MONTGOMERY COLLEGE

TEACHING TIPS OF THE MONTH
FROM THE MC COMMUNITY

ELITE E-LEARNING, INNOVATION, AND TEACHING EXCELLENCE

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Tip: Name Tents

Goals: 1) to support classroom management and learning students' names 2) to encourage students to track their assignments and course progress
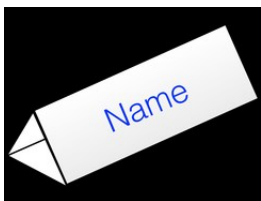
Description: Name tents are often used to help the teacher and students identify each other by name. Learning names is not, however, the only use for name tents. Instructors can use name tents for classroom management tasks such as attendance and grade recording. In addition, students and instructors can use the name tents to communicate and give feedback.

To create the name tents, print templates on one side of cardstock paper. Students fold the cardstock sheet into thirds the long way and handwrite their names (or their preferred name) on one side. Tents can be kept in a basket or box. Students pick up the tents at the beginning of each class and return them to the basket or box at the end.

Example 1: To use the name tents for attendance, print a calendar or template on the back of the name tent. Have each student collect his/her tent at the beginning of class. Add a mark to any tent not picked up on time to note tardiness. For any tent that is not picked up during the class, write a mark to indicate the student's absence.

Example 2: To encourage students to keep a record of grades or prepare for upcoming assignments, print a list of assignments and/or a grading chart on the back of the name tent. Students can refer to the assignment list to prepare for upcoming assignments or record their scores as they receive their graded assignments.

Example 3: Use the back of name tents to exchange information with students. Direct students to write questions or comments in the student section. Reply to their questions or comments in the teacher section. In addition, this template can serve as a formative assessment technique at the end of class to gage what students learned and what still confuses them. If using the name tent for this purpose, you can eliminate the space for teacher comments. After reviewing students' responses, clarify any student questions or misconceptions via email or during the subsequent lecture.

For more information about this tip, contact Stephanie.Talbot@montgomerycollege.edu