



Delivered in Partnership with



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Who are Tablet Academy?

Tablet Academy is a device agnostic independent organisation created to support educational institutions to transform teaching and learning, through the integration of new and existing technologies.

Through consultancy and training services, our team of current and former teachers are working to close the gap between the classroom and the ideology of the 'Ed-Tech' industry.

As educators from both the state and independent sector, our experience of supporting over 600 schools and training more than 12,000 teachers a year helps us to understand how schools work, and the pressures they face. This is why we focus on developing people and don't focus on the technology.

Tablet Academy provides a range of services including hands-on training for teachers, experience days for pupils, independent advice for school leaders and evangelism events for its industry partners.

Introduction

The following document has been created to introduce a selection of training courses and consultancy services we are delivering on a regular basis to schools adopting Office 365.

These are courses that demonstrate tools that can be applied in all subject areas for both primary, secondary, further and higher education.

More specific training can be provided and is identified through consultancy with the individual educational institutions.

The focus of the services is to embed the use of technology into lessons, we focus on how the solutions can be utilised in the classroom. It is training designed for teachers and classroom practitioners. It is not technical training.



Teaching with Technology Skills Audit

Aims & Overview

The competence and confidence of teachers using technology is one of the biggest factors in influencing its effective use to enhance teaching and learning. The Tablet Academy offers digital skills audit services in order to provide schools with a snapshot of their teachers' skills. This can assist with the planning of a training program that is relevant and meaningful.

Prerequisites

Teachers must be able to complete an online survey.

Delivery

A basic skills audit is completed by all school staff online. Results are then collated and a simple report including training recommendations is provided. The detailed skills audit is a combination of the online survey and an on-site visit to interview key members of staff. Following this a more detailed report and professional development plan is provided.

Content

There are two different packages:

Basic Skills Audit

Teachers complete an online survey, where they rank their skill level across a range of applications and digital tools. The survey has been designed to assess a range of skills and provides the basis for a basic benchmark to compare competencies. A report summarising these results is prepared by a consultant from the Tablet Academy outlining the strengths and weaknesses of the staff. If a school wishes to make detailed changes to the online survey, additional costs may be charged.

Detailed Skills Audit

In addition to the online survey, this package also includes a day's visit by a consultant to meet and interview staff, a detailed CPD and Planning report analysing each key skill area, review of the school's digital strategy and summary of staff reactions, opportunities and concerns.



Office 365 for the Classroom

Aims & Overview

Office 365 contains not only the newest versions of Word, Excel, PowerPoint and Outlook but a range of powerful tools for teaching and learning including the amazing potential of "the cloud". The aim of this course is to introduce participants to Office 365 outlining what it is and how teachers can use it in their lessons and also make their planning and preparation more efficient.

Prerequisites

Basic computer use - creating and saving documents, organising files.

Delivery

This course is designed to be "hands-on" and can be delivered as either a half day overview or full day covering the content in greater depth.

Content

The content covered can be adapted to the requirements and skills of the participants as agreed upon by a school.

Course outcomes could include:

- Understand what Office 365 is and basics of cloud computing
- Gain an overview of the key tools in Office 365 and how it differs from other versions of Office
- Navigate around applications in the web interface
- Use Outlook Web App to manage e-mail
- Use the Calendar to add appointments and manage meeting requests
- Understand the similarities and differences of Online and Desktop applications
- Open, save and share documents using OneDrive for Business with Word Online, Excel Online and PowerPoint Online
- Save files from desktop Office applications to OneDrive for Business
- Use Online and Desktop applications for collaboration, review and to provide feedback
- Utilising OneNote as a digital notebook
- Access and share files using in Sites
- Participate and host communication via text, audio and video and present content using Skype for Business
- Post a contribution to a discussion in Yammer
- Find documents and create Boards using Delve
- Utilise Video for viewing and hosting videos



Using Office Mix & Sway to develop engaging learning materials

Aims & Overview

Most teachers know how to use PowerPoint and so they'll be excited to explore Office Mix - a free add-in from Microsoft, designed to give their presentations "super-powers"! In this course you will learn how to use Office Mix to develop online, interactive learning materials and explore how to use it with the "flipped classroom" approach. You will also discover the analytics for Mixes and how they can be used for assessment.

Sway is an easy to use yet powerful, web-based canvas for content that displays beautifully on screens of all sizes from a mobile phone through to a projector. We will show how Sway can be used by teachers to develop engaging learning materials and portfolios.

Prerequisites

Create and edit basic PowerPoint slideshows.

Delivery

This course is designed to be "hands-on" and can be delivered as either a half day overview or full day covering the content in greater depth.

Learning Outcomes

The content covered can be adapted to the requirements and skills of the participants as agreed upon by a school.

Course outcomes could include:

- Understand how to access and install Office Mix
- Locate and interact with Mixes in the Gallery
- Create a Mix from a PowerPoint presentation with inking, video, audio
- Insert quizzes, apps and other interactive elements into a Mix
- Understand publishing options and publish a Mix to the Mix website
- Review analytics for assessment
- Share Mixes with a range of different audiences
- Understand how Office Mix can be used for teaching and learning
- Review and present existing Sways
- Understand the key features of the Sway interface
- Create a Sway from scratch and by importing a document
- Enhance the Sway with designs styles and navigation elements
- Embed content from other sources
- Preview and share and collaborate with Sway
- Explore scenarios using Sway as a presentation tool and portfolio with students



Organising and Collaborating with OneNote

Aims & Overview

This workshop is designed for teachers to learn how to use OneNote as a digital notebook for capturing and organising notes, equations, to-do lists, images, photos, text, video, documents, audio and more. It also covers how this powerful tool can be used as a personal and collaborative notebook for a class of students and groups of teaching staff.

Prerequisites

Create and edit basic documents in Microsoft Word.

Delivery

This course is designed to be "hands-on" and can be delivered as either a half day overview or full day covering the content in greater depth.

Learning Outcomes

The content covered can be adapted to the requirements and skills of the participants as agreed upon by a school. Course outcomes could include:

- Understand what OneNote is and an overview of the interface
- Take notes using text, inking, audio, video, images and more
- Capture research from the Web into a Notebook using a variety of tools and with referencing
- Collaborate with others using a shared notebook
- Create a OneNote Class Notebook to set up a shared notebook for a class of students
- Explore a range of scenarios to utilise OneNote for teaching and learning



Communicating and Collaborating with Yammer & Skype For Business

Aims & Overview

Yammer is a safe and secure social network that is integrated as part of Office 365. Students in the 21st century are often familiar with the use of social networks and Yammer allows teachers to harness their benefits they provide for communication and collaboration in a managed and controlled environment. Yammer has a multitude of applications to education which will be explored in scenarios throughout the course.

Skype for Business is a tool to communicate within a school and externally via text, audio and video. It is a powerful tool for communicating with others and hosting online lessons.

Prerequisites

Basic understanding of social networks e.g. Facebook, Twitter etc.

Delivery

This course is designed to be "hands-on" and can be delivered as either a half day overview or full day covering the content in greater depth.

Learning Outcomes

The content covered can be adapted to the requirements and skills of the participants as agreed upon by a school.

Course outcomes could include:

- Describe what Yammer is and understand its integration with Office 365
- Contribute to conversations and reply to threads
- Add polls and post feedback
- Create and administer Yammer groups
- Utilise Yammer in a variety of learning scenarios.
- Communicate using Skype for Business via text, audio and video
- Set up, schedule and participate in a Skype for Business conference all
- Host an online lesson with interactive elements e.g. Poll



Pricing

Standard rates

Half day consultancy	£400
Full day consultancy	£800
Half day training	£350
Full day training	£600
Basic Skills Audit	£800
Detailed Skills Audit	£1500

Support Packages

Bronze £2000

- 6 half day on-site support sessions.
- Special offers from Tablet Academy Partners.
- 25% off a ticket to the Tablet Academy VIP Annual Networking Dinner.
- Email support service.
- Priority opportunities with the Tablet Academy

Silver £3200

- 10 half day on-site support sessions.
- Save 10% on other Tablet Academy services, events and products.
- Special offers from Tablet Academy Partners.
- 50% off a ticket to the Tablet Academy VIP Annual Networking Dinner.
- Email support service.
- Priority opportunities with the Tablet Academy.

Gold £4500

- 15 half day on-site support sessions.
- Save 15% on other Tablet Academy services, events and products.
- Special offers from Tablet Academy Partners.
- 75% off a ticket to the Tablet Academy VIP Annual Networking Dinner.
- Email support service.
- Priority opportunities with the Tablet Academy.

Platinum £6000

- 20 half day on-site support sessions.
- Save 15% on other Tablet Academy services, events and products.
- Special offers from Tablet Academy Partners.
- Complimentary ticket to the Tablet Academy VIP Annual Networking Dinner.
- Email support service.
- Priority opportunities with the Tablet Academy.

VAT is added to all prices listed above.

