## A-R Editions, Inc.: Online Music Anthology
### A Basic Manual for Instructors

### Getting Started
- Register with Us .................................. 2
- Logging in ........................................ 4
- Some Basic Tools ................................. 6
  - Searching
    - Scrolling ................................. 6
    - Quick Search ............... 7
    - Advanced Search .... 8
  - Search Tips .......................... 11
  - Viewing ............................... 14
  - Printing .............................. 19

### Tools for Instructors
- Building Courses and Course Lists ... 20
- Create My Course ............................ 20
- Working with the List of Selections . . . 22
- Adding Selections to My Course. . . . 23
- Working with Students and TAs ........ 30
  - Inviting Students ............. 30
  - Inviting TAs ..................... 33
  - Helping Students to Find
    Your Course .................. 35

### Other Features
- Students’ My Anthology ............... 37
- My Profile ................................. 38
- FAQ .................................. 39
- Contact Us .............................. 40
Register with us—it’s easy to do!
At the homepage for A-R’s Online Music Anthology, click on subscribe.

When you reach the following page, click on the link for Instructors.

Registration is complimentary: we would like instructors to have easy access to this resource for their teaching!
On the Registration form that follows, please provide all the information requested.

To ensure prompt approval, provided all the information, including your department’s URL so that we can verify your identity and allow you full access to the Online Music Anthology.

When you are finished, use the **submit** button to send us your request. Your next screen should resemble the one that follows:

If all the information is entered correctly, you should receive an e-mail message letting you know that your request will be processed.

```
From: admin@college.com
To: James Blythwaitz
CC: 
Subject: A-RMusic Subscription

Thank You for subscribing to A-R Editions Online Music Anthology.
Your account will be approved by our staff in 24 hours.
You will receive a new mail when your subscription will be approved.
```
Logging In
When you return to the site, use the log-in button.

Use the following screen to log into the Online Music Anthology.

User name is the e-mail address you used when you registered.

If you forgot your password, click here and we will send it to you.
When you log in, you will automatically go to the “My Course” page.

Welcome to the Online Music Anthology!

Here are courses this user already created.

When you are logged in, the button will show “Logout.”
Some Basic Tools
Finding Music: Search by Scrolling
At the main page, you can scroll through the list of pieces. Use the arrow keys to move forward and backward.

Whenever you need the main page, click on the Logo to reach it.

Sorting
Click on any column label to sort that item alphabetically.

By default, the display sorts by composer.

The button may place differently on various browsers.
**Finding Music: Quick Search by Composer**

Browse by composers’ names with the “Quick Search by Composer” option.

**Here are six letter groups.**

- A-Z
- U-Z
- C-G
- D-J
- K-N
- O-S
- T-V
- W-X-Y-Z

**Clicking “U-Z” gives the following result.**

The list includes all the composers in the range of letters.
Finding Music: Advanced Search Screen
Use the search screen to find specific pieces without scrolling.

The following screen will

Click here for the Advanced Search screen

Search fields

Some fields have drop-down menus.
You may sort by Period, Composer, Title, Genre, Nationality (of the composer) or Language (of the sung text).

It is possible to search for a single item or multiple ones. Here is a search by period and genre for Renaissance madrigals.

Click on “search” to obtain your search results.
To organize the results alphabetically by composer, click on the column label “Composer.”

Here is a list of Renaissance madrigals in A-R’s Online Music Anthology.

For another search—a new search—click on the “Advanced Search” button.

Here is a list of Renaissance madrigals by English composers in A-R’s Online Music Anthology.

You may sort the results further by specifying a nationality.

For a new search, click on the “Advanced Search” button.
Search Tips
You can search by just a few characters. If you want to search for Buxtehude, just enter the first three characters, bux—the search utility is not case sensitive.

The search finds the characters *anywhere* in the name. Thus, typing “orl” will give the following result.

"orl” is part of Orlando di Lasso and Thomas Morley.
Our search fields allow for various ways of rendering composers’ names.

For characters with diacritics, such as the acute or grave accents or umlauts, type the character without the diacritic. With Narváez, for example, search by Narvaez:
Searches are possible by qualities, such as a period and a genre.

Thus, a search by two criteria, such as Renaissance and Motet, will give a list of all the matching pieces.
Viewing Music
To view any piece of music, click on its title (the title will highlight when the mouse crosses over it).

Note: If you do not have the Adobe Flash Player installed, you will be prompted to download it. To view the music, you must have Flash Player installed on the machine you are using. (Once you install Flash Player, you should not be prompted again.) If the prompt does not take you immediately to Flash Player, use the following URL: http://www.adobe.com/products/flashplayer/

A slider will appear as the piece displays:
The piece will then display:

Use the navigation arrows at the top to view pages after the first.

Use the arrows to move forward and backward within a piece.
If you know a specific page, you can reach it adding its number and hitting return.

To search for another piece, click the back button on your browser.

Use the browser’s back button to return to the search screen.
Viewing: Increase the Size of the Display
Use the slider at the top of the display to increase the size of the music on screen.

Use this slider to increase the side of the display.

The image increases size within the display screen.

Here is the same image at 130%

Note: the image can increase up to 260% of the original display.
Navigating Inside the Enlarged View

To navigate within the enlarged view, click on the image and hold down. Pull downward to see the lower part of the image; pull left or right or up or down to change direction.

No scrollbars will appear on the enlarged image.

To go down, pull up on the hand; to go up, pull down on the hand. Pull the hand left to go right; pull the hand right to go left.

Use the sliders to restore default (100%) image.

Note: Changing the view does not affect printing the music.
**Printing Music**
It is easy to print music from the viewed file. Click on the print icon to do so.

Your print dialogue box should then display.

Follow the instructions for your printer.

Follow the prompts to print all of the pages you need, or a selection.
Tools for Instructors

Building Courses and Course Lists
When you return to the Online Music Anthology, first log into the site.

Create My Course
It’s easy to create your customized course lists from the material available at A-R’s Online Music Anthology. Start by logging into the site. Once you are logged in, click on My Course.
If you already set up a course list with us, it will be listed. If you do not, click on Add New Course to arrive at the following screen.

Complete the form to the best of your ability.

We have some prompts, like calendars, to assist you.

Click on “Add Course” before proceeding to select the music you will teach.
Working with the List of Selections
After clicking on “Add Course,” you will see your selections listed in a table.

To proceed with selecting music, click on Course Detail to find the following screen. You will first see the information your provided. If you want to revise it, click Edit Course Description (arrow 1), and if you want to proceed with choosing pieces, click on Add/Edit Selection of Pieces (arrow 2).
Adding Selections to Your Course

To add to your selections, click on Add/Edit Selection of Pieces.

You should see your selections listed below the name of your course. If you have not yet made any selections, it will display the message “No pieces are added yet to this course.”

Use the upper portion of the display to search. You can search by period to find all the music in the Online Anthology by Renaissance composers.
Use the drop-down menu to put “Renaissance” in the “Period” box, then hit “Search” to see all the selections from that era. The results should resemble the following:

Add selections to your course from the ones displayed. You can sort any of the columns alphabetically by clicking its label.
To include a selection in your course list, click on the “Add” button on the far right-hand side of the display. For instance, if you “add” Bull’s “Walsingham,” it will appear below.

To see more of the Renaissance selection, use number below the result.

The number of the current page is shaded.
Clicking “Add” for Byrd’s “Sing joyfully unto God” includes it in your course list:

You can perform various searches while building your course lists.
Use “Add” to continue building your course.

To organize your list with the composers and pieces in a specific order, use the “Up” and “Down” buttons to move the items in your selection.

<table>
<thead>
<tr>
<th>Composer</th>
<th>Title</th>
<th>Remove</th>
<th>Up</th>
<th>Down</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josquin</td>
<td>Miserere mei, Deus</td>
<td>Remove</td>
<td>Up</td>
<td>Down</td>
</tr>
<tr>
<td>Josquin</td>
<td>Plus ultra regrett</td>
<td>Remove</td>
<td>Up</td>
<td>Down</td>
</tr>
<tr>
<td>Josquin</td>
<td>Miserere mei, Deus</td>
<td>Remove</td>
<td>Up</td>
<td>Down</td>
</tr>
<tr>
<td>Josquin</td>
<td>Miserere mei, Deus</td>
<td>Remove</td>
<td>Up</td>
<td>Down</td>
</tr>
</tbody>
</table>

New order of the four pieces
Continue to select pieces and organize them until you are satisfied. When you logout, and the course list will be saved automatically. (There is no separate “save” button.)

When you return, you will find the course list as you last arranged it.

This listing shows the course. To edit its contents click on Course Detail.

This is the second of two courses—as an instructor you are welcome to create as many courses as you need.
After clicking on Course Detail, you will see the following display.

You may revise the course information, both descriptions and contents, at any time. The revisions will be available as soon as you make them – there’s no need to wait for system administrators or web masters to upload your information.
Using the Online Anthology with Students and TAs

Inviting students to your course—the “E-vite”
On the course detail page, click on “Invite Students,” as show below:

You will then see a screen with space for your students’ e-mail addresses and your message to them:

Messages are formatted automatically. To switch to plain text, click on HTML.

In working with us, we may refer to this as the e-vite.

You can enter as many e-mail addresses and you wish – separate each with a comma.

You may customize the message by clicking on the area.
After you have all the addresses added and the message phrased to your satisfaction, click the “Send invitation” button to distribute the e-mail.

You will next see the following display that echoes back the addresses you used:

Click here to send an invitation to your students.
Your students will receive a message like this:

Welcome to Music History (#1001) at Music of A-E Editions taught by Janine Zychowicz. Your instructor has chosen A-E Editions Online Music Anthology, as one of your texts. Since this is an online publication not available at your bookstore, please use this link to subscribe. If you have any questions about subscribing you may contact us directly by e-mail or by phone 800-736-0070.

Please remember:

- E-mail will be sent through your e-mail system, and if there are problems with addresses, your system software or system administrator will be in touch with you.
- If you need to resend e-mail, please return to the Course Details page to send more e-mail invitations again.
Inviting TAs to your course is easy to do.
To invite TAs to enjoy complimentary access to the Online Music Anthology, return to the Course Details page:

Click “Add Teaching Assistant” at the following screen:
Please invite each TA individually. Enter the e-mail address, first name, and last name of each, revise the message, if necessary, and click “Send invitation” when you are ready.

The TA will receive the invitation by e-mail, and you may repeat the process for each of your TAs.

TAs will have complimentary access to your course lists, but are not allowed to edit them.
Helping Students Find Your Course

Students can “add” your course, that is, your course list, to their settings once they find it. To do so, they should log in with their user name and password. If they haven’t already added your course, they will see a screen like the following one.

Follow the prompts under “Select Courses” by starting with the “state” field.
After choosing the state, select the institution.

After institution, then instructor:

After instructor, then the course:

If everything is correct, click on “Add selected course” to get the following prompt.

1. The course appears in a list.

2. The screen will confirm “Course added.”
Other Features

Students’ “My Anthology”
Students can save pieces to create “My Anthology” – their own list of personal favorites or music they want to find right away. To save a piece in “My Anthology,” click on the plus sign (+) at the top of the display.

Click here to add this piece to “My Anthology.”

The piece will then join the list of others in “My Anthology.”

Here is the listing.
My Profile
It is easy to keep your profile update at the site. When you log in, follow the link to “Manage My Profile.”

The information you provided when you registered should appear:

We keep your information confidential and never share it with third parties. For your own privacy and security, do not share your log-in and password with others or leave your account open for others to use.
FAQs
The Online Anthology includes a set of Frequently Asked Questions (FAQs) that users can find at any time by clicking on the toolbar marked FAQ.

Click on the toolbar item marked FAQ.
Contact Us
Please use the “Contact Us” page to send a question of comment. “Contact Us” anytime by clicking on the toolbar for that item.

Please contact us with any questions—we want you to use our Online Music Anthology to its fullest capacity.

Thank you for using A-R’s Online Music Anthology!