



# **STUDENT HOW-TO**

**OC PERFORMANCE SCHEDULING**

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**OKLAHOMA CHRISTIAN UNIVERSITY**

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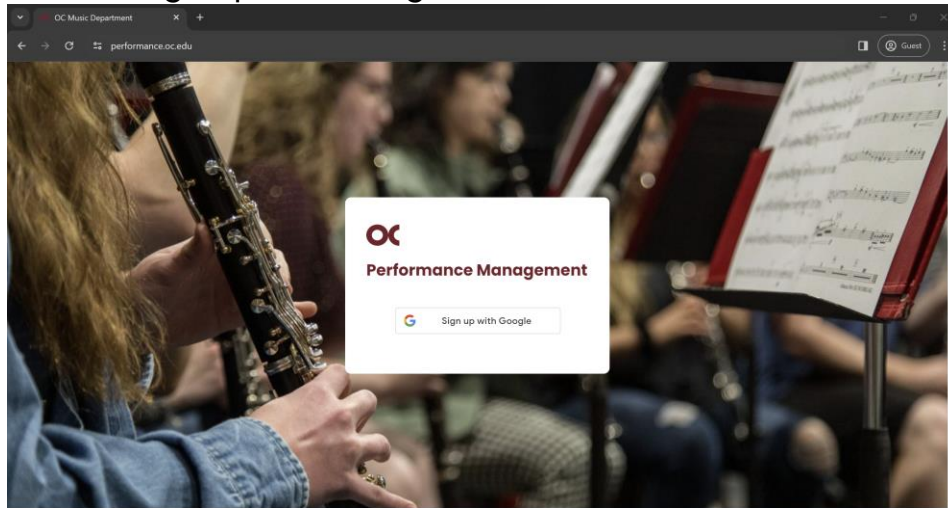
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# 1. Login Steps

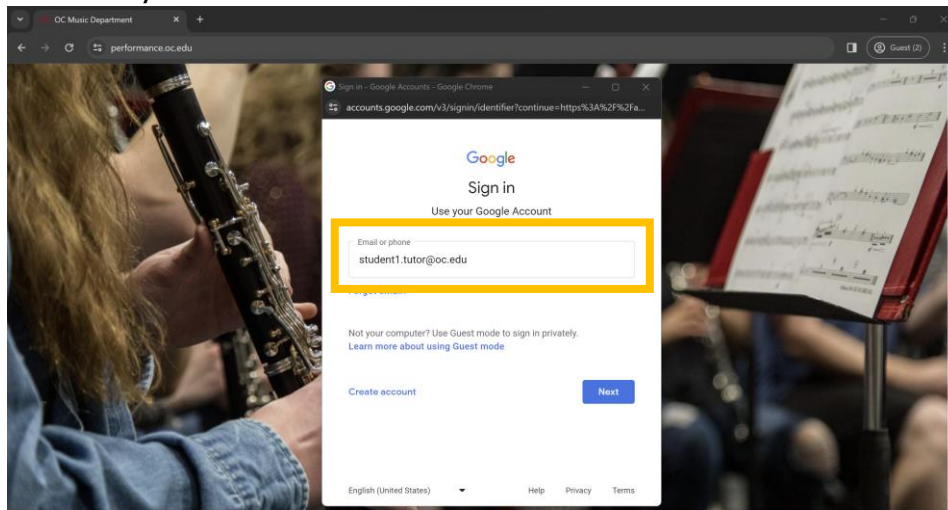
## a. Login

- 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.

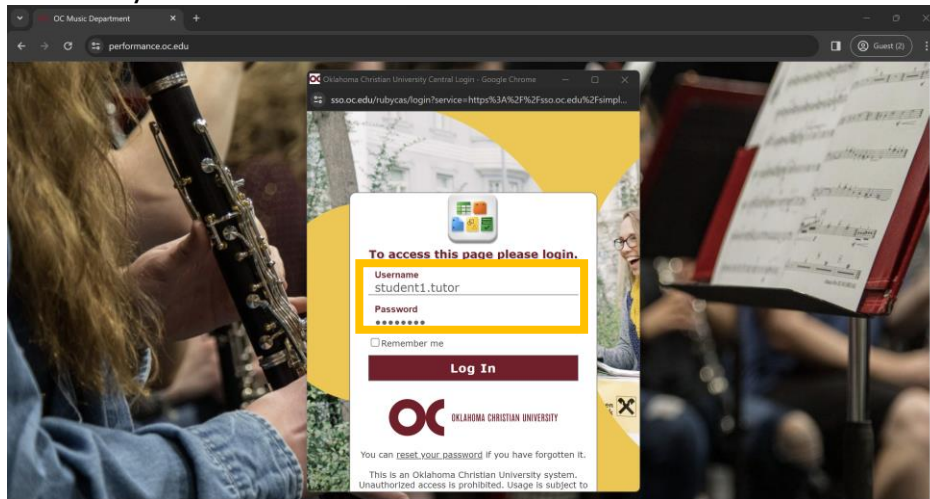
### i. Click Sign up with Google.



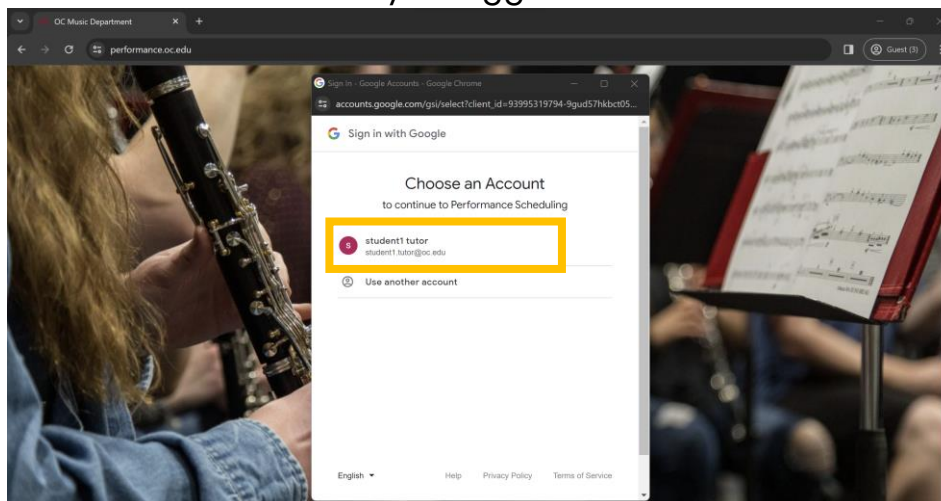
### ii. Enter your **OC** email.



iii. Enter your **OC** credentials.



iv. Click on the account you logged in with.

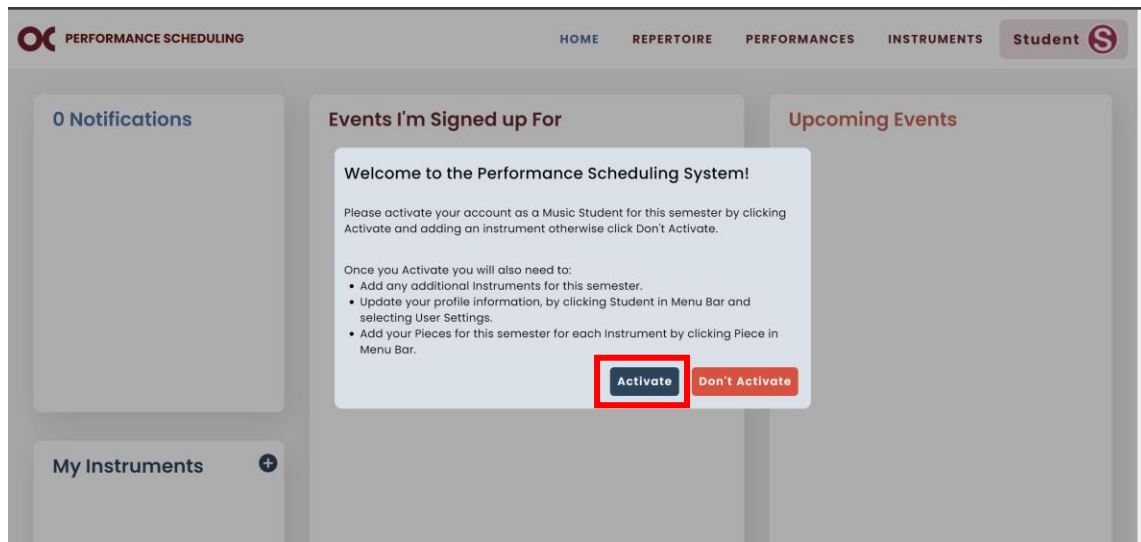


v. Google may ask you to give permission to share information with this site. If it does, please give the permission.

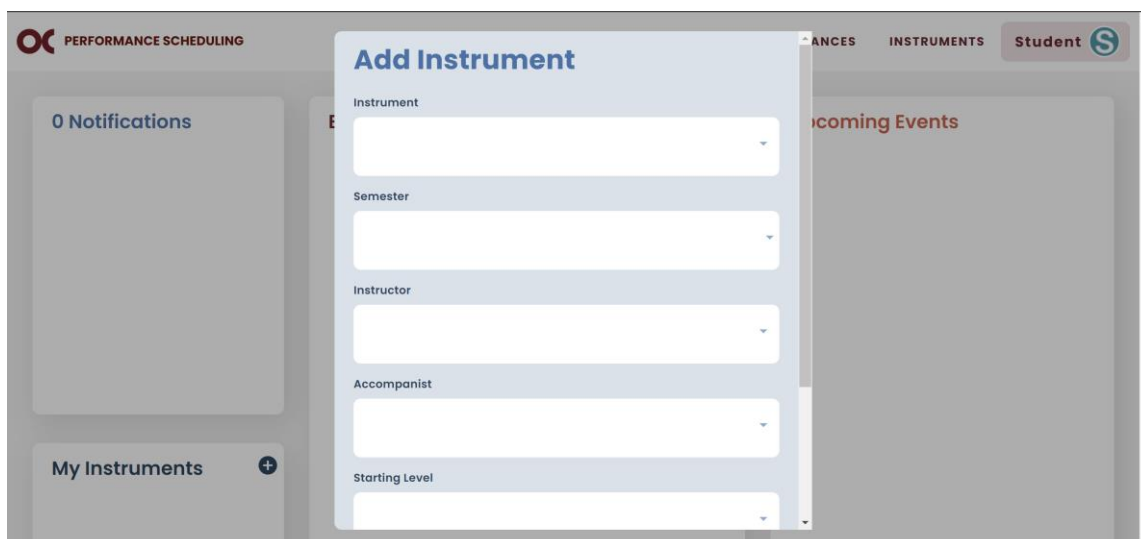
## b. First Time User or in the Semester

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

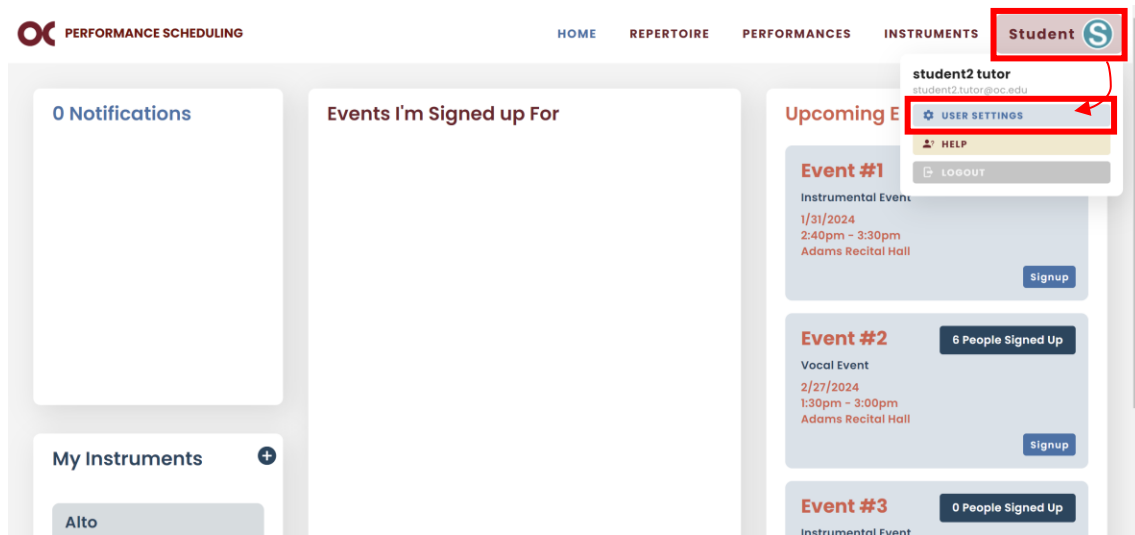
i. Click Activate.



ii. Add the instrument you will perform this semester (more instructions on page [23](#)).



iii. Click on Student and then User Settings.



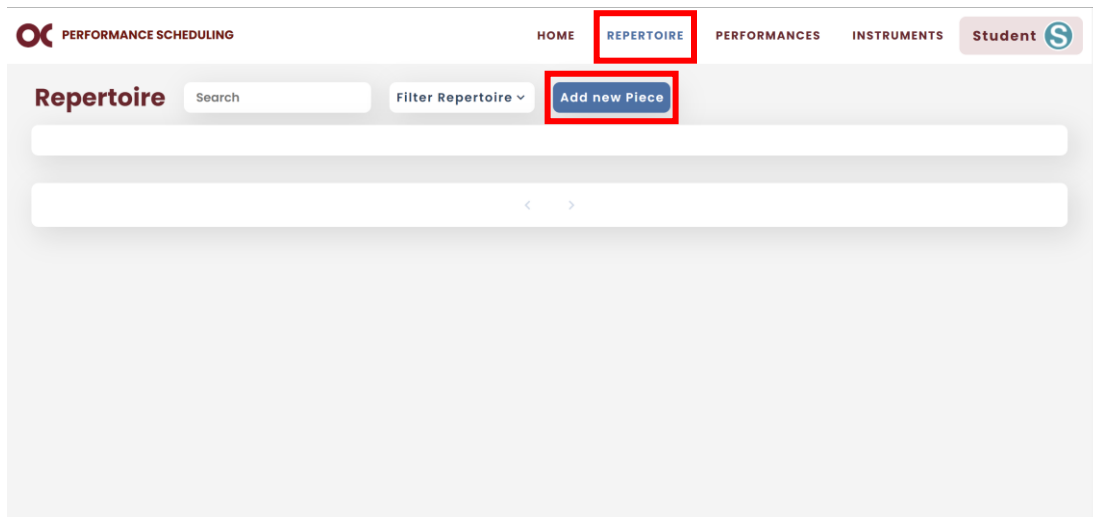
iv. Update your profile information and click Save.

The screenshot shows the 'User Settings' form. The form fields are as follows:

First Name		Last Name	
student2		tutor	
Honorific	Email	Phone Number	
Mr.	student2.tutor@oc.edu	4054054058	
Major	Classification	Semesters	
Music	Freshman	1	
<input checked="" type="checkbox"/> Text Opt In		<input checked="" type="checkbox"/> Email Opt In	
<b>Save</b>			

The 'Save' button is highlighted with a red box.

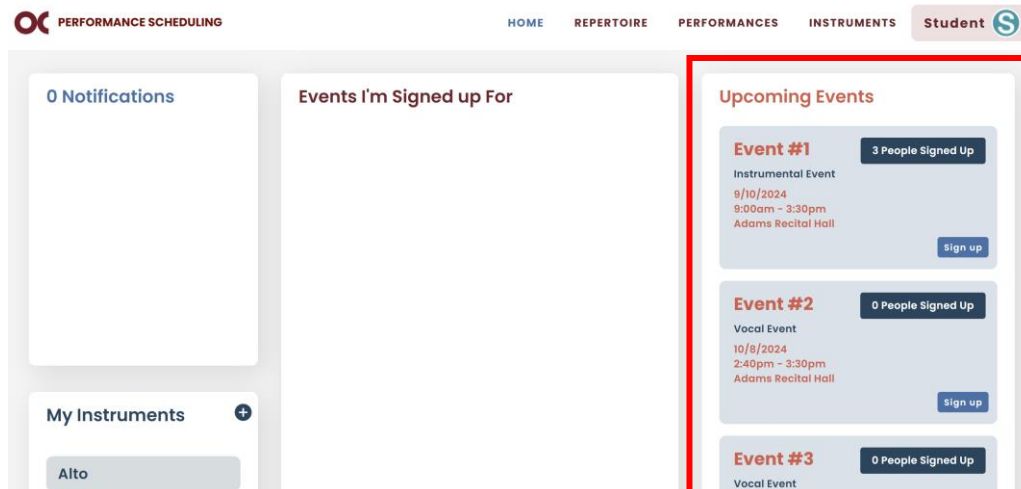
- v. Go to your Repertoire and add the pieces for this semester (more instructions on page [27](#)).





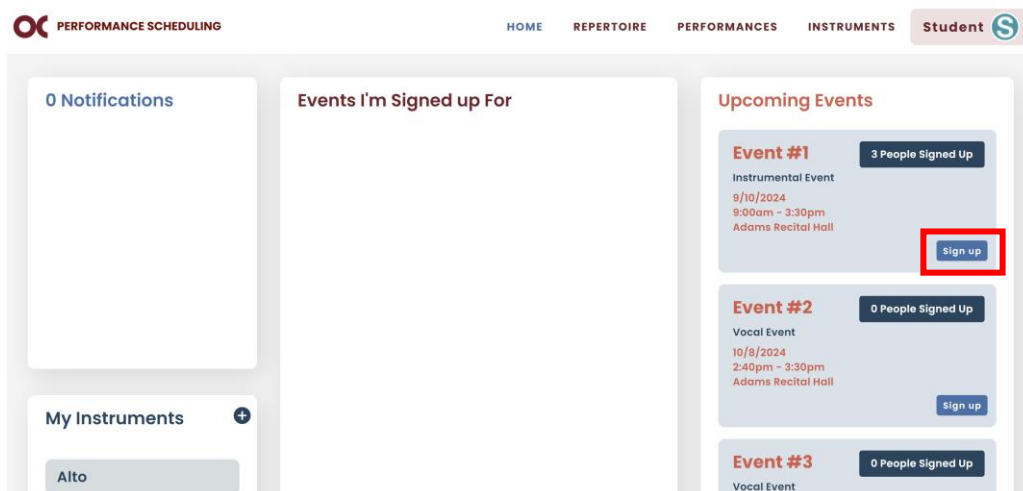
## 2. Event Signups

- 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 Sign up.





- The signup screen will display availabilities for your private instructor and accompanist (if any).
- The grayed-out slots indicate times when the selected instructor and/or accompanist are unavailable. If none are selected, it means that no instructors or accompanists are available during that time.
- The red slots are spots already taken.
- The teal slots are available for sign up.
- The dark green slots are group signups.
  - i. Select your instrument.
  - ii. If your instructor does not need to be present during your performance, you can leave the "Instructor" field blank, which will open up more time slots based on the availability of all faculty members.

**Event #1**

Instrumental Event 9/10/2024 9:00am - 3:30pm

Instrument: Piano

Instructor: David North

Accompanist:

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

**Time Slots Available**

10-Minute Time Slot Length ☐ Double

Selected: None

David North has not set up availability for this event. Request Availability

- iii. If you are performing only pieces from the current semester, select the pieces you will be performing.

- iv. If not, unselect the checkbox to display pieces from previous semesters, then select the pieces you are performing.

**Event #1** Vocal & Instrumental Event 9/10/2024 9:00am - 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

**Time Slots Available**

5-Minute Time Slot Length ☐ Double

Selected: None [Request Additional](#)

9:00am	9:05am	9:10am	9:15am
9:20am	9:25am	9:30am	9:35am
9:40am	9:45am	9:50am	9:55am
10:00am	10:05am	10:10am	10:15am

**Musical Selection List:**

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

- v. **Note:** if it is a Jury event, you will have to indicate which piece you are performing first. To do so, select "Set as First Piece".

**Event #1** Instrumental Event 9/10/2024 9:00am - 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

**Time Slots Available**

10-Minute Time Slot Length ☐ Double

Selected: None [Request Additional](#)

9:00am	9:10am	9:20am	9:30am
9:40am	9:50am	10:00am	10:10am
10:20am	10:30am	10:40am	10:50am
11:00am	11:10am	11:20am	11:30am

**Musical Selection List:**

- Ave Maria  
Bach, Johann Sebastian  
[Set as First Piece](#)
- Minuet  
Bach, Johann Sebastian  
[Set as First Piece](#)

- vi. If you need more time than the available time slots allow for your performance, select "Double." This option will double the time of each slot, giving you additional time to complete your performance.

**Event #1** Vocal & Instrumental Event 9/10/2024 9:00am - 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

**Time Slots Available**

10-Minute Time Slot Length ☒ Double

Selected: None **Request Additional**

**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

**Time Slots Available**

9:00am 9:10am 9:20am 9:30am

9:40am 9:50am 10:00am 10:10am

10:20am 10:30am 10:40am 10:50am

11:00am 11:10am 11:20am 11:30am

- vii. Pick one of the teal time slots.

## I. Individual Signups

- viii. Scroll down and click Sign up.

**Event #1** Vocal & Instrumental Event 9/10/2024 9:00am - 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

**Time Slots Available**

5-Minute Time Slot Length ☐ Double

Selected: 9:00am-9:05am **Request Additional**

**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

**Time Slots Available**

9:00am 9:05am 9:10am 9:15am

9:20am 9:25am 9:30am 9:35am

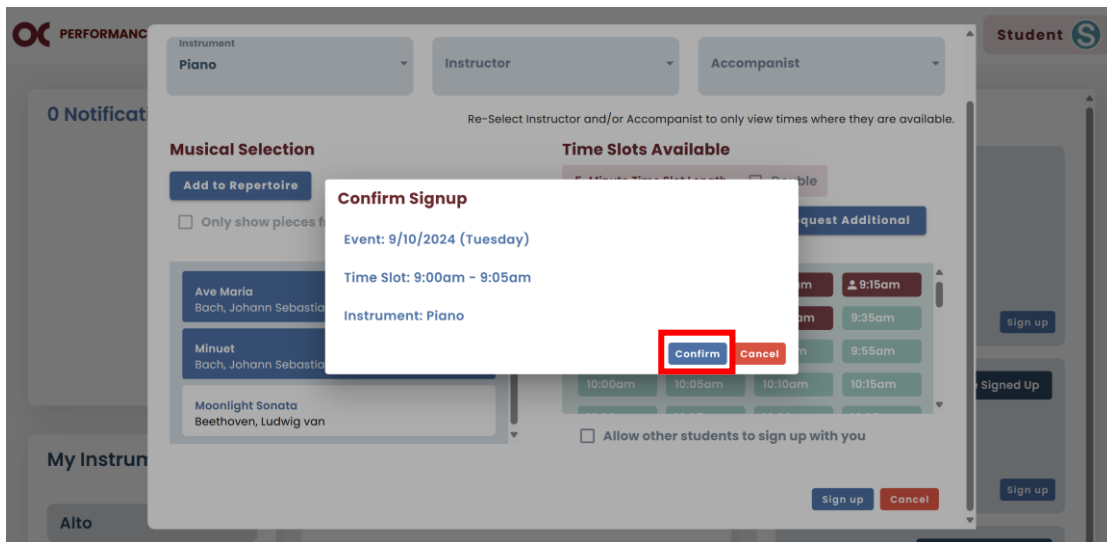
9:40am 9:45am 9:50am 9:55am

10:00am 10:05am 10:10am 10:15am

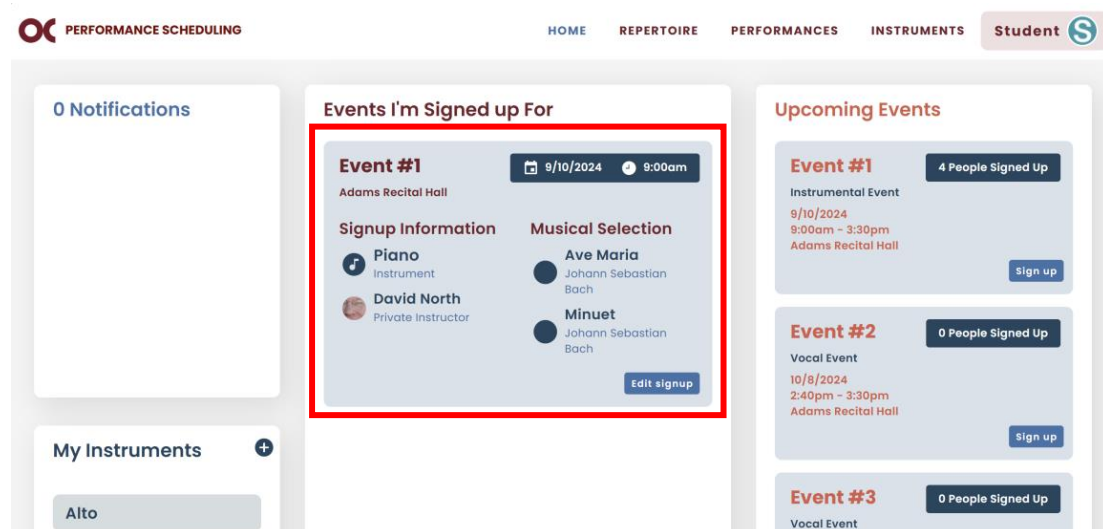
☐ Allow other students to sign up with you

**Sign up** **Cancel**

- ix. If all the information is correct, click Confirm.



- x. Now your signup will show on your home screen.



## II. Group Signups

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

The screenshot shows the OC Performance Scheduling interface. At the top, there are dropdown menus for Instrument (Flute), Instructor, and Accompanist. Below these, there is a section for Musical Selection with a button 'Add to Repertoire' and a checkbox 'Only show pieces from current semester' which is checked. A piece titled 'Trumpet Tune' by Purcell, Henry is listed. To the right, the 'Time Slots Available' section shows a grid of time slots. The 'Selected' time slot is '9:20am-9:25am'. Below the grid, there is a checkbox 'Allow other students to sign up with you' which is checked and highlighted with a red box. At the bottom right, there is a 'Sign up' button highlighted with a red box and a 'Cancel' button.

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

The screenshot shows the OC Performance Scheduling interface for a student signing up as another member of a group. At the top, there is a section for 'Event #1' with a dropdown for Instrument (Piano), Instructor, and Accompanist. Below this, there is a section for Musical Selection with a button 'Add to Repertoire' and a checkbox 'Only show pieces from current semester' which is checked. A piece titled 'Ave Maria' by Bach, Johann Sebastian is listed. To the right, the 'Time Slots Available' section shows a grid of time slots. The 'Selected' time slot is 'None'. Below the grid, there is a checkbox 'Allow other students to sign up with you' which is checked. At the bottom right, there is a 'Sign up' button highlighted with a red box and a 'Cancel' button.

- ix. If the pieces chosen by the first group member are not in your repertoire, you will need to add them.

**Event #1** Vocal & Instrumental Event 9/10/2024 9:00am - 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

**Time Slots Available**

5-Minute Time Slot Length ☐ Double

Selected: 9:20am-9:25am **Request Additional**

9:00am	9:05am	9:10am	9:15am
9:20am	9:25am	9:30am	9:35am
9:40am	9:45am	9:50am	9:55am
10:00am	10:05am	10:10am	10:15am

These group pieces should be in your repertoire and selected:  
Trumpet Tune (Henry Purcell)

- x. Once you add them, click Sign up.
- xi. If all the information is correct, click Confirm Group Signup.

**Confirm Group Signup**

Event: 9/10/2024 (Tuesday)

Time Slot: 9:20am - 9:25am

Instrument: Piano

With: Julia Flores

These are the group pieces:

Trumpet Tune (Henry Purcell)

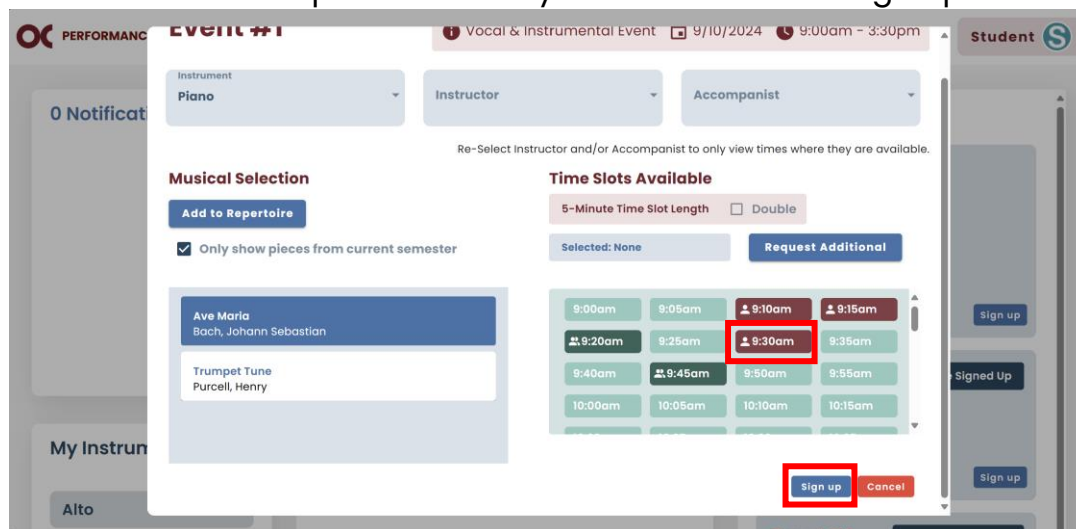
**Confirm Group Signup** Cancel

## b. Request Time Slot

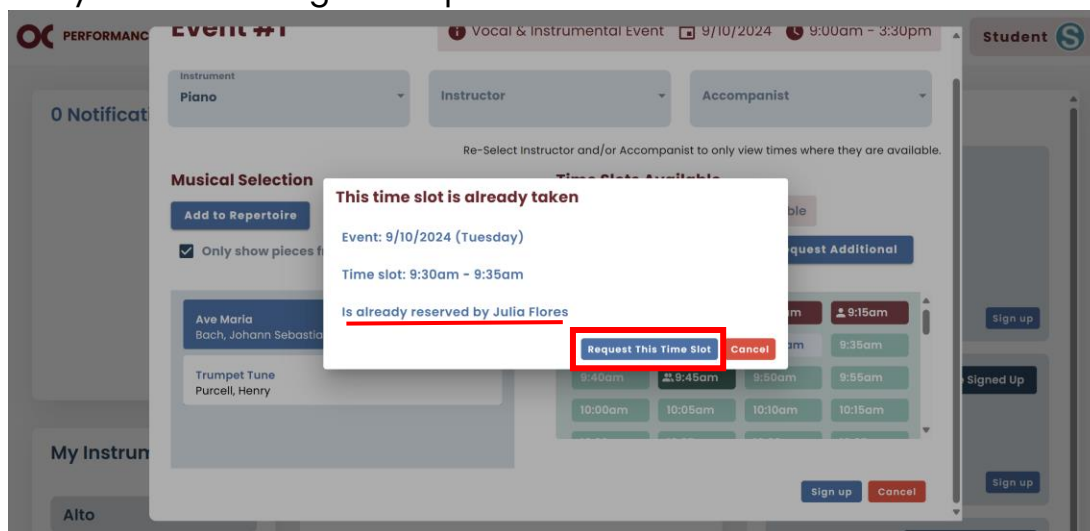
- In case the only time slot you can perform is already taken, you can request that slot from the person who signed up for it.

- The person will receive a notification on their home screen and via email.
- If they are able to switch to another time slot, they can delete their sign up and choose a different time.
- **Note:** It is recommended that the student notify the requester via email once the requested time slot becomes available.

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



- If that is the desired time slot, click Request This Timeslot.
- Note:** The message will display the name of the person for whom you are sending the request.





## 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 the admin and your instructor, and they will be able to add extra slots.

i. You will click on Request Additional.

The screenshot shows the 'Event #2' form in the OC Performance Scheduling system. The form includes fields for Instrument (Alto), Instructor, and Accompanist. Below these is a 'Musical Selection' section with a button 'Add to Repertoire' and a checkbox 'Only show pieces from current semester'. A list of musical pieces is shown, including 'Se tu m'ami' by Pergolesi, Giovanni Battista. To the right, the 'Time Slots Available' section shows a grid of time slots from 2:40pm to 3:25pm. A 'Request Additional' button is highlighted with a red box.

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

The screenshot shows the 'Confirm Request' dialog box overlaid on the 'Event #2' form. The dialog box asks 'Are you sure you want to send this request?' and has two buttons: 'Send' (highlighted with a red box) and 'Cancel'. The background form is dimmed.

## d. Request Availability

- In case your instructor needs to be present at your performance and has not entered their availability yet, you can send them a request.
- The same applies to accompanists.
- They will receive an email requesting to set up their availability for that event.
  - i. Click on Request Availability.

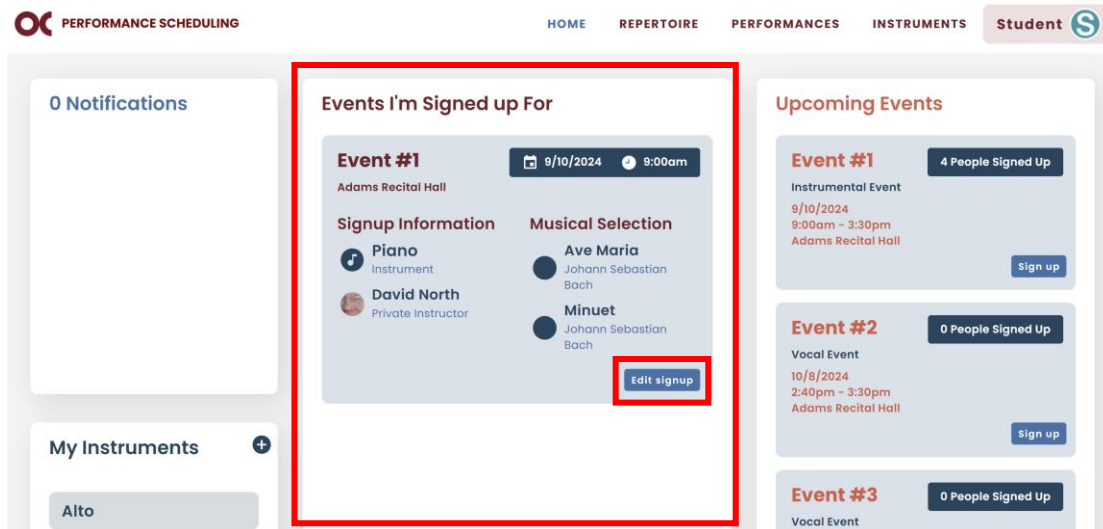
The screenshot shows the 'Event #1' page for a 'Vocal & Instrumental Event' on 9/10/2024 from 9:00am to 3:30pm. The instrument is set to 'Alto', the instructor to 'David North', and the accompanist to 'Miho Fisher'. Under 'Musical Selection', 'Se tu m'amì' by Pergolesi, Giovanni Battista is listed. The 'Time Slots Available' section shows '5-Minute Time Slot Length' and 'Double' options, with 'Selected: None'. A red box highlights the 'Request Availability' button for David North, and another blue box highlights the 'Request availability' button for Miho Fisher. The background shows a sidebar with '0 Notifications' and 'My Instruments'.

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

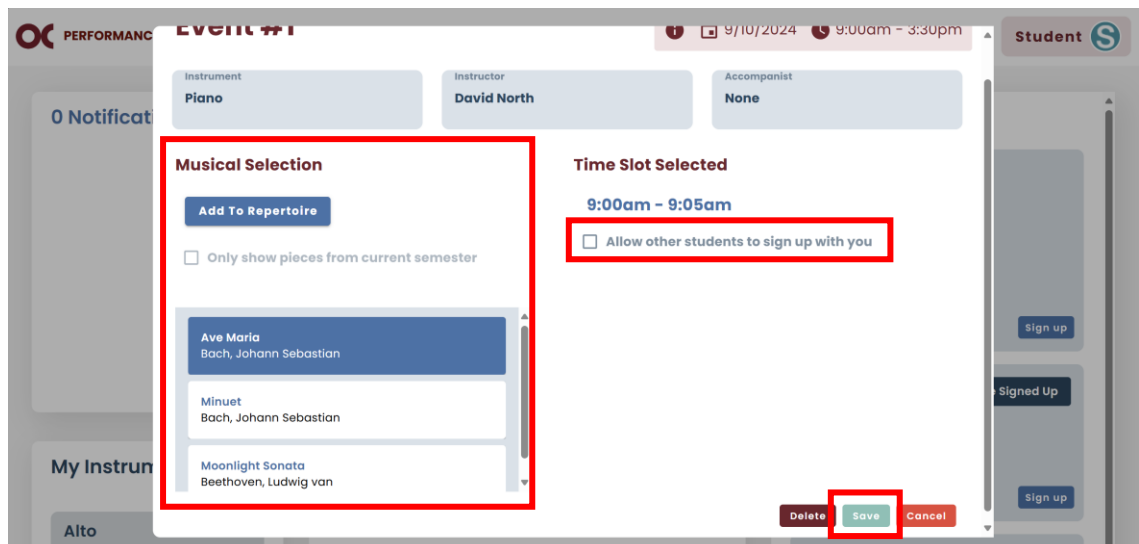
This screenshot shows the same 'Event #1' page as the previous one, but with a 'Confirm Request' dialog box overlaid. The dialog asks 'Are you sure you want to send this request?' and has two buttons: 'Send' (highlighted with a red box) and 'Cancel' (in a red box). The background interface is dimmed, showing the same event details and musical selection.

## e. Edit Signup

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

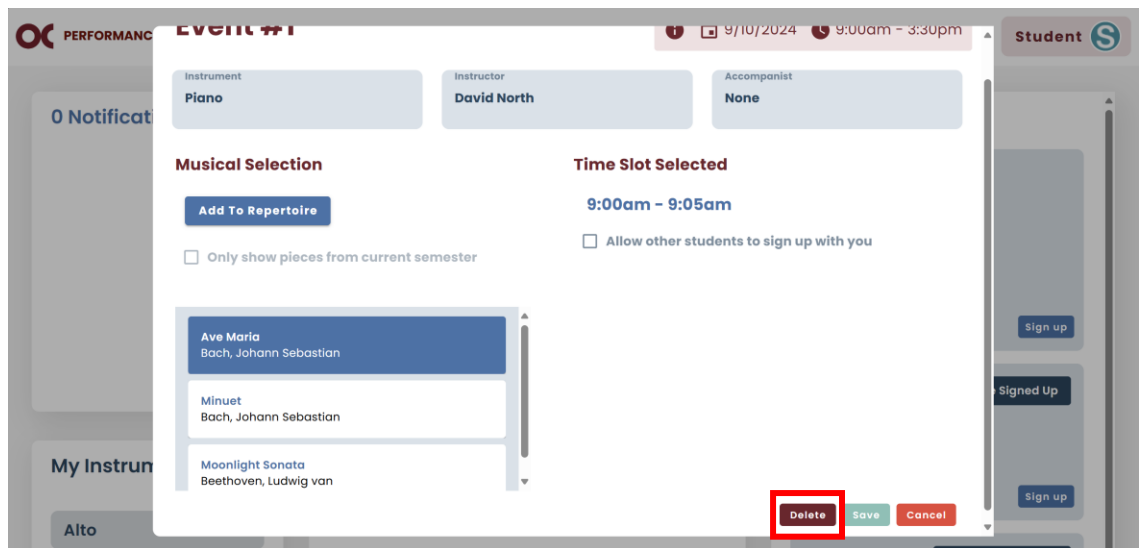


- You can edit the pieces you will perform or allow other students to perform with you. Once that is done, click Save.

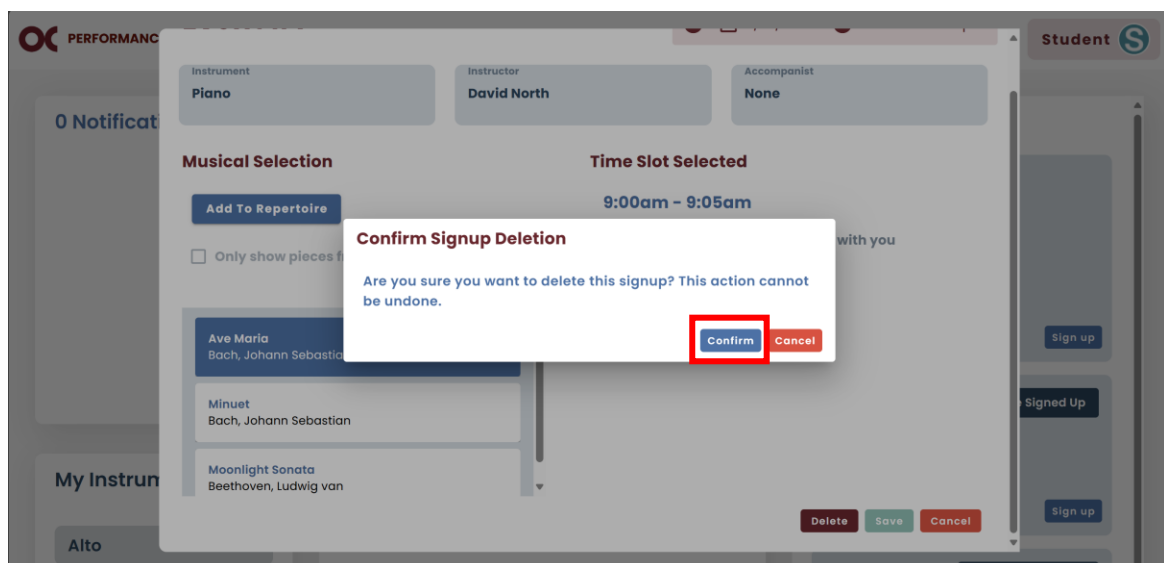


## f. Delete Signup

- 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.

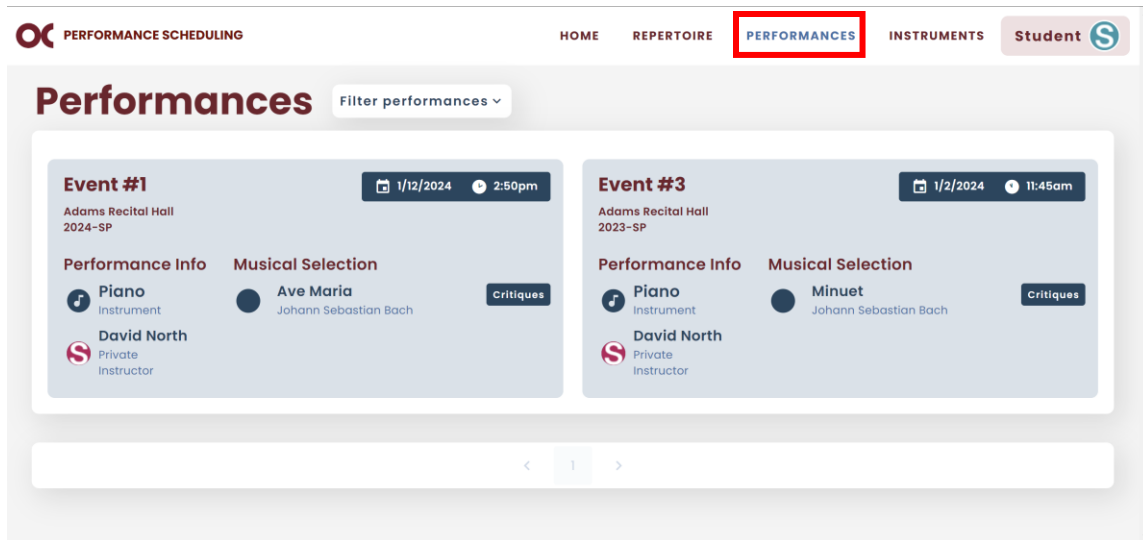


- ii. If you are sure you want to proceed with the deletion, click Confirm.

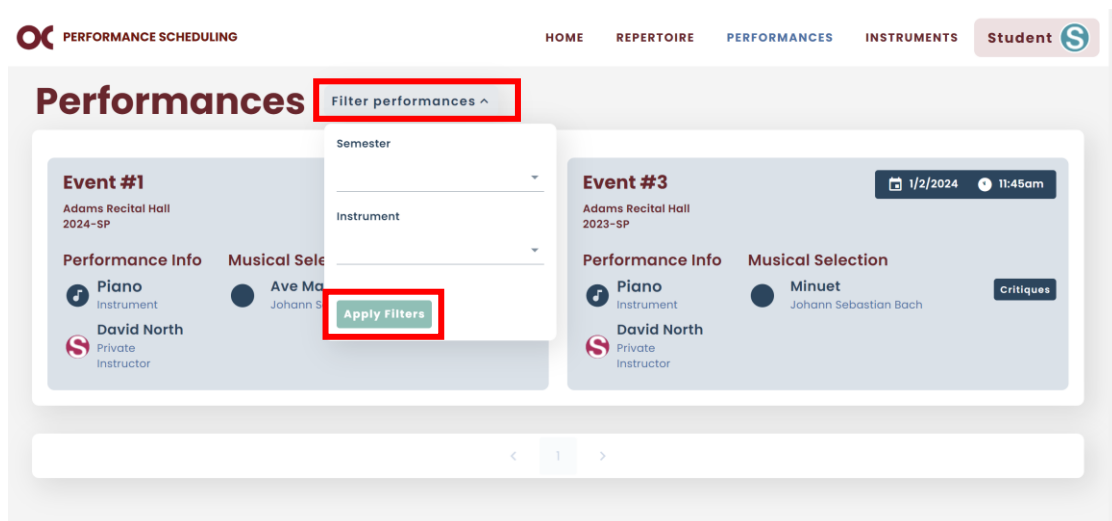


### 3. Performances

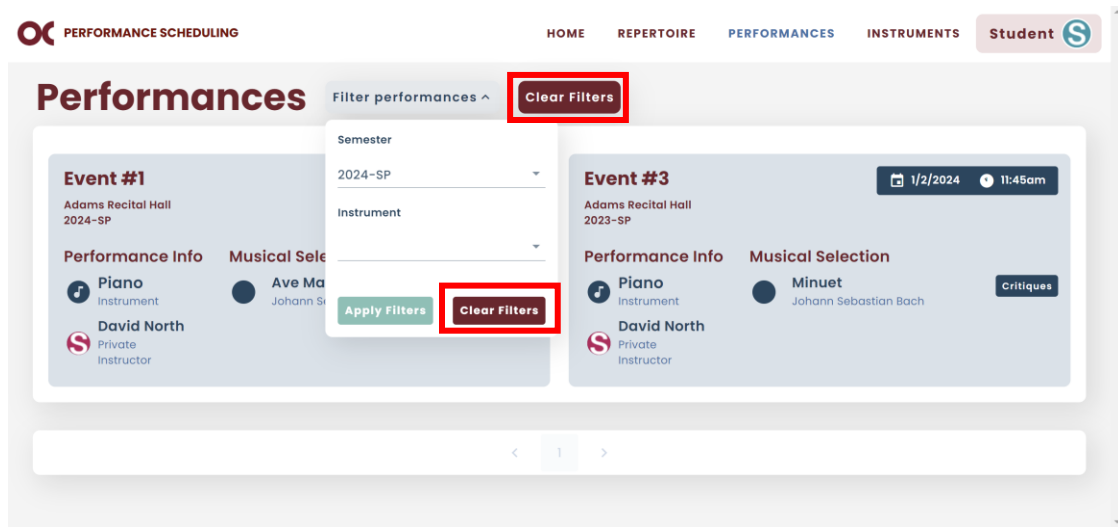
- You can check your previous performances information by selecting Performances.



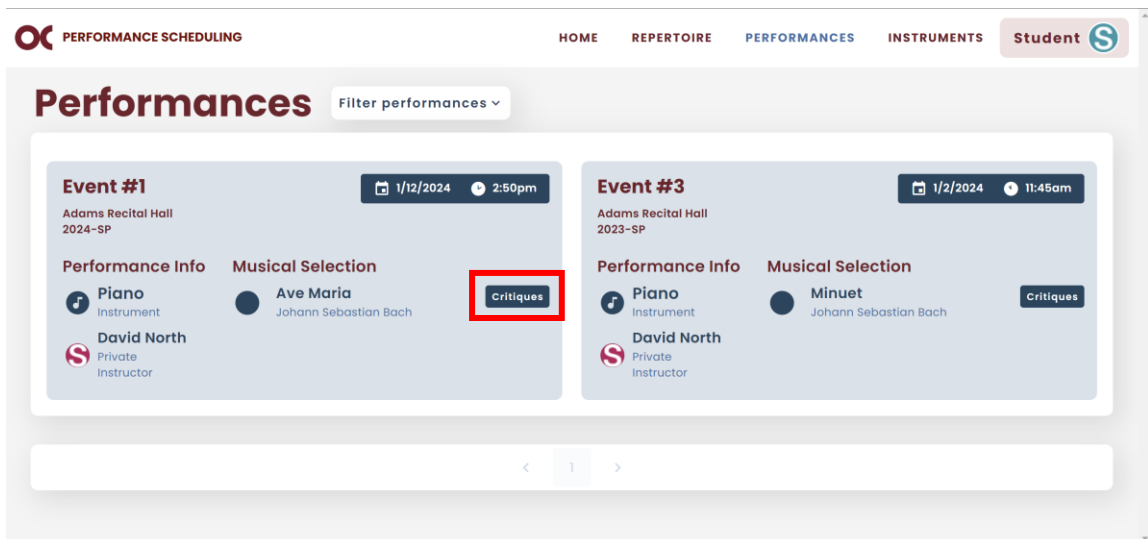
- You can check the critiques for a specific event.
  - Find the performance you want.
  - You can filter them by semester and/or instrument. You must select your option and click "Apply Filter".



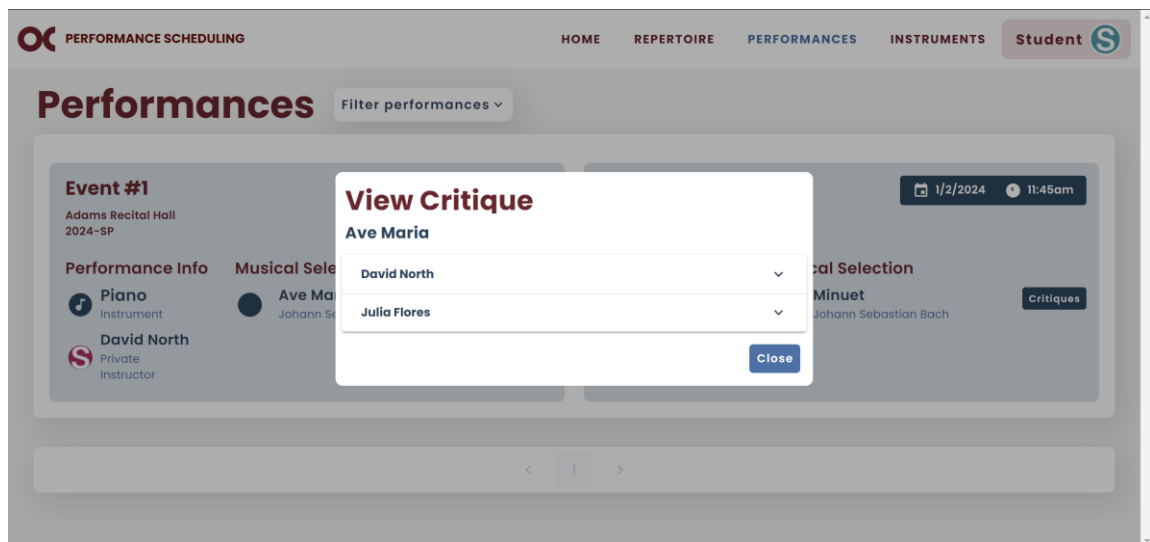
- iii. If you do not want to use the filter anymore, click Clear Filters.



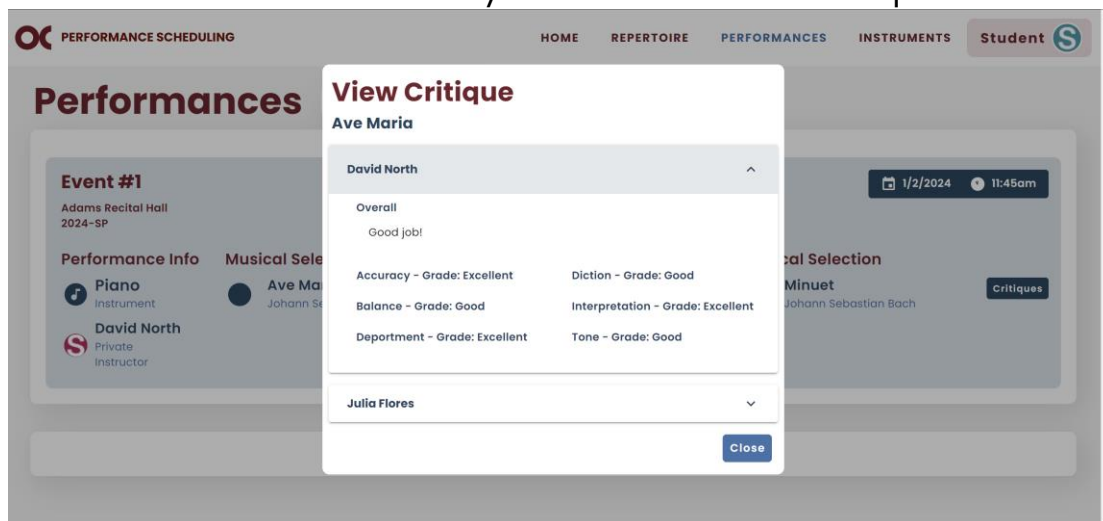
- iv. If you want to view your critiques for a specific performance, select Critiques.



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



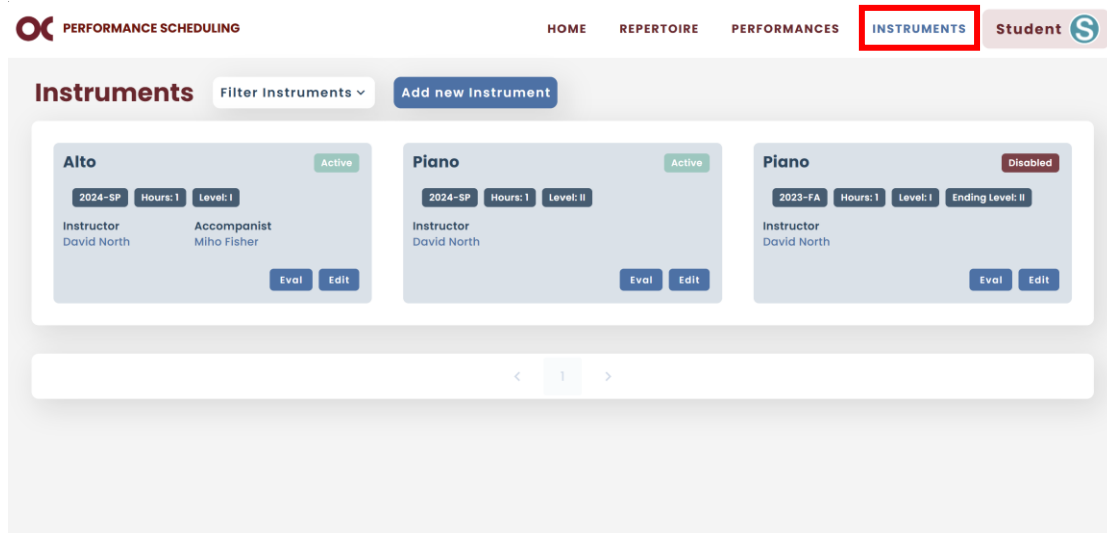
- vi. Select the instructor that you want to view the critiques.



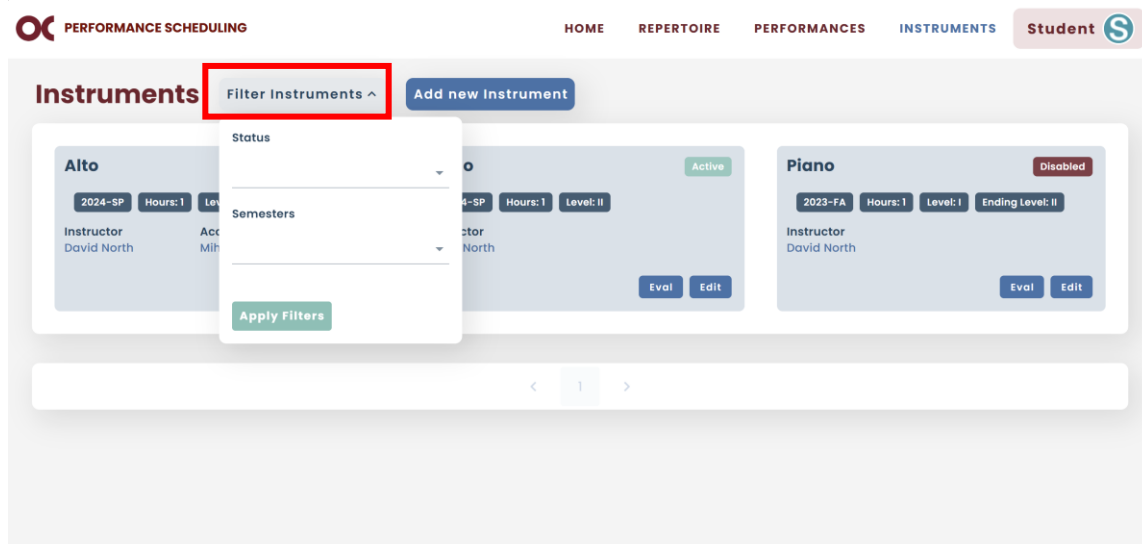


## 4. Instruments

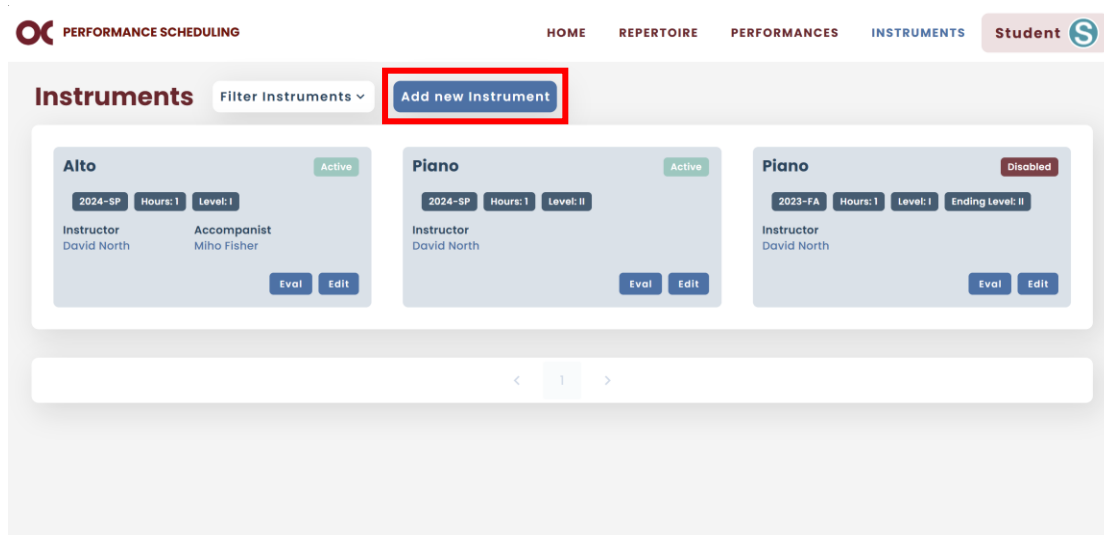
- You can view all your instruments on your Instruments screen.



- 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' section of the OC Performance Scheduling interface. A modal form is open for adding a new instrument. The form contains the following fields:

- Year: 2024-SP
- Instructor: David North
- Accompanist: (empty)
- Starting Level: I
- Private Lesson Hours: 1

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

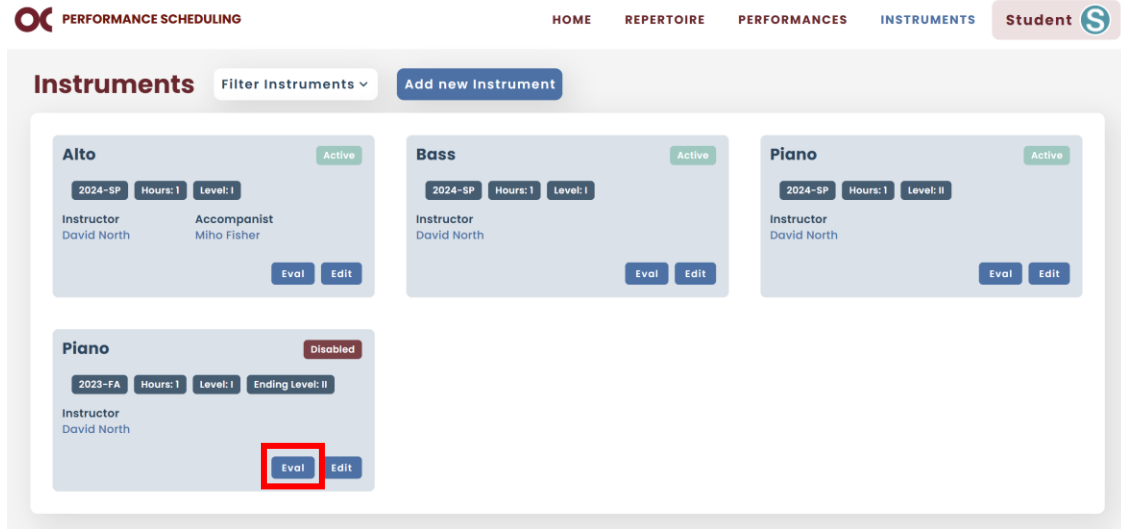
ix. Now your new instrument is added to your profile.

The screenshot shows the 'Instruments' section of the OC Performance Scheduling interface after the new instrument has been added. The 'Instruments' list now includes:

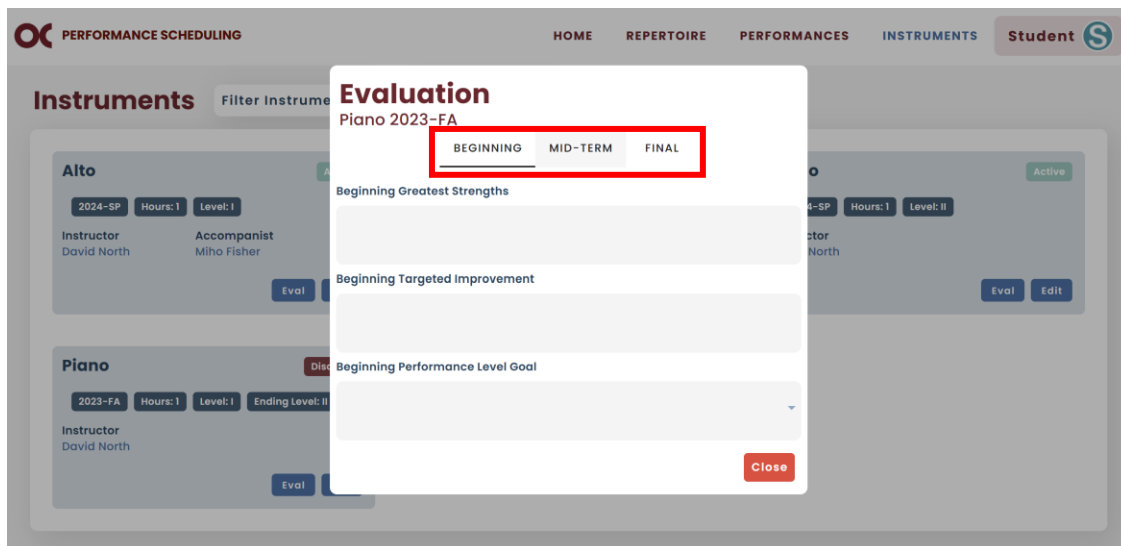
- Alto** (Active): 2024-SP, Hours: 1, Level: I, Instructor: David North, Accompanist: Miho Fisher.
- Bass** (Active): 2024-SP, Hours: 1, Level: I, Instructor: David North. (This instrument is highlighted with a red box.)
- Piano** (Active): 2024-SP, Hours: 1, Level: II, Instructor: David North.
- Piano** (Disabled): 2023-FA, Hours: 1, Level: I, Ending Level: II, Instructor: David North.

Each instrument card has 'Eval' and 'Edit' buttons. The 'Add new Instrument' button is visible at the top of the list.

- You can check your beginning/mid/final evaluations entered by your private instructor.
  - i. Find the instrument and click Eval.

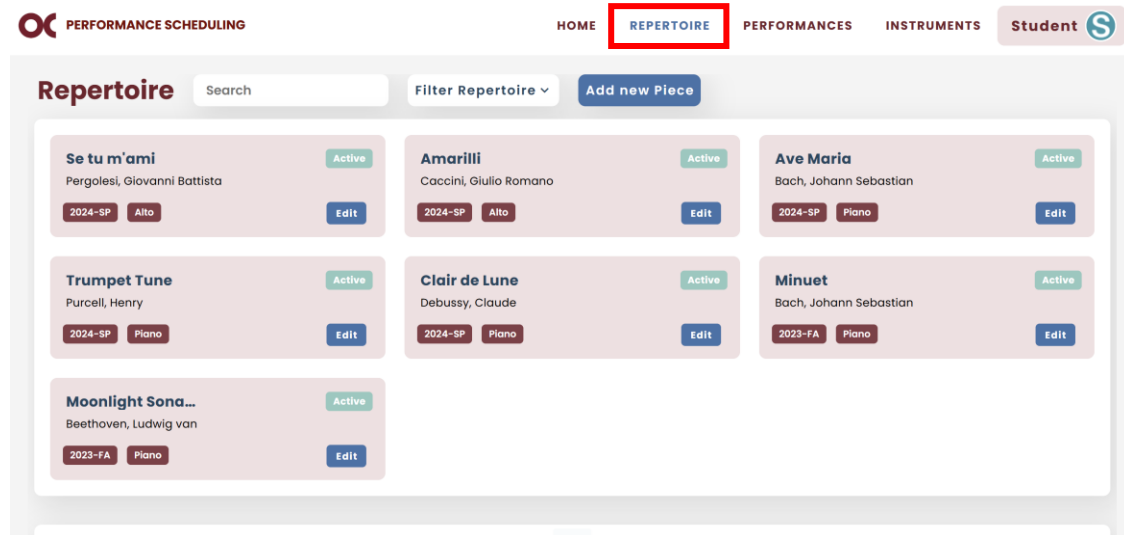


- ii. Select the term you want to check.

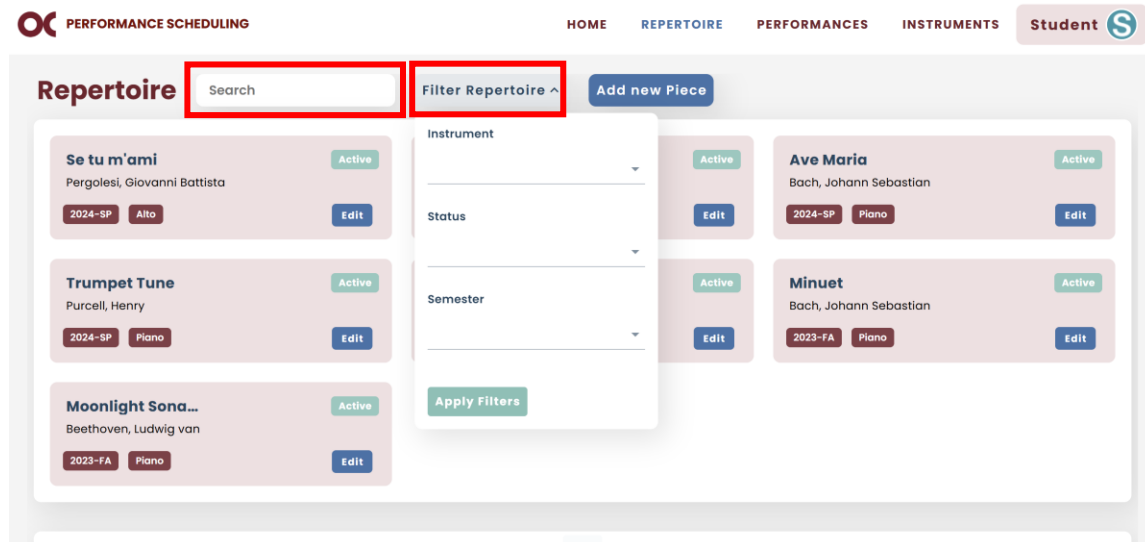


## 5. Repertoire

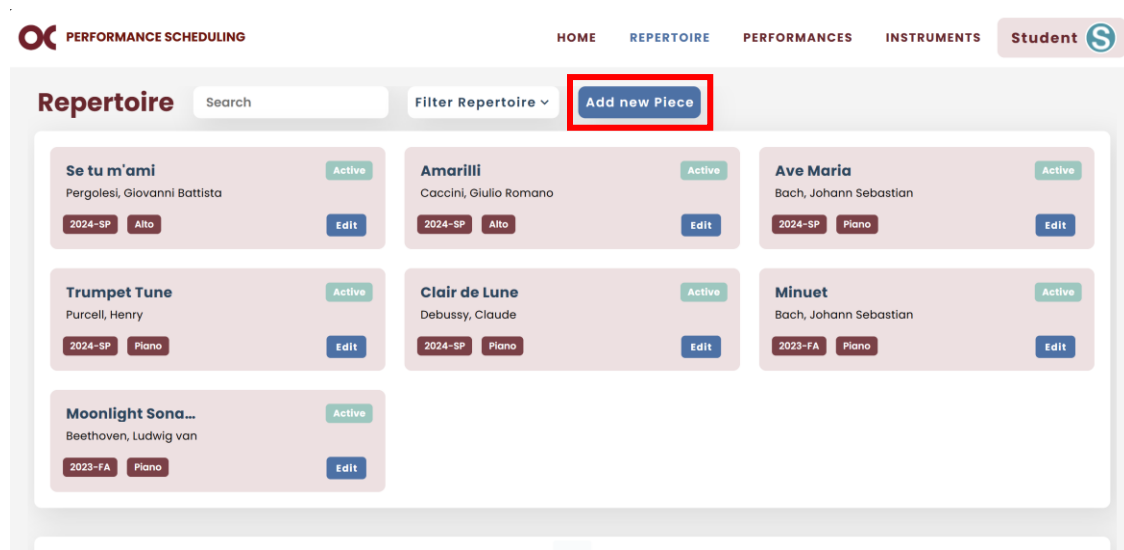
- You can view all your pieces on your Repertoire screen.



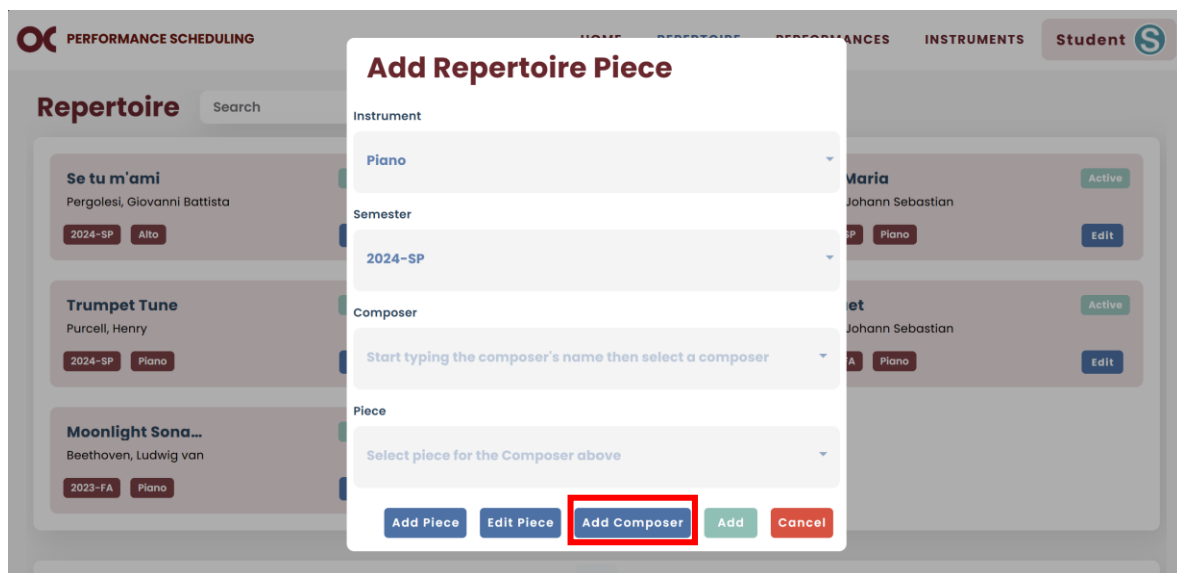
- You can filter them by instrument, status, or semester, or search for a specific one.



- 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. It has a title 'Add Composer' in bold. Below the title are four input fields: 'First Name', 'Last Name', 'Nationality', and 'Date of Birth'. The 'Date of Birth' field has a placeholder 'YYYY'. To the right of 'Date of Birth' is a 'Date of Death' field with a 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. It has a title 'Add Repertoire Piece' in bold. Below the title are four dropdown menus: 'Instrument' (with 'Piano' selected), 'Semester' (with '2024-SP' selected), 'Composer' (with 'Johann Sebastian Bach' selected), and 'Piece' (with the placeholder 'Select piece for the Composer above'). 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' page of the OC Performance Scheduling system. A modal form is open for adding a new piece. The form has the following sections:

- Work (Musical, Opera, etc.)**: A text input field.
- Poetic Translation**: A text input field with the placeholder 'Lyrics translated poetically'.
- Literal Translation**: A text input field with the placeholder 'Lyrics translated literally'.
- Composer**: A dropdown menu with the placeholder 'Start typing the composer's name then select a composer'.

At the bottom 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 (displaying the placeholder) or incorrect, click Edit Piece.

The screenshot shows the 'Repertoire' page with the modal form open, now containing filled-in information:

- 2024-SP**: Selected in the dropdown.
- Composer**: 'Franz Schubert' selected in the dropdown.
- Piece**: 'An Die Musik' selected in the dropdown.
- Poetic Translation**: 'Please edit piece and update poetic translation'.
- Literal Translation**: 'Please edit piece and update literal 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 contains the following fields:

- Work (Musical, Opera, etc.): A text input field.
- Poetic Translation: A text input field with the placeholder text 'This is the poetic translation.'
- Literal Translation: A text input field with the placeholder text 'This is the literal translation.'

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 same 'Repertoire' screen with the modal form open. The form now contains the following fields:

- 2024-SP: A dropdown menu.
- Composer: A dropdown menu with 'Franz Schubert' selected.
- Piece: A dropdown menu with 'An Die Musik' selected.
- Poetic Translation: A text input field with the placeholder text 'This is the poetic translation.'
- Literal Translation: A text input field with the placeholder text 'This is the literal translation.'

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

## 6. Logout

- Click on Student and then Logout.

