

# Welcome to the Distance Learning Leads Convening!

September 14, 2020

8:30 am - 12:00 pm



# AEL Fall Institute Pre-Con

## September 14, 2020

- ▶ Monday, September 14<sup>th</sup> Pre-Conference Events:
  - ▶ *Distance Learning Leads Convening - morning - 8:30 – 12*
  - ▶ *Guest Speaker, Vicki Davis, The Coolcat Teacher!*
  - ▶ *TWC Policy Updates*
  - ▶ *Discussion on Tech Integration Plans/Digital Literacy Frameworks*

# Getting to Know You!

- ▶ Take out your mobile device.
- ▶ Go to: Kahoot.it
- ▶ Type in the Game Pin that shows on the screen.
- ▶ Type in a name to identify yourself.
- ▶ The question will show on the computer screen. You answer on your mobile device. Pick the COLOR which matches your answer.



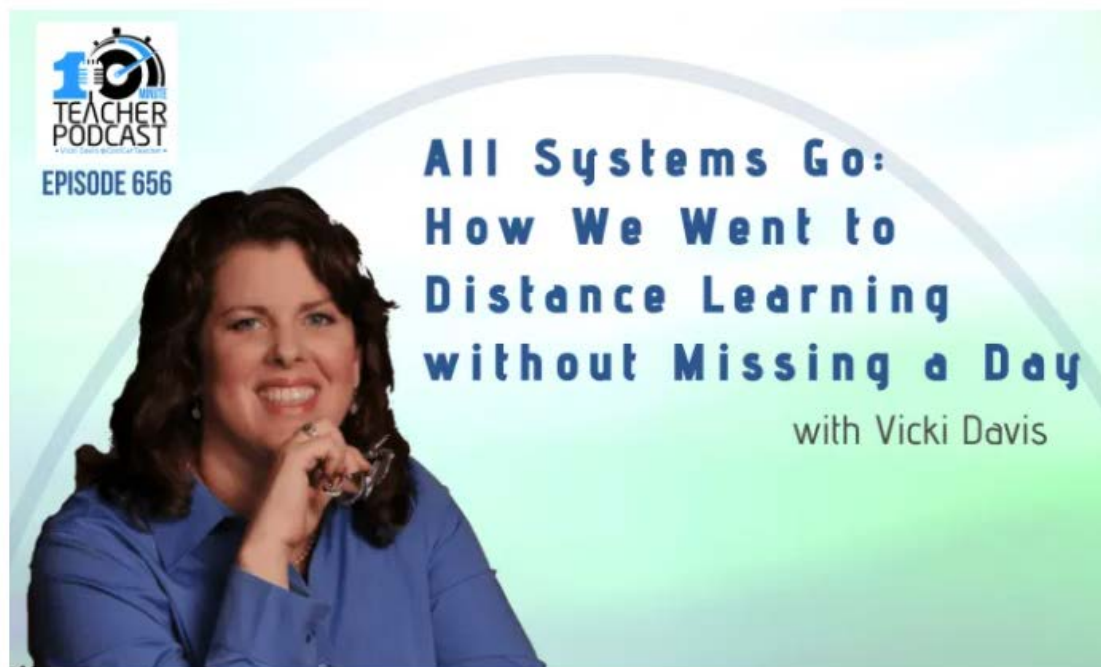
# Icebreakers

- ▶ Are Icebreakers important?
- ▶ What Icebreakers have you or your teachers been using in their remote classrooms?
- ▶ What Icebreakers would you recommend? (put your responses in the chat pod)

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the frame, creating a modern, layered effect. The central area is a plain white space where the text is placed.

Our Keynote Speaker

# Vicki Davis



The screenshot shows a web browser displaying an article on the Coolcat Teacher website. The URL is coolcatteacher.com/all-systems-go-how-we-went-to-distance-learning-without-missing-a-day/. The article title is "ALL SYSTEMS GO – HOW WE WENT TO DISTANCE LEARNING WITHOUT MISSING A DAY" by Vicki Davis. Below the title are social sharing buttons for Comment, Facebook, Twitter, LinkedIn, and Pinterest. The main text begins with "On a Friday, we had school in our physical building. By Monday, we had more students in our online school that we had on the previous Friday. In this episode, 10 Minute Teacher host, Vicki Davis, talks to production editor Vicki Morgan about the story at her school as the students began distance learning due to #covid19 stay at home requirements. You'll learn the tips for onboarding, orienting, and teacher professional development that can help you as you also do this for your school." Below the text is a smaller version of the podcast cover image. On the right side of the page, there is a sidebar with a "Subscribe to the 10 Minute Teacher Podcast" button, a description of the podcast, and logos for Apple Podcasts, Google Podcasts, Stitcher, and Spotify. At the bottom of the sidebar, it says "Total Reach: 405,083" and "200+ Practical Ideas for Teachers".

<https://www.coolcatteacher.com/>

# BREAK

- ▶ 15 minutes

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The text is centered horizontally and vertically on the white background.

Let's Talk Policy



# Distance Learning Policy Updates

## Testing Distance Learning Participants

Testing Distance Learning Participants - Participants enrolled in distance learning classes must be tested according to the same policies and procedures as participants who are not enrolled in distance learning classes, as outlined in the Assessment Guide. ***All tests for distance learning participants must be administered following the publishers' guidelines.***

\*used to say "face-to-face"



and "must appear in person"



## Post testing

All participants engaged in distance learning courses will be post tested after the same amount of instructional time as other participants, as outlined in the Assessment Guide. Both direct contact hours and proxy contact hours are counted to calculate the amount of instructional time required before posttesting. ***Tests must be conducted with a trained test administrator in a secure setting using only state-approved tests.*** More information on testing can be found in the assessment guide:

<https://www.twc.texas.gov/files/agency/ael-assessment-guide-twc.pdf>.

# Distance Learning Policy Updates

## Distance Learning Provider Curriculum Approval Process

Provider curricula for which proxy contact hours are to be calculated must first meet criteria established by TWC. Curriculum providers must certify that their products meet these criteria by submitting a Distance Learning Curriculum Survey at <https://www.surveymonkey.com/r/DLcurriculumsurvey>. Once the survey is received and accepted by TWC, *it is forwarded to the Distance Learning Curriculum Approval Committee for further approval. This may include contacting the vendor to set up a demonstration or other activity as determined by the Committee. Once the Committee has approved, the distance learning curriculum is added to the List of Approved Distance Learning Curricula and available for entry of proxy hours into TEAMS*

\*previous approvals were done by myself and Anson only

# Distance Learning Policy Updates

## Required Training for Distance Learning Staff



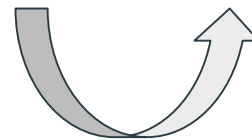
\*used to say "in addition to..."

*As a part of the* PD requirements outlined in the Staff Qualifications, Training, and Development Requirements section

(<https://tcall.tamu.edu/twcael/AELStaffQualifications.htm>),

*Module 1 of the Distance Learning Academy is required for key administrative staff, teachers, and support staff members who are engaged in distance learning, including any instructor assigned to a class that reports proxy contact hours in TEAMS.*

\*used to say Modules 1 & 3 were required



# Distance Learning Policy Updates

Module 3, D-Learning in Texas, covers best practices for developing and implementing a distance learning program that is specific to the needs of AEL customers. By the end of Module 3, participants will have completed either a detailed analysis of their current distance learning plan or a draft of a new plan. ***Module 3 is required for all Distance Learning Leads or others who develop, modify or are otherwise responsible for the DL Plan.***

\*previously required of all staff engaging in DL



## ...Required Training for Distance Learning Staff

*Module 3 is required for all Distance Learning Leads or others who develop, modify or are otherwise responsible for the DL Plan.*

\*previously required of all staff engaging in DL

Who might this include? Please enter your responses in the chat pod.

## ...Required Training for Distance Learning Staff

*Distance Learning and TEAMS is Module 4 of the DL Academy and is recommended for all staff who collect, enter, or use DL reports and remit proxy hours into TEAMS.*

\*Module 4 was not previously mentioned in the Distance Learning Policy

Questions or concerns regarding the Distance Learning Policy should be submitted to: [aeldistancelearning@twc.state.tx.us](mailto:aeldistancelearning@twc.state.tx.us).

Questions or concerns about the Distance Learning Academy should be addressed to: [pdportal@tamu.edu](mailto:pdportal@tamu.edu).

# Digital Literacy

- ▶ Take out your mobile device.
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# A Few Words About *Digital Literacy*

- Does it only mean one's ability to work with all things digital at a basic level?
- Does it only mean focusing on a user's proficiency in using digital applications such as word processors and spreadsheets?
- Type in the chat pod your understanding of "digital literacy"

<https://tcall.tamu.edu/PD-DigitalLiteracyToolkit.html>



# The Definition

*Digital literacy* is defined by the International Museum and Library Services Act of 2010 as,  
“the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.”  
This is the definition adopted by The American Library Association Task Force and is referenced in the Workforce Innovation and Opportunity Act.

# Why is it Important?

- Across the globe, digital literacy is vital to the success of our adult learners
- At the local level, what can we do to help our instructors and our students to become digitally literate citizens?
- Please type in the chat pod your ideas and/or actions to promote digital literacy locally

# Seven Elements of Digital Literacy for Adult Learners

1. Technical - touchscreen check-in at the doctor
2. Civic - managing reputation, etiquette, safety
3. Communicative - social media, email
4. Collaborative - teamwork, CoP's
5. Computational Thinking - spreadsheets, agenda
6. Investigative - search, identify, validate
7. Productive - content creation

<https://edtech.worlded.org/seven-elements-of-digital-literacy-for-adult-learners/>

<https://www.dllr.state.md.us/gedmd/dlfinstructorguide.pdf>

# Seven Elements of Digital Literacy for Adult Learners



# Let's Put It Into Practice

## Digital Literacy Framework Worksheet

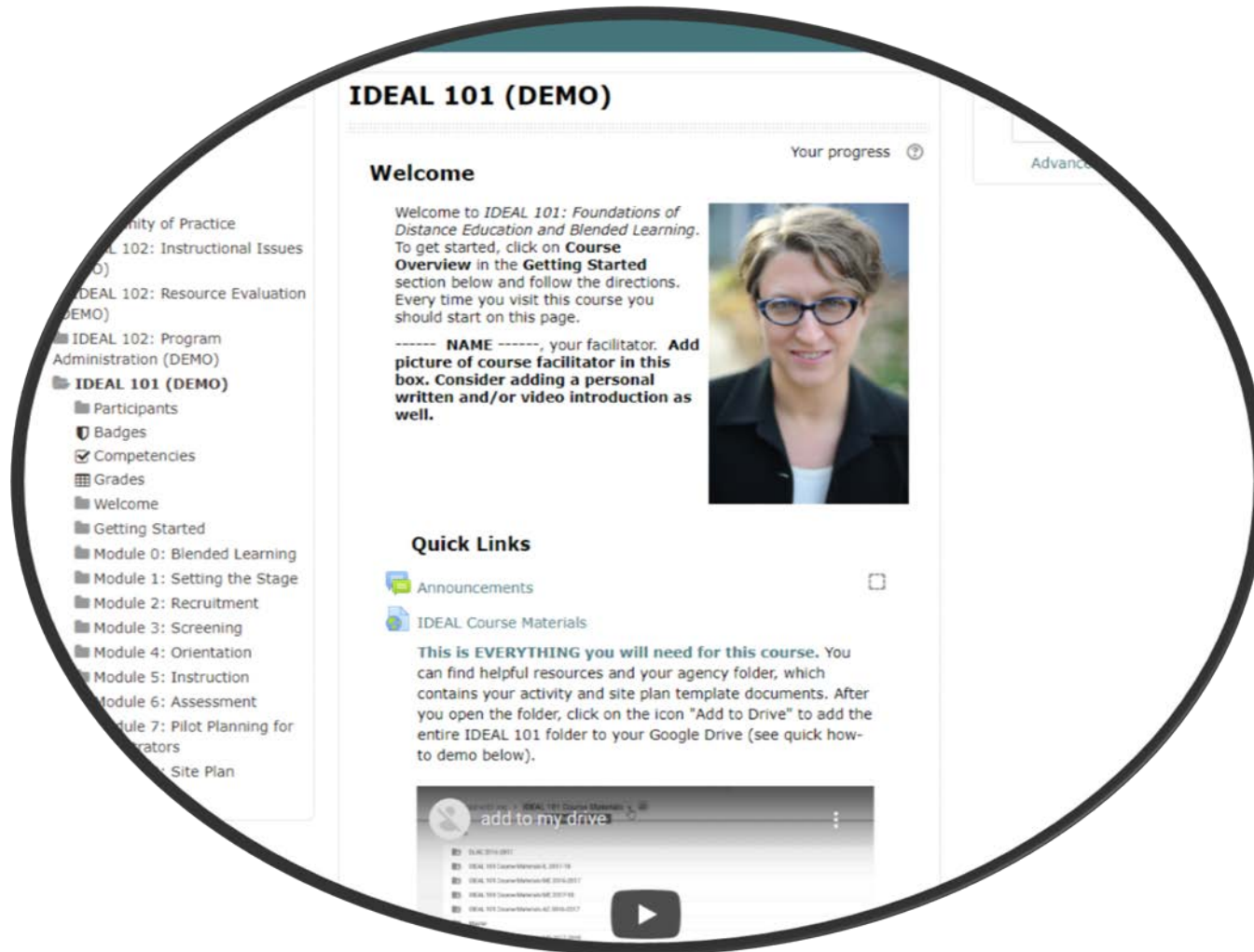
Digital Literacy Framework for Adults

Competency	My Own Confidence Level is... (High, Meh, Low)	I'm confident I can show someone how to meet this framework (High, Meh, Low)	The resources I would use are:	Apps that would help meet this framework competency are:	Website
Example "Civic"	High	High	Notes from previous workshops I've conducted		<a href="https://staysafeonline.org/online/online-safety-basics/">https://staysafeonline.org/online/online-safety-basics/</a>
<b>Technical</b> Physical navigation and operation of digital tools, structures, and conventions					
<b>Civic</b> Using digital tools safely, effectively, and appropriately					
<b>Communicative</b> Sharing ideas clearly, effectively, and creatively with different audiences following digital communication protocols					
<b>Collaborative</b> Connecting and working with others, while using appropriate digital platforms and tools					
<b>Computational thinking</b> Using critical thinking and problem-solving skills in conjunction with technology to gather data, analyze information, and find a solution					
<b>Investigative</b> Finding, identifying, and validating reliable and authentic digital resources					
<b>Productive</b> Creating digital products through the use of digital tools					

# Gallery Walk

Final discussions and the  
Community of Practice

# COMING SOON! - IDEAL Consortium




**IDEAL 101 (DEMO)**

Your progress ⓘ

**Welcome**

Welcome to *IDEAL 101: Foundations of Distance Education and Blended Learning*. To get started, click on **Course Overview** in the **Getting Started** section below and follow the directions. Every time you visit this course you should start on this page.

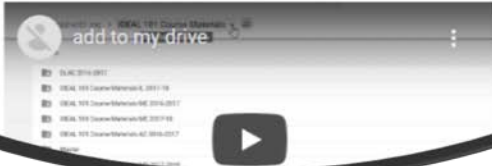
----- **NAME** -----, your facilitator. **Add picture of course facilitator in this box. Consider adding a personal written and/or video introduction as well.**



**Quick Links**

- Announcements
- IDEAL Course Materials

**This is EVERYTHING you will need for this course.** You can find helpful resources and your agency folder, which contains your activity and site plan template documents. After you open the folder, click on the icon "Add to Drive" to add the entire IDEAL 101 folder to your Google Drive (see quick how-to demo below).



# In closing



**Transform how adults learn through**



**EDTECH**

**Learn about how to use technology to help adult workers learn and upskill into a better job**

This free professional development course from ISTE is led by experts in adult learning and educational technology. You'll work with peers to solve real problems related to using edtech to advance adult learning.

**Course start date:** October 2020  
**Course end date:** December 2020  
**Time commitment:** ~3 hours per week  
**Cost:** Free

**To register go to <https://skillrise.org/course> and click ENROLL.**

*For more information about Skillrise or to download the Upskill with Edtech framework, go to [www.skillrise.org](http://www.skillrise.org)*



# September 14, 2020

## 1:00 – 4:30

- Professional Development Coordinators
  - PD Basics
  - PD Requirements
  - PD Portal
  - PD Tracking
  - Content Development
  - PD AWARDS!!

# September 15 – 17, 2020

8:45 – 9:00	Each day: opening remarks with Mahalia Baldini
9:00 – 10:00	Sessions
10:00 – 10:30	Break
10:30 – 11:30	Sessions
11:30 – 1:00	Lunch
1:00 – 2:00	Sessions
2:00 – 2:30	Break
2:30 – 3:30	Sessions
3:30 -	Adjourn

Go forth and LEAD, DL LEADS!

Have a great conference!