



Allocation of Rights



Introduction

- **The TPAD online system provides for allocation of rights. This opportunity is limited to:**
 - **TSC System Administrators,**
 - **County Directors and**
 - **Heads of Institution.**



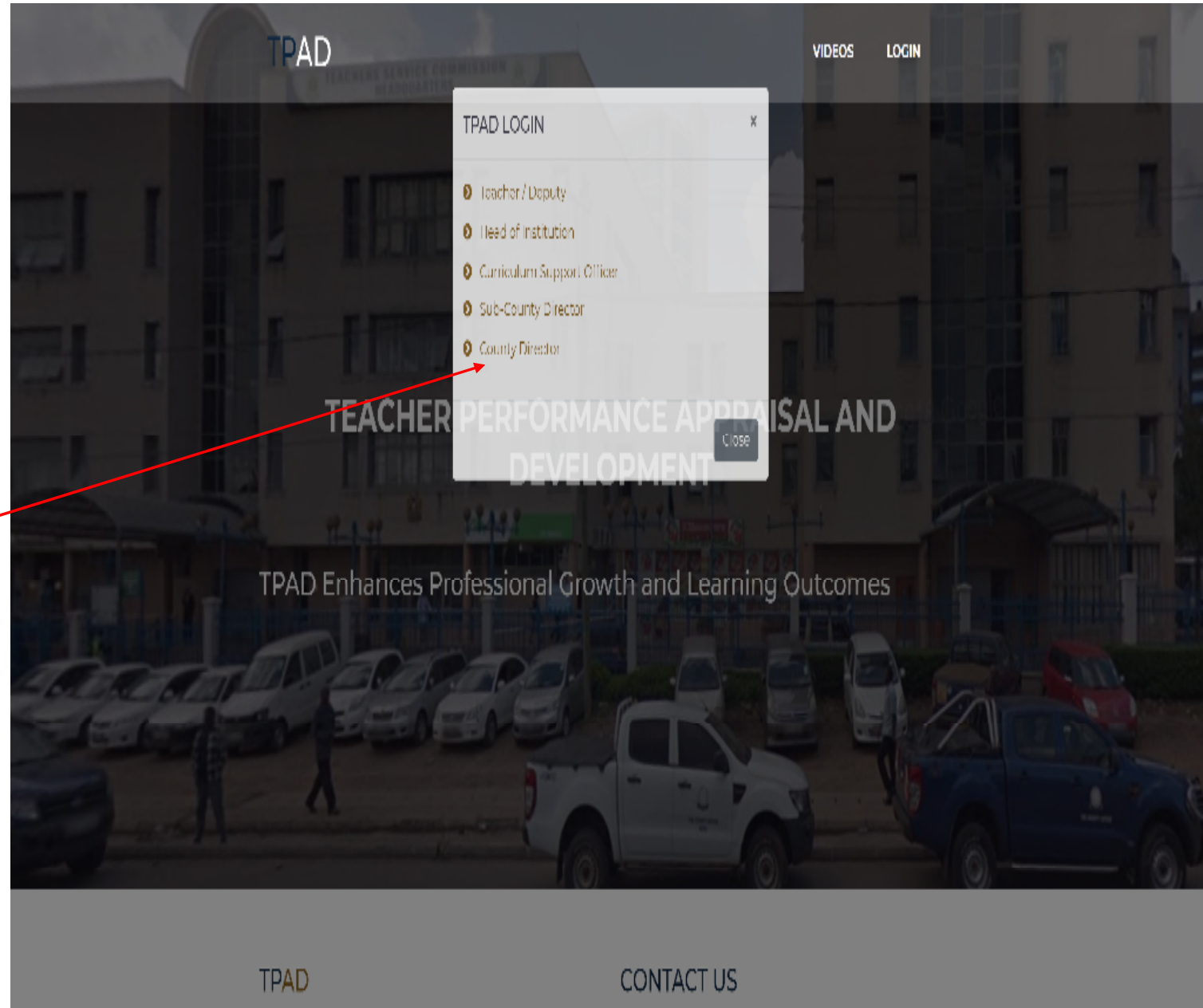
1. County Director

- In the TPAD Online System, the County Director has rights to:
 - Change a teacher's institution
 - View a teacher's appraisal
 - Change a teacher to be a deputy head of institution or head of institution



Step 1

The County Director is required to log in to the system





The page will appear as shown in this screenshot

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: 123456789

3rd Aug, 2020

County Director Portal > (County: Tsc County) >> Dashboard

0 Pending Appraisals

0 Notifications

Reports

Filter Search

Sub County: Sub County | Zone: Zone | Institution: | IPPD Code: | Search

Show 10 entries

#	Sub County	Zone	Institution Name	Institution Code	Institution Type	Phone Number	Action
1	Tsc Sub-County	Tsc Zone	TSC Primary School	9874563210	Primary Schools	123456789	View Appraisal

Showing 1 to 1 of 1 entries.

Previous Next



Step 2: Search for Teacher

The County Director can assign a teacher to be an appraiser by clicking on search teacher and inputting the teacher's TSC No. and then clicking on Search teacher



TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 12345678

County Director Portal > (County: Tsc County) >> Search Teacher

3rd Aug, 2020

- Dashboard
- My Institutions
- My Sub-Counties
- Search Teacher
- County ICT
- Appraisal
- Notifications
- Schedules
- Reports

Enter ISC Number

30950853

Search Teacher

Teacher Details

Show 10 entries

Search:

#	First Name	Other Names	Surname	TSC Number	ID Number	Level	TOS	Action
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No matching records found

#	First Name	Other Names	Surname	TSC Number	ID Number	Level	TOS	Action
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Showing 0 to 0 of 0 entries (filtered from 359,209 total entries)

Previous Next



TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 1234567890

3rd Aug, 2020

Step 3:

Once the teacher's details appear, the County Director should click on View details

- Dashboard
- My Institutions
- My Sub-Counties
- Search Teacher
- County ICT
- Appraisal
- Notifications
- Schedules
- Reports

County Director Portal > (County: Tsc County) >> Search Teacher

Enter TSC Number

30959853

Search Teacher

Teacher Details

Show 10 entries

Search:

#	First Name	Other Names	Surname	TSC Number	ID Number	Level	TOS	Action
				30959853	30959853	Teacher	TSC	View Details
#	First Name	Other Names	Surname	TSC Number	ID Number	Level	TOS	Action

Showing 1 to 1 of 1 entries (filtered from 359,209 total entries)

Previous 1 Next



Step 4:
Once the
County
Director clicks
on view details,
the page will
appear as seen
in the
screenshot.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The header includes the TPAD logo and the text "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)". The user's TSC No is 1234567890. The breadcrumb trail shows "County Director Portal > (County: Tsc County) >> Secretariat Details". The date is 3rd Aug, 2020. The page title is "User Details". A "Previous Page" button is visible. The user details table shows:

Name	[Redacted] (Teacher)
TSC Number	30959853
ID Number	30959853
Phone Number	[Redacted]
Institution	TSC Primary School

Below the table are four buttons: "Change Institution", "Activate Account", "View Account", and "Change to:". Below these buttons is a table showing appraisal data:

Year	Term	Lesson Observations	Appraisal Score	Action
2020	Term Two	0	75.50	View Appraisal
Year	Term	Lesson Observations	Appraisal Score	Action



TPAD

- Dashboard
- My Institutions
- My Sub-Countries
- Search Teacher
- County ICT
- Appraisal
- Notifications
- Schedules
- Reports

User Details

Previous Page

Name	[Redacted] (Teacher)
TSC Number	30958853
ID Number	30958853
Phone Number	[Redacted]
Institution	TSC Primary School

Change Institution

Activate Account

View Account

Change To

Year	Term	Lesson Observations	Appraisal Score	Action
2020	Term Two	0	75.50	View Appraisal
Year	Term	Lesson Observations	Appraisal Score	Action

The County Director can change a teacher's institution from the tab indicating change institution





After clicking on Change institution, a pop up will appear with the teachers details and therefore the CD can click on **assign** to place the teacher in that school

The screenshot displays the TPAD (Teacher Performance Appraisal System) interface. The main page shows the 'User Details' for a teacher with TSC Number 30959853. A pop-up window titled '(Teacher) TSC Number - 30959853' is open, showing a list of institutions. The first entry is 'TSC Primary School' with a type of 'Primary' and an 'Assign' button. A red arrow points from the text 'assign' in the instruction to this button. Below the list, it indicates 'Showing 1 to 1 of 1 entries (filtered from 33,573 total entries)'. The background interface includes a sidebar with navigation options like 'Dashboard', 'My Institutions', 'Search Teacher', and 'Appraisal'. The main content area shows 'User Details' for the selected teacher, including fields for Name, TSC Number, ID Number, Phone Number, and Institution (TSC Primary School). At the bottom, there are buttons for 'Change Institution', 'Activate Account', 'View Account', and 'Change To:'. A table at the bottom shows appraisal data for the year 2020, Term Two, with 0 lesson observations and an appraisal score of 75.50.

#	Name	Type	Action
9874563210	TSC Primary School	Primary	Assign

Year	Term	Lesson Observations	Appraisal Score	Action
2020	Term Two	0	75.50	View Appraisal



Step 5: Change To

There is a tab Change To which provides a dropdown tab that a County Director can use to change a teacher's rights to that of a teacher, deputy head of institution or Head of institution

TPAD TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No: 1234567890

County Director Portal > (County: Tsc County) >> Secretariat Details 3rd Aug, 2020

User Details [Previous Page](#)

Name	[Redacted] (Teacher)
ISC Number	30839853
ID Number	30839853
Phone Number	[Redacted]
Institution	ISC Primary School

[Change Institution](#) [Activate Account](#) [View Account](#) [Change To](#)

Year	Term	Lesson Observations	Appraisal Score	Action
2020	Term Two	0	75.50	View Appraisal

Change To dropdown menu options:
Teacher
Deputy Head of Institution
Head of Institution



A pop up
will appear
indicating
that the
request was
processed
successfully

TPAD

TEACHER PERFORMANCE APPRAISAL

Request processed successfully

OK

TSC No : 1234567890

3rd Aug, 2020

County Director Portal > | County :

User Details

Previous Page

Name	[Redacted] - (Teacher)
TSC Number	30959853
ID Number	30959853
Phone Number	[Redacted]
Institution	TSC Primary School

Change Institution

✓ Activate Account

View Account >

Change To : ▾

Year	Term	Lesson Observations	Appraisal Score	Action
2020	Term Two	0	75.50	View Appraisal
Year	Term	Lesson Observations	Appraisal Score	Action



Allocating Rights to County ICT Officers

The County Director should click on the tab **County ICT** and then the New County ICT tab will appear on the screen

The screenshot shows the County Director Portal interface. The breadcrumb navigation at the top reads: County Director Portal > (County: Tsc County) >> County Ict. The date is 3rd Aug, 2020. The left sidebar menu includes: Dashboard, My Institutions, My Sub-Counties, Search Teacher, County ICT (highlighted), Appraisal, Notifications, Schedules, and Reports. The main content area is titled 'County ICT' and features a 'New County ICT' button. Below the button is a search bar and a table with columns: #, First Name, Other Names, Surname, TSC Number, ID Number, and Action. The table currently displays 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation buttons.



A pop up will appear with the details that should be filled. They include searching for the ICT officer by inputting their TSc No. and then entering the required details as shown on the screen. Once submitted, the County ICT officer will be able to access the system

TPAD TEACHER PERFORMANCE

TSC No: 123

3rd Aug, 2020

County Director Portal > (Co

County ICT

Show 10 entries

#	First Name
#	First Name

Showing 0 to 0 of 0 entries

Enter Your first name

Enter Your Mobile No

Enter Your last name

--Select User Type--

Other Names

Enter Your last name

Enter Your TSC No

Enter Your ID No

Search User

New County ICT

Search:

ID Number Action

ID Number Action

Previous Next

Close Submit



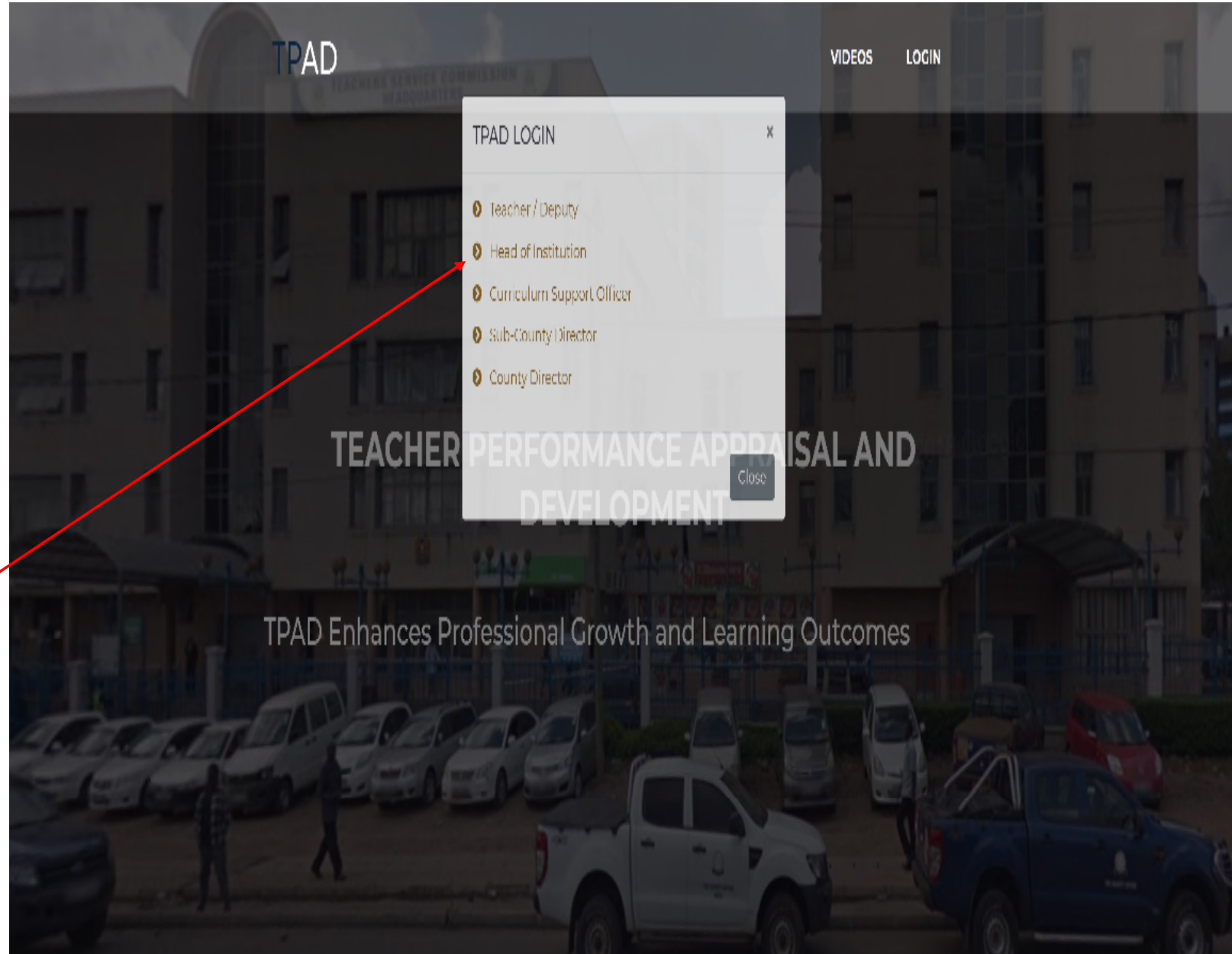
2. Head of Institution

- The head of institution can assign a teacher to be an appraiser and can also revoke those rights.



Step 1: Log In

The Head of institution should start by logging in to the TPAD Online System





Step 2:

Click on
Institution
Set up

TPAD TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No : 1234567

HOI Portal > Dashboard 5th Aug, 2020

Institution Name : TSC Primary School	IPPD Code : 9874563210
Institution Level : Primary >> [Primary Schools]	Designation : Head of Institution

0 Pending Appraisals 0 Completed Appraisals 0 Notifications

My Appraisal Progress : 2020

Termly Progress : 2020

Termly Progress : 2020
75

My Annual Appraisal Progress

Annual Progress

Annual Progress
25.0



TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 1234567

HOI Portal > Dashboard

5th Aug, 2020

Institution Name : TSC Primary School

IPPD Code : 9874563210

Institution Level : Primary >> (Primary Schools)

Designation : Head of Institution

0 Pending Appraisals

0 Completed Appraisals

0 Notifications

My Appraisal Progress : 2020

Termly Progress : 2020

Appraisal Weight

My Annual Appraisal Progress

Annual Progress

Appraisal Weight

A drop
down tab
will appear.
The Head of
Institution
will be
required to
click on
**Manage
Teachers**



Step 3

The name of teachers in the institution, their designation and appraisal rights will appear as shown in the screenshot

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 1234567

HOI Portal > Manage Staff

3rd Aug, 2020

Filter Search

TSC No: ID No:

Search

+ Add BOM Teachers Remove Teachers Release Teachers Message Teachers

Show 10 entries Search:

#	Full Names	TSC No	ID Number	Employer	Designation	Appraiser Rights	Actions
<input type="checkbox"/>	[Redacted]	30959853	30959853	TSC	Teacher	Normal	Actions
<input type="checkbox"/>	[Redacted]	123456	123456	TSC	Deputy Head Teacher	Appraiser	Actions

Showing 1 to 2 of 2 entries

Previous 1 Next



Step 4

The Head of institution can click on the action tab and a drop down tab **Assign appraisal rights** will appear

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: 1234567

HOI Portal > Manage Staff

Filter Search

TSC No. ID No.

Search

+ Add DOM Teachers * Remove Teachers ✓ Release Teachers ✉ Message Teachers

Show 10 entries Search:

#	Full Names	TSC No.	ID Number	Employer	Designation	Appraiser Rights	Actions
1	[Redacted]	30959853	30959853	TSC	Teacher	Normal	Actions
2	[Redacted]	123456	123456	TSC	Deputy Head Teacher	Appraisal	Assign Appraisal Rights

Showing 1 to 2 of 2 entries

Previous 1 Next



Once that is done, the appraiser Rights status will change from normal to appraiser

TPAD TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No : 1234567

HCI Portal > Manage Staff 3rd Aug, 2020

Filter Search

TSC No: ID No:

Success

Appraiser Rights Successfully Assigned!

Ok

Full Names	TSC No	ID Number	Employer	Appraiser Rights	Actions	
[Redacted]	30959853	30959853	TSC	Teacher	Normal	Actions
[Redacted]	123456	123456	TSC	Deputy Head Teacher	Appraiser	Actions

Showing 1 to 2 of 2 entries



As shown in the screenshot, the appraiser rights have been assigned to the teacher

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : 1234567

HOI Portal > Manage Staff

5th Aug, 2020

Filter Search

TSC No: ID No:

Search

+ Add New Teachers Remove Teachers Add New Teachers Manage Teachers

Show 10 entries Search:

#	Full Names	TSC No	ID Number	Employer	Designation	Appraiser Rights	Actions
		30959853	30959853	TSC	Deputy Head Teacher	Appraiser	Actions
		123456	123456	TSC	Deputy Head Teacher	Appraiser	Actions

Showing 1 to 2 of 2 entries

Previous 1 Next



Revocation of Appraisal Rights

The Head of Institution can revoke the appraisal rights by clicking on the actions tab and a drop down tab **Revoke Appraisal Rights** will appear. clicking on it will change the status of the teacher back to normal

HOI Portal > Manage Staff 3rd Aug, 2020

Filter Search

TSC No: ID No:

Show 10 entries Search:

#	Full Names	TSC No	ID Number	Employer	Designation	Appraiser Rights	Actions
		30959853	30959853	TSC	Teacher	Appraiser	Actions Revoke Appraisal Rights
		123456	123456	TSC	Deputy Head Teacher	Appraiser	
#	Full Names	TSC No	ID Number	Employer	Designation	Appraiser Rights	Actions



THE END