



## Tech Tools for Advising and Coaching: *Engaging Learners Remotely*

During the changing and challenging circumstances of the current COVID-19 shutdowns, it's important to connect to learners. Advisors can use a variety of tools to offer learners support, share community resources and encourage their progress with learning goals. It is more important than ever to choose tech tools that help learners feel connected to you, as well as other learners. The resources in this handout are free unless stated otherwise.

### General tips:

- ☐ Ask yourself these questions before using a new tool: What is your intended purpose for the tool? Is it easy for you to use? Is it easy for your learners to use? Does it achieve the intended purpose?
- ☐ Put supports in place to teach the digital literacy skills needed for each tool. For example, link to tutorials, post a video of you using or navigating the tool, or introduce only essential parts of the tool.
- ☐ When possible, choose tech tools that relate to learner goals. For example, learners whose career goals require administrative and collaboration skills can learn how to use google calendar and google drive.
- ☐ Build on skills and tools students are already familiar with. For example, many parents of K12 children will be familiar with Remind. New American learners may know WhatsApp.

### Tools for Staying in Touch

*This sampling of tools can be used to stay in touch, nudge, remind learners of upcoming dates, meetings and assignments, and post scheduling changes and cancellations.*



<https://www.remind.com/>

- Remind allows you to send messages to different learner groups without worrying about sharing your personal information.
- Option to create class contact lists, share documents or links, review who has seen your messages, and allow recipients to chat or not.



<https://www.weebly.com/>

- Weebly is a user-friendly, free website building tool that allows you to share a large amount of resources with learners in one place.
- Website information can include: Community resources, career center information, job postings, links to online learning as well as education and career planning information.



<https://voice.google.com/> and [google hangouts](#)

- Google voice can be used to call and text while not using your personal number.
- Google hangouts can be used in many different ways to connect with learners over video.



<https://www.whatsapp.com/>

- Whatsapp is a free text messaging service, especially useful for immigrant and refugee learners who may be most familiar with this format. Learner groups can be created.
- Personal numbers are shared through this platform.



[facebook.com](https://www.facebook.com)

- Facebook can be used for announcements, updates, for private class groups, or individual messaging, depending on the regulations of your program and privacy setting.



## Tools to Share Work

*This sampling of tools can be used by advisors and learners to share work, share progress and compile relevant education and career planning information for use at any time.*



<https://portal.masscis.intocareers.org/>

- The Career Information System is a comprehensive, online career and education exploration and planning system that allows learners to compile a portfolio of their information and personal progress.
- Learners can share portfolio access with advisors, add notes on their selfassessment results, and use checklists to track portfolio progress.



<https://www.google.com/drive/>

- On google drive, learners and advisors can share documents, collaborate on editing resumes or other work, and 'turn in' assignments anytime.
- Google docs. and google sheets are other tools for collaborating and tracking progress.



<https://padlet.com/>

- Padlet is a user-friendly sharing and collaboration platform where learners can post responses, updates, share resources, read the words of others, and respond accordingly.

## Tools for Education and Career Planning

*This sampling of tools can be used to share job postings, job trainings, career pathway information or access online learning and certificate programs.*



<https://www.mynextmove.org/explore/ip>

- O\*Net and MyNextMove allows learners to conduct job searches by sector, interests or specific careers.
- Learners can learn about sectors, labor market trends and compare duties and pay.



<https://www.mass.gov/how-to/find-a-job-with-masshire-jobquest>

- MassHire JobQuest is a free online service that allows learners to search open jobs. There are options to simply search, or registered users can save job searches and more.



<https://www.indeed.com/>

- Indeed can be used to share information about jobs, have learners compare positions, and understand the position description, etc.

### ONLINE LEARNING

While this handout has covered tools for advisors, there are many online learning systems that allow instructors and advisors to maintain contact with learners. Here are additional resources and repositories to support remote learning and digital literacy:

- <https://edtech.worlded.org/tips-for-distance-learning/>
- <https://www.sabes.org/pd-center/digital-literacy>



This resource was compiled by the PSPDC, based on a session offered by Diana Satin, Digital Literacy specialist. Handout was created by Dani Scherer, World Education and SABES. Sandy Goodman and Sarah Knight contributed to this session and compilation.