











# Microsoft Educator (ME) Training Content Catalog



# Microsoft Educator (ME) Content Catalog:

Academies	<p>ETF Workshop (Education Transformation Framework)</p> 	<p>Microsoft Educator Academy</p> 	<p>Microsoft Educator Trainer Academy</p> 	<p>Microsoft Teams Academy</p> 	<p>Minecraft: Education Edition Teacher Academy</p> 	<p>Office 365 Teacher Academy</p> 	<p>OneNote Teacher Academy</p> 	<p>Transition to M365 Teacher Academy</p>	<p>21<sup>st</sup> Century Learning Design Academy</p> 	
1-hour Modules	<p>Accessibility: Build the foundation for <b>inclusive learning</b></p>	<p>Accessibility, special education, and online learning: Supporting <b>equity</b> in a remote learning environment</p>	<p>Assemble learners and staff with <b>Microsoft Teams meetings</b></p>	<p>Assign and assess learners with <b>Assignments and Forms in Teams</b></p>	<p>Collaborate with colleagues through live <b>Teams meetings and OneNote</b></p>	<p>Combine the power of <b>Schoology and Microsoft Teams</b></p>	<p>Connect faculty and learners with <b>Canvas and Microsoft 365</b></p>	<p><b>Digital citizenship:</b> Prepare today's learners for online success</p>	<p>Enable student success with <b>blended learning</b> solutions in <b>higher education</b></p>	<p>Enrich the learning experience in <b>Edge browser</b></p>
	<p><b>Hybrid learning:</b> A new model for the future of learning</p>	<p>Hybrid learning for the <b>adolescent learner</b></p>	<p>Hybrid learning in the <b>intermediate classroom</b></p>	<p>Hybrid learning in the <b>primary classroom</b></p>	<p><b>Keep students engaged:</b> Build strong student/teacher connections in a remote learning environment</p>	<p><b>Lead forward:</b> Integrating the <b>best strategies</b> from remote, hybrid, and blended learning for <b>school leaders</b></p>	<p>Staying connected with remote learning through <b>Microsoft Teams and Office 365</b></p>	<p>Structure <b>Teams</b> through channels, tabs, files, and apps</p>	<p>Support reading fluency practice with <b>Reading Progress</b></p>	<p><b>Teach forward:</b> <b>Best strategies</b> for hybrid, remote, and blended learning</p>
	<p>Use <b>Power Automate</b> to increase productivity</p>	<p>Working collaboratively with <b>Staff and PLC Teams</b></p>								

**Badging**-Participants can earn badges with promo codes in the online [Microsoft Learn Educator Community](#) for these courses whether taken online or in a live workshop.

# Descriptions of One Day Academies

Academy	Duration	Description	Featured Tools	Delivery
Education Transformation Framework Workshop	6-8 hours, or could be extended into a 2-day expanded option	This is a workshop describing and discussing the critical components and conversations needed to drive large-scale education transformation and technology deployment, and the technical solution designs which underpin it to ensure ultimate success for the vision of enabling effective use of technology by teachers and learners. Designed from vast experience of deployments globally, this workshop describes some of the most commonly faced challenges, considerations and requirements and uses real world experience to provide solutions and thought leadership. Participants will develop a roadmap and iteration of their own digital transformation plan.	Education Transformation Framework, M365, Windows	Face to Face
Microsoft Educator Academy	6-8 hours	Participants will spend the day getting excited about the many tools Microsoft has to offer students and teachers. Teachers 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 a strong 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 educators 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.	Accessibility in M365 and Windows, Strategies for hybrid, remote, and blended learning, Teams, PowerPoint Recorder, OneNote	Face to Face
Microsoft Educator Trainer Academy	6-8 hours, or could be extended into a 2-day expanded option	This Train-the-Trainer Academy is designed for teacher trainers and those who are responsible for training educators on the integration of technology in the classroom. The goal is to provide trainers exposure to the many Microsoft technologies and resources that support student-centered learning based on authentic problems and projects while aligning to <a href="#">ISTE Standards for Coaches</a> . Participants will be introduced to collated training materials through hands-on activities and conversation so that trainers may enable educators to get more out of the Microsoft products they have today and take advantage of the many free tools available to students and educators. The program is fast-paced and is meant to overview a wide range of tools and integration possibilities.	Microsoft 365, OneDrive, Microsoft Teams, Forms, Sway, PowerPoint, OneNote, Flipgrid,	Face to Face

# Descriptions of One Day Academies (continued)

Academy	Duration	Description	Featured Tools	Delivery
Microsoft Teams Academy	6-8 hours	Microsoft Teams makes teaching and learning easier with content, apps, and tools in one place, designed to help teachers and students get the most out of each day. This training will help you to master Teams and enable you to share the learnings with other educators.	Microsoft Teams, OneNote, Forms, M365	Face to Face
Minecraft: Education Edition Teacher Academy	6-8 hours	For Minecraft: Education Edition, we have provided a modular workshop approach that allows trainers to customize the materials to suit a variety of professional development opportunities. Using only the "Get to Know Minecraft" workshop, participants can complete the professional development in a 60-90-minute timeframe if necessary. For a full-day approach, trainers will use all available modules, the last of which is a facilitated planning session for attendees to create one of their own lesson plans applicable to their grade level and subject area.	Minecraft: Education Edition	Face to Face
Office 365 Teacher Academy	6-8 hours	This academy 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 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.	Office 365, OneDrive, Microsoft Teams, Forms, Sway, PowerPoint, OneNote	Face to Face

# Descriptions of One Day Academies (continued)

Academy	Duration	Description	Featured Tools	Delivery
OneNote Teacher Academy	6-8 hours	In this 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.	OneNote Class Notebooks Staff Notebooks	Face to Face
Transition to M365 Teacher Academy	6-8 hours	Many educators transition from one platform to another during their teaching careers - either by choice or because of decisions beyond their control. Changing workflows, habits, and features while designing quality lessons for learners creates additional work in an already difficult profession. This Academy is designed to give educators understanding of the basic features and tools needed to get started using Microsoft devices and programs with students. Terminology and features comparing Microsoft 365 to other platforms (Google and Apple) are mentioned throughout. Educators will understand how their prior skill set is applicable in a new environment, and how powerful Microsoft tools are for education. While not comprehensive, this workshop gives an overview of the most commonly confused areas of transition as well as surfaces features unique to Microsoft. 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 Teams, Office and OneDrive, OneNote, Edge browser, and accessibility features like Immersive Reader.	M365, Windows, Microsoft Teams, Forms, OneDrive, OneNote, Edge, Office 365, Microsoft Learn for Educators	Face to Face

# Description of One Day Academies (continued)

Academy	Duration	Description	Featured Tools	Delivery
21 <sup>st</sup> Century Learning Design Academy	6-8 hours, or could be extended into a 2-day expanded option	The 21CLD curriculum describes six dimensions of 21 <sup>st</sup> century learning: Collaboration; Skilled Communication; Knowledge construction; Self-regulation; Real-world problem-solving and innovation; and Use of ICT for learning, each of which represents an important skill for students to develop. The 21CLD Academy builds on the research methodology providing a collaborative, practice-based process to help educators transform how they design enriching, digital learning activities for their students. Participants will be exposed to a collection of rubrics, scenarios, and lesson examples, and can actively participate by coding anchor lessons and redesigning their learning activities according to 21CLD rubrics. Completion of this Academy will prepare educators to take the <a href="#">Microsoft Certified Educator (MCE) exam</a> , if desired, which assesses whether educators understand how to apply technology tools in the six different content domains, not whether they are proficient in using specific technology tools.	21 <sup>st</sup> century skills, 21CLD learning design framework, rubrics, and decision trees	Face to Face

# Descriptions of One Hour Modules

Module	Duration	Description	Featured Tools	Delivery
Accessibility: Build the foundation for inclusive learning	1 hour	<p>This module explores accessibility through several foundational concepts. Learn to create an inclusive learning environment through consideration of each accessibility principle. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Identify foundational principles of an accessible learning environment.</li> <li>• Explain how Microsoft tools support each principle of accessibility.</li> <li>• Apply knowledge of accessibility principles and Microsoft tools to create a more inclusive learning environment.</li> </ul>	Office 365, Windows	Face to Face or Virtual
Accessibility, special education, and online learning: Supporting equity in a remote learning environment	1 hour	<p>Learn to teach with the accessibility tools in Windows 10, Office 365, and apps including Teams, Immersive Reader, Math Tools, Word, Translator, and OneNote. Dive deep into areas of student need to learn about specific opportunities and considerations for special education and online learning. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Explain how to personalize learning for all students using Window 10 and Office 365</li> <li>• Describe ways to make content accessible for all students</li> <li>• List tips to help students transition to remote learning</li> </ul>	Windows, Office 365, Teams, Immersive Reader, Math Tools, Word, Translator, OneNote	Face to Face or Virtual
Assemble learners and staff with Microsoft Teams meetings	1 hour	<p>Discover new ways to create and share Microsoft Teams meetings that facilitate sharing different types of content from various sources. Explore the granular controls educators need while meeting students. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Identify ways to create, share, and launch virtual meetings in Microsoft Teams</li> <li>• Define multiple purposes and uses of virtual meetings</li> <li>• Describe Microsoft Teams features for security and sharing content</li> </ul>	Microsoft Teams	Face to Face or Virtual

# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Assign and assess learners with assignments and forms in Teams	1 hour	Class Teams have all the tools educators need from course curriculum, down to daily lesson content, right to the details of the assignment workflow. Put another way, from introducing a topic to assessing it, everything has a place in Microsoft Teams. This module will demonstrate creating, distributing, collecting, and grading assignments. Microsoft Forms offers assessments built right into a Class Team. The feedback process in Teams is efficient for educators and meaningful for students. The grade book in Teams can integrate with many external grade book apps. Teams also offers Insights to track trends in students' work and online behaviors. Those trends can include SEL components thanks to the Reflect app that can be added to Class Teams as well	Microsoft Teams, Forms, Reflect	Face to Face or Virtual
Collaborate with colleagues through live Teams meetings and OneNote	1 hour	Education colleagues collaborate using Microsoft Teams, PLC Teams, and Staff Teams. PLC Teams are for Professional Learning Communities to engage in professional and personal growth. Staff Teams are designed for school faculties, departments, and district offices. In this module, you will: <ul style="list-style-type: none"> <li>• Select and create the right type of team for specific use cases</li> <li>• Understand how to make the most of the OneNote Notebook in each type of team</li> <li>• Identify features to optimize collaboration and accessibility in Team</li> </ul>	Microsoft Teams, OneNote	Face to Face or Virtual
Combine the power of Schoology and Microsoft Teams	1 hour	The benefits of Schoology and the power of Class Teams provide educators a combination that meets their needs and facilitates student growth in a modern classroom. In this module, you will: <ul style="list-style-type: none"> <li>• Connect a Schoology course and Microsoft Teams</li> <li>• Communicate effectively within Schoology and Teams</li> <li>• Explain Microsoft 365 integrations in Schoology, including Create assignments, provide assessments, and engage students using Schoology and Teams together</li> </ul>	Microsoft Teams, Schoology,	Face to Face or Virtual



# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Connect faculty and learners with Canvas and Microsoft 365	1 hour	<p>The advantages of utilizing the Canvas learning management system with Microsoft Office 365 apps are highlighted in this module. Each platform has its own features for engaging and connecting with students. Microsoft Teams' collaboration and communication tools used with Canvas's assignment and evaluation resources give educators a powerful and comprehensive framework for supporting learning in a digital context. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Connect a Canvas course to Microsoft Teams</li> <li>• Describe how to use Microsoft Office 365 and OneDrive LTI integrations in Canvas</li> <li>• Explain how to create assignments, provide feedback, and engage learners using Canvas and Teams together</li> </ul>	Microsoft 365, Canvas	Face to Face or Virtual
Converse, collaborate, and build community in Teams	1 hour	<p>Microsoft Teams in educational settings is a hub for content and the centerpiece for collaboration. Teams facilitates communication between educators and students, families, colleagues, and the larger school community. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Identify ways to build a class community using Microsoft Teams</li> <li>• Explain how Teams facilitates conversations and collaboration</li> <li>• Describe how to use the Class Notebook as a central location for course content</li> </ul>	Microsoft Teams, OneNote	Face to Face or Virtual
Digital citizenship: Prepare today's learners for online success	1 hour	<p>Using technology well and understanding how online actions affect self and others are foundational skills. These skills are necessary to understand the importance of teaching digital citizenship in today's educational environments. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Define digital citizenship.</li> <li>• List five statements to support teaching digital citizenship through a positive lens.</li> <li>• Identify ways to integrate digital citizenship skills into lessons and activities.</li> </ul>	Windows	Face to Face or Virtual

# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Enable student success with blended learning solutions in higher education	1 hour	<p>Microsoft 365 tools can help higher education educators build a successful blended learning experience, from design and delivery to student engagement and educator feedback. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Design a course that works in multiple modalities</li> <li>• Deliver content that engages students and provides them with interactive learning experiences</li> <li>• Support student progress and success through assessment and feedback</li> </ul>	M365, Microsoft Teams	Face to Face or Virtual
Enrich the learning experience in Edge browser	1 hour	<p>Microsoft Edge has many tools for educators and learners. Organize research using collections. Separate home and school activities with browser profiles. Write on screenshots and PDFs with digital inking. Create interactive experiences using web capture. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Describe how Edge browser tools and features increase accessibility</li> <li>• Organize websites and web content within Edge browser</li> <li>• Use Math Solver to provide step-by-step instructions and other resources</li> <li>• Simplify browsing across devices with profiles and Microsoft Dashboard</li> </ul>	Edge, Office 365, Math Solver, Immersive Reader	Face to Face or Virtual
Hybrid learning: A new model for the future of learning	1 hour	<p>This module introduces educators to the hybrid learning model. Educators will learn about the five elements of hybrid learning, how to implement them, and how to use Microsoft Teams to create a dynamic learning environment for their students. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Identify the five elements of hybrid learning and how it differs from remote learning</li> <li>• Develop a hybrid learning environment that builds a sense of community</li> <li>• Implement best practices for lesson design, assessment, and feedback in a hybrid model to ensure engagement and interactivity</li> </ul>		Face to Face or Virtual

# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Hybrid learning for the adolescent learner	1 hour	<p>This module expands upon the introduction course for hybrid learning, with a specific focus on creating a dynamic learning experience for students in grades 6-12. Secondary educators will focus on the fundamentals of using Microsoft Teams to create a comprehensive and collaborative hybrid classroom designed for adolescent learners. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Incorporate key methods for establishing community and collaboration in the hybrid learning environment</li> <li>• Create strategies for making the most of synchronous instruction with students</li> <li>• Identify practices for using Microsoft tools to enhance engagement and learning</li> </ul>	Microsoft Teams, OneNote	Face to Face or Virtual
Hybrid learning in the intermediate classroom	1 hour	<p>This module provides educators ways to use hybrid learning in the intermediate classroom. It expands on the hybrid learning introduction module by focusing on the needs and understanding of the learners in the intermediate grade levels. A specific focus is on creating opportunities for choice, autonomy, and collaboration. It demonstrates how Microsoft Teams, with other Microsoft digital tools, can be designed to be the hub for the intermediate learner. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Create strategies for establishing community and collaboration in the hybrid-environment</li> <li>• Implement practical approaches to lesson design and student engagement</li> <li>• Learn ways to leverage Microsoft tools to assess learning and supply feedback</li> </ul>	Microsoft Teams, M365, OneNote	Face to Face or Virtual
Hybrid learning in the primary classroom	1 hour	<p>This module expands upon the introduction module for hybrid learning, with a specific focus on creating a dynamic learning experience for students in primary grades. Primary grade educators will focus on the fundamentals of using Microsoft Teams as a centralized hub to create a comprehensive and collaborative hybrid classroom designed for primary-age learners. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Create strategies for establishing community and collaboration in the hybrid-environment</li> <li>• Create strategies for making the most of synchronous instruction with primary students</li> <li>• Use Microsoft tools to assess learning and supply feedback</li> </ul>	Microsoft Teams, M365	Face to Face or Virtual

# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Keep students engaged: Build strong student/teacher connections in a remote learning environment	1 hour	<p>This module provides educators practical ways to organize their remote learning experience in order to foster strong connections between students and teachers and to keep students engaged. Educators will learn how to use Microsoft Teams, Stream, OneNote Class Notebook, and Flipgrid to engage students and foster connections with the school community from afar. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Identify the types of teams you'll need in your remote learning experience</li> <li>• Use Microsoft Teams features for remote learning such as creating a team and starting, managing, and recording a Teams call</li> <li>• Evaluate various methods for creating video and sharing video lessons</li> <li>• Use Microsoft Teams tools to assess, share resources, and stay connected to students asynchronously</li> </ul>	Microsoft Teams, Stream, OneNote, Flipgrid	Face to Face or Virtual
Lead forward: Integrating the best strategies from remote, hybrid and blended learning for school leaders	1 hour	<p>This module is designed to help school leaders assess, implement, navigate, and sustain a blended learning environment in their schools in a quest to improve every student's learning outcomes and ensure high student agency. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Assess current learning environments through a blended learning lens.</li> <li>• Communicate with and involve multiple stakeholders in transition to blended learning environment.</li> <li>• Explain why continuous improvement is important in sustaining blended learning for the future.</li> </ul>	Windows	Face to Face or Virtual
Staying connected with remote learning through Microsoft Teams and Office 365	1 hour	<p>This module explores the considerations, procedures, and planning that administrators and educators will need to examine in preparation for a remote learning experience. As you complete the module, you can use an Action Plan template to guide your work and document your school's plan for remote learning. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Explain the difference between remote learning and online learning</li> <li>• Identify the considerations that must be evaluated when creating a remote learning plan</li> <li>• Plan how to continue the learning and connect with your students</li> <li>• Establish routines and create workspaces that foster learning</li> </ul>	Office 365, Microsoft Teams, OneNote	Face to Face or Virtual

# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Structure Teams through channels, tabs, files and apps	1 hour	Besides the people, what makes up a team in Microsoft Teams? We examine the structure and components of a team that make Teams such an efficient place for Class, Staff and PLC Teams. In this module, you will: <ul style="list-style-type: none"> <li>• Determine the ideal structure for each Team</li> <li>• Understand how to create and share new Teams</li> <li>• Explain how to customize Teams with tabs like apps</li> </ul>	Microsoft Teams	Face to Face or Virtual
Support reading fluency practice with Reading Progress	1 hour	With Reading Progress in Microsoft Teams students build fluency through independent reading practice, educator review, and educator insights. Recordings allow educators to check student progress regularly while freeing time for active instruction. In this module, you will: <ul style="list-style-type: none"> <li>• Explain the importance of fluency and its impact on readers</li> <li>• Set up a Reading Progress assignment</li> <li>• Navigate the student view of a Reading Progress assignment</li> <li>• Explain the teacher review process</li> <li>• Manually review a Reading Progress assignment</li> <li>• Use Reading Progress insights and analytics for reading fluency</li> </ul>	Microsoft Teams, Reading Progress	Face to Face or Virtual
Teach forward: Best strategies for hybrid, remote, and blended learning	1 hour	Are you wondering how to take the best of the tools and techniques from pandemic learning and create sustainable practices that increase student engagement and instructional personalization? This course walks you through the arc of blended learning models and offers specific technology tool examples to inspire your own plans. In this module, you will: <ul style="list-style-type: none"> <li>• Identify multiple models of blended learning and how they support student learning.</li> <li>• Determine which technology tools best match the learning goals for different parts of the blended learning model.</li> <li>• Develop a plan for reflection, assessment, and refining your blended learning model.</li> </ul>	Windows, Microsoft 365, Microsoft Teams, OneNote,	Face to Face or Virtual

# Descriptions of One Hour Modules (continued)

Module	Duration	Description	Featured Tools	Delivery
Use Power Automate to increase productivity	1 hour	<p>Educators gain a greater understanding of what Power Automate is and explore what Power Automate can do. See how Power Automate can benefit educators simplify everyday tasks.</p> <p>In this module, you will:</p> <ul style="list-style-type: none"> <li>• Explain what Power Automate is and how it extends Microsoft 365 services</li> <li>• Use Power Automate to automate tasks by creating flows</li> <li>• Describe the steps of creating a flow to implement intelligent solutions for everyday tasks</li> </ul>	Microsoft 365, Power Automate, Microsoft Teams	Face to Face or Virtual
Working collaboratively with Staff and PLC Teams	1 hour	<p>Staff Teams and PLC Teams in Microsoft Teams facilitate collaboration between professional colleagues and incorporate file sharing and organization. In this module, you will:</p> <ul style="list-style-type: none"> <li>• Recognize the differences between Staff Teams and PLC Teams</li> <li>• Describe use cases for each type of team</li> <li>• Understand how to organize people, files, and communications in Teams</li> </ul>	Microsoft Teams	Face to Face or Virtual

Reach out to a Connection Professional Development Specialist today to equip your educators for success.

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