



SOP: Accessing Units & Lessons

Purpose:

This SOP explains how to navigate the Teaching Portal to access units of work, lessons, and pages, as well as how to track progress and return to the Admin Portal.

Pre-requisites:

- Digit Music Portal account (email + password)
 - Access to the **Teaching Portal** (aqua green highlight box)
 - At least one unit of work available in your account
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Step-by-Step Instructions

1. Switch to the Teaching Portal

- After logging in, look at the **bottom left corner** of the dashboard.
- Click **Teaching Portal**.
- Confirm you are in the Teaching Portal by looking for the **aqua green highlight box** around the edge of the screen.

2. Access a Unit of Work

- Hover over the unit of work thumbnail (e.g. Unit of Work 1).
- Click the thumbnail to open it.
- You will now see all lessons available in that unit.

3. Open a Lesson and View Pages

- Click a lesson title to expand it and view all pages within that lesson.
- Click any page to access its content.

4. Review and Complete Each Page

- Each page includes instructions, videos, and resources for delivering whole-class music.
- Scroll to the bottom of the page and click **Mark as Complete** before moving to the next page.
- Repeat this process for each page in the lesson.

5. Track Progress & Navigate Back

- At the top of the page, use the **file directory (breadcrumb navigation)** to go back to the lesson overview or the main unit page.
- Your completed pages will show as **progress** within the lesson view.

6. Return to the Main Resources Page

- Either click **Resources** in the file directory at the top of the screen OR
- Click **Resources** from the left-hand menu.
- This will take you back to the main list of available units of work.

7. Switch Back to the Admin Portal

- Look at the bottom left corner.
- Click **Go to Admin Portal**.
- Confirm you are back in the Admin Portal by checking for the **yellow highlight box**.

Tips & Common Mistakes:

-  Always check the **border color** (aqua = teaching, yellow = admin) so you know where you are.
-  Mark each page as complete to track progress — this helps you know where you left off next time.

-  If you can't find lessons, make sure you are in the **Teaching Portal** (not the Admin Portal).

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