



TDLS 2020

The Technology and Distance Learning Symposium (TDLS) will take place on March 6 and 7, 2020 in OTAN's home city of Sacramento! Our host site this year is Charles A. Jones Career and Education Center, Sacramento City Unified School District.

This technology rich, premier event will offer relevant and new information, dynamic presentations, and hands-on skill development to enhance your blended/distance learning programs and enrich technology integration in your classroom. Topics may include: Augmented Reality for Adult Learners, Digital Equity and the creation of accessible learning material, the latest and greatest technology learning/productivity tools, and more.

Present at TDLS - Call for Proposals is open from September 16 to October 31, 2019.

Registration opens November 18, 2019 - Registration is only \$35.00!



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Looking Forward in the Fall



It's school time again! You're probably feeling excited and maybe a little sad that summer is over. We are sure you have something new happening at your site. New administrators, new teachers, new students, and maybe even new devices. Luckily, these "new" worries only stick around for a little while. Hopefully things have settled down and now is a good time to review plans to complete important state deliverables for WIOA, Title II funded agencies. Below are a few items to consider:

Update all your agency contacts through the <https://caadultedreporting.org/adulted/> website. Select "Contacts" and make sure all the information is correct. (If administrators need help accessing the site, contact support@otan.us for assistance.)

Awaken your Technology and Distance Learning Plan (TDLP) team to get started on revising and submitting your TDLP. Watch for announcements from CDE and OTAN on when the TDLP site will open so you can start working on your plans. The TDLP is set to open by October 1, 2019; the plan submission deadline is January 31, 2020, but you can always submit it early. Contact OTAN (support@otan.us) if you have any questions regarding the TDLP deliverable.

On Sept. 3, 2019, CDE sent an announcement with details and support to help develop an agency's annual Professional Development (PD) plan. A copy of the letter appears here: https://calpro-online.org/documents/annualprofdevplan/CDE_IntroductoryLetterAnnualPD-PlanSept2019.pdf. Use the optional

worksheet to guide your agency in identifying priority PD goals based on data. Then use the two Word document templates to self-assess your agency's PD progress last year and develop PD goals for this year. Administrators will be able to copy-and-paste from the Word documents (hyperlinked in CDE's letter) into the online templates when they become available. The online portal is scheduled to open Oct. 1 and the agency PD Plan is due Oct. 31. Contact CALPRO (calprohelp@air.org) if you have any questions regarding the PD Plan deliverable.

If you are a new administrator, or just want to keep up to date, the California Department of Education, Adult Education Office printed an online document showing all due dates for data and document submissions for the 2019–20 year. Link to: <https://www.cde.ca.gov/sp/ae/fg/wioa19datadocshed.asp>

As January draws near, consider gearing up to teach learners the importance of participating in the US Census. There are many campaigns and materials available, in fact a great resource is our OTAN news item from June 2019 "Start Planning for the 2020 Census!" (Link to: <https://otan.us/stay-connected/adult-education-news/2019/start-planning-for-the-2020-census/>). Also be sure to consider the COAPP #54 *Identify the importance of and the barriers to participating in the Decennial Census* (Link to: https://www2.casas.org/elc/index.cfm?fuseaction=COAAPSList_details&ELCAssessStatusID=18067) found on the CASAS website under California Civic Participation. 🌐

2019 Students Succeed Winners

O TAN is happy to announce the two winners of our 2019 Students Succeed program who reached their goals with support, guidance, and perseverance!

Carlada Thomas was a childhood victim of physical and emotional abuse. Her mother was a drug addict and her father was imprisoned twice. Carlada had a "victim" mentality and didn't begin her recovery until her thirties. This single mother decided to not allow her past to define her or her children's future.

Carlada enrolled in Adult Education to earn her high school diploma through the Sutter County Superintendent's Office of Education. She struggled with her class work but persisted to be a role model for her children and others who struggled, completing her high school credits in January 2019 and then beginning community college classes. While completing her credits, Carlada worked full-time to support her family.

During the last ten years, Carlada has helped with a program which provides meals to people in the Yuba-Sutter area. She has worked at the Mobile Community Closet providing clothing, shoes, and school supplies to needy people. Carlada is also the co-founder of WOG Lifestyles, which provides encouragement, affirmation, and resource assistance to the needy.

Carlada desires a career in social work. She plans to obtain her AA at Yuba College and her bachelor's at Sacramento State University. Eventually, she would like to open a center for individuals left to deal with the guilt and aftermath of having incarcerated parents, helping others avoid



Carlada Thomas
Students Succeed Winner
2019

repeating the mistakes of previous generations and achieve their goals to better themselves, their children, and their communities.

Although he came from Mexico with a high school diploma and had attended university, Jesus Lopez-Varela was at a disadvantage when he arrived in California because his English language skills were lacking. He began working two jobs, but he soon realized he needed ESL classes. After completing ESL, he applied for a tutoring job at Oxnard Adult School. He needed to get his GED; once he did that, he decided to get his high school diploma through OAS's Options Program. As a Migrant tutor, he helped others work toward their diploma, while continuing his part-time jobs.

OAS saw the potential in Jesus and offered him a full-time guidance technician position, helping more students pursue their educational goals. After a few years, Jesus decided to take classes at Oxnard College. He was an outstanding student, so OAS supported him in finishing his degree. Jesus graduated with a bachelor's in Spanish from CSU Channel Islands. He wanted to become a teacher, so he found a part-time teaching credential program.



Jesus Lopez-Varela
Students Succeed Winner
2019

While working on his credential, he saw the need for a Spanish language GED/HSE prep class. He approached OAS with his plan and was given approval once he earned his credential. He has been teaching this class since its inception and has helped students earn their HSE certificate.

Jesus was awarded the Classified Person of the Year from Oxnard Union High School District in 2015. He continues to promote OAS classes at local fairs, neighborhood meetings, and swap meets. 🌐





OTAN

Face to Face Workshops

2019-2020

Outreach and Technical Assistance Network: www.otan.us/training

OTAN offers free face to face, technology integration workshops. Many of these workshops can be offered in two parts (three hours each) for a more in depth approach on a topic. To schedule a face to face workshop for your site, contact us at support@otan.us or call 916-228-2580. If you do not see the professional development workshop you need, contact us with your request for a customized face to face session.

Visit our website at www.otan.us/training and follow the links for descriptions.

- 360 Photos
- Augmented Reality in the Classroom
- Chromebooks for Adult Education
- Chromebooks for Beginning ESL Students
- Communicating with Your Students Through Online Video
- Creating Accessible Documents
- 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 Communication Tools
- 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
- SMART Goals for Your Technology Plan or the Classroom
- Social Media for Adult Education
- Teaching Vocabulary with Technology
- Teaching with YouTube
- Tech Troubleshooting for Teachers
- Triple E Framework
- Using Tech Tools to Present to and Assess All Learners

Face to Face Workshop Requirements

- There must be one device (i.e., PC, laptop, Chromebook) for every individual registered in a workshop.
- The site's network and bandwidth must be open and of sufficient speed to allow all registrants access to workshop dependent apps, content, and websites at the same time.
- All devices must have a current browser version installed (i.e., Chrome, Edge, Firefox, Safari) and all other applications as applicable to the individual workshop.
- The trainer must be able to use the teacher station or connect their own device to the site network and LCD projector. There should be a screen for class viewing.
- Ten participants must be registered 14 business days prior to the workshop date.





OTAN

Online Workshops

2019-2020

Outreach and Technical Assistance Network: www.otan.us/training

OTAN 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 and follow the links for descriptions, schedules, and registration.

- 243 To Go!
- 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

Online Workshop Requirements

- 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.

Any of the above workshops may be customized to fit your requirements; contact us at 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

We are always adding new workshops.



New OTANians

After over 20 years with OTAN, Randi Knutson retired from her role as Coordinator for Programming and Application Development. Taking her place is Angela Steele, our new Lead Application Developer. Before coming to OTAN, Angela Steele was with the Sacramento County Office of Education in the Internet and Media Services division, where one of her many projects was the creation of the California Adult Education Program website (caladulted.org). Now that she's joined OTAN, she'll be working to create and manage web development projects for both CDE sites and internal OTAN needs. One of her reasons for making the jump to OTAN was that she "wanted to join a great group of people who work on projects that make a positive impact on people's lives."



Angela Steele
Lead Application Developer

After a 14-year stint with Franklin Templeton, David Espinoza has joined the OTAN ranks as our Senior Management Information Systems Specialist. He's responsible for managing the content on OTAN websites, as well as ensuring its accessibility. His major focus right now is migrating content to the new <https://otan.us> website redesign. "I'm someone who loves to learn, as well as teach on topics I am passionate about. Learning is a nonstop thing. Some people learn for enjoyment, some learn out of necessity. Whatever the case, I will gladly lend any skills I have to help."



David Espinoza
Senior MIS Specialist

Welcome to the team, Angela and David! 🌟



Are Your Stakeholders Engaged?

How do you share your services and success with your stakeholders? Do you have regular communication with your Superintendent and School Board? What about local community leaders and representatives? Are you taking advantage of social media and other promotional tools to get the word out?

Great things are happening across California as programs at local adult schools and community colleges continue to focus on learners without high school diplomas, literacy training for English as a Second Language and Adult Basic Education students, and workforce preparation and career technical education. By collaborating through the California Adult Education Program (formerly AEBG), more schools and colleges are partnering with local entities, such as libraries, community based organizations, and local Workforce Investment Boards. These CAEP partnerships help strengthen communities, and with the development of Integrated Education and Training

courses, contextualized learning helps students achieve at a faster pace. Many schools are planning activities and instruction to help students complete the 2020 Census. Courses have been modified to meet the local needs of students to increase participation in adult education.

This year, make a weekly commitment to highlight your work showing your success. OTAN can help you get started. Would you like assistance or face to face training for staff to promote your agency? Need help using technology for highlighting success via social media or for class activities that engage local leaders? Contact us for assistance and also plan to attend our Technology Distance Learning Symposium in March and learn what's available. With information and services provided by OTAN, we can help your agency increase educational technology integration and your Adult Education presence. 🌟

Techie's Tech Tip

Do you ever try to share links to websites with your students in the classroom, but have a hard time directing them to <https://youtu.be/1kbMlsrje4M>? “Go to y-o-u-t-u dot b-e, forward slash, the number one, lowercase k, lowercase b, capital M... Is that an L? Actually, I think that’s an uppercase l, lowercase s, lowercase r, lowercase j, lowercase e, the number 4, capital M, and press enter.”



Make it easier by using a URL shortener, such as TinyURL (tinyurl.com) or Bitly (bit.ly). I was able to turn <https://youtu.be/1kbMlsrje4M> into <https://tinyurl.com/tlds2019> and <https://bit.ly/tlds2019>.

Give it a try! 🌐

From the AE Director

Whether you are a new or experienced adult educator, the start of school brings excitement and planning for a year full of opportunity. Moving toward 2020, adult education in California is more stable and ready for growth with dedicated state funds to sustain and expand educational services across the state. Each year, OTAN is ready to assist you to succeed with online resources, face to face and online trainings. We have added support for the Applied Digital Skills course where you will learn to use the curriculum developed by Google with a series of lessons for basic to advanced level learners. We continue to support teachers with online teaching for distance or blended learning and we are organizing the 2020 Technology and Distance Learning Symposium that will be held in Sacramento. The time for you to expand educational technology integration is now, and OTAN is here to help you with creating new opportunities for California adult learners. 🌐



Diana Batista
Adult Education Director



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