

Technology and Distance/Hybrid Learning Plan:

Literacy Minnesota

Consortium name	SPCLC, Literacy Minnesota (Open Door Learning Centers)
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Plan implementation period (start and end dates)	7/1/2026 - 6/30/2032
Date of last update	4/8/2026

Technology resources:

Current		
Hardware: All Literacy MN staff are provided with a Windows 11 laptop and accessories. All classrooms at Open Door Minneapolis have a Viewsonic interactive whiteboard/monitor. A Meeting Owl camera is available at all locations for hybrid meetings. The Raymond/Midway location has in-room hybrid meeting technology (monitor, camera, room microphone). LCD projectors and document cameras are available for all classrooms.		
Software: All staff have: Microsoft 365 accounts, Google Workspace accounts, Zoom meeting and phone accounts, and access to Canva. Teachers have access to Wordwall. Select staff members have access to Padlet and Mentimeter.		
Other:		
Future Plans	Resources needed	Timeline
Maintain current technology access for all staff.	Technology replacement budget of \$3000/year	Ongoing
Replace Viewsonic Boards with newer Windows 11 versions, potentially with built-in hybrid meeting technology	\$25,000 to \$35,000	Earliest PY27-28

Expectations for staff digital literacy skills and use of technology:

Current
Instructors are expected to: • Support learners' use of distance learning platforms and promote use of DL during class times, and enroll learners in DL platforms as appropriate. • Integrate digital learning tools (such as Wordwall activities) into core content instruction. • Support learners' development of digital skills by ensuring opportunities to use appropriate technologies and by integrating digital literacy standards into core content instruction. • Collaborate with coordinators to maintain accurate student data in SID, and utilize SID data as appropriate. • Use communication software (Outlook email and calendar, Microsoft Teams, Zoom, WhatsApp) to communicate effectively with students, staff and external partners and to join online/hybrid meetings and events.

- Use productivity software to create, organize, share and update documents, spreadsheets, slide decks and other relevant file types.
- Keep technology and data secure by keeping software updated, maintaining strong passwords, locking devices when unattended, and other data security best practices.
- Teachers who lead classes online are expected to use online meeting software, communication software, presentation software (Slides, PowerPoint) and other instructional technologies to provide direct instruction and support online volunteers to effectively engage in the online classroom.
- Teachers may optionally use Google Classroom or classroom websites built in Canva to provide access to learning materials.

Support staff are expected to:

- Collaborate with teachers and managers to maintain accurate student data in SID, and utilize SID data as appropriate.
- Use communication software (Outlook email and calendar, Microsoft Teams, Zoom, WhatsApp) to communicate effectively with students, staff and external partners and to join online/hybrid meetings and events.
- Use productivity software to create, organize, share and update documents, spreadsheets, slide decks and other relevant file types.
- Support learners' use of distance learning by sharing information about DL options, enrolling learners in appropriate platforms, assisting learners with accessing their accounts, and supporting open computer lab times.
- Support learners' success in online classes by onboarding learners and distributing devices through the Computers for Learning program.
- Keep technology and data secure by keeping software updated, maintaining strong passwords, locking devices when unattended, and other data security best practices.

Managers are expected to:

- Ensure that teachers and coordinators maintain accurate student data in SID, and monitor SID reports to ensure progress towards goals.
- Use communication software (Outlook email and calendar, Microsoft Teams, Zoom, WhatsApp) to communicate effectively with students, staff and external partners and to both join and host online/hybrid meetings and events.
- Use productivity software to create, organize, share and update documents, spreadsheets, slide decks and other relevant file types.
- Keep technology and data secure by keeping software updated, maintaining strong passwords, locking devices when unattended, and other data security best practices.

Future Plans	Resources needed	Timeline
Expand use of Google Classroom and/or classroom websites built in Canva to additional classes and ensure all students have access to an online resource hub.	Teacher training and support	Begin PY26-27 Complete for all classes no later than PY28-29

Training for staff on technology:

Current
Instructors receive training on instructional features of DL platforms, Zoom, and other instructional technologies (e.g. Viewsonic Boards) on request.
Support staff receive training on administrative features of DL platforms, SID, and Zoom.
Managers receive training on MS Teams, SharePoint, Zoom, and SID.

Future Plans	Resources needed	Timeline
Build staff capacity to use SharePoint effectively to security organize and share materials within Literacy MN.	Staff training and support IT support	Begin PY26-27 Complete by PY28-29
Expand use of Zoom texting for student-facing communication.	Staff training and support Maintain Zoom phone system and licenses for all staff	Begin PY26-27 Complete by PY27-28

Technology access for students:

Current		
All Literacy Minnesota Open Door Learning Centers have broadband internet for student, staff and volunteer use. Open Door Minneapolis is also a Comcast Lift Zone, offering free broadband internet for the community.		
The Midway Digital Skills lab has a full classroom set of Windows 11 laptops and in-room hybrid meeting technology.		
Open Door Minneapolis has one classroom set of Windows 11 laptops and 2 classroom sets of Chromebooks.		
Open Door St. Paul has 2 classroom sets of Chromebooks and one set of iPads.		
Refurbished Chromebooks are provided to learners who need a device in order to attend an online class or participate in asynchronous DL ("Computers for Learning" program). A device fee of \$50 is charged, but learners who are unable to pay are charged on a sliding fee scale or provided a device for free. The Chromebooks are the learners' to keep.		
Future Plans	Resources needed	Timeline
Replace aging Chromebooks and Windows 11 laptops.	\$15,000 per year	Ongoing
Continue providing refurbished Chromebooks to online learners.	Currently funded through a generous donation from the Women of AT&T. We will continue to seek donations from this group and other Literacy Minnesota donors.	Ongoing

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

Current		
The Pre-GED program at Open Door Minneapolis enrolls students in GED Academy, IXL, Read Theory, Quill, Northstar Digital Literacy and Typing.com. Dedicated computer lab time for Pre-GED students is offered both before and after classroom instruction. Links to math learning resources and the CILIA-T curriculum used in the reading class are also available through Google Classroom.		
Open Door St. Paul's English language program enrolls students in MobyMax, Ellii, Duolingo and ReadTheory.		
The Midway Digital Skills lab enrolls students in Northstar Digital Literacy, Typing.com and Coursera.		
Future Plans	Resources needed	Timeline
Maintain distance learning options for all learner groups.	MobyMax seats for emergent readers are a key resource, accessed via the state-supported platform. Renew partnership with GED Testing Service to retain access to GED Academy. Maintain IXL licenses.	Ongoing
Re-evaluate current and potential platforms based on ease of use, educational impact, and	Staff time and support from Statewide Digital Learning Support Team	Complete by PY27-28

set-up/management time required to effectively implement. Identify an updated set of high priority options for different learner constituencies at Open Door sites.		
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Remote synchronous learning (students are offsite but join class at the same time):

Current		
Three sections of <i>Learning English through US History & Government</i> (using the CILIA-T curriculum) are offered online.		
Pre-GED students may optionally attend math and RLA lessons online. Online options run concurrently with in-person classes. They are volunteer-led and supported by the Pre-GED manager/instructor.		
<i>Introduction to Medical Careers</i> is offered online.		
Future Plans	Resources needed	Timeline
As part of 2026 program evaluation and development, Literacy MN will consider providing additional Zoom-based online classes in situations where there are significant barriers to in person attendance.	Staffing of an online coordinator and instructors, either volunteers or paid teachers.	Begin PY26-27
Explore the possibility of offering <i>Intro to Medical Careers</i> as a statewide online course.	Manager and consortium leadership support	Begin PY26-27

Other/combined formats

Current		
Hybrid synchronous and asynchronous: none currently		
Hyflex (some students in person, some online): none currently		
Future Plans	Resources needed	Timeline
Adapt current Citizenship class to a HyFlex format to expand access to more potential learners.	Training and support for the Citizenship teacher. The classroom is already equipped for hybrid instruction with an interactive screen, camera, and room microphone.	Begin PY26-27 Complete by PY27-28