

# Building Efficiency with Microsoft Power Automate

#Brickerrific

#AweFullLearning

@MSPowerAutomate

#PowerAutomate



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CONVENTION & EXPOSITION

Feb. 7-10, 2022 • Dallas, Texas



# Prep Work for Today's Workshop

- Download resources from website: <https://www.scottbrickeredu.com/tcea-2022>
- Open shared document: <https://bit.ly/PowerAutomateBrainstorm>
- Sign in to your M365 Work or School Account---office.com
- Have Microsoft Teams open (Desktop preferred, Web version is also fine)
  - *Create Sandbox Team*
  - *Add approvals app to Teams (3 dots on the left-hand toolbar)*
- Download apps to smart phone & sign in:
  - *Teams, Power Automate*



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# Education Changemaker

Speaker, Consultant, Coach  
Restoring the love for learning back into classrooms

22 years in Education

Director of Ed Tech  
Math Teacher

Basketball Coach  
Teacher/Student Advocate

Microsoft Connections

MIEE  
MIEE – Fellow

Showcase School Leader  
Master Trainer

Co-Host of “Live w/US Microsoft EDU”

<https://aka.ms/USMicrosoftEDULive>

Co-Host of The Teacher Connection

@TsConnectionEDU

Passion Projects: Neuroscience, Nike Sneakerhead,  
Univ. of Arizona, Golf, Music, Food & Drink!!!



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# Opening Poll Questions

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<https://forms.office.com/r/Yuz5jwaUjN>



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# Today's Agenda

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- Intro to Power Platform
- Power Automate Key Terms
- Activity 1---Beginner
- Discussion
- Tips, Tricks, & Best Practices
- Activity 2---Intermediate
- Discussion
- Activity 3---Advanced
- Questions & Next Steps



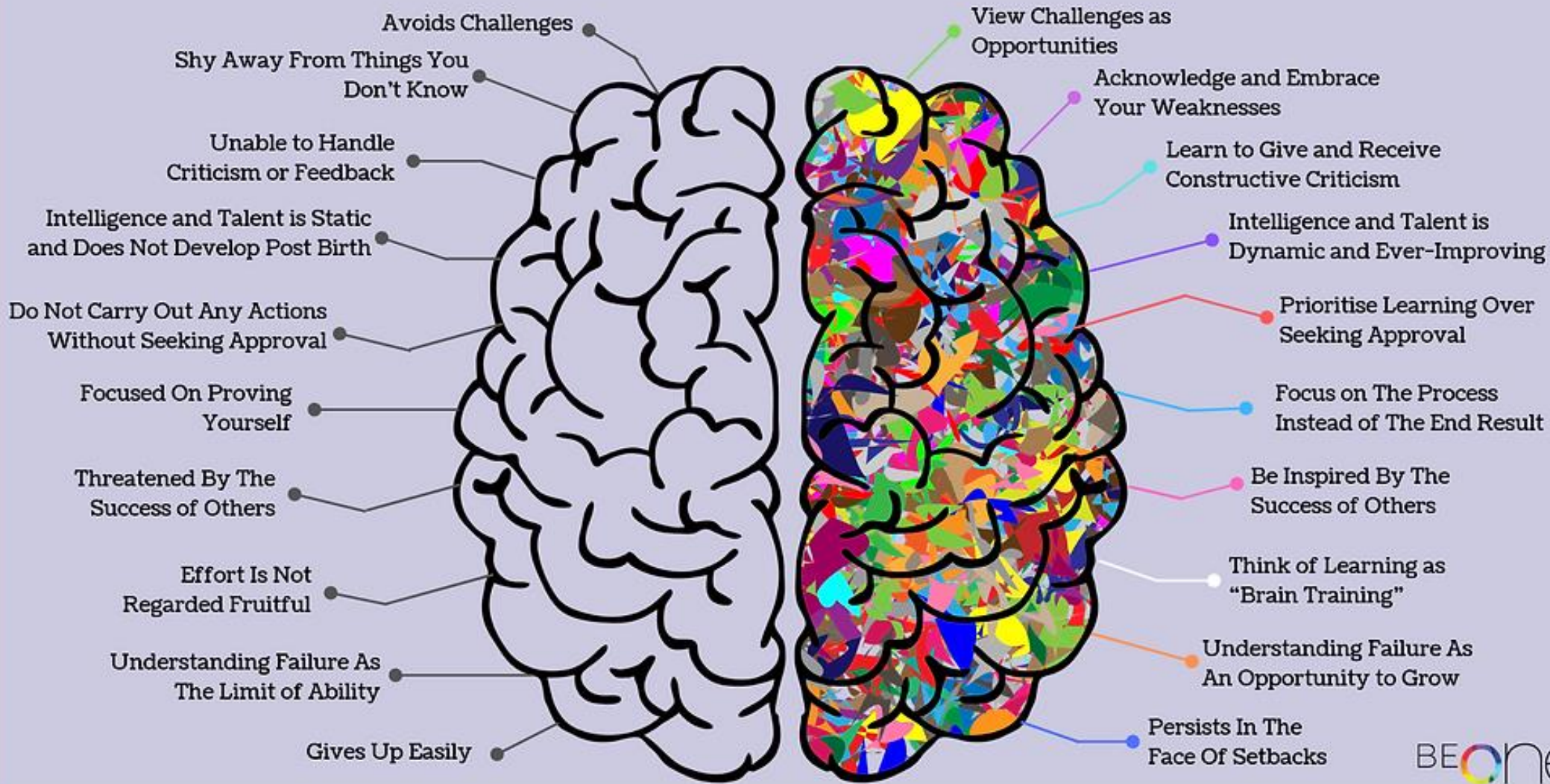
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# FIXED MINDSET VS GROWTH MINDSET



BEone



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# What is Power Automate???

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Creating automated workflow, connections & processes between apps, tools, files, & more!



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# Power Automate Key Terms

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- Flow, Triggers, & Connectors
- Types of Flows
- Approvals



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# Sending a Confirmation Email (Template)

Activity 1

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# Sending a Confirmation Email

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- Create Form for Registration
- Explore Using Templates in Power Automate
- Send Email Upon Form Submission



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# Tips, Tricks, & Best Practices

- Templates Are Your Friend
- Search by Tool, Task, or Action
- Prep Work is Key!



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# Creating Approvals (Template + Custom Edits)

Activity 2

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# Creating an Approval Process

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- Create Form for Personal Time Off Requests
- Templates in Power Automate w/Customization
- Send Email Upon Approval/Denial w/Comments
- Post Message to Teams



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# Tips, Tricks, & Best Practices

- One Step at a Time
- One Connector at a Time
- Growth Mindset
- Take “Note” of Your Progress



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# Let's Get Creative!!!

Activity 3

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# Tips, Tricks, & Best Practices

- Share & Collaborate in Power Automate
- Don't Step on Each Other's Toes
- Think Outside the Box
- Be an Active Listener
- Create Sandbox Teams & Accounts



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# Power Platform



**Automate**

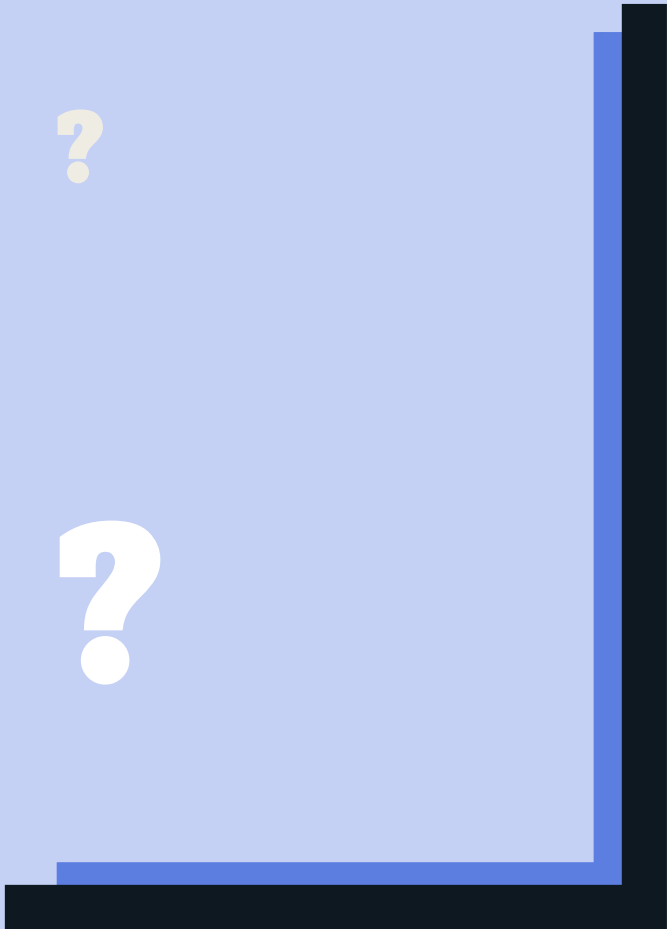
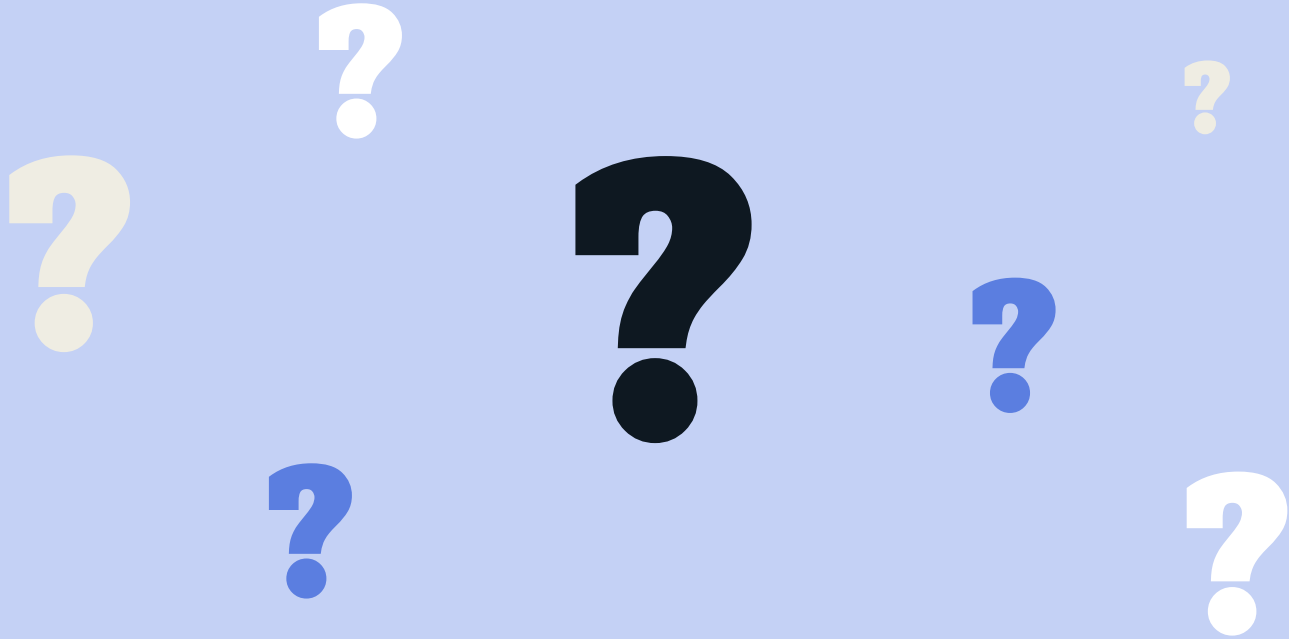


**Apps**



**BI**





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# Thank you so much for attending today's session!!!

[scott@scottbrickeredu.com](mailto:scott@scottbrickeredu.com)

*Please rate this session in the conference app!!!*



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