



Using Microsoft Tools and Resources to Support Blended and Remote Classroom Instruction and Learning

Join this virtual session to learn more about the resources and tools, such as Teams, Flipgrid, and more, available from Microsoft EDU to support online education.

When: Thursday, August 13th

Time: 11:00 AM PDT / 2:00 PM EDT



Geri Gillespy, Ed.D.
Program Manager 2
Microsoft EDU Engagement Team







Norms and Expectations...

- Time is a valuable resource...
 - ✓ Active listening Please feel free to engage and ask questions in the Q & A panel
- Keep an open mind and heart...
 - ✓ Yes, and...
- Enjoy the journey Have fun
 - ✓ Use the available resources
 - **✓ Find support:**
 - Enable Remote Learning Community
 - @GeriGillespy (Twitter)
 - <u>linkedin.com/in/gerigillespy</u> (LinkedIn) in
 - Geri Crowley Gillespy (Facebook)





Use what we know as Educators...

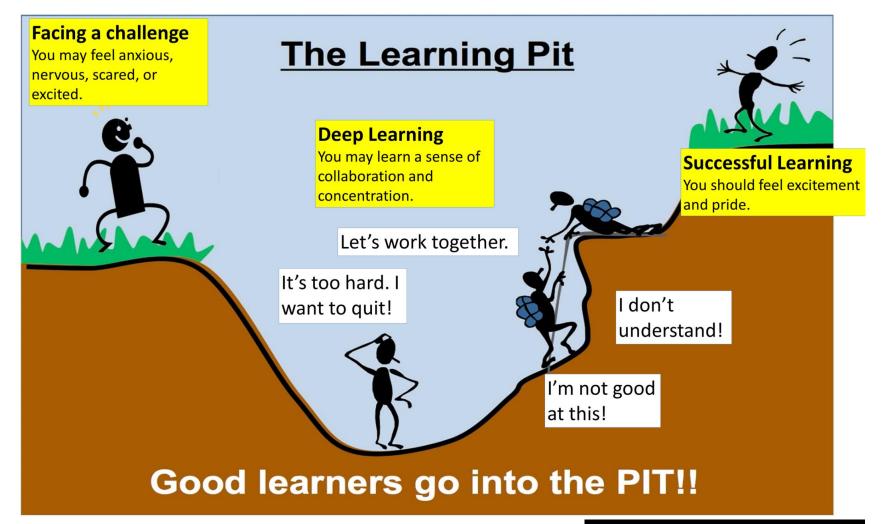


We are all here to support students...





It is the Art of Reflection...





Microsoft tools and resources to support blended and remote learning

K-12 Educators:

5 BTS Tips and Tasks for Success

Get Your System Get
Ready Organized

Training and Support

Communicate and **Share**

Next Steps and Support

1. Get Your System Ready

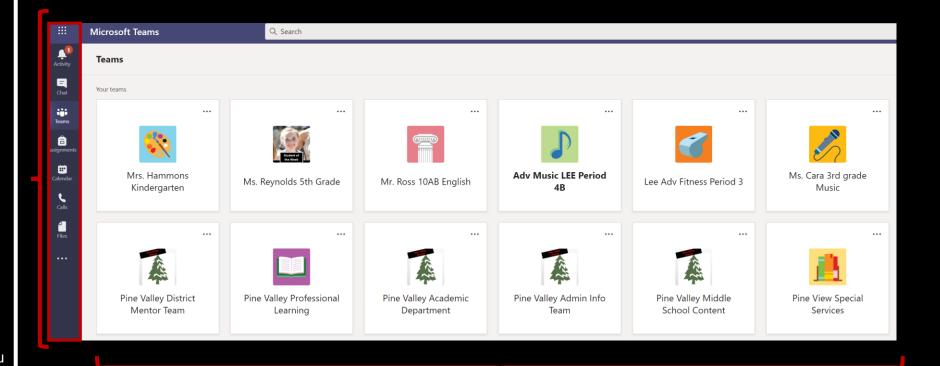
- ☐ Check with IT support to ensure all **Office 365 programs** are up-to-date.
- ☐ Review Microsoft Team structures to work with your students and colleagues.
 - ✓ Set-up files, channels, tabs, and class notebook with your instructional materials for students.
 - ✓ Organize OneNote and Class Notebook using best practices to work offline, as well as collaboratively online.
 - ✓ Check-in with your leadership team, colleagues, and school teams to set-up or add your Microsoft Teams for collaboration, communication, and file sharing.
- ☐ Review any safety and compliance policies for working with students online with the school or governing agencies that apply to you.



The "Me" Space:

This area applies to you and your account applications with Microsoft.

- •It is the "Activity" in your teams.
- •Your private "Chats" with one or more people in a created chat group.
- •Your "Teams" that you are a member or owner of in the application.
- •Your "Calendar" appointments from your Outlook Calendar account.
- •Your "File" access to OneDrive or another cloud service account you added.





The "We" Space:

This area applies to the space you share with others in your Microsoft Teams.

- •It is the "Conversations" posted in different channels of your teams.
- •The shared "File" access to the SharePoint drive that was created for your Team.
- •The "Channels" and "Tabs" with shared information created by the owners or members of your team.
- •Although member capabilities can be controlled, this is a shared space and is open to all members of the team.

Professional Learning Community:

✓ OneNote in the Team has researchbased PLC information and guidance.

Leader/Member experience: (Similar to Class Team)

- ✓ Administrators
- √ Managers/Supervisors
- ✓ Instructional Coaches

Facilitator/Learner experience:

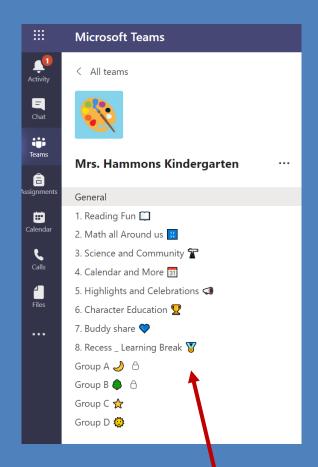
- ✓ Teachers
- ✓ Coaches
- ✓ Professional Development
- Administrators with learning tasks

Staff Professional Learning Clubs, study groups, after school activities School administration and Community (PLC) Educator working group Description Teachers and students Educators collaborating within a Staff leaders and staff members Students and school employees collaborating on group projects, professional learning community. collaborating on school collaborating in interest groups assignments, and more. administration and development. and clubs. Teachers are team owners and Educators form the team and Staff leaders are team owners Any combination of students and Team owners & team members and add staff members as team school staff can form a team and add students as team members. other educators join the team. members. add members. Permissions Teachers moderate student Educators share equal read-write Staff leaders control posting Team members share equal settings. Staff members only read-write permissions unless conversations and who can post permissions. where. Students only have write have write permission in certain the team owner(s) alter the permission in certain areas. settings. Class Notebook OneNote notebook Staff Notebook OneNote notebook Features Assignments Conversations Conversations Conversations Conversations Files Meetinas Meetings Meetinas Video and audio calls Video and audio calls Video and audio calls Video and audio calls Chat (if enabled) Chat (if enabled) Chat (if enabled) Chat (if enabled) Pinning new tabs with Pinning new tabs with Pinning new tabs with Pinning new tabs with documents or sites like Microsoft documents or sites documents or sites documents or sites Forms Collaborate and communicate Purpose or Assign, track, and review student Collaborate in professional Oversee professional **Educational goals** work learning communities development, staff, and with team members for the Team: Communicate administrative goals Make announcements Export grades Collaborate and communicate in Make announcements Communicate Share content the classroom Share work Make announcements Organize virtual or face-to-face Make announcements Organize virtual or face-to-face Share content and progress meetings Administer guizzes and polls Work in smaller groups meetings reports Work in student groups Work in smaller groups Work in smaller groups Share and organize rich content Share and organize content Organize virtual or face-to-face Invite virtual experts into the classroom

Any Team:

- ✓ Committees
- √ Work groups
- ✓ Departments
- ✓ OneNote sections are divided by channels

<u>Choose a Team Type</u> – Link to Microsoft resource



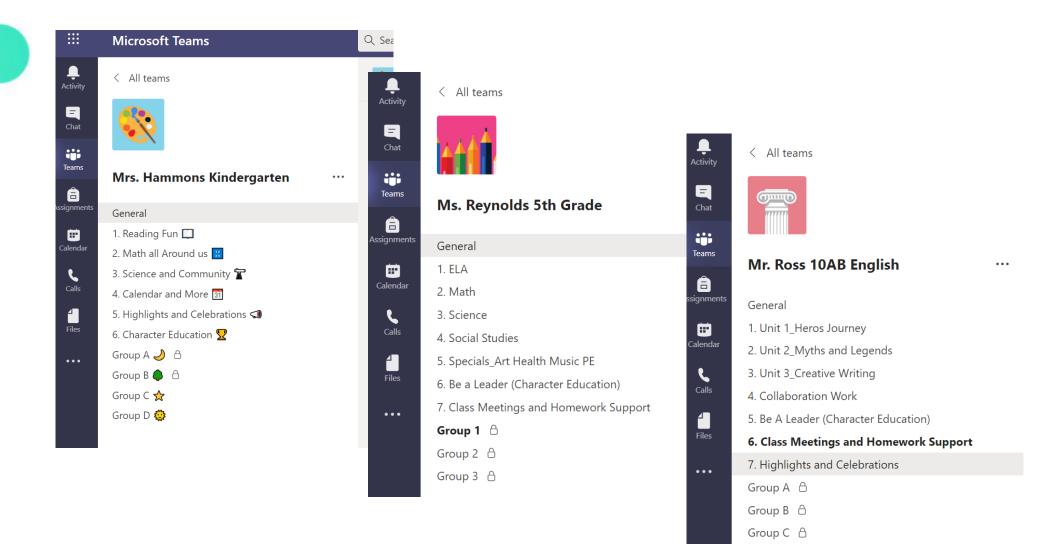
Building community...





Windows key plus the "." key = Emoji box

Possible Teams Class Structures





Possible Teams Class Structures



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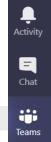




Lee Adv Fitness Period 3



- 1. Physical Fitness Concepts
- 2. Stretching techniques and routines
- 3. Polymeric Exercises
- 4. Cardio Endurance training and tests
- 5. Policies and procedures
- 6. Shout-outs and celebrations
- 7. Class meetings



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Calendar

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signments





Adv Music LEE Period 4B

General

- 1. Music Elements
- 2. Aesthetics and Expressive Elements
- 3. Culture and History
- 4. Technique
- 5. Intonation
- 6. Shout-outs and celebrations
- 7. Class meetings

















< All teams



Ms. Cara Elementary Music

General

- 1. Mr. Marshall 3rd Grade 🖰
- 2. Mrs. Crowley 3rd Grade 🖰
- 3. Mr. Hunter 3rd Grade △
- 4. Mrs. Hickman 3rd Grade △
- 5. 3rd Grade Music Programs
- 6. Highlights and Celebrations



Resources and Best Practices: OneNote



- OneNote "Best Practice Guide": LINK
- OneNote Best Practices for Educators and Students with Mike Tholfsen: <u>LINK</u>
- OneNote EDU Matrix: http://aka.ms/onenotematrix
- OneNote Ultimate: https://aka.ms/onenoteultimate
- Quick Tip videos: http://aka.ms/MikeYouTube
- Updates and Information



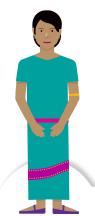
2. Get Organized

with Office 365 EDU Tools

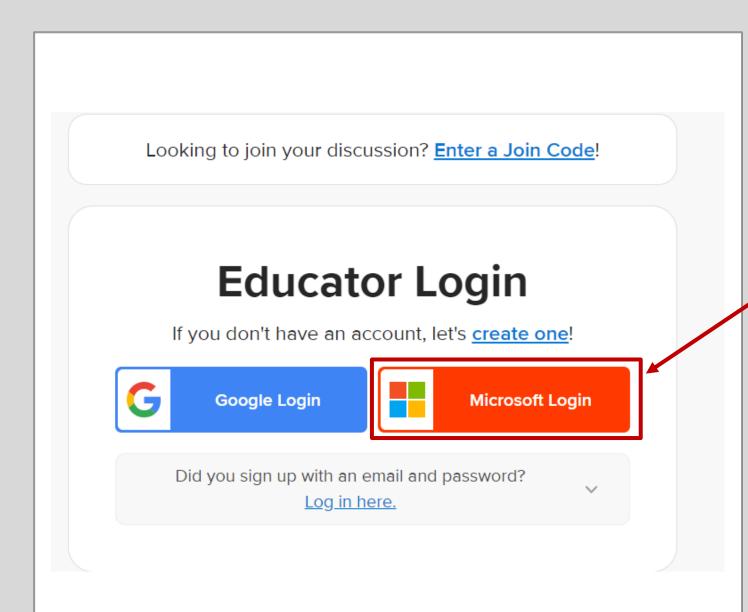
- ☐ Keep it simple. Identify and set-up the tools you need to support instruction.
 - ✓ Three (3) must haves to start the year:
 - Microsoft Teams: Hub for communication, collaboration, and instruction
 - Flipgrid: Communication, assessment, digital storytelling, instructional support, community building
 - OneNote/Class Notebooks: Organization for content, materials, and learning resource.
 - ✓ Review other tools that will support instruction and learning for the year.
 - Forms: collect data, formative assessment, polls, collect files
 - Minecraft: Instructional support, assessment, creative thinking, digital storytelling, computational thinking and problem solving
 - PowerPoint: Instructional support, assessment, creative thinking, digital storytelling, presentations and communication
 - Sway: Instructional support, assessment, creative thinking, digital storytelling, interactive newsletters
 - **Stream:** Video platform and storage, assessment, instructional support.

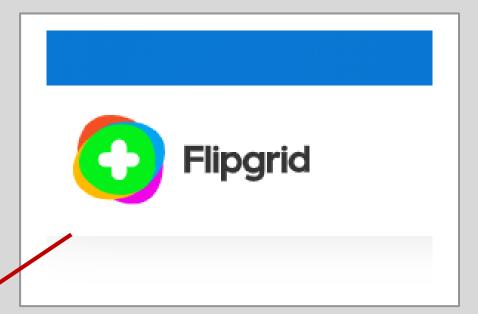


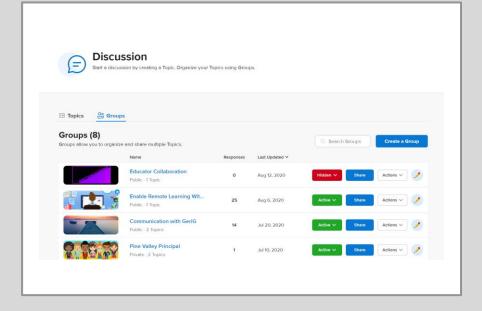
Tool:	Use it for:	Why it matters:
Teams for Education Microsoft Teams	Hub for education system: communication, file sharing, collaboration, and instruction	 Systems of communication and collaboration for staff and students Easy file sharing for data collection and resource documents Face-to-face meeting opportunities with multiple meeting views. Assign, collect, and grade student work Hub for Microsoft EDU products and supplemental programs for learning
Flipgrid Flipgrid	Communication, assessment, digital storytelling, instructional support, community building	 Easy to use digital space to discuss and share information, as well as develop community Ability to see and hear from every student in the class Encourages class discussion and amplifies student voice
OneNote Note Note Note Note Note Note Note	Organization for content, materials, and learning resources - possibilities are endless	 Digital 3-ring binder Organization for ideas, notes, data & instructional resources Interactive space for collaboration and projects Capturer anizes notes acrose





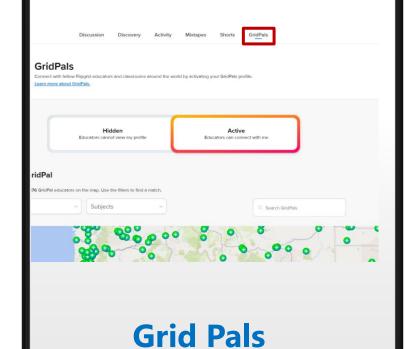


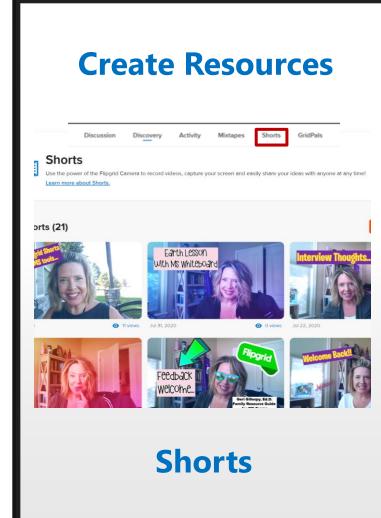


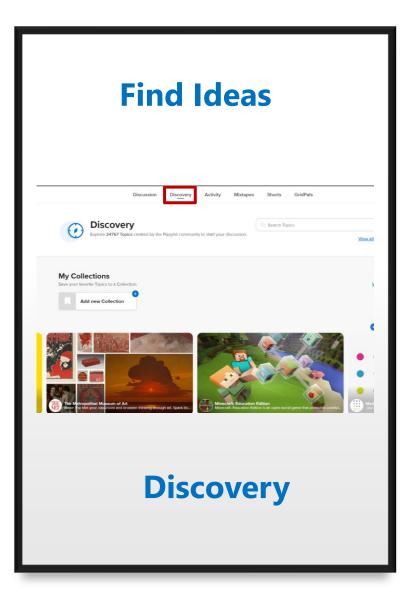




Collaborate









https://teams.microsoft.com/share?href=https%3A%2F%2Fshorts.flipgrid.com%2Fwatch%..

Share to Microsoft Teams

Share to

Type the name of a person, group, or channel

Say something about this

https://shorts.flipgrid.com/watch/11658552812765896



Geri G.'s Video Check out this Shorts Video!

shorts.flipgrid.com

shorts.flipgrid.com/watch/11658552812765896

Cop

Share

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E Chat

Teams

III Calendar

Calls

Files

• • •

Group D 👺









Geri Gillespy 8/5 5:25 PM

Welcome to the world of Kindergarten



So excited to have you here -

Use Flipgrid to share a welcome video to your class and to show families how to utilize the tool. Class Schedule:



Geri G.'s Video
Check out this Shorts Video!

shorts.flipgrid.com

Daily messages and Instructions to welcome students

Tool:	Use it for:	Why it matters:
Class/Staff Notebooks OneNote Class Notebooks Contact Unity States Notebooks Coldification Space	Organization for content, materials, and learning resources to monitor student learning-possibilities are endless	 Teacher-Student or Admin-Staff interactive digital binder Distribute resources or materials using content library Private space shared between the teacher and each individual student to provide feedback and monitor progress Learning tools for equity and access
Forms	Collect data, formative assessment, polls, collect files	 Create surveys, quizzes, and polls Easily see results in real-time Can be used within other Office 365 programs, such as Teams, Excel, Sway, PowerPoint and Stream
PowerPoint	Instructional support, assessment, creative thinking, digital storytelling, presentations and communication	 Create presentations for blended learning models Record messages and tips for students PowerPoint Live for personalized audience experiences Integrates with Forms to gather data and check for understanding

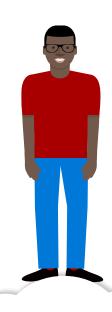
Universal tools for engagement, collaboration, and problem-solving

Tool:	Use it for:	Why it matters:
Minecraft for Education	Instructional support, assessment, creative thinking, digital storytelling, computational thinking and problem solving	 Designed specifically for the classroom Tools that promote and enhance curriculum learning and pedagogical practice Safe and secure using 0365 credentialing, Built in Code Builder. Teach and learn JavaScript and Python at the touch of a single button. Brings computer science to a platform students are already familiar with and confident in and apply code and computational thinking to the tools they already use.
Microsoft Whiteboard	Instructional support, collaboration, project-based work, formative assessment, presentation of share work	 A digital canvas for to work collaboratively sharing ideas, work, and content. Enables educators to prepare lessons in advance to present for students in Teams Can include, documents, images, and open ink space with a choice of backgrounds to draw and annotate. Great for class discussions and student share of ideas
Sway	Instructional support, assessment, creative thinking, digital storytelling, interactive newsletters	 Create and share interactive presentation or stories for communication Combine text, images, videos, and other media in one place for sharing resources and information Shares easily using external links on all computer and mobile devices



Tool:	Use it for:	Why it matters:
Stream	Video platform and storage, assessment, instructional support	 Share videos of class meetings, trainings, or other presentations Channels integrate in class teams Stores videos internally to support instruction for staff and students
Translator for Education	Communication and instructional support	 Provides live captioning and translation Added to Office 365 programs to support communication for presentations, conversations, and meetings Assistive technology using Office 365 tools
Immersive Reader	Accessibility and instructional support embedded throughout Office EDU products.	Inclusive education tools that give students personalized access to their curriculum, optimize teacher time, and improve learning outcomes.



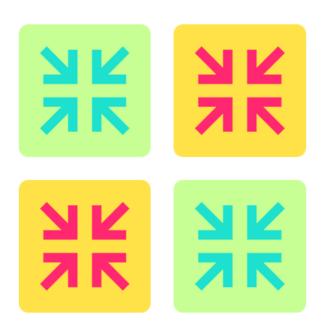


Tool:	Use it for:	Why it matters:
Power Automate The state of th	Productivity at scale, automation of tasks	 Create automated workflows between your 365 apps and services to synchronize files, get notifications, collect data and get approvals. Can be utilized in automated systems to approve requests, send feedback from instructional rounds, gather data from patrons and alert appropriate staff.
Bookings	Productivity, scheduling meetings, calendar support	 Tool used to schedule and manage appointments or meetings inside and outside your organization. Schedule Teacher/Parent/Guardian meetings
Power BI	Sort, analyze, and present data	 Create collaborative, dynamic, and engaging dashboards to review and evaluate data Could be used to share data in multi-tiered systems of support, progress monitoring, and assessment analysis



3. Training and Support

- Participate in offered training sessions through your school or local agency, in addition to using available resources like the <u>virtual training</u> sessions at the <u>Microsoft stores</u>
- Utilize courses on the <u>Microsoft Education Center</u>, subscribe to the <u>Microsoft Education Channel</u> on YouTube, demonstrations on <u>#MSFTEngageEDU</u>, or use the <u>Flipgrid resources</u> to discover training videos or resources.
- ☐ Review <u>Learning Paths</u> in Microsoft Education Center
- ☐ Join internal or external communities of support
 - ✓ Internal communities
 - ✓ Microsoft Innovative Educator (MIE) Twitter group
 - ✓ Enable Remote Learning community
 - ✓ Flipgrid Community #Gridpals



Balanced Support:

Using Microsoft Tools in application from the classroom to home and back

Direct Instruction / Training Sessions:

- Webinars/Presenter Courses
- MS virtual events
- MS Stores

Balanced Support = Shift in practice

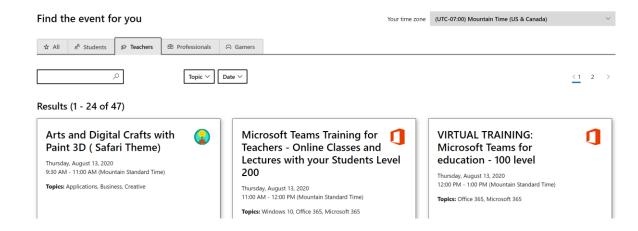
Just in Time / Point in Need:

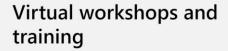
- Microsoft Communities
- Office Hours
- 1:1 Meetings
- Support teams
- Follow-up tasks and appointments

On Demand / Self – Guided:

- Online Microsoft videos
- Support Center Documents
- YouTube Microsoft Education Channel
- Microsoft Educator Center

Virtual training sessions at the Microsoft stores





Microsoft Microsoft 365 Office Windows Surface Xbox Deals Support

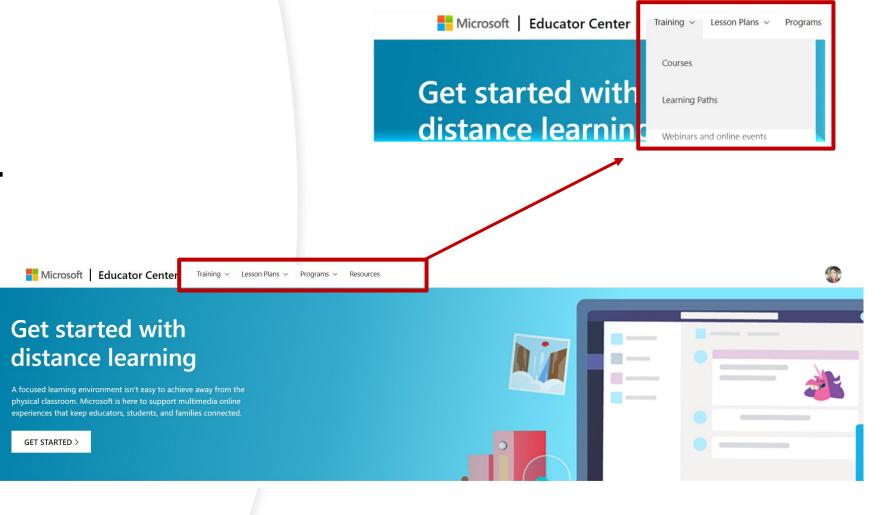
Home / Virtual Communities

Our interactive virtual workshops and training sessions are taught live by Microsoft Store associates for an in-person experience—wherever you are.





Microsoft Education Center





■ View transcripts

Find resources to help you stay connected and in touch with your students and families while learning continues. >



Profile

Completed



MIE Master Trainer 2019-2020

Completed on: 10/1/2019



MIE Trainer 2019-2020

Completed on: 10/1/2019



Windows 10 Anniversary Update

Completed on: 9/30/2019

123 Redeem code



Welcome to Blended, Personalized Learning!

Completed on: 9/30/2019 View details and certificate



Hack the Classroom June 2019

Completed on: 9/9/2019



Microsoft Innovative Educator Fellow 2019-2020

Completed on: 9/4/2019



Microsoft Innovative Educator Expert 2019-2020

Completed on: 8/8/2019 View details and certificate



Make what's next

Completed on: 8/8/2019



Twitter Publicist

Completed on: 6/26/2019

School Leaders

Professional learning designed for school leaders

Windows 10 for

Transform Learning with

Advanced

Experienced using technology in the classroom for transformative learning experiences

Intermediate

Some experience using technology in the classroom to support learning objectives



23 Learning Design: #1

























<u>Learning Paths</u> available in **Microsoft Education Center**



Minecraft Education Edition

Practical experience using technology in the classroom for impactful Minecraft learning experiences

Minecraft: Education Edition *Introduction to Game-Based*



Minecraft Apply in the Classroom: Collaborative



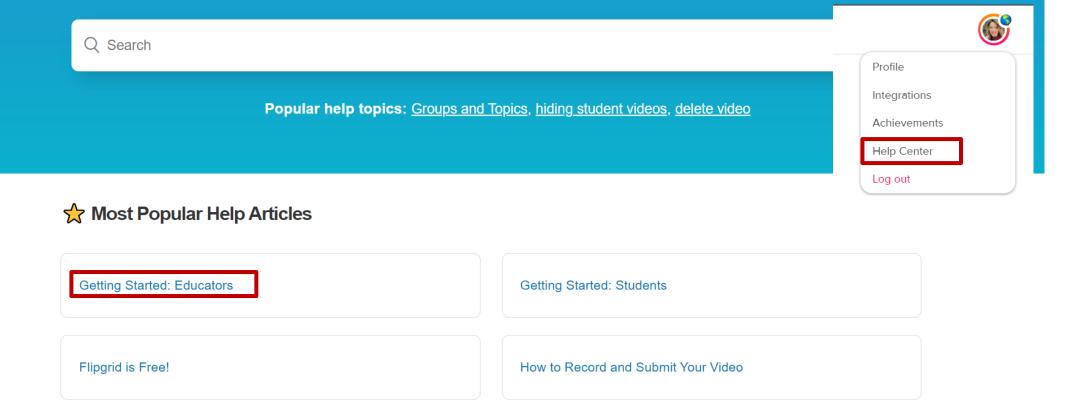




Placing First Blocks



Need Help? We're here for you.



Flipgrid Blog: Live events and training resources – LINK



HOME / ALL-NEW FLIPGRID / RESOURCES / ACTIVITY CENTER / BLOG / FLIPGRID.COM



The Flipgrid Blog



Explore helpful tips and tricks and stay up to date with the latest from the community.











Stories

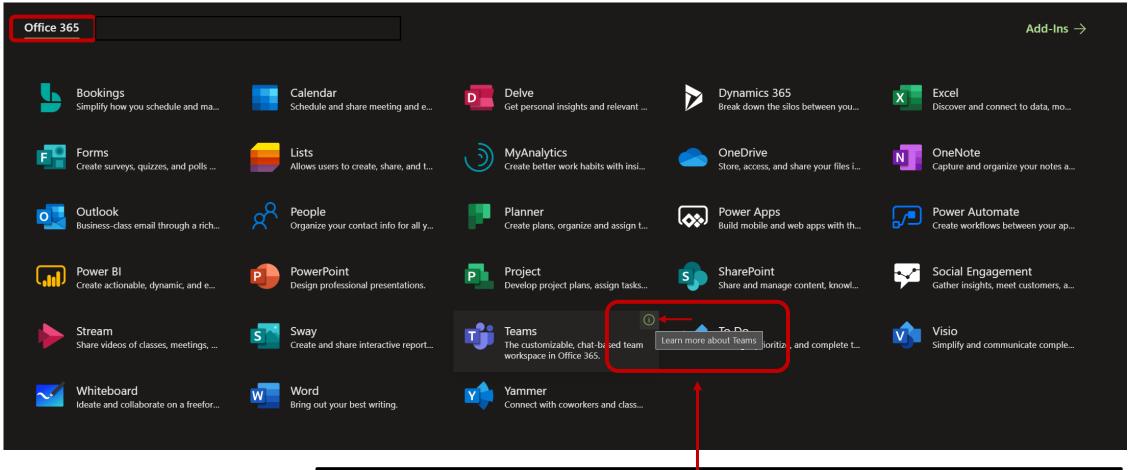
August Updates

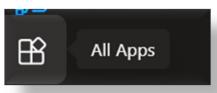


July 28, 2020

Hello, Flipgrid Family! / We have many exciting updates we're bringing to you in August. Educator **Innovation Week** is coming soon, the all-new Flipgrid begins rolling out August 5, and we have even more updates and surprises in store...

Dr. Geri Tip...





From your "All Apps" on the home page for Office 365 (<u>www.office.com</u>), end-users can reach the support training center for each product by selecting the information symbol (1) when hovering over the application.

4. Communication and Sharing

- Use Flipgrid, Teams meetings, <u>Live Events (Link)</u>, Sway interactive newsletters, to communicate with students and families:
 - ✓ Create a **Flipgrid** to welcome students and families back, as well as information on re-entry plans for the beginning of the school year
 - ✓ Develop a <u>Sway interactive newsletter</u> to share new procedures or policies
 - ✓ Schedule **Teams meetings** with parents or families as needed to welcome students with individual needs.
 - ✓ Share resources with students and families as needed, such as the Teams Family guide ✓ Teams Family Guide PDF
 - √ <u>Teams Family Guide Printable version</u>
 - Teams Family Guide PowerPoint (To download and customize as needed)









Microsoft tools and resources for communication and building community

5. Next Steps and Support

- ☐ Engage and keep learning:
 - ✓ Utilize external Microsoft community engagement opportunities to support staff and families
 - Enable Remote Learning community https://aka.ms/JoinRemoteLearningCommunity
 - Educators Insider Program Learn More
 - ✓ Participate in follow-up training sessions and deeper learning opportunities.
 - ✓ Use social media to share ideas and learn about new updates, such as
 omnored-nation-new-updates, such as
- ☐ Provide opportunities for your students and families to continue to communicate and find resources beyond email.
 - ✓ Use Flipgrid to create a space to communicate and gather further questions or information from families in your community.
 - ✓ Use Teams Meetings to check-in with students and families to share information or support learning.
 - ✓ Create a Sway newsletter with links to resources and materials



Community Connections

Join the Community...



Enable Remote Learning Community:

An extended professional learning network that includes live events, webinar resources, shared documentation, and so much more to support Educators and IT Administrators around the world.

Join the Enable Remote Learning Community Today

EDU Insider Program:

Access an exclusive IT professional community, hosted on Microsoft Teams, for questions, best practices, and engagement with peers in school districts around the world. Participate in monthly product calls with MS engineers and product managers, stay connected to roadmap updates and previews and help guide future product development.

Join the EDU Insiders Program Today (NDA & M365 EDU deployment required)





Microsoft EDU

Mission:

Empowering every student on the planet to achieve more...

Join us for a Follow up discussion...

