

## Parent/Carers guide to the online learning functions of SpeedAdmin

We are using the inbuilt function of SpeedAdmin for online lessons from 1<sup>st</sup> January 2023.

1. First log in to SpeedAdmin with the login you use to see your bills etc.

You will then see the following items in the menu bar across the top of your screen. Select Online learning

<b>/</b>	Startpage	Registration	Student profile	Student timetable	Online learning
	News				

2. This will then take you to a screen where you can see your lessons scheduled.

<b>/</b>	Startpage	Registration	Student profile	Student timetable	Online learning		
					Next les	ssons	
					Show all courses	Show archive	
	Wedne	esday 11/01/20	)23				
	09:07	- 09:37	Piano				
	Wedne	esday 18/01/20	023				
	09:07	- 09:37	Piano				

3. Click on the lesson you wish to join.

4. This will then take you to a page shown in the screenshot below.



## **Online learning functions**

From here you can see the functions of the 'online learning' area.

- The teacher can upload exercises/studies for you to use.
- You can use live video for an online lesson
- The teacher is also able to write notes as you would in a practise book.

Startpage Registration	on Student profile Student timetable Online learning	Back to Katie	Hertfordshire Music Service	
← Back to Overview	Piano - Candy McVittie Search for study	Q ▼ Filter	Chat Live video	Notes
Wednesday 11/01/2023 09:07 - 09:37	No studies added			*
Teachers		X		
Test Teacher		$\rho$		
Students				
Candy McVittie				
Archive				
Search Q				v

• There is a Chat function where the teacher or parent/carer can add comments during the online lesson.

## Starting and ending a lesson

5. To start an online lesson, click on the 'Live Video button' this will then give you this message

Piano - Candy McVittie			Chat Live video Notes
Search for study	Q	<b>Filter</b>	No meeting has been started by your teacher.
No studies added			If you have questions or experiencing problems

6. As soon as the teacher has started the lesson their end then you will see this, this means you can now enter the online lesson.



7. As soon as the teacher leaves the lesson, the lesson will be ended for the student.