

Technology and Distance/Hybrid Learning Plan

Introduction

This plan outlines how the ABE consortium is planning to utilize technology resources and distance learning in support of quality instructional services and increased student outcomes for ABE learners.

Guidance

In developing this multi-year plan for technology and distance learning, consider the following:

- **Current resources:** What resources currently exist and are available across the consortium? Resources can include (but aren't limited to): hardware, software, funds, staff expertise, staff time, and IT/tech support.
- **Future needs as it relates to current resources:** What training, support, funds or other items will be necessary to continue the use of current resources?
- **Future plans for developing and utilizing additional resources:** What additional hardware and/or software would add value for the consortium's programming? How will decisions be made about which hardware and/or software are worth investing in? Where will funds come from to support additional resources? What training requirements will additional resources entail?

All consortia are required to submit a Technology and Distance Learning plan; this specific template is recommended but not required.

Technology and Distance/Hybrid Learning Plan

Consortium name	Cass Lake-Bena-Walker ABE
Staff contact	Laura Malott
Plan implementation period (start and end dates)	FY 2025- 2026
Date of last update	May 2026

Technology resources:

Current		
Hardware: 2 View Sonic monitors, 1 ThinkPad, 1 desktop LLTC site: Hardware: 5 Chromebooks, 5 HP laptops Access to LLTC computer labs and library desktops (varies in number) Access to projectors (LLTC owned and maintained) Three printer/scanner/fax/copier machines Software: MS 11, MDE DL Platforms, Pearson Vue Mobile Lab software Other: CLBW is a guest at LLTC. Technology is available for use, but not owned or controlled by CLBW ABE.		
Future Plans	Resources needed	Timeline
Cass Lake GED Mobile Lab	All equipment is purchased PV proctor and administration training offered by PV online Technical support is provided by LLTC and CL Technology teams	Summer 2026
SID ongoing training	Computers, webinars	Yearly
Upgrade all computers, laptops, etc. with MS11	Funding ISD 115 and LLTC tech support	Spring 2026 and ongoing

Expectations for staff digital literacy skills and use of technology:

Current
Instructors are expected to * to communicate with each other and other program entities via email, Google Docs, or phone *To have basic computer skills and knowledge of hardware, software, operating systems, word processing, internet search, and protocols of online instructional programs *To understand the purpose of NorthStar Digital Assessments and maintain proctor capability *To have the capacity to utilize technology in the instruction of content areas *To have the capacity to utilize myGED.com, Edmentum, CareerForce, or other online digital platforms for creating accounts or for instructional purposes

*to access SID on a view only basis to stay current on student progress and assessment needs, to monitor attendance and offer support for student goals

*to access PV GED testing services as administrator to provide online testing for PV tests, access to reports, or other pertinent information or services required

Coordinator is expected :

* to communicate with each other and other program entities via email, Google Docs, or phone

*To have basic computer skills and knowledge of hardware, software, operating systems, word processing, internet search, and protocols of online instructional programs

*To understand the purpose of NorthStar Digital Assessments and maintain proctor capability

*To have the capacity to utilize technology in the instruction of content areas

*To have the capacity to utilize myGED.com, Edmentum, CareerForce, or other online digital platforms for creating accounts, accessing reports or scores to assist in instructional purposes

*to have Administrator access to all online educational platforms

*To have Administrator access to SID to monitor data and pull reports as needed

Future Plans	Resources needed	Timeline
Continuing to expose staff to new technology	ATLAS, local, state, and regional training	Ongoing
Provide training to staff on specific technology challenges	Technology mentoring and online training	Ongoing
Utilize hybrid coursework	ATLAS, local, state, and regional training	Ongoing

Training for staff on technology:

Current		
Staff receive training in educational assessments, how to use technology in the classroom, and software training as needed to fulfill their role.		
Staff receive training on data entry in SID, assessment proctoring and recording of scores, PV testing policies and procedures and updates		
Coordinator receives training on all technology updates, distance learning platforms, SID, PV testing, Accuplacer		
Future Plans	Resources needed	Timeline
Provide training on administering TABE 13/14 and CASAS Goals, and GED testing	Online TABE/CASAS and PV training	Ongoing
Provide opportunities for staff to learn new online platforms and how other educators are utilizing software or online resources	PD: Local, regional and state training MLC training Funding and time	Ongoing
Training in additional online curriculum selections that are CCRS or standards aligned and how to integrate technology into instruction	PD: Local, state, or regional training Funding and time	Ongoing

Technology access for students:

Current		
LLTC site: Students have access to five desktops and 10 Chromebooks/laptops and printers and all distance learning curriculum		
Technology access for students varies greatly.		
Future Plans	Resources needed	Timeline
Updated software platforms as developed	Funding and resource time	Summer 2026
Access to GED Mobile Lab	Tech glitches resolved	Summer 2026

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

Current		
Google Suite Applications: Drive, Docs, Forms, Slides, Sheets, Meet, Sites, Calendar, Chat, Classroom, Translate, Gmail State approved Distance Learning platforms are utilized by students in all of the consortium's classrooms as outlined in the Currently Used Software section above.		
Future Plans	Resources needed	Timeline
State approved Distance Learning platform use and evaluation to determine use and potential benefits as new platforms are approved.	Adequate budget/finances to continue purchase of paid Distance Learning platforms.	Varies

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

Current
Individual E-Learning Instruction for GED Regional Online Career Collaborative (ROCC) courses have been developed since the fall of 2021 as a collaborative effort of four ABE consortia in the NW Minnesota Transitions Region, including Alexandria ABE, Lakes Area ABE (Detroit Lakes), Moorhead ABE and Northwest Service Cooperative ABE. In 2023-24 the project expanded to include the NE Minnesota Transitions Region with Duluth Adult Education and the Arrowhead Economic Opportunity Agency currently partnering with the four NW consortia to offer career-oriented online courses available to students in all consortia throughout the two regions. Participating consortia retain and report the contact hours for their students enrolled in ROCC courses. Students meet synchronously with an instructor using Google Meet or Zoom platforms. Each course has a companion Distance Learning platform or TVM lessons that extend instruction and learning that takes place synchronously, and the host consortium (the consortium teaching the course) retains and reports only the DL or TVM Proxy Contact Hours in SiD. A full listing of available courses can be found on the ROCC website. In the 2024-25, the following ROCC Courses were offered: Developing a Future Pathway - Course introduces students to the Minnesota Career information System. Students will learn to use the occupations data-base, take and interpret at least three career assessment tools,

use those results to research specific careers, set a career goal, and make plans for achieving that goal. Students will also learn the steps of a professional resume and develop a resume.

Host Consortium: Lakes Area Adult Education

- English Vocabulary for MN Driver's Manual - This 10 week course focuses on the basic vocabulary and knowledge that is needed to help English language learners begin studying for the Minnesota Driver's license written exam. This is our level one course in preparing for the MN Drivers Written Exam. After completing this course, students are ready to take the level 2 course, Knowledge & Content for Written Driver's Exam.

Host Consortium: Moorhead ABE

- Knowledge & Content for Written Driver's Exam - This level 2 course focuses on the knowledge and requirements needed to pass the MN driver's license written exam. The content is based on the MN Driver's Manual and includes road knowledge, traffic laws, vehicle operation and signage. This is our level 2 course in preparing for the MN driver's written exam. Students who have taken the level one course, English Vocabulary for MN Driver's Manual, should take this next in preparation for the permit test.

Host Consortium: Lakes Area ABE

- Fast Paced Knowledge & Content for Written Driver's Exam - A shorter and faster moving version of the course that focuses on the knowledge and requirements needed to pass the MN driver's license written exam. For students who only need a little boost to pass the written exam and whose English is at a high level. This is our level 3 course in preparing for the MN driver's written test.

Host Consortium: Lakes Area ABE

- English for Healthcare Pathways - This course is designed to introduce students to the basic vocabulary and foundational concepts around healthcare careers, HIPAA, and body systems.

Host Consortium: Moorhead ABE

- English for Hospitality Careers - Course is designed to help non-native English speakers become more proficient in English skills on the job in the hospitality career field. It is a bridge course preparing students to successfully pass certification exams.

Host Consortium: Arrowhead Economic Opportunity Agency (AEOA) Adult Education

- Math Foundations for Paraprofessionals - This course is designed to build the foundational math skills necessary to successfully participate in the Paraprofessional Training & Certification course and the math instruction within the ParaEducator online training modules. Host Consortium: Moorhead ABE

- Paraprofessional Training & Certification - Course prepares individuals for a career in K-12 education as a paraprofessional who works under the direction of a certified teacher to provide instructional, behavioral and academic support to students. Designed to qualify paras and meet Title I requirements, learners will prepare for the credential assessment and if passed receive their Paraprofessional certification.

Host Consortium: Northwest Service Cooperative ABE

- Professionalism for Healthcare Careers - This course will explore the soft skills needed for success in a healthcare career pathway. The primary focus will be identifying optimal personal characteristics and qualities, teamwork, communication skills, personal management, and diversity in the workplace, as well as navigating getting ahead within the healthcare field

Host Consortium: Moorhead ABE.

- Pre-CNA - This course pre-teaches many of the topics covered in the CNA class and the NATO knowledge test (skills are not covered). Students will discover the various paths available to them in healthcare and how to move forward on those paths.

Host Consortium: Duluth ABE

- TEAS Exam Prep - Course is designed to help individuals who are going into the nursing field. The Test of Essential Academic Skills (TEAS) exam is an aptitude test given to nursing school applicants (RN and LPN) prior to admittance into a nursing program. Class will offer help in science, math, language arts and reading skills in preparation to take the TEAS Exam. Free TEAS Practice Test (\$65 value) for those who complete 40 or more hours of the course.

Host Consortium: Alexandria ABE

- Writing a College Ready Research Paper - Course focuses on how to form a research question, find credible research sources, complete a rigorous research process, and organize the information for presentation in an essay.

Host Consortium: Northwest Service Cooperative ABE

Online Statewide Training courses have been accessible to learners since the fall of 2021. These online statewide courses provide adult learners with a unique opportunity to participate in courses that may not be available locally. Programs can refer learners to these courses and count and report their student contact hours locally for funding. In PY 2024-25, the following Online Statewide Courses were offered:

- ESL Bridge to CNA
- Intro to Small Business
- ParaEducator Certification Training
- Microsoft Office Specialist Certification Training
- Test Prep - TEAS
- Workplace Health & Safety Certificate Class

Future Plans	Resources needed	Timeline
Synchronous Group GED Lab	Proficient use by instructors of remote instruction techniques and tools.	Ongoing

Other/combined formats**Current**

Hybrid synchronous and asynchronous: All in-person and synchronous distance learning classes also provide students with access to an approved Distance Learning platform to reinforce what students are learning during class and to extend their access to appropriate levels. instruction in order to progress more quickly in their instructional levels and content.

Hyflex (some students in person, some online): none are offered

Future Plans	Resources needed	Timeline
Increase the use of PD Platforms by students by developing new strategies to encourage students to persist in use of approved Distance Learning platforms.	Professional Development and peer discussion regarding best practices in place to increase student retention and persistence with approved Distance Learning platforms.	Ongoing