

Musition

Complete music theory training & testing

Version 3.5

User Guide



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Contents

Musition Features Overview	9
Topics	10
Selecting a Topic	10
Selecting a syllabus and level	10
Lesson Screens	10
To Begin	10
Using a Topic	10
Options	11
The Musition Screen	12
Main Toolbar	12
Syllabus Selection	12
Starting a Test	12
Checking your results	12
The 'File' Menu	12
Changing your details	12
Lesson Screens	13
Drill Toolbar	13
Changing Levels	13
Scores	13
Volume Control	13
Tempo	13
MIDI Sound	14
Introduction	14
MIDI Output Device	14
MIDI Output Device set in the Multimedia Control Panel	14
General MIDI Reset	15
Latency Setting	15
MIDI Input	15
MIDI Through	15
MIDI Volume Levels	15
MIDI Emphasis	16
Wave Sound and Pictures	17
Correct and Incorrect Sounds	17
Play Startup Sound	17
Play Closing Sound	17
Play sounds for a correct answer	17
Play sounds for an incorrect answer	17
Pictures	17
Security and Record Keeping	18
Quick Start	18
What is a User	18

What is a Class	19
Security	20
No security	20
Password protection for administration functions	20
Automatic login of a Single User	20
Logins Enabled - Use names and passwords	20
Users	21
User Administration	21
Access Levels	21
Adding a New User	21
Editing an existing user	21
Deleting a user	22
Clearing Results	22
Restricting the List of Users	22
Importing Users	22
User Options	22
Automatic User Registration	22
Allowing Users to Change their Settings	22
Single User Settings	23
Voice Type	23
Show message for correct answers	23
Class Administration	24
Class Administration	24
Adding a New Class	24
Editing an existing class	25
Deleting a class	25
Copying a class	25
Clearing Results	25
Minimum Levels and Topic Settings	25
Topics	25
Minimum Levels	26
The Professor	26
Same Settings	26
Individual Settings	26
Syllabus Setup	27
Syllabus Administration	27
Adding a new syllabus	27
Deleting a syllabus	28
Copying a syllabus	28
Exporting a Syllabus	28
Importing a Syllabus	28
Syllabus Levels	29
Adding a level	29
Copying a level	29
Editing the level	29
Deleting a level	29
Level Order	29

Tests	31
Test Administration	31
Adding a new Test	31
Deleting a test	32
Copying a test.....	32
Exporting a Test.....	32
Importing a Test.....	32
Clear results	32
Content and Topic Customisation	33
Language	33
Terminology	33
Chord Editor	33
Chord Scale Relations Editor	34
Concepts Editor	34
Scale Editor	35
Terms Editor	35
Results and Reports.....	37
Lists and Settings Reports	37
User Details	37
Class Settings	37
Class Minimum Levels	37
Test Details	37
Test Entries	37
Syllabus	37
Practise Results Reports	37
User Results - Overall Score	38
User Results - Overall Score by Syllabus	38
User Results - Overall Score by Topic	38
User Results - Detailed	38
Test Results and Status Reports	38
Test Results	38
Test Status	38
Report Options	38
Topic Descriptions	39
Advanced Note Reading.....	39
Beaming	39
Chords	39
Chord Scale Relationships	39
Clef Transposition	39
Concepts	39
Diatonic Chords.....	39
Drum Sticking	39
Drum Styles.....	40
Enharmonic Notes.....	40
Guitar Symbols.....	40

Instrument Keys	40
Instrument Knowledge	40
Instrument Range	40
Instrument Recognition	40
Instrument Transposition	40
Intervals	40
Jazz Chords	41
Jazz Chord Symbols	41
Jazz Scales	41
Key Signatures	41
Meter Recognition	41
Modulation	41
Note Reading	41
Ornaments	41
Rhythm Notation	41
Rhythmic Subdivision	42
Rhythm Tapping	42
Scale Home Keys	42
Scale Degrees	42
Scales	42
Solfege	42
Symbols	42
Terms	42
Technical Support	43
Internet	43
Email	43
Fax	43
Telephone	43
Post	44
License Agreement	45

Musition Features Overview

Musition contains 35 topics, covering areas such as Note Reading, Chords, Scales, , Rhythm, Instruments, Transposition, Terms and Intervals. Each topic has a system of levels, allowing you and your students to work through Musition's exercises in a progressive manner.

Musition includes many features that make using Musition in a classroom or network environment very easy. We encourage you to use as many of these functions as possible.

Firstly, Musition enables you to track all your students results individually. Numerous reports are built into Musition, so that you may print out student results as the need arises.

The Professor allows you to automate student progress. The Professor will advise students when to move up and down through the levels, using settings that you control. These settings are different for each class, allowing great flexibility.

As a practise tool, Musition excels, giving students a diverse selection of exercises to choose from. The testing features give Musition a number of new applications. Tests have a predefined list of quesitons for students to attempt. All test results are stored separately and you may create as many tests as you desire. Tests can be used for exams and quizzes or simply to customise Musition to your particular teaching method.

Musition 3.5 integrates with Auralia 3.5, allowing your students to have the same password and user name in both programs. On a multi user network system this feature becomes even more valuable.

Topics

Selecting a Topic

Musition contains five topic groups, identified by the five large panels across the bottom of your screen. The topics within each group are listed under the group title. To select a topic, click on the name of the topic. You will then be shown a 'Level Selection' screen, where you will need to select a level.

Selecting a syllabus and level

Select the syllabus that you would like to practise from the box marked 'Syllabus'. The available levels for that syllabus will then appear in the 'Level' box. Some syllabi will not have any levels in certain topics; this generally indicates that the particular topic isn't represented in the syllabus. There will always be levels in the 'Auralia 3.5 / Musition 3.5' syllabus, which is the syllabus provided by Rising Software.

As you click on a level, the accompanying description box will change to show the contents of the selected level.

All topics also have 'Custom Levels', where you can choose a selection of question types to be drilled on. This feature is very useful when trying to eliminate a particular problem (eg. Minor 2nds and Major 2nds in the Intervals topic). It is also possible to load and save custom levels in Musition 3.5, using the syllabus setup features.

Lesson Screens

All topics have an accompanying lessons screen. Basic concepts regarding the topic are outlined, and examples are given. For example, Chord Recognition Lessons shows you notated examples of chords and allows you to play the chords back. To enter a lessons screen, click on the Lessons button when selecting a level.

You may also enter a Lessons screen by using the 'Lessons' menu from the main screen.

To Begin

To begin practising, click the 'Start' button on the level selection screen. If you decide not to proceed with the topic, you can click on the exit button to leave the level selection or drill screen.

Using a Topic

When you have entered your answer, press OK. If you are practising, Musition will tell you whether you were right or wrong. If you were wrong, you may be able to try again.

Please consult the on line help system for more information regarding each topic.

Options

Most options that you choose within the Administration screens in Musition apply regardless of whether record keeping is enabled or disabled.

If you don't have record keeping enabled, Musition uses the 'Default Class' settings for certain program options (onscreen keyboard, question retries etc).

These options have to be changed on the Class Administration screen, for the Default Class. See the section on Class Administration later in this manual for further information.

The Musition Screen

There are two toolbars in Musition, one that is active in the drills, and another which is active on the main screen. Some functions are also accessed through the menu system.

Main Toolbar

Syllabus Selection

You can use the 'Syllabus' dropdown box to choose the syllabus that you'd like to practise. Once a syllabus has been chosen, only topics that are relevant for the syllabus will be shown. If you would like to use all topics, simply choose the 'Auralia 3.5 / Musition 3.5' syllabus, which has a levels for each topic.

Starting a Test

If there are tests available for you to attempt, click on the button 'Start Test' on the main screen toolbar. The Test Information box will indicate whether you have started or finished the test, if the resume function is available, the number of times you can take the test, and the number of times you have taken the test.

If the resume function is available, you may stop doing the test part of the way through, and then resume at the point where you left off the next time you use Musition.

NOTE: This function will only work if you are logged into Musition, and recording your results.

Checking your results

You can view your results by clicking on the button 'Check My Results' on the main screen toolbar. This screen will give you immediate feedback on your progress in any of the topics. You can choose to view the results for all syllabi, or a single syllabus.

You will be shown the number of questions that you have attempted in each level, and the percentage of these that you have answered correctly. You may also select a 'date range', to narrow the time period from which your results are selected. Simply click on the date boxes to select a starting and finishing date for the results you wish to view.

NOTE: This function will only work if you are logged into Musition, and recording your results.

The 'File' Menu

Changing your details

Click on the 'File -> Change Your Details' menu to change your details. You will be able to change your password, class and voicetype by selecting the options provided. If you are changing your password, note that you will be required to type your new password twice.

NOTE: This function will only work if you are logged into Musition, and recording your results.

Lesson Screens

Lesson screens relating to each topic can also be accessed using the 'Lessons' menu on the main screen.

Drill Toolbar

The toolbars that is active when using the drills gives you certain controls while practising and or testing.

Changing Levels

Depending on your current level, you can move either forward or back, one level at a time. The current level is displayed on the left hand side of the toolbar.

Scores

Your current score tally and percentage is shown in the middle of the toolbar. This is reset each time you change level or topic.

Volume Control

The button on the far right of the toolbar will bring up the Windows mixer or volume control when clicked upon. This will allow you to change volume settings without leaving Musition.

Tempo

The tempo bar on the allows you to change the tempo of the current example. For instance, if you were doing a rhythmic dictation exercise, and it was a little too fast, you could slow it down by using the slide bar. The metronome marking is indicated on the left hand side of the toolbar, and the note shows the beat value.

MIDI Sound

Introduction

The MIDI setup screen allows you to control the way Musition uses MIDI in your system. From the main menu, select 'Administration -> Sound and Pictures -> MIDI sound' to open the MIDI setup screen.

You can have a MIDI output device set within Musition, or use the default device that is selected within Windows.

MIDI Output Device

Choose your MIDI Output device from those listed. Click on the 'Test MIDI Playback' button to test the device.

If you are running Windows Vista, this is the best way to choose your MIDI output device.

MIDI Output Device set in the Multimedia Control Panel

If you choose this option, Musition will use the output device that is selected in the Multimedia Control Panel. To choose your MIDI output device, click the button 'Open the Multimedia Control Panel'. Follow the instructions below, depending on your version of Windows.

Windows 95/98/NT

- Click on the MIDI tab.
- Check that the correct instrument is selected under 'Single Instrument'.

Windows ME, 2000 or XP

- Click on the Audio tab.
- Check that the correct instrument is selected under 'MIDI Music Playback' -> 'Default Device'.

Regardless of the version of Windows, you will probably have a number of different instruments available. Instruments with descriptions such as 'MIDI Output', 'MPU-401', 'MIDI UART' or 'External MIDI Device' are typically only used if you have an external keyboard or sound module.

We recommend avoiding wavetable synthesis devices if possible, as their rhythmical accuracy is often poor.

Note that in Windows Vista, it is quite difficult to select your default Windows MIDI Output device. We recommend choosing it directly in Musition, as described above.

General MIDI Reset

By default, Musition plays a General MIDI Reset upon startup, to ensure that you hear the correct question sounds. Depending on your MIDI configuration, this may cause problems. Uncheck this box if you wish to disable this feature.

Latency Setting

Check this option if you are using a software synthesizer that is not responding quickly enough when using topics such as Rhythm Imitation. Instead of using MIDI sounds to play your taps, wave sounds will be used.

If you select this option, please check the balance between your MIDI (or synthesizer) sound and Wave sound output in your Windows mixer.

MIDI Input

If you have an external MIDI device, such as a MIDI Keyboard or MIDI Wind Controller, you can use this for input in certain topics. Ensure that the box marked 'Enable MIDI input' is checked, and choose your input device from the drop down box.

If your device is working, and Musition is receiving the MIDI notes, you will see the 'MIDI Input Indicator' flash as you play notes.

MIDI Through

If you have a MIDI Input enabled, you can also choose to have notes from your MIDI Input device passed through to the MIDI output device. Depending on your MIDI configuration, you may need to select this to ensure that you hear notes when they are played on your external MIDI device.

MIDI Volume Levels

You may wish to change the balance of volume between MIDI sound (questions) and Wave sound ('correct' and 'incorrect' sounds).

- Click on the small speaker icon located on the Musition toolbar. This will load the Windows volume control.
- Adjust the sliders for the 'Wave' device and 'MIDI' / 'Synthesizer' device.
- If these devices are not available, click on the 'Options -> Properties' menu. From this screen, you should be able to enable the devices you require using the list of available volume controls. Click on OK.
- Close the mixer and test the new levels in Musition.

To make further adjustments, repeat the above steps.

MIDI Emphasis

All rhythm topics have an emphasis played on the major beats of each bar. You can increase or decrease the amount of emphasis on these beats by moving the slide bar with the mouse. You can also make the metronome louder or softer.

Use the 'Test' button to hear an example of rhythm played with the metronome.

Similarly you can increase the emphasis on the bass line in chord progression and cadences topics, by moving the chords slide bar. The test button will play an example cadence with the emphasis you have chosen.

You can also change the amount of emphasis played on the major beats during a melody. Increase or decrease the amount of emphasis on these beats by moving the slide bar with the mouse.

Wave Sound and Pictures

Correct and Incorrect Sounds

Wave sounds can be played at certain times during a session. However, these sounds are only possible if you have sound hardware capable of wave form audio (e.g. SoundBlaster, SoundMax etc). If you are using pure MIDI equipment, it is unlikely that these features will work.

To open the wave sound setup screen, select 'Administration -> Sound and Pictures -> Wave sound'.

Play Startup Sound

If this option is selected, a sound will play when Musition is loaded. This sound cannot be changed.

Play Closing Sound

If this option is selected, a sound will play when Musition is closed. This sound cannot be changed.

Play sounds for a correct answer

If this option is selected, when a student gets a question correct a correct sound will be played. The sound will change each time, chosen randomly from a selection.

Play sounds for an incorrect answer

If this option is selected, when a student gets a question incorrect an incorrect sound will be played. The sound will change each time, chosen randomly from a selection.

Pictures

When you submit an answer, the screen that informs you whether you answered the question correctly or incorrectly also has a picture showing.

You can choose to have a simple tick or cross, or have a picture chosen randomly from the full selection. The full selection contains cartoon type pictures, and may be considered suitable for younger students.

Security and Record Keeping

Musition is capable of recording all results, allowing you to track individual student progress. Results can be printed out, and you may also reset each student's scores when necessary.

Quick Start

If you want to get started quickly with the record keeping features, follow these steps!

- 1) Enter your administrators and teachers into the program - use the 'Administration -> Users -> Maintenance' screen. You must have at least one administrator to use the record keeping features.
- 2) Enter your classes into the program using the 'Administration -> Classes -> Maintenance' screen. You may not need to add any extra classes - Musition will always have the Default Class available.
- 3) Create tests for your classes using the 'Administration -> Tests -> Maintenance' screen. You may not wish to setup tests at this stage; this can be done at a later date.
- 4) Enable the security and record keeping system. Use the 'Administration -> Security and Record Keeping' screen. Turn the option 'Use Names and Password' on.
- 5) Let students use the software! At this stage, when a student uses Musition, they will be prompted for a name and password.

The first time a student uses Musition, the student will be taken to an auto registration screen where they enter their name, choose a password, a class and a voice type. At a later stage, you can view and edit all the enrolled students using the 'Administration -> Users -> Maintenance' screen.

Students who use the auto registration screen are given student level access only.

If you have created a test for the class in which a student is in, a message will inform them that a test is available when they first start the program.

- 6) You can now view your students results using the various reports on the 'Administration -> Reports -> Practise Results' screen.

What is a User

If you wish to record your students' progress, they will each need to be 'enrolled' into Musition and given a login name and password. Each student will also need to belong to a class. See the section 'User Administration' for further details.

What is a Class

A class is simply a grouping of students. They are very much like the classes found in a typical school environment. If you are using Musition in a school, we recommend that you simply replicate your existing school class structure within Musition.

As a private teacher, you may wish to setup your own class structure to group your students. Musition has a built in class, called the 'Default Class', which you can add your students to if you wish.

There are particular options that you can set for each class, giving you the flexibility to tailor Musition for different groups of students. See the section 'Class Administration' for further details.

Security

Musition has a security and record keeping system which when enabled provides users with different levels of access to the program. This screen allows you to set the security level that you wish to use and thereby define whether students, teachers and administrators will be asked for their password upon entering the software, and whether their scores will be recorded.

To open the security and record keeping setup screen, select 'Administration -> Security and Record Keeping'.

The most secure option, and the option that is highly recommended when more than one person is using the software, is 'Logins Enabled - Use names and passwords'. This allows record keeping for multiple users.

To make one of the security settings active, simply click on the button next to it, and set the relevant options as described below.

No security

You and your students will not be required to enter a name or a password to enter the program, or to enter this administration section. No statistics will be recorded, and anybody who uses the program will be able to access all parts of the administration.

Password protection for administration functions

You will not be required to enter a name or password to enter the program, but you will be prompted for a password when entering any administration screen. You are required to type in an administration password in the box labelled 'Administration Password'.

Automatic login of a Single User

You will not be required to login, but your statistics will be recorded under the username selected from the list (you must have setup a user). You are required to type in the users password on this screen. Regardless of the security level that the user has (Student, Teacher or Administrator), when using this feature, Administrator access is granted.

All other settings that the user has (class, voicetype etc) will be used, allowing tests to be taken, and singing topics to be used correctly.

Logins Enabled - Use names and passwords

This is the most secure and flexible setting. The software will use a name and password to identify individual users, record statistics under their name, and uses their access level to grant permission to various parts of the program. When the program is started, all users are asked for their name and password.

Before you can enable this option, you must add an 'Administrator' user to the system, which is explained in the following section '*User Administration*'.

Users

The user maintenance screen ('Administration -> Users -> Maintenance') allows you to add new users to your configuration, and change details of existing users, such as their passwords. For each student or administrator using the software, their name, password, class, voice type, and an access level is recorded.

By default, ALL the users enrolled are shown. By clicking on the box labelled 'Show only Users in class', you may filter the list to show a single class of users. Simply select the class of users that you wish to view from the dropdown box. The user maintenance screen allows you to add new users to your Musition configuration and change details of existing users, such as their passwords.

User Administration

Access Levels

An access level sets the functions that any particular user may perform within the software. There are three levels of access. Student access is the most common; it allows people to use the program, but does not allow any administration or configuration of the system. Teacher access allows access to statistics, but not to configuration, class, user or test maintenance. Administrator access allows all of these functions.

NOTE: Both Teacher and Administrator access levels DO allow use of the drills, as well as access to the various administration screens.

Adding a New User

To add a new user, click the "New User" button. Enter the user's name in the User Name column, and then set a password in the Password column. In the Class column, select which class the user belongs to.

If this user is a teacher or an administrator, select their level of access from the options provided. You must have a user with administrator access if using names and passwords in Musition. If such a user does not exist, you will not be able to use the configuration and administration functions on the Administration menu. You will then be LOCKED OUT of the program. If this happens, contact Rising Software for further assistance.

Finally, choose the user's voice type (soprano, alto, tenor or bass) and whether the user should get feedback when they get an answer correct.

When you are finished, press the Enter key. Your new user will then be ready. If you don't want to save your new user, press the Escape key.

Editing an existing user

Locate the user in the user list box, click on him/her, then click on the item you wish to

change and make your changes. (See Adding a new user, above). Your changes will then be saved automatically. If you don't want to save your changes, press the Escape key on your keyboard.

Deleting a user

Select the user in the user listing (by clicking on him or her), then click "Delete User". The user will then be removed from the system. You cannot remove yourself from the system.

Clearing Results

The box 'Clear Results for this User' allows you to delete practise and test results for the selected user. You can also delete the results for a single test that the user has attempted.

If you wish to clear all the results, use the buttons in the box 'Clear Results for ALL Users'.

Restricting the List of Users

By default, ALL the users enrolled are shown. By clicking on the box labelled 'Show only Users in class', you may filter the list to show a single class of users. Simply select the class of users that you wish to view from the dropdown box.

Importing Users

If you already have a list of users, you can import them by clicking the 'Import Students' button. Your user names need to be in a comma separated text file. The format is shown on screen after you click the button.

User Options

There are various options that can be set for users on the 'Administration -> Users -> Options' screen.

Automatic User Registration

If enabled, new users can automatically enrol themselves into the program database. (If this option is disabled, an administrator must add each user individually using User Maintenance) If a user enrolls themselves, they are automatically given Student access, and thus will not have access to teacher or administrator functions. It is recommended that you enable this option in a school environment to avoid adding each user individually to your system.

Note: This option only takes effect if the security setting 'Logins Enabled - Use Names and Password' is selected.

Allowing Users to Change their Settings

If this option is enabled, users can change their own password, class and voice type. If this is disabled, the user will not be allowed to change these details.

Note: This option only takes effect if the security setting 'Logins Enabled - Use Names and Password' is selected.

If this option is enabled, Musition will allow people using the program to change their password, class and voice type. If this is disabled, the user will not be allowed to change these details.

NOTE: If Musition is does not have '*Use names and passwords*' enabled (see *Security & Logging In*), this option will have no effect.

Single User Settings

This screen ('Administration -> Users -> Single User Settings') provides options for when the software is being run in a single user environment. (ie. not on a network with multiple users) The settings on this page will only take effect if you are using the security option 'No security'.

Voice Type

If you are using the software in this environment then you may select your voice from the drop-down box provided. This will ensure that you receive singing / microphone questions in the correct vocal range.

Show message for correct answers

This setting allows you to move on to the next question immediately, if you get the question correct.

Class Administration

The class maintenance screen ('Administration -> Classes -> Maintenance') allows you to add classes to your configuration. You can also edit the settings of existing classes. For each class, the name of the class, it's teacher, it's default syllabus, and a number of other settings are stored.

Class Administration

Adding a New Class

To add a new class, click on the "New Class" button. You will then be able to enter the name and teacher of the new class, and set the options. Click on the 'Class Name' column and enter the name of the class.

Syllabus

Choose the default syllabus that the class will use in the 'Syllabus' column. You can allow students to change the syllabus that they are using during practise by clicking the box in the column 'Allow students to change Syllabus'.

Retry Questions

Students may retry questions which they answer incorrectly whilst practising if the box 'Allow Students to Retry Questions' is ticked.

Professor

If this option is enabled, users will be advised to move up and down levels based on thresholds that you setup on the Professor setup screen.

Teacher

Select the name of the teacher for this class. This is the name that will appear when you print out reports for this class.

Enable Metronome

Checking this box allows the metronome to be used in topics such as Rhythm Dictation and Melodic Dictation.

Allow students to disable Metronome

If the metronome is enabled, and you turn this option on, students can enable or disable the metronome while they are practising the relevant topics.

Use the onscreen keyboard

Auralia features an onscreen keyboard, which can be used to enter the answer in certain topics. Enable or disable this option as required. This option is not relevant in Musition.

Use external MIDI keyboard

If you have an external midi keyboard and wish to use it for answer input, select this option. External MIDI input is only supported in certain topics.

Use onscreen guitar

Auralia features an onscreen guitar, which can be used to enter the answer in certain topics. Enable or disable this option as required. This option is not relevant in Musition.

Editing an existing class

Locate the class in the class listing, click on it, then make your changes (see “Adding a new class”, above). Your changes will be saved automatically. If you don't want to save your changes, press Escape key.

Deleting a class

Select the class from the list, then click ‘Delete Class’. Note that if you delete a class, all users in that class will be reassigned to the ‘Default Class’.

Copying a class

You can create a copy of a class by clicking the ‘Copy Class’ button. All class settings are copied. The new copied class will not contain any students or results.

Clearing Results

The box ‘Clear Results for this Class’ allows you to delete practise and test results for the users within the selected class.

Minimum Levels and Topic Settings

This screen (‘Administration -> Classes -> Minimum Levels’) allows you to set options for topic, and minimum levels for each class. By setting a minimum level for a class, you stop students from practising any level lower than the level you have set.

Topics

You can choose to turn certain topics off for each class. This allows you to disable topics that aren't appropriate for the class, or to channel your students into areas that you feel need more practise. To disable a topic, select it from the box marked ‘Topic’, and uncheck the box marked ‘Active Topic’. To enable the topic, ensure that the box is checked.

You can also change the number of times users in the class can retry each question. Select the number of retries from the ‘Retries allowed’ box.

Neither of these settings affect tests.

Minimum Levels

Minimum levels are setup on a syllabus basis. A general ‘Level 4’ setting isn’t possible, as some syllabi may have six levels in a particular topic, while others may have a different number of levels, some fewer and some greater.

To select a minimum level, select your topic from the ‘Topic Box’ and the syllabus you would like to set them for from the ‘Syllabus’ box. The box marked ‘Minimum Level’ will then show you the levels that exist for that particular topic and syllabus.

Select your minimum level from the box marked ‘Minimum Level’.

The Professor

When students are practicing, and achieving a high percentage of correct answers, the program will suggest that they move to the next level. Similarly, if they are achieving a low percentage, the program will suggest that they move to a lower level. This screen allows you to set the percentages needed to move to a higher or lower level.

Select a class from the box marked ‘Class’. If the box marked ‘Allow users to ignore professor’ is checked, when the professor makes a suggestion, students may click “No thanks” to ignore the advice. If this option is disabled, students MUST change level when the professor suggests it.

You must now choose whether to have the same settings for all topics, or individual settings per topic.

Same Settings

Click on the button marked ‘Use the SAME settings for all topics’.

Enter the percentage of questions the user must exceed for the professor to suggest moving to the next level. You may also enter the percentage to move to the previous level; when students score lower than this percentage, the professor will suggest they move to the previous level.

Finally, you may choose how many questions students must answer before the professor will give them any advice.

Individual Settings

Click on the button marked ‘Use INDIVIDUAL settings for all topics’ and select the topic you wish to change from the drop-down list.

Enter the percentage of questions the user must exceed for the professor to suggest moving to the next level. You may also enter the percentage to move to the previous level; when students score lower than this percentage, the professor will suggest they move to the previous level.

Finally, you may choose how many questions students must answer before the professor will give them any advice.

Syllabus Setup

In Musition, a syllabus is a group of levels. Generally, a syllabus will have levels in each topic, but it is possible for a syllabus to not have any levels in a particular topic.

Syllabi make it possible to tailor the content of Musition to suit varying age groups and ability levels. They also allow the content within Musition to be used for varying examination standards around the world.

Note that you cannot modify any of the syllabuses that are included with the software. If you wish to change the settings or levels of one of the provided syllabuses, make a copy of the syllabus. The copied syllabus will be able to be modified. You can then set the copied syllabus as your default in the Class Administration.

Syllabus Administration

The syllabus administration screen ('Administration -> Syllabus and Levels -> Syllabus Setup') allows you to add and delete syllabi from your configuration.

Adding a new syllabus

To add a new syllabus, click on the 'New Syllabus' button. You will then be able to enter the name of the syllabus. There are a number of options for each syllabus.

Country

Select the country from which the syllabus originates.

Rhythm Terminology

Choose between US (half, quarter notes etc) and UK (minims, crotchets etc) style terminology. You can choose both, in which case, when relevant, both styles will be used - Musition will randomly choose between them before each question.

Note that this option does not change the terminology shown on the level selection screens, that is handled under 'Language and Terminology'.

Description

Enter a description of the syllabus. This will appear on level selection screens when the syllabus is chosen.

Instrument Choice

You can choose between a single instrument sound or random instrument sounds for your questions. The random sounds have been chosen to ensure that in a drill context, each sound will allow the student to clearly hear;

- the duration of the note
- the pitch of the note without any strong overtones

Instrument Sounds

When you are selecting a single MIDI instrument sound for all questions, please consider the following points;

- when held for longer note values, will the sound clearly represent the duration of the note? For example, a clean guitar sound will have an attack, and then the note will fade making the duration of the note less obvious, whereas a flute sound will be held clearly for the full duration of the note.
- does the sound have strong overtones that may make the pitch of the note more difficult to hear? For example, some MIDI organ sounds have very strong octave or fifth overtones

Metronome Sounds

Choose the drum sound for the start of a bar, and the sound for a regular beat.

Deleting a syllabus

Select the syllabus from the list, then click 'Delete Syllabus'.

Note: All the levels and results for that syllabus will also be deleted.

Copying a syllabus

It can be useful to make copies of a syllabus. For example, you may create a syllabus for one group of students and then want to modify it slightly to suit another group.

Select the syllabus from the list, then click 'Copy Syllabus'. The copy of the syllabus will appear in the list of syllabi.

Exporting a Syllabus

You can export a syllabus by clicking on the 'Export Syllabus' button. The syllabus will be outputted to a file of your choosing, which can then be imported by others who use the software. Any customised content (Chord, Scales etc) that is not provided by Rising Software will also be exported. For example, if you customise one of the chords or scales that is provided by Rising Software, those changes WILL NOT be exported. However, if you added a new chord or scale and used that in your syllabus, then the new chord or scale WILL be exported.

Note that if you are not running the same version of the software as the person who is going to import the syllabus then you will have problems. Ensure that you are running the latest version by checking at <http://www.risingsoftware.com/>.

Importing a Syllabus

Click on the 'Import Syllabus' button to import a syllabus. You will need to choose the file. Note that customised content may also be imported (Chords, Scales etc).

Note that if you are not running the same version of the software as the person who created

the test then you will have problems. Ensure that you are running the latest version by checking at <http://www.risingsoftware.com/>.

Syllabus Levels

Levels are added to a syllabus one topic at a time. Enter the Syllabus Administration ('Administration -> Syllabus and Levels -> Syllabus Setup') screen, and click on the 'Syllabus Levels' tab.

Select your syllabus and topic from the dropdown boxes. The levels for the syllabus and topic will appear in the 'Topic Levels' box.

Adding a level

To add a level for the syllabus and topic, simply click on the 'New Level' button. There are a number of options for each level

Test Only:

Select this if you do not wish to have the level available for general practise use.

Description:

Enter a description of the level . This will appear on level selection screens when the level is chosen.

Copying a level

Click on the 'Copy Level' button to make a copy of a level. This can be useful when creating levels that have cumulative content.

Editing the level

The level has now been created, but it has no content. It will appear in level selection screens, but you will not be able to use it. You need to add content to the level - click on the 'Edit Level' button.

The level editing screen for the topic will open up, and you are free to define the content of the level as you wish. Click on 'Ok' when you are finished. Refer to each topics help screen for further details regarding the various options contained in each topic.

Deleting a level

Select the level from the list, then click 'Delete Level'. Note: All the results for that level will also be deleted.

Level Order

Use the 'Move level up' and 'Move level down' buttons to change the order of the levels.

Tests

A test is a sequence of questions taken from various levels of various topics. When you create a test, you choose which topics will be tested, which levels in those topics, and how many questions will be asked from each. You also control the order in which the topics are tested.

When students log in, they will be informed if there any tests available for their class. They can start a test by going to the File menu and selecting Start Test. You can view students' test results in the Administration menu under Reports.

Note that tests can only be taken if you have logged into Musition - see the previous section 'Security'.

Test Administration

The test administration screen ('Administration -> Tests -> Maintenance') allows you to add and delete tests from your configuration. For each test, you must specify a test name and set a number of options.

Adding a new Test

To add a new test, click on the "New Test" button. You will then be able to enter the name of the test in the grid, under the column marked 'Test Name'. There are a number of options available for each test:

Correct Incorrect Feedback

When doing a test, the facility for students to be told whether they answered the question correctly or incorrectly can be disabled.

Allow test resumption

If this option is enabled, students will be able to stop in the middle of a test, and resume the test from where they left off at a later date.

Allow tempo changes

The tempo bar is active in most topics, allowing students to speed up or slow down the examples. The can be disabled this in a test if you wish.

Number of test attempts

If you are wanting students to take a test multiple times, instead of resetting students results, you can simply allow a higher number of test attempts. This will allow you to compare the results from each attempt.

Tests have to be assigned to various classes, listed under the 'Classes' box. If you would like students in a particular class to be able to take a test, select the class in the 'Classes' box. You can select multiple classes.

Deleting a test

Select the test from the list, then press the “Delete Test” button.

NOTE: Any results that were available for the test will be lost.

Copying a test

Click on the ‘Copy Test’ button to create an exact copy of a test. Results are not copied.

Exporting a Test

You can export a test by clicking on the ‘Export Test’ button. The test will be outputted to a file of your choosing, which can then be imported by others who use the software. If the test that you are exporting contains a customised syllabus then that syllabus will also be exported.

Note that if you are not running the same version of the software as the person who is going to import the test then you will have problems. Ensure that you are running the latest version by checking at <http://www.risingsoftware.com/>.

Importing a Test

Click on the ‘Import Test’ button to import a test. You will need to choose the file. Note that syllabi may also be imported, if the test that you are importing contains a customised syllabus.

Note that if you are not running the same version of the software as the person who created the test then you will have problems. Ensure that you are running the latest version by checking at <http://www.risingsoftware.com/>.

Clear results

To reset all the results for a test, select it from the list and press the “Clear Results” button.

Content and Topic Customisation

Language

Choose the language that you would like to use on the language screen ('Administration -> Language and Terminology -> Language') from the options shown. It is highly recommended that you restart the program after changing language, to ensure that all text is translated properly.

Terminology

You can change the way certain musical items are described on the Terminology setup screen ('Administration -> Language and Terminology -> Terminology').

The settings on this screen are general settings only, and apply to level selection screens. They do NOT change the type of terminology that you see in the drills. If you wish to change the terminology within the drills, you must change the terminology for the particular syllabus.

Notes

If you wish to use British terminology instead of American terminology check the box marked 'Use the term "crotchet" instead of "quarter note" etc'. This will apply throughout the program.

Chord Progressions

Choose between Figured Bass (I, I6, I64) or Letters (I, Ib, Ic) etc.

Scale Degrees

You can have scale degrees shown as 'Tonic, Dominant', 'First, Fifth' or '1, 5'.

Chord Editor

The chord editor ('Administration -> Topics -> Chords') allows you to add new chords to Musition. These chords can be used in the Chord Recognition, Chord Singing, Jazz Chords and Jazz Chord Singing topics.

Adding New Chords

If you wish to add a chord, click on the 'New Chord' button. You then need to enter a name for your chord, and click in the notes of the chord, on the staff marked 'Chord'. You may also wish to enter a 'Voiced' version of the chord, for use in topics such as Jazz Chords.

As you enter the chord, you can hear either version of the chord by using the 'Play this chord' buttons.

If you wish the chord to be available in the Chord Recognition topic, ensure that the box marked 'Use in Chord Recognition' is checked.

Deleting Chords

To delete a chord, click on the 'Delete Chord' button. Certain chords cannot be deleted.

Use in Chord Recognition Option

Please note that the voiced versions of the chords are only used in the Jazz Chords topic, whilst the stacked versions are used for other chord topics. Check the 'Use in Chord Recognition' box if you wish this chord to be used in the chord recognition topic. There are some chords which you may not wish to be included in this topic as the chord symbol may not clearly describe all the implied notes that would occur in a stacked version of the chord. One example of this is a 7#9 chord, which when played or viewed as a stacked chord would include additional altered notes that the chord symbol does not define.

NOTE: To ensure correct transposition of your chords, ensure that you enter them using 'C' as the tonic note. For example, if you are entering a Major 1st Inversion chord, the root note would be E above C.

Chord Scale Relations Editor

This screen allows you to edit the chord scale relations that appear in the Chord Scale Relations topic, and add new relations if you wish.

Adding Chord Scale Relations

Available Chords: A complete list of the available chords is shown in this box. To choose chords, you need to move them to the box marked 'Included Chords'. You can do this by double clicking on the chord you'd like to use, or by selecting the chord (single click) and clicking on the 'Hand' that is pointing to the 'Included Chords' box.

Included Chords: This box lists the chords that you have chosen to practise. To remove chords, you need to move them back to the box marked 'Available Chords'. You can do this by double clicking on the chords you'd like to remove, or by selecting the chord (single click) and clicking on the 'Hand that is pointing to the 'Available Chords' box.

Once a chord is in the 'Included Chords' box, you can begin to associate scales with the chord. Simply select the chord in the 'Included Chords' box, and then click on each scale in the 'Associated Scales' box. A chord can have more than one associated scale.

Deleting Chord Scale Relations

Move the chord out of the 'Included Chords' box into the 'Available Chords' box.

Concepts Editor

This screen ('Administration -> Topics -> Concepts') allows you to edit concepts that appear in the program, and add new concepts if you wish. You can then add these concepts to levels in the various Concept topic.

Adding Concepts

If you wish to add a concept, click on the 'Insert Concept' button and enter a name for your concept in the box marked 'Concept Question'.

You then you need to provide eight different answers or definitions of the concept and type them in the spaces provided. You need to give each of these answers a rating between 1 and 4. A rating of 1 indicates the correct answer, a rating of 2 indicates a plausible answer, a rating of 3 indicates a less plausible answer and a rating of 4 indicates an outrageous or irrelevant answer. There must be only one answer with a rating of 1!

Deleting Concepts

To delete a concept, click on the 'Delete Concept' button.

Scale Editor

The scale editor ('Administration -> Topics -> Scales') allows you to add new scales to Musition. These scales can be used in the Scales, Scale Singing, Jazz Scales and Jazz Scale Singing topics.

Adding New Scales

If you wish to add a scale, click on the 'New Scale' button. You then need to enter a name for your scale, and click in the notes of the scale, on the staff marked 'Scale'. As you enter the scale, you can hear it by clicking the 'Play this scale' button.

Deleting Scales

To delete a scale, click on the 'Delete Scale' button. Certain scales cannot be deleted.

NOTE: To ensure correct transposition of your scales, ensure that you enter them as if they had a key signature with no sharps or flats.

Terms Editor

This screen allows you to edit terms that appear in the program, and add new terms if you wish. You can then add these terms to levels in the Terms topic.

Adding Terms

If you wish to add a term, click on the 'Insert Term' button and enter a name for your concept in the box marked 'Term Question'.

You then you need to provide eight different answers or definitions of the term and type them in the spaces provided. You need to give each of these answers a rating between 1 and 4. A rating of 1 indicates the correct answer, a rating of 2 indicates a plausible answer, a rating of 3 indicates a less plausible answer and a rating of 4 indicates an outrageous or irrelevant answer. There must be only one answer with a rating of 1!

You also need to choose the original language of the term, and the category that the term fits into.

Deleting Terms

To delete a term, click on the 'Delete Term' button. Certain terms cannot be deleted.

Results and Reports

The reports screen allows you to find out information on all of the program's users and observe your students' progress in both tests and practice. Musition can only record statistics and track users and classes if the '*Use Names and Passwords*' security option is being used.

All of the report screens can be found under the menu 'Administration -> Reports'.

Detailed information regarding operation of each topic drill can be found in the online Help.

Lists and Settings Reports

These reports allow you to see lists of your users, classes, tests and syllabi. You can also see things such as class minimum levels and settings. Select the report type from the box marked 'Report type', and pick your options from the 'Report Options' box. Click on the 'Preview Report' button to view and print the report.

User Details

This report will show you lists of your currently enrolled users. You can choose to view all of your users, or only those in a certain class.

Class Settings

This report will show a list of your classes, showing the various options that are set for each.

Class Minimum Levels

This report will show you any minimum levels that have been set for your classes.

Test Details

This report will list your tests, showing what classes they apply to, and the various settings.

Test Entries

This report will list all the entries within your test, showing the details of each entry.

Syllabus

This report will list your syllabi, showing the settings that each syllabus has. You can also choose to display all the levels within the syllabus.

Practise Results Reports

These reports allow you to see the practise results for each user. Select the report type from

the box marked 'Report type', and pick your options from the 'Report Options' box. Click on the 'Preview Report' button to view and print the report.

User Results - Overall Score

This report combines the scores from all the topics in all Syllabi, giving an overall grade.

User Results - Overall Score by Syllabus

This report shows your combined users results from each syllabus, combining all topics for that syllabus.

User Results - Overall Score by Topic

This report shows your combined users results for each topic. The results for each syllabus and its set of levels are combined.

User Results - Detailed

This report will show your users results, for each syllabus, and each topic within that syllabus. It is the most detailed report that is available for users results.

Test Results and Status Reports

This screen allows you to view test results and status. Select the report type from the box marked 'Report type', and pick your options from the 'Report Options' box. Click on the 'Preview Report' button to view and print the report.

Test Results

This report shows your test results. You can choose to be shown an overall score, or the score for each entry.

Test Status

This report shows which students in a class have taken the test, and how many times they have attempted it.

Report Options

This screen allows you to select your preferred paper size. Select from either 'A4' or 'Letter' - this option is stored for later sessions.

Topic Descriptions

This section gives you a brief description of each topic. The level structures for each syllabus can be viewed within Musition, using the reporting functions.

Advanced Note Reading

In Advanced Note Reading, you will have to identify notes on a staff, or click in notes on a staff. Alto and Tenor clef are used.

Beaming

In Beaming, a rhythm without beams is shown on screen, and you are asked to put the correct beams in using the mouse.

Chords

In Chords, you will have to identify a chord that is shown on a staff, or click in a chord on a staff.

Chord Scale Relationships

Chord Scale Relations tests the ability to relate chords and scales, in a jazz context.

Clef Transposition

In Clef Transposition, you will have to be able transpose short melodies from one clef to another.

Concepts

Concepts tests the knowledge of common music concepts, the fundamentals of written vocabulary. Questions are multiple choice.

Diatonic Chords

In Diatonic Chords, you will have to identify a chord that is shown on a staff, or click in a chord on a staff. The chords will be based on the scale degrees of the Major and Harmonic Minor scales.

Drum Sticking

In Drum Sticking, you will tap back a rhythmic pattern with your left and right hands.

Drum Styles

In Drum Styles you will tap back a rhythmic pattern which is shown on screen. The pattern is one part (eg: Snare Drum part) of a rhythmic style that would commonly be played on a drum kit.

Enharmonic Notes

In Enharmonic Notes, you will have to be able to identify enharmonic variations of notes.

Guitar Symbols

In Guitar Symbols, you will have to identify the chord that is represented by the guitar symbol.

Instrument Keys

In Instrument Keys, you are asked to identify the keys of various instruments, and identify the most 'common' key.

Instrument Knowledge

Instrument Knowledge is a topic that deals with instrument general knowledge. Questions have multiple choice answers.

Question such as 'What family of instruments is the Flute in?' will be asked.

Instrument Range

In Instrument Range, you are asked to identify the keys of various instruments, and identify the most 'common' key.

Instrument Recognition

In Instrument Recognition, instrument examples are played (WAV files), and you have to identify the instrument for a number of choices.

Instrument Transposition

In Instrument Transposition, you will need to be able to transpose to and from concert pitch and the correct key for a particular instrument.

Intervals

In Intervals, you will have to identify an intervals that is shown on a staff, or click in a interval on a staff.

Jazz Chords

In Jazz Chords, you will have to identify a chord that is shown on a staff, or click in a chord on a staff.

Jazz Chord Symbols

In Jazz Chord Symbols, you will have to identify chord symbols, and the structure of the chord that they represent.

Jazz Scales

In Jazz Scales, you may be asked to identify a scale shown on screen, fix incorrect notes in the scale, or enter the scale on a staff.

Key Signatures

The Key Signatures topic assesses your knowledge of keys, in particular, the number and type of accidentals that keys have and the order in which they appear on a staff. Identifying relative major and relative minor is also covered.

Meter Recognition

In Meter Recognition, you will have to be able to identify time signatures and their characteristics.

Modulation

In Modulation, a two part example is shown that will modulate from one key to the other. You will be asked to identify the type of modulation (eg. Major Tonic - Relative Minor) or identify the final key of the example.

Note Reading

In Note Reading, you will have to identify notes on a staff, or click in notes on a staff.

Ornaments

In Ornaments, you will have to identify ornaments such as trills, acciaccatura, appoggiatura etc.

Rhythm Notation

Rhythm Notation tests the knowledge of note and rest values.

Rhythmic Subdivision

Rhythmic Subdivision tests the knowledge of note and rest values, and the concept of subdivision.

Rhythm Tapping

In Rhythm Tapping, an rhythm is shown on screen, and you are asked to tap it back using your keyboard. You may also tap the rhythm in using an external MIDI device such as a keyboard or wind controller, if connected.

Scale Home Keys

Scale Home Keys tests the ability to relate a mode to it's parent major or minor scale.

Scale Degrees

Scale Degrees tests students ability to recognise a key signature and then identify the scale degree that a given note is within the key.

Scales

In Scales, you may be asked to identify a scale shown on screen, fix incorrect notes in the scale, or enter the scale on a staff.

Solfege

In Solfege, you will need to identify the displayed Solfege hand signs.

Symbols

Symbols tests the knowledge of common symbols that are found on scores. Questions are multiple choice.

Terms

Terms tests the knowledge of common terms that are found on scores. Questions are multiple choice.

Technical Support

Before contacting Rising Software Technical Support, please consult this User's Guide and the online help. If you still cannot resolve your problem or query, please contact Rising Software Technical Support through one of the methods below.

When contacting Rising Software, please have the following details on hand:

1. The version of Musition you are using;
2. The version of Microsoft Windows you are using;
3. The type of sound or MIDI equipment you are using, and details of your Musition sound configuration, if it is a sound related problem;
4. Whether Musition is installed on a network, and if so, what type;
5. What the exact problem is, such as the exact message given by Musition, what you were doing when the error occurred (eg practising intervals, reviewing students' statistics, etc), and any other details you feel are relevant.

Internet

Rising Software maintains a web site at the following address:

<http://www.risingsoftware.com>.

Consult our site before using alternative forms of communication. Listing of known bugs and program updates will be listed there.

Email

We can be contacted through email on the internet (and associated networks) at the address: *support@risingsoftware.com*.

Fax

You are welcome to fax any correspondence regarding Musition to us on +61 3 9481 3380. Please include a fax number if you wish your query to be responded to by fax.

Telephone

You can reach the Rising Software office during business hours on + 61 3 9481 3320. If you are in the USA, please call (888) 667 7839. If we are unavailable, please leave a message and we will return your call.

Post

You can reach Rising Software by post at:

Rising Software Australia
3 Darling St
Fairfield, VIC 3078
AUSTRALIA

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In this Agreement the following words and expressions have the following meanings:

“Demonstration Software”: components of the Software, containing some but not all of the components of the Software which is supplied for evaluation purposes only and is not suitable for commercial or education use.

“Documentation”: the Musition User Guide, Musition Install Guide, on-screen help and any other documentation relating to the Software supplied to you in any form by the Licensor or with the Software.

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“Product”: the Software and the Documentation.

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4.1 You acknowledge that in entering into this Agreement you have not relied in any way on our representations, descriptions, illustrations, specifications, skill or judgment and that you have satisfied yourself as to the condition and suitability of the Software for your purposes.

4.2 The Licensor does not warrant that the functions contained in the Software will meet your requirements or is suitable for your use or any other purpose or that operation of the Software will be uninterrupted or problem or error free. The Licensor does not warrant that the Software will function as documented, expected or promised or is of merchantable quality. Use of the Software or any part of it is at your sole risk. You must determine that the Software meets your requirements, including compatibility with other computer programs or equipment.

4.3 Unless this Agreement expressly provides otherwise, the Licensor gives no condition, warranty, undertaking or representation in relation to the condition, accuracy, suitability, quality of or title to the Software and to the extent permitted by law, all implied conditions, warranties and liabilities (including liability as to negligence) in relation to same are negated

and excluded.

4.4 Notwithstanding clause 4.2, the Licensor does warrant that the physical medium upon which the Software is provided and the Documentation will be free from defects in materials and workmanship for a period of fourteen (14) days after the date of original purchase (the "Warranty Period"). If a defect in the physical medium or Documentation shall occur during the Warranty Period, the Product may be returned with dated proof of purchase to the Licensor who will at its sole discretion either return the price paid or repair or replace it free of charge.

4.5 You will indemnify the Licensor and keep the Licensor indemnified against:

(1) all and any demands, claims, actions and proceedings whatsoever and howsoever arising made by any third person in connection with or arising out of your use of the Software (except to the extent that they arise due to the fault of the Licensor or its employees or agents); and

(2) all and any losses, costs, expenses and damages whatsoever and howsoever incurred by the Licensor in connection with or arising out of a breach by you of any provision of this Agreement.

4.6 Nothing in this Agreement excludes, restricts or modifies any condition, warranty, right or remedy which is conferred on you by the *Trade Practices Act 1974* (Cth) or any other consumer legislation as amended (the "Acts") which we are not lawfully able to exclude, restrict or modify. Where we breach a non-excludable condition or warranty which has been implied by the Acts, our liability for breach will be limited, to the extent lawfully permissible, to:

(1) in the case of supply of goods, the replacement of the goods or the supply of equivalent goods, the repair of the goods, the payment of the cost of replacing the goods or of acquiring equivalent goods, or the payment of the cost of having the goods repaired;

(2) in the case of the provision of services, the supplying of the services again, or the payment of the cost of having the services supplied again;

whichever the Licensor sees fit to provide.

4.7 Notwithstanding anything to the contrary in this Agreement, the Licensor's entire liability for breach of its covenants and warranties in this Agreement and for any defect or errors in the Product shall be limited to the price paid by you for the Product.

4.8 To the extent permitted by law, you acknowledge and agree that the Licensor is not liable for any loss or damage, including any special, indirect or consequential loss or damage (including economic loss, loss of profits, business interruption, loss of business OR loss of revenue) whether such loss is caused by the Licensor's breach of its obligations under this Agreement or any negligence or other tortious act or omission or in any way results from your use, non-use or inability to use the whole or any part of the Product (including as a result of any malfunction, breakdown, error or virus in the Software) or otherwise OCCURS in connection with this Agreement.

5. Termination

This License shall terminate automatically upon your destruction or if you otherwise lose custody of the Product. In addition, the Licensor may elect to terminate this License in the event of a material breach by you of any condition of this Agreement or any of your representations, warranties, covenants or obligations hereunder. Upon notification of such termination by the Licensor you will immediately delete all copies of the Software from your computer(s), destroy any other copies of the Product or any part thereof, or return the Product to the Licensor.

6. Miscellaneous

6.1 **No failure to exercise and no delay in exercising on the part of the Licensor of any right, power or privilege arising hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies of the Licensor in connection herewith are not exclusive of any rights or remedies provided by law.**

6.2 **You may not distribute, loan, sub-license, rent, assign, lease (including without limitation renting or leasing a computer on which the Product is installed) or otherwise transfer the Product to any third party without the Licensor's prior written consent, which the Licensor may grant, condition or withhold in the Licensor's sole discretion.**

6.3 **You agree to the collection and use of your personal data in accordance with the Licensor's privacy statement (available from the Licensor or at the Licensor's website at <http://www.risingsoftware.com/privacy.shtml>) which may change from time to time.**

6.4 **This Agreement is intended by the parties hereto to be a final expression of their agreement with respect**

to the subject matter hereof and a complete and exclusive statement of the terms of such agreement. This Agreement supersedes any and all prior understandings, whether written or oral, between you and the Licensor relating to the subject matter hereof.

6.5 This Agreement shall be construed and governed by the laws of Victoria, Australia and both parties agree to submit to the exclusive jurisdiction of the Victorian courts.

6.6 The provisions of this Agreement shall not be varied, except by agreement in writing and signed by the parties.

6.7 If there is a disagreement between you and the Licensor that cannot be resolved then prior to commencing proceedings in any Court, you must refer the matter to the Australian Commercial Disputes Centre for arbitration in accordance with the Centre Guidelines on Arbitration. The decision of the arbitrator (including any award as to costs) will be final and binding.

