



LETTER CIRCULAR

Date: 7th September 2021

Ref: DDLTS 23/2021

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

From: Mr Omar Seguna – Education Officer Digital Literacy

Subject: WEBINAR: Training in the use of Microsoft Teams (Basic)

During the last scholastic year Microsoft Teams has been heavily used by schools for educational purposes.

Thus, the Directorate for Digital Literacy and Transversal Skills invites those who are not familiar with this solution, to attend a training session of around one and a half hours about Microsoft Teams. The sessions will be delivered online between **Thursday 16th September 2020 and Monday 20th September 2020**. There are specific sessions for school leaders, educators, parents, and students. 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.

Please find the schedule and apply on: <http://bit.do/msteams2021>

WEBINAR: Tahriġ Volontarju fl-użu tal-Microsoft Teams		
Titlu	Data	Hin
Microsoft Teams for Parents/guardians and students (in Maltese Language)	Thursday, 16 th September 2021	9.30am
Microsoft Teams for Parents/guardians and students (in English Language)	Friday, 17 th September 2021	9.30am
Microsoft Teams for educators who are not familiar with the solution	Monday, 20 th September 2021	9.30am

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