

## HOW TO: UPDATE YOUR MUSIC LEARNING STATUS AND ADD A RECORDING TO BE CHECKED

This article will cover:

- How to find your music learning records
- How to upload a recording
- How to change your learning status
- How to notify your checker

This article is written from the perspective of the **Member** role.

### **Finding your music learning records**

1. Navigate to your account page [click on your name in top right corner]
2. Click on the Music Learning tab
3. To edit your status, click the "manage" link next to the song you wish to update
4. This will open your music learning record.

Note: You can also mass update your statuses using the select boxes and the dropdown menu.

### **Uploading a recording**

1. First, click the browse button [next to the song you wish to upload] and select the file you wish to upload from your computer [by double clicking on it]. Then click "upload".
2. After the file has uploaded, you can select another, or press "submit" to complete the action.
3. You can listen to the recording by clicking the in-browser play button on the left, or click the file name to download it and use your own player.

Note that you also have a field for uploading other types of attachments (see above).

[Note that the website only accepts audio files in these formats: mp3, mp4, m4a, wav, ogg, wma, aiff, amr; and the file must be smaller than 80 MB.]

## **Changing your learning status and adding comments**

To change your learning status, simply select it from the drop down box. You will only see the options that you have permission to use.

To add a comment, simply type it in the grey comment field. When you're ready, remember to save your changes. [Click the Save button.]

Once you have saved your changes, the change log will be updated.

## **Notifying your checker**

You probably noticed the notification checkbox.

When you click in this to check marked, this option will send out notifications to Checkers regarding the changes you've made.

The text below "Checkers will be notified if this record is set to Test Ready" lets you know what state the record must be in so that Checkers (those with the role of Music Learning Admin) will be notified. When people receive a notification, a confirmation message is displayed at the top of the screen.