



# **STUDENT HOW-TO**

## **OC PERFORMANCE SCHEDULING**

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**OKLAHOMA CHRISTIAN UNIVERSITY**

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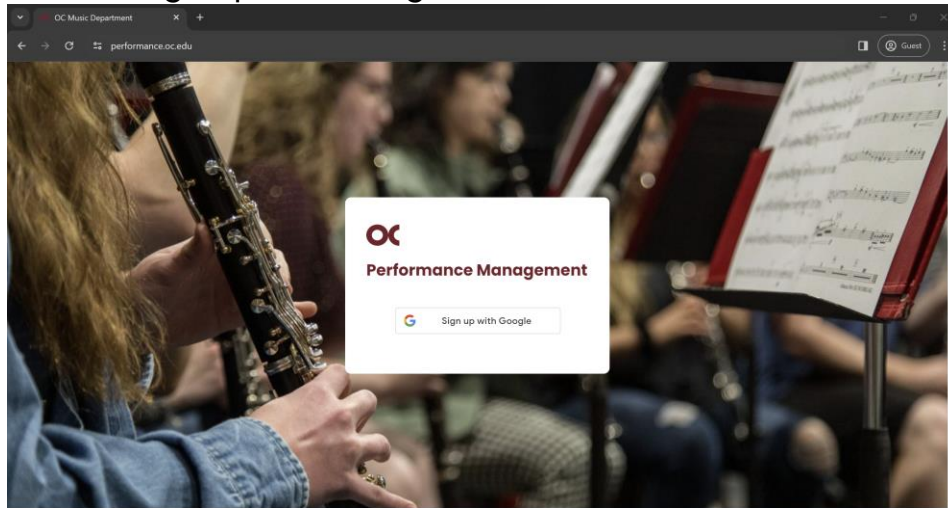
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# 1. Login Steps

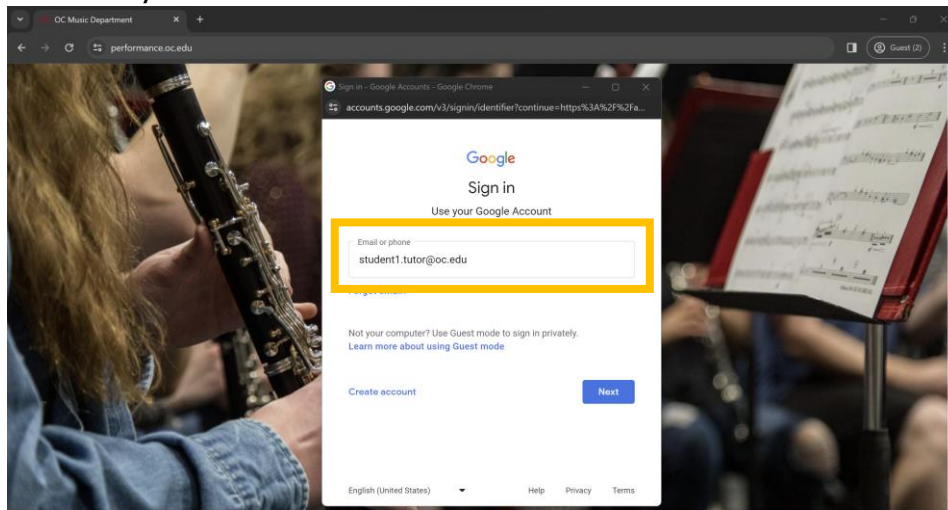
## a. Login

- 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.

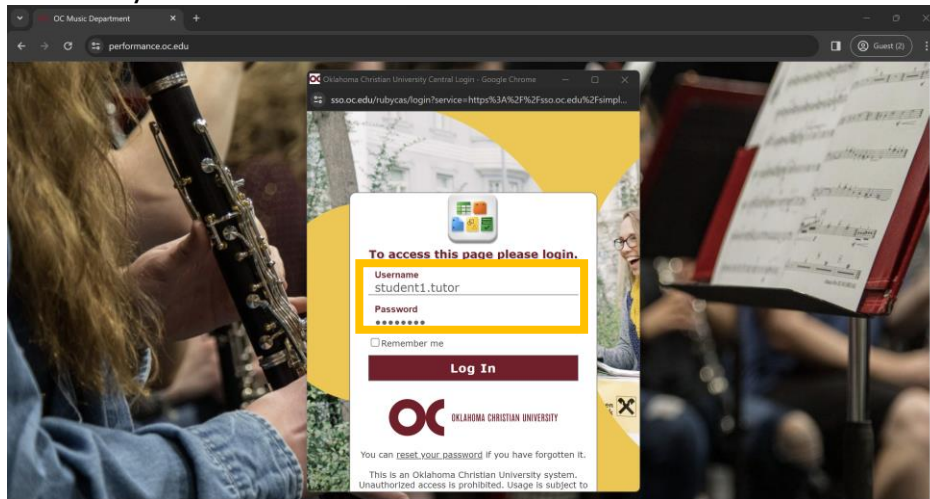
### i. Click Sign up with Google.



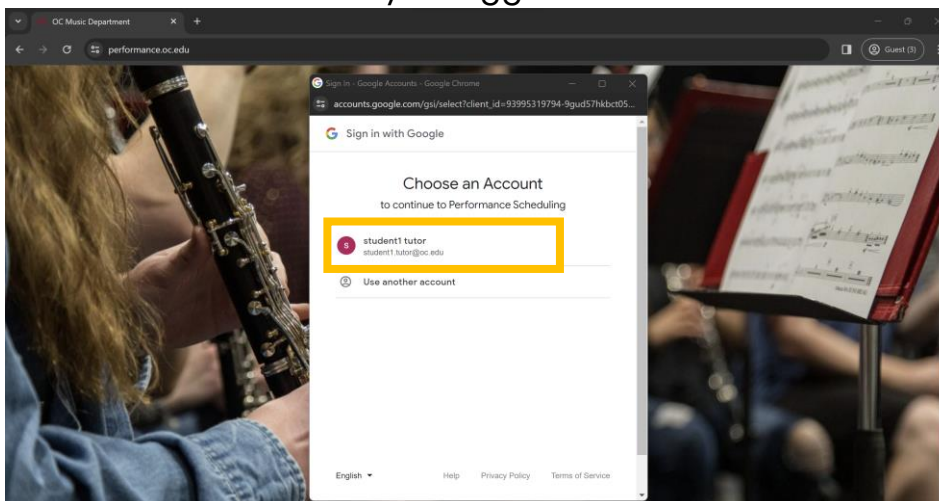
### ii. Enter your **OC** email.



iii. Enter your **OC** credentials.



iv. Click on the account you logged in with.

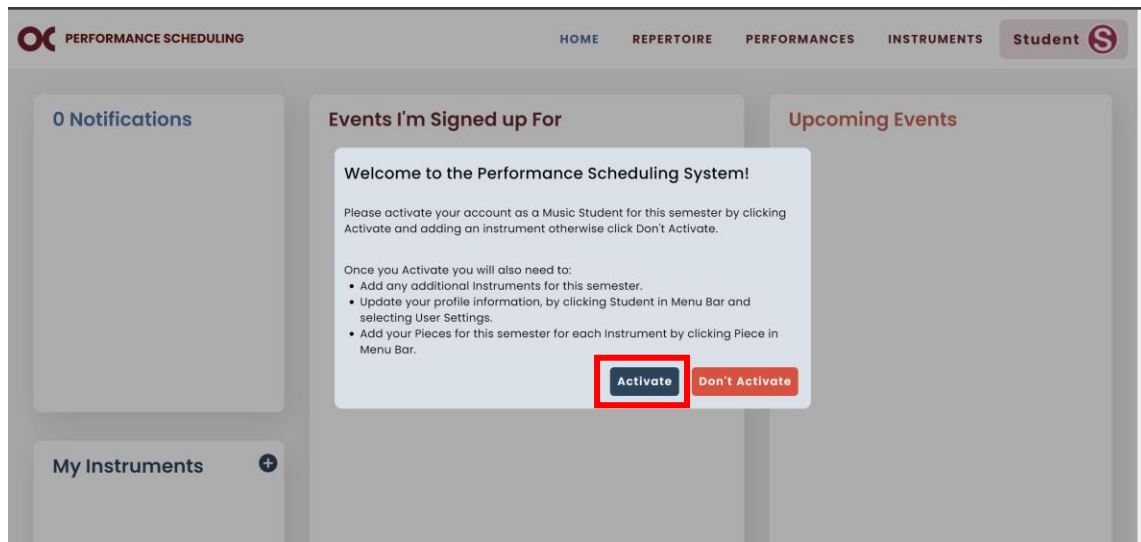


v. Google may ask you to give permission to share information with this site. If it does, please give the permission.

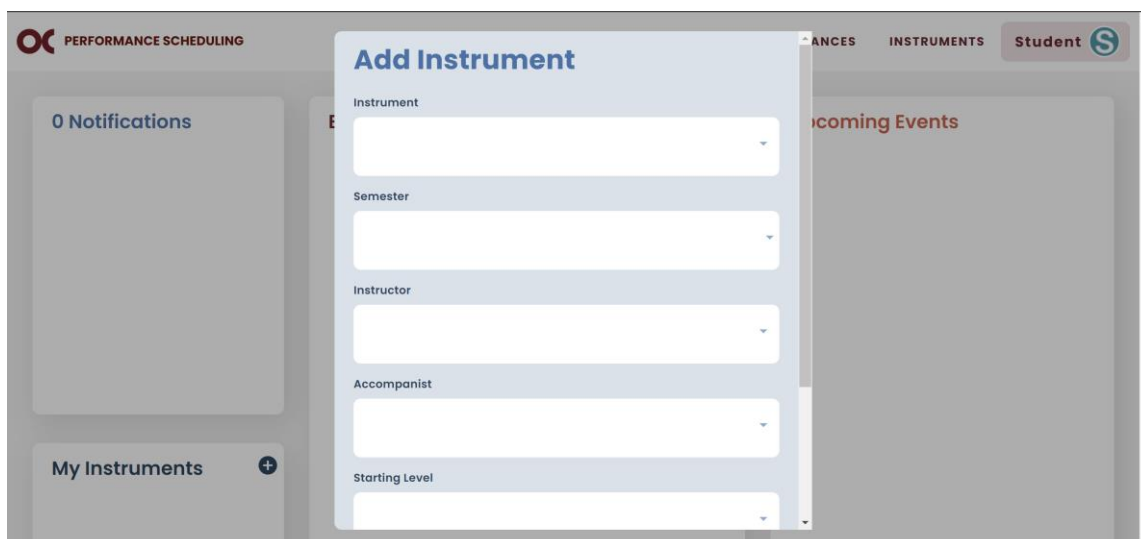
## b. First Time User or in the Semester

- When you log in for the first time, you must activate your account so that you can properly use the website.

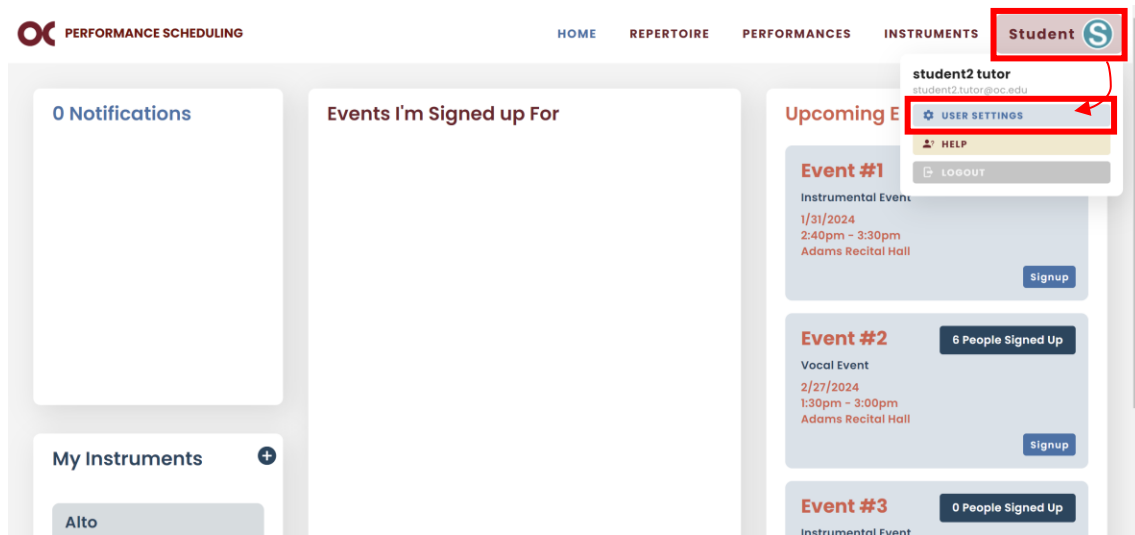
i. Click Activate.



ii. Add the instrument you will perform this semester (more instructions on page [22](#)).



iii. Click on Student and then User Settings.

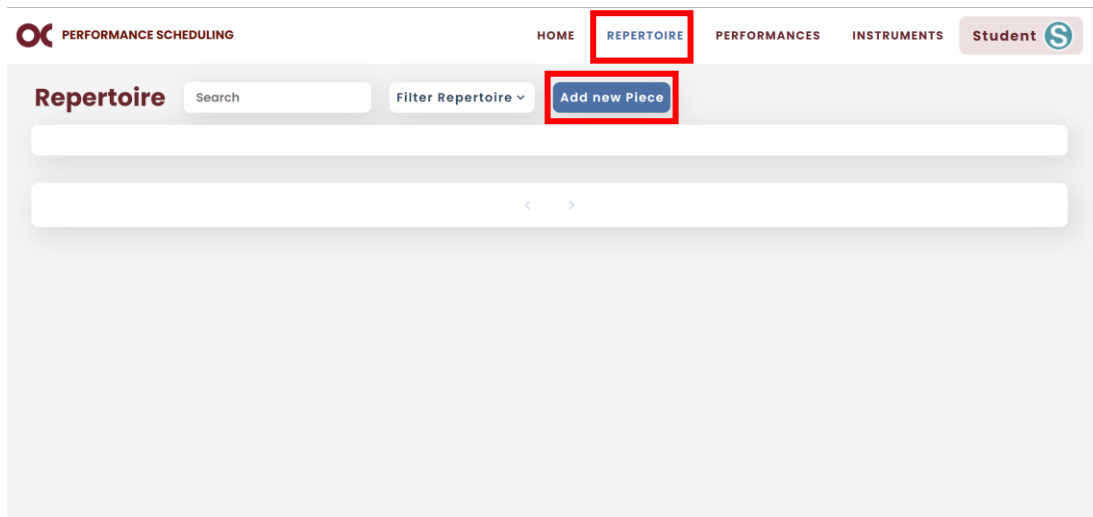


iv. Update your profile information and click Save.

The screenshot shows the 'User Settings' form. The form contains the following fields and options:

- First Name:** student2
- Last Name:** tutor
- Honorific:** Mr.
- Email:** student2.tutor@oc.edu
- Phone Number:** 4054054058
- Major:** Music (dropdown menu)
- Classification:** Freshman (dropdown menu)
- Semesters:** 1
- ☒ Text Opt In
- ☒ Email Opt In
- Save** button (highlighted with a red box)

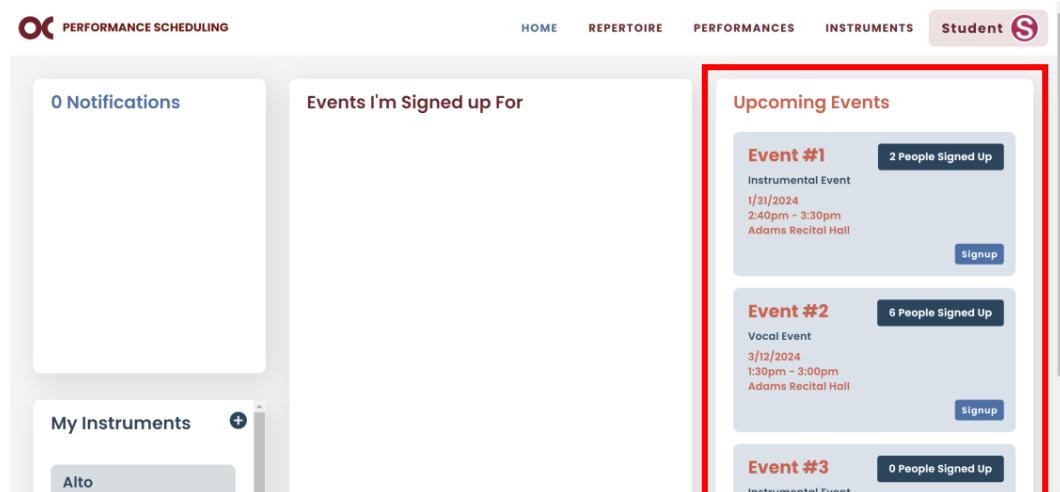
- v. Go to your Repertoire and add the pieces for this semester (more instructions on page [25](#)).





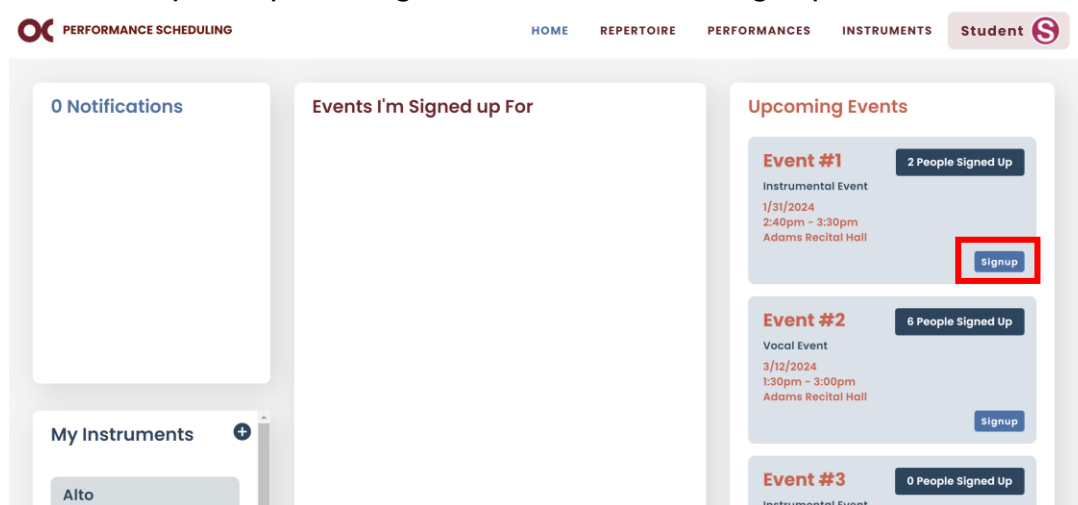
## 2. Event Signups

- You can view all available events on your home screen.



### a. Sign up for a Time Slot

- You will find your upcoming event and click on Signup.



- The signup screen will display availabilities for your private instructor and accompanist (if any).
- The grayed out slots are the ones your instructor and accompanist are not available.



- The red slots are spots already taken.
- The teal slots are available for sign up.
- The dark green slots are group signups.
  - Select your instrument.
  - If your instructor does not need to be present in your performance, you can clear that field and more slots will be available based on all faculty availabilities.

- If you are performing only pieces from the current semester, select the pieces you are performing.
- If not, unselect the checkbox to display pieces from previous semesters, and select the pieces you are performing.

- Pick one of the teal time slots.

## I. Individual Signups

vi. Scroll down and click Sign up.

The screenshot shows the OC Performance Scheduling interface. At the top, there are dropdown menus for 'Instrument' (set to Piano), 'Instructor', and 'Accompanist'. Below these is a 'Musical Selection' section with a list of pieces: 'Ave Maria' by Bach, 'Minuet' by Bach, and 'Moonlight Sonata' by Beethoven. To the right, the 'Timeslots Available' section shows a grid of time slots. The 'Sign up' button is highlighted with a red box.

Instrument: Piano  
Instructor:   
Accompanist:   
Re-Select Instructor and/or Accompanist to only view times where they are available.

**Musical Selection**  
Add To Repertoire  
☐ Only show pieces from current semester

Ave Maria  
Bach, Johann Sebastian  
Minuet  
Bach, Johann Sebastian  
Moonlight Sonata  
Beethoven, Ludwig van

**Timeslots Available** 5 Min Timeslot Length  
Selected: 2:45pm-2:50pm Request additional

2:40pm 2:45pm 2:50pm 2:55pm  
3:00pm 3:05pm 3:10pm 3:15pm  
3:20pm 3:25pm 3:30pm

☐ Allow other students to signup with you

Sign up Cancel

vii. If all the information is correct, click Confirm.

The screenshot shows the OC Performance Scheduling interface with a 'Confirm Signup' dialog box overlaid. The dialog box contains the following information: 'Event: 1/31/2024 (Wednesday)', 'Timeslot: 2:45pm - 2:50pm', and 'Instrument: Piano'. The 'Confirm' button is highlighted with a red box.

Instrument: Piano  
Instructor:   
Accompanist:   
Re-Select Instructor and/or Accompanist to only view times where they are available.

**Musical Selection**  
Add To Repertoire  
☐ Only show pieces from current semester

Ave Maria  
Bach, Johann Sebastian  
Minuet  
Bach, Johann Sebastian  
Moonlight Sonata  
Beethoven, Ludwig van

**Timeslots Available** 5 Min Timeslot Length  
Selected: 2:45pm-2:50pm Request additional

2:40pm 2:45pm 2:50pm 2:55pm  
3:00pm 3:05pm 3:10pm 3:15pm  
3:20pm 3:25pm 3:30pm

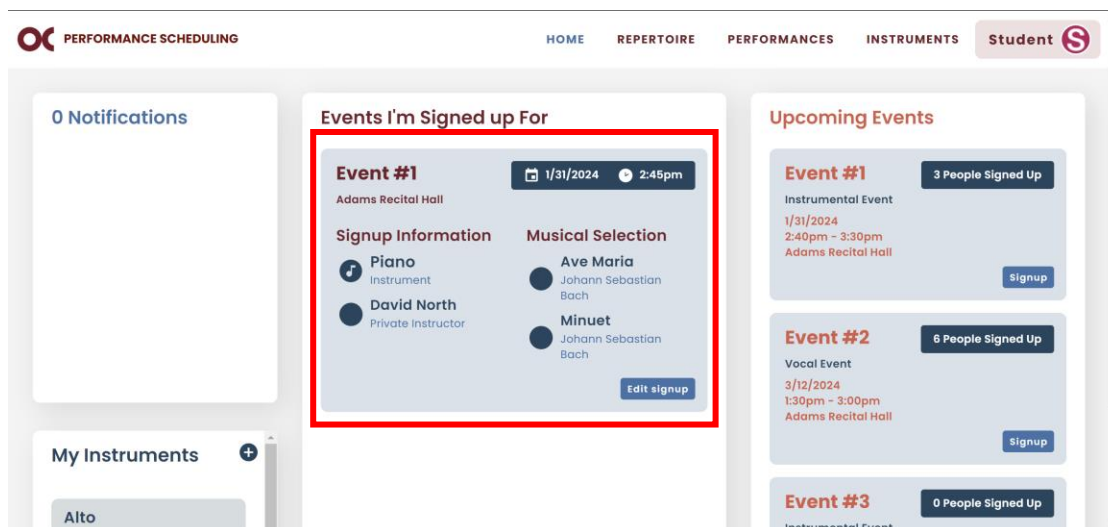
☐ Allow other students to signup with you

Sign up Cancel

**Confirm Signup**  
Event: 1/31/2024 (Wednesday)  
Timeslot: 2:45pm - 2:50pm  
Instrument: Piano

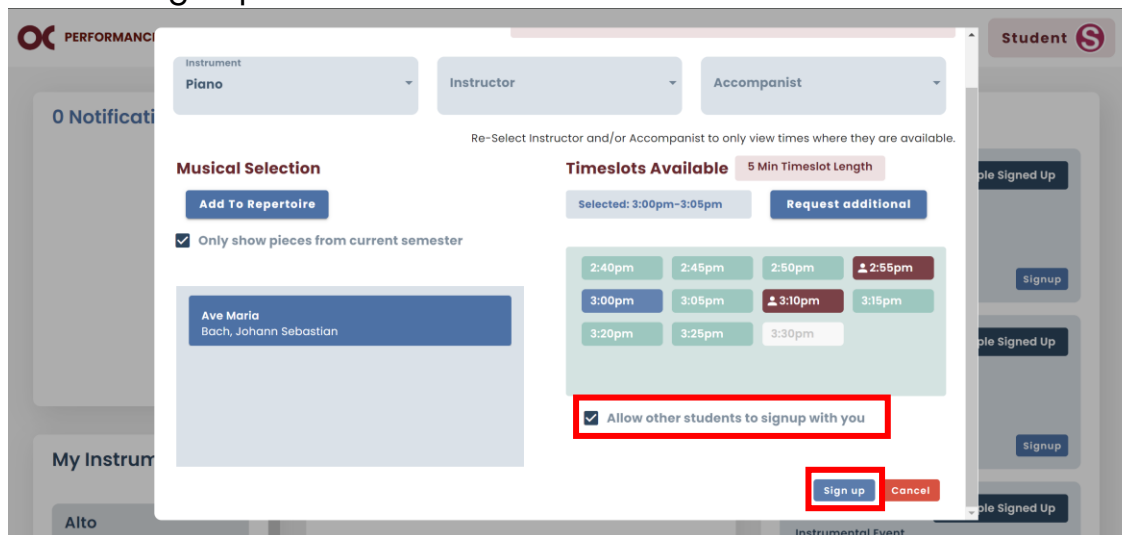
Confirm Cancel

viii. Now your signup will show on your home screen.



## II. Group Signups

vi. If you are the first member of the group to sign up, select an available time slot, then check the group checkbox, and click Sign up.



- vii. If you are any other member of the group, select the dark green time slot that your group signed up for.

**Event #1**

Instrumental Event 1/31/2024 2:40pm - 3:30pm

Instrument: Piano Instructor: David North Accompanist: Julia Flores

Deselect instructor and/or Accompanist to view times where some instructor is available.

**Musical Selection**

[Add To Repertoire](#)

☒ Only show pieces from current semester

Ave Maria  
Bach, Johann Sebastian

**Timeslots Available** 5 Min Timeslot Length

Selected: None [Request additional](#)

2:40pm	2:45pm	2:50pm	2:55pm
3:00pm	3:05pm	3:10pm	3:15pm
3:20pm	3:25pm	3:30pm	

- viii. If you do not have in your repertoire the pieces that will be performed picked by the first member of the group, you will have to add them to your repertoire.

**Event #1**

Instrumental Event 1/31/2024 2:40pm - 3:30pm

Instrument: Piano Instructor: Accompanist:

Re-Select instructor and/or Accompanist to only view times where they are available.

**Musical Selection**

[Add To Repertoire](#)

☒ Only show pieces from current semester

Ave Maria  
Bach, Johann Sebastian

**Timeslots Available** 5 Min Timeslot Length

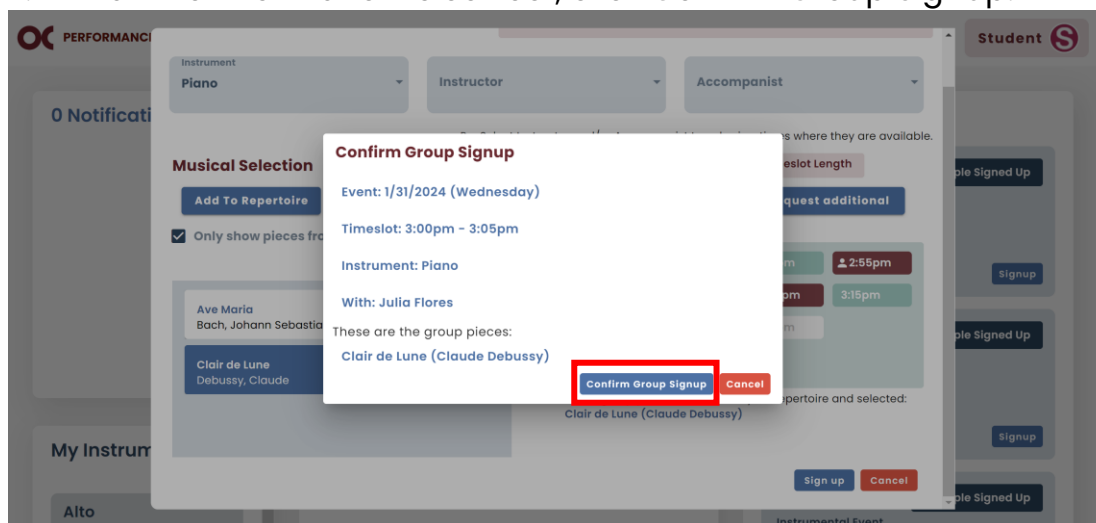
Selected: 3:00pm-3:05pm [Request additional](#)

2:40pm	2:45pm	2:50pm	2:55pm
3:00pm	3:05pm	3:10pm	3:15pm
3:20pm	3:25pm	3:30pm	

These group pieces should be in your repertoire and selected:  
Clair de Lune (Claude Debussy)

- ix. Once you add them, click Sign up.

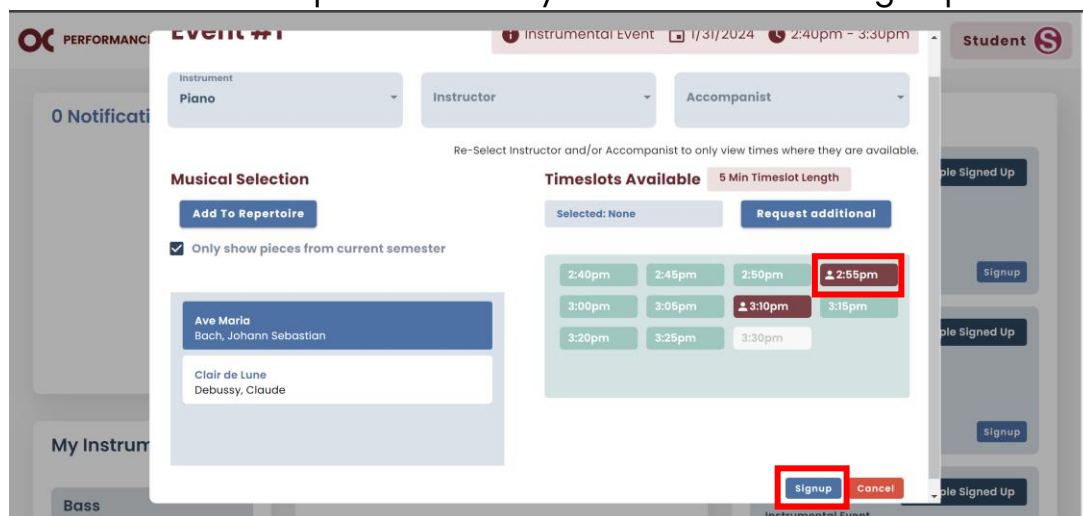
x. If all the information is correct, click Confirm Group Signup.



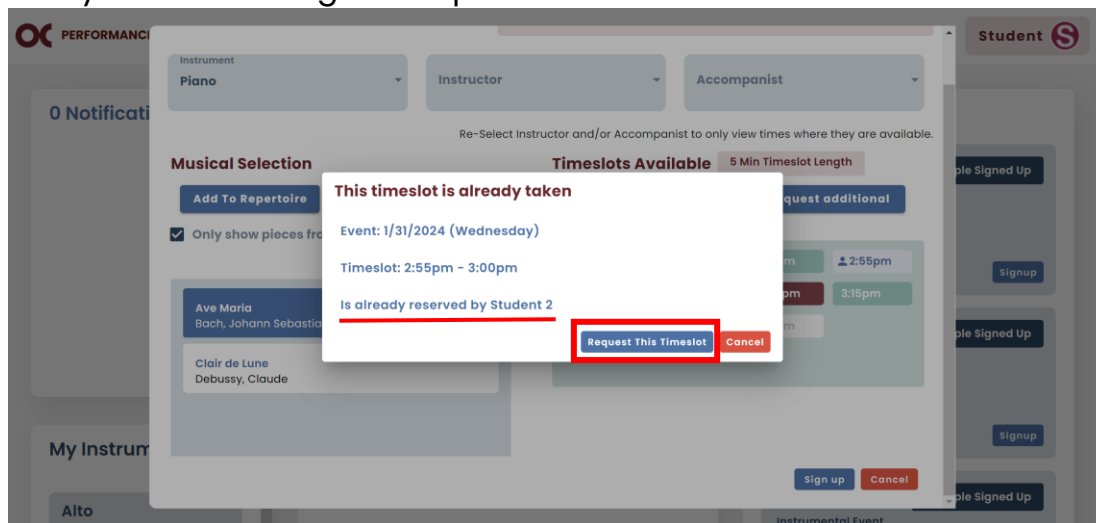
## b. Request Time Slot

- In case the only time slot you can perform is already occupied by someone, you can send them a request for their slot.
- The person will receive a notification on their home screen and an email.
- If the person can perform in another time slot, they will delete their signup, and sign up for a different time slot.
- **Note:** It is recommended that the student email the requester back to notify them that the requested time slot is now available.

- Select your piece.
- Select the occupied time slot you want and click Sign up.



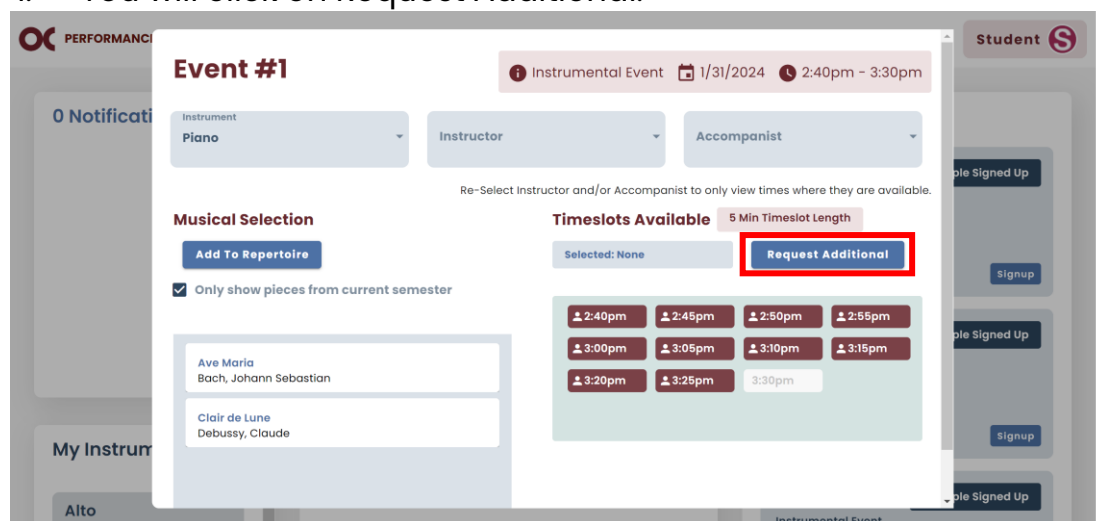
- iii. If that is the desired time slot, click Request This Timeslot.
- iv. **Note:** In this message, you will be able to see who the person is you are sending the request for.



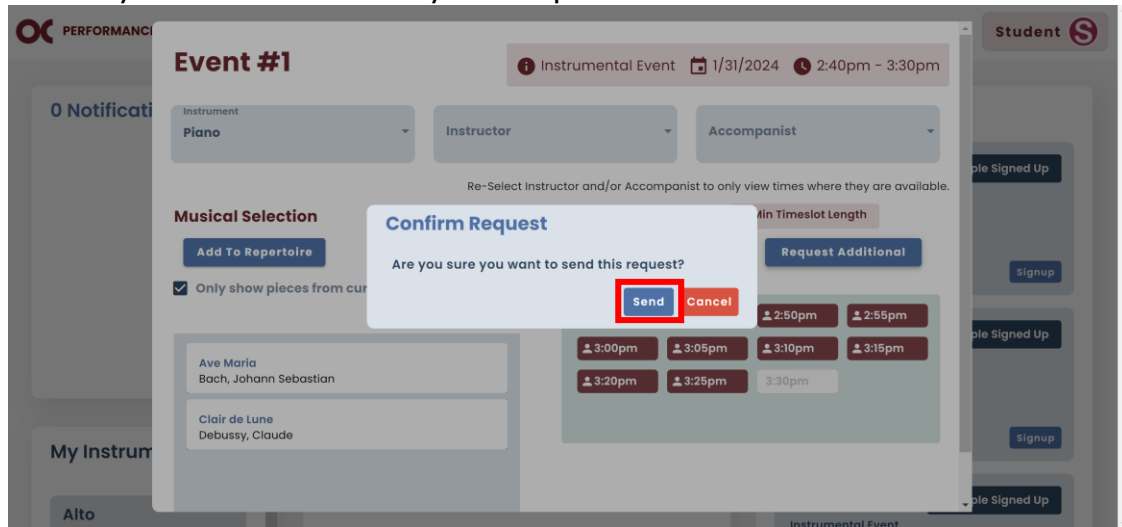
## c. Request Additional Time Slots

- In case there are no slots that work for you, you can request additional time slots.
- Your request will be sent via email to your instructor, and they will be able to add extra slots.

- i. You will click on Request Additional.



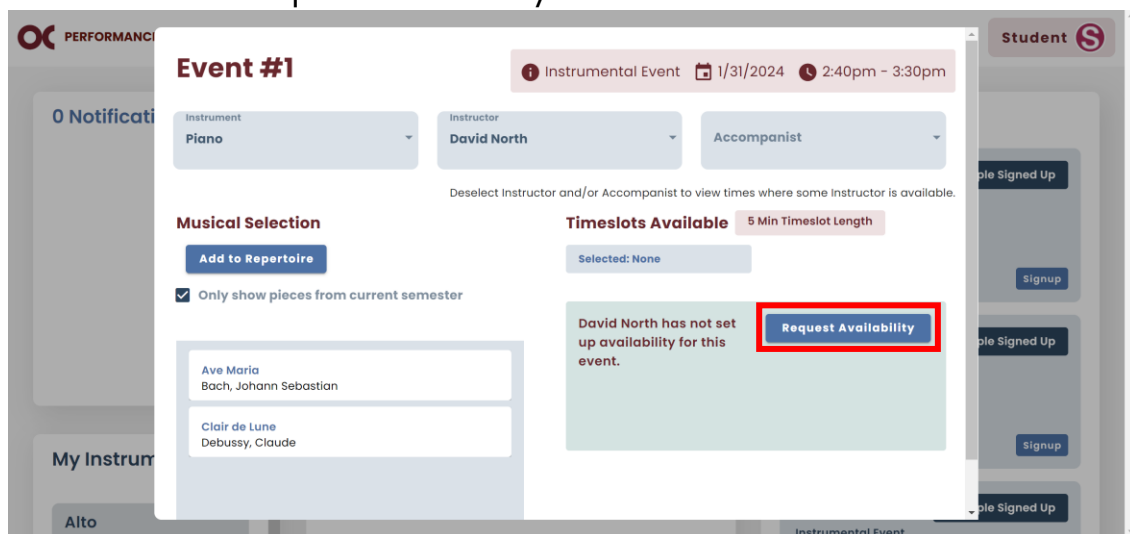
ii. If you are sure about your request, click Send.



## d. Request Availability

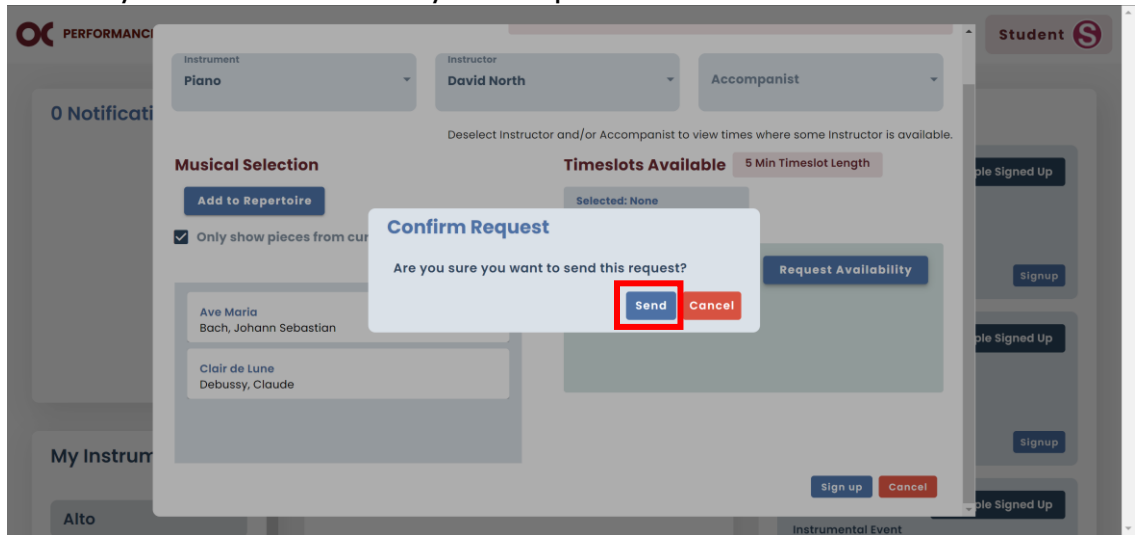
- In case you need your instructor to be there and they have not entered their availability yet, you can send them a request.
- The same applies for accompanists.
- They will receive an email requesting to set up their availability for that event.

i. Click on Request Availability.



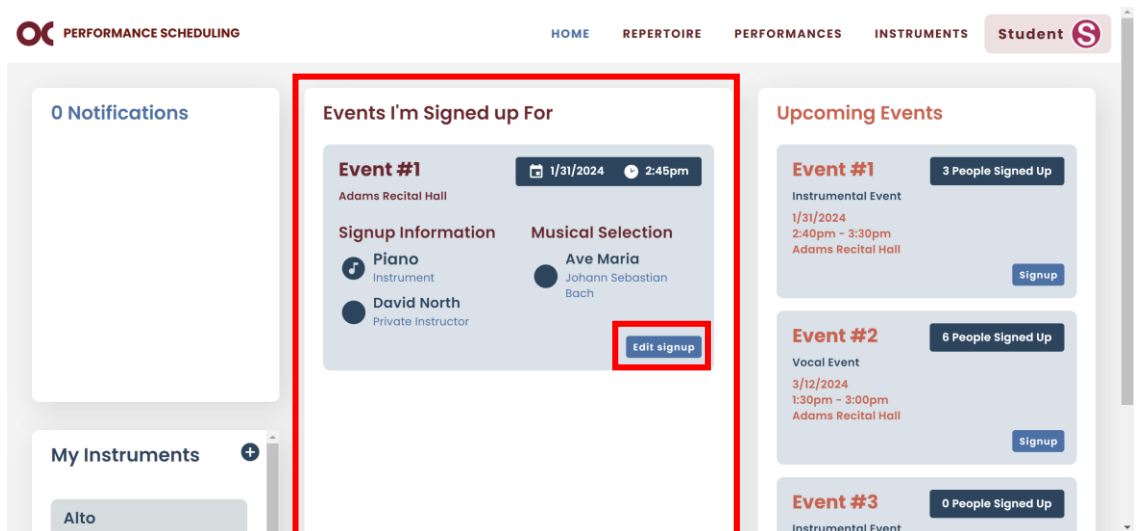


ii. If you are sure about your request, click Send.



## e. Edit Signup

- If you want to update the information, go to the Events I'm Signed up For column and click Edit Signup.



- You can edit the pieces you will perform or allow other students to perform with you. Once that is done, click Save.

The screenshot shows the OC Performance Scheduling interface. At the top, there are three dropdown menus: 'Instrument' set to 'Piano', 'Instructor' set to 'David North', and 'Accompanist' set to 'None'. Below these is a 'Musical Selection' dialog box. Inside this dialog, there is a button 'Add To Repertoire', a checked checkbox 'Only show pieces from current semester', and a list of pieces: 'Ave Maria' by Bach, Johann Sebastian, and 'Clair de Lune' by Debussy, Claude. To the right of the dialog, the 'Timeslot Selected' is '2:45pm - 2:50pm', and there is an unchecked checkbox 'Allow other students to signup with you'. At the bottom right of the dialog, there are three buttons: 'Delete', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.

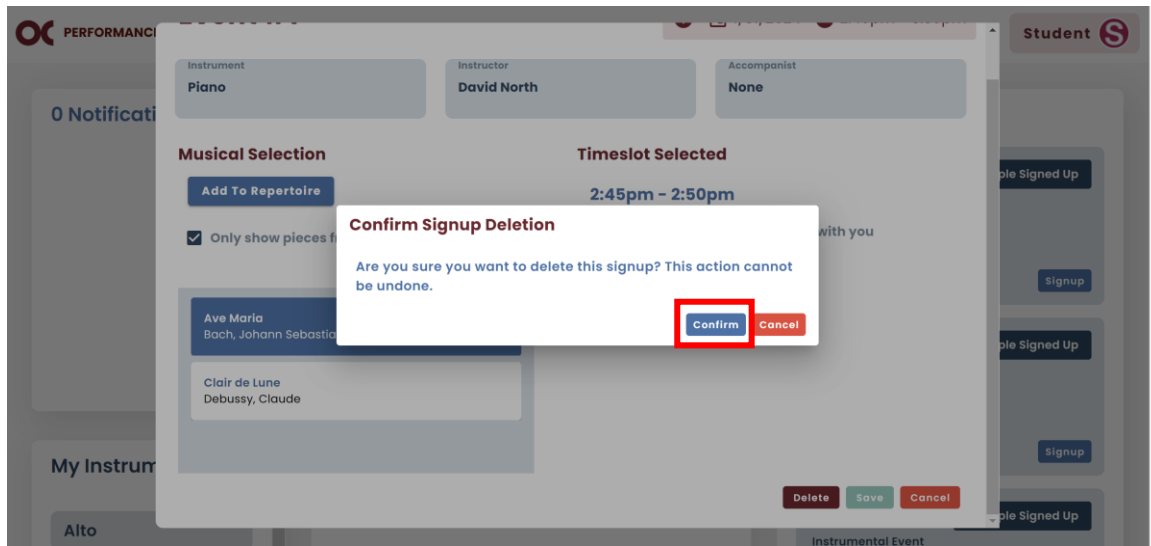
## f. Delete Signup

- If you cannot perform on the time slot you are currently signed up for, you can delete it.

i. In the same dialog you edit your time slot, select Delete.

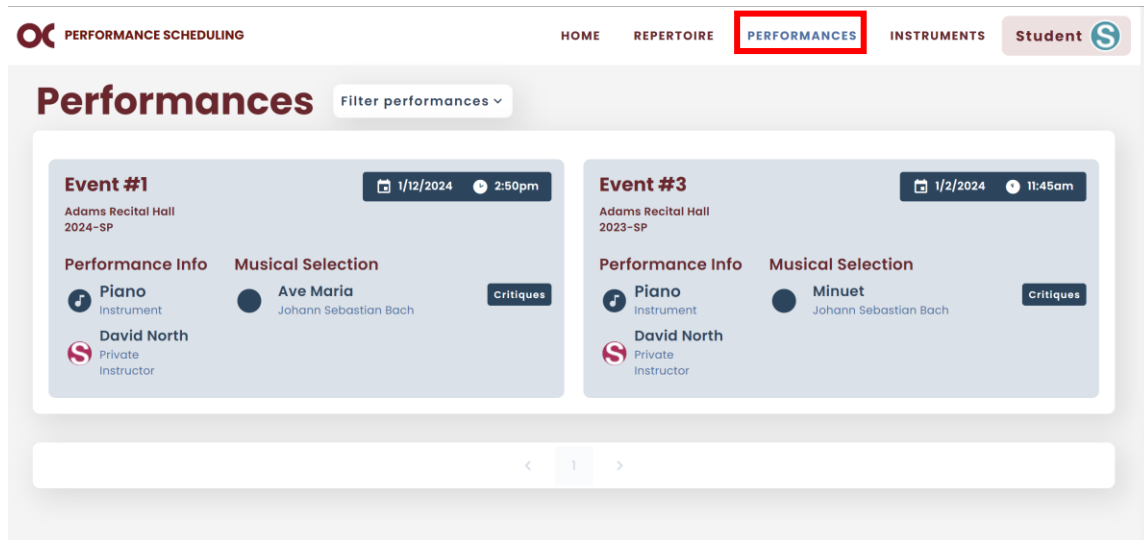
This screenshot is identical to the one above, showing the OC Performance Scheduling interface with the 'Musical Selection' dialog box. However, in this version, the 'Delete' button at the bottom right of the dialog is highlighted with a red box, indicating the action to be taken to delete the signup.

- ii. If you are sure you want to proceed with the deletion, click Confirm.

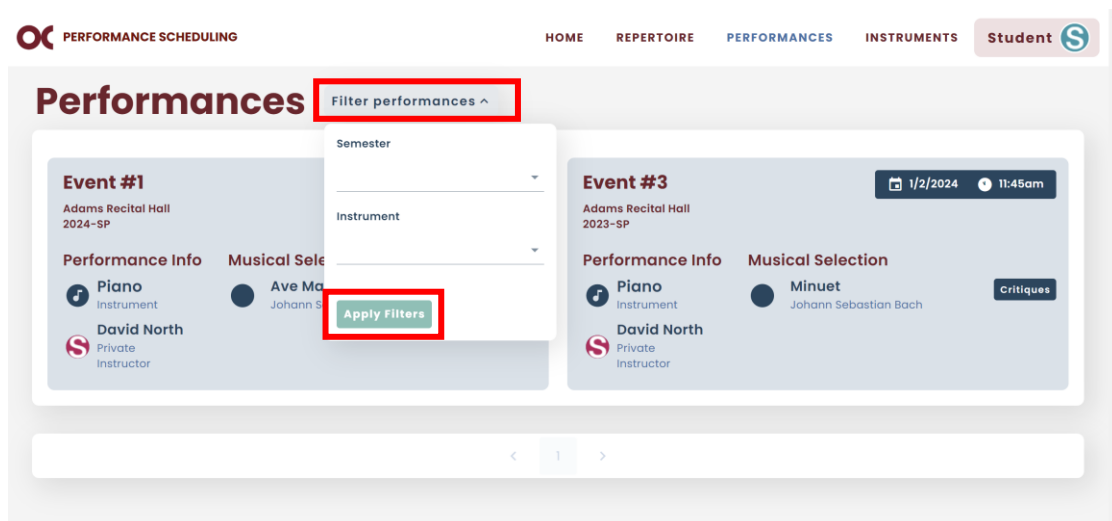


### 3. Performances

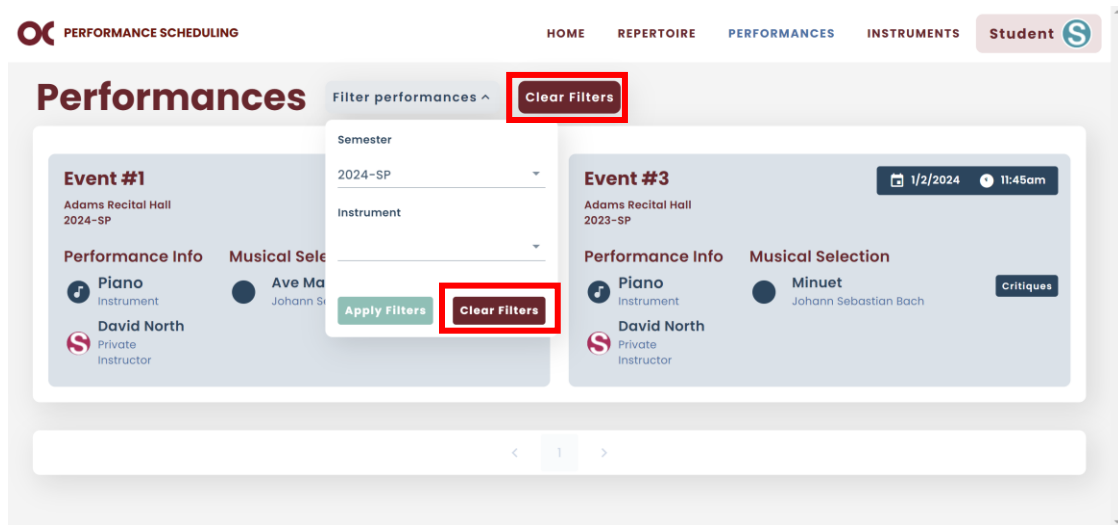
- You can check your previous performances information by selecting Performances.



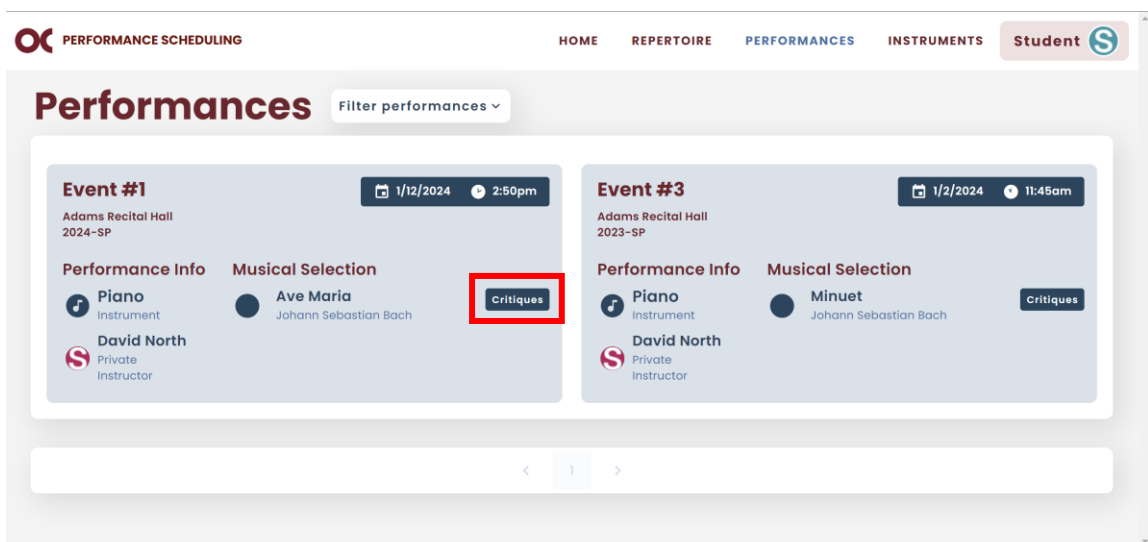
- You can check the critiques for a specific event.
  - Find the performance you want.
  - You can filter them by semester and/or instrument. You must select your option and click "Apply Filter".



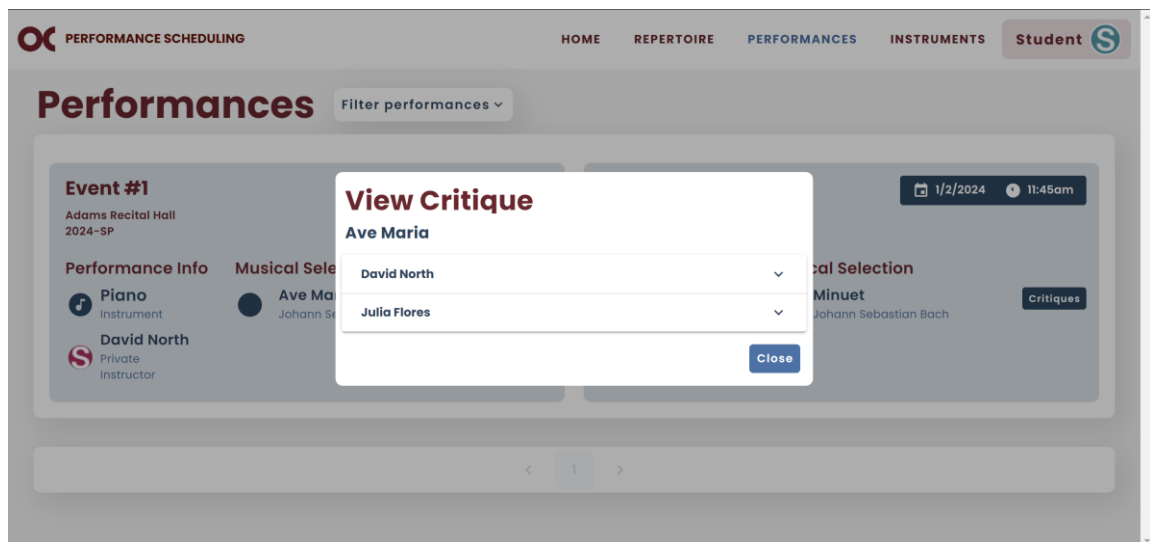
- iii. If you do not want to use the filter anymore, click Clear Filters.



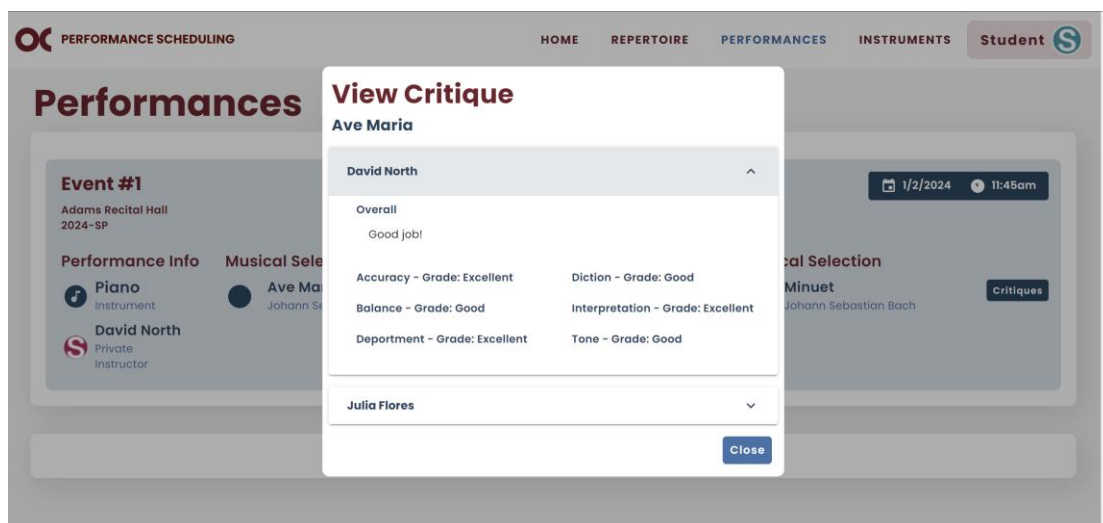
- iv. If you want to view your critiques for a specific performance, select Critiques.



- v. You will see a list of all instructors that critiqued your performance.

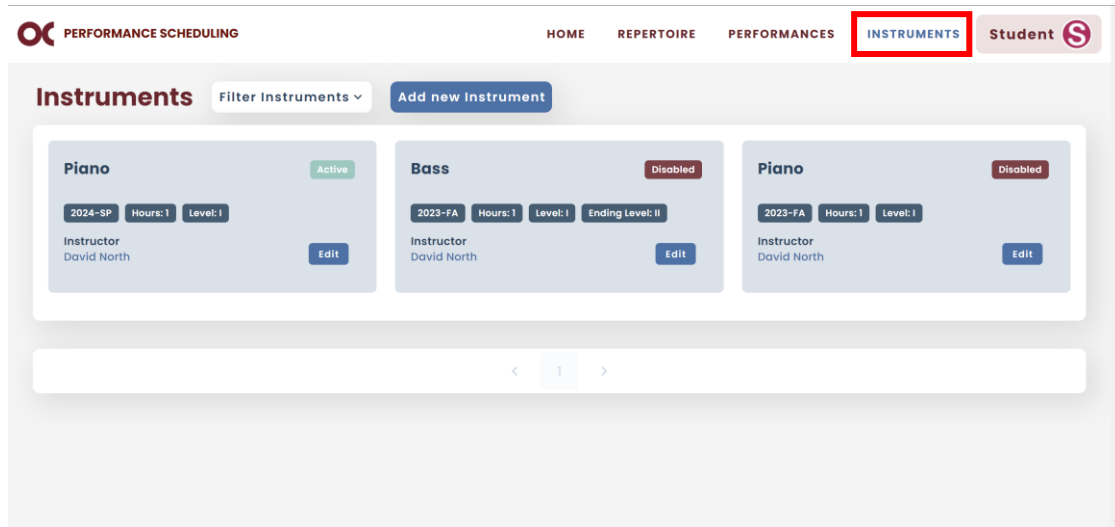


- vi. Select the instructor that you want to view the critiques.

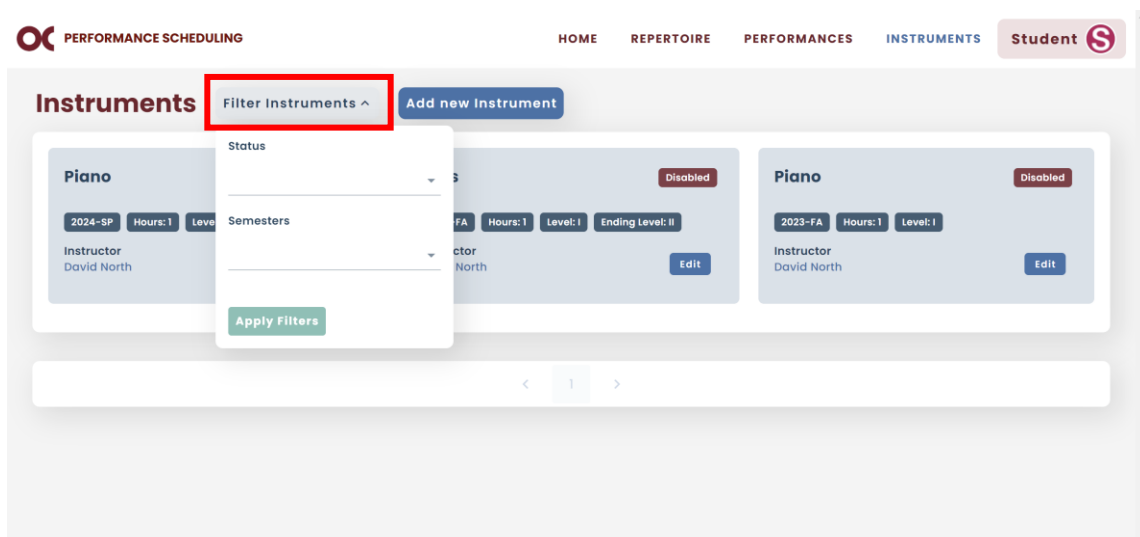


## 4. Instruments

- You can view all your instruments on your Instruments screen.

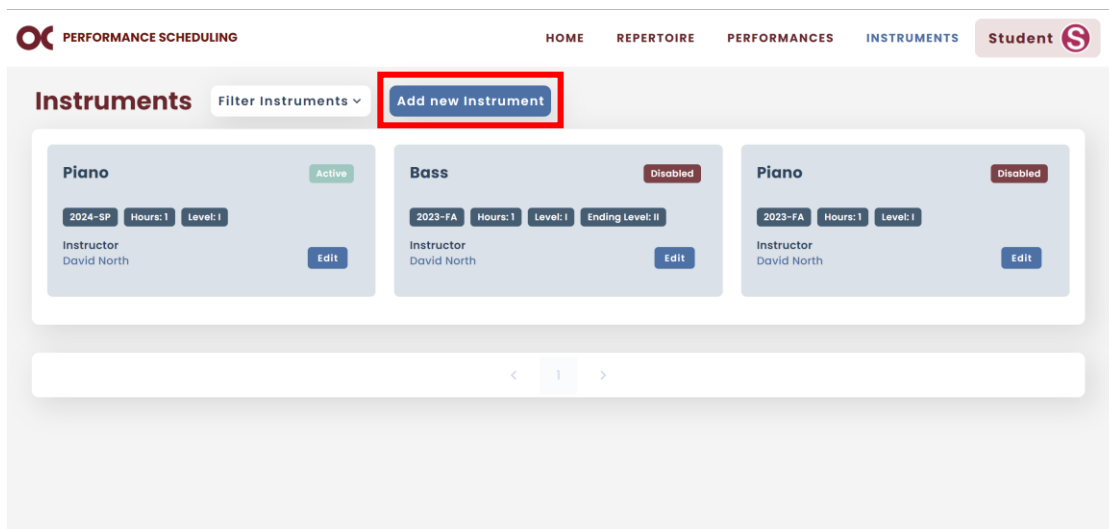


- Your previous semester instruments should be Disabled and your current ones Active.
- You can filter them by status or semester.





- If you want to add a new instrument, click Add new Instrument.



- To add a new instrument, you first have to select which instrument.
- The semester will default for the current one.
- If it is an instrument that you already had for previous semesters, the information will automatically be filled out.
- If not, select who will be your private instructor.
- If you have an accompanist, select your accompanist.
- If it is your first time selecting this instrument, your starting level will default to I. If you had selected this instrument previously, it will default to your ending level from your most recent semester.
- Add how many credit hours per week you are taking private lessons (should be 1 or 2).

viii. Once all the information is completed, click Add.

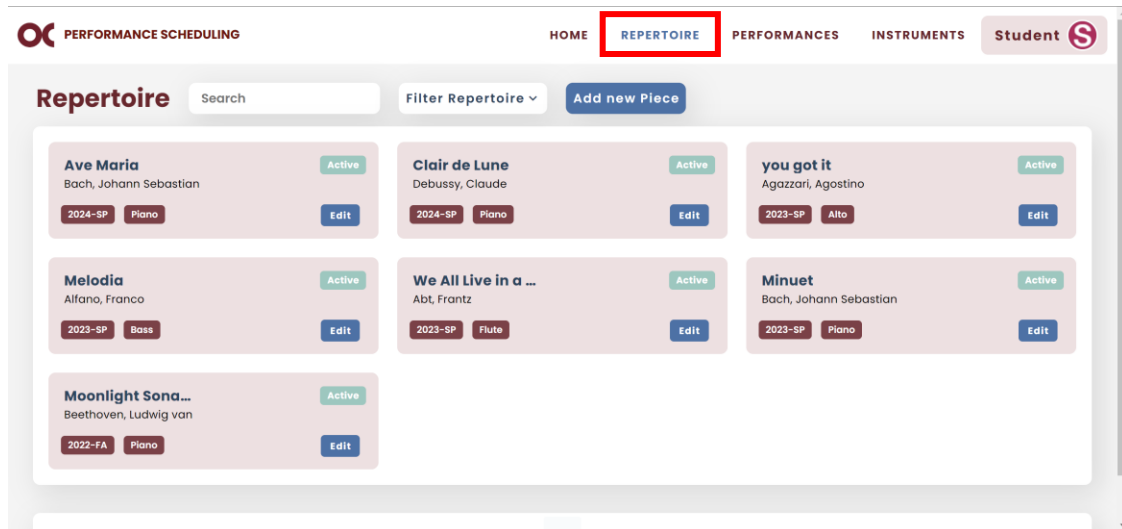
The screenshot shows the 'Instruments' form in the OC Performance Scheduling system. The form is a modal window with the following fields: a dropdown for '2024-SP', a dropdown for 'Instructor' with 'David North' selected, a dropdown for 'Accompanist', a dropdown for 'Starting Level' with 'II' selected, and a text input for 'Private Lesson Hours' with '1' entered. At the bottom right, there are two buttons: 'Add' (highlighted with a red box) and 'Cancel'.

ix. Now your new instrument is added to your profile.

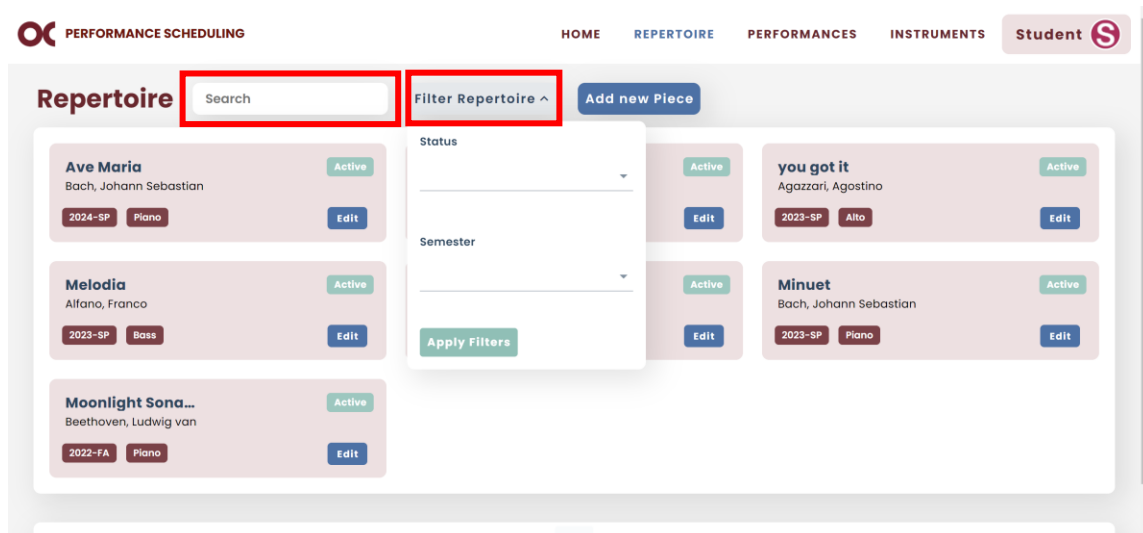
The screenshot shows the 'Instruments' page in the OC Performance Scheduling system. The page has a header with 'HOME', 'REPERTOIRE', 'PERFORMANCES', and 'INSTRUMENTS'. Below the header, there is a 'Filter Instruments' dropdown and an 'Add new Instrument' button. The main content area displays a list of instruments. The newly added instrument is a 'Piano' for '2024-SP', 'Hours: 1', 'Level: I', with 'Instructor: David North'. It is marked as 'Active' with a green 'Active' button. Other instruments shown include 'Bass' for '2024-SP', 'Hours: 1', 'Level: II' (Active), 'Bass' for '2023-FA', 'Hours: 1', 'Level: I', 'Ending Level: II' (Disabled), and 'Piano' for '2023-FA', 'Hours: 1', 'Level: I' (Disabled).

## 5. Repertoire

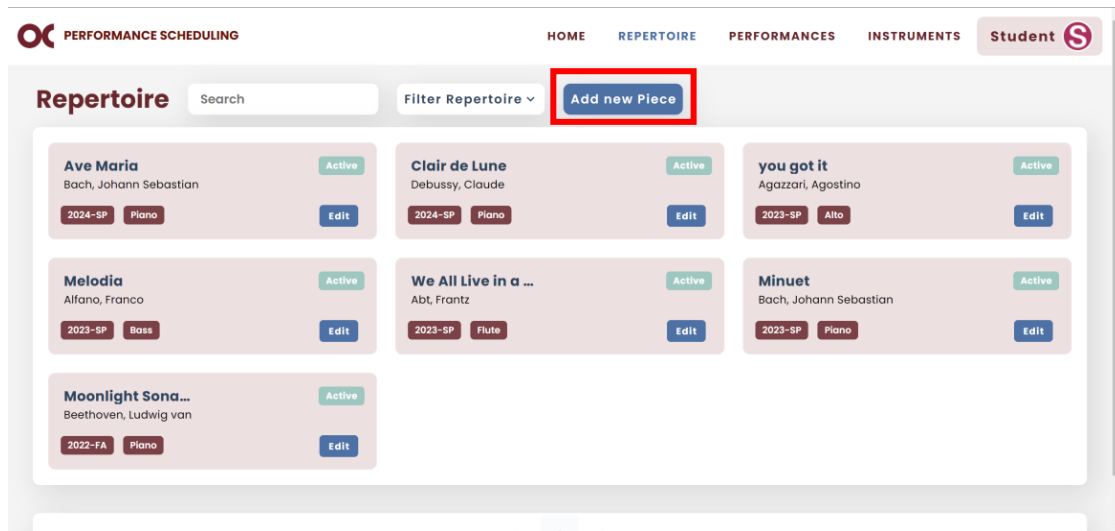
- You can view all your pieces on your Repertoire screen.



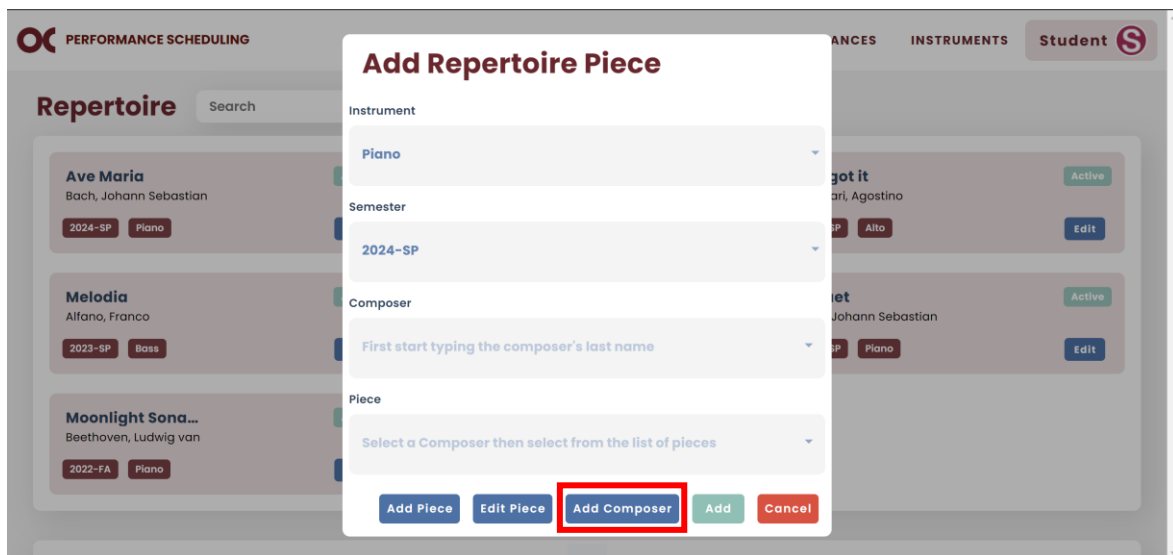
- You can filter them by status or semester, or search for a specific one.



- If you want to add a new piece to your repertoire, click Add new Piece.



- To add a new piece, you first have to select your instrument.
- Type the name of the composer.
- If you cannot find the composer, click Add Composer.



- iv. Type the proper information and click Add.

The screenshot shows the 'Add Composer' modal form. The form has the following fields: 'First Name' (text input), 'Last Name' (text input), 'Nationality' (text input), 'Date of Birth' (text input with placeholder 'YYYY'), and 'Date of Death' (text input with placeholder 'YYYY or Present'). At the bottom right of the form are two buttons: 'Add' (highlighted with a red box) and 'Cancel'.

- v. Now you can type the name of your composer and it will show in the list.
- vi. After selecting your composer, select the piece.
- vii. If you cannot find it, click Add Piece.

The screenshot shows the 'Add Repertoire Piece' modal form. The form has the following fields: 'Instrument' (dropdown menu with 'Piano' selected), 'Semester' (dropdown menu with '2024-SP' selected), 'Composer' (dropdown menu with 'Bach, Johann Sebastian' selected), and 'Piece' (dropdown menu with the text 'Select a Composer then select from the list of pieces'). At the bottom of the form are five buttons: 'Add Piece' (highlighted with a red box), 'Edit Piece', 'Add Composer', 'Add', and 'Cancel'.

- vii. Type the proper information and click Add.

The screenshot shows the 'Repertoire' section of the OC Performance Scheduling interface. A modal form is open for adding a new piece. The form includes the following fields:

- Title**: A text input field.
- Poetic Translation**: A text input field with the placeholder text 'lyric translated poetically'.
- Literal Translation**: A text input field with the placeholder text 'lyrics translated literally'.
- Composer**: A dropdown menu with the placeholder text 'Start typing the composer's last name'.

At the bottom right of the modal, there are two buttons: 'Add' (highlighted with a red box) and 'Cancel'.

- viii. Now you can type the name of your piece and it will show in the list. If there are any duplicates, you can select any of them.
- ix. If it is a vocal instrument, the poetic and literal translations will be displayed.
- x. If they are empty or wrong, click Edit Piece.

The screenshot shows the 'Repertoire' section of the OC Performance Scheduling interface. A modal form is open for editing a piece. The form includes the following fields:

- Year**: A dropdown menu with the selected value '2024-SP'.
- Composer**: A dropdown menu with the selected value 'Schubert, Franz'.
- Piece**: A dropdown menu with the selected value 'An die Musik'.
- Poetic Translation**: A text input field with the placeholder text 'Please edit piece and update poetic translation'.
- Literal Translation**: A text input field with the placeholder text 'Please edit piece and update poetic translation'.

At the bottom of the modal, there are five buttons: 'Add Piece', 'Edit Piece' (highlighted with a red box), 'Add Composer', 'Add', and 'Cancel'.

- xi. Enter the information, scroll down, and click Save.

The screenshot shows the 'Repertoire' screen of the OC Performance Scheduling app. A modal form is open for adding a new piece. The form has the following fields:

- Title:** An die Musik
- Poetic Translation:** This is the poetic translation
- Literal Translation:** This is the literal translation
- Composer:** Schubert, Franz

At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

- xii. Now the information is displayed on the main screen.
- xiii. If all the information is correct, you can click Add to add this piece to your repertoire.

The screenshot shows the 'Repertoire' screen of the OC Performance Scheduling app. A modal form is open for adding a new piece. The form has the following fields:

- Year/Season:** 2024-SP
- Composer:** Schubert, Franz
- Piece:** An die Musik
- Poetic Translation:** This is the poetic translation
- Literal Translation:** This is the literal translation

At the bottom of the form, there are five buttons: 'Add Piece', 'Edit Piece', 'Add Composer', 'Add', and 'Cancel'.



## 6. Logout

- Click on Student and then Logout.

