

DL Platform Approval Application

The State Supplemental Service Distance Learning Grant coordinates DL platforms/curricula approval for state-wide use:

1) For DL platforms in which unit completion determines proxy hour awards, we make recommendations to the state ABE office regarding approval, based on review of completed applications.

2) For platforms with built-in time-on-task tracking features which determine proxy hours, all platforms that are ABE appropriate will be approved when a complete and adequate approval form (this form) is received and reviewed. We need to collect and report basic information on these platforms to inform the field via the MNABE DL

website: <https://www.literacymn.org/distancelearning>

Email thysom@real-time.com with any questions.

Please note:

a) We do not accept applications from publishers; we only accept them from MN ABE program staff.

b) To request approval for teacher created content/lessons/curricula, complete this form for time-on-task courses:

<<https://docs.google.com/forms/d/1307HmHrMmfl9Mg6YW3NfFzB4MjhJ0-whjB1yMcivnVQ/edit>>

c) Complete this form for Unit Completion courses:

<https://docs.google.com/forms/d/1moGSHJ3I7OJbZLuvvhacZrIEomhCSt_4P5EuE1DIhw/edit>.

d) For Teacher Verification Model information, go here: <<https://www.literacymn.org/teacher-verification-model>>

Other information:

1. Please consider exploring, learning, and using one of the many already-approved DL platforms. There's lots of resources for you to get started

here: <https://www.literacymn.org/distancelearning/dl-platforms>

2. If, after exploring the currently approved platforms, you find that none of them meet your needs, please be as complete and thorough as possible in your responses. This will prevent the need for multiple follow-up emails if DL staff have questions about your application, which can lengthen the approval process and time.

3. Please submit a screencast (<https://screencast-o-matic.com>) in or with the application that shows how to access or run relevant reports from the admin/teacher side for time on task or proxy hour collection.

* = Required response

* Indicates required question

1. Email *

2. Work Phone *

3. Date *

4. Name of DL platform *

5. Publisher *

6. Year of most recent edition of platform:

7. ABE instructional delivery models for program (check all that apply) *

Check all that apply.

☐ Hybrid (class and independent)

☐ Distance only (independent)

8. Brief description of program (subject matter, target audience, skills developed, etc.) *

9. URL for program *

10. Have you checked to ensure this content is not covered in one or more already approved DL platforms (these are listed at <https://www.literacymn.org/distancelearning/dl-platforms?>) *

Mark only one oval.

☐ Yes

☐ No

11. Is this content covered in an existing platform? *

Mark only one oval.

☐ Yes

☐ No

12. If the content is included in a previously approved platform, please explain briefly why you think approval of this platform is warranted: *

13. Is the program accessible via smartphones/tablets?

Mark only one oval.

☐ Yes

☐ No

14. Is there a cost to use this program? *

Mark only one oval.

☐ Yes

☐ No

15. If yes, what is the cost or pricing structure? If possible, please provide a link to their pricing page. *

16. NRS Educational Functioning Levels (EFLs) in READING required/recommended *
to use program.

You may refer to the reading test score ranges in the NRS test benchmarks,
[available here](#).

17. Which type of proxy hours are requested for this program? *

Mark only one oval.

- ☐ Time-on-Task *Skip to question 25*
☐ Unit completion *Skip to question 18*

Unit Completion Questions

18. What constitutes or defines a module of content, and what triggers module completion? *

19. How is this determined (check all that apply): *

Mark only one oval.

- ☐ Post test
☐ Teacher judgment of time required to complete material
☐ Other: _____

20. a) Number of proxy hours requested per completion of module/portion of program. *

21. b) Total number of proxy hours requested for program. *

Determination of recommendation for number of proxy hours:

Briefly explain your use of each of the following steps to determine this recommendation

22. a) Initial recommendation from publisher and/or ABE professional (please link to or cite this recommendation). *

23. b) Examination and review of initial recommendation by ABE educator or administrator: Does the initial recommendation seem valid? *

24. c) Confirmation of previous recommendation through direct observation of students: Please provide a description of the process, including how many students were observed, and results of observation. If you have data or a report from the software, please attach it and email it to support@mnabedistancelearning.zendesk.com *

Questions for all platform types

25. Please briefly describe the Administration/Records/Reporting features of this platform (providing a link to a brief screencast is encouraged but not required). *

26. Can records be downloaded? If so, in what formats (PDF, spreadsheet, etc.)? *

27. If there is no management system, how can you record student progress and keep records in case of an audit? *

28. Do student records track completed material (units, chapters, etc.) needed to award proxy hours? Note: Skip this question for Time-on-Task platforms.

Mark only one oval.

☐ Yes

☐ No

29. Do student reports show results of quizzes/tests/etc. by percentages, so that a specific passage rate (such as 70%) can be verified? Note: Skip this question for Time-on-Task platforms.

Mark only one oval.

☐ Yes

☐ No

30. How are MN ABE content standards (CCRS, ACES Transitions Integration Framework, and/or NorthStar Digital Literacy Standards) addressed in this platform? *

31. Briefly describe the process used to analyze this platform relative to MN ABE content standards. *

32. Check all ESL levels (EFLs in SID) which apply to this platform.

Check all that apply.

- ☐ ESL 1 / CCRS A
- ☐ ESL 2 / CCRS A
- ☐ ESL 3 / CCRS A
- ☐ ESL 4 / CCRS B
- ☐ ESL 5 / CCRS C
- ☐ ESL 6 / CCRS D
- ☐ N/A

33. Check all ABE levels (EFLs in SID) which apply to this platform:

Check all that apply.

- ☐ ABE 1 / CCRS A
- ☐ ABE 2 / CCRS B
- ☐ ABE 3 / CCRS C
- ☐ ABE 4 / CCRS D
- ☐ ABE 5 / CCRS E
- ☐ ABE 6 / CCRS E
- ☐ N/A

34. Check all Skills that apply to this platform: *

Check all that apply.

- ☐ Critical Thinking
- ☐ Digital Literacy
- ☐ Grammar
- ☐ Listening
- ☐ Math
- ☐ Pronunciation
- ☐ Reading
- ☐ Speaking
- ☐ Spelling
- ☐ Typing
- ☐ Writing

35. Check all Topics that apply to this platform: *

Check all that apply.

- ☐ Accuplacer Prep
- ☐ Career
- ☐ Citizenship
- ☐ Civics
- ☐ College Prep
- ☐ CTE
- ☐ ESL
- ☐ Finance/Money
- ☐ GED
- ☐ HiSET
- ☐ Health
- ☐ Housing
- ☐ Job Skills
- ☐ Manufacturing/Machining
- ☐ OSHA
- ☐ Science
- ☐ Social Studies
- ☐ Vocabulary

36. Check all Other filters that apply to this platform: *

Check all that apply.

- ☐ Standard Adult Diploma
- ☐ CCRS
- ☐ Free
- ☐ Mobile friendly
- ☐ Time on task
- ☐ Unit Completion
- ☐ Web-based

37. Any other relevant information regarding this platform?

38. Name, email address, and phone number of person(s) agreeing to serve as the 'superuser(s)' for this platform. (Being a superuser means your name and email will be listed on the state DL website under information about this DL platform, and you agree to receive and respond to questions and emails from the field about this platform.) *

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