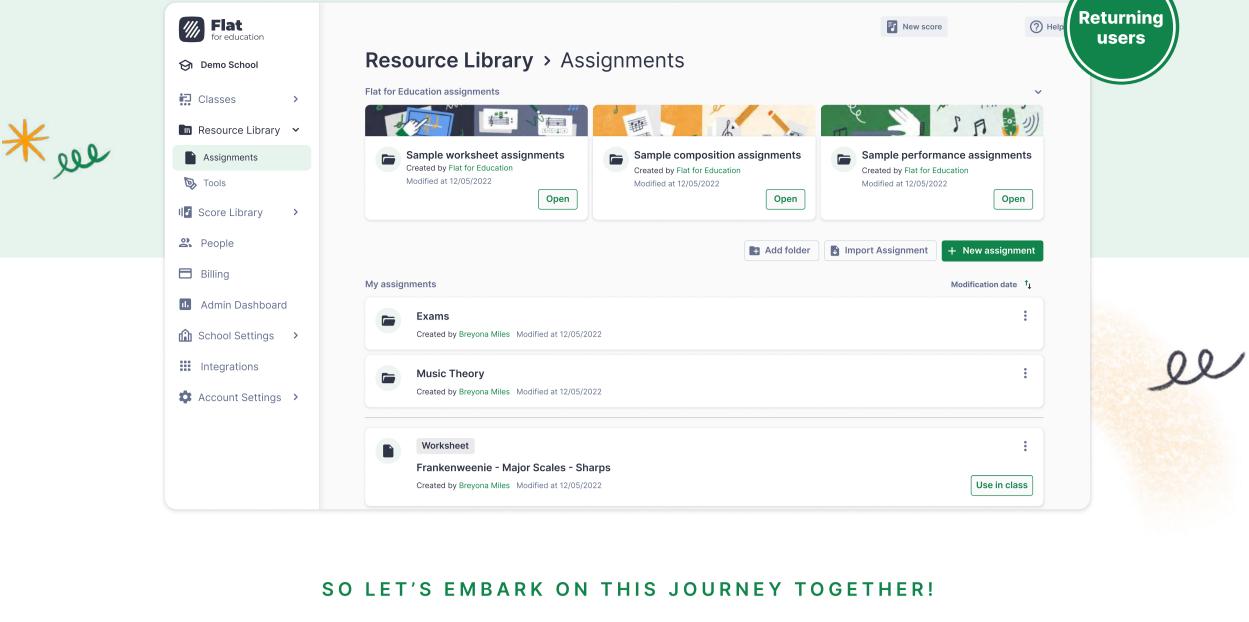


### Microsoft Google for Education Partner Partner Microsoft

# Welcome back to Flat for Education!

and efficiency. In this comprehensive guide, we bring together valuable information and essential tips to empower you and your fellow teachers.

We are thrilled to help you start the new term with confidence



SECTION ONE

Manage accounts

For admins only

## If you are the account admin, you have the ability to manage permissions for all the other teachers in your Flat for Education account. This feature is particularly useful if you want to grant them access to manage

their students. → To allow teachers to remove students (at the end of a term, for example) go to: School Settings > Allow teachers to remove student accounts > Yes → The account admin also has access to different pages such as School Privacy, Billing, and Admin

**Manage permissions** 

2 People

Billing

Admin Dashboard

Dashboard, which allow for efficient management of licenses and accounts.

**Purchase licenses** Students and teachers require licenses to access Flat for Education. As the account admin, you can directly purchase licenses from the "Billing" section of your Flat for Education account. If you are a

teacher and need assistance with this step, please

If you are still on your 3-month free trial,

please note that you can add as many

teachers and students as needed!

contact edu@flat.io.

2 People

Allow teachers to remove student accounts

When teachers remove one of their classes, they will be offered the

option to remove student accounts that are no longer part of any

Yes

**Delete old student or teacher accounts** 03. When the semester or year comes to an end, it's essential to remove old student accounts to free up licenses and prevent them from being occupied by inactive users. There are two methods for removing accounts, depending on whether you're using an admin account or a teacher account. → Using an admin account: Access the "People" page from the left-hand menu. Apply filters to display only students and select the accounts you wish to remove. Perform bulk actions by choosing the desired accounts and and then clicking on "Delete accounts" at the bottom of your screen. → Using a teacher account: You can delete student accounts that are linked to your various classes. First, navigate to the "Settings" tab for a completed class. Click on "Delete class" and confirm. After

deleting the class, you'll be shown the next step where you can "Delete student accounts". This will bring up a dialog listing the students associated with that class; select the student accounts you wish to delete from the list. Please note that once an account is deleted, it cannot be restored. Therefore you'll want to ensure that students have saved their work elsewhere before removing their accounts. As a precaution, we recommend converting their accounts to non-educational Flat accounts, which allows them to keep using the notation editor during their free time.

**Create a new class** 

screen.

To create a new class, click on the "My Classes" tab

Library, and click on the "+ New assignment" button.

assignment type, check out our deep dive

You will then have the choice between Worksheet,

Composition, and Performance assignments.

For more information about each

section at the end of this guide.

Tip: You can assign tasks to multiple

for each class as needed.

**Explore and add to your library** 

Student preview

Move to folder

Create a new score

different categories.

Articulation

**Explore the Toolset Library** 

composition assignments.

ulation

A

Details Students' work

Average Success

Solved correctly Skipped

Reset student work

6 (100%)

71%

Work Turned In

1. What Pitch is this?

6 of 8

Exercise

☐ Student ↓

Not started

Ornament

Personalize the tools available in the Editor Interface

To access the Toolset Library, navigate to Resource

Tip: Any pre-existing toolset you've

created in the past will be automatically

+ New assignment

Measure

automatically color all the notes, add note names

inside the notes, replace noteheads with symbols,

and more! To do so, open a score and click on the

"Layout Setting" icon. From there, click on

Click on "Save" and you're all set!

"Noteheads" and select the desired options.

Text

to suit your students' skill level and focus their

attention on the specific notations required for

Library > Tools and click on "Editor tools".

merged with your library.

Once you are logged in to Flat for Education, click

on the "Score Library" button on the left-hand menu.

In the new window that appears, choose a title and

instruments you want to add to the document. We

have over 100 instruments available, sorted into

click on "Continue". Then select the different

01.

Delete

Сору

Browse the sample assignment folders in the

assignments. Add samples to your own Resource

Use in class

Resource Library to find inspiration and see

examples of different levels and types of

Library by clicking "Add to My resources".

01.

classes, customizing the publication date

Add to Resource Library

Add folder

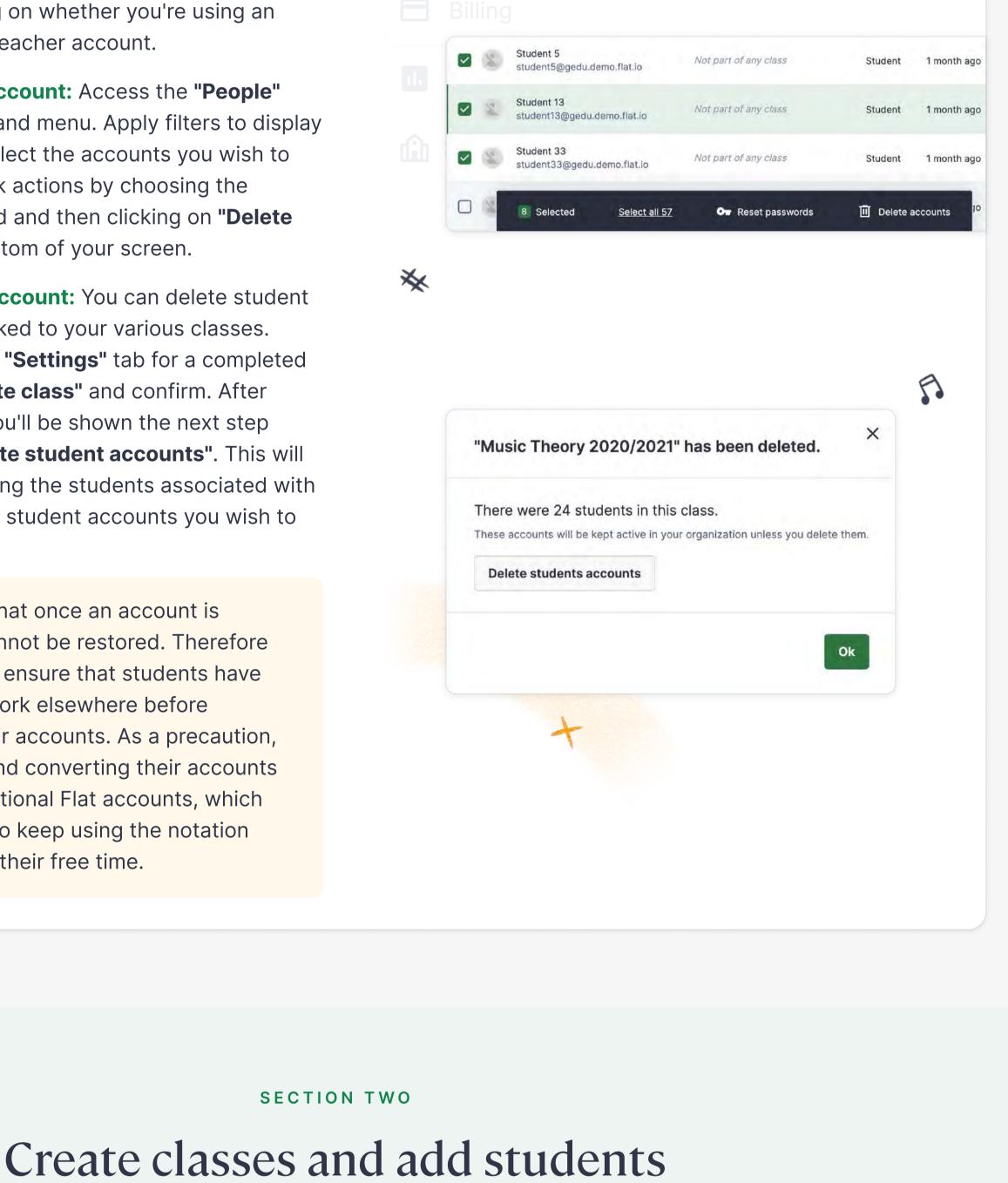
Folder name

Add folder

on the left side of your screen. Then click on the

button "Create a New Class" in the center of your

01.



Each class will have a specific set of students, and you can create assignments for your

classes as needed.

Classes

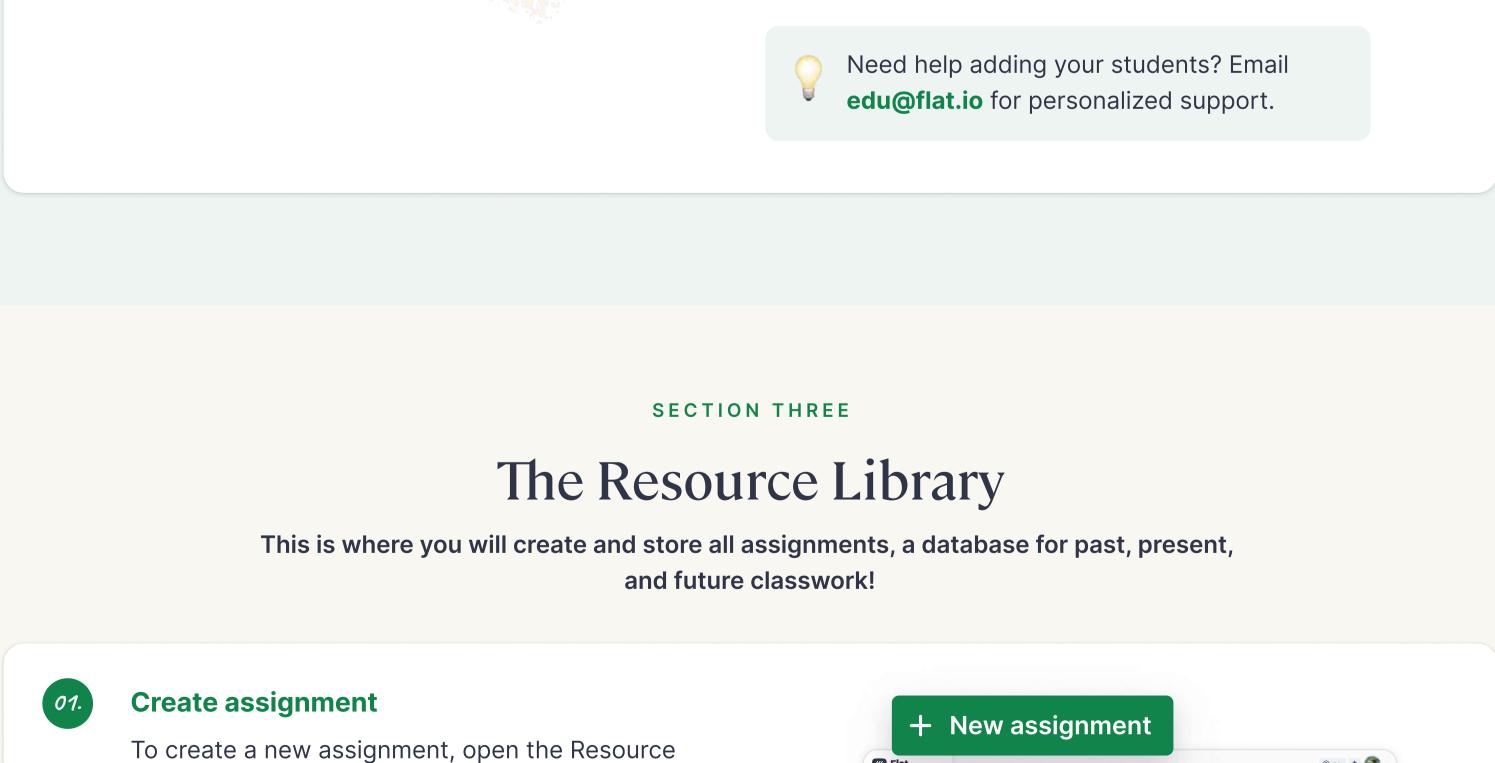
open the desired class, then click on "Add People".

You will have multiple options available, depending

Create a new class

## Add new students as needed Once you have created the new class(es) for this term, you can add students and teachers. To do so,

My new class on your preferences. You can choose to invite students by connecting Stream Assignments Reviews People Settings your favorite Learning Management System (LMS), 4ª Add people Q Search students by name or email sending an invitation link, adding existing users from your Flat for Education account, or creating unique username and password combinations.



## Add any previously created class assignments to the Resource Library by clicking "Add to Resource Library" in the desired assignment.

Cancel Create

Assign tasks to your classes Use in class Assignments will now be added to classes through Assignment publication settings the Resource Library by clicking "Use in class". Set the same publication date for all classes Set the same due date for all class

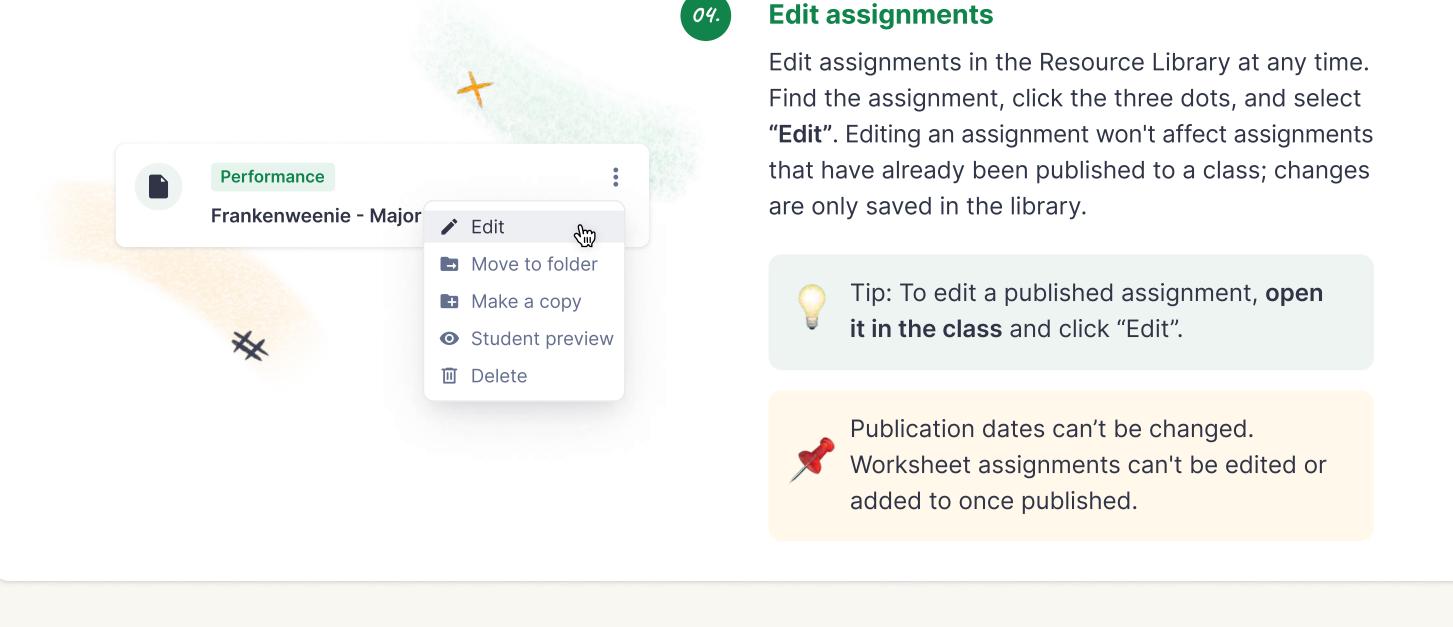
**Flat** for educatio

Resource Library > Assignments

Migrate assignments to your Resource Library

Tip: You can create folders to keep your

content organized!



Sample Resources

The Resource Library also contains some pre-made assignments!

Add to My resources

**Edit and assign to class** 

students, click on "Use in class".

Q Search for an instrument

# Brass

Free Reed

Keyboards

Percussion

Strings

Vocals

Special

**Inputting your first notes** 

On Flat for Education, the measures are always filled

For more tips on using our notation editor,

with notes or rests to match the time signature.

Resource Library >

Aa M F & 6 :

Customize the tools accessible to your students to complete

See all toolsets

Assignments

**Toolsets** 

11 components

their composition assignments.

Plug your MIDI device into your laptop/desktop to

feature. Click on the MIDI icon next to the Playback

Layout settings

quickly input pitches and use our live recording

Tools

**MIDI Input and Output** 

explore our tutorials here.

Plucked Strings

Pitched Percussion

Sample worksheet

Modified at 01/01/2023

Created by Flat for Education

Open

Customize sample assignments by clicking on an

assignment to open it and then clicking "Edit".

Once you are ready to share a task with your

assignments

Sample performance

Created by Flat for Education

Open

assignments

New score or tab

Modified at 01/01/2023

# Instruments Templates

SECTION FOUR

Using the Notation Editor

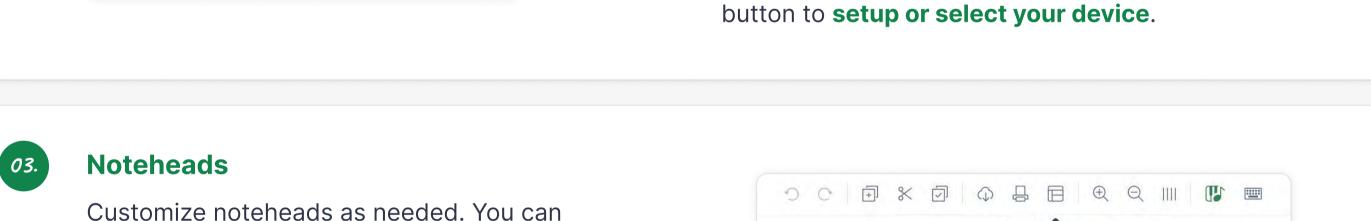
Flat for Education provides a powerful yet easy-to-use notation editor that

you can use to create scores and assignments for your students. Each student

also has access to their own notation editor!

Editor tools: customizations and special features

In this section, we'll spotlight a few of our teacher-favorite editor features!



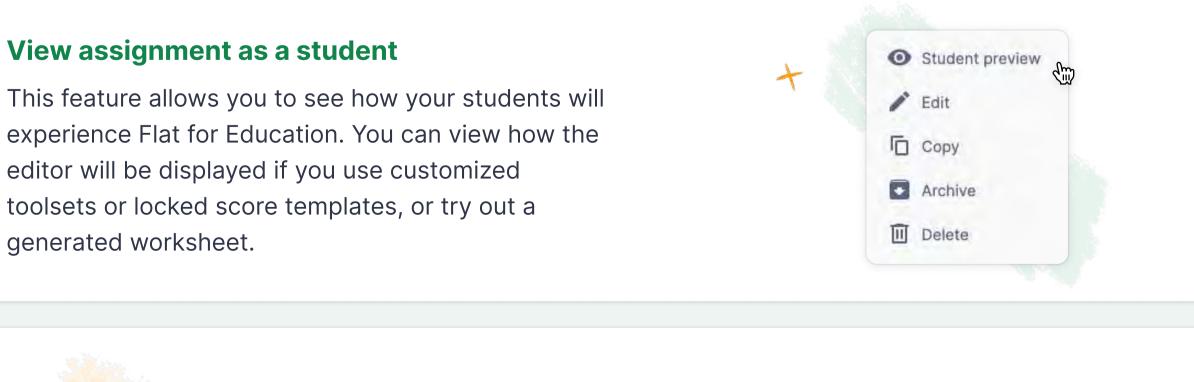
Reset student work		
Save time and stay organized with Flat for	Student V Status V Comm	nentGrade / 10
Education's submission review and grading tools.	☐	8
Our platform allows you to quickly navigate between	Franz Liszt Not started	Change grade Reset student work
student submissions, automatically add grades to your LMS gradebook, and reset submissions when	Ludwig van Beethoven Not started	View work

SECTION FIVE

Teacher-specific features

Discover some key features that will help you optimize your time

on Flat for Education!



**Submission history** 

**Worksheet analytics** 

With the latest Analytics tab, you can see how your

class performs as a whole. You will have access to

the average percentage of correct answers for the

entire worksheet. Additionally, for each exercise, you

can see how many students answered correctly and

how many skipped a question. To access this, click

Easily review student work with a straightforward,

intuitive Submission History. This allows you to see

how your students worked on the assignment, how

many times they edited it, and if they turned it in late!

on the specific worksheet assignment you are

interested in and go to the "Analytics" tab.

Additional resources Click on the links below to learn more about specific topics 👇

# 1. Deep dive: Composition . 2. Deep dive: Worksheet . 3. Deep dive: Performance 4. Teacher video tutorials . 5. Student tutorials

Email us at edu@flat.io or explore the resources below

Help Page . Video Tutorials . Blog

Need anything?