

# Technology and Distance/Hybrid Learning Plan

<b>Consortium name</b>	Adult Options in Education
<b>Staff contact</b>	Chelsea Ritland
<b>Plan implementation period (start and end dates)</b>	25-26
<b>Date of last update</b>	April, 2025

## Technology resources:

<b>Current</b>		
Hardware: Instructional Chromebooks, laptops for staff, headphones, mice		
Software: Microsoft Office		
Other: GSuite		
<b>Future Plans</b>	<b>Resources needed</b>	<b>Timeline</b>
Maintain Chromebook inventory for eTesting and digital literacy skill learning in the classroom	Chromebook inventory: SLP – 60 Wayzata – 60 Minnetonka – 40 Hopkins - 120	Annual assessment of devices no longer in warranty
Laptop replacement on a 5-year cycle	Laptops for instructional staff	Every 5 years

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

<b>Current</b>		
Instructors are expected to onboard students to distance learning platforms and use technology to support instruction. Google Meet is used for synchronous instruction. Staff must be able to navigate Chromebooks, and online instructional tools. Instructors must maintain and update their Canvas pages and support students in accessing the LMS.		
Support staff are expected to navigate Google Docs.		
Managers are expected to understand and be able train staff on all technology utilized in the program.		
<b>Future Plans</b>	<b>Resources needed</b>	<b>Timeline</b>
Incorporate digital literacy standards into staff evaluation and PD planning	Sample rubrics, digital literacy standards	FY 2025-26
Increase staff comfort with distance learning tools and troubleshooting	Ongoing PD opportunities	Ongoing

## Training for staff on technology:

<b>Current</b>
Instructors receive training on Canvas, DL platforms, and Northstar Digital Literacy standards. A teacher with expertise is designated as the Canvas Lead for ongoing instructional Canvas questions.

Staff receive informal support and ongoing peer training. New staff are introduced to MobyMax, EdReady, Northstar, and Google Meet. Support is also provided during onboarding and tech setup.		
Support staff receive training on Google docs		
Managers receive training on Canvas, Northstar, DL platforms.		
Future Plans	Resources needed	Timeline
Offer formal PD on distance learning platforms and Chromebook use	Trainers or consultants, PD time	Annually
Develop a peer mentor system for technology support	Staff time for mentorship	FY 2025-26

**Technology access for students:**

Current		
<p>Students use Chromebooks in classrooms. Distance learning is optional and includes access to MobyMax, EdReady, and Northstar Online Learning. Students join synchronous online classes via Google Meet. Teachers help onboard students to digital platforms.</p> <p>Previously we managed a Chromebook lending program from 2020-2024. This ended after low device return rates.</p> <p>We offer occasional PCs for People pop up device purchase events on site for those who qualify and include PCs for People information in registration folders for learners who wish to pursue low cost refurbished devices.</p>		
Future Plans	Resources needed	Timeline
Continue maintaining on site technology for student access.	Chromebook inventory: SLP – 60 Wayzata – 60 Minnetonka – 40 Hopkins - 120	Annual assessment of devices with expired warranty.

**Asynchronous Distance Learning (students do work off-site, on their own time):**

Current		
<p>Students have the option to use MobyMax, EdReady, and Northstar Online Learning independently outside of class time. Teachers onboard students and provide support as needed.</p>		

Future Plans	Resources needed	Timeline
Increase student engagement and usage of DL tools	Teacher time for follow-up and support materials	Ongoing
Integrate DL tools into in-class lessons more intentionally	Curriculum planning time	FY 2025–26

**Synchronous Distance Learning (students are offsite but join class at the same time):**

Current		
Teachers offer synchronous online classes via Google Meet. Some classes are HyFlex, with students joining in person or remotely.		
Future Plans	Resources needed	Timeline
Provide PD for effective synchronous/HyFlex instruction	PD funds, instructional coaching	FY 2025–26
Improve tech access and setup for remote learners	Headsets, internet access resources	Ongoing

**Other/combined formats of Distance Learning**

Current		
Hybrid synchronous and asynchronous: morning and evening online classes from EFL 1-6 are offered as well as online GED		
Hyflex (some students in person, some online): 1 HyFlex course per level is offered		
Online only students are the largest group of the consortia.		
Future Plans	Resources needed	Timeline
Continue offering online only courses. Consider growth in the evenings to meet demand.	Funding for salaries	Assess end of year 2025 for FY 26.