

forte

TEACHER
USER
GUIDE

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SYSTEM REQUIREMENTS

- A desktop or laptop computer with the Chrome browser or an iPad with the Safari browser is required to use Forte.
- A strong and steady internet connection.
- If you do not have Google Chrome, you can download it for free [here](#).
- Headphones are highly recommended but not required*.

FORTE PURE AUDIO

Forte Pure Audio offers industry-leading live streaming audio quality, allowing you to more clearly hear the music your students are making, including dynamics, resonance, tone colors, intonation, vibrato, and phrasing.

Forte Pure Audio was developed and tested by the world's top music teachers to provide us all with a tool that allows us to feel closer to our students and their playing during lessons. Say goodbye to unwanted compression, filters, and volume adjustments. The internet fades into the background as Forte Pure Audio opens your ears to accurate dynamics, clear articulations, and a bigger range of pitch and tone colors (bass players and piccolo players rejoice!).

For the first time in an online lesson, you will be able to:

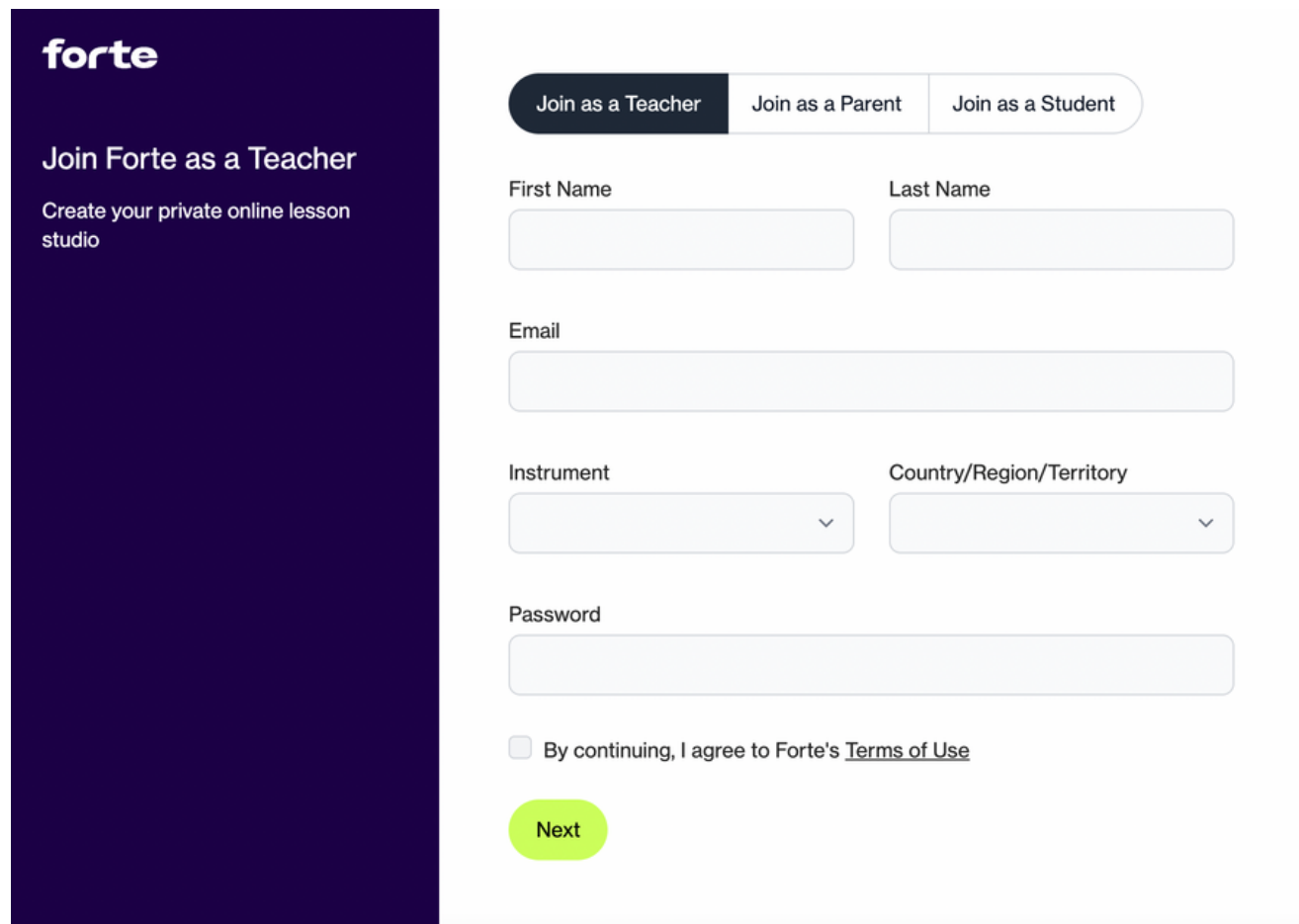
- Clearly hear all of your student's sound production, from the upbow/breath in, to the follow-through after they release a note.
- Play with your student while still being able to hear them. You can hold a note while your student searches for where your sounds blend and intonation locks.
- Dive back into the topics that music teachers have given up on when using Zoom, like tone colors, projection, blend, and intonation.

***Headphones are highly recommended to experience the full benefits of Forte Pure Audio.**

CREATING YOUR ACCOUNT

To create your account, visit app.fortelessons.com/signup and select **Join as a Teacher**.

Complete the required fields, then click **Next**.

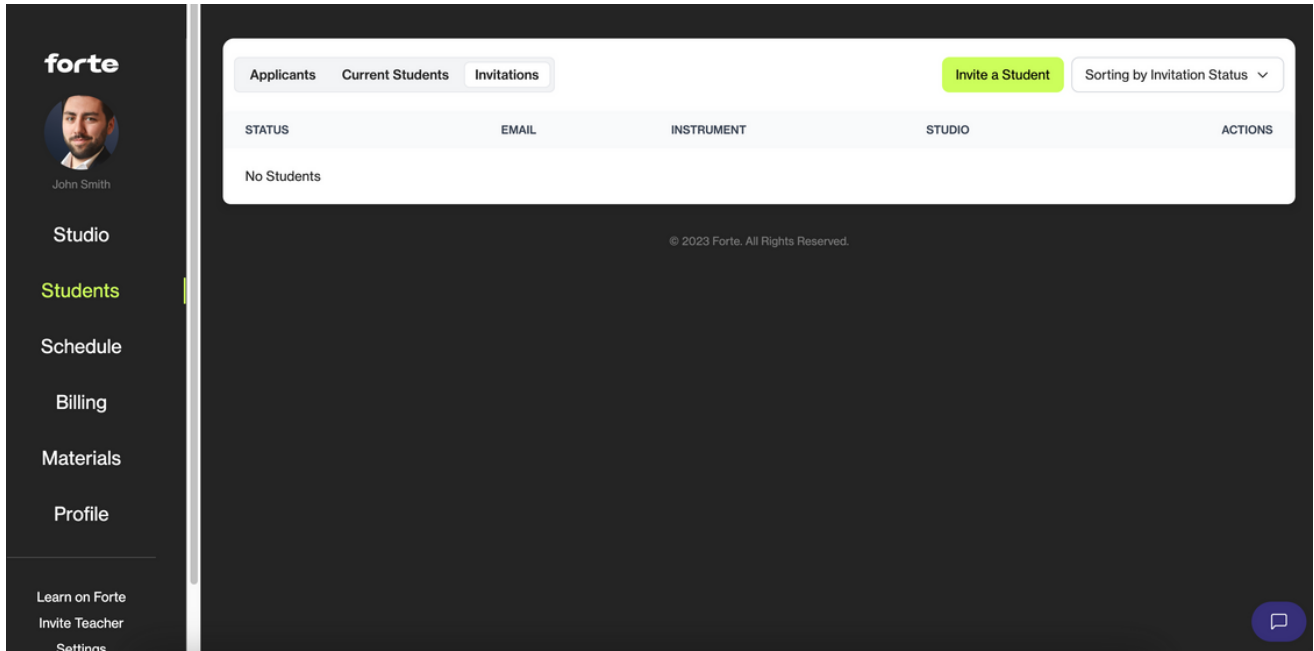


The screenshot shows the Forte account creation interface. On the left is a dark purple sidebar with the Forte logo and the text "Join Forte as a Teacher" and "Create your private online lesson studio". The main area has three tabs: "Join as a Teacher" (selected), "Join as a Parent", and "Join as a Student". Below the tabs are input fields for "First Name", "Last Name", "Email", "Instrument" (a dropdown menu), and "Country/Region/Territory" (a dropdown menu). There is a "Password" field below these. At the bottom, there is a checkbox labeled "By continuing, I agree to Forte's [Terms of Use](#)" and a green "Next" button.

ALL INFORMATION ENTERED INTO FORTE IS SUBJECT TO BEST-IN-CLASS SECURITY AND WILL NEVER BE SOLD UNDER ANY CIRCUMSTANCE.

CREATING YOUR ACCOUNT

When you first log into Forte, you will be taken to your Forte Studio Dashboard. From here, you can see a list of your current students and invite new students to join your Forte studio.



To invite your current students to join your Forte studio:

Click the **Invitations** tab on your **Students** tab and click on the **Invite a Student** button to invite your students to Forte. Enter their email into the box provided. Click Invite.

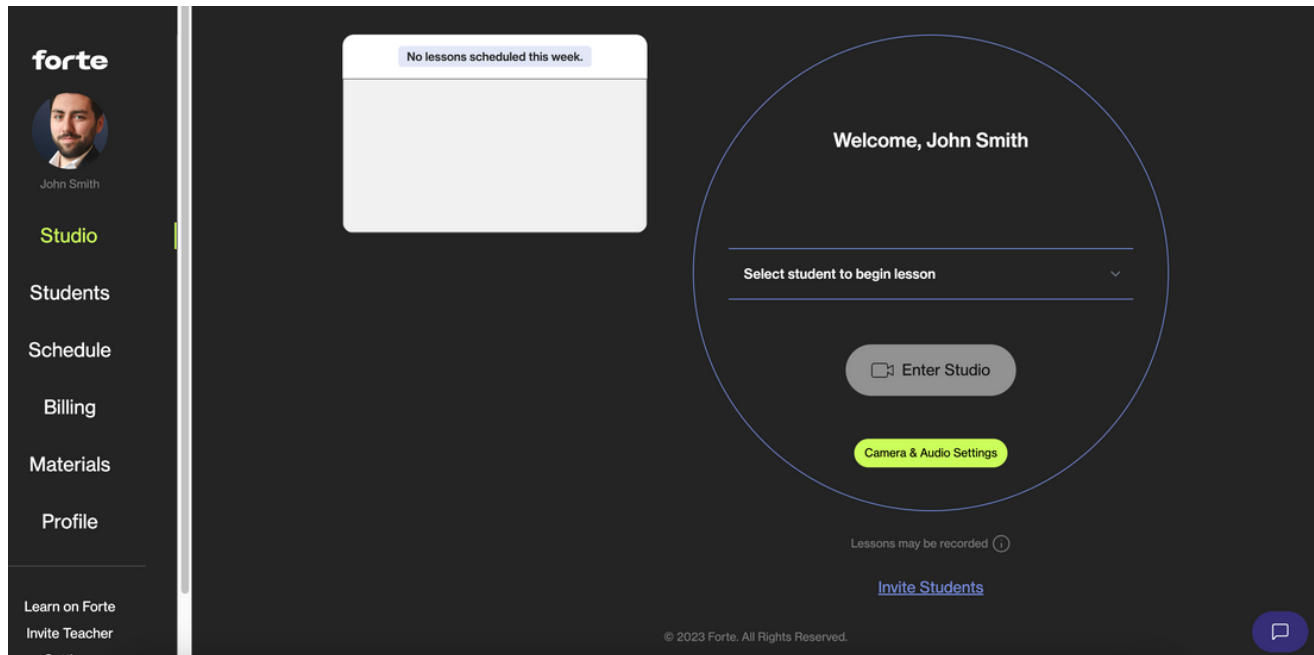
A screenshot of the 'Invite a Student' modal form. It has a title bar with a close button (X). The form contains two input fields: 'Student Email' and 'Studio'. The 'Studio' dropdown menu is open, showing 'John's Piano Studio' as the selected option. At the bottom of the form are two buttons: a green 'Send Invitation' button and a grey 'Cancel' button.

Your student will receive an invitation via email inviting them to create a Forte account and become a student on Forte. You will see them listed as Invited on your student roster.

YOUR FORTE ACCOUNT

Studio

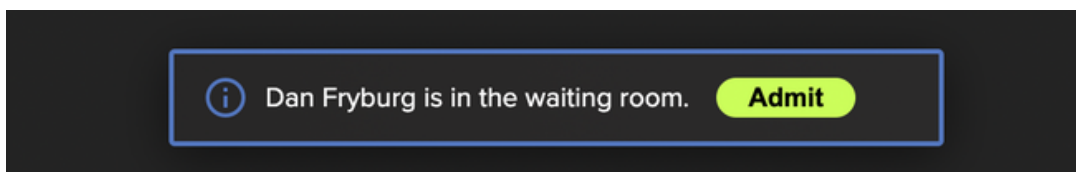
The **Studio** screen is where you access lessons with your students. To begin a lesson, select the student you'd like to have a lesson with from the dropdown menu and click on **Enter Studio**.



Admitting students to your lesson from the waiting room feature

If you have the **Waiting Room** feature turned on in your **Settings**, you will need to admit your student once they try to join. When your student enters the waiting room, you will hear a bell, and a notification with a button to admit the student will appear at the bottom of the studio screen.

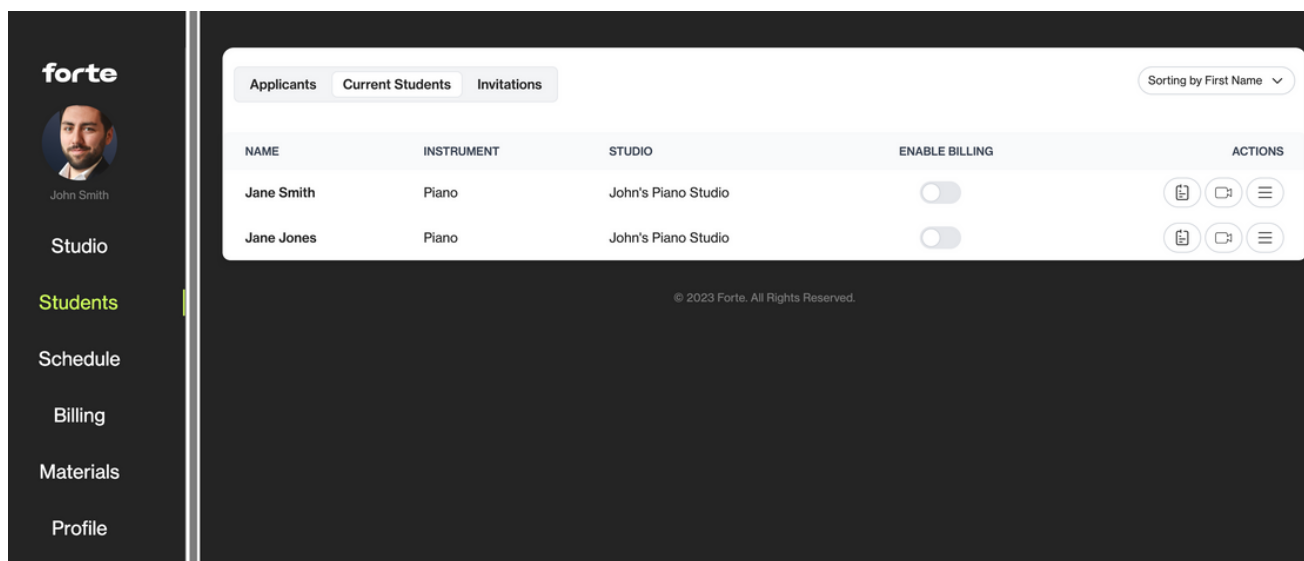
Once you click the **Admit** button, your student will connect to the lesson.



YOUR FORTE ACCOUNT

Students

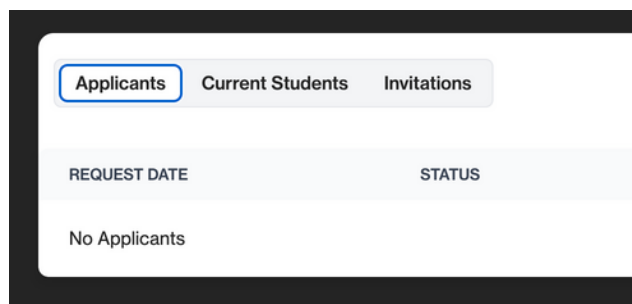
The **Students** tab shows you your current roster of students, including pending students whom have requested to join your studio through Forte or you have invited to connect with on Forte.



From the **Students** screen, you can manage your student roster by inviting new students to join or removing students who are no longer studying with you. From here, you can also access each of your student's **Shared Notebooks** by clicking on the **Notes** button.

Accepting a new student request from Forte

When a new student has reviewed your profile on Forte and reaches out for a trial lesson, you will see their name listed in the Applicants section on your Students tab.



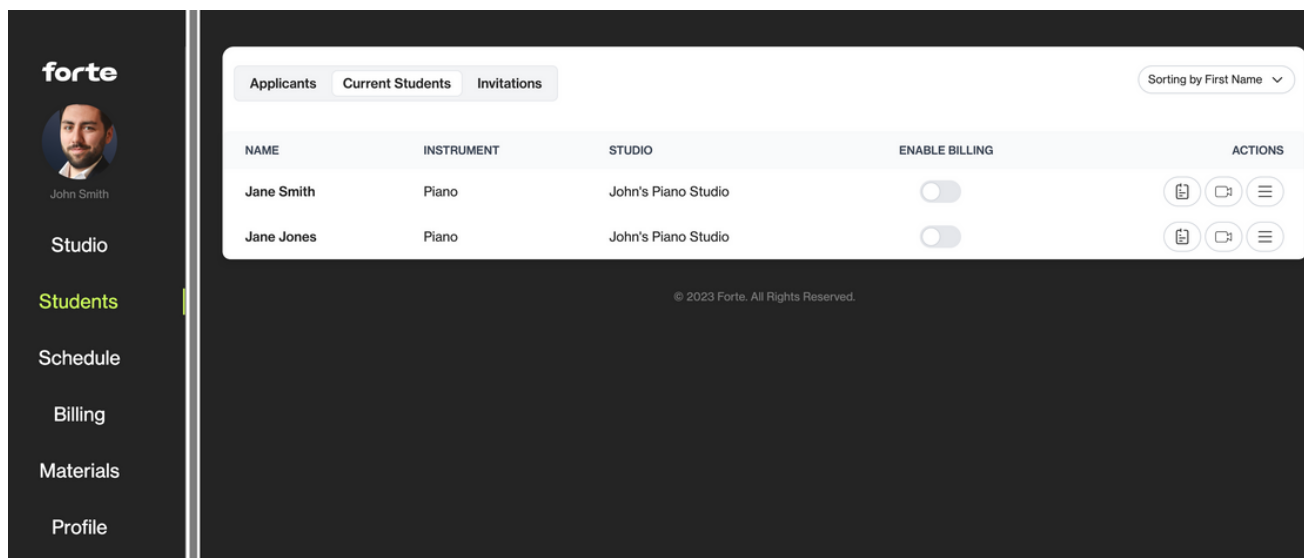
Setting up a trial lesson

Students will set up a meet and greet/trial lesson based on the Meet and Greet Availability you've set in your **Schedule Configuration** settings. Once they do, you will receive a notification letting you know, and you can then reach out to them using the Chat feature to confirm the date and time.

YOUR FORTE ACCOUNT

Students (cont.)

The **Students** tab shows you your current roster of students, including pending students whom you have invited to connect with on Forte.



From the **Students** screen, you can manage your student roster by inviting new students to join or removing students who are no longer studying with you. From here, you can also access each of your student's **Shared Notebooks** by clicking on the **Notes** button.

Inviting your current students to Forte

To invite your students to join your Forte studio:

Click the **Invitations** tab on your **Students** tab and click on the **Invite a Student** button to invite your students to Forte. Enter their email into the box provided. Click Invite.

A screenshot of the 'Invite a Student' modal form. It has a title bar with a close button (X). The form contains two input fields: 'Student Email' and 'Studio'. The 'Studio' field is a dropdown menu currently showing 'John's Piano Studio'. At the bottom are two buttons: 'Send Invitation' (green) and 'Cancel' (grey).

Your student will receive an invitation via email inviting them to create a Forte account and become a student on Forte. You will see them listed as Invited on your student roster.

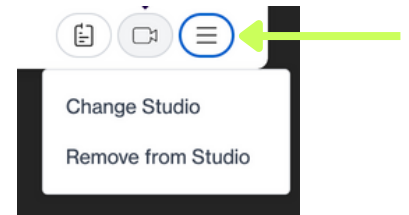
YOUR FORTE ACCOUNT

Students (cont.)

Removing students from your roster

To remove a student from your Forte studio:

Click the **More** button on the right of the student and select **Remove from Studio**.



Please note: The student will be removed from your studio but will continue to have access to the shared notebook.

Accessing your students' Shared Notebooks

Every student listed on your roster has a **Shared Notebook**, which is a shared document between you and the student.

- This document can be used to take notes during the lesson and to assign practice items. It can be accessed during the lesson by clicking on the Shared Notebook icon.
- To access a student's Shared Notebook between lessons, click on the **Notes** icon next to their name in your student roster on the **Students** tab.

A screenshot of the Forte Studio Dashboard. On the left is a dark sidebar with the Forte logo, a user profile for Dan Fryburg, and navigation links: "My Studio", "Dashboard" (highlighted in green), "Materials", and "My Profile". Below these are links for "Switch Role", "Settings", "Help Center", and "Sign Out". The main area is titled "Studio Dashboard" and "Students (4)". It contains a table with columns: "Name", "Instrument", "Studio", and "Actions". The table lists four students: Mark DanStudent, Dan Fryburg, John Williams, and Dan Parent, all with "Clarinet" as the instrument and "Dan's Clarinet Studio" as the studio. Each student row has three icons in the "Actions" column: a document icon, a video camera icon, and a close (X) icon. A green arrow points to the document icon for Mark DanStudent. Below the table are two "Invited" rows with email addresses and a button labeled "Add a Student".

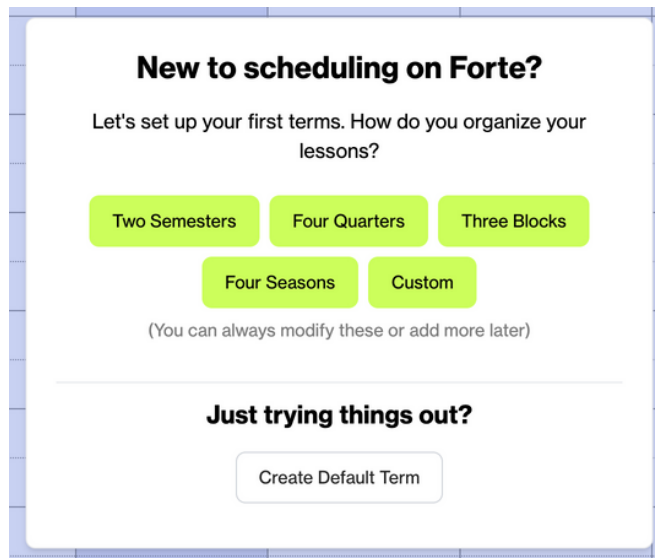
YOUR FORTE ACCOUNT

Schedule

Setting your Schedule terms

The **Schedule** tab allows you to keep track of your lesson schedule, as well as adjust or cancel upcoming lessons with students.

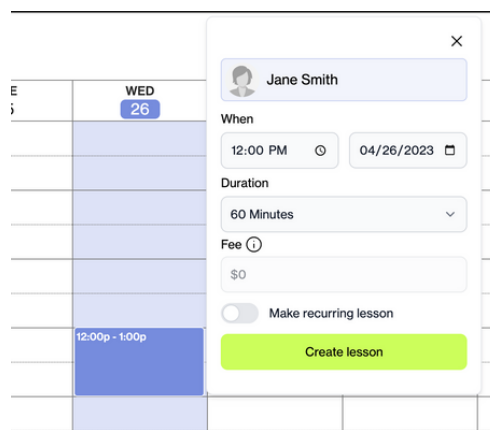
To get started, select how you would like your terms split (terms, trimesters, semesters, custom, etc.). Once selected, set the start and end dates for each period of lessons.

A screenshot of a web interface titled "New to scheduling on Forte?". Below the title is the text "Let's set up your first terms. How do you organize your lessons?". There are five green buttons arranged in two rows: "Two Semesters", "Four Quarters", "Three Blocks" in the first row, and "Four Seasons", "Custom" in the second row. Below the buttons is the text "(You can always modify these or add more later)". At the bottom, there is a section titled "Just trying things out?" with a button labeled "Create Default Term".

Schedule a new lesson

To schedule a new lesson, click anywhere on the calendar (week, month, or recurring tab), and select the student you want to schedule. Edit the lesson length, the time, and the lesson fee amount (if the student is registered for Forte billing). You can also choose to make this a one-time lesson or a recurring lesson using the toggle.

Once completed, both you and your student will see this lesson on the calendar on the Schedule tab.

A screenshot of a lesson scheduling modal. On the left is a calendar grid with a blue block for "WED 26" at "12:00p - 1:00p". The modal on the right is for a student named "Jane Smith". It contains fields for "When" (12:00 PM, 04/26/2023), "Duration" (60 Minutes), and "Fee" (\$0). There is a toggle for "Make recurring lesson" which is currently off. A green "Create lesson" button is at the bottom.

Reschedule or Cancel a lesson

To **reschedule** or **cancel** a lesson, click on the lesson you want to change. You can either edit the lesson time by changing the start time, or you can drag and drop the lesson block to the new time.

To **cancel a lesson**, click on **Delete lesson**, and you can choose to delete/cancel the lesson. If this is a recurring lesson, you will be asked to confirm if you want to delete the single lesson, or all recurring lessons for that student that follow.

YOUR FORTE ACCOUNT

Schedule (Cont.)

Schedule configuration/settings

Schedule Configurations allows you to adjust your Schedule settings, add Meet and Greet availability, and create and update Terms.

The screenshot shows the 'Schedule Configuration' settings panel. It is divided into three main sections: 'Display hours', 'Preferences', and 'Terms'.
- **Display hours:** Two input fields show '09:00 AM' and '10:00 PM'. Below them, the 'Device Time Zone' is set to '(GMT-4:00) Eastern Time'. A note states: 'All dates and times are displayed in your device's time zone.'
- **Preferences:** Three toggle switches are visible. 'Prefer 24-hour time format' is off. 'Show weekends' is on. 'Prefer weeks start on Sunday' is off.
- **Terms:** The current term is '2023-24 School Year' with dates '09/04/2023' to '05/31/2024'. An 'Add a term' button is located to the right.

Setting Terms

To set a new term, click on **Add a term** and enter the date range for the term you are creating. Once created, you will be able to add students to this term on your Schedule.

The screenshot shows the 'Meet and Greet Availability' section of the 'Schedule Configuration' panel. It includes a list of instructions for setting availability, a calendar grid, and a 'Saved' status indicator.

Instructions:

- You must have at least 90 minutes (three 30-minute blocks) worth of available time slots per week.
- More availability is definitely better! The more availability you provide the more likely a prospective student will be able to find a time that works for them.
- Click anywhere on the calendar to add 30-minute time slots.
- Click on a created time slot to delete it.
- These slots repeat weekly. Prospective students will select times that are based your availability minus any lessons on your calendar.

Calendar Grid:

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays
6am			6:30 - 7:00 Available weekly				
7am			7:00 - 7:30 Available weekly			1:00 - 1:30 Available weekly	
8am					1:30 - 2:00 Available weekly		
					2:00 - 2:30 Available weekly		

✓ Saved

Setting Meet and Greet Availability

Your **Meet and Greet Availability** is used to help new students set up an initial lesson. Once they have reviewed your profile and decided they would like to set up a meeting, they will click on available times that match your availability.

To set new **Meet and Greet Availability**, simply click on the 30-minute block of time you want to make available. The calendar will add the block and automatically save. To remove the block of time, click on it again, and it will be removed.

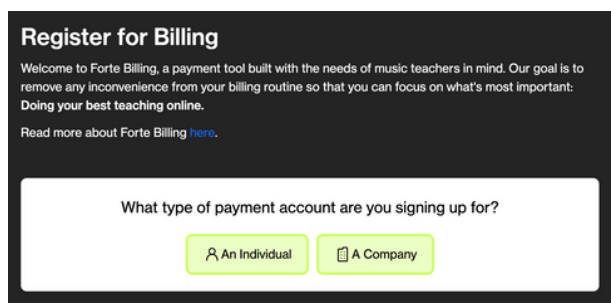
YOUR FORTE ACCOUNT

Billing

Your **Billing** tab allows you to use Forte's built-in billing functionality, operated by Stripe – one of the most secure payment processing systems in the world.

To get started, select if you are an Individual or a Business. Once selected, you will be taken to Stripe to complete your billing account setup.

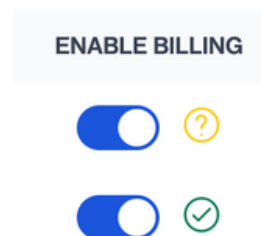
To complete the account setup, follow the prompts and fill in the necessary fields, including your phone number and bank account information. Once completed, you'll be taken back to your Forte account.



Using Billing for your lessons

Once you've set up your **Billing** account, you can enable billing for any of your students.

To do this, **toggle the Billing toggle to On** next to the student's name on your **Billing** tab. This will allow you to charge the student for their lessons through Forte.



Charging students for lessons using Billing

After each lesson, you will be able to indicate whether your student's lesson was **Attended** or **Not Attended** on your **Billing** tab.

Once you indicate their attendance, you can adjust the lesson fee (if needed) or simply finalize the bill and Stripe will charge the student's/parent's card on file.



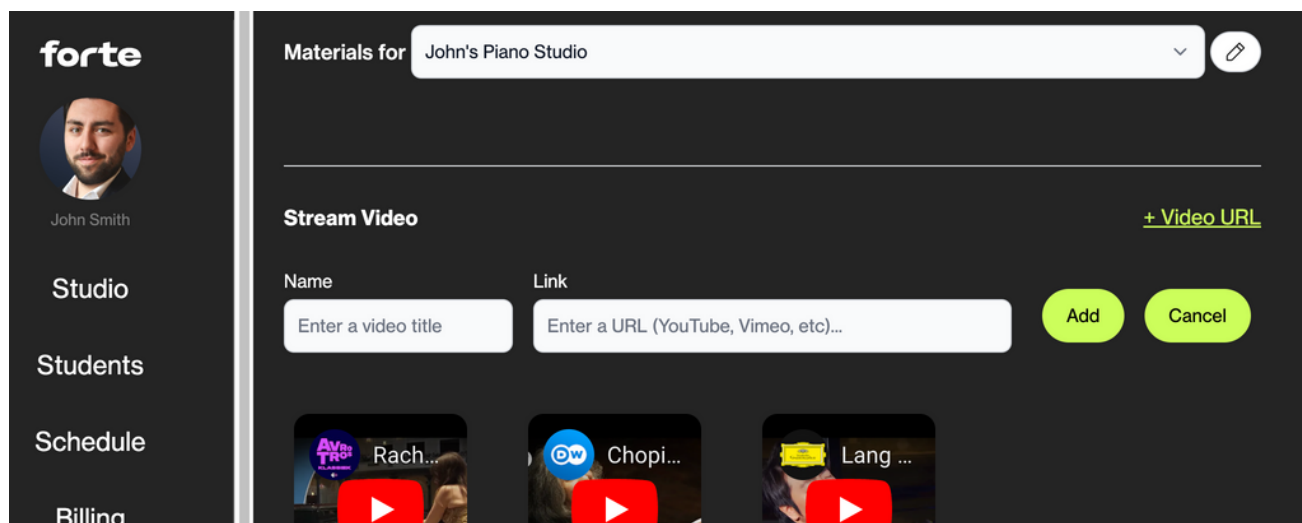
Teachers will receive payments approximately two days after the lesson.

YOUR FORTE ACCOUNT

Materials

The **Materials** tab allows you to upload and share educational materials with your students and their parents. Here you can upload pdfs and documents, as well as links to recordings and videos you want to share on streaming sites like Spotify, YouTube, and more.

Note: All materials uploaded here are available to view by your students and parents. These materials are not available to people outside of your Forte studio.



Uploading new Materials

To upload a new **video** or **audio** link:

- Click on the **+ Video URL** or **+ Audio URL** button
- Enter a title and a link to the audio or video
- Click the **Add** button
- When done adding links, click **Close**
- **Note:** videos and audio files must be linked from a streaming service like YouTube, Spotify, etc. You cannot upload an mp3 or mp4 file.

To upload a new **document**:

- Click on the **+ Document** button
- Enter a title and click on the **Choose File** button
- Select the file from your computer you would like to upload
- Click the **Add** button
- When done uploading documents, click **Close**

Please note: The document should be in .pdf format.

YOUR FORTE ACCOUNT

Profile

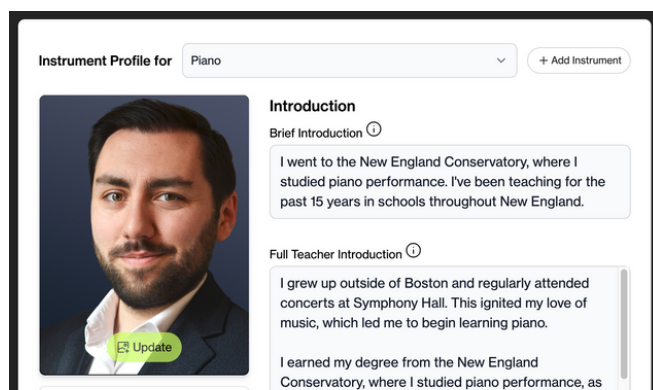
The **Profile** tab allows you to update your public profile on Forte, which is used to show to potential new students. Here you can add your bio, update your profile picture, and indicate studio preferences, including age levels you teach, genre preferences, etc.

This profile is only viewable on Forte, and only when you have indicated you are seeking new students and **Hide profile from search results on Forte** is off.

Adding your Bio

Your **Profile** has two places for you to introduce yourself: your Brief Introduction, and your Full Teacher Introduction. Both of these sections must be reviewed and approved by the Forte team.

To learn more about creating a great introduction, [watch our video here!](#)



Setting your Lesson Rates.

The **Profile** tab is also where you will set your standard lesson rates. These rates will be shown to potential students.

\$ 50.00	for 30-minutes	4
\$ 60.00	for 45-minutes	4
\$ 70.00	for 60-minutes	4
\$ 80.00	for 90-minutes	4

Updating your Instrument Profile & Adding New Instruments

For each instrument you teach and want new students for, you will need an instrument profile. Here you can indicate the age level, genre preferences, aspiration level, and level of students. To add another instrument that you teach, click on the plus symbol and select the instrument from the drop-down menu. You will now be able to select the instrument on your profile under **Instrument Profile For:** [instrument].

YOUR FORTE ACCOUNT

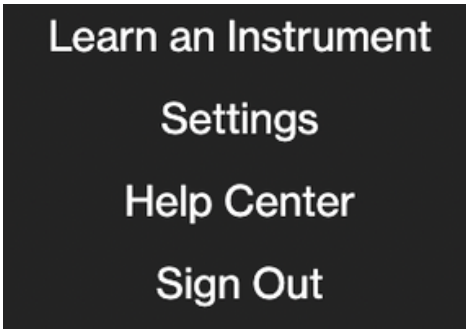
Other Settings

The menu at the bottom left includes **Switch Roles**, **Settings**, **Help Center**, and **Logout**.

Learn an Instrument (teach and learn on Forte)

Forte allows you to both teach and learn under one account. To set up your **learning dashboard**, click on **Learn an Instrument**. Once created, you will see **Switch Accounts**, allowing you to toggle between your teacher and student dashboards.

When you click on **Switch Roles**, select the role you would like to act as, Teacher or Student, and you will be taken to the appropriate learning space.

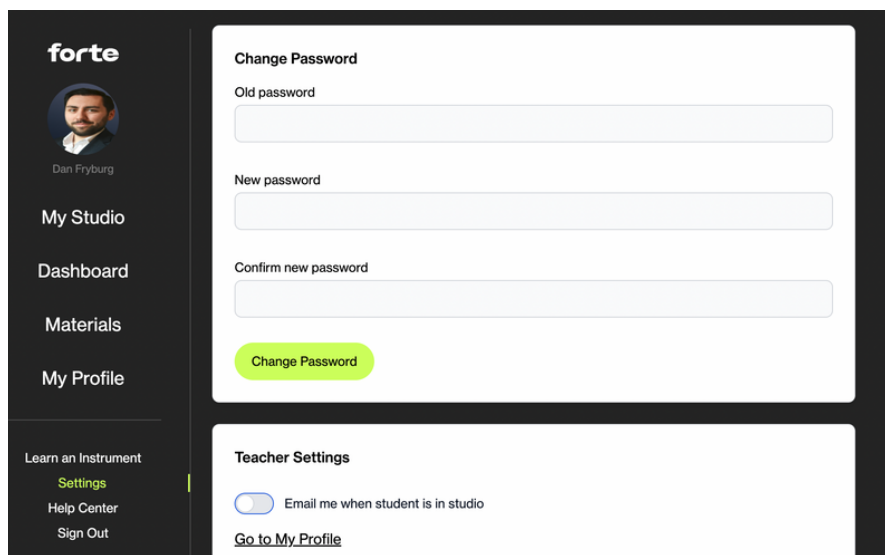


Learn an Instrument
Settings
Help Center
Sign Out

Settings

Under **Settings**, you can **change your password**, update your notification preferences for your Forte Studio, and toggle the Waiting Room feature on/off.

Here you can also adjust your **Camera & Audio Settings**, and select your default devices.



forte

Dan Fryburg

My Studio

Dashboard

Materials

My Profile

Learn an Instrument

Settings

Help Center

Sign Out

Change Password

Old password

New password

Confirm new password

Change Password

Teacher Settings

☐ Email me when student is in studio

[Go to My Profile](#)

Help Center

The **Help Center** is your one-stop resource if you run into any issues while using Forte. Here you will find a variety of issues and recommended solutions. You can also email **help@fortelessons.com** and someone will get back to you as soon as possible.

IN-LESSON EXPERIENCE

In-Lesson Controls

In your lesson, the main menu in the bottom center includes almost all the tools you need during your lesson, including mic and camera controls, recording, your shared notebook, and screen sharing.



Mute

To mute and unmute your mic, click the microphone icon in the toolbar.

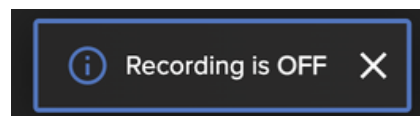
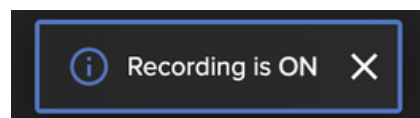
Camera Toggle

To disable or enable your camera, click the camera icon.

Recording

Using Forte's recording feature, you can record all or parts of your sessions.

- To start recording, click on the Recording icon.
- You and your student will receive a notification when recording has been turned on and when recording has been turned off. You can enable and disable recording as many times as you wish during your session.
- At the end of the lesson, both you and your student will receive an email with a link to download your recording. It takes our server approximately 15-30 minutes to process your recordings



Quick-toggle between cameras

You can also quickly toggle to your next available camera by pressing shift+ctrl+L.

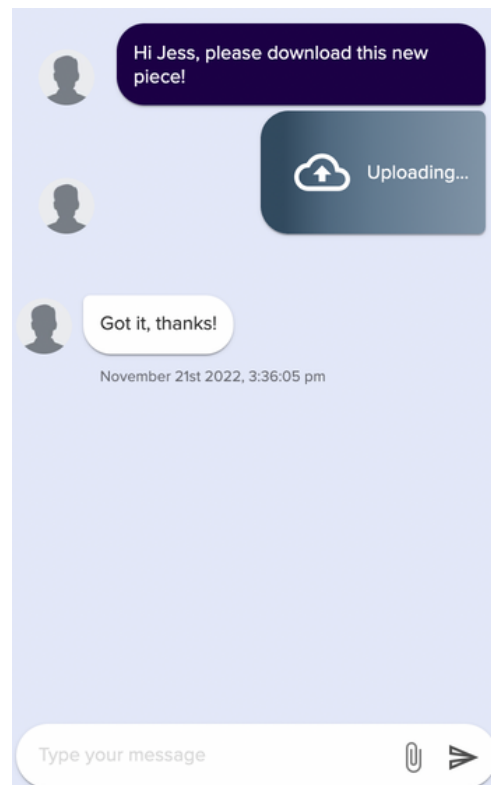
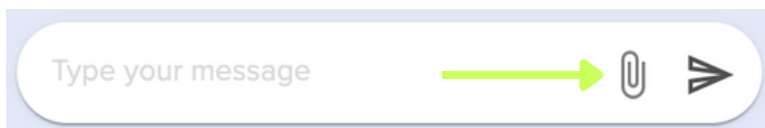
IN-LESSON EXPERIENCE

In-Lesson Controls (cont.)

Chat

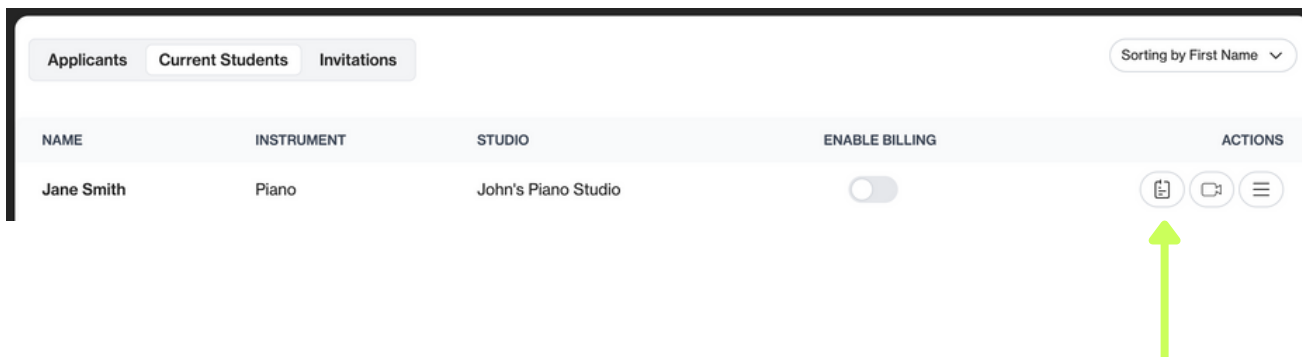
To enable the chat function, click the dialog icon.

- Type in the chat field (notice your profile pic auto-populates)
- Once the lesson has ended, the text from the chat will be downloaded to your computer. Look for it in your “downloads” folder.
- You can share files and sheet music with your student through the Chat function. To share a file, either drag and drop any file into the chat window or click on the paperclip icon to browse for files to share



Shared Notebook

- Every student listed on your roster has a Shared Notebook, which is a shared document between you and the student.
- This document can be used to take notes during the lesson and to assign practice items. It can be accessed during the lesson by clicking on the Shared Notebook icon.
- To access a student's Shared Notebook between lessons, click on the **Notes** button next to their name in your student roster on the **Students** tab.



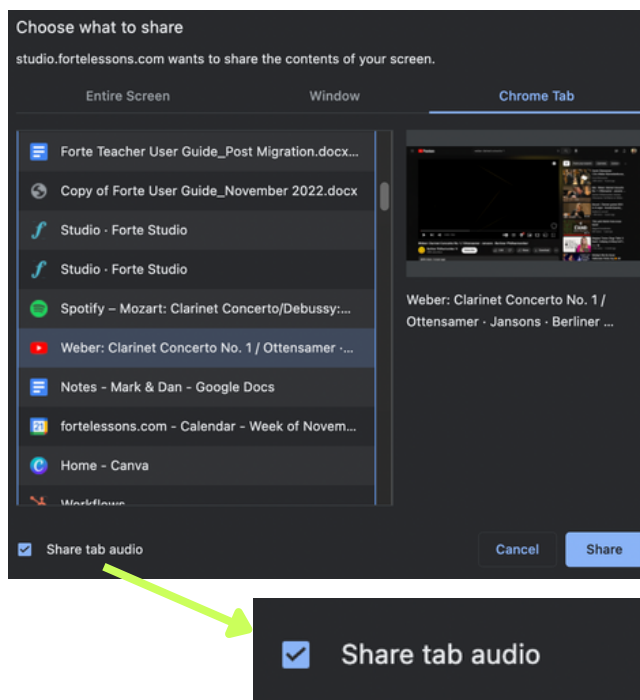
IN-LESSON EXPERIENCE

In-Lesson Controls (cont.)

Screen Sharing (not available on iPad)

Forte's screen sharing is optimized for music lessons.

- To select the screen/window you'd like to share, click on the **Screen Share** icon and select from the tabs at the top
- Click on the preview of the screen you would like to share and click **Share**.
- **Note:** Mac users may need to give permission to Chrome before you can share your screen. If you cannot share your screen, **see Appendix A for instructions**.
- To share audio, make sure you select **Chrome Tab** and ensure the **Share tab audio** is checked.



Sharing and Annotating Sheet Music

- You can share your screen from any app you have open on your computer. Finale, Sibelius, Adobe, Forscore, and even the basic Preview application all work great with Forte's screen sharing.
- Forte does not have a built-in annotation tool. However, any markings or adjustments you make on your screen within an app like Adobe or Preview will be reflected to your student in real-time.

Sharing Audio

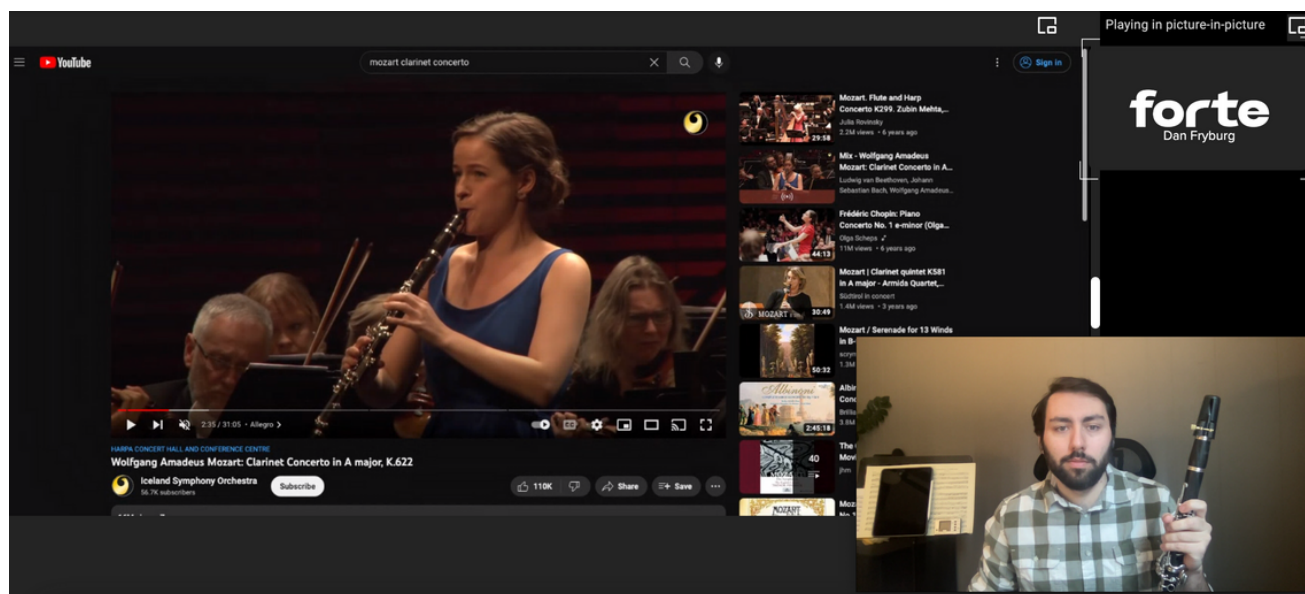
- **Because Forte is browser-based, you can only share sound from a Chrome tab. If you'd like to play audio tracks from streaming services, you will need to launch those applications in your browser.**
- Any media in a Chrome tab can be shared with your student, including YouTube videos, tracks on Spotify, browser-based tuners and metronomes, and more.
- If you would like to share an mp3 or mp4 file from your computer, you can drag it into an empty chrome window and then share the sound from that Chrome window

IN-LESSON EXPERIENCE

In-Lesson Controls (cont.)

Picture-in-picture

When sharing your screen, you have the option to use **Picture-in-Picture**, which allows you to take the image of your student out of the Chrome browser and place it anywhere on your desktop.



To activate picture-in-picture, click on the square icon in the top right corner of your student's video. This will then allow you to place their image anywhere on your computer screen.



IN-LESSON EXPERIENCE

In-Lesson Controls (cont.) & Help

2nd Camera Feature (not currently available students)

Using Forte's Dual Camera feature, you can use your Android phone or iPhone as a simultaneous 2nd camera angle.

To begin using 2nd camera:

- Click on **+ Add 2nd Camera**
- **Scan the QR code** with your phone's camera application.

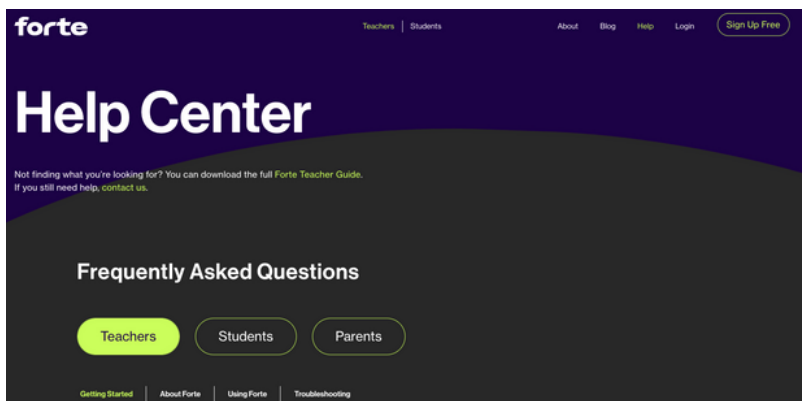
Give your browser permission to access your phone's camera (this additional camera will not contribute sound from your phone)

Now your mobile device can be placed anywhere and serves as an additional camera. To stop using the second camera, tap the phone icon on your phone to end the second camera angle session.



Help

The **Help** Icon will open a new Chrome tab and take you directly to Forte's Help Center. This is your one-stop resource if you have questions or run into any issues while using Forte.



If you do not see a solution to the issue you are experiencing or still have questions, email help@fortelessons.com and someone will get back to you as soon as possible.

IN-LESSON EXPERIENCE

In-Lesson Settings

Settings

The **Settings** menu is located in the bottom right corner of your Forte studio. From the settings menu, you can:

- Switch between available microphones and cameras, and speakers
- Turn on/off Noise Suppression
- Use your mobile device's camera to simultaneously stream another angle
- Test your microphone or camera during the lesson.

Noise Suppression (available on computers/desktops only)

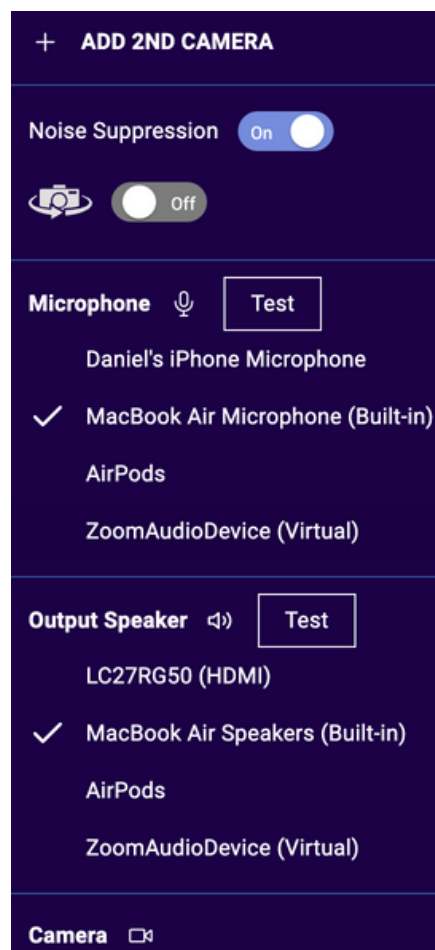
- To experience the most out of Forte Pure Audio, we recommend turning the Noise Suppression feature off. However, sometimes this may be needed due to background noise or the device setup.
- To turn on the Noise Suppression toggle, click the empty radio button.
- Noise Suppression filters out unwanted noise but will also unavoidably filter out some of your music-making. It's best to use the noise suppression button sparingly.

Testing your audio and video

In the in-lesson settings you can test your audio and camera devices by clicking on the **Test** button next to each.

Quick-toggle between cameras

You can also quickly toggle to your next available camera by pressing shift+ctrl+L.



APPENDIX A

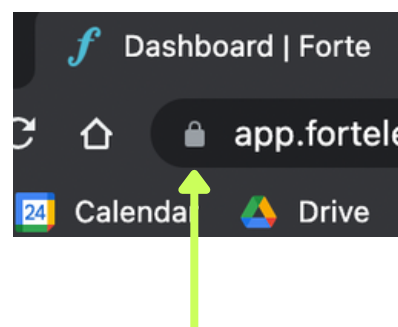
Giving your computer & browser permissions

In order to enter a Forte session, your computer/device will need permission to access your camera and microphone. Normally, this will appear as a pop-up when you attempt to access the session for the first time. If you are still unable to access the session, you may need to manually provide your device with the appropriate permissions. Below are step-by-step instructions to do this.

On a computer or laptop:

TRY FIRST: Giving permission from the browser

- Click the lock icon to the left of your address bar in the Chrome browser
- Click on **Site Settings** and ensure your **Microphone** and **Camera** are marked **Allow**.
- Quit and restart the Chrome browser before entering the session.
- If this has not resolved the issue, continue to the next step.



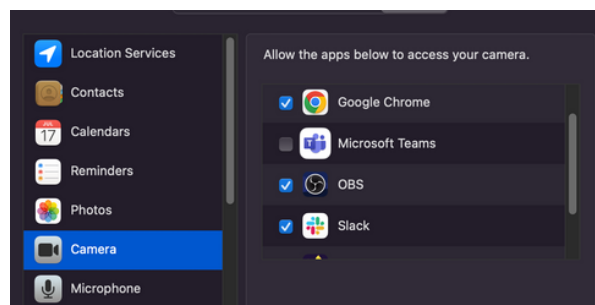
TRY SECOND: Giving permission on your computer

Mac Computer or Laptop:

- Navigate to your **System Preferences** then navigate to **Security & Privacy**



- Unlock your system security & privacy settings by clicking on the lock in the bottom left corner
- Select **Camera** and make sure the checkbox is checked next to the **Chrome** browser
- Repeat this step for the **Microphone** option
- Lastly, complete this process with **Screen Recording**
- **Exit** System Preferences.
- **Close and restart your Chrome browser**



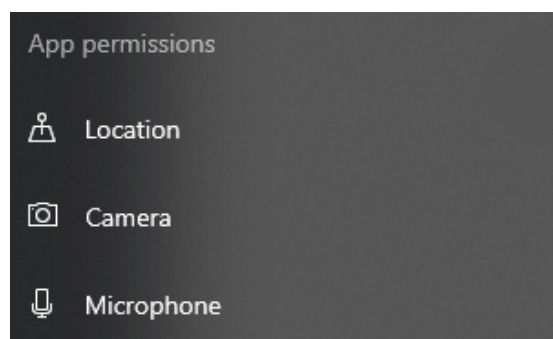
APPENDIX A

Giving your computer & browser permissions (cont.)

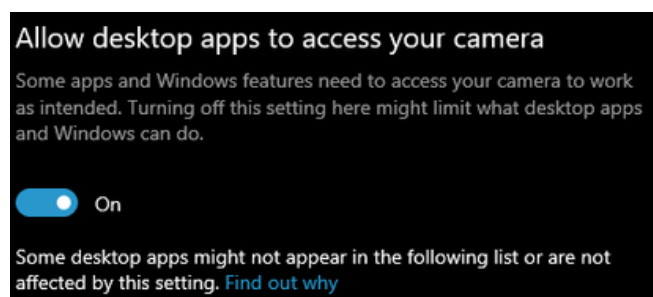
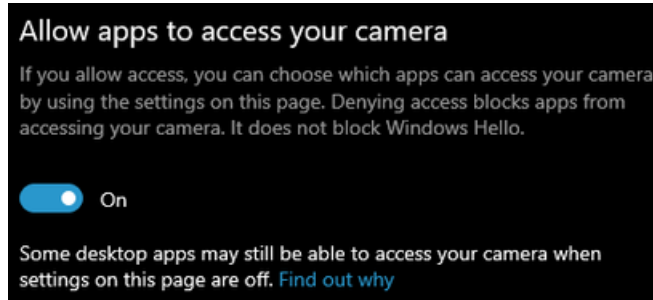
TRY SECOND: Giving permission on your computer

PC Computer or Laptop:

- Click the Start menu and then the gear icon (Settings).
- Go to Privacy Settings.
- In the sidebar on the left, under App Permissions click Camera.



- Make sure that Allow apps to access your camera toggle is turned on.
- Make sure that Allow apps to access your camera toggle is turned on.
- Scroll down to the next section, called Allow desktop apps to access your camera.
- Just like before, make sure the toggle is turned on.
- Repeat this process for the Microphone
- Quit and restart your Chrome browser.



On an iPad

- Navigate to the settings application
- Scroll down to the Safari tab in the left-hand menu
- Scroll down to Settings for Websites and select Camera. Select Allow.
- Repeat step 3 for Microphone.
- Quit and restart your Safari browser.