

## **Topic:** AI-driven classroom management through Office365 Apps

**The structured course provider:** Alpha Centre [alphacentre.eu](http://alphacentre.eu)  
**OID 10219755**

email: [eucentrealpha@outlook.com](mailto:eucentrealpha@outlook.com)

### **Course date and venue:**

**17.07-23.07.2025 Barcelona, Spain - 7-day course**

### **Program summary:**

**AI-Driven Classroom Management Through Office 365 Apps** is a 7-day structured course designed for educators who want to enhance their digital teaching strategies using AI-powered tools within Microsoft Office 365. The course will provide hands-on experience with tools like Teams, OneNote, Forms, and Insights, helping teachers optimize workflow, enhance student engagement, and streamline administrative tasks. By the end of the course, participants will be equipped with practical skills to integrate AI-driven solutions for better classroom management and personalized learning.

This course follows the Erasmus+ standards by promoting digital competence, lifelong learning, and innovative teaching methodologies. It fosters professional collaboration, inclusivity, and the ethical use of AI in education. The training supports the European Commission's goals for digital transformation in education and aligns with key priorities of Erasmus+, including professional development, internationalization, and cross-sector collaboration.

### **Skills Participants Will Develop:**

- Proficiency in Microsoft Office 365 apps for educational management
- Implementation of AI-driven automation for administrative tasks
- Enhanced digital communication and collaboration skills
- AI-based assessment and feedback strategies
- Ethical and responsible AI integration in the classroom
- Personalization of learning using AI tools
- Data security and privacy awareness in AI-enhanced education

### **What Participants Will Learn:**

- How to use AI-driven tools within Microsoft Teams, OneNote, and Forms
- Strategies for automating classroom workflows with Power Automate
- Techniques for creating personalized and inclusive learning experiences
- Methods for utilizing AI-generated insights to track student progress
- Best practices for integrating AI ethically and securely in education
- Practical approaches to improving student engagement through digital tools
- Development of a customized AI-driven classroom management strategy

### **Programme of the course:**

## **Day 1: Introduction to AI and Office 365 for Education (14:00 – 16:30)**

- Welcome and course overview
- Understanding AI in education
- Overview of Office 365 ecosystem
- Hands-on: Setting up Microsoft Teams for classroom management

## **Day 2: Collaborative Teaching with Microsoft Teams and OneNote (10:45 – 12:30 ; 14:00 – 17:00)**

- Exploring Teams' features for lesson planning and communication
- Using OneNote for digital lesson delivery and student collaboration
- Assignments, grading, and feedback automation
- Practical workshop: Creating interactive class notebooks

## **Day 3: AI-Powered Assessment and Feedback with Forms and Insights (10:45 – 12:30 ; 14:00 – 17:00)**

- Designing quizzes and surveys with Microsoft Forms
- Using AI-driven analytics to track student progress
- Automating feedback and grading
- Hands-on: Creating AI-assisted assessment tools

## **Day 4: Workflow Automation for Classroom Efficiency (10:45 – 12:30 ; 14:00 – 17:00)**

- Introduction to Power Automate for automating tasks
- Automating attendance tracking and report generation
- Managing assignments and notifications with AI workflows
- Practical exercises: Setting up automation for administrative tasks

## **Day 5: Personalizing Learning with AI Tools (10:45 – 12:30 ; 14:00 – 17:00)**

- Using AI-driven features in Office 365 for differentiated instruction
- Accessibility tools for inclusive education
- AI-powered recommendations and insights for student support
- Hands-on: Customizing learning pathways for diverse student needs

## **Day 6: Data Security, Ethics, and Best Practices (10:00 – 12:30 ; 14:00 – 17:00)**

- Understanding data privacy and security in AI-enhanced classrooms
- Ethical considerations when using AI in education

- Best practices for responsible AI adoption
- Group discussions and case studies

### **Day 7: Implementation and Action Plan (9:00 – 12:00)**

- Developing an AI-driven classroom management strategy
- Sharing best practices and reflections
- Certification and course wrap-up
- Networking and future collaboration opportunities

By the end of the course, participants will have developed practical strategies and resources to implement AI-driven tools in their daily teaching practice, improving classroom efficiency, student engagement, and personalized learning outcomes.