

# TECHNOLOGY AND DISTANCE LEARNING SYMPOSIUM 2011

Hacienda La Puente Adult School  
Willow Campus  
February 25 - February 26, 2011

## Schedule at a Glance

### Friday, February 25

Session I	9:00 - 10:00
Session II	10:15 - 11:15
Keynote	11:30 - 12:15
Lunch	12:30 - 1:30
Session III	1:45 - 2:45
Session IV	3:00 - 4:00

### Saturday, February 26

Session V	9:30 - 10:30
Session VI	10:45 - 11:45
Lunch	12:00 - 1:00
Session VII	1:15 - 2:15



California Department of  
EDUCATION





# Welcome to the Symposium!

Thank you for taking the opportunity to attend the sixth Distance Learning Symposium, and the third to be hosted by OTAN and to include technology. We are very grateful to our hosts, Hacienda La Puente Adult School, for providing space and support for this event, making it possible for us to offer the symposium in Southern California.

**Distance Learning** has been growing in California Adult Education since 2000-01, the first year for which we have data. In that year, there were a little more than 20,000 students registered in distance learning courses, and in 2008-09 there were close to 80,000! We expect the numbers to shrink somewhat during these years of budget cutbacks, but it is quite clear that distance learning is going to continue to grow in the future at every level of education from K-12 to university. Adult learners need the accessibility and flexibility of distance learning courses, and they need access to the technical skills to be successful in adult education and in transition to employment, better jobs, job training or college courses. Your presence at the Symposium demonstrates your commitment to meeting these needs.



**Instructional Technology** continues to evolve at a rapid pace, and teachers and programs continue to feel the challenge of keeping up with new possibilities. How can we harness the power of cell phones to deliver instruction? What can you do with an electronic whiteboard that you could not do before? What free tools are available online to help students meet course objectives? I hope you will find answers to these questions and more by attending workshops over these two days.

I encourage you to take this time to meet new colleagues and share new ideas. Talk to your neighbor in the next seat! Ask questions! Share information! And please provide feedback to the Symposium staff through the evaluation form, or by talking to an OTAN staff member.

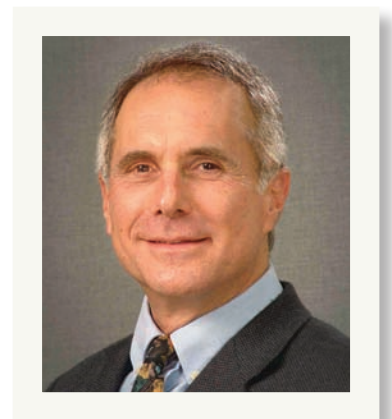
*Marian Thacher*  
*Director of OTAN*

## It's Good to Be Back!

OTAN was started at Hacienda La Puente Adult Education in 1989. At that time, there were three staff and a classroom at the Willow Campus serving as the office. During 1995, the core OTAN staff relocated to the Sacramento County Office of Education. OTAN continues its original mission of supporting effective use of technology by administrators, instructors and learners.

In the early years, OTAN provided Internet service to adult schools connecting them to information resources and each other. As Internet connectivity and the Web matured, OTAN staff evolved to using sophisticated databases to deliver a wide array of information, instructional materials and training services.

About three years ago, OTAN assumed responsibility for distance learning. Moving ahead, OTAN staff look forward to supporting the mission of adult education as stated in the strategic plan: to advance California's economic, workforce development and societal goals by preparing adult learners for college, career and civic responsibility.



*John Fleischman*  
*Assistant Superintendent*  
*Sacramento County Office of Education*

### 1. Moodle: A Course Management System (2 hours)

*Penny Pearson, OTAN*

**Room 98 (Computer Lab)**

Moodle is a robust, open-source course management system that gives teachers the tools to create a dynamic virtual classroom for students. This hands-on session will introduce you to the activities and resources available within Moodle including creating assignments and quizzes and linking to Web pages and other resources.

(PGM: All; CAT: BL, DL)

### 2. Online Tools: Search, Share and Collaborate with the World (2 hours)

*Melinda Holt, OTAN*

**Room 99 (Computer Lab)**

This hands-on session will focus on Google Docs in the classroom. Topics will include: creating and sharing different online documents, designing and creating online forms and manipulating data, building online presentations, and the ability to create and share data online with colleagues and students. Other tools covered as time permits.

(PGM: All; CAT: All)

### 3. Using Technology to Market Your DL Program

*Christopher and Maria Figueroa, Hacienda La Puente Adult Education*

**Room 13**

This workshop will demonstrate the use of technology to market Distance Learning and other programs more effectively. Presenters will offer information regarding technology beyond using a Web site to publicize programs. Materials/supplies needed to shoot and edit a short film will be provided. We will show two short films as examples of the potential that anyone can create a video after attending the workshop.

(PGM: All; CAT: PAC, TI, DL)

### 4. Promethean Boards in Adult Education

*Francisco Pinedo, Soledad Adult School*

**Room 15**

Promethean boards are a versatile tool to use in the adult education classroom. Learn how to use a Promethean board and get free resources for your Promethean board.

(PGM: ESL - CAT: TI)

### 5. Linking Learners and Tutors Through Real-Time Distance Learning

*Jacque Brinkley, California State Library and Dan Theobald, i2communications*

**Room 113**

Many library literacy programs have either a waiting list of learners or a waiting list of unassigned tutors. Tele-tutoring levels this playing field. Tutors and learners in different communities connect one-to-one using desktop video-conferencing, document cameras, and touch screen computers or Smartboards for two-way sharing and mutual annotation of materials.

(PGM: ABE; CAT: DL)

## Strand Key

### PROGRAMS (PGM)

**ABE** ..... Adult Basic Education

**ASE/GED** ..... Adult Secondary/GED

**CTE** ..... Career Technical Education

**ESL** ..... English as a Second Language

**All**

### CATEGORIES (CAT)

**BL** ..... Blended Learning

**DL** ..... Distance Learning

**PAC** .. Program Administration & Coordination

**TI** ..... Technology Integration

**All**

## 6. Smartboards in Adult Education

Blair Roy, OTAN

Room 13

Interactive whiteboards are great tools for student collaboration, sharing and practice. This workshop provides an orientation to Smart Notebook software, tools and activities to get you started in your classroom. Teachers need basic computer and file management skills to effectively use the software and equipment, resulting in an exciting classroom atmosphere.

(PGM: ESL; CAT: TI)

## 7. Social Networking for Adult Education

Branka Marceta, OTAN

Room 15

Using social networking media carries the promise of more exposure for adult schools to potential learners not currently being served. It also reinforces and deepens communication with the existing alumni population. Educators use these tools to create personal professional development networks and model lifelong learning.

(PGM: All; CAT: PAC)

## 8. Introduction to Using Cell Phones in the Classroom

Susan Gaer, Santa Ana College School of Continuing Education

Room 113

This workshop requires ownership of, or access to, a cell phone with texting capability. Do you want to explore ways of using a mobile phone for instruction in the ABE/ESL classroom? This workshop will introduce you to using your phone to text; discuss and discover ways to implement text activities in the classroom; take pictures with your phone and apply those images to classroom activities; learn how to use phones as an audio tool to enhance speaking and pronunciation and understand the power of an instant response system using your phone in the classroom. This is a hands-on workshop and you are required to bring a mobile phone with texting capability.

(PGM: ESL, ABE; CAT: TI)

# Keynote 11:30a - 12:15p

## Online Learning – The Future of Education

Multi-Purpose Room

Online instruction is growing in every area of education, including adult education. Many states, including California, have implemented online GED, High School Diploma, and ESL instruction. This session will report on the growth of online learning in all areas of education, and explore the implications for adult schools. Exemplary practices from California adult education agencies will be highlighted.

**John Fleischman** is the Assistant Superintendent at the Sacramento County Office of Education in charge of all technology services. He has been involved in adult education and video production for many years, beginning his career at Hacienda La Puente Adult Education. He has managed the development of many distance learning projects for adult learners, including the CDLP Web site and USA Learns.

**Marian Thacher** is the Director of the Outreach and Technical Assistance Network (OTAN). She has been engaged in the integration of technology into instruction since the early nineties, and has developed and taught online basic skills classes. OTAN is engaged in developing online courses and training instructors in online delivery.

(PGM: All; CAT: All)



**9. Wikis for All (2 hours)**

*Branka Marceta, OTAN*

**Room 98 (Computer Lab)**

Whether you need a class Web site, a writing journal platform, a discussion forum, or an electronic notebook, a wiki can do it all. Learn how you can create your own in a matter of minutes and identify best practices for using wikis in education.

(PGM: All; CAT: TI)

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**11. Technology Integration Project (TIP)**

*Susan Gaer, Santa Ana College School of Continuing Education and Panel*

**Room 13**

Can technology professional training be done online? Is it a viable means of learning how to integrate technology with students? Can interdisciplinary learning take place across time zones and programs? Come explore the answers to these questions as Susan Gaer describes a community of practice developed at Santa Ana College in Fall 2010.

(PGM: ESL; CAT: DL, PAC, TI)

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**13. Distance Learning Online**

*Paul Yung, LAUSD, Division of Adult and Career Education*

**Room 113**

This workshop is a demonstration of LAUSD's new Distance Learning online option. Students can log in on the Internet to watch video episodes and do grammar and life skills exercises; no DVDs, no workbooks, no student folders.

(PGM: All; CAT: DL)

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**10. Using OTAN's Web Sites For Distance Education (2 hours)**

*Linda Swanson, OTAN*

**Room 99 (Computer Lab)**

Session focuses on teaching resources available through OTAN's Web site. Learn to navigate the site to find pre-reviewed sites to use in your program. Resources include lesson plans and activities, sites to use with students, online teaching tools, and educational videos. Appropriate for ESL/EL Civics/Citizenship, and ABE/ASE/GED.

(PGM: All; CAT: All)

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**12. Using Online Commercial Content Providers for High School Credit Recovery**

*Dawn Buboltz, Chaffey Adult School and Panel*

**Room 15**

Is your district looking at your school to help with high school credit recovery? Learn how some adult education agencies are utilizing commercial content providers online to effectively implement that aspect of the program. New models are emerging to serve high school level learners in the classroom and at home.

(PGM: ASE/GED; CAT: PAC)

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**14. Creating Hybrid Classes - 21st Century Courseware Authoring**

*Dr. Brant Choate, Charles A. Jones Career & Education Center*

**Room 13**

This workshop will review the latest courseware applications to help you design your own online/hybrid classrooms. We will look at course management systems as well as Web-based applications that can help you expand your CTE programs.

(PGM: CTE; CAT: BL, DL, TI)

**15. CALPRO: Delivering Professional Development for the 21st Century**

*Catherine Green, CALPRO*

**Room 15**

Participants explore innovative electronic methods the California Adult Literacy Professional Development Project (CALPRO) uses to deliver research-based professional development on topics such as workforce readiness and multilevel ESL instruction, with a focus on promoting 21st century skills in adult learners. Participants receive a list of additional resources for further study.

(PGM: All; CAT: DL, TI)

**16. Cellphone Curriculum 2.0 - New Learning Tools for Adult Education***Sean C. Abajian, LAUSD***Room 113**

At One-on-One Distance Learning Laboratory we are developing a new curriculum and suite of tools using cell phone technology to supplement classroom instruction. Most Americans do not have "smartphones". Many adult education students do not have Internet access. But now, teachers can easily customize our tools. Administrators can roll out and manage school-specific or district-wide programs.

*(PGM: ESL; CAT: All)***Saturday, February 26****Session 5 9:30a - 10:30a****17. Word & Mail Merge: Magic for the Classroom (2 hours)***Penny Pearson, OTAN***Room 98 (Computer Lab)**

Use word processing and data to create certificates, cards, reminders, and other personally addressed materials for your students. This session guides users step-by-step through the entire process. Participants will leave with a set of immediately usable documents and lots of ideas!

*(PGM: All; CAT: BL, DL)***18. GED Connection Goes Paperless***Branka Marceta and Blair Roy, OTAN***Room 99 (Computer Lab)**

Did you know that because you are a California educator, you and your learners can view the KET's GED Connection videos online and download support materials? Share your experience using this curriculum and learn how your program can go paperless by using an online learning environment.

*(PGM: ASE/GED; CAT: BL, DL)***19. Hippocampus.org OER 2011: New Content, Design and Functionality***Beth Pickett, Monterey Institute for Technology and Education***Room 13**

[HippoCampus.org](http://HippoCampus.org) provides free multimedia content in core academic subjects for secondary school and early college use. The site redesign incorporates new content collections, including Khan Academy math/science lectures and science simulations from PhET, organized so teachers can create custom playlists of content to suit their needs in the classroom.

*(PGM: ASE/GED; CAT: BL, TI)***20. Creating Interactive Lessons and Software Simulations***Jeff Suarez Grant, Burbank Adult School***Room 15**

Learn to create interactive lessons and software simulations. Delivered via the Internet, students can learn software they do not own or refer to diagrams with rich interactions. Captivate also makes it easy to intermix questions to assess student learning with results delivered directly to the instructor.

*(PGM: All; CAT: BL, DL)***21. U.S. Citizenship Preparation Using Distance Learning***Gary Christiansen, Bakersfield Adult School***Room 113**

Since 1994, Bakersfield Adult School has provided a very effective Citizenship Preparation program. We are currently using a Distance Learning format which combines textbooks, CDs, videos, classroom instruction and online components. Handouts of weekly modules, schedules, record keeping and materials will be available for your school to begin or modify a successful program.

*(PGM: ESL; CAT: TI, DL, BL)*

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## SYMPOSIUM SCHEDULE

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### Friday, February 25

#### Cafeteria

**Registration and Information**  
8:00a - 4:00p

All participants are requested to sign in at the registration desk on each day.

	Room 98 (Lab)	Room 99 (Lab)	Room 13	Room 15	Room 113
<b>Session 1</b> 9:00a - 10:00a	1. Moodle: A Course Management System - Pearson	2. Online Tools: Search, Share and Collaborate with the World - Holt	3. Using Technology to Market Your DL Program - Figueroa & Figueroa	4. Promethean Boards in Adult Education - Pinedo	5. Linking Learners and Tutors Through Real-Time DL - Brinkley & Theobald
<b>Session 2</b> 10:15a - 11:15a			6. Smartboards in Adult Education - Roy	7. Social Networking for Adult Education - Marceta	8. Introduction to Using Cell Phones in the Classroom - Gaer

#### Multi-Purpose Room

**Keynote**  
11:30a - 12:30p

Online Learning - The Future of Education  
- Fleischman & Thacher

#### Cafeteria

**Lunch**  
12:30p - 1:30p

Lunch

	Room 98 (Lab)	Room 99 (Lab)	Room 13	Room 15	Room 113
<b>Session 3</b> 1:45p - 2:45p	9. Wikis for All - Marceta	10. Using OTAN's Web Sites for Distance Education - Swanson	11. Technology Integration Project (TIP) - Gaer	12. Using Online Commercial Content Providers for High School Credit Recovery - Buboltz	13. Distance Learning Online - Yung
<b>Session 4</b> 3:00p - 4:00p			14. Creating Hybrid Classes - 21st Century Courseware Authoring - Choate	15. CALPRO: Delivering Professional Development for the 21st Century - Green	16. Cellphone Curriculum 2.0 - New Tools for Adult Education - Abajian

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	Room 98 (Lab)	Room 99 (Lab)	Room 13	Room 15	Room 113
<b>Session 5</b> 9:30a - 10:30a	17. Word & Mail Merge: Magic for the Classroom - Pearson	18. GED Connection Goes Paperless - Marceta & Roy	19. Hippocampus.org OER 2011: New Content, Design and Functionality - Pickett	20. Creating Interactive Lessons and Software Simulations - Grant	21. U.S. Citizenship Preparation Using Distance Learning - Christiansen
<b>Session 6</b> 10:45a - 11:45a		22. Teach Math Using Free Web Sites - Rosemberg	23. U.S.A. Learns: Web-based Learning for ESL Students - Fella	24. New Generation of Accountability Software: TOPSpro Enterprise - Wright	25. 21st Century Skills? What Do We Need to Know? - Thacher

#### Cafeteria

**Lunch**  
12:00p - 1:00p

Network Lunch - Network with colleagues based on topics of interest

	Room 98 (Lab)	Room 99 (Lab)	Room 13	Room 15	Room 113
<b>Session 7</b> 1:15p - 2:15p	26. ESL Courses: Moodle Ready - Pearson, Crawford, & Wentworth	27. Extend Learning Beyond the Classroom - Web-based Activities - Reyes	28. Nuts and Bolts 2011 and Beyond - Parr-Bartlett	29. CASAS e-Testing Made Easy - Raun-Linde & Ambra	30. Getting the Most from DL and Integrating DL Backpacks - Gomez & Casillas

Thank you for attending the 2011 Technology and Distance Learning Symposium. Following each workshop, please take a moment to fill out and submit your evaluation forms. After the event, look for an email requesting that you complete an evaluation of the overall conference. Your feedback and comments are important to us.

We would like to give special thanks to all those who volunteered as room monitors for each workshop session, as well as the Hacienda La Puente Adult Education staff and students for their warm welcome.

## 22. Teach Math Using Free Web Sites

*Leila Rosemberg, Culver City Adult School*

### Room 99 (Computer Lab)

If you have ever looked for math resources on the Web, you undoubtedly discovered that there is a tremendous amount of information out there. Many teachers find it overwhelming to sort through it and find resources that are appropriate for their individual learners and that will also work with the resources available in their classrooms. The objective of this workshop is to help you sort through and find some of the best sites we know about so you can use them in your next class. The workshop covers: Basic Math/Pre-Algebra/Algebra I/Teacher Resources/Geometry/GED/CAHSEE.

(PGM: ASE/GED; CAT: BL, DL)

## 24. New Generation of Accountability Software: TOPSpro Enterprise

*Jay Wright, CASAS*

### Room 15

The next generation of TOPSpro software is here. Learn how TOPSpro Enterprise is breaking the mold of accountability software. Preview the power of filtering listserv, the level of customization throughout the application, the generation of reports with colorful charts and graphs, and immediate reporting results via dashboard indicators. See what TOPSpro Enterprise looks like and learn how it has become a true enterprise product.

(PGM: ABE, ASE/GED, ESL; CAT: PAC)

## 23. U.S.A. Learns: Web-based Learning for ESL Students

*Evelyn Fella, Lead Content Writer & Consultant for U.S.A. Learns*

### Room 13

The free Web site, [USALearns.org](http://USALearns.org), offers three unique courses for beginner to high-intermediate ESL students. The presenter will demonstrate highlights of the video-based content, show how to monitor students' progress on the teacher site, and give tips for integration into a DL program or in an ESL classroom.

(PGM: ESL; CAT: BL, DL, TI)

## 25. 21st Century Skills? What Do We Need to Know?

*Marian Thacher, OTAN*

### Room 113

What exactly are 21st century technology skills, why do they matter, and how can we make sure we are incorporating them into instruction? See some examples of how these skills can be integrated into lessons, including e-portfolios, collaborative online projects, and educational uses of social networking.

(PGM: All; CAT: All)

## Networking Lunch 12:00p - 1:00p

### Cafeteria

Chat with your colleagues over lunch to discuss a topic of interest. Sit at a table with a facilitator, marked by a tent-sign. If you have a topic that is not listed, feel free to create your own group. Blank tents and markers are available at the registration desk. Topics include:

- **Moodle** – Penny Pearson and Blair Roy, OTAN
- **Blended Learning** – Diana Batista, Simi Valley Adult School & Career Institute
- **Volunteer Work Experience as an Alternative Delivery Model** - Crystal Robinson, Sweetwater Division of Adult & Continuing Education
- **Distance Learning** – Lynn Bartlett, San Juan Adult Education
- **Technology in the Classroom** – Branka Marceta, OTAN
- **Citizenship Distance Learning** – Gary Christiansen, Bakersfield Adult Education
- **GED Distance Learning** – Vicki Buhler, Hanford Adult School
- **Future Casting: Discussion Surrounding the Future of Online Learning** – TBA
- **Engaging & Motivating Students Online** – TBA
- **Developing Online Teachers** – TBA

## 26. ESL Courses: Moodle Ready

*Penny Pearson, OTAN; Katherine Crawford, OTAN Trainer; Francisca Wentworth, Jefferson Adult Education*

### Room 98 (Computer Lab)

OTAN developed two new “repository” courses using Moodle as the CMS. These courses are for Advanced ESL and as a supplemental course to USA Learns Second course. This presentation will give an overview of each course and how you can use them at no cost to your agency.

(PGM: ESL; CAT: BL, DL)

## 28. Nuts and Bolts 2011 and Beyond

*Lynn Parr-Bartlett, San Juan Adult Education/OTAN Trainer*

### Room 13

How does Distance Learning fit into the future directions of adult education? Learn how to integrate this modality into program delivery: blended model, stand alone or a combination. This workshop will cover the basics of the Innovation application, federal requirements, curricula and proxy hours guidelines, and examples of successful models.

(PGM: All; CAT: BL, DL, PAC)

## 30. Getting the Most from DL and Integrating DL Backpacks

*Brenda Gomez and Nancy Casillas, a Co-Presentation from Hacienda La Puente Adult Education*

### Room 113

**Getting the Most from Distance Learning:** Run DL sites with maximum efficiency for maximum results. Topics: room and student file set up; efficient answer keys; maximizing time with students by leaving nothing to chance; demonstration of assessment process that’s individualized, expedient, and complete; handling large crowds as well as low numbers; keeping roster trim; retrieving materials.

**Integrating DL Backpacks:** HLP AE uses DL Backpacks in a variety of classes offered by the district. Learn about the process of developing new DL backpacks targeting our diverse communities and the process to evaluate and determine the effectiveness. Is it working and how we can make it better? The benefits of technological support.

(PGM: All - CAT: DL, TI)

## 27. Extend Learning Beyond the Classroom - Web-based Activities

*Kristi Reyes, MiraCosta Community College/OTAN Trainer*

### Room 99 (Computer Lab)

Do your students have a passion for practicing English using computers? Learn how to use three, free, simple-to-use Web sites for creating online exercises your students can use to review course content and practice many skills such as listening, speaking, reading, vocabulary, and spelling.

(PGM: ABE, ASE/GED, ESL; CAT: TI)

## 29. CASAS e-Testing Made Easy

*Peggy Raun-Linde and Liz Ambra, Sunnyvale-Cupertino*

*Adult & Community Education*

### Room 15

The thought of implementing CASAS e-testing (online versus paper) might seem overwhelming to begin, but you can learn about the do’s and don’ts of implementation making your transition to e-testing painless. This presentation includes a model for implementation as well as recommended experiences that should be avoided or repeated. Specifically, this presentation covers signing students up for e-test, charging for testing (optional), the details of staffing to carry out e-testing, blending managed enrollment (wait list) practices with e-testing, placement and transfers of students, and more. E-testing has made our lives so much easier, and we are working smarter, not harder. We are happy to share and help anyone considering moving to e-testing.

(PGM: ABE, ASE/GED, ESL; CAT: PAC)



# How to Share What You Learn with Your Colleagues

**Video of Sessions** - All sessions in Room 113 will be videotaped and the videos will be posted on the Symposium Web site, [www.otan.us/tdlsymposium](http://www.otan.us/tdlsymposium). View a session from Room 113 that you were unable to attend, and feel free to share these videos with others at your agency.

**Slides and Handouts** – All workshop materials will be posted on the Symposium Web site for you to download and share.

**Contacting Presenters and Colleagues** – Below is a list of presenters and their email addresses. In your packet you will find a list of all the attendees. Use these resources to contact a program near you or a colleague with whom you shared ideas during the Symposium.

## Hacienda La Puente Staff

Cynthia Parulan-Colfer - Associate Superintendent  
Vicky Rossier - Director  
Matthew Smith - Administrator  
Esther Alvarez and Judy Craig - Office Managers  
Douglas Fore - Instructor of Food Services  
Amalia Canton, Patty Vasquez, Maria Fuchikami,  
and Maria Gallegos - Food Services Staff  
Isaiah Hall and Denise Luna - Food Services Students  
Tom Nguyen and Rob Sharp - Technology Support  
Custodial Staff

## OTAN Staff

John Fleischman - Executive Director  
Marian Thacher - Director  
Branka Marceta - Coordinator, Technology Projects  
Penny Pearson - Coordinator, Distance Learning  
Blair Roy - Project Specialist II, Technology Projects  
John Burge - Project Specialist I, Distance Learning  
Raymond Fox - Multimedia Design Specialist  
Melinda Holt - Project Specialist I  
Douglas Rennie - Video Production Specialist  
Linda Swanson - Computer Technology Support and Trainer  
Charlotte Barcellos - Executive Assistant  
Darla Sullivan - Staff Secretary

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# TECHNOLOGY AND DISTANCE LEARNING SYMPOSIUM 2011

## MY SYMPOSIUM SCHEDULE

Create your own schedule using the matrix below.

### Friday, February 25

Session	Time	Selected Workshop	Room
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**HACIENDA LA PUENTE  
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