



Professional Development Institute

Flex Course Syllabus

Introduction to Microsoft Office 365 Education (K-12)

PDI Course Number: 109T02

ACE Course Number: LE5771

UCSD Course Number: EDUC40406

If you would like information about receiving credit for completing this course, [please click here](#).

Course Timeline

Participants have one year to complete the course. Participants must spend a minimum of three weeks in this course.

Course Description

Does your school use Microsoft Office 365 Education? Are you looking for ways to integrate Office 365 apps in the classroom to improve teaching and learning? This online course is designed to help teachers master the Microsoft apps that are part of Microsoft Office 365 Education. Teachers will be introduced to the basics of each app, as well as specific ways each app can be used to enhance teaching, learning, and student collaboration. The course begins with an introduction to the general interface of the Office 365 apps. From there, teachers take a deep dive into how the apps can be used within an educational context to enhance teaching and learning of content curriculum. In addition to the most common Microsoft apps such as Word, PowerPoint, Excel, and Outlook, additional apps covered in detail within the course include Office Online, OneDrive, OneNote, OneNote Class Notebook, Forms, Whiteboard, Sway for digital storytelling, Stream, Teams, SharePoint, and Lens for digitizing documents. Teachers will also learn how to use Microsoft Learning Tools to help students achieve greater success in the classroom. By the end of this course, teachers will feel more confident in

their quest to integrate Microsoft Office 365 Education apps into their own teaching practices.

Educational Outcomes

1. Teachers will learn why Microsoft Office 365 Education apps are beneficial.
2. Teachers will learn how to sign up for Microsoft Office 365 Education for free.
3. Teachers will learn how to access Microsoft 365 Online to create documents, presentations, spreadsheets, and forms online.
4. Teachers will learn how to share Office files.
5. Teachers will learn how to use OneDrive to store and share files, as well as images.
6. Teachers will learn how to create Office files in OneDrive.
7. Teachers will learn how to create Word documents, share documents with others for online collaboration, and sync documents to their OneDrive account to use AutoSave.
8. Teachers will learn how to use Word to convey information, annotate passages, conduct student peer reviews, and create a bibliography and a classroom newsletter.
9. Teachers will learn how to use PowerPoint to create multimedia presentations and conduct live presentations.
10. Teachers will learn how to use Excel to calculate grades, create charts and graphs, and use Excel templates for education.
11. Teachers will learn how to create, share, and password-protect a notebook using OneNote.
12. Teachers will learn how to insert documents and deliver lessons using OneNote.
13. Teachers will learn how to set up a class notebook using OneNote Class Notebook, as well as use the class notebook to distribute lessons and activities to individual students and groups of students.
14. Teachers will learn how to use Forms to create basic surveys and quizzes, as well as how to use the branching technique. Teachers will also learn how to collect assignments, create peer editing rubrics, and conduct a flipped lesson using Forms.
15. Teachers will learn how to insert text, images, Office files, and write with digital ink in Whiteboard. Teachers will also learn how to use Whiteboard to teach math, differentiate content, and encourage student collaboration.
16. Teachers will learn how to use Sway to create a digital story.
17. Teachers will learn how to use Stream to upload, play, organize, and screen record videos, as well as how to add interactivity to a Stream video.
18. Teachers will learn how to set up a class team in Teams, as well as how to communicate with students in Teams using videoconferencing and text chat.
19. Teachers will learn how to use Teams to deliver class materials, assignments, and quizzes.

20. Teachers will learn how to use SharePoint to create a classroom website and manage student group projects.
21. Teachers will learn how to send e-mails in Outlook, as well as manage their inbox, share their calendar, and create ready-to-use templates.
22. Teachers will learn how to take advantage of Learning Tools to help every student achieve success in the classroom.
23. Teachers will learn how to use Microsoft Lens to digitize classroom worksheets and resources.

Instructional Media

- Online Discussions
- Online Engagement
- Online Collaboration
- Instructor Feedback
- Instructor Interaction
- Online Resources and Websites
- Supplemental Instructional Materials
- Printable Classroom Resources

Evaluation

- Test #1 (5% of final grade)
- Test #2 (5% of final grade)
- Test #3 (5% of final grade)
- Test #4 (5% of final grade)
- Test #5 (5% of final grade)
- Autobiography and Goals for the Course (10% of final grade)
- Article/Video Reflection (15% of final grade)
- Cumulative Assignment/Project: Course Collaboration/Share Ideas with the Class (10% of final grade)
- Microsoft Office 365 Integrated Lesson Plans (20% of final grade)
- Culminating Practicum (20% of final grade)

Topical Outline

Unit One

- What is Microsoft Office 365 Education?
- Signing in to Microsoft 365 Online
- Exploring OneDrive
- **Assignment #1**

Write an autobiography including information about yourself, your grade level and what you specifically hope to learn about using Microsoft Office 365 apps in your classroom. Your autobiography should be a minimum of three paragraphs.

- **Test #1**

Unit Two

- Introduction to Microsoft Word
- Integrating Word in the Classroom
- Teaching with PowerPoint
- Teaching with Excel
- **Assignment #2**

As an educator, it is important to be aware of the research, studies, and professional work done in the field. In the course, you will find an article and video that are relevant to the specific course content. Read the article and then write an essay with your thoughts.

- **Test #2**

Unit Three

- OneNote – The Digital Notebook
- OneNote Class Notebook
- Microsoft Forms
- **Assignment #3**

Online Discussion Board Participation/Engagement: Please post a tip, strategy, or idea that specifically relates to using Microsoft Office 365 apps in the classroom and will make a difference to other teachers in their own classrooms. Your assignment should be a minimum of three paragraphs and detailed enough for another teacher to easily follow. This is a great opportunity to share and collaborate with other teachers at your grade level around the country. Take time to review and respond to other postings that are relevant to your classroom population in order to gain effective ideas to use immediately in your classroom.

- **Test #3**

Unit Four

- Microsoft Whiteboard
- Digital Storytelling with Sway
- Microsoft Stream
- **Test #4**

Unit Five

- Microsoft Teams
- Microsoft SharePoint

- Microsoft Outlook
- **Test #5**

Unit Six

- Microsoft Learning Tools
- Digitizing Documents with Microsoft Lens
- **Assignment #4**

Create three detailed lesson plans that integrate a minimum of three Microsoft Office 365 apps in each lesson. The lesson plans must be appropriate to the grade level and subject area (if applicable) you teach. They must also have a very strong curriculum connection. Use the following format for each of your lesson plans.

1. Lesson plan title
2. Office 365 apps used (minimum of three)
3. Curriculum Standards
4. Introduction to the lesson
5. Detailed activity step-by-step instructions

Keep in mind that this assignment is a cumulative project and therefore, you are expected to demonstrate the knowledge you gained from the course and your ability to apply what you have learned in a practical setting.

- **Assignment #5**

The culminating practicum is a three-step process. (1) In the first assignment, you were asked what goals you had and what you hoped to learn from the course. Think back to your original goals for this course. Write a minimum two-paragraph reflection specifically describing how what you learned can be used to help you reach those goal(s). (2) Next, write a minimum three-paragraph plan that specifically describes the ways in which you intend to implement a particular strategy you learned in this course into your own teaching situation. (3) Last, write a minimum two-paragraph reflection describing a student you have or have had in the past. Then, discuss how the strategies you learned in this course will specifically benefit that student as you put your plan into action.

Bibliography

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