

Strategic approach to reducing teacher workload using O365 and networks through Hwb

Aim

- To understand how O365 can be used as an effective means of using online communication to reduce teacher workload
- To create shared Office Groups for staff to communicate
- To create Office Teams for staff to communicate with their pupils
- To use Office Teams for setting online assignments for pupils
- To understand how Class Notebook can be an effective tool for digital working.

Phase	Primary
Audience	Head teachers and Senior Managers
Course date	14 th February 2018
Course length	Morning session 9.15 – 12.15
Course cost	£50 per delegate
Venue	Ysgol Bro Edern, Cardiff

***Additional information**

Please bring your Hwb log in details with you to the course and the Hwb usernames of your staff.

This half day course is specifically for Headteachers and Senior Managers and will provide delegates with the skills necessary for using Office 365 to reduce teacher workload. Delegates will have opportunity to set up Office groups and Teams to improve communication. Delegates will learn how to create online calendars and shared areas for sharing school documentation negating to need to email documents to staff. Delegates will learn how to create and edit work using O365. Delegates will be shown the value of using Class Notebooks to work digitally with their staff and pupils.

