



for Education Fundamentals Training & Teacher Re-certification Point Checklist

<https://education.microsoft.com/courses-and-resources/courses>

Log in using your PGCS Office 365 Account:

By watching videos, and doing activities, you'll learn how to integrate Office 365 in your classroom and earn re-certification points. You can start and stop lessons at any time; The Microsoft Training Center will track your progress through the courses.

Units & Lessons	Expected Lesson Time	Completion Date	Teacher's Initials	ITRT/ Admin Initials
Pedagogy (3 points)				
UNIT 1: Get Ready to Use Technology in the Classroom	150 minutes Expected Lesson Time			
Digital Citizenship	30 min			
Introduction to the Inclusive Digital Literacy	60 min			
Accessibility Tools: Meeting the needs of Diverse Learners	60 min			
Unit 1 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	3 Recertification Points Option: 8			
Learning paths (5 points)				
UNIT 2: Microsoft in the Classroom	75 minutes Expected Lesson Time			
Increasing instructional time, decreasing administrative tasks	20 min			
Helping teachers work with students that miss school	10 min			
Oline and blended learning	20 min			
Real-time feedback to students	15 min			
Staff collaboration using Groups in Office 365	10 min			
Unit 2 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	2 Recertification Points Option: 8			
UNIT 3: Microsoft in Education	135 minutes Expected Lesson Time			
Introduction to OneNote	45 min			
Introduction to Office Mix	45 min			
Introduction to Sway	45 min			
Unit 3 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	3 Recertification Points Option: 8			
Office 365 (7 points)				
UNIT 4: Empower student to do more with Office 2016	60 minutes Expected Lesson Time			
Empower student to do more with Office 2016	60 min			
Unit 4 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	1 Recertification Point Option: 8			

UNIT 5: Teacher Academy: Office 365	180 minutes Expected Lesson Time			
Teacher Academy: Office 365	180 min			
Unit 5 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	3 Recertification Points Option: 8			
UNIT 6: Teacher Academy: OneNote, the ultimate collaboration tool	180 minutes Expected Lesson Time			
Teacher Academy: OneNote, the ultimate collaboration tool	180 min			
Unit 6 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	3 Recertification Points Option: 8			
Skype in the Classroom (3 points)				
UNIT 7: Skype in the Classroom	60 minutes Expected Lesson Time			
Introduction to Skype in the Classroom	60 min			
Unit 7 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	1 Recertification Point Option: 8			
UNIT 8: Skype Collaborations	60 minutes Expected Lesson Time			
Skype Collaborations	60 min			
Unit 8 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	1 Recertification Point Option: 8			
UNIT 9: Virtual Field Trips with Skype in the Classroom	60 minutes Expected Lesson Time			
Virtual Field Trips with Skype in the Classroom	60 min			
Unit 9 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	1 Recertification Point Option: 8			
Class Notebook (1 points)				
UNIT 10: Class Notebook	60 minutes Expected Lesson Time			
Do a search in Microsoft Education for "Class Notebook". Do 60 minutes of research on using the class notebook in your classroom.	60 min			
Unit 10 Review <small>(Print & Attach Graded Unit Review for Credit/Points with 80% or Higher Accuracy)</small>	1 Recertification Point Option: 8			

Total Re-certification Points Earned		_____ out of 19 Possible Points
<i>Teacher's Signature & Date</i>		
<i>Administrator's Signature & Date</i>		