



# **LEARNERS PROGRESS RECORD IN THE TPAD SYSTEM**

How to input the data on the system



# Learners progress record

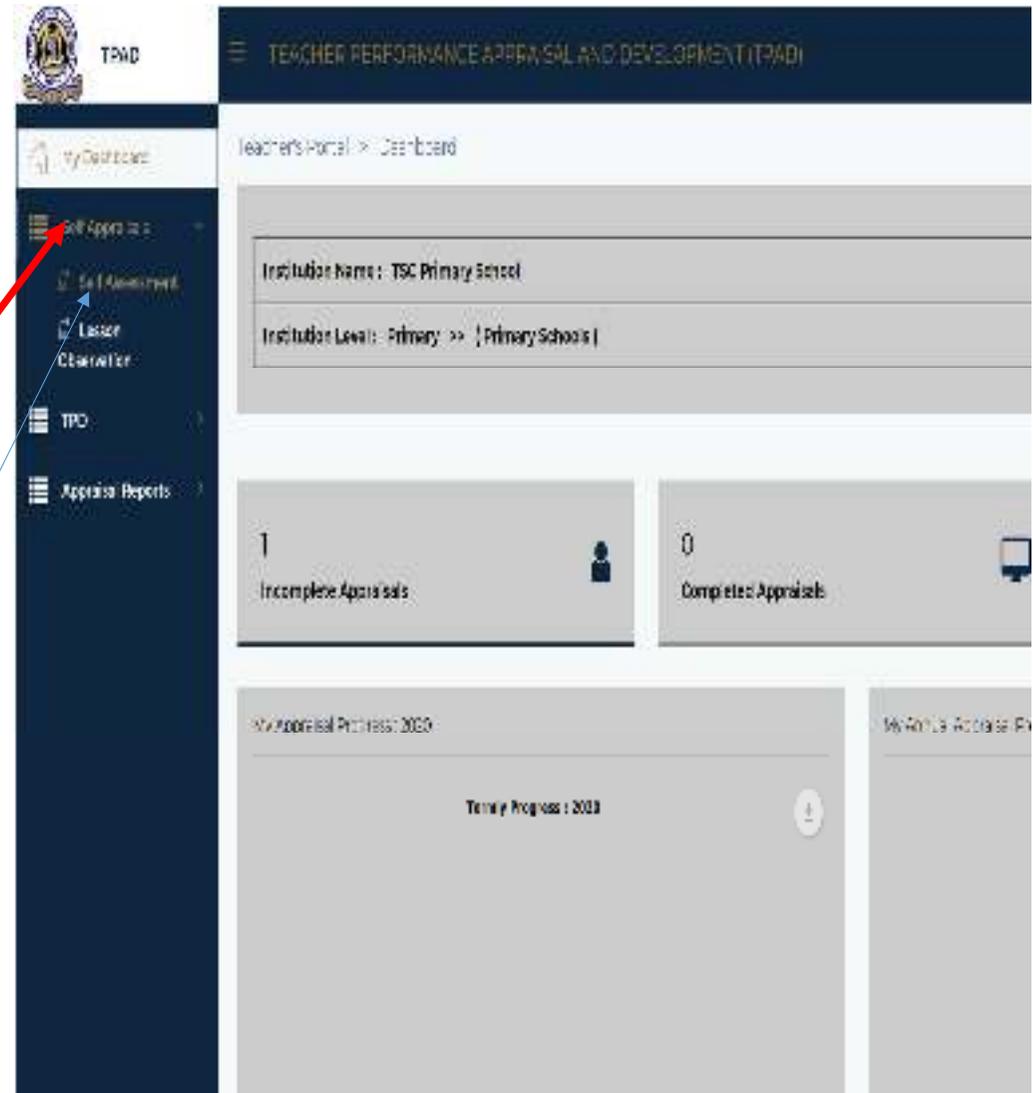
- ❖ All teachers are required to;
  - i. Use a range of assessment tools that provide a clear trend of achievement, progress and growth in a learning area or subject.
  - ii. Analyze the learner progress and provide timely and appropriate feedback to learners about their achievement in learning.
  - iii. Put in place strategies to improve learner performance.
  - iv. Keep learners progress record in each subject and generate class analysis.
  - v. Submit the records as evidence in the appraisal process.



# How to input learner progress details in to the system.

log in to access the Dashboard, it displays the Teacher's portal and a menu on the left side.

Step 1: click self appraisals,  
Step 2: from the drop down submenu with Self assessment and lesson observation click on Self Assessment.

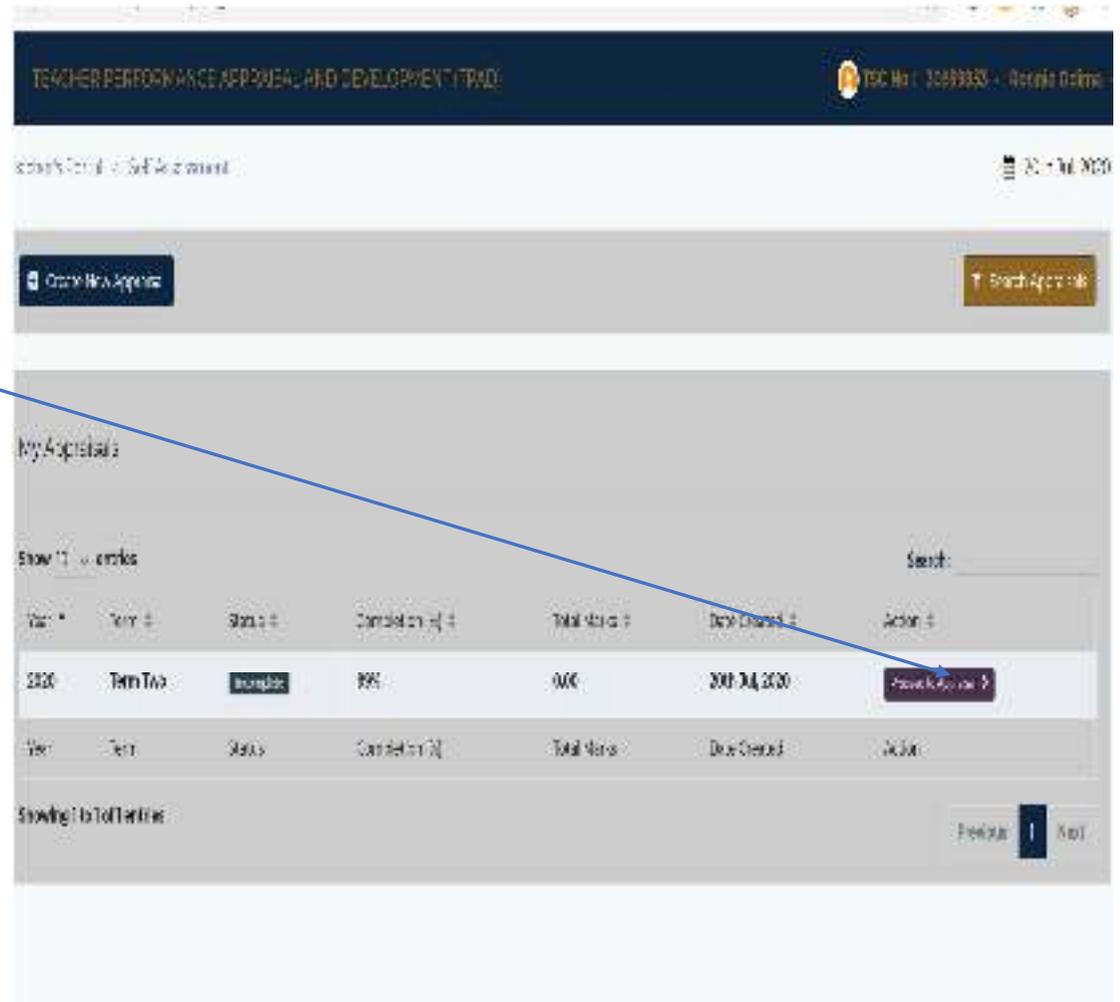




The following interface will display, showing the current appraisal data

Step 3: click on proceed to appraisal on the action tab,

An interface showing 3 assessment area will display as shown next





click on **update progress** on learners progress assessment area.

Teacher's Portal > Update Appraisal 📅 17th Jul, 2020

Appraisal Completion: **99%**      Appraisal Status: **Incomplete**      Appraisal Period: **2020 - Term One**

Show 10  entries Search: \_\_\_\_\_

#	Assessment Area	Action
1	Teaching Standards	<a href="#">Update Standards</a>
2	<b>Learners Progress</b>	<a href="#">Update Progress</a>
3	Lesson Attendance	<a href="#">View Attendance</a>

Showing 1 to 3 of 3 entries Previous **1** Next



## Annual learner's progress record interface

- This will appear different based on the category of the institution one is in.
- Teachers should be keen to ensure that they select the right tab as per their institution and or the classes they are teaching as follows;
  - i. Regular learners progress
  - ii. CBC learners progress
  - iii. SNE (HI,VI,PH) learners progress
  - iv. SNE (M+DB) learners progress



Primary Schools, Secondary Schools and Teachers Training Colleges with regular learners will use tab on regular learner progress.

Teacher's Portal - Learners Progress Records

7th Jul, 2020

Annual Learners' Progress Record

Back to Appraisal

Regular Learners Progress

CBC Learners Progress

SNE (HI, VI, PH) Learners Progress

SNE (MH + DB) Learners Progress

Get Subject Target

Show 10 entries

Search:

Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)	Action
No data available in table						
Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)	Action

Showing 0 to 0 of 0 entries

Previous Next



For regular learner progress the teacher will be required to;

On the pop up window fill all the details;

1. Class/form

Indicate the class if in primary school that the marks were analysed for

Subject	Class/Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)
Mathemaks	Class 7	0.00	300.00	270.00	-30.00
Kiswahili	Class 5	0.00	400.00	430.00	30.00



**Subject name:**

This means the subject that the teacher is teaching in this class and that the analysis of which the teacher is filling.

The screenshot shows a web application interface for 'Learner's Progress Record'. A dropdown menu is open for the 'Subject' field, listing various subjects. The 'CRE' option is highlighted in blue. Below the dropdown, there is a table with columns for 'Subject', 'Class/Form', and 'No. of Entries'. The table contains two entries: 'Mathematics' for 'Class 7' and 'Kiswahili' for 'Class 5'. To the right of the dropdown, there is a table with columns for 'Current Term Year', 'Duration (Weeks)', and 'Search'. The first row shows '2020-21' and '30.00'. The second row shows '450.00' and '50.00'. The third row shows 'Current Term Year' and 'Duration (Weeks)'. The text 'Showing 1 to 2 of 2 entries' is visible at the bottom left of the table.

Subject	Class/Form	No. of Entries
Mathematics	Class 7	00
Kiswahili	Class 5	01

Current Term Year	Duration (Weeks)	Search
2020-21	30.00	
450.00	50.00	
Current Term Year	Duration (Weeks)	



Input the Target mean score for the year;

The teacher is required to indicate what he/she intends to achieve in the current year. This should be agreed between the learners and the teacher and between the appraisee and appraiser.

Click on save record.

Teachers Portal > Learners Progress Record

Annual Learners' Progress Record

Regular Learners Progress

Regular Learners Progress

Set Subject Target

Show 10 entries

Subject	Class/Form	Previous Year Mean	Target Mean Score	Current Term Mean
Mathematics	Class 7	0.00	300.00	270.00
Kiswahili	Class 5	0.00	400.00	450.00

Showing 1 to 2 of 2 entries



A pop up window appears let you know you have successful added progress report.

The screenshot displays a web application interface for 'Learnmark Progress Report'. A white pop-up window is centered on the screen, featuring a green checkmark icon and the text 'Successful' followed by 'Progress reports details added successfully.' and an 'OK' button. The background is dimmed, showing a table with columns for 'Subject', 'Class/Form', 'Previous Term Mean', 'Target Mean Score', 'Current Term Mean', and 'Details'. The table contains two rows of data:

Subject	Class/Form	Previous Term Mean	Target Mean Score	Current Term Mean	Details
Mathematics	Class 7	0.00	300.00	270.00	30.00
Kiswahili	Class 5	0.00	400.00	450.00	50.00

Below the table, it says 'Showing 1 to 2 of 2 entries'. The interface also includes a 'Get Subject Labels' button and a 'Show 0 / 1 records' indicator.



The interface below appears, at the end of the term the teacher is supposed to fill in the term mean score in the subject taught, click on update tab

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No: 30859853

Teachers Portal > Learners Progress Records 26th Jul 20

Annual Learners' Progress Record [Back to Appraisal](#)

Regular Learners Progress CBC Learners Progress SNE (HI, VI, PH) Learners Progress SNE (MH + DD) Learners Progress

Regular Learners Progress

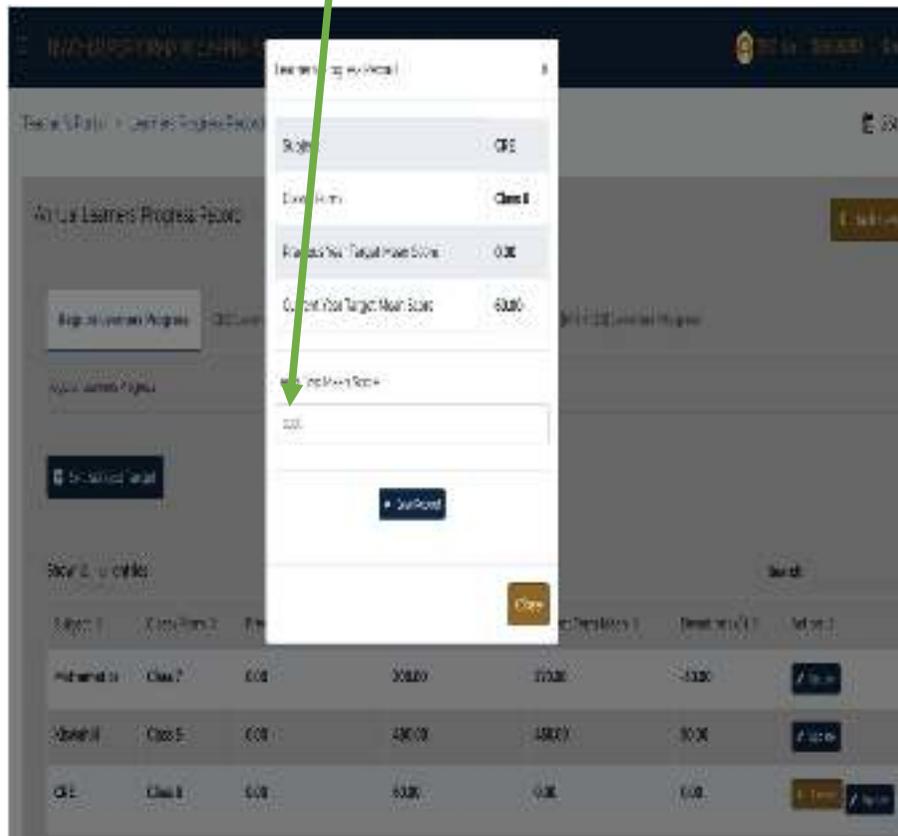
[Set Subject Targets](#)

Show 10 entries Search:

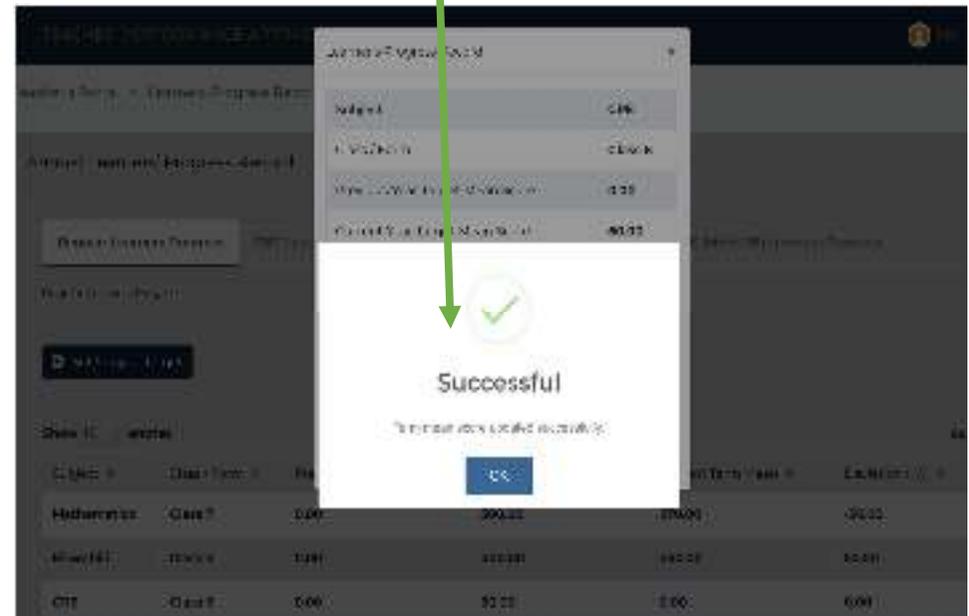
Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (TA)	Action
Mathematics	Class 7	0.00	300.00	270.00	-30.00	<a href="#">Update</a>
Kiswahili	Class 5	0.00	400.00	450.00	50.00	<a href="#">Update</a>
CRE	Class 6	0.00	60.00	0.00	0.00	<a href="#">Change</a> <a href="#">Update</a>



Input the current term's mean score per subject and click save



A pop up window appears let you know the term's score has been updated successful.





The page below will display all the subjects a teacher has taught in every class and the previous, targeted and current grades.

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No : 30959853

Teacher's Portal > Learners Progress Records 26th Jul, 202

Annual Learners' Progress Record [Back to Appraisal](#)

**Regular Learners Progress** CBC Learners Progress SNE (HI, VI, PH) Learners Progress SNE (MH + DB) Learners Progress

Regular Learners Progress

[Get Subject Target](#)

Show 10 entries Search:

Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)	Action
Mathematics	Class 7	0.00	300.00	270.00	-30.00	<a href="#">Update</a>
Kiswahili	Class 5	0.00	400.00	450.00	50.00	<a href="#">Update</a>
CRE	Class 6	0.00	60.00	61.00	1.00	<a href="#">Update</a>
Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)	Action



As seen on the interface after the target and current mean score is a column named deviation (+/-)

deviation is the difference between subject annual target mean and the class mean of the subject for the term. The subject deviation is either positive or negative. A positive deviation is when the subject mean is above the annual subject target while a negative deviation is when the subject mean is below the annual subject target. This should be calculated at the end of each term.



Teachers in lower Primary are now undertaking the competency based curriculum are supposed to use the tab for CBC learners progress to input the learners details,

## **Terms in CBC**

### **CBC**

- Competency Based Curriculum

### **Learning Areas**

- Previously known as subjects

### **Strand and Sub-Strand**

- A strand is a broad area of study within a specific learning area. A strand is a consistent idea that runs through the learning area. A sub-strand represents smaller concepts within the strand.

### **Competencies**

- The concept of competency refers to the skills, abilities and capabilities required for a person to achieve a competency performance.



For the lower grade teachers, click on CBC learners progress

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No: 30559653

Teacher's Portal > Learners Progress Records 27th Jul, 2020

### Annual Learners' Progress Record

Regular Learners Progress **CBC Learners Progress** SNE (H1, V1,PH) Learners Progress SNE (MH + DB) Learners Progress

Competency Based Curriculum (CBC) Learners Progress

Set Target

Show 10 entries Search:

Subject	Strand	Grade	Learners Achievement	Action
Hygiene Activity (Grade 1-3)	Oral Hygiene	Grade 2	<ul style="list-style-type: none"><li>24 Learners - Exceeding Expectations - {}</li><li>3 Learners - Meeting Expectations - {}</li><li>2 Learners - Approaching Expectations - {}</li><li>1 Learners - Below Expectations - {}</li></ul>	Refresh Update
Subject	Strand	Grade	Learners Achievement	Action

Showing 1 to 1 of 1 entries Previous 1 Next

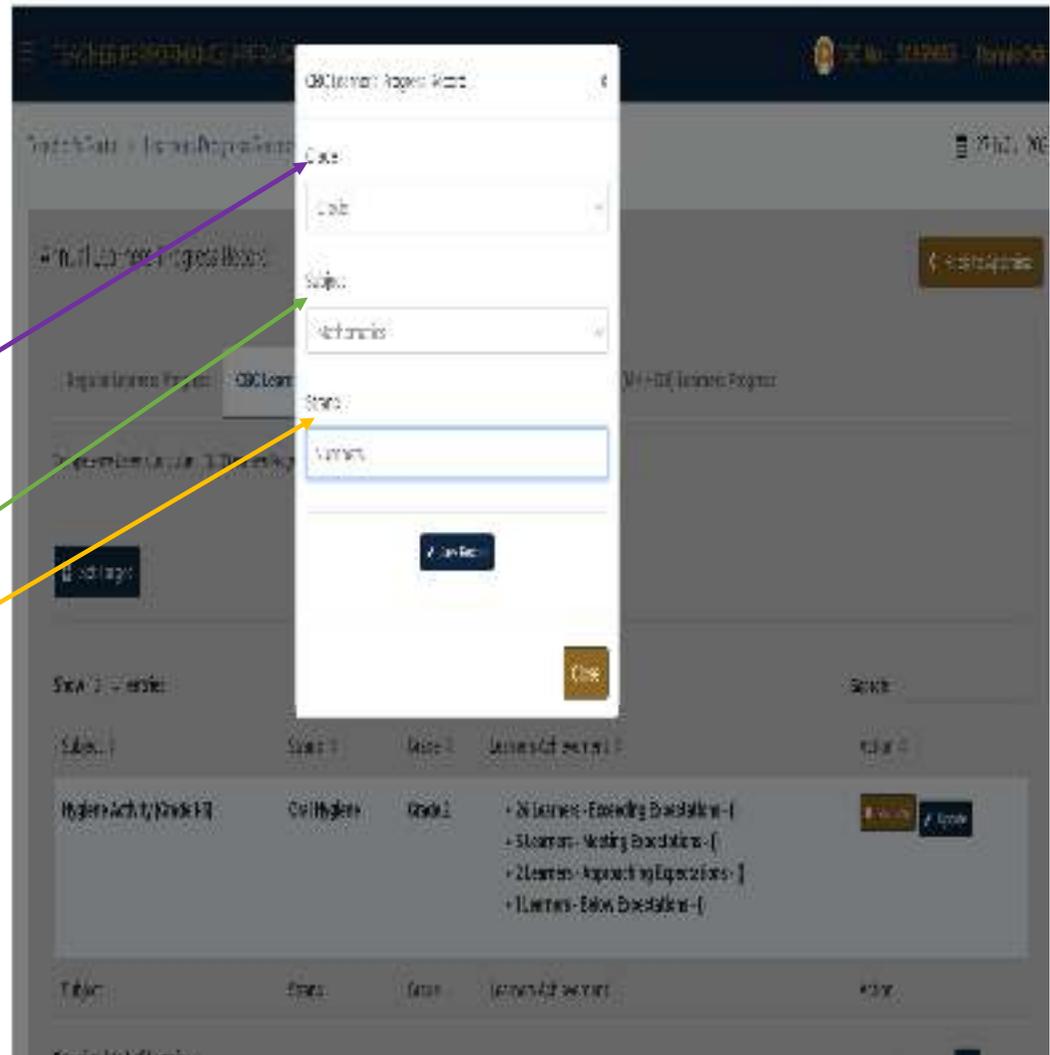


select Set target,  
a pop up window  
displays as shown, fill  
in;

i. Grade

ii. Subject and

ii. Strand





On saving another window pops up click ok to confirm the details added.

The screenshot displays a web application interface for 'TEACHER PERFORMANCE APPRAISAL'. A modal dialog box is open, titled 'CBC Learners Progress Record', with a green checkmark icon and the text 'Successful' and 'Progress reports details added successfully.' Below this text is a blue 'OK' button. A blue arrow points from the text above to the 'OK' button. The background shows a form for 'CBC Learners Progress Record' with 'Grade' set to 'Grade 1' and 'Subject' set to 'Mathematics'. There is also a 'Get target' button and a table of activities.

Subject	Strand	Grade	Learners Achievement	Action
Hygiene Activity (Grade 1-3)	Oral Hygiene	Grade 2	<ul style="list-style-type: none"><li>24 Learners - Exceeding Expectations - ()</li><li>3 Learners - Meeting Expectations - ()</li><li>2 Learners - Approaching Expectations - ()</li><li>1 Learners - Below Expectations - ()</li></ul>	<a href="#">Print</a> <a href="#">View</a>



The interface will display as shown below, to input learners achievement click on update

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No: 30959853 - Rennie Odini

Teacher's Portal -> Learners Progress Records 27th Jul, 20

Annual Learners' Progress Record < Back to Appraisal

Regular Learners Progress **CBC Learners Progress** SNE (HI, VI, PH) Learners Progress SNE (MH + DB) Learners Progress

Competency Based Curriculum (CBC) Learners Progress

Set Target

Show 10 entries Search:

Subject	Strand	Grade	Learners Achievement	Action
Mathematics	Numbers	Grade 1		<a href="#">Remove</a> <a href="#">Update</a>
Hygiene Activity (Grade 1-3)	Oral Hygiene	Grade 2	<ul style="list-style-type: none"><li>• 24 Learners - Exceeding Expectations - (0)</li><li>• 3 Learners - Meeting Expectations - (0)</li><li>• 2 Learners - Approaching Expectations - (0)</li><li>• 1 Learners - Below Expectations - (0)</li></ul>	<a href="#">Remove</a> <a href="#">Update</a>
Subject	Strand	Grade	Learners Achievement	Action





A pop up window appears, input the number of learners at a certain level and detailed description of the group

Grade 1 Learner's Progress Record

Subject: **Mathematics**

Strand: **Numbers**

Grade: **Grade 1**

Level of Achievement

Level	Grade	Points	No. of Learners	Detailed Description
Exceeding Expectations	A	4	<input type="text" value="15"/>	<input type="text" value="15 learners exceeded"/>
Meeting Expectations	B	3	<input type="text" value="5"/>	<input type="text" value="The 5 are proficient"/>
Approaching Expectations	C	2	<input type="text" value="3"/>	<input type="text" value="3 learners are at risk"/>
Below Expectations	D	1	<input type="text" value="1"/>	<input type="text" value="1 learner needs help"/>



Confirm the details by clicking ok on the pop up window.

The screenshot displays a web interface for a teacher's performance portal. A central dialog box titled "Successful" with a green checkmark icon and the text "Term record updated successfully" is overlaid on a form titled "CRP Learners Progress Record". The form contains the following details:

Subject	Mathematics
Strand	Numbers
Grade	Grade 1
Level	Exceeding Expectations
Meeting Expectations	
Approaching Expectations	
Below Expectations	

Below the form, there is a "Save Record" button and a "Close" button. The background interface shows a sidebar with "Annual Learners' Progress" and "Mathematics" selected, and a main content area with a "Ranking Approval" button and a search bar.



Details will appear as shown below. Continue the same for all your subject.

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No : 30559853 - Ronnie Odima

Teacher's Portal > Learners Progress Records 27th Jul, 2020

### Annual Learners' Progress Record ← Back to Appraisal

Regular Learners Progress   **CDC Learners Progress**   SNE (H, VI, PH) Learners Progress   SNE (MH + DB) Learners Progress

Download Results from above ERMS Learners Progress

**50** Entries

Show 10 entries Search

Subject	Strand	Grade	Learners Achievement	Action
Mathematics	Numbers	Grade 1	<ul style="list-style-type: none"><li>18 Learners - Exceeding Expectations - (18 are exemplary in counting object and identifying numbers)</li><li>5 Learners - Meeting Expectations - (The 5 are proficient - meet expectation in calculation and identifying numbers)</li><li>3 Learners - Approaching Expectations - (3 learners are adequate in calculations and identifying some numbers)</li><li>3 Learners - Below Expectations - (the 3 are limited and need guidance to understand numbers)</li></ul>	<a href="#">Remove</a> <a href="#">Update</a>
Hygiene Activity (Grade 1-3)	Oral Hygiene	Grade 2	<ul style="list-style-type: none"><li>24 Learners - Exceeding Expectations - (}</li><li>3 Learners - Meeting Expectations - (}</li><li>2 Learners - Approaching Expectations - (}</li><li>1 Learners - Below Expectations - (}</li></ul>	<a href="#">Remove</a> <a href="#">Update</a>



## **SNE (HI,VI,PH) Learners progress**

**Learners with Hearing Impairment, Visual impairment and physical handicapped use the regular curriculum.**



The annual Academic Learners' progress Record for all subjects (SNE-HI,VI,PH) indicates the subject mean score, class/form and the terms.

It shows the class mean score in each subject per term

Annual Learners' Progress Record ← Back to Appraisal

Regular Learners Progress    CBC Learners Progress    **SNE (HI, VI,PH) Learners Progress**    SNE (MH + DB) Learners Progress

Special Needs Education (HI, VI,PH) Learners Progress

[Set Target](#)

Show 10 entries Search:

Subject	Class / Form	Target Mean	Current Term Mean	Deviation (+/-)	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">Remove</a> <a href="#">Update</a>
CRE (Grade 4)	Grade 4	3.00	0.00	0.00	<a href="#">Remove</a> <a href="#">Update</a>



## SNE (MH &DB ) Learners progress

- For SNE learners with Mental Handicapped and those who are deaf and blind the will use level instead of class.
- Skills areas will replace subject – refers to the skills on activities of daily living (ADL or Vocational skills).
- Objectives will be the intended result for training as per the learner assessment checklist.
- Activities are the tasks assigned to the learners under special education.
- Assessment mode is the process through which learning activities are assessed
- Level of achievement is the level of understanding or ability in doing the activities.
- Activity for daily living refers to those activities that help the learner to undertake tasks which help them to develop skills for their own living e.g. movement around the school



Individual SNE learner's progress record indicates;

- the subject/skill area,
  - objectives,
  - assessment mode,
  - subjects the individual SNE learner is taking.
- class/level
  - Activities
  - level of achievements in all the

Annual Learners' Progress Record [← Back to Appraisal](#)

Regular Learners Progress   CBC Learners Progress   SNE (HI, VI, PH) Learners Progress   **SNE (MH + DB) Learners Progress**

Special Needs Education (MH + DB) Learners Progress

[+ Set target](#)

Show 10 entries Search: \_\_\_\_\_

No. of Learners	Objectives	Activities	Learners Achievement	Action
No data available in table				



**THE END**