Digital Learning Team

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

CPD Opportunities

All courses (unless otherwise stated) are held in our training rooms in WHEC.
Courses should be booked through Eventbrite using the link provided

April - June 2016

Digital Professional Development

OneNote and Class Notebook

Tuesday 19 April 4:30pm - 6:30pm

Course Tutor: Anna Kellner

A practical session where participants will be shown how to use Microsoft OneNote as an organisational tool and Class Notebook as a learning and teaching tool. Participants will be shown how to create a class notebook, how to add students and how to use it as a virtual jotter, resource store and learning environment. This course is particularly useful for schools that have one-to-one classes, as well as any school which is trying to encourage the use of Office 365.

Click here to book onto this course

Admin Training

Wednesday 20 April 1:00pm - 4:00pm

Course Tutor: Peter Lennon

You will be given an overview of what changes and updates have come into place with Admin rights post-refresh. Participants will be able to work with the new Admin rights during the hands-on part of the session.

Please note, your Head Teacher must nominate you to have admin rights before you attend this course.

Further details on gaining admin rights can be found here on the Orb.

Click here to book onto this course

Digital Professional Development

Prowise: Train the Trainer session

Wednesday 20 April 4:00pm - 6:00pm

Course Tutor: Anne Forrest

A practical session run by a Prowise representative to introduce their Presenter Software. This is online software that can be used to present or teach on any interactive board or panel.
For more information, see the Prowise Presenter website:
https://www.prowise.com/en/presenter-software/

Please ensure that you have signed up for a free account before attending this training.
Click here to book onto this course

SharePoint: Maintenance and Support Session
Thursday 21 April 1:30pm - 3:30pm
Course Tutor: Anna Kellner & Richard Burgess

This session aims to help schools continue their work on their SharePoint Site with the support of the Digital Learning Team. There will be a chance to work on your SharePoint site and talk to colleagues about how they will be using their sites. The course tutors will offer support and be able to answer any questions.
This session is suitable for primary, secondary and special schools that already have an existing SharePoint site.

Click here to book onto this course

Creating a WordPress.com school website – Drop-in support session
Wednesday 27 April 4:00pm - 6:00pm
Course Tutor: Nadia Kettles & Graeme Smith

For Edinburgh schools who have recently created a school website using WordPress and would like some help to troubleshoot particular problems or improve on what they have done already. This will be a hands-on session so please bring content that you would like to include. It is important to look at the 'Schools on the Web' section of the Orb before attending this course.

Click here to book onto this course

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Digital Professional Development

ICT Coordinators' Forum- Early Years, Primary & Special

(Session 3 of 3)

Wednesday 27 April 9:00am - 11:00am

Wednesday 27 April 2:00pm - 4:00pm

Friday 29 April 1:30pm - 3:30pm

Course Tutor: Digital Learning Team

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.

Click here **to book onto this course**

ICT Technicians' Forum

(Session 3 of 3)

Thursday 28 April 9:00am - 11:00am

Course Tutor: Digital Learning Team

Specifically designed for school ICT Technicians or anyone else with hands-on technical ICT responsibilities. This forum will focus on technical management and support of BT and school managed provision.

Click here **to book onto this course**

ICT Coordinators' Forum - Secondary

(Session 3 of 3)

Thursday 28 April 2:00pm - 4:00pm

Course Tutor: Digital Learning Team

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.

Click here **to book onto this course**

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Digital Professional Development

iPad in the Classroom: Special
Tuesday 3 May 4:30pm - 6:30pm
Course Tutor: Anna Kellner

A hands-on session designed to allow participants to try out new and interesting apps and also to share good ideas about using iPads throughout the special school setting. There will be a focus on communication tools, social skills and accessibility. This is a great chance to meet and share experiences with colleagues from other schools, as well as having time to explore and play. The session will suggest ways to effectively incorporate ICT into the teaching and learning happening in your classroom.

Please note: this is the same session that ran in March.

Click here **to book onto this course**

PSAs: Supporting Learning Using an iPad
Wednesday 11 May 9:30pm - 11:00pm
Course Tutor: Nadia Kettles & Grace Murray-Cavanagh

A course designed specifically for Pupil Support Assistants who work in schools using iPads as tools for learning. This course will cover the basics of using an iPad (accessibility features and multi-touch gestures) as well as exploring how to use some creative apps currently being used in Edinburgh Schools. This will be a hands-on session and is suitable for all levels of experience.

Click here **to book onto this course**

SharePoint Sites for Primary Schools
Wednesday 11 May 1:30pm - 3:30pm
Course Tutor: Anna Kellner & Richard Burgess

This is a train-the-trainer course designed to help one person from each school learn more about SharePoint Sites to enable them to then support their own school.
Click here **to book onto this course**

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Digital Professional Development

Exploring iPads and Interactive/Online Resources in Early Years

Thursday 12 May 4:30pm - 6:30pm

Course Tutor: Grace Murray-Cavanagh & Kirsty Dobson

A practical session to flag up interesting and useful ICT resources that can be used within Early Years settings. As well as sharing some resources and giving attendees a chance to try out Smart Notebook software, we actively encourage discussion and the sharing of good practice and some time will be given for this. Teachers and EY practitioners with all levels of ICT skills are welcome - from beginners to experts.

Click here **to book onto this course**

Introduction to using iPads in the Secondary Classroom

Thursday 19 May 4:30pm - 6:30pm

Course Tutor: Anna Kellner

AA hands-on session designed to show teachers in secondary schools different ways of using iPads in their classroom. The session will show attendees ways of using iPads that will help with formative assessment, engagement and creativity. This is a great chance for staff who are looking to increase their confidence with iPads and those that have them in schools but feel they are not using them to their full potential. This session is useful for any staff in schools that have iPads, particularly those that have 1 to 1 year groups.

Click here **to book onto this course**

iPad in the Classroom: Film-making (Primary)

Wednesday 25 May 4:00pm - 6:00pm

Course Tutor: Nadia Kettles

A hands-on session designed to allow users to try out film-making and multi-media apps and to identify interesting contexts in which film-making could be used to develop learning in a primary setting. This is a great chance to meet and share experiences with colleagues from other schools, as well as having time to explore and play.

Click here **to book onto this course**

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Digital Professional Development

iPad in the Classroom: Explain Everything (Primary)

Wednesday 1 June 4:00pm - 6:00pm

Course Tutor: Grace Murray-Cavanagh

A hands-on session designed to allow teachers to develop their knowledge of the Explain Everything app and think about how it can be used to demonstrate pupils' understanding across the curriculum. Explain Everything is an interactive screencasting app that allows users to clearly demonstrate their thinking by using a recordable whiteboard. This is a great chance to meet and share experiences with colleagues from other schools, as well as having time to explore this single app in great detail. The session will suggest ways to effectively incorporate ICT into the teaching and learning happening in your classroom. Some familiarisation with using this app before attending the course would be beneficial but not essential.

Click here *to book onto this course*

iPad in the Classroom: Assessment for Primary

Wednesday 8 June 4:00pm - 6:00pm

Course Tutor: Grace Murray-Cavanagh & Nadia Kettles

A hands-on session designed to demonstrate how the iPad can be used for assessment in a primary setting. This is a great chance to meet and share experiences with colleagues from other schools, as well as having time to explore and play. The session will suggest ways to effectively incorporate ICT into the assessment currently happening in your classroom.

Click here *to book onto this course*

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Digital Professional Development

Exploring Meraki: Getting the Most out of your Network

Wednesday 15 June 4:30pm - 6:30pm

Course Tutor: Grace Murray-Cavanagh

Please note you must have a Meraki login to attend this course.

This course will allow you to explore the features of Meraki and enable you to become more confident at managing your network.

Areas to be covered include:

- Enrolling devices

- Purchasing and pushing out apps using VPP

- Setting up network admins.

[Click here](#) to book onto this course

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