Fall 2020 Communication Tips

"Communicating with parents and guardians is one of the most important things we do, and it may be even more important now as more schools turn to remote instruction."


Google Voice / Text

- Google Voice is your work phone number.
- It is accessible from your computer or cell phone.
- Teachers and staff that utilized Google Voice this spring and summer reported a dramatic increase in parent interaction and appreciation.
- Instructional Tips

Best Practices

- Download app to your cell phone
- Text parents with reminders Sample
- Do not group text parents (there’s no BCC feature)
- Add your Google Voice Number and email to your Google Classroom Banner Sample

Adjust Google Voice Account Settings Directions

- Add phone / ios device
- Add linked phone number - your cell phone
- Forward messages to email
- Enable call screening (caller will state their name before being put through)
- Set calendar with work hours (keep parent availability in mind)
- Record greeting
Google Classroom Notifications

- Keep email notifications ON but turn off notifications of classes for which you are not one of the lead teachers. Do not turn all notifications off.
- Reach out to parents to make sure that they have set up GC guardian summaries. Parents can choose to receive notifications daily or weekly.
- REMINDER: Teachers must turn on guardian summaries for each class using the settings gear.

Email

- Add your Google Voice number to your email signature. Directions
- Help middle and high students learn to access and use their email. Directions
- If emailing a group, enter addresses in the BCC field.
- Model/coach email etiquette for students.
- CC parents when emailing students. All secondary students have email addresses. Students can be searched in Outlook. (Pay attention to grade and school.)
  - NOTE: Students cannot email each other; they may only email their teacher(s) and administrators. The software prevents them from emailing others or receiving emails from other students or anyone outside of AACPS.
- Do not rely on email alone. Many parents appreciate Google Voice texts and respond promptly and favorably to text messages.

AACPS Teacher Guidance Sheets