

SCHS Choir – Technology Instructions

Google Classroom Assignments and more

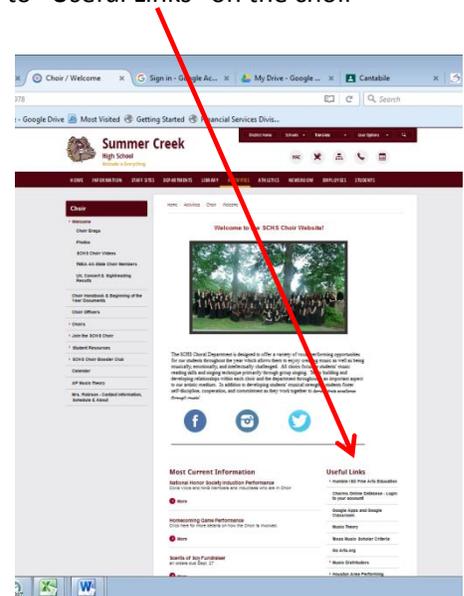
Mobile Devices Note:

Download the Google Classroom App and the Google Drive App. They are both free, and they will both be extremely useful for this class and others. You can use the following log in instructions for either app. If you have a personal google email account, you will need to sign out of the personal account and sign in with a new account if you have never logged in with your school account on that device before.

Logging In (all devices)

First, log into your Google Suite by using the website below or by logging into either the Google Classroom or Google Drive App from a mobile device.

- ❖ The website is <http://my.humbleisd.net> or you can find it by going to “Useful Links” on the choir website: www.scschoir.org.
 - To login to either Google platform, use the following for the email address- (first name) + (last name) + (last 4 digits of your student ID#) + @humbleisd.net. Ex. mickeymouse9876@humbleisd.net.
- ❖ Passwords have been changed to the student’s 8-digit date of birth (format: mmddyyyy). After students log in using their date of birth, they will be prompted to change their password (minimum password length is 8 characters).
- ❖ If students have forgotten their password at any time, they can use directions at the bottom of this document to reset their password. However, students must login to MyHumble (<http://my.humbleisd.net>) at least once to enter your cell phone number into your profile prior to needing the reset.

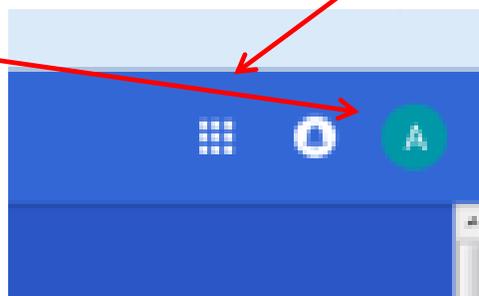


Navigating Google Suite using a Desktop

Once you log in on a desktop, please go to your profile and enter your cell phone number so that you can reset your password if needed.

You can then choose to open your Google Drive (triangle icon) or Google Classroom (blackboard icon).

- ❖ **Google Drive** will give you access to a cloud drive where you can store documents. You can also see documents that have been shared with you.
- ❖ **Google Classroom** allows you to join classes, see which classes you are enrolled in, look at announcements and complete assignments within each class.
- ❖ Once you open one Google platform you can easily navigate to others by using the menu icon (3x3 square in the top right-hand corner of the screen).
- ❖ You can switch back and forth from the school district account to a personal account by clicking on your initial in the top right-hand corner of the screen.



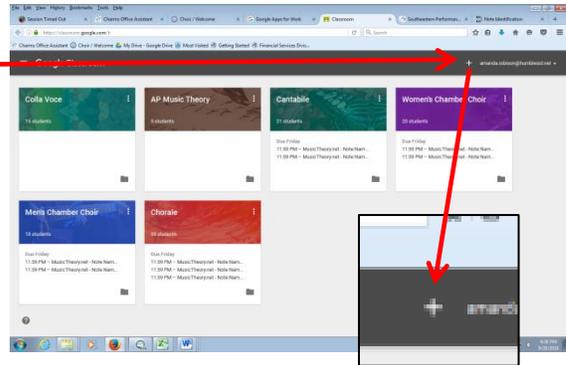
Navigating Google Classroom using a Desktop

Once you open the Google Classroom application, you will see a screen that looks something like this (see below, depending on the classes that you've joined). Click on the correct class or join the correct class. (see the next instructions for joining a class)

Joining a class (all devices)

If you have not "joined" the class, do the following:

- ❖ Click on the plus button to join a class. Then enter the following code(s) depending on which class you are in.
 - AP Music Theory (1st): nq7wck4
 - Men's Chamber Choir (2nd): x0ki8d
 - Chorale (3rd): mumab8
 - Colla Voce (4th): r43xc19
 - Women's Chamber Choir (5th): ai70yux
 - Cantabile (6th): 5f14pao



Next, when you click on that class, you can click on "Stream" or "Student Work." The stream lists any assignments, posts, or announcements that the teacher has posted. Students may or may not be able to add comments for the class to see (depending on the teacher's settings).

To turn in an assignment that asks for a comment, please click on the assignment. Create a private comment for that assignment answering the question that is posted. When you are satisfied with what you have, click "Mark as Done."



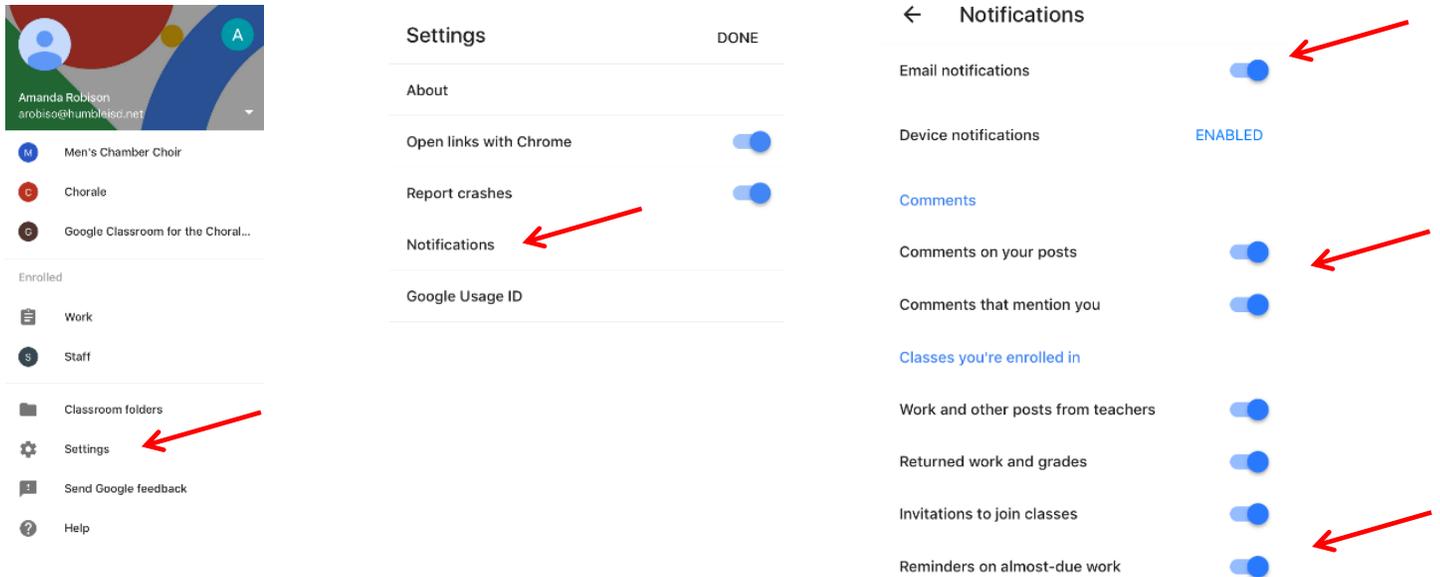
Once an assignment is turned in, I will grade the assignment at my convenience and return it to you with the grade and possibly some comments. If there is a problem with how the assignment is completed, I will give you feedback and no grade. You can then make corrections and turn the assignment in again. I will enter grades into the ESchool gradebook as it gets closer to the due date or just after the due date. Students who turn in their assignments late may have grades in Google Classroom, but I will not enter the grades into the ESchool gradebook until just prior to the next grading period (i.e. progress reports/report cards).

Helpful Hints when using your mobile device

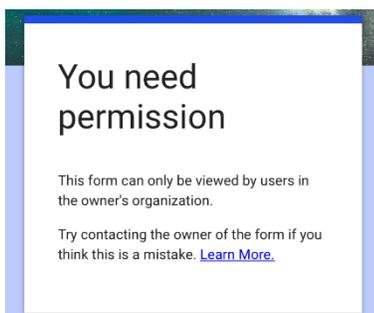
When you use your phone at school, be sure to connect using the school's Wi-Fi – Handhelds. Password is in33dmyPHD

When using your phone, pull the screen down to update (iPhones). Sometimes it's very fast and other times it takes a little while.

To ensure success, please turn on notifications for your mobile device! In Google Classroom, click on the menu icon, scroll down till you see “Settings.” Click on “Settings,” then click on “Notifications.” Adjust your notifications to include all the notifications that will help you be successful. I utilize comments and I always return work after I grade it. You will want to make sure you include those notifications as well as reminders on almost-due work. You may also need to go to your phone’s settings to enable notifications from Google Classroom.



When you are attempting to access a Google Drive link or to access Google Classroom and it says, “You need permission,” click on “Learn More” and follow the instructions to log out of your personal Google account and



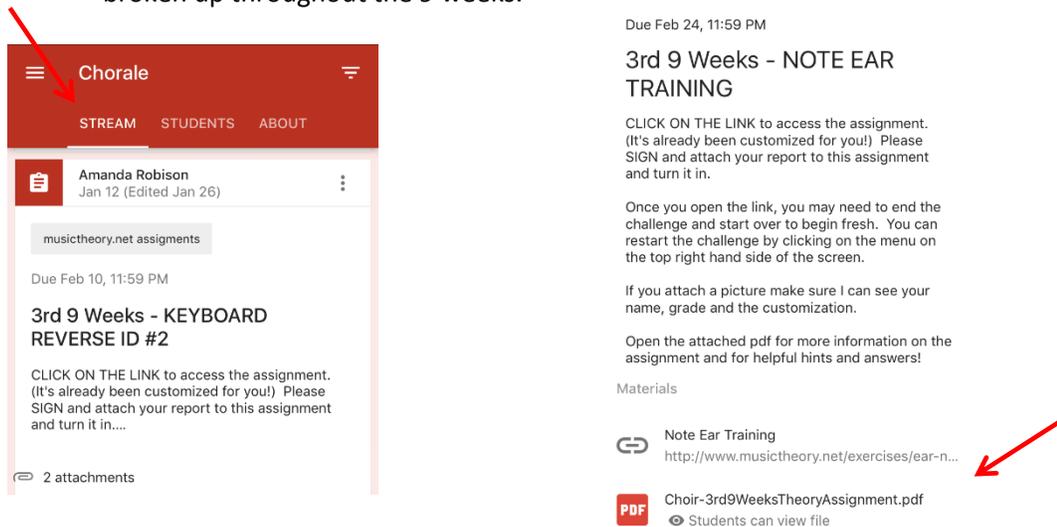
log back in with your school account. Sometimes, you can be logged into your school account in your Google Classroom/Drive app, but your browser still thinks you are in your personal account.

If you are attempting to complete a Google Form/Quiz, it may ask you to sign in or not give you permission. Follow the directions above to log in with your school account.

How to turn in musictheory.net assignments through Google Classroom.

Instructions for each musictheory.net assignment is posted on the Google Classroom Stream, but you might need to scroll down until you see it. Once you see it, click on the assignment. It will show you a pdf document and a link. The pdf document will include information to help you complete the assignment. The link will take you directly to the assignment. (I have included phone screenshots with these directions because most students complete these tasks using their phones.)

- ❖ I post all the musictheory.net assignment instructions for the entire 9 weeks at one time so that students can complete them all at one time if they choose. I also include an attachment that gives more info regarding all the assignments for the 9 weeks. However, the due dates for the assignments are broken up throughout the 9 weeks.



Due Feb 24, 11:59 PM

3rd 9 Weeks - NOTE EAR TRAINING

CLICK ON THE LINK to access the assignment. (It's already been customized for you!) Please SIGN and attach your report to this assignment and turn it in.

Once you open the link, you may need to end the challenge and start over to begin fresh. You can restart the challenge by clicking on the menu on the top right hand side of the screen.

If you attach a picture make sure I can see your name, grade and the customization.

Open the attached pdf for more information on the assignment and for helpful hints and answers!

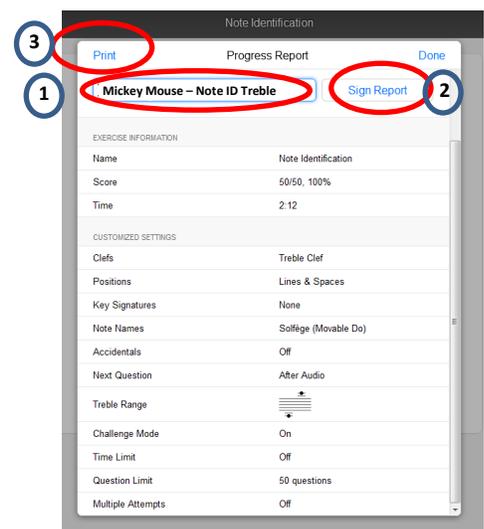
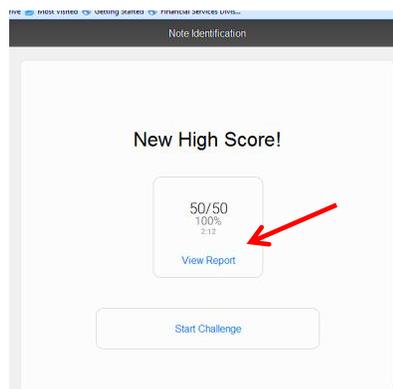
Materials

- Note Ear Training
<http://www.musictheory.net/exercises/ear-n...>
- Choir-3rd9WeeksTheoryAssignment.pdf
Students can view file

Open the pdf document and leave it open so that you can reference it as needed.

Go back to Google Classroom and click on the link to complete the assignment. It has already been customized for you.

When you have completed the assignment, click "View Report"

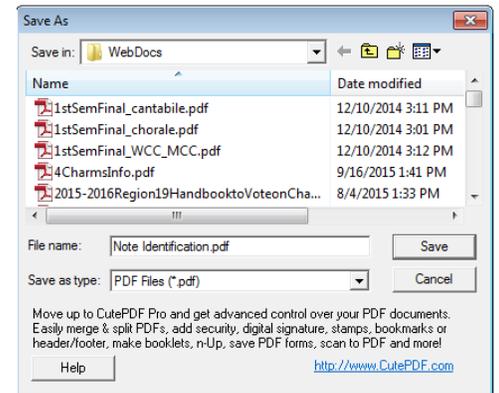
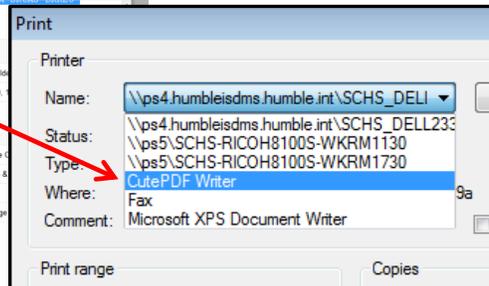
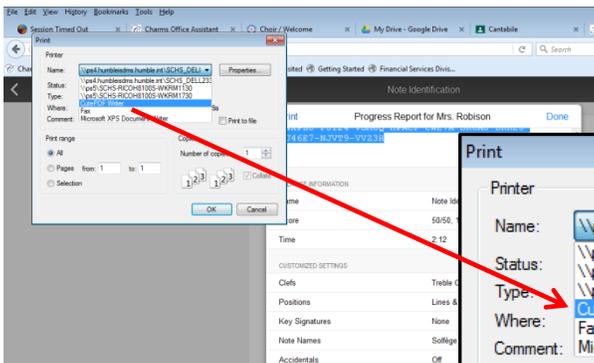
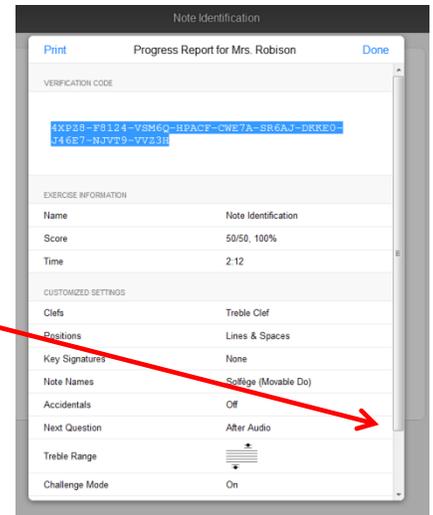


Sign the report with:

- Your first and last name &
 - Name of the Assignment
 - Ex. "Mickey Mouse – Note ID Treble"
- ❖ Then click "Print."

You will see this screen.

- ❖ At this point you can screenshot it (if you're using your phone) or click print and print it to a pdf printer if you're using a desktop. (For example, CutePDF or Microsoft Print to pdf, etc.)
- ❖ If you use a screenshot, make sure you scroll down on the page so I can see all the options as well as your name. Otherwise, I will not accept the grade.
- ❖ If you choose to print it, choose cutePDF or other PDF printer on your computer.
 - It will then take you to a dialogue box asking you to "Save as." (Sometimes you need to click anywhere on the screen to make the dialogue box appear.) Save it where you can find it again.



Go back to Google Classroom and click on Student Work.

- ❖ Click on the appropriate assignment.
- ❖ Attach the pdf document or screenshot. (See below for attaching documents if you are having trouble.)
- ❖ When you are satisfied that it has been uploaded correctly, click "Turn In"



Submitting a Picture (Screenshot) using your phone

After you have taken a screenshot that you intend to submit. Then:

iPhones (Option 1)

- ❖ Go to Photos. Select the screenshot. Click the upload button.
- ❖ Select the Classroom icon. (If it doesn't show, then click on "More" and select Classroom.)
- ❖ Select the correct class. Select the appropriate assignment and attach.
- ❖ Go to the Google Classroom App and navigate to the assignment. Click "Turn In." It will confirm that the attachment is being submitted. Click "Turn In" again.

Androids & iPhones (Option 2)

- ❖ Go to the Google Classroom App. Select the class. Select the assignment. Select "Your work." Click "Add Attachment."
 - ❖ Click "Pick Photo." Choose the correct picture. Wait for the picture to attach.
 - ❖ Click "Turn In." It will confirm that the attachment is being submitted.
 - ❖ Click "Turn In" again.
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Submitting Simple Recordings using Voice Memo

Open your phone's Voice Memo App.

Hold your phone as if you were talking on speaker.

Save the recording so that you will remember what you called it.

iPhones

- ❖ Go to Voice Memo. Select the recording. Click the upload button.
- ❖ Select the Classroom icon. (If it doesn't show, then click on "More" and select Classroom.)
- ❖ Select the correct class. Select the appropriate assignment and attach.
- ❖ Go to the Google Classroom App and navigate to the assignment. Click "Turn In." It will confirm that the attachment is being submitted. Click "Turn In" again.

Androids (Option 1)

- ❖ Go to the Google Classroom App. Select the class. Select the assignment. Select "Your work." Click "Add Attachment."
- ❖ Choose the File Menu in the top left hand corner. Select the location where the file is saved. (usually Sound Picker.) Choose the correct audio file. Click "Done." Wait for the document to attach.
- ❖ Click "Turn In." It will confirm that the attachment is being submitted.
- ❖ Click "Turn In" again.

Androids (Option 2)

- ❖ In the Voice Recorder App, share the audio file by clicking on share. Choose to save it in your google Drive so that you can locate it again.
- ❖ Go to the Google Classroom App. Select the class. Select the assignment. Select "Your work." Click "Add Attachment." Choose the correct audio file.
- ❖ Click "Done." Wait for the document to attach.
- ❖ Click "Turn In." It will confirm that the attachment is being submitted.
- ❖ Click "Turn In" again.

Some androids will send an audio file that is only compatible with their phone. Students should not delete the recording from the device until they have received a grade for the assignment, just in case! If I cannot access it, I will send you a notification through Google Classroom.

Using Voice Record Pro to Record Audio (only for iPhones at this time)

Download the Voice Record Pro app onto your mobile device. (It's free)

Open the app and click on the cog in the top right hand corner.

Choose "Settings"

Choose "Recording"

- ❖ Turn on the option for "Keep Screen ON. Click the back arrow.

Choose "Advanced Recording."

- ❖ Turn on "Mix with Background."
- ❖ Turn on "Force to Speaker."
- ❖ Turn on "Voice Processing" Click Done.

Recording voice only

- ❖ When you are ready to record, hit the "Rec" button. Select the volume icon at the top of the screen. Check the levels by singing a sample of the song. Make sure that the needle stays in the middle when you are singing. Adjust accordingly.
- ❖ Hit "Rec" again and begin.
- ❖ When you are done, select the square "Stop" button.
- ❖ Playback the recording to make sure that it recorded properly and the sound is good.
- ❖ Upload the recording by saving it to your Google Drive then attaching it to the appropriate assignment.

Recording with a background track on the same device

- ❖ In Voice Record Pro, hit "Rec" once. Check the voice levels as instructed above.
- ❖ Go to the accompaniment app (Google Drive) and begin playing the music (Do not use headphones). Immediately, switch to the Voice Record Pro app and hit "Rec" again to begin recording.
- ❖ When you are done, follow the same instructions as above.
- ❖ Make sure that your voice and the accompaniment can both be heard. Re-record and make adjust adjustments accordingly (moving the phone further/closer from the mouth).

How to Reset your Google Suite Password using a text message

You must login to MyHumble (<http://my.humbleisd.net>) at least once to enter your cell phone number into your profile prior to using these directions.

1. Text your student id number to 281-607-1091.
2. You will receive a reply text message similar to: "Request for password request succeeded - new temporary password is WUATI-3y." Use this temporary password to login to MyHumble.

NOTE: If your cell phone number does not match in MyHumble, you will receive the following text message "Request for password request failed – User name and caller ID do not match."