



Teacher Performance Appraisal and Development (TPAD) Online System



Head of Institution (HOI) Portal



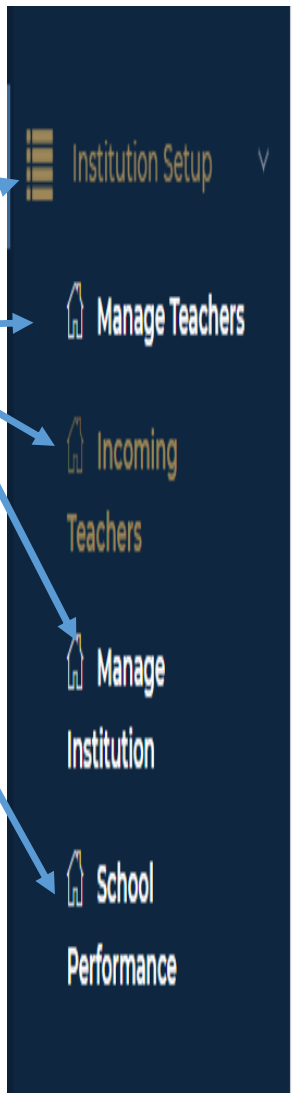
Introduction

The HOI portal is used by the head of institution to conduct the following appraisal functions; Self-Appraisal, Schedule a Lesson Observation, Schedule an Appraisal Meeting, Countersign Teachers' Appraisals, Schedule arbitration meetings, Fill in weekly attendance, View all Teachers' appraisals in the institution and View all cancelled and failed appraisals



Introduction Cntd'....

In addition, through this portal, the HOI is able to access the **Institution Set-up** menu that enables the HOI to; **Manage teachers**, Admit **incoming staff**, **Manage institution** data and to Input **School Performance** data



The above four tabs under the Institution set up are shown in the screen shot.

TTC Deputy TSC	Appraiser	Finished appraisal meeting	11th Aug, 2020
TTC Teacher TSC	Appraisee	Requested for appraisal arbitration	11th Aug, 2020
TTC Hoi TSC	Arbitrator	Scheduled appraisal arbitration	11th Aug, 2020
TTC Hoi TSC	Arbitrator	Finished arbitration	11th Aug, 2020
TTC Hoi TSC	HOI	Appraisal Countermanded	11th Aug, 2020



1. Manage Teachers

The HOI is able to search a teacher by entering the TSC number or ID number and click on **search** button as shown in the screen shot.

The screenshot displays the 'HOI Portal > Manage Staff' interface. On the left is a dark sidebar with navigation options: Dashboard, Appraisals, Calendar Of Activities, TPD, PC, and Institution Setup. The main content area is titled 'Filter Search' and contains two input fields: 'TSC No:' and 'ID No:'. Below these fields is a dark blue button with a magnifying glass icon and the text 'Search'. A blue arrow points from the word 'search' in the text above to this button.



Manage Teachers Cntd'....

Through the manage teachers menu, the HOI will also be able to;

- I. Add a BOM Teacher
- II. Remove a teacher from the institution data
- III. Release a teacher to another institution or county
- IV. Send a message to a teacher or all teachers.

This is done by clicking on the respective tabs as shown in the screen shot.





Add BOM Teachers

To add a BOM teacher, Click on the Add BOM teacher tab. A pop up window will appear that will enable the HOI to capture the BOM teachers details and click on **save** as shown in the screen shot.

The screenshot displays the 'Add BOM Teacher' form within the TSC TPAD system. The form is a modal window with a white background and a dark header. The header contains the TSC logo and the text 'TPAD'. The form fields are arranged in two columns. The left column contains: First Name, Surname, Other Names, ID Number, and TSC NO. The right column contains: KRA PIN, Date of Birth, Date of Appointment, Gender, and Employer. A 'Search Number' button is located at the top right of the form. A 'Save' button is located at the bottom center of the form. A blue arrow points from the 'save' button in the text above to the 'Save' button in the screenshot. The background of the screenshot shows the TSC TPAD interface with a dark sidebar on the left containing navigation options: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Manage Teachers, Incoming Teachers, Manage Institution, and School Performance. The main content area of the background shows a 'Message Teachers' button and an 'Actions' dropdown menu.



Removing a teacher

To remove a teacher from the system, the HOI will select on the teacher to be removed then click on ***Remove Teacher*** button.

The screenshot displays the TSC system interface. On the left is a dark sidebar with navigation options: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup (highlighted), Manage Teachers, Incoming Teachers, Manage Institution, and School Performance. The main content area features a top bar with buttons: '+ Add BOM Teachers', 'x Remove Teachers' (highlighted with a blue arrow), '✓ Release Teachers', and '✉ Message Teachers'. Below this is a 'Show 10 entries' dropdown and a search field. A table lists two teachers:

#	Full Names	TSC No	ID Number	Employer	Designation	Appraiser Rights	Actions
<input checked="" type="checkbox"/>	TTC TSC Teacher	20010	20010	TSC	Teacher	Normal	⚙️ Actions
<input type="checkbox"/>	TTC TSC Deputy	20011	20011	TSC	Deputy Head Teacher	Appraiser	⚙️ Actions

At the bottom, it says 'Showing 1 to 2 of 2 entries'.



Removing a teacher Cntd'....

A pop up window as shown in the screen shot will appear where the HOI will input reason for removing the teacher and give his/her remarks before clicking on the **save** button.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) interface. A pop-up window titled "Remove Teacher" is open, allowing the user to input details for removing a teacher. The window includes the following fields:

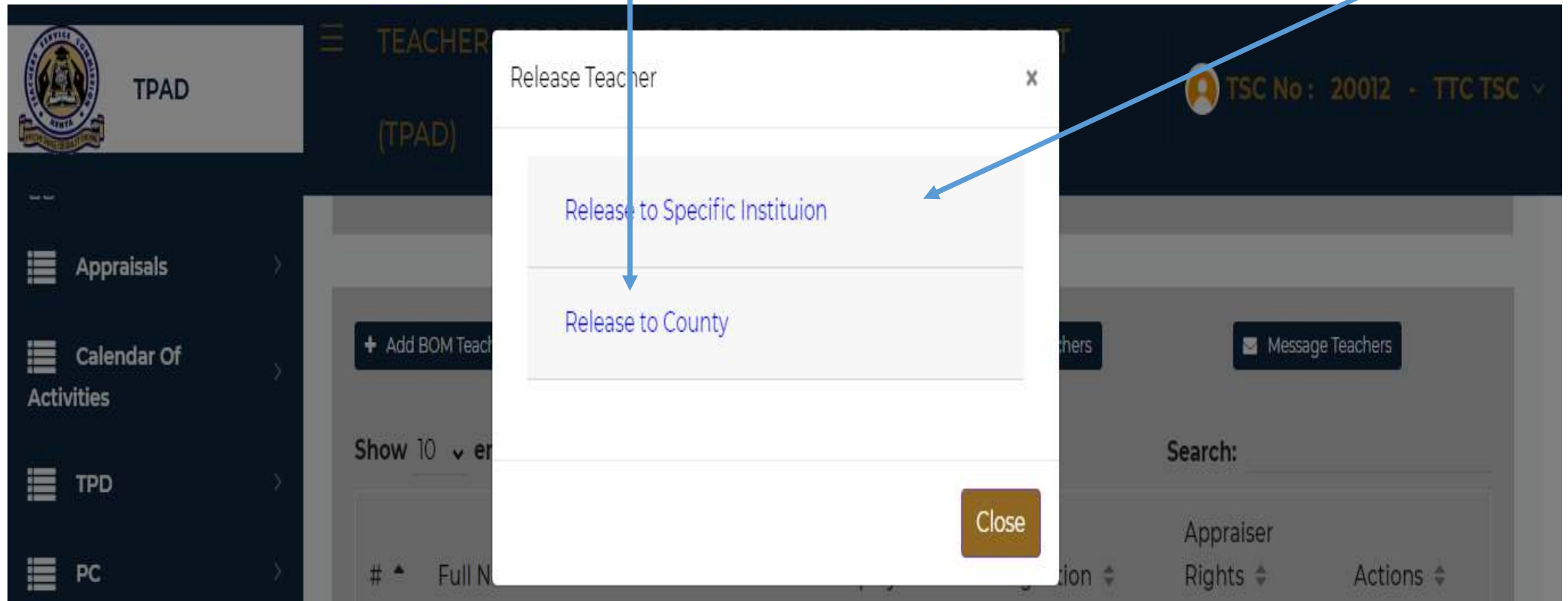
- Remove Teacher :** A dropdown menu with "TTC TSC Teacher" selected.
- Reasons For Removal:** A dropdown menu with "--Select Reason--" selected.
- Remarks:** A text area for providing additional comments.
- Save:** A button to confirm the removal.
- Close:** A button to close the window.

A blue arrow points to the "Save" button, indicating the final step in the process. The background shows the TPAD sidebar with options like Appraisals, Calendar Of Activities, TPD, PC, and Institution Setup. The main content area shows a list of teachers with columns for Name, Position, and Actions.



Releasing a teacher

To release a teacher, the HOI should select the teacher to be released then click on release teacher button, a pop up window will appear as shown in the screenshot below. The HOI will select whether to release the teacher to a **specific institution** or to a particular **county**.





Releasing a teacher Cntd'....

These tabs will provide for the HOI to fill in the institution or county details and reason for the release before clicking on the **Release Teacher** button shown in the screen shot below.

The screenshot displays the TPAD system interface. On the left is a dark sidebar menu with options: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Manage Teachers, Incoming Teachers, Manage Institution, and School Performance. The main content area shows a 'Release Teacher' modal window. The modal has a title bar 'Release Teacher' and a close button. Below the title is a link 'Release to Specific Institution'. The form contains several fields: a dropdown menu for 'TTC TSC Teacher *', a 'County:' dropdown menu with '--Select County--', a 'Sub County:' dropdown menu, a 'Zone:' dropdown menu, an 'Institution:' dropdown menu, a 'Reasons for Release:' dropdown menu with '--Select Reason--', and a 'Remarks' text area. At the bottom of the modal is a blue button with a checkmark and the text 'Release Teacher'. A blue arrow points from the text in the paragraph above to this button. In the background, a table of teachers is visible with columns for '#', 'Full T', 'TTC', 'Teac', 'TTC', 'Dep', and 'Full t'. The table shows one row with a checked checkbox and the text 'Showing 1 to'.



2. Incoming Staff

From this menu, the HOI will be able to view incoming teachers. This is done by entering the teacher's details and clicking on the **search** button and add them into the institution database.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. On the left is a dark blue sidebar menu with the following items: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Manage Teachers, Incoming Teachers, Manage Institution, and School Performance. The main header area is dark blue and contains the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' and a user profile section showing 'TSC No : 20012 - TTC TSC'. The main content area is light grey and features a 'Filter Search' section with two input fields labeled 'TSC No:' and 'ID No:'. Below these fields is a dark blue 'Search' button with a magnifying glass icon. A blue arrow points from the text in the paragraph above to the 'Search' button. At the bottom of the page, there is a footer that reads '© 2020 TPAD System - Incoming Staff'.



3. Manage Institution

This portal enables the HOI to add or edit the Institution's;

- I. Contact Information
- II. Institution type
- III. Strategic Objectives
- IV. Demographic Information

This is done by clicking on the respective tabs shown in the screen shot.

The screenshot displays the 'Manage Institution' portal interface. On the left is a dark blue sidebar with menu items: 'Appraisals', 'Calendar Of', 'Activities', 'TPD', and 'PC'. The main content area has a top navigation bar with the year '2020' and four tabs: 'Contact Information', 'Institution Type', 'Strategic Objectives', and 'Demographic Information'. Below the tabs, there is a 'Show 10 entries' dropdown and a search bar. A table with columns 'Mission', 'Vision', 'Postal Address', 'Phone Number', 'Email Address', and 'Actions' is visible at the bottom. Blue arrows point from the list items on the left to the corresponding tabs in the screenshot.



Contact Information

On clicking on contact information tab, a pop up window will appear as illustrated on the screen shot. This will enable the HOI to add or edit the institution's Mission Statement, Vision Statement, Postal address , Phone number and email address as shown in the screen shot then press on the **save** button.

The screenshot displays the TPAD system interface. On the left is a dark sidebar menu with the following items: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup (expanded), Manage Teachers, Incoming Teachers, Manage Institution, and School Performance. The main content area shows a form for 'Institution Setup' with the following fields: Mission Statement, Vision Statement, Postal Address, Phone Number, and Email Address. A blue arrow points from the text above to a 'Save' button at the bottom of the form. On the right side, a partial view of another screen shows 'TSC No : 20012 - TTC TSC', a 'Demographic Information' button, and 'Previous' and 'Next' navigation buttons.



Institution Type

This tab allows the HOI to input details of the institution i.e.;

- Institution level- Primary/Secondary/Post Secondary
- Institution Type – Primary / Secondary Teachers Training
- Participating projects- HOI is required to indicate all projects that the institution is undertaking.

HOI can add or edit the information by clicking on the **Action** button, a drop down **Edit** button will appear as shown on the screen shot.

Institution Level ^	Institution Type ⇅	Gender Type ⇅	Boarding Type ⇅	Participating Project Type ⇅	Actions ⇅
Post-secondary	Primary Teachers Training Colleges				Action Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

© 2020 TPAD System - Institution Type



Strategic Objectives

HOI is expected to use this tab to input the institution's strategic objectives. On clicking on strategic objectives tab, a page will appear which will have a tab labelled **Add Strategic Objective**.

The screenshot displays the TPAD system interface. The header includes the TSC logo and 'TPAD' on the left, and 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' and 'TSC No: 20012 - TTC TSC' on the right. A sidebar on the left contains navigation options: Appraisals, Calendar Of Activities, and TPD. The main content area features a green '+ Add Strategic Objective' button, a 'Previous Page' button, and a table with columns for Objective, Term/Qtr, Year, Creation Date, and Actions. A search bar and 'Show 10 entries' are also visible.



Strategic Objectives Cntd'....

On clicking on Add Strategic Objective button, a pop up window will appear as illustrated on the screen shot which will allow the HOI to add an objective, the year or quarter and year that the objective is to be achieved. This will be added into the database by clicking on the **Save** button.

The screenshot displays the TPAD (Teacher Performance Appraisal Database) interface. A pop-up window titled "Add Strategic Objective" is centered on the screen. The window contains the following elements:

- Objective:** A text input field.
- Term/Qtr:** A dropdown menu with the option "Add Term/Qtr".
- Year:** A dropdown menu with the option "Add Year".
- Save:** A dark blue button with a white document icon and the text "Save".
- Close:** A dark blue button with the text "Close".

A blue arrow points from the text "Save button" in the paragraph above to the "Save" button in the pop-up window. The background shows the TPAD main interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like "Appraisals", "Calendar Of Activities", "TPD", "PC", "Institution Setup", and "Reports". The main content area shows a table with columns for "Date" and "Actions".



Demographic Data

HOI is able to input the institution's demographic data using this tab by clicking on the Demographic Data button where a page will appear which will have a tab labelled **Add Demographic Data**.





Demographic Data Cntd'....

On clicking on Add Demographic Data button, a pop up window will appear as illustrated on the screen shot which will allow the HOI to add the number of students and teachers categorized per gender, CBE/Staffing Status, number of streams, Term/Quarter and year. This will be added into the database by clicking on the **Save** button.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) interface. A pop-up window titled "Add Demographic Data" is open, allowing the user to input demographic information. The form includes the following fields:

- No. of Male Students:
- No. of Female Students:
- No. of Male Tsc Teachers:
- No. of Female Tsc Teachers:
- CBE/Staffing Status:
- No. of Streams:
- Term/Qtr:
- Year:

At the bottom of the pop-up window, there is a "Save" button (highlighted with a blue arrow) and a "Close" button. The background shows the TPAD dashboard with a sidebar menu containing: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, and Reports. The main content area shows a table with columns for "Teachers(Female)" and "Teach".



4. School Performance

The HOI is able to input the performance of the institution every year by clicking on the ***School Performance*** tab under institution set – up menu. A page will appear that will have a tab labelled ***Add Performance*** as shown in the screen shot.

The screenshot displays the 'School Performance' management interface. On the left, a dark sidebar menu lists various options, including 'School Performance'. The main content area shows a table with columns: Year, Credits, Distinctions, Pass, Fail, Mean Score, and Actions. A blue arrow points from the 'Add Performance' button in the top left of the table area to the 'School Performance' option in the sidebar menu.

Year	Credits	Distinctions	Pass	Fail	Mean Score	Actions
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next



School Performance Cntd'....

On clicking on the Add Performance tab, a pop up window will appear which will allow the HOI to input the mean attained and the year. This is saved into the database by clicking on the **Save** button as illustrated in the screen shot.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. On the left is a dark sidebar with navigation options: Appraisals, Calendar Of Activities, TPD, PC, Institution Setup, Manage Teachers, Incoming Teachers, Manage Institution, and School Performance. The main content area shows a 'School Performance' page with a 'TSC No: 20012 - TTC TSC' dropdown and a '2020' year selector. A 'Pop Up' window titled 'Add Performance' is open in the center. This window contains several input fields: 'Credits', 'Fail.', 'Distinctions.', 'Class Mean' (a dropdown menu with '--- Select Mean ---'), 'Pass.', and 'Year' (a dropdown menu with '--- Add Year ---'). A blue arrow points from the text above to the 'Save' button at the bottom of the pop-up window. A 'Close' button is also visible in the bottom right corner of the pop-up. The footer of the page reads '© 2020 TPAD System - School Performance'.



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