



# Microsoft 365 Learning Accelerators





# 5 things to know about Microsoft Reading Progress and Reading Coach



Reading Progress and Reading Coach are found in Microsoft Teams for Education. These Learning Accelerators help students practice fluency through individualized instruction.

## 1 Access

Access Reading Progress and Reading Coach by creating an assignment in a class team in Microsoft Teams for Education. Upload a reading passage file or browse through the catalog. Filter by grade level, genre, Lexile level, or word count to find the perfect passage.

## 2 Customize

Customize assignment settings to best meet learners' unique needs by adjusting the number of attempts, setting a time limit, shifting pronunciation sensitivity, or toggling Reading Coach on or off to provide feedback.

## 3 Analyze

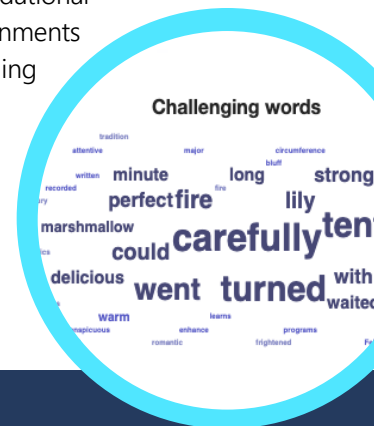
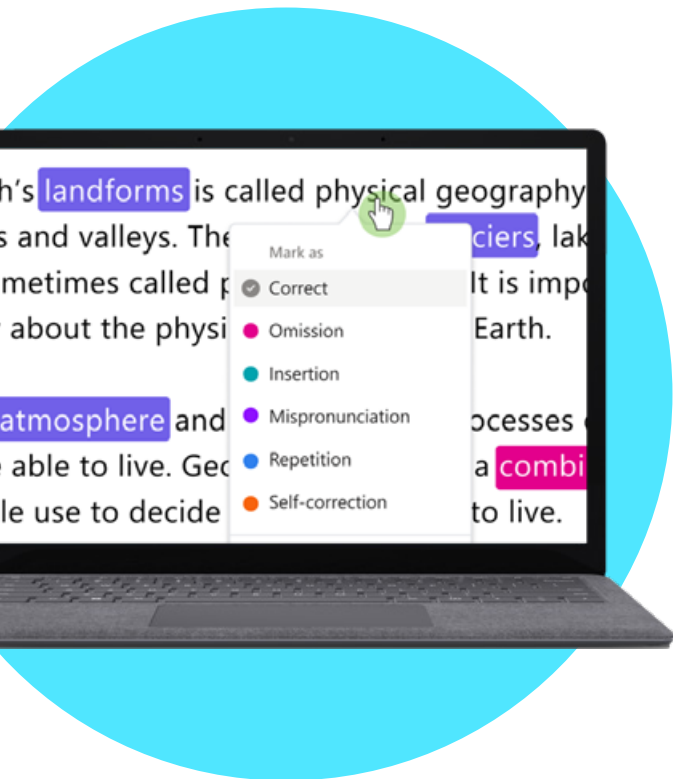
Explore data such as accuracy rate, accurate words per minute, or prosody on the most recent assignment or across the entire school year.

## 4 Coach

[Reading Coach](#) helps students develop foundational literacy skills by creating individualized assignments based on challenging words from their Reading Progress assignments.

## 5 Connect

[Reading Progress](#) and Reading Coach connect with other Microsoft Education literacy apps to help ensure students have the tools they need to succeed.



Download [Teams for Education](#) to get started.  
Get step-by-step instructions for [Reading Progress](#) and [Reading Coach](#).  
Learn more about [Learning Accelerators](#).

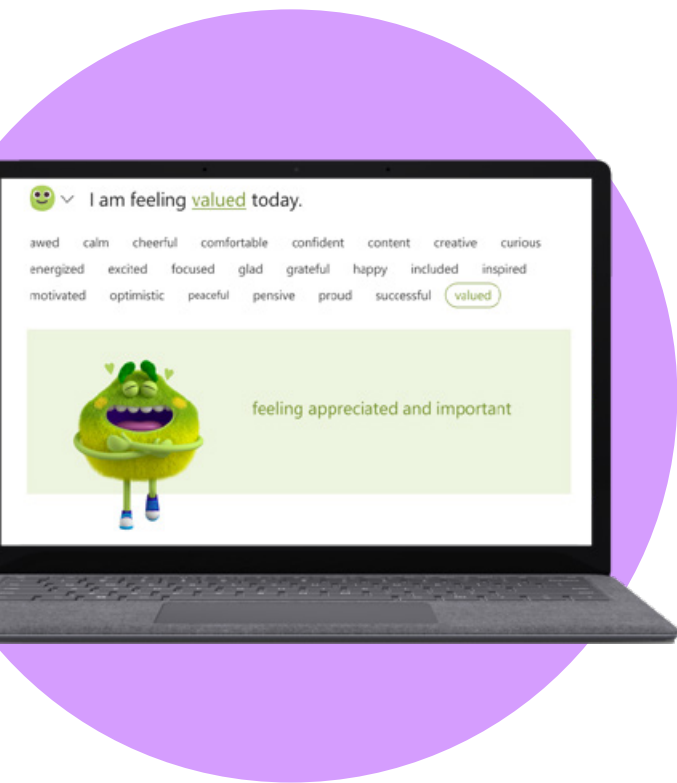


# 5 things to know about Microsoft Reflect

Reflect is available in Microsoft Teams for Education. This Learning Accelerator empowers educators to help student gain emotional connection and expression.

## 1 Create

Create a Reflect check-in within any Microsoft Teams for Education class. Simply select the Reflect tab and then “New Check-in” to get started.



## 2 Develop

Students use emoji, emotional vocabulary, and the Feelings Monster to represent their feelings and develop social, emotional, and academic skills and self-regulation.

## 3 Explore

Identify and address student well-being needs based on their real-time response data. Explore recent student responses to address needs and develop skills.

## 4 Analyze

Analyze individual student, class, or schoolwide well-being data and trends in Education Insights through a mix of data and visualizations. Dive deep into recent data or spotlight a specific time period to understand trends and inform instructional decisions.

## 5 Connect

Connect with students through Reflect check-ins in Microsoft Teams, PowerPoint, or OneNote Class Notebooks. Reflect has also partnered with popular learning tools including Flip and Kahoot!.



Download [Teams for Education](#) to get started.  
Get step-by-step instructions for [Reflect](#).  
Learn more about [Learning Accelerators](#).



# 5 things to know about Microsoft Education Insights

Education Insights is available in Microsoft Teams for Education. This Learning Accelerator empowers educators to explore big picture views of student progress that drive decisions and help learners thrive.

## 1 Access

Access Education Insights within a class team in Microsoft Teams for Education. Education Insights is automatically available as a tab in each class.

## 2 Analyze

Analyze academic, communication, digital engagement, social, and well-being data in a single, secure platform.

## 3 Connect

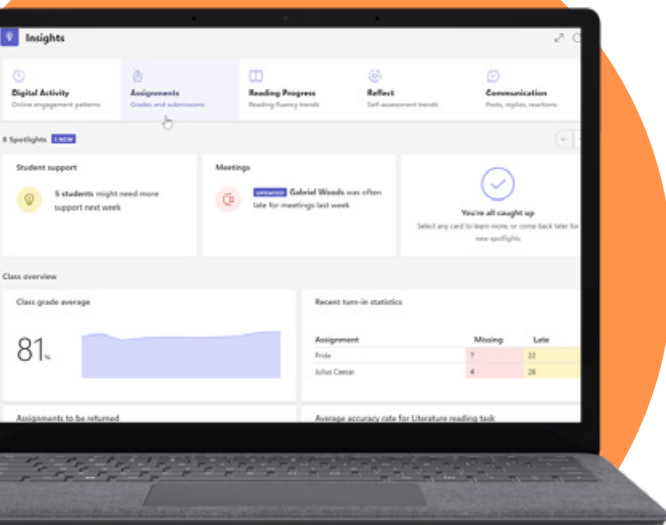
Connect data from Microsoft Learning Accelerators like Reading Progress, Search Coach, Speaker Coach, Reflect, and others for deeper, actionable insights.

## 4 Inform

Inform educator and administrator decision making with actionable insights that identify learning needs of individual students, small groups, classes, or schools. Education Insights offers suggestions that help identify hard to see patterns in the data and act upon areas of need.

## 5 Support

Support students based on their Education Insights data or through automatically created spotlight cards. Education Insights suggests interventions based on student profiles including academic, engagement, and well-being trends.



Download [Teams for Education](#) to get started.  
Get step-by-step instructions for [Education Insights](#).  
Learn more about [Learning Accelerators](#).



# 5 things to know about Microsoft Search Coach

Search Coach is available in Microsoft Teams for Education. This Learning Accelerator helps students learn how to form effective search queries, find trusted sites and think critically.

## 1 Access

Access Search Coach within a class team in Microsoft Teams for Education. Create a Search Coach assignment by clicking the “+” inside the Microsoft Teams for Education class channel. Select Search Coach, Add, and then Save.

## 2 Customize

Customize a Search Coach assignment by selecting filters like Domains, Date Range, Operators, or additional settings such as requiring students to fact check their results.

## 3 Evaluate

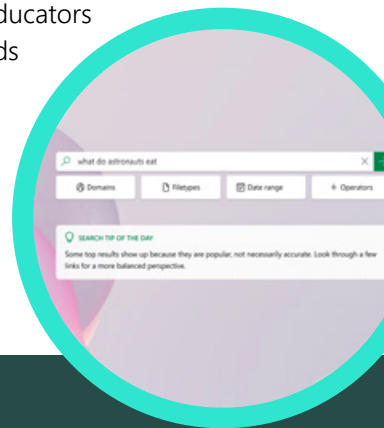
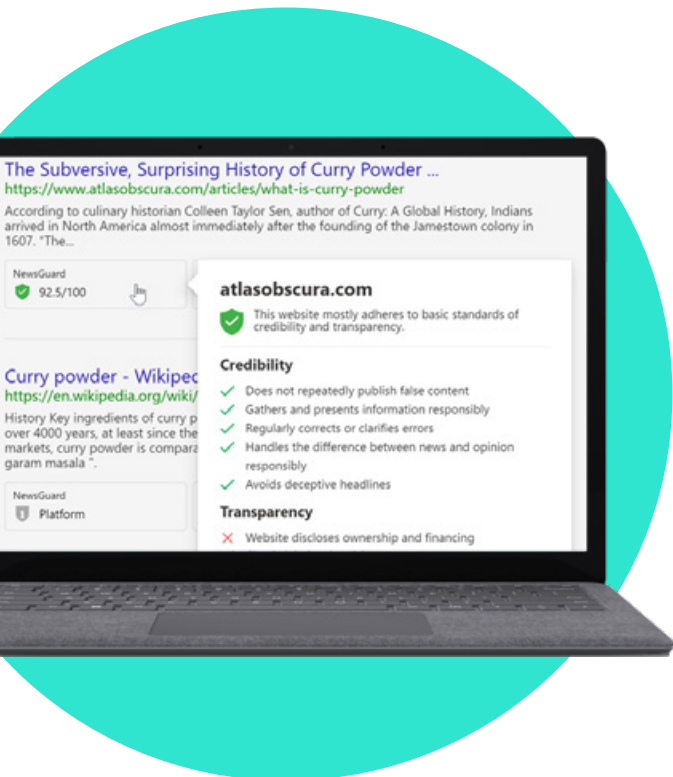
NewsGuard, a tool that shows students trust ratings for news and information sites, is embedded in Search Coach. NewsGuard evaluates a site’s credibility and transparency.

## 4 Analyze

Search Coach data is automatically uploaded to Education Insights to analyze student search data. Educators can explore student and class search trends like common search terms and how often students only look at the first result.

## 5 Incorporate

Explore the collection of Search Coach information literacy lesson plans that can be imported into an assignment.



Download [Teams for Education](#) to get started. Get step-by-step instructions for [Search Coach](#). Learn more about [Learning Accelerators](#).

# 5 things to know about Microsoft Speaker Coach



Speaker Coach is available in Microsoft Teams for Education. This Learning Accelerator helps students practice speaking independently and with individualized coaching.

## 1 Access

Speaker Coach is available in both Microsoft PowerPoint and scheduled meetings in Microsoft Teams for Education.

## 2 Connect

Speaker Coach is currently accessible to students on the web through their browsers or through desktop applications. Students can access Speaker Coach from a computer, tablet, or smartphone.

## 3 Practice

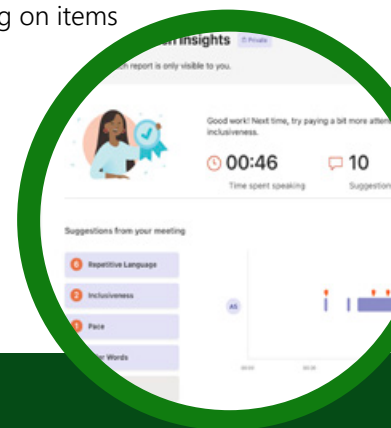
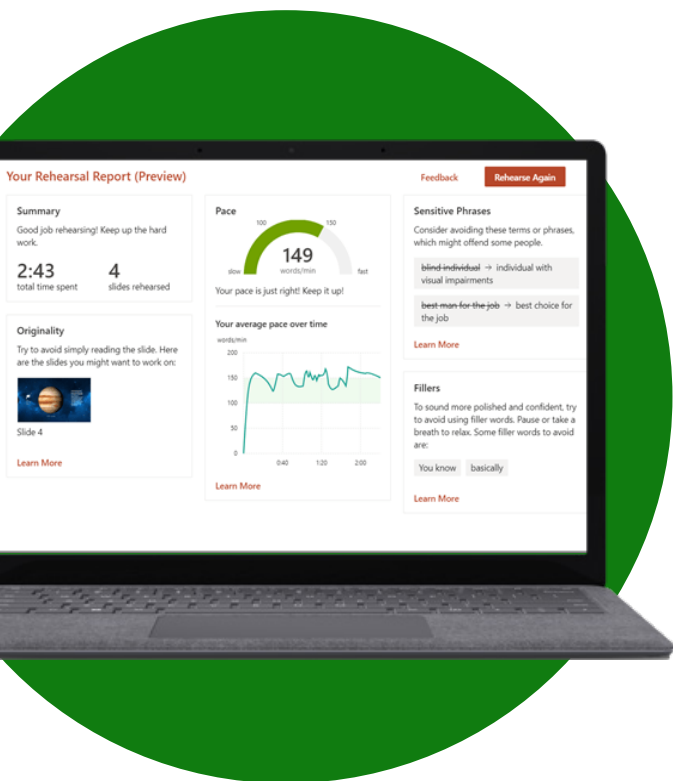
Students can use Speaker Coach in PowerPoint independently to practice public speaking skills anytime or anywhere. They can develop their skills with confidence in a judgment-free environment.

## 4 Present

Students who present in scheduled Teams meetings can react to real-time feedback and suggestions while presenting. A Speaker Coach overlay displays immediate coaching on items like pace and use of filler words.

## 5 Review

Review more comprehensive summary feedback after a Speaker Coach session in either PowerPoint or a Teams' meeting. In both platforms, Speaker Coach provides students with a detailed analysis that includes delivery, content, and audience.



Download [Teams for Education](#) to get started.  
Get step-by-step instructions for [Speaker Coach](#).  
Learn more about [Learning Accelerators](#).



# 5 things to know about Reading Coach in Immersive Reader

With Reading Coach in Immersive Reader, students now have more opportunities to practice reading and own their learning with gentle guidance through pronunciation, syllabification, reading speed, and vocabulary recall.

## 1 Independent practice

Reading Coach is integrated with Immersive Reader across several Microsoft 365 apps such as Word Online and OneNote to allow any learner to engage in independent deliberate practice with the same personalized experience as a Reading Progress assignment.

## 2 On any passage

Learners can practice reading fluency on any passage they choose. Just select the passage on apps like Word Online and then click on “View”, “Immersive Reader” and then “Reading Coach” to start practicing.

## 3 Reading fluency report

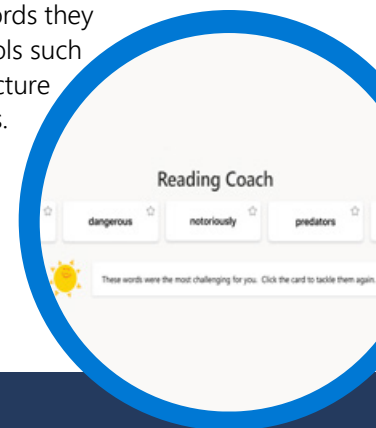
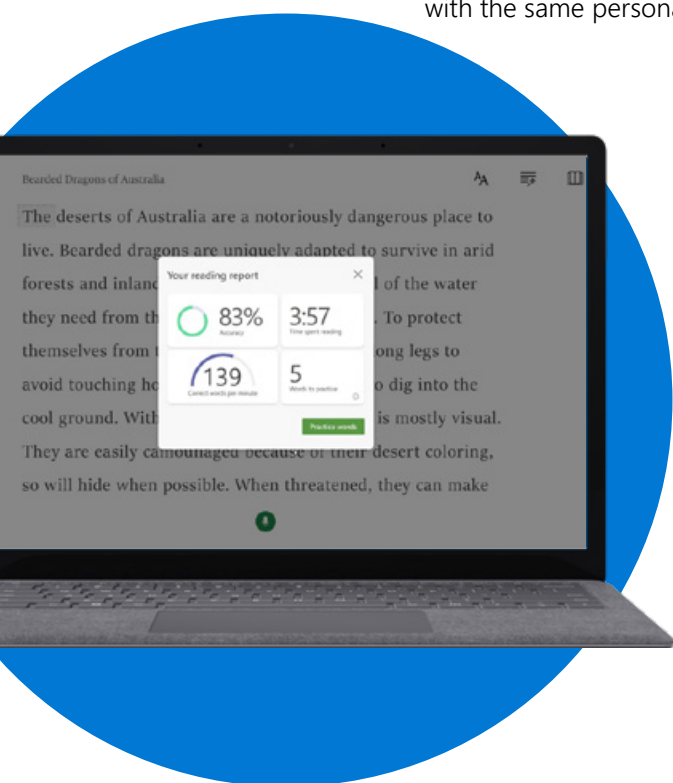
When the learner finishes practicing, Reading Coach in Immersive Reader provides a report on accuracy rate, correct words per minute, words to practice, and time spent reading. This data can also be shared with parents, teachers, or tutors.

## 4 Real-time coaching

Learners have the option to practice the words they struggled with. Reading Coach provides tools such as text-to-speech, syllable breaking, and picture dictionary to help them master these words.

## 5 Build confidence

By allowing learners to practice independently with reduced anxiety, they can become more confident in their reading abilities, leading to positive momentum.



Try Reading Coach in Immersive Reader in Microsoft Word Online or OneNote for free.  
Watch a demo of [Reading Coach in Immersive Reader](#).  
Learn more about [Learning Accelerators](#).