

Tech coaching and support from AlphaPlus

1. **A word about our coaching service**
2. **A look at Microsoft Forms**
3. **Conversation about cloud storage and security**

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1. Our technology coaching service

- Free for Literacy and Basic Skills (LBS) programs in Ontario
- Customized support for short or long-term
- We help practitioners discover ways they can use technology to improve teaching and learning, to solve problems and smooth out barriers.
- Contact us to get the process started by connecting with one of our coaching staff Monika, Aletheia or Guylaine.



1. Our technology coaching service

Examples of support provided:

- Training sessions, resources sharing, individual coaching
- How to use online forms for learner feedback, activities or assessment
- How to build a classroom website to support learners
- Support in the use of Google apps to improve workflow
- Support in the use of Microsoft applications, like Teams



2. A look at Microsoft Forms

Microsoft Forms can be used to:

- Collect feedback
- Build activities
- Create quizzes or assessment

* Need a Microsoft account



2. Examples of questions in Microsoft Forms

1

A short answer question:

Your name:

Enter your answer

2

A feedback question:

How would you rate this session:

☆☆☆☆☆

3

A multiple choice question:

Which flavor of ice cream do you prefer?

Chocolate

Strawberry

Vanilla

2. Examples of questions in Microsoft Forms

5

Using an image in a question:

What does this road sign mean?



- Keep to the right of the traffic island
- Oncoming traffic

6

A math question:

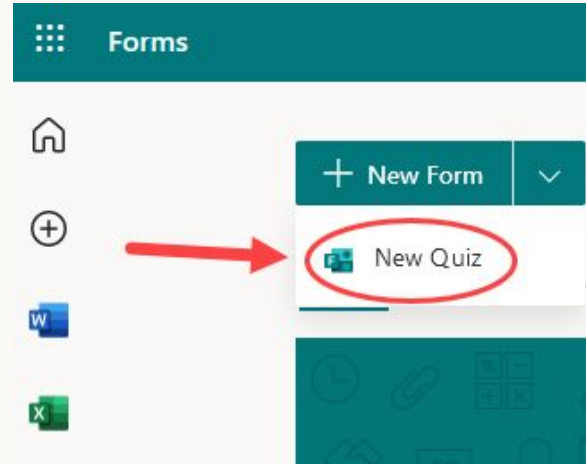
Solve the following equation:

$$4 \times 8 =$$

- 16
- 24
- 32
- 28

2. Microsoft Forms: Providing feedback in a quiz

In order to provide feedback and grade questions, the **Quiz** type of questionnaire must be chosen from the beginning.



2. Providing feedback in a quiz

After submitting the quiz,
a respondent sees the answer
key and the feedback:

7

Providing feedback to an answer:

In which month does spring arrive?

February

March ✓

Yes! Spring arrives at the equinox. The exact date varies from year to year but it usually is around March 20.

April

May

✗

8

Solve the following equation:

$5 \times 5 =$

25 ✓


30

20

$20 = 5 \times 4$

2. Providing feedback in a quiz

When preparing your quiz, you choose the correct answer and points value:

6. **A math question:** 

Solve the following equation:

$4 \times 8 =$

16

24

32 ✓ Correct answer

28

Points: Multiple answers Required ...

2. Providing feedback in a quiz




Click on the bubble to add comments. You can add feedback to the correct answer and the wrong answers.

7. **Providing feedback to an answer:**

In which month does spring arrive?

February

Not quite... Spring arrives at the equinox. The exact date varies from year to year but it usually is around March 20.

March    Correct answer

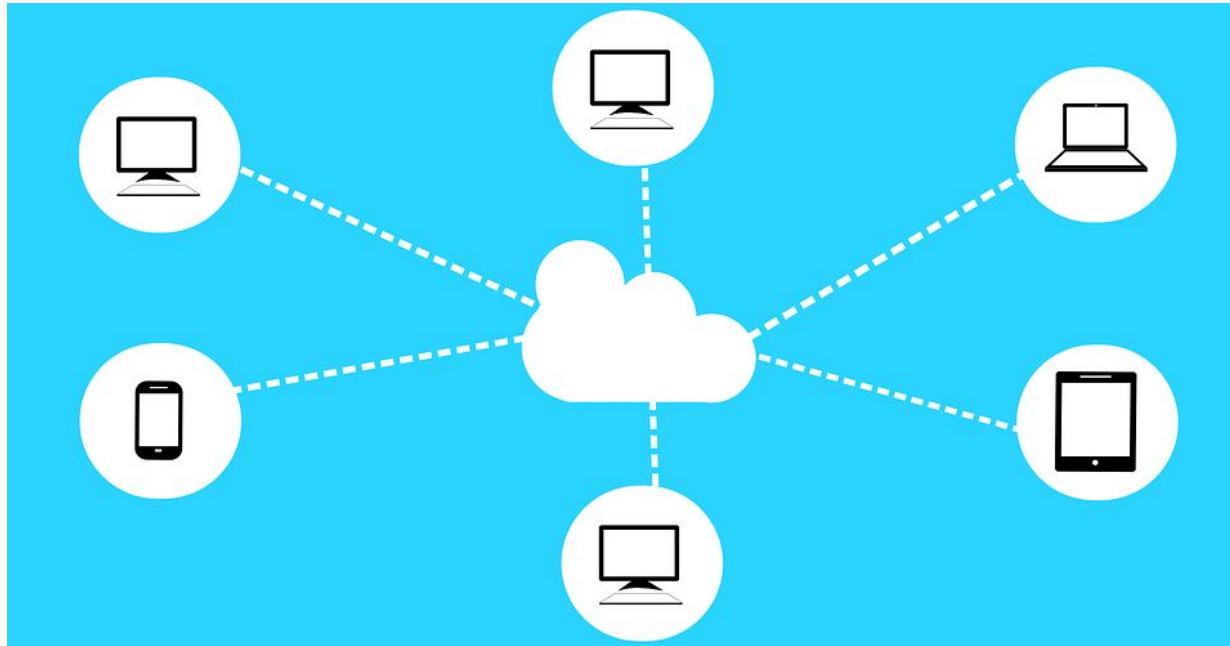
Yes! Spring arrives at the equinox. The exact date varies from year to year but it usually is around March 20.

April

Not quite... Spring arrives at the equinox. The exact date varies from year to year but it usually is around March 20.

3. Cloud storage

What is cloud storage?



3. Cloud storage - OneDrive

OneDrive:

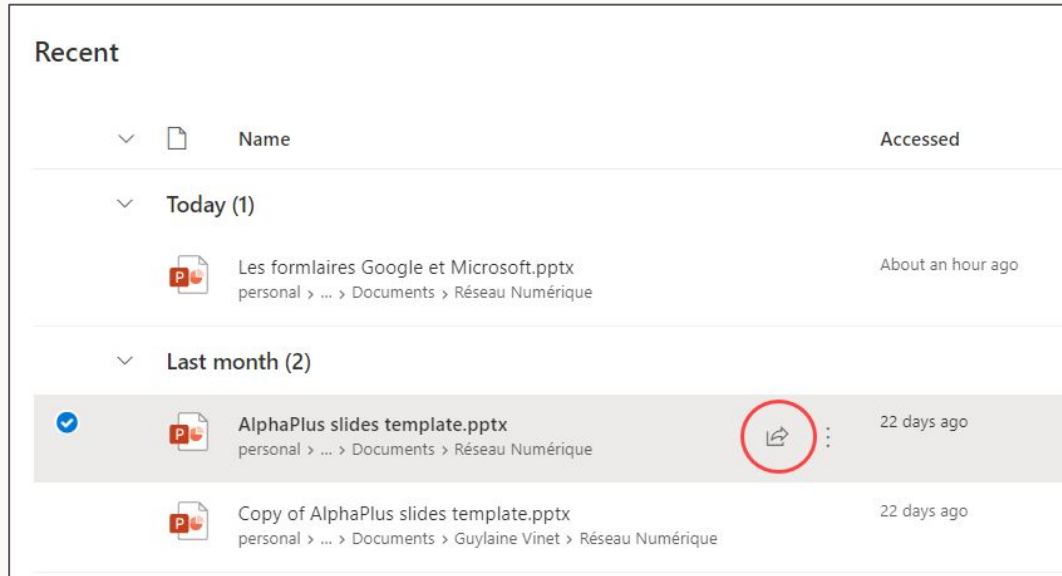
- Need of a Microsoft account and Internet connection
- Can be accessed from computers and mobile devices
- Already installed on Windows 10
- Connect with username and password



<https://onedrive.live.com/about/>

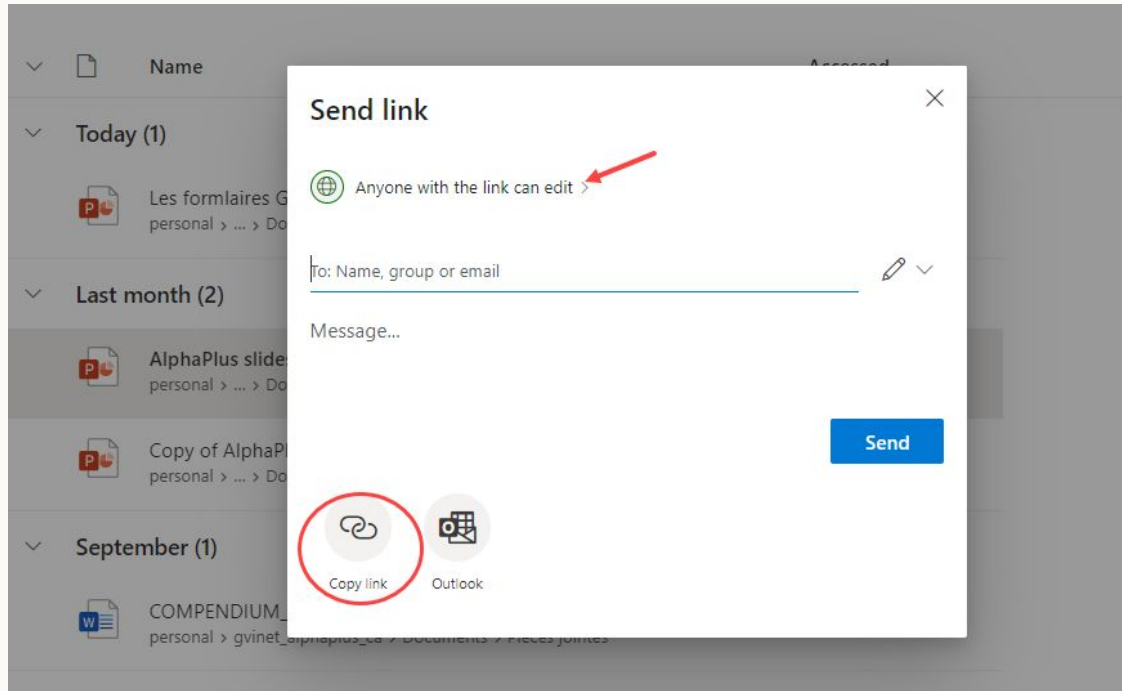
3. Cloud storage - OneDrive

How to share files on OneDrive:



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How to share files on OneDrive:

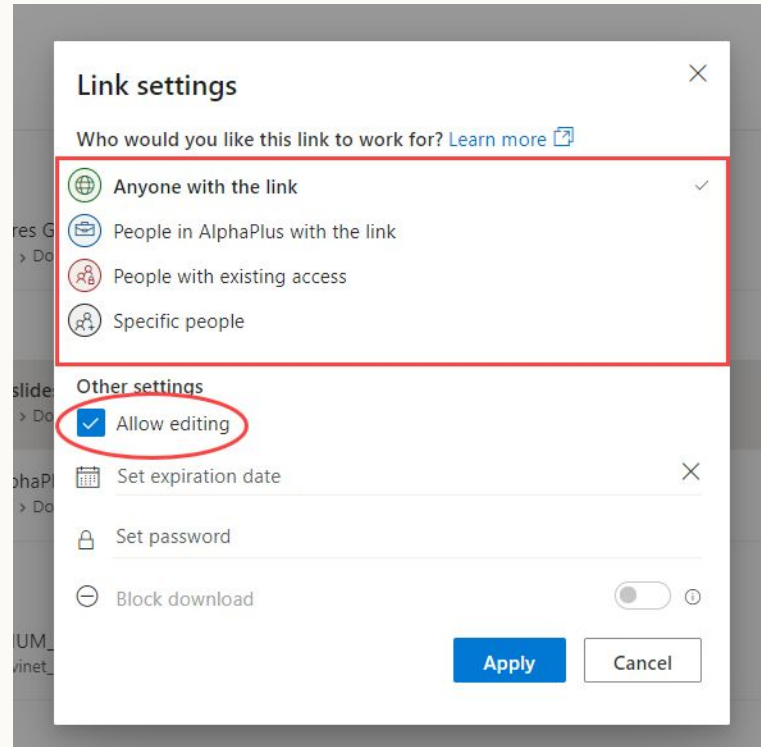


3. Cloud storage - OneDrive

How to share files on OneDrive:

Make sure to choose wisely who you share a document with.

Allowing someone to edit a document means that they can change it, delete it and share it with others.



3. Cloud storage - OneDrive

Security on OneDrive:

- At-rest and in-transit encryption
- Use a strong password
- Beware of who you share files with (and the type of sharing)
- Caution with storage of sensitive personal information



Thank you!

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