GCTM IT Department Information Sheet: v1.1

Your local authority is planning to use the ABC Creative Music Global Citizenship Through Music Resource.

More info [here](#)

This is an exciting resource fully meeting the needs and aspirations of the Curriculum for Excellence by using creative music to teach Global Citizenship, IT, and Enterprise.

Students will be using iTunes software (free for Mac & PC) to buy music online from iTunes using £5 iTunes vouchers (bundled with pack) for each group of 6 students- there are detailed steps to only allow students to buy music from pre-selected playlists from Africa, Cuba, India, and Scotland/Ireland.

They will burn CDs of compilations they make from these tracks to take home. This useage is fully within the licence of iTunes purchases and fully checked out with Apple UK.

iTunes will also be used with Edirol R09 mp3 recorders (bundled with pack) to edit and master CDs of original compositions to use as a product in an enterprise project.

For the full use of this resource pack correct iTunes installation is essential.

The main points are detailed below.

On the following page is a detailed checklist for the IT coordinator in each participating school to use to set up the IT to support the class teachers in using this resource.

If you have any questions or concerns please contact Tom Bancroft on 07974 983701 or via tom@applebananacarrot.com

Main IT Requirements to use GCTM

1) iTunes needs to be installed on at least 6 workstations (Mac or PC) in a computer room in the school , or in any computers in the classes own classroom. iTunes need to be able to access the iTunes Store via broadband, audition music files, and download purchased music files. (If installing on only 6 machines in a computer room please spread the installations around the room as there will be several children working on each machine.) Students need to be able to listen to music on iTunes Store in groups of up to 6 children. The student log in must have 80-100Mb disk space temporarily available for downloaded files - which can be deleted once audio Cds are burnt.

2) The computers need to have a CD burner installed that is recognised by iTunes, or have access to a portable CD burner with suitable drivers installed.

ABC Creative Music
Global Citizenship through Music Resource

School IT Coordinator GCTM Info Sheet v1.1

You will have been given this info sheet because a classroom teacher in your school is going to be using this cross curricular resource pack.

These are the IT preparation steps needed to allow this resource to be used fully in the school.

1) iTunes needs to be installed on at least 6 workstations (Mac or PC) in a computer room, or in any computers in the classes own classroom. iTunes need to be able to access the iTunes Store via broadband, audition music files, and download purchased music files. (If installing on only 6 machines in a computer room please spread the installations around the room as there will be several children working on each machine.)

2) The computers need to have a CD burner installed that is recognised by iTunes, or have access to a portable CD burner with suitable drivers installed.

3) Please make sure that iTunes is able to access iTunes Store via an internet connection and listen to music online (double click on any track and hear 30 second audition). Please check that the music is audible via the computer speakers, provide portable speakers, headphones with splitters, or a combination of the above.

4) Please launch iTunes on all the machines to be used and clear a series of dialog boxes on first run eg change display properties, or download updated version. Then go into iTunes preferences, click on the advanced pane, and tick the box next to 'Copy files to iTunes Music folder when adding to Library".

5) Please copy the GCTM 07 or GCTM Files folder from the pack DVD rom into a folder that a) (if on a network) can be seen by all teacher and student log ins on the network - eg a shared documents folder or b) If on a standalone machine - is somewhere easy to find.

 Write down the location of this folder on the handover sheet along with any other relevant information eg How to launch iTunes on the machines.

6) Please support, if necessary, the classroom teacher to set up 6 iTunes accounts using the vouchers provided (see Section 2: Buy World Grooves Activity 1) and associated movie on DVD and in GCTM Files folder.

7) If the pack is used in a second year or a second class please support the classroom teacher, if necessary in buying 6 new £5 iTunes vouchers - Go to iTunes Store then Buy iTunes Gifts - then Email Gift Certificates. You will need an iTunes account to do this which involves setting jup an account with a credit or debit card. For more info go here http://support.apple.com/kb/HT2731 then here http://docs.info.apple.com/article.html?path=iTunesMac/8.1/en/15421.html.

8) Please support , if necessary, the classroom teacher in buying 2 CD blanks per student ,and check that they can be used successfully in the available CD burners.

9) In each group of 6 students one student will need to log in and have 80-100Mb of space in their folder for downloaded files. These files can deleted once the class has burnt their audio CDs. Please show the classroom teacher how to check the amount of free space in the student's folders, and how to create space if necessary - either by deleting out of date material or by temporarily moving material to a temporary folder in a class folder for copying back once this lesson is complete.

Handover Document:

1: Checklist :

They following checks have been made:

1) iTunes is installed and working the following computers. ☐

2) Each computer has a way of playing audio via built in or portable speakers or headphones with splitters. ☐
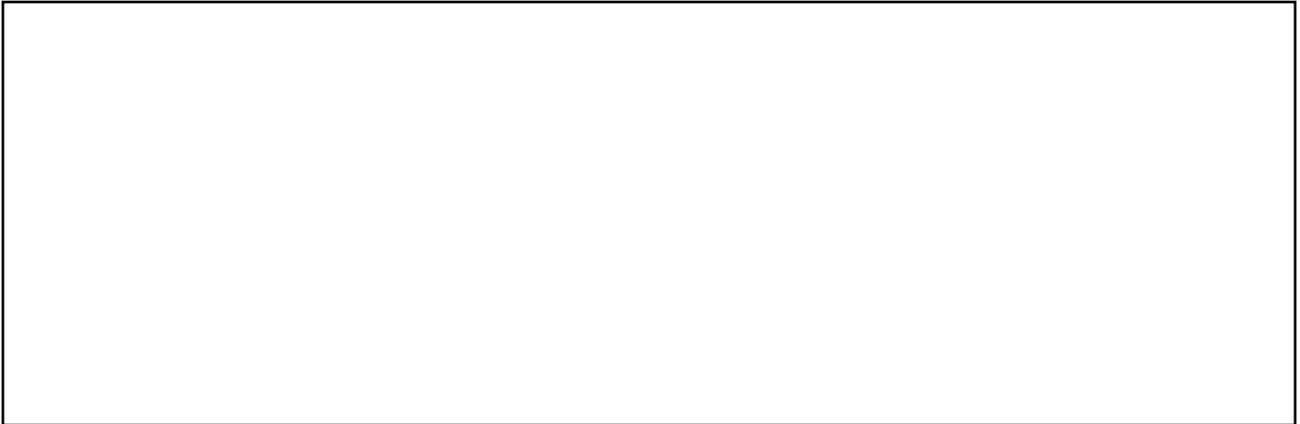
3) CD blank purchase has been arranged and a test burn completed. ☐

4) iTunes vouchers have been purchased when necessary. ☐

5) iTunes can be launched by taking the following steps (please fill in)

6) The GCTM folder can be found at the following location on the computer/network.

7) Where is the folder that iTunes will download files into in a typical Student's log in (NB see iTunes Preferences . iTunes Media Folder Location). How to check amount of free space in that folder.

8) How to make 80 - 100 Mb space in the students folder by a) deleting unwanted material or b) Creating a Temporary folder in a Class folder to move material to.