



FREQUENTLY ASKED QUESTIONS

RE: Microsoft Teams Course Stipends

June 30, 2020

Overview

Teachers may be eligible to receive a \$250 stipend for completing three designated courses designed to prepare them to engage with students virtually using the district-approved platform, Microsoft Teams. This document provides guidance regarding eligibility and other frequently asked questions.

1. *What three courses are required to be considered for eligibility to receive the \$250 Microsoft Teams course stipend?*

The three required courses to be considered for eligibility to receive the \$250 Microsoft Teams course stipend are:

Course Title	Live Training Course Number	Self-Paced Canvas Course Number
Microsoft Teams School Collaboration	22649	Spring 2020: CADRE323 OR Summer 2020: CADRE486
Accessing Student Emails in Microsoft Teams	22646	Spring 2020: CADRE451 OR Summer 2020: CADRE488
Microsoft Teams for Classroom Instruction Part I	22647	Spring 2020: CADRE305 OR Summer 2020: CADRE485

2. *I noticed that the three courses eligible for the stipend have been recently updated. If I have already received credit for these three courses, will I be required to retake the courses?*

You are not required to retake the three courses eligible for stipends, but you are strongly encouraged to review the updated course and take advantage of the enhanced content.

3. *There are several Microsoft Teams courses available this summer. Am I able to substitute any other variations of Microsoft Teams courses for stipend eligibility? For example, I took the Microsoft Teams Central Office Collaboration course. Will that count toward stipend eligibility?*

No, you cannot substitute courses to be considered for stipend eligibility. Only the following courses apply for stipend eligibility: Microsoft Teams School Collaboration, Accessing Student Emails in Microsoft Teams, and Microsoft Teams for Classroom Instruction Part I.

4. Should I take the Live Virtual Courses, Cadre Courses, or both? Do I log into PLZ and do the Cadre courses? So I should take six courses, correct?

Courses eligible to receive the stipend are: Microsoft Teams for School Collaboration, Microsoft Teams for Classroom Instruction Part I, and Accessing Student Emails. These courses can be taken live or self-paced (Cadre). Educators should register in PLZ to gain access to the courses. Live courses are held in Microsoft Teams. Self-paced courses are in Canvas. Taking both formats is not necessary.

5. If the course was taken during the spring semester between March 23rd and May 8th, does it have to be retaken during the summer term?

No, courses taken during the spring semester do not have to be retaken during the summer term. Any of the three designated courses taken between March 23rd and July 15th qualify for the \$250 Microsoft Teams course stipend.

6. Will more hours count toward the 64 total instead of just 9 in the summer?

Up to nine (9) hours can be counted towards summer term. In SCS, professional learning is intentionally sequenced to provide teachers with the appropriate content-focused learning opportunities at the appropriate time. Because the learning opportunities are grounded in the materials being used, it is important to provide a structure that supports internalization in smaller chunks throughout the year. The 9-hour allotment represents about 15% of the total professional learning hours required for the school year, and the summer months account for about 15% of the calendar year. This distribution is fair and equitable for those who choose to engage in summer sessions, while still maintaining the need for additional professional learning engagement throughout the school year.

7. Which employee groups are eligible to receive the stipend?

Only current classroom teachers are eligible to receive the stipend. New teachers for the 2020-2021 school year are eligible to receive this stipend. Teacher-types are not eligible for this stipend.

8. Are teachers allowed to combine live and self-paced learning to receive credit for Microsoft Teams training?

Courses can be taken all live, all self-paced, or a combination of both modalities to be eligible for the \$250 Microsoft Teams course stipend.

9. If I have taken the course more than once will I receive extra credit?

Professional Learning (PL) credit will only be provided and applied toward required PL hours one time per course.

10. If our teachers have already completed this training in May and June, how can teachers verify that they will receive the \$250 stipend?

Data reports from dates taken will reflect eligibility. Teachers receiving the stipend will then be notified.

11. Where do we submit proof of attendance for the \$250 stipend?

There is no need to submit anything; internal data records will reflect eligibility for stipend.

12. The communication states that the three required courses must be done by August 30th. Am I required to complete the courses this summer?

The three courses must be completed by August 30th; however, the stipend will be provided to the first 3,000 teachers who complete all three courses by July 15th.

13. The communication states that the three required courses are worth nine hours; however, when you find the courses in PLZ, they state that each course is worth 1.5 hours. How could teachers receive nine hours credit when the three courses together total 4.5 hours?

Adjustments have been made to the courses and transcripts to reflect the appropriate number of hours for the courses.