



HEAD OF INSTITUTION REPORTS

TPAD ONLINE SYSTEM



Introduction

- The new TPAD online system generates reports
- Each user is able to generate their own reports depending on their jurisdiction.
- Each teacher is able to view reports on appraisals done and do a comparison on the progress.



From the Head of Institution dashboard, click on
“Reports”

The screenshot displays the HGI Portal Dashboard for a Head of Institution. The top navigation bar includes the user's name 'HGI Portal' and the current date '14th Aug 2020'. The main content area shows the user's profile information: Institution Name: PRIMARY SCHOOL, IPPD Code: 147, Institution Level: Primary >> (Primary Schools), and Designation: Head of Institution. Below this, there are three summary cards: Pending Appraisals (0), Completed Appraisals (1), and Notifications (5). At the bottom, there are two progress charts: 'My Appraisal Progress 2020' (Termly Progress) and 'My Annual Appraisal Progress' (Annual Progress). A blue arrow points to the 'Reports' menu item in the left sidebar.



The report tab has the following reports as shown in the next slide;

- a. *TPD Reports*
- b. *TPD summary Reports*
- c. *Performance Contract Reports*
- d. *Demographic*
- e. *Lesson Attendance Reports*
- f. *Appraisal Reports*
- g. *Appraisal Based TPD Reports*
- h. *Learners Progress Report*



HOI Reports

Listed Reports

The screenshot displays the TPAD interface. The left sidebar menu includes the following items:

- TPD
- PC
- Institution Setup
- Reports
 - TPD Reports
 - TPD Summary Reports
 - PC Reports
 - Demographic Reports
 - Lesson Attendance Reports
 - Appraisal Reports
 - Appraisal Based TPD Reports
 - Learners Progress Reports

The main content area shows the following sections:

- TEACHER PERFORMANCE APPRAISAL
- Institution Level : Primary >> (Primary)
- Pending Appraisals (0)
- My Appraisal Progress : 2020
- Termly Progress :
 - Appraisal Weight (Y-axis: 0 to 10)
 - Term One
 - Term Two



b. TPD SUMMARY REPORT

From the summary view, the Head of Institution is to see and print a report on the teachers enrolled, the modules enrolled to and the chapters as illustrated below;

The screenshot displays the 'TPD Summary Report' interface. On the left is a dark sidebar menu with the following items: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Reports, TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, Lesson Attendance Reports, Appraisal Reports, and Appraisal Based TPD Reports. The main content area has a header with 'TPD Portal' and 'tpd summary report' on the left, and a date '14th Aug, 2020' on the right. Below the header is a section titled 'Enrolled teachers' with a search bar containing 'Module: Select' and 'Chapter: Select module first', and a 'Search' button. Underneath is a table with columns: Module, Chapter, No of teachers Enrolled, Campus, and Order. The table body contains the message 'No records available!'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons. At the very bottom of the page, there are 'Export' and 'Print' buttons. The footer text reads '© 2020 TPD System - Tpd Summary Report'.



c. PC REPORTS

The view below illustrates that the HOI is able to view the progress on the institutions PC at a glance. The OWP submission, total number of criterias, total number of performance indicators, total activities to be carried out as well as the OWP completion status.

The screenshot displays a web interface for viewing PC Reports. On the left is a dark sidebar menu with options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Reports, TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, Lesson Attendance Reports, and Absentee Reports. The main content area is titled 'PC Report' and shows a 'Filter Search' section with a 'Year' dropdown set to '2019' and a 'Search' button. Below this is a table titled 'List of Performance Indicators' with columns for S/N, Year, OWP Submission Date, Total Criteria, Total Performance Indicators, Total Activities, OWP Completion Status, and Actions. The table contains three rows of data for the years 2018, 2017, and 2020.

S/N	Year	OWP Submission Date	Total Criteria	Total Performance Indicators	Total Activities	OWP Completion Status	Actions
1	2018		Array	0	0	Incomplete	View OWP
2	2017		Array	0	0	Incomplete	View OWP
3	2020		Array	21	60	Incomplete	View OWP



d. DEMOGRAPHIC REPORTS

- **Demographic definition** is - the statistical characteristics of human populations.
- In the TPAD system, institution reports are generated in two categories;
 - a. Teaching staff report
 - b. Student report.
- Reports generated are categorized as illustrated in the next two slides;



i. Teachers Report

The screenshot displays the 'Teachers Report' interface. On the left is a dark sidebar menu with the following items: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Reports (highlighted), TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, Lesson Attendance Reports, Appraisal Reports, and Appraisal Based TPD Reports.

The main content area has two tabs: 'Teachers Report' (active) and 'Students Report'. Below the tabs are two dropdown menus: 'Year' (set to '--Select Year--') and 'Term' (set to '--Select Term--'). A 'Filter' button is located below these menus.

Below the filters, there is a 'Show 10 entries' label and a 'Search:' input field. A table is displayed with the following columns: 'Year', 'Term/Quarter', 'Male Teachers', 'Female Teachers', and 'Total Teachers'. The table body contains the message 'No data available in table'.

At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' navigation buttons. Below the table are three action buttons: 'Print', 'Save As PDF', and 'Export To Excel'.

The footer of the page contains the text: '© 2020 TRAD System - Institution Reports'.



ii. Students Report

The screenshot displays the 'Students Report' interface. On the left is a dark sidebar menu with the following items: Dashboard, Approvals, Calendar Of Activities, TPD, PC, Institution Setup, Reports (highlighted), TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, Lesson Attendance Reports, Appraisal Reports, and Appraisal Board. The main content area has two tabs: 'Teachers Report' and 'Students Report' (selected). Below the tabs are two dropdown menus for 'Year' and 'Term/Quarter', both currently set to '--- Select Year ---' and '--- Select Term/Quarter ---' respectively. A 'Filter' button is located below these menus. A search bar is positioned to the right of the filters. Below the search bar is a table header with columns: 'Year', 'Term/Quarter', 'Male Students', 'Female Students', 'Total Students', and 'Total Streams'. The table body contains a message: 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom of the main content area are three buttons: 'Print', 'Save As PDF', and 'Export To Excel'. The footer of the page reads '© 2019 TPD Systems Ltd. All rights reserved.'



e. LESSON ATTENDANCE REPORTS

A report of all the teaching staff on lesson attendance can be generated, exported and printed as shown below.

The screenshot displays the 'Lesson Attendance Reports' interface. On the left is a sidebar menu with options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Reports, TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, and Export. The main area features a 'Filter Search' section with fields for Year (2020), Term/Session (Term One), and TSC No. (123456789). A 'Generate Report' button is located below these fields. Below the filter search is a table with columns: Teacher Name, TSC NO, Term, Year, Lesson taught, Lessons to be taught, Percent taught, Lesson not taught, Percent not taught, Lessons Recovered, and Lessons Not Recovered. The table shows two entries for the year 2020, Term 1, with 40 lessons taught and 0 lessons to be taught. Below the table are 'Export' and 'Print' buttons. A pagination bar at the bottom shows 'Showing 1 to 10 of 113 entries' and navigation buttons for 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12', and 'Next'.

Teacher Name	TSC NO	Term	Year	Lesson taught	Lessons to be taught	Percent taught	Lesson not taught	Percent not taught	Lessons Recovered	Lessons Not Recovered
[Redacted]	[Redacted]	1	2020	40	0	100	0	0	0	0
[Redacted]	[Redacted]	1	2020	40	0	100	0	0	0	0



f. APPRAISAL REPORTS

The head of institution can generate various reports. Ion can view appraisal status of each individual teacher as shown below.

The screenshot displays a web application interface for generating appraisal reports. On the left is a dark blue sidebar menu with options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Reports, TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, Lesson Attendance Reports, Appraisal Reports, and Appraisal Based TPD Reports. The main content area features a 'Filter Search' section with three dropdown menus for 'Year', 'Term', and 'Appraise Status', and a 'Generate Report' button. Below this is a table showing appraisal data for four entries.

Term	Year	Appraisee Name	Appraisee TSC No	Appraiser Name	Appraiser TEC No	Percent Complete	Status	Appraisee Marks	Appraiser Marks	Agreed Marks
1	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	100	Complete	82.40	100.00	100.00
1	2020	[Redacted]	[Redacted]	Not Appraised	Not Appraised	0	Incomplete			
1	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	100	Awaiting Appraisal	98.10	99.00	0.00
1	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	100	Awaiting Appraisal	74.00	93.00	0.00



f. APPRAISAL REPORTS cont.

It can be viewed at a glance the incomplete appraisals, the marks attained as well as the individuals of the appraisals. The report can be exported and printed as shown below;

The screenshot displays a web application interface for viewing appraisal reports. On the left is a dark sidebar menu with the following items: TPD, PC, Institution Setup, Reports (expanded), TPD Reports, TPD Summary Reports, PC Reports, Demographic Reports, Lesson Attendance Reports, Appraisal Reports (highlighted), and Appraisal Based TPD Reports. The main content area shows a table with 11 columns: ID, Year, Name, Status, Net Appraised (with a progress bar), Net Appraised (with a progress bar), Score, Status, Marks, and Amount. The table contains four rows of data. Below the table, there is a pagination control showing 'Showing 1 to 10 of 11 entries', 'Previous', '1' (selected), '2', and 'Next'. There are also 'Export' and 'Print' buttons. At the bottom, it says '© 2020 TPAD System - Appraisal Reports'.

ID	Year	Name	Status	Net Appraised	Net Appraised	Score	Status	Marks	Amount	Amount
1	2020	[Redacted]	[Redacted]	Net Appraised	Net Appraised	96	Incomplete	78.00	0.00	0.00
1	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	100	Awaiting Appraisal Meeting	95.70	95.00	0.00
1	2020	[Redacted]	[Redacted]	Net Appraised	Net Appraised	95	Incomplete	94.80	0.00	0.00
1	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	100	Awaiting Appraisal	97.70	30.00	0.00



g. APPRAISAL BASED TPD REPORTS

TPD reports can be viewed in different individual selected categories as shown below;

Filter Search

Gap Category: Subject mastery and teaching
Gap Sub-Category: Inadequate mastery of subject
TPD Intervention:
Year: 2020

Tsc No: 123456789
Term/Qttr: Term One
Generate Report

Show 10 entries

Term	Year	End Date	Start Date	Teacher Name	Teacher TSC No	Gap Category	Gap Subcategory	Intervention	Status	Remarks
No data available in table										

Show no. of 0 or 0 entries

Export **Print**

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h. LEARNERS PROGRESS REPORTS

Learners progress reports are categorized into two.

1. Regular Learners Progress

Display of individual teacher, teaching subject, target and term mean and term deviation.

Teacher Name	TSC No.	Year	Term/Quarter	Subject	Target Mean	Term Mean	Term Deviation
		2020	Term One		50.00	0.00	0.00
		2020	Term One		50.00	0.00	0.00
		2020	Term One		50.00	0.00	0.00
		2020	Term One		50.00	0.00	0.00
		2020	Term One		50.00	0.00	0.00
		2020	Term One		50.00	39.00	-11.00



h. LEARNERS PROGRESS REPORTS

2. CBC Learners Progress

Regular Learners Progress **CBC Learners Progress**

TSC No. Term/Quarter Year

View All > | Download > | Print > | CBC Learners Progress Report >

Teacher Name	TSC No.	Year	Term/Quarter	Subject	Target Mean	Achievement
<input type="text"/>	<input type="text"/>	2020	Term One		0.00	0.00
<input type="text"/>	<input type="text"/>	2020	Term One		0.00	0.00

Teacher Name TSC No. Year Term/Quarter Subject Target Mean Achievement



THE END