Details

The Ultimate List of Classroom Newsletter Tips to Try This School Year - 335
In this episode, I share my ultimate list of classroom newsletter tips to help you streamline your workflow and better connect with families this school year. You'll also hear how to use EdTech tools, AI-powered shortcuts, and creative ideas like audio versions and interactive polls to make your newsletters more dynamic and engaging. If you want to refresh your newsletter routine and build stronger home-school connections, this episode has you covered!

Link to live show notes:

https://classtechtips.com/2025/09/02/classroom-newsletter-tips-335/

*classroom newsletter tips

Introduction

Hello there, and welcome to today's episode of the Easy EdTech podcast. My name is Monica Burns, and I am so glad you're here to join me today. If you want to make the most of education technology, AKA EdTech, you are in the right place. My goal has always been to help make EdTech easier and give you ideas to try yourself, share with a colleague, or bookmark for later in the school year.

Every Tuesday on the Easy EdTech podcast, you'll hear stories from my time in the classroom, my work with schools and districts, and my travels to different EdTech events. Get ready for solo episodes where I share some quick tips, stories, and interviews full of practical ideas and stories from new guests each month. If we mention something you'd like to check out, make sure to click the link. You'll find it in the episode description or the summary area where you're listening to this podcast, or you can find every episode and all of the resources we mention by going to EasyEdTechPodcast.com or by going to classtechtips.com and just clicking on the Easy EdTech Podcast button at the top of the page.

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Today's Intro

This week's episode is titled: "The Ultimate List of Classroom Newsletter Tips to Try This School Year"

Are you sending out classroom newsletters this school year? Whether you send one out weekly, monthly, or just a few times a year, having a go-to system in place can help make the process easier—and more fun, too! Newsletters are a great way to share classroom highlights, upcoming events, and learning goals with families. If you're starting fresh or looking for some new classroom newsletter ideas, this episode has you covered.

With the help of digital tools and a few AI-powered shortcuts, it may be easier to manage a regular classroom newsletter routine than ever before. I've pulled together ideas that feature favorite EdTech tools and tips that work no matter what platforms you have access to at your school. You'll find time-saving tips and creative suggestions that can help you streamline your workflow and better connect with families.

Why Should I Send a Classroom Newsletter?

Classroom newsletters are a fantastic way to keep families informed and engaged. Whether you're sending them out at the start of each month, week, or unit of study, they offer a clear way to communicate with families. You might already have a great family or parent communication app that you use, and a newsletter may feel like a complement to the daily updates or reminders.

Newsletters provide space to celebrate student and classroom achievements, highlight upcoming events, and share learning goals. They help build community, support communication, and create a strong connection between home and school.

Let's jump into my ultimate list of Classroom Newsletter Ideas to Try This School Year!

Episode Transcript

As you'll hear on today's list of tips, I am all about keeping things simple and consistent. If you're one of the over 30,000 subscribers who receive my free newsletter each week (sign up at classtechtips.com/newsletter), then you know how much I love using templates, highlighting new content, and sharing recommendations.

Use an AI Chatbot to Help Create a Template

If you're starting from scratch or want a refresh, try using an AI chatbot to create your newsletter template. With [a tool like ChatGPT](#), you can describe the sections you want to include—like upcoming events, what we're learning, or student shout-outs—and ask it to draft a layout for you. This approach can save time and give you a structure you can reuse all year long.

Collaborate with Colleagues to Create a Newsletter Template

Collaborating with your colleagues can help lighten the load and bring in fresh ideas. Meet with your team and create a shared newsletter template. You can divide up the sections or rotate who fills it in. Tools like [Google Docs](#) are great for this type of collaborative setup. If you've already created a template with the help of an AI chatbot, then everyone knows exactly what type of information they need to include.

Send a Newsletter Out as a Grade Level or Department Team

Instead of each teacher sending their own newsletter, consider sending one out as a grade level or department team. This can cut down on email overload for families and ensure a consistent message. If your school uses a tool like [Google Sites](#) or [Wakelet](#), you can even create one landing page with updates from the whole team. Both of these tools are collaborative, and you can set it up so only your team members can jump in and add new information to these digital spaces.

Spotlight Student Digital Work by Adding Links in the Newsletter

If students have permission to publish work online, you can add links to showcase their creations. From infographics they've made in [Canva](#) or ebooks they've published with [Book Creator](#), these links can give families a peek at what's happening in the classroom. It's a great way to celebrate student voice and build excitement about classroom activities.

Create a Webpage Version of the Newsletter

Instead of sending a newsletter as a PDF or email only, turn it into a webpage using a tool like Canva or [Adobe Express](#). These tools let you design a scrollable, mobile-friendly version of your newsletter that you can link to from an email or class website. This format is also easy to archive so families can revisit previous editions.

I've hosted a handful of Creativity Institutes in the past where we've unpacked all of the features in Adobe Express. The webpage tool is super easy to use and a great choice for a simple layout with a combination of text, images, and links.

Gather Ideas for Subject Lines with the Help of AI

A catchy subject line can make the difference between someone opening your newsletter or skipping it. AI tools like Gemini or Claude can generate subject line ideas based on your newsletter content. It's a great example of using generative AI for a "quick win."

You might try a prompt like: "I need a title for my weekly newsletter that I can use as an email subject line. I usually do something like [ADD] but I want to try something new that mentions [DESCRIBE YOUR NEWSLETTER CONTENT]. Give me 5 ideas to choose from."

Use an Emoji Tool to Quickly Find "Just Right" Emojis

Want to make your newsletter more visually appealing? Emojis can help highlight important info or break up blocks of text. Use an emoji tool like EmojiFinder (or check out the list in my blog post title "8 EdTech Tools and Websites with Emojis") to search by theme or keyword so you can quickly find what you need—whether it's a pencil ✏️, pumpkin 🎃, or rocket 🚀.

Create an Audio Version of Your Newsletter

Some families may prefer listening instead of reading. With a tool like Speechify or even Adobe Podcast, you can create a short audio version of your newsletter. Speechify uses voices (even some celebrities) to read text aloud. Adobe Podcast would let you record your own voice.

Once you're finished, you can share your audio version as a link at the beginning of your newsletter. Or you could upload it as a file or embed it on your newsletter webpage to give families another way to connect.

Create a Fun Image Using AI

Add a creative touch by including a fun image in your newsletter. For example, you can use an AI image generator to place your school mascot in a seasonally themed location—like wearing a scarf in front of snowy mountains or holding a beach ball in the summer. This adds personality and makes your newsletter stand out. It might also make families curious to see what picture you added this week or month – and make it more likely that they'll open up your email.

So let's make this EdTech easy with some key points from the episode...

Use an AI chatbot to help create and customize your newsletter template.

Collaborate with colleagues to build shared, time-saving newsletter formats.

Include links to student digital work and audio versions for family-friendly access.

Add an AI generated image and put your school mascot in an unexpected place.

Remember, you can find the shownotes and the full list of resources from this episode on

EasyEdTechPodcast.com and finding today's episode #335!

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Outro

Thank you for listening to this new episode of the Easy EdTech Podcast! I love creating new episodes for you each week, but I could use a bit of help spreading the word about the podcast. Can you leave a rating or review on your favorite podcast app?

Spotify will let you tap on the stars, and Apple Podcasts will let you tap on the stars and leave a one or two sentence review.

Thank you so much for taking this extra step, it helps other educators find episodes like this one when they are searching for EdTech tips.

Episode Resources

- Connect with Dr. Monica Burns on X (Twitter), Threads, Bluesky & Instagram
- Sign up for the Free Newsletter
- Check out EdTech Books by Dr. Monica Burns

- Explore [Artificial Intelligence Resources](#), [Events & Workshops](#) & [Free Stuff](#)
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- [Adobe Podcast](#) (AI-powered audio tools)
- [Speechify](#) (Text to audio tool)
- [Wow in the World](#) (Podcast for kids)
- [Mentimeter](#) (Interactive Presentation Software)
- [How Teachers Can Generate Images with AI](#) (Blog Post)
- [How to Use Tech Tools to Stay Connected with Families with Amber Peterson](#) (Podcast Episode)
- [Make Custom Forms for Back-to-School](#) (Blog Post)
- [Tips for Emailing Families with Crystal Frommert](#) (Podcast Episode)
- [8 EdTech Tools and Websites with Emojis](#) (Blog Post)
- [Sharing Just Enough Student Work with Families](#) (Podcast Episode)