

Online Microsoft Training for Educators



FAQ

I am confused...What level learning path should I start with? (Beginner, Intermediate, Advanced)

It is recommended to start at the Beginner learning level. As each learning path is self-paced you may choose to complete the required assessment at the end to demonstrate mastery in that learning path and then continue onto another learning path learning pathway.

If I choose to take more than one learning course, how many in-service credits will I receive in Frontline?

We encourage you to complete as many courses as you desire to enhance technology utilization in your classroom. However, the maximum points awarded in Frontline will be as follows:

Duration of Course(s) Completed (per Training Transcript)	Number of In-Service Credits in Frontline you will receive
0 - 15 hours	15 In-Service Credits
16 - 30 hours	30 In-Service Credits
30 - 45 hours	45 In-Service Credits

If I start a course and do not complete it during one session, will I have to start from the beginning at next login?

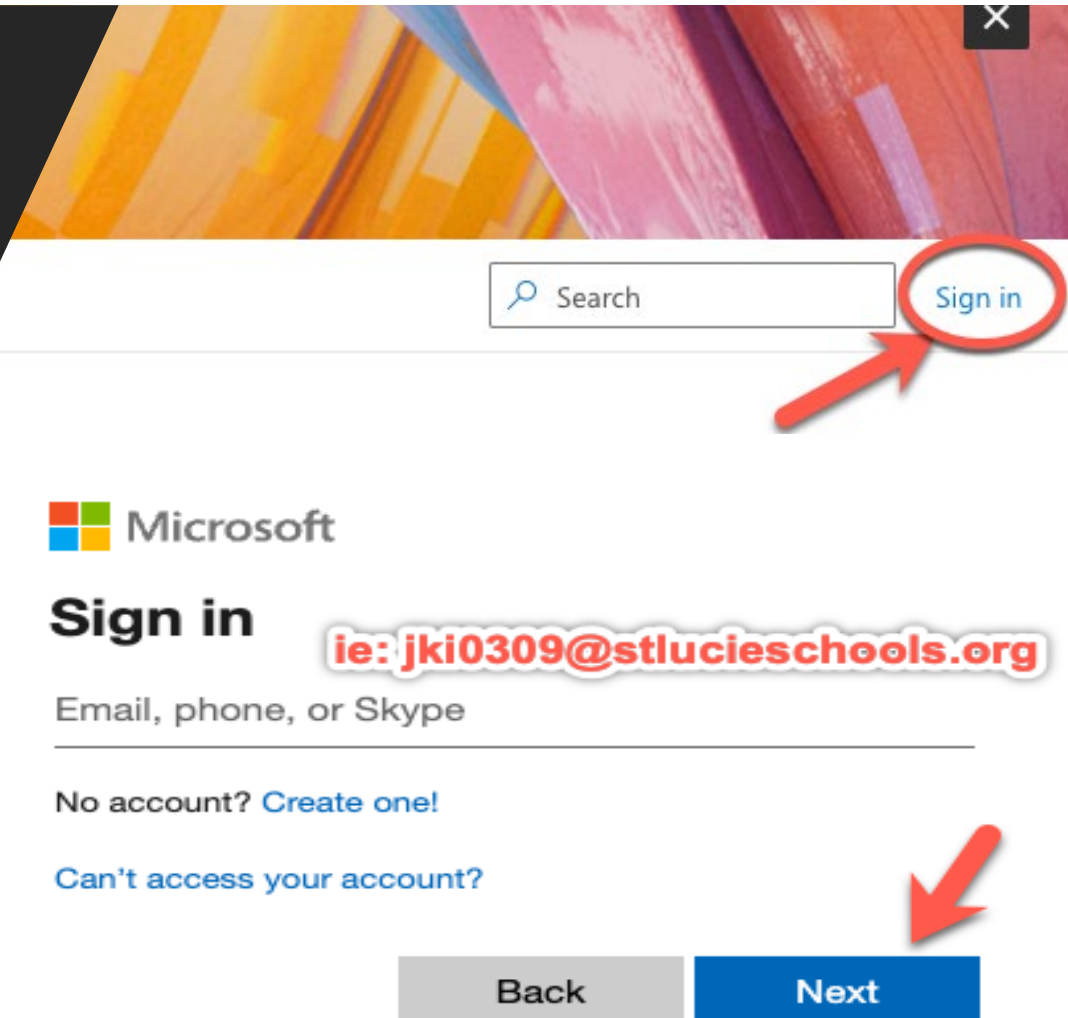
No. When logged into Microsoft, each course will save your progress so you can pick up where you left off at next login.

Which learning path(s) will award me with MIE (Microsoft Innovative Educator) certification?

All of them. Once you reach 1500 Microsoft points you are awarded MIE Certification.

Getting Started with MIE

- You will need to determine which level you would like to start with:
([Beginner](#), [Intermediate](#) or [Advanced](#))
- Once you have selected your desired Learning Path, click on the link and it will take you to the online Microsoft learning platform called [LEARN](#).
- Click on "Sign In".
A box will pop up where you will use your OFFICE365 SLPS credentials to login.
 - ie: jki0309@stlucieschools.org
- Once logged in, you can then start the lessons and it will autosave your progress in your chosen pathway.



Beginner

No experience using technology in the classroom to support learning objectives

Beginner Level Track Options




Beginner

No experience using technology in the classroom to support learning objectives



Option 1



Course	Getting Started with Office 365 and Windows
Requirement	5 Modules
Duration	4.5 Hours
Points	5500
Description	Are you new to Office 365 for education? Get up and running quickly with the tools that equip your students for success today and tomorrow. Microsoft Teams, OneNote, and Forms allow you to build a collaborative classroom that empowers learners to work together and access resources. You will be able to quickly assess your students' learning and provide individualized feedback.
Certification/ Badge	Getting Started with Office 365 and Windows Trophy Awarded for successfully completing Getting Started with Office 365 and Windows. Badges awarded 
Link	Get started with Office 365 and Windows - Learn Microsoft Docs


Beginner

No experience using technology in the classroom to support learning objectives



Option 2



Course	Create Classroom Communities Using Social and Emotional Practices
Requirement	4 Modules
Duration	4 Hours
Points	4900
Description	Social and emotional skills development is quickly taking center stage alongside cognitive skills, technical skills, and content knowledge in both the classroom and the workforce. Use this path to learn the fundamentals of how technology helps support social emotional learning in the classroom. Creating a strong community begins with mindfulness. It continues by supporting students through the use of social emotional learning techniques. Flipgrid helps engage students in meaningful ways through reflection activities. Lastly, we tie it all together by empowering educators in the hybrid classroom environment.
Certification/ Badge	Create Classroom Communities Using Social and Emotional Practices Trophy Awarded for successfully completing. Badges awarded 
Link	Create classroom communities using social and emotional practices - Learn Microsoft Docs


Beginner

No experience using technology in the classroom to support learning objectives



Option 3



Course	Dyslexia Training, in Partnership with Made By Dyslexia
Requirement	5 Modules
Duration	5 Hours
Points	4100
Description	<p>- Our Level 1 training: Dyslexia Awareness equips ALL teachers and parents with the essentials to spot, support & empower every dyslexic learner.</p> <p>- Our Level 2 training: Dyslexia Teaching deepens your understanding of dyslexia. The videos are full of specialist strategies and solutions, showing you WHAT to teach, WHY it helps and HOW to do it.</p> <p>The training has been developed with the world's leading dyslexic specialist schools and is essential to help ALL children to catch up and keep up post-pandemic. Take this training and transform your teaching. Or learn new ways to support your child at home.</p>
Certification/ Badge	<p>Dyslexia Training Trophy Awarded for successfully completing the Dyslexia Training full course.</p> <p>Badges awarded</p> 
Link	Dyslexia training, in partnership with Made By Dyslexia - Learn Microsoft Docs

Intermediate Level

Some experience using technology in the classroom to support learning objectives

Intermediate Level Track Options



Intermediate Level

Some experience using technology in the classroom to support learning objectives



Option 1



Course	Level Up with Office 365
Requirement	5 Modules
Duration	4 Hours
Points	5400
Description	Now that you're up and running with Microsoft Teams, OneNote, and Forms, empower every voice with Flipgrid and provide real-time feedback using class Teams and class notebooks. Turn your classroom into a dynamic learning environment in which you know how each student is progressing.
Certification/ Badge	Level Up with Office 365 Trophy Awarded for successfully completing Level Up with Office 365. Badges awarded 
Link	Level up with Office 365 and Windows - Learn Microsoft Docs



Intermediate Level

Some experience using technology in the classroom to support learning objectives



Option 2



Course	Use Assessment Tools To Conduct Successful Family-teacher Conferences
Requirement	6 Modules
Duration	5 Hours
Points	6200
Description	<p>As educators prepare to meet parents, guardians, and families for conferences, the focus should be directed towards creating student-centered sessions. Teams is a digital learning platform where students prepare documents that showcase their learning using OneNote Notebook, PowerPoint, and Sway. Students may also reflect on their learning by creating video reflections using Flipgrid. Insights is a tool that helps educators, parents, guardians, and families visually understand student progress, providing a wealth of information on which they can reflect together. Teams, Calendar, Outlook, and Bookings can all assist educators with scheduling their conferences with ease. The translator app provides multi-language support for school conversations by creating a space for teachers and parents of various languages to communicate efficiently. This learning path helps educators better understand their classes as a whole as well as individual student progress</p>
Certification/ Badge 	<p>Level Up with Office 365 Trophy Awarded for successfully completing</p> <p>Badges awarded</p> 
Link	Use assessment tools to conduct successful family-teacher conferences - Learn Microsoft Docs


Intermediate Level I

Some experience using technology in the classroom to support learning objectives



Option 3

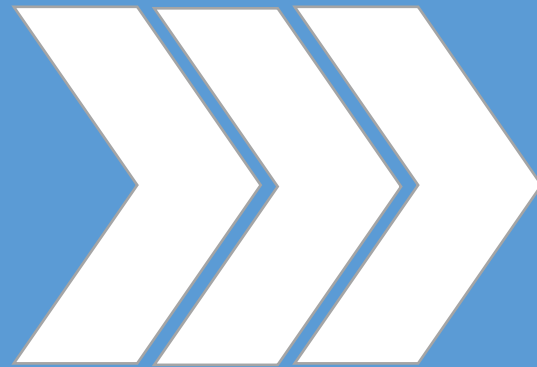


Course	OneNote Teacher Academy
Requirement	4 Modules
Duration	5 Hours
Points	4000
Description	In this course, you'll learn to navigate the OneNote app structure and use OneNote tools to effectively create lesson plans, assessments, and learning activities. With OneNote Class Notebooks create notebooks for student and educator collaboration. Staff member collaboration is facilitated with OneNote Staff Notebook.
Certification/ Badge	OneNote Teacher Academy Trophy Awarded after completing the OneNote Teacher Academy. Badges awarded 
Link	OneNote Teacher Academy - Learn Microsoft Docs

Advanced

Experienced using technology in the classroom for transformative learning experiences

Advanced Level Track Options



Advanced

Experienced using technology in the classroom for transformative learning experiences



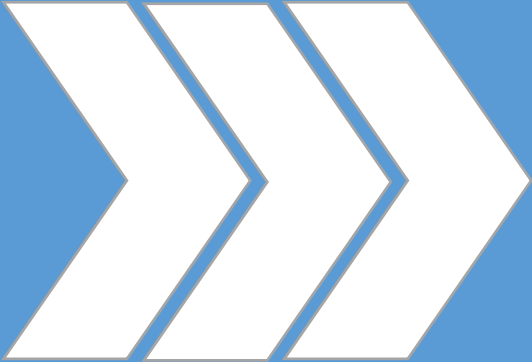
Option 1



Course	21 st Century Learning Design
Requirement	7 Modules
Duration	7 hours
Points	6300
Description	<p>21st Century Learning Design (21CLD) for Educators is a collection of eight modules. The learning path provides educators with clear and practical ways to develop 21st skills using digital technologies with their learners. 21st Century Learning Design for Educators builds on the research methodology providing a collaborative, practice-based process to help educators transform how they design enriching learning activities for their learners. The complete series of eight courses consists of videos, reading materials, rubrics for each dimension, and anchor lessons. Educators can actively participate by coding anchor lessons and redesigning their learning activities according to the 21CLD rubrics.</p>
Certification/ Badge	<p>21st Century Learning Design Trophy Awarded for successfully completing 21st Century Learning Design.</p> <p>Badges awarded</p> 
Link	21st Century Learning Design - Learn Microsoft Docs


Advanced

Experienced using technology in the classroom for transformative learning experiences



Option 2



Course	Office 365 Teacher Academy
Requirement	8 Modules
Duration	8 hours
Points	8900
Description	Office 365 provides the right environment for better learning outcomes. This learning path helps educators become more innovative with cloud-based tools, regardless of the devices they use. Also addressed are the basic features of Office 365 including Microsoft Teams, OneNote, Sway, Microsoft Forms, Office Online, and OneDrive.
Certification/ Badge	The Minecraft: Education Edition: Teacher Academy Certification Awarded for successfully completing the Office 365 Teacher Academy. Badges awarded 
Link	Office 365 Teacher Academy - Learn Microsoft Docs

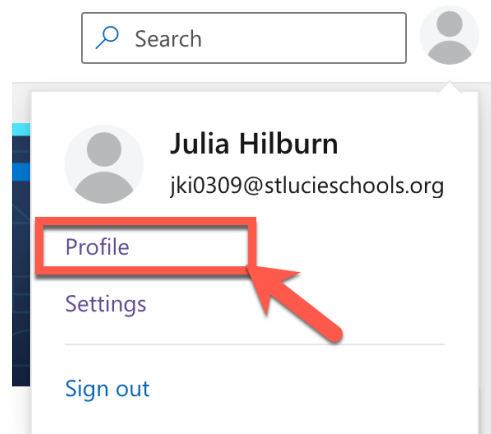
Accessing your MIE Training Transcript

Click on the **Profile Icon** located on the top right corner by the search bar.



LEVEL 7  1575 /16199 XP

In the dropdown choose **Profile**.



Activity

Training

Challenges

Certifications

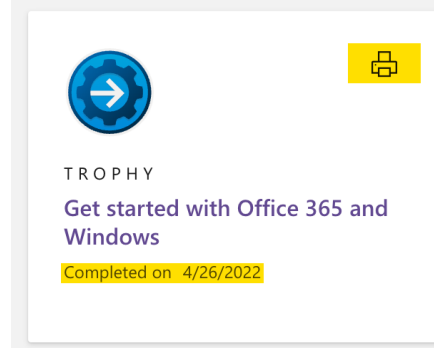
Q&A

Achievements

Collections

Transcript

Trophies

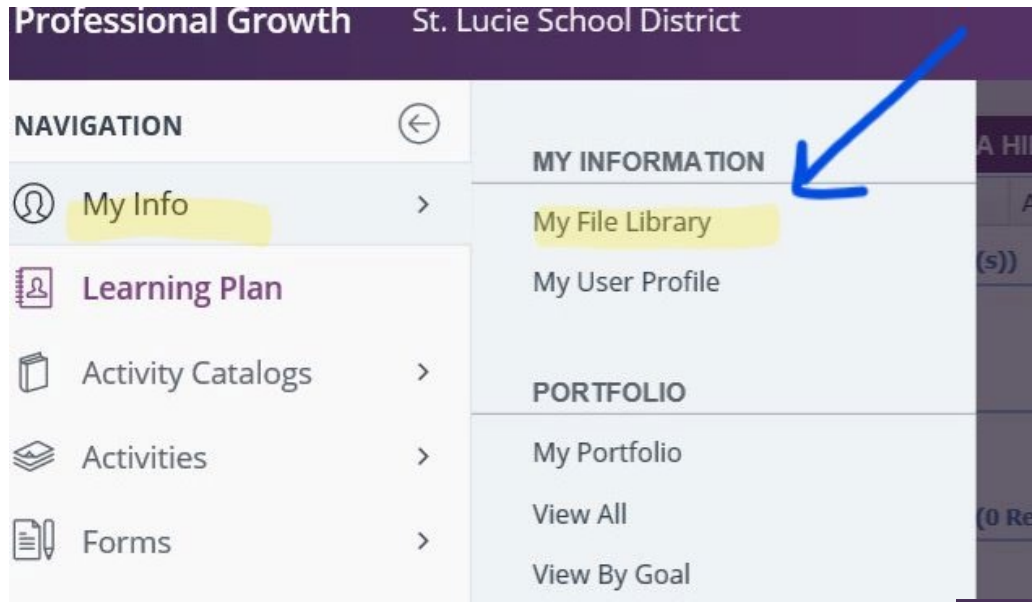


Click on **Achievements** to verify you have completed full courses and earned a trophy or badge.

Click on **Transcript** to print a full record of all your completed learning paths and modules.

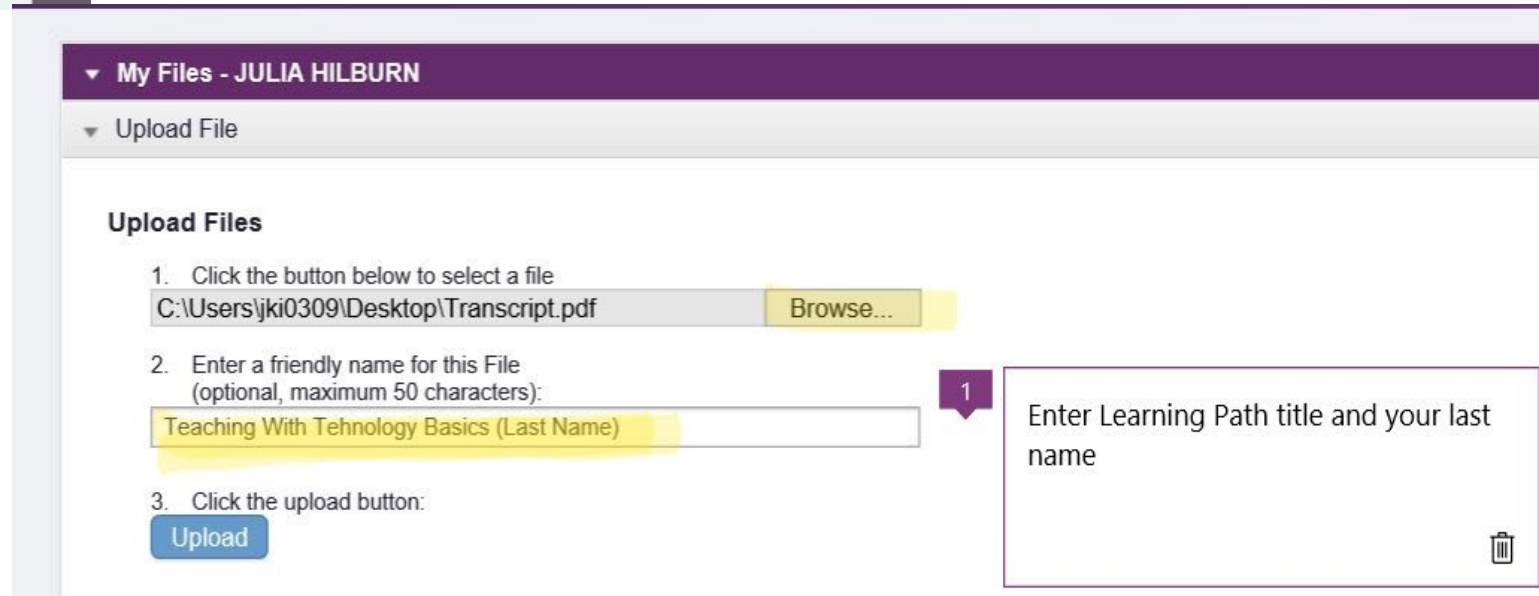
Transcript		
Name displayed on transcript Julia Hilburn		
Username: JuliaHilburn-2816		
Number of modules completed 21	Number of training hours completed 18.8	
Learning record		
Name	Description	Duration
Windows 10 for education Completed on Apr 26, 2022	Create a world of tomorrow in your classroom with easy to set up devices and apps, amazingly integrated tools for learning, and features that engage all types of learners. This course will review the best of Windows 10 for education. Educators completing this module will feel comfortable getting started with Windows 10, using universal apps, inking and interacting with various types of content, and setting up new classroom devices.	1 hr
Get started with OneNote Completed on Apr 26, 2022	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.	50 min

Submitting to Frontline

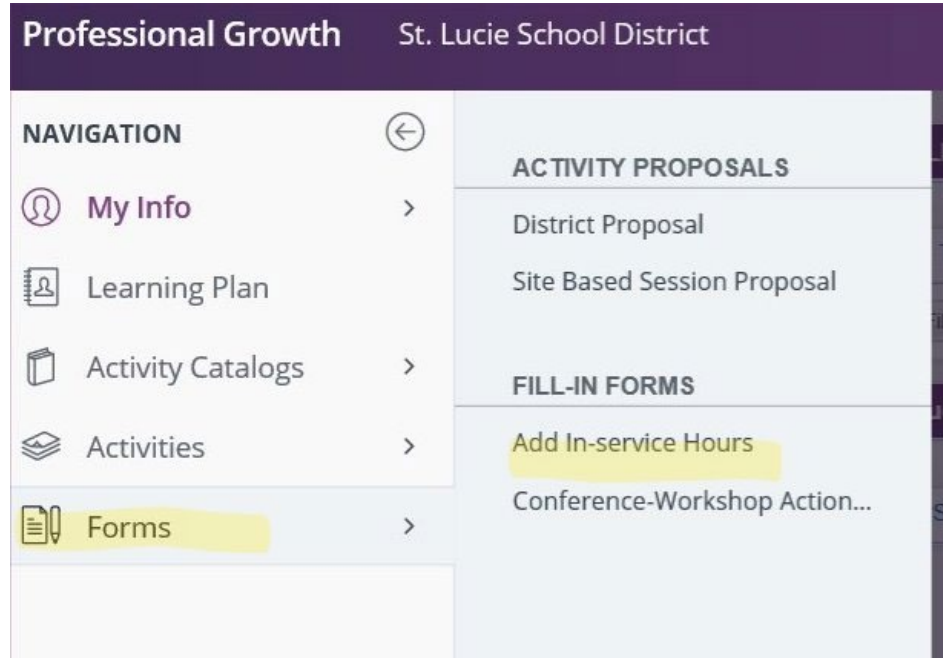


1. Log into Frontline
2. Click on **MY INFO** and select **MY FILE LIBRARY** from the sidebar

3. Click on **ADD** file
4. Click **Browse** and choose the Transcript you saved from Microsoft
5. Enter Learning Path title and your last name
6. Click **Upload**



Submitting to Frontline



7. Click on **Forms**

8. Click on **Add In-service Hours**

Fill in all required fields in
STEP 1

Step 1: Complete all information below.

Your Position Type:

- INSTRUCTIONAL
- NON-INSTRUCTIONAL
- ADMINISTRATOR
- OTHER (ENTER BELOW)

If you selected OTHER, for Position Type above, please enter in your position type:

Course Information

Course/Activity Title

Completion Date:

Category

Total Hours requested:

Describe your main purpose AND objectives for participating in this professional development course.

**Using the following information
complete STEP 2 & STEP 3**

Click [HERE](#) to read about Inservice and the required documentation.

Type of In-Service; please select one:

VIDEO/ON-LINE/DISTANCE LEARNING

FL DOE Collection and Reporting Requirements

PD-Learning Method

C: Electronic/Non-Interactive

PD-Evaluation Method; Staff

F: OTHER PERFORMANCE ASSESSMENT

PD-Evaluation Method, Student

A: Changes in classroom practice

PD-Implementation Method

S: Electronic - Non-interactive

Key Learning: Describe your key learning (s) and how it will be implemented in your role.

Empowering learning utilizing technology in the classroom.



Characters left 1989

Step 3: Electronically acknowledge & attach completions and/or any supporting documents.

BY CHECKING OFF THE BOX I AM CERTIFYING THAT I HAVE SUCCESSFULLY COMPLETED THE ABOVE MENTIONED COURSE AND THAT THE COURSE PERTAINS TO MY CURRENT ROLE/POSITION WITH ST. LUCIE PUBLIC SCHOOLS.

File Attachment Section

Please check off supporting documentation.

Teaching with Technology Basics (Last Name) - Transcript.pdf (69k) [View](#)

Finish