

Alfred's
Essentials of MUSIC THEORY
version 3

**User's Guide
for
Student, Educator and
Network Versions**



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1. Essentials of Music Theory Version 3

Alfred's Essentials of Music Theory Version 3 CD-ROM is based on the best-selling book of the same name. This exciting new course is critically acclaimed throughout the world for its concise lesson sequence, exercises, ear training and unit reviews for complete learning comprehension.

Unlike other programs, Essentials of Music Theory integrates ear training into every lesson plan. The differences between a whole and half step, a major or minor scale, or a major or dominant 7th chord are heard, not just read. To further develop aural skills, the examples are played by acoustic instruments. Because each instrument has its own unique tone quality, the ear training examples will help the music student become accustomed to hearing more than one type of sound.

Each lesson includes spoken narration, both for younger students at lower reading levels, and for all students who may need help with difficult pronunciations. Also included are animated examples, such as how a treble clef is drawn. Notes appearing on the staff are sounded to reinforce pitch recognition.

After each new concept is introduced, exercises provide students with the opportunity for practiced learning reinforcement through interaction with the computer. Since questions are randomized, exercises can be replayed without duplication of material. At the end of each successfully completed exercise, the student hears applause and the words "Good Work" for positive reinforcement. Ear Training examples reinforce aural learning and also provide immediate feedback.

A Review following each unit records the score of the student. In the Educator version, the teacher sees an overall score for each student, as well as a breakdown score for each Unit, and each concept within a Unit. The Educator version also has full scorekeeping and recordkeeping functions for an unlimited number of students. In the Student version, the user can see his or her own score to track their progress and performance on each concept.

Another exciting feature is the Glossary and Index of Terms and Definitions. This offers complete definitions of all the terms and symbols covered in the lessons, including spoken pronunciations, and visual and aural examples. All the terms in the Glossary are highlighted and linked in the lessons for quick reference at any time.

Alfred's Essentials of Music Theory Version 3 (EMT3) includes standard classical repertoire and world music in full or excerpt form. The musical examples are from symphonies, marches, operas, oratorios, concertos, and piano literature from many periods and many cultures. There is something musically appealing for everyone.

2. Installation

The installation of EMT3 for the Network, Educator and Student versions uses the Adobe AIR product. The System Requirements for EMT3 are Windows 2000, XP, Vista and 7 or Mac OSX v10.4 and above.

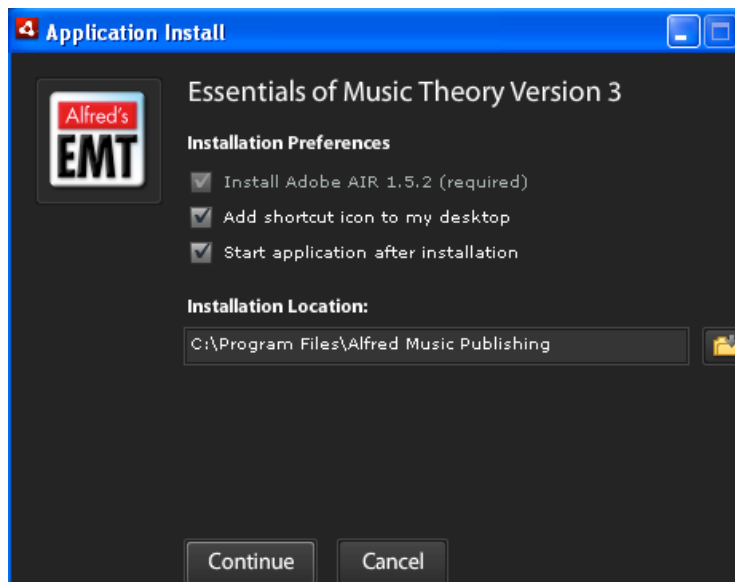
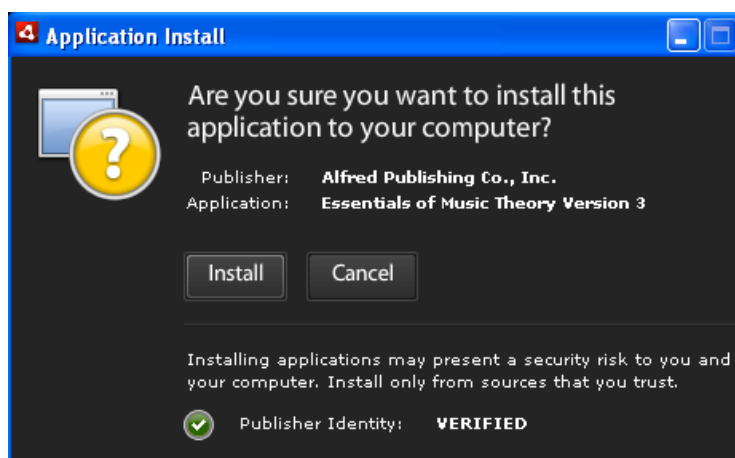
This installation places the files from the CD-ROM onto a location on a computer and installs a menu entry and desktop icon to run EMT3 after installation is complete.

The installation seamlessly installs Adobe AIR itself, as this is required to run EMT3 on that computer. It will also install the EMT3 program and all of the help, curriculum, and user files required to run EMT3.

AIR is a program provided under license by Adobe Systems. It allows programs that were developed to run online, also run on local machines and servers. NOTE: It is highly recommended that all network installs be installed using a client computer to install to a network location.

To install EMT3, follow the steps below.

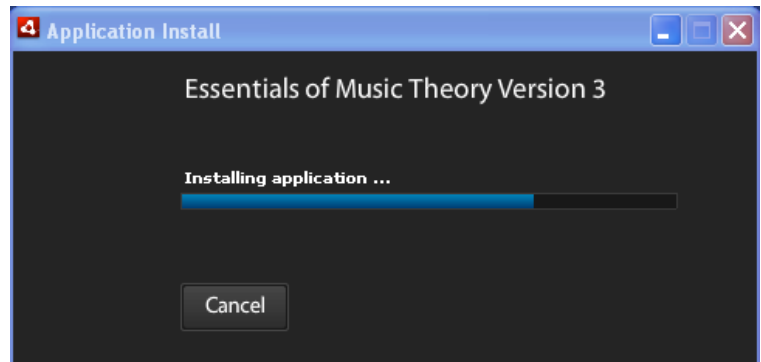
1. Place the CD-ROM into the CD drive on your computer.
2. Double click the EMTV3 AIR Installer. This will open a window as shown.
3. Press the 'Install' button to continue with the installation of EMT3. This will open a window as shown. On a Mac, the Installation Location shown will be slightly different to that shown in the window.
4. On the right hand side of the Installation Location is a folder button that allows this location to be changed. **Please read** the Network Installations section below before continuing a network install. Press 'Continue' once this location has been set.



Network Installations

IMPORTANT: It is highly recommended to install network installations to a server location using a client computer (this insures that the client can see the server location you are installing to). For Network installations, it is imperative that you specify during the installation process the location on the Server where you want the program installed. When installing to a PC it is essential that a mapped network drive be used (see instructions below on how to setup a mapped network drive). For Mac Users who are used to installing applications locally and then dragging the application to the Server, that will not work for this installation. This is because the activation process requires the application files to be installed in the correct Server location before the activation can complete successfully. If you install it locally rather than on the Server, EMT3 will need to be uninstalled, and re-installed, as the activation process will not complete successfully.

5. During installation, a horizontal bar will be shown to provide an indication that installation is occurring, and to give you a guide as to the progress through the installation of EMT3.



Once the installation is complete, a screen will display that is loading the system. Once this has successfully completed, a Product Activation screen will appear. Be sure to check visit <http://www.alfred.com/emtupdates> for the latest program updates once installation is complete.

Setting Up a Mapped Network Drive (PC)

To set up a mapped network drive on a PC open a "my computer" window or any other folder on your PC. At the top of the window open up the "Tools" menu from the menu bar (on Vista or Windows 7 computers you may have to hit the "Alt" key to have the menu bar appear). From the tools menu select "Map Network Drive". From the Mapped Network Drive window select an unused drive letter and browse to the location on the server that you would like to install to. Select OK to finish mapping the network drive.

3. Product Activation

There is no facility for a serial number to be entered during an AIR installation, so this needs to be entered when EMT3 is run for the first time. EMT3 will know it hasn't been run as yet, and will bring up a Product Activation screen for the serial number and other information to be entered.



The Product Activation screen only appears the first time you run EMT3, as well as when you decide to upgrade to a different product type or volume range that is initiated from the Register Software screen. It contains 3 steps that must be completed with a further 3 steps required for Network Installations only.

3.1 System Language

The System Language is chosen from the drop-down list of languages, which is set to English (American) to begin with. This language is used to display the text and button labels in EMT3 including the Product Activation screen itself. The chosen language will set the Default Language in the System Options screen and will be used as the language for the Log In screen. Once a user has logged in, their user language is used to display the remainder of the screens in EMT3.

3.2 Serial Number

The serial number that is included with the package needs to be entered into the boxes provided. Once the serial number has been entered correctly, a green check mark will appear at the right of the last box to indicate that the EMT3 system has correctly verified your serial number. If a red cross appears, the serial number is incorrect and will need to be re-entered.

All of the Student, Educator and Network Versions require the User Details as described in 3.3 below. The Network Versions require 3 further additional steps as set out in 3.4 to 3.6.

3.3 User Details

The first user enters their name and password so that the EMT3 system can set them up as the first user. For the Educator version, this should be the name and password of the teacher, and for the Network version it should be the name and password of the Administrator.

3.4 Educational Institution – Network Version Only

The name of this Educational Institution can optionally be entered here and will appear at the top middle of each screen in EMT3 when it is run.

3.5 Database Locations – Network Version Only

The screenshot shows the 'Product Activation' window for Alfred's EMT version 3. The window has a blue header with the Alfred's logo and 'EMT version 3' on the left, and 'Product Activation' in large blue text in the center. On the right side of the header are buttons for 'Quit', a help icon (?), a close icon (X), and a speaker icon. The main content area is divided into several sections:

- 1. System Language:** A dropdown menu showing 'English (American)'.
- 2. Serial Number:** A prompt to enter the serial number into five boxes. The boxes contain 'XXXX', 'XXXX', 'XXXX', 'XXXX', and 'XXXX'. A green checkmark is visible to the right of the last box. The text 'Network Version' is displayed to the right of the boxes.
- 3. User Details:** A prompt to enter user details. It includes input fields for 'Last Name', 'First Name', 'Middle', and 'Password'.
- 4. Educational Institution:** An input field for the institution's name.

Below these sections is a section titled 'Important Information Regarding Network Installations' which contains several paragraphs of text and a list of instructions. At the bottom right of this section is a 'Next' button. At the very bottom of the window is a large green 'Activate Product' button.

The activation screen shows some important notes regarding the placement of files on the network as some files are read only while others are require read/write access. PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE CLICKING ON THE 'NEXT' BUTTON. An incorrect placement of files on the network may require an uninstall and re-install of EMT3.

Because EMT3 is being installed on a Network, the Administrator has the option to change where the Curriculum and User files are to be installed. The most significant reason for alternative paths is that the system files will not change (read only) and the Curriculum files change rarely (as educators create more lessons or modify them), whereas the User files change often as students work through lessons, save their results, and new students are added. Network Administrators generally place files with different usages in different locations on the network.

Alfred's
EMT
version 3

Product Activation

Quit

1. **System Language**
Choose System Language

2. **Serial Number**
Enter the serial number included with this package into the boxes below.
XXXX - XXXX - XXXX - XXXX - XXXX ✓ **Network Version**

3. **User Details**
Enter your user details into the boxes below so the system can set you up as a user.
Last Name
First Name Middle Password

4. **Educational Institution**
Name

5. **Database Locations**
Select the network paths for the Help, Curriculum and User files. Files will not be moved if left blank.
Help Path
Curriculum Path
User and Scores Path

6. **Simultaneous Users**
The number of simultaneous users is indicated below. If you have an access code for more users, enter it into the box below.
Current Simultaneous Users Access Code New Simultaneous Users

The network install consists of four elements:

1. Installing the Application – the location was chosen during the AIR installation screen.
2. Installing Help files – it is normal not to change this location as they are read-only files.
3. Installing Curriculum files – It is normal not to change this location unless an educator plans to make changes to the flash movie lessons. If the educator would like to make changes to the flash movie lessons select a location that provides read/write access to educators and read access to students. This location can be changed and the lessons relocated during or after installation.
4. Installing User files - a server location for writing users & their log files must be selected. This location must have read/write access for all users.

3.6 Simultaneous Users – Network Version Only

The default number of simultaneous users is 5, and therefore no additional Access code is required or supplied with the package initially. However, a school or college may wish to purchase a larger number of simultaneous users from the outset and therefore may have an additional access code that can be entered during product activation.

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To purchase a larger number of simultaneous users, please contact your retailer who will arrange another access code for the number of users required. The access code consists of one box of 10 characters, and can be entered at any time after activation by going to the Database Maintenance screen found in the Administration area.

3.7 Workstation Installation – Network Version Only

Once the installation and activation on the Server is complete, each workstation needs to be set up so that it can access EMT3 on the Server. There are two steps to complete this:

1. You'll need to install Adobe AIR on each workstation that does not already have it. You can download Adobe AIR for free from the Adobe website (www.adobe.com).
2. Set up a desktop icon on each workstation for EMT3 and map this to the location on the Server where EMT3 is installed. Please see “Setting up a Mapped Network Drive (PC)” on page 3 for instructions on how to setup a mapped network drive for the clients to connect to the server installation.
3. An EMT3 icon is located on the installation CD-ROM as a hidden file or you can create a shortcut from the installation on the server. Place this icon on the desktop to provide easy access to the network install.

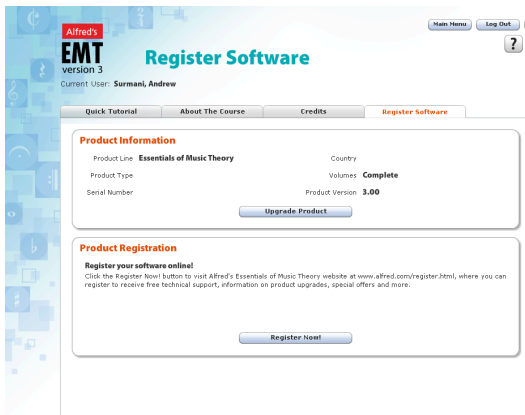
3.8 Activate Product

Once the “Activate Product” button is clicked, EMT3 will determine the accessibility to the required functions based on the product type supplied as part of their serial number. The accessibility of functions for each Product Type that has been programmed into EMT3 is shown in the following table.

Function \ Product	Quick Tutorial	About The Course	Credits	Register Software	View Lessons	View Terms	View Scores	Customize Lessons	Plan Maintenance	Customize Terms	Syllabus Maintenance	Customize Tests	Change Password	User Maintenance	Group Maintenance	Profile Maintenance	System Options	Check for Updates	View Logs	Database Maintenance
Student	✓	✓	✓	✓	✓	✓	✓						✓	✓			✓	✓		
Educator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
Network	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The accessibility of functions is also based on the Profile Type of each user, so other users within the EMT3 system may have a sub-set of the functions shown for that Product Type.

3.9 Register and Upgrade Product



To register your purchase of EMT3, to upgrade a Student to an Educator or Network, or an Educator to a Network Version, click on ‘Register Software’ on the Main Menu.

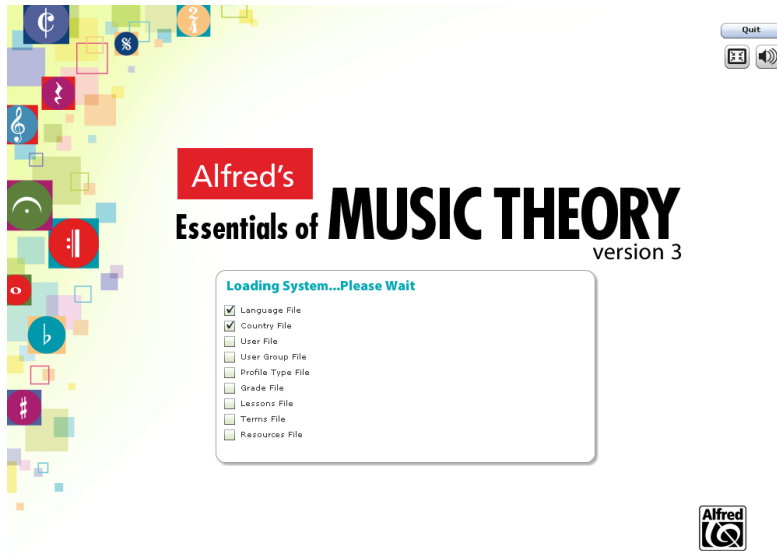
To upgrade, click on the ‘Upgrade Product’ button. This will take you to the Product Activation screen to enter a new serial number for the upgraded product. Thereafter, the procedure for activation is as outlined above.

4. Getting Started

This section provides an overview of the EMT3 system and how to navigate around the various screens contained in EMT3.

4.1 Log In

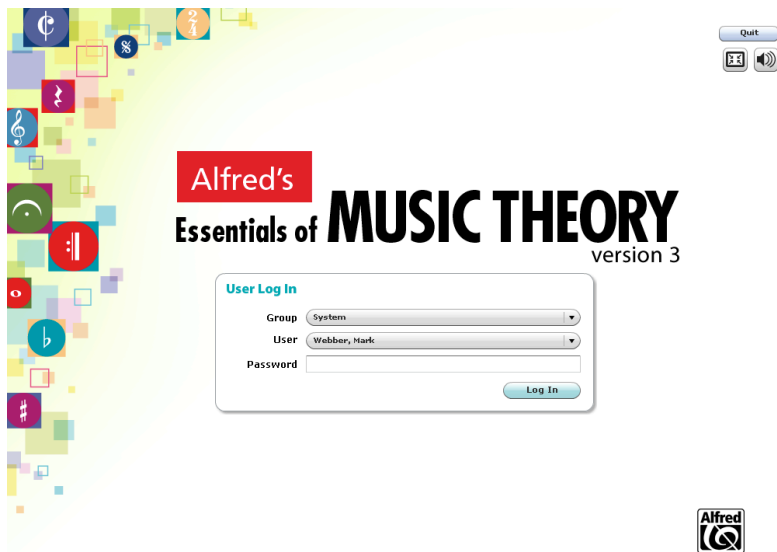
Each time you start EMT3 it will load up all of the files required to run the system. A screen will appear as shown below.



As each file is loaded successfully, a check mark will appear beside that file. If this screen doesn't proceed to the Log In screen, then one or more of these files could not be loaded for some reason.

If this occurs, quit this application and try again. If still unsuccessful, you will need to either uninstall and reinstall EMT3 or contact Technical Support (see Appendix 2) for assistance as this is indicating that one or more files are corrupt.

Once all files have been loaded, the system will show the Log In screen as shown below.



The Log In screen will be one of three styles. The Log In Style can be set in the System Options section of the Administration panel.

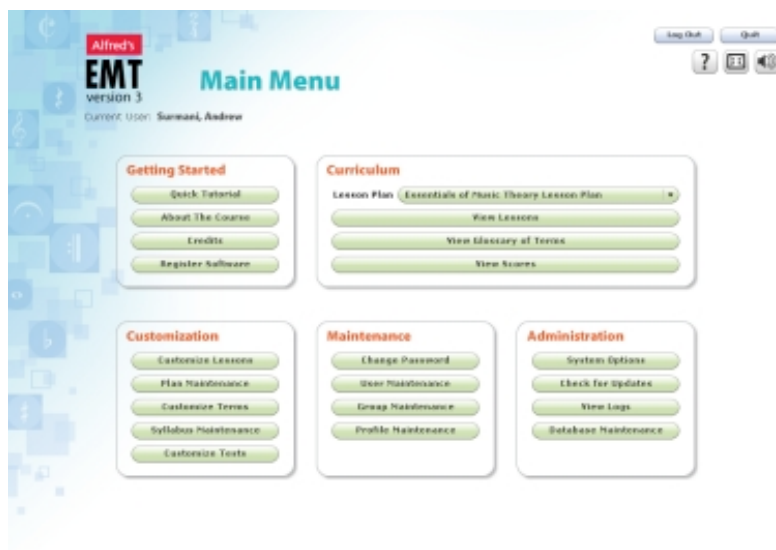
The one shown here is for a Network, where each user must select a group, then select his/her name from the dropdown list, and finally enter his/her password.

Educator and Student versions will only have the User drop down list, at which point the User music enter his/her password.

The other Log In style is normally only used for the Web version of EMT3.

4.2 Main Menu

The Main Menu is the screen from which you can access all available functions within EMT3.



At the top right are the 'Quit' and 'Log Out' buttons to exit this software and to return to the Log In screen where you can Log In as another User. Immediately underneath these are the 'Toggle Full Screen/Window', the 'Audio On/Off', and the 'Help' buttons to access the quick tutorial for this screen.

The name of the Current User who is logged on is shown towards the top left of the screen immediately below the EMT logo and the screen name.

The remainder of the Main Menu consists of 5 panels that describe the 5 functional areas within EMT. There is one screen for each of these areas which are described in the following sections within this User Guide. We recommend viewing the Quick Tutorial section under the "Getting Started" panel. This is an informative help menu that will explain in detail how to use all the functions of this software.

Depending on the Product Type and Profile Type of the Current User, only some of the panels and functions may be shown.

To view Lessons, Terms or Scores in the Curriculum panel, select the desired Lesson Plan from the drop-down list before pressing the required function.

Once a successful installation and activation of EMT3 has been completed, if you are a single user with the Student Version you can start working through the lessons immediately. For all other situations the next step is to set up other users in the system. Please see the Maintenance section below for how to do this.

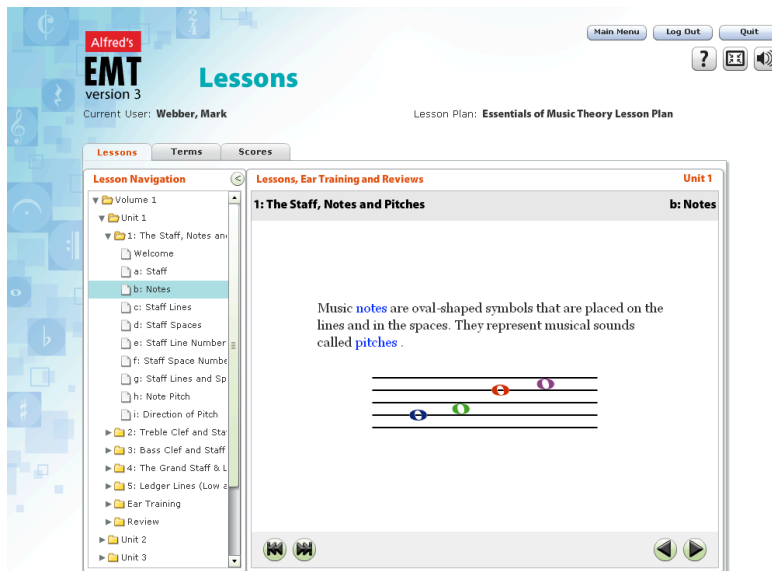
5. Curriculum

The Curriculum is the screen from which you can access all the Lessons, Terms and Scores within EMT3.

EMT3 comes with a lesson plan called “Essentials of Music Theory Lesson Plan” and this is pre-loaded. If a different lesson plan is required you can create your own in the Customizing section below.

The Essentials of Music Theory Lesson Plan is structured into 3 Volumes with each Volume containing 6 Units, making 18 Units in all. The Complete version contains all 3 Volumes while Volume 1 contains only those Units in Volume 1.

5.1 Lessons



The first tab in this screen is the Lessons tab. Each Unit contains several topics with multiple lessons and exercises, as well as ear training lessons and unit reviews for complete learning comprehension. The Lesson Navigator on the left shows the structure of the currently loaded Lesson Plan.

As each student progresses through the lessons, the Lesson Navigator automatically collapses and opens the next topic to reveal the lessons.

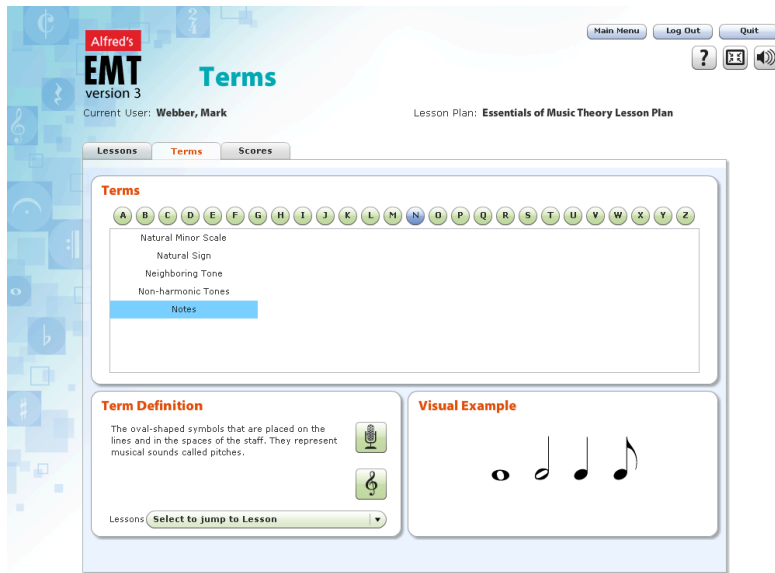
To progress through the lessons, use the previous and next buttons at the bottom right of the lesson area. The buttons at the bottom left of the lesson area are to replay and skip-to-end for the current lesson. Sometimes there is also a help button if further assistance is required.



Some lessons contain words in blue. These words are new musical terms that have been introduced. Moving your mouse over these words will show balloon text that provides a definition of this term. Clicking on it will immediately jump to the Terms tab with that Term showing. See the Terms section below for more information on this. To return to the current lesson, click on the Lessons tab.

Exercises provide immediate feedback as to the accuracy of answers and will prompt the students to keep trying until successful. Reviews test the student on concepts taught during that Unit and record scores that appear in the Scores tab.

5.2 Terms



The second tab in this screen is the Terms tab. This contains a complete Glossary of Terms that are used within EMT3.

The top panel shows a button for each letter in the alphabet to access those terms beginning with that letter. As a letter is chosen, a list of the terms beginning with that letter is shown.

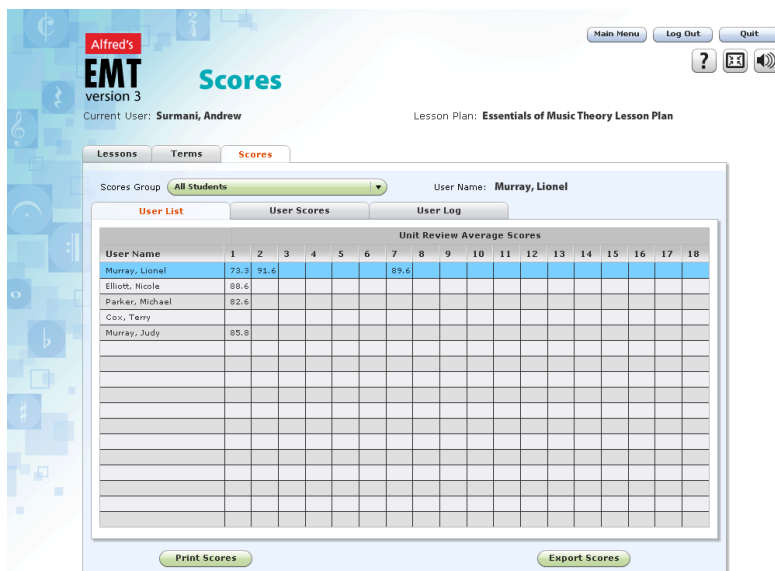
As a term is chosen from the list, the bottom left panel shows the term definition, a drop-down list of lessons that reference this term, and two buttons that provide a spoken

pronunciation of that term (microphone) and an optional audio example (treble clef) that will be played when pressed. To stop the audio example playing, press the button again or switch to a new term. The bottom right panel optionally shows a visual example of the chosen term where appropriate.

5.3 Scores

The third tab in this screen is the Scores tab. When a student has completed one or more reviews in EMT3, their scores will be available for them or others to view and print.

5.3.1 User List

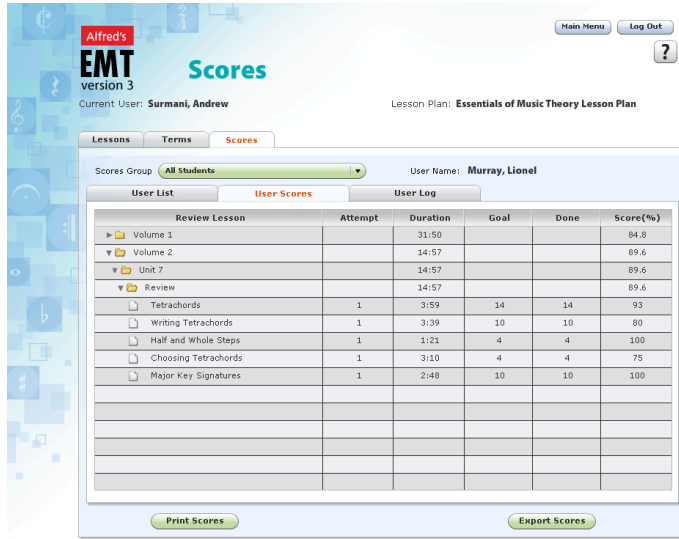


Each user has permission to look at their own scores, but only those users with a Profile Type that allows them to browse others' scores plus Score Group permissions (see User Maintenance) can view scores of others.

Users given such permissions will see the Users List tab, which shows one row for each student. This row contains the average score for each unit. Please note that this may take some time to load, as the program needs to read the logs of each student, and then calculate their average scores within the Score Group

selected at the top of the screen.

5.3.2 User Scores



For those that don't have permission, they will be automatically shown the User Scores tab to view their own scores. The other two tabs will be disabled to prevent them from viewing others scores.

The User Scores tab shows a tree structure of the scores set out in the same manner and order as the lessons within the Lesson Plan.

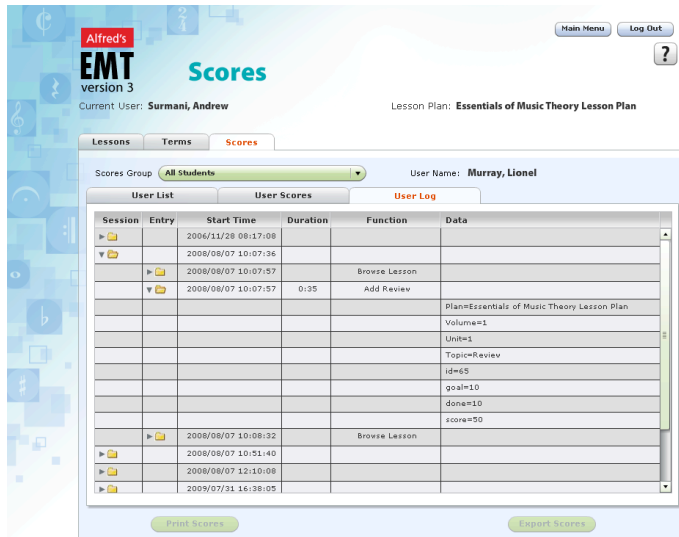
You can click on the tree structure to expand and compress each volume, unit and topic. Once a topic is expanded, you will see the

scores for each lesson within that topic and how long each lesson took to complete. The topic, unit and volume lines show a weighted average for each of the branches within them.

The 'Print Scores' button at the bottom of this panel enables the viewed scores to be printed.

The 'Export Scores' button is only available to those users who have permission. When the User List tab is selected, ALL USERS in this list will be exported to a .csv file that can be imported into an EXCEL spreadsheet. When the User Scores tab is selected, only those scores for the viewed user are exported.

5.3.3 User Log



The User Log tab shows a chronological tree structure of all the activities undertaken by that User.

Each time a User starts EMT3, it commences a new session in that User's log. You can click on the tree structure to expand and compress each session and entry to view specific details about that activity.

This is generally used to view previous attempts of the same review or to investigate a potential problem.

6. Maintenance

Maintenance is the screen where you maintain all the information about the Users in EMT3. This includes students, educators and administrators, their groups and their profiles.

6.1 Change Password

The first tab is where you change your password.

It is important to keep your password secret as this is the way you identify yourself to EMT3 during the Log In procedure. If you have forgotten your password, see your educator or administrator who can look it up for you.

The User Details panel shows your details, such as name and address, and all of these fields are read only here. They can only be modified in the 'User Maintenance' tab.

The 'New Password' panel invites you to enter your password in the two fields provided, in order to ensure that you haven't accidentally mistyped it the first time.

When you have completed entering the new password, click the 'Change Password' button to accept the change. Hereafter each time you Log In you will need to use the new password.

6.2 User Maintenance

The second tab is where you add, modify, delete, import and export Users.

When you first enter the 'User Maintenance' tab, the first User in the Group shown in the two drop-down lists at the top of the screen will be showing.

Choose a Group and the desired User within that Group from the two drop-down lists to view a particular User.

6.2.1 Add User

6.2.1.1 Add a Student

To add a student, click the 'Add User' button and select the 'Student' Profile Type and the student's class. If their class does not exist, you will need to create it first in the Group Maintenance tab.

Enter the student's name, student ID and email address and assign them a password.

Address - Choose the country first, as this will determine the set of states/provinces for that country. Fill out the address, city, select a state/province, and then enter the zip/postal code.

Language - Choose the language applicable for the student. This will set the language used for system display for all of the screens when that User logs in.

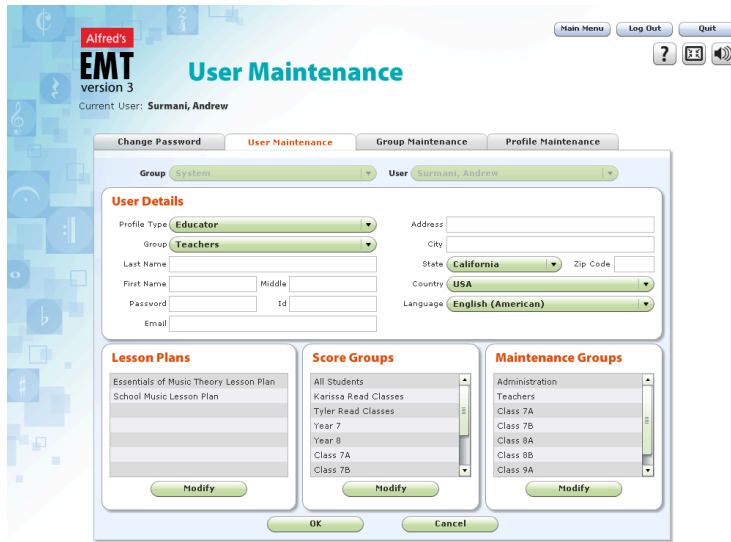
Grade Limit - If you wish to prevent a student from attempting lessons beyond a grade limit as defined in the Syllabus topics, enter this here.

Passing Grade - If you wish to prevent a student from proceeding to the next Unit because they have not received a high enough score, enter the score percentage here.

The Lesson Plans panel contains the set of lesson plans that you wish this student to access. If you wish to change this list, click the 'Modify' button and remove unwanted lesson plans from the Selected List. Then click 'Apply to User' to accept this change.

When all fields are set up, press OK to add the new student.

6.2.1.2 Add an Educator



To add an Educator, click the 'Add User' button and select the 'Educator' Profile Type. If all educators are to be grouped together, select the 'Teachers' group. Otherwise, create a new one in the Group Maintenance tab.

Enter the educator's name, ID, and e-mail address, and then assign them a password.

Address - Choose the country first, as this will determine the set of states/provinces for that country. Fill out the address, city, select a state/province, and then

enter the zip/postal code.

Language - Choose the language applicable for the educator. This will set the language used for system display for all of the screens when that User logs in.

One important difference between educators and students is that educators do not have a Grade Limit or a Passing Grade. This is because educators would not be expected to complete the Reviews.

The Lesson Plans panel contains the set of lesson plans that you wish this educator to access. If you wish to change this list, click the 'Modify' button and remove unwanted lesson plans from the Selected List (see above for more detail on this).

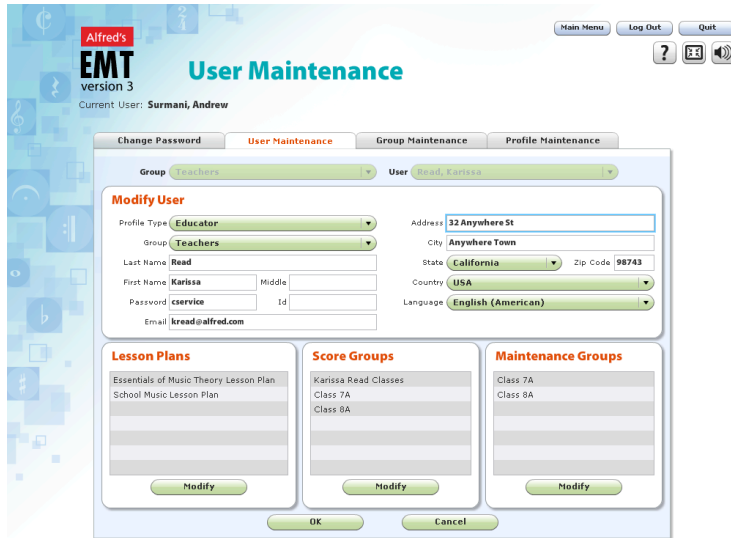
The other important difference is that educators contain two additional panels that need to be set up. These are Score Groups and Maintenance Groups.

The Score Groups refer to those Groups that this educator can view in the Scores tab of the Curriculum screen. Normally an educator can view only those students in the classes they teach, therefore, the set of Score Groups will consist of their classes.

Similarly, the Maintenance Groups refer to the set of Users that this educator can view and change in the User Maintenance tab because they are in one of these Groups. Again, this tends to be the classes that they teach.

To modify either the Score Groups or the Maintenance Groups for an educator, click the 'Modify' button at the bottom of that panel and remove or add Groups in the Selected List.

6.2.2 Modify User

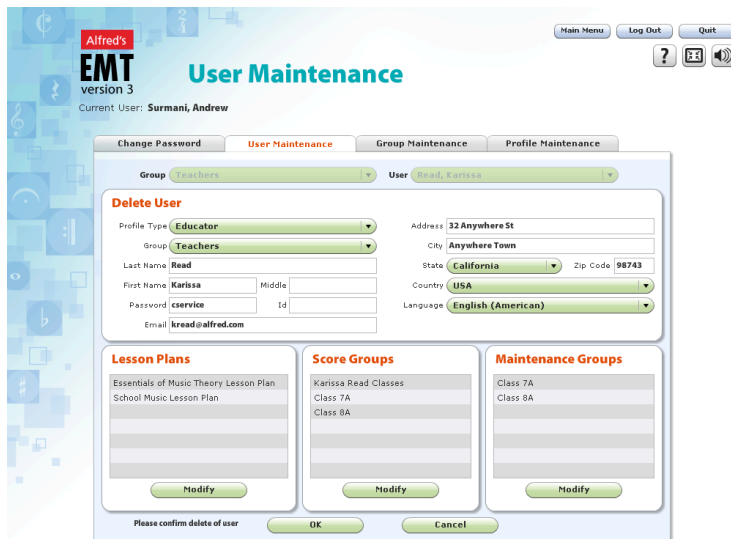


As soon as you begin the first modification, the system will change the User Details heading to 'Modify User', and the row of functional buttons at the bottom will be replaced with OK and Cancel buttons.

To modify the Lesson Plans, Score Groups or Maintenance Groups, please refer to the Add Student section above.

Make the desired changes and press OK to save these to the Users database.

6.2.3 Delete User

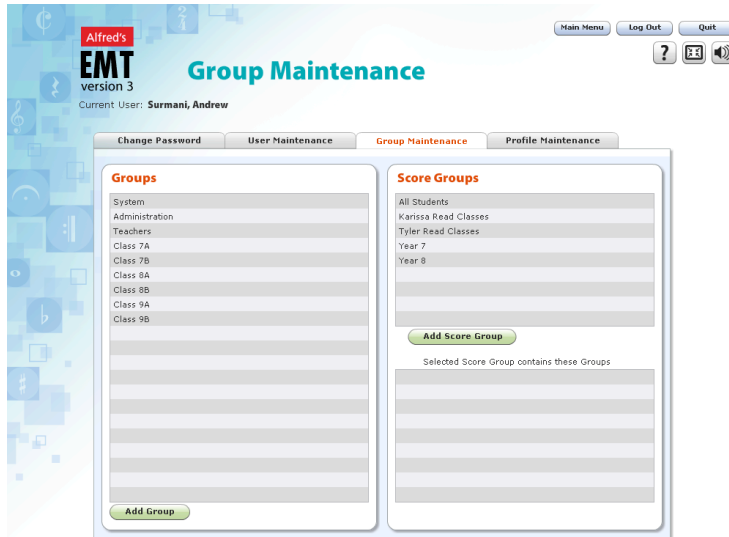


To delete a User, press the 'Delete User' button at the bottom of the screen. This will change the heading in the top panel from 'User Details' to 'Delete User'. The row of function buttons at the bottom of the screen will be replaced with OK and Cancel buttons as well as a message requesting you to confirm this delete by pressing OK.

Once OK is pressed, the User and their log and scores will be deleted from the User database and cannot be recovered.

Once this is completed, you will be returned to the User Maintenance screen, and the first available User in the same Group will be displayed.

6.3 Group Maintenance



The third tab allows you to add, rename, and delete Groups, as well as add, modify and delete Score Groups that are used to aggregate User Scores in the Scores tab of the Curriculum screen.

Score Groups are collections of Groups (e.g. all the classes in a Year) for the purposes of score comparison and exporting to spreadsheets.

The availability of these functions is dependant on your permissions from your Profile Type.

6.3.1 Add Group

To add a Group, press the 'Add Group' button and the Add Group window will appear at the bottom of the Groups panel. Enter the name for the new Group and press OK. Press Cancel to abort this function.

When a new Group is added, it is also added to that User's Maintenance Groups. EMT3 will also find all Users who include that User's Group in their Maintenance Groups, and will include the new Group in their Maintenance Groups as well. Thereby, another User with greater permissions can access Users from this new Group.

6.3.2 Rename Group

To rename a Group, select the Group to rename and press the 'Rename Group' button. The Rename Group window will appear at the bottom of the Groups panel containing the existing name. Enter the new name for the Group and press OK. Press Cancel to abort this function.

When a Group is renamed, it is also renamed throughout the system, including User Maintenance Groups, all Users in that Group, and also the Score Groups that contain that Group. This is mainly used when students advance to another class in the following academic year.

6.3.3 Delete Group

The 'Delete Group' button will only appear if the selected Group does not have any Users. Therefore, if you wish to delete a Group, you must first delete all the Users in that Group or modify them and place them in another Group.

To delete a Group, press the 'Delete Group' button and the Delete Group window will appear at the bottom of the Groups panel containing the existing name. To delete the Group, press OK or press Cancel to abort this function. When a Group is deleted, it is also deleted from User Maintenance Groups and the Score Groups that contain that Group.

6.3.4 Add Score Group

Score Groups are aggregated sets of Groups for viewing and comparing Scores in the Scores tab of the Curriculum window.

To add a Score Group, press the 'Add Score Group' button and the Add Score Group window will appear at the bottom of the Score Groups first list. Enter the name for the new Score Group and press OK.

When a User adds a new Score Group, it is also added to their Score Groups. You can then find all Users who include that User's Group in their Maintenance Groups and include the new Score Group in their Score Groups as well. Thereby, each User with better permissions than themselves can also view the Scores of Users within that Score Group.

Once a Score Group has been added, the second step is to add Groups into that Score Group that you wish to aggregate together. For example all classes in Year 7 get added to a Year 7 Score Group. (See Modify Score Group below).

6.3.5 Modify Score Group

To modify the Groups contained in a Score Group, you must first select the Score Group you wish to modify from the Score Group list. This will show the existing Groups it contains in the bottom list in the Score Groups panel. Click and drag the Groups from the Group panel to add new Groups, or press 'Link Group' to add the currently selected Group to the list. To remove a Group, select it from the list and press 'Unlink Group'.

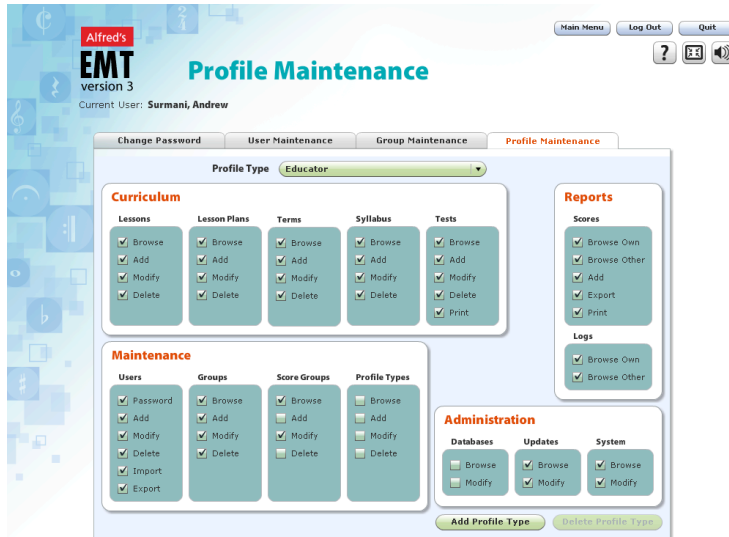
6.3.6 Delete Score Group

The 'Delete Score Group' button will only appear once a Score Group is selected in the Score Group list.

To delete a Score Group, press the 'Delete Score Group' button. The Delete Score Group window will appear at the bottom of the Score Group list containing the existing name. To delete the Score Group, press OK or press Cancel to abort this function.

When a Score Group is deleted, it is also deleted from User Score Groups.

6.4 Profile Maintenance



The fourth tab allows you to add, modify, and delete Profile Types which are used to provide and restrict functions within EMT3.

The system is supplied with four Profile Types. The Administrator does not appear in the drop-down list because he/she has permission to do all the functions in the system. and this should never be changed.

Generally, only the Administrator will have the permission to edit Profile Types, as this controls who has permission to execute certain functions within EMT3. This is

designed to prevent other users from corrupting your database by executing functions that they should not have permission to access.

6.4.1 Add Profile Type

To add a new Profile Type, press the 'Add Profile Type' button, enter the name in the field provided and then check and uncheck the functions as required to set up the new Profile. When you have completed this, press OK to save the new Profile or press Cancel to abort this function.

The functions have been grouped by data type to make this task easier to complete.

6.4.2 Modify Profile Type

To modify an existing Profile Type, check or uncheck one or more checkboxes. When the first of these is done, the heading will change to 'Modify Profile Type', and the buttons at the bottom right will be replaced with an OK and Cancel button.

Complete the desired changes and press OK to save these to the database, or press Cancel to abort this function.

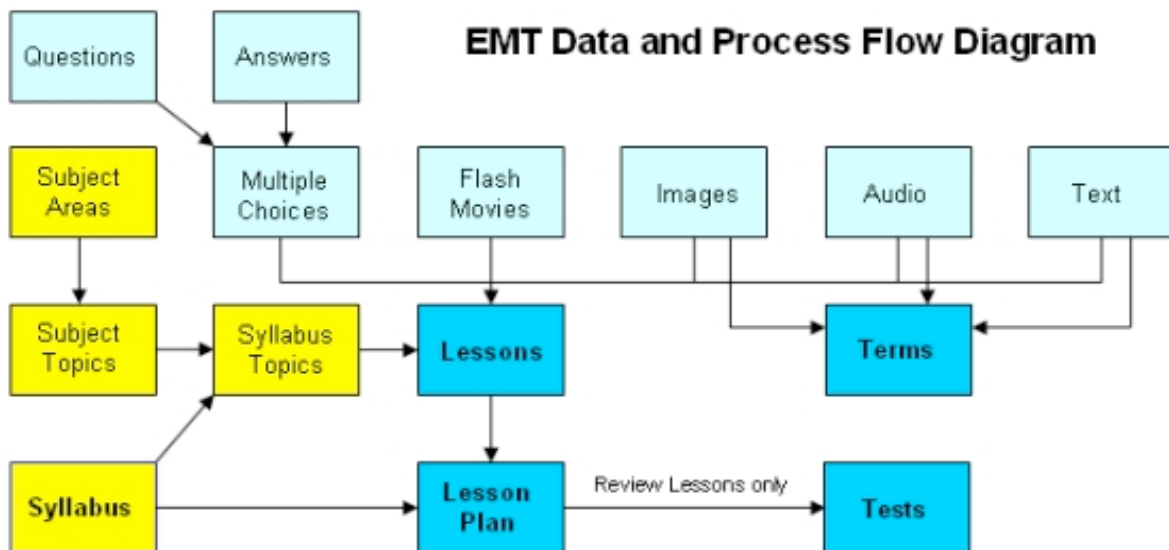
6.4.3 Delete Profile Type

The 'Delete Profile Type' button will only be enabled if this Profile Type is not being used by one or more Users. To delete an existing Profile Type press the 'Delete Profile' button. To confirm the delete press the OK button that replaces it at the bottom right of the screen. To cancel the delete, press the Cancel button.

7. Customization

The Customization screen allows for the customization of Lessons, Lesson Plans, Terms, Syllabi and Custom Tests. The Customization section of EMT3 is extremely versatile, allowing complete freedom to create and/or modify any or all of the lessons within EMT3 to meet your specific needs.

7.1 Customization Overview



The diagram above shows the relationships and the workflow for creating customized Lessons, Plans Syllabi, Terms, and Tests.

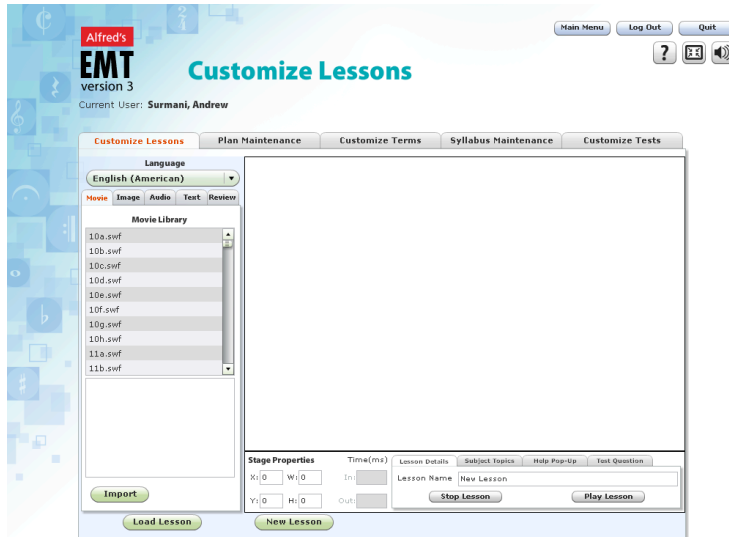
The yellow boxes represent the data that is created and maintained in the Syllabus Maintenance tab.

The turquoise boxes represent resources that are either created or imported to create new lessons and/or terms. These boxes mirror the five tabs of resources in the Customize Lessons tab, as well as the Definition, Audio Example, and Visual Example in the Customize Terms tab.

The blue boxes represent the completed lessons, terms, lesson plans, and tests that are used within EMT.

The basic flow is that the five resource types combine in different ways to create lessons that reference certain Syllabus topics. These lessons are combined and ordered into a Lesson Plan. These lessons reference Terms from the Glossary. The Review Lessons from each Unit provide random questions and answers that are used to generate Custom Tests.

7.2 Customize Lessons



The first tab is where new lessons are created and existing lessons are modified and/or deleted. All of the lessons supplied in EMT3 have been created using this function in combination with the Plan Maintenance function.

This tab is the engine room of EMT3. When this tab is first accessed, it is set up for a new lesson to be created, so it shows a blank lesson on the right (called The Lesson Stage). In the column to the left are resources that can be added to the lesson.

Each Lesson Plan contains references or pointers to Lessons, so if any Lesson is modified it will affect what each user sees when that Lesson is used within a Lesson Plan.

The only functions available when a blank Lesson is showing are 'Load Lesson' and 'New Lesson'. 'Copy Lesson' and 'Delete Lesson' are only available once a lesson is loaded.

7.2.1 New Lesson

The 'New Lesson' function clears the Lesson Stage, allowing you to insert resources into a new lesson for use in one or more Lesson Plans.

7.2.1.1 Lesson Overview

There are five different types of resources that can be inserted into a lesson. These are Movie, Image, Audio, Text, and Review (Multiple Choice Questions). Flash Movies (.swf), Images (.png, .jpg, .gif), and Audio (.mp3) can be imported while Text and Review Questions/Answers can be created inside EMT3. The method for inserting a resource into a Lesson is the same for each type. Select the appropriate tab in the column on the left, then select the entry from the list and drag it onto the Lesson Stage, placing it in the required position.

You can click on any resource on the Lesson Stage and drag it around to reposition it. When you do this, the Properties box immediately underneath the Lesson Stage will show the properties of the currently selected resource, which will be highlighted in the list in the left column (see below for detailed properties on each resource type). To delete a resource from a lesson, select it and press the Trash Can button in the Properties box.

The Lesson Stage is 600 (width) x 400 (height), and every resource has an X and Y to define its top left corner and a W (width) and H (height) to define its size. These can be changed numerically in the boxes provided in the Properties area to get more accurate placement or to change the dimensions of a resource. Each Resource Type also contains other properties that can be changed while this resource is selected. To change to a different resource of the same type, choose a different resource from the left column while this resource is selected.

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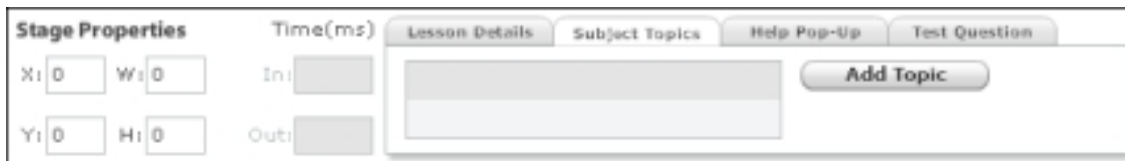
Because EMT3 supports multiple languages, it is possible to create and/or modify lessons for each supported language. When you drag resources onto the Lesson Stage it will add this resource into each language lesson. To swap languages, select it from the drop-down list at the top left of this panel. If you are working with several languages, you will need to position each resource for each language lesson, as EMT3 allows the layout to be different for each language.

The first time you click on a resource or drag it to the Lesson Stage, the function buttons at the bottom will change to 'Save Lesson' and 'Cancel'.

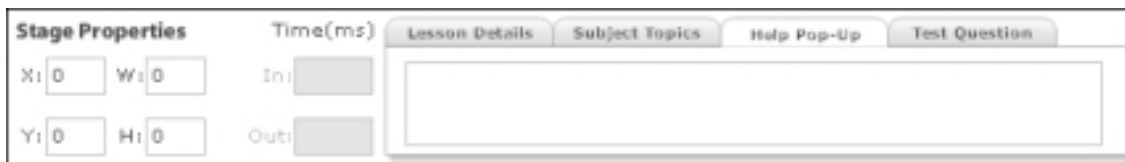
Once you have completed laying out your new lesson, you need to view the Stage Properties so this new lesson can be named and saved to the lesson database. To view the Stage Properties again, click in a blank spot on the Lesson Stage.



Enter a new name in the Lesson Name field and press 'Play Lesson' to preview the lesson. Press 'Stop Lesson' when finished to ensure all resources become visible again. **Note: Do not use any special characters in the Lesson Name such as apostrophes, etc.**



Click on the Subject Topics tab and link syllabus topics to this lesson by pressing the 'Add Topic' button and selecting the desired topic(s) from the list. This will determine the sub-set of lessons presented to a student, based on their grade limit set up in their user record.



If the lesson requires some help text, click on the Help Popup tab and enter the help text in the box. When the lesson is running, a help button will appear in the bottom left of the Lesson Stage area. Moving your mouse over this button will cause the help text to appear as balloon text.

If this is a review lesson, enter the question text here that will appear on the Custom Test for this lesson.

Each of Lesson Details, Help Pop-Up, and Test Question are language-dependant, so these will need to be entered for each language that you are using.

Press the 'Save Lesson' button to save this lesson to the database. Once this lesson has been saved, it can be used within one or more Lesson Plans in the Plan Maintenance tab.

7.2.1.2 Flash Movie

Select the Movie tab from the left column, and choose the movie from the list. It will display in the box below the list. If the desired movie is not in the list, select 'Import' and browse for the movie.

Drag the list entry onto the Lesson Stage, and then select the movie on the Lesson Stage to edit its properties and/or to reposition it. Press the trash can button to delete the movie from the Lesson Stage.

Click on the Movie Controls tab and press 'Play' to preview the movie. The time in/out fields allow you to set a specific start time and end time if desired. This time is in milliseconds (1000 = 1 second).

Those movies that contain a goal, and are used in Exercises or Reviews, will also create a Counter resource that can be placed anywhere on the Lesson Stage. By selecting it, you can reposition it and/or alter the display type.

For those users interested in creating their own flash movies to include in EMT3, the guidelines on how to do this is set out in Appendix 1.

7.2.1.3 Image

Select the Image tab from the left column, and choose the image from the list. It will display in the box below the list. If the desired image is not in the list, select 'Import' and browse for the image. The .png, .jpg, and .gif formats are all supported.

Drag the list entry onto the Lesson Stage, and then select the image on the Lesson Stage to edit its properties and/or to reposition it. Press the trash can button to delete the image from the Lesson Stage.



The time in/out fields allow you to set a specific start time and end time if desired for the image to appear and disappear. This time is in milliseconds (1000 = 1 second).

7.2.1.4 Audio

Select the Audio tab from the left column and choose the audio from the list. It can be played by pressing the 'Play' button immediately below the list. If the desired audio is not in the list, select 'Import' and browse for the audio you wish to use. The .mp3 format is supported.



Drag the list entry onto the Lesson Stage. It will display a small speaker icon. Select the icon on the Lesson Stage to edit its properties and/or to reposition it.



Press the trash can button to delete the audio from the Lesson Stage. The time in/out fields allow you to set a specific start time and end time if desired for the audio to play and stop. This time is in milliseconds (1000 = 1 second).

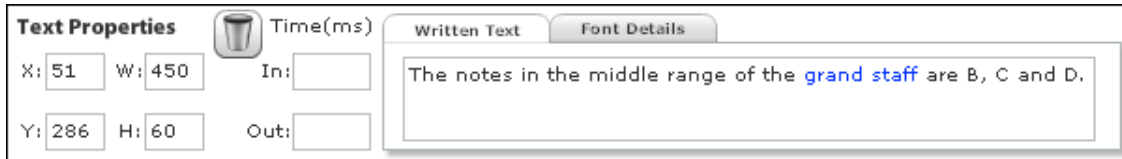
Click on the Audio Controls tab and press 'Play' to hear the audio. Checking the autoplay flag will cause the speaker icon to disappear when the lesson is running, and will cause the audio to begin playing immediately after the lesson is loaded within a Lesson Plan. When unchecked, the speaker icon will appear, allowing it to be clicked during the running of the lesson to hear the audio.

If autoplay is checked, or you have a time in/out set and are previewing a lesson by pressing the 'Play Lesson' button in the Stage Properties, you must press 'Stop Lesson' for the speaker icon to become visible again. Otherwise, you will not be able to click on it to edit the audio properties again.

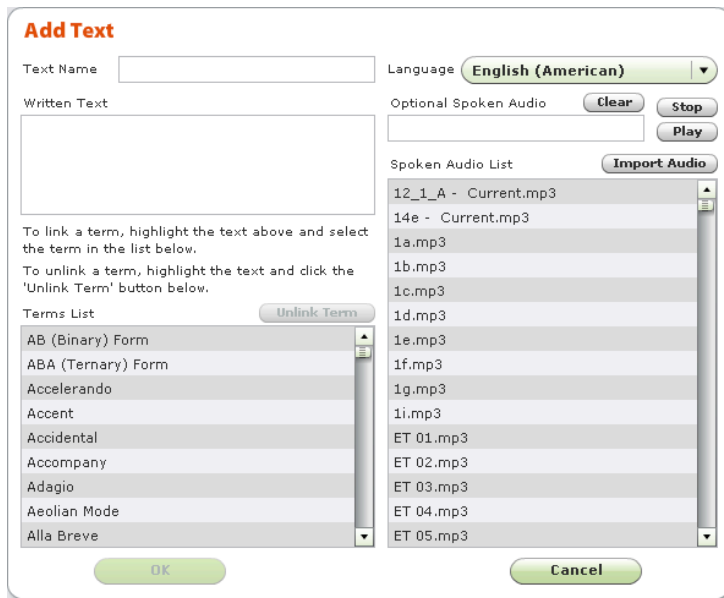
7.2.1.5 Text

Select the Text tab from the left column and choose the text resource from the list. The text will appear in the box below the list with any spoken audio.

Drag the list entry onto the Lesson Stage, and then select the text on the Lesson Stage to edit its properties and/or to reposition it. Press the trash can button to delete the text from the Lesson Stage.



The time in/out fields allow you to set a specific start and end time if desired for the text to appear and disappear. This time is in milliseconds (1000 = 1 second). If an optional spoken audio is present when the text resource is dragged onto the Lesson Stage, it will also create an audio resource with the speaker icon so that its attributes can be edited (see Audio). Click on the Font Details tab and set the desired font type, size, color, and other attributes. The default font is Georgia, 17 point, black.



Unlike the movie, image, and audio resources, Text Resources can be edited directly within EMT3.

To add or modify a Text Resource, press the 'Add' or 'Modify' button at the bottom of the left column. This will open a new panel over the top of the Lesson Stage for you to enter and edit the text fields. Name the Text Resource by typing into the box.

Text can be entered for each language by selecting the language from the drop-down list.

If you wish to link one or more words to a Term, highlight the words and then select the Term from the Terms

List. The highlighted word(s) will turn blue to indicate a term link. When the mouse is moved over the term link in the lesson, some balloon text of the term definition will appear. Clicking on the word(s) will jump directly to the Terms tab when running the lesson inside a Lesson Plan.

If there is a spoken audio that matches this written text, select it from the Spoken Audio list. You can play it using the 'Play' button to ensure it is the correct one. To clear a Spoken Audio association, press the 'Clear' button.

When you have finished entering all of the fields, press the OK button to confirm the addition of the Text Resource or any changes made to it.

7.2.1.6 Review

A Review Resource is a series of multiple-choice questions put together to review one or more topics. Select the Review tab from the left column and choose the review from the list. It will display the first question in the box below the list. From the question drop-down list, you can view any of the questions in this review.

Drag the list entry onto the Lesson Stage, and then select the review on the Lesson Stage to edit its properties and/or to reposition it. Press the trash can button to delete the review from the Lesson Stage.



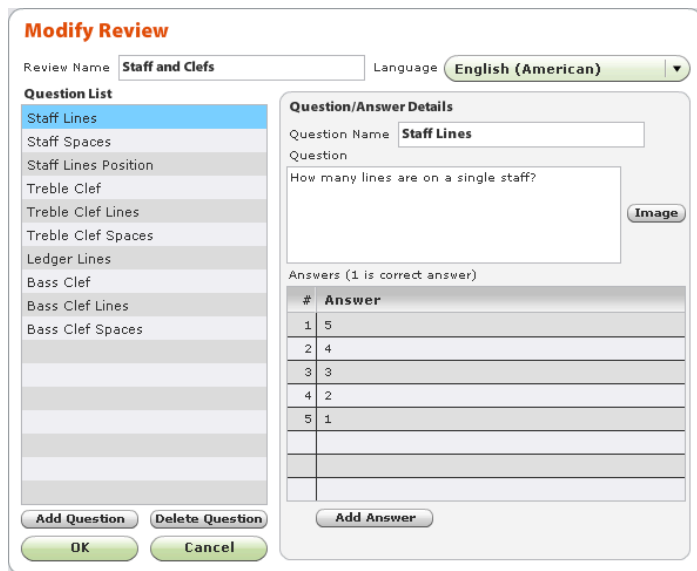
Click on the Questions tab and select the desired question within the review. This will display the question text within the Properties window, and will also change the question and answers in the Review Resource on the Lesson Stage. Click on the Font Details tab and set the desired font type, size, color, and other attributes. The default font is Georgia, 17 point, black.



Click on the Answer Layout tab and choose the number of multiple-choice answers to be displayed for each question. This is also where you choose

the X and Y offsets for the answers from the top left corner of the questions. Finally, the Answer Layout. 'Vertical' will lay out the radio buttons and answers vertically, while 'Horizontal' will lay out the radio buttons and their answers in a single row, so each answer must be reasonably short. When 'Grid' is chosen, an extra 2 drop-down lists appear to choose the desired number of rows and columns for the answers within the grid.

Each review will also create a Counter resource on the Lesson Stage.



Unlike the movie, image, and audio resources, Review Resources can be edited directly within EMT3.

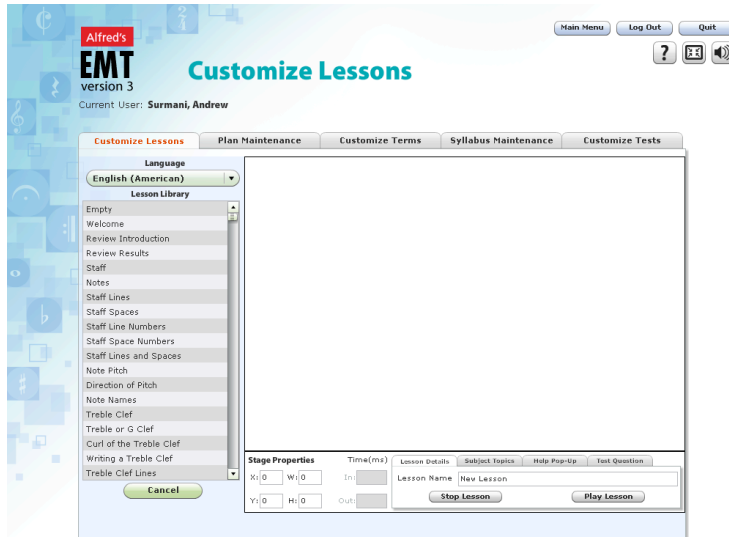
To add or modify a Review Resource, press the 'Add' or 'Modify' button at the bottom of the left column. This will open a new panel over the top of the Lesson Stage for you to enter and edit the review questions and answers.

Press 'Add Question' to add questions and 'Add Answer' to add answers. These can be text or images.

When you have finished entering all of the fields, press the OK button to

add/modify the Review Resource in the Resources Database.

7.2.2 Load Lesson



When you press the 'Load Lesson' button, it replaces the left column with a list of lessons from which you can choose.

Select the desired lesson and it will load into the Lesson Stage on the right. The left column then reverts to the original one, containing the five different types of resources that can be inserted into a lesson. These are Movie, Image, Audio, Text, and Review.

The method for inserting and editing resources is described in the New Lesson above.

7.2.3 Copy Lesson

To create a new lesson that is similar to an existing lesson, the quickest way is to first load the similar lesson and press 'Copy Lesson'. This will show the Stage Properties box, in which you can enter a new Lesson name and then press 'Save Lesson'. Thereafter, you can edit this lesson, and then press 'Save Lesson' again when you have completed your changes.

7.2.4 Modify Lesson

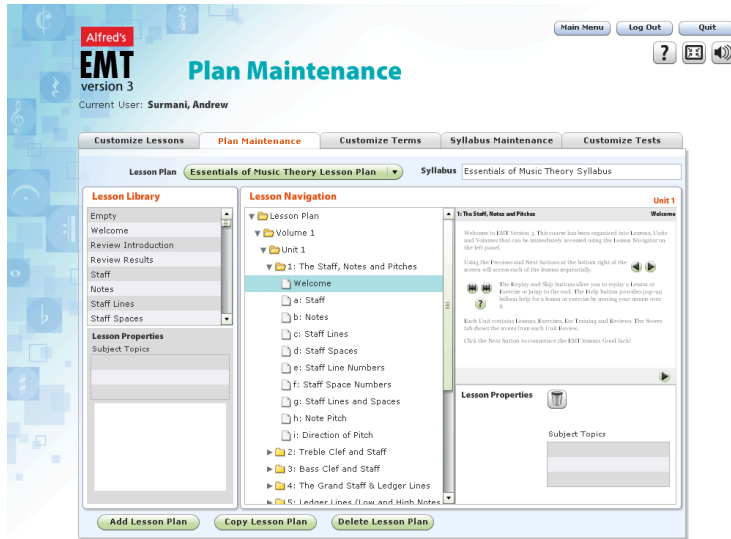
To modify a lesson, load it first (see Load Lesson) and then begin your edits. The first change will replace the function buttons below with Save Lesson and Cancel buttons. Complete your changes and press 'Save Lesson'.

7.2.5 Delete Lesson

Before you can delete a lesson, you must first load it (see Load Lesson). Once this is done, a screen like that on the left will appear, and the 'Delete Lesson' button will appear in the bottom row of functions.

Be very sure that you want to delete a Lesson, as once the 'Delete Lesson' button is pressed, it is permanently deleted from the database and will be replaced by a blank lesson.

7.3 Plan Maintenance



The Plan Maintenance tab is where new or modified lessons are assembled into a Lesson Plan so that they can be used by the students.

To view a Lesson Plan, select it from the drop-down list. Only those Lesson Plans that are present in the Lesson Plans section of the User record will be shown.

Each Lesson Plan consists of a 5-tier structure: Plan, Volume, Unit, Topic, and Lesson. There is no limit as to the number of each of these levels.

7.3.1 Modify Plan

Modifying a Lesson Plan is completed by selecting a Lesson Plan from the drop-down list, and then removing branches or adding lessons from the Lesson Library on the left side of the screen.

The first change replaces the row of function buttons at the bottom with OK and Cancel buttons. Complete the changes and press OK to write the modified Lesson Plan to the database.

To remove a branch and branches inside it, select it in the Lesson Plan and press the trash can button in the Properties box. To add a Lesson, drag it to the required location from the Lesson Library list. To re-order a Lesson, click and drag it vertically. To add a Volume, Unit, or Topic, select the branch above it and press the 'Add' button in the Properties box. This will add a branch of the relevant type inside the currently selected one.

When an entry in the Lesson Navigator is selected, the Properties box in the bottom right of the panel shows the properties of that branch. The top right box shows a miniature version of the lesson if a lesson has been selected; otherwise it is blank.



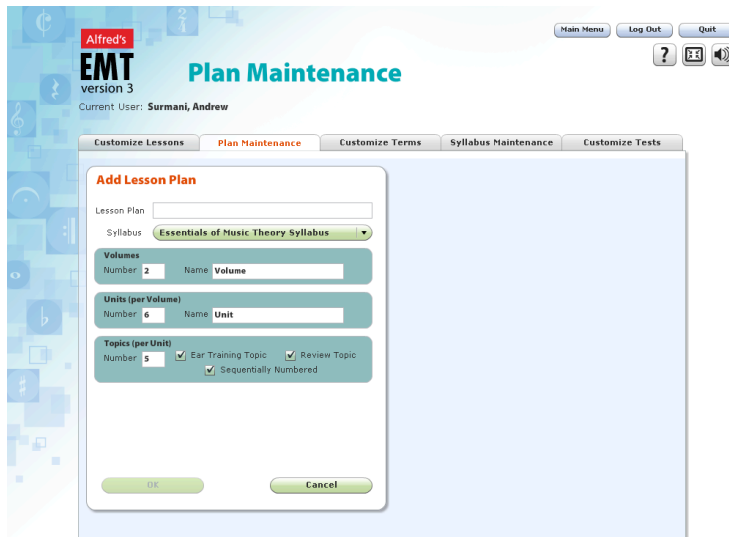
Enter a Topic Name for each language, provide an optional time limit (in seconds) for the students to complete this topic, indicate whether this topic is sequentially numbered, and then indicate if this is a review topic (only these will have their scores recorded in the log).

The time limit is generally set only for reviews so that students have a time limit to complete the review like in a normal exam. When viewing this topic in the Curriculum area, when that time limit is reached the system will automatically advance the student to the Review Results screen.

For the Lesson Properties, provide an optional time limit (in seconds) for the students to complete this lesson, and a goal if this lesson has a number of exercises to be completed. The Student scores will be based on the questions answered and does not mark off students for not completing some questions.

Press OK once the changes have been completed to save these changes to the Lesson Plan database.

7.3.2 Add Plan



New Lesson Plans can be added by pressing the 'Add Lesson Plan' button.

This replaces the existing screen with an 'Add Lesson Plan' panel as shown on the left.

1. Enter a name in the Lesson Plan field and choose a syllabus on which this Lesson Plan is based. **Note: When naming your lesson plan do not use punctuation symbols such as apostrophes. If you do, your new Lesson Plan will not show up as a new Plan. Also, if you**

have set a Passing Grade and create a new Lesson Plan, you must first delete the Passing Grade and then you can add it back after you create the new Lesson Plan.

2. Choose the number of Volumes in the Lesson Plan and a name for these Volumes.

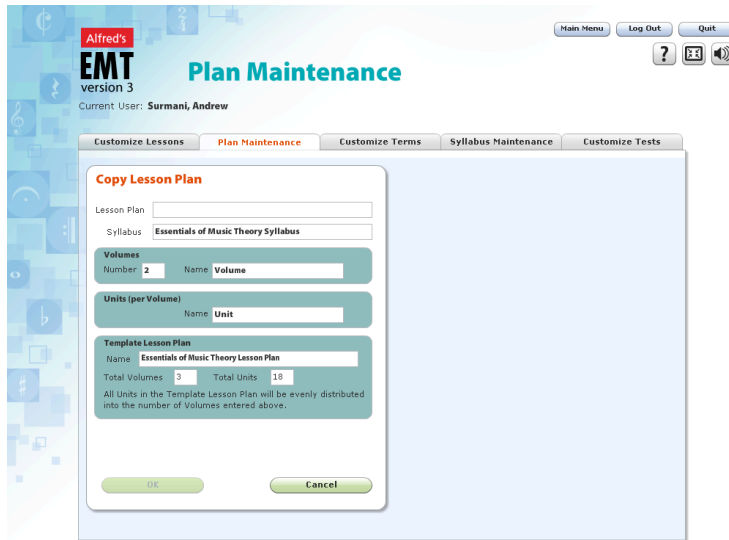
3. Choose the number of Units in each Volume and a name for these Units.

4. Choose the number of Topics in each Unit and whether or not each Unit contains an Ear Training Topic, a Review Topic and whether each Topic is sequentially numbered.

5. Press OK once all of these fields have been entered. This will return you to the existing screen with a generated Lesson Plan with each Topic containing an empty lesson. It will also add this Lesson Plan into the list of Lesson Plans within your User record and also to any other Users who contain your Group in their Maintenance Groups so that each of these Users can also have access to this Lesson Plan.

See 'Modify Plan' to insert lessons to complete the Lesson Plan.

7.3.3 Copy Plan



To copy a Lesson Plan press the 'Copy Lesson Plan' button.

This replaces the existing screen with a 'Copy Lesson Plan' panel as shown on the left.

1. Enter a name in the Lesson Plan field.

2. Because this is a copy of an existing Lesson Plan, it must be based on the same Syllabus as the source.

3. Choose the number of Volumes in the Lesson Plan and a name for these Volumes.

4. Press OK once all of these fields have been entered. This will return you to the existing screen with a generated Lesson Plan with the existing Topics and Lessons spread evenly throughout the new Lesson Plan. It will also add this Lesson Plan into the list of Lesson Plans within your User record and also to any other Users who contain your Group in their Maintenance Groups so that each of these Users can also have access to this Lesson Plan.

See 'Modify Lesson Plan' to insert additional lessons to complete the Lesson Plan.

7.3.4 Delete Plan

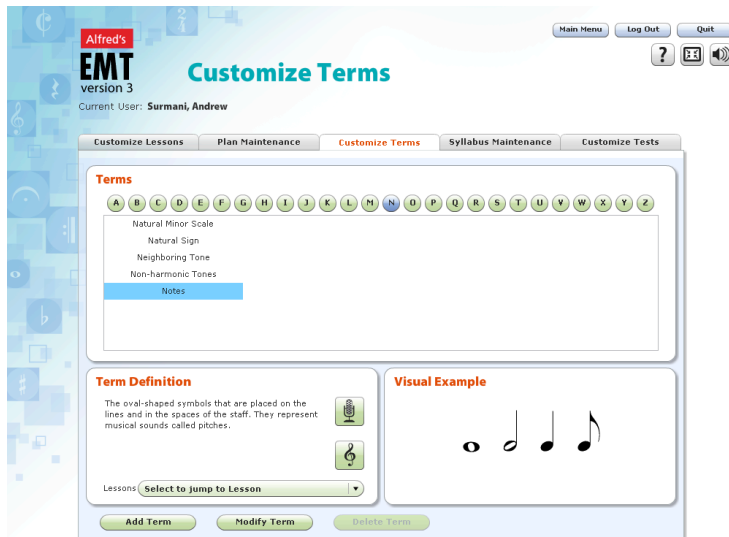
To delete a Lesson Plan press the 'Delete Lesson Plan' button.

This replaces the set of function buttons at the bottom of the screen with an OK and Cancel button requesting you to confirm the delete.

During the delete process, the Lesson Plan will also be deleted from any User who contains that Lesson Plan.

Once you confirm the delete of the Lesson Plan, you will be returned to the original screen and one of the other permissible Lesson Plans will be displayed.

7.4 Customize Terms



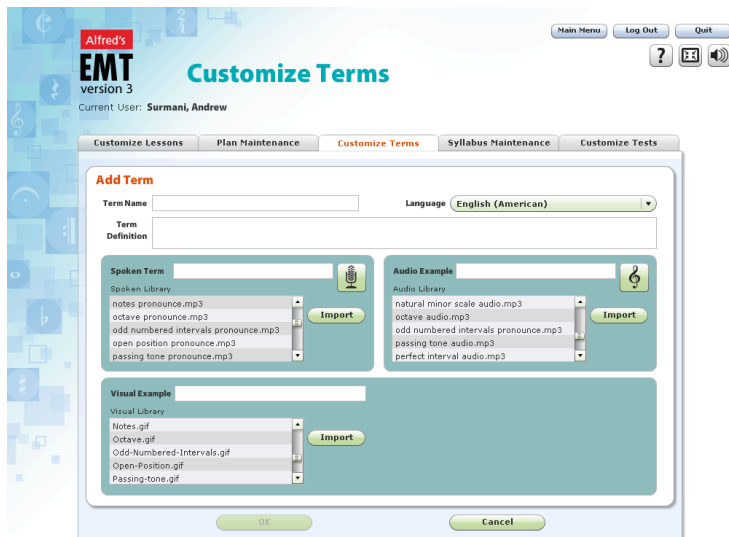
The Customize Terms tab shows the Glossary of Terms used throughout EMT3 and allows new terms to be added and existing terms modified.

The top panel shows a button for each letter in the alphabet to access those terms beginning with that letter. As a letter is chosen, a list of the terms beginning with that letter is shown.

As a term is chosen from the list, the bottom left panel shows the term definition, a drop-down list of lessons that reference this term,

and two buttons that provide a spoken pronunciation of that term (microphone) and an optional audio example (treble clef) that will be played when pressed. To stop the audio example playing, press the button again or switch to a new term. The bottom right panel optionally shows a visual example of the chosen term.

7.4.1 Add Term



To add a Term, press the 'Add Term' button on the bottom row of functions.

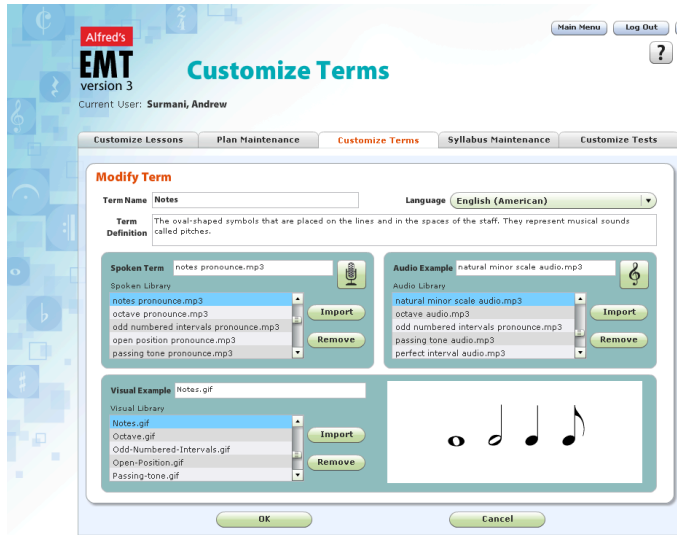
This replaces the Terms panel with an 'Add Term' panel, which has an OK and Cancel button at the bottom. The new Term must have a Term Name, a Term Definition, and a Spoken Term, while the Audio and Visual Examples are optional.

Because EMT3 supports multiple languages, you can enter the following four steps for each language by selecting it from the drop-down list.

1. Enter the new Term Name and the Term Definition.
2. Select the spoken term from the Spoken Library list. You can preview it by pressing the microphone button. If it is not in the list, you can import it by pressing the 'Import' button and selecting it from the window.

3. Select the audio example from the Audio Library list. You can preview it by pressing the treble clef button. You can import one by pressing the 'Import' button, and selecting it from the window.
4. Select the visual example from the Visual Library list. It will preview in the box within that panel. You can import one by pressing the 'Import' button and selecting it from the window.

7.4.2 Modify Term



To modify a Term, press the 'Modify Term' button on the bottom row of functions.

This replaces the Terms panel with a 'Modify Term' panel, containing an 'OK' button and 'Cancel' button at the bottom. The modified Term must have a Term Name, a Term Definition, and a Spoken Term, while the Audio and Visual Examples are optional.

The editing of the fields follows the same actions as outlined in Add Term above.

7.4.3 Delete Term

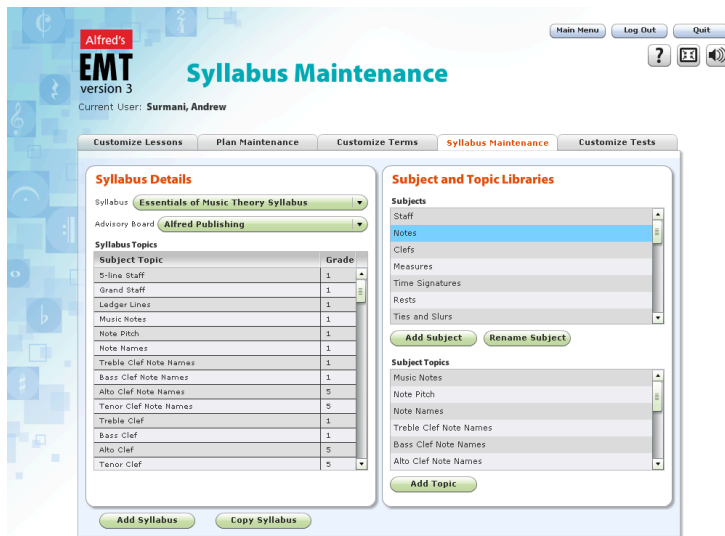
To delete a Term, press the 'Delete Term' button on the bottom row of functions.

This replaces the Terms panel with a 'Delete Term' panel, containing an OK button and Cancel button at the bottom.

If the Delete Term button is disabled, it is because it is used in one or more lessons in the drop-down list. You must first unlink this term from the lessons that use it before it can be deleted.

Once you have confirmed that this term can be deleted, press the OK button and it will be removed from the terms database.

7.5 Syllabus Maintenance



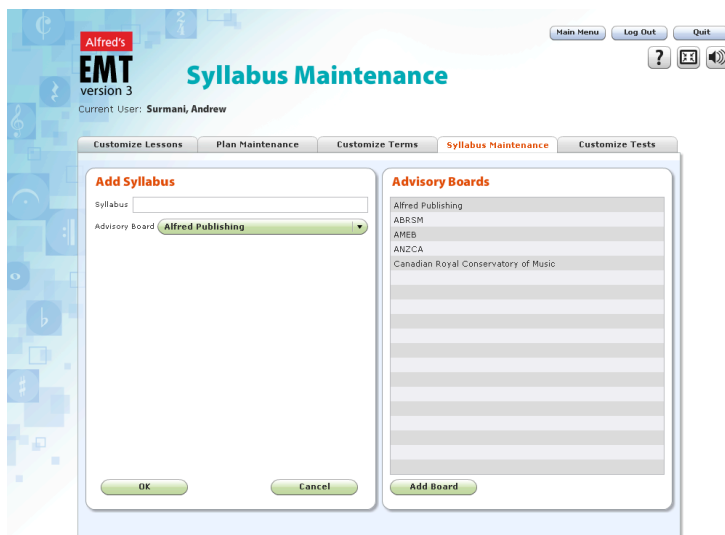
The Syllabus Maintenance tab allows you to edit syllabi that are used as models for Lesson Plans.

A Syllabus belongs to an Advisory Board and consists of a list of Syllabus Topics indicating the subjects covered by that Syllabus.

Each Syllabus Topic contains a grade level that indicates the level of difficulty within that Syllabus.

Each Lesson Plan is based on one Syllabus, and the lessons within that plan reference Syllabus Topics that indicate the level of difficulty of that Lesson within the Plan.

7.5.1 Add Syllabus



To add a new Syllabus, press the 'Add Syllabus' button at the bottom of the screen.

This will replace the existing panel with an 'Add Syllabus' panel as shown on the left.

Enter the Syllabus name, choose the Advisory Board from the drop-down list and press OK. If the required Advisory Board is not present, click on 'Add Board' and enter the new Board name.

This will create a new Syllabus in the contents database. You will be returned to the previous screen, in

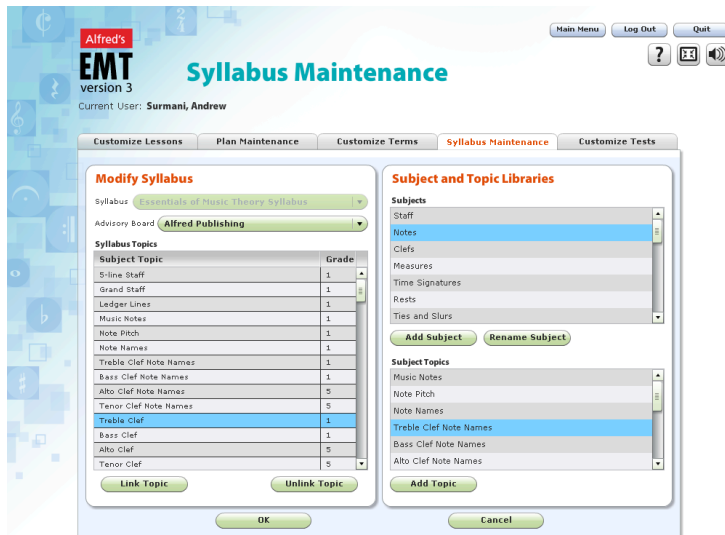
which that Syllabus will be loaded with Subject Topics linked to it.

7.5.2 Copy Syllabus

To copy a Syllabus, select it from the Syllabus drop-down list and press the 'Copy Syllabus' button at the bottom of the screen.

This will replace the existing panel with a 'Copy Syllabus' panel in the same manner as described in Add Syllabus. Enter the Syllabus name, choose the Advisory Board from the drop-down list and press OK. If the required Advisory Board is not present, click on 'Add Board' and enter the new Board name.

7.5.3 Modify Syllabus



To modify a Syllabus, select it from the Syllabus drop-down list and begin linking and unlinking topics as required.

To link a Subject Topic into a Syllabus, select the Subject Area to which it belongs from the Subject Area list and then select the Subject Topic from its list below. Then press the 'Link Topic' button at the bottom of the Syllabus Topic list.

This will append the selected Subject Topic to the Syllabus Topic list and give it a grade based on the last updated grade. If the grade

chosen is not correct, click on it and enter the new grade. You can re-order the Syllabus Topics by clicking and dragging vertically to a new location.

To unlink a Topic, select it in the Syllabus Topic list and press the 'Unlink Topic' button.

The first time you link or unlink a Subject Topic, the panel heading will change to 'Modify Syllabus' and the function buttons at the bottom will be replaced with 'OK' and 'Cancel' buttons. When you have completed your changes, press OK to write the modified Syllabus to the contents database.

7.5.4 Delete Syllabus

To delete a Syllabus, select it from the Syllabus drop-down list and press the 'Delete Syllabus' button at the bottom of the screen.

This will change the panel heading to 'Delete Syllabus', and the row of function buttons at the bottom of the screen will be replaced with OK and Cancel buttons.

Press OK to delete this Syllabus from the contents database.

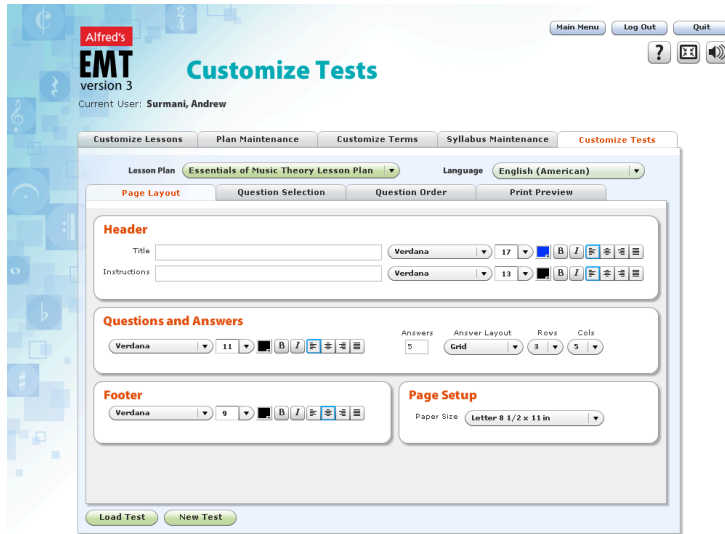
7.5.5 Subject and Topic Maintenance

The panel on the right shows Subject Areas which are then further split into Subject Topics. Clicking on a Subject Area will show the topics included in this Subject in the list below it. For example, the Subject of Time Signatures includes Topics of 4/4, 3/4, 2/4, Common Time, Cut Time, 3/8 and 6/8.

You can add, rename and delete each of Subject Areas and Subject Topics by choosing the appropriate button for each function.

Please note that the 'Delete Subject' button will only appear if its Topics are not referenced by any Lessons. Please also note that the 'Delete Topic' button will only appear if the Subject Topic is not referenced by any Lessons.

7.6 Customize Tests

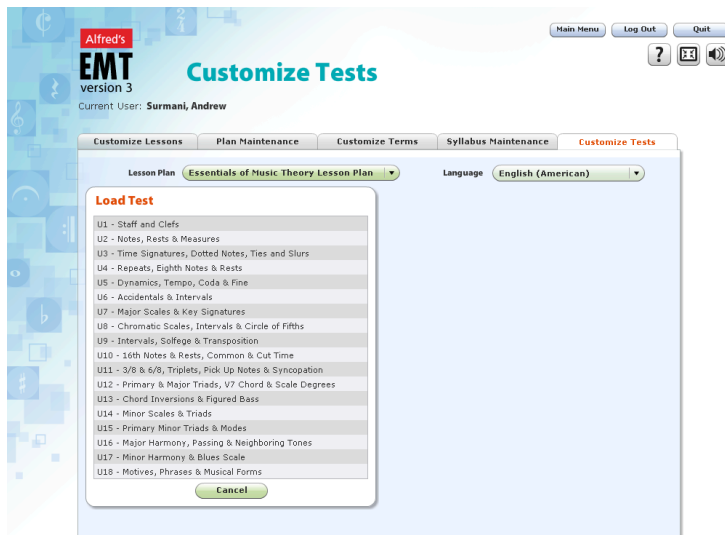


The fifth tab allows you to set up Custom Tests that can be printed and used to test the students.

The questions are taken from the Review Lessons in each Unit within a Lesson Plan, and are randomly selected in the same manner as the review lessons inside the Lesson Plan in EMT3.

There are sample Custom Tests for each of the Units in EMT3, or you can create your own.

7.6.1 Load Test



To open an existing Test, click on the 'Load Test' button.

This will replace the existing screen with a list of Tests. Select the desired Test from the list or click 'Cancel' to close this window.

You can then go to each of the other tabs to view the question selection and to preview the Custom Test (see New Test below for details).

7.6.2 New Test

This is the state of this function when you first enter it. However, once you have loaded and printed some Custom Tests, you may wish to create a new one. To do this, press the 'New Test' button.

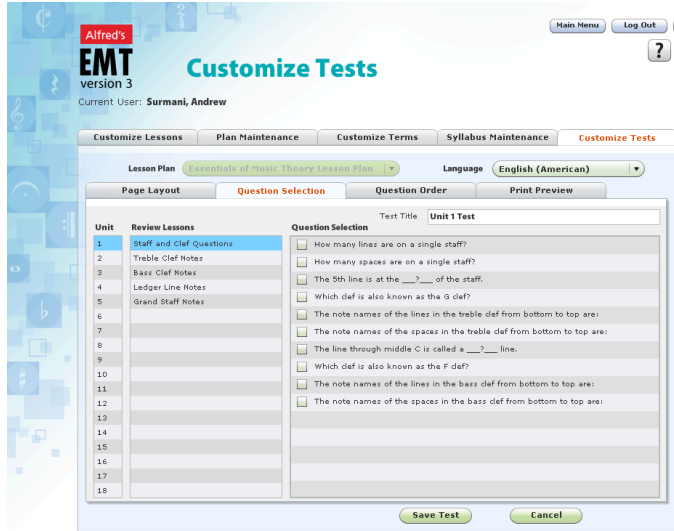
7.6.2.1 Page Layout

1. Header panel - allows you to give your Test a Title, any Instructions, and to set the font details for each. The Title will also be used as the name when the Test is saved for later retrieval. A Title must be entered before you can save your Custom Test.

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2. 'Questions and Answers' panel - allows you to determine how many multiple-choice answers will be provided for each question and how these answers are laid out underneath the question. The font fields let you to set how these look on the page.
3. 'Footer' panel - lets you choose the font details for the Footer when printed.
4. 'Page Setup' panel - lets you choose the Page Size for laying out the page. It is very important to set this correctly to match your printer.

7.6.2.2 Question Selection



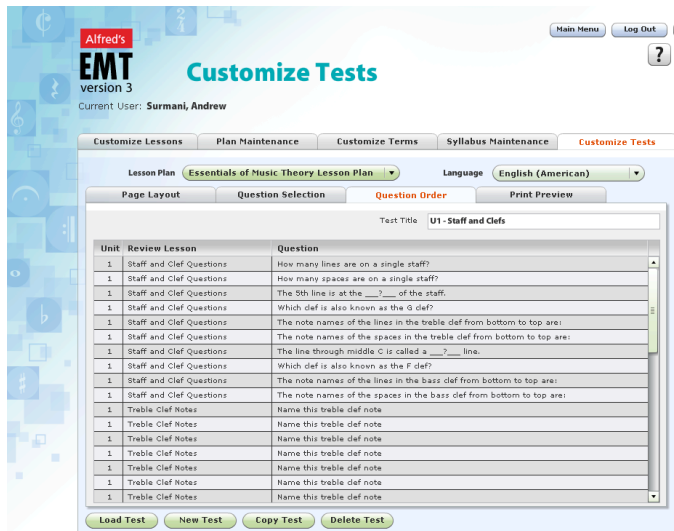
The 'Question Selection' tab allows you to set up the questions to be included in the Test.

The Unit column shows the list of units available in the selected Lesson Plan. Click on the Unit number to list the Review Lessons for that Unit.

The Review Lessons column is a list of all the Review Lessons for the chosen Unit. This matches the list of Lessons shown in the Review Topic in the Lesson Navigator for that Unit. Clicking on the desired Review Lesson will show either the

list of questions from a multiple-choice review, or some images from the flash movie contained in that lesson in the Question Selection area. Choose the desired questions or number of exercises required.

7.6.2.3 Question Order



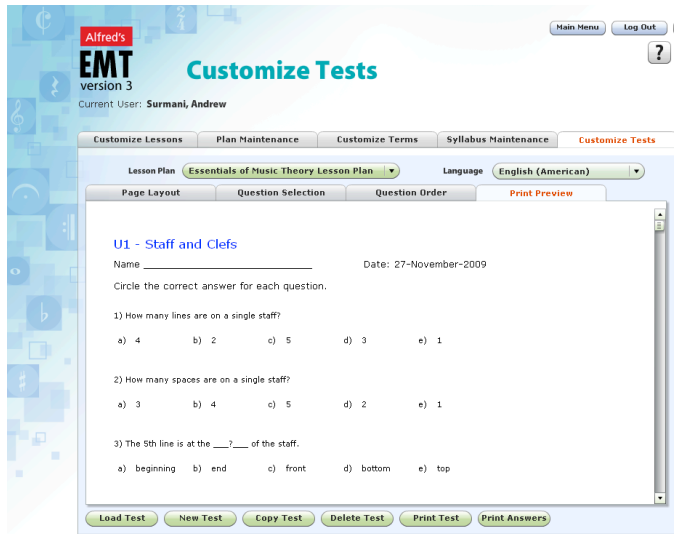
The Question Order tab provides a complete list of all of the questions that you have selected and allows you to change the order of these by dragging them vertically to a new location.

If you wish to remove one of the questions, select it and return to the Question Selection tab and uncheck it.

Once you are satisfied with the set of desired questions, proceed to the Print Preview tab to check the content and layout of the Test.

7.6.2.4 Print Preview

Before you can print the Test or Answers you must save it. Once saved, the 'Print Test' and 'Print Answers' buttons will appear that allow you to print.



When you first click on the Print Preview tab it may take a while to respond. This is because it is loading all of the lessons and choosing the random questions.

Once the Print Preview tab is selected, there will be a short delay while EMT3 formats the pages ready for printing. During this time the canvas area will remain blank.

As soon as the Custom Test appears, you can use the scroll bar to review all of the questions and the layout.

The answers to each question are listed as an additional page at the end of the Test and can be printed using the Print Answers button.

7.6.3 Copy Test

To copy an existing Test, click on the 'Copy Test' button and enter a new name in the Title field. Make further changes as required and click 'Save Test' to save it.

7.6.4 Modify Test

To modify an existing Test, load it using 'Load Test' and start making changes.

The first change will replace the buttons at the bottom with 'Save Test' and 'Cancel'. Once you have completed your changes click 'Save Test' to save it.

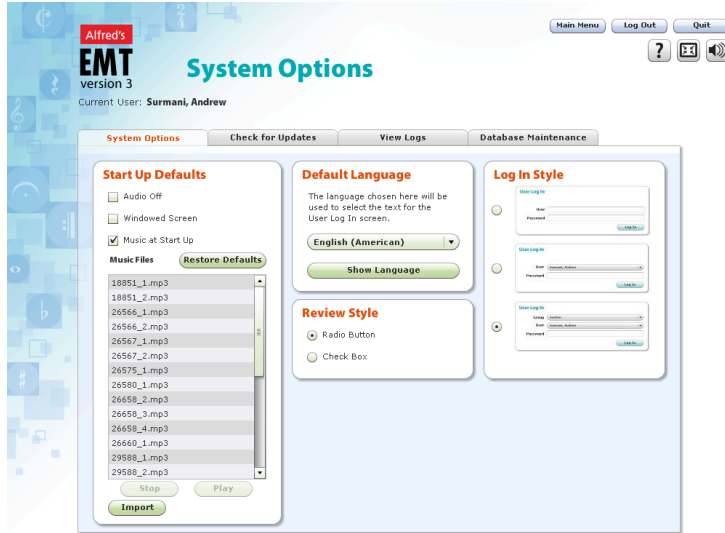
7.6.5 Delete Test

To delete a Test, load it using 'Load Test' and click the 'Delete Test' button.

This will replace the buttons at the bottom with 'Delete Test' and 'Cancel'. Confirm your delete or click 'Cancel'. Once you have deleted a Test it cannot be recovered.

8. Administration

8.1 System Options



The 'System Options' tab allows you to set system preferences for the running of EMT3.

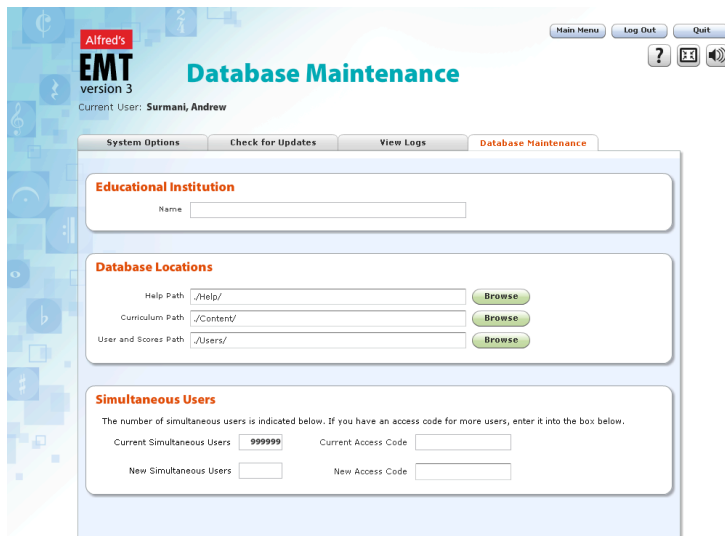
The 'Audio Off' check box will disable audio in the system. The 'Windowed' check box will allow the system to start up in a window rather than full screen.

The Music Start Up area allows music to play during start up and to maintain the set of music files.

The 'Default Language' drop down menu allows the system language to be set for the Log In screen.

The 'Review Style' radio buttons allows the multiple answers in the reviews to be shown as either radio buttons or check boxes. The Log In Style allows the Log In screen to use one of the three alternatives.

8.2 Database Maintenance – Network Version Only



The Database Maintenance tab shows 3 panels.

1. 'Educational Institution' - This displays the name of the school, district, college or university that was entered during Product Activation. If this is incorrect, you will need to go to the Register Software screen, press 'Upgrade Product' and reactivate the product.

2. 'Database Locations' - This allows the System Administrator to determine where the databases will reside on the network. For non-network installations this should be

left as the default. To modify the path for any of these, click on the appropriate 'Browse' button and select the desired location from the pop-up window.

3. 'Simultaneous Users' - This shows the number of simultaneous users. To increase this number, enter an access code that you received from your retailer or Alfred Publishing.

Appendix 1 – API for Flash Movies in EMT3 Lessons

The EMT3 Framework has been developed in Adobe Flex and components of lessons have been developed in Adobe Flash so that they can run in the Adobe Flash Player on the Web and inside Adobe AIR on the local computer.

The Flash movies are combined with graphics, audio and text to make up lessons. There are several types of lessons, and this appendix describes the interface elements required in each type of flash movie that is needed for particular lesson types.

A1.1 Software Interface between EMT3 and Flash Movies inside Lessons

EMT3 is responsible for loading each flash movie and the other elements that are required inside each lesson. Because each of the flash movies, graphics and audio files take some time to load, it is important that other elements such as audio files do not commence playing until all elements are ready.

To ensure that all elements are ready before a lesson starts, and to ensure that each element loads in its correct state, two functions have been added to each Flash movie.

A1.1.1 Ready Function

Each time a user logs in and clicks on 'View Lessons' from the Main Menu of EMT3, the system returns that user to where they left off. EMT3 calls the Ready() function in the Flash movie inside that lesson to show this lesson in its finished state.

This 'Ready()' function is also called when the skip-to-end button is pressed while running an EMT3 Lesson to show this Lesson in its finished state.

A1.1.2 StartPlay Function

As a user progresses through the EMT3 lessons, each time a new lesson is loaded it executes the 'StartPlay()' function inside the Flash movie. This function initializes the movie ready for use and ensures that no sound is produced or any objects appear before all elements are loaded.

A1.1.3 StopHandler Function

Some movies contain looped animation and/or audio that cannot be stopped externally through any of the standard function calls from EMT3. When the 'Next Lesson' is pressed or 'Stop Lesson' is pressed in the Customize Lesson screen, EMT3 will call the StopHandler() function to handle this situation.

```
function StopHandler():void // this routine called from EMT3
{
    // code to execute some function when next lesson is pressed
    // e.g when skip-to-end is pressed when a movie is playing a looped audio file
}
```

A1.2 Information Lessons

Information Lessons convey new musical concepts. These new concepts are best explained by synchronizing speaking with visual material inside each lesson. A flexible method of achieving this is by a timeline of several layers inside an Adobe Flash movie.

Flash movies allow objects to appear and move around the lesson to assist in presenting this new musical concept.

A1.2.1 Ready and StartPlay Functions

Because Information Lessons generally take the form of a continuous timeline of several layers inside a Flash movie, there is a consistent set of program code that works in the majority of cases. This is generally placed on the top layer in the first frame of the Flash movie.

```
function Ready():void // this routine called from EMT3
{
    gotoAndStop(this.totalFrames);
}
```

```
function StartPlay():void // this routine called from EMT3
{
    gotoAndPlay(2);
}
stop();
```

This common Ready() function causes the lesson to show in its finished state when it is built as a continuous timeline inside the Flash movie.

By commencing the storyboard of the information lesson in frame 2 of the Flash movie, the StartPlay() function prevents the movie from making a sound or showing objects before all elements of the lesson are fully loaded.

A1.3 Exercise Lessons

Exercise Lessons provide a good method of allowing each user to work through a set of exercises on a musical concept, in order to test their knowledge of that concept. There are two important concepts that are repeated throughout all of the exercise lessons in EMT3.

1. The set of exercises are presented randomly so that the user can repeat this exercise several times to reinforce the concept without seeing the same exercises in the same order.
2. Each time a user completes an exercise, they receive immediate feedback as to the accuracy of their answer. If their answer is incorrect, the user is invited to retry until they get the answer correct. Most exercise lessons have a goal of a number of exercises to complete and congratulate the user on successful completion, followed by a 'Play Again' button that can be pressed to repeat the exercise.

A1.3.1 Ready and StartPlay Functions

Because of the nature of exercise lessons, most of them are only one frame in a Flash movie as the majority of animation is completed by program code.

```
function Ready():void // this routine called from EMT3
{
    lockAction = true;
    playAgain.visible = true;
}
```

```
function StartPlay():void // this routine called from EMT3
{
    Initialize();
    lockAction = false;
    playAgain.visible = false;
}
```

A1.3.2 Exercise Functions

One important aspect of exercise lessons is the goal that needs to be reached and providing feedback when an exercise is answered correctly and incorrectly. In the lessons provided in EMT3, this is generally done by audio and visual feedback. This is achieved by code something similar to that shown below.

```
//correct
var correctFunction:Function;

function Correct():void // example of Correct function
{
    //code for correct answer goes here e.g. correct sound
    .....
    .....
    // then correctFunction is called to tell EMT3 that a correct answer has been entered
    correctFunction();
}
```

```

function SetCorrectFunction(corr:Function):void // this routine called from EMT3
{
    correctFunction = corr;
}

//restart
playAgain.visible = false;
playAgain.addEventListener("click", Restart);

var restartFunction:Function;

function Restart(event:Event):void // example of Restart routine
{
    Initialize();
    playAgain.visible = false;
    restartFunction();
}

function SetRestartFunction(restartFunc:Function) // this routine called from EMT3
{
    restartFunction = restartFunc;
}

//goal reached
var gReached:Boolean = false;

function GoalReached():void // this routine called from EMT3
{
    gReached = true;
}

//default goal
var defaultGoal:int = 10;

function GetDefaultGoal():int // this routine called form EMT3
{
    return defaultGoal;
}

function SetDefaultGoal(newGoal:int):void // this routine called from EMT3
{
    defaultGoal = newGoal;
}

```

If there is no SetRestartFunction() in a movie, then the skip and replay buttons show at the bottom of the Lesson Stage for this lesson. Most information lessons will not contain this function so that the lesson can be easily replayed. However, most exercise lessons include this function so that it can be restarted after 'Play Again' is displayed and pressed.

A1.4 Review Lessons

Review lessons provide a good method of testing student knowledge on musical concepts, by presenting a series of exercises to work through that also record the scores of the students. Review lessons are also used to return random questions and answers for Test Papers.

A1.4.1 Ready and StartPlay Functions

Because of the nature of review lessons, most of them are only one frame in a Flash movie as the majority of animation is completed by program code. Therefore, a similar set of code can be used as for Exercise Lessons as above, but without the 'Play Again' references.

```
function Ready():void // this routine called from EMT3
{
    lockAction = true;
}
```

```
function StartPlay():void // this routine called from EMT3
{
    Initialize();
    lockAction = false;
}
```

A1.4.2 Review Functions

As well, the set of functions, as shown in Exercise Lessons above the following routines, is also required. Each time the user answers correctly the, numCorrect variable is increased by 1.

```
var numCorrect:int = 0;
```

```
function GetNumberCorrect():int // this routine called from EMT3
{
    return numCorrect;
}
```

This is necessary, so that EMT3 can report the number of correct answers in the Scores tab of the Curriculum screen.

The following routines are required to return random questions and answers for the Test Papers. These are generally placed in a separate file called **Exambase.as**, with a layer included in the Flash Movie that contains the Test questions. This layer is generally called Exam, and contains images for each of the random questions in this review lesson.

Exambase.as

```
// set these two variables to the correct values for this review movie

var numberOfExamOptions:int = 4; // number of possible exam options
var numberOfExamAnswers:int = 8; // number of possible exam answers

// Standard Variables and Functions
// DO NOT CHANGE THESE VARIABLES OR FUNCTIONS AS THESE ARE USED BY EMT3

var currentExamOption:int; // this is a value between 0 and numberOfExamOptions -1
var examObject:Object; // image returned based on the value of currentExamOption
var examAnswerList:XMLList; // this is the list of possible answers, the first being correct

var getExamObjectFunction:Function = SetExamObject;
var getExamAnswerListFunction:Function = GetExamAnswerList;

function GetNumberOfExamOptions():int
{
    return numberOfExamOptions;
}

function SetExamOption(optionNum:int):void
{
    currentExamOption = optionNum;
}

function GetExamObject():Object
{
    getExamObjectFunction();
    return examObject;
}

function GetNumberOfExamAnswers():int
{
    return numberOfExamAnswers;
}

function GetAnswerList():XMLList
{
    getExamAnswerListFunction();
    return examAnswerList;
}

// DO NOT CHANGE UP TO HERE
// End Standard Functions
```


// EXAM FUNCTIONS

```

function SetExamObject():void // this routine called from EMT3
{
    // typical set of code to set up the exam object based on the currentExamOption

    var es:Exam = new Exam();
    es.gotoAndStop(currentExamOption+1);
    var examBmp:BitmapData = new BitmapData(es.width, es.height, true);
    examBmp.draw(es, null, null, null, null, true);
    examObject = examBmp;
}

function GetExamAnswerList():void // this routine called from EMT3
{
    // typical set of code to set up the answer XMLList based on the currentExamOption

    var ansArray:Array = ["1", "2", "3", "4", "5", "6", "7", "8"];
    var optionArray:Array = [3, 1, 1, 1];

    var startIndex:int = optionArray[currentExamOption];

    var exList:XML = new XML("<root/>");
    var j:int = startIndex;
    do
    {
        exList.appendChild(new XML("<answer>"+ansArray[j]+"</answer>"));
        j++;
        if (j >= ansArray.length)
        {
            j = 0;
        }
    } while(j != startIndex);
    examAnswerList = exList.children();
}

```

To return images, set up a set of images names in the answer Array and place the attribute type='image' inside the <answer> node e.g. "<answer type='image'>answer1.jpg</answer>".

A1.4.3 Test Paper Generation

To generate random questions and answers for Test Papers, EMT3 sets up a set of random values for currentExamOption and calls the SetExamOption() function to set this value followed by SetExamObject() and GetExamObject() to return the image for the question. It then calls GetExamAnswerList() to return the set of answers for this question and randomizes these before displaying them in the Test Paper.

Appendix 2 – EMT3 Technical Support Contact

For detailed instruction on product features and usage questions please go http://www.alfred-music.com/EMT3_DEMO/ . This live product walk through will show you step by step all of the features that EMT3 has to offer.

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Email: music@alfreduk.com