



# SDDF Training Portfolio for Educators & Students

## About SDDF's Microsoft Partner Status

SDDF is listed in Microsoft's **Global Training Partner Finder** for Bangladesh, which recognizes organizations that deliver professional development on Microsoft Education solutions.

## Badges & Proof of Learning

Wherever available, SDDF uses **Microsoft Learn Educator Center** scripted materials and **achievement codes** so participants receive **Microsoft badges and certificates** on completion.

## CATALOG OVERVIEW (At a Glance)

Track	Audience	Modality	Outcome
<b>Copilot &amp; AI in Education</b>	Educators	Live online / in-person	Practical AI use in teaching + Microsoft badge (where available)
<b>21st Century Learning Design (21CLD) Education</b>	Educators	Workshop series	Classroom-ready pedagogy artifacts
<b>Transformation Framework (ETF) Learning Accelerators</b>	Leaders/Educators	Retreat / workshop	Digital transformation roadmap
<b>Microsoft Teams for Education</b>	Educators/Students	Hands-on	Reading/Math/Search/Speaking skills plans
<b>Minecraft Education – Coding</b>	Educators	Hands-on	Class Teams hub, assignments & assessment flows
<b>Accessibility &amp; Digital Citizenship</b>	Students/Educators	Lab	MakeCode/Python projects in Minecraft
<b>Security, Compliance &amp; Identity Fundamentals</b>	Educators/Students	Seminar	Inclusive practices & safe online behavior
	Educators/IT	Bootcamp	Foundations aligned to Microsoft fundamentals path

# A) EDUCATOR TRAINING CATALOG

## 1) Enhance Teaching & Learning with Microsoft Copilot

**Summary:** Practical introduction to using **Microsoft Copilot** to plan lessons, differentiate instruction, and reduce admin overhead while modeling responsible AI use in class.

**Format:** Live online or on-site; demo + guided practice

**Prerequisites:** Basic Microsoft 365 familiarity

**Learning outcomes:**

- Apply Copilot to generate lesson resources and formative checks.
- Embed AI prompts aligned to learning objectives and ethics.
- Create an action plan for AI-assisted teaching.

**Credentialing:** Eligible for Microsoft achievement/badge when delivered with Educator Center materials and codes.

**Target audience:** K-12 & Higher-Ed educators, trainers, coordinators

## 2) 21st Century Learning Design (21CLD) – Complete Series

**Summary:** Six practical modules to redesign learning tasks using the 21CLD framework: **ICT for Learning, Knowledge Construction, Self-Regulation, Skilled Communication, Real-World Problem Solving & Innovation, Collaboration.**

**Format:** Workshop with classroom task redesign and peer review

**Prerequisites:** None

**Learning outcomes:**

- Diagnose and improve tasks against 21CLD rubrics.
- Produce a portfolio of redesigned activities aligned to standards.
- Plan assessment strategies for 21st-century skills.

**Credentialing:** Microsoft badge/recognition where available via GTP materials.

**Target audience:** Teachers, instructional leaders, coaches

## 3) Education Transformation Framework (ETF) for School Leaders

**Summary:** Strategic planning using Microsoft's **Education Transformation Framework** to drive whole-school digital transformation—vision, culture, professional learning, technology & data.

**Format:** Leadership retreat; strategy canvas + roadmap sprints

**Prerequisites:** Leadership role or mandate

**Learning outcomes:**

- Draft a transformation roadmap and PD plan.
  - Align edtech investments to pedagogy and outcomes.
  - Establish KPIs and governance for change.
- Target audience:** Principals, heads of department, policymakers

## 4) Learning Accelerators for Educators

**Summary:** Deep dive into **Reading Coach/Progress, Math Progress, Speaker Progress, Search Coach/Progress**—set up, differentiate practice, and use analytics to inform teaching.

**Format:** Hands-on labs in a demo tenant or your tenant

**Learning outcomes:**

- Configure and deploy Accelerator tools in classes.
  - Analyze learner data to personalize instruction.
  - Design low-prep practice routines that scale.
- Target audience:** Teachers, literacy/math leads, IT admins

## 5) Microsoft Teams for Education: From Class Hub to Assessment

**Summary:** Build a **digital learning hub** with Class Teams; organize content, assignments, quizzes, feedback loops, and integrate LMS via **Teams Assignments LTI**.

**Format:** Scenario-based lab

**Learning outcomes:**

- Create Class Teams architecture and channels.
  - Manage assignments/grades and formative checks.
  - Connect LMS to Teams Assignments via LTI and streamline workflows.
- Target audience:** Teachers, department leads, LMS admins

## 6) Inclusive & Accessible Classrooms with Microsoft 365

**Summary:** Accessibility features across **Windows, Office, and Teams** for inclusive pedagogy; supports special education and equity in remote/blended learning.

**Recommended duration:** 3 hours

**Format:** Demo + hands-on

**Learning outcomes:**

- Use Immersive Reader, dictation, captions, and more.
- Design universally accessible tasks and materials.
- Set up inclusive meeting/class policies in Teams.

**Target audience:** All educators; SEN coordinators

## 7) Security, Compliance & Identity Fundamentals in Education

**Summary:** Build **cybersecurity resilience** in K-12/Higher-Ed; understand fundamentals and prepare for next-step Microsoft credentials.

**Format:** Bootcamp + guided lab

**Learning outcomes:**

- Recognize common threats and safe configurations.
- Map school scenarios to Microsoft fundamentals learning paths.

**Target audience:** Educators with tech remit, IT coordinators

## 8) OneNote & PowerPoint for Modern Pedagogy

**Summary:** Use **OneNote** for content organization and feedback, and **PowerPoint Recorder** for flipped instruction and micro-lectures.

**Format:** Hands-on build-a-lesson workshop

**Learning outcomes:**

- Create a shared Class Notebook with sections and rubrics.
- Record, caption, and publish flipped content efficiently.

**Target audience:** Teachers, trainers

# B) STUDENT TRAINING CATALOG

## 1) Minecraft Education: Coding with MakeCode & Python

**Summary:** Game-based computing using **Minecraft Education** to learn programming concepts; progress from block-based **MakeCode** to **Python** (including Azure Notebooks scenarios).

**Format:** Lab; individual and team challenges

**Prerequisites:** None (progression tracks provided)

**Learning outcomes:**

- Variables, loops, conditionals, functions in context.
- Build and present a working Minecraft project.

**Audience:** Grade 5–12, HE foundation cohorts

## 2) Learning Accelerators for Students

**Summary:** Student-focused sessions on **Reading Coach/Progress, Math Progress, Speaker Progress, Search Coach/Progress** to build reading fluency, math skills, presentation confidence, and research literacy.

**Format:** Labs with quick feedback cycles

**Outcomes:** Personal skill growth plans and progress dashboards

**Audience:** Grade 4–12 (grouped by level)

## 3) Microsoft 365 Academic Skills

**Summary:** Master the tools students use every day—**Word, Excel, PowerPoint, OneDrive, Teams**—for research, collaboration, presentations, and group projects; aligned to Microsoft Learn student resources.

**Recommended duration:** 6 hours (3 × 2 hours)

**Format:** Hands-on tutorials with mini-projects

**Outcomes:** Portfolio of class-ready documents, spreadsheets, and decks

**Audience:** Secondary to HE students

## 4) Introduction to AI & Data (Student Edition)

**Summary:** Friendly entry to **AI and data fundamentals** using Microsoft Learn guided paths; learn responsible use and try beginner labs.

**Format:** Blended—concept mini-lessons + lab tasks

**Outcomes:** Foundational understanding of AI and data analysis with a starter project

**Audience:** Grade 9–HE first year

## 5) Digital Citizenship & Online Safety

**Summary:** Safe, responsible participation online: privacy, identity, communication norms, media literacy—grounded in Microsoft Education guidance.

**Format:** Interactive seminar

**Outcomes:** Personal digital citizenship plan and checklist

**Audience:** Grade 6–12

## 6) Cybersecurity Basics for Students

**Summary:** Everyday cybersecurity practices for learners—secure accounts, device hygiene, recognizing phishing—mapped to fundamentals pathways students can pursue later.

**Format:** Scenario-based workshop

**Outcomes:** Personal security checklist and action plan

**Audience:** Grade 8–HE

## Program Bundles & Learning Paths

- **Teacher Essentials Path (2 days):** Copilot & AI → Teams for Education → Inclusive Classroom → OneNote/PowerPoint. (Badges available where materials provide codes.)
- **Leadership & Strategy Path (1–2 days):** Education Transformation Framework + Data-informed decision-making clinic.
- **Student Coding Path (12 hours):** Minecraft Education MakeCode → Python transition project.
- **Literacy & Numeracy Acceleration (Educators or Students):** Reading/Math/Speaker/Search toolkits using Learning Accelerators.

## Delivery & Operations

- **Modalities:** Live online via Microsoft Teams or on-site at your institution; hands-on labs use Microsoft Education demo or your tenant.
- **Class Size:** 15–30 recommended for hands-on; large briefings available (up to 200) with Q&A. (*SDDF recommendation*)
- **Trainer Credentials:** Delivered by SDDF trainers aligned to Microsoft GTP guidance; programs can involve MIE Trainers/MCTs and use Educator Center scripts.

- **Recognition & Credentials:** Where applicable, participants receive **Microsoft achievement codes** and **badges**; technical pathways can align to **Microsoft Credentials** for those pursuing certification.

## How to Engage SDDF

- **Inquiry & Booking:** Email [info@sddf.org](mailto:info@sddf.org) with preferred program(s), audience size, dates, and delivery mode.
- **Customization:** SDDF can tailor examples to Bangladesh curricula and local language needs.
- **Language:** English and Bangla delivery available.
- **Post-Training Support:** Resource packs + optional coaching cycles.