

O. 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

Consortium name	Mille Lacs Band of Ojibwe ABE
Staff contact	Karen Pagnac
Plan implementation period (start and end dates)	2023-2028
Date of last update	May 7, 2023

Technology resources:

Current	
Hardware:	DISTRICT I – ONAMIA CLASSROOM <ul style="list-style-type: none"> • Desktop computers (7) • Staff computers (5) • Laptop (1) • In-classroom printer • There is an adjacent testing room with a student desktop computer • Large screen monitor DISTRICT II – MCGREGOR <ul style="list-style-type: none"> • Desktop computers (3) • Staff computers (1)

	<p>DISTRICT III – EVERGREEN</p> <ul style="list-style-type: none"> • Desktop computers (2) • Staff computers (1) <p>DISTRICT III – AAZHOOMOG</p> <ul style="list-style-type: none"> • Desktop computers (2) • Staff computers (1) <p>In addition to this, each office has access to a copier/printer; webcams, headphones, projectors, and calculators. All Instructional Staff also have laptops.</p> <p>We have purchased Chromebooks that clients can check out (over 50 remaining)</p>
Software:	<p>We will need access and training for SiDs.</p> <p>All computers have licenses for Microsoft Office and access to Google Apps.</p> <p>We have 20 reusable seats for Essential Education’s “Academic Bundle.”</p> <p>We also use NorthStar Digital Literacy, and GED® Testing Service LLC.</p> <p>Other software we have access to, but use less frequently includes:</p> <ul style="list-style-type: none"> • Moby Max • Khan Academy • Core Skills Mastery • Moneyskill • Typing.com • Zoom • One Tribe
Other:	<ul style="list-style-type: none"> • Through a partnership with Nay Ah Shing Schools, we can create aanji.org Google accounts for our clients. • We can assist with internet as a “payer of last resort.” • Mille Lacs Band Information Services (IS) supports Aanjibimaadizing and Mille Lacs Band of Ojibwe ABE with IT needs.

Future Plans	Resources needed	Timeline
Continue to provide calculators for GED testing	Funding	Ongoing, as needed
Update and upgrade computers	Funding, IS support	Ongoing, most updated Summer of 2022
Purchase new mice, chargers, headphones, webcams, and other accessories	Funding, IS support	Ongoing, as needed

Expectations for staff digital literacy skills and use of technology:

Current	
Instructors are expected to	<ul style="list-style-type: none"> • Proficiently use Microsoft Office Outlook, Word and Excel. • Use the Student Information Database (SiD) • Use GED Academy • Assign and use Northstar • Use Zoom • Participate in webinars and virtual meetings using platforms such as: Google Meet, GoToMeeting, and Microsoft Teams
Support staff are expected to	<ul style="list-style-type: none"> • Proficiently use Microsoft Office Outlook, Word and Excel. • Use the Student Information Database (SiD)

	<ul style="list-style-type: none"> • Use Zoom • Participate in webinars and virtual meetings using platforms such as: Google Meet, GoToMeeting, and Microsoft Teams 		
Managers are expected to	<ul style="list-style-type: none"> • Proficiently use Microsoft Office Outlook, Word and Excel. • Use the Student Information Database (SiD) • Use Zoom • Participate in webinars and virtual meetings using platforms such as: Google Meet, GoToMeeting, and Microsoft Teams 		
Future Plans		Resources needed	Timeline
Obtain 100% training completion in all high priority technology PD	PD Schedule and links to online trainings	By July 1, or as available.	
Obtain 100% training completion in all medium priority technology PD	PD Schedule and links to online trainings	By August 1, or as available.	
Obtain 100% training completion rate for new staff	PD Schedule and links to online trainings	As scheduled in section 3	

Training for staff on technology:

Current			
Instructors receive training on	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Outlook, Word and Excel is a job requirement • SiD • CASAS • Northstar • GED Academy • Zoom 		
Support staff receive training on	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Outlook, Word and Excel is a job requirement • SiD • CASAS • Zoom 		
Managers receive training on	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Outlook, Word and Excel is a job requirement • SiD • CASAS • Northstar • GED Academy • Zoom 		
Future Plans		Resources needed	Timeline
Continue to support PD on software	PD Schedule and links to online trainings	Ongoing	
Increase number of Instructors trained on supplemental software	PD schedule	Ongoing	

Technology access for students:

Current		
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50+ Chromebooks (Over 70 at inventory audit the beginning of May, 2023. These are also used for other programs we offer.)		
GED Calculators		
Future Plans	Resources needed	Timeline
Continue to research mobile friendly distance learning platforms and apps	No additional resources needed	Ongoing

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

Current		
Primary platforms include GED Academy and NorthStar Digital Literacy		
Zoom, as needed		
Future Plans	Resources needed	Timeline
Continue to research mobile friendly distance learning platforms and apps	No additional resources needed	Ongoing

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

Current		
Primary platforms include GED Academy and NorthStar Digital Literacy		
Zoom, as needed		
Future Plans	Resources needed	Timeline
This isn't something that we've had a need for but will keep it as an option if needed.	None - Staff complete other classes with clients using synchronous distance learning and are accustomed to it.	Ongoing

Other/combined formats of Distance Learning

Current		
Hybrid synchronous and asynchronous:	Not used for ABE	
Hyflex (some students in person, some online):	Not used for ABE	
Future Plans	Resources needed	Timeline
This isn't something that we've had a need for but will keep it as an option if needed.	None - Staff complete other classes with clients using synchronous distance learning and are accustomed to it.	Ongoing