

# USER GUIDE

Use this space to note down your music eLearning website details. You will need these to use some of the advanced features of the Lesson Viewer.

The web address of your music eLearning website can be found on the front of your DVD.

Web Address:

Username:

Password:

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# Quick Start

The Lesson Viewer gives you access to all the lessons stored on your DVD. Follow the steps below to get started.

- 1 Insert the disc into your computer's DVD drive

## Windows XP/Vista/7:

- 2 Open My Computer and double-click on your DVD drive. Double-click on the Lesson Viewer to open it.

### Take Your Pick

This DVD can be used on any Windows XP, Vista or Windows 7 PC, or Apple Macs running OS X 10.4 or later.

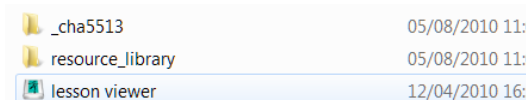


Fig 1.1. Double-click the Lesson Viewer program to run it

## Mac OSX:

Insert the disc into the DVD drive of your computer. In finder, double-click the DVD icon in the devices column. Double-click the Lesson Viewer app to open it.

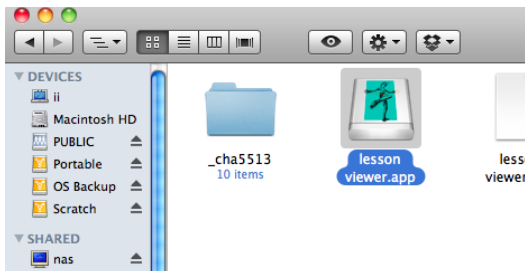


Fig 1.2. Double-click the Lesson Viewer app to run it.

- 3 Enter your username in the box provided and click **login**.

You are now ready to go! Go to page 8 for more information on accessing your lessons, or page 4 to find out how to use additional features and get the most from your Lesson Viewer.

### Basic Access

If you don't know your username and password you can still access your lessons - click **don't have a username?** to log in with basic access.

# Basic & Full Access

The Lesson Viewer can run in either of two modes - **basic access** or **full access**.

Running the Lesson Viewer from the DVD will provide you with **basic access** - follow the steps on page 4 to get **full access** to extra features.

**Basic access** enables you to:

- View & Present Your Lessons

**Full access** enables you to do the above, as well as providing the ability to:

- Download More Lessons
- Create Custom Lessons
- Renew or Delete Expired Lessons
- Bookmark Your Favourite Lessons

To gain access to this added functionality, follow the setup process on page 4.

## Class to Class

To get the benefits of full access with the portability of a DVD, use a USB key.

These portable drives are small and inexpensive, and can be used to transport the Lesson Viewer and your lessons between classrooms.

# Full Access Setup (PC)

The Lesson Viewer can be used as a standalone program straight from the DVD. However, to get the most out of the software it is recommended that you copy the Lesson Viewer to your hard drive or a USB key. This will enable several advanced features, and allow you to add extra lessons from your music eLearning website.

## Important

This process involves copying files from your DVD to your hard drive or USB key, which can take up to an hour on some machines. You will still be able to use your computer as normal whilst copying is taking place.

- ① **Windows XP/Vista/7:** Run the DVD by following steps 1 & 2 on page 2.
- ② Click and drag a box around all the files and folders on the DVD. Right-click and select “Copy”.

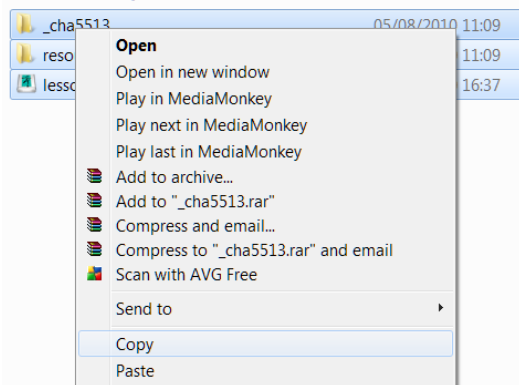


Fig 3.1. Select the folders and choose “Copy”

- ③ Navigate to the folder on your hard drive or USB key where you would like to save the Lesson Viewer. Right-click and select “Paste”.

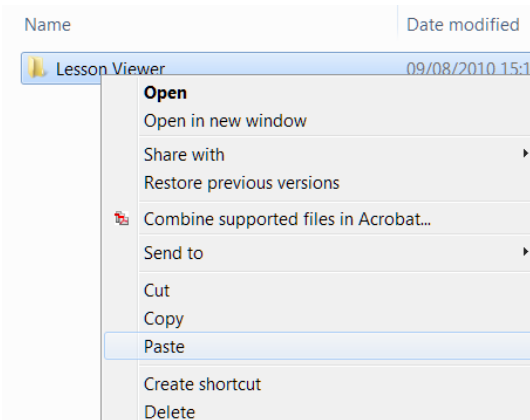


Fig 3.2. Click “Paste” to save the Lesson Viewer

- 4 The Lesson Viewer will now copy into your selected folder. Depending upon the speed of your computer, this process may take up to an hour.
- 5 When copying is complete you will be able to run the Lesson Viewer as normal without using the DVD. Double-click the Lesson Viewer to open it.
- 6 Enter your username and click **login**. If this is the first time you are logging in, and you are connected to the internet, you will be asked for your password.

You will now be logged in with **full access**. See page 3 for an overview of the extra features available in this mode.

#### Setting Up

Some advanced features need to be able to write files to operate - DVDs do not support this.

Copying the Lesson Viewer to writeable media such as a hard drive or USB key allows these functions to work.

# Full Access Setup (Mac)

- ① **Mac OSX:** Run the DVD by following steps 1 & 2 on page 2.
- ② Click and drag a box around all the files and folders on the DVD. Hold the control (CTRL) key and click on the files. Select “Copy Items” from the options menu.

## Important

This process involves copying files from your DVD to your hard drive or USB key, which can take up to an hour on some machines. You will still be able to use your computer as normal whilst copying is taking place.

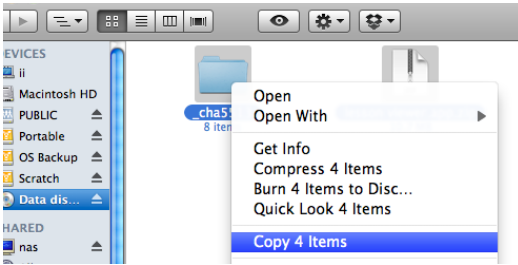


Fig 4.1 Select the folders and choose “Copy Items”

- ③ Navigate to the folder on your hard drive or USB key where you would like to save the Lesson Viewer. Hold the control (CTRL) key and click on the folder. Select “Paste Items” from the options menu.

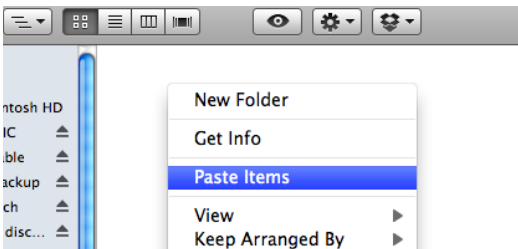
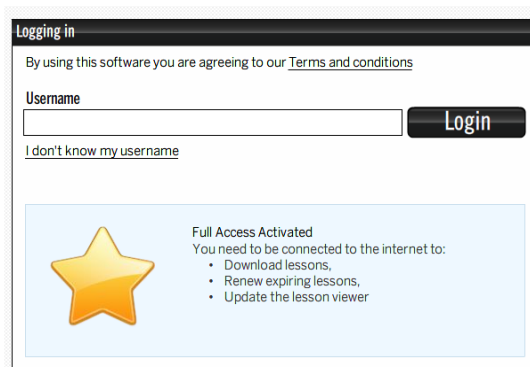


Fig 4.2. Select “Paste Items” to save the folders.

- ④ The Lesson Viewer will now copy into your selected folder. Depending upon the speed of your computer, this process may take up to an hour.

- 5 When copying is complete you will be able to run the Lesson Viewer as normal without using the DVD. Double-click the Lesson Viewer app to open it.
- 6 Enter your username and click **login**. If this is the first time you are logging in, and you are connected to the internet, you will be asked for your password.



*Fig 4.3. Log in using your username and password*

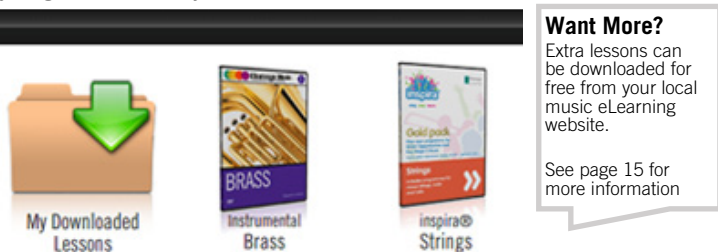
You will now be logged in with **full access**. See page 3 for an overview of the extra features available in this mode.

# The Lesson Viewer

The Lesson Viewer provides quick and easy access to all your lessons, and allows you to find and download new resources for use in the classroom.

## The Home Screen

The Home Screen contains several features to help you gain access to your lessons.



*Fig 5.1. The Lesson Viewer Home Screen*

### **Import**

Click this to add more lessons (see page 15).

### **Get Help**

Click here to view help content and program information.

### **Full Screen**

Click to maximise the Lesson Viewer to fill your computer's screen.

# Modules

Lessons are arranged inside modules in the Lesson Viewer.

- 1 To access your lessons, click on the icon of the DVD you wish to browse on the home screen.



Fig 5.2. Click the DVD case icon to view its contents

- 2 This will display the modules within that DVD. From here you can delete modules, and update any that are expiring.

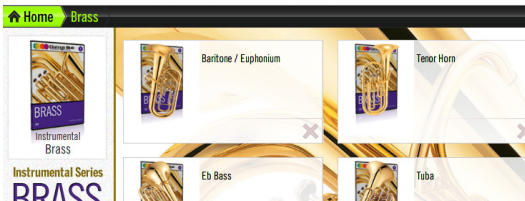


Fig 5.3. Click the delete icon to delete a module

- 3 Click on the module containing the lesson that you wish to access to view its contents.

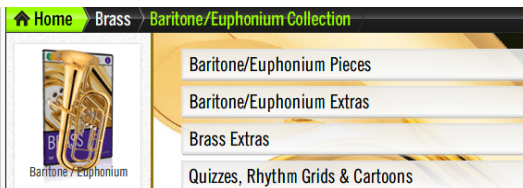




Fig 5.4. Click the lesson title to view it.

- 4 Clicking on the lesson title allows you to open it. Click on the  icon to display information about that lesson, or the  to add it to your favourites (see page 12).

## Out Of Time

Lessons on the DVD can be used for one academic year. After this they will need to be renewed.

Renewal requires only a single button click - See page 17 for more information.

## Viewing Lessons

Once you have opened a lesson from the Lesson Viewer you will see a list of the individual resources it contains.

Click on a resource to open it.

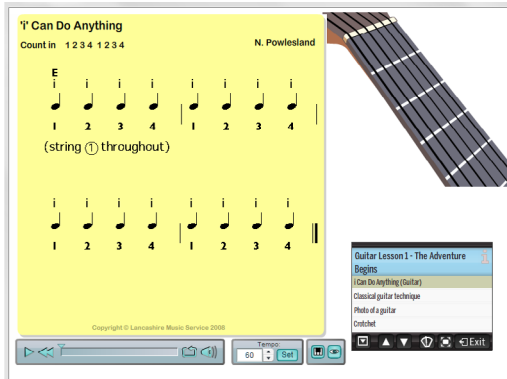


Fig 5.5. The Lesson View. Click a resource to view.

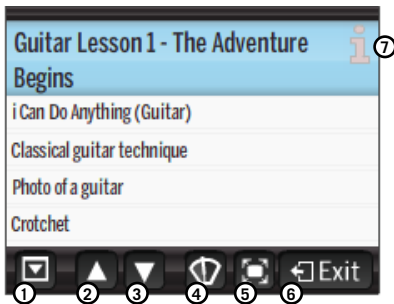


Fig 5.6. Lesson View controls

- |                     |                          |
|---------------------|--------------------------|
| ① Minimise List     | ⑤ Full Screen            |
| ② Previous Resource | ⑥ Exit Lesson            |
| ③ Next Resource     | ⑦ View Support Materials |
| ④ Clear Screen      |                          |


### The Explorer

There are many different types of resources, including songs, interactive scores, cartoons, videos, puzzles and quizzes.

Explore your lessons to find more!

### Mini Matters

Click the  icon to minimise the resource list.

You can use the mini menu to go back and forward through resources or click the  icon to reopen the resource list.

## SMILE Resources

Some resources offer advanced controls enabling you to manipulate song playback to suit your students. These are called SMILE (**S**cored **M**usic **I**llustration **E**nvironment) resources.



Fig 5.7. The SMILE playback toolbar.

- |                  |                   |
|------------------|-------------------|
| ① Play / Pause   | ⑥ Tempo           |
| ② Rewind         | ⑦ Set New Tempo   |
| ③ Playback Meter | ⑧ View Keyboard   |
| ④ Loop           | ⑨ View Instrument |
| ⑤ View Mixer     |                   |

### Mixed Up

Click the speaker icon to open the mixer. This allows you to alter the volume of different instruments during playback.

This is useful for focussing on a specific part within a piece.

- ① It is possible to loop playback to allow students to focus on a particular section of the resource. Clicking the **loop** button causes the loop braces to appear on the playback toolbar.



Fig 5.8. Loop braces on the playback toolbar

- ② You can then drag the loop braces to any point on the playback meter to define which bars of the resource you would like to loop.

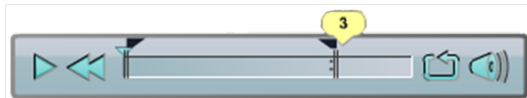


Fig 5.9. Drag the loop brace to view bar numbers

In this example, the resource will play two bars of the count-in, three bars of the piece, and then loop back to the count-in.

# Favourites

## Full Access Only

Follow the steps on page 4 to enable this feature.

Adding lessons to your favourites allows you to access lessons quickly, or sort them into groups for personalised organisation.

### Viewing Favourites

To access your favourites, click the favourites icon on the home screen.



Fig 5.10. Click the star folder to view favourites

### Adding Favourites

To add a lesson to your favourites, just click the star icon next to its name.

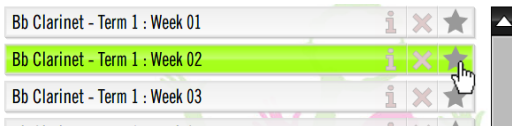


Fig 5.11. Adding a lesson to favourites

### Removing Favourites

To remove a lesson from your favourites list, click the star icon again. The lesson will no longer be accessible from your favourites list, but can still be found by browsing your lessons if required.

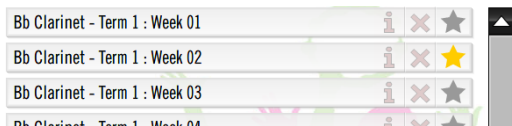


Fig 5.12. Click the star again to remove a favourite

## Organising Favourites

- 1 To organise your favourites into colour-coordinated groups, first click and hold the star icon next to a lesson.

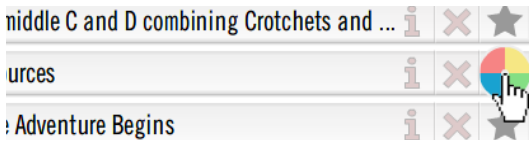


Fig 5.13. Hold the star to view the colour wheel

- 2 A colour wheel will appear. Move your mouse cursor over a colour to select it.

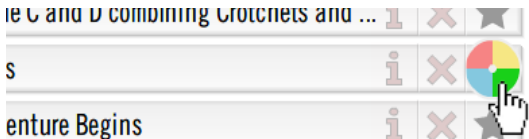


Fig 5.14. Moving the mouse selects a colour

- 3 Release the mouse button. The star icon will now change to your selected colour.

- 4 When you open your favourites list you will see your favourites grouped according to their colour. You can change groups and remove lessons from your favourites list here as normal.

### Grouping

Grouping your favourites allows you to organise them into useful categories — for instance, if you teach two classes you can give each a colour and see at a glance which lessons are which.

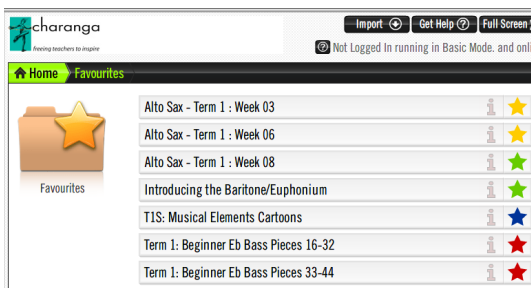


Fig 5.15. Groups are shown by coloured stars

## My Downloaded Lessons

Your music eLearning website features thousands of additional lessons for you to download, as well as individual resources that allow you to create your own.

Visit your local music eLearning website, or click **import > find more lessons** on the home screen to find out more.

To view lessons that you have downloaded, click the **My Downloaded Lessons** icon on the home screen.

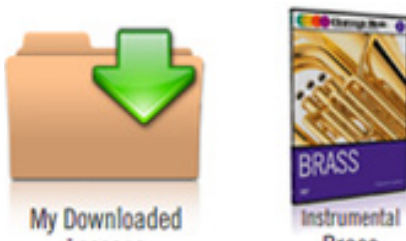



Fig 5.16. Click the My Downloaded Lessons icon

From here you can add downloaded lessons to your favourites (see page 12) as you would any other lesson. You can also delete lessons you no longer need by clicking the  icon by the lesson name.

### Get Online

Contact your music coordinator or check the front of your disc to find out the web address of your music eLearning website.

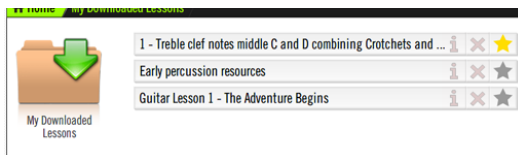


Fig 5.17. Downloaded lessons are displayed here

## Adding More Lessons

Click the Import button at the top of the screen to open the lesson import screen.

**Full Access Only**

Follow the steps on page 4 to enable this feature.



*Fig 5.18. Add lessons using the Import button*

### **Import From Code**

When you find a lesson you would like to use on the website, note its lesson code. Enter this code here to automatically download the lesson to your Viewer.

### **Import From DVD / Folder**

Choose this option if you have another DVD of lessons that you wish to import.

You can also use this option to import a set of existing lessons from another Lesson Viewer installation (e.g. from a USB key).

Mac Users: Use this option to specify a folder containing new downloaded lessons that you wish to import.

### **Import From Zip**

Choose this option if you have downloaded a zip file containing a lesson from your music eLearning website.

# Frequently Asked Questions

**?** *Can I access these resources without having the DVD in my computer?*

Yes. In order to use your lessons without the DVD you need to copy them across onto your computer. See page 4 for instructions on how to do this.

**?** *How can I make lessons appear full-screen?*

To make a lesson fill the screen click the full screen icon at the top right of the Lesson Viewer screen

**?** *How can I get more lessons and resources?*

There are thousands of resources available to download for free from your local music eLearning website. Go to the web address provided by your music coordinator and click **Teachers Login** at the top right of the screen. Enter your username and password in the box that appears and click login.

From here you can search or browse for lessons and resources and download them to your Lesson Viewer.

Please note that you will need to install the Lesson Viewer to your computer by following the steps on **page 4** in order to add downloaded lessons.

**?** *I've forgotten my username and password.*

Go to your music eLearning website and click **Teachers Login** at the top right of the screen. Click **forgot my username/password** and follow the onscreen instructions.

**?** *I've lost my DVD.*

Please email us at **helpdesk@charanga.com** to request a replacement disk.

## Logging In

Your username and password will have been sent to you via email.

**?** *What does the expiry date mean?*

Resources are subject to a licence agreement between Charanga and your music service. Towards the end of the licence period a renew button will appear next to each lesson or module. Provided that your music service still holds the licence you can renew the lessons.

You will need to have installed the Lesson Viewer as described on page 4 in order to renew lessons. Just click the renew button next to any expiring lesson or module to extend your licence for a further three months.

Please note that once the original licence has expired you will no longer be able to run lessons directly from the DVD.

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This User Guide will help you to start using the resources contained within your DVD. The DVD contains hundreds of resources that you can use in your lessons, as well as a custom Lesson Viewer application to view and organise them.

The DVD is simple to setup and and use, but, should you face any issues, you can contact the providers directly at:

**01273 823 909**

|

**[helpdesk@charanga.com](mailto:helpdesk@charanga.com)**



Compatible with: Windows XP, Vista and 7 — Mac OS X 10.4 and up  
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