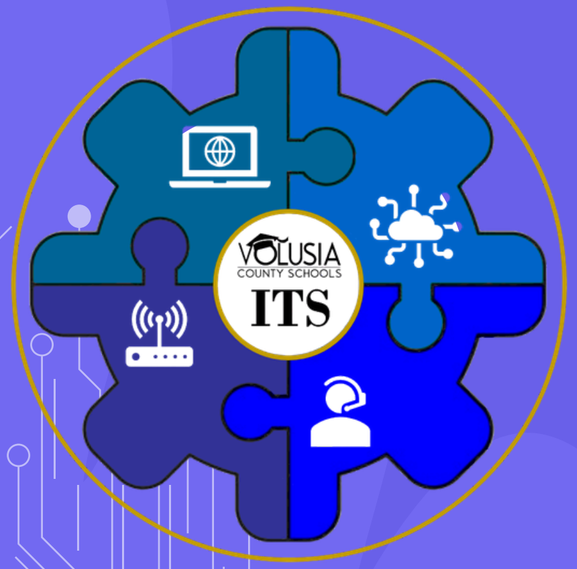
ITS Department of Educational Technology presents:

Microsoft Teach AI





Jelena Živko

Senior Instructional Technology Specialist

Volusia AI Academy 2026

Using the **Teach module in M365 Copilot** empowers teachers to deliver guided, curriculum-aligned AI support that helps students learn more effectively, practice skills safely, and develop responsible AI literacy within the classroom.



Volusia AI Academy 2026

"Creating life-long learners prepared for an ever-changing global society."

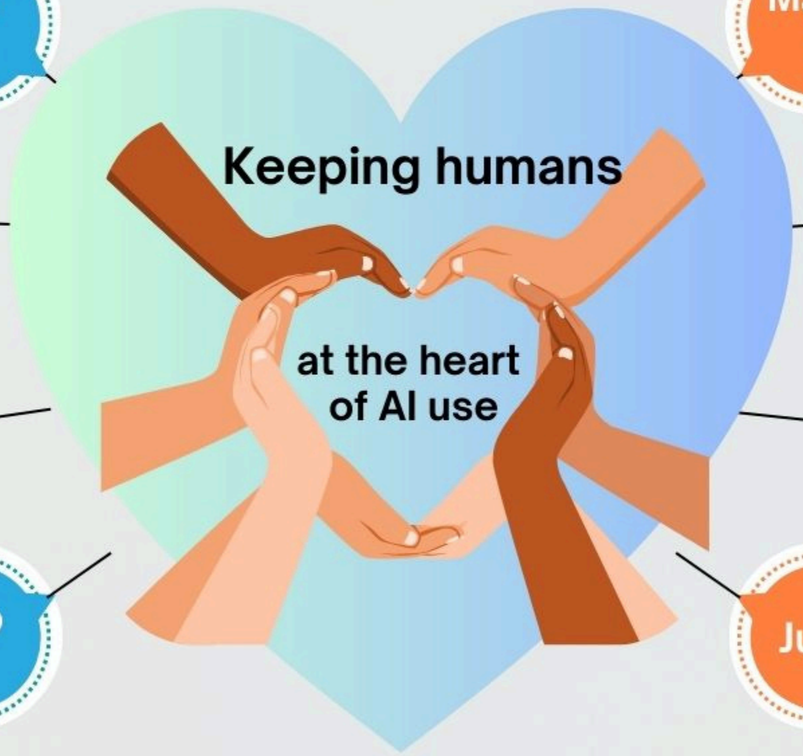
Achieve an "AI Accomplished" microcredential, become a Tech Showcase Classroom and earn up to 13 in-service credits.

C,I,D Virtual Kick-Off: Volusia's AI plan & overview of AI Academy
Jan 15
Virtual, MyPGS #116830

I,D "Teacher Facing" Tools for Planning Instruction, Part 1
Jan 29
Mainland HS, MyPGS #116831

I,D "Student Facing" Tools for Personalized Learning, Part 1
Feb 5
Mainland HS, MyPGS #116832

C,D Administrative Tools for Efficiency with Docs & Data
Feb 11
Olson Training Rm, MyPGS #116833



March 5 — **I,D** "Teacher Facing" Tools for Planning Instruction, Part 2
Mainland HS, MyPGS #116834

April 2 — **I,D** "Student Facing" Tools for Personalizing Learning, Part 2
Mainland HS, MyPGS #116835

April 29 — **C,D** Tools for Creative Marketing & Design Ideas
Olson Training Rm, MyPGS #116836

June — **C,I,D** Capstone Event & Preview new tools at Volusia LEARNS!
Registration for VolusiaLEARNS! AI Academy sec#TBD

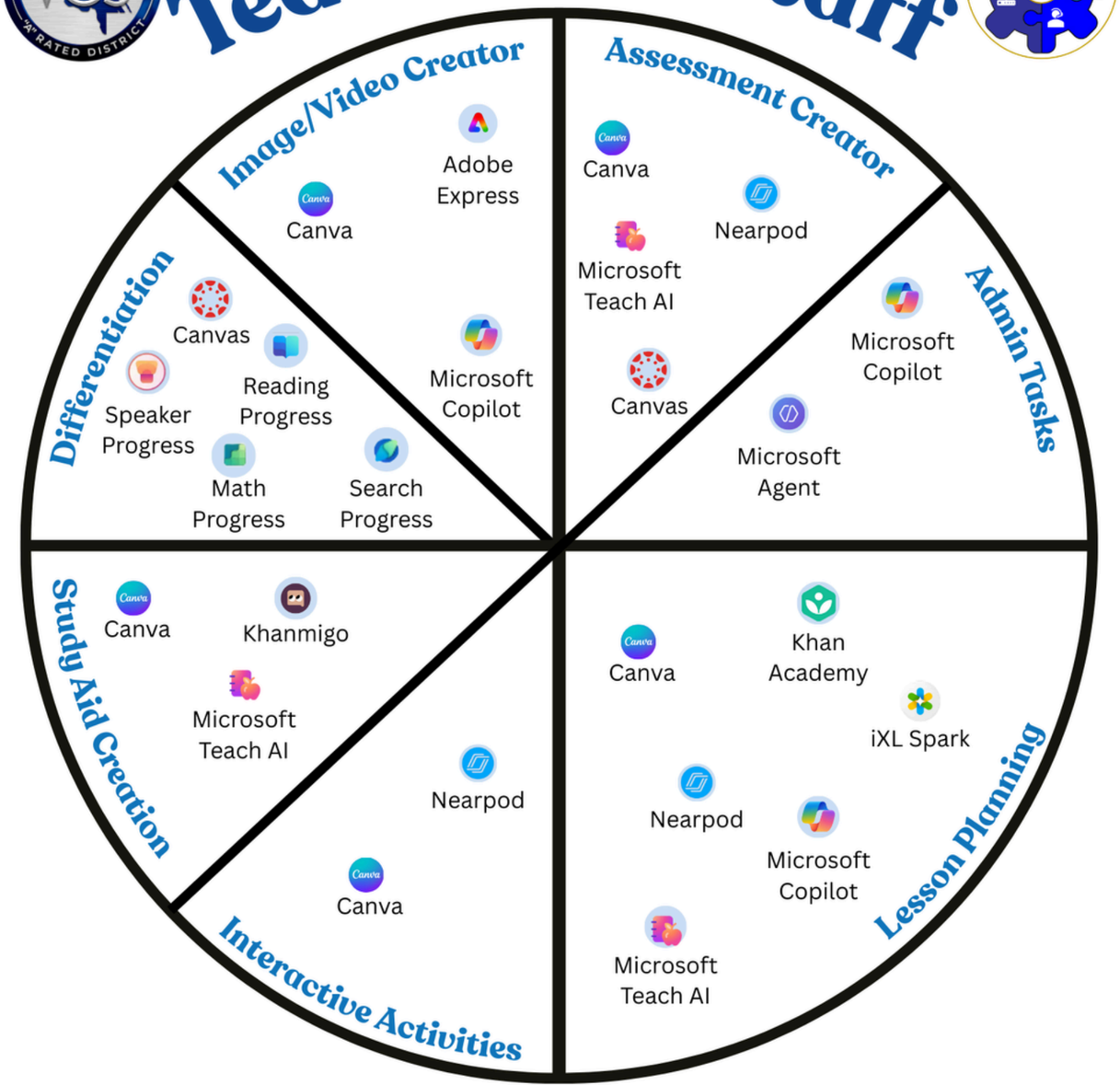
REGISTER NOW!

All clerical (C), instructional (I) and district (D) staff are encouraged to participate. Sessions are labeled with target audience. Go to MyPGS for session descriptions and register. Choose to attend one or all sessions. **ALL are WELCOME!**

The ITS EdTech team is ready to assist & respond to any questions. We look forward to hearing from you.
Email: edtechall@groups.volusia.k12.fl.us, message us on Teams or dial #51613

VCS-SUPPORTED AI TOOLS

Teachers & Staff



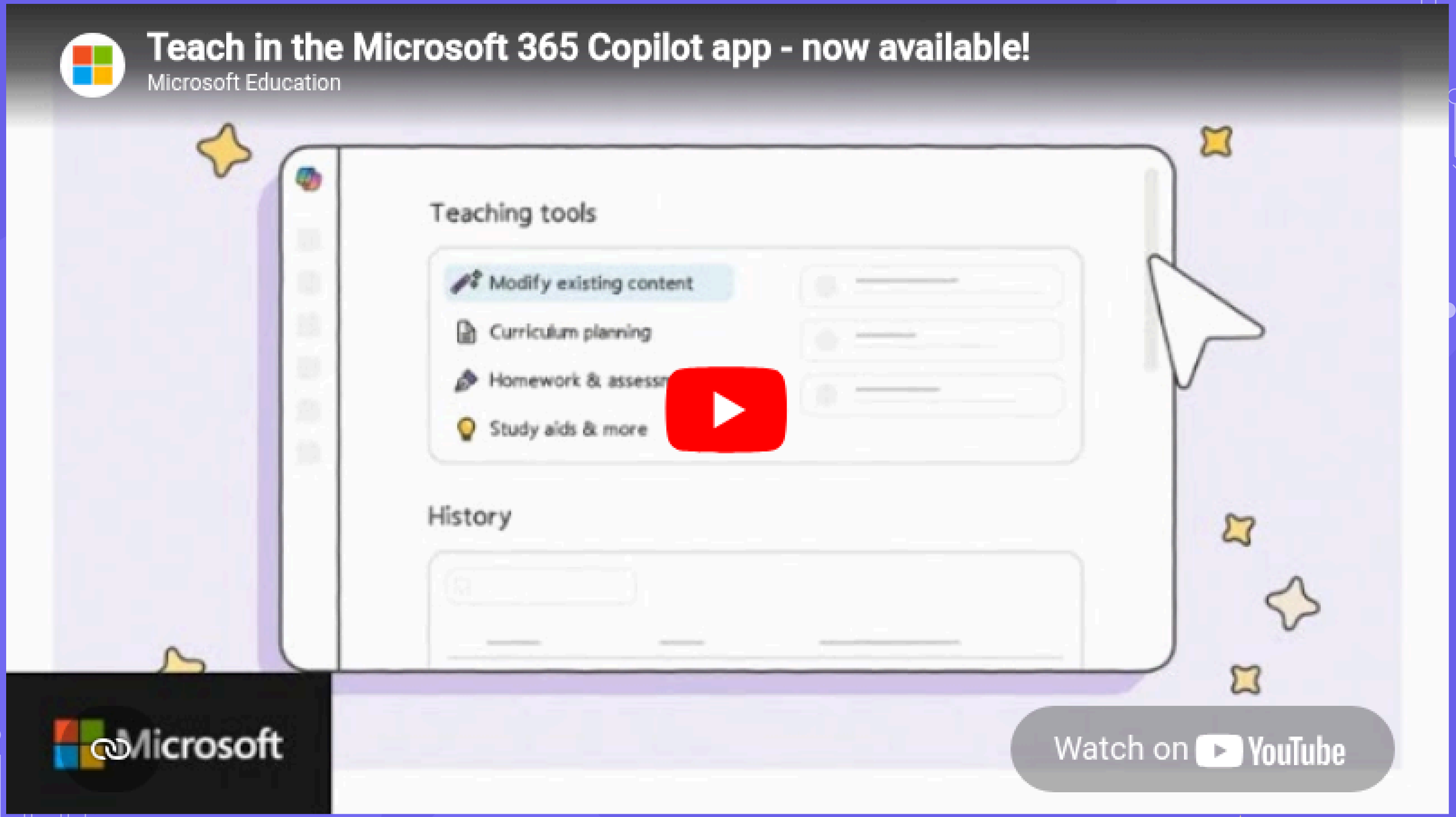
Microsoft EDU

AI-POWERED

TEACH MODULE IN M365 COPILOT

- Lesson plans
- Copilot quizzes
- Standards integration
- Learning activities
- Differentiate reading materials




Teach in the Microsoft 365 Copilot app - now available!
Microsoft Education
Teaching tools
Modify existing content
Curriculum planning
Homework & assessm
Study aids & more
History
Microsoft
Watch on YouTube

[Video link]

Go to VPortal →



http://www.microsoft365.com

Teach Features

Modify existing content

- Align to standards
- Differentiate instruction
- Modify reading level
- Add supporting examples

Homework & assessments

- Rubric
- Quiz

Curriculum planning

- Lesson plan
- Minecraft lesson plan (preview)
- Unit plan (coming soon)
- Interactive lesson (requires Copilot+ PC)

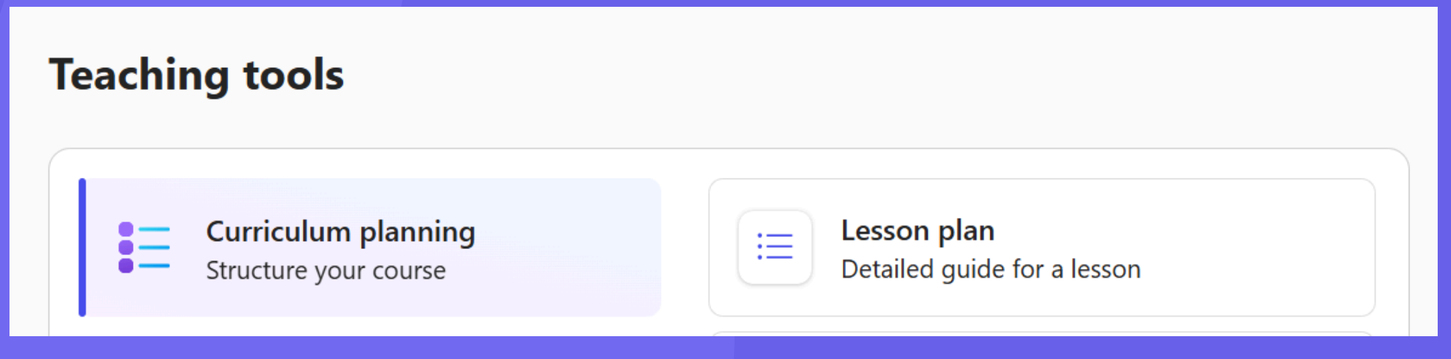
Study aids & more

- Flashcards
- Fill in the blanks
- Matching (in preview)

Curriculum planning: Lesson plan

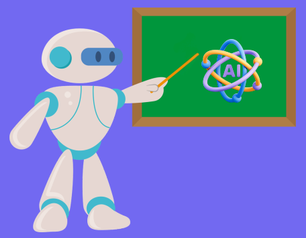
Lesson plan generator: Quickly creates standards-aligned lesson plans tailored to subject, grade level, and learner needs. Supports attachment of curriculum materials and customization of activities.





Lesson Plans

Example to try:



Create lesson plan

Subject *
Science

Grade level *
Grade 2

Language *
English (United States)

Description *

Create a detailed second grade lesson plan focused on identifying and classifying objects and materials as solids, liquids, and gases. Include clear learning objectives aligned to Florida physical science standards, key vocabulary (solid, liquid, gas, matter, properties) with student friendly definitions, a hook or engaging introduction that activates prior knowledge, and hands-on or interactive activities that encourage student exploration and discussion.

Add content

461 / 10,000 characters (minimum 20)

Standards

SC.2.P.8.2.: Identify objects and materials as solid, liquid, or gas.

More

Lesson plan duration *
30 minutes

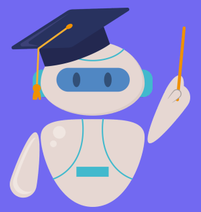
Generate

Lesson Plans

What prompt would you like to explore?

Give this feature a try!

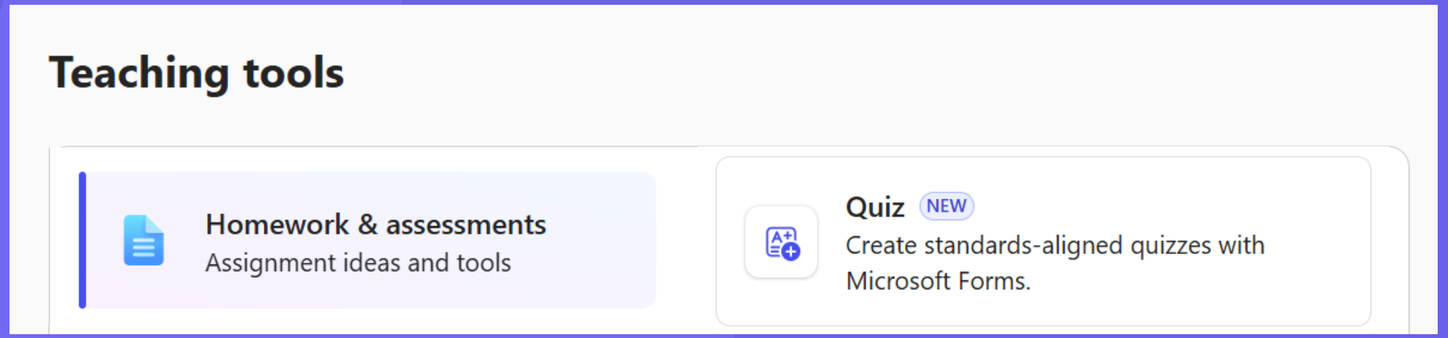
Did you find the output to your satisfaction?



Homework & assessments: Quiz

Quiz creator: Builds formative or summative quizzes in Microsoft Forms. Options include selection of question types, practice mode for mastery, time limits, and alignment to standards.

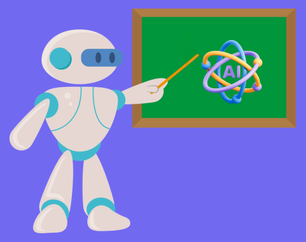




Quiz

Example to try:

Available to students 13+ at:
https://aka.ms/LearningActivities



Create quiz

Subject * English Language Arts

Grade level * Grade 5

Language * English (United States)

Description *

This quiz is to assess students' understanding of text structures and/or features to the overall meaning of this text.

R.2.1.TF Text and ... | Add content

118 / 10,000 characters (minimum 20)

Standards

ELA.5.R.2.1:: Explain how text structures and/or features contribute to the overall meaning of texts.

More

Number of questions *

10

Quiz duration

No time limit

Practice mode

Students can practice at their own pace and see correct answers for each question before submitting.

Off

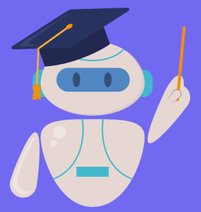
Generate

Quiz

What prompt would you like to explore?

Give this feature a try!

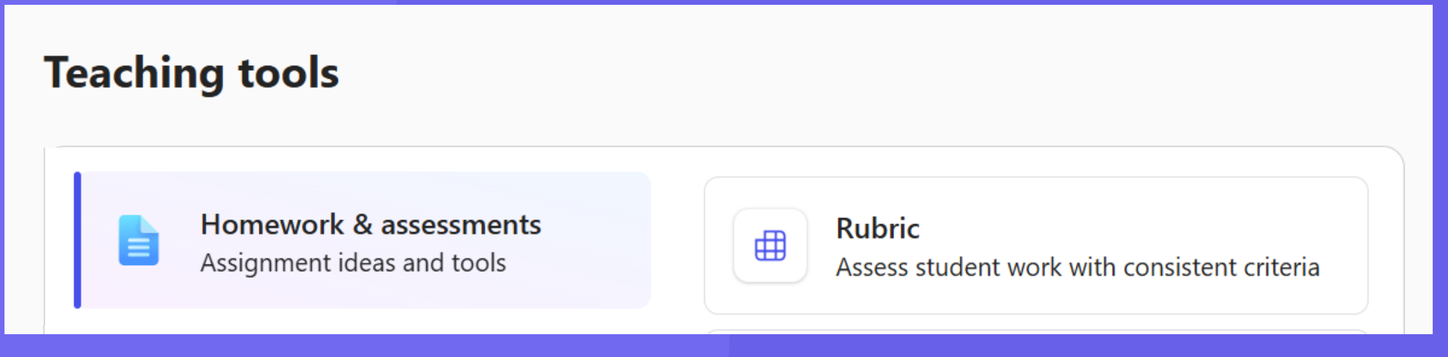
Did you find the output to your satisfaction?



Homework & assessments: Rubric

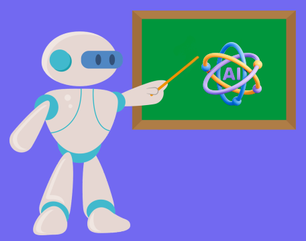
Rubric builder: Designs grading rubrics with preset or custom scales and criteria. Aligns to standards and supports editing of descriptions for clarity and differentiation.





Rubric

Example to try:



Create rubric

Grade level *

Grade 8

Language *

English (United States)

Rubric title *

Create an analytic rubric for a Grade 8 argumentative essay.

Description *

Assignment details:
• Length: 3–4 paragraphs
• Topic: Should cell phones be allowed in schools?
• Students must include an introduction with a claim, at least two supporting reasons with evidence, and a conclusion.

Rubric requirements:
• 4 performance levels (Exemplary, Proficient, Developing, Beginning)
• Criteria should include:
– Claim and focus
– Use of evidence
– Organization and coherence
– Language and conventions
• Include brief, student-friendly descriptors for each performance level
• Align language to middle school reading level

554 / 10,000 characters (minimum 20)

Standards

Add standards

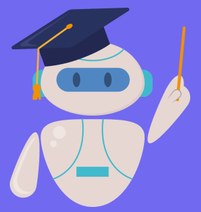
Next

Rubric

What prompt would you like to explore?

Give this feature a try!

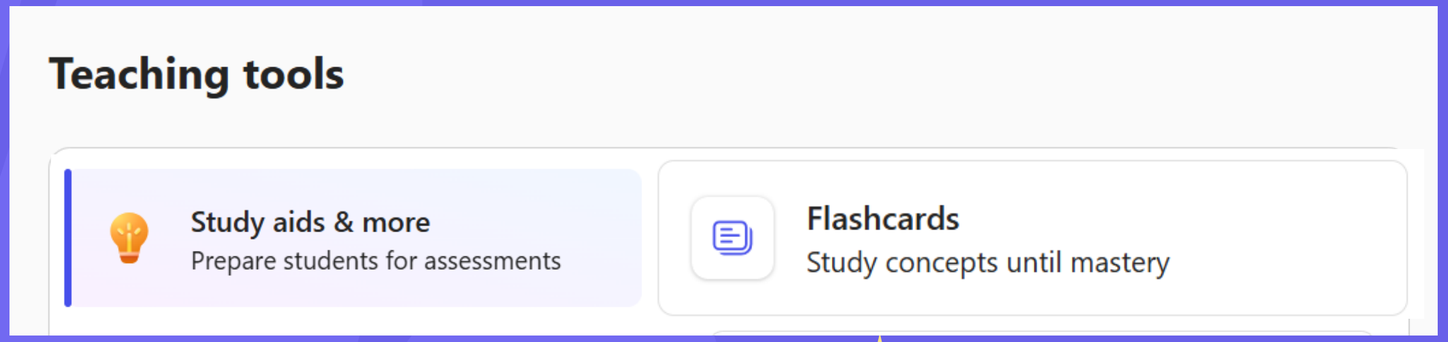
Did you find the output to your satisfaction?



Study aids & more: Flashcards

Flashcard generator: Creates sets of flashcards in Term/Definition, Question/Answer, or multiple choice formats. Options include hints for deeper thinking and support for multiple display languages.

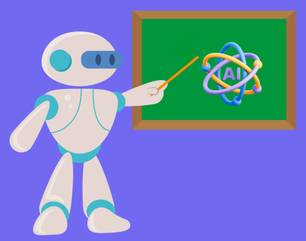




Flashcards

Example to try:

Available to students 13+ at:
https://aka.ms/LearningActivities



You can add images!

Create flashcards

Learning content *

Energy transfer
The process by which energy moves from one object or system to another, often through heat, work, or light.
Energy Transformation
The conversion of energy from one form to another, such as kinetic energy to thermal energy, or electrical energy to light energy.
Kinetic Energy
The energy of an object due to its motion. The faster the object moves, the more kinetic energy it has.
Potential Energy
The stored energy of an object due to its position or condition. For example, a stretched spring has potential energy.
Thermal Energy
The total internal energy of an object due to the motion of its molecules. Often experienced as heat.

Add content

648 / 50,000 characters (minimum 240)

Language *

English (United States)

Flashcard type *

Term and definition	Question & answer	Multiple choice
☑	☐	☐

Generate hint for each card

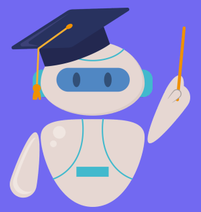
Generate

Flashcards

What prompt would you like to explore?

Give this feature a try!

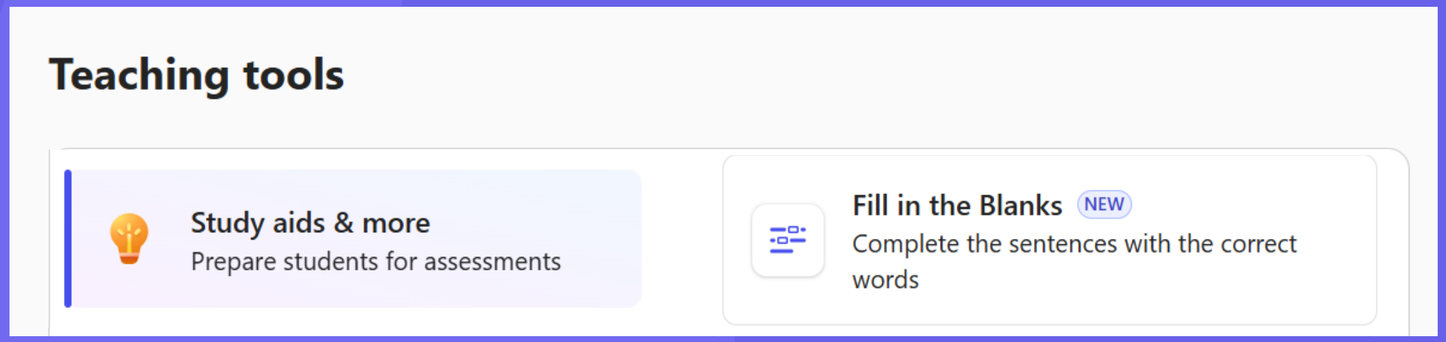
Did you find the output to your satisfaction?



Study aids & more:
Fill in the Blanks

Fill in the Blanks generator creates AI-generated fill-in-the-blank learning activities that teachers can use for student practice, review, or formative assessment. It creates interactive fill-in-the-blank exercises by removing key words or phrases from teacher-provided content, giving educators a fast way to produce engaging practice activities inside the Teach module of M365 Copilot.

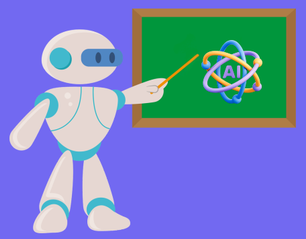




Fill in the Blanks

Example to try:

Available to students 13+ at:
https://aka.ms/LearningActivities



Create fill-in-the-blanks

Learning content *

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Add content

327 / 50,000 characters (minimum 240)

Content format *

Allow AI to edit content for exercises

Use text as entered

Difficulty *

Easy	Medium	Challenging
Fewer blanks, shorter exercises	Balanced complexity	More blanks, longer exercises

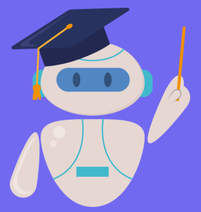
Generate

Fill in the Blanks

What prompt would you like to explore?

Give this feature a try!

Did you find the output to your satisfaction?



New Features
Teach module in M365 Copilot

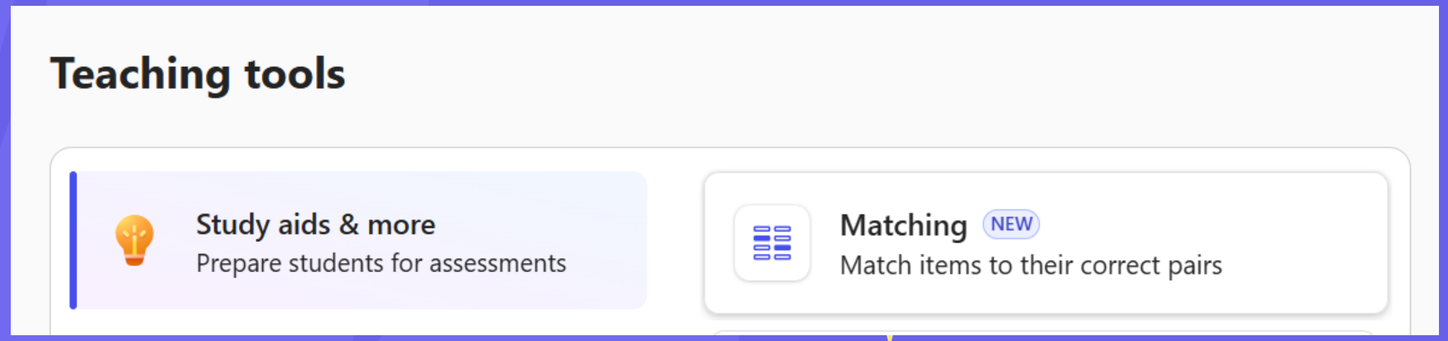
March 5, 2026
Teacher-Facing AI Tools Part 2



Study aids & more: Matching

Matching Generator creates interactive matching activities that teachers can use as student-facing learning tasks or formative assessments. It creates AI-generated matching learning activities that pair related concepts, terms, or ideas into interactive exercises teachers can quickly deploy for instruction or practice.

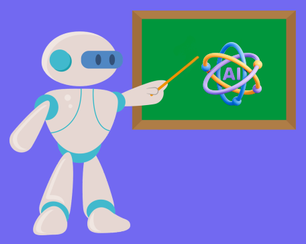




Matching

Example to try:

Available to students 13+ at:
https://aka.ms/LearningActivities



Create matching

Race to match random term-definition pairs from your learning content.

Learning content *

Create a matching activity for Grade 5 science on ecosystems.
Generate 8 matching pairs that match vocabulary terms to their definitions.
Align the activity to NGSS 5-LS2-1, use on-grade-level language, and ensure each term has one clear match.
Format the activity so it is ready for student practice.

Add content

301 / 50,000 characters (minimum 240)

Language *

English (United States)

Game settings

Time leaderboard
Show the top 5 fastest times at the end of the activity.

Custom nicknames
Display custom nicknames on the leaderboard. Turn off to keep everyone anonymous.

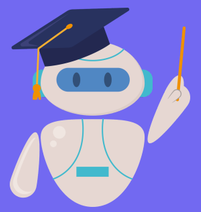
Generate

Matching

What prompt would you like to explore?

Give this feature a try!

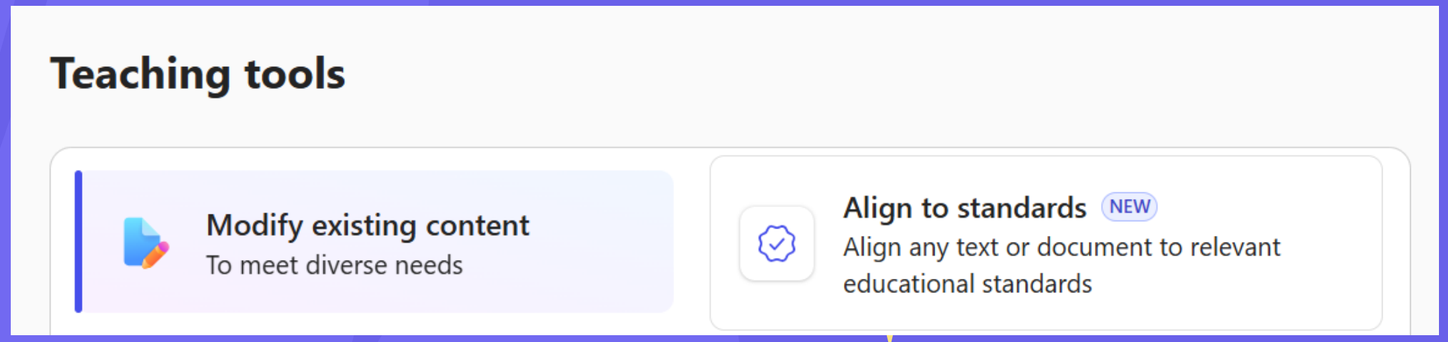
Did you find the output to your satisfaction?



Modify existing content: Align to standards

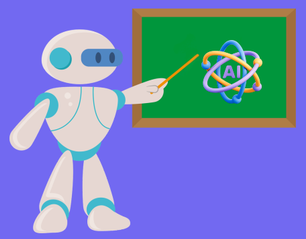
The Align to Standards tool helps teachers save time, improve instructional accuracy, support accountability, and confidently ensure their lessons meet required learning standards—without adding extra workload.





Align to standards

Example to try:



Align to standards

Content *

Text | File

Align the following lesson content to Florida B.E.S.T. English Language Arts standards.

Grade level: 4
Subject: ELA
Standards set: Florida B.E.S.T.

Lesson content:
Students will read a short informational text and identify the central idea and relevant details. They will write a short paragraph explaining how details support the main idea.

655 / 50,000 characters (minimum 50)

Standards *

Central Idea

ELA.4.R.2.2:: Explain how relevant details support the central idea, implied or explicit.

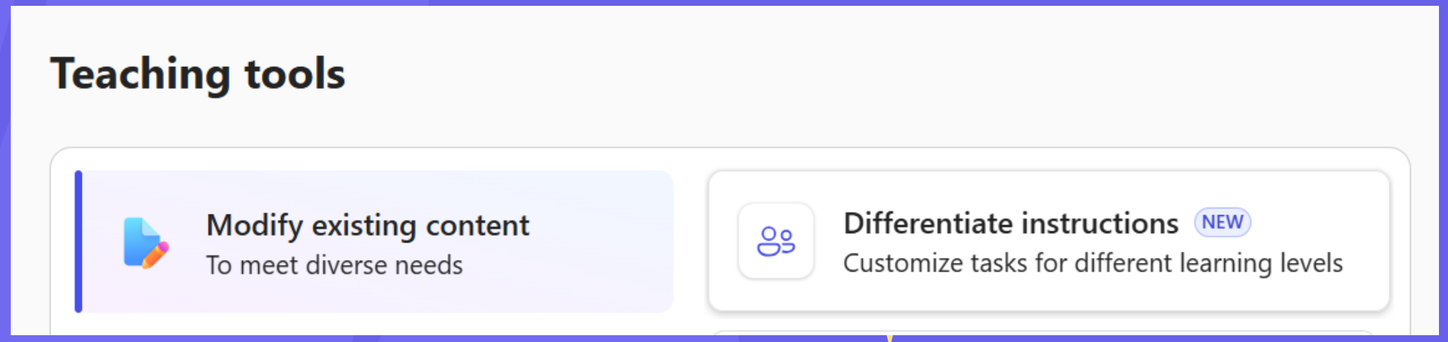
More

Generate

Modify existing content: Differentiate instructions

The Differentiate Instructions tool helps teachers deliver inclusive, student-centered instruction by quickly tailoring task directions to varied learner needs—without increasing planning time or sacrificing rigor.





Differentiate Instruction

Example to try:

Differentiate instructions

Content *

Text | File

STSBusRules_PARENTSTUDENTRESPONSIBLITIES-25.pdf

⚠ We attached your file but it might exceed the response limit, some content might not be included.

Grade level *

Grade 2

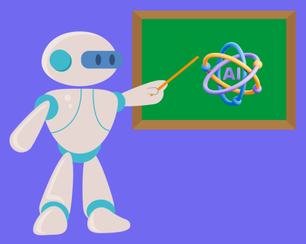
Scaffolds *

Step by step

Length *

Concise

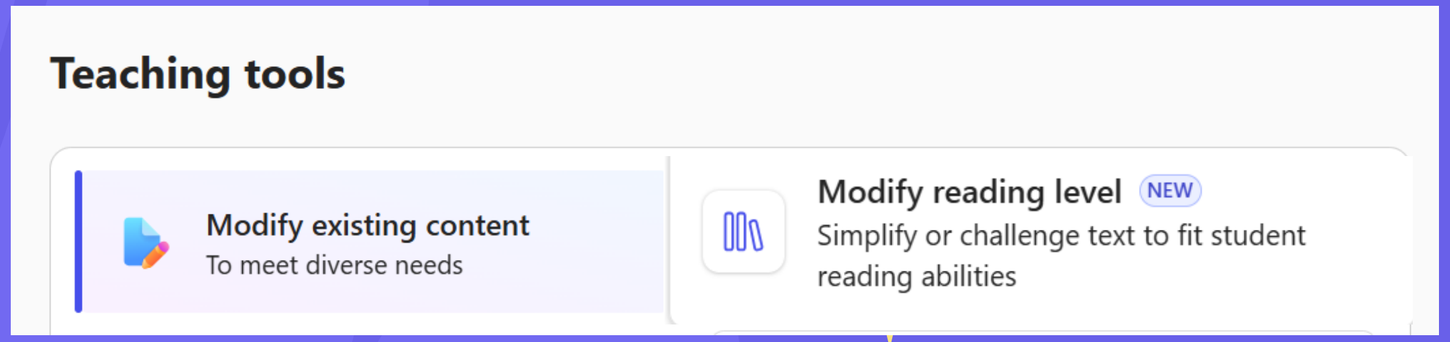
Generate



Modify existing content:
Modify reading level

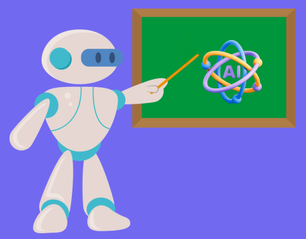
The Modify Reading Level tool helps teachers save time, support differentiation, and ensure all students can access grade-level content—without sacrificing rigor or instructional intent.





Modify reading level

Example to try:



Modify reading level

Content *

Text | File

STSBusRules_PARENTSTUDENTRESPONSIBLITIES-25 1.pdf

⚠ We attached your file but it might exceed the response limit, some content might not be included.

Grade level *

Kindergarten

Key terms to preserve

Enter key terms to define (e.g., Ecosystem, Habitat, Biodiversity)

+ Student Code of Conduct | + bus suspension | + assigned bus stop | + boarding pass | + emergency door

+ Add all

Glossary

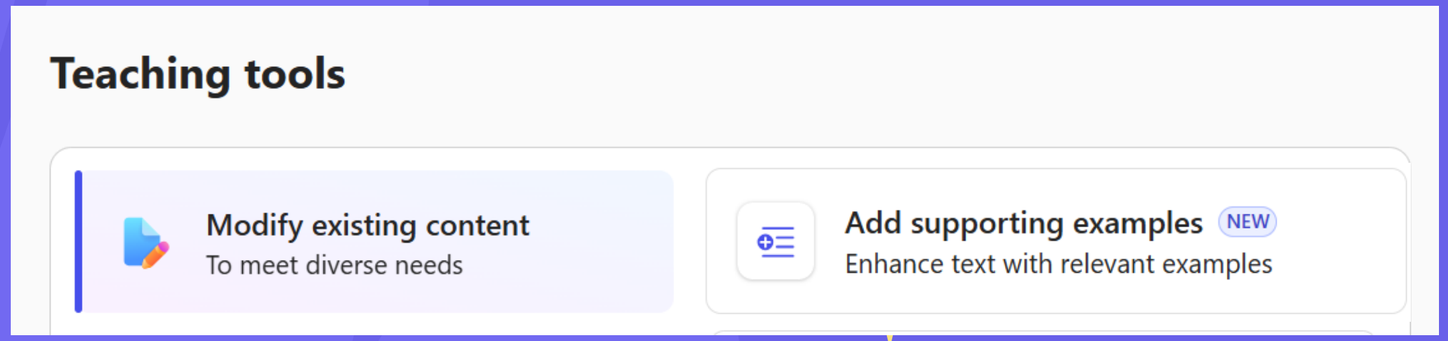
Define key terms at the end of the content

Generate

Modify existing content:
Add supporting examples

The Add Supporting Examples tool helps teachers save time and improve clarity by enriching lessons with meaningful examples that make learning more accessible, engaging, and effective.





Add supporting examples

Example to try:

Add Supporting Examples

Content *

Text | File

STSBusRules_PARENTSTUDENTRESPONSIBLITIES-25 2.pdf

⚠ We attached your file but it might exceed the response limit, some content might not be included.

Number of examples *

① 1 example

② 2 examples

③ 3 examples

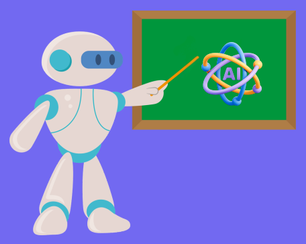
Type of examples *

Real world

Depth of detail *

Moderate

Generate



Resources

Learn more about how AI plays a role in Microsoft 365 Copilot.



[Video link](#) 25:00

[Create instructional materials with Teach in Microsoft 365 Copilot](#)



[Video link](#) 24:56

[Enhance teaching and learning with Microsoft 365 Copilot Chat](#)



[Video link](#) 40:30

[Microsoft Learn Educator Center: Microsoft 365 Copilot in Education](#)

Note: to view the YouTube videos, select the full screen icon or select video link

Microsoft Webinar Highlights

Microsoft Education Blog

https://www.microsoft.com/en-us/education/blog/

3/4/2026 Webinar recording will be found here:

https://www.youtube.com/@MicrosoftEDU

