

Brevard Ballet Academy

STUDIO PORTAL · TRAINING

FOR INSTRUCTORS

Instructor Portal Training Guide

The instructor workspace — rosters, attendance, comments, progress reports, private lessons, productions, and competition.

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This guide covers the instructor workspace: today's classes, rosters and attendance, dancer comments, progress reports, private lessons, weekly schedule, productions, and competition information.

Need help? Contact a studio owner or administrator. If an action is outside your role, the portal shows **"You don't have permission to do that."**

What instructors can access

The instructor menu is intentionally focused on teaching work. It does not show the management-only **Invoices/Billing, Users, Import, or Reports** areas. Your classes and dancers are determined by studio assignments.

Use only the records needed for your teaching work. Treat attendance, notes, demerits, and progress reports as private studio information. Turn on **Share with family** only when the comment is appropriate for a guardian to read.

I. Start in My Studio

1. Open **"My Studio"** from the instructor menu.
2. Use **"My classes"** to open a class you teach and **"My students"** to review dancers assigned to you.
3. Check **"This week's schedule"** for upcoming classes.
4. Check **"Upcoming private lessons"** for booked one-to-one sessions.
5. Use **"Student comments"** to review recent teaching notes. The heading is shipped verbatim; elsewhere this guide uses *dancer*.

The screenshot shows the 'My Studio' dashboard for Elena Petrova, an instructor at Brevard Ballet. The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links: Dashboard, My Studio (selected), Classes, Attendance, Comments, Progress reports, Private lessons, Productions, Competition, and Competition.
- Header:** Displays the instructor's name 'Elena Petrova' and title 'Instructor'.
- My Studio Title:** Welcomes the user: 'Welcome, Elena. Your classes, students, lessons, and schedule.'
- My classes (6):** Lists classes with student counts and status:
 - Ballet I: Beginner - Studio A - Tue 4:00-5:00 PM (2/16)
 - Ballet III / Pre-Pointe: Advanced - Studio A - Mon/Wed/Fri 5:00-6:30 PM (1/18)
 - Open Level Ballet: Open - Studio B - Black Box - Tue 6:00-7:00 PM (1/20)
 - Jazz Funk: Beginner - Studio B - Wed 5:30-6:30 PM (1/18)
 - Youth Company Repertoire: Company - Studio A - Sat 1:00-3:00 PM (1/24)
 - Tap Basics: Beginner - Studio B - Thu 4:00-5:00 PM (cancelled)
- My students (3):** Lists students with their age and class:
 - Ava Mitchell: Age 9 - Ballet I, Open Level Ballet
 - Mia Nguyen: Age 8 - Ballet I, Jazz Funk
 - Kai Nguyen: Age 13 - Ballet III / Pre-Pointe, Youth Company Repertoire
- Upcoming private lessons:** Lists private lessons with dates and status:
 - Ava Mitchell: Tue Jul 14, 2:30 PM (confirmed)
 - Mia Nguyen: Tue Jul 21, 3:00 PM (requested)
- This week's schedule:** Lists the weekly schedule:
 - Ballet I: Tue Jun 16 - 4:00 PM
 - Ballet III / Pre-Pointe: Wed Jun 17 - 5:00 PM
 - Jazz Funk: Wed Jun 17 - 5:30 PM
- Student comments:** A section for reviewing teaching notes.

— Instructor My Studio dashboard with classes, dancers, comments, private lessons, and weekly schedule

► Video: My Studio orientation

Watch in the online training library — [videos/instructor-guide/1.1-my-studio.mp4](#)

2. Take attendance

1. In the **"Classes"** navigation group, open **"Attendance"**. The **"My classes"** list on **"My Studio"** is an overview and does not open attendance.
2. For each dancer, choose **"Present"**, **"Late"**, **"Absent"**, or **"Excused"**.
3. When context is useful, select **"Add a note (e.g. left early)"** and enter a concise factual note.
4. Review **"Recent sessions"** to confirm the correct class occurrence was updated.

Use the status that reflects what happened in the room. Do not place medical or unrelated personal details in an attendance note.

— Attendance page with roster statuses, note control, and recent sessions

► Video: Roster and attendance

Watch in the online training library — [videos/instructor-guide/2.1-roster-attendance.mp4](#)

3. Record comments and performance notes

1. Open **"Comments & performance"**.
2. Choose **"Add a comment"** for a normal teaching note or **"Record a demerit"** for the studio's formal behavior process.
3. Complete the fields shown for the selected **"Type"**: - **"Student"** - **"Category"** - **"Reason"** and **"Severity"** for a demerit - **"Comment"** or **"What happened"**
4. Decide whether to enable **"Share with family"**.
5. Click **"Add comment"** or **"Record demerit"**.
6. Existing items show **"Shared"** when a family can see them. Use **"Unshare"** or **"Share with family"** to change visibility when appropriate.

Write observable, neutral facts. Do not use comments for emergencies, diagnoses, or sensitive conversations that should go directly to studio leadership.

— Comments and performance page with comment, demerit, and family-sharing controls

► Video: Comments and performance

Watch in the online training library — [videos/instructor-guide/3.1-class-notes.mp4](#)

4. Complete progress reports

1. Open **"Progress reports"** and select **"Fill progress reports"**.
2. Choose the **"Class"** and **"Template"**, then click **"View"**.
3. Use **"Fill"** for a new report, **"Edit"** for a saved draft, and **"Close"** to leave the report panel.
4. Complete the template's ratings and **"Overall comments"**.
5. Click **"Save draft"** if the report needs more work. Drafts remain editable.
6. Review the report and click **"Submit"** when it is ready for the studio's next step.

Report statuses are **draft**, **submitted**, and **released**. Submission is not the same as release: a family sees the report only after the studio releases it.

— Progress reports workflow with class and template selection, draft, and submit controls

► Video: Complete progress reports

Watch in the online training library — [videos/instructor-guide/4.1-progress-reports.mp4](#)

5. Manage private lessons

Publish availability

1. Open **"Private lessons"**, then **"Availability"**.
2. Choose the **"Instructor"**, **"Date"**, **"From"**, and **"To"** values.
3. Click **"Add"**. The portal confirms **"Availability added."**

Publish only times you can reliably teach and keep the assigned studio's operating hours in mind.

Manage booked lessons

1. Open **"Lessons"**.
2. Review lessons with a status of **requested**, **confirmed**, or **completed**.
3. Use **"Confirm"** to accept a requested lesson, **"Mark complete"** after it occurs, or **"Cancel"** when it cannot take place.

Confirm the dancer, date, time, studio, and lesson length before changing status. Payment questions belong with a studio owner or administrator.

The screenshot shows the 'Private lessons' management interface for Elena Petrova, an instructor. The interface is divided into two main sections: 'Availability' and 'Lessons'.

Availability Section: This section allows the instructor to set specific dates and times when private lessons can be booked. It includes a table with columns for 'Date', 'From', and 'To'. Two entries are shown: 'Tue, Jul 21 - 2:00 PM-4:00 PM' and 'Thu, Jul 23 - 2:00 PM-5:00 PM'. Each entry has a 'Remove' button.

Lessons Section: This section displays a list of booked lessons. It includes a header '3 total - grouped by studio.' and a sub-header 'AT STUDIO - STUDIO A - MAIN HALL - 3'. The lessons are listed in a table with columns for 'Dancer', 'Instructor', 'Status', and 'Date/Time'. Three lessons are shown: 'Ava Mitchell' (confirmed), 'Kai Nguyen' (completed), and 'Mia Nguyen' (requested). Each lesson has a 'Mark complete' or 'Confirm' button and a 'Cancel' button.

Below the screenshot, a caption reads: — Private lesson availability and lesson status controls

► Video: Manage private lessons

Watch in the online training library — [videos/instructor-guide/5.1-private-lessons.mp4](#)

6. Review your weekly schedule

1. Open **"My Studio"**.
2. Use **"This week's schedule"** for upcoming class sessions assigned to you.
3. Use **"Upcoming private lessons"** for booked one-to-one sessions.
4. Open **"Attendance"** from the **"Classes"** navigation group when you need to take or correct attendance for a class meeting.

Instructor-only accounts do not have the management **"Calendar"** page. The schedule cards on **"My Studio"** are the supported instructor planning view.

The screenshot displays the 'My Studio' dashboard for Elena Petrova, an instructor. The interface includes a dark sidebar with navigation options: Dashboard, My Studio (selected), Classes, Attendance, Comments, Progress reports, Private lessons, Productions, Competition, and Competition. The main content area is titled 'My Studio' and includes a welcome message: 'Welcome, Elena. Your classes, students, lessons, and schedule.' Below this, there are several sections:

- My classes (6)**: A list of classes with their respective levels, studios, and times. Each class has a progress indicator (e.g., 2/16, 1/18, 1/20, 1/18, 1/24). The 'Tap Basics' class is marked as 'cancelled'.
- My students (3)**: A list of students with their names, ages, and the classes they are enrolled in. The students are Ava Mitchell (Age 9), Mia Nguyen (Age 8), and Kai Nguyen (Age 13).
- Upcoming private lessons**: A section showing upcoming private lessons for Ava Mitchell (Tue Jul 14, 2:30 PM, confirmed) and Mia Nguyen (Tue Jul 21, 3:00 PM, requested).
- This week's schedule**: A section showing the weekly schedule for Ballet I (Tue Jun 16 - 4:00 PM), Ballet III / Pre-Pointe (Wed Jun 17 - 5:00 PM), and Jazz Funk (Wed Jun 17 - 5:30 PM).

At the bottom of the main content area, there is a blue box labeled 'Instructor schedule' with the text: 'Use This week's schedule and Upcoming private lessons here; attendance opens from Attendance.'

— My Studio with This week's schedule and Upcoming private lessons highlighted

7. Review productions

1. Open **"Productions"** and choose the production.
2. Check **"Roles & cast"** before rehearsals so you know each dancer's assignment.
3. Open **"Rehearsals"** to review dates, times, and studio information.

If cast or rehearsal information looks wrong, contact the production owner or a studio administrator instead of working around the assignment.

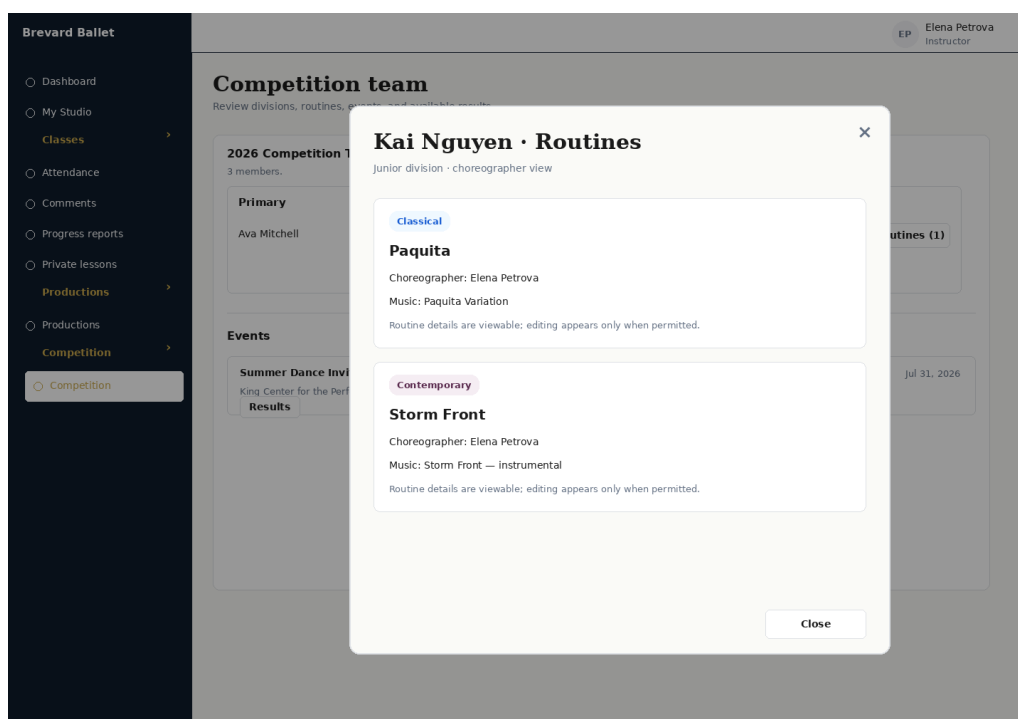
The screenshot displays the 'Productions' page for Brevard Ballet. On the left is a dark sidebar with navigation links: Dashboard, My Studio, Classes, Attendance, Comments, Progress reports, Private lessons, Productions (highlighted), Competition, and Competition. The main content area is titled 'Productions' with a subtitle 'Casting and rehearsal schedule for the studio's productions.' It features a card for 'The Nutcracker' (active) by Brevard Ballet, located at the King Center for the Performing Arts. Under 'Roles & cast', it lists Clara (Ava Mitchell), Snow Corps (Mia Nguyen, Kai Nguyen), and Party Children (Ava Mitchell, Mia Nguyen (understudy)). The 'Rehearsals' section shows 'Clara blocking' on Sat, Jul 25, 10:00 AM-12:00 PM at King Center — Studio Theater, and 'Full-cast run-through' on Sat, Jul 25, 1:00 PM-4:00 PM at King Center — Main Stage. A note at the bottom states: 'Read-only instructor view — casting and rehearsal details appear without management controls.'

— Production page with Roles and cast and Rehearsals

8. Review competition information

1. Open **"Competition team"**.
2. Select the relevant **"Primary"**, **"Junior"**, or **"Senior"** group.
3. Use **"Routines"** for choreography assignments, **"Events"** for the schedule, and **"Results"** for recorded outcomes.

Only use editing controls that your assigned role exposes. Ask a studio owner or administrator to correct team assignments or management-level records.



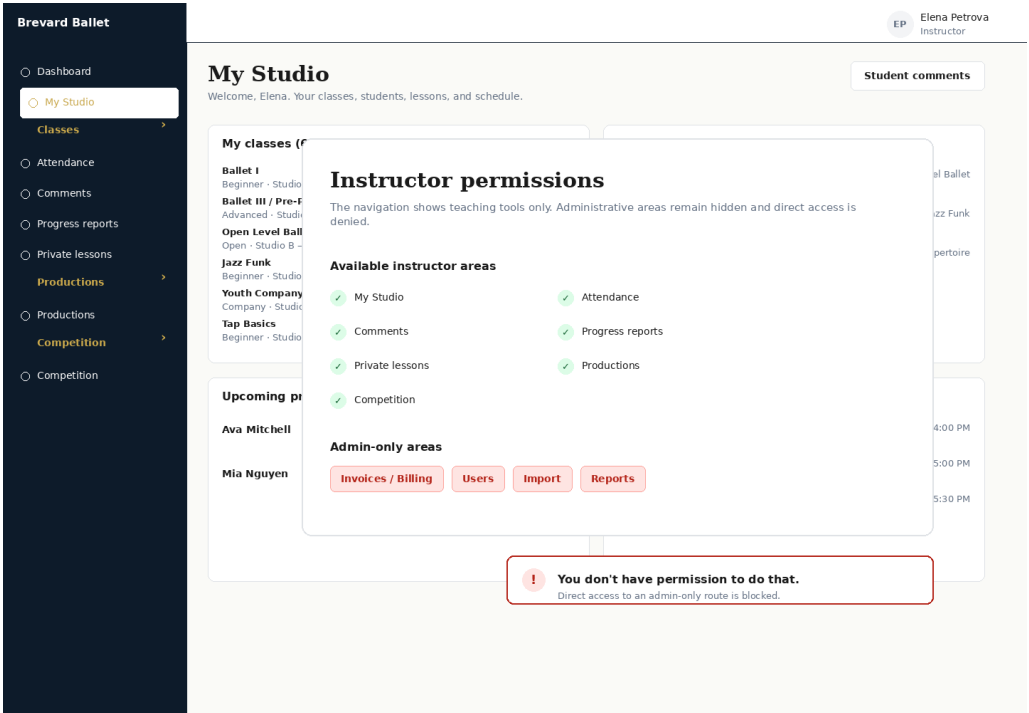
— Competition team page with group, routines, events, and results

9. Understand permission boundaries

Instructor access follows least privilege:

- The navigation omits **Invoices/Billing, Users, Import, and Reports**.
- You see teaching records connected to your assigned work.
- Direct links do not bypass access rules. A blocked action shows **"You don't have permission to do that."**
- Ask an owner or administrator to change user access, billing, imports, reports, organization settings, or records outside your assignment.

Do not borrow another person's account or ask for a broad role to complete a single blocked task.



Brevard Ballet

EP Elena Petrova
Instructor

My Studio
Welcome, Elena. Your classes, students, lessons, and schedule.

Student comments

My classes (4)

- Ballet I Beginner - Studio
- Ballet III / Pre-I Advanced - Studio
- Open Level Ball Open - Studio B
- Jazz Funk Beginner - Studio

Upcoming productions

- Ava Mitchell
- Mia Nguyen

Instructor permissions
The navigation shows teaching tools only. Administrative areas remain hidden and direct access is denied.

Available instructor areas

- My Studio
- Attendance
- Comments
- Progress reports
- Private lessons
- Productions
- Competition

Admin-only areas

- Invoices / Billing
- Users
- Import
- Reports

You don't have permission to do that.
Direct access to an admin-only route is blocked.

— Instructor permission boundary with limited navigation and permission message

Troubleshooting

A class or dancer is missing. Ask a studio owner or administrator to verify the instructor assignment. Do not create a duplicate class or dancer.

I selected the wrong attendance status. Return to the same class occurrence and correct the status. If the session is locked or no longer available, contact an administrator.

A family should not have seen a comment. Use **"Unshare"** if the control is available, then notify studio leadership if the note contained sensitive information.

A progress report is already submitted or released. Contact the person responsible for report review. Do not create a second report to replace it.

I see "You don't have permission to do that." The action is outside your current role or assignment. Send the studio owner the screen name, record involved, and task you were trying to complete.