



ONMUSIC COMPANION

Quick Start Guide



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ABOUT ONMUSIC COMPANION



[What this video tutorial](#)

OnMusic Companion (OMC) is your platform to adopt, customize, or develop engaging and inspiring learning materials for your students. This Quick Start Guide will provide a breakdown of the OMC Instructor Portal and dashboard, as well as helpful tips for navigating through the OMC site, customizing your lessons, and adding/uploading assets.

To learn more, please visit <https://c4ecompanion.com>.

Features

OMC's simple but powerful tools allow you to use assets from comprehensive libraries of audio, video, images, scores, listening guides, and more. With the intuitive Lesson Builder, you can customize any aspect of the 14 titles available to you. You can make your course available to your students directly from OMC or through your school's Learning Management System (e.g., Canvas, Blackboard, Brightspace D2L, or Sakai) in a few simple steps.

Contact Us

Please contact us at sales@c4edu.com if you would like to arrange a virtual or in-person meeting for an in-depth walk-through of OMC.



INSTRUCTOR PORTAL

The Instructor Portal is your one-stop shop for all things OMC! The portal is dedicated to the following options:

1. **Access Courses** – Allows you reviewer access to our fourteen (14) published courses, as well as the ‘Sandbox’ course, where you can explore OMC’s powerful and intuitive Lesson Builder. **Note:** Content in reviewer courses cannot be edited/customized until you have adopted any of these titles for use in your own course.
2. **Course Build Requests** – Allows you to easily adopt one or more of these titles for use at your school. Once you have submitted a course build request, our team will work to get a course shell setup for you, so that you can teach the course out-of-the-box or customize!

From the portal, you can also access your Profile to view and edit your user profile.

Access Courses

The ‘**Access Courses**’ page serves as your Instructor Portal landing page. To begin reviewing any of our 14 course titles, select the ‘**Access Courses**’ button:





The screenshot shows the top navigation bar with a music note icon and links for COURSE SETUP REQUESTS, ACCESS COURSES, PROFILE, and LOGOUT. Below this is a dark blue header for 'COURSE REVIEW REQUESTS'. A light blue notification bar says 'Signed in successfully.' with a close icon. A green button labeled 'Access Courses' is highlighted with a red arrow. Below the button is a list of courses, a 'Requested On' date, and a 'Status'.

	Requested On	Status
<ul style="list-style-type: none">• Sandbox Course• OnAfrican American Music• OnMusic Appreciation, 4th Edition - Index A• OnMusic Appreciation, 4th Edition - Index B• OnMusic Conducting: Connect to the Sound• OnMusic Education: Elementary General Music• OnMusic Education: Instructional Strategies for the Elementary Classroom• OnMusic Explorations• OnMusic Fundamentals, 3rd Edition• OnMusic History Survey• OnMusic Jazz, 2nd Edition• OnAmerican Popular Music• OnMusic Rock, 3rd Edition• OnMusic of the USA• OnMusic of the World, 3rd Edition	March 11, 2022 21:46	Approved

The ‘**Access Courses**’ option is discussed in greater detail later in this Quick Start Guide. Read on to explore all of the options available to you from ‘**Access Courses**.’

Course Setup Requests

The ‘**Course Setup Requests**’ tab allows you to easily request to adopt any of our courses directly from the Instructor Portal. This page displays all courses you have adopted. Simply select ‘**Request New Course Build**’ to fill out and submit your new course build request:

The screenshot shows the top navigation bar with a music note icon and links for COURSE SETUP REQUESTS, ACCESS COURSES, PROFILE, and LOGOUT. Below this is a dark blue header for 'COURSE BUILD REQUESTS'. A green button labeled 'Request New Course Build' is highlighted with a red arrow. Below the button is a table with columns for Date Requested, Course, Prefix, Section, Number, Semester, Start Date, and Status.

Date Requested	Course	Prefix	Section	Number	Semester	Start Date	Status
----------------	--------	--------	---------	--------	----------	------------	--------





Once we have received your course build request, our team will then build your new course shell and notify you when its ready for your review and customizations! For quick access, all 14 of the reviewer courses also have direct links to the 'Request New Course Build' form.

Profile

The '**Profile**' tab displays all profile information you entered when submitting your reviewer request. This information can be easily modified using the '**Edit**' button:

PROFILE

C4E REVIEWER

School:	C4E herndon VA
Email:	c4ereviewer@mailinator.com
Phone:	5555555555
Username:	c4ereviewer
Timezone:	International Date Line West

EDIT





OMC PLATFORM

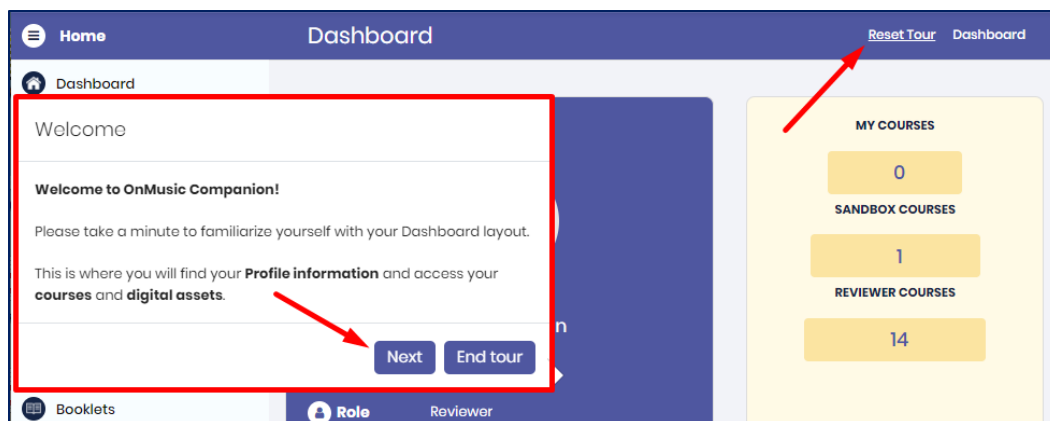
Dashboard Overview



[Watch this video tutorial](#)

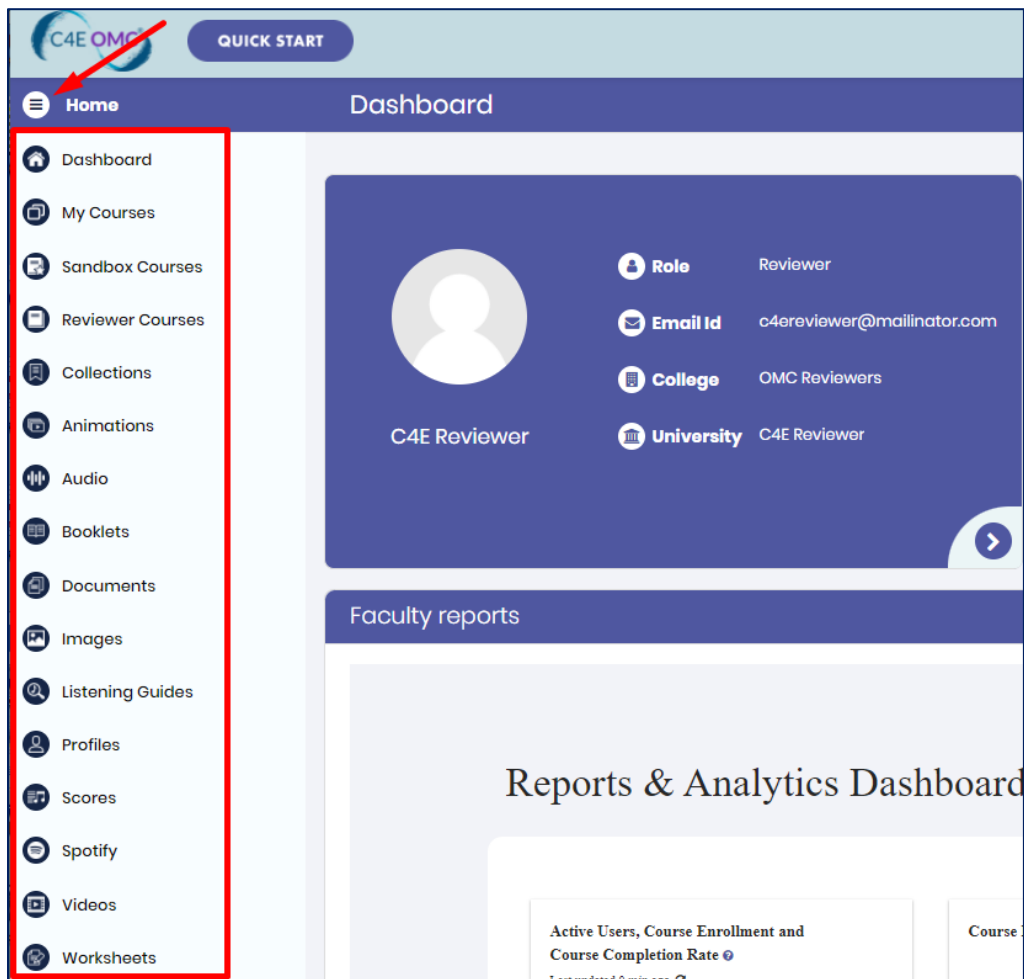
From the '**Access Courses**' tab on the Instructor Portal, select the '**Access Courses**' button to access your dashboard,

Note: Upon accessing your dashboard for the first time, you will see the option for a quick tour of your dashboard. We recommend taking this short tour to familiarize yourself with the key features of OMC. If you have already watched the tour and would like to revisit it, simply select the '**Reset Tour**' option on the far right of your dashboard.

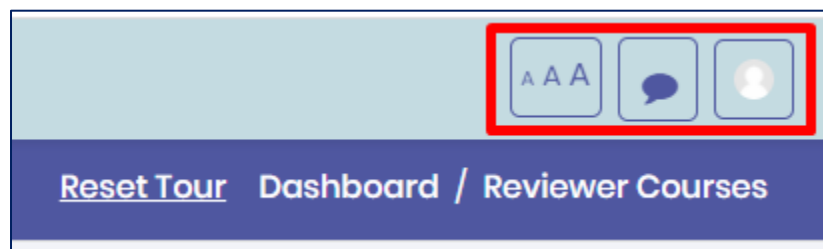


The left-side navigation pane allows you quick access to the many options available to you in OMC. To collapse this menu, simply click the three stacked lines to the left of '**Home**':





To increase/decrease font size or quickly access your messages and profile, use the buttons to the far right of your dash:



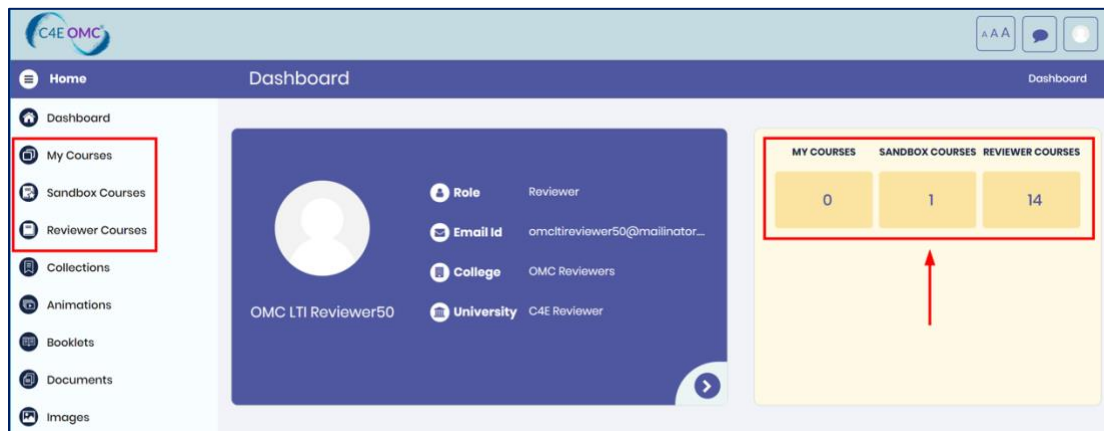


My Courses, Sandbox, and Reviewer Courses



[Watch this short video](#) for more information on My Courses, Sandbox Courses, and Reviewer Courses.

From the main area of the dashboard, you will see your profile information and links to:



- A) **My Courses** – When you first log in with your free trial, ‘**My Courses**’ will display the number zero (0). After you have adopted a course by submitting your course build request (using the ‘**Course Build Requests**’ option from the Instructor Portal or from any of the reviewer courses), the adopted course will appear under ‘**My Courses**.’
- B) **Sandbox Courses** – Currently, there is one Sandbox course available for your use. This course serves as a test environment to get you acquainted with the amazing editing possibilities that the Lesson Builder offers so that you can customize the courses you have adopted (of course, you can always use our courses out-of-the-box as well!).
- C) **Reviewer Courses** – These are the 14 published courses included in OnMusic Companion, which you can customize or use as-is once you have adopted them for use at your school.
 - 1. OnAfrican American Music
 - 2. OnMusic Appreciation (Standard Edition)
 - 3. OnMusic Appreciation (Extended Edition)





4. OnMusic Jazz
5. OnMusic of the World
6. OnMusic Rock
7. OnMusic of the USA
8. OnAmerican Popular Music
9. OnMusic Explorations
10. OnMusic History Survey
11. OnMusic Conducting
12. OnMusic Fundamentals
13. OnMusic for Education: Elementary General Music
14. OnMusic for Education: Instructional Strategies

Adopt Course(s) to Teach

Adopting a course equips you with your own course shell to teach any of our titles at your school! As indicated earlier, the **'Course Setup Requests'** tab allows you to easily request to adopt any of our courses directly from the Instructor Portal. If you would like to teach multiple titles, simply submit a course build request form for each title. Simply select **'Request New Course Build'** to fill out and submit your new course build request(s):

***Note:** Content in reviewer courses cannot be edited/customized until you have adopted any of these titles for use in your own course.*

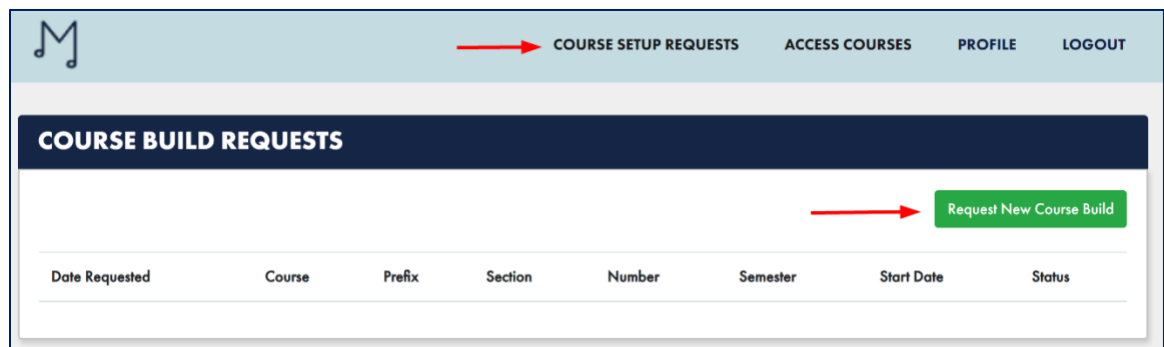
There are two ways to adopt a course and request a course build:

1. **From any of the reviewer courses** - Each of the 14 reviewer courses has a **'Request Course Build'** link at the top of the course Table of Contents, directing you to the **'Request New Course Build'** form:



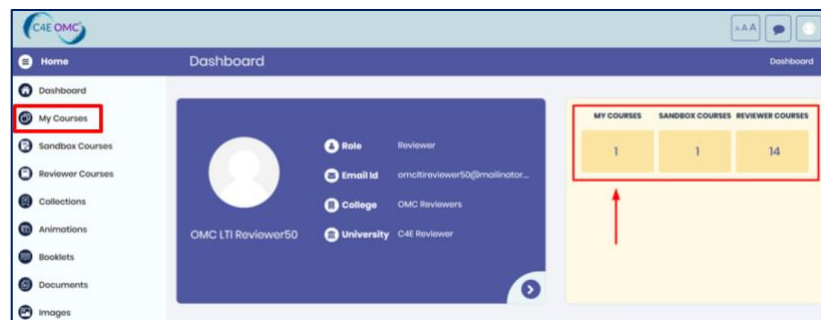


2. From the 'Course Setup Requests' Tab in the Instructor Portal – Log in to your Instructor Portal at members.c4edu.com, select the 'Course Setup Requests' option, then select the 'Request New Course Build' button:



After you have submitted your course build request, our team will then set up your new course and notify you when it's ready for your review and customizations!

When your course is ready, you can access it from 'My Courses' on your dashboard:





From there, access any lesson page to customize or modify its text, or turn editing on from the Table of Contents to modify your course layout, add new content, assignments, or quizzes and more! Customizing your course allows you to offer a unique and enriching experience to your students!

The possibilities are endless.

Collections: Overview



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!

Assets: Overview



[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

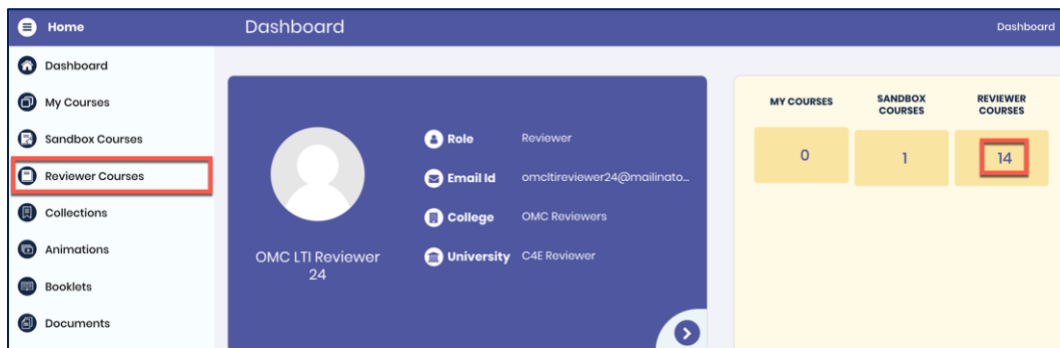
Select from hundreds of pre-built worksheets with thousands of questions that cover all music fundamentals topics and use them in your courses as further practice or supplementary homework material.

Course Navigation

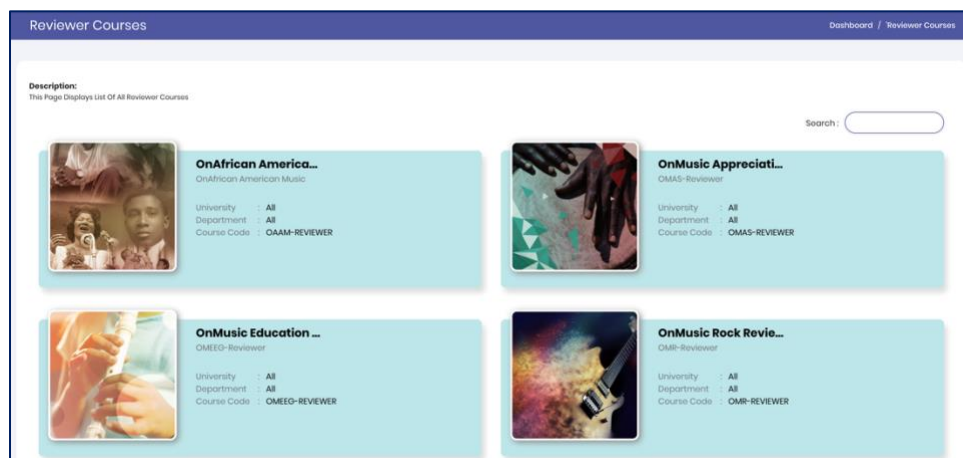
As a reviewer, you have access to all 14 OMC titles to review.

To access the titles from the dashboard, select '**Reviewer Courses**' from the left-side pane, or click the number '**14**' under '**Reviewer Courses**' from the right-side pane.

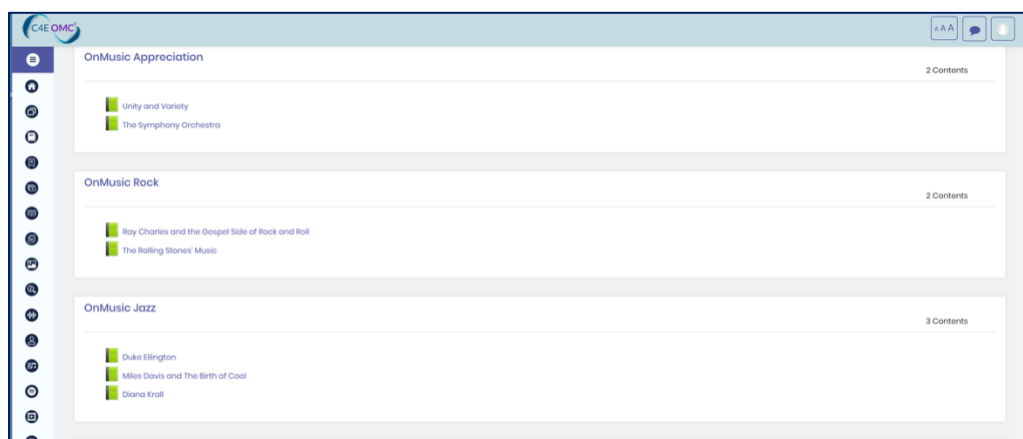




The 'Reviewer Courses' overview page lists all the titles available to you. Scroll down to view all titles and use the navigational arrows at the bottom of the screen to advance to the next page:



Select any thumbnail image or course title to view that course's Table of Contents (TOC). From the TOC, you can scroll to review all of the class lessons:

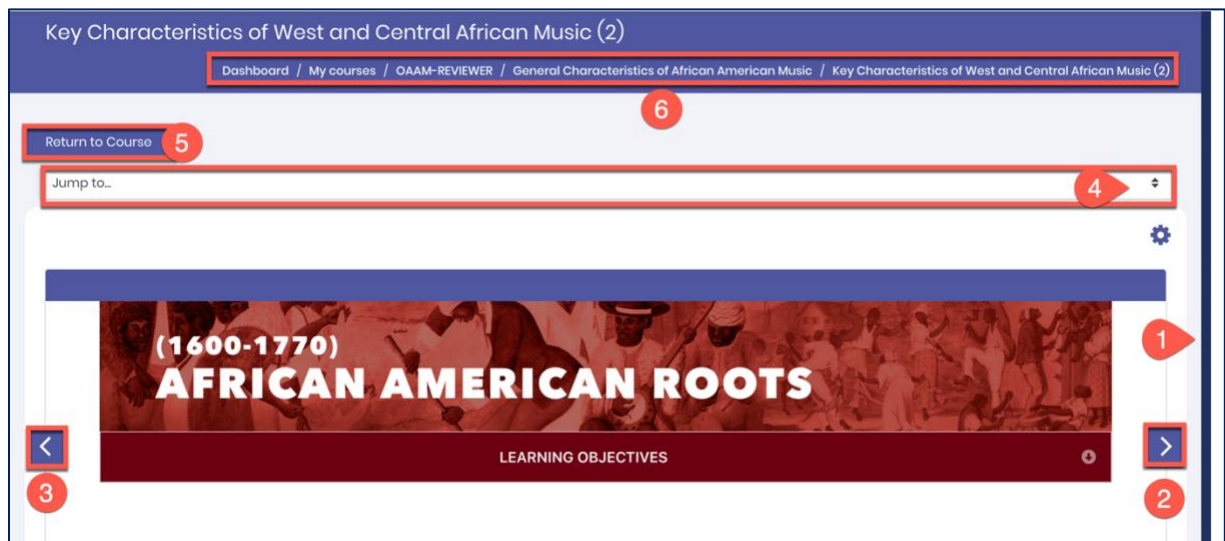


Click any lesson title to open that lesson.



You have several ways to navigate through the lesson page and advance to other lessons:

1. Use the vertical scroll bar on the right to pan up/down as you read the lesson page.
2. Use the right-facing arrow to navigate to the next page/lesson.
3. Use the left-facing arrow to navigate to the previous page/lesson.
4. Use the '**Jump To**' dropdown menu (top of page) to view where you are in the course and/or select a different lesson or activity to navigate to. e
5. Return to the course TOC by selecting the '**Return to Course**' button (top left).
6. Use the breadcrumb trail at the top of the page to return to any previous location in the breadcrumb path.



Note: Content in reviewer courses cannot be edited/customized until you have adopted any of these titles for use in your own course.

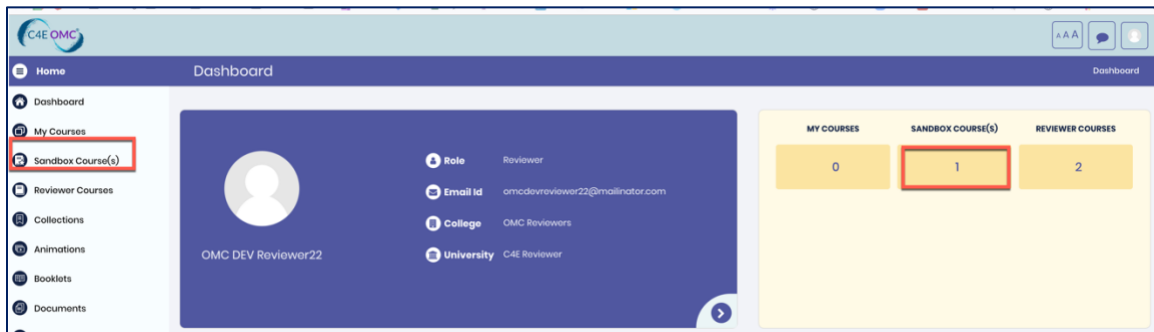
Edit a Lesson Page in Sandbox

As a reviewer, you have access to the OMC Sandbox course that you can use to practice editing adding or removing content and using templates. This will



help you become familiar with these processes so that you can implement these changes in your own course when you are ready.

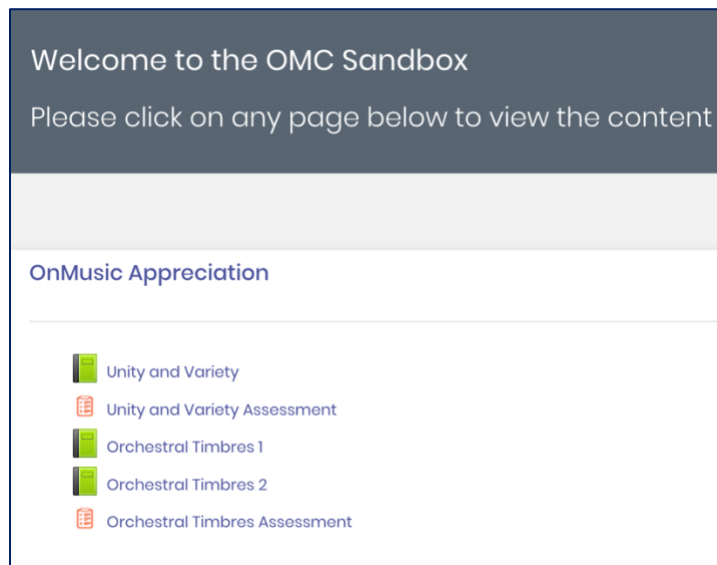
To access the Sandbox from the dashboard, select '**Sandbox Courses**' from the left-side pane, or click the number '**1**' under '**Sandbox Courses**' from the right-side pane:



Select any thumbnail image or course title to view that course's Table of Contents (TOC):



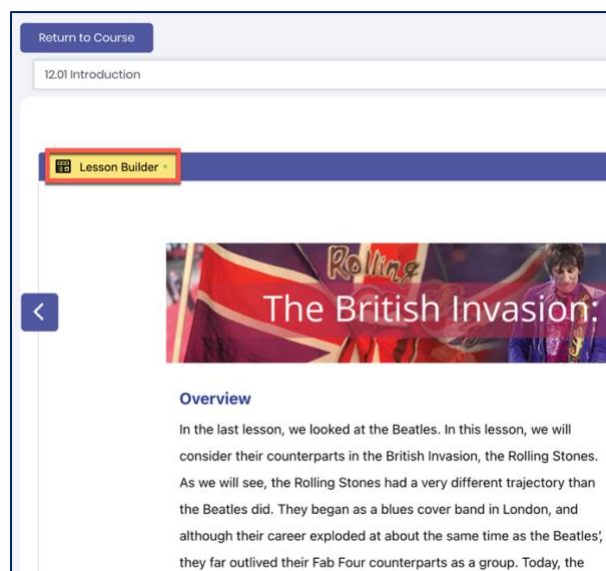
Click on any lesson title to open that lesson:



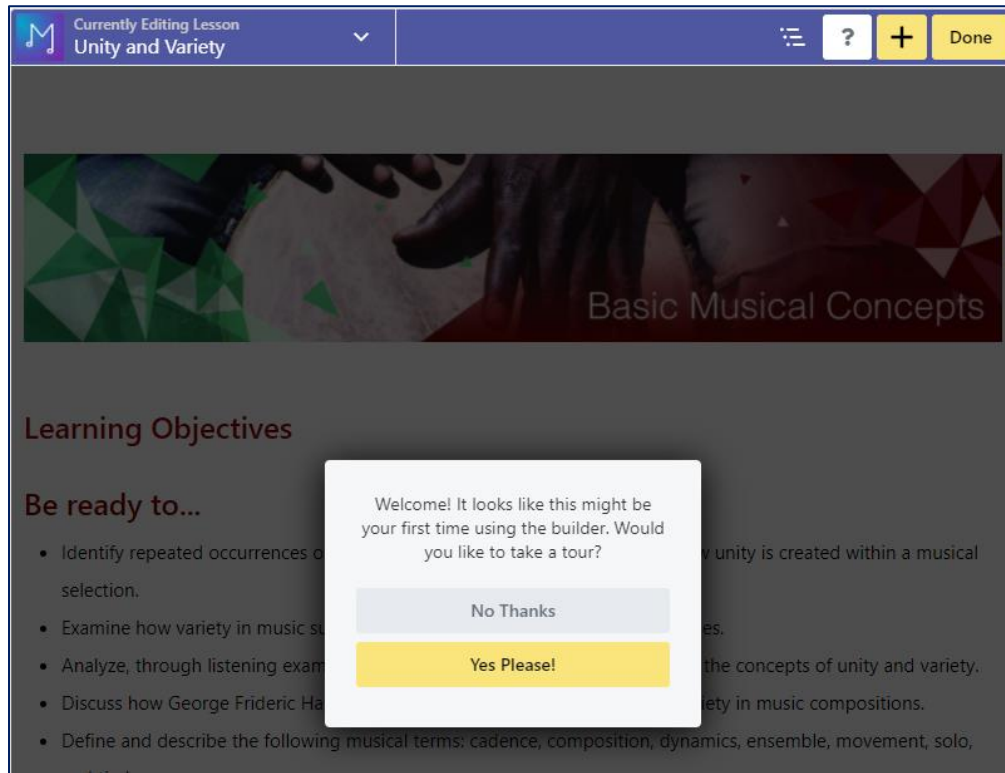
From here, you will use the Lesson Builder to customize your page.

LESSON BUILDER

From any lesson page, select the '**Lesson Builder**' button to begin editing that lesson:



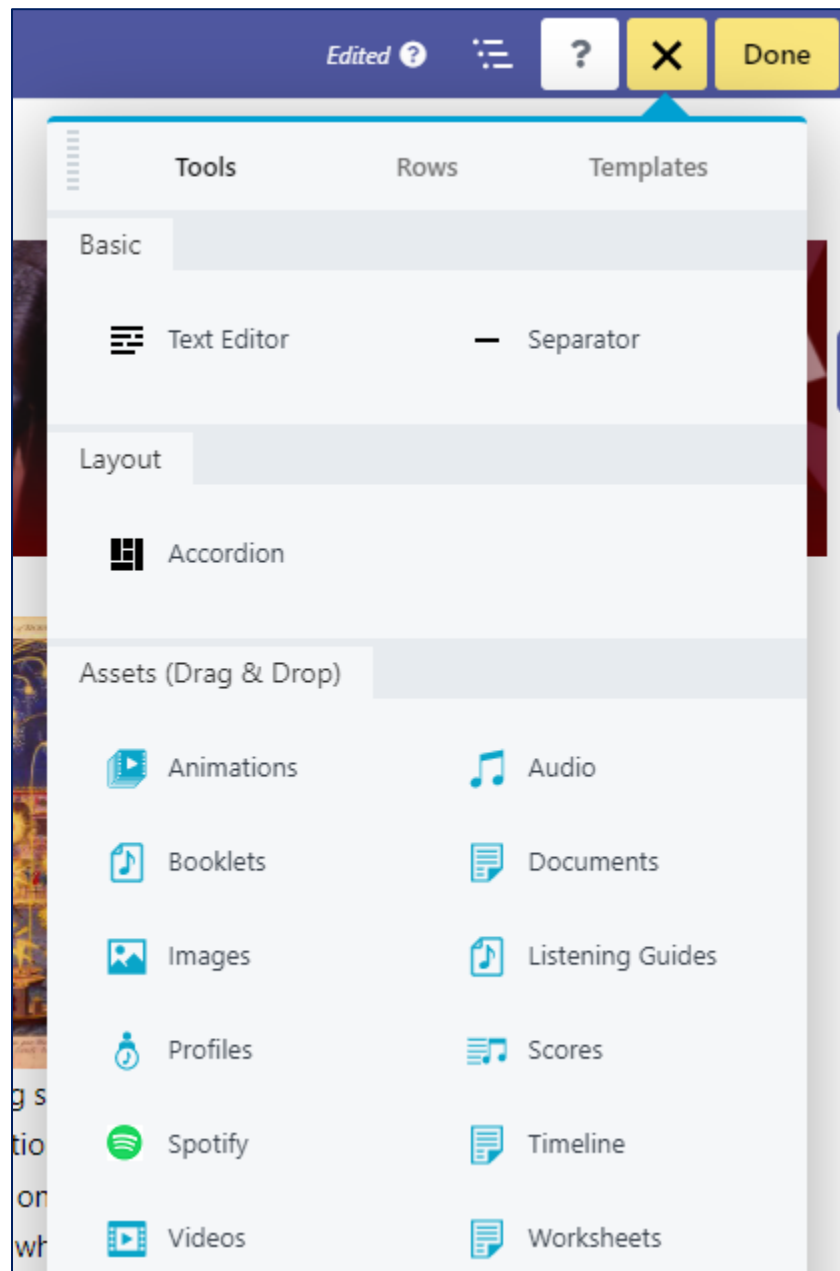
Note: Upon accessing the Lesson Builder for the first time, you will see the option for a quick tour. We recommend taking this short tour to familiarize yourself with the key features of the Lesson Builder.



The Lesson Builder includes Tools, Rows, Templates, and your Saved Templates, which can be accessed using the plus sign icon:



This will display all of the options available to you:



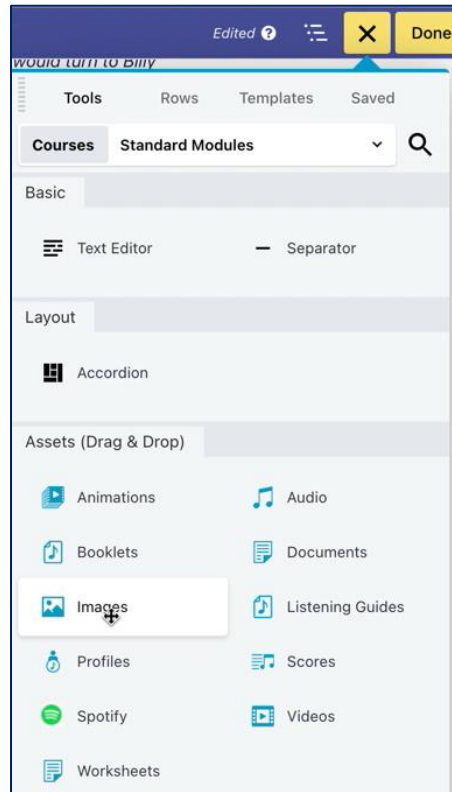
Tools

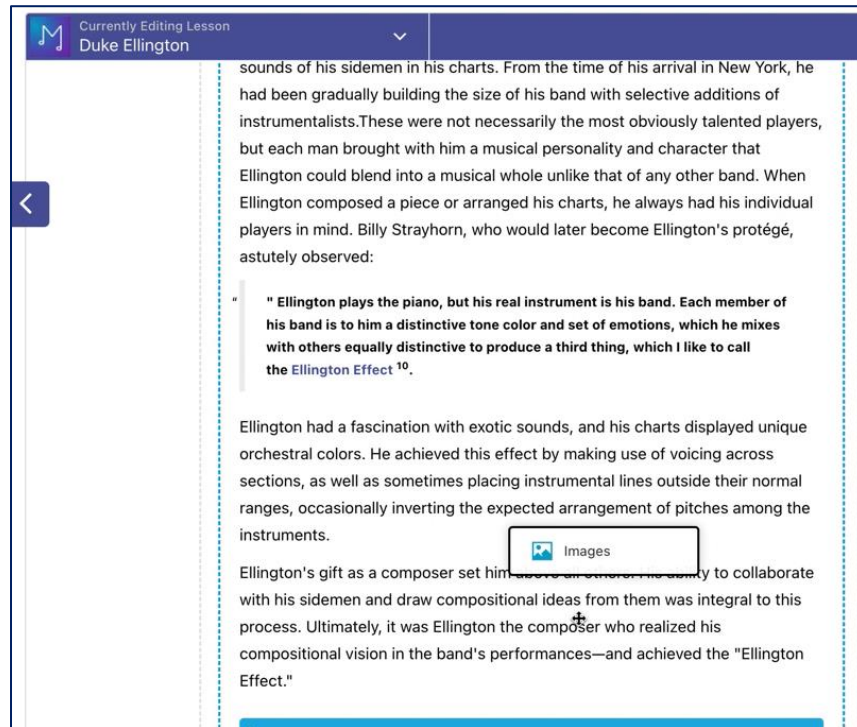
Tools allow you to easily build and customize your course lesson pages! From the 'Tools' menu, you can use the **Basic** tools to add a text editor or separator, **Layout** to create an Accordion (which displays a list of items as title-content pairs), or drag and drop the assets that come standard with OMC, or that you



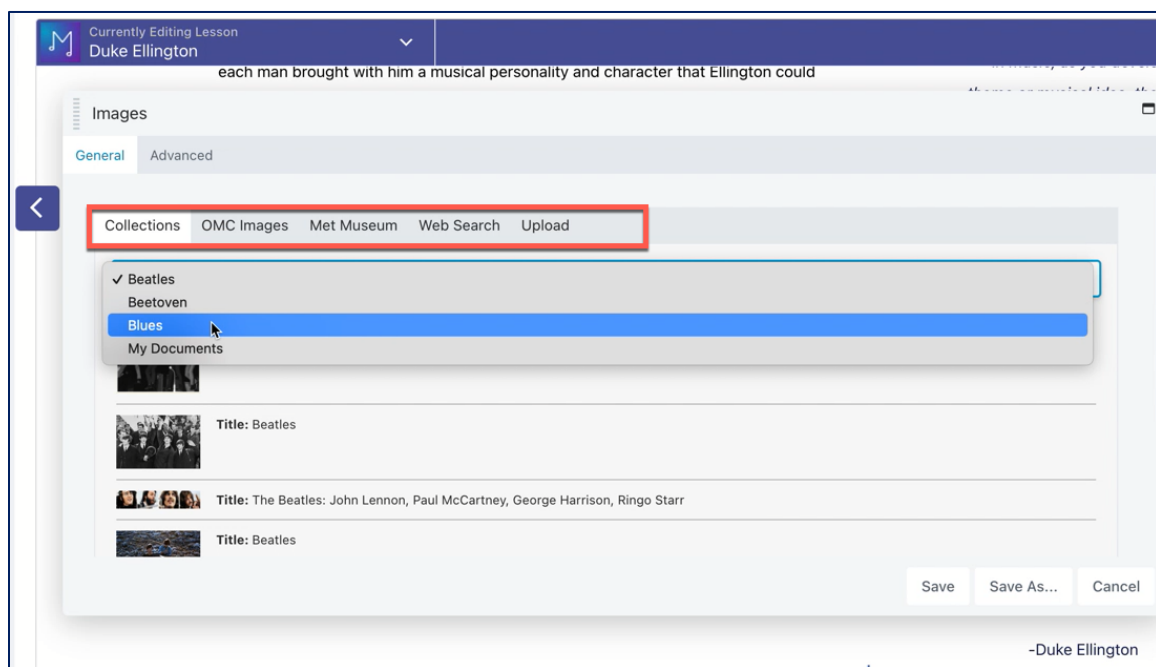
have added to your collection(you can also search the Web for additional assets as you build/customize).

For example, to add an image to your lesson page, drag the image icon onto into the row where you want to add it:





After you drop the asset, a pop-up window will appear, allowing you to choose an image. You can select from your collections or from any OMC images, search for an image from the Met Museum or from the Web, or even upload an image from your own resources:





Once you have selected your image, add or modify your image details and select **'Save'** to display the image on your lesson page:

Images

General Advanced

Title
Jacques Roumain, Writer

Caption
Enter Caption

Caption Display
Never

Show Enlarge
Show

Save Save As... Cancel

Once your changes are complete, click **'Done'** and select **'Publish'**:

Currently Editing Lesson
Duke Ellington

Edited + Done

well as sometimes placing instrumental lines outside their normal ranges, occasionally inverting the expected arrangement of pitches among the instruments.

Ellington's gift as a composer set him above all others. His ability to collaborate with his sidemen and draw compositional ideas from them was integral to this process.

Ultimately, it was Ellington the composer who realized his compositional vision in the band's performances—and achieved the "Ellington Effect."

Jacques Roumain, Writer

good judgment pointed to the clear way that was fitting for us. He was not, as he was often referred to by many, my alter ego. Billy Strayhorn was my right arm, my left arm, all the eyes in the back of my head, my brainwaves in his head, and his in mine."

-Duke Ellington

Discard Save Draft Publish Cancel

Note: When adding any tool, you will be able to customize its content or appearance thru the pop-up window that appears once you have dropped this item on your page. For example, the text editor tool has **'General,' 'Style,'** and **'Advanced'** tabs:



Text Editor

GeneralStyleAdvanced

Color

Typography

Font

Family

Alatsi

Weight

Normal

Size

32

px

Line Height

Align

Style & Spacing

Spacing

px

Transform

Normal

T.L.

T.T.

I.J.


ROWS AND COLUMNS

Rows are composed of one or more columns, which house content and give structure to your lesson pages. They also help make your pages responsive so that pages look good to students on any device.

As you drag columns to your course page, a blue guide will appear, marking spots where you can add these items:

Currently Editing Lesson
Duke Ellington

Edited ? X Done



Overview

In the evolution of jazz, the New Orleans and Chicago styles of the 1920s gave way to the emerging swing style of the 1930s. In this, and the next several sections, we will learn about some of the most influential jazz musicians of this era and how their musical

Objectives

Upon completion of this lesson, you will be able to:

- Identify selected swing
- Define *charts*

Tools

Rows

Templates

1 Column

2 Columns

3 Columns

4 Columns

5 Columns

6 Columns

Left Sidebar

Right Sidebar

Left & Right Sidebar



Columns are always contained inside a row. Adding a single column will automatically create a new row (as indicated by the black border containing the row settings and tools).

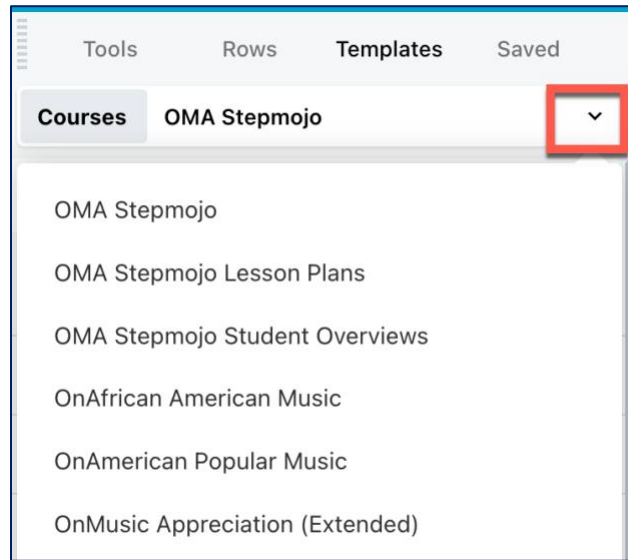
Once you have added columns, you will want to add content into these columns using the various options available under **'Tools.'**

After adding tools (such as image assets) to your columns, you can use the handles to resize the row the column sits in to customize the size of certain assets:

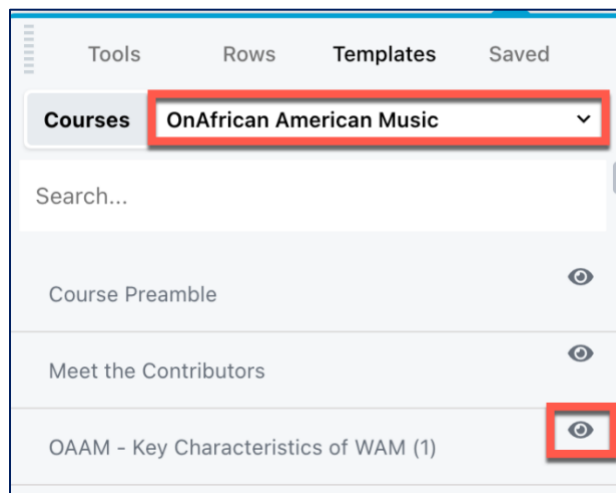


TEMPLATES

The **'Templates'** option lets you select predesigned lesson templates to add to your page. Each template is a page from the original course. From the **'Templates'** menu, you can use the dropdown to access any of the OMC Courses and view the page templates related to that course:



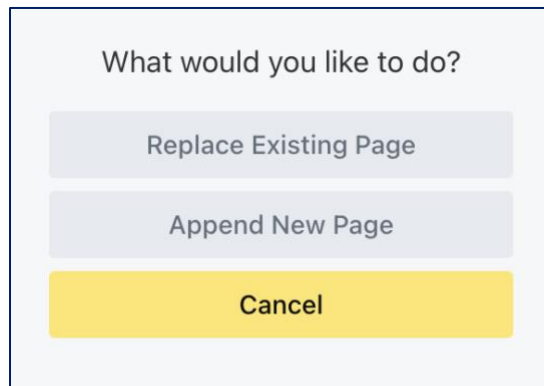
After you have selected a course, you can preview the template using the eyeball icon :



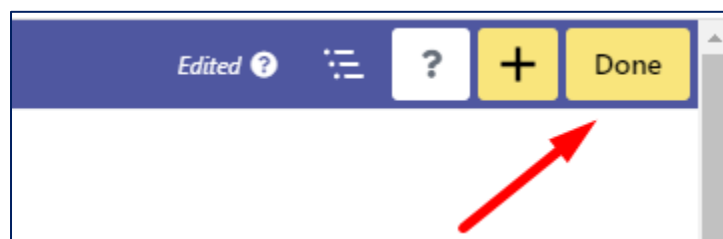
From the preview pane, you can click '**Use this Template**' to add it to your page, or click the yellow X if you decide NOT to use the selected template:



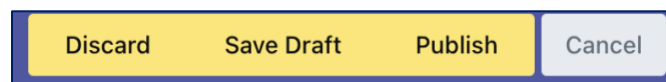
If you choose to use the template, you can opt to either **'Replace Existing Page'** in its entirety or **'Append the New Page,'** which means the content will be added to the bottom of the existing page content. You can also **'Cancel'** to return to your page and preview another page template:



Once your changes are complete, click **'Done'** and select **'Publish'**:



The **'Done'** menu also allows you to: Discard, Save Draft, or Cancel:

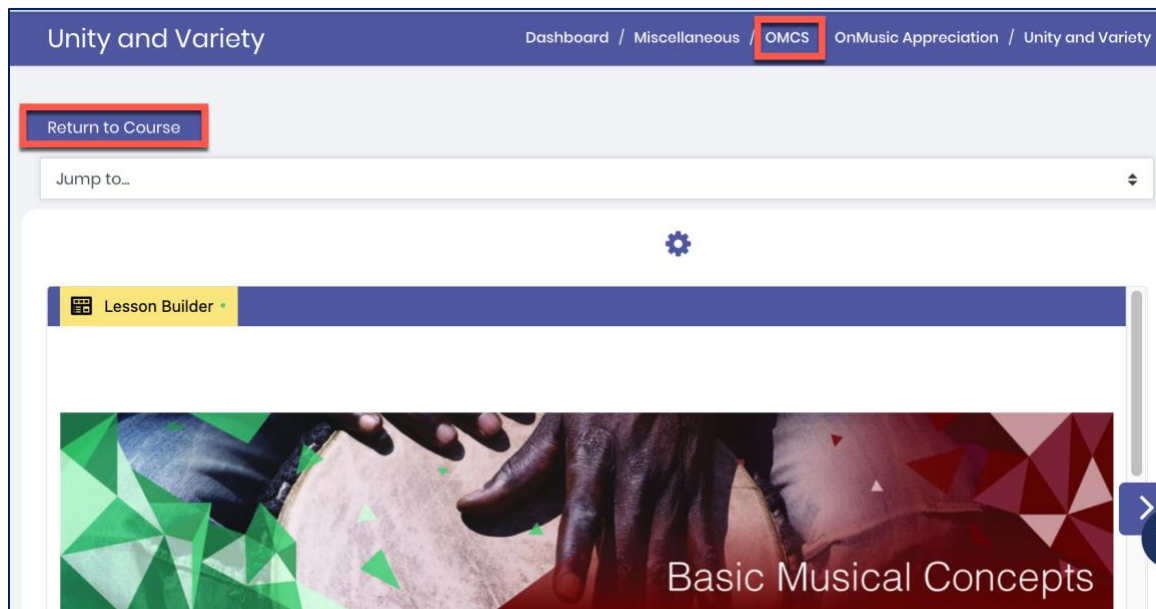




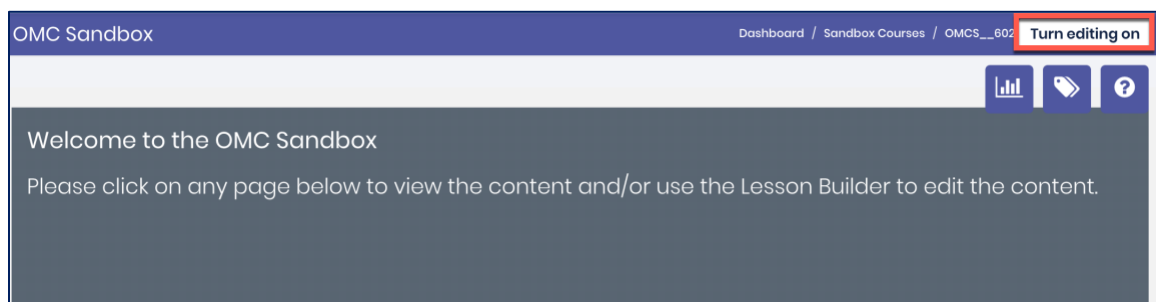
Edit the Table of Contents in Sandbox

TURN EDITING ON

To return to the Table of Contents (TOC) from any lesson page in the Sandbox course, either select the **'Return to Course'** button or the course title in the breadcrumb trail:



From the TOC, select the **'Turn editing on'** button in the top right corner:

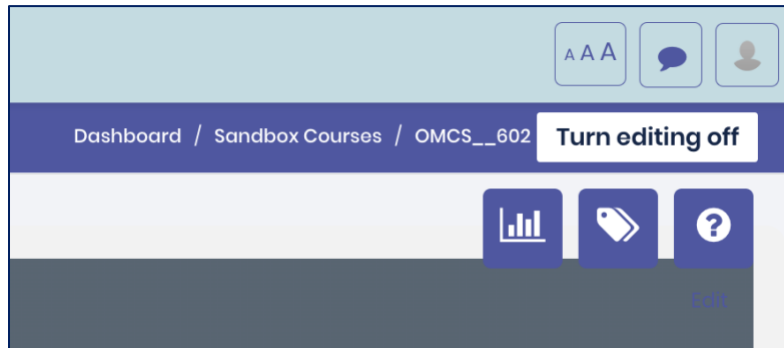


Once editing is on, you can edit your TOC by reordering your lessons or sections, adding new sections, adding new activities/resources, creating new quizzes using our question banks, modifying your course completion settings, and even accessing the gradebook to view student grades and edit course grade settings and weights.





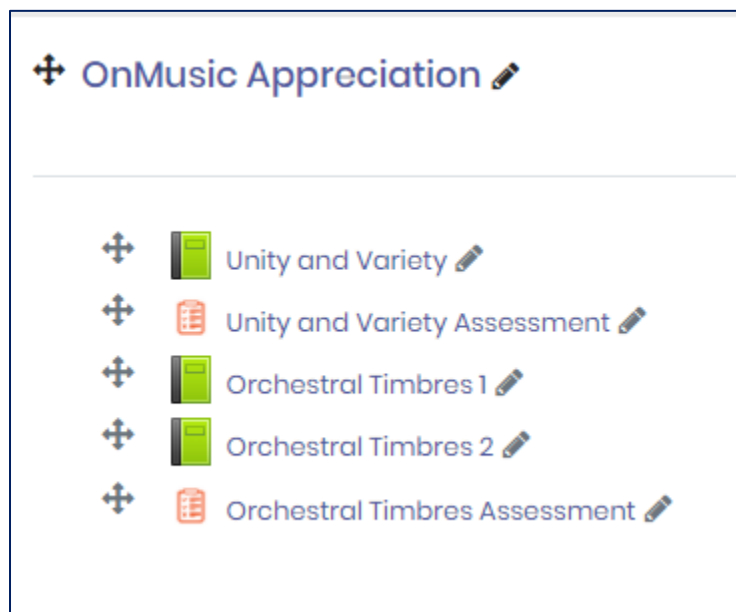
Editing will need to be on before you can make any adjustments to your TOC. Once you have completed your changes, you can turn editing off by clicking **‘Turn editing off’**:



Note: You can access question banks, course completion settings, and the gradebook under the editing button.

RETITLING AND MOVING PAGES OR SECTIONS

With editing on, you will see a **drag** icon to the left and a **pencil** icon to the right of each section title and lesson page (as well as any course activities in each section):

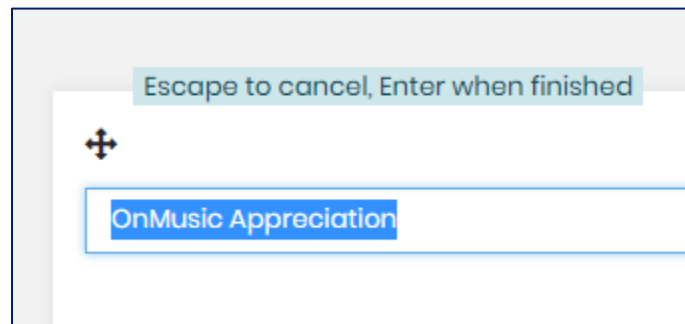




Use the drag icon to move and reorder your lessons or sections on the TOC:

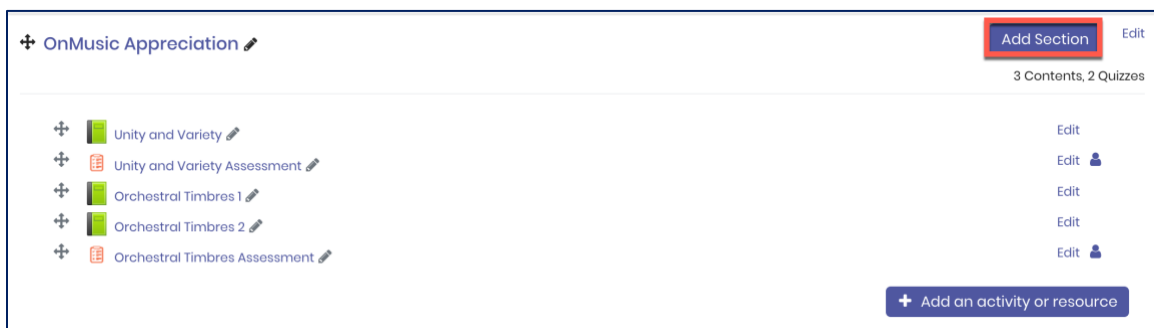


To retitle any heading or title, click the pencil icon. A text box will appear with the original text highlighted, allowing you to easily delete the original text or make your edits. Once your changes are complete, select **'Enter'** on your keyboard to record your changes:



ADD A SECTION

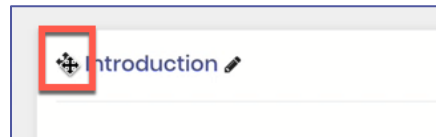
To add a brand new section to your TOC, select the **'Add Section'** button:





A blank section will be added below the current section. To edit your new section title, select the pencil icon, enter your text in the text field, then select 'Enter' on your keyboard to record your changes:

To move the location of your new section, use the drag option to drag it to the desired location:

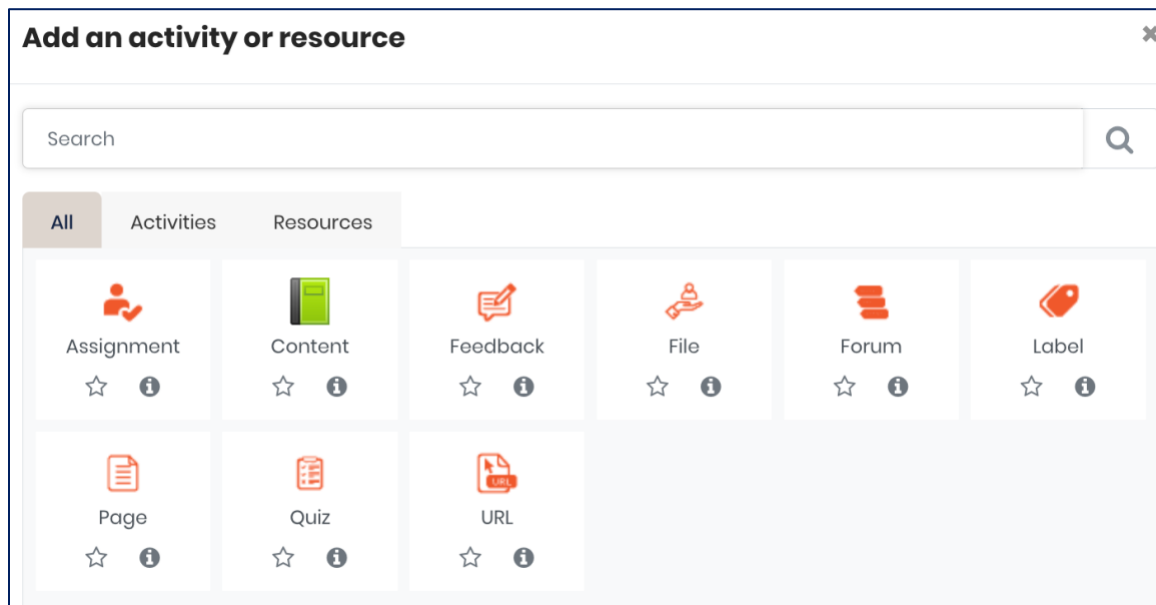


ADD AN ACTIVITY OR RESOURCE

To add a new activity or resource to your TOC, select the 'Add an activity or resource' button:

A pop-up window will appear, displaying all available items on the 'All' tab (you can also filter using the 'Activities' and 'Resources' tabs):



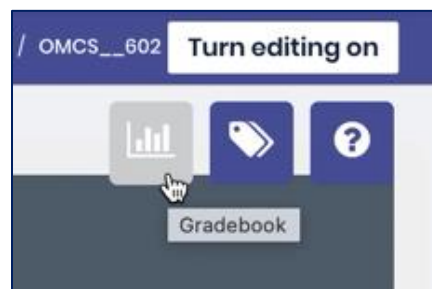


To learn more about each listed activity and resource, select the information (i) icon. You can also star items to save them as favorites (these can be accessed under the **‘Starred’** tab, which appears once an item has been starred).

Click to select the desired activity or resource you wish to add, update the properties of that item, and then click **‘Save and return to course’** to return to your TOC.

GRADEBOOK

The gradebook allows you to view student grades, grade history, and outcomes. From the gradebook, you can also adjust your gradebook setup to modify your grade categories and weights, as well as edit the course grade settings:





COURSE COMPLETION

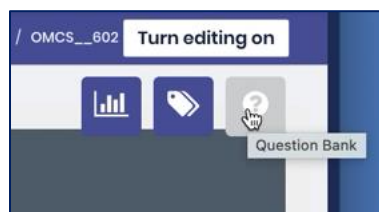
In OMC, instructors have the flexibility to set their own course completion parameters:



The '**Course Completion**' option allows you to set the default activity completion settings, as well as bulk edit activity completion settings.

QUESTION BANKS

Once you have adopted any of our OMC titles, you will also have access to that course's question banks, allowing you to pick and choose questions to ask in your lesson quizzes. You also can edit any of the questions and question feedback in these pools as desired:





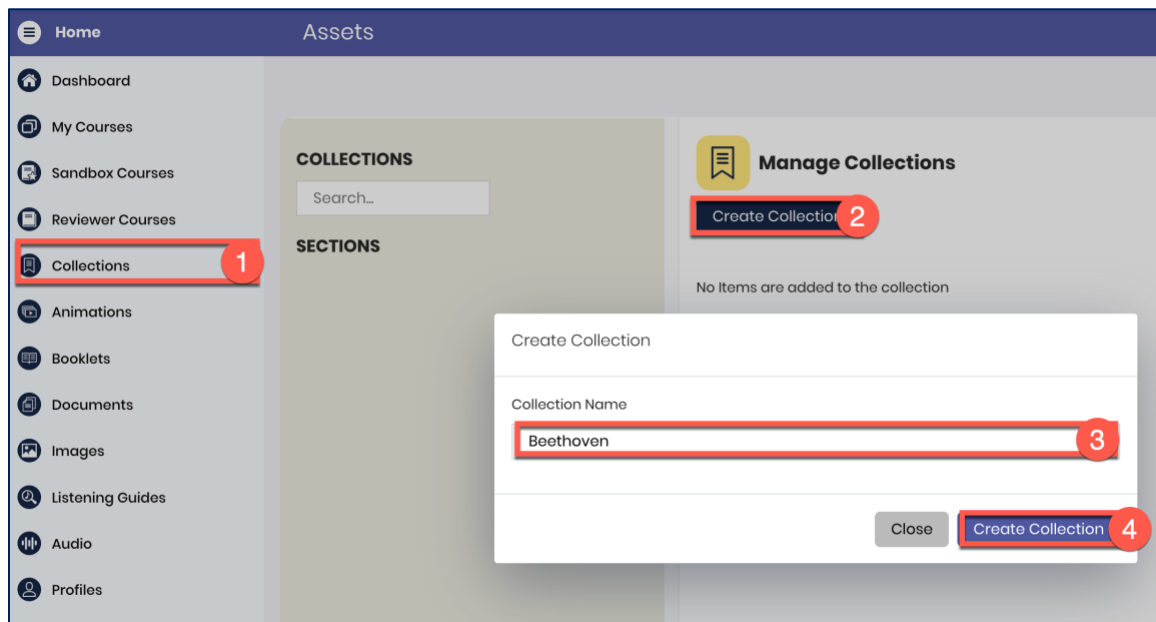
Collections

CREATE A COLLECTION

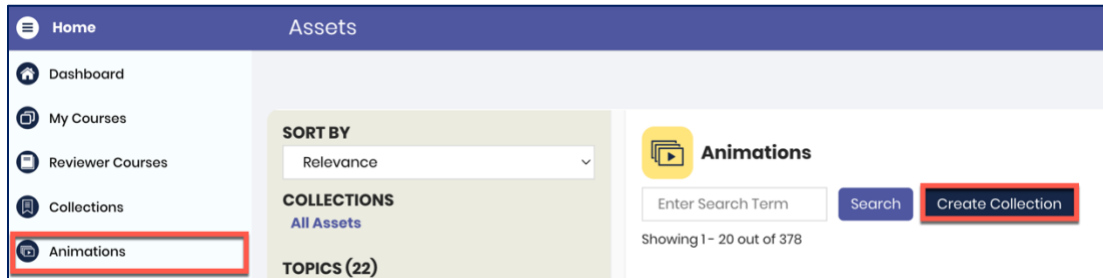
With collections, you can easily group and manage digital assets for later use in the course(s) you teach. You can add as many assets as you would like to each of your collections. The advantage of collections is that they allow you to easily filter your assets when you are building a course, making it easier to find specific assets you wish to add to that course.

Easily collect assets from the provided asset libraries, upload locally-saved assets from your computer, or choose from the vast Open Educational Resources (OER) available on the Internet!

- 1) **There are three ways to create a collection from your dashboard. The primary way is through the 'Collections' option on the left sidebar: Select 'Collections.'**
- 2) Select **'Create Collection.'**
- 3) Enter a name for your collection on the popup window.
- 4) Select **'Create Collection,'** then click the **'OK'** button:

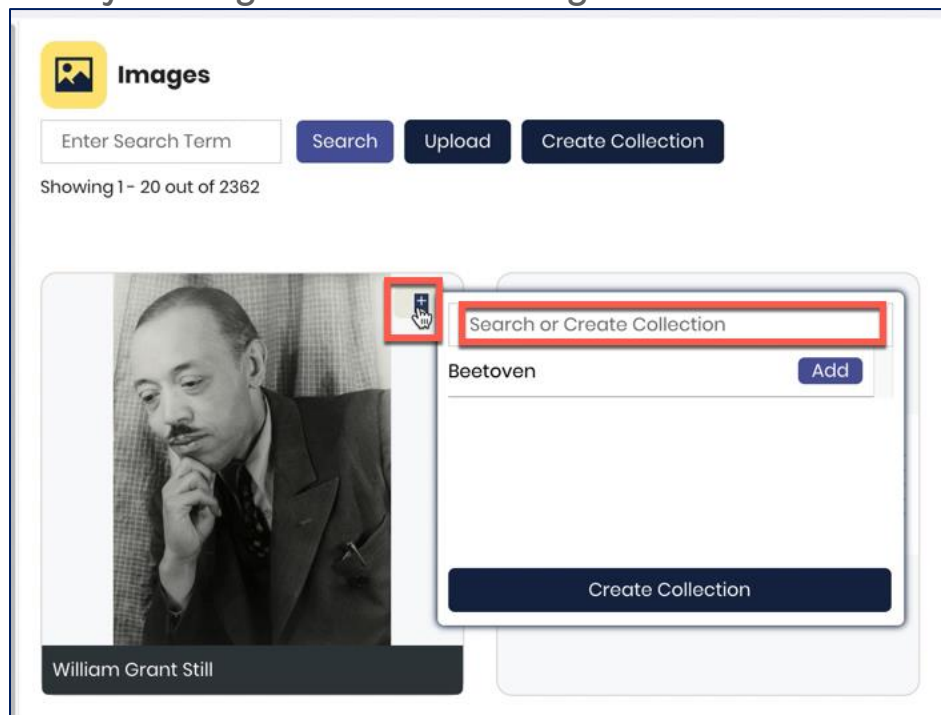


You can also create a collection from within any of the asset pages. Simply access any of the asset options from the left sidebar (animations, audio, booklets, etc.) to go to the asset page, then select **'Create Collection'** from the top of the page:



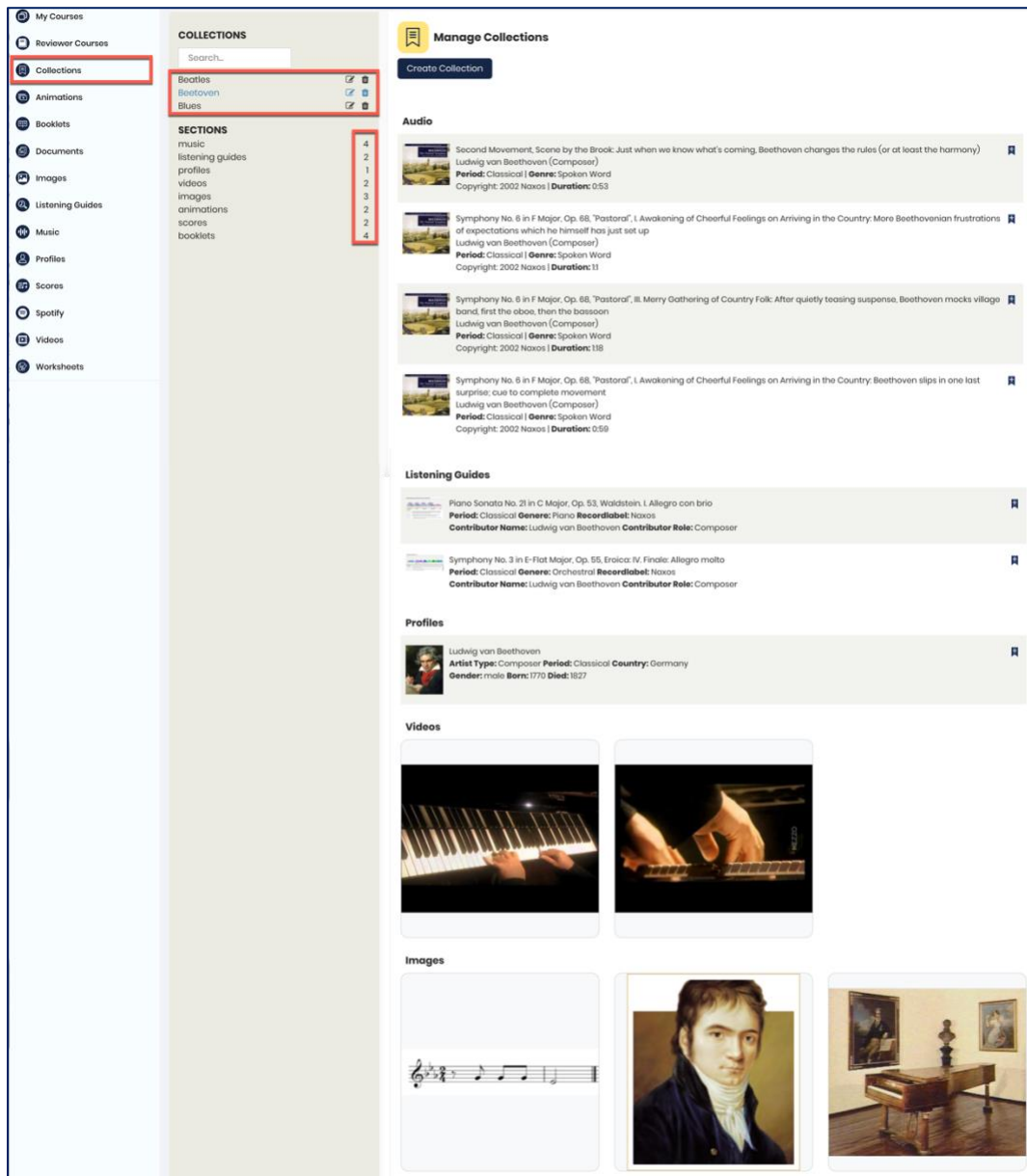
When viewing any asset, you can also choose to add it to an existing collection or create a new collection.

Simply select the plus (+) sign from the top right of your asset and use the **'Add'** button to add this to an existing collection, or create a new collection by entering its title and selecting **'Create Collection.'**



MANAGE COLLECTIONS

To view or manage your collections, select **'Collections'** from the left sidebar of your dashboard. Your different assets will be broken down under **'Sections'**; The numbers beside the sections are hotlinks that you can use to quickly jump to a specific section: :



My Courses

- Reviewer Courses
- Collections**
- Animations
- Booklets
- Documents
- Images
- Listening Guides
- Music
- Profiles
- Scores
- Spotify
- Videos
- Worksheets

COLLECTIONS

Search...

- Beethoven
- Blues

SECTIONS

- music
- listening guides
- profiles
- videos
- images
- animations
- scores
- booklets

Manage Collections

Create Collection

Audio

- Second Movement, Scene by the Brook: Just when we know what's coming, Beethoven changes the rules (or at least the harmony)
Ludwig van Beethoven (Composer)
Period: Classical | Genre: Spoken Word
Copyright: 2002 Naxos | Duration: 0:53
- Symphony No. 6 in F Major, Op. 68, "Pastoral", I. Awakening of Cheerful Feelings on Arriving in the Country: More Beethovenian frustrations of expectations which he himself has just set up
Ludwig van Beethoven (Composer)
Period: Classical | Genre: Spoken Word
Copyright: 2002 Naxos | Duration: 1:11
- Symphony No. 6 in F Major, Op. 68, "Pastoral", II. Merry Gathering of Country Folk: After quietly teasing suspense, Beethoven mocks village band, first the oboe, then the bassoon
Ludwig van Beethoven (Composer)
Period: Classical | Genre: Spoken Word
Copyright: 2002 Naxos | Duration: 1:58
- Symphony No. 6 in F Major, Op. 68, "Pastoral", I. Awakening of Cheerful Feelings on Arriving in the Country: Beethoven slips in one last surprise, cue to complete movement
Ludwig van Beethoven (Composer)
Period: Classical | Genre: Spoken Word
Copyright: 2002 Naxos | Duration: 0:59

Listening Guides

- Piano Sonata No. 21 in C Major, Op. 53, Waldstein, I. Allegro con brio
Period: Classical | Genre: Piano | RecordLabel: Naxos
Contributor Name: Ludwig van Beethoven | Contributor Role: Composer
- Symphony No. 3 in E-Flat Major, Op. 55, Eroica, IV. Finale: Allegro molto
Period: Classical | Genre: Orchestral | RecordLabel: Naxos
Contributor Name: Ludwig van Beethoven | Contributor Role: Composer

Profiles

- Ludwig van Beethoven
Artist Type: Composer | Period: Classical | Country: Germany
Gender: male | Born: 1770 | Died: 1827

Videos

- [Video thumbnail: Piano keyboard]
- [Video thumbnail: Hands playing piano]

Images

- [Image thumbnail: Musical notation]
- [Image thumbnail: Portrait of Ludwig van Beethoven]
- [Image thumbnail: Piano in a room]



To rename a collection, click the pencil icon to the right of the collection's name. You can also delete your collection by clicking the trash icon to the right of its name.

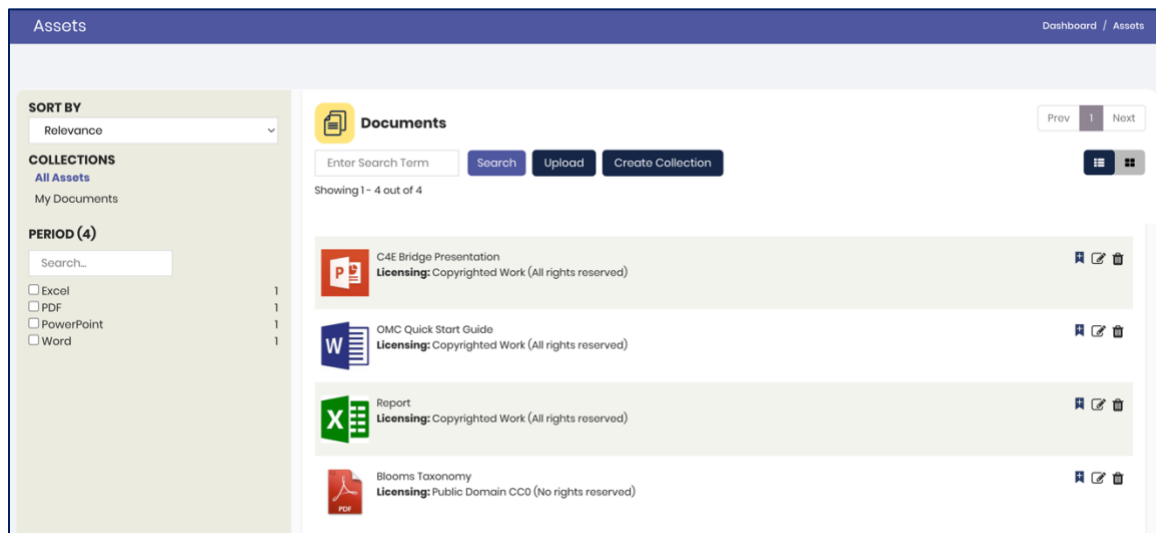
To remove items from your collection, hover over the asset you wish to remove, click the plus (+) sign icon, and select **'Remove.'**

Assets

In addition to the OMC assets available to you, you can also upload any of your own locally saved assets, such as animations, booklets, documents, images, and more. Simply select the asset category (i.e., Images) from the left sidebar of your dashboard and use the **'Upload'** button to upload your files to your OMC library.

DOCUMENTS

When uploading documents, you can choose to upload PDFs, Excel spreadsheets, Word documents, and PowerPoints to your Documents library.



From your dashboard, select **'Documents'** from the left sidebar to visit the Document asset page. Use the **'Upload'** button to select your file, enter the details of your document, and select **'Upload document.'** After you have

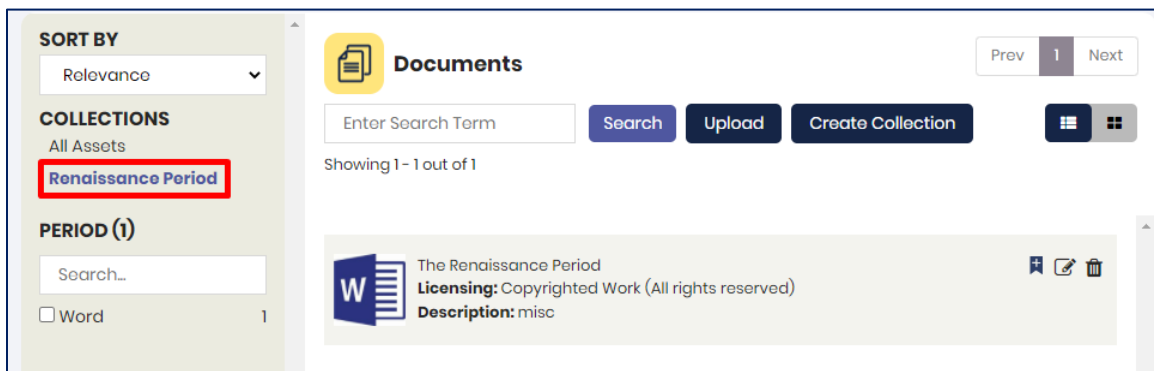




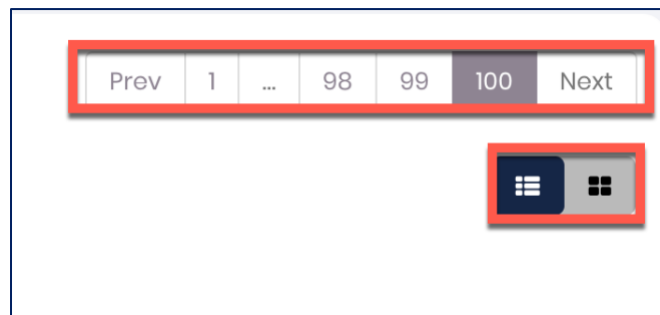
uploaded a document (or any asset), use the plus (+) sign to add it to a collection, use the pencil icon to edit the details, or delete it by selecting the trash icon:



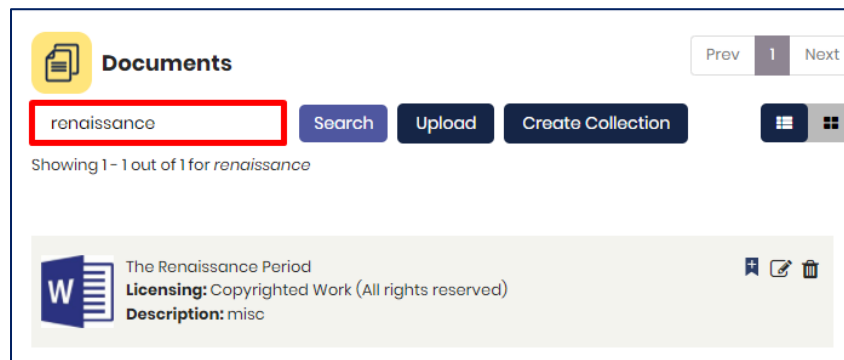
If you have any saved collections containing documents, click the collection name to see all documents assigned to that collection:



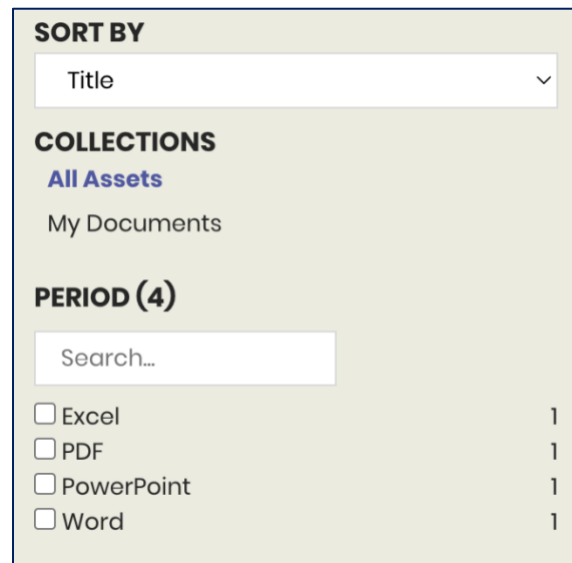
While reviewing your documents, you can toggle from thumbnail view to list view, and use the 'Prev'/'Next' buttons to navigate through your assets.



Use the search field to type a word and filter your documents:



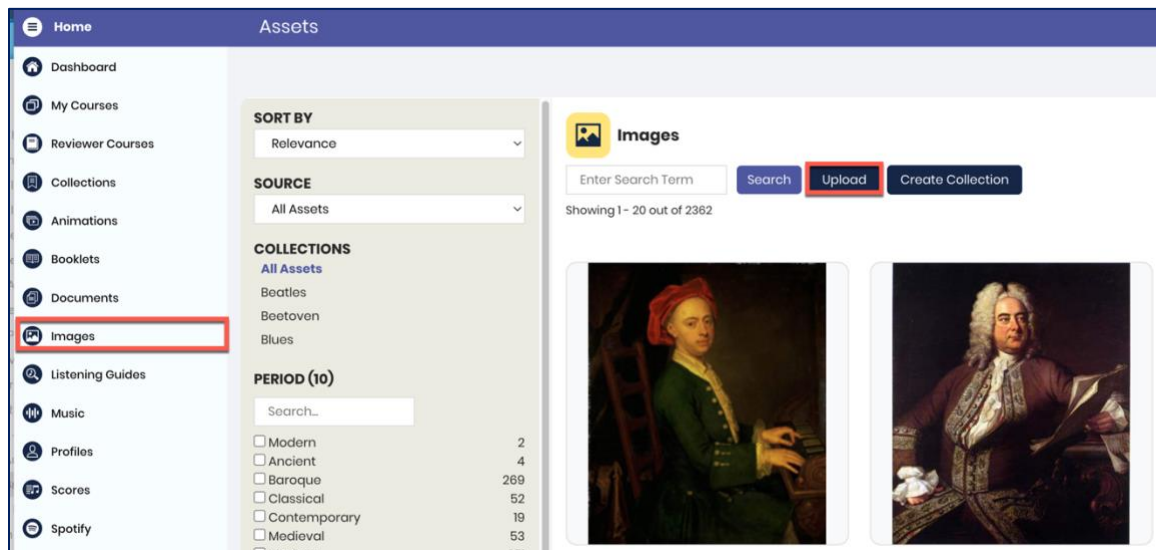
You can also use the sort and filter options on the left to sort your documents by Relevance/Title. filter by “My Documents” You can also filter by Period.



IMAGES

When uploading images, you can choose to upload them in.jpg or .png format to your Images library. From your dashboard, select ‘**Images**’ from the left sidebar to visit the Images asset page. Use the ‘**Upload**’ button to select your

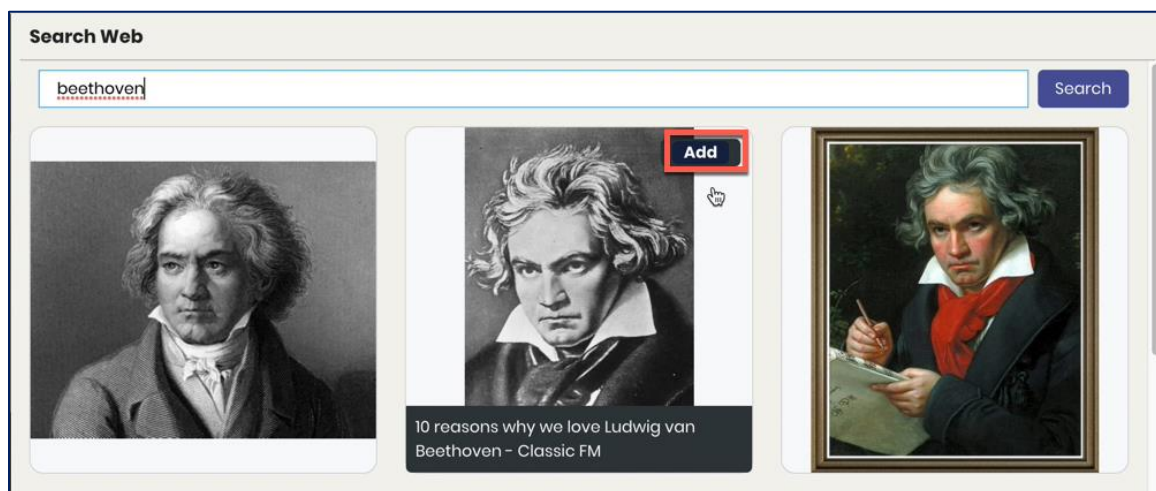
image file, enter the details of your image, and select **'Upload Image.'**



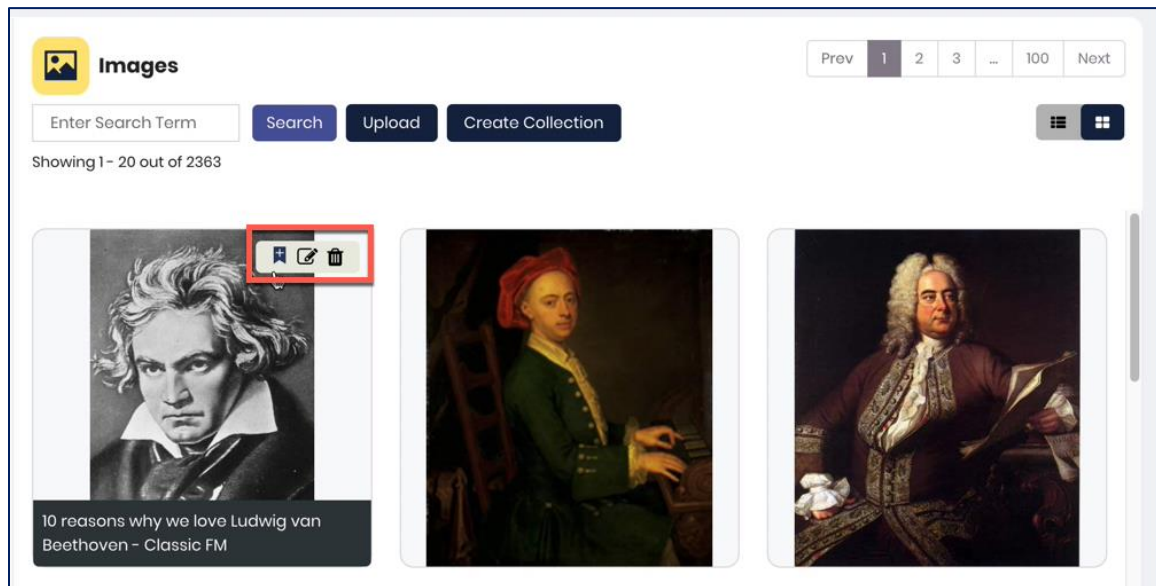
During the upload process, you can choose to upload your image from the following options:

- D) File: Use a file from your computer
- E) URL: Enter an exact URL from the web
- F) Web Search: Search the web
- G) Met Museum: Search the Met Museum's amazing repository of images

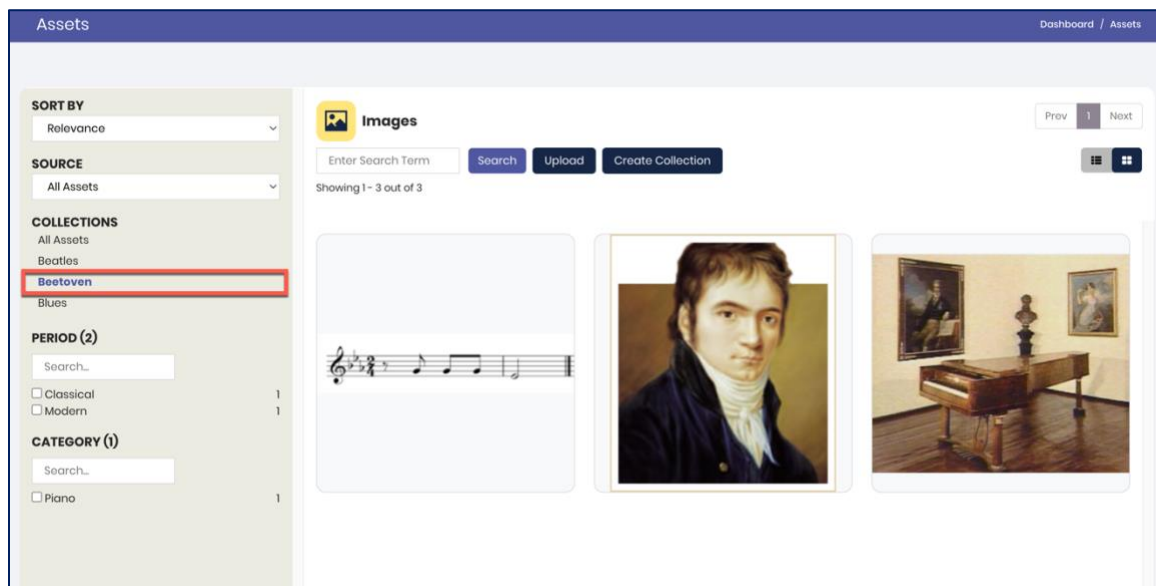
Selecting **'Web Search'** allows you to search the web for an image directly from OMC. Type the name of the asset you are searching for and use the **'Add'** option to upload a result to your library:



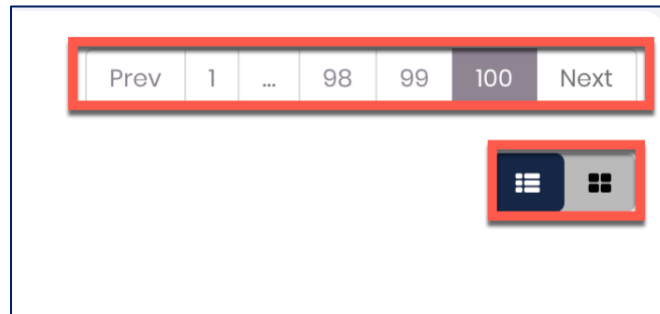
After you have uploaded an image (or any asset), use the plus (+) sign to add it to a collection, use the pencil icon to edit its details, or delete it by selecting the trash icon.



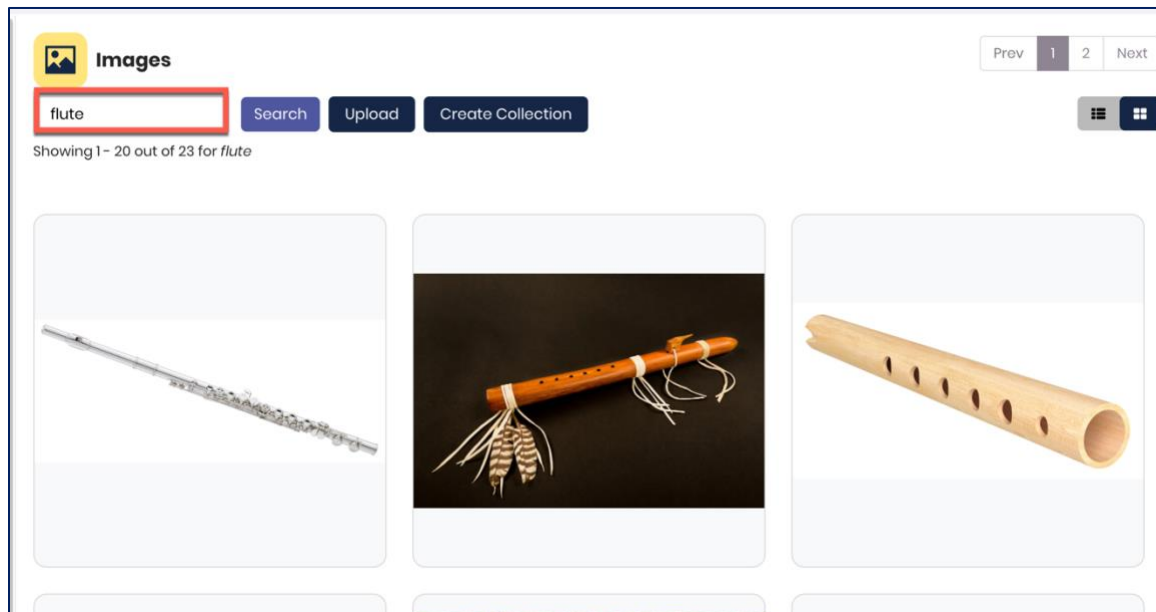
If you have any saved collections containing images, click the collection name to see all images assigned to that collection:



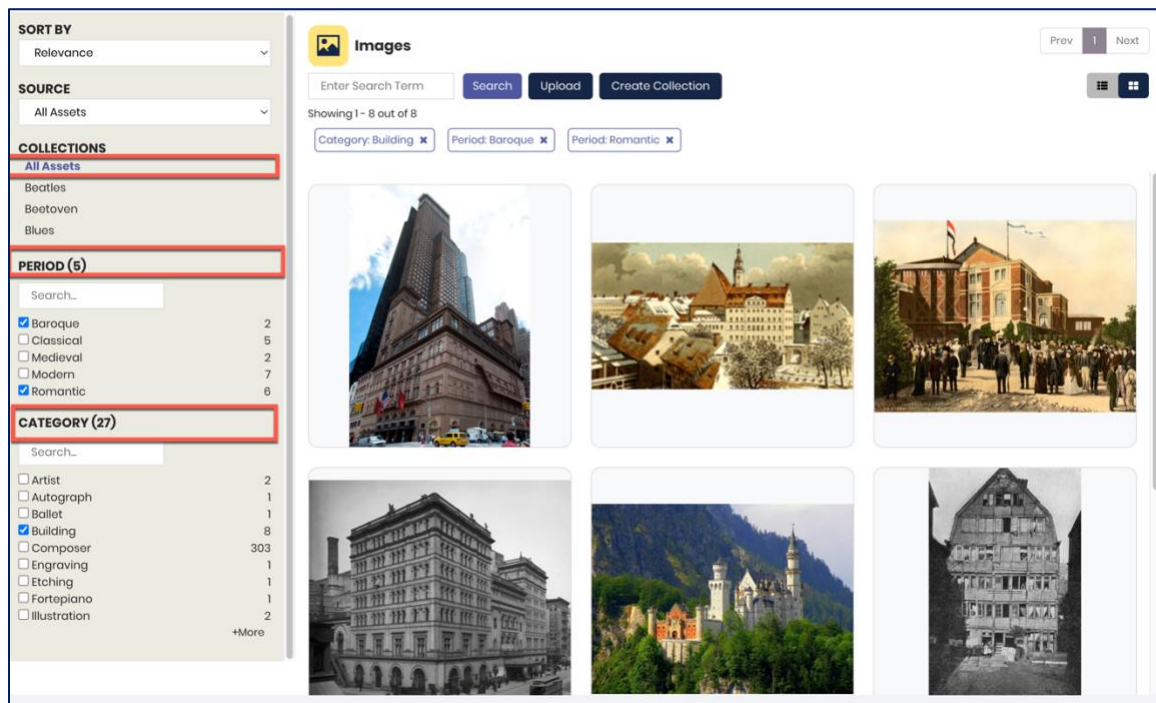
While reviewing your images, you can toggle from thumbnail view to list view, and use the **'Prev'/'Next'** buttons to navigate through your assets.



Use the search field to type a word and filter your images:

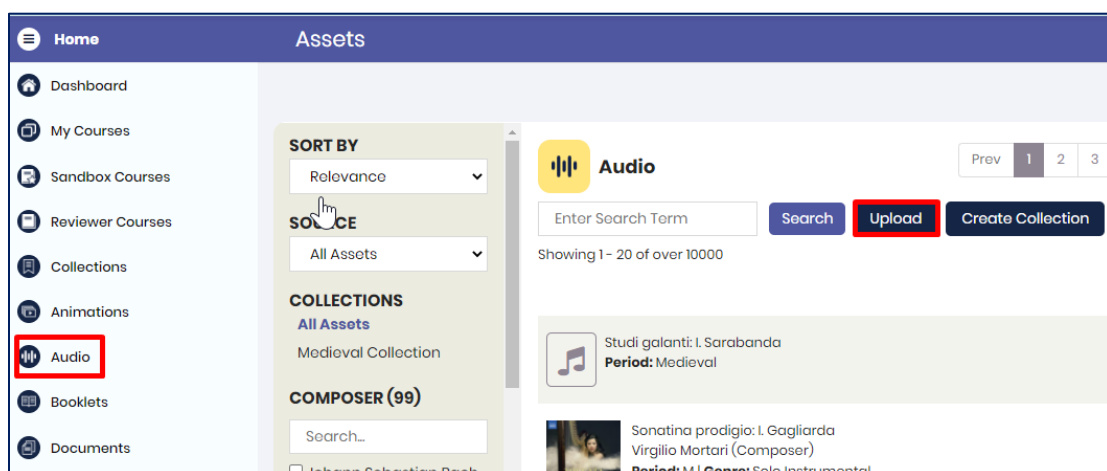


You can also use the sort and filter options on the left to sort your images by Relevance/Created At/Image Title, and filter by source (All Assets, Companion Assets, My Assets), Collections, Period or Category.

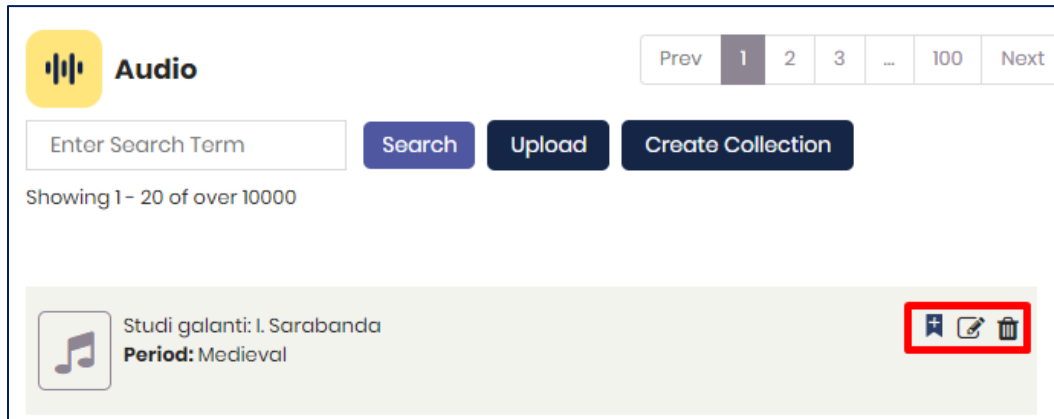


AUDIO

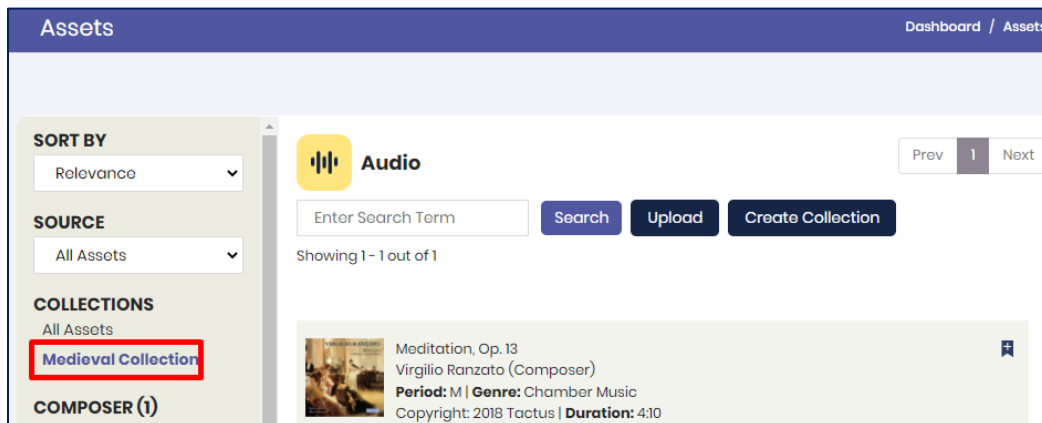
When uploading audio files, you can choose to upload them in .wav or .mp3 format. From your dashboard, select **'Audio'** from the left sidebar to visit the Audio asset page. Use the **'Upload'** button to select your file, enter the details for your audio track, and select **'Upload Audio.'**



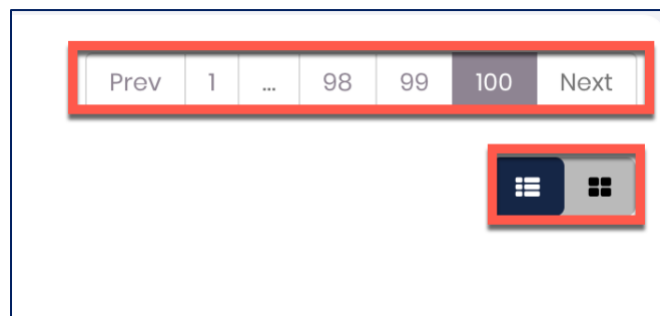
After you have uploaded an audio track (or any asset), use the plus (+) sign to add it to a collection, use the pencil icon to edit its details, or delete it by selecting the trash icon.



If you have any saved collections containing audio, click the collection name to see all tracks assigned to that collection:



While reviewing your audio tracks, you can toggle from thumbnail view to list view, and use the 'Prev'/'Next' buttons to navigate through your assets.





Use the search field to type a word and filter your tracks:

The screenshot shows the 'Audio' section of a digital library interface. At the top, there's a search bar containing the text 'beethoven', which is highlighted with a red rectangle. To the right of the search bar are buttons for 'Search', 'Upload', and 'Create Collection'. Above the search bar, there's a pagination control showing 'Prev', '1' (selected), '2', '3', '...', '100', and 'Next'. Below the search bar, it says 'Showing 1- 20 out of 3178 for beethoven'. The first search result is displayed, featuring a thumbnail image of a landscape and the text: 'Second Movement, Scene by the Brook: Just when we know what's coming, Beethoven changes the rules (or at least the harmony)'. Below this, it lists 'Ludwig van Beethoven (Composer)', 'Period: Classical | Genre: Spoken Word', and 'Copyright: 2002 Naxos | Duration: 0:53'.

You can also use the sort and filter options on the left to sort your tracks by Relevance/Track Name, and filter by source (All Assets, Companion Assets, My Assets), Collections, Composer, Period, Genre, Sub Genre, Instrument, and Record Label:

This screenshot shows the 'Audio' section with various filters and sort options on the left side. The 'SORT BY' dropdown is set to 'Relevance'. The 'SOURCE' dropdown is set to 'All Assets'. The 'COLLECTIONS' section shows 'All Assets' and 'Medieval Collection'. The 'COMPOSER (99)' section has a search bar and a list of composers with checkboxes and track counts: Johann Sebastian Bach (4351), Antonio Vivaldi (3162), Wolfgang Amadeus Mozart (2805), Ludwig van Beethoven (2503), George Frideric Handel (1816), Pyotr Ilyich Tchaikovsky (1652), Franz Joseph Haydn (1590), Johannes Brahms (1565), Franz Schubert (1505), and Niccolò Paganini (1379). The 'PERIOD (7)' section also has a search bar. The main content area shows search results for 'beethoven', with the first result being 'Studi galanti: I. Sarabanda' by Virgilio Mortari, with a period of 'Medieval'. Other results include 'Sonatina prodigio: I. Gagliarda' by Virgilio Mortari, 'Triumphal Command' by Zhu-ju Li, and 'Integer vitae scelerisque purus' by Bartolomeo Tromboncino.





Note: To quickly see all audio assets you have uploaded, use the **'Source'** dropdown to select **'My Assets'** and show only your assets.

SORT BY
Relevance

SOURCE
My Assets

COLLECTIONS
All Assets

COMPOSER (0)
Search...

PERIOD (2)
Search...
☐ Modern 1
☐ NA 5

Music
Enter Search Term [Search] [Upload] [Create Collection]
Showing 1 - 6 out of 6

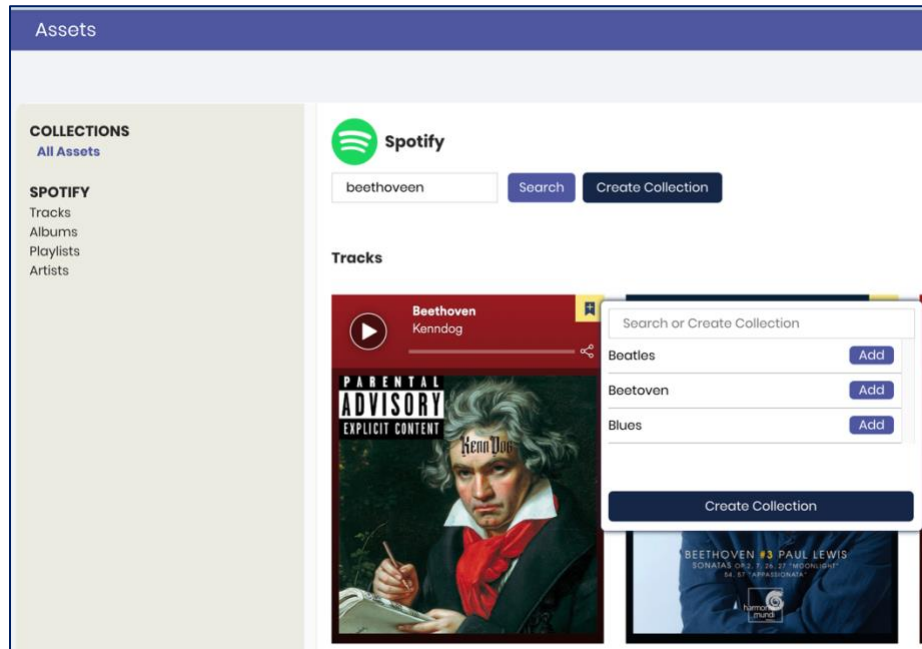
- Ambient
Period: NA
- cmr_cyber_end_continue_option.wav
Period: NA
- OAAM_UNIT 2 TAKE 1.mp3
Period: NA

SPOTIFY

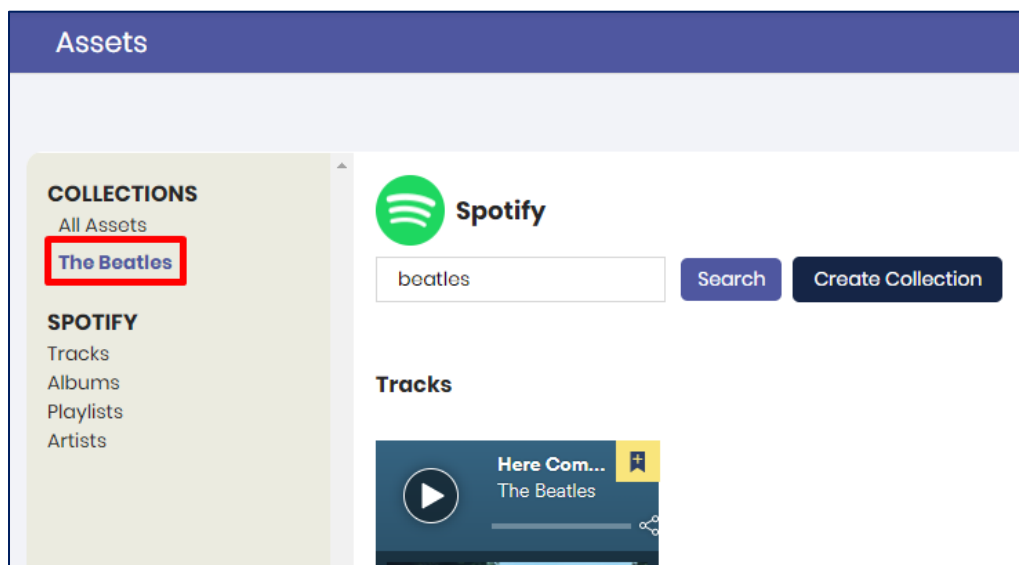
Spotify is integrated directly within your OMC dashboard. If you have a Spotify account, you can sign in and easily add Spotify tracks to your collections. Spotify tracks must be saved to collections before you can add them to your course pages. From your dashboard, select **'Spotify'** from the left sidebar to sign into your Spotify account.

Once you have signed in, use the search field to search for tracks. From your search results, use the plus (+) sign to add it to a collection.

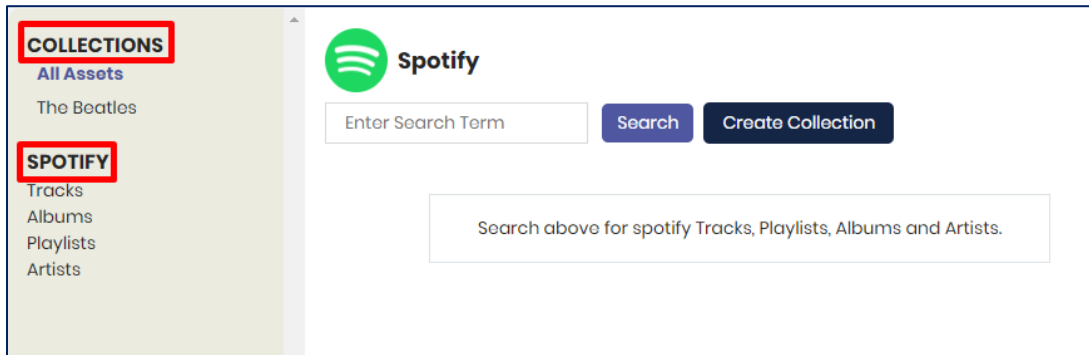




If you have any saved collections containing Spotify tracks, click the collection name to see all tracks assigned to that collection:

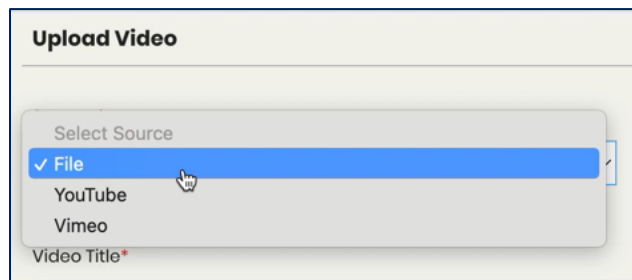


Use the filter options on the left to filter by Collections or by Spotify Tracks, Albums, Playlists, and Artists.

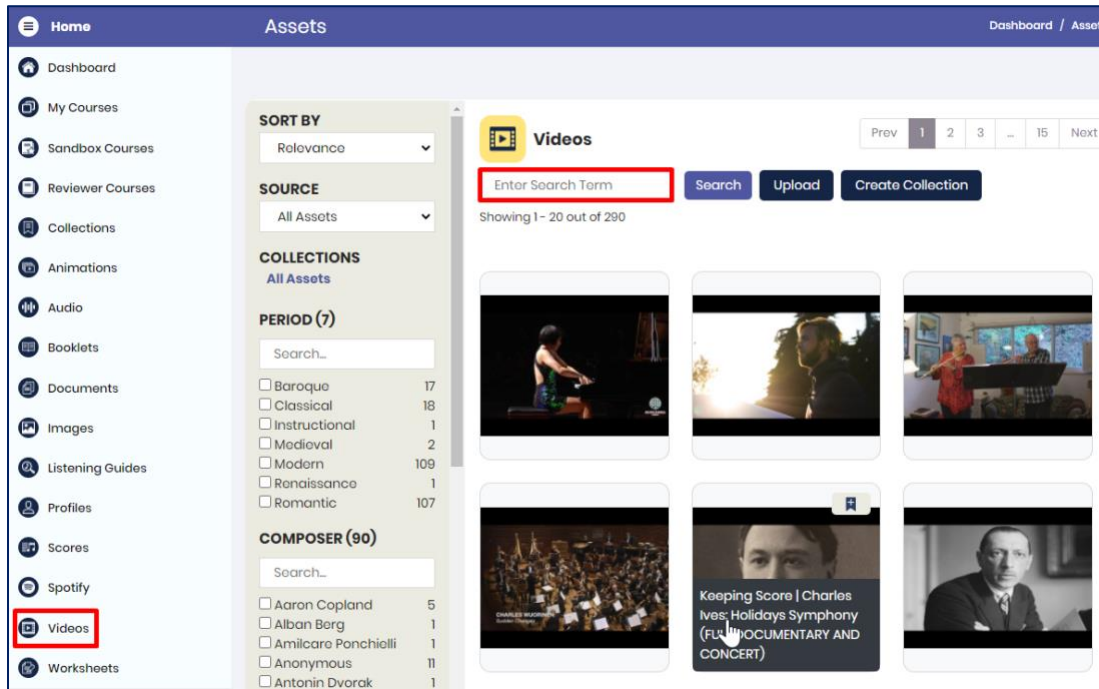


VIDEOS

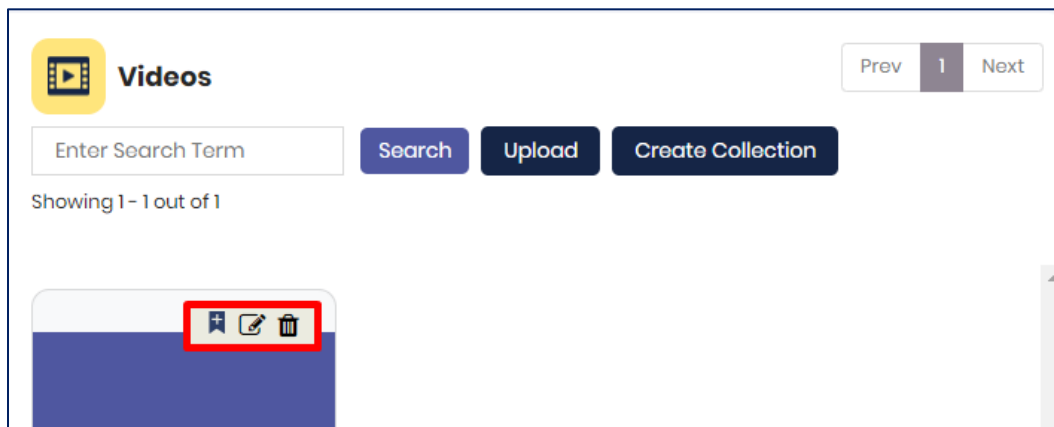
When uploading video files, you can choose to upload locally-saved .mp4 videos, or YouTube and Vimeo videos into your Video library:



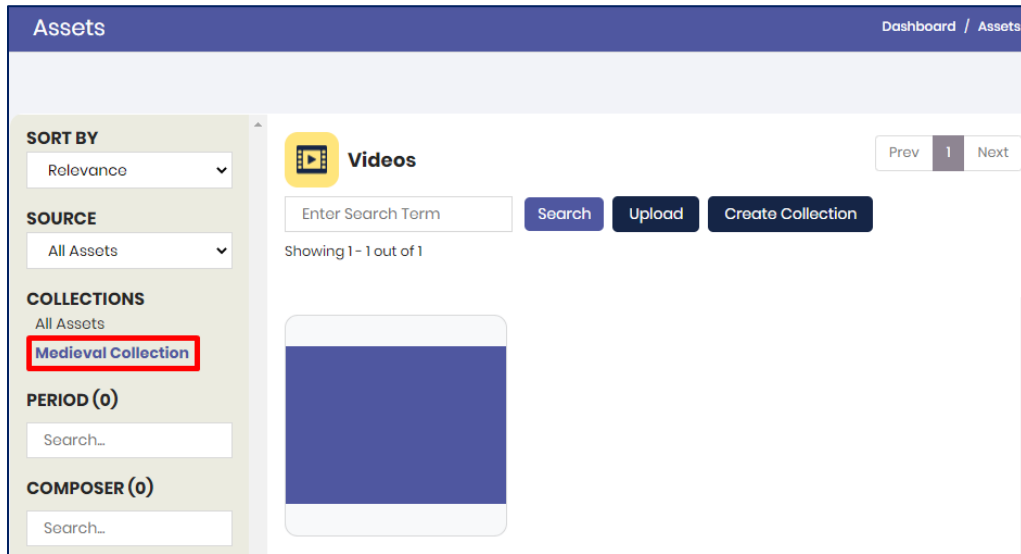
From your dashboard, select '**Videos**' from the left sidebar to visit the Videos asset page. Use the '**Upload**' button to select your file, enter/modify your video details, and select '**Upload Video.**'



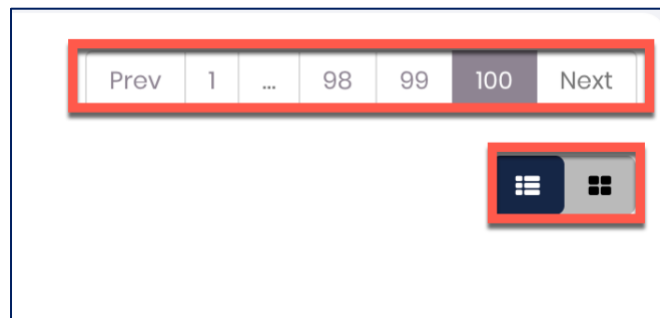
After you have uploaded a video (or any asset), use the plus (+) sign to add it to a collection, use the pencil icon to edit its details, or delete it by selecting the trash icon.



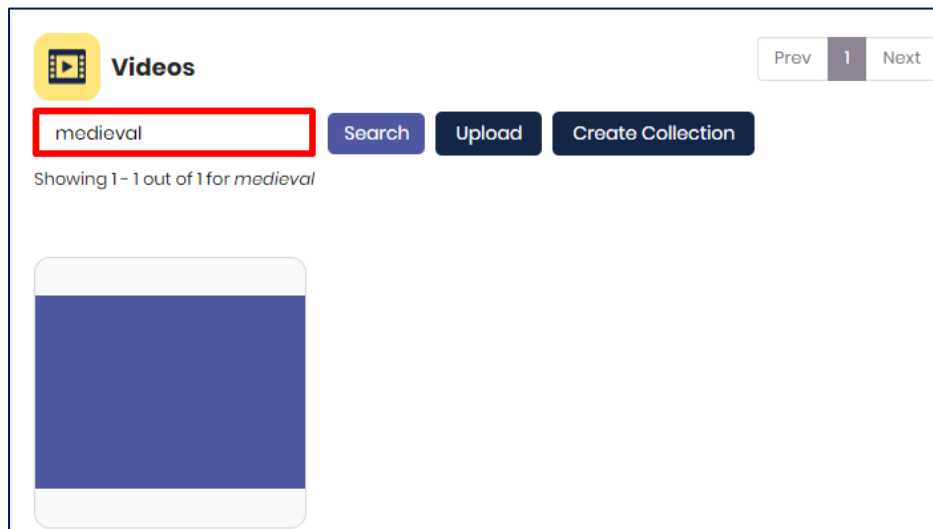
If you have any saved collections containing videos, click the collection name to see all videos assigned to that collection:



While reviewing your videos, you can toggle from thumbnail view to list view, and use the 'Prev'/'Next' buttons to navigate through your assets.

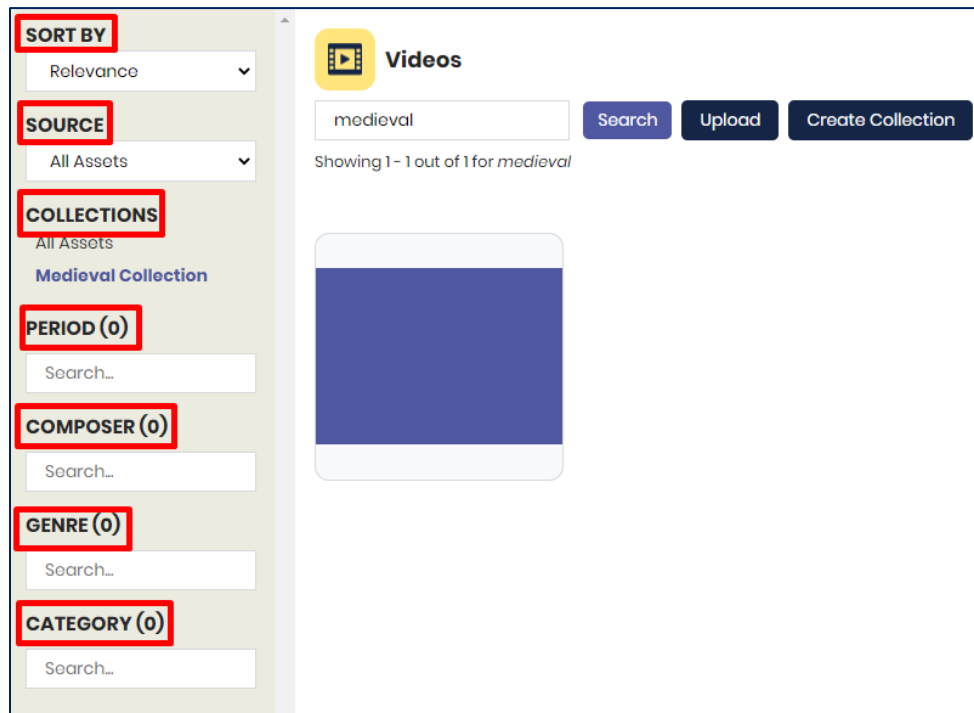


Use the search field to type a word and filter your videos:





You can also use the sort and filter options on the left to sort your videos by Relevance/Video Name, and filter by source (All Assets, Companion Assets, My Assets), Collections, Period, Composer, Genre and Category:



Closing Notes

We hope this QuickStart Guide is useful as you navigate and explore OnMusic Companion! Feel free to try out all the other assets available to you from your dashboard, such as Animations, Scores, Worksheets, Profiles, Listening Guides, and Booklets.

Please [let us know](#) if you have any questions, comments, or general feedback! To learn more, please visit [C4E Companion](#).

