Communication “The Key to Success”.

Be an effective online instructor by creating an online presence that allows for parents, students, and you to communicate in timely, useful ways. Come learn what Google Voice is, listen to examples of how a teacher uses it, and set up your own account. A students’ online success should not rest on whether or not a teacher is checking email; rather, it needs to be in their own hands, literally.

Google Voice:
1. What is Google Voice?
   a. A Free Phone number that allows you to make and receive phone calls/text messages without giving out your personal phone number.

2. Link Google Voice to your email/gmail account. (The advantage of association with a gmail account – a shared contacts list)
   a. This allows you to check one place to get email, transcripted Voice messages, and text messages.

3. Why Google Voice in online education.
      i. Communication: Contact parents and students where they are most likely to receive them the soonest.
         1. Ex: The student who is a quality kid but needs teacher and parent supervision in order to stay on pace.
      ii. Communication: Create "Virtual Office Hours". Students and parents know when and how they can reach you consistently.
         1. Ex: Working students & Working parents who
      iii. Communication: Help parents and students when they need the help no matter where they are.
         1. Ex: Down I-5

4. Motivation, Encouragement, Unlocking Odysseyware, & Tutoring
   a. One requirement of an online educator is to keep students motivated and encouraged to keep moving through the content.
      i. Positive motivation:
         1. Ex. Text/email to students/parents. Extra credit games. Login in and complete a lesson in the next 2 hours for an extra 10 points.
      ii. Encouragement:
         1. Daily/Every three day reminders to login and what percentage they should be at. (email or text, sending it to where parents/students check first)
      iii. Locked quizzes and tests in Odysseyware
1. Frustration can set in for a student who wants to work is ready to work and they can not move on without
   a. Remember, students don’t always control their schedule and they can sometimes only work when their families give them time.
   b. Remember, sometimes parents parent. Example: No concert for student Saturday night until they get 30% complete. Now the parent is relying on us to be there when they need us.

iv. Phone calls are a key way in helping students master confusing material. (DiscoveryEducationStreaming).

b. Once a student stops login in consistently inertia begins to set in and it becomes more and more difficult for them to start again.

5. Setting up a Google Voice account:
   a. Choosing which email to associate your Google account with.
   b. Choosing a phone number or have google do it for you.

6. Creating a contact list. (Perhaps a few participants will send me a message and I will quickly add a few to make new “Training Group” and send)

7. Sending/receiving a text.

8. Sending/receiving a voice message.

9. A peek at my inbox for both Gmail and Google Voice.

10. Other Voice settings.

11. Try it out.

12. Setting up personal boundaries.
   a. Setting up family time and teaching parents and students when you cannot be reached so they can plan around you. Contact 24/7 will burn you out.
   b. Google Voice settings that can help you out.

13. Q&A time.