

Technology and Distance Learning Plan

Consortium name	Metro North ABE
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Plan implementation period (start and end dates)	July 2021-June 2026
Date of last update	June 2015

Technology resources:

Current

Hardware & Software: See pages 7-10 for *Current Hardware, Software, & Technology Inventory*

Other: Beyond the technology housed within the sites, staff and learners also have access to technology within the local communities and partners. For example: Learners enrolled in the colleges have access to the Media Center and onsite computer labs. Learners also have access to a number of local libraries with onsite technology. At multiple site locations, staff are supported by school district personnel and have access to K12 resources and training. Inmates at the Anoka County Sheriff's jail also have the ability to rent iPads to be used within their units.

Future Plans	Resources needed	Timeline
Replace outdated technology in accordance to their districts' 5-year replacement guidelines.	Funding (site based) District technology support	Ongoing
Purchase technology to enhance both classroom and online instruction. Examples: document cameras, additional Chromebooks, Padcasters, laptops, etc.	Funding (site based) Training on any "new" technology (site, district, and/or product specific)	2021-2022 program year, and ongoing

Expectations for staff digital literacy skills and use of technology:

Current

Instructors are expected to: Have a strong working knowledge of Google Suite for Educators, use Google Meet and/or Zoom, communicate through email, have a strong understanding of the different DL platforms their learners are using, (when onsite) integrate technology into daily instruction, be provided with SiD Basic User training and understand how to use SiD and pull reports, complete the “Distance and Blended Learning Basics for Adult Education” (DL Basics) online course, incorporate Northstar DL standards into instruction, and have a working knowledge of Microsoft Office. College instructors need to create classes in Schoology or D2L. Blaine instructors create and maintain a Google Classroom. Columbia Heights and Brooklyn Center instructors create and maintain Google Classrooms for higher level classes. All Columbia Heights teachers create/maintain a class page on the site Weebly page. All Anoka-Hennepin instructors are required to use an online performance appraisal system.

Administrative staff are expected to: Use Google Meet for staff meetings/class support/individual tutoring/remote testing, be provided with SiD New User training and use SiD for student tracking, record additional information in Google Sheets, maintain communication through email, be able to track student performance on DL platforms. Depending on the site, intake staff are expected to understand and implement online testing (TABE and/or CASAS and/or Best+).

Managers are expected to: In addition to instructor and administrative staff expectations, managers are also expected to have a strong working knowledge of SiD reports to provide site and consortia-based data analysis.

Future Plans	Resources needed	Timeline
Upskill in streaming/casting classes for potential implementation of hybrid model that incorporates concurrent teaching.	Anoka-Ramsey Community College location: Updated technology Staff training	FY 21-22
Expand the use of, and training for, online assessment testing	Consortium wide: Staff training Updated technology	FY 21-22, ongoing
Further implementation of a Learning Management System (LMS), like	Elk River location:	FY 21-22

Schoology, effectively and consistently at our site with our learners	Staff training	
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Training for staff on technology:

Current		
<p>Instructors receive training on: All staff get extensive training on job-specific technology and programs. All staff get oriented to using the GSuite (google meet, google drive/docs/sheets), the onsite copiers/scanners/printers, onsite devices (computers, LCD projectors, Smartboard/Prometheus board, Chromebooks, iPads, etc.) All staff receive training and ongoing support for SiD. All staff receive training on any distance learning programs they are using with learners. Depending on location, staff may also receive additional training on Google applications such as Jamboard and Classroom, Screencastify, and Zoom.</p>		
<p>Administrative staff receive training on: All of the training listed above as well as online assessment testing training, as needed.</p>		
<p>Managers receive training on: All of the trainings listed above</p>		
Future Plans	Resources needed	Timeline
We will continue to offer monthly technology in-services. Upcoming topics include Using Weebly, and Google Applied Digital Skills and how to adapt for classroom instruction.	Skilled site staff to facilitate trainings	Ongoing
We will continue to respond to training requests as they either arise or as new technologies are adopted. Examples include providing training on new Google Suite applications, accessing training for new/approved DL platforms/programs,	Skilled staff, either site-based or platform specific, to facilitate trainings	Ongoing

training on new hardware, video editing and recording, etc.		
Central Data staff will receive ongoing training and support in the area of online assessment testing. Training will be extended to additional site staff as needed.	Official Certified TABE & CASAS trainer (Metro North ABE Student Accountability Coordinator) Technology	Ongoing as need for trained staff, By summer 2022 for new staff, then ongoing as needed

Technology access for students:

Current		
<p>In the years leading up to the pandemic, depending on the size and location of the site, technology access and integration varied. Sites such as the jails had very limited access to computers and software and zero access to the Internet, whereas larger sites housed full computer labs, owned multiple Chromebooks for learner use, and had distance learning expectations. However, since the onset of COVID-19, the use of technology has become the number one way we have been able to constantly provide educational instruction. All non-correctional facility sites have set accessing technology and building technology skills for both the learners and staff as a top priority.</p>		
<p>Many sites have been able to loan out devices (Chromebooks, Laptops, and iPads) along with Wi-Fi Hotspots since the onset of the COVID-19 pandemic.</p>		
Future Plans	Resources needed	Timeline
Purchase additional Chromebooks for learner use	Site based funding	Ongoing
Continue to offer HotSpots for learners to check-out	Site based funding	Ongoing

Work with PCs for People to see if we can get donated computers and/or aid learners in securing their own technology	None	Ongoing
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Integration of technology into instruction:

Current		
<p>Classroom teachers incorporate Northstar Digital Literacy standards into their ongoing lessons - presented in person, in a lab, or online. Metro North ABE has three Northstar Digital Literacy proctor sites. All learners, as well as the general public, have access to assessment testing both in-person and virtually.</p>		
<p>The Columbia Heights/Fridley location has had Community Technology Empowerment Project (CTEP) AmeriCorps members onsite for the past seven years providing direct digital literacy skills instruction, helping increase learner technology access, administering NorthStar assessments, supporting the site Weebly, implementing additional DL platforms, as well as supporting staffs' integration of the standards into instruction. An additional member for next year has been awarded.</p>		
<p>(Virtually) Staff at all non-correctional facility locations have spent the past year building capacity through the use of multiple distance learning platforms, synchronous classes held through Zoom and Google Meet, setting up Google Classrooms and Padlets/Wakelets/Weebly pages.</p>		
<p>(In-person) Classroom technology varies, but most sites are equipped with onsite computers, iPads, Chromebooks, SMART Boards, LCD projectors, document camera, etc. Access to this technology has allowed for a multi-media approach to integrating technology into daily lessons. Staff are encouraged to use online resources such as Flipgrid, Padlets, Quizizz, Google Apps, etc to enhance their classroom instruction.</p>		
Future Plans	Resources needed	Timeline
Technology such as Chromebooks will be used more regularly during in-person instruction	Funding to purchase sufficient Chromebooks if not already available	Ongoing

Continue to provide technology as a way to enable learners to connect with classes virtually	Funding to purchase sufficient Chromebooks and Hot spots if not already available	Ongoing
Continue to move from paper/pencil classroom activities to online activities	Training for teachers Site based funding	Ongoing

Distance Learning:

Current
<p>Prior to the COVID-19 pandemic, all sites (except our correctional facilities) were already offering multiple DL platform options. Learners across the consortium had access to online platforms including, but not limited to: Khan Academy, USA Learns, Moby Max, Edmentum, Burlington English, Apex, IXL, D2L, etc. Distance Learning platforms have been used in many different ways including supplemental instruction, onsite technology instruction, as core online texts, and even in some cases, a requirement of the site-based attendance policy. Since the pandemic, sites have either expanded their use with existing platforms and/or have explored new platforms to offer. The online Read Theory platform has been used in place of formal assessments as a way to assess reading levels of learners to be used for initial placement and/or movement between leveled classes.</p>
<p>At our smaller locations, site-based teachers and/or support staff assign, support, and track distance learning platforms that are offered. At the two larger locations, there are dedicated staff who were hired to complete these duties. Depending on the distance learning platforms, progress reports are either pulled bi-weekly or monthly and proxy hours are entered into SiD.</p>
<p>A teacher was hired in November 2020 to create and facilitate both an online Minnesota State Standard High School diploma option as well as an online credit recovery program.</p>

Future Plans	Resources needed	Timeline
Staff will continue to enhance classroom instruction with various online distance learning programs, such as IXL and Burlington English, that connect directly to in-class instruction.	Staff training Site based funding to pay for any associated fees	Ongoing
Staff will offer mini “tech bootcamps” onsite to help orient learners to devices and distance learning programs/platforms	Training for staff Space to meet with learners	By Spring 2022, ongoing
Continue to offer DL platforms with the addition of TVM asynchronous teacher created activities	Training for staff	Ongoing

Current Hardware, Software, & Technology Inventory

Site/Location	Current Hardware/Software/Other	Future Plans
Adult Education Center-Columbia Heights/Fridley	Hardware: 6 printers, (3 of 6 printers are also scanners), 110 chromebooks, 29 ipads, 46 laptops, and 24 desktop computers. All classrooms have ceiling mounted LCD projectors-9 total	Purchase laptops to replace staff tech and when new staff are added. Purchase online DL programs.

	<p>Software/other: MS Office Pro Plus installed, Google Education Suite, multiple cloud based DL platforms</p> <p>Fee based online platforms: APEX, Burlington English, IXL</p>	
Anoka County Corrections, Huber Workhouse	<p>4 Laptops, 1 desktop</p> <p>Software: GED 1120, word processing, Algebra 1 and 2</p>	None at this time
Anoka County Corrections, Sheriff's Jail	<p>Hardware: LCD projector, flat screen TV, 2 laptops</p> <p>Software: Typing Tutor, GED 1120</p>	None at this time
Anoka Ramsey Community College	<p>Hardware: 1 MacBook Air 13" (2018), 1 HP laptop</p> <p>Software/other: Google Education Suite, multiple licensed online platforms</p>	None at this time
Anoka Technical College	<p>Hardware: 13 HP Elite 8300 SFF laptop(2013), 15 Chromebook (2014), 1 HP Elite G1 800 SFF (2015), 2 I Mac 21.5" (2015) 5 HP Laptops (2016), 1 MacBook Air 13" (2016), 10 HP AIO (2018), 1 smartboard w/ HP Elitebook 850, 1 projector w/ HP, EliteBook 850, 3 laserjet printers, 1 iPad</p> <p>Software/other: Microsoft Office 365, Google Education Suite, multiple cloud based DL platforms</p>	Replacing the outdated lab computers (13) and updating the Chromebook cart (15 pieces) during PY21-22. We anticipate adding broadcasting equipment for possible live/online hybrid classes (2 classroom camera/mic/tripod) also in PY 21-22
Blaine Learning Lab	<p>Hardware: 136 Chromebooks , 21 Mac Desktop computers, 24 PC desktop computers, 10 PC laptops, 9 Macbook Airls (with external monitors, keyboards, and mice), 9 document cameras, 12 LCD projectors, 2 copy machines, 5 printers, 2 desktop scanners, 4 iPads, SmartBoard, 10 COW's, 23 HotSpots</p>	Replacing staff desktop computers with MacBook Airls 5-6/year. Replace computer lab technology in accordance to the Anoka-Hennepin 5-year Technology replacement schedule. Purchase an additional 50 Chromebooks to replace aging tech.

	<p>Software/other: Windows 10, Office Suite, Google Education Suite, Cloud Print, Rosetta Stone, Typing Tutor, multiple cloud based DL platforms</p> <p>Fee based online platform: APEX (7 Tutorials, 9 Courses)</p>	
Brooklyn Center	<p>Hardware: 3 printers, one copier/scanner, 10 desktop computers, 13 laptops, 14 chromebooks, and 3 LCD projectors.</p> <p>Software/other: MS Office Pro Plus installed, multiple cloud based DL platforms</p>	
Centennial	<p>Hardware: 16 Chromebooks</p> <p>Software: Google Suite for Educators, Ventures</p>	<p>Purchase a document camera</p> <p>Purchase Apps for English vocabulary building</p>
Elk River Community Education Center	<p>Hardware: 6 ipads, 15 desk tops, 2 laptops, 3 staff chromebooks, 1 printer, 1 scanner, 1 projector</p> <p>Software/Other: Access to multiple cloud based DL platforms</p> <p>Fee based online platforms- Apex 5 GED Tutorials, APEX 5 Courseware, 25 Vocabulary A-Z (Spelling City) seats, 25 IXL seats</p>	<p>Add document readers, replace aging equipment, add more Chromebooks/laptops</p>
St Francis	<p>Hardware: 2 desktop computers, 5 laptops, 4 iPads, 2 SmartBoards, 1 small black & white printer (ABE), 1 large color printer - Building Printer - Billed for copies.</p> <p>Software/other: Rosetta Stone, Google Education Suite, multiple cloud based DL platforms.</p>	<p>None at this time</p>

Sherburne County Jail	Hardware: 6 desktop computers for students, one staff desktop PC and one printer. Two TVs, Two CD Players. Software: typing program, Microsoft office word processing, spreadsheet, GED study materials (limited).	None at this time
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