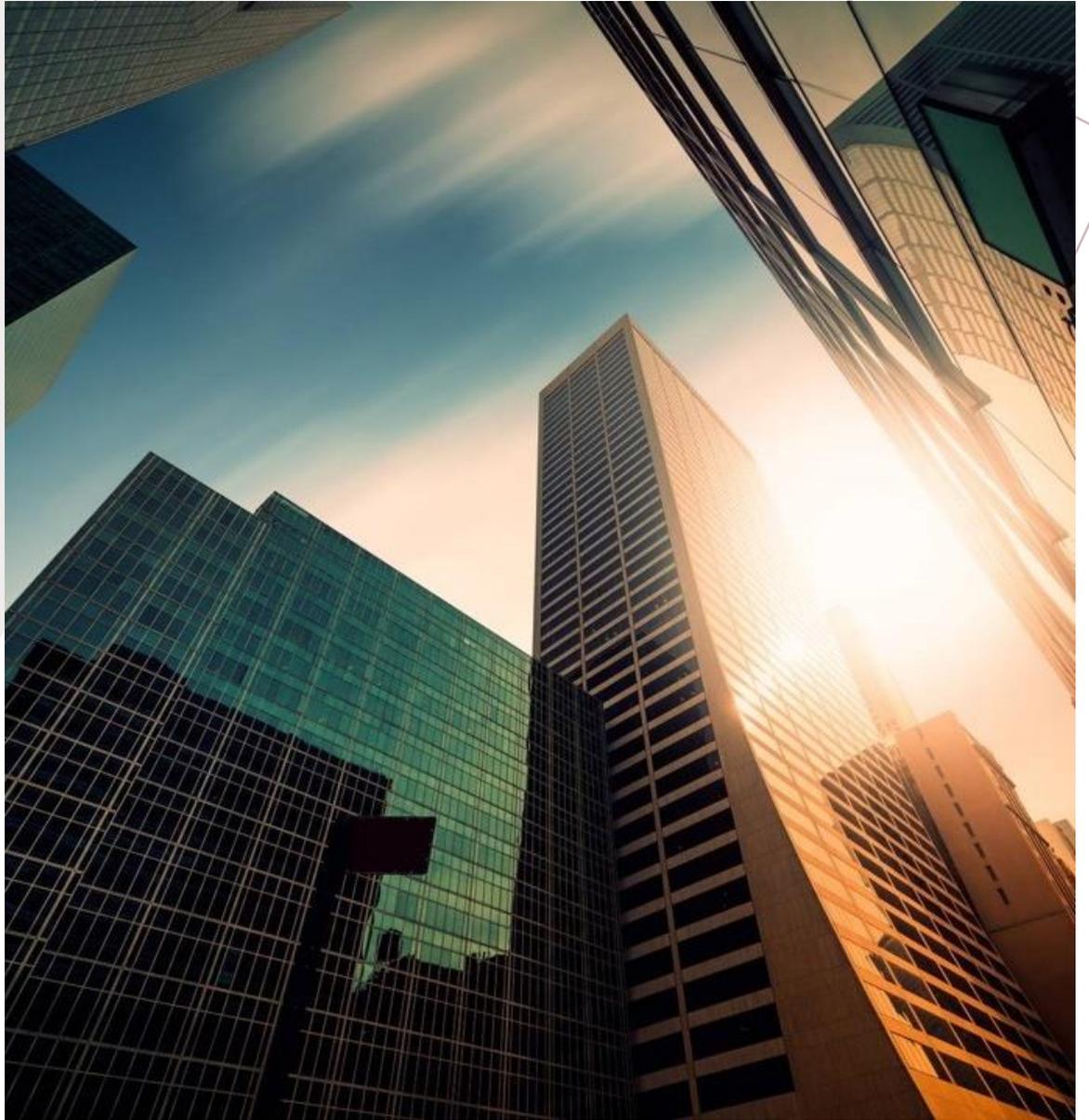


*ADMINISTRATIVE  
GUIDANCE ON  
UTILIZING  
WE SPEAK NYC*

SARA MILLER & JANINE MALDONADO  
WAKE TECH COMMUNITY COLLEGE





Sonali attended ESL, completed Crossroads Café and We Speak NYC.

"Your program has been incredibly helpful, and I believe it's an opportunity that everyone should consider."



MSGs =  
80% success rate

- July-December participants (40 out of 50)

Dual Enrolled =  
2,676 hours earned

- July-December sessions
- Fully online program to complement an in-person, online, or hybrid ESL class

Proxy hours =  
6 hrs per episode

- Independent work + 25-30 minutes instructor meeting = 6 proxy hours

**Student Goals and Skills: Potential progress via MSGs/testing and improvement of English language, workplace, and digital literacy skills with a cultural competency focus while learning about community and school resources to reach students' goals.**

An aerial view of a city skyline at sunset, with numerous skyscrapers and buildings illuminated by the warm light of the setting sun. The sky is a mix of orange, yellow, and blue. The city is densely packed with buildings of various heights and colors.

# *AGENDA*

- Workflow: Steps to Get Started
- Secrets to Success
- Wake Tech's Shared Tools and Documents
- Top Takeaways

*One of my previous WSNYC students, sent me this:*

*I like WSNYC because it provides practical English skills.*

*WSNYC helped me to understand English better.*

*I applied it into my life by connecting to people who needs help in my community.*

*She also said she misses the classes a lot, and the WSNYC program was interesting and great.*



# *WORKFLOW*

STEPS TO GET STARTED



1. Identify trained staff and create schedule



2. Write the section and instructor contracts



3. Promote in Intermediate ESL classes & interested students complete form

- Continuous promotions



4. Process interest form responses matching student availability and schedule options



5. Register students to class in ADVANSYS

- Initiate access to LMS



6. Place and invite students to first session via email with LMS and course access instructions

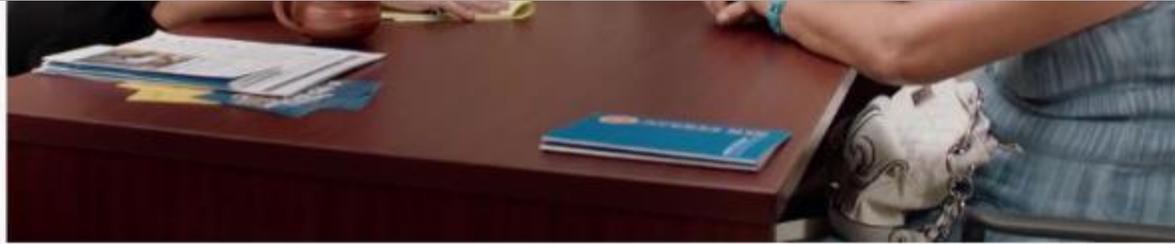


7. Meet for first session with completed episode!



REPEAT STEPS #3-7  
CONTINUALLY TO  
KEEP SLOTS FULL

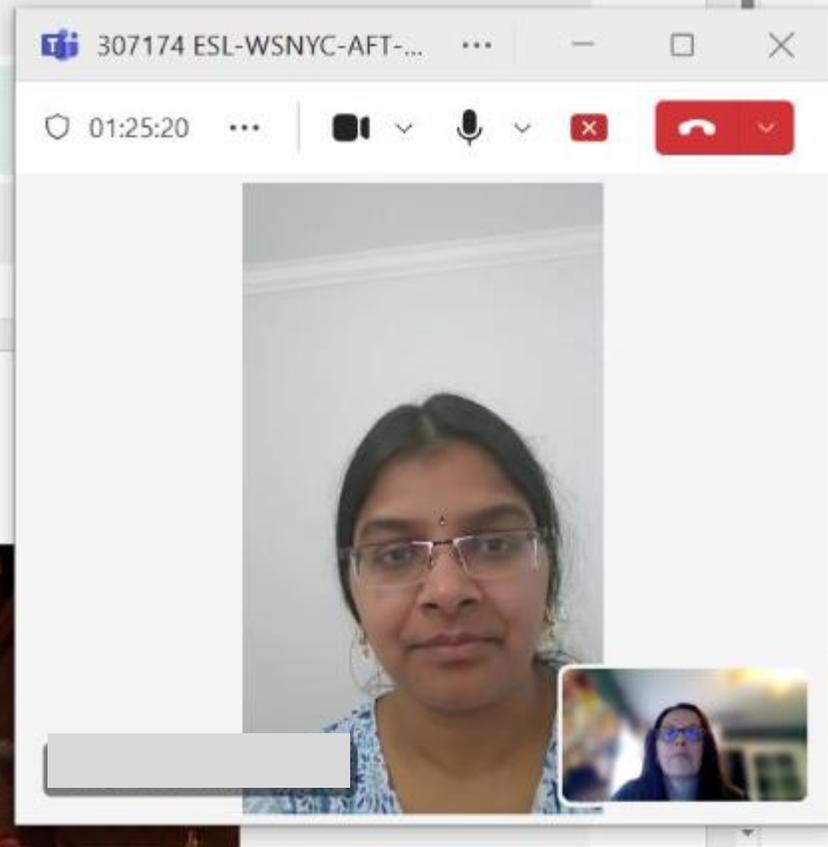
# A WSNYC Meeting



A Mrs. Belkina is telling the social worker that her apartment is freezing.

**Correct:**  
Mrs. Belkina is meeting with the social worker about tenant rights.

C Mrs. Belkina is meeting with her landlord.



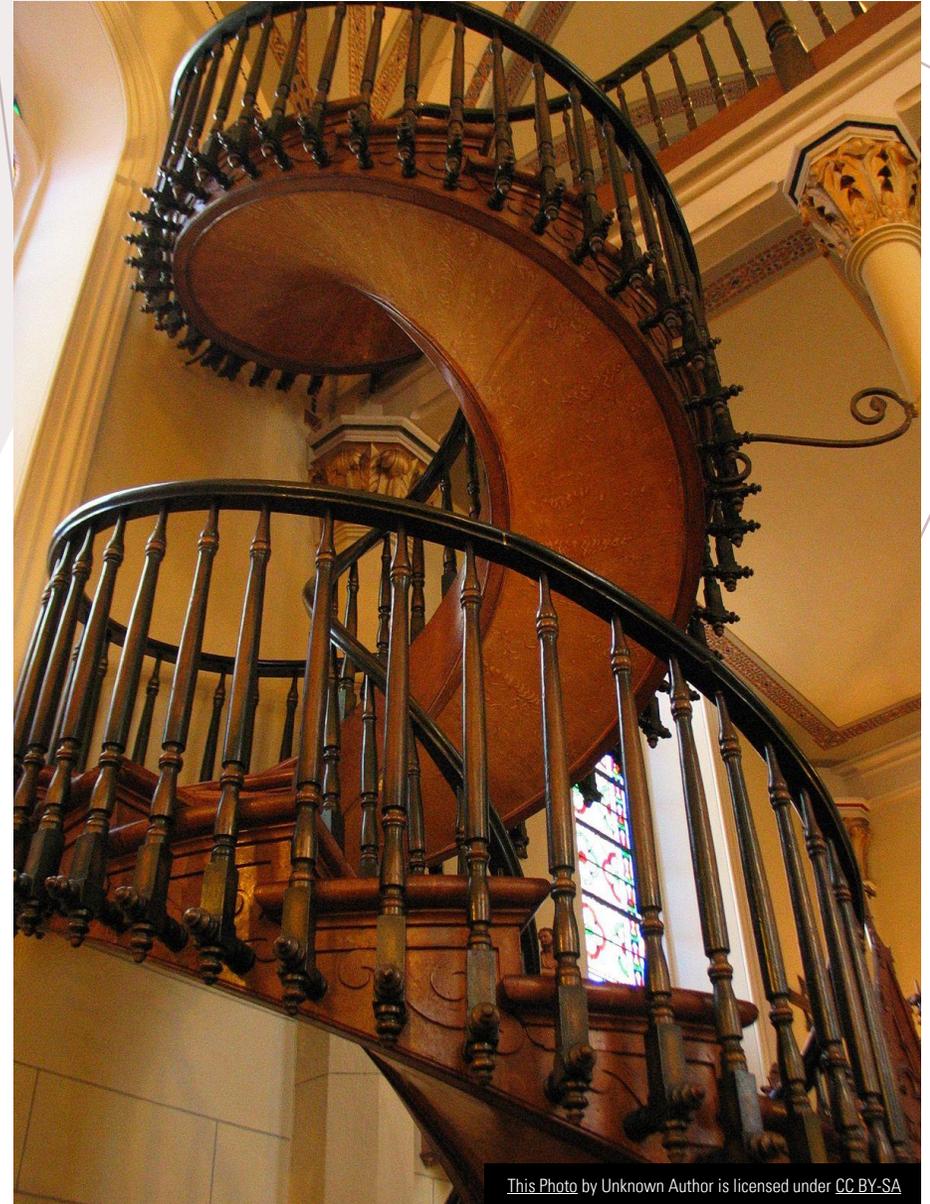
**5** **MULTIPLE CHOICE** (Auto-graded)

What is going on in the video?



# *SECRETS TO SUCCESS*

BEHIND THE SCENES



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Knowledgeable and interactive instructors proficient in the fully online WSNYC program



Student activated college email account



Permanent LMS shell with IT set up required – storing student enrollment documentation



Instructor and student **LMS familiarity with navigation** and **digital literacy skills** (i.e. screen sharing, keyboarding skills, completing and saving work electronically)



**Leader to coordinate** WSNYC initiative and ongoing support



Successful completion of episode and weekly instructor meeting generates **6 proxy hours**



Ameer faced discrimination at his job. After learning about workplace discrimination in WSNYC, he spoke with his HR representative and was able to get the racist employee moved out of his section.

*WAKE TECH'S  
SHARED TOOLS  
AND  
DOCUMENTS*

<b>FRIDAY AM</b>	<b>Teacher</b>	<b>J.K.</b>
<b>Session Time</b>	<b>Level</b>	<b>Status</b>
		<b>First Name</b>
10:00-10:30		
10:30-11:00	L6 PM	Active
11:00-11:30	L3/4 PM	Active
11:30-12:00	L5 AFT	Active
12:00-12:30	AFT	Active
12:30-1:00	L6 AM	Active

<b>FRIDAY AM</b>	<b>Teacher</b>	<b>J.B.</b>
<b>Session Time</b>	<b>Level</b>	<b>Status</b>
		<b>First Name</b>
11:00-11:30	AFT	Active
11:30-12:00	PM	Active
12:00-12:30	AFT	No Show 1
12:30-1:00	AFT	Active

<b>WAITLIST</b>	<b>Level</b>	<b>First Name</b>
#1	L5 AM	wait/needs 12:30
#2		

Excel Class Schedule Spreadsheet

[Example Class Schedule](#)

MS Interest Form

<https://forms.microsoft.com/r/penD6Z0CUG>

ADVANSYS Section Creation

[Creating a We Speak NYC Section in ADVANSYS | Scribe](#)

Student Email Invite + Communication

[Sample Email Invitation](#)

ADVANSYS Attendance Weekly Entry

[Entering Attendance Hours in ADVANSYS - Scribe](#)

LMS Group Tracking Feature + Gradebook

[LMS Group Tracking Example](#)

Program Completers (all 17 episodes) Spreadsheet

[Example Program Completers](#)

**WAKE TECHNICAL**



**COMMUNITY COLLEGE**

# Certificate of Recognition

**AWARDED TO**

for Completion of All Seventeen We Speak NYC  
Episodes and Assessments  
as of the 1<sup>st</sup> day of February 2024

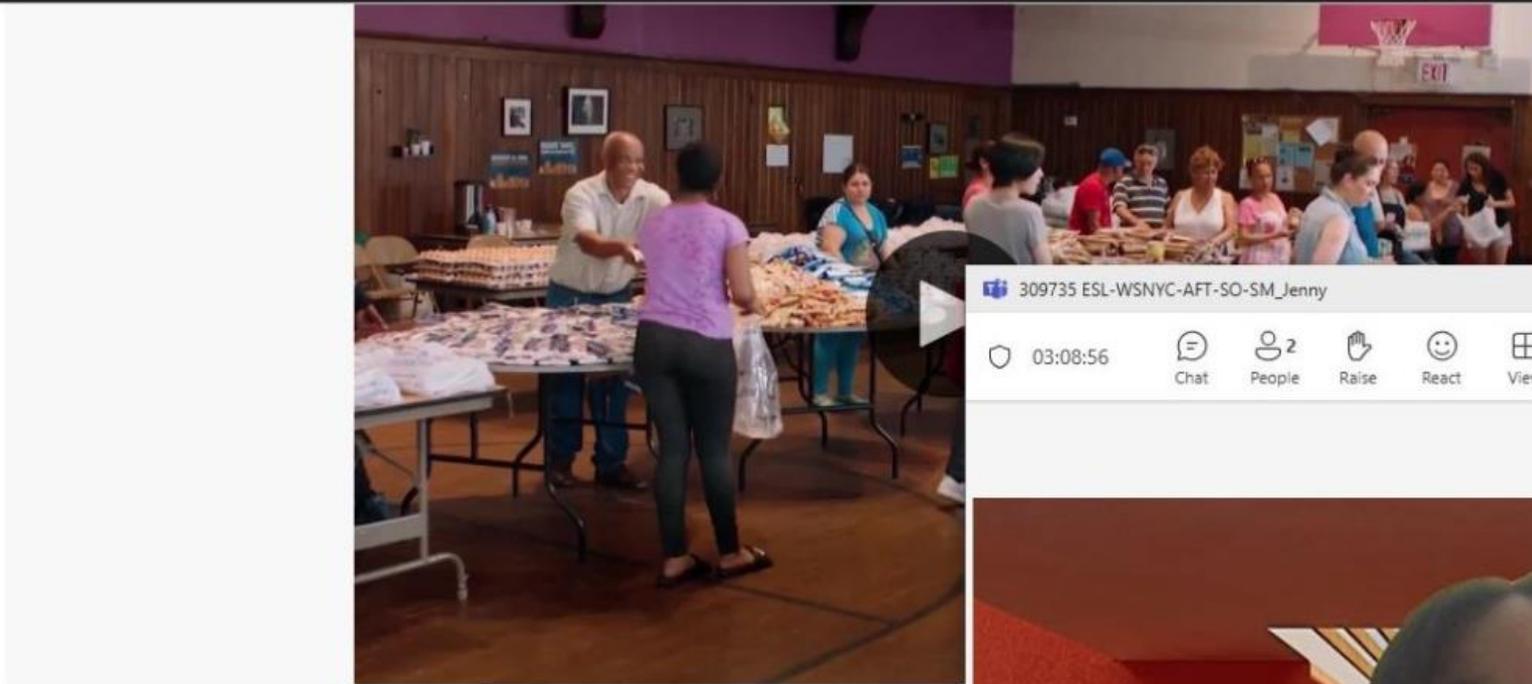
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Instructor

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Supervisor

# A WSNYC Meeting



309735 ESL-WSNYC-AFT-SO-SM\_Jenny

03:08:56

Chat People Raise React View More Camera Mic Share

- Correct:** Ms. Wu is donating food to a food pantry and Shumi is volunteering.
- Ms. Wu is interviewing Shumi for a job.
- Ms. Wu and Shumi are working at the supermarket.

3

**MULTIPLE CHOICE** (Auto-graded)

*JOURNEYING  
AHEAD...*



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**FOR A SUCCESSFUL  
START ON YOUR  
NEW JOURNEY  
WITH...**



**Follow compliance requirements**

Section creation, documentation, and files



**Prepare storage for ongoing course**

LMS = need to keep all students in there regardless of session or year



**Communication with students**

Promotion, placement, and invitation with instructions



**Find what works best for your instructors**

Simple but efficient as LMS and online work is main task



Sonali attended ESL, completed Crossroads Café and We Speak NYC.

"Your program has been incredibly helpful, and I believe it's an opportunity that everyone should consider."

**After finishing your class, I earned the following certificates:**

**IT1 and IT2**

**Early Childhood Education**

**Digital Skills for Today's Workforce**

**Medical Terminology**

**I also joined a CompTIA class.**

*THANK YOU!*

THE JOURNEY BEGINS...

