



July 20, 2011

User Guide to You for Youth

<http://y4y.ed.gov>

If you work in a 21st Century Community Learning Center (21st CCLC) program and want to improve your practice, the You for Youth website is a great place to begin. It features

- Online professional development courses, available 24 hours a day, 7 days a week;
- Webinars on course topics that fit your schedule;
- A library full of resources, video case examples, project ideas and links to other important websites;
- Coaching modules, templates and tools that you can customize to fit your local needs; and
- Opportunities to exchange ideas and insights with others in your field.

Each You for Youth course is a 30- to 60-minute learning experience that includes videos, activities and reflections. It is accompanied by a library with resources and a coaching module that provides additional instruction on implementation and staff training. Users can visit The Exchange and connect with their colleagues through discussion forums, webinars and resource sharing.

The You for Youth website was developed by the U.S. Department of Education. All materials, courses and resources on the site are

- Available at no cost; and
- Useful for afterschool and other out-of-school time program personnel as well as 21st CCLC staff.

This guide explains how to access and use the main features of the You for Youth website.

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Minimum System Requirements for the You for Youth Website

Web browser: Microsoft Internet Explorer 7.0 or newer, Firefox 3.0 or newer, or Safari 4 are recommended.

Portable Document Format: Many documents on the You for Youth website were created in portable document format (PDF). Versions of the Adobe Acrobat Reader for PDF files exist for all major computer operating systems, including Windows, Macintosh and Linux. The reader can be downloaded free of charge at <http://get.adobe.com/reader>.

Adobe Flash Player: Some videos, animations and audio files require the Adobe Flash Player, which can be downloaded at <http://get.adobe.com/flashplayer/>.

Screen resolution: To minimize the need for horizontal scrolling, You for Youth pages are developed for a minimum screen resolution of 1024 x 768.

Note: The size of the text on the screen can be adjusted via browser settings. To change the **font size** in Internet Explorer or Firefox, hold down the **Ctrl** key and turn the mouse wheel. In both of these browsers, you can also go to **View** and then **zoom** in or out. Common browsers for Apple and Linux offer the same options.

You for Youth Home Page

The home page provides links to useful information and resources about 21st CCLC, including the following:

Primary Navigation Bar. Click on these links to navigate to the main areas on the You for Youth site, including the Courses, Coaching Modules and Resources and Technical Assistance sections.

About 21st Century Community Learning Centers. Select this for background information. A brief video shows examples of 21st CCLC sites and activities. To play the video, click on the arrow in the center of the video window.

Video: You for Youth. Take a tour of the You for Youth website. See [page 13](#) for details.

The Exchange. Exchange ideas with colleagues across the nation.

Sign up for a webinar! Learn about upcoming webinars here. See [page 9](#) for details.

Bottom Navigation Bar. See [page 7](#) for details.

Sign In / Join Us. Search. See [page 4](#) for details.

Featured on this site. Click on the featured title to learn more about various 21st CCLC learning modules and topics. Click on the arrows to scroll through the featured items.

Find Programs. For a list of 21st CCLC program providers, place your cursor over a state or territory and then click on it. Note: This feature and the links at the bottom open in separate windows or tabs. To return to the You for Youth home page, you will need to locate and click on that window or tab on your screen. Clicking the “back” button will not work.

Share Your Success Story. Share details about your successful program.

Suggestion Box. Suggest improvements to this website.

The screenshot shows the You for Youth home page with several callout boxes pointing to specific features:

- Primary Navigation Bar:** Points to the top navigation menu with links for HOME, COURSES, COACHING MODULES, and RESOURCES AND TECHNICAL ASSISTANCE.
- Sign In / Join Us. Search:** Points to the search bar and sign-in options.
- Featured on this site:** Points to a section titled "Featured on this site..." with a "Y4Y Monthly Newsletter" featured item.
- Find Programs:** Points to a "Find Programs" section featuring a map of the United States for selecting a state or territory.
- Share Your Success Story:** Points to a "Share Your Success Story" button.
- Suggestion Box:** Points to a "Suggestion Box" button.
- Bottom Navigation Bar:** Points to the footer navigation links: Home | Site Information | Suggestion Box | Contact Us | Privacy Policy.

Note: Because computer monitors vary in size, you may see only the top section of the You for Youth home page on your screen. To be sure you see everything on the page, slide the scroll bar on the right side down.

Sign In / Join Us and Search



Sign In / Join Us

Sitewide Keyword Search

GO

HOME / COURSES / COACHING MODULES / RESOURCES AND TECHNICAL ASSISTANCE

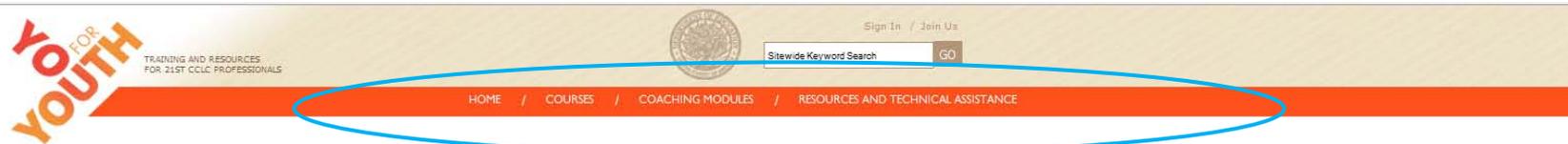
Sign In / Join Us. This link is for logging into the system or registering for the You for Youth website. Although the content and most features on the website can be accessed without user registration, there are several benefits to registering, as described below. During the registration process, you can choose how much of your personal information to share on your public profile. Every time you sign in, you will be prompted to enter your username and password. Note that your password must be between 5 and 15 characters with at least one capital letter, one digit, and one special character (e.g., #).

- **Professional Development Credit.** To take courses for credit (through your program or state department), you may wish to register and take advantage of features that help you document your completion of the courses.
- **My Notebook Feature.** Every course includes a notebook for taking notes and responding to prompts that appear in the course. As a registered user, you can save your notes for later reference and can print them to demonstrate your participation in course activities.
- **Discussion Groups.** The Exchange area of the website provides opportunities for interactive discussions with peers and experts through webinars, discussion boards and resource sharing. To join a discussion, you will need to register.
- **Webinars.** You for Youth webinars can help you use the website effectively and explore topics relevant to 21st CCLC programs. For information about upcoming webinars, click on the **Sign Up for a Webinar!** link on the home page. If you want to attend a live webinar, you will need to register.

Sitewide Keyword Search. This box enables you to search the resources available on the public areas of the You for Youth site. It does not search materials created by registered users in their notebooks. To search for an exact phrase, place all words in quotation marks.

Primary Navigation Bar

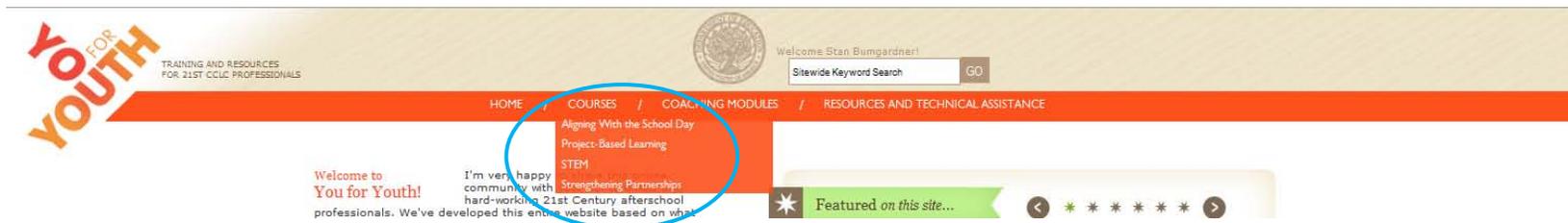
The blue circle outlines the main navigation area of the website. Click on any of these links to visit specific areas of the site.



Home. Click on this link within the site anytime you want to return to the home page.

Courses. This link takes you to the course selection page, which describes all active courses, such as Aligning With the School Day and Project-Based Learning. Each course takes 30 to 60 minutes to complete and includes a library of related readings and resources.

To see what courses are available, you can either (1) click on the **Courses** tab to go to the course selection page, where you can read a brief description of each course, or (2) point to the **Courses** tab (without clicking) to see a drop-down menu that lists each course by name. Then you can click on a specific course name to go directly to the home page for that course. See page 10 for more details.



Coaching Modules. All courses will be supported by Coaching Modules (some are still being developed). These modules provide information and tools to help site leaders and program directors translate course content into practice. Each module includes guidance on key strategies for implementing course content in your program as well as “Coach’s Commentary” videos that take a practice-building look at the approaches and techniques highlighted in

the course videos. Coaching Modules also include tips and pointers for working with your staff to make the course content a reality in your program, and they feature downloadable staff development tools, implementation planners and other customizable materials.

A dedicated section of the Coaching Module called The Exchange will enable You for Youth users to interact directly with their peers and experts by participating in discussion boards, attending webinars and posting information in a gallery of user-generated program materials and in user-generated “program profiles.” You may also point to the **Coaching Modules** tab (without clicking) to see a drop-down menu that allows you to select modules for specific courses. **See page 18** for more details.



Resources and Technical Assistance. This link offers a variety of materials, including multimedia resources, publications, lesson plans and activities, training and tools, web-based resources, mobile apps, program planning tools, and technical assistance resources. You may also point to the **Resources and Technical Assistance** tab (without clicking) to see a drop-down menu that allows you to select direct links to technical assistance or a list of frequently asked questions (FAQ). **See page 23** for more details.



Bottom Navigation Bar



Note that the links on this bar open in separate windows or tabs. To return to the You for Youth website, you will need to locate and click on that window or tab on your screen. Clicking the “back” button will not work.

ED.gov. This link takes you to the U.S. Department of Education website.

Site Disclaimer. The You for Youth website includes links to websites and information created by organizations other than the U.S. Department of Education. This disclaimer explains that the Department does not control, guarantee or endorse the accuracy, relevance, timeliness or completeness of these links and other material.

Suggestion Box. Click on this link to make suggestions about new topics or other ways the site might be improved.

Contact Us. This link provides contact information for the 21st CCLC program at the U.S. Department of Education. You can also use this link to report problems with the site, register to use the site, share suggestions for the site or information about your program, or complete a web survey.

Privacy Policy. This link outlines the You for Youth policy on the collection of personal information.

About 21st Century Community Learning Centers Page

About 21st Century Community Learning Centers Multimedia Slideshow. Click this button to play the slideshow. Click again at any time to pause the slideshow.

Slideshow sound and captioning. You can mute the volume by clicking the speaker icon; to unmute, simply click the icon again. Click the button to the right of the speaker icon for a closed-captioned version. To increase or decrease the volume, adjust your computer's sound by clicking the speaker icon (located in the lower right corner of your screen) and sliding the bar up or down.

The screenshot shows the 'About 21st Century Community Learning Centers' page. The main content area includes sections for Mission, History, and Partners. A multimedia slideshow player is embedded in the center, with a play button and volume controls. Callout boxes provide instructions on how to interact with the slideshow and the 'About You for Youth' section.

About 21st Century Community Learning Centers

Mission

21st CCLC programs provide safe and engaging learning environments for students in out-of-school-time hours. They offer academic enrichment activities, such as tutoring in reading and math, and services that enhance the regular academic program, such as recreation, technology education, counseling, and character education. Grantees partner with community groups and schools to support students who attend high-poverty, low-performing schools, through more than 3,300 active grants that fund over 8,900 centers and serve 1.416 million students in 53 states and territories.

History

The 21st Century Community Learning Centers Program was established by Congress to award grants to rural and inner-city public schools, or consortia of such schools, to enable them to plan, implement, or expand projects that benefit the educational, health, social services, cultural and recreational needs of the community. The 21st Century Community Learning Centers (21st CCLC) program recently entered its 13th year of operation. This U.S. Department of Education (ED) program has grown from \$40 million in 1998 to \$1.31 billion in 2009, and it has contributed greatly to the expansion of formal afterschool programming in the United States.

Partners

Policymakers at the U.S. Department of Education rely on data from practitioners and evaluators to plan their next steps in the 21st CCLC program improvement process. State coordinators and key stakeholders suggest a dire need for high-quality, low-cost professional development opportunities. In response to this request, the Department contracted with two partnering organizations, SEI and WestEd, to build an online learning community of interactive, multimedia learning modules in areas of critical need, with a focus on those areas that will most enhance and improve quality programming.

ABOUT 21ST CCLC

About You for Youth

Afterschool Timeline

Our Impact

As of 2009, 21st CCLC's reach is:

3,309 Grants
at 8,900 Centers
Serving 1.4 million Youth
With 162,179 Staff

"This program is awesome! I think that at the beginning of each year we should have a 21st Century meeting with the parents of the prospective children, explaining in detail this valuable tool, the importance of consistent attendance and expectations of the program."

MELANIE LEE DEWETTE
SITE COORDINATOR
EED PARTNERS & WORKER PROGRAM
SAULT STEEP, TEXAS

"We are in our seventh year of funding. Our school district recently received its state assessment scores and showed improvement in all of the schools where 21st Century Learning Centers operate. Of course we take credit for this!"

SERGE HUBER
PROGRAM DIRECTOR
EDUCATION MANAGEMENT ORGANIZATION
MANASSAS, VA, VIRGINIA

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About You for Youth. Afterschool Timeline. Click these links to learn more about the You for Youth web portal project and goals or to see a historical timeline about the development of afterschool programs in the United States.

Note: The controls for this film vary slightly from the film controls in other sections of the website.

Upcoming Webinars

★ Upcoming Webinars

Each month, Y4Y will offer webinars addressing important issues in Afterschool, as well as providing regular opportunities for you to learn more about taking full advantage of the You for Youth web portal and all its features.

To sign up for a webinar, click on the webinar(s) you wish to attend. You must be a registered Y4Y user to attend a webinar. If you would like to register, please click [here](#).

Title	Date	Time	Description
Introducing You for Youth	8/9/2011	01:00 PM	
Introducing Y4Y Project-Based Learning	8/10/2011	01:00 PM	
Introducing Y4Y STEM	8/11/2011	01:00 PM	
Introducing Y4Y Aligning with the School Day	8/12/2011	01:00 PM	
Introducing Y4Y Strengthening Partnerships	8/16/2011	01:00 PM	
Introducing You for Youth	8/17/2011	01:00 PM	
Introducing Y4Y Project-Based Learning	8/18/2011	01:00 PM	
Introducing Y4Y STEM	8/23/2011	01:00 PM	
Introducing Y4Y Aligning with the School Day	8/24/2011	01:00 PM	
Introducing Y4Y Strengthening Partnerships	8/25/2011	01:00 PM	
Introducing You for Youth	8/26/2011	01:00 PM	
Introducing Y4Y Project-Based Learning	8/30/2011	01:00 PM	
Introducing Y4Y STEM	8/31/2011	01:00 PM	
Introducing Y4Y Aligning with the School day	9/1/2011	01:00 PM	
Introducing Y4Y Strengthening Partnerships	9/6/2011	01:00 PM	
Program Leadership: Math and Science Standards	9/7/2011	01:00 PM	
Introducing You for Youth	9/8/2011	01:00 PM	
Introducing Y4Y Project-Based Learning	9/9/2011	01:00 PM	
Introducing Y4Y STEM	9/13/2011	01:00 PM	
Introducing Y4Y Aligning with the School Day	9/14/2011	01:00 PM	
Introducing Y4Y Strengthening Partnerships	9/15/2011	01:00 PM	
Program Leadership: Math and Science Standards	9/20/2011	01:00 PM	

Webinar Registration. To sign up for a webinar, click the box to the left of a specific webinar and then click Submit at the bottom of the page. A pop-up window will confirm your registration.

Note: Before signing up for a webinar, you must register on the You for Youth website and log in.

You for Youth Courses Home Page

You FOR YOUTH
TRAINING AND RESOURCES FOR 21ST CCLC PROFESSIONALS

Sign In / Join Us

Elkwide Keyword Search

HOME / COURSES / COACHING MODULES / RESOURCES AND TECHNICAL ASSISTANCE

Courses

Project-Based Learning
In this course, afterschool practitioners can become acquainted with the concepts and benefits of project-based learning. Learn about why adults become facilitators or coaches, see students collaborate to take charge of learning, and explore the power of demonstrating and reflecting on learning.

Aligning With the School Day
Here, 21st CCLC professionals can learn about the power of learning outside school hours to boost academic engagement and achievement in school. Learn about key concepts and elements such as building a shared vision for learning, coordinating curriculum and supporting partnerships with school-day staff.

STEM
This short course helps you explore exciting ways to incorporate science, technology, engineering and math (STEM) in your 21st CCLC environment. You'll learn how to find resources and people who can help you design and execute STEM activities, and you'll see examples of STEM projects in action.

Strengthening Partnerships
This short multimedia course is designed to familiarize you with some important concepts and steps to develop and sustain partnerships. You will learn the answers to some key questions. How can I develop partnerships? What do I need to do to make sure they work?

About the Courses

The courses you find on You for Youth are intended to help you support students by increasing their learning and growth opportunities. Each 30-minute course explains the "what" and "why" of trying new practices and building onto things you already do.

You can learn about the value of — and strategies for — aligning partnerships between and among school, family, community and 21st CCLC programs. And, to make learning more fun, you can explore the use of STEM and project-based learning. You'll be amazed what the kids — and you — can do!

My Notebook

As you view the course materials, you can take notes with the online notebook. It provides a place for you to record your thoughts, jot down some ideas and reflect on your learning progress. Save it to review or print out anytime!

Learn More Library

Each course has a dedicated Learn More Library, where you can dive deeper into the topic area. It offers multimedia resources, publications, links to other web-based resources and more.

The Exchange

The Exchange provides opportunities for interactive discussions with both peers and experts through webinars, discussion boards and resource sharing. Use these tools to exchange ideas about creating and implementing effective program practices aligned with the learning modules.

Courses Home Page. This page lists all the courses available on You for Youth. Click on a link to go directly to that course.

Specific You for Youth Courses

Course Home Page. Each course has a home page featuring the sections found in the course and information about some of the important features available to help guide you through the course.

For example, clicking on “Project-Based Learning” opens the following page:

★ Project-Based Learning

Project-based learning is all about learning by doing. It has kids work together with their community to explore and design solutions to real-world problems. Collaboration, communication and critical thinking all come together in a meaningful final presentation. Ready to learn more about project-based learning as a powerful strategy?



[Introducing Project-Based Learning](#)

An overview of project-based learning and a look at the benefits that authentic projects offer students and communities.



[Getting Students Engaged From the Start](#)

Good projects engage student interest and inspire curiosity. See what the Project Kickoff looks like in action.



[What Students Can Learn by Doing a Project](#)

In this phase, students construct their own learning while adults facilitate and build relationships with youth.



[Demonstrate, Reflect and Celebrate the Learning](#)

Students share their learning with authentic audiences during Showtime – the culmination of a project. Watch what happens when kids become experts.

Recommended for:
Anyone new to project-based learning, including program leaders, site directors, site staff, parents and other interested community members.

Suggested Time:
Approximately 30-60 minutes



Project-Based Learning 

 **My Notebook**

As you view the course materials, take notes here. You can record your thoughts, jot down ideas and reflect on your learning. Save the notebook to review or print out anytime!

 **Learn More Library**

Here, you'll find downloadable materials, links to helpful websites and videos that demonstrate best practices.

 **Glossary**

Look here for quick definitions of important project-based learning terms.

You may access individual chapters directly from this page or from a navigation bar within the course.

You for Youth Course Content Pages

Clicking the links will open individual chapters. For example, the following page is included in the “Introducing Project-Based Learning” chapter:

Primary Navigation Bar. Click on these tabs to exit the course and navigate directly to other areas of the site.

Course Navigation Bar. The course navigation tools give you access to other chapters in the same course. To get back to the You for Youth navigation tools, you can close this window by clicking on the “CLOSE” button in the upper right section of the page or use the Primary Navigation Bar.

Glossary. Browse the glossary by clicking here and then using the scroll bar. To minimize this window, click again on the original link.

Learn More Library. Clicking on this link opens a new window or tab (see page 16). To return to the course, you will need to locate and click on the original window or tab on your screen. Clicking the “back” button will not work.

The screenshot shows a course page titled "Introducing Project-Based Learning" with a sub-header "What Makes a Good Project?". The page includes a list of bullet points, a photo of students in a garden, and a "My Notebook" widget. At the bottom, there are links for "Glossary", "Learn More Library", and "PBL Diagram".

Primary Navigation Bar: A horizontal bar at the top with tabs for HOME, COURSES, COACHING MODULES, and RESOURCES AND TECHNICAL ASSISTANCE.

Progress Menu: A dropdown menu showing "PROGRESS 10%".

Next/Back: Navigation arrows labeled "Back" and "Next" with "Page 3 of 6" in between.

My Notebook: A yellow notepad-style widget with "Save Notes" and "Print Notes" buttons.

Glossary: A section with a "Click Here to Browse Glossary" button.

Learn More Library: A link with a lightbulb icon.

PBL Diagram: A link with a circular diagram icon.

Progress Menu. This bar shows the percentage of the course you have completed

Close. This closes the chapter pages and returns you to the main You for Youth website. Be sure to save the content in “My Notebook” (see below) before closing these pages.

Next/Back. You can use these arrows to navigate within a chapter.

My Notebook. Click in this area to type notes. If you are a registered user, be sure to save your notes by clicking “Save Notes.” Your notes will be saved — even if you exit your browser or turn off your computer. You can print your notes by clicking “Print Notes.”

Course Diagram. Every course has a diagram that provides a quick visual summary of the course content (see pages 14-15). When you click on the link, the diagram will open in a new window or tab on your screen. To return to the course, locate and click on the original window or tab on your screen. Clicking the “back” button will not work.

Videos

Videos in the You for Youth website typically appear in windows like this:



Play. To play, press this button. When the film is playing, this button will change to a pause button.

Mute/Volume. Mute the volume by clicking this button. To unmute, click the icon again. Placing your cursor over this button will reveal a volume scroll bar to the right. Slide the triangle to the left to decrease volume and to the right to increase the volume. If you need more volume, you can adjust your computer's sound by clicking the speaker icon (located in the lower right corner of your screen) and sliding the bar up or down.

Progress Bar. Click anywhere in the red bar to advance the film or to return to a specific point in the film.

Captioning. To reveal captioning on your screen, place your cursor over the CC icon (without clicking) and then click on Transcribe Audio. A note will explain that this is an experimental service. Click "OK," and the captioning will appear. By selecting Other Settings, you can adjust the font and size.

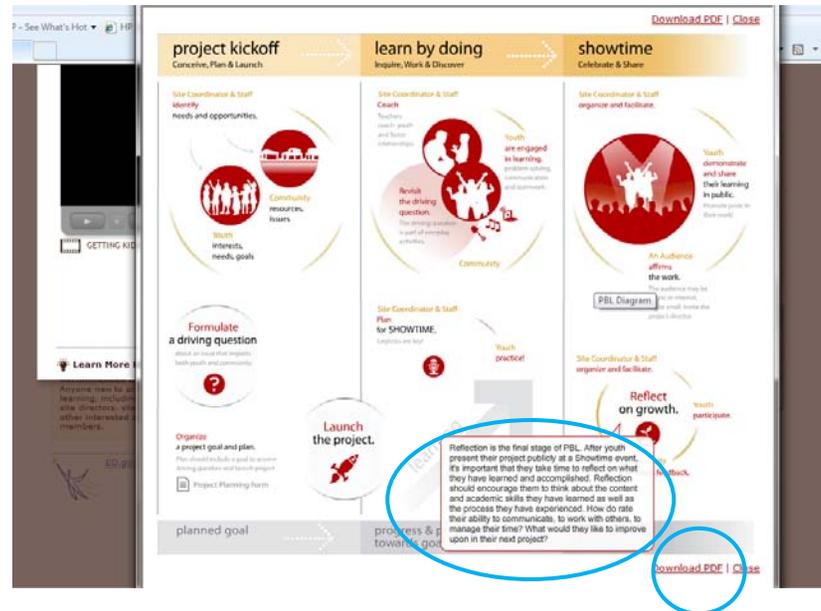
Screen Resolution. By clicking on the triangle next to "360p," you can adjust your screen resolution. If your monitor is HD compatible, set the pixels to "720p." Note: This feature does not appear until you start the film.

Full-Screen Mode. Click this icon to view the video full screen. This could prove useful in group settings.

Note: The control functions for these films vary slightly from the film controls in some other sections of the website.

Course Diagrams

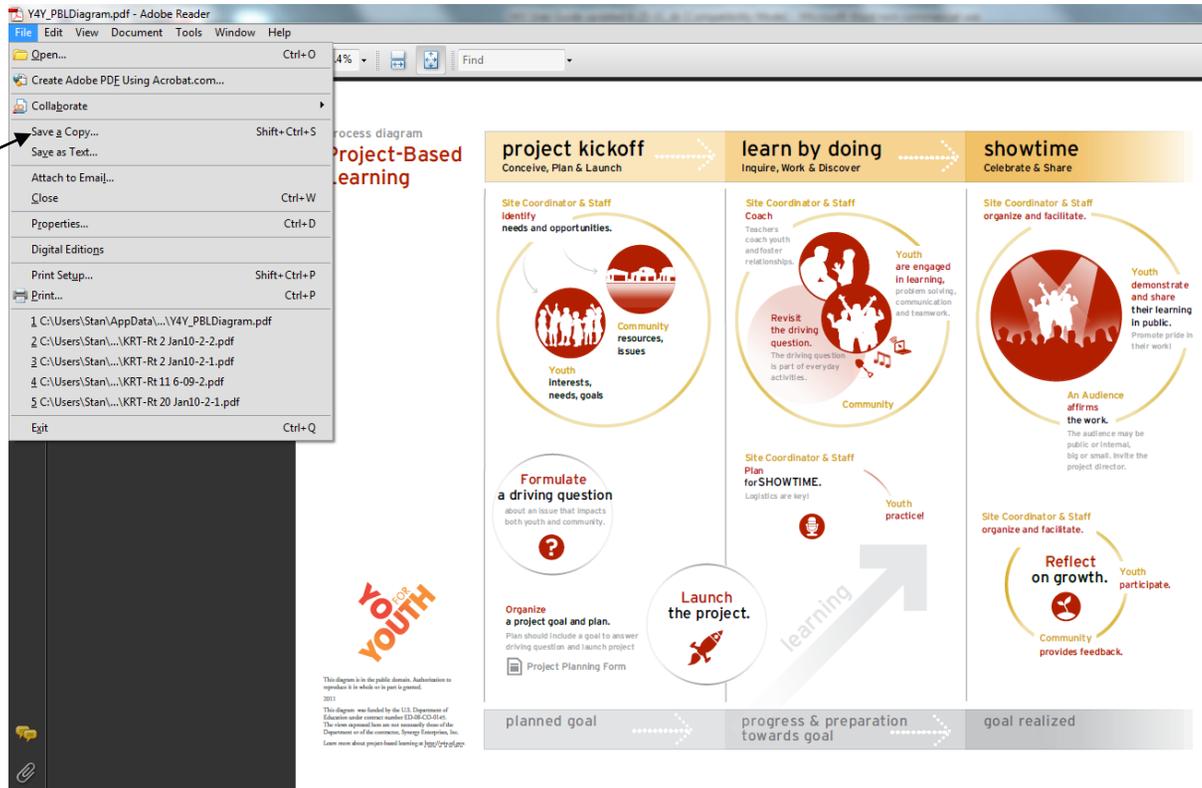
Every course has a diagram that provides a quick visual summary of the course content. When you click on the link, the diagram will open in a new window. Here's how the diagram for the project-based learning course appears:



You can place your cursor (without clicking) over various elements in the diagram to reveal **pop-up windows** with additional information.

You can save a diagram to your computer by clicking on “Download PDF,” which will open the following window:

When you download the PDF, it will open in Adobe Reader. To save, click "File," then "Save a Copy." Be sure to save it to a folder that you can locate easily.



To return to the You for Youth website, you will need to locate and click on that window/tab on your screen or close the window/tab you are in. Clicking the "back" button will not work.

Learn More Library

Each course has its own collection of useful materials that can help build your knowledge about the subject. It opens in a separate window or tab that will look similar to this page:

Project-Based Learning **Learn more Library**

This collection of useful materials can help you go deeper and build on what you've learned.

Introducing Project-Based Learning
Multimedia Publications Web-Based Resources

Getting Students Engaged From the Start
Multimedia Publications Web-Based Resources

What Students Can Learn by Doing a Project
Multimedia Lessons Plans & Activities Publications Web-Based Resources

Demonstrate, Reflect and Celebrate the Learning
Multimedia Web-Based Resources

Y4Y Videos & Viewing Guides
Click [here](#) to learn more about projects that were introduced in the project-based learning course. Companion viewing guides suggest questions and topics for use in a group setting.

Project-Based Learning FAQ
See [answers](#) to frequently asked questions here.

ED.gov | [Site Disclaimer](#) | [Suggestion Box](#) | [Contact Us](#) | [Privacy Policy](#)

To return to the main website, you will need to locate and click on the You for Youth window or tab on your screen.

The library includes such resources as videos, publications and web-based resources, which are organized by course sections. Each link takes you to a page like the following — in this case, multimedia resources:



Introducing Project-Based Learning

[Learn More Library](#)

Multimedia

[An Introduction to Project-Based Learning](#)

This introduction to project-based learning follows a physics project with ninth-graders in Seattle. Expert commentaries from Linda Darling-Hammond and Seymour Papert accompany the quick overview of project steps. (3:04)

[From Worms to Wall Street: Projects Prompt Active, Authentic Learning](#)

This video offers a look at the process of project-based learning and the outcomes it produces with first-grade students in Virginia. (6:26)

[PBL-Online Video Library](#)

Videos on this page are organized to show steps and components of project-based learning (when organized by 'location') and topics and grade levels (when organized by 'topic and grade level'). For example, clips from several videos illustrate crafting the driving question.

[Project-Based Learning: An Overview](#)

Through a combination of projects from different grades and different locations, this video demonstrates students' engagement in managing their own learning. Through partnerships with local businesses and institutions of higher education, students get real-world experiences and gain real-world skills. (9:00)

[Project-Based Learning at HTH](#)

High Tech High engages students through converting their personal interests into explorations that follow the project-based learning process. (14:52)



Most of the multimedia resources are located on other websites, so you will need to follow each site's instructions for viewing. Although the audiovisual controls may appear differently from those on the You for Youth website, each should have a play button that looks something like this: .

Note that most of the links for videos, publications and web-based resources also take you to other websites and open in separate windows or tabs. When you click on one of these links, a message will appear to inform you that you are exiting the You for Youth website. After leaving the site, you may return at any point by locating and clicking on the You for Youth window/tab on your screen or by closing the window/tab you are in.

The Coaching Module

The Coaching Module provides on-the-ground support for on-the-ground practice. Imagine the questions, information, tools and tips on these pages as coming from a coach at your side. The Coaching Module also includes some of the same features as other areas of the website, including My Notebook, Learn More Library and The Exchange.

HOME / COURSES / COACHING MODULES / RESOURCES AND TECHNICAL ASSISTANCE

get ready to GO!

Coaching provides on-the-ground support for on-the-ground practice. Imagine the questions, information, tools, and tips as coming from a coach at your side.

Use the Coaching Module to:

- Launch new techniques to fit your program, staff, and youth.
- Maximize the learning for children and youth.
- Learn key "how-to" steps for action.
- Develop skilled staff.
- Build and sustain faculty with practical tools to use.
- Exchange with others for field-based experience.

Jump to the Exchange

Project-Based Learning

Introduction Step Into Action Build Staff Skills Tools to Use

Project-Based Learning

Introduction Step Into Action Build Staff Skills Tools to Use

Aligning with the School Day

Introduction Step Into Action Build Staff Skills Tools to Use

You can access various chapters for each Coaching Module, including Introduction, Step Into Action, Build Staff Skills and Tools to Use. Clicking on these links (in this instance, Step Into Action under Project-Based Learning) opens a page that looks like the following:

Navigation Bar. When you are inside the Coaching Module, the navigation tools are different from the main web pages. In this section, the top navigation bar gives you access to other chapters in the same Coaching Module.

Videos. Some of the pages include videos. See page 13 for instructions on playing the videos.

Coach's Commentary. This feature, which appears on some of the pages, provides questions to review your staff's comprehension of the topic. Clicking on the questions reveals the correct answers.

Learn More Library. Clicking on this link opens a new window or tab with materials related to the subject (see page 16). To return to the You for Youth website, you will need to locate and click on that window or tab on your screen. Clicking the "back" button will not work.

Next/Back. You can use these arrow buttons to navigate within the chapter.

Close. This closes the chapter web pages and returns you to the main You for Youth website. Be sure to save the content in "My Notebook" (see page 12) before closing these pages.

My Notebook. You can use this section to enter notes at any time during the course (see page 12).

Glossary. Click here to open and use the scroll bar to browse all the terms. To minimize this window, click again on the original link.

Course Diagram. Every topic has a diagram that provides a quick visual summary of the content (see pages 14-15). When you click on the link, the diagram will open in a new window.



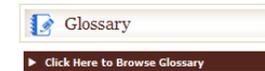
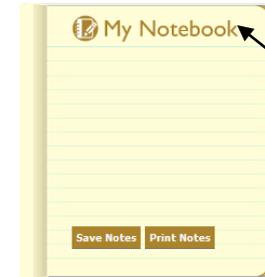
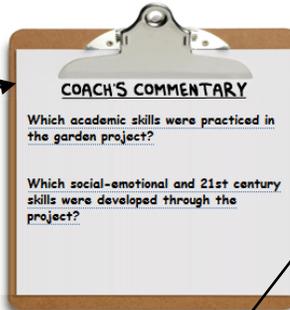
What will participants gain from having PBL in the program? What will they learn from a particular project?

Effective, high-quality project-based learning is grounded in clear program goals and explicit project learning objectives for children and youth.

Program goals are long term, guiding selection of a year-long, program-wide range of activities and projects.

Project objectives specify the learning for a particular project.

To best meet youth needs, projects should be selected or designed with learning objectives to help achieve the long-term program goals.



Step Into Action CLOSE

INTRODUCTION **STEP INTO ACTION** BUILD STAFF SKILLS TOOLS TO USE

Make

- KEEP IT YOUTH CENTERED
- SET CLEAR GOALS AND OBJECTIVES
- MAKE IT DOABLE AND SUSTAINABLE
- DEMONSTRATE AND DOCUMENT LEARNING
- PULL IT TOGETHER

A project may have a great starting question and a terrific kickoff, but how do you keep it going over time?

Be sure project plans are feasible: there's enough time in the program schedule, the project suits time and attendance parameters, and the necessary resources are available.



Think beyond start-up. Plan for keeping it going.

Coach's Commentary

Which subprojects were part of this larger garden project?

What spin-off ideas for projects can you think of to keep a project going and growing over time?

0:00 / 0:00 **YouTube**

My Notebook

Save Notes Print Notes

Glossary

Click Here to Browse Glossary

Learn More Library

PBL Diagram

Navigation. You can point to a chapter name on the Navigation Bar (without clicking) to see a drop-down menu that lists specific topics. Then you can click the name to go directly to that topic.

Here is another page within the Coaching Module that provides additional types of features:

Check boxes. Wherever this type of box appears, you can click to add checkmarks.

Tools to Use. These links connect to ready-to-use tools to assist with your coaching.

Step Into Action

INTRODUCTION | **STEP INTO ACTION** | BUILD STAFF SKILLS | TOOLS TO USE

Youth Centered

To keep your projects youth centered, staff need to work in different ways with different children and age groups as well as take different roles at different points in a project.

Which roles do you see your staff using most? Do they need to build skills as learning **facilitators**?

- Director: leading specific activities to meet objectives and carefully setting project limits and guidelines.
- Guide: helping map doable steps, monitoring progress, and keeping things on track.
- Coach: giving suggestions when needed and help when asked.
- Co-learner: exploring new areas.
- Cheerleader: offering encouragement along the way.

How can your staff work with children and youth to generate project ideas?

- Brainstorm around books, news stories, community events, and school topics.
- Conduct local surveys or interviews.
- Take a walk and map assets or problems.
- Identify concerns, issues and needs of the group.
- Look at the local environment.
- Examine controversies.
- Discuss life-stage and developmental concerns.

Tools to Use

Help staff become project-based learning facilitators with Tools to Use.

Prepare for kickoff with the training [Project-Based Learning in Action](#).

Train staff to put youth at the center with [Getting and Using Youth Input](#).

Use the [Brainstorm Planner](#) for staff or youth to develop driving questions and project ideas.

Use the [Supervision Checklist](#) to guide feedback.

Support project development with the [Project Planner](#).

Time to Reflect
Use your notebook to capture your reflections and ideas.

Getting and Using Youth Input
A training starter template that will help you develop a timeline for your projects, identify best practices and potential challenges, develop processes to help youth prepare for demonstrations of learning, and to create a check-in process.

Word 181Kb | PDF 331Kb

My Notebook
Save Notes | Print Notes

Glossary
Click Here to Browse Glossary

Learn More Library | PBL Diagram

Tools to Use Pop-Up Window. When you click on a “Tools to Use” link, a pop-up window will appear. Click on the Word icon to open a version of the tool in Microsoft Word or the PDF icon to open a version in Adobe Reader. For the Word option, you will be prompted either to open or save the file; it is best to select the Open with Microsoft Office Word (default), then select Save As and choose a folder location on your computer that can be easily found. Similarly, if you would like to save the PDF file, click on File in Adobe Reader, select Save a Copy, and choose an easy-to-find folder location.

Some interactive features have specific instructions that appear in red type:

The screenshot shows a web interface for 'Step Into Action'. At the top, there is a navigation bar with 'INTRODUCTION', 'STEP INTO ACTION', 'BUILD STAFF SKILLS', and 'TOOLS TO USE'. Below this is a 'Goals and Objectives' section. A red instruction box is circled in blue, containing the text: 'Instructions: Arrange the blocks with your top goal first. Click on each goal to get more information.' Below the instruction are four green goal blocks: 'Support and expand academic skills (i.e., core literacy, math, science, content knowledge) in a hands-on, applied way.', 'Keep children interested in the program; improve attendance and retention.', 'Build children's 21st century skills.', and 'Connect the program and the children with community organizations, community leaders, and local issues.' To the right, there is a 'My Notebook' widget with 'Save Notes' and 'Print Notes' buttons, and a 'Glossary' widget with a 'Click Here to Browse Glossary' button. At the bottom right, there are links for 'Learn More Library' and 'PBL Diagram'.

Resources & Technical Assistance

This area of the website offers a variety of materials, including multimedia resources, publications, lesson plans and activities, training and tools, web-based resources, mobile apps, program planning tools, and technical assistance resources. You can click on any of these boxes to browse by the type of material or search across all resources.

The following explains how to search across all resources and to refine your search to narrow the results:

Search for Resources. Type your search request here and click “Go.” The results will appear at the bottom of the screen. To search for an exact phrase, place all words in quotation marks.

Resource Types: You can narrow your search to specific types of resources by clicking any of the appropriate boxes. If you do not select any boxes, it will search by all types.

The Exchange. Exchange ideas with colleagues across the nation.

Frequently Asked Questions. This link allows you to browse through a list of frequently asked questions about the website.

Toolkit. This link provides research-based practices, sample lessons, video examples and resources to support academic enrichment in afterschool. See [page 24](#) for details on using the toolkit.

The screenshot shows the 'Resources & Technical Assistance' page with a search bar, a 'Go' button, and a list of resource types: Multimedia, Publications, Program Planning Tools, Lessons Plans & Activities, Training Tools, Miscellaneous, Mobile Apps, Web-Based Resources, Site Resources, and News. On the right, there are links for 'Frequently Asked Questions', 'Toolkit', and 'The Exchange'. The footer contains links for 'ED.gov', 'Site Disclaimer', 'Suggestion Box', 'Contact Us', and 'Privacy Policy'.

The Afterschool Training Toolkit

The Afterschool Training Toolkit is a product of the National Partnership for Quality Afterschool Learning, an initiative funded by the 21st CCLC program. The partners included the U.S. Department of Education and various educational organizations. This toolkit is a self-contained section of the You for Youth website.

The main navigation page of the Toolkit is shown here. Most of the links from this page are self-explanatory. Just choose an area and jump in!

Afterschool Training Toolkit

Use these research-based practices, sample lessons, video examples, and resources to support academic enrichment in afterschool.

PROMISING PRACTICES IN AFTERSCHOOL

Navigating the Toolkit

- ▶ [About the Toolkit](#)
- ▶ [10 Ways to Use this Toolkit for Professional Development](#)
- ▶ [Video Library](#)
- ▶ [Sample Lesson Library](#)
- ▶ [Toolkit Map](#)
- ▶ [Tech Help](#)

Literacy **Math** **Science**

Arts **Technology** **Homework**

Topical Links. These buttons go to pages that explain why these specific topics are important. From there, you'll find links to several practices. Each one includes resources, sample lessons and a video (for details about playing the videos, [see page 13](#)).

Tech Help. This link provides instructions for downloading the appropriate programs for viewing certain file types (including media).