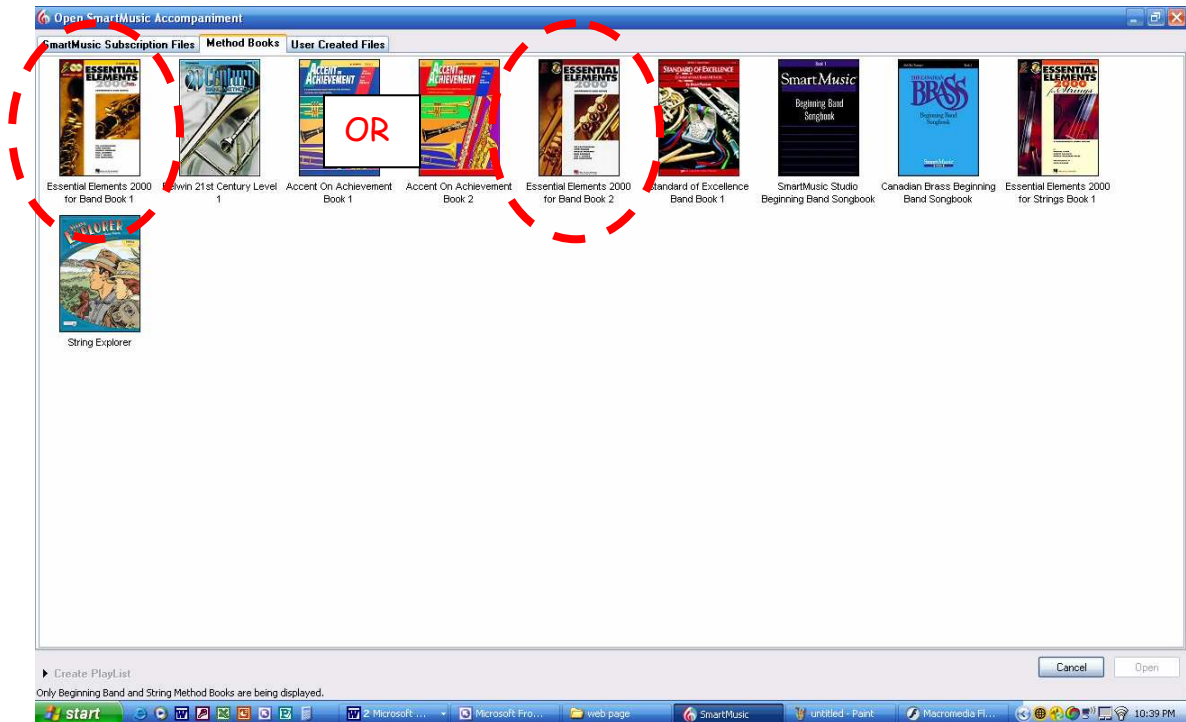


Instructions for emailing SmartMusic pass offs

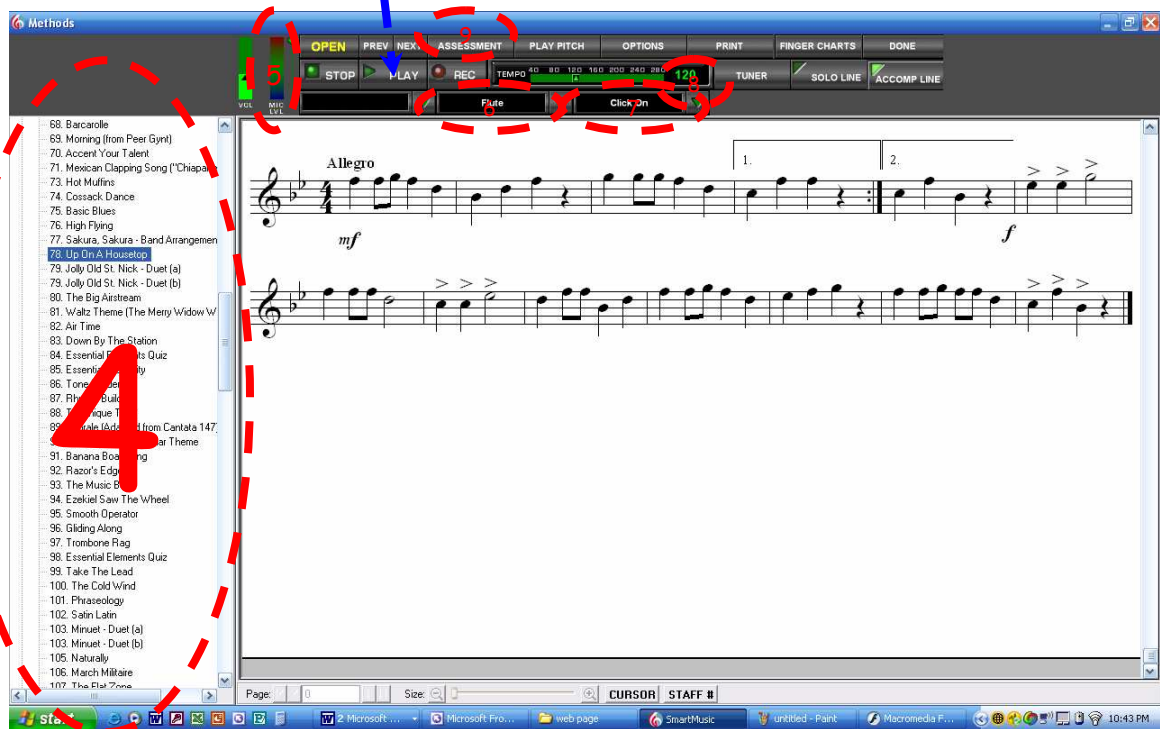
1. Open SmartMusic
2. Choose Open a Beginning Band or String Method



3. Choose the correct book



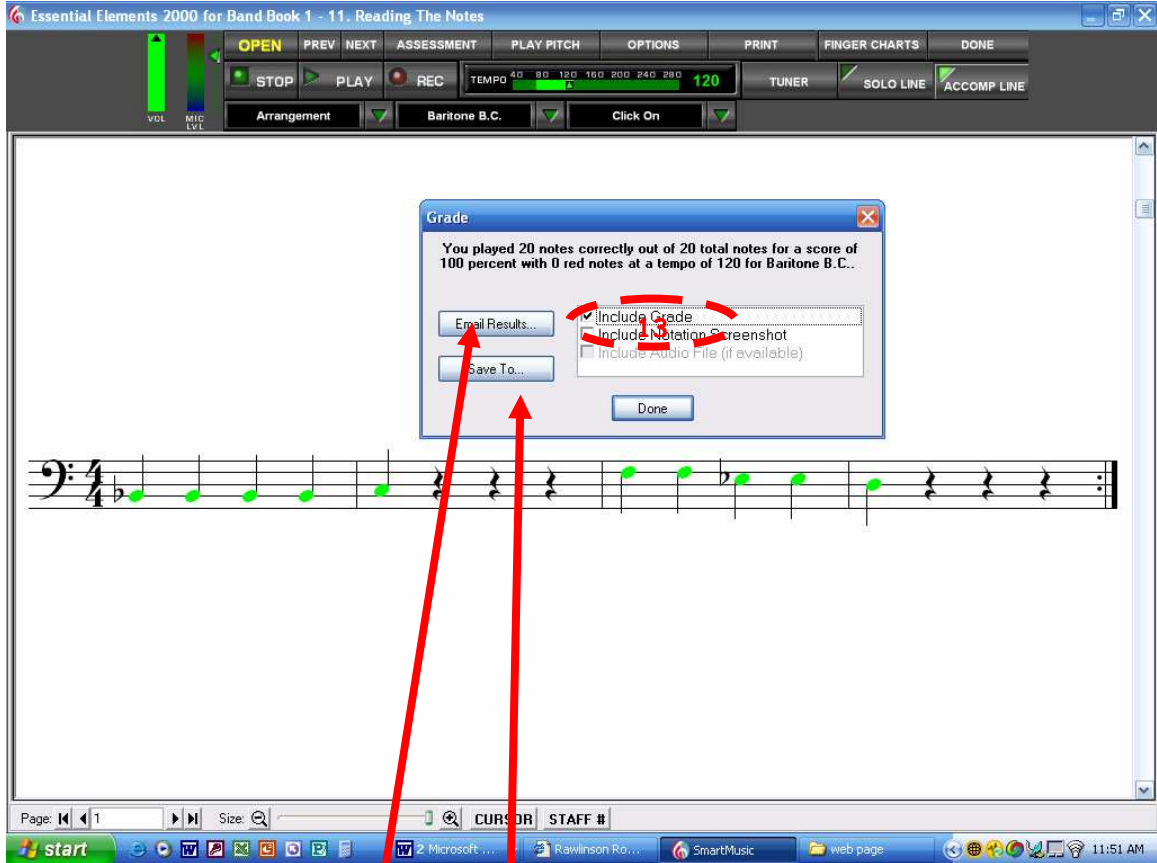
4. Choose the line that you are going to pass off (Remember that you should start at line 11 in book 1 and you should pass the lines off in order. If there is a repeat or a 1st/2nd ending, the screen shot will only show your second time through, but the grade will include both times through.)
5. Set microphone level (Check to make sure your microphone is positioned correctly and is registering in the green section of the "mic lvl" area.)
6. Choose your instrument
7. Set click option to Click On
8. Set desired (or required) tempo
9. Click on Assessment and make sure the view assessment line is checked
10. Hit Play to play the line



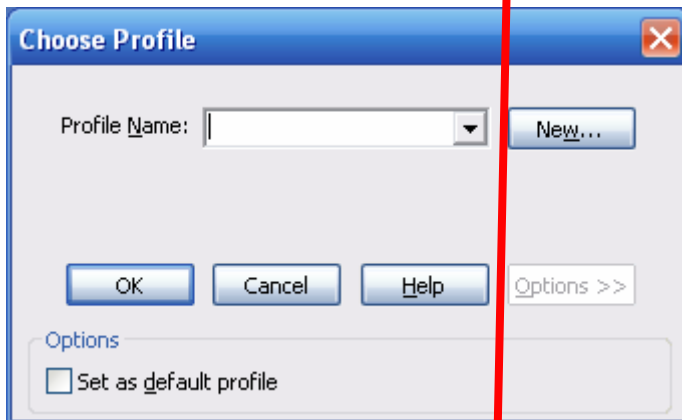
11. Green and red notes will show up if you have gone to the Assessment button and selected "view assessment" **YOU HAVE PASSED THE LINE OFF IF YOU HAVE ONLY ONE RED NOTE OR NO RED NOTES.**
12. Go to the ASSESSMENT button and select "show/send grade". Your score should be a 95 or higher with only one red note or less in order to be passed off.

The screenshot displays the SmartMusic software interface for the piece "Up On A House Top" from "Essential Elements 2000 for Band Book 1 - 78". The interface includes a control panel at the top with buttons for "OPEN", "PREV", "NEXT", "ASSESSMENT", "PLAY PITCH", "OPTIONS", "PRINT", "FINGER CHARTS", and "DONE". Below these are "STOP", "PLAY", and "View Assessment" buttons. A dropdown menu for "View Assessment" is open, showing "Show 12 notes" and "Show 12 groups". A score of "100" is displayed next to the "View Assessment" button. The main area shows two staves of music in 4/4 time, marked "Allegro". The first staff starts with a dynamic marking of *mf* and the second with *f*. The music features a first ending (1.) and a second ending (2.). The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 11:05 PM.

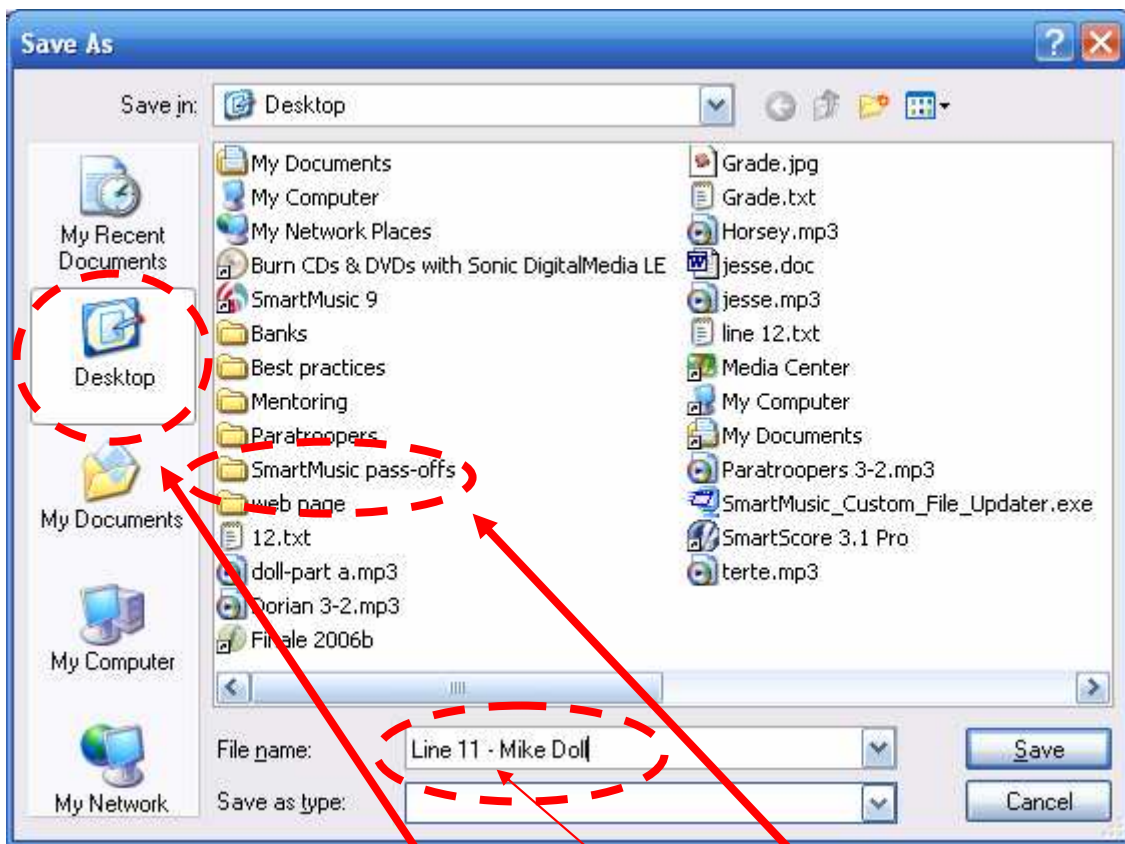
13. Click "include grade,"



14. Click "Email Results . . ." and this screen appears. It will automatically default to your email client. If you have troubles at this step, call tech support at 1-866-240-4041. Once you have selected your profile Name , email this to rrmsband@juno.com



15. Your other option is to "Save to" If you choose this, here is what you will see:



If you choose to save your results, this screen will show up. Here's what to do;

- Create a folder on your desktop called SmartMusic pass-offs
- Make sure Desktop is selected
- Put in the line number and your name as the File Name
- Click Save
- Open your email account and attach the files you are ready to send me for pass-off

Note: If you are doing many lines at once, save you details for all lines to a Word document and attach that document to an email to me instead of emailing several separate lines.