INSTRUCTOR HOW-TO

OC PERFORMANCE SCHEDULING

OKLAHOMA CHRISTIAN UNIVERSITY

Table of Contents

Process Overview

1. Event Flow

a. Prior to the Event Day

- The event (recital hearing, jury, etc.) has been set up and now instructors need to indicate what time during the event that they will be available.
- You should go to the event and **enter your availability.**
- **Find the event** on the "Upcoming Events" column on the Home Page.
- Click on "**Add Avail**" for that event.

b. Event Day

- When you are in the room for the event, **log in** to the website, and **find the event** on the "Events I'm Available For" column on the Home Page.
- Click on "**Critique**" button for that event.
- **Find the student** that is performing (the page is sorted by the order of the performances).
- Click on "**Add Critique**".
    - Note: Each instructor needs to individually enter their critiques.
- Fill out the fields and hit "**Save**".
    - Note: The only required field is the overall comments.

- Recital Hearing Event:
- Click on "**Add Grade**".
- Select "Pass" or "Not Pass".
Notes:
    - All the instructors will agree on each student's grade (Pass or Not Pass).
    - Only **one instructor** will be responsible for entering the agreed grade.

- Jury Event:
- Click on "**Add End Level**".
- Select the correct level and hit "**Save**".

Notes:

   o All the instructors will agree on each student's ending level.
   o Only **one instructor** will be responsible for entering the agreed ending level.

c. Past Event Day

- If you still need to enter a critique, grade, or ending level, you can do that on the **Performances** page.
- **Find the desired event** (you can search by a student name or filter by semester or private instructor).
- Click on "**Add Critique**"/ "**Add Grade**"/ "**Add End Level**".

2. Beginning/Mid-Term/Final Evaluation

- When it is time to enter the beginning/mid-term/final evaluations, go to the **Home Page** and find the student under "**Current Students**".
- Click on the "i" icon.
- Find the instrument for this semester that you are an instructor for and want to evaluate.
- Click on the "**Eval**" button.
- Select the tab for the proper semester term.
- Enter the data in the provided fields.
- Click "**Save**".
- The student will be able to view the evaluation immediately after you submit it.
- You can return later to update the evaluation if necessary.

3. End of Semester

- It is the end of the semester, and you need to make sure you filled out all final evaluations and ending levels for your students.
- To do so, go to the **Home Page**, and find the student under "**Current Students**".
- Click on the "i" icon.
- Find the instrument for this semester that you are an instructor for.
- To enter an end of term evaluation, click on the "**Eval**" button.
- Select the "**Final**" tab.
- Enter the data in the fields.
- Click "**Save**".
- Now regarding the ending levels, these are entered by a consensus between the instructors after the student performed a jury.
- However, it is essential to guarantee that the student has an ending level entered. To do so, click on "**Edit**" next to the "Eval" button.
- Scroll down and verify if the "**Ending Level**" field is filled out.
- If changes were made, click "**Save**".
- Do the same process for all your current students.

Functionalities

1. Login Steps

a. Login

- Navigate to the [Performance Scheduling website](https://performance.oc.edu/) (click on this link that goes to https://performance.oc.edu/).
- We use Google to authenticate our logging in.
- You must use your OC affiliated email address to login.

    i.   Click Sign up with Google.
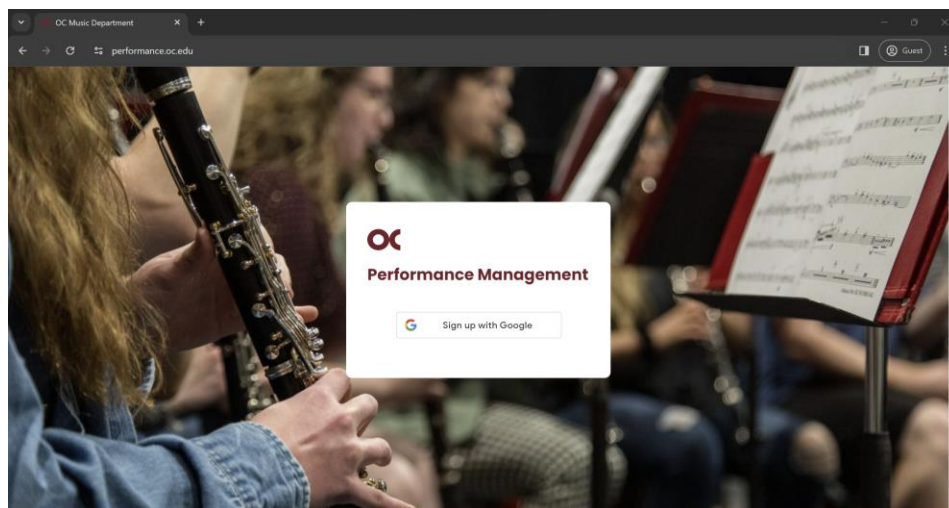
ii.   Enter your **OC** email.
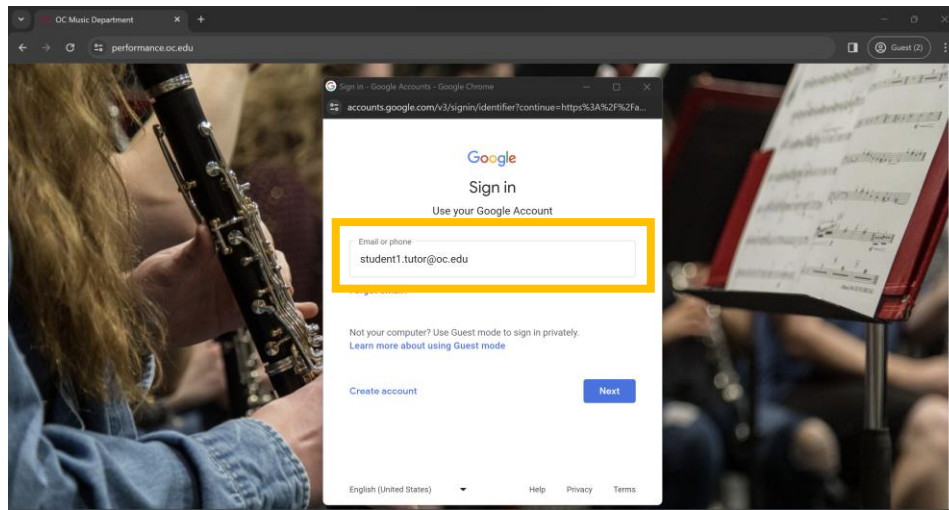
iii.   Enter your **OC** credentials.
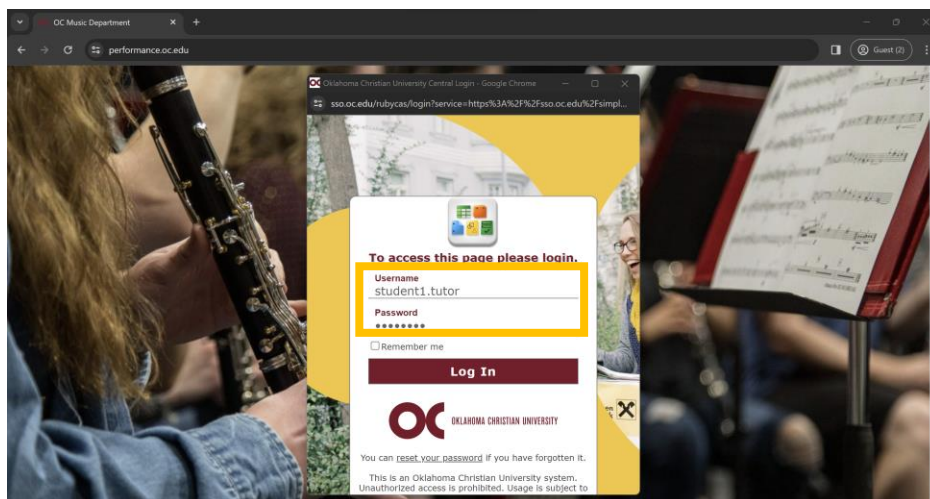
iv.   Click on the account you logged in with.
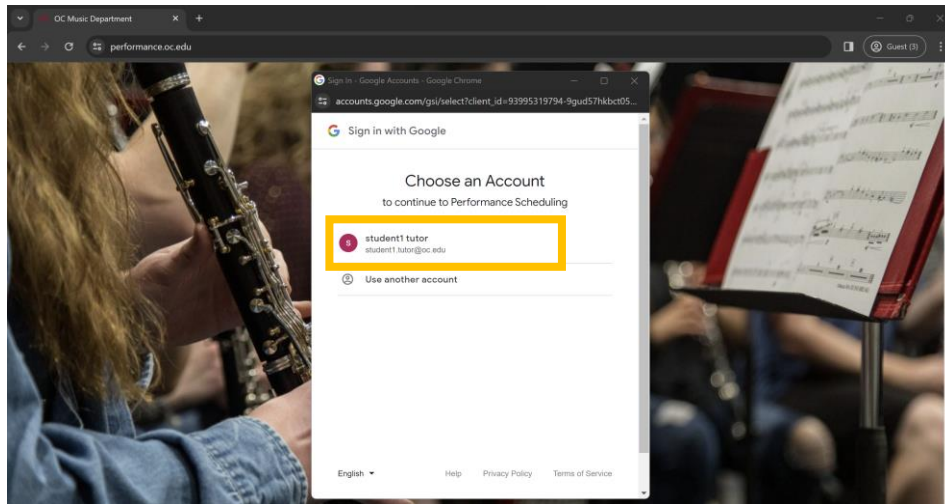
v.   Google may ask you to give permission to share information with this site. If it does, please give the permission.

b. First Time User or in the Semester

- When you log in for the first time, you must update your profile information.
- If you are logging in for the first time on the semester, make sure your information is updated.

     i.   Click on Faculty and then User Settings.
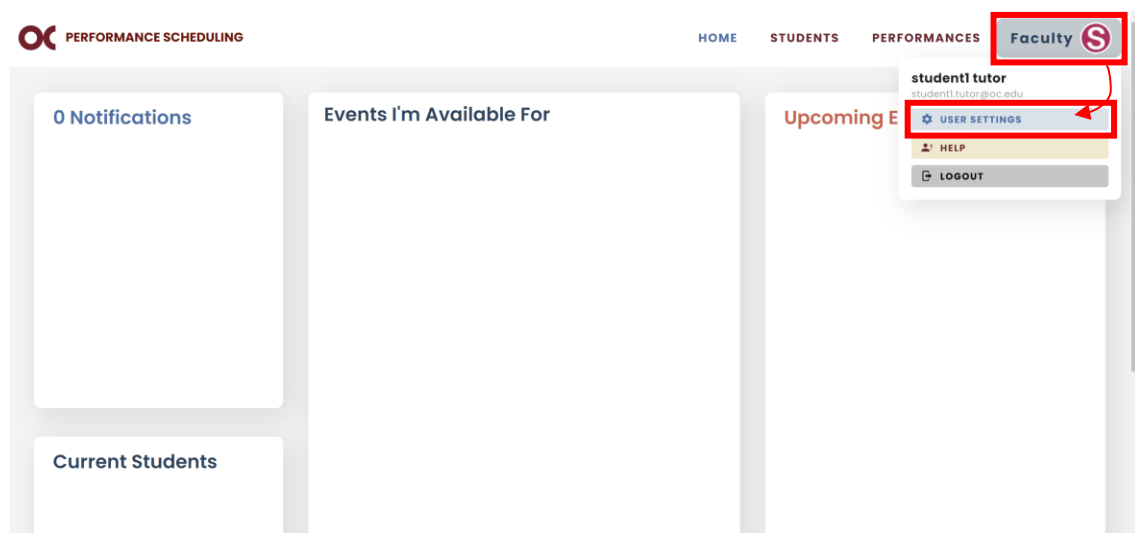
     ii.   Update your profile information and click Save.

2. Home Page

- Home Page is divided into four sections.
- The Upcoming Events column will display all the events that will happen in the future.
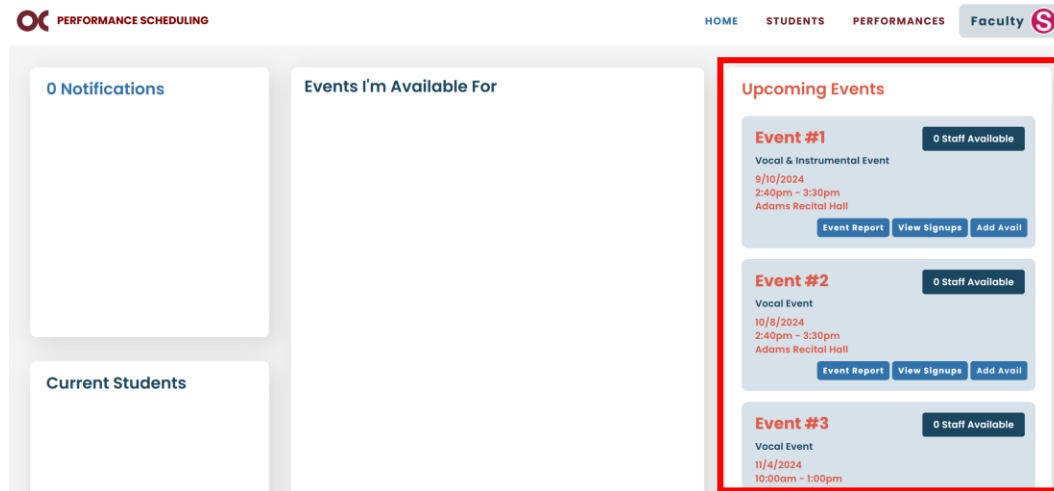
- The Events I'm Available For column displays the information about all the events that you will be present and have entered the time you will be available for.
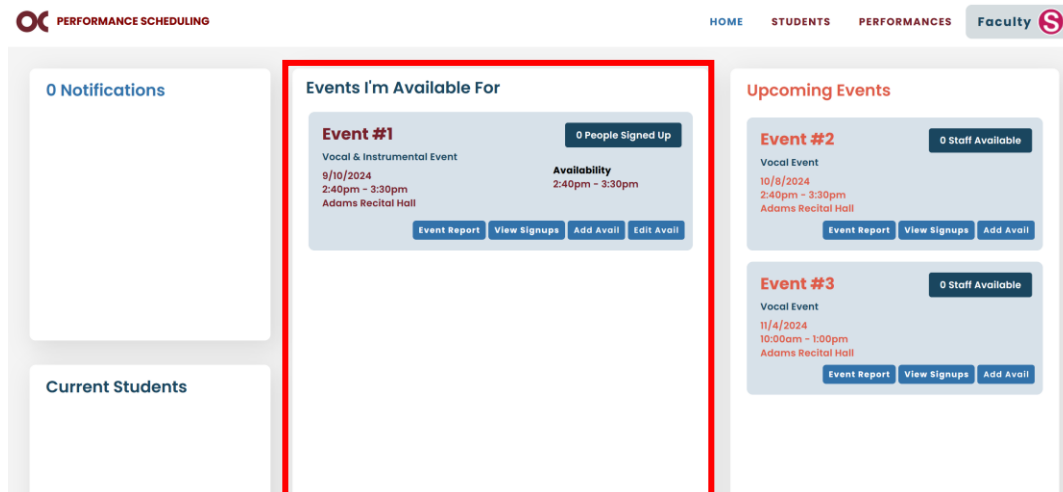
- The Notifications column will display notifications from requests that students have made for you to adjust your availabilities. It will display the requester's name and the event information. You will also receive an email about it.
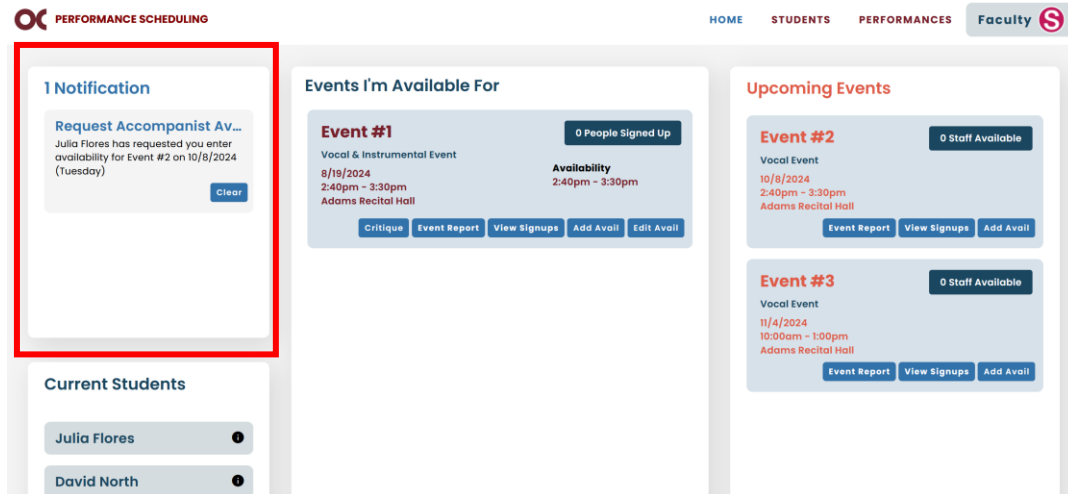
- The Current Students column displays the name of the students I am a private instructor for on the current semester.
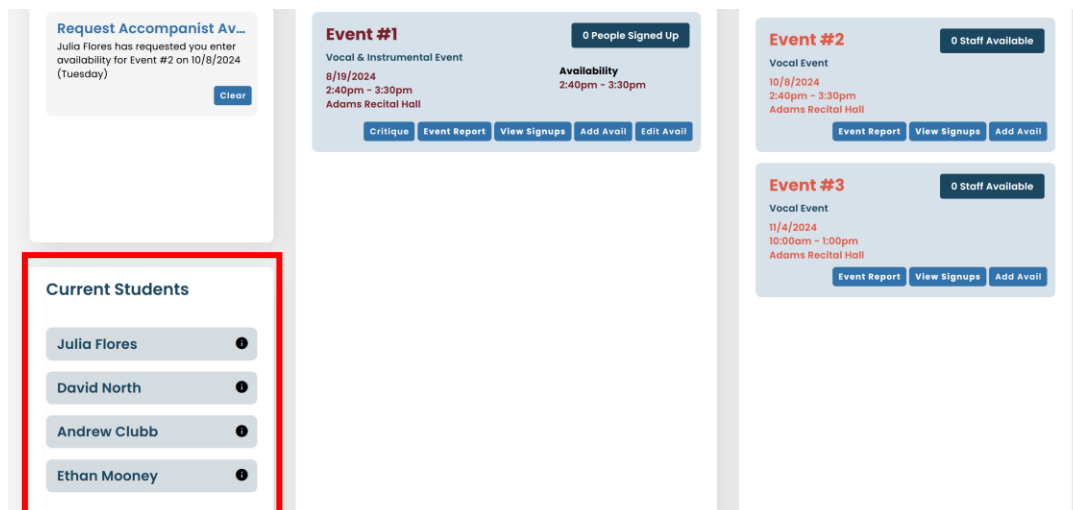
3. Event Availability

- This is the part where you will confirm that you will be present at a certain event.

a. Add Availability

    i. To do so, you will go to the Upcoming Events column and find the event.
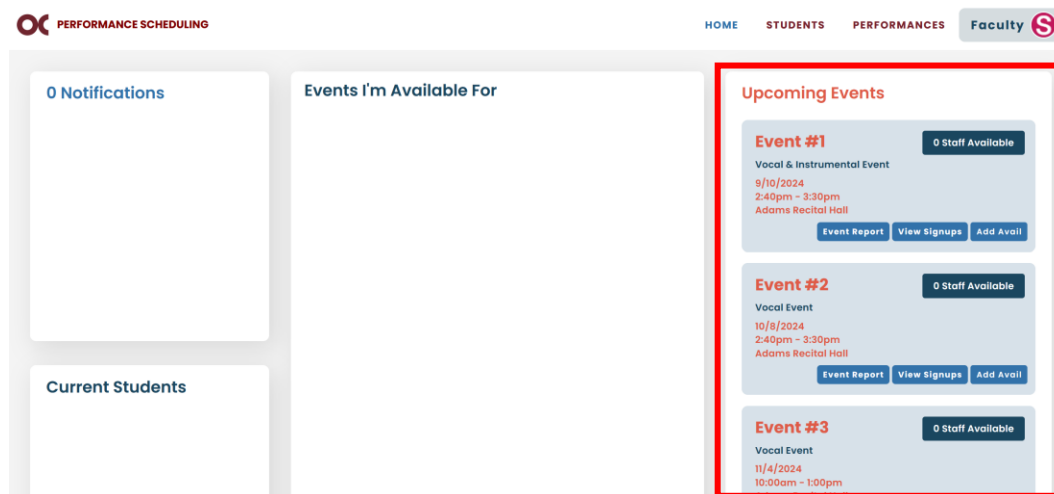
    ii. Once you find it, click "Add Avail".

iii.   The following screen will pop up.

iv.   Enter the time that you will be available for that event and click
         "Add".

b. Edit Availability

- If want to change the time that you entered to be available for a certain event.

    i.   Go to the Events I'm Available For column and find the event.
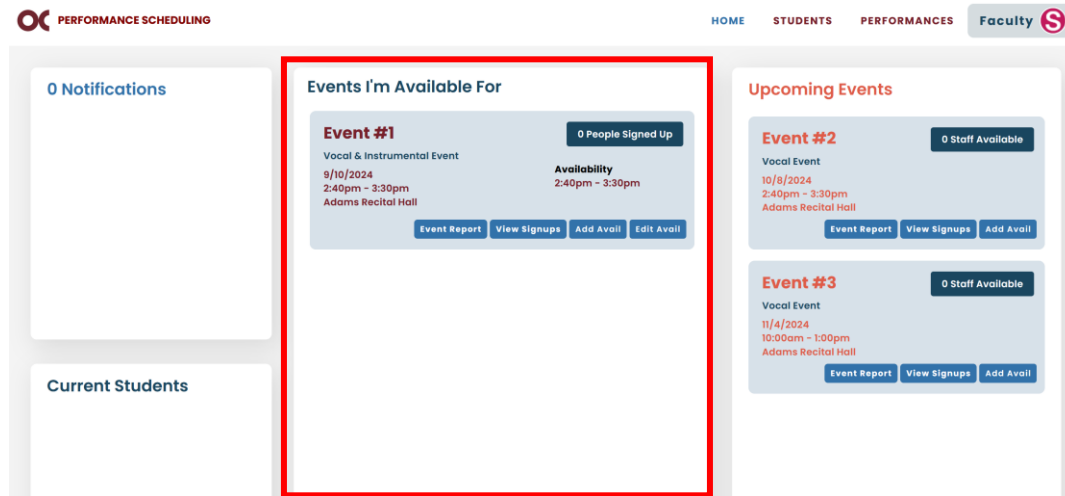
    ii.   Click on "Edit Avail".
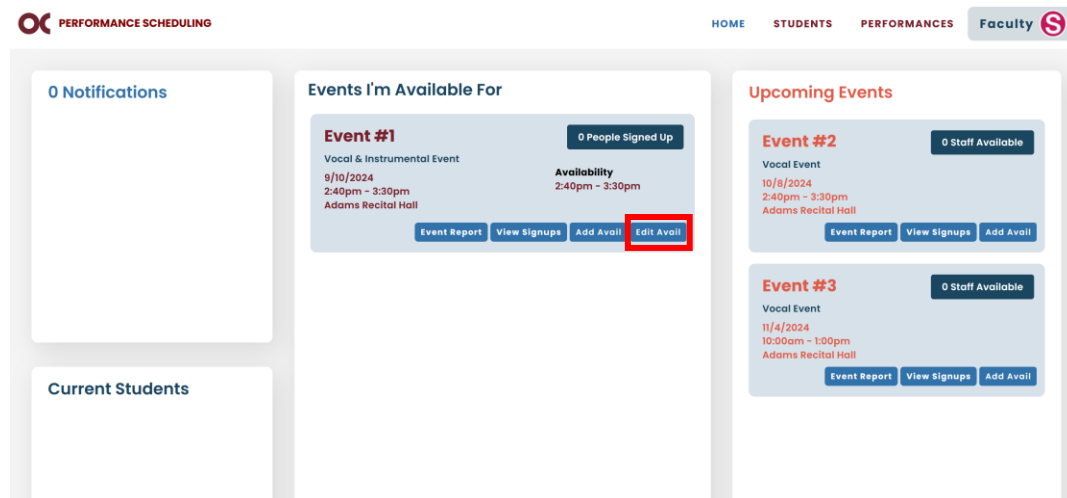
iii.   The following screen will pop up.
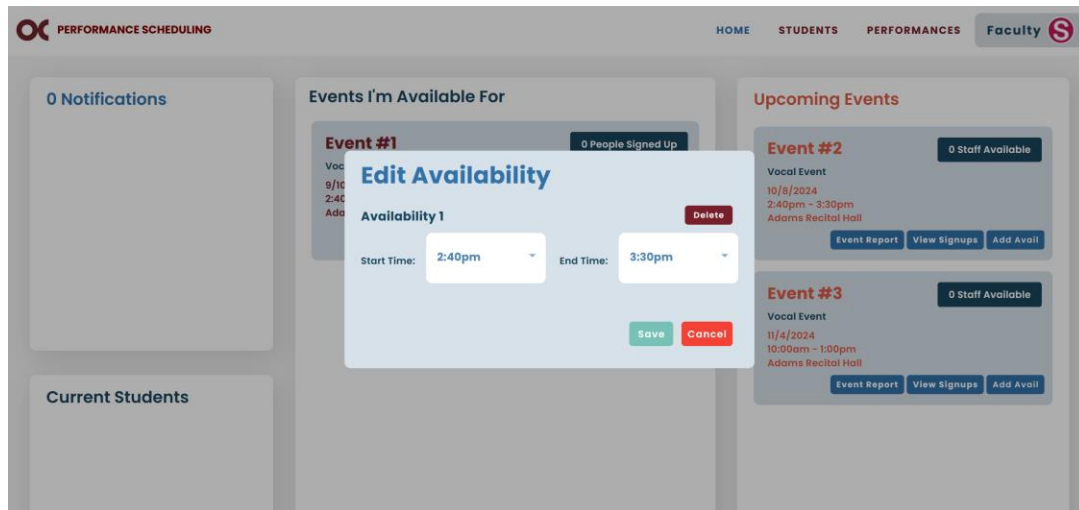
iv.   Make your changes and after you are done, click "Save".
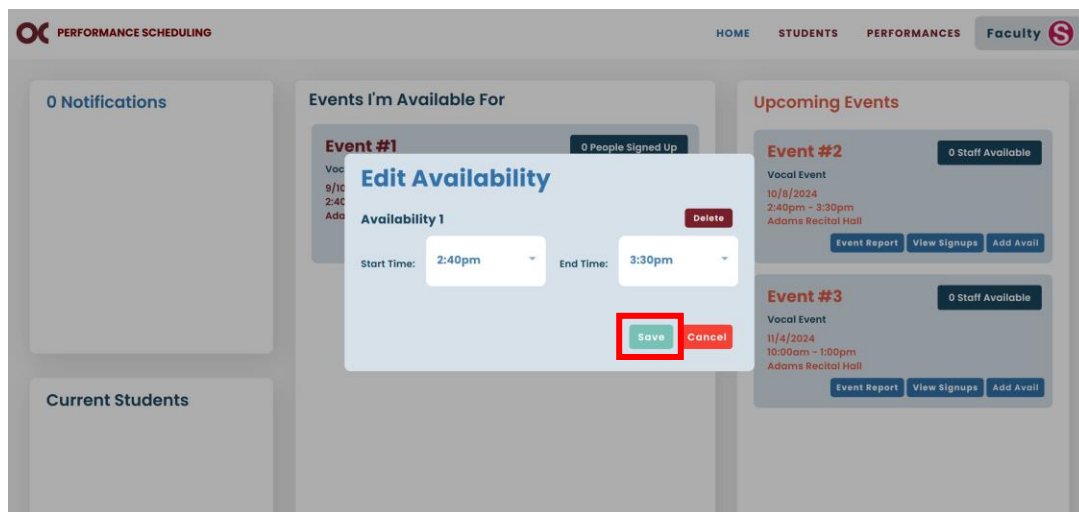
c. Delete Availability

- If you will not be able to go to a certain event anymore.

    i.   Go to the Events I'm Available For column and find the event.
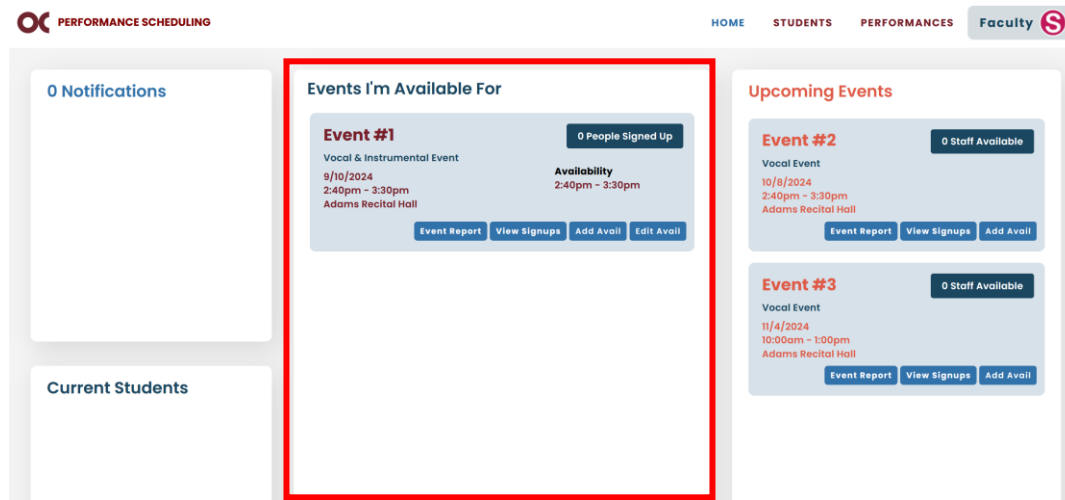
    ii.   Click on "Edit Avail".
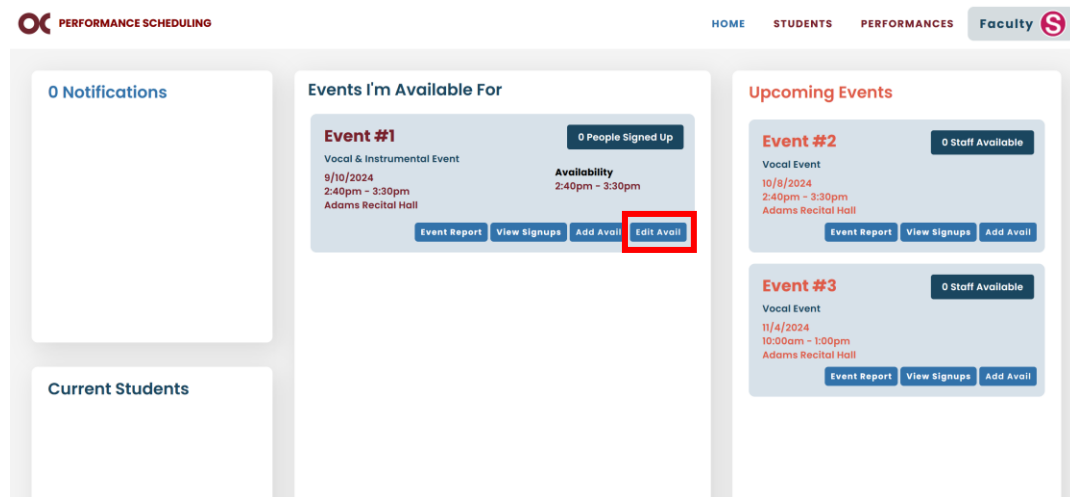
iii.   The following screen will pop up.
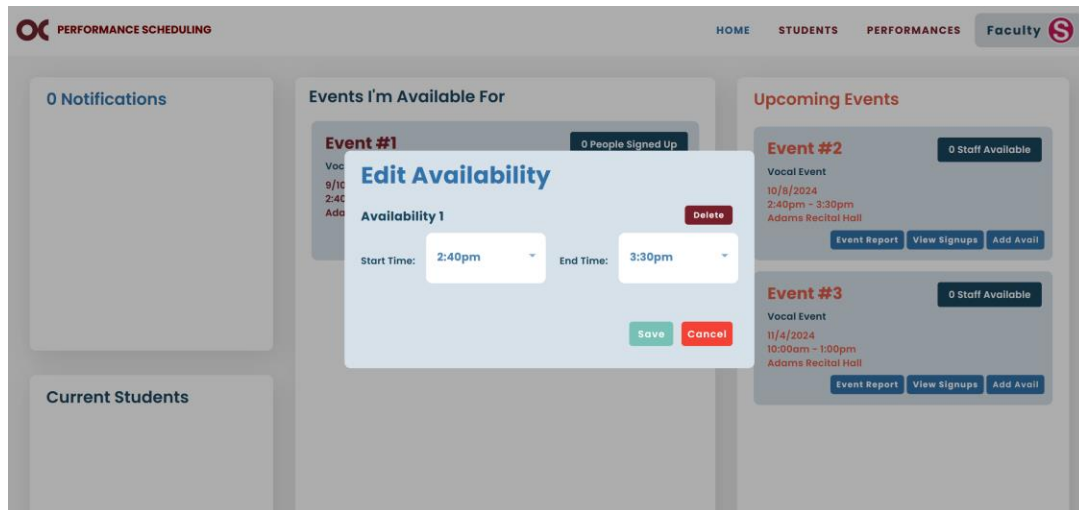
iv.   Click "Delete".
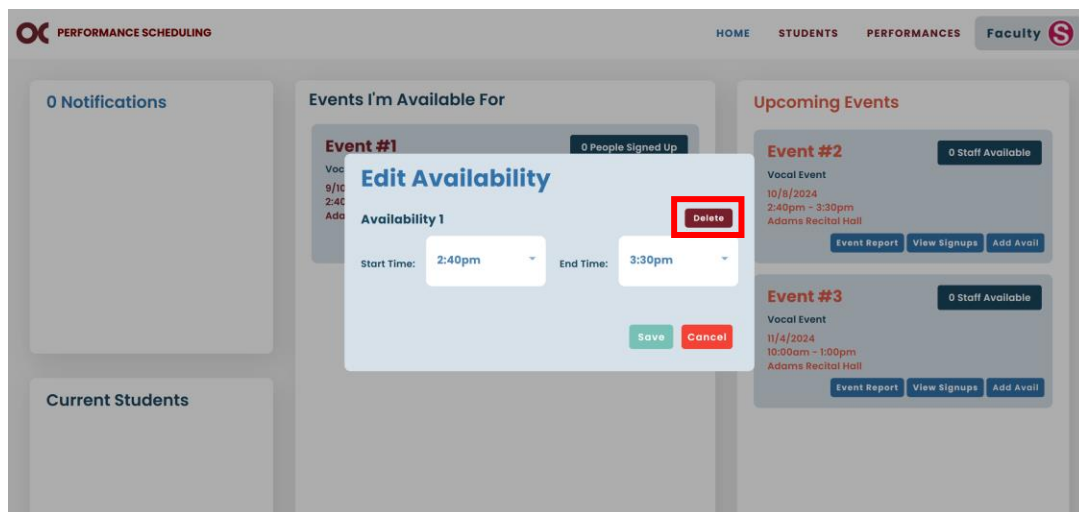
4. Critiques

- On the day of the event, you will need to enter critiques and grades/ending level for the students' performing at the event.
- **Note:** You will only be able to do it if you previously signalized that you will be present at the event by entering your availabilities for it.

   i.   To enter your critiques and grade/ending level, go to the Events I'm Available For column and find the event.
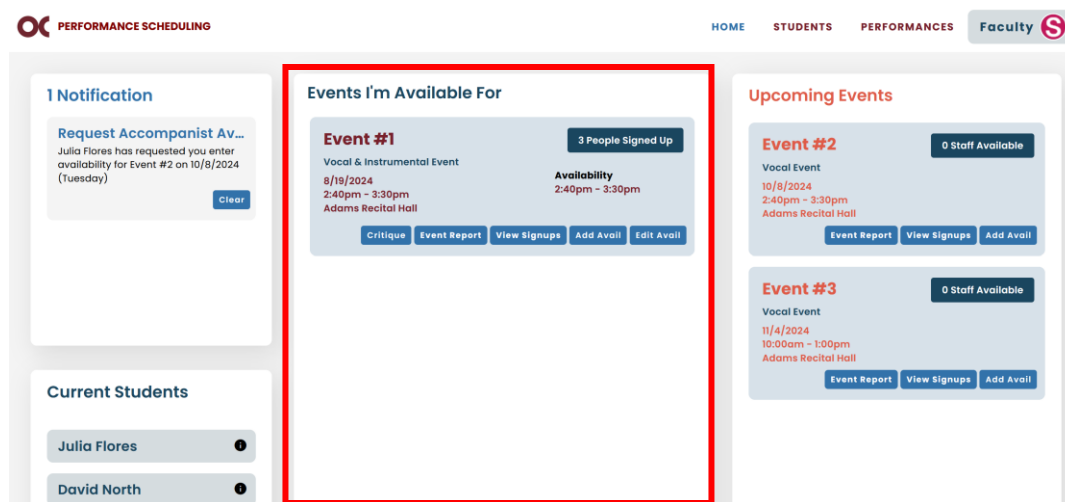
   ii. Once you find it, click on the "Critique" button.
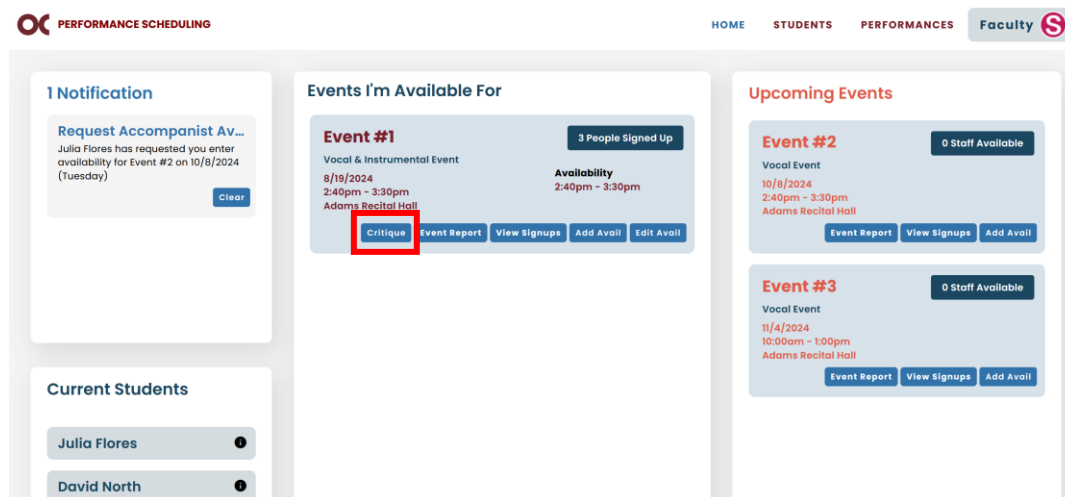
iii.   The following screen will be displayed with the students
        performing at that event in the order that they are performing.

a. Performance Critique

- The performance critique will be your feedback about the student's
  performance.
  i.   To give a critique for a student, find their name and click "Add
          Critique".

ii.   The following screen will be displayed.

iii.   Enter your critique, scroll down, and click "Save".

Note: The only required field is the Performance and Suggestions comment.
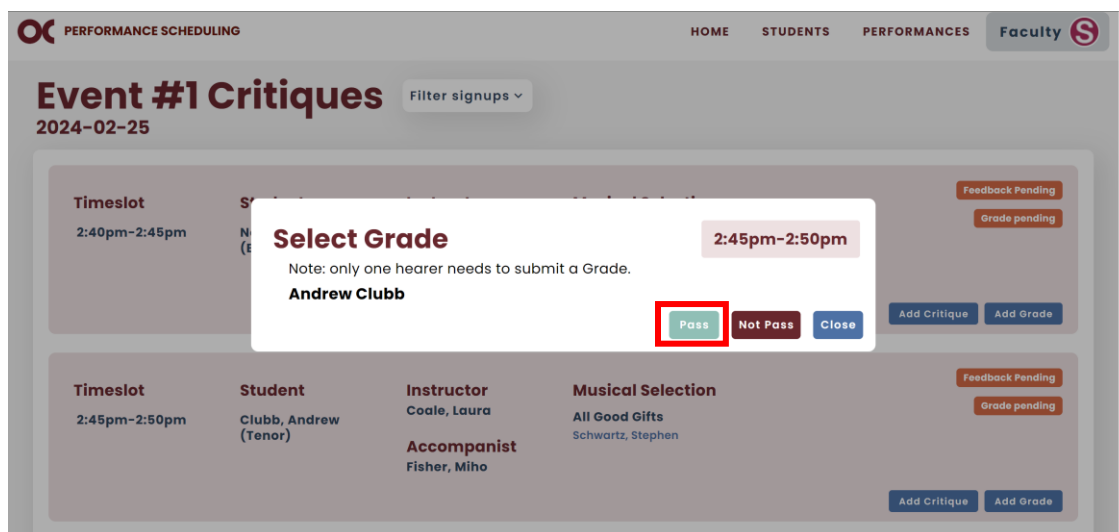
b. Grade: Pass/Not Pass

- In the end of every Recital Hearing, each student receives a grade: Pass or Not Pass.
- All instructors will discuss and agree on a grade for each student.
- **Only one instructor is responsible for entering the grade.**

i.   To enter a grade, find the student and click "Add Grade".
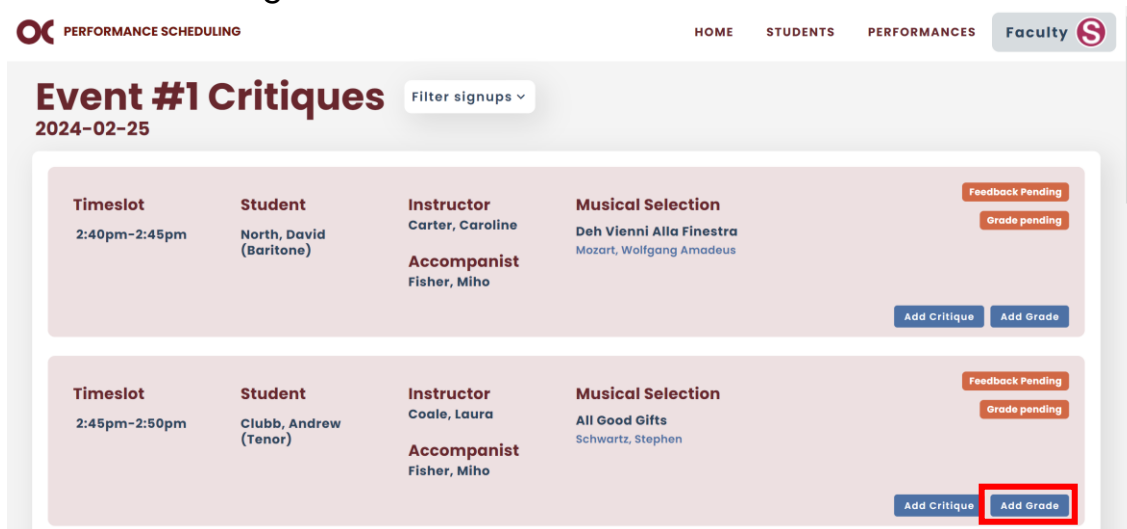
ii.   The following screen will be displayed.

iii.   Select the desired grade (in this example, Pass).

iv.   Now the student's grade is updated!

c. Ending Level

- In the end of every Jury, each student receives an ending level.
- All instructors will discuss and agree on a level for each student.
- **Only one instructor is responsible for entering the level.**

i.   To enter an ending level, find the student and click "Add End Level".

ii.   The following screen will be displayed.

iii.   Select the desired grade (in this example, II).

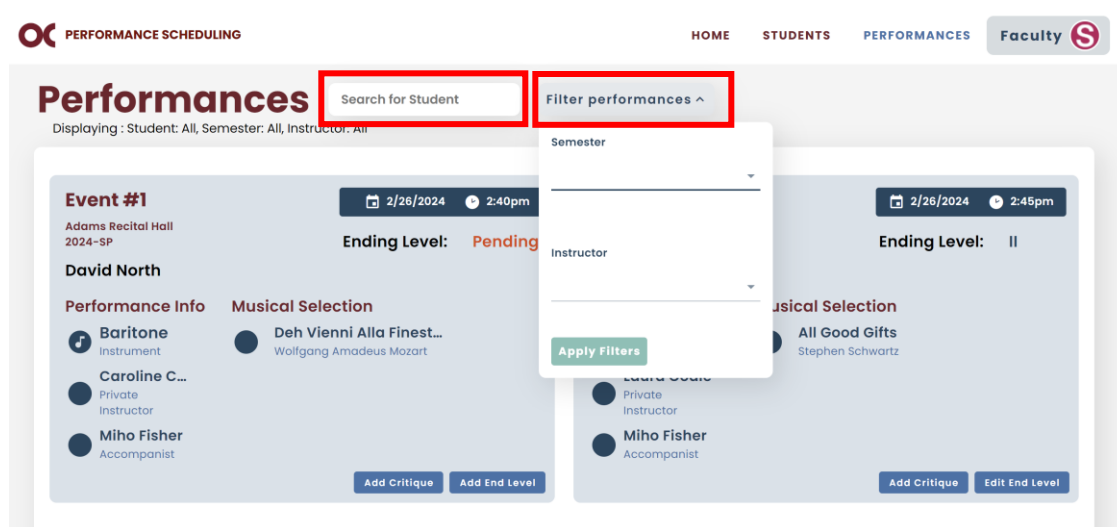iv.   Now the student's Ending Level is updated!

5. Performances Page

a. Explanation of the Page

- This is the page where you can check all previous students' performances.
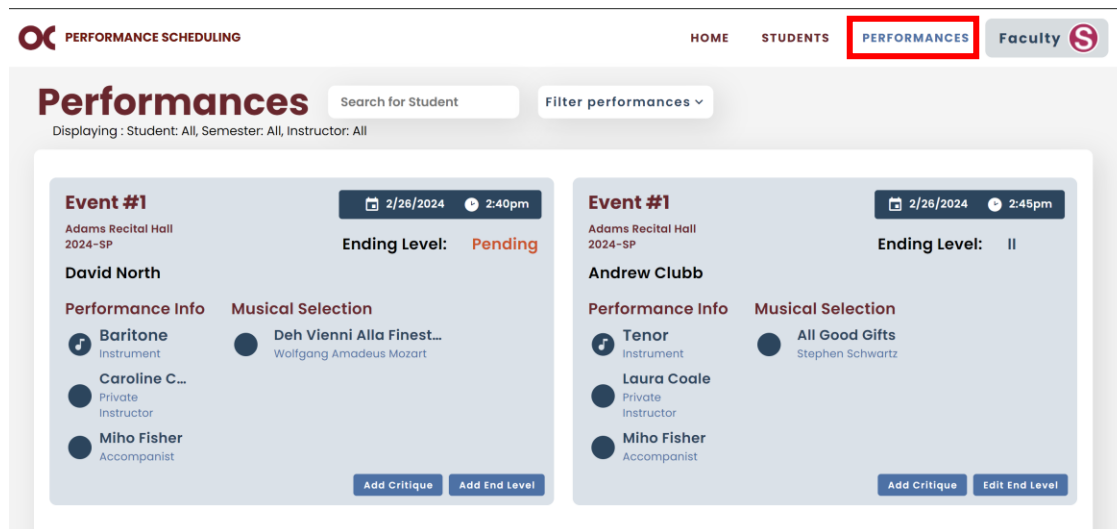
- You can search by a student's name or filter by semester and/or instructor.
Tip: If you want to find all performances for your students, you can filter by your name on the instructor field.

- If after clicking "Apply Filters" you do not want to use the selected filter anymore, you can click on "Clear Filters".
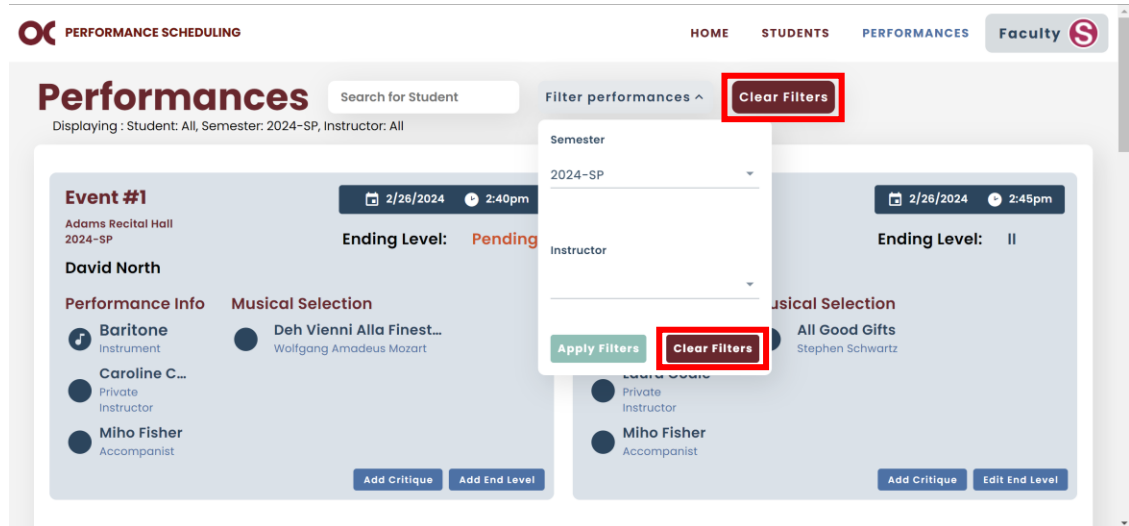
b. Add/Edit Critique/Grade/Ending Level

- You can also Add/Edit a Critique/Grade/Ending Level on this page.
- Just find the desired performance and click on Add/Edit Critique/Grade/Ending Level. (More information on how to enter a critique/grade/ending level on page 18.)

Tip: If you forgot to enter a critique/grade/ending level and the event has passed, you can go to this performances page and enter the information missed.
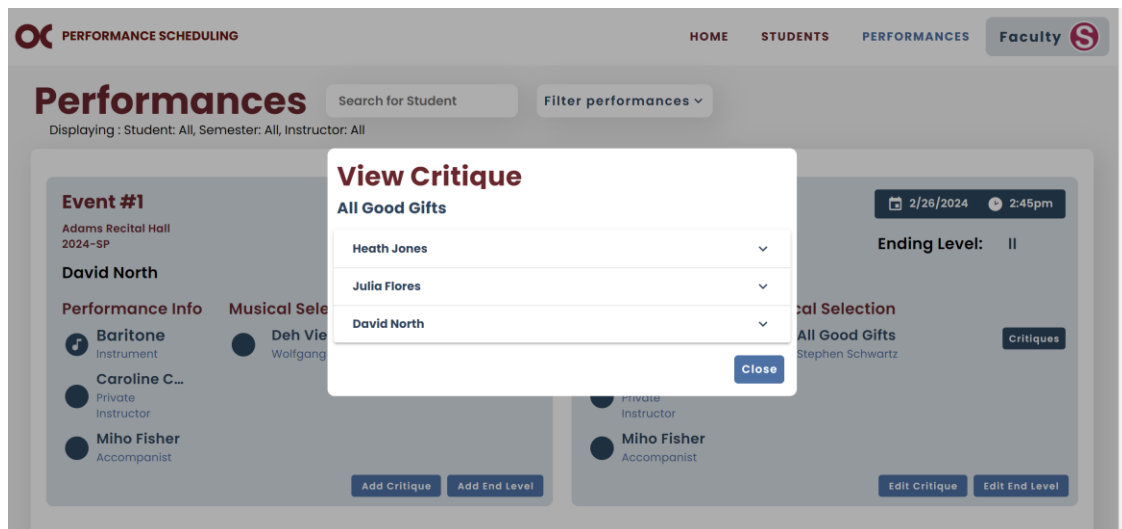
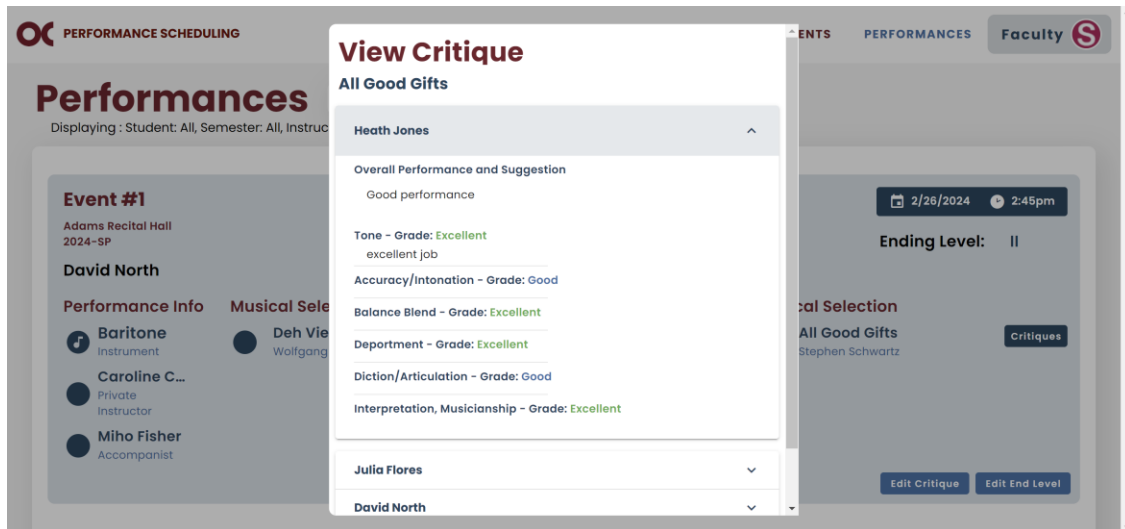## c. View other Instructors' Critiques

- You can also view the other instructors' critiques.
- Find the desired performance and click on "Critiques".
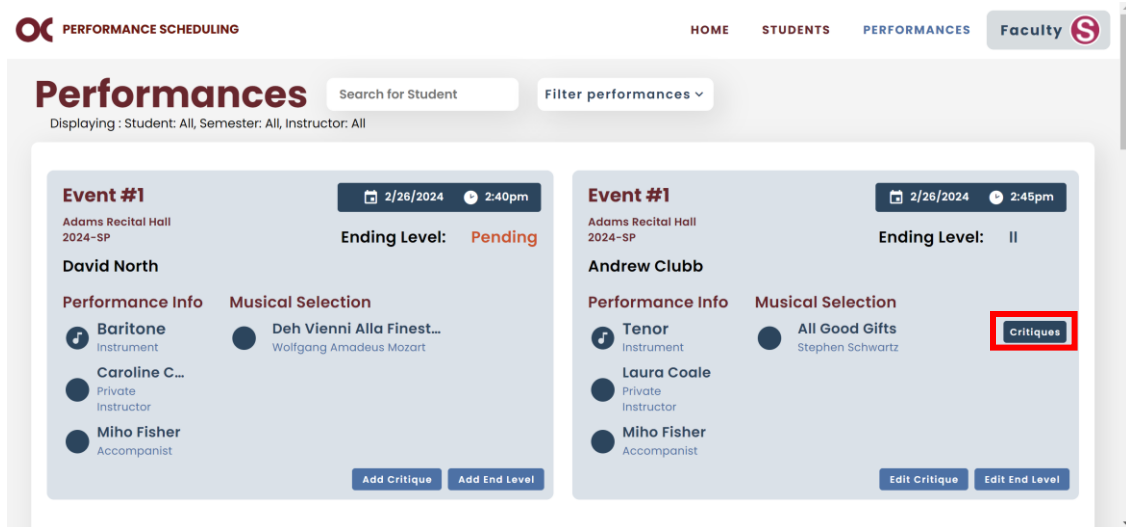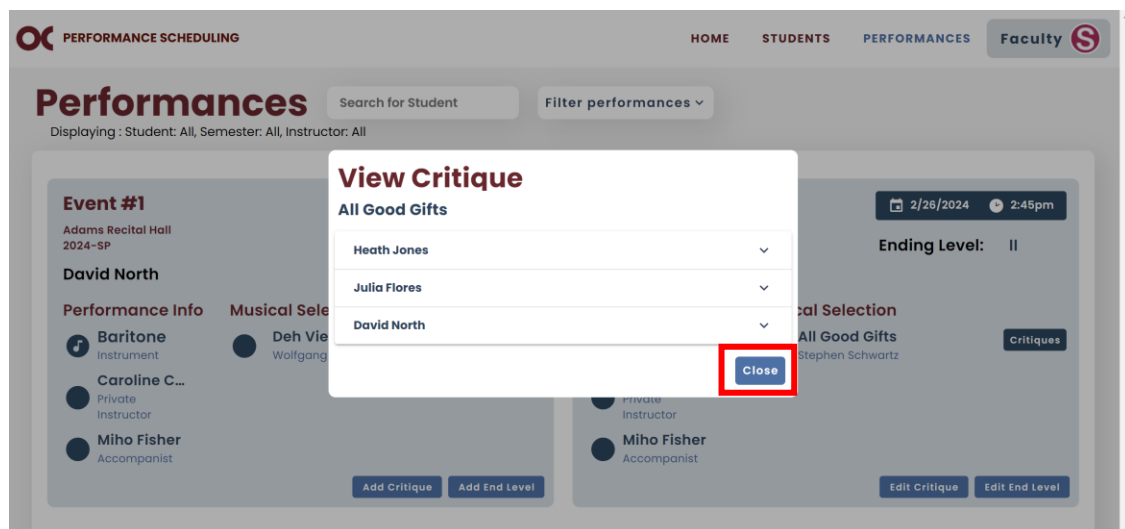

- The following screen will be displayed with all instructors' names that have entered critiques for that performance.

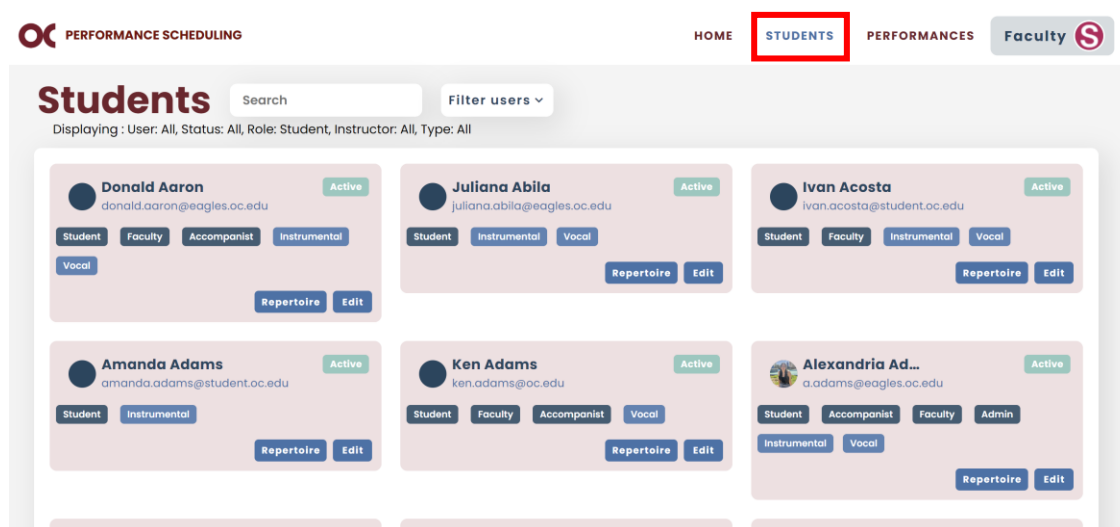- Select the name of the instructor you want to view the critiques.

- If you want to exit the screen, just click on "Close".

6. Students Page

## a. Explanation of the Page

- This page displays all students that have logged into the website.

-

- You can search by a student's name or filter by status, instructor, and/or student type.
    - i. Status: Active/Disabled. If a student is active, it means that they have logged into the system during the current semester.
    - ii. Instructor: you can filter by student's private instructors.
   **Tip:** You can search by your name on the instructor field and find all the students that you are a private instructor for.
       Bonus Tip: In addition to the previous tip, you can also add "Active" on the status, which will display all your current students for the current semester.
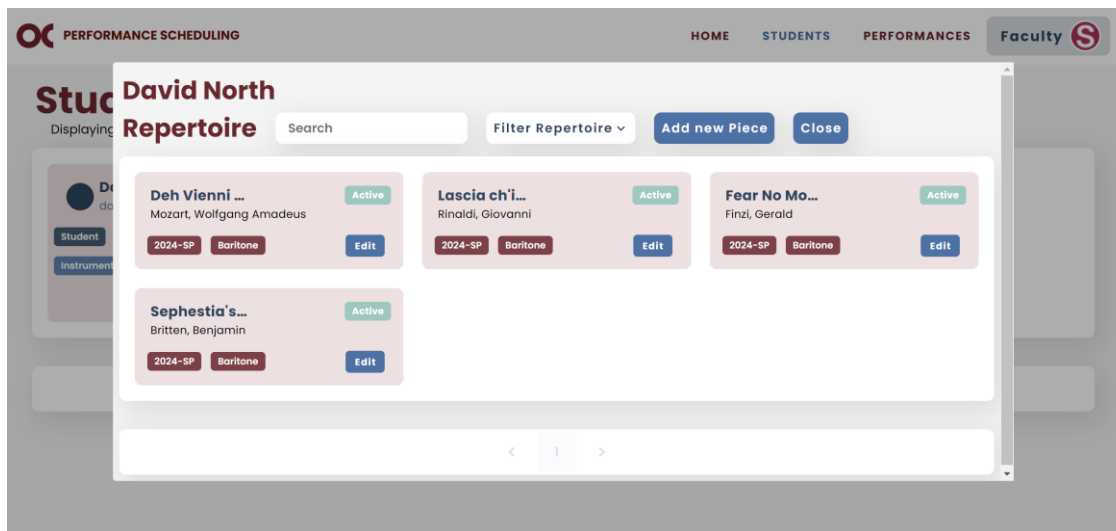   - iii. Student Type: Instrumental or Vocal.
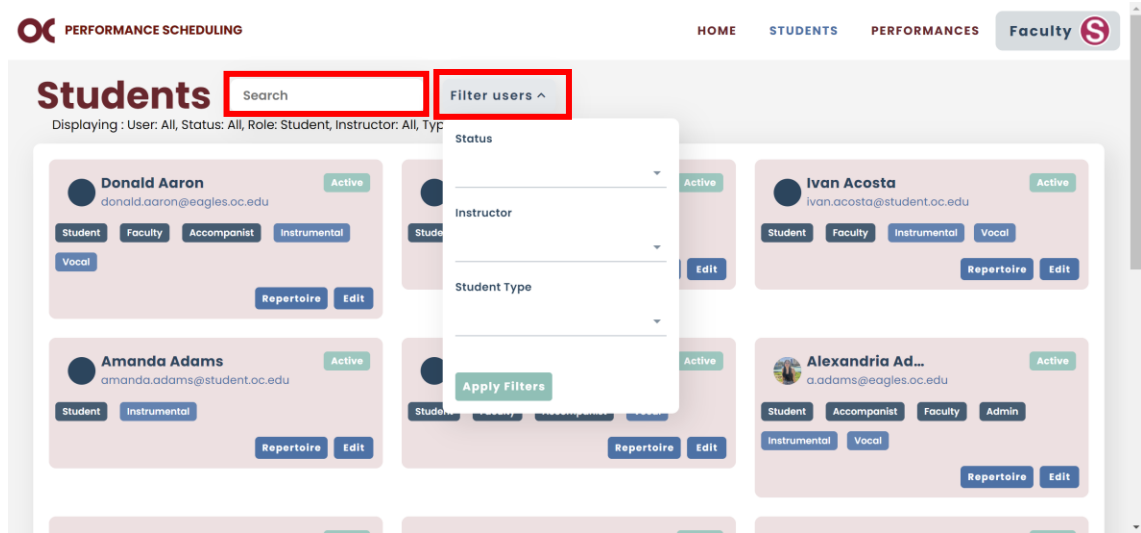
b. View Students' Repertoire

- You can view a student's repertoire.
   i.   Find the desired student and click on "Repertoire".
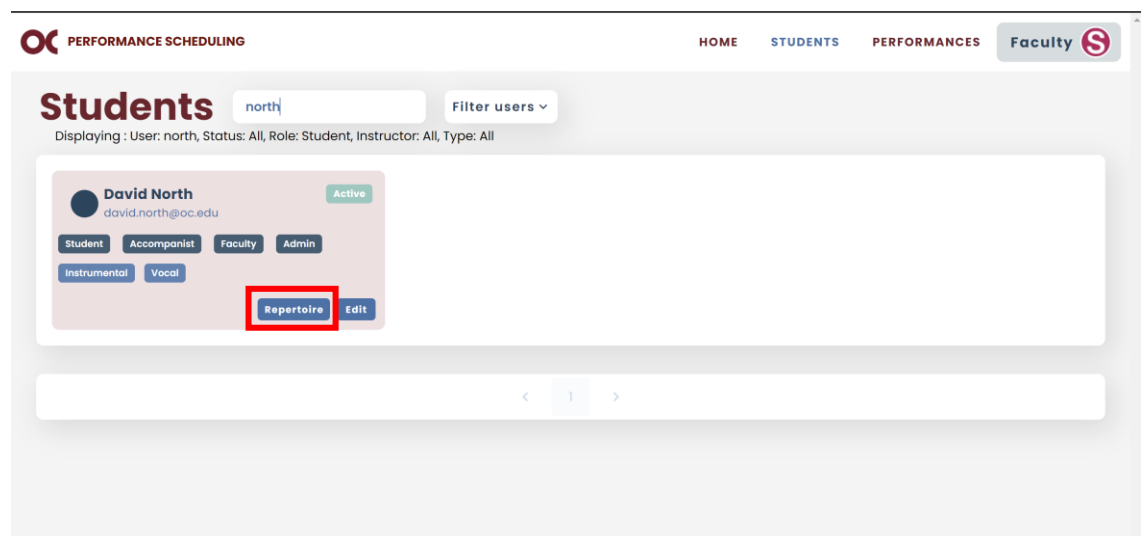
ii.   A similar screen to the following will be displayed:

iii.   You can search and filter by instrument, status, and/or semester.
iv.   You can add a new piece to that student's repertoire.
v.   You can edit a student's repertoire piece.
vi.   Or you can exit this screen by clicking on "Close".

c. Enter Beginning/Mid-Term/Final Evaluations

• Another feature that you can do on this page is to enter your
  Beginning/Mid-Term/Final Evaluations.
    i.   To do so, first find the student and click "Edit".
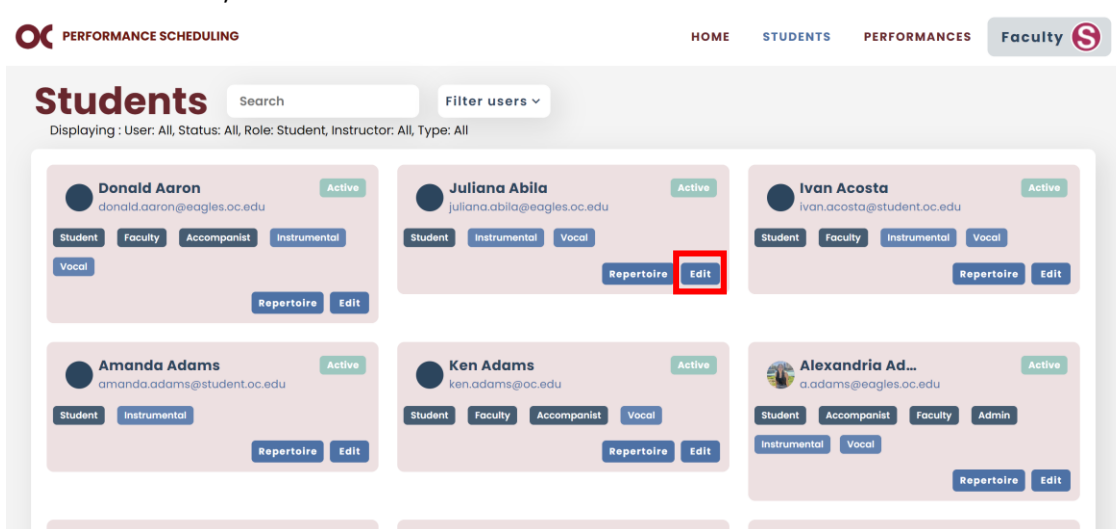
ii.   The following screen will be displayed.

iii. Find this semester's instrument that you are a private instructor
      for and click "Eval".

iv.   The following screen will be displayed.

v.   Select the tab for the proper point in the semester.

vi.   Enter the data in the fields and click "Save".

vii. The student will be able to view it as soon as you enter it.

viii. You can do the same process if you desire to go back and update
      the evaluation.

7. Logout

- Click on Faculty and then Logout.