

Simply Portal SOP

How to get the most out of our simply portal system. Simply Portal is here to make our admin life easier and much more manageable! The portal is used to view schedules, tick off attendances and a platform to communicate between MNM families.

17 Viewing Your Schedule

Teachers should be viewing their schedule at the start of every teaching day to monitor if any changes occur. After logging on to the portal, click on the 'Classes' tab. From here you can filter by teacher and view your classes for the day.

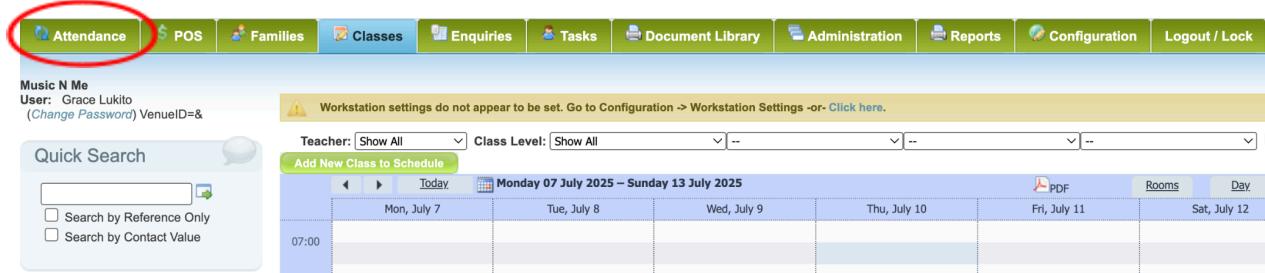
The screenshot shows the 'Classes' tab selected in the top navigation bar. A red circle and arrow highlight the 'Classes' tab. Below the navigation bar, there is a 'Quick Search' section and a message about workstation settings. The main area displays a class schedule grid for the week of July 7-13, 2025, with columns for each day and rows for specific times (e.g., 07:00). Each slot in the grid contains class details like subject, time, and teacher names.

The class schedule page should look like this. This is your confirmed schedule for the day.

Tue, June 24	Wed, June 25	Thu, June 26	Fri, June 27
15:30 Piano: Discovery - Kit Sobel, Summer Huynh,	15:30 Voice: Foundation 1 Hunter Pomeranz, Andie Pomeranz, Zoe Foley-Hattingh,	15:30 Voice: Foundation 1 Elsie Meadows, Arya Seerval, Isabella Wilcox,	15:30 Piano: Discovery - Neve Corbett, Fin Engelhardt-Mulder, Charlotte Stevens, Gabriel Laszlo,
16:15 Piano: Foundation 1 Yusuf Deniz DOGRAMACI HAMZA, Olivia Sandu, William Colgate,	16:15 Piano: Foundation 1 Sophia Courtney, Lola Krynausk, Ella Nespolon,	16:15 Piano: Foundation 1 Tayla Francis, Josefina Pinuer, Dahlia Milenova,	16:15 Piano: Foundation 1 Annabelle Rinaldi, Henry Corbett, Bella Hunter,
17:00 Piano: Foundation 1 Annika Knackstedt,	17:00 Voice: Foundation 2 Anneke Ho,	17:00 Voice: Foundation 1 Stella Cadzow,	17:00 Piano: Foundation 1 Annabelle Carleton, Johnny Abboud, Oliver Stevens,

✓ Keeping Up With Attendance

At the start of the teaching day, after viewing the class schedule, click on to the attendance tab to check if any families have pre marked a non attendance for the day.



The screenshot shows a software application window with a top navigation bar containing links for Attendance, POS, Families, Classes, Enquiries, Tasks, Document Library, Administration, Reports, Configuration, and Logout / Lock. The 'Attendance' link is highlighted with a red circle. Below the navigation bar, there is a user profile section for 'Music N Me' with a user named 'Grace Lukito'. A yellow warning message box states: 'Workstation settings do not appear to be set. Go to Configuration -> Workstation Settings -or- Click here.' Underneath this, there is a search bar labeled 'Quick Search' with options to search by Reference Only or Contact Value. To the right, there is a 'Class Schedule' section titled 'Monday 07 July 2025 – Sunday 13 July 2025' showing a grid of days from Monday to Saturday with time slots from 07:00 to 17:00. Buttons for PDF export, room assignments, and day selection are also present.

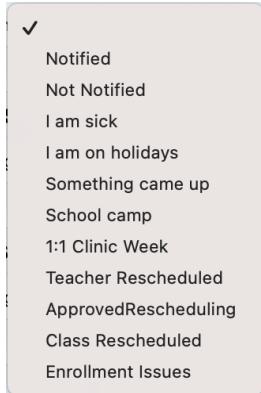
If a parent has marked a non attendance, it will look like this.



This screenshot shows a specific class entry for '9:30am - Drums: Discovery - Alan Segura - Room 2 - Hordern Pl'. It includes a red warning icon and text: 'Thomas Dixon (Dee Dixon)'. To the right, there is a red 'X' icon followed by the text 'I am on holidays (Entered: 01/07/2025 12:07pm) (Change Attendance)'. There are also buttons for 'SMS this Class' and 'Mark ALL as Attended'.

If a student has not arrived to class within 10 mins, notify the admin team (Laura or Grace) by sending a message on the Slack platform, with the students name and class time. E.g. [Student Name] not at 4:00pm Guitar Group.

At the end of each teaching day, all attendance for the day should be updated and marked. If there is a non attendance, ensure that the appropriate non attendance reason has been marked before submitting.





Make Up Lessons and Rescheduling

At MNM, we value every teacher's time and efforts they have put into preparing for a class, which is why we have a no makeup policy. We do not offer any rescheduling or make up classes if a student is absent from class due to:

- Social events (e.g. birthday parties, family gatherings)
- In-term holidays or family travel
- Forgetting the class time
- Non-essential school events (e.g. casual fundraisers, optional incursions)
- Mild illness (where the student is well enough to attend via Zoom)

In some cases, when significant notice is given, we may be able to arrange a make-up lesson. These include:

- School camps
- School-organised performances or excursions
- Very sick students (e.g. hospitalised or genuinely unwell for several days)

All reschedule requests must go through the MNM Admin Team. *Teachers should not arrange these directly.*

Families can contact the team via:

- 'Send a Message' via the MNM App, or
- Emailing hello@musicnme.com.au