EarMaster Cloud
Quickstart guide

Congratulations – you have acquired the most efficient educational tool available for sight-reading and ear training. Here is all you need to get started:

Create an EarMaster Cloud account

1) Go to **cloud.earmaster.com** and choose *Sign up*
2) Fill out the form to create an EarMaster cloud account for your school. You need your *Credits code* to do this. It is either a sticker in the box or sent by email with your purchase. What you create here is a cloud administration account. The EarMaster cloud users are created below. The EarMaster cloud users can not login to the administration account.

Add students and assign them to classes

A) If you, for each class, have a separate CSV file with students, then you can create the users and assign them to classes in one operation:

1) Create all the classes you need (see "Creating classes" in the box)
2) Go to *Users > upload a user list*, and choose the *Class assignment* tab.
3) Choose your CSV file (see requirements in the box) and select a class on the list to assign the list to.
4) Click Upload and you will see an overview of the changes that will be made.
5) When you have confirmed that your CSV file has been read correctly, click on *Process*. This will send an email to each created user with the information needed to download EarMaster and with the student's personal login information.

B) If you have a CSV file with all students, then you can upload them first and assign them to classes later:

1) Choose *Upload a user list* and go to the *Replace user database* tab.
2) Choose your CSV file (see requirements in the box) and click Upload. You will see an overview of the changes that will be made.

> ### Creating classes
> *Choose "School classes" in the main menu at the top of the page. Then click on "Create new class" to type the title of the class and create it. Continue until all classes have been created*

3) When you have confirmed that your CSV file has been read correctly, click on *Process*. This will send an email to each created user with the information needed to download EarMaster and with the student's personal login information.
4) You can let the teachers create classes and assign student to them in the EarMaster program, or you can do it directly in this web interface. To assign students to classes now:
   a. Create all the classes you need (see *Creating classes* in the box)
   b. Go to *Users > Manage user class assignment*
   c. For each user click on the class that this user should be assigned to (a student can be assigned to multiple classes).

C) If you do not have a CSV file with the students, you can create each user manually in the web interface, see *Adding a user manually* in the box. However, even with just a few users to add, it will be faster to make a CSV file in a text editor or in a spreadsheet. See the *CSV file requirements* in the box.

Add teachers

Teachers are handled independently from students, so uploading a new list of students, will not remove the teachers.
Teachers are added manually. See the *Adding a user manually* in the box to the right – and be sure to set the role to *Teacher*.

What's next?

All users have now received an email with the information they need to use EarMaster. You can anytime access the web interface to create or delete students and teachers. The number of days left with your current credits will immediately be updated.

Next semester you might want to upload a complete new list of students. This will automatically delete students that are no longer on the list and create the new users added to the list. All users that already exist in the cloud will not be modified, and will not lose their results or settings.

> ### Adding a user manually
> *To create users one by one, go to "Users" > "Manage users", and click "Create new user".*
> *Fill out the form, which includes choosing the username (preferably a short form of the users full name), and setting the "Role" to either "Student" or "Teacher".*
> *You can also assign this user to a class immediately.*
> *Finally click "Save". This will send an email to the created user with the information needed to download EarMaster and with the user's personal login information.*

> ### CSV file requirements
> *The CSV file must be in UTF-8 format (all text editors can save in this format) and have one of these two structures:*
> *a) <full name>,<email>*
> *b) <first name>,<last name>,<email>*