



Communicating with Families

Overview

"Given that most parents went to a traditional school themselves, parents often do not understand [their] new role clearly." (Successful Online Learning, Gilbert & Keaton, 2020). Distance Learning requires families to understand what is expected as well as how to accomplish those expectations, so communication is vital. In this session, teachers will learn to create informational videos in PowerPoint as well as craft informational newsletters and check-ins with families using Sway and Forms.

Webinar Agenda

0:00 – 0:05 **Welcome:** Introductions, Meeting Controls, Attendance, Objectives
(5-minute duration)

0:05-0:10 **Why are Home Communications Important?** Discussion
(5-minute duration)

0:10-0:30 **Recording and Screen Recording in PowerPoint**

- How to add Recording tab in PowerPoint
- How to use Record Slide Show & Screen Recording
- How to save PowerPoint as MP4 or to Stream

(20-minute duration)

0:30-0:50 **Sway and Forms as Newsletters and Check-Ins**

- How to add content to Sway and share with families
- How to add content to Forms Survey and share with families

(20-minute duration)

0:50-0:60 **Closing Questions and Answers**

(10-minute duration)

Resources

- <https://education.microsoft.com/en-us>
- [Integrating Flipgrid into your Grade Level and Subject Area](#)
- [Remote Learning with Flipgrid](#)