



English Online Inc.

Annual Report

Activities: April 1, 2012 to March 31, 2013

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## 1. Board of Directors and Advisory Committees

### Board of Directors

A volunteer Board of Directors whose expertise comes from the non-profit sector, immigrant service organizations and online learning entities oversees English Online Inc. The Board of Directors meets quarterly and an Annual General Meeting is held in the fall. As of March 1, 2012, our Board Directors included: Brendan Nagle (Chair), Margery Soloman (Vice-Chair), Roberta Everson (Secretary), Michael Scott and Suzanne Winterflood; at our AGM in September 2012, Michael Scott did not reaffirm his board position.

### Advisory Committees

*Online Learning Platform Stakeholders:* This stakeholder group is made up of Service Provider Organization administrators in the Online Learning Platform. Stakeholders this year met a couple of times to discuss the changes to the funding agreement and agreements moving forward.

*Teacher Exchange Network Committee:* The T.E.N. Advisory Committee was organized to provide advice and support to the coordinator and English Online regarding the T.E.N. Community of Practice initiative and the movement to Tutela.ca in September 2012. Advisory Committee includes: Doreen Cooper (WIS, Brandon), Carol Harvey (WIS, Brandon), Val Cavers (Mosaic, Winnipeg) and Stacey Thorarinson-Hoff (for a few months) and then joined by Deborah Handziuk.

## 2. Online Learning Platform

The Online Learning Platform (OLP) is a customized software application that assists learners, instructors and service provider organizations in EAL course delivery.

### Affiliate Organizations

English Online Inc. provides a learning solution for other EAL Service Provider Organizations who deliver various models of online learning (Manitoba Nurses Union and University of Winnipeg).

### Functionality

There were no major changes in functionality scheduled for the year; however there was a need for a few changes these included:

**OLP Time out:** The OLP did not have a time out. So in April we had the system programmed to time out after 90 minutes. The 90 minute cut off mark was eventually changed to 3 hours.

**Username and Password change:** The OLP was redesigned to allow the administrators to change the User Name and password of a learner.

## 3. Learner Support

The English Online program is self-directed and offers various learning paths, in which individual learning targets can be followed and achieved. Learners make their own decisions on what to do and when. By offering a variety of learning options, English Online facilitates and enhances autonomous language

learning skills of Newcomers to Manitoba. English Online encourages learners to surround themselves with meaningful input that matters to them.

### Self-Study Courses

These are self-contained interactive online programs. Students engage in them on their own, at their own pace and convenience. It is the learner's decision to complete the whole module or choose to focus on a specific outcome. The modules are accompanied by extension activities, which are also self-directed and can be completed at one's own convenience with answer keys provided.

Stage 1:	Stage 2:
<ul style="list-style-type: none"><li>- Job CLB 1</li><li>- Stay Safe at Work CLB 2</li><li>- Job Interview CLB 3</li><li>- Spotting Workplace Safety Hazards CLB 4</li></ul>	<ul style="list-style-type: none"><li>- Protecting Your Back CLB 6</li><li>- Dealing with a Safety Concern CLB 6</li><li>- Telephoning Professionally CLB 7</li></ul>

### Virtual Classes

Virtual Classes are a synchronous Learning Option that English Online offers to learners. Learners meet at a specific time with an eFacilitator and other learners to work on a specific language task or function.

### Progressive Courses

This year English Online continued its four-week e-Facilitator-guided courses Diversity in Manitoba. Courses include pre/post activities to a weekly synchronous class.

### Weekly Tips

Weekly Tips are weekly activities published inside the platform on the homepage. They are available to all learners regardless of which course they are enrolled in, which stage they are in or whether they are TILs (Totally Independent Learners) or LITs (Learning Independently with Tutor Support).

### Registration Not Required

English Online has several learning options available without registration these include:

- Interactive Courses ([http://www.myenglishonline.ca/learners/learners\\_Courses\\_Beginners.html](http://www.myenglishonline.ca/learners/learners_Courses_Beginners.html);  
[http://www.myenglishonline.ca/learners/learners\\_Courses\\_Intermediate.html](http://www.myenglishonline.ca/learners/learners_Courses_Intermediate.html);  
[http://www.myenglishonline.ca/learners/learners\\_Courses\\_Starting.html](http://www.myenglishonline.ca/learners/learners_Courses_Starting.html))
- Language Explorers  
([http://www.myenglishonline.ca/learners/learners\\_Courses\\_Language%20Explorer.html](http://www.myenglishonline.ca/learners/learners_Courses_Language%20Explorer.html))
- Wiki (<http://myenglishonline.wikispaces.com/>)
- Twitter (<https://twitter.com/englishonlinemb>)

## 4. EAL Teacher Services:

### Teacher Exchange Network (T.E.N.) – Transition to Tutela.ca

From March 2012 to September 2012 English Online continued facilitating adult EAL teacher/coordinator interactions through an online community - Teacher Exchange Network (T.E.N.). As of August 2012, T.E.N. comprised 206 members – EAL/ESL professionals from all over Manitoba and other Provinces of Canada.

In September 2012 English Online joined efforts with Tutela.ca to spread best practices, expand reach, strengthen effectiveness and prevent duplication of services both companies provide to the EAL/ESL Teacher Community. Teacher Exchange Network (TEN) website had been renamed and reverted to its original creator. English Online started using National Online Community - Tutela.ca instead for EAL teacher outreach, coordination and communication. **Manitoba EAL Group** had been created on Tutela.ca to support regional instructors and coordinators on Tutela.ca. All TEN members were invited to join **Manitoba EAL Group** on [Tutela.ca](http://Tutela.ca) to continue our vibrant community and expand it across the country.

English Online continued providing services for EAL teachers: monthly newsletters, teacher support, monthly webinars and regional visits, promoting countless resources and opportunities emerged from this collaboration.

### EAL Teacher Outreach

English Online visited several EAL programs across Manitoba and presented at local and national conferences.

- April 2012: TEAM Conference Title: **T.E.N.: What's your PLN?**
- October 2012: TESL Canada Title: **Self-directed Professional Development and Learning Networks for EAL/ESL Teachers**
- January 2013: Mosaic : Tutela Lab//Arborg (IALA) PD Meeting
- February 2013 :Portage la Prairie (Portage Learning & Literacy Centre)//Winnipeg ALT branch conference Title: **Learn to Use Tutela.ca**

### EAL Teacher Newsletters

From March 2012 to January 2013 English Online continued creating and distributing Monthly Teacher Newsletter to EAL Practitioners in Manitoba. Each monthly e-Newsletter researched best practices around a particular theme, useful links and resources to use in the classroom and information on upcoming or past events (webinars, online workshops and conferences) in the EAL/ESL field. Additionally, for those who wanted to explore the theme further, supplementary online reading materials (*Further Readings* section) were provided.

January 2013 - [DIY Professional Development](#)  
November 2012 - [Fostering Learner Autonomy](#)  
October 2012 - [Tutela](#)

**September 2012 - [Starting Fresh. New Term, New Class](#)**

**June 2012 - [Online Resources for Your EAL Learners](#)**

**May 2012 - [Reflective Teaching, Receiving and Providing Feedback](#)**

**April 2012 - [Lesson Planning](#)**

### **EO Monthly Webinars for EAL/ESL Practitioners**

In September 2012 English Online launched monthly webinars to provide additional professional development opportunities for EAL practitioners in Manitoba and beyond. Therefore, in May 2012 an anonymous survey was conducted among TEN members and English Online contacts to discover most popular topics of professional interest, time preferences and local EAL experts willing to present at the webinars.

### **Volunteer e-Tutor Program**

In summer 2012 English Online launched a Volunteer e-Tutor Program to provide informal EAL training to English Online adult learners. English Online's e-Tutor program matches newcomers with Canadian volunteers to practice their language skills and learn about Canadian values, traditions and life in Canada/Manitoba: education system, employment and settlement processes, shopping and healthcare system. Learners can also be matched with an e-tutor professional in same sector for labour market specific information.

**Recruitment periods:** Summer (July 2012), Fall (October 2012), Winter (January 2013). All qualified candidates were interviewed via Skype or face-to-face. Successful candidates were asked to submit Police Record Search Certificates and provide at least three professional references.

**Volunteer e-Tutor Training:** First part of the training was self-directed: volunteers study materials/lessons assigned to them in the Platform and reflect on what they have learned in the Learning Journal.

Second part of the training comprised two online sessions to explain English Online model and learner services, to train how to keep record of volunteer activity, use Skype and other online tools (WizIQ, Audiopal, Pamela etc.) and resources for tutoring sessions and answer volunteers' questions.

**e-Tutor and Learner Matching Process:** After the training, volunteers were asked to identify their time and learner skill preferences, areas of expertise and interest. E e-Tutor was matched with a learner with similar interests and preferences.

**Volunteer Learning Journal** was used as a Volunteer Activity Log. After each session with their learners, volunteer e-Tutors were required to log in to the OLP to complete their time record and reflect on the session in their journal.

**Volunteer e-Tutor Statistics:** As of December 1<sup>st</sup> 2012, out of 14 trained volunteers, 43 % (6) are Canadian Citizens and 43% (6) are Permanent Residents of Canada (prospective CC); 64% (9) are TESL/TESOL certified and internationally trained ESL instructors; 14% are ESL teachers in training.

## 5. Human Resources

### Staff

English Online had the following staff with no changes this reporting period: Executive Director, Lead Learner Services. Changes occurred in the following positions: Administrative Assistant left on Maternity Leave in August; term replacement hired and resigned; new assistant started in March 2013. Coordinator Teacher Services was full-time but moved part-time to work with Tutela in October 2012; a part-time replacement was hired December 3, 2012. Instructor position was vacant for several weeks after resignation in January; new instructor hired to replace. There were several new positions this year: a summer assistant was hired to help with registration and two new part-time instructors hired in September 2012.

### Presentations

- TEAM Conference (May 18, 2012), Natalia Aleko presented “What’s your PLN”.
- Recognition of Prior Learning Symposium (May 29, 2012), Briar Jamieson presented “Electronic Collaborative Language Portfolio Assessment”.
- Immigrant Integration Symposium (September 17, 18, 2012) in Toronto, Briar Jamieson.
- TESL Canada Conference (October 2012) in Kamloops BC, Briar Jamieson and Iwona Gniadek presented “English Online” and Briar Jamieson and Natalia Aleko presented “Developing your PLN”
- Winnipeg Volunteer Workshops (November 2012), Iwona Gniadek and Natalia presented “English Online and Links to Language Learning sites”
- EO Webinar Series (December 2012), Iwona Gniadek and Stephanie Stetefeld presented “Developing Autonomous Language Learners”
- Adult Language Training Branch Conference (February 21, 2013), Natalia Aleko presented twice “Tutela Lab” and Iwona Gniadek, Stephanie Stetefeld, Blaine Roberts and Arra Panlilio presented “How to Learn with English Online”.
- EO Webinar Series (February 23, 2013), Briar Jamieson presented “Electronic Collaborative Language Portfolio Assessment or Digital Solution for PBLA?”

## 6. Impact of Repatriation of Settlement Funding

The repatriation of the settlement funding to Citizenship and Immigration Canada (CIC) was announced in April 2012. There are several items that many impact current learners of English Online Inc.

- Provincial Nominees are not covered under the eligibility criteria for language instruction under CIC funding, including learners in Manitoba and pre-arrival. (7% of learners). At this point EO has been advised that we can continue working with PN’s and pre-arrivals.
- Canadian Citizens are not covered under the eligibility criteria for language instruction under CIC funding. (6% of learners). EO needs to move citizens out.