

Creative Communicators: Online Collaboration Services – Half Day

Polar Bear Academy 2017

Instructor

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Learn how innovative teachers use online collaboration services, including [SharePoint](#), [Office 365](#), [G-Suite for Education](#), and [4Schools class Web sites](#) with students to become creative communicators. Additionally, discover how to coach students to collaborate online independently and in small groups.

Methodology

Course content will be delivered using a variety of formats: large and small group discussion, lecture, online tutorials and resources, individual work, and small group collaboration on school sites.

Learning Tasks

Demonstrate progress towards creating an Office 365 or G-Suite for Education solution for your class.

Flexible Schedule

Day 1 – Overview of ISTE Standards / HASD Technology Policies / 4Schools Teacher Websites

Introduction to Office 365, OneNote, and SharePoint

Office 365 Apps (Forms, OneDrive, Videos, Mix, Skype)

Day 2 – Creating OneNote Notebooks (Class, PLC, Committee)

Day 3 – G-Suite for Education

Day 4 – Work Day

Day 5 – Work Day and Assessment

Assessment of Learning Tasks

Grades will reflect your proficiency of meeting [learning targets](#) using the following grading scale:

A = proficiency meeting at least 90% of learning targets

B = proficiency meeting at least 80% of learning targets

C = proficiency meeting at least 70% of learning targets

Course Objective

This course is designed to provide you with time and support to utilize Office 365 and/or G-Suite for Education products and tailor them to your students' learning and classroom needs. In addition, you will explore the benefits and limitations of online collaboration tools within the HASD environment.

Course Materials

Technology in Education Standards: [ISTE Standards for Students](#) [ISTE Standards for Educators](#)

HASD Professional Learning Technology: [Teacher Resources](#) [Basic Technology Skills](#) [IT Services](#)

HASD Acceptable Use Policies: [Staff](#) [Students](#) **U.S. Student Privacy Laws:** [FERPA](#) [COPPA](#)

HASD Digital Technology Policies: [Copyright](#) [Classroom Media Use](#) [Web Page Guidelines](#)

HASD 4School Teacher Websites: [4Schools Login](#) [Step-By-Step Self Help](#) [Video Tutorials](#)

HASD Essential Links: [Skyward](#) [Mastery Connect](#) [Outlook](#) [AESOP](#) [Skyward Employee](#) [Office 365](#)

Microsoft Office Education Online Tutorials: [Office 365](#) [OneNote](#) [OneDrive](#) [Skype](#) [Sway](#)

Google for Education Online Tutorials: [G Suite Learning Center](#) [Learn by Google Product](#)

Professional Learning for Teachers & Students Online: [Hoonuit \(formerly Atomic Learning\)](#)

Digital Citizenship Online Resources: [Common Sense Education](#) [NetSmartz Workshop](#)