

The Music Spark

SHOWBIE HOW-TO Guide: PART 1



showbie

www.themusicspark.com

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Showbie – How-To Guide: Part 1

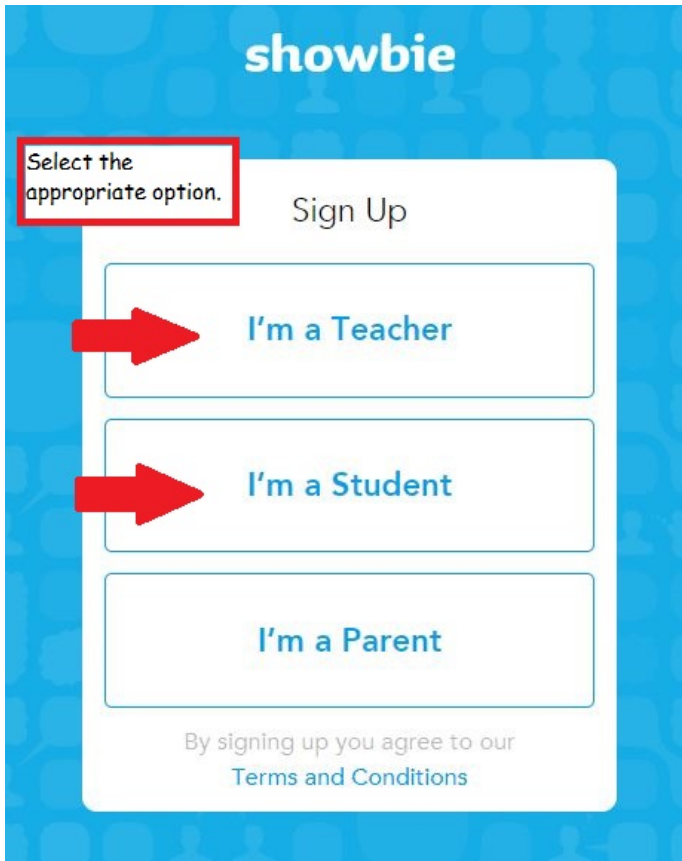
Welcome to your Showbie “How-To Guide: Part 1”.

This is designed to walk you through step-by-step how to set up Showbie in a print-friendly format that you can refer to easily.

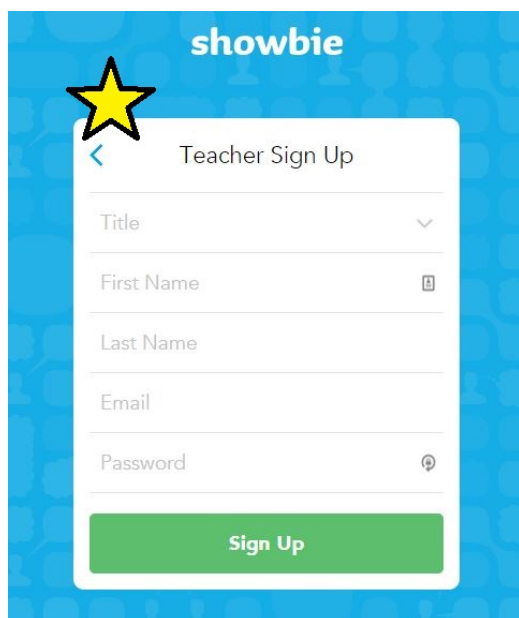
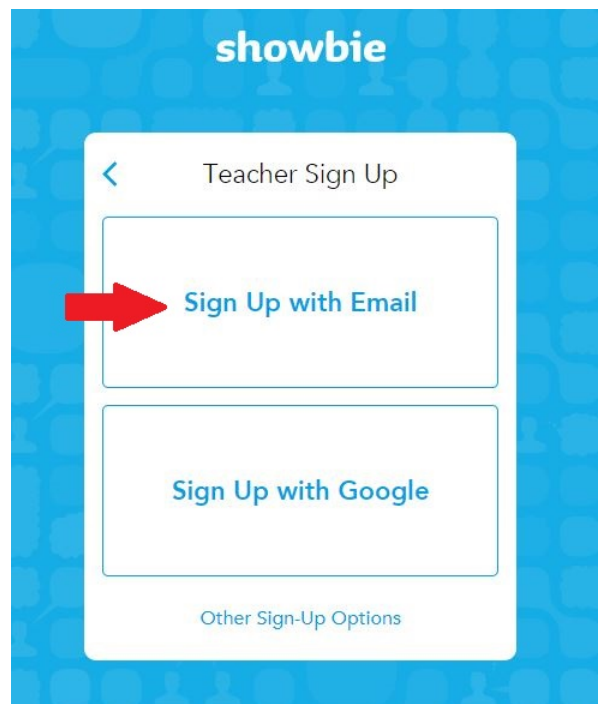
**Showbie is a web-based application. You can access it on any device. You can download the app or go to <http://my.showbie.com/signin>.

Ok – now let's get started!

Teacher Signing Up FOR the First Time



You can choose whether to sign up using email or Google. The following sign-up procedure is based on “Sign Up with Email”.



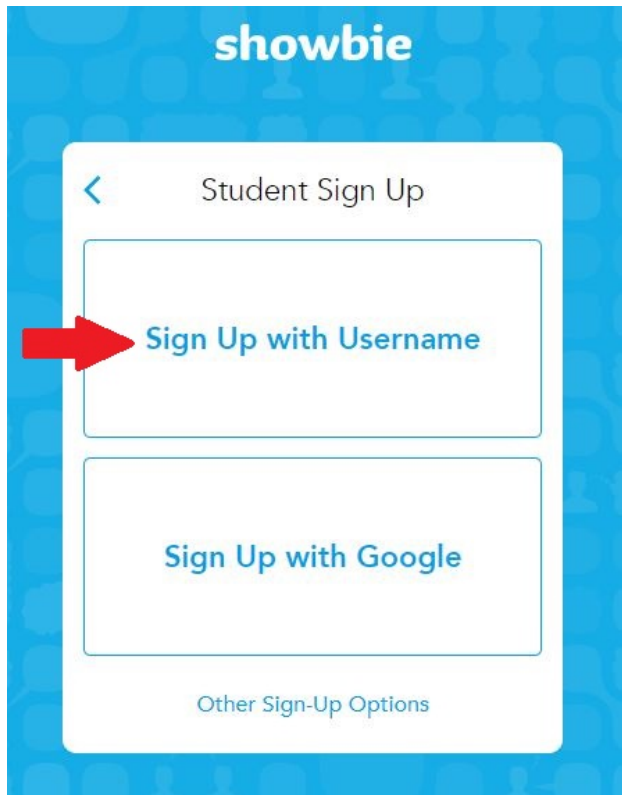
Then, go ahead and sign up!



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Student Signing up For the First Time

Step 1:



Step 2:

Step 3:

Step 4:

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Step 5:

Join a Class [Skip](#)

Join a Class

Ask your teacher for a class code
so you can join their class.

★ When your students are signing up for the first time, they will be asked for a class CODE. If they don't have one, they just click "SKIP".
Students can join classes at anytime once in the program.

Join Class

Step 6: And now they're all set up!

Home Groups

Classes +

Join a Class

★ This is the screen your students will see when they first sign up and log in.
Showbie is WEB based and not based on the device your student accesses it from. This is very important to know!
Students just need to know their login details and they can access their account anywhere.
If they forget their details, they can see their teacher and you can find out their username and give them a new password!

If your students didn't join a class when they first signed up, or if they want to add a new/additional class, all they have to do is click the "+" and add the class code.

Welcome to **showbie**!

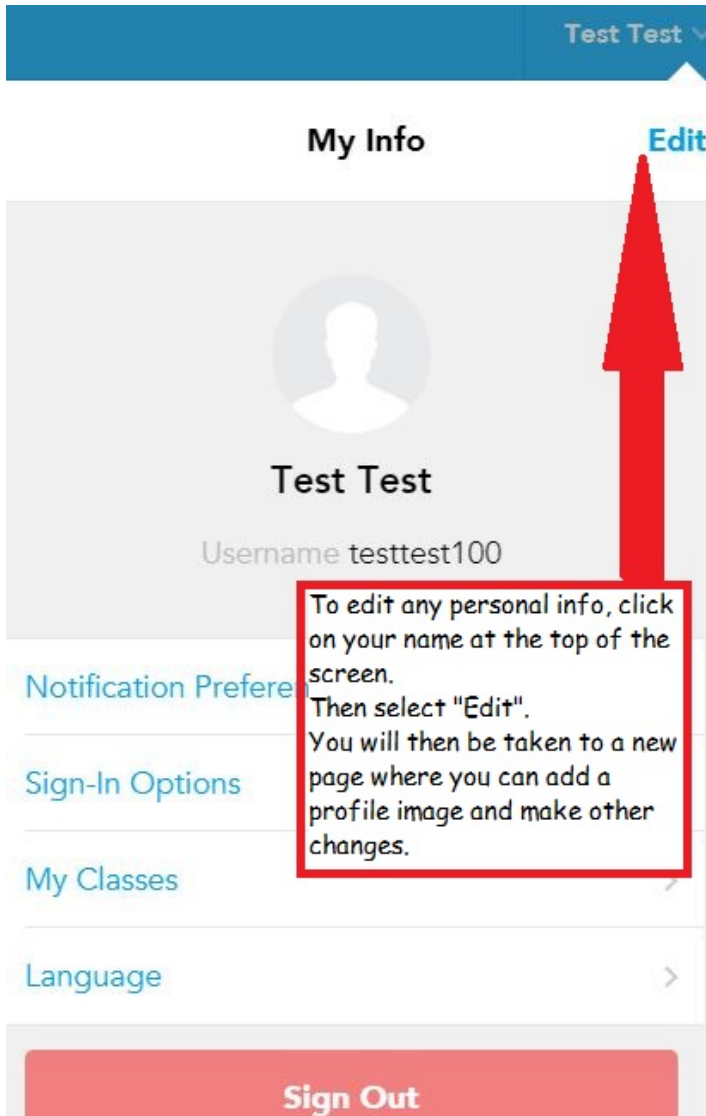
Ask your teacher for a class code so you can join their class.

You are an amazing teacher!
A real SUPERHERO!
Keep up the great work!

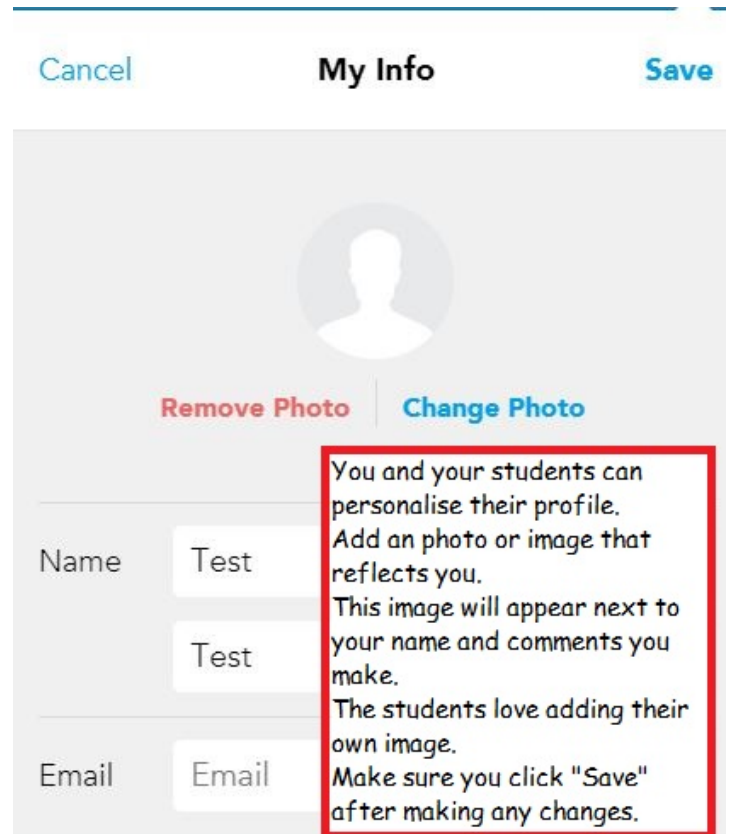


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Step 7: Time to personalise their profile!



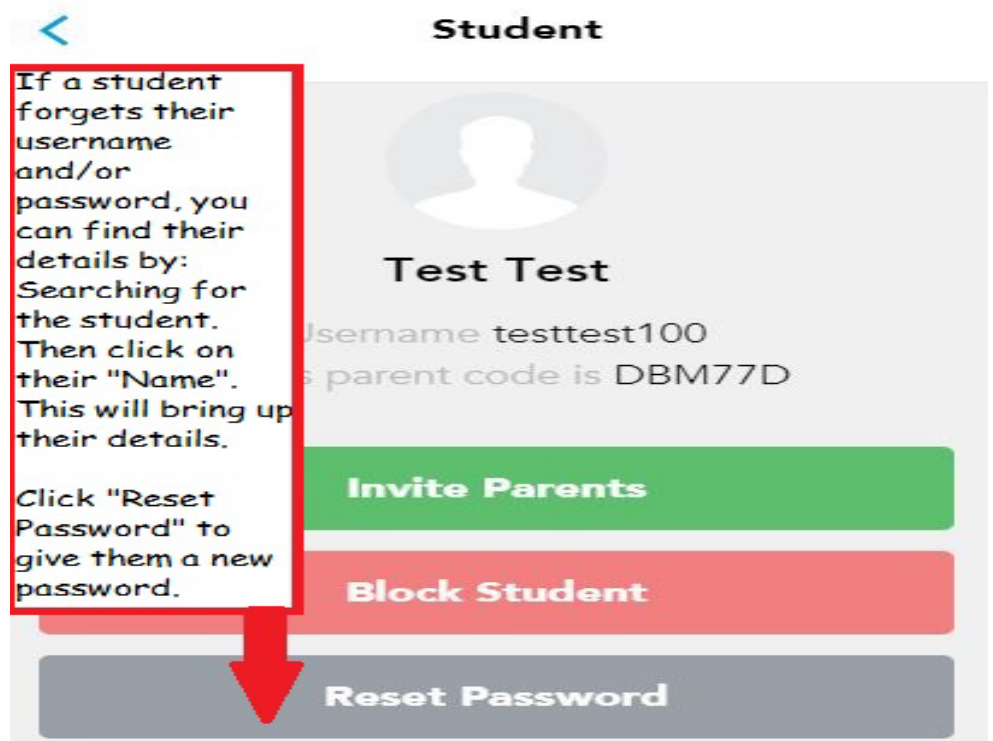
Then...



(If you want to jazz up your profile, follow the same procedure in your own account!)

Oh no! Your student has forgotten their USERNAME and/or PASSWORD! Never fear! You can help them out!

So, you are all signed up. Now it's time to create your classes!



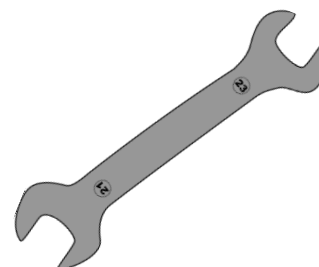
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Setting up a Class

You can create as many classes as you like. As a Music Specialist teacher, this is great as I can have all my classes in one easy to access place.

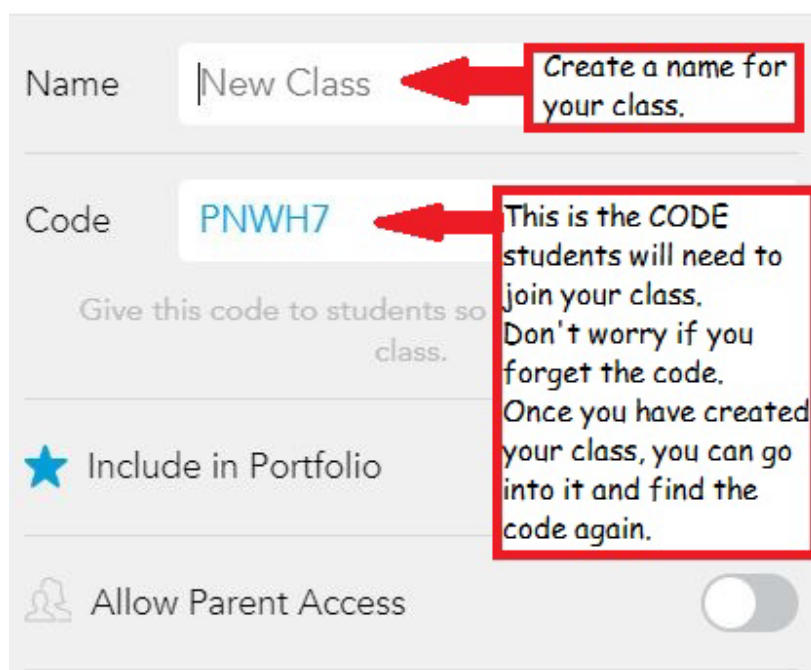
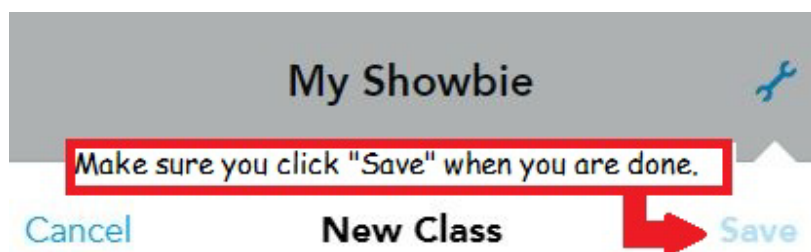
Each year, you can archive old classes and then add your new classes.

Step 1:

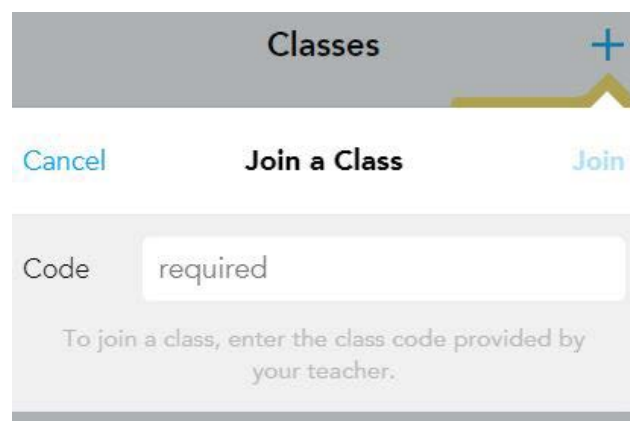


The "Wrench" is the 'go-to' spot for menus in Showbie.

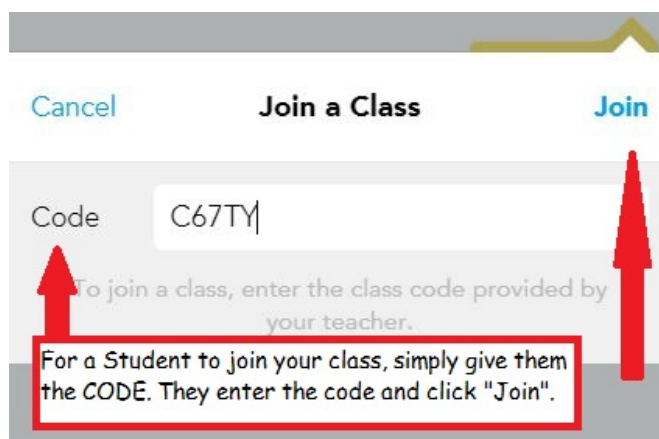
Step 2:



Step 3: Time for your students to join your class!

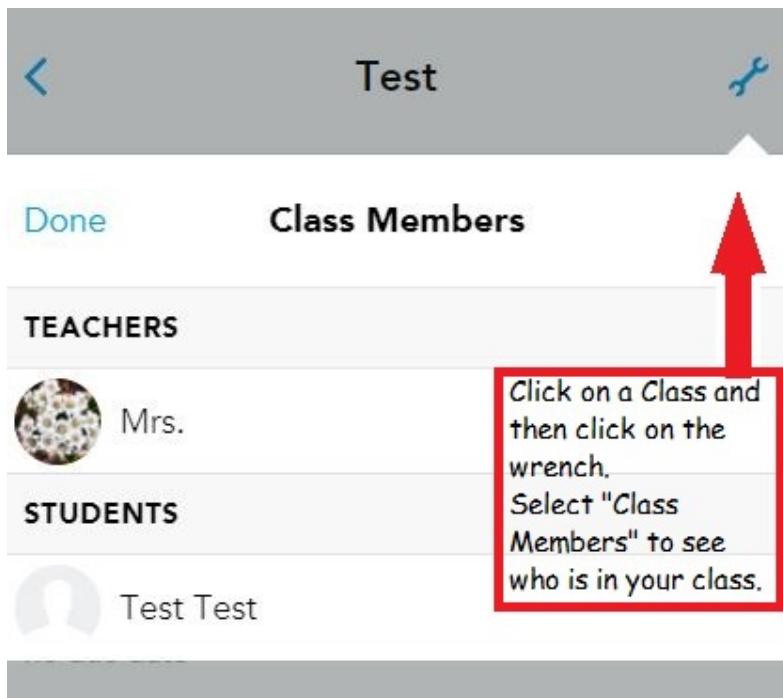


Step 4: Enter the class CODE.



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Once you have created your class and students have joined it, you can see who is IN your class!



Simply go to the class you want to find the students for.

Students will appear in ALPHABETICAL order by LAST NAME.

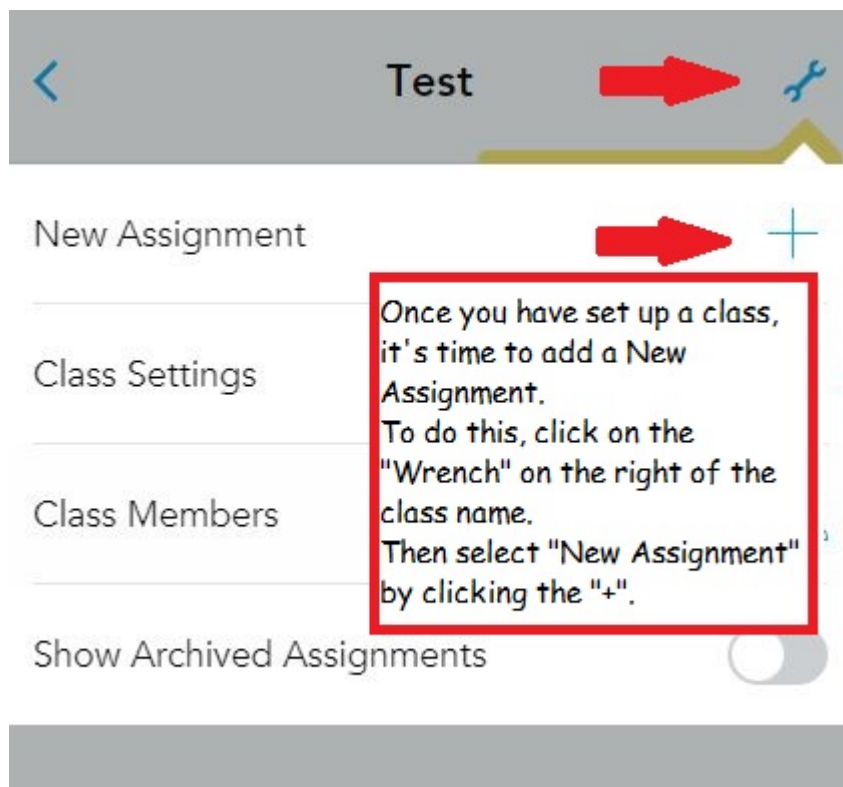
If they have created a Profile picture, this will appear next to their name.

CREATING "ASSIGNMENTS" FOR YOUR CLASS

Once you have created your classes, it is time to start adding content.

The first step in this process is to create "Assignments" in your class.

Step 1:



"Assignments" are like folders for your students. It might be a specific task or a topic or a learning area. For example: you might have an assignment called "Literacy" where all your general Literacy tasks go. You might have one called "Ancient Greece" for a specific topic. Or "Algebra Investigation 1" for a specific task.

It is totally up to you how you organise and manage your "Assignments" 😊.

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Step 2: Naming your Assignment.

< Test >

Cancel New Assignment Save

Title Theory Create a title for your assignment. Then click "Save"

Due Sep 4, 2017 4:00pm

Student Access   

Set Schedule >

Need help making a [new assignment?](#)

Step 3: Setting the Due Date.

When creating a new assignment, you can set the due date - and also REMOVE the due date if you want it to be an open ended assignment.

Cancel New Assignment Save

Due Sep 4, 2017 4:00pm Click "Save" when you have selected your Due Date. >

September

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time 4 : 00 PM

Remove Due Date Done

Step 4:

< Test >

Once you have added an assignment, it will appear under "ASSIGNED" on your class page.

ASSIGNED

Theory no due date To enter the assignment, click on the ">".

Step 5: All finished!

< Test >

Class Discussion paused

ASSIGNED

Any Questions/Comments/Ideas no due date >

Theory no due date When your class is all set up, you can see all the assignments you have made listed. Just click on an assignment to check the work your students have done.



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So, you've created your assignment but, if you're like me, you have 6 other classes doing the same assignment! Never fear! You can copy assignments and add them to other classes. Super time saver!!

Step 1:

< Theory >

Cancel Assignment Settings Save

Title Theory

Due Date +

Students +

Set Schedule >

Copy Assignment >

If you have an assignment you want to put in multiple classes, click on the "Wrench" on the right of the assignment title.
Then click "Copy Assignment".

Step 2:

< Theory >

< Copy Assignment Copy

Choose a destination class or classes.

☐ Choir

☐ Music 3/4C

Select which class/es you would like the assignment to be copied to.
Then click "Copy".



TIP

In the FREE version of Showbie, "Class Discussion" isn't enabled. So, I always create a General Comment Assignment for each class.

Cancel New Assignment Save

Title Any Questions/Comments/Ideas

Due no due date +

Students +

Set Schedule >

I like to have an assignment which is just for general questions, comments and ideas. I make sure there is "NO DUE DATE". It is a place where I can post general updates and reminders. Students also can communicate with me here- asking questions about upcoming lessons or to request games/activities etc.

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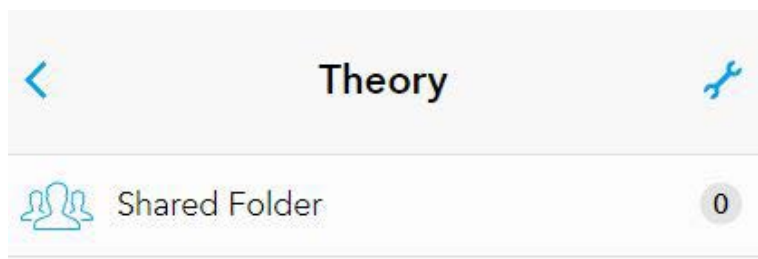
Adding Content to your Assignments

You can add all sorts of content for your students to access.

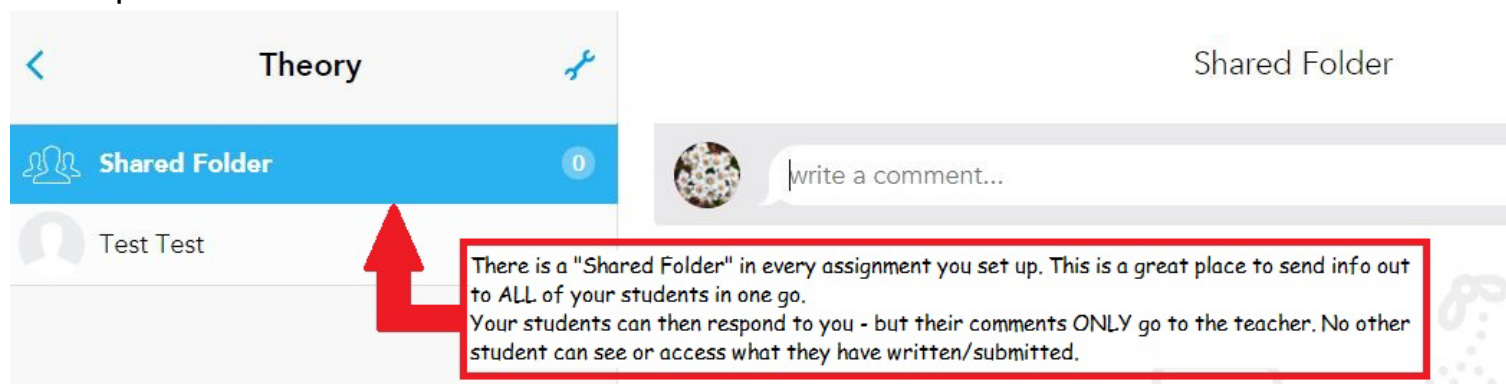
You can add content to individual students by selecting the student and writing direct into their profile.

But, the way you are more likely to use is adding comments and content to your whole class.

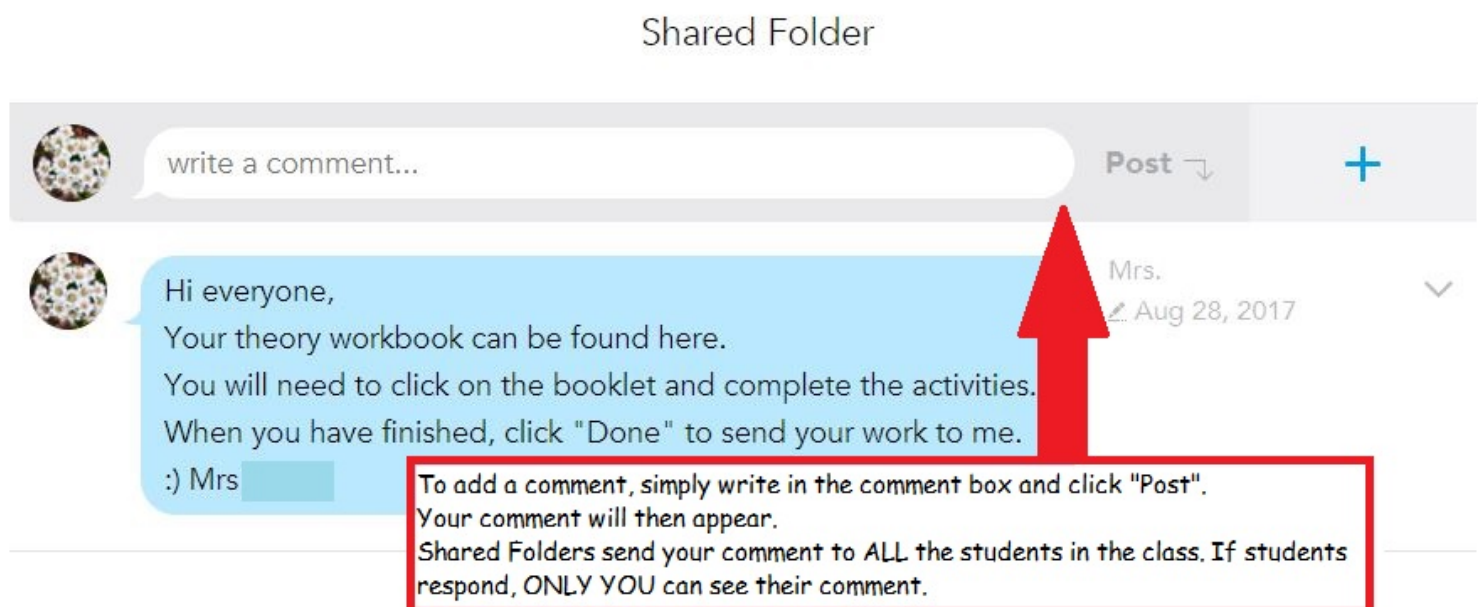
Step 1: Open an ASSIGNMENT. In there you will see "SHARED FOLDER".



Step 2:

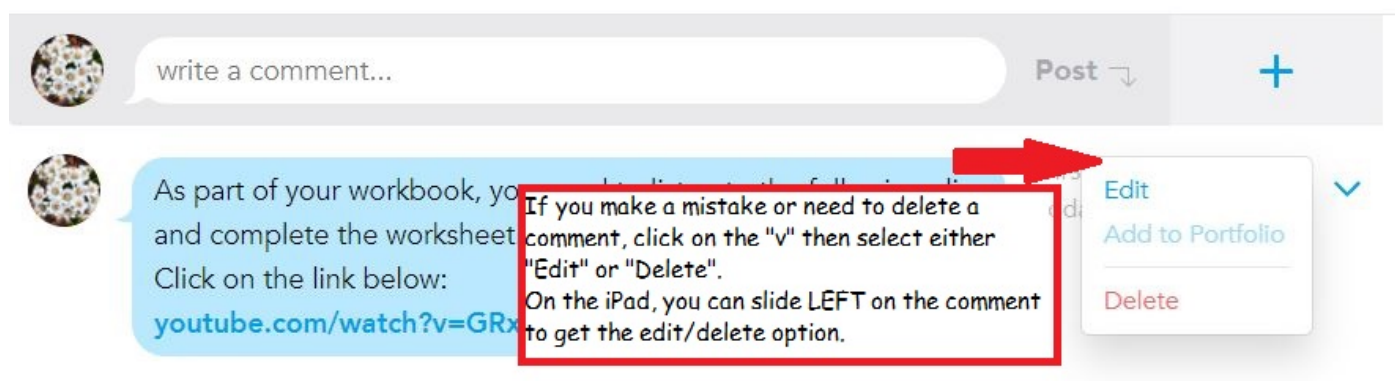


Step 3: Adding a comment. All the students can see what you write. Only YOU can see their responses.

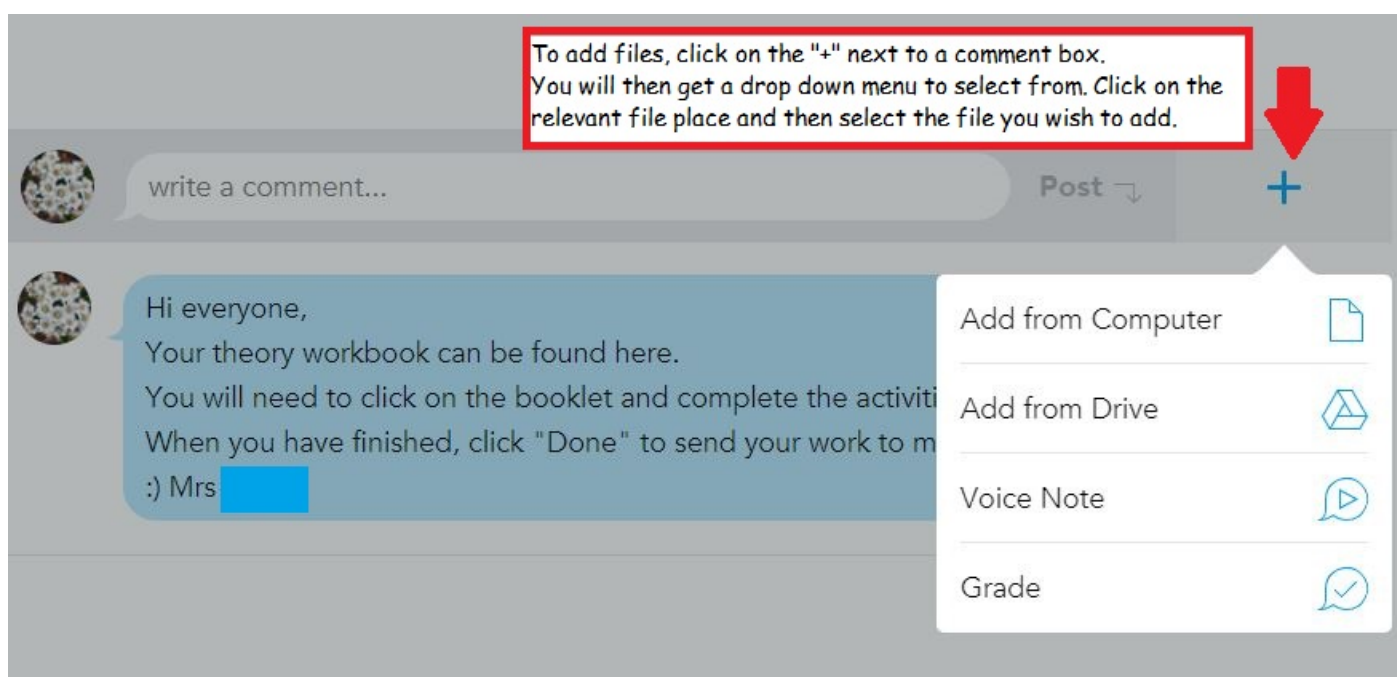


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Step 4: Oops – you made a mistake? No worries. You can delete and edit comments easily.



Step 5: Adding a file/document.



Note: This example is from a desktop. On an iPad, you will have slightly different options. To add a document via the iPad, you will have to have it in OneDrive or GoogleDrive.

Step 6:



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Step 7:

Once you have clicked "Post", your file will appear in the Shared Folder.

Shared Folder

write a comment... **Post** +

Theory Workbook Year 5 Mrs. just now

Hi everyone,
Your theory workbook can be found here.
You will need to click on the booklet and complete the activities.
When you have finished, click "Done" to send your work to me.
:) Mrs

Step 8: Adding HYPERLINKS (links to things on the internet ☺)

Shared Folder

write a comment... **Post** +

As part of your workbook, you need to listen to the following clip and complete the worksheet.
Click on the link below:
[youtube.com/watch?v=GRxofEmo3HA](https://www.youtube.com/watch?v=GRxofEmo3HA)

Mrs. Aug 28, 2017

You can add LINKS to all sorts of websites for your students to visit. Just type the URL when you are writing your comment. Click "Post" to submit the comment.

IMPORTANT NOTE!

you can have a go at trying it with "Cups" from Pitch Perfect.
The links below will help you.
[youtube.com/watch?v=VJ7oFJAgLTE](https://www.youtube.com/watch?v=VJ7oFJAgLTE)

Pitch Perfect Slow tutorial:
[youtube.com/watch?v=Grb1oa72kmk](https://www.youtube.com/watch?v=Grb1oa72kmk)

Original from Movie (Pitch Perfect):
[youtube.com/watch?v=weqDCGg0GYs](https://www.youtube.com/watch?v=weqDCGg0GYs)

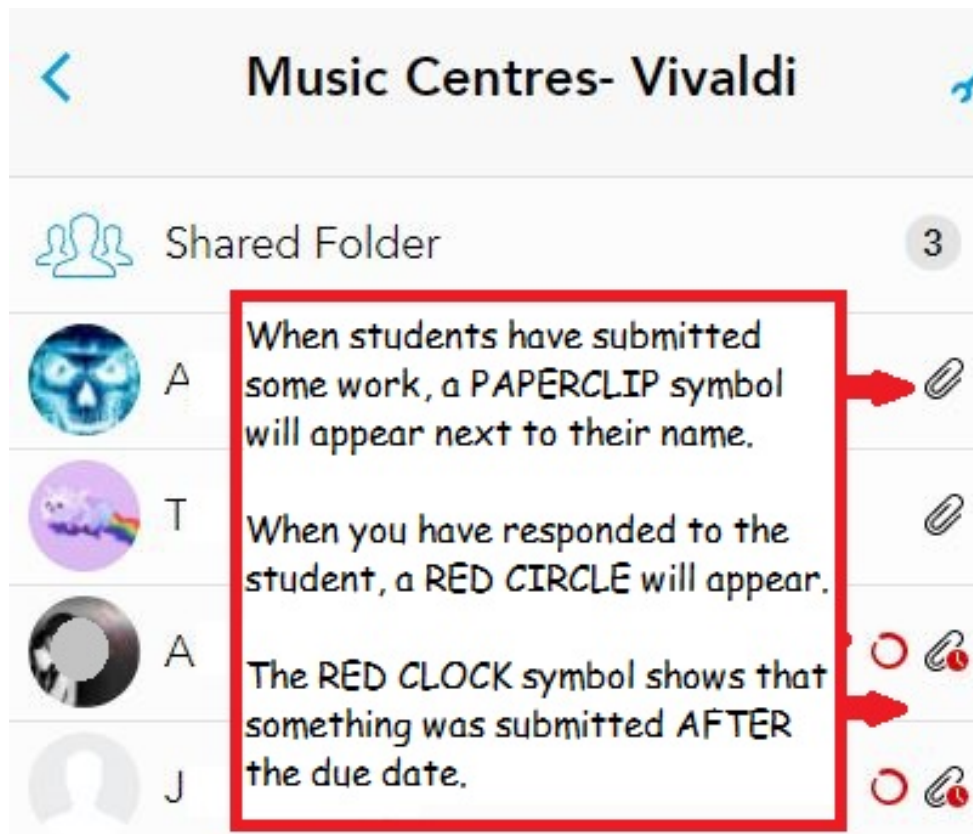
Have fun!
I look forward to seeing what you were able to achieve next

WARNING:
If you want to give your students more than one LINK to visit, make sure they are in separate comment boxes.
If you have more than 1 link in a comment box, only the first link will open.

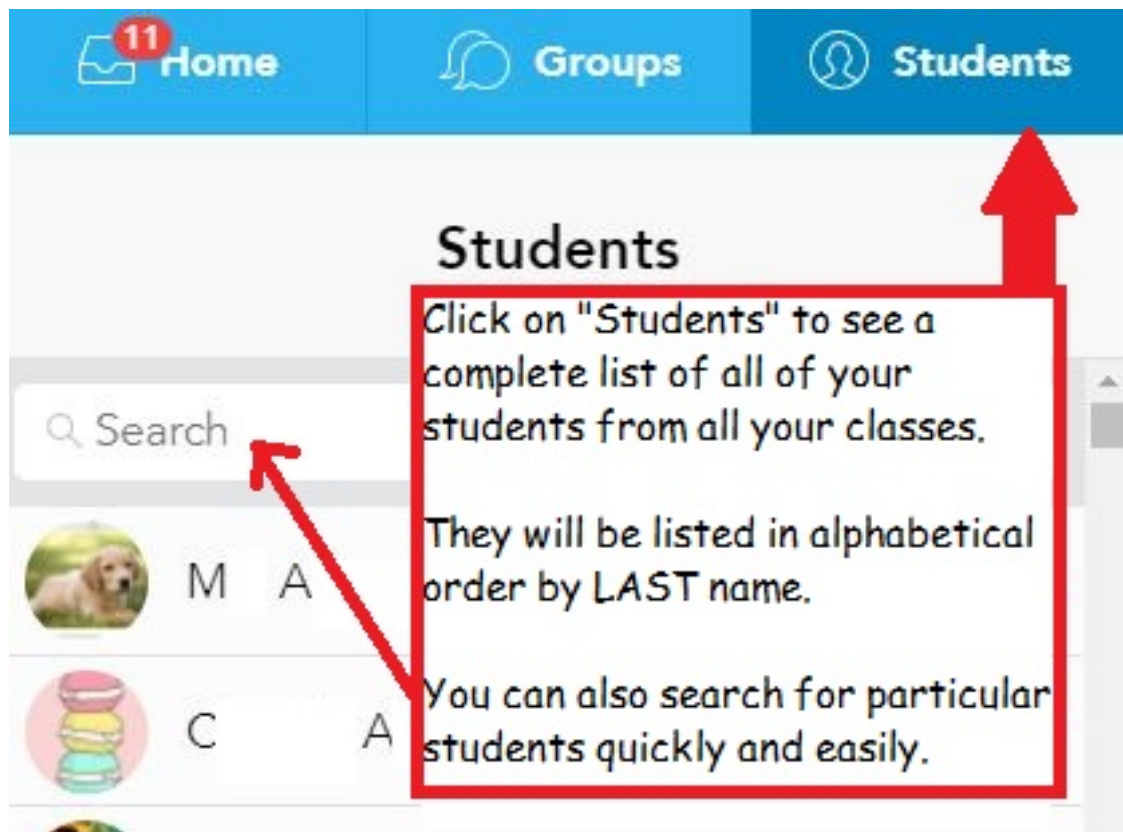
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Other pieces of information to help you get started

#1: The "Paperclip".

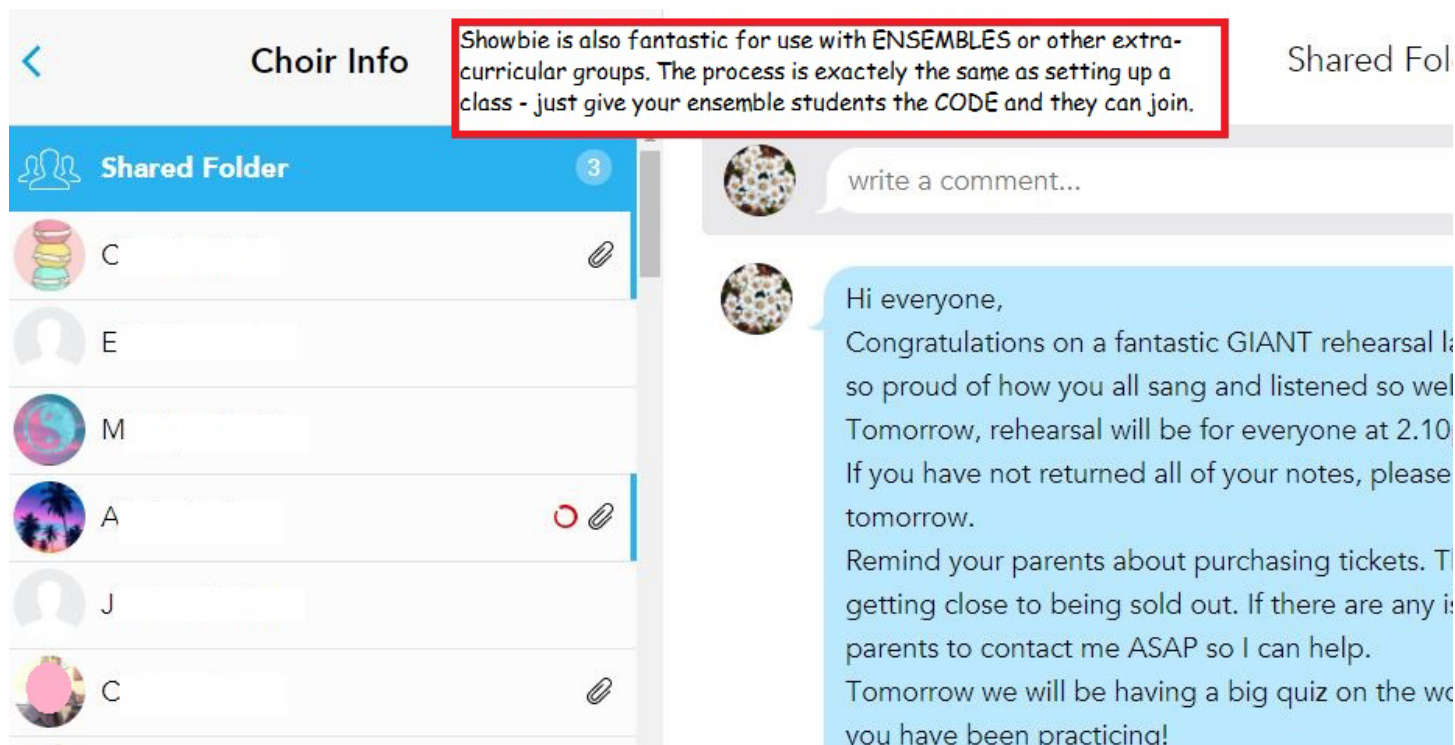


#2: How to find ALL of your students.



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#3: Showbie is great for classes, but I also use it for my ensembles and choirs!

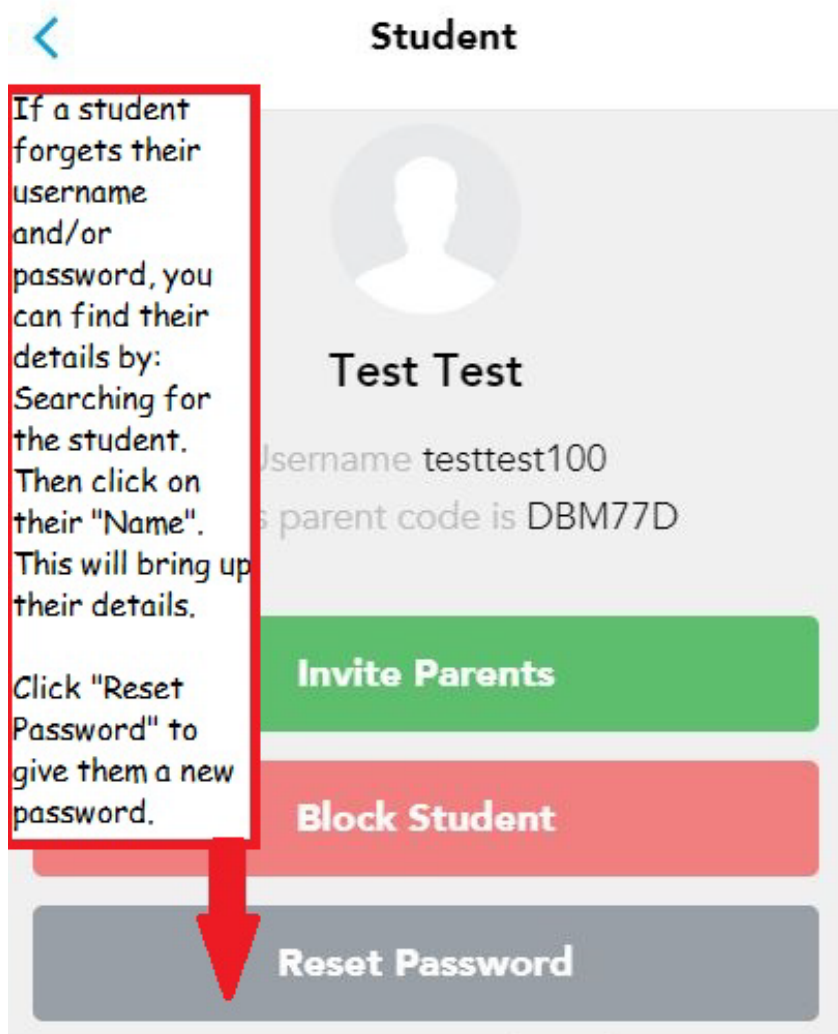


#4: Finding a Username and/or Resetting a Password.

****Remember that Showbie is web-based NOT device specific, which means that students can access their account from anywhere – all they need is their username and password.**

Sometimes students forget their login details and go and set-up a new account. This can be frustrating for the teacher as you start getting multiples of students and you may miss piece of work that have been submitted.

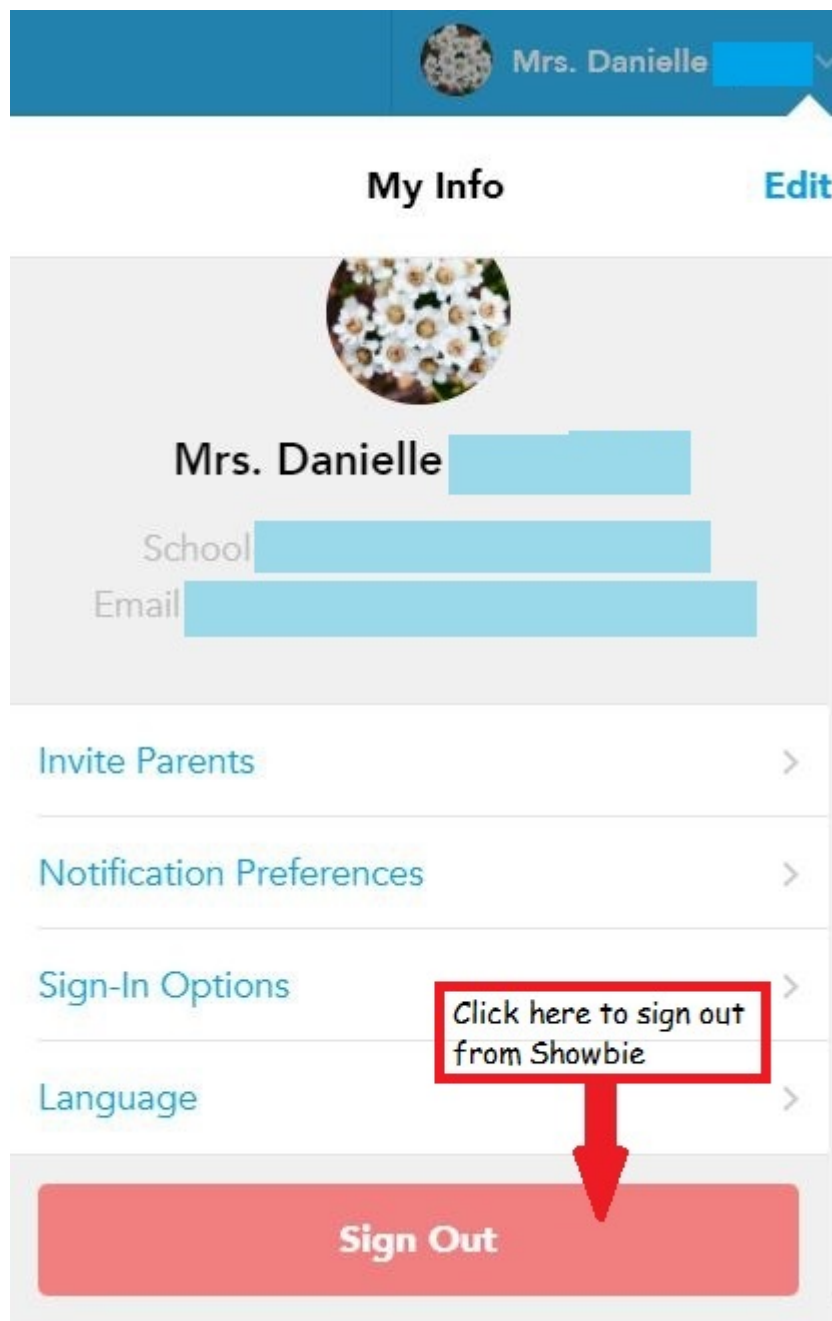
You can search for students and provide them with their USERNAME and RESET their PASSWORD.



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AND finally...

Signing out:



I don't ever sign out from Showbie as I have my own iPad and computer. This means that it is always ready to go when I need it.

If students have their OWN device, I would encourage them NOT to sign out. This can help eliminate forgotten usernames and passwords and not being able to sign in.

If you or your students are using a SHARED device, it is important to sign out to stop other people accessing your account.

Congratulations! You have done it!

i look FORWARD to Sharing part 2 with YOU soon!

HAPPY Showbie-ing! danielle x

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