ONMUSIC HUB

USER GUIDE

UPDATED Friday, May 31, 2024

TABLE OF CONTENTS

INTRODUCTION 1

A. USER INTERFACE NAVIGATION 2

Top Bar 2

Left Menu 2

My Courses 2

Manage Courses 3

C4EStudio, C4EAudion, and OnMusic Dictionary 3

Collections and Asset Libraries 3

B. QUICK START COURSE CREATION 4

Create A New Template Course 4

Edit the Table of Contents 6

Review Template Pages 8

Lesson Navigation 9

Page Navigation 9

Add A Content Page 10

Lesson Builder Tour 11

Add a Template Lesson or Layout 11

Add and Edit Text 13

Preview 16

Add a Subtitle 16

Add and Edit a Video 17

Add or Change an Image 20

Additional Tools 22

Add or Delete Rows and Columns 22

Change the Size of a Column 24
Delete a Row or a Column 24
PREVIEW AND RESPONSIVE EDITING 25
C. MANAGE COURSES 26
D. COLLECTIONS AND ASSET LIBRARIES 27
COLLECTIONS 27
ASSET LIBRARIES 27
Animations 27
Audio 27
Booklets 28
Documents 28
Images 28
Listening Guides 28
Profiles 28
Scores 29
Spotify 29
Videos 29
Worksheets 29
E. DEEP DIVE: TABLE OF CONTENTS 29
F. DEEP DIVE: LESSON BUILDER 29

INTRODUCTION

Welcome to the OnMusic Hub (OMH) Quick Start Guide! OMH serves as your comprehensive platform for creating dynamic and enriching music learning experiences for your students. Within this manual, you'll discover a plethora of features designed to empower educators like you in developing engaging curriculums, courses, and materials.

Unlock access to an extensive repository of licensed Open Educational Resources (OER) assets, spanning videos, images, worksheets, profiles, scores, and more. Seamlessly integrated with popular platforms including Spotify, YouTube, Vimeo, and the Met Museum, OMH offers a rich tapestry of mutimedia resources at your fingertips.

Moreover, OMH provides the flexibility to upload and manage your own documents, videos, images, and more, allowing you to curate digital collections tailored to your teaching needs. Whether you're conducting face-to-face sessions, blended learning, or online instruction, OMH empowers you to deliver your courses instructor-led, blended, synchronously, or asynchronously, adapting to diverse teaching environments with ease.

Join us as we delve into the myriad possibilities that OnMusic Hub offers, revolutionizing the way you engage with music education.

IMPORTANT LINKS

Log in: https://portal.onmusichub.com/

Need Help? CLICK HERE

Contact Us: CLICK HERE

A. USER INTERFACE NAVIGATION

Top Bar

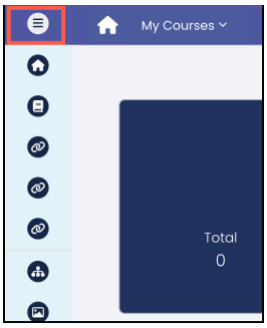
Notice in the top left corner of your screen, there is a 'User Guide button. Select this any time view the OMH User Guide downloadable PDF and video tutorials.:

On the top right side of the page, there is access to notifications, comments, and your profile. Select each to view the options:

Left Menu

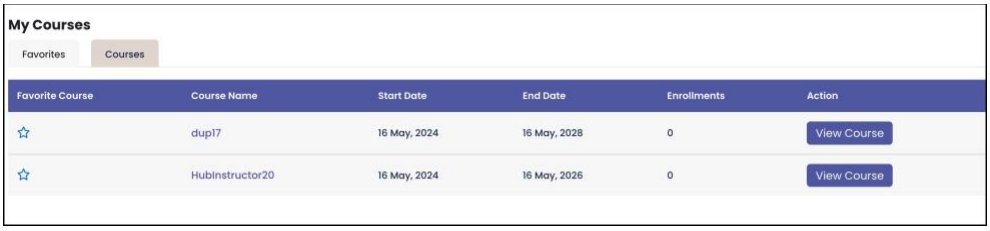
The left-side navigation pane lets you access many features and assets available on OnMusic Hub (OMH).

To expand and collapse the left side menu, click the three stacked lines to the top left:



My Courses

When you log in to OMH you are already on the 'My Courses' page; however, you will not have any courses yet. Once you start creating courses, they will appear on the 'My Courses' page:

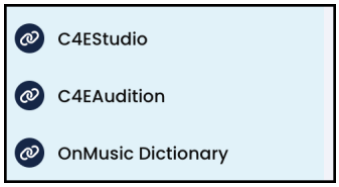


Manage Courses

The manage courses page allows you to manage all your courses including editing settings, enrolling other faculty members into your course, duplicating the course for yourself or other faulty members and more.

C4EStudio, C4EAudion, and OnMusic Dictionary

These are links to external website that can be used as resources within your courses or as stand-alone platforms.



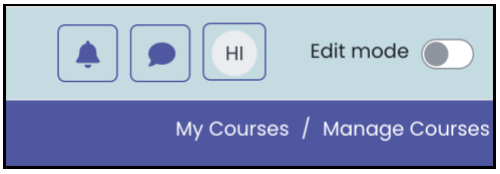
Collections and Asset Libraries

OnMusic HUB comes with hundreds of thousands of music, images, profiles, videos, and other assets that are licensed and ready to use in your music courses. Additionally, you can upload and manage your own assets, search the web, YouTube, Vimeo, Spotify, the MetMuseum without ever leaving the platform.

Collections are used to help you manage, filter your assets for your courses in one digital place.

You can also upload, search for and use OMH assets while you are editing and/or developing a course. Let's get started creating a template course.

Depending on which page you are on there may also be some breadcrumb trails in top right corner in dark purple space, that help you navigate back to a previous page:



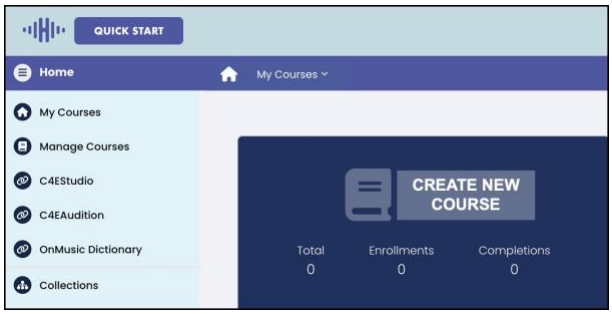
B. QUICK START COURSE CREATION

Create A New Template Course

Creating courses is efficient, fun, and effective using the assets provided and/or uploading your own and using the easy drag and drop feature to build a lesson. You have all the control, flexibility, and creative freedom you desire.

First, you have to create a course using one of the provided templates.

From the 'My Courses' dashboard, Click 'Create New Course':

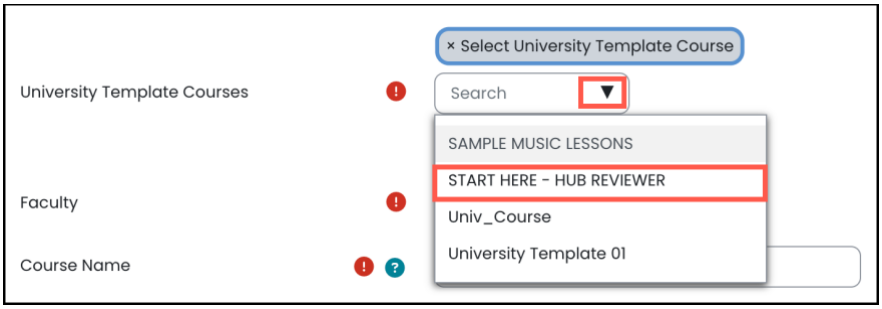


This opens a ***Create Course form***.

If you are a reviewer, skip the 'Department' and 'Sub-Department' fields.

If have adopted OMH, you will be connected with a University and can choose a 'Department' and 'Sub-Department' (if applicable) by selecting the dropdown.

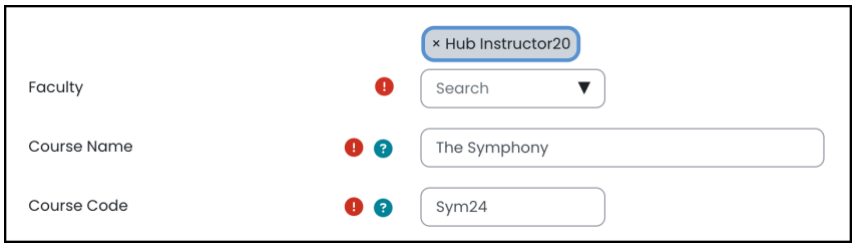
In the 'University Template Course' field, select the dropdown, if this is your first course, click on the START HERE – HUB REVIEWER option:



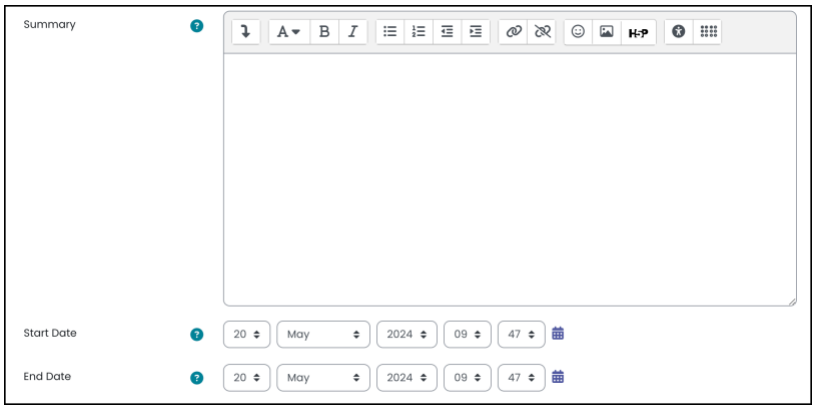
Note: The red exclamation points indicate that a selection in the field is required. The blue question mark icons are clickable for more information.

In the Faculty field, your name will automatically be selected, if not, use the dropdown to select your name or if you are creating the course for another faculty member choose their name.

In the 'Course Name' field, type a 'Course Name' and a then type a Course Code:



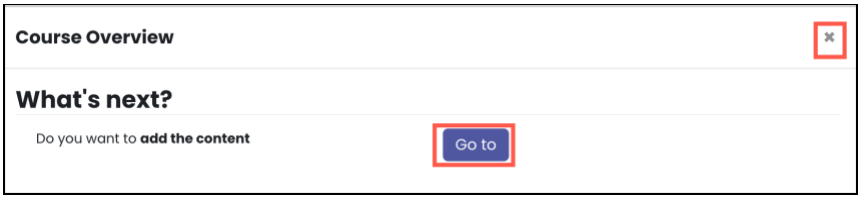
Type a 'Summary' of the course and choose the 'Start' and 'End Date':



Note: Select an end day in the future.

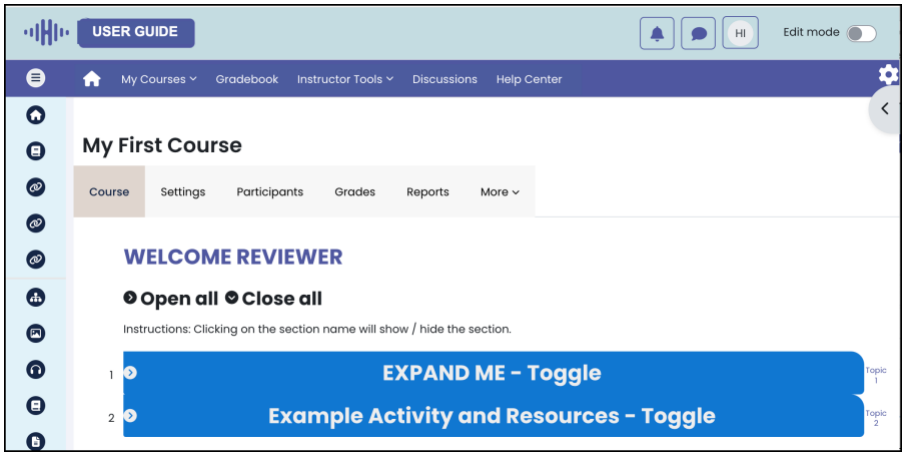
Finally, click on 'Save Changes' in the bottom right:

Next, a popup window will appear providing two (2) options, either to exit the popup or add content:



Exit by selecting the 'x' icon in the top right of the screen, and you will return to the 'My Courses' page.

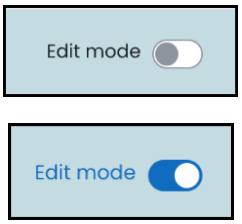
Click 'Go to' in order to access the Table of Contents (TOC) of your created course. From there, you'll be able to manage various aspects using the tabs for: **Settings, Participants, Grades, Reports, and more**:



Edit the Table of Contents

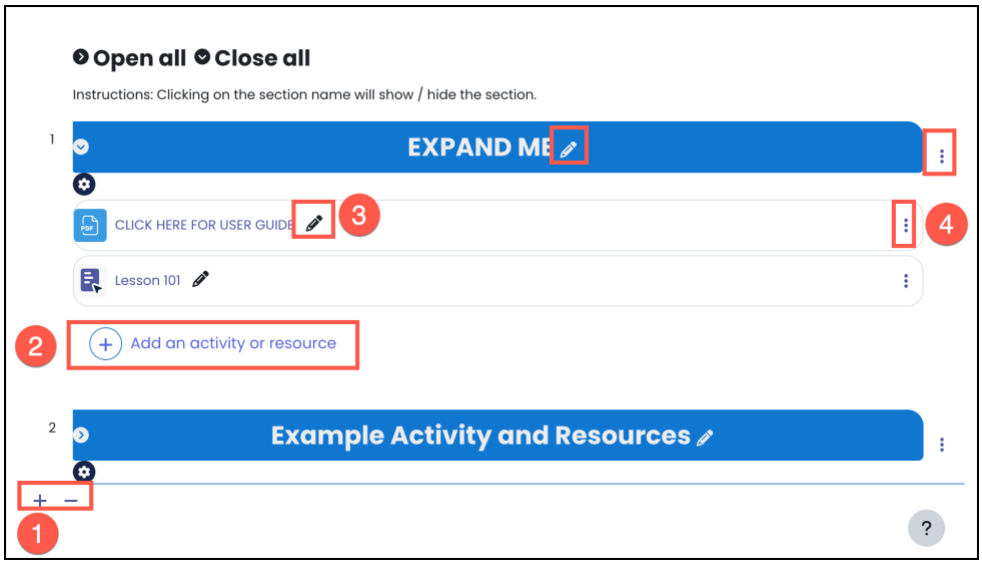
From the Course Table of Contents (TOC), you can expand and collapse all the topics/sections by selecting 'Open all' or 'Close all'

Look to the top right corner and click the toggle button to turn on 'Edit mode' from gray to blue:



1. Add or remove new topics/sections by selecting the + (plus) or – (minus) icons
2. Add activities and resources, by select 'Add an activity or resource'

3. Change the titles of the pages and/or activities by selecting the pencil icon (don't forget to click 'Enter' on your keyboard after changing the title'
4. Edit settings, move the sections, duplicate pages, delete the page and more by selecting the three dots icon on the right side of the section or activities titles.



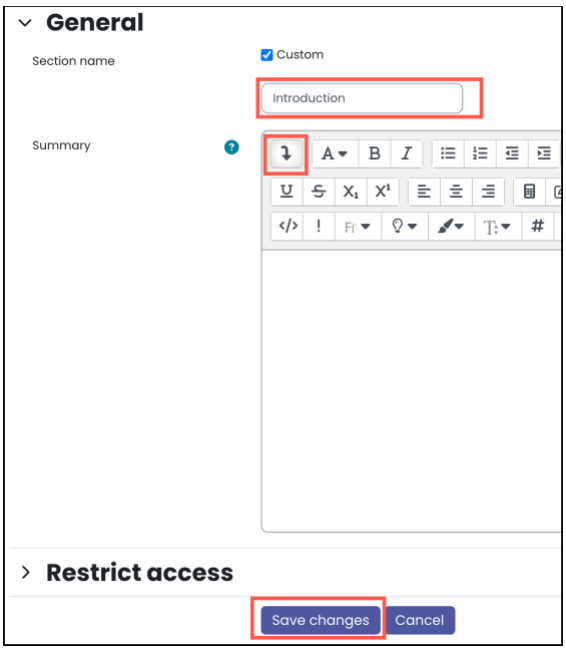
Note: If you are reading this User Guide, you probably don't need to select 'CLICK HERE FOR USER GUIDE' however, if you do select it, the user guide will open in a new tab where you can either save it in your browser or download it.

Delete the Expand Me section, with the Edit Mode on, select the three dots to the right of the section title, notice the various options, then select 'Delete section'

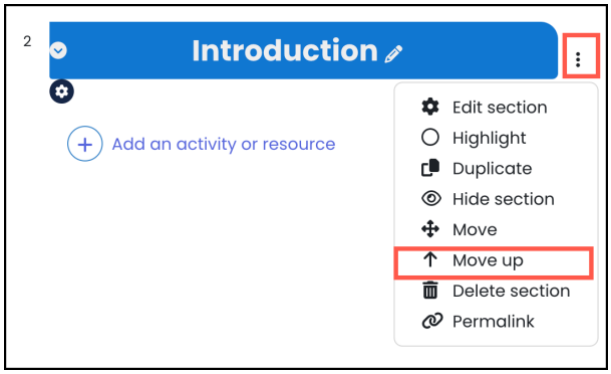
Now expand the Example Activities and Resources section, click on the first lesson title to view a lesson. Scroll down to view the lesson's contents.

Next rename the Blank Section by clicking on the three dots and select 'Edit section'

In the General area type in the section name field; Add a description, if desired, notice the dropdown arrow to reveal more stylistic choices; then click 'Save changes' at the bottom:



Next move the section to before the 'Example Activities and Resources section by clicking on the three dots to the right of the section title and select 'Move up':



Review Template Pages

Before you start adding or editing content, let's take a quick look at some examples of content pages, template, pages, activities, and resources that are available.

With the START HERE – HUB REVIEW course created (*Remember you may have named it something different like "My First Course')* expand the Example Activities and Resources section:

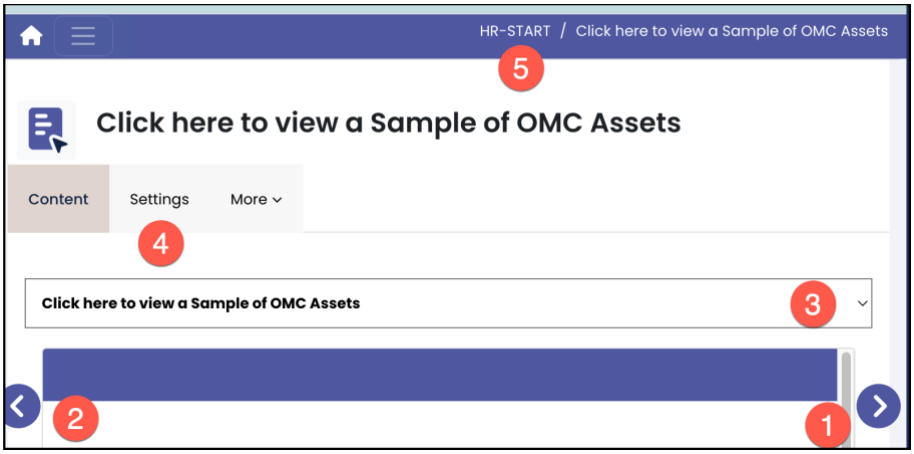
Click on the first title 'Click here to view a Content Template Lesson'

Lesson Navigation

When you select a title in the Table of Contents, it launches the activity or resource. In this case it is a music lesson on The Staff. Take a moment to scroll down the page and view the content and features, such as the Overview in the dropdown, the definition of 'treble clef' opens OnMusic Dictionary in a new tab; play the 'Show Me' animation; a Spotify track is integrated, a video is integrated, and besides other images and text, there is a virtual keyboard, and finally a summary of the Core Skills.

Page Navigation

1. Use the right-hand arrow to move forward one page at a time
2. Use the left-hand arrow to go back one page at a time
3. Use the dropdown above the lesson to navigate to any other lesson within the TOC
4. Go to the 'Settings' tab to edit the title or other settings.
5. Use the breadcrumb trail to return to the TOC:



Add A Content Page

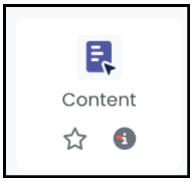
If you haven't already, return to the TOC and turn on 'Edit mode' if it isn't already turned on:

OFF

ON

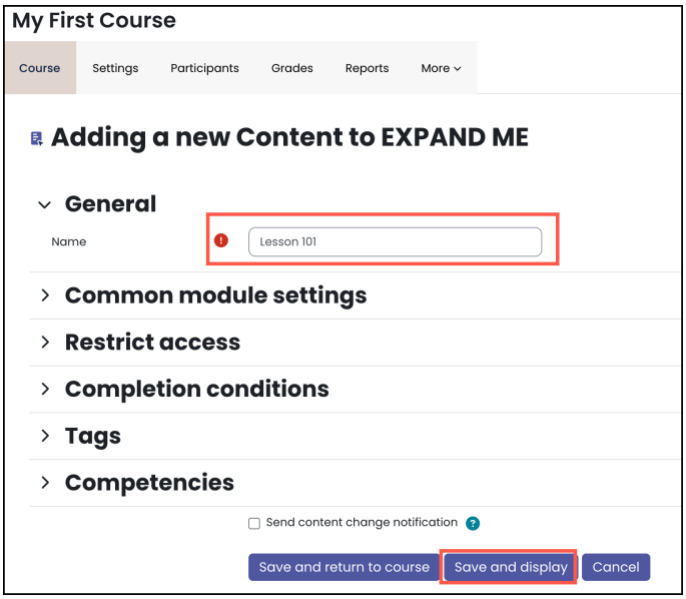
Then, expand a section, at the bottom of the section, select 'Add an activity or resource'

Next, choose 'Content':



Under the 'General' heading, type a title, such as 'Lesson 101'.

Click ‘Save and display’ at the bottom, (don’t worry about the other settings for now):



Lesson Builder Tour

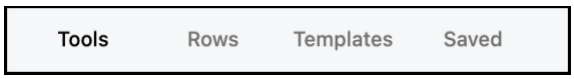
When the page displays, click ‘Lesson Builder’:

When the page opens, please take a moment to go through the tour.

Add a Template Lesson or Layout

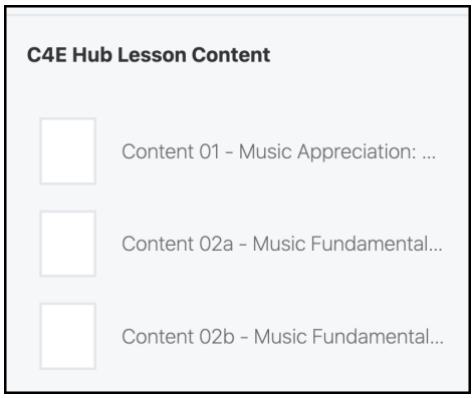
To help get you started we’ve added some Template lessons and layout pages.

After you select ‘Lesson Builder’ the ‘Tools’ area automatically expands (if it doesn’t, select the yellow plus (+) sign in the top right corner), notice the tabs at the top of the Tools area: Tools, Rows, Templates, Saved:

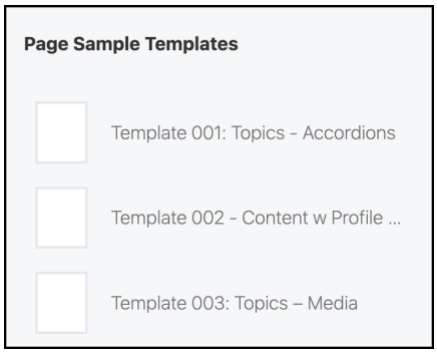


Select the tab ‘Template’

C4E Hub Lesson Content templates are examples of prebuilt music lessons that you can edit:



Scroll down to view **Page Sample Layouts**, these are example layouts that you can edit:



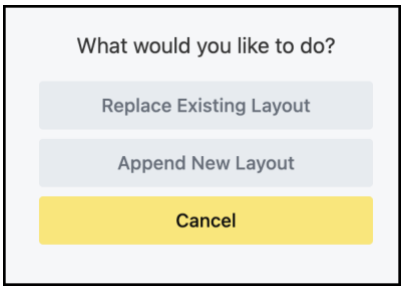
To insert one of the ‘C4E Hub Lesson Content’ templates, select the title such as **Content 02b Music Fundamentals.**

Since this is your first page, the page will automatically be added.

Take a moment to review the content.

To replace the page, re-open the ‘Tools’ bar by selecting the plus (+) sign in the top right:

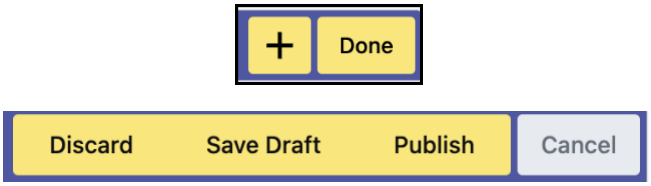
1. Choose the Templates tab, scroll down
2. Select another option, under 'Page Sample Templates' choose: **Template 003: Topics – Media**.
3. You will get an option to replace or append the content:



Replace means that the new content will override the old content in its entirety.

Append means that the new content will be placed below the old content on the page, so both the old and the new content will be on the page.

If you don't like what you've done and want to start over, in the top right, click Done' and then select 'Discard'



Select '**Save Draft'** to save the changes, but you it will not show on the page (until the next time you re-open 'Lesson Builder'.)

Select '**Publish'** to Save your changes and display the content on the page.

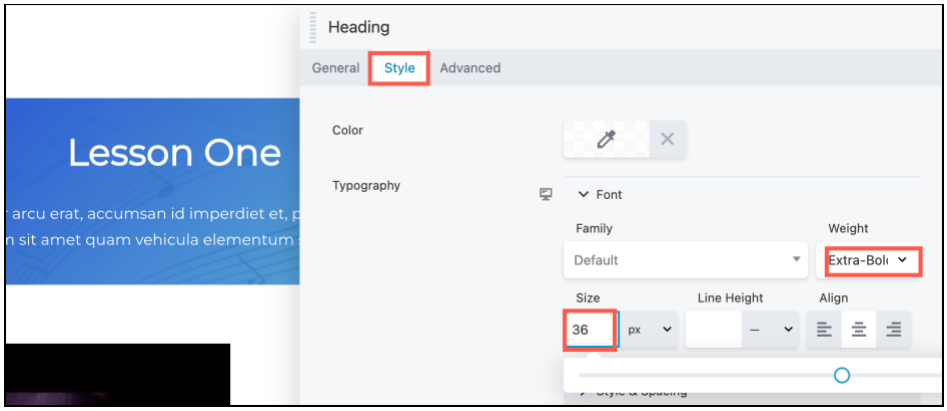
Add and Edit Text

With 'Lesson Builder' in edit mode, you can easily make changes to the page.

Let's start with the Title text, roll your mouse over it and notice the bounding box, this is what makes the content responsive.

Select the 'Heading Settings' icon or simply click on the title box to open the 'Heading Settings'. Ensure you are in the 'General' Tab and change the Heading to another title of your choice and use the dropdown to change the 'HTML Tag' to h2:

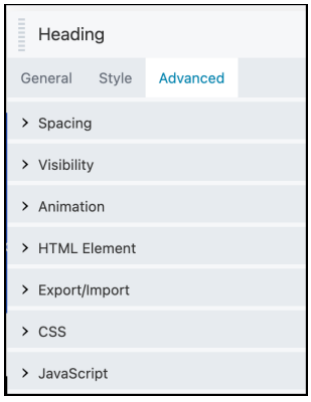
Next, select the 'Style' tab to change the font color and Typography. Expand the font area and change the 'Weight' to Extra -Bold, if desired you can change the size of the font by clicking in the box and either typing the number or using the scroll bar to enlarge the text:



Note: you can move the Header popup over to the side to preview the changes happening in real time on the screen.

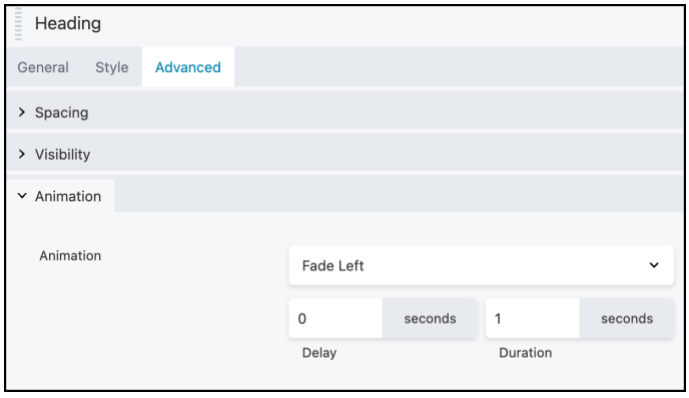
The 'Style tab is also a place to font spacing and add a text shadow.

Under the Advanced tab, you can change the Spacing, Visibility, Animation, HTML Element, Export/Import, CSS, and JavaScript:



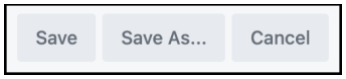
First, expand ‘Spacing’ type in the first box ‘10’ then select the link to see how it connects all the margins with the same amount of spacing:

Then expand or go to the Animation area, select the dropdown arrow and choose ‘Fade Left’ with no (0) delay and one (1) second duration:



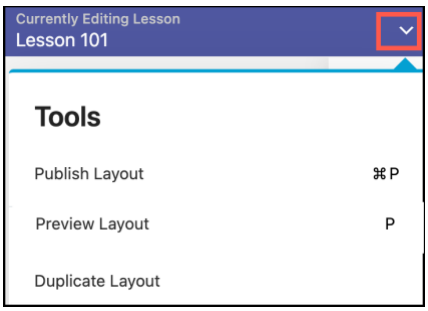
Don’t worry about the other options for now.

Lastly, click ‘Save’ in the bottom right corner:



Preview

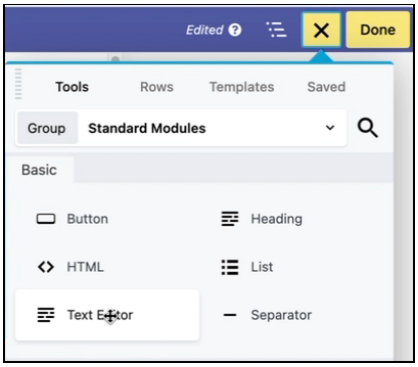
To preview your changes either select the letter ‘P’ on your keyboard or click on the dropdown and choose ‘Preview Layout’:



Add a Subtitle

Open the Tools bar by selecting the yellow plus sign in the top right corner:

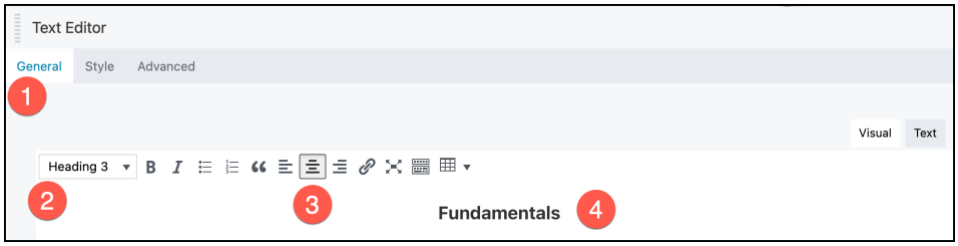
Click and drag the ‘Text Editor’…



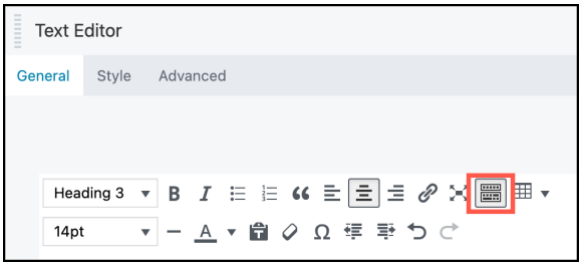
…to the place on the page where you want to drop it (you will see the blue highlight) and then release your mouse:

The text editor box opens, ensure you're on the 'General' tab and then choose the 'Paragraph' dropdown to choose a different style (Note, if you move the box, you can see the style changes happening in real time on the screen).

Type your text and make other adjustments such as centering the text.



Note: in the text editor area, there is an icon that will show another line of text attributes such as font size, color, characters, indenting etc.:



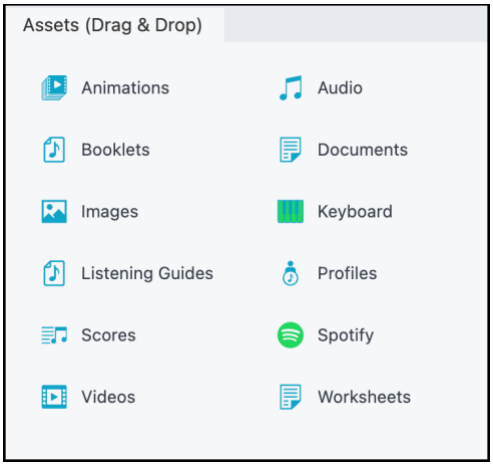
Before Saving, notice the other tabs 'Style' and 'Advanced' are similar to the Heading tool.

Edit the text description underneath the subtitle. Click on the box to open it and make your adjustments:

Add and Edit a Video

Open the Tools area by selecting the yellow plus sign.

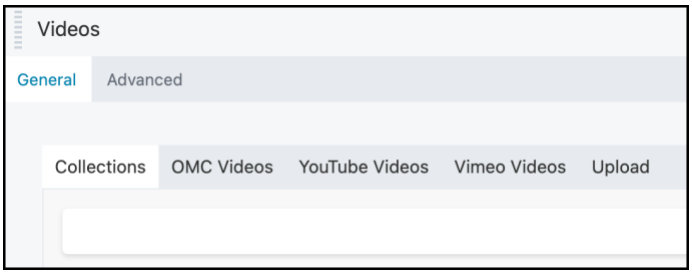
On the Tools tab, scroll down to Assets > Videos:



Drag and drop ‘Videos’ into a Column, you can use any column to drop the video into.

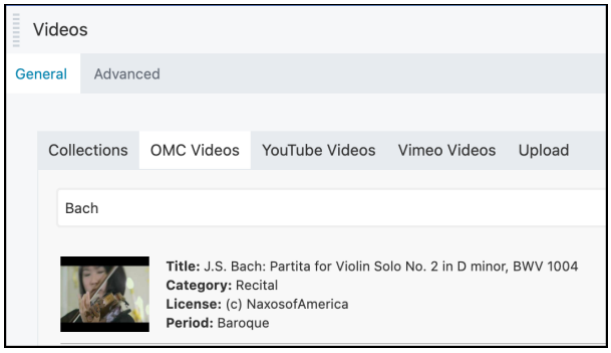
The ‘Videos’ popup automatically opens.

On the ‘General’ tab, you have the option of adding a video from your Collections, OMC Videos, YouTube Videos, Vimeo Videos, or Upload a video from your own device:

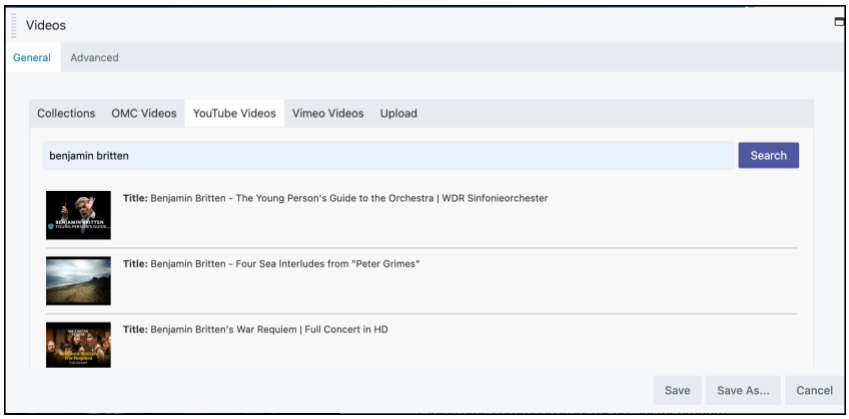


You probably don’t have a collection yet; we’ll do that later.

Select ‘OMC Videos’, then Select ‘Search’ to view the hundreds of the licensed OMC videos, or if you know the artist you are looking for, type their name in the Search field and click ‘Search’



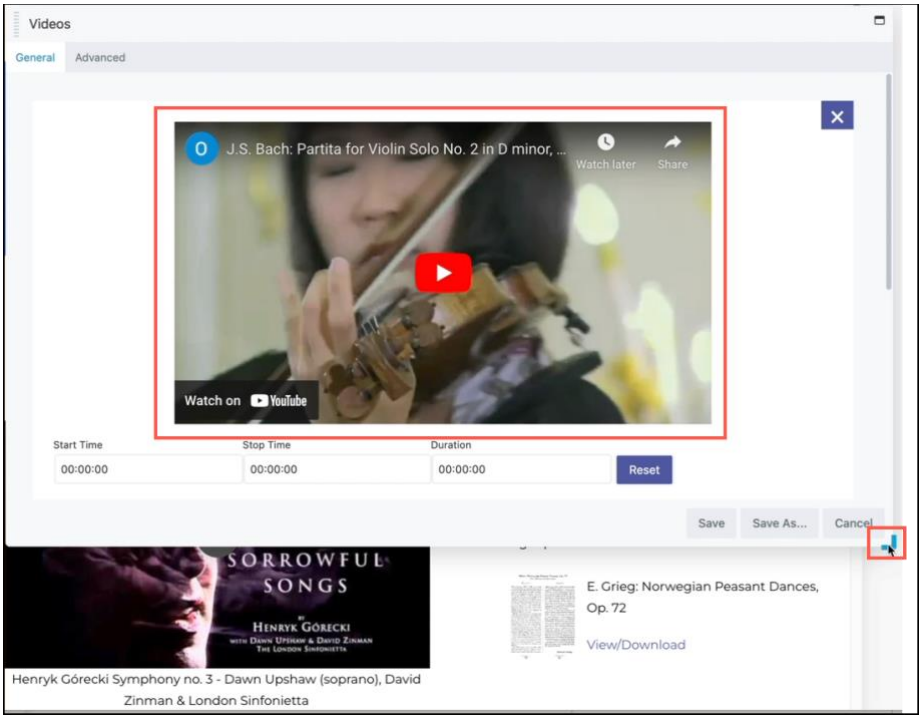
If you don't find what you're looking for, go to the 'YouTube Videos' tab and type in the Search area and click 'Search':



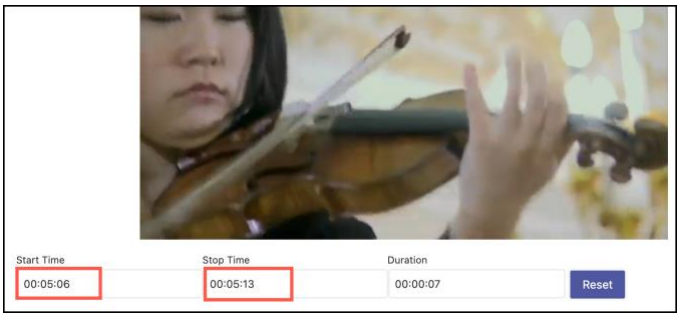
Alternatively go to the 'Upload' tab and choose a file from your computer.

Note: the video must be an .mp4 format

Return to the 'OMC Videos' tab, select a video to see a preview of it. Depending on the size of your computer, you may either need to scroll to view the information below and/or drag the corner of the box to expand it:



Set a Start and Stop Time: If you don't need the student to view the entire video, just a portion of it. Play the video in the preview screen, and when ready, click in the 'Start Time' field, then click your mouse in the 'Stop Time' field to stop the video. When the student plays the video, it will play for the duration you set here:



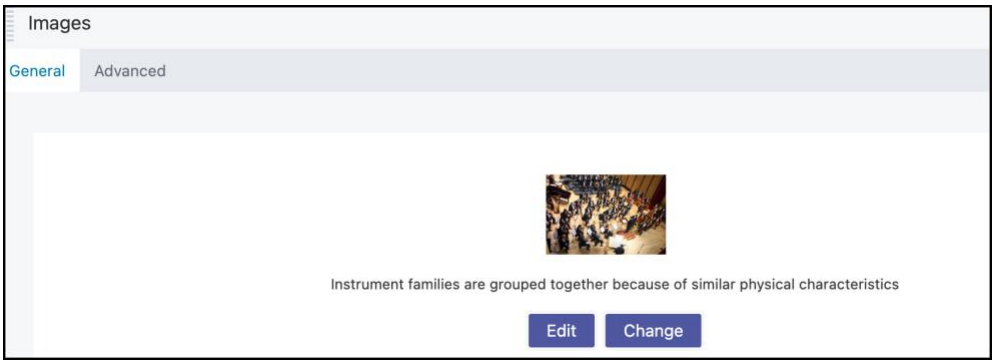
Determine what information you want to display and then click 'Save' in the bottom right corner of the box.

Add or Change an Image

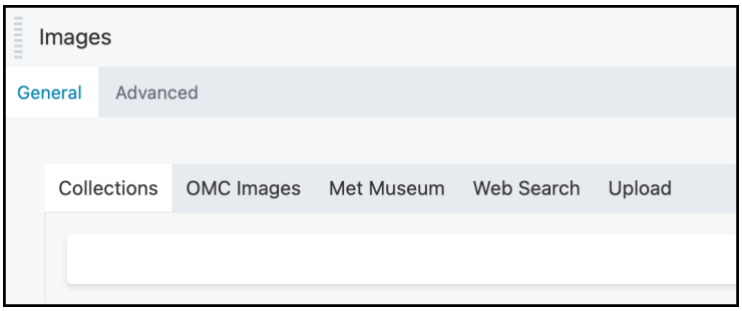
If you have template page, there is more than likely an image on it.

On a page, select 'Lesson Builder' to get into Edit Mode.

Find an image on the page and click it to open the Image Properties, then click Change:

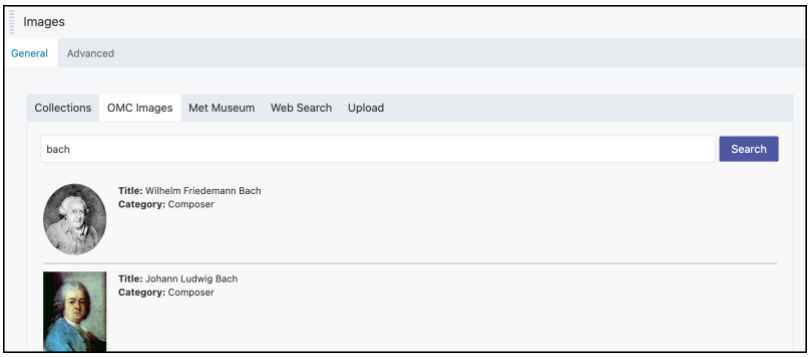


If you don't have an image on the page, click on the yellow plus sign to open the tools and find 'Images' and click and drag it into a Column to open the Image Editor:



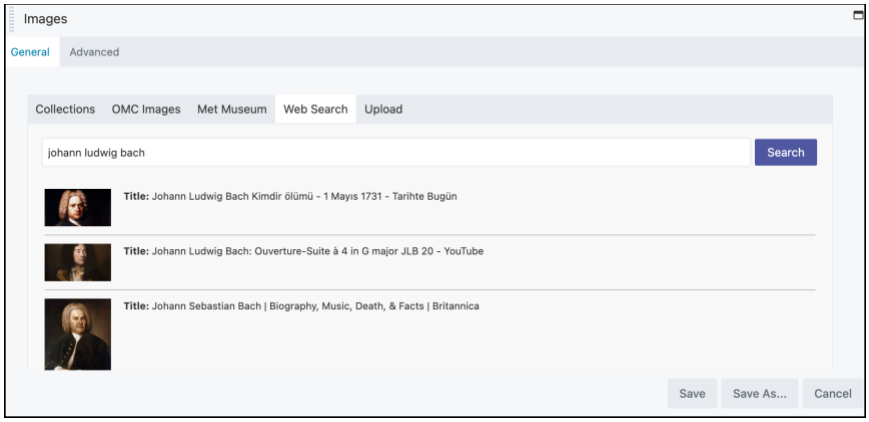
Skip Collections for now, we'll return to this alter.

Select the '**OMC Images'** tab. Click 'Search' to populate all OMC images, or type in the search field something specific that you are looking for and then click 'Search':



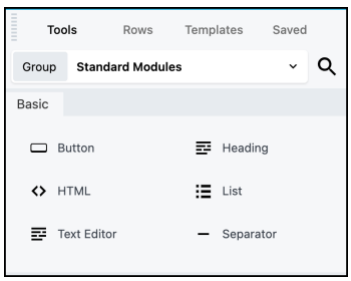
Click the image you want to insert and fill out the information on the form and click 'Save'. The image either replaces the previous image or is added to to the page.

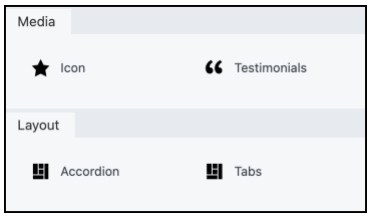
Click the image again, click ‘Change’ this time choose the tab ‘Web Search’, type a specific name or description in the field and click ‘Search’ then click ‘Save’ to replace the image:

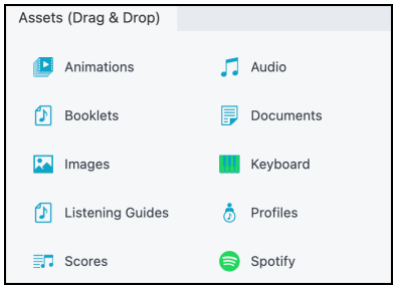


Additional Tools

In the ‘Tools’ menu there are Basic, Media, Layout, and Assets all of which can be added to your lesson. Experiment with each of these as you start editing or creating your lesson. We’ll do a deeper dive on each of these later on:



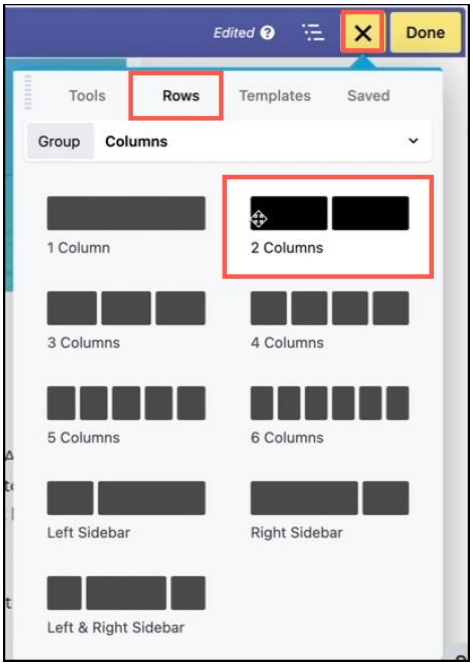




Add or Delete Rows and Columns

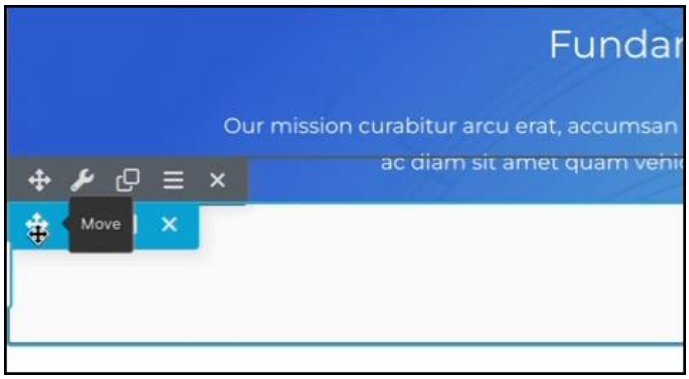
Adding rows and columns allows you to control the size of the assets you add.

To add a row, open the Tool are by selecting the yellow plus sign, select the tab ‘Rows’, then select how many columns you want and click your mouse to drag it onto the screen:

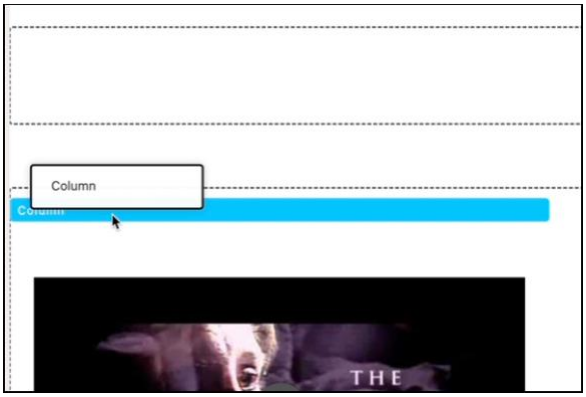


When you see the blue highlight area you can drop it to add it onto the page:

Rolling your mouse over the Row/Column, notice a gray box and a blue box. The gray box is the Row, and the blue box is the column:

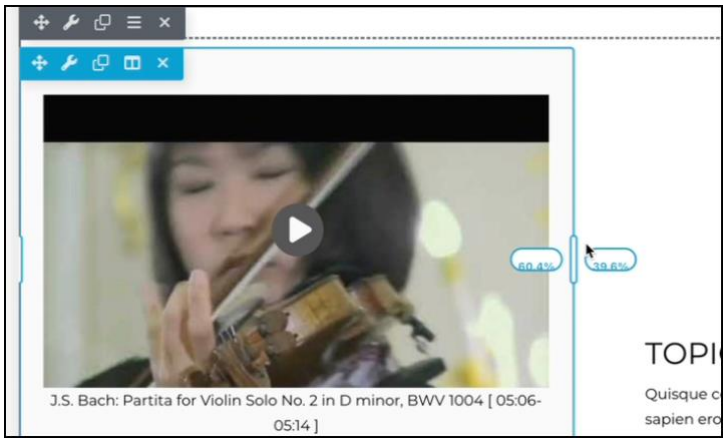


You can NOT drop or move a Row into another Row. You can, however, move any Column into any Row:



Change the Size of a Column

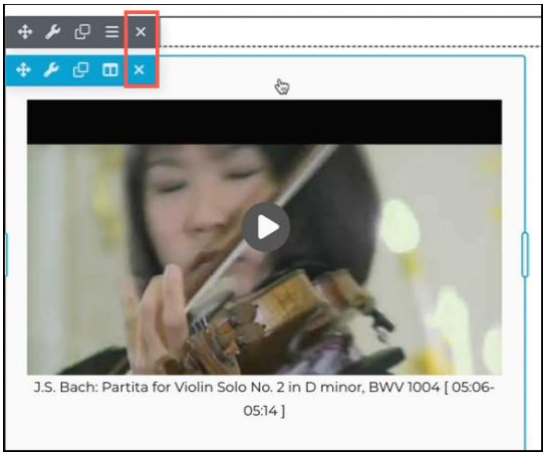
To change the size of a columns, click and drag the handles. Notice as you do, you can view the percent of the size of the box from each side:



Depending on how many columns you have in a row, there are unlimited possibilities.

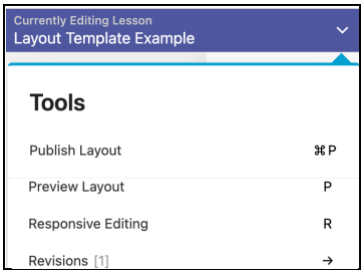
Delete a Row or a Column

To remove an entire Row, and all the contents within it, select the gray 'x'. To delete a column and the contents, select the blue 'x':



Preview And Responsive Editing

With ‘Lesson Builder’ open on the right there is a small dropdown arrow, selecting it offers several other notable options:



For instance, to view how your layout will look on other devices select the ‘Preview Layout’ option (Note the shortcut keys, clicking ‘P’ on your keyboard allows you to preview the page without clicking the dropdown). Once in Preview Mode, you can click on the devise size to view how your content looks, when done select ‘Continue Editing’:

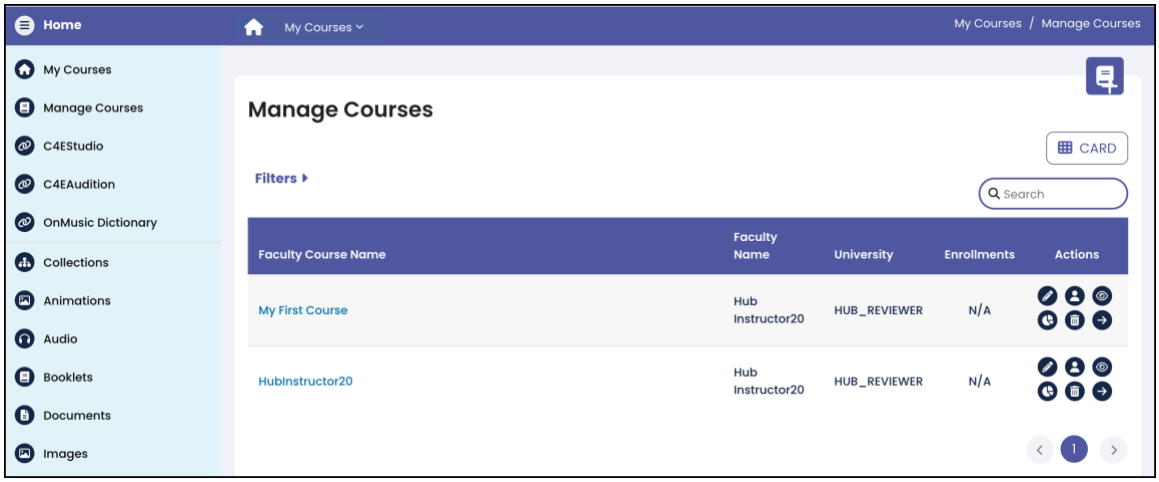
Responsive Editing: All lessons are already programmed to be responsive so the course looks good on any size device; however, if you want to change how it

content or assets look on a certain size device you can edit it from the same dropdown.

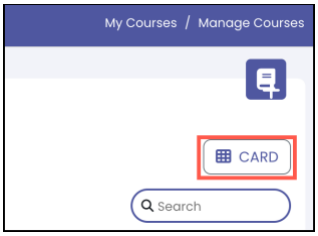
Revisions: If you select Revisions, you can revert back to a previous revision. Note, revisions get added after you Publish a page.

C. MANAGE COURSES

Your courses, by default appear as a list:



If you prefer to view your courses as a thumbnail, select the 'Card' icon on the top right:



Note: Also notice the icon and the breadcrumb trail above the card view, we'll go over those later in this guide.

D. COLLECTIONS AND ASSET LIBRARIES

Collections

Watch this short video

Easily create and manage fully customizable collections of rich media assets to use in any of your adopted courses. Choose from the provided asset libraries, upload from your computer, or bring the best of the web into your classroom with the wonderful tools and resources that OnMusic Companion's Lesson Builder offers!

Asset Libraries

Watch this short video on assets

ANIMATIONS

OMC contains more than 200 truly interactive, beautifully built animations that make abstract music theory concepts much easier to visualize for your students.

AUDIO

OMC contains thousands of searchable tracks of classical and contemporary music to choose from. The entire library is searchable by composer, performer, period, key, genre, instrumentation, and style. You can also add locally-saved audio tracks to your library from your own resources.

Booklets

An extensive collection of recording notes provides valuable information about recordings in the Audio library, such as historical and social background, details about the composer and performers, instrumentation, and lyrics to name a few. Just copy-and-paste relevant booklet information into your lesson plans or course pages so your students can approach listening in a more holistic way.

Documents

Feel free to upload PowerPoints, PDF's, Excel Spreadsheets, or Microsoft Word documents into the system so that you can access them from anywhere at any time. These documents can then be added to your lessons for reference or as student resources.

Images

Drag-and-drop any of the thousands of carefully curated, relevant images directly into your course pages to make concepts come to life for your students. You can also upload local files from your computer or search and use the innumerable resources available on the Internet. One image is indeed worth a thousand words!

Listening Guides

Access a growing library of 220 highly interactive Listening Guides from every Art Music historical period, as well as other genres such as jazz, pop, rock, and world music. Add these to your course website with the click of a button or use them in your face-to-face class!

Profiles

Select from a comprehensive, curated, and searchable collection of composer vignettes that integrate biographical information, images, text, and playlists of essential compositions.

Scores

An extensive collection of recording notes provides valuable information about works in the Music library, such as historical and social background, details about the composer and performers, instrumentation, and lyrics to name a few.

Spotify

Spotify is one of the most popular global audio streaming services. The OMC Audio library integrates with Spotify so that you can build, customize, and integrate right from within the OMC environment to offer an amazing array of exciting content for your students.

Videos

Select from a streaming video library of full-length classical music performances, opera, ballet, live concerts, and documentaries. Search videos by category, role, composer, artist, production personnel, work, venue, or festival. Video subtitles are available in over five languages.

Worksheets

Select from hundreds of pre-built worksheets with thousands of questions that cover all music fundamentals topics and use them in your courses as further practice or supplementary homework material.

E. DEEP DIVE: TABLE OF CONTENTS

F. DEEP DIVE: LESSON BUILDER