

Design Document:

I. Summary

This course will be designed to build teachers' proficiency in their ability to navigate Microsoft Office 365 apps and support students' technical skills for a 21-century classroom. The professional development course inspires teachers to inform how to use programs such as Sway, Forms, One Note, and a few others so that they can be more efficient teachers that will empower students with modern technology. The goal will be to introduce teachers to at least 3 new apps to take into their classrooms so they can engage and collaborate with their students in a creative and impactful way.

II. NYS Learning Standards

New York State Professional Development Standards

- Content Knowledge and Quality Teaching: Professional development expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.
- Student Learning Environments: Professional development ensures that educators are able to create safe, secure, supportive, and equitable learning environments for all students.
- Technology: Professional development promotes technological literacy and facilitates the effective use of all appropriate technology.

NYS CSDF Standards

Digital Use

- 4-6.DL.4 Use a variety of digital tools and resources to create and revise digital artifacts.

III. Learner Analysis

The targeted audience will be 3-6 grade teachers in the David Paterson School community and possibly teachers throughout the Hempstead District. Teachers have only been equipped to interact with students via technology due to the recent pandemic. However, because it was a crashed course experience and short lived, there has been an immediate shift backwards in the delivery of teacher in the classroom. Teachers have not continued to use tech platforms to drive instruction. The extent of the Microsoft apps used in our schools consist of the same 3 programs: OneDrive, Outlook, and PowerPoint. Teachers need to be exposed to the next level experience within the Microsoft programs to foster more creative and tech forward learning for students.

IV. Course Learning Objectives

Upon completion of this course, teachers will be able to:

Create and share a Microsoft Forms

Create and share One Note

Create voice over on PowerPoint
Create and share Sway
Create and use Calendar
Create and share Microsoft Planner

V. **Lesson Content Analysis**

Day 1: Navigation of Microsoft Tools (10 minutes) Technology: Microsoft 365 app, laptop or desktop Procedure and Participant engagement: View of recorded video guide
Day 2 – Deep Dive into Microsoft Sway, Calendar & Planner (30minutes) Technology: Microsoft 365 app, laptop or desktop Procedure and Participant engagement: View of recorded video guide.
Day 3- Deep Dive into Microsoft Planner, One Note & Forms (30 mins) Technology: Microsoft 365 app, laptop or desktop Procedure and Participant engagement: View of recorded video guide.
Day 4- Refining & Upgrading Your PowerPoint and One Drive Skills (20 mins) Technology: Microsoft 365 app, laptop or desktop Procedure and Participant engagement: View of recorded video guide.
Day 5- Put to Practice, (25 minutes) Technology: Microsoft 365 app, laptop or desktop

VI. **Final Feedback and Attendance**