



New Purchase	2
Stage 1: Purchasing the video series as a student (all purchases are for student licenses)	2
Stage 2a: Becoming a teacher and enrolling students	5
Stage 2b: Enrolling in a course as a student under a teacher's account	5
Already Purchased (student/teacher) or Registered (student enrolled in course)	6
Site Navigation	7
Site Navigation for Students	7
Site Navigation for Teachers	8
Implementation	9
Assigning Activities/Tasks to Students	9
Monitoring Achievement/Progress	9
Forgot Your Username or Password?	11



Client Purchase/Access/Set up/Implementation of Titan's Music Education Video Series - Summary of Steps

New Purchase

Stage 1: Purchasing the video series as a student (all purchases are for student licenses)

NOTE: all purchasers purchase Titan's Music Education Video Series as a student. If you are a teacher and require student data from your student's quizzes, then you need to select the "Yes" radio button on the Check Out page where it asks "Are you a teacher?" (between your Email address and your Account username) so that Titan's administration can perform the appropriate tasks to set you up as a teacher (see "Stage 2a: Becoming a teacher and enrolling students").

- Access website <https://titanmusic.ca> using your Google Chrome browser.

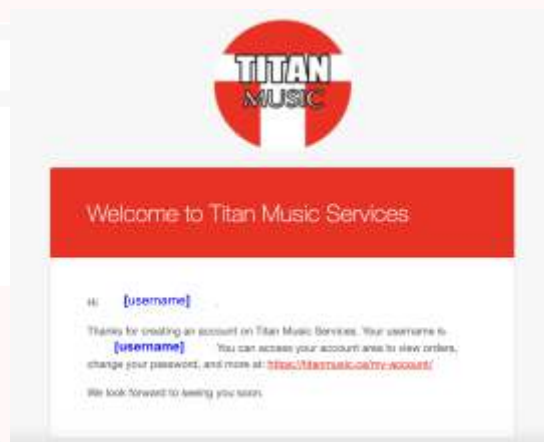
For access to the Google Chrome browser download, click [HERE](#) or copy and paste the following link:

https://www.google.com/intl/en_ca/chrome/

- Click on "Buy the Video Series" button on Titan's website to access the purchase page - three places:
 - Home page on the top right corner
 - Home page: Services (drop down menu) → Education page → in the middle of the page
 - Home Page: under Education Heading "Learn More" button → Education page → in the middle of the page
- Purchase page:
 - Select number of subscriptions you require (typically one)
 - Click "Sign up now" button beside quantity
 - Adds your subscription(s) to your cart
 - Click "View cart" to review purchase
- Cart page:
 - Review purchase - double check quantities
 - Note "First renewal: [date]"
 - Click "Proceed to checkout"
- Check out page:
 - Fill in required fields
 - Make a note of the account password that you created
 - Review the "website terms and conditions" and check the box



- Select the appropriate radio button (“Yes” or “No”) under the inquiry “Are you a teacher?” to alert us as to whether you are purchasing as a teacher or not
- Click on the “Place order” button
- You will be redirected to your “Courses” page. At this point you can access all the courses, topics and assessments provided by Titan’s Music Education Video Series but your role is that of a student. As a student, you will have four (4) emails in your inbox authenticating your purchase. Here is a summary of those emails:
 - Your first email lets you know that you’ve created an account with Titan Music Services:

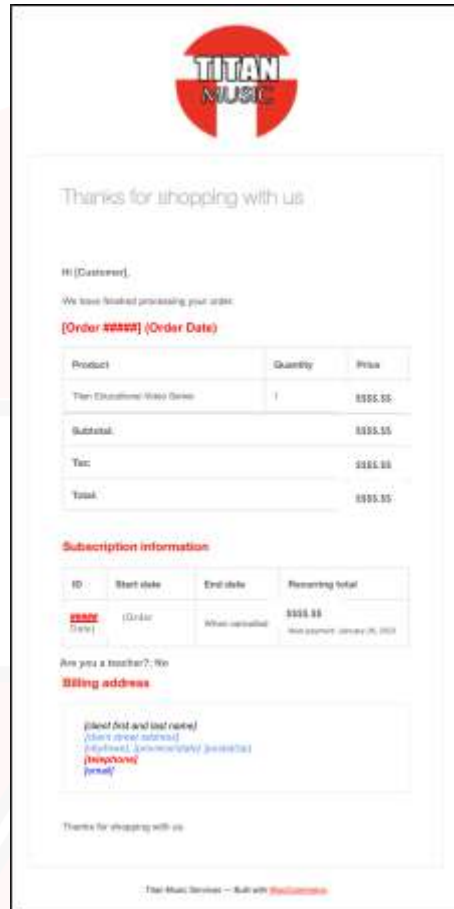


- The second email provides a summary of your learning account credentials. (Please note: If you are interested in becoming a teacher, you will receive another email with new credentials once Titan’s administration team sets you up. This may take 1 or 2 days).





- The third email that you will receive is an “order complete” email with an attached receipt for your order:



- The fourth and final email confirms the courses you are enrolled in as a new user (if you have selected the “Yes” radio button in response to the inquiry “Are you a teacher?”, Titan's administration will need to set you up. You will receive emails relating to this.):



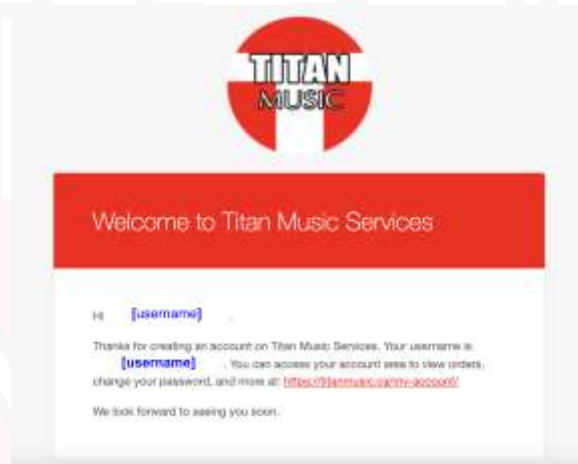


Stage 2a: Becoming a teacher and enrolling students

- Titan's administration will prepare three things:
 - First, they will change your role from that of student to that of teacher
 - Second, they will assign you to a group
 - Third, they will prepare an enrollment key for each course that you can share with your students so they can enroll in your group and the courses that you assign to them

Stage 2b: Enrolling in a course as a student under a teacher's account

- Access website <https://titanmusic.ca> using your Google Chrome browser
- Click on "Log in" in the top right corner of the page
- Create your account by filling in the required information and registering on the Titan Music Services website - take note of the username that you created
- You will receive an email confirming your registration



- You will be redirected to the "My Account" page, scroll to the bottom of the page where it says:

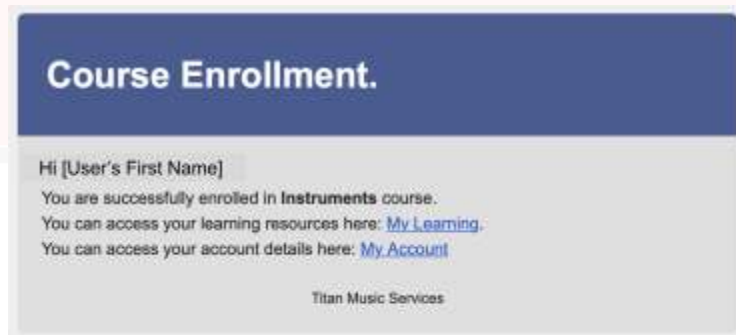
First Time?

If this is your first time here as a student, you can access our educational video series [here](#).

- Click on the underlined word "here"
- You will be redirected to the "Available courses" page
- Click on a course or click on "Log in" on the top right hand corner of the page
- Use the username and password that you created at registration to get to the "Available Courses" page
- Go to the top right hand corner of the page and click on "Log in"



- Use the username or email and password that you used to register on the Titan Music Services website to access the courses
- When you click on a course, you will be asked for an enrollment key, your teacher should have provided this to you. Once you enroll in that course, you will no longer have to use the enrollment key to enter the course. You will also receive an email confirming your enrollment and welcoming you to the course:
 - Email confirming your enrollment:



- Email welcoming you to the course

Welcome to Instruments!

If you have not done so already, you should edit your profile page so that we can learn more about you:

<https://titanmusic.ca/moodle/user/...>

- Click on a topic to access the video and assessment for that topic.
- Each course will require an enrollment key. Only enroll in courses where your teacher has provided you with the enrollment key.

Already Purchased (student/teacher) or Registered (student enrolled in course)

- Access website <https://titanmusic.ca> using your Google Chrome browser.
- Click on "Login" in the top right hand corner of the page
- Fill in the "Username or email address" and "Password" fields
- Click on "Log in"
- Select the "My Courses" menu item. This will take you to the "My Courses" page.
- Click on one of the courses to get to the videos and assessments or teacher console



Site Navigation

Site Navigation for Students

- Student site navigation is very straight forward. Once a student has enrolled in a course, they can access all the topics (videos and assessments) within that course and will not have to reenter enrollment keys/passwords upon re-entry. The student simply clicks on the topic, watches the video and then completes the assessment/quiz (the link to the assessment is located at the bottom left below the video). When the student initially opens the lesson, they are provided a tour to support appropriate navigation through the site.
- To access a different topic, students can either go back to the home page (a link is located in the navigation bar towards the top of the page) or go to the next video through the current video page (the link is in the lower right - to move forward - or lower left - to move backwards - of the topic page (where the video is located)).
- A student can see a summary of their progress by clicking on the drop down menu in the top right hand corner of the page and selecting the “Grades” menu item. This will take them to the “Overview report” where their course average will be displayed. To see individual grades for topics (this is called the “User report”), click on the course name.
- All assessments are to be completed to mastery (100%). Students are able to retry assessments until they achieve 100%. Teachers can see how many tries a student used in order to achieve 100%.
- Students can navigate to a different course by clicking on the “Home” link located in the navigation bar towards the top of the screen and then selecting a different course (either the “Musical Concepts”, “Instruments” or “Ensemble Work” course). If the student has not enrolled in the course, they will need to get the enrollment key for that course from their teacher.
- Other menu items in the drop down menu at the top right of the page include “Dashboard” and “Profile”, both of which are not pertinent to student function, and “Log out” which allows a student to log out from the video assessments site.



Site Navigation for Teachers

- Access to courses is best done from the home screen. Simply click on the course that you would like to have access to under the “Available courses” heading. This will gain access to the topics within that course. Click on the topic to access the video and assessment for that topic. Your students will have the same access to the videos and assessments.
- On the topics page you will also notice a gear icon on the topics page for a course. If you click on that icon a drop down menu with the menu item “more” shows up. Click on the “more” item to access the following:
 - Reports: this gives you indirect access to “Course participation” and “Activity completion”. See below for an explanation of each.
 - Course participation: This allows you to see which topics were accessed and how many times they were accessed for each student.
 - Activity completion: This gives a snapshot of completed topics in the course for each student. A check mark indicates that the student achieved 100% on the quiz for that topic. From this page you can also access the topic video and quiz by clicking on it.
- Access to all the site set up items is in the drop down menu in the top right corner of the site by your name
 - The “Dashboard” menu item is of no use as the site structure is not conducive to effective use of this item.
 - The “Profile” menu item can be used to customize your profile as well as access courses. Under the “User Details” heading, feel free to click on the “Edit Profile” link to access specific information pertaining to your profile.
 - The “Grades” menu item can be used to access student grades. There are various ways of accessing student grades either based on single students, specific courses, or group data.
 - You can also “Log out” by selecting the bottom menu item in this drop down menu.



Implementation

Assigning Activities/Tasks to Students

- This needs to be done manually as you would in any other classroom course. Have students write down their assignment(s) in their agenda and provide a due date and expectations. The assessments associated with the videos are checks for student understanding to ensure that students have understood the concepts provided in the video. This should be considered a pass/fail with 100% achievement in order to move to the next assignment. Appropriate sequencing is also provided based on the placement/order of each topic within each course.

Monitoring Achievement/Progress

- Access to all grading data is through the drop down menu at the top right corner of the Home page beside your name. Click on your name and select the “Grades” menu item.
- This will take you to the “Courses I am Teaching” page with a list of courses from the Titan Music Education Video Series, namely: Ensemble Work, Instruments, and Musical Concepts.
- Click on a course to access the student achievement data for that course. You will default to the “Grader report” screen under the “View” heading. You can access several other reports under the dropdown menu in the middle of the page where it says “Grader report”.

NOTE: a grader is a student who has done the assessment.

- Student achievement can be accessed by group or individual:
 - There are three sub menus, namely: View, Setup, and Export
 - View
 - Grader report: This will provide a list of students in the group as well as their marks in each quiz associated with each module.
 - Grader history: Provides more details as to how each student within a group achieved the grade they did; things like date completed and previous mark.
 - Outcomes report: This feature is disabled by Titan’s Administration. Special outcomes are not required because students are expected to reach mastery by achieving 100% in each topic’s quiz.
 - Overview report: individual student specific data on course achievement.
 - User report: individual student percentages based on topic achievement and overall course achievement.



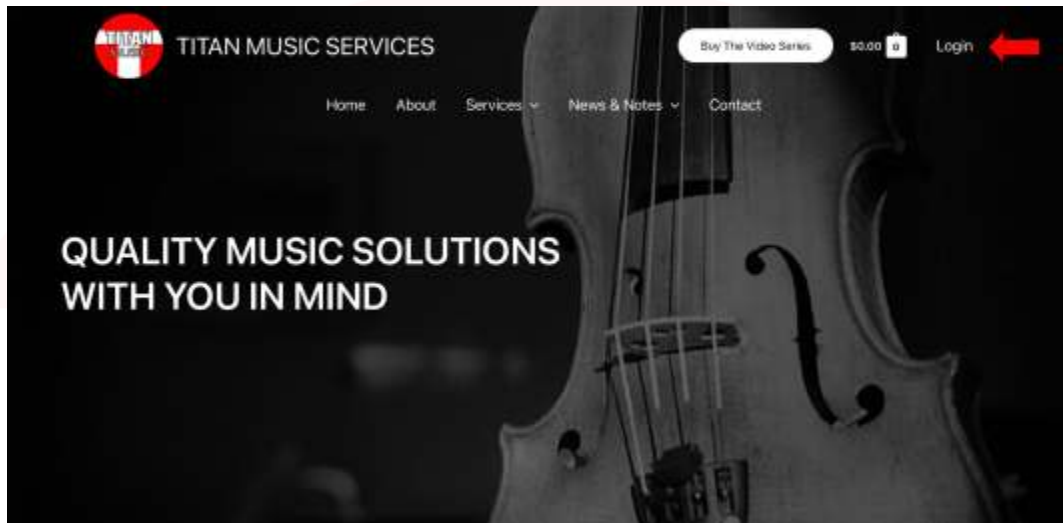
- Setup
 - “General”, “Show/hide toggles”, and “Special rows” all pertain to how information is presented in the “View” tab. These preferences mostly affect the “Grader report” screen.
- Export
 - Allows export of student achievement into different formats
- Individual:
 - From the “Grader Report” screen:
 - Click on the icon to the right of the student’s name and it will take you to the “View → User report” as described above.
 - You can also configure the page by selecting one of the options from the “Select all or one user” menu and/or the “View report as” menu.
 - Click on the student name and the link will take you to the student profile:
 - Under the “Course details” heading you can see the “Course Profiles”, “Roles”, and “Group” that this particular user belongs to.
 - There are no links to the courses under the “Course details” heading.
 - Under the “Roles” heading, you can click on the link that states the role (should be “student”) and it will take you to the “Participants” page where you can see the “Roles” and “Groups” the students are in as well as when the student last had access to the course. The “ID Number” is not utilized.
 - Under the “Group” heading, you can click on the link that states the group (assigned by Titan administration after purchase) and you will see the members of the group.
 - Clicking on the user’s name takes you back to the student profile page.
 - Under the “Reports” heading you can access the “Grades overview” report which provides an overview for a specific student.



Forgot Your Username or Password?

This will work whether you are a student or teacher.

- Access website <https://titanmusic.ca> using your Google Chrome browser.
- Click on the “Login” link at the top right hand corner of the page.



- This will take you to the “My Account” page.
- Fill in your email address in the “Username or email address” box under the “Login” heading.
- Click on the “Lost your password!” link under the red “Log in” box.
- Access your email (it should be the same email that you used to register on the Titan Music Services website).
- Follow the instructions to reset your password.

