

# Teacher Training Course

## Artificial Intelligence in Office 365 for Educators

**Duration:** 7 Training Days (42 hours)

**Target group:** Teachers, trainers, school staff

**Programme type:** Erasmus+ KA1 structured course

### Course Description

This course aims to help teachers integrate Artificial Intelligence tools available within the Microsoft Office 365 ecosystem into their educational practice. Participants will explore how AI-powered tools can support lesson planning, visual content creation, assessment, collaboration, and communication.

Special attention is given to the use of AI for **generating images, illustrations and visual learning materials**, which can enhance students' engagement and understanding of complex concepts.

The course combines theoretical input, hands-on workshops, collaborative learning activities and practical classroom applications.

### Learning Objectives

The main objective of the course is to support teachers in developing practical competences for integrating Artificial Intelligence tools from the Microsoft Office 365 ecosystem into their teaching practice.

The course aims to:

- introduce participants to the basic concepts of Artificial Intelligence and its applications in education
- familiarise teachers with AI-powered tools within Microsoft 365 such as Copilot, Microsoft Designer, Forms, PowerPoint, Excel, Clipchamp and Power Automate
- develop skills for creating educational content using AI, including lesson plans, worksheets, presentations, images and videos
- explore the use of AI tools for assessment and feedback through Microsoft Forms and data analysis tools
- support teachers in designing engaging and interactive learning activities using AI-generated materials
- demonstrate how AI can support collaboration, communication and classroom management
- develop competences for automating routine tasks in education using Power Automate and AI-supported workflows
- raise awareness about ethical and responsible use of Artificial Intelligence in schools
- encourage teachers to integrate innovative digital practices into their everyday teaching

The course also aims to strengthen teachers' digital competences in line with the **European Digital Competence Framework for Educators (DigCompEdu)**.

### Learning Outcomes and Competences Developed

After completing the course, participants will be able to:

#### Knowledge

Participants will:

- understand the basic principles of Artificial Intelligence and its role in education
- recognise the opportunities and challenges related to the use of AI in teaching and learning
- understand the ethical and responsible use of AI tools in educational environments

#### Practical Skills

Participants will be able to:

- create lesson plans and teaching materials using **Microsoft Copilot and Word**
- generate **AI images and visual learning materials** using Microsoft Designer and AI image tools
- design **AI-supported presentations** in PowerPoint
- create **interactive quizzes and assessments** using Microsoft Forms and AI-generated content
- analyse student responses and classroom data using **Excel AI features**
- produce **educational videos** using AI tools in Clipchamp and Copilot
- design **automated workflows for classroom management** using Power Automate

- integrate AI tools into classroom activities and learning scenarios

### Digital and Pedagogical Competences

Participants will strengthen competences related to:

- digital content creation
- innovative teaching methods
- digital collaboration and communication
- data-informed teaching practices
- personalised and inclusive learning approaches

### Professional Development

Participants will also be able to:

- integrate AI-supported tools into their everyday teaching practice
- share newly acquired knowledge with colleagues in their institutions
- contribute to the digital transformation of their schools
- support the development of innovative and technology-enhanced learning environments.

## AGENDA

### Day 1 – Introduction to Artificial Intelligence in Education

Time	Activity
09:30 – 10:30	Welcome session. Introduction of participants. Ice-breaker activity. Overview of the course programme.
10:30 – 11:00	Coffee break
11:00 – 12:30	Introduction to Artificial Intelligence. AI trends in education. Overview of AI tools in Microsoft Office 365.
12:30 – 14:00	Lunch
14:00 – 15:00	Ethical and responsible use of AI in schools. Opportunities and risks of AI for teachers and students.
15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Exploring AI tools in Microsoft 365 and identifying possible classroom applications.

### Day 2 – AI for Lesson Planning and Content Creation

Time	Activity
09:30 – 10:30	Using AI tools in Microsoft Word and Copilot for creating lesson plans.
10:30 – 11:00	Coffee break
11:00 – 12:30	Generating worksheets, classroom activities and teaching materials with AI.
12:30 – 14:00	Lunch
14:00 – 15:00	AI-supported summarisation, rewriting and text improvement for educational content.
15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Creating lesson plans and learning materials using AI tools.

### Day 3 – Creating Images with Artificial Intelligence

Time	Activity
09:30 – 10:30	Introduction to AI image generation tools (Microsoft Designer, Copilot Image Creator).
10:30 – 11:00	Coffee break
11:00 – 12:30	Prompt writing techniques for generating effective AI images and illustrations.
12:30 – 14:00	Lunch
14:00 – 15:00	Creating visual learning materials, infographics and illustrations for teaching.

15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Generating AI images for lesson materials, posters and visual explanations.

#### Day 4 – AI for Presentations and Visual Learning

Time	Activity
09:30 – 10:30	AI tools in Microsoft PowerPoint – automatic presentation generation.
10:30 – 11:00	Coffee break
11:00 – 12:30	Using AI-generated visuals and text suggestions in presentations.
12:30 – 14:00	Lunch
14:00 – 15:00	Designing engaging educational presentations with AI support.
15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Creating AI-supported classroom presentations.

#### Day 5 – AI for Quizzes and Assessments (Microsoft Forms + AI)

Time	Activity
09:30 – 10:30	Introduction to Microsoft Forms for digital quizzes and assessments.
10:30 – 11:00	Coffee break
11:00 – 12:30	Using AI to generate quiz questions, tests and interactive assessments.
12:30 – 14:00	Lunch
14:00 – 15:00	Analysing quiz results and student responses using AI-supported tools.
15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Creating AI-generated quizzes and assessments for classroom use.

#### Day 6 – AI Video Creation for Education (Clipchamp & Copilot)

Time	Activity
09:30 – 10:30	Introduction to AI video creation tools in Microsoft Clipchamp.
10:30 – 11:00	Coffee break
11:00 – 12:30	Creating educational videos using AI scripts, voice-overs and automatic editing.
12:30 – 14:00	Lunch
14:00 – 15:00	Using AI to generate subtitles, narration and visual elements for educational videos.
15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Producing a short AI-assisted educational video.

#### Day 7 – AI for Classroom Automation (Power Automate + AI)

Time	Activity
09:30 – 10:30	Introduction to Microsoft Power Automate and workflow automation in education.
10:30 – 11:00	Coffee break
11:00 – 12:30	Creating automated classroom workflows (assignment notifications, feedback collection, data organisation).
12:30 – 14:00	Lunch
14:00 – 15:00	Integrating AI tools with automated workflows for classroom management and communication.
15:00 – 15:30	Coffee break
15:30 – 16:30	Workshop: Designing an automated classroom process using Power Automate and AI.
16:30 – 17:30	Course evaluation and distribution of participation certificates.

## Requirements for Participants

### Target Group

The course is designed for:

- teachers from primary and secondary schools
- vocational education and training (VET) teachers
- school leaders and educational managers
- teacher trainers and education professionals
- school IT coordinators and digital learning specialists

Participants should be actively involved in teaching, training, or supporting educational activities.

### Professional Background

Participants are expected to:

- work in educational institutions such as schools, training centres, or educational organisations
- have an interest in digital innovation and the use of technology in education
- be motivated to integrate Artificial Intelligence tools into their teaching practice

Previous experience with Artificial Intelligence tools is **not required**, as the course starts with an introduction to the basic concepts.

### Digital Competence

Participants should have:

- basic digital skills (e.g. working with computers, internet, and standard office software)
- basic experience using digital tools in teaching or professional communication

Knowledge of **Microsoft Office applications (Word, PowerPoint, Excel)** is considered an advantage but is not mandatory.

### Language Requirements

Participants should have a working knowledge of **English at minimum level B1**, enabling them to:

- follow presentations and explanations
- participate in discussions and group work
- complete practical activities during the training

### Technical Requirements

Participants should bring:

- a **laptop computer** suitable for running Microsoft Office applications
- access to a **Microsoft 365 account** (school or personal account recommended)
- basic familiarity with cloud-based tools and online collaboration platforms

### Expected Engagement

Participants are expected to:

- actively participate in all training sessions and workshops
- collaborate with other participants in group activities
- complete practical tasks and develop AI-supported learning materials
- prepare a short presentation of an AI-supported lesson or educational activity by the end of the course