Microsoft for Education: Powerful tools to create, share and inspire

Barcelona 2024

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Main task: Uncovering tools and techniques that teachers can incorporate into their teaching

Learning outcomes – to help the participants understand how to use the following tools.

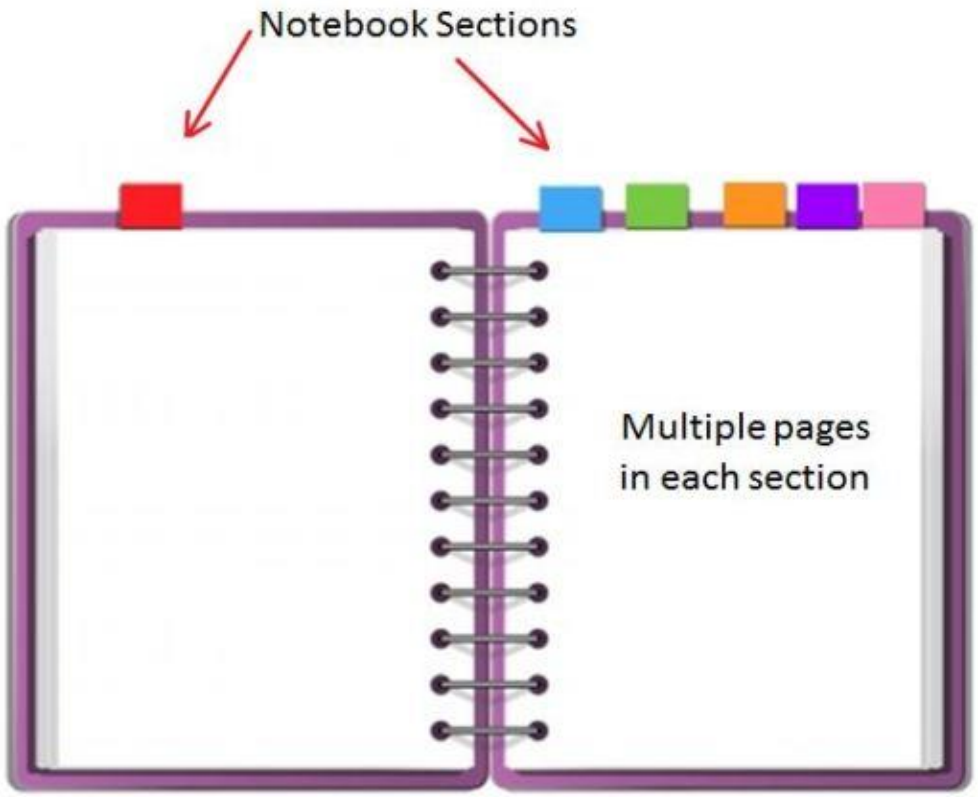
1. Microsoft Word, PowerPoint: advanced use of the classic tools
2. Microsoft Excel: in-depth, automated functions with macros, sharing data in a proper way
3. **Microsoft One Note: create a full lesson plan, embedding content in your pages and share Class Notebooks and exercises with your students**
4. **Microsoft Sway: create interactive presentations**
5. Microsoft Teams: organize a group video-conference
6. Microsoft Stream: open, manage and use the Stream gallery to create videos to use in your classroom
7. Microsoft One Drive: learn how to manage all your files from the same place
8. Share Point: create a website in which you can upload files, materials, plan lessons, link a video repository, share content, and receive content from your students

Dynamics of the group we were in and what was covered

Microsoft tools apps

- Go to **Microsoft Tools 365** and check apps available
- Discussion of which apps we were familiar with and which ones we knew nothing about and were interested in learning how to use
- What actually happened

OneNote



What is **OneNote**?

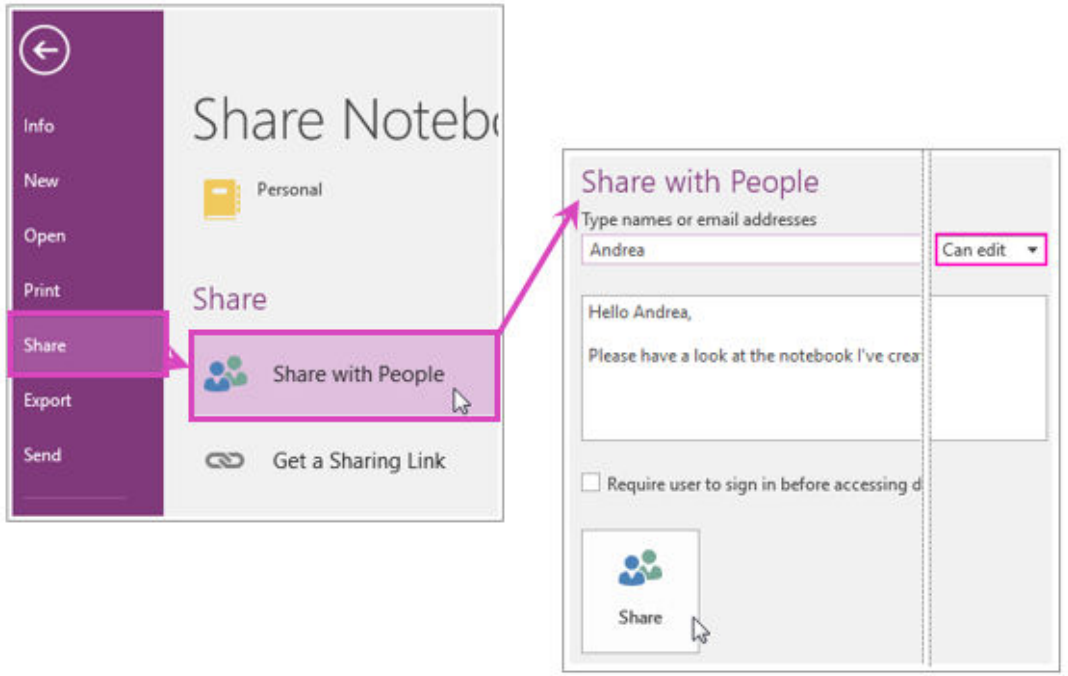
Imagine a bookshelf with different folders, each holding different pages.

This can be used to provide notes to your students in a digital way, with different sections and topics.

The teacher can open these sections/topics gradually, select which topics to open to which group, and give permission to some to edit certain sections.

Why OneNote?

- **OneNote** can also be used by a specific department as a way of pooling information, videos … to be used in a particular form.
- It can also be used by school administration to present information / documents to staff, splitting up these documents in sections and choosing when certain sections can be accessed and by who.



Let’s try the basics of **OneNote** together

Turn on laptop

Go to Microsoft 365 Apps

Select OneNote

Add Section (bottom left)

By right clicking, one can change colour, delete sections, rename, add pages/sections…

Then, add pages per section

You can play with fonts, inserting…

You can manage access (with certain students, classes, colleagues – Share – top right)

If eventually you want to delete the entire OneNote, you have to delete it from OneDrive.

OneNote tutorial for beginners

https://www.youtube.com/watch?v=gO5Hk3hNrkU&t=288s

Creating a **Form** – Let's try this together

- Go to **Microsoft Apps** and click on **Forms**
- Create New Quiz, with marks, choices…

This is ideal for quick-checking whether students have understood certain topics and for cutting down on marking of tests when you just need to check recall.

Some open-ended questions can also be used, which the teacher then corrects. The mark is then added to the mark generated by the computer.

Forms can be inserted into OneNote – Insert, Form, Choose Form.

Sway – a very visual presentation

- **Sway** is similar to **PowerPoint** but is more visual.
- You can start from a template, example choosing a specific topic, to create a skeleton for you to work on, or you can start from a document.
- Let’s spend a couple of minutes exploring Sway.

Sharing folders with colleagues

- First, we need to put everything in 1 document
- Copy the link to share ideas
- Share photos, whiteboard…

Create a folder on OneDrive and share it with the group you are working with

– Go on File – Create a Folder - Share – Add name and message – Send

The owner of the folder can check if, for example, the students are working on a particular group task and then put in comments.

Teams – let’s have a look together

- Creating a loop (bottom right) to help present the information visually
- Practising loop by sending a message to my chat

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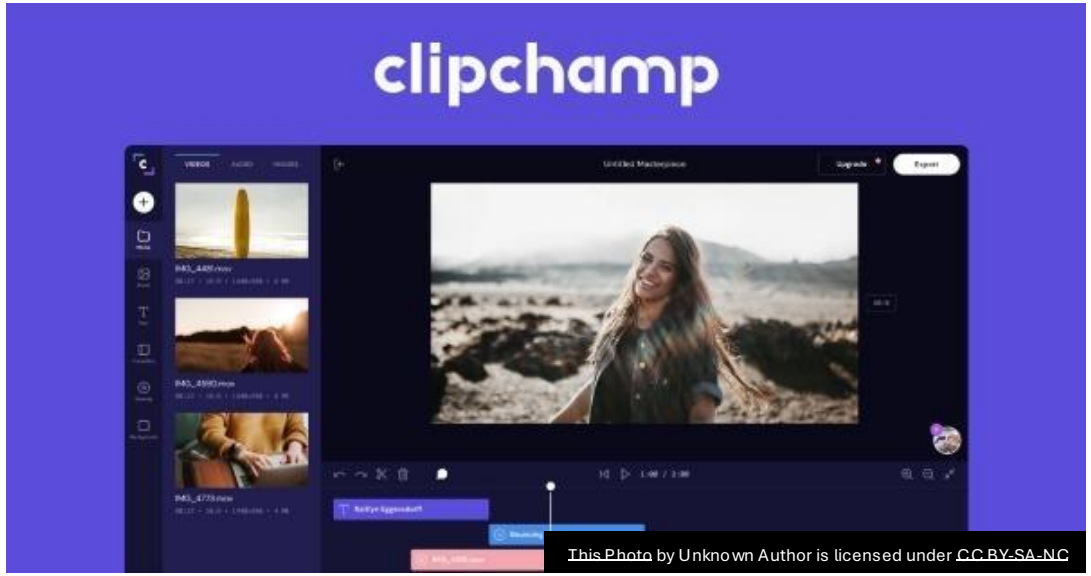
Clipchamp

This app is locked by our institution.

- Deciding content of video – photos, videos …
- Importing media by browsing the files where they were saved.
- Placing the content in order, adding captions, background music…



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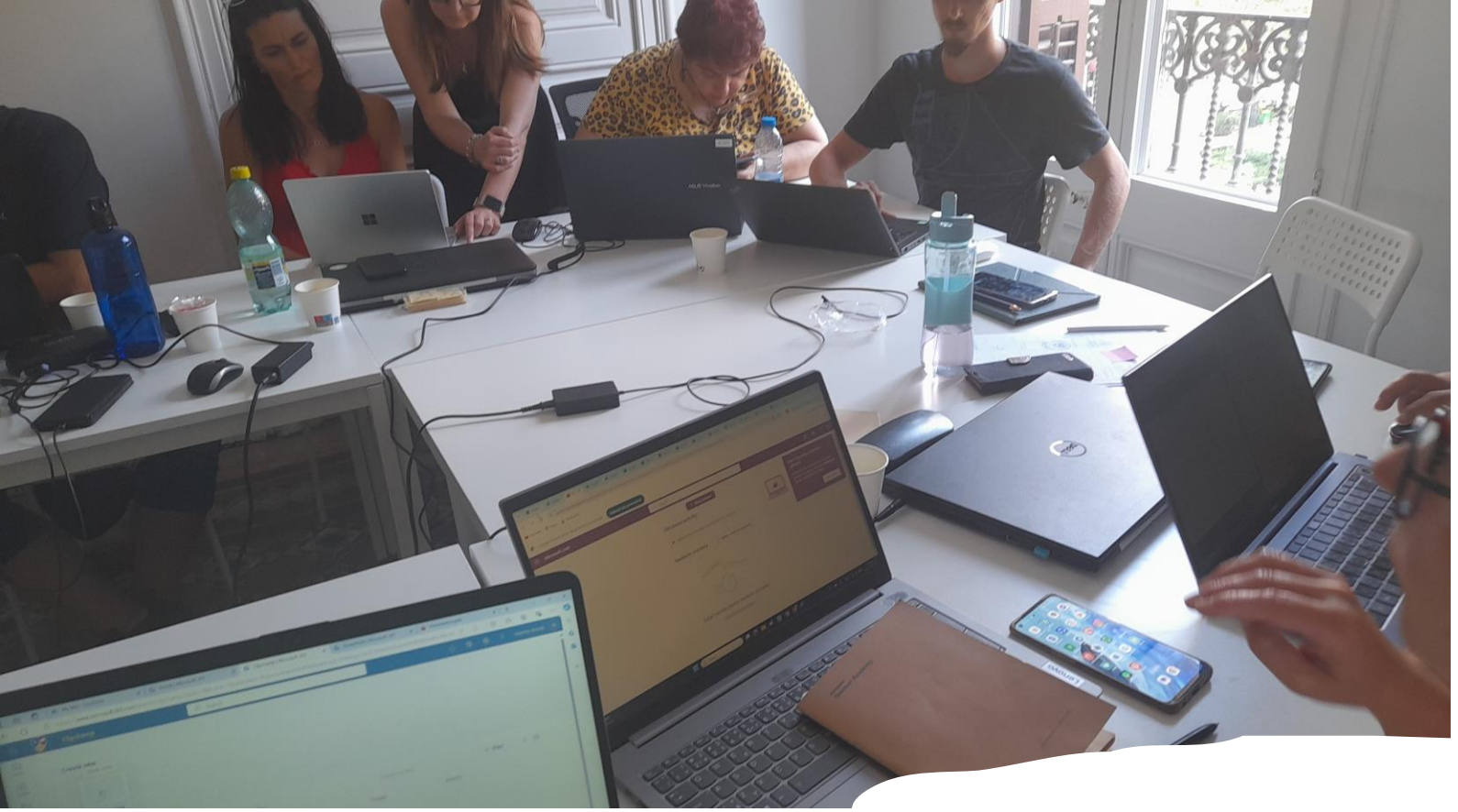
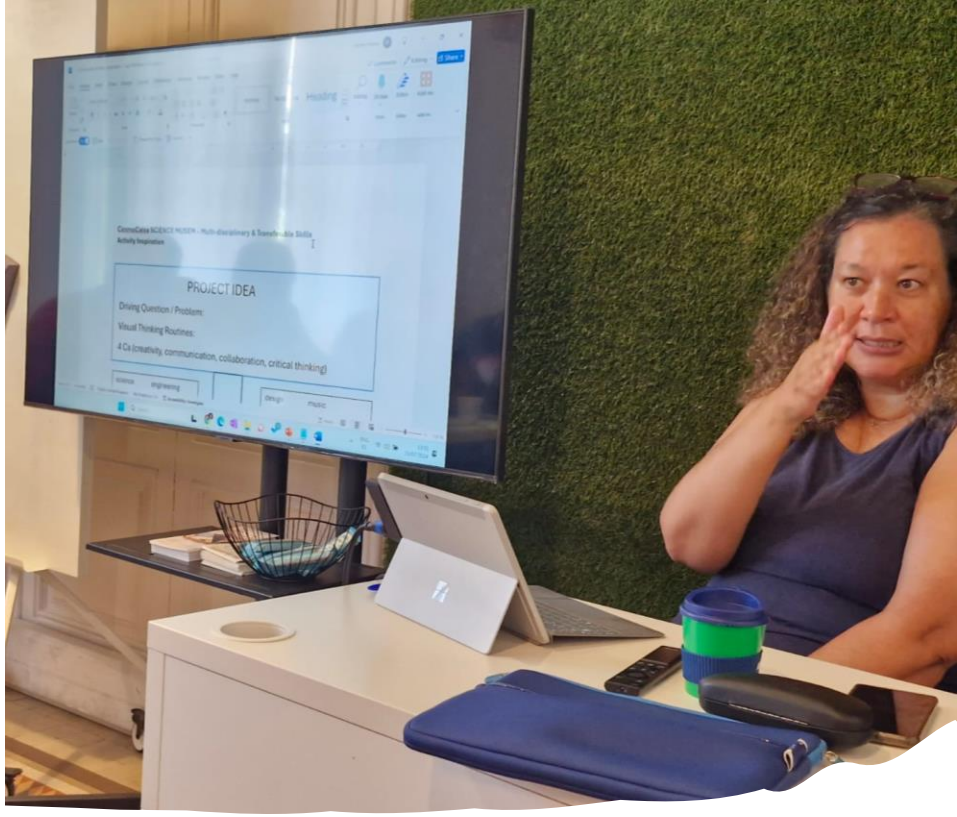
Clipchamp for beginners

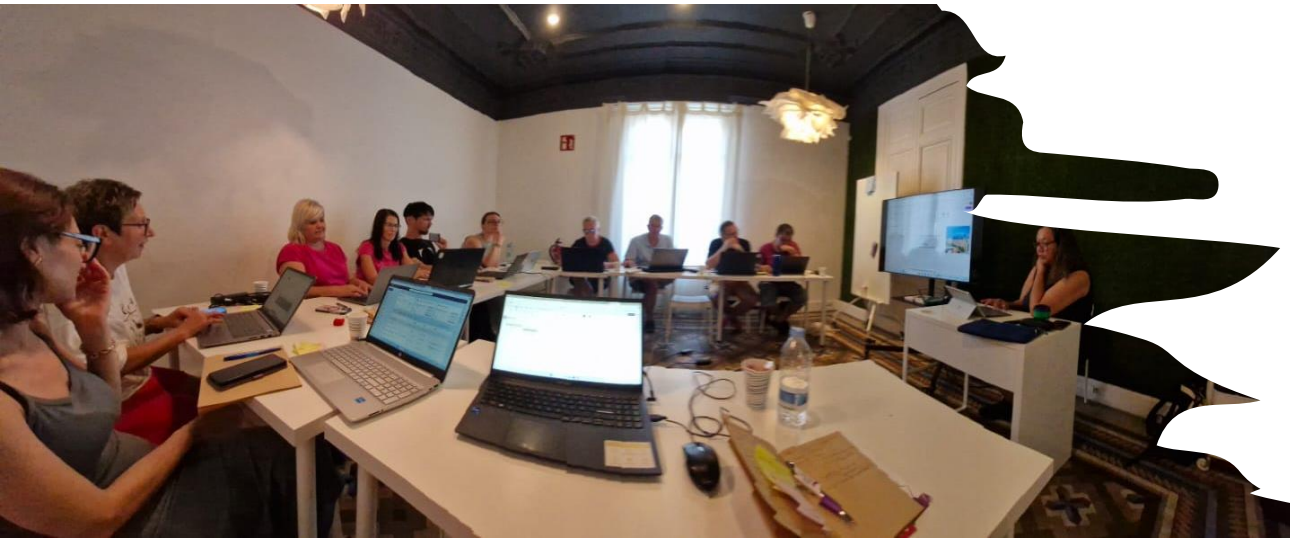
https://www.youtube.com/watch?v=mIMeB8xZt2o

Using these Microsoft tools in class

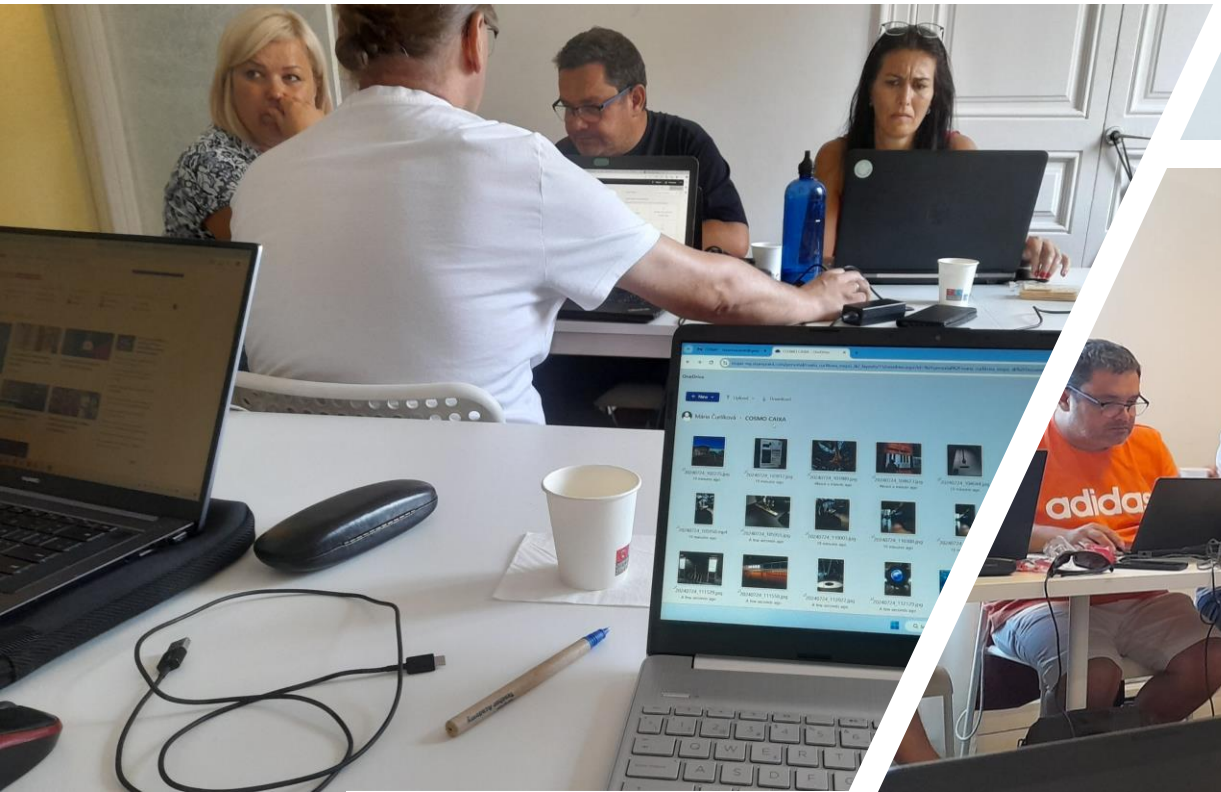
- Cooperating with the ICT teachers to ensure that the students know how to use these apps.
- Can be used in project-based learning, when students have educational visits and are split up in groups, with each group having a specific task at hand.
- Each group, depending on their skills competences, can then be asked to present their findings using a particular app, such as a PowerPoint presentation, Sway or a video using ClipChamp.
- Then, the students can share this information in a Folder on OneNote that the teacher creates. The teacher can monitor who is working and correct the work shared there whilst the information is being added to OneNote.

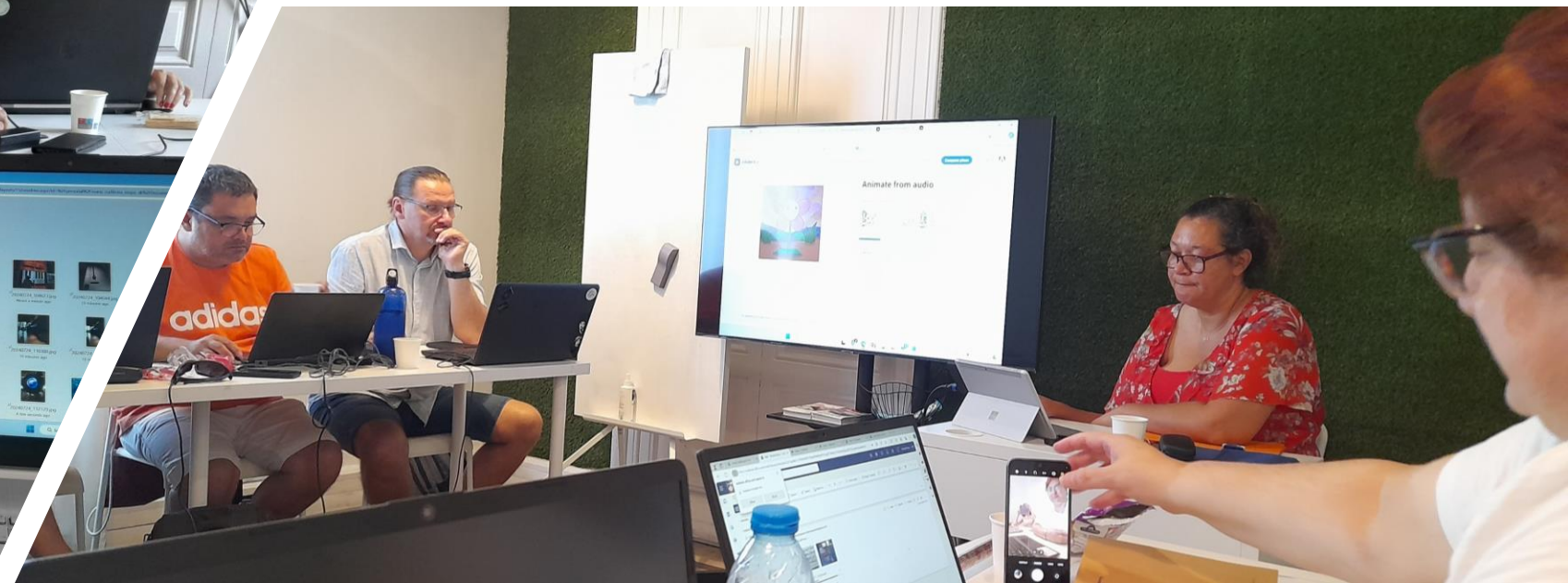






Some group and afterschool activities photos

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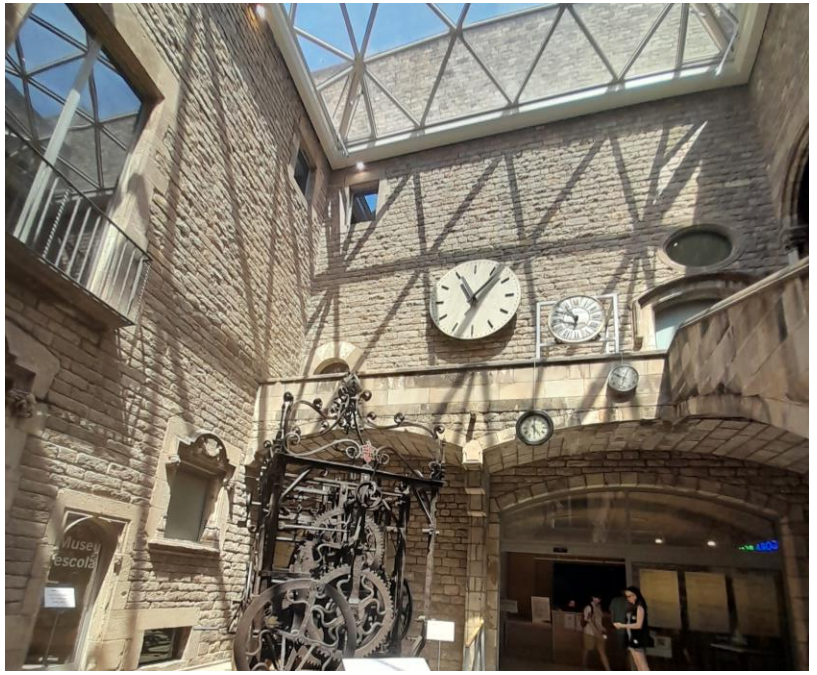

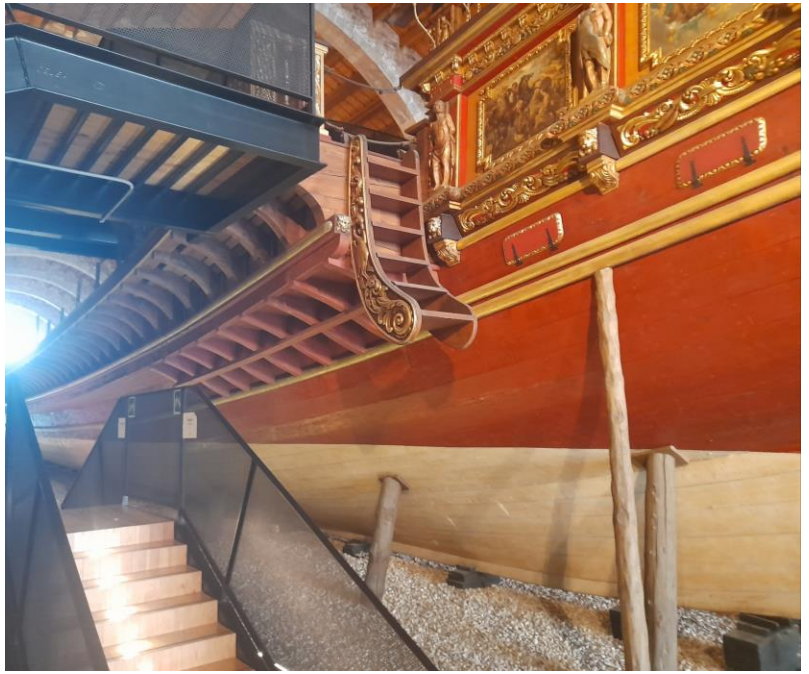

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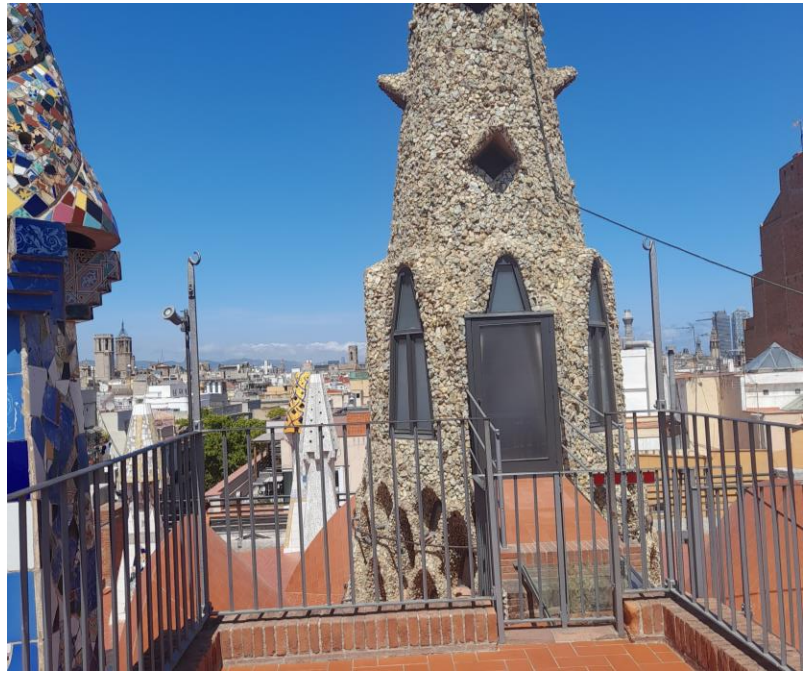

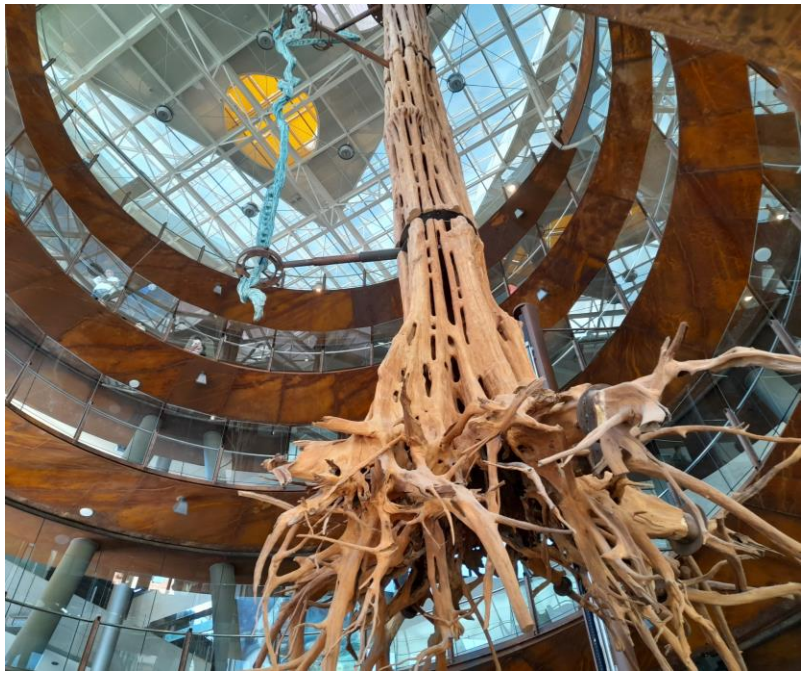

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Museu de la Ciència
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Lire aujourd'hui dans
LE SOIR
Quand
PICASSO
était pompier...
DIX ANS DE SOUVENIRS