

# Technology and Distance Learning Plan

## Introduction

This plan outlines how the local 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.

## Contact

If you have questions about this plan template, please contact Jodi Versaw at [Jodi.versaw@state.mn.us](mailto:Jodi.versaw@state.mn.us) or 651.582.8593

## Technology and Distance Learning Plan

|                                                         |                              |
|---------------------------------------------------------|------------------------------|
| <b>Consortium name</b>                                  | Minneapolis Adult Consortium |
| <b>Staff contact</b>                                    | Hope Patterson               |
| <b>Plan implementation period (start and end dates)</b> | 2021-2026                    |
| <b>Date of last update</b>                              | May 2021                     |

### Technology resources:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------|
| Hardware:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                |                       |
| <ul style="list-style-type: none"> <li>Chromebook carts (25 or 30/cart) -- South Campus: 300 Chromebooks; North Campus: 75 Chromebooks</li> <li>headphones, mice,</li> <li>Promethean ActivPanel,</li> <li>document cameras -- 1 for each classroom,</li> <li>PC laptops for non-instructional staff,</li> <li>Macbook Airs for instructional staff</li> <li>Testing labs (South Campus = 24 PCs, 20 Chromebooks; North Campus = 8 PCs, 20 Chromebooks)</li> </ul> |                                |                       |
| Software/Cloud Platforms: Schoology, Remind, Google Suite, MobyMax, Clever, Office 365 -- SharePoint, Outlook, Teams, SiD                                                                                                                                                                                                                                                                                                                                          |                                |                       |
| Other:                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                |                       |
| Future Plans                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Resources needed               | Timeline              |
| Chromebook cart w/ headphones in every classroom so that every student can use a computer during every class as needed                                                                                                                                                                                                                                                                                                                                             | Chromebooks, carts, headphones | in purchasing process |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                       |

### Expectations for staff digital literacy skills and use of technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All staff are expected to <ul style="list-style-type: none"> <li>communicate electronically: use Outlook (email and calendar), Teams (chats and meetings), communicate technology problems with the district IT via WebHelpDesk submissions or the program via the eHelpDesk Google form, check voicemail,</li> <li>access resources and important information: access SharePoint,</li> <li>print and copy: submit large/specialty copy requests to the Document center via the digital storefront, print and copy documents</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| Instructors are expected to <ul style="list-style-type: none"> <li>integrate technology into course instruction: build instructional materials and assessments in Schoology, teach virtual classes with Schoology Conferences, use the Promethean ActivPanel for in-classroom instruction, teach students to navigate their courses and to use new technology/processes for class, provide independent practice via one or more of the approved distance learning platforms</li> <li>communicate with students via Remind</li> <li>track student progress: record student attendance and progress notifications in SiD, record student benchmark progress in Schoology; HSE teachers access GED generated reports for students testing with GED.</li> <li>record observational information and reflections as well as PDP reports in SuccessFactors</li> </ul> |
| Admin staff are expected to <ul style="list-style-type: none"> <li>observe classes via Schoology and Schoology Conferences, record observational information and reflections in SuccessFactors</li> <li>access current course enrollment and program reports via SiD</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Non-instructional staff (LSS) are expected to

- interact with data: enter, edit and retrieve data from the SiD database, track requests for support and progress made in eHelpDesk spreadsheet,
- help students troubleshoot access issues for Clever, Schoology, Schoology Conferences, Remind, and MobyMax over the phone

| Future Plans                                                                        | Resources needed | Timeline |
|-------------------------------------------------------------------------------------|------------------|----------|
| Continue to provide all staff with training in current and new technology as needed |                  |          |
|                                                                                     |                  |          |
|                                                                                     |                  |          |

### Training for staff on technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| All new staff receive orientation for <ul style="list-style-type: none"><li>• using Outlook, Teams, SharePoint, SiD</li><li>• introductory training for how to use: Clever, Schoology, Remind, MobyMax, Promethean ActivPanel</li><li>• ongoing training: an online Tech Support Office is staffed from 1-2 and 4-5 Monday through Thursday</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |          |
| Instructors receive training on <ul style="list-style-type: none"><li>• accessing the Teachers’ curriculum folder in Google Drive</li><li>• recommended practices for blended/flipped instruction and distance education</li><li>• ongoing training for recommended practices to integrate technology (including DL platforms) into instruction</li><li>• one-on-one training to answer questions about using or integrating technology into instruction</li><li>• one-on-one or small group support to identify and learn how to use new technology to meet student and curriculum need</li></ul>                                                                                                                                                                                                                                                                                                                                                                         |                  |          |
| Admin staff receive training on <ul style="list-style-type: none"><li>• SOEI Certification.</li><li>• Partnerships: Tech training, purpose.</li><li>• Safety: Trespassing Procedure- taught by MPD</li><li>• MCEA Conference (every year-different topics)</li><li>• University of Minnesota Webinar: Building Resilient Teams.</li><li>• Overview of the Naturalization Test and the New USCIS Citizenship Resource Center</li><li>• Payroll approval.</li><li>• Title IX: How to Handle Potential Title IX Violation</li><li>• Compliance Video Training Series</li><li>• COVID-19: Planning For A Safe Return to Work &amp; School</li><li>• Instructional Agility in Adult Education 2019-2020</li><li>• Maintaining Professional Staff/Student Boundaries Training</li><li>• CE Specialists Cross-Collaboration</li><li>• Summer Institute (yearly – PD Adult Educators)</li><li>• COABE – National Convention (yearly)</li><li>• District Admin Trainings.</li></ul> |                  |          |
| Non-instructional (LSS) staff receive training on <ul style="list-style-type: none"><li>• SiD Admin Level training including reporting.</li><li>• How to support students using Schoology, Remind, MobyMax, and Clever</li><li>• Online TABE and CASAS test proctor certification.</li><li>• Online GED proctor test certification.</li><li>• SafeSERV proctor certification.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |          |
| Future Plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Resources needed | Timeline |

|                                                                                                      |  |  |
|------------------------------------------------------------------------------------------------------|--|--|
| Continue training for new staff and to support staff to implement recommended practices successfully |  |  |
|                                                                                                      |  |  |
|                                                                                                      |  |  |

### Technology access for students:

| Current                                                                                                                                                                                                                                               |                  |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| Each classroom contains a Promethean Activpanel smartboard. A Chromebook cart (25/30 in each cart) is shared between two to three classrooms, though writing class classrooms have dedicated carts.                                                   |                  |          |
| For distance education, students who have completed Orientation and at least 1 week of class can borrow a Chromebook which should be returned upon return to in-classroom instruction. 50 PC laptops were donated and distributed to active students. |                  |          |
| ABE website updated Fall 2020 as part of the district overhaul of the website. Students can register for classes via an online form available on the ABE website.                                                                                     |                  |          |
| Upon enrollment, a student record is created in SiD which automatically generates student accounts in Clever, Schoology, Remind and MobyMax.                                                                                                          |                  |          |
| Students who self-identify with special needs at registration are contacted by the Learner Support Team staff to determine their needs and guide them as needed to successfully access the platform.                                                  |                  |          |
| During Orientation, students are introduced to how to use the platforms for class (Clever, Schoology, Remind, and MobyMax). HSE students also create GED.com accounts if they don't already have one.                                                 |                  |          |
| Teachers and the technology team                                                                                                                                                                                                                      |                  |          |
| Future Plans                                                                                                                                                                                                                                          | Resources needed | Timeline |
| Keep the website updated to provide accurate and current information about the program                                                                                                                                                                |                  |          |
| Continue offering students 3 modalities to engage with learning                                                                                                                                                                                       |                  |          |
| Provide an online Orientation component for all students regardless of modality they choose to ensure they are able to access and engage with all of the technology                                                                                   |                  |          |

### Integration of technology into instruction:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------|
| Teachers use document cameras and screen sharing to model skills, review student work, and provide feedback, etc.                                                                                                                                                                                                                                                                                                                                           |                                                                                       |           |
| Teachers use a variety of assessment and presentation tools on the Schoology platform, such as instructional videos, quizzes, discussion groups, writing assignments, Ventures Presentation Plus audio and video files, and more.                                                                                                                                                                                                                           |                                                                                       |           |
| Students navigate Schoology to access their instructional materials and assessments and to attend virtual classes with Schoology Conferences. In the classroom, students use the Promethean ActivPanel to interact with lessons as a class and to share work from their own devices. Students do independent practice via one or more of the distance learning platforms. Students are guided to DL-approved platforms for extended learning opportunities. |                                                                                       |           |
| Future Plans                                                                                                                                                                                                                                                                                                                                                                                                                                                | Resources needed                                                                      | Timeline  |
| Courses in Schoology will have a template of previously vetted materials (lessons, independent practice, and assessments) that teachers can copy to their own classes                                                                                                                                                                                                                                                                                       | Identify appropriate materials for each course<br>Schoology's course template feature | 2022-2023 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |           |

**Distance Learning:****Current**

Approved Platforms Being Used in the Program:

- MobyMax - available for all ELL and HSE classes
- Read Works - available for all ELL and HSE classes
- Read Theory - available for MPS AE ELL 5+ and HSE classes
- Khan Academy - available for HSE math classes
- NewsELA - available for MPS AE ELL 5 and higher classes

2020-21 All classes are distance learning classes. Students participate in synchronous classes via Schoology Conferences. Synchronous classes are supplemented with teacher-created lessons within Schoology or one of the approved DL platforms.

Before 2020, students who wanted to attend classes through the distance learning model independently completed lessons within MobyMax and had one day a week that they could check in on site with their DL teacher.

| <b>Future Plans</b>                                                                                                                                                                                                                          | <b>Resources needed</b>                                                                                                                                                              | <b>Timeline</b>              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Program Specialist to develop distance learning within the program                                                                                                                                                                           |                                                                                                                                                                                      |                              |
| Provide students with a choice of instruction via the classroom, distance learning, or some combination of the two (hybrid learning). Continue support of DL-approved platforms for DL-only students and integration into all MPS AE courses | System to determine the best model for each student<br>Training for students for the distance and hybrid models<br>Training for teachers to sustain the model that they are teaching | Piloting summer or fall 2021 |
| Provide cohort training for teachers doing distance or hybrid learning to build and prepare for effective instruction.                                                                                                                       | Recommended practices, schedule of classes                                                                                                                                           | Fall 2021                    |

## CRAEC - Technology and Distance Learning Plan

|                                                         |                                                            |
|---------------------------------------------------------|------------------------------------------------------------|
| <b>Consortium name</b>                                  | Minneapolis: Cedar Riverside Adult Education Collaborative |
| <b>Staff contact</b>                                    | Seyou Nurie                                                |
| <b>Plan implementation period (start and end dates)</b> | July 1, 2021 - June 30, 2024                               |
| <b>Date of last update</b>                              | March 23, 2021                                             |

### Technology resources:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                    |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------|
| <p>Hardware:</p> <ul style="list-style-type: none"> <li>• 20 PC lab with dedicated wi-fi available</li> <li>• 4 admin computers</li> <li>• 3 ipads</li> <li>• 1 PC laptop</li> <li>• 1 copy machine/printer/fax</li> <li>• 2 document cameras</li> <li>• 2 projectors</li> <li>• 1 digital camera</li> <li>• 1 mobile TV cart</li> <li>• headphones, speakers, CD player</li> </ul> <p>Software:</p> <ul style="list-style-type: none"> <li>• Windows Operating System</li> <li>• Microsoft Office Suite</li> <li>• Rosetta Stone</li> <li>• Google Suite</li> <li>• Zoom</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• MobyMax</li> <li>• Reading Skills for Today's Adults</li> </ul> |                                                                                                    |             |
| Future Plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Resources needed                                                                                   | Timeline    |
| We plan to purchase a classroom set of ipads to be used on a rotating basis between classrooms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Funds to purchase ipads<br>Secure cart to store and transport ipads                                | Spring 2022 |
| 10 Chromebooks for checkout for distance learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Funds to purchase Chromebooks<br>Orientation materials to orient students before checkout approval | Fall 2022   |
| 5 hotspots to lend to students for distance learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Funds to purchase hotspots                                                                         | Fall 2021   |

### Expectations for staff digital literacy skills and use of technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Instructors are expected to:</p> <ul style="list-style-type: none"> <li>• Plan computer time for students daily/weekly during F2F instruction</li> <li>• When possible, use ABE Approved DL Platforms for homework</li> <li>• Utilize SiD to take attendance real-time and to access student information, class lists and reports</li> <li>• Check and use their email on a regular basis</li> <li>• Access and contribute to shared curriculum and PD folders in Google Drive</li> <li>• Become familiar with the Northstar Digital Literacy standards and incorporate them into classroom instruction</li> </ul> <p>Admin staff are expected to:</p> |

- know and use Microsoft Word, Excel, Powerpoint, Gmail, Google Suites and other office technology
- use SiD efficiently to run reports and track data
- assist with Zoom onboarding on cellphones and laptops

Managers are expected to:

- Enter SiD data and manage program data
- Ensure students staff has access to technology needed
- Lead virtual meetings using web conferencing tools such as Zoom

| Future Plans                                       | Resources needed                             | Timeline    |
|----------------------------------------------------|----------------------------------------------|-------------|
| Utilize GSuite for more of our program-wide needs. | Training<br>IT/Tech or other staff to set up | Summer 2021 |
| Northstar Digital Certification courses            | Training<br>IT/Tech or other staff to set up | Spring 2021 |
|                                                    |                                              |             |
|                                                    |                                              |             |

### Training for staff on technology:

#### Current

Instructors receive training on:

- SiD training - at various levels, mostly for taking attendance real time and accessing student information such as assessment scores or reports
- Distance learning platforms
- As applicable, instructors are encouraged to take advantage of training provided by the Technology & Distance Learning Team, ATLAS, PANDA, and other support network providers.

Admin staff receive training on:

- Online meeting platforms such as Zoom and Google Meets
- SiD
- Support staff Conference
- Summer Institute

Managers receive training on:

- Online meeting platforms such as Zoom and Google Meets
- SiD Training
- Support staff Conference
- Summer Institute

| Future Plans                                                                                                       | Resources needed | Timeline    |
|--------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| All instructors will complete “Northstar Foundations: Digital Literacy Integration for Adult Basic Education.”     | Staff time       | Summer 2022 |
| <b>Admin staff</b> will complete CASAS eTests Coordinator online training and CASAS eTests Proctor online training | Staff time       | Summer 2021 |

### Technology access for students:

#### Current

All students have access to a computer lab with the support and instruction of a teacher during F2F instruction. Additionally, students have daily access to the computer lab for independent work and weekly access to the computer lab with a volunteer tutor once or twice a week.

Students have wi-fi access in all classrooms and learn how to access wi-fi in public buildings by requesting or reading posted passwords.

Some students have borrowed hotspots from us via Hennepin County Libraries during COVID-19.

| Future Plans                                                                                    | Resources needed                                                               | Timeline  |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------|
| All students who do not have limited digital access at home will be referred to PCs for People. | Translators, possibly transportation                                           | ongoing   |
| Continue to upgrade computers within the building.                                              | Funding and/or partnerships organizations to gift us their PCs as they upgrade | ongoing   |
| Have a set of laptops and hotspots available for student checkout.                              | Funding                                                                        | 2021-2022 |

### Integration of technology into instruction:

| Current                                                                                                              |                                                                                |             |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------|
| All instructors utilize the computer lab for 1-3 hours a week.                                                       |                                                                                |             |
| Some instructors incorporate instruction and support for distance learning platforms into their regular classes.     |                                                                                |             |
| Some instructors utilize projectors and document cameras.                                                            |                                                                                |             |
| Future Plans                                                                                                         | Resources needed                                                               | Timeline    |
| All instructors will incorporate instruction and support for distance learning platforms into their regular classes. | Staff time for online training and webinar in-house PD to collaborate and plan | Summer 2022 |
| Provide DL platform support during open computer lab hours when F2F instruction resumes.                             | Dedicated support staff or volunteers during specific lab hours.               | Fall 2021   |
| Teachers will incorporate Northstar Digital Literacy standards and assessments into the regular classroom practices. | Staff time                                                                     | Spring 2022 |

### Distance Learning:

| Current                                                                                                                                           |                                                                                                                                                                                                           |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Some teachers use MobyMax, Readworks, Putting English to Work, Khan Academy, Reading Skills for Today's Adults                                    |                                                                                                                                                                                                           |             |
| Some students access distance learning platforms to supplement their learning.                                                                    |                                                                                                                                                                                                           |             |
| Future Plans                                                                                                                                      | Resources needed                                                                                                                                                                                          | Timeline    |
| Each distance learning platform will have one point person, whether instructor or support staff, who will track and enter data for that platform. | Staff time for training and planning.                                                                                                                                                                     | Summer 2022 |
| Increase the percentage of learners that engage with distance learning platforms.                                                                 | Classroom time for instruction, possibly translation to discuss barriers and solutions, possibly a focus group of learners who have used distance learning platforms at CRAEC or other sites in the past. |             |

|                                                                                                                                                                                                               |                                                                                           |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------|
| Develop at least one ongoing distance learning course that continues after F2F instruction resumes that uses an LMS, most likely Google Meet, and uses the Teacher Verification Model for asynchronous hours. | Staff time to develop the course.<br>Student surveys to assess interest, topic and level. | Spring 2024 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------|



**Spring 2021**

**The English Learning Center**  
**2315 Chicago Ave S**  
**Minneapolis, MN 55404**

### **Plan Overview**

The purpose of this document is to investigate Digital Equity within our ABE program/consortium and develop a plan to address any issues based on established best practices and knowledge gained and shared via the 2021 Literacy Minnesota Technology Innovation Institute.

### **Defining Digital Equity**

Digital Equity means ensuring that all people, regardless of socioeconomic conditions, have equal access to quality internet and internet-accessing devices. The internet has become increasingly integral to basic life functions, such as applying for jobs, working remotely, finding housing, paying bills, staying in touch with loved ones, learning remotely, etcetera. Therefore, at the English Learning Center, we strive to reach digital equity by providing laptops, iPads, hotspots, and digital literacy education to any student who is in need of them. We also acknowledge that students deserve digital access regardless of whether they are currently enrolled. For that reason, another aspect of digital equity is giving low-cost options to students (former or current) to permanently own laptops and/or giving mutual aid payments up to \$250 to students who cannot pay their internet bills.

### **Current Program Overview**

The English Learning Center is a community-based adult basic education program located in the Phillips neighborhood of Minneapolis and is part of the Minneapolis Adult Education consortium. Our current class offerings, all online due to the COVID-19 pandemic, include morning and evening classes for ESL 1-6 and citizenship, and literature and conversation electives for ESL 4-6. All of these classes are offered through Google Classroom and the Google Meet platform. Additionally, for students whose schedules do not allow

them to attend these classes or who have lower digital literacy skills, we offer some limited 1:1 tutoring over the phone- either via voice call or video call in WhatsApp. We had 92 participants from 5/1/20-4/30/21.

The ELC utilizes volunteer teachers trained by Literacy Minnesota and supported by ELC staff. Staff members serve in the roles of volunteer coordinators and Google Classroom Specialists to support volunteer teachers and assist students in accessing the digital classroom and using technology.

To assist learners in accessing our programs, we currently offer tech loans of both devices and wireless hotspots.

In addition to these services, students can access a food shelf on site, as well as a mutual aid fund for reimbursable cash assistance as needed.

### **Stakeholders**

Key stakeholders to our digital equity plan are as follows:

- ELC students
- ELC teachers
- ELC staff
- Program partners: other members of the consortium, Lutheran Social Services, other members of the TII cohort.

### **Digital Equity Plan Elements:**

Per our work in the spring 2021 Technology Integration Initiative cohort, we will work on the following five elements to create the appropriate digital equity plan for our site:

- 1) Robust, affordable broadband Internet service
- 2) Internet-enabled devices that meet the needs of the user
- 3) Access to digital literacy training
- 4) Quality technical support
- 5) Applications and online content designed to enable and encourage self-sufficiency, participation, and collaboration.

## **Section 1**

### **Needs Assessment**

ELC staff have surveyed learners regarding technology and distance learning twice since the onset of the pandemic, once in March of 2020 and again at the end of our fall semester. In the first survey, we determined that most students did have access to home internet (this number increased after public schools began providing internet access to families with school aged children) and that most students had a smartphone to access online content. The second survey engaged learners currently in distance learning to see how classes were going. Taking into account this feedback, we extended our class time from one hour to 90 minutes.

In our next learner survey, we aimed to draw out a few pieces of information related to our distance learning and technology strategy moving forward. Our survey for students and teachers was as follows:

### Questions for Students

- |                                                                 |     |    |    |
|-----------------------------------------------------------------|-----|----|----|
| 1) I want class in the:                                         | AM  | or | PM |
| 2) I already got the vaccine.                                   | Yes | or | No |
| 3) (If answer is no) When I can, I want to get the vaccine.     | Yes | or | No |
| 4) I want more information about the vaccine and how to get it. | Yes | or | No |
- 5) In September, I think I want to: (circle one)
- a) Keep my class online / over the phone.
  - b) Go to school in person.
  - c) Have classes online AND in person at the school.
  - d) I do not plan to take classes in the fall.
- 6) I want to go back to in person classes in September: (circle all that apply)
- a) Only if I am vaccinated.
  - b) Only if everyone wears a mask.
  - c) Only if everyone stays 6 feet apart.
  - d) Only if all students and teachers are vaccinated.
  - e) With no restrictions (just like before)
  - f) I do not want to go to in person classes, I want to stay in online learning.
  - g) Other:
- 7) It might be hard for me to come back to school in September because: (circle all that apply)
- a) My childcare has changed and I need to be home with my kids.
  - b) My work schedule.
  - c) The school is far away from my house.
  - d) Transportation / mobility issues
  - e) I'm worried about getting COVID.
  - f) Other:

### Questions for Volunteers

- |                                                                 |     |    |    |
|-----------------------------------------------------------------|-----|----|----|
| 1) I prefer volunteering in the:                                | AM  | or | PM |
| 2) I have already received the vaccine.                         | Yes | or | No |
| 3) When I can, I will get the vaccine.                          | Yes | or | No |
| 4) I want more information about the vaccine and how to get it. | Yes | or | No |
- 5) In September, I want to: (circle one)
- a) Keep volunteering online / over the phone.
  - b) Volunteer at the school in person.
  - c) Volunteer online OR in person, either way.
  - d) I know I won't be volunteering in the fall.
- 6) I want to go back to volunteer in person in September: (circle all that apply)

- a) Only if I am vaccinated.
  - b) Only if everyone wears a mask.
  - c) Only if everyone stays 6 feet apart.
  - d) Only if all students and teachers are vaccinated.
  - e) With no restrictions
  - f) I do not want to teach in person classes.
- 7) If I volunteer online / over the phone, I'm interested in teaching: (circle all that apply)
- a) One day a week (1.5 hours per day)
  - b) Two days a week (1.5 hours per day)
  - c) More!
  - d) Not interested in volunteering online.
- 8) If I volunteer in person, I'm interested in teaching: (circle all that apply)
- a) One day a week (2-2.5 hours per day)
  - b) Two days a week (2-2.5 hours per day)
  - c) More!
  - d) Not interested in volunteering in person.
- 9) It might be hard for me to come back to school in September because: (circle all that apply)
- a) I need to be home with my kids.
  - b) My work schedule has changed and I need to focus on work.
  - c) I live in greater Minnesota, and the school is far away from my house.
  - d) I'm worried about getting COVID.
  - e) Other: \_\_\_\_\_

The results of the student survey were somewhat surprising to us. We learned that our phone tutoring students and ESL 4-6 Google Classroom students were the most eager to get back to in-person classes (80%), while our ESL 1-3 Google Classroom students were split about 50-50 in wanting to return to school or continue online. Most volunteers were open to doing whatever the students wanted.

We are planning to stop phone tutoring during the summer, working one by one to transition each student away from their tutor, get them digital literacy training so they'll be able to take classes online if needed, have them try the classes if possible, and then get them into in-person classes in the fall.

We will be continuing our Google Classroom classes next year and adding in-person classes one by one (making sure we don't have COVID outbreaks and things are safe) while contacting former students to get back to pre-COVID enrollment numbers. Former students will get assessed and get tech support and training as needed since they've missed out on everything we've been doing this year.

### **Devices and Digital Access**

Following our initial survey, we purchased 25 Google Chromebooks, 25 iPads, and 15 wireless hotspots to provide students with greater technology and digital access. Items were loaned out on a first come, first serve basis. We still have 13 iPads and 9 hotspots available for lending.

Because we have used Google Classroom as our main platform for classes, we have found that Google Chromebooks are the easiest for students to navigate. Future tech purchases will be Chromebooks. Additionally, we seek to find a vendor for Chromebooks that is a local or secondhand provider. In the past we have simply ordered from Amazon. Chromebooks are easy for ELC staff to set up, and take little time to get students acclimated.

Hotspots are pre-paid for one year and purchased through TMobile. Hotspots have been much more time consuming to manage, and are laden with problems. Additionally, after the few students who had high demand for internet access, we have not seen a continuous demand for hotspots in the way we have for laptop devices. Thus, after the first year, the ELC plans to refer students to low-cost providers and other programs for wifi, or can help students purchase wifi through our mutual aid fund. We will not purchase and maintain additional hotspots due to the high amount of labor and frustration they have taken from staff and the poor result we've had with their use.

All devices are loans from the school, and students sign a borrowing agreement when receiving equipment (see Annex A). Students must participate twice a week in distance learning classes in order to remain eligible to keep their device. The ELC intends to offer students the option to purchase their devices at a slightly reduced cost (90% of initial cost) at program exit if students would like to keep the device, including a long-term payment plan option (\$40/month for 5 months).

#### **Vendor List and contact info**

Chromebook purchases from:

Need to identify

Low cost internet providers:

Need to identify

Other internet options:

Need to identify

#### **Hardware and staff time budget**

For the next program year, we anticipate budgeting \$3,000 to purchase 15 additional chromebooks (approx. \$200/piece), anticipating some loss of and damage to machines. We will also maintain a budget of \$500 for any additional devices, such as headsets, that may be necessary. So far, students have not requested additional devices.

| <b>Amount</b> | <b>Source</b>             | <b>Use</b>                                                |
|---------------|---------------------------|-----------------------------------------------------------|
| \$2,000       | TII participation support | Chromebooks and additional devices, training if necessary |

|         |                                                 |                                      |
|---------|-------------------------------------------------|--------------------------------------|
| \$1,000 | OSLC (faith community partner) scholarship fund | Chromebooks for individual students. |
|---------|-------------------------------------------------|--------------------------------------|

## Section 2

### Learner Needs

Our Student Support Specialist is able to ensure new students have the basic skills they need to access our online classes and Moby Max. She makes sure that they know how to:

- Power on/off machine
- Log in
- Type
- Use email
- Enter passwords
- Use Google Classroom
- Use Google Meet
- Turn the camera and mic off/on
- How to connect to the internet

If they don't already know these things or are unable to learn them during her time with them she refers them to our Distance Learning and Digital Literacy Specialist (DLDL) for additional help.

Our DLDL is new, but is tasked with developing and delivering our digital literacy curriculum going forward. This includes materials for our volunteer teachers as well.

### #2 Make a plan for classes/training to be offered:

- Outline your programmatic goals (short term and long term) for offering digital literacy instruction.
  - What classes/instruction do you/will you offer? (Live online or in-person classes? Class schedule?)
    - Our class schedule this fall is very tentative, and we are weighing different options and paths forward currently. Assuming we start having in-person classes this fall, we will evaluate our current curriculum during the summer to identify any opportunities to incorporate digital literacy into the regular curriculum (for example, when talking about housing, activities could include reading/navigating an online lease and using online rental sites such as Zillow.) We will also do research into NorthStar standards to see how and where these could fit into our classes, and how we could level them to apply to our lower-level English classes. We are hoping to incorporate digital literacy skills into our "learning targets" for each class level, which determine what the learning outcomes for each class are, as well as provide guidance as to when students are ready to move up to another class level.
    - If we maintain online classes, we will incorporate digital literacy in the same way as outlined above.
    - Another option we are considering is to have both online and in-person classes access Google Classroom as a hub for announcements, homework access, and general resources for students. Incorporating this platform into in-person instruction will be an opportunity for digital literacy.

- What curriculum will you use?
  - We will use our ELC curriculum, authored by ELC staff. We are still deciding whether we will use our pre-pandemic curriculum or the updated curriculum that was authored for online classes during the pandemic. We will continue to update and standards-align our curriculum, regardless of what we use. We may also incorporate NorthStar digital literacy materials.
- Will you use volunteers, either as one-to-one tutors or classroom volunteers?
  - We will continue to have almost entirely volunteer-led classes, as we have had before and during the pandemic. We will continue to provide extensive training resources and staff support to volunteers to help them teach quality and effective classes.
- When in-person programming resumes, will you have a digital literacy computer lab?
  - Yes, our school has a computer lab stocked with desktop computers. We will also allow students to continue to use the many Chromebooks and iPads that we accumulated for online learning throughout the pandemic. We are unsure if we will have a specific digital literacy class. If we do, we will probably not get that rolling until January 2022.
- Will you offer Digital Navigation services?
  - Staff-led or volunteer-led? Our DLDL is this person. They are part-time at 20 hours per week and started in April.
  - How many hours/week?
  - When do you want to begin?
- For programs in the greater Twin Cities Metro area, have you applied for an AmeriCorps CTEP member or will you consider applying next year? We don't have plans for this.  
(<https://spnn.org/CTEP>)

### Section 3

Quality technical support

Staff and/or volunteers involved

Resources

Method of Delivery

### Section 4

Software applications and content

What programs will you use ?

How will you monitor student success?

What challenges do you foresee?

### Section 5

Rollout Plan and Priorities

Summary Resources

# LIS - Technology and Distance Learning Plan

|                                                         |                                |
|---------------------------------------------------------|--------------------------------|
| <b>Consortium name</b>                                  | Minneapolis: Learning In Style |
| <b>Staff contact</b>                                    | Marth Nemesi, Program Manager  |
| <b>Plan implementation period (start and end dates)</b> | Fall 2020-2024                 |
| <b>Date of last update</b>                              | May 2021                       |

## Technology resources:

| Current                                                                                                                     |                             |          |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------|
| Hardware:                                                                                                                   |                             |          |
| <ul style="list-style-type: none"> <li>Set of classroom tablets</li> </ul>                                                  |                             |          |
| Software:                                                                                                                   |                             |          |
| <ul style="list-style-type: none"> <li>Microsoft Office Suite</li> <li>Zoom video conferencing</li> <li>Whatsapp</li> </ul> |                             |          |
| Other                                                                                                                       |                             |          |
| <ul style="list-style-type: none"> <li>Internet access and school Wi-Fi</li> <li>SID System</li> </ul>                      |                             |          |
| Future Plans                                                                                                                | Resources needed            | Timeline |
| Loaner laptops available students                                                                                           | loaners available as needed | on going |
|                                                                                                                             |                             |          |
|                                                                                                                             |                             |          |

## Expectations for staff digital literacy skills and use of technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructors are expected to: <ul style="list-style-type: none"> <li>SID for attendance taking platform</li> <li>Develop course materials, assignments, and quizzes and deliver them using Zoom</li> <li>Understand reports with student outcomes</li> <li>Have a working knowledge of internet basics</li> <li>Use of Zoom and Whatsapp</li> </ul>                                                                                                                                             |
| Admin staff are expected to: <ul style="list-style-type: none"> <li>Navigate and utilize SID, data entry, and reporting</li> <li>Have a working knowledge of internet basics</li> <li>Utilize video conferencing software for meetings</li> </ul>                                                                                                                                                                                                                                              |
| Managers are expected to: <ul style="list-style-type: none"> <li>Have full knowledge and use of SID software for attendance, reporting, and also data cleanup capabilities</li> <li>Develop and navigate spreadsheets and reports in Excel</li> <li>Have working knowledge of Microsoft Office Suite</li> <li>Have working knowledge of internet basics</li> <li>Schedule and host live video conferencing meetings</li> <li>Troubleshoot platforms to assist students and teachers</li> </ul> |

| Future Plans                                                       | Resources needed | Timeline |
|--------------------------------------------------------------------|------------------|----------|
| Continue PD on digital literacy and best practices with technology | Time, PD budget  | ongoing  |
|                                                                    |                  |          |
|                                                                    |                  |          |

### Training for staff on technology:

| Current                                                                                                                                                                                                 |                  |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| Instructors receive training on: <ul style="list-style-type: none"> <li>Basic Digital Literacy</li> <li>Video conferencing using Zoom and class features such as breakout rooms</li> <li>SiD</li> </ul> |                  |                     |
| Admin staff receive training on: <ul style="list-style-type: none"> <li>SID - data entry including attendance, data clean up</li> </ul>                                                                 |                  |                     |
| Managers receive training on: <ul style="list-style-type: none"> <li>Zoom video conferencing</li> <li>SID advance user level</li> </ul>                                                                 |                  |                     |
| Future Plans                                                                                                                                                                                            | Resources needed | Timeline            |
| Training on blended learning                                                                                                                                                                            | Time, PD budget  | Winter 2021-ongoing |
|                                                                                                                                                                                                         |                  |                     |
|                                                                                                                                                                                                         |                  |                     |

### Technology access for students:

| Current                                                                      |                  |          |
|------------------------------------------------------------------------------|------------------|----------|
| Internet-based TV in all classrooms                                          |                  |          |
| Computer lab available in person                                             |                  |          |
| Loaner laptops available as needed                                           |                  |          |
| Future Plans                                                                 | Resources needed | Timeline |
| Exploring options for future tech access beyond what is currently available. |                  |          |
|                                                                              |                  |          |
|                                                                              |                  |          |

### Integration of technology into instruction:

| Current                                   |                  |                   |
|-------------------------------------------|------------------|-------------------|
| Internet-based TVM in classrooms          |                  |                   |
| Use of Zoom                               |                  |                   |
|                                           |                  |                   |
| Future Plans                              | Resources needed | Timeline          |
| Joining in on MPS PD for blended learning | Time             | School year 21-22 |
|                                           |                  |                   |
|                                           |                  |                   |

**Distance Learning:**

| <b>Current</b>                                           |                              |                 |
|----------------------------------------------------------|------------------------------|-----------------|
| Students have option to use MobyMax                      |                              |                 |
| Synchronous online classes using Zoom video conferencing |                              |                 |
|                                                          |                              |                 |
| <b>Future Plans</b>                                      | <b>Resources needed</b>      | <b>Timeline</b> |
| Increase asynchronous distance learning opportunities    | TVM Training from consortium | Summer 2021     |
|                                                          |                              |                 |
|                                                          |                              |                 |

# HH Pathways -Technology and Distance Learning Plan

|                                                         |                                                    |
|---------------------------------------------------------|----------------------------------------------------|
| <b>Consortium name</b>                                  | Minneapolis: Hennepin Healthcare -Pathways Program |
| <b>Staff contact</b>                                    | Mary Sigurson, Program Manager                     |
| <b>Plan implementation period (start and end dates)</b> | 2020-2024                                          |
| <b>Date of last update</b>                              | May 2021                                           |

## Technology resources:

| Current                                                                                                                                                                                                                                                                               |                  |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| Hardware:                                                                                                                                                                                                                                                                             |                  |               |
| <ul style="list-style-type: none"> <li>Set of 135 loaner laptops for student use</li> <li>Set of 135 hot spots for student use</li> <li>Funding for Internet service for students use (present-2022)</li> <li>Funding for Telephone service for students use(present-2022)</li> </ul> |                  |               |
| Software:                                                                                                                                                                                                                                                                             |                  |               |
| <ul style="list-style-type: none"> <li>Microsoft Office Suite available</li> <li>CASAS (GOALS) online testing</li> </ul>                                                                                                                                                              |                  |               |
| Other                                                                                                                                                                                                                                                                                 |                  |               |
| <ul style="list-style-type: none"> <li>Internet access and school Wi-Fi</li> <li>Approved distance learning platforms: New Readers Press and GED Ready</li> <li>SID System</li> </ul>                                                                                                 |                  |               |
| Future Plans                                                                                                                                                                                                                                                                          | Resources needed | Timeline      |
| Laptops are generally written into all grant applications. We currently have 2 grants pending with this request for 2022 and 2023.                                                                                                                                                    | Laptops          | 2022 and 2023 |
|                                                                                                                                                                                                                                                                                       |                  |               |
|                                                                                                                                                                                                                                                                                       |                  |               |

## Expectations for staff digital literacy skills and use of technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructors are expected to: <ul style="list-style-type: none"> <li>SID attendance taking platform</li> <li>Train for Apricot a new data system</li> <li>Develop course materials, assignments, and quizzes and deliver them using Zoom</li> <li>Have a working knowledge of internet basics</li> </ul>                                                                                                                                             |
| Admin staff are expected to: <ul style="list-style-type: none"> <li>Understand and utilize testing software (CASAS GOALS online testing)</li> <li>Train for Apricot a new data system</li> <li>Have a working knowledge of internet basics</li> <li>Use SID software for data entry, and data retrieval</li> <li>Navigate spreadsheets and reports with student outcomes</li> <li>Utilize video conferencing software for staff meetings</li> </ul> |
| Managers are expected to: <ul style="list-style-type: none"> <li>Have full knowledge and use of SID software for attendance, reporting, and also data cleanup capabilities</li> <li>Train for Apricot a new data system</li> </ul>                                                                                                                                                                                                                  |

- Develop and navigate spreadsheets and reports in Excel
- Have working knowledge of Microsoft Office Suite
- Have working knowledge of internet basics
- Manage, understand, and utilize testing software (CASAS online)
- Schedule and host live video conferencing meetings

| Future Plans                                                       | Resources needed | Timeline |
|--------------------------------------------------------------------|------------------|----------|
| Continue PD on digital literacy and best practices with technology | Time, PD budget  | ongoing  |
|                                                                    |                  |          |
|                                                                    |                  |          |

### Training for staff on technology:

| Current                                                                                                                                                                                                                                                                                                      |                  |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| Instructors receive training on: <ul style="list-style-type: none"> <li>• Zoom strategies for online learning</li> <li>• Basic digital literacy skills training on as needed</li> <li>• SID class management and attendance recording</li> <li>• Basic digital literacy skills training as needed</li> </ul> |                  |          |
| Admin staff receive training on: <ul style="list-style-type: none"> <li>• SID</li> <li>• Zoom video conferencing platform</li> <li>• Train for Apricot a new data system</li> <li>• Basic digital literacy skills training as needed</li> </ul>                                                              |                  |          |
| Managers receive training on: <ul style="list-style-type: none"> <li>• SID management</li> <li>• Train for Apricot a new data system</li> <li>• Zoom and other video conferencing platforms</li> <li>• Basic digital literacy skills training as needed</li> </ul>                                           |                  |          |
| Future Plans                                                                                                                                                                                                                                                                                                 | Resources needed | Timeline |
|                                                                                                                                                                                                                                                                                                              |                  |          |
|                                                                                                                                                                                                                                                                                                              |                  |          |
|                                                                                                                                                                                                                                                                                                              |                  |          |

### Technology access for students:

| Current                     |                  |               |
|-----------------------------|------------------|---------------|
| Laptops                     |                  |               |
| Hot Spots                   |                  |               |
|                             |                  |               |
| Future Plans                | Resources needed | Timeline      |
| Loaner laptops and hotspots | grants           | 2022 and 2023 |
|                             |                  |               |
|                             |                  |               |

### Integration of technology into instruction:

| Current                                 |                              |  |
|-----------------------------------------|------------------------------|--|
| Northstar Digital Literacy for students | Instructors, classroom space |  |
|                                         |                              |  |

| Future Plans | Resources needed | Timeline |
|--------------|------------------|----------|
|              |                  |          |
|              |                  |          |
|              |                  |          |

**Distance Learning:**

| Current                                               |                              |             |
|-------------------------------------------------------|------------------------------|-------------|
|                                                       |                              |             |
|                                                       |                              |             |
|                                                       |                              |             |
| Future Plans                                          | Resources needed             | Timeline    |
| Increase asynchronous distance learning opportunities | TVM Training from consortium | Summer 2021 |
|                                                       |                              |             |
|                                                       |                              |             |

## SSS - Technology and Distance Learning Plan

|                                                         |                                      |
|---------------------------------------------------------|--------------------------------------|
| <b>Consortium name</b>                                  | Minneapolis: Somali Success School   |
| <b>Staff contact</b>                                    | Bobbette Beckford, Program Assistant |
| <b>Plan implementation period (start and end dates)</b> | 2020-2022                            |
| <b>Date of last update</b>                              | May 2021                             |

### Technology resources:

| Current                                                                                                                               |                  |           |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| Hardware:                                                                                                                             |                  |           |
| <ul style="list-style-type: none"> <li>Set of classroom Chromebooks</li> <li>Set of in-school computer lab and printers</li> </ul>    |                  |           |
| Software:                                                                                                                             |                  |           |
| <ul style="list-style-type: none"> <li>Microsoft Office Suite available</li> <li>Whatapp</li> <li>Zoom</li> <li>SID system</li> </ul> |                  |           |
| Other                                                                                                                                 |                  |           |
| Future Plans                                                                                                                          | Resources needed | Timeline  |
| Make loaner laptops available to tutoring students                                                                                    |                  | 2021-2026 |
|                                                                                                                                       |                  |           |
|                                                                                                                                       |                  |           |

### Expectations for staff digital literacy skills and use of technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructors are expected to: <ul style="list-style-type: none"> <li>Use of SID attendance taking platforms</li> <li>Navigate spreadsheets and reports with student outcomes</li> <li>Develop course materials, assignments, and quizzes and deliver them using Zoom</li> <li>Have a working knowledge of internet basics</li> <li>Teach live classes on video conferencing platforms</li> <li>Troubleshoot minor tech issues with students on video conferencing platforms, or be able to refer to other staff to assist</li> </ul> |
| Admin staff are expected to: <ul style="list-style-type: none"> <li>Have a working knowledge of internet basics</li> <li>Use Campus SID software for notetaking, data entry, and data retrieval</li> <li>Utilize video conferencing software for staff meetings</li> </ul>                                                                                                                                                                                                                                                          |
| Managers are expected to: <ul style="list-style-type: none"> <li>Have full knowledge and use of SID software for attendance, reporting, and also data cleanup capabilities</li> <li>Develop and navigate spreadsheets and reports in Excel</li> <li>Have working knowledge of Microsoft Office Suite</li> <li>Have working knowledge of internet basics</li> </ul>                                                                                                                                                                  |

- Schedule and host live video conferencing meetings
- Troubleshoot more complicated tech issues with Zoom video conferencing platform to assist students and teachers

| Future Plans                                                       | Resources needed | Timeline |
|--------------------------------------------------------------------|------------------|----------|
| Continue PD on digital literacy and best practices with technology | Time, PD budget  | ongoing  |
|                                                                    |                  |          |
|                                                                    |                  |          |

### Training for staff on technology:

| Current                                                                                                                                                                                             |                  |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| Instructors receive training on: <ul style="list-style-type: none"> <li>• Zoom strategies for online learning</li> <li>• Basic digital literacy skills training on as needed</li> </ul>             |                  |          |
| Admin staff receive training on: <ul style="list-style-type: none"> <li>• SID</li> <li>• Zoom video conferencing platform</li> <li>• Basic digital literacy skills training on as needed</li> </ul> |                  |          |
| Managers receive training on: <ul style="list-style-type: none"> <li>• Zoom strategies for online learning</li> <li>• Basic digital literacy skills training as needed</li> </ul>                   |                  |          |
| Future Plans                                                                                                                                                                                        | Resources needed | Timeline |
|                                                                                                                                                                                                     |                  |          |
|                                                                                                                                                                                                     |                  |          |
|                                                                                                                                                                                                     |                  |          |

### Technology access for students:

| Current      |                  |          |
|--------------|------------------|----------|
|              |                  |          |
|              |                  |          |
|              |                  |          |
| Future Plans | Resources needed | Timeline |
|              |                  |          |
|              |                  |          |
|              |                  |          |

### Integration of technology into instruction:

| Current      |                  |          |
|--------------|------------------|----------|
|              |                  |          |
|              |                  |          |
|              |                  |          |
| Future Plans | Resources needed | Timeline |
|              |                  |          |
|              |                  |          |
|              |                  |          |

**Distance Learning:**

| <b>Future Plans</b>                                   | <b>Resources needed</b>      | <b>Timeline</b> |
|-------------------------------------------------------|------------------------------|-----------------|
| Increase asynchronous distance learning opportunities | TVM Training from consortium | Summer 2021     |
|                                                       |                              |                 |
|                                                       |                              |                 |

## SAOIC - Technology and Distance Learning Plan

|                                                         |                                    |
|---------------------------------------------------------|------------------------------------|
| <b>Consortium name</b>                                  | Minneapolis: Summit Academy OIC    |
| <b>Staff contact</b>                                    | Kelly O'Brien: GED Program Manager |
| <b>Plan implementation period (start and end dates)</b> | February 2021-June 2021            |
| <b>Date of last update</b>                              | March 2021                         |

### Technology resources:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------|
| <p>Hardware:</p> <ul style="list-style-type: none"> <li>• Set of 20 classroom tablets + charging cart</li> <li>• Set of 20 classroom Chromebooks + charging cart</li> <li>• 3 physical in-school computer labs outfitted with desktop computers, keyboards, mice, and printers</li> <li>• 20+ loaner laptops for student use</li> <li>• 6-month hotspots for student use (available upon need, limited lifespan, non-returnable)</li> <li>• 20 laptop mice for student use</li> </ul> |                               |            |
| <p>Software:</p> <ul style="list-style-type: none"> <li>• Microsoft Office Suite available</li> <li>• Canvas LMS</li> <li>• Campus Nexus</li> <li>• Google Education Suite – including Google Meets and Gmail</li> <li>• Pearson-certified testing lab includes Pearson GED software</li> <li>• DRC TABE testing software</li> </ul>                                                                                                                                                  |                               |            |
| <p>Other</p> <ul style="list-style-type: none"> <li>• Internet access and school Wi-Fi</li> <li>• Approved distance learning platforms: Read Theory, Moby Max, Khan Academy</li> <li>• SID System</li> </ul>                                                                                                                                                                                                                                                                          |                               |            |
| Future Plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Resources needed              | Timeline   |
| Loaner laptops available to tutoring students                                                                                                                                                                                                                                                                                                                                                                                                                                         | Approx. 35 additional laptops | April 2021 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |            |

### Expectations for staff digital literacy skills and use of technology:

| Current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Instructors are expected to:</p> <ul style="list-style-type: none"> <li>• Use Campus Nexus and SID attendance taking platforms</li> <li>• Navigate spreadsheets and reports with student outcomes</li> <li>• Develop course materials, assignments, and quizzes and deliver them using Canvas LMS</li> <li>• Have a working knowledge of internet basics</li> <li>• Teach live classes on videoconferencing platforms</li> <li>• Troubleshoot minor tech issues with students on Canvas LMS or videoconferencing platforms, or be able to refer to other staff to assist</li> </ul> |

Admin staff are expected to:

- Understand and utilize testing software (DRC, Pearson VUE)
- Have a working knowledge of internet basics
- Use Campus Nexus and SID software for notetaking, data entry, and data retrieval
- Utilize videoconferencing software for staff meetings

Managers are expected to:

- Have full knowledge and use of Campus Nexus and SID software for attendance, reporting, and also data cleanup capabilities
- Develop and navigate spreadsheets and reports in Excel and Google Docs
- Have proficient understanding of Microsoft Office Suite and Google Suite
- Have working knowledge of internet basics
- Manage, understand, and utilize testing software (DRC, Pearson VUE, GED Manager)
- High-level understanding of Canvas LMS with ability to edit and troubleshoot instructor courses
- Schedule and host live videoconferencing meetings
- Troubleshoot more complicated tech issues with Canvas LMS or videoconferencing platforms to assist students and teachers
- Use job-related websites for employee management including HR Bamboo software and ADP payroll software

| Future Plans                                                       | Resources needed | Timeline |
|--------------------------------------------------------------------|------------------|----------|
| Continue PD on digital literacy and best practices with technology | Time, PD budget  | ongoing  |
|                                                                    |                  |          |
|                                                                    |                  |          |

### Training for staff on technology:

#### Current

Instructors receive training on:

- AVID strategies for online learning
- Canvas LMS
- Google Meet
- GED online webinars
- \*\*Basic digital literacy skills training on Lynda.com as needed

Admin staff receive training on:

- Canvas LMS
- SID
- \*\*Basic digital literacy skills training on Lynda.com as needed

Managers receive training on:

- AVID strategies for online learning
- Canvas LMS
- Google Meet
- GED online webinars
- \*\*Basic digital literacy skills training on Lynda.com as needed

| Future Plans                                                                             | Resources needed  | Timeline       |
|------------------------------------------------------------------------------------------|-------------------|----------------|
| Train curriculum specialist, program manager, and teachers on Teacher Verification Model | Time, TVM modules | Winter 2021-22 |
|                                                                                          |                   |                |
|                                                                                          |                   |                |

**Technology access for students:**

| <b>Current</b>                                       |                                 |                 |
|------------------------------------------------------|---------------------------------|-----------------|
| Loaner Laptops for GED students                      |                                 |                 |
| Loaner Hot Spots for GED students                    |                                 |                 |
|                                                      |                                 |                 |
| <b>Future Plans</b>                                  | <b>Resources needed</b>         | <b>Timeline</b> |
| Loaner laptops and hotspots for Summit Prep students | Additional laptops and hotspots | April 2021      |
|                                                      |                                 |                 |
|                                                      |                                 |                 |

**Integration of technology into instruction:**

| <b>Current</b>                                                                        |                                                                                                                                         |                                                      |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 100% virtual learning using Canvas LMS and Zoom (migrating to Google Meet April 2021) |                                                                                                                                         |                                                      |
|                                                                                       |                                                                                                                                         |                                                      |
|                                                                                       |                                                                                                                                         |                                                      |
| <b>Future Plans</b>                                                                   | <b>Resources needed</b>                                                                                                                 | <b>Timeline</b>                                      |
| Return to hybrid learning                                                             | Community vaccines, new schedules, time to develop hybrid curriculum (as opposed to fully in-person or fully online that already exist) | Summer 2021 – or later, depending on COVID-19 safety |
| Observations and evaluation of distance learning and asynchronous options             | Time – curriculum specialist                                                                                                            | Summer 2021                                          |
|                                                                                       |                                                                                                                                         |                                                      |

**Distance Learning:**

| <b>Current</b>                                                                        |                              |                 |
|---------------------------------------------------------------------------------------|------------------------------|-----------------|
| 100% virtual learning using Canvas LMS and Zoom (migrating to Google Meet April 2021) |                              |                 |
|                                                                                       |                              |                 |
|                                                                                       |                              |                 |
| <b>Future Plans</b>                                                                   | <b>Resources needed</b>      | <b>Timeline</b> |
| Increase asynchronous distance learning opportunities                                 | TVM Training from consortium | Summer 2021     |
|                                                                                       |                              |                 |
|                                                                                       |                              |                 |