**Managing multiple classrooms as a Liaison (or as a Mentor)**

One of the things that I have found most challenging about the experience as a Liaison (and as a Mentor) is keeping track of who is who and what everyone is doing. This year, I was a liaison for two teachers, and mentored one or two teams for each of those teachers. I put together a list of a few things that make the experience more manageable.

**ORGANIZE**

Use an Excel spreadsheet (or Google sheets or something) and enter each group name for a teacher on a page. Every week while doing my Liaison report I would go through each team and make note in the Excel sheet of the last date the students posted and the last date the mentor posted. I would quickly read the back and forth between the mentor and students as well and making any relevant notes. For example: Mentor mentioned he would be away next week to students…that way when he doesn’t post the following week, it is not a point of concern. I would also note what project stage they were at (e.g. data collection, etc.) so I would have a good idea for the Liaison Report. I also copied and pasted any good mentor posts so I could include those in the report as well. Basically, using a spreadsheet formatted for the Liaison report made monitoring groups AND completing the report all that much easier.

**SCHEDULE**

Choose a time to manage all of the teams each week and do it all at once. In my first couple of years with PlantingScience, I would login a couple of times a week, and just browse around, and try to keep who was doing what straight in my head. This year, I set aside Thursdays to systematically work my way through the groups for each teacher and recorded everything in the spreadsheet I previously mentioned. It can get tedious, but when you do it all at once, it gives you an idea of how the class is progressing as a whole and it prevents you from getting confused, particularly if teams have similar ideas or you have multiple mentors that are unresponsive.

**KEEP IN TOUCH**

Staying in touch with your teacher is something I found invaluable this term. If you ask your teacher for weekly updates, it is so helpful in terms of organizing yourself and scheduling yourself too. Knowing about delays in the schedule, snow days or other hiccups makes you all around better at keeping yourself (and the teams) on track. This, in fact, may be the most important part of managing multiple classrooms as a liaison.