

Make Your Time Count

1. Create several sets of address labels at the beginning of each semester to use when mailing information or collecting money.
2. Give each student envelopes labeled with their name...tell them that you will only accept payments that are in sealed envelopes.
3. Run a set of class rosters for each class...use one for attendance and one for grades. Label the rosters at the beginning of the grading period so that you know what assignments you will be grading ahead of time.
4. Have student leaders create a master calendar for each month; create an accountability chart for them so that you know who is responsible for what activities. (A sample document has been provided on this disk)
5. Teach students to be responsible for their own schedules. Instead of providing a copy of the practice schedule and performance requirements for the week, spend 10 minutes every Friday giving out the information for the next week. By having students write it down for themselves, they are more likely to remember it. They will hear it, see it, and write it as opposed to simply seeing it on a piece of paper. A weekly planning document has been provided.
6. Use only one technique rubric for the year...students know what to expect and you don't have to create a new rubric for every assignment. (A copy of one has been provided for you).
7. Collaborate with other departments...did you know that your business department teaches BCIS? These teachers are often looking for "real world" assignments for their students. Let them create your mail merge documents, enter orders into excel, design flyers. Your marketing department is capable of creating advertisements for your spring show. They write press releases as well.