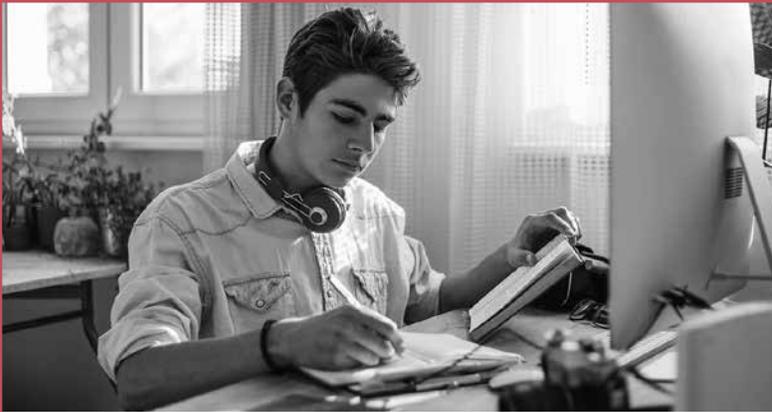


# Making Best Use of the Microsoft Suite – Teams, OneNote, Stream, and MORE – to Enhance Content Learning (Grades 6-12)



A Unique One-Day Live Online Seminar Presented by

**David Olinger**

Outstanding Educator and National Presenter

**Designed Specifically for Educators Serving Grades 6-12:  
Classroom Teachers, Technology Specialists, Library/Media Specialists,  
Instructional Coaches, and Administrators**

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**Timesaving, practical digital tools** that enhance the learning process whether you are teaching online or in-person

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Classroom tested strategies to **personalize and improve learning** using the Microsoft Suite

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Proven ways to **employ digital tools such as TEAMS, OneNote and more** to save time and scale work

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**Receive an extensive DIGITAL Distance Learning resource handbook** and special access to David's online resources so you can immediately link to all the strategies presented in this seminar

## Live Online Seminars

### January 7

**9 AM Central**, 10 AM Eastern,  
8 AM Mountain, 7 AM Pacific

### January 8

**9 AM Pacific**, 12 PM Eastern,  
11 AM Central, 10 AM Mountain

### January 25

**9 AM Mountain**, 11 AM Eastern,  
10 AM Central, 8 AM Pacific

### January 26

**9 AM Eastern**, 8 AM Central,  
7 AM Mountain, 6 AM Pacific

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### CAN'T ATTEND?

Order the recorded version and take the seminar online at your convenience (see page 6)

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CEUs and Graduate Credit Available  
See page 6 for details

# Ten Key Benefits of Attending

*“Dave’s presentation style is engaging and fun! He makes learning this clear and easy.”*



## Who Should Attend

Educators serving  
Grades 6-12: Classroom  
Teachers, Technology  
Specialists, Library/  
Media Specialists,  
Instructional Coaches,  
and Administrators

- 1. Essential Practices for Powerful Learning**  
Learn innovative ways to plan and deliver lessons that build on your traditional lesson plans perfect for in-person or virtual learning
- 2. Maximize the Effectiveness of the Microsoft Suite for Student Feedback**  
Learn efficient ways to leave personalized, targeted, real-time feedback your Grades 6-12 students need to advance as learners
- 3. Improve Collaboration with New Interactive Lessons**  
Learn dozens of ways Grades 6-12 students can collaborate and create at any time in any place ... Make the most of Teams!
- 4. Gain New Insights on How Students are Progressing**  
Discover a variety of applications that help reveal student thinking, progress, and learning gaps ... Make the task of managing student progress easier and more efficient
- 5. Develop Highly Customized, Timely, and Targeted Content**  
Learn the tools that can help you save, organize and share content that is highly personalized and motivating to your Grades 6-12 students
- 6. Develop Learning Experiences that Foster Social-Emotional Growth**  
Learn how to use Microsoft tools to increase students’ self-awareness, self-management, social awareness, and relationship skills while engaging in rigorous learning
- 7. Quickly and Safely Create Videos Using Microsoft’s Screen Recorder**  
Whether you are flipping your instruction or students are producing evidence of their learning, learn how Office 365 offers quick screen recording and secure publishing options for you and your student
- 8. Develop New Ways to Engage your Colleagues and Develop Professional Learning Communities**  
Learn how Microsoft tools can help you collaborate, exchange ideas, and engage in professional dialogue with your colleagues
- 9. Discover Tools to Save Time**  
Help scale your work and reallocate time by providing a way to organize large amounts of content necessary for lesson plans and assignments ... Learn how to quickly organize and deliver content that will save you time to focus on what is most important
- 10. Receive an Extensive DIGITAL Distance Learning Resource Handbook and Special Online Access**  
You will receive an extensive DIGITAL resource handbook, filled with the best, cutting-edge Microsoft Suite resources and other technology tools for strengthening your instruction and student success whether you are working in-person or online

# Outstanding Strategies You Can Use Immediately

## What You Will Learn ...

- The best, most useful ways to **use Microsoft tools to strengthen learning** whether teaching online or in-person
- How to **gain new insights on how students are progressing with Microsoft analytics** and differentiate for grades 6-12 students during distance learning
- How to **build an optimal online learning community** that fosters social-emotional growth and strengthens students' independence
- **Use the Office Suite to organize** large amounts of content for learning plans and assignments
- Valuable **strategies for using Stream and videos** to enhance lesson delivery, assessments, and student success
- **How to use Microsoft tools including Teams** to give students new opportunities to interact and work together
- Harness the power of Microsoft tools to **help scale work and reallocate your time**
- **How to amplify student voice** and bring student thinking to the forefront of your class
- Ways to **curate customized and personalized content** using Microsoft tools
- **Increase student self-awareness** of areas of strength and growth by developing **digital "check-ins"**
- How to quickly and easily **leave timely, personalized, real-time feedback**
- **How to give students opportunities** to create and publish content for a real-world audience



*"My teaching has been transformed by the tools Dave has introduced related to digital inking, active and extensive use of Microsoft OneNote and Teams, and the Adobe Creative Studio."*

## Practical Ideas and Strategies

This outstanding, **NEW** seminar led by National Board Certified Teacher and Microsoft Showcase School Leader, **David Olinger**, is designed for educators who want to more effectively use Office 365 tools for grades 6-12. David will show you how to maximize each of the tools in the Microsoft Suite including Microsoft Teams, OneNote, Class Notebook, FlipGrid, Wakelet, and more. Discover new and innovative ways to more efficiently tap into the power of cloud-based student collaboration with Microsoft Teams and how to take greater advantage of Office 365. Whether you are teaching in a traditional setting, fully online or a hybrid format you will learn a variety of practical applications to enhance your instructional program. You will leave this seminar with dozens of helpful, ready-to-use tools outlined in an extensive digital resource handbook. In addition to the step-by-step instructions for utilizing the tools, David gives you direct access to his online resources for your immediate use.



# A Message From Seminar Leader, David Olinger



## Uniquely Qualified Instructor

**David Olinger** is a National Board Certified teacher, Adobe Education Leader, and Microsoft Showcase leader who is passionate about collaborating, developing, and delivering meaningful future-ready learning experiences. With nearly 20 years of experience at the secondary level, David has taught a range of secondary courses, has led school-wide digital classroom transformation, and has developed and implemented SEL programming. David has built a strong reputation as an innovative teacher who knows how to help educators to enhance the student learning experience. David focuses on creative and practical ways to develop student communication, collaboration, critical and inventive thinking so they can become self-directed learners, active contributors, concerned citizens and confident persons. Whether they are learning online or in-person, your grades 6-12 students' learning will be transformed by David's technology integration strategies. Join David for a day full of learning and leave with the extensive digital resource handbook, *Making Best Use of the Microsoft Suite – Teams, OneNote, Stream, and MORE – to Enhance Content Learning (Grades 6-12)*, written specifically for this seminar.

Dear Colleague:

In today's classroom and remote learning environment, technology plays a critical role in the learning process. Collaborative platforms like Microsoft Teams and Office 365 are transforming classrooms and opening new and exciting ways to personalized learning. Used skillfully, these platforms help teachers gain insight into student learning and provide new accessibility tools to amplify the abilities of all students. Digital classroom environments can engage student curiosity, extend education outside the classroom, and provide access to learning opportunities previously inaccessible to learners.

As an educator who has grappled with the challenge of creating a classroom environment that maintains high standards, develops the social emotional skills of our grades 6-12 students and harnesses the power of technology, I know the daily challenges you are facing. Knowing that, I've built this seminar with you in mind. I believe that Microsoft tools enable teachers to create a rich learning experience that gives students control over their learning, gives teachers avenues to personalize instruction, and allows the school community to communicate and connect in real-time. In this seminar you will learn classroom-tested, student approved practical skills that will help you teach the whole student and develop classroom and online learning experiences that are tailored to your program and your grades 6-12 students.

I look forward to sharing the best of what works and how to more effectively use the technology tools readily available today. Join me to learn dozens of tips and tricks I have used with my secondary students. You will leave this seminar knowing how to make the best use of the Microsoft Suite – Teams, OneNote, Stream, and MORE – to enhance content, improve learning and bolster the social emotional skills of all your students.

I look forward to spending the day together!

Sincerely,

David Olinger

P.S. The emphasis of our day will be on **ready-to-use** tools whether you are working in-person or online. You will receive an extensive DIGITAL resource handbook, plus special access to my resource-packed online files to support your success.

*"I look forward to sharing the best of what works and how to more effectively use the technology tools readily available today."*

# What Your Colleagues Say About David Olinger

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*"Dave's step-by-step instructions and creative uses of technology have given me **immediately applicable ideas for my students** as well as the collaboration I do with my colleagues."*

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*"Dave is **knowledgeable, experienced and passionate** about integrating technology in effective, meaningful ways."*

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*"Dave's ideas for how to best use technology has **changed the way I will teach!**"*

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*"Dave's experience and knowledge has **bridged the gap between the academic world and the tech world**. It is clear he has the daily experience of teaching in a virtual setting to draw from."*



## About BER Live Online Seminars

**With the current health challenges, all BER in-person PD events are currently being presented in a Live Online format:**

**Outstanding Instructors**

All programs are led by outstanding BER national trainers

**Extensive Resource Handbooks**

You'll have access to an extensive digital Resource Handbook before, during and after your seminar

**Highly Interactive**

You'll be able to ask questions in real time and interact with the instructor and other participants

**Program Guarantee**

As we have for 43 years, we guarantee the high quality of our programs. If you are not satisfied, we'll give you a 100% refund.

# Special Benefits of Attending



*'What a great range of ideas! Dave includes tips for everyone from beginning teachers to veterans.'*

## On-Site Training

Most BER seminars can be brought to your school or district in-person or online. See the options at [www.ber.org/onsite](http://www.ber.org/onsite) or call 877-857-8964 to speak to one of our On-Site Training Consultants.

## Extensive Digital Resource Handbook

Each participant will receive an extensive digital resource handbook giving you access to countless strategies before, during and after the seminar. The handbook includes:

- Step-by-step directions to make teaching online or in-person easier
- Specific, classroom-tested strategies to maximize your use of the Microsoft Suite with your grades 6-12 students
- A link to additional, online, ready-to-use digital resources
- Dozens of strategies for increasing learning and strengthening social emotional skills

## Share Ideas with Other Educators

This seminar provides a wonderful opportunity for participants to share ideas with other educators interested in increasing the behavior and learning of their students.

## Consultation Available

David Olinger will be available to answer your specific questions and the unique needs of your own program.

## Meet Inservice Requirements / Earn State CEUs

Participants of both the Live Online Seminar and those completing the Recorded Version online can receive a certificate of participation that may be used to verify five continuing education hours. In addition, state CEUs are available for both versions of the course. For details, visit [www.ber.org/ceus](http://www.ber.org/ceus)

## Earn One to Four Graduate Semester Credits

Up to four graduate level professional development credits are available with an additional fee and completion of follow-up practicum activities. Details for direct enrollment with Brandman University, part of the Chapman University system, will be available at this program.



## Can't Attend?

### Other Professional Development Options:



#### Recorded Version of the Seminar

This course will be video recorded and available to take online at your convenience. You'll have access to the entire course and to the extensive digital resource handbook. Optional CEUs and graduate credit available.

To enroll, see registration form on page 7.



#### Related On-Demand Online Courses

BER offers educators a wide range of online courses that are affordable, fun, fast, and convenient. BER is now offering On Demand Video-Based courses. You may earn optional graduate-level credits for most courses. See the catalog of available courses at [www.ber.org/online](http://www.ber.org/online)

# Making Best Use of the Microsoft Suite

## – Teams, OneNote, Stream, and MORE – to Enhance Content Learning (Grades 6-12)

### Registration (ZMO1W1)

- 1. **January 7, 2021** (Start time: 9 AM Central)
- 2. **January 8, 2021** (Start time: 9 AM Pacific)
- 3. **January 25, 2021** (Start time: 9 AM Mountain)
- 4. **January 26, 2021** (Start time: 9 AM Eastern)
- or —
- 5. **I'd like to order the recorded version of this seminar**

FIRST NAME	M.I.	LAST NAME
POSITION, SUBJECT TAUGHT		
GRADE LEVEL		
SEMINAR NUMBER: _____ (Please see list above)		

*List additional registrants on a copy of this form*

SCHOOL NAME	
SCHOOL MAILING ADDRESS	
CITY & STATE	ZIP CODE
SCHOOL PHONE NUMBER	HOME PHONE NUMBER
(     )	(     )

**Registration confirmations and login details are sent via e-mail**

E-MAIL ADDRESS ( <u>REQUIRED</u> FOR EACH REGISTRANT)	
HOME MAILING ADDRESS	
CITY & STATE	ZIP CODE

**IMPORTANT: PRIORITY ID CODE: EZMO1W1**

### METHOD OF PAYMENT – Team Discount Available

The registration fee is \$279 per person, for teams of three or more registering at the same time, the fee is \$259 per person. **Payment is due prior to the program.** No cash please.

- A check (payable to **Bureau of Education & Research**) is attached
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(Be sure to include priority ID code on the P.O.)
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(Found on back of card)
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| Please print name as it appears on card | Signature (required for credit card purchases) |
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### FOUR EASY WAYS TO REGISTER:

- REGISTER ONLINE** at: [www.ber.org](http://www.ber.org)
- FAX this form to: 1-425-453-1134**
- PHONE toll-free: 1-800-735-3503**  
(Weekdays 5:30 am - 4 pm Pacific Time)
- MAIL this form to: Bureau of Education & Research**  
915 118th Avenue SE • PO Box 96068  
Bellevue, WA 98009-9668

### Program Hours

- All Live Online seminars start times are described on the cover
- Check-in 15 minutes prior to the seminar
- Live Online seminars are five hours in length plus breaks
- Registrants will receive login information by email four days before their Live Online seminar

### Fee

The registration fee is \$279 per person, \$259 per person for groups of three or more registering at the same time. Call us at 1-800-735-3503 for groups of ten or more. **Payment is due prior to the program.** Fee includes seminar registration, a certificate of participation and an extensive digital resource handbook. The fee is the same for Live Online Seminars or Recorded Seminars.

### Cancellation/Substitutions:

100% of your paid registration fee will be refunded if you can't attend and notify us at least 10 days before the seminar. Late cancellations made prior to the event date will be refunded less a \$15 service fee. Substitutions may be made at any time without charge.

### Program Guarantee

We stand behind the high quality of our programs by providing the following unconditional guarantee: If you are not satisfied with this program, we'll give you a 100% refund of your registration fee.

### Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at [www.ber.org](http://www.ber.org). The Bureau is North America's leading presenter of PD training for professional educators. Programs are based on sound research, are highly practical in content and consistently receive excellent evaluations.



ZMO1W1

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# Making Best Use of the Microsoft Suite – Teams, OneNote, Stream, and MORE – to Enhance Content Learning (Grades 6-12)



An outstanding one-day Live Online Seminar

Includes an extensive Resource Handbook

Can't Attend? A Recorded Version is available  
to use online at your convenience



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Research

# Save Time and Enhance Content Learning with Microsoft Suite (Grades 6-12)

## Practical PD, No Travel

ZM01W1



# Making Best Use of the Microsoft Suite – Teams, OneNote, Stream, and MORE – to Enhance Content Learning (Grades 6-12)

Live Online Seminar  
or Recorded Version



A Unique One-Day Live Online Seminar  
(Also available as a Recorded Online Version  
to Use at Your Convenience)

Presented by

## David Olinger

Outstanding Educator and National Presenter

**Timesaving, practical digital tools** that enhance the learning process  
whether you are teaching online or in-person

Classroom tested strategies to **personalize and improve learning**  
using the Microsoft Suite

Proven ways to **employ digital tools such as TEAMS, OneNote and  
more** to save time and scale work

**Receive an extensive DIGITAL Distance Learning resource handbook**  
and special access to David's online resources so you can immediately