



Canvas Renewal & Onboarding Process

Agencies with current MOUs (Memorandum of Understanding) for FY 22–23:

1. Download & complete the new [23–24 MOU](#) (Memorandum of Understanding).
2. Include a purchase order for the number of licenses requested (\$6.27/license, includes management fee).
3. Pay invoice within 30 days of receipt.
4. Any new licenses will be available as of July 1, 2023.

Agencies who would like to onboard with the California Distance Learning Cooperative (CDLC) and use Canvas at their site for FY 23–24 should also use the 4-step process outlined above.

Prompt renewal of MOU's helps OTAN to get a sense of the Canvas support needed for the field in the next program year. We appreciate your partnership and dedication to the adult learners we all serve.

For further questions and/or support please contact aecanvas@scoe.net.



Inside This Issue:

- ★ FAREWELL CA AE ONLINE COURSES
- ★ Berkeley Adult School and Canvas
- ★ TDLS 2023
- ★ Students Succeed Nominations

Data and Our Work in Adult Education

Like other educational organizations, OTAN recognizes the importance of data to inform our work and gauge the effectiveness of edtech tools and topics we discuss with adult educators in the field. For example, in the newly released *California Adult Education Digital Learning Guidance* in which OTAN was the Lead Agency, data is referenced throughout the document, from the chapter titled Data-Driven Instruction and Digital Assessments to a mention of ways to understand learners' needs – conducting pre-assessments and periodic surveys – in the chapter Ensuring Equity and Access.



For many years, OTAN has coordinated the administration of two surveys that have helped us and our colleagues understand technology skills, access, and trends among adult education students and teachers. One is the Student Technology Intake Survey which is intended to get a basic understanding of student access to devices, Internet connectivity, and technology use and ability. An agency can review its local results and compare those results to the data OTAN aggregates for the state. The other survey is the

Teacher Self-Assessment which asks questions in four different areas: general technology use, specific classroom technology use, opinions and attitudes on technology integration, and areas of technical needs and improvement. Both surveys are a part of the Continuous Improvement Plan; an agency can use the results from both tools to plan for staff training, student learning, equipment purchases, partnerships, and more. The student survey can be completed throughout the year, while the teacher survey was issued in January.

For a number of years, OTAN has taken the survey results, data from our partner CASAS, and NRS Federal Reporting Table data and produced a Distance Learning Report with analysis of adult education in the state and recommendations for further research and reporting. These annual reports can be found on the OTAN website at <https://otan.us/AboutUs/Reports> This is another resource that OTAN provides to the field that we hope helps agencies make informed decisions about how to effectively apply technology in the programs and services they offer their learners. 🌐

FAREWELL CA AE ONLINE COURSES!

In an effort to standardize an online learning platform across the state and ease the transition to higher learning for adult education students, OTAN has adopted Canvas as its LMS. In the meantime, after 15 years as OTAN's chosen LMS, the OTAN Moodle server, California Adult Education Online Courses, was retired on December 31, 2022. Much has been achieved since 2007:

- With over 200 agencies qualified to use Moodle, OTAN provided training, course shells, and full OER courses for a majority of adult education agencies throughout California.
- Over 200 adult educators requested to use Moodle in their classroom
- Over 50,000 students completed coursework on OTAN's Moodle server
- New teaching tools were introduced to teachers such as Poodll, Nanogong, Learn360, and H5P.
- Over 30 courses from OTAN and other sources such as NROC and WorldEd were created and shared for ESL, ABE, HSE, and CTE classes, as well as professional development for adult educators.



OTAN hopes to serve as many adult education agencies through Canvas in the years to come. 🌐

Berkeley Adult School and Canvas

Berkeley Adult School adopted Canvas as part of the OTAN CAEP Pilot in Fall of 2021. We connected our Student Information System (SIS) to Canvas to add rosters to Canvas courses. Teachers were trained and liked the ability to place all their course materials in one place, where they can control the flow and access to the materials through Modules. Teachers appreciate the different types of items they can add to modules like discussions, assignments, website links, files, external tools, and quizzes. With the Rich Content Editor (RCE) and access to Google Drive files, teachers love making materials more dynamic with images, embedded videos, audio recordings, PDF's, and more. With integrations like Google Cloud Assignments, PearDeck, and IXL, teachers are simplifying students' access to the curriculum.



Teachers relish the different ways that students can submit assignments including text entry, audio/video recordings, file uploads, PDF annotation, and more. Through the gradebook, teachers see completed work and provide feedback through text comments, annotations, audio comments, and/or videos. With an accessibility checker to make content more accessible and an immersive reader to read the page, students are enjoying Canvas too. Students like the increased access to schoolwork to review materials, make up for missed classes, work synchronously/asynchronously, submit work, and receive feedback.

Although we started the pilot during the pandemic, it is safe to say that Canvas with all its features is more than a pandemic solution—it is an everyday solution. 🌐

*Submitted by
Alfred Miller, Adult School Teacher,
and Instructional Technology Support*

TDLS 2023

Mark your calendar, March 3-4, for our first Hybrid Technology and Distance Learning Symposium (TDLS) hosted by Chula Vista Adult School! Virtual and in person registration is now open. #TDLS23 will bring all the hard-working EdTech minds together again for an opportunity to share best practices, innovative teaching strategies, and engaging content. Everything learned will give practical examples immediately to put into practice with adult learners. The two-day TDLS lineup will offer both morning and afternoon sessions designed to meet individual educator schedules.



Dr. Cherina Betters

We are very excited to announce Dr. Cherina Betters as our keynote speaker! Dr. Betters is the Chief of Equity and Access with a county office of education in Southern California. A lifelong learner, she has served in the field of education for 18 years as a teacher and administrator serving students, families, and communities in her area. Raised primarily in a single-parent home with severe economic challenges, Dr. Betters has always viewed education as the means to overcome. The first in her family to graduate from college, Dr. Betters has a deep appreciation for education and the educational process. Dr. Betters is committed to advocating for students and educational excellence through equity.

Please visit tdls.otan.us to register. 🌐



Early registration to TDLS gains cost-free entrance for a limited number of registrants for Bootcamp slated for March 2nd, 1-4:00 pm. The three [Bootcamp](#) offerings are **Canvas, Advancing through Google, and Working with Microsoft Office for Instruction and Certification.**

Students Succeed Nominations Are Open! January 2nd – April 1st

Nominations are currently being accepted for the 2023 California Adult Education Students Succeed program. Each year, OTAN recognizes adult learners who are successful as a result of the education received at adult education agencies. They inspire and embody a resilient spirit, overcome difficult challenges, contribute within their own communities, and improve their own circumstances. The many past nominated people and their stories are posted on our website <https://adulthoodlearners.org/>. These serve to inspire and encourage us all.



Please consider nominating a deserving adult education learner. The top four highest scoring nominees will be honored at the CAEP Summit in October and ACSA's Leadership Summit in November. Find the nomination form on the Students Succeed webpage at <https://adulthoodlearners.org/>. The deadline to submit is Monday, April 1, 2023.

Our adult learners, our caring adult educators and support staff all deserve to be recognized for the incredible work happening throughout California. If you have any questions, please contact support@otan.us or call us at 916-228-2580. 🌐



[Helen \(Hoa\) Hoang](#)
2022

[Students Succeed Honoree](#)



[Melina Bezada](#)
2022

[Students Succeed Honoree](#)



[Nicholas Marks](#)
2022

[Students Succeed Honoree](#)



[Diana Viscarra](#)
2022

[Students Succeed Honoree](#)

Accessibility Tip

Alt text (alternative text) describes the appearance or function of an image on a page. Alt text is read aloud by screen readers used by visually impaired users, displays in place of an image if the picture does not load and is indexed by search engine bots to better understand the content of your page.



As an educator, when should alt text be used?

- Informative images like graphics, photos, and illustration which convey meaning.
- Functional images like when alt text needs to describe the function (e.g., “save file”).
- Images of text need alt text only when the person cannot find the text elsewhere.
- Complex images like graphs or diagrams can be described in the text or in alt text.
- Groups of images need alt text and can be grouped together as one alt attribute.

How to write alt text?

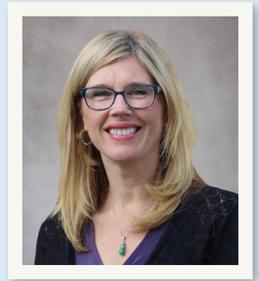
Using the alt text provided, which description best creates a mental image in your mind?

- Coffee house
- Person pouring cream
- Person with blue gloves pouring cream
- Coffee barista wearing a white shirt, red bowtie, blue apron and blue gloves pouring foam into a white coffee cup.

[Visit this link and discover if your mental image and the actual picture correlate.](#)

From the Adult Education Director

At last fall’s CAEP Summit, OTAN presented the [California Adult Education Digital Learning Guidance](#) (Guidance) and invited participants to offer feedback on the Guidance via Google Jamboard. Participants commented the Guidance was invaluable for the adult education field and appreciated a single reference tool. Participants asked for professional development that could include roundtables to collaborate about implementation strategies, the design of classroom lessons aligned to the Guidance recommendations, and a self-paced and/or guided course to introduce staff to the Guidance.



This feedback, along with recommendations from the Guidance Advisory team, established a vision for OTAN and partner, International Society for Technology in Education (ISTE), to build two supporting resources. They are a Facilitator’s Guide and Canvas Course.

- **Facilitator’s Guide:** The guide will provide interactive, professional development materials for trainers to use within their own agencies including a step-by-step guide with handouts, slides, lesson plans, and coaching strategies.
- **Six-module Canvas course:** Modules will be designed for agencies to use with staff highlighting instructional activities which incorporate learner voice, backwards design tips, and lesson planning activities.

OTAN plans to share these resources in Summer 2023.

Renee Collins
Adult Education Director



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



The **CAE Digital Learning Guidance** serves as a practical resource for individuals who support adult learners. Access with this QR code.



Visit the **Technology and Distance Learning Symposium website** to learn more about TDLS and to register for this year’s conference.