

Auto Dialer Set Up

Step 1: Set up a template

- Watch this jing: <http://screencast.com/t/8RIDQnVA>
- Voice and text templates found below.
- This only needs to be completed once.
- Naming Convention: Last Name, Course, Color (example: Wanlass, Math 1, Green)

Step 2: Create your course List using the group feature in BBC

- Watch this Jing: <http://screencast.com/t/EMilbVAnBe>
- This will be updated as you gain or lose students and as students apply for the blue and yellow tracks. The deadline for applying will be 3 weeks after the quarter starts.
- I suggest making a whole group first and then you can make your green and yellow groups from that.
- Naming Convention: Last Name, Course, Color (or Whole) (example: Wanlass, Math 1, Whole Class or Wanlass, Math 1, Green)

Step 3: Take Course Attendance

- Take attendance from your class exit ticket.
- You can use the NOHS or google forms for these exit tickets.
- Reach out if you need suggestions on how to do this.

Step 4: Select the names of the green and red track students that missed class.

- Watch this Jing: <http://screencast.com/t/Lr9N63R1tBt>
- Upload missing student list and then send your already created missed class template.

Step 5: Send message to the yellow kids the following day.

- Go in and revisit your yellow track kids that were supposed to watch the recording within 24 hours.
- I suggest having a google form that you add each day for the recording watchers. This helps you easily track the students who watched the recording. (This can be the same form used daily).
- Send auto dialer to students who didn't watch recording.
 - If you want, you can actually set up a separate template for your yellow track kids with slightly different wording.

Templates

Feel free to make this your own but keep it on the short side

Green Phone Template:

Hello, this is Mrs. Hight, your student's 9th grade math teacher at Utah Virtual Academy. I am reaching out because your student missed my live Math class at 9:00 am today. I just wanted to remind you that class attendance is mandatory and each class attended counts toward your student's grade. Your student can make up this missed class by watching the recording, and filling out the exit ticket provided at the end of class. I look forward to seeing your student in class tomorrow and I appreciate your support as his/her learning coach. I promise that working together we can help him/her achieve great things this year, and coming to class each day is a huge part of that success!

Green Text Template:

Your 9th grade math student missed class today! Please have him/her watch recording and complete exit ticket ASAP! Tell him/her I'll see them in class tomorrow!

Green Email Template:

Dear Learning Coach,

I am Mrs. Hight, your 9th grader's math teacher. Your student missed my live math class today at 9:00 am today. I just wanted to remind you that class attendance is mandatory and each class attended counts toward your student's grade. Your student can make up this missed class by watching the recording, and filling out the exit ticket provided at the end of class. I look forward to seeing your student in class tomorrow and I appreciate your support as his/her learning coach. I promise that working together we can help him/her achieve great things this year, and coming to class each day is a huge part of that success!

Please kmail/call/text me if you have any questions. Do not reply to this email.

Mrs. Hight

Yellow Phone Template:

Hello, this is Mrs. Hight, your student's 9th grade math teacher at Utah Virtual Academy. I am reaching out because your student has not submitted the exit ticket for yesterday's lesson. I just wanted to remind you each class attended counts toward your student's grade. Your student can make up this missed class by watching the recording, and filling out the exit ticket provided at the end of class. I appreciate your support as his/her learning coach. I promise that working together we can help him/her achieve great things this year, and completing class each day is a huge part of that success!

Yellow Text Template:

Your 9th grade math student hasn't filled out the exit ticket from yesterday's class! Please have him/her watch recording and complete exit ticket ASAP!

Yellow Email Template:

Dear Learning Coach,

Hello, this is Mrs. Hight, your student's 9th grade math teacher at Utah Virtual Academy. I am reaching out because your student has not submitted the exit ticket for yesterday's lesson. I just wanted to remind you each class attended counts toward your student's grade. Your student can make up this missed class by watching the recording, and filling out the exit ticket provided at the end of class. I appreciate your support as his/her learning coach. I promise that working together we can help him/her achieve great things this year, and completing class each day is a huge part of that success!

Please kmail/call/text me if you have any questions. Do not reply to this email.

Mrs. Hight

Flipped Class Template

Sandy provided a sample of what she sends to her students with her flipped class. She changes it each day, however, you can set up the template and just tweak the assignment name in each email. Keep the phone message and text general and refer them to their email and kmail for specifics!

Dear Student and LC,

Last week we completed Unit 2 for Lifetime Activity, and according to my records you are missing one or more assignment/quizzes/tests in this Unit. If you are missing one of these item(s) you need to attend one of my help sessions this week to complete the item(s) and have it turned in by the end of the week. You can see my help sessions in your class connect schedule. You can look through your grade book and find any zeros that you need to work on this week. Please review what needs to be completed and have them submitted by the end of the week. If you are not sure what needs to be completed I can help you one on one during our help session. See you soon. Keep working hard and earn those credits that keep you on track to graduate, you can do it!

Thank you,

Mrs. Wall

Utah Virtual Academy

High School PE Teacher