

Her Royal Highness Crystal Righton
and her Royal Subject Dr. Samantha Norton
proudly present



TEACH SMARTER, NOT HARDER!

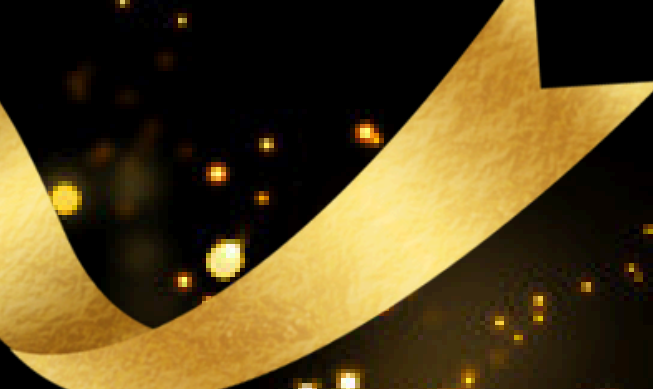


Automating Everyday
Tasks in the Classroom

<https://tinyurl.com/TeachSmarter2627>

You will probably want your
laptop handy for this!!

Scan to begin



HOW TO EARN CREDIT

TEACH SMARTER,
NOT HARDER!

Make sure you complete the
survey at the end of the
course to earn credit!



PROBLEM:

Reducing mental load for daily tasks
(bell ringers, learning targets etc)

○HELP WITH INSPIRATION○

- AI is your new bff. I named mine “Chad” and we talk ALL THE TIME!! The more specific your input, the better your output.
- Example: Yearbook teacher needed help with yearbook cover ideas
- Example: Teacher needed help with EXCEL FORMULAS
- Example: PLC asked how we could implement “Real World Friday”
- Example: Students asked Chad for help analyzing their Resume
- Example: Administrator needed help with de-escalating parents
- Example: Teacher needed help encouraging a difficult student

○HELP WITH INSPIRATION○

- Generate bell ringers
 - Type or paste a topic, link to an article or video, upload a document, or TEKS and ask “Chad” to bulk generate bell ringers
 - Ask Chad “to generate differentiated questions. Include a variety of question types for students at different readiness levels like below level, on level, and above level.” You can also include options for English learners or students with IEPs if needed.
- Create Learning Targets based on TEKS
- Generate worksheets, guided notes, project checkpoint guides, etc

TEACH SMARTER,
NOT HARDER!

CAUTION:

Chad Lies!!!! FACT CHECK!

Chad also does NOT have an
educational need to know!



PROBLEM:

Repeating yourself & absence
procedures

CENTER OF OPERATIONS

- Make a “Center of Operations” in Canvas with all helpful links your students use regularly (forms/instructions/calendar/etc.) OR create a physical “Center of Operations in the classroom”
- Anytime a student asks where something is, direct them to the “Center of Operations”
- Once students understand you have this established but they are still asking where to find things, you can say “Let’s think about where we could find that.” :)
- Include instructions for absent students here such as online lessons, worksheets, notes, etc.

CENTER OF OPERATIONS

TEACH SMARTER,
NOT HARDER!

▼ The Center of Operations

Absences

[Absence Reporting Career Prep](#)

[Absence Reporting BNHS](#)

Career Prep Classroom Jobs

[Career Prep Classroom Jobs Overview](#)

[Career Prep Classroom Layout](#)

[Infraction Report](#)

[Infraction Appeal Request](#)

Class Info

[Policies & Procedures Presentation](#)

[Year at a Glance Calendar](#)

[BNHS Career Prep Training Manual 2024-25](#)

[Professionalism Rubric](#)

Job Change Resources

[Job Change Request Form](#)

[Resignation Letter Template](#)

[Job Search Verification Form](#)
100 pts

Turn-in Forms

[Certification Exam Request](#)

[Late Work Form](#)

[SUBMIT HOURS HERE Verified Hours Form](#)

[Crimestoppers Tip Line - ANONYMOUS](#)

[BINGO Progress Tracking](#)



WHAT WILL YOU CALL YOURS?

TEACH SMARTER,
NOT HARDER!

Type the following into AI:

I teach _____ and need a name for an area that houses all important classroom info such as “Center of Operations” but themed for my class.



PROBLEM:

Precious & perfect students
sometimes require reminders

- Ensure students clean up their Canvas notifications
- Generate or SCHEDULE Canvas Announcements
 - Enable commenting
- Send emails via Canvas gradebook for those who did not submit

Manage Email Notification Frequency

Settings for
Account

Course Activities	Email emily.boone@instruct...	Email emily.boone.canvas...	Push Notification For All Devices
Due Date	1		
Grading Policies	2 Notify immediately		6
	3 Daily summary		
Course Content	4 Weekly summary		
Files	5 Notifications off		

CANVAS ANNOUNCEMENTS

TEACH SMARTER,
NOT HARDER!

Gradebook ▾

Student Names

🔍 Search Students

🔼 Apply Filters

Student Name	Unit 1 LESSON Basic Math Out of 4	Unit 1
Test Student		

Sort by >

SpeedGrader

Message Students Who

Curve Grades

Set Default Grade

No grades to post

No grades to hide

Enter Grades as >

Grade Posting Policy

Compose Message

For students who...

Have not yet submitted ^

Have not yet submitted

Have submitted

Have not been graded

Scored more than

Scored less than

Observers

[Show all recipients](#) ▾

th Check 1: The Metric System

Message *

Type your message here...

📎 🗨

Cancel Send

CANVAS CALENDAR & TASK LIST

- Canvas Calendar
 - Include due dates on assignments
 - EASILY drag and drop from the calendar to change the due dates
- WAG Slides
 - Include dates in the title of your slides
 - Students can navigate to the desired date quickly
- Student task list
 - Shows up on student home page for easy reminders

CANVAS INDIVIDUAL DUE DATES

1

Unit 5 NOTES, QUIZZES, TEST Questioned Documents & Digital Forensics

- Unit 5 Quiz Questioned Documents
Oct 29 | 19 pts
- Unit 5 Quiz Digital Forensics
Nov 5 | 17 pts
- Unit 5 Test Questioned Documents and Digital Forensics

Edit
SpeedGrader
Assign To...

2

Unit 5 Quiz Questioned Documents

Quiz | 19 pts

Select who should be assigned and use the drop-down menus or manually enter your date and time.

Assign To

Everyone X Start typing to search...

Due Date

Oct 29, 2025

Time

3:50 PM

Clear

Available from

Oct 28, 2025

Time

3:50 PM

Clear

Until

Time

Clear

3

October 2025

MON	TUE	WED	THU	FRI	SAT
28 3:50p Unit 3 TEST...	29 3:50p Unit 3 ABS... 11:59p Unit 4 NO...	30 3:50p Unit 4 LESS...	1 4p Unit 4 EOLA FI... 11:59p Unit 4 LA...	2	3
5 3:50p Unit 4 LAB ... Unit 3 RETEST Tr...	6 11:59p Unit 4 NO...	7 4p Unit 4 QUIZ FI...	8	9 11:59p Unit 4 LES...	10
12	13 4p Unit 4 EOLA S... 11:59p Unit 4 LA...	14 3:50p Unit 4 LESS...	15 4p Unit 4 LAB Sh...	16 4p Unit 4 QUIZ To...	17



CANVAS BULK DUE DATES

TEACH SMARTER,
NOT HARDER!

I

Open Assignments

Home
Modules
Assignments
Announcements
Discussions

2

Open Assignment Dates

+ Group

+ Assignment

⋮

2

Edit Assignment Dates

Assignment Groups Weight

3

Assignment Dates

0 assignments selected

Batch Edit

Cancel

Save

Any date range

to

Apply

☐

Title

Due At

Available From

Available Until

☐

Welcome!

Mon, Mar 14, 2022, 12:59 AM

☐

Introduce Yourself!

Tue, Mar 15, 2022, 11:00 AM

☐

Quiz #1

Tue, Apr 19, 2022, 12:59 AM

☐

Grammar Pet Pee...

Thu, Apr 21, 2022, 12:59 AM

☐

Essay #1

This assignment has no default dates.

Basic Written Co...

Wed, Apr 27, 2022, 11:59 PM

2 students

Wed, May 4, 2022, 11:59 PM

☐

Writing Skills

Sun, May 8, 2022, 1:59 AM

Wed, Apr 27, 2022, 2:00 AM

Tue, May 10, 2022, 11:59 PM

☐

Quiz #2

Sat, May 21, 2022, 1:59 AM

☐

Assignment #2 - P...

Mon, May 23, 2022, 12:59 AM



CANVAS WAG SLIDES

TEACH SMARTER,
NOT HARDER!

Put the date in your title.

When you embed in Canvas, students can
use the page navigation to quickly get to
today's date.

The screenshot displays a Canvas LMS page for a course titled "Medical Interventions - 8.14.24". The page header includes the CTE logo and the text "NORTHWEST ISD Career & Technical Education BIOMEDICAL SCIENCES ACADEMY". A navigation menu on the left lists slides from 7 to 17, each with a date. The main content area shows the start of a slide with the text "er! sts you. You will create a 5 slide". At the bottom right, there are links for "Slide 4: why" and "Slide 5: citations".

Medical Interventions - 8.14.24 Wed.

Objectives:

- Slide 7: Medical Interventions - 8.15.24 Thurs.
- Slide 8: Medical Interventions - 8.16.24 Fri.
- Slide 9: Medical Interventions - 8.19.24 Mon.
- Slide 10: Medical Interventions - 8.20.24 Tues.
- Slide 11: Medical Interventions - 8.21.24 Wed.
- Slide 12: Medical Interventions - 8.22.24 Thur.
- Slide 13: Medical Interventions - 8.23.24 Fri.
- Slide 14: Medical Interventions - 8.26.24 Mon.
- Slide 15: Medical Interventions - 8.2...
- Slide 16: Medical Interventions - 8.28.24 Wed.
- Slide 17: Medical Interventions - 8.29.24 Thurs.

Reminders:

- 08.15 - Bring Binders Back to class!
- 08.20 - EIT career presentation (title, lifestyle, skills/certifications/education, why, 2 APA 7 citations)
- 08.20 - Parents and Student eSignature Forms due [tinyurl.com/bsasignatureform](#)
- 08.22 - All 4 Summer Reading Submissions due
- 09.03 - All 4 Summer Reading Submissions due

er!
sts you. You will create a 5 slide
Slide 4: why Slide 5: citations
ons/education, why, 2 APA 7
[/bsasignatureform](#)
[Study Sheet](#)



PROBLEM:

Grading. Grading. More Grading.
And Grading. Also, grading.

CANVAS SELF-GRADED QUIZZES

- “New Quizzes” and their superiority
 - Item Banks: create multiple versions of the same question or questions covering the same topic. (PS, ask Chad for help but be sure to fact-check him)
 - Enhanced Question Types: categorization (students sort into categories), ordering, stimulus (content is provided and then connected to related questions), hot spot (select an area on an image)
 - Shuffle questions, set waiting period between attempts, build on last attempt (only get the questions they got wrong)

CANVAS SELF-GRADED QUIZZES

TEACH SMARTER,
NOT HARDER!

1

Categorization

Question Title 1

2

Add Question Stem...

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can [use the Rich Content Editor](#) or the [HTML view](#) to format and add content to your question stem.

Add Categories

Category 1

Type a category description 1

Type an answer

+ Answer

Category 2

Type a category description

Type an answer

+ Answer

2

+ Category

Locate Thomas Jefferson in the image below.

Draw the hot spot's shape

1 2 3

al Hot Spot
icks within the hot spot will be considered correct

quare Hot Spot
icks within the hot spot will be considered correct

Add Item

Item Banks > History Essay Questions

History Essay Questions

+ All / Random

+

Essay | Item

Investigate the frequency of wars during the history. According to the estimates, only 200 years out of 3,500 were peaceful. Why do you think it is impossible to live without wars? Why do they always happen?

+

Essay | Item

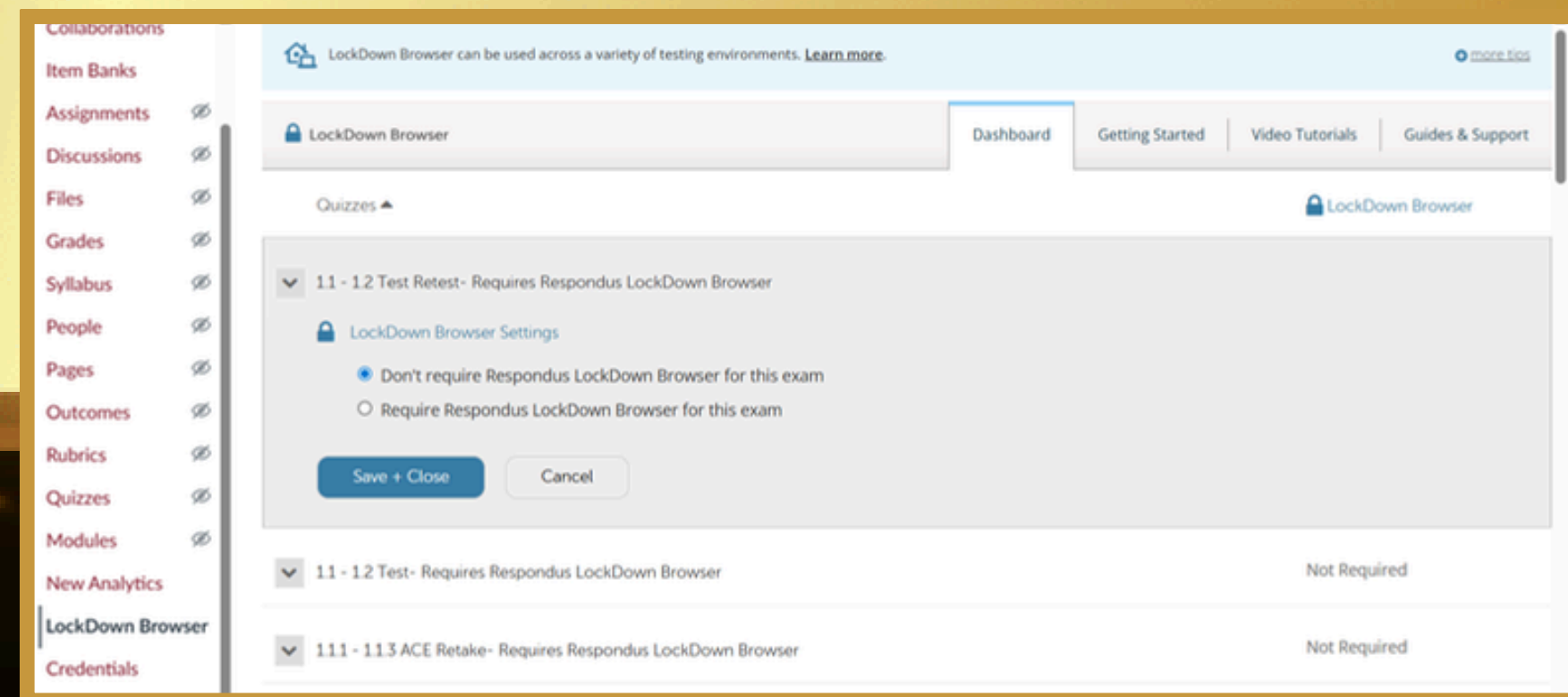
Do you believe that the Cold War could be finished before 1991? Do you agree that only the Soviet Union collapse could have led to the end of the Cold War? What other factors or events could have brought the Cold War to the end?



CANVAS LOCKDOWN BROWSER

TEACH SMARTER,
NOT HARDER!

- All Canvas Quizzes you do not want students using their “resources” on, you should enable LockDown Browser
 - NOTE: LightSpeed doesn't work if LockDown Browser is enabled.
 - LockDown disables any and all apps outside of a Canvas test (unless you add websites)



CANVAS REQUIRMENTS

TEACH SMARTER,
NOT HARDER!

- Use Canvas requirements to lock students out of an assignment until a pre-requisite is complete.
 - Example: They have to submit their lab document to unlock the EOLA (End Of Lab Assessment). I actually only take the grade for the EOLA, which is multiple-choice questions covering the lab, and not the lab document, which is are short-answer response.

The screenshot displays the Canvas LMS interface for a course. On the left, a list of assignments is shown under the heading "Unit 2 LAB Locard's Principle". The assignments are:

- Unit 2 ABSENT LAB Locard's Principle (Aug 28)
- Unit 2 LAB Locard's Principle (Aug 28 | 0 pts | Submit)
- Unit 2 EOLA Locard's Principle (Aug 28 | 4 pts | Submit)

Below this list, another section is visible for "Unit 2 LAB Crime Scene". On the right side of the interface, the "Requirements" section is expanded, showing two options:

- ☐ Complete all: Students must complete all of these requirements.
- ☒ Students must move through requirements in sequential order
- ☐ Complete one: Students must complete one of these requirements.

Below the requirements, the "Content" section shows a list of items that must be completed before the assignment can be submitted:

- Unit 2 LAB Locard's Principle
- Submit the assignment



PROBLEM:

I already have enough to do. I cannot possibly be expected to monitor...

○ CLASSROOM JOBS ○

- “Hire” students to help with attendance, cell phone compliance, Securly pass compliance, answering your classroom door, keeping your room clean/supplies stocked, help absent students catch up, etc.
- Create a reward and/or penalty system and HIRE A RESPONSIBLE STUDENT TO MANAGE ALL OTHER STUDENTS
- What repetitive tasks can you outsource to students? Ask “Chad” for help! Say: I teach _____ and want to teach my students to be more resourceful & independent. I need help creating classroom jobs and a way to reward/penalize students who don’t comply.



POTTY PASSES



- Utilize the Kiosk in Securly Pass (requires iPad or another device)
- Set “auto pass” to 1
- Select your approved destinations
- “Hire” a “Bathroom Bouncer” and a “Receptionist for your classroom
- [Click here for customizable/printable student instructions](#)



PROBLEM:

Too Many Papers, Not Enough Time

○ PARENT SQUARE ○

- Permission Slips & Forms
- “Sign-Up Genius” functionality for parent/teacher conferences or volunteer signups
- Reminders for parents & students (schedule these!!)
- Create groups for extra-curricular activities

PROBLEM:

The Never-Ending Late Work Chase

LATE WORK FORM

- Only grade late work once a week (or once a quarter - you do you!)
- Only grade late work if the student has submitted the late work form (this will live in your “Center of Operations”)
- This reinforces the need for students to follow policies and procedures
- Repeat after me: “You completed the assignment at your convenience, so I will grade it at mine.”
- [Click here for a copy of my late work form to customize](#)

GOOGLE FORM TIPS

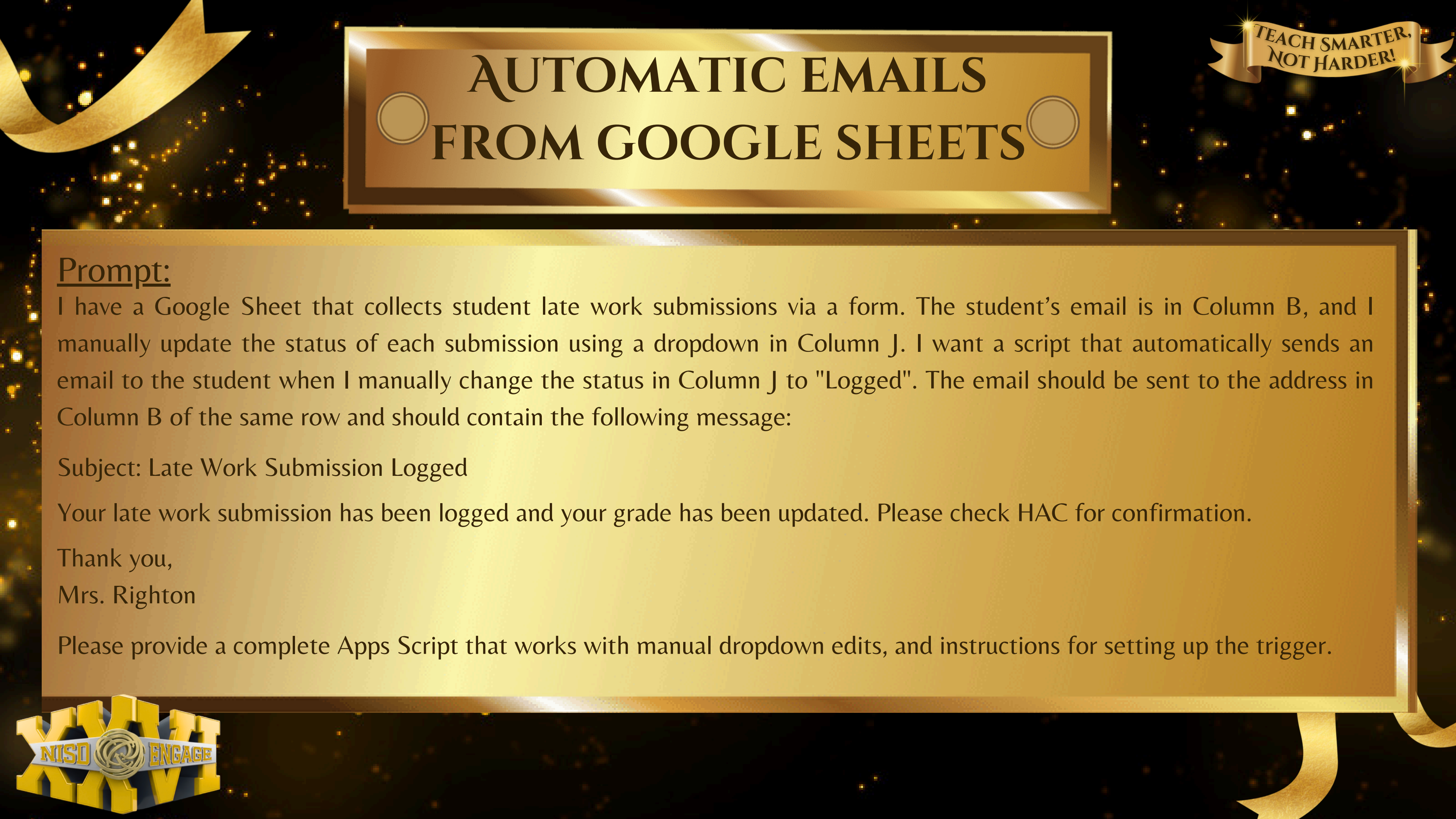
- Set your google form to collect emails automatically - NO NEED TO HAVE A FIELD FOR PEOPLE TO TYPE THEIR EMAIL!!!
- You can “paste” a large list into google forms for multiple choice or multiple answer questions - no need to type it all out!
- You can include a “file upload” area where students/parents can upload images, documents, videos, etc.
- Customize your Google Form with your own graphics/branding

PROBLEM:

Did I already tell them that?

AUTOMATIC EMAILS FROM GOOGLE SHEETS

- Tell your Google Form where to link your responses
- You can choose a NEW Google Sheet or import them into an existing Google Sheet
- Add a column for “Status”
- Make a Dropdown list using: Logged, N/A, etc.
- Copy the prompt on the next slide into AI and follow the instructions.



AUTOMATIC EMAILS FROM GOOGLE SHEETS

TEACH SMARTER,
NOT HARDER!

Prompt:

I have a Google Sheet that collects student late work submissions via a form. The student's email is in Column B, and I manually update the status of each submission using a dropdown in Column J. I want a script that automatically sends an email to the student when I manually change the status in Column J to "Logged". The email should be sent to the address in Column B of the same row and should contain the following message:

Subject: Late Work Submission Logged

Your late work submission has been logged and your grade has been updated. Please check HAC for confirmation.

Thank you,
Mrs. Righton

Please provide a complete Apps Script that works with manual dropdown edits, and instructions for setting up the trigger.



TEACH SMARTER,
NOT HARDER!

BONUS CONTENT



C.R. is a MAJOR PROBLEM



**Use Bcc when sending an email to a group
so that no one can “reply all”**

Bcc: Righton, Crystal X Christian Righton <christian.righton@student.nisdtx.org> X Thomas, Brandon X Deardorff, Kara Lea X

C.R. is a MAJOR PROBLEM

Dear Mrs. Righton

Christian Righton is a huge problem as a student. He's just so amazing that no other student will ever be able to compare so they just mope around wishing they could be a legend, too.

Please teach parenting classes so more students can be this awesome,

Thank you!

Crystal Righton
Business Pathways
817-698-5080 | crystal.righton@nisdtx.org
@MrsRightonBNHS
@MrsRightonMoney
tinyurl.com/CrystalRighton



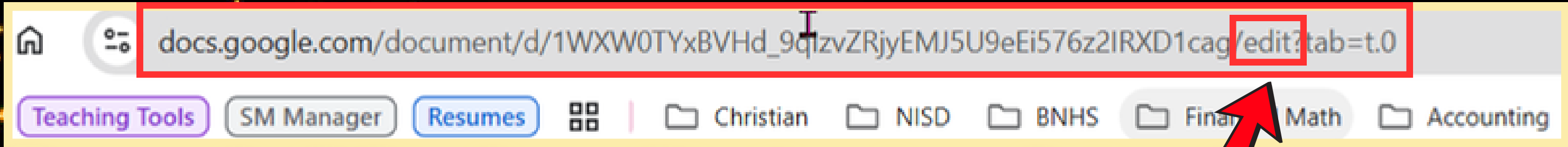
"...I am the decisive element in the classroom. It's my personal approach that creates the climate. It's my daily mood that makes the weather. As a teacher, I possess a tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations it is my response that decides whether a crisis will be escalated or de-escalated and a child humanized or de-humanized." -Raim Gironi

[NISD Non-discrimination Policy](#)



C
O
N
T
E
N
T





Change “edit” to “copy” in the share link to force a copy

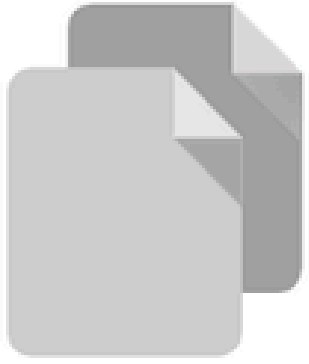


 Google Docs

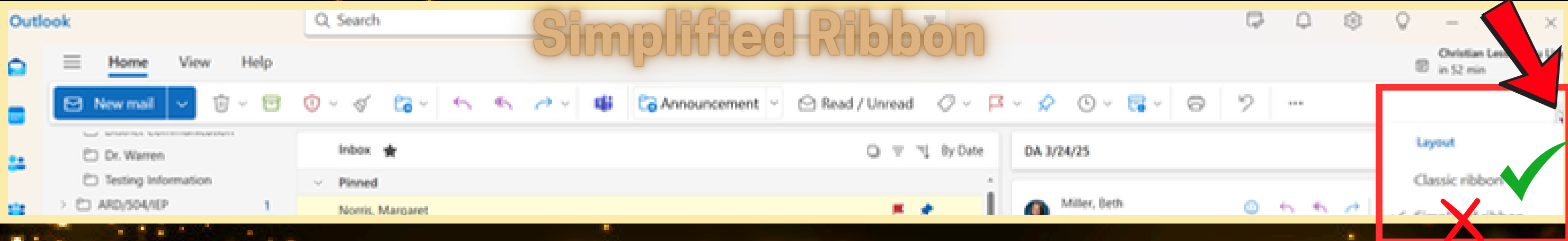
Copy document

Would you like to make a copy of **BNHS Career Prep Training Manual 2024-25** ?

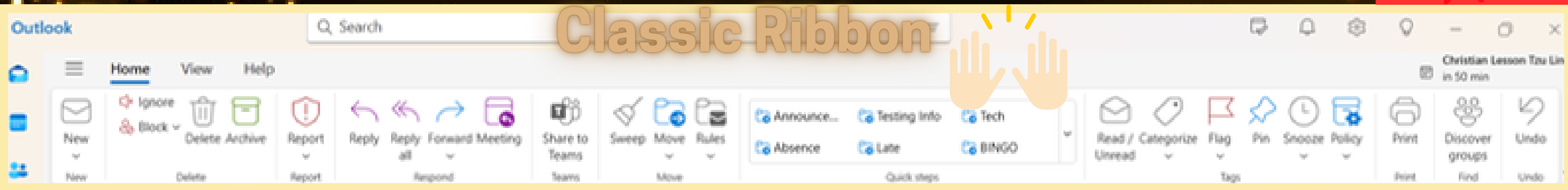
[Make a copy](#)





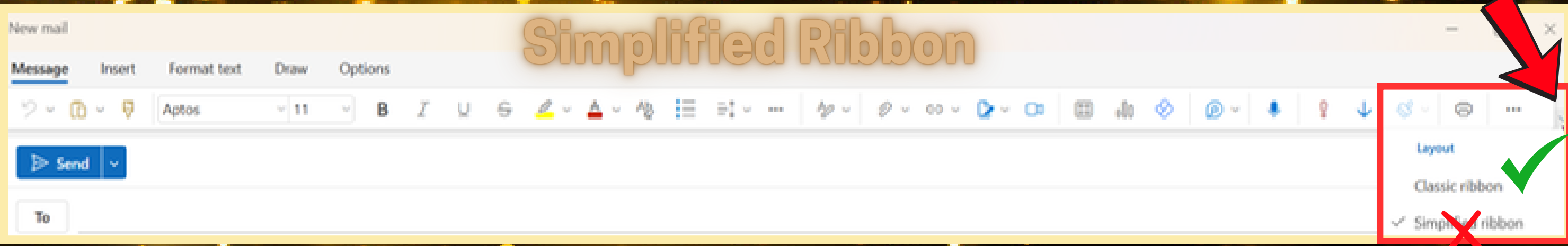


Simplified Ribbon



Classic Ribbon

“Classic Ribbon” is available in your email view, too!



Simplified Ribbon



Classic Ribbon



C
O
N
T
E
N
T

TEACH SMARTER,
NOT HARDER!





C O N T E N T



Pressing “Print Screen” should start either the “snipping tool” or “greenshot” on your computer so you can take a screenshot of anything on your screen. A “plus sign” will appear - just click/hold/drag the area you want to screenshot!

SEARCHING FOR THE
SPARK TO SURVIVE

Repeat after me:

I don't have to do this forever,
but I have to do it today.

Printable!!!

Daily Motivational Quotes

C
O
N
T
E
N
T



○ POTTY TIME! ○

We are going to setup independent/group work stations. Feel free to potty now...

**YOU MUST COME BACK TO
GET CREDIT FOR ATTENDING!**

When you return, find the activity you want to do!

PROBLEM

TEACH SMARTER,
NOT HARDER!

SOLUTION

Reducing mental load for daily tasks
(bell ringers, learning targets based on TEKS, etc)

Repeating yourself &
Absence Procedures

Precious & perfect students
sometimes require reminders

Grading. Grading. More Grading.
And Grading. Also, grading.

I already have enough to do.
I cannot possibly be expected to monitor...

Too Many Papers,
Not Enough Time

The Never-Ending
Late Work Chase

Did I already tell them that?

Finding the *spark* to survive

Chad is your friend but sometimes he lies... he doesn't have an educational need to know! Check <https://ai.nisdtx.org/ai-in-nisd>

Center of Operations
What will you call yours? Ask Chad for help!

Scheduled Canvas Announcements, Canvas Gradebook Emails, use Canvas Due Dates, and Canvas Calendar

Canvas self-graded quizzes with new question types, lockdown browser and module pre/requirements

Classroom Jobs (students will work for you!)
Potty Pass iPad Kiosk Student Instructions

Utilize Parent Square for Permission Slips, Volunteer Signups, Parent/Student Reminders & Groups

Click Here to make a copy of my Late Work Form Template

Ask Chad to help write scripts for Google Form E-Mail AUTOMATIONS!!! Here is a basic template

Repeat after me: I don't have to do this forever, but I have to do it today. Daily Motivation Quotes

○ CONTACT US ○

Crystal: crystal.righton@nisdtx.org
Sammy: samantha.norton@nisdtx.org

ATTENDANCE CREDIT

To receive credit for this session, you must fill
out the feedback survey.
We will use this to track attendance.

<https://tinyurl.com/ENGAGE26FB>

This form needs to be filled
out in the next 30 minutes!

