



**Adult Career
Pathways**

ACP

Yes, You Can! Distance Learning in Adult Career Pathways

Thursday, May 14, 2020

1:00pm - 2:30pm

Welcome!

TECH CHECK

- ▶ Astrid Liden will assist with any tech issues. Chat any questions or needs in the taskbar.
- ▶ All participants are muted from our end.
- ▶ Raise your hand if you want to speak during the webinar and we will unmute you.
- ▶ Note: Documents are in webinar **Materials** section (no need to print; may want to look at them)
- ▶ Ready to go?



Introductions

- ▶ Julie Dincau, *ABE Transitions Specialist, MDE*
- ▶ Astrid Liden, *ABE Professional Development Specialist, MDE*
- ▶ Patsy Egan, *ATLAS Director*
- ▶ Heather Turngren, *ATLAS Adult Career Pathways Coordinator*
- ▶ Joyce Evenski, *Instructor, Glacial Lakes ABE - Hutchinson*
- ▶ Shelley Leenhouts, *Instructor, Mankato Area ABE*
- ▶ Alison Wilcox, *Career Pathways Coordinator/ESL Instructor, Metro South ABE*

Objectives for today's webinar

After the webinar, you will be equipped to:

- ❖ *Describe a variety of strategies for delivering ACPs with distance learning or hybrid learning*
- ❖ *Identify what your program is already doing with distance learning in ACPs*
- ❖ *Explain at least two ways to broaden and increase distance learning in ACPs*
- ❖ *Access additional resources/tools for distance learning for ACPs*

Resources in Materials Section of Go-to-Training

1. Draft Best Practice for Teaching Online (PDF)
2. Career Pathways checklist (PDF)
3. CP Toolkit - 4_Element 3 (PDF)
4. ACP Glossary - (PDF)
5. How to IET your ACP Training - link to register
6. Adult Career Pathways Institute - link to register
7. Metro South 2019-2020 Career Pathways Brochure (PDF)
8. Metro South Career Development Video - link to YouTube
9. Metro South Learning Objectives Chart for LMS classes (PDF)

Distinctions in Distance Learning with Adult Career Pathways

DL Responding to Emergency (COVID)

- ▶ Temporary shift to emergency DL instruction without planning
- ▶ Resources to support students and instructors are stretched
- ▶ We can learn from this experience

Deliberate DL/Hybrid for ACPs

- ▶ Deliberate DL for ACPs takes a lot of planning
- ▶ Incorporates UDL principles at forefront
- ▶ Input from partners to create content
- ▶ Resources are available to support students and instructors

Component 3.8: Provide Flexible Delivery Methods *(From ACP Toolkit)*

- ❖ Traditional schedules do not meet the needs of nontraditional students
- ❖ Flexibility include:
 - schedules
 - work-based learning
 - E-learning
 - computer-based or web-based lessons
 - resources to support students

Component 3.8: Provide Flexible Delivery Methods

Several useful strategies for flexible delivery methods:

- Offer non-semester-based classes;
- Offer classes in the evening and on weekends;
- Offer alternative locations for training, including offerings at employer work sites;
- Offer credit for prior learning;
- Provide flexibility around course completion when learners encounter unforeseen barriers;
- Provide reasonable accommodations for an individual with a disability;
- Develop alternative options, such as web-based training for individuals who may lack easy access to education and training facilities, but who can complete online coursework from home computers; and
- Develop mobile training sites for individuals in rural areas who may lack access to home computers and/or broadband Internet connections.

ACP Tools and Resources

Adult Career Pathways

ACP Course Curricula	-
Business / Administration	+
Education	+
General/Multi-Pathway	+
Healthcare	+
Retail/Hospitality	+
Technical Fields	+
Technology	+
ACP Development Tools	+

ACP Development Tools

Adult Career Pathways Basics
Budgeting & Funding
Course Design
Effective Collaboration
Employer Engagement
Integrated Education & Training
Local Workforce Devel Boards
Strong Enrollments
Workforce Partnerships



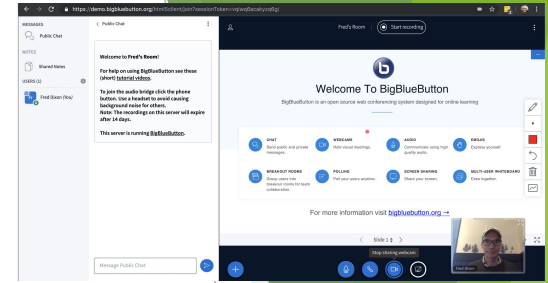
Look for links in materials section of G2T

DL/Hybrid Examples

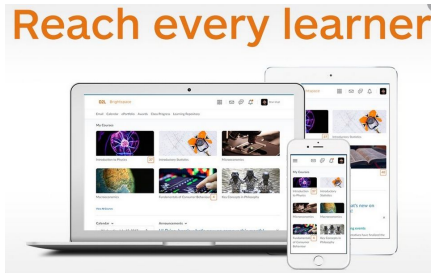
- ▶ Zoom
- ▶ Google Classroom
- ▶ Schoology Conferences
- ▶ Canvas
- ▶ D2L (Desire to Learn)



Zoom



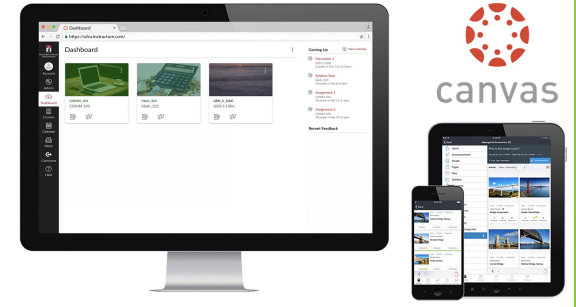
Schoology Conferences



D2L



Google Classroom



Canvas

LMS = Learning Management System

What DL/Hybrid platforms is your program using?

❖ *Is there anything for ACPs?*

Everyone, please use the chat feature to share what's happening in your area.



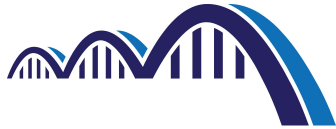
Voices from the Field

A snapshot of strategies from around Minnesota for
offering DL/Hybrid ACPs



Joyce Evenski

Instructor/SW Region RTC
Glacial Lakes ABE -
Hutchinson



Engage, Equip, Empower
Glacial Lakes Consortium



Shelley Leenhouts

Instructor, Employment Program
Supervisor
Mankato Area ABE



Mankato and Hutchinson



Mankato

- ❖ Manufacturing
- ❖ Healthcare
- ❖ On-Ramp: Skills in Demand (Smaller certifications- Northstar, ParaPro, ServSafe, First Aid/CPR)

Glacial Lakes

- ❖ Education
- ❖ P2P Grant funded for CDL and Health Care in 2020-2021 school year

Distance Learning with ACPs

How are you continuing to do your ACP work right now?



- ❖ ParaPro - 8 week course, Fridays on Zoom from 8:30 - 11:30
- ❖ Started with 11 students, currently averaging 8 students
- ❖ 3 hours in classroom weekly
 - Ice Breakers
 - Group activities
 - Online resources (videos, websites, handouts)
 - Guest speakers
- ❖ 3 hours of distance learning
 - IXL
 - Read Theory
 - Khan Academy
 - Edmentum ParaPro - Hubbs
- ❖ Homework assignments are submitted through Google or phone screenshot

Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?



- ❖ Previous ParaPro classes in Mankato were taught face-to-face
- ❖ Current ParaPro class was designed to be taught over Zoom as part of Transitions Grant
- ❖ Utilize the resource of Jed Highum, Paraprofessional, for technical and classroom support
- ❖ Student mindset needed to change from a classroom setting to attending classes on Zoom
- ❖ Balance attending classes while assisting children with their studies and working
- ❖ Teacher focuses on content, para helping with technology

Distance Learning with ACPs

What tools and resources have been useful?



- ❖ Zoom training
- ❖ Google Meet and Classroom training
- ❖ Google Slides and Docs
 - Presentations
 - Homework assignments
- ❖ Paraprofessional
 - Technical Support
 - Delivery of packets for the first weeks
 - Monitoring DL hours
- ❖ Web resources

Distance Learning with ACPs

What's next for your ACP work at a distance?



- ❖ Mankato
 - ParaPro will continue but through Google Meet
 - Distance Learning Coordinator has been hired to develop more classes
- ❖ Glacial Lakes
 - CDL in Spring 2021

What is one “takeaway” or one question you have from Joyce and Shelley’s presentation?

Everyone chat out one key takeaway or question in the chat box.

If you prefer to speak, you can also “raise your hand” to ask a question or share a comment. We’d love to hear from you!

Alison Wilcox

Career Pathways
Coordinator

Metro South ABE



Metro South
Career Pathways

Metro South | *Adult Basic Education*
ESL • ADULT DIPLOMA • GED

Distance Learning with ACPs

How are you continuing to do your ACP work right now?

- ❖ Cancelled *Phlebotomy* class (mid session)
- ❖ 4 CP teachers have transitioned to teaching classes online
- ❖ 2 CP teachers building future hybrid courses in Canvas LMS
- ❖ Held 3rd Healthcare Collaborative meeting via G Meet
- ❖ Employment Navigator - reaching out to students
 - Many jobs still open now in healthcare and transportation! Some students still hesitant to work now...



Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?

CDL, NA Prep, Med Term, ESL and CD classes: Emergency Remote Teaching

- ❖ Mostly direct content transfer from f2f to online
- ❖ Already had some of their content in Google Classroom
- ❖ Added in Google Meet (1 - 2 hours, varies in length)
- ❖ Mindset: Can move the class online but knew we would lose students. It is less than ideal - better than nothing!



Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?

CDL - Craig's Class

- ❖ CASAS 83/84 211+
- ❖ 5 students out of 9 are attending online
- ❖ Google Classroom: had most content there before
 - Using Google Forms for quizzes
 - Uses REMIND to remind students of assignments
- ❖ Google Meet: 2 hours on Tuesdays
- ❖ Harder for people to feel comfortable sharing in Meet
 - Had never met in person to build relationships or just technology gap?

Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?

NA Prep - Melissa's Class

- ❖ CASAS Goals 905/906 220+
- ❖ 4 - 5 out of 9 students attending online.
 - Ramadan or busy with kids at home? So, decided to extend class until May 26
- ❖ Google Meet: 1:1 with students for 30 min each now since the whole class Google Meet didn't work well
 - Added Powerpoints to present content
- ❖ Google Classroom: Had Quizlet and HW links before.
 - Added Google Forms for tests

Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?

Med Term - Joann's Class

- ❖ CASAS Goals 905/906 228+
- ❖ 5 out of 6 students are attending online - dedicated group
- ❖ Google Classroom: Had some content there but added more
- ❖ Google Meet: 1 - 2 hrs T/TH eve
 - Important to have Google Meet to work on pronunciation of terms and pathologies
- ❖ 2 articulated credits to HTC so needed a test proctor work-around which is now done through Google Meet

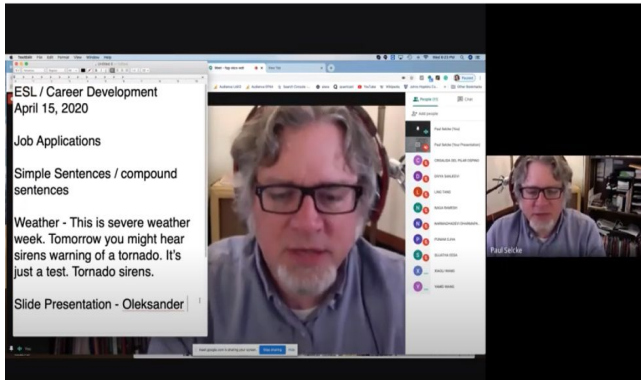
Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?

ESL and CD- Paul's Class

- ❖ CASAS Goals 905/906 220+
- ❖ 15 out of 25 students attending online
- ❖ Google Classroom: Quickly created one
- ❖ Google Meet: 2.5 hours, Mon/Wed eve
- ❖ Students use Google Slides regularly for presentations via Meet
- ❖ Online guest speaker- 3 Rivers Parks

Beginning of a Google Meet in Paul's class



Link to Video in
Materials Section

Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?



Deliberate planning and design (UDL) for hybrid classes in Canvas LMS

Office Support and IET CDL

- ❖ MNABE DL [Guidance Doc for Teacher Created Courses](#) (Time on Task or Unit Completion)
- ❖ Working in a team of 3 - Documents: a) *Workflow Doc* for consistent design, sharing questions and troubleshooting; b) *Best Practice for Teaching Online (English Learners)*; c) Learning Objectives/Standards Chart Template
 - Weekly 1 hour Google Meet

Find documents in
Materials Section

Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?



IET CDL - Canvas LMS

Craig Anderson “ *I like the small team idea and that Canvas is modular/flexible - easy for students to navigate. There’s a learning curve but you get better as you go along with tech support.*”

(\$ slated from district to teach current CDL class 2 hrs a week and 1 hour a week towards developing in Canvas)

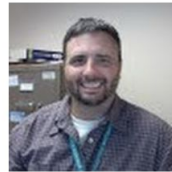


Welcome to the Metro South Preparation for the Commercial Drivers License (CDL)

Here is our [CDL Permit Class Syllabus](#)

The activities and quizzes in this course are designed to help you prepare to take the CDL Class B Knowledge test.

Class meets Tuesdays from 1:00 to 4:00 via Google Meet.



Craig Anderson, ABE Instructor

canderson3@isd271.org

Remind class code: @eb6hh2

Distance Learning with ACPs

What changes in delivery, content, and mindset had to take place to move your ACP work forward?

Office Support - Canvas LMS



Deb Sandvig “I like working in a team. Canvas is a nice platform and there are tech support videos. Exciting to have the option to teach as a hybrid.” (45 hrs allotted to build course for now)

(\$ approved from regional transitions to be used in building course in Canvas since no f2f class)

Distance Learning with ACPs

What's next for your ACP work at a distance?

Get Canvas hybrid *CDL* (fall) and *Office Support* (spring) approved and run as pilot classes 2020-21



Questions:

- ❖ What will our hybrid classes look like?
- ❖ How do we share the CP approved online classes?
- ❖ Make a contingency plan if building is closed in the fall- *Can we use grant funds for f2f CP classes to build hybrid courses in Canvas?*

Distance Learning with ACPs

What's next for your ACP work at a distance?

What could a hybrid class look like?



IET CDL	Office Support
<p>10 in-person classes 31 total hours</p> <p>In-person Time (or Google Meet). Tests, ACES/TIF, field trips/speakers, workforce prep.</p> <p>15 in-person hours total 1.5 hours once a week</p>	<p>9 in-person classes 42 total hours</p> <p>In-person Time (or Google Meet). Tests, role-plays, pronunciation, ACES/TIF, field trips/speakers, workforce prep.</p> <p>23 in-person hours total 2.5 hours once a week</p>
<p>Student Canvas LMS Time 16 Canvas hours 1.5 hours a week (or more)</p>	<p>Student Canvas LMS Time 24 Canvas hours total 2.5 hours a week (or more)</p>

Distance Learning with ACPs

What tools and resources have been useful?

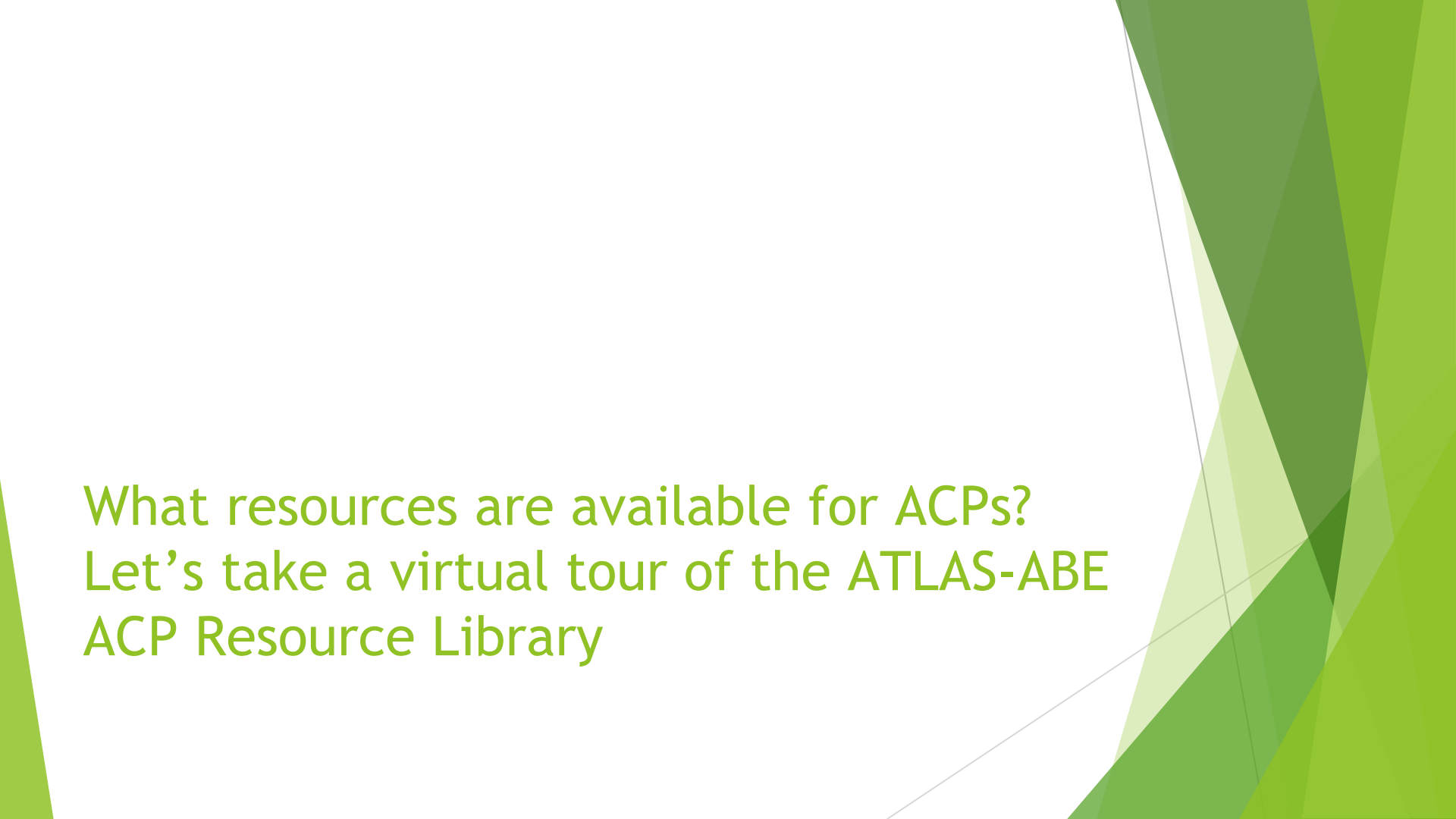


- ❖ Creating a small team to work in creating online classes together (workflow doc)
- ❖ Attending various webinars and discussions around the nation (MNABE Schoology Groups, LINCS, EDTech, I-Best)
- ❖ District tech support and resources
- ❖ Edmentum has some online Career Pathways classes!

What is one “takeaway” or one question you have from Alison’s presentation?

Everyone chat out one key takeaway or question in the chat box.

If you prefer to speak, you can also “raise your hand” to ask a question or share a comment. We’d love to hear from you!

The background features a series of overlapping, semi-transparent green triangles and polygons of various shades, ranging from light lime green to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, abstract design.

What resources are available for ACPs?
Let's take a virtual tour of the ATLAS-ABE
ACP Resource Library

Career Pathways Checklist - Self-assessment Tool

Locate:

- *In materials section of Webinar*
- *ATLAS ABE - ACP Resources*



**Adult Career
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ACP



**CAREER PATHWAYS
CHECKLIST**

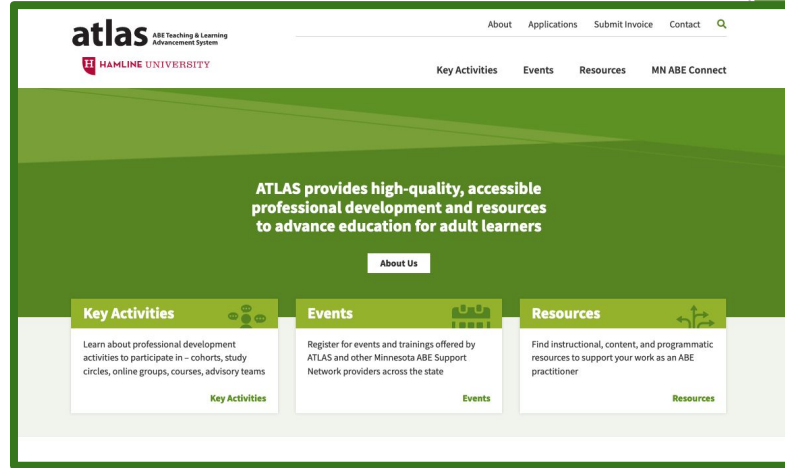




**Adult Career
Pathways**

ACP

atlasABE.org



Access ACP Tools and Resources

ATLASabe.org > Resources >

Adult Career Pathways



ACP Schoology Networking Group

- *Post questions*
- *Share resources*
- *View links & materials*
- *Connect with ACP in MN*



Join the ACP Networking Group



Adult Career Pathways in MN



Join the ACP in MN ABE Schoology Group -

1. If you don't already have a Schoology account, go to www.schoology.com and sign up as an Instructor. *(This is important!)*
2. Once you are in your account, go to the top blue bar, choose **Groups**, and then click **My Groups**
3. Click **Join a Group** and then enter the group access code **H6K9-V3WR-RRWNR**.
4. Post your general questions, ideas and resources in the **Updates** section of the group. This is the page that will appear after you enter the group.
5. Configure your settings to send notifications; this will keep you updated on ongoing discussions!

Group Resource Folder - ACP in MN ABE promotional materials

- *Find examples (videos & more)*
- *Share your work! (send to Heather T. and will be uploaded)*



Adult Career Pathways

Group Options

- Updates
- Discussions (1)
- Albums
- Members (57)
- Resources**

Information Edit

Adult Career Pathways in MN ABE

Resources

Add Resources Options

- Title
- [ATLAS ABE - ACP](https://atlasabe.org/key-activities/acp/)
Added by You · Jul 10, 2019
- [LINCS - ACP Courses](https://lincs.ed.gov/state-resources/federal-initiatives/adult-career-pathw)
Added by You · Jul 10, 2019
- [ACP-Glossary-July2019.pdf](#)
Added by You · Aug 8, 2019
- [ACP in MN ABE promotional materials](#)
Added by You · Oct 17, 2019

COVID 19 & Distance Education Group

- 1) Centralize resources being shared around COVID-19 and its impact on Minnesota Adult Education programs, and
- 2) Facilitate the sharing of questions, resources, and ideas among MN Adult Ed practitioners, Support Network providers, and state staff.

Access Code = **4PQM-9XNK-FRF7X**

Make sure to check your notification settings!!



Questions on Resources?

Chat out your questions - or “raise your hand”

Save the Dates - Future ACP Events

How to “IET” your Adult Career Pathway! Designing a Single Set of Learning Objectives for Integrated Education and Training (IET)

May 28 @ 2:00 pm - 3:30 pm / FREE

[Register](#)

Registration Deadline: THU. 5/28/20

Got questions about ACPs and IETs? Trying to draft a single set of learning objectives (SSLO) for your adult education + occupational training partnerships? This webinar is for you! **Amy Dalsimer**, a national leader in adult career pathway work, is joining us from the American Institute for Research (AIR). In this virtual workshop, Amy will provide an introduction to the elements needed for successful collaborative design, specifically, the development of a single set of integrated learning objectives to guide instruction.

Program administrators, adult educators, and occupational training instructors: join us to explore approaches and strategies for the planning and successful implementation of integrated programs. Come learn how to integrate learning objectives that prioritize both key technical content and the development of adult learners' language and literacy skills. We'll also share some best practices and approaches from your Minnesota IET colleagues, and you'll receive useful IET curriculum planning tools and resources. You won't want to miss this one!



Registration link in G2T
Materials Section

[Register online at ATLASABE.org](https://www.atlasabe.org)

Save the Dates - Future ACP Events

Adult Career Pathways Institute

September 22 @ 8:00 am - 3:30 pm / FREE

Registration Deadline: **TUE. 9/15/20**

It's been 10 years since the last MN ABE Transitions Conference. In 2020, we are closer to the vision of fully realized career pathways around the state! Structures and partnerships have been built and strengthened, and new legislation and policies are in place to further this work. Let's come together again on May 1 to connect and keep the momentum going as we help our ABE learners move into meaningful, family-sustaining careers across the state!

NOTE: This was rescheduled from May 1, 2020

Travel Scholarships:

Hotel and mileage for those travelling more than 50 miles one-way will be covered by ATLAS – no scholarship application required! For more information about submitting for reimbursement, see **Travel Reimbursement** below under “**Other**” details.



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Registration link in G2T
Materials Section

Register online at
ATLASABE.org

*Thank you
and see you at future ACP events!*



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