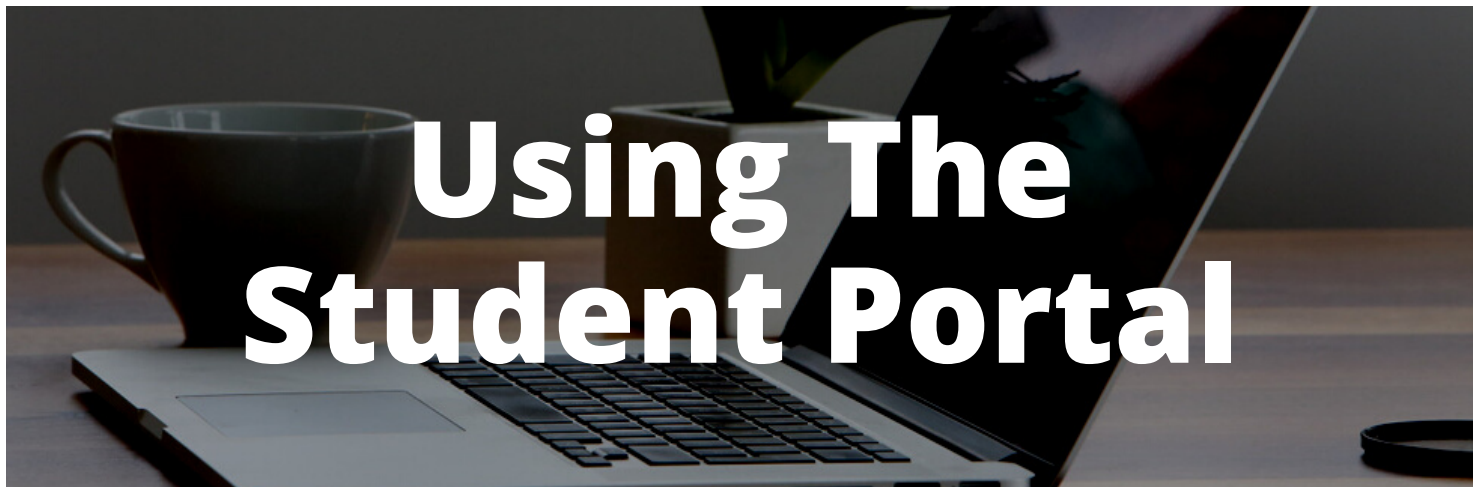




Using The Student Portal

OVERVIEW

The Student Portal provides you with access to your calendar where you can view any past and upcoming lessons. You can view lesson notes and homework from your teacher and even keep track of your practice time. We utilize this port to overall manage your relationship with us. The following features are available:

- **Calendar of scheduled Lessons**
- **Review Notes from Lessons**
- **Track practice time**
- **Review your repertoires (lists of songs to play)**
- **View account and invoice information (only visible to parents/adult students)**
- **Keep up-to-date with PSA news (whenever posted on your homepage)**

ACCESS

To access the portal visit [**www.pianospeakacademy.com/portal**](http://www.pianospeakacademy.com/portal). Students (Adult) & Parents will generally receive login credentials upon being on-boarded for lessons. You may register yourself ahead of time if you wish. Child Students will only receive credentials if their Parent allows.

INTERFACE

The Student & Parent portals are identical with the only difference being the **Accounts & Invoices** page. This page is only visible to Adult Students and Parents. The following are examples of key items we will utilize

HOME

The screenshot shows the Home dashboard for a user named Jane Doe. On the left is a blue sidebar with navigation links: Home, Calendar, Contact Info, Attendance & Notes, Lending Library, Online Resources, Practice Log, Repertoire, and Email History. A red arrow points to this sidebar with the label "Page Navigation". The main content area has a header with the user's name and a help icon. Below the header are two summary cards: "You have practiced 0.00 hours in the past 7 days" and "Your attendance has been 100 %". To the right is a section titled "Upcoming Events (30 Days)" showing two lessons on September 11th and 18th. Below these is a "Recent Lesson Notes" section for a lesson on 8/28/2020 by Marlayna Dudley. A red arrow points to this section with the label "Teacher Notes".

Page Navigation

Teacher Notes

Upcoming Lessons

CALENDAR

The screenshot shows the Calendar view for August 2020. The sidebar is the same as in the Home view. The main content area has a header with the month and year, a "TODAY" button, and filters for "Everything" and "Show Full Events". The calendar grid shows days from Sunday to Saturday. Events are listed on the right side of the grid, showing lessons on September 11th, 18th, and 25th. The events are labeled "2:00 PM - Jane - Lesson".

CONTACT

PianoSpeak Academy
Contact Info
Jane Doe

Studio Information

Name	PianoSpeak Academy	Address	100 McMullen Ave #805 New Castle, DE 19720
Telephone	3025619189	Email	marlaynad@pianospeakacademy.com

My Teachers

NAME	CONTACT
Marlayna Dudley	marlaynad@pianospeakacademy.com

ATTENDANCE & NOTES

PianoSpeak Academy
Attendance & Notes
Jane Doe

100 % attendance over the last 90 days.
You've attended 5 of 5 scheduled events (0 absences)

Report
9/4/2020
Columns

EVENT	DATE/TIME	ATTACHMENT	ATTENDANCE
Lesson	9/4/2020 2:00 PM		Present
Lesson	8/28/2020 2:00 PM		Present
Lesson	8/21/2020 2:00 PM		Present
Lesson	8/14/2020 2:00 PM		Present
Lesson	8/7/2020 2:00 PM		Present

Items per page: 25
1 - 5 of 5

You can click a lesson
and see Notes from your
teacher (see below)

PianoSpeak Academy
Attendance & Notes
Jane Doe

Back To Attendance Overview

Attendance Details

Event	Lesson	Date & Time	8/28/2020 2:00 PM
Teacher	Marlayna Dudley	Attendance	Present
Duration	30 minutes		

Notes

Student:

Scales:
B Scale-Hands separate with metronome 120, 140, 150
Hands Together with metronome 90, 100, 110
***Remember that for the LH, #4 finger (ring finger) starts on B:
4 3 2 1 4 3 2 1
A Scale-hands separate-with metronome on 140, 150
hands together with metronome on 100, 110, 120

Chords:
With the RH:
starting on Middle C, have her practice pressing down C-E-G all at the same time:
Play 1 time, then 3 times, then 5 times, then 10 times in a row
With the LH:
starting on the C BELOW Middle C, have her play C-E-G one at a time, then press it down all at the same time
if she gets the hang of it, have her then have her practice pressing down C-E-G all at the same time
Play 1 time, then 3 times, then 5 times, then 10 times in a row

ONLINE RESOURCES

PianoSpeak Academy

Home

Calendar

Contact Info

Attendance & Notes

Lending Library

Online Resources

Practice Log

Repertoire

Email History

Online Resources

Home

FILE NAME	DESCRIPTION	FILE SIZE (KB)
PSA Homework-Jane 8_13_20.pdf	Jane Homework 8/1/20	2,085
Scales (Video).mov	Scales (Video)	16,039

You can click a document or video uploaded by your teacher and view or download it

PRACTICE LOG

PianoSpeak Academy

Home

Calendar

Contact Info

Attendance & Notes

Lending Library

Online Resources

Practice Log

Repertoire

Email History

Practice Log

Week Starts On Sunday

You have practiced 0:00 hours this week.
Total time practiced this month: 0:00 hours.

This Week	Days Practiced	Hours Practiced	Daily Average
Last 30 Days	0	0:00 (↑ ∞)	0:00 (↑ ∞)
	1	0:01 (↑ ∞)	0:01 (↑ ∞)

Start Timer

+

Manually Add Time

DATE	DAY OF WEEK	DURATION (HH:MM)	ATTACHMENT
8/18/2020	Tuesday	0:01	

Start/Stop automatic timer

Manually Add Time

PianoSpeak Academy

Home

Calendar

Contact Info

Account & Invoices

Attendance & Notes

Lending Library

Online Resources

Practice Log

Repertoire

Email History

Practice Log

Week Starts On Sunday

You have practiced 0:00 hours this week.
Total time practiced this month: 0:00 hours.

This Week	Days Practiced	Hours Practiced	Daily Average
Last 30 Days	0	0:00 (↑ ∞)	0:00 (↑ ∞)
	1	0:01 (↑ ∞)	0:01 (↑ ∞)

Reset Timer

+

Practice Timer

DATE	DAY OF WEEK	DURATION (HH:MM)	ATTACHMENT
8/18/2020	Tuesday	0:01	

When finished select this box

Practice Timer

Practice Timer (0:00:53)

PianoSpeak Academy

Practice Log

MD Marsay Dudley

Back To Practice Overview

Practice Log Details

Date: 9/4/2020 Duration: 1 Minutes

Notes:

Email Teacher: ☐ Marlayna Dudley

Attachments: Drag or click to upload files

SAVE

Email Teacher your practice time

Upload documents or videos

Duration is added automatically if timer was used or add manually

REPERTOIRE (lists of songs to play)

PianoSpeak Academy

Repertoire

Jane Doe

Assigned To You Available

Download

Search Columns

No repertoire assignments were found.

EMAIL HISTORY (of reminders & notifications sent to you)

PianoSpeak Academy

Email History

Jane Doe

Last 3 Months

Search Columns

MESSAGE TYPE	TO	FROM	SUBJECT	DATE/TIME
Lesson Reminder	[REDACTED]		Lesson Reminder	9/3/2020 10:22 PM
Reminder	[REDACTED]	marlaynad@pianospeakacademy.com	Reminder	9/3/2020 10:22 PM
Lesson Reminder	[REDACTED]		Lesson Reminder	8/18/2020 6:42 PM
Reminder	[REDACTED]	marlaynad@pianospeakacademy.com	Reminder	8/18/2020 6:42 PM
Lesson Reminder	[REDACTED]		Lesson Reminder	8/18/2020 6:03 PM

ACCOUNTS & INVOICES (ADULT STUDENT & PARENT ONLY)

PianoSpeak Academy Account & Invoices MD Marsay Dudley ?

Balance Owning: \$170.00 as of 9/30/2020

Account Invoices

9/30/2020 Show 50 Entries Make Payment

Charges from Lessons

STUDENT	DATE	DESCRIPTION	CHARGES	PAYMENTS	SALES TAX	BALANCE
Jane Doe	9/18/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$170.00)
Jane Doe	9/15/2020		(\$5.00)			(\$145.00)
Jane Doe	9/11/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$150.00)
Jane Doe	9/4/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$125.00)
Jane Doe	8/28/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$100.00)
Jane Doe	8/21/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$75.00)
Jane Doe	8/14/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$50.00)
Jane Doe	8/7/2020	2:00 PM (30 min.) - Lesson	\$25.00			(\$25.00)

PianoSpeak Academy Account & Invoices MD Marsay Dudley ?

Balance Owning: \$170.00 as of 9/30/2020

Account Invoices

View Invoices

STATUS	INVOICE #	INVOICE DATE	DUE DATE	DATE RANGE	INVOICE AMOUNT
	20-1024	9/2/2020		8/1/2020 - 8/31/2020	\$0.00

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We want your experience to be smooth and efficient. If you have questions or experience any issues or challenges with the portal please contact me @ **302-561-9189** or email **support@pianospeakacademy.com**