



### TDLS 2021

It is confirmed - TDLS will be online in March 2021! TDLS will feel different, but it will still be the conference one and all enjoy attending! Please hold March 3, 4, and 5 on your calendar and be on the lookout for the call to present soon.

TDLS 2021 will be free to attend. We know our educators and administrators are always looking for Distance Learning strategies, innovative resources and tools, impactful practices, and other resources to implement at your school sites. TDLS will fit your educator and learner needs!

If you enjoy learning from OTAN and other adult educators, TDLS is for you. Please check the TDLS website at <https://tdls.otan.us/> for regular updates on the call for proposals, registration, and schedule.



### Inside This Issue:

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- ★ New OTANians

## Silver Linings in the Time of COVID-19

The start of the 2020-2021 school year is like no other that we can recall. Most schools are still under the quarantine that began in the middle of March. And it's not clear when closed schools will be able to reopen for in-person classes and services.

The last six months have been difficult for all of us in the adult education family. However, so many teachers, staff, and schools (and students!) have risen to the occasion to continue working remotely. Although it's easy to dwell on the negative, we are also encouraged by what adult educators are doing to continue the learning and serve students.

Of course, adult educators have learned a ton of digital skills to work online, not only for themselves but to share with students. Students have told their teachers that they like the online format, especially when it helps them overcome barriers like transportation and finding childcare to participate in classes. Schools report that they are able to offer classes online that they hadn't considered before,

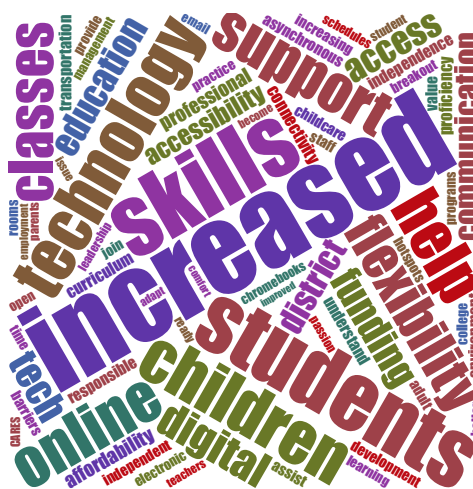
giving students options that didn't previously exist, and schools have moved services online, in some cases perhaps for good. Along the way, students are learning new skills in the realms of time management, becoming college-ready, as well as digital

proficiency. We've also heard that in many cases, adult ed programs moved online as quickly as possible, as the passion for students and their learning came out!

At OTAN, we've tried to provide as much training as possible and we're heartened that so many educators have participated in our offerings. In

mid-June, we reported the results of a survey we sent to the field on what support OTAN could provide moving forward and have made some of those changes. For example, we now offer more webinar series and we are continuing OTAN Office Hours, both in response to the field.

As the school year continues, we hope to share more stories of how adult education is positively responding to remote learning. Contact OTAN if you have a story you would like to share. And stay tuned! 🌟



Word cloud from September New Administrator Training

What are the positive student outcomes in distance learning?

# 2020 Students Succeed Winners

**O**TAN is happy to announce the two winners of our 2020 Students Succeed program who reached their goals with support, guidance, and perseverance!

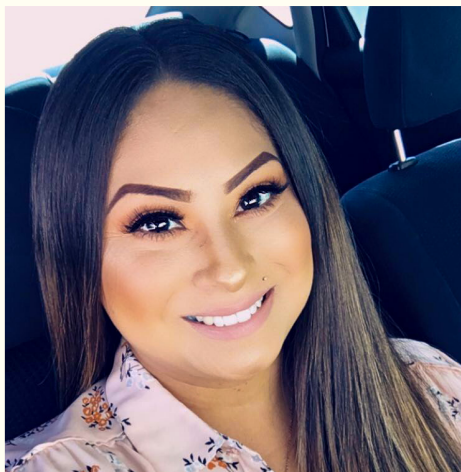
Like many people, Crystal Espinoza had been through some very difficult times in her young life: becoming a teen parent, marrying young, suffering from domestic violence, going through a divorce, and losing family members, including one of her own children. All the while, she still dreamed of earning her high school diploma, so she enrolled at Clovis Adult Education in 2017.

Crystal quickly realized that she needed to multitask while juggling school, work, and family. She was determined and remained motivated to stay in school, work, and still make time to be a great mom. She faced many challenges but stayed focused.

While at Clovis Adult Education, Crystal was a leader and role model, encouraging others to not give up and reach their goals. Her teachers said she was such a positive and inspirational student. Crystal felt that the Clovis Adult faculty and staff equipped her with the tools she needed to be successful, not only in academics but in life.

Crystal earned her diploma; it's now time to chase new goals. She is attending Fresno City College and plans on transferring to Fresno State to earn her bachelor's degree and a special education teaching credential. Having a son in special education inspired her to work in that field.

Crystal was a speaker at the Clovis Adult Education 2018 graduation. She was also the recipient of the



**Crystal Espinoza**  
**Clovis Adult Education**  
Students Succeed Winner 2020

AT&T-Central California Women's Conference-TRIO scholarship. Crystal was recently hired as an instructional aide for the special education department in Clovis Unified School District.

Logan Hindle was born a female but announced at age 5 that he didn't want to be a girl anymore. His mother kept dressing him in dresses, while his stepfather verbally and physically abused him.

After numerous run-ins with the law, he ended up in the juvenile justice system. At 14, he came out to his family. They rejected him, so he ran away to San Francisco. After falling in love with an older woman, they moved to Sacramento.

The internal struggle persisted. Logan tried to shape his female body into a male form and started dressing like a man. He became angry, depressed, and anxious. At 25, he met his wife, but still struggled internally. Logan eventually started his transition process and began to change physically. Logan's wife wanted a child but could not conceive, so Logan stopped taking injections and became pregnant, giving birth to a son. Providing for his son became his top priority, so he went to school and became a CNA.

Logan wanted to become a Medical Assistant, but he had no diploma. After many failed attempts, Logan finally got his GED and enrolled in the MA program at Charles A. Jones Career and Education Center. However, his wife left him and he had to raise his son while in the program. At many points, he wasn't sure how he was going to make it, but he was committed to finishing.

Logan graduated in 2019, and now works with trans and other patients. He says, if it were not for Adult Education that gave me the chance to prove myself, I would not be where I am today. 🌈



**Logan Hindle**  
**Charles A. Jones Career and Education Center**  
Students Succeed Winner 2020





# OTAN

# Face to Face Workshops

2020-2021

Outreach and Technical Assistance Network: [www.otan.us/training](http://www.otan.us/training)

OTAN offers technology integration presentations and workshops. Many of the face to face workshops and presentations offered by OTAN have been repurposed to meet today's virtual environment. Virtual presentations offer information on any given topic in a 1 to 2 hour format (similar to a conference or professional development meeting). Virtual workshops are generally 2 to 3 hours with breaks, led by OTAN Subject Matter Experts (SME's) and, like the face to face option, can be delivered in one or more parts as a hands-on workshop.

Virtual options can also be scheduled as inservice professional development or open to the field with the "host" site having priority on the topics.

To schedule a virtual presentation or workshop for your site, contact OTAN training staff at [support@otan.us](mailto:support@otan.us). If you do not see the professional development workshop you need, OTAN can customize its list of sessions. Visit the OTAN site at [www.otan.us/training](http://www.otan.us/training) and follow the links for descriptions.

- Chromebooks for Adult Education
- Chromebooks for Beginning ESL Students
- Communicating with Your Students Through Online Video
- Creating Accessible Documents
- Diving into Virtual Meetings - Settings and More
- Easy Microsoft Office Projects for Language Practice
- Free Apps for Adult Education
- Gamify Your Classroom Using Online Tools
- Google Applied Digital Skills
- Google Classroom for Adult Education
- Google Forms and Quizzes
- Google Sites
- Google Slides and Draw
- Google Tools, Apps, and Drive
- Internet and Digital Safety Awareness
- iPads for Adult Education
- Microsoft Office for Adult Education
- Mobile Devices in Adult Education
- Moodle: Create a Free Website
- Moodle: Customizing Your Online Course
- OERs: Open Education Resources and Adult Education
- Online Curriculum Options for ABE and ASE
- Online Formative Assessment Tools
- OTAN EL Civics Resources on Moodle
- OTAN Resources for Adult Education
- Putting English to Work in Moodle
- Social Media for Adult Education
- Teaching Vocabulary with Technology
- Teaching with YouTube
- Tech Troubleshooting for Teachers
- Using Tech Tools to Present to and Assess All Learners

## Workshop Requirements

- All online and virtual workshops will take place using the Zoom platform. All participants should have the Zoom application installed and updated ahead of the workshop.
- Computer, laptop, or smart device with current browser (i.e., Chrome, Edge, Firefox, Safari) and the appropriate apps or plugins (see workshop description).
- Internet connection must be of sufficient bandwidth to support audio and video.
- Device speaker or headphones with volume control.
- Optional: microphone with mute setting or button.
- Six participants must be registered two business days prior to the workshop date.





# OTAN

# Online Workshops

2020-2021

Outreach and Technical Assistance Network: [www.otan.us/training](http://www.otan.us/training)

**O**TAN offers free online workshops to meet the demands of busy adult educators. The sessions last from one to two hours. Visit our website at [www.otan.us/training](http://www.otan.us/training) and follow the links for descriptions, schedules, and registration.

- Chromebooks for Beginning ESL Students
- Creating Accessible Documents
- Digital Citizenship for the Adult Education Classroom
- Finding and Using OERs (Open Education Resources)
- Free Apps for Adult Education
- Google Applied Digital Skills
- Google Tools, Apps, and Drive
- Internet and Digital Safety Awareness
- Learn360: Resources for Adult Education
- Licensing Your Creations (Copyright and Creative Commons)
- OERs: Open Education Resources and Adult Education
- Offline Internet: Deliver Instruction Anywhere
- OTAN EL Civics Resources on Moodle
- OTAN Resources for Adult Education
- Putting English to Work in Moodle
- Social Media for Adult Education
- Tech Tools for Civic Engagement
- Tech Up Your Citizenship Class
- The Write Stuff: Writing Skills for ESL and ABE Students
- Triple E Framework
- Using Technology for EL Civics Workforce Skills
- Using Technology to Amplify Student Voice
- Using Technology to Help Students Set, Achieve, and Publicize Goals
- Using the OTAN Teaching with Technology Search Tool

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Any of the above workshops may be customized to fit your requirements; contact us at [support@otan.us](mailto:support@otan.us)

If you do not see the professional development workshop your Adult Education program needs, please visit our website at

[www.otan.us/training](http://www.otan.us/training)

We are always adding new workshops.



# A Poem by Paige Endo

When the shelter-in-place order was issued for California, our adult education family scrambled to ensure we were safe, secure, and could continue our learning. In that process, communication became our critical tool to learn, understand, discover, and connect. The following poem was shared by Paige Endo, Vice Principal at Mt. Diablo Adult Education.

*What is communication like during COVID-19, you ask?*

*It is consistent, like the messaging from our district superintendent to connect, engage, and support...and to "turn to one another and not on one another"...*

*It is heartfelt, like the compassionate e-mails from Parent Ed instructors expressing care, offering tips for providing daily structure and simple activities for their preschoolers, and reminding parents to take care of themselves, too...*

*It is patient, like the repeated explanations, over and over, to students, families, and even staff on how to log into Zoom and mute...unmute...mute!*

*It is heart-warming, like the Adults with Disabilities students' exchanges of*

*greetings and good-byes, reminiscent of The Waltons' "Good-night, John Boy;" and it is hard, like the coordinators/teachers trying to answer the students' burning question: "When can we go back to school?"*

*It is practical and relevant, like the email to Asperger's/high-functioning autistic students outlining protocols of appropriate and definitely inappropriate wardrobe and actions after the first ear and eye-opening Zoom class...*

*It is steady, like the mantra used with 35+ ESL teachers: "We are not behind, we are making a coordinated effort, we need to maintain the integrity of our levels." And it is speedy, like the race to provide resources, training, Zoom practice, distance learning, and Google Classrooms to everyone yesterday...*

*What is communication like during COVID-19, you ask?*

*Communication is nourishing, like blood carrying oxygen to all parts of the body; it is necessary for connections, relationships, classes, and agencies to stay alive...and thrive! 🌱*



## New OTANians



**Renee Collins**  
Adult Education Director

"OTAN has a strong reputation for providing high quality professional development and programming for the adult education field. Who wouldn't want to be a part of that?!" Renee Collins does and is a great addition to OTAN's staff. Hired as the Director of the Adult Education Division, Renee now oversees OTAN, CAEP TAP, and CAERC.

Renee has held varying administrative positions, including Director of Student Services at Yolo COE, Director of College and Career Readiness at Washington USD, and Program Administrator of Adult Education at Elk Grove USD.

In her previous positions, Renee also utilized the resources provided by OTAN. She says that over the years, "I personally have benefitted from many of OTAN's services," including workshops, the OAR site application, reporting and course approvals, and finding lesson materials.

Renee loves the water! Sailing, motor-boating, and swimming are among her favorite things to do, as well as hiking and exploring new destinations. Quiet times include reading and trying to keep up with her mother's book club!

Welcome to OTAN, Renee! 🌱

## Techie's Tech Tip

In the past few months, we've all had to rely heavily on technology in order to communicate with others. With everything going on, we need to remember to relax and take care of our bodies. Try the following:

The 20-20-20 rule: Every 20 minutes, look at something 20 feet away for at least 20 seconds. This will help minimize eye strain.

Remember to blink! Studies show that we blink three times fewer than normal while using a computer, which leads to dry eyes and a higher risk of the corneas becoming scratched. If necessary, use lubricating or refreshing eye drops to restore moisture to your eyes.

Using CTRL and +, enlarge your text! Smaller text makes you squint and hunch forward, which causes eye strain and poor posture.

Stay hydrated! While staring at a computer screen for long periods of time can cause headaches, chances are you're also not drinking enough water.

Stand up and stretch every hour for at least five minutes to get your blood flowing.

Try the 4-7-8 breathing technique: inhale for four counts, hold your breath for seven counts, and exhale for eight counts. Repeat this 3-7 times, or until you feel calm.

If you're able, join a video call from your phone, thus giving you the freedom to move around or get some fresh air. 🌬️



## From the Adult Education Director

A huge shout out to all the adult education administrators, educators, and support personnel who have embraced, whether by choice or not, distance and hybrid learning models as we roll out our fall programs. In recent Regional Network meetings, over 90% of agencies reported having a start-up plan in place and professional development to support it. That is a huge undertaking and I want you to know it is recognized!



In September, OTAN held its annual OTAN Advisory Committee virtually. More than 30 of your colleagues, a mix of teachers, administrators, and adult education partner organizations, met to celebrate the successes, address the challenges, and develop a plan for best supporting the adult education field with the integration of technology and support of distance and blended learning. Some of the items we will address include:

- Teaching digital literacy remotely, including support for parents of K-12 learners
- Leveraging statewide licensing for curriculum pilots
- Exploring learning management systems to better align with K-12 or community college programs
- Developing new webinars for website and document accessibility and integrating assessment and technology with instruction

While always looking forward and innovating, OTAN has a lot to offer you now. I encourage you to stay connected with OTAN through our website, newsletters, digests, OTAN Tech Talks, OTAN Office Hours, webinars, and trainings. We are here for you and wish you all the best with your fall term. 🌟

*Renee Collins*

Adult Education Director



Scan these QR codes to learn more about these exciting OTAN resources!



Visit our COVID-19 Field Support page for resources and information to help you teach and assist students in a remote learning environment.



Watch our videos to learn about teaching tools and resources and a variety of OTAN programs.

OTAN activities are funded by contract CN200091 from the Adult Education Office, in the Career & College Transition Division, California Department of Education, with funds provided through Federal P.L., 105-220, Section 223. However, OTAN content does not necessarily reflect the position of that department or the U.S. Department of Education.