# ***Power Up Your School with Microsoft Power Automate***

# TCEA 2022

# AGENDA

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

# SETUP WORK

* Download resources from website: <https://www.scottbrickeredu.com/tcea-2022>
* Sign in to M365 (office.com)
* Open Forms, Power Automate in separate tabs
* Open Teams Desktop App (Web version is also OK)
  + Create a Sandbox Team
  + Add Approvals app to Teams
* Download apps to phone:
  + Teams, Power Automate
* Answer Opening Poll Questions: <https://forms.office.com/r/Yuz5jwaUjN>

# RESOURCES

* Brainstorming Document: <https://bit.ly/PowerAutomateBrainstorm>
* Docs.microsoft.com Power Automate: <https://docs.microsoft.com/en-us/power-automate/>

# SOCIAL MEDIA & CONTACT INFO

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# ACTIVITY 1

* Microsoft Forms
  + Title: Parent Registration Form
  + Subtitle/Description: Thank you for taking the time to submit this information so that we may ensure your student gets their classes and makes a smooth transition into our school community.

|  |  |  |
| --- | --- | --- |
| Q1 | Text | Parent First Name |
| Q2 | Text | Parent Last Name |
| Q3 | Text | Parent Email Address |
| Q4 | Text | Student First Name |
| Q5 | Text | Student Last Name |
| Q6 | Choice  Graduation Year | 2022  2023  2024  2025 |
| Q7 | Ranking | Choir  Computer Science  Drawing & Painting  Journalism |
| Q8 | Date | Please select a date to meet with your counselor: |

* Power Automate
  + Email Text:

To the Parents of:

Thank you so much for submitting this information. We are looking forward to meeting with you all very soon as you make the transition into our school.

This email will serve as confirmation we have received your submission. Please review the information below to ensure its accuracy and email us directly with any questions or corrections.

Submission Info

Parent Name:

Parent Email Address:

Student Name:

Student Graduation Year:

Elective Ranking:

Preferred Counselor Meeting Date:

If you have any questions, please do not hesitate to reach out. We look forward to seeing you on campus very soon.

Sincerely,

BHS Counseling Department

# ACTIVITY 2

* Microsoft Forms

|  |  |  |
| --- | --- | --- |
| Q1 | Text | Teacher First Name |
| Q2 | Text | Teacher Last Name |
| Q3 | Date | First Day of Personal Time |
| Q4 | Date | Final Day of Personal Time |
| Q5 | Choice  Do you need a sub? | Yes  No |

* Teams
  + Pin Approvals app and sign in to M365 Work or School Account
  + Create New PLC Team---Human Resources
  + Create new channel---Personal Time Off Requests
* Outlook
  + Have open and ready to go
* Power Automate
  + Approval - Details

Person Requesting Approval:

Email Address:

First Day of Personal Time:

Final Day of Personal Time:

Sub Needed?:

Submission Time:

* + If Yes Email:
    - To: (BLANK)
    - Subject: APPROVED---xxxxx xxxxx Personal Time Off Request
    - Body:

We are happy to inform you that your Time Off Request has been approved by xxxxx on xxxxx. Your time off will begin on xxxxx and will end on xxxxx.

Xxxxx has left you the following comments: xxxxx

If you have any questions, please feel free to contact xxxxx by email at: xxxxx.

Thank you so much,

Human Resources

* + If Yes Teams---Post message in a chat or channel
    - Post as: User
    - Post in: Channel
    - Team: SELECT YOUR SANDBOX TEAM
    - Channel: Personal Time Off Requests
    - Message
      * Personal time off has been approved for xxxxx xxxxx that will begin on xxxxx and end on xxxxx. This request was approved by xxxxx.
    - Subject
      * APPROVED – xxxxx xxxxx Time Off Request
  + If No Email:
    - To: (BLANK)
    - Subject: DENIED---xxxxx xxxxx Personal Time Off Request
    - Body:

To: xxxxx xxxxx

Unfortunately, we are unable to approve your Time Off Request at this time. This request was reviewed and denied by: xxxxx and they left the following comments: xxxxx

If you have any questions, please feel free to contact xxxxx by email at: xxxxx.

Thank you so much,

Human Resources

* + If No Teams---Post message in a chat or channel
    - Post as: User
    - Post in: Channel
    - Team: SELECT YOUR SANDBOX TEAM
    - Channel: Personal Time Off Requests
    - Message
      * A personal time off request submitted by xxxxx xxxxx has been DENIED by xxxxx, who left the following comments: xxxxx
    - Subject
      * DENIED – xxxxx xxxxx Time Off Request