Engaging Adult Learners Remotely

TECH TOOLS FOR COACHES AND NAVIGATORS

During the changing and challenging circumstances of the current COVID-19 shutdowns, it's important to connect to learners. Coaches can use a variety of tools to offer learners support, share community resources and encourage their progress with learning goals. It is more important than ever to choose tech tools that help learners feel connected to you, as well as other learners. The resources in this handout are free unless stated otherwise.

GENERAL TIPS:

Ask yourself these questions before using a new tool: What is your intended purpose for the tool? Is it easy for you to use? Is it easy for your learners to use? Does it achieve the intended purpose?

Put supports in place to teach the digital literacy skills needed for each tool. Link to tutorials, post a video of you using or navigating the tool, or introduce only essential parts of the tool.

When possible, choose tech tools that relate to learner goals. Learners whose career goals require administrative skills could learn google calendar and google drive and documents to be able to collaborate with coworkers in the future.

Build on skills and tools students are already familiar with. Many parents of K12 children will be familiar with Remind. New American learners may know WhatsApp.

TOOLS TO KEEP IN TOUCH

This sampling of tools can be used to stay in touch, nudge, remind learners of upcoming dates, meetings and assignments, and post scheduling changes.

Remind
https://www.remind.com/

- Remind allows you to send messages to different learner groups without worrying about sharing your personal information.
- Option to create class contact lists, share documents or links, review who has seen your messages, and allow recipients to chat or not.
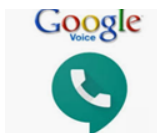
"I use the remind app to communicate with students, mostly for tracking attendance. It is quick and requires only a short text from both sides."

Facebook
https://www.facebook.com/

- Facebook can be used for announcements, updates, for private class groups, or individual messaging, depending on the regulations of your program and privacy setting.

Google Voice
voice.google.com

- Google voice can be used to call and text without using your personal number.

"I love Google Voice because it allows students and me to talk and text without using my personal phone number. It is free with a limit: you can text to 7 phone numbers max."

WhatsApp
https://www.whatsapp.com/

- WhatsApp is a free text messaging service, especially useful for immigrant and refugee learners who may be most familiar with this format.
- Learner groups can be created.
- Personal numbers are shared on this platform.

WeChat
https://www.wechat.com/en/

- WeChat is an instant messaging platform
- WeChat allows you to create group chats, send photos and files, voice notes and video.

Weebly
https://www.weebly.com/

- Weebly is a user-friendly, free website builder that allows you to share a large amount of resources with learners in one place.
- Website information can include: Community resources, career center information, job postings, online learning links and career planning information.

"I've been looking into Weebly and starting the process for creating a student resources webpage to assist with advising."

Google Hangout
https://hangouts.google.com/

- Google hangouts can be used in many different ways to connect with learners over video.

Google Calendar
https://calendar.google.com/

- Create events, invite learners to events, create due dates and schedule meetings.

"We have been are relying a lot on Google Calendar. We are teaching students to input their study time, tasks and meeting with us in to their calendars and sharing some of the events with us."

TOOLS TO SHARE WORK

This sampling of tools can be used by coaches and learners to share work, share progress and compile relevant education and career planning information for use at any time.

Google Drive
https://www.google.com/

- On Google Drive, learners and coaches can share documents, collaborate on editing resumes or other work, and 'turn in' assignments anytime.
- Google docs. and google sheets are other tools for collaborating and tracking progress.

Padlet
https://padlet.com/

- Padlet is a user-friendly message board platform, where learners can answer questions, post responses, share links, read messages from their peers, and respond accordingly.

Youtube
https://www.youtube.com/

- Youtube allows teachers and coaches to create channels and lists.
- Teachers and learners alike can create and upload videos to share

"For some people, learning through Youtube can be therapeutic and just as effective as the more text dominated platforms."

Teach from Home
https://teachfromhome.google/intl/en/

- Google compiled a platform to provide support for using the entire google suite for teaching and learning

TOOLS FOR EDUCATION AND CAREER PLANNING

This sampling of tools can be used to share job postings, job trainings, career pathway information or access online learning and digital literacy support.

O*Net
https://www.onetonline.org/

- O*Net and MyNextMove allows learners to conduct job searches by sector, interests or specific careers.
- Learners can learn about sectors, labor market trends and compare duties and pay.

Career OneStop
https://www.careeronestop.org/

- Career One Stop is a national career exploration and career planning tool that can be accessed by anyone.

Support for Online Learning
https://edtech.worlded.org/ and https://www.sabes.org/pd-center/digital-literacy

- While this handout has covered tools for coaches, there are many online learning systems that allow instructors and coaches to maintain contact with learners.
- The Ed Tech Center at World Education Inc. offers Tech Tips, Distance Learning Support, and Mlearning, a mobile learning support repository.
- The SABES Program Support PD Center houses digital literacy resources and professional development opportunities.