



Microsoft Partnerships and Resources to Support Blended and Remote Classroom Learning Outcomes

Professional development strategies and training resources available from Microsoft Education to support a shift in practice.






When: Wednesday, August 12th
Time: 11:00 AM PDT / 2:00 PM EDT



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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) 
 - [linkedin.com/in/gerigillespy](https://www.linkedin.com/in/gerigillespy) (LinkedIn) 
 - [Geri Crowley Gillespy](#) (Facebook) 



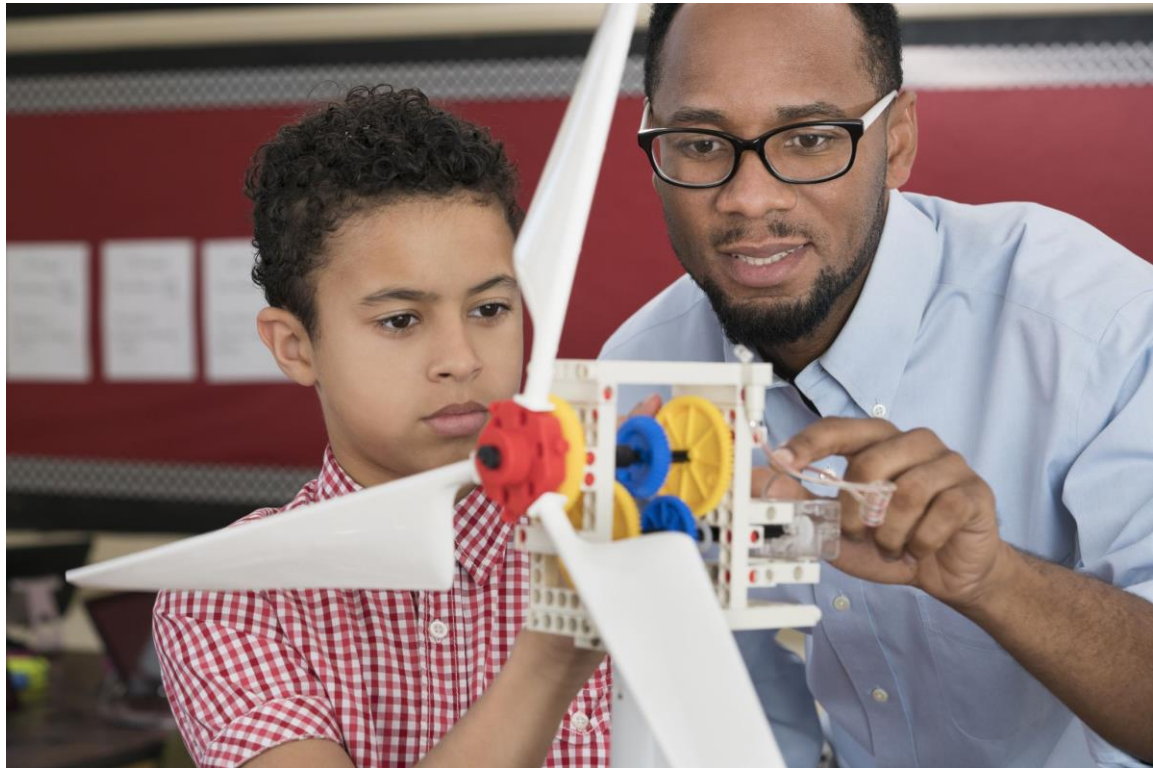


**Use what we
know as
Educators...**

A group of people, mostly women, are shown from the chest up, with their hands raised in the air. They appear to be in a meeting or a workshop setting. The background is slightly blurred, showing other people and what might be a whiteboard or screen. The overall tone is professional and collaborative.

We embrace change...

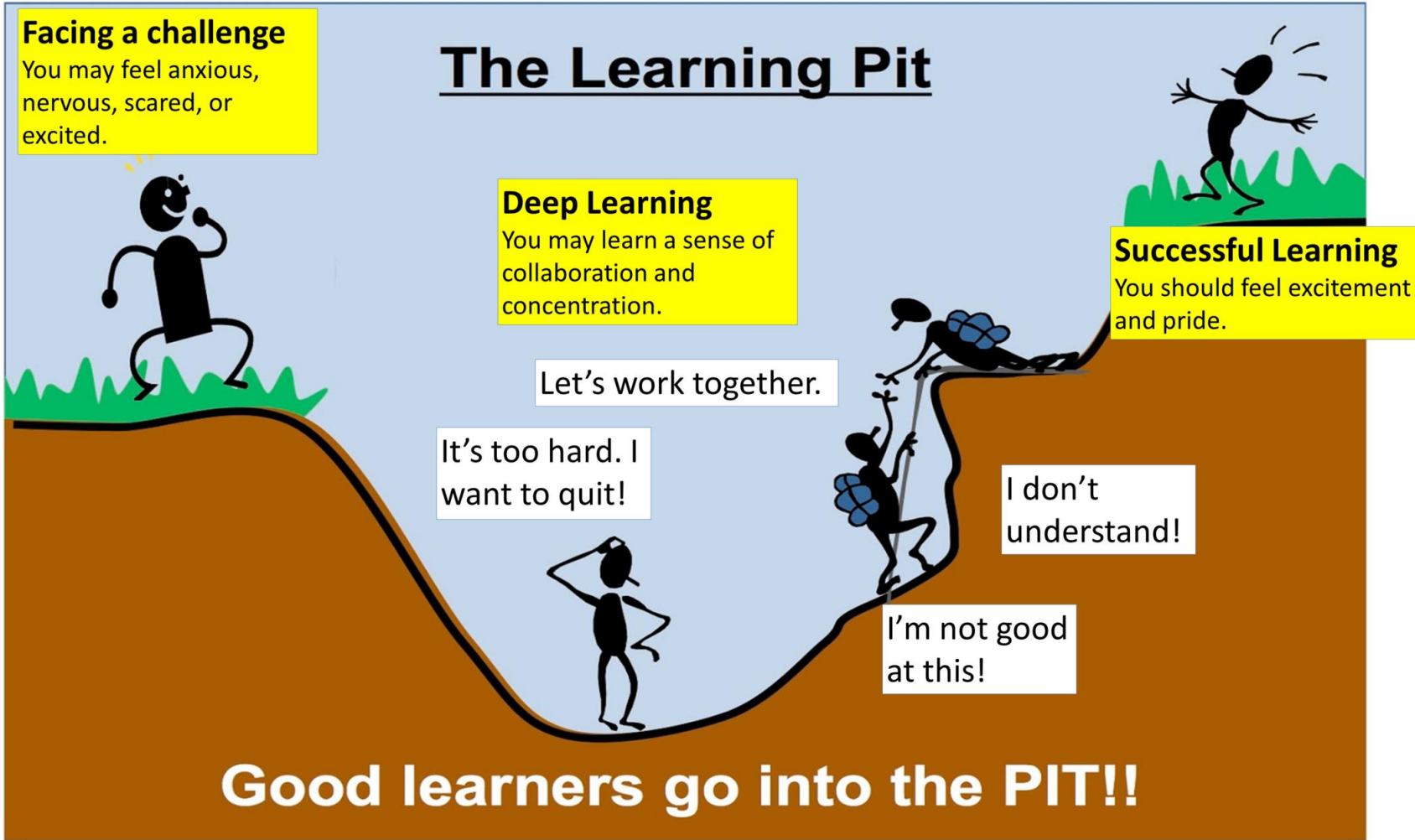
We are all here to support students...





It is the Art of Reflection...





Those that struggled with the transition...

Some districts are ending the school year early over challenges with distance learning

"I heard complaints from teachers that they were trying to teach their students, they were trying to help their own children and manage the home," said a school superintendent in Georgia.



Need systems in place to address the "*External*" and "*Internal*" barriers

External Barriers

- ✓ *Access to devices and internet*
- ✓ *Internal Tech services of support*
- ✓ *Centralized plan for digital tools that still enabled autonomy*
- ✓ *Internal and external networks of support*

Internal Barriers

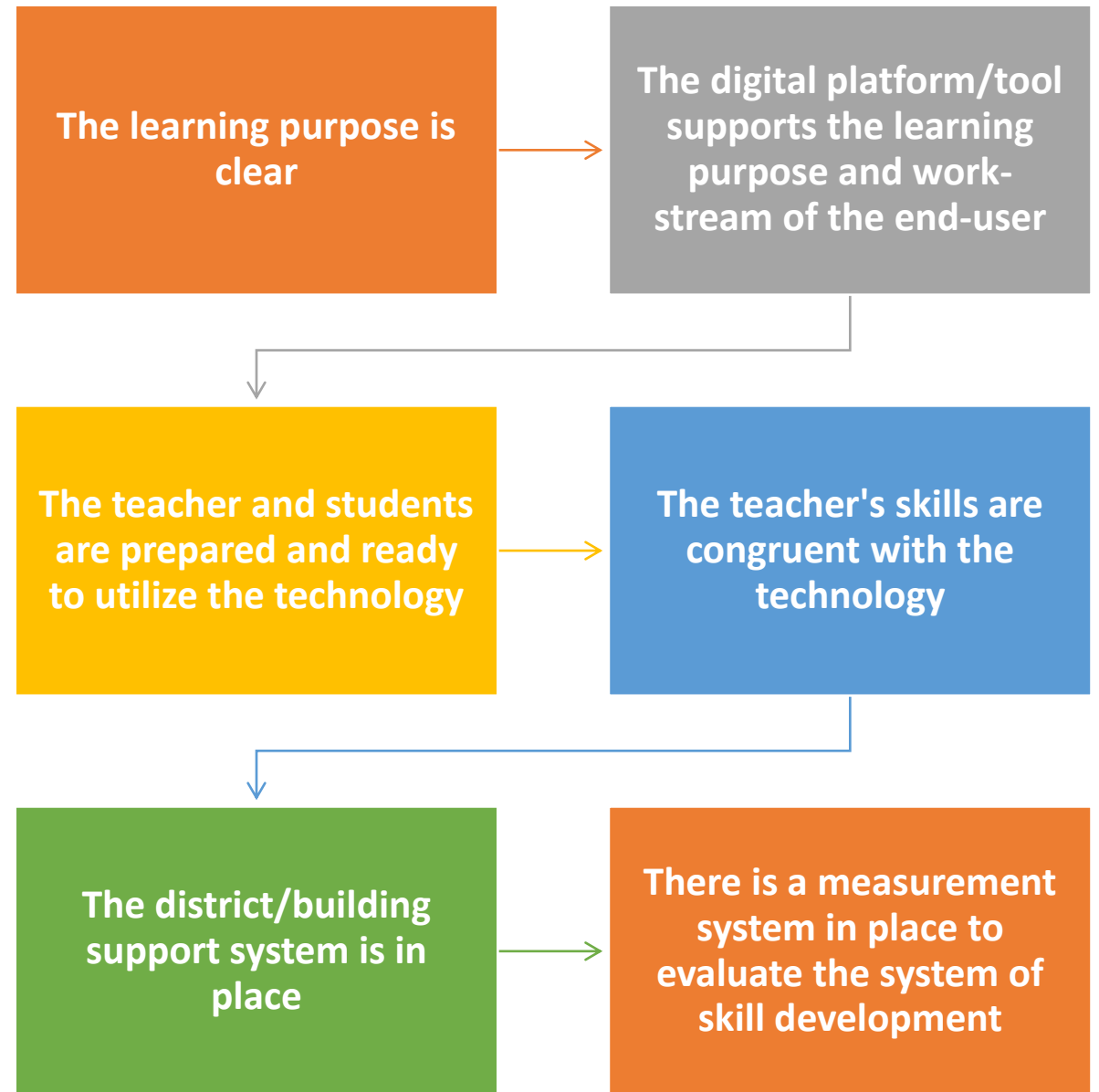
- ✓ *Shift in instructional framework and systems*
- ✓ *Balanced system of support relevant to all members in the learning community*
- ✓ *Change in self-image and task-perception of role in education*
- ✓ *Effective use of internal/external networks of support (Building capacity)*



Level 1	Building Foundation & Culture	<ul style="list-style-type: none"> ✓ Infrastructure and Support ✓ Distributed Leadership ✓ Vision: The Why/Critical Commitments 	<p><u>Systems Designer:</u> Leaders build teams and systems to implement, sustain and continually improve the use of technology to support learning. Education leaders:</p>
Level 2	Building Framework	<ul style="list-style-type: none"> ✓ Identify roles and support people ✓ Assessment across your system/gather data - current reality ✓ Define district/school goals to support" vision 	<p><u>Visionary Planner:</u> Leaders engage others in establishing a vision, strategic plan and ongoing evaluation cycle for transforming learning with technology. Education leaders:</p>
Level 3	Build Capacity	<ul style="list-style-type: none"> ✓ Implement training and planning ongoing support at all levels with varied differentiated training opportunities ✓ Systems for students and families ✓ Network of collaboration 	<p><u>Equity and Citizenship:</u> Advocate Leaders use technology to increase equity, inclusion, and digital citizenship practices. Education leaders:</p>
Level 4	Building Structure	<ul style="list-style-type: none"> ✓ Creating a support team structure and training ✓ Complete training Early Adopters ✓ Modeling 	<p><u>Connected Learner:</u> Leaders model and promote continuous professional learning for themselves and others. Education leaders:</p>
Level 5	Building Sustainability	<ul style="list-style-type: none"> ✓ Accountability and system checks for effectiveness ✓ Ongoing Training for students and staff ✓ Assessing effectiveness of meeting goals and continuous Improvement 	<p><u>Empowering Leader:</u> Leaders create a culture where teachers and learners are empowered to use technology in innovative ways to enrich teaching and learning.</p>



System Critical Commitments:



Focus of today...

Internal barriers that impact a shift in knowledge and practice using digital tools to support teaching and learning



K-12 Leadership:

5 Back to School Tips and Tasks for Success



**Get Your System
Ready**

**Get
Organized**

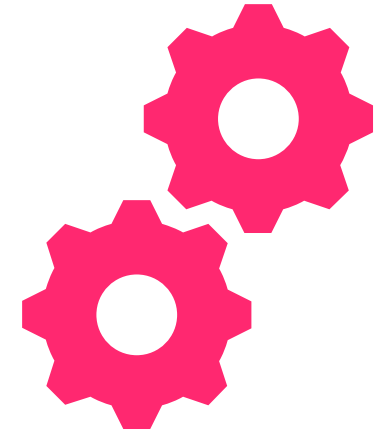
**Training and
Support**

**Communicate
and Share**

**Next Steps and
Support**

1. Get Your System Ready

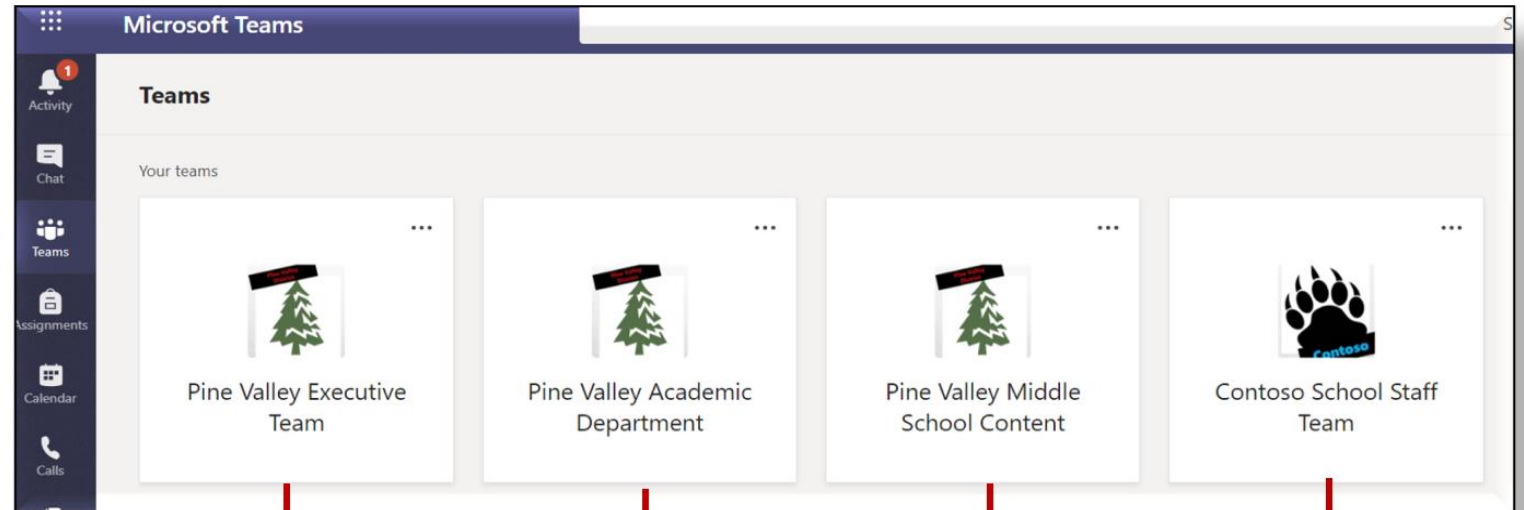
- ❑ Check with IT support that all **Office 365 programs** are up-to-date
- ❑ Review and identify necessary **Microsoft Team** structures for staff, students, and community
 - ✓ Create a staff team for communication, collaboration, and professional learning support
 - ✓ Design team structures for building/district teams to follow that will support grade-level or department collaboration, communication and file/data sharing
- ❑ Review any safety and compliance policies for working with students online with the school or governing agencies that apply to you.



Possible Teams Structures for Leadership

Hierarchy system of teams:

- ✓ Coherent system for collaboration and communication
- ✓ Focuses the direction on the work of the team
- ✓ Builds capacity and sustainability
- ✓ Provides accountability in a secure system

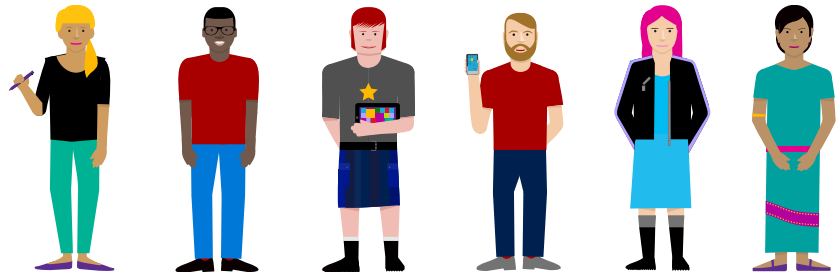


Superintendent /
Cabinet Level Team

Director / Department
Level Team

Content / Service
Area Support

Building Staff
Support



Possible Teams Structures for Leadership

Microsoft Teams

All teams

Pine Valley Executive Team

General

1. Chief Academic Office
2. Chief of Operations
3. School Climate and Wellness
4. School Planning and Development
5. Early Education and Student Enrollment
6. Community Empowerment, Partnerships, and Co...
7. Professional Development
8. Online Meetings
9. Highlights and Celebrations

a. Team 1

b. Team 2

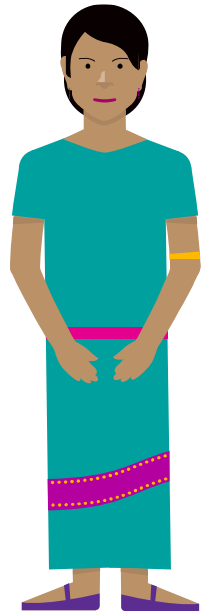
Private channels to share confidential files

Note:

- Private channels only appear for specific members and owners. Private channels can be utilized as a confidential space for the Executive Cabinet.



Possible Teams Structures for Leadership



Microsoft Teams

< All teams

Pine Valley Academic Department ...

General

- 01. Language Arts
- 02. Division of Academics
- 03. STEAM
- 04. Math
- 05. Science
- 06. Career Technical
- 07. Visual and Performing Arts
- 08. Advanced Academics and Gifted Programs
- 09. Bilingual and World Languages
- 10. Physical Education
- 11. Online Meetings
- 12. Highlights and Celebrations

General Posts Files Staff Notebook +

A close-up photograph of a young girl with red hair and freckles, wearing clear safety goggles on her head and a white lab coat over a blue collared shirt.

Microsoft Teams

< All teams

Pine Valley Middle School Content ...

General

- 1. District Math 6
- 2. District Math 7
- 3. District Math 8
- 4. Professional Development
- 5. Additional Resources
- 6. Curriculum Team
- Community Support

General Posts Files District Content Textbook Request

A photograph of a young girl with braided hair, wearing a yellow shirt, looking towards a whiteboard in a classroom setting.

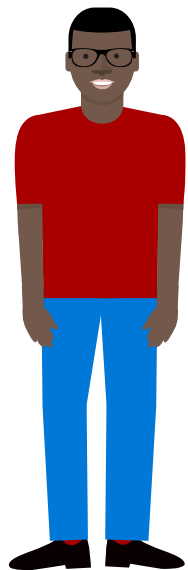
Possible Teams Structures for Leadership

System of support and communication down to the school instructional level.

The image displays three overlapping screenshots of Microsoft Teams interfaces, illustrating different team structures for leadership. Each screenshot shows a 'General' channel with a list of items.

- Pine Valley Admin Info Team:**
 1. Assessment and Accountability
 2. Safety and Policy
 3. Curriculum
 4. Federal Programs
 5. Special Services
 6. Professional Development
 7. Operations and Calendars
- Pine Valley District Mentor Team:**
 1. District Information
 2. Instructional Support
 3. Observation and Evaluation Support
 4. Professional Learning Communities
 5. 1st Year Teacher Support
 6. Second Year Teacher PLC
 7. Elementary Curriculum Resources
 8. Secondary Curriculum Resources
- Contoso School Staff Team:**
 1. Instructional Support
 2. Professional Learning Communities
 3. Leadership Team
 4. Staff Forms
 5. Committees and Community Support
 6. Professional Development
 7. Shout-outs and Celebrations
 8. Online Meetings and Discussion

A fourth image on the right shows a group of students in a science lab, wearing white lab coats and working at a lab bench.

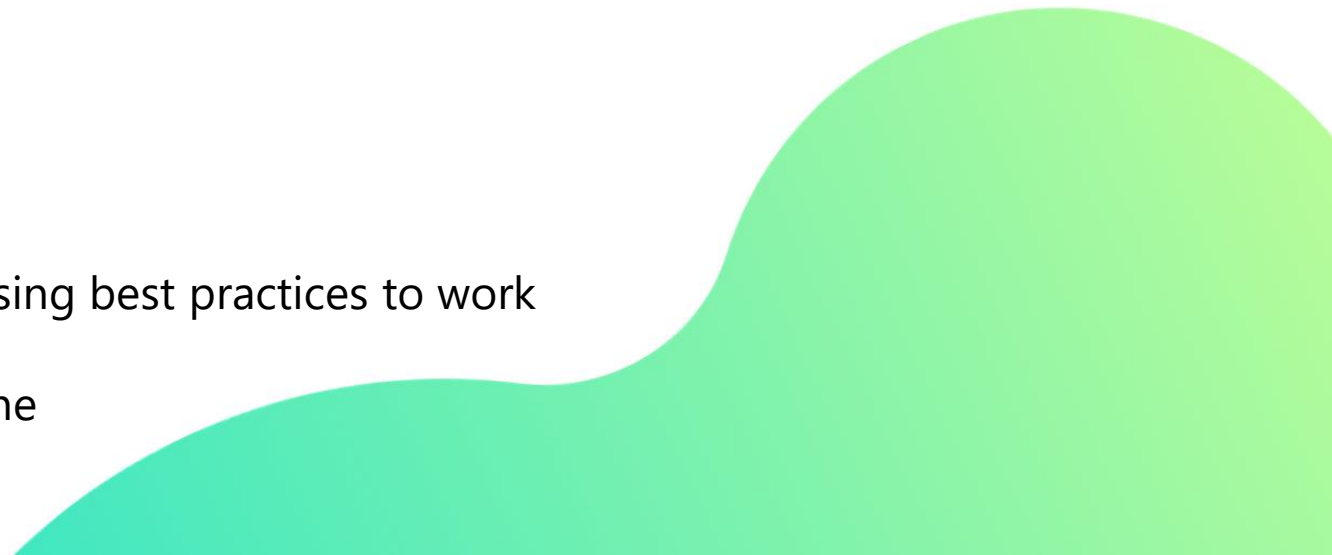


2. Get Organized

- ❑ Keep it simple. Identify and set-up the tools you will need to support instruction and learning.
 - ✓ **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 resources

- ❑ Use **Microsoft Forms** to develop surveys and gather information from staff, students, or families
 - ✓ Access to devices
 - ✓ Input on decisions
 - ✓ Confidence or knowledge of programs

- ❑ Organize **OneNote and Class Notebooks** using best practices to work offline, as well as collaboratively online.
 - ✓ Use links to files saved in Teams or online





**Assess your
System...**



Reflection on skills and practice – Cloud & Microsoft Teams

Please respond to this self-reflection survey regarding utilizing the Office 365 tools in our district system.

[Example Survey Link](#)

Assess your System:

- ✓ **What does staff believe is the role of technology in education?**
- ✓ **What is the self-perception of their skills?**
- ✓ **Do they have enough access to support and resources?**
- ✓ **What are the barriers or lessons that need to be addressed?**
- ✓ **How are they currently using technology tools in their current practice?**

The background features a white speech bubble with a red border and a red fill, containing text. To the right, a vertical strip of a calendar is visible, showing dates from 3 to 28. The calendar strip is tilted and has a light gray background with white text. The overall background is white with faint, light gray circular lines.

Know thy Impact...

"Tell me and I forget. Teach me and I remember. Involvement and I learn." – Benjamin Franklin.

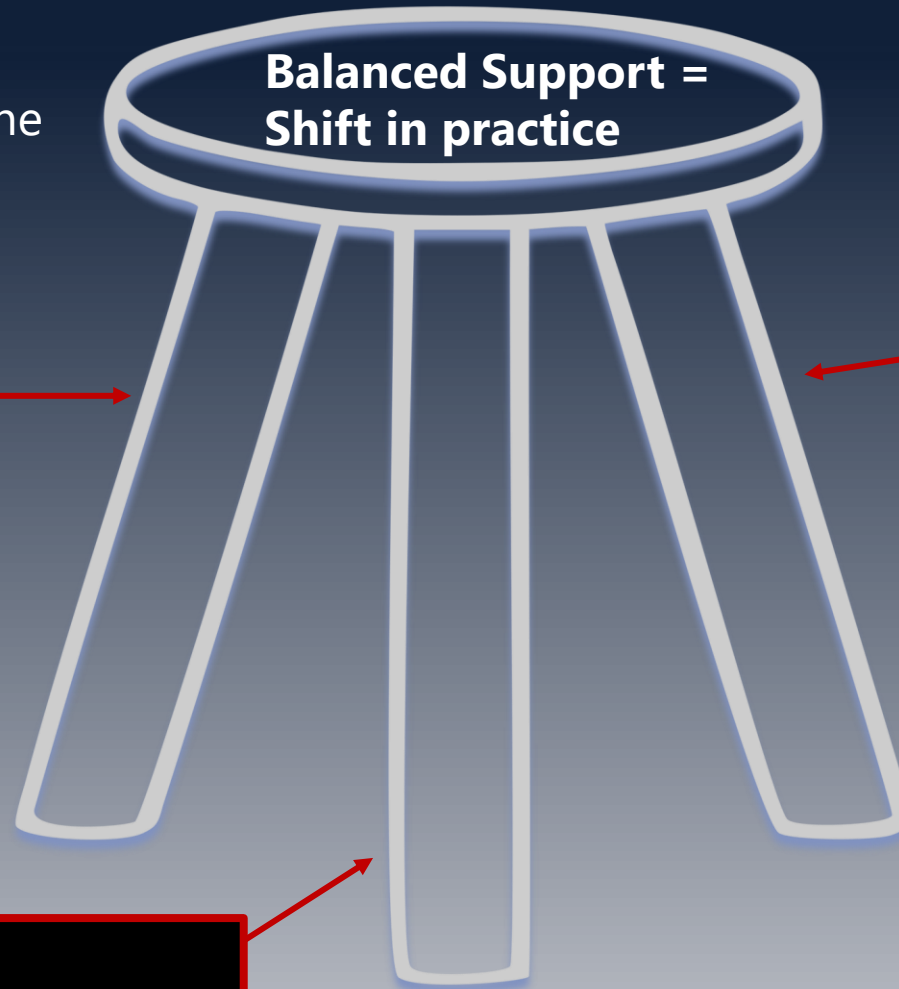
3. Training and Support

- ❑ Organize materials and resources for a balanced system of training and support for staff, students, and families.
 - ✓ Use available resources like the [virtual training sessions at the Microsoft stores](#), to provide access to direct training sessions and opportunities for learning skills.
 - ✓ Encourage the use of on-demand and online resources such as courses on the [Microsoft Education Center](#), videos on the [Microsoft Education Channel](#) on YouTube, demonstrations in [Enable Remote Learning](#) or the [Flipgrid resources](#) training videos and resources.
 - ✓ Use [Microsoft Teams](#) to create a staff support community for point of need or just in time support for questions and follow-up
- ❑ Review [Learning Paths](#) in Microsoft Education Center



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

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

Professional Learning Partnership with Microsoft EDU

Balanced support of training and support:

Live Learning Events

Series of live virtual learning sessions are available led by Microsoft Learning Consultant or Education Expert with Q&A interaction

- Scheduled webinars
- Planned virtual training events

On-Demand Learning Materials

Support with building curated content and courses available on community hub and online for on-demand learning tailored by audience type

- Online resources
- Training videos

Just In Time Point-of-Need

Additional point of need and on-demand support is also available with follow-up live webinars, office hours, and engagement events

- Internal Champion Community
- Remote Learning Community
- Educator Insider Program

School Leaders

Professional learning designed for school leaders

1 Windows 10 for Education

3 Transform Learning with Microsoft Teams

Advanced

Experienced using technology in the classroom for transformative learning experiences

23 21st Century Learning Design: #1 Intro

25 21st Century Learning Design: #3 Skilled

Intermediate

Some experience using technology in the classroom to support learning objectives

12 Crafting a collaborative learning environment with Class Teams

14 OneNote Staff Notebook: Tools for staff collaboration

16 Streamline efficiency with Office 365 apps

Beginner

No experience using technology in the classroom to support learning objectives

1 Digital citizenship



2 Introduction to Inclusive Digital Literacy

3 Transform Learning With Microsoft Teams



4 Getting Started with OneNote



5 Engage and Amplify with Flipgrid



6 Microsoft Forms: Creating authentic assessments

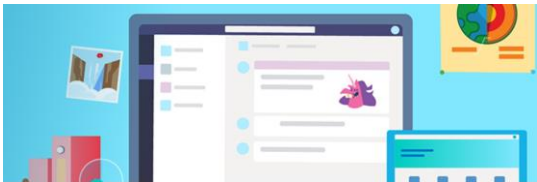


Educator Programs available

Microsoft Innovative Educator (MIE) Programs



Learning Paths available in Microsoft Education Center



Minecraft Education Edition

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

1 Minecraft: Education Edition Introduction to Game-Based Learning

7 Minecraft Apply in the Classroom: Collaborative Gameplay

2 Minecraft Learn to Play: Placing First Blocks

8 Minecraft Apply in the Classroom: Classroom Readiness

STEM

Example: Implementation/Training Progression

Comprehensive Plan for the Intentional Use of Technology

Walk

STAGE 1

- ❖ Admin/Exec Training
 - ✓ Current Reality – (Assessment)
 - ✓ Overview of platform
 - ✓ Vision for the building
 - ✓ Draft integration plan
 - Based on training support

STAGE 2

- ❖ Leadership/Tech Team (Support Team)
 - ✓ Current reality (Assessment)
 - ✓ Finalize building integration plan
 - ✓ Building support team training (Walk Training Cycle)

***Duration of each stage is dependent upon the building needs and the progression in proficiency of skills and practice.**

Jump

STAGE 3

- ❖ Staff Training
 - ✓ Based on building integration plan (Walk/Jump Training Cycle)
 - ✓ Building support team training (Jump/Leap Training Cycle)
 - ✓ System Check
 - ✓ Admin/Tech Team
 - ✓ Staff proficiency levels
 - ✓ Classroom implementation
 - ✓ Retrain staff as needed

STAGE 4 (Student training)

- ❖ Continuous Support and Training
 - ✓ Differentiated staff training (Walk, Jump, Leap)
 - ✓ System Check
 - ✓ Intentional Use
 - ✓ Change of Practice
 - ✓ Educational Impact
 - Impact on Learning
 - College and Career Skills

Leap

STAGE 5

- ❖ Sustainability/Building Independence
 - ✓ Plan for training and ongoing support
 - ✓ New staff
 - ✓ New students
 - ✓ New features and upgrades

STAGE 6

- ❖ Change in Practice and Culture
 - ✓ Ongoing assessment and evaluation
 - ✓ Impact on Learning
 - ✓ Realignment/Continuous Improvement

Skill Progression: Example

Walk

Understanding the Cloud

- ✓ Hard Drives v. OneDrive
- ✓ MS OneDrive/File Sync
- ✓ MS Online v. Client (Desktop)
- ✓ OneDrive files v. SharePoint
- ✓ Working in the Cloud (online) or the Client (Desktop)

Using Microsoft SharePoint

- ✓ Shared Files (group owned)

Introduction to Teams and Flipgrid

- ✓ PLC and Staff
- ✓ Collaboration Hub for Teachers, PLC's & Building Staff
- ✓ Flipgrid - Creating Groups and Topics

Jump

OneNote – Personal Use

- ✓ Organizing Instructional Resources
- ✓ Building Curriculum

OneNote – Shared Use

- ✓ Shared or Co-Owned
- ✓ Collaborative

Professional Learning Communities (Groups)

- ✓ Curriculum Development

Sway

- ✓ Digital Storytelling/Presentation tool

Forms

- ✓ Formative Assessment Tool (Quizzes)

Leap

Microsoft Teams

- ✓ Classroom Instruction Support
- ✓ Transforms how curriculum is delivered
- ✓ Digital platform for submitting and grading assignments
- ✓ Integrated with Class/Staff Notebook

Class Notebook

- ✓ Interactive Teacher/Student Notebook
- ✓ Student Collaboration Tool

Staff Notebook

- ✓ Handbook Information
- ✓ PLP Documentation/Artifacts
- ✓ Observations/Feedback
- ✓ Collaboration Tool

What is a Support Team?

- ✓ The ideal building support team would be comprised of representatives from all grade levels/departments to build a stronger support system within the building
- ✓ This may be between 6-10 people (or more) depending on the size of your building
- ✓ In place to help building capacity within the building for sustained support and implementation of technology

Role of a support team member: (Committed as a resource)

- ✓ Being open to answer questions or to direct people to other resources for support
 - ❑ Identified as a resource that is able to answer questions in support of the building implementation plan
 - ❑ **Not responsible for providing whole-staff training**
 - ❑ Serving as an identified staff member that uses the tools and can serve as a first line of support for grade/department level questions regarding tools or applications
- ✓ Has or is willing to develop a deeper understanding of tools
- ✓ Acting as a model and resource for intentional integration of technology
- ✓ Supporting a positive climate to create a culture of continuous learning and student ownership.



Example of Menu for training opportunities

:

Audience	Activity	Focus
Whole staff Small groups Individuals	Do full school trainings Introduction, review, or hands-on training	<ul style="list-style-type: none"> • Share strategies that relate to staff goals • Discuss strategies, giving concrete examples, and model lessons working with other staff members in the building. • Follow-up for sustained support. Meetings scheduled with staff as follow-up.
Small groups	Introduction, review, or hands-on training	<ul style="list-style-type: none"> • Share strategies that relate to learning goals • Focus on shared practices and routines • High Impact practices
Staff/Students	Help staff set individual goals or model lessons (Co-teach)	<ul style="list-style-type: none"> • One-on-one on • Build relationship, ask needs and concerns • Identify learning goals • Classroom learning targets and high impact practices
District Staff	Staff support for integrating tools. Introduction, review, or hands-on training	<ul style="list-style-type: none"> • Discuss strategies, giving concrete examples, and model lessons working with other staff members in the building. • Follow-up for sustained support
District Staff	Digital Integration support all areas. Introduction, review, or hands-on training	<ul style="list-style-type: none"> • Discuss strategies, giving concrete examples, and model lessons working with other staff members in the building. • Follow-up for sustained support. Meetings scheduled with staff as follow-up.
Whole staff Small groups Individuals	Do full school trainings Introduction, review, or hands-on training	<ul style="list-style-type: none"> • Share strategies that relate to staff goals • Discuss strategies, giving concrete examples, and model lessons working with other staff members in the building. • Follow-up for sustained support. Meetings scheduled with staff as follow-up.

MS Teams Progression: Example

Walk

Opening or Creating a Team

- ✓ Opening or creating a Team
- ✓ Working online or in desktop
- ✓ Understanding different types of Teams

Basic Navigation

- ✓ Teams Structure and Navigation
 - Members
 - Channels
 - Settings
 - Activity
 - Chat
 - Meetings
 - Assignments

Jump

PLC Teams

- ✓ Creating, Storing Team Files
- ✓ Managing Team Settings

Team Structure

- ✓ Adding and Managing Channels
- ✓ Adding and Managing Tabs
- ✓ Meetings - Online

Using PLC Notebook

- ✓ Follow PLC Practice
 - ✓ Norms
 - ✓ Goals
 - ✓ Data Analysis
 - ✓ Collaboration Notes

Leap

Using a Class Team

- ✓ Create assignments
- ✓ Assign and distribute Assignment

Review Student Work

- ✓ Grade & give feedback
- ✓ Record Grades

Integrate Tools

- ✓ Meet Now- Online Recording
- ✓ Forms
- ✓ Sway
- ✓ Live Events
- ✓ Flipgrid
- ✓ Class Notebook

Teams

- I can locate my Teams.
- I can identify the difference between using the desktop and online version
- I can remove a Team from favorites.
- I can locate other Teams I am a part of that are "hidden."
- I can reorder my Teams.
- I can join a Team.
- I can create a Team.
- As a Team owner, I can adjust settings for my Teams.
- I can make a Team public or private.
- I can identify the purpose for each of the 4 types of Teams.
- I can create a channel.
- I can follow a channel.
- I can add files saved in my SharePoint files as tabs in a channel.
- I can add a link (document or website) as a tab.
- I can set my notification preferences.
- I can set my Teams program settings.
- I can participate in conversations with individuals or Team members.
- I can attach a file in a conversation.
- I can join an online meeting in Teams.
- I can present my screen while in an online meeting.
- I can schedule an immediate online meeting in Teams (Meet Now).
- I can schedule a planned online meeting event in Teams (future date).
- I can find activity notifications from Teams I am a member of.
- I can add or remove members or guests to a Team.
- I can locate my team files saved in SharePoint.
- I can copy/upload files from my OneDrive or other SharePoint locations in files.
- I can edit files in my team SharePoint files in Teams or in the browser.
- I can start a chat while collaborating on a document in Teams.
- I can find my OneDrive files in Teams.
- I can add other personal cloud storage accounts to my files in Teams.
- I can leave a Team.
- I can delete or archive a Team.
- I can create a link to a Team.
- I can adjust email settings to a channel or Team.
- I can add Notebooks to my Team files.
- I can create a Class Team to use with students or staff
- I can create assignments to distribute to students or staff
- I can review assignments.
- I can provide feedback on assignments
- I can grade assignments as needed
- I can create a rubric to use with assignments
- I can format a Class Notebook within the Team
- I can distribute content within my Class Notebook within the Team.
- I can distribute assignments in the Class Notebook within the Team.

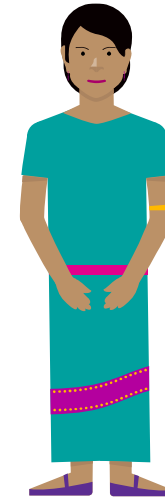
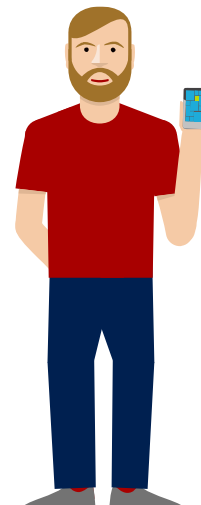
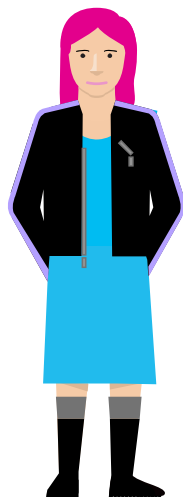
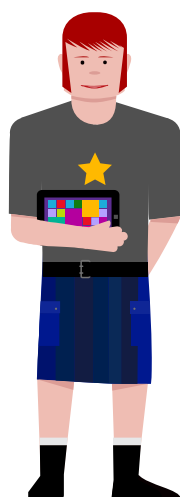
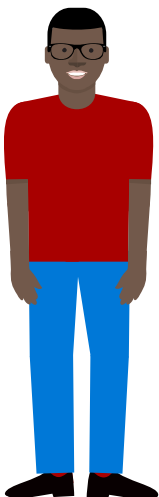
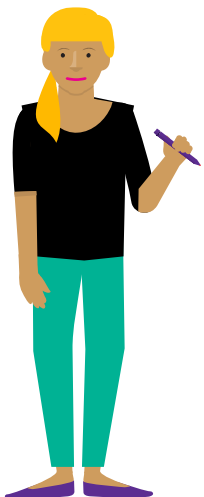
Self-Assessment Checklist for tools available in Microsoft Applications.



Examples of system check of skills:

4. Communication and Share

- ❑ Use [Flipgrid](#), [Teams meetings](#), [Live Events](#), [Sway interactive newsletters](#), to communicate with stakeholders:
 - ✓ Create a community [Flipgrid](#) for Welcome back messages, as well as information on re-entry plans for the beginning of the school year.
 - ✓ Use [Live Events \(link\)](#) as community meetings to share new procedures or policies
 - ✓ Share resources with students and families as needed, such as the [Teams Family Guide](#)
 - ✓ [Teams Family Guide – PDF](#)
 - ✓ [Teams Family Guide – Printable version](#)
 - ✓ [Teams Family Guide – PowerPoint](#) (To download and customize as needed)





Flipgrid

Microsoft tools and resources for communication and building community



5. Next Steps and Support

- ❑ Provide engagement opportunities for further support and shift in practice for staff and students.
 - ✓ Use **Microsoft Teams** to create an internal support community for staff find help with questions, tips, or updates to share.
 - ✓ Utilize external Microsoft community engagement opportunities to support staff and families
 - **Enable Remote Learning community** - <https://aka.ms/JoinRemoteLearningCommunity>
 - **Educators Insider Program** – [Learn More](#)
 - ✓ Schedule follow-up training sessions and deeper learning opportunities.
 - ✓ Use social media to share ideas and learn about new updates, such as **@Microsoft Edu** and **@Flipgrid**
- ❑ Use **Flipgrid** to create a space to communicate and gather further questions or information from families in your community.
- ❑ Use **Live Events** to have monthly events to educate or share information with your community members.



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:

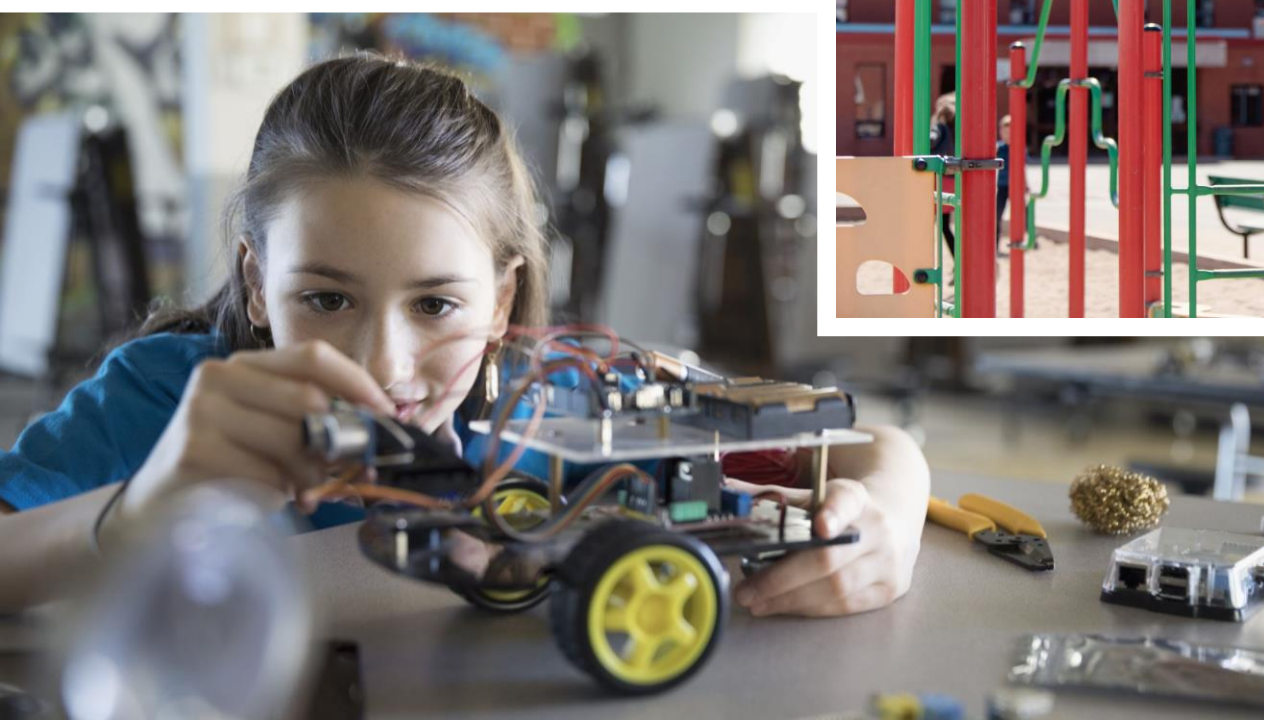
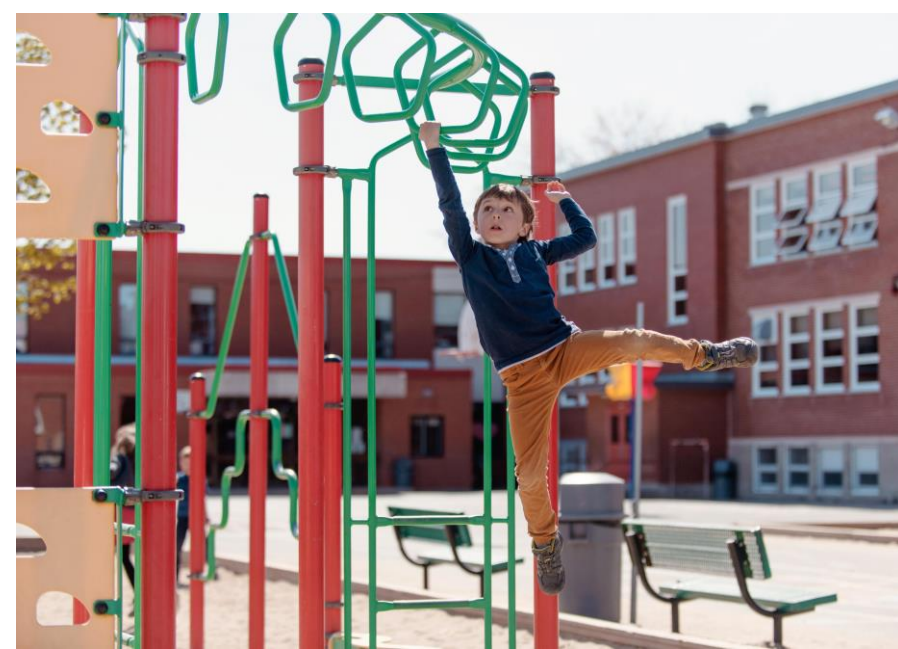
- Access an exclusive IT professional community, hosted on Microsoft Teams, for questions, best practices, and engagement with peers in school districts around the world. Participate in monthly product calls with MS engineers and product managers, stay connected to roadmap updates and previews and help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

[Join the EDU Insiders Program Today \(NDA & M365 EDU deployment required\)](#)



Have Empathy not Sympathy

There is so much at stake





Microsoft EDU

Mission:

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

**Join us for a Follow
up discussion...**