

# Getting Started with the Online Workbook

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Last Modified on 11/29/2021 3:17 pm EST

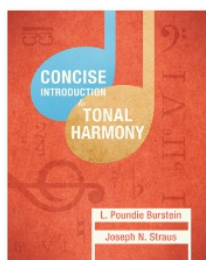
A guide to getting started using the Online Workbook powered by Noteflight.

Hide All Answers

## How do I get started using the Online Workbook?

There is a great "Getting Started" resource available on the Digital Resources page for your textbook.

1. Go to the Digital Resources page for your textbook. Here is a list of the textbooks that feature the Online Workbook powered by Noteflight:
  - Concise Introduction to Tonal Harmony: <https://digital.wwnorton.com/conciseharmony>
  - The Musician's Guide to Theory and Analysis, Third Edition:  
<https://digital.wwnorton.com/guidetotheory3>
2. Login to the Digital Resources page using your account. Please note, to access the Getting Started resource specifically designed for instructors, your account needs to be authorized as an instructor. If you need to have your account authorized as an instructor, please contact your [Norton representative](#).
3. Click on the Getting Started tile:



## Concise Introduction to Tonal Harmony

Burstein and Straus

Purchase Options

This product is not yet available for sale.



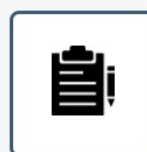
Ebook



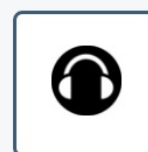
Know It?



Show It!



Workbook



Playlists



Student  
Results



Getting  
Started



Instructor  
Resources

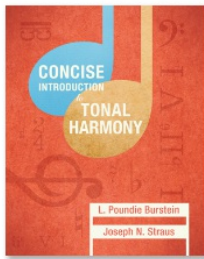
## How do students register for the Online Workbook?

Access to the workbook is included with every Total Access registration code provided inside new printed textbooks that feature the Online Workbook powered by Noteflight. Total Access can also be purchased online through the Digital Resources page for your textbook.

First, go to the Digital Resources page for your textbook:

- Concise Introduction to Tonal Harmony: <https://digital.wnnorton.com/conciseharmony>
- The Musician's Guide to Theory and Analysis, Third Edition: <https://digital.wnnorton.com/guidetotheory3>

Next, click on the Sign in, Register a Code, or Purchase Access button.



## Concise Introduction to Tonal Harmony

Burstein and Straus

Purchase Options

! This product is not yet available for sale.

SIGN IN, REGISTER A CODE, OR PURCHASE ACCESS



Ebook



Know It?



Show It!



Workbook




Playlists




Getting  
Started

Then, select the circle next to "No, I need to register, purchase, or sign up for trial access." and click the Register, Purchase, or Sign Up for Trial Access button.

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DIGITAL RESOURCES

Sign in or Register 



## Concise Introduction to Tonal Harmony

Burstein and Straus

Purchase Options



Ebook



Playlists



Getting Started

### Digital Resources for *Concise Introduction to Tonal Harmony*

Have you already registered for this product?

☐ Yes, I want to **sign in**:

[Forgot your password?](#) [Need to change your email?](#)

☒ **No, I need to register, purchase, or sign up for trial access.**

→ Register, Purchase, or Sign Up for Trial Access

*Need help? Contact **W. W. Norton Customer Support***

Enter your name, email address, and password into the fields at the top of the form.

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DIGITAL RESOURCES

Sign in or Register

Concise Introduction to Tonal Harmony

Register, purchase, or sign up for trial access

Charlie Puth

onecallaway@puthu.edu

How would you like to get access?

☒ I have a **registration code**:

☐ I want to view **purchase** and **temporary access** options

☐ I want to sign up for 21 days of **trial access**

[← Back Up](#) [→ Register My Code](#)

Need help? Contact **W. W. Norton Customer Support**

1. If you have a Total Access registration code from a new copy of your textbook, select the circle next to "I have a registration code;" enter your code into the field to the right, and click the Register My Code button. Follow the screen prompts to register your code and create your account.
2. If you would like to purchase Total Access online or you purchased or rented a used copy of your textbook, click the circle next to "I want to purchase access" and click the Show Purchasing Options button. Follow the screen prompts to complete your purchase and create your account.
3. If you would like to register for trial access before purchasing or registering for Total Access, select the circle next to "I want to sign up for 21 days of trial access" and click the Sign Up for Trial Access button. Follow the screen prompts to register for trial access and create your account.

## How do students join my Online Workbook section?

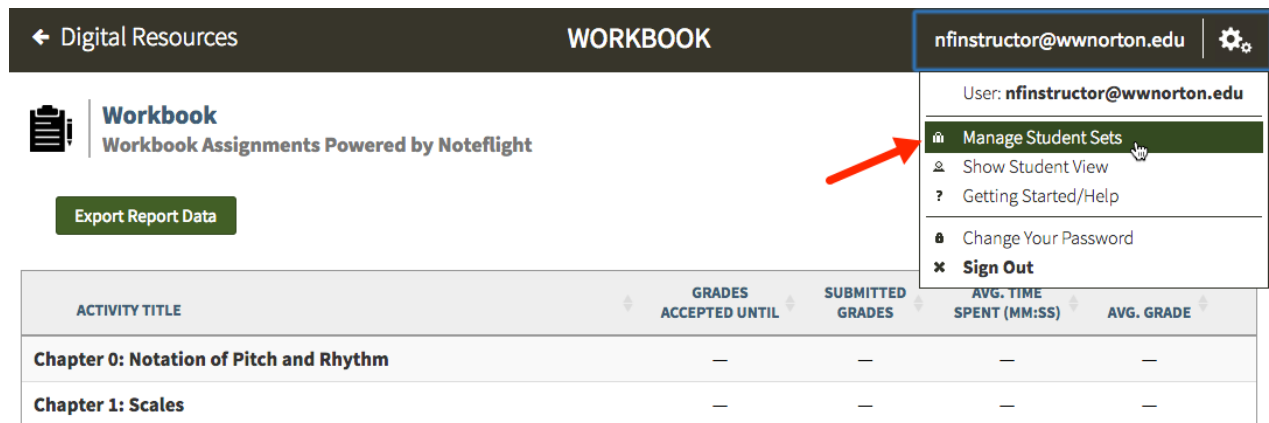
Sections in the Online Workbook are called Student Sets.

To assign and grade your students' worksheets, you will need to create a Student Set for your class section, and then have students join this Student Set. If you have already created a Student Set for other products found on the Digital Resources page for your textbook, like InQuizitive quizzes or the Norton Ebook Reader, you can use the same Student Set for multiple products at the same time, including the Online Workbook.

Here's how to create a Student Set:

After logging in to the Digital Resources page for your textbook, click the gear menu at the top right of the page

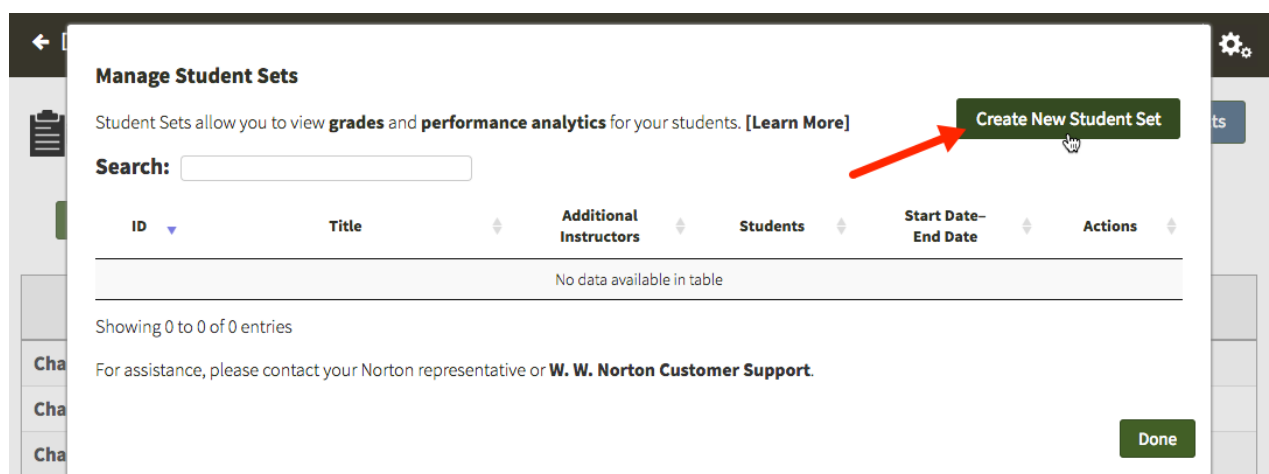
and select "Manage Student Sets."



The screenshot shows the 'Workbook' interface with a dark header bar. On the left, there's a sidebar with a clipboard icon and the text 'Workbook' and 'Workbook Assignments Powered by Noteflight'. Below this is a green button labeled 'Export Report Data'. The main area displays a table with columns: 'ACTIVITY TITLE', 'GRADES ACCEPTED UNTIL', 'SUBMITTED GRADES', 'AVG. TIME SPENT (MM:SS)', and 'AVG. GRADE'. The table has two rows: 'Chapter 0: Notation of Pitch and Rhythm' and 'Chapter 1: Scales'. In the top right corner, there's a user profile section for 'nfinstructor@wnorton.edu' with a settings gear icon. A dropdown menu is open, showing options: 'Manage Student Sets' (highlighted with a red arrow), 'Show Student View', 'Getting Started/Help', 'Change Your Password', and 'Sign Out'.

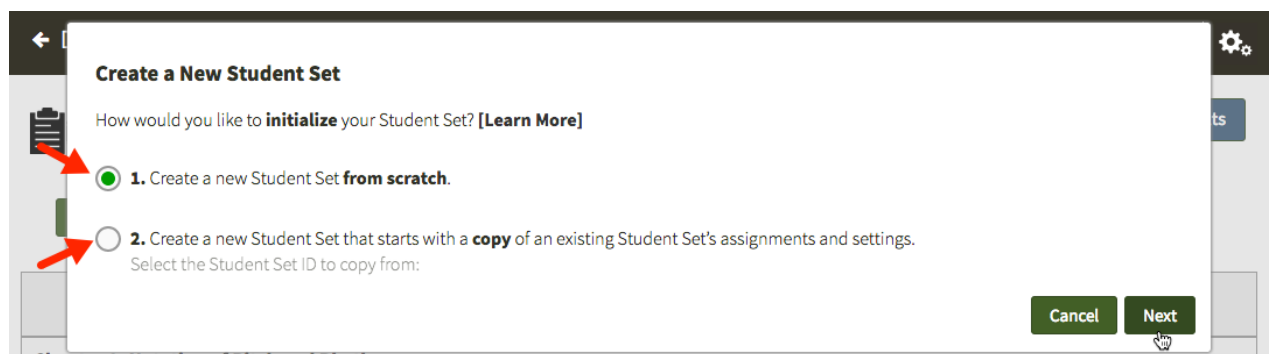
ACTIVITY TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Chapter 0: Notation of Pitch and Rhythm	—	—	—	—
Chapter 1: Scales	—	—	—	—

Click "Create New Student Set."



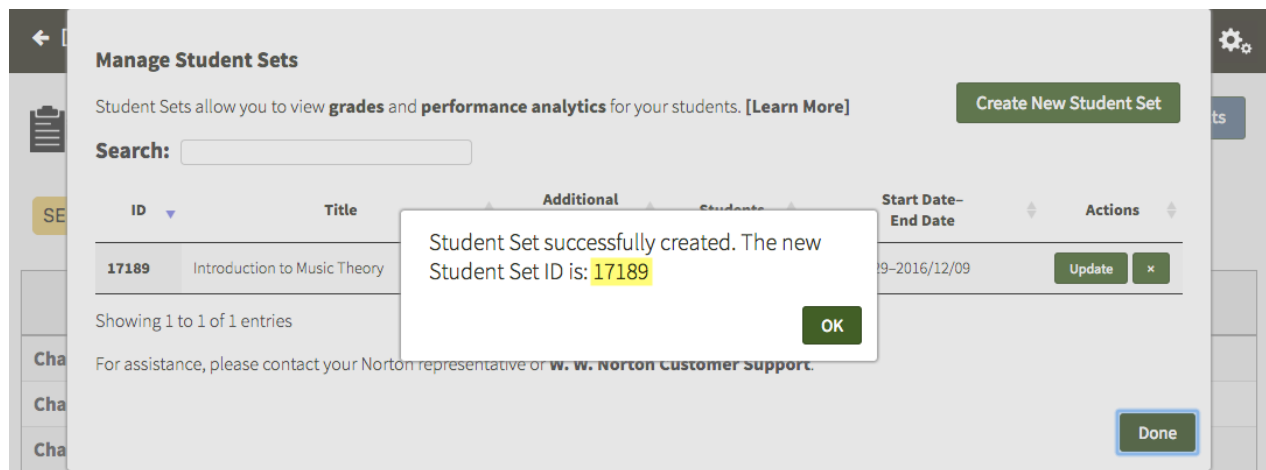
The screenshot shows the 'Manage Student Sets' page. It has a header with the title 'Manage Student Sets' and a subtitle 'Student Sets allow you to view grades and performance analytics for your students. [Learn More]'. Below the subtitle is a search bar. A table with columns 'ID', 'Title', 'Additional Instructors', 'Students', 'Start Date-End Date', and 'Actions' is shown, but it contains no data. A red arrow points to a green button labeled 'Create New Student Set' in the top right corner. At the bottom, there's a 'Done' button.

Select the type of Student Set you would like to create.



The screenshot shows the 'Create a New Student Set' dialog box. It asks 'How would you like to initialize your Student Set? [Learn More]'. There are two options: '1. Create a new Student Set from scratch.' (selected with a green radio button and a red arrow) and '2. Create a new Student Set that starts with a copy of an existing Student Set's assignments and settings.' (with an unselected radio button and a red arrow pointing to the text 'Select the Student Set ID to copy from:'). At the bottom right, there are 'Cancel' and 'Next' buttons.

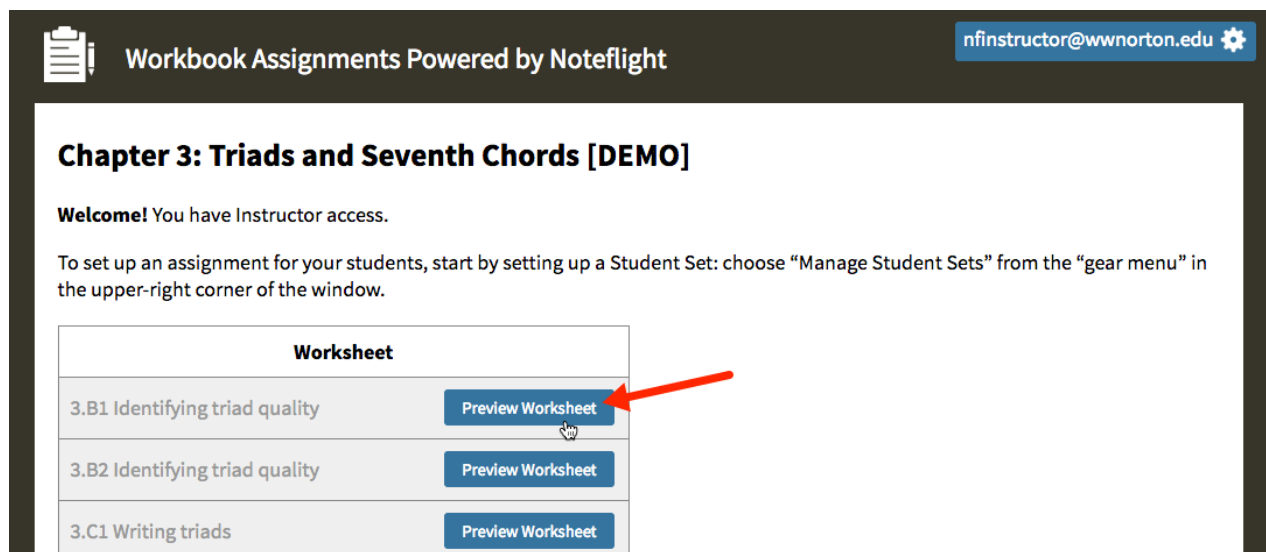
Follow the instructions from there to create a Student Set. Make a note of the Student Set ID and distribute it to your students.



## How do I preview the worksheets found in the Online Workbook?

From the Digital Resources page for your textbook:

1. Click on the Workbook tile.
2. Select a chapter from the list.
3. Click on the Preview Worksheet button to the right of the worksheet you'd like to preview.



*Note:* When previewing worksheets while logged in as an instructor, you will not have the ability to edit the worksheets. If you would like the ability to edit the worksheets like a student, please follow these steps:

### Student View

*Please note, you must open a chapter of the workbook and turn on Student View prior to opening a worksheet or the editing tools will not load properly.*

After opening a chapter of the workbook, click on the gear menu in the upper right corner and select Show Student View.

Workbook Assignments Powered by Noteflight

conharmins@wwnorton.edu

Chapter 1: Scales

Welcome! You have Instructor access.

To view assignments and/or results for one of your classes, choose a Student Set from

Show results for: 17193 (Introduction to Music Theory)

3 worksheets assigned

Assigned worksheets must be completed by 06/30/2016

Update Grades Accepted Until Date

Show: CLASS SUMMARY

Hide Unassigned Worksheets

Worksheet	Actions	
1.B Writing major scales	Preview Worksheet	Unassign Show Report (0)
1.C Writing minor scales	Preview Worksheet	Unassign Show Report (0)
1.D Identifying major keys from scale degrees	Preview Worksheet	Unassign Show Report (0)

Username: conharmins@wwnorton.edu

Activity Help

Manage Student Sets

Show Student View

Change Your Password

Sign Out

On the next screen, click on the Open Worksheet button to the right of the worksheet you'd like to view.

Workbook Assignments Powered by Noteflight

conharmins@wwnorton.edu

Chapter 1: Scales

You have completed 0 of 0 assigned worksheets.

Show Unassigned Worksheets

Worksheet	Grade	Comments
1.B Writing major scales		Assigned
1.C Writing minor scales		Assigned
1.D Identifying major keys from scale degrees		Assigned

The worksheet will then open using the student version of the Noteflight editor, which will allow you to edit the worksheets like a student. The only difference you will see is that the Turn In This Score button is not at the top of the editor since, as the instructor, you will not be submitting these worksheets for grades. Click on the Done button in the bottom right corner to close the worksheet and return to the workbook.



Workbook Assignments Powered by Noteflight

conharmins@wwnorton.edu

noteflight

Play

Transcribe

Record

Save

Instruments

Page View

Zoom

Keyboard

Connect

duration

pitch

tempo

120

text

la-

T

f

A<sup>7</sup>

A

## 1.B Writing major scales

(Lyricist)
(Subtitle)
(Composer)

Write the ascending major scales indicated, using accidentals rather than key signatures. (Press "-" for a flat, "+" for a sharp, and "=" for a natural.)

- D major
- A major
- F major
-

1.B Writing major scales (assigned)

Done

To return to the instructor view of the workbook, click on the gear menu and select Return to Instructor View from the menu. When you return to Instructor View, the Assign/Unassign and Show Report buttons will appear to the right of each worksheet.

Workbook Assignments Powered by Noteflight

conharmins@wwnorton.edu

### Chapter 1: Scales

- You have completed 0 of 0 assigned worksheets.

Show Unassigned Worksheets

Worksheet	Grade	Comments
1.B Writing major scales <div>Open Worksheet</div>		Assigned
1.C Writing minor scales <div>Open Worksheet</div>		Assigned
1.D Identifying major keys from scale degrees <div>Open Worksheet</div>		Assigned

Username: conharmins@wwnorton.edu

? Activity Help  
Manage Student Sets  
Return to Instructor View  
Change Your Password  
Sign Out

How do my students and I use the Noteflight editor?

Noteflight has created a very extensive user guide, which can be accessed using this link:

<https://wwnorton.learning.noteflight.com/guide>

Here are direct links to some techniques that are featured in the worksheets found in the Online Workbook:

- [Adding and Editing Notes](#)
- [Changing Note Colors with the Color Palette](#)
- [Adding an Annotation](#)

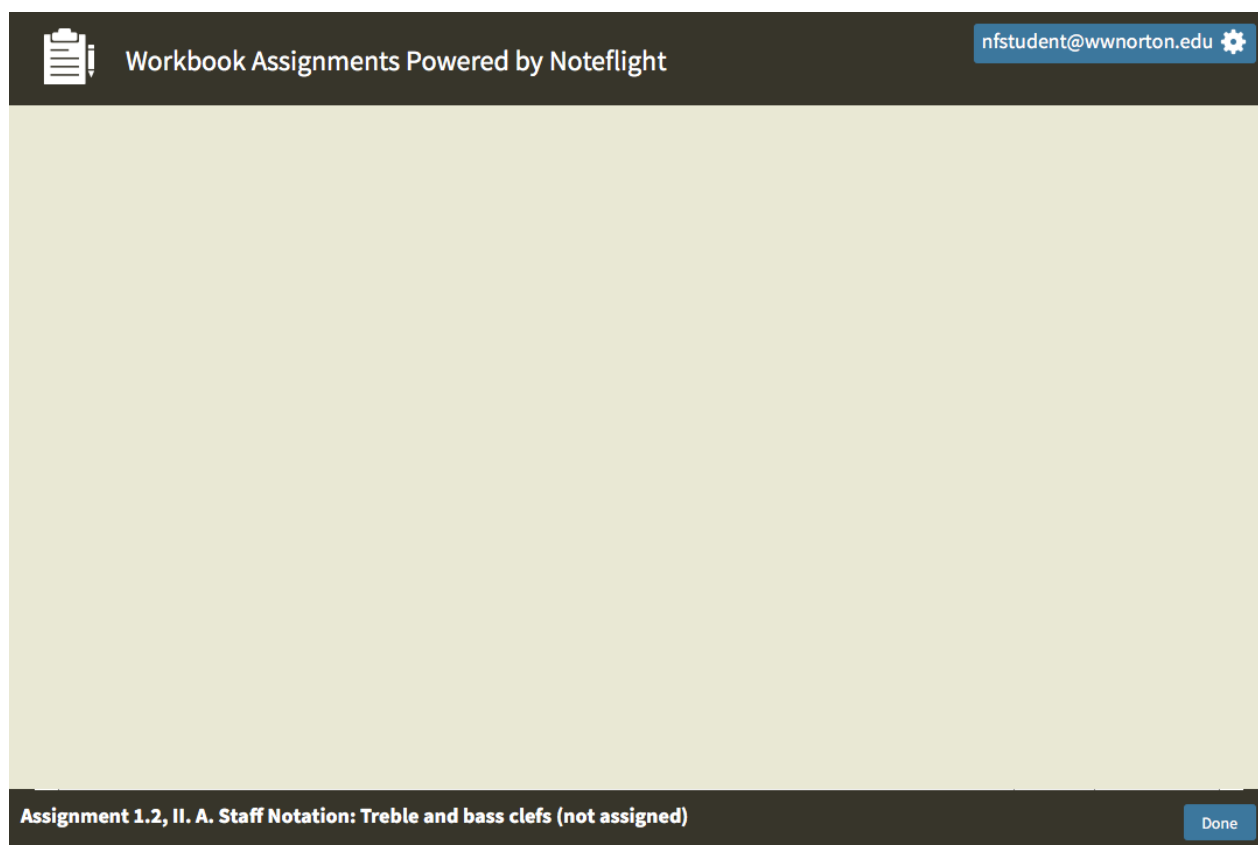
## Which devices and browsers are best when using the Online Workbook?

The Online Workbook powered by Noteflight works on desktop and laptop computers, tablets, and smartphones, however desktops, laptops, and tablets are recommended.

Please refer to [Minimum Systems Requirements](#)

## Why won't the worksheets load in Safari?

Due to a default cookie setting within Safari, the worksheets may fail to completely load and your screen will look like this:

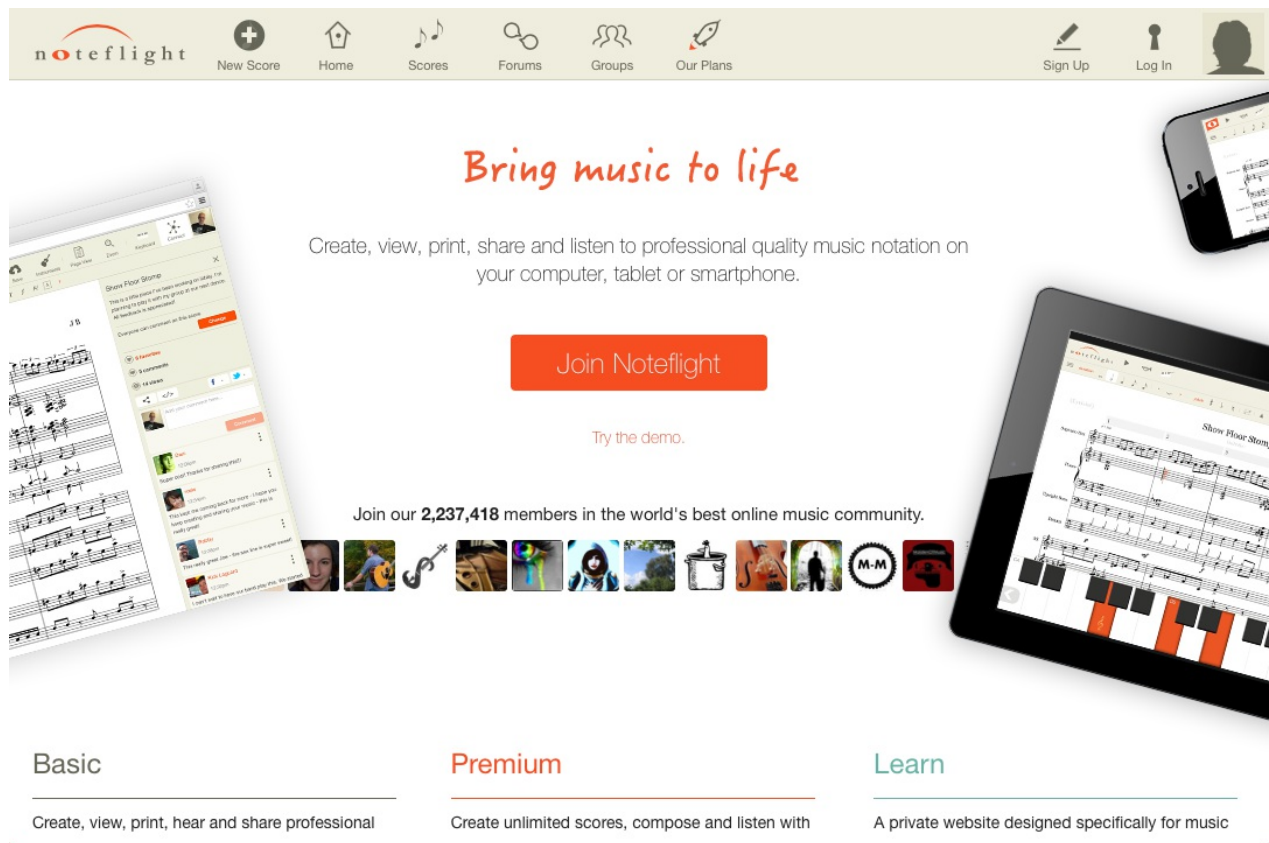


There are two solutions to this issue:

### The quick and easy solution...

Before opening a worksheet in the online workbook, open a new tab in your Safari browser and go to [noteflight.com](https://noteflight.com). After the page loads completely, you can simply close the tab and return to the online workbook;

you do not need to sign in or interact on Noteflight's site.



The image shows the Noteflight website homepage. At the top is a navigation bar with the Noteflight logo and links for New Score, Home, Scores, Forums, Groups, Our Plans, Sign Up, Log In, and a user profile icon. The main heading is "Bring music to life" in a red, handwritten-style font. Below this is a subheading: "Create, view, print, share and listen to professional quality music notation on your computer, tablet or smartphone." A large orange button says "Join Noteflight". Below that is a link "Try the demo." and a statement "Join our 2,237,418 members in the world's best online music community." with a row of small profile pictures. To the left and right are images of a smartphone and a tablet displaying musical notation. At the bottom are three tabs: "Basic", "Premium", and "Learn".

Basic

Create, view, print, hear and share professional

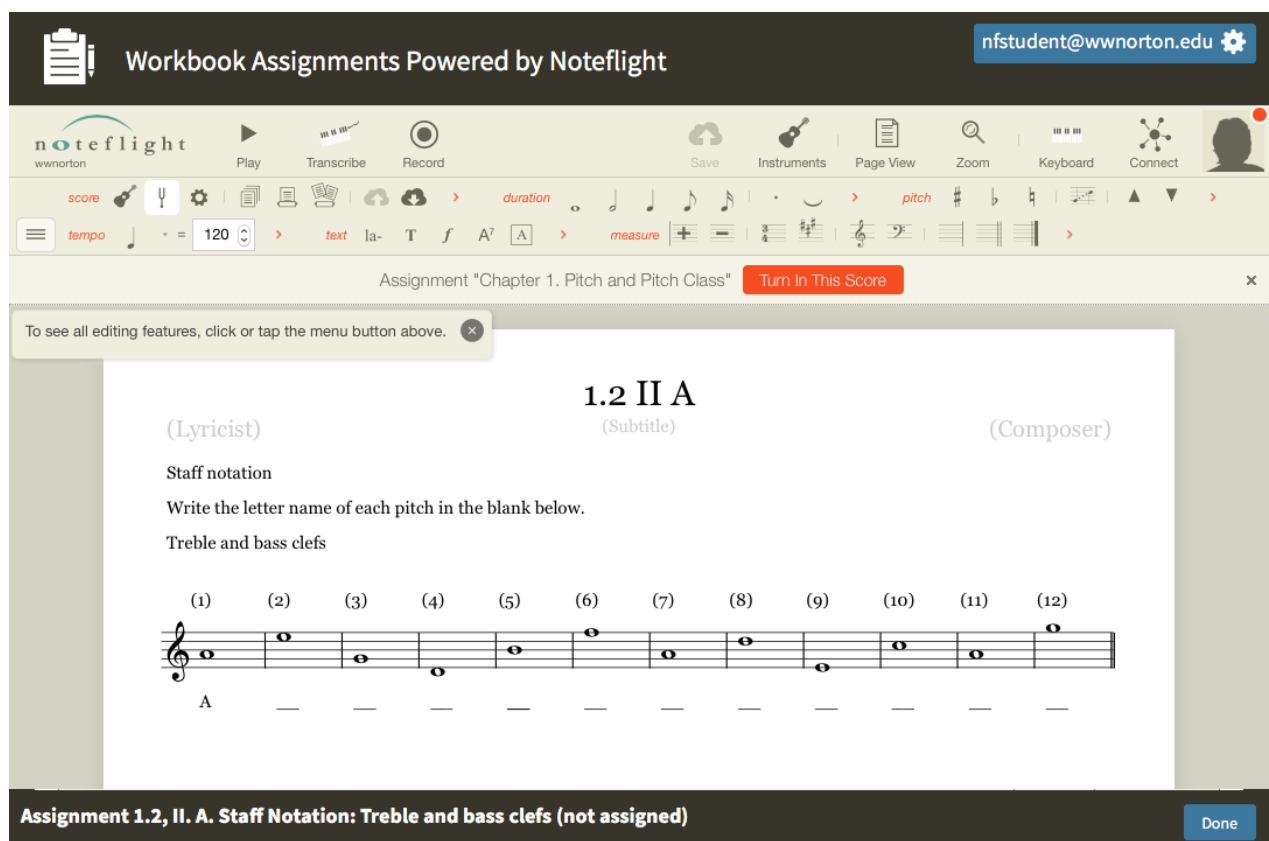
Premium

Create unlimited scores, compose and listen with

Learn

A private website designed specifically for music

After you close the Noteflight tab and return to the online workbook, you should now be able to successfully open and interact with all of the worksheets using Safari on your computer or iOS device.



The image shows a screenshot of a web application titled "Workbook Assignments Powered by Noteflight". The top bar includes the Noteflight logo, a user email "nfstudent@wwnorton.edu", and a settings gear icon. Below this is a toolbar with icons for Play, Transcribe, Record, Save, Instruments, Page View, Zoom, Keyboard, and Connect. A secondary toolbar contains musical notation symbols for score, tempo (set to 120), text, measure, duration, pitch, and other notation elements. The main content area is titled "Assignment 'Chapter 1. Pitch and Pitch Class'" with a "Turn In This Score" button. A notification box says "To see all editing features, click or tap the menu button above." The assignment is labeled "1.2 II A" with "(Lyricist)" and "(Composer)" on the left and right respectively, and "(Subtitle)" in the center. The instructions are: "Staff notation", "Write the letter name of each pitch in the blank below.", and "Treble and bass clefs". Below this is a musical staff with 12 numbered positions. The first position is labeled "A" and has a treble clef. The rest are blank lines. At the bottom, a dark bar contains the text "Assignment 1.2, II. A. Staff Notation: Treble and bass clefs (not assigned)" and a "Done" button.

Workbook Assignments Powered by Noteflight

nfstudent@wwnorton.edu

1.2 II A

(Lyricist) (Subtitle) (Composer)

Staff notation

Write the letter name of each pitch in the blank below.

Treble and bass clefs

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12)

A

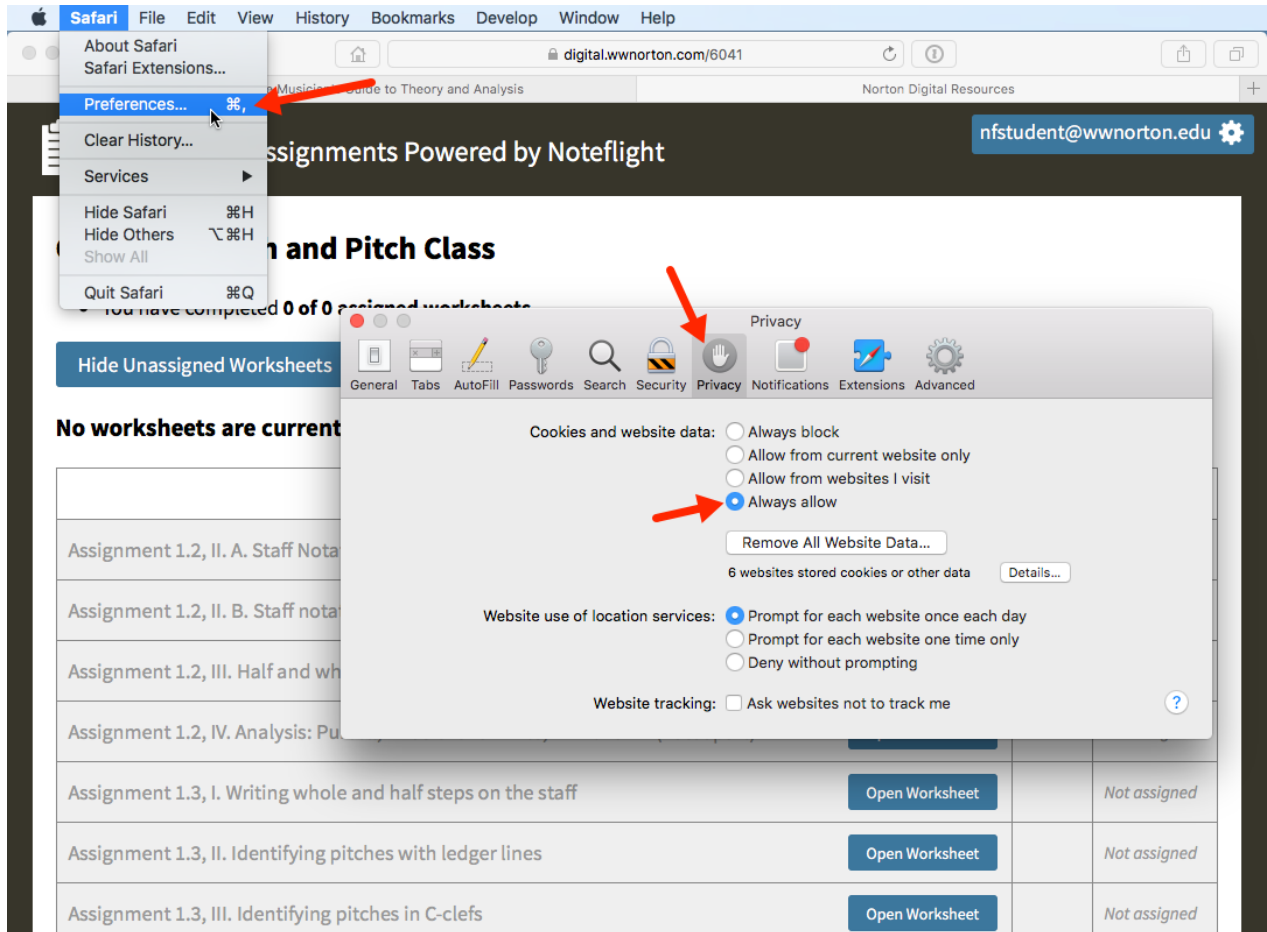
Assignment 1.2, II. A. Staff Notation: Treble and bass clefs (not assigned)

Done

## The permanent solution for macOS...

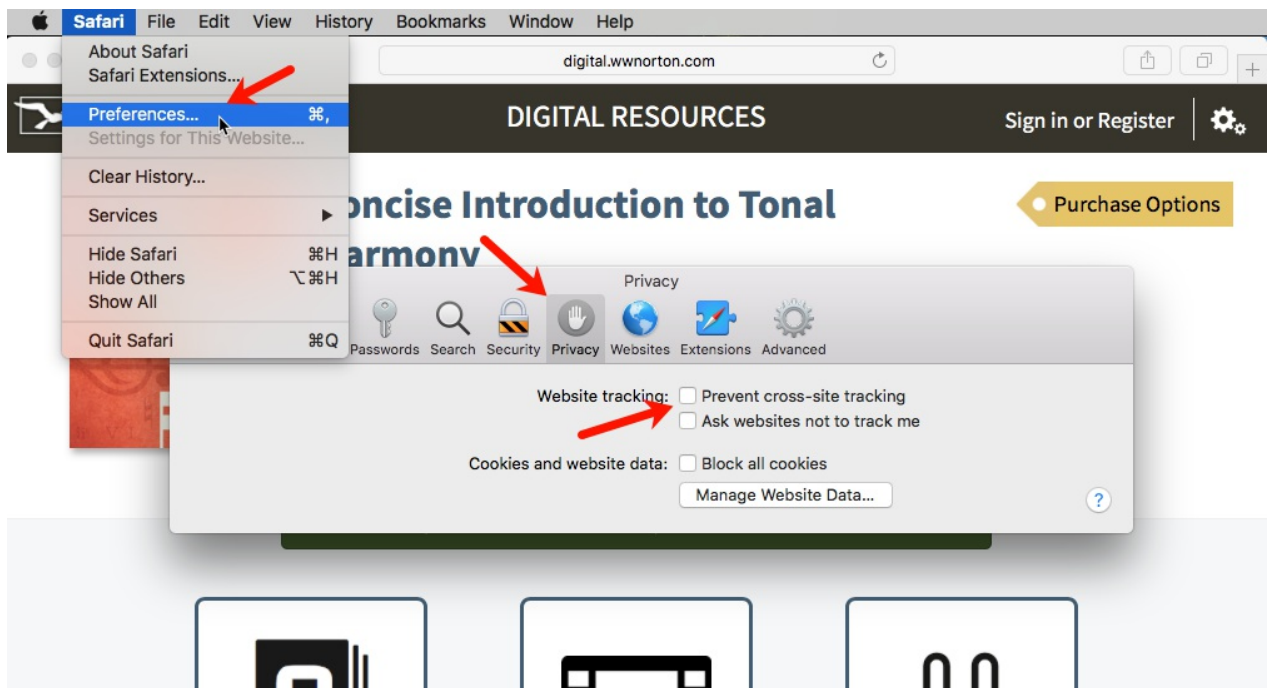
### For Safari versions 11.0 or less

To fix this issue permanently within Safari on your computer, open the Safari menu, click on Preferences..., select the Privacy tab, and change the Cookies and website data setting to Always allow cookies.



### For Safari versions 11.0 or later

To fix this issue permanently within Safari on your computer, open the Safari menu, click on Preferences..., select the Privacy tab, and uncheck the Website Tracking: Prevent cross-site tracking box.



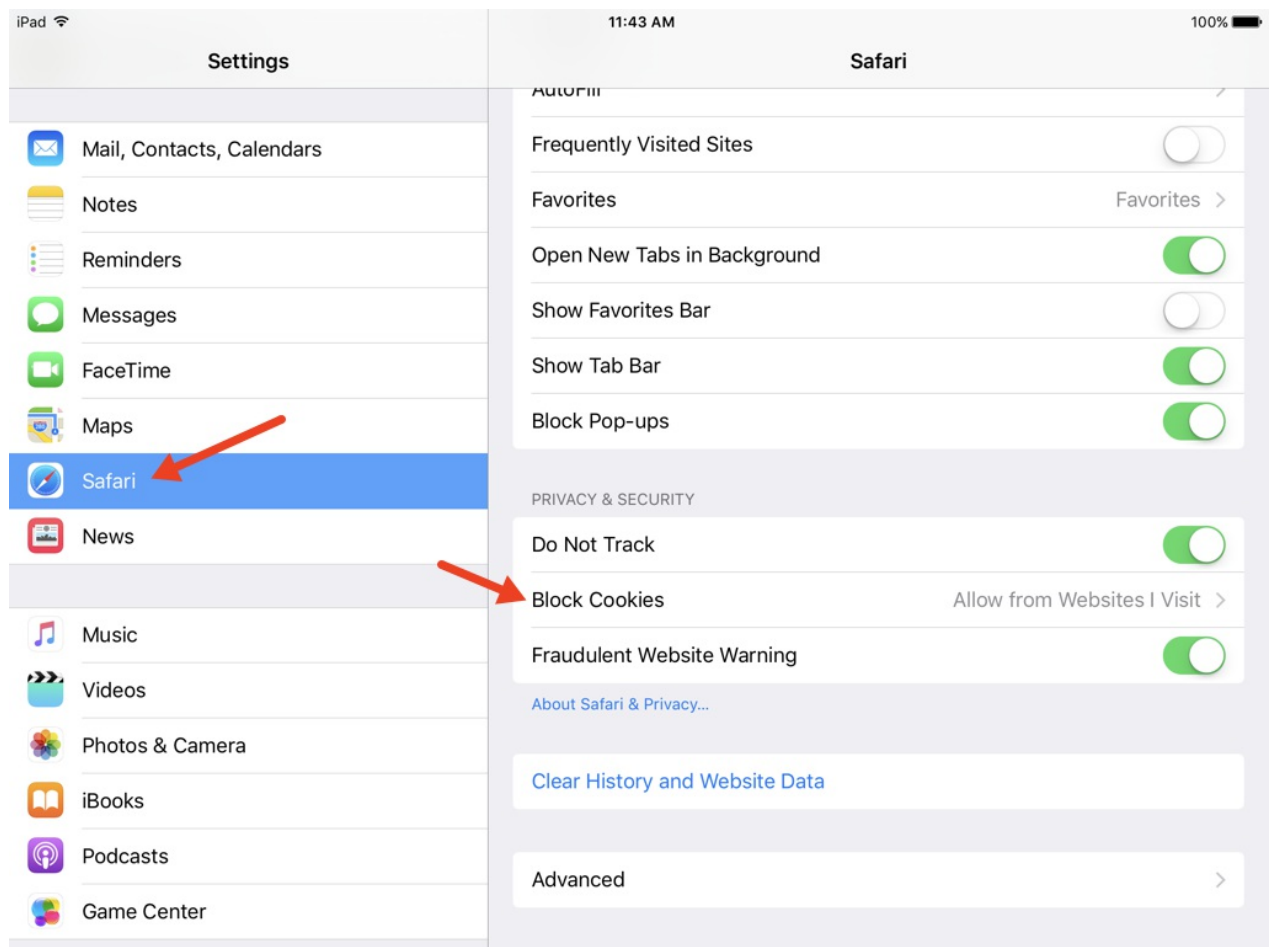
## The permanent solution for iOS...

If you're using Safari on an iOS device, open the Settings app.

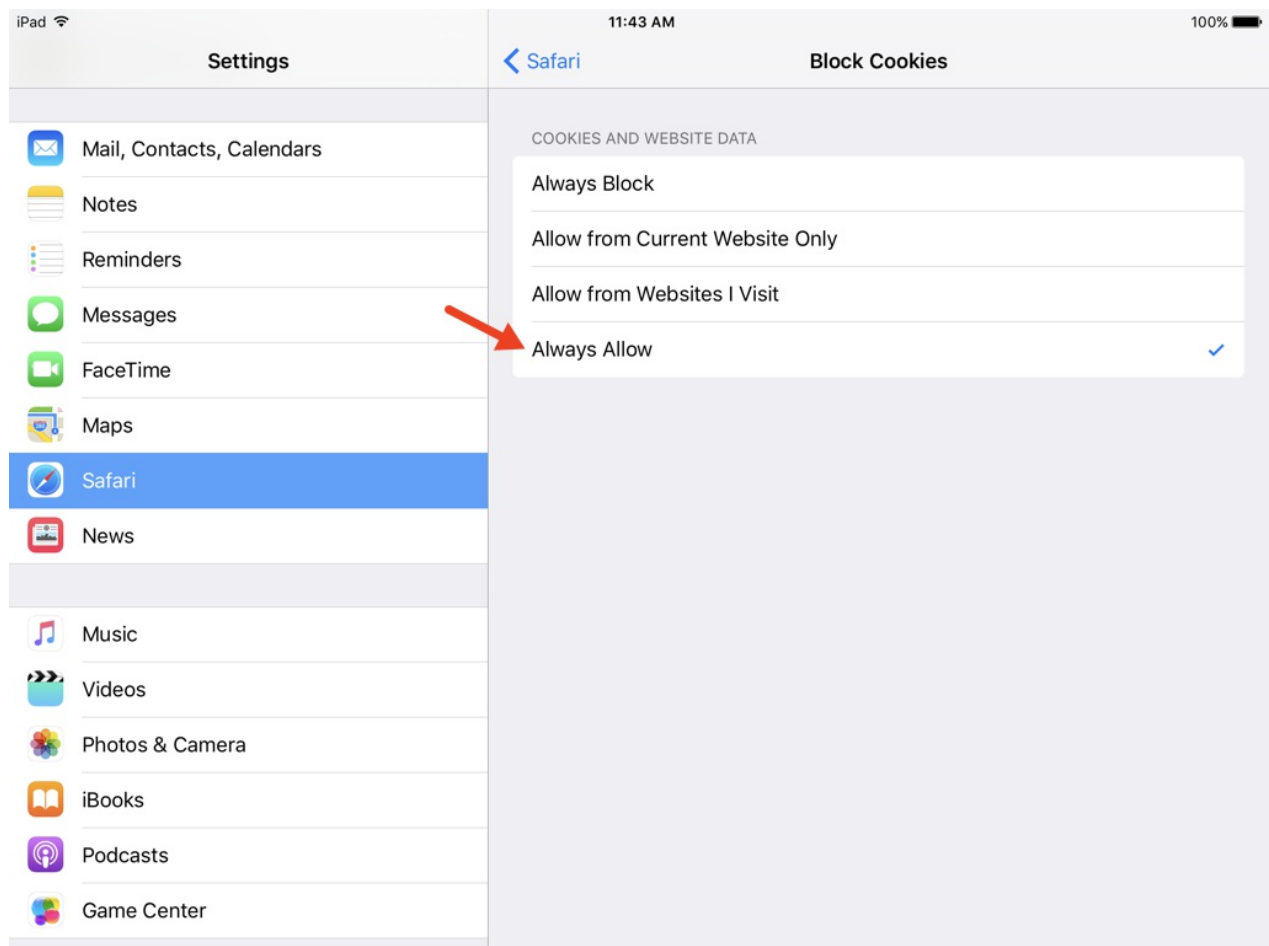


For iOS versions 10.0 or earlier

Scroll down the list on the left side of the screen and select Safari. Then, scroll down the options that appear on the right side of the screen and tap on Block Cookies.

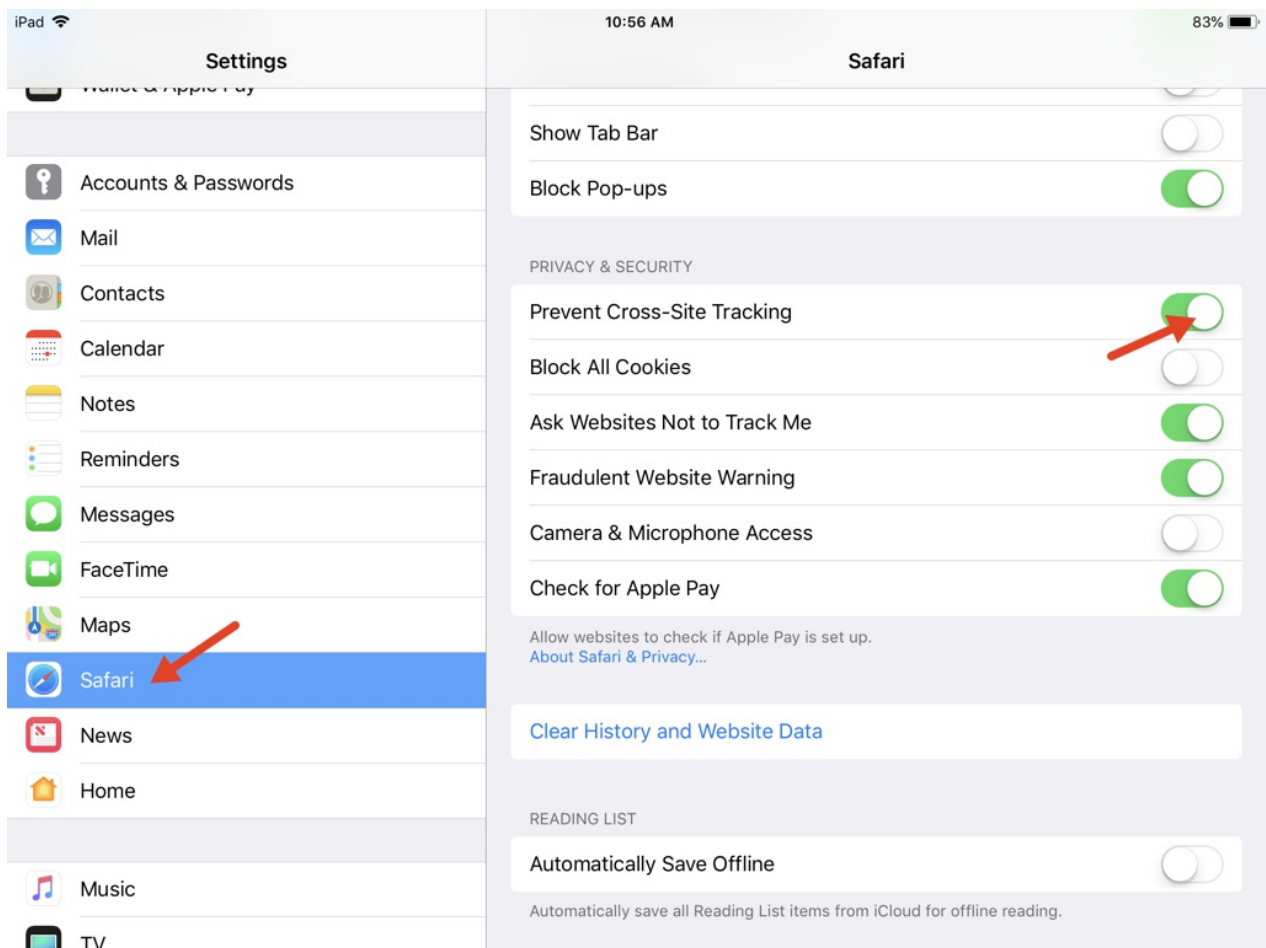


In the Block Cookies settings, select Always Allow. Once this change is made, you can close the Settings app and return to the online workbook in Safari.



### For iOS versions 11.0 or later

Scroll down the list on the left side of the screen and select Safari. Then, scroll down the options that appear on the right side of the screen and tap on the toggle for the Prevent Cross-Site Tracking option (the bar will turn white).



After making this adjustment on your computer or iOS device, you should be able to successfully open and interact with all of the worksheets found in the online workbook using Safari.



iPad 11:57 AM 100%

digital.wwnorton.com

Digital Resources for The Musician's Guide to Theory and Analysis Norton Digital Resources

Workbook Assignments Powered by Noteflight nfstudent@wnorton.edu

noteflight wwnorton Play Transcribe Record Save Instruments Page View Zoom Keyboard Connect

score pitch duration tempo text

Assignment "Chapter 1. Pitch and Pitch Class" Turn In This Score

To see all editing features, click or tap the menu button above.

1.2 II B (Lyricist) (Subtitle) (Composer)

Staff notation

Write the letter name of each pitch in the blank below.


C3 C4 C5

Assignment 1.2, II. B. Staff notation: Alto and tenor clefs (not assigned) Done

## Why won't the worksheets load in Chrome?

Due to a default cookie setting within Chrome, the worksheets may fail to completely load and your screen will look like this:

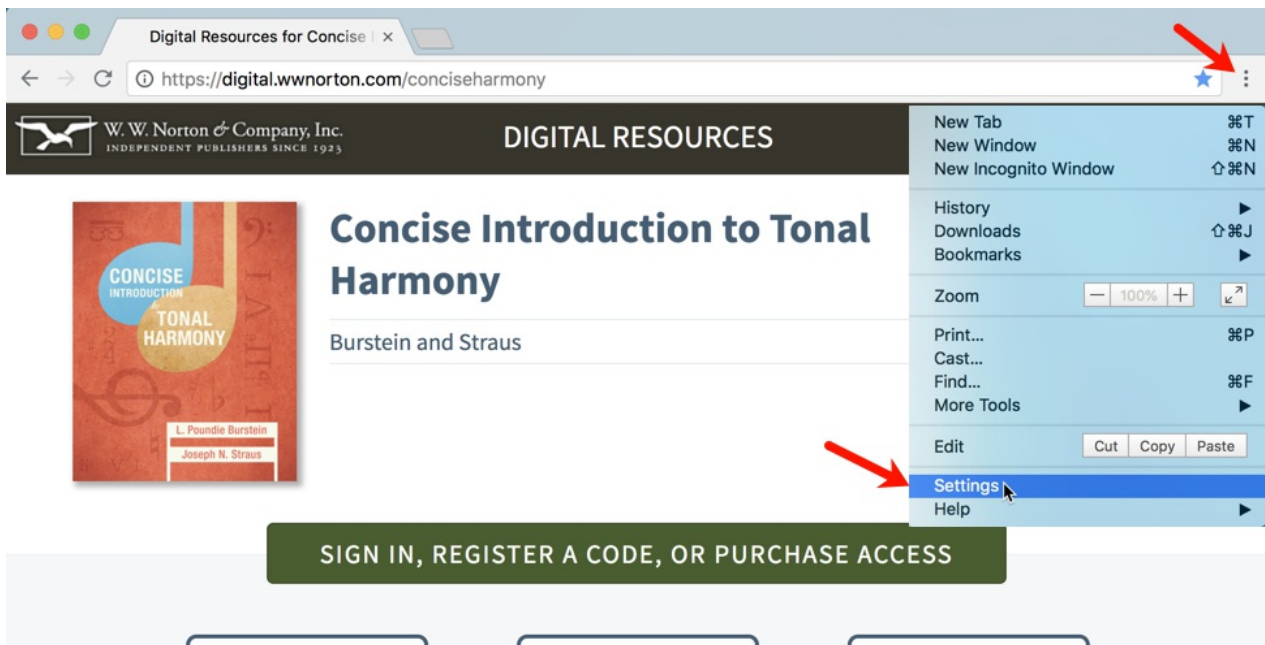
 Workbook Assignments Powered by Noteflight

nfstudent@wnnorton.edu 

Assignment 1.2, II. A. Staff Notation: Treble and bass clefs (not assigned) Done

The solution to this issue:

Go to the Settings menu in Chrome and scroll down to open the Advanced settings menu.



Digital Resources for Concise | x

https://digital.wnnorton.com/conciseharmony

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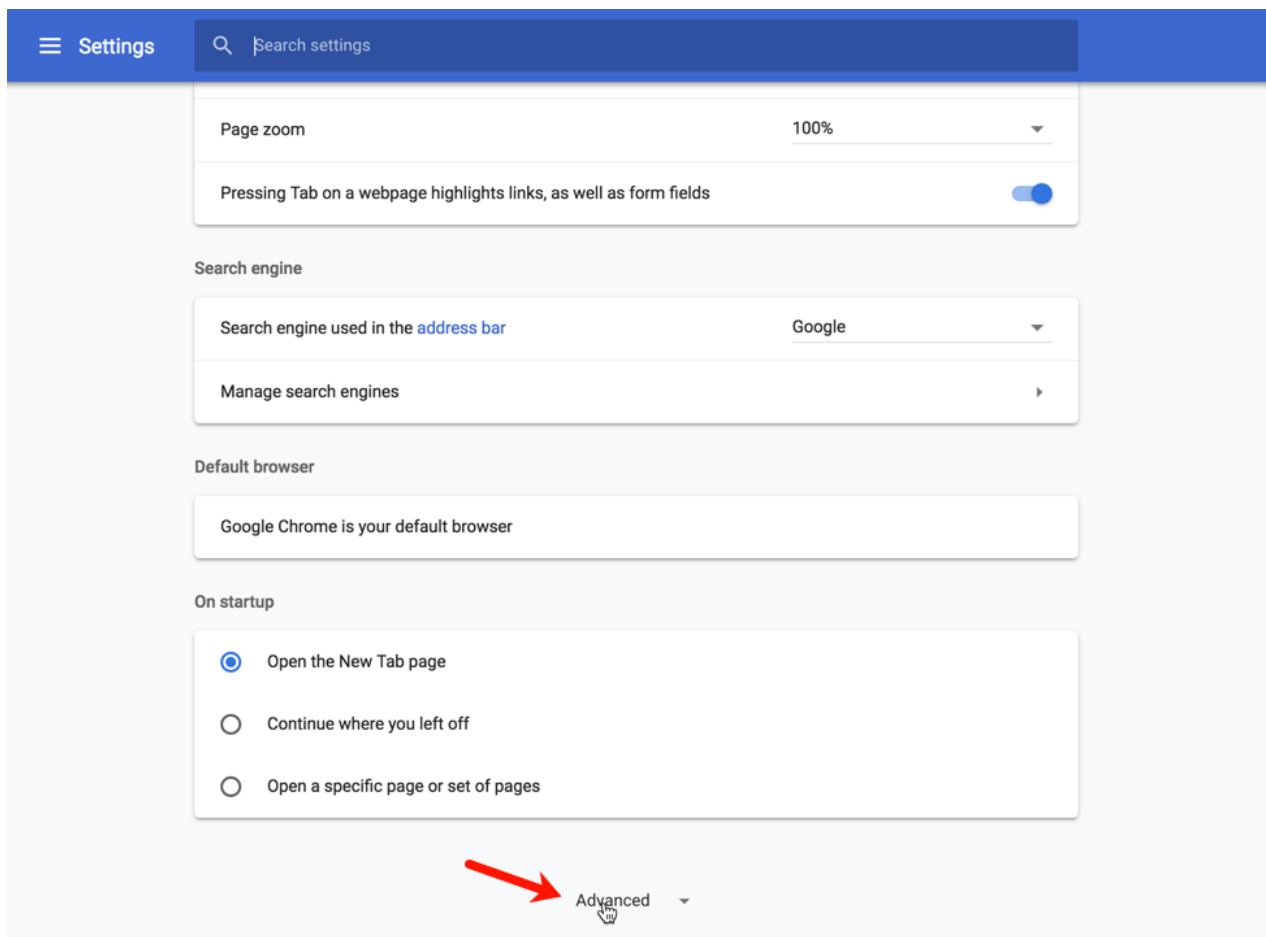
DIGITAL RESOURCES

**Concise Introduction to Tonal Harmony**  
Burstein and Straus

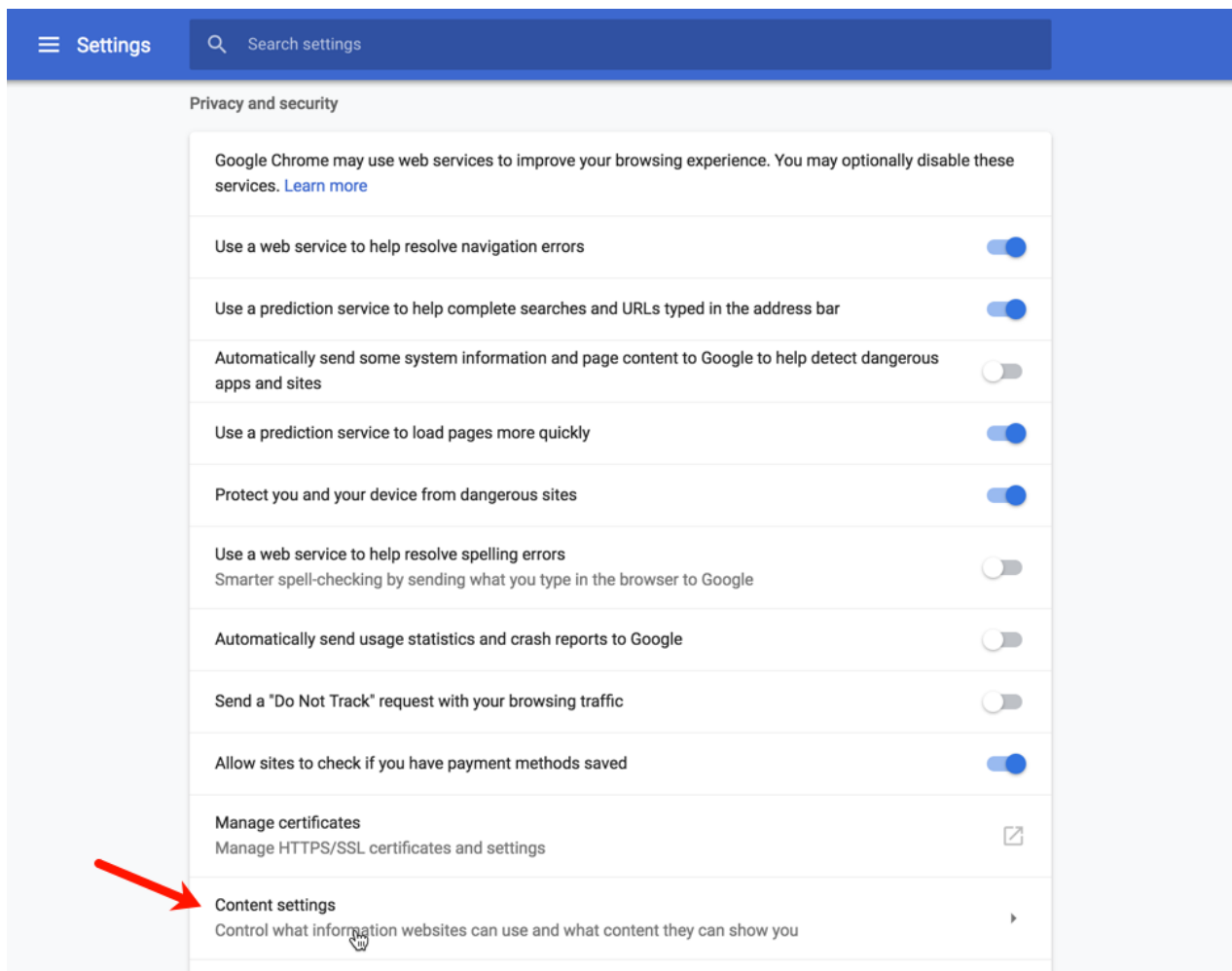
**CONCISE INTRODUCTION TONAL HARMONY**  
L. Poundie Burstein  
Joseph N. Straus

**SIGN IN, REGISTER A CODE, OR PURCHASE ACCESS**

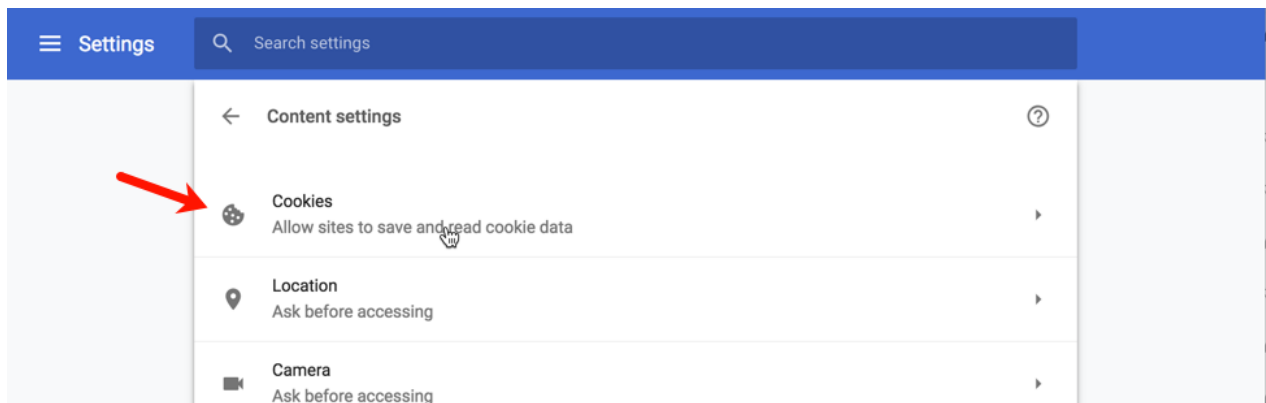
- New Tab ⌘T
- New Window ⌘N
- New Incognito Window ⇧⌘N
- History ▶
- Downloads ⇧⌘J
- Bookmarks ▶
- Zoom: 100%
- Print... ⌘P
- Cast...
- Find... ⌘F
- More Tools ▶
- Edit: Cut Copy Paste
- Settings**
- Help ▶



Within the Privacy and security settings menu, select Content settings.



Then select the Cookies menu.



Chrome automatically has Block third-party cookies set to on. Click on the blue toggle to the right of the menu to turn this off (the toggle will turn gray).

