

Green River Community College

English for Speakers of Other Languages (ESOL) Program

Things to know about teaching at the Kent Center

CASAS Tests:

1. CASAS tests are kept in a locked file cabinet in KC 261.
2. Morning teachers need to work as a group to figure out and organize tests and test rooms. The same is true for evening teachers.
3. Teachers need to put a test order form in the file cabinet each quarter. This is a requirement for test security.
4. Teachers need to check tests for writing (erasing when appropriate) then return them to the locked file cabinet.
5. Please be careful in refilling CASAS tests. They should be in correct numerical order. Also pay attention to test booklet colors. There is blue and light blue, green and light green. Each shade of color is a different test.
6. If you need an extra room for CASAS testing, fill out a Kent Campus room request form. Ask Kent Campus staff for this form.
7. CASAS Tops Pro forms can be found in a drawer in the CASAS file cabinet. Take as many as you need for your class each quarter. If you notice that we are running low on these forms, please let one of the Kent full timers know.
8. If you have a CASAS test that is written on and is unusable, please contact Maria Hernandez. It is her job to keep track of this and destroy the test.

Computer Lab (KC 220):

1. All ESOL classes rotate into KC 220 weekly. Other classes (ABE, IBEST, etc.) may also use this classroom. Heather Lambert, administrative assistant to the LAW dean schedules this room.
2. Lab class time typically comes with a lab aide. Please communicate clearly with your aide about what you want him or her to do during class time. You may want to get his or her phone number or email number for communication purposes.
3. There are headsets in the file cabinet at the front of the room in KC 220. Several programs that ESOL students use require headsets (Rosetta Stone, Mavis Beacon Teaches Typing). You will need to get a key to this cabinet from the Kent Campus staff, if you are teaching in KC 220. Please lock this cabinet (or have your aide lock this cabinet) at the end of every class period.
4. When you have problems with computers or programs, write these issues down on the clipboard at the front of the room. Contact IT about this (or have your aide do this) and get a case number for resolving this problem. This problem log also helps us keep information about machines that are having recurring problems.

Open Access Lab (KC 272):

1. There is an open access computer lab at Kent in room 272 that is available to all GRCC students including ours. It is open from 8 am to the closing of Kent Campus at night.
2. This lab has many computer programs that we use with ESOL students such as Mavis Beacon Teaches Typing, Focus on Grammar, Microsoft Office Word, and internet access.
3. Rosetta Stone is available on these computers, but since this room is a designated quiet room, it is not appropriate to use here. Please check with Kent Campus staff for options if your students want to practice Rosetta Stone outside of class.

Other:

1. Classrooms. Right now ESOL classes are in KC 237, 238, and 249. All classrooms have file cabinets where you can keep some items if you wish. You will need to talk to the Kent Campus staff to get keys.