EarMaster 6 Teacher Edition – User Guide
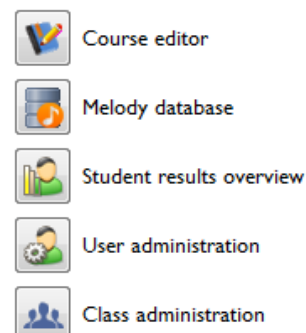
Introduction

The Teacher Edition of EarMaster 6 has been designed to match the needs of music educators teaching ear training and sight-singing at all levels. Besides including all the features, activities and course material of the Pro version, the Teacher Edition also sports a *Course editor*, a *database of melodies* to incorporate into your exercises, *user & class management tools*, and *advanced reporting tools* to monitor the results of your students.

The **Course Editor** will enable you to create your own sets of exercises, assignments and tests for any of the activities available in EarMaster 6. The courses created with the Teacher edition can be used by your students in the other editions of EarMaster 6, including of course the Pro version.

The **Melody database** is a catalogue of the melodies available in EarMaster 6, which are used to generate questions in several activities such as sight-singing melodic dictation. The database comes with over 200 melodies ready to be used in your courses, but add your own material with the *melody editor* or via *MusicXML* import. Alternatively, you can also set EarMaster to generate melodies automatically in your exercises.

Student results overview opens a new window where you will be able to review the results of your students. Results can be filtered by class, date range, course, activity, and more.

User administration *and* **Class administration** will help you organize your students in classes. It will then be very easy to assign a new course file to a whole class with one click, or to review the results of a single class at a time.

Course editor
Melody database
Student results overview
User administration
Class administration

Home window – Teacher features

General Procedure

The 5 steps described below are the usual procedure to use EarMaster for educational purposes, from creating a set of exercises to receiving results from the students. These guidelines will be useful to most users, but EarMaster's many options make it also possible to work differently.

1. Create a course

The first step is to create a course using the *Course Editor*. See the section on the *Course Editor* for more details on how to create courses in EarMaster.

2. Distribute your course

Once you have created your course, you will be able to distribute it to your students. Courses can be assigned to whole classes or specific students. Assigning a course can be done across a local network (EarMaster Lab Packs), via the Cloud (EarMaster Cloud Edition) or simply by email (All versions that include the Teacher features). For more details on how to assign a course across a local network or via the Cloud, please refer to the section on *User Administration* and *Class administration*.

3. Your students train with your course

Your students will train with the Course that has been assigned to them. Courses created with the Course Editor can be opened and used in other versions of EarMaster 6, including the Pro version.

4. Receive your students' results

As your students complete the assignments you have given them, you will receive their results and be able to see detailed reports in the *Student Results Overview* window. If you are using EarMaster in a local network, the results will be saved on the server in real-time. If you are using the Cloud edition, the results will be synced automatically between your computer and the computers of the students via the school's Cloud account. If you are using EarMaster completely offline, your students will need to use the *export by email* function of EarMaster to send you a file with their results.

5. Review the results

Once the results of your students have been loaded in your own copy of EarMaster via a local network, the Cloud or by email, you will be able to review them in the *Student Results Overview* window. The results can be filtered using various combinations of options: by date, class, course or activity.
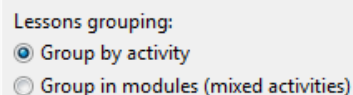
Course editor

Overview

The Course editor can be accessed from the *Home window* or from the *Administration* menu. It enables you to create and modify Course files made for EarMaster. These files can be used by your students in the other editions of EarMaster 6 instead of the built-in Courses (*EarMaster Standard Course* and *EarMaster Jazz Course*).
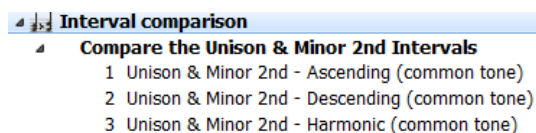
Lesson grouping: mixed and separate activities

EarMaster courses can be organized in 2 ways. You can either create a course where all the activities are independent from each other, or create a succession of lessons mixing different activities. The first scenario allows the user to work with the activity of his/her choice, whereas the second one is tailored to one single path defined by the course itself.

Structure of a Course

A Course is structured by 2 levels: Modules and lessons. A module is simply a group of lessons, and the module title is the general heading of these lessons. In the example below, 'Compare the Unison & Minor 2nd Intervals' is a module, and the 3 items under it are the lessons included in that module:

When you structure your courses, you can take advantage of the modules to organize your lessons according to a theme, a level of difficulty, curriculum steps and more.

Lessons are the actual training material of your course. A lesson can be a simple exercise, an assignment or a test, depending on the settings you have selected.

A common way to structure a course is to include in each module a group of lessons that introduce variations on the same theme. It could be for instance the same intervals, melody, or chords but executed differently, played in a different key or at a different tempo, etc. The passing threshold would be set very low (even as low as 0%), but the last lesson would be a test with a higher passing threshold. If the student doesn't pass the last lesson, he would then have to retake the whole module.

Creating a new Course

To create a new Course from scratch, click on the *New Course* icon: .

The Course property window will then be displayed. You will be able to define the general structure of the Course (mixed or separate activities), give the course a title, and write a general description of the content of the lessons.

Adding modules

To add a module, click on *New Module* and name the new module.

Adding lessons

To add a lesson, select a lesson that you would like to use as a template, and click on *New lesson…* Define the general parameters of your lessons with the options available in the *Properties* and *New Lesson* tabs of the lesson set up. By default, the new lesson will have the exact same properties as the "template" lesson, and will be inserted in the same module right after the original lesson. All the settings can be modified to make the new lesson a variation of the previous lesson, or a completely different lesson. For more details on how to configure a lesson, please refer to the section on *Lesson Properties*.

Lesson properties

Lesson properties let you configure a new or existing lesson. The lesson properties window is displayed each time you add a new lesson to a course, or if you double click an existing lesson.
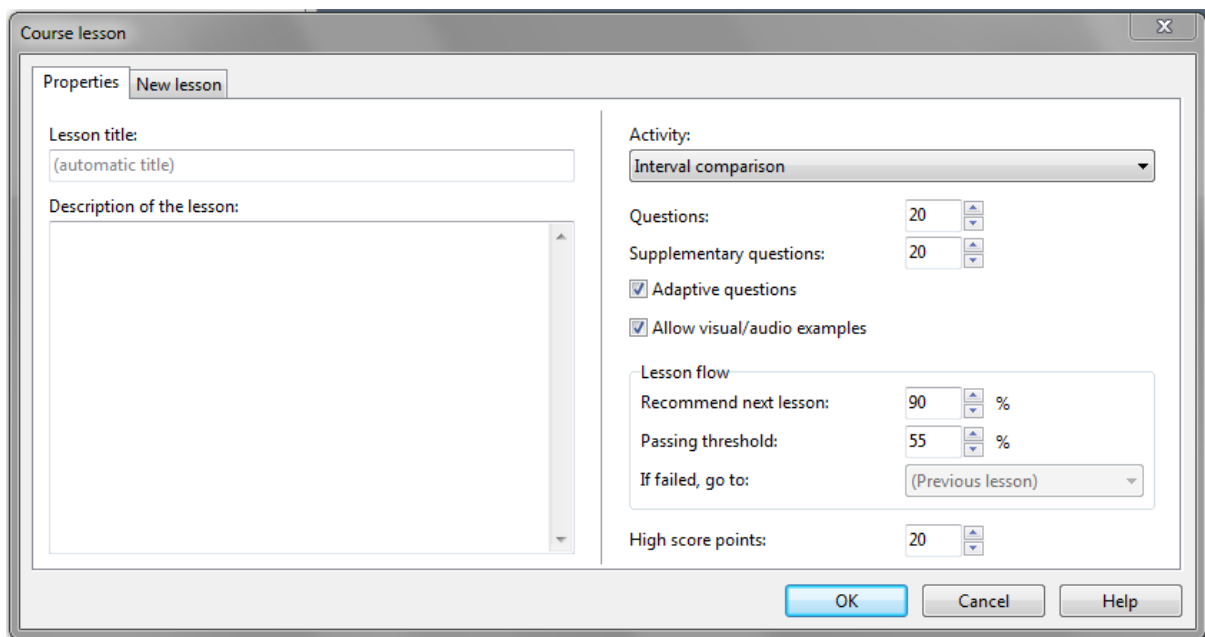
Lesson Title: Title of the lesson being edited. If nothing is specified, EarMaster will generate a title automatically according to the content of the lesson.

Description of the lesson: In this field, you can describe the content of the lesson you are configuring. The lesson description is the perfect place to refer to specific chapters or pages in the students' textbooks, to give tips on how to do the exercise, and to add small reminders on the theory behind the content of the lesson. Activities that include intervals or chords can generate automatic descriptions if the description field is left blank.

Notice that the field for the description of your lessons allows html tags such as:

- Bold text
- <i>Italics</i>
- <u>Underligned</u>
- <link>www.earmaster.com</link>
-
Line break</br>
- <p>Paragraph</p>

Using html tags will enable you to link to online material, to stress specific aspects of the lesson, or simply format your text for increased readability.

Questions: The number of mandatory questions asked by EarMaster for the lesson.

Supplementary questions: Number of additional questions played by EarMaster if the student doesn't reach the passing threshold after the default number of questions has been answered. This option gives you the possible to set a low number of mandatory questions to let advanced students move on faster, while the students having more difficulties with the exercises will be able to train more extensively.

Adaptive questions: Adapt the content of the questions to the performance of the user. If a student has difficulties with some of the topics of the exercise (i.e. specific intervals, chords, scales, etc), the problematic content will be featured more often in the questions. For example, if a student fails to identify Major 3rd intervals in an exercise, EarMaster will automatically play that interval more frequently in the exercise.

Allow visual/audio examples: If checked, this option will allow the student to obtain audio and visual examples of the items included in the lessons (intervals, chords, scales, etc.) before getting started with the assignment. When the Audio/Visual examples option has been activated, the students will see an 'Examples' button in the introduction of the lesson.
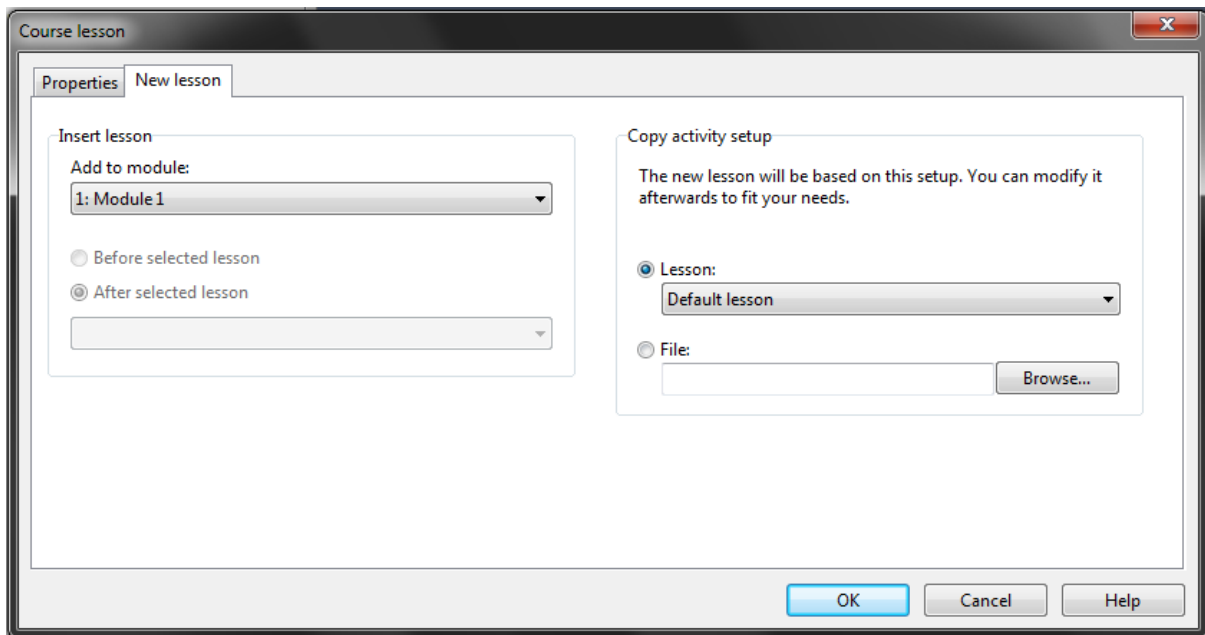
Recommend next lesson: Minimum score that the student must reach to be advised to move on to the next lesson. If the percentage specified here is not reached by the students, they will be advised to retake the current lesson in order to obtain a better score.

The "Recommend next lesson" setting is always allowing the students to move on to the next lesson if their score is above the *passing threshold* (see below). The main purpose of this option is to guide the students on what to do next by pre-selecting one of the available options: "Retake lesson" or "Move on to the next lesson".

Passing threshold: Minimum score that the student must reach to pass the lesson. If passed, the student will be allowed to move on to the next lesson. If failed, the student will be able to retake the lesson, but will be advised to take the lesson defined in '*If failed, go to*' (see below).

If failed, go to: Specify the lesson to load if the student fails the current lesson.

High score points: Amount of points earned by the student for passing the lesson. The points are added to the high score board of EarMaster.
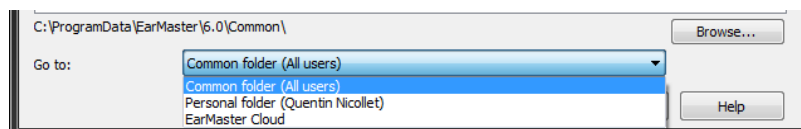
Add to module: Choose the module in which the lesson will be added.

Copy activity setup: Select a lesson as a base template for your new lesson. This option makes it easy to add a succession of lesson with only few different parameters. The activity set up can be copied from an existing lesson, or from a *Custom activity setup* file.

Saving your Course

To save your Course, click on the *Save* icon: or go *File→Save Course* or *Save Course as…*

Courses can be saved **on your local drive**, **in a shared location** (Network version) or **in the Cloud** (Cloud edition). If the course is to be assigned to your students, it <u>must</u> be stored in a shared location on your local network or in the Cloud. The saving destination (local, shared folder or Cloud) is selectable at the bottom of the saving window, as shown below:
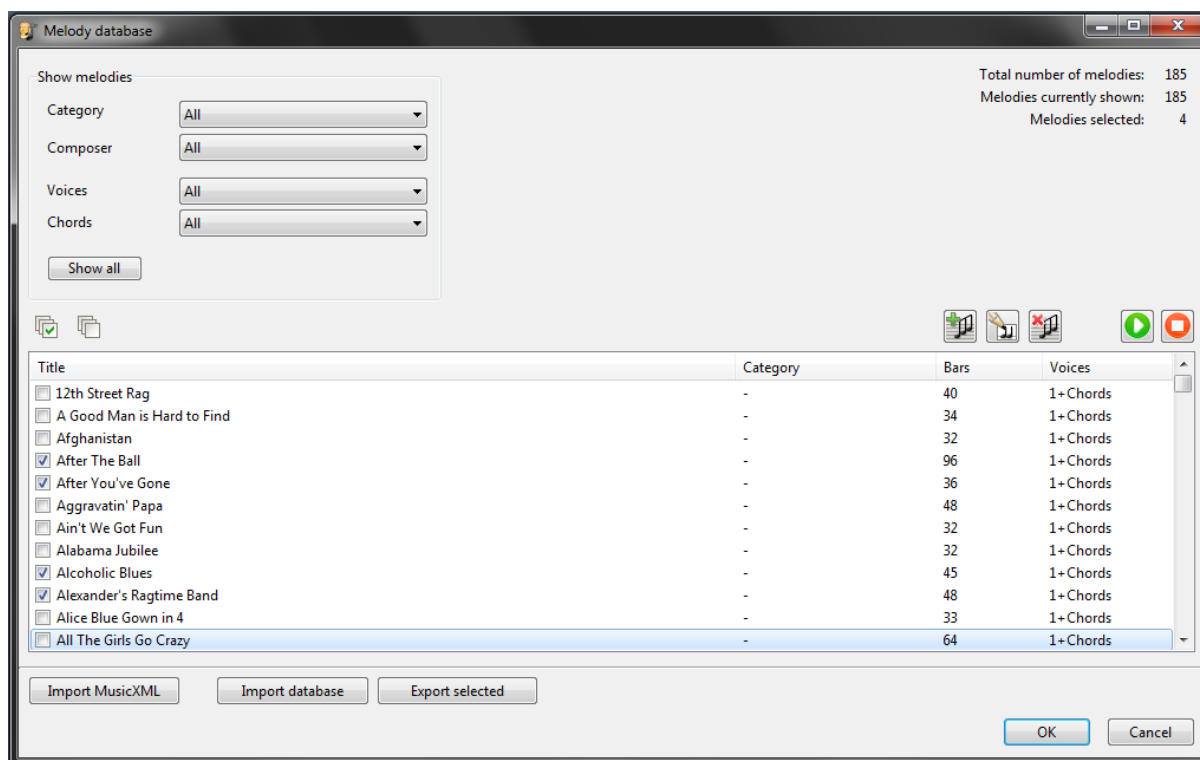

Assigning your Course to students

Assigning Courses is done on a user or a class basis. Refer to the section on *User Administration* and *Class administration* for more details on how to assign Courses to other users.

Melody database

EarMaster's melody database is a collection of scores which can be used directly in your lessons for all the rhythmic and melodic activities: Melodic Dictation, Sight-Singing, Melody Imitation, Rhythmic Sight-Reading, Rhythm Imitation, Rhythm error detection, and Rhythmic Dictation.

The melodies can be either **monophonic** (one melodic line), **polyphonic** (made of several voices), or be styled as **lead sheets** (melody accompanied by chords).

Using the Melody Database in a lesson

Using a melody from the melody database in your Course is done in the very same way as when creating a customized exercise. Please refer to the section on *Customizing the melodic activities* for more details.

Adding new melodies to the Melody Database

New melodies can be added in two different ways. You can either notate them using EarMaster's built-in melody editor, or import a melody from your favorite notation software via the **MusicXML** format.

To add a new melody using the melody editor, click on the [icon] icon. A detailed overview of the editor's functionality is available in the *Editing the Melody Database* section.

To open the MusicXML import window, click on the *Import MusicXML* button in the *Melody Database* window.

Student Results Overview

In the Student Results Overview window, you can easily see the results of a group of users and change their settings.

All results and statistics apply only to the selected activity, unless the *All activities* icon is active (⭐). In the *Activities* menu, you can choose for which activity you would like the results and statistics to be shown.

Columns and panels of the Student Results Overview

The columns and panels of the Student Results Overview window display information about the settings and results of each user. Most of these can be shown and hidden using the toolbar or the *View* menu.

Name: The last and first name of the user

Last result: Consists of three sub-columns with information about the last lesson completed: *date*, *lesson title* and *result*.

Summations: The time period can be set from the *View* menu. The summations consist of three sub-columns:

Duration sum: The sum of the *Duration column* for the chosen time period.

Average answer time: The sum of the *Answer time* column divided with the total number of questions. This is the average answer time (for one answer).

Total result sum: The sum of the *Total result* column for the chosen time period.

Course assigned: The Course that is loaded by default when the user opens EarMaster.

Class: Name of the class the user is assigned to.

Info panel: Panel with information about the user's current settings (properties) and the last completed lesson.

Detailed results: Panel with detailed list of results for the selected user. It contains exactly the same information as the *Results* window.

Toolbar

The toolbar of the Student results overview lets you control what and how users and results are displayed.

Filter by Activity

Filter results by activity using the activity icons. The Star-shaped icon on the left side displays results for all activities.

Filter by user type

Choose the group of users to display in the list of users: *All users*, *All students*, *All teachers*, *Users not in a class*, or choose a specific class.

Filter by date range

Filter results by date. You can select one of the pre-defined date range from the drop-down list, or specify a custom date range by selecting a start and an end date.

Filter by training mode

Filter results by training mode. Training modes are courses (including your own courses) or custom exercises. Select one of the courses currently loaded in the system (including of course your own courses), or choose to only see results for customized activities.

View menu options

In the *View* menu, you can access most of the options available in the toolbar (see above), as well as a few additional ones:

Show all attempts (Results→Show all attempts): Shows the results of all the attempts to pass the lesson as separate entries. If this option is unchecked, EarMaster will only show the best result for each lesson. This option will show the number of attempts, which is the total number of times a lesson has been started and a result was saved.

Detailed results: Displays a list of the results of the selected student. These detailed results are similar to those shown in the Statistics Window. Please refer to the section on *Statistics* for more details.

User menu options

In the *User* menu, you will find the following options to manage the users:

Assign Course file: Choose which Course file is loaded by default when the user opens EarMaster.

Clear assignment: Clear a previously assigned Course for the selected user.

Properties: See *User Administration* topic.

Tip: To select multiple users, click on the first user you want to select. Press and hold the <Shift> key and click on the last user to select.

User Administration

The *User Administration* window is the place where you will be able to manage the EarMaster users of your school:

Assign Course file: Choose which Course file is loaded by default when the user opens EarMaster.

Clear assignment: Clear a previously assigned Course for the selected user.

Properties: Change the properties for the selected user. You can set: name, user name, password, access rights, and default destination email address when exporting from EarMaster. If the user is an EarMaster Cloud user, most of these settings can only be changed in the Cloud administration website.

Delete results: Delete all results prior to a specific date (applies only for the selected user).

Delete user: Delete user from EarMaster, including all settings and results. EarMaster Cloud users can only be deleted in the Cloud administration website.

Tip: To select multiple users, click on the first user you want to select. Press and hold the <Shift> key and click on the last user to select.

Class Administration

In EarMaster, a class is used to group several users together. This can be useful to assign Course files on a class basis, or filter users and results easily.

The *Class Administration* window is available from the *Administration* menu of EarMaster, and in the bottom left corner of the *Home Window*. Notice that you must be logged in as **Teacher** or **Administrator** in EarMaster to see the *Administration* menu.

Click on *New class* to create a new class. Then click Add/remove to add students to the class. To be added to a class, a student must already have a user profile in your local or Cloud account.

Click *Delete class* to remove the selected Class. This will only remove the grouping of the users, so it will not delete the actual users or their results from EarMaster.

System Administration Settings

The system administration settings are available from the *Tools* menu. They are used to specify how users log in EarMaster so that their results, assigned courses and settings are loaded when the program starts.

Local login

A login interface specific to EarMaster will be displayed each time the program is started. In that login window, users will be able to login with their own credentials, or create new user profiles.

Use Windows/OS X Login

The current Windows or OS X user account will be used to identify EarMaster users upon start up. EarMaster will keep separate records and settings for each Windows/OS X user on the computer. When using this authentication method, users do not need to type in credentials, as it is already handled by the operative system when the computer is started.

Use Cloud account

This option will display a window upon start up where EarMaster Cloud users will be able to login using their credentials. When users connect to their school's cloud account, their results and assignments are instantly fetched and kept synchronized until the software is closed again.