

## Quick-Reference Guide to Using LINCS

### WHAT IS LINCS?

LINCS, the Literacy Information and Communications System, is an initiative of the U.S. Department of Education’s Office of Career, Technical, and Adult Education (OCTAE). LINCS aims to expand evidence-based practice in the field of adult education. The LINCS website provides high-quality, on-demand educational opportunities to practitioners of adult education, so those practitioners can help adult learners successfully transition to postsecondary education and 21st century jobs.



### WHERE DO I START?

This document provides a highlight of LINCS and all its amazing parts for each of LINCS’ target audiences: adult education instructors, program administrators, professional developers, state adult education agency staff, and adult learners.

LINCS COMPONENT	 INSTRUCTORS	 PROGRAM ADMINISTRATORS	 PROFESSIONAL DEVELOPERS	 STATE STAFF	 ADULT LEARNERS
Community	✓	✓	✓		
Learning Portal	✓	✓	✓	✓	
Resource Collection	✓	✓	✓	✓	
State Resources				✓	
Learner Center					✓

Within each of the LINCS components listed above, LINCS has many resources appropriate for each target audience. Some favorites are listed on the following pages!

# Community

over  
**13,000**  
members

The LINCS Community of Practice provides 24/7 access to experts and peers in 11 topic areas. The community has ongoing discussions and special activities, such as webinars, on specific topics. Users don't need to register to view posts, but registration is required to post in the community.

 <p><b>Instructors</b></p>	<p>Explore LINCS' discussion groups which provide support on a range of topics of interest to adult educators:</p> <ul style="list-style-type: none"> <li>• <a href="#">Teaching and Learning</a> – discuss effective and evidence-based instruction, including lesson planning, the use of assessments, and state-adopted content standards</li> <li>• <a href="#">Math and Numeracy</a> – discuss issues specific to math instruction</li> <li>• <a href="#">Science</a> – discuss issues specific to science instruction</li> <li>• <a href="#">Reading and Writing</a> – discuss issues specific to reading and writing instruction</li> <li>• <a href="#">Correctional and Reentry Education</a> – discuss the full spectrum of issues specific to correctional and reentry education with correctional and reentry educators and administrators</li> <li>• <a href="#">Disabilities and Equitable Outcomes</a> – discuss effective practices in serving adult learners with disabilities</li> <li>• <a href="#">Integrating Technology</a> – discuss effective practices for integrating technology</li> </ul>
 <p><b>Program Administrators</b></p>	<ul style="list-style-type: none"> <li>• LINCS' <a href="#">Program Management</a> group is the place for program administrators and managers! This group discusses effective approaches for program administration and improvement, instructional programming, staff development, data-driven decision-making, and program evaluation. The group also discusses programmatic and administrative topics related to the implementation of the Workforce Innovation and Opportunity Act (WIOA) such as integrated education and training (IET) approaches and program models and local programs' role as a one-stop partner to provide improved access to employment, distance education, and training services.</li> <li>• The <a href="#">Career Pathways</a> group also has a lot of discussions targeted towards program administrators building or operating career pathways programs, as well as discussions focused on workforce development/partnerships.</li> </ul>
 <p><b>Professional Developers</b></p>	<ul style="list-style-type: none"> <li>• The Community has a dedicated <a href="#">Professional Development</a> group which discusses a range of topics of interest to professional developers, such as: professional development resources, teacher quality and effectiveness, approaches, and delivery methods.</li> <li>• Professional Developers can also benefit from joining additional groups (e.g. Teaching and Learning, Math and Numeracy) as well, to better support instructors.</li> </ul>
 <p><b>State Staff</b></p>	<ul style="list-style-type: none"> <li>• State staff may want to participate in the <a href="#">Professional Development</a> group described above, particularly to discuss state capacity to establish or operate a high-quality professional development program – or to discuss how to build, implement, and enhance a state professional development program that delivers the required professional development state activities described in WIOA.</li> <li>• The Professional Development group also has a microgroup for <a href="#">State Trainers</a>; states can encourage their state and local trainer cadre to participate in this group to network with peers and ask questions about delivering LINCS trainings.</li> </ul>

## Courses

The [LINCS Learning Portal](#) hosts 20+ self-paced online courses and 20+ virtually-facilitated online courses. Users must register to enroll in a course. Users receive a downloadable certificate of completion for each course. Courses are available 24/7 and can be completed over several sessions to make it easier for busy adult educators to complete the courses when they have the time. Each course has an estimated range of completion hours. Completion time varies by course.



 <p><b>Instructors</b></p>	<p>Instructors can enroll in any of LINCS' self-paced online courses, including:</p> <ul style="list-style-type: none"> <li>• The ESL Pro courses that aim to improve English language instruction through integrating digital literacy, increasing rigor, and building career pathways</li> <li>• LINCS' suite of four science courses to help instructors understand how to effectively plan and deliver engaging science classes to adult learners</li> <li>• The Learning to Achieve suite of eight courses that assists instructors in better serving adult learners with disabilities</li> </ul>
 <p><b>Program Administrators</b></p>	<p>While program administrators can access any of the courses in the Learning Portal, several courses were designed particularly to assist program administrators and managers, including:</p> <ul style="list-style-type: none"> <li>• Building Strategic Partnerships</li> <li>• Engaging Employers in Adult Career Pathways</li> <li>• ESL Pro suite of courses</li> </ul>
 <p><b>Professional Developers</b></p>	<p>Professional developers can support instructors taking any of the online courses. However, there are several courses on cross-cutting topics that professional developers may want to explore to inform their own practice or incorporate into their delivery of professional development:</p> <ul style="list-style-type: none"> <li>• Build a Lesson with Open Education Resources (OER)</li> <li>• Principles of Learning for Instructional Design</li> <li>• Motivating Adult Learners to Persist</li> </ul>
 <p><b>State Staff</b></p>	<p>State staff can encourage or require instructors to complete LINCS courses. The certificates of completion are intended to help programs and states track completion of these high-quality professional development modules. State staff may want to enroll in LINCS' Introduction to Teacher Effectiveness and Induction online course and consider how the teacher effectiveness competencies can be used to inform state competitions. State staff can also request virtually facilitated courses for teacher cohorts in their state, including courses on assessment, explicit instruction, effective teaching strategies in writing and math, and developing OERs.</p>

# Resource Collection

The LINCS Resource Collection houses 700+ instructional, informational, and programmatic resources for use by adult education audiences. Resources are reviewed by expert reviewers to ensure resources are high-quality, evidence-based and applicable to adult educators. The Resource Collection is organized into 16 searchable topic areas. It is also searchable by product type.



 <p><b>Instructors</b></p>	<p>Instructional materials in the collection include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Resources for Adult Educators Working with Learners with Disabilities</a></li> <li>• <a href="#">The CUNY High School Equivalency Curriculum</a></li> <li>• <a href="#">Day in the Life Videos</a></li> <li>• <a href="#">Health Careers: A Guide to Finding Entry-Level Jobs in Health Care</a></li> </ul>	<p><b>TIP!</b> Search using the left navigation pane to easily find instructional materials (curricula, lesson plans, etc.) or search by topic or keyword!</p>
 <p><b>Program Administrators</b></p>	<p>Programmatic materials that will be of interest to program administrators include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Defining On-Ramps to Adult Career Pathways</a></li> <li>• <a href="#">How to Choose a Financial Education Curriculum</a></li> <li>• <a href="#">Blended Learning for the Adult Education Classroom</a></li> <li>• <a href="#">Reentry Education Framework: Guidelines for Providing High-Quality Education for Adults Involved in the Criminal Justice System</a></li> <li>• <a href="#">Guide to Effectively Managing Higher-Level Content Standards in Mathematics</a></li> </ul>	<p><b>TIP!</b> Search by the topic “Program Management” or the product type “programmatic materials”.</p>
 <p><b>Professional Developers</b></p>	<p>The collection includes a large number of professional development materials and resources, including:</p> <ul style="list-style-type: none"> <li>• Resources developed through OCTAE initiatives on teacher effectiveness, state-adopted content standards, and more!</li> <li>• Critical research from the National Academies of Science in identifying effective practices in serving adults.</li> </ul>	<p><b>TIP!</b> Search the Resource Collection by selecting “Training or Professional Development Materials” on the left navigation pane.</p>
 <p><b>State Staff</b></p>	<p>The Resource Collection includes many items that were developed by state offices to provide guidance or resources to their state system. Explore these resources as examples for items your state may want to consider creating or customizing! Resources include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Creating Career Pathways in Colorado: A Step-by-Step Guide</a></li> <li>• <a href="#">Kentucky</a> and <a href="#">Montana</a>’s Standards-in-Action Sustainability Plan Summary</li> <li>• <a href="#">Adult Education Coordination and Planning Guide for State Leaders</a></li> </ul> <p>Other resources targeted for state staff include:</p> <ul style="list-style-type: none"> <li>• <a href="#">State Strategies to Facilitate Adult Learners’ Transitions to Postsecondary Opportunities</a></li> <li>• <a href="#">Handbook for Sustaining Standards-based Education in Adult Education</a></li> </ul>	

## State Resources

LINCS' state resources section of the website includes resources and materials geared just for state staff.

 <p><b>State Staff</b></p>	<p>LINCS has many resources to assist states in providing high-quality instruction for adult learners in accordance with the requirements of WIOA. This section of the LINCS website includes:</p> <ul style="list-style-type: none"> <li>• Access to all previous and current OCTAE <a href="#">federal initiatives</a> and the resources developed through those projects. Projects focus on a range of topics to improve instruction and services to adult learners.</li> <li>• <a href="#">LINCS Professional Development Center</a> – more information below!</li> <li>• LINCS <a href="#">Trainers'</a> bios! These skilled trainers have expertise in the content area as well as training delivery. They are also charged with helping selected training participants, identified by the state, become state or local resources for future trainings on the topic. States can request trainings – delivered by the national LINCS trainers - through the LINCS Professional Development Center.</li> </ul>	<p><b>TIP!</b> Access the State Resources section of the website through the main navigation bar at the top of the page.</p>
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## LINCS Professional Development Center

The LINCS Professional Development Center delivers high-quality professional development, face-to-face and online, at no cost, upon state request. The Professional Development Center also offers a range of technical assistance activities assist states in meeting their WIOA requirements to establish or operate a high-quality professional development program.

**120+**  
trainings  
available

 <p><b>Professional Developers</b></p>	<p>Professional Developers may be interested in joining the Professional Development Center's <a href="#">distribution list</a> to receive quarterly newsletters and announcements of upcoming training and technical assistance activities.</p>	
 <p><b>State Staff</b></p>	<p>State staff can request face-to-face or virtually facilitated trainings, delivered by expert LINCS National Trainers at no cost to the state. States can view and search the <a href="#">LINCS Training Catalog</a> to find the trainings that best fit state needs. New additions to the Training Catalog include:</p> <ul style="list-style-type: none"> <li>• Standards-in-Action foundational and advanced units in English Language Arts/ Literacy and Mathematics</li> <li>• Explicit Instruction in Adult Education virtually-facilitated course</li> <li>• <a href="#">Introduction to Workforce Preparation and Employability Skills</a></li> <li>• <a href="#">Workforce Preparation Activities: Contextualizing Employability Skills for Deeper Learning</a></li> </ul> <p>States can also use the <a href="#">Self-Assessment and Asset Map</a> to identify where state professional development programs should be strengthened to meet WIOA requirements and align with research-based components of a high-quality professional development program.</p>	<p><b>TIP!</b> Search the Training Catalog by duration, topic, or format to find the training that best fits your state's needs!</p>

## LINCS Learner Center

The LINCS [Learner Center](#) hosts federally-funded resources that may be of interest to individuals with barriers to employment. It is available in both English and Spanish.

**55+**  
learner-centered  
resources



### Adult Learners

Adult Learners can access a wide variety of federally-funded resources to help them meet their goals including: improving academic skills (reading, math, science), English language skills, or job readiness skills. There are also many resources to assist learners in becoming a U.S. citizen or finding an adult education program.

## HOW DO I STAY CONNECTED WITH LINCS?

There are many ways to stay connected with LINCS including:



Register for a LINCS account to join the community and register for online courses!



ACCESS RESOURCES FOR STATE ADULT EDUCATION STAFF

Sign up to join the Professional Development Center's distribution list!



Follow [@LINCS\\_ED](#) on Twitter!



Join the LINCS Group on LinkedIn



Explore the LINCS YouTube channel to view activities!

<https://lincs.ed.gov>



Twitter: [@LINCS\\_ED](#)



LinkedIn: [LINCS\\_ED group](#)



YouTube: [LincsEd](#)

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