



TDLS 2023

The Technology and Distance Learning Symposium (TDLS) will be a hybrid event offering in-person and virtual sessions! Our friends at Chula Vista Adult School/Sweetwater Union High School District, will be hosting our in-person option. Please hold March 3 and 4 of 2023 on your calendar!

Registration will open in January. We know our adult education colleagues are always looking for distance and blended learning strategies, innovative resources, impactful practices, and other tools to use. TDLS will fit your learner and educator needs!

If you enjoy learning from fellow adult educators, TDLS is for you. Consider presenting this year – the Call for Proposals is now open. Please check the TDLS website at <https://tdls.otan.us/> for information on registration, the schedule, and more.



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OTAN Releases New Digital Learning Guidance

The impact of COVID-19 and the resulting reliance on digital learning in California provided both the opportunity and the momentum for a comprehensive review of the role digital technology plays in supporting adult learning. To that end, the California Department of Education, Adult Education Office, provided funding for OTAN to create the *California Adult Education Digital Learning Guidance*.

In January of 2022, OTAN initiated development of the *Guidance*. To assist with research and writing, OTAN contracted with the International Society for Technology in Education, CASAS, WestEd, and the American Institutes for Research for targeted writing assistance. To ensure broad-based input, OTAN convened a Digital Learning Advisory Committee with over 40 adult educators from the field to review and provide feedback.

The *Guidance* is meant to serve as a practical resource for the many individuals who support adult learners—classroom teachers, classified and support staff, counselors and transition specialists, school administrators, and consortium members in designing and implementing digital learning experiences with adult learners in mind.

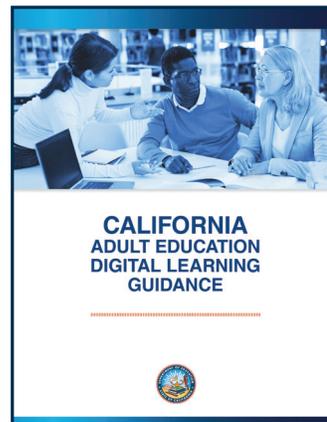
The *Guidance* is based on foundational, research-based digital learning practices

and is divided into seven distinct chapters, a key word glossary, and supplemental materials. Topics discussed in each chapter are as follows:

- Chapter 1:** Overview, purpose, and history of digital learning in California
- Chapter 2:** Equity and access
- Chapter 3:** Adult learning theories and critical foundations for digital learning.
- Chapters 4 and 5:** Designing and adopting flexible learning experiences
- Chapter 6:** Digital assessments and data-driven instruction
- Chapter 7:** How to foster healthy, equitable, and inclusive digital communities.

Threaded throughout the *Guidance* are vignettes featuring California adult educators providing practical real-world examples of meaningful learning using online environments. Vignettes highlight the work of adult educators across the state and feature a broad range of programs and settings.

OTAN released a PDF version of the *Guidance* and later this year a full HTML version will be available on the OTAN website. The OTAN website will house many ways to use this *Guidance* within your agency. 



Digital Learning Guidance

To download the PDF document visit:
<https://bit.ly/CAEDLG>



2022 Students Succeed Honorees

Nicholas Marks

LAUSD Adult Education, Venice Skills Center

Even though Nicholas graduated from UCSB with a Computer Science degree, it proved difficult to find a corporate job without certification. As a result, Nicholas joined the Venice Skills Center in October 2019 and began studying for CISCO certifications with Mr. Yorgason in Networking, CyberOps and Security+ courses.



Nicholas Marks
LAUSD Adult Education,
Venice Skills Center

Throughout 2020 and 2021, Nicholas participated in online conferences, webinars, and competitions to earn over 100 Continuing Educational Units from organizations like SANS, Black Hills Security, Active Countermeasures, Defcon, Blackhat, and more. For the past two years, Nicholas participated in the National Cyber League competition and placed in the top 3% each time. In 2021, he placed gold in the local and state competitions and bronze, nationally, in the SkillsUSA competition for Internetworking. In 2022, he earned gold nationally.

Recently, Nicholas was invited to join the Venice Skills Center campus as a substitute teacher and is in the process of obtaining Career Technical Education credentials. He is excited to join the center to provide additional resources and classes in the form of programming, network security, and automation. In the future he wishes to pursue the Certified Ethical Hacker, E-Learn Security Junior Penetration Tester certificates and pursue his passion for cybersecurity.

Diana Viscarra

Sequoia Adult School

Born in San Francisco, Diana's mother moved her six children back to Mexico when her father tragically died. At 18, Diana decided to leave her family because of the small possibility of obtaining an education in the U.S. She and her brother survived on \$5 per day divided between them. Eventually she found work at the San Francisco Airport in fast food restaurants for more than seven years, always knowing she wanted to do more with her life.

In 2007, she enrolled at Sequoia Adult School taking GED classes in Spanish; however, Diana had to take lots of breaks due to childcare difficulties. Fortunately, a call from a staff member offering support motivated her to ultimately obtain her GED almost a year later. A Transition Advisor at Sequoia encouraged her to enroll in English courses at Canada College assisting with all application forms. Eventually, Diana graduated with an A.S. in Paralegal Studies, and an A.A. in Political Science. Despite all the difficulties of COVID, in 2020 Diana earned a B.A. in Political Science from San Francisco State University.



Diana Viscarra
Sequoia Adult School

Currently she is the Program Director for Upward Scholars. Diana hopes to continue supporting her community and its students. Also, she is passionate about undocumented students and is committed to aid them in achieving their goals through her volunteer work with the Immigration Institute of the Bay Area. 🌐



OTAN offers technology integration sessions in the form of in-person, virtual, and hybrid events. These professional development events can be scheduled as hands-on workshops or presentations and are provided to adult educators and staff throughout California at no cost.

Series sessions are also available for workshops. Where workshops can be scheduled individually, a series is a succession of workshops where skills are gradually built in or around specific topics, apps, and/or digital tools.

All OTAN sessions are customizable to fit the needs of the requesting agency and staff.

Sampling of topics includes:

- A11y in Adult Education
- Applied Digital Skills
- Creating Accessible Documents for AE
- CK12 - Digital Textbooks
- Engaging Instruction
- Google Apps and Tools
- Internet and Digital Safety
- Microsoft Apps and Tools
- Triple-E Framework
- and much more!

Session Requirements

For in-person (3 hour min.)

- Sufficient notice for scheduling.
- A minimum of 10 registered participants one week before the event.
- One device for every participant at the host site OR
- Ability to connect to site WiFi with sufficient bandwidth to support all devices.
- A projection system.

For virtual (1-1.5 hour min.)

- At least 1 week scheduling notice.
- A minimum of 8 registered participants 3 days before the event.
- All participants must be able to connect to a Zoom session.

For presentation (min. time dependent)

- In-person: 2 week notice before event and at least a 60 minute session.
- Virtual: At least 3 day notice before event and at least a 20 minute session.
- A projection system.



For more information about customizing or scheduling, or more information about OTAN Professional Development, contact OTAN training staff at support@otan.us.

OTAN.US
916-228-2580

The Outreach and Technical Assistance Network (OTAN) provides electronic collaboration, information, and support for instructional technology and distance learning to adult education and literacy providers in California. Here is a list of some resources and the path to locate them on the OTAN website:

Teaching Tools and Resources

California Adult Education Digital Learning Guidance - The Guidance is designed to identify, document, and disseminate practical information for classroom teachers, classified and support staff, counselors and transition specialists, and school administrators to support effective implementation of digital learning within adult education.

Accessibility Resources - You will find OTAN-developed resources as well as resources you can use to learn more about accessibility and create your own accessible content and presentations.

Teaching with Technology - A robust searchable database to help adult education teachers and staff locate websites and other technology related to a specific lesson topic. You can filter your search by level, subject, and standards.

Web-based Class Activities - Web-based activities are monthly technology-based activities organized around instructional themes and topics as well as edtech tools, with ideas on how to get started and how to use in the classroom.

California Distance Learning Cooperative - The CDLC is a partnership between Instructure, the Sacramento County Office of Education, OTAN and CAEP TAP to provide access to distance, blended, and in-person learning through the Canvas Learning Management System (LMS).

California EL Civics Exchange - The California EL Civics Exchange is a repository for original EL Civics instructional materials created by California WIOA, Title II: AEFLA/EL Civics agencies which can be used to teach EL Civics content to English language learners.

Curriculum Offers - OTAN works to negotiate the best free or reduced-cost special offers for online curriculum licenses and professional development resources suggested by our OTAN Advisory Committee and adult educators in the field.

Lesson Plan Builder - Create, share, and publish lesson plans that address adult education content standards.

Video Presentations

Watch our recordings on the following topics:

- Teaching and Working Online, Academic and Workforce Training, and Equity and Inclusion
- Google Tools, Microsoft Tools, and Digital Tools
- Devices and Using Video
- OTAN Tech Talks
- And more!

Stay Connected

Adult Education News - Catch up on recent and past news items about OTAN events and services as well as issues of interest to the field regarding technology and tech integration.

OTAN Digests - Items of interest to administrators and teachers, including new resources, training opportunities, and recent news, published monthly.

Newsletter - OTAN's Newsletter is full of news, stories, tips, and helpful information, published three times a year.

Social media - Follow us on Twitter, Facebook, LinkedIn, and our YouTube channel and stay up-to-date with OTAN.

Other Items of Interest

Technology and Distance Learning Symposium - OTAN's annual conference with presentations that show participants how to integrate technology to enhance the learner experience, extend the classroom to learners through blended/distance learning, and help adult education programs be more effective and efficient.

Adult Education Students Succeed - Every year, OTAN invites nominations of adult education learners who are successful as a result of the education received at California adult education agencies.

Digital Leadership Academy - DLAC is a two-year program designed to be flexible in how agencies can best use the resources offered by OTAN to support their technology integration, distance learning, or blended teaching agency goals.



(Hy)lighting the Future

With classes reopened after the COVID shutdown, a major consideration for educators is to what degree courses and services will be offered online. For many students, the choice between traditional, virtual, and hybrid allows more student options for flexibility and learning. For schools, this means offering a combination of in-person, online, and blended or hybrid classes. This newer opportunity to serve students with several learning choices promises an exciting venture into the future. Featured here are three examples of agencies embracing newer models.

Two agencies implementing HyFlex, or hybrid flexible instruction, are Garden Grove Adult Education and the San Diego College of Continuing Education. Both embrace the following similarities:

- Removing barriers for students (e.g., transportation, securing childcare, and attendance costs) so people can attend to their education. This leads to increasing measurable agency gains and reaching their yearly goals.

- Expanding HyFlex classes in all areas which include older adults and adults with disabilities.
- Providing digital skills training in all cases

Rolling out blended and hybrid instruction also requires digital skills preparation for students to manage their coursework. Campbell Adult and Community Education designed CACE Connect, which is a four-day onboarding module that prepares and trains new students with beginning digital skills such as setting up and accessing Gmail accounts, sending emails, and logging into Zoom and exploring its features. This introduction eases some student anxiety toward returning to school and provides an equitable beginning for all who attend.

These three programs highlight ways our field supports students and their learning. We look forward to hearing more about how adult education agencies are supporting students by expanding course options that meet them where they are. 🌐

New OTANians

With the retirement of Penny Pearson, Distance Learning Coordinator for OTAN for 15 years, OTAN needed to find someone to fill the void she left behind. Anthony Burik, OTAN's former Project Specialist II, accepted the challenge. Congratulations, Anthony!

Filling Anthony's prior position is Karin de Varennes. Previously, she was a Coordinator in the Language & Literacy Department at San Joaquin County Office of Education. A few of her job duties with OTAN will include social media, OTAN Newsletter and Digests, and Students Succeed. When asked what made her want to join OTAN, she replied, "I am interested in professional learning that integrates content, technology, and language development, and to provide a variety of ways to



Diana Volosenco and Karin de Varennes

support educators and help with transformation of schools."

Diana Volosenco comes to OTAN by way of Washington Unified School District, where she worked for three years as a Transportation Technician. As Staff Secretary, she will be assisting staff and Subject Matter Experts with travel arrangements, reimbursements, contracts, among other things. When she's not supporting us in the office, she enjoys playing tennis, traveling, and spending time with her family.

Welcome to the team, Karin and Diana! 🌐



Techie's Tech Tip

Ever wonder how some people can do things with their computers without using a mouse to find a menu? Or exclaim "WHAT?!" when a task was completed so quickly it seemed like magic? It's not really magic - it's a shortcut key combo!



Every operating system and application will have a set of key combinations to complete tasks quickly. The same tasks are located behind menus which can be hard to find. Use a shortcut instead!

Below are some shortcuts with links to sites so you can find and make your own shortcut magic!

PC (Windows 11)

- Alt + tab cycle through open apps
- Windows key + i open computer settings
- Windows key + k open connect sidebar (bluetooth)

Windows 11 shortcut keys:

<https://bit.ly/win11hotkeys>

Mac (Apple)

- cmd + comma (,) open settings of the app in use
- cmd + option + L open downloads folder
- cmd + shift + 5 capture screenshot area

30 keyboard shortcuts for Mac:

<https://bit.ly/Machotkeys>

Chromebook

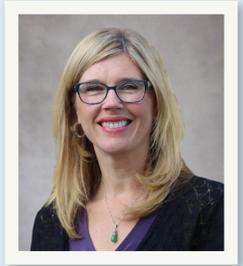
- alt + tab cycle through open windows
- alt + shift + m open files directory
- ctrl + alt + z toggle ChromeVox (spoken feedback)

Best Chromebook keyboard shortcuts:

<https://bit.ly/ChromeHotkeys>

From the Adult Education Director

What does it mean to be digitally resilient? For learners, that might mean completing a job application online, operating robotic equipment at work, making an online appointment with a doctor or texting with a health professional, monitoring a child's progress in school, or paying online bills. Digital literacy, especially since the pandemic, has become a core literacy necessity to the success of students in their personal and civic, educational, or work lives.



Over the past year, Jobs for the Future (JFF), World Education, and Safal Partners have launched the [Digital Resilience in the American Workforce \(DRAW\) initiative](#) and have conducted a landscape scan to identify the instructional resources and approaches that best assist educators to increase students' digital literacy and digital resilience. DRAW has adopted the term digital resilience, developed in 2020 by the Digital US coalition, to signify "Having the awareness, skills, agility, and confidence to be empowered users of new technologies and adapt to changing digital skill demands. Digital resilience improves capacity to problem solve and upskill, navigate digital transformations, and be active participants in society and the economy."

DRAW has taken the findings from the landscape scan and developed resources and professional development that can positively impact adult digital literacy. They will be releasing these resources throughout 2023 to state leads.

OTAN looks forward to bringing you additional information, resources, and professional learning as they become available from DRAW. 🌐

Renee Collins

Adult Education Director



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



The *California Adult Education Digital Learning Guidance* is meant to serve as a practical resource for the many educators who support adult learners. Scan for the full PDF document.



The California Distance Learning Cooperative (CDLC) supports equitable access to high-quality content and instructional continuity through Canvas LMS. Scan for a list of the many benefits of joining our CDLC.