



## **TCSJ Professional Learning Center - Course Syllabus**

**\*Please note that there are text boxes throughout this document where you can type your responses. If you have any trouble typing, please be sure to click until you see the colored box\***

**School Year:**

2025-2026

**Name and Contact Information for the Instructor of Record:**

Paul Gose, valleyteachersgroup@gmail.com

**Instructor/s of Course:**

Paul Gose and Ken Rickard

**Course Dates/Times:**

Online, asynchronous

**Estimated hours to complete the course:** *(Approximately 15 hours of time = 1 unit)*

45 hours - 3 units

**Evaluation Criteria for Credit:** *If any of the 15 hours will be completed asynchronously, you must provide a detailed explanation of how the additional time will be accounted for here (What assignments will they complete? What will they turn into you to prove this work was completed?).*

Participants are evaluated based on successful completion and submission of all assignments and completion of “time log” of hours requirement.

**Title of Course:**

Microsoft Teams for Teachers 2: Maximizing Student Engagement and Collaboration

**Course Description:**

This advanced course builds on foundational knowledge of Microsoft Teams for educators and focuses on optimizing student use of Teams in K–12 classrooms. Participants will explore strategies to increase student engagement, foster collaboration, manage digital workflows, and integrate Teams with classroom technology. Through practical, student-centered assignments, teachers will develop skills to guide students in effective, responsible use of Teams for learning and collaboration.

**Type of Course (Pick One):**

*Please check the appropriate box.*

- 1000 ELA
- 2000 Math
- 3000 Science & Health
- 4000 History, SS, PE, Art
- 5000 SPED
- 6000 Teaching Strategies
- 7000 Professional Learning & Leadership
- 8000 Technology

**Course Enrollment – How will people enroll?**

*Please check the appropriate box.*

- This course has closed enrollment. Please do not advertise on the TCSJ Professional Learning Center webpage.
- This course has open enrollment. Please post on the TCSJ Professional Learning Center webpage. Insert **enrollment link** for advertisement here:

**Course Participants:**

- Specific Group, District or COE - Identify here:
- Anyone!

**Course Enrollment Cost (if to be posted on PLC website – not unit cost):**

~~\$150~~-\$199

Syllabus was submitted with \$150 as their course price. GS verified with VTG 2/20/26 that their course price should be \$199. Updated website & syllabus.

**Primary Learning Outcomes and/or Course Requirements:**

Primary Learning Outcomes for Unit 1:

- Guide students in setting up Teams accounts and navigating the interface
- Teach students proper digital citizenship, collaboration, and online etiquette
- Introduce best practices for student-led channels and file organization
- Establish expectations for student engagement, communication, and participation

Primary Learning Outcomes for Unit 2:

- Enable students to collaborate effectively on assignments and projects
- Integrate collaborative tools like OneNote Class Notebook, Forms, and Planner
- Teach students to manage their workload, track assignments, and set reminders

- Use Teams to provide timely feedback to students

Primary Learning Outcomes for Unit 3:

- Use Teams' analytics and activity reporting to monitor student engagement
- Provide differentiated feedback and scaffolded support using Teams features
- Promote digital responsibility, equitable access, and inclusion in student work
- Foster student agency and leadership in digital collaboration

**Successful Course Completion:** At the completion of the course, please **provide students who successfully finished the course with a certificate of completion** (the certificate should include their name, course title and date). This certificate is required for them to purchase the units.

**LOGO GUIDELINES AND MARKETING MATERIAL APPROVAL:**

Teachers College of San Joaquin (TCSJ) is a department of the San Joaquin County Office of Education (SJCOE). To reflect this, all external materials must display both the TCSJ and SJCOE logos. All co-branded partner materials must be reviewed by TCSJ's Recruitment, Marketing, and Communications Manager before printing, production, or wide distribution. Please review and abide by [these guidelines](#) for use of logos and marketing materials.

**\*\*\* Unit rates subject to change without prior notice from TCSJ\*\*\***

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This section to be completed by TCSJ Staff.

Approved by: Lori Morgan

Date: 2/19/26

# Units: 3

Price per Unit: \$85

Processed on (date): 2/19/26

Course #: 8040

Add to website? Yes

Added to Website (Initials, Date): 2/20/26

Course Registration Form (to purchase units) Link:

<https://www.forms.teacherscollegesj.edu/valleyteachersgroup>