



EEPOS

Day-To-Day

Teacher Guide

Updated Sept 2025



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Day-to-Day Essentials:

- ✓ Registers should be updated after every lesson (Whole Class, National Curriculum, Small Group/Individual, Ensemble). If connection is an issue, they must be completed by the end of the day.
- ✓ Attainment should be recorded every time an award objective has been completed by the student, as and when they do so.
- ✓ Check that your timetable and registers are all accurate with the correct timings – let the office know if they are not

Logging In

Login details are sent to your **leeds.gov.uk** email. If you haven't received them or can't access your email, contact educ.artforms@leeds.gov.uk.

Once set up, log in at <https://leeds.eepos.fi>. Bookmark the page for easy access.

Use **Chrome** or **Edge** on a laptop for best results; phones/tablets also work.

If access is blocked by school firewalls, inform the school and the ArtForms office.

Leeds CITY COUNCIL artforms WYMH
Home Forms Help center Login

ArtForms Leeds

Part of the Children and Families Services 0-19 Learning Improvement Team within Leeds City Council, and partner in the West Yorkshire Music Hub.

Apply as new student | I already have an account

Welcome to Eepos!
ArtForms are proud to have partnered with Eepos to create our online portal to make engaging with our service better than ever, with easier links for students, parents, teachers, schools, music centres, and our youth music groups. You can sign up as a new student or edit your details as an existing student, communicate and track progress with your teacher, and access further opportunities to develop your music education!

News
16 MAY Enrolments now open for 2025/26
Enrolments for our City of Leeds Youth Music Groups, Leeds Music Centres, and Direct Billed tuition is now open! To enrol, please see the forms option at the top of this page, or see the links below:
City of Leeds Youth Music Groups Form Leeds Music Centres Form Direct Billed (School) Tuition Form

ArtForms Leeds
Pudsey Civic Hall
Dawsons Corner
Leeds
LS28 5TA
0113 378 2850
educ.artforms@leeds.gov.uk
www.artformsleeds.co.uk

Technical support
If you encounter technical difficulties in Eepos, please contact the school or request support using the button below.

Login

USERNAME

PASSWORD

Forgot your password? | One time password

CANCEL | LOGIN

Dashboard

The dashboard is your homepage for when you're logged into Eepos and includes the information you need for that day's lessons, as well as more general information.

You need to confirm your lessons each day. Click "Pending" and select one of the options. To mark a pupil as absent, click the school's name and mark that specific pupil as "Pupil Absent".

- Open lesson details
- Lesson comment
- Pending
- Confirmed Lesson
- Covered Lesson
- Pupil Absent
- Teacher Absent - Illness
- Teacher Absent - Special Leave
- Teacher Absent - Strike
- School Cancelled
- School Cancelled - No Notice

The weekly ArtForms bulletin, as well as other important updates, will be here. Please read and keep up to date with key information and resources!

eepos
Teacher's tools

Search....

- Dashboard
- My profile
- Students
- Groups
- Lessons
- Calendar
- Events
- Inventory
- Applicants
- Comments
- Direct messages
- Media
- Room schedules

Miss Honey

Eepos, teacher's dashboard Help

Today's schedule PROGRESS VIEW

Quick actions

| | | |
|-------|-------------------------|---------|
| 09:00 | Sunnyside Primary - WC | Pending |
| 10:15 | Hogwarts High - NC | Pending |
| 13:00 | Rydell High - SG Guitar | Pending |

Upcoming

Nothing for now

Upcoming events relevant to you and your students may be included here, a feature we will be looking to further implement in the future.

Bulletins

- New** ArtForms Weekly Bulletin - Wb 11th September 2... 15/9 >
- New** ArtForms Weekly Bulletin - wb 4th September 20... 11/9 >
- Welcome to Eepos 6/9 >

Materials

- Key Documents (4)
- Website Links (5)

Important common documents and links can be found here. Please let us know if you think there would be something useful to include here for all staff!

My Profile

You can update your personal details and view ArtForms-related info, including teaching activity, equipment loans, and key HR details. Note: HR info isn't linked to the Leeds City Council Business Centre, so report any important changes to ArtForms or BSC directly.

TEACHING ACTIVITY EQUIPMENT LOANS HR

Miss Honey Help

Personal info CHANGE PASSWORD

First name: Jennifer Last name: Honey

Address: 123 Dahl Road, Cross Gates

Postal code: LS64 9ZZ City: Leeds

Contact info

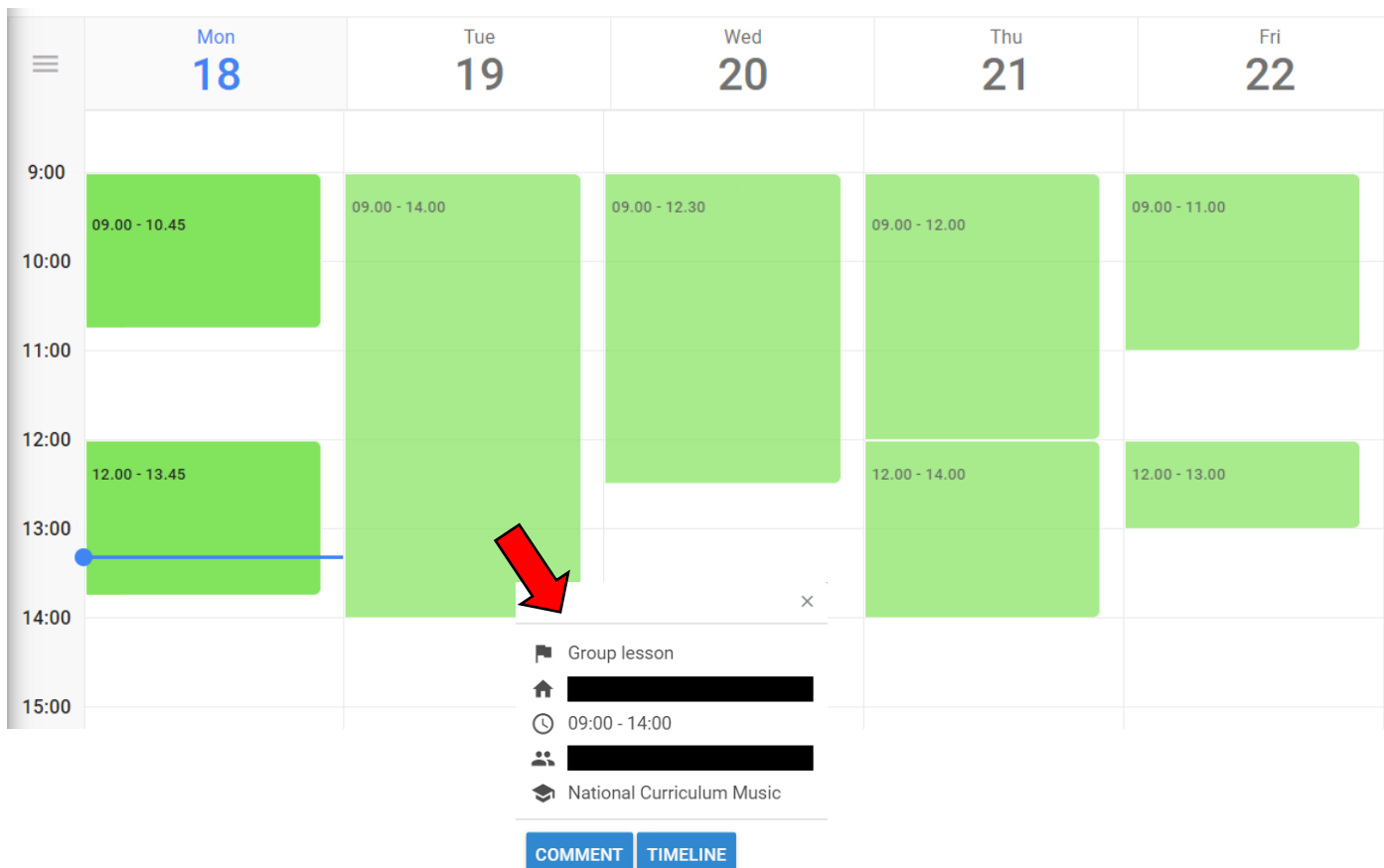
Phone number: 07123456789 E-mail: j.honey@leedseducationhub.co.uk

Other contact details

Calendar

The calendar shows your weekly schedule and lesson times. Click on a group to view class lists and progress trackers. Your Eepos timetable should match your actual school hours and what the school is billed for—**report any errors to us.**

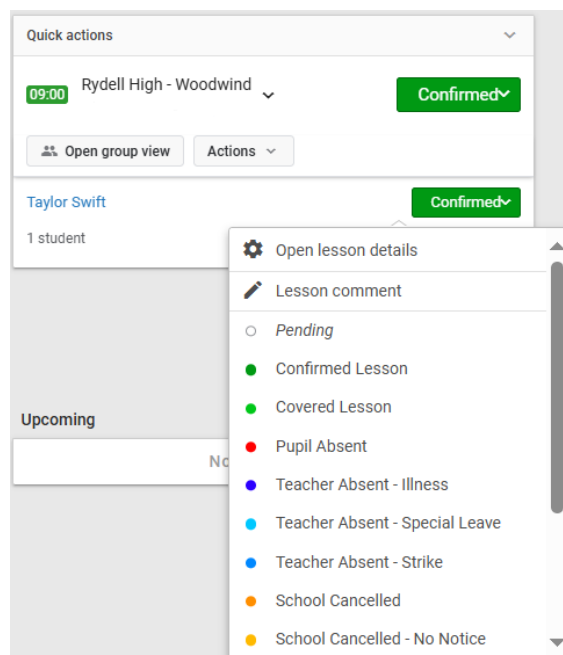
Usually, your timetable shows one block per school, but we can split it into individual groups if you send us the class lists and times.



Taking a Register

It is expected that registers will be completed the same day you teach a lesson:

1. On today's schedule, click on the school or group to show the class list
2. Click on the larger 'Pending' to mark attendance for all pupils at once (this is the only expectation for WC and NC lessons).
3. Click on the 'Pending' next to each child to update the register for individual pupils (required for SG/1:1 and ensembles).
4. Select the light green 'Covered Lesson' if you have covered that lesson for another teacher.



Marking Attainment and Progress

Attainment on Eepos should be a live and up to date reflection of the progress your students are making. You must let the office know if there are any students who need adding or removing using the form on your dashboard or by emailing educ.artforms@leeds.gov.uk.

1. On your dashboard, click on a school/group to show the pupil list for that group.
2. Click on a name to show more details, and attainment is marked under the 'Progress chart' section.
3. If there are no progress charts shown, you will need to click **ADD NEW** and select the appropriate Award first.
4. For Whole Class lessons, you can also select '**Open group view**' to update attainment for all students in the class at the same time.
5. Click on each of the award levels to open them up and view each individual objective.
6. To mark an objective as completed, click on the objective and change the status to 'Completed'. The date completed will default to the current date, but it can be changed if required.
7. There is also an option to leave a comment (such as 'well done!') but there is no expectation to do this currently.
8. If using group view, clicking on an objective will open a menu to mark it as completed for each individual student.
9. For small group and individual students, once all the objectives on an award have been completed, mark the 'Certificate Completed' objective as completed.
10. **For Whole Class students, we only expect you to mark the 'Certificate Completed' objective and not each individual objective.**
11. Once this has been marked you will be shown that a notification will be sent to the administration – click yes for this. This means that the office knows to add the certificate to the pupil's profile. If a certificate needs printing or a PDF sending to the school for presentation, you must still ask the office separately for any certificates, including the following information:
 - School
 - Student name
 - Student instrument
 - Award achieved.

Wednesday 16/07/2025

Swift Taylor
Rydell High - Woodwind
At 09:00,

Pending

Quick actions | Timeline | Remarks

Send a comment [SEND]

Progress chart: ArtForms Awards Woodwind [ADD NEW]

Events (0) [OPEN]

« PREVIOUS STUDENT | NEXT STUDENT »

ArtForms Awards Woodwind

Woodwind - Taking Off Completed 0/14

A: Listening and Internalising

I can clap to a steady pulse

Status

Not selected | Completed | Certificate Completed

performed by my teacher (a) clapping and (b) playing on one note

More Information

It is important that if you have any issues, questions, or recommendations with Eepos that you let the ArtForms office know. It is in all our best interests that we make using this software work for the benefit of and to support your teaching, and therefore the learning, progression, and experiences of our students.