Managing Groups and Students for Music Ace Maestro

1. Scope

This technical note applies to all Music Ace Maestro Educator versions, which includes Single-Educator, Lab Pack and Network versions. For guidance managing groups and users for Music Ace or Music Ace 2, see TN1026.

2. Introduction

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

The approach to defining groups and students 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 students if you own a Single-Educator version. Similarly Section 3.2 covers recommended methods for organizing groups and students if you own a Lab Pack version. Section 3.3 discusses the recommended methods for organizing groups and students if you own a Network version.

Once you have determined your strategy for organizing your students into groups you will need to create appropriate groups and then add students to each group using the Music Ace Maestro Manager program. Section 4 discusses the specific procedures for managing groups and students 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. The Single-Educator version is 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. The Single-Educator version will track the progress of up to 240 students. The 240 students can be organized as a maximum of 60 groups with a maximum of 60 students per group, provided the total number of students defined does not exceed 240.

In the case of a private teacher using a Single-Educator version in the home or studio, groups and students 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 students on each computer. The 240 students can be organized as a maximum of 60 groups with a maximum of 60 students per group, provided the total number of students defined does not exceed 240. Because the student tracking data for Lab Pack versions is stored locally on each computer, students should return to the

same computer for all sessions so that their historical data is not spread among the various computers used.

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 Maestro is licensed for use on multiple workstations connected to a network server. Network versions store the tracking data for all students 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 students. The 3,600 students can be organized as a maximum of 60 groups with a maximum of 60 students per group.

Defining groups and students on a Network version is a simple matter of creating the desired groups and adding the appropriate students to each group. Typically you would define a group for each teacher and/or each class period, as in "Mr. Smith", "Fourth Period", "Mrs. Johnson – 1st 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

Music Ace Maestro includes an educator-focused suite of management tools called the Music Ace Maestro Manager. Music Ace Maestro manager is optionally installed at product installation and provides centralized set-up and management of groups and students.

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

4.1 Accessing the Music Ace Maestro Manager

Groups and students can be created at program startup (using the <**New Group>** and <**New User>** buttons), or by using the Music Ace Maestro Manager program. We recommend using the Music Ace Maestro Manager for managing groups and students.

The Music Ace Maestro Manager is started by browsing to the folder where Music Ace Maestro is installed and double-clicking the Maestro Manager icon. Once started, there are five tabs to select as shown in the accompanying graphic to the right. The *Student Management* tab is used to manage groups and students.
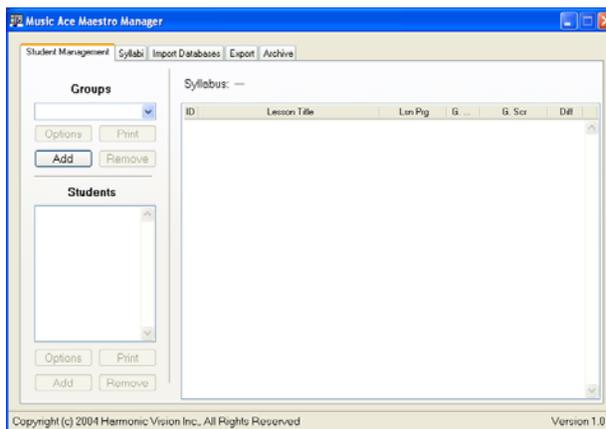
4.2 Group Administration Functions

Specific group management activities that are supported (*Add, Remove, Options Print)* can be seen in the accompanying graphic that shows the location of the group management buttons on the Student Management tab.

group management buttons
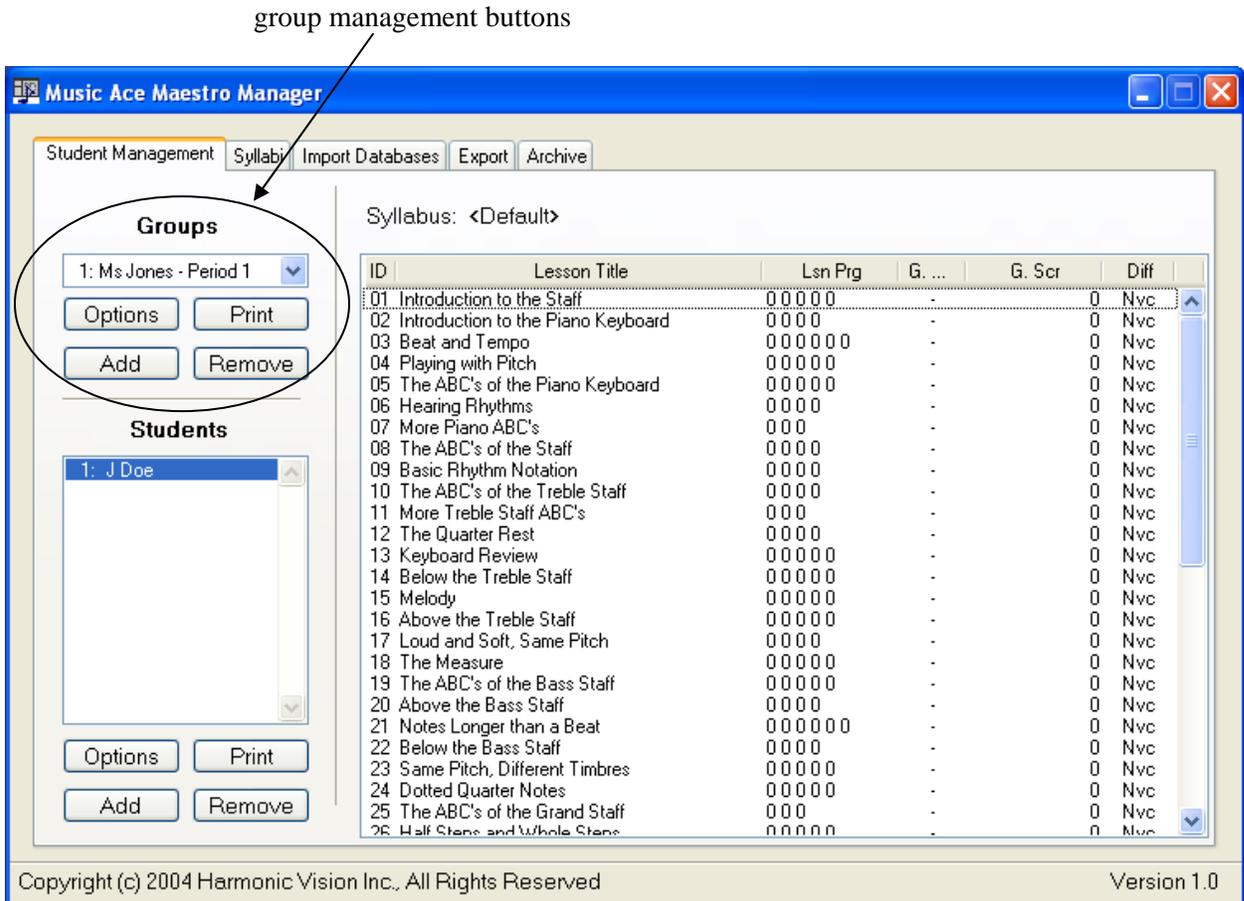
The following sections describe the group management activities that are available in the Music Ace Maestro Manager.

4.2.1 Adding a New Group

To add a new group, select the group management **Add** button, type the name of the new group in the text box of the New Group window, and click OK.

4.2.2 Remove a Group

To remove an existing group you must first highlight the group name in the Group drop-down selection box. Now click the group management **Remove** button and confirm your request when the warning widow is presented.

> **Caution! Removing a group will remove all students in the group as well as the tracking data associated with these students.**

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

- Add a new group. When you add a group, it occupies the first <Empty> slot in the group list.

- 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

4.2.3 Assigning Group Options

The group management **Options** button may be used to set the default options for students in the group. Items that may be set are:

- Rename the group – The group may be renamed by typing the new name in the *Group* text field.
- Syllabus – The Syllabus drop down selection box lists the syllabus choices available on the system.
- Property – Check/uncheck or select the desired properties for the group.
- Set options for all members – Check this box to make these changes to all students currently defined in the group.
- OK – click the button to accept your changes.
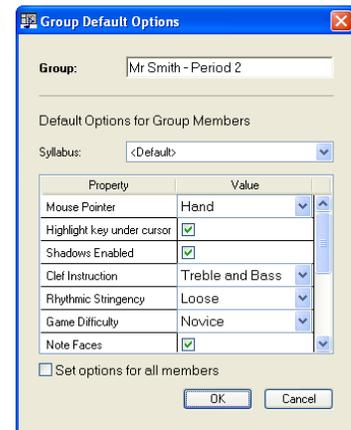
4.2.4 Printing Group Progress

Printing of the progress tracking data for all students in a given group is done by selecting the group management **Print** button. You will then be asked to select the desired printer. One page for each student in the group will be printed. Therefore the total number of pages printed will be equal to the number of students in the currently-selected group.

4.3 Student Administration Functions

Specific student management activities that are supported *(Add, Remove, Options, Print)* can be seen in the accompanying graphic that shows the student management buttons.

student management buttons
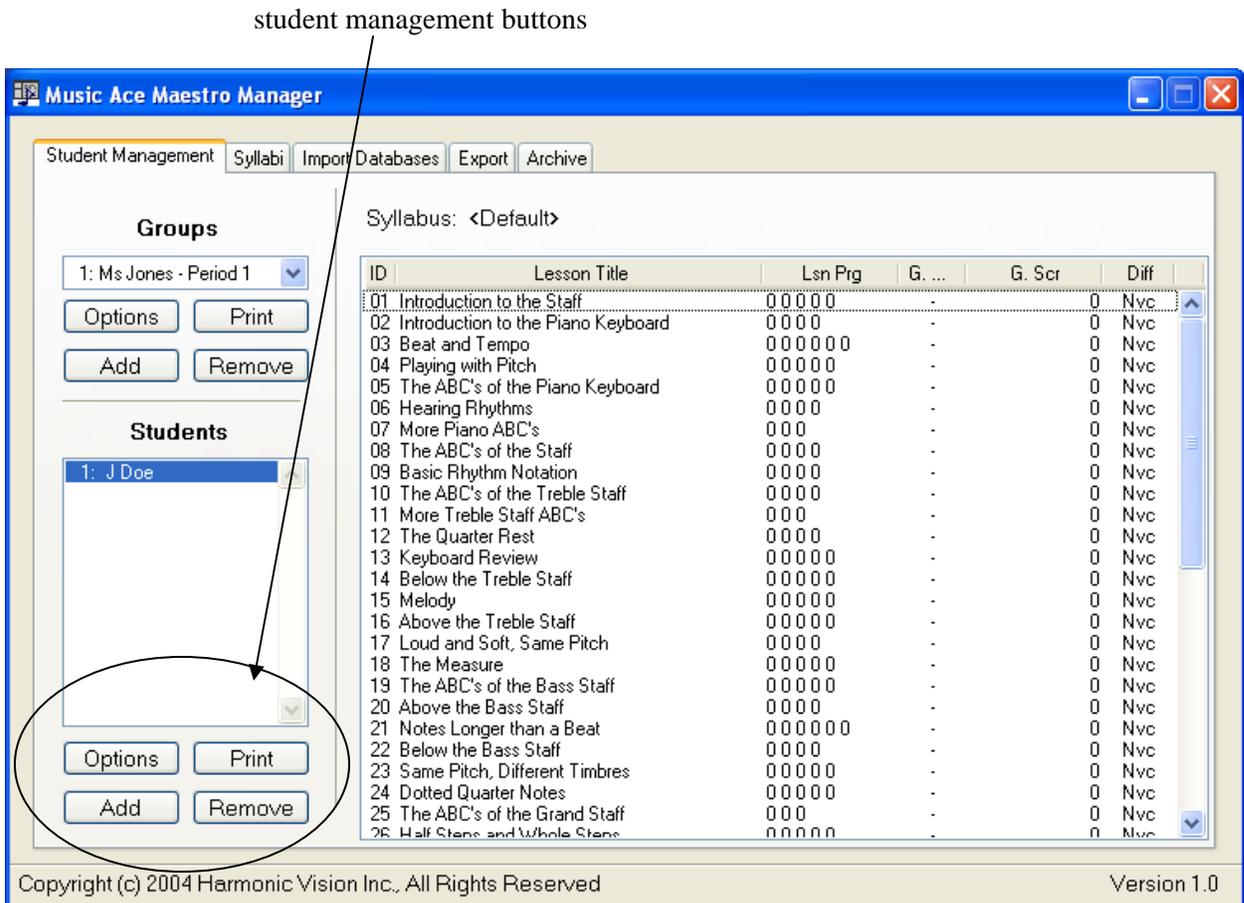
4.3.1 Adding a New Student

To add a new student, you first select the student's group from the group drop-down selection box. Once the group has been identified, select the student management **Add** button, type the name of the new student in the text box of the New Student window, and click OK.

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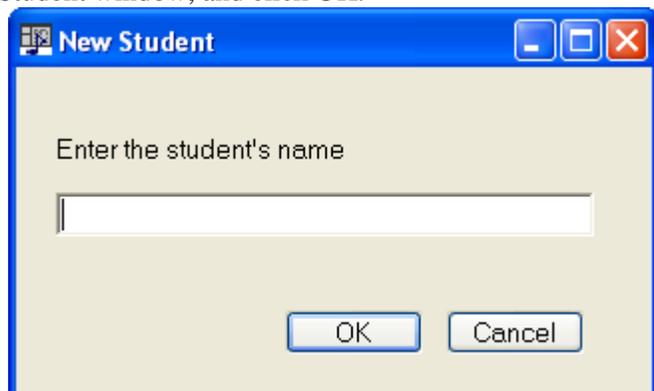
4.3.2 Removing a Student

To remove an existing Student you must first select the student to remove from the student list. Once the student is selected, click the student management **Remove** button and confirm your request when the warning widow is presented.

> **Caution! Removing a Student will remove the Student as well as the student tracking data associated with the Student.**

Note: If you remove a Student in the middle of the Student list the vacant slot is renamed <**Empty**> and is available for entering new student names. If you would like to reorder student names or eliminate any empty (<**Empty**>) 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.

4.3.3 Assigning Student Options

The student management **Options** button may be used to set the options for an individual student. When a student is first added to a group, the options are initially set to the options of the group. The items that may be set are:

- Rename the student – The student may be renamed by typing the new name in the *Student* text field.
- Group – The group assignment may be changed by selecting a group from the Group drop-down selection box.
- Syllabus – The Syllabus drop down selection box is a full list of the syllabus choices available on the system.
- Property – Check/uncheck or select the desired properties for the student.
- Reset to Group Defaults – Click this button to set the student options to those defined for the group.
- OK – click the button to accept your changes.
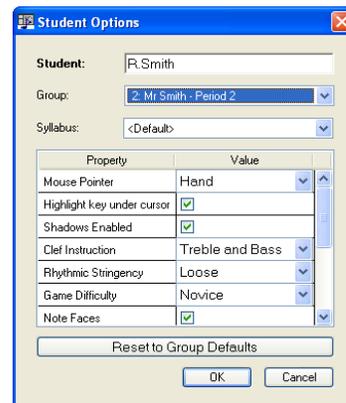
4.3.4 Viewing and Printing Student Progress

To view the progress of a single student, click on the student's group and then click on the student's name. The student data are then presented in the right-hand portion of the window. To print the student data, click the student management **Print** option.