

# PROFESSIONAL LEARNING FOR EDUCATORS

Academies and Workshops that Empower Independent Learning



# LEARN SOMETHING NEW EVERY DAY

## Turn Expectations into Reality with Professional Learning through Connection

To help fill the gaps in communication and collaboration often found in hybrid classrooms, many schools are adopting new technology and software at a very rapid rate. As a result, educators across the globe are struggling to balance their workloads while adopting new skillsets in ways that are not optimal. It's time to turn the tide.

As a Certified Microsoft Global Training Partner, Connection's Microsoft Innovative Educator (MIE) courses and professional development services for Microsoft products give educators appropriate and meaningful tools to increase the effectiveness of both teaching and learning.

Reach out to one of our education experts for creative ways to empower learners.



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# MIE FULL-DAY ACADEMIES

## Bring Out the Best in Your Educators

### Level 1 MIE Teacher Academy

Participants will spend the day getting excited about the many tools Microsoft has to offer students and teachers. Attendees will reflect and create a customized toolkit of resources to increase engagement, efficiency, and develop modern skills for a global classroom/society.

Throughout the day, participants will engage in a series of immersive learning activities that will build an understanding of how to use technology to improve instruction and meet the learning needs of their students.

**Note:** This is an introductory course intended to expose teachers to Microsoft offerings for education. This is not a deep-dive instruction into any one tool. Additional trainings and resources will be provided throughout the day for educators who would like to learn more about the topics presented in today's training.

**Duration: 6 Hours**

### Level 2 MIE Office 365 Academy

This course is designed to give educators an understanding of how Office 365 can provide the right environment for better learning outcomes. With Office 365, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use. It is aimed at educators for whom Office 365 is relatively new, but have been exposed to tools previously, and who are looking to implement solutions to classroom problems right away. This training will explore Office 365 through hands-on activities that will introduce educators to OneDrive for Business, Office Online, Microsoft Teams, Forms, Sway, OneNote and Class notebook, as well as get a high-level overview of other tools that can enhance a classroom environment.

**Duration: 6 Hours**

### Inclusive Classrooms Academy

Educators attending this session will leave with the knowledge that Microsoft's Learning Tools are going to help build a foundation for students' future success. Using inclusive education tools help students grow their potential and gain independence both inside and outside the classroom. Teachers are empowered to engage every learner when they have the knowledge of what inclusive classroom tools are available. And finally, schools build reputations as positive places that promote equity and inclusion, which is any school's end goal.

**Duration: 6 Hours**

### MIE OneNote Teacher Academy

Teachers and students will develop the basic skills needed to use OneNote as a productivity tool for both themselves and their students. Time will be devoted to assist a teacher in understanding how OneNote can be used as a true collaborative tool. Interactive lessons will be created using the tools in OneNote that will then immediately transfer to classroom practice. Finally, teachers will experience and discover how professional learning communities can be more productive when using OneNote to drive content delivery and creation.

At the end of the day, participants should leave feeling comfortable and knowledgeable in the basic skills necessary to be up and running successfully using OneNote in the classroom, and as a professional tool.

**Duration: 6 Hours**

### Remote Learning Academy

In this three-course series, teachers and administrators will learn how pedagogy needs to shift from the techniques used in a face-to-face environment and how Office 365 and Microsoft Teams can be leveraged to empower student-centered learning in the remote classroom.

**Staying Connected:** Are you moving from a face-to-face classroom to an online/remote learning experience? This course explores the considerations, procedures, and planning that administrators and educators will need to examine in preparation for a remote learning experience. As you take the course, you can complete an Action Plan template to guide your work and document your school's plan for remote learning.

**Engagement:** This course provides educators practical ways to organize their remote learning experience in order to foster strong connections between students and teachers and keep students engaged. Educators will learn how to use Microsoft Teams, Stream, OneNote Class Notebook, and Flipgrid to engage students and foster connections within the school community from afar.

**Accessibility:** This course provides an overview of all the accessibility tools available in Windows 10, Office 365, and other apps. The course has been divided up into six areas of need: learning, visual, hearing, mobility, neurodiversity, and mental health.

**Duration: 6 Hours**

# MICROSOFT IN EDUCATION HALF-DAY WORKSHOPS

Below are examples of content that can be customized and combined to meet the needs of your faculty and staff. Reach out to your Professional Development Specialist for additional options.

## Teams 101: Teams Basics for Communication

How do we support teachers and students who are challenged to learn in an increasingly collaborative and mobile environment? Microsoft Teams creates an ideal digital hub for teachers to communicate with one another, collaborate on resources, deliver instruction, enhance learning, and interact in a rich and engaging online space. Participants will engage in a series of immersive learning activities that will build a strong understanding of how to use Microsoft Teams to enhance remote and asynchronous communication and collaboration.

*Featured topics include navigation, types of teams, chats for 1:1 communication, team structure, posts for 1:many collaboration, and files in teams*

## Teams 102: Enhance Faculty and Staff Collaboration with Staff and PLC Teams

Now that participants understand the basics of how Microsoft Teams can enhance communication, it's time to visualize and build a staff team, PLC team, and supporting structures. Participants will learn how OneNote Notebooks can further amplify their work by simplifying collaboration, and what kinds of channels, file structure, and more will work best for their ecosystem.

*Featured topics include staff teams, staff notebooks, PLC teams, and PLC notebooks*

## Teams 103: Staff and Stakeholder Engagement Through Microsoft Teams Meetings

A large part of any educator's role is synchronously collaborating with stakeholders. When working in a remote/hybrid ecosystem, this collaboration is often facilitated via online meetings. In this session, training participants will learn the ins and outs of the Microsoft Teams meeting platform, Microsoft Teams Live Events (if applicable), and the best practices to consider when leveraging these tools to enhance collaboration and communication.

*Featured topics include calendar meetings, channel meetings, breakout rooms, live events, and more*

## Teams 104: Improving Instruction with Class Teams

The top priority of any educator or education leader is to improve instruction and meet the learning needs of students—no matter the learning environment. With Microsoft's Class Teams, teachers and students can interact both synchronously and asynchronously, collaboratively co-author files, track academic progress, monitor reading fluency and progress, integrate applications, and so much more. Come learn how teachers can set their classes up for success by including Class Teams as part of their teaching and learning ecosystem.

*Featured topics include creating a team, organization and management, assignments, grades, insights, and best practices*

## Bringing Text to Life: Making Learning More Accessible

Making a learning environment accessible for every student is necessary as today's classrooms are diverse and include English language learners and students with special needs. The fact is Microsoft has built-in learning tools—with proven success in reading and writing achievement—that bring advanced accessibility options to a wide range of students. This session will bring awareness to tools—including Immersive Reader, Math Tools, Translator, and more—that accommodate all variations of learners, bring content to students, and remove learning barriers.

## Increase Student Success with Performance Assessments

If students are to be given the opportunity to express themselves, they need creative options in a variety of formats to meet their needs. See how AI supports student content through design and publishing process tools—like Sway, Forms, Flipgrid, and PowerPoint—and allows them to share professionally designed work without wasting time and energy with executive tasks.



# CUSTOMIZED SOLUTIONS AND LONG-TERM PLANNING



Ensure the success of digital transformation with Microsoft's Education Transformation Framework.

Are you looking for more robust support for large scale projects? Let our Professional Development Specialists support your organization with regular cadence calls, customized content, and project development. As a partner, our experts can monitor your progress and development through regular communication and collaboration. This will create an opportunity to build a plan, review needs and desired outcomes, and review progression throughout the life of the chosen program. A recurring scheduled call can be established with your school/district team and all associated stakeholders.

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