



MICROSOFT TRAINING

Microsoft Educator Onenote Teacher Academy Course

Become a Microsoft Educator with OneNote Teacher Academy. Learn to transform teaching, create engaging lessons, and boost classroom productivity.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The Microsoft Educator OneNote Teacher Academy Course is an intensive, 2-hour program designed to empower educators with the comprehensive skills needed to revolutionize their teaching and classroom management using Microsoft OneNote. This intermediate-level course dives deep into OneNote's versatile features, demonstrating how to create dynamic digital notebooks, organize lesson plans, foster collaborative learning environments, and provide personalized feedback. You'll learn to leverage OneNote as a central hub for all your educational content, from multimedia-rich lessons to student assignments and class communications, transforming traditional classrooms into engaging digital learning spaces. By mastering Microsoft OneNote, educators will unlock significant professional benefits, including enhanced instructional efficiency, improved student engagement through interactive content, and streamlined administrative tasks. The course focuses on practical applications, ensuring you can immediately implement strategies to boost productivity, facilitate seamless collaboration with students and colleagues, and cultivate essential digital literacy skills. This certification equips you with the tools to innovate your pedagogy, making learning more accessible, interactive, and organized, ultimately preparing your students for success in an increasingly digital world.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to OneNote for the Modern Educator

- Understanding OneNote's interface and core functionalities
- Setting up your first teacher notebook and class notebooks
- Navigating sections, pages, and subpages for optimal organization

02 Module 2: Creating Dynamic Lessons and Content

- Integrating multimedia: images, audio, video, and embedded files
- Utilizing drawing tools, ink to text, and mathematical equations
- Leveraging templates for consistent lesson planning

03 Module 3: Fostering Student Collaboration and Engagement

- Understanding the Class Notebook structure: Content Library, Collaboration Space, Student Notebooks
- Distributing pages and assignments to individual students or entire classes
- Facilitating group projects and real-time collaboration within OneNote

04 Module 4: Streamlining Assessment and Feedback

- Providing personalized, rich-media feedback on student work
- Tracking student progress and managing assignments digitally
- Integrating OneNote with Learning Management Systems (LMS) and other Microsoft 365 tools

05 Module 5: Advanced Tips, Tricks, and Best Practices

- Effective use of tags, search, and linking for quick access
- Accessibility features and inclusive design in OneNote
- Data security and privacy considerations for educational content

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Instructional Technology Coach (K-12 or Higher Ed)**
- > **Digital Curriculum Developer**
- > **EdTech Integration Specialist**

FREQUENTLY ASKED QUESTIONS

Q: Beyond basic note-taking, what are the key pedagogical benefits of integrating OneNote Class Notebooks into my teaching practice?

OneNote Class Notebooks go far beyond simple note-taking, acting as a powerful central hub for your classroom. They facilitate differentiated instruction by allowing you to push specific content to individual students, promote active learning through collaborative spaces for group projects, and streamline assessment with dedicated sections for private student work where you can provide rich, multi-modal feedback (text, audio, ink). It significantly enhances organization, engagement, and personalized learning experiences.

Q: Do I need to be proficient in other Microsoft 365 applications like Teams or Word before taking this OneNote course?

While a general familiarity with computer basics is helpful, prior proficiency in other specific Microsoft 365 applications is not a strict prerequisite for this OneNote Teacher Academy Course. The course is designed to introduce educators to OneNote from the ground up, though it will touch upon its integration points with tools like Teams. The primary focus is on mastering OneNote's educational functionalities independently, enabling you to build a strong foundation even if you're new to the broader Microsoft ecosystem.

Q: How does this course prepare me to manage and distribute educational resources effectively in a hybrid or remote learning environment?

This course extensively covers features critical for hybrid and remote learning. You'll learn to consolidate all your digital resources – lessons, handouts, multimedia – into easily accessible OneNote notebooks. We'll show you how to distribute pages and assignments to students remotely, collect their work digitally, and provide timely feedback regardless of location. The focus on collaboration spaces also equips you to facilitate engaging group activities and discussions even when students are not physically together, making OneNote an indispensable tool for flexible learning models.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

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READY TO ENROL?

Take the next step in your technology career.

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