

Microsoft Accessibility and Learning Tools – Course Outline

Intended Audience:

- Designed for users who have familiarity with Microsoft Education tenant and are interested in learning about how these features can increase accessibility for themselves, the colleagues they supervise, or their students

Session Length:

- Full day – 5.5 hours

Participant Threshold:

- Requires a minimum of 10 participants to proceed

Course Description:

This session explores how Microsoft’s accessibility and learning tools can empower all users—students, educators, and staff—to create more inclusive digital environments. Participants will learn to use Microsoft 365 features through an accessibility lens, focusing on tools designed to support diverse learning needs, remove barriers, and promote digital equity. The session blends demonstration, guided practice, and discussion to ensure participants leave confident in applying accessibility practices across applications like Word, OneNote, Teams, and PowerPoint.

Sessions Outcomes:

By the end of the session, participants will understand how Microsoft’s built-in accessibility features and learning tools can:

- Enhance engagement and comprehension for diverse learners.
- Streamline communication and collaboration through inclusive design.
- Support language translation, text-to-speech, speech-to-text, and adaptive content creation.
- Increase productivity and access for users with visual, auditory, motor, or cognitive differences.
- Promote equitable participation in digital classrooms and workplaces.

Participants will leave being able to:

Did You Know?

MERLIN can customize training events for your individual needs! Reach out to us to share more about the training needs of your IT, teaching, administration, or support staff.

1. Identify and activate core accessibility features in Microsoft 365 (Windows and web apps).
2. Use **Microsoft Learning Tools** (Immersive Reader, Dictate, Translator, Math Solver, and Office Lens) to improve access and understanding.
3. Enable and customize **Live Captions** and **Accessibility Checker** across Microsoft apps.
4. Demonstrate how **Reading Coach**, **Speaker Coach**, and **Search Coach** can be used to develop literacy, presentation, and digital citizenship skills.
5. Apply inclusive design principles when creating and sharing documents, presentations, and Teams resources.
6. Guide colleagues and students in using Microsoft tools to meet accessibility standards and enhance learning.

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