











Tara Hutchens

Completed Training as of Sunday, May 6, 2018

Completion Date	Name	Description	Estimated Duration	Points	Achievement
5/6/2018	Save time with Outlook	Quick Tip Video		0	
5/6/2018	Empower students to do more with Office 2016	Course	01:00	500	
5/6/2018	PDLN Connect, Communicate and Collaborate	This course is designed by PD Learning Network. Course highlights classrooms that have established norms for cooperation and collaboration and help kids to develop 21st century skills.	01:00	500	
5/6/2018	21st Century Learning Design	Learning Path	20:00	7,500	
5/6/2018	21st century learning design: Course 8 - embedding 21CLD in practice	This course will provide you with practical activities where you can reflect on your practice and on the practice of other teachers. This self-reflection and observation ensures that you can continue to enhance your professional practice using ICT, in order to develop your students' 21st century skills.	01:00	950	
5/4/2018	21st century learning design: Course 6 – real-world problem-solving and innovation	This course defines what we mean by problem-solving and the dimensions that should be present in such activities. Learn how to provide your students with opportunities to engage in real world problems and to apply their solutions or ideas in practice. To successfully complete this course, you must pass the assessment by answering at least 80% of the questions correctly.	03:00	950	

5/4/2018	21st century learning design: Course 5 – self-regulation	This course introduces you to the idea of self-regulation and the dimensions of working on long-term projects, students planning their own work and providing opportunities to revise work based on feedback. To successfully complete this course, you must pass the assessment by answering at least 80% of the questions correctly.	03:00	950	
5/4/2018	21st century learning design: Course 4 - knowledge construction	This course introduces you to the dimensions of Knowledge Construction so that students can build deep knowledge that they can transfer and apply in practice. To successfully complete this course, you must pass the assessment by answering at least 80% of the questions correctly.	03:00	950	
5/3/2018	21st century learning design: Course 3 - skilled communication	This course introduces the concept of skilled communication and supports teachers to design learning activities where young people can develop this important skill. To successfully complete this course, you must pass the assessment by answering at least 80% of the questions correctly.	03:00	950	
5/3/2018	21st century learning design: Course 2 - collaboration	This course explores the broader meaning of collaboration, and your understanding of it. You will learn to design lessons in which students can develop collaboration skills. You will be introduced to the dimensions of collaboration and learn to identify when lessons contain these dimensions. To successfully complete this course, you must pass the assessment by answering at least 80% of the questions correctly.	03:00	950	
5/3/2018	Free tools and apps	Resource		0	
5/3/2018	MIE Trainer: In person training courses	This resource page contains links to over 140 hours of face-to-face training content that you can use when delivering Microsoft training.. From the full-day MIE Teacher Academy, to OneNote and Office 365 training, get all the resources you need here!		50	
5/3/2018	Math worksheet generator	Resource		0	
5/3/2018	MIE Trainer: Peer coach training	Resource		0	
5/2/2018	MIE Trainer: About the program	Resource		0	




4/28/2018	21st century learning design: Course 1 - introducing 21CLD	This course gives an overview of the key 21st century skills of; collaboration, knowledge construction, self-regulation, problem-solving and innovation, information and communications technology (ICT) for learning, and skilled communication. It explores what learning looks like in the 21st century and how innovative teaching practices can support student learning to develop these skills. To successfully complete this course, you must pass the assessment by answering at least 80% of the questions correctly.	01:00	850	
4/28/2018	Teaching with Technology	Learning Path	18:00	7,500	
4/28/2018	Teaching with technology: Course 4 - organize and manage the use of ICT for your teaching	Course	04:30	1,875	
4/25/2018	Creating a digitally inclusive learning community	Learning Path	06:00	3,000	
4/25/2018	Assistive Technologies	Course	01:00	500	
4/24/2018	Developing a Digitally Literate Curriculum	Rather than 'rush to innovate', this course encourages you to pause for a moment, consider the needs of individual or groups of learners, then align curriculum delivery and development to meet their needs: child-centred innovation.	01:00	500	
4/24/2018	Developing a Digitally Literate Pedagogy	Before developing a rich digitally literate classroom, we must ensure that we are digitally literate ourselves! Teachers can easily be left behind as technology takes massive leaps forward. Learn to embrace change and look for opportunities to exploit the available digital resources to the max.	01:00	500	
4/24/2018	The Inclusive Educator	In partnership with the AFA, an introduction to the Achievement for All Employability Framework, which includes Digital Literacy, which is entirely focused on providing an inclusive education for all students from SEN, to the bottom 20% to the most able learners.	01:00	500	

4/24/2018	Introduction to Inclusive Digital Literacy	How can we equip every young person (especially those with special education needs and disabilities) to be digitally literate in a world where government, banking, insurance, shopping is all on-line... as well as much of our social and leisure lives too? This course attempts to set the scene for your education setting's development of digital literacy, whatever your starting point.	01:00	500	
4/24/2018	Teaching with technology: Course 3 - use basic ICT tools to support teaching and learning	Course	04:30	1,875	
4/24/2018	Teaching with technology: Course 1 - using ICT resources to support your teaching	This course develops foundational knowledge and awareness of the UNESCO ICT Competency Framework for Teachers (UNESCO ICT-CFT). It sets foundational knowledge of how government economic and educational policy relates to the practice of teaching and learning in the classroom and provides educators with a glimpse into what's possible when ICT is used effectively to support the acquisition of 21st century skills to ensure the success of students in today's global, knowledge based economy. To successfully complete this course and earn 1875 points, you must pass the assessment at the end with at least an 80%.	04:30	1,875	
4/23/2018	Teaching with technology: Course 2 - how do technology and pedagogy mix?	Course	04:30	1,875	
4/23/2018	Design, Deploy and Transform Workshop	Learning Path	24:45	8,250	 
4/23/2018	DD&T: Phase 5 - Evaluate Continuously/Evaluation Implementation Fidelity	Course	00:45	250	
4/22/2018	DD&T: Phase 4 - Activities	Course	00:45	250	

4/22/2018	DD&T: Phase 4 - Create a 21st Century Learning Environment	Effective 21st Century learning spaces are not limited to the traditional teacher-centered model for which many schools are designed. In a 1:1 'anywhere, anytime' learning model, learning spaces are transformed to enable a new more complete learning experience. Learning spaces are not only physical spaces, but also include virtual learning spaces and the tools to access them.	00:45	250	
4/22/2018	DD&T: Phase 4 - Plan Your Infrastructure for Scale	Your infrastructure is the backbone of your initiative and a key strategic asset. Any problems or weaknesses here will be echoed and amplified throughout the initiative. Be sure to anticipate infrastructure changes as the initiative expands so that learning objectives are not compromised.	00:45	250	
4/22/2018	DD&T: Phase 4 - Develop Your Understanding	Taking a vision and making it a reality requires leadership, focus and a great team. In this phase, the focus is on the steps that together cover the diverse range of tasks that underpin the fidelity of implementation.	00:45	250	
4/22/2018	DD&T: Phase 3 - Building Community Support: Communications Strategies	All stakeholders need to understand the vision for learning in a technology-rich environment and the steps you need to take to achieve it. A carefully designed communication plan can not only inform the parents and community, but also make them ardent supporters and advocates.	00:45	250	
4/22/2018	DD&T: Phase 3 - Ensure Equity & Sustainability: Funding Strategies	Any program to provide ubiquitous technology access must be based around basic principles that ensure access for all students. It is important when developing a funding model for schools that this can be done in a way that ensures both scalability and sustainability.	00:45	250	
4/22/2018	DD&T: Phase 3 - Implement Professional Learning Strategies	While it is easy and natural to focus on the logistics of ICT integration, professional development is the critical priority. A comprehensive professional development program in which professional learning is continuous and embedded in teaching practice and where educators participate in ongoing, meaningful action research to explore their teaching practices, can boost confidence, build competence and foster commitment among teachers.	00:45	250	



4/22/2018	DD&T: Phase 2 - Embrace New Roles for 21st Century Educators	As learning changes, what and how educators work also changes. No longer responsible mainly for the dissemination of information, educators are now mentors, coaches, advisors, learning strategists, and researchers exploring their own teaching practices. They understand they are working in partnership with their students and share responsibility for student learning rather than merely for teaching.	00:45	250	
4/22/2018	DD&T: Phase 2 - Explore Contemporary Learning	Providing students with ubiquitous technology access has the potential to radically change when students learn, where they learn, what they learn, and, most profoundly, how they learn. Learning and the learning environment will change. Ubiquitous technology allows the modern learner to be a self-directed, connected learner whose learning is inquiry-based.	00:45	250	
4/22/2018	DD&T: Phase 2 - Develop Your Understanding	Rethink every aspect of your learning environment based on your 1:1 vision and the technology-rich world our kids live in today.	00:45	250	
4/22/2018	DD&T: Phase 1 - Clarify Goals, Expectations, and Policy Priorities	Well-designed goals along with their expected outcomes define the actions you need to take to achieve your vision, as well as provide milestones as a way for you to gauge how well you are doing in this process. They provide a common language for all stakeholders to understand and discuss what the journey towards the vision will be.	00:45	250	
4/22/2018	DD&T: Phase 1 - Understand the Context for Change	Students are interacting with the world in a variety of new ways, which is changing the role and expectations of school. Understanding how the world is changing, the impact these changes are having on how young people learn, and how to best prepare young people to become contributors to this future society and economy is the starting point for rethinking learning for the 21st century.	00:45	250	
4/22/2018	DD&T: Phase 4 - Manage Implementation	Taking a vision and making it a reality requires leadership, focus and a great team. In this phase, the focus is on a number of steps that together cover the diverse range of tasks that underpin the fidelity of implementation.	00:45	250	
4/22/2018	DD&T: Phase 3 - Activities	Course	00:45	250	





4/22/2018	DD&T: Phase 3 - Initiate Change: Change Management Strategies	Explore and implement strategies for getting school faculty to first understand and then take ownership of the vision and the goals.	00:45	250	
4/22/2018	DD&T: Phase 3 - Develop Your Understanding	Explore the possibilities provided in a technology-rich learning environment and what is required to lead the shift.	00:45	250	
4/22/2018	DD&T: Phase 3 - Lead the Shift	If we do genuinely understand our current context, and we have a clear vision of how we might best respond to that, it is now the responsibility of leadership to make it happen. Leading the Shift implies a deep understanding of the possibilities provided in a technology-rich learning environment, and requires courage and a sincere commitment to contemporary pedagogical leadership.	00:45	250	
4/22/2018	DD&T: Phase 2 - Activities	Course	00:45	250	
4/22/2018	DD&T: Phase 2 - Redesign Teaching and Learning	If we accept the scale of change in the world around us, we must accept the urgent need to rethink, re-imagine, redesign the very nature of teaching and learning in a technology-rich world. With a well-defined vision and actionable goals, it's now possible to boldly analyze and shape all aspects of learning and teaching practice in order to achieve these goals and vision.	00:45	250	
4/22/2018	DD&T: Phase 1 - Activities	Course	00:45	250	
4/22/2018	DD&T: Phase 1 - Redefine Your Vision	Every school has a vision in some form, but it is essential that this is revisited and reviewed in light of the changing context in which our schools are placed. In the rapidly changing world in which our young people are growing up, what should be the vision for schools and how might this vision provide the best opportunities for students as functioning members of the broader society? Your vision represent your beliefs about the role of school in the 21st century and it should be constructed as a voice for the whole school community.	00:45	250	
4/21/2018	DD&T: Phase 1 - Develop Your Understanding	Young people are interacting with the world in a variety of new ways, which is changing the role and expectations of school. There is an urgent need to realign, rethink, and reimagine schools for today's learner.	00:45	250	

4/21/2018	DD&T: Phase 1 - A Compelling Case for Change	The workshop covers the full range of considerations for implementing 1:1. It's a guided conversation designed to be approached as a collective group.	00:45	250	
4/20/2018	Skype in the Classroom Expert	Learning Path	04:00	2,000	
4/20/2018	Become a Mystery Skype Master	Become an expert at Mystery Skype & use this game to transform your classroom!	01:00	500	
4/20/2018	Skype collaborations	Skype collaborations can be an exciting way to open up unique learning opportunities for your students.	01:00	500	
4/20/2018	Virtual Field Trips with Skype in the Classroom	Learn about Skype in the Classroom Virtual Field Trips	01:00	500	
4/20/2018	Introduction to Skype in the Classroom	Learn about how to use Skype in the Classroom	01:00	500	
4/20/2018	Design, Deploy & Transform Workshop (DD&T): Introduction	Microsoft in Education partnered with the Anytime Anywhere Learning Foundation (AALF) to develop the Design, Deploy & Transform workshop for regional/district leaders and school principals who are considering, planning, or starting to implement a 1:1 learning initiative. The workshop covers the full range of considerations and it's guided conversations are designed to be approached as a collective group.	00:45	250	
4/18/2018	OneNote Teacher Academy	In this learning path, you will be learn to navigate within the OneNote Windows 10 app structure, use OneNote tools effectively, create lesson plans, assessments, and learning activities using various tools in OneNote, create notebooks for student and teacher collaboration using OneNote Class Notebook, create notebooks for collaboration between the staff members using OneNote Staff Notebook.	03:45	1,825	









4/18/2018	Conclusion: OneNote Teacher Academy	This is the last step in completing the Office 365 Teacher Academy Learning Path. Complete the assessment, and you will earn your badge!	00:15	125	
4/18/2018	Integrate OneNote Class Notebooks with your Learning Management System	Learn how OneNote Class Notebook integrates with the top Learning Management Systems (LMS) and Student Information Systems (SIS) in schools and universities. Take a look at how you can utilize this tool to make handing out and grading assignments' super simple!	00:15	125	
4/18/2018	Make what's next through collaboration, citizenship, and creative thinking	Learning Path	03:00	1,500	
4/18/2018	The Science of Gaming	Course	01:00	500	
4/18/2018	OneNote: your one-stop resource	OneNote and OneNote Class Notebooks empower teachers and students to capture information and stay organized, sets students' creativity free, makes creating and sharing lessons easy, enables real-time class collaboration, and facilitates education staff collaboration.	00:15	125	
4/18/2018	Office 365 Teacher Academy	Office 365 provides the right environment for better learning outcomes. In this learning path, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use. In this course, learn how to use basic features of Office 365 including Microsoft Teams, OneNote, Sway, Microsoft Forms, Office Online and OneDrive.	10:15	5,000	
4/18/2018	Conclusion: Office 365 Teacher Academy	The last step in completing the Office 365 Teacher Academy Learning Path. Complete the assessment, and you will earn your badge!	00:15	125	
4/18/2018	Microsoft in the Classroom	Learning Path	03:25	3,100	
4/18/2018	Microsoft in the Classroom final assessment	Course		500	




4/18/2018	Students seeking solutions to global issues	Resource	00:20	200	
4/18/2018	Preparing students to be productive adults	Resource	00:15	200	
4/16/2018	Teaching with Technology Basics	Learning Path	03:20	1,500	
4/16/2018	Teaching with Technology (basics): Lesson 4 - Part 3: Summary & Quiz	Course	00:05	120	
4/16/2018	Microsoft in the classroom	Resource	00:05	200	
4/16/2018	Helping teachers work with students who miss school	Resource	00:10	200	
4/16/2018	Increasing instructional time, decreasing administrative tasks	Resource	00:20	200	
4/16/2018	Cultivate collaboration with Staff Notebook	Resource	00:15	200	
4/16/2018	Staff collaboration using Groups in Office 365	Resource	00:10	200	
4/16/2018	Developing Digital literacy with Bing and Word 2016	Resource	00:30	200	
4/16/2018	Meeting the needs of diverse learners	Resource	00:30	200	
4/16/2018	Beyond the paper-based classroom	Resource	00:10	200	

4/16/2018	MIE Trainer: Microsoft Innovative Educator (MIE) trainer academy	The Microsoft Innovative Educator (MIE) Trainer Academy is designed for teacher trainers and those who are responsible for training educators on the integration of technology in the classroom. This resource page gives an overview of the MIE Trainer program, program details and the steps for becoming an MIE Trainer or MIE Master trainer. To complete this page, read through it carefully, click the links, and be sure to scroll to the bottom of the page.	00:15	50	
4/16/2018	Teaching with Technology (basics): Lesson 4 - Part 2: Assessing, Coordinating & Collaborating	Resource	00:20	115	
4/16/2018	Teaching with Technology (basics): Lesson 4 - Part 1: Beyond Teaching, Planning & Keeping Record	Resource	00:20	115	
4/16/2018	Teaching with Technology (basics): Lesson 3 - Part 3: Summary & Quiz	Course	00:05	115	
4/10/2018	We are a Microsoft Showcase School	Resource		0	
4/10/2018	Digital Citizenship	Course	00:30	500	 
4/10/2018	Guidance for STEP	Resource		0	
4/10/2018	Online and blended learning	Resource	00:20	200	
4/10/2018	Building Global Citizens	Take the challenge to help your students become global citizens!	01:00	500	

4/10/2018	Windows 10: Create a world of tomorrow in your classroom!	Create a world of tomorrow in your classroom with easy to set up devices and apps, amazingly integrated tools for learning, and features that engage all types of learners. This course will review the best of Windows 10 for education. Educators completing this course will feel comfortable getting started with Windows 10, using universal apps, inking and interacting with various types of content, and setting up new classroom devices.	01:30	750	 
4/10/2018	MIE Trainer: Trainer academy conclusion	Course		100	
4/10/2018	MIE Trainer: Professional development best practice	In this resource, learn about key findings from the ITL Research project regarding professional development to support innovative teaching practices. Use the provided planning cycle and SMART goal scaffolding to help you plan out your professional development offerings. To complete this resource successfully, read through the text, check out the links and be sure to scroll to the bottom of the page.	00:15	50	
4/10/2018	Introduction to Microsoft in the Classroom Learning Path	Resource	00:05	200	
4/10/2018	Training teachers to author accessible content	Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in professional learning communities, and communicate with school staff all from a single experience in Office 365 for Education.	01:00	500	 
4/9/2018	Teaching with Technology (basics): Lesson 3 - Part 2: More on Collaborative Tools, Additional Resources & Case Study	Resource	00:20	115	
4/9/2018	Teaching with Technology (basics): Lesson 3 - Part 1: Identifying Collaboration Opportunities	Resource	00:20	115	
4/6/2018	Teaching with Technology (basics): Lesson 1 - Part 2: During, Between & End of the Lesson	Resource	00:20	115	

3/19/2018	Teaching with Technology (basics): Lesson 2 - Part 3: Summary & Quiz	Course	00:05	115	
3/19/2018	Teaching with Technology (basics): Lesson 2 - Part 2: Managing Resources & In Practice	Resource	00:20	115	
3/19/2018	Teaching with Technology (basics): Lesson 2 - Part 1: Better Learning Activities with the Internet & Examples	Resource	00:20	115	
3/19/2018	Teaching with Technology (basics): Lesson 1 - Part 4: Summary & Quiz	Course	00:05	115	
3/19/2018	Teaching with Technology (basics): Lesson 1 - Part 3: Access to ICT Resources & Results Analysis	Resource	00:20	115	
3/19/2018	Teaching with Technology (basics): Lesson 1 - Part 1: Identifying the Right Resources & Start of the Lesson	Resource	00:20	115	
3/19/2018	Microsoft in Education	Learning Path	04:00	2,500	 
3/19/2018	Readiness Check	Course		0	
3/19/2018	Microsoft Forms: Creating Authentic Assessments	This introductory course will get you started using Microsoft Forms. With Microsoft Forms, you can create surveys, quizzes, and polls, and easily see results as they come in. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses. Form data, such as quiz results, can be easily exported to Excel for additional analysis or grading.	01:00	500	 

3/19/2018	Developing workforce ready skills in Office Online	Course	01:00	500	
3/19/2018	OneNote Staff Notebook: Tools for staff collaboration	Learn how to collaborate with colleagues or staff using OneNote. OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a content library for shared information, and a collaboration space for everyone to work together, all within one powerful notebook.	00:30	250	 
3/19/2018	OneNote Class Notebook: A teacher's all-in-one notebook for students	OneNote Class Notebook provides a platform for teachers to prepare instructional materials and collaborate with students in an organized manner. In this part of the training, participants create a Class Notebook and begin building instructional content they can use with their students.	01:00	500	 
3/19/2018	Getting Started with OneNote	Learning is more powerful and dynamic with tools that are already right in front of you – and it's up to educators to impress this on students in the classroom. With Microsoft OneNote, educators can create digital notebooks that support academic standards and education outcomes across disciplines and tasks, such as writing, reading, mathematics, science, history, CTE, and elective courses. Students may use OneNote across content areas and grade levels, and use OneNote to compile and organize unstructured information, research, and content. OneNote also supports research, collaboration, information management, communication, note taking, journaling, reflective writing, and academic requirements.	01:00	500	 
3/19/2018	Streamline efficiency with Office 365 apps	Office 365 provides the right environment for better learning outcomes. In this introduction to Office 365, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use. This course is aimed at educators for whom Office 365 is relatively new and who are looking to implement solutions to classroom problems right away. With Office 365, educators will learn how to become more innovative with cloud-based tools, regardless of the device they use.	01:00	500	 

3/19/2018	Introduction to Microsoft Teams – the digital hub for educators and students	Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. Educators can create collaborative classrooms, connect in Professional Learning Communities, and communicate with school staff all from a single experience in Office 365 for Education. This course will provide educators with the necessary steps for getting up and running with Microsoft Teams.	00:45	500	 
3/19/2018	Meet Microsoft Teams	Get started with a hub for teamwork in Office 365 for Education. Microsoft Teams is a digital hub that brings conversations, content, and apps together in a single experience in Office 365 for Education. Using Teams, teachers can move quickly and easily from conversations to content creation with context, continuity, and transparency. Teams addresses the unique needs of different groups and enables them to work together easily and get things done.	00:15	125	
3/18/2018	MIE Trainer Academy	Learning Path		4,350	 
3/18/2018	MIE Trainer: Next generation assessment	In this resource, gain access to a comprehensive list of free tools (like Autocollage, Songsmith, Math worksheet generator and more) from Microsoft to help you do more. To complete this resource successfully, read through the text, check out the links and be sure to scroll to the bottom of the page.	00:20	50	
3/18/2018	Experience Bing for education	In this course, you will learn about safe search, discover free lesson plans provided by Bing, learn how to improve your search skills, find out about Bing has Answers and Bing Pulse. To successfully complete this course, you must pass the assessment with at least 80% of the questions answered correctly.	01:00	500	
3/16/2018	Introduction to Sway	In this course, you will learn how to create a Sway from start to finish, how to collaborate with others on a Sway, and how to share your finished Sway with others. To successfully complete this course, you must pass the assessment with at least 80% of the questions answered correctly.	00:45	500	

3/15/2018	MIE Trainer - the changing education paradigm	This resource page is meant to get you thinking about the current best practice in education. To complete this page, read through the questions, watch the three videos and if you want, leave a thoughtful comment to share with the community, or a link to a video that you have found helpful.	00:30	50	
7/13/2017	Introduction to Computer Science, with MakeCode for micro:bit	This is a 14-week Introduction to Computer Science course targeted to middle school grades 6-8 (ages 11-14 years). It is also written for teachers who may not have a Computer Science background, or may be teaching an "Intro to Computer Science" course for the first time.		0	
7/5/2017	Windows 10 Anniversary Update	In this course, you will learn about the different ways Windows 10 Anniversary Update can enhance teaching and learning by providing ways for teachers to utilize technology in more interesting and dynamic ways. Windows 10 also puts the power of learning in the hands of students - creating more opportunities to create, collaborate and show their learning in a variety of ways.	01:00	500	