

Microsoft Copilot Teach – Course Outline

Intended Audience:

- Teachers, classroom support staff, and education leadership teams

Session Length:

- 1 hour – full day session options available*

Participant Threshold:

- Requires a minimum of 10 participants to proceed

Course Description:

This session explores Microsoft Copilot Teach as a compliant AI tool that can be thoughtfully integrated into educational practice while maintaining trust, transparency, and pedagogical value. Participants will gain an understanding of how Copilot Teach supports instructional planning, content creation, differentiation, assessment practices, and administrative efficiency, while also considering practical implementation questions around responsible AI use. Through demonstrations, discussion, and optional hands-on activities, participants will examine authentic educational scenarios and develop practical strategies they can immediately apply in their own learning environments.**

Sessions Outcomes:

At the end of this session, participants will be able to:

- Understand the purpose and role of Microsoft Copilot Teach within education environments
- Recognize how Microsoft Copilot Teach aligns with privacy, security, and responsible AI considerations applicable to those in Manitoba
- Navigate key Copilot Teach features and understand how they integrate with Microsoft education tools
- Develop effective prompting techniques to generate meaningful and useful outputs
- Use Copilot Teach to support lesson planning, instructional design, and classroom activities
- Create differentiated learning materials and adapt content for varying learner needs
- Generate formative assessment ideas and instructional supports
- Evaluate AI-generated content critically for accuracy, bias, and educational appropriateness

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.

- Identify practical implementation strategies for individual classrooms, schools, or divisions
- Build confidence in responsible AI use within educational settings

*Depth of agenda topics will vary based on session length.

**Agenda content is consistently updated to reflect the most current information at the time of delivery.

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