



Distance Learning with Music Workshop

Thank you for being a part of Music Workshop! We hope that you and your students enjoy the program.

1. Log onto Music Workshop to access your account
2. Scroll down the page to select a course from the course offering list. You will be able to preview the course on the following Preview Page. From the Preview Page, you are able to return to the course selection list to choose another course or confirm your selection at the bottom of the page. Once you confirm your selection, you will be required to move through the Confirmation and Materials pages to give feedback on the course before returning to the course offering list.
3. When you continue on to the Materials page, either click the red button on the right that says “Distance Learning Materials” or scroll down the page to find the Distance Learning materials section
4. Select to download the distance learning video of your choice and other supplemental materials that you need or want. Additional documents include:
 - a. Instructions to Parent and Students on how to run the course
 - b. Google Form of pre-loaded Q&A quiz for use with Google Classroom
 - c. Question & Answer forms to create a quiz to accompany the video
 - d. Sound Bites, a summary of all the information they learned
 - e. Activity sheets for various grade levels
5. Once download is complete, save the video your computer or Google Drive. For See Saw and Google Classroom this is the best practice for ensuring the video will play for all students
6. Log into your Learning Management System (like Google Classroom, EdPuzzle, Canvas or SeeSaw) ***See note below for specific directions for common Learning Management Systems**
7. Create an assignment
8. Select the saved video to attach to assignment, along with any other materials from the Music Workshop Materials Page
9. Write out message to your students and finalize the assignment

Please reach out to amyh@musicworkshopedu.org if you have any questions or issues. We are here to help. Music is for Everyone!

Directions for Common Learning Management Systems:

Google Classroom

1. Download the Music Workshop video to your computer and save to your Google Drive
2. Log into Google Classroom and go to your Classwork
3. Select Create and then Assignment
4. Add a Title and Instructions to your assignment
5. Select Add (the paperclip icon) at the bottom left of the page
6. In the dropdown menu, select Google Drive
7. Select the video from your Google Drive and select Upload
8. Once it has finished uploading, add Details and Assign

EdPuzzle

1. Download the Music Workshop video to your computer
2. Log into EdPuzzle and go to My Content
3. Select Add Content
4. Choose Upload and select the video from your Downloads folder
5. EdPuzzle will upload and process video
6. Go back to My Content
7. Click on the video
8. You can then Assign, Edit or Duplicate the video
9. If you Edit, you can crop, add a voiceover or add questions
10. When you are ready – Assign

See Saw

1. Download the Music Workshop video to your computer and save to your Google Drive
2. Create a New Activity
3. At the bottom of the page, select Add Multimedia Instructions or Example
4. Select Upload (NOT Video – although this is tempting)
5. At the bottom right of the page select - Select from Google Drive
6. Select Video and upload to attach the file to the activity
7. Assign

Canvas

1. Download the Music Workshop video to your computer
2. Log into Canvas
3. On Courses, select Assignments
4. Select Create Assignment
5. Add Name and Instructions
6. Scroll all the way to the bottom of page (past save and publish) and under Links, Files and Images – select Files
7. Upload new file
8. Choose the Music Workshop video from your downloads folder, click Upload
9. Finish out details of the assignment and select Save and Publish