



TCSJ Professional Learning Center - Course Syllabus

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

Course Description:

This course provides K–12 educators with a comprehensive understanding of Microsoft Teams as an instructional and collaborative tool. Participants will explore features that enhance classroom communication, curriculum delivery, and student engagement. Through hands-on activities, teachers will apply best practices for implementing Microsoft Teams in real educational contexts.

Assignment #1 Orientation.

Phone conversation or Zoom meeting with either Ken Rickard (209)648-4446 or Paul Gose (209) 380-5546.

Unit 1: Getting Started with Microsoft Teams (15 hours)

1. Tutorial Completion: Complete the Microsoft Learn module: Get started with Teams for Education (Video and quiz included)
2. Practical Task: Create a Microsoft Team for one of your current classes. Organize at least 3 channels (e.g., Class News, Assignments, Student Questions)
3. Reflection Assignment: Write a 500-word reflection explaining how you will use Channels to manage classroom workflow

4. Peer Review Discussion: Share your Team/channel setup with peers on a discussion board and respond to 2 educators' designs

Unit 2: Managing Assignments, Feedback, and Communication (15 hours)

1. Video Module: Watch Microsoft Education's on-demand training on Assignments and Feedback
2. Application Task: Create a sample assignment with a rubric and assign it to your classroom Team
3. OneNote Setup Exercise: Set up a Class Notebook and assign guided writing practice
4. Communication Plan: Draft a parent/student Microsoft Teams communication policy including announcement schedules, private chat expectations, and parent involvement

Unit 3: Integrations, Meetings, and Best Practices (15 hours)

1. Live Demo Task: Schedule and run a mock virtual class meeting with screen share, breakout rooms, and recording enabled
2. Project Integration: Add at least one external app (e.g., Flip or Forms) to your Team and design an interactive assignment using the app
3. Accessibility Plan: Create a 1-page guide for students or parents on accessing Teams and using accessibility tools (Immersive Reader, captions, etc.)
4. Final Reflection & Portfolio: Submit a portfolio that includes your Class Team, example assignment, meeting recording, and accessibility guideline

Grading / Evaluation

- Submission of all unit assignments and reflections
- Active participation in peer interaction activities

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):

45 hrs (3 Unit)-\$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

- Understand the core interface and structure of Teams
- Create and manage Teams and channels for classrooms
- Navigate chat, posts, and assignments tabs
- Learn how to organize files and use the calendar for scheduling

Primary Learning Outcomes for Unit 2

- Create and distribute assignments through Teams
- Use rubrics, feedback tools, and Gradebook
- Manage effective teacher-student communication using Posts, Chat, and Announcements
- Integrate OneNote Class Notebook for student work and assessments

Primary Learning Outcomes for Unit 3

- Conduct and record live class meetings or virtual office hours
- Integrate apps like Forms, Flip, and PowerPoint Live
- Use breakout rooms and attendance features effectively
- Learn equitable, safe, and accessible practices for all learners

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*****

This section to be completed by TCSJ Staff.

Approved by: Lori Morgan

Date: 12/18/25

Units: 3

Price per Unit: \$85

Processed on (date): 1/2/26

Course #: 8039

Add to website? Yes

Added to Website (Initials, Date): 1/30/26 GS

Course Registration Form (to purchase units) Link:

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