Technology resources available for ABE programming

Currently	Future Plans – Next Five Years
Hardware Refer to Attachment 7A **Software** Refer to Attachment 7A **Other** Refer to Attachment 7A	- SmartBoards with document cameras in all classrooms. - Install CareerScope and Math 180 in all current and future ABE classrooms and labs. Provide training for all users. - Purchase a secondary level math content computer based program/application. - Install and implement a computer-based Encyclopedia. - Implement the currently installed KeyTrain application consortium-wide. - Make the recently purchased WorkKeys assessment available and start awarding National Career Readiness credentials. - SmartBoards with response systems for math classes. - Identify and approve additional online reference options. Fine tune the current request and approval system for adding computer based applications and software to the offender network. - Purchase NAS system storage devices allowing transferability of content between the offender and administrative computers, eliminating the need for flash drives, etc.

Staff technology expectations and how staff are trained on technology

Currently	Future Plans – Next Five Years
Staff Technology Expectations ***Administrative Network:*** - Staff is competent in Microsoft Outlook including writing and answering email messages and keeping calendars up to date. - Staff can use Microsoft Word, Excel, and PowerPoint to create documents, simple spreadsheets and presentations.	**Staff Technology Expectations** - All students will have an individualized digital literacy goal in their PEPs. - All staff will be trained to use SmartBoard technology to its full potential. - Utilize the computer lab to better assist ABE instructor with alternative and enhanced student learning opportunities. - Adopt a computer-based math program. - Adopt computer-based encyclopedia.

- Staff can navigate the DOC offender database referred to as "COMS" and locate relevant information as it pertains to their role.
- Staff can fully utilize MARCS with regard to accessing and entering data according to their user rights and roles.
- Select staff assigned to these areas can utilize LearnerWeb for adult diploma portfolios and Schoology for LaGuardia projects.
- Select staff can use spreadsheets to track individual student adult diploma progress, GED status and our Master Schedule/sign in/out sheets.

Offender Network:
- Able to assign lessons and track progress on Aztec.
- Assigned staff can administer the NSDL, TABE, GED, Accuplacer and Workkeys assessments.
- All teaching staff are expected to embed digital literacy skills within ABE instruction in all content areas.
- All teachers should be able to assign lessons on UltraKey word processing/typing software.
- Fully utilize Career Scope assessment to provide navigational and career direction to students.

- Develop best practices and determine professional development for use of Aztec, MIRC and KeyTrain as instructional resources.
- Standardize student use of technology in all ABE classrooms, including but not limited to the purposes of enhanced digital literacy and more sophisticated presentations and reports.

Staff Technology Training

Minnesota DOC staff works closely with MNIT (Minnesota Information Services) staff to ensure competency and receive support on our staff (administrative) computers and network. Computer based training is available to staff on basic computer usage, and MNIT staff is accessible for specialized assistance and training.

The DOC also has, separate from the administrative (staff) network, a wide area **offender network** on which applications and software is loaded for use in classrooms. There are three full time MNIT staff assigned to support the DOC offender network. In addition, one MNIT staff at each facility/site is designated as

Staff Technology Training
- Curriculum adoption committees at all levels (ESL, Literacy 1, Literacy 2 and Literacy 3/GED) will select and adopt particular software and websites for appropriate and consistent implementation imbedded in ABE instruction.
- Provide training on new software/programming options as needed.
- System-wide training on KeyTrain & WorkKeys.
- Training on NAS technology.
- Comprehensive and systematic training for new staff on applicable technology.

the "offender network specialist" and is available to assist with offender network installations and issues as part of their FTE.

When DOC Education purchases a computer based instructional program or application, training in the form of on-site and/or webinars is purchased along with the product. For on-site training, we typically use a "train the trainer" model, with power users from each facility/site meeting in one place to receive the training, then returning to their respective facility/site to train their colleagues.

How our ABE program provides access to technology for students

Currently	Future Plans – Next Five Years
- Offender Network: WAN - Specific staff are competent in the use of, and therefore have students working with: MS Word and Power Point, Aztec (old/software version as well as the new online version), UltraKey, MIRC, iSeek, Minnesota Works, Career Scope, and KeyTrain. - Testing staff are competent in the administration of TABE, GED, Accuplacer, NSDL, and Exam View. - Access to computers in the ABE classrooms offer varied software programming. An additional computer lab is available in most facilities/sites to provide additional opportunities to learn via ABE-related software and online applications. - Computer-based practice with basic digital literacy is available and required for all students preparing to GED test. - The MIRC site provides practice for students on skills related to taking the NSDL assessments. Teachers sign up students who are ready for the NSDL tests and, when successfully completed, students are awarded certificates.	- SmartBoards with response systems for math classes. - Install a secure online encyclopedia system on the offender network. - Identify and install additional online research references. - Pilot a secure tablet or laptop-type device customized to corrections use at our juvenile facility, and then work to get the adopted device into the hands of our adult offender students. - Continue to add online education sites and networked software/applications using the "white list" (approve one at a time) process in place in our agency, and provide the necessary training to maximize strategic use of these products.

How technology skills are integrated into core literacy instruction

Currently	Future Plans – Next Five Years
- Teachers create PowerPoint presentations for classroom instruction; students also create Power Point presentations and, in at least one case, present to facility staff – including to our agency commissioner. - Teachers use Microsoft Word to outline content standards, as well as ACES skills and "big questions." - Technology is used daily in guided lessons (e.g. Word of the Day, scheduling, interactive Smart Board lessons, assigning Aztec lessons).	- Incorporate KeyTrain into all intermediate and secondary levels of ABE, and implement Work Keys testing at every facility. - Enhance skills through the use of available computer-based applications and software, and add a computer-based Language Arts programs. - Add more "typing" and higher level Microsoft Word into all levels of ABE through essays and reports, and save into offender network personal folders.

- Students have personal folders on the offender network and are able to store reports, resumes and other education assignments in those folders.
- Students create resumes and other employment-related documents.
- Write essays and reports in word w/edit/formatting options.
- Math 180 utilizes computer instruction and increases focus for non-engaged students.
- Students use Ultrakey typing/word processing as a supplemental digital literacy program, and practice NSDL skills on the MIRC website during literacy classes.
- Students use Aztec to provide focused instruction/enhanced learning to gap areas in preparation for TABE and GED testing.
- Students are beginning to use KeyTrain to learn workplace "soft skills."

- Further integrate Math 180 into math lessons.
- Add additional web-based instructional options within the classroom to align with common course curriculum delivery and enhance student learning while staying within the guidelines mandated by MDE.
- Imbed NSDL curriculum into all levels of ABE, and seek additional curriculum to supplement the current MIRC site for digital literacy lessons.

Distance learning programs used in our consortium

Currently	Future Plans – Next Five Years
N/A at this time, but currently we have a task force committee actively researching "tablets" and other potential options for our students to use while in their living units. This is one potential path to a platform to engage in distance learning.	- Review options for using MDE approved distance learning platforms that are appropriate for use in a correctional environment. - Implement distance learning options where appropriate.