

# MN ABE: Qualifications of an Effective Digital Literacy and Distance Learning Teacher

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

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## General Skills

- Highly digitally literate/resilient, including confidence with troubleshooting distance learning platforms, and common computer and mobile device hardware and software issues
- Data-minded and detail-oriented; knowledge of or willingness to learn spreadsheet or basic database skills
- Attention to detail with data reporting, collection, and analysis
- Ability to prioritize tasks and meet deadlines
- Willingness to create, learn, and constantly adapt and improve systems and processes, and share knowledge with others within and beyond the school/organization
- Organizational skills, especially related to an LMS, digital files, online classroom resources, and student learning materials
- Ability to effectively address issues related to learner persistence and overcoming barriers

## Digital Education Skills

- Understanding of basic premises informing distance and digital learning in adult education (types of delivery models, best practices, etc.)
- Understanding of basic terms in distance and digital education, such as: distance education; distance learning; digital literacy, digital resilience, digital equity, digital inclusion, etc.
- Familiarity and compliance with state distance learning policy
- Understanding of basic tenets and standards of digital literacy instruction
- Understanding the type of learner for whom distance learning is appropriate and useful
- Working knowledge of distance learning in the following areas: Recruitment, Screening/Orientation, Instruction & Tools to Support Instruction, Assessment, and Reporting
- Familiarity with state-supported distance learning platform(s) and other approved platforms
- Familiarity with at least one well-known LMS, such as Canvas, Schoology, Google Classroom, etc.
- Willing and able to follow distance learning naming conventions and data reporting requirements in SiD, including for TVM proxy hour classes
- Able to develop or use distance learning implementation plan for their program
- Commitment to ongoing participation in distance learning professional development offered at the state or national level, i.e. Completion of IDEAL 101 & 102 cohorts or Distance & Blended Learning Basics for MN Adult Education; becoming a TVM Certified teacher