

2022-23 Workshop Schedule Form

PLA Digital Literacy Workshop Incentive

Please fill out this brief form: [Airtablelifthsdhi.sgi.h.com](https://airtablelifthsdhi.sgi.h.com)

- A login is not required to submit the form
- You may return to the form at any time through the incentive to report additional workshops or changes

Preview of Form

1.

2022-23 Workshop Schedule Form

Use this form to post your workshop schedule, please enter each individual session separately. If you have any questions email digitallearnhelp@ala.org.

Library Name *

Click "+ Add" button and select your library's name.

+ Add

Contact Name *

Contact Email *

Press the + Add button and select your library from the list

2.

Updated Schedule? *

☒ Yes

☐ No

Workshop Topic(s) *

Click "+ Add" button and select this workshop's topic. Repeat if this workshop will cover multiple topics.

+ Add

When you have a change or update to your schedule indicate so here. You will select the Workshop topic that you are adding or removing and explain the change in the Notes field at the end of the form.

Questions? Contact the PLA Digital Literacy Team: digitalLearnHelp@ala.org

3.

Workshop Topic(s) *

Click "+ Add" button and select this workshop's topic. Repeat if this workshop will cover multiple topics.

Internet Basics (Spanish) x

Cybersecurity Basics (Spanish) x

+ Add

Workshop Date & Start Time *

mmmm d, yyyy hh:mm pm

Please include all topics to be covered on this date & time in this section.

You have the option of listing up to 10 individual Workshops on this form.

If your workshop is using a topic not listed select Other.

Find an option x

Computer Basics Windows 10 (Spanish)

Computer Basics macOS 11 (English)

Computer Basics macOS 11 (Spanish)

Tablet Basics: Mobile Device Basics Android (English)

Tablet Basics: Mobile Device Basics Android (Spanish)

Tablet Basics: Mobile Device Basics iOS (English)

Tablet Basics: Mobile Device Basics iOS (Spanish)

Other

4.

Check this box if you have a second workshop to submit.



Workshop Topic(s) 2 *

Cybersecurity Basics (English) x

Email Basics (English) x

+ Add

Check the box to display a new set of fields for entering another workshop.

5.

Notes

If this is an update, indicate which previously submitted date/time it is replacing. If you selected "Other" for a workshop topic, then please explain.

Submit

- If this is an updated schedule, please explain here.*
- If you selected Other for a workshop topic, please list the topic here.*

Reminders:

Approved Workshops (choose one or more):

- Internet Basics
- Cybersecurity Basics
- Email Basics
- Computer Basics (Windows 10)
- Computer Basics (Mac OS 11)
- Video Conferencing (Zoom)
- Tablet Basics (Android)
- Tablet Basics (iOS)

What About Other DigitalLearn Workshop Topics?

Once you meet your minimum number of learners using one or more of the 8 approved topics you are free to conduct workshops on other topics.

Where to Find the Approved Workshop Resources

<https://www.training.digitallearn.org/>

Languages Available

Available both in English and Spanish

You may use awarded funds to have resources translated into another language.

Number of Workshops Required and Deadlines

Tier 1: \$4,000

- 2 or more workshops by December 1, 2022
- 1 or more workshops by March 1, 2023

Tier 2: \$7,000 3 or more workshops by December 1, 2022

- 2 or more workshops by March 1, 2023

Learner Requirements

Tier 1: \$4,000

- 12 or more learners by December 1, 2022
- 6 or more learners by March 1, 2023

Tier 2: \$7,000

- 30 or more learners by December 1, 2022
- 20 or more learners by March 1, 2023

Reaching the minimum number of learners is the most important requirement.

PLA has estimated the number of workshops it should take to achieve the learner goal. It may require more workshops.