Welcome

Welcome to EOS Education’s Professional Development catalog, updated for the 2017-2018 school year.

The following pages outline a selected list of courses and subject areas designed to provide teachers with the skills and inspiration they need to engage their students, improve practice and collaborate together more effectively.

All of these courses can be customized for grade levels, content areas, student mix, teaching styles and available technology.

Contact the team at EOS Education today to see what we can do for you!

Dr. Aleksandra Leis
CEO
1-480-747-5430
alex@eosedu.com
www.eosedu.com
Our Approach

EOS PD is built upon a technology-agnostic flipped PD model. The aim is to be as engaging and differentiated as possible to be sure that every student benefits from the technology tools available to their respective teachers.

EOS Programs are built with customization in mind – we focus on learning applications first and then advise and support technology integration.

<table>
<thead>
<tr>
<th>Traditional PD</th>
<th>EOS PD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passive – focused on the material delivered by the trainer</td>
<td>Interactive – most of the time is spent on practical exercises and developing educational concepts and ideas</td>
</tr>
<tr>
<td>Time limited – well-defined end time</td>
<td>Open formula – follow up after each session, online complimentary materials and check-ins</td>
</tr>
<tr>
<td>Varying degrees of relevance for teachers</td>
<td>High relevancy – using examples for specific grades and content areas</td>
</tr>
<tr>
<td>Dominated by one type of training form – usually group training sessions</td>
<td>Full variety of training forms: face-to-face (f2f): group, individual outside of classroom, in classroom, online modules, teacher communities, 1:1 coaching support</td>
</tr>
<tr>
<td>Pre-prepared content – participants play mainly a role of receivers</td>
<td>Flexible content – focus on things of importance for individual teachers, participants play a role of co-creators</td>
</tr>
<tr>
<td>Typical order – training starts from basic information that is delivered during sessions</td>
<td>“Flipped PD” approach – materials delivered before the training to allow coaches to use f2f time with participants in the most efficient way</td>
</tr>
<tr>
<td>Contents</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td><strong>Fundamentals</strong></td>
<td></td>
</tr>
<tr>
<td>Microsoft Office 365</td>
<td>5</td>
</tr>
<tr>
<td>G-Suite for Education</td>
<td>6</td>
</tr>
<tr>
<td>Classroom Technology</td>
<td>7</td>
</tr>
<tr>
<td>Digital Citizenship</td>
<td>8</td>
</tr>
<tr>
<td>Student Devices</td>
<td>9</td>
</tr>
<tr>
<td>Microsoft Events</td>
<td>10</td>
</tr>
<tr>
<td><strong>Transforming Classrooms</strong></td>
<td>13</td>
</tr>
<tr>
<td>Paperless Classroom</td>
<td>14</td>
</tr>
<tr>
<td>Assessments</td>
<td>15</td>
</tr>
<tr>
<td>OneNote and Class Notebook</td>
<td>16</td>
</tr>
<tr>
<td>Dyslexia and Other Diverse Learners</td>
<td>17</td>
</tr>
<tr>
<td><strong>Enhancing Instruction</strong></td>
<td>19</td>
</tr>
<tr>
<td>Video in the Classroom</td>
<td>20-21</td>
</tr>
<tr>
<td>Classroom Websites</td>
<td>22</td>
</tr>
<tr>
<td>STEM: Minecraft for EDU</td>
<td>23</td>
</tr>
<tr>
<td>STEM: MS MakeCode</td>
<td>24</td>
</tr>
<tr>
<td>Improving Performance</td>
<td>25</td>
</tr>
<tr>
<td>Project-Based Learning</td>
<td>26</td>
</tr>
<tr>
<td><strong>Technology in PLCs</strong></td>
<td>28</td>
</tr>
<tr>
<td>Using Teams</td>
<td>29</td>
</tr>
<tr>
<td>OneNote Staff Notebook</td>
<td>30</td>
</tr>
<tr>
<td>Formatives and Data</td>
<td>31</td>
</tr>
</tbody>
</table>

For more details, please visit [www.eosedu.com](http://www.eosedu.com) or write to alex@eosedu.com
Fundamentals
## Fundamentals

### Navigating Office 365
*Overview of Office 365 online platform with what each tool is used for.*

- Navigating online
- Overview of each new tool
- Working online and offline

DURATION: 60-90 minutes

### Tips and Tricks with Word
*Learn ten essential functions of Word to write more efficiently.*

- Templates and structure
- Collaboration Features
- Researcher and Learning Tools

DURATION: 60-90 minutes

### Intro to Excel
*Learn ten essential functions of Excel to easily make sense of your data.*

- Basic Navigation and Data Entry
- Sort and Filter Data
- Graphing Data

DURATION: 60-90 minutes

## Microsoft Office 365

### Tips and Tricks with PowerPoint
*Learn ten essential functions of PowerPoint to make exciting presentations.*

- Templates and design
- Adding and formatting content
- Animations and Slides

DURATION: 60-90 minutes

### Outlook
*Work more effectively with best tips to stay organized in Outlook.*

- Create Signatures and Folders
- Personalize Emails and Invites
- Organize with Tasks

DURATION: 60-90 minutes

### OneDrive
*How to work in the online and offline environment of OneDrive.*

- Connecting to OneDrive
- Creating and Sharing Online
- Navigating File Storage

DURATION: 60-90 minutes

For more details, please visit [www.eosedu.com](http://www.eosedu.com) or write to alex@eosedu.com
## Fundamentals

### Navigating G-Suite
*Overview of G-Suite online platform with what each tool is used for.*

- Navigating online
- Overview of each tool
- Working online and offline

DURATION: 60-90 minutes

### Google Drive
*How to work in the online and offline environment of Google Drive.*

- Connecting to Google Drive
- Creating and Sharing Online
- Navigating File Storage

DURATION: 60-90 minutes

### Google Docs
*Learn ten essential functions of Docs to write more efficiently.*

- Creating Blank or From Templates
- Collaboration and Commenting
- Explore and Define Functions

DURATION: 60-90 minutes

### Google Slides
*Learn ten essential functions of Slides to make exciting presentations.*

- Templates and design
- Adding and formatting content
- Transitions and Slides

DURATION: 60-90 minutes

### Sheets
*Learn ten essential functions of Sheets to easily make sense of your data.*

- Basic Navigation and Data Entry
- Sort and Filter Data
- Graphing Data

DURATION: 60-90 minutes

### Gmail
*Work more effectively with best tips to stay organized in Gmail.*

- Create Signatures and Folders
- Personalize Emails and Invites
- Organize with Tasks

DURATION: 60-90 minutes

---

For more details, please visit www.eosedu.com or write to alex@eosedu.com
Fundamentals

Introduction to CLASSFLOW
Overview of CLASSFLOW online, offline and using with Interactive Panels/Boards.

- Navigating lesson creation
- Connecting with students
- Online Community Resources

DURATION: 60-90 minutes

CLASSFLOW Next Steps
CLASSFLOW for everyday classroom use, adding interactive and self-paced elements.

- Creating interactive lessons
- Create Student Activities Sets
- Student Collaboration and Quizzes

DURATION: 60-90 minutes

TI-Inspire Calculators
Getting started, pushing content sharing student work, differentiated for beginners and experienced users.

- Setting up Classes, asking questions
- Setting up documents
- Using online resources

DURATION: 90-180 minutes

Classroom Technology

Interactive Whiteboard Basics
Overview of the board and Interactive software to get you started in class.

- Navigating hardware
- Software tips and tricks
- Online Community Resources

DURATION: 60-90 minutes

IWB Next Steps
Incorporating your Board into everyday lessons.

- Interactive lesson ingredients
- Using and saving to the Gallery
- Integrated Tools - Web, Math, etc.

DURATION: 60-90 minutes

Document Cameras
Get the most out of your classroom document cameras with tips and tricks.

- Navigating software
- Capturing lessons with annotations
- Student interactions with examples

DURATION: 60-90 minutes

For more details, please visit www.eosedu.com or write to alex@eosedu.com
Fundamentals

Digital Footprint
Learn the best ways to help students understand how to respect others online.

- Ethical practices online
- When and if to post pictures
- Understand their and others rights

DURATION: 60-90 minutes

Digital Literacy
How to teach students to be safe online and basic internet literacy.

- Navigating websites safely
- Safe passwords and habits
- Understand privacy online

DURATION: 60-90 minutes

Information Literacy
How to correctly evaluate the validity of sources online and how to use these sources in research.

- Smart searching to Identify and locate sources
- Filtering results to find the right information
- Validating the accuracy of sources
- Citations and references

DURATION: 60-90 minutes

The content of each session will be adjusted to teachers’ grade levels with relevant resources and examples used for each session.
**Intro to 1:1 Devices**

Find best practices for new device implementations in the classroom.

- Use what you already have with tips for lesson integration
- Developing class routines with technology
- Look to the 4 C’s

DURATION: 60-90 minutes

---

**Blended Learning**

Provide students with the opportunity to view material online to assist with review, self-paced learners, and student absenteeism.

- Convert materials to digital formats and curate online materials
- Create videos and store it all in one easy to navigate area
- Keep students accountable for what they do on their own

DURATION: 90-180 minutes

---

**Classroom Management Series**

Managing increasingly large class sizes is challenging for even the most experienced teachers. This practical session will help teachers to implement practices and routines that minimize the time wasted during transitions.

- Practical aspects of building relationships in class
- Expectations and Procedures
- Guidelines for rules and classroom procedures
- Monitoring with specific, informative, positive feedback
- Consequences

DURATION: 6 sessions, 45-60 minutes each

---

For more details, please visit [www.eosedu.com](http://www.eosedu.com) or write to alex@eosedu.com
Microsoft Innovative Educator

MIE Teacher Academy is a 1-day training providing an overview of Microsoft tools for the classroom.

- Hands-on training across a range of Microsoft tools
- Office 365, OneNote, Sway, OneDrive, Skype, Forms, and more
- Receive a completion certificate and opportunity to become a Certified MIE Teacher.
- Training is designed by teachers for K-12 educators across all subjects.

DURATION: 6 hours

Microsoft In the Classroom

MIC are complimentary 90-120 minute interactive session that let you experience how Microsoft solutions can help your school create a modern learning environment.

- Explore the Microsoft tools
- Pick from a list of topics relevant for your school
- Find how Microsoft tools bring 21st century teaching and learning into the classroom
- Experience the Microsoft tools for yourself

DURATION: 90-120 minutes
Transforming Classrooms
Transforming Classrooms

Google Classroom
Learn how you can create classes, distribute assignments, communicate, and stay organized, all in one place.

- Creating and populating classes
- Set up classes and small groups for differentiation
- Adding content and linking to the material you already have created
- Facilitate discussions
- Add material from around the web
- Set assignments to post at a later date
- Distribute work to each student with individual copies
- Create 1 assignment and distribute to all classes, groups
- Review student work
- Provide timely feedback
- Post grades for students

Microsoft Teams
Learn how to work with students online creating and collecting work while facilitating online collaboration.

- Creating classes
- Set up Team sections
- Adding content and linking to the material you already have created
- Facilitate discussions
- Add material from around the web
- Incorporate Class Notebook
- Use Class Notebook within Teams to facilitate teamwork
- Create parent view links
- Distribute Files
- Bring in different tools, Video, Kahoot, Forms, various web tools
- Review student work
- Provide timely feedback
- Post grades for students

DURATION: 2 – 6 hours

DURATION: 2 – 6 hours
### Transforming Classrooms

**Assessments**

**Microsoft Forms**  
Create quick quizzes and data collection forms.  
- Create quizzes for class  
- Use Pictures and Videos  
- Share and collect results  
- Analyze results in real time  

DURATION: 60-90 minutes

**Google Forms**  
Create quick quizzes and data collection Forms.  
- Create quizzes for class  
- Use Pictures and Videos  
- Share and collect results  
- Analyze results in real time  

DURATION: 60-90 minutes

**ActivExpressions / LRS**  
Create quick quizzes and data collection forms.  
- Create quizzes for class  
- Quizzes on the fly or pre-created  
- Share and collect results  
- Analyze results in real time  

DURATION: 60-90 minutes

**Web and App Response Systems**  
Create interactive or quiz response quizzes and data collection Forms.  
- Create quizzes for class  
- Create interactive quizzes  
- Add questions to Videos  
- Create self-paced question collections  
- Make questions into game-based events  

DURATION: 60-90 minutes

For more details, please visit [www.eosedu.com](http://www.eosedu.com) or write to [alex@eosedu.com](mailto:alex@eosedu.com)
Microsoft OneNote
Learn to organize your class lessons and team notes all in one location!

• Organize lesson plans
• Add all types of media and lesson documents in one place
• Share and collaborate on Notebooks
• Create tasks, tags, and checklists, and more

DURATION: 2-6 hours

OneNote Class Notebook
Create notebooks to facilitate collaboration with and between students, including various types of material (pictures, videos, graphs), real-time feedback, and personalized lesson notes.

• Provide materials for students to view but not edit
• Create group work or brainstorming areas for collaboration
• Distribute selected material to all students, small groups, or individuals
• Review student progress as they work and leave feedback for them along the way

DURATION: 90-120 minutes

For more details, please visit www.eosedu.com or write to alex@eosedu.com
### Transforming Classrooms

#### Dyslexia and other Diverse Learners

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Graders</td>
<td>64%</td>
</tr>
<tr>
<td>8th Graders</td>
<td>66%</td>
</tr>
<tr>
<td>12th Graders</td>
<td>63%</td>
</tr>
</tbody>
</table>

- **96%** General ed teachers who have students in their classroom with learning disabilities.

- **80%** Learning disabled students who have dyslexia.

- **50%** Of those perform more than 3 levels below on key skills.

Making a learning environment accessible for everyone is essential and many teachers are searching for tools that can help them to meet this goal.

### Microsoft Learning Tools

*Free tools that implement proven techniques to improve reading and writing.*

- Installation – step by step
- Strategies to implement
- Tools to read text out loud
- Break out parts of speech
- Ability to dictate text
- Highlight text as its read to focus attention

DURATION: 60-90 minutes

### Innovative Instructional Practices

*Learn how to use digital support tools to help reach students with diverse needs.*

- Help students with specific learning deficiencies to organize
- Provide support tools for students with literacy challenges
- Create accessible, multimedia course materials
- Differentiate to meet the needs of all

DURATION: 60-90 minutes

---

For more details, please visit [www.eosedu.com](http://www.eosedu.com) or write to alex@eosedu.com

---

Enhancing Instruction
Enhancing Instruction

Blended Learning
Provide students with the opportunity to view material online to assist with review, self-paced learning, and student absenteeism.

- Convert materials to digital formats and curate online materials
- Create videos and store it all in one easy to navigate area
- Keep students accountable for what they do on their own

DURATION: 90-180 minutes

Flipped Classroom
Create a lesson for students to view material before class in order to devote class time to answering questions and providing additional support.

- What is flipped learning?
- How to convert lessons and materials
- What is in a flipped lesson?
- The online access to make it happen
- Accountability for flipped lessons
- Finding success in a new environment

DURATION: 2-6 hours

Lesson Recording/Sharing
Create videos for students to review or for distance learning. Create videos with easy to use tools and store them for easy access.

- Create videos with easy to use tools
- Find your purpose: for whom, how long, for what benefit
- Storing, publishing, and sharing your videos

DURATION: 90-180 minutes

For more details, please visit www.eosedu.com or write to alex@eosedu.com
## Enhancing Instruction

### Videos for Self-Reflection
*Use video in your classroom to reflect on your teaching.*

- Create a chance to reflect on your own
- Decide what you share
- Work with a mentor or partner to better your practices

**DURATION:** 90-180 minutes

### Videos for Observation
*Use video to capture classroom observations for administration.*

- Best practices for teachers videoing themselves
- Admin and teacher video review
- Platform to comment and use videos successfully for observations

**DURATION:** 90-180 minutes

### Skype in the Classroom
*Join educators from around the world connecting students to new experiences through Skype.*

- Explore online communities
- Experience a Skype session
- Learn the best tips for using Skype
- Virtual Field Trips

**DURATION:** 90-180 minutes

### Videos for Team Reflection
*Use video to improve your team through review and conversation.*

- Create space for reflection as a team
- Best practices for success
- Video as a part of the conversation and not as observation

**DURATION:** 90-180 minutes

### Hangouts in the Classroom
*Join educators from around the world connecting students to new experiences through Skype.*

- Explore the possibilities through the online community
- Experience a Hangouts session
- Best tips and tricks

**DURATION:** 90-180 minutes

---

For more details, please visit [www.eoseedu.com](http://www.eoseedu.com) or write to alex@eoseedu.com
Enhancing Instruction

Classroom Websites

Google Sites
Learn to use Google Sites in your class.

- Create interactive class websites
- Students created e-portfolios
- Link the web inside your Site
- Create storage bins for students to find the work and files they need

DURATION: 90-180 minutes

Classroom Websites
Create classroom websites that are easy to set up and maintain.

- Start your site with free tools
- Create member logins
- Add media to your pages
- Duplicate pages

DURATION: 90-180 minutes

Creating Parent Connections
Connect with parents through websites, easy to create newsletters, and text reminders.

- Use free easy tools to make connections
- Easy create and update online newsletters and reports
- Set up text reminders and notifications

DURATION: 90-180 minutes

For more details, please visit www.eosedu.com or write to alex@eosedu.com
Minecraft Education Edition

Learn about and experience the creativity, collaboration, and engagement Minecraft can provide for your students.

- Learn its place in learning, and unique features suited for teaching and learning with immersive games
- Become a Minecraft player, learning the controls, crafting, and game features
- Learn strategies, tips, and tricks to integrate Minecraft into your classroom
- Learn what works best for educators successfully teaching with Minecraft, along with resources you can bring back to your own classroom
- Take a learner's role through a learning experience
- Move through examples traversing grade span and subject area

DURATION: 2-3 hours
Microsoft MakeCode brings computer science to life for all students with fun projects, immediate results, and both block and text editors for learners at different levels.

DURATION: 2-6 hours

No matter the scale of your STEM efforts, the Microsoft MakeCode site has something for all ages and ability levels. The block editors provide a great start or explore the workings of java, something for every level!

Minecraft Education Edition Code Agent performs tasks throughout the world of Minecraft.

Code with the adafruit circuit playground for endless possibilities with add on and sensors for anything imaginable.
Critical Thinking-Online Discussions

Learn best practices for using online discussions to prepare students for college and beyond using strategies that encourage engagement through critical thinking.

- Explore examples of well designed online discussion guidelines
- Discuss good questions to encourage participation
- Walk away with critical thinking questioning strategies

DURATION: 60-90 minutes

Success in Reading and Writing

Learn the best ways to get students engaged in the reading and writing process through the use of social text assignment and class reading and annotating.

- Create groups to read and annotate a text collaboratively
- Be a part of student documents as they are writing to give support and answer questions
- Use the technology available to quickly give feedback on writing

DURATION: 60-90 minutes

Digital Journals and Notetaking

Learn how to create daily journals digitally with best practices and practical ways to guide and set up templates for student Notetaking.

- Create space for digital journaling in your class
- Create Notetaking templates and share them with students
- Set up the digital environment for students to engage in writing

DURATION: 60-90 minutes
Enhancing Instruction

Project-Based Learning

**Introduction to PBL**

*Learn how to create a PBL unit for your grade level, and how to carry out the unit using student devices.*

- Find the right tool for your class
- Create meaningful units
- Start with the main components of successful PBL units

DURATION: 90-180 minutes

**Assessment and Accountability with PBL**

*Take a deeper dive with PBL learning tips and techniques to make your PBL units a success with how to develop rubrics that promote student ownership, and ways to keep students accountable for group and non-group work during the length of a PBL unit.*

- Create meaningful rubrics
- Keep students engaged through frequent engagement through assessment
- Develop beginnings of your PBL unit

DURATION: 2-6 hours

For more details, please visit [www.eosedu.com](http://www.eosedu.com) or write to [alex@eosedu.com](mailto:alex@eosedu.com)
Technology in PLCs
Technology in PLCs

Teams Overview for PLCs
Create an environment of collaboration and easy communication with your PLC Team.

- Set up Team sections
- Adding content and linking to the material you already have created
- Add material from around the web
- Incorporate OneNote Notebooks

DURATION: 90-120 minutes

Team Collaboration
Set up sections and discussion areas to facilitate team work beyond the meeting times.

- Create sections for different discussion areas
- Encourage an environment of communication
- Work together in real time on documents or OneNote Notebooks

DURATION: 90-120 minutes

Team Organization
Organize your team meetings, file storage, and lesson creation process.

- Organize your files to separate them into the sections
- Use OneNote shared notebook to organize meeting notes for all to access and contribute
- Use the Team calendar to organize meetings and Team schedules

DURATION: 90-120 minutes

Team Communication
Connect team mates no matter if they miss a meeting or are across the country.

- Video chat with Skype
- Continue dialogue after the meeting
- Chat based teamwork

DURATION: 90-120 minutes

For more details, please visit www.eosedu.com or write to alex@eosedu.com
Staff Notebook: Getting Started
Set up notebook for all staff members with sections and distributed content.

- Setting up with all staff
- Creating Content Library
- Creating Collaboration Space

DURATION: 90-120 minutes

Staff Notebook Collaboration
Create space for collaboration and team work within the Staff Notebook.

- Guidelines for Collaboration Section
- Team lesson building
- Team Meeting materials available

DURATION: 90-120 minutes

Staff Notebook Observations
Administrators have a personal shared space with each staff member.

- Lesson feedback
- Pre, Post-Observation material
- Evidence for PLC responsibilities
- Continuing improvement plans

DURATION: 90-120 minutes
Technology in PLCs

Formatives & Data

Common Formatives
Using Forms to Create online formatives as a team to share the work and use common formatives.

- Begin creating common formatives
- Organize standards based questions
- Group collaboration on formative questions

DURATION: 90-120 minutes

Microsoft Forms
Using Forms to create and share the common formatives.

- Create your questions with all the settings set
- Share to collaborate with the team
- Share with students
- View the results

DURATION: 90-120 minutes

Google Forms
Using Forms to create and share the common formatives.

- Create your questions with all the settings set
- Share to collaborate with the team
- Share with students
- View the results

DURATION: 90-120 minutes

Analyze the Results
Use the results to collaboratively examine the data and analyze for student outcomes.

- Share the data
- Work together in spreadsheet
- Analyze using spreadsheet tools
- Sort and filter results

DURATION: 90-120 minutes

Use the Results
Look at the best practices for using data from the common formatives to enhance the classroom for students.

- Set, Align and Revise SMART goals
- Discuss what worked and find the why

DURATION: 90-120 minutes

For more details, please visit www.eosedu.com or write to alex@eosedu.com