Pupils Starting Mid-Term



Booking Additional Lessons

When starting new students on Speed Admin, it is necessary for MMF to define how many planned sessions the pupil will receive in order to ensure that they are billed correctly.

By default, pupils that start after the first week of teaching will be invoiced for the number of standard teaching weeks that remain in the term (e.g. a pupil starting in Week 2 will receive 9 lessons in the first term).

It is possible for tutors to request pupils be booked on for additional lessons when starting mid-term (e.g. for 30 planned sessions despite starting in week 2). Lessons could then be made up at the end of term or by delivering double or 1.5 lessons during the term.

By default, Speed Admin won't book lessons outside of the standard teaching dates. So, when booking a late-starting pupil onto your timetable, any additional lessons won't be booked and no make up will be created. Instead, Speed Admin will display an error message stating the number of un-booked lessons remaining.

Booking Additional Lessons for Late Starters

These instructions apply to students that have been invoiced for more planned sessions than the number of standard teaching weeks that remain in the term.

1) Access the timetable via the orange crayon in a web browser and book the pupil on from the week that they start lessons. If they are owed more lessons than the remaining number of standard teaching weeks, you will receive an error message – press ok.

ſ		Monday 03/10/2022	Tuesday 04/10/2022	Wednesday 05/10/2022	Thursday 06/10/2022	Friday 07/10/2022
08	00 15 30 45					
09	00 15 30 45					
10	00 15 30 45					
11	00 15 30 45	11:29 David Test				
12	00 15 30 45			12:00 David Test	12:25 David Rees	
13	00 15 30 45					
14	00 15 30 45					
15	00 15 30 45					
	15					

2) Click on a booking for the student to open the booking window and select the 'Dates' tab to see an overview of all of the dates that have been booked (blue blobs)

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Mast	er data Further informa	tion Date List of dates E	looking log		
i	Number of lessons requi	red: 30 Current number of lessons	29		
-	Footomber 2023	Ostabar 2022	November 2022	December 2022	January 3033
Weel	k Mon Tue Wed Thu Fri Sat Sur	Week Mon Tue Wed Thu Fri Sat Sun	Week Mon Tue Wed Thu Fri Sat Sun	Week Mon Tue Wed Thu Fri Sat Sun	Week Mon Tue Wed Thu Fri Sat Sun
35	1 2 3 4	30 1 2	44 1 2 3 4 5 0	40 1 2 3 4	62 1
38	5 6 7 8 9 10 11	40 3 4 🙆 8 7 8 9	45 7 8 🧿 10 11 12 13	49 5 8 7 8 9 10 11	1 2 3 4 5 6 7 8
37	12 13 14 15 16 17 18	41 10 11 12 13 14 15 16	40 14 15 10 17 18 19 20	50 12 13 14 15 16 17 18	2 0 10 10 12 13 14 15
38	10 20 21 22 23 24 25	42 17 18 10 20 21 22 23	47 21 22 23 24 25 25 27	51 10 20 21 22 23 24 25	3 16 17 18 19 20 21 22
	26 27 28 🥹 30	43 24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	4 23 24 20 26 27 28 29
_					
	February 2023	March 2023	April 2023	May 2023	June 2023
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5	9 2 3 4 5	0 1 2 3 4 5	13 1 2	10 1 2 0 4 5 6 7	22 1 2 3 4
0	6 7 (] 9 10 11 12	10 6 7 9 10 11 12	14 3 4 5 6 7 8 9	10 8 9 10 11 12 13 14	23 5 6 2 8 9 10 11
7	13 14 15 16 17 18 19	11 13 14 15 16 17 18 19		20 15 16 18 19 20 21	24 12 13 15 16 17 18
	27 28	27 28 29 30 31	17 24 25 20 27 28 29 30	20 30 31	26 27 28 29 30
	Inter 2022	August 2022			
	July 2023	August 2023			
20	a mon rue wed Thu Fri Sat Sur	of the angle of the Wed Thu Fri Sat Sun			
27	3 4 🙆 5 7 8 9	32 7 8 9 10 11 12 13			
28	10 11 12 13 14 15 16	33 14 15 16 17 18 19 20			
20	17 18 10 20 21 22 23	34 21 22 23 24 25 26 27			
30	24 25 26 27 28 29 30	28 29 30 31			
	31	_			

3) It is possible to add / remove bookings by clicking onto the calendar to add/remove blue blobs. Bookings will automatically be created and saved when doing this – the lesson time will remain the same as the original booking.

4) Once you have clicked onto the calendar to add or remove a booking, the total number of sessions owed and booked will be displayed in the blue banner at the top. These two numbers should be the same (e.g. 30 owed, 30 booked).

5) If you plan to deliver an extra week outside of the standard teaching weeks, simply book the lesson in by adding a blue blob to the relevant date.

6) If you plan on making up the time by teaching a double lesson or twice in one week – it is necessary to create a booking on the timetable and then cancel it to generate a make up.

7) Create a booking by adding a blue blob (we suggest doing this in a non-teaching week at the end of term).

8) Close the booking window and navigate to the booking date that you have just created – use the drop down to make this quicker.

etable for	TEST TEACHER	Rees		Tim	etable for week:	Week 50 (12/12 - 18/12) 2022	✓ Today
$\mathbf{}$	Monday 12/12/2022	Tuesday 13/12/2022	Wednesday 14/12/2022	Thursday 15/12/2022	Friday 16/12/2022	Week 35 (29/08 - 04/09) 2022 Week 36 (05/09 - 11/09) 2022 Week 37 (12/09 - 18/09) 2022 Week 38 (19/09 - 25/09) 2022	^ 1ay 2022
8 15 30 45						Week 39 (26/09 - 02/10) 2022 Week 40 (03/10 - 09/10) 2022 Week 41 (10/10 - 16/10) 2022	
9 15 15 15 15						Week 42 (17/10 - 23/10) 2022 Week 43 (24/10 - 30/10) 2022 Week 44 (31/10 - 06/11) 2022	
0 15 30 45						Week 45 (07/11 - 13/11) 2022 Week 46 (14/11 - 20/11) 2022 Week 47 (21/11 - 27/11) 2022 Week 49 (28/11 - 27/11) 2022	
1 15						Week 49 (05/12 - 11/12) 2022 Week 49 (05/12 - 11/12) 2022 Week 50 (12/12 - 18/12) 2022 Week 51 (19/12 - 25/12) 2022	
2 10 15 30			12:00 David Test			Week 52 (26/12 - 01/01) 2022 Week 01 (02/01 - 08/01) 2023 Week 02 (09/01 - 15/01) 2023	-
3 15							

9) Cancel the session with the reason 'Other Reason – Make Up Owed' and write 'started late in term' in the comment boxes.

NB: It usually won't be necessary to send a message to guardians, so you may wish to uncheck this.

t		
Cancel lesson		
Cancellation cause:	Lesson Cancelled - Other Reason (Make Up Owed)	✓ 🖾 Setup
Internal comment: Visible to super users and teachers	Started late in term.	
Public		
Visible to students		
Reschedule Teacher / Substitute teacher:	TEST TEACHER Rees	~
Copy booking to substitute teacher (same day & time):		
Send message:	0	
	Cancel booking	ancet
Cancellation of th	ne following	
14/12/2022	12:00 - 12:15 David Test 15 Minute Individual Double Bass - 5	Remove cancellation

10) It is now possible to book the make up session from the booking column to whichever date you prefer.

Por-tip – if you have lots of make ups pending, it is possible to filter by cancellation date to ensure you find the right pupil/lesson!

How To Check If Your Bookings Are Correct

Other than an error message when first booking the lessons, Speed Admin will not notify / remind you that this students lessons are under-booked.

So - we have published a list to help you confirm all of your bookings are correct.

Open the List: 'Booking Discrepancies' on the Start Page

Enter the start and end dates – we suggest 1st Sept to 31st July to view the full academic year.

This list will show you any pupils where the number of bookings on the system differs from the number that the parent/guardian has been charged for.

If the list that returns is empty – all bookings are ok.

Any positive numbers indicate an under-booked pupil (e.g. only 29 sessions booked, but 30 owed).

Any negative numbers indicate an over-booked pupil (e.g. 31 sessions booked, but only 30 owed).

Once you have identified any discrepancies, you can correct them by finding the pupil in your timetable and following the instructions above.

Lists

 Booking Discrepancies Checker (If data is empty, all bookings are ok)

If you get stuck – contact the MMF office, we will be glad to help!

Correct as of Sept 2022