

Digital Learning Team

CPD Opportunities

January - March 2017

Courses are only available to City of Edinburgh Council Children & Families staff.

All courses are held in our training rooms at Wester Hailes Education Centre..

Places should be booked through **Eventbrite using the links provided.**

Please ensure that an **Edinburgh Council work email address** is used and that the details provided are for the **person attending the course.**

CPD Overview

January

- 12/01/2017, Admin Training, 1pm - 4pm
- 17/01/2017, ICT Coordinators' Forum - PS, EY & SS, 9am - 11am
- 17/01/2017, ICT Coordinators' Forum - PS, EY & SS, 2pm - 4pm
- 18/01/2017, ICT Coordinators' Forum - Technical, 9am - 11am
- 18/01/2017, ICT Coordinators' Forum - HS, 2pm - 4pm
- 20/01/2017, ICT Coordinators' Forum - Mop-up, 1:30pm - 3:30pm

February

- 07/02/2017, O365: OneNote and Class Notebook, 4:30pm - 6:30pm
- 08/02/2017, iPad in the Classroom: SEAL, 4pm - 6pm
- 21/02/2017, O365: Mix, Sway & Forms, 4:30pm - 6:30pm
- 22/02/2017, iPad in the Classroom: Maths P4 - 7
- 28/02/2017, O365: OneNote & Class Notebook Masterclass, 4:30pm - 6:30pm

March

- 01/03/2017, iPad in the Classroom: Literacy P1 - 3, 4pm - 6pm
- 02/03/2017, SharePoint: Maintenance & Support Session 1:30pm - 3:30pm
- 07/03/2017, O365: SharePoint Sites for Primary Schools, 1:30pm - 3:30pm
- 14/03/2017, Flipped Learning, 4:30pm - 6:30pm
- 15/03/2017, iPad in the Classroom: Literacy P1 - 3, 4pm - 6pm

January

Admin Training

Thursday 12 January 1pm - 4pm

Course Tutor: Peter Lennon

During the course you will be given an overview of admin rights. Participants will work with their admin rights during the session.

You must have admin rights prior to attending this course. Further details can be found [here on the Orb](#).

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

ICT Coordinators' Forums

Specifically created for ICT Coordinators and Technicians. These courses will keep you up to date with local, national and international ICT developments. A representative from every establishment should attend these meetings.

Early Years, Primary & Special Schools

Tuesday 17 January 9am - 11am

Tuesday 17 January 2pm - 4pm

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

Technical

Wednesday 18 January 9am - 11am

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

Secondary Schools

Wednesday 18 January 2pm– 4pm

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

Mop-up

Friday 20 January 1:30pm - 3:30pm

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

February

OneNote Class Notebook

Tuesday 07 February 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 use it as a virtual jotter, resource store and learning environment and how to add students.

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](#)

iPad in the Classroom: iPad for SEAL

Wednesday 08 February 4pm - 6pm

Course Tutor: Nadia Kettles

This course is for primary teachers to learn about and share new apps and ideas to support SEAL (and numeracy more generally) in the classroom.

Please note: this is the same session that ran last term and in the last academic year.

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

iPad in the Classroom: iPad for Maths P4 - 7

Wednesday 22 February 4pm - 6pm

Course Tutors: Nadia Kettles

This course is for primary teachers to learn about and share new apps, ideas and activities for supporting literacy in Primary 1-3. Please note, this course is most suitable for teachers that are confident with the basic features of an iPad.

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

February

O365: Mix, Sway & Forms

Tuesday 21 February 4:30pm - 6:30pm**Course Tutors:** Anna Kellner

This course is an introduction to three of the newest products in the Microsoft Office suite.

Office Mix is an add-on to PowerPoint, which can be used to transform presentations into interactive videos and gives you the ability to create and analyse quizzes.

Sway is a digital storytelling app which is great for creating presentations that include images, video or audio.

Office Forms is a new app in Office 365 designed for making surveys and quizzes.

This course is suitable for Primary and Secondary teachers.

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

O365: OneNote & Class Notebook Masterclass

Tuesday 28 February 4:30pm - 6:30pm**Course Tutors:** Anna Kellner

This course is for teachers who are already comfortable with using OneNote and Class Notebook. The course will go over some of the tips and tricks that can be used to get the most out of OneNote and Class Notebook, including the Class Notebook add-in and iPad app.

This course is suitable for primary and secondary teachers.

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

March

iPad in the Classroom: iPad for Literacy P1 - 3

Wednesday 1 March 4pm - 6pm

Course Tutor: Nadia Kettles

This course is for primary teachers to learn about and share new apps, ideas and activities for supporting literacy in Primary 1-3. Please note, this course is most suitable for teachers that are confident with the basic features of an iPad.

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

O365: SharePoint Maintenance & Support

Thursday 02 March 1:30pm - 3:30pm

Course Tutor: Anna Kellner

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](#)

O365: SharePoint for Primaries

Tuesday 07 February 1:30pm - 3:30pm

Course Tutors: Anna Kellner

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.

Please note: this is the same session that ran last term and in the previous academic year.

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

March

Flipped Learning

Tuesday 14 March 4:30pm - 6:30pm

Course Tutor: Anna Kellner

Flipped learning is an approach which involves pupils learning at home, then building on this in school. ICT is an excellent tool for this, as it provides a method for assigning videos and documents to pupils to study at home. Pupils then complete work based on this material in school, with support from the teacher and additional ICT resources.

This course will go over the theory of flipped learning, as well as give ideas for ICT resources which can help teachers flip their classroom.

This course is suitable for Primary and Secondary teachers.
Please note: this is the same session that ran last term.

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

iPad in the Classroom: Literacy P4 - 7

Wednesday 15 March 4pm - 6pm

Course Tutor: Anna Kellner

This course is for primary teachers to learn about and share new apps, ideas and activities for supporting literacy in Primary 4-7. Please note, this course is most suitable for teachers that are confident with the basic features of an iPad.

If you attended iPad for Literacy last term, please be aware that the content for this course will be very similar.

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

Booking onto our courses

All of our courses can be booked onto via Eventbrite using the links provided. Please ensure that an Edinburgh Council work email address is used and that the details provided are for the person attending the course.

If you do not receive a confirmation email after signing up, please go back into your booking in Eventbrite and check that you have entered your email address correctly. If it is not corrected, you will not receive reminders and additional information about the course.

Places on our courses are limited. If a course is fully booked and you add yourself to the waiting list, please do not attend the course unless we have contacted you to let you know that a place has become available.

If you can no longer attend the course that you have signed up for, please cancel your place via Eventbrite so that we can make it available to someone else.

If you do not see a course which meets your learning needs, get in touch and we'll see if we can suggest an alternative course or provide you with learning material.

Contact Us

If you have any queries, don't hesitate to get in touch.

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