Microsoft Certified Educator (MCE) Course

The Microsoft Certified Educator (MCE) course validates that educators have the global educator technology literacy competencies needed to provide a rich, custom learning experience for students. MCE course is ideal for educators-in-training, faculty of teacher training colleges, and in-service educators. This course prepares you for Exam 62-193: Technology Literacy for Educators.

The course goal is also to provide trainers exposure to the many Microsoft technologies and resources that support student-centered learning based on authentic problems and projects while aligning to 21st century skills, NETS-S, and Common Core standards.

Duration: 3 days (24 hours)

Course agenda

- Facilitate student collaboration
- Facilitate skilled communication
- Facilitate Knowledge Construction
- Facilitate self-regulation
- Facilitate real-world problem solving and innovation
- Facilitate student use of Information and Communication Tools (ICT)
- Use ICT to be an effective educator

Course Outline:

Part 1: 21st Century Learning Design

Module 1: Transform learning with 21st century learning design

- Introduction
- Introduction to the 21st century learning design learning path
- Examine 21st century learning environments
- Explore the research behind 21st century learning design
- Understand the 21CLD rubrics

Module 2: Develop critical thinking skills with the 21CLD knowledge construction dimension

- Introduction
- Introduction to knowledge construction
- Design learning experiences with the knowledge construction rubric
- Support knowledge construction with Microsoft tools
- Knowledge construction in action

Module 3: Practice collaborative skills with the 21CLD collaboration dimension

- Introduction
- Introduction to collaboration
- Design learning experiences with the collaboration rubric
- Promote collaboration with Microsoft tools
- Collaboration in action

Module 4: Innovate learning with the 21CLD real-world problem solving and innovation dimension

- Introduction
- Introduction to real-world problem solving and innovation
- Design learning experiences with the real-world problem solving and innovation rubric
- Support real-world problem solving and innovation with Microsoft tools
- Real-world problem solving and innovation in action

Module 5: Improve communication skills with the 21CLD skilled communication dimension

- Introduction
- Introduction to skilled communication
- Design learning experiences with the skilled communication rubric
- Encourage skilled communication with Microsoft tools
- Skilled communication in action

Module 6: Develop learner executive function with the 21CLD self-regulation dimension

- Introduction
- Introduction to self-regulation
- Design learning experiences with the self-regulation rubric
- Support self-regulation with Microsoft tools
- Self-regulation in action

Module 7: Deepen educational experiences with the 21CLD ICT for learning dimension

- Introduction
- Introduction to ICT for learning
- Design learning experience with the ICT for learning rubric
- Integrate ICT for learning with Microsoft tools
- ICT for learning in action

Module 8: Embed 21st century skills with 21st century learning design

- Introduction
- Review the 21CLD dimensions
- Prepare to implement 21CLD
- Call to action

Part 2: Microsoft technologies and resources

Module 9: Explore the benefits of becoming a Microsoft Educator Trainer

- Introduction
- Become a Microsoft Educator Trainer
- Your role as a trainer
- Explore the training materials
- Use the Training Tracker (EduTrack)
- Plan and facilitate professional development
- Find your voice
- Wider impact of professional development
- Badges guide

Module 10: Assemble learners and staff with Microsoft Teams meetings

- Introduction
- Create meetings
- Educator-inspired new interface
- View options
- Differentiate with breakout rooms
- Host live events to stay connected
- Engagement and focus
- Purposeful meetings

Module 11: Work collaboratively with Staff and PLC Teams

- Introduction
- Distinguish Staff Teams from other teams
- Use Staff Teams for various educational needs
- Manage team members to optimize collaboration
- Focus on what matters: Avoid the email churn with conversations
- Private channels
- Collaborate on files for productivity
- Sync Files tabs locally for offline use
- Personalize Teams with apps

Module 12: Collaborate with colleagues through live Teams meetings and OneNote

- Introduction
- Collaborate with peers via PLC Notebooks
- Build structure into Teams with a Staff Notebook
- Work in the Collaboration Space to optimize efficiency
- Save time by scheduling meetings within Teams
- Ensure accessibility with live captioning in Teams meetings
- Turn data into meaningful information with Power BI and Teams
- Organize Teams notes and resources with OneNote
- Modify a PLC Team for learner concerns

Module 13: Create authentic assessments with Microsoft Forms

- Introduction
- Introduction to Microsoft Forms
- Pre-assessments
- Formative assessments - entrance and exit tickets
- Equations in Microsoft Forms
- Branching feature in Microsoft Forms
- Summative assessments
- Share Microsoft Forms with students and teachers
- Themes and settings for Microsoft Forms

Module 14: Digital storytelling with Microsoft Sway

- Introduction
- Introduction to Sway
- Start a new Sway

- Classroom newsletter
- The modern research paper
- Blended learning lesson
- Fine arts presentation
- Lab journal
- Adaptive and mobile
- Share and collaborate

Module 15: OneNote Staff Notebook: Tools for staff collaboration

- Introduction
- Get started with OneNote Staff Notebook
- Set up a OneNote Staff Notebook
- Get the most out of OneNote Staff Notebooks

Module 16: Engage and amplify with Flip

- Introduction
- What is Flip?
- Create a Flip account and your first group
- Create your first topic
- Students share their voice
- Meet the community!
- Resources
- Reflection

Part 3: Educator or School leader tools

Module 17: Teach forward: Best strategies for hybrid, remote, and blended learning

- Introduction
- Define blended learning
- Modalities of blended learning and the learning arc
- Use group discussion to support blended learning goals
- Blended learning and independent work
- Blend small group collaboration
- How to blend 1:1 check-ins
- Learning assessments
- Student and teacher reflection

Module 18: Accessibility: Build the foundation for inclusive learning

- Introduction
- Inclusive learning experiences
- Create a connected learning experience
- Create an independent learning experience
- Promote and cultivate learner organization
- Lessen cognitive load
- Build the foundation with hardware
- Monitor learner progress with comprehensive data

Module 19: Empower every student with an inclusive classroom

- Introduction
- Independent learning
- Read, listen, and watch independently
- Accessibility settings
- Create confidently
- Organize efficiently
- Collaborate inclusively

Module 20: Structure Teams through channels, tabs, files, and apps

- Introduction
- What's in a team?
- Get started: Create or join a team
- Establish the guidelines: Manage team members and their permissions
- Navigate the Teams space
- Share and collaborate with files
- Enhance learning with third party apps
- Better together: Add EDU partners to team sites

Module 21: Flipped instruction with PowerPoint Recorder

- Introduction
- Introduction to flipped lessons
- Get started
- How to use PowerPoint Recorder
- The value of inking in flipped lessons
- Add support content and interactives
- Assessment in your flipped lessons
- Share your flipped lesson

Module 22: Get started with OneNote

- Introduction
- Get started with OneNote (Windows 10)
- Add content to pages
- Customize and manage your notebooks