**Efficient School Leadership w/Microsoft Teams**

**@BrickerCoaching #Brickerrific**

Taken from the book *NeuroTeach*, by Glenn Whitman & Ian Kelleher

***School Admin w/Faculty & Staff***

1. Teams
   1. Streamline announcements, newsletters and all communication through use of Conversations in Channels.
   2. Eliminate email attachments and multiple versions of documents through use of Files in Channels. Teams can collaborate in real time on ***ONE*** document, where changes take effect immediately for all Team members.
   3. Create a Team for all of your New Teachers, for them to have a space to learn, communicate & grow together as a group. You can create channels for each year and now, with private channels, you can keep those conversations among that group as long as you would like.
2. OneNote
   1. Use the OneNote Staff Notebook to create/share a Training Manual for Ed Tech, HR, and much more
   2. Distribute documents to all Teachers with the click of a button from the Class Notebook Toolbar Distribute a Page feature.
   3. Move all observations & evaluations to OneNote, where you can easily share Teacher Evaluation rubrics, feedback, observations and much more in the Teacher’s own OneNote Notebook section.
   4. Easily share meeting minutes in a secure location with all members of your Admin team.

***Departments & PLCs***

1. Teams
   1. Move away from email and create in-line conversations about curriculum planning and more within Teams channels.
   2. Share articles, resources and videos and allow for Team members to comment directly on those links in real time.
   3. Collaborate on curriculum guides and timelines in real time, along with inline conversation around changes to be made and ideas of what is to come.
2. OneNote
   1. Create master notebooks by subject or grade level to share activities, handouts and more that all members of the PLC can use with their Students
   2. Use a document library for teaching schedules, bell schedules, department policies and much more!
   3. Create collections of website links and other resources to be shared with Teachers and/or Students
      1. Wakelet and other sites can also be integrated into this process
   4. Department, Grade Level and PLC minutes can be shared and commented on in one location

***Professional Growth & Development***

1. Teams
   1. Create discussion questions for Faculty & Staff to debate/discuss on their own time rather than having to work to find one time where all can meet in person.
   2. Use Teams Meetings to hold meetings in small or large groups.
   3. Tab important videos, handouts, documents and more for easy reference and/or collaboration
   4. Faculty Book Club…using Teams as
2. OneNote
   1. Teachers can do reflections, share notes from conferences or outside PD events with their Admin Team or other Teachers, as they see fit
   2. Teachers can share reflections on observations and evaluations to be shared with their Department or Grade Level Chair, or Administrator.
   3. Personal notes and ideas jotted down during meetings and other conversations
   4. Screen clip or print articles and other resources to annotate and comment/reflect upon

***Inspiring Student Leadership & Responsibility***

1. Teams
   1. Teach Students the skill of communicating in a real-world setting
   2. Automate approval processes for Student Government elections and other activities
2. OneNote
   1. Brainstorming on ideas for dances, spirit week themes, graduation and more
      1. This can also be done using Whiteboard with or without Teams meetings
   2. Meeting minutes shared and commented, as with above scenarios

***Reflection Questions***

What other uses can you think of for these scenarios and more?