Hi Christina Fangman,

Here some tips / reminders as you begin Trimester 3!

# Paystubs Short Link:

Always a good idea to stay on top of your paystubs. Here’s a short link (you have to sign in) to make it easy: <http://psd1.us/paystubs>

# Creating Seating Charts?

You can copy the format of one of your seating charts for one of your rooms or room layouts to your other classes. Here are some steps (5 min video) to copy a seating chart layout from one class to another. <http://somup.com/c3eqqrTHEi>

# You Can Do Lesson Planning / COI in Excel:

I built a spreadsheet that keeps track of holidays, early release and weekends. I can copy and paste my plan into one worksheet in this file and then a COI is automatically created on a second worksheet. Want to check mine out? ([Read-Only link](https://liveedupsd1-my.sharepoint.com/:x:/g/personal/jweisenfeld_psd1_org/ET27m9T-E_9JiTDYwE2rVusBZUwFIpqFCZflv2cV-Ae2ww?e=sWCsYG), download a copy if you want to use it.)

# You Can Email Your Whole Class At Once:

If you look at your classes in PowerTeacher Pro, each one has a SectionID, knowing that, you can build an email address you can use to email all the students in you class with one email address. Here’s the email address I will use to communicate with my 2nd Period this trimester.

Graphical user interface, text, application, chat or text message

Description automatically generated

# Ever Tried Communication Colors™?

For the past couple of trimesters, I’ve been using Communication Colors to help students recognize differences between them \*and\* their teachers especially when it comes to personality and communication styles. If you’d like to take a look, I have a Microsoft Form that you can duplicate for your classes, a spreadsheet that helps you analyze the results, and an email merge Word document to send them all their results. You can try it out at <http://tiny.cc/colorssurvey>

# What’s an Email Merge?

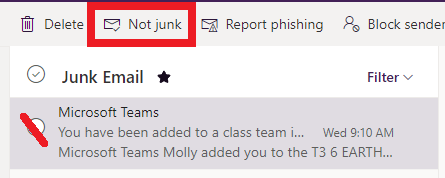
Using Word, Outlook and a list of student email addresses, you can send personalized emails individually to any list of email addresses. (Hint: that’s how I sent you this email!) I’ve also done this for some clubs in the past, but you can do it too, [here’s a folder with email lists](https://liveedupsd1-my.sharepoint.com/:f:/g/personal/jweisenfeld_psd1_org/Etjqetv29DRDiFqxPMg-s7YB_gIEyIg0bq7anGTXtPfBqA) for all PHS students and by grade level.

# Check Out More Technology Tips on TechTips

There’s a district-wide technology tips email group called TechTips, a few of us send regular information that we hope makes you more productive. You can join it by going to <http://psd1.us/techtips> and clicking Join button. And if you want to “binge” tips you can check out the archive of tips by clicking Email and then “See all emails”.

# Have you Checked Your Junk Email Folder Lately?

You might be surprised to see what’s in your Junk Email folder right now, especially if you haven’t checked it in a while. You probably ought to check it fairly often. To get something out of Junk Email folder select the good email and then click “Not Junk”



Have a great T3!  
Weisenfeld

P.S. You can always shoot me an email if you have any tech issues or questions.