



E-LEARNING FOR MICROSOFT OFFICE 365

OVERVIEW

This modular course will focus on how e-learning allows teachers to improve and develop their online teaching using the Office 365 tools. It will also emphasize how online platforms can positively impact the professional self-development of teachers, and for better students' learning outcomes.

LANGUAGE

English / Malay

DURATION

Entire course: 2 weeks

Webinar (English):

Intro to OneDrive – 6th & 8th Apr 2020 (1 ½ hr)

Intro to Forms – 7th & 9th Apr 2020 (1 ½ hr)

Intro to Teams – 11th & 13th Apr 2020 (1 ½ hr)

Webinar (Malay):

Intro to OneDrive – 14th Apr 2020 (1 ½ hr)

Intro to Forms – 15th Apr 2020 (1 ½ hr)

Intro to Teams – 16th & 18th Apr 2020 (1 ½ hr)

TARGET PARTICIPANT

All teachers

METHODOLOGY

- ◆ E-Learning (fully online)
- ◆ Webinar
- ◆ Online discussion
- ◆ Online assessment

WEBINAR PRESENTER

- ◆ **Abdul Walid bin Misli**
- ◆ **Dyg Shahrifah binti Hj Mohd Shahlan**

COURSE FACILITATORS

BDTA Facilitators

LEARNING OUTCOMES

This modular course consists of 4 modules:

1. Introduction to e-Learning (Compulsory)

At the end of the module, participants will be able to:

- Understand the basics of e-learning and its various definitions
- Recognise the benefits of e-learning
- Distinguish and determine which type of e-learning is best to use according to needs

2. Create assessments with Forms (Compulsory)

At the end of the workshop, participants will be able to:

- Familiar with Forms
- Creating quiz with Forms: Adding title, Adding description, Adding questions, Selecting type of questions, Adding image, Adding (selecting) Answer
- Sharing the quiz with students
- View Responses and Reports

3. Share documents with students using OneDrive (Compulsory)

At the end of the workshop, participants will be able to:

- Familiar with One Drive
- Upload files and folders to OneDrive
- Create, edit and save files in OneDrive
- Manage folders and files (delete, move, copy and rename)
- Share file or folder in OneDrive

4. Engage and collaborate with students using Teams (Optional)

At the end of the workshop, participants will be able to:

- Familiar with class Teams
- Create virtual class in Teams, and add students to your class
- Apply conversation with students Post
- Create assessments with Assignment
- View students' responses through their grade & report
- Identify and understand best practices in using Teams in education
- Organise a meeting with your students
- Host a pre-recorded lesson