How to View Pupil Data Report and Waiting Lists in Speed Admin

On the 'Startpage'



Scroll down to 'Lists'



Student Info for Tutors (Lessons Only)

View all your student data, grouped by school and instrument. This list will populate with the data of pupils that you teach 1-1 or in small groups (not Music Centre ensembles). Scroll left to right to view pupil data such as contact info, Additional Needs, Preferred Pronouns, Medical Information etc. It is possible to export this data to excel / PDF – please ensure all data is handled securely!

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Number of r	rows: 3	+ Expand	d all - Cl	ose all											Resource		Crea
Send message To all from the list	Student Student Id	Student Student name	Student Age	Student Year group number	Student Emergency contact number	Guardian Email	Course Course type	Course Course (incl. title)	Course Student's ensemble	Course Lessons	Booking Week day	Student Year group	Student Special Educational Needs (SEND)	Resource fields Student Preferred pronouns	fields Student Space to specify preferred pronouns	Resource fields Student Medical information	Resource fields Student Additional Needs
🗷 💙 Test	t School					Count Cou	irse type				3						
	1002	David Rees	33	6	07986001059	david.rees.mmf@gmail.com	20 Minute Individual	Cello - School		Cello - School, Singing - MC		6	No	he/him			

Waiting List (Lessons In Schools)

View the current demand for all instruments that are offered in the schools in which you teach. Expand the drop down for your instrument(s) to see student name, year group and course. You will also be able to view how long the pupil has been on the waiting list and any comments that have been added by MMF or parent/guardian.

NB: if you have availability to start a pupil, please contact: <u>admin@mmf.org.uk</u> to let us know and we will move them to your registers. Do not teach any pupils not on your timetable. Pupils are transitioned from the waiting list in order of application, except when pupils are too young or waiting for a specific time slot at a Music Centre.

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Waiting list	Student	Student	Waiting list	Waiting list	Waiting list	Waiting list	Waiting list
School	Student name	Year group number	Course type	Course (incl. title)	Waiting list type	Days on waiting list	Comment

MC Ensemble Pupil Info (Ensemble Leaders Only)

View pupil name, preferred pronouns, gender, year group, instrument, dietary, medical and additional needs and photo consent status. This list will only populate with data for pupils in Music Centre ensembles that you lead or support – if you do not lead a Music Centre ensemble, this list will appear empty.

MC Ensemb List saved in this lo Can be seen by others	le Puj	D il Inf User def	o (Ense fined lists/T	Send message Print Export Refresh								
Send message	Student Student Id	Student Student name	Resource fields Student Preferred pronouns	Student Gender	Student Year group	Resource fields Student Instrument	Course Course (incl. title) ▲ 1	Resource fields Student Space to specify preferred pronouns	Resource fields Student Dietary Needs	Resource fields Student Medical information	Resource fields Student Additional Needs	Resource fields Student Photo Consent

Accurate as of Sept 2022

