Transform Education Ltd

"To *inspire* and *empower* Educators to *transform* Teaching, Learning & Assessment"

CPD Training Sessions

Transform Education is on a mission to empower educators with the skills, expertise and strategies required to transform Teaching, Learning, and Assessment.

Contents

CPD from Transform Education

Our approach to working with your staff is to deliver training with real life examples and give participants the opportunity to use the tools and build resources that they will use in their own work.

Before we deliver any training, we will meet with you and bespoke the sessions to deliver them to the needs of your staff and organisation. For example, most sessions can be adapted for beginners, intermediate and advanced participants.

Most sessions take between 60 and 90 minutes and can be delivered online or in person.

For more information contact Peter Kilcoyne.

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https://transformeducation.co.uk/

We also invite everyone to join our EdTech Community (hosted in Microsoft Teams). The EdTech community was set up to provide a forum for anyone working in education with an interest in the uses of technology to support teaching and learning to find out more about best current practice, to learn about new and upcoming technologies, and to have a forum for discussions with peers. We also host monthly FREE webinars delivered by companies (Microsoft, Wakelet, Flipgrid, etc) and leading experts.

CPD Sessions

Session Title:	Exploring AI Infused features within Microsoft 365
Session Aims:	A comprehensive overview of the AI infused features within Microsoft 365

Session objectives	• Explore Microsoft 365 AI infused features
	  • Dictate
	  • Transcribe in Word
	  • Editor in Word
	  • Immersive reader
	  • Export to SWAY and PowerPoint
	  • Subtitles
	  • Present Live

	• Designer in PowerPoint • Text Predictions in Outlook and Word • Rehearse with Coach • Explore features within Microsoft 365 to support TLA

Session Title:	Creating an inclusive and accessible learning environment using Windows 10 and Microsoft 365
Session Aims:	A comprehensive overview of the tools available in Windows 10 and Microsoft 365 to support create an inclusive and accessible learning environment
Session objectives	• Explore Windows 10 accessibility features • Creating accessible content using templates • Digitising content using Microsoft 365 • Live captions and subtitles with Microsoft 365

Session Title:	Training Teachers to author accessible content
Session Aims:	An overview of the different strategies and tools available Microsoft 365 to support staff author accessible content
Session objectives	• Explore Word, PowerPoint and Outlook accessibility features. • Create accessible documents using Microsoft 365 • Creating accessible content using templates • Digitizing content using Microsoft Lens • Explore Live captions and subtitles with Microsoft 365

Session Title:	Formative Assessments and Surveys (Microsoft Forms)
Session Aims:	Explore the use of Microsoft Forms to create Formative assessments and Surveys
Session objectives	• Access and explore Microsoft Forms and its features • Differentiate between Forms and Quizzes • Create a TNA survey using different types of questions • Create a formative assessment using different types of questions • *Differentiation using Branching • Create a quiz using video • Use Forms within an assignment in Teams • Share Forms as a template and to collaborate

Session Title:	Class Notebook for Teaching, Learning and Assessment (Teaching using the Class notebook)
Session Aims:	Explore the use of the Class Notebook to support Teaching, Learning and Assessment
Session objectives	• Explain the role of OneNote Class Notebook in education • Explore, Identify and explain the range of features within OneNote Class Notebook • Explore real life examples of how OneNote Class Notebook is used in Teaching, Learning and Assessment • Create a Class Notebook in Teams/and in M365 • Explore tools and features within the Class notebook • Learn to add and share sections, pages and content • Learn to embed a wide variety of content from other sources into OneNote

Session Title:	Class Notebook for Maths Teachers
Session Aims:	Explore the use of the Class Notebook to support Teaching, Learning and Assessment
Session objectives	• Explain the role of OneNote Class Notebook in education • Explore, Identify and explain the range of features within OneNote Class Notebook • Explore real life examples of how OneNote Class Notebook is used in Teaching, Learning and Assessment • Create a Class Notebook in Teams/and in M365 • Explore tools and features within the Class notebook specific to Maths teachers • Learn to add and share sections, pages and content • Learn to embed a wide variety of content from other sources into OneNote

Session Title:	Using Video in Teaching, Learning and Assessment (Microsoft Stream)
Session Aims:	Explore the different features within Microsoft Stream to support TLA
Session objectives	• Explore Microsoft Stream and its features • Create a channel in Stream • Upload and manage videos in Stream • Basic Editing in Stream • Add timecodes to Video descriptions • Add a Microsoft Forms to videos • Explore and create a screen recording using the Stream cloud-based recording feature

Session Title:	How to support reading literacy and fluency using Reading Progress and M365
Session Aims:	Explore the different features and strategies to improve reading progress in Microsoft Teams and 365
Session objectives	• Explore Reading Progress • Explore Reaching Coach • Explore Insights • Explore Immersive Reader • Explore Editor

Session Title:	Empower and Amplify Student Voice with Flipgrid (Flipgrid)
Session Aims:	Explore the use of Flipgrid to support Teaching, Learning and Assessment
Session objectives	• Explain the role of Flipgrid in education • Explore, identify, and explain the range of features within Flipgrid. • Learn to create videos using Flipgrid and Flipgrid shorts • Create screen recordings using Flipgrid • Learn to share and embed Flipgrid videos in other platforms. • Learn how to bring displays to life using Flipgrid AR.

Session Title:	Teaching and learning using Microsoft Teams (Level 1)
Session Aims:	Use Microsoft Teams for TLA
Session objectives	• Amend Settings within Teams

	• Creating Teams and adding members • Differentiate between the different types of Teams • Explore and navigate Microsoft Teams • Creating and using channels • Communicating in Teams • Scheduling meetings • Creating, uploading, and managing folders and files

Session Title:	Teaching and learning using Microsoft Teams (Level 2)
Session Aims:	Use Microsoft Teams for TLA
Session objectives	• Create assignments within Teams • Create group assignments • Creating and scheduling Assignments in Teams • Providing feedback in Teams • Exploring the gradebook • Collaborating within Teams • Analytics using Grades and Class insights • Creating formatted messages and announcements in Teams • Create cross channel postings • File management using SharePoint and OneDrive • Using other features within Teams; praise, adding members using code, teams link • Recording, Sharing Screens and presentations • Amened meeting options

Session Title:	Teaching and learning using Microsoft Teams (Level 3)
Session Aims:	Use Microsoft Teams for TLA
Session objectives	• Create and use the Class Notebook within Teams • Create an assignment using the Class Notebook • Create a rubric for feedback and speed marking • Create and Utilise Tags within Teams

	• Add a Stream Channel in Teams • Analytics using Grades and Class insights • Investigate third-party apps for TLA • Exploring additional features within Teams; pinning and saving messages, etc

Session Title:	Deep Dive using assignments in Teams
Session Aims:	Explore in depth assignments in Teams
Session objectives	• Create Assignments in Teams • Create group assignments • Amending Settings within Teams assignments • Exploring Reading Progress • Exploring Third party apps within Assignments • Provide feedback within Assignments • Create and use Rubrics to provide feedback • Explore the gradebook in Teams

Session Title:	Rubrics Deep Dive
Session Aims:	Explore in depth the use of rubrics in education
Session objectives	• What are rubrics • Benefits of rubrics • Creating a rubric in Teams • Tips and tricks when creating rubrics • Giving feedback using rubrics within Teams

Session Title:	Strategies to reduce teacher workload
Session Aims:	Explore strategies, tips and tricks to reduce teacher workload
Session objectives	• Use of rubrics to reduce teacher workload • Use of Speech to text • Canned responses • Quick parts and auto corrections in Microsoft Word • Creating self assessments with branching in Micrsoft Forms

	• Exploring the use of Video (screencasts, video feedback, etc) • Automation (Explore Power Automate)

Session Title:	Digital Fundamentals for everyone
Session Aims:	Using Windows 10 and M365 for Educators
Session objectives	• Explore features within Windows 10 • Ease of Access Windows • Microsoft Edge for Educators • Productivity Strategies and techniques • File management • Tips and tricks

Session Title:	Authoring Accessible content
Session Aims:	Using M365 to create accessible content
Session objectives	• Explore features within Windows 10 • Explore Accessibility Bot in Teams • Explore and use accessibility checker in M365 • Explore generating transcripts • Creating accessible Word documents • Explore a range of Micrsoft accessibility apps • Explore a range of tips and tricks

Session Title:	Essential Excel Skills for teachers
Session Aims:	Learn Excel tips and tricks to help manage and sort your spreadsheets
Session objectives	• Formatting Spreadsheets • Data and Conditional formatting • Filtering and sorting • Formulas and If Statements • Tips and tricks

• Session Title:	**Microsoft Planner and Todo**
• Session Aims:	Use Microsoft Planner and ToDo to organise and manage projects and tasks
• Session objectives	• Explain Microsoft Planner and ToDo • Exploring ToDo • Exploring Microsoft Planner • Using Planner in Teams • Create and assigning Tasks • Sort tasks into buckets • Edit and arrange buckets • Communicating in Teams

• Session Title:	**Creating interactive online learning resources with PowerPoint**
• Session Aims:	Learn how to create online interactive resources with PowerPoint
• Session objectives	• Explain interactive functions in PowerPoint • Working with videos and images • Creating True False questions • Creating Multiple choice questions • Creating branching options • Using kiosk mode

• Session Title:	**Introduction to Microsoft Whiteboard**
• Session Aims:	Learn how to use Microsoft Whiteboard in your TLA
• Session objectives	• Explain Microsoft Whiteboard (MW) • Navigating and identifying tools and features within MW • Creating different types of content in MW • Using the inking features with MW

	• The use of images in Whiteboard

• Session Title:	Creating SCORM resources with PowerPoint and iSpring free
• Session Aims:	Using PowerPoint and iSpring free to create SCORM resources which can be tracked in Moodle
• Session objectives	• Explain PowerPoint and iSpring functionality. • Explain SCORM functionality • Understanding different question options in iSpring • Creating iSpring quizzes on PowerPoint

Session Title:	Word for Learners
Session Aims:	This session is aimed at the learners using Microsoft Word
Session objectives	• Identify and explore the different features within Word to help support learners (Dictate, Transcribe, Editor) • Explore and utilise different aspects of the immersive reader to help support learning • Formatting and using styles in Word • Creating table of contents • Tips and Tricks when using Word

Session Title:	PowerPoint for Learners
• Session Aims:	This session is aimed at the learners learning to use Microsoft PowerPoint
• Session objectives	• Identify and explore the features within PowerPoint to help support learners (Dictate, Designer, Coach, Subtitles, etc) • Tips and Tricks when using PowerPoint

Session Title:	**Tips and tricks for every digital Learner**
• Session Aims:	This session is designed to upskill learners' digital skills
• Session objectives	• Use the dictate functionality to speed up your workflow • Windows tips and tricks every learner should know • Shortcuts every user should know • How to set up Windows to support your individual personalised needs

Session Title:	**Microsoft Edge**
• Session Aims:	This session is designed to support learners use Microsoft Edge to support their learning
• Session objectives	• Immersive reader and read aloud • Collections • Web capture and PDF's • Math Solver • Extensions • Creating and setting up Profiles

Session Title:	**OneNote for Learning**
• Session Aims:	This session is designed to introduce learners to OneNote
• Session objectives	• What and why use OneNote • Create and Structure a OneNote for Studying • How to use and stay Organised in OneNote • Tips and Tricks when using OneNote

Session Title:	**Class Insights**
• Session Aims:	The session will explore the use of Class insights and how educators can receive actionable insights to make informed decisions.
• Session objectives	• Explain the role of Class Insights in Teams • Add All Classes view Insights app

	• Explore All Class Insights app • Explore Class overview pages in Insights • Understanding class engagement • Identify digital engagement, spotlights, assignment status and grade activity

Session Title:	Blended Learning for Managers
Session Aims:	Find out about and meeting the issues and challenges involved in managing the delivery of high-quality blended learning
Session objectives	• Understand what is meant by blended learning • Understand the benefits of blended learning • Understand the key challenges to the effective delivery of blended learning • how to develop a blended learning plan or strategy • monitoring and improving the quality of blended learning • supporting staff in delivering high quality blended learning

Feedback/Testimonials

> **This was the BEST course I have ever attended in the whole of my time at college, 21 years!**

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Pembrokeshire College

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Kingston University

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Kingston University

Great session; very informative. I worry sometimes, as an English teacher, that IT can prevent learning (too many short cuts, too many 'easy' ways of dealing with tasks), but you have shown how IT can assist, rather than prevent learning. Thanks, Terence Cook

This was mind-blowing with how much you can now do. Excellent presentation

Kingston University

For developing my digital teaching this was the most useful session I have attended in the last 12 months.

Dudley College

What can I say? Wow! Enjoyed this so much! Some fantastic ideas!

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Ayrshire College

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Imperial College

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