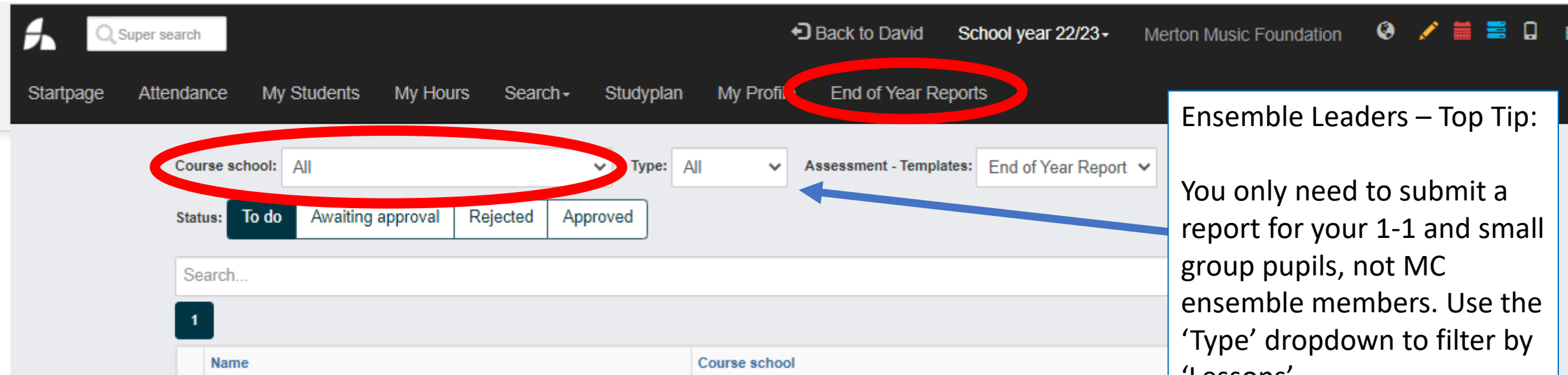# Pupil Reports and Assessment Levels in Speed Admin

Instructions for Tutors

Step 1: Completing Pupil Reports

Important: please complete an individual report and update the Assessment Level for all 1-1, paired and Group of 3 pupils – Reports and Assessment Levels are two separate processes, please read the full instructions in this booklet.
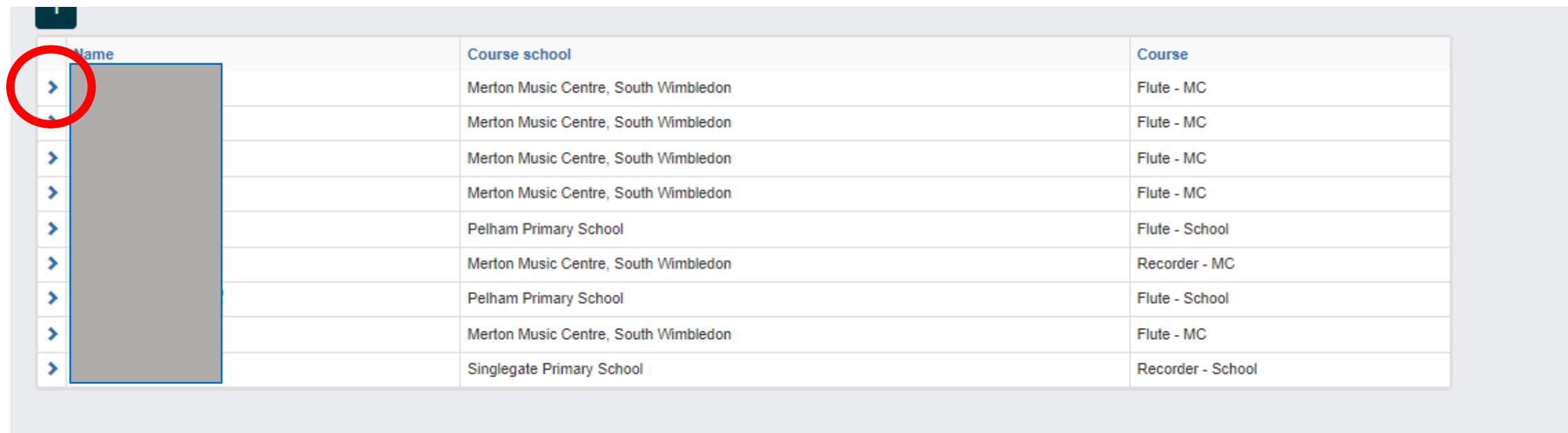

Ensemble Leaders – Top Tip:

You only need to submit a report for your 1-1 and small group pupils, not MC ensemble members. Use the 'Type' dropdown to filter by 'Lessons'

1) Log in to Speed Admin via a web browser: www.mmf.org.uk/account

2) Click on 'End of Year Reports'

3) It is possible to filter your pupils by 'Course School' (the venue where you teach them)

4) Click on the arrow by each pupil's name to open their individual report.

	Name	Course school	Course
>		Merton Music Centre, South Wimbledon	Flute - MC
>		Merton Music Centre, South Wimbledon	Flute - MC
>		Merton Music Centre, South Wimbledon	Flute - MC
>		Merton Music Centre, South Wimbledon	Flute - MC
>		Pelham Primary School	Flute - School
>		Merton Music Centre, South Wimbledon	Recorder - MC
>		Pelham Primary School	Flute - School
>		Merton Music Centre, South Wimbledon	Flute - MC
>		Singlegate Primary School	Recorder - School

5) Select a level for each area of pupil progress from the drop down menus.

Technical Progress

Excellent

Good

Satisfactory

Try To Improve

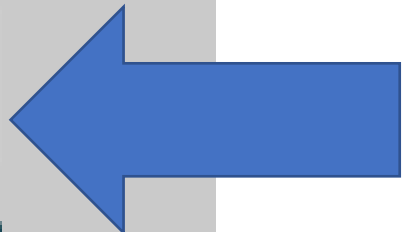**Theoretical Understanding**

6) Add a 'Tutor Comment' for each pupil – this should fairly and accurately summarise their current progress and next steps.

Please check for spelling and punctuation errors and ensure to use the pupil's preferred pronouns (he/him, she/her, they/them etc) – pronoun preferences are listed on pupil's individual tabs under 'My Students'. If in doubt: use 'they/them'.

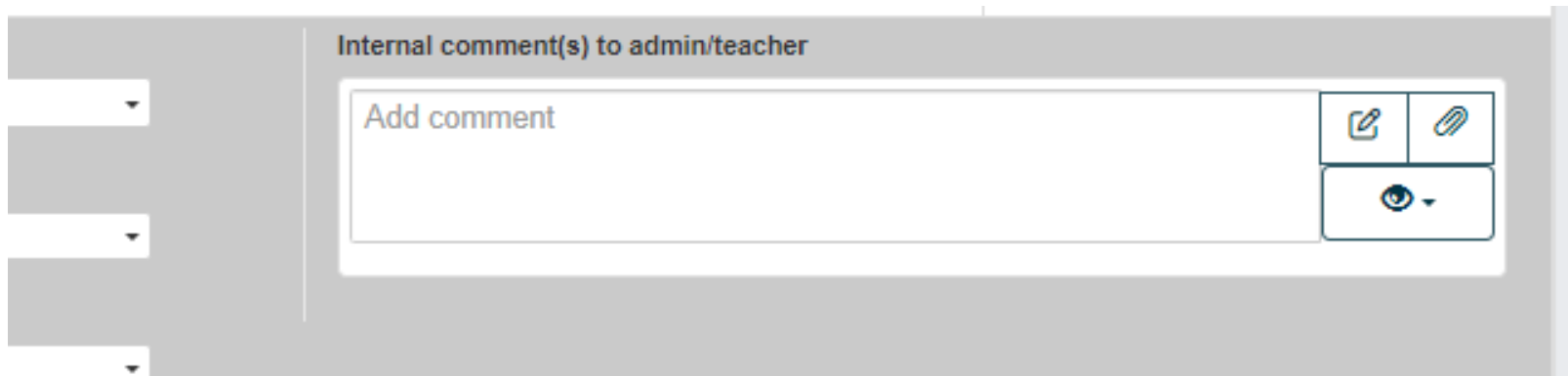As a guide, we suggest min. 80 words per pupil for the Tutor Comment.

Tutor Comment

7) It is possible to add an internal comment, which is only visible to MMF staff authorising the reports, should you need to provide any further contextual information.

This is optional and in most cases not necessary.

Internal comment(s) to admin/teacher

Add comment

8) Whilst working on your reports, remember to press 'Save to Draft' regularly and if navigating away from the page.

Save draft | Send to approval
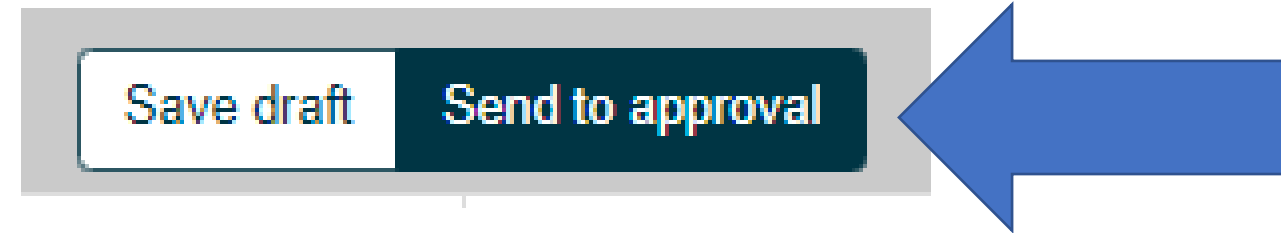
9) When a report is completed click 'Send to Approval' to submit it.

Step 2: Adding Pupil Assessment Level / Grades

10) You need to add an 'Assessment Level' for every pupil – this is their approximate working grade.

Navigate to the pupil's card. To do this from the reporting window, click on the ⬈ icon by each pupil's name

(top tip: hold down 'Ctrl' before clicking to open the page in a new tab to make navigation easier)

Open the 'Grade/Assessment Level' tab at the bottom of the pupil's card and click on the ✚ icon next to 'Assessment Level'

Add today's date and an approximate working grade for your pupil and click 'Save'

If your pupil has sat a formal exam, this information can also be added under 'Grade' – however all pupils should have an 'Assessment Level' entered as well, for reporting purposes.

Done!