

## **Administrator Tips to Assess and Promote Technology Skills for Instructional Staff**

Since technology is an integral part of daily living and is embedded in nearly all aspects of the world of work, it is essential for adult education programs and their instructors to be using technology in the classroom and to be knowledgeable and comfortable with technology usage. For additional information, please reference the **Illinois Adult Education and Family Literacy Instructor Technology Standards**. This can be used for an instructor to gauge technology level. Here are the main areas of emphasis for general adult education instructors. Those in Bridge and ICAPS programs may have additional requirements.

- Word processing
- Spreadsheets
- Presentation development and delivery
- Internet usage and search skills
- Online learning
- Digital literacy

## **Interviewing and Hiring of Instructors**

- ✓ Check technology knowledge and ability in the interviewing process.
- ✓ If applicant doesn't possess technology skills, ensure the desire to learn them to further self and student learning.
- ✓ Confirm that applicant understands online learning and technology in the classroom are expectations and will be required in this position.

## **Opportunities for Technology-based Professional Development Resources (Beginner Level - Skip to next section if instructor has Proficient or Advanced Skills)**

1. One of the first training opportunities for adult education instructors is **online New Teacher Orientation**. If your instructor isn't confident in online learning, please provide some or all of the following supports.
  - ✓ Ask instructor to copy any correspondence concerning New Teacher Orientation registration, progress, and completion to you or to your designee so there is a mentor to assist and ensure success.
  - ✓ Ask new teacher or group of new teachers to register together with a mentor or tech specialist from your program. Ask them to allow one to two hours so they can not only successfully register but also complete a module and become immersed in the online learning process. Ensure a procedure to remember login and password for future usage.

Require instructors in this group to complete another successful login and completion of a module in the next two days to solidify the process. \*\*Please note: if needed, a service center or ICCB representative can be scheduled to provide support by phone during this initial registration period.

2. **iLearn Unit 1: Technology 101**
  - The Basics**
  - World Wide Web**
  - Communication**
  - Finding Information**
3. **Regional Fall Conference and IACEA sessions:**
  - Basic Technology Skills for Newbies**
  - Technology Standards Workshop**
4. **iLearn Unit 14: Advance Organizers**

### **Opportunities for Technology-based Professional Development Resources (Proficient Level - Skip to next section if instructor has Advanced Skills)**

1. **Regional Fall Conference and IACEA sessions:**
  - Technology Standards Workshop**
  - Using Excel Spreadsheets**
  - Basics of Podcasting**
  - Blogs in the Classroom**
  - Google Special Features**
  - Home Computer Security and Browser Tips**
  - Cloud Computing**
  - Using Technology to Meet the Needs of a Multi-level Classroom**
2. **iLearn Unit 14: Advance Organizers**
3. **iLearn Unit 15: Learning Techniques to Improve Technology in the Classroom**
4. **iLearn Unit 16: Matching Mainstream Technology Solutions to Assist Adults with Learning**
5. **Transitions Blog**
6. **SLN Blog**
7. **iLearn Unit XX: Kahoot**
8. **iLearn Unit XX: Curriculet**
9. **iLearn Unit XX: Quizlet**
10. **iLearn Unit XX: Teacher io**

### **Opportunities for Technology-based Professional Development Resources (Advanced Level)**

1. **Regional Fall Conference and IACEA sessions:**
  - Technology Standards Workshop**

**Using Excel Spreadsheets**

**Basics of Podcasting**

**Blogs in the Classroom**

**Google Special Features**

**Home Computer Security and Browser Tips**

**Cloud Computing**

**Using Technology to Meet the Needs of a Multi-level Classroom**

- 2. iLearn Unit 14: Advance Organizers**
- 3. iLearn Unit 15: Learning Techniques to Improve Technology in the Classroom**
- 4. iLearn Unit 16: Matching Mainstream Technology Solutions to Assist Adults with Learning**
- 5. Transitions Blog**
- 6. SLN Blog**
- 7. iLearn Unit XX: Kahoot**
- 8. iLearn Unit XX: Curriculet**
- 9. iLearn Unit XX: Quizlet**
- 10. iLearn Unit XX: Teacher io**