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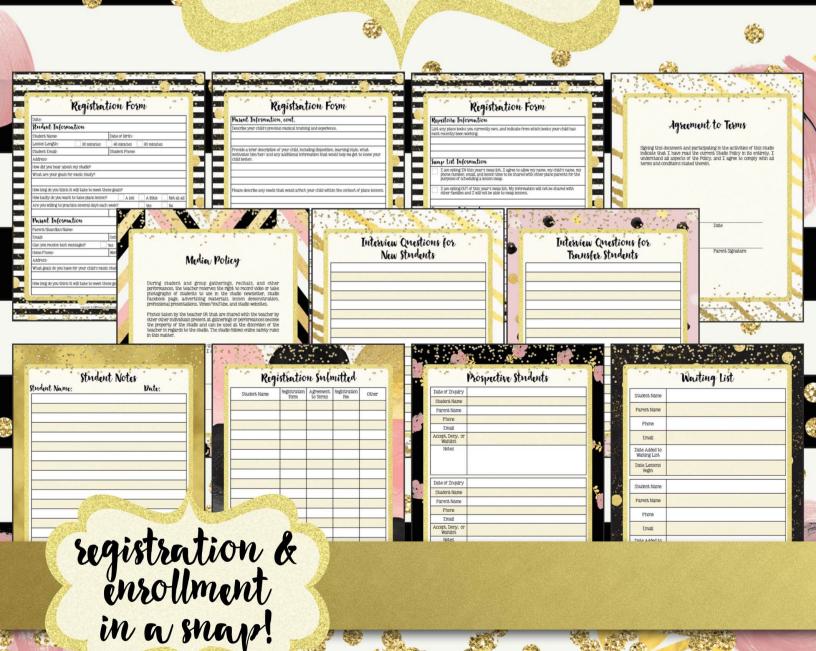
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Section 3 Procedural & Financial



Section 4 Registration



Section 5 Lesson Planning & Assessment

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Section 6 Communication

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Section 7 Performance

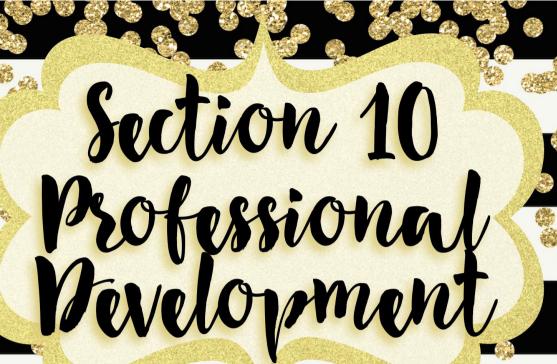


Section 8 Studio Themes & Supplies

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Section 9 Technology

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tools to track your own growth





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	Perpetual Monthly Calendars August through July
	2017-2018 Monthly Calendars August through July
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Using This Product

Please note: This product is for a single user/studio only. If you are operating a larger studio with multiple teachers, please purchase an additional license for each teacher.

These pages can be printed and bound at your local office supplies store, or you can print only the pages you need and 3-hole punch them to add to a binder. See the following pages for more ideas of how you can customize this kit to suit your needs.

You can print as few or as many copies of each page as you need, and you can print only the pages you need! This is such a versatile product that will make running your studio much easier.

Two versions of the Piano Teacher Survival Kit are available in this download:

- 1. Non-editable, print-and-go version with chic & glam page backgrounds
- 2. Editable version in PowerPoint in which you can type your own information onto each page by adding text boxes and tables, with chic & glam page backgrounds

I used the following fonts in this product (in case you'd like to download the same fonts and use them in your editable version). KG Be Still and Know can be downloaded free (personal use only) from Kimberly Geswein Fonts on Teachers Pay Teachers. Imperfect is available for purchase at CreativeMarket.com.

KG Be Still and Know Imperfect

If you need an additional page or form that is not currently part of this kit, leave a comment in this product's Q&A section and I'll be happy to add it to the kit as I make yearly updates.

If you have questions about this product, send an email to melody_payne@yahoo.com

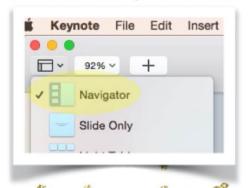
Thanks so much for purchasing this kit! I hope it is everything you need it to be!

Customizing This Product, 1

This product is editable, which means that you can change the text, fonts, and tables, as well as where they're located on the page, but the backgrounds and clipart cannot be changed due to the graphic artists' terms of use.

Duplicate the original document so that you always have a backup. Rename the duplicate whatever you like. Within the duplicate, you can do the following things to truly customize this survival kit to suit your needs.

- 1. In the duplicate (not the original), you can delete the pages that are unnecessary to your survival kit, such as these pages of directions, the cover page if you'd like to use a different one (such as one of the designs included in the coordinating Binder Inserts that are a separate download), and any other pages you will not need.
- 2. When you're working in PowerPoint, Keynote, or Google Slides, you can add slides if you need to add a page, and you can duplicate a slide if you would like to have multiple copies of the same page. For example, let's say you have 4 seniors who will be giving senior recitals this year. You'll want to duplicate the Senior Recital page enough times that you have enough copies of that page for each student who is preparing a senior recital.
- 3. If you want to print the pages front & back, many printers allow you to change the settings to allow you to do this. For example, my HP 8610 allows me to print double sided if I want to. Do a couple of test pages prior to printing the entire document double sided, and be sure the pages face each other in the way that you want them to. For example, the Lesson Planning and Lesson Assignment pages work very well if they face each other when the survival kit is open.
- 4. If the pages are not in the order you'd like to print them, you can rearrange the order of the slides in PowerPoint and Keynote by dragging the thumbnails from their original location to the location you want them. In Keynote, for example, when you open the document, select Navigator from the View options to view the thumbnails of the slides.

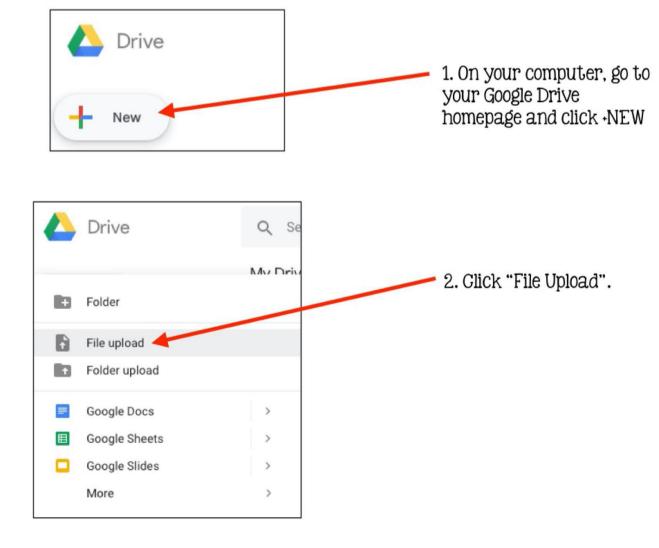


Constomizing This Product, 2

- When you're working in PowerPoint, Keynote, or Google Slides, you can duplicate a slide if you would like to have multiple copies of the same page. For example, let's say you have 2 different versions of the January calendar, each with different events. You'll want to duplicate the January page enough times that you have enough copies of that page for each different set of events you need (5th grade events, school-wide events, etc.).
- 2. To customize this editable product, all you need to do is open the PowerPoint document (Keynote if you're a Mac user), or upload it to Google Slides (instructions on the next page), type directly into the calendar tables, and change the font size, font, and/or font color to suit your needs. The font I used to type the names of the months is called "Imperfect" and it can be purchased at <u>GreativeMarket.com</u>. The font I used here is called "KG Be Still and Know" and can be downloaded from TpT (free for personal use only).
- 3. If you have additional questions about this product, please contact me at https://melodypayne.com/contact/ and I"ll be happy to answer them!

Google Vrive Instructions, 1

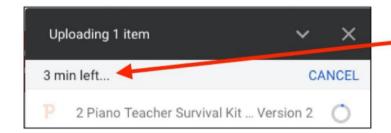
- 1. You'll need a Google account if you don't already have one. You can sign up here: https://gsuite.google.com/learning-center/products/quickstart/#!/
- 2. After you've signed up (or logged into your Google account), go to Google Drive https://drive.google.com
- 3. OR Go to your Google Slides homepage or Google Drive, and then follow step 1.2 here: https://gsuite.google.com/learning-center/products/slides/get-started/#!/



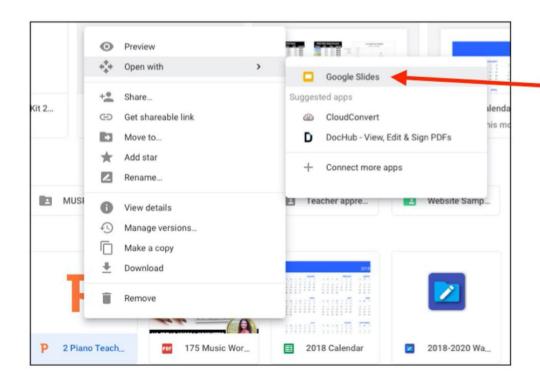
Google Slides Instructions, 2



- 4. Locate the PowerPoint/Google Slides file that is included in the download from TpT, wherever you saved it to your computer after you downloaded it. Glick it.
- 5. Then click the "Choose" button.

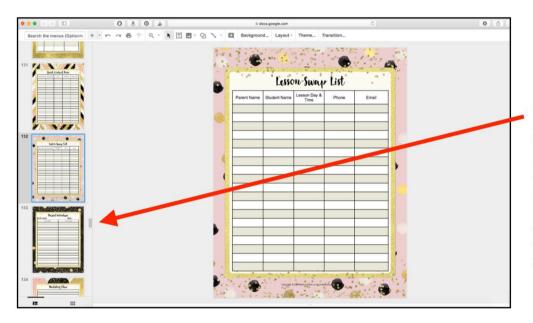


6. The file will begin to upload to Google Drive. It might take a minute, so please be patient.

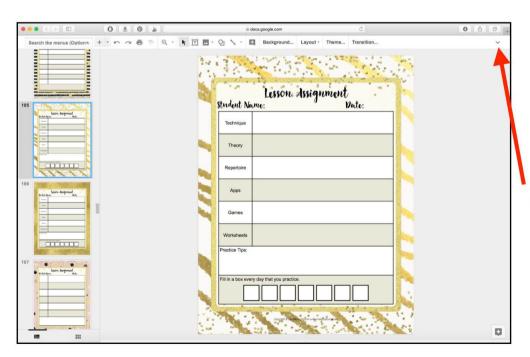


7. Once the file has finished uploading, right click, or Control click on Mac, and select Open With, then select Google Slides.

Google Slides Instructions, 3



7. After the file opens in Google Slides, it will automatically open to the first page of the file. You can scroll up and down to see all of the pages and start editing them.



8. To view more editing options, click this arrow.

Google Slides Instructions, 4

- 1. Once you've imported the PowerPoint into Google Slides, you can type into the tables and forms to add your own information or other notes. You can also duplicate slides, move them around in the presentation, delete them, and you can even edit the look of the tables and forms themselves!
- 2. You can change the background color of the tables, change the font to another Google Font, change font colors and sizes, and more! You can add rows or columns to the forms, or delete extra rows or columns that you don't need, to truly personalize your document.
- 3. Additionally, if you'll go to the App Store and download the Google Slides app to your iPhone or iPad, you'll be able to access your survival kit (and edit it!) wherever you are. I especially love this extra step, because then I'm always able to check my survival kit and add notes to it anytime, anywhere!

If you have additional questions about this product, please contact me at https://melodypayne.com/contact/ and I'll be happy to answer them!

As of June 22, 2018, all links were live. If you have downloaded this item and a link is broken, please contact me at https://melodypayne.com/contact/