

MUSIC ACE™

SERIES

Version 3.0 Network Installation Guide

Windows and Macintosh





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Introduction

The Network Versions of the *Music Ace Series* programs are designed to keep track of up to 3600 users in a networked lab environment. The Network Version makes it easy to organize a large number of users into groups and to keep track of user progress relative to their respective group.

The Network Version runs from a network file server and allows many workstations to simultaneously run a *Music Ace Series* program. The user progress is also stored on the file server, allowing a user to obtain their progress from any workstation. When used in a secure network environment, *Music Ace Series* programs can be configured to grant the appropriate access to users and administrators ensuring user privacy as well as administrator access.

Note to System Administrator

This guide assumes you are familiar with the basic features of your network as well as tasks related to installing and maintaining software on a file server and workstations. If you are new to the network environment, refer to your Network Operating System documentation for additional help.

Setting Up on a Windows System

Introduction to Computer Sound on Windows Systems

For a description of computer sound on Windows systems, please refer to the *Music Ace Series User Guide* included as a PDF file on the CDROM.

Step 1. Before You Begin

The following sections describe the procedure for setting up a *Music Ace Series* program on a Windows system. If you have a Macintosh computer, please refer to the section titled *Setting Up on a Macintosh System*.

Please check your computer system to see that it meets the following minimum system requirements:

File Server:

- 10 Megabits/second LAN speed or better
- 100 MB of free disk space

Workstation:

- Windows 95, 98, 2000, Me, NT4, or XP
- 166 MHz or faster processor
- 32 MB of available RAM
- 640 x 480 256-color display
- 50 MB of free hard disk space
- 16-bit sound card or General MIDI capability
- CD-ROM drive, mouse

Step 2. Installing the Program

Windows File Server Installation

The Network Version of a *Music Ace Series* program must be installed from a Windows workstation with a CD-ROM drive and access to the network file server where the *Music Ace Series* program will be installed.

1. Insert the *Music Ace Series* program CD-ROM into the CD-ROM drive.
2. You will be asked if you would like to install the *Music Ace Series* program. Click **Yes**.
3. Follow the on-screen installation instructions. You can find your registration number on the registration card located in the pouch in the front of the Teacher's Guide. Please mail us the bottom half of your registration card to receive special customer benefits.
4. Specify a destination folder. This selection will determine where the *Music Ace Series* program installation directory is stored on your file-server. This directory **must** be located on the network file server allowing multiple workstations to use the *Music Ace Series* program.

When asked to choose a destination folder, do not use the default. Instead, enter a shared folder on your server that is accessible by all Music Ace users on all workstations. The installation

Setting Up on a Windows System

program will copy shared user progress files, configuration files and workstation installation files to this folder.

The path may be a UNC path, e.g. //compusername/sharename/foldername, or use a drive mapping, e.g. M:/foldername. If you use a drive mapping, make sure the same mapping exists on all workstations and user accounts on each of these workstations.

5. Define the **Program Folder**. This function defines the program folder in which all *Music Ace Series* program icons will be created. The program folder is only created on the workstation used to install the *Music Ace Series* program.
6. Configure Network Log-in Environment Variable (*Optional*)
For a complete explanation of what this configuration provides, refer to the section in this guide entitled Taking Advantage of Network Security.
7. Start **Copying Files**. This window allows you to review configured settings before installation. To change any settings, click **Back**.

Windows Installation Program

Workstation Installation

1. From each workstation, open the *Music Ace Series* program installation directory on the file server. Select the workstation sub-directory and run the program **Setup.exe**. The destination folder should be located on the local workstation.
2. The *Music Ace Series* program can be launched by clicking START--PROGRAMS--*Music Ace Series* program--*Music Ace Series* program.

Step 3. Configuring Sound

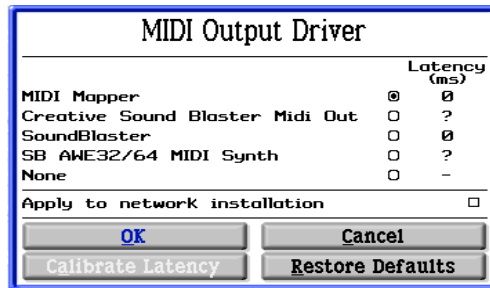
For a detailed description of configuring sound for a *Music Ace Series* program (including latency compensation), please refer to the *Music Ace Series User Guide*.

The network version has an additional feature related to the MIDI and wave audio settings. The Network Administrator can change these settings but a non-administrator cannot. See the Network Security section of this manual. The buttons that display these options only appear when running under the administrator account.

Furthermore, the MIDI input and output settings can be saved either to the local workstation or to the server. When the program starts, it first looks for the current MIDI settings locally. If these settings are not found the programs looks on the server for the settings. This allows you to easily configure all your workstations to use the same MIDI settings. If you have a few workstations that you wish to configure differently (for example, they use an external MIDI keyboard), you can configure those workstations locally.

Setting Up on a Windows System

The “Apply to network installation” checkbox will cause the settings to be saved on the server. If this box is not checked, the settings will be saved on the local workstation.



Example of Apply to Network Installation checkbox

Solving Common Problems

Please refer to the *Music Ace Series User Guide* for tips on solving common problems.

Setting Up on a Macintosh System

Introduction to Computer Sound on Macintosh Systems

For a description of computer sound on Macintosh systems, please refer to the *Music Ace Series User Guide* included as a PDF file on the CDROM.

Step 1. Before You Begin

This section describes the procedure for setting up a *Music Ace Series* program on a Macintosh system. If you have a Windows computer, please refer to the section titled *Setting Up on a Windows System*.

Before installing this product, please perform the following pre-installation steps.

1. Please check your computer system to see that it meets the following minimum system requirements:

File Server:

- 10 Megabits/second LAN speed or better
- 100 MB of free hard disk space

Workstations:

- PowerPC, iMac, G3 or G4
 - System 8.1 through 9.x, and OS X
 - 640 x 480 256-color video (13" monitor) or better
 - 50 MB of free hard disk space
 - 32 MB of available RAM
 - CD-ROM drive and mouse
2. During the installation process, you will be prompted for your name and your registration number. The registration number can be found on the registration card located in the pouch in the Teacher's Guide. This card is very important! Please detach the bottom half of the card and send it to us, and keep the top half for your records.

We recommend that you copy the registration number into the space provided on the inside cover of the Music Ace Series program User's Guide. If you ever need to reinstall the program, you will need the registration number.

Step 2. Installing the Program

Before attempting to install Music Ace on your network, please read this entire guide. Please note that this document applies to all *Music Ace Series* programs that support network installation.

New in this version

- Reduced Network Traffic. Music Ace now uses MP3 compression to minimize the size of its audio data files. With the decreased media file sizes, it is now practical to copy these files to each workstation at installation time instead of continually streaming them over the network while Music Ace is running.

Setting Up on a Macintosh System

- OS 9 Multiple User Mode and Macintosh Manager Support.
- Improved OMS support.
- Supports QuickTime versions 5 and 6.
- Supports OS X. Supports the internal OS X Software Synthesizer and interfaces to MIDI keyboards.

Installation Overview

Music Ace network installation is a two step process.

1. **Server Installation:** The first install copies files from the CD-ROM to the designated shared folder on the server. Although the server does not need to be a Macintosh, the computer on which the server installation is executed (the computer that has the Music Ace CDROM) needs to be a Macintosh.
2. **Workstation Installation:** An installation executable located in the server folder is run on each workstation where it installs a local copy of Music Ace. Path information pointing back to the server folder is saved on each workstation. This enables Music Ace to save user progress data at a central location.

If you are using Macintosh Manager:

The setup for Macintosh Manager requires additional configuring after Music Ace is installed. Instructions specific to Macintosh Manager follow instructions for installing to an OS X server. Please read and understand the general installation instructions, but do not actually install Music Ace until you read the section covering Macintosh Manager. You may have to create an additional share-point for Macintosh Manager compatibility which would render the paths to the server folder on each workstation obsolete.

OS 8/9 Clients vs. OS X Clients

The workstation install will automatically install the correct version of Music Ace: If the workstation is running OS8 or OS9, the OS9 version of Music Ace will be installed. If the workstation is running OS X, the OS X version will be installed.

If you want to be able to run Music Ace in both OS9 and OS X on a given workstation, you will need to install it twice, once when running OS9 and once when running OS X.

The server install installs files for both OS8/9 and OS X regardless of the Macintosh OS version running on the installation machine.

Uninstall Previous Versions

Old versions of Music Ace **must** be removed from each workstation. Previous version did not have an automatic uninstallation application. You will have to uninstall the previous version manually.

Old versions had three sets of files on the workstation to delete:

- The installation folder, typically located in the Applications or Applications (OS9) folder. The name of the folder is typically “Music Ace f”. Drag it to the trash.
- A folder located in “Macintosh HD:System Folder:Preferences:Music Ace f”. Find this folder in the preferences and drag it to the trash.
- An alias icon on the desktop. Drag it to the trash.

Setting Up on a Macintosh System

On the server, find the folder containing the Music Ace files. Delete this folder.

Preserving User Progress Files from a Previous Network Version

If you have a previous version of Music Ace installed on your network, you can preserve your students' progress. The db subfolder in the Music Ace server folder has the user database files. Copy them to a safe place, then put them back in the corresponding folder after completing the installation.

Server Installation

Insert the CD in a Macintosh workstation that has access to your server volumes. (If your server is a Macintosh, you may use the server itself to perform the installation.) You must have full administrative privileges to install Music Ace.

If Music Ace is already installed on this computer, the installation program may find the registration files from the previous installation and not ask you for a new registration number. This will likely prevent your installing the server files properly. Uninstall the previous version before installing this version.

Run the "Install Music Ace" program on the installation CD. It will ask for your registration number. After entering your number, it will ask for the destination folder. Typically, you will **not** use the default. Select a folder on your server where you would like to install Music Ace and select "Install".

You will then be asked if you want the auto-login feature enabled for OS9 and OS X clients. If you select "Yes", Music Ace will use the user's login name rather than ask the user for his/her name.

A number of files will then be copied to the server, including a file named "Music Ace Client Install."

Workstation Installation

At the workstation, browse to the Music Ace server installation folder. Use the same volume mapping that will exist when students are using Music Ace. In other words, if you have more than one volume mapping to the Music Ace remote folder, and you install Music Ace from a mounted volume that will not exist in the student's login, the student will not be able to run Music Ace.

Open the "Workstation" folder in the Music Ace server folder. Run "Music Ace Client Install." Do **not** copy the install down to the local machine and run it from there. The installer saves the path to the remote folder on the local machine. If you copy the file to the local machine, it will not be able to find the remote folder.

The default destination folder is probably acceptable here. The needed files will be copied to the local machine.

An alias will be created on the desktop. If you are running OS X, this shortcut will only be on the current user's desktop. You are free to create aliases in other places that are convenient to you.

As mentioned above, if you want to run this on OS9 and OS X on a single machine, you will have to run the client install twice.

You should now be able to run Music Ace on the client.

Setting Up on a Macintosh System

User data file organization:

The non-network version keeps its user data in the folder **Application Support:Music Ace f:db** on the local machine. The network version, on the other hand, keeps its data in the folder **Music Ace f:db** inside the remote installation folder.

Note: OS 8/9 has its Application Support folder located in the system volume's **System Folder**. OS X has its Application Support folder located in the system volume's **Library** folder.

Music Ace finds the remote **db** folder via an alias **MA1_UserDB.tag** located in its local **db** folder. If you need to move the server's db folder to better work with your server organization or security scheme, you are free to do so. But make sure that the UserDB.tag alias in the local machine's **db** folder resolves to the remote **db** folder.

The remote db folder **MUST** have file permissions set such that it is writable by everyone using the product.

As this folder contains each user's progress, it should be backed up frequently.

Music Ace Administrator:

A user designated as an administrator in Music Ace has access to special features in the Music Ace progress screen. An administrator can view any user's lesson and game progress and add and remove users and groups.

A user is an administrator if he/she has write file permission to the file *Music Ace f:cfg:MA1_RmtSettings.cfg* in remote installation folder on the server. This is the means by which you, the network administrator, will specify which users are Music Ace administrators. Most users should NOT have write permission to this file.

Note: Music Ace finds this file via the alias file **Application Support:Music Ace f:cfg:MA1_RmtSettings.cfg**.

To prevent users from logging into Music Ace as users other than themselves, you will need to select "Yes" during the server installation when asked if you want to use Auto-Login.

File Permissions on Macintosh Servers

As the Macintosh file system uses the Owner/Group/Others file permission scheme, getting the read/write permissions set as specified above can be tricky. Typically, the Owner equates to a Music Ace administrator, Group includes all Music Ace students, and Other will have no read or write permissions.

The difficulty is due to only one account can be the Owner yet you may wish to have more than one user designated as a Music Ace administrator. To get around this problem, these users should use the same login *to the remote drive*. For example, if the admin owner account on the server is "MusicAceAdmin", each teacher would log into the workstation as themselves, but the login for mounting the remote Music Ace volume should be "MusicAceAdmin."

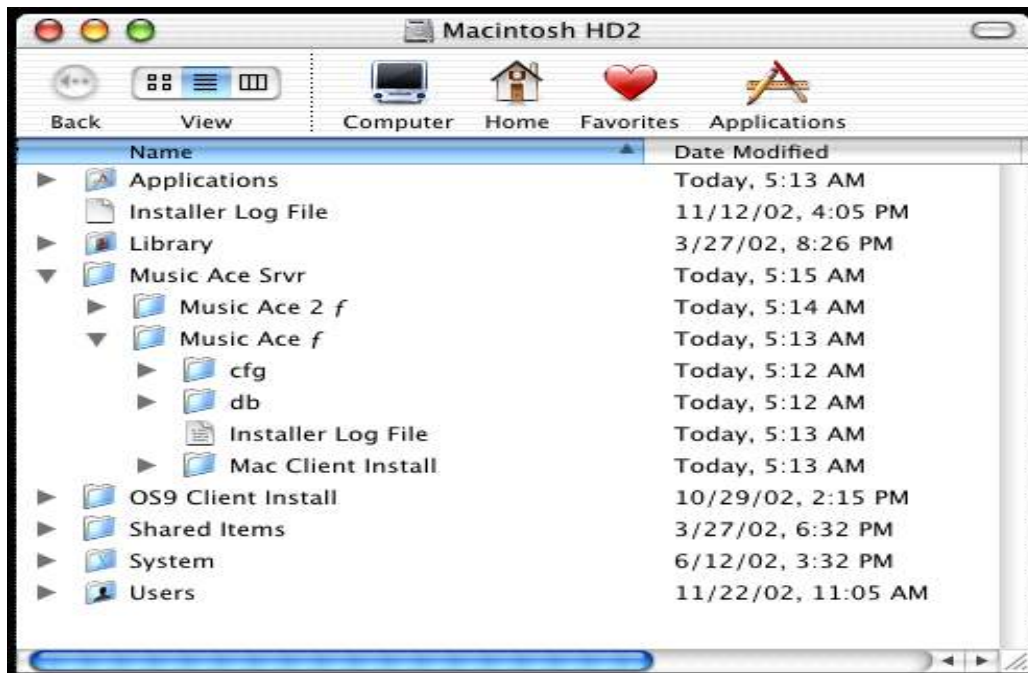
The following section illustrates how this is done in Macintosh Manager.

Setting Up on a Macintosh System

Macintosh Manager Configuration

The following scenario illustrates the installing of Music Ace on a Macintosh Manager network in a manner that achieves the file permissions described above. In this example, OS X is the network operating system. This is only an example; you may wish to configure it differently.

1. Here, Music Ace is installed in the folder **Music Ace Srvr**. This folder will be designated as a share point and mounted as a volume on each workstation

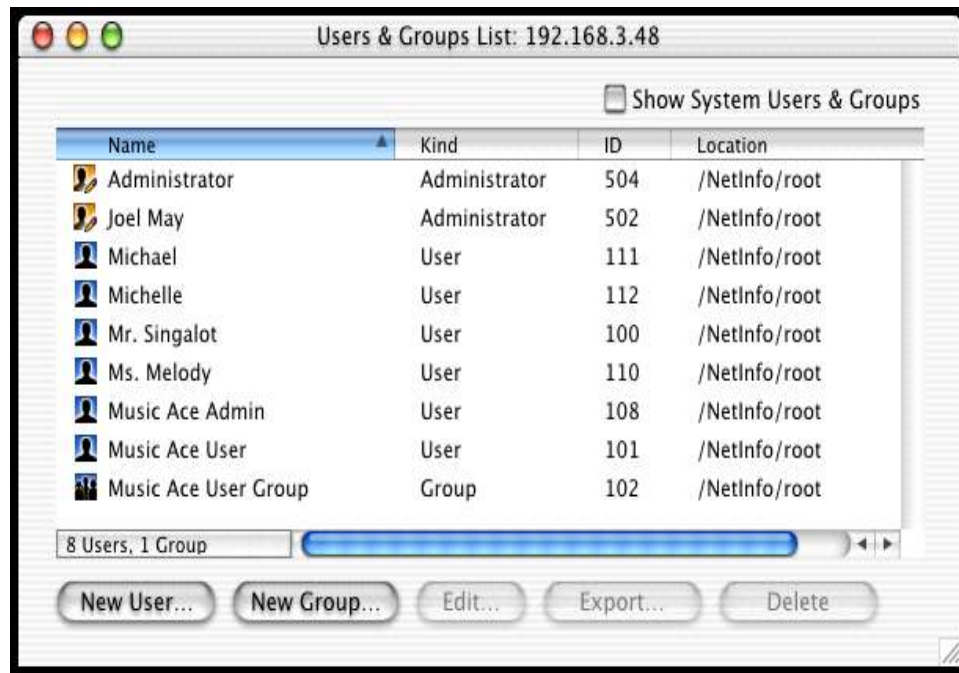


2. In this example, **Mr. Singalot** and **Ms. Melody** are the music teachers and will be designated as Music Ace administrators. **Michael** and **Michelle** will be Music Ace users and will not have administrator privileges. **Music Ace Admin** is a user account that does not correspond with a single person. Instead, this account will be used when Music Ace administrators mount the Music Ace Srvr volume.

Likewise, **Music Ace User** does not correspond with a single user. Each student will be logged in to the volume as this user. Music Ace User Group is used in the **share point** file permissions.

Run the OS X **Server Admin** application, then select the **Users and Groups** icon.

Setting Up on a Macintosh System



3. The **Music Ace User Group** contains the placeholder accounts **Music Ace Admin** and **Music Ace User**.



4. Click the **Sharing** icon in **Server Admin**.

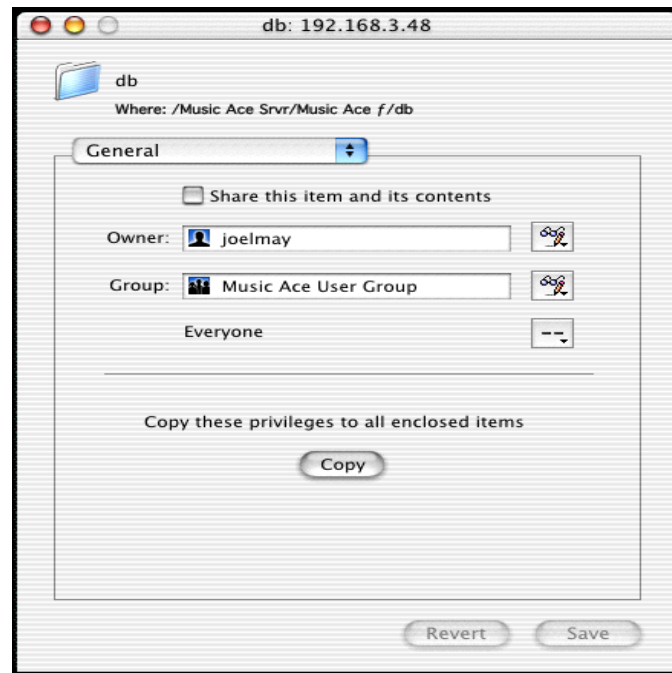
Setting Up on a Macintosh System

The folder **Music Ace Srvr** is designated as a share point. Note that the “Share this Item” checkbox is checked. You, the network administrator will be the Owner and will have read/write permission. The group should be **Music Ace User Group** and have read-only permission. Guests should have no permissions.

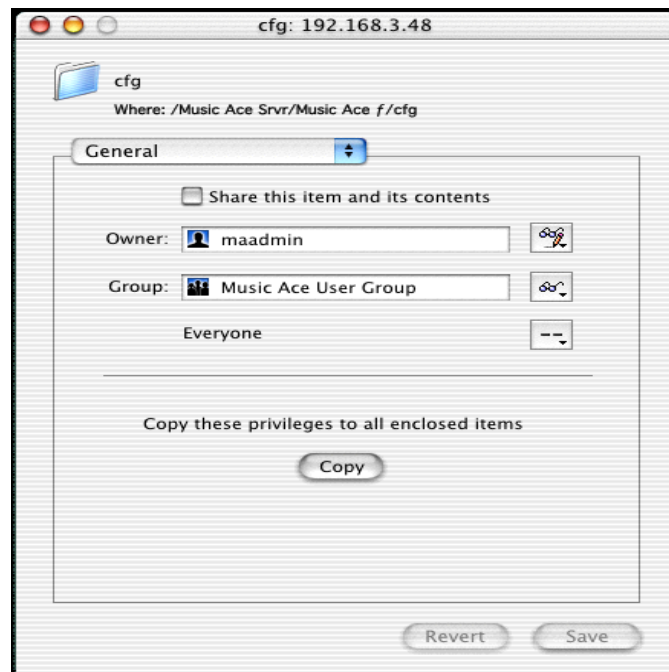


5. The **Music Ace f:db** subfolder needs to be writable by all Music Ace users. This is where the user progress is stored. Macintosh Manager itself will hide Finder access to this folder which will prevent students from modifying this subfolder.

Setting Up on a Macintosh System



6. The **Music Ace f:cfg** subfolder needs to be writable only by Music Ace administrators. Other Music Ace users need read permission. This is how Music Ace distinguishes administrative and non-administrative users.

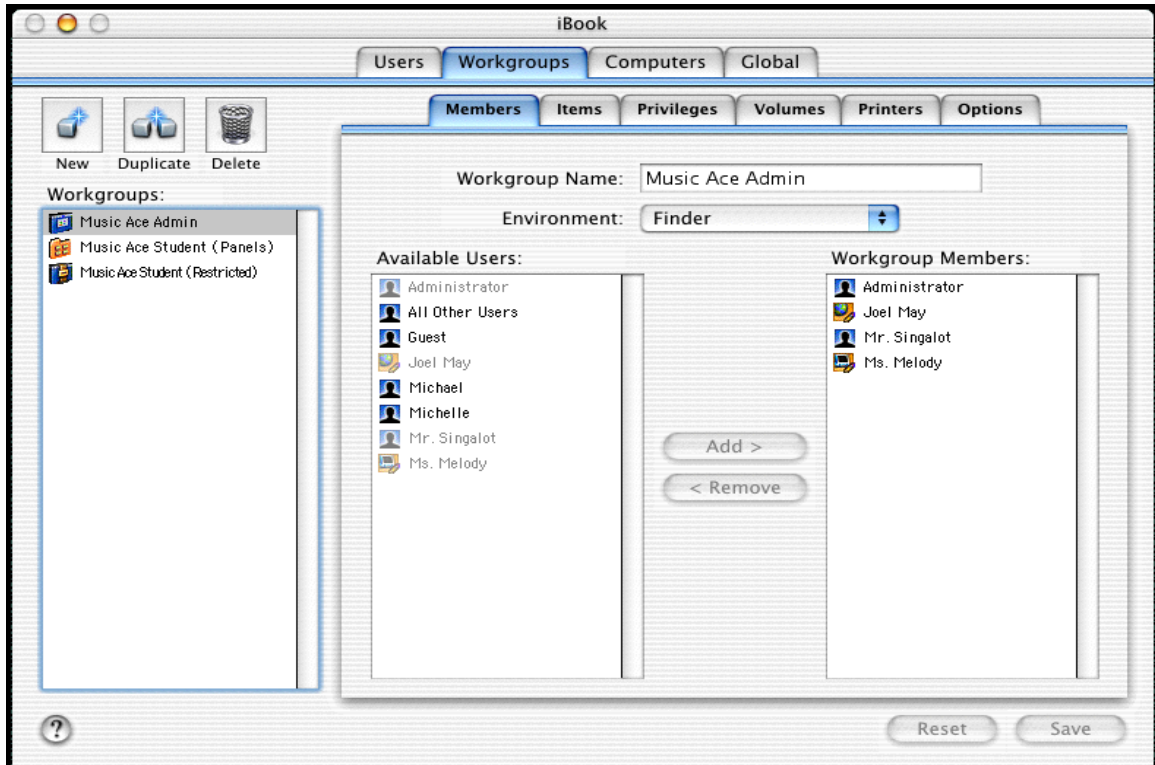


7. Now, select **Open Macintosh Manager** from the **Macintosh Mgr** icon. Select the **Users** tab and populate the user list by dragging users from the Users list displayed above.

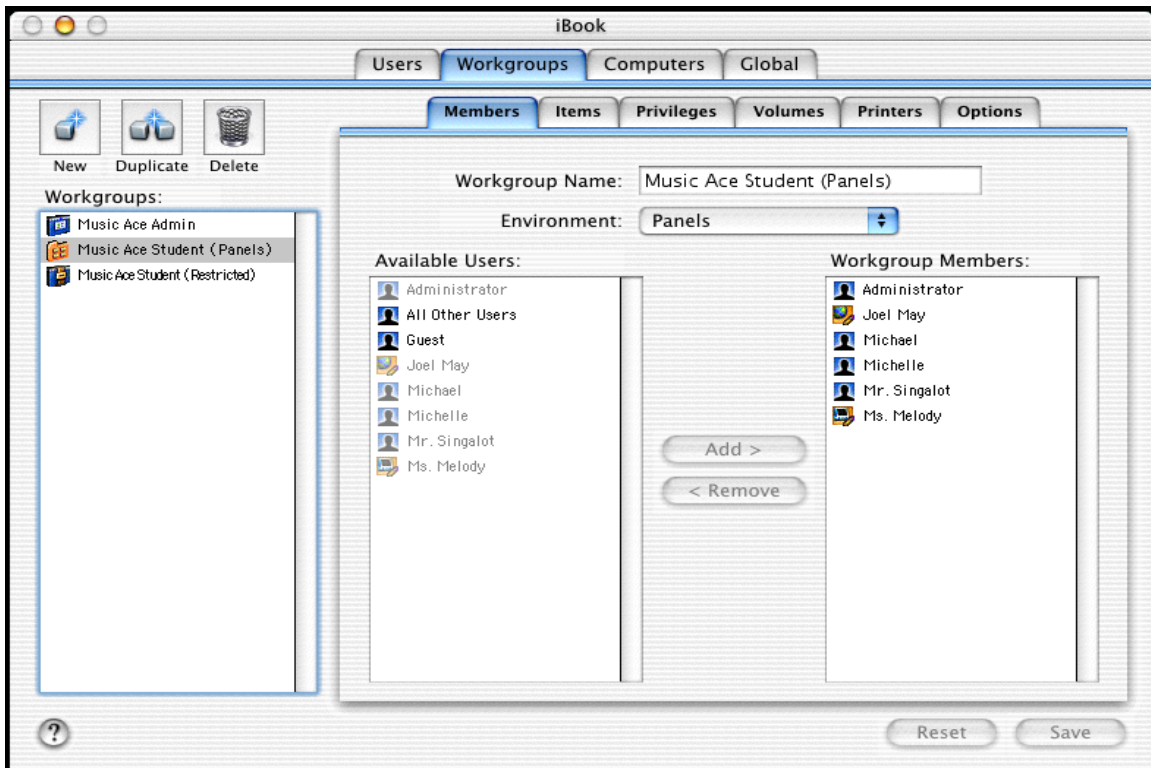
Setting Up on a Macintosh System

8. Select the **Workgroup** tab. Create at least two workgroups, a Music Ace Admin group and a Music Ace student group. Typically, the Music Ace Admin group will use the “Finder” environment and the student group will use the Restricted Finder or Panel environment. Assign the students and teachers to their groups. You may want to include the teachers in the student group in addition to the admin group to ease testing.

Make yourself a member of each workgroup so you can test them. If you do not want the teachers to have Finder access, you will need to create a separate group for yourself that does have Finder access so that you can install Music Ace onto each workstation.



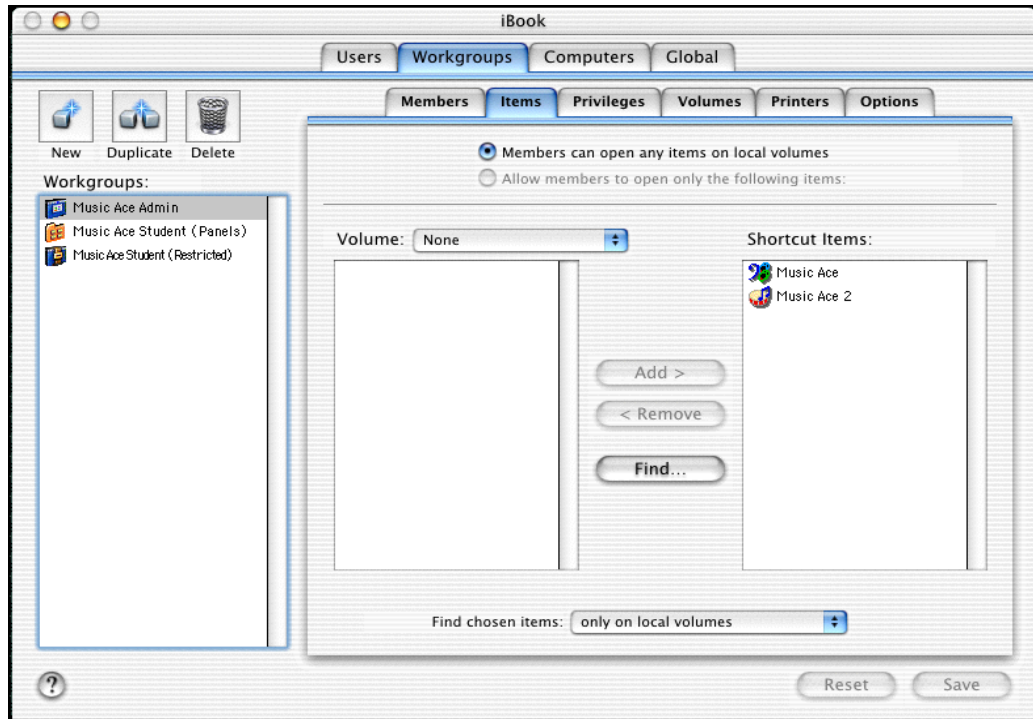
Setting Up on a Macintosh System



9. Under the Items tab, add the Music Ace executable. If it does not show up in the list of available applications, click the Find button and browse to the folder **Music Ace Srvr:Music Ace f:Mac Client Install**. You will find the executable there. Add it to the list of approved applications. Do this for each workgroup.

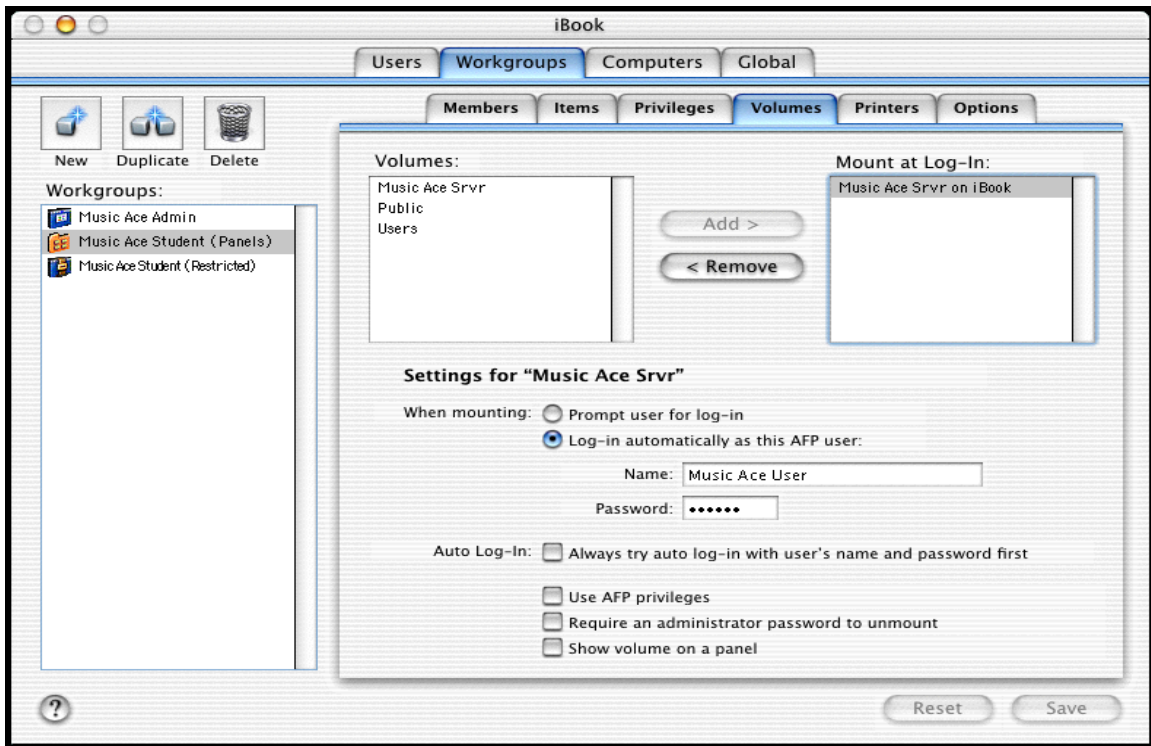
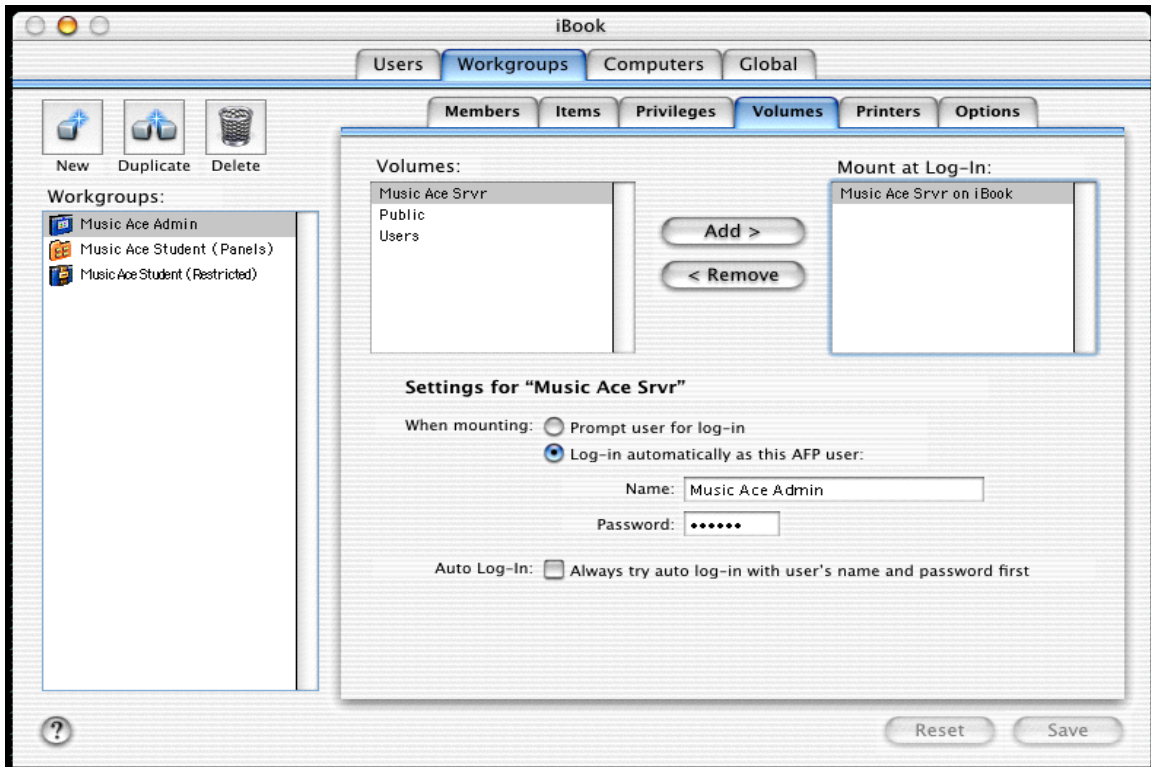
Note that **Find Chosen Items** is set to **only on local volumes**.

Setting Up on a Macintosh System



10. Under the **Privileges** tab, make sure the **Enforce file level security for Mac OS9 workstations** is NOT checked.
11. Select the **Volumes** tab. Select Music Ace Srvr to mount at log-in. For the Music Ace administrator workgroup, configure the volume to log-in automatically as **Music Ace Admin** and supply the password.
The student workgroup should log in as **Music Ace User**.

Setting Up on a Macintosh System



Installing Music Ace on the workstation

1. Login to a workstation as a **Music Ace Admin** workgroup member. The volume Music Ace Srvr should be mounted on the desktop and you should have full access to it.
2. Make sure there are no Music Ace files currently on the computer. You may want to do a file find.
3. Browse to the folder Music Ace Srvr:**Music Ace f:Mac Client Install** and launch **Music Ace Client Inst.**
4. Open the Items folder and verify that clicking the Music Ace alias launches Music Ace. You may also want to verify that the alias **Application Support:Music Ace f:db:MA1_UserDB.tag** alias resolves to **Music Ace Srvr:Music Ace f:db:MA1_UserDB.tag**. For OS 8/9 the **Application Support** folder is in **System Folder**. For OS X the **Application Support** folder is in **Library Folder**.
5. Try logging in as a user of the student workgroup and verify Music Ace runs properly.

Step 3. Configuring Sound

For a detailed description of configuring sound for a *Music Ace Series* program (including latency compensation), please refer to the *Music Ace Series User Guide*.

Solving Common Problems

Please refer to the *Music Ace Series User Guide* for tips on solving common problems.

Setting up for both Windows and Macintosh

The Music Ace Series programs can be installed and configured for a lab that has both Windows and Macintosh workstations using the same server. The same user progress files can then be accessed by Windows and Macintosh workstations, and users will not be restricted to either set of workstations.

1. Create a shared folder on the server that is accessible by both the Windows and Macintosh workstations.
2. From a Macintosh workstation, install the Music Ace Series program network version into this server folder.
3. Do the same from a Windows workstation. At this point, you should have two subfolders in the shared folder. By default, the Macintosh folder will be “Music Ace f” and the Windows folder will be “Music Ace”.
4. Locate the sub-folder “Mac Client Install” located in the Macintosh folder. Copy this folder into the Windows folder. The Windows folder should now have a “Mac Client Install” folder and a Workstation folder. You may rename the Workstation folder to “Windows Client Install” to clarify the purpose of each folder.
5. Install the Music Ace Series program on each workstation, Windows and Macintosh, as explained elsewhere in this document. Of course, use the “Mac Client Install” folder on Macintosh workstations and the “Workstation” or “Windows Client Install” folder on Windows workstations.

Upgrading from a Lab Pack or Site License

If you already own a single-seat or multi-seat version of a *Music Ace Series* program, these versions **must** be completely uninstalled from each workstation before installation of the *Music Ace Series* Network Version takes place. Doing this insures that the Network Version of the *Music Ace Series* program will operate properly.

Uninstalling from a Windows Workstation

1. Click START--SETTINGS--CONTROL PANEL. Double-click on the icon labeled “Add/Remove Programs.”
2. Find the *Music Ace Series* program in the list of programs. Single-click on it so that it is highlighted, and then press the button labelled “Add/Remove.” This will run the uninstall program and will completely remove all components associated with the *Music Ace Series* program.

Uninstalling from a Macintosh Workstation

To uninstall a previous version (prior to Version 3.0)

1. Find the folder on the hard drive labeled “*Music Ace f*” and drag it to the Trash.
2. Open the System Folder, and then open the Preferences folder.
3. Delete all of the files beginning with the words “*Music Ace*” by dragging these files to the Trash.
4. Empty the Trash.

To uninstall the current version

1. Run “Install Music Ace” or “Install Music Ace 2” from the Music Ace Client Install folder.
2. After accepting the license agreement, select the uninstall option at the top of the dialog box.

Taking Advantage of Network Security

For many schools, user security is an important part of the computing environment. *Music Ace Series* programs can be used with systems such as Windows NT, Novell NetWare, etc. to provide a secure learning environment for both students and teachers.

A typical secure user environment has two different network log-in groups; *Students* and *Teachers*. Each user has a unique log-in name, password, private storage area, and belongs to at least one network log-in group. All students belong to the *Students* group and all teachers belong to the *Teachers* group. *Students* are prevented from accessing other students and teachers files. *Teachers* are allowed to see all the student files, since they need the ability to review a student's work.

Working in a Secure User Environment

Assuming each network log-in name is unique and that the network log-in environment variable has been configured, the *Music Ace Series* program Network Version will automatically recognize and sign-in the current user, returning them to the session they were working in the last time they used the *Music Ace Series* program. In this environment, a student's lesson progress and games scores cannot be accessed by other students. Teachers have the ability to access all students' progress and add and delete student records.

For a *Music Ace Series* program to recognize user security, it must have the ability to determine the current user log-in name. The *Music Ace Series* program user names **must** be the user's network log-in name. For example, the *Music Ace Series* program user name JSMITH is entered for John Smith.

Using the Auto-Login Feature

When installing the *Music Ace Series* files onto the server, you will be asked whether you want the "Auto-Login" feature enabled. If enabled, the program will get the user's name from the operating system login rather than ask the user to choose his or her name from a list. This will prevent users from running *Music Ace* as users other than themselves.

Windows only: For added flexibility, the installation program allows you to specify an environment variable that holds the user's login name. This is useful if the workstation login is not the same as the network login. If you specify a variable, the *Music Ace Series* program will get the login name from the variable rather than the operating system.

If you do not know the environment variable name, from a DOS prompt, enter the SET command. This command lists all defined environment variables. Find the variable matching your login name. For example, when JSMITH is logged in and the set command is executed, ID=JSMITH means ID is the login environment variable name.

Note: For NetWare, the ID variable name is typical for the login name.

Most networks will not require the use of an environment variable.

Applying File System Restrictions

To use a *Music Ace Series* program in a secure network environment, you will need to apply file system restrictions for each directory. To grant directory access privileges, refer to the Network

Operating System documentation (e.g. NetWare, Windows NT) documentation for detailed directions.

There are five directories defined in a *Music Ace Series* program installation. Following are the recommended file system restrictions for each **directory**.

(*Music Ace Series* program Installation)

|
|---- CFG
|---- DB
|---- DOCS
|---- WORKSTATION or Mac Client Install

Music Ace Series program Installation

Students — Read-Only

Teachers — Read-Only

The *Music Ace Series* program *Installation* directory should grant read-only privileges to both students and teachers. This prevents anyone from accidentally corrupting the contents of this directory.

CFG

Students — Read-Only

Teachers — Read-Write

The *CFG* directory should grant read-only privileges to students and grant read-write privileges to teachers.

DB

Students — Read-Write

Teachers — Read-Write

The *DB* directory should grant read-write privileges to both students and teachers. This directory stores the *Music Ace Series* program user progress database.

DOCS

Students — Read-Only

Teachers — Read-Only

WORKSTATION

Students — No access

Teachers — No access

The *WORKSTATION* directory should only be accessed by the System Administrator.

Users and Groups

Organizing Users Into Groups

The Network Versions of the *Music Ace Series* programs have the ability to track the progress of 60 groups of 60 users each, a maximum of 3600 users. To help organize these users, the ability to group users has been provided. In an educational setting, a group would be equivalent to a class. Before you start the program, you might want to decide how you would like to organize these users. Examples: 6th Grade, Team A, or Period 1.

Definition of a Group

- A group is a collection of one or more users.
- A group has a maximum of 60 users.
- Each user belongs to only one group.
- A maximum of 60 groups can be defined.
- The total number of users are defined by the number of licensed users for the program.
- The *Music Ace Series* program keeps track of high game scores within each group.
- The entire group's progress can be printed from a single button.

Administration Screen

The *Administration* screen enables the system administrator, or teacher, to easily add and delete both users and groups, view and print individual and group progress, and view statistics about the number of users and defined groups in the software.

The *Administration* screen can be entered by first selecting the *Progress* button from the main menu, then selecting the *Admin* button located at the top of the *Progress* screen. Once in the *Administration* screen the name of the current group will appear at the top, and the current user will appear in blue on the list of users within the group.

Statistics

The statistics provide basic information about the number of users defined in the current group, users defined in all groups, and the total number of defined groups.

Users In This Group

This statistic represents the number of users defined in the currently selected group. The format *x of y* indicates there are *x* users defined for this group, with a total of *y* possible users.

Users In All Groups

This statistic represents the number of users defined in all groups. The format *x of y* indicates there are *x* users defined in all groups, with a limit of *y* defined users. For example, if two groups are defined, each with 10 users, the *users in all groups* number would be 20.

This number indicates how close you are to reaching the licensed total number of users. When the limit is reached, the users limit license must be increased.

Groups Defined

This statistic indicates the total number of groups defined. The format *x of y* indicates there are *x* groups defined out of *y* possible groups.

Entering Users and Groups

Add New Group

To add a new group from the *Administration* screen or *What is Your Group* start-up screen:

- Select the *Select Different Group* button, which displays all the defined groups.
- Select any *New Group* button. This displays a text box for entering the new group's name.
- After the group name has been entered, the next screen displays the users in this group, which is empty.

Delete Group

To delete a group from the *Administration* screen:

- Select the *Select Different Group* button, which displays all of the defined groups.
- Select the *Delete Group* button.
- Select the button displaying the group to be deleted.
- Once deleted, all user progress for this group is destroyed.
- This process deletes only one group at a time. To delete additional groups, repeat all of the above steps.

NOTE: If there is only one group in the list, that group cannot be deleted. (There always needs to be at least one group in the list.) To delete it, add a new group, and then delete the first group.

Rename a Group

A group's name can be changed from the *Administration* Screen.

- Select the *Select Different Group* button, which displays all the defined groups.
- Press the *Rename Group* button
- Select the group that you would like to rename from the group list.
- Type in a new name for the group.

Add New User

To add a new user to the current group, from the *Administration* screen or the *What is Your Name* start-up screen:

- Select the *New User* button. This displays a text box for entering the new user's name.

Delete User

To delete a user from the current group, from the *Administration* screen:

- Select the *Delete User* button.
- Select the user to be deleted.
- Once deleted, this user's progress is destroyed.
- This process deletes only one user at a time. To delete additional users, repeat the above steps.
- NOTE: If there is only one user in the list, that user cannot be deleted. (There always needs to be at least one user in the list.) To delete it, add a new user, and then delete the first user.

Rename a User

A user's name can be changed from the *Administration* Screen.

- Press the *Rename User* button

Users and Groups

- Select the User that you would like to rename from the user list.
- Type in a new name for the user.

Move a User to a Different Group

A User can be moved to a different group from the *Administration* Screen.

- Press the *Move User to Another Group* button
- Select the user to be moved.
- Select the group to which you would like the user moved.

Changing Users and Groups

Change Current User

The current user can be changed from either the *Administration* Screen or the *Change User* screen. To access the *Change User* screen, select the *Change User* button located at the top of the *Progress* screen.

- To change the current user, select the button with the desired user name. Use the *Next* and *Back* buttons to scroll through the list of users.

Select Different Group

You may change groups from the *Administration* Screen, the *What is Your Group* screen, or the *Change User* Screen.

- To change the current group, select the *Select Different Group* button, which displays all of the defined groups.
- Select the desired group button.

Printing User and Group Progress

Print Group Progress

The *Print Group Progress* button will print both the lesson and game progress for every user in the current group.

Print Individual Progress

To print the lesson or game progress for an individual user, double-click on the user's name to access their individual progress. Choose the Lesson or Game Progress button from the menu, and select the Print button from the upper right-hand corner of their respective progress screen. An individual user's lesson and game progress will print on separate sheets of paper.

Technical Support

The *Music Ace Series* programs are designed to be easy to install and use. However, if you run into a problem installing or using this product, consult our Technical Support Wizard on our Web site at www.harmonicvision.com. If you are unable to solve your problem after reviewing the information you find there, please call Harmonic Vision's Technical Support Department during normal business hours at (312) 332-9200, or send an e-mail inquiry to: techsupport@harmonicvision.com.

Before you call Technical Support, please have the following information available:

- Your product registration number.
- The type of computer you're using, including the brand name, model, and processor speed.
- The type of sound card or MIDI device you're using.
- A specific description of the problem, including any error messages you've seen displayed.
- If possible, please call from a telephone located near your computer.

