

Cool Tools for Educators



This learning pathway is a series of classes that gives faculty an in-depth exploration of technology tools that can aid educators in the classroom and help students to achieve success with Learning. College Faculty are introduced to a wide variety of technological tools that can be used with their students.

Office 365 provides educators with traditional Microsoft Office Tools, which can be used to create documents, spreadsheets, presentations. Microsoft's

One Drive provides cloud storage and document hosting opportunities for faculty and their students. Social media tools such as Facebook, and Twitter can facilitate robust class activities, in online realms where students already congregate.

Another important consideration for educators who are evaluating technology, is, the selection of appropriate technological tools. Faculty completing Cool Tools for Teaching will be provided a framework to help them decide which tools to use and when they are appropriate for usage.

All classes have been selected with special consideration to the unique challenges and opportunities that educators face.

Are there any pathway prerequisites?

There are no pathway prerequisites, however, we recommend starting with the *Course Teaching with Technology*. In addition to information about technology tools, the course gives faculty an overview of how to rewrite learning outcomes to include technology. Most importantly, the course includes an overview of universal design principles (UDL) which give faculty a sensible framework to use when evaluating technology and deciding which tools to use with their students.

Portfolio

Faculty who take the independent study Cool Tools for Educators should review the pathway courses carefully and think about practical applications for the material they are learning in their own classrooms.

To assist with this process:

- Faculty will create a portfolio that details one thing they might like to try in their classroom that was highlighted in each course.
- Faculty will select one idea *that they actually implement in their course*. They will also reflect on how their course has improved since implementing the technology in their courses.

Cool Tools for Teaching— class overview

*Although faculty can complete the pathway courses in any order, it is recommended that they start with the Teaching with Technology course.

Cool Tools for Teaching:	Brief Class Description:	Course Location:	Date Completed
Teaching with technology:	A wide variety of technical tools are explored, with faculty given a practical framework for integrating these tools and teaching. Faculty learn how to apply Universal Design for Learning Principles, how to use technology to prepare content, using technology to share content, and using technology for both in class and online activities. Assessing student work using technology and facilitating student presentations and other activities are also reviewed.	Linked in Learning	
Office 2016 for Educators:	Discussion of Office 2016 tools from a perspective of working as an educator. Topics covered include: <ul style="list-style-type: none"> • Creating effective presentations using PowerPoint • Empowering students with PowerPoint • Developing Centralized File Storage with One Drive • Using One Note to Store Class Notes and create lessons <p>* Please note that faculty should material that discusses office mix. Support for office mix was retired May 1, 2018. Also note that all MC employees have office 365, which includes One Drive.</p>	Linked in Learning	
PowerPoint for Teachers: Creating Interactive Lessons	This course gives faculty an overview of effective use of PowerPoint, and then goes a step further to teach faculty skills to create interactive PowerPoints. The creation of games is considered, in addition to ways to add active learning inquiry to lectures via PPT.	Linked in Learning	
Communication in the 21st Century Classroom	Faculty are introduced to a smorgasbord of communication tools that they can use with their students. In addition to introducing the capabilities of the tools, faculty are given real world practical guidance about using the tool with students. Templates are also provided. Faculty should also keep in mind that many of these ideas can be implemented in Montgomery College's Learning Management system, Blackboard.	Linked in Learning	
Educational Technology for Student Success	Educational Technology plays a critical role in student success. Strategies for organizing, realistically planning projects, and free or low cost apps that can help keep students and faculty on track. QR Codes, Google Earth, Google Scholar, using mobile devices to capture video, YouTube, and the Explain everything app are among topics covered.	Linked in Learning	

Ideas I can use from Teaching with Technology for Educators

*Note, In Addition to Certificates of completion, each faculty member wanting to receive credit for *Teaching with Technology for Educators* must complete a portfolio detailing one idea that could be used for each Linked in Learning class watched in the pathway. **Faculty must also select one idea to implement in their courses as a capstone project.**

Linked in Learning Course Name	Date Completed	Idea(s) I can use
Teaching with technology:		
Office 365 for Educators:		
PowerPoint for Teachers: Creating Interactive Lessons		
Social Media in the Classroom		
Educational Technology for Student Success		

Capstone

From the ideas you have selected above choose ONE idea that you will actually implement in one of your courses. After implementing the idea in your course, you must consider whether the idea helped your students in the classroom. This is a work product, could be a PowerPoint, Video, PDF file, new lesson materials created, etc.

Teaching with Technology for Educator's Course	My Course Name	Idea that I implemented in my course

Provide a Link to the capstone project that you created

Did this idea help your students become more successful in the classroom? Why or why not?

Will you Use this idea again? Why or Why not?

FAQs

When can I start completing courses in this pathway?

Faculty can begin completing courses in this pathway whenever they wish.

Do I have to register to earn a certificate in this pathway?

Yes, faculty do need to register through workday in order to earn a certificate in this pathway. Each pathway has a required capstone project that faculty will create which is a practical project which provides a “take-away” from the particular group of classes that serve as a pathway.

Faculty must register for the pathway courses so that they can receive information about these capstone projects. Further, registration will allow the Pathway Administrator to help track faculty progress as they complete the Learning pathway.

When can I register for this pathway?

Once during the Fall Semester, and once During the spring semester the pathway registration section will open on MC Learns. Once the registration closes, faculty who have registered for this pathway will receive information about the pathway capstone from their pathway administrator. Remember, faculty can complete courses in a particular pathway whenever they wish, even if they are not formally registered for a pathway.

Are all the Cool Tools for Educators courses Linked in Learning courses?

Yes.

How do I access Linked in Learning courses?

Watch this tutorial: <https://youtu.be/A1GnB-vEAB4> , or follow the directions below.

To access Linked in Learning courses:

1. Go to www.montgomerycollege.edu



2. Click the  Access MyMC to log into My MC using your My MC username and Password. *(If you do not know your MY MC username or password, please contact the Montgomery College IT helpdesk at 240-567-7222).*

Training and Professional Development

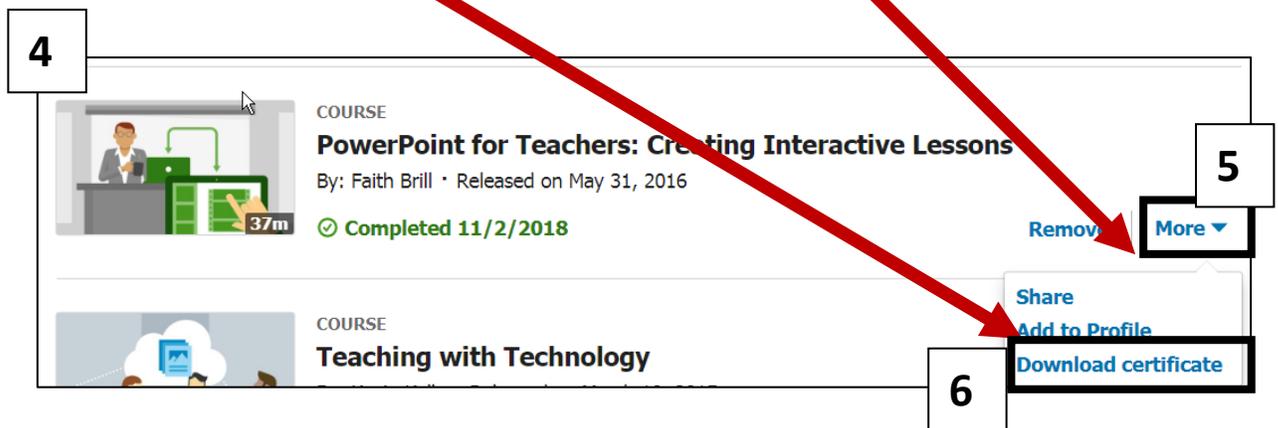
3. Click the **Training and Professional Development** tab in the group of menu choices at the top of the screen.
4. Scroll down on the page and look for the additional training resources box in the lower right-hand corner of the page.
5. Scroll down in the Additional Training Resources box and scroll until you see Faculty and Staff, and Click the Visit MC Learns through Workday in order to access linked in Learning.
6. When you click the MC Learns through workday link, if you have linked linked in Learning to your linked in account, you will be able to access the linked in Learning tutorials.
7. Congratulations, you can access Linked in Learning Tutorials.



Note: For more information or help accessing Linked in Learning tutorials, visit [Montgomery College's Linked in Learning Page](#), or call the IT service desk at 240-567-7222.

How do I obtain certificates of completion from Linked in Learning? View Video here: <https://youtu.be/dhdjEdQ1p30>, or read the directions below

1. **Log into Linked in Learning.**
2. In the upper right hand corner of the screen, move your mouse over the **Me** icon
3. Click **Learning History**
4. The list of courses that you have completed will appear.
5. Click the **More** Button to the right of any course you have completed.
6. Click **Download certificate** on the **More** menu that appears.



How do I submit my application for pathway completion?

Please email Michele.Knight@montgomerycollege.edu. Please complete the application for pathway completion. Ensure that the dates for completion of all listed courses are included on the application packet.

You also need to upload all your completed linked-in course certificates into the designated blackboard assignment dropbox.

Be sure that all tasks on the Capstone Project Page are completed or you will be asked to resubmit your application for completion.