



SmartMusic 2010 Teacher Quick Start Guide

Utilizing SmartMusic to create and manage student assignments in the online Gradebook is a three-step process. First follow the instructions below to learn more about SmartMusic, then set up the Gradebook to send out assignments, and finally enroll your students so they can practice and send assignments back to your Gradebook for evaluation and feedback.

Getting Started with SmartMusic

Install SmartMusic

1. New customers – The SmartMusic 2010 DVD will install some of the repertoire and enable you to download the concert and solo repertoire you desire. You will need to be online to access most of the SmartMusic library.
2. Returning customers – The SmartMusic 2010 DVD will install the new application and repertoire and remove previous versions of SmartMusic. You will need to be online to access most of the SmartMusic library.

Activate your Subscription

1. After completing the installation, the SmartMusic application will launch and you will arrive at the **Welcome** screen. You must be online to activate a SmartMusic subscription. Click the **Activate** button.
2. Enter the e-mail address and password you created when you ordered SmartMusic, click **Log-in** and you're ready to begin.
3. Questions? See "Activating a Subscription" at: www.smartmusic.com/support/quickstart.aspx

Explore SmartMusic 2010

1. Whether you have used previous versions of SmartMusic or are a new user, watch the three-minute video on the Welcome screen: "**Watch the Guided Tour**"
2. Explore the content and practice features in SmartMusic.
3. Questions? See "Getting Started," "Repertoire," and "Practice Tools" at: www.smartmusic.com/support/quickstart.aspx or click on **Help** in the upper-right corner of the SmartMusic home page.

Gradebook: Setup and Usage

A SmartMusic Teacher Subscription includes access to the Gradebook and it takes about ten minutes to set up.

Set up the SmartMusic Gradebook

1. Open SmartMusic 2010 and click on the Gradebook tab
2. Click on: Teachers, "Set up Gradebook"
3. Enter your e-mail and password that you used to activate SmartMusic
4. Enter Preferences (who you are and school name), Grading Periods, and Classes
5. Questions? See "Gradebook Setup" at: www.smartmusic.com/Support/QuickStart.aspx

Create Assignments

1. Open SmartMusic 2010 and click on the Gradebook icon and Log in including the Security Key you created when you set up the Gradebook.
2. Click on Assignments in the menu bar.
3. First time user? Select "Announcement or Reminder" and send out a welcome note. This is an easy test of the process for both the teacher and student.
4. Select: "SmartMusic Assessment and Recording," this is the music library.
 - Select either:
 - Band and String Methods Library
 - Band and Orchestra Titles Library
 - Select a book and song or concert title and schedule an assignment
5. Questions? See "Scheduling Assignments in Gradebook" at www.smartmusic.com/Support/QuickStart.aspx

Teacher evaluates assignments in Gradebook.

Once the students have enrolled and submitted assignments (see below):

1. Click on the **Gradebook** tab
2. Click on an assessment score (eighth note icon) or recording (speaker icon) to see the evaluation dialog. Here you can review the assessment score or enter a recording score and write comments to this student. The student views these comments when he/she selects the Gradebook tab.
3. Clicking on **Email** (optional) enables you to send a quick comment to the student's parents and include the assessment screen shot and recording if desired.
4. Questions? See "Reviewing Assignments in Gradebook" at: www.smartmusic.com/support/quickstart.aspx

Student Use of SmartMusic

Enroll students

1. Students can enroll at home through their own SmartMusic subscription or through a Practice Room computer at school.
2. A home subscription is not required to enroll in the Gradebook and students can practice and submit assignments at school if they don't have a home subscription.
3. Click the Assignment icon and select "Enroll for Class" under Getting Started.
4. Questions? See "Enroll for Class" at: www.smartmusic.com/Support/QuickStart.aspx

Students practice and submit assignments

1. Student clicks on the **Assignment** tab and logs in with their e-mail and password
2. Select an Assignment to practice (**Perform**)
3. Student can practice as many times as he/she wants, select **Save Take** to preserve the grade of that practice session.
4. When satisfied with the grade and/or recording, select **Submit** to the Gradebook
5. Questions? See "Practicing your Assignments" at: www.smartmusic.com/support/quickstart.aspx

Student/Parent reviews assignments and receives teacher's feedback.

1. Click on the **Gradebook** tab to see the grade and review teacher's comments.
2. Questions? See "Checking your Grades in Gradebook" at: www.smartmusic.com/support/quickstart.aspx