

STEM Spotlight/ Bits & Bytes – February 13, 2020

Did you know that every student at SHS has a Microsoft Office365 account? We use these accounts for school data management, but students begin to interact with their accounts beginning in 2nd grade.

How do we use Office365 programs? How do we build on skills age-appropriately over time? Over the next few weeks, we will be sharing ways that various programs are used in different grade levels and classes- Outlook, OneNote, Teams, Word, PowerPoint, Excel, and Stream are all used in interesting ways throughout our school day!

Microsoft Outlook:

Beginning in 2nd and 3rd grade, students learn how to log in to their Outlook account through Clever. Emailing in 2nd through 4th grade is blocked to users outside of our SHS domain, so during this time students are able to learn about email use and etiquette in a safe, closed space.

2nd and 3rd grade teachers are able to send their students emails with things like links for a lesson or instructions for a fun student-centered activity. On some occasions, students practice sending their teachers and classmates an email. At this young age, students are thrilled to receive a simple email from a teacher or friend. Students learn things like the purpose of email and basic considerations and functions when using email.

In 4th grade and 5th grade, the Outlook focus shifts to true academic functionality, while continuing to monitor etiquette in a more authentic setting. Students learn things like proper email format, email tone for different recipients, how to attach a file, and more. In 5th grade, after proper preparation, students are able to send and receive emails to and from outside recipients. This transition occurs so that students may practice sending updates to their parents sharing the current status of their missing assignments, grades, and goals based on their weekly PowerSchool checks.

By middle school, emailing parents and teachers continues to be an essential tool in parent/student/teacher communication and accountability. Students use their Outlook accounts to communicate with teachers and peers regarding school assignments, absent work, meeting times, and more!

Connect: *Discuss with your child, how do you use email in various parts of your life? What important lessons have you learned about email?*

Questions? Comments? Please contact [Deanna Simons](#).