



### Sharpen Your Skills

As the current school year winds down and planning for next year begins, consider having OTAN be a part of your fall back-to-school event! With our large selection of technology-based workshops that model the skills needed to integrate technology into an adult education setting, OTAN can cover the professional development needs of almost any adult education program! Offerings include digital literacy, mobile technology, online/blended teaching, web-based apps and tools, and more. To inquire about scheduling OTAN workshops at your back-to-school event, call 916-228-2580 or email a request to [support@otan.us](mailto:support@otan.us).

Here is a short list of other PD opportunities to look into this summer:

- [Become a Certified Microsoft Innovative Educator](#)
- [Google Trainings](#)
- [Google Certifications](#)
- [Creative Commons Certificate](#)
- [LINCS Professional Development Center](#)



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## Applied Digital Skills Lessons Through Google

The Commission on Adult Basic Education (COABE) and Google have recently partnered to “match adult educators with the training and curriculum essential to meet the workforce skills their students require” – Google’s Applied Digital Skills is at the center of the partnership. Read the update on COABE website: [COABE and Google Partner on New Workforce Innovation Initiative](#).

Today’s workplaces require that employees have digital skills and literacy. Digital skills are needed by office workers, employees in restaurants, hotels, and warehouses, and even those working in construction. Digital skills are needed for cloud-based apps and devices that calculate inventory (office or warehouse), take orders (restaurants), accept payments (retail), determine length, width, and height (construction), and detect hidden depth (landscape or cable)—it’s all digital! The ability to find, use, share, and create using information technologies and the Internet are not only sought by employers but are a necessity to even complete an application.

Google’s Applied Digital Skills addresses these needs for both teacher and student in a free, online digital literacy curriculum with lessons for a wide range of students—including adult learners! Launched in 2017, the easy to follow video-

based curriculum guides a learner through the process of creating a project. Completing a lesson equates to the learner having their own useful project like a resume, monthly budget, or a project plan. The curriculum can be used by teachers so that, after students are enrolled, the lessons that a learner completes are tracked. Or, teachers can add the lessons they choose directly to their own Google Classroom. Teachers are then able to

add activities or assignments to enhance and broaden the course for their learners.

OTAN will be developing a face-to-face workshop using the Adult Digital Skills lessons that will be avail-

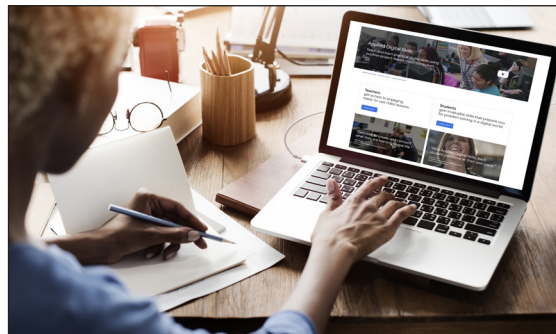
able in Fall 2019. For more information on scheduling OTAN workshops read the article <https://www.otan.us/training/>

To access Applied Digital Skills, sign in as a teacher or student at [g.co/AppliedDigitalSkills](http://g.co/AppliedDigitalSkills) Google has also created a list of resources to help teachers integrate the lessons into their curriculum:

[Quick-Start Guide for Teachers](#)  
These step-by-step instructions will help teachers start teaching Applied Digital Skills.

[Get Started with Applied Digital Skills](#)

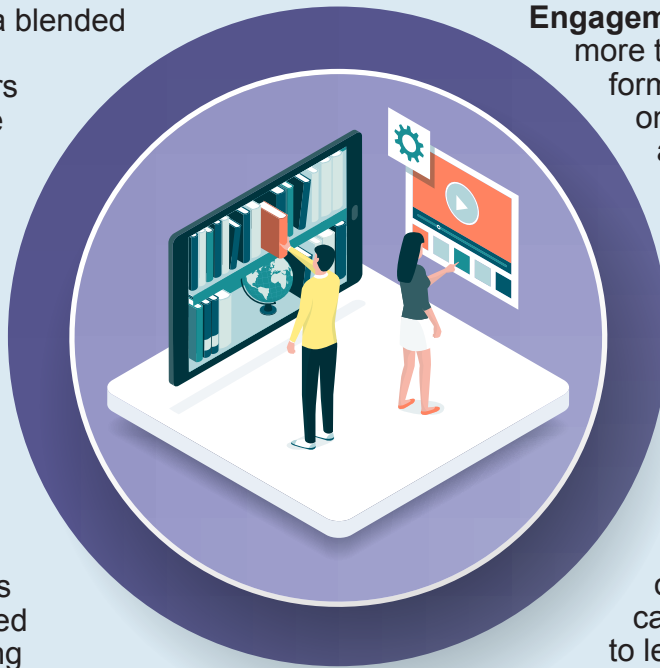
A 9-page guide that addresses what adult educators will need to know to get started. 🌐



Woman using a laptop with Google’s Applied Digital Skills screenshot.

# To Blend, Blend, Blend

**A**dult learners benefit from a blended learning approach in their classes. But often, teachers and administrators do not have a full understanding of what “blended” means. For the purposes of this article, blended learning in an educational program must have three components: It must be part online, with learners having some control over the time, place, path, or pace of their learning; it must occur, in part, in a brick-and-mortar location away from home; and the modalities along a student’s learning path must be connected to provide an integrated learning experience. (White & Waite, 2019).



**Engagement:** Teachers can spend more time with learners – in many forms: Email, feedback through online curriculum programs, and messaging! Both parties benefit as teachers personally engage with learners and students ask more questions and gain deeper knowledge.

**Fun!** Using a blended learning approach can give learners something to look forward to in class. An active learning environment with good use of the technology available can provide great advantages to learners.

For more information and additional details about Blended Learning, check out [Blended Learning Universe](https://www.blendedlearning.org/basics/)

However, not many adult schools take advantage of using blended teaching within their programs (see “Do you Distance” in the last newsletter). Yet, there is good evidence of the benefits of blended learning.



Sources:

White, Jenny & Waite, Chelsea, March 7, 2019, “5 blended-learning myths to bust in 2019,” eSchool News, <https://www.eschoolnews.com/2019/03/07/5-blended-learning-myths-to-bust-in-2019/2/> retrieved 4/19/2019

**Efficiency:** Teachers can more accurately assess the learner’s knowledge and help to teach concepts more efficiently.

Lynch, Matthew, May 18, 2018, “5 Major Benefits of Blended Learning,” Education Week, [https://blogs.edweek.org/edweek/education\\_futures/2018/05/5\\_major\\_benefits\\_of\\_blended\\_learning.html](https://blogs.edweek.org/edweek/education_futures/2018/05/5_major_benefits_of_blended_learning.html) retrieved 4/19/2019

**Accessible:** Learners can have access to learning materials through smartphones or other devices, including the ability to interact with the content. More access can mean better learning gains and higher interest.



Blended Learning Universe, <https://www.blendedlearning.org/basics/>

**Self-Paced:** Learners with access to apps, games and other digital materials can do so at their own pace. This ability can promote deeper learning, reduce stress and give learners more satisfaction in their learning journey.



# OTAN Tech Talks Hit the One-Year Mark

OTAN began its Tech Talk series almost one year ago with its inaugural presentation on social media safety tips. Since then, OTAN Tech Talks have covered topics such as evaluating websites, using online resources to support our adult education job seekers, and embedding digital literacy skills in the ESL classroom, and specific tech tools such as Quizlet, Learn360, Revolution English, and OTAN's own online Moodle courses.



OTAN Tech Talks are designed to help adult educators keep their skills current and relevant with 20 to 30-minute presentations on education technology, blended learning, distance learning, formative assessments, communications, and other topics. Every month, a new topic will be covered where participants get tips, videos, articles, and individual questions answered. You can view and sign up for upcoming Tech Talks at the [California Adult Education Professional Development Site](#).

You can listen to previous OTAN Tech Talks on our YouTube channel. The recordings are here: [OTAN Tech Talks YouTube playlist](#), or visit the OTAN website and click on the red YouTube icon in the upper-right hand corner. (And make sure to subscribe to our YouTube channel while you're there!)

If you're interested in sharing a tech tool or tip with your colleagues in the field, submit your presentation idea using this [OTAN Tech Talk Presentations Google Form](#) (or visit <https://goo.gl/g12vto>). We are always interested in learning about the latest tech tip or idea that can be shared among adult educators.

We look forward to seeing you online as we begin our second year of OTAN Tech Talks! 🌟



## DLAC 2018–2020 Update

Our Digital Leadership Academy participants recently completed a 6-week course provided by our partners at World Education and the IDEAL Consortium. The course was an in-depth hands-on program development tool that taught our participants about effective distance or blended learning. In this course, our digital leaders completed modules on recruitment, screening, orientation, instruction, and assessment. Projects continue to grow and improve as participants learn from fellow adult educators and devote time to planning and implementation. As the school year wraps up, our DLACers head to Sacramento for two days of training and presentations.

On Thursday, May 16 and Friday, May 17, each agency will present their site plan at the DLAC meeting in Sacramento. The DLAC participants will present on their progress, status of team/agency project, and resources created for plans, and plan to implement projects in the Fall of 2019.

The project presentations will be live streamed and recorded. The videos of presentations will be

posted on the OTAN YouTube channel.

OTAN and agency administrators have seen significant impact and changes occur in their programs. Being a part of any professional development platform means hard work and dedication; our participants are thriving while hard at work preparing, delivering lessons, and accomplishing the goals they imagined.



*DLAC Participants*

In addition to progress through goals and project milestones, our digital leaders are presenting at conferences throughout the state of California. Their presentations cover the progress of their projects and other technology progress at their agency. Each of the seven teams presented at OTAN's TDLS and their presentations received high evaluation scores. DLAC participants are truly leading by example! 🌟

## Techie's Tech Tip

It can be quite frustrating when class is about to begin, but the computer won't connect to your projector! Here's a few troubleshooting steps you can follow:

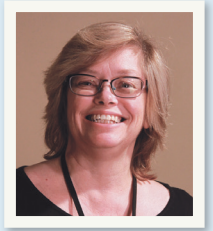


1. Make sure your projector is on the correct input.
2. Turn everything off. Turn on the projector first, then the computer.
3. Try plugging into a different input on the projector.
4. Try a different cable and/or dongle.

If none of that works, there may be an issue with your video port or video drivers on your laptop. In this case, try uploading your presentation into the cloud, and providing your students with the link to the presentation so they can follow along on their own computer or mobile device. 🌐

## From the AE Director

In the final months of the school year, here is a brief recap of our moments from OTAN. We celebrated 30 years at our Technology and Distance Learning Symposium with a presentation that shared the history of adult education with the growth and use of educational technology. We featured some familiar trends in education and we've hinted at what we hope to provide in the future. I extend sincere appreciation to John Fleischman for his look back at OTAN through the years, and also thanks to Hacienda La Puente and all of their amazing staff. OTAN, 30 years strong, is here to provide updated information and services to you.



Returning from spring break, refreshed with a vision for your leadership, I have an offer. Why not reach out to us and get PD offerings at your site, if not now, planning for the future? Try a new training of newer curriculum resources including Open Educational Resources, Google tips, iPathways, Revolution English, or Essential Education for teachers, to name a few.

Outreach and Technical Assistance Network provides a supportive environment with your technology planning, your educational technology integration, and also support to your staff. With new ideas of what's coming up next, stay tuned so you don't miss out! 🌐

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