



Learn anywhere with Microsoft

Friends of N4L



We asked our friends at Microsoft to provide some of their top tips and tricks to support learning with their eLearning tools. Here's their take, in their words - including where you can go for help.

Top 5 tips for teaching with Microsoft

- 1 Learning Tools**
Learning Tools use a set of free and accessible features that enable every student to improve writing, reading comprehension, and reading speed.
- 2 Co-author with Office 365**
Saving your Office files such as Word, Excel, or PowerPoint in OneDrive, SharePoint, or Teams means you can co-author with others at the same time.
- 3 Translator**
The Translator App helps break down communication barriers so all students can be a part of the conversation. Te Reo Māori was also added last year which is great news for all NZ schools!
- 4 Screen Record with Microsoft 365**
 - Microsoft Teams Video Record
Record staff meetings or share your desktop and create recorded lessons.
 - Record your screen in PowerPoint
Record your screen and related audio, and embed it into a PowerPoint slide.
 - Flipgrid
A fun and engaging way to gather feedback and reflection collectively.
- 5 File Restore in Office 365**
Restore any accidentally deleted files or changes to a document. If your file exists in OneDrive or SharePoint Online, you can find deleted files in your Recycle Bin where it is stored for 93 days. If you have worked on a file and have made changes that you are not happy with, you can roll back to previous versions (500 versions are available by default).

Top 3 support resources:

- 1 Microsoft Education Center**
Free online self-paced learning resources for teachers where micro-credentials, badges, and points are awarded for completing education focused courses.
- 2 Microsoft Office 365 Education Support**
Teachers, Students and Parent support for Microsoft 365 products.
- 3 Microsoft Education YouTube channel**
Short, education-specific how-to videos.

Microsoft's Education Team

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