

# TIPSHEET from the Digital Divide Practitioner Tool

*This tipsheet represents an overview of wise strategies to support effective online delivery of adult foundational programming in the Community Adult Learning Program (CALP) in Alberta. The strategies below emerged from direct consultations with CALP practitioners working in the field. To explore in greater detail what practitioners shared, see the Digital Divide Practitioner Tool from Calgary Learns.*



## Teaching and Learning

Focus on engaging in the process of online learning

### Facilitate Effectively Online

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- Be transparent.
- Encourage learners to communicate with you in whatever ways are most comfortable for them.
- Give learners multiple ways to engage in learning.
- Send reminder messages to learners with links and sign-in times.
- Teach online etiquette for the classroom.
- Know how to use the tools at hand.
- Remember you might not be seeing the same things that learners see.
- Use breakout rooms.
- Look into the camera, rather than at your screen.
- Stop talking and stop sharing your screen when you ask a question.
- Give clear directions.
- Take advantage of the opportunity to observe learners' work online.
- Encourage learners, practitioners, and volunteer tutors to take time to transition.
- Be the last person to leave the room.

### Teach Digital Skills

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- Meet learners where they are at.
- Expect fragmented skills.
- Introduce new digital tools and platforms gently.
- Make it relevant.
- Teach digital skills explicitly.
- Embed digital skills across content areas.
- Build routines that use technology tools the same way across many topics.
- Be open to trying new strategies to find what works best for learners.

### Create and Manage Materials

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- Create materials for low bandwidth users.
- Design for mobile.
- Organize all resources and documents in one location.
- Ensure learners have the resources and supplies they need to participate fully.
- Offer short, simple recorded videos for learners.
- Create and share presentation slides.
- Create simple, low-tech visuals to support learning.
- Complement live virtual sessions with asynchronous learning activities.
- Use digital drawing tools.
- Take advantage of the opportunities that cameras offer.