

This document is going to run you through the key features of the teacher account. Our teacher accounts are designed to help you and your students get the most out of using Music Academy.

We have many valuable tools at your disposal to enable you to track your students' progress, view student data, manage your classrooms, export grades and print reports.

We hope you enjoy using your Music Academy Teacher Account!

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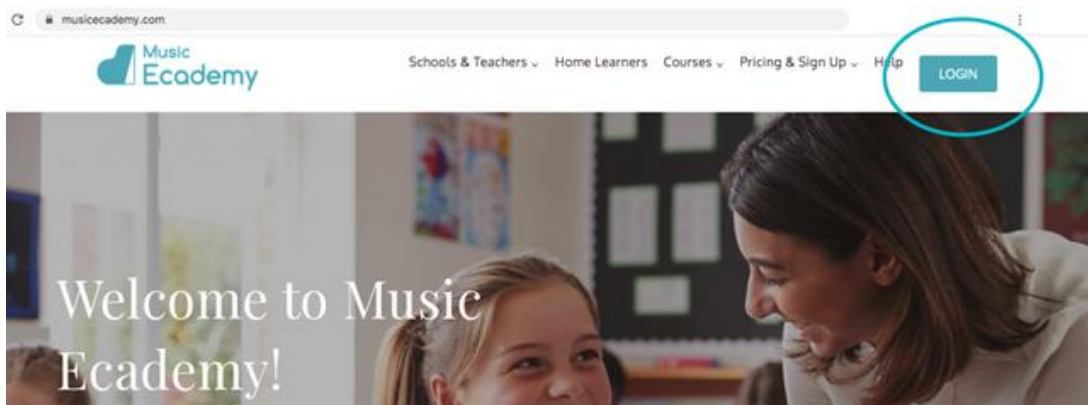
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GETTING STARTED

1

Log In

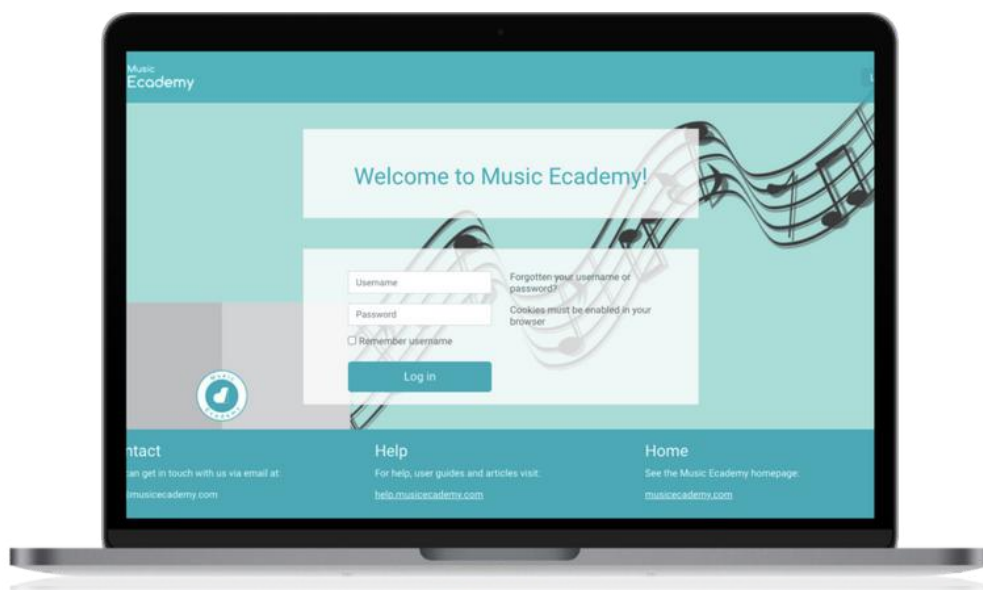
To get started firstly head to www.musicacademy.com and click on the 'Login' button at the top right of the screen.



2

Enter Username and Password

You can log in using your username and password that we have sent you. If you have forgotten your password you can use the forgotten password link. Enter your email address to be sent a link to reset your password.



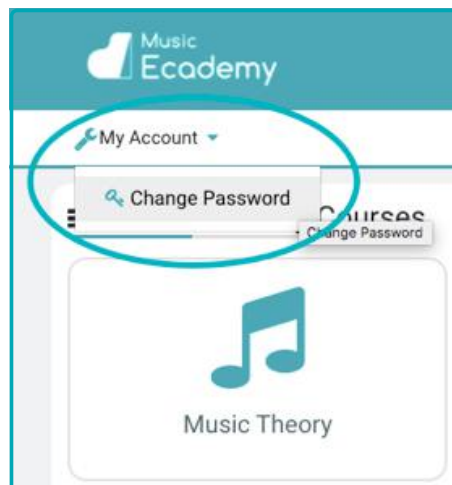
EDITING PROFILE

3

Change Password

You can change your password from the drop down menu at the top left of the dashboard labelled 'My Account'.

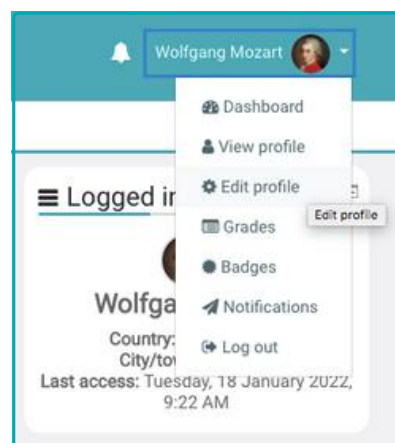
We recommend that you change your password when you first log in.



4

Edit Profile

From the edit profile section you can change details such as your name and email address. You can also add other details, for example your Country or City, and a picture if you wish.



PROGRESS OVERVIEW

1

Head Into a Grade

Head into the grade or course that you wish to view, for example Music Theory Grade 1.

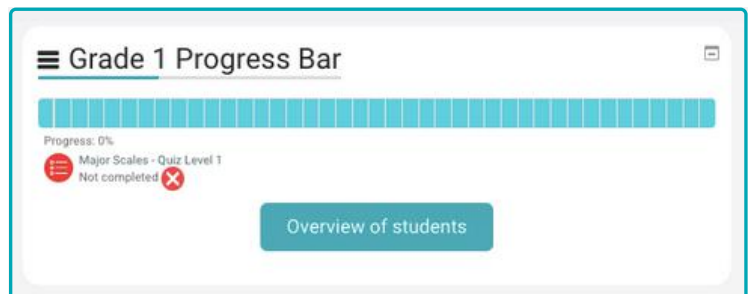
At the top of the course dashboard you will see your progress bar.

2

Overview of Students

Click on 'Overview of students'.



From here you will see your students' progress bars.

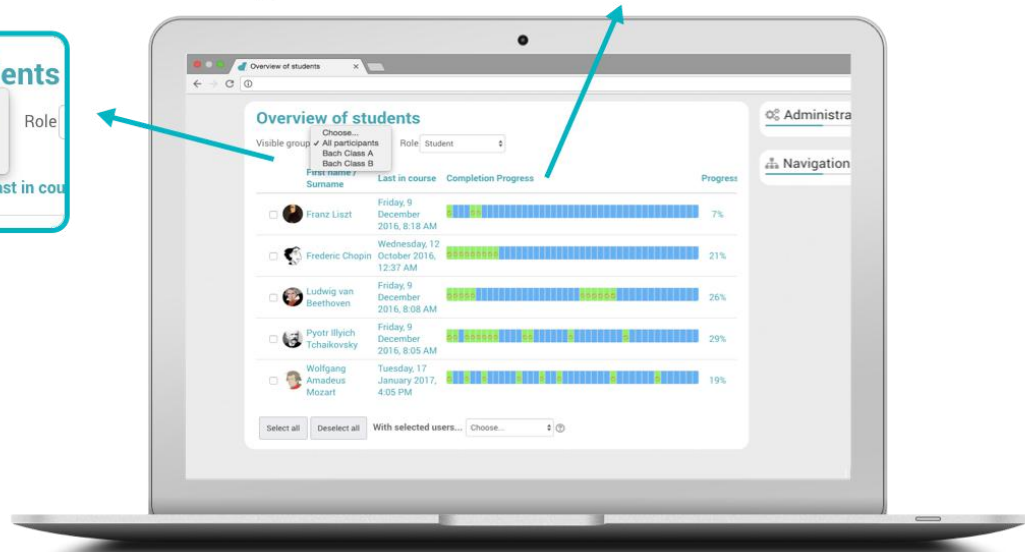
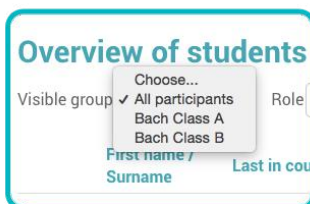


3

Choose Class

If you have multiple classes under your account, you will see a drop-down menu at the top of the screen. Click this to choose whether to view all your classes at once, or one class at a time:

	First name / Surname	Last in course	Completion Progress	Progress
<input type="checkbox"/>	 Franz Liszt	Friday, 9 December 2016, 8:18 AM		7%



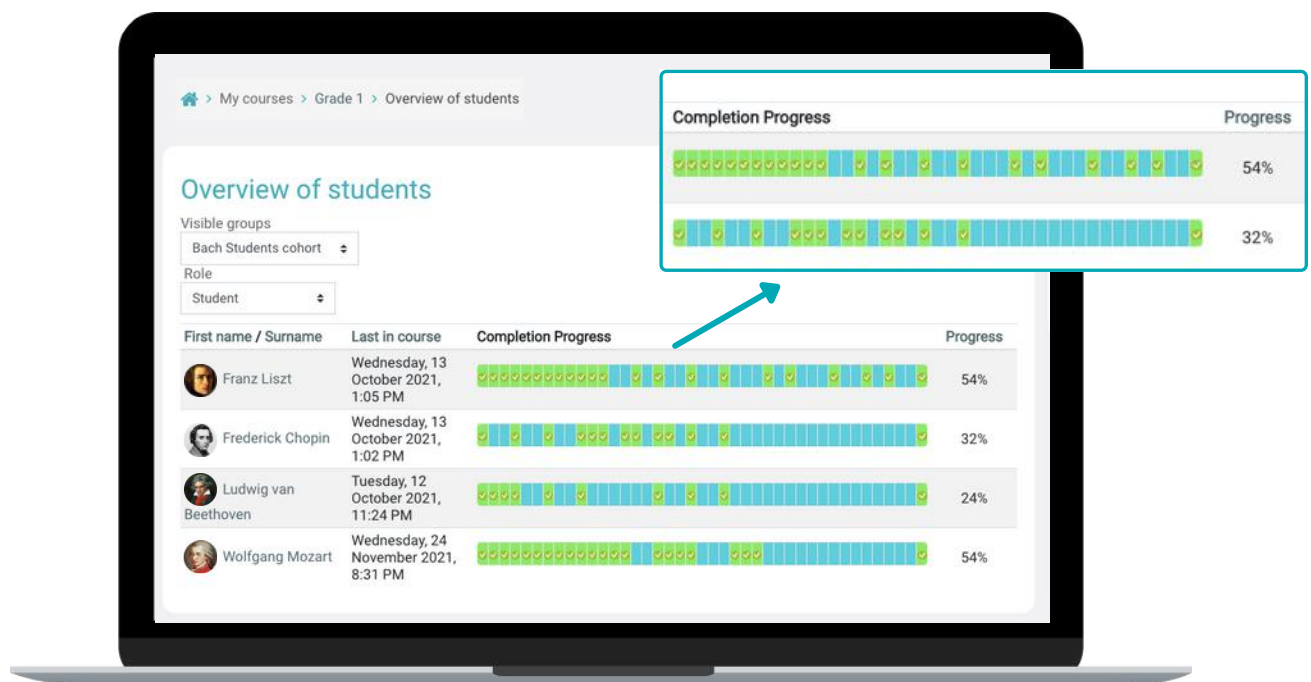
PROGRESS BARS

4

View Progress

The 'Overview of students' is useful in order to get a quick idea of how all of your students are doing within the grade or course.

Students are listed with the following information: last access in course, progress bar, and the percentage of that course they have completed.



5

Progress Bars

Each bar of the progress bar represents a section (lesson, quiz, or game) of the course.

Hover over the progress bar to read the names of the lesson, quiz or game:

Blue means the student has not yet completed the section.

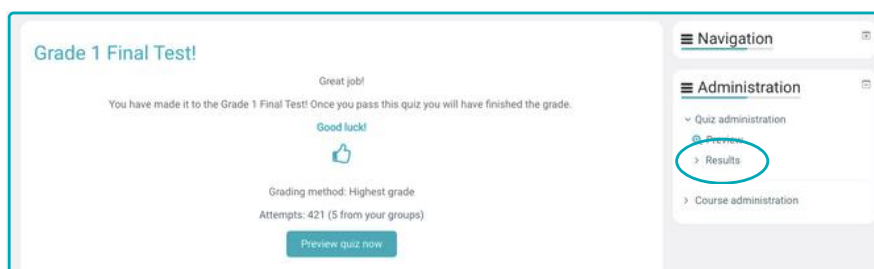
Green means the student has passed the section.

QUIZ RESULTS

1

Head Into a Grade

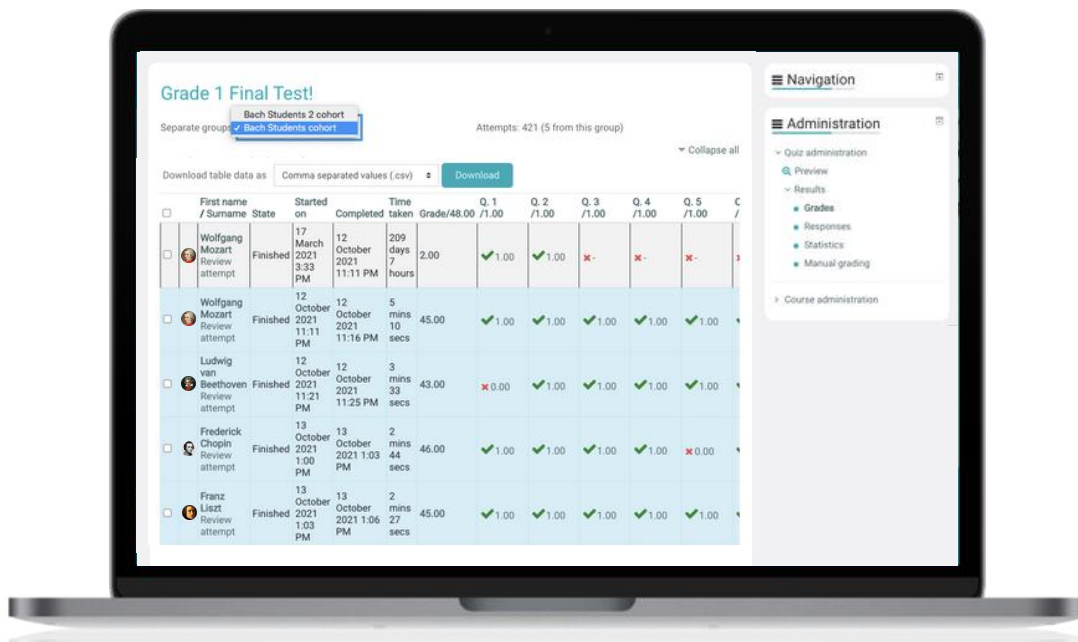
Click on the quiz you would like to see the results from



2

Results

Click on 'Results'. From here you will see all of the quiz results from your classes. Use the drop-down menu to view the results by class.



3

Quiz Review

Click on "Review attempt" under a student's name to be taken to that student's quiz attempt which will show you which questions the student got right and wrong.

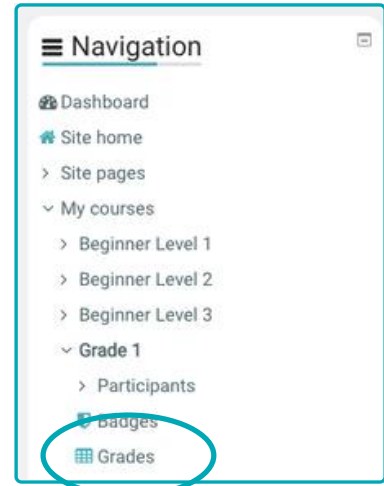
See 'Quiz Review' on page 7 for more information about the quiz review.

GRADES

1

Click on Grades

Click on 'Grades' in the right-hand side bar. You are now in the grades administration area.



2

Completed Topics

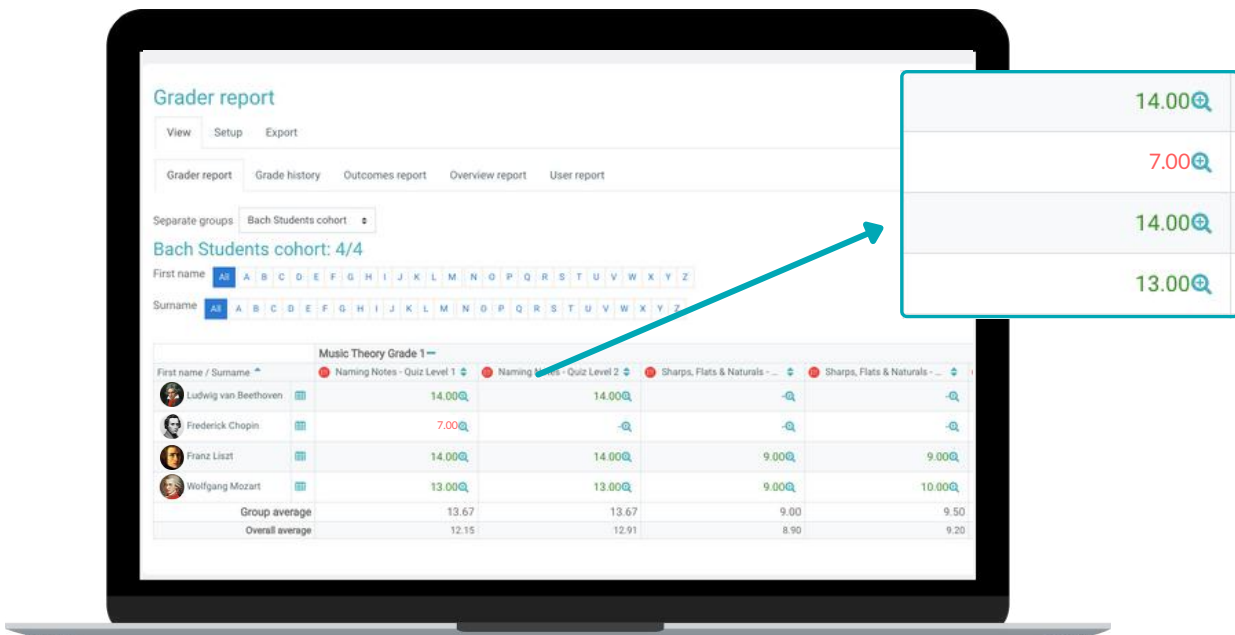
You will see a list of your students in a spreadsheet type layout with the grades they have achieved for each quiz. Scroll across to view all of the quizzes.

If there is a dash in the box it means it hasn't been completed, and the numbers show the students' grades for that quiz.

Green is a pass grade

Red is a fail grade

Click on the magnifying glass next to the score to be taken to that quiz attempt.



The screenshot shows a 'Grader report' for 'Bach Students cohort: 4/4'. The table below shows scores for four students across five quizzes. A magnifying glass icon is next to the score 14.00 in the 'Naming Notes - Quiz Level 1' column for Ludwig van Beethoven.

Student	Naming Notes - Quiz Level 1	Naming Notes - Quiz Level 2	Sharps, Flats & Naturals - ...	Sharps, Flats & Naturals - ...
Ludwig van Beethoven	14.00	14.00	-	-
Frederick Chopin	7.00	-	-	-
Franz Liszt	14.00	14.00	9.00	9.00
Wolfgang Mozart	13.00	13.00	9.00	10.00
Group average	13.67	13.67	9.00	9.50
Overall average	12.15	12.91	8.90	9.20

QUIZ REVIEW

1

Click on Magnifying Glass Icon

Click on the magnifying glass next to the number. This takes you to that student's 'Quiz Review'.

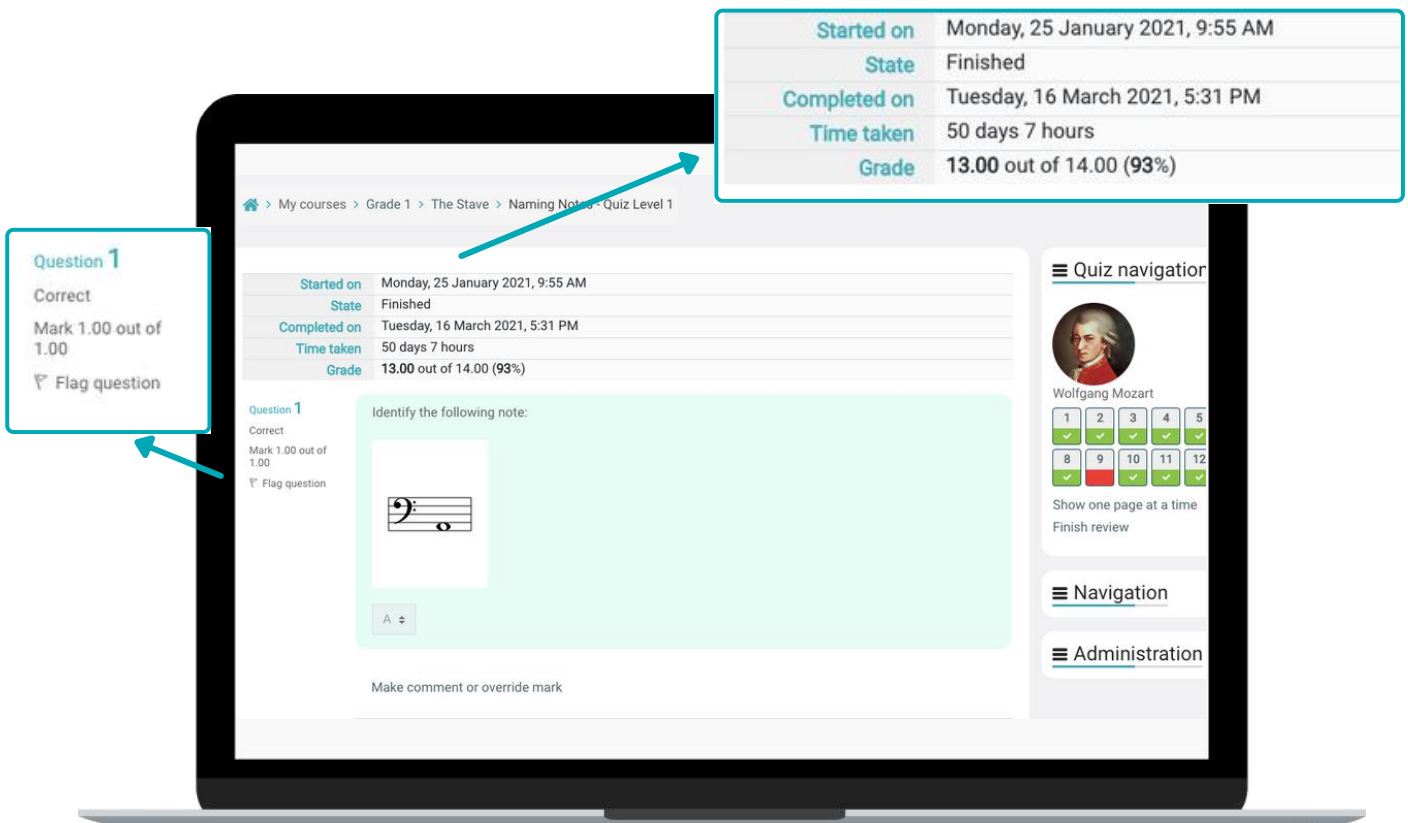
14.00	🔍
7.00	🔍
14.00	🔍
13.00	🔍

2

Quiz Review

This will show you their quiz attempt. It will give you information such as:


- when they started and finished the quiz
- how long it took them to complete
- their final grade
- which questions they got right and wrong.



Started on	Monday, 25 January 2021, 9:55 AM
State	Finished
Completed on	Tuesday, 16 March 2021, 5:31 PM
Time taken	50 days 7 hours
Grade	13.00 out of 14.00 (93%)

Question 1
Correct
Mark 1.00 out of 1.00
Flag question

Identify the following note:



A

Make comment or override mark

Quiz navigation

Wolfgang Mozart

1	2	3	4	5
6	7	8	9	10
11	12			

Show one page at a time
Finish review

Navigation

Administration

GRADE HISTORY

1

Grades

Head into any grade. Click on your 'Grades' in the navigation bar on the right-hand side.

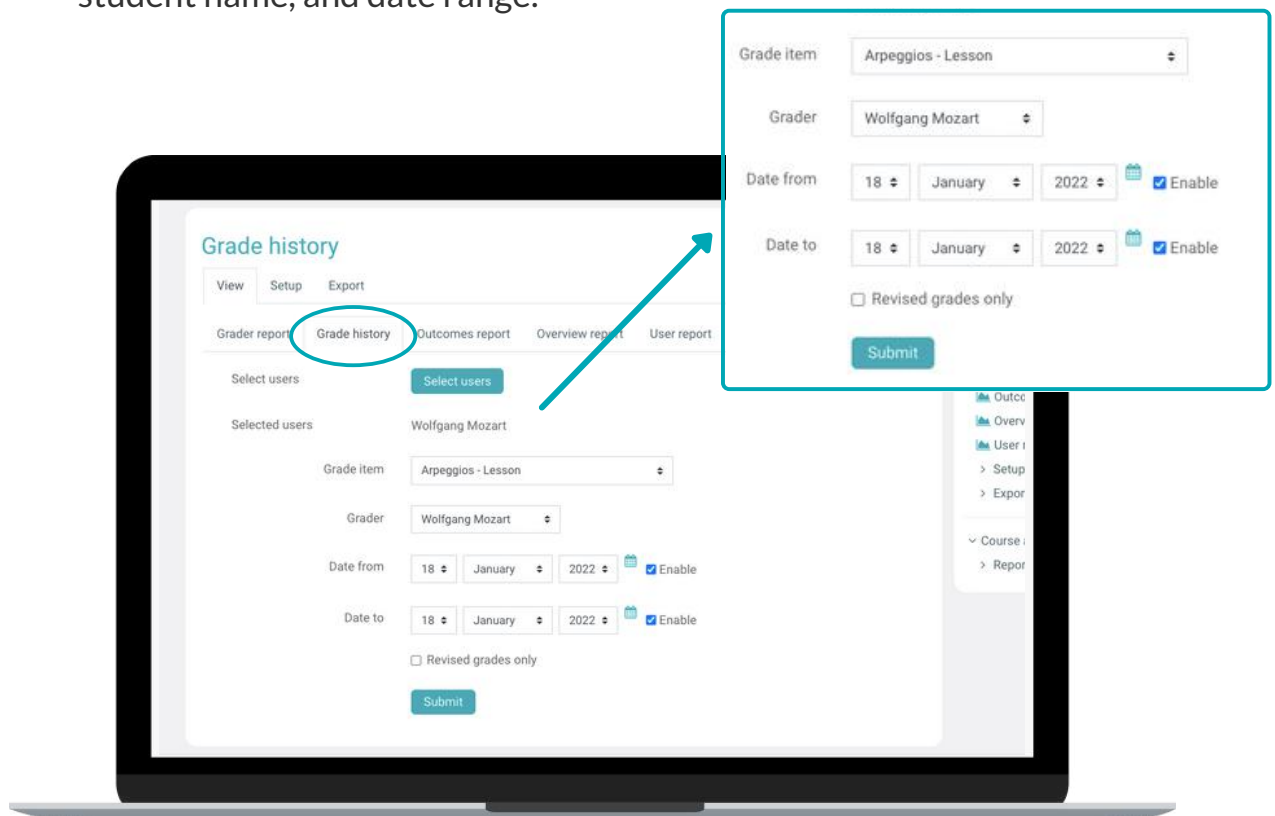
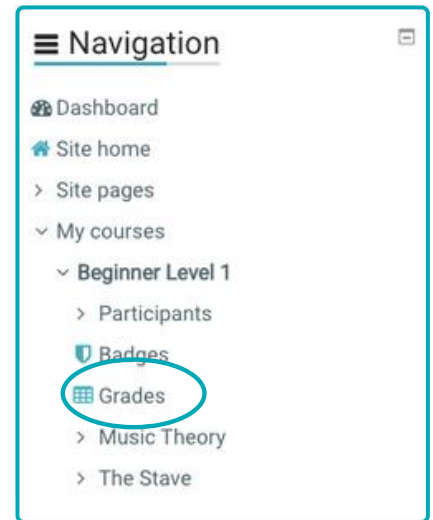
2

Click on Grade History

From the grade administration area select the 'Grade history' tab.

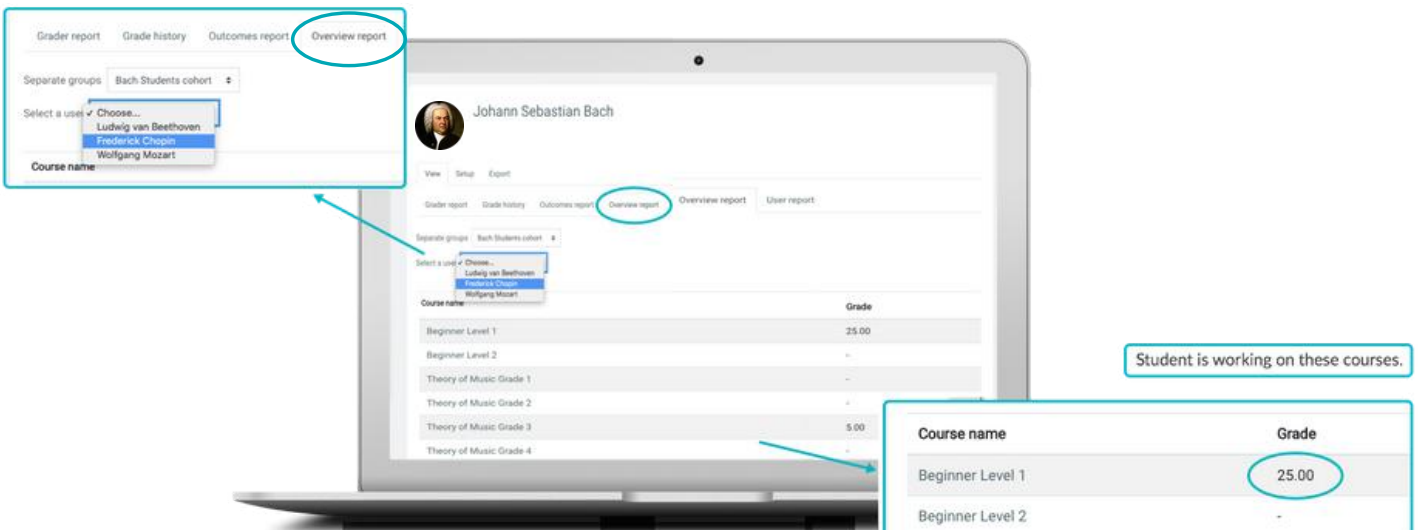
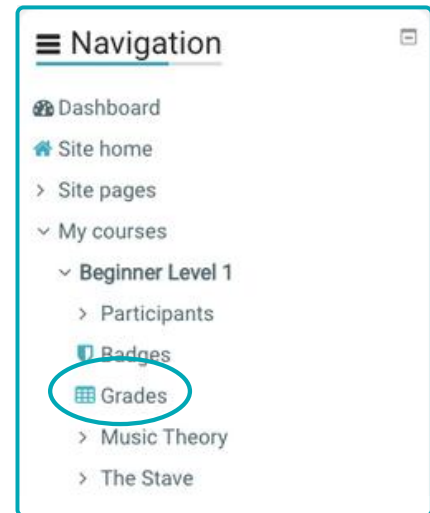
From here you can find the grade history of your students.

You can search by specific grade items/activities, student name, and date range.



OVERVIEW REPORT

- 1 Grades**
Head into any grade. Click on your 'Grades' in the navigation bar on the right-hand side.
- 2 Overview Report**
Select the tab labelled 'Overview Report'. Here you will see a list of all the courses.
- 3 Select Class/Student**
Use the drop-down menus to select the class and then student you would like to view.



The screenshot shows the 'Overview report' for Johann Sebastian Bach. The 'Overview report' tab is circled in red. A callout box shows a dropdown menu for 'Select a user' with options: Ludvig van Beethoven, Frederick Chopin, and Wolfgang Mozart. Another callout box shows a table of courses with grades. A text box says 'Student is working on these courses.' and points to the 'Theory of Music Grade 3' row in the table.

Course name	Grade
Beginner Level 1	25.00
Beginner Level 2	-
Theory of Music Grade 1	-
Theory of Music Grade 2	-
Theory of Music Grade 3	5.00
Theory of Music Grade 4	-

- 4 View Progress for Each Course**
If the student has a grade listed next to the course it means they are working on that course and have completed lessons or quizzes within that course.

If there is a dash next to the course then they have not done anything within that course.

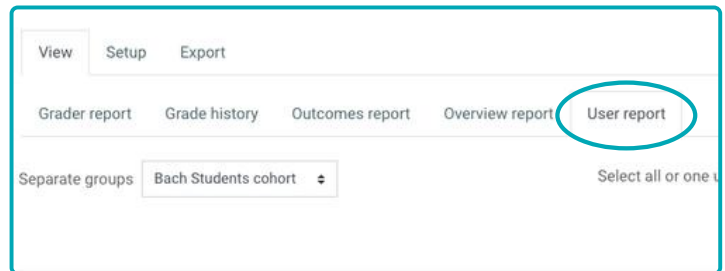
You can switch between students using the drop-down menu without leaving this page.

INDIVIDUAL USER REPORTS

1

Click on User Report

To see individual reports for your students click on the 'User report' tab from the grades administration page.



2

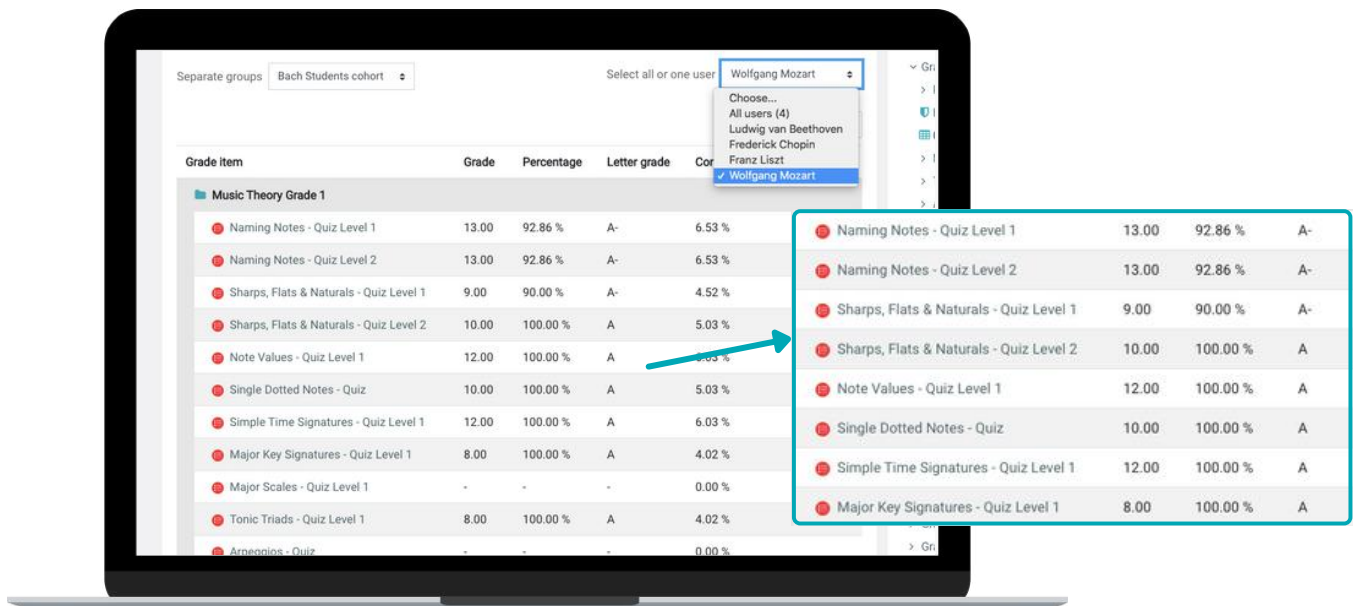
Select Student

Use the drop-down menus to select the student you would like to view.

3

Individual Grades

You will see an individual report for that student with all of the topics and the grades that the student has received.



4

Print Report

To print the report simply right click and select print.

This is a particularly useful tool for when the student has finished the grade as an easy way to print a report to show how students are progressing.

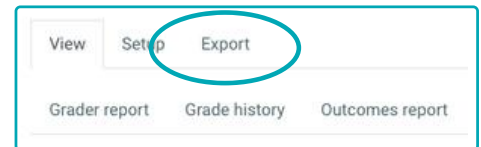
EXPORTING GRADES TO SPREADSHEET

1

Click on Export

Click on 'Export' from the grade administration area.

This allows you to download all of your students' quiz marks to a spreadsheet.

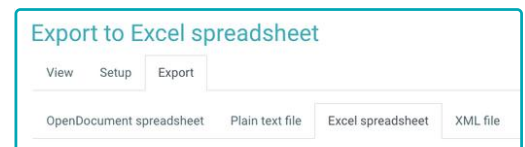


2

Choose Document Type

Choose what type of document you want to download (Excel, Open Document, Plain text, XML).

Excel is usually the easiest, but choose what works for you!



3

Choose Classes or Students

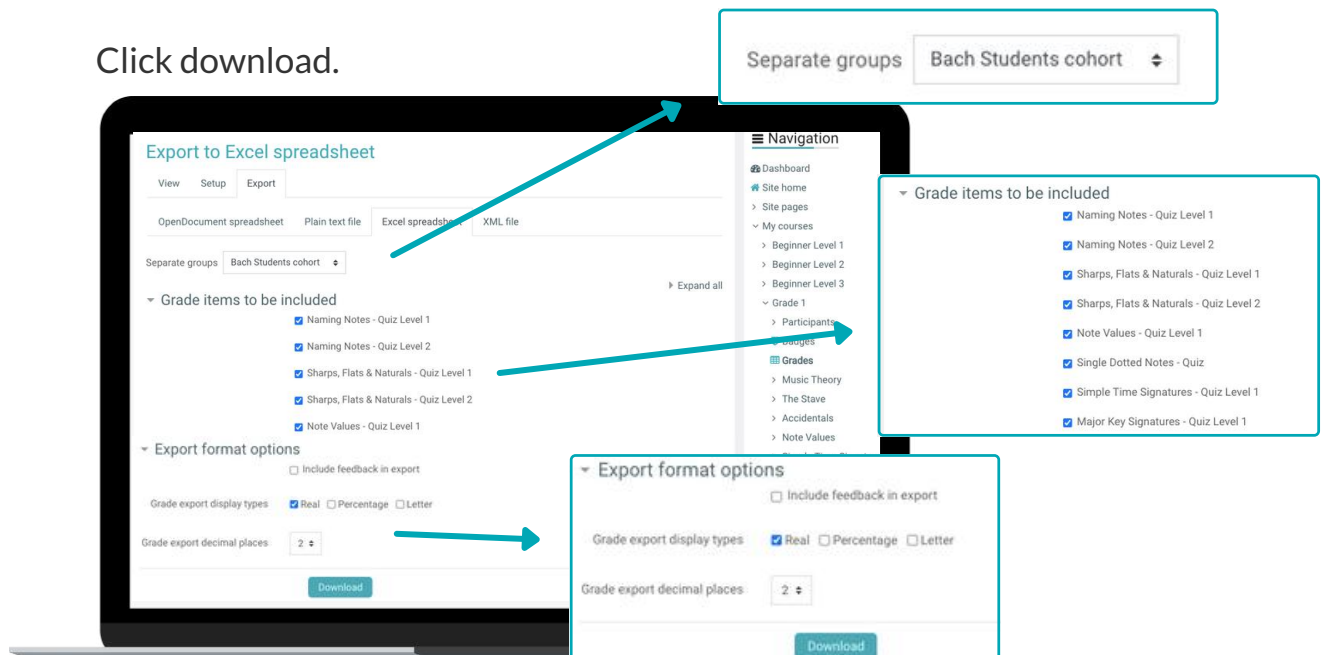
Choose which classes or students you want to be included in the spreadsheet.

4

Choose Format Options

Select the export format options that you want - we recommend percentage (e.g. 90%) and letter (e.g. A,B,C grade).

Click download.

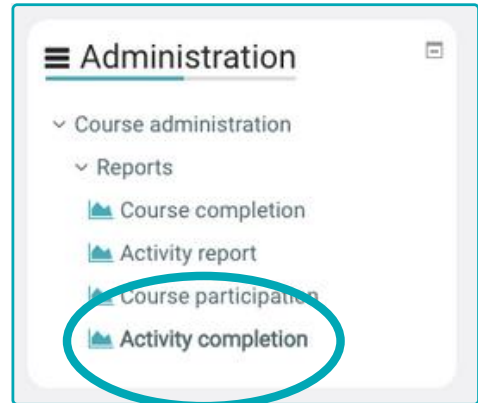
A large screenshot of the 'Export to Excel spreadsheet' dialog box on a laptop screen. The dialog box has three tabs: 'View', 'Setup', and 'Export'. The 'Export' tab is active. Below the tabs are four buttons: 'OpenDocument spreadsheet', 'Plain text file', 'Excel spreadsheet', and 'XML file'. A red arrow points from the 'Export' tab to a callout box titled 'Separate groups' which shows a dropdown menu with 'Bach Students cohort' selected. Another red arrow points from the 'Grade items to be included' section to a callout box titled 'Grade items to be included' which lists several items with checkboxes. A third red arrow points from the 'Export format options' section to a callout box titled 'Export format options' which shows 'Real' selected under 'Grade export display types' and '2' under 'Grade export decimal places'. A 'Download' button is visible at the bottom of the dialog box.

ACTIVITY COMPLETION REPORT

1

Activity Completion Report

Click on 'Reports' in the right-hand side bar, and then click on 'Activity completion'.



2

Completed Topics

This shows you a list of your students (again choose the class from the drop-down menu at the top of the page) and which activities they have completed. Scroll across to see all of the topics.

A tick in the box means they have completed the section. Hover over the boxes for more information (student name, section, if completed, if achieved pass grade, when completed.)

The main screenshot shows a table of students and their completion status for various topics. At the bottom, there are two download options: 'Download in spreadsheet format (UTF-8 .csv)' and 'Download in Excel-compatible format (.csv)'. A tooltip is shown over the table, listing student names and their completion status for several topics.

First name / Surname	The Musical Scale - Lesson	Naming Notes - Quiz Level 1	Naming Notes - Quiz Level 2	Sharps, Flats & Naturals - Lesson	Sharps, Flats & Naturals - Quiz Level 1	Sharps, Flats & Naturals - Quiz Level 2	Single Dotted Notes - Lesson	Single Dotted Notes - Quiz	Simple Time Signatures - Lesson	Simple Time Signatures - Quiz	Grouping Notes - Lesson	Grouping Notes - Quiz	Strengthen Your Skills - Lesson	Major Key Signatures - Lesson	Major Key Signatures - Quiz	Major Key Signatures - Quiz	Major Scales - Lesson	Major Scales - Quiz Level 1	Major Scales - Quiz Level 2	Degrees of the Scale - Lesson	Tonic Triads - Lesson	Tonic Triads - Quiz Level 1	Tonic Triads - Quiz Level 2	Appoggiato - Lesson	Appoggiato - Quiz	Intervals - Lesson	Intervals - Quiz Level 1	Intervals - Quiz Level 2	Strengthen Your Skills - Lesson	Sharps & Flats - Lesson	Sharps & Flats - Quiz Level 1	Sharps & Flats - Quiz Level 2	Acculturation & Symbols - Lesson	Frequently Used Terms - Lesson	Frequently Used Terms - Quiz	Glossary Game!
Ludwig van Beethoven	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Frederick Chopin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Franz Liszt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wolfgang Mozart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

3

Download to Spreadsheet

You have the option here to download the information to a spreadsheet. There are two download formats available - choose the one that works best for you.

CERTIFICATES OF ACHIEVEMENT

1

Certificates

Once a student completes a final quiz they are awarded a personalised PDF certificate with the date that they completed the quiz and the grade that they have achieved.

These are a great way for students to keep track of their progress, and to have something to work towards to stay motivated .

2

Locate the certificate

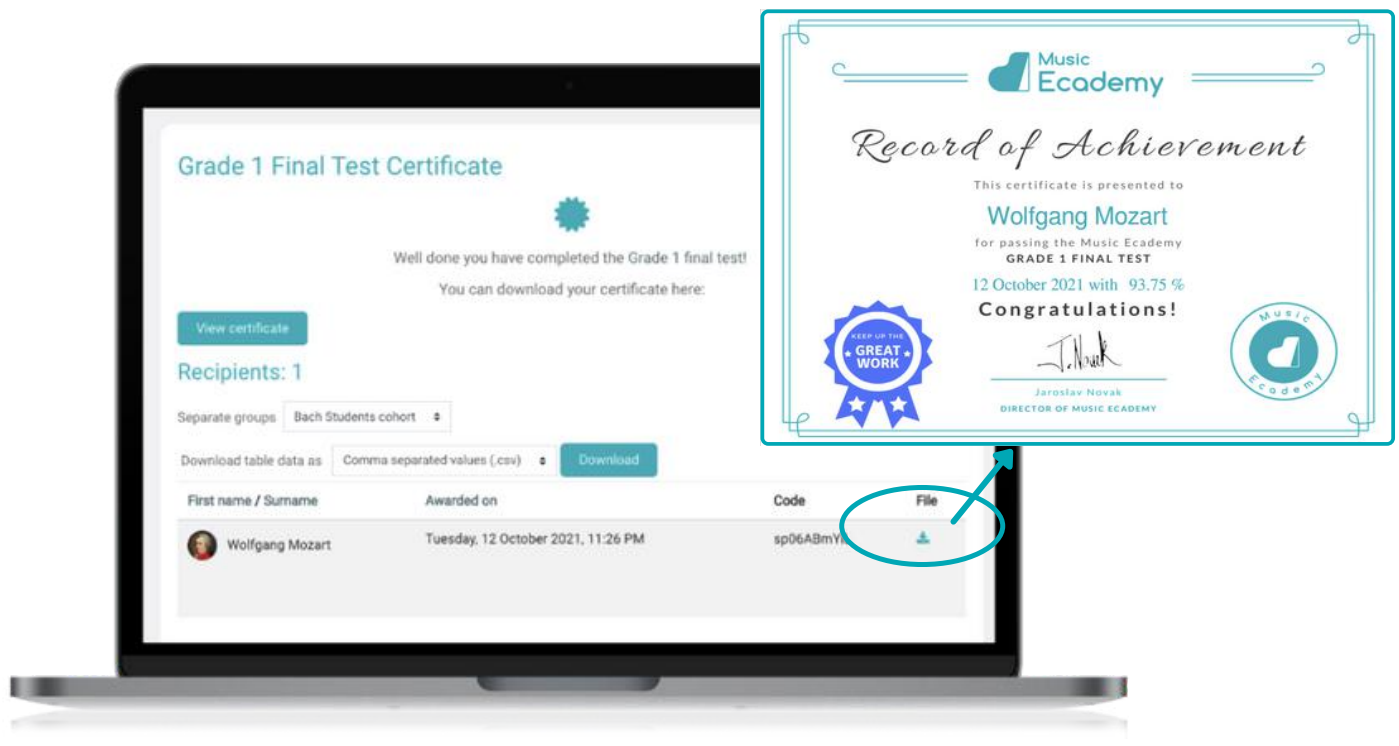
You can find these certificates in the last section of each course, after the final quiz.

3

Download

Students can download these certificates themselves, and as a teacher you can also download your students certificates.

Click on the download icon next to the students name.





For more information or for help using your Music Academy Teacher Account please visit our website:

www.help.musicacademy.com

Alternatively please feel free to contact us at

info@musicacademy.com

We are here and happy to help!

