Course Outline: Microsoft Certified Educator

Training by upEducators, an initiative of Tech for Educators prepares you for Microsoft Certified Educator and also make you proficient in Implementation of Technology in the Classroom to create 21st Century Learning Design (21 CLD)

Introduction

- Need to develop 21st century skills among our students.
- How technology can benefit the teaching and learning process
- How innovative teaching practices can support student learning to develop 21st Century Skills
- How to use Digital Tools in all formats of the classroom:
  - Project-based Classroom,
  - Blackboard-based classroom,
  - Computer-based Classroom and
  - Online Classroom
- Learn to integrate 21st Century Skills into your lessons as per the New National Education Policy (NEP) 2020.
- Plan and customise incorporating 21st Century Skills in lessons and activities to support teaching in International Curriculums such as IGCSE and IB
- How you can use technology to prepare for the future
- How to pick the right tool for your objective
- How you can help your students behave responsibly online as well as using technology in school.

Digital Pedagogy

- Introduction to Digital Pedagogy
- Difference Between Digital Pedagogy and Classroom Pedagogy
- 3 most effective types of Modern Classroom techniques
  - Blended Learning
  - Project Based Learning
  - Flipped Classroom

AI Features in Microsoft Tools

- Create newsletter content using Bing AI Chat in Sway
- Create lesson plan using Bing AI Chat
- Use Bing AI Chat to analyze Excel data and learn prompts to get Excel Formulae
- Create quizzes using Bing AI Chat and easily integrate the same in MS Forms
- Learn to write powerful prompt to create presentations in minutes.
- Create levelled and differentiate classroom activities for a topic using Bing AI Chat
- Create evaluation rubrics to assess students work objectively using Bing AI Chat
- Evaluate student' work using Bing AI Chat and and also provide feedback

OneNote & Class Notebook

- Create an e-book & learn best practices of creating an e-book.
- Purpose of creating a digital book
- Creating Notebook as a Content Library, Collaborative Space, Student notebooks, & Teacher Space
- Set up a digital Notebook & add Sections and Page
- Manage and Distribute section and pages.
- Insert text, images, handwritten notes, attachments, links, voice, video, and more in eBook.
- Review students work using digital ink
- Solve an equation using Math button.
- Share notebook with Colleagues

MS Teams

- What Microsoft Teams is and how it can be used in classrooms and schools?
- Best Practices of how Teams can be used in Physical Classroom or Online Classroom
- How Digital Classroom can be created in Teams
- How to integrate different digital tools in Teams
- Understand the different types of Teams: Class, PLC, Staff & Others
- Add colleagues and students to Teams
- How to create a Team and channels within a Team, including private channels
- How to navigate within a Team and manage the Team's permissions
- How to upload/create Files, start and reply to conversations, and post announcements
- How to use the built-in OneNote notebook as well as add additional apps that can be used in Teams
- How to create an assignment and quiz within Teams
- Different strategies for giving student feedback: Rubrics, Personalized Comment, Video Feedback
- How to give consistent and transparent feedback which can help students to improve their work
- Best Practices of using Channels for Group communication and collaboration

One Drive

- How One Drive can be used for your own cloud storage
- Understand the difference between One Drive and Share Drive
- Best Practices of managing all the files and folders in Drive
- How to upload documents & create to One Drive
- How to create documents within One Drive
- How MS Teams works seamlessly with SharePoint

MS Forms

- Create formative and summative assessments with Microsoft Forms
- Best strategies to conduct formative and summative assessment using MS Forms
- Create survey forms & Quizzes.
- Add videos and images in the form
- Create section wise quiz and add progress bar
- Create adoptive quiz for effective formative assessment
- How to create a lesson plan or sharing learning content using MS Forms
- Add text and video feedback
- Capture responses in a spreadsheet & analyze response using charts
- Explain how to share or duplicate Microsoft Forms to collaborate with colleagues
- Use auto grading, manual grading, branching, and equation options to streamline the assessment process

Word Online

- Know the basic and advanced features of Word Online useful for a teacher.
- How to support collaborative learning with Word
- Prepare Table of Contents with auto update
- Different sharing options in Word Online and how to publish the doc on web.
- Know how to translate documents with ease
- How to dictate text to help write a report
- Control docs using version history
- How to create Authentic Documents using Citation and Footnote

Excel Online

- Know the basic & advanced features of Excel Online useful for a teacher.
- Develop effective methods of collecting the data required.
- Determine what process to use to discover various methods of data analysis
- Learn sorting, filter, filter view & other important functions
- Learn Merge cell, freeze cell, remove duplicates
- Learn advanced excel features such as conditional formatting, data validation, flash fill

PowerPoint Online

- Explain how to create flipped lessons using PowerPoint Recorder
- How to make your presentations look better and more effectively communicate your point
- How to add dynamic and engaging content into your presentations
- How to use presenter notes features to deliver impactful presentation
- Add a variety of presentation themes, hundreds of fonts, embedded video, animations, and more
- How to use Slide Master to enable consistent in the slide layout

MS Sway

- Create a digital story telling board
- Explain how Sway works to share text, images, video, and dynamic content to tell a rich digital story
- Explain a variety of ways Sway can be used in the classroom
- Learn how to collaborate and share on Sway

Calendar & Teams Meeting

- Why it's important to plan your meetings for maximum efficiency.
- How you can use Teams Meeting to conduct productive online meetings
- Different ways of inviting students or educators to a Teams Meeting
- How to share your screen with others, pin screen, change background.
- Advance features in Teams Meeting to make it more effective
- How to schedule a meeting, add participants
- How to keep track of who will be attending your meeting
- Need to share MS Word for meeting agendas, minutes and follow-up.
- Set reminders and notifications for events in your calendar.

Flip

- Learn about a powerful tool which helps student and the community have their voice heard.
- Learn how to create a Group, Topics, and share with students.
- Discover ways to use Flip within their learning communities.
- How to give assignments using Flip
- How to improve Oral and Visual Communication of students using Flip

21st Century Learning Design

- Learn the need for 21st Century Learning Design
- Innovative teaching and learning: what is "innovative teaching practice"?
- What are the characteristics of a "21st century educator"?
- What are the characteristics of a "21st century learner"?

Collaboration

- What are the big ideas in Collaboration?
- What does working together mean?
- What does shared-responsibility mean?
- What does making substantive decisions mean?
- What does working interdependently mean?
- Learn the rubrics and decision tree of Collaboration
- Apply the skill of Collaboration in Classroom
- Learn about Collaboration in Action

Skilled Communication

- What are the big ideas in Skilled Communication?
- What does extended-communication or multi-modal communication mean?
- What does supporting evidence mean?
- How can you design communication for a particular audience?
- Learn the rubrics and levels of Skilled Communication
- Apply the skill of Skilled Communication in Classroom
- Learn about Skilled Communication in Action

Knowledge Construction

- How to apply knowledge in a new context?
- How to design lessons, so that the main requirement is knowledge construction?
- What does knowledge construction mean?
- What are the big ideas in knowledge construction?
- Learn the rubrics and levels of Knowledge Construction
- Apply the skill of Knowledge Construction in Classroom
- Learn about Knowledge Construction in Action

Self-Regulation

- What are the big ideas in Self-Regulation?
- What do we mean by long-term activity?
- How important is defining learning goals and success criteria in advance of undertaking work?
- How important is having the opportunity to revise work based on feedback?
- Learn the rubrics and levels of Self-Regulation
- Apply the skill of Self-Regulation in Classroom
- Learn about Self-Regulation in Action

Real World Problem Solving and Innovation

- What are the big ideas in problem-solving and innovation?
- What are the problems experienced by real people?
- Are there specific, explicit contexts for problem-solving?
- How can actual data be used to solve a problem?
- Learn the rubrics and levels of problem-solving and innovation
- Apply the skill of problem-solving and innovation in Classroom
- Learn about problem-solving and innovation in Action

Use of ICT for Learning

- What are the big ideas in ICT for learning?
- How can ICT be used to learn or practice basic skills or reproduce information?
- How can ICT be used to support knowledge construction?
- How can an ICT product be created for authentic users?
- Learn the rubrics and levels of use of ICT for Learning
- Apply the skill of use of ICT for Learning in Classroom
- Learn about use of ICT for Learning in Action

MasterClass - Advanced Digital Tools and Apps for Educators

Graphic Design for Education

- Basics of Design Tools
- Elements required to create impactful Design for Social media
- Design Infographic, Brochures, Banners and Social Media posts
- Create Worksheets for various subjects
- Create Social Media Posts & dynamic Presentation

Video Editing

- Add Animation, transition, banner and sound
- Learn to merge or crop the videos
- Learn to create an impactful video for Teaching Learning Process
- Learn how to record and Edit Educational Video
- Create Video Testimonials to drive quality leads
- Create a Video for YouTube Channel to get more subscribers and views
- Create Story videos to engage your audience

AI in Education

- Generate examples of real-world applications of class concepts.
- Create stories by providing context
- Learn to create images using AI
- Generate reading comprehension questions.
- Learn to draft emails and circulars with ease
- Paraphrase a long text to a precise, shorter form
- Learn Google Lens to identify objects and provide relevant information through a smartphone camera or image.

Introduction to Coding

- Understand basics of coding
- Learn how to use coding for your subjects
- Design a fun activity using coding

Gamification in Education

- Understand the differences between Game Based Learning Vs Gamification
- Learn how gamification can increase student engagement
- Learn about Game elements and mechanisms
- Learn 3 most powerful gamification tools and Apps that you can use in your lesson plan
- Learn the best practices for creating educational content and activities using Gamification

Interactive Learning Experience

- How to create an interactive presentation
- Learn to add simulation, and 3D Content to your teaching content
- Learn to add Virtual Reality, Quizzes to the presentation
- Learn to add Quizzes within YouTube Videos
- Learn to share the resources in different ways
- Learn how to use Nearpod for free

AR/VR in Education

- Brief history and evolution of AR/VR technology
- Benefits of AR/VR in education
- Examples of how AR/VR can enhance traditional classroom learning
- Case studies of successful implementation of AR/VR in the classroom
- Learn how to enhance your lesson using Google AR/VR, Nearpod VR, BBC VR
- How to use ARVR in Maths/Science/ English/Social Science

Productivity Tools

- Learn to use of Screencastify software to provide video feedback to students or record informational videos
- Learn how to use Miro, an online collaborative whiteboard platform that enables the creation of mind maps, and brainstorming boards, and visually collaborate in real time.
- Learn to annotate and add comments or notes, to various types of digital content, such as images, videos, documents and websites using Annotate.net
- Auto-generate step-by-step guides and instruction manuals using Scribe

Subject Specific Apps

Languages

- Using Book Creator, learn to improve students' writing skills in a fun and creative manner.
- Build a story and record yourself through a story-building app using Story Jumper
- Learn Duolingo to provide practice while learning new languages
- Develop levelled reading skills, grammar skills and improve vocabulary using interactive and engaging learning experiences by using ReadAlong by Google
- Develop reading comprehension skills in an engaging environment by using Read Works.
- Use Google input tools to type in any language
- Learn to translate text to any language using Google Translate

Social Science

- Design Virtual trips and projects using Google Earth
- Use map layout for teaching locations and pinning locations while teaching
- Use a timeline for creating historical events in chronological order
- Access 360-degree panoramas of historic landmarks, 3D models, Information in AR, photos, videos, and virtual tours of museums, galleries, and cultural institutions around the world.
- Bring art, history, and culture to life in an interactive and engaging way.

Science

- Tools like Physics Classroom and Chem Collective to simulate real-world laboratory experiments in chemistry and physics
- Use Arduino Science Journal to conduct scientific experiments by measuring the surrounding world with sensors
- Nearpod 3D Models related to various scientific topics
- Phet Virtual Simulation to provide hands-on learning of complex science problem

Mathematics
• Use Geogebra to visualize and manipulate mathematical objects to perform calculations and analyse mathematical relationships using graphing calculator
• Use Phet Simulation tool to explain complex mathematics problems
• Use gamification app to build mathematical concepts
• Equatio to Create and format mathematical equations, formulas, and expressions in a quick and easier manner
• RoboCompass for geometric constructions.
• Geoboard to draw line segments and polygons to investigate perimeter, area, and angles.
• Google Earth and Maps to measure areas

Preschool
• Use apps like Reading Bear to develop phonics skills using interactive animations, audio, and video segments
• Provide educational games and activities in Literacy, Numeracy and Skills using Abcya
• Build a story and record yourself through a story-building app using Story Jumper
• Make phonics learning fun and engaging with Jolly Phonics App

Note: We will conduct these Masterclasses within 6 months of completing the Microsoft Certified Educator program, providing an excellent opportunity for learners to further enhance their technological skills. Please note that masterclass topics are subject to change.