



Assumption Antipolo | School Year 2020-2021

MICROSOFT TEAMS FOR EDUCATION

Training Program for Students, Parents, and Learning Assistants

GOAL

1. To introduce Microsoft Teams to students, parents, and learning assistants
2. To prepare the students, parents, and learning assistants to participate in remote online learning

OVERVIEW

1. **PARTICIPANTS.** This training program is designed for **Preschool to Grade 4 parents and learning assistants** and **Grades 5 to 12 students**. **Parents of older students** (Grades 5 to 12) may participate in the sessions to gain a clear understanding of MS Teams as a learning management platform.

Parents and Learning Assistants of Preschool to Grade 4 students are expected to relay what they have learned about MS Teams to the students.

2. **MECHANICS.** This is a **self-paced program** that will run from **July 28 to August 2** for participants who want to get a **head start on the training sessions**.

The official scheduled implementation of the training program is on August 3 to 14 during school hours. Parents and Learning Assistants may go through the training at a time that is convenient for them (same day, different time).

3. **OUTPUT.** Students are required to work on **tasks** after each training **to demonstrate learning**. The task instructions and procedure for submitting the output (if any) will be given through the **Level Team in MS Teams**.

TRAINING SESSIONS AND RESOURCES	TASKS FOR STUDENTS
<p>1. Acceptable use of technology</p> <p><i>Training sets appropriate use of technology, facilities, and learning platform based on policies set by the school for all users. Focus will be Microsoft Office 365 platform. These will be presented in detail during orientation week as part of classroom procedures.</i></p> <p>Dave Zelenka. (2018, December 1). Appropriate Use of Technology in the Classroom [Video]. YouTube. https://www.youtube.com/watch?v=j6G-Wy2pXL4</p>	<p>To be posted in the Level Team in MS Teams on August 3, Monday</p>
<p>2. Proper online behavior and etiquette</p> <p><i>Training defines expected proper online behavior and promotes net etiquette for users. Online classroom rules are set. These will be presented in detail during orientation week as part of classroom procedures.</i></p> <p>SDSU Continuing & Distance Education.(2015, July 3). Internet Etiquette: Netiquette Guidelines for the Online Classroom [Video]. YouTube. https://www.youtube.com/watch?v=M6Sh6Hdsf0I</p> <p>Kuddos Kreativity. (2020, July 1). The rules for online study online class rule [Video]. YouTube. https://www.youtube.com/watch?v=YBbeqLKJmLk</p>	<p>To be posted in the Level Team in MS Teams on August 3, Monday</p>
<p>3. Introduction to Office 365 and Teams</p> <p><i>Training will introduce users on the Microsoft application for learning and teaching.</i></p> <p>Microsoft Education. (2019, June 24). Microsoft Teams for Education [Video]. YouTube. https://www.youtube.com/watch?v=i0TIQXmFGdQ</p> <p><i>Microsoft Teams is the digital hub that brings conversations, content, assignments, and apps together in one place. Promote equity and student voice with collaborative classrooms, connect in professional learning communities, and communicate with staff - all from a single experience in Office 365 Education.</i></p> <p>Microsoft Education. (2019, June 24). What is Office 365? [Video]. YouTube. https://www.youtube.com/watch?v=LKLnpVmwifc</p> <p><i>In this video, you'll learn more about Office 365 and how it works.</i></p>	<p>To be posted in the Level Team in MS Teams on August 4, Tuesday</p>

TRAINING SESSIONS AND RESOURCES	TASKS FOR STUDENTS
<p>4. Initialization</p> <p><i>This training guides users on how to setup and access the learning platform.</i></p> <p>Microsoft Education. (2020, July 24). <i>How to install the Microsoft Teams app A tour of the student view in Teams app</i> [Video]. YouTube. https://www.youtube.com/watch?v=gvCRlieb7NQ</p> <p><i>This video is for students who will be using Microsoft Teams for education.</i></p> <p>Microsoft Education. (2020, March 23). <i>Signing into Microsoft Teams for the first time if you're a student</i> [Video]. YouTube. https://www.youtube.com/watch?v=qx8xHpRMFHU</p> <p><i>Trying Microsoft Teams for Education for the first time? Learn how to sign in, navigate your teams and channels, and set yourself up for success.</i></p>	<p>To be posted in the Level Team in MS Teams on August 5, Wednesday</p>
<p>5. MS Teams of AA: School Team, Level Team, Section Team, Subject Team, and Club</p> <p><i>Training simulates daily learning routines for users through rehearsed access to different teams and learning context. These Teams will be introduced one at a time beginning on August 3, Monday.</i></p>	<p>To be posted in the Level Team in MS Teams on August 6, Thursday</p>
<p>6. Class Notebook and Assignments</p> <p><i>Training introduces users to core tools of Microsoft teams for Education.</i></p> <p>Trinity Catholic School. (2020, March 24). <i>Class Notebook on Teams</i> [Video]. YouTube. https://www.youtube.com/watch?v=Gc93iCeENoQ</p> <p>Art Bites. (2020, March 20). <i>Microsoft Teams - Student Guide to Assignment</i> [Video]. YouTube. https://www.youtube.com/watch?v=NGuv9wHCWYE</p>	<p>To be posted in the Level Team in MS Teams on August 6, Thursday</p>
<p>7. Communication</p> <p><i>Training introduces users to different communication modalities within Microsoft Teams. Learn how to communicate with Microsoft Teams using chats, posts, calls, and video chats. Stay connected with your school from any device.</i></p> <p>Microsoft Education. (2020, March 24). <i>Connecting with Microsoft Teams as a student</i> [Video]. YouTube. https://www.youtube.com/watch?v=PasT3Q1ZR_I</p>	<p>To be posted in the Level Team in MS Teams on August 7, Friday</p>

TRAINING SESSIONS AND RESOURCES	TASKS FOR STUDENTS
<p>8. Zoom account creation and installation (backup for video conferences)</p> <p><i>Microsoft Teams is the primary app to use for synchronous class meetings or learning periods. Zoom videoconferencing communication app will serve as a backup app for meetings in Teams. Parents and learning assistants will assist students in setting up Zoom in their devices. An alternate Google account is recommended for sign up.</i></p> <p>Carson Cloud. (2020, March 27). Download Zoom for Windows 10 [Video]. YouTube. https://www.youtube.com/watch?v=0bYnlv4AgCU</p> <p>Kevin Stratvert. (2020, April 21). How to use Zoom Video Conferencing on iPhone & Android [Video]. YouTube. https://www.youtube.com/watch?v=pC1kLG_Mbds</p>	<p>To be posted in the Level Team in MS Teams on August 10, Monday</p>
<p>9. Gmail account creation (for educational purposes – signing up for apps)</p> <p><i>The training guides users in creating an alternative email account using Google to sign up for other free educational apps. Parents and Learning Assistants will assist students in setting up Google accounts in their devices.</i></p> <p>WireDale. (2019, November 25). How To Create a Gmail Account in Computer 2020. [Video]. YouTube. https://www.youtube.com/watch?v=Mr5OsAa0uvQ</p>	<p>To be posted in the Level Team in MS Teams on August 10, Monday</p>
<p>10. Insight App for Attendance and Interaction Tracking</p> <p><i>The training session introduces learning analytics using Insight app within Microsoft Teams.</i></p> <p>Microsoft Education. (2020, May 7). Tips from the Team: How to see student activity in Microsoft Teams with the new Insights feature! [Video]. YouTube. https://www.youtube.com/watch?v=zsrX_JjXVgU</p>	<p>To be posted in the Level Team in MS Teams on August 10, Monday</p>
<p>11. AA Tech and Learning Support</p> <p>Training promotes the use of learning and tech support channels within Microsoft Teams for community access and through Facebook for public access.</p> <p>AA ICT Online Help Desk (Tech Support) https://www.facebook.com/aaictonlinehelpdesk</p> <p>AA TREE Support Facebook Page (Learning Support) https://www.facebook.com/Assumption-Antipolo-TREE-Support-103317741431552/</p>	<p>To be posted in the Level Team in MS Teams on August 10, Monday</p>

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<p>12. Organization</p> <p><i>Training introduces users to different features and affordances for organized learning within Microsoft Teams. Learn how to keep your files organized, share them, and follow your notifications in Microsoft Teams. Stay on top of your work, no matter where you are.</i></p> <p>Microsoft Education. (2020, March 24). <i>Organize schoolwork with Microsoft Teams</i> [Video]. YouTube. https://www.youtube.com/watch?v=knOp1wT84x8</p>	<p>To be posted in the Level Team in MS Teams on August 11, Tuesday</p>
<p>13. Collaboration</p> <p><i>Training introduces users to different collaborative spaces within Microsoft Teams. Take class and group work with you! Use Microsoft Teams to join class meetings online, keep group work on track, and more.</i></p> <p>Microsoft Education. (2020, March 24). <i>Working with classes and classmates in Microsoft Teams</i> [Video]. YouTube. https://www.youtube.com/watch?v=5yT1K34RJo4</p>	<p>To be posted in the Level Team in MS Teams on August 12, Wednesday</p>
<p>14. MS Forms</p> <p><i>Microsoft Forms is an app that allows anyone to easily and quickly create custom surveys, quizzes, questionnaires, and more.</i></p> <p>QBS Software. (2016, September 9). <i>Introducing Microsoft Forms for education</i> [Video]. YouTube. https://www.youtube.com/watch?v=Unbrj459OtI</p>	<p>To be posted in the Level Team in MS Teams on August 13, Thursday</p>
<p>15. Tabs for external resources and apps (overview of common apps to be used across levels, e.g. FlipGrid, Kahoot, Quizizz, EdPuzzle)</p> <p><i>Training gives users the opportunity to interact and play while learning through different integrated application in Microsoft Teams.</i></p> <p>Microsoft 365. (2019, August 21). <i>I Add tools with tabs in Microsoft Teams</i> [Video]. YouTube. https://www.youtube.com/watch?v=dpXA7hTE5iw</p> <p>Third-Party Educational Apps: EdPuzzle: edpuzzle.com FlipGrid: flipgrid.com Kahoot: kahoot.com Khan Academy: khanacademy.org Quizizz: quizizz.com Quizlet: quizlet.com</p>	<p>To be posted in the Level Team in MS Teams on August 14, Friday</p>

TRAINING SESSIONS AND RESOURCES	TASKS FOR STUDENTS
<p>For Students/Parents/Learning Assistant Answer an MS Form survey and confirmation for this MS Training Program on August 17, Monday. This will serve as a virtual reply slip for completing these sessions.</p>	
<p>Optional Session: Interactive Demo from a Teacher’s POV <i>In this interactive demo, you’ll first get a guided tour of Teams to understand the app and learn about key features. You’ll then try out some real actions to manage your class workflow and engage your students.</i> https://msteamsdemo.azurewebsites.net/</p> <p>Optional Reading: Distance learning with Office 365 - Guidance for parents and guardians https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-US&rs=en-US&ad=US</p> <p>Optional Video: Privacy in Office 365 apps – Protecting students’ data https://www.microsoft.com/en-ww/trust-center</p>	