General Directions

- You will need Adobe reader or flash for some of the documents.

- Welcome Letters and General Information folder

- Please read your welcome letters!

- Review your contact information for WSU staff and faculty

- Review the campus map: fast food/coffee found in the Rhatigan Student Center. Shocker Hall has great food but only the coffee shop allows carryout. If you are looking for groceries, pharmacy items, supplies, or other fast food, just ask!

Other folders—please review and print or download to your computer or iPAD. You will want to print SONG MATERIALS for analysis.

- Level Materials are passcoded—you will receive the passcode with finalization of your enrollment.

- Required and recommended books list——these may be ordered from Senseney Music or picked up at the store before the session or can be purchased on the first day of class.

- List of items you will need/want during the course
  - Schedules and room locations by levels.
  - PLEASE NOTE: ROOM LOCATIONS MAY CHANGE! We’ll confirm locations at 8:00 on the first morning
**Level One** Preparation before the first day:

- Read Mrs. Jo’s document and Assignments PRIOR to class
- Her packet includes reading assignment(s) to be checked on first day of class
- Two research assignments, also due on the first day
- Helpful guides—please become familiar with these BEFORE you come to class on the first day

**Level Two** Preparation before the first day:

- Reading assignments due on the first day of class
- Lesson Plan Helpful Hints
- Sample level one plan with comments from Mrs. Jo
- Blank lesson plan template for you to use if you like!
- Retrieval System Hints
- A Retrieval Index template in MSExcel—an optional tool for recording song titles and concepts in your collection.
- A list of suggestions for organizing data in your retrieval index

**Level Three:** If you have not taken any other level at WSU, please contact us as early as possible for tips to prepare for this advanced level.

There are several tutorials on the [www.wichita.edu/kodaly](http://www.wichita.edu/kodaly) website.

We hope you find this helpful! Contact us at kodaly@wichita.edu if you have questions! Special thanks to Kirk Olson and Lisa Simmelink who helped us in founding our WSU program. Extra special thanks to Kirk Olson for assisting with the program design and these tips.