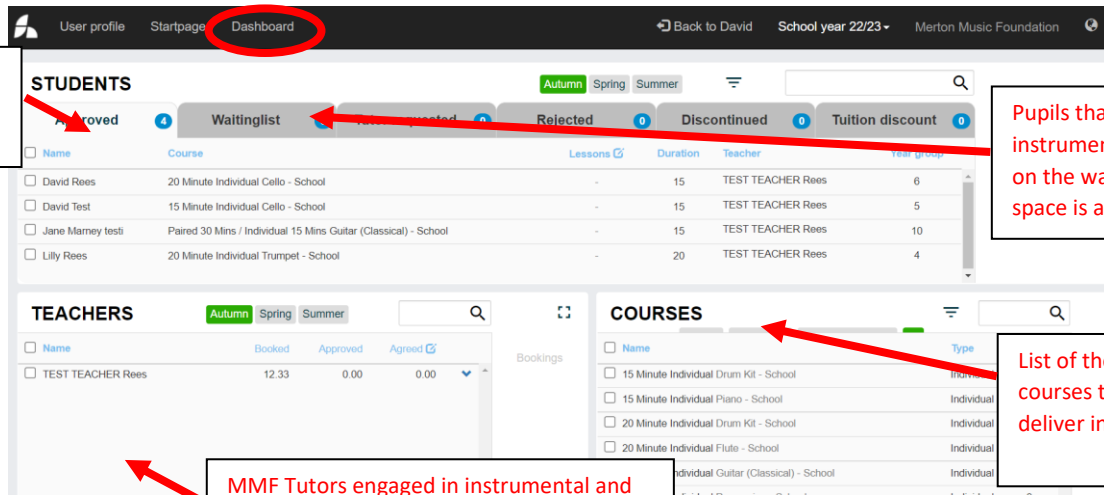


Accessing Pupil & Teacher Information in Speed Admin

Please contact: david.rees@mmf.org.uk to set up an account for yourself or one of your colleagues. For data security, please ensure that you use a secure password when creating your account.

Menu Items

Dashboard – see an overview of which pupils participate in MMF instrumental lessons and a list of your MMF Tutors and the number of hours that they have booked at your school.

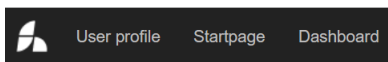


The screenshot shows the Speed Admin Dashboard with the following sections and callouts:

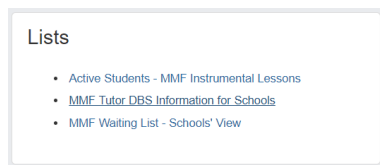
- STUDENTS:** A table with columns for Name, Course, Lessons, Duration, Teacher, and Year group. The 'Waitinglist' tab is selected. A red callout box points to the 'Waitinglist' tab with the text: "Pupils having instrumental lessons". Another red callout box points to the 'Waitinglist' tab with the text: "Pupils that have applied for instrumental lessons are put on the waiting list until a space is available".
- TEACHERS:** A table with columns for Name, Booked, Approved, and Agreed. A red callout box points to the table with the text: "MMF Tutors engaged in instrumental and In2Music teaching at the school".
- COURSES:** A table with columns for Name and Type. A red callout box points to the table with the text: "List of the instruments / courses that we currently deliver in your setting."

Accessing Tutors' DBS Information

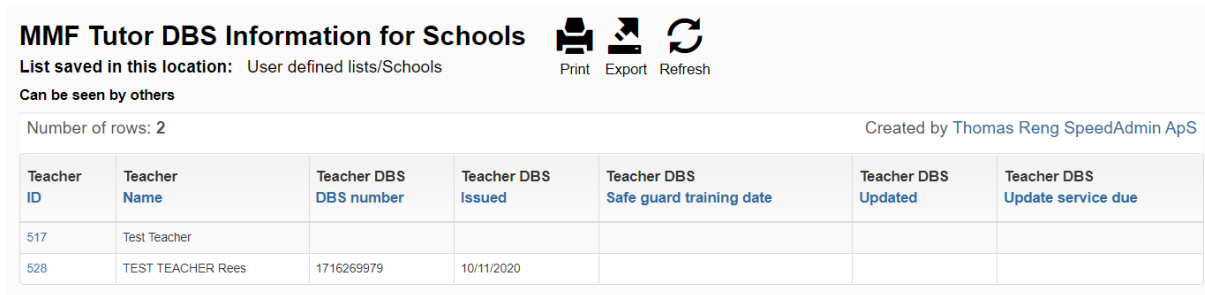
Navigate to: 'Startpage'



Scroll down to 'Lists' and click on 'MMF Tutor DBS Information for Schools'



View teacher DBS number, issue date, safeguarding training date, and DBS update service renewal date (if applicable) and export to excel or PDF if needed.



MMF Tutor DBS Information for Schools

List saved in this location: User defined lists/Schools

Can be seen by others

Number of rows: 2

Created by Thomas Reng SpeedAdmin ApS

Teacher ID	Teacher Name	Teacher DBS DBS number	Teacher DBS Issued	Teacher DBS Safe guard training date	Teacher DBS Updated	Teacher DBS Update service due
517	Test Teacher					
528	TEST TEACHER Rees	1716269979	10/11/2020			

Active Pupil and Waiting Lists

See information about which pupils are currently having MMF instrumental lessons at school and view the waiting list of pupils that have applied for lessons via 'Lists'.

Pupils are organised by instrument, tutor and teaching day. This information is taken from tutors' timetables

Scroll down on the Startpage to view.

Lists

- [Active Students - MMF Instrumental Lessons](#)
- [MMF Tutor DBS Information for Schools](#)
- [MMF Waiting List - Schools' View](#)