



TDLS 2024

After the success of last year's Technology and Distance Learning Symposium (TDLS), TDLS will continue to be a hybrid event! Join us in-person or virtually at Fremont Adult School March 1st and 2nd, 2024! Registration will open in the beginning of January.

With the variety of sessions available at TDLS, we are positive you'll learn about anything you want to (and many things you don't yet know you want to!) regarding distance and blended learning, innovative and relevant resources, impactful practices and guidance, and other edtech tools, all presented by adult education experts. We also want YOU to present this year – the [Call for Proposals](#) is now open!

If you enjoy learning from fellow adult educators with the flexibility of a hybrid format, TDLS is for you. We are confident that TDLS will fit your learner and educator needs! Head to tdls.otan.us for information on event registration, the schedule, submitting your proposal, and more. We'll see you in March!



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- ★ Students Succeed Honorees



Implementing the Digital Learning Guidance

The California Adult Education Digital Learning Guidance (also known as the DLG), which was introduced one year ago, provides an exciting opportunity to transform the way we approach adult education across the state. The DLG empowers adult educators, staff, and administrators to create and implement impactful digital learning experiences for adult learners. With the DLG, adult education staff can create engaging, inclusive, and personalized learning experiences that adapt to the unique needs of each learner. We are equipping learners with vital digital skills and preparing them to excel in our rapidly evolving world. This is an opportunity to bridge gaps in access, foster a sense of community, and elevate the quality of education we offer.

Over the last year since the introduction of the DLG, OTAN has created three ways to implement the Digital Learning Guidance.

DLG Canvas Course: This course covers six vital chapters from the DLG and engages in activities to deepen understanding. This is intended as a 6-week course with an expected workload of 1-2 hours per week.

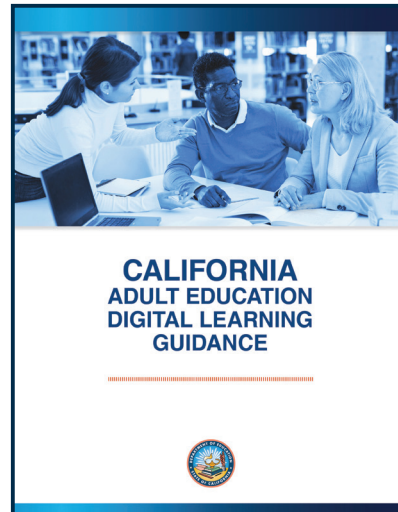
Facilitator's Guide with PowerPoint Slide Decks: These materials are great for PLCs and Professional Development at your agency. They are designed for live, synchronous sessions and you can choose to focus on one or two chapters or complete all six. The time to complete each chapter is approximately 1 hour.

Reader's Guides: These provide an overview of each chapter's key topics and ideas. Each chapter summary begins with a thought-provoking question and ends with questions to consider. Use these independently or alongside the DLG.

To find the Digital Learning Guidance and all of these new materials, visit the DLG website at bit.ly/CAEDLG

Implementing the DLG holds important value for educators, support staff, and school leadership in California. The DLG equips you to design and deliver effective digital learning experiences, ensuring educational quality while embracing new learning trends. The DLG is designed with an emphasis on equity, fostering inclusivity, and offering research-based strategies, resulting in meaningful educational outcomes.

Reach out to OTAN to learn more about the Digital Learning Guidance and ways that you can bring this to your agency! 📞



Digital Learning Guidance

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



Generative AI Update

Governor Gavin Newsom recently signed an executive order to prepare California for the continued advancement of generative artificial intelligence (AI) technology. This order establishes an advisory committee to develop recommendations on how to responsibly adopt AI tools across industries, including education.

While AI holds great promise, it also raises important questions about ethics, transparency, and potential biases. As adult education providers, we have a duty to critically evaluate any AI technologies we may consider using, with an eye toward empowering and protecting our diverse learners.

Some things to consider:



- Carefully vet vendors of AI tools, scrutinizing their records on ethics and inclusion. Select tools that align with our values of equity and social justice.
- Ensure learners understand when and how AI is used in their educational experiences.
- Remember that AI is meant to enhance, not replace, human capabilities. Keep human educators central to all learning.
- Advocate for thoughtful AI policies that center adult learner needs. Our voices are critical in this growing conversation.
- We have an opportunity to approach this technology thoughtfully, empower our learners, and shape policies that truly serve our communities.

The goal is to adopt new tech that centers ethics, equity, and human needs. OTAN provides resources to critically evaluate AI while seizing opportunities. Together, we can form an innovative future for all learners.

- Join OTAN’s “AI Lunch Break” series this fall to explore AI, exchange best practices, and empower yourself and students.
- Attend AI sessions like OTAN’s “Become a Prompt Genius” and others from adult education partners.
- Request a training – we have experts ready to share their experience and AI best practices. 🌐



State Digital Equity Plan Update

Throughout 2023, California (like all states and territories) has been developing a State Digital Equity Plan which the federal government will use for funding digital equity initiatives. The plan, spearheaded by the Broadband for All Council under the California Department of Technology (CDT), aims to promote digital inclusion and equity for all Californians. It will outline strategies to increase broadband access, adoption, and skills training. OTAN and adult educators have participated in this effort by adding input during spring and summer listening sessions to ensure the plan meets the connectivity and training needs of California’s adult learners, their families, and their communities. OTAN also shared two surveys with the field for statewide data on connectivity and usage that has been included in the plan.

This fall, CDT is currently developing a draft plan for submission after an extensive engagement and data analysis process. The draft plan is scheduled to be released for public comment and input late this fall. OTAN encourages adult educators and their constituents to participate in the public comment process once the draft is released to ensure that adult education is represented in the plan. We encourage everyone to bookmark this page for the latest updates: <https://broadbandforall.cdt.ca.gov/state-digital-equity-plan/>

OTAN thanks you for your commitment to closing the digital divide. The insights and feedback that you and your students provide are vital as the CDT finalizes this plan for California’s digital equity future. 🌐



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.



2023 Students Succeed Honorees

Since the early 2000s, OTAN has recognized California Adult Education Students Succeed honorees who are successful as a result of work done at an adult education program. Agencies nominate students who inspire and embody a resilient spirit, overcome difficult challenges, contribute to their communities, and improve their own circumstances. This year, OTAN and our adult education community celebrate the amazing honorees and programs, instructors, administrators, and support staff which support adult learning.



Each year, a nomination window opens to nominate deserving students. Each nomination is scored using a rubric whereby candidates qualify to have their stories and pictures published on the Students Succeed website. <https://adulthoodlearners.org> This year, thirty-two students from adult education agencies around the state scored at or above the qualifying score and joined other successful students throughout the years. Among the thirty-two honorees, the top four scoring adult learners were then selected to be honored at the ACSA Every Student Succeeding Award Ceremony or the CAEP Summit Awards Ceremony.



2023 CAESS Honorees

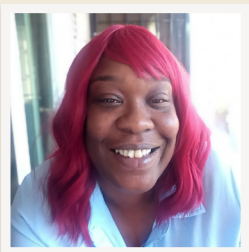
To view the video visit:

<https://adulthoodlearners.org/About/>

Representing adult education at the ACSA Every Student Succeeding Award Ceremony on November 2nd are Ri'Keishia Seward, Highlands Community Charter and Technical Schools, and Cecilia Delgado from LAUSD/DACE Harbor Occupational Center. Ri'Keishia overcame a challenging time as a young person when she took over the care of her younger brothers as well as her own children, making sure that everyone was taken care of. She returned to adult education to complete her goals and is now developing into her own as a medical professional. Cecilia came to the US with no English and after working for years in low-level hotel housekeeping positions, she has made her way into management positions with the help of adult education, even after losing her job during the COVID pandemic.

The two CAEP Summit 2023 honorees are Maria Cornellier, Castro Valley Adult and Career Education and Francisco Solano, Salinas Adult School. Their success will be celebrated at the CAEP Summit in October. Maria really began her education at the adult school and graduated with her high school diploma. She overcame so much shame with the loving kindness of adult school teachers and staff. Francisco has been on a long educational journey from getting his GED and three associate's degrees to entry into a PhD program. He has overcome personal crises during his life and now gives back to other men in crisis to show them there is a way through their pain and suffering.

Each of our honorees embodies the dedication and resilience needed to reach their educational goals despite each person's own unique circumstances. Congratulations to all our honorees! 🌟



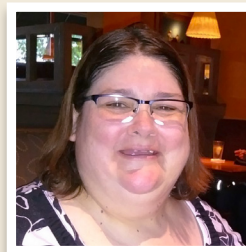
[Ri'Keishia Seward](#)
2023

[Students Succeed Honoree](https://adulthoodlearners.org/Students/Student/348)
<https://adulthoodlearners.org/Students/Student/348>



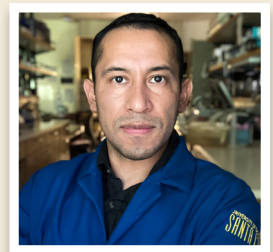
[Cecilia Delgado](#)
2023

[Students Succeed Honoree](https://adulthoodlearners.org/Students/Student/353)
<https://adulthoodlearners.org/Students/Student/353>



[Maria Cornellier](#)
2023

[Students Succeed Honoree](https://adulthoodlearners.org/Students/Student/329)
<https://adulthoodlearners.org/Students/Student/329>



[Francisco Solano](#)
2023

[Students Succeed Honoree](https://adulthoodlearners.org/Students/Student/346)
<https://adulthoodlearners.org/Students/Student/346>

Techie's Tech Tip

If you are looking to jazz up a presentation or a lesson in your next class with some audience participation, you should check out Mentimeter! With this app, you can easily and quickly gather real-time feedback from your audience with a variety of colorful, interactive, and quick activities, such as:

- Polls, scales, and rankings
- Word clouds
- Open-ended responses
- Quizzes
- Adding "pins" to an image of your choosing to indicate preference
- Add questions to a slide live for a Q&A

Whatever activity you choose to create, it can be easily integrated into a variety of programs you might already present with, including:

- Zoom
- Google Meets
- PowerPoint
- Teams

All features are available with the introductory (free!) plan at [mentimeter.com](https://www.mentimeter.com), so you can try something new during your next presentation or lesson! 🌐



From the Adult Education Director

Digital equity in California adult education ensures access to devices, connectivity, and technical skills for students to fully engage in training, employment, and civic activities. OTAN professional development is key to empowering adult education staff with the knowledge, skills, and tools to effectively apply technology in their work environments, making it more likely that learners will receive quality instruction regardless of their location or socio-economic background.



OTAN has several professional learning opportunities that help arm staff with the tools needed for digital equity. In fall 2022, OTAN released the Digital Learning Guidance (DLG) which helps design and implement digital learning experiences for adult learners. We have developed some companion tools to enhance the DLG's accessibility and practicality, which you can read more about in our feature article.

OTAN is also offering an opportunity for agencies to pilot Northstar Digital Literacy and Learning Upgrade. Agencies can use Northstar's digital literacy assessment to measure student digital skills as well as Northstar's curriculum for individualized support in areas where help is needed. With Learning Upgrade, agencies provide learners access to a mobile app that teaches English, math, GED prep, digital literacy, and job skills. Being able to learn anytime, anywhere with their mobile devices can be extremely helpful to some learners.

OTAN has resources and professional learning available for practitioners to build their own digital learning skills. We invite you to partner with us in this effort to achieve digital equity for our adult learners. 🌐

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 available in its entirety as a downloadable PDF file or access chapters, sections, videos, and other implementation materials with this link to the DLG webpage.



The EL Civics Exchange is a repository for original EL Civics instructional materials to teach content to adult learners as part of the 30 hours of instruction before administering EL Civics COAPs.