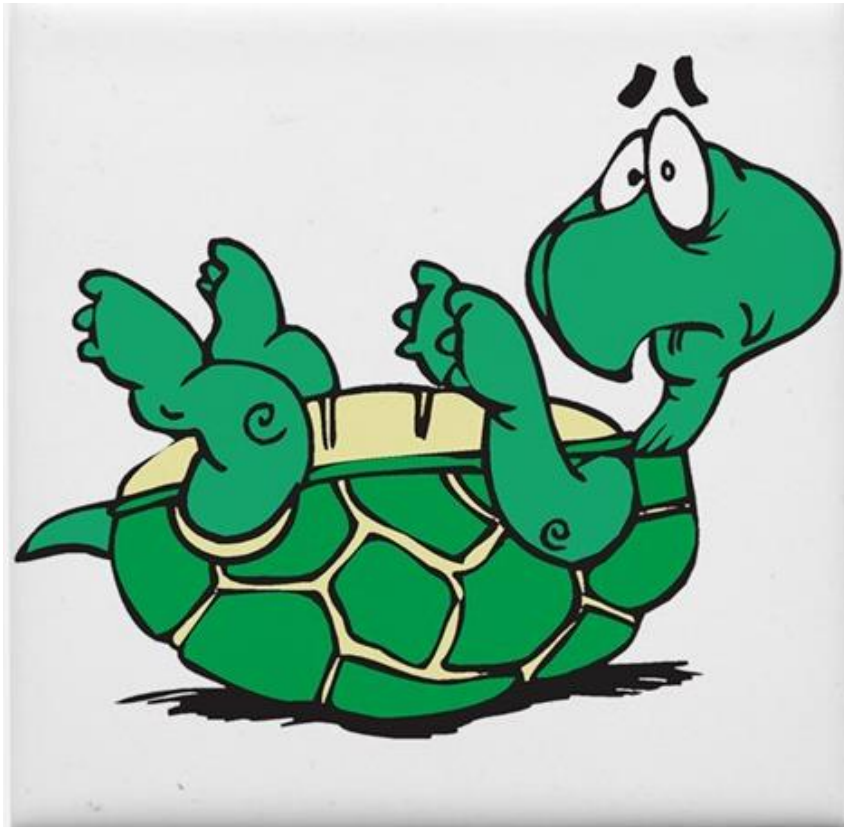


# Completing your MMF Pupil Reports Online



# ...stuck?



020 8640 5446



admin@mmf.org.uk

- 1) Access your 'Live Teacher' account either via the MMF website
- 2) Log in to Live teacher using your username and password.

[www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)



## Paritor 'Live Teacher' Log-In

ENTER HERE

Trouble logging in? Contact: [admin@mmf.org.uk](mailto:admin@mmf.org.uk) / 020 8640 5446

### OPPORTUNITIES FOR YOUR PUPILS

There are so many ways in which your pupils can expand their musical experience

Welcome To



Sign In

***HELP – I don't know my username and/or password!***

**Contact MMF:**

[admin@mmf.org.uk](mailto:admin@mmf.org.uk)

020 8640 5446

### 3a) Ensuring you have graded all of your pupils.

The image shows a two-part screenshot of the Live Teacher web application. The top part shows the main navigation menu with 'My Schedule' highlighted by a red circle and a callout box. The bottom part shows the 'My Schedule' page with a table of activities and a 'View' button highlighted by a red circle and a callout box.

**Click 'My Schedule'**

Welcome to Live Teacher. Please use the links below to navigate to the service you require.

- My Schedule
- My Waiting List
- My Reports
- Managers Reports
- My Details

**Then click 'View'**

unknown

#### My Schedule

Week Starting: 16-Apr-18 ▾

Day	Start	End	Session No	Activity	Venue	Duration	Task Result	Pupils	
Sun 22-Apr	00:00	00:30	1	Rock Styles	Merton Music Centre	00:30		1	<a href="#">View</a> <a href="#">Confirm Delivery</a>

Powered by Paritor

## 3b) Ensuring you have graded all of your pupils.



Click **'Edit'**

Then use the **'Assessment'** drop down boxes to grade each pupil.

**Session Details**

Date: 22-Apr-18    Venue: Merton Music Centre    Session: 1  
Time: 00:00    Activity: Rock Styles    Make Up: 0  
Duration: 30 mins    Task Result: (Not Set)

Session Notes:

Paid?	First Name	Last Name	Group	Time	Duration	Subject	Assessment
	Mrs Louisa	WANSBOROUGH	A	00:00	00:30	Euphonium	Pregrade1

**Edit**   **Back**

**Edit Pupil Register**

Date: 22-Apr-18    Venue: Merton music centre    Session: 1  
Time: 00:00    Activity: Rock Styles    Make Up: 0  
Duration: 00:30    Task Result: (None)

Session Notes:

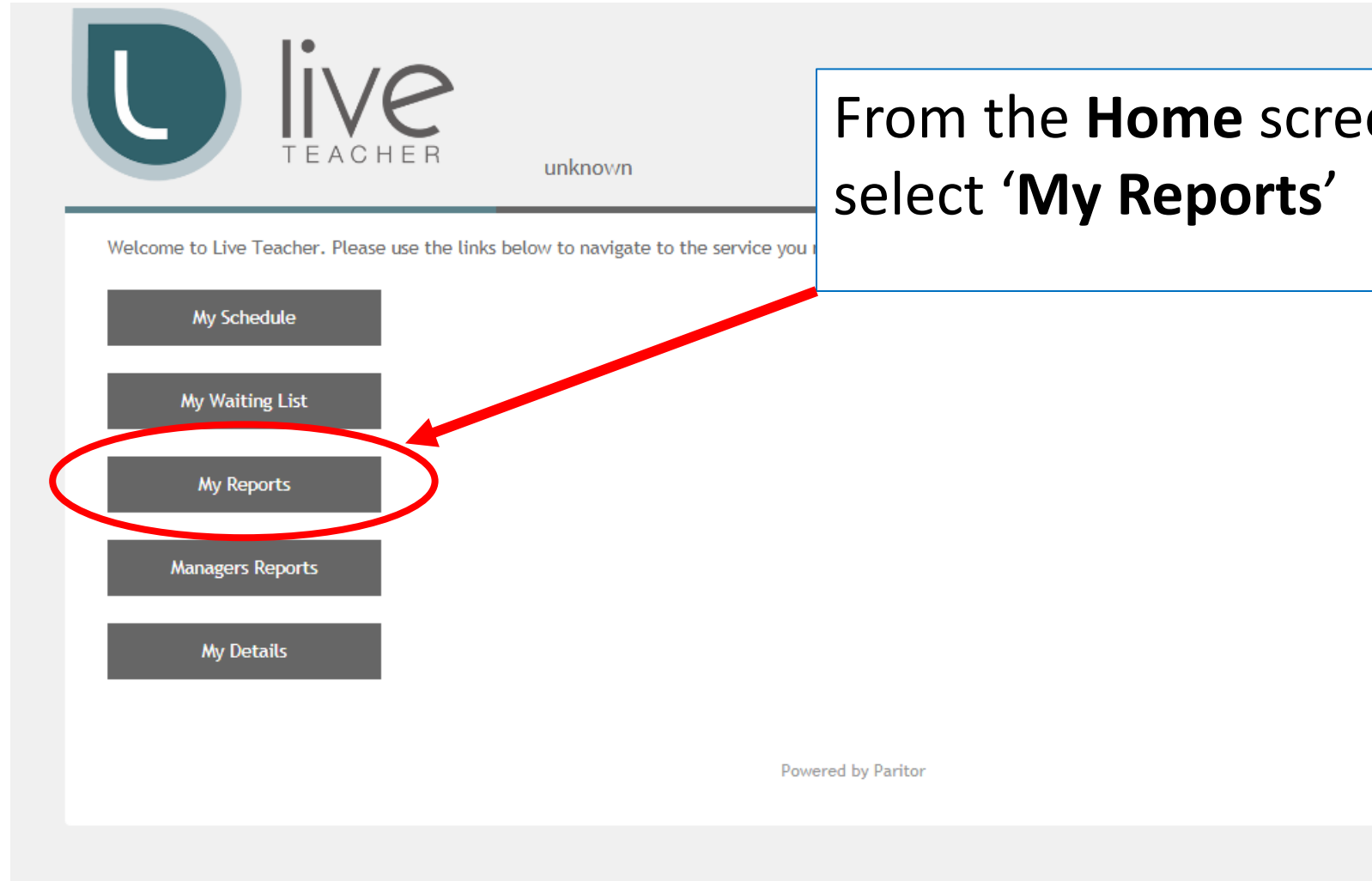
First Name	Last Name	Group	Time	Duration	Propagate?	Subject	Assessment	Attendance
Mrs Louisa	WANSBOROUGH	A	00:00	00:30	<input type="checkbox"/>	Euphonium	Pregrade1	(Not Set)

Notes:

**Save**   **Cancel**

Don't forget to **'Save'**

## 4) Completing your reports



The screenshot shows the 'live TEACHER' interface. At the top left is the logo, and to its right is the text 'live TEACHER' and 'unknown'. Below this is a welcome message: 'Welcome to Live Teacher. Please use the links below to navigate to the service you'. A vertical list of buttons is on the left: 'My Schedule', 'My Waiting List', 'My Reports', 'Managers Reports', and 'My Details'. The 'My Reports' button is circled in red. A red arrow points from a text box on the right to this button. The text box contains the instruction: 'From the Home screen, select 'My Reports''. At the bottom right, it says 'Powered by Paritor'.

From the **Home** screen, select '**My Reports**'

My Schedule

My Waiting List

My Reports

Managers Reports

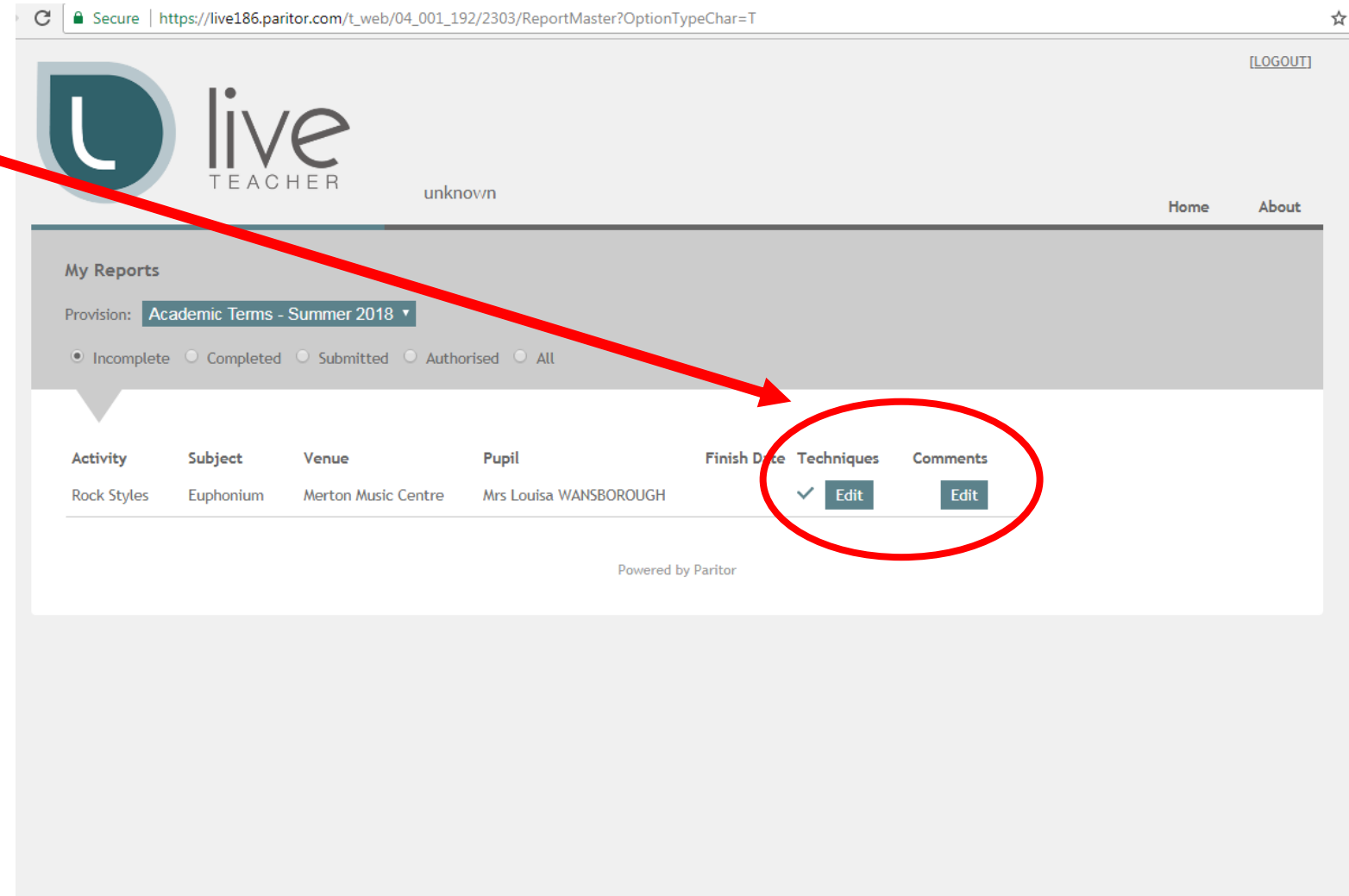
My Details

Powered by Paritor

## 5) You should see a list of your pupils.

There are two areas to each report that you will need to complete:

**‘Techniques’**  
and  
**‘Comments’**



The screenshot shows the 'live TEACHER' interface. The user is logged in as 'unknown'. The page displays 'My Reports' for the 'Academic Terms - Summer 2018' provision. A table lists reports with columns for Activity, Subject, Venue, Pupil, Finish Date, Techniques, and Comments. The first row shows 'Rock Styles' for 'Euphonium' at 'Merton Music Centre' for 'Mrs Louisa WANSBOROUGH'. The 'Techniques' and 'Comments' columns for this report contain a checkmark and an 'Edit' button, which are circled in red. A red arrow points from the text box on the left to these buttons.

Activity	Subject	Venue	Pupil	Finish Date	Techniques	Comments
Rock Styles	Euphonium	Merton Music Centre	Mrs Louisa WANSBOROUGH		✓ Edit	Edit

**HELP –Some/all of my pupils are missing!**

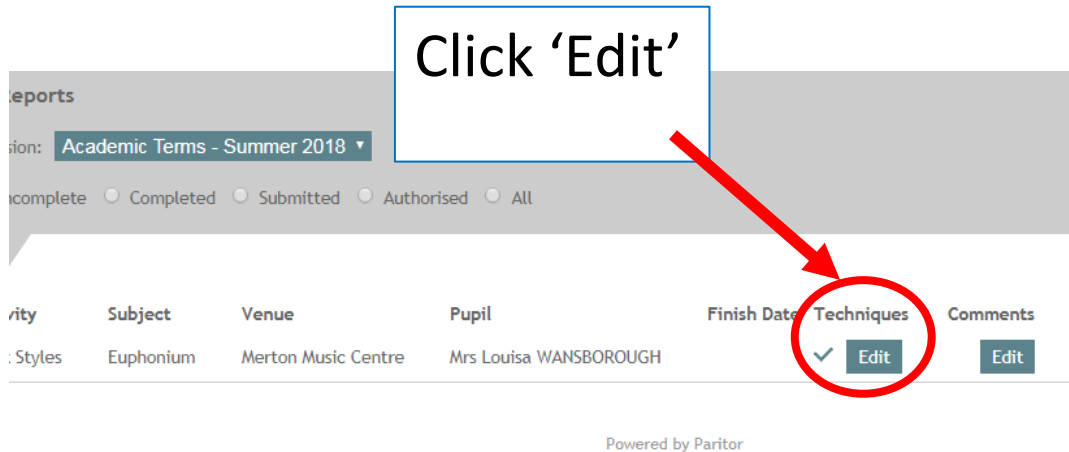
**Contact MMF:**

[admin@mmf.org.uk](mailto:admin@mmf.org.uk)

020 8640 5446

## 6) Completing 'Techniques' for a pupil.

Click 'Edit'

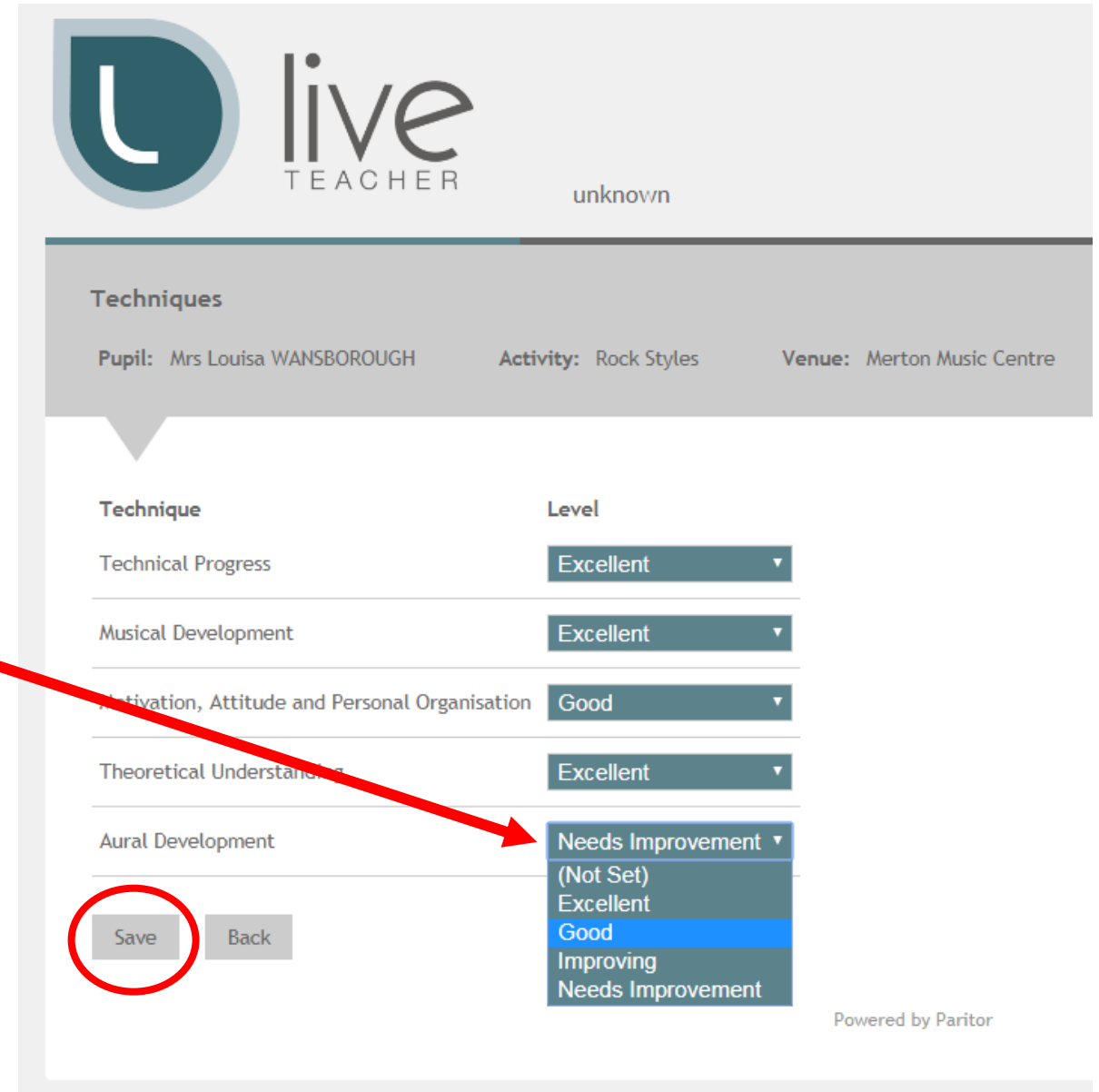


Activity	Subject	Venue	Pupil	Finish Date	Techniques	Comments
Rock Styles	Euphonium	Merton Music Centre	Mrs Louisa WANSBOROUGH		✓ Edit	Edit

Powered by Paritor

Simply select a level from the drop down boxes for each 'Technique'.

When finished press **Save**



live TEACHER unknown

### Techniques

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

Save Back

Powered by Paritor



## 7) Adding 'Comments' for a pupil.

Summer 2018 ▾  
Submitted  Authorised

Venue	Pupil	Finish Date	Techniques	Comments
Merton Music Centre	Mrs Louisa WANSBOROUGH		✓	<input type="button" value="Edit"/>

Powered by Paritior

### This is the comment box.

There are two ways to add comments:

- Type directly into the box
- Add 'pre-written' comments

live TEACHER unknown/n

### Comments

Pupil: Mrs Louisa WANSBOROUGH Activity: Rock Styles Venue: Merton Music Centre  
Category: **Guitar Specific**

#### Comment

- + Mrs Louisa has good posture when playing the guitar.
- + Mrs Louisa needs to ensure that she uses 'walking fingers' in her right hand (i.e. alternating her first and second fingers).
- + Mrs Louisa should always check that her left-hand thumb is flat at the back of the neck of the guitar.
- + Mrs Louisa should try to ensure that she always holds the guitar correctly, with her left foot on the footstool.
- + Mrs Louisa works enthusiastically in lessons. There has been a recent improvement in her attempts to play using a good hand position a

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

## 8a) Adding Pre-Written Comments

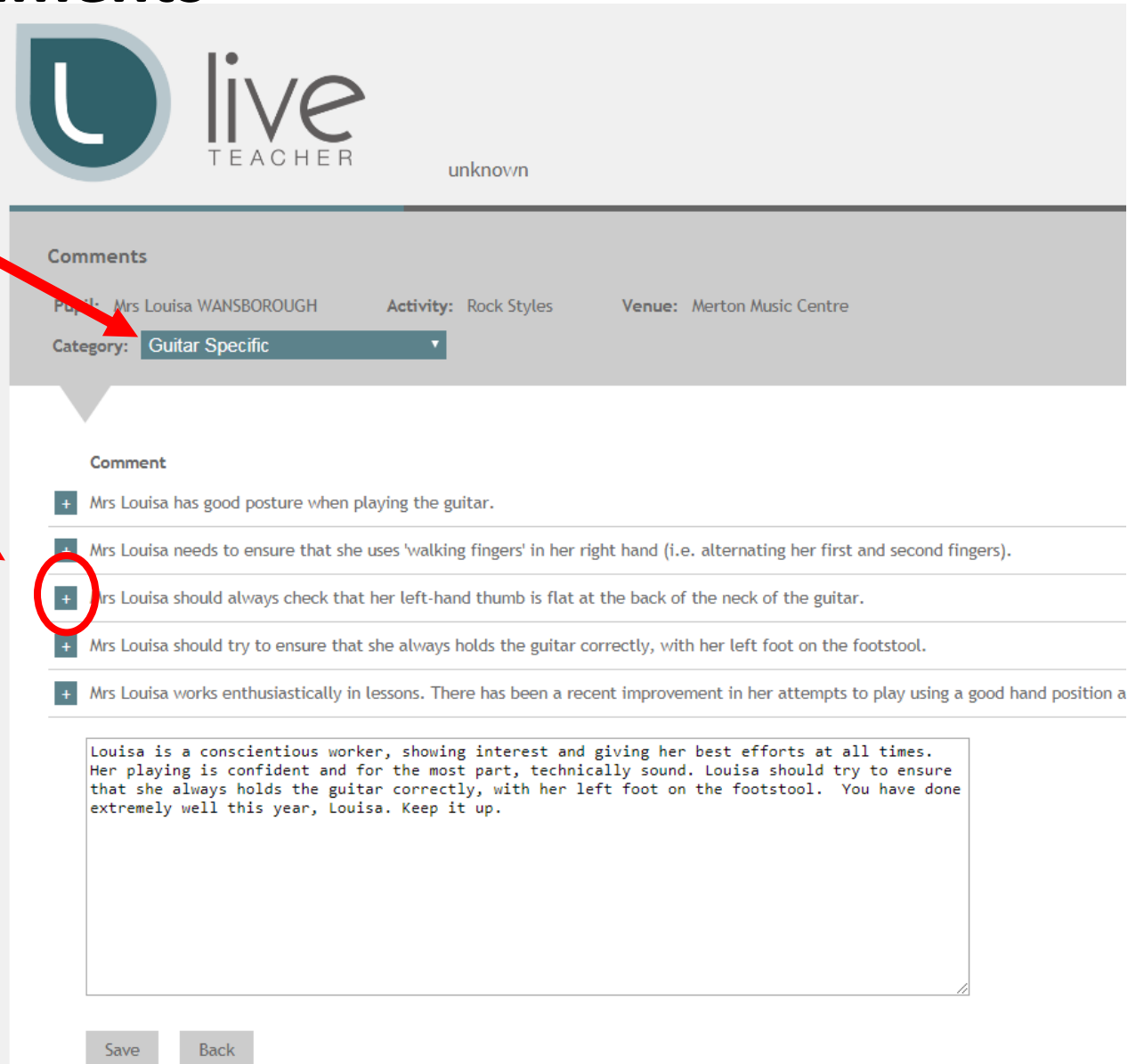
Select a 'Comment Category'

From the drop down menu.

Then select the comment you wish to use and press the '+' button

It will be added to the 'Comment Box' automatically.

***Ensure to check for grammatical errors or contradicting comments!***



The screenshot shows the 'live TEACHER' interface. At the top, there is a logo and the text 'live TEACHER' and 'unknown'. Below this, there is a 'Comments' section with a dropdown menu set to 'Guitar Specific'. The dropdown menu is highlighted with a red arrow. Below the dropdown, there is a list of pre-written comments, each with a '+' button to its left. The third comment, 'Mrs Louisa should always check that her left-hand thumb is flat at the back of the neck of the guitar.', is circled in red. Below the list of comments, there is a text box containing a pre-written comment: 'Louisa is a conscientious worker, showing interest and giving her best efforts at all times. Her playing is confident and for the most part, technically sound. Louisa should try to ensure that she always holds the guitar correctly, with her left foot on the footstool. You have done extremely well this year, Louisa. Keep it up.' At the bottom of the page, there are 'Save' and 'Back' buttons.

live TEACHER unknown

Comments

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

Category: Guitar Specific

Comment

- + Mrs Louisa has good posture when playing the guitar.
- + Mrs Louisa needs to ensure that she uses 'walking fingers' in her right hand (i.e. alternating her first and second fingers).
- + Mrs Louisa should always check that her left-hand thumb is flat at the back of the neck of the guitar.
- + Mrs Louisa should try to ensure that she always holds the guitar correctly, with her left foot on the footstool.
- + Mrs Louisa works enthusiastically in lessons. There has been a recent improvement in her attempts to play using a good hand position a

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

Save Back

## 8b) Pre Written Comments: Advice from MMF

### Comment Categories

**1) Progress** – there are comment banks for ‘Slow’, ‘Reasonable’, ‘Good’ and ‘Excellent’ progress.

**2) Instrument Specific** – Guitar, Woodwind, Brass, Piano, Percussion

**3) Achievements and targets** – ‘Exams’, ‘Increase Practise’ and ‘Music Centre Recommendations’

**4) Finishing your comment** – ‘Summary’

*Your comment should cover the pupil’s progress this year, give instrument specific advice and guidance, highlight any achievements and set the pupil targets to work on.*

A screenshot of a software interface showing a dropdown menu for comment categories. The menu is open, displaying a list of options. The first option, '1) Excellent Progress', is highlighted in blue. The other options are listed in a light blue font on a dark blue background. The options are: '1) Excellent Progress', '1) Good Progress', '1) Reasonable Progress', '1) Slow Progress', '2) Brass Specific', '2) Guitar Specific', '2) Percussion Specific', '2) Piano Specific', '2) Strings Specific', '2) Woodwind Specific', '3) Exams', '3) Increase practise', '3) Music Centre Recommendations', and '4) Summary'. The dropdown is positioned over a form that has some text visible, including 'Category:', 'Comm', 'Mrs Lo', 'lessons', 'Mrs Lo', 'greate', 'Mrs Lo', and 'Mrs Lo'.

Want to add a comment to  
the comment bank?

Email:

[david.rees@mmf.org.uk](mailto:david.rees@mmf.org.uk) and

I'll add it for you!



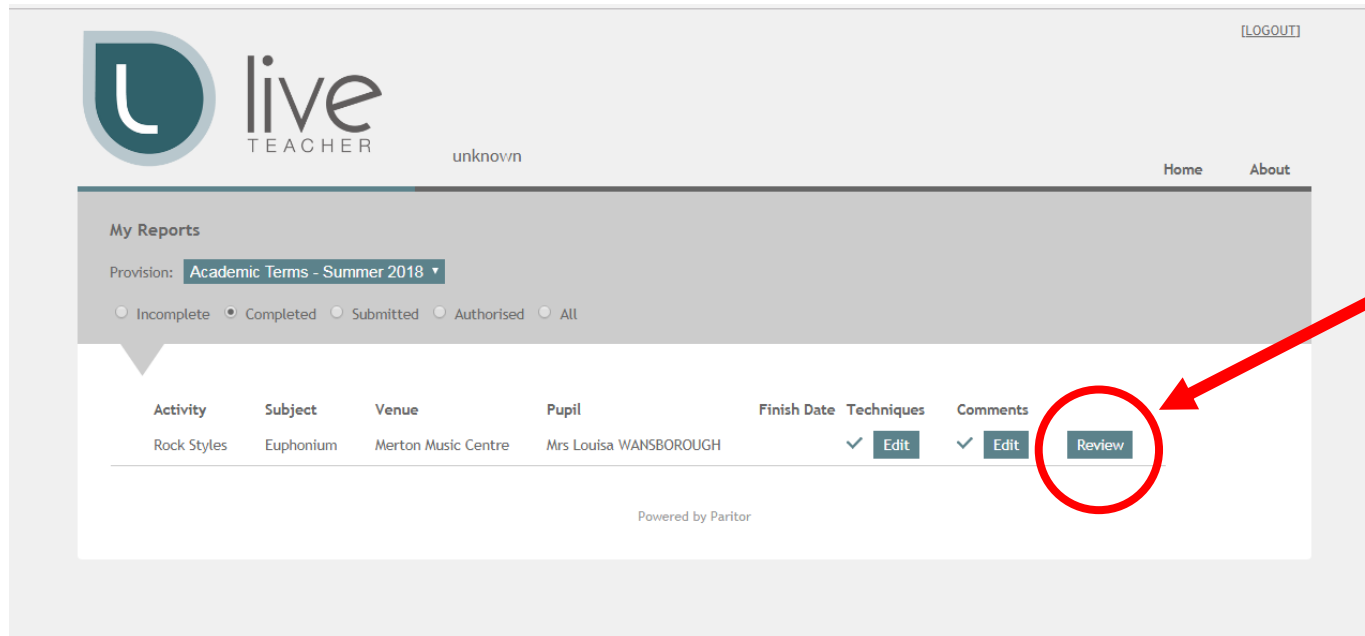
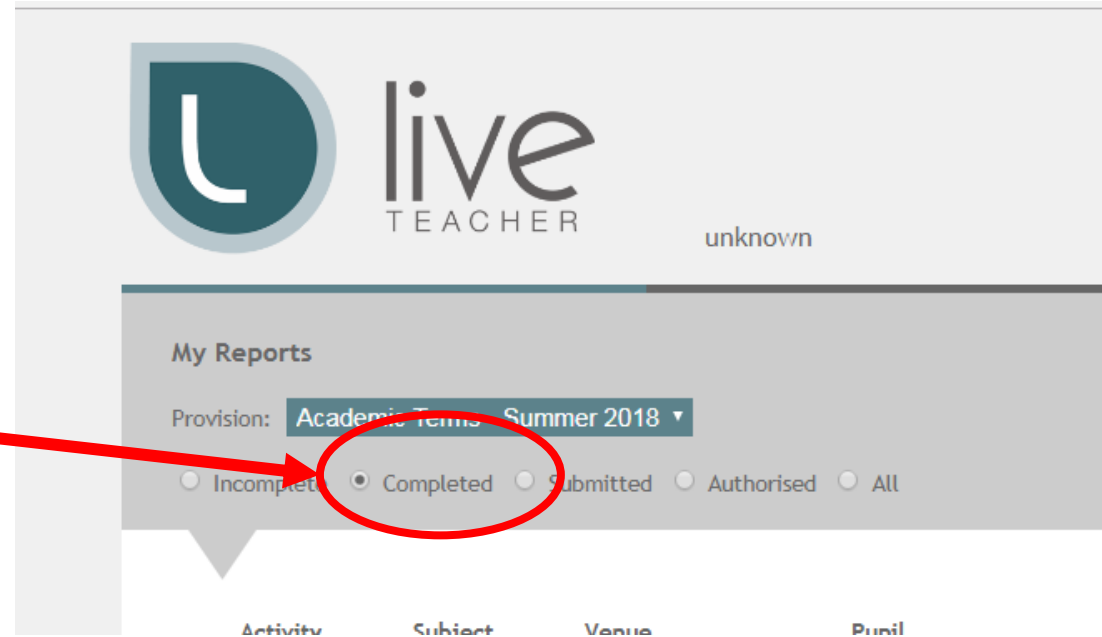
# WARNING!

The comment banks are there to support you but they are not an exhaustive list.

It is your responsibility to ensure that your comment accurately and fairly reflects your pupils' progress and provides them with practical next steps to support their musical development.

## 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

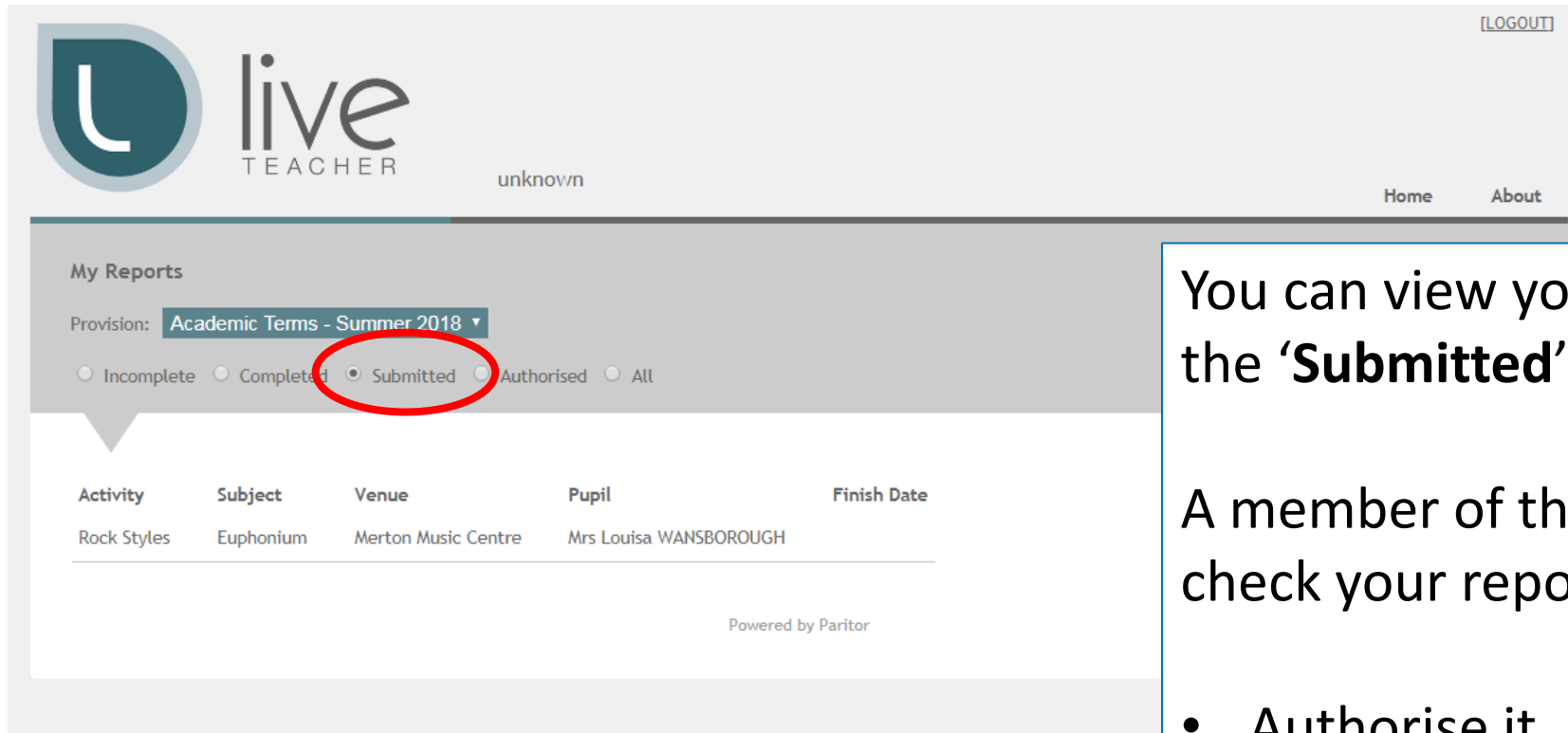
Louisa is a conscientious worker, showing interest and giving her best efforts at all times. Her playing is confident and for the most part to ensure that she always holds the guitar correctly, with her left foot on the footstool. You have done extremely well this year, Louisa.

**Submit** Back

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 the text 'live TEACHER'. To the right of the logo is the text 'unknown'. In the top right corner, there is a '[LOGOUT]' link. Below the logo, there are links for 'Home' and 'About'. The main section is titled 'My Reports'. Underneath, there is a dropdown menu for 'Provision:' 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.



# You're finished!

