Minnesota Adult Basic Education (ABE)

**Distance Learning Policy**

**Policy Development Date: July 1, 2008**

**Policy Implementation Date: October 1, 2008**

**Latest Policy Revision Date: July 17, 2012**

# Policy Overview

## **Background**

*National Reporting System Implementation Guidelines, July 2007*:

“Distance education is a formal learning activity where students and instructors are separated by geography, time or both for the majority of the instructional period. Distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, broadcasts, computer software, web-based programs and other online technology. Teachers support distance learners through communication via mail, telephone, e-mail or online technologies and software.”

Distance learning programs have become popular, in part because they are often a better fit for non-traditional students’ schedules. They seem to be particularly attractive for students who live some distance from the nearest Adult Basic Education (ABE) program, those with irregular work schedules that make regular class attendance difficult, and student in classes who want to further study on their own.

Minnesota ABE views distance education as an opportunity to increase access to and participation in ABE programming throughout the state. We anticipate that offering more distance learning opportunities in ABE will result in an expansion of programming and the recruitment of the currently unengaged eligible ABE population, as well as provide an additional option for students we are already serving. Distance learning programs have the potential to raise state enrollment rates and improve access to education and training, which will in turn increase participants’ earnings and employment rates. Building the capacity to offer more distance education opportunities across Minnesota ABE programs in an equitable fashion is one of the primary goals identified by the Minnesota Department of Education (MDE) – ABE Office.

## Overview and Philosophy of Distance Learning in the State

Intake, orientation, and pre- and post-testing for ABE students accessing distance learning must be provided on-site. Training requirements for ABE staff to deliver distance education vary according to the different approved distance education curricula. Only agencies that have completed required training(s) on the distance learning tools, curriculum and/or implementation established by the developer and/or the MDE – ABE Office will be allowed to count reimbursable proxy hours for their students.

Minnesota has chosen a mastery approach to assign credit for work accomplished. Mastery is defined as achieving or demonstrating skills sufficient for a learner to move from one unit to the next. “Proxy Contact Hours” are how mastery is countable for students completing curriculum units and/or passing quizzes assessing lesson comprehension and completion. Proxy Contact Hours are not equal to seat time or to time spent working online. Proxy hours are established based on pilot studies showing the average student time students require to master specific material. Some students will require less time to complete a curriculum unit while others will require more time to complete the same unit.

ABE programs must maintain records of proxy contact hours to meet both state and federal reporting requirements. ABE Program Guidelines for Determining Proxy Contact Hours (PCH) for approved curricula can be found in Table 2 (pages 7-8) of this policy. Proxy hours must be recorded in the ABE data system in classes with titles that include the name of the distance learning curricula and the words “proxy hours,” for example: “Skills Tutor Proxy Hours” or “i-Pathways Proxy Hours.” Note that programs must also maintain records for each student that denote the specific unit/lesson/module completed along with the corresponding proxy hours. Specific information about required documentation can be found in the section *ABE Auditing Requirements* (on page 4) and in Table 3 (on page 9).

An ABE consortium will have first “right” to serve distance education students residing within the consortium’s geographic area as defined by the member school district attendance areas. Please see the ABE Consortium Membership and Operations Policy for further information.

# General Distance Learning Requirements

## ***Counting Distance Learning Contact Hours***

Classroom hours and Proxy Contact Hours (PCH) will be recorded as separate classes in the state data system.

There are two possible “types” of contact hours involved in distance education:

1. Synchronous Hours: occur in distance learning for orientation, pre- and post-testing, supplemental classroom instruction, live webinars, etc.; and

2. Asynchronous Hours: instruction is provided when a student works independently in complete instructional units using one or more of the state-approved distance learning tools/curricula listed in Table 2 below (pages 7-8). This could happen off-site or on-site, as long as in-class contact hours are not being counted. Off-site asynchronous hours could be completed at a learner’s home, at a public library, or any other location a learner is completing a distance learning curriculum. An example of on-site asynchronous hours includes a learner working in an ABE programs computer lab after class, when he/she is not being counted by in-class contact hours.

For all synchronous hours, Minnesota ABE programs will follow the ABE Contact Hour Policy.

For asynchronous hours, the manner in which proxy hours are determined will vary depending upon the curricula used. Please refer to Table 2 (ABE Program Guidelines for Determining Proxy Contact Hours) on pages 7-8 of this policy.

Proxy Contact Hours can only be granted once per ABE student per distance learning curriculum unit. Once Proxy Contact Hours have been counted for a learner completing a distance learning unit, the learner cannot be given credit for the same unit again at a future time. This means a learner can go back and review units, but he/she cannot generate additional Proxy Hours for that same unit.

## **Assessing Students Using Distance Learning Curriculum**

Distance learners must be assessed under the same guidelines as all adult learners in the state and ABE programs must adhere to the Minnesota ABE Assessment Policy. ABE programs must schedule on-site pre- and post-testing for all distance education students. For distance learners enrolled in a blended/hybrid or an in-class course, assessment will be scheduled as part of the classroom hours for the course. Post-testing needs to be scheduled corresponding to the appropriate number of hours of instruction for post-testing as indicated by local consortium post-testing policies and on page 7 of the state’s assessment policy. All assessment must occur in secure, proctored settings.

## **i-Pathways Availability and Student Assessment**

i-Pathways (formerly named GED-i) is currently subsidized by the Minnesota Department of Education – ABE Office. Consortia are expected to either offer online i-Pathways programming for interested and eligible students or to establish a referral relationship with a consortium that is providing i-Pathways online. ABE consortia that do not provide online i-Pathways programming must conduct pre- and post-testing for students residing in the consortium who are participating in i-Pathways programming with another consortium.

## **Instructional Delivery Models**

There are 3 instructional delivery models using distance learning curricula:

A. Distance Education – Students are able to work independently at a distance or in a site’s computer lab and have strong computer literacy skills

B. Hybrid – This is a blended instructional delivery model for students who receive some in- class pre-teaching, but are able to work independently at a distance and have strong computer literacy skills

C. In-Class – Students receive in-class guided instruction and have strong computer literacy skills

Proxy hours may be counted in models A and B above when the following conditions are met:

1. The ABE program is using one of the approved curricula found in Table 1 (page 6).
2. Students are working independently at a distance.
3. Students may work independently on the on-line curriculum in an ABE computer lab; if proxy hours are counted for that work, regular ABE contact hours may not also be collected for that same lab time.
4. Students meet requirements for distance learning curricula used, such as the minimum test scores for entry and complying with intended product use, as defined by the distance learning curriculum developer and the Minnesota Department of Education - ABE Office. (See Table 1: ABE Program Guidelines for Determining Online Education Student Eligibility on page 6 for more information.)

## **ABE Auditing Requirements**

For auditing purposes, programs must keep documentation proving a student’s distance learning achievements and proxy hours claimed. Some acceptable measures of documentation include:

* Printed student screen shots;
* Printed software-generated reporting tables; and
* Teacher-signed student logs.

The documentation must:

* Include the name of the distance learning product;
* List the specific unit(s) the student completed or mastered;
* Show that a student completed and/or mastered the unit according to standards; and
* Include a date of completion.

In the case of an audit, if a program cannot provide the distance learning documentation for proxy hours entered, the program may be required to pay back state and federal money earned through the undocumented proxy hours.

For specific documentation requirements by distance learning curricula, go to Table 3 (ABE Program Proxy\* Contact Hours (PCH) Documentation Requirements for Approved Distance Learning Curriculum) on page 9.

## **Approved Distance Learning Curricula**

### There are three categories of approved DL platforms available to Minnesota ABE:

* Those paid for and supported through state funding.
* Those that are free but without state support.
* Those that have a cost which is paid by ABE programs wishing to use these platforms.

As of July 2012, 16 platforms are countable for ABE proxy hours. All approved platforms are listed below by category. Each approved platform links to a page including proxy hour equivalents, criteria for awarding proxy hour equivalents with documentation required for proxy hours, prerequisites and level of students served, access information, and other resources. Many of the pages include links to "super-users," which are ABE staff with significant experience using the platform and whom are willing to answer questions.

**State Supported:** These platforms are purchased at the state level and are free to all Minnesota ABE programs. Technical support is available at no cost:

* *i-Pathways* (formerly GED-i) for Adult Basic Education (ABE) and GED students;
* SkillsTutor, a comprehensive reading, writing, mathematics, employability and life skills curriculum; and
* KeyTrain, for students preparing to take the National Career Readiness exam;

**Free:** There is no license required to use these platforms, and thus no cost. Minnesota does not provide technical support for these platforms:

* English For All (EFA), a free Web-based multimedia system for adults learning English as a second language that incorporates California standards for High-Beginning ESL;
* Mindquest Academy for English as a Second Language (ESL) students and ABE students;
* USA Learns, an English Language instructional program for all levels of ESL students.

**Fee Based:** Sites using these platforms need to purchase a license directly from the publisher. Minnesota does not provide technical support for these platforms:

* A+dvancer, a diagnostic assessment and instructional system aligned to the Accuplacer course placement tests used by the Minnesota State Colleges and Universities;
* *Apex Learning, Inc.*, an online program with middle school and high school content for High Intermediate ABE students;
* *Crossroads Café*, a video series for Intermediate and Advances ESL students;
* *Easy ESL*, a video series for Beginning and Intermediate ESL students;
* Ellis Academics, an English Language instructional program for Beginning Level and higher ESL students;
* Learner Web, a learner-focused web system providing guided support to adults, which is based on Learning Plans built around specific skills (i.e. Citizenship, Learn English for Work, etc.);
* Lifetime Library, a comprehensive curriculum of reading, writing and mathematics used for pre-GED students;
* *Novanet*, a program offering math, English literacy, social studies and science lessons, which can be used for adult diploma and GED preparation;
* Plato Learning Environment, a comprehensive curriculum that incorporates content from elementary, secondary and post-secondary education; and
* Rosetta Stone, an online language and vocabulary building program for Beginning to Advanced ESL students.

# Table 1: ABE Program Guidelines for Determining ****Online Education Student Eligibility****

| **ABE Student Instructional Delivery Models** | Distance Education:  Students are able to work independently at a distance and have strong computer literacy skills | Hybrid:  Blended model—Students who study both online using distance learning and in-person with an instructor. | In-Class:  Students need in-class guided instruction and have strong computer literacy skills. |
| --- | --- | --- | --- |
| **Instructional System** | Minimum Reading Score/Level | Minimum Reading Score/Level | Minimum Reading Score/Level |
| **A+dvancer** | 8.0\* | 7.0\* | 7.0\* |
| **Apex Learning, Inc.** | 6.0\* TABE (D) | 6.0\* TABE (D) | 6.0\* TABE (D) |
| **Crossroads Café** | 211-236 CASAS | 211-236 CASAS | 211-236 CASAS |
| **Easy ESL** | 153-210 CASAS | 153-210 CASAS | 153-210 CASAS |
| **Ellis Academics** | 180 CASAS | 180 CASAS | 180 CASAS |
| **English For All (EFA)** | 211-227 CASAS | 201-210 CASAS | 191-200 CASAS |
| **i-Pathways** | 9.0\* | 8.0\* | 7.0\* |
| **Key Train** | 4.0\* | 4.0\* | 4.0\* |
| **Learner Web** | Varies, depending on Learning Plan | Varies, depending on Learning Plan | Varies, depending on Learning Plan |
| **Lifetime Library** | 236+ or 5.0\* | CASAS 228-236 or 4.0\* | CASAS 221-227 or 3.0\* |
| **Mindquest Academy** | 8.0\* | 7.0\* | 7.0\* |
| **Novanet** | TABE 7.0\* for high school reading; TABE 6.0\* for junior high | TABE 7.0\* for high school reading; TABE 6.0\* for junior high | TABE 7.0\* for high school reading; TABE 6.0\* for junior high |
| **Plato Learning Environment** | 6.0\* | 6.0\* | 6.0\* |
| **Rosetta Stone** | 165+ CASAS | 165+ CASAS | 165+ CASAS |
| **SkillsTutor** | 211+ or 4.0\* | CASAS 228-201 or 2.0\* | CASAS 221-190 or 1.0\* |
| **USA Learns** | None | None | None |

\*TABE Grade Level Equivalent (GLE)

# ****Table 2: ABE Program Guidelines for Determining Proxy\* Contact Hours (PCH) for Approved Curricula****

| **Curricula** | **Criterion** | **Criteria for Awarding PCH** | **PCH Credit** |
| --- | --- | --- | --- |
| **A+dvancer** | **Teacher Verification\*\*** | **Completed test or lesson** | **30 minutes per test; 60 minutes per lesson** |
| **Apex Learning, Inc.** | **Student achieves 70+% correct on unit assessment** | **Copies of completed unit assessment** | **90 minutes per completed lesson** |
| **Crossroads Café** | **Teacher verifies that student completes work packet** | Copy of learner log/proxy hour worksheet | **5 hours per completion of module/portion; 130 hours maximum** |
| **Easy ESL** | **Teacher verifies that student completes work packet and time test** | **Completed work packet and time test** | Units 1-6: 4 hours per unit; Units 7-12: 8 hours per unit; total possible: 72 hours |
| **Ellis Academics** | **Student completes 70-80% of lesson comprehension questions correctly** | **Completed Lesson** | **30 minutes per lesson** |
| **English For All** | **Teacher Verification\*\*** | **Completed unit** | **6 hours per unit; total possible 120 hours** |
| **i-Pathways** | **Teacher Verification\*\*** | **Completed lesson** | **120 minutes per lesson** |
| **KeyTrain** | **Student completes 75% of end-of-level exam questions correctly** | **Completed level** | **2 hours per level (level pre-test and lessons)** |
| **Learner Web** | **Number of completed steps, verified through Learner Web report obtained from regional Administrator** | **Number of completed steps, verified through Learner Web report obtained from regional Administrator** | **Varies, depending on Learning Plan** |
| **Lifetime Library** | **Teacher Verification\*\*** | **Completed Chapter** | **90 minutes per completed Chapter for a total of 6 hours per Book** |
| **MindQuest** | **Teacher Verification\*\*** | **Completed module** | **Varies by module refer to Mindquest Academy Contact Hours Excel workbook** |
| **Novanet** | **Student achieves 70+% correct on module post-test** | **Completed unit lesson and test** | 1 hour per completed unit/final unit test |
| **Plato** | **Student achieves>70% correct on lesson module post-test** | **Completed Lesson Module** | **1.5 hours per lesson module** |
| **Rosetta Stone** | Successful completion of  core lesson; each lesson has a different proficiency level needed for successful completion | Individual learner report | 3 hours per core lesson; maximum total of 48 proxy hours per level |
| **Skills Tutor** | **Student achieves>70% on quizzes and post-test; teacher verification\*\* needed for pre-tests** | **Completed Lesson** | **30 minutes per lesson** |
| **USA Learns** | **Student passes unit final quiz** | **Competed Unit** | **3 hours per unit for courses 1 and 2;**  **2 hours per unit for course 3** |

\*Proxy: Rather than on-line/connect time, MN ABE programs will assign contact hours based on the criterion noted above.

\*\*Teacher Verification: Teacher verifies that student has completed all of the required activities for a lesson, module or unit and student has achieved mastery or a level of mastery sufficient for a learner to move to the next unit of study.

**Table 3: ABE Program Proxy Contact Hours (PCH) Documentation  
Requirements for Approved Distance Learning Curriculum**

| **Curriculum** | **Documentation Required** |
| --- | --- |
| **A+dvancer** | Copies of completed test/lesson |
| **Apex Learning, Inc.** | Copies of completed unit assessment |
| **Crossroads Café** | Copy of learner log/proxy hour worksheet |
| **Easy ESL** | Copies of completed unit assignments |
| **Ellis Academics** | Copies of completed comprehension questions, showing at least 70% correct |
| **English For All** | Through learner account, print screenshot of hours completed |
| **i-Pathways** | Go to Student Report Tab, print Lessons Completed; also go to Portfolio tab, take screenshot of any surveys completed |
| **Key Train** | Copies of completed quizzes, showing at least 75% correct |
| **Learner Web** | Copy of report |
| **Lifetime Library** | Copies of student completion pages – blue dots indicate student has started lesson, dark green indicate lesson completion |
| **MindQuest** | * Teacher completion of official MindQuest Excel spreadsheet marking student completion of modules  PLUS * MindQuest documentation verifying which and when modules were completed by student |
| **Novanet** | Copies of completed lesson post-tests and final unit post-tests |
| **Plato** | Copies of completed post-tests, with at least 70% correct |
| **Rosetta Stone** | Individual learner report |
| **Skills Tutor** | Copy of “Student Detail” report showing completion date(s) and score(s) obtained |
| **USA Learns** | Through teachers’ portal, print screenshot of topic/unit completed, with score |

# For More Information

Distance Learning resources can be found online at [The Minnesota ABE Distance Learning Web Site](The%20Minnesota%20ABE%20Distance%20Learning%20Web%20Site) (http://mnabe-distancelearning.org/).

This policy, along with other ABE policies and resources, can be found online at [The Minnesota ABE LINCS page on Law, Policy and Guidance](http://mnabe.themlc.org/ABE_Law_Policy_and_Guidance.html) (http://mnabe.themlc.org/ABE\_Law\_Policy\_and\_Guidance.html).

If you have any questions about the Minnesota ABE Distance Learning Policy, contact Brad Hasskamp, (651) 582-8594 or brad.hasskamp@state.mn.us.

If you have any questions about for distance learning data and reporting requirements, please contact Todd Wagner, (651) 582-8466 or [todd.wagner@state.mn.us](mailto:todd.wagner@state.mn.us).