

**Greetings Teachers. Thank you for making Music Workshop's program a reality in your school.**

**Your Course Includes the Following Materials:**

1. **Instruction sheet for Teachers** (this document)
2. **Three Downloadable Videos K-2 and 3-5 and 6-8 versions** (Exception: Careers In Music 3-8 only) Always download videos onto the computer that you will be presenting on or use a zip drive – do not try to stream video for class presentation.
3. **K-2<sup>nd</sup> grade Q&A Handout** (print out one copy of grade appropriate Q&A)
4. **3<sup>rd</sup>-5<sup>th</sup> grade Q&A handout** (print out one copy of grade appropriate Q&A)
5. **3<sup>rd</sup>-8<sup>th</sup> grade Q&A handout** (print out one copy of grade appropriate Q&A)
6. **Sound Bites** please make copies for **all students** and send home after course has been taught (you can email document to parents if you don't want to send home a hard copy)
7. **Fill-in sheet 3<sup>rd</sup> – 8<sup>th</sup> grade – This is optional.** If you want to use it, then make copies for all of your 3<sup>rd</sup>-5<sup>th</sup> or 6<sup>th</sup>-8<sup>th</sup> grade students to fill out during the course presentation. This document is a good tool but should not be required, as the information is delivered quickly and could be hard to keep up with.
8. **Word Search/Activity Sheet - This is optional** for all students 3<sup>rd</sup> -8<sup>th</sup> grade
9. **Coloring Sheet- This is optional** for all students K -2<sup>nd</sup> grade

**Program Directions**

1. Watch the training video before teaching your first course (located on the platform “home” page)
2. Schedule time to execute the program (during school hours – 40 min of time is needed or you can break it into 4 – 10 minute segments or 2- 20 minute segments/ per course)
3. Review the course and become familiar with the information and lesson execution (Q&A sheet/video)
4. Have the appropriate Q&A worksheet to execute the program (K-2, 3-5 or 6-8)
5. Confirm that materials are prepared for your class (reference information above)
6. Confirm that you have the right equipment to execute the program (ie. a computer and projector)
7. Have pencils ready for the class if you choose to use the fill-in sheet
8. **Present the program as detailed on the Q&A sheet**

Please don't hesitate to call or email us with any questions or concerns.

Amy Richter  
Executive Director  
[amy@musicworkshopedu.org](mailto:amy@musicworkshopedu.org)  
503-709-7700

Amy Hall  
Program Facilitator  
[amyh@musicworkshopedu.org](mailto:amyh@musicworkshopedu.org)  
503-330-0377