

SELF-DIRECTED LEARNING OPPORTUNITY PROPOSAL



EDTC 6341: STUDENT-CENTERED Learning

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Date: July 24th 2022

Self-Directed Learning Opportunity Proposal

I have worked in distance education for more than 15 years. My current title of LMS Development Manager puts me in charge of all the instructional technologies at The University of Texas – Rio Grande Valley. The Department I work for is the Center for Online Learning & Teaching Technology. As you can see, my job focuses not only on technology but online learning. As a result of this I'm continuously searching for new ways to gain more insight and knowledge on what applications and technologies we can provide to our faculty and students to make their learning journey more enjoyable and worthwhile. For this self-directed learning opportunity, I am selecting the Microsoft Innovative Educator (MIE) Office 365 Teacher Academy as we are a Microsoft school and have access to some of these tools already. By obtaining this certificate will be another tool in my toolbox to offer faculty.

Certificate Sought

The certificate I am seeking is the Office 365 teacher academy offered by Microsoft. The learning path for this certificate teaches educators how to be more innovative using their cloud-based tools such as Microsoft Teams, OneNote, Sway, Forms, OneDrive and Office Online. To obtain the certificate will require I pass 8 modules at a combined length of 8hrs worth of instruction. For information on what is covered in each learning module you can visit the learning path information page at the following link: <https://docs.microsoft.com/en-us/learn/paths/office-365-teacher-academy/>

Timeline

Since this learning path is 8 modules at 8hrs, I will be following the timeline below to complete it in time for project 3.

Week	Module	Hours
July 25 th – 29 th	<ol style="list-style-type: none"> 1. Structure Teams through channels, tabs, files, and apps 2. Assign and assess learners with assignments and forms in teams 3. Converse, collaborate, and build community in Teams 	3 hours
Aug 1 st – 5 th	<ol style="list-style-type: none"> 4. Get started with OneNote 5. OneNote Class Notebook: A teacher’s all-in-one notebook for students 6. Flipped instruction with PowerPoint Recorder 	3 hours
Aug 8 th – 12 th	<ol style="list-style-type: none"> 7. Create authentic assessments with Microsoft Forms 8. Digital storytelling with Microsoft Sway 	2 hours

Evaluation

Once I have completed the Office 365 Teacher Academy training, I will have a better understanding of Microsoft cloud-based tools and how faculty can use them in their classroom. While the majority of faculty use Blackboard as their main learning platform, I do occasionally get asked if there are other tools to use to deliver instruction. I mainly get these requests from outside sources, for example, summer camps that may be taking place at UTRGV. A lot of organizations come to me with different ways to deliver materials for some of the summer camps. I will be able to offer something new to them for the follower summer.

Summary

As I continue in my professional journey, I believe professional development to be very important, especially in a job field where technology is ever changing. It is for that reason I am seeking a certificate in Office 365 Teacher Academy. It will take me 3 weeks to complete and once I have completed the learning path, I will have a new set of skills to offer the UTRGV community which I hope will create a better learning experience for the students.

References

Microsoft. (2022). Office 365 teacher academy. Retrieved from
<https://docs.microsoft.com/en-us/learn/paths/office-365-teacher-academy/>