

Classical Music Library Guidesheet for FACULTY: Creating a Course Folder

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1. Go to library home page at <http://www.tlu.edu/library>
2. Click the "Search" link.
3. On the next screen, click the "Search Databases by Title" link.
4. On the next screen, click the "Classical Music Library" link.
5. Click "Register."
6. Use your TLU email address as your username and create your own password.
7. Contact Sally Carroll-Ricks at scarroll@tlu.edu or (830) 372-8103 and request to become a Folder Administrator. Send her the TLU e-mail address you just registered with and your name. She will ask Alexander Street Press to add you as a Folder Administrator and the publisher will email you your logon ID and password.
8. Once you receive an email from Alexander Street Press, confirming your logon ID and password, go to Classical Music Library as before.
9. Click "Log in," using the logon ID and password in your email from Alexander Street Press. If you registered first, before requesting to become a Folder Administrator, the logon ID and password should be the one you created when you registered.
10. Close the logon pop-up window.

Creating Course Folders

1. Click the "Course Folders" link.
2. Click the "Add a New Folder" link.
3. A "wizard" will appear, with instructions, but I will replicate them here, step-by-step.
4. Click NEXT.
5. Enter a Course Name and Number, brief description, and your last name. For example, "MUS 130 Music Appreciation – Smith"
6. Enter a description that will help your students know what is in the folder. For example, "Compositions that will be on the tests." Click NEXT.
7. In the "Contact details" drop-down, select "Show contact details."
8. In the "Contact Name" box, type your name and ADD YOUR PHONE NUMBER, if you wish.
9. In the "Contact E-mail" box, type your email address.
10. This will enable your students to contact you.
11. Click NEXT.
12. Leave the "Status" dropdown "disabled" until your course folder is ready for students to view. Once it is ready for your students, dropdown to "Active" or "Active between selected dates." If you are going to be teaching the same course the following semester, choose "Active." If you will not be using the course folder for several months, you may want to enter beginning and ending dates by choosing "Active between selected dates," which will cause your Course Folder automatically to be hidden from the public on the ending date. Your Course Folder will remain in Classical Music Library until you delete it and you will be able to re-activate it by logging on.
13. After selecting the status, click NEXT.
14. If you have already created Playlists, you will then be presented with lists you have created and all you will need to do is checkmark the lists you want to place in your Course Folder. If you have never created Playlists, you will only be presented with the playlists that have been created by Classical Music Library, based on the Norton Anthology.
15. Click NEXT, then NEXT again, and FINISH.
16. Your Course Folder has been created.

Review What You've Done So Far

1. Click **PLAYLIST FOLDERS**
2. If your folder is still "Disabled" (because you have not changed its status to Active"), click **DISABLED FOLDERS**.
3. The folder you just created is there, along with any past folders you have created but which are not Active.

Creating Playlists (to add to your Course Folder)

1. To create a new Playlist (to add to your Course Folder), click **MY PLAYLISTS**.
2. Click **CREATE NEW PLAYLIST**.
3. Follow the prompts to create a playlist that you will be adding to your Course Folder – or here are the step-by-step instructions:
4. Type a name for your playlist. For example, "MUS 000, Master List" and click **CREATE**.
5. Your playlist now appears. Click the **EDIT** icon.
6. Click **ADD TRACK** and search for the track you want. For example, if I want to add Stravinsky's Rite of Spring, I would probably conduct a search as follows:
 - Stravinsky in **COMPOSER** field
 - Rite of Spring in **KEYWORD** fieldChoose the recording and track or tracks I want the students to listen to.
7. Choose a track and then click the "I" icon for that particular track.
8. In the pop-up window, click **ADD TO PLAYLIST**.
9. Click the **PLAYLIST** you just created.
10. Click **EDIT** to continue searching for and adding tracks.
11. When you are through adding tracks, click **CLOSE**.

Activating Course Folders

1. When your Course Folder is ready for use, click **PLAYLIST FOLDERS**.
2. Click **DISABLED FOLDERS**.
3. In front of the folder you want to activate, click **EDIT**.
4. On the "Confirm Settings (2 of 9)" window, locate the "Folder contents" and click the **EDIT** button.
5. The "Folder contents (6 of 9)" appears, and the playlist you created now appears. Checkmark it and click **NEXT**.
6. Accept the default of **SHOW**, and click **NEXT**.
7. On the "Confirm Settings (8 of 9)" window, edit the status of the folder to **ACTIVE** or **ACTIVE BETWEEN DATES**.
8. When you are through editing any settings, click **FINISH**.
9. Classical Music Library will confirm that "Your new folder has been created successfully."

Verify That Course Folder is Visible to Students

1. Go to Home Page for Classical Music Library and do **NOT** log in.
2. Click **COURSE FOLDERS**.
3. Every Active Course Folder that has been created by any Folder Administrator should appear, including yours.