

Workshop Title: Classroom Newsletter Workshop

Objective: Create an individualized classroom newsletter that will be used as a template for communicating class news to parents.

Intro Activity: Sign up for Ideal if you don't already have an account.

Presentation: (60 minutes) Open Power Point Presentation *Classroom Newsletter*

- Go to [www.ideal.azed.gov](http://www.ideal.azed.gov)
  - Login if you have an account if not get one.  
New User Registration>Standard
  - Curriculum Resources
    - Recipes4success: Make sure the tab in the top left corner:
      - Click on "Recipes" Click on the ◆◆◆(3 diamonds blue tab).
      - Scroll down and choose MS Word 2003.
- We will be doing the assignment creating a School Newsletter (Go)
  - In this assignment we will be substituting the words "Mr/Mrs. <Put your name here> Class" for the words "school"
  - The goal is to create a formatted classroom newsletter which you can reuse by changing the information in the articles.
  - Anywhere the tutorial asks us to enter generic information; we will substitute information appropriate to our classroom.
- At the conclusion of the workshop time, please make sure that all participants have saved their work and are capable of emailing an attachment.
- During the workshop, the trainer will need to email all of the participants in the course the following message:

Dear Participant in the Classroom Newsletter Workshop:

This is a reminder that you must reply to this email within 7 days in order to receive your certificate for this workshop.

In your reply you need to make sure you have attached the Microsoft word document (.doc) that contains the newsletter you are working on in this workshop.

Please also specify whether you would like me to email your certificate or send it by district mail.

Thank You,

Practice Activity: Complete Recipes for Success Tutorial on your own.

Assessment: When you have finished the tutorial, save your newsletter and send an email to your trainer with the word document attached.