Microsoft Educator Community
MIE Trainer Dashboard
This PowerPoint will provide you helpful tips on:

• How to Register for the Microsoft Educator Community
• How to Become an MIE Trainer
• Accessing the Training Dashboard
• How to Add a New Training Event & Estimated Attendance
• Viewing Details for an Existing Training Event
• Editing a Training Event
• Distributing Your Training Promo Code to Attendees
• How Attendees Redeem the Event Training Promo Code
How to Register for the Microsoft Educator Community

• Go to https://education.microsoft.com

• Click the ‘Sign In’ button in the upper left of the page

• Select your Region & Country

• Select an Authentication Method and enter your account information
How to Register for the Microsoft Educator Community

• Complete the Registration fields to create your Microsoft Educator Community profile
  • Add your School and/or Training Company Name to your profile in the Primary School/Organization Name field

• Option to add multiple Schools and/or Companies to your profile in the Professional Role & School/Organization panel
How to Register for the Microsoft Educator Community

- Add a Profile Picture to your profile by clicking ‘Edit’ and uploading an image

- Or enter your Xbox Gamertag and click ‘Submit’ to use your Xbox Gamertag as a Profile Picture

The user profile is an opportunity to showcase your expertise and personality. Your profile represents who you are within the global Microsoft Educator Community.
How to Become an MIE Trainer

• You must first complete the MIE Trainer Academy Learning Path to Become an MIE Trainer
• Upon completion, you will:
  • Be added to the Trainer User Group
  • Be awarded the MIE Trainer Academy badge
  • Have access to the Training Dashboard
  • Have access to a unique promotion code generated for each training topic
Accessing the Training Dashboard

- As a Trainer you will have access to the Training Dashboard through your Profile Navigation
  - Click your profile image
  - Select ‘Trainings’ in the dropdown
  - The Training Dashboard opens
Distributing Your Training Promo Code to Attendees

- On your Training Dashboard, you will see the full list of training topics displayed, each training topic has a unique promotion code.

- Share your unique promotion code for the training topic during the in-person training to all attendees.
Adding a New Training Event & Estimated Attendance

To add a new Training Event in the Training Dashboard:

- Click ‘Create New’ in the upper right
- Select a training topic and complete the required fields for your Training Event
  - If your training topic is not listed in the Topic dropdown, select an ‘Other’ training duration based on the length of your training session
- Enter the estimated number of attendees in ‘Number of Attendees’ field. You will be able to edit the number by visiting the Training Dashboard at a later date
- Click ‘Save’
Adding a New Training Event & Estimated Attendance

- Your new Training Event will be listed in the topic details, to access the event details:
  - Click ‘View’ for the training topic listed to access
  - The training topic details view opens
View Details for an Existing Training Event

- In the training topics detail view you have the option to:
  - View sessions you are hosting
  - View list of attendees who redeemed the training promotion code
• Click ‘View’ for the Training Event listed to access the training event details
• The training event details view will open
Editing a Training Event

- In the training event detail view you have the option to:
  - Edit the Number of Attendees or Add Comments
    - You can update the Number of Attendees at the time of the live event when handing out the training promotion code
    - Update the event attendance to 0 if the training event is no longer happening as scheduled (option to delete training events coming soon)
  - Click ‘Save’
Attendees Redeem the Event Training Promo Code

- Attendee will log into the Microsoft Educator Community
- To access the Promotions Page, the attendee will click the ‘Promotions’ in their Profile Navigation
- Attendees will enter the training promotion code to log their attendance and earn the relevant badge
Attendees Redeem the Event Training Promo Code

- After entering the training promotion code, the attendee will be awarded the relevant badge.
- The badge will display on the Achievements page in the attendee’s Earned Badges list.

- 21st Century Learning Design
- Teacher Academy: Office 365
- Teacher Academy: Office Online and OneDrive
- Teacher Academy: OneNote
- Teacher Academy: Windows
- Teaching with Technology
- Technology Enriched Instruction