Meet the ACLS and SABES **Digital Literacy Advisory Group Members**

and the
digital literacy tools they use

dese MASSACHUSETTS
Department of Elementary
and Secondary Education

SABES

Spring, 2023

Ash Aliengena (they/them)

Holyoke Community College

WhatsApp!
https://www.whatsapp.com/
(Desktop version for teacher, phone app for students)

I use WhatsApp constantly with my (fully remote) Level 1 ESOL class. We have a class group that allows us to communicate and share both during and outside of class time. I use it to share screenshots of our class notes and Zoom annotations live throughout class. Students use it to submit pictures of their homework. Students also use it during class to share pictures of their writing. And, since I use the desktop version of WhatsApp, I am able to share my screen and process/ respond to everything they've sent during class. Being fully remote with beginners, I rely heavily on WhatsApp to be able to see what students are producing and gauge their understanding. And, because most students already use WhatsApp to communicate with their families abroad, the tech learning challenge is not too steep.

Kristina Boucher

Lawrence Public Schools
Adult Learning Center

Your Digital Literacy Tool
Clever: SSO (Single Sign-on)
https://clever.com/products/sso

How you implement it…
Our Instructional Technology Support Specialist runs a digital literacy boot camp during student orientation where students are trained/showed how to use the platform. Students are given an individualizes clever badge: QR code that identifies their login information and they can scan to login to clever.

How it helps your practice and/or students…
All of the platforms we use are organized in Clever and once students login to Clever, they are automatically logged in to all those platforms such as: Ellii, Flocabulary, Pearson (Book), Aztec, Nearpod, Google Classroom, Zoom, Google Suite, etc.

Other platforms we have links for but not automatically signed in: Leamos, Khan Academy, Northstar Digital Literacy

Clever SSO removes an extra barrier for students that are developing digital literacy skills, makes it easier for them to access materials without having to remember passwords for every platform. All ALC students are enrolled to Clever automatically through a sync between Laces and the LPS-IT department that I run daily.

Jennifer Brunelle

Worcester Public Schools

Your Digital Literacy Tool

We have developed a curriculum which includes lessons that specifically target digital needs while covering college and career topics

https://docs.google.com/document/d/1LL3vGcjPutVmmMnI99zLSuWw9GAh_qMDz70ry88pJok/edit?usp=sharing

How you implement it…

Our tech coordinator goes into each classroom and works with students and the teacher.

How it helps your practice and/or students…

We have found that many of our low level students had VERY basic computer skills. Many can now create an email address, send an email, create a google document, do an internet search, etc...

Kevin Freeley
(he/him)

Asian American Civic Association

Your Digital Literacy Tool

Socrative
Socrative.com
A Student Response System

A great little web based program to quickly do formative assessments. Students can take the quiz on a variety of devices. Very easy to use, students like the immediate feedback and the simple graphics make it easy for the teacher to gauge understanding.

Lisa Gimbel
she/her

Cambridge Community Learning Center

Your Digital Literacy Tool

Wordwall
https://wordwall.net/

How you implement it…

Students do exercises made on the site in class or for homework, on their phones or other devices. I adapt other teachers' materials or make my own. I can see results per individual/per question, and with details about when/how many times they practiced.

How it helps your practice and/or students…
Students can do manipulative activities without me cutting up lots of pieces of paper! Students get instant feedback. I can assign the same materials in different formats, with live edits.

Paula Jurigian

ACLS
(she/her)

Your Digital Literacy Tool

The tool I use is Notes in Microsoft Office. I was someone that always had multiple notebooks or legal pads - one for each meeting or project - and now I have 10+ electronic notebooks at the click of my mouse that have many sections and a separate dated sheet for notes from meetings.

How you implement it…
We share notebooks among ACLS Team members working on the same project and can access, edit, review and print shared project information with just an internet connection

How it helps your practice and/or students…
The pain in my shoulder is gone - no carrying so many notebooks back and forth, I have what I need for meetings, and I don't shuffle papers very often.

Ruth McCormick

Valley Opportunity Council

Your Digital Literacy Tool

PDF X

How you implement it…
I use PDF X to break apart, put together, compress, and OCR PDF documents for use in Google Classroom. I can assign specific texts to specific students.

How it helps your practice and/or students…
I can use a wide variety of text with students, including texts that are not available to me physically. I can use higher or lower text pieces to scaffold or differentiate between students.

Jon McDonnell

Bristol County Sheriff's Office

WhatsApp

How you implement it…

In my Zoom classes, I use WhatsApp as a way for students to send various information. Students submit questions, send assessment results, and share their work. It helps me assess their progress in real time.

How it helps your practice and/or students…

It helps get immediate and sustained feedback from students and helps create a culture of sharing and student-ownership.

Michael McEachern

Clinton Public Schools
Clinton Adult Learning Center

Your Digital Literacy Tool

[Google Workspace for Education](#)
Including Google Classroom

How you implement it…
All students in the program are given a Google Workspace account, which includes their own school email address and access to Google docs, sheets, slides. Teachers use Google Classroom to post assignments, post class activities, and to give assessments. The program has over 150 chromebooks for students to use everyday in class.

How it helps your practice and/or students…
By utilizing email and online tools on a daily basis to engage in classroom activities, students are compelled to enhance their digital literacy skills.

Riva Pearson

Jewish Vocational Services

Your Digital Literacy Tool

ellii.com (formerly esllibrary.com)

How you implement it…
Each of my students has an ellii account which we use in 3 ways: for asynchronous work, in Zoom class for reading and listening activities that I present with a shared screen, and in Zoom class for activities the students can do and I can look at in real time. The Level 1 teacher in our program also uses the flashcard function in her class to present vocabulary.

How it helps your practice and/or students…

ellii.com has many different kinds of activities- matching, fill in the blank, speaking practice (record your voice), reading, listening, and videos. The students have learned to navigate the website to be able to do a variety of kinds of activities in many contexts. Some of the activities are self graded, so they can check their answers right away. Some I have to grade, so the students have to go back into the site to look for my comments. There is a lot of navigation to do as well as a lot of content.

Susan Potter-Alves
she/her

University of Massachusetts - Dartmouth

All students are trained in using Blackboard during orientation. Remote and hybrid students enter all Zoom meetings and access their work through Blackboard. Fully in-person classes are required to regularly do activities in Blackboard.

The Ultra version of Blackboard is user friendly and helps newcomers to technology become comfortable navigating a web page. Since all assignments are stored in Blackboard, students are able to keep up with their work even when they are unable to attend class.

Kelsie Potts
(she/her)

MassLINKS

Your Digital Literacy Tool

Screencastify
https://www.screencastify.com/

How you implement it…
Both advisors and instructors use Screencastify to make videos for students. Screencastify records your screen and your voice. Advisors make Screencastify videos to show students how to access our classes, student email, and ed tech programs. Instructors use Screencastify videos for further instruction or async assignments.

How it helps your practice and/or students…
Screencastify allows us to deliver material to students with both auditory and visual instructions, increasing understanding. The videos become a resource that students can come back to for instructions or help at any time.

Susan Prior
(she/her)

Methuen Public Schools

Your Digital Literacy Tool
Student gmail accounts issued through Methuen Public Schools (MPS)

How you implement it…
On enrollment, each student is issued a gmail account through MPS. At orientation, students are provided a handout listing their login credentials and guided in accessing and using their gmail to connect to their class space (Google Classroom or Zoom) using either their own device or a ChromeBook borrowed from the program (90% of enrolled students borrow a device).

How it helps your practice and/or students…
Students routinely use Google tools (email, Classroom, Docs, Calendar, Meet, Slides, Forms, Jamboard, etc.) to communicate with teachers and advisors, create and share presentations, locate materials and submit assignments. They are more prepared to use such tools in the workplace and higher education.

Diana Satin
she/her/hers

SABES Program Support PD
Center - Digital Literacy

Your Digital Literacy Tool

Padlet!

https://padlet.com/

How you implement it…
For exchanging materials and ideas for practices

How it helps your practice and/or students…
Easy to use, multimedia platform

Deb Perry

New Bedford Public Schools Adult Learning Center

Your Digital Literacy Tool

MS Word Resume Templates

How you implement it…
I use MS Resume templates to demonstrate various ways of presenting themselves to employers. Some students are very adept at describing previous roles, others are not so we also use it as a segue into grammar.

How it helps your practice and/or students…
Templates target literacy, technology and college and career planning simultaneously.

Caitie Shalvey
(she/her)

Mujeres Unidas Avanzando

Your Digital Literacy Tool
Calendly
https://calendly.com/

How you implement it…
Create calendars for specific event types and program staff availability. Send the specific link to students/volunteers/staff, and they can see times to make appointments. Some things we've used it for:
- Scheduling assessments/in-take calls
- Meeting with prospective volunteers
- Scheduling staff annual reviews
- Scheduling job interviews
- Coaching appointments

How it helps your practice and/or students…
It syncs to Zoom so it auto-creates a link, and it will send reminder emails so we don't have to. And we don't have to go back and forth on phone calls or emails to make appointments, which is a win for all.

Cheri Shaw
she/her

Catholic Charities South

Your Digital Literacy Tool

WhatsApp
https://web.whatsapp.com/

How you implement it…
We make ***WhatsApp*** groups for all our classes and communicate all kinds of information in the groups. We also have a staff WhatsApp group.

How it helps your practice and/or students…

Most students have ***WhatsApp*** so it is one less app they need. They often respond to ***WhatsApp*** as opposed to a text message. There are lots of great activities that can be integrated with ***WhatsApp***.

Rachel Soule
(she/her)

The Immigrant Learning Center

Your Digital Literacy Tool
(Include a link if you have one!)

Northstar Digital Literacy Standards

How you implement it…
We are working on a "scope and sequence" of digital standards across our class levels. This will inform the series of digital literacy workshops that we are developing. The Northstar Digital Literacy Standards are one document helping us select appropriate "can-do" statements for our levels.

How it helps your practice and/or students…
It helps us develop our digital literacy workshop series, which will help us ensure that our students are getting a backbone of critical digital literacy instruction, which classroom teachers will then reinforce and expand on throughout lessons and units.

Grace Spaulding
(she/her)

Literacy Volunteers of Massachusetts

Your Digital Literacy Tool

Zoom how-to guides
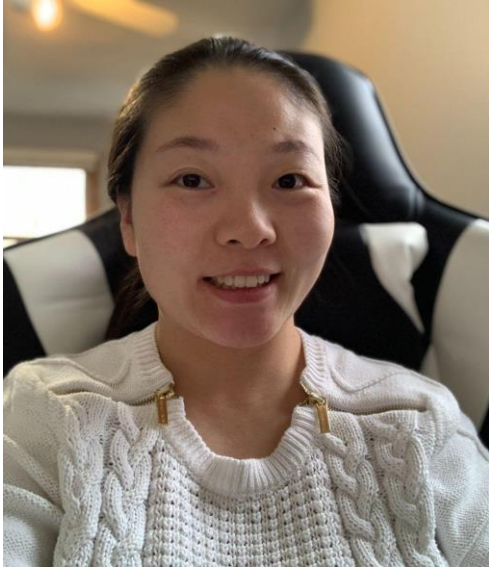
How you implement it…
For tutors and/or students, we send them these guides to help them download, setup, join and host meetings on Zoom.

How it helps your practice and/or students…
About 20% of our pairs are still working together remotely. Often more students are interested in this option than tutors are, so if we need to get a tutor up to speed on this digital skill, this is a great tool to do so before we meet with them one-on-one.

Ellen Tang
(She/Her)

Quincy Community Action Programs

Your Digital Literacy Tool

Apple Keynote

How you implement it…
I use Keynote to make class presentations for every lesson, it's similar to Google Slides. But it allows me to annotate using my Apple pencil on my iPad, play videos and more.

How it helps your practice and/or students…
Playing and annotating Keynote on my iPad as a second screen is so much easier than navigating Google Slides on the computer. I can hand write anything on the Keynote slides. It's convenient in virtual classes and efficient to lesson plan.

Luanne Teller

SABES Program Support PD Center
she/her/hers

Your Digital Literacy Tool

Excel Spreadsheet Pivot Tables

How you implement it…
Compile, analyze, and manipulate data in different ways based on simple steps that save lots of time compared to creating analyses manually.

How it helps your practice and/or students…
Our continuous improvement efforts are always grounded in data, and we are able to easily generate reports with just a few quick steps that provide both qualitative and quantitative data to inform our work and planning. Bonus: Pivot Tables help us to identify fields where data are missing.

Marie Troppe

ACLS (she/her)

Your Digital Literacy Tool

snip n' sketch

How you implement it…
I use it to mark up screenshots of budget revisions when programs are doing budget amendments.

How it helps your practice and/or students…
Showing is so much clearer than telling!