



Section Seven: Technology and Distance Learning Plan

Technology Resources Available for ABE Programming

Currently	Future Plans
<p>Hardware</p> <p>Our program has multiple technology resources including:</p> <ul style="list-style-type: none"> • Four fixed labs of 8, 10, 12, and 16 computers respectively and use of labs at HTC and the Workforce Center for classes held there • A mobile computer cart with 13 laptop computers • 13 I-Pads: 10 I-pads available for use primarily by AAP, 3 I-pads for primary use by Adults With Disabilities • Teacher computers with projectors, document cameras and Smart Boards in all seven classrooms • Smart Response Clicker system—two sets that can be transported to any classroom • Student accessible WI-FI (BYOD) in the classrooms. • TI-30XSII – Multiview 10 calculator classroom set. • DVD and CD Audio in each classroom. • TVs and tape recorders are still available (though seldom used) • Mobile LCD projector, lap top, clicker • Sound system/microphone for events or individual teacher amplification • Two digital cameras • Two scanners • Two color printers • Two photocopiers with scanning and printing capabilities • Fax machine • MacBook Air for managing I-Pads/app downloads 	<p>Purchase of 10 more I-pads for next year</p> <p>Purchasing more apps for the I-pads after research and evaluation of options. On-going.</p> <p>Purchase and utilization of new computer based programs as they are evaluated by our staff for usefulness in our program (especially GED 2014 materials). On-going.</p> <p>We plan to keep staff computers and computer labs current with a five year replacement cycle (our district expectation).</p> <p>Our vision is to stay on the cutting edge of current and new developments in technology and its delivery as it relates to the needs of students and of the program.</p> <p>Keep our Library Media Page up-to-date. The Library Media Page is a one stop spot for access to web resources, DL, skill building of all types and Teacher Resources.</p>

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- Pearson Vue cameras and sign in pad
- Student headsets for each computer
- Microphone for computer
- Cameras for security in halls and Pearson Vue test center
- We have access to all hardware available through PANDA for use with students with disabilities.

Software

We currently use a wide array of computer programs to help our students learn English and prepare for the GED including:

- Pearson Vue Testing (GED and others).
- TI-30XSII – Multiview emulator for preparation of GED tests
- Mavis Beacon Typing Preparation
- NorthStar Online Digital Literacy
- Rosetta Stone
- I-Pathways.com
- Skills Tutor
- English for All
- My Foundations Lab
- USA Learns
- Reading Horizons
- A-Plus Advancer
- MARCs
- Career Cruising
- Change Agent
- We have access to all software available through PANDA for use with students with disabilities, e.g. JAWS.
- Etc.

Office

- MARCs
- Microsoft word suite of products
- Excel spreadsheet template created for use of entering attendance

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<p>records</p> <ul style="list-style-type: none"> • Adobe InDesign CS5.5 • Skyward, True time, Firefox, etc. <p>Other Lamination, colors printing and mass printing are available to our program through the district print shop.</p>	
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Staff Technology Expectations and How Staff are Trained on Technology

Currently	Future Plans
<p>Staff Technology Expectations <u>Instructors:</u> Our staff is expected to be proficient in the use of:</p> <ul style="list-style-type: none"> • Smart Boards, document cameras and projectors • E-mail (Gmail, etc.) • Word processing software • MARCs – for viewing student records • Internet usage (Google Chrome), including searches and district programs for HR/Payroll • I-pad usage in the classroom • Smart Response clickers basic usage <p>Teachers are also expected to include the use of technology and digital literacy into their curriculum as appropriate for the level they teach.</p> <p>This year all staff were asked to complete the Digital Literacy assessment to assess their skills but not required to report the results. The expectation is that they will have basic digital literacy.</p> <p>Office Staff (only the first three are for all office staff, the others vary by position)</p> <ul style="list-style-type: none"> • E-mail (Gmail, etc.) 	<p>Instructors Technology Expectations</p> <ul style="list-style-type: none"> • Use of Schoology software for recordkeeping and student contact • Use of Google Docs applications and other Gmail features • Training in use of the MyGED.com software, including TI-30XSII emulation for teachers involved in GED training • Further training on the integration of technology into the classroom. • Further training on the use of MARCS system data for program improvement and utilization of existing technology. • Development of a technology scope and sequence for integrating technology in the classroom. • Instructors are expected to integrated different technology skills into their lessons on a regular basis. Instead of teaching computer skills as stand-alone curriculum instructors are encouraged to teach their curriculum using computers as an instructional tool. • Continue to work on general digital literacy skills as identified by the Digital Literacy Assessment taken this year. <p>Office Staff Technology Expectations</p> <ul style="list-style-type: none"> • Continue to work on general digital literacy skills as identified by the Digital Literacy Assessment taken this year.

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<ul style="list-style-type: none"> • Microsoft suite of products, particularly Word • Internet usage, including searches Google Chrome, • Use of LCD projectors • Ability to create and edit Excel spreadsheets • Ability to utilize InDesign Software for creating attractive fliers • MARCs – for entering student data and preparing reports • Use of Excel spreadsheet template created for use of entering attendance records on a daily basis. • Maintain a web site that it is up to date and attractive • Use of Skyward/True Time, etc. 	<ul style="list-style-type: none"> • Further familiarity in use of Google Docs applications and other Gmail features • Continue meeting as a Technology committee and expand the role of the committee to assist with planning for the future. The committee will create a timeline regarding technology purchase and training/implementation. • Staff is expected to continually improve technology skills to meet evolving demands of their jobs.
<p>Staff Technology Training Our staff prepares for these expectations by attending trainings in a variety of technologies including:</p> <ul style="list-style-type: none"> • Smart Board training • NorthStar Digital Literacy program and its Learner Web training feature • MARCs <p>Some training is done by District staff. We have also had MLC technology trainers come on site to do training for all teachers and some teachers have arranged for one-on-one training by MCL. Staff has also attended training held as part of Summer Institute.</p> <p>We have training available through TIES and Keep Certified through the district.</p>	<p>Staff Technology Training</p> <ul style="list-style-type: none"> • Training will be offered in the use the Schoology software that the district has acquired. • Further training in use of Google Docs applications and Gmail features • Continued training for effective Smart Board use beyond basics. • Training in how to teach the digital literacy skills needed at the level they are working or teaching, including participation in NorthStar digital literacy standards for evaluating staff and student skills. • Explore participation in a Technology Mentoring Group through MLC. • Staff will be encouraged to attend technology training sessions at Regional and Summer Institute conferences. • Staff is encouraged to attend technology training offered by our district through TIES and Keep Certified. <p>Administration in consultation with the Tech committee will identify technology and training needs based on</p> <ul style="list-style-type: none"> • Surveys • Observation of staff use of technology

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	<ul style="list-style-type: none"> • Staff requests for training • Re-licensure requirements • District technology upgrades and requirements.
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How the ABE Program Provides Access to Technology for Students

Currently	Future Plans
<p>Our students have extensive access to technology(as outlined above) including:</p> <ul style="list-style-type: none"> • Open Computer labs where they can prepare for GED, take the GED and practice tests • Regularly scheduled computer lab time to brush up on basic skills and English language skills through computer programs • Use of interactive Smartboards in every class as well as the Smart Response computer system. • Integration of technology into classroom instruction. • I-pad & Mobile Labs to allow programmatic usage of technology in the classrooms. • BYOD WI-FI in all of the school. • Distance Learning licenses to access materials from home. 	<p>We will continue to investigate new ways to provide further access to the students in the classroom through expanded use of existing resources. We will research possibilities for providing computer access to students who are without computers at home including additional open labs, as funding permits, nonprofits that help in the purchase costs, free access points such as libraries, etc.</p> <p>As finances permit, we will continue to offer extra computer skills classes to our students outside of regular class time.</p> <p>We will continue to offer and update the Library Media Page with links to many of our programs that students could access at home, aside from the DL programs.</p> <p>We also use Facebook extensively to communicate important opportunities to students and are planning to extend more into use of Twitter for communication.</p> <p>See Distance Learning question below that talks about use of DL platforms and increasing access.</p>

How Technology Skills are Integrated into Core Literacy Instruction

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Currently	Future Plans
<p>Our teachers utilize technology in lessons in many ways, including:</p> <ul style="list-style-type: none"> • Having students use the internet for research • Having students type reports • Playing interactive games on the Smart Board • Use of ELM4you for research • Recording interviews on I-pads • Having students use BYOD for quick research in classroom • Students access DL from home to continue studies out of class • Test taking strategies using the computer used to prepare for GED • Mathematical graphing software is used to help understand data • Video clips from disk and streaming are used. • Student work is shown/annotated through the document camera. 	<p>As we continue to prepare our students, we plan to:</p> <ul style="list-style-type: none"> • Train teachers to use and train the students to use the TI-30XSII Multiview program. • Further integrate use of cell phone / mobile technology into classroom research. • Research ways to assist instructors to access resources for low-level learners. • Investigate further use of the NorthStar Digital literacy standards in the classroom and how that might be best accomplished. • All staff will be encouraged to research new websites, software and share information at staff meetings.

Distance Learning (DL) Programs Used in the ABE Consortium

Currently	Future Plans
<p>AAP currently has three staff members (1 administrator and 2 teachers) who have been trained under Project Ideal. The two teachers are responsible for the operation of the DL program. We offer DL labs and registration times on Monday-Thursday afternoons, Tuesday evenings and Friday mornings and afternoons. We are also training other instructors to register and assist DL learners in order to accommodate the maximum number of learners.</p> <p>AAP began implementing its DL program on January, 2010 and has had around 1,200 learners producing 36,597 proxy hours since then. The majority of hours are generated from DL only by students who are enrolled in our regular program, but several teachers use some of the programs as a hybrid to enhance their in-class instruction. A small number of students have come for distance learning only, due to their inability to fit the class schedule into their busy lives or due to transportation difficulties.</p>	<p>We hope to increase our number of DL registrations as well as the number of registrants that actually persist. To meet these goals, we are exploring new marketing strategies and ways to attract more students that are not also taking classes at AAP.</p> <p>In addition, we are exploring via survey why students don't persist and will address the reasons that come up. We are also encouraging teachers to help familiarize students with all the platforms in class (not to exceed the maximum number of hours allowed for this) to supplement the instruction given when students sign up for DL and to help them feel more comfortable with the DL platforms.</p> <p>We are going to send out mailings to students who have been closed out asking them if they would like to continue their education on-line.</p>

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For the past two years, AAP has also offered DL (in conjunction with our College Prep classes) at Hennepin Technical College (Brooklyn Park) on Friday afternoons.

AAP currently uses the following approved DL platforms:

- iPathways
- Skills Tutor
- English for All
- USA Learns
- Learner Web
- My Foundations Lab
- Key Train

We are also looking at ways to encourage students to continue with their DL programs after they have registered by sending letters, emails, phone-calls and offering certificates.

We anticipate using the same programs over the next several years, and hope to continue to add programs, as appropriate. We will explore other options that become available and investigate their suitability and economic implications.