



TEACHER REPORTS

TPAD ONLINE SYSTEM



- After every input, an output is expected in order to view the results.
- The new TPAD online system has system generated reports as evidenced in the shared slides.
- The reports are found on the teachers portal.
- Each teacher is able to view reports on appraisals done and do a comparison on the progress.



From the teachers dashboard, click on **“Appraisal Reports”**

The screenshot displays the 'Teacher's Portal - Dashboard' interface. On the left, a dark blue sidebar contains navigation options: 'My Dashboard', 'Self Appraisals', 'TPD', and 'Appraisal Reports'. A green arrow points from the text 'Appraisal Reports' in the main heading to the 'Appraisal Reports' menu item in the sidebar. The main content area shows the following details:

- Institution Name:** ██████████ GIRLS SECONDARY SCHOOL
- IPP Code:** 147018 ██████████
- Institution Level:** Secondary >> [Secondary Schools]
- Designation:** Teacher

Below these details are three summary cards:

- Incomplete Appraisals:** 0
- Completed Appraisals:** 1
- Notifications:** 1

At the bottom, there are two sections for appraisal progress:

- My Appraisal Progress - 2020:** Termly Progress : 2020
- My Annual Appraisal Progress:** Annual Progress



After expanding the appraisal reports tab, Standard Reports and PM (Performance Management) Reports appear as shown below.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) interface. On the left is a dark blue sidebar menu with the following items: My Dashboard, Self Appraisals, Appraiser Appraisals, TPN, Appraisal Reports (expanded), Standard Reports, and PM Based Reports. A green arrow points from the text above to the 'Standard Reports' and 'PM Based Reports' items. The main content area is titled 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' and 'Teacher's Portal > Dashboard'. It features a header section with 'Institution Name : PRIMARY SCHOOL', 'IPPD Code :', 'Institution Level : Primary >> (Primary Schools)', and 'Designation :'. Below this are two summary cards: 'Incomplete Appraisals' with a person icon and 'Completed Appraisals' with a monitor icon. At the bottom, there are two cards for 'My Appraisal Progress : 2020' and 'My Annual Appraisal Progress : 2020', each with a person icon.



The teacher is required to select what he or she wants to view from the filter search section by clicking on the **“term”** and **“year”** from the dropdown list provided and complete by clicking on the **search** button.

The image displays two screenshots of the Teachers Portal interface, illustrating the filter search section. The left screenshot shows the 'Filter Search' section with a 'Year' dropdown menu. The 'Year' dropdown is open, showing a list of years: 2020 (highlighted), 2019, 2018, 2017, 2016, and 2015. The right screenshot shows the 'Filter Search' section with a 'Term' dropdown menu. The 'Term' dropdown is open, showing a list of terms: 1st Term (highlighted), 2nd Term, 3rd Term, 4th Term, 5th Term, 6th Term, and 7th Term. A search button is visible in the right screenshot. A green arrow points from the text 'term' in the main text to the 'Term' dropdown in the right screenshot. Another green arrow points from the text 'year' in the main text to the 'Year' dropdown in the left screenshot.



Standard Progress Reports

The teacher is able to:

- a. View reports of different years and terms,
- b. Print a summary report
- c. Print a detailed report (as illustrated next)



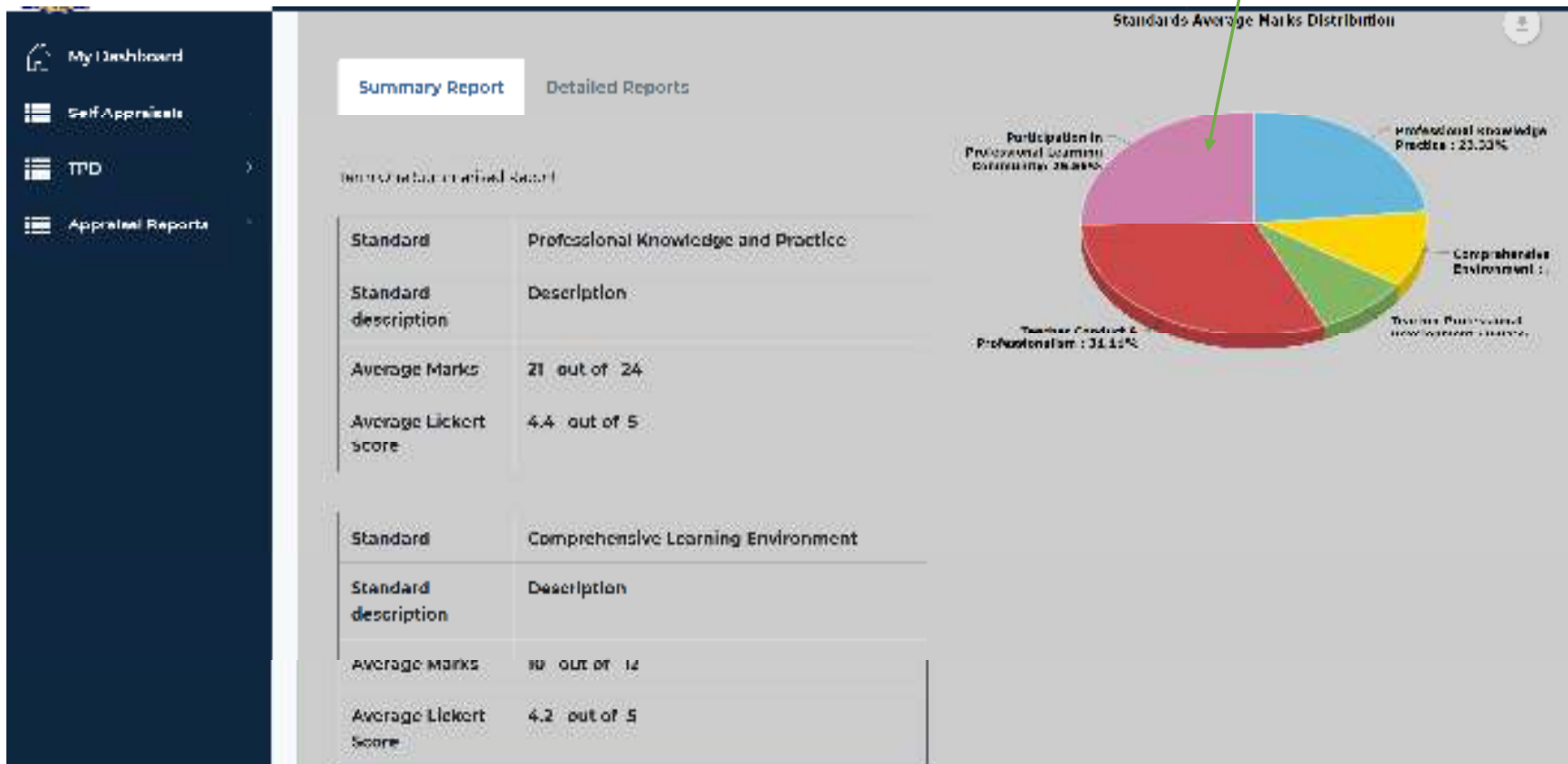
Progress Reports View

The screenshot displays a web application interface for viewing progress reports. On the left is a dark blue sidebar with navigation options: My Dashboard, Self Appraisals, TPO, and Appraisal Reports. The main content area is titled "Teacher's Progress Standard Progress Reports" and shows the date "14th Aug, 2020". A "Filter Search" section includes dropdown menus for "Year" (set to 2020) and "Term" (set to Term One), with a "Search" button. Below this, there are buttons for "Print Summary" and "Print Detailed". The main report content is titled "Term One Report - reports" and includes a "Standards Average Marks Distribution" pie chart. The pie chart shows a distribution of marks with a total of 28,200. A "Summary Report" button is visible at the bottom left of the report area.



Summary Report

A pie chart with percentages on each standard are shown as seen below;





Print Summary Reports View

Term One Summary

Standard

Standard description

Average Marks

Average Lickert S

Standard

Standard description

Average Marks

Average Lickert S

Standard

Standard description

Average Marks

Standard	Functional Knowledge and Practice
Functional Knowledge	Assessment
Average Marks	100.00 out of 100.00
Average Lickert S	1.00 out of 1.00

Standard	Comprehension of Learning Behaviours
Functional Knowledge	Assessment
Average Marks	88.00 out of 100.00
Average Lickert S	1.00 out of 1.00

Standard	Team or Personality Development
Functional Knowledge	Assessment
Average Marks	100.00 out of 100.00
Average Lickert S	1.00 out of 1.00

Standard	Team or Character & Performance
Functional Knowledge	Assessment
Average Marks	88.00 out of 100.00
Average Lickert S	1.00 out of 1.00

Standard	Functional Knowledge in Performance Learning Community
Functional Knowledge	Assessment
Average Marks	88.00 out of 100.00
Average Lickert S	1.00 out of 1.00

Print 1 sheet of paper

Destination: Xerox WorkCentre 780

Pages: All

Copies: 1

Color: Color

More settings

Print Cancel



Under the detailed reports, a teacher can view and print reports per standard as shown below.

Term One Detailed Report

Standards Average Marks Distribution

Standard	Percentage
Professional Knowledge and Practice	32.26%
Comprehensive Learning Environment	16.13%
Teacher Professional Development	15.48%
Participation in Professional Learning Community	16.25%
Teacher Conduct & Professionalism	10.87%

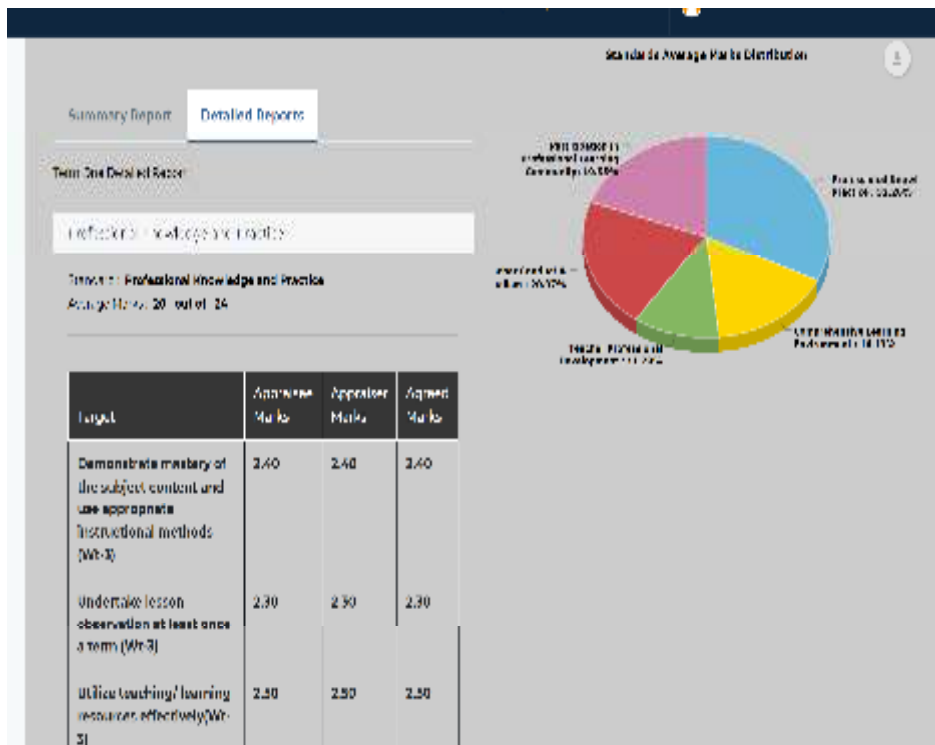
Term One Detailed Report

- Professional Knowledge and Practice
- Comprehensive Learning Environment
- Teacher Professional Development
- Teacher Conduct & Professionalism
- Participation in Professional Learning Community

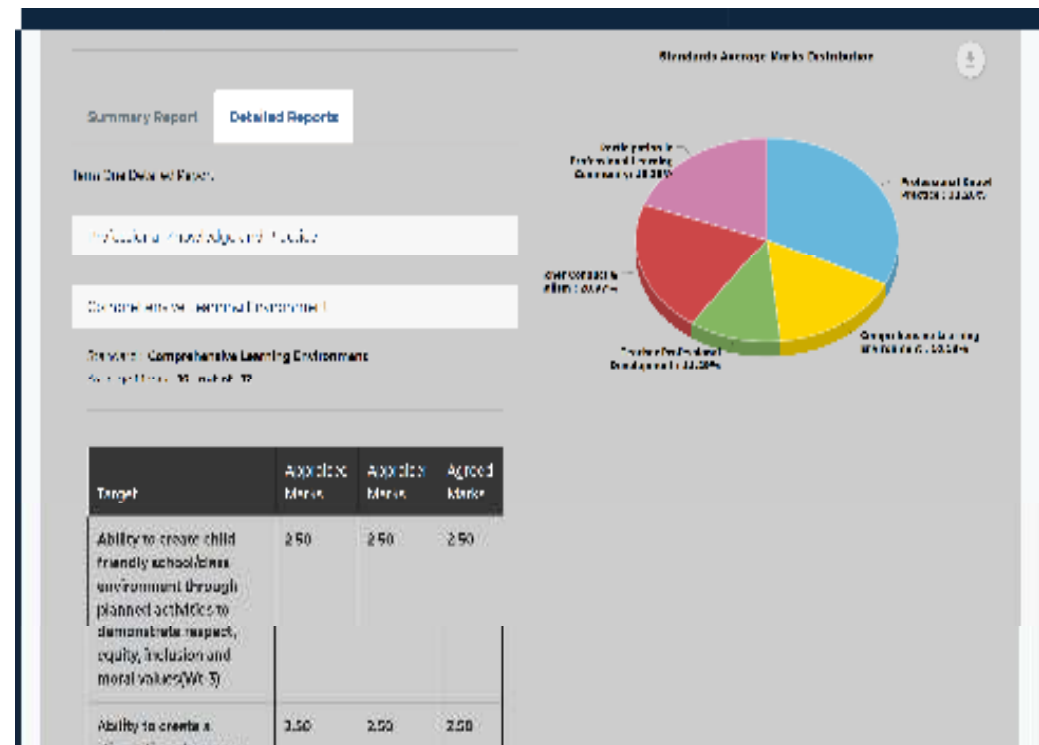
Term Two Results



To be able to view and print Detailed reports under each standard, click on each standard as illustrated below;



Report on Professional Knowledge and Practice Standard



Report on Comprehensive Learning Environment



Detailed Report

Term One Detailed

Standard : Prof

Average Marks :

Target

Demonstrate m

Undertake less

Utilize traching

Prepare profes

Ability to ident

Ability to ident

Ability to acces

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Print

Destination: Xerox WorkCentre 705

Pages: All

Copies: 1

Color: Color

More settings

Print Cancel

2 sheets of paper

eed Marks

Project Report: ... Judge and number ...

Topic	Apprentice Marks	Final Marks	Target Marks
...
...
...
...
...
...
...

Project: ...

Topic	Apprentice Marks	Final Marks	Target Marks
...
...
...

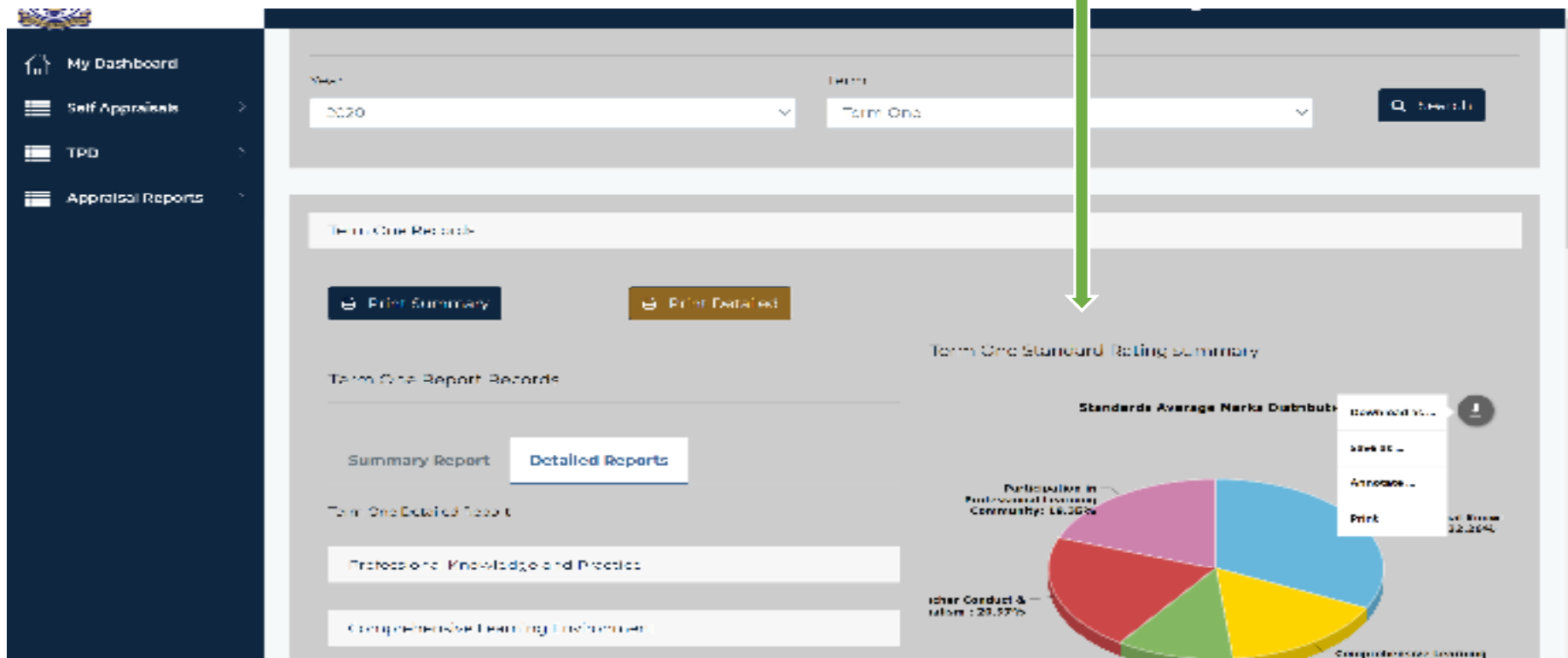
Project: ...

Topic	Apprentice Marks	Final Marks	Target Marks
...
...



Termly Standard Rating Summary

They are represented in a pie chart which is viewed at a glance as shown below;





THE END