

Stone recommends Windows.



STONE EDUCATION

Technology Training for Teachers

As a result of our 30 years' experience working with Schools and Academies, we understand the complex world of education and the changing demands placed on school leaders and teachers. The continual drive for school improvement, to raise standards and do more for less has always existed; however now we need to achieve this through a hybrid learning environment. To help you, Stone has put together an exciting suite of Microsoft based training courses, which serves to deliver a better learning experience for everyone.



www.stonegroup.co.uk

WHERE WILL THE TRAINING TAKE PLACE?

Each training session can be held online within your school Microsoft Teams environment or if deemed safe on-site at your school. Either of these options will allow your staff to have access to tools and devices they are already familiar with.

HOW MANY PEOPLE CAN ATTEND A COURSE AT ANY ONE TIME?

We would recommend 10-20 delegates for each session. This allows us to be able to focus our attention on making sure that everyone gets the most out of the training and leaves feeling confident about using the tools and techniques to enhance teaching and learning.

WHO WILL BE LEADING THE TRAINING SESSION?

We have our very own experienced education consultants who will be delivering each course you wish to take.

HOW IS A TRAINING DAY STRUCTURED?

We recommend that you consult with our Education Training Consultant and determine how best to allocate the time. This could be two half days, or three twilight sessions online, or even breaking it down to 1-hour sessions, over a period of time to meet the needs of your staff members.

WHAT IF WE'RE NOT USING OFFICE 365, TEAMS OR THE CLOUD?

If you're not currently using Office 365, Teams or the Cloud within your school, but are thinking of going down this route and want to find out more; we have a Professional Services Team who are on hand to talk about your vision and plans.

All you need to do is give them a call on **08448 22 11 22** or e-mail marketing@stonegroup.co.uk, and they'll advise you on the next steps to take.

Stone are also partners on the DfE initiative to help schools adopt remote e-learning platforms, new devices and improved connectivity across the UK. Subject to eligibility. The scheme offers grants of up to **£2,000 for your school** to help fund the implementation of a 'Digital Education Platform'.

To support this great DfE initiative further, we are also offering 30 days free technical support to any school who chooses to partner with Stone for their Microsoft Office 365 Digital Education Platform.

[Find out more about our commitment here >](#)

COURSES

ONENOTE CLASS NOTEBOOK



An introduction to OneNote Class Notebook and the interface.

- Providing an overview of this incredibly powerful tool and how it can be used in the classroom.
- Creating a bespoke class notebook for your team and managing the deployment of that notebook.
- Adding and removing sections and pages. Adding and removing content and creating content in the team notebook.
- Deploying notebook pages to all students, and looking at how students could use the notebook as a teaching and learning tool.

ADVANCED ONENOTE CLASS NOTEBOOK



- An advanced course for OneNote in the classroom will look at adding video, animation and graphics to the collaboration area and class content library.
- It will also focus on assessment tools, marking students work and look at how to use OneNote as a complete workbook.
- Setting class Notebook pages as assignments.
- Marking and grading work.

MICROSOFT TEAMS FOR EDUCATION



- How to create a team, selecting and adding your students, selecting and adding your teachers. Renaming and changing the artwork on your team.
- Introduction to using posts. Using all the rich features of posts including praise and embedding of documents and assignments.
- Introduction to the file section including uploading folders and files and downloading and storing all documents in the team. Creation of folders and how to manage folder hierarchy.
- Creating a bespoke class notebook for your team and managing the deployment of that notebook. Adding and removing sections and pages. Adding and removing content and creating content in the team notebook.
- Deploying notebook pages to all students and looking at how students could use the notebook as a teaching and learning tool.
- Setting assignments in three different ways. Using the assignments tool to manage class homework and classwork. Demonstration of how students complete work and upload their work to use.
- Example of feedback and marking on students' assignments and using the gradebook to understand which students have completed their work.
- Accessing assignments from the grade section and giving multiple feedback to students.
- Effective in managing students' assignments and keeping on top of work handed in.
- Using chat to communicate with other members of staff and students. Creating voice and video calls from chat.

MICROSOFT SWAY FOR TEACHING & LEARNING



- Understand the use of Sway as an aid to teaching and learning. Look at the ways in which Sway allows students to develop a highly photographic project.
- The session will also include an opportunity to create a Sway relevant to each individual's subject.
- Introducing how to add video content created by the user, edited and uploaded to the video platform.
- The OneNote cropping tool will also be demonstrated.
- The course will also cover teaching and learning plans to use Sway as a school information delivery tool.

MICROSOFT FORMS FOR TEACHING & LEARNING



- Create surveys, quizzes, and polls, and easily see results as they come in. Discover how to implement into Teams and Teaching & Learning.
- Invite others to respond to your form using any web browser, and even on mobile devices.
- Use built-in analytics to evaluate responses as they're submitted.
- Export form data, such as quiz results, to Excel for additional analysis or grading.
- Integrate Forms into Class Notebook and One Notebook.

MICROSOFT ONLINE EXCEL FOR TEACHING & LEARNING



- Understand the use of Excel for teaching and learning in multiple subjects.
- Discover basic Excel features, and see how to format your tables in Excel.
- Learn how to easily create charts, and insert them in your tables.
- Analyse your data, and create simple synthesis.
- User interface and specific terms.
- Management of workbook sheets, browsing within a document.
- Automatic formatting, customising options and views.

MICROSOFT ONLINE WORD FOR TEACHING & LEARNING



- This will cover the full use of Microsoft Word for effective teaching and learning.
- Begin with the basics of creating Microsoft Word documents.
- Various techniques to create dynamic layouts.
- Preparing documents for printing and exporting.
- Format documents effectively using Microsoft Word styles.
- Control page formatting and flow with sections and page breaks.
- Create and manage table layouts.
- Work with Tab Stops to align content properly.
- Perform Mail Merges to create mailing labels and form letters.
- Build and deliver Word forms.
- Manage Templates.
- Integrate documents in Teams, OneNote and assignments.

MICROSOFT ONLINE POWERPOINT FOR TEACHING & LEARNING



- Using PowerPoint for effective teaching and learning.
- Modifying the PowerPoint environment.
- Customising design templates.
- Adding SmartArt and math equations to a presentation.
- Working with media and animations.
- Collaborating on a presentation.
- Customising a slide-show.
- Securing and distributing a presentation.

MICROSOFT STREAM FOR TEACHING & LEARNING



- Using Microsoft Stream for effective teaching and learning.
- Using the video service to upload, view, organise, and share videos securely.
- Create live events across Microsoft Stream and Microsoft 365.
- Management of video assets.

MICROSOFT OFFICE TOOLS FOR TEACHING & LEARNING



- Demonstrating how to effectively use the mix of Office tools to enhance and develop teaching and learning opportunities for students in class. This course will be a practical session for staff to bring along teaching material and be shown how to implement material into the Office mix.
- This session will look at the use the whiteboard tool.
- Development of the Teams environment for effective teaching and learning.

MICROSOFT COMMUNICATION TOOLS FOR TEACHING & LEARNING

- Using chat to communicate with other members of staff and students.
- Creating voice and video calls from chat.
- Arranging and running face to face meetings.
- Arranging and performing online Lessons.
- Using chat on a smartphone.
- Using calls in Teams.
- Controlling a meeting.
- Recording a meeting.

MICROSOFT 365 BESPOKE TRAINING FOR SCHOOLS



- This option allows the school to work with the Education Training Consultant prior to training and provide a school driven bespoke package of training options to suit the needs of the school. This will include active pedagogical practice and advice on delivering online lessons.

MICROSOFT 365 SHAREPOINT AND SITES



- Hands-on session for teaching and support staff to use sites and create a teaching and learning environment that supports learning within the school and OneNote classroom development.
- Rediscover how to use the functionalities of Outlook and other Office products as a teaching and learning tool with this back to basics, re-introduction to Office course.
- It will demonstrate how to effectively use all the different tools and features within Office, save work in the correct folders and show how to use the comments feature and annotate work. OneDrive will also be covered within this session.

The logo for Stone Group, featuring the word "stone" in a bold, white, lowercase sans-serif font. The text is centered within a dark green, rounded, teardrop-shaped background. The entire logo is set against a background of a smiling young boy in a classroom, with a blue and green color gradient overlay.

stone

☎ 08448 22 11 22

✉ marketing@stonegroup.co.uk

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