



**TOOLS FOR SUCCESS**

**LEARNING MODULES**

# STRATEGY: INBOX OVERHAUL



**EXPLORE**



**THINK**



**ACT**

## **CHOOSE 1-2 OF THE BELOW VIDEOS:**

Creating Folders <https://www.youtube.com/watch?v=WEAvqm3Wj6g>

Color Coding Email/Projects  
<https://www.youtube.com/watch?v=MMnBsVr6ZqE>

Task List <https://www.youtube.com/watch?v=4vVOdNIH1Sg>

Appointments/Meetings [https://www.youtube.com/watch?v=pt6\\_IO2hp58&list=PLAcwjuoNrwy18LEdXs0tmN4cxOjharh4](https://www.youtube.com/watch?v=pt6_IO2hp58&list=PLAcwjuoNrwy18LEdXs0tmN4cxOjharh4)

What did you learn today that you didn't already know how to do?

What will your organizational practice be for:

- ⇒ Receiving and responding to email
- ⇒ Managing campus deadlines
- ⇒ Saving email from parents
- ⇒ Staying informed of campus events and required meetings

- Open Microsoft Office
- Click on "Categorize" and create color-coded categories for your email and appointments.
- Consider creating colors for the following:
  - ⇒ Deadlines
  - ⇒ Phone Calls
  - ⇒ Items to Print
  - ⇒ Waiting on a response
  - ⇒ File

# STRATEGY: MAKING PARENT PHONE CALLS



**EXPLORE**



**THINK**



**ACT**

**EXPLORE THE BELOW LINK:**

<http://hubpages.com/hub/Teachers-How-to-Make-a-Difficult-Phone-Call-to-a-Parent>

- What type of parent scares you the most?
- What documentation do you need in front of you when you make a parent phone call?
- How will you respond if the phone call becomes hostile?
- Describe how you can systematically make positive phone calls.

Select one of the below classroom scenarios and script a phone call to a parent.

Scenarios:

- Student is consistently off-task and is falling behind
- Student is bullying another peer
- Student is argumentative

# STRATEGY: FUNDAMENTAL 5 IN THE CISD CLASSROOM



**EXPLORE**



**THINK**



**ACT**

**WATCH:**

[https://www.youtube.com/watch?v=V0-Q\\_CQvRXc](https://www.youtube.com/watch?v=V0-Q_CQvRXc)

**READ:**

[Fundamental 5 Summary Sheet](#)

- Describe the Fundamental 5 practices in your own words.
- Summarize each practice with the rest of the group.
- Which practice comes naturally to you as a teacher?
- Which practice will you have to make a conscious effort to include and how will you do this?

Create a poster (using the basic bubble map) that would teach the Fundamental 5 Best Practices to a teacher with no prior knowledge. Feel free to use words, pictures or symbols to represent key ideas.

# STRATEGY: CLASS DOJO



**EXPLORE**



**THINK**



**ACT**

**WATCH VIDEO ONE:**

<https://www.youtube.com/watch?v=f23bnZaWHNE>

**OR**

**WATCH VIDEO TWO:**

<https://www.youtube.com/watch?v=7TgSaMydfG8>

- How might Class Dojo work for me?
- What types of behavior would I reward?
- What types of behaviors would I redirect using Class Dojo?

Create a list of behaviors (negative and positive) that you could monitor using Class Dojo.

Brainstorm what symbols you would apply to each.

# STRATEGY: I DO, WE DO, YOU DO LESSON DELIVERY MODEL



**EXPLORE**



**THINK**



**ACT**

**WATCH:**

**I DO—WE DO-YOU DO**

[https://  
www.teachingchannel.org/  
videos/improving-teacher-  
practice](https://www.teachingchannel.org/videos/improving-teacher-practice)

How would using the, "I do it, We do it, You do it together, You do it alone," model change the way you plan your lessons?

How do the post-its hold students accountable and push them to think about their own cognition?

Beyond shifting the cognitive load, what are the benefits of structuring lessons in this way

Create an I Do, We Do, You Do Graphic Organizer that summarizes key ideas and shares tips with those unfamiliar with the topic.