



**Hadley Institute for the Blind
and Visually Impaired**

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Winnetka, Illinois 60094
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2020-2021 Academic Catalog

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About Us

Mission Statement

Hadley creates personalized learning opportunities that empower adults with vision loss or blindness to thrive – at home, at work and in their communities.

Institutional Goals and Outcomes

Attract Learners. Hadley seeks to serve millions of learners globally through accessible, online vocational, and avocational workshops offered tuition free.

Build Strength. Hadley aspires to enhance the efficient delivery of educational offerings to ensure continued financial sustainability.

Demonstrate Results. Hadley implements continuous improvements and positively impacts learners' ability to thrive.

Build the Brand. Hadley commits to advocating for the needs of adults experiencing new or progressive vision loss to support their continued independence by providing valuable insights to organizations beyond the blindness field and building on its rich history.

Continuing Education Credits

A number of Hadley's workshops have been approved for Continuing Education (CE) credit through the Academy for Certification of Vision Rehabilitation and Educational Professions (ACVREP).

Legal Control

Hadley is a nonprofit 501c3 organization, incorporated in the State of Illinois.

Contact Us

Hadley Institute

700 Elm Street

Winnetka, Illinois 60094

800-323-4238

info@hadley.edu

Hours: 8:00 am to 6:00 pm, (CT) Monday through Friday.

Hadley Leadership

Ed Haines, Chief Program Officer
Joan Jaeger, Chief Marketing Officer
Andre Lukatsky, Chief Technology Officer
Mary Nelson, Chief Operations Officer
Michael Rydel, Chief Learning Officer
Susan Thompson, Chief Human Resources Officer
Julie S. Tye, President
Brooke Voss, Chief Development Officer
Colleen Wunderlich, Chief Strategic Partnerships Officer

Advisory Panel

Hadley maintains an advisory panel of over 1500 learners with vision loss, their families and friends, and the professionals who serve them. This panel reviews avocational workshops in progress and suggests topics for future development. A subset of these panelists serve as User Acceptance Testers as Hadley's Advisory Council.

Learner Advisory Council

The Advisory Panel provides broad feedback and offers focused feedback on new avocational workshops and achievement of the mission to Hadley staff. Their findings are shared quarterly with the Education Committee of the Board of Directors.

Judith Pothier, Usability Advisor, Sacramento, California
Linda Hager, Usability Advisor, Missouri
Patty Williamson, Usability Advisor, Greensboro, North Carolina
Roslyn Zeltins, Usability Advisor, Portage, Wisconsin

Education Committee

Jennifer A. Wainwright
Teresa R. Cannon
Linda R. Crane
Scott B. Dickes (Board Chair)
Karen Gearreald
Ed Haines
Louise A. Holland
Joan Jaeger
Andre Lukatsky

Lynne Montgomery (Chair)

Betsey L. Puth

Michael Rydel

Juergen M. Stark

Julie Tye

Kim Walker

Colleen Wunderlich

Faculty

Full-time Faculty

Pam Bortz

Bachelor of Arts in English from Purdue University, Lafayette, IN

Subject Taught: Braille

Ricky Enger

Bachelor of Business Administration, Computer Information Systems
from West Texas A&M University, Canyon, TX

Subject Taught: Technology (Practice Leader)

Donna Fridgant

Master of Education, Reading Specialist from Trevecca Nazarene
University, Nashville, TN

Bachelor of Science in Elementary Education from Kutztown State
University, Kutztown, PA

Subject Taught: Braille

Leanne Frydrychowicz

Bachelor of Science in Special Education for the Visually Impaired from
Northern Illinois University, DeKalb, IL

Subject Taught: Braille

Deborah Good

Master of Arts in Linguistics from University of Illinois at Chicago, IL

Bachelor of Arts in French from Lake Forest College, Lake Forest, IL

Subject Taught: Daily Living Skills

Elyse Heinrich

Bachelor of Science in Special Education, Emphasis in Low
Vision/Blindness from Illinois State University, Normal, IL

Subject Taught: Daily Living Skills

Danette Johnson

Master of Education in Orientation and Mobility from Northern Illinois University, DeKalb, IL

Bachelor of Science in Special Education for the Visually Impaired from Illinois State University, Normal, IL

Subject Taught: Braille (Practice Leader)

Steve Kelley

Master of Arts in Blindness Rehabilitation and Rehabilitation Counseling from University of Arkansas Little Rock, AR

Bachelor of Arts in English/Philosophy from University of Florida, Gainesville, FL.

Subject Taught: Technology

Charmaine Martin

Master of Special Education Visual Disabilities Program from Northern Illinois University, DeKalb, IL

Bachelor of Arts in Behavioral Science from National Louis University, Chicago, IL

Subject Taught: Daily Living Skills (Practice Leader)

Tiffany Mpofo

Bachelor of Science in Interdisciplinary Health and Human Services from Western Michigan University, Kalamazoo, MI

Subject Taught: Daily Living Skills

Jennifer Ottowitz

Master of Special Education in Visual Disabilities from Northern Illinois University, DeKalb, IL

Bachelor of Science in Education from Kent State University, Kent, OH

Subject Taught: Daily Living Skills

Vileen Shah

Master of Arts in History and Sociology from University of Poona, Poona, India

Master of Arts in Philosophy from University of Bombay, Bombay, India

Subject Taught: Braille

Debra Siegel

Master of Arts in Special Education of the Visually Impaired from Michigan State University, East Lansing, MI

Bachelor of Science in Primary Education/Psychology from Washington University, St. Louis, MO

Subject Taught: Braille

Jessica Smith

Master of Arts in Visual Rehabilitation Therapy from Western Michigan University, Kalamazoo, MI

Bachelor of Science in Health Science from the University of West Florida, Pensacola FL

Subject Taught: Braille

Angie Sveum

Master of Science in Education in Special Education, Specialization in Visual Impairments, Northern Illinois University, DeKalb, IL

Bachelor of Science in Elementary Education from University of Wisconsin,

Madison, WI

Subject Taught: Braille

Vikki Vaughn

Master of Science in Education of the Visually Impaired from Vanderbilt University, Nashville, TN

Bachelor of Science in Special Education/Elementary Education from the University of Tennessee, Knoxville, TN

Subject Taught: Technology

Marta Whittington

Doctorate in Organizational Practice from Trevecca University, Nashville, TN

Master of Education in Vision Education from Trevecca University, Nashville, TN

Master of Education in Literacy from Austin Peay University, Clarksville, TN

Bachelor of Science in Elementary Education, Special Education and Spanish from University of the Cumberland, Williamsburg, KY

Subject Taught: Braille

Debbie Worman

Master of Science in Human Services Counseling from National Louis University, Evanston, IL

Bachelor of Arts in Human Services from National Louis University, Evanston, IL

Subject Taught: Daily Living Skills

Part-time Faculty

Scott Cass

Bachelor of Arts in English from The University of Colorado, Boulder, CO

Bachelor of Science in Journalism from The University of Colorado, Boulder, CO

Subject Taught: Business Enterprise Program Licensee Training

Larry Muffett

Master of Business Administration from Anderson University, Anderson, IN

Master's in Human Resource Development from Clemson University, Clemson, SC

Bachelor of Science in Economics from Purdue University, West Lafayette, IN

Subject Taught: Employment and Entrepreneurship

Pam Winters

Master of Arts in Teaching and Leadership, Saint Xavier University, Chicago, IL

Bachelor of Arts in Education, Illinois State University, Normal, IL

Subject Taught: Daily Living Skills

Academic Calendar

Hadley does not operate on a traditional academic calendar. Avocational workshops are publicly available for students online at any time. Vocational courses taken as part of the Business Enterprise Program Licensee Training (BEPLT) are available to BEPLT students any time.

Tuition and Fee Information

Hadley learners do not pay tuition or any other fees. Hadley learners do not pay to register and complete avocational workshops. Learners enrolled in the Business Enterprise Program Licensee Training (BEPLT) also do not incur a direct cost. For Randolph-Sheppard vendor trainees, the referring State Vocational Rehabilitation Counselor authorizes and pays a fee of \$3,499.00 per trainee to the National Association of Blind Merchants (NABM) for each learner. State Licensing Agency (SLA) staff and licensed Randolph-Sheppard vendors may also enroll in either the full BEPLT package or in individual BEPLT modules. For enrollment in the full package, the SLA pays the full fee to NABM. For enrollment in individual modules, the SLA pays a fee of \$500 per module to NABM.

Cancellation Policy

Students may cancel their enrollment in Hadley avocational workshops and BEPLT modules at any time. Hadley does not charge tuition or fees to students.

Refund Policy

Not Applicable. Hadley does not charge students tuition or fees.

Course/Program Offerings

Avocational Workshops

Hadley offers over 250 non-credit, non-graded, continuing education avocational workshops. These workshops are publicly available, distance education offerings consisting of 4 to 20-minute instructional videos accessible to students experiencing vision loss or their family and friends. The avocational workshops consist of topics in access technology, daily living skills, entrepreneur stories, and braille. In addition, they feature multiple methods of contacting an instructor in real time. Many avocational workshops are supported by discussion groups as well as large print, braille, and audio alternative versions. All avocational workshops are offered free of charge.

Braille

Teach your fingers to read. In these tactile braille workshops, you'll start out by getting the feel for the dot patterns of the braille cell. Then, you'll learn basic braille letters, numbers and punctuation. You'll also create braille labels you can use every day. As you progress, you learn short cuts for reading and writing braille (contracted braille). Experienced braille readers use contracted braille to read books and write notes. Learners can receive a braille workbook and audio instructions by contacting the Student Services Department by phone, email or written request.

Tactile Readiness - Braille Literacy 1

Course Details

Media: Digital Talking Book (DTB) instructions with Braille workbooks, 6 Lessons

Recommended if you have no prior knowledge of braille.

Begin teaching your fingers to read. Learn to move along lines and down columns of braille.

Lessons describe methods used by successful braille readers. Since finger sensitivity varies, we encourage you to develop your own reading style. This course helps you build a strong foundation for all other braille courses.

No Continuing Education hours.

Braille Alphabet – Braille Literacy 2

Media: Digital Talking Book (DTB) instructions with Braille workbooks, 10 Lessons

Learn the braille alphabet. Directions for producing braille labels for everyday use are incorporated into the lessons.

Prerequisite: Successful completion of our Tactile Readiness course (Braille Literacy 1).

No Continuing Education hours.

Reading and Writing Uncontracted Braille – Braille Literacy 3

Media: Digital Talking Book (DTB) instructions with Unified English Braille (UEB) workbooks, Lessons: 9

This course covers the braille alphabet, numbers, punctuation, and some special signs. You will learn how to write braille using a braillewriter machine. You will also learn to use a slate and stylus device, which is included free in your course materials.

Prerequisite: Tactile Readiness (Braille Literacy 1) and the Braille Alphabet (Braille Literacy 2) or the ability to read all letters of the braille alphabet by touch.

Students who successfully complete nine assignments with at least an 80% grade are eligible to receive 30 hours of continuing education through the Academy for Certification of Vision Rehabilitation and Educational Professions (ACVREP).

Contracted Braille – Braille Literacy 4

Media: Digital Talking Book (DTB) instructions with Unified English Braille (UEB) workbooks, 29 Lessons

Contracted braille is used for most written material produced for visually impaired readers as it is quicker to read and write and takes up less space. This shorthand way of reading and writing braille uses single letters to stand for words as well as a whole host of abbreviations and special symbols.

Prerequisite: Successful completion of Hadley's course, Reading and Writing Uncontracted Braille (Braille Literacy 3), or as determined by completion of Hadley's Braille Placement Assessment.

Transitioning to UEB

Media: Braille workbooks, 6 Lessons

This course provides a structured approach to learning the differences between EBAE (English Braille American Edition) and UEB. The abundant examples and exercises help you progress easily and transition to the new code.

Prerequisite: Competency in contracted braille.

Everyday Reading

Media: Braille workbooks, 15 Lessons

Do you love to read braille? Practice your braille reading skills through a variety of texts, such as short stories, travel itineraries, song lyrics, menus, catalogs, and recipes.

Prerequisite: Completion of Hadley's course Contracted Braille (Braille Lit 4), or as deemed appropriate by the braille placement team.

Basic Braille by Sight: Reading Series

Learn to read braille by seeing, hearing and doing. And have some fun along the way. If you're new to braille, it's best to take these workshops in order: letters, then numbers, followed by punctuation.

Workshops:

- Braille Reading by Sight: Letters a - j
- Braille Reading by Sight: Letters k - t
- Braille Reading by Sight: Letters u - z
- Braille Reading by Sight: Numbers
- Braille Reading by Sight: Numbers with Punctuation
- Braille Reading by Sight: Fractions, Money, Time
- Braille Reading by Sight: Capital Letters and Basic Punctuation
- Braille Reading by Sight: More Punctuation

Basic Braille by Sight: Writing Series

Learn to write braille letters by seeing, hearing, and doing. Use your computer's keyboard to learn the finger patterns and keystrokes. On your mobile device, use a Bluetooth keyboard.

Those new to braille will want to take the Braille Reading Series first. Visually impaired learners can also learn braille by touch through our audio-delivered courses mailed to your home.

Workshops:

- Braille Writing by Sight: Letters a - j
- Braille Writing by Sight: Letters k - t
- Braille Writing by Sight: Letters u - z
- Braille Writing by Sight: Numbers
- Braille Writing by Sight: Numbers with Punctuation
- Braille Writing by Sight: Fractions, Money, Time
- Braille Writing by Sight: Capital Letters and Basic Punctuation
- Braille Writing by Sight: More Punctuation

Contracted Braille by Sight Series

Learn to read contracted braille by seeing, hearing, and doing. And have some fun along the way. This series builds upon knowledge of uncontracted braille. Those new to braille will want to take Basic Braille Reading first.

Workshops:

- Contracted Braille by Sight: 11 Alphabetic Wordsigns
- Contracted Braille by Sight: 12 More Alphabetic Wordsigns
- Contracted Braille by Sight: Strong Contractions and, for, of, the, with
- Contracted Braille by Sight: Strong Wordsigns child, shall, this, which, out, still
- Contracted Braille by Sight: Strong Groupsigns ch, sh, th, wh, ou, st
- Contracted Braille by Sight: Strong Groupsigns: ar, ed, er, gh, ow, ing
- Contracted Braille by Sight: Lower Wordsigns: was, his, were, be
- Contracted Braille by Sight: Lower Wordsigns and Groupsigns: enough/in, en/in
- Contracted Braille by Sight: Lower Groupsigns: be, con, dis
- Contracted Braille by Sight: Lower Groupsigns: ea, bb, cc, ff, gg
- Contracted Braille by Sight: Dot 5 Words
- Contracted Braille by Sight: More Dot 5 Words
- Contracted Braille by Sight: Dot 45 Contractions
- Contracted Braille by Sight: Dot 456 Contractions
- Contracted Braille by Sight: Dot 56 Final-Letter Groupsigns
- Contracted Braille by Sight: Dot 46 Final-Letter Groupsigns

- Contracted Braille by Sight: Shortforms Set 1
- Contracted Braille by Sight: Shortforms Set 2
- Contracted Braille by Sight: Shortforms Set 3
- Contracted Braille by Sight: Shortforms Set 4
- Contracted Braille by Sight: Shortforms Set 5
- Contracted Braille by Sight: Shortforms Set 6
- Contracted Braille by Sight: Shortforms Set 7
- Contracted Braille by Sight: Shortforms Set 8
- Contracted Braille by Sight: Shortforms Set 9
- Contracted Braille by Sight: Grade 1 Indicator

Technology

Listen with TalkBack Series

Discover Android TalkBack. When you can't see the screen, listen instead. Whether it's making a phone call, switching between apps, or browsing the web TalkBack gives you access to all the helpful features on your phone.

Learn how to use TalkBack in the series of Workshops below. (Also available in large print.)

Workshops:

- Android TalkBack: Talkback on and Off
- Android TalkBack: Basics
- Android TalkBack: Back and Forth Gestures
- Android TalkBack: Volume Control
- Android TalkBack: Angle Gestures
- Android TalkBack: Notifications
- Android TalkBack: Switching Between Apps
- Android TalkBack: Local Context
- Android TalkBack: Global Context
- Android TalkBack: Two-Finger Gestures
- Android TalkBack: Phone Calls
- Android TalkBack: Navigating Text
- Android TalkBack: Navigating Websites

Outlook with Screen Reader Series

Having trouble reading your email? Have it read to you instead. Learn how to use a screen reader with Outlook's email, calendar, and more in the series of Workshops below.

Workshops:

- Outlook with Screen Reader: Email Send
- Outlook with Screen Reader: Email Inbox
- Outlook with Screen Reader: Email Open, Close, Delete
- Outlook with Screen Reader: Email Reply
- Outlook with Screen Reader: Email Reply All
- Outlook with Screen Reader: Email Forward
- Outlook with Screen Reader: Email Folders
- Outlook with Screen Reader: Email Move and Copy
- Outlook with Screen Reader: Email Save Attachment
- Outlook with Screen Reader: Email Send Attachment
- Outlook with Screen Reader: Email Signature
- Outlook with Screen Reader: Email Searching
- Outlook with Screen Reader: Calendar Basics
- Outlook with Screen Reader: Create Appointments
- Outlook with Screen Reader: Using Appointments

Android: Low Vision Features Series

Your Android phone comes with low vision features built right in. Learn how to customize your magnification, color, font type and size, and much more in the series of Workshops listed below. (Also available in large print.)

Workshops:

- Android Low Vision: Quick Zoom with Triple Tap
- Android Low Vision: Quick Zoom with Accessibility Button
- Android Low Vision: High Contrast Text
- Android Low Vision: Remove Animations
- Android Low Vision: Color Correction
- Android Low Vision: Color Inversion
- Android Low Vision: Magnify with Accessibility Button
- Android Low Vision: Magnify with Triple Tap
- Android Low Vision: Enlarge Font and Display

Apple TV Series

In the workshops below, discover how to customize Apple TV to work well no matter your vision. Learn to use the remote; adjust brightness, colors and text; zoom in and out; and text-to-speech, VoiceOver, in the series of Workshops below. (Also available in large print.)

Workshops:

- Apple TV: Siri Remote
- Apple TV: Low Vision Accessibility
- Apple TV: VoiceOver Basics
- Apple TV: VoiceOver on and Off
- Apple TV: Zoom Magnification Basics

Swift Playground Coding Game Series

Apple created the Swift Playground app as a fun way to learn their programming language. We explore that app using our iPad's built-in VoiceOver screen reader. Learn how to navigate Swift Playground no matter your level vision in the series of Workshops below.

Workshops:

- Swift Playground: Custom Rotor Actions
- Swift Playground: Downloading and Managing Playgrounds
- Swift Playground: Entering Code
- Swift Playground: Exploring the Playground
- Swift Playground: Simple Puzzle
- Swift Playground: World Grid

Outlook Series

Need help getting started with Microsoft Outlook? Learn the basics of sending and receiving emails, organizing your calendar, and more. Customize your inbox to fit your needs. Check out the series of Workshops below. (Also available in large print.)

Workshops:

- Outlook: Getting Started
- Outlook: Email Send
- Outlook: Email Open Close Delete
- Outlook: Email Reply
- Outlook: Email Forward
- Outlook: Email Organize
- Outlook: Email Move and Copy

- Outlook: Email Save Attachment
- Outlook: Email Send Attachment
- Outlook: Email Search
- Outlook: Email Signature
- Outlook: Dark Mode
- Outlook: Calendar Basics
- Outlook: Create Appointments
- Outlook: Check Appointments

Seeing AI App Series

"Seeing AI" is a free app for iPhones/iPads that audibly describes what's in front of the camera.

Learn how to use it to read text, identify money, colors, pictures and more in the series of Workshops below.

Workshops:

- Seeing AI: Low Vision
- Seeing AI: VoiceOver

Web Browsing Series

Learn how to browse and search the web and bookmark frequently visited websites. These workshops use Safari browser and the VoiceOver screen reader built into iPhones/iPads.

Learn more in the series of Workshops below.

Workshops:

- iPhone/iPad VoiceOver: Search the Web
- iPhone/iPad VoiceOver: Save Favorite Sites
- iPhone/iPad VoiceOver: Safari Reader

Word with Screen Reader Series

Learn how to use your keyboard and a screen reader to navigate your desktop, create, navigate between, spell check and edit Word documents. Check out the series of Workshops below.

Workshops:

- Word with Screen Reader: Navigating the Desktop
- Word with Screen Reader: Navigation Commands
- Word with Screen Reader: Switching Applications
- Word with Screen Reader: Undo Redo
- Word with Screen Reader: Selecting Text

- Word with Screen Reader: Cut, Copy and Paste
- Word with Screen Reader: Text Attributes
- Word with Screen Reader: Alignment
- Word with Screen Reader: Font Selection
- Word with Screen Reader: Spell Checking
- Word with Screen Reader: Finding and Replacing Text

Customizing Windows for Low Vision Series

Learn how to customize your font size and type, colors and contrast as well as how your mouse and pointer are displayed. We walk you through the options using Windows Ease of Access feature in this series of Workshops below. (Also available in large print.)

Workshops:

- Windows Low Vision: Adjustments at Login
- Windows Low Vision: Ease of Access
- Windows Low Vision: Display Options
- Windows Low Vision: Simplifying Display
- Windows Low Vision: Enlarging Pointer and Cursor
- Windows Low Vision: Magnifying
- Windows Low Vision: Color Filters
- Windows Low Vision: High Contrast
- Windows Low Vision: Mouse Settings
- Windows Low Vision: Accessing the Keyboard

Getting Online Series

Learn the basics of how to get online. Explore how to browse, search for information, navigate a website, save a favorite site, and interact with various website features.

Check out how to get online through the series of Workshops below.

Workshops:

- Getting Online: Exploring the Browser
- Getting Online: Low Vision in Chrome
- Getting Online: Website Basics
- Getting Online: Online Searches
- Getting Online: Navigating Websites
- Getting Online: Interacting with Websites
- Getting Online: Saving Favorite Websites

Windows Narrator Series

This series of workshops will teach you how to use Windows Narrator, a built-in feature that reads aloud the text on the screen. Learn how to turn Narrator on and how to use it to read through documents and websites in the series of Workshops below. (Also available in braille.)

Workshops:

- Windows Narrator: Getting Started
- Windows Narrator: Views
- Windows Narrator: Scan Mode
- Windows Narrator: Settings
- Windows Narrator: Everyday Tasks

Siri Series

Learn how to use your voice, and your iPhone's built-in assistant Siri, to make calls, send texts, set reminders, check the weather, and more. Check out how to get the most out of Siri in this series of Workshops below. (Also available in large print.)

Workshops:

- iPhone/iPad: Siri for Phone Calls
- iPhone/iPad: Siri for Texting
- iPhone/iPad: Siri for Reminders
- iPhone/iPad: Siri for Walking Directions
- iPhone/iPad: Siri for Alarms
- iPhone/iPad: Siri for Appointments
- iPhone/iPad: Siri for Do not Disturb
- iPhone/iPad: Siri for Timers
- iPhone/iPad: Siri for Weather

iPhone/iPad: Low Vision Features Series

Your iPhone/iPad has many low vision features built right in. You can magnify, zoom in and out, change colors and turn on the speak screen feature. Learn how to adjust your device to better meet your needs in this series of Workshops below. (Also available in large print.)

Workshops:

- iPhone/iPad Low Vision: Beginning Zoom Gestures
- iPhone/iPad Low Vision: Adjusting the Text Size
- iPhone/iPad Low Vision: Turning on Dark Mode
- iPhone/iPad Low Vision: Using the Magnifier

- iPhone/iPad Low Vision: Using the Magnifier Filters
- iPhone/iPad Low Vision: Using the Speak Screen Feature

Listen with VoiceOver Series

Discover VoiceOver, a feature built into your iPhone or iPad that lets you listen to instead of read text on the screen. Learn to navigate through and use all the tools and apps on your device by listening and tapping on the screen in the series of Workshops below.

Workshops:

- iPhone/iPad VoiceOver: On and Off
- iPhone/iPad VoiceOver: Home Screen Gestures
- iPhone/iPad VoiceOver: Setting Shortcuts
- iPhone/iPad VoiceOver: 1 Finger Gestures
- iPhone/iPad VoiceOver: 2 Finger Gestures
- iPhone/iPad VoiceOver: 3 Finger Gestures
- iPhone/iPad VoiceOver: 4 Finger Gestures
- iPhone/iPad VoiceOver: Rotor Gesture
- iPhone/iPad VoiceOver: Control Center
- iPhone/iPad VoiceOver: Notification Center
- iPhone/iPad VoiceOver: Today Screen

BARD Low Vision Series

Learn how to access and download books and magazines right from the Braille and Audio Reading Download (BARD) website. This series of Workshops below, intended for low vision users, gives step-by-step directions on how to tap into any of the 1,000's of titles available to you right from your computer. (Also available in large print.)

Workshops:

- BARD Low Vision: Applying for a BARD Account
- BARD Low Vision: Logging in for the First Time
- BARD Low Vision: Searching for Digital Books
- BARD Low Vision: Downloading BARD Books
- BARD Low Vision: Transferring BARD Books to an NLS Cartridge

BARD Screen Reader Series

Digital Talking Books (DTBs) are a terrific source of entertainment and learning. And you can download books or magazines right from the Braille and Audio Reading Download (BARD) website. This series of

Workshops below gives screen reader users step-by-step directions on accessing and downloading any of 1,000's of titles available.

Workshops

- BARD Screen Reader: Applying for a BARD Account
- BARD Screen Reader: Logging in for the First Time
- BARD Screen Reader: Searching for Digital Books
- BARD Screen Reader: Downloading BARD Books
- BARD Screen Reader: Transferring BARD Books to an NLS Cartridge

Calls, Texts and Emails Series

Explore how to place a call, check a voicemail or send a text or email with your iPhone and its built-in screen reader. Learn to call, text and email on your iPhone in the series of Workshops below.

Workshops:

- iPhone/iPad VoiceOver: Phone Calls
- iPhone/iPad VoiceOver: Voicemail
- iPhone/iPad VoiceOver: Text Messages
- iPhone/iPad VoiceOver: Email
- iPhone/iPad VoiceOver: Contacts

Digital Talking Book Standard Player Series

Learn how to use your Digital Talking Book (DTB) standard player in the series of Workshops below.

Workshops:

- Standard Talking Book Player: Getting to Know Your NLS Player
- Standard Talking Book Player: The NLS Cartridge
- Standard Talking Book Player: Navigating the Bookshelf

Digital Talking Book Advanced Player Series

Learn how to use your Digital Talking Book (DTB) advanced player in the series of Workshops below.

Workshops:

- Advanced Talking Book Player: Getting to Know Your NLS Player
- Advanced Talking Book Player: The NLS Cartridge
- Advanced Talking Book Player: Navigating the Bookshelf
- Advanced Talking Book Player: Navigating a DAISY Book

Apple Watch Series

Learn how to use and customize your Apple Watch in the series of Workshops below.

Workshops:

- Apple Watch: Watch Face
- Apple Watch: Digital Crown
- Apple Watch: Side Button
- Apple Watch: Control Center
- Apple Watch: Notification Center
- Apple Watch: Zoom Magnification

Writing Series

Learn how to use writing tools on your iPhone or iPad: type, use the notes app, edit text, and use the dictation speech-to-text feature.

These videos use iPhone's built-in screen reader.

Explore the writing tools series of Workshops below.

Workshops:

- iPhone/iPad VoiceOver: Typing
- iPhone/iPad VoiceOver: Notes App
- iPhone/iPad VoiceOver: Selecting, Copying, and Pasting
- iPhone/iPad VoiceOver: Dictation

Entertainment Series

Learn how to use VoiceOver for music and entertainment apps in the series of Workshops below.

Workshops:

- iPhone/iPad VoiceOver: Audio Description Basics
- iPhone/iPad VoiceOver: Audio Descriptions in iTunes
- iPhone/iPad VoiceOver: Music Library Basics
- iPhone/iPad VoiceOver: Music Player Basics
- iPhone/iPad VoiceOver: The App Store
- iPhone/iPad VoiceOver: Voice Dream Reader App

Daily Living

Cooking Series

You can continue to enjoy your time in the kitchen no matter your level of vision. Discover some new ways to approach everyday cooking tasks in the series of Workshops below. (Also available in large print.)

Workshops:

- Cooking: Kitchen Safety Basics
- Cooking: Pouring
- Cooking: Using Sharp Knives
- Cooking: Stovetop and Oven

Dining Out Series

Enjoy dining out, no matter your level of vision. Learn practical tips in this series of Workshops below. (Also available in large print.)

Workshops:

- Dining Out Series: What's on the Table
- Dining Out Series: Fast Food Dining
- Dining Out Series: Restaurant Dining Tips and Tricks
- Dining Out Series: Family Style Meals

Home Repair Series

Vision loss doesn't need to stand in the way of your maintaining and repairing things around the house. Learn handy tips and techniques in this series of Workshops below. (Also available in large print.)

Workshops:

- Home Repair Series: Plugging into Sockets
- Home Repair Series: Measuring Tips and Tricks
- Home Repair Series: Hammers, Screwdrivers, and Work Around the House

Sewing Series

Threading a needle and sewing is possible, no matter your level of vision. Learn tips and tricks this this series of Workshops below.

Workshops:

- Threading a Needle

Taking the Stairs Series

You don't have to stop taking the stairs, even if you can't see them well. Discover tips on how to navigate stairs safely and confidently in this series of Workshops below.

Workshops:

- Taking the Stairs: One Stair at a Time
- Taking the Stairs: With a Support Cane

Tips for Guided Walking Series

Learn tips to make walking with someone's help more comfortable for both you and your guide. Learn more in the series of Workshops below. (Also available in large print.)

Workshops:

- Guided Walking: Basics
- Guided Walking: Sitting Down
- Guided Walking: Getting into a Car
- Guided Walking: Switching Sides
- Guided Walking: Doors
- Guided Walking: Narrow Passages
- Guided Walking: Using the Stairs with Someone Guiding You

Safety Basics Series

In an emergency like a fire or natural disaster you need to act fast. Being prepared can make all the difference. Learn the essentials with this series of Workshops below. (Also available in large print.)

Workshops:

- Safety Basics: Emergency Contact List
- Safety Basics: Disaster Kit
- Safety Basics: Fire Safety

Staying Connected Series

Changing vision can make things like writing notes or even dialing the phone more difficult. Learn new ways to approach these common tasks in the series of Workshops below.

Workshops:

- Staying Connected: Dialing the Phone
- Staying Connected: Signing Your Name
- Staying Connected: Taking Notes

- Staying Connected: Playing and Adapting Games
- Staying Connected: Telling Time

Labels for Everyday Use Series

Discover new ways to label hard-to-see objects, like groceries, medications or appliances. Use your other senses or remaining vision. Learn more in the series of Workshops below. (Also available in large print.)

Workshops:

- Labels: Label It Large
- Labels: Audio Labels
- Labels: Labels You Touch
- Labels: Medications

Clothing Series

Learn some tips that can make sorting and washing clothes, treating stains and organizing your closet a bit easier...no matter your vision. Learn more in the series of Workshops below. (Also available in large print.)

Workshops:

- Clothing: Closet Organization
- Clothing: Doing your Laundry
- Clothing: Treating Stains

Makeup Series

Want to make sure that you've put on your makeup the way you want it? Discover tips, tricks and helpful hints that can make that part of your routine just a bit easier. Learn more in the series of Workshops below. (Also available in large print.)

Workshops:

- Makeup: Face
- Makeup: Lips
- Makeup: Eyes

Men's Personal Care Series

Adding just a few steps to your routine can help with personal care, no matter your level of vision. From nail care to shaving, and everything in

between, learn tips, tricks, and new things to try. Learn more in the series of Workshops below.

Workshops:

- Men's Personal Care: Nail Care
- Men's Personal Care: Hair Care
- Men's Personal Care: Shaving
- Men's Personal Care: Restrooms

Women's Personal Care Series

Continue to look and feel your best, no matter your level of vision. Learn tips, tricks, and new techniques to make taking care of yourself just a bit easier. Learn more in the series of Workshops below. (Also available in large print.)

Workshops:

- Women's Personal Care: Hair Care
- Women's Personal Care: Nail Care
- Women's Personal Care: Nail Polishing
- Women's Personal Care: Shaving

Low Vision Series

Learn ways to increase contrast, improve lighting and make your home low vision friendly in the series of Workshops below.

Workshops:

- Let's Talk Lighting
- Low Vision Series: Contrasting Colors
- Low Vision Series: From the Corner of Your Eye
- Low Vision Series: Color Filters

Container Gardening Series

Gardening can be a relaxing, rewarding and fun activity. Discover tips and tricks for creating your own container garden in this series of Workshops below.

Workshops:

- Container Gardening: The Basics
- Container Gardening: Finding a Location

Cleaning Your House Series

With just a few adjustments, you can keep up with all your cleaning chores no matter your level of vision. Learn practical tips in this series of Workshops below.

Workshops:

- Cleaning Your House Series: Cleaning Countertops and Other Flat Surfaces
- Cleaning Your House Series: Sweeping
- Cleaning Your House Series: Vacuuming and Mopping
- Cleaning Your House Series: The Makings of a Fresh, Clean Bed
- Cleaning Your House Series: Cleaning Your Bathroom

Organizing Your Home Series

Finding what you want when you want it in any room in your home can be a lot easier, no matter your vision. Just follow the organizing techniques in the series of Workshops below.

Workshops:

- Organizing Your Home: Kitchen

Navigating Unfamiliar Places and Spaces Series

Learn techniques to explore your environment safely and confidently. Check out the series of Workshops below.

Workshops:

- Exploring New Rooms
- Getting Where You Need to Go
- Protecting Yourself from Bumping into Things

O & M Basics Series

Learn how to orient yourself to a room, successfully find dropped items, and minimize your risk of falling in the series of Workshops below.

Workshops:

- Finding Things You've Dropped
- Preventing Falls

Guide Dogs Series

Explore common questions, concerns, pros and cons for getting a guide dog in the series of Workshops below.

Workshops:

- Common Misconceptions About Guide Dogs
- Guide Dogs Basics
- Weighing the Pros and Cons

Working

Do you have an idea for a new business? Get inspired from other entrepreneurs who were once in your shoes.

Founder Stories Series

Do you have an idea for a new business? Get inspired from other entrepreneurs who were once in your shoes.

Workshops:

- Founder Series: Founder of Harry's and Warby Parker
- Founder Series: Founder of Hello
- Founder Series: Founder of Schmidt's Naturals
- Founder Series: Founder of Tech Tamer Woodworks
- Founder Series: Manager of Southern Food Service

Hadley - NABM Business Enterprise Program Licensee Training (BEPLT)

Hadley's Forsythe Center for Employment and Entrepreneurship and the National Association of Blind Merchants and National Federation of the Blind's Entrepreneurs Initiative (NABM/NFBEI) offer a national curriculum consisting of online business modules specifically designed to train people who are blind or visually impaired to become Randolph-Sheppard vendors. Hadley offers only the online portion of this program, exclusively to state licensing agency staff, current Randolph-Sheppard vendors, and those seeking to become Randolph-Sheppard vendors once a state agency has paid the National Association of Blind Merchants (NABM) and approval is obtained from NABM.

BEPLT students receive a certificate of completion from NABM when they successfully complete all modules and the final examination. The students then attend face-to-face instruction provided by their State Licensing Agency to complete their training. Students are then eligible to receive a license to manage a Business Enterprise Program location from the State Licensing Agencies in accordance with the Randolph Sheppard Act.

The BEPLT consists of a series of 12 Hadley online business modules that cover the classroom portion of Business Enterprise Program training. The online curriculum is meant to maximize hands-on practice and to minimize classroom time. Trainees must earn a minimum grade of 75% to pass each module as well as to pass the cumulative final exam. Trainees will take the cumulative final exam after completing the final module in the series. Failure to earn a minimum of 75% in one module in the series or on the cumulative final exam will result in program termination. When a trainee completes the BEPLT, Hadley will notify NABM as well as the trainee's referring agency.

A vendor who wishes to transfer the BEPLT credential to another state should first contact the SLA in that state for consideration of the BEPLT credential. In order to ensure a comprehensive training experience, we recommend that the SLA provide hands-on training to supplement the BEPLT, as well as educate the vendor on local state regulations before issuing a license.

To complete this training program, you are required to complete the following modules, in the order which they are presented. You must score at least 75% in order to pass each module. Each student may only have two attempts to score a passing grade.

BEPLT Program Outcomes

Upon completion of the BEPLT program (portion delivered by Hadley); learners will be able to:

- Explain the Randolph Sheppard Act and its associated regulations.
- Identify the principles needed to manage a vending location or a café at a municipal property.
- Describe best practices in sales, employee hiring, inventory management, and customer service.

Module 1 — Introduction to the Business Enterprise Program

This module covers the history and background of the Randolph Sheppard Act, which gives people with vision loss first priority to manage vending machines and cafes at government locations.

1. Before Randolph-Sheppard

2. History and background -- National and Mini Randolph Sheppard
3. Randolph Sheppard is a Food Service Priority

Module 2 – Vending Management

This module describes the best practices used to manage vending locations. It covers distribution, storage, sales, purchasing, stocking, inventory, pricing, automation, point of sales, and marketing approaches.

1. Introduction (Blindness Basics and what systems you will use to support your operation)
2. Systems
3. Distributor and Broker Relationships
4. Storage Facility

Module 3 – Café Operations

This module describes the best practices used to manage cafes at government locations. It covers point of sale, upkeep and maintenance, menus, hygiene, food safety, kitchen operations, and service standards.

1. Introduction -- 1974 Expansion
2. Making the Most of Your Location
3. ServSafe Requirement
4. Kitchen Operations

Module 4 – Developing Systems to Structure and Manage Your Business

This module covers the effective business practices and systems in a Business Enterprise Program (BEP) operation. Topics include onboarding employees, checklists, product management, food quality, recipes, menu mix, cleaning, and safety.

1. Checklist
2. Quality, Service and Cleanliness
3. Orientations
4. Recipe Right

Module 5 – Sales

This module explains how to estimate sales projections, assess locations, consider historical trends, menu choices, catering, coffee carts, branding, marketing, public relations, promotions, and advertising.

1. Projections
2. Historical Trends
3. Building Sales in Your Location
4. Healthy Menu Options

Module 6 – Employee Hiring and Development

This module examines staffing, recruiting, interviewing, hiring, position descriptions, job applications, reference checks, orientations, handbooks, filings, paperwork, postings, scheduling, training, performance evaluations, and terminations.

1. Recruiting
2. Interviewing
3. Hiring
4. Handbooks
5. Scheduling

Module 7 – Labor and Cost of Goods Management

This module covers two topics. It explains labor management by reviewing job functions, staffing, performance management, teambuilding, and employee feedback. It also explains cost of goods from raw material to inventory management and food distribution.

1. Labor
2. Developing a Team That Runs by Itself
3. Cost-of-Goods
4. Inventory Methods
5. Choosing Food Distributors

Module 8 – Customer Service for BEP

This module defines customer service and explains how it becomes a vital attribute of a business's culture. The workshop provides examples of superior customer service in the private sector

1. Customer Service Isn't a Department
2. Stories from All Over on How to Do it Best
3. Creating an Environment of Excellence
4. Habits From the Best

Module 9 – Business Processes

This module compares traditional business planning to the Canvas business plan model. It covers forms of ownership, upfront financing, naming the business, SLA start-up costs, inventory, support, special

considerations, office systems, cash management, credit card services, accounting, and finance.

1. DBA
2. Start-up Inventory
3. Support
4. Individual State Agreements
5. Adaptive Technology
6. Office Systems
7. Data Tracking
8. ServSafe

Module 10— Micro Markets

This module defines a micro market as a mini café in which customers select their food and pay at a kiosk. It covers planning, physical plant considerations, kiosks, cleanliness, and the customers' perception of security.

1. An innovative growing trend, micro markets based on convenience store models with personalized style of a marketplace
2. Custom designed vending market or mart with a self-checkout kiosk
3. Customized products and setups and maintenance
4. Self-checkout capabilities

Module 11 — Final Examination

Module 12 — ServSafe: An Introduction

This two-part module teaches vendors the concepts needed to obtain the Serv Safe credential. Topics center on the importance of food safety from purchasing to storage to handling, and to serving food.

BEPLT Graduation Requirements

Students are required to successfully complete all 12 modules and the final examination with a score of 75%. Students are then eligible to complete the on-ground portion of the program conducted by their applicable State Licensing Agency.

Admission Criteria

Avocational Workshops

Hadley avocational workshops are open to individuals with a visual impairment, their families and friends, and the professionals who serve them, who complete a simple on-line registration form on Hadley.edu. Once registered students have access to all the workshops, discussion groups, recordings, podcasts, and resource guides. Anyone needing help registering can contact Student Services by phone, email, or written request.

Business Enterprise Program Licensee Training (BEPLT)

Students are expected to meet the following academic prerequisites:

General Requirements:

- Proficient at math including the ability to perform basic addition, subtraction, multiplication, division, fractions and percentages;
- Ability to use a calculator;
- English grammar and composition skills at 8th grade level

Assistive Technology Skills:

- Keyboarding skills
- Familiarity navigating Chrome or Firefox
- Internet Access through a PC or Mac
- Proficiency in either screen reader or screen magnification software
- E-mail capabilities

BEPLT Admission Procedure

- The prospective student meets with a Vocational Rehabilitation Counselor (VRC) in his/her state.
- The VRC validates the student's skills and refers him/her to the BEP State Licensing Agency (SLA).
- The SLA notifies the student and the VRC of his/her acceptance into the BEP program.
- The student or the VRC completes the Hadley Enrollment Form
- Hadley notifies NABM of upcoming enrollee
- The VRC pays NABM.
- NABM notifies Hadley to enroll the student in BEPLT.

- Hadley sends the student a Welcome Letter with a code to begin Module One

Prior to referring a candidate to the Hadley-NABM Business Enterprise Program Licensee Training, the Vocational Rehabilitation Counselor (VRC) must ensure that there is documentation in their customer's file verifying legal blindness and United State citizenship. The counselor is also responsible for verifying the student's prerequisites of general requirements and assistive technology skills.

In addition, NABM must receive the signed authorization form from the referring counselor prior to student enrollment. Students or the referring counselor must complete the online student referral form.

Transfer Credits

Hadley does not issue credit hours for the completion of any part of its curriculum. Therefore, it does not require or accept transfer credit. A student who wishes to transfer the BEPLT credential to another state should first contact the SLA in that state for consideration of the BEPLT credential. It is always up to the state licensing agency whether they will accept Hadley's BEPLT curriculum.

Academic Policies

Satisfactory Academic Progress

Hadley's avocational workshops do not follow an academic format, and they are not subject to satisfactory academic progress requirements. Students can access avocational workshops at any time, they are not expected to complete them in a set time frame, and they are not awarded an academic credential upon completion.

BEPLT students are asked to complete at least one module per month and earn a 75% on every end-of-module exam and the final examination.

BEPLT Academic Dismissal Policy

If the student does not complete a module on time or scores less than 75%, the instructor will send a warning email to the student.

For students who score less than a 75%, the instructor will provide tutoring in preparation for a second attempt at the exam. Subsequent to the tutoring session, the instructor allows the student to take the exam for a second time.

If the student fails the exam for a second time, Hadley will notify the State Licensing Agency (SLA) and the National Association of Blind Merchants (NABM).

The SLA and NABM will determine if the student will be reinstated and given a subsequent chance to continue in the BEPLT.

Extension Policy

The BEPLT instructor has the authority to grant a 30-day extension in case of illness or other valid extenuating circumstances. Since avocational courses are not graded and non-credit, Hadley does not require a formal extension for these workshops.

Grading Policy

The avocational workshops are not graded. BEPLT modules are auto graded, and they are pass/fail with 75% or more considered a passing grade.

Student Code of Conduct

Learning Experts and staff will work with you, as a student of the Hadley, in the pursuit of your educational goals by providing an environment characterized by respect, academic integrity, and fairness.

Hadley's Student Code of Conduct builds on the policies and guidelines set forth in the Student Handbook used by BEPLT students. As a learner with the Hadley, your responsibilities include:

- Conducting yourself with professionalism, courtesy, and respect for others in your dealings with the Hadley faculty, staff, and other students.
- Presenting your qualifications and background truthfully and accurately for admission to the Hadley Institute.
- Observing Hadley's policies and rules on submitting assignments and participating in faculty online office hours.

- Turning in work that is your own; not presenting another person's ideas or scholarship as your own.
- Not asking for, receiving, or giving unauthorized help on graded assignments.
- Never divulging the content of or answers to assignments to fellow students.
- When taking an online course, maintaining the security of your password by not sharing it with fellow students or others.
- Observing the recommended assignment submission schedule for your course.
- Never soliciting money from Hadley faculty, staff, or students.
- Reporting any violations of Hadley's Student Code of Conduct, and reporting any evidence of cheating, plagiarism, or improper conduct on the part of any student of the Hadley Institute when you have direct knowledge of these activities.

By following this code, all students, faculty, and staff can participate in a positive learning environment. Students are advised that violations of this Student Code of Conduct, or other policies as set forth in the *Student Handbook* may result in disciplinary action, including suspension from studies or expulsion from the Hadley.

Non-Academic Dismissal Policy

Inappropriate Use

Students agree not to upload, display or otherwise provide on or through Hadley's learning management system any content that: (i) is libelous, defamatory, abusive, threatening, harassing, hateful, offensive or otherwise violates any law or infringes upon the right of any third party (including copyright, trademark, privacy, publicity or other personal or proprietary rights); or (ii) in Hadley's sole judgment, is objectionable or which restricts or inhibits any other person from using Hadley's learning management system or which may expose Hadley or its users to any harm or liability of any kind.

Termination

Hadley may terminate avocational students' access and use of the Hadley's learning management system immediately at any time, for any reason, and which point students will have no further right to use.

Students may terminate their Hadley account at any time by following the instructions available in Hadley's learning management system. The provisions of these Terms and Conditions relating to the protection and enforcement of Hadley's proprietary rights, students' representations and warranties, disclaimer of representations and warranties, release and indemnities, limitations of liability and types of damages, ownership of data and information, governing law and venue, and miscellaneous provisions shall survive any such termination.

BEPLT Non-Academic Dismissal Policy

BEPLT students are enrolled in a program administered by the State Licensing Agency (SLA).

Hadley will report instances of student misconduct to both the SLA and the NABM.

All disciplinary action, including dismissal, is taken by the SLA and NABM.

Complaint-Grievance Policy

Learners may submit complaints concerning academic or administrative issues via email or written statement directly to the instructor or the Support Services department. Learners will receive a response within 10 business days. These grievances may concern either the Business Enterprise Program Licensee Training (BEPLT) or the avocational workshops. If learners' grievances are not satisfied, they have the option to escalate their complaint along with a statement of their desired resolution directly to the BEPLT Chief Academic Officer or the Chief Program Officer for non-BEPLT issues. If these actions do not provide a resolution, they can escalate the grievance for final motion to the President of Hadley.

Student Identity Verification Policy

Once a State Licensing Agency (SLA) and the National Association of Blind Merchants (NABM) refer a student to Hadley, the student completes an online enrollment form and submits a copy of a government-issued ID to Hadley. The Support Services Department (SSD) checks the ID against the information provided by the SLA and NABM to verify that the person enrolling in the BEPLT Program is the same person referred by the SLA and NABM. Once the student

identity has been verified, SSD stores a copy of the ID in the student record.

Students receive a secure and unique login and password for each module within the BEPLT program. The login and password are active only for the duration of each module. Upon completion of all modules, students take a final examination. Most states require that students complete a proctored final exam at the SLA location. Other states rely on students demonstrating their knowledge during live training sessions at the SLA location. These requirements verify that enrolled students completed the BEPLT program.

Non-Discrimination Policy

All Hadley workshops and BEPLT modules are open to anyone without discrimination based on federal and State of Illinois protected classes (gender, race, color, national origin, sex, age, disability, sexual orientation).

BEPLT modules are available only to those individuals with visual impairments who have been approved to join their state's Business Enterprise Program by the State Licensing Agency (SLA), the National Association of Blind Merchants (NABM), and the Vocation Rehabilitation Counselor (VRC).

Technology Requirements

All avocational workshop and BEPLT participants must have access to the Internet. Hadley content supports all modern operating systems and browsers. Minimum requirements:

Operating Systems:

- Windows 7 and above
- OSX 10.4 and above
- iOS 11 and above
- Android 7.0 and above

Supported Browsers:

- Internet Explorer 11
- Mozilla Firefox
- Google Chrome
- Safari
- Microsoft Edge

Confidentiality and Privacy Policy

All Hadley students are protected by the Federal Education Rights and Privacy Act (FERPA). All BEPLT students agree to share their educational information with the State Licensing Agency (SLA), the National Association of Blind Merchants (NABM), and the Vocation Rehabilitation Counselor (VRC).

Student Services

The Support Services Department at Hadley provides non-technical help desk support to all Hadley students; the Computer Services department provides technical support. Both help desks have their hours of operation from 8:00 am to 6:00 pm (central time) from Monday to Friday.

Counseling Services

Note that referrals to other agencies are provided for further education as needed, but no employment counseling or placement services are provided.