

Date: September 26, 2002

Subject: **GED Connection:** A funding opportunity for eight (8) ABLE funded sites to develop distance education classrooms using “GED Connection” on-line instruction, videos and workbooks.

To: Ohio Department of Education funded ABLE Programs

Attention: Teachers, Coordinators & Administrators

From: Kimberly S. McCoy, Ohio Literacy Resource Center (OLRC)

## **I. Background**

The Ohio Literacy Resource Center (OLRC) in collaboration with the Ohio Department of Education (ODE), Adult Basic and Literacy Education (ABLE) office is establishing, developing, and implementing a distance-learning environment for the state as part of a 14-state consortium titled Project Ideal. ***Project Ideal, a Distance Learning Pilot Project*** is a funding opportunity for eight pilot sites to develop and expand services beyond the classroom through distance education, using GED Connection online instruction, videos, and workbooks. The Public Broadcasting Service (PBS) Literacy Link, the Kentucky Education Network (KET), and the National Center for Literacy (NCAL) produced the GED Connection curriculum. The GED Connection curriculum includes 39 half-hour video programs, 3 full-color GED Connection workbooks, free Web-based GED Connection learning activities, Teacher’s Guide and an online management system. All ABLE programs, with a funded GED component, received at least one set of the GED Connection video series in the fall of 2001. The Distance Learning Pilot Project provides learning opportunities to adults who lack basic educational skills equal to those of a high school graduate. The purpose of the Distance Learning Pilot Project is to explore ways to enable adult learners who cannot enroll in and/or participate in the traditional classroom-based instruction because of barriers that include, but aren’t limited to, distance, conflicting family or work schedules and/or waiting lists. The purpose of the eight distance-learning classrooms is to provide basic educational services to a segment of the population currently in need, but not being reached, and expand services already in practice. Recruitment will be up to the local grant holder. The pilot project is scheduled to last three years. It is anticipated that additional sites may be added the next two years. Continuation of the pilot project and adding additional sites may be contingent upon availability of funds. Depending on evaluations by the Ohio Project Ideal Advisory Committee, the first year pilot sites may not have to re-apply for the second and third years of the grant.

## **II. Pilot Project Requirements**

The first year of the pilot phases consists of a three-day face-to-face training, participation in an online distance-learning course and a six-month instructional phase. Teachers and administrators from selected sites are required to attend a face-to-face three-day training, scheduled in November 2002, at Kent State University. In addition, pilot sites are required to participate in a four to six-week online distance-learning course authored by the Project Ideal staff. The six-month instructional phase is scheduled from January-June 2003. During the six-month instructional phase pilot sites are required to collect information and complete documentations and questionnaires compiled by the OLRC and Project Ideal team. The OLRC will administer the pilot project, and the Distance Learning Coordinator will provide training and technical assistance to the eight pilot sites.

Selected sites are also required to participate in monthly conference calls facilitated by the Distance Learning Coordinator. In addition, participating pilot sites are required to attend The Ohio Association Adult and Continuing Education annual Conference (OAAE) in April 2003, as well as a one-day wrap-up session in June 2003. Each pilot site is expected to collect and report evaluation data as required. The face-to-face three-day training for the eight pilot sites will include:

- 1) An online course for both the administrator and teachers, consisting of training on how to access the distance learning course
- 2) Orientation that includes how to use the technology and how to learn at a distance; and
- 3) Instructor training on how to create a classroom environment at a distance and how to use the instructional package.

The OLRC, along with members of the Project Ideal staff, will work with the pilot sites to implement and evaluate various aspects of the distance learning classroom model and will perform an overall evaluation and assessment of the project.

The recruitment target for each pilot site is a range from 10-40 students with the population of the local site taken into consideration. The expectation is that each teacher will provide assistance to approximately 10-20 students per week, depending on the pilot site local population.

### **III. Application Guidelines**

#### **Application due: Monday, October 21, 2002**

Mail, fax or email the application to:

Ohio Literacy Resource Center, Kent State University  
Attn: Kimberly S. McCoy, Project Ideal Coordinator  
Research I, 1100 Summit Street  
Kent, Ohio 44242  
Fax: 330-672-4841  
Email: [kmccoy@literacy.kent.edu](mailto:kmccoy@literacy.kent.edu)

Eligible applicants include programs currently receiving ABLE funds from the Ohio Department of Education. Primary consideration will be given to applicants who:

- 1) Exhibit working knowledge of the GED Connection curriculum
- 2) Illustrate basic computer skills such as clicking, dragging, right clicking, minimizing, maximizing, etc.
- 3) Explain prior experience with integrating Technology in the ABLE classroom
- 4) Demonstrate existing Internet-ready computers available for the pilot project
- 5) Describe an understanding of the distance-learning environment; and
- 6) Demonstrate availability of other local Internet sites for student use.

### **IV. Funds for the Project Ideal pilot sites will be made available as follows:**

Funding will be used to support the development of eight distance education classrooms. The target range of 10-40 students per site will enroll online, and then work independently submitting completed assignments to their online student portfolios as well as participating in periodic chat sessions. Two teachers at each site will provide instruction through online assignments and support through online feedback and via email, chat sessions, Instant messengers and telephone. The Ohio Literacy Network (OLN) will purchase GED Connection online management systems once the eight pilot programs have been selected. The GED Connection online management system will enable teachers to interact with student portfolios at no additional cost to the pilot sites.

Each individual pilot site will receive funds for the local recruitment of students to participate in this new kind of learning environment. If selected pilot programs do not have the entire GED Connection video series, funds will be made available to purchase the GED Connection video series from the OLN for \$66.00 per set. Funds also will be provided to support salaries of two project instructors per site for a 30-week period to include training time, online course time, recruitment time, and instruction.

**V. Project Budget and Eligible Use of Funds**

**Eligible expenditures for actual program expenses are not to exceed \$19,000.** Funds may only be used for purposes associated with Project Ideal i.e. training, meetings, marketing, additional equipment being used in conjunction with the pilot project etc. Please note: pilot sites are responsible for all travel and hotel expenses for training and meetings associated with Project Ideal. In addition, OLRC will invoice each pilot site for the GED Connection implementation training, Project Ideal training and technical assistance provided during this pilot project.

▪ **Eligible expenditures for actual programs expenses not to exceed:**

|   |                 |
|---|-----------------|
| Workbooks (\$28 X 40 students)  | \$1120          |
| GED Connection Video series (three sets)  | \$198           |
| Instructional support<br>(\$20 /hr x 10 hr/wk x 30 wk x 2 instructors)  | \$12,000        |
| GED Connection Implementation Training,<br>Project Ideal training & technical assistance<br>(Pilots will be invoiced) | \$1860          |
| Travel expenses associated with training and meetings<br>(Hotel expenses, mileage, some meals)                        | \$1500          |
| Administration cost<br>(Administrator, planning, recruitment, marketing, equipment, Internet access)                  | <u>\$2,322</u>  |
| <b>Total awarded grant amount</b>   | <b>\$19,000</b> |

**VI. Application Requirements**

**a. Cover Page**

- Name of organization submitting grant application
- Address of organization
- City, State, Zip
- Contact person’s name & title
- Telephone & Fax number
- Email address

## B. Narrative

Limited to a maximum of 4 double-spaced, typed pages, 12 pt font.

1. Provide a brief description of the distance learning classroom project to be funded for your agency and the need it addresses.
2. If applicable, describe prior experience with integrating technology in the ABLE classroom. In addition, describe prior experience using distance education to deliver instruction to adult learners. If none, discuss accomplishments of organization in non-traditional learning projects or a statement of how this project will impact your local community.
3. Each designated instructor accurately completes the attached technology assessment and submits it with the proposal.
4. List all partners who will be involved in this project. Describe the relationship among partners, the role of each partner, and how each partner will contribute to the implementation of the distance-learning classroom. (i.e. where videos can be checked out and/or viewed and other possible Internet access sites for students such as local libraries, community colleges, community technology centers etc. Support letters are not necessary.)

## C. Budget and Budget Narrative

### 1. Salary

Please list the names and qualifications of the two designated instructors and the administrator. For the budget, show the rate at which these instructors and administrator will be paid.

2. Provide an itemized list of how the **remainder of the \$19,000** will be spent. This should include travel to training, meetings, hotel expenses, marketing, recruitment, planning, Internet access and if needed, additional equipment (i.e. computers) and GED Connection materials such as the entire video series and workbooks.

## VII. For More Information

- a. More information about GED Connection is available at PBS Literacy Link Website located at <http://www.pbs.org/literacy/ged/>
- b. For additional information on the 14-state Project Ideal consortium visit the Website available at <http://www.rcgd.isr.umich.edu/ideal/>
- c. If you have any questions and/or concerns about the Distance Learning Project, contact Kimberly S. McCoy, Project Ideal Coordinator, via email at [kmccoy@literacy.kent.edu](mailto:kmccoy@literacy.kent.edu) or phone at 800.765.2897 ext. 20757. Information is also obtainable on the Ohio Project Ideal website located at <http://literacy.kent.edu/ideal>

### Enclosures:

Technology Assessment

Characteristics of Distance Teachers - Dehra Shafer, Distance Learning Experiment Consultant

What Is a Distance Learning Experiment? - Jere Johnston, Project Ideal Director



**Project Ideal: Distance Learning Pilot Project**

Technology Assessment: To be completed by each designated Project Ideal instructor

1. Designated Project Ideal instructor name: \_\_\_\_\_
2. ABLE Program name: \_\_\_\_\_
3. Do you have a computer at your local program for use with this pilot project?  Yes or  No
4. Does the computer at your program have Internet access?  Yes or  No
5. Please indicate your knowledge level of each of the computer skills/tasks listed below. If additional training is needed indicate that as well.

| Computer Skills   | Self sufficient | Limited knowledge | No knowledge | Need training |
|---|-----------------|-------------------|--------------|---------------|
| Open & close Windows (Minimize & Maximize)                        |                 |                   |              |               |
| Work with the Taskbar   |                 |                   |              |               |
| Save a file to disk   |                 |                   |              |               |
| Create new folders  |                 |                   |              |               |
| Cut/copy and paste  |                 |                   |              |               |
| Insert clipart  |                 |                   |              |               |
| Create tables and graphs  |                 |                   |              |               |
| Create or format a document                                       |                 |                   |              |               |
| Create a spreadsheet  |                 |                   |              |               |
| Send and receive email messages                                   |                 |                   |              |               |
| Use Electronic list/Mailing list                                  |                 |                   |              |               |
| Downloading items from the Internet                               |                 |                   |              |               |
| Attach documents to an email message                              |                 |                   |              |               |
| Create an email address book                                      |                 |                   |              |               |
| Create an MS Power-point presentation                             |                 |                   |              |               |
| Managing Bookmarks and/or Favorites                               |                 |                   |              |               |
| Creating a Website/page   |                 |                   |              |               |
| Search the Web using directories & engines                        |                 |                   |              |               |
| Chat rooms  |                 |                   |              |               |
| Instant Messenger (AOL, ICQ, Yahoo, etc.)                         |                 |                   |              |               |
| Start up and shut down a computer                                 |                 |                   |              |               |
| Navigation on the Internet  |                 |                   |              |               |
| Microsoft Internet Explorer Browser                               |                 |                   |              |               |
| Netscape Communicator/Navigator                                   |                 |                   |              |               |
| Keyboarding   |                 |                   |              |               |
| Basic mouse navigation (clicking, right clicking & dragging etc.) |                 |                   |              |               |