



# **INSTRUCTOR HOW-TO**

**OC PERFORMANCE SCHEDULING**

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**OKLAHOMA CHRISTIAN UNIVERSITY**

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# 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:

- All the instructors will agree on each student's ending level.
- 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.

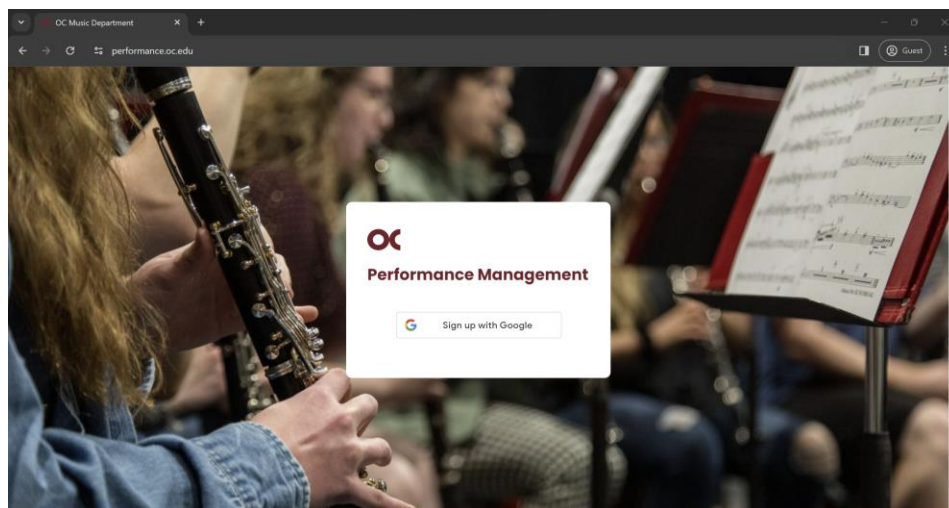
# Functionalities

## 1. Login Steps

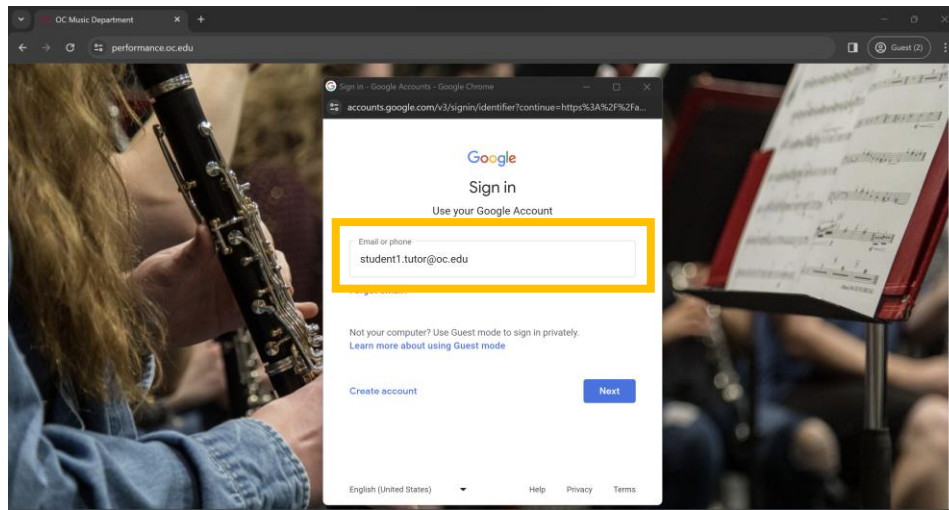
### a. Login

- 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.

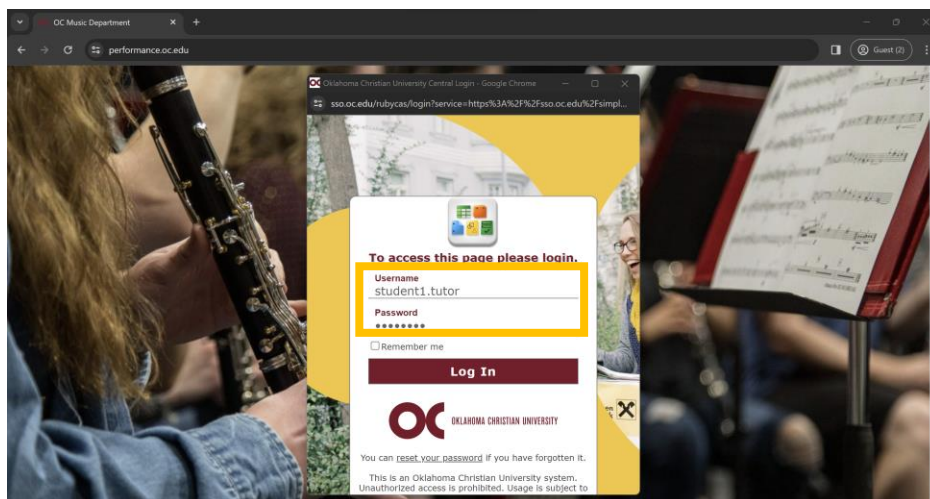
- i. Click Sign up with Google.



ii. Enter your **OC** email.

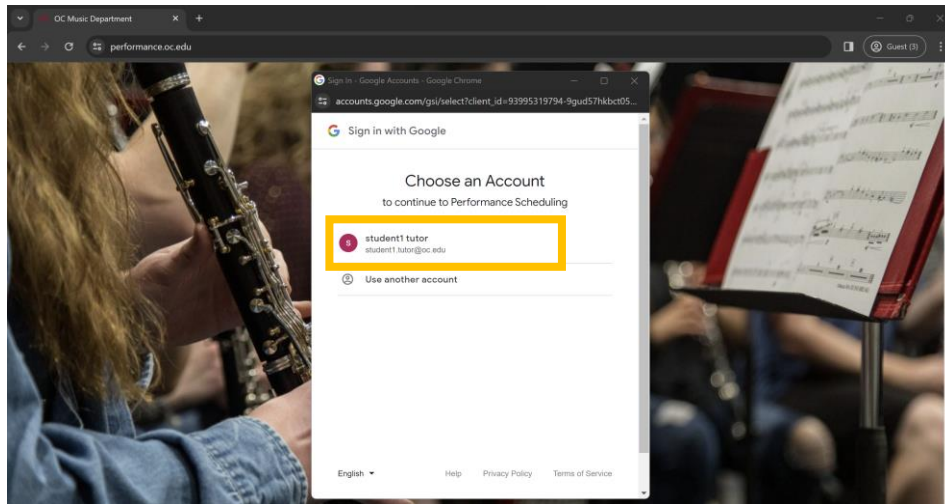


iii. Enter your **OC** credentials.





- iv. Click on the account you logged in with.

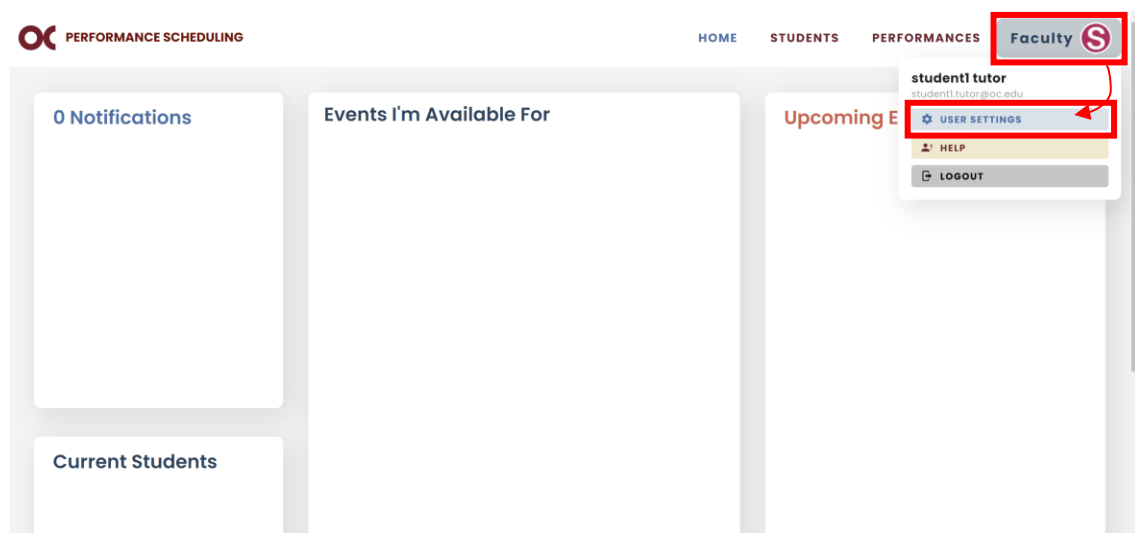


- v. Google may ask you to give permission to share information with this site. If it does, please give the permission.

## 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.

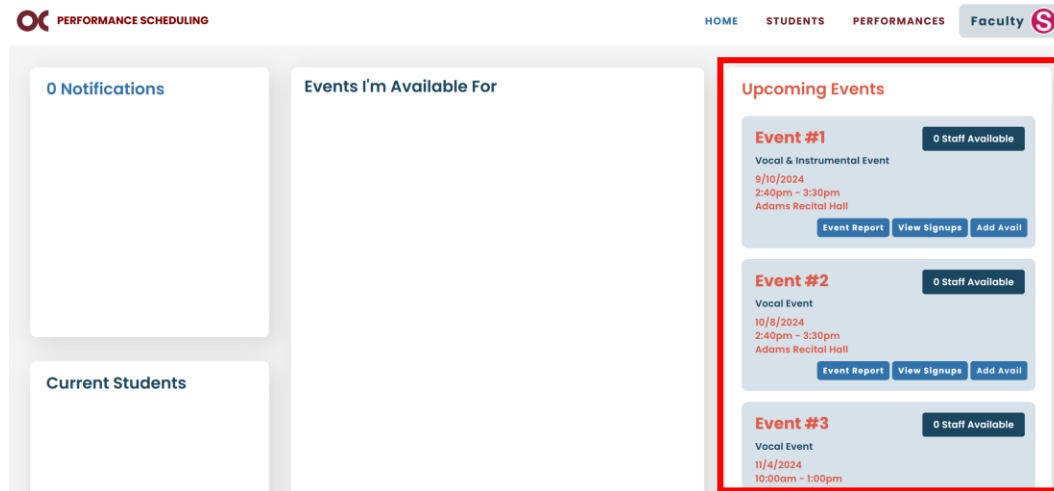


ii. Update your profile information and click Save.

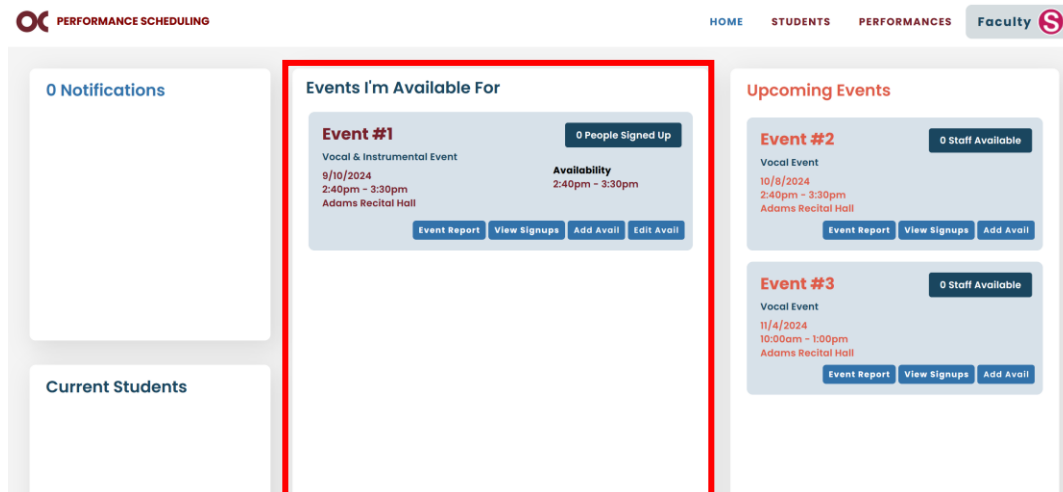
A screenshot of the 'User Settings' form. The form contains fields for 'First Name' (student1), 'Last Name' (tutor), 'Honorific' (Mr.), 'Email' (student1.tutor@oc.edu), 'Phone Number' (4052351535), and 'Title' (Prof.). There are also checkboxes for 'Text Opt In' and 'Email Opt In', both of which are checked. A 'Save' button is located at the bottom right of the form, highlighted with a red box.

## 2. Home Page

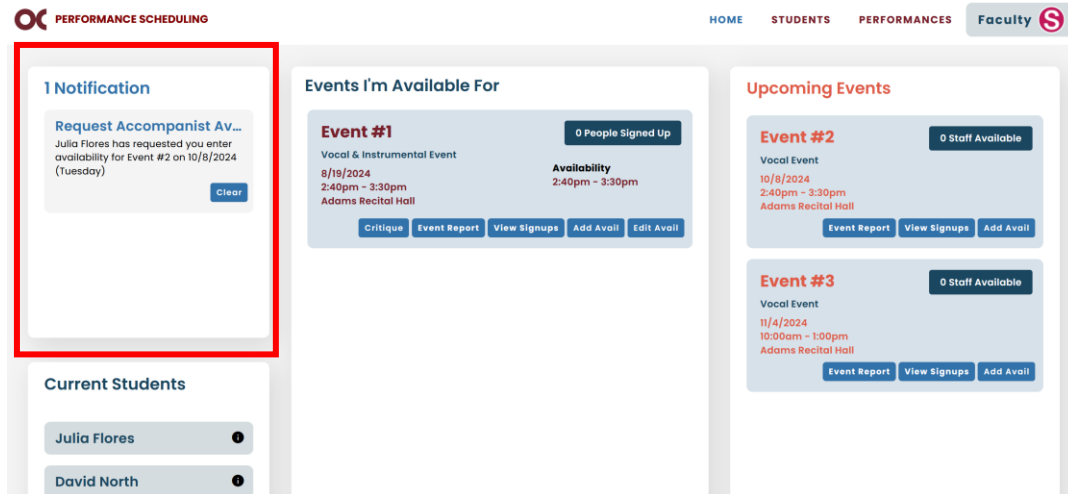
- Home Page is divided into four sections.
- The Upcoming Events column will display all the events that will happen in the future.



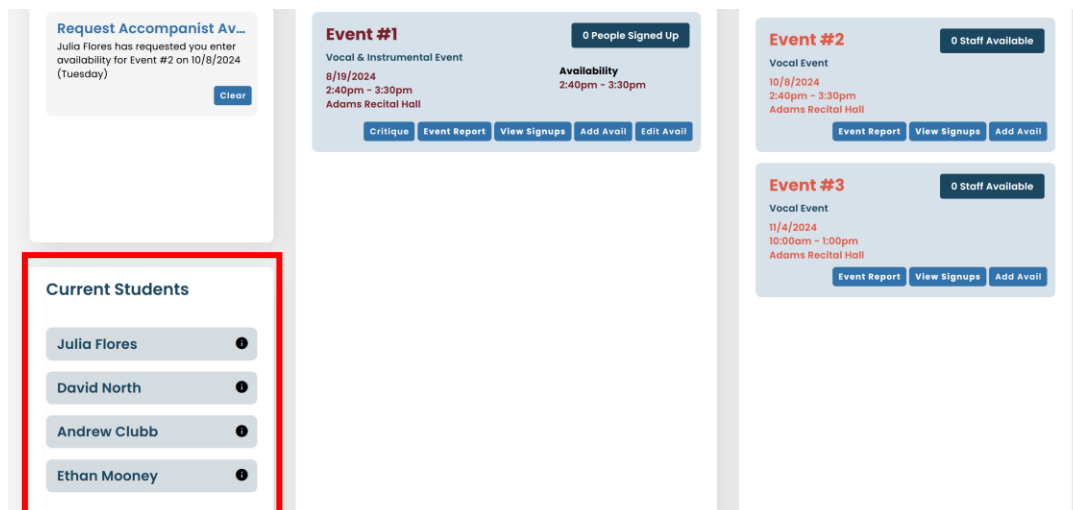
- The Events I'm Available For column displays the information about all the events that you will be present and have entered the time you will be available for.



- 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.

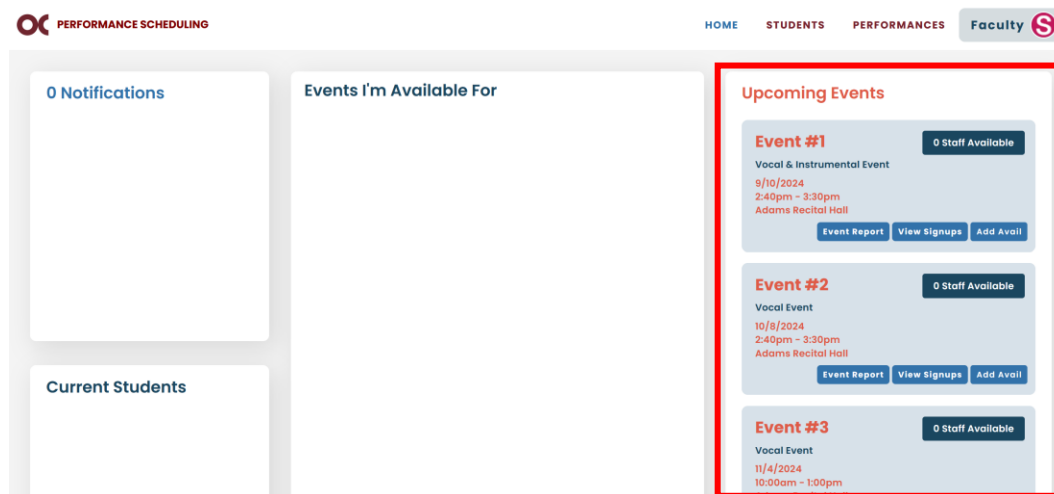


### 3. Event Availability

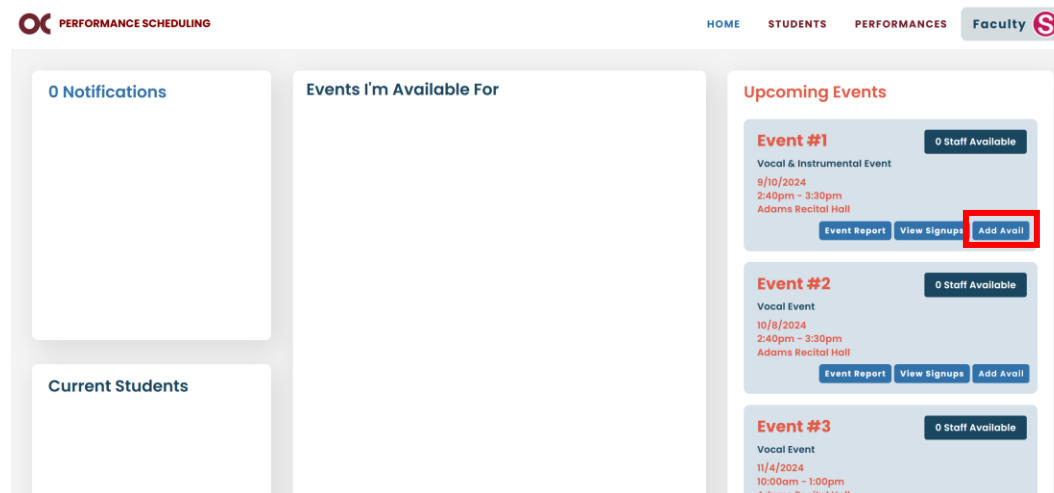
- This is the part where you will confirm that you will be present at a certain event.

#### a. Add Availability

- To do so, you will go to the Upcoming Events column and find the event.



- Once you find it, click "Add Avail".



iii. The following screen will pop up.

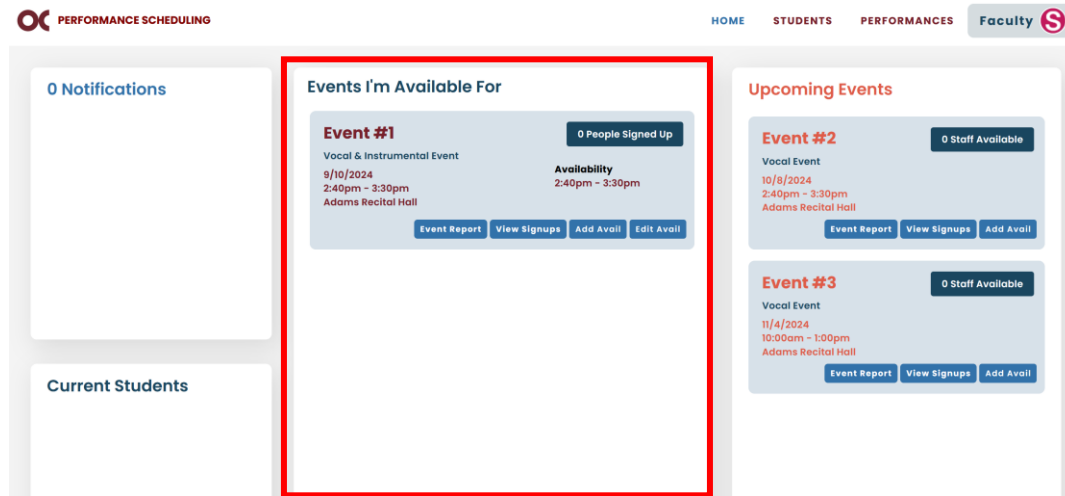
The screenshot shows the OC Performance Scheduling interface. The top navigation bar includes 'HOME', 'STUDENTS', 'PERFORMANCES', and a 'Faculty S' profile icon. The main content area is divided into three columns: '0 Notifications', 'Events I'm Available For', and 'Upcoming Events'. The 'Events I'm Available For' column is currently empty. The 'Upcoming Events' column lists three events: 'Event #1' (Vocal & Instrumental Event, 9/10/2024, 2:40pm - 3:30pm, Adams Recital Hall), 'Event #2' (Vocal Event, 10/8/2024, 2:40pm - 3:30pm, Adams Recital Hall), and 'Event #3' (Vocal Event, 11/4/2024, 10:00am - 1:00pm, Adams Recital Hall). Each event has a '0 Staff Available' button and links for 'Event Report', 'View Signups', and 'Add Avail'. A modal titled 'Add Availability' is open in the center, with 'Start Time' and 'End Time' dropdown menus. The 'Add' button is highlighted in green, and the 'Cancel' button is in red.

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

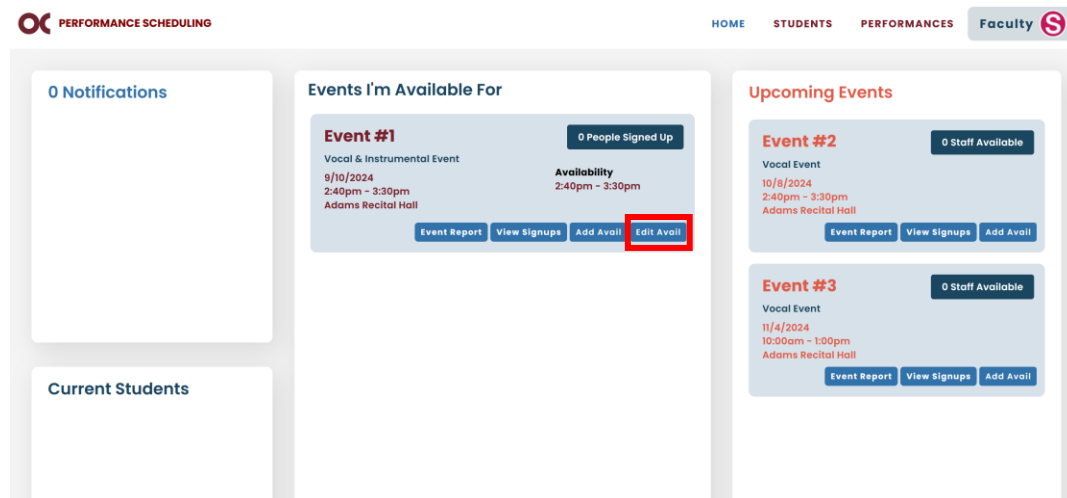
This screenshot is identical to the previous one, but the 'Add Availability' modal now has time values entered. The 'Start Time' dropdown is set to '02:40 pm' and the 'End Time' dropdown is set to '03:30 pm'. The 'Add' button remains highlighted in green, and the 'Cancel' button is in red.

## b. Edit Availability

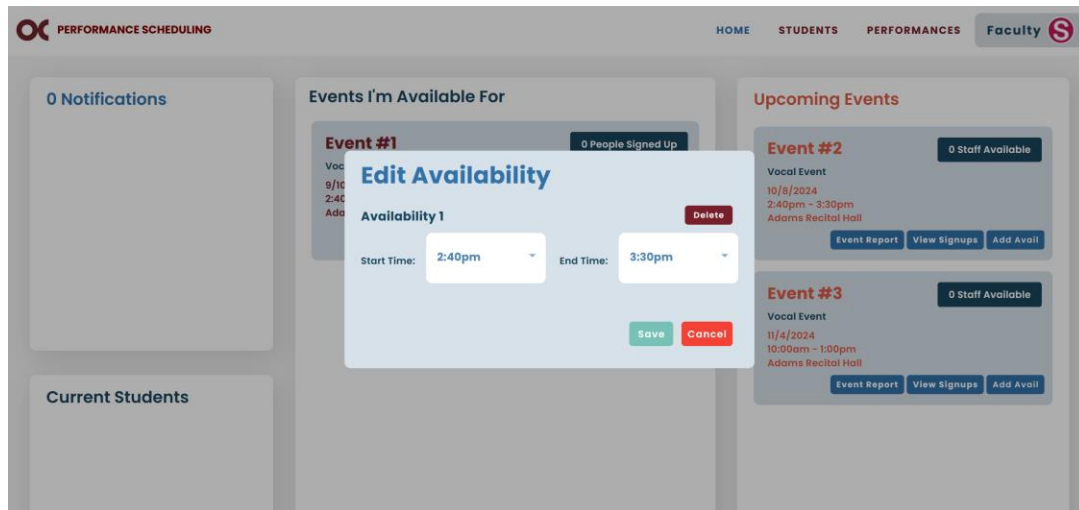
- If want to change the time that you entered to be available for a certain event.
  - i. Go to the Events I'm Available For column and find the event.



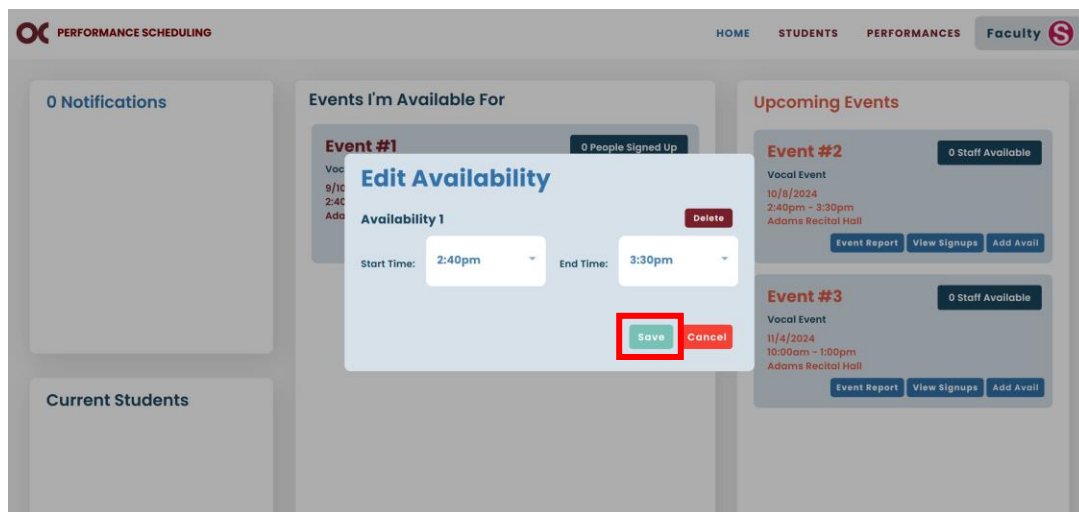
- ii. Click on "Edit Avail".



iii. The following screen will pop up.



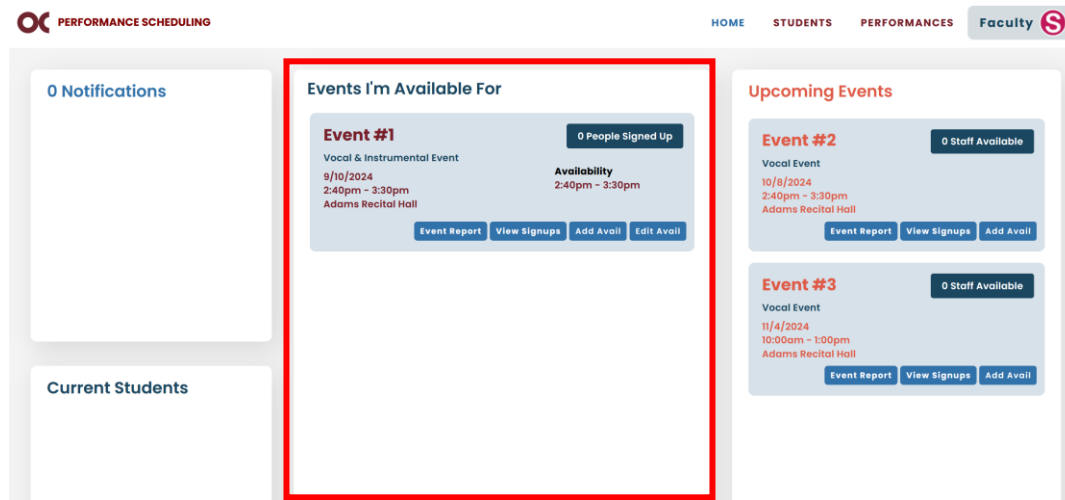
iv. Make your changes and after you are done, click "Save".



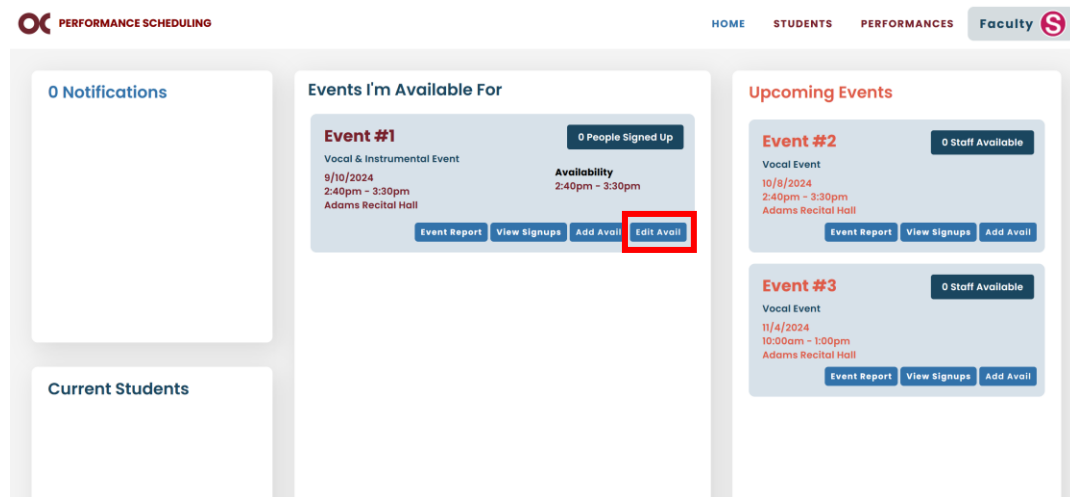


## c. Delete Availability

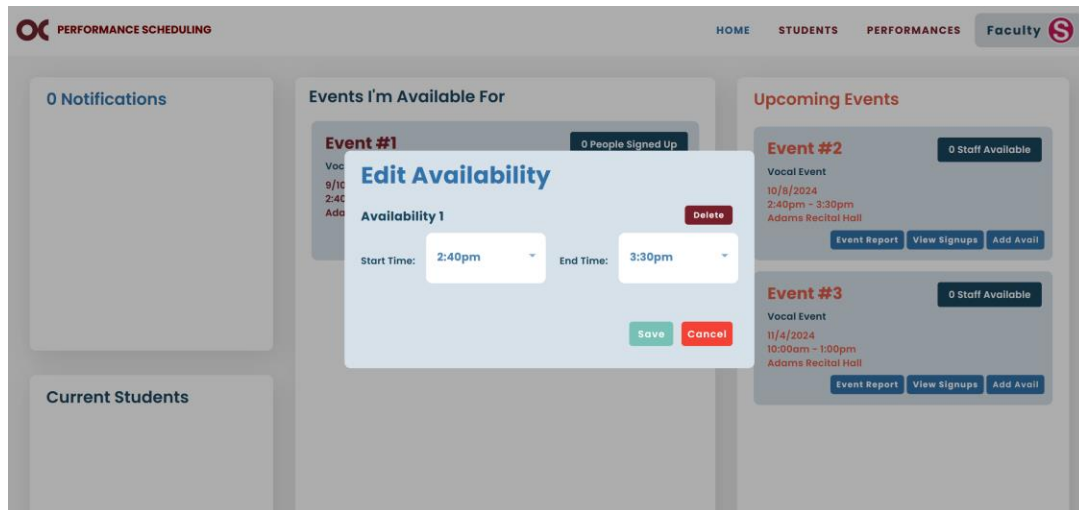
- If you will not be able to go to a certain event anymore.
  - i. Go to the Events I'm Available For column and find the event.



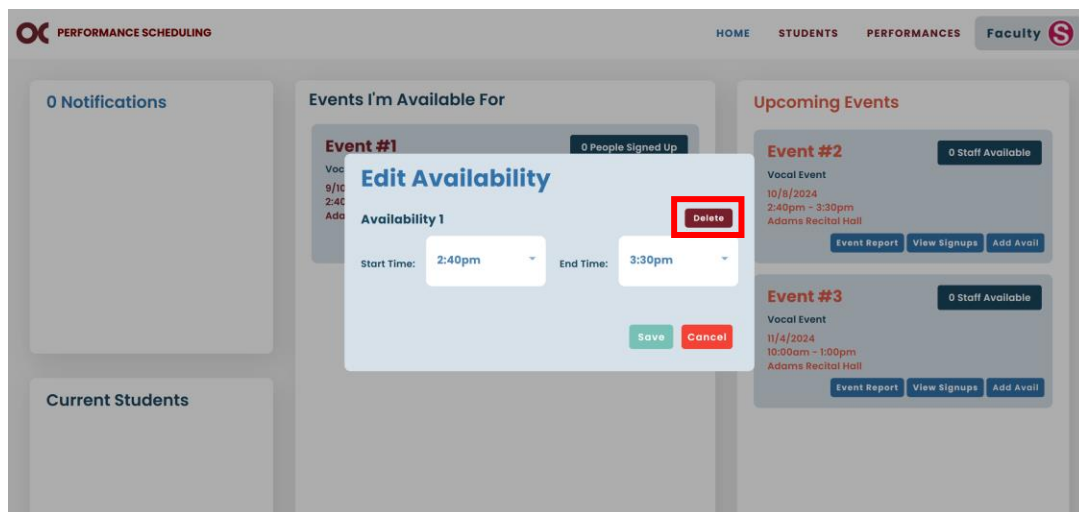
- ii. Click on "Edit Avail".



iii. The following screen will pop up.

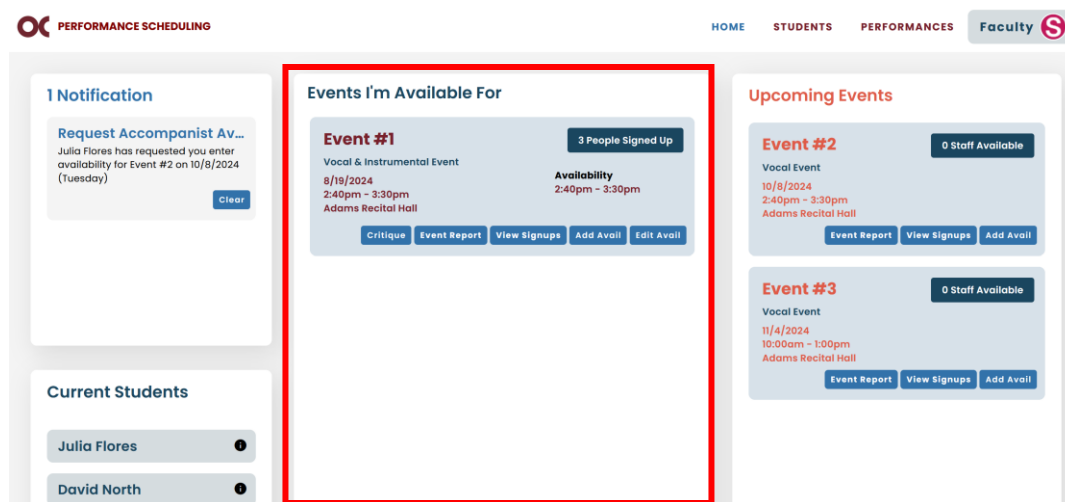


iv. Click "Delete".

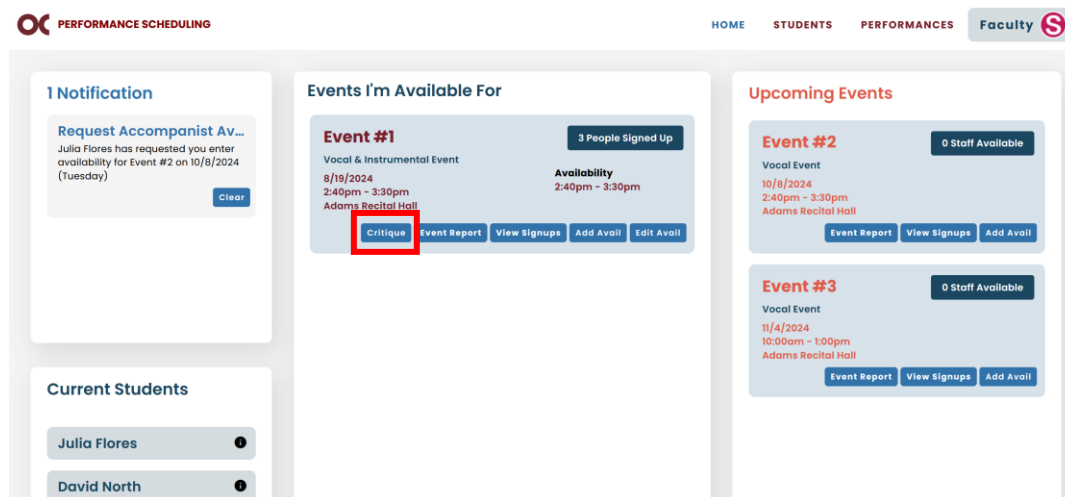


## 4. Critiques

- 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 signaled 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.

**PERFORMANCE SCHEDULING** HOME STUDENTS PERFORMANCES Faculty S

### Event #1 Critiques

2024-08-19 Filter Signups ▾

<b>Time Slot</b> 2:40pm-2:45pm	<b>Student</b> North, David (Baritone)	<b>Instructor</b> Jones, Heath	<b>Musical Selection</b> Deh Vieni Alla Finestra Mozart, Wolfgang Amadeus	Feedback Pending Grade pending Add Critique Add Grade
<b>Time Slot</b> 2:45pm-2:50pm	<b>Student</b> Flores, Julia (Flute)	<b>Instructor</b> Jones, Heath <b>Accompanist</b> Fisher, Miho	<b>Musical Selection</b> Trumpet Tune Purcell, Henry	Feedback Pending Grade pending Add Critique Add Grade

## 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”.

**PERFORMANCE SCHEDULING** HOME STUDENTS PERFORMANCES Faculty S

### Event #1 Critiques

2024-08-19 Filter Signups ▾

<b>Time Slot</b> 2:40pm-2:45pm	<b>Student</b> North, David (Baritone)	<b>Instructor</b> Jones, Heath	<b>Musical Selection</b> Deh Vieni Alla Finestra Mozart, Wolfgang Amadeus	Feedback Pending Grade pending Add Critique Add Grade
<b>Time Slot</b> 2:45pm-2:50pm	<b>Student</b> Flores, Julia (Flute)	<b>Instructor</b> Jones, Heath <b>Accompanist</b> Fisher, Miho	<b>Musical Selection</b> Trumpet Tune Purcell, Henry	Feedback Pending Grade pending Add Critique Add Grade

- ii. The following screen will be displayed.

The screenshot shows a web application for OC Performance Scheduling. The main window displays a critique form for a student named Flores, Julia (Flute, Level: I, Hours: 1). The form is divided into several sections:

- Musical Selection:** A blue box labeled "Trumpet Tune" by Purcell, Henry.
- Poetic Translation:** A light blue box labeled "Not Available".
- Critique:** A section with three sub-sections, each with radio buttons for "Excellent", "Good", "Fair", and "Poor", and a "Comment" field:
  - Tone (beauty, control/clarity, vibrato, warmth):** Radio buttons for Excellent, Good, Fair, Poor. Comment field.
  - Accuracy/Intonation (correct notes with correct rhythm, tuning with keyboard and/or ensemble):** Radio buttons for Excellent, Good, Fair, Poor. Comment field.
  - Balance Blend (with accompanist or within ensemble):** Radio buttons for Excellent, Good, Fair, Poor. Comment field.

On the right side of the form, there is a "Clear Current Critique" button. The background shows a sidebar with event slots and a "Faculty" button.

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

**Note:** The only required field is the Performance and Suggestions comment.

The screenshot shows the same web application, but with the critique form scrolled down to the bottom. The form now displays the following sections:

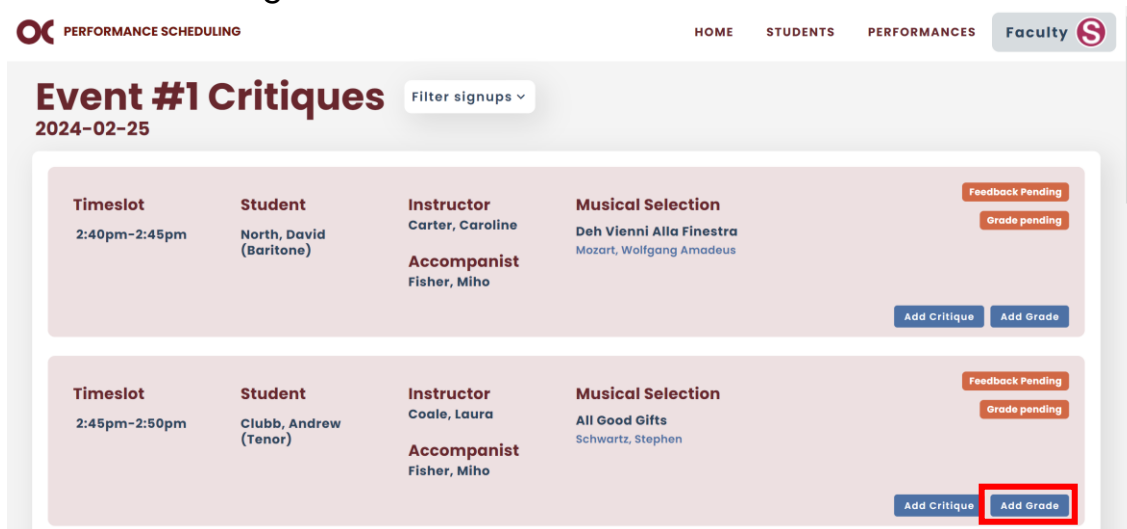
- Interpretation, Musicianship (phrasing, tempo, dynamics communication, rapport):** Radio buttons for Excellent, Good, Fair, Poor. Comment field.
- Technique (attacks, releases, flexibility, range, resonance, placement, support, agility):** Radio buttons for Excellent, Good, Fair, Poor. Comment field.
- Performance and Suggestions (overall readiness to perform):** Comment field.

At the bottom right of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel". The background shows the same sidebar with event slots and a "Faculty" button.

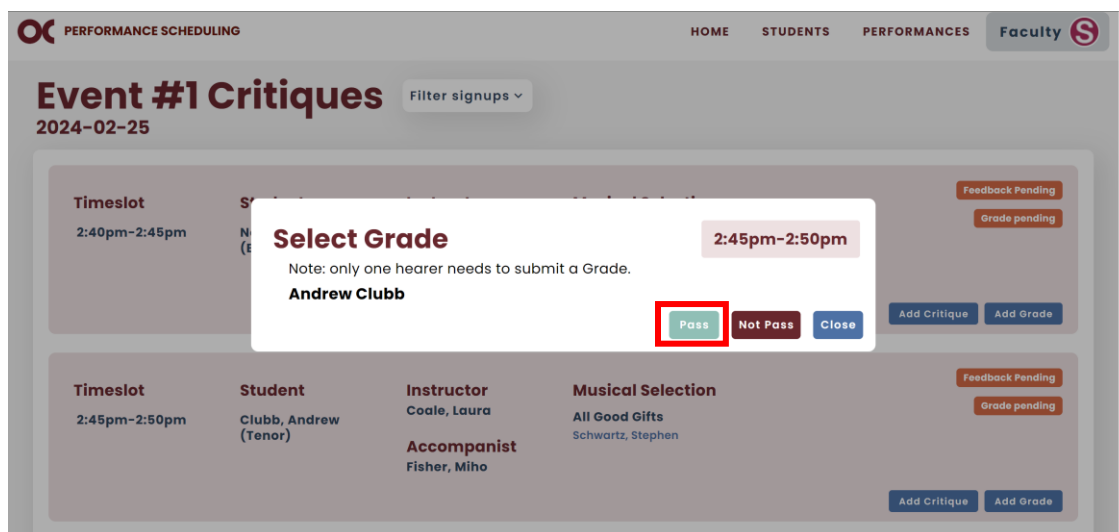
## b. Grade: Pass/Not Pass

- 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.**

- To enter a grade, find the student and click "Add Grade".



- The following screen will be displayed.
- Select the desired grade (in this example, Pass).



iv. Now the student's grade is updated!

**Event #1 Critiques** 2024-02-25

Timeslot	Student	Instructor	Accompanist	Musical Selection	Status	Actions
2:40pm-2:45pm	North, David (Baritone)	Carter, Caroline	Fisher, Miho	Deh Vienni Alla Finestra Mozart, Wolfgang Amadeus	Feedback Pending Grade pending	Add Critique Add Grade
2:45pm-2:50pm	Clubb, Andrew (Tenor)	Coale, Laura	Fisher, Miho	All Good Gifts Schwartz, Stephen	Feedback Pending <b>Passed</b>	Add Critique Edit Grade

## 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”.

**Event #1 Critiques** 2024-02-26

Timeslot	Student	Instructor	Accompanist	Musical Selection	Status	Actions
2:40pm-2:45pm	North, David (Baritone)	Carter, Caroline	Fisher, Miho	Deh Vienni Alla Finestra Mozart, Wolfgang Amadeus	Feedback Pending Ending Level pending	Add Critique Add End Level
2:45pm-2:50pm	Clubb, Andrew (Tenor)	Coale, Laura	Fisher, Miho	All Good Gifts Schwartz, Stephen	Feedback Pending Ending Level pending	Add Critique <b>Add End Level</b>

ii. The following screen will be displayed.

**PERFORMANCE SCHEDULING** HOME STUDENTS PERFORMANCES Faculty S

## Event #1 Critiques

2024-02-26 Filter signups v

**Enter Level** 2:45pm-2:50pm

Note: only one juror needs to submit an Ending Level.

**Andrew Clubb**

**Ending Level**

Save Cancel

Timeslot 2:40pm-2:45pm

Timeslot 2:45pm-2:50pm

Clubb, Andrew (Tenor)

Accompanist Fisher, Miho

All Good Gifts Schwartz, Stephen

Feedback Pending

Ending Level pending

Add Critique Add End Level

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

**PERFORMANCE SCHEDULING** HOME STUDENTS PERFORMANCES Faculty S

## Event #1 Critiques

2024-02-26 Filter signups v

**Enter Level** 2:45pm-2:50pm

Note: only one juror needs to submit an Ending Level.

**Andrew Clubb**

**Ending Level**

II

Save Cancel

Timeslot 2:40pm-2:45pm

Timeslot 2:45pm-2:50pm

Clubb, Andrew (Tenor)

Accompanist Fisher, Miho

All Good Gifts Schwartz, Stephen

Feedback Pending

Ending Level pending

Add Critique Add End Level



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

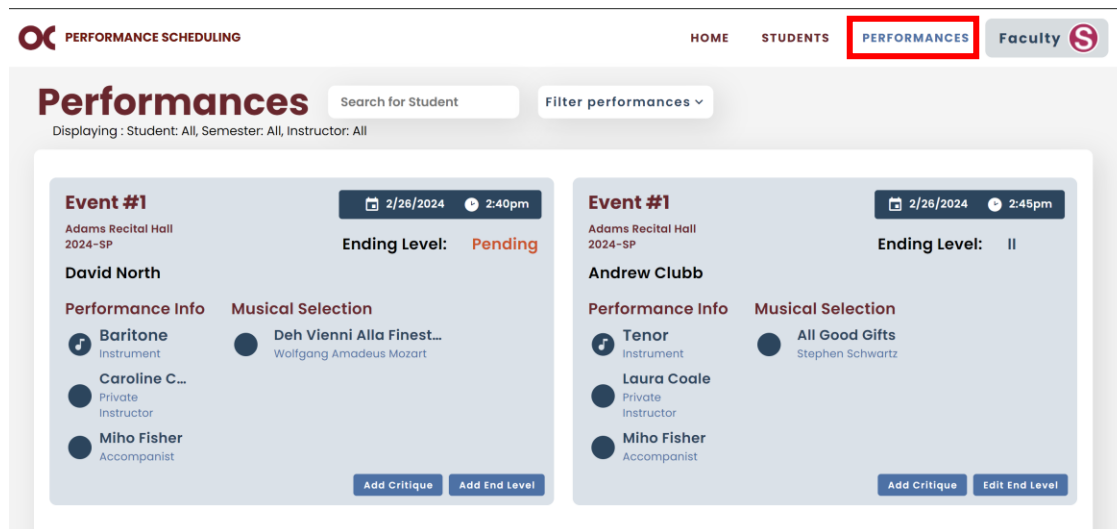
The screenshot shows the 'Event #1 Critiques' page for the date 2024-02-26. The page has a navigation bar with 'HOME', 'STUDENTS', and 'PERFORMANCES' links, and a 'Faculty' button. A 'Filter signups' dropdown is visible. The main content area displays two performance slots, each with a table of details and buttons for 'Add Critique' and 'Add End Level'.

Timeslot	Student	Instructor	Musical Selection	Feedback Pending	Ending Level pending
2:40pm-2:45pm	North, David (Baritone)	Carter, Caroline Accompanist Fisher, Miho	Deh Vienni Alla Finestra Mozart, Wolfgang Amadeus		
2:45pm-2:50pm	Clubb, Andrew (Tenor)	Coale, Laura Accompanist Fisher, Miho	All Good Gifts Schwartz, Stephen		Ending Level II

## 5. Performances Page

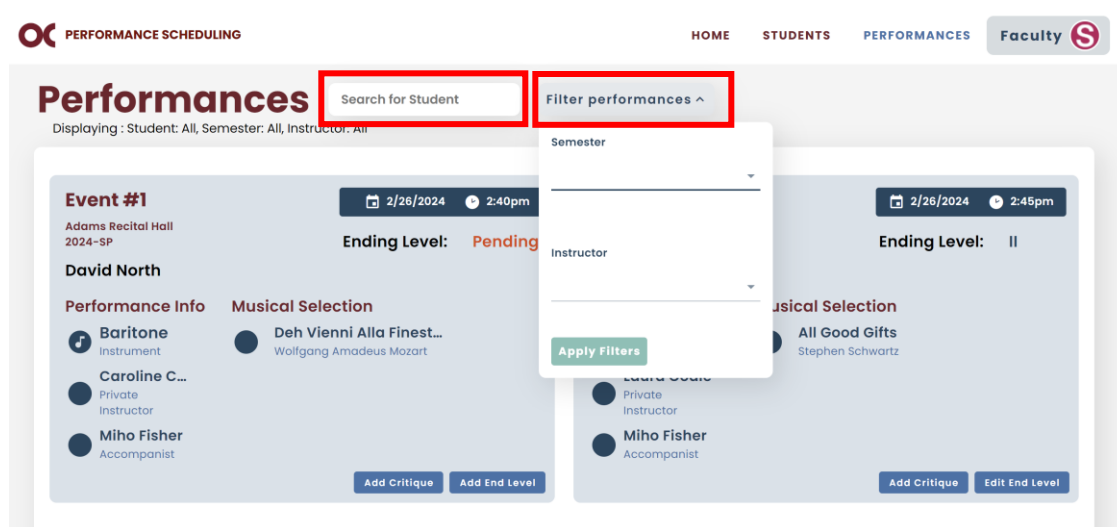
### a. Explanation of the Page

- This is the page where you can check all previous students' performances.

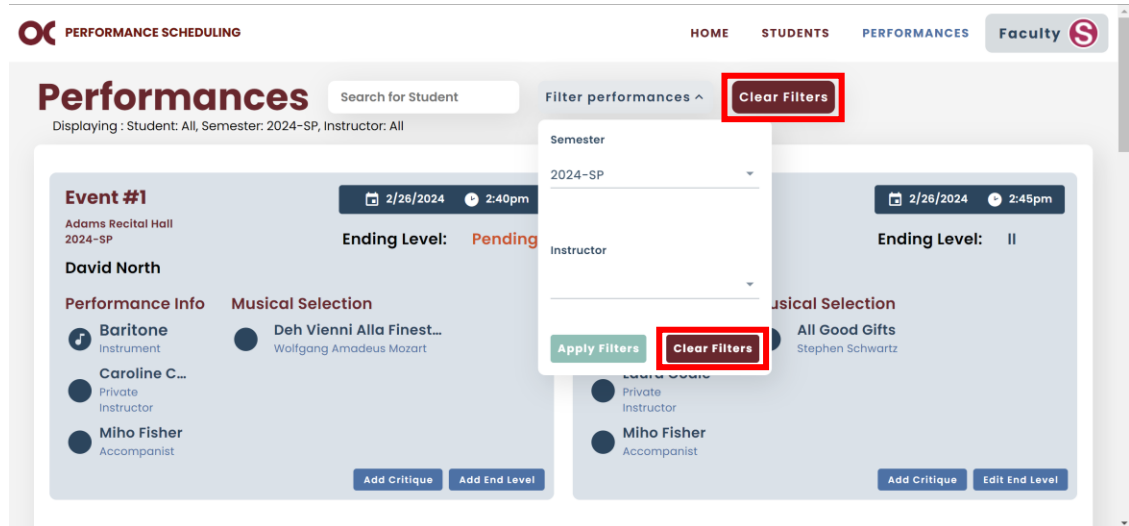


- You can search by a student's name or filter by semester and/or instructor.

**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

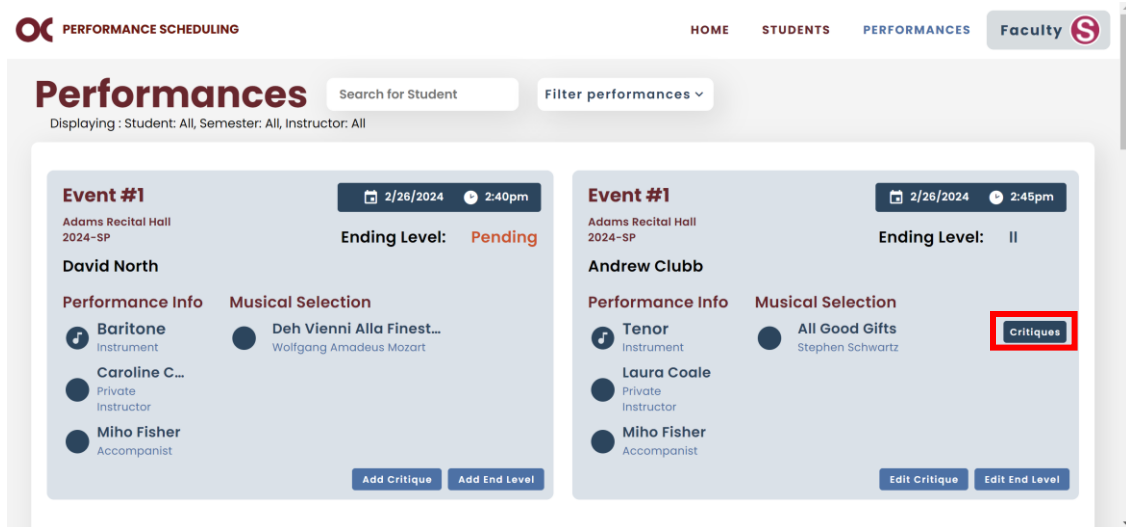
- You can also Add/Edit a Critique/Grade/Ending Level on this page.
- Just find the desired performance and click on Add/Edit Critique/Grade/Ending Level. (More information on how to enter a critique/grade/ending level on page 18.)

**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.

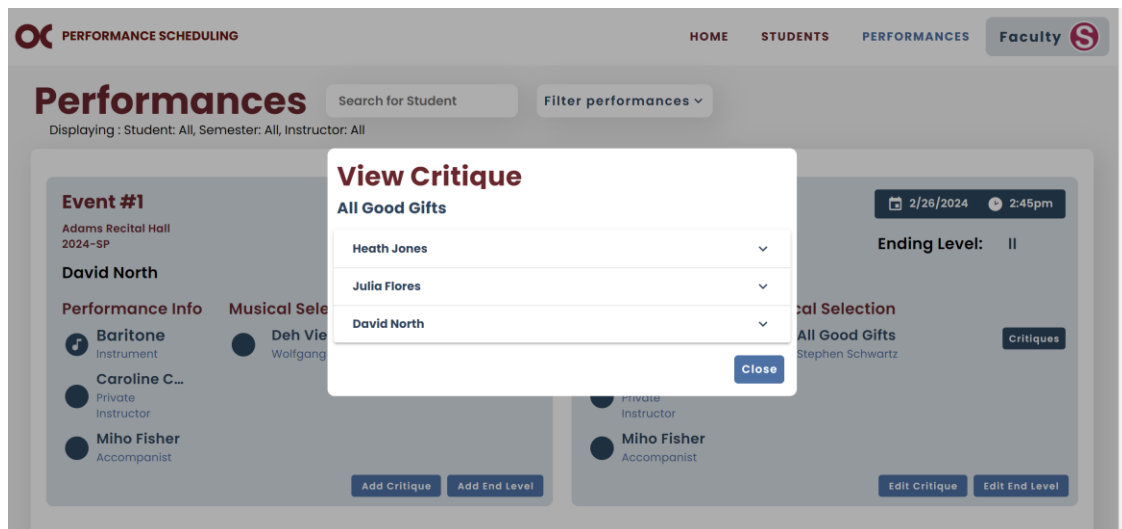
The screenshot shows the 'PERFORMANCE SCHEDULING' interface. At the top, there are navigation links: HOME, STUDENTS, and PERFORMANCES. A 'Faculty' button with a red 'S' icon is on the right. The main heading is 'Performances'. Below it, there are search and filter options: 'Search for Student' and 'Filter performances'. A status bar indicates 'Displaying : Student: All, Semester: All, Instructor: All'. Two event cards are displayed. The first card is for 'Event #1' at 'Adams Recital Hall 2024-SP' on '2/26/2024' at '2:40pm'. The performer is 'David North' and the 'Ending Level' is 'Pending'. The card is divided into 'Performance Info' and 'Musical Selection'. 'Performance Info' lists 'Baritone' (Instrument), 'Caroline C...' (Private Instructor), and 'Miho Fisher' (Accompanist). 'Musical Selection' lists 'Deh Vienni Alla Finest...' (Wolfgang Amadeus Mozart). At the bottom of the card, there are two buttons: 'Add Critique' and 'Add End Level', which are highlighted with a red box. The second card is for 'Event #1' at 'Adams Recital Hall 2024-SP' on '2/26/2024' at '2:45pm'. The performer is 'Andrew Clubb' and the 'Ending Level' is 'II'. It follows the same layout as the first card, with 'Performance Info' listing 'Tenor' (Instrument), 'Laura Coale' (Private Instructor), and 'Miho Fisher' (Accompanist), and 'Musical Selection' listing 'All Good Gifts' (Stephen Schwartz). At the bottom of this card, there are two buttons: 'Add Critique' and 'Edit End Level'.

## c. View other Instructors' Critiques

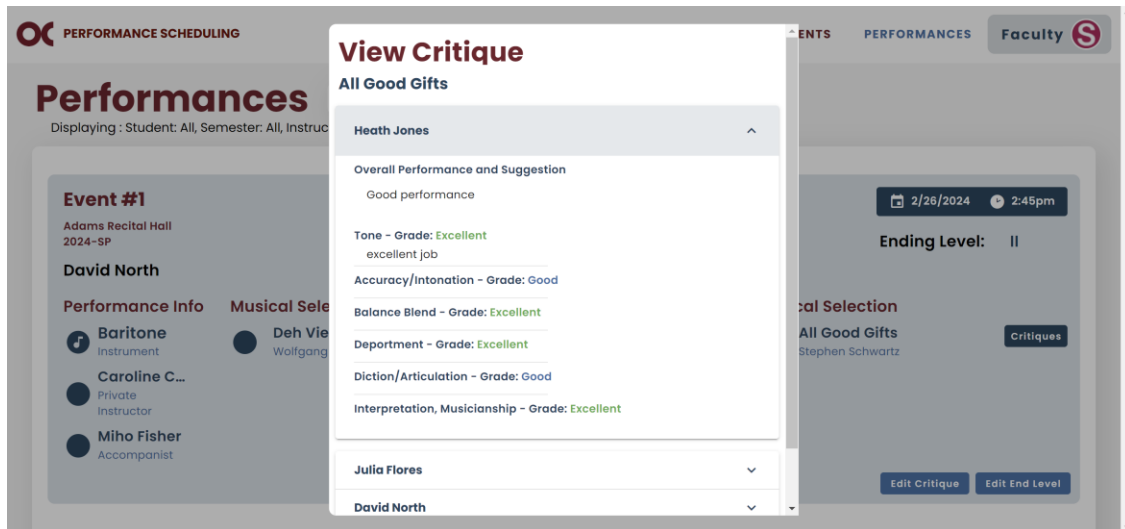
- You can also view the other instructors' critiques.
- Find the desired performance and click on "Critiques".



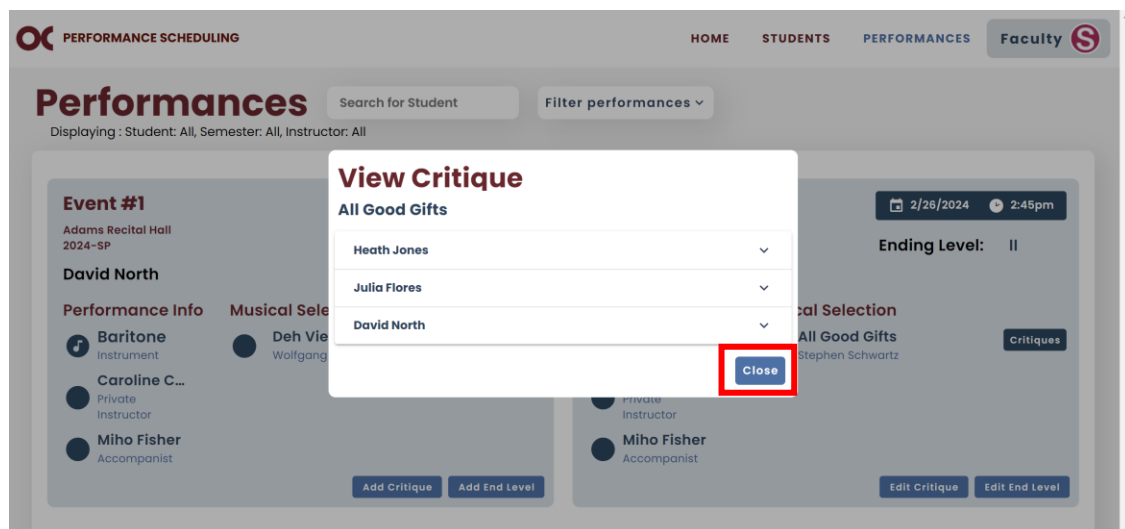
- The following screen will be displayed with all instructors' names that have entered critiques for that performance.



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



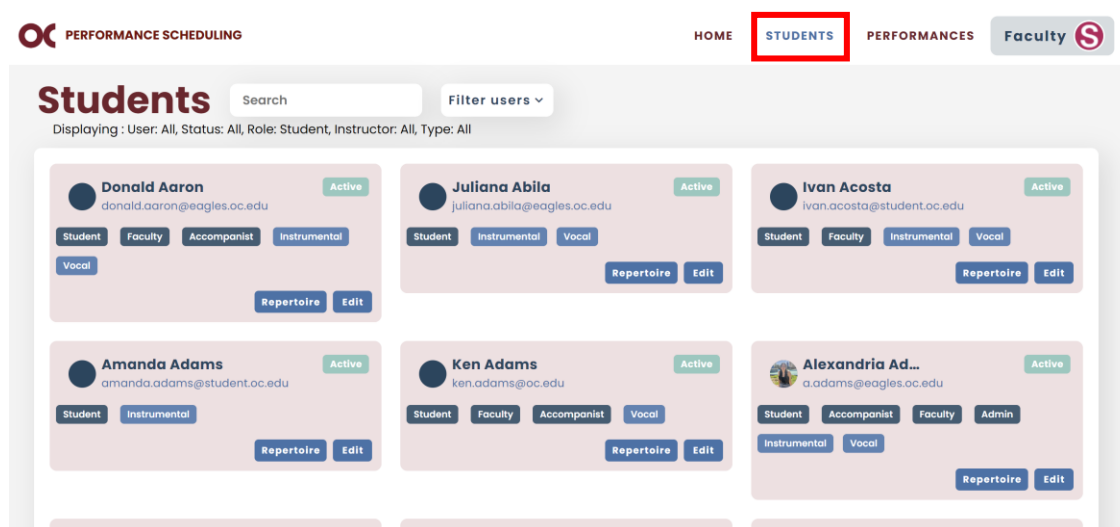
- If you want to exit the screen, just click on "Close".



## 6. Students Page

### a. Explanation of the Page

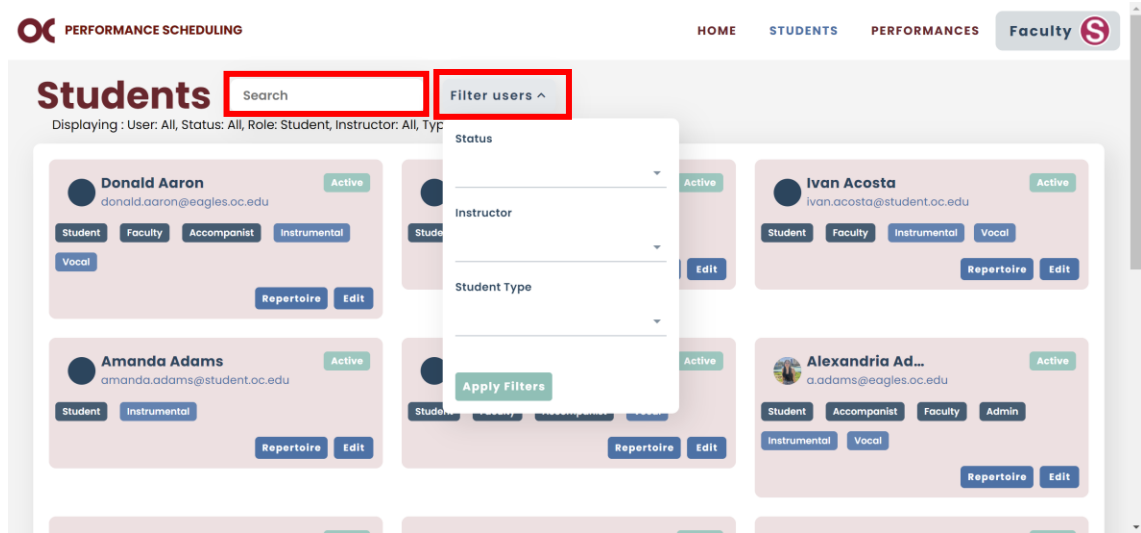
- This page displays all students that have logged into the website.
- 



- You can search by a student's name or filter by status, instructor, and/or student type.
  - Status: Active/Disabled. If a student is active, it means that they have logged into the system during the current semester.
  - Instructor: you can filter by student's private instructors.
 

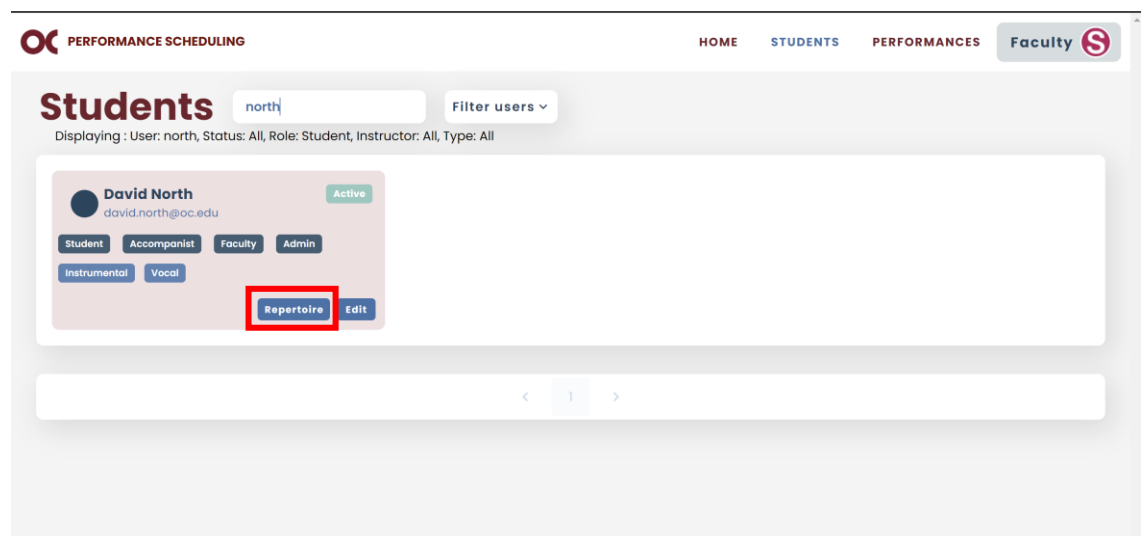
**Tip:** You can search by your name on the instructor field and find all the students that you are a private instructor for.

**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.
  - Student Type: Instrumental or Vocal.



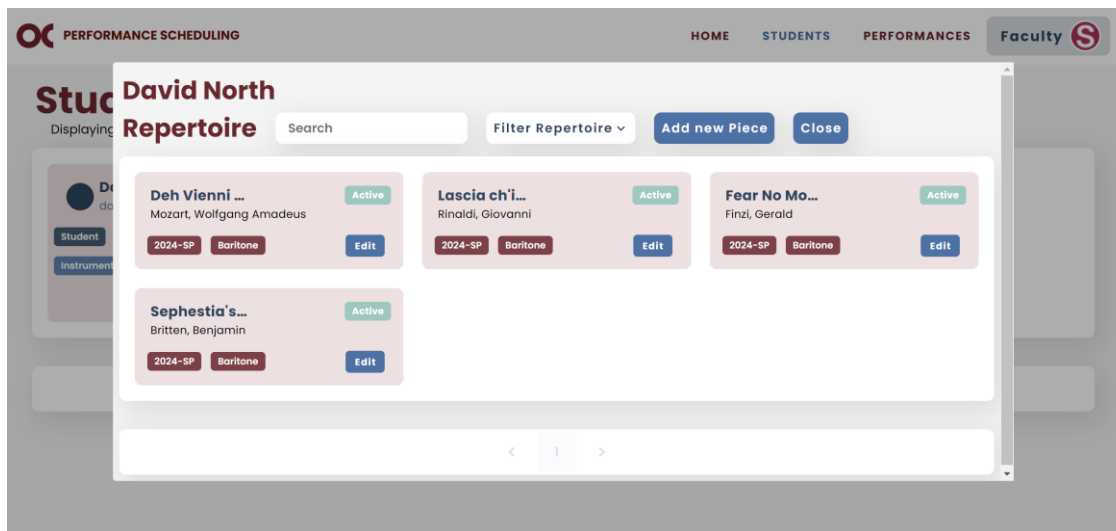
## b. View Students' Repertoire

- You can view a student's repertoire.
  - i. Find the desired student and click on "Repertoire".





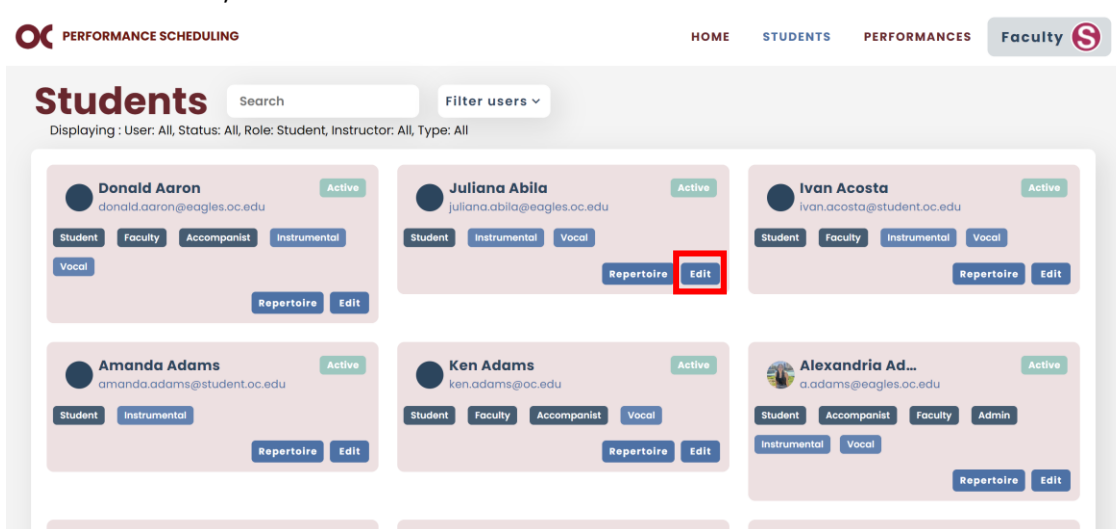
- ii. A similar screen to the following will be displayed:



- 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".

**Edit User**

**Juliana Abila**  
juliana.abila@eagles.oc.edu Active

Phone Number: 1523698745

Honorific: Mrs.

Roles: Student

Major: Ad Design

Classification: Senior

Semesters: 9

**Instruments** Add Instrument

**Bass Clarinet** Active  
2024-SP Hours: 1 Level: 1  
Instructor: Heath Jones Eval Edit

**Alto** Active  
2023-SP Hours: 1  
Instructor: Celeste Dvorak Accompanist: Miho Fisher Eval Edit

- iv. The following screen will be displayed.
- v. Select the tab for the proper point in the semester.

**Edit Evaluation**  
Bass Clarinet 2024-SP

BEGINNING MID-TERM FINAL

Beginning Greatest Strengths

Beginning Targeted Improvement

Beginning Performance Level Goal

Save Cancel

- 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.

