# Edtech Routine Template

Building Digital Resilience through Instructional Routines

## Introduction and Rationale

Instructional routines are repeated learning activities that provide structure. They are an important element of learning in all content areas and at all levels. This document introduces a template for creating instructional routines that include opportunities for learners to build digital literacy skills and resilience using [Seattle’s Digital Skills Framework.](https://docs.google.com/document/d/1-ucdHhRwlBEkEeZR7kDKPSXznWquwVihYpZsFYDNojM/edit)

There are many benefits to having instructional routines:

* They provide a balance between familiar and new activities. It’s human nature to want a certain degree of predictability in our lives and instructional routines facilitate learning.
* Engaging in routine learning tasks lightens the cognitive load, which is the amount of information that our brains can process, understand, and then store in long term memory. Once a student has learned a routine activity, they can concentrate on the learning objective and focus less on figuring out what to do and how to do it.
* Teachers benefit by devoting less time to designing new tasks and more time to observing and interacting with students.

### Routines Facilitate Learning

As teachers and students strive to learn new technologies, routines allow them to master digital literacy skills and tech tools, and build on that knowledge. They might learn about other features, use the technology for other purposes, or learn more advanced digital literacy skills. For example, think about when you began to use a new online program, a video conferencing tool, or a phone app. It probably took you some time to find the main features and figure out how they work. Once you learned them, you were able to start using the tool right away, look at more features and functionality, and ultimately use your time more efficiently. Learners might use Google Docs routinely for writing assignments, and once they can easily access Google Drive and locate their document, they might start using the comments feature, insert images, page numbers or tables.

Routines are part of our everyday life, and they are an essential part of lesson planning. As educators, one of our goals is to help learners encounter new information in a way that allows them to transfer it to long-term memory where it can be accessed when needed. Using research-based strategies to develop instructional routines will help achieve this goal. [The Digital Promise Adult Learning Variability Navigator](https://lvp.digitalpromiseglobal.org/content-area/adult-learner) is one tool you can use to identify research-based strategies that meet the needs of your learners.

## Guidelines for Using this Template

This template is designed to help teachers think through the essential elements of an effective instructional routine that includes technology. There are several guiding resources linked throughout this document to help you implement a routine:

* The [Seattle Digital Skills Framework](https://docs.google.com/document/d/1-ucdHhRwlBEkEeZR7kDKPSXznWquwVihYpZsFYDNojM/edit): This framework organizes digital literacy skills into ten life-skill categories. You will use this framework to select digital skills and knowledge to integrate into your routine.
* [The Digital Promise Adult Learning Variability Navigator](https://lvp.digitalpromiseglobal.org/content-area/adult-learner/factors) (LVN): This is a tool you can use to identify factors that are critical for success among your adult learners and then match these factors to research-based strategies.

### Routines and Strategies

Instructional routines can include one or more research-based strategies. In turn, research-based strategies support the development of your routine. Implementing these strategies will allow you to design activities and lessons that have the greatest impact on your learners.

Browse through the [Strategies](https://lvp.digitalpromiseglobal.org/content-area/adult-learner/strategies) listed in the Digital Promise Adult Learning Variability Navigator. As you identify learner factors, review the matching strategies and select those you would like to include in your routine. It is likely that you are familiar with many of these strategies!

### Template Organization

The template is organized into six sections that prompt reflection and guide the development and design of your routine.

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The template is organized into five sections that prompt reflection and guide the development and design of your routine.

1. **Who:** Asks you to consider [learner factors](https://lvp.digitalpromiseglobal.org/content-area/adult-learner/factors) that support the development of a routine such as prior knowledge, primary language, and lived experiences, etc.
2. **What:** Asks you to identify a routine you wish to implement, how often you will use the routine, and how you will build on it. It’s also important to provide a concise general explanation of what students will be doing while implementing the routine.
3. **How:** Asks you to identify one or more technology tools to integrate into your routine. Whichever tool you choose to leverage, provide a brief explanation on how you will implement this tool and, if applicable, share an activity template and/ or supporting “how to” resources.
4. **Digital Skills:** Identify one or more digital skills from the [Seattle Digital Equity Initiative Framework](https://docs.google.com/document/d/1-ucdHhRwlBEkEeZR7kDKPSXznWquwVihYpZsFYDNojM/editquwVihYpZsFYDNojM/edit), and describe how the routine supports development of the skill.
5. **Why:** Asks you to identify why the routine is effective and how implementing the routine benefits learners, using research-based strategies to support development of the routine. You are encouraged to consult the Digital Promise Learner Variability Navigator information about [Research-Based Strategies](https://lvp.digitalpromiseglobal.org/content-area/adult-learner/strategies) to make connections to prior research. For example, reasons the routine is effective might be because it eases a process, addresses barriers, or enhances learning.

There are two different formats of the template: a linear outline and a visual grid. You can use or remix the template to meet their needs or lesson-planning style. Each format contains two examples of a routine—one for an ABE or ASE class and one for an ESL class.

### Instructional Routine Templates

### [Edtech Routine Linear Template](https://docs.google.com/document/d/1NZUZR98WdFgX0I11s9tO5Uucb4M0MW5W/edit?usp=sharing&ouid=107654452303242367650&rtpof=true&sd=true)

### [Edtech Routine Linear Example - ABE/ASE](https://docs.google.com/document/d/19RKYIWTyYV718S_fuSSepEGowzfxooYM/edit?usp=sharing&ouid=107654452303242367650&rtpof=true&sd=true)

### [Edtech Routine Linear Example - ESL](https://docs.google.com/document/d/1I1dNErJ-oil4h8cl4F9_gn5YV1hgniHc/edit?usp=sharing&rtpof=true&sd=true)

### [Edtech Routine Visual Grid Template](https://docs.google.com/spreadsheets/d/1ix_Jn3yYUY46LsfqfqrJlXyTuZgj4KbsJer0FAQ0Oa8/edit?usp=sharing)

### [Edtech Routine Visual Grid Example](https://docs.google.com/spreadsheets/d/1fywUgGmj3Kv4lmV39p8YlFP15iRJgfWkMfw5j-h94qI/edit?usp=sharing)

### Use these prompts to guide the development of your routine.

**Who: Learner Factors** | What are key learner factors that you need to consider as you plan your routine? (Consult the Digital Promise Learner Variability Navigator’s [Learner Factors](https://lvp.digitalpromiseglobal.org/content-area/adult-learner/factors))

**What: Routine** | What is the routine you would like to implement? Concisely explain what learners will do as part of this routine.

**How: Edtech Tools** | How would you implement this routine? Identify an Edtech tool you will use to implement the routine.

**Digital Skills** | Identify at least one digital skill from the [**Seattle Digital Equity Initiative Digital Skills Framework**](https://docs.google.com/document/d/1-ucdHhRwlBEkEeZR7kDKPSXznWquwVihYpZsFYDNojM/edit?usp=sharing) that this strategy incorporates and discuss how this digital skill relates to the routine you chose to implement. Identify questions/prompts to help students connect what they are doing to the skills being developed.

**Why: Evidence-Base** | Why is the routine effective? (Consult the Digital Promise Learner Variability Navigator information about [Research-Based Strategies](https://lvp.digitalpromiseglobal.org/content-area/adult-learner/strategies) to make connections to prior research)