PLA Digital Literacy Workshop Incentive

2022-23 Cohort Onboarding

Tuesday, August 23

training.digitallearn.org
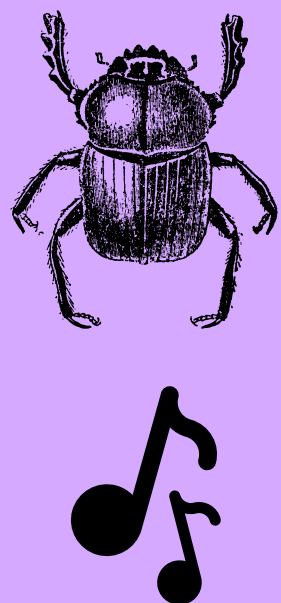
PublicLibrary ASSOCIATION

Agenda

↘ **Unlocking Digital Literacy**

Dr. Brandy McNeil,

Director of Adult Services, NY Public Library
Director-at-Large, PLA Board

↘ **Incentive Program Step by Step**

Mary-Clare Bietila,
Program Manager, Programming Initiatives, PLA

- ○ Paperwork to Payment
- ○ Planning
- ○ Delivering
- ○ Reporting

↘ **Questions from you!**

Use the Q&A box at any time

Our Team

MARY-CLARE BIETILA (she/her)

Program Manager,
Programming Initiatives

ALISON ARMSTEAD (she/her)

Program Coordinator,
Continuing Education

MARY HIRSH (she/her)

Deputy Director,
Programs

Unlocking Digital Literacy for Your Community

Dr. Brandy McNeil,
Director of Adult Services, NY Public Library
Director-at-Large, PLA Board

Paperwork to Payment

✓ Submit Signed MOU

Deadline: Aug 26th

✓ Submit Signed W9

Deadline: Aug 26th

✓ Submit Electronic Payment Form

Save time and resources by receiving your funds electronically!

Access & Submit all Documents on **ALA Apply**
(where you submitted your application)

ALA Connect Community

Connect.ALA.org

ALA Connect is an online platform for discussion and collaboration (think Slack or Facebook).

Cohort Specific Space

Place to find support, resources and share their wins (big or little) with each other.

Timeline

August 23, 2022	Onboarding Webinar
August 26, 2022	MOU and W9 Due
September 30, 2022 or earlier	Incentive Payments Issued
September–December 15, 2022	Conduct Fall Workshops
December 31, 2022	Preliminary Report Due
December 16, 2022–March 15, 2023	Conduct Winter Workshops
March 31, 2023	Final Report Due

E-LEARNING

DIGITALLEARN.ORG

Approved Workshops

- Internet Basics
- Cybersecurity Basics
- Email Basics
- Computer Basics (Win. 10)
- Computer Basics (Mac OS 11)
- Video Conferencing (Zoom)
- Tablet Basics (Android)
- Tablet Basics (iOS)
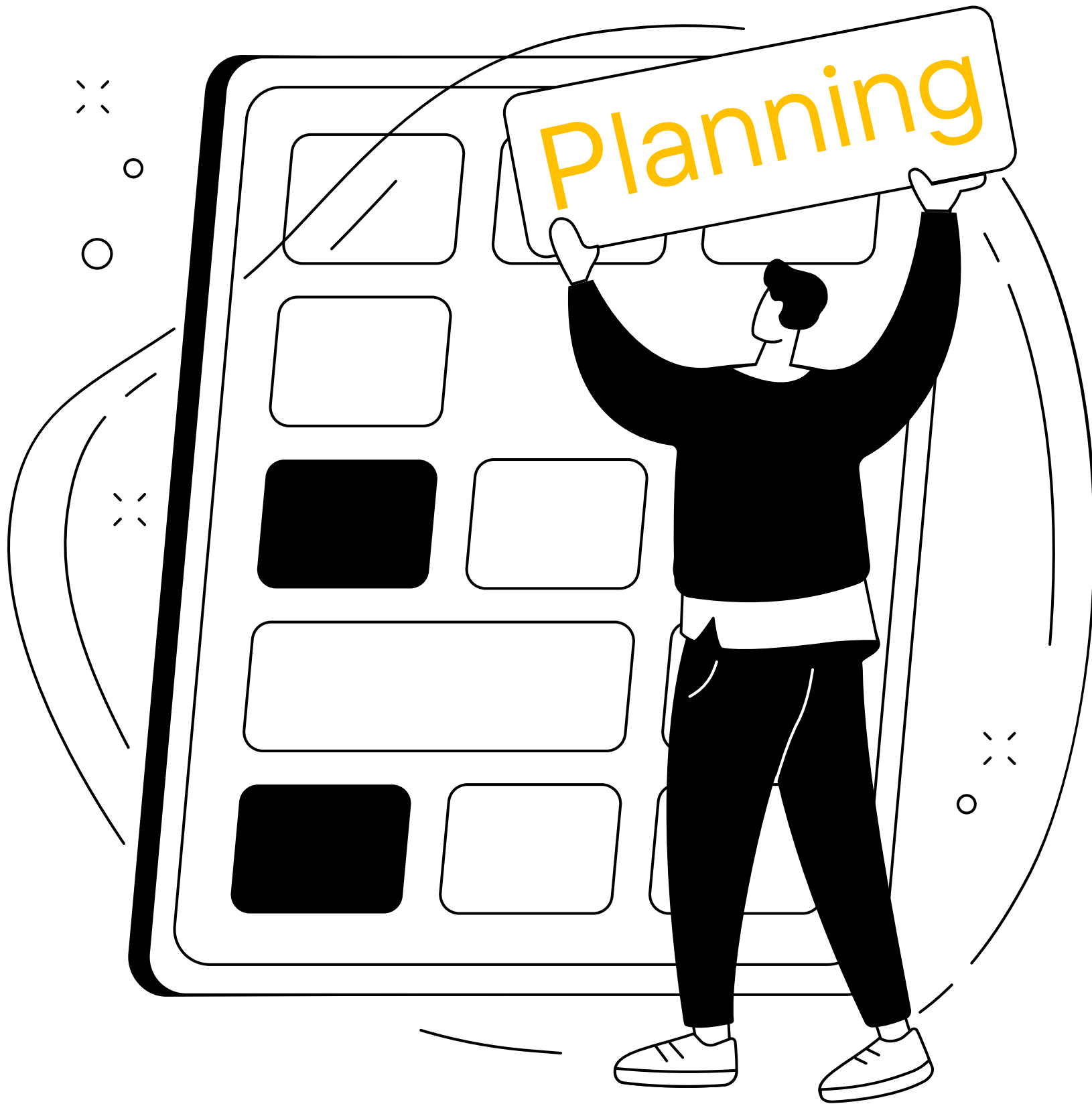
Promotional Plan

Recruit an underserved population

- Seniors

- Refugees

- Low income Families

- Unhoused

Consider a Community Partner

Video Conferencing Basics

Computer Basics >> Video Conferencing Basics (New)

10 files and 0 images

Have something to contribute?
Get in touch

Contributed by: AT&T, Learning Alchemy LLC, Michelle Frisque Consulting Group LLC, and the Public Library Association.
Topics: Computer Basics

In this workshop, attendees will learn how to create an account on a popular video conferencing platform (Zoom) and build confidence when using features of the platform in an online meeting.

Class Files

Learner_Han... PDF File	Learner_Han... Microsoft Word	Learner_Act... PDF File
Learner_Act... Microsoft Word	Instuctor_G... PDF File	Instuctor_G... Microsoft Word
Instructor_... Microsoft PowerPoint	Volunteer_P... Microsoft Word	To_Do_List_... Microsoft Word
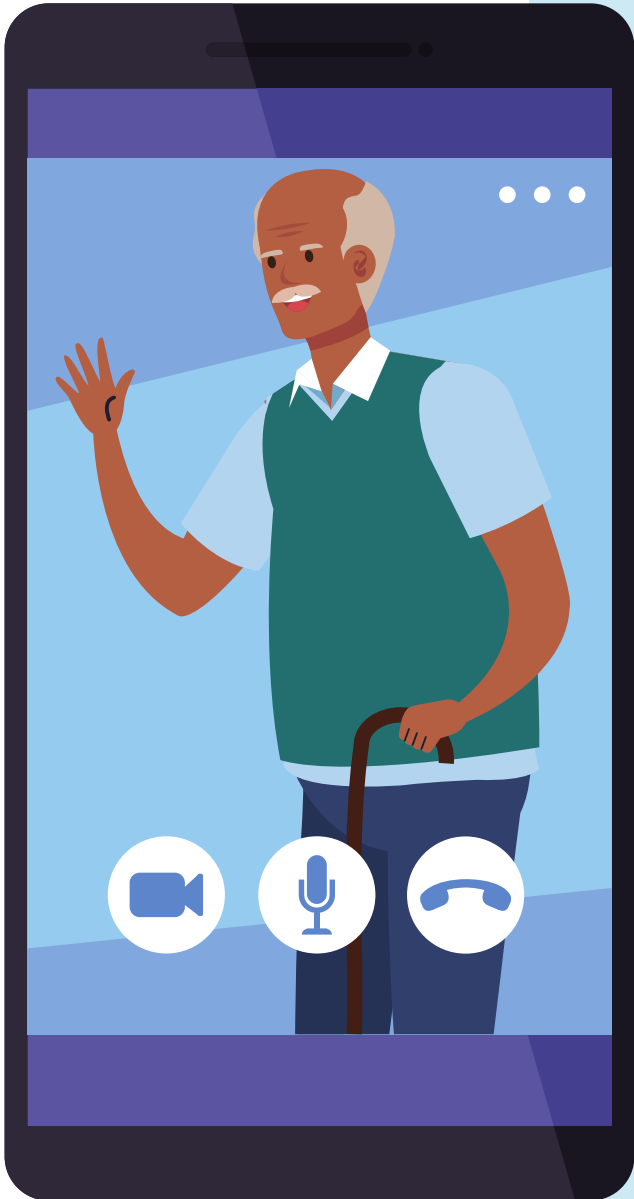
Each workshop includes:

- PowerPoint presentation

- Learner Handout

- Activity Sheet

- Instructor Guide

- Certificate of Completion

Requirements & Goals

Tier 1: $4,000

Fall 2022

Minimum 2 workshops for 12 learners by December 15

Winter 2023

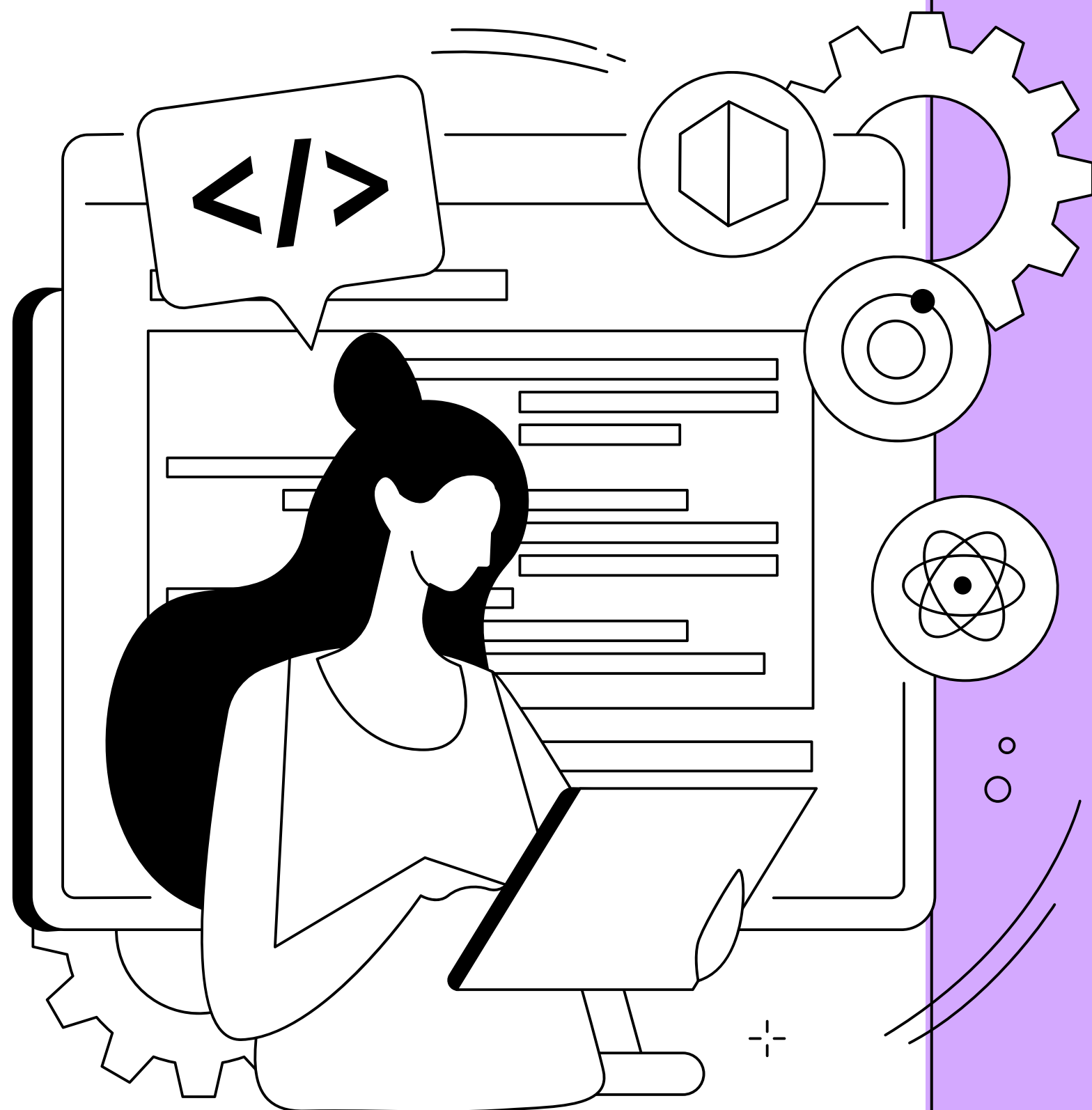1 additional workshop for 6 learners by March

Tier 2: $7,000

Fall 2022

Minimum 3 workshops for 30 learners by December 15

Winter 2023

2 additional workshops for 20 learners by March

Eligible Uses of Incentive Funds

- Hire trainers to conduct the workshops

- Promotional materials

- Advertisements, digital ads

- Non-capital equipment (computer and or a projector)

- Print handouts, certificates & other materials

- Translate online course or training materials (not Spanish)

- Rent a space for training

- Project supplies (e.g., paper, post-its, printing, etc.)

- Food for attendees at in-person trainings

- PPE such as masks, sanitizer for in-person trainings

Resources
PLA Digital Literacy Workshop Incentive

DigitalLearn Workshop Materials
https://training.digitallearn.org

Access & Submit Forms
W9, MOU, Elec. Payment:
-ALA Apply (Foundant)

-https://www.grantinterface.com/Home/Logon?urlkey=AMALA

Project Outcome Post Workshop
Learner Surveys
https://www.projectoutcome.org/

Access & Submit Incentive Reports
ALA Apply (Foundant)
https://www.grantinterface.com/Home/Logon?urlkey=AMALA

ALA Connect Cohort Forum
https://connect.ala.org/home

PLA Contacts
DigitalLearnHelp@ALA.org

Data Collection & Reporting

- **Final Workshop Schedule, Submit on Apply ALA**

- **Preliminary Library Report to PLA, due December 31, 2022**
  - Reporting will be submitted on Apply ALA.
  - Questions from the Recording and Reflection document. Completed after each workshop

- **Post Workshop User Survey**
  - Project-Outcome based

- **Final Library Report to PLA, due March 31, 2023**
  - Reporting will be submitted on Apply ALA.
  - Questions from the Recording and Reflection document. Completed after each workshop
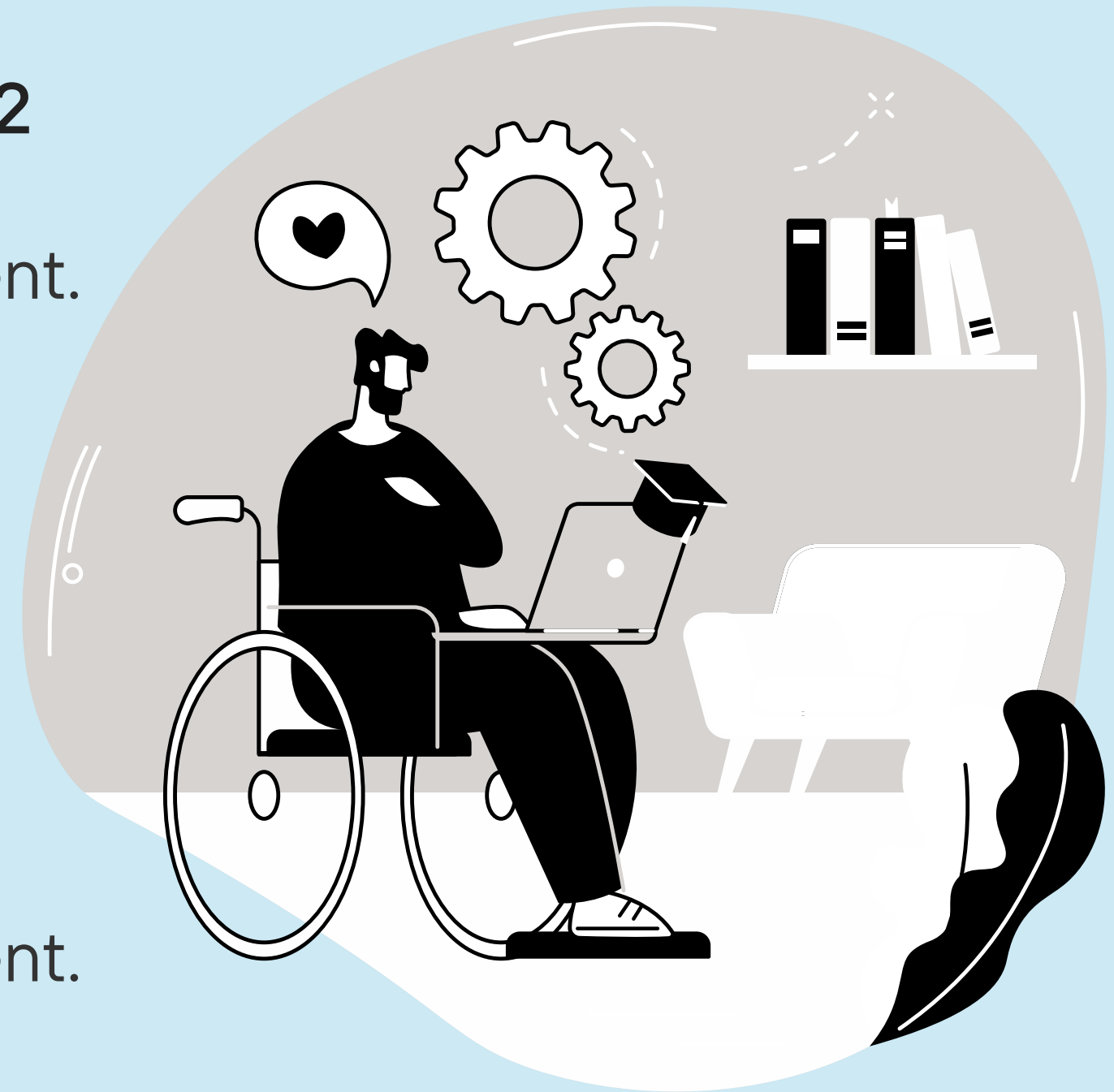
Evaluation

The Workshop Incentive will engage more than 5000 learners throughout the US.

This is an invaluable opportunity for PLA to collect data about DigitalLearn, its use and impact.

Our goal is to assess DigitalLearn, from multiple perspectives, and take what we learn to grow, improve, and adjust our site to better serve libraries and communities. We value your opinions and those of your patrons!

PLA has engaged an independent evaluator as part of this program. They will be gathering qualitative and quantitative data from many sources including:

- Reports from participating libraries

- Interviews with librarians and facilitators

- Google Analytics

- User Surveys through DigitalLearn (using Project Outcome)

Public Library ASSOCIATION

DIGITALLEARN.ORG
Provided by AT&T and PLA

Contact Us
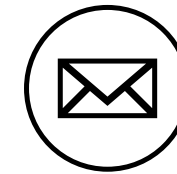
✉ **DigitalLearnHelp@ALA.org**
Central Time in Chicago

Mary-Clare Bietila,
Incentive Manager,
mbietila@ala.org
P: (312) 280-5859

Alison Armstead,
Incentive Coordinator,
aarmstead@ala.org