

A day in the life of a K-12 Educator

Available with:
Microsoft 365 Copilot

Scenario level:  Buy

Benefits

 Save 25 minutes per day

 More time to grade papers

 Increased communication

7:00 am

Cassandra needs to catch up parent emails and critical messages from school administration, so she has Copilot summarize her emails and chats from the past week with key actions.

 Business Chat²

Benefit: **Easily catch up** on mail and focus on the most important messages to address. Use additional time to prepare for the day.

8:15 am

Cassandra asks Copilot to create a general message that outlines the plan tonight's parent and guardian meeting.

 Copilot in Outlook

Benefit: **Get started** with a draft and spend more time working on the details based on recent community feedback.

9:00 am


Cassandra uses Copilot in Word to review her lesson plan, add differentiated learning activities, and adjust the reading level for the formative assessment questions.

 Copilot in Word

Benefit: **Personalize learning** for students to ensure the class materials are provided in the way that works best for them.

4:00 pm

Cassandra is making the final touches for tonight's meeting. She uses Copilot in PowerPoint to quickly build a presentation based on the class syllabus.

 Copilot in PowerPoint

Benefit: **Bring your files to life** and focus on your ideas and final touches for the meeting.

2:00 pm

Cassandra missed the curriculum meeting while taking students to the library. She uses Copilot to review the meeting summary and next steps.

 Copilot in Teams

Benefit: **Avoid feeling behind** and stay connected while prioritizing time with students.

11:00 am

Cassandra uses Copilot in Excel to get insights from the data that help her understand where and which students might be struggling ahead of their next exam.

 Copilot in Excel

Benefit: **Effortlessly identify insights** and use them to build a plan for a review session that focuses where they might need more support.

Cassandra
is a K-12
Educator



¹Access Copilot at copilot.microsoft.com or the Microsoft Copilot mobile app and set toggle to "Web".

²Access Business Chat at copilot.microsoft.com, the Microsoft Copilot mobile app, or the Copilot app in Teams, and set toggle to "Work".

³Copilot agents allow Microsoft 365 Copilot to access your organization-specific apps. In the past this would have required an API call to get data from a system of record.

The content in this example scenario is for demonstration purposes only. You should evaluate how Copilot aligns with your organization's business processes, regulatory requirements, and responsible AI principles.