



TPAD ONLINE TRAINING

ON

SCHEDULING OF APPRAISAL RATING MEETING



21st Jul, 2020

The screenshot displays the 'Teacher's Portal' interface for an appraiser. The breadcrumb trail is 'Teacher's Portal > Appraiser Update Appraisal'. The appraiser's name is redacted with a black box. The appraisee is identified as 'Ronnie Omondi Odima' with TSC Number '30959853' and ID Number '30959853'. The appraisal status is 'Scheduled for Appraisal Meeting' and the period is '2020 - Term Two'. The completion status is '100%'. A table lists two assessment areas: 'Teaching Standards' and 'Learners Progress', each with an 'Update' button. The interface also shows 'Lesson Observation Marks: 2.32' and a 'View / Finish Appraisal' button.

My Dashboard

Self Appraisals

Appraiser Appraisals

TPD

Appraisal Reports

Teacher's Portal > Appraiser Update Appraisal

Appraiser: [Redacted] | Appraisee: Ronnie Omondi Odima | TSC Number: 30959853 | ID Number: 30959853

Appraisal Completion: 100% Appraisal Status: Scheduled for Appraisal Meeting Appraisal Period: 2020 - Term Two

Show 10 entries Search:

#	Assessment Area	Action
1	Teaching Standards	Update Standards
2	Learners Progress	Update Progress

Showing 1 to 2 of 2 entries

Lesson Observation Marks: 2.32

View / Finish Appraisal

- Before the appraisal rating meeting, the teacher is required to evaluate and rate him/herself.
- The appraiser is also required to assess and rate the appraisee.
- After the completion of the self-evaluation and evaluation by the appraiser, the interface shows a completed appraisal which should be “Appraisal completion 100%”.



- The appraiser should notify the appraisee of the time, venue and agenda of the meeting, before the appraisal rating meeting which should be in line with the institutional calendar of activities.
- The appraisal rating meeting is scheduled by the appraiser and it happens between the appraiser and the appraisee.
- The appraiser and appraisee will hold a meeting and the purpose of the rating meeting is to review their joint rating and then reach an agreed rating.



➤ The user will select “Appraiser Appraisals” from “My dashboard”.

➤ It will show the “pending appraisals” and “schedule meeting” buttons as shown on the screen shot (on the extreme left);

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

My Dashboard

Teacher's Portal > Dashboard

21st Jul, 2020

Self Appraisals

Appraiser Appraisals

Pending Appraisals

Schedule Meetings

Weekly Attendance

TPD

Appraisal Reports

Institution Name : TSC Primary School

IPPD Code : 9874563210

Institution Level : Primary >> (Primary Schools)

Designation : Deputy Head Teacher

Incomplete Appraisals

Completed Appraisals

Notifications

My Appraisal Progress : 2020

Termly Progress : 2020

My Annual Appraisal Progress

Annual Progress



➤ The appraiser can schedule a meeting by clicking “schedule meeting” button.

➤ This will open the “schedule appraisal rating meeting” interface.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The top navigation bar includes the TPAD logo, the title "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)", and a "TSC No." field. The left sidebar contains a menu with options: My Dashboard, Self Appraisals, Appraiser Appraisals, Pending Appraisals, Schedule Meetings (highlighted in orange), Weekly Attendance, TPD, and Appraisal Reports. The main content area shows "Teacher's Portal" with a link to "Schedule Appraisal Meeting" and a date of "21st Jul, 2020". Below this, there are two summary cards: "Awaiting Appraisal Scheduling" with a count of 1 and a person icon, and "Scheduled Appraisals" with a count of 0 and a computer icon. The "Appraisees Awaiting Appraisal Meeting" section features a table with columns for Teacher Name, Tsc Number, ID Number, and Action. A search bar is located above the table. The table contains one entry with a "Schedule Meeting" button in the Action column. The footer of the table indicates "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation links.

Teacher Name	Tsc Number	ID Number	Action
[REDACTED]	[REDACTED]	[REDACTED]	Schedule Meeting



- This portal has a list of all the Appraisees Awaiting appraisal meeting.
- The appraisees “Awaiting appraisal scheduling” (these are the appraisees awaiting to be scheduled for appraisal rating meeting)”.
➤ The appraisees “scheduled appraisals” (these are the appraisees already scheduled for the rating meeting)

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [REDACTED]

Teacher's Portal > Schedule Appraisal Meeting

21st Jul, 2020

1 Awaiting Appraisal Scheduling

0 Scheduled Appraisals

Appraisees Awaiting Appraisal Meeting

Show 10 entries

Teacher Name	Tsc Number	ID Number	Action
[REDACTED]	[REDACTED]	[REDACTED]	Schedule Meeting

Showing 1 to 1 of 1 entries

Previous 1 Next



- On the teacher being appraised, click the “schedule meeting” button.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [REDACTED]

Teacher's Portal > Schedule Appraisal Meeting

21st Jul, 2020

1 Awaiting Appraisal Scheduling

0 Scheduled Appraisals

Appraisees Awaiting Appraisal Meeting

Show 10 entries Search:

Teacher Name	Tsc Number	ID Number	Action
[REDACTED]	[REDACTED]	[REDACTED]	Schedule Meeting
Teacher Name	Tsc Number	ID Number	Action

Showing 1 to 1 of 1 entries

Previous 1 Next



- The appraiser will see a pop up window on schedule Appraisal Meeting which shows “Appraisal date” and “Appraisal time” as shown in the screen shot.

The screenshot displays the TPAD interface. A pop-up window titled "Schedule Appraisal Meeting" is open, allowing the user to set the appraisal date and time. The date is set to "21st Jul, 2020" and the time is set to "8.00AM". The background shows the "Teacher's Portal > Schedule Appraisal Meeting" page with a table of appraisal entries.

Teacher Name	Tsc Number	ID Number	Action
[Redacted]	[Redacted]	[Redacted]	Schedule Meeting

Showing 1 to 1 of 1 entries

Previous 1 Next



➤ Click on “Appraisal date” on the pop up window and from the calendar select a date for the appraisal rating meeting.

The screenshot displays the TPAS interface. A pop-up window titled "Schedule Appraisal Meeting" is open, showing a date selection process. The "Appraisal Date" field is set to "21/07/2020". Below this, a calendar for July 2020 is visible, with the 21st highlighted. A "Schedule" button is located next to the calendar. The background shows a table of "Awaiting Appraisal Scheduling" with columns for Teacher Name, Tsc Number, ID Number, and Action. The table contains one entry with a "Schedule Meeting" button in the Action column. The footer of the page reads "© 2020 (MIS) System - Schedule appraisal meeting".



- Click on “Appraisal time” from the drop down button on the pop up window and select time for the Appraisal meeting

The screenshot displays the TPAD (Teacher Performance Appraisal System) interface. A pop-up window titled "Schedule Appraisal Meeting" is open, allowing a user to schedule an appraisal meeting. The window includes the following fields and options:

- Appraisal Date:** A date picker set to 24-Jul-2020.
- Appraisal Time:** A dropdown menu with the following options: 10.00AM, 8.00AM, 9.00AM, 10.00AM, 11.00AM, 12.00PM (highlighted in blue), 1.00PM, 2.00PM, 3.00PM, and 4.00PM.

The background interface shows a sidebar with navigation options: My Dashboard, Self Appraisals, Appraiser Appraisals, Pending Appraisals, Schedule Meetings, Weekly Attendance, TPD, and Appraisal Reports. The main content area displays "Awaiting Appraisal Scheduling" and "Appraisees Awaiting Appraisal". A "Schedule Meeting" button is visible at the bottom right of the pop-up window.



➤ Then click “save schedule” button to complete the process.

The screenshot displays the TPAD (Teacher Performance Appraisal System) interface. A modal dialog box titled "Schedule Appraisal Meeting" is open, allowing a user to set the appraisal date and time. The "Appraisal Date" is set to 24 Jul 2020, and the "Appraisal Time" is set to 8:00AM. A blue arrow points from the text in the first block to the "Save Schedule" button in the dialog box. The background interface shows a sidebar with navigation options like "My Dashboard", "Self Appraisals", and "Appraiser Appraisals". The main content area includes a "Teacher's Portal" section with a "Schedule" link, a table of "Awaiting Appraisal Schedules", and a table of "Appraisees Awaiting Appraisal".

Teacher Name	Tsc Number	ID Number	Action
[Redacted]	[Redacted]	[Redacted]	Schedule Meeting



- Once the meeting is successfully scheduled it will indicate as seen in the screen shot.
- Click “OK” to complete the scheduling.
- A notification of the scheduled meeting will be sent to the appraisee.

The screenshot displays the TPAD (Teacher Performance Appraisal System) interface. The main window is titled 'Teacher's Portal > Schedule Appraisal Meeting'. It shows the 'Appraisal Date' as 24-Jul-2020 and the 'Appraisal Time' as 1:00 PM. A modal window titled 'Successful' is overlaid, indicating that the appraisal meeting has been scheduled successfully. The modal window contains a green checkmark icon, the word 'Successful', and the text 'Appraisal meeting scheduled successfully.' with an 'OK' button. The background shows a table with columns for 'Teacher Name', 'Tsc Number', 'ID Number', and 'Action'. The table currently shows one entry. There is also a 'Schedule Meeting' button visible in the background.

Teacher Name	Tsc Number	ID Number	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]



- Once the meeting is scheduled, it moves to the “scheduled appraisals”



TPAD

- My Dashboard
- Self Appraisals
- Appraiser Appraisals
- Pending Appraisals
- Schedule Meetings
- Weekly Attendance
- TPD
- Appraisal Reports

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No :

Teacher's Portal > Schedule Appraisal Meeting 21st Jul, 2020

0 Awaiting Appraisal Scheduling 1 Scheduled Appraisals

Appraisees Awaiting Appraisal Meeting

Show 10 entries Search:

Teacher Name	Tsc Number	ID Number	Action
No data available in table			
Teacher Name	Tsc Number	ID Number	Action

Showing 0 to 0 of 0 entries Previous Next



➤ To proceed with updating the ratings, appraiser should click on “scheduled appraisals” button as shown on the screen shot.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No :

Teacher's Portal > Schedule Appraisal Meeting

21st Jul, 2020

0 Awaiting Appraisal Scheduling

1 Scheduled Appraisals

Appraisees Awaiting Appraisal Meeting

Show 10 entries

Search:

Teacher Name	Tsc Number	ID Number	Action
No data available in table			
Teacher Name	Tsc Number	ID Number	Action

Showing 0 to 0 of 0 entries

Previous Next



➤ It will open a portal with the list of all the teachers scheduled for appraisal rating meeting.

➤ On the teacher being appraised, click “start meeting” button and at this point the appraiser and appraisee can now proceed with updating the ratings or “Update Schedule”.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [REDACTED]

Teachers Portal > Schedule Appraisal Meeting

21st Jul, 2020

0 Awaiting Appraisal Scheduling

1 Scheduled Appraisals

Scheduled Appraisal Meeting

Show 10 entries

Teacher Name	Tsc Number	ID Number	Schedule Date	Schedule Time	Action
[REDACTED]	[REDACTED]	[REDACTED]	24th July, 2020	10:00 AM	Update Schedule Start Meeting

Showing 1 to 1 of 1 entries

Previous 1 Next



THE END