**Russellville Adult Education WAGE™ Center**

 **Distance Education Program**

**104 South Rochester, PO Box 727, Russellville, AR 72811** 

Phone: **479-890-0118** ⋅ Email **rwcdistancelearning@yahoo.com**

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**Orientation Checklist**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Orientation Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐Provide instructor with all contact information. (Phone #, Cell#, Email address)

Student Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐Complete TABE® Assessments and LACES Intake

☐Complete minimum of 6 hours (12 preferred) of F2F class instruction including orientation

☐Complete Distance Learner Assessment/Survey

☐Complete enrollment in the online Canvas system 

☐Review & sign **DL Policies/Enrollment Requirements & Participant Agreement**

☐Set Goals and Timelines WAGE™ Certificate GED 

Proposed Completion Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐Obtain DL Email Address and Phone # from Instructor (Listed above)

☐Obtain Program Websites, User IDs and Passwords for:

**☐Canvas**: **User ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Password**\_\_\_\_\_\_\_\_\_\_\_\_

[**https://aalrc.instructure.com**](https://aalrc.instructure.com)

**Turn off pop-up blockers on home computers**

**☐AZTEC**: **User ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Password**\_\_\_\_\_\_\_\_\_\_\_\_

[**http://aalrc.azteclearning.com**](http://aalrc.azteclearning.com)

**☐Career Ready 101**: **User ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Password**\_\_\_\_\_\_\_\_\_\_\_\_

[**http://run.careerready101.com**](http://run.careerready101.com)

**☐Teknimedia**: **User ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Password**\_\_\_\_\_\_\_\_\_\_\_\_

**https://ar.e-learning.com/html/loginok.asp**

**☐TypingWeb**: **User ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Password**\_\_\_\_\_\_\_\_\_\_\_\_

[**https://www.typing.com**](https://www.typing.com)

☐Login and complete at least 1 lesson in the assigned software program as instructed

☐Email a message to the instructor and/or reply to instructor’s welcome message

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