

LESSON ATTENDANCE

Importance of Lesson Attendance

How to input the data into the system

Importance of the lesson attendance

Code of Conduct and ethics section 12 (2) provides amongst other that a teacher shall observe official working hours, be punctual and meet deadlines.

The Lesson attendance records forms part of the evidence for the part B of the appraisal standards: Teacher Conduct and Professionalism which measures a teacher's attributes, behaviour, performance and adherence to the set regulations governing the teaching profession.

Lesson attendance will simply show if a teacher is adhering to the set time table and that he attends all lessons allocated therein and also observe punctuality.

The lesson attendance is a summary of the updated and analysed Teacher Lesson Attendance Register that is captured by the class representative showing what time a teacher came to class and the time he left.

Lesson attendance continued...

The Lesson attendance register is submitted to the Deputy Headteacher at the end of each day.

The deputy is required to undertake lesson attendance analysis for each teacher in every subject weekly.

Inputting teachers lesson attendance in to the system

The Deputy Head of institution is the only person with rights to enter the data on lesson attendance for all the teacher in the institution.

As indicated earlier he is the one in charge of analyzing the LAR for all the teachers, he will input the weekly summary for every teacher as shown in the following slides.

The DHOI will log into his portal, go on the dashboard menu click on Appraiser appraisal.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) portal dashboard. The header includes the TPAD logo and the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)'. The user's profile information is shown as 'TSC No : 123456 - Deputy Odima'. The navigation menu on the left includes 'My Dashboard', 'Self Appraisals', 'Appraiser Appraisal', 'TPD', and 'Appraisal Reports'. The 'Appraiser Appraisal' option is highlighted with a blue arrow. The main content area shows the following information:

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

Below the information table, there are three summary cards:

- Incomplete Appraisals: 0
- Completed Appraisals: 0
- Notifications: 0

The date '20th Jul, 2020' is displayed in the top right corner. At the bottom, there are sections for 'My Appraisal Progress: 2020' and 'My Annual Appraisal Progress'.

A drop down menu with pending appraisals, schedule meetings, weekly attendance appears, click on Weekly attendance.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) Teachers Portal. The interface includes a top navigation bar with the TPAD logo and user information (TSC No: 123456 - Deputy Odima). A left-hand navigation menu is visible, with a yellow arrow pointing to the 'Weekly Attendance' option. The main content area shows the user's profile information, including Institution Name (TSC Primary School), IPPD Code (9874563210), Institution Level (Primary), and Designation (Deputy Head Teacher). Below this, there are three summary cards: Incomplete Appraisals (0), Completed Appraisals (0), and Notifications (0). At the bottom, there are two sections for 'My Appraisal Progress - 2020'.

| | |
|---|----------------------------------|
| Institution Name: TSC Primary School | IPPD Code: 9874563210 |
| Institution Level: Primary >> Primary Schools | Designation: Deputy Head Teacher |

0 Incomplete Appraisals

0 Completed Appraisals

0 Notifications

My Appraisal Progress - 2020

My Annual Appraisal Progress

The portal on weekly attendance will be displayed. Click on +add attendance.

Teacher's Portal > Weekly Attendance 18th Jul, 2020

Filter Search:

Year: Term: Week Ending:

[+ Add Attendance](#)

Show 10 entries Search:

| Teacher | TSC No | Term | Week Ending | Lesson Attended | Lesson Missed | Lesson Recovered | Remarks | Action |
|----------------------------|--------|------|-------------|-----------------|---------------|------------------|---------|--------|
| No data available in table | | | | | | | | |
| Teacher | TSC No | Term | Week Ending | Lesson Attended | Lesson Missed | Lesson Recovered | Remarks | Action |

Showing 0 to 0 of 0 entries Previous Next

A pop up window is displayed, select the name of the teacher by clicking on the downward arrow,

The screenshot shows a web application interface for Teacher Performance Appraisal. A pop-up window titled "Add Weekly Lesson Attendance Summary" is open, displaying a dropdown menu for selecting a teacher. The dropdown menu is currently open, showing a list of teachers: "Ronnie Odime Omond", "--Select Teacher--", "Ronnie Odime Omond", "Deputy Odime Omond", and "Hel Odime Omond". A yellow arrow points to the downward arrow on the right side of the dropdown menu. The background shows a sidebar with navigation options like "My Dashboard", "Self Appraisal", and "Approval Approvals". The main content area has a "Filter Search" section and a table of teachers.

| Teacher | TSC No. | Term |
|--------------------|----------|------|
| Ronnie Omond Odime | 50859883 | 2 |
| Ronnie Omond Odime | 50859883 | 3 |

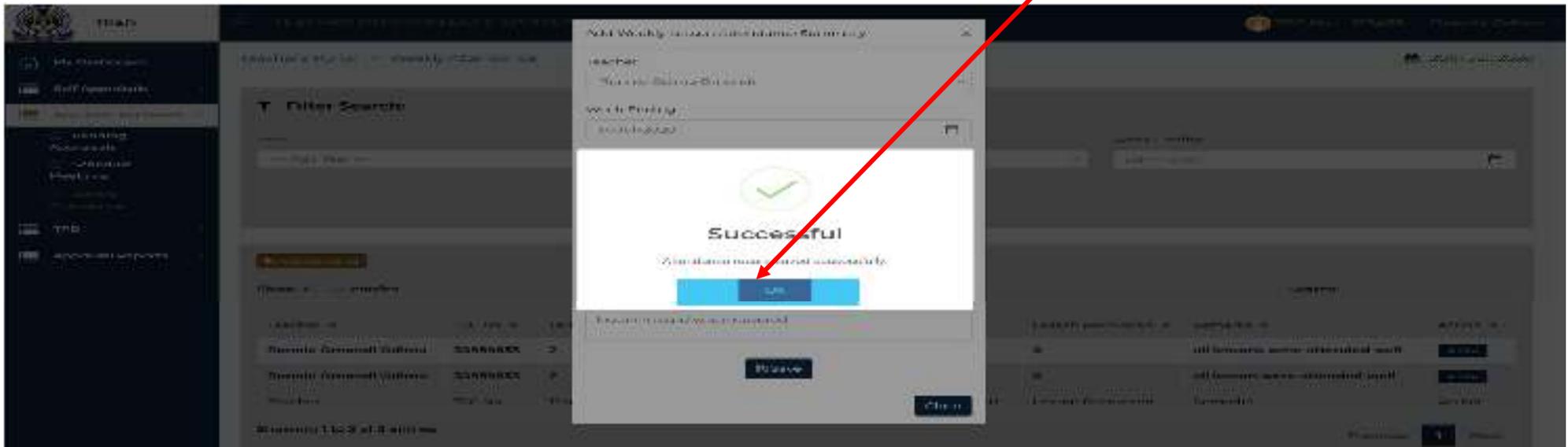
Next step click on the week ending, a calendar will appear and you can choose the week you are capturing, you can also select a different month by using the arrows shown.

The screenshot displays a web application interface for 'TEACHER PERFORMANCE APPRAISAL'. A modal window titled 'Add Weekly Lesson Attendance Summary' is open, showing a calendar for July 2020. An orange arrow points from the text 'click on the week ending' to the '15' on the calendar. A blue arrow points from the text 'you can also select a different month by using the arrows shown' to the month navigation arrows on the calendar. The background shows a sidebar with navigation options like 'My dashboard', 'Add Approvals', and 'Weekly Attendance', and a main area with a table of teachers and their attendance records.

| Teacher | TSC No | Term |
|---------------------|----------|------|
| Renele Omendi Odima | 30959653 | 2 |
| Renele Omendi Odima | 30959653 | 2 |
| Teacher | TSC No | Term |

| Lesson Recovered | Remarks | Action |
|------------------|--------------------------------|--------|
| 0 | all lessons were attended well | OK |
| 0 | all lessons were attended well | OK |
| 0 | 0 | OK |

The system will then display the message below click on ok.
Repeat the process to capture all the weeks for each individual teacher and ensure you capture details for all the teachers in the school.



The teachers captured will appear on the interface as shown below.
 The filter search button: enables the DHOI to search for teachers who attended lessons in a particular week.

TPAD TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD) TSC No: 123456 Deputy Odima

Teachers Portal > Weekly Attendance 20th Jul, 2020

Filter Search:

Year: Term: Week Ending:

Attendance

Show 10 entries Search:

| Teacher | TSC No | Term | Week Ending | Lesson Attended | Lesson Missed | Lesson Recovered | Remarks | Action |
|---------------------|----------|------|-------------|-----------------|---------------|------------------|--------------------------------|---------------------------------------|
| Ronnie Omandi Odima | 30969853 | 2 | 2020-07-05 | 24 | 0 | 0 | all lessons were attended well | <input type="button" value="Review"/> |
| Ronnie Omandi Odima | 30959853 | 2 | 2020-07-10 | 24 | 0 | 0 | all lesson were attended well | <input type="button" value="Review"/> |
| Ronnie Omandi Odima | 30958853 | 2 | 2020-07-17 | 23 | 1 | 1 | lesson infused was recovered | <input type="button" value="Review"/> |
| Teacher | TSC No | Term | Week Ending | Lesson Attended | Lesson Missed | Lesson Recovered | Remarks | Action |

Showing 1 to 3 of 3 entries

Click on the down arrows to choose the year, then choose the term, and click on the calendar on week ending and choose the week you want to search.

Click on search

TEACHER PERFORMANCE, APPRAISAL, AND DEVELOPMENT (TRAD)

Filter Search:

Year: 2020 Term: Term Two Week Ending: 2020-07-24

Search

| Teacher | TSC No. | Term | Week Ending | Lesson Attended | Lesson Missed | Lesson Recovered | Remarks | Action |
|---------------------|----------|------|-------------|-----------------|---------------|------------------|----------------------------------|--------|
| Rennie Omendi Odima | 30059053 | 2 | 2020-07-03 | 24 | 0 | 0 | all lessons were attended well | View |
| Rennie Omendi Odima | 30059053 | 2 | 2020-07-10 | 24 | 0 | 0 | all lesson were attended well | View |
| Rennie Omendi Odima | 30059053 | 2 | 2020-07-17 | 23 | 1 | 1 | lesson missed was recovered | View |
| Hoi Omendi Odima | 1234507 | 2 | 2020-07-03 | 12 | 0 | 0 | all lessons were attended well | View |
| Hoi Omendi Odima | 1234507 | 2 | 2020-07-10 | 6 | 6 | 6 | all missed lesson were recovered | View |

The interface displays the number of records found for that week and on the table it gives details of all the teachers for only that week.

The screenshot shows a web application interface for teacher performance appraisal. The interface includes a sidebar with navigation options and a main content area with a filter search section and a table of records.

Filter Search:

- Year: 2020
- Term: Term Two
- Week Ending: dd-mm-yyyy

Records: (2) Record(s) Found

| Teacher | TAC No | Term | Week ending | Lessons Attended | Lessons Missed | Lessons Recovered | Remarks | Action |
|--------------------|---------|------|-------------|------------------|----------------|-------------------|---|--------|
| Ronnie Omond Odima | 3088864 | 2 | 2020-07-17 | 24 | 1 | 1 | lesson missed was recovered | View |
| Hei Omond Odima | 1234567 | 2 | 2020-07-17 | 10 | 2 | 2 | recovered all the two lesson he missed during the BOM meeting | View |
| Deputy Omond Odima | 123456 | 2 | 2020-07-17 | 24 | 0 | 0 | attended all lessons. | View |

For a teacher to check on his lesson attendance details, he/she will log into his account, go to the Dashboard, click self appraisal>>self-assessment

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The top navigation bar includes the TPAD logo, the system name, and the user's TSC No. (30959853) and name (Romilo Odinya). The main content area shows the user's profile information, including the institution name (TSC Primary School), IPPD Code (5874583210), institution level (Primary -> (Primary Schools)), and designation (Teacher). Below this, there are three summary cards: 'Incomplete Appraisals' (1), 'Completed Appraisals' (0), and 'Notifications' (0). At the bottom, there are two progress charts: 'My Appraisal Progress: 2020' showing 'Termly Progress: 2020' and 'My Annual Appraisal Progress' showing 'Annual Progress'.

Self assessment interface will then be displayed, click on proceed to appraisal on the action tab

The screenshot shows the TPAD (Teacher Performance Appraisal and Development) interface. The header includes the TPAD logo, the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and user information: 'TSC No : 30959853 - Ronnie Odima'. The date '20th Jul, 2020' is also displayed. The left sidebar contains navigation options: 'My Dashboard', 'Self Appraisals', 'Self Assessment', 'Lesson Observation', 'TPO', and 'Appraisal Reports'. The main content area is titled 'Teacher's Portal > Self Assessment' and features a 'Create New Appraisal' button and a 'Search Appraisals' button. Below this is a section for 'My Appraisals' with a search bar and a table. The table has columns for Year, Term, Status, Completion (%), Total Marks, Date Created, and Actions. One entry is shown for the year 2020, Term Two, with a status of 'Incomplete', 99% completion, and 0.00 total marks. The 'Actions' column for this entry contains a 'Proceed to Appraisal' button, which is highlighted by a yellow arrow. The table footer indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

| Year | Term | Status | Completion (%) | Total Marks | Date Created | Actions |
|------|----------|------------|----------------|-------------|----------------|----------------------|
| 2020 | Term Two | Incomplete | 99% | 0.00 | 20th Jul, 2020 | Proceed to Appraisal |

Click on view attendance on the assessment area No.3 lesson attendance

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) interface. The header includes the TPAD logo, the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and user information: 'TSC No: 30959853 - Rennie Odima'. The main content area shows 'Teacher's Portal > Update Appraisal' and a date of '20th Jul 2020'. Key status indicators include 'Appraisal Completion: 99%', 'Appraisal Status: Incomplete', and 'Appraisal Period: 2020 - Term Two'. A table lists assessment areas with corresponding actions:

| # | Assessment Area | Action |
|---|--------------------|-----------------|
| 1 | Teaching Standards | View Marks |
| 2 | Learners Progress | Update Progress |
| 3 | Lesson Attendance | View Attendance |
| 4 | Assessment Area | Action |

Below the table, it indicates 'Showing 1 to 3 of 3 entries' and provides navigation links for 'Previous' and 'Next'. At the bottom, there are summary boxes for 'Appraisal Marks: 0.00' and 'Lesson Observation Marks: 0.00', along with a 'View/Submit for Appraisal' button.

The teachers lesson attendance records are displayed as shown on the table. The teacher can then go back to appraisal and continue with the process or log out.

The screenshot displays the TPAD system interface. At the top, the header includes the TPAD logo, the text 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)', and user information: 'TSC No: 30958853 - Ronnie Odima'. A date indicator shows '04th Jul 2020'. A left-hand navigation menu lists 'My Dashboard', 'Self Appraisal', 'TPD', and 'Appraisal Reports'. The main content area is titled 'Teacher's Lesson Attendance Records' and features a 'Back to Appraisal' button. Below the title, there is a search bar and a table of attendance data. The table has columns for 'Week Ending', 'To Be Taught', 'Taught', '% Taught', 'Not Taught', '% Not Taught', 'Recovered', '% Recovered', and 'Not Recovered'. The data shows four weeks with varying attendance percentages and recovery status.

| Week Ending | To Be Taught | Taught | % Taught | Not Taught | % Not Taught | Recovered | % Recovered | Not Recovered |
|----------------|--------------|--------|----------|------------|--------------|-----------|-------------|---------------|
| 3rd Jul, 2020 | 24 | 24 | 100% | 0 | 0% | 0 | nan% | 0 |
| 17th Jul, 2020 | 24 | 24 | 100% | 0 | 0% | 0 | nan% | 0 |
| 17th Jul, 2020 | 24 | 23 | 96% | 1 | 4% | 1 | 100% | 0 |
| 10th Jul, 2020 | 24 | 24 | 100% | 0 | 0% | 0 | nan% | 0 |

Showing 1 to 4 of 4 entries

Navigation: Previous **1** Next

THE END