



## LETTER CIRCULAR

**Date:** 14<sup>th</sup> October 2020 **Ref:** DDLTS 41/2020  
**To:** All Heads of Middle and Secondary State Schools and Sections  
**From:** Mr Omar Seguna – Education Officer Digital Literacy  
**Subject:** Professional development sessions in technology-mediated teaching and learning

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The Directorate for Digital Literacy and Transversal Skills provides training sessions for educators to enable them to integrate technologies in a meaningful way. The main priorities during these extraordinary circumstances are assigning homework to students, sharing of files with students and digital assessment.

Heads of schools are kindly requested to indicate the areas which are the most useful for their staff and when they would like their professional development session to be delivered, by completing this form: <http://bit.do/dlts-secondary-2020>

Some of the topics that you can opt for are:

- Microsoft Teams: create a team, sharing files, create channels
- Microsoft Teams: Creating Assignments
- Microsoft Teams: Online meetings including meeting options
- Microsoft Teams: Creating online meetings from outlook. Invitations to users without a Microsoft Account
- Microsoft One Drive
- Microsoft Forms
- Microsoft Teams: Integrating Quiz in Assignment
- Using Class Notebook
- Microsoft Teams: Recording and Stream
- Microsoft Sway
- Padlet
- Microsoft Class Notebook
- Interactive Whiteboard software
- Quizziz / Kahoot
- Learning Apps
- Internet Safety session
- FlipGrid

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Directorate for Digital Literacy and Transversal Skills

*Empowering learners to succeed as global digital citizens*