



TPAD SELF APPRAISAL



In this topic we're going to cover the following areas.

- The landing page
- Starting/ creating an appraisal
- Updating teaching standards



1. The landing Page

Upon successful authentication the teacher accesses the landing page. This page gives a snapshot view of all key activities that the teacher can do in the system.

The Key features include:

- **My Dashboard** – This option displays the start page and main menu of the TPAD activities. i.e.
- Self Appraisal-
- TPD
- Appraisal reports



- This page also contains the interface showing the teachers details, (name and Tsc number), status of appraisal, Notifications and graphical representation of the termly and annual appraisal progress



TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [redacted]

My Dashboard

Self Appraisals

TPD

Appraisal Reports

0 Incomplete Appraisals

0 Completed Appraisals

0 Notifications

My Appraisal Progress : 2020

Termly Progress : 2020

My Annual Appraisal Progress

Annual Progress

My Appraisals

+ Start Appraisal



2. Starting/creating new appraisal

In Self appraisal, a teacher can perform the following function;

- CREATE an appraisal Instance
- SEARCH for appraisals (current and prior) based on TERM, YEAR and STATUS
- VIEW previous/current appraisals
- UPDATE appraisal instances

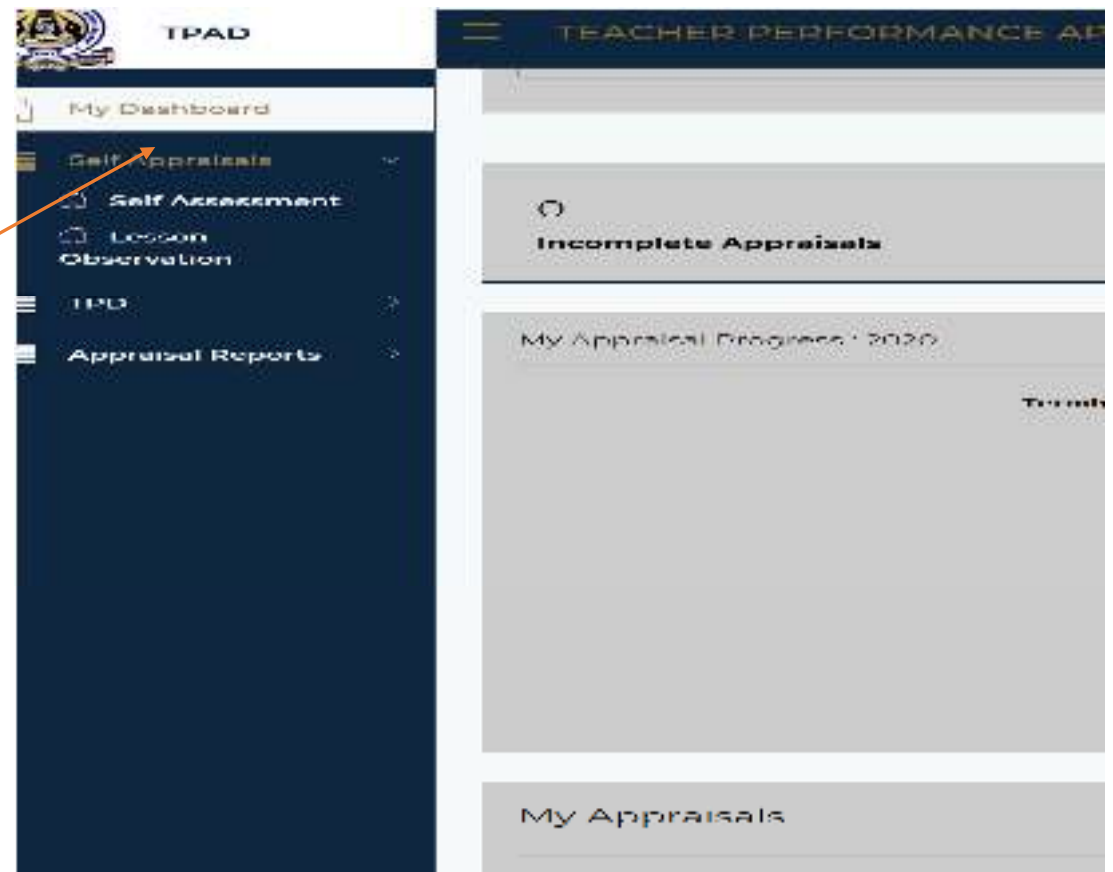


To start your appraisal follow the steps below

Step 1: click on the ‘Self Appraisals’ menu.

By clicking on the self appraisal menu, you will prompt the menu to collapse and reveal two sub-menus.

- Self Assessment
- Lesson observation.





- **Step 2:** Click on the 'Self assessment' sub-menu. This action will reveal the interface shown below.
- At this point the page does not have any data since this is a new appraisal.
- The most important tab on this page is the 'create New Appraisal' tab, located at the top left corner of the page.

Teacher's Portal > Self Assessment 15th Jul, 2020

[Create New Appraisal](#) [Search Appraisals](#)

My Appraisals

Show 10 entries Search:

Year	Term	Status	Completion (%)	Total Marks	Date Created	Action
No data available in table						
Year	Term	Status	Completion (%)	Total Marks	Date Created	Action

Showing 0 to 0 of 0 entries Previous Next



- **Step 3:** Click on the ‘Create New Appraisal’ tab
- Once you click on the ‘Create New Appraisal’ tab, the pictured window will pop up to the foreground of your self assessment interface .
- In this pop up window you will be required to fill your appraisal details i.e. Appraisal year, Appraisal Term and eligibility.





NB:

- On the eligibility drop box there are two options; **on duty** and **not on duty**.
- If you click 'not on duty' a new tab '**give reasons**' will pop up. If you click on the tab it will drop a list of reasons and you can choose the one that applies to you.
- At this point once you click 'save appraisal' your appraisal will be deemed completed/terminated and you cannot progress any further



2020

Term

Term One

Eligibility (*Check if you are eligible for appraisal*)

Not on Duty

Give Reason

Annual Leave

06/11/2020

Save Appraisal



Annual Leave

Study Leave

Special Leave

Maternity Leave

Sick Leave

Leave to spouses of diplomats

Compassionate Leave

Paternity Leave

Compulsory Leave

Leave of absence

Leave to conduct research or write a project paper

Leave outside Kenya

TERMINATION

Annual Leave

Save Appraisal

Close



- However if you are on duty and you indicated as such, then you can go ahead and click on the ‘save appraisal’ tab at the bottom of the pop up window.
- Upon clicking the ‘save appraisal’ button, a new pop up window will show indicating ‘assessment details added successfully’ as shown.
- Click OK to move on to the next step.

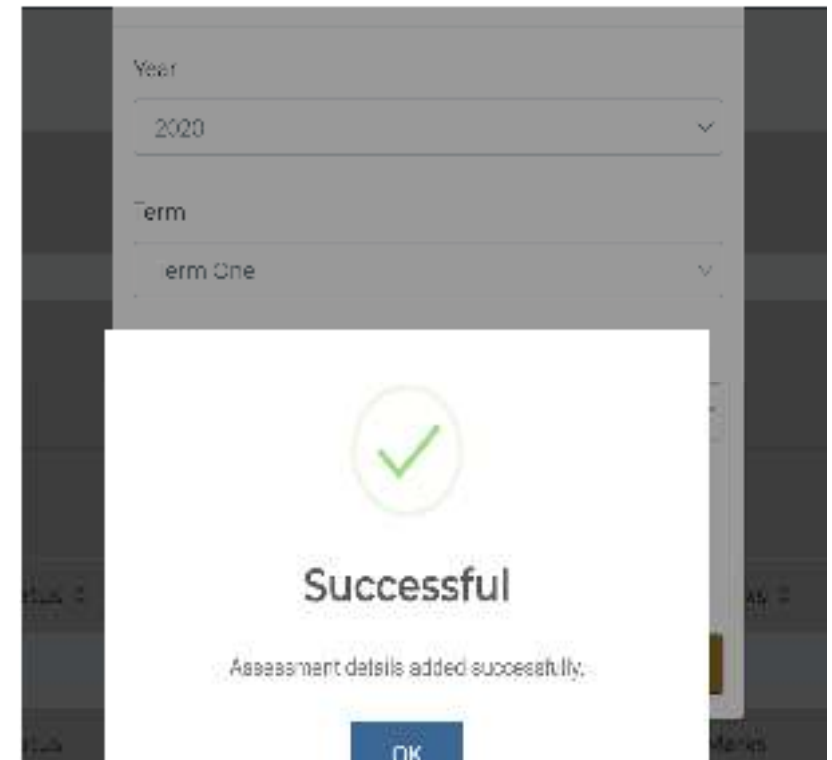
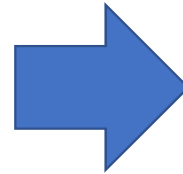
Year
2020

Term
Term One

Eligibility (Check if you are eligible for appraisal)
On duty

Save Appraisal

06/11/2020





Step 4: After successfully adding your assessment details, an appraisal instance will be created and a new interface will be revealed showing the year, term, appraisal status, percentage completion, marks, date created and action button.

- At this point you click on the action button ‘proceed to appraisal’ to begin updating your appraisal data.

Teacher's Portal > Self Assessment 📅 15th Jul, 2020

[+ Create New Appraisal](#) [Search Appraisals](#)

My Appraisals

Show 10 entries Search:

Year	Term	Status	Completion (%)	Total Marks	Date Created	Action
2020	Term One	Incomplete	0%	0.00	15th Jul, 2020	Proceed to Appraisal

Showing 1 to 1 of 1 entries

06/11/2020 Previous **1** Next



- At this point an appraisal instance has been created and the appraisee can update the assessment areas by adding appraisal ratings, updating learners progress reports, viewing lesson attendance summary, and the appraisal status at any time.
- However it is important to note that submission for appraisal will only be possible if there are no **INCOMPLETE** appraisal instances created previously.
- An appraisee / user is able to complete a part of the created appraisal, as he/she will be prompted to save every updated assessment area.
- Each appraisal will have a different status depending on the level of completion or its stage in the process workflow.
- This is illustrated in the figure below



Teacher's Portal -> Update Appraisal

15th Jul, 2020

Appraisal Completion: **0%**

Appraisal Status: **Incomplete**

Appraisal Period: **2020 - Term One**

Show 10 entries

Search:

# <input type="checkbox"/>	Assessment Area <input type="checkbox"/>	Action <input type="checkbox"/>
1	Teaching Standards	Update Standard
2	Learners Progress	Update Progress
3	Lesson Attendance	View Attendance
# <input type="checkbox"/>	Assessment Area <input type="checkbox"/>	Action <input type="checkbox"/>

Showing 1 to 3 of 3 entries

Previous

1

Next

Appraisal Marks: **0.00**

Lesson Observation Marks: **0.00**

[View / Submit for Appraisal](#)



3. Teaching standards



After successfully creating an appraisal instance, the appraisee is required to rate him/herself based on the level of achievement for each target per standard.

The appraisee first has to select the type of standards based on institution type. There are three types of institutions in this appraisal system;

- Primary/Secondary Institution
- SNE – Primary/Secondary
- TTC Institutions

The teaching standards are categorized by institution type and therefore it is very important for the appraisee to ensure that he/she chooses the standard category that corresponds with his/her institution.



To update the teaching standards follow the steps below;

On the user interface displayed, there are three assessment areas listed i.e. Teaching standards, Learners Progress and Lesson Attendance.

Step 1: Click on the action button 'Update standard' that corresponds with assessment area 1; Teaching standards

Teachers Portal > Update Appraisal

Appraisal Completion: 0% Appraisal Status: Incomplete Appraisal Period: 2020 - Term One

Showing 1 to 3 of 3 entries

#	Assessment Area	Action
1	Teaching Standards	Update Standard
2	Learners Progress	Update Progress
3	Lesson Attendance	View Attendance

Showing 1 to 3 of 3 entries

Appraisal Marks: 0.00 Lesson Observation Marks: 0.00 View / Submit for Appraisal



- On Clicking 'update standard' the interface below will show up
- **Step 2:** Click on the 'choose standard' tab as shown.



Teacher's Portal > Teaching Standards Update TPD Plan

18th Jul, 2020

Teaching Standards :

Choose Standard

Back to Appraisal

Show 10 entries

Search:

Standards	Maximum Weight	% Complete	Status	Action
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No data available in table

Standard	Maximum Weight	% Complete	Status	Action
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Showing 0 to 0 of 0 entries

Previous Next

Back to Appraisal



On Clicking 'Choose standard tab' a drop down box will collapse to reveal the standards by institution.

Step 3: Click on the drop down box and select the institution type applicable to you.



Teacher's Portal > Teaching Standards Update (TPD) Plan 15th Jul, 2020

Teaching Standards: [Choose Standard](#) [Back to Appraisal](#)

Select Standards by Institution:

- Select Standard ---
- Select Standard ---
- Primary & Secondary Schools
- KNEC Primary & Secondary Schools

[Proceed to Standards](#)

Show 10 entries Search:

#	Standards	Maximum Weight	% Complete	Status	Action
No data available in table					
#	Standard	Maximum Weight	% Complete	Status	Action

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Back to Appraisal](#)



- **Step 4:** Once the appraiser has chosen the standard by institution, he/she shall click on the action tab 'proceed to standards' as shown.

Teacher's Portal > Teaching Standards Update (TSD Plan) 15th Jul, 2020

Teaching Standards: [View Standard](#) [Back to Appraisal](#)

Select standards by institution

Primary & Secondary Schools [Proceed to Standards](#)

Show 0 entries

#	Standards	Maximum Weight	% Complete	Status	Action
No data available in table					
#	Standard	Maximum Weight	% Complete	Status	Action

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Back to Appraisal](#)



Step 5:

At this point the appraisee will be presented with the interface below.

On this interface the appraisee has the option of downloading an excel form of the appraisal to be filled offline or ;

proceed with the online appraisal by clicking on the action tab 'New Rating'.



Teacher's Profile > Teaching Standards Update > P11 P165 06/11/2020

Teaching Standards: [↑ Unmet standard](#) [← Back to Appraisal](#)

Primary & Secondary Schools: [Standards](#) [Download PDF](#) [Excel Form](#)

Show 10 entries Search

#	Standards	Maximum Weight	% Complete	Status	Action
1	Professional Knowledge and Practice	24	0%	Incomplete	New Rating
2	Comprehensive Learning Environment	12	0%	Incomplete	New Rating
3	Teacher Professional Development	9	0%	Incomplete	New Rating
4	Teacher Conduct & Professionalism	30	0%	Incomplete	New Rating
5	Participation in Professional Learning Community	25	0%	Incomplete	New Rating
#	Standards	Maximum Weight	% Complete	Status	Action

Showing 1 to 5 of 5 entries [Previous](#) [Next](#)



On clicking 'New Rating' The new interface shows a list of targets and against each target there are columns for the max weight, appraisee weight, Likert scale and an action tab to add weight.

Step 6: To update the rating for the target, click on the action button 'Add Weight'

Teachers Portal > Standard Ratings

15th Jul 2020

Teaching Standards : Professional Knowledge And Practice

New Standard >

Targets	Maximum Weight	Appraisee Weight	Likert Scale	Action
Demonstrate mastery of the subject content and use appropriate Instructional methods (Wt-3)	3	0	0	Add Weight
Undertake lesson observation at least once a term (Wt-3)	3	0	0	Add Weight
Utilize teaching/ learning resources effectively(Wt-3)	3	0	0	Add Weight
Prepare professional documents based on the current syllabus/designs (Wt-3)	3	0	0	Add Weight
Ability to identify learners' capability and learning styles (Wt-3)	3	0	0	Add Weight
ability to identify and nurture learners' talents(Wt-4)	4	0	0	Add Weight
Ability to access, retrieve and integrate ICT in teaching and learning(Wt-3)	3	0	0	Add Weight
Ability to carry out learner assessment, feedback and reporting on learners' learning (Wt-3)	3	0	0	Add Weight



On clicking the 'add weight' button, from the above interface, a window pops up that allows the appraisee to enter the following fields

- actual weight attained in the specific target.
- Gap category and sub-category for the target
- Add comments on the target
- Upload the evidence for the target

This window also contains detailed information on the following

- Performance indicators
- Verifiable evidence

Target : Demonstrate mastery of the subject content and use appropriate Instructional methods (Wt-3)

Enter your Weight (Between 0.7 and 3)

Enter your rating

Gap Category for this target

Add Gap Category

Gap Sub-Category for this target

Comments

Upload Evidence (optional)

Performance Indicators

- Pedagogical Content Knowledge (PCK) demonstrated by use of different instructional methods during lesson delivery.

Verifiable Evidence

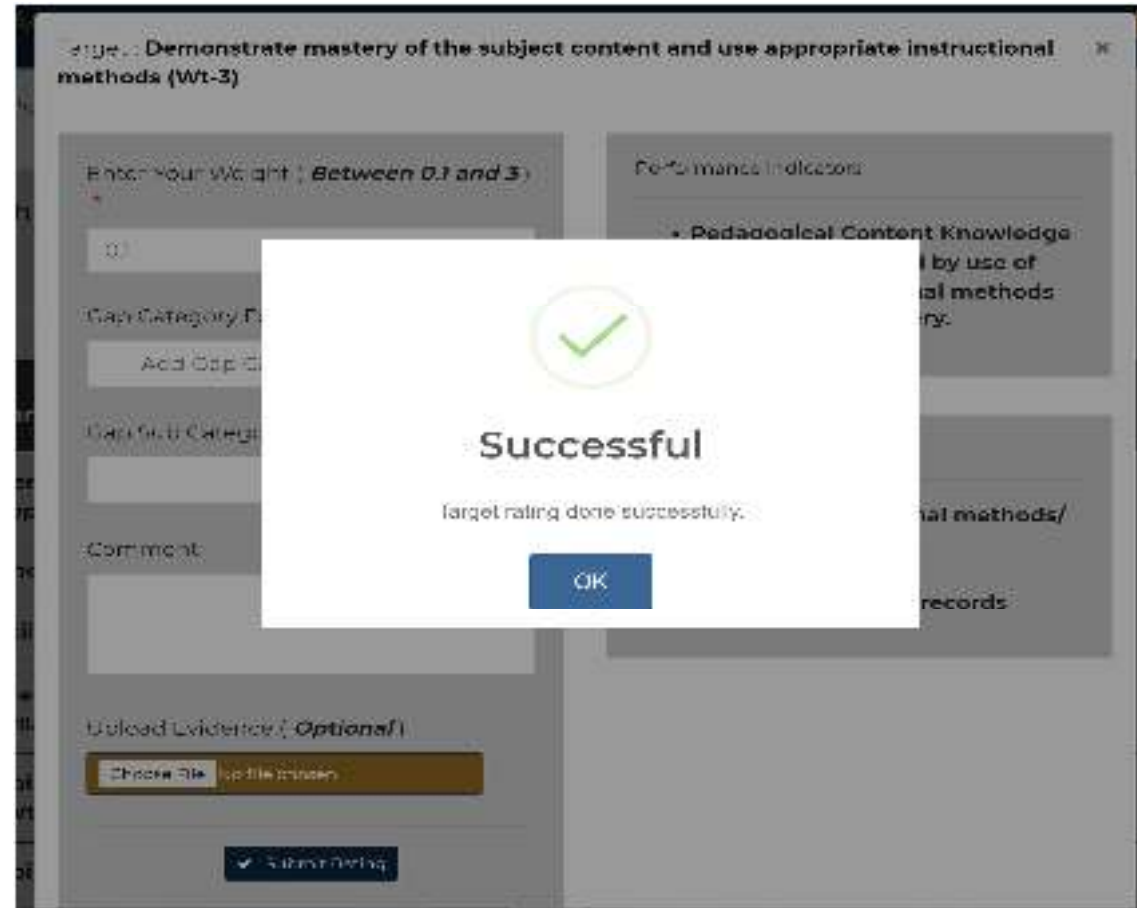
- Different instructional methods/ resources used
- Lesson plans
- Lesson observation records

Submit

Close

Step 7:

- Once you are done updating the target, Click on the ‘Submit Rating’ tab at the bottom of the pop up window. A new window will pop up indicating ‘Target setting done successfully’.
- Click the ‘ok’ button and this will take you back to the interface in step 6 to repeat the same process for all the targets remaining.





Step 8: once done with one standard you can proceed to the next standard by clicking on 'Next Standard' button



On clicking the 'next standard' button you will repeat steps 5 to 8 until all the 5 standards are done.

Teacher's Portal > Standard Ratings

15th Jun, 2020

Teaching Standards: >> Professional Knowledge And Practice

[Next Standard >](#)

Targets	Maximum Weight	Appraiser Weight	Likert Scale	Action
Demonstrate mastery of the subject content and use appropriate instructional methods (Wt-3)	3	0	C	Add Weight
Undertake lesson observation at least once a term (Wt-3)	3	0	C	Add Weight
Utilize teaching/ learning resources effectively(Wt-3)	3	0	C	Add Weight
Prepare professional documents based on the current syllabus/designs (Wt-3)	3	0	C	Add Weight
Ability to identify learners' capability and learning styles (Wt-3)	3	0	C	Add Weight
Ability to identify and nurture learners' talents(Wt-3)	3	0	C	Add Weight
Ability to access, retrieve and integrate ICT in teaching and learning(Wt-3)	3	0	C	Add Weight
Ability to carry out learner assessment, feedback and reporting on learners' learning (Wt-3)	3	0	C	Add Weight

NB: The appraiser has the option to continue till the process is done or saving their progress at any point and is able to continue at a later time



At this point having followed all the steps correctly the appraisee will have completed updating the teaching standards and is now set to start updating the next assessment area.

This therefore concludes the updating of teaching standards.

END