



Microsoft 365 Learning Accelerators

Quick Start Guide

Introduction

Microsoft has developed a new category of tools called [Learning Accelerators](#) which are widely available for all Microsoft 365 Education accounts. These tools are all found in Microsoft Teams for Education and have been created to empower educators to help students gain critical foundational and workplace skills.

Learning Accelerators build on Microsoft's dedication to providing schools with solutions, technologies, and education expertise to affect academic, social, and emotional growth for all learners.

Learning Accelerators

Foundational Skills

Reading Progress and
Reading Coach

Math Progress and
Math Coach

Reflect

Future Ready Skills

Search Progress and
Search Coach

Speaker Progress and
Speaker Coach

Data Analytics

Education Insights

Learning Accelerators help educators deliver a more equitable education through:

- Foundational math, literacy, and well-being skills
- Classroom-to-career skills like information literacy and public speaking
- Actionable data to inform instructional decision making
- Inclusive by design tools to ensure all students can access and engage in learning
- Real-time coaching and individualized feedback



Learning Accelerators

Catch up, and get ahead with a new category of learning tools included in Microsoft 365

Benefits

STUDENT



Real-time coaching

- Immediate personalized student coaching and practice



Inclusive by design

- Students can practice where they feel most comfortable
- Built in accessibility so every student can fully participate



Save time

- Easy to use interface to provide direct student feedback
- Built into assignments

EDUCATOR



Actionable insights

- Track progress
- See where students are challenged & excelling
- Get holistic view of your students

Skills & Tools

FOUNDATIONAL



Reading Fluency

Reading Progress & Reading Coach



Numeracy

Math Progress* & Math Coach*



Well-being

Microsoft Reflect

FUTURE READY



Information Literacy

Search Progress* & Search Coach



Presentation

Speaker Progress* & Speaker Coach



Education Insights

Data from Learning Accelerator tools are automatically available in Education Insights for a more holistic view of each student at the individual, class, grade, school, and organization level.

Figure 1: Graphic showcasing the Learning Accelerators' benefits, skill areas, and tools, and their impact on learning.

*Public preview in spring 2023, generally available for 2023 (northern hemisphere).

Getting started

Microsoft Learning Accelerators are designed to help educators save time in the classroom and unlock the full potential of each student. These tools supply individualized learning opportunities through independent practice sessions that offer instant feedback and targeted coaching in an accessible, safe, and inclusive environment.

If you already use Microsoft Teams for Education

Great! Go to the next page to start learning about Learning Accelerators from Microsoft.



How do I access Microsoft Teams for Education and the Learning Accelerators?

1. Set up a learning environment

To join an online class or video meeting in Teams and access Teams chats, files, and assignments from anywhere at anytime, your students will need a computer, tablet, or smartphone.

2. Open Microsoft Teams for Education

You can use Teams for Education from most web browsers or by downloading the application. To download the Teams for Education app on mobile or desktop, visit <https://www.microsoft.com/en-us/microsoft-teams/education>. To use Teams for Education in a browser, visit <https://www.microsoft.com/en-us/microsoft-teams/education>.

3. Sign In

You and your students can sign in with your school email and password. Learn how to sign into Teams for the first time.

Contact your school's IT administrator if you do not have access to Microsoft 365 Education or Microsoft Teams for Education.

Exploring the tools

“Reading Progress takes all the nerves out of my student’s fluency checks. They are comfortable with its approach, and I am able to collect data quicker and more efficiently than ever before. Now, I can devote more time to differentiated instruction rather than individualized assessments.”

*Joe Merrill
Educator
Lake Park Elementary, Florida*

Reading Progress and Reading Coach

Reading Progress and Reading Coach can be found in Microsoft Teams for Education and have been created to help students practice and develop their reading fluency through individualized literacy instruction.

- Enable students to independently complete their reading assignments
- Assign passages to the class as a whole or select specific passages for certain students
- Use the auto-detect tool with adjustable pronunciation sensitivity
- Create challenge words practice activities based on each student’s individual trends
- Monitor student and class progress automatically through Education Insights

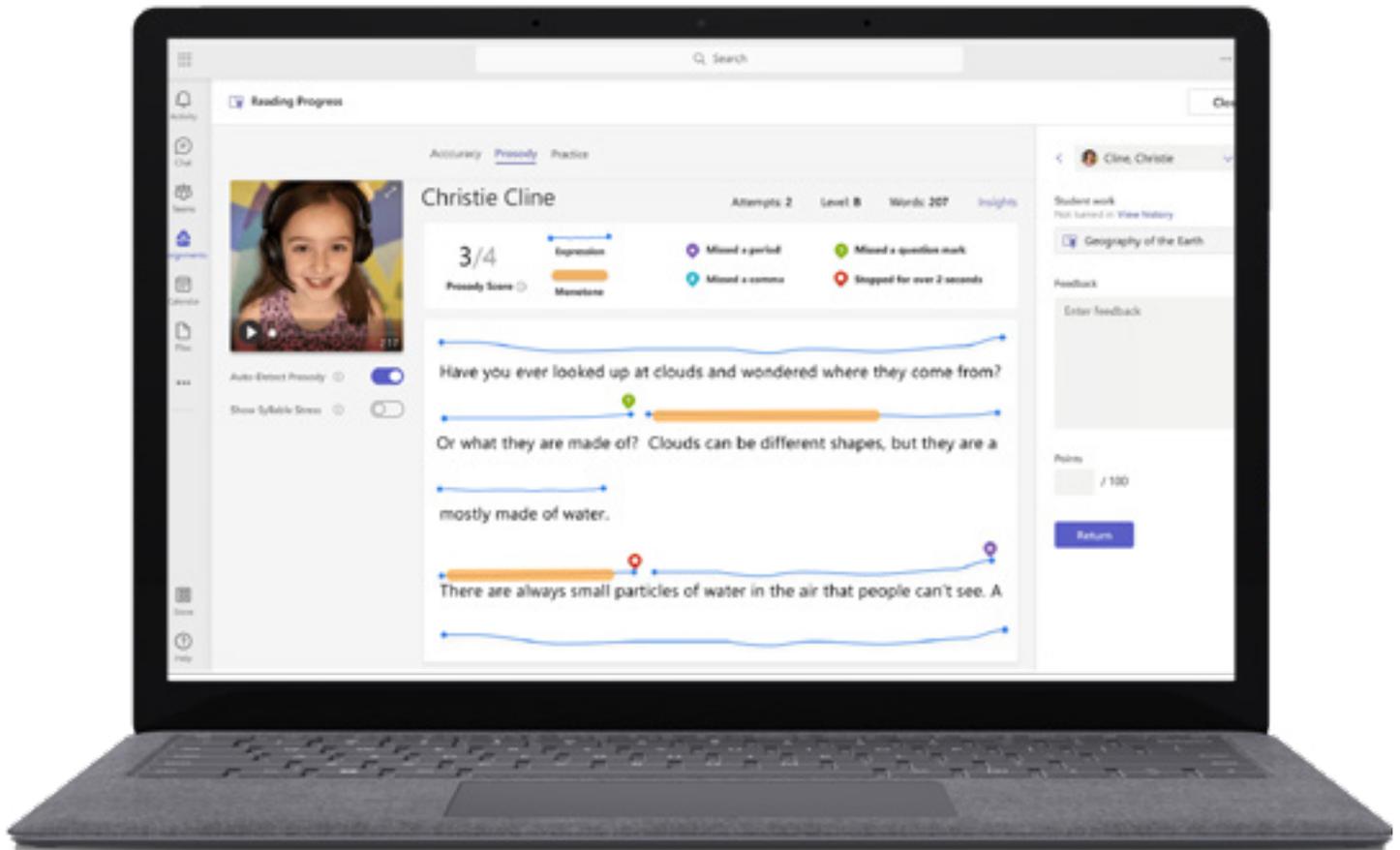


Figure 2: Educator Review mode in Reading Progress that allows educators to explore accuracy, prosody, and other literacy metrics to support student development.

Resources

- Explore [Reading Progress](#) resources in the [Microsoft Learn Educator Center](#).
- Read the [Empowering Students to Be Agents of Their Own Learning](#) report on the K-12 Blueprint.
- Review [Introducing Reading Coach](#) for personalized practice, and other major updates to Reading Progress blog post.

Where to find it

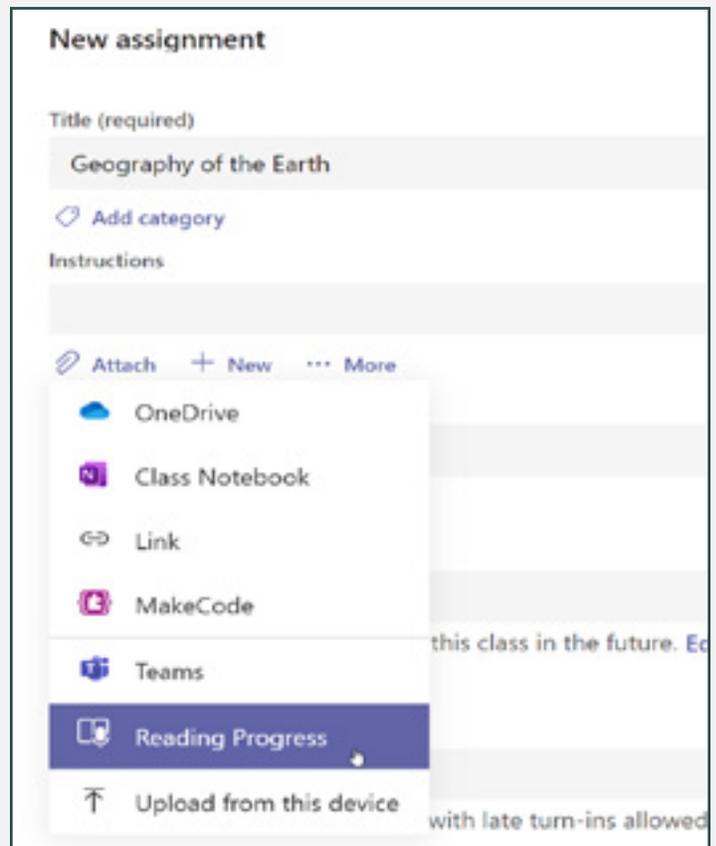
Reading Progress and Reading Coach can be found in the Microsoft Teams for Education application.

1. Open Teams.

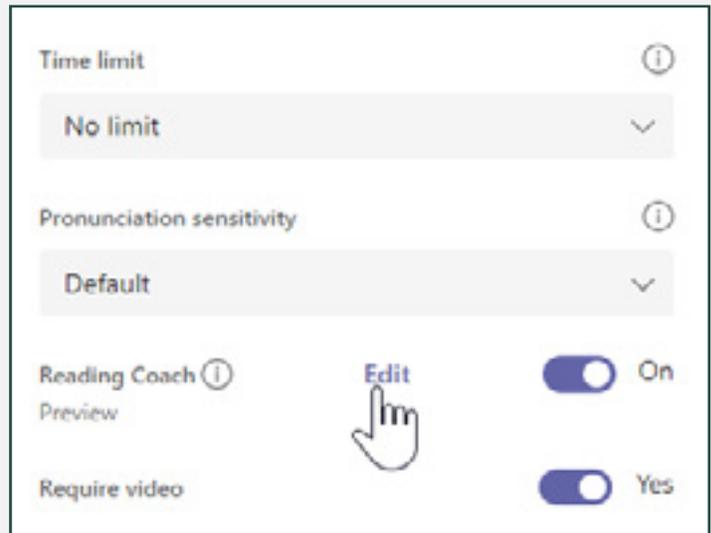
2. Select your desired Teams class.



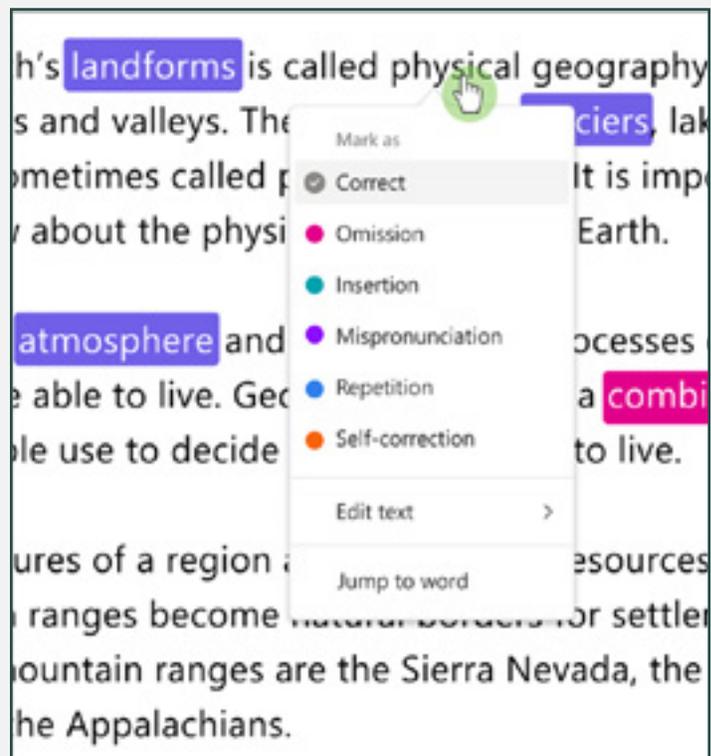
3. Create an Assignment and attach Reading Progress.



4. Attach Reading Progress to the Assignment.



5. Select the Reading Coach option to turn the feature on.



Reflect in Microsoft Teams

Reflect in Microsoft Teams for Education is an emotional check-in app that helps educators support their students. Through the app, students build skills to recognize and navigate their emotions with regular opportunities to share and be heard.

- Provide a space for feelings and emotions
- Bring emotions to life with the animated Feelings Monster
- Build self-awareness and empathy
- Develop emotional granularity by expanding emotional vocabulary

“If we really want all students to leave school having developed certain academic, social, personal, and cultural capacities, we need to think really carefully about whether we as educators are creating the types of experiences that we know from research will help develop those capacities.”¹

*Dr. Dave Paunesku
Senior behavioral scientist
at Stanford and Executive Director
of Project for Education Research
That Scales (PERTS)*

¹Source: [How Does SEL Support Educational Equity and Excellence?](#)



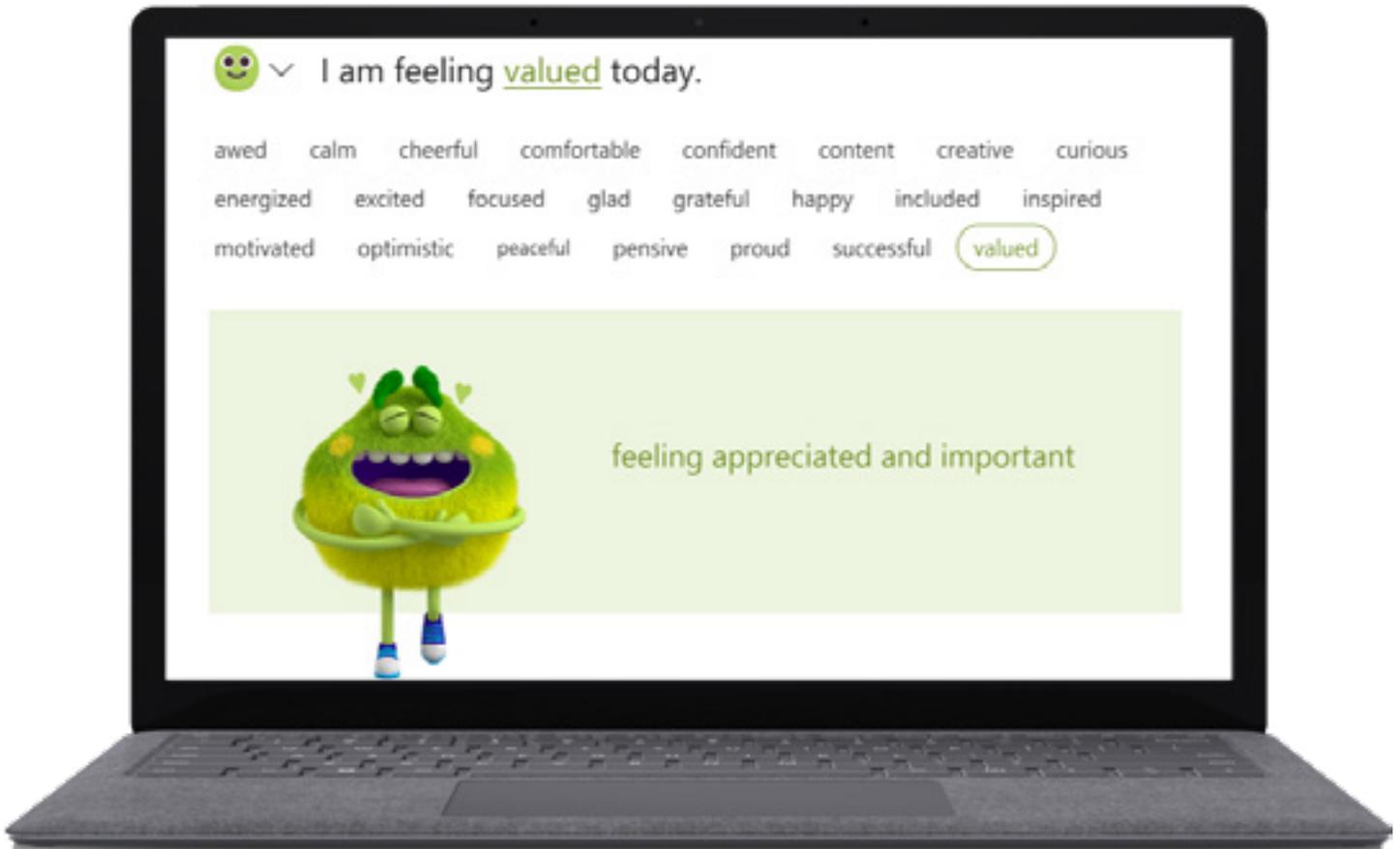


Figure 3: Reflect check-in from the student view including emotional terms and the animated Feelings Monster.

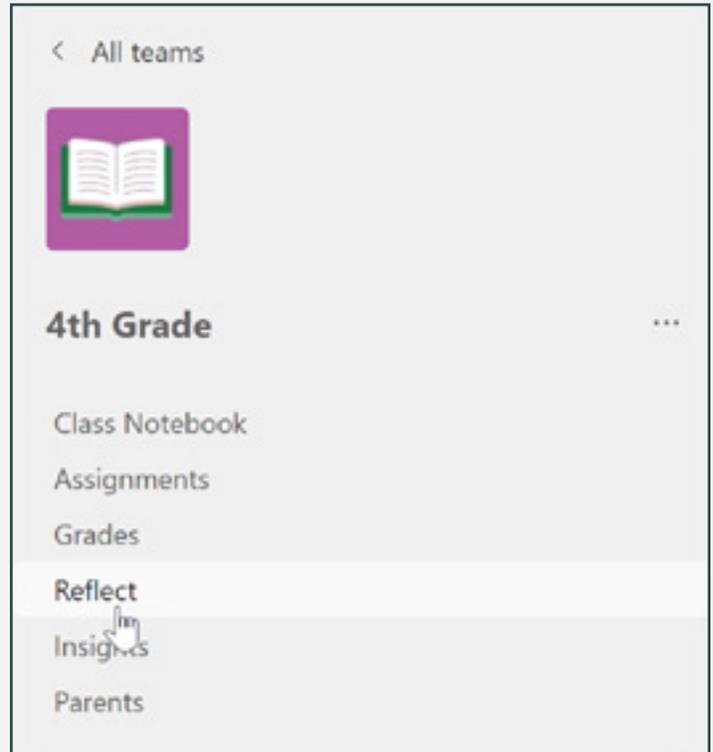
Resources

- Explore Reflect resources on the [Reflect homepage](#).
- Download and read the [Reflect teacher's guide](#).
- Get [step-by-step instructions](#) for using Reflect.
- Read the [Prioritizing and Supporting Student Well-being](#) report on the K-12 Blueprint.

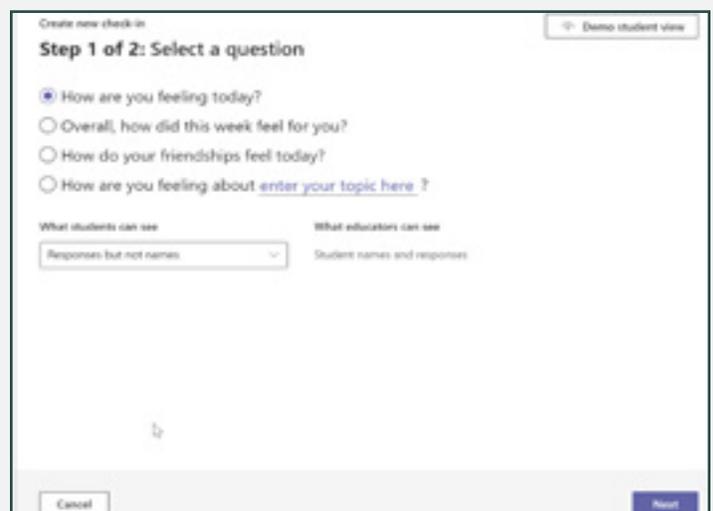
Where to find it

Reflect can be found in the Microsoft Teams for Education application.

1. Open Teams.
2. Select Reflect and then New check-in.

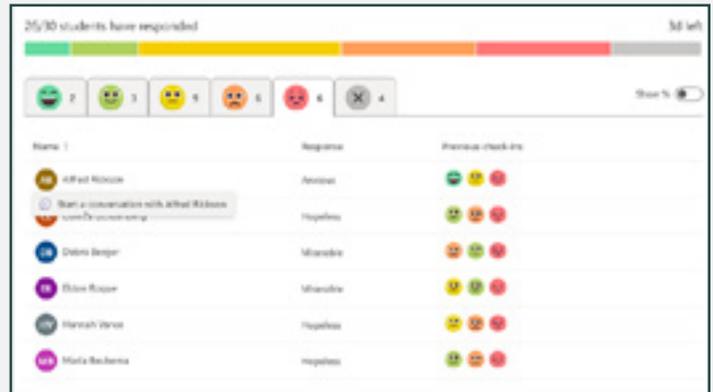


3. Choose from the available questions or use the sentence stem to create your own.



4. Customize settings and decide where to post the check-in.

5. Review response data in Education Insights.



Speaker Coach

Speaker Coach, found within Teams for Education meetings and PowerPoint presentations, provides students with real-time, individualized feedback on their public speaking skills.

- Develop future ready public speaking skills anytime or anywhere
- Receive immediate feedback and coaching
- Improve in areas such as filler words, repetition, reading from the screen, and inclusiveness

Did you know?

Over 96% of employers rate communication as a key workplace skill, but only rate 41.6% of employees as proficient. The 54.3% skill gap in the workforce is the second largest in the identified skill areas.²

²Source: [Employers Rate Career Competencies](#)



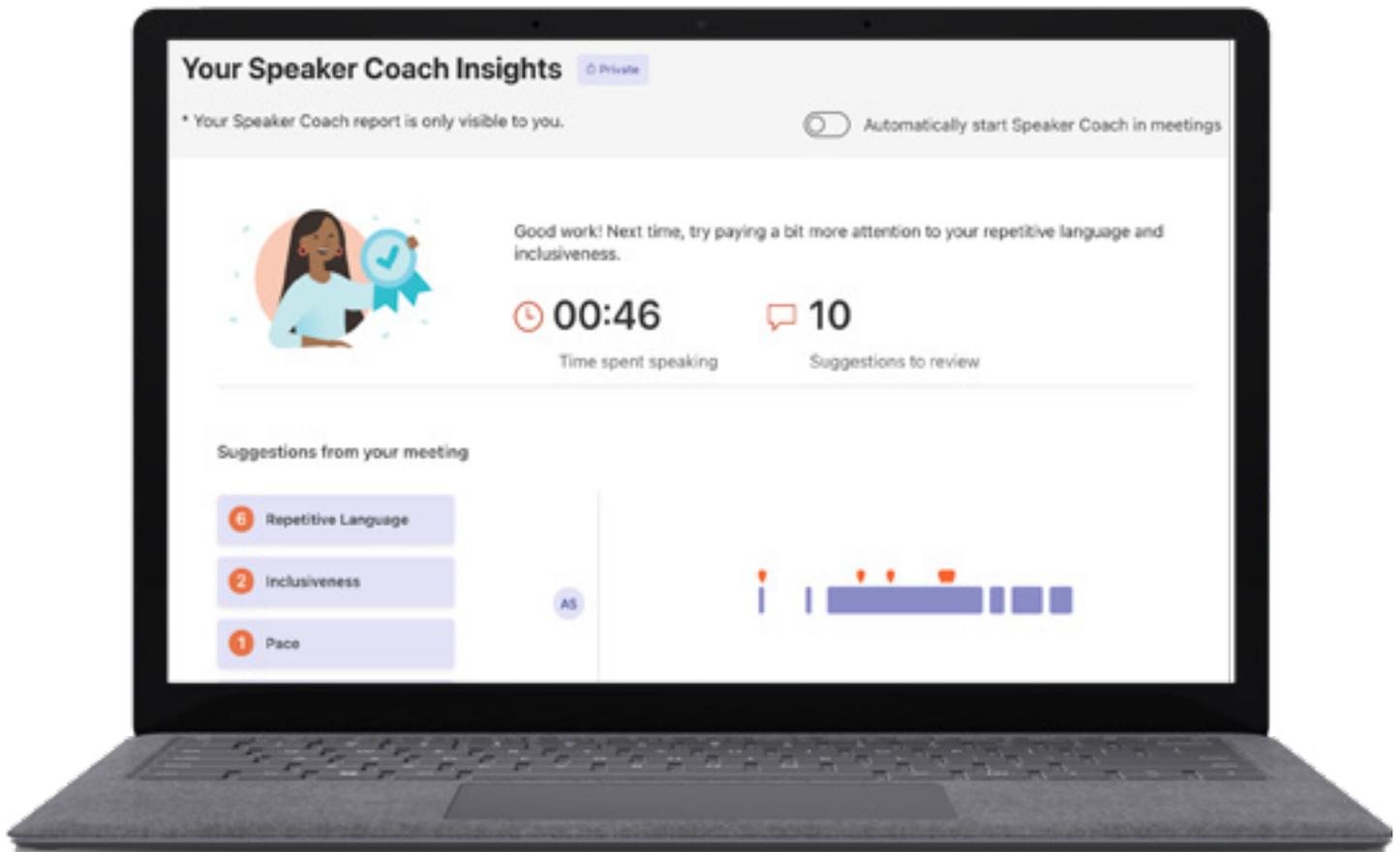


Figure 4: Educator Review mode in Reading Progress that allows educators to explore accuracy, prosody, and other literacy metrics to support student development.

Resources

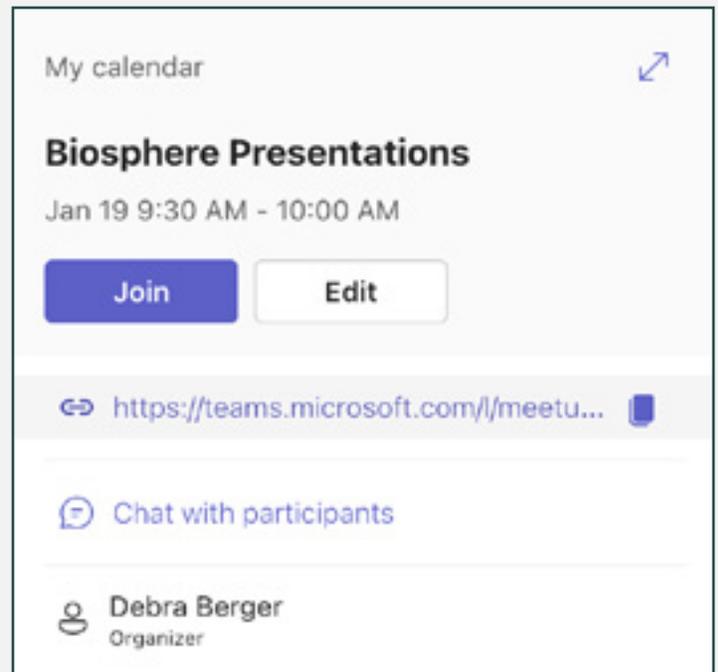
- Get [step-by-step instructions](#) for using Speaker Coach in Microsoft Teams meetings.
- Explore step-by-step instructions for using [Speaker Coach in Microsoft PowerPoint](#).
- Read the [Empowering Students to Be Agents of Their own Learning](#) report on the K-12 Blueprint .

Where to find it

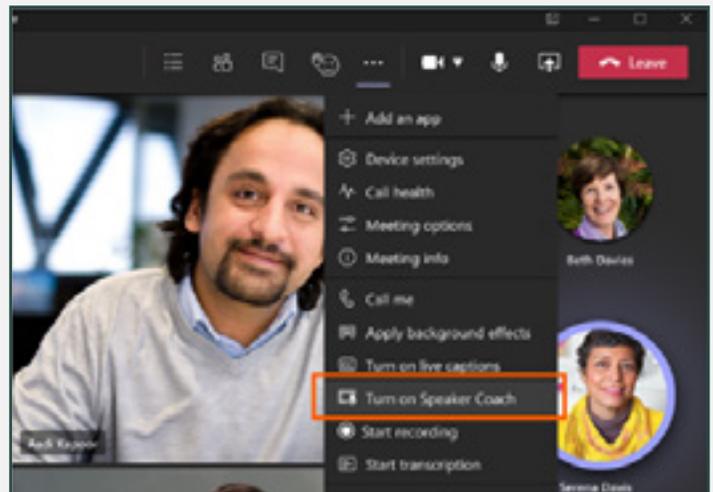
Speaker Coach can be found in the Microsoft Teams for Education application.

1. Open Teams and schedule a meeting.

2. Join the scheduled meeting.



3. Select More optionsand then Turn on Speaker Coach.



4. Review response data in Education Insights.



Search Coach

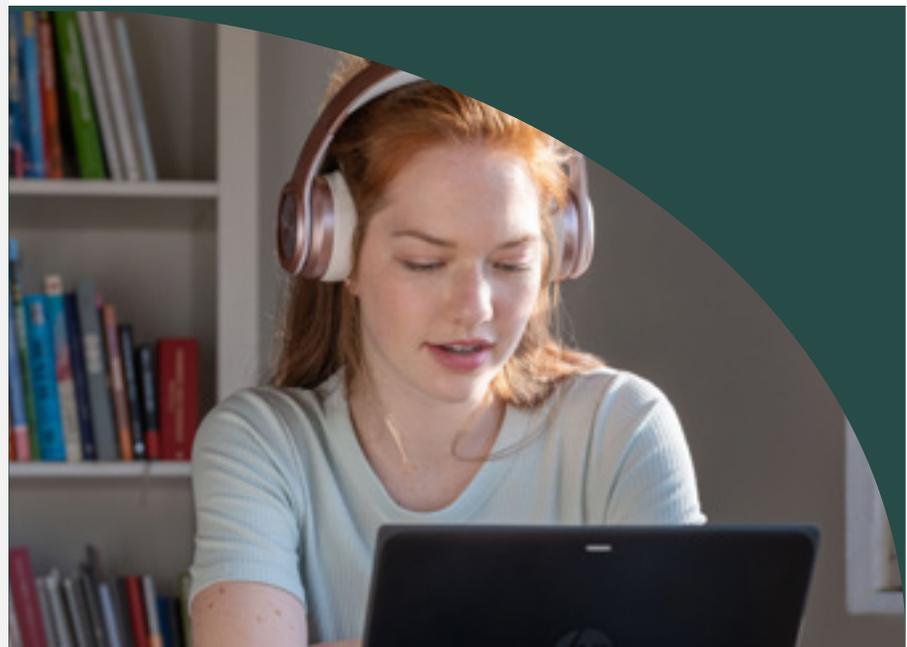
In a world that is increasingly dependent on online resources, and continually threatened by false and misleading information, Search Coach is a tool that provides context and guidance for students to ask effective questions and discover reliable sources.

- Develop vital information literacy skills
- Receive feedback and suggestions based on individual search tendencies
- Filter for certain domains, file types, or operators
- Encounter powerful tools like [NewsGuard](#) to assess a site's reliability

“Helping kids cope with what they experience online is just one of the reasons that teaching digital literacy in schools is so critical.”³

*Merve Lopus
Vice President of Education
Outreach and Engagement
Common Sense Media*

³Source: [Digital Literacy and Citizenship Is Part of Equitable Access](#)



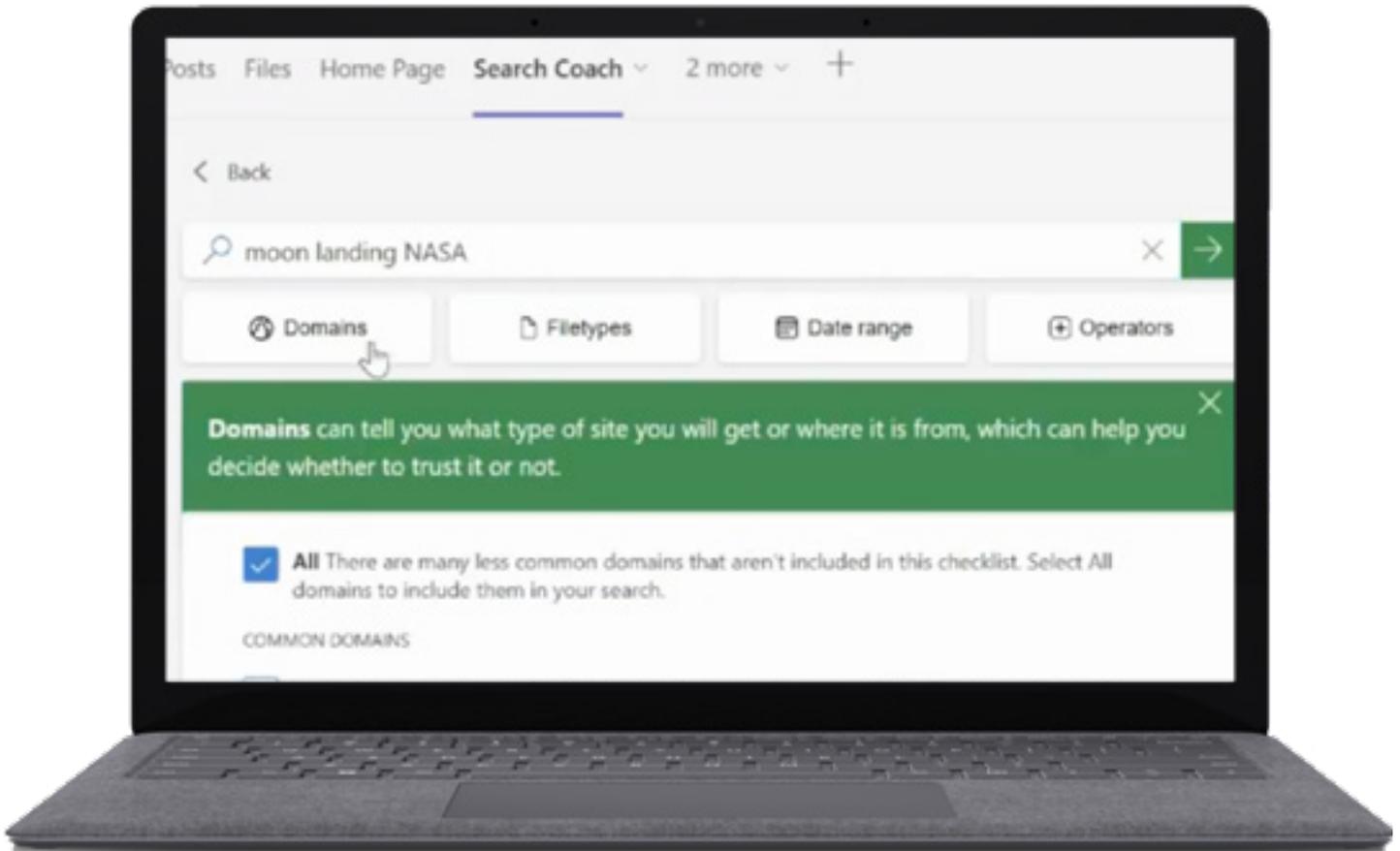


Figure 5: Search Coach user filtering results based on domain type.

Resources

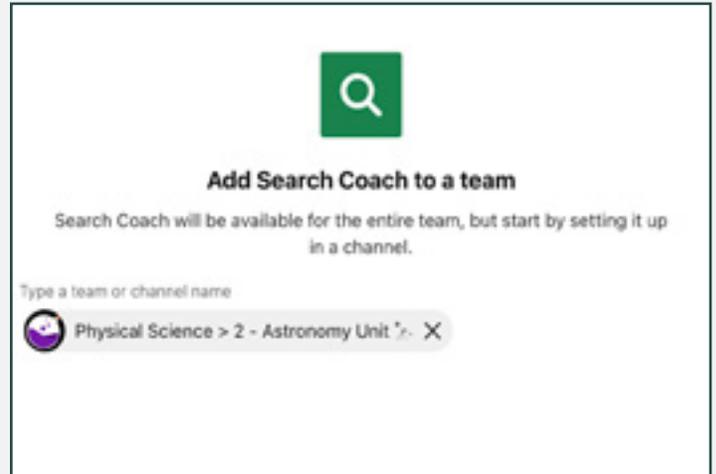
- Get [step-by-step instructions](#) for using Search Coach.
- Read the [Introducing Search Coach in Microsoft Teams](#) —a unique approach to learning how to search online blog post.
- Explore the collection of pre-built [Search Coach lesson plans](#).

Where to find it

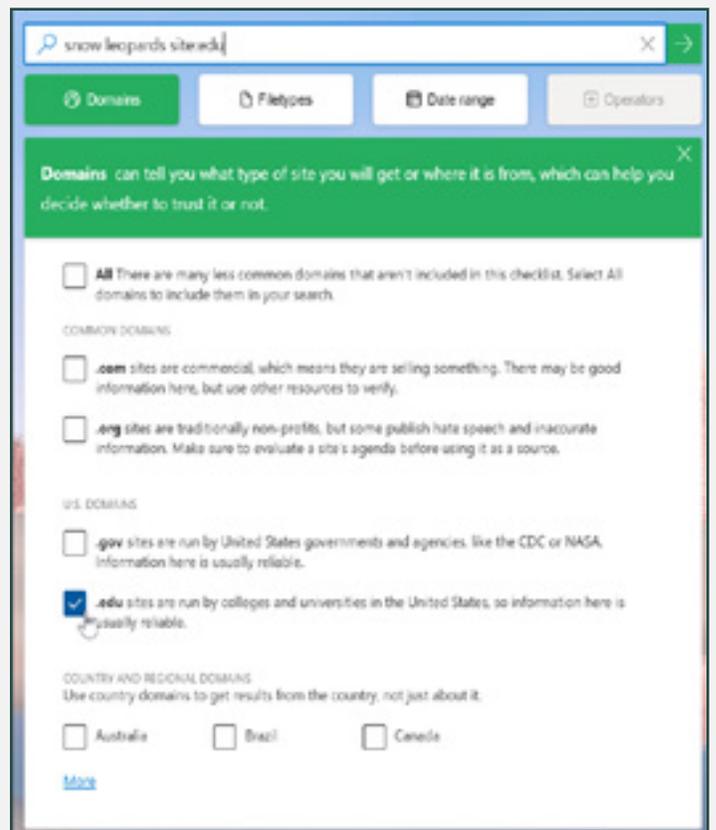
Search Coach can be found in the Microsoft Teams for Education application.

1. Open Teams.

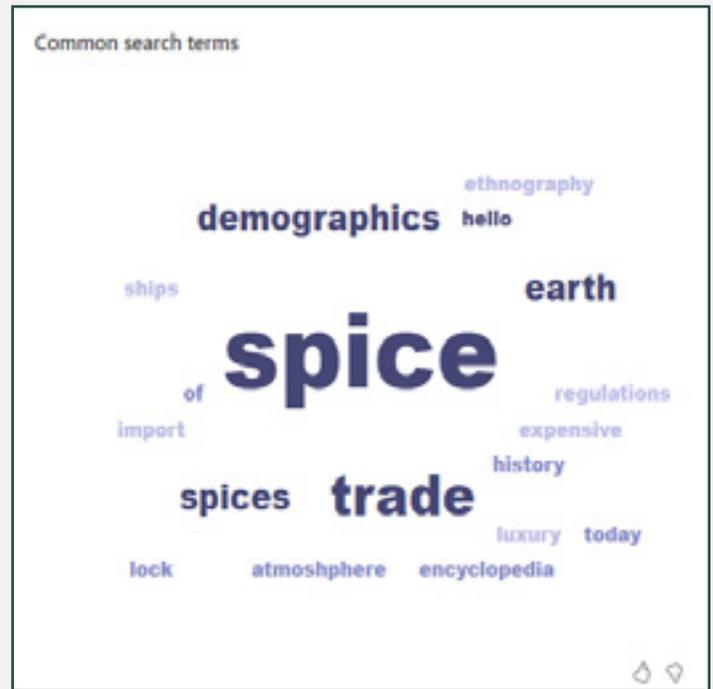
2. Select + and then Search Coach.



3. Students filter searches using Search Coach.



4. Review response data in Education Insights.



Education Insights

Data and analytics empower district leaders, school principals, and educators to know and support their students with evidence, in real time, and helps meet students' social and academic needs. Education Insights in Microsoft Teams for Education assists school and district staff in exploring various sets of actionable data to help make informed decisions to support each students' unique needs.

- Access actionable data that empowers educational decision making
- Integrate data from other Learning Accelerators such as Reading Progress and Reading Coach, Reflect, Search Coach, and more
- Explore student academic, social, emotional, and engagement trends from a single dashboard
- Generate student spotlights that identify students who may be falling behind academically or experiencing social challenges
- Filter data by student, class, or school and by time frame

“Data regarding equity trends and other issues that may need attention often come from the ability to make comparisons or see relationships in data, and the ability to quickly aggregate and disaggregate data by subgroups.”⁴

*Joy Smithson, Ph.D.
Director of the Data Science Research Group*

⁴Source: [Why Student Data is Vital for Schools to Address Inequities in 2022 and Beyond](#)

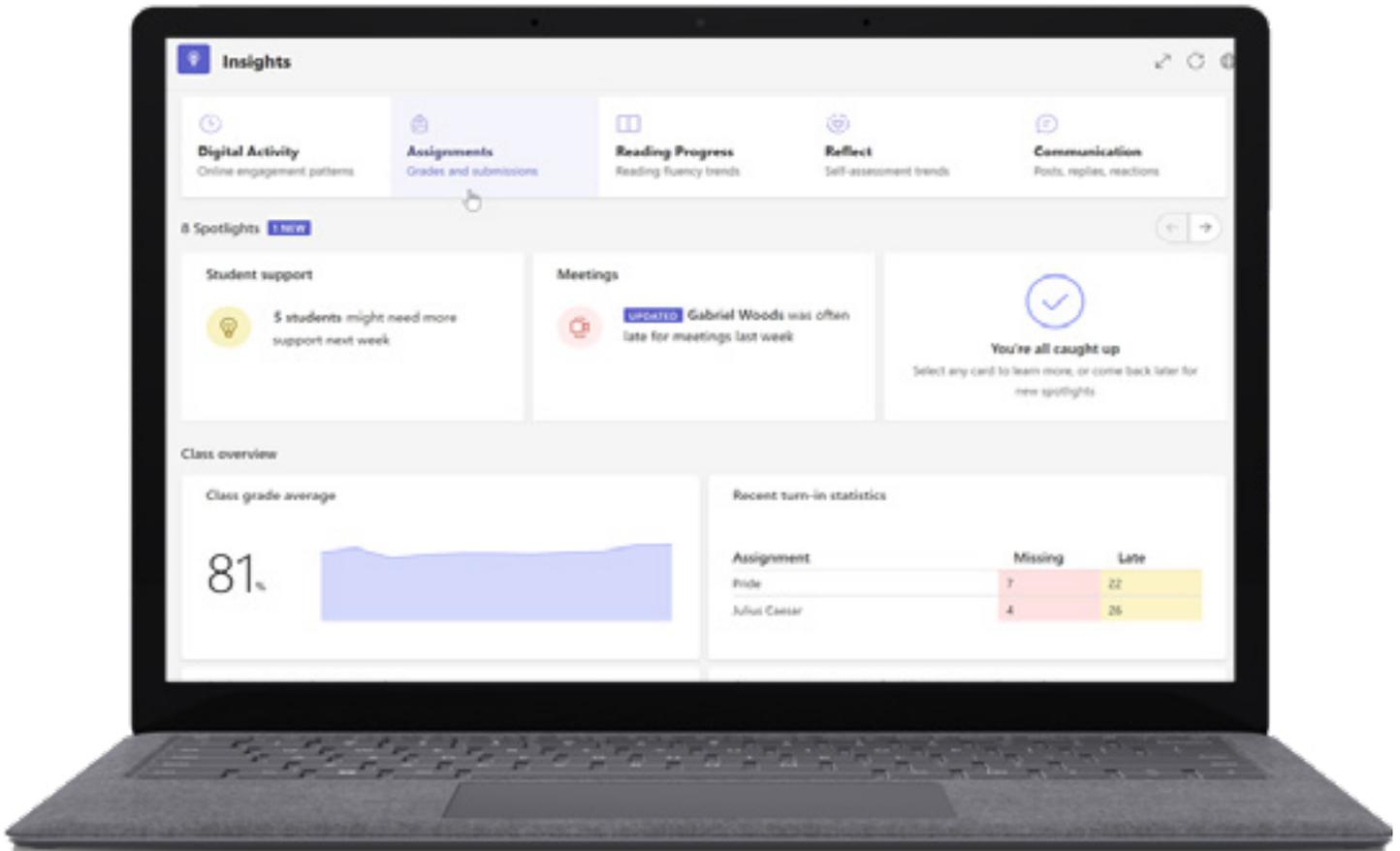


Figure 6: The Education Insights educator dashboard, which includes student activity, academic, communication, and well-being data.

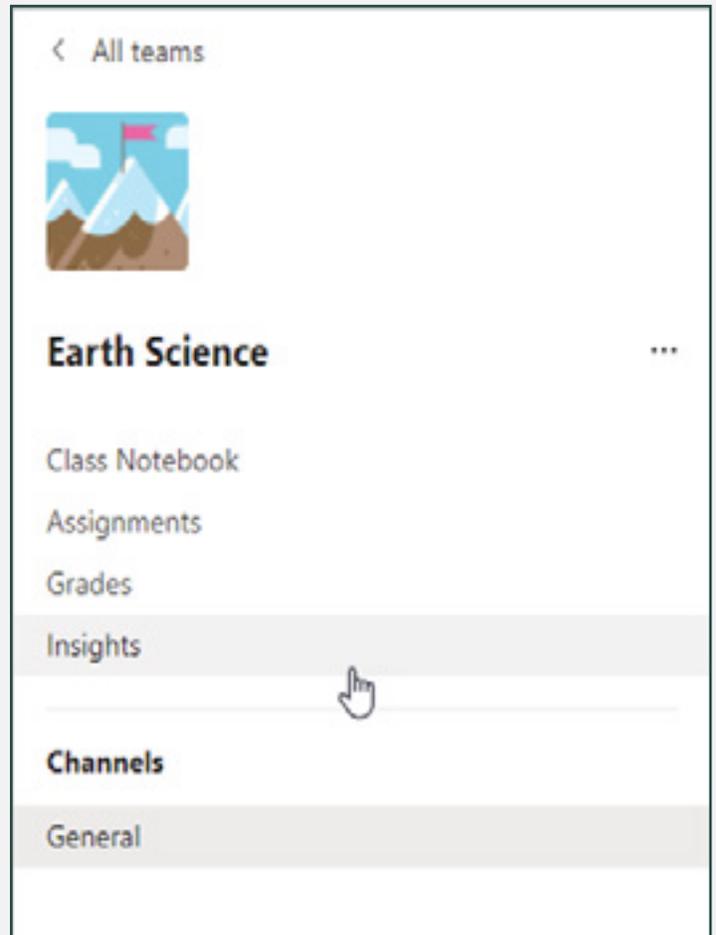
Resources

- Get [step-by-step instructions](#) for using Education Insights.
- Share the [IT Admin Guide for Education Insights](#) with school leaders.
- Join a virtual [“Support students with Education Insights in Microsoft Teams”](#) session.
- Read the [Anchor your teaching strategies in data: New Assignments and grades report in Education Insights](#) blog.

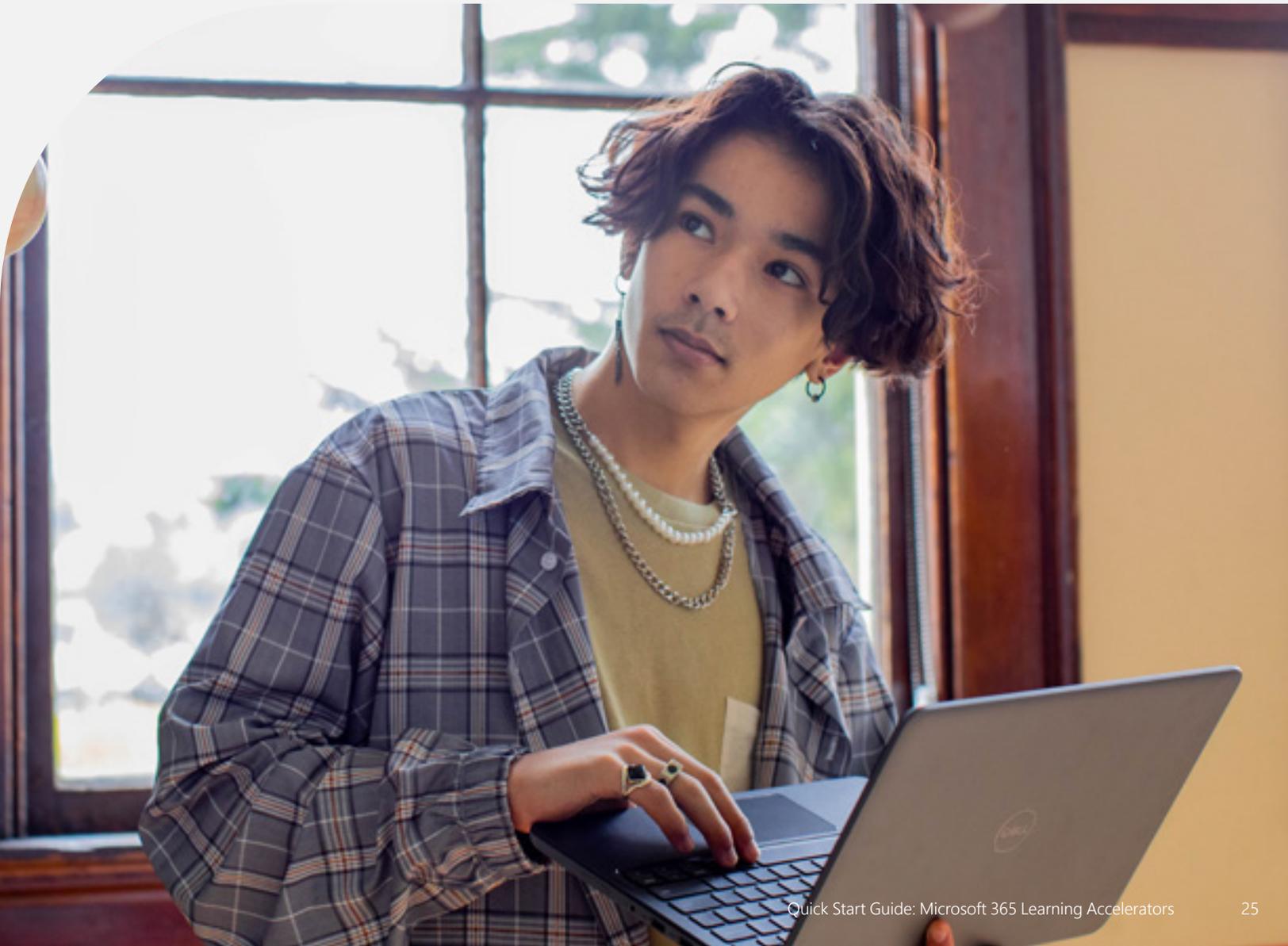
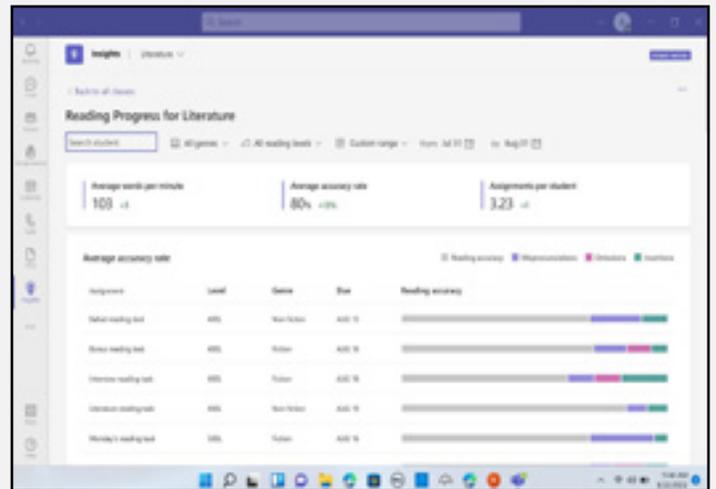
Where to find it

Education Insights can be found in the Microsoft Teams for Education application.

1. Open Teams.
2. Select the desired class.
3. Select Insights tab.



4. Explore overall class trends.



Microsoft Education

Take the next steps toward preparing your students for the world of tomorrow by learning how education solutions from Microsoft can support student learning, security, equity, and innovation in your school or school district.



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