

URcast Best Practices

I. Teacher Login, Accounts, and Class Setup

A. Have a naming convention that you use throughout your school/district. For example, you could begin all your teacher logins with the first letter of the teachers first name and then their last name. Amy Thomas would have the login athomas. If URcast is used throughout your district you will want to have a naming convention for your teacher accounts. One example could be, Amy Thomas at East Lee Middle School might have the teacher account ELMS-ATHOMAS. Having a naming convention will help the technical person supporting URcast in your school/district should someone forget their login or should a teacher share classes with different schools in your district.

B. When initially setting up accounts for Teachers and their Classes, start with the most simple case first. Teachers should only need one login and one Teacher account. When creating initial classes one class for each prep the teacher has is usually sufficient. As the teacher begins using URcast she/he may want to create additional classes for differentiatonal, remedational, or enrichment purposes.

II. Classes

A. Classes are usually setup to match the actual physical class the teacher instructs. In the primary grades a teacher may find it useful to have a class for each of the core instructional areas (ELA, MATH, SS, SCI).

B. Some teachers find it useful to create different classes to assist in deferentiating for her students. In the elementary school she/he might have a Red Bird class and a Blue Bird class for instructing students at different levels. In the upper grades teachers may prefer to have a class for each period they teach or maybe multiple classes for each period they teach based on their students abilities.

III. Units

A. Units are usually created to match the unit of material that is being taught. However, some teachers find it beneficial to use in different ways. Some teachers define their units as Monday, Tuesday, Wednesday, Thursday, and Friday. This is an easy was for students to know what is assigned on each day. URcast gives teachers the

freedom to create units any way they choose. Teachers should feel free to be creative and use their units the best way that suits their classroom needs.