



Suggested Newsletter Structure

- Feature Stories
- Student Spotlight
- Technology Class Updates
- Login Reports (such as school website)
- Technology Announcements/ Reminders
- Technology Training Dates
- Technology Tip of the Week



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Digital Discoveries

You can access all editions of Digital Discoveries by clicking on the following link:

<http://c-leerussell-homeroom.nge.abss.k12.nc.us>

Scroll down to the section called "Files". Click on Digital Discoveries Weekly Newsletter.

The editions are listed by grade level and dates (Friday weekly editions).

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Electronic Newsletters Digital Discoveries



Conference Wiki: <http://2011nctiesconf.pbworks.com>

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Electronic Newsletters-Digital Discoveries

Newsletter Frequency

- Weekly
- Bi-Weekly
- Monthly
- Quarterly

E-Newsletter Etiquette

- Give the member an option to unsubscribe.
- Do not use multiple punctuation marks (example: !!!).
- Check for misspelled words.
- Use the BCC option to protect the email addresses of newsletter subscribers from spam e-mailers.

Tips From:

<http://businessstreetonline.com/news.php?ax=v&n=10&id=10&nid=1599>

http://www.probono.net/statewebsites/news/article.192942-Tip_of_the_Week_Enewsletter_Etiquette



<http://www.openclipart.org>

15 Newsletter Tips

1. Pre-plan the newsletter.
2. Decide the newsletter frequency: weekly, bi-weekly, monthly, or quarterly.
3. Decide on email or document (such as Microsoft Word or Publisher) newsletter format.
4. Decide on the audience/readers.
5. Explain the goal/purpose of the newsletter to teachers and students.
6. Be sure all students have signed and approved photo consent forms.
7. Develop/design a workable template.
8. Schedule technology integration times with teachers via email.
9. Produce charts and graphs easily through Microsoft Excel.
10. Have clear defined feature stories.
11. Use clear headings and fonts.
12. Always cite sources.
13. Spell/grammar check newsletter.
14. Solicit a reliable proof reader.
15. Publish newsletter in regular intervals (day/time).

Electronic Newsletter Options

1. Attach a newsletter to an email.
2. Create a newsletter through school system website content software.
3. Post newsletter on classroom web page.
4. Create free or low cost electronic newsletters through sources such as:

- www.zeromillion.com
- www.iContact.com
- www.ConstantContact.com
- www.Smilebox.com



<http://www.openclipart.org>