

Remote Learning - Microsoft in Education REACH2

Training Packages



Training Road Map

Core Training

Microsoft Teams for Teaching & Learning (Beginner/Intermediate/Advanced)



Next Steps Training

Save Teachers Time

Monitoring Pupil Engagement

Supporting SEND Pupils: Inclusive Classrooms and Accessibility Tools

Enhanced Training

Mental Wellbeing in your School

Top 10 Tips for Teachers

Microsoft Teams for Teaching & Learning

Products: Teams, Forms, OneNote, Whiteboard, Sway



Basic

- Introduction to Teams in Education
- Scheduling a remote class
- Virtual classroom etiquette
- Communication and Collaboration
- Creating a virtual class
- Integrating other applications in teams

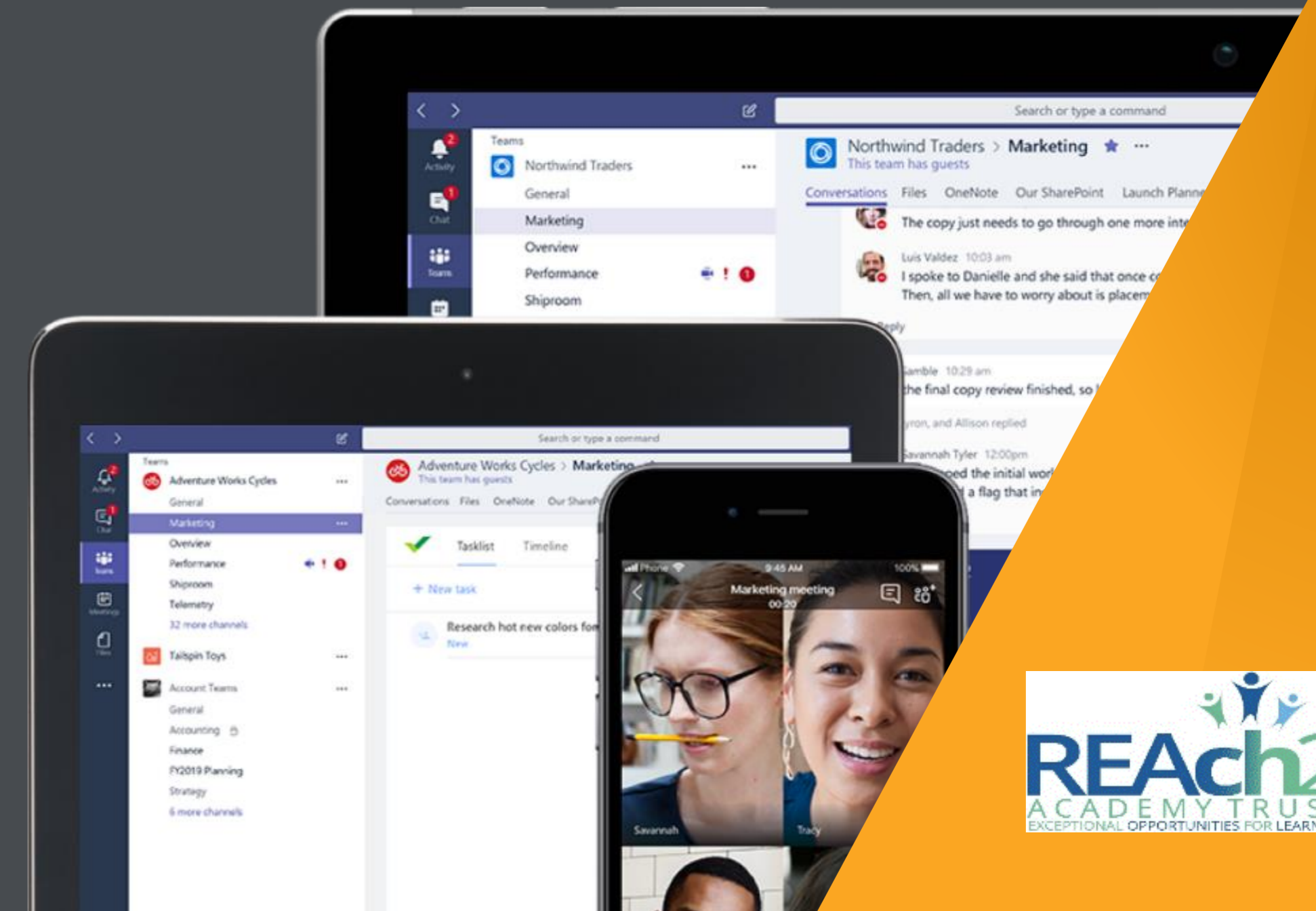
Intermediate

- Managing students in your virtual class
- Managing a virtual class
- Assignments and homework
- Accessibility in Teams

Advanced

- Utilizing Class Notebook
- Present using Whiteboard in Teams
- Present using Sway

Duration	1.5 hours per session (Basic, Intermediate, Advanced)
What next?	SAVE TEACHERS TIME



Save Teachers Time

Products: Sway & PowerPoint



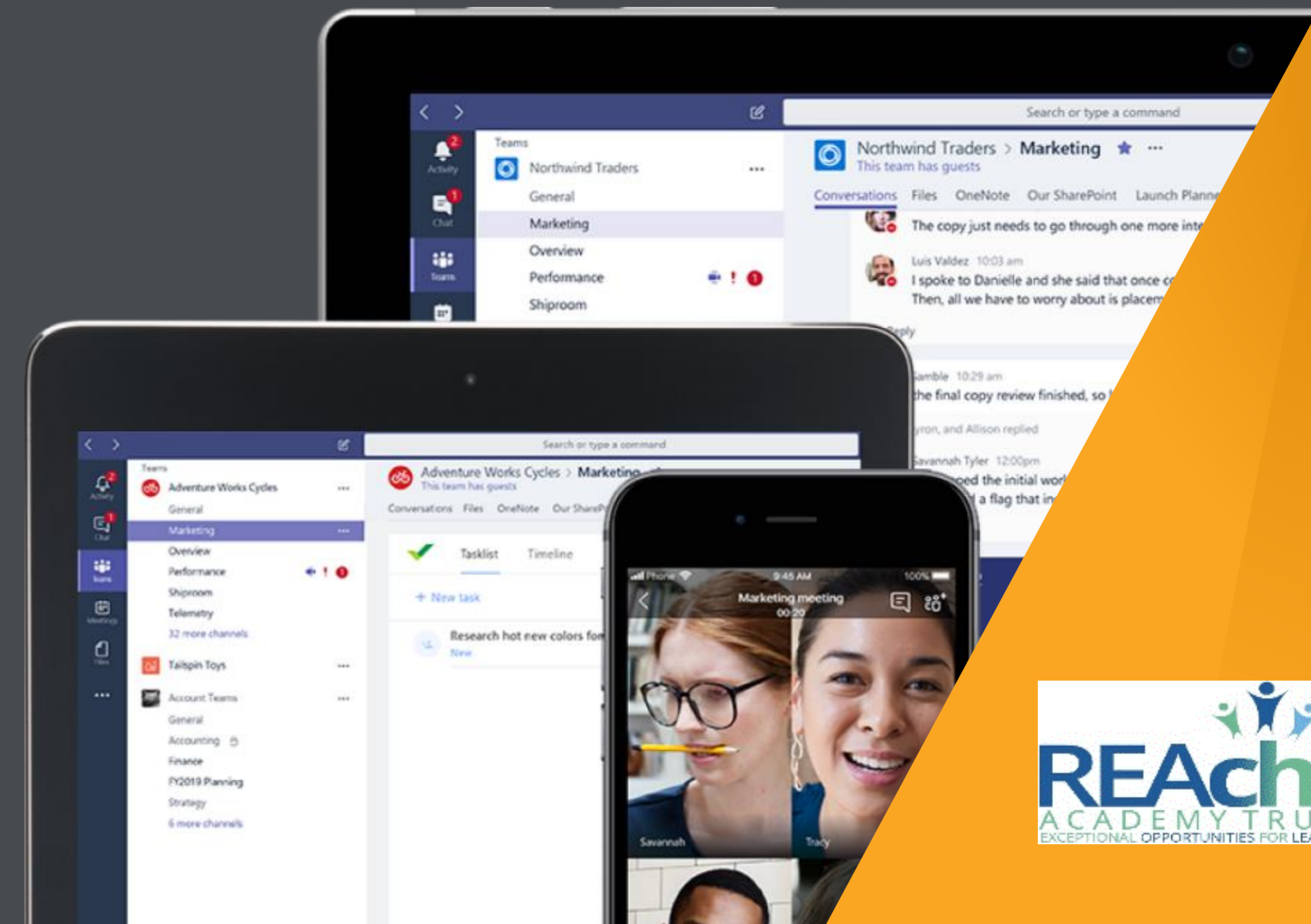
Sway

- Design your presentation
- Customize and fine-tune
- Format your storyboard
- Sharing your sway
- Accessibility features in Sway
- Go mobile

PowerPoint

- Design Ideas
- PowerPoint Live
- Live captions & Subtitles
- Presenter Coach
- Go mobile when presenting

Duration	1.5 hours
What next?	MONITOR PUPIL ENGAGEMENT



Monitor Pupil Engagement

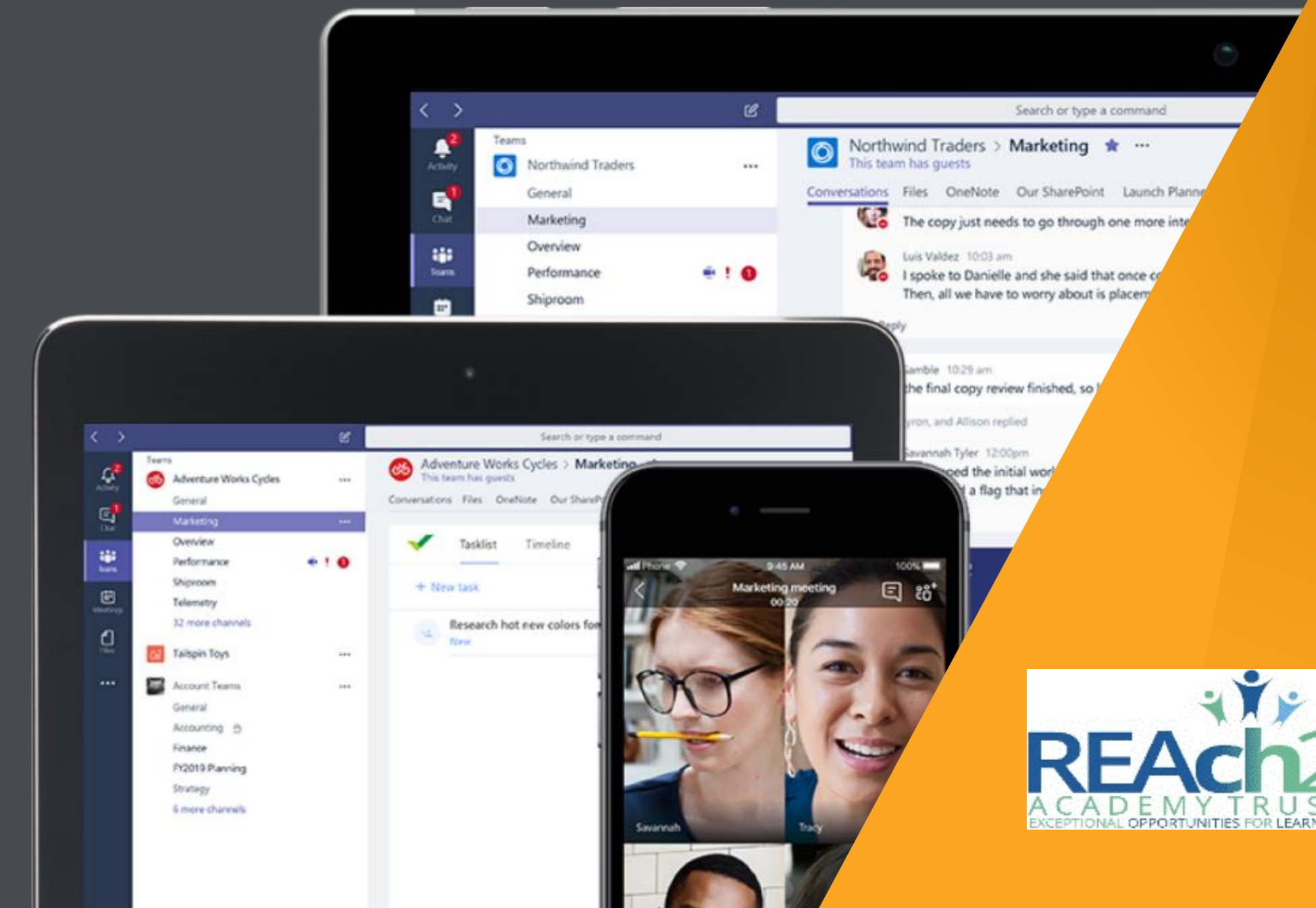
Products: Insights in teams



Insights

- Introduction to insights
- Navigate High Level Dashboards
- View Class dashboard and data cards
- Explore digital activity and drill down
- Deep dive into Assignments data
- Deep dive into grades

Duration	1 hour
What next?	SUPPORTING SEND PUPILS



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REACH2
ACADEMY TRUST
EXCEPTIONAL OPPORTUNITIES FOR LEARNING

Supporting SEND Pupils: Inclusive Classroom & Accessibility tools

Products: O365, Windows 10, Translator



Office 365

- Immersive reader/learning tools/read aloud
- Dictation
- Translation
- Accessibility Checker

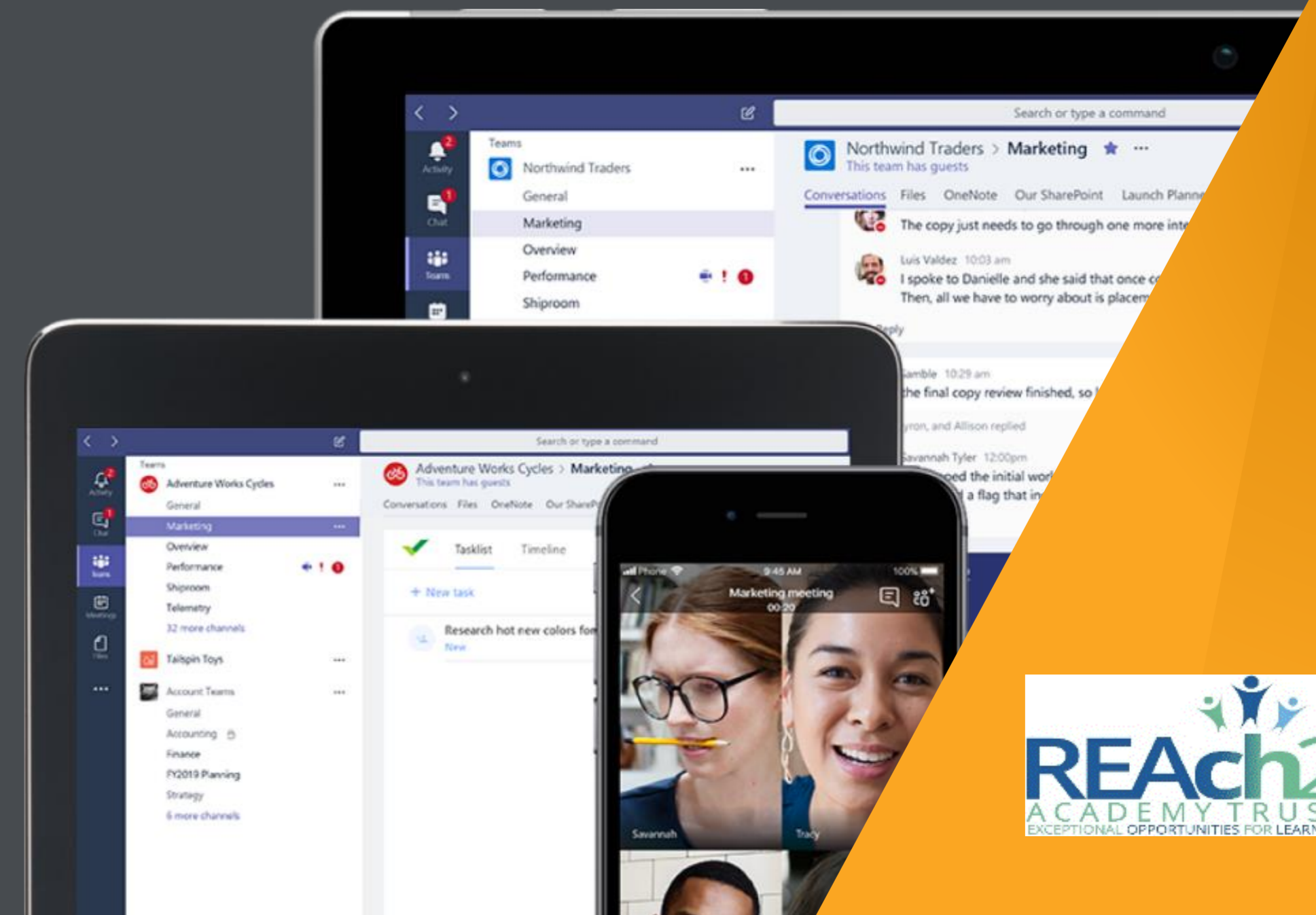
Windows 10

- Display settings
- Ease of access/Color filters
- Windows 10 shortcuts

Apps

- Office Lens
- Microsoft Translator App
- Seeing AI App

Duration	1.5 hours
What next?	MENTAL WELLBEING IN YOUR SCHOOL



Mental Wellbeing in your School

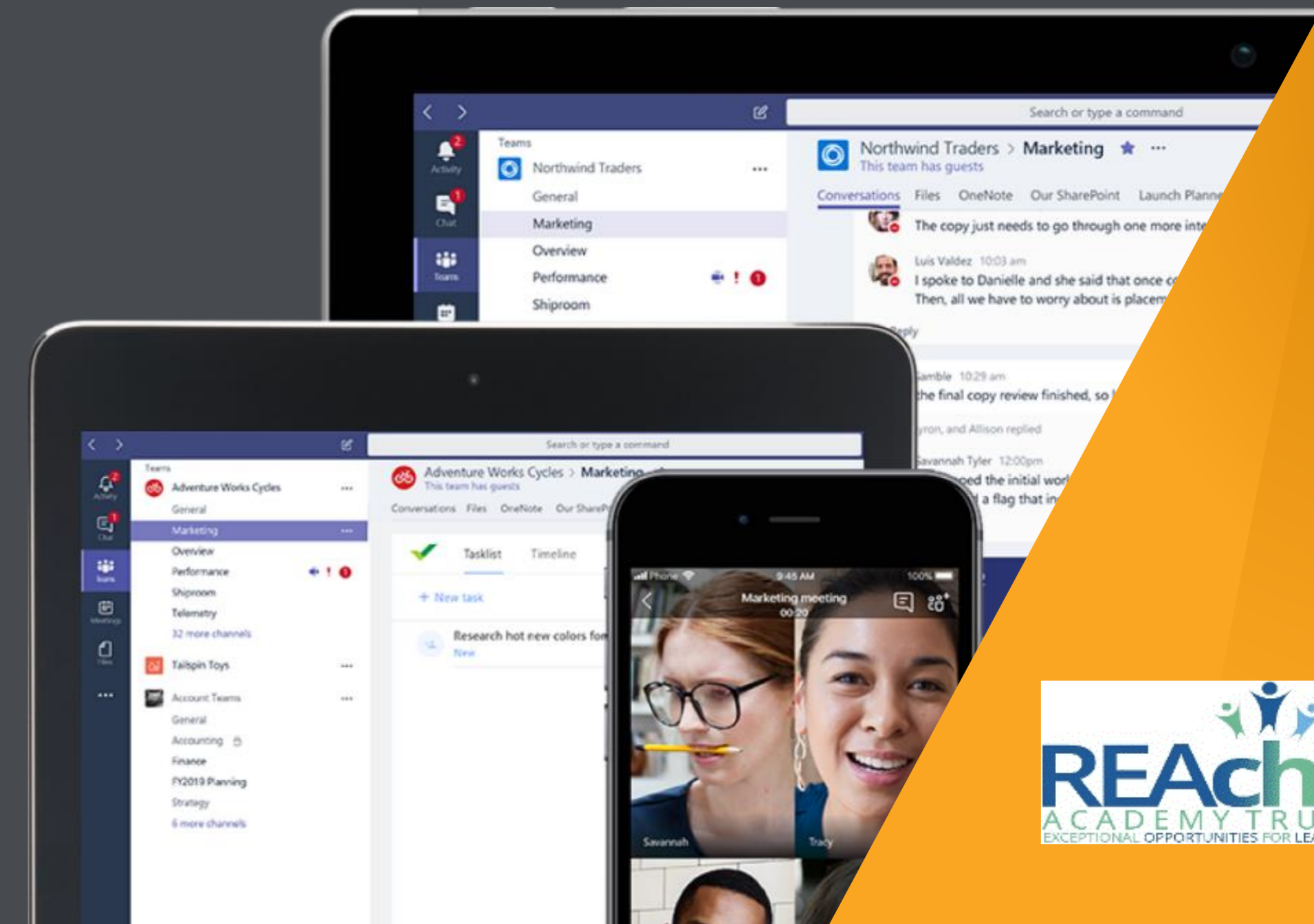
Products: My Analytics



My Analytics

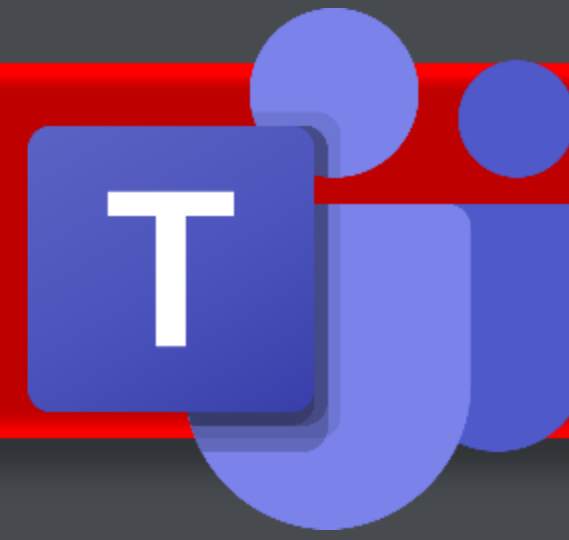
- Introduction to my analytics
- Manage your time
- Enable focus time
- Understand meeting habits
- Understand out of office working hours

Duration	1 hour
What next?	TOP 10 TIPS FOR TEACHERS



Top 10 Tips for Teachers

Products: Teams



Teams – Top 10 Hits

- Video Etiquette
- Communicating
- Accessibility
- Meeting Recording
- Share specific Content
- Make an announcement
- Reply Individually
- Manage your Notifications
- Only see what you want to see
- Manage what others can do

Duration

1.5 hours

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