PLA Digital Literacy Workshop Incentive

2022-23 Cohort Onboarding

Tuesday, August 23

training.digitallearn.org
Welcome to the Cohort!

HELLO

Provided by AT&T and PLA
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.Waiting.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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23, 2022</td>
<td>Onboarding Webinar</td>
</tr>
<tr>
<td>August 26, 2022</td>
<td>MOU and W9 Due</td>
</tr>
<tr>
<td>September 30, 2022 or</td>
<td>Incentive Payments Issued</td>
</tr>
<tr>
<td>earlier</td>
<td></td>
</tr>
<tr>
<td>September-December 15, 222</td>
<td>Conduct Fall Workshops</td>
</tr>
<tr>
<td>December 31, 2022</td>
<td>Preliminary Report Due</td>
</tr>
<tr>
<td>December 16, 2022-</td>
<td>Conduct Winter Workshops</td>
</tr>
<tr>
<td>March 15, 2023</td>
<td></td>
</tr>
<tr>
<td>March 31, 2023</td>
<td>Final Report Due</td>
</tr>
</tbody>
</table>
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

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
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)
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