

Technology and Distance/Hybrid Learning Plan: Vietnamese Social Services (VSS)

Consortium name	SPCLC, Vietnamese Social Services (VSS)
Staff contact	Jacob Woods, VSS
Plan implementation period (start and end dates)	FY26- FY27
Date of last update	4/13/2026

Technology resources:

Current		
Hardware: Computers - Intel Core i5 vpro 8th generation - AKA thinkpad - other computers are stored at VSS		
Software: Zoom, Burlington English,		
Other:		
Future Plans	Resources needed	Timeline
Recreate computer loan forms for students to sign.	Xcel spreadsheet, language for loaning out computers,	ASAP
Continue to use Burlington English for students to access zoom.	N/A	Ongoing

Expectations for staff digital literacy skills and use of technology:

Current		
Instructors are expected to incorporate Northstar Digital literacy standards when possible, help students navigate Burlington English, and encourage the use of our online resources for Distance Learning like assigning homework weekly on Burlington English & Moby Max		
Support staff are expected to be aware of digital literacy standards in Northstar and incorporate when possible.		
Managers are expected to encourage and support all of the above including training volunteers on how to navigate volunteer trainings.		
Future Plans	Resources needed	Timeline
Host Volunteer & Staff Trainings	VSS Classroom, Smart Boards, Coffee and Snacks Volunteer Trainings Literacy Minnesota	Once a Month
Remote Instruction Training	VSS Classroom, Smart Boards, Coffee and Snacks	Once a Month

Training for staff on technology:

Current		
Instructors receive training on how to use Burlington English, Elli, Moby Max, CCRS Online, SID		
Support staff receive training on how to use Burlington English, Elli, Moby Max, CCRS Online		
Managers receive training on - SID, Zoom, all of the above.		
Future Plans	Resources needed	Timeline
Some volunteers need additional support using technology to complete required trainings.	Regular training for volunteers on how to use CANVAS to complete volunteer training. VSS classroom, smartboard, volunteers, coffee, tea, snacks.	Ongoing
Volunteers need instruction on Burlington English	On the job trainings for activities in Burlington English	Ongoing

Technology access for students:

Current		
Students are allowed to borrow laptops available at VSS		
Students use Burlington English to access Zoom		
Future Plans	Resources needed	Timeline
Purchase Owls for hyflex classes	Funded budgeted	December of 2026

Asynchronous distance learning (students do work off-site, on their own time):

Current		
Students use Burlington English to complete student lessons without teacher support. In class lessons are taught separately during class.		
Moby Max is being used in one class currently.		
Future Plans	Resources needed	Timeline
TVM online courses level 2	CCRS Book, Google Forms, Northstar, Caffeine	December 2026
TVM online courses Level 3&4	CCRS Book, Google Forms, Northstar, Caffeine	December 2026
Distance Learning Policies and Procedures Literacy Minnesota	Distance Learning Policies and Procedures Literacy Minnesota	December 2026

Remote synchronous learning (students are offsite but join class at the same time):

Current

All classes with the exception of level one are online.

Future Plans	Resources needed	Timeline
We have discussed using Owls for combined HyFlex formats	Funds budgeted for Owls	June 30th 2026

Other/combined formats

Current		
Hybrid synchronous and asynchronous:		
Hyflex (some students in person, some online):		
Future Plans	Resources needed	Timeline
Owl	Owl	August 2026