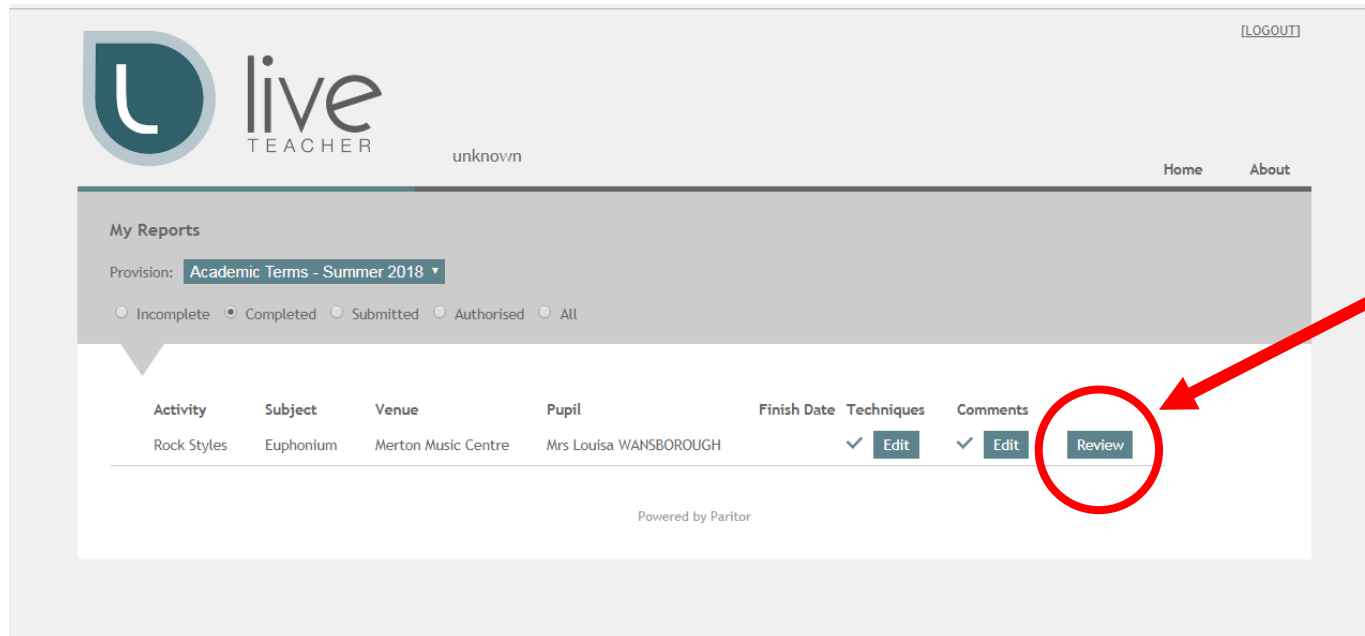
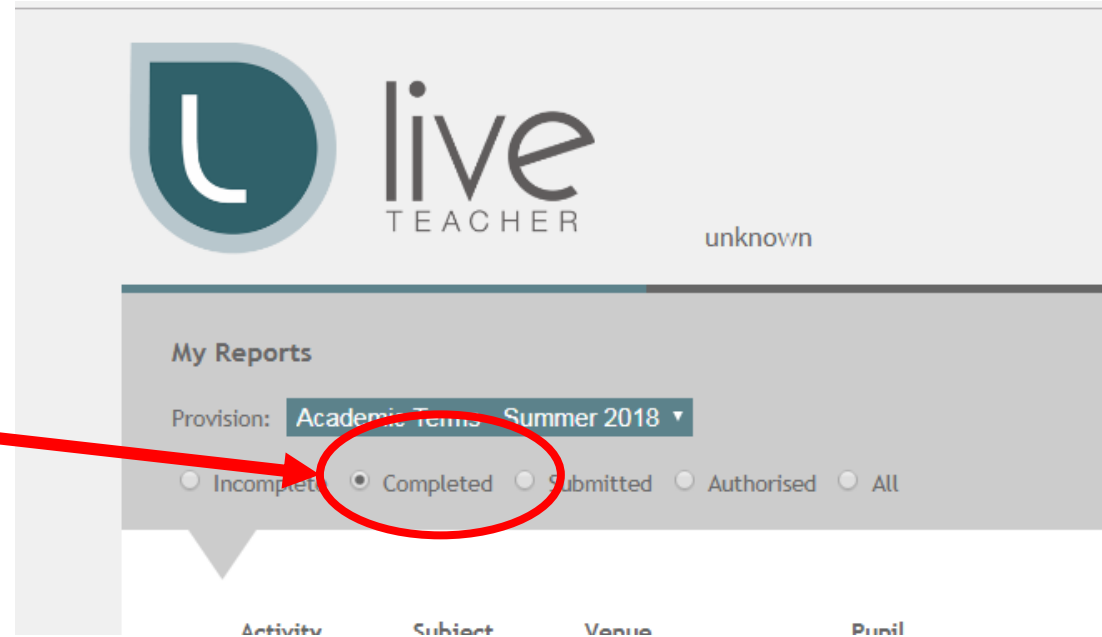


9a) Submitting Your Reports

Once completed, your reports will automatically move to the 'Completed' tab.



From within the 'Completed' tab click **'Review'**

9b) Submitting Your Reports

live TEACHER unknown Home About

View Report

Pupil: Mrs Louisa WANSBOROUGH Activity: Rock Styles Venue: Merton Music Centre

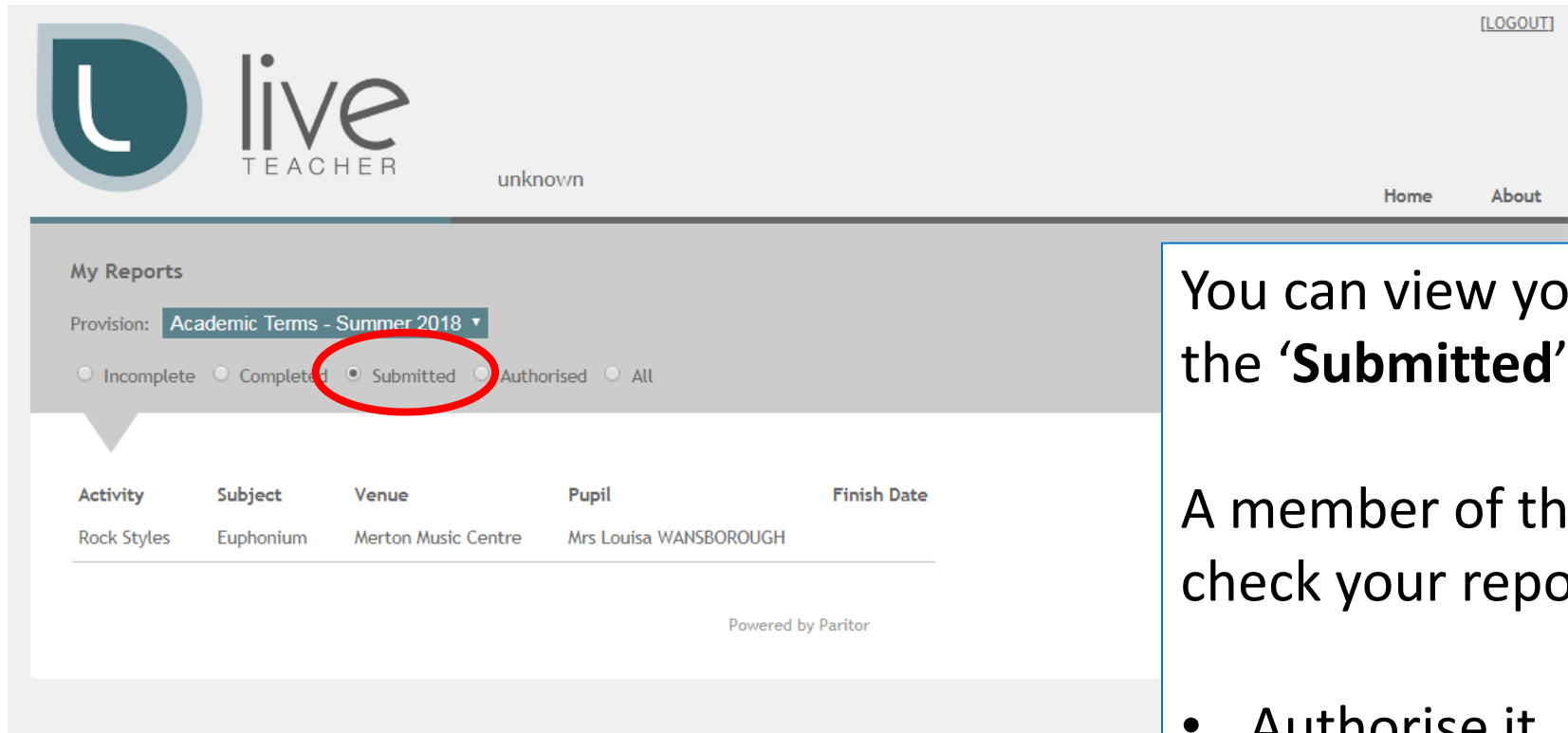
Technique	Level
Technical Progress	Excellent
Musical Development	Excellent
Motivation, Attitude and Personal Organisation	Good
Theoretical Understanding	Excellent
Aural Development	Needs Improvement

Louisa is a conscientious worker, showing interest and giving her best efforts at all times. Her playing is confident and for the most part to ensure that she always holds the guitar correctly, with her left foot on the footstool. You have done extremely well this year, Louisa.

By clicking submit, you are verifying that this report is completed. This will be verified by your Line Manager and then will be available for the administrators to publish to the pupil.

Read your report and if you are happy click **'Submit'**

9c) Submitting Your Reports



The screenshot shows the 'live TEACHER' interface. At the top left is the logo and 'live TEACHER' text. To the right is a '[LOGOUT]' link and the user name 'unknown'. Below the header is a navigation bar with 'Home' and 'About' links. The main content area is titled 'My Reports'. Underneath, there is a 'Provision:' dropdown menu set to 'Academic Terms - Summer 2018'. Below this are five radio buttons: 'Incomplete', 'Completed', 'Submitted', 'Authorised', and 'All'. The 'Submitted' radio button is circled in red. Below the radio buttons is a table with the following data:

Activity	Subject	Venue	Pupil	Finish Date
Rock Styles	Euphonium	Merton Music Centre	Mrs Louisa WANSBOROUGH	

At the bottom of the page, it says 'Powered by Paritor'.

You can view your submitted reports on the **'Submitted'** tab.

A member of the MMF core team will check your report and then either:

- Authorise it
- or -
- Return it to you for editing

10) 'Returned Reports'

Returned reports appear in the 'Completed' tab with a yellow warning triangle.

Hover your cursor over the yellow warning triangle to find out why it has been returned.


Use the 'Edit' buttons to make the requested changes then click 'Review' and resubmit by clicking 'Submit'



My Reports

Provision: Academic Terms - Summer 2018

Incomplete Completed Submitted Authorised All

Activity	Subject	Venue	Pupil	Finish Date	Techniques	Comments
 Rock Styles	Euphonium	Merton Music Centre	Mrs Louisa WANSBOROUGH	✓	<input type="button" value="Edit"/>	✓ <input type="button" value="Edit"/> <input type="button" value="Review"/>

Please add further detail.