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Microsoft Innovative Educator (MIE) Expert nomination questions

**Notice: MIE Expert self-nomination window will be May 15 – June 17, 2024**

Below are the questions that you will be asked during the nomination process. They are broken into three sections (but all are done at the same time). Announcements will be made **September 2024.**

**Definitions:**

* The term **educator** refers to classroom teachers, school leaders, professional learning specialists, instructional assistants, trainers, or anyone who supports teaching and learning and wants to grow their skills and support others.
* The term **learner** refers to anyone who is receiving instruction from you. Examples are adults that you are training, students in a classroom, or colleagues that you work with that you are training.

**HINT –** It is perfectly OK to work with other colleagues as you prepare your nomination, however your responses need to be personal to the work you’ve done. Use your colleagues to provide feedback, check links, etc.

**Two parts of the nomination form (you will not be able to progress forward through each checkpoint until you have met the criteria for that checkpoint):**

1. [About you](bookmark://_About_You) (this is simply so we know who you are. If you use other tools/devices and are members of other communities from other tech companies, we are happy to have you in our community!) This section does not impact your nomination in any way.

Part of this section is to prove that you have successfully completed these four learning paths by sharing the URL to your achievements on Learn (if you haven’t, your nomination won’t be moved forward in the process):

* [Microsoft Educator academy](https://learn.microsoft.com/en-us/training/paths/microsoft-educator-academy/)
* [Master Microsoft Teams for any learning environment](https://learn.microsoft.com/en-us/training/paths/master-microsoft-teams-any-learning-environment/)
* [21st century learning design](https://learn.microsoft.com/en-us/training/paths/21st-century-learning-design/)
* [AI for educators](https://learn.microsoft.com/en-us/training/paths/ai-education/)

1. Scored questions on using Microsoft Education tools and Long form questions that will be reviewed by machine learning and our team. We suggest that you have a colleague review your responses. You may respond in your native language! You must respond with more than 500 characters (not words) and less than 2000. **We want detailed responses that fully answer the questions that clearly come from you and not from a generative AI tool.**

Below the questions on this document, you’ll see links to Learn Educator Center courses that can help you prepare if you aren’t familiar with Teams, OneNote, Forms, and other Microsoft Education Learning Accelerator tools.

# **About You**

\* First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Personal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* School/organization email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Home address (shipping address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* School/Institution/Organization address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* School/Institution/Organization website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* What is your title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Current role at school/organization (check all that apply):

I am directly responsible for teaching K-12 students.

I am responsible for or teach STEM at my school/system.

I am involved in curriculum development.

I am an education trainer (professional development specialist)

I am a school leader or administrator.

I am a higher education faculty member.

I am a Dean in a higher education institution.

I am a student enrolled in a college of education of a pre-service teacher.

I am a chief information officer or set policy and make decisions about the technology infrastructure schools in my area use.

I am a government leader or set educational policy at a local, regional or country level.

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Is your school a Showcase School, Incubator School or neither?

Showcase School

Incubator Schools

Neither

\* If Showcase: There will be a dropdown of all Showcase Schools. Select yours.

\* If Incubator: There will be a dropdown of all Incubator Schools. Select yours.

\* If Neither: Enter the name of your school/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* What age range do you teach (select all that apply)?

0 – 5 years old

6 – 8 years old

9 – 11 years old

12 – 14 years old

15 – 18 years old

Students over 18 years old

I am responsible for delivering professional development to teachers.

\*What Subject(s) do you teach (select all that apply)?

General (Primary)

Reading/Writing/Literature

Mathematics

Science

History

Geography

Foreign languages

Design and technology

Art and design

Music

Physical education

Computing/Computer Science

Other (short answer)

\* What technology do your students/learners primarily use for learning (check all that apply)

Mobile phone

Laptop/Chromebook

Tablet

Shared device

My students/learners don’t have access to a device.

\* What tools/devices do you use regularly (check all that apply)?

Google Apps

Chromebooks

iPad

Macbooks

Windows Devices

Microsoft Surface

Microsoft 365

Microsoft Teams

Zoom

\* What tools/devices does your school/organization use (check all that apply)?

Google Apps

Chromebooks

iPad

Macbooks

Windows Devices

Microsoft Surface

Microsoft 365

Microsoft Teams

Zoom

**Machine-learning scored questions (check point 1)**

Have you completed the [Microsoft Educator academy](https://learn.microsoft.com/en-us/training/paths/microsoft-educator-academy/) learning path on Microsoft Learn?

* Yes
* No

Have you completed the [Master Microsoft Teams for any learning environment](https://learn.microsoft.com/en-us/training/paths/master-microsoft-teams-any-learning-environment/)

learning path on Microsoft Learn?

* Yes
* No

Have you completed the [21st century learning design](https://learn.microsoft.com/en-us/training/paths/21st-century-learning-design/) learning path on Microsoft Learn?

* Yes
* No

Have you completed the [AI for educators](https://learn.microsoft.com/en-us/training/paths/ai-education/) learning path on Microsoft Learn?

* Yes
* No

Share the URL to your **achievements** in Learn here (Log into Learn.microsoft.com > Select your profile picture > Select Achievements > Copy that URL and paste it here):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Machine-learning scored questions (check point 2)**

\* How often do you…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Daily** | **Weekly** | **Monthly** | **Rarely** | **Never** |
| Use Microsoft Teams in an instructional environment? |  |  |  |  |  |
| Use generative AI personally or professionally? |  |  |  |  |  |
| Use Microsoft Learning Accelerators in an instructional environment (Reading Coach, Search Coach, Reflect, Speaker Coach, Immersive Reader, etc.)? |  |  |  |  |  |
| Use Microsoft Forms in an instructional environment? |  |  |  |  |  |
| Use OneNote for personal organization? |  |  |  |  |  |
| Use OneNote and/or Staff Notebook for professional organization? |  |  |  |  |  |
| Use OneNote Class Notebooks with learners? |  |  |  |  |  |
| Use Flip with learners? |  |  |  |  |  |
| Use Minecraft Education with learners? |  |  |  |  |  |
| Share your teaching/learning knowledge with your colleagues? |  |  |  |  |  |

**Machine-learning scored questions (check point 3)**

\* How does Reading Coach support the learning for students? (check all that apply)

* It recognizes pronunciation errors and provides immediate feedback to the reader.
* It provides a report on accuracy rate, correct words per minute, and time spent reading.
* It provides a practice list of words based on the reader’s mistakes in order to help them engage in independent practice.
* It can only be used with reading passages assigned by the instructor/teacher.

\*At coach.microsoft.com, who has access to using Reading Coach?

* Educators only
* Students only
* Parents only
* Anyone with a M365 account

\*Which additional features are added to Copilot for Microsoft 365 (select all that apply)

* Access to data/documents within your Microsoft 365 tenant
* Prompts and responses are processed entirely within your Microsoft 365 tenant boundary, along with other Microsoft 365-specific security, compliance, and privacy features.
* Access to this generative AI capability from Microsoft 365 applications like Teams, Outlook, and Word.
* Restricts access to organizational resources or content.

\* Through the Immersive Reader, students can (check all that apply):

* Listen to text being read aloud as the words are highlighted.
* Choose how content is presented visually.
* Collaborate with others through chat.
* Translate text into over 60 languages.
* Use a built-in dictionary for real-time vocabulary support.
* Capture video of students reading text to share with teachers.

\* Accessibility checker in tools like PowerPoint, Word, Excel, OneNote, Outlook, etc. should be used to:

* Ensure someone can read your document regardless of device they are using.
* Ensure your text can be easily translated.
* Verifies your file against a set of rules that identify possible issues for people who have a variety of disabilities.

\* In a hybrid classroom, Teams is used for (check all that apply):

* Meeting environment with video, chat, and screensharing
* Learning management platform
* Collaboration in both in-person and asynchronous settings
* Bring in guest speakers or connect with classrooms around the world.
* Embedding other tools (i.e., Kahoot, Flip, Word, YouTube) that you want students to access without leaving the Teams environment.

\* What Microsoft tools allow you to use Microsoft Reflect with your staff/students (check all that apply)?

* Microsoft Teams for Education
* PowerPoint
* Microsoft Word
* Class OneNote Notebook
* Microsoft Forms

\* When you create a quiz or a poll in Microsoft Forms, what question types do you have available (check all that apply)

* Choice
* Date
* File upload
* Ranking
* Text
* Rating
* Net Promoter Score (student feedback)
* Likert

\* When using OneNote, students can create their own practice math assessments with Forms that will show them if they got the correct answer.

* True
* False

\* What types of Teams are available with Microsoft Teams in Education (check all that apply)?

* Class Teams
* Reading Club Teams
* Staff Teams
* Professional Learning Community (PLC) Teams
* Other Teams
* Sports Teams

\*What conversation styles are offered within the free Microsoft Copilot tool ([copilot.microsoft.com](https://copilot.microsoft.com)) (check all that apply)?

* Creative
* Descriptive
* Balanced
* Precise
* Concise

**Long Form Questions (only able to respond once all prior criteria have been met)**

(These are hand-reviewed by the Microsoft teams in your country and/or region to ensure that you are truly an Innovative Educator Expert and that you have demonstrated your innovation thoroughly). There is a 500-character (not word) count minimum required on these responses (including spaces), so be succinct, but also be prepared to provide thoughtful answers that truly answer all components of the questions. You may respond to these in your native language if that is more comfortable for you.

1. Describe how you leverage Microsoft tools to increase accessibility for all learners in your classroom (What tools do you use and how do they support different learning needs): *HINT – You must talk about HOW YOU leverage tools for personalized learning, for addressing differing needs of your students, to support your students with their different needs, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(500 character min/2000 character max)\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
2. Tell us about a series of lessons, a unit, or a project you did with learners that incorporates Microsoft technology for improved learning outcomes. What 21CLD skills were included in the learning and explain in detail how those skills were developed? Be sure to specifically call out the 21CLD skill or skills that were addressed and what rubric score that hit. (Use the OneNote in the online course to help you with rubrics and skills). Read through the 6 dimensions’ big ideas to understand them and apply them to your response.   
     
   **HINT** – [*open the 21CLD course 1*](https://docs.microsoft.com/en-us/learn/paths/21st-century-learning-design/)*, find the notebook in Module 1: Unit 2.* ***You MUST address at least one of these in your response.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(500 **character** min/2000 **character** max)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide a link to an example of a learning artifact (an artifact is a tangible result of the student learning… how did they demonstrate what they learned) from a project/lesson/unit your learners completed using Microsoft tools (you will have to put the artifact somewhere where you can share with a URL). This could be a Sway of a portfolio, if you train teachers, maybe it is a lesson plan they put together after one of your trainings, if you teach students, it could be a video, a PPT, a Word doc, a Sway, anything at all! You could even use screenshots to show what your learners did (please keep all learner names/faces/identifiable information out of what you share).  
     
   *Please* ***check your link to ensure that it isn't a private URL*** *and can be accessed by the reviewers. A great way to check is to open an "in-private" or "incognito" browser window and try your URL. If you can see your content, then the reviewers will be able to!*). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(URL)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **HINT** – *Name the learning objective that was part of this lesson/unit and how this artifact and the tools used support that learning objective*  
    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(500 **character** min/2000 **character** max)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Share a personal example of how you used generative AI to help you in your work. What did you do, how did it help you and what did you learn from the experience?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(500 **character** min/2000 **character** max)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Share **two** examples of how you have supported both **your own learning** and the **learning and growth of your colleagues**.   
   Describe the activities that you completed and led and how it resulted in better teaching and learning.   
   **HINT** – *Being a lifelong learner and sharing your knowledge with colleagues is a core component of being an MIE Expert.*   
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(500 **character** min/2000 **character** max)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resources and training to help you prepare your nomination:**

**Start at the** [**Microsoft Learn Educator Center**](https://aka.ms/TryLearnEducatorCenter) **and look for courses on tools you aren’t familiar with in the M365 learning path and support site on Teams!**

* [Master Microsoft Teams for any learning environment](https://learn.microsoft.com/en-us/training/paths/master-microsoft-teams-any-learning-environment/)
* [Support on breakout rooms in Teams](https://support.microsoft.com/en-us/topic/create-and-manage-breakout-rooms-during-class-meetings-18b340cd-1106-4fa5-a852-5676614f7e7d)

Also be sure to use <http://support.microsoft.com/education> to find direct instructions on how to use different tools.

**Learning Accelerators:**

* [Learning Accelerators: Tools for Students | Microsoft Education](https://www.microsoft.com/en-us/education/learning-tools/learning-accelerators)
* **Reading Coach/Progress**
  + [5 things to know about Reading Coach in Immersive Reader](https://edudownloads.azureedge.net/msdownloads/5-things-to-know-about-Reading-Coach-in-Immersive-Reader.pdf)
  + [5 things to know about Reaching Progress/Coach](https://edudownloads.azureedge.net/msdownloads/5-things-to-know-about-Microsoft-Reading-Progress-and-Reading-Coach.pdf)
  + [Support reading fluency practice with Reading Progress](https://learn.microsoft.com/en-us/training/modules/support-reading-fluency-practice-with-reading-progress/)
  + [Reading Coach Demo](https://www.youtube.com/watch?v=tUsnTlN2fGI)
* **Microsoft Reflect**
  + [5 things to know about Microsoft Reflect](https://edudownloads.azureedge.net/msdownloads/5-things-to-know-about-Microsoft-Reflect.pdf)
  + [Build social and emotional skills in your classroom community with Reflect](https://learn.microsoft.com/en-us/training/modules/build-sel-skills-with-reflect/)
  + [Microsoft Reflect | Encourage connection, expression and learning](https://reflect.microsoft.com/)
  + [Get started with Reflect in Teams](https://support.microsoft.com/en-us/topic/get-started-with-reflect-in-teams-e9198f62-7860-4532-821f-53ef14afa79a)
  + [Reflect check-ins in Class Notebook](https://support.microsoft.com/en-us/topic/reflect-check-ins-in-class-notebook-d38bdbbb-9ded-4d36-a283-de9cc9a96840)
* **Search Coach/Progress**
  + [Develop search strategies with Search Coach and Search Progress](https://learn.microsoft.com/en-us/training/modules/develop-search-strategies-search-coach-search-progress/)
* **Speaker Coach**
  + [5 things to know about Microsoft Speaker Coach](https://edudownloads.azureedge.net/msdownloads/5-things-to-know-about-Speaker-Coach.pdf)

[**About Accessibility Checker**](https://support.microsoft.com/en-us/topic/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1)

**Flip**

* [Engage and Amplify with Flip](https://docs.microsoft.com/en-us/learn/modules/engage-amplify-with-flipgrid/)
* [Beyond the Basics with Flip](https://docs.microsoft.com/en-us/learn/modules/beyond-the-basics-with-flipgrid/)
* [Discover the Flip Discovery Library](https://docs.microsoft.com/en-us/learn/modules/discover-flipgrid-discovery-library/)
* [Microsoft Reflect Flip lessons](https://admin.flipgrid.com/discovery/partners/reflect?ns=)

**Other Teams**

* [Master Microsoft Teams for any learning environment](https://docs.microsoft.com/en-us/learn/paths/master-microsoft-teams-any-learning-environment/)
* [Support.microsoft.com – Teams](https://support.microsoft.com/en-us/topic/microsoft-teams-5aa4431a-8a3c-4aa5-87a6-b6401abea114?ui=en-us&rs=en-us&ad=us)

**Minecraft Education**

* [Minecraft: Education: Teacher Academy](https://docs.microsoft.com/en-us/learn/paths/minecraft-teacher-academy/)

**Microsoft Edge**

* [Enrich the learning experience in Edge browser](https://docs.microsoft.com/en-us/learn/modules/enrich-learning-experience-edge-browser/)
* [Microsoft Edge Browser Features | Microsoft](https://www.microsoft.com/en-us/edge/features)
* [Top 10 Microsoft Edge Chromium features // Tips, tricks and NEW updates - YouTube](https://www.youtube.com/watch?v=yleSeNBihiI)

**21CLD**

* Learning Path – [21st Century Learning Design](https://docs.microsoft.com/en-us/learn/paths/21st-century-learning-design/)
* 21CLD guide notebook
  + [Access the course OneNote notebook here](https://aka.ms/21CLDnotebook)

**Microsoft Forms**

* [Microsoft Forms Quick Start Guide](https://support.microsoft.com/en-us/office/sign-in-to-microsoft-forms-620daa7a-3e03-4013-8f92-5cce86210ef6)
* [Create a quiz with Microsoft Forms](https://support.microsoft.com/en-us/office/create-a-quiz-with-microsoft-forms-a082a018-24a1-48c1-b176-4b3616cdc83d)

**MakeCode**

* [Microsoft MakeCode](https://www.microsoft.com/makecode)
* [Teach AP Computer Science Principles with the Microsoft MakeCode curriculum](https://docs.microsoft.com/en-us/learn/modules/teach-ap-computer-science-principles-makecode/)

**Copilot**

* [Copilot (microsoft.com)](https://copilot.microsoft.com/)
* [Enhance teaching and learning with Microsoft Copilot - Training | Microsoft Learn](https://learn.microsoft.com/en-us/training/modules/enhance-teaching-learning-bing-chat/)
* [Frequently asked questions about Copilot | Microsoft Learn](https://learn.microsoft.com/en-us/copilot/faq)