



SOP: Logging In & Navigating

Purpose:

This SOP explains how to log in to the Digit Music Portal, switch between the Admin and Teaching portals, and access units of work and lessons.

Pre-requisites:

- Digit Music Portal account (email + password)
 - Internet access and supported browser
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Step-by-Step Instructions

1. Log In

- Go to the Digit Music Portal.
- Enter the email and password you signed up with.
- Click **Login**.

2. Identify the Admin Portal

- Once logged in, you will be on the **Admin Portal**.
- Look for the **yellow highlight box** around the edge of the screen — this confirms you are on the admin side.
- Here, you can add/edit classes, add/edit students, and access reports.

3. Switch to the Teaching Portal

- Scroll to the bottom left of the page.
- Click **Teaching Portal**.
- Look for the **aqua green highlight box** — this confirms you are now on the teaching side.

4. Access a Unit of Work

- Click on a **Unit of Work** from the list.
- Inside each unit, you will see all the lessons contained within it.

5. Open a Lesson and Page

- Click on a **lesson** to open it.
- Click on a **page** within the lesson to access the content.
- After completing a page, click **Mark as Complete** to track your progress.

6. Navigate Back

- To go back to the main resources:
 - Use the breadcrumb navigation at the top (e.g. click **Unit of Work 1** to go back to lessons, or **Resources** to go back to the Unit of Work list).
 - Or click **Resources** on the left sidebar to jump straight back to the main resources page.

7. Return to Admin Portal

- Navigate to the bottom left.
- Click **Go to Admin Portal**.
- Look for the **yellow highlight box** to confirm you are back on the admin side.

Tips & Common Mistakes:

-  Always check the **border color** (yellow = admin, aqua green = teaching) to know where you are.
-  If you can't find a lesson, make sure you are in the **Teaching Portal**, not the Admin Portal.

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