

Microsoft Office 365 training

Free professional learning for DoE teachers



Free Microsoft Office 365 training for K-12 teachers in Southern NSW

Microsoft Teacher Ambassador, Megan Townes, will work with teachers to build and extend their Office 365 skills through a series of 'hands-on workshops' and 'twilight presentations' exclusive to DoE teachers in the Wagga Wagga Operational Directorate. Megan has been a classroom teacher for the past 10 years and is excited to share the best tips and tricks for teaching and learning with Office 365.

The hands-on workshops will explore the same content as the twilight presentations but with participants spending time engaging with the content on their own devices. The twilight presentations will be more of a showcase of the content covered in the day workshops.

Hands-on workshops	9.00 am - 3.00 pm
About	These hands-on workshops will be personalised and adapted to meet you where your skills are at. You will need to bring your own laptop to the workshop. Numbers are limited to 30 for the session. Use your DoE email address to sign up.
Outline	<ul style="list-style-type: none"> Using OneDrive in and out of the classroom The Wonders of OneNote, Class Notebook and Staff Notebook Flipping PowerPoint with Office Mix Sway this way with presentations, reports and eTextbooks Showcase
Dates and Locations	<p>Monday 12th September at Mulwaree High School (Goulburn) Register: https://www.eventbrite.com.au/e/discover-office-365-registration-27123123994</p> <p>Tuesday 13th September at Gundagai High School Register: https://www.eventbrite.com.au/e/discover-office-365-registration-27123164114</p> <p>Wednesday 14th September at Wagga Wagga High School Register: https://www.eventbrite.com.au/e/discover-office-365-registration-27123212258</p> <p>Thursday 15th September at Cowra High School Register: https://www.eventbrite.com.au/e/discover-office-365-registration-27123278456</p>

Twilight presentations	4.00 pm - 6.00 pm
About	These sessions will be in a lecture-format, so feel free to bring your own device to the session

Twilight presentations 4.00 pm - 6.00 pm

but it isn't compulsory. Teachers from DoE schools only are invited to attend, so bring a group of teachers from your school or just bring yourself. Use your DoE email address to sign up.

Outline

- Collaborating in and out of the classroom with OneDrive for Business
- Quizzes, feedback, and surveys with Microsoft Forms
- Flipping PowerPoint with Office Mix
- Sway this way with presentations, reports and eTextbooks
- The Wonders of OneNote, including Class Notebook and Learning Tools

Dates and Locations

Monday 12th September at Mulwaree High School (Goulburn)

Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123416870>

Tuesday 13th September at Gundagai High School

Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123433921>

Wednesday 14th September at Wagga Wagga High School

Register: <http://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123452978>

Thursday 15th September at Cowra High School

Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123472035>

Additional information for participants

While the cost of this workshop is free, casual relief costs are to be met by your school. Principal approval is required prior to registration. Morning tea and lunch will be provided.

More professional learning:

Sign in to the Microsoft Australian Educator Community (<https://www.microsoft.com/en-au/>) using your DoE username and password, then view more Microsoft training for DoE teachers at <http://education.microsoft.com/australia>.

Teach and Learn with Microsoft (<http://bit.ly/tandlmicrosoft>) - a guide to Microsoft support for teachers - written for teachers by teachers.

For more information contact

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<http://education.microsoft.com/australia>

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Free Microsoft Office 365 training for K-12 teachers in Northern NSW

Microsoft Teacher Ambassador, Megan Townes, will work with teachers to build and extend their Office 365 skills through a series of 'hands-on workshops' and 'twilight presentations' exclusive to DoE teachers in the Tamworth Operational Directorate. Megan has been a classroom teacher for the past 10 years and is excited to share the best tips and tricks for teaching and learning with Office 365.

The hands-on workshops will explore the same content as the twilight presentations but with participants spending time engaging with the content on their own devices. The twilight presentations will be more of a showcase of the content covered in the day workshops.

Hands-on workshops	9.00 am - 3.00 pm
About	These hands-on workshops will be personalised and adapted to meet you where your skills are at. You will need to bring your own laptop to the workshop. Numbers are limited to 30 for the session. Use your DoE email address to sign up.
Outline	<ul style="list-style-type: none"> ▪ Using OneDrive in and out of the classroom ▪ The Wonders of OneNote, Class Notebook and Staff Notebook ▪ Flipping PowerPoint with Office Mix ▪ Sway this way with presentations, reports and eTextbooks ▪ Showcase
Dates and Locations	<p>Monday 24th September at Camden Haven High (Laurieton) Register: https://www.eventbrite.com.au/e/discover-office-365-registration-27123123994</p> <p>Tuesday 25th October at Peel High School (Tamworth) Register: https://www.eventbrite.com.au/e/discover-office-365-workshop-registration-27123687680</p> <p>Wednesday 26th October at Armidale High School Register: https://www.eventbrite.com.au/e/discover-office-365-workshop-registration-27123789986</p> <p>Thursday 27th October at Coffs Harbour Senior College Register: https://www.eventbrite.com.au/e/discover-office-365-workshop-registration-27123803025</p> <p>Friday 28th October at Cessnock High School Register: https://www.eventbrite.com.au/e/discover-office-365-workshop-registration-27123822082</p>

Twilight presentations 4.00 pm - 6.00 pm

About These sessions will be in a lecture-format, so feel free to bring your own device to the session but it isn't compulsory. Teachers from DoE schools only are invited to attend, so bring a group of teachers from your school or just bring yourself. Use your DoE email address to sign up.

Outline

- Collaborating in and out of the classroom with OneDrive for Business
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- Flipping PowerPoint with Office Mix
- Sway this way with presentations, reports and eTextbooks
- The Wonders of OneNote, including Class Notebook and Learning Tools

Dates and Locations Monday 24th September at Port Macquarie
Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27163002271>

Tuesday 25th October at Peel High School (Tamworth)
Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123854178>

Wednesday 26th October at Armidale High School
Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123874238>

Thursday 27th October at Coffs Harbour Senior College
Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123890286>

Friday 28th October at Cessnock High School
Register: <https://www.eventbrite.com.au/e/discover-office-365-presentation-registration-27123937427>

Additional information for participants

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