

Accessing and Navigating Virginia Adult Learning Resource Center

A division of the The Literacy Institute at VCU, the Virginia Adult Learning Resource Center (VALRC) strengthens Virginia's adult education and literacy system through professional development, resources, and collaborative projects. VALRC provides face-to-face and online trainings for Virginia adult education teachers and program staff; manages the GED® Virginia website and GED® Helpline; and supports the development and expansion of the PluggedInVA career pathways program for adults.

Resources Available Without Registration

1. Navigate to <https://www.valrc.org/>
2. Click "Professional Learning"
3. Click on one of the topics to find resources relevant to the areas of adult education and literacy that most interest you
4. For this example, select "Civics Instruction for ELLs"
 - a. The left column lists "Resource Topics"
 - b. Click "Instructional Resources"
 - c. You'll be provided with links to other websites with resources
 - d. Click "EL/Civics Online"
 - e. You'll be directed to a website with lesson plans, worksheets, and other materials you can put in to use right away

Accessing OnDemand Online Course Offerings

In order to complete an online course with VALRC you must register through the Virginia Learning Center

1. Navigate to <https://covlc.virginia.gov/>
2. Click "Need an account?"
3. In the drop-down menu, select "VALRC Resource Center"
4. Click "Ok"
5. Complete the form to Create a New Account
6. Under "Organization", click "Select"
7. Type "Charlottesville" in the box labeled "Find Organization"
8. Select "VALRC – Literacy Volunteers of Charlottesville/Albemarle LVCA"
9. Click "Save"
10. Under "Job Title", click "Select"
11. Type "Tutor" in the box labeled "Find Job Title"

12. Select "VALRC – Tutor/Volunteer"
13. Click "Save"
14. Under "Manager", click "Select"
15. Type "Reid" in the box labeled "Find Manager"
16. Select "Reid, Steven"
17. Click "Save"
18. Click "Create"
19. Your account will need to be approved before you can continue
20. When your account is approved navigate again to <https://covlc.virginia.gov/>
21. Click "Log In"
22. Type in your Login ID and Password and click "Log In"
23. Find "VALRC" in the right column, click on the link
24. Type in the search bar the course you wanted to take
25. For this example, type "Writing", click "Search"
26. Scroll down and click "VALRC - Developing Writing Skills in Adults Online Course"
27. If the course were available to take, there would be a link to "Register"
28. Note that most classes have a prerequisite, 30-minute, course you must take before registering

*VALRC Courses are offered during Fall, Winter, and Spring terms. Only classes that requested will be offered. Notify a member of LVCA staff if there is a course you would like to take so that we can request it for you

**VALRC Courses are not self-paced. You must log-in and complete tasks along with a class of other adult educators