Virtual Band Tips

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Colleyville Middle School

Communication

- Schedule all of your live meetings (Webex, Zoom, Microsoft Teams, etc.) ahead of time so you can embed the links into your parent emails.
- Try to be as consistent as possible with meeting times, this will encourage more participation from the beginning.
- Post at least two weeks in advance, in case you do need to change a time due to a conflict.
- Send your info in an email, in Remind, post in Google Classroom, etc.
- See below - a clear schedule is outlined, with embedded links and any other helpful links listed below.

Webex

Students will only be asked to log onto Webex twice per week. We are going to do ALL beginners on Monday at 10 am, followed by each class period on Tuesday - Friday. Here is the schedule for the next few weeks of closure:

Monday 5/4	Tuesday 5/5	Wednesday 5/6	Thursday 5/7	Friday 5/8
All Beginners @ 10 Percussion @ 11:30	Saxophone @10 Trombone @ 10	Clarinet @ 10 Tuba/Euph @ 10	Oboe/Bassoon @ 10 French Horn @ 10	Flute @ 10 Trumpet @ 10
Monday 5/11	**Tuesday 5/12**	**Wednesday 5/13**	**Thursday 5/14**	**Friday 5/15**
All Beginners @ 10 Percussion @ 11:30	Saxophone @10 Trombone @ 10	Clarinet @ 10 Tuba/Euph @ 10	Oboe/Bassoon @ 10 French Horn @ 10	Flute @ 10 Trumpet @ 10

Beginner Webex - these links will not change!

- Every Monday @ 10:00 AM (ALL beginners together)
  - Access Here
- Monday @ 11:30 (Percussion)
  - Access Here
- Tuesday - Friday @ 10:00 AM (By class period/instrument)
  - **Woodwind**
    - Saxophone
    - Clarinet
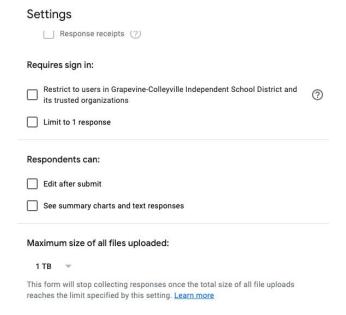   - Oboe/Bassoon
    - Flute
  - **Brass**
    - Trombone
    - Tuba/Euphonium
    - French Horn
    - Trumpet

Important Links and Resources

- Band Solo Form
- Band Audition Form
- Karate Pass-Off Spreadsheet
- Karate Reference Recordings
- Practice Guides

Google Form Recording Submissions

- Have your students upload their recording assignments in a Google Form - directly from their device.
- You will have to explain step-by-step how to do this - I would create a handout.
- Post the links everywhere - Google Classroom, weekly emails, Canvas, etc.
- [Beginner Example Form](#)
- [Honors Band Example Form](#)
- When creating your form, there are a couple changes that need to be made in order for students to upload their files:
  - Make sure anyone with the link can submit (in case they are using a personal or parent email address)
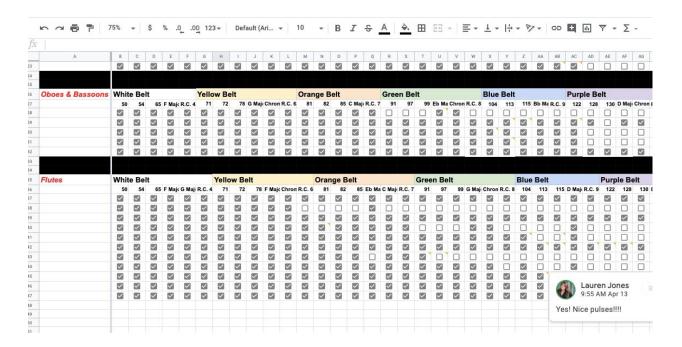 - Make sure the file size is changed to the largest - 1 TB.

Online Pass-Off Sheets

- Create an online spreadsheet where students, parents, and directors can keep track of progress and see immediate feedback.
- All students can see who has passed off what and have access to view the comments and comment themselves, but they cannot edit the document or uncheck any boxes.
  - To add the check boxes:
    - Highlight the cells you want to have check boxes in.
    - Click 'Insert' in the toolbar above.
    - Click 'Checkbox'.

- ○ To make the document 'comment only':
  - ■ Click on the 'Share' button in the top right corner.
  - ■ Under 'Get Link', click 'Change'.
  - ■ Change settings to 'Anyone with the link' and put it as a 'Commenter'.

- ○ To add comments:
  - ■ Right click on the cell you want to comment in.
  - ■ Click 'Comment'.
  - ■ Once your comment is entered, you can reply to add more feedback and your students can reply with comments and questions.

High School Student Mentors

- Email your high school directors or high school students to see if there is any interest in mentorship. HS Band Leadership is a great place to start!
- You can create a Google Form for the HS director to send out to leadership, that way you will be given contact information directly.
- Let the high school students know this can count as service hours for any organizations they are involved in and looks great on college applications :)
- Invite the HS students to your live meetings and introduce them and have them model.
- If you are not having any live meetings, you can send individual emails to the middle school students (and their parents) giving them the contact information for the high school student, so they can reach out.
- I start with students who are not currently enrolled in private lessons to give them the help they need.
- Since I am a split feeder, I try to assign my middle school students to someone attending the high school they are zoned to attend.
- The high school students typically reach out over FaceTime, but also use our district approved app - Webex. It depends on preference.