

# Technical Note – TN1026

## Managing Groups and Users for Music Ace and Music Ace 2

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### 1. Scope

This technical note applies to all Music Ace and Music Ace 2 Educator versions, which include Single-Educator, Lab Pack and Network versions. For guidance managing groups and users for Music Ace Maestro see TN1041.

### 2. Introduction

The Music Ace products include the ability to track the progress of users of the program. To make the tracking of users easier, the programs support the concept of groups. A group is simply a collection of users. Groups can be defined in any way that the teacher or system administrator chooses. This technical note describes how to manage groups and users for Music Ace and Music Ace 2.

The approach to defining groups and users will vary depending on whether you own a Single-Educator, Lab Pack or Network version of the product.

Section 3.1 discusses the recommended methods for organizing groups and users if you own a Single-Educator version. Similarly Section 3.2 covers recommended methods for organizing groups and users if you own a Lab Pack version. Section 3.3 discusses the recommended methods for organizing groups and users if you own a Network version.

Once you have determined your strategy for organizing your students (called users in the program) into groups you will need to create appropriate groups and then add users to each group. Section 4 discusses the specific procedures for managing groups and users regardless of the version of the product you own.

### 3. Product Version

#### 3.1 Single-Educator Version

The Single-Educator version is licensed for use on a single computer. Single-Educator versions are commonly used by private piano teachers in the home or studio or by teachers in the school using projection equipment to display the program on a large screen. Single-Educator versions will track the progress of up to 240 users. The 240 users can be organized as a maximum of 60 groups with a maximum of 60 users per group, provided the total number of users defined does not exceed 240.

In the case of a private teacher using a Single-Educator version in the home or studio, groups and users can be configured several ways. If the number of students is small (less than ten, for example) you can simply define a single group and put all of the students into this group. Alternatively you may want to define multiple groups to organize your students by some criteria, such as day of the week or level, as in “Tuesday” or “second year students”. How you organize your groups is entirely up to you. You may choose the organization that best meets your needs.

#### 3.2 Lab Pack Version

A Lab Pack version is licensed for use on multiple stand-alone computers that are not connected to a network server. Lab Pack versions are typically used in a school computer lab or a music studio with multiple computers. Lab Pack versions will track the progress of up to 240 users on each computer. The 240 users can be organized as a maximum of 60 groups with a maximum of 60 users per group, provided the total number of users defined does not exceed 240. Because the student tracking data for Lab Pack versions is stored locally on each computer, users must return to the same computer for all their sessions.

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Using a Lab Pack version, typically one or more students (depending upon the number of computers available) in each class period are assigned to each computer. One approach to defining groups would be to define a single group on each computer named in such a way as to identify the particular computer, such as “Computer #1”, “Computer #2”, etc. Alternatively you may define a group for each teacher whose class uses the program, as in “Mr. Smith” or “Mrs. Johnson”. You may choose the group organization that is consistent with the way teachers and students use the program.

### 3.3 Network Version

A Network version of Music Ace and Music Ace 2 is licensed for use on multiple workstations connected to a network server. Network versions store the tracking data for all users on all workstations in a common location on the network server. Therefore students may use any workstation on a given day and their historical data will be available. Network versions will track the progress of up to 3,600 users. The 3,600 users can be organized as a maximum of 60 groups with a maximum of 60 users per group.

Defining groups and users on a Network version is a simple matter of creating the desired groups and adding the appropriate users to each group using the administration pages in the program. Typically you would define a group for each teacher and/or each class period, as in “Mr. Smith”, “Fourth Period”, “Mrs. Johnson – 1<sup>st</sup> period”, or “Sixth Grade”. How you organize your groups is entirely up to you. You may choose the organization that best meets your needs.

## 4. Procedures

This section provides specific procedures for accomplishing a variety of common tasks associated with managing groups and users.

### 4.1 Accessing the Administration Pages

Groups and users can be created at program startup (using the <new group> and <new user> buttons), or by using the administration pages provided in the program. After the first group and the first user are defined, we recommend using the built-in administration pages for managing groups and users.

The first time the program is run, you will need to enter a group name and a user name in order to begin using the program. Once the first group and first user are defined you can start the program using this group and user and then use the built-in administration pages to organize additional groups and users.

To access the Administration pages:

- Start the program and login as an existing group and user
- From the Main Menu, click the yellow **Progress** button
- Then click the **Admin** button in the upper-right corner of the Progress page to bring up the Student Administration page.

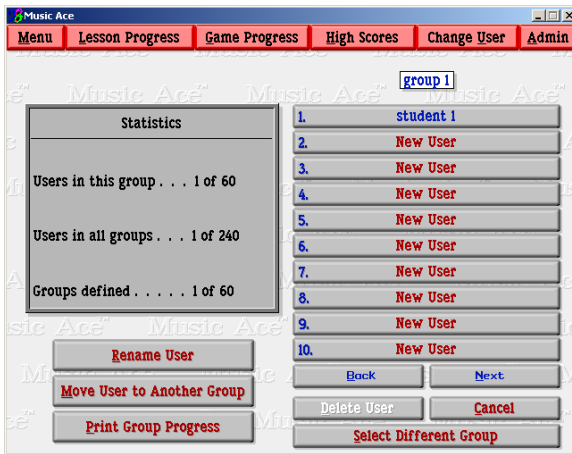


**Note:** If the **Admin** button is disabled (i.e. grayed out) then the login account that you used to access the computer does not have permission to change the student data. Please exit and login to the computer with an account that has administrative privileges before continuing.

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There are two administration pages accessible from the **Admin** button - the **Student Administration** page and the **Group Administration** page. The Student Administration page enables you to organize students within a selected group. The Group Administration page allows you to add, delete and rename groups. In the example administration pages shown below there is one group defined called “group 1” and one user defined called “student 1”



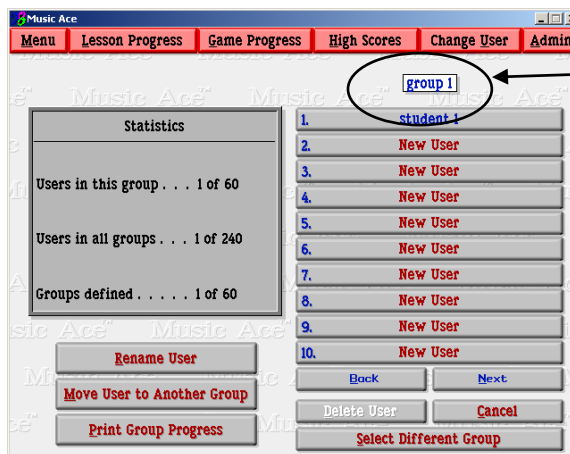
Student Administration page



Group Administration page

### 4.2 Switching Between the Student and Group Administration Pages

When you press the **Admin** button to access the administration pages you are taken to the Student Administration page associated with the group of the user who is currently signed in to the program. The currently-selected group is always shown at the top of the user list on the Student Administration page.



Student Administration page

To switch from the Student Administration page to the Group Administration page, press the **Select Different Group** button at the bottom of the page. This will display the Group Administration page.

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To switch from the Group Administration page back to the Student Administration page, simply select the desired group from the list of groups shown.

### 4.3 Group/User Statistics

Group and User statistics are displayed in the Statistics box on both the Student Administration and Group Administration pages. The displayed values are:

- **Users in this group** - shows the number of users defined in the currently selected group.
- **Users in all groups** - shows the number of total number of users defined across all groups.
- **Groups defined** - shows the number of groups currently defined in the program.

### 4.4 Group Administration Functions

The following sections describe the group administration capabilities that are available in the product.

#### 4.4.1 Adding a New Group

To add a new group you must be on the Group Administration page. Simply select one of the red-colored **<new group>** buttons, then type the name of the new group in the text box and press Enter. Generally it is best to select the first available **<new group>** slot, unless you have reasons for choosing a **<new group>** slot other than the first available.

#### 4.4.2 Deleting a Group

To delete an existing group you must be on the Group Administration page. Press the **Delete Group** button at the bottom of the page and then select from the group list the group you wish to delete.

**Caution! Deleting a group will remove all users in the group as well as the student tracking data associated with these users. There is no confirmation for the Delete Group button. Once you select the group to delete that group and all users in the group will be removed immediately.**

**Note:** You will not be able to delete the last remaining group. The program must always have at least one group defined. If there is only one group defined the Delete Group button will be inactive (i.e. grayed-out).

**Note:** If you delete a group in the middle of the group list the vacant slot is renamed **<new group>** and is available for creating new a group. If you want to eliminate any **<new group>** slots in the group list, you can:

- Create a new group in the unused **<new group>** slot
- Move students one at a time from one of the other groups to the new group. Be certain to move them in the desired order
- Delete any group that is now empty due to all students being moved to another group

#### 4.4.3 Renaming a Group

To rename an existing group you must be on the Group Administration page. Press the **Rename Group** button on the lower-left portion of the page. Then select from the group list the group you wish to rename, type the new group name in the text box and press Enter.

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### 4.4.4 Printing Group Progress

Printing of the progress tracking data for all users in a given group is done from the Student Administration page. To print the progress of all users in the currently-selected group, press the **Print Group Progress** button. You will then be asked to select the desired printer. One page for each user in the group will be printed. Therefore the total number of pages printed will be equal to the number of users in the currently-selected group.

## 4.5 User Administration Functions

The following sections describe the user administration capabilities that are available in the product.

### 4.5.1 Adding a New User

To add a new user you must be on the Student Administration page. Simply select one of the red-colored <new user> buttons, type the name of the new user in the text box and press Enter. Generally it is best to select the first available <new user> slot, unless you have reasons for choosing a <new user> slot other than the first available.

**Note:** User names must be unique across all groups. That is, no two users may have the same user name even if they are in different groups. If you attempt to add a new user with the same name as an existing user you will receive a warning and will need to enter a different user name.

### 4.5.2 Deleting a User

To delete an existing user you must be on the Student Administration page. Press the **Delete User** button at the bottom of the page and then select from the user list the user you wish to delete.

**Caution! Deleting a user will remove the user as well as the student tracking data associated with the user. There is no confirmation for the Delete User button. Once you select the user to delete that user will be removed immediately.**

**Note:** You will not be able to delete the last remaining user in a given group. The program must always have at least one user in every group defined. If there is only one user defined the Delete User button will be inactive (i.e. grayed-out).

**Note:** If you delete a user in the middle of the user list the vacant slot is renamed <new user> and is available for entering new user names. If you would like to reorder user names or eliminate any empty (<new user>) slots within the list of names, you can:

- Create a new temporary group
- Move students one at a time from the group with the empty slot(s) to the temporary group. Be certain to move them in the desired order
- Move students from the temporary group back to the original group
- Delete the temporary group

### 4.5.3 Renaming a User

To rename an existing user you must be on the Student Administration page. Press the **Rename User** button on the lower-left portion of the page, select the user you wish to rename, type the new user name in the text box and press Enter.

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**Note:** User names must be unique across all groups. That is, no two users may have the same user name even if they are in different groups. If you attempt to rename a user with the same name as an existing user you will receive a warning and will need to enter a different user name.

#### 4.5.4 Moving a User to a Different Group

To move an existing user to a different group you must be on the Student Administration page. Press the **Move User to Another Group** button on the lower-left portion of the page and then select from the user list the user you wish to move. Then select from the group list the group to which you want to move this user.

#### 4.5.5 Viewing and Printing User Progress

To view or print the progress of a single user simply click on the user name in the user list on the Student Administration page. You will then be taken to the Progress section of the program where you can view and print individual user progress. To return to the Administration pages press the **Admin** button on any of the Progress pages.