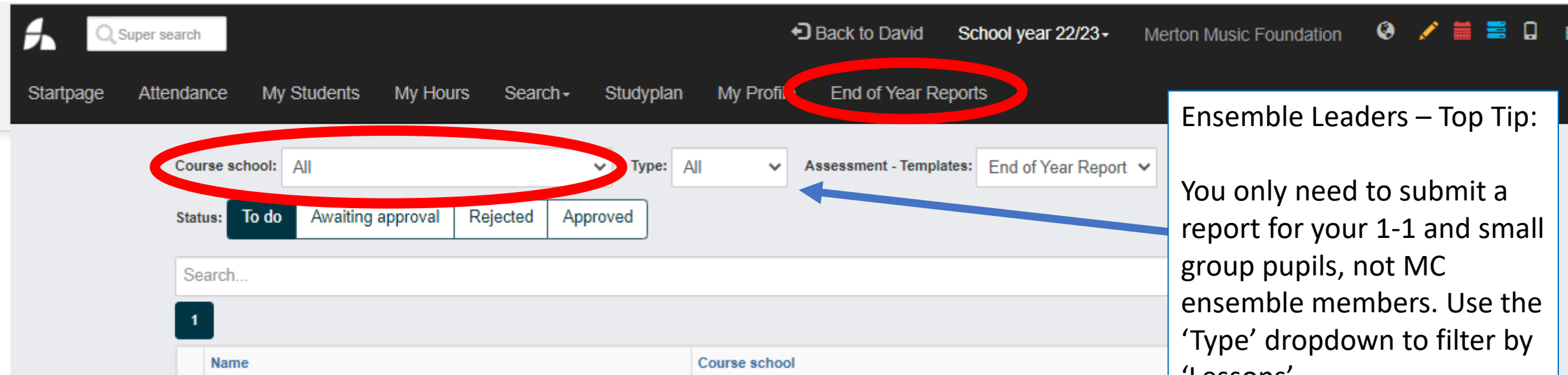


# Pupil Reports and Assessment Levels in Speed Admin

Instructions for Tutors

# Step 1: Completing Pupil Reports

**Important: please complete an individual report and update the Assessment Level for all 1-1, paired and Group of 3 pupils – Reports and Assessment Levels are two separate processes, please read the full instructions in this booklet.**



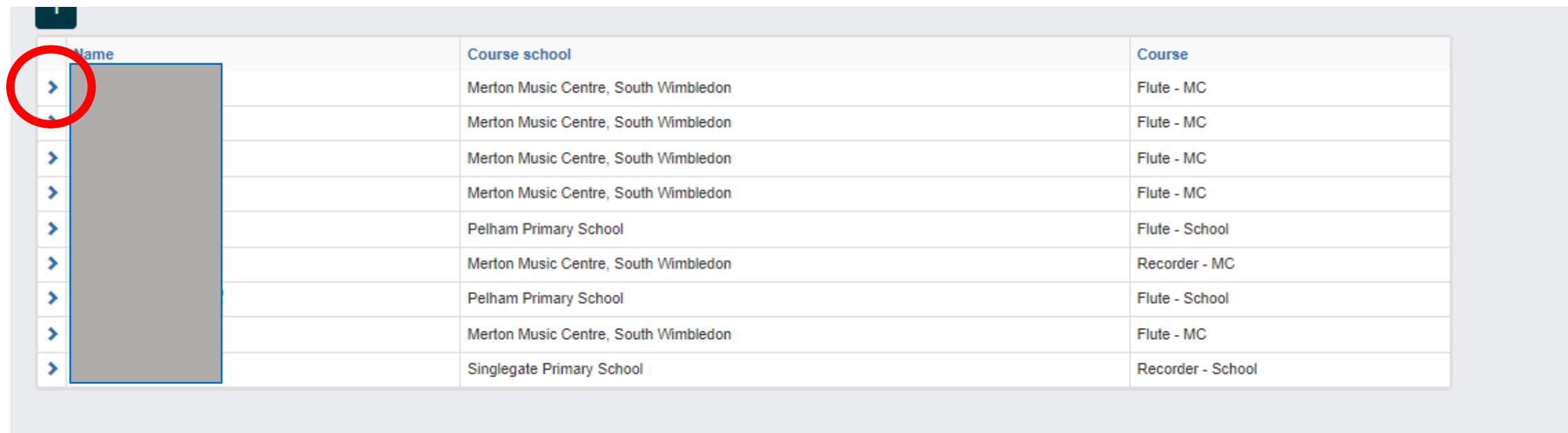
The screenshot shows the Speed Admin interface. The top navigation bar includes 'Startpage', 'Attendance', 'My Students', 'My Hours', 'Search', 'Studyplan', 'My Profile', and 'End of Year Reports' (circled in red). Below the navigation bar, there are filters for 'Course school' (set to 'All', circled in red), 'Type' (set to 'All'), and 'Assessment - Templates' (set to 'End of Year Report'). A blue arrow points from a text box to the 'Assessment - Templates' dropdown. Below the filters, there is a search bar and a table with columns for 'Name' and 'Course school'.

Ensemble Leaders – Top Tip:

You only need to submit a report for your 1-1 and small group pupils, not MC ensemble members. Use the 'Type' dropdown to filter by 'Lessons'

- 1) Log in to Speed Admin via a web browser: [www.mmf.org.uk/account](http://www.mmf.org.uk/account)
- 2) Click on 'End of Year Reports'
- 3) It is possible to filter your pupils by 'Course School' (the venue where you teach them)

4) Click on the arrow by each pupil's name to open their individual report.



The screenshot shows a table with three columns: Name, Course school, and Course. The first column is partially obscured by a grey box, but blue arrow icons are visible in each row. A red circle highlights the top-most arrow icon. The table contains 10 rows of data.

Name	Course school	Course
	Merton Music Centre, South Wimbledon	Flute - MC
	Merton Music Centre, South Wimbledon	Flute - MC
	Merton Music Centre, South Wimbledon	Flute - MC
	Merton Music Centre, South Wimbledon	Flute - MC
	Pelham Primary School	Flute - School
	Merton Music Centre, South Wimbledon	Recorder - MC
	Pelham Primary School	Flute - School
	Merton Music Centre, South Wimbledon	Flute - MC
	Singlegate Primary School	Recorder - School

5) Select a level for each area of pupil progress from the drop down menus.

Technical Progress

Excellent

Good

Satisfactory

Try To Improve

Theoretical Understanding

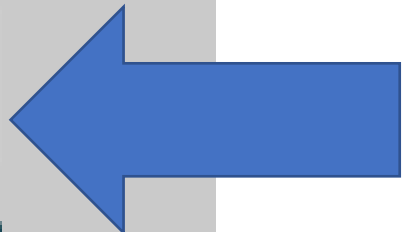


6) Add a 'Tutor Comment' for each pupil – this should fairly and accurately summarise their current progress and next steps.

Please check for spelling and punctuation errors and ensure to use the pupil's preferred pronouns (he/him, she/her, they/them etc) – pronoun preferences are listed on pupil's individual tabs under 'My Students'. If in doubt: use 'they/them'.

As a guide, we suggest min. 80 words per pupil for the Tutor Comment.

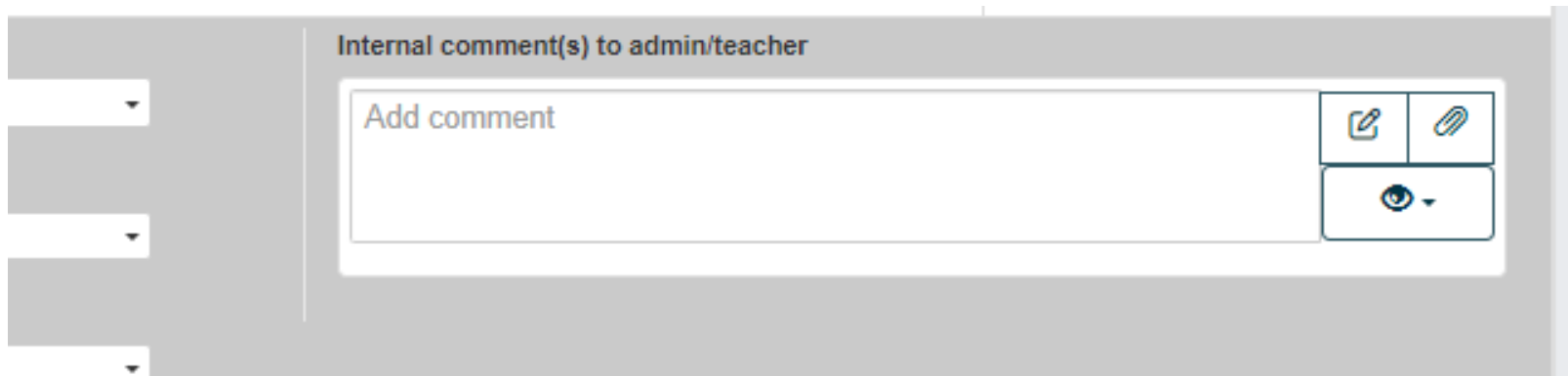
Tutor Comment



Save Cancel

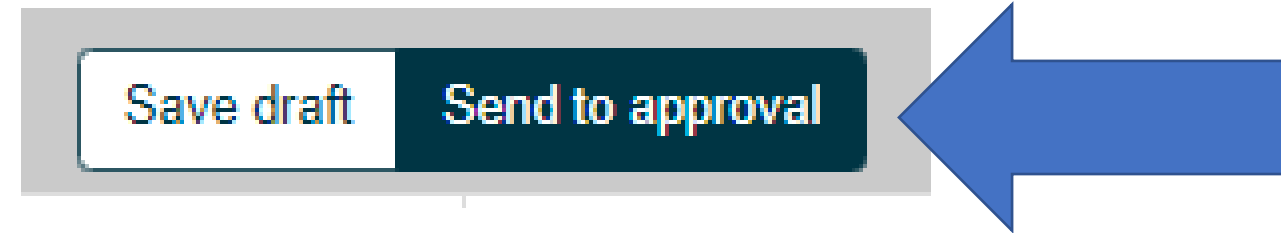
7) It is possible to add an internal comment, which is only visible to MMF staff authorising the reports, should you need to provide any further contextual information.

This is optional and in most cases not necessary.





The screenshot shows a grey sidebar on the left with three dropdown menus. The main content area has a header 'Internal comment(s) to admin/teacher'. Below this is a large text input field with the placeholder text 'Add comment'. To the right of the input field are three icons: a share icon, a link icon, and a visibility icon (an eye with a downward arrow).





8) Whilst working on your reports, remember to press 'Save to Draft' regularly and if navigating away from the page.



9) When a report is completed click 'Send to Approval' to submit it.

# Step 2: Adding Pupil Assessment Level / Grades

Name	Course school
Alfie 	Merton Music Centre, South Wi
Anniah 	Merton Music Centre, South Wi

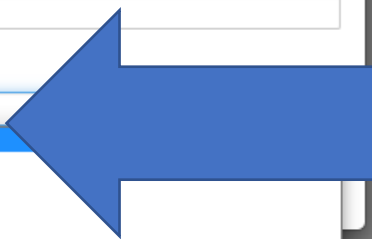
Lesson	Ensemble	Grade / Assessment level	Preferred instrument	Parent/guardian	Attendance	Key Info
<b>Add course</b>						
Flute						
Grade	>	16/07/2022	2	Passed	ABRSM	 
Assessment Level	>					 

Add Assessment Level


Date  
05/05/2023

Assessment Level


- Working at Grade 1
- Working at Grade 2
- Working at Grade 3
- Working at Grade 4
- Working at Grade 5
- Working at Grade 6
- Working at Grade 7
- Working at Grade 8
- Working at Pre-Grade



10) You need to add an 'Assessment Level' for every pupil – this is their approximate working grade.

Navigate to the pupil's card. To do this from the reporting window, click on the  icon by each pupil's name

(top tip: hold down 'Ctrl' before clicking to open the page in a new tab to make navigation easier)

Open the 'Grade/Assessment Level' tab at the bottom of the pupil's card and click on the  icon next to 'Assessment Level'

Add today's date and an approximate working grade for your pupil and click 'Save'

If your pupil has sat a formal exam, this information can also be added under 'Grade' – however all pupils should have an 'Assessment Level' entered as well, for reporting purposes.



**Done!**

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