Texas Bandmasters Association
Convention/Clinic July 21-23, 2022

Band Directors Wear Many Hats: Let Technology Help You Manage the Load and Save Time

CLINICIAN:
James Hargreaves

Band Directors WEAR MANY HATS

LET TECHNOLOGY HELP YOU MANAGE THE LOAD AND SAVE TIME

Pro-Tip:

Download this handout from the GuideBook App and "SAVE TO" or "OPEN IN" another app to take notes on your device:

- **My favorite apps for this purpose** *(available on Apple Devices)*:
  - Notability
    - *Free for basic version. $11.99/year for the full version*
  - Goodnotes
    - *Free for basic version. One time payment of $7.99 for the full version*
  - Apple Notes
    - *Free. Automatically comes installed on any apple device.*

Where to find help for any of the topics in this presentation:

www.AMBandDirector.com

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Before We Get Started

Ask Yourself ...

WHAT ARE YOUR WEAKNESSES?

WHAT ARE YOUR STRENGTHS?

Then ...

CONSIDER YOUR ABILITIES IN EACH OF THE FOLLOWING AREAS, AND

Rate your skills from **1** to **10**

> **1 to 3:** *Least confident;* highest stress.
>
> **4 to 7:** *Comfortable* but still struggle at times.
>
> **8 to 10:** *Very confident;* could teach this to other directors.

CLASSROOM MANAGER

TEACHER

PEDAGOG

PROGRAM MANAGER

CONCERT HOST

RATE YOUR SKILLS ON THE NEXT TWO PAGES
-OR-
USE THE FORM LINKED BELOW:

CONDUCTOR

COMPOSER / ARRANGER

SCAN ME

Click on the QR-code above or go to:
AMBandDirector.com/TBA

VACATIONER

RECRUITER

YOU CAN ALSO USE THE NEXT TWO PAGES FOR REFERENCE

COMMUNICATOR

CONDUCTOR

Strengths:
- Selecting music
- Knowing your score
- Knowing your ensemble
- Hearing the score in your head *(what you want it to sound like)*
- Hearing the ensemble *(what it actually sounds like)*
- Running great rehearsals so you can pull off a GREAT PERFORMANCE

1 to 3:	4 to 7:	8 to 10:
Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident; could* teach this to other directors

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

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Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident; could* teach this to other directors

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

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PEDAGOG

Strengths:

(Rate TWICE: Once each for your primary & non-primary instruments)
- Teaching fundamentals
- Teaching proper technique
- Identifying and fixing common repair or maintenance issues
- Helping students become masters of their instrument

COMPOSER / ARRANGER

Strengths:
- Writing out exercises and etudes where needed
- Adjusting music and rewriting parts for your ensemble
- Working quickly and easily with music notation software

1 to 3:	4 to 7:	8 to 10:
Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident; could* teach this to other directors

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

_____

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1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

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TEACHER

Strengths:
- Planning and delivering engaging and goal-oriented lessons
- Balancing short term goals (the next concert) with long term goals (skill development)
- Working as a team with other teachers on campus
- Working with campus admin and district admin

CLASSROOM MANAGER

Strengths:
- Behavior management and redirection
- Implementing clearly defined <u>rules</u>, <u>expectations</u>, and <u>consequences</u> in a consistent and fair manner
- Creating a positive, safe, and supportive classroom environment for all students

1 to 3:	4 to 7:	8 to 10:
Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident; could* teach this to other directors

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

_____

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PROGRAM MANAGER

Strengths:

- Time management and organization
- Managing finances and inventory
- Managing staff
- Working with vendors *(Ordering the right items, in the right quantity, on time)*
- Event planning and facility reservations
- Calendar coordination and resolving scheduling conflicts
- Trip planning and bus reservations

1 to 3:	4 to 7:	8 to 10:
Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident;* could teach this to other directors

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COMMUNICATOR

Strengths:

- Using Email efficiently and effectively
  - Responding to messages quickly
  - Communicating REGULARLY with parents, students, admin, and the school community
- Website usage and development
- Using branding and graphic design principles
- Presenting messages that are clear and concise, both in electronic and verbal formats

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CONCERT HOST

Strengths:

- "Before-the-concert" prep:
  - Planning your concert setups, making percussion packing lists, creating and printing concert programs
- "Day-of-concert" prep:
  - Physically setting up and breaking down all the chairs, stands, and equipment
  - Public speaking
  - Presenting your ensemble to the public

1 to 3:	4 to 7:	8 to 10:
Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident;* could teach this to other directors

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

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1 to 3:	4 to 7:	8 to 10:
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1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

RECRUITER

Strengths:

- Speaking with 5th graders / 8th graders about your program
- Getting kids excited about your program (putting on a show!)
- Organizing a **Recruitment Tour** to your feeder schools
- Organizing and running a **Recruitment Drive** for incoming students *(Instrument Selection Night for 5th graders / Onboarding process for 8th graders)*

VACATIONER

Strengths:

- Taking time away from the job
- Enjoying life outside of the band hall
- Spending time with family, friends, and hobbies
- Having fun!

1 to 3:	4 to 7:	8 to 10:
Least confident; highest stress.	*Comfortable* but still struggle at times	*Very confident;* could teach this to other directors

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

TODAY'S PLAN

1 ## My Philosophy & Daily Hardware Setup

- There is no shame in not knowing. Life is Learning. Embrace Curiosity!
  - *"To master a new technology, you have to play with it." - Jordan Peterson*

- Hardware I use:
  - Apple MacBook plugged into the projector and speaker.
  - iPad plugged into the Macbook and displayed to the kids through Quicktime.

2 ## The HATS we wear & HOW we wear them

- *BALANCE is important* - both in music and in our daily workload.
  - Evaluate your strengths and weaknesses as well as those of your staff.
  - Balance out the many tasks among your staff *(where possible)*, playing to everyone's strengths so that **everything gets done** and **done well**.
  - But ... DON'T NEGLECT YOUR WEAKNESSES!
    - **Every Director on staff should strive to level up in every area, especially where they are weak.**

- You can use the idea of the "HATS WE WEAR" to help you *set goals:*
  - For your T-TESS Goals this school year.
  - And to frame our discussions of TECHNOLOGY.

- ***NUMBER OF TECH TOOLS TO LEARN > NUMBER OF HOURS IN A DAY***
  - Focus your time and energy where it will count the most.

3 ## TECH TOOLS Walk-through

- Digital Note-Taking / Digital White Boards
- Canva / Document Creation
- Email and Website Management (Communications)
- SPREADSHEET MAGIC!!!!!!
- iDoceo (Gradebook App)
- Tonal Energy Tuner
- Other Music (and non-music) Apps

4 ## FOLLOW UP and QUESTIONS

- Pick your New FAVORITE TECH TOOL.
  - How will it help you balance the load and save time?
- What SKILLS are you going to try and master this school year?
- Which HAT will you try to wear more often?
- What topic do you want to investigate now and learn more about?

MY PHILOSOPHY & DAILY HARDWARE SETUP

There is no shame in not knowing. Life is Learning. Embrace Curiosity!

"To master a new technology, you have to play with it." -Jordan Peterson

Hardware connections I use every day:

- Audio cable running from speaker system into MacBook
- MacBook plugged into the projector
- iPad plugged into a MacBook →
  - Display iPad screen on Mac with ***QUICKTIME PLAYER***
    - With the iPad connected, **OPEN** Quicktime Player on the Mac.
    - Go to FILE --> NEW MOVIE RECORDING
    - Switch Camera and Microphone to your iPad
      - *Use the little arrow next to the red record button.*
      - *Adjust volume and maximize the screen and you are all set!*
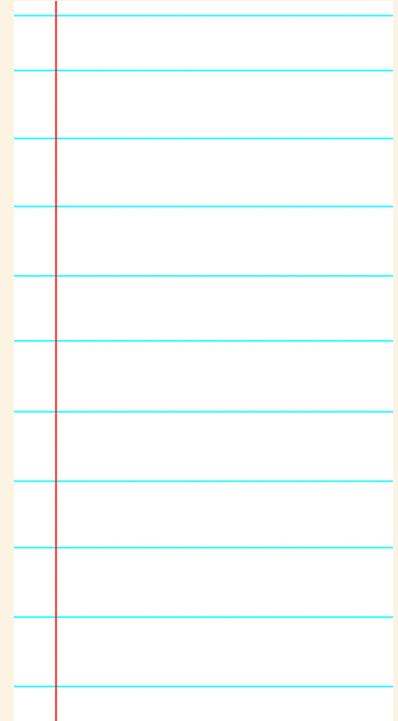
Sometimes I will also use:

- An iPad plugged directly into the projector and speaker
  - *Instead of through the computer.*
  - *This will minimize audio delays for rhythm and timing-related apps.*
- A separate Bluetooth Mouse/Trackpad can also be helpful.
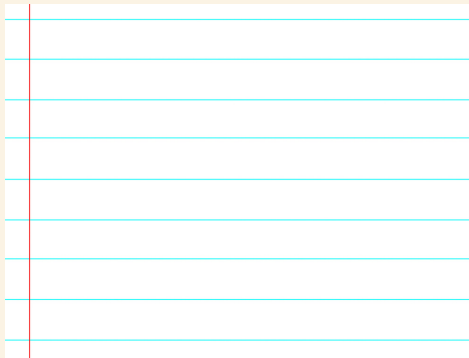
Device Settings to play with on a Mac or iPad:

- Dock, Mission Control, Spotlight, Do Not Disturb, Display, Keyboard Shortcuts, Gestures, Text Replacement, Siri Shortcuts, Split View, Slide Over, Screenshot, and more!
- Read the manual for your device to discover all that it can do!

The Hats we Wear

- What are our strengths and weaknesses?
- How can we balance our responsibilities?
- Where should we focus our time?

CLASSROOM MANAGER

TEACHER

PEDAGOG

PROGRAM MANAGER

CONDUCTOR

CONCERT HOST
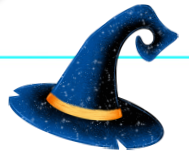
COMPOSER / ARRANGER

RECRUITER

COMMUNICATOR

VACATIONER

Review your Ratings and Set Some Goals

- WHERE DO YOU SEE ROOM FOR IMPROVEMENT?
- PICK 1 OR 2 HATS YOU WILL TRY TO LEVEL-UP THIS SCHOOL YEAR.

My Favorite
TECH TOOLS & STRATEGIES

SAVE (ALL) YOUR TEACHING IDEAS!

DIGITAL NOTETAKING / DIGITAL WHITEBOARD APPS

- **GOODNOTES**
  - Costs $, Excellent for artistically marking up music, calendars, to-do lists, and more!
- **NOTABILITY**
  - Costs $, Excellent for use in class to teach material, convey musical concepts visually, and display the goals for the class.
- **APPLE NOTES**
  - Free with an Apple Device. Good all-around note taker.

TEACHER

PEDAGOG

CONDUCTOR

PROGRAM MANAGER

GOOD FOR HELPING YOU:

- Develop and Display Lesson Plans.
- Convey Important Musical Concepts Quickly and Easily.
- Save Notes and Teaching ideas to use later.
- Keep track of your program calendar (*replacing the old paper calendar*).

3

My Favorite
TECH TOOLS & STRATEGIES

BE CREATIVE...VISUALLY!

CANVA / DOCUMENT CREATION

- **CANVA**
  - Create any type of image, document, or presentation.
  - Thousands of pre-built templates available to make it easy to use the software the first time.
  - The perfect number of tools to help you learn and use good graphic design fundamentals.
- **Google DOCS, Google SLIDES**
  - The new standard. Like everything else online, your docs and slides are always backed up and saved, are accessible from any device, and are easy to create, edit, and share.
- **Band Seating Chart maker: www.bgreco.net/band**
- **Other Graphic Design Apps worth trying:**
  - Union, Assembly, Adobe Fresco

COMMUNICATOR   **RECRUITER**

CONCERT HOST   **CLASSROOM MANAGER**

GOOD FOR HELPING YOU:

- Put together handouts, fliers, and posters for recruitment.
- Make an eye-catching **program** for your next **concert!**
- Clearly communicate your classroom **expectations** and **seating arrangement** visually.
- Make all the graphics you need for your new band website!

3

My Favorite
TECH TOOLS & STRATEGIES

COMMUNICATOR

PROGRAM MANAGER

TEACHER

RECRUITER

GOOD FOR HELPING YOU:

- Keep open and clear communications flowing.
- Keep your program running smoothly with less confusion and conflict.
- Stay in contact with parents about their students.
- Communicate with the parents of future band students.

A FEW WORDS ABOUT:

EMAIL & WEBSITE MANAGEMENT

- **Develop and Hone YOUR System for managing Email**
  - Limiting your time in your inbox, working toward Inbox Zero, etc...
- **Make use of the Best Features of OUTLOOK and GMAIL**
  - Use automations to sweep, archive, and sort messages
  - Work through the settings of your program - optimize it!
- **Create and Manage a Website (YOUR COMMUNICATION HUB!)**
  - Google Sites *vs.* other website builders
  - Google Domains *vs.* bit.ly links
- **Using REMIND to get the word out**
- **Using Social Media ...**

My Favorite
TECH TOOLS & STRATEGIES

PROGRAM MANAGER

COMMUNICATOR

CONCERT HOST

RECRUITER

TEACHER

GOOD FOR HELPING YOU:

- Manage and track ALL THE DATA you need to properly run your program!
- Pull a list of parent emails, filtered to the exact group you need to contact.
- Coordinate with your feeder schools during recruitment, especially for assigning instruments to 5th graders.
- Pull a list of student names for your concert program.
- Track student progress across time.

GET YOUR PROGRAM ORGANIZED WITH
SPREADSHEET MAGIC

- **Why advance your skills in spreadsheets?**
- **Tips for using Google Sheets (or Excel)**
  - Student List Organization Tips
  - Inventory Organization Tips
  - Financial Organization Tips
  - Music Library Organization Tips
  - Creating a DASHBOARD, using links, and sharing
- **Where to find help**
  - www.BenLCollins.com
 - "Learn Google Spreadsheets" - YouTube Channel

My Favorite
TECH TOOLS & STRATEGIES

GET YOUR CLASS ORGANIZED WITH

iDoceo *(App for Mac, iPad, iPhone)*

- **The __BEST__ Classroom Management App for TEACHERS!**
- **Prime Features:**
  - Mobile Gradebook
    - Connect student names with faces.
    - Use Rubrics and custom grading systems to evaluate students and track their progress over time.
  - Seating Charts - completely customizable!
    - Fast and Easy Attendance marking.
  - Random Name-Picker Wheel - for names, pass-offs, etc...
  - Diary for Lesson Planning.
  - Notes for a Digital Whiteboard.
  - Connects to your Calendar App.

CLASSROOM MANAGER

CONDUCTOR

PEDAGOG

TEACHER

PROGRAM MANAGER

GOOD FOR HELPING YOU:

- Learn all your student names.
- Record evaluations of any type quickly and easily.
- Track student progress on skills, scales, and techniques over time.
- Group students by instrument or with a seating chart to monitor behavior and make notes on each student.
- Easily update your mobile gradebook from your Student List Spreadsheet.

My Favorite
TECH TOOLS & STRATEGIES

THE APP EVERYONE USES ... BUT NO ONE HAS MASTERED

TONAL ENERGY TUNER

How to Learn what it can do...

- READ THE USER GUIDE! - In Settings/Preferences.
- Gestures matter - Double taps, Holds, Swipes, and Two-finger taps all control different things. Experiment and discover!
- Every page has multiple buttons to control various things.

Key Tips and Tricks to play with on each screen:

- **Tuner**
  - Target Options *(Tone Meter, Show Note Start Tuning, Smile options)*
  - Instant Pitch Reference *(by tapping on the circle)*
  - Auto Reference Notes *(microphone button - turn on "Hold First")*
  - Activity Tracker *(Start New Timed Event, Show Current Session)*
  - Check your Mode and Range settings *(Voice vs Wind vs Strings)*
- **Metronome**
  - Advanced vs. Simple *(Top Left button)*
  - Voice Count-In *(1-2-3-4- Button on right)*
  - Metronome Assistant *(Automatic tempo changes, bar and beat silencing)*
  - Preset Group *(make a click track for each song, with all tempo & meter changes)*
- **Tone Wheel (Sound page)**
  - Instrument Sound selection *(including Full-Range versions)*
  - Instant Pitch Reference *(Tap center of circle to play most recently heard pitch)*
  - Pitch Grid & Keyboard View
  - Auto Exercise Creator
- **Analysis**
  - Waveform/Pitch vs, Spectral vs. Harmonic vs. Note Staff vs. Interval Trainer
  - Gear icon: Show Pitch, Show Tone, Show Beats
  - Double tap to freeze the analysis. Two-finger tap to make it full-screen

CONDUCTOR TEACHER PEDAGOG COMPOSER / ARRANGER

GOOD FOR HELPING YOU:

- Create click tracks to help you AND your students be consistent with time.
- Teach the visual learners in the room how to understand variations in tone, volume, intonation, and timing.
- Map each student's playing abilities over time, both in range of notes learned and in tuning tendances for their instrument.
- Load and evaluate recordings, identify tempos and notes while transcribing, work out melodies with the built in keyboard.

My Favorite
TECH TOOLS & STRATEGIES

PEDAGOG

PROGRAM MANAGER

COMMUNICATOR

CONDUCTOR

TEACHER

COMPOSER / ARRANGER

CLASSROOM MANAGER

AND THERE IS SO MUCH MORE!

OTHER MUSIC APPS
(AND WEBSITES)

RHYTHM SKILLS
Rhythm Sight-Reading Trainer
http://4four.io (Rhythm Website)
EasyBeats3 (Drum Machine)

REFERENCE
Fingerings   iImprov

THEORY
Tenuto (MusicTheory.net)
XBeats

EAR TRAINING
ThetaMusicTrainer
inTune   Musiclock

NON-MUSIC APPS
(AND WEBSITES)
Clocks   Scanner Pro
Teleprompter   Otter   Speechify
BetterSleep (formerly Relax Melodies)
www.online-stopwatch.com

RECORDING
Acapella
SoundTrap

Time for the
FOLLOW-UP

Questions?

DIGITAL WHITEBOARD APPS

Pick your FAVORITE
NEW TECH TOOL

TONAL ENERGY TUNER

EMAIL & WEBSITE MANAGEMENT

IDOCEO (GRADEBOOK APP)

What skills are you going to try to master this school year?

CANVA / DOCUMENT CREATION

OTHER MUSIC APPS/WEBSITES

SPREADSHEET MAGIC

PROGRAM MANAGER

CLASSROOM MANAGER

TEACHER

PEDAGOG

CONDUCTOR

Which HAT will you try to wear more often?

How will you use technology to balance the load this school year?

COMMUNICATOR

RECRUITER

VACATIONER

CONCERT HOST

COMPOSER / ARRANGER

Thanks for coming!

Let me know if you have any questions.