

Technology and Distance/Hybrid Learning Plan: CLUES

Consortium name	SPCLC, CLUES
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Plan implementation period (start and end dates)	FY 25- FY 26
Date of last update	03/19/26

Technology resources:

Current		
Hardware: Computers for staff are provided by CLUES.		
Software:		
Other:		
- Burlington English online curriculum/student seats - Zoom administrator accounts - Website management systems for instructors and students (Weebly, Yola) - Northstar Digital Literacy platform - Asynchronous learning platforms: Duolingo, GogyUp, CellEd, Edmentum		
Future Plans	Resources needed	Timeline
We intend to purchase Burlington English to be used as our primary curriculum for synchronous classes. Additionally, students will be given access to Burlington English to use asynchronously.	Burlington English subscription, student seats	Start September 2026
We will continue to use our student website to give students access to classroom materials, asynchronous homework, and technology support.	Weebly subscription	Current
We will continue to use our instructor website to give instructors access to classroom materials and other pertinent resources.	Yola subscription	Current

Expectations for staff digital literacy skills and use of technology:

Current
Instructors are expected to:
- Attend New Teacher Orientation and participate in hands-on training for teaching on Zoom. - Our digital literacy instructor is expected to maintain a high level of digital literacy skills to instruct the class and proctor the exams using the Northstar Digital Literacy curriculum. - Regularly receive technology support and assistance from trained staff.
Support staff are expected to:

• Be proficient in Microsoft Office (Word, Excel, PowerPoint), video conferencing platforms (Zoom, Microsoft Teams, etc.), and other common software (e.g., database, reporting, client management systems, etc.). • Must be willing to attend training to advance technical skills and maintain appropriate skill levels to perform job duties.		
Managers are expected to: • Be proficient in Microsoft Office (Word, Excel, PowerPoint), video conferencing platforms (Zoom, Microsoft Teams, etc.), and other common software (e.g., database, reporting, client management systems, etc.). • Must be willing to attend training to advance technical skills and maintain appropriate skill levels to perform job duties.		
Future Plans	Resources needed	Timeline
Instructions, support staff, and managers will continue to be required to maintain appropriate skill levels to perform job duties.		Current

Training for staff on technology:

Current		
Instructors receive training on: • Zoom to support administering synchronous classes • Northstar Digital Literacy platform and test proctoring		
Support staff receive training on: • Zoom to support administering synchronous classes • Required databases (SiD, Workforce One)		
Managers receive training on: • Zoom to support administering synchronous classes • Required databases (SiD, Workforce One)		
Future Plans	Resources needed	Timeline
Instructors, support staff, and managers will receive training on how to access materials, reports, and administrative tasks on Burlington English.	Burlington English training materials, support from Burlington English representatives	September 2026
Support staff and managers will complete trainings on Workforce One as needed to keep skills current.	Training through DEED	Current

Technology access for students:

Current		
Students currently connect to classes using their personal devices (smartphones, laptops, Chromebooks, iPads). A large majority of our students connect via smartphone. Students are given access to technology resources (low-cost devices, low-cost internet service, etc.) on our student website: www.cluesclasses.com/technology.html. CLUES has a computer lab in our St. Paul location that is available for student use.		

Future Plans	Resources needed	Timeline
Purchase headphones for students.		End of 2026
Find resources to cover laptops for students.		2027
Acquire computers for technology room in new building.		End of 2026

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

Current		
Students currently use GogyUp, an assistive reading technology platform designed to help adults with limited literacy skills, asynchronously. Students also have access to Edmentum, Duolingo, and CellEd to study asynchronously.		
Future Plans	Resources needed	Timeline
We intend to purchase Burlington English to be used as our primary curriculum for synchronous classes. Additionally, students will be given access to Burlington English to use asynchronously.	Burlington English subscription, student seats	September 2026

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

Current		
Currently, all ABE programming (ESL, GED, digital literacy, citizenship) is administered synchronously via Zoom.		
Future Plans	Resources needed	Timeline
We intend to purchase Burlington English to be used as our primary curriculum for synchronous classes. Classes will be employment focused.	Burlington English subscription, student seats	September 2026

Other/combined formats

Current		
Hybrid synchronous and asynchronous: Students attend classes synchronously via Zoom and complete some classwork outside of Zoom asynchronously.		
Hyflex (some students in person, some online): No Hyflex classes are currently offered.		
Future Plans	Resources needed	Timeline
Future plans include having students attend classes synchronously via Zoom while also completing homework asynchronously.		Current