

# Technology and Distance/Hybrid Learning Plan

## Introduction

This plan outlines how the ABE consortium is planning to utilize technology resources and distance learning in support of quality instructional services and increased student outcomes for ABE learners.

## Guidance

In developing this multi-year plan for technology and distance learning, consider the following:

- **Current resources:** What resources currently exist and are available across the consortium? Resources can include (but aren't limited to): hardware, software, funds, staff expertise, staff time, and IT/tech support.
- **Future needs as it relates to current resources:** What training, support, funds or other items will be necessary to continue the use of current resources?
- **Future plans for developing and utilizing additional resources:** What additional hardware and/or software would add value for the consortium's programming? How will decisions be made about which hardware and/or software are worth investing in? Where will funds come from to support additional resources? What training requirements will additional resources entail?

All consortia are required to submit a Technology and Distance Learning plan; this specific template is recommended but not required.

# Technology and Distance/Hybrid Learning Plan

<b>Consortium name</b>	HAP Academy OIC
<b>Staff contact</b>	Brent Olinger
<b>Plan implementation period (start and end dates)</b>	2026-2027
<b>Date of last update</b>	5/1/2026

## Technology resources:

<b>Current</b>		
Hardware: 24 Desktops, 30 laptops, 12 Smartboards, 17 staff laptops, 3 copier/scanner/printers, building wide wifi, 6 Meta VR Headsets		
Software: Microsoft Office 365, CASAS e-test, Certiport, MindTap, NHA, Salesforce, Transfr, Chrome/Internet Explorer, Zoom, Adobe Acrobat, CertMasterLearn, MSSC CNA (with VR),		
Other:		
<b>Future Plans</b>	<b>Resources needed</b>	<b>Timeline</b>
<b>Replace CertMasterLearn with more cost effective curriculum/software</b>	Time to explore other options	Summer, 2026
<b>Become a PearsonVUE test center</b>	New furniture in testing room, lockers	Summer, 2026

## Expectations for staff digital literacy skills and use of technology:

<b>Current</b>		
Instructors are expected to model using technology in the classroom in response to a growing trend toward online/distance participation and integration of technology tools in both classroom and workplace. They are also expected to use technology to develop online and hybrid versions of current programming when/if site appropriate in order to reduce barriers and create access for all learners.		
Support staff are expected to use technological best practices to promote efficiency and security in data entry, analysis and reporting.		
Managers are expected to be aware of appropriate training opportunities and designate funding/professional development time to ensure all staff have access to continuing technology education, and as much paid time as possible take advantage of training opportunities.		
<b>Future Plans</b>	<b>Resources needed</b>	<b>Timeline</b>
Staff will continue to learn new technology and use tools effectively	Time to evaluate new tools, funding to purchase	Ongoing

### Training for staff on technology:

Current		
Instructors receive training on software used in their courses and instructors have access to the following online/remote trainings: SiD, Microsoft Office, Office 365 including Teams, CASAS e-testing, Distance and Blended Learning Basics for Minnesota Adult Education		
Support staff receive training on Microsoft Office, Office 365, Salesforce, SiD, WF1.		
Managers receive training on all above opportunities.		
Future Plans	Resources needed	Timeline
SiD training for all staff	Become an approved ABE provider	Summer, 2026

### Technology access for students:

Current		
All students have access to a range of technology equipment including desktops, laptops, and VR headsets through which they connect to instructional resources. Students have access to the computer lab and Desktops in the student lounge for homework or additional help, and may be staffed by an instructor. Students may access the testing center to take secure, proctored assessments such as CASAS, NHA, Certiport, etc.		
IT and Business students are assigned Microsoft Office 365 accounts with email addresses.		
Future Plans	Resources needed	Timeline
Become Approved PearsonVUE test center	Furniture, lockers	Summer, 2026
Evaluate additional technology/software		Ongoing

### Asynchronous distance learning (students do work off-site, on their own time):

Current		
CNA students utilize South Central Service Cooperative's asynchronous online curriculum. MindTAP and CertMasterLearn for lab assignments.		
Future Plans	Resources needed	Timeline
SCSC CNA curriculum approved for DL	Time to learn the process	2026/2027

### Remote synchronous learning (students are offsite but join class at the same time):

Current

IT and Business courses have synchronous learning, usually during evening hours.		
<b>Future Plans</b>	<b>Resources needed</b>	<b>Timeline</b>
Continue to evaluate and implement distance learning platforms as they are approved and determined to add value.	Adequate budget to purchase and paid time for teachers/staff to master	Ongoing

**Other/combined formats**

<b>Current</b>		
Hybrid synchronous and asynchronous:		
Hyflex (some students in person, some online): Students enrolled in ABE Literacy and Career Readiness courses may attend in person classes virtually on occasion, with prior approval from faculty.		
<b>Future Plans</b>	<b>Resources needed</b>	<b>Timeline</b>
Evaluate ways to increase and improve outcomes via technical means	Time	Ongoing