

Jefferson County Educational Service Center Virtual Learning Academy

Required Reading for Second Grade Adult Mentors

The JCESC VLA curriculum for Second Grade students has been customized to meet the needs of young students as required by the Ohio Academic Content Standards. Even so, young students, some with weak technological skills, will need daily guidance and assistance to reach their full potential as they work to complete the program. It is absolutely necessary that all second grade students have Adult Mentors, on site, to assist and coach them. This document will give a detailed explanation of the role of such advocates.

Enrollment Prerequisite

In order to enroll, each second grade student must have an Adult Mentor for each subject s/he is taking. One mentor may provide assistance for all courses taken by the student or individual mentors may work in separate courses with the student. Regardless, each mentor that is working with a particular student must sign the Adult Mentor Agreement. This agreement may be obtained from the school district. Student enrollment will take place once all parties have signed the document, and it has been ascertained that all courses have an assigned mentor.

Functions of the Adult Mentor

In general, the mentors will provide assistance to the students as directed in the Content and in the Questions and Answers segments of each course. The directions will appear, whenever necessary, under the designation “**Note to Adult Mentor**”. More specifically, a selection of exact directions to the mentor is listed below. Please read it to develop an understanding of your Adult Mentor role.

Selection of Exact Directions to the Mentor

Math

- Second grade students need to develop fine motor skills by writing numbers with pencils on paper. Consequently, the mentors will be asked to print out material from the computer for the students. Directions for printing out the material can be found in two places: in the information provided directly below and also on the Overview Page of the first 18 units. You may refer to either place for directions in printing out material from the program.

Directions for Printing out Material in Math:

Printing Instructions for PDF Files

What is a PDF File?

PDF file (Adobe® Portable Document Format)

A universal file format that preserves the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create it. PDF is the open de facto standard for distributing formatted documents over the Internet. PDF files are compact and can be shared, viewed, navigated, and printed using free Adobe Acrobat® Reader® software, downloadable from <http://www.adobe.com>. Documents can be converted into PDF files with Adobe Acrobat software.

<http://www.elotouch.com/products/mongloss.asp#p>

VLA Unit PDF Files:

On the **overview** page for each unit, there will be a number of links for any printable documents pertaining to each unit. These documents will already be in PDF format and ready for printing. Use the following steps to print PDF files using Adobe Acrobat Reader.

Step 1: Click on the “Unit” icon on the left hand side of the screen.



By clicking on the “Unit” icon, this will always take you back to the **first page** of the unit called the **overview** page. The links to the PDF files are located on the overview page.

Step 2: Click on the appropriate link located on the top left hand corner of the overview page.

A link can be identified if it is **underlined**. Depending on the number of PDF documents to be printed per unit, links will appear in the following format:

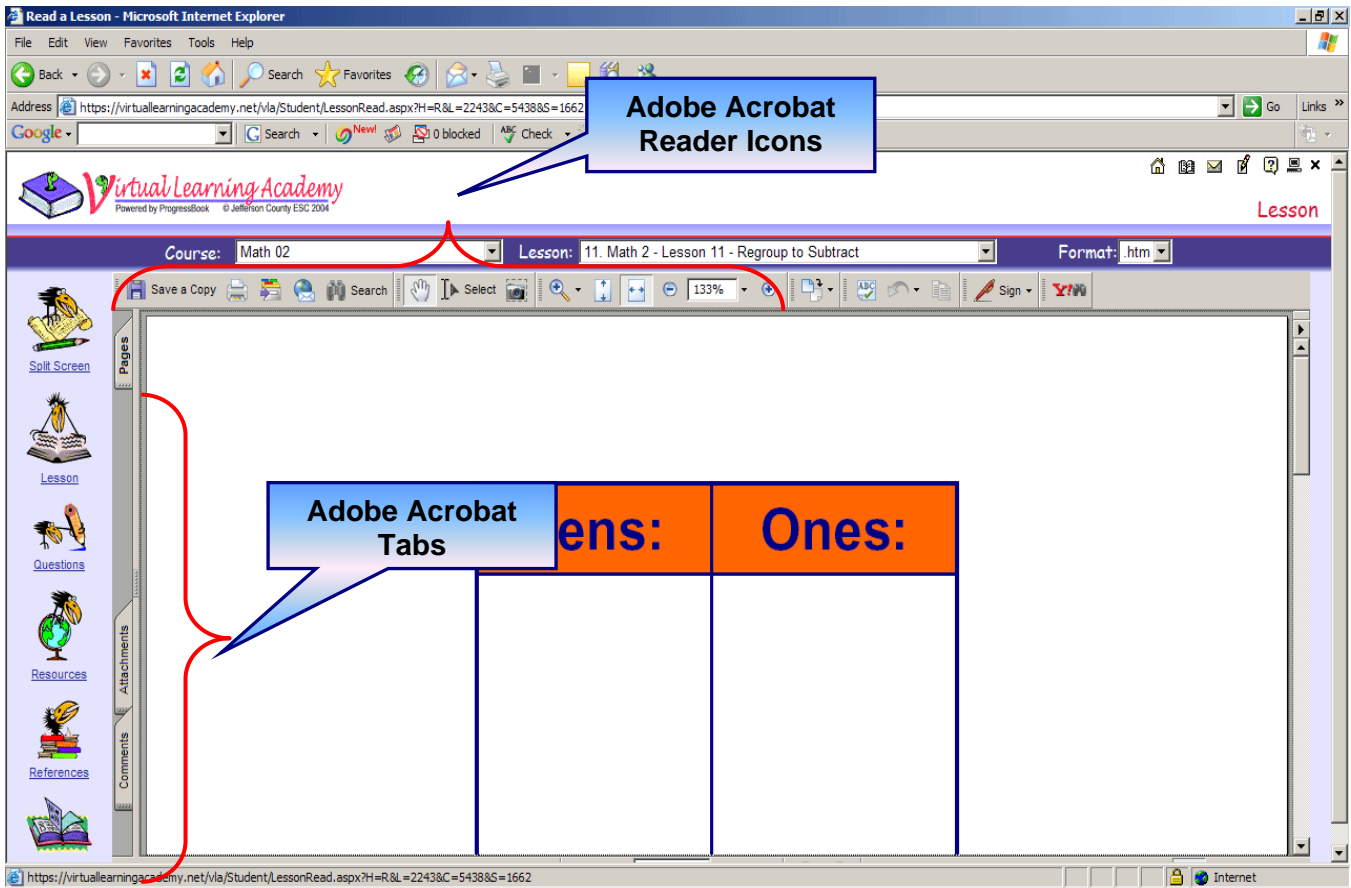
- **PFD Files:** [Content](#) | [Chart](#) | [Graph](#) | [Questions # - #](#)
 - “**PDF Files:**” will be shown in the upper left hand corner of the overview page followed by **links** to each printable PDF document.

- Each link will be separated by a line called a “pipe” symbol (|). This is simply to show each separate link.
- *Note: This is only an example to show format. These are not real links and may be named differently in different units.*

Step 3: The printable file will then come up inside the window where the overview page was. You will also see new tabs on the left hand side of the document and icons at the top of the document. These are actual menu options for Adobe Acrobat Reader. You can use these within the VLA screen.

Your screen will then look something like this:

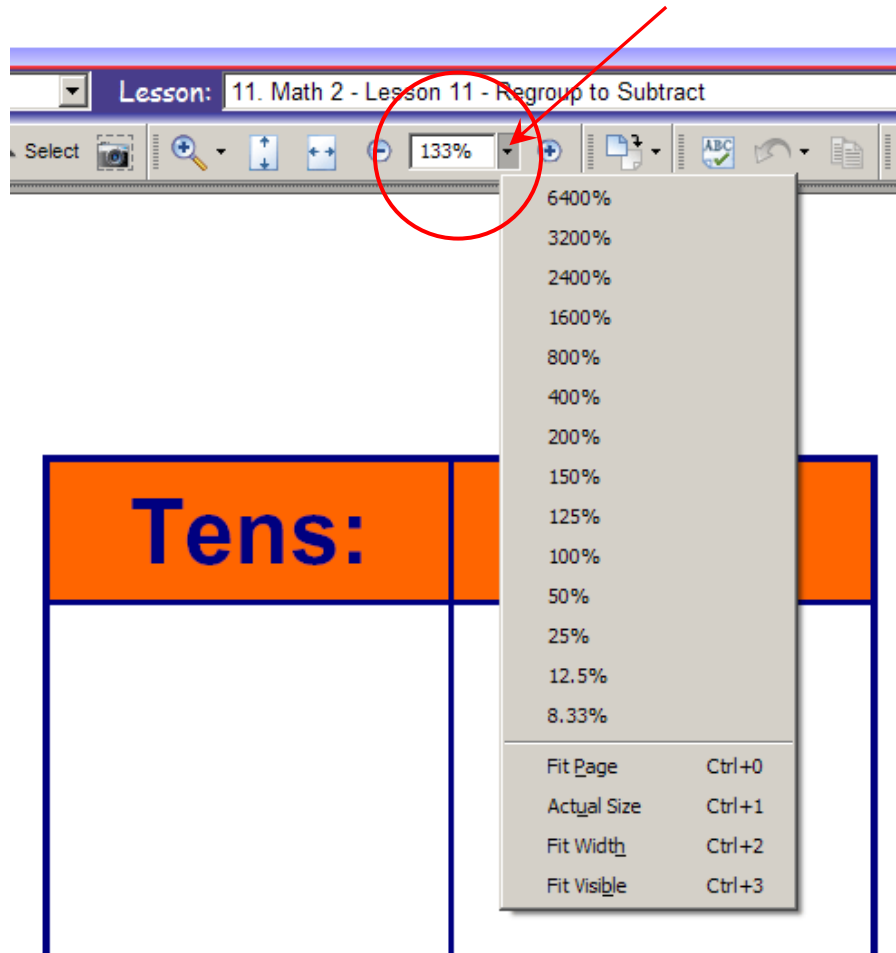
Note: This is an example which shows a particular PDF file. Depending on the link that you choose, the corresponding PDF file will appear in the window. You will not see the red brackets or pop-up balloons either. These are for demonstration only.



Step 4: You may want to re-size your PDF document before you print it. This can easily be accomplished by moving your mouse arrow to the appropriate icon on the Adobe toolbar located at the top of the document.

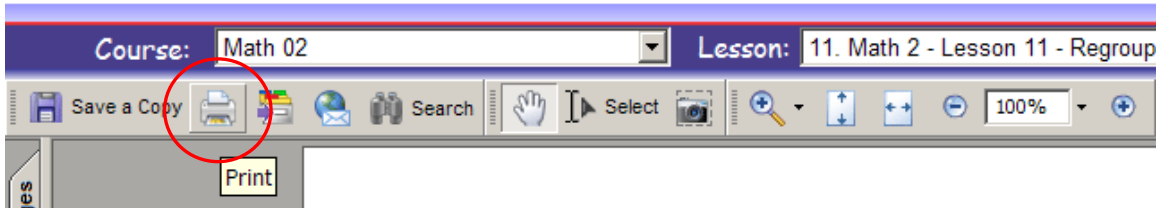
Simply click once on the down arrow on the right hand side of the icon that shows the size of the PDF document. A drop down list will appear, then you may select whatever size you want.

Note: 100% is the original size of the document. You can also select “Actual Size” at the bottom of the drop down menu to re-size the document to its original size or 100%.



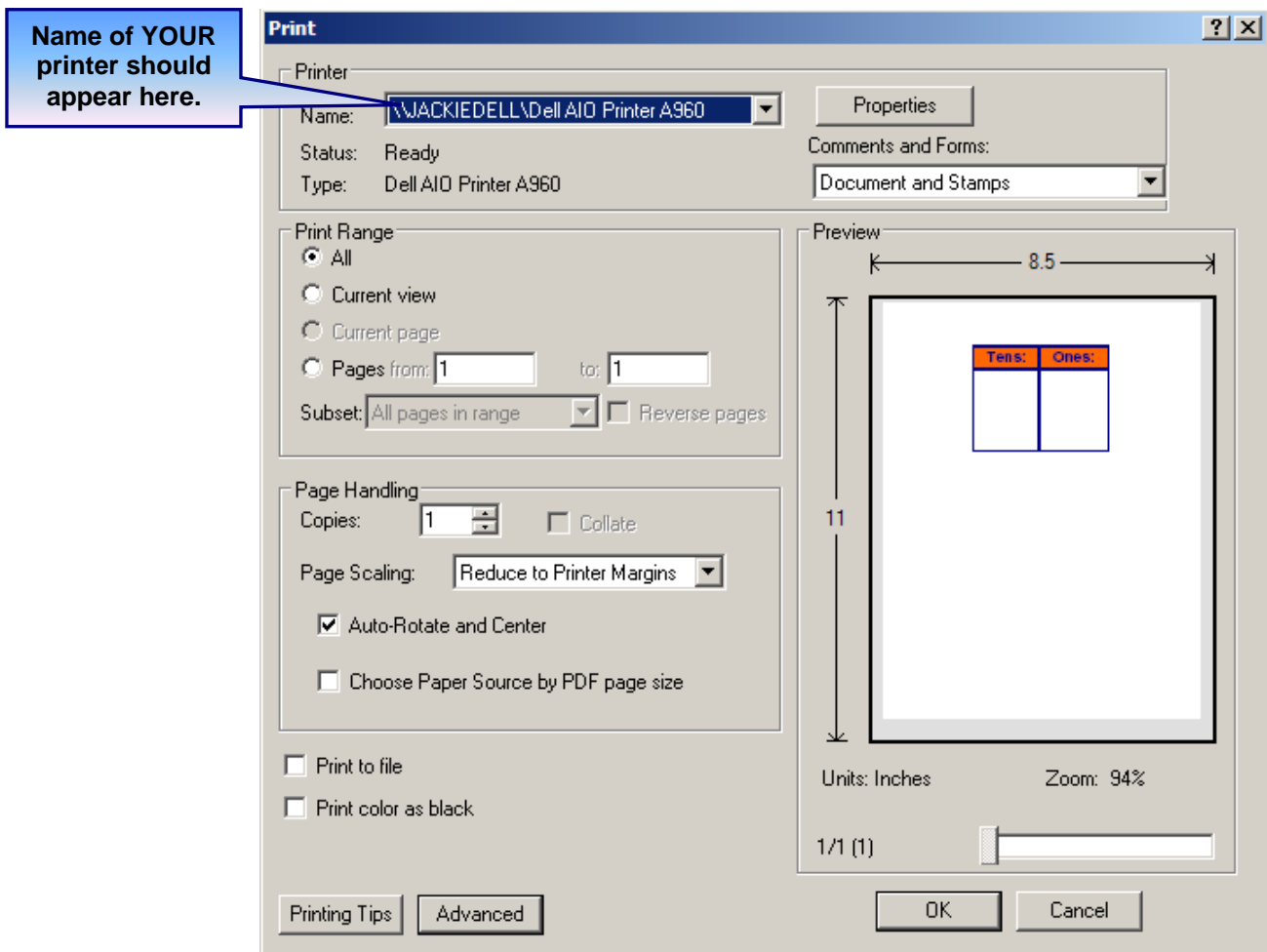
Step 5: Move your mouse arrow over the “print” icon located at the top of the PDF document. The “print” icon is the second icon from the left hand side of the menu. It will appear highlighted when your mouse cursor moves over it and a “print” message should appear in a box slightly underneath the icon.

The print icon is indicated in the red circle below.



Step 6: Click the “print” icon once. A new window will appear. This is the printer settings window. This is the window that contains information about what you want to print and YOUR printer settings.

The printer settings window will look like this:



Make sure the name of your printer is selected at the top of this window. Then click “OK” at the bottom right hand side of the print window.

Step 7: A progress window will briefly appear to show the status of your print job. It will then close on its own. Your document should now be printing.

You are finished!

Remember, to get back to the **overview** page, simply click on the “Unit” icon.



- In addition, second grade students need to develop math skills by working with hands-on items, such as scales, thermometers, and other tools. Mentors will need to provide this minor equipment.

- At times, students will need to practice with flash cards or participate in other “twosome” activities with Mentors.

- In summary, you will provide any assistance that the young students need, and, of course, the abilities of the students will help determine the depth of help that you should provide. Faster moving students will need less direction than slower moving students.

Language Arts

-Second Grade students need to develop fine motor muscles as well. They will frequently be directed to write, but there is little printing out from the computer for this course. Most writing will require the use of paper provided in the Language Arts Kit.

However, once the student reaches Language Arts Unit #21, s/he will need to print out cursive writing worksheets. It is important for the Mentor to remember **that when printing PDF files, you may select the printer icon that appears at the top of the file or you may right-click on the document and select print.**

-At the beginning of each unit, books for required reading are listed. Mentors will obtain the books from the library or perhaps the school district. The books may also be purchased.

-The students will take a spelling test each week. Mentors are responsible for pronouncing the words to the student.

-In summary, you will provide any assistance that the young students need, and, of course, the abilities of the students will help determine the depth of help that you should provide.

Science and Social Studies

-These courses are less involved, but do require some Mentor assistance. As in Math and Language Arts, clear directions are given to the mentor (e.g. assembling materials for experiments and helping with experiments).

In addition to following directions that are given within the units, Mentors need to be cognizant of some basic fundamentals of all the second grade courses.

Basic Fundamentals of all Second Grade Courses

Kits

The Language Arts and Math courses require the use of kits that are provided, at a minimal charge to the student, by the Jefferson County ESC VLA Academy. Once the student is enrolled, the kits will be sent by the Academy directly to the student.

The Science and Social Studies courses do not require the use of kits. However, these two courses will each need five manila envelopes, provided in a packet by the Academy. A discussion of the use of the envelopes follows.

Envelopes

There are 36 VLA Teacher-addressed envelopes included in the Language Arts and Math kits. There are 5 VLA Teacher-addressed envelopes included in a small packet for Science and Social Studies. When student-written work (hard copy) is required, the Mentor will **clearly identify each piece of student work by writing the child's name at the top of each page and the unit number** before placing the material into an envelope and sending to the VLA Teacher.

The mentor will send **only one** envelope per week to the VLA Teacher.

Time Requirement

To achieve the highest student performance JCESC VLA recommends that second grade students work in all subjects 5 days a week, just as they would in a traditional classroom. When possible, students should follow this schedule for each **unit**.

Language Arts – 2 hours per day; 10 hours per week

Math – 1 hour per day; 5 hours per week

Science – ½ hour per day; 2 ½ hours per week

Social Studies – ½ hour per day; 2 ½ hours per week

Summary

Your role as a student's mentor is extremely important. The JCESC VLA Staff strongly urges you to take it very seriously. While the above directions may seem a bit complicated at first reading, we believe that you will find them clearly stated in the units and easy to follow. However, if you need help as you work with your student, please call the JCESC office and ask to speak with a Virtual Learning Coordinator. The telephone number is 740-283-3347.

Please accept our best wishes as you undertake the awesome and rewarding task of working with a young child to help her/him learn in a pleasant, warm environment.