

Speedadmin for Parents/Guardians and Students

Speedadmin can be accessed via Web-browser, or via their App (on [Android](#) and [iOS](#)) - [Official Video Guide](#)

As a Parent/Guardian you should have received your login details already. Use this link to get to the Croydon Login page - <https://ukcroydon.speedadmin.dk/>

Once logged in you arrive at the **Startpage**.

This shows any outstanding charges on your account, any News that CMA want to share with you, lesson cancellations (e.g. where teacher is ill), Calendar (showing upcoming lessons/activities), Holiday plan and Student Courses

The black banner at the top of the page allows you to switch between students (if you have more than one child attending activities/lessons with CMA), Registration (apply for different activities, instrument hire, Help with Fees), Student Profile (the details we have about your child as well as any activities/hires/ lessons they do with us as well as their attendance so far this term), Student timetable (when the activity takes place in the week), My Studyplan (our virtual learning zone, replacing Seesaw).

Student Profile (Parent/Guardian View)

Here you can see all the information CMA holds about each student you are parent/guardian for. To switch between children, click the drop down arrow here:

From this menu you are also able to Register a new student (the web page will take you to the CMA Registration page), and add another parent/guardian to be linked with your students (in a pop up window requesting which student(s) you want to link the new adult to, as well as requesting their email address so set up details can be sent to them).

When you go into Student profile, a page will open showing all student details CMA have for them, including consent for images and any SEN/D information. To edit any of the information held here, please scroll down to “Edit”



Each field is then editable, or tickable (for the consents) and able to be updated. If you would like your student to have access to the study planner using their own login, please add an email address so login details can be set up.

Find student		Gareth Loh - Username: garloh		Display / hide
Student Id / UPN	1650 /	Phone		<input type="checkbox"/> Secret
Date of birth	23/02/1994 Male	Mobile phone		<input type="checkbox"/> Secret
First name	Gareth	Email	gareth.loh@croymusicandarts.co.uk	
Surname	Loh	Created	24-03-2023	

Once this is done your student should start to receive email notifications when there have been updates made on their Studyplan.

The right side has the school year and school your student is showing as attending. Please take a moment to double check and correct this using the drop down lists in Edit.

Year group	<input type="button" value="Edit"/>
Home school	
Year group	1

Home school	Year group	School year	
Addington Valley Academy	8	School year: 23/24	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Addington Valley Academy	0	School year: 22/23	<input type="button" value="Edit"/>
Addington Valley Academy		School year: 21/22	<input type="button" value="Edit"/>

My Studyplan

Choose the lesson you would like to see the lesson notes for.

If there is nothing showing, click “Show all courses” and select the required course.

Student: Gareth - Startpage Registration Student profile Student timetable My Studyplan

Next lessons

Thursday 05/10/2023

11:00 - 11:20 Keyboard/ Piano

Studyplan

This is the view of the StudyPlan. The “Study” created by the teacher will be displayed in the middle section. The chat box on the right-side section is set as a one-way chat for teachers by default, here they can leave messages and make notes about the Studys.

← Back to Overview

Keyboard/ Piano - [redacted]

Search for study

Thursday 05/10/2023 11:00 - 11:20

Teachers

Students

Archive

Search

> [redacted] piano lesson notes - autumn 2023

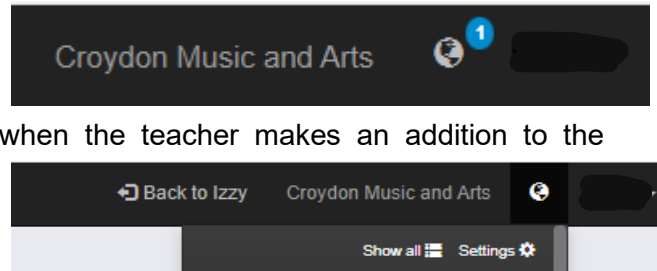
Week 3 - 28/9/23TARANTELLA - Bars 1-16 are very good - Bar 17 - take care to play in the c See more

Chat

Notes

Notifications

The notifications tab, symbolised by the globe icon on the right-side of the menu bar, will display a number for each new notification. A notification will be created when the teacher makes an addition to the Studyplan.



To change your notification settings, click the globe icon > Settings

On the page that opens, you are able to select when you are notified for some events:

Notification settings

Notification Subscription Settings

Category / Event	Web notification	Instant email	Daily email	Weekly email
One to one:				
Added to course	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensemble:				
Student is added to a ensemble	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Studyplan:				
Study is added to studyplan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Chat Message (Studyplan):				
Chat message added	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Note (Studyplan):				
Note added	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

My Personal data

We recommend you check that the details we hold for you are accurate every 3 months. To update this information, click Edit and then Save once completed.

Search Frederick Loh - Username: unknown@unknown.co.uk Display / hide

Date of birth	01/01/0001	Postal code	CR0 3JL Croydon
Title	Mr	Phone, Home	
First name		Phone, Work	
Surname		Mobile phone	
Address		Email	unknown@unknown.co.uk
Address line 2		DebtAllowance:	No
Debtor status:	N	DebtAllowanceNote:	
KnownAs:		Mobile2:	
FaxNo:			

Other accounts connected

Connect to user in another school

Mandate settings

Debtor number 1232

My personal data

Help

Remote support

Log out

Edit