

INTEGRATING O365 APPS INTO CLASSROOM PRACTICE FINAL REPORT

PROJECT DESCRIPTION:

Last year we explored one of the apps available through Office 365, namely Class Notebook. As we learned more about this tool and its features, we discovered that Office 365 has many other apps that could and should be integrated into classroom practice. Microsoft also makes regular modifications to their already established tools and adds new features and functions, making them even better for our classrooms

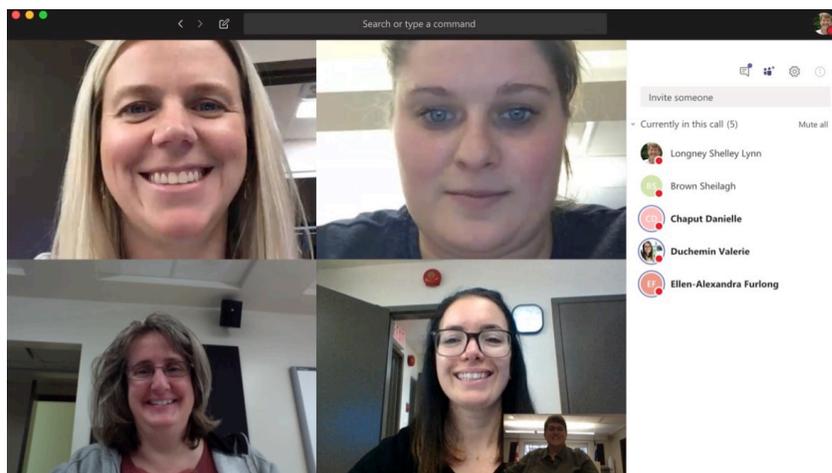
The project provided teachers time to explore, learn, collaborate and integrate other O365 tools into their practice as well as develop expertise they were able to share with their colleagues.

We explored Teams extensively. We also took time to work with Sway, Forms, Planner and Tasks. We took an even closer look at OneNote/ClassNote. Teachers experimented using these tools with their students. Each of these apps have valuable features which support student learning and teacher collaboration.

Synthesis of Journal Entries:

Day 1

- 1) We began the session looking at what participants had done since the end of our previous PDIG project (2017-18). We explored some issues they had had with OneNote and did some troubleshooting. One teacher talked about how she had used it with her PLC team, another how they were using OneNote for notetaking and planning.
- 2) We reviewed the goals for this year's PDIG sessions.
- 3) We looked at the differences between OneNote and ClassNote and revisited some tools such as page distribution, content library and reviewing student work.
- 4) We took a quick tour of Teams and the Teacher Takeaways document. Afterwards, we each created a Team, added each other to the team and tested the various tools within Teams – Assignments, Conversations, Planner, etc. We even had a short video conference to test the video chat tool. See picture below.



Day 2

1) Participants shared their in-class experiences since our last meeting. Below are some highlights from their comments.

- A group of high school students were given time to explore the various O365 APPs on the iPad. Although there were a few password issues, they enjoyed the experience. Once these students are more comfortable with the tools, they will be going to a Cycle 3 class to initiate the younger students to Office 365 and the available tools. I made iPads available to the teachers for these sessions.
- The Cycle 3 teacher had difficulty using the devices available to her as the APPs were not up to date. It is for this reason that I will lend her a set of iPads to use when the high school students come to work with her students.
- Another high school teacher has been using Teams instead of Edmodo. Students were informed that once their Team was up and running, they would no longer be using Edmodo. She created a Team for the subject and then separate channels for each class. There was a slight password issue with this group as well but both issues have been worked out since then.
- One High School teacher tried OneNote to begin a new unit with her students. They had great success with the computers but some issues with mobile devices. We believe it was due to the fact that APPs and/or operating systems were not up to date on the devices.

2) Teachers were given work time to explore and/or create. Here's what they did.

- Teacher 1 - Explored and tested Class Team. Figured out how to organize her documents and assignments for teams. She added some of us to her Team to experiment and to be able to see what her students would see. We were removed from the class at the end of the day
- Teacher 2 – Explored and tested Class Team. She was able to set up and test her Team. Afterwards, she spent time setting up the Class Notebook for this team.
- Teacher 3 - Explored and tested Class Team. Once she was able to set up a Team, she added a Class Notebook and we did some testing using various devices. I pointed out a few solutions for the 'viewing' problem. She will be introducing the Team to her students when she returns to class.
- Teacher 4 - Explored and tested Class Team. She set up her team as well as the Class Notebook.
- All participants also spent time exploring and experimenting with the various tools that are available within Teams and OneNote.

Day 3

1. Feedback - Participants shared their class and collaborative experiences since our last meeting.

a. Alex and Valerie - Alex took a group of her high school students to work with Valerie's Grade 5 students.

i. Tasks

1. Alex worked with her leadership class for about 4 hours - Students explored Teams, Sway and other O365 tools. Students really like Sway. Her students were very motivated to work with the Elementary students.
2. Alex brought her group to work with Valerie's - The HS students each had a buddy and they showed them: Teams, Sways, PPT etc.
3. Valerie also used Teams with her colleagues. They're using it to share resources with each other and their principal.

ii. Questions/Concerns – The participating teachers still feel Edmodo is more 'school' friendly. Students can be muted but comments cannot be deleted. (This issue was fixed before the end of the project.) It was felt that more teacher 'control' is needed. Logging in and out with shared devices is an issue. The signing out process is a bit different with each APP.

- i. Positive Feedback - Both groups really enjoyed working with each other. The HS students took the responsibility seriously and the younger students were able to learn more due to the one-on-one time. The students did enjoy using the tools.
 - b. Danielle - Used Teams with her Chemistry Group. She created a Team and added them. Students downloaded the APP. Once students had their devices up and running it went quite smoothly. She used it to report grades. It worked well. She likes the Class Notebook that is attached to the Team. Overall, it's an okay tool but not enough to make her switch over from Edmodo. She would like to see the following: grade book - linked to excel document or GPI.
 - i. Issue - In conversation - When writing a note, you can only attach one file at a time. Can't choose multiple files.
 - c. Sheilagh - Students used OneNote for Geography. They used OneNote to do and hand-in assignments and Sheilagh was able to review and make notes in their notebook
2. PD - Participants were shown online PD resources to deepen their understanding and broaden their pedagogical uses of OneNote, Teams and other O365 tools. Time was given for participants to explore these resources, experiment and ask questions. Link for Resources - <https://www.onenoteineducation.com/?omkt=en-US> & <https://education.microsoft.com/courses-and-resources/courses>
3. Work Session - Participants worked on the following during the session to allow for testing and support from myself.
 - a. Valerie - Continued setting up her ELA Class Notebook to use with her students. We fixed syncing issue with her personal Notebook.
 - b. Alex – Continued adding to her OneNote plan book.
 - c. Danielle - Set up her Class Notebook for her Team and looked at embedding videos into OneNote
 - d. Sheilagh - Continued building her OneNote and explored Sway

Day 4

1. Presentation/Training by Microsoft rep Alexandra Le Marquand.
 - a. Teams – some highlights
 - i. Video Conference - Invite, share screen, participant controls, camera controls (blurred background, picture for background, etc.) Interesting option for conferencing with students.
 - ii. Teams - online & desktop - conversations vs chat, file management, different team types (Class, PLC, Staff, Anyone/Public), OneNote, Assignments (part of Class Team only), Team settings, member permissions, Class Material folder (view only for students), assignments (details, support resources, rubrics)
 - iii. ClassNote - Math Tools, dictation, Audio recordings, Reviewing work, comments,
 - iv. Link for resources aka.ms/alexlemar - These resources are available to all teachers using O365.

PROJECT GOALS

- Teachers developed knowledge and skills that will allow them to continue integrating Office 365 into their teaching practices, thus, allowing them to teach, manage classes and collaborate with their students.
- Teachers explored ways in which Office 365 can improve the organization and workflow for them as well as their students.
- Teachers explored the pedagogical applications of Office 365 and different ways to engage their students.
- Teachers examined the various platforms used by themselves, their colleagues and students, to manage their workflow. They explored the creation and workflow possibilities of Office 365 and evaluated the advantages of having a common platform.

- Teachers shared the knowledge and skills gained during the training sessions with their colleagues in their respective schools.
- Students saw teachers as learners.
- Students developed knowledge and skills that allowed them to use Office 365 as a tool for solving problems, expressing themselves creatively, thinking critically, collaborating with a variety of people and communicating in a variety of ways.
- Students shared the knowledge and skills gained with their peers as well as young students and were able to act as mentors in the class.
- The RECIT Consultant collaborated with the group and shared the experiences of this project (lessons learned, pitfalls) with other teachers during training.

PROJECT OUTCOMES

- This project allowed teachers to explore the various pedagogical applications of Office 365.
- Teachers collaborated with colleagues within this group and at their own schools.
- Office 365 was used throughout the project to support participants face-to-face as well as through virtual tools. Teachers and students became more familiar with the various tools and integration of these tools within the curriculum is beginning to happen.
- Teachers have been encouraged to share resources in the O365 Group as well as populating their own class Notebook with appropriate material.
- The teachers in this group can now see the potential of O365 and after the final session, have decided to move from Edmodo to Class Teams. They also plan on encouraging their colleagues to do the same.

REINVESTMENT

- In terms of benefits for the community, Teams and Notebook/ClassNote are great tools for collaboration, communication, file management as well as feedback. Having worked with the team of teachers, we now have “experts” within our organization who have and will continue to train and support their colleagues.
- The student training model, high school students training elementary students, was a huge hit. The teachers involved have agreed to continue using this model for O365 as well as for other purposes such as transition to high school.
- The resources made available to us during the training session with the Microsoft trainer are available to any educator using the O365 tools. We were given permission to share this resource with all. I have shared it internally and have also put the link here: aka.ms/alexlemar. The resources are contained in a shared notebook. Please note that the resources are in both English and French.