

SharePoint User Group Conference

SP4K12 Fall Conference 2017 (Vancouver)

Location: Sheraton Hotel, Richmond BC

Date: Wednesday Nov 8, 2017

Time: 8:30-4:30

Plan for the day - *All users*

8:00-8:30	Meet and Greet	Time to sign in, have a coffee and meet the people in the room - please look to sit with people from outside of your district to encourage inter-district collaboration
8:30-8:45	Conference Opening	Some formal introductions, a short discussion about the user group and some basic house keeping
8:45-9:30	SharePoint Fundamentals	This discussion will be for all users and is intended to give an overarching look at the basic hierarchy and function that is prevalent throughout all SharePoint sites - internal and external - this understanding is foundational to all sessions
3:35-4:30	Group discussion with closing remarks from Scholantis	Scholantis will discuss their current road map, focus on working with feedback. This portion will also include a presentation/introduction to the new Edlio product. We will also quickly review how the conference went and discuss the future of the User Group (what do we see it doing in the future)

Break out into separate working groups

Technical/Office Staff

9:30-10:00	Forms and data gathering	An introduction to three basic methods of gathering information: <ul style="list-style-type: none">a. InfoPath forms (document libraries)b. Form Viewer App
10:00-10:15	Mind Break	
10:15-12:00	Breakout sessions	To enable users to be able to get the most out of their day, we have decided to make break down the day into several repeating mini-sessions. There will be time to attend 2 sessions prior to lunch, and 1 following.

1. Scholantis web apps: Learn what tools you have available and how you can easily add them to any page
2. SIS Data Sync: If you haven't already gone through the sync process, or have some questions as to how it works, come and ask questions from the pros
3. O365: Setup tips and tricks, some does and don't to avoid during setup
4. InfoPath Forms: This session will likely take the whole morning as participants will create an actual form to completion. Everyone will develop the same form to start, then will get a chance to work on their own. (Must have InfoPath 2013 and SharePoint Designer installed on a PC prior to coming)

12:00-12:45	Lunch	Will be provided on site. If you have any dietary restrictions please let us know ASAP
12:45-2:00	<p>Fast Track Training Sessions</p> <p>The sessions listed on the right are some examples of sessions that may be offered. Depending on the size of the group we may make some adjustments to the sessions offered.</p>	<p>Attendees can choose any three 40 min sessions. Each session will run three times to allow people to pick freely</p> <ol style="list-style-type: none"> a. Advanced Permissions - Creating Groups and custom permission levels b. Working with Lists and Libraries (managing content) c. Targeted Links - Featured links with Images (this requires an understanding of permissions)
2:00-3:00	Office 365 Flow and Forms	Greg Milligan from the Microsoft training team has agreed to come and give a presentation on using Flow and Forms for Office 365
3:00-3:25	Privacy Discussion	<p>The topic of Privacy comes up frequently in our jobs, this is intended to be an open conversation surrounding best practices and potentials concerns surrounding Privacy and anything surrounding the Scholantis Environment. (ie O365, Portfolios, class sites, forms...)</p> <p>If you have a particular privacy concern or questions please feel free to bring it up in the discussion.</p>
3:25-3:35	Mind Break	

Plan for the day - Educators

9:30-10:00	Teacher tool overview	An introduction to the four core Education tools: <ul style="list-style-type: none">a. Public Sitesb. Class Sitesc. Student Portfoliosd. Student Blogs
10:00-10:15	Mind Break	
10:15-10:45	Class Sites	A quick review and demonstration of each classroom tool and HOW it is currently being used in teachers classrooms.
10:45-12:00	Public Sites	In this session people will have a chance to create a public site (if they don't yet have one) and explore some of the basic features that are available by using them. There will also be time for a discussion of how to support users in using public sites.
12:00-12:45	Lunch	Will be provided on site. If you have any dietary restrictions please let us know ASAP
12:45-2:30	Learning Groups It is hopeful that this session time will be used for both instruction and peer discussions. Rather than having a formal session break down the topics to the right will be addressed and covered as the needs of the group decides. The intention is that in addition to training in the product we want teachers to leave with lesson ideas and practical application in using the Scholantis Learning tools with their students.	The options below are not limited to what can be discussed and reviewed, however represent the basic approach that most schools are taking. <ul style="list-style-type: none">a. Student Portfolios<ul style="list-style-type: none">1. Students2. Parentsb. Using Blogs for student voicec. Engaging Students in online activitiesd. Utilizing the Assignments feature

2:30-3:25 Learning Tools Moving forward

This session is a debriefing exercise with Scholantis regarding the learning tools suite. The intent is to gather feedback on how the tools are being used, with a focus on where users would like to see the tools go. What are they missing? What would teachers like to see? This is an open conversation and no options are off the table. Scholantis is going to use this information to create a new roadmap for moving forward with the product, so this is one that you don't want to miss!

3:25-3:35 Mind Break

Two groups reconvene for final portion - discussion and map forward with Scholantis team.

Additional information

Please don't forget about Dinner at Earls starting at 6:30