



NOTIFICATIONS



- In this presentation we are going to cover the notifications module for the following users;
- Teacher (Appraisee)
- Deputy Head (Appraiser)
- Head (Countersigner)



1. Teacher (Appraisee)

In the TPAD online system the notification function has been incorporated to give alerts to the Appraisee in the following instances;

- whenever there's an update or change of the status in the appraisal process after submission. System generated notifications
- whenever official messages are sent, e.g. by the school administrators.
- Whenever the appraisee sends a message to his/her appraiser

This is illustrated in the following slides



After the successful login the landing page appears and displays several tabs including the notification tab on the top right side as shown. In this instance there are no notifications.



When there is an alert prompted by any of the outlined instances in slide 3, the notification tab will populate the number of alerts in the tab.

The screenshot displays the TPAD Teachers Portal Dashboard. The header includes the TPAD logo, the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and the user's TSC No. The dashboard shows the following information:

- Institution Name:** TSC Primary School
- IPPD Code:** 9874563210
- Institution Level:** Primary >> (Primary Schools)
- Designation:** Teacher

The dashboard also features three summary cards:

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

Below these cards are two progress sections: 'My Appraisal Progress : 2020' with 'Termly Progress : 2020' and 'My Annual Appraisal Progress' with 'Annual Progress'. An orange arrow points to the 'Notifications' card.

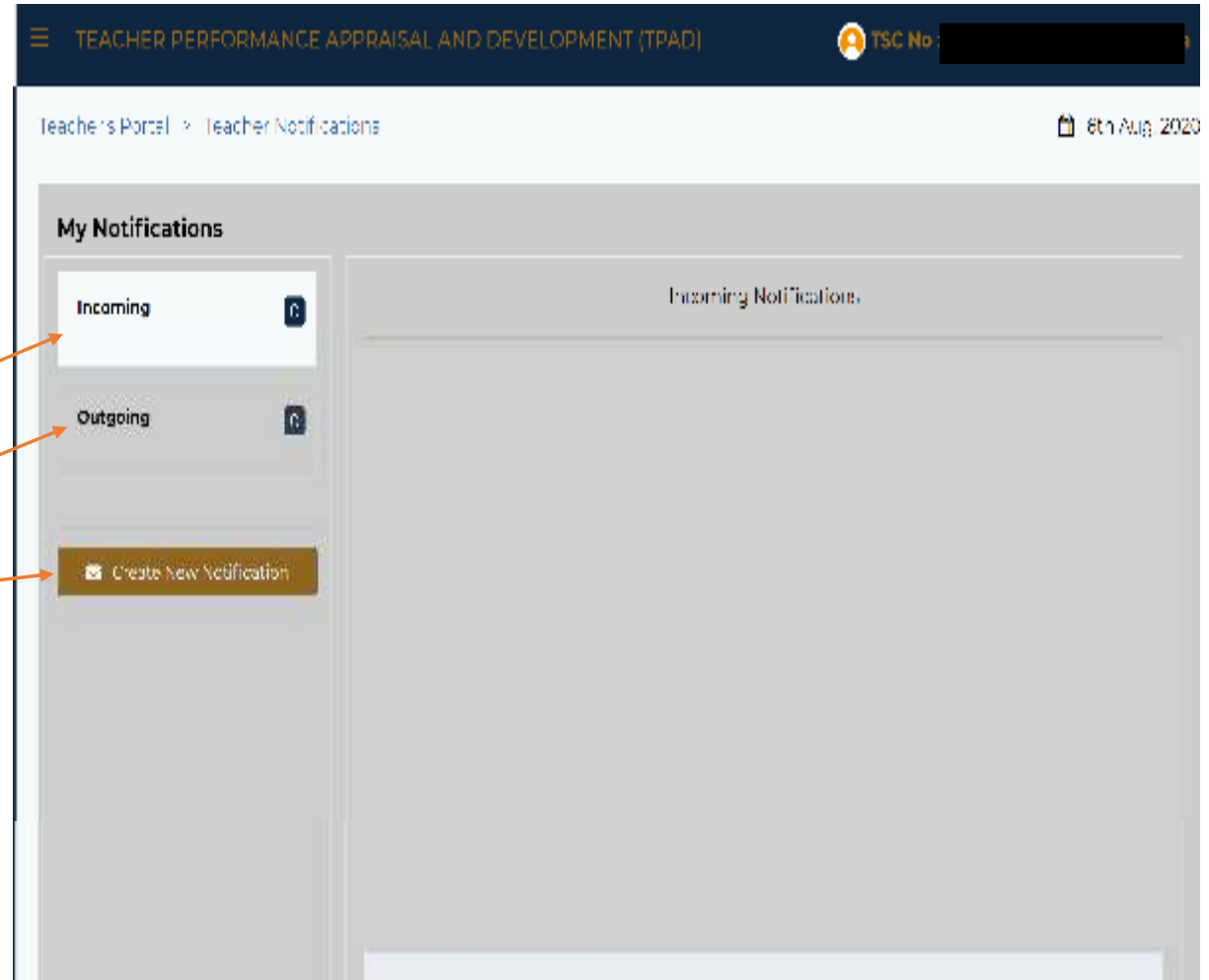
To view the message the appraisee will click on the notification tab as shown



• On clicking the notification tab, a new interface 'My Notifications' will appear.

Here one can check on

- Incoming notifications
- Outgoing notifications
- And create new notification.

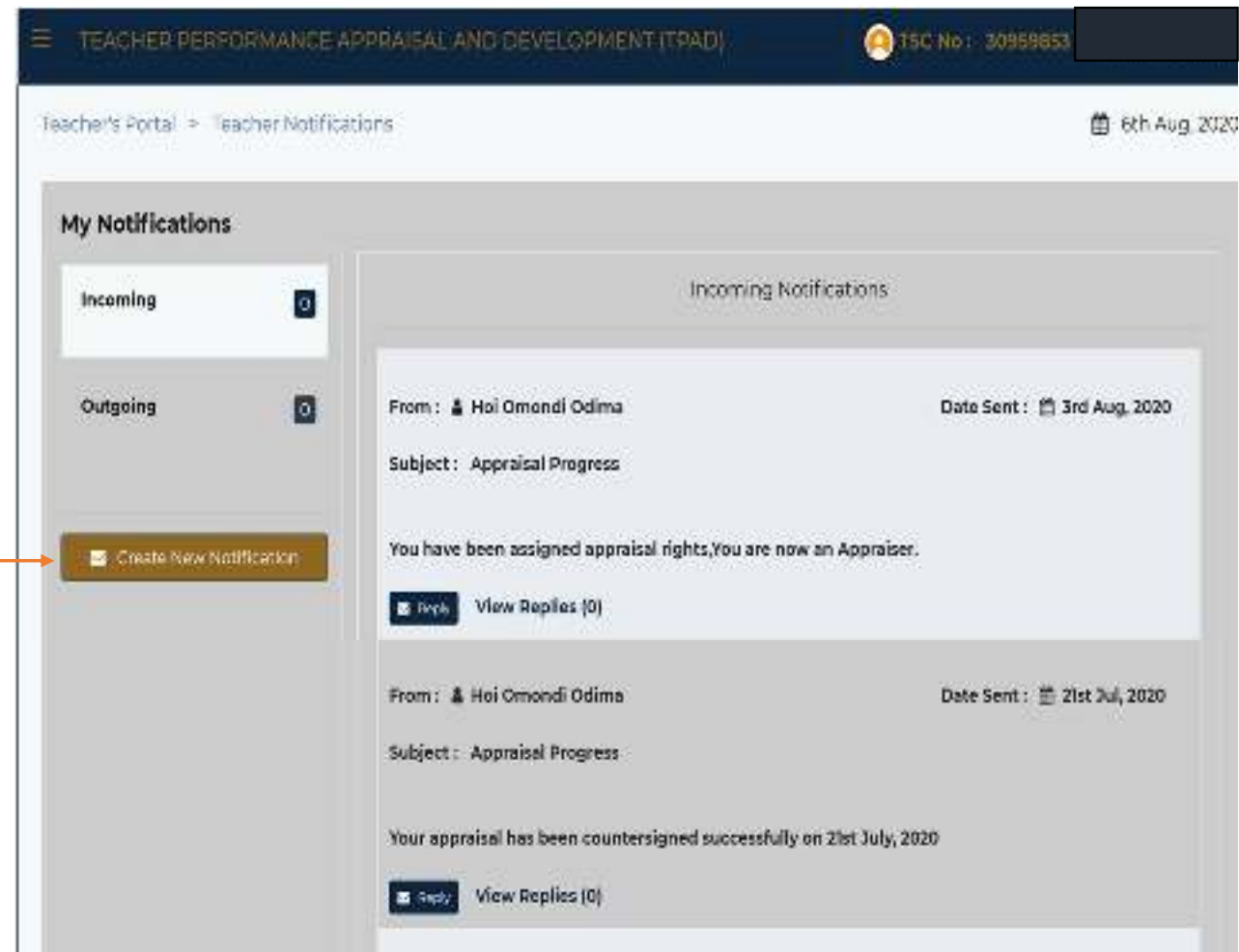




- On clicking on the incoming notifications, the appraisee will be able to view all the messages received from the most recent to the earliest.
- These notifications may be directly sent to the specific teacher or sent to the entire institution by the appraiser or school administrator
- The teacher can also reply by clicking on the reply button.



- To view the outgoing notifications, a teacher must have first created a new message.
- This message may be due to an issue or concern during the appraisal process, or even after the appraisal is done.
- To do this he/she will click on the 'create new notification' tab as shown





My Notifications

Incoming

Outgoing

Create New Notification

Create Notification

Create Message

Show 10 ▼ entries

Search:

Select	Name	TSC Number	ID Number
<input type="checkbox"/>		123456	123456
<input type="checkbox"/>		1234567	1234567

Name TSC Number ID Number Actions

Showing 1 to 2 of 2 entries

Previous 1 Next

- On clicking the create new notification button, a new interface will be revealed showing a list of all the teachers in the institution.
- Next the teacher will 'check' the box of the recipient and then click 'create message' as shown



On clicking create message, a new dialogue box will pop up where the appraisee will enter the subject and the message to be sent. Next he/she will click on button 'send message as shown.

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- On clicking send message, the recipient will receive a notification on his/her end.
- At this point the teacher can go back to 'my notification' interface and can view the sent messages by clicking on the 'outgoing' tab as shown.

The screenshot displays the 'Teacher Performance Appraisal and Development (TPAD)' interface. At the top, the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' is visible, along with the user's TSC No: 30959853. The breadcrumb trail shows 'Teacher's Portal > Teacher Notifications' and the date '8th Aug, 2020'. The main content area is titled 'My Notifications' and features two tabs: 'Incoming' and 'Outgoing'. The 'Outgoing' tab is currently selected, showing a notification sent to 'Deputy Omondi Odima' on '6th Aug, 2020' with the subject 'APPRAISAL PROCESS'. The message body reads: 'I hereby request to know when you will be updating my lesson attendance'. Below the message, there are buttons for 'Reply' and 'View Replies (0)'. A 'Create New Notification' button is also visible in the 'My Notifications' sidebar.