

## Fall 2020 Scope and Sequence: MIE Teacher Ambassador

Date of Training	Title of Training	Stakeholders	Delivery Method	Number /Type of Hours	PLZ Course Number	Outcomes
<b>MODULE I</b>						
Oct. 8, 2020	Getting Started as a Teacher Ambassador (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25549 Section #42393	<b>Participants will:</b> Understand roles, responsibilities, protocols, and expectations of being a school identified Teacher Ambassador for a successful 2020-2021 SY implementation.
Oct. 2020	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552  Section #42399	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level.
Oct. 22, 2020	Make-Up: Getting Started as a Teacher Ambassador	Teacher Ambassadors	Live Virtual Training via Teams	1.5hr.	Course #25549  Section #42419	<b>Participants will:</b> Understand roles, responsibilities, protocols, and expectations of being a school identified Teacher Ambassador for a successful 2020-2021 SY implementation.
<b>MODULE 2</b>						
Nov. 5, 2020	Microsoft Bookings (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25564  Section #42420	<b>Participants will:</b> Understand how Microsoft Bookings can be used to schedule meetings for staff and/or parents throughout the school year.
Nov. 2020	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552  Section #42400	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level.

Nov. 12, 2020	Microsoft Bookings (Make-up)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25564 Section #42421	<b>Participants will:</b> Understand how Microsoft Bookings can be used to schedule meetings for staff and/or parents throughout the school year.
<b>MODULE 3</b>						
Dec. 3, 2020	Microsoft Class Notebook (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25567 Section #42424	<b>Participants will:</b> Understand how Class Notebook can be used to organize teacher materials for distribution to students and provide feedback to students through the Notebook application.
Dec. 2020	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552 Section #42401	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level.
Dec. 10, 2020	Microsoft Class Notebook Make-Up:	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25567 Section #42425	<b>Participants will:</b> Understand how Class Notebook can be used to organize teacher materials for distribution to students and provide feedback to students through the Notebook application.

## Spring 2021 Scope and Sequence: MIE Teacher Ambassador Trainings

Date of Training	Title of Training	Stakeholders	Delivery Method	Number /Type of Hours	PLZ Course Number	Outcomes
<b>MODULE 4</b>						
Jan. 7, 2021	Microsoft Forms (Mandatory)	Teachers, school- based leaders	Live Virtual Training via Teams	1.5 hr.	Course #25570 Section #42429	<b>Participants will:</b> Understand how Microsoft Forms can be used to assess students, collect feedback, and collaborate with others.
Jan. 2021	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552 Section #42402	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level
Jan. 14, 2021	Microsoft Forms (Make-up)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25570 Section #42430	<b>Participants will:</b> Understand how Microsoft Forms can be used to assess students, collect feedback, and collaborate with others.
<b>MODULE 5</b>						
Feb. 4, 2021	Microsoft PowerPoint LIVE (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course # 25573 Section #42436	<b>Participants will:</b> Understand how to use PowerPoint LIVE to work with presentations directly by adding closed captioning functions for bilingual students. Also, view, create, and edit files on the go from the website where the presentations are stored.
Feb. 2021	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552 Section #42403	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level
Feb. 11, 2021	Microsoft PowerPoint LIVE Make-Up:	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course # 25573	<b>Participants will:</b> Understand how to use PowerPoint LIVE to work with presentations directly

					Section #42437	by adding closed captioning functions for bilingual students. Also, view, create, and edit files on the go from the website where the presentations are stored.
<b>MODULE 6</b>						
Mar. 4, 2021	Microsoft Sway (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course # 25575 Section # 42438	<b>Participants will:</b> Understand how Microsoft Sway can be used to create and share interactive reports, personal stories, and presentations.
Mar. 2021	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552 Section #42404	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level
Mar. 18, 2021	Microsoft Sway Make-Up:	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course # 25575 Section # 42439	<b>Participants will:</b> Understand how Microsoft Sway can be used to create and share interactive reports, personal stories, and presentations.
<b>MODULE 7</b>						
Apr. 8, 2021	Microsoft One Drive (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course # 25576 Section #42442	<b>Participants will:</b> Understand how OneDrive can be used to store important files securely for access virtually anywhere.
Apr. 2021	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552 Section #42405	<b>Participants will:</b> Understand how OneDrive can be used to store important files securely for access virtually anywhere.
Apr. 15, 2021	Microsoft One Drive (Make-Up)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course # 25576 Section #42443	<b>Participants will:</b> Understand how OneDrive can be used to store important files securely for access virtually anywhere.
<b>MODULE 8</b>						

May 6, 2021	Microsoft Stream (Mandatory)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25579 Section# 42446	<b>Participants will:</b> Understand how Microsoft Stream can be used as a collaboration tool to share recordings, meetings, presentations, and training sessions.
May 2021	Weekly Check-in (Mandatory)	Teacher Ambassadors	Live Virtual Support via Teams	30 min.	Course #25552 Section #42418	<b>Participants will:</b> Have the opportunity and space to reflect on data, review trends, and gain clarity and/or insight around questions noted at each specific school-level
May 13, 2021	Microsoft Stream (Make-Up)	Teacher Ambassadors	Live Virtual Training via Teams	1.5 hr.	Course #25579 Section# 42447	<b>Participants will:</b> Understand how Microsoft Stream can be used as a collaboration tool to share recordings, meetings, presentations, and training sessions.