

Beginner's Guide to Office 365 for NSW Department of Education Schools

Teacher Professional Learning Course (10 non-registered hours)

Microsoft Office 365 is a suite of online applications and tools that enable twenty-first century productivity, sharing and collaboration. With *Office 365* available to all teachers and students in NSW Department of Education schools, now is an excellent time to become familiar with the tools and explore how they can best be used to enhance learning in your classroom. This course is intended for beginners with little or no experience in using *Microsoft Office 365*.

"The number of available applications that rely on cloud technologies has grown to the point that few education institutions do not make some use of the cloud, whether as a matter of policy or not..."

- 2014 Horizon Report, K-12 Edition, p. 36

This introductory level course is comprised of two parts - a workshop day (5.5hrs) and a follow-on component (4.5hrs).

In the workshop, participants will gain an understanding of the potential for cloud-based technologies to support dynamic, collaborative 21st century learning. This hands-on workshop will focus on some simple but highly effective uses of the *Microsoft Office 365* apps available to NSW Department of Education schools. Become familiar with your *One Drive* and the NSW DoE *Yammer* community. Learn to create, share and collaborate with *Word Online* and *Excel Online*. Discover the potential of *OneNote Class Notebook* and explore *Sway* as a tool for creating interactive presentations.

The follow-on component for this course is an opportunity for you to take what you learned during the workshop and apply it to your own context. For the follow-on, participants will :

- > design an activity using one or more app from the *Office 365* suite
- > share their lesson to an online community & interact with other teachers
- > complete a personal reflection piece and a course survey.



Course Developer & Facilitator

Cathie Howe

MacICT Centre Manager

Cathie is currently a Professional Learning & Leadership Advisor managing MacICT and is the creative and strategic leader of an expanding, collaborative team of designers, developers and course facilitators. Cathie manages, and is involved in the development of MacICT's case studies and academic research projects. She is passionate about inspiring and empowering teachers to transform their practice by understanding what they have to teach (curriculum), how they are going to teach it (pedagogy), integrating digital tools in creative ways to enable meaningful learning to occur. During her 20+ years both as a teacher and an executive in Primary Schools, Cathie has been recognised for her innovative practice, digital learning design and leadership.



REGISTER NOW!

Register online through MyPL@EDU
<https://www.det.nsw.edu.au/docprs/welcome.do>

MyPL Course Code: NR08862

NSW DoE teachers: Log into MyPL@Edu with your DoE credentials & search for the course using the above code or course title. Government schools will be charged internally by the NSW Department of Education. This will be reflected on your sundry tax invoice statement.

Non-DoE teachers: You will need to sign up for a username and password to access MyPL. Just click "Don't have a username" on the MyPL website and follow the instructions. Private schools and other institutions will be invoiced by the NSW Department of Education.

Please note: Any cancellations made within 5 days of the course, or no-shows, will be charged to your school.

WHO All teachers

WHEN Please see website for dates
www.macict.edu.au

TIME 9am-3:30pm

LOCATION North Ryde, NSW

COST \$285 (incl GST)

CONTACT macictsupport@det.nsw.edu.au
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