

















Mark Polko

Name	Description	Duration	
<p>Microsoft Teams Course 1: All about Teams (presenter-led training)</p> <p>Completed on: 9/10/2020</p>	<p>The All About Teams course introduces teachers to the basics of Microsoft Teams, readying them for collaboration with others and initiating the conversation about instructional use of the platform. In the Presenter's and Participants' packages, you'll find just about everything you need to facilitate a collaborative teacher training session. Just bring your presentation A-game (we know you always do). We've got planning and organization covered.</p>	2 hours	
	<p>Streamline efficiency with Office 365 apps</p> <p>Completed on: 1/29/2019</p>	<p>Office 365 provides the right environment for better learning outcomes. In this introduction to Office 365, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use. This course is aimed at educators for whom Office 365 is relatively new and who are looking to implement solutions to classroom problems right away. With Office 365, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use.</p>	1 hour
	<p>Introduction to Microsoft Teams – the digital hub for educators and students</p> <p>Completed on: 1/29/2019</p>	<p>Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in Professional Learning Communities, and communicate with school staff all from a single experience in Office 365 for Education. This course will provide educators with the necessary steps for getting up and running with Microsoft Teams.</p>	0.75 hours
	<p>OneNote Class Notebook: A teacher's all-in-one notebook for students</p> <p>Completed on: 1/29/2019</p>	<p>OneNote Class Notebook provides a platform for teachers to prepare instructional materials and collaborate with students in an organized manner. In this part of the training, participants create a Class Notebook and begin building instructional content they can use with their students.</p>	1 hour
	<p>Getting Started with OneNote</p> <p>Completed on: 1/29/2019</p>	<p>Make learning more powerful and dynamic with Microsoft OneNote digital notebooks. Use OneNote to compile and organize information, research, and content; support research, collaboration, note taking, journaling, and reflection.</p>	1 hour
	<p>Office 365 Teacher Academy</p> <p>Completed on: 1/29/2019</p>	<p>Office 365 provides the right environment for better learning outcomes. In this learning path, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use. In this course, learn how to use basic features of Office 365 including Microsoft Teams, OneNote, Sway, Microsoft Forms, Office Online and OneDrive.</p>	11.75 hours






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 <p>Microsoft Forms: Creating authentic assessments Completed on: 1/29/2019</p>	<p>Use Microsoft Forms for surveys, quizzes and polls in classes to increase student engagement and voice. Streamline and save time in managing learning assessments with Office 365 by using Forms in Teams and OneNote, and use Excel to extend analytics on Forms data.</p>	1 hour
 <p>Flipped instruction with PowerPoint Recorder Completed on: 1/29/2019</p>	<p>This course will teach you how you can use PowerPoint Recorder to flip your instruction, providing content for students outside of class and help to improve student outcomes.&nbsp;</p>	1 hour
 <p>Flipped instruction with PowerPoint Recorder Completed on: 1/29/2019</p>	<p>This course will teach you how you can use PowerPoint Recorder to flip your instruction, providing content for students outside of class and help to improve student outcomes.&nbsp;</p>	1 hour
 <p>Staff Teams for effective leadership and saving time Completed on: 1/29/2019</p>	<p>Staff Teams for effective leadership is a course that has been designed to assist school leaders in setting up a Team and Staff Notebook while allowing you to bring your already created files and documents into this efficient work environment.</p>	1 hour
 <p>Staff Teams for effective leadership and saving time Completed on: 1/29/2019</p>	<p>Staff Teams for effective leadership is a course that has been designed to assist school leaders in setting up a Team and Staff Notebook while allowing you to bring your already created files and documents into this efficient work environment.</p>	1 hour
 <p>Digital storytelling with Microsoft Sway Completed on: 1/29/2019</p>	<p>By allowing teachers and students to focus on content and not worry about format, the Digital storytelling with Microsoft Sway course will show how Sway can be used to capture and share digital stories that need to be told in and around classroom activities.</p>	1 hour
<p>Conclusion: Office 365 Teacher Academy Completed on: 1/29/2019</p>	<p>The last step in completing the Office 365 Teacher Academy Learning Path. Complete the assessment, and you will earn your badge!</p>	0.25 hours

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 <p>Training teachers to author accessible content Completed on: 1/29/2019</p>	<p>Everyone should have access to all educational materials in your classroom. This course will provide information on the importance of creating accessible documents, creating new and revising old Word, OneNote and PowerPoint documents so they are accessible to everyone. Translator and Office Lens as key tools for creating accessible content for all learners</p>	1 hour
 <p>Digital storytelling with Microsoft Sway Completed on: 1/29/2019</p>	<p>By allowing teachers and students to focus on content and not worry about format, the Digital storytelling with Microsoft Sway course will show how Sway can be used to capture and share digital stories that need to be told in and around classroom activities.</p>	1 hour
<p>Reimagine the Writing Process with Microsoft in Education Completed on: 1/29/2019</p>	<p>Successful writers are not born, they learn by doing. They develop, practice, reflect and grow. The writing process is being reimaged with tools like Minecraft, Word and OneNote. Join Microsoft Educators as they show you how teaching the writing process has evolved to fit every type of learner.</p>	1 hour
 <p>Training teachers to author accessible content Completed on: 1/29/2019</p>	<p>Everyone should have access to all educational materials in your classroom. This course will provide information on the importance of creating accessible documents, creating new and revising old Word, OneNote and PowerPoint documents so they are accessible to everyone. Translator and Office Lens as key tools for creating accessible content for all learners</p>	1 hour
 <p>OneNote Staff Notebook: Tools for staff collaboration Completed on: 1/29/2019</p>	<p>Learn how to collaborate with colleagues or staff using OneNote. OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a content library for shared information, and a collaboration space for everyone to work together, all within one powerful notebook.</p>	0.5 hours
 <p>OneNote Staff Notebook: Tools for staff collaboration Completed on: 1/29/2019</p>	<p>Learn how to collaborate with colleagues or staff using OneNote. OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a content library for shared information, and a collaboration space for everyone to work together, all within one powerful notebook.</p>	0.5 hours

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<p>Developing workforce ready skills in Office Online</p> <p>Completed on: 1/29/2019</p>	<p>Innovative educators are always working to improve their practices and "make what's next" in light of emerging educational trends and the latest technologies. With the ever-changing landscape of technology and careers, best practices require teachers to continually transform their lessons and their teaching methods to ensure their students are college and career ready. In this course you will learn how Office Online • aids educators in the creation of innovative lessons • allows students to collaborate • allows students to create products as if they were already in the workforce.</p>	1 hour	
	<p>Getting Started with OneNote</p> <p>Completed on: 1/29/2019</p>	<p>Make learning more powerful and dynamic with Microsoft OneNote digital notebooks. Use OneNote to compile and organize information, research, and content; support research, collaboration, note taking, journaling, and reflection.</p>	1 hour
	<p>OneNote Class Notebook: A teacher's all-in-one notebook for students</p> <p>Completed on: 1/29/2019</p>	<p>OneNote Class Notebook provides a platform for teachers to prepare instructional materials and collaborate with students in an organized manner. In this part of the training, participants create a Class Notebook and begin building instructional content they can use with their students.</p>	1 hour
	<p>Microsoft Forms: Creating authentic assessments</p> <p>Completed on: 1/29/2019</p>	<p>Use Microsoft Forms for surveys, quizzes and polls in classes to increase student engagement and voice. Streamline and save time in managing learning assessments with Office 365 by using Forms in Teams and OneNote, and use Excel to extend analytics on Forms data.</p>	1 hour
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