

Technology and Distance/Hybrid 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 or 651.582.8593

Technology and Distance/Hybrid Learning Plan

Consortium name	Lakes Area Adult Education
Staff contact	Jennifer Hellekson
Plan implementation period (start and end dates)	07/01/2025 - 06/30/2030
Date of last update/	04/30/2025

Technology resources:

Current
<p>Hardware:</p> <ul style="list-style-type: none"> - 6 Dell Latitude 3550 laptops for teachers - 5 24" monitors - 6 MK270 wireless keyboard/mouse combos - 4 Dell Latitude 3550 laptops for students - 8 Dell Optical wired mice for student computers - 11 Dell Latitude 3550 laptops for GED testing - 16 Dell Full-Size wireless mice for GED testing - 2 C920S PRO HD webcams for GED testing - 2 ePadLink II signature pads for GED testing - 1 Netgear 16-port unmanaged switch - 4 Dell Latitude 3550 laptops for satellite schools - 4 Dell Optical wired mice for satellite schools - 1 HP multi-function printer (E47528) for satellite school - 1 projector (at MState site) - 1 Smartboard (at Pelican Rapids) - 1 Smartboard (at Waukon) - 1 Smartboard (at Norman County East) - 3 mobile hotspots - Wi-Fi available in all classrooms
<p>Software:</p> <ul style="list-style-type: none"> - Student Information Database (SiD) - Google Suite - Microsoft Office Suite - Zoom - Northstar Digital Literacy - Burlington English - GED Ready - Readworks - Canva - CommonLit - Essential Ed - Khan Academy - Ellii.com - Duolingo
<p>Other:</p> <ul style="list-style-type: none"> - Distance Learning and IT support through Detroit Lakes Public Schools - Staff certified to proctor GED exams, ServSafe exams, and Northstar Digital Literacy assessments - Wi-Fi available for students in classrooms

Future Plans	Resources needed	Timeline
Budget to replace all hardware on a 5-year cycle	Work into budget, seek relevant grants, maintain IT support from DLPS	Ongoing
Evaluate distance learning platforms regularly and expand use of those most effective for our learners	Staff time for evaluation; Possible funding for new platform licenses	Ongoing
Increase digital literacy training and skills for instructional staff	Training resources; PD funding	Ongoing

Expectations for staff digital literacy skills and use of technology:

Current		
<p>Instructors are expected to:</p> <ul style="list-style-type: none"> - Use Dell laptops, Smartboards, projectors, Wi-Fi - Use Google Suite, Microsoft Office, Zoom - Use online resources for instructional materials (Readworks, Marshall Reading, Ellii, etc.) - Communicate by email - Manage basic student information and records - Enter student logs into SiD database - Integrate digital literacy skills (Northstar, Burlington, etc.) into instruction when appropriate - Proctor exams (GED, ServSafe, NDL, CASAS) if certified - Use distance learning platforms - Use SmartER for timekeeping and payroll 		
<p>Support staff are expected to:</p> <ul style="list-style-type: none"> - Use Google Suite, Microsoft Office - Manage and update student information and student hours in SiD - Request tech support through DLPS IT if needed 		
<p>Managers are expected to:</p> <ul style="list-style-type: none"> - Same skills as instructors and support staff - Oversee HR, facilities, finance platforms (e.g., eFinance, TimeClock Plus, Frontline) - Oversee overall technology planning, budgeting, coordination with DLPS IT, staff PD needs - Submit MDE reports and handle technology/resource decisions 		
Future Plans	Resources needed	Timeline
Instructors: Continue growing digital literacy skills and integrating new technology tools into instruction as appropriate	Access to updated training opportunities; funding for professional development (PD); IT support from DLPS	Ongoing
Support Staff: Maintain and strengthen skills in using SiD for student information and hours tracking; stay current with technology updates	Training for SiD and technology systems as needed; access to IT support	Ongoing
Program Manager: Stay current on HR, finance, and reporting technology platforms; oversee technology planning and staff technology growth	Training opportunities; access to updated software tools; collaboration with DLPS IT; funding for upgrades and PD	Ongoing

Training for staff on technology:

Current

Instructors receive training on:

- Google Suite (Docs, Slides, Sheets, Forms)
- Microsoft Office
- Zoom (participating in and hosting meetings)
- Northstar Digital Literacy use and proctoring (if needed)
- Student Information Database (SiD) basic use (accessing student records, checking hours)
- Use of Burlington English, Khan Academy, GED Ready, Readworks, CommonLit, Essential Ed, Ellii.com

Support staff receive training on:

- Google Suite
- Microsoft Office
- Zoom
- Student Information Database (SiD) — more advanced use (entering students, tracking hours, running reports)
- Requesting tech support from DLPS IT

Managers receive training on:

- All instructor and support staff skills
- HR, facilities, and finance platforms
- Technology coordination and planning with DLPS IT
- Accessing and using MDE systems for reports and compliance

Future Plans	Resources needed	Timeline
Instructors: Ongoing updates to Google tools, Northstar Digital Literacy, and use of new distance learning platforms; refresher training for SiD as needed; training for CASAS testing online	Funding for professional development (PD); access to webinars/conferences; IT support	Ongoing
Support staff: Continued training for advanced use of SiD and updates to tech systems; training on best practices for tech troubleshooting and record keeping	Access to SiD training materials; funding for tech workshops or webinars; IT support	Ongoing
Program manager: Maintain proficiency in district HR, finance, and facility systems; stay updated on MDE reporting tools and statewide technology initiatives	Access to system updates; participation in leadership trainings or statewide updates; collaboration with DLPS IT	Ongoing

Technology access for students:

Current		
<ul style="list-style-type: none"> - Access to Dell Latitude laptops for in-class use - Wi-Fi available at all classroom sites - Projector at MState - Smartboards at Norman County East, Pelican Rapids and Waukon - 3 mobile hotspots available - Access to approved distance learning platforms (Burlington English, Khan Academy, Northstar, GED Ready, Readworks, CommonLit, Essential Ed, Duolingo) - Opportunity to complete Northstar Digital Literacy assessments 		
Future Plans	Resources needed	Timeline

Maintain access to laptops, hotspots, and classroom technology for students	Regular technology replacement budget; ongoing collaboration with DLPS IT	Ongoing
Evaluate and expand the use of distance learning platforms to support student learning needs	Staff time for platform evaluation; funding for new platform licenses if needed	Ongoing
Explore additional tools or devices to improve digital access for students (e.g., additional hotspots if needed)	Funding for purchasing additional equipment	As needed, ongoing review

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

Current		
<ul style="list-style-type: none"> - Students independently use approved distance learning platforms (Burlington English, Northstar, Khan Academy, Readworks, CommonLit, Essential Ed, Duolingo). - Students may use personal devices or laptops provided in class when working independently. - Wi-Fi available in classrooms; limited mobile hotspots available if needed. 		
Future Plans	Resources needed	Timeline
Expand access to effective distance learning platforms based on student needs and program outcomes	Funding for platform licenses; staff time for evaluating new platforms; PD for instructors on best practices	Ongoing
Continue to improve student access to independent learning options (potentially increasing hotspot availability if needed)	Budget for technology upgrades	As needed, ongoing review

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

Current		
<ul style="list-style-type: none"> - Students receive in-person instruction at classroom sites. - Students are also encouraged to use asynchronous distance learning platforms (e.g., Burlington English, Northstar Digital Literacy, GED Ready, Readworks, CommonLit, Essential Ed, Ellii.com, Duolingo) outside of class time to reinforce learning. - Staff assigns or recommends distance learning based on individual student goals and needs. 		
Future Plans	Resources needed	Timeline
Continue offering a blended model of in-person instruction combined with asynchronous distance learning options	Ongoing funding for platform licenses; staff training on distance learning best practices	Ongoing
Evaluate effectiveness of current distance learning platforms and make adjustments based on student outcomes and needs	Staff time for evaluation; possible funding for new or expanded platform access	Annual review

Other/combined formats of Distance Learning

Current		
<p>Hybrid synchronous and asynchronous:</p> <ul style="list-style-type: none"> - Students receive in-person instruction at classroom sites. - Students are also encouraged to use asynchronous distance learning platforms (e.g., Burlington English, Northstar, Khan Academy, Readworks, CommonLit, Essential Ed, Duolingo) outside of class time to reinforce learning. - Staff assigns or recommends distance learning based on individual student goals and needs. 		
<p>Hyflex (some students in person, some online):</p> <ul style="list-style-type: none"> - LAEE does not currently offer Hyflex learning. All instruction is provided in-person at classroom sites or through asynchronous distance learning platforms. 		
<p>Teacher-Verified Models (TVMs):</p> <ul style="list-style-type: none"> - LAEE currently uses approved Teacher-Verified Models (TVMs) as part of distance learning options. TVMs are developed and used based on student needs and instructional priorities. 		
Future Plans	Resources needed	Timeline
Continue offering a combination of in-person instruction with asynchronous distance learning platform options	Ongoing funding for platform licenses; staff training on best practices for blending instruction and distance learning	Ongoing
No plans to implement Hyflex at this time; monitor potential future demand or feasibility if staffing and resources allow	Staff time to explore feasibility (if needed); additional technology (cameras, microphones) would be needed for implementation	No immediate plans; review annually
Continue using existing TVMs and develop additional TVMs as instructional needs arise	Staff time for TVM lesson development; professional development on TVM best practices if needed; access to approved distance learning platforms	As needed; ongoing review based on instructional needs