

on my computer. And there you go. All yours. Thank you.

Good morning, everybody. It's so nice to see you here. I actually glanced a quick glance at the list. And I know some of you. So it's great to see you. I hope that everybody's staying healthy, and well, and is learning how to balance working from home.

So this session is called ideas for using Microsoft tools to be able to stay connected with your school community and your parents and make yourself more accessible to people because I know that right now everyone in many of our schools are just trying to push out content to kids and teach them how to use their computers and teach them how to use all these different platforms. And so it's been a little hectic, I think for some of us who are special services or who offer something that's not like a class.

It's a little bit tough, right, because we're competing with general ed or content area teachers and their work.

And so I think I see ourselves more in a supportive role, but certainly a really critical one.

So I hope that you are having success and staying connected with your community. But I also want to give you some tips about how you can even make your presence more known and really be able to help people see how valuable you are and that you can be especially right now where everybody's looking for support.

So with that, I'm going to stop my video. I'm going to go through a presentation and then show you how to create different things using teams and using some of your Microsoft tools. So by all means, if you're comfortable tabbing from the presentation to your own Microsoft Teams and other tools, you can do that this way. By the end of the session, you might be able to have your own channel already with some office hours set up. So I'm going to stop my video.

We'll use the chat box for questions and I'll every now and then I will glance at it and I'll pause. Hopefully before the end of the session, we'll just be able to unmute and ask me questions.

I'm going to go ahead and click on share and I will share my screen.

And here you go. Adios for school librarians.

I'm Blanca Duarte from Logic Wing. I'm an expert and I'm excited to be here with all of you. So we'll start off with what we're going to learn today.

start off with what we're going to learn today. First of all, I know that many of you have asked how you can set up kind of a virtual space for you to be available for your students. We know that students are some of them are working on projects and they need our help with research. We know that students still have to read our kiddos need books so we don't want to disappear, but they need our help to maybe even balance our own lives, right?

lives, right? So whether it's helping them understand how to use overdrive to get ebooks or audiobooks or helping them look for the right database and maybe a database that's very visual if you know they're early readers or they struggle with reading. Those are really important things that we can offer right now. So I'm going to show you how to create a virtual a librarian is in link using the meet now feature in teams. You can do this a couple of different ways. So depending on whether your school uses your outlook calendars or your school is using teams, hopefully there are a couple different ways to do that. So I'll show you that. The

other thing is I'm going to show you how to create a channel. I don't know if you have your own channel in teams or if you have your own teams. So we'll talk a little bit about what way you may want to set up a team whether you want to create your own team that's like a virtual library or they want to be a part of someone else's team or if you really need more work on your plate, maybe you could do both. I'm not going to recommend that. I think that there's definitely benefits depending on grade level and your role in the school. But whether you're going to create your own contact librarian channel in teams or whether you can be part of someone else's team and create that channel will be up to you.

Then I'm going to show you how to know is a publishing tool that comes with your Microsoft 365 accounts.

You're basically publishing an online newsletter and I think that it's really important that we're able to stay connected.

So not only through virtual, not only through maybe a channel where you're responding to questions but just being able to be that breath of sunshine sends those kind of fun newsletters that I think kids probably are looking for.

And so we can use Sway to create some of those fun things and add pictures, etc. And finally we're going to take a look at Microsoft's education. So the education website that Microsoft has has wonderful, wonderful resources. And one of the things we'll explore on that site is Skype in the classroom.

So if you have students who want to go on field trips or schools that are asking for your help in creating field trip Fridays, many of my schools are actually doing that. Not every Friday but like every other Friday or at least once a month are designating whole days where everyone in school is going on a virtual field trip. So I want to show you a little bit about that as well. All right.

Those of you who grew up in the 70s and 80s know what this sign looks like. It is your peanuts sign. The doctor is in where Lucy would sit there and give poor Charlie Brown some help.

Well, the librarian is in now. So we take a critical role right now in our schools and looking for support.

So how can we do this and who are we helping? So a couple different ways that you can help your school community. Number one is that you can create office hours for your teachers, right? So for your colleagues, some of you have different relationships in your school buildings.

Others of you have so some of you have taught classes, right, all day. Some of you only teach a couple of classes and then work with teachers on projects. Some of you it's really all project based or maybe you work with the specific grade level or specific content area teachers.

So this is the time where you can really shine. You can create virtual office hours for teachers who need you.

We know we want to definitely have some office hours for students. So I've read on some of the blogs that some of us are basically creating an open virtual video conference and just being available throughout the day. So I have some tips for you on making sure that you are able to get your work balance and life balance as well.

Office hours for administrators. So I was in a conference the other day, a video conference where we were talking about how sometimes administrators don't necessarily remember to tap us for our expertise or for our help as well,

especially when they're communicating with parents and our communities. So we want to make sure that we stay connected with our administrators as well. I know it's really difficult because some of our schools are still just wrapping their heads around remote learning and trying to get lessons up and you know making sure everybody's teaching so they're going into everybody's teams and making sure there's content there but we want to make sure that we that we are there and that our admins know that we're there to help as well. And finally some of my schools are starting now to offer office hours for parents.

So in some districts that role is falling really to the principal, the assistant principal, and maybe a tech mentor, a tech coach.

tech mentor, a tech coach. But you know we know our technology too right?

So I definitely think that offering your support in this time to help parents, whether it's doing some tech troubleshooting or whether it's to teach them how they can sign up for local library resources, whether kids can get access to books because we can't go out, I think that that's really important. So you can use your virtual sessions for all of these things and more. Two tips that I'm going to give you is really to set limits. So one of my recommendations is that if you are going to have office hours for teachers, for students, for admins, for parents, that you set limits for yourself. So you can say every Tuesday and Thursday from 10 to 12 I'm going to be in this channel and you can click on meet now and you can see me and we can have a conversation. But I think it's really important to set up time limits for yourself because in some of the blogs where I've read that some people are just opening it up for like five hours. I mean you have your lines too right so we want to make sure that you set up your limits, that you set those time limits both for yourself and for them and they always be punctual is not for us because we'll be in there but if you set up office hours and you have a table where everybody sets up an appointment maybe every 15 minutes or every 20 minutes we want to make sure to remind them to be punctual as well because as we know if we come five minutes late and we had 20 minutes of you know conversation we wanted to have and then someone else comes in at there a lot of time now the person who came in late has not had enough time maybe to express what they need and we can start bumping into each other virtually yes it is possible to do that so we want to make sure to remind everybody to be punctual when we do set a schedule and definitely provide supports for things that you know and that you can learn right so you don't want to go out there and promise that you can help them with everything but certainly if there is time in your day to maybe learn new tools that you've always wanted to learn so that you can bring it back to the kids or you want to have time in your day to create newsletters or maybe teach other educators or other content area teachers maybe have they can create their own newsletters to make their assignments a little bit more engaging provide support for things that you know don't stress yourself out with promising that you can do everything right so these are just some tips to help you balance okay so first thing we're going to do is we're going to talk about virtual office hours right so once we say to ourselves okay i want to set up some virtual office hours to meet with my colleagues or meet with my students in microsoft microsoft has a couple different ways that you can do this okay the first one is that you can go into your team if you have a team and you can create a channel so if you have your own team then you can create a channel that is just dedicated to your virtual meetings if you are a member of someone else's team then you can create a channel for yourself called ask a librarian and then you can post your office hours there so when you go once you're going to your channel these are kind of the step by steps so for those of you who are now turning to a new tab and trying to get into your team this is what i'm going to show you how to do so when you are in a team or you're in a channel you can click click on the meet button to start a video conference you can also do this if you go to your outlook calendar you can create an event there and set up a meeting and i'll show you how to do that you're going to give your main a name and if you're in your

channel and you click on meet now you'll basically give your meeting a name join the meeting and that then will will broadcast depending on notifications that people have set up it will broadcast to the other members of that team that you are available and you are open and you have open hours okay you can also invite people by clicking on the people panel and then you can if you wanted to email people you could also share the joint information to colleagues or students so let's take a look and see what that looks like so i'm going to go over some of the basics of Teams just for those of you who maybe have not had who have not used it a lot or maybe haven't had a lot of time to explore a little bit deeper so Teams is Microsoft's communication platform can hear you oh okay how far away did i not speak am i still there can everybody hear me still i can hear you bonk i believe you can add to turn up the volume on your own device you have to turn up the volume on your own device at this point thank you very good all right no problem okay so let me get back into Teams all right so this is what your Microsoft Teams dashboard looks like on the left hand side you'll notice that you have menus and icons so i'm just going to click on them very quickly because i'm going to make an assumption that some of you have used your Teams before the activity icon will show you the feed so anytime that people have mentioned you in a team or in a channel you'll see that information here anytime that people have responded to you you'll see that information here now some of you belong to many teams right because i as i said earlier you may belong to everybody's all your teacher teams right so if you have 30 teachers in your building they may have decided to make to add you as i can't hear you oh what did i do here okay continue on blanco notifications off i'll show you where to do that but your activity button is going to show you all of your feeds now the chat chat allows you to create basically a private chat with other people so this is where you would go if you wanted to connect with a colleague so i'm just going to click on this little button up here where it says new chat and i'm going to invite okay myself i'm logged in as a trainer right now so i'm not logged in as myself so here we go so i'm going to send blanca a chat message and i'm going to say blanca i would like to meet with you okay so this is one way that actually you can set up appointments is simply by going to chat and reaching out to other educators is that possible okay so here i am writing in the chat now many of our schools that we work with that use microsoft teens teens is their communication hubbo so they're not using email to email people and and make appointments are actually using tees so if your district is using teens as a platform for communication then there'll be a little um uh there'll be a little announcement here a little a little red dot that says hey you know you have two or three chats going on someone's trying to reach you so uh that's that's how you would communicate right if you're if that's how your district communicates so i can simply say hey look i can you know i would like to meet with you is that possible and she can send back a message and say yes it's fine and then i'm going to say okay let's do a quick video call so on the upper right hand corner you have the ability to do a video call on the spot or you can also call them okay but i'm going to go ahead and click on my video call and you probably cannot hear it but if i do that yes hello hello okay i'm gonna click on zoom again everybody can still hear me correct yes okay you speak a little louder um speaking pretty loudly but okay maybe this a little bit better okay so um so that's how you can reach out to colleagues reach out to administrators and that's how you can get into a quick video session if you just want to do it privately okay the other way to do it is to be in your teams so the next icon is your team's icon this is where you're going to see a list of the teams that you belong to okay so there are two different ways to look at your teams i'm going to show you how to change the view because i personally do not like the grid view so let's think about this little bit you can create your own team right so if i am a librarian in a k5 building i can say well i'm just going to create my own team that's going to be my little space and i'm going to invite all of my colleagues and all of my students and sure that's one way that you can do it but i want you to think about it this way if a child comes into teams and they have their main teacher's team and then maybe a phys ed teacher's and they have to go to all these places to get information the people who are not the core content area or

the core grade level teacher is probably not going to get as much love as everybody else right generally speaking so so one of the things that you may want to do is simply to be a member of everybody else's team right and maybe have a virtual library for very specific things but the reason why i don't like this view right because if i'm a member of 30 different teams i'm going to have to scroll through and yes i can click and drag and rearrange my classes but it's not so easy for me to see whether people have posted to the teams so what i can do is simply go over to the gear on the upper right hand corner and i can click on the gear and i can switch my view okay and if i switch my view i can go from a grid layout to a list layout and when i do that all of a sudden i get a better view so i can still rearrange my team so that i can put the ones that are more active on the top but now if there is any conversation going on in the teams the the actual name of the team or the name of the channel will be bold okay and that's why sometimes when you're in teams sometimes those you know channels or those are bolded it means that there's conversations going on in there that you have not seen okay so i'm going to go into my grade level my grade five teachers team okay and in a lot of districts i say this as well is that every grade level or every content area for those of you in the upper grades has their own team and

this is a space where teachers can communicate where they can share information maybe where a department head holds their meetings and one of the things that you can do inside of a team okay is have the ability to chat with all the members of the team okay so every team gets a general channel so i can say hi everyone and if i type in hi everyone in the general channel everybody who's a member sees it but i want to have my own channel okay a channel is a space where you can have conversations and you can share files and you can share notebooks so one of the things that i would like to do is i would like to have an ask your librarian channel this way when people request things from me or when i want to share information out to people my conversation doesn't get lost in the whole thread of the general channel and i hope that makes sense for some of you because those of you who have been using teams are probably thinking to yourself oh well that's fine i can be a member but then if i post something and 10 other people post then people who come into this into the general channel and look at the conversations are probably only going to look at the last two or three right that have been posted so my posts are going to get lost so one of the ways that you can create a channel is you can go to the three buttons that show up on the actual main team page and you can just click that and you can say add a channel all right so i have two channels here that are related to my role i have an ask your librarian this is where teachers could contact me and i have a book reviews okay the book reviews is actually for students so if i was in a classroom i would maybe put ask your librarian and have a book review channel as well so i'm going to i'm just going to type in the name of my channel i could also say like ask mrs m you know if uh if everybody knows me as mrs m and then i want to put a little description so you know ask me a question related to related to dot dot dot okay and then under here under privacy so this is where you can actually create channels that not everyone in your team sees so i know it's uh pretty you know pretty easy in the way that we work so fast we put in our channel name we add our description and we click on add but if you have not seen this before and you think there might be a reason why you might want to create channels that are specific to a smaller group of people in that team what you'll want to do is click on that drop down click on private okay accessible only to a specific group of people in the team and then click on next right and this is a private channel so just invite the people that you want to be able to see this and so again i'm just going to go ahead and click on some names okay and this is where you would um in your domain you'll probably be able to just start typing the first names of your students and or the teachers and it'll just pop up and then you're going to click on add and now it's just saying okay this is a private channel and only these people can see it i can also decide that maybe i want to make one of them an owner of that channel okay so i'm going to just click on done all right and what you'll notice is now in my team i see four channels okay everybody see that and the ones that are partially hidden and private are going to

have a little lock on them okay and if i forgot who i invited i can always go to more options and click on uh manage channel or add members and if i wanted to add somebody else i could just click on add all right so you're going to say all right wonka so how does this work all right well let's say that you are um you're not in teams right it's the morning you wake up you open up teams and just click on team so we see our list what you're going to do is you're going to start to see bolded channels where people have started to ask questions okay so again if there's any new content and new information in a team these letters will be bolded and then inside of the team you'll see channels and the channels that have new information will be bolded so one of the things that you could do is every morning you could click to see whether anybody has asked me a question whether my kids have gone in to look at you know uh to ask about book reviews etc okay so that's an easy way for you to be able to communicate with um or to at least make yourself known in your team okay especially when you are part of someone else's team now inside of a channel okay i can also um have a meeting so i can start a live meeting it's called meet now okay from a channel so let's say now that it's 10 o'clock on a tuesday and i have set up virtual office hours and i told everybody already in the general channel hi everyone i'm holding office hours today from 10 to 12 all right but i don't want to start my meeting in the general channel now the reason why you probably wouldn't want to do that is because that means everybody that comes into this team is going to see and be able to hop into my meeting okay but let's say that i have uh i have set aside hours for specific content areas so maybe tuesday i have my english and social studies teachers and on thursday i have everybody else so in my ask mrs m or ask your librarian channel i can go in here and create a meet now okay so i'm just going to click on meet now and this is going to open up my camera and it's going to allow me to now start a video conference okay and once i'm in the video conference i can invite people and i can i have my conversation so i can have a chat with them once they're in here i can share my screen so if i wanted to show them i'm just going to hang that up so if i wanted to show them how to set up their overdrive accounts so that they could download ebooks i can always share my screen and let them do that right so that's that's one way that you could just make sure that your meeting didn't end up you know somewhere in the general channel somewhere where people could see it okay but of course you want to let people know that that's where you're that makes sense to everybody so that is one way that you can create a virtual conference meeting on the fly but let's say that you didn't want to create it on the fly let's say that you want to be able to create office hours on your calendar and then have it post to your channel well on the left hand side there's two ways you can get to your channel obviously you can go to your uh absoluntra on the upper right hand corner or left hand corner and just click on calendar you'll have to open up office 365 but inside of teams you also have a way to get to your calendar and if i just click on those three dots i'm going to be able to see my calendar right there okay so i've opened up my calendar and i'm going to notice on the upper right hand corner i have two buttons one is meet now and one is no meeting so again i want to set up a meeting for office hours and i want to make it instead of 10 to 12 let's make it one to two okay so i can just click and drag and then it opens up this box where i can add my title and i'm going to say office hours for science teachers okay or office hours on microsoft teams right so you want to you want to probably make it specific so that people know what they're going to learn about when they come into your office hours so that's one of my tips for you is to be if you have the opportunity to just be more precise about what it is that you're going to cover during those office hours but you can also hold open office hours as well okay so this is just an open office hours on microsoft team so anyone who wants to learn about teams can hop into my uh can hop into my video conference i'm going to add a channel so i can decide from here from this window that i'm only going to um here we go that i wanted to actually post in the general channel okay so i can say post this in the general channel i don't have a location it's okay i might want to put an agenda into the teams how to create a channel that's it and then i can um and then i can send this so let me just send it i notice i didn't put any required attendees in here so i'm just going to go ahead

and send okay so it shows up on my calendar now for those of you who've never used the calendar icon in teams this calendar will show you all of the different meetings that you have created in outlook and it will show you all the different meetings appointments that you've created in teams okay so this is your calendar basically so now i'm going to go back to teams and i'm going to look at my general channel okay all right and you'll notice that in the general channel which is where i posted that meeting there is a notice that says agenda intro to teams how to create a channel and this meeting is going to start on thursday at 12 30 all right so you could let's talk about how this might work for you you could uh twice a week hop into your uh if you have a if you have a team where all your teachers are right so some schools also have teams for their building if you want to make sure that people know that you're going to be available for questions you can actually post a meeting on the general channel for that building right but if you just want to make yourself known to specific teachers then you want to make sure that you're going to hold open hour uh open office hours let's say for a specific classroom because students are working on a project then you would have posted you would have come here to ask mrs m and then from here you would have just gone ahead and posted a uh an event for the virtual channel here all right okay so those are two ways you can go directly to your team and inside of your channels you can create meetings okay so you can meet in our schedule meeting or you can go to your calendar and you can create a meeting from your calendar right the most important thing really for you to think about

is how you're going to organize your teams if you're going to be a member of many different teams or if you're going to have your own virtual library and just make sure that everybody knows to come into the virtual library okay for the virtual office hours or if you're going to try and do both all right so you can see how both would probably take a lot of time to manage it's not possible but when we're trying to make our lives a little bit easier and just be able to find some kind of a balance i think you may want to choose one or the other all right i am going to pause for a moment and just check my chat does anybody have any questions about creating the virtual office hours using using the meet now okay all right i'm gonna keep going then all right um i should have had to set up a contact your librarian channel right so i'll go through channels again so when you create your own channel you're going to go to teams you're gonna go into the team you're going to um select the three dots in the general channel and just say add a channel and then you do have the ability to have channels that are private or that are open to everyone in that particular team all right next i'm going to show you is um a tool called sway i talked about it earlier it is a publishing tool so all of you have a sway accounts if you go to your office okay if you go to office.com and you don't see sway as one of your apps you're swayed by the way if you don't see sway as one of your apps you can click on all apps you could have also just gone to the upper left hand corner if you were inside an office product already clicked on the app launcher and then clicked on sway so i'm going to click on sway and introduce you to the sway dashboard so sway is a way that you can really create a dynamic newsletter for your school for specific classes to announce maybe virtual projects or virtual field trips right so if your school district says okay i'm gonna have you know have you helped me set up virtual field trips for you know two fridays from now you can send out newsletters inviting everybody letting them know that that event is going to happen so let's take a look at some of these um example newsletters and then i'll show you a couple that uh that i've created to show you okay so a sway is an interactive published document because it's a published document and you're creating it on the web it's going to have its own unique url you can have photos show up and have text okay and i'm just going to continue to scroll down sway published documents can show up in three different ways they can be vertical okay so in this case this is a vertical document and you'll notice that i have some features okay that show up like the headlines that show up um i can emphasize a card so you basically build a sway with cards and each card can have pictures can have text you can emphasize the text and as you create your sway uh you'll learn you'll learn which ones show up a certain ways um you can also embed

photos okay and type of links and then one of the things that i love is this photo stock so it allows me to put together a group of photos kind of in a visually nice way and it gives me the ability actually to expand it to see it full size it's not letting me see that right now but when you click through it they just kind of flip over like a bunch of cards all right so this is one example of a sway i'm going to go back into my sway and i'm going to show you different ways that you can create sways again you can use it for communicating to parents you can use it to communicate with your educators with your colleagues or you can use it to simply communicate what's going on in your school with your students all right so here's an example of a very loud sway i like it um so it's got what's new in the library right so you can do weeklies or you can do monthly letters uh you can add different types of topics this is all texts that you add okay so this is everything that you are adding this is yours environmental awareness week okay so if i click on that particular image it just pops up so that i can actually read it okay but you can see that it's it's highly interactive highly recommended reads in this case i have created images in a in a great view so in this example you see that you've got book covers okay that you can use your arrows to go back and forth through but then in your sway they show up as a little grid view okay here i have an embedded pdf so i can again i can use my back and forth arrows to read through a magazine and then i have this other piece here so this is another type of image layout where i have just two two pictures next to each other okay and then here's some hyperlink text so i have the ability to hyperlink text and that'll take kids somewhere else so so that is an example of like a weekly newsletter and i'm going to open up mine and at the same time show you the kind of information you get from from sway which i think is wonderful so one of the things that's always been a challenge is that if you've ever mailed out newsletters or you have emailed parents newsletters or students newsletters you sometimes you don't really get a sense of like other people opened it up whether they viewed it whether the one that you sent last month more people saw than the one that you sent this month so one of the best things about sway is that you actually get some analytics you can see how many people have viewed the that published document how long they spent on average read going through it how far along they got through it so this tells me that one person viewed it they spent about three minutes and they only went through about 33 percent of the content and then over time you can see you know you can make some generalizations about whether the content was what drew maybe more people to see it and spend more time with it and then you can start to say oh well i can i start to notice things like the published documents that had more images and more pictures of kids people spent more time on it and i got a lot more view versus one that maybe just had some general information okay so this is really nice to be able to see that so what i'm going to do is i am going to open up uh let's see i'm just going to open up my spring is here sway okay um if i if i wanted to create one from scratch this is my dashboard so i would simply make it a little bit smaller i could click on create new blank sway i could start from a document i could use one of these templates whoa okay i could use one of these templates or i could click on more templates to see more okay okay so let me um let me click on spring is here all right so this is the sway that i've created and um you can you can see here that when you create a sway you've got two tabs on the left hand side the storyline is where you add content to your sway and the design is where you can see what that published document is going to look like so the one thing that i'm going to say is especially in the beginning when you're just starting to learn what these cards do and how they look you want to probably pop from storyline to design so that you can see if i have text emphasized what it looks like on top of an image if i click on uh i have this other feature here i can say i want this text is more of an accent so what does that look like accents show up at the top it's a little bit smaller and it is italicized right but i want a little bit bigger i want to highlight my text and say emphasize and instead i've got it bolded and i don't like the accent because i don't want it italicized okay so you start to get more familiar with with how it looks in the design of the published document so you'll start off with your heading now you can add an image or not it's up to you if i didn't like this image

and i wanted to insert a different one i could simply go up here to my upper right hand corner and insert content into my sway and look for a different picture so what uh what sway will do is based on the words that i have in the title it will automatically bring up some suggested searches so i'm just going to click on spring is here because it noticed that i had that and i'm going to change my image and make it make it this purple flower now what i did here was i didn't um i didn't click in here and actually like click and drag this flower i could have done that just if i wanted to change the background so you know that just moved that down and it just changed my picture so now if i go to design i see that i have a new picture there okay and if i don't want a card let's say that i made a mistake i could just click on the trash can and delete them all right as i add cards okay i have the ability to add a heading card a text card okay so maybe i want to put in a quote that i found that i want everybody to read i can certainly put in an image and that'll just put an image right as i scroll down there'll be an image after the area that says spring is here this is my photo stack so let's say that after spring is here i want to bring in a group of pictures because i want people to be able to click on them and flip them right um i also have different ways to group those pictures together so if i click on group type on the right hand side i'll see some of the group types that you saw in that template so this group type will show up will show the pictures in a grid this is the stack i love the stack by the way um this is the one that will put the pictures in a grid of six okay i can also make the make the images flip okay like we saw in the book reviews right so i can make it more of a slideshow i can have a thumbnail image etc okay so you have a whole bunch of different ways but let's say that i wanted to put a stack i find that the stack actually gets a lot of engagement i don't know if it's because people are just click happy and they like

to tap on their phones but i'm going to go ahead and i'm going to click on some content so um i want to add images if i had pictures of students if i had started to collect pictures of students taking uh reading let's say i had a little thing and i said all right i want everybody to send me pictures of themselves reading and i'm going to put it in the newsletter then i could upload those pictures from my device but here i'm just going to click on image and instead of spring is here i want to put pictures of books all right now i want you to notice right now we're just looking at images but i can also insert videos okay so i'm going to select a couple of books pictures here all right and i'm going to select five and i'm going to click on add all right i do want to make sure just for accessibility purposes that i have a caption under each one if i click on details i can see caption and alternative text so there's there's already alternative text here so actually if someone cannot see their screen reader will tell them that this is a bookcase but what i want is i want to go into caption and i actually want to type a caption although i can't type a caption right here for some reason okay anyway this is where i would put the caption this is a stack of books or if i had pictures of students reading books i could say here's bonker reading a book on the front line okay and if i wanted to see what this would look like now i could click on design all right so i'm going to scroll up to the top here's my spring is here text here's my background picture here's a group of a stack of pictures so i'm just going to flip through them okay and if they had captions the captions would show up underneath all right and then here i can see that this is a text card so it has a heading and some additional text this is a letter hi boys and girls i miss you i put another bunch of stacks stacked photos here okay etc etc so and then i have a little i have a little kind of call to action so i think one of the things that you want to keep in mind is because you don't have your kids with you it's so hard to engage them now right so my guess is that if your house looks like most of the houses my friends that i know that kids are doing their work and then the minute they finish work they're locking themselves in their room and they're probably on instagram or tiktok or whatever else apt flavor of the month it is so it is hard to engage kids but i think if you're able to spend some time designing some interactive um documents for them especially if it has pictures of their friends and themselves i think it might be one way to actually get them to to engage with

you a little more now you might ask blanka okay that's fine so now how do i get this how do i get this published document out to people so there's a couple things you want to do number one before you send it out you want to play your sway so just because you can see the design this is not really what it's going to feel like for people so before you click on the share button to send everybody this link i want you to click on play and i want you to take a look at what it will actually look like on somebody's phone tablet or computer okay if you don't like it you can always go back to edit um you can also change the way that the sway uh that the sway works so right now i have it in vertical mode but i could also change the sway to be uh horizontal mode so this would allow people to just simply use the arrows and look at the different sections okay bit by bit and if you didn't like that then oh i took myself out um if you didn't like that you could also okay here we go you could also just do it almost like a flip book so there might be times where maybe you create a book there's lots of really great places for you to publish your own book and you want to share that with kids or you have a presentation that you want them to look at so instead of just sharing a powerpoint presentation maybe you create a sway and in this case then each one of the slides will show a little bit differently all by itself okay and you also have this view here where it will take you page by page so sways are very dynamic okay and you have a lot of opportunities to change the way that it looks and feels even from one week to the next so let's say that you really like this mode you like it's going vertically what you're going to do is you're going to click on share okay and you have a couple different ways that you can share you can share your sway with specific people so let's say that you have created a special sway for a group of students maybe you've made it very visual because they don't read well and so maybe you just want to share it with those specific students or not you can also share your sway with just people in the organization with the link so in order to see this way they're going to have to come into their office.com microsoft account or you can create a sway for your community and for parents so that anybody with a link can view right and this is where these settings should look familiar to you when you go to share a document in office 365 you kind of get the same settings so you can invite people to view and then of course you can always invite a colleague to come in and edit this with you all right you have a visual link so a visual link looks like this it'll give you a little header and if you copy and paste this into an email people will see a little thumbnail and you do have the ability to have more options more options for some of you this will be more relevant if you have student pictures and you want to make sure that just not anyone on the web can find it or share it with somebody else you can require a password to view the sway you're ready and so maybe my password is hello you can require a password for everybody or only require a password for people to be able to edit and of course i made mine hello 123 and microsoft the same that's not a strong enough password all right so we'll add some characters there okay all right so now when you go to click on share again i'm going to let everybody with a link view it and so i will share this through remind or twitter or if i wanted to put this on my own teacher website right because some of you have a librarian's website where people can come and they can get links to your reference libraries and all of that you can always get the embed code and copy and paste this into your into your websites more websites have html editors and you would just paste it there and then your newsletter would show up inside of your website which is really great all right so that was a quick tutorial on sway i promise you you will love it it's really one of my favorite tools in microsoft now before i show you skype in the class i'm just going to take a look at the zoom meeting and see if there are any questions so any questions so far guys you've been such a quiet group no okay all right let me take you to um to the last resource that i wanted to show you and that is skype in the classroom so just uh because i'd love to know have any of you ever used skype in the classroom if you can just type it in the chat anybody ever hold like a skype a mystery skype ah okay so christine i guess i figured you might oh all of you have oh wonderful okay well then i won't i won't go through it um i'll go through it but i won't spend too much time on it just if you have any questions you can ask so um i like to go to the microsoft education center uh just

so that i'm able to get to skype in the classroom easily but at the same time i can also see some of the other wonderful offerings that they have so if you go to education.microsoft.com it will take you to the educator center for microsoft and if you've ever wanted to learn how to use a tool in microsoft they have so many resources you can browse courses and take self-paced courses the courses are you know really uh visual they're you're doing it at your own pace but the language is really clear so you can explore courses um you can explore learning paths so this would be like if you wanted to learn how to use skype in the classroom but also be able to like set up your profile and do all the little things that you need to do in order to get this working you can explore a learning path all around skype in the classroom you can also look at resources and lesson plans okay and if you scroll down a little bit you will get down to a section where you'll see skype in the classroom is one of the things that you can one of the tools that you can use and all you're going to do is just click on skype in the classroom it'll take you right to the skype in the classroom page now i was in the middle of already um making this trainer account an account so what you'll what what you'll see is you'll see the ability to actually sign up for skype in the classroom um it will ask you where your contact information and let's say one and msmi.com okay it will ask you where you're located all right and this is simply so that when you create your profile other people around the world know where you're located this is important for time uh because of the time zones and and the times that you want kids to connect and then if you have a skype profile uh url you'll want to just put it in there okay the next question it asks is how would you like to participate i want to connect my students with classrooms around the world or look at this i mean for us as librarians maybe we want to volunteer our time to share expertise maybe we want to do read allows for kids okay so it doesn't necessarily you can use skype in the classroom in a couple of different ways um does that make sense to everybody so you can actually just say oh no i just want to be able to like set up a skype in the classroom with people from all over the world and at the same time you can invite your own

students to also be a part of that all right and then you get to your profile page and you'll fill this out but what you'll want to do um at some point is you'll want to look for activities and classrooms to connect with oh and maybe this is not going to let me oh this is not going to let me go there okay just register so let's continue tell me what i want to share so it's i'll have to fix this it'll ask me for a subject area and uh how long i think i would want to run my session they can learn to love reading all right what kind of uh what language can you speak youtube videos that you have etc etc i'm pretty sure i can click on continue oh it's asking me for all these images okay you know what i'm just going to go back here and and try and and try to explore activities for skype in the classroom in the meantime though since we are getting since we're at the hour um if those of you who have used skype in the classroom before want to just unmute yourselves and share a little bit about how you use it and how you've used it with your students that would be great let me click on my zoom here yes this recording will be available for review you've used it for author visits great running um my english teachers to add a link to my library website to their team how would you recommend they do it okay um well i think what i'm going to do is i'm going to create a skype in the classroom just a quick five minutes how you get in because i realize that i didn't i guess i forgot that it took a while to create the profile but um let me answer this question for you ronnie so once you are in teams okay okay when you are in a team so depending on whether it's your team or someone else's team right so if it's someone else's team and you're gonna and you're a member or you're even an owner um when you're in the general on the upper right hand corner you'll see that you have a post which of all the posts are files is another tab so this is where you can add files that you want to share with people so one of the things i didn't mention is you could just create yourself a folder here that said library resources okay and then you could upload your your file here in the general channel right so i'm going to go into library resources and simply click on the upload button and put documents here that you want to share but the other thing that you could do is if

you had your own channel in that particular class or in a you know in a school like an actual school team you could decide that in your own channel you would want to upload your own files okay or a link to another another website which you can do by clicking on the tab okay so i can add a tab and what the websites here could be the virtual reference collection okay and then i would put the virtual reference collection link here and then what that would do is in that channel whatever channel you create that tab in it will show up at the very top okay does that make sense to everybody did it very fast i have to type fast we have no time but let me do that again so when you go into your team okay depending on the team where you want to share that resource you'll want to pick one of these channels so you'll pick one of the channels like the general channel or if you create your own channel you'll have your own channel there and then what you'll do is on the upper right hand corner you'll find tabs and you'll find a plus sign so the channel is going to have post and files if there's been a staff notebook it'll have that as well but then you yourself can click on add a tab and then you can actually add a tab that is connected to a pdf document that you want to share with them a powerpoint presentation that you want to share or if it's a website that you want to share you can just select website and you can fill out the name of the website and the url does that make sense so you can create a tab or you can click on files and create your own folder called resources and then put your and then upload your document in there so you have a you have a couple of different options but for me if i was going to share like a virtual reference collection or something very specific like a website i was going to add sora would i do it that way yes yep absolutely say to do the plus is what you're saying plus type in website type in sora put the sora link in here and then okay that's great thank you very much you're welcome okay bye bye okay guys you can unmute yourselves i