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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0620-0078**

**MEMORANDUM**

18 June 2020

For: **Regional and Division Information Technology Officers**

Subject: **TRAIN-THE-TRAINERS ON REMOTE LEARNING  
USING MICROSOFT TEAMS AND OFFICE 365**

The Information and Communications Technology Service–Educational Technology Unit (ICTS-ETU) in partnership with Microsoft Philippines will be conducting an In-service Training webinar session entitled “Train the Trainers on Remote Learning Using Microsoft Teams and Office 365” this month of June through Microsoft Teams.

The webinar training will run for two days to empower and prepare teachers in cascading the effective methodology of delivering quality instructions using MS Teams and O365 (*See attached training matrix*). Each division must nominate only three (3) participants in this activity. The participant should be adept at educational technology and has the confidence to impart knowledge to other teachers. (*Preferably MEA but not a participant from the 2020 MEA Upskill.*)

The webinar session will follow the format of no output, no certificate.

Schedule: 29 June 2020 (9:00am–12:00pm)  
30 June 2020 (9:00am–12:00pm & 1:00pm–4:00pm)

The pre-registration link must be filled up on or before 26 June 2020. <https://tinyurl.com/O365inset>. For questions and other concerns, please contact Mr. Mark Anthony C. Sy at email address [mark.sy002@deped.gov.ph](mailto:mark.sy002@deped.gov.ph)

**ALAIN DEL B. PASCUA**

Undersecretary



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[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depeditayo

# Train-the-Trainers on Remote Learning using Microsoft Teams and Office 365

## Description

This training is in collaboration with the DepEd ETU. The workshop will run on a 3-day learning session to talk about Microsoft Teams and Remote Learning and best practices in managing a class in a virtual setting

## Learning Targets

- Learn what is remote learning
- Understand the difference between synchronous and asynchronous learning
- Know the features of Microsoft Teams for collaboration and communication with the Learning Community
- Deliver virtual training session with students using Microsoft Teams

## Learning Objective

- This training intends to train Trainers (teaching or non-teaching) in preparation for the DepEd INSET.
- Participants will learn the basics and best practices in delivering remote learning and will re-echo the training in their respective SDO.

## This session applies to

Teaching and Non-Teaching staff



Date	Activity	Medium of Delivery
<p>Day 1 June 29, 2020 9:00 AM – 12:00 NN</p>	<p><b>Staying Connected through Remote Learning</b></p> <ul style="list-style-type: none"> <li>• What is remote learning?</li> <li>• Synchronous vs Asynchronous</li> <li>• Working with students remotely</li> <li>• Assessment in remote learning</li> <li>• Structuring class time remotely</li> <li>• Humanizing a remote learning experience</li> <li>• Maintaining routines</li> </ul> <p><b>Basics of Microsoft Teams</b></p> <ul style="list-style-type: none"> <li>• User Interface of Microsoft Teams</li> <li>• Creating Teams (Class, PLC, Staff, Others)</li> <li>• Creating your first team</li> <li>• Types of Teams (Classes, PLC, Staff and Others)</li> <li>• Adding Co-teachers or Students</li> <li>• Channels (Standard and Private)</li> <li>• Chats</li> </ul>	<p>Microsoft Teams Live Broadcast (Line LND)</p>
<p>Day 2 June 30, 2020 9:00 AM – 12:00 NN</p>	<p><b>Keeping Students Engaged through Remote Learning</b></p> <ul style="list-style-type: none"> <li>• Creating a Team for your class</li> <li>• Record and edit lessons</li> <li>• Creating Virtual Office Hours</li> <li>• Posting Assignments</li> <li>• Using Class OneNote</li> <li>• Promoting Fun</li> </ul> <p><b>Working with Slides and Files for Resources</b></p> <ul style="list-style-type: none"> <li>• Recording lessons using PowerPoint Recorder</li> <li>• Uploading to Microsoft Stream (Stream download)</li> <li>• Uploading Files</li> </ul>	<p>Microsoft Teams Live Broadcast (Line LND)</p>



Date	Activity	Medium of Delivery
	<ul style="list-style-type: none"> <li>○ Personal Files for work – OneDrive for Business</li> <li>○ Shared Files – SharePoint</li> <li>○ Videos – Microsoft Stream</li> <li>• Adding Resources as a Tab in Microsoft Teams</li> </ul>	
<p>Day 2 June 30, 2020 1:00 PM – 4:00 PM</p>	<p><a href="#">Special Education and Online Learning</a></p> <ul style="list-style-type: none"> <li>• Learn how Windows 10 and Office 365 can personalize learning for all students</li> <li>• Explore the accessibility tools built in Windows 10 and Office 365</li> <li>• Discover ways to make content accessible for all students</li> <li>• Learn tips to help students transition to Remote Learning</li> </ul> <p><a href="#">Quizzes and Assignments inside Microsoft Teams</a></p> <ul style="list-style-type: none"> <li>• Accessing Quizzes and Assignments</li> <li>• Using Microsoft Forms</li> <li>• Types of Questions</li> <li>• Setting up Points for Quizzes</li> <li>• Creating Assignments and settings</li> <li>• Creating Rubrics</li> </ul>	<p>Microsoft Teams Live Broadcast (Line LND)</p>

