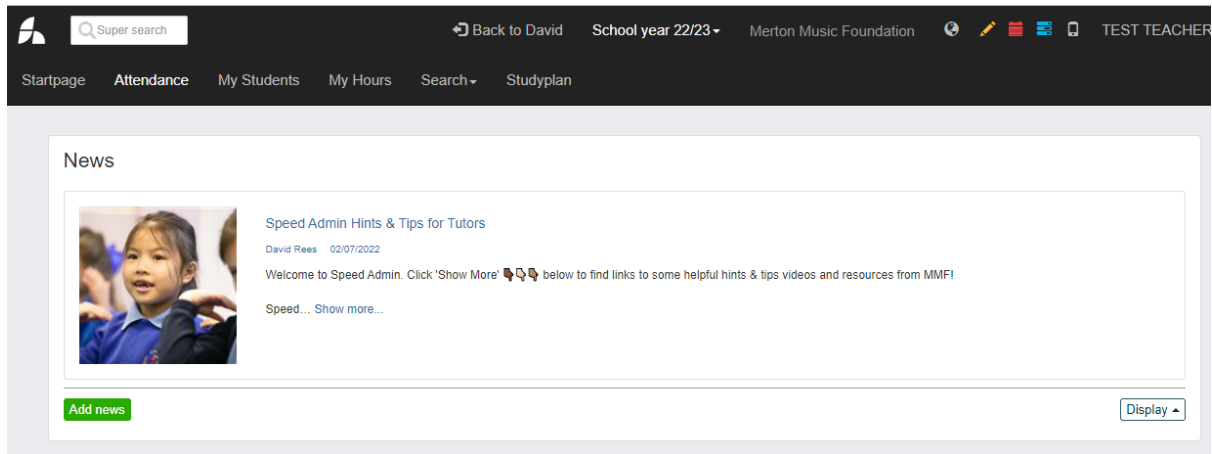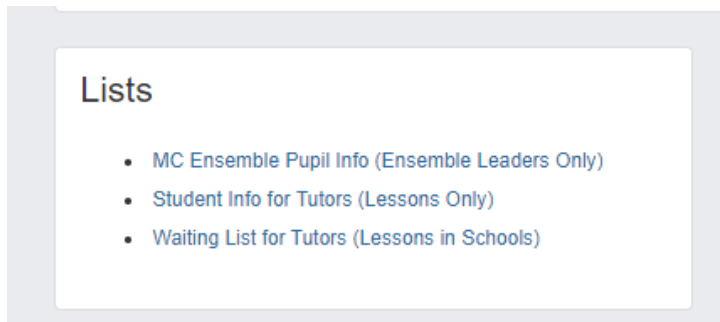# How to View Pupil Data Report and Waiting Lists in Speed Admin

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!

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: admin@mmf.org.uk 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.

Waiting List for Tutors (Lessons in Schools)
List saved in this location: User defined lists/Tutors
Can be seen by others

Send message Print Export Refresh

Waiting list School	Student Student name	Student Year group number	Waiting list Course type	Waiting list Course (incl. title)	Waiting list Waiting list type	Waiting list Days on waiting list	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 Ensemble Pupil Info (Ensemble Leaders Only)
List saved in this location: User defined lists/Tutors
Can be seen by others

Send message Print Export Refresh

	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
Send message / To all from the list												

Accurate as of Sept 2022