

Build Newsletter 15-08-16 Organizational Tips by Martha Stanley Part Two

Theme



15-08-03 Organizational Tips Part Two

2015 Back To School Workshops ~ Red Deer, Calgary, Edmonton, Winnipeg, Toronto

Help! I Have to Teach Music! Your "How to" seminar for teaching K-5 music classes! Red Deer, AB Aug. 18-19th, 2015 9:30-3:30 [Registration Info](#)

2015 Back to School Workshops: (click on city for link) [Edmonton, Aug. 21st, King Edward Hall](#) [Calgary, Aug. 24, Christ Church](#)

Choral Packets are being provided by JW Pepper! All in stock Christmas concerts will be at par - pay Canadian dollars, not US\$ Come and try playing a ukulele!

[Winnipeg August 25th](#) [Toronto dates: Aug. 27-28,](#)

Back to School workshops will feature great new ideas a lesson to teach music room rules, Audience Behavior, and How to Care for the Instruments! (See the lesson at the end of the newsletter)



Organizational 102 by Martha Stanley

This newsletter is authored by long time music teacher Martha Stanley. I'm thrilled to have Martha's expertise and ideas to share with you in this newsletter! Part one was published last week - this is part 2. Thank you Martha!

After you have done the brain-work to establish your main categories (see Organization 101), it is appropriate to start moving materials into those categories. This will be where the idea of "parallel categories" comes into play. Using the same categories you have established earlier, you will now put your materials into those categories using the various types of storage equipment you have. The categories will remain constant throughout your classroom, i.e., parallel.

It is time to consider what kind of storage you have and what you need. Below are some ideas for some of the most typical storage found in schools.

COMPUTER:
You will want to use your computer to store anything you can. In your "documents" file, you should create a folder for each of the categories you have established, adding any sub-folders you know will be useful.

Contact

Canadian Office
#2-4664 Riverside Drive
Red Deer, Alberta T4N 6Y5

US Office
PO Box 309
Danville, WA, 99121

Phone/Fax
1-888-562-4647
(real people answer our phones!)

Email: tvinfo@telus.net

Website:
www.musicplay.ca

Workshops

Artie and Denise 2015

July 26, 27, 2015 Dallas
July 31 - Aug. 1, 2015 Houston
Register at www.musicplay.ca

2015 Back to School Workshops:

(click on city for link)
[Edmonton, Aug. 21st, King Edward Hall](#)

[Calgary, Aug. 24, Christ Church](#)

[Winnipeg August 25th](#)

Toronto - Aug.27-28 Rexdale Alliance Church
[Toronto dates: Aug. 27-28,](#)

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SUMMER COURSES

Kodaly Summer Institute, U Victoria
July 6-17, 2015
[LINK to UVIC INFO](#)
Email prandall@uvic.ca

Kodaly Level 1 at University of Alberta, Edmonton July 6-17
Ardelle Ries and Jody Stark
[U of Alberta Summer Music Academy Info](#)

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Try to avoid sub-sub-folders. Make your goal to get to the information you seek in as few clicks as possible. Find a way to save everything in the cloud for security and also for ease of retrieval. I suggest that you save it in a personal account, not just a free account that the school may provide for you. If you have to change schools or retire, moving all that information to a new account so you can take it with you can be quite a task. I like Dropbox and Google Drive with my own personal gmail address for this and have found it useful to pay for extra storage.

Note that not everything you need to organize will need a computer file. You will need a category for storage of "sound electronics" or "computer electronics", for example. This would include materials such as adapters, 3 prong plugs, headphones, keyboard foot pedals, cords or various types and electric extension cords. They need to go into labeled zip-bags and into a filing cabinet or storage box and will not require a computer category. You should, however, maintain a complete list of all categories in your computer, even those categories that will not require a computer file. Save your list in the computer file called "Parallel Categories" in your "Administrivia" file. I have found that short pieces of hook-and-loop tape are great for organizing cords of all types. I have found that gently winding all cords and fastening them with hook-and-loop tape keeps things much neater and easier to store and retrieve. Keep your eyes open at the dollar-type stores for hook-and-loop "cable ties".

FILING CABINETS:

Make parallel categories in your filing cabinets. All your paper materials can be filed according to your categories. Consider using hanging files, box folders (extra capacity folders) and colored file folders. I found that using green for all my finance files, using yellow for professional development files, and red for any sensitive information (such as IEPs) was helpful. Keep the file tabs color-coded too, if possible.

Separate your Administrivia files from other papers you need to file, and put all of them together in a separate drawer or cabinet. Then decide where to put the remaining materials you need to organize.

STORAGE BOXES:

Don't have enough filing cabinets? Start collecting clear plastic bins with latch closures. They stack compactly and if well-labeled, material is easy to retrieve.

Put categorized items in the boxes, labeling the box twice with a bright colored label placed INSIDE the box in the front and the side. I suggest that the label be made of yellow card stock cut in quarters and written with large, block letters using a black Sharpie. You could print it out but it's more important to be labeled and legible than perfect. If you have opaque storage boxes, label them on the outside using the yellow cardstock, too. The yellow cardstock with black writing is very visible. You will get used to looking for the yellow label when you are searching for materials. Avoid using white or dark colored paper.

Avoid cardboard boxes from now on as storage bins. The ones you must use should be clearly labeled in the front and on the side and should be used as organizers within the large, clear bins.

ZIPPER BAGS:

One of the modern inventions that teachers love most is zipper bags (Ziplocks). They come in sizes from huge to tiny and are supremely useful for storage. Be sure to label them clearly using a black Sharpie. Use the prepared label area or better, insert a large, yellow cardstock label inside the bag. Keep gallon, quart, pint and snack size boxes of zip-bags in your classroom, ready for use. Inexpensive ones with the zipper top work well.

The materials stored in the zip-bags bags can be easily housed in boxes, shelves or cabinets.

As a traveling teacher, I found that zip-bags were indispensable. Everything I carried was in a bag. Student work, handouts, teaching materials, a mini-office with a

Scholarships are available for Kodaly courses!

[LINK TO SCHOLARSHIP](#)

[Information on Orff courses](#)

Resources

What is new at Themes?

EASY UKULELE SONGS



Easy Ukulele Songs Teacher's Guide (C) is an excellent song collection

to teach young beginners to sing and strum on the ukulele. The collection includes 32 folk songs with a performance/accompaniment CD, projectables, chord charts, reproducible student lyrics pages, and links to easy pop songs to play along with. The first 15 songs use just one chord. The next 15 songs are very easy two chord songs, and there are two songs that use three chords. #EUKETG \$25/\$30

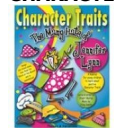
FESTIVALS AND HOLIDAYS



Festivals and Holidays is a musical revue exploring celebrations around the world.

The songs are unison or easy two part suitable for classroom or choir, and staging is simple. Perform all 12 songs, or use just a few. Songs include They're Celebrating Next Door, Oshogatsu (Japan), Carnival (Brazil), The Festival of Lanterns (Korea), Alleluia (Spain), Oktoberfest/Kinderpolka (Germany), St. Lucy Day (Croatia), Happy Diwali (India), Hanukkah, the Festival of Lights, December 6 is a Holiday (Belgium), Christmas in Greece is a Joyful Time, It's Christmas Time in a Country Way (Nashville). The book/CD includes performance/accompaniment tracks, piano/vocal score, reproducible script and vocals, and projectable PDF with audio links. \$25/\$30 <http://musicplav.ca/>

CHARACTER TRAITS



Character Traits is a musical revue that teaches about character through use

of magical hats. Jennifer Lynn finds herself in the mysterious maze of "Life Situations". By her side is a hat maker who has a box of magic hats. Each hat represents a positive human character trait that, when worn, empowers the wearer to demonstrate that particular trait. At the end of the maze she realizes she doesn't really need to wear all six hats to be a better

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miniature stapler and tape dispenser, iPad/computer cords and adapters, each had its own bag that I carried from school to car to school daily in my shoulder bag.

Storing cords in individual zip-bags is a very helpful idea. Use hook-and-loop tape to fasten the gently wound cords and then store each cord in its individual zip-bag. This works very well with headphones and other corded objects and keeps the cords from becoming tangled.

SHELVES and CABINETS:

As you looked at your professional library, you discovered categories. Your books should be organized by those categories on your shelves. How to choose to do that is up to you. By author/publisher? By time of year? By concept? By instrument?

As an example, I found that it worked best for me to store all of Denise Gagne's materials together except for MusicPlay books (and MP materials) and her recorder publications, which had their own categories.

You also have the option of mixing in other items in your category along with your professional books. For example, the notes from a boomwhacker workshop could be filed next to all your boomwhacker scores right there on the shelf in the Boomwhacker category. Or you could file them in your professional development category. You could add a zip-bag with all your extra octavator caps on the shelf as well, keeping all your boomwhacker items in one space. I personally wouldn't do that, but some might find that useful. I stored mine in a zip-bag in the area where the boomwhackers were stored. What works for you?

As you store things on your shelves and cabinets, keep the categories in mind. Store all your percussion hitters/strikers in coffee cans, together by category - mallets, beaters, scraping sticks, etc. Keep all your small metal percussion together in small bins. Keep all your manipulatives for notation in bags and bins stored in the cabinet or on the shelf. Try to containerize all those little pieces and parts so you can put them in a category for easy storage and retrieval. Coffee cans and small plastic baskets can compartmentalize small items easily.

Should you wish to extend your organization one step further to Organization 103 (and spend a lot of time that may be spent better in other ways), you could create a check sheet or spreadsheet on which you track WHERE you have materials stored. This could assist you later in finding materials you may have forgotten about.

For example, for "Primary Notation", I would note materials stored in computer, filing cabinet, storage bins, PowerPoint, Smart Board and ActivBoard. For "Movement", I would check CDs, computer, movement manipulatives, PowerPoint. I would save this checklist as "materials checklist" in the sub-folder "Parallel Categories" in the "Administrivia" folder.

If you can use Organization 103 effectively, then do so! While I find the idea appealing, I would never find the time to do it because the benefits would not outweigh the effort and time required to do it and frankly, I probably would never refer to it. Sometimes we can be over-organized and perfectionistic. I have included the idea for you to consider and use or ignore.

Parallel Categories is a way to create a workable storage/retrieval system for your teaching needs. It is ultimately and totally flexible. The first step is the hardest - creating the categories - but thankfully, you can start small and keep working.

Permission granted to Denise Gagne to publish. Slight edits are permitted.

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The **Musicplay K-6 Curriculum** is sequential, affordable and aligns with state and provincial curriculum from Texas to Ontario! The Complete Digital Package includes

- teacher's guides/CDs
- Digital Resource
- Listening Resource Kits 1-5
- Smart Rhythms 1-2
- Recorder 1-2 Digital
- Movement Songs, Shake it Up, Composing with Boomwhackers.

person. It is the character traits in her heart that matter most. Songs include Responsibility, Courage, Integrity, Kindness, Self-Discipline and Perseverance.

The book/CD includes performance/accompaniment tracks, piano/vocal score, reproducible script and vocals, and projectable PDF with audio links. #C26 \$25/30

<http://musicplay.ca/>

BULLIED



Bullied shows how bullying can occur everywhere, even on

another planet! Bullied can be read in the classroom as a reader's theatre or drama activity, or, if desired, it can be on stage as a scripted reading. Dargo and his two buddies are the school bullies throwing Jupiter dust in Towana's face. The script explores why bullying happens and strategies that the bullied can use. Songs include It Hurts, Alone Is The Game I Play, Nobody Likes Me, Everybody Hates Me, We Have You By Our Side and Confidence Song. The book/CD includes performance/accompaniment tracks, piano/vocal score, reproducible script and vocals, and projectable PDF with audio links.

<http://musicplay.ca/>

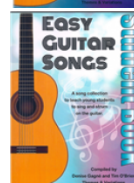
Easy Music Theory



Easy Music Theory is a music theory book for beginning band, choral, general

music classes or for teachers who teach private lessons. A class set of 25 is only \$100 - \$4 each. You can't photocopy a set of theory worksheets for \$4! The teacher's guide includes multiple choice tests that correlate to the sections of the student books - your assessment is done for you!

Easy Guitar Songs - Teacher's Guide and Student Books



The **Easy Guitar Teacher's Guide and Student Book** is a great song collection to teach young beginners to sing and strum on the guitar. The teacher's Guide includes introduction to guitar, music, lyrics, chords and chord charts. It includes 25 folk songs with perf/acc CD, Digital Resources. Kids want to play pop songs - so we've included links to 25 very easy pop songs on YouTube that your students can play with. Order a classroom kit

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To learn more about this curriculum view our webcast:

<https://www.youtube.com/watch?v=OqisGcwAXwM>

While Musicplay is affordable, we realize that some schools have no budget at all except what the music teacher can fundraise for! Apply for a grant to assist with the purchase of Musicplay!
<http://shop.musicplaytext1.ihoststores.com/custom.aspx?id=23>

categoryID=32#grants

We've posted sample lessons with audio embedded and video links so you can try a weekly lesson for any grade. We've also posted the correlations from Musicplay to the Texas TEKS - 100% alignment.

<http://shop.musicplaytext1.ihoststores.com/custom.aspx?id=23>

Audience Behavior Lesson

Process:

- teach the chant either by rote or have the students read the rhythms
- read the ostinato and decide on body percussion to accompany it
- divide your class into two groups and have one group perform the chant and the other the ostinato
- decide on what to use as an introduction and ending
- perform!

Extension:

Divide the class into 5 groups and give each group one line of the poem or the ostinato. Have the students decide how to perform their line using body percussion, non-pitched instruments and / or movement. Have each group teach what they've created to the class. When the class has learned the entire chant with body percussion, movement etc, discuss and decide on the final form. Perform.

The posters illustrating each line of the poem are available for purchase. Visit www.musicplay.ca and search for Poster Packs.

Poster Packs are available for

- **Music Room Rules** (Audience Behavior, Music Room Rules, Instrument Care Rules)
- **Instruments of the Orchestra**
- **Instrument Alphabet**

for \$100 that includes a teacher's guide and 25 student books. The student books/CD are only \$5 ~ you couldn't copy the book/CD for that!

APPS

We've created SIX great apps for iPad or Google devices. If you have a class set of iPads, volume purchasing is available for these apps. [LINK INFO](#)



Vocal Warm-ups for Singers or Choir

This app is based on the warmups book, "Strictly Warmups" by Kerry Heisler. The warm-ups in this collection are organized into five sets. Each set includes a physical warm-up, breath awareness, then five minutes of a variety of mid-range warm-ups.
[Vocal Warmups - iTunes](#)



Learn and Play Recorder

has everything that you need for your beginning recorder classes.
[Recorder App iTunes](#)
[Recorder App Google](#)



Learn and Play Recorder LITE is now available. The first 8 songs

are free!
[LINK to iTunes](#)

[LINK TO GOOGLE PLAY](#)



Rain Rain Story

- is a sound story book that uses the Rain Rain Go Away song, and a poem for students to accompany. This app includes ear training activities and instrument exploration.
[Rain Rain Story app \(iTunes\)](#) [Rain Rain - Google](#)



Note Name Match Game

- 10 levels of Memory to match notes with their letter names. Great for recorder students, piano lessons, beginning band.
[Note Name Match Game \(iTunes\)](#)
[Note Name Memory \(Google\)](#)



Learn and Play Recorder 2

is now available for iTunes and Android devices! This app gives your recorder players 24 songs for two part soprano with optional alto. Naming notes is reviewed, now with interactive practice! Counting music is reviewed, with an interactive name the note value activity. The full score with both regular alto and transposed alto for teachers to project is included.

[Learn and Play Recorder 2 App \(iTunes\)](#) [Google Play-Learn Recorder 2](#)

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