FOR TEACHERS

The teacher guide

NoteAdventure™ is a companion to your teaching. It never teaches, never listens (there is no microphone) and never replaces you: it keeps track of the week between lessons, so you walk in knowing how it went.





Your first week

1. **Open your setup email**
   Titled **“Set up your NoteAdventure teacher account”**. Choose your password from its link.

2. **Put the app on your phone**
   It is in a preview, not in the stores yet: see **the iPhone sheet** or **the Android sheet**.

3. **Sign in, on both**
   One email and password for the app and the studio portal in your browser.

4. **Check your students**
   Someone missing, or a name you don't teach? Tell your studio.

5. **Before each lesson, open the pre-lesson summary**
   Thirty seconds tells you how the week of practice went.

6. **After each lesson, record it**
   What you covered, the homework, and up to three focus pieces.

Phone and browser

The phone is for the lesson. The browser is for the week. Both work on the same records, so a lesson written in one shows up in the other.

The NoteAdventure app

For the moment you are at the piano with a student: the pre-lesson summary, starting the lesson clock, jotting the homework, confirming a mastered piece, sending kudos.

The studio portal

For everything around it: all your students on one screen, assigning pieces to several students at once, booking lessons, and lesson notes you'd rather type on a real keyboard.

The portal works in any modern browser on a computer or a tablet, portrait or landscape, with buttons big enough to tap while standing at the piano. There is nothing to install.

Setting up and signing in

Your setup email

There is no sign-up form. Your studio adds you as a teacher, and that sends the setup email.

- The link in it is personal to you, works once and expires after **3 days**. If it has expired, ask your studio to send the setup email again.
- Your password needs at least 8 characters, with an uppercase letter, a lowercase letter and a number.
- The email also names the studio portal's address. Keep it, or bookmark the portal once you are in.

Signing in

1. **In the app**

   Enter your email and password on the sign-in screen. You land on your own home screen: today's lessons and the students who need attention.

2. **On the portal**

   Go to the portal address from your setup email and sign in with the same email and password. You land on your dashboard; your students are under **Students**.

Your account

- **Forgot your password?** Tap **Forgot password?** on either sign-in screen. The reset link works once and expires after an hour. If the email doesn't come, check spam, then tell your studio: it may be a studio email setting.
- **Changing your email or password.** On the portal, open **My account**.
- **Your two names.** Your studio records your full name, which staff see, and the name children see, written the way a child would say it (for example “Mr. B”). Children only ever see the second one. To change either, ask your studio.

Your students

Your roster is every student you teach on one screen, and only the students you teach.

On the portal

Open **Students**. For each student you see:

This week's focus

What they are meant to be working on right now.

Streak

Practice days in a row. It forgives missed days: by default a student can miss up to 2 in any 7 and keep it. A streak that has really lapsed shows 0.

Weekly goal

How far along they are toward this week's practice goal.

4-week trend

A small chart of practice. Look for the shape: steady, slipping or stopped.

Pieces

How many are mastered and how many are in progress.

Open a student for the full page: their streaks, their current pieces, and the places to write a lesson, send a note and send a high five.

In the app

Open the menu at the top left. **My Students** is your roster, and **Dashboard** gives the overview: active and inactive students, streaks, lessons this month and the average practice this week. The home screen counts how many students **Need Attention**.

> TIP
>
> The one to act on is usually the quiet one. A student who hasn't practiced in nine days won't tell you, so a student with no practice at all still appears on your roster. They are the one you most need to see.

Before a lesson

In the app, tap a student from today's schedule or your roster and open **Pre-Lesson**. One screen gives you:

- **Practice this week**: total time, sessions and days practiced.
- **Last lesson**: what you covered and the homework you set.
- **Recently practiced**: the pieces they have been working on.

- **Recent sessions**: each practice, with the mood and any note the student logged.
- **Active feedback**: notes from you that are still showing in their app.

It is the difference between “How did practice go?” and “I can see Tuesday was a rough one. What happened?”

> IN THE LESSON
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> Celebrate practice days first; the streak is the small print. Remind students that ten minutes counts. And let the practice data shape the lesson plan, not just the conversation.

Recording a lesson

One lesson record, whether you write it in the app or on the portal.

Three ways to write it

During the lesson, in the app

From the pre-lesson summary, tap **Start Lesson**. The lesson clock runs while you take notes; tap **Save & End** when you finish.

Afterwards, in the app

On the pre-lesson summary, tap the **Record Lesson** button at the top, pick the date, fill it in and tap **Save Lesson**.

On the portal

Open the student, fill in **Write a lesson**, and tap **Save lesson**.

The fields, and who reads them

Field	Who reads it
Lesson summary (portal: What we covered)	The parent and the student.
Homework	The student. It drives their practice screen.
Next lesson focus (portal: Next week's focus)	The student.
Notes for the parent (portal: Parent notes)	Written for the parent, but a child practicing on a parent's phone can see it too.

> **IMPORTANT**
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> The parent notes are not a private channel. Write them as though the child may read them, because sometimes they will. If something truly must not reach the child, say it to the parent outside the app.

Changing a lesson

You can edit a lesson for **24 hours** after you create it. After that it is part of the student's history; if something needs correcting later, ask your studio.

Focus pieces

Under the lesson fields, you can tick up to **three** of the student's current pieces as this lesson's focus. The list holds the student's own pieces, the ones you assigned and the ones they added themselves; mastered pieces are left out.

- The student sees them by name on **This Week's Focus**, and marked **Teacher's pick** when they choose what to practice.
- The first time they practice each one after your lesson, the app thanks them with a small bonus. That is once per piece per lesson, so at most three a lesson, and never daily. Pick the same piece at the next lesson and its first practice earns the thank-you again.
- The student is not told about the bonus in advance, on purpose. The reason to practice the piece is that you chose it; the bonus is a thank-you afterwards.
- Your studio can change the size of the bonus or turn it off.

> **NOTE**
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> The portal sets focus pieces when you write a lesson but cannot change them afterwards. To change them, open the lesson in the app and edit it within the same 24 hours. A piece already thanked for that lesson is not thanked twice if you remove it and put it back.

Marking a piece mastered

When a student truly has a piece, mark it mastered. This is not bookkeeping: it sets off a full-screen fireworks celebration in the student's app, credited to you by the name children see, and moves

them forward on their trail. It means something because a teacher said it.

1. **Open the student's pieces in the app**

   A piece the student has marked as ready shows **Waiting for you**. Their marking only flags it; the confirmation is yours.

2. **Mark it mastered**

   Choose **Mark as Mastered**. The celebration appears in the student's app.

- **Pieces the student chose.** A piece they added on their own is marked **Student's choice**. When you confirm it, they get the full celebration too, saying they chose it and you say they have mastered it.
- **A high five, if you like.** After a mastered piece or a saved lesson, the app offers to send a high five. Turn that prompt off with **Ask me after lessons** in the menu.

Feedback and encouragement

These land in front of a child. Write them to be read by the student, not about them. “Your left hand in bar 12 is so much cleaner this week” does more than “good progress.”

Feedback notes

A short message that appears in the student's app, from you, for as long as you choose. A few sentences reads best on a phone.

- **In the app:** open the student, tap **Send Feedback**, write your note or start from a quick template, and choose to show it for 3 days, 1 week or 2 weeks. **Feedback Sent** in the menu lists what you have sent, and **Templates** holds your own starting points.
- **On the portal:** open the student and write in the note box on their page, shown for 1, 7 or 30 days.

Kudos and high fives

1. **Open the student and tap Send Kudos**

   In the app. Choose Kudos, Milestone, Keep Going or Great Streak.

2. **Write or pick a message, and send**

   The next time the student opens the app, a card appears on their map with your words, headed with the name children call you, for example “Mr. B sent you kudos!” Each card shows once.

Choose **Send High Five** instead and the student gets the high-five animation. The portal's student page can send a high five too.

Your schedule

You book your own lessons. Your studio can step in to move things when it needs to, but the day-to-day is yours.

Booking on the portal

1 Open Schedules

Your week appears as a calendar. Move with ← **Previous week** and **Next week** →.

2 Press + Add on the day you want

Empty days have the button too. **Add Schedule** at the top does the same.

3 Pick the student, date, time and length

Save, and the lesson appears in your calendar and in the app.

- **To move a lesson,** open it and change the date or time. **To cancel one,** remove it.
- **Nothing repeats automatically.** If you teach a student every Tuesday, you book each Tuesday. It is a little more work, and it means the calendar never shows a lesson on a holiday or during recital week that isn't really happening.

In the app

Your home screen shows today's lessons. **Schedule** in the menu shows the week, with today marked. Tap an upcoming lesson for that student's pre-lesson summary, or a past one to see what was recorded.

The piece catalog

The studio shares one catalog of repertoire. If a piece is missing, add it: everyone in the studio benefits.

Several students at once (portal)

Open **Pieces**, tick the pieces you want, press the **Assign to students** button that appears, and choose who gets them. Only your own students appear. Three recital pieces to six students is one step.

One student (app)

Open the student, tap **Assign Piece**, and search by name or composer. Not there? **New Piece** adds it to the catalog and assigns it.

Pieces you assign are marked as teacher-assigned. On the portal, **Add Piece** adds to the catalog without assigning it.

Ratings and reports

- **Parents can rate a lesson** from one to five stars. In the app, each lesson's detail shows the stars, and **My Ratings** (on the home screen and in the menu) shows your average and how it moves month by month.
- **Written comments go to the studio, not to you,** so a parent can be candid. You see the stars only.
- **Reports.** On the portal, **Reports** then **Reports by Teacher** shows practice and progress for your own students.
- **A progress report for one student.** In the app, open the student and tap **Report**: practice, streaks, pieces and recent lessons over a period you choose.

You see your own ratings and your own students' numbers, never another teacher's.

What you see, and what you don't

You see your own students. You do not see other teachers' students: not their names, not their practice, not their lesson history.

That is deliberate, and it is enforced by the system, not just hidden on the screen. These are children's records, and the fewer adults who can read any one child's history and their parent's notes, the better. It protects you too: nobody else reads your students' notes.

- **Siblings.** If you teach one child in a family and a colleague teaches another, you see only yours.
- **No comparisons.** NoteAdventure never shows one child how another is practicing. A student's Top 10 badges are private to their family.
- **Ratings.** Your own stars only; never another teacher's, and never the written comments.
- **Studio business.** Invitations, the waiting list, studio settings and adding or removing staff belong to your studio's administrator.

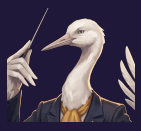
> SOMEONE MISSING, OR SOMEONE EXTRA?
>
> A student who appears but isn't yours, or one of yours who is missing, is an assignment question. Ask your studio to check who you are assigned to.

If something goes wrong

What you see	What to do
The setup link says it is not valid	Setup links work once and expire after 3 days. Ask your studio to send the setup email again.
“Access denied” when signing in to the portal	Your account isn't recognized as staff. Ask your studio to check that your teacher account is active.
A student is missing from your roster	You are probably not assigned to them. Ask your studio.

What you see	What to do
You can't edit a lesson	The 24 hours have passed. Ask your studio if it needs correcting.
The reset email never arrives	Check spam, then tell your studio. It may be a studio email setting that affects everyone.
Feedback won't send	Check your internet connection and try again.
A button does nothing, or the app closes	That's a bug, not your device. Email us what you tapped and on what device.

When you report something, say what you were doing, what you expected and what happened. Screenshots help enormously. “I tapped Save on a lesson and the page went blank” gets fixed far faster than “it's broken.”



Need help?

Questions about lessons, your account or which students are yours go to your studio. Something not working in the app or the portal? Use **Report an Issue** on the app's About screen (in the menu), or email **issues-na@sniffsafarilabs.com**. A real person reads every one and replies on the same thread.