

## Details

*3 Ways Coaches Can Support Teachers - 080*

*In this episode, I'll share three strategies educators can use to support their colleagues this school year. You'll also hear about favorite tools that go along with each strategy to help anyone, including coaches, support teachers and colleagues during distance learning, hybrid learning, and face-to-face teaching.*

## Introduction

Hello there! My name is Monica Burns, I'm a former classroom teacher and now I spend my time sharing tips, strategies and activity ideas to make EdTech integration easier in your classroom. You may be familiar with my books, like *Tasks Before Apps* or my blog [ClassTechTips.com](http://ClassTechTips.com). Whether we've met at a conference or special event, you've followed along with my EdTech tips for years, or simply joining in for the first time today, I'm so glad you're here!

In this bite-sized podcast you'll get some quick info and actionable tips to energize and elevate teaching and learning!

You can head to my website [classtechtips.com/podcast](http://classtechtips.com/podcast) for all of the show notes. That's where you'll find the transcript for each episode, links to resources, and any of the free downloads I mention.

## Promotion/Reminder

Have you seen my quick reference guides for ASCD? One is on *Classroom Technology Tips* and the other is on *Distance Learning Essentials*. You can find them both on ASCD's website, or by going to [ClassTechTips.com/Books](http://ClassTechTips.com/Books) -- or you can head straight to Amazon and search for Monica Burns. Just remember there are two Monica Burns' on Amazon but you'll figure out right away which one is me! You can also head to [ClassTechTips.com/Books](http://ClassTechTips.com/Books) to find my digital downloads.

## Today's Intro

This week's podcast is titled: *3 Ways Coaches Can Support Teachers*

## Episode Transcript

Well, today's new episode of the Easy EdTech podcast is titled *Three Ways coaches can Support Teachers*. I'm going to go through three of my favorite ways for anyone in education to support their colleagues. So I use the term coaches today really as an all encompassing way to describe someone who takes on the role, whether they

have it officially in their title or whether they are just that person to their group of colleagues that offers support to others.

So you might be the person that people are asking questions to. You might be someone who is getting emails with requests, or you might just be someone who is really going out and about trying to support your colleagues as best as you can.

So the three ways we're going to look at together today are hopefully going to make your life easier, streamline some of the ways that you already are helping educators in your community, giving you some systems to consider. But then of course, working with that end goal of mine, of really supporting the group of educators that you work with. So helping make their lives a little bit easier as well. Let's jump into this list of three ways coaches can support teachers with our first one, creating collections.

So creating a collection of resources isn't new, right? We often will bookmark things or make lists of favorites, but creating a collection around a topic, around a commonly asked question involves a little bit of a system, or may have you creating a template or one stop shop for everyone to go to.

Now you might create a collection that's around something big like Google Classroom, but I would suggest that you think of some popular subtopics, especially if you have a collection that is starting to get into the dozens and dozens of resources. So a collection might be something like, "Here are really great resources for a unit on fractions," or "Here are some really great things around Google Slides that you might want to explore." Or "Here is a collection, a list of 12 different blogs that focus on EdTech topics."

So try and get a little bit more granular if you see your collections growing and you might decide that you want to kind of have a cheat sheet or a master sheet if you do have a lot of different collections. Now, a collection could include links to online resources, it could include files, or it could include some social media profiles or posts.

Now, one of my favorite places to make a collection is Wakelet. If you haven't used Wakelet before it is free, and it allows you to make a collection on one big topic, so whatever your topic might be, and then add to that collection by adding in some of the same things we've talked about so far. Links to resources, images, files, even great tweets. You can click and add it to your Wakelet.

Now a Wakelet collection is something that you can share with teachers, especially if you are just being mindful that you don't want to fill their inboxes with forwards, or, "Hey, I thought you might want to see this." That's great sometimes, but if you're finding that you're doing that a lot for someone, you might just decide that you remind everyone every once in a while, that there is a Wakelet collection that you're adding to. And if you want to, you can actually add them as collaborators in Wakelet as well.

So yeah, you could make a collection like a Google Drive folder, but I like Wakelet because it's visually organized really nicely. You can move and prioritize items up and down. There's the view only option. So you might have some teachers of yours just view, and then you might have some other folks collaborate and add to that collection as well.

So one great way that you can support your teachers this year, working with your colleagues is to create collections around sub topics or big topics in a space that lets them use multimedia and lets you organize lots of different types of sources. And my recommendation for that is Wakelet. Of course, there's a few others. You might make a Pinterest board. You might make a folder in Teams or you might make a collection in Schoology, but Wakelet, I really love. And that's the one I'm going to recommend you try out alongside this first way of creating collections.

Tip number two or our second way is to use guided responses. Now, if you followed along with me for a while, you might've seen me use or heard me use the term canned responses, canned like C-A-N-N-E-D, but I've been switching a bit to think about it more as guided responses because a canned response seems a little impersonal. A canned response, the idea is that you have a set response to commonly asked questions that come through to you on a regular basis. So I'll share with you what I do.

I have a master document where I know that if I get a question a couple times from someone, maybe it's someone who is a follower of mine and has a question about a resource. Maybe it's a school that I've worked with and they want to schedule another PD session or maybe it's a company that I'm helping support and they are reaching out to talk about partnering together.

Well, I've got a master document with all of my frequent responses, my canned responses. Now I never just copy and paste these. I always add in something personal, but it's an easier way for me to make sure I one, don't forget anything that's important or that I like to include in that kind of message. And two, saves me a lot of time, time from the physical writing, the energy that it takes to think about my sentences or to reread and make sure everything is just perfect.

So one way that you can really support teachers is by having a list of your guided responses. These are the responses that will guide your emails or any inquiries that come in. So for example, you might make a Google Doc and you might have a response for when someone asks you a question about something, that's a kind of a common question, like "How do I record my Google meetings?"

So if you have a response and you say something like, "This is the button that you press, this is what you do. And this is where you'll find it." Well, if you get that question a couple times from colleagues, you might decide that you put it on your guided response list and that way, the next time you get a question, you just go to that document and you copy and paste it into that email.

When I have my master list of responses, I actually use the heading feature so that I can create a table of contents with my Google Doc that's hyperlinked automatically. If you're saying Monica, that seems too complicated, don't worry, totally not necessary. Even if you're in the Google mindset like I am, and then that might resonate with you. But of course you could do this in Microsoft Word. You could even use an add-on. So Google, Gmail has an add-on where you can do canned responses, but the big idea here is to make your life easier and make sure that the recipient, anyone you're supporting has good information, too.

So it's not about cutting corners. It's about having a really well crafted response to your common questions. This could be for families or for students too, even though we're talking about teachers today and this will really make sure that you have all the things that you need, you don't forget to mention anything. And then you have that perfect response and you of course can add in something personal, maybe a question about something that you know that person is working on or a recommended resource that's a little bit extra. So number two, on our list of ways coaches can support teachers is to use guided responses by maybe having a master document or an add-on with your saved responses that you come back to regularly.

The third and final one on our list is to start a video library. Now I want to encourage you to think that this is not anything too fancy. A video library would just be a place that any time you make a video, you have it in a space where you can go back to or refer back to.

So for example, if you're a member of my Easy EdTech Club, my membership site, I often will make videos in Loom. So saying, okay, here's where you go in the Club to find this resource. Or if someone asks me a question in the Club about another tool that they're using, I'll sometimes create a Loom video that responds to them. If I know this is something that's going to be really specific or really personal to that

person, when I record my Loom video, I usually say, "Hey, so and so," and I include their name or something like that.

I'm probably on camera, right? So I'm waving and maybe saying their name at the same time and I'm going to send it just to them. I wouldn't put a video like that in my video library because it's so specific. But if I get a message from someone and I'm going to make a quick video for them, well, I'll just do a regular, "Hello, here's the response to your question." And I won't include their name in it, even though I'll write them an email that's personal, I'll make sure that that video is something I could share with someone else.

So the third way on our list of starting a video library may sound a bit familiar to our guided response way. So this is another level of it, right? So you might create a Loom account. It's free for educators. You can create a Loom account or you might use Screencastify or QuickTime, whatever it is, but then you would create a video library with all of the resources that you know you'd want to share out to your colleagues more regularly.

So if you get a question from someone and they say, "How do I change the colors of my Google folders?" While you might create a loom video and you, instead of saying, hello, Maria, or hello, Juan or something, you might say instead, "Hi there, here's how you do it." And you record that short video for them. You send them the video, but then you go to your, maybe it's a Google Doc and you put in the link to your Loom video, or maybe you downloaded that video so you have it as a file and you drag it into a folder and you keep it in there.

So starting a video library, nothing fancy, just a screencast maybe, or where you're grabbing your screen or talking into your screen with resources that aren't super specific or super personal, but can help. Lots of people may find them useful. Now, instead of just using these four responses, like a guided response, you might make your library open and available to any of your colleagues.

This can come in handy for people who may be a little hesitant to ask you a question that they think is silly, or they think they should know the answer to. Instead, you can always just update that library and have it out there and available to them, and then anything that you add will just pop up there and they can use that as a master place to go to for accessing answers to their questions.

So our three things on the list today of ways that you can support your colleagues this year are to first create collections, then use guided responses. And finally, to start a video library. Now I have a download called 10 Ways to Support Coaches and

Support Teachers. It's part of my EdTech bundle. So if you already have purchased that EdTech bundle, that's something that you'll see as an ebook in there. If you want to grab that bundle, I'll put a link to it on the website and today's shownotes and that's something that's on my Easy EdTech Club teachable site. Or of course you could just send me a message if you wanted the ebook and I could send you more info on that, too.

But let's finish up like we always do with making this EdTech easy.

### **So let's make this EdTech easy...**

1. Decide on the best way to help
2. Set up a support system like collections, responses or a video library
3. Ask for input to see if your strategies are effective
4. Reflect and pivot as needed throughout the school year.

You can find the full transcript and resources mentioned in this episode at [classtechtips.com/podcast](https://classtechtips.com/podcast)

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### **Outro**

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organizations remotely with webinars and virtual professional learning, so if your organization is in need of professional learning -- just send a message my way!

## Episode Resources

- [Monica's EdTech Bundle](#)
- [Loom](#) (Video Messaging tool)
- [QuickTime](#) (Multimedia platform)
- [Wakelet](#) (Content Management and Collaboration tool)
- [Schoolology](#) (K-12 learning management system)
- [Google Classroom](#) (Content Management and Collaboration tool)
- [Microsoft Teams](#) (Collaboration tool)
- [Screencastify](#) (Screen Recorder tool)
- [Google Slides](#) (Interactive presentation software)
- [3 Ways to Use Google Docs When You Don't Have Google Classroom](#) (Podcast Episode)
- [Sharing Adobe Spark Creations with Google Slides](#) (Blog Post)
- [Simple Strategies and EdTech Tools to Boost Productivity with Tammy Musiowsky](#) (Podcast Episode)
- [Microsoft Teams for Collaboration and Feedback](#) (Blog Post)
- [Google Drive](#) (Free file storage and synchronization service)
- [6 Ways to Use Adobe Spark with Google Classroom](#) (Blog Post)