

## Digital Learning Team

embedding technologies in learning and teaching  
to improve outcomes for all learners

What's coming  
up this term?

### CPD Opportunities

All courses (unless otherwise stated) are held in our training rooms in WHEC  
Places can be booked through myHR or your CPD Coordinator

**April - June 2014**

Digital Professional Development

#### Welcome to Windows 7 & Office 2013

**CF0663** 7 May 2014 4:30pm-6:30pm

Course Tutor: Richard Burgess

*An introduction to Windows 7 and Office 2013, the new operating system and productivity suite on school and establishment BT computers.*

#### Microsoft Office 365: Supporting your Establishment

**CF2044** 15 May, 20 May, 3 June 2014 4:30pm-6:30pm

Course Tutor: Richard Burgess

*This is a train-the-trainer course designed to help one person from each school learn more about Office 365, so they can then support their own school.*

#### iPad Forum

**CF1273** 26 May 2014 4:30pm-6:30pm

Course Tutor: Anna Mitchell

*Join us for an update on iPad developments in the City of Edinburgh and beyond. We will look at examples of best practice both local and international, but the best part is sharing our own hints and tips. So come along and share your favourite App, feature or iPad trick!*

#### iPad Forum: Early Years

**CF1273** 2 June 2014 4:30pm-6:30pm

Course Tutor: Anna Mitchell

*Join us for an update on iPad developments in the City of Edinburgh and beyond. We will look at examples of best practice both local and international, but the best part is sharing our own hints and tips. So come along and share your favourite App, feature or iPad trick!*

April - June 2014

### ICT Coordinators' Exchange (Session 3 of 3)

**CF1402** (Early Years, Primary, Special) 13 & 14 May 2014

**CF1403** (Secondary) 14 May 2014

Course Tutor: David McKee

*Specifically designed for ICT Coordinators, this course will keep you up to date with local, national and international ICT developments. A representative from every establishment should attend these meetings*

### Exploring Meraki

**CF0112** 21st May & 4 June 2014 4:30pm-6:30pm

Course Tutor: Anna Mitchell

*This course is for staff with responsibility for the setting up of and/or managing iPads in their establishments. The course will give you an introduction to Meraki, an overview of the features and time to work on your own Meraki network. If you want to attend but do not have a Meraki network please contact [digital@ea.edin.sch.uk](mailto:digital@ea.edin.sch.uk)*

Keep up to date with our latest developments -

follow us at [digitallearningteam.org](http://digitallearningteam.org) and on Twitter [@DigitalCEC](https://twitter.com/DigitalCEC)