

Technology and Distance/Hybrid Learning Plan: Neighborhood House

Consortium name	SPCLC/ Neighborhood House
Staff contact	Katrina Benson, Neighborhood House
Plan implementation period (start and end dates)	Current
Date of last update	3/23/2026

Technology resources:

Current		
Hardware: Wellstone Center has two mobile laptop carts with 15 laptops each. Neighborhood House on Montreal has one laptop cart with 8 laptops. Each cart has accompanying external mice and headphones for students to use. Additionally, there are arthritic pads available for learners who may need them and external keyboards (2-3) as well. Each classroom either has a projector or a flatscreen TV. All staff have work issued laptops.		
Software: Zoom (Student Facing), Google Classroom (Student Facing), Microsoft Suite (Staff Facing), Kahoot, Wordwall, Elli, Northstar, Read Theory, Vocabulary.com , Typing.com , and Khan Academy		
Other: Staff have access to document cameras.		
Future Plans	Resources needed	Timeline
All Staff training how to use Sharepoint & MS Office Suite	Coordination with HR and IT teams to create training. Time in staff schedules to accommodate training and practice with the new tools.	FY27

Expectations for staff digital literacy skills and use of technology:

Current		
Instructors are expected to incorporate digital literacy skills into all classes and enroll their learners into the Distance Learning platform associated with their course assignment(s).		
Support staff are expected to assist students in registering for and using distance learning platforms. They also support as tech help in online classroom environments.		
Managers are trained instructors and have the same expectations as support staff and instructors.		
Future Plans	Resources needed	Timeline
Manager will co-teach digital literacy content with staff who need additional coaching	Manager & shared planning time between manager and staff	FY'27

Training for staff on technology:

Current		
Instructors receive training on Northstar Foundations (Required), Distance Learning Platforms aligned with their assigned teaching load (Required), Getting Started with Northstar (Optional), Google Classroom Certification (Optional), English Learner Digital Essential Skills (Optional) In addition to the training modules listed above, educators have the opportunity annually to attend a variety of local and regional conferences: Summer Institute, The Minnesota English Learner Education (MELEd) Conference, Language & Literacy, and Literacy Education and Second Language Learning for Adults (LESLLA) Annual Symposia. Within these conferences, educators attend sessions on Digital Literacy, HyFlex Best Practices, and Distance Learning Platforms. Attendance and completion is logged in the History tab of each staff member in SiD.		
Support staff receive training on Northstar Foundations (Required), Distance Learning Platforms offered by Neighborhood House (Required), Getting Started with Northstar (Optional), and Google Classroom Certification (Optional). Attendance and completion is logged in the History tab of each staff member in SiD.		
Managers receive training on Northstar Foundations (Required), Distance Learning Platforms offered by Neighborhood House (Required), Getting Started with Northstar (Optional), and Google Classroom Certification (Optional). Every year at the Annual Consortia site visit, it is confirmed that one staff member has completed the <i>Distance & Blended Learning Basics for MN Adult Education</i> training. This is often a Supervisor or Manager. Attendance and completion is logged in the History tab of each staff member in SiD.		
Future Plans	Resources needed	Timeline
Maintain Annual Conference Opportunities for Adult Education Staff	Funding to cover travel/mileage and overnight stays for Summer Institute when it is in-person.	Aligns with the annual budgeting process

Technology access for students:

Current		
Google Classroom; nhclasses.org		
In-class CLOW		
Future Plans	Resources needed	Timeline
Laptop Distribution (Digital Inclusion)		
Laptop Distribution (New Americans Grant)		

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

Current
Elli, Northstar, Read Theory, Vocabulary.com, Typing.com, and Khan Academy

Future Plans	Resources needed	Timeline
Develop TVM for career search and job prep courses	Staff who lead these courses need training	FY'27

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

Current		
Online Beginning from 9am-10:30am & 6-8pm; Online Intermediate from 9-11am, 11:30-1pm, 2-3pm & 6-8pm; Online Advanced from 11:30am-1pm & 3-4pm; Online GED from 1:30-2:30pm; Online Conversation Class from 1-2pm. All online classes are M-Th, except Conversation class, which is M & W.		
Future Plans	Resources needed	Timeline
Continue to strengthen best instructional practices and offer courses based on student need.	Space, staff-time and digital/device access for learners. Continued listening sessions with learners.	FY'27 and future

Other/combined formats

Current		
Hybrid synchronous and asynchronous		
Hyflex (some students in person, some online)		
Future Plans	Resources needed	Timeline
Continue to offer a variety of learning formats as long as there is student interest	Listening sessions with learners	FY'27 and future