**Promising Practices for Distance Education at Joliet Junior College:**

**Context**: After Joliet Junior College Campus and regional closures in Spring, our Adult Education Program staff universally worked to execute all instruction for the remainder of the semester. Joliet Junior College preemptively determined all Summer 2020, and then Fall 2020 lecture classes would be online, precipitating the need to create feasible, wholly-online processes to support Adult Education. We recently discovered that Spring 2021 will likely follow the same patter, so we are happy many of our new processes have proven successful.

**Instruction**: HSE and ESL provided training in chosen technology, and required weekly teacher direct instruction via web conferencing. It was vital to use software that is mobile-compatible, as most learners used their smartphone to complete schoolwork (more than 75%).

-HSE utilized GED Academy, TABE Academy, and iPathways for online instruction, and continues to do so. Teachers Zoom to differentiate instruction and work with small groups.

-ESL used Burlington English, primarily Burlington Core, teaching in-class lessons on web conferencing software, and students execute independent lessons.

-Perhaps most useful for instructional planning and execution, both instructional areas hold weekly or bi-weekly meetings among teachers and staff. This has allowed staff to address teacher and student concerns before they dramatically impact instruction. These meetings are optional, but have great attendance. Teachers are able to practice Zoom, share their questions and best practices on their classes’ technologies, and connect professionally.

**Enrollment and Intake:** As soon as we knew Fall would remain online, we worked with JJC IT to create on online Enrollment form that would capture necessary Biographical Information, which students would access after viewing a brief online orientation video. Find the video here: <https://jjc.edu/department-adult-education-and-literacy-online-registration>

The online form begins here: <https://www.jjc.edu/adult-education-and-literacy-application>

-Students receive automatic email confirmation that their form was submitted, including the links to create their JJC email address and information about the technology/app they will use in their online class.

-Results populate in the JJC Website itself, and are available for export into Excel. Front office staff use the results to enroll students in class. At this point, all HSE and ESL classes are all NRS levels, so staff assign to online classes and fill sections as applications are processed.

-Class enrollment is tracked on a Master Google Excel sheet in live time among all staff. Staff email class rosters to instructors.

-Testing for HSE students is currently executed in TABE Remote testing. Students are sent the Locator ahead, and populate remote testing sessions after successfully completing it. This drastically increases the chance that students will be able to successfully complete remote testing. CASAS eTests are beginning currently, and prioritizing testing for Family Literacy/SOS Program shared adult learners. It will begin in-person and execute remote tests as needed for those who cannot attend in-person.

**Recruitment:**

-We have schedule Weekly FB LIVES to share with students and community what is happening with our programs. This has increased Facebook traffic on our page by thousands of views, and increased engagement. Here is the latest example, where Cathy Kramer interviews Libby Budd about how to be a successful student this semester: <https://business.facebook.com/watch/live/?v=341655943646893&ref=watch_permalink>

-Sending flyers out to all partners and community agencies with simple links, QR codes and simple directions has helped expand access. You’ll find a sample text-able flyer attached to my email

-The JJC Communication Center is able to text current and past students on a mass scale, and sent out the enrollment link to more than 400 past students.

- We have worked on Emailing/Calling students who are regulars but aren't registered - maintaining the relationships we have developed with students.

**Support Services**

Our transition staff, Volunteer Literacy program, and educational support staff use:

- Google Voice so students can text for help (easier for them)

- Zoom meetings to discuss student needs

-Provide technology assistance for students who struggle to engage in their content.

- FAQ Videos are popular with students. So far, we have: Steps to GED and Signing Into Burlington English on your phone: [https://youtu.be/\_sEeGxJ0FD0](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2F_sEeGxJ0FD0&data=02%7C01%7Cmdwyer%40jjc.edu%7Cafe7b63bf4ad42aadecd08d8438d6335%7C581e94de7e2f4d699d5f791d2fb8f31a%7C0%7C0%7C637333621822889863&sdata=p5bpcfM6zgztpPWWqV7N1aiHP%2BAOMbxZ1UaKh1aN8u4%3D&reserved=0)

**Collaboration**:

We have worked to promote our partners’ programs on Facebook and LinkedIn, especially when their programs benefit our learners.

-Joliet Junior College has a three-year, apprenticeship grant through the American Association of Community Colleges/Expanding Community College Apprenticeships initiative. This grant provides JJC with an opportunity to assist the local workforce by growing the number of registered apprenticeships through the United States Department of Labor (US DOL).  JJC is the Program Sponsor for Registered Apprenticeship programs through the US DOL with 11 Occupations in the following industry sectors: manufacturing, culinary arts/hospitality, healthcare, landscape management and transportation. An apprenticeship program provides an opportunity for individuals to “Earn While They Learn” by combining on-the-job training with related classroom instruction. Upon completion, an apprentice will also receive a nationally recognized credential through the US DOL. We’ve continued our outreach efforts (virtually) with companies during the pandemic to let them know about the benefits of partnering with JJC; and how a registered apprenticeship program provides a workforce solution to develop a talent pipeline. For more information, visit [www.trainingupdate.org/apprenticeship](https://nam03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.trainingupdate.org%2Fapprenticeship&data=02%7C01%7Cmdwyer%40jjc.edu%7C0cafcef3cc8342b9e72508d84f845a08%7C581e94de7e2f4d699d5f791d2fb8f31a%7C0%7C0%7C637346778074073150&sdata=qHPGMQTh4nrf1nevrMLLu%2FlHPbTqvR%2F7azdvqgufUVU%3D&reserved=0)

-Combining the needs of our Family Literacy and Adult Volunteer Literacy Program, we have institutes a bi-weekly literacy meeting to support our library partners. 3 libraries participate to date, and 2 more are inquiring about joining to support their literacy population. Some are offering: prioritized on-site computer access to learners, ESL Zoom conversation practice, and remote tutoring (using our AVL online tutor training options).

**Additional Resources**:   
Kami: Your Digital Classroom Hero **Kami** is a leading digital classroom app for Chrome. It allows you to take any existing document, including scanned PDFs, and write, draw, type, annotate, comment, augment, enhance, and otherwise bring it to life – all within your browser.  
  
Jamboard: The **JamBoard** app is **free** you can browse, view and share Jams created by you and your teammates. **Jamboard** app is a digitla whiteboard that lets you sketch ideas and save them in the cloud to be accessed on any device.  
  
Hyperdocs: A **HyperDoc** is a digital document—such as a Google Doc—where all components of a learning cycle have been pulled together into one central hub. Within a single document, students are provided with hyperlinks to all of the resources they need to complete that learning cycle.  
  
Padlet: **Padlet** is a free online tool that is best described as an online notice board. **Padlet** can be **used by** students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files.  
  
Quizzizz: Free gamified quizzes for every subject to play in class and at home. Pick an existing quiz or create your own for review, formative assessment, and more.  
  
Flipgrid: **Flipgrid** is a website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.  
  
Nearpod: **Nearpod** is a student engagement platform that can be **used to** amazing effect in the classroom. The concept is simple. A teacher can create presentations that can contain Quiz's, Polls, Videos, Images, Drawing-Boards, Web Content and so on. They can also access over 7K k-12 standards-aligned lessons.  
  
Desmos: **Desmos** is a **free** graphing and teaching tool for math available on the web as well as on iOS and **Android**. ... With a **free Desmos** account, students and teachers can save graphs to revisit later.  
  
Readworks: ReadWorks is a resource for reading passage and lesson plans for K-12 teachers. Texts include pre-made worksheets, quizzes, and other printable materials to enhance the lesson. ReadWorks is free for teachers to use.  
  
Edpuzzle: **Edpuzzle** is a web-based interactive video and formative assessment tool that lets users crop existing online videos and add content to target specific learning objectives.