DIGITAL COACHES COURSE:

LAMAR CERTIFICATE IN TECHNOLOGY ENHANCED TEACHING

COURSE DESCRIPTION

This course is designed for institutions adopting Office 365 and Microsoft Teams who wish to appoint and upskill a group of individuals to act as Digital Coaches. These coaches are trained to support the wider staff community in adopting new ways of working, and embedding the use of new or existing technology in their lessons to improve teaching and learning outcomes.

This course assumes participants have a minimal working knowledge of Office 365, OneNote, Teams, Windows 10 and teaching experience.

Content can be tailored to your institutional requirements and pitched at the appropriate level and pace for your staff.

COURSE OUTCOMES

Participants can expect to:

1. Gain a good understanding of how Microsoft Teams and related Office 365 tools can enhance teaching and learning.
2. Have the ability to coach colleagues in how to apply the same tools in their curriculum subject.
3. Produce a digital portfolio demonstrating how they applied their new knowledge to enhance their teaching (suitable for Microsoft Expert Educator applications).

COURSE DETAILS

	Live Remote Interactive Workshops (2-hours)		Self-Directed Activity		Possible links to gaining Microsoft Certified Educator status.
	Session Title	Content	Online Courses	Challenge-based projects	
1	Using Teams to deliver Remote Learning.	Introduction to Teams in the context of delivering Remote Learning, focussing on student communication, feedback, assessment, sharing resources etc.	1. Delivering Lessons when Schools and Colleges are Closed using Microsoft Office 365. 2. Top Tips for Using Microsoft Teams to Deliver Home Learning	Design your remote learning environment and set an assignment.	2-Collaboration 3-Skilled Communication 5-Self Regulation

2	Exploring Microsoft Forms for assessment and monitoring purposes. Preparing and sharing teaching resources (presentations) with students.	Learn how to use online forms to collect and analyse information regarding students progress. For the second part of this session, you need to be able to explain using alternative technology-supported learning something from your subject area. Pre-recording your presentations and sharing them with others online is a great way to build up a library of learning resources for students to refer to as required.	1. Using Microsoft Forms for Assessment, monitoring and Quizzes 2. Using Microsoft PowerPoint to Support Remote Learning. 3. Introduction to Stream	Create an assessment or quiz using Microsoft Forms. Pre-record a presentation, upload to Stream and embed a quiz or form to create a interactive video to share information with students and check understanding.	3-Skilled Communication 4-Knowledge Construction
3	Using OneNote Class Notebooks to replace student workbooks.	OneNote can replace paper-based exercise books and worksheets. Discover how to prepare, distribute and mark work, all in one place.	1. How to use OneNote in Education	Create a OneNote Class Notebook with a content library and distribute resources to students.	2-Collaboration 4-Knowledge Construction 5-Self-regulation
4	Understanding Accessibility Features to support SEND and EAL. Using Sway to create a learning journey	Using technology to deliver learning opens up a world of free tools to support SEND and EAL students. Learn how to find and apply these. With all the multitude of tools and apps available to share, collaborative and be productive with; one way to compile or collate all resources for quick access is to use Sway.	1. Using the Accessibility Features in Microsoft Office 365 2. Introduction to SWAY	Identify how you can improve your resources using the Accessibility features. Create a SWAY with the resources needed for a particular topic that includes several different types of media	6-Real-world problem solving and innovation 7-use of ICT for learning