Microsoft 365 Copilot Evaluation Toolkit for Education

The Microsoft 365 Copilot Evaluation Toolkit is a collection of research instruments and resources to help education leaders collect insights around Copilot deployment , impact and use cases.

Provided both K12 and Post-Secondary versions.

Microsoft 365 Copilot

Overview

Designed with experts from Digital Promise. These resources will help inform strategy, training and implementation.

Deployment and Analysis Guides

Use your own data to uncover trends and patterns in Microsoft 365 Copilot usage.

Customizable Surveys

K12 and Post Secondary

Tailored for teachers, instructional coaches, IT staff and administrators.

Professional Conversation Guide

Question-based discussion guide inspired by the SAMR technology integration model.

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Microsoft 365 Copilot Evaluation Toolkit for Education

The Microsoft 365 Copilot Evaluation Toolkit is designed to help schools evaluate the implementation and impact of Microsoft 365 Copilot.

It consists of two main components: a customizable survey and a conversation matrix. The survey collects data from multiple perspectives, including teachers, instructional coaches, IT staff members, and leaders/administrators. The conversation matrix complements this by fostering reflective discussions about early uses of Microsoft 365 Copilot across classroom and administrative contexts.

Together, these tools provide structured approaches for assessing Microsoft 365 Copilot's impact on teaching, learning, and school operations.

Microsoft 365 Copilot Evaluation Survey

- **Survey Deployment Guide:** Step-by-step instructions for customizing, piloting, and distributing surveys, including guidance for using the Question & Item Bank.
- **Survey Templates:** Pre-designed templates in Word, Forms, and PDF formats, tailored to K-12 roles with common and role-specific questions.
- **Question & Item Bank:** A flexible repository of survey questions, response options, and Likert-scale items.
- **Survey Analysis Guide:** Detailed strategies for analyzing survey data using Microsoft 365 Copilot in Excel to uncover trends and insights.

Professional Conversation Guide

- **Conversation Deployment Guide:** A guide for facilitating open, SAMR-informed discussions on early uses of Microsoft 365 Copilot in education.
- **Conversation Matrix:** A structured tool with SAMR-based questions to explore Microsoft 365 Copilot's role in transforming teaching, fostering collaboration, and addressing ethical AI use.
- **Conversation Analysis Guide:** Techniques for summarizing discussions, identifying patterns, and organizing insights by SAMR levels or implementation dimensions.

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Microsoft 365 Copilot Evaluation Toolkit: K12

Professional Conversation Guide Assets: K12

K12 Deployment Guide for Conversation Matrix

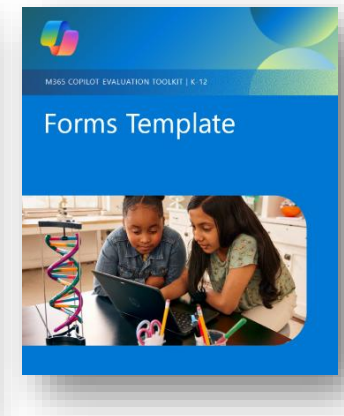K12 Analysis Guide for Conversation Matrix

K12 Conversation Matrix

Survey Assets: K12
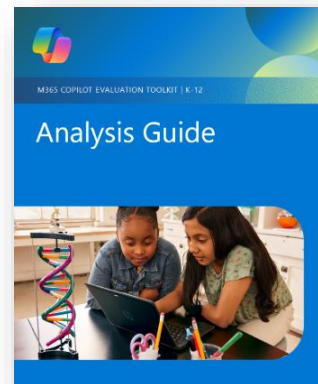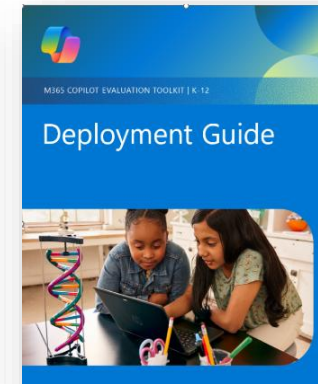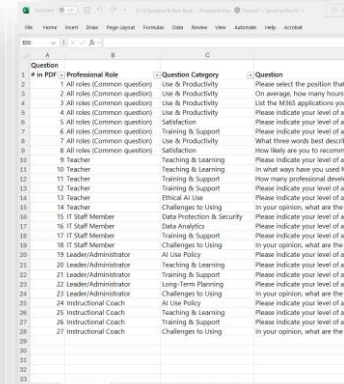

K12 Evaluation Survey – Word doc
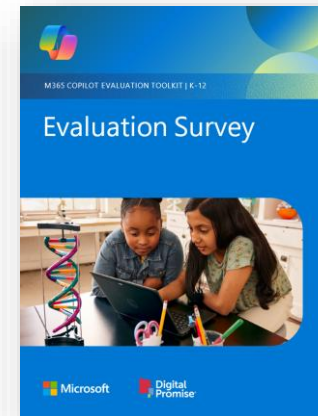
K12 Evaluation Survey – PDF doc

K12 Survey Forms Template

K12 Survey Analysis Guide

K12 Survey Deployment Guide
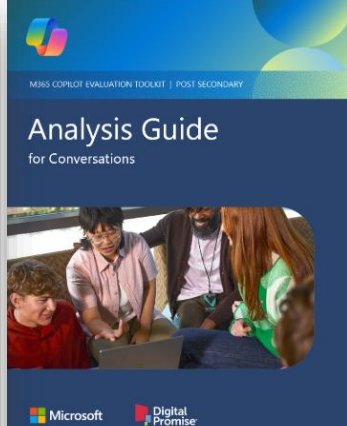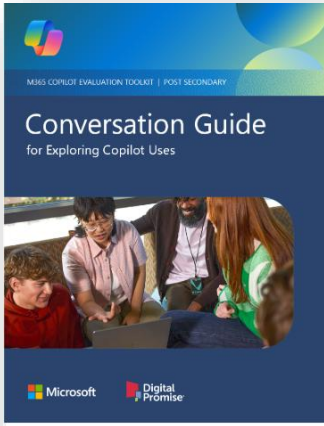
K12 Questions & Items Bank - Excel

Microsoft 365 Copilot Evaluation Toolkit: Post-Secondary

Professional Conversation Guide Assets: Post-Secondary

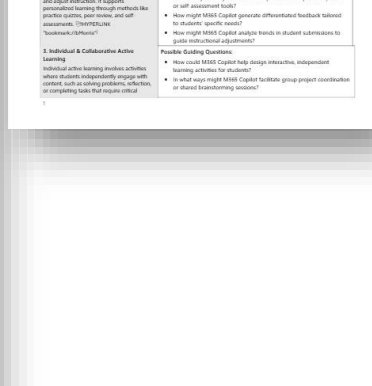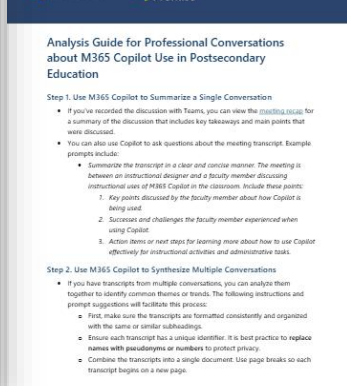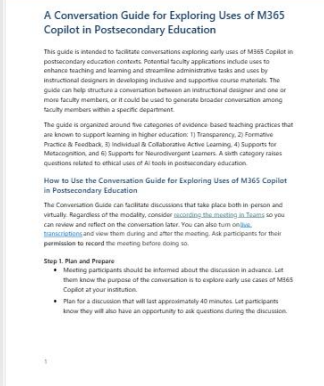Post-secondary Deployment Guide for Conversation Matrix

Post-secondary Analysis Guide for Conversation Matrix

Post-secondary Conversation Matrix

Survey Assets: Post-Secondary
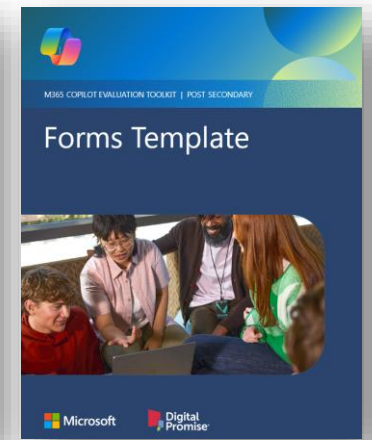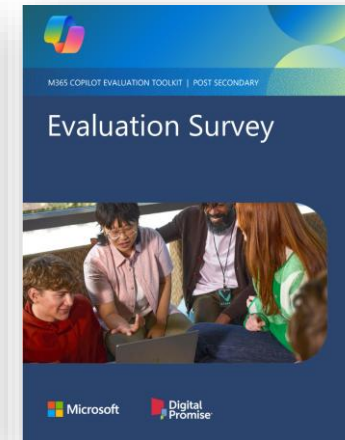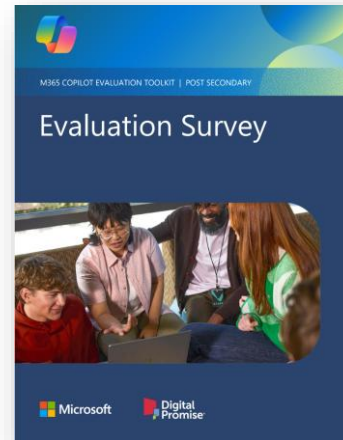
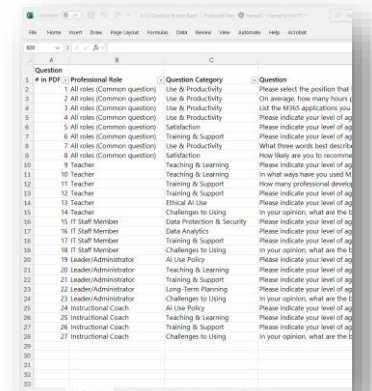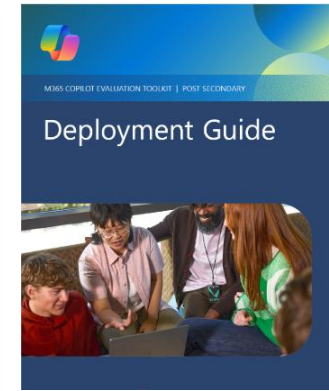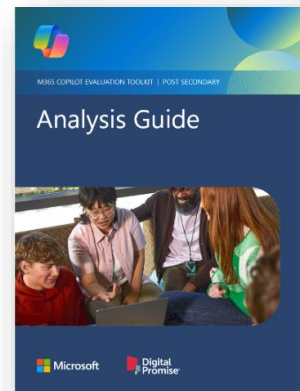Post-secondary Evaluation Survey – Word doc

Post-secondary Evaluation Survey – PDF doc

Post-secondary Survey Forms Template

Post-secondary Survey Analysis Guide

Post-secondary Survey Deployment Guide

Post-secondary Questions & Items Bank - Excel