



## LETTER CIRCULAR

**Date:** 29<sup>th</sup> July 2020 **Ref:** DDLTS 30/2020

**To:** All Heads of Schools (State and Non-State) and Sections

**From:** Director, Directorate for Digital Literacy and Transversal Skills

**Subject:** WEBINAR: Voluntary Training in the use of Microsoft Teams

Microsoft Teams is increasingly being used by schools. for educational purposes.

Thus the Directorate for Digital Literacy and Transversal Skills invites you to attend a training session of around one and a half hours about Microsoft Teams. The sessions will be delivered online between Monday 3<sup>rd</sup> August 2020 and Monday 10<sup>th</sup> August 2020. There are specific sessions for school leaders, teachers, learning support educators (LSEs), parents and students. Some training sessions will focus on the Early and Primary Years, while others for the Middle and Secondary years. Parents and students may choose to attend the session either in Maltese or English.

The aim of the training is to learn about different ways of using MS TEAMS for teaching and learning. Participants will also have the chance to ask their questions and get the necessary knowledge.

Applications are open at: <https://bit.ly/TEAMSwebinar>

The training schedule is as follows:

<b>WEBINAR: Voluntary Training in the use of Microsoft Teams</b>		
<b>Title</b>	<b>Date</b>	<b>Time</b>
Microsoft Teams for parents of students in Early Years and Primary schools (in Maltese language)	Monday, 3 <sup>rd</sup> August 2020	9am
Microsoft Teams for parents of students in Middle and Secondary schools (in Maltese language)	Monday, 3 <sup>rd</sup> August 2020	10am
Microsoft Teams for parents of students in Early Years and Primary schools (in English language)	Monday, 3 <sup>rd</sup> August 2020	11am
Microsoft Teams for students in Early Years and Primary schools (in Maltese language)	Tuesday, 4 <sup>th</sup> August 2020	9am
Microsoft Teams for parents of students in Middle and Secondary schools (in English language)	Tuesday, 4 <sup>th</sup> August 2020	10am
Microsoft Teams for students in Early Years and Primary schools (in English language)	Tuesday, 4 <sup>th</sup> August 2020	11am

Microsoft Teams for teachers and LSEs in Early Years and Primary schools	Wednesday, 5 <sup>th</sup> August 2020	9am
Microsoft Teams for teachers and LSEs in Middle and Secondary schools	Wednesday, 5 <sup>th</sup> August 2020	10am
Microsoft Teams for Senior Leadership Team in Early Years and Primary schools	Wednesday, 5 <sup>th</sup> August 2020	11am
Microsoft Teams for students in Middle and Secondary schools (in Maltese language)	Thursday, 6 <sup>th</sup> August 2020	10am
Microsoft Teams for students in Middle and Secondary schools (in English language)	Friday, 7 <sup>th</sup> August 2020	10am
Microsoft Teams for Senior Leadership Team in Middle and Secondary schools	Monday, 10 <sup>th</sup> August 2020	9am

Thanks and Regards

**Mr. Grazio Grixti**  
**Director**  
**Directorate for Digital Literacy and Transversal Skills**

Directorate for Digital Literacy and Transversal Skills

*Empowering learners to succeed as global digital citizens*