

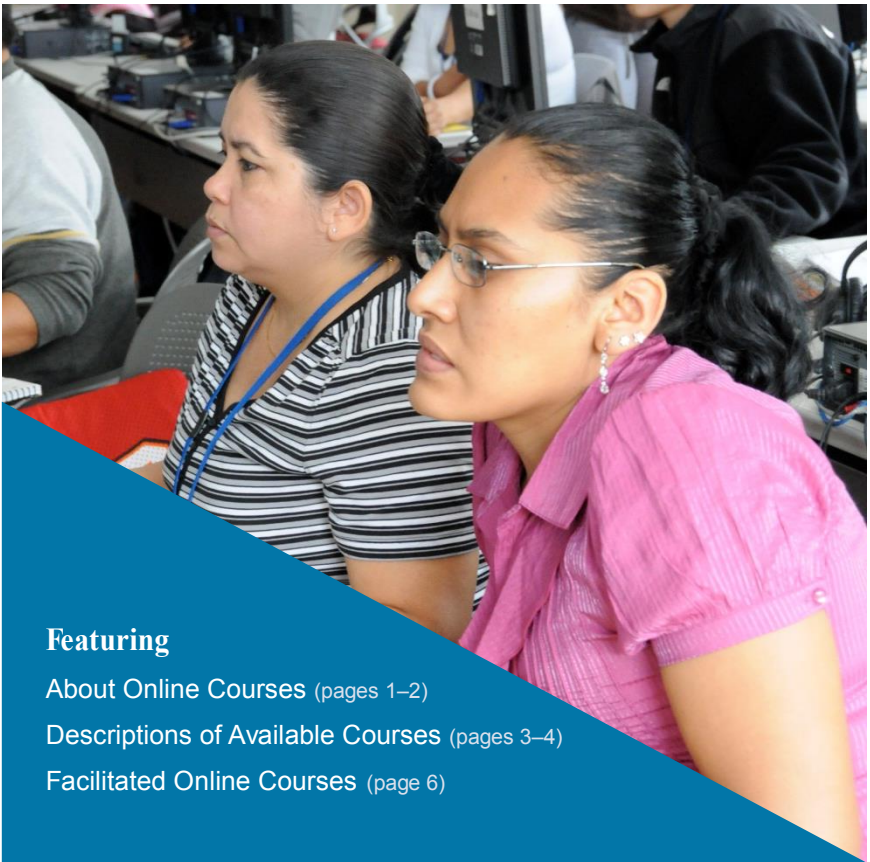


**NRS** National Reporting System  
for Adult Education

# 2015

## ONLINE COURSE CATALOG

Online Courses for Adult Education Program  
Administrators



### Featuring

About Online Courses (pages 1–2)

Descriptions of Available Courses (pages 3–4)

Facilitated Online Courses (page 6)

## FAQS ABOUT ONLINE COURSES

### Why Take an NRS Online Course?

Since it is not always possible to attend a training in person, the NRS support project has developed online courses on NRS requirements and strategies for improving NRS data quality and use. These courses are designed to offer flexibility and convenience.

### Who Is Eligible to Take an NRS Online Course?

These online training courses are designed for adult education program administrators and staff and state adult education staff.

### What Will I Learn From NRS Online Courses?

From these online courses, you will learn NRS requirements and how to improve the quality of NRS data collection and usage. You also will become familiar with the development of the NRS and its purpose.

### How Do I Know Which Online Course Is Right for Me?

To determine where you should begin, log in at <http://www.nrsweb.org/trainings/courses.aspx> and complete a self-evaluation form to help you evaluate your knowledge of the NRS. Answering the questions provided will determine how comfortable you are with the different aspects of the NRS and will highlight a recommended course of study, review, or training, based on your responses.



## How Much Time Will Each Online Course Take?

The amount of time it will take to complete each self-guided course typically ranges from 15 minutes to 3+ hours. From the main webpage that describes all of the current online course offerings, you can click on the title of each course to view the following:

- Course objectives
- Time required
- Course overview and/or requirements

## How Do I Register for an Online Course?

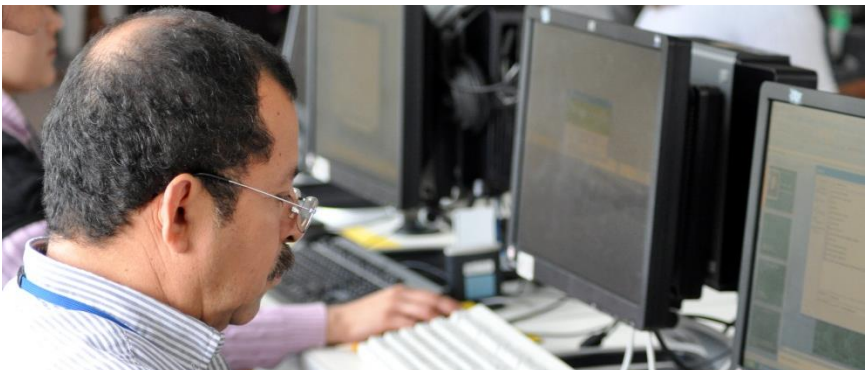
Visit <http://www.nrsweb.org/trainings/online.aspx> and click on a link to a course of your interest. You will be prompted to enter your user ID and password. If you have not yet created an account, you will be prompted to do so.

By logging in, you can also do the following:

- Track your progress within the training courses.
- Pick up where you left off if you exited the course before completing the training.
- See proof of completion of a course—upon logging in, it will display “completed” next to the name of each finished course.

## Who Can I Contact for Technical Support?

E-mail [nrs@air.org](mailto:nrs@air.org) for technical support.



## DESCRIPTIONS OF SELF-GUIDED COURSES

### Background Course

#### What Is the NRS?

Gain a basic understanding of the NRS, focusing on measures and methods. Upon completion of this course, you should be able to answer basic questions about the federal accountability system.

### Data Quality Courses

#### Data Quality Guide Training Course

Learn why quality data are important, how the data collection process works, the role of staff in collecting data, and the NRS outcome measures in this course based on the *Guide for Improving NRS Data Quality* (<http://www.nrsweb.org/docs/dataquality.pdf>). The course is designed to follow a sequence in which each new section builds on the previous; however, you may choose to take any lessons within the course at any time.

#### NRS Data Flow

Learn how data are transferred throughout the NRS and understand how NRS data flow through the local, state, and federal systems. Upon completion of this course, you should have a comprehensive understanding of each level of the accountability system.

### Data Use Courses

#### Developing Report Cards for Adult Education

Learn to develop your own state or local report card in this four-part self-directed course based on the *NRS Guide, Demonstrating Results: Developing State and Local Report Cards for Adult Education* (<http://www.nrsweb.org/trainings/events/2007ReportCardTraining.aspx>). The course provides an overview of how report cards are used in adult education and the five steps for developing a report card.

## Using NRS Data

Gain an understanding of how to use NRS data and learn basic techniques for using NRS data to assist in the analysis of educational program data.

### Scenarios (extended courses for local administrators)

Picking up where *Using NRS Data* (<http://www.nrsweb.org/trainings/online.aspx>) left off, these scenarios share in-depth techniques for using NRS data to assist in the analysis of educational programs.

### Data Use Guide Training Course

Learn how to use your NRS data for program improvement through this online course based on the *Guide to Using NRS Data for Program Management and Improvement* (<http://www.nrsweb.org/trainings/events/2003UsingData.aspx>). This eight-part online course will walk you through the information provided in the data use guide. The course is designed to follow a sequence in which each new section builds upon the previous; however, you may choose to take any lessons within the course at any time.

### Learning to Be an NRS Data Detective

Learn the art of being a data detective and using data to monitor performance, understand programs, and plan and evaluate program improvement efforts (<http://www.nrsweb.org/trainings/online.aspx>).

### Myth Busters Course

Offers a detailed model and approach to assist state and local adult education programs to use their NRS data to “bust” common myths and to conduct research related to adult education students, teachers, or programs.

### Coming Soon! Data Dashboards Course

Covers how to use data dashboards to summarize and present NRS data and other information that programs need to make decisions, understand challenges, and highlight progress toward your organization's goals.

## AVAILABLE ONLINE COURSES AT A GLANCE

Course	Short Description	Time Commitment
What Is the NRS?	Gain a basic understanding of the NRS, focusing on the measures and methods.	Approximately 20 to 35 minutes
Data Quality	Learn why quality data are important, how the data collection process works, the role of staff in collecting data, and the NRS outcome measures in this course based on the <i>Guide for Improving NRS Data Quality</i> ( <a href="http://www.nrsweb.org/docs/dataquality.pdf">http://www.nrsweb.org/docs/dataquality.pdf</a> ).	Approximately 1 hour and 15 minutes to 1 hour and 45 minutes
NRS Data Flow	Upon completion of this course, you should have a comprehensive understanding of each level of the NRS.	Approximately 10 to 15 minutes
Developing Report Cards for Adult Education	Learn to develop your own state or local report card in this four-part self-directed course based on the <i>NRS Guide Demonstrating Results: Developing State and Local Report Cards for Adult Education</i> ( <a href="http://www.nrsweb.org/trainings/events/2007ReportCardTraining.aspx">http://www.nrsweb.org/trainings/events/2007ReportCardTraining.aspx</a> ).	Approximately 1 hour and 20 minutes to 1 hour and 45 minutes
Using NRS Data	Gain an understanding of how to use NRS data and learn basic techniques for using NRS data to assist in the analysis of educational program data.	Approximately 10 to 15 minutes
Scenarios (extended courses for local administrators)	Picking up where <i>Using NRS Data</i> ( <a href="http://www.nrsweb.org/training/3_using_data/index.html">http://www.nrsweb.org/training/3_using_data/index.html</a> ) left off, these scenarios share in-depth techniques for using NRS data to assist in the analysis of educational programs.	Approximately 1 hour and 15 minutes to 2 hours
Data Use	This course is designed to follow a sequence in which each new section builds upon the previous; however, users may choose to take any of the eight lessons within the course at any time.	Approximately 1 hour and 15 minutes to 1 hour and 5 minutes
Learning to Be an NRS Data Detective	This seven-part course will include a variety of readings and tools that illustrate the art of being a data detective and using data to monitor performance, understand programs, and plan and evaluate program improvement efforts.	Approximately 3 to 5 hours

Course	Short Description	Time Commitment
Myth Busters	Offers a detailed model and approach to assist state and local adult education programs to use their NRS data to “bust” common myths and to conduct research related to adult education students, teachers, or programs.	Approximately 2 hours and 20 minutes to 3 hours

## FACILITATED ONLINE COURSES

### NRS Basics: An Introduction to the NRS

This distance education course focuses on the basics of the NRS. Unlike the other courses, this unique 5-week online course is facilitated by instructors who guide participants with weekly lessons. State directors must nominate staff to participate.

Topics discussed include the following:

- A brief history of the NRS
- NRS measures and methods
- NRS assessment approval processes
- NRS and the federal role
- Data systems

### Developing Report Cards for Adult Education

The NRS report card facilitated online training introduces state staff to the concept of using report cards for the purposes of informing, evaluating, or promoting state and local programs. Report cards are useful tools that go beyond performance reports to evaluate and understand programs.

Topics discussed include the following:

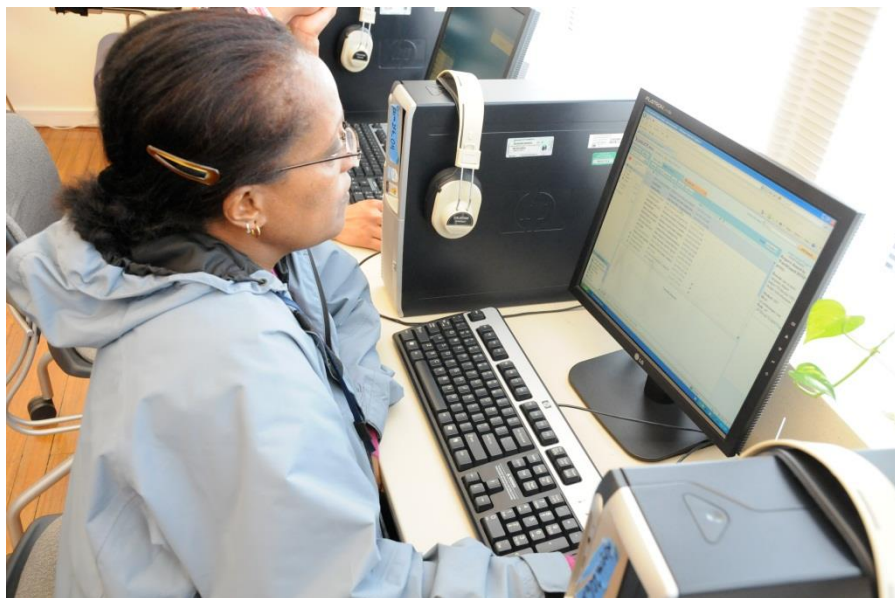
- The what and why of report cards
- Effective measures for report cards
- Evaluating report card quality
- Developing a report card
- Dissemination of report cards



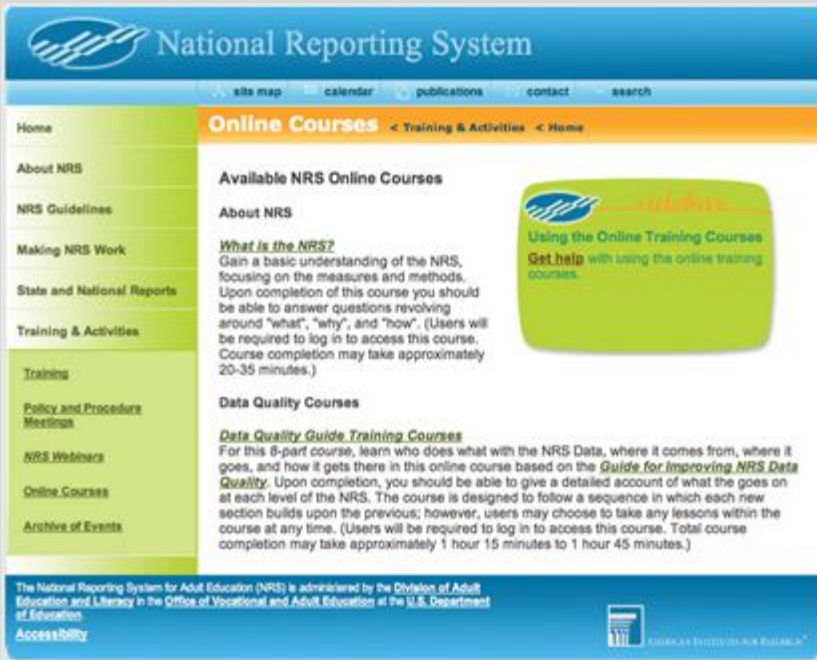


## Online Facilitated Course: 21st Century Learning: Building an Online Adult Learning Program in Your State

Online education is a promising method of delivering instruction to meet the needs of adult education learners. This 8-week course is intended for states that want to expand or revise their existing distance learning or online learning programs. As part of the course, state education staff will review the NRS distance learning policy, learn about how some states have implemented online distance learning programs, and create a plan for delivering online distance learning in their state. This course was fine-tuned using feedback from the pilot and offered in the fall of 2014.



Visit our website to learn more about online options for professional development: <http://www.nrsweb.org/trainings/online.aspx>



The screenshot shows the National Reporting System website. The header features the NRS logo and the text "National Reporting System". Below the header is a navigation bar with links for "site map", "calendar", "publications", "contact", and "search". The main content area is titled "Online Courses" and includes a sidebar with navigation links: Home, About NRS, NRS Guidelines, Making NRS Work, State and National Reports, Training & Activities, Training, Policy and Procedure Meetings, NRS Webinars, Online Courses, and Archive of Events. The main content area is divided into sections: "Available NRS Online Courses", "About NRS" (with a sub-section "What is the NRS?" and a description of the course), "Data Quality Courses" (with a sub-section "Data Quality Guide Training Courses" and a description of the course), and a "Get help" button. The footer contains information about the NRS being administered by the Division of Adult Education and Literacy in the Office of Vocational and Adult Education of the U.S. Department of Education, along with an "Accessibility" link and the American Institute for Research logo.



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Contact NRS  
[www.nrsweb.org](http://www.nrsweb.org)

U.S. Department of Education  
Office of Career, Technical, and Adult  
Education Division of Adult Education and  
Literacy  
<http://www.ed.gov/about/offices/list/ovae/pi/AdultEd/index.html>