

TEACHERS SERVICE COMMISSION



CONTRACT NO. MOE/ GPE/QCBS/05/2017- 2018

**Consultancy to Support Automation of the TPAD
System and Provide Support for the First Year**

TPAD System User Manual (TPAD 2.0)

February 2019

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

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ACRONYMS AND ABBREVIATIONS

BOM	Board of Management
CD	County Directors
CPE	Continuing Professional Education
CSO	Curriculum Support Officer
HoI	Head of Institution
KePS	Kenya Professional Teaching Standards
M&E	Monitoring & Evaluation
OWP	Operational Work Plan
PC	Performance Contracting
SCD	Sub-County Directors
TPD	Teacher Professional Development
TSPD	Teacher Support Professional Development Programme

INTRODUCTION

This document presents the new TPAD system (TPAD 2.0) User Manual which:

1. Describes the functionality of key modules automating the various processes identified in the User Requirements Assessment phase (Section 1.1 and 2 of the User Requirements Elicitation Report)
2. Forms the complete blue print of the system that has been actualised during software development.

1.1 KEY SYSTEM MODULES

In line with the system stakeholders, the new TPAD System (TPAD 2.0) implements 5 key user portals: Teacher Self Service Portal, TSC Administrators Portal, Systems Administrators Portal & TPAD Reporting Portal. These portals are further described below.

PORTAL	DESCRIPTION
Teacher Self Service Portal	<p>This portal is to be used by the teachers and Head of Institutions.</p> <p>This portal supports user fundamental activities based on the user group as follows:</p> <ol style="list-style-type: none">1. Teacher's Portal- The teacher performs self-appraisal, peer to peer lesson observations, learners progress, lesson attendance tracking, undertake TPD modules and chapters as offered by the different service providers.2. Deputy Head Teachers Portal- The DHT also accesses the same portal as the teachers but the DHT is provided an extended functionality to appraise the teachers.3. HOI portal- The Head of Institution is provided with similar functionalities such as those of the DHT but additionally they are able to do countersigning, cancel an appraisal and perform arbitration. The HOI also sets the institution's TPD interventions which will be undertaken by the teachers. Besides these functions, the HOI also views the TPAD calendar of activities and makes any necessary adjustments to the template as well as add any new custom activities. <p>The HOI will also create and update OWPs in line with the PC Template which will be provided.</p> <p>Key Modules: Self-assessment, Appraiser assessment, Lesson Observations, Arbitration, Professional development, Performance Contracting (for Primary & Secondary (including SNEs) HOI's, Post-</p>

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	<p>Secondary institutions), PC, TPD</p> <p>Key Reports: Appraisal Reports, Lesson Attendance Summary Report, Learner's Progress Report, Teaching Standards Appraisal Summary Report, Teacher Professional Development Report, Teacher on Duty Report and Arbitration report.</p>
TSC Administrators Portal	<p>This portal is used by the CSOs (at Zonal), Sub County Directors (at Sub County Level), County Directors (at County Level) and TSC HQ users (at National Level)</p> <p>This portal supports user centric activities based on the user group as follows:</p> <ol style="list-style-type: none"> 1. A CSO is able to capture School Level Lesson Observations details, capture M&E observations, results and follow-up activities, appraise Primary School Hols within the Zone, Review and Plan for Teacher Development activities within the zone and retrieve relevant reports from the system 2. The Sub- County Directors performs all the CSO functions but at a higher coverage scope (several zones). In addition, the SCD can appraise Secondary School Hols, Counter Sign Primary School Hols Appraisals and sign Hol (Primary and Secondary) Performance Contracts. 3. The County Directors are able to perform all the SCD's functions at the County Level. In addition, the CD is also able to countersign PC approvals of Secondary School Hols and appraise TTC Hols. 4. The TSC HQ is able to perform all the functions that a CD can perform but at a national level. <p>Key Modules: Lesson Observation, M&E Reports, TP Appraisal, TP Development, Performance Contracting, Setups</p> <p>Key reports: Performance Appraisal, TPD and PC Reports per Zone, Sub- County, County and National Level</p>
Systems Administrators Portal	<p>This portal is available to system administrators (including QAS technical team) who have the rights to configure and change system parameters and templates. It supports the development of various templates used across the system including the TPAD Calendar of Activities, Lesson Observation Forms, Teaching Standards, Performance Evaluation Criteria and Targets. In addition, it is possible to make system wide settings e.g users and group roles and change system parameters (e.g source database), access & review error & audit logs/trail plus monitor TPAD Middleware system module</p>

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	<p>which acts as an interface between the TPAD 2.0 and both the TMIS and HRMIS</p> <p>Key Modules: System Set-up, Templates, Audit Trail & Logs, Middleware Management</p> <p>Key reports: User reports (active/terminated users etc), System Performance Reports, Enforcement Reports</p>
3 rd Party Training Provider Portal	<p>This portal is used by authorized training providers to provide TSC with their training calendars (for courses related to TPD) and provide feedback on training conducted.</p> <p>Key Modules: Training Centers, Training Calendar, Course Management, Course Assessment, Reports.</p> <p>Key reports: Training Reports, Assessment Reports, Enrollment Reports</p>
Reporting Portal	<p>This portal provides read only drill-down reporting for all the key reports. It does not implement any functionality to capture data but has only read access to the new TPAD system. It provides graphical and textual reports and TPAD FAQs.</p> <p>Key Modules: Various printable/downloadable thematic reports</p> <p>Key Reports: Reports Access Details</p>

These reports are further detailed in the various sections of this document.

TEACHER SELF- SERVICE PORTAL

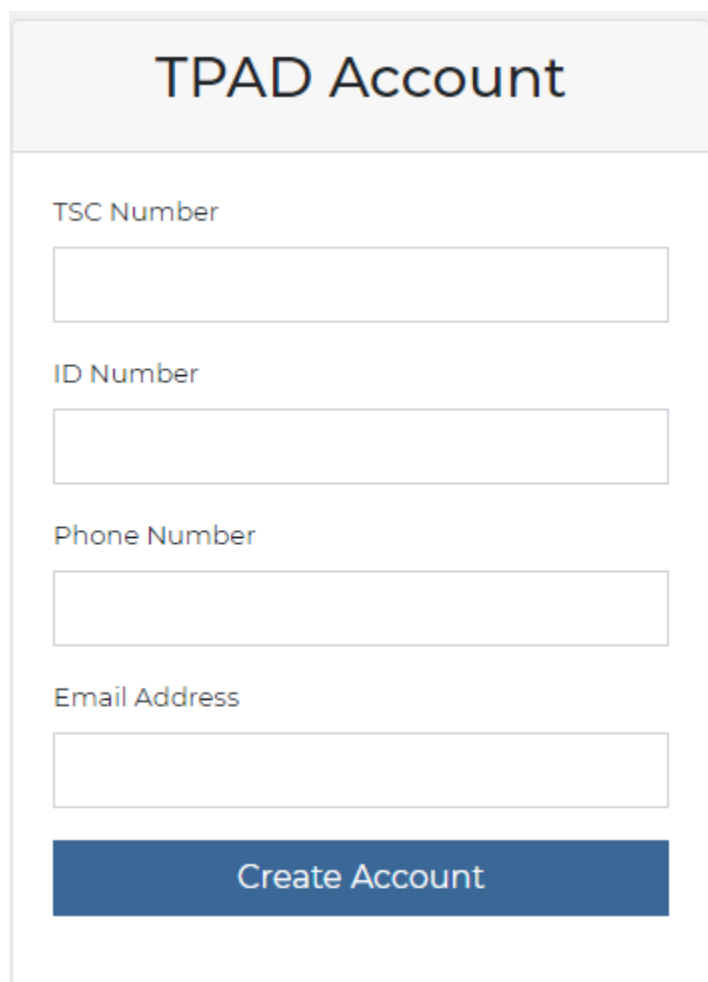
As described above, this portal is the core of the new TPAD system. It comprises of an Account Creation and Activation Module, Appraisal, TPD, PC, Set-up and Reports modules which are further described in the section below

2.1 ACCOUNT CREATION AND ACTIVATION MODULE

System access is only authorized upon successful authentication. To obtain authorization, a valid account must be created. Since teacher records are maintained in the TMIS (and/or the HRMIS), a new user must be validated with the records held in these systems.

2.1.1 Account Creation& Login

On first access, the teacher records will be pulled from the TMIS/HRMIS system. The user provides personal data that will form the basis of the system search e.g. TSC number, National ID Telephone Number and Email address.

The image shows a web form titled "TPAD Account" in a light gray header. Below the header, there are four input fields, each with a label above it: "TSC Number", "ID Number", "Phone Number", and "Email Address". Each label is in a dark gray font. The input fields are white with a thin gray border. At the bottom of the form is a blue button with the text "Create Account" in white. The entire form is set against a light gray background with a faint, large watermark of the letters "TPAD" in the background.

TPAD Account

TSC Number

ID Number

Phone Number

Email Address

Create Account

Figure 1- Create Account Interface.

If the records provided exists, the teacher proceeds to provide the subject combination they teach as well as provide their highest education level.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Your account has been successfully configured. [Proceed to login](#)

Teacher Information

[Bio / Institution Information](#) [Contact Information](#) [Subjects Combination](#) [Level of education](#)

Subjects Combination

1. English

[+ Add Subjects Combination](#)

Figure 2- Subject Combination

Your account has been successfully configured. [Proceed to login](#)

Teacher Information

[Bio / Institution Information](#) [Contact Information](#) [Subjects Combination](#) [Level of education](#)

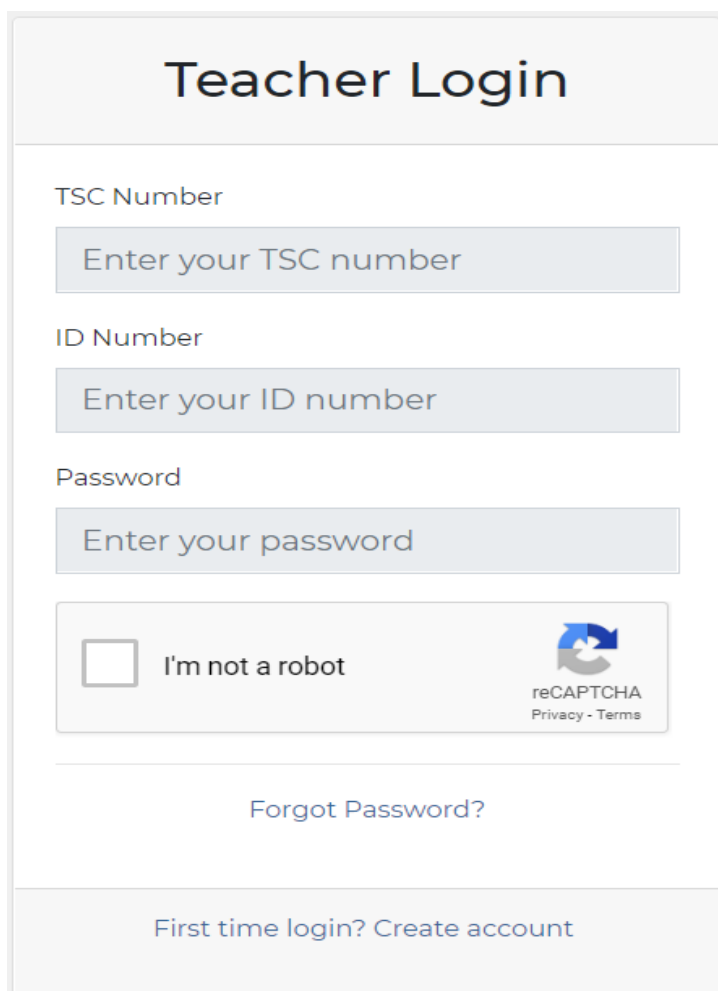
Level of Education

[+ Add Education Level](#)

Figure 3- Teacher Level of Education.

A system generated password and a verification link is at this point sent to the email provided by the teacher for verification after which the teacher now logs into the system and create their own preferred password.

An existing system user will be prompted to provide a TSC number and a valid password to login.



The image shows a 'Teacher Login' form. At the top, the title 'Teacher Login' is centered in a large, bold, black font. Below the title, there are three input fields, each with a label above it: 'TSC Number', 'ID Number', and 'Password'. Each input field is a light blue rectangle with rounded corners and contains the placeholder text 'Enter your TSC number', 'Enter your ID number', and 'Enter your password' respectively. Below the password field, there is a checkbox with a small square icon to its left, followed by the text 'I'm not a robot'. To the right of the checkbox is the reCAPTCHA logo, which consists of a blue circular arrow icon and the text 'reCAPTCHA' with a link to 'Privacy - Terms' below it. Below the checkbox and reCAPTCHA, there is a link that says 'Forgot Password?'. At the bottom of the form, there is a link that says 'First time login? Create account'.

Figure 4- Teacher Login

The system triggers re-captcha-based authentication to prevent system brute force script attacks.

2.1.2 Forgot Password

If a teacher happens to forget their password, they will click on 'forgot password' link on the login page. The teacher will be prompted to input their TSC number.

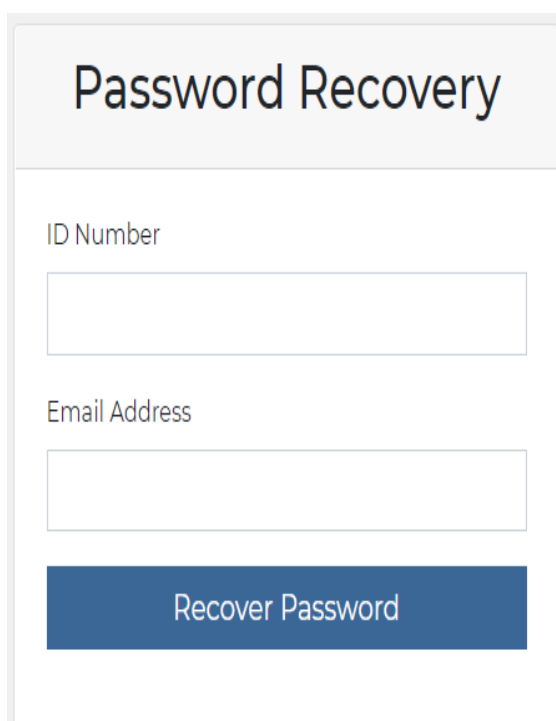
A screenshot of a web form titled "Password Recovery". The form has a light gray header with the title. Below the header, there are two input fields: "ID Number" and "Email Address". The "ID Number" field is a simple text box. The "Email Address" field is also a text box. Below these fields is a blue button with the text "Recover Password" in white. The entire form is enclosed in a light gray border.

Figure 5- Password Reset

Password reset link will be sent to the registered email address. Using the password reset link or code, the user will be able to successfully reset their passwords.

2.1.3 Audit Trail

The system captures all system changes at the application level, all system login error logs (time, login username, login password and IP address) and key security event. This forms part of the audit trail which is searchable.

2.1.4 Landing/Start/Dashboard Page

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

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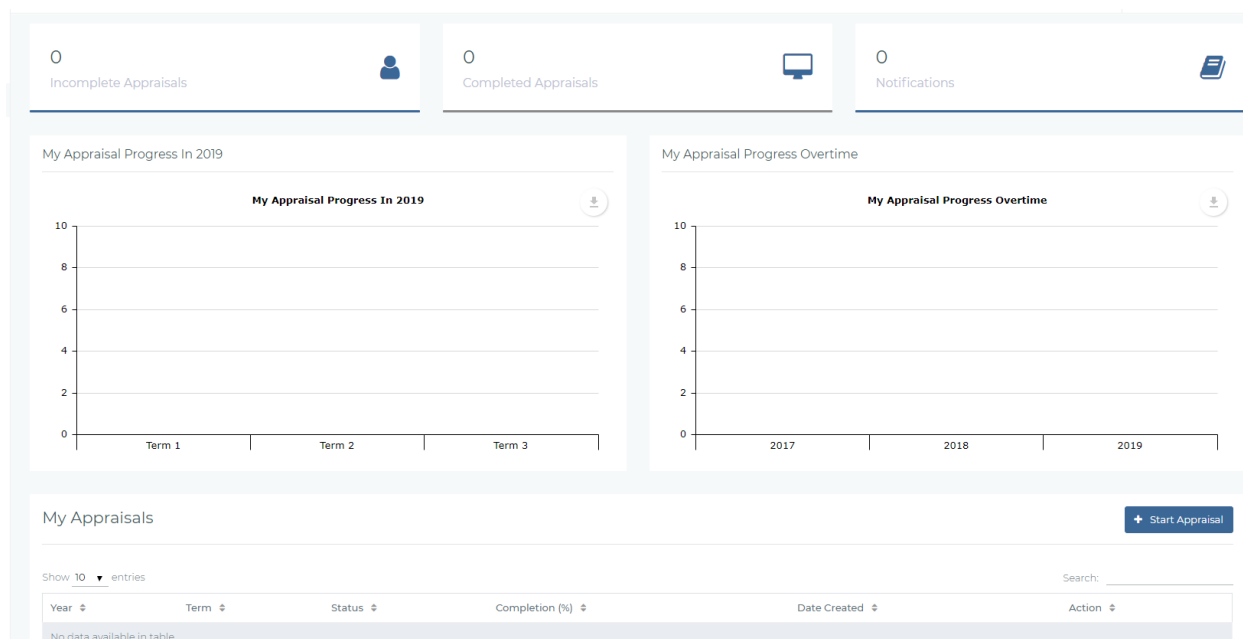


Figure 6 –Form 2.1.4- Teacher Portal Dashboard

The key interface options are further described below

2.1.4.1 Main Menu Options

The main menu options comprise of a,b,c,d,e and f sections of the form above

Dashboard (a): This option displays the start page which is the screen above.

Self- Appraisals (b): This menu options contain four submenus related to the Appraisal process:

b (i). My Appraisals.

1. **Self- Assessment:** On clicking this submenu, the teacher can complete self-assessment/appraisal based on the standards and other requirements and submit it to appraiser for appraisal.

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Filter Search

Year: --- Add Year --- Term: --- Add Term --- Search

My Appraisals New Appraisal

Show 10 entries Search:

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

Showing 0 to 0 of 0 entries Previous Next

Figure 7- List of Teacher's Appraisals

2. **Awaiting Arbitration:** From this menu an arbitrator can view all assessments awaiting arbitration.

TEACHERS SERVICE COMMISSION

DASHBOARD ---

My Dashboard

SELF APPRAISALS ---

My Appraisals

Self Assessment

Awaiting Arbitration

Lesson Observation

APPRAISALS TPD---

TPAD TPD

TPD Modules

APPRAISAL REPORTS ---

Teacher's Portal > Appraisal Arbitration 7th Feb, 2019

Institution Name : Test Primary School Code : 390920399

Institution Level : Primary Teacher's Designation : Teacher

Appraisal Awaiting Arbitration

Show 10 entries Search:

Appraiser	TSC Number	ID Number	Scheduled Date	Scheduled Time
No data available in table				
Appraiser	TSC Number	ID Number	Scheduled Date	Scheduled Time

Showing 0 to 0 of 0 entries Previous Next

Figure 8- Appraisals Awaiting Arbitration

3. **Lesson Observation:** The teacher requests for an observation from an appraiser who proceeds to do the lesson observation.

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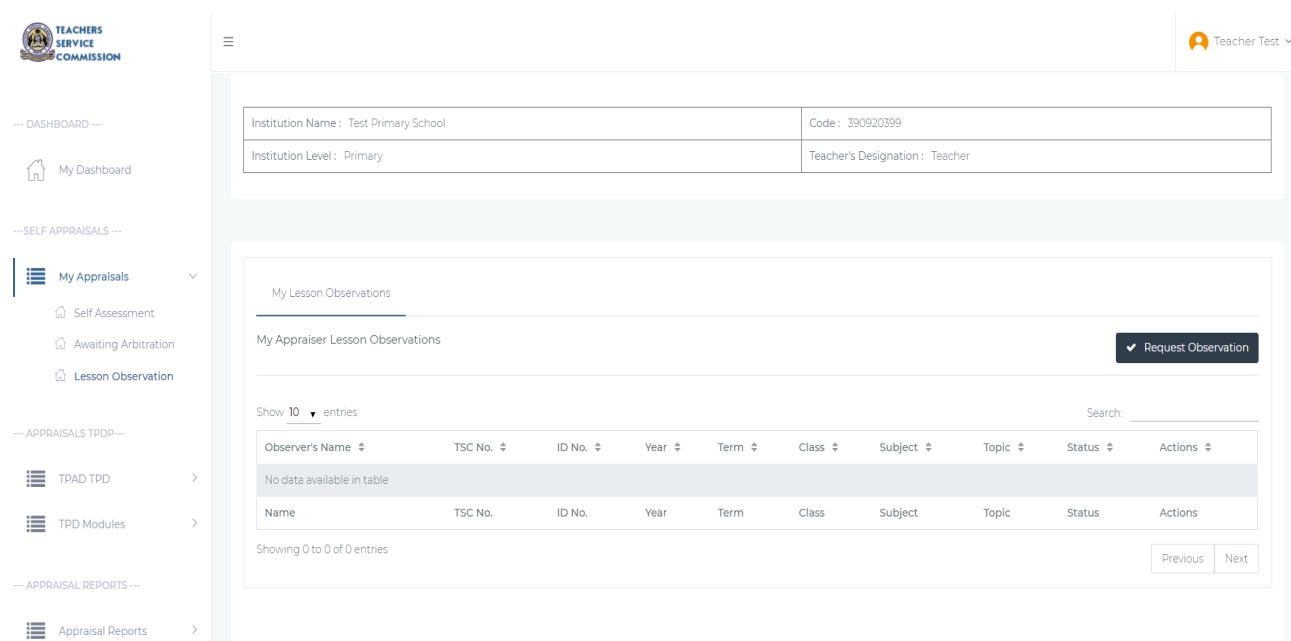


Figure 9- Lesson observation Interface

Appraisals TPD (c):

On clicking this option, the teacher is able to develop a TSPDP, update progress on Continuous Professional Education and make updates on the TSPDP.

TPAD TPD (c.i.):

Under this submenu, the teacher can pick an intervention and provides updates either institutional, zonal, peer or personal.

New Teacher Dev Plan (c.i.1)-

From this menu the teacher can view and update interventions based on the gaps they have identified during the appraisal as shown below.

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My Appraisal Gaps Summary

Show 10 entries

Year	Term	Total Gaps Identified	Action
2019	Term 1	5	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 10- Teachers Appraisal Gaps Summary

Done Teacher Intervention (c. i.1)-

From this Menu the teacher views all the interventions they have undertaken as shown below.

MY Completed TSPDP Interventions

Filter Search

Download PDF

Year	Term / Quota	Gap Category	Gap Sub-Category
--- Add Year ---	--- Add Term ---	--- Add Status ---	--- Add Status ---

Search

Year	Term	Intervention Level	Intervention	Gap Category	Gap Sub-Category	Start Date	End Date
2019	Term 1	Institutional	Intervention One	Time keeping	Time Keeping Subcategory 1	31st Jan, 2019	28th Feb, 2019

Figure 11- List of all interventions Undertaken

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TPD Modules (c ii.):

This submenu comprises the enrolment details that the teacher has undertaken or can undertake as provided by the different service providers.

Enrolment (c ii.1):

This menu comprises of the modules and chapters the teacher can enrol to as shown below.

The screenshot shows the 'TPD Modules' section of the Teachers Service Commission (TSC) system. The sidebar on the left contains navigation links: DASHBOARD, My Dashboard, SELF APPRAISALS, My Appraisals, APPRAISALS TPD, TPD TPD, TPD Modules (selected), Enrolment, Completion Feedback, Assessment, and Print Certificate. The main content area displays a summary of enrolment statistics: 0 Enrolled Chapters, 0 Completed Chapters, and 0 Completed Modules. Below this, there is a table titled 'Available Chapters' showing two entries for enrolment. The first entry is 'TPD module Level 5' with the chapter 'Comprehensive School Health & Safety for module 2', which is 'Not Enrolled'. The second entry is 'Instructional leadership module Level 4' with the chapter 'Assessment', also 'Not Enrolled'. Both entries have an 'Enrol' button. The table has columns for Module Name, Chapter Name, Status, and Date Enrolled. At the bottom, it shows 'Showing 1 to 2 of 2 entries' and navigation buttons for 'Previous', '1', and 'Next'.

Module Name	Chapter Name	Status	Date Enrolled
TPD module Level 5	Comprehensive School Health & Safety for module 2	Not Enrolled	
Instructional leadership module Level 4	Assessment	Not Enrolled	

Figure 12- TPD Chapters

Completion Feedback (c ii.2):

From this submenu the teacher is able to provide an update on the chapter they have enrolled.

The screenshot below summarises this.

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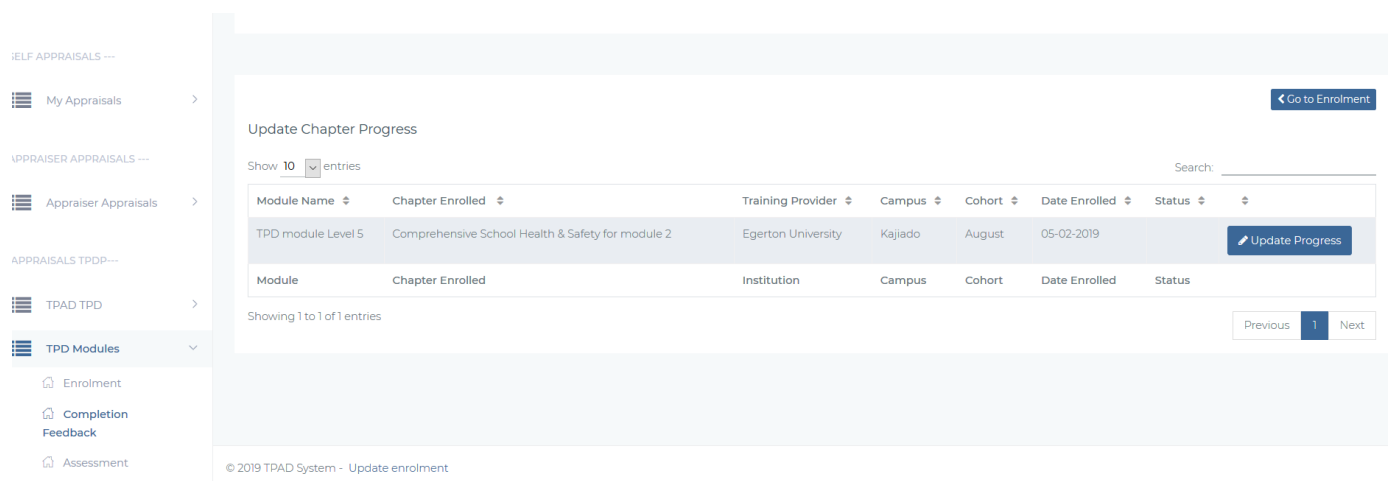


Figure 13- Update TPD progress

Assessment (c ii.3):

From this submenu the teacher will be able to view their score in the various assessment they have enrolled to as shown from the screenshot below.

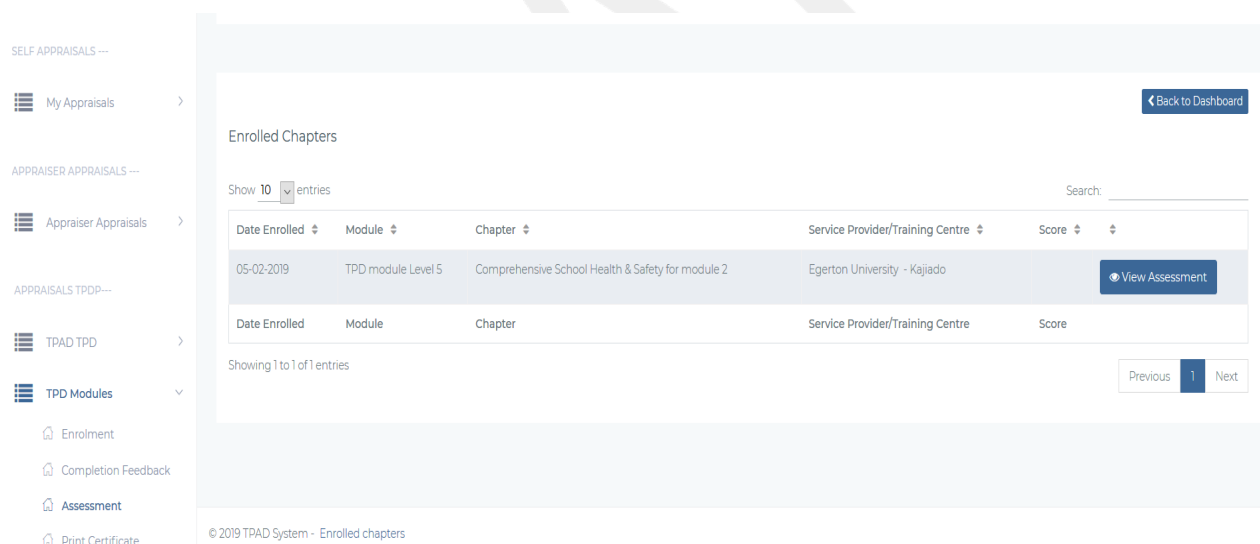


Figure 14- View assessment score

Print Certificate (c ii.4):

The teacher can print certificate once they have completed a module from this menu as shown below.

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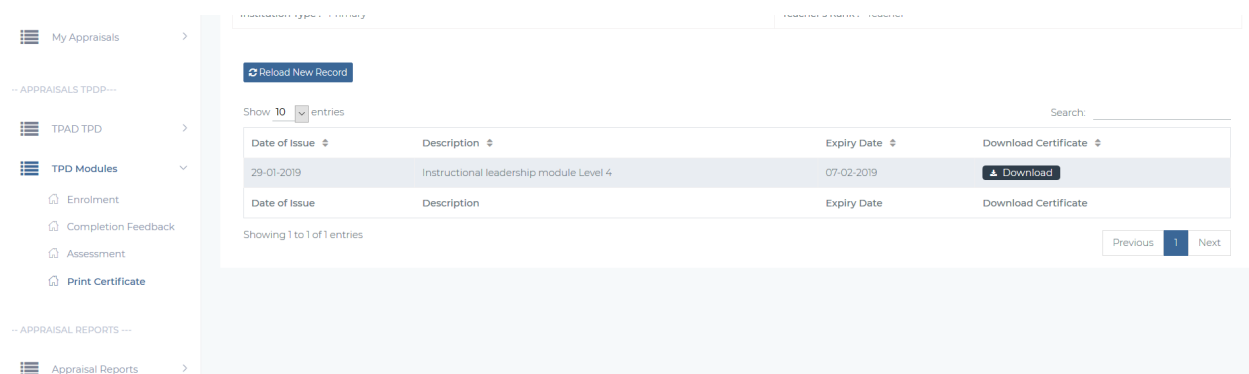


Figure 15- Print/Download Certificate

2.1.4.2 Self - Assessments

This view contains the assessments that have ever been done by the teacher including the current/ongoing one. They are listed in a descending order. When a teacher clicks “View” for a specific assessment, the teacher sees more details about the assessment and are able to perform more actions such as update (only for the ongoing assessment) etc

2.1.4.3 Appraisal Progress Graph

The graph shows a teacher’s appraisal progress to date.

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My Appraisal Progress In 2019

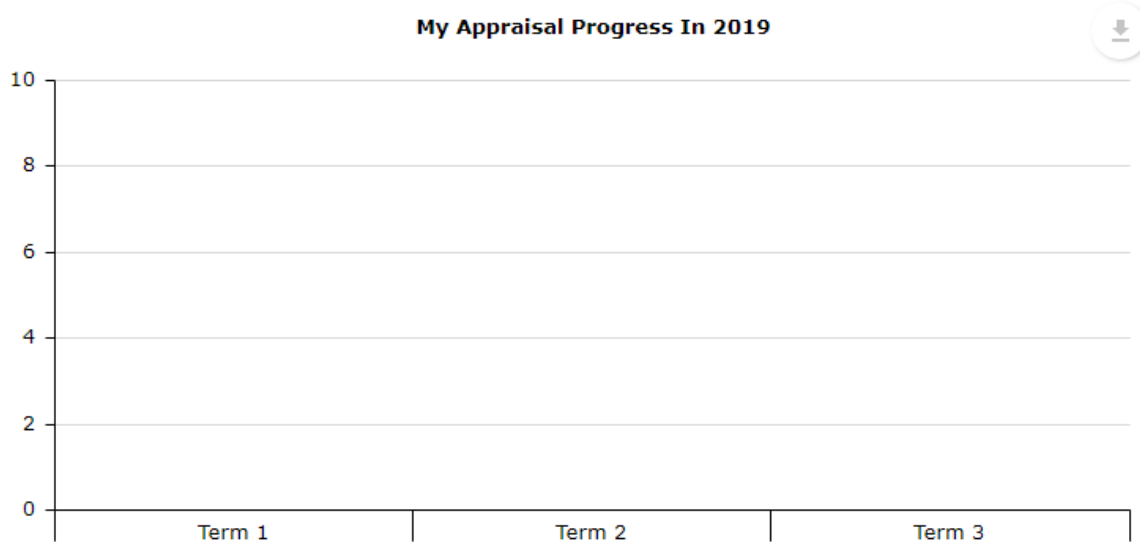


Figure 16- Termly appraisal graphs for the current year

My Appraisal Progress Overtime

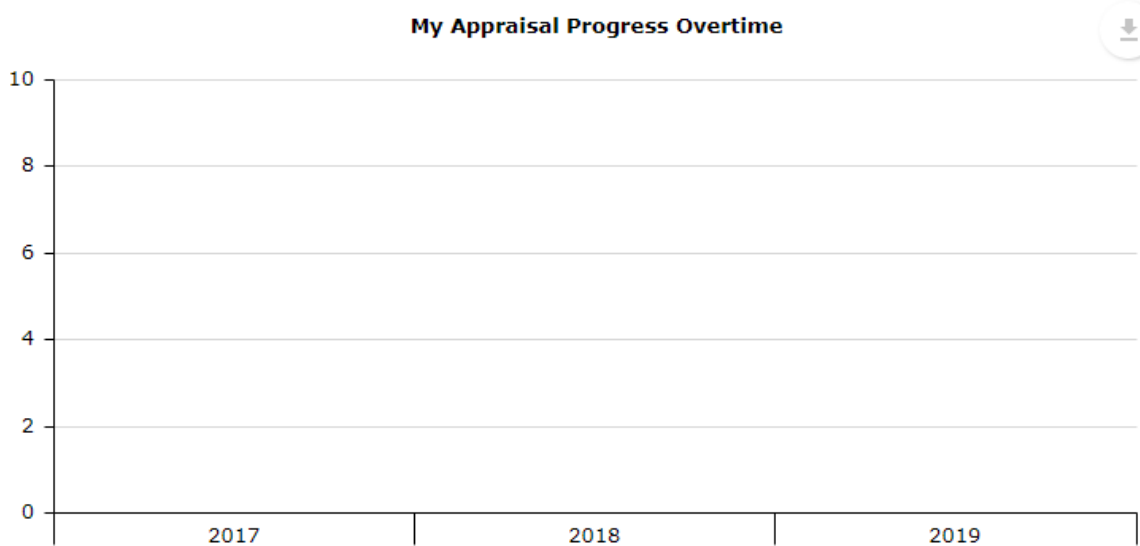


Figure 17- Yearly Appraisal Graphs for the past two years

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2.1.4.4 Teacher Support Professional Development Programme (TSPDP) Activities

This section displays a snapshot of the TSPDP with updated activity progress status. It displays critical data related to TPD Activity name/Intervention, Proposed Start Date, Completion Status etc. This is as shown in figure 1 above.

2.1.4.5. Notifications

This is a communication system module where teachers will receive and send messages/correspondence either to groups or individuals. On choosing **Notifications** from the landing/start page a user will view:

1. Correspondence/communication received by the user.
2. Send Message to fellow teachers as well as reply to received messages.

My Notifications

Incoming 0

Outgoing 0

Create New Notification

Create Notification

Create Message

Show 10 entries

Select	Name	TSC Number	ID Number
<input type="checkbox"/>	HOI Parsime Robert	12345	12345
<input type="checkbox"/>	Nicholas Mutua Kimolo	146355944	14635594
<input type="checkbox"/>	Deputy Teacher Head	30959853	30959853
<input type="checkbox"/>	Teacher Muteti Raymond	123456790	123456790
<input type="checkbox"/>	Teacher Odima Ronnie	123456791	123456791
<input type="checkbox"/>	Teacher Karanja Rose	123456792	123456792
<input type="checkbox"/>	Teacher Koikai Robert	123456794	123456794
<input type="checkbox"/>	Orange Wasikwa Kamau	14635595	14635595
<input type="checkbox"/>	Teacher Kiiru Wangari	500848	10088212
<input type="checkbox"/>	Teacher Mathenge Esther	700614	20685289

Showing 1 to 10 of 20 entries

Previous 1 2 Next

Figure 18- Notifications Landing Page

2.1.4.5.1. Received or Sent Correspondence/Communication

On clicking **Incoming** the interface below will be displayed.

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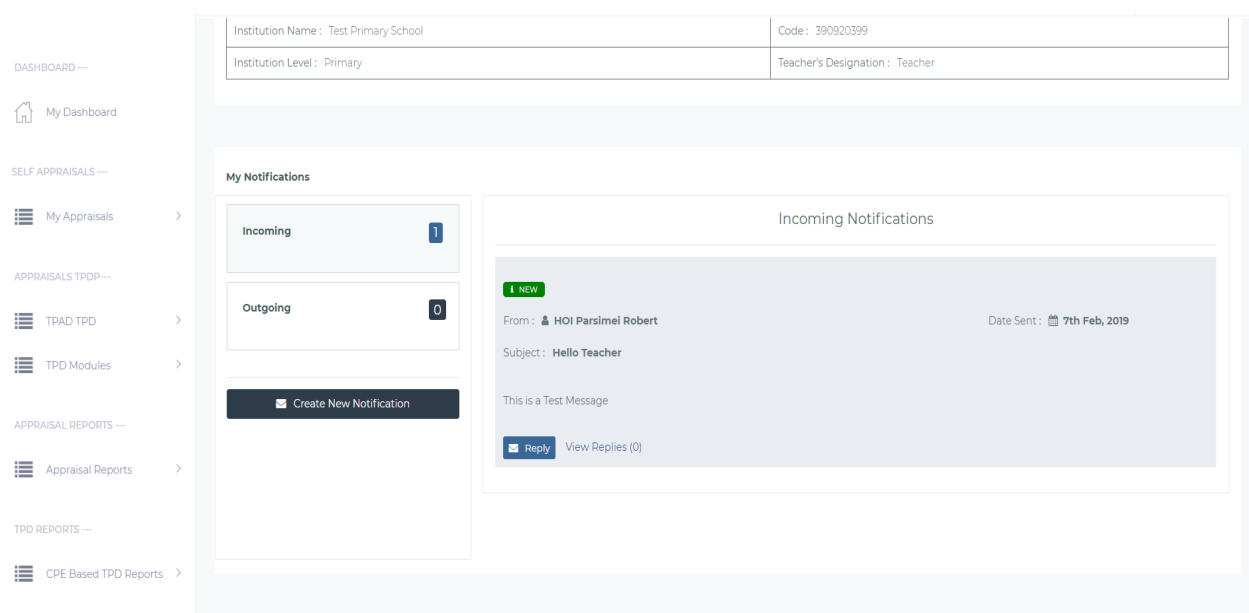


Figure 19- Incoming Notifications

The interface above displays a list of all incoming notifications by date and date. The teacher can perform the following:

1. View
2. Reply/View Replies

2.1.4.5.1.1 View

Once the page has been loaded, the user can view the most recent notifications indicating the sender, subject, message and date. The screenshot below summarises this.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

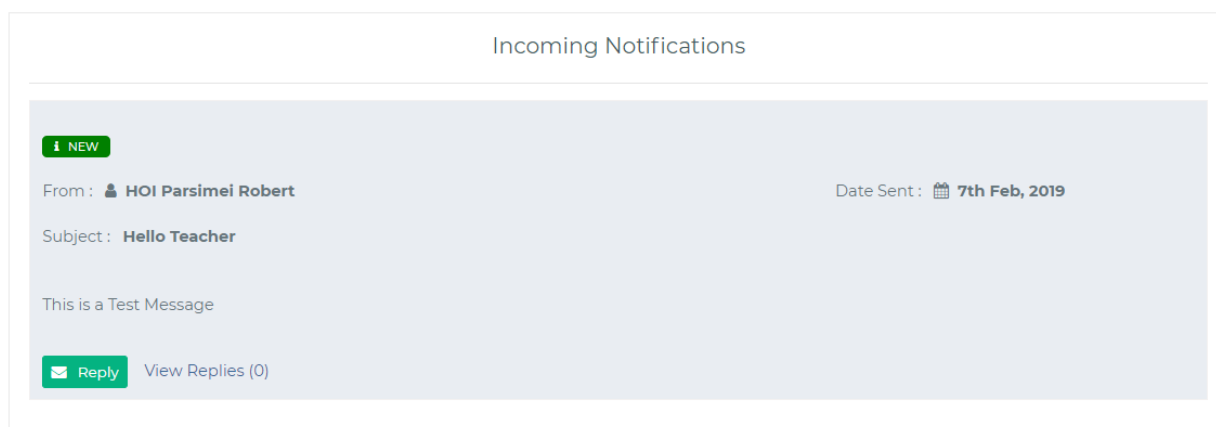


Figure 20- View Message

2.1.4.5.1.2 Reply

On clicking reply a pop up with a dialogue box will be displayed where the teacher can type in the reply.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

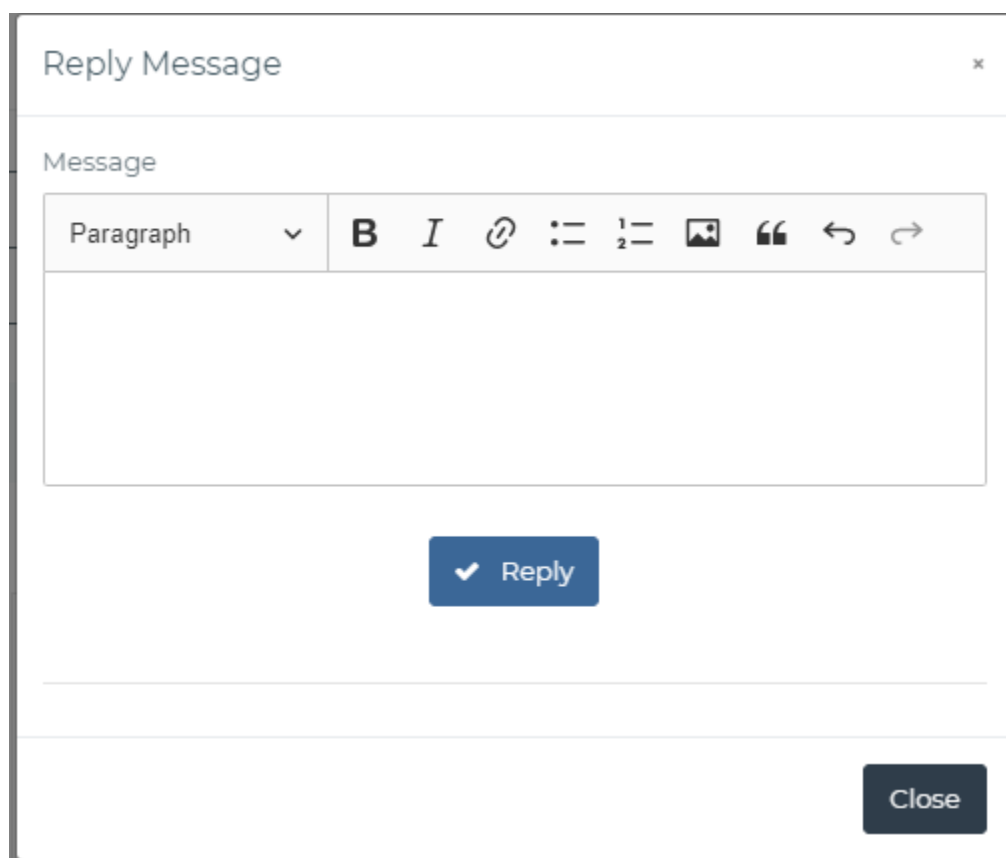


Figure 21- Reply Message

On clicking 'Reply' the typed reply will be added to the list of replies in correspondence page which can be viewed by clicking the view replies link as shown below.

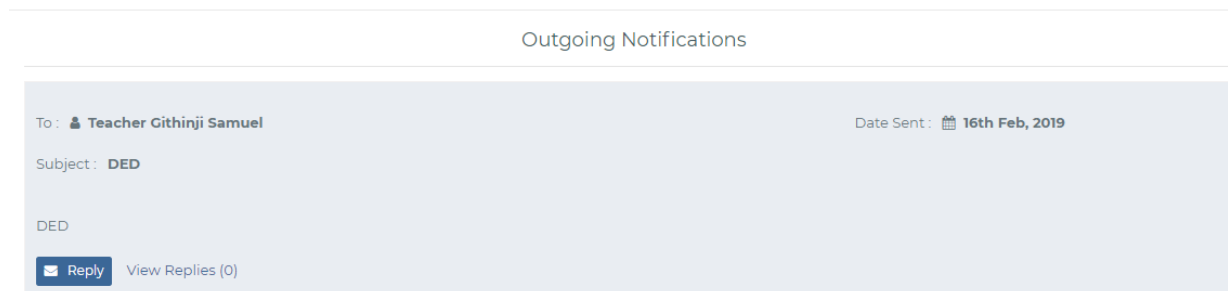


Figure 22- Outgoing Messages

2.2 APPRAISAL

On selecting b in **Figure 1 – Form 2.1.4 – Teacher Portal Dashboard**, the menu options will expand to show 4 sub menus: Self - Assessment, Appraiser Assessment, Appraisal Meeting and Arbitration

2.2.1 Self - Assessment / Appraisal

On choosing **Appraisal>>Self - assessment** menu in the dashboard, the teacher can access the page shown below and perform the following:

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

The screenshot displays the 'My Appraisals' section of the Teacher Portal. On the left, a sidebar lists navigation options: DASHBOARD, My Dashboard, SELF APPRAISALS (expanded), My Appraisals, Self Assessment, Awaiting Arbitration, Lesson Observation, APPRAISALS TPDP, TPAD TPD, TPDP Modules, APPRAISAL REPORTS, and Appraisal Reports. The main content area features a 'Filter Search' section with dropdowns for Year (Add Year) and Term (Add Term), and a Search button. Below this is the 'My Appraisals' table, which shows a single entry for 2019, Term 1, with a status of 'Incomplete' and 0% completion. A 'New Appraisal' button is located in the top right corner of the table area. A context menu is open over the table entry, showing options: Teaching Standards, Learners Progress, Lesson Attendance, and View / Submit for Appraisal. The table has columns for Year, Term, Status, Completion (%), and Date Created. The status 'Incomplete' is highlighted in red. The completion percentage is 0%. The date created is 7th Feb, 2019. The table shows 1 of 1 entries.

Year	Term	Status	Completion (%)	Date Created
2019	Term 1	Incomplete	0%	7th Feb, 2019

Figure 23 - Form 2.2.1 - Self Assessment / Appraisal

2.2.1.1 Create (a)

When the appraisee clicks the NEW APPRAISAL button from the above interface an appraisal instance is created of which the appraisee can update (to add appraisal ratings, learner progress reports, lesson attendance summary, view appraisal and submit for appraisal) at any time. This will only be possible if there are no INCOMPLETE appraisals

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from instances created previously otherwise the user will be required to complete the prior assessment before creating a new instance.

A user is able to complete a part of the created appraisal as the user will be prompted to save every standard rated.

Each appraisal will have any of the following statuses, depending on its stage in the process workflow

1. Incomplete: This status implies that the teacher has begun the appraisal process but is yet to complete the appraisal ratings.
2. Awaiting Submission: This status shows that the appraisal process is complete but is yet to be formally submitted for appraisal to the appraiser.
3. Awaiting Appraisal: Shows that the teacher has submitted the appraisal to the appraiser but is yet to be assessed by the appraiser.
4. Awaiting Appraisal Meeting: Indicates that the appraiser has finished appraising the appraisee and are now planning to have a meeting where they can agree, update or disagree on the appraiser's marks allocation.
5. Scheduled for Appraisal Meeting- The appraisal has been scheduled for a meeting.
6. Finished Appraisal Meeting- The appraisal meeting has ended and the appraisal is awaiting countersigning.
7. Awaiting Arbitration: Indicates that both the appraisee and appraiser have met for joint rating but the appraisee was not satisfied and therefore requested for arbitration.
8. Counter Signing: The appraisal is awaiting counter-signing by the Hol.
9. Complete: Indicates that the appraisal process is complete.
10. Cancelled- The appraisal has been cancelled.
11. Appraisal Not Done- The Appraisal has not been done.

2.2.1.2 Search (b)

Facilitates the searching of an appraisal based on TERM, YEAR.

2.2.1.3 Actions (c)

This interface component is a dropdown button component which include sub-menus as shown in the screenshot above.

1. Teaching standard: Capture self-performance rating based on the standards
2. Learners progress report: Capture learner progress report
3. Lesson attendance summary: Capture lesson attendance summary
4. View Appraisal
5. Complete & Submit

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

These sub- menu options are further discussed below

2.2.1.3.1 Teaching Standards

The interface below, enables the capture of self - assessment - based ratings (Likert rating of 1- 5). The teacher first selects the type of standards based on institution type as shown below.

Teacher's Portal > Teaching Standards 7th Feb, 2019

Institution Name : Test Primary School	Code : 390920399
Institution Level : Primary	Teacher's Designation : Teacher

Standards By Institution : Choose Institution Back to Assessment

Standards By Institution

--- Add Standard By Institution ---

Add

Show 10 entries Search:

Standard	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

Figure 24- Choosing Standard Based on Institution Type.

On selecting any standard type from the drop down the user will be presented with the below interface to be update the self - rating on the various standards as shown below.

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Institution Name : Test Primary School	Code : 390920399
Institution Level : Primary	Teacher's Designation : Teacher

Standards By Institution : [Choose Institution](#)
[Back to Assessment](#)

Primary & Secondary Schools >> Standards

Show 10 entries

Search:

Standard	Maximum Weight	% Complete	Status	Action
Teacher Professional Development	9	0%	Incomplete	New Rating
Teacher Conduct & Professionalism	30	0%	Incomplete	New Rating
Professional Knowledge and Practice	24	0%	Incomplete	New Rating
Participation in Professional Learning Community	25	0%	Incomplete	New Rating
Comprehensive Learning Environment	12	0%	Incomplete	New Rating
Standard	Maximum Weight	% Complete	Status	Action

Showing 1 to 5 of 5 entries

[Previous](#)
[1](#)
[Next](#)

Figure 25- Form 2- 2- 1- 3- 1- Update Standards

On clicking **newrating**, the teacher will be presented with a screen where they add ratings, add comments, choose any gap categories if any and also upload any supporting evidences. Once done they can proceed to the next seven standards. The screen below shows this process.

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TEACHERS SERVICE COMMISSION

Teacher Test

Teaching Standard : >> Teacher Professional Development

Next Standard >

Targets	Maximum Weight	Appraisee Weight	Lickert Weight	Action
Prepare self professional development support plan (wt-3)	3	0	0	Add Weight
Identification of professional gaps (wt-3)	3	0	0	Add Weight
Engage in continuous and relevant career growth and development activities (wt-3)	3	0	0	Add Weight

Standard Completion and Ratings Information

Standard Completion (%)	0%	Maximum Weight	9
Weight Attained	0 out of 9	Standard Lickert Weight	0.0 out of 5
Total Appraisal Weight	out of 100	Appraisal Lickert Weight	0.0 out of 5

Professional Gaps and Comments by Appraisee

Professional Gaps Comments	0
Uploaded Evidence	0

Lickert Rating Scale Guide

Figure 26- Rate Targets

On clicking the **add weight** button from the above screenshot, the teacher can now add a rating to a particular target under a standard as shown below.

Target : Engage In Continuous And Relevant Career Growth And Development Activities (wt-3)

Enter Your Weight (Between 1 and 3) *

3

Do you have gaps for this target ?

[Yes I have](#) [No, I don't](#)

Comment

require training

Upload Evidence (Optional)

[Choose File](#) No file chosen

[Submit Rating](#)

Performance Indicators

- TPD activities/programme/ course undertaken.

Verifiable Evidence

- Records of Teacher initiated and school based TPD activities
- TSC prescribed TPD modules (transcripts/ reflective journals)

[Close](#)

Figure 27- Target Rating

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Once done with one standard, the teacher saves and proceeds to the next seven standards. The teacher can partly fill the form to continue later. After the teacher has completed the rating, they can save the details and continue at a later date or go on till the process is done.

2.2.1.3.2 Learner Progress Report

As part of the teacher's appraisal process, the teacher is also required to submit learners progress report. On clicking **Appraisal>>Self - Assessment>>Actions>>Learners progress** report the screen below will be displayed allowing the teacher to input various subjects and capture learner progress details based on the various learner's progress records types as shown below.

TEACHERS SERVICE COMMISSION

Teacher Test

Annual Learners' Progress Record for all Subjects

Back to Assessment

Learners Progress Report

Year : 2019

Term : Term 1

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

KIB Learners Progress

Regular Learners Progress

Set Target View Learners Progress Report

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

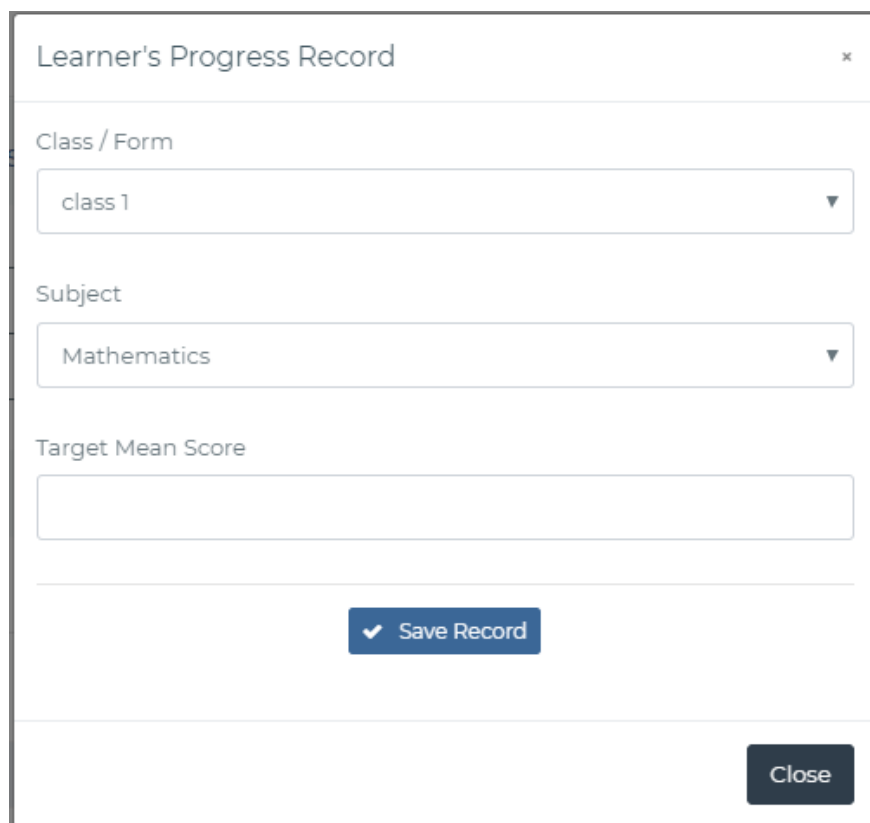
Showing 0 to 0 of 0 entries

Previous Next

Figure 28 - Form 2- 2- 1- 3- 2- Learner Progress Report Start Page

The form below displays a list of subjects captured by the user with the appropriate grades

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Learner's Progress Record

Class / Form

class 1

Subject

Mathematics


Target Mean Score

✓ Save Record

Close

Figure 29- Create Learner's Progress Record

The appraisee can use the interface depicted in the screenshot below to edit the learner progress report.



Learner's Progress Record

Subject	English
Class / Form	class 2
Previous Year Target Mean Score	0.00
Current Year Target Mean Score	10.00

Term 1 Mean Score

0.00

✓ Save Record

Close

Figure 30- Form 2- 2- 1- 3- 2- c- Edit Learners Progress Record

2.2.1.3.3 Lesson Attendance Summary

The interface below captures the Learner Attendance details, with an option of adding termly lesson attendance details as shown in the wireframe below

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Teacher's Lesson Attendance Records Back to Assessment

Lesson Attendance Report

Year : 2019

Term : Term 1

Attendance Record View Lesson Attendance Report

Show 10 entries Search:

Year	Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered	Action
No data available in table									
Year	Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered	Action

Showing 0 to 0 of 0 entries Previous Next

Figure 31- 2- 2- 1- 3- 3 Learner Attendance Summary

On clicking the **"Attendance Records"** button above, the appraiser is able to add lesson attendance details as shown below. The system will generate the percentage (%) of lessons taught, actual number of lessons not taught, percentage of lessons not taught, and number of lessons not recovered. The Actual Number of Lessons Taught is equal to the Number of Lessons Taught as Scheduled plus the Number of Lessons Recovered. On clicking **Attendance Record** from the above figure, the form below is displayed.

Lesson Attendance Record

Total Lessons to be Taught

Actual Lessons Taught

Total Lessons Recovered

Remarks

Save Record Close

Figure 32- 2- 2- 1- 3- 3 Add Learner Attendance Summary

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On clicking “Save Record” all the details submitted by the teacher in the lesson attendance summary are saved. These details are added as a record in the lesson attendance summary page. In addition, these are captured in the cumulative/ average figure produced in the end of the year report.

2.2.1.3.4 View/Submit for Appraisal

When a teacher clicks on **Appraisal>>Self - assessment>>Update>> View/Submit** the form below will be displayed. An appraisee can only submit a complete appraisal.

Subject	Class / Form	Previous Target Mean	Current Target Mean	Term 1		Term 2		Term 3	
				Mean Grade	Deviation (+ / -)	Mean Grade	Deviation (+ / -)	Mean Grade	Deviation (+ / -)
English	class 2	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00

Appraisal Status : Incomplete

Figure 33- Submitting appraisal

2.3 TEACHER PROFESSIONAL DEVELOPMENT

This system module enables the teacher to develop a TSPDP, update and track progress in the implementation of the TSPDP and provide feedback on the TPD Continuing Professional Education (CPE) leading to teacher certification. In this regard, this sub-module implements 2 key functionalities:

- 1) Appraisal Based TPD
- 2) CPE Based TPD

2.3.1 Appraisal Based Teacher Professional Development

The teacher will have identified the performance gaps in the appraisal stage (categorised as per the pre-set gap categories and sub categories), therefore the system will present an interface where the teacher can define the various activities to be undertaken to address the professional gaps identified. On selection of **APPRAISALS TPD >>TPAD TPD >>New Teacher Dev. Plan** from the **Teacher Portal** sidebar menu the teacher is presented with the screen below.

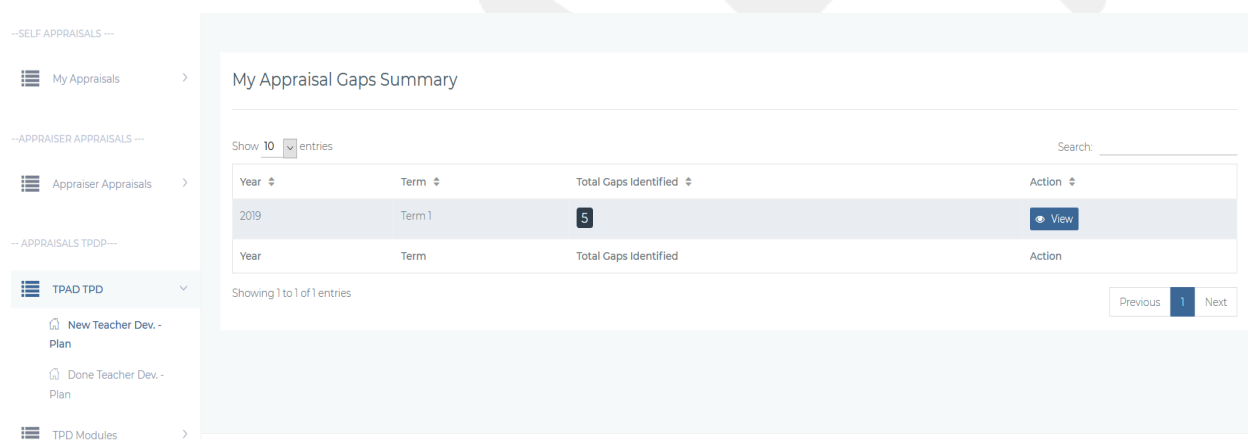


Figure 34 - Form 2-3-1 Appraisal Based Teacher Performance Development

The interface above displays a list of professional gaps identified during the appraisal process. The teacher can view details of the gap and add new interventions either Institutional, Zonal, personal and peer. On clicking View, the teacher is provided with an interface where they will view the gaps categories and subcategories they had defined during appraisal, number of interventions per gap category and the number of completed activities. The interface below shows this.

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MY Appraisal TSPDP Plans >> Term 1 2019 Filter Search

Year: 2019 Term / Quarter: Term 1 Gap Category: --- Add Status --- Gap Sub-Category: --- Add Status ---

Search

Show 10 entries Search:

Gap Category	Gap Sub-Category	Set Interventions	Completed	Action
Time keeping	Time Keeping Subcategory 1	2	1	View / Update
Records Keeping	Records Keeping Subcategory 2	0	0	View / Update
		0	0	View / Update
Gap Category	Gap Sub-Category	Set Interventions	Completed	Action

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 35- Teacher's Gaps Categories.

Upon clicking the view/update button the teacher then views the specific intervention attached to a gap category they had undertaken with the completions status as shown below.

SELF APPRAISALS

My Appraisals >

APPRAISALS TSPDP---

TPAD TPD >

TPD Modules >

APPRAISAL REPORTS ---

Appraisal Reports >

TPD REPORTS ---

CPE Based TPD Reports >

Gap Category: Time keeping

Gap Sub-Category: Time Keeping Subcategory 1 New Intervention

Show 10 entries Search:

Intervention Level	Intervention	Start Date	End Date	Status	Action
Zonal		24th Jan, 2019	25th Jan, 2019	Completed	Completed
Institutional	Intervention One	31st Jan, 2019	31st Jan, 2019	Pending	Update
Intervention Level	Intervention	Status	Action		

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 36- Form 2-3-1-b- Add a new Appraisal Based TPD gap

For each of the professional gaps identified in Fig 10, the teacher must specify the proposed intervention/activity that must be undertaken to address the gap. These interventions/activities will fall into 4 groups: Personal, Peer to Peer Activities, Institutional Level Activities, Zonal Level Activities and National Level. The teacher may also select the

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relevant training/capacity building institution providing a relevant course to address the professional gap. To add proposed interventions to address the professional gaps, the teacher will use the interface below.

The screenshot shows a web form titled "Available Interventions" with a close button (X) in the top right corner. The form has four tabs: "Institutional Interventions" (selected), "Zonal Interventions", "Peer Interventions", and "Personal Interventions". Below the tabs, the section is titled "Institutional Level Interventions". The form contains the following fields and controls:

- Select Intervention:** A dropdown menu with the text "--- Add Intervention ---" and a downward arrow.
- Start Date:** A text input field with the placeholder "mm/dd/yyyy".
- End Date:** A text input field with the placeholder "mm/dd/yyyy".
- Training / Capacity Building Institution:** A text input field.
- Relevant Course Studies:** A text input field.
- Submit:** A blue button with a checkmark icon and the text "Submit".
- Close:** A dark grey button with the text "Close" located at the bottom right of the form.

Figure 37- Form 2-3-1- c- Add PDP Intervention/Activity

The teacher can update/edit a performance gap or activity using the screenshot below

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Update Plan Progress

Performance Gap Category	Time keeping
Performance Gap Sub-Category	Time Keeping Subcategory 1
Intervention	Intervention One
Intervention Level	Institutional

Update Status

--- Ad Status ---

Comments

Evidence (Optional)

Choose File

No file chosen

✓ Save Changes

Close

Figure 38- Form 2- 3- 1- e- Updating a PDP Activity

On choosing UPDATE from above, the teacher can make changes to specific interventions and capture progress as shown in the interface below. The update status can be either complete, pending or cancelled. In addition, the teacher can add comments and upload any evidence of completion e.g. certificate.

On selection of **APPRAISALS TPD >>TPAD TPD >>Done Teacher Dev. Plan** from the **Teacher Portal** sidebar menu the teacher will be presented with the screen below where they can view all the completed interventions.

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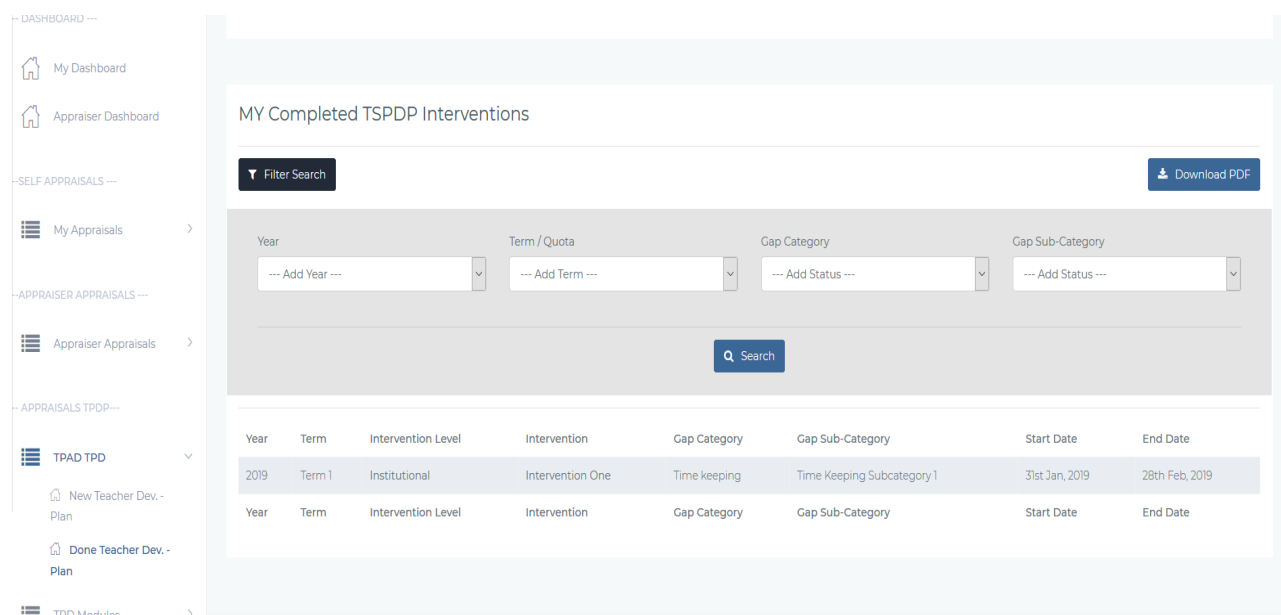


Figure 39- Completed TSPD Interventions

2.3.2 TPD Modules.

This system module caters for additional training programs offered by TSC to enhance teacher development. The training will take a modular approach and will be offered by specific TSC accredited Service Providers. There are two categories of CPE modules: one for teachers and another for instructional leaders (institutional administrators). The chapter content is based on Kenya Professional Teaching Standards (KePTS) and performance professional gaps identified through TPAD. These additional programs are aimed at improving competency of teachers as well as to enhance teacher career progression and lifelong learning. Each CPE module is further broken down into chapters. There is a maximum of five chapters per module and each module must be completed within five years (with a single chapter covered in year). The teacher may undertake any of the chapters in a module asynchronously (i.e in any order). There is an introductory CPE module that must be undertaken before commencement of the other CPE modules.

On selection of **APPRAISALS TPD >> TPD Modules>>Enrolment** from the **Teacher Portal** sidebar menu the teacher will be presented with the interface below where they can search for the chapter with an option to either enrol, un-enrol or update the module (i.e update completion status of the module chapters).

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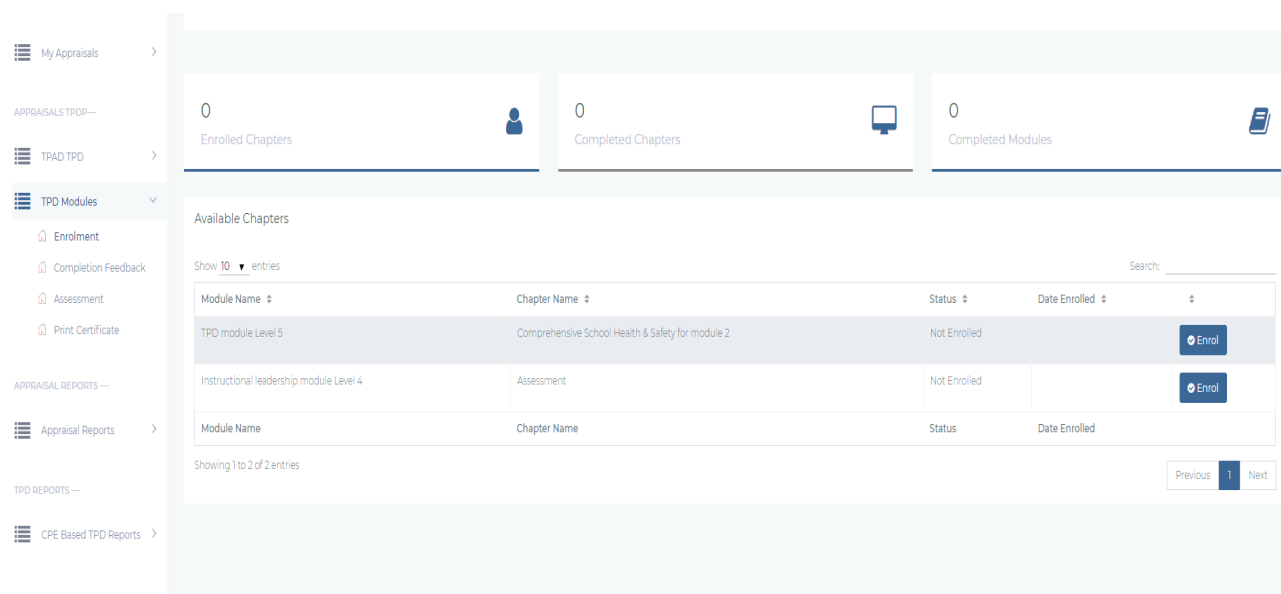


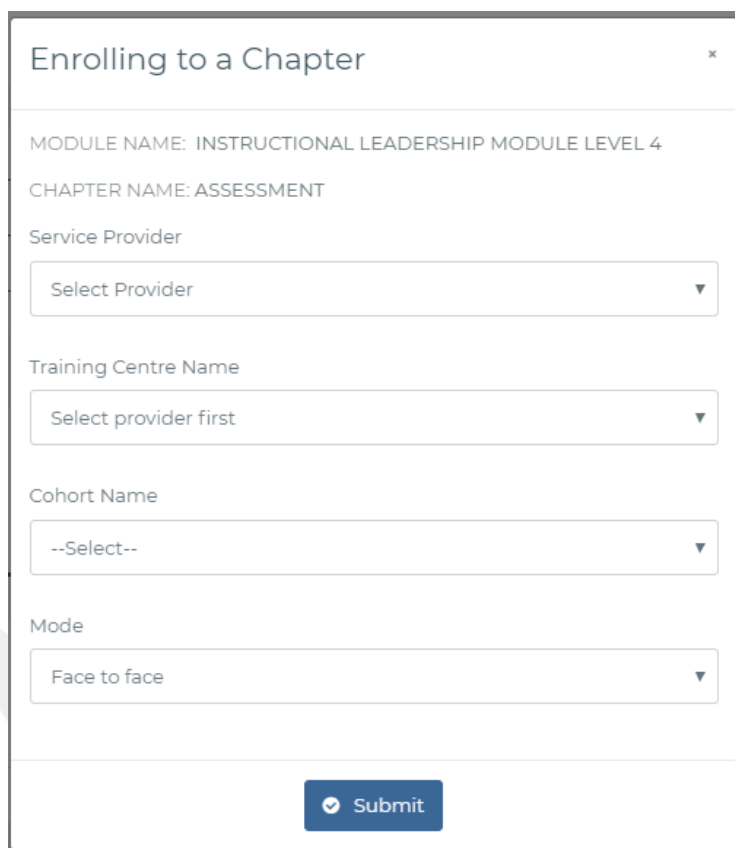
Figure 40 - Form 2- 3- 2- CPE Start Page

The various status definitions are further described below

1. Available- The module is available for intake.
2. Not Available- The module is not available.
3. Completed- The Teacher has already completed the Module.
4. On Going- The teacher is continuing with the module.

To enrol to a chapter (which is within a module), the teacher will perform the Enrol action by clicking on the Enrol Button option above and access the interface below

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Enrolling to a Chapter

MODULE NAME: INSTRUCTIONAL LEADERSHIP MODULE LEVEL 4

CHAPTER NAME: ASSESSMENT

Service Provider

Select Provider

Training Centre Name

Select provider first

Cohort Name

--Select--

Mode

Face to face

Submit

Figure 41- Form 2- 3- 2- b- Enroll to a CPE based course

The teacher can either choose to enrol in **F2F (Face to face)** or **Online** Learning. Each chapter will be introduced on a face to face approach during the first annual session, while the other two sessions of the year will be done online. After Enrolment, the module status changes to ongoing.

The teacher may also be able to un-enrol from the course by clicking the **UN-ENROLL** button as shown below.

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Figure 42- Unenroll Module

On selection of **APPRAISALS TPD >> TPD Modules>>Enrolment** from the **Teacher Portal** sidebar menu the teacher will be presented with the interface below where they can search for the chapter with an option to either enrol, un-enrol or update the module (i.e update completion status of the module chapters).

To provide feedback upon completion of a chapter, the user will select **APPRAISALS TPD >> TPD Modules>>Completion Feedback** from the side bar to access the screenshot below.

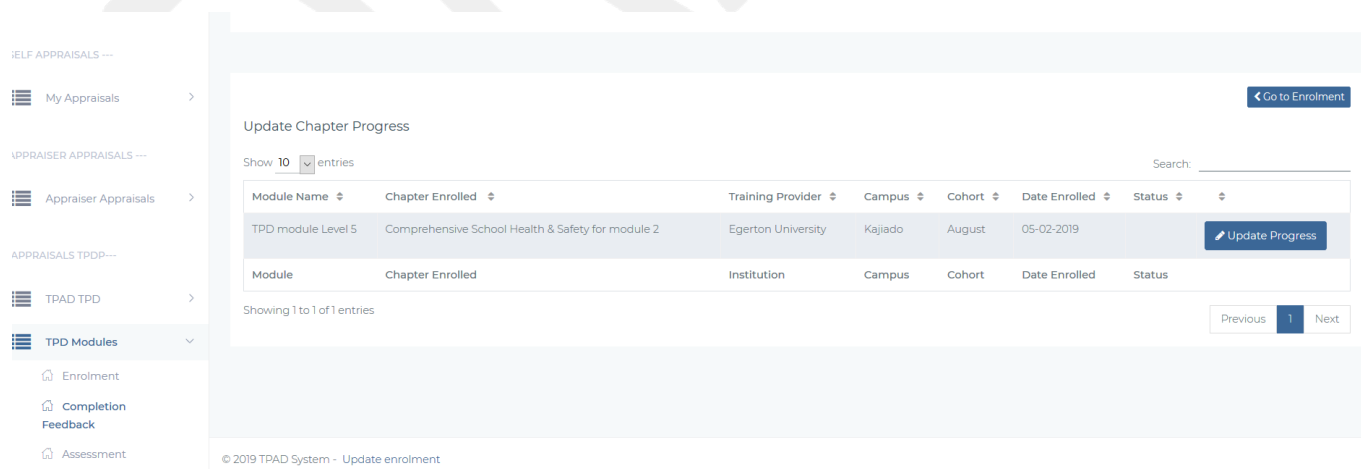


Figure 43 - Form 2- 3- 2- c- Updating CPE Course Progress

Then the teacher uses the interface below to update progress on completion of a chapter by clicking the update progress button.

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Update Progress

Module Name: TPD module Level 5

Chapter: Comprehensive School Health & Safety for module 2

Description:

Service Provider's Comments

Your Comments (Optional)

Certificate Upload (Optional)

No file chosen

Figure 44- Form 2-3-2-d- Progress update interface

The teacher may view progress on completed or ongoing modules by selecting **APPRAISALS TPD >> TPD Modules>>Assessment**.

SELF APPRAISALS ---

My Appraisals >

APPRAISER APPRAISALS ---

Appraiser Appraisals >

APPRAISALS TPD---

TPD TPD >

TPD Modules v

- Enrolment
- Completion Feedback
- Assessment
- Print Certificate

Enrolled Chapters

Show 10 entries

Search:

Date Enrolled	Module	Chapter	Service Provider/Training Centre	Score	
05-02-2019	TPD module Level 5	Comprehensive School Health & Safety for module 2	Egerton University - Kajado		<input type="button" value="View Assessment"/>
Date Enrolled	Module	Chapter	Service Provider/Training Centre	Score	

Showing 1 to 1 of 1 entries

Previous

1

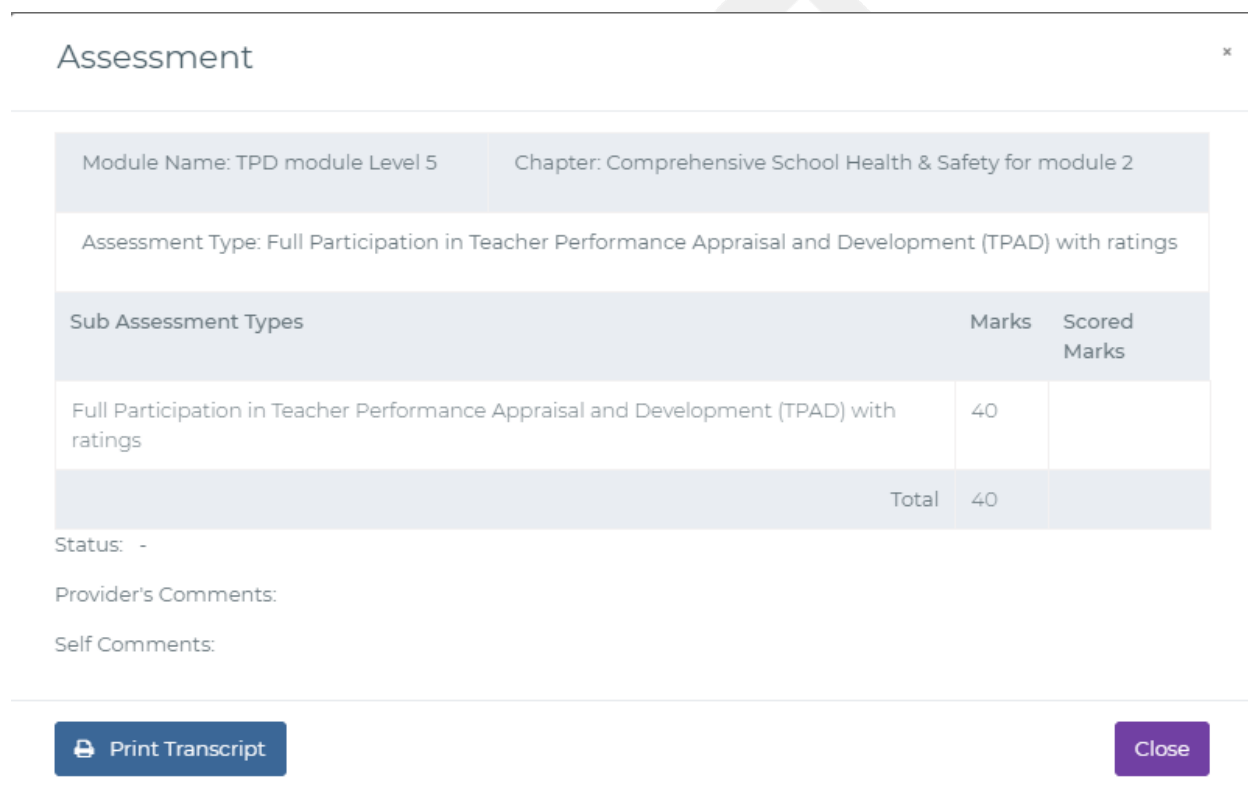
Next

© 2019 TPAD System - Enrolled chapters

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Figure 45- View Modules Progress

On clicking **View Assessment** above, the teacher will see the details of the enrolled module and the individual chapter undertaken and their status as shown in the screen shot below with an option of printing the transcript.



The screenshot shows a window titled "Assessment" with a close button (X) in the top right corner. The window contains the following information:

- Module Name:** TPD module Level 5
- Chapter:** Comprehensive School Health & Safety for module 2
- Assessment Type:** Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings
- Sub Assessment Types Table:**

Sub Assessment Types	Marks	Scored Marks
Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings	40	
Total	40	

Below the table, there are three text labels:

- Status: -
- Provider's Comments:
- Self Comments:

At the bottom of the window, there are two buttons:

- Print Transcript** (blue button with a printer icon)
- Close** (purple button)

Figure 46- Form- 2- 3- 2- f - Ongoing modules progress update

For completed module, the teacher will use the interface below.

On completion of five chapters i.e. a module within 5 years the teacher will be able to print a teaching certificate using the **PRINT CERTIFICATE** button shown in the screenshot below. The teacher can access this sub menu by selecting **APPRAISALS TPD >> TPD Modules>>Print Certificate**.

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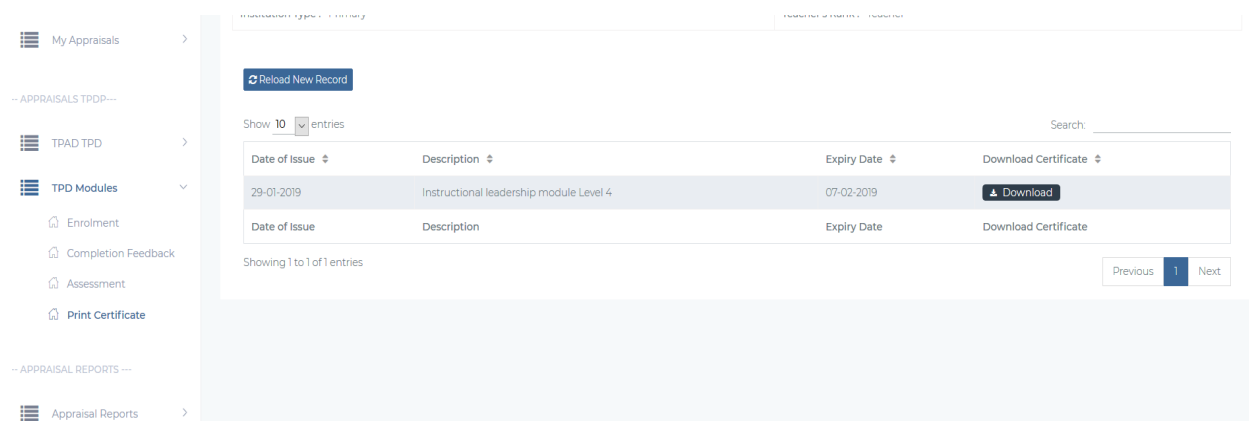
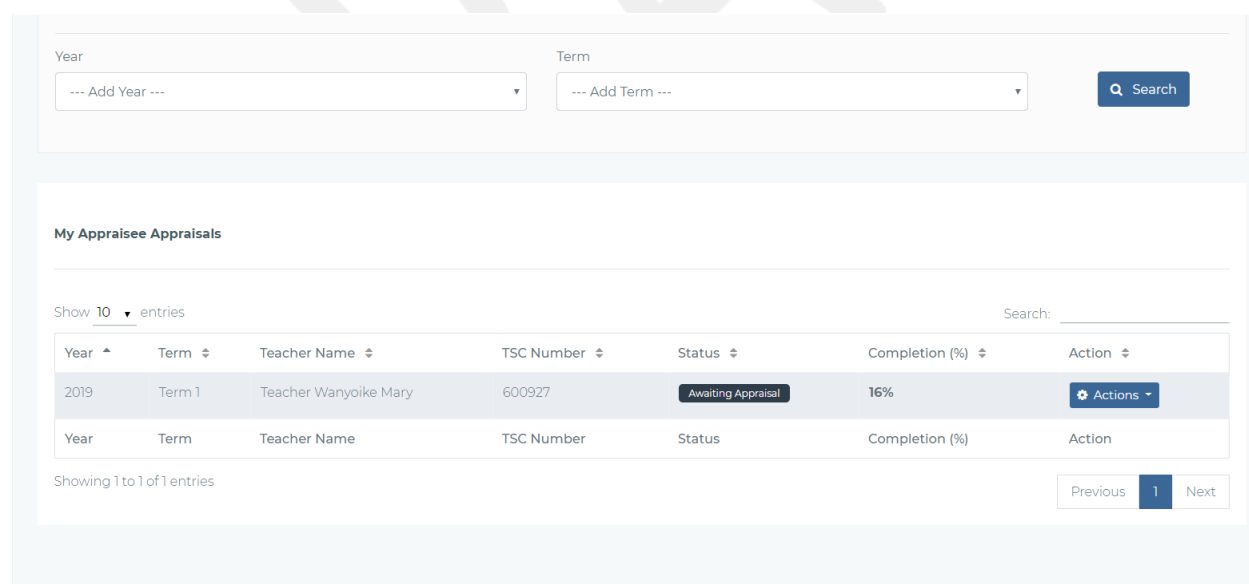


Figure 47- Print Certificate

2.4 APPRAISER ASSESSMENT

On expanding the main menu option on APPRAISAL (See Fig 2), an appraiser can be able to see all assessments tagged for appraiser assessment (of which he/she is an appraiser). A user may be an appraisee at the same time an appraiser. On accessing the appraiser assessment link, the user will access the landing page below. Note that this menu will only appear to the appraiser. On selecting **INSTITUTIONAL APPRAISALS >> Appraiser Appraisals >> Pending Appraisals** the screen below will appear to the appraiser.



Z

Figure 48- Form 2-4 Appraiser Assessment

From the above interface, the appraiser views a list of all the appraisal requests that have been submitted for appraisal. The interface implements a records search based on TSC NO,

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NAME or STATUS. The list of actions that can be performed by the appraiser are described below and can be accessed by clicking the actions button above are further described below.

2.4.1 Update Standard Page

On clicking **teaching standard**, the interface shown below is displayed. This interface enables the appraiser to rate the appraisee based on the standards. In addition, the appraiser can view and make comments on the assessment based on each standard.

Appraisee : Teacher Wanyoike Mary | TSC Number : 600927 | ID Number : 12983103

Primary & Secondary Schools >> Standards [Back to Assessment](#)

Show 10 entries Search:

#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Status	Action
1	Professional Knowledge and Practice	24	0	0	Done	Update Rating
2	Comprehensive Learning Environment	12	0	0	Done	Update Rating
3	Teacher Professional Development	9	5	0	Waiting	Update Rating
4	Teacher Conduct & Professionalism	30	17	18	Waiting	Update Rating
5	Participation in Professional Learning Community	25	0	0	Done	Update Rating
#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Status	Action

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

Figure 49 - Form 2-4-1- Appraiser Update Standard Page

On clicking update rating the following interface will be provided to the appraiser to rate the appraisee as per the standards.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

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

Appraiser Comment

Minimum characters 10 -- and Maximum characters 100

[Save Comment](#)

Figure 50- Rate Appraisee Targets

The Appraiser rates the appraisee and provide comments if any and then proceed to the next standard.

2.4.2 Learner Progress Report

The appraiser can view and make comments on the Learner Progress Report earlier captured by the appraisee.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Learners Progress Report

Year : 2019

Term : Term 1

Regular Learners Progress CBC Learners Progress SNE (H, VI, PH) Learners Progress SNE (MH + DB) Learners Progress TTC Learners Progress

Regular Learners Progress

Show 10 entries Search:

Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)
Mathematics		0.00	100.00	50.00	-50.00
Mathematics	class 2	0.00	77.00	0.00	0.00

Showing 1 to 2 of 2 entries Previous 1 Next

Learners Progress Overall Comments

Save Comment

Figure 51- Form 2- 4- 2- Appraiser Learner Progress Report

2.4.3 Lesson Attendance Summary

This interface gives the appraiser a view on the appraisee Learner Attendance Summary Report with an option to make appraisal comments

Teacher's Lesson Attendance Records < Back to Assessment

Lesson Attendance Report

Year : 2019

Term : Term 1

Show 10 entries Search:

Year	Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered
2019	Term 1	300	250	83%	50	17%	50	0

Showing 1 to 1 of 1 entries Previous 1 Next

Appraiser Comment

Save Comment

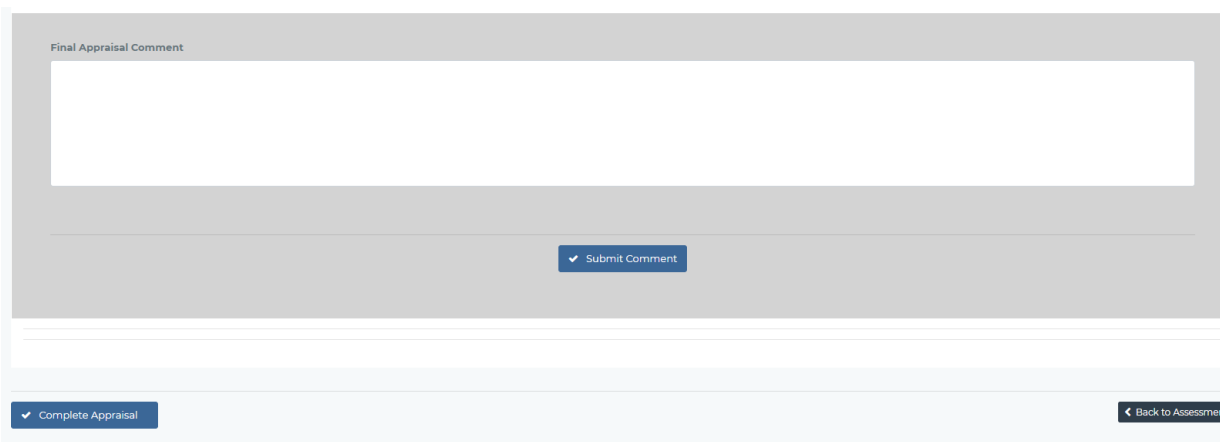
Figure 52- Form 2- 4- 4- Appraisal Lesson Attendance Summary

2.4.4 View/Complete Appraisal

This option will enable the appraiser to view the appraisal forms (in details and in summary).

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

From this menu the appraiser can add comments and then finally submit the appraisal. The appraiser can however only submit a complete appraisal.



Final Appraisal Comment

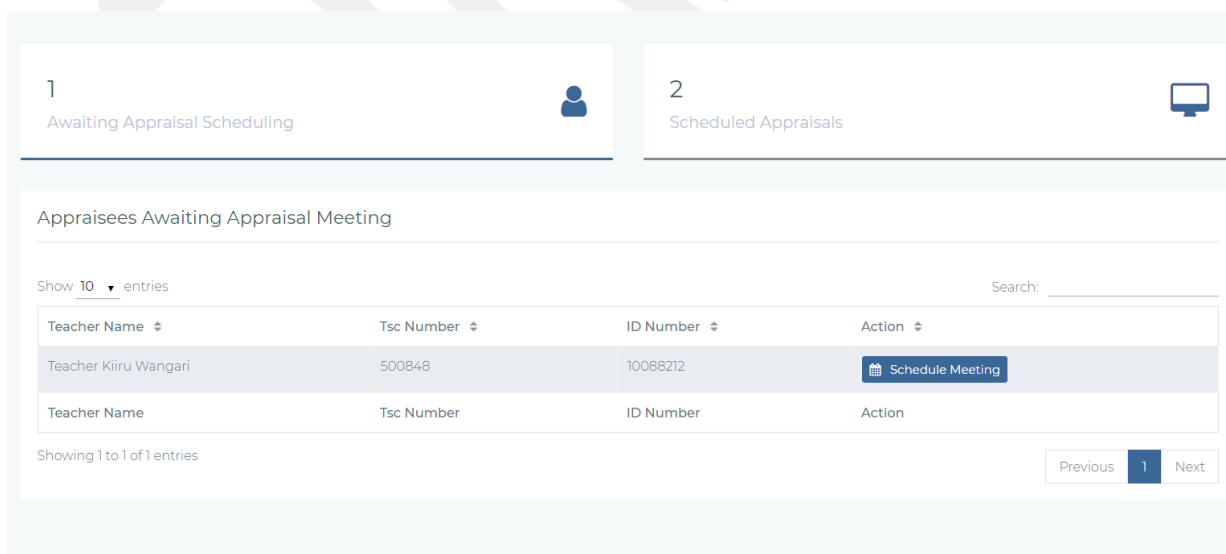
Submit Comment

Complete Appraisal Back to Assessment

Figure 53- Form- 2- 4- 4- View/Print Appraisers Assessment

2.5 APPRAISAL MEETING

After the completion of the appraisee self - assessment and the appraiser's assessment, the appraiser and appraisee will hold a meeting to review their joint rating and then reach an agreed rating. On selecting **INSTITUTIONAL APPRAISALS >> Appraiser Appraisals >> Scheduled Meetings** menu, the appraiser will see the screenshot below.



1 Awaiting Appraisal Scheduling

2 Scheduled Appraisals

Appraisees Awaiting Appraisal Meeting

Show 10 entries Search:

Teacher Name	Tsc Number	ID Number	Action
Teacher Kiiru Wangari	500848	10088212	Schedule Meeting
Teacher Name	Tsc Number	ID Number	Action

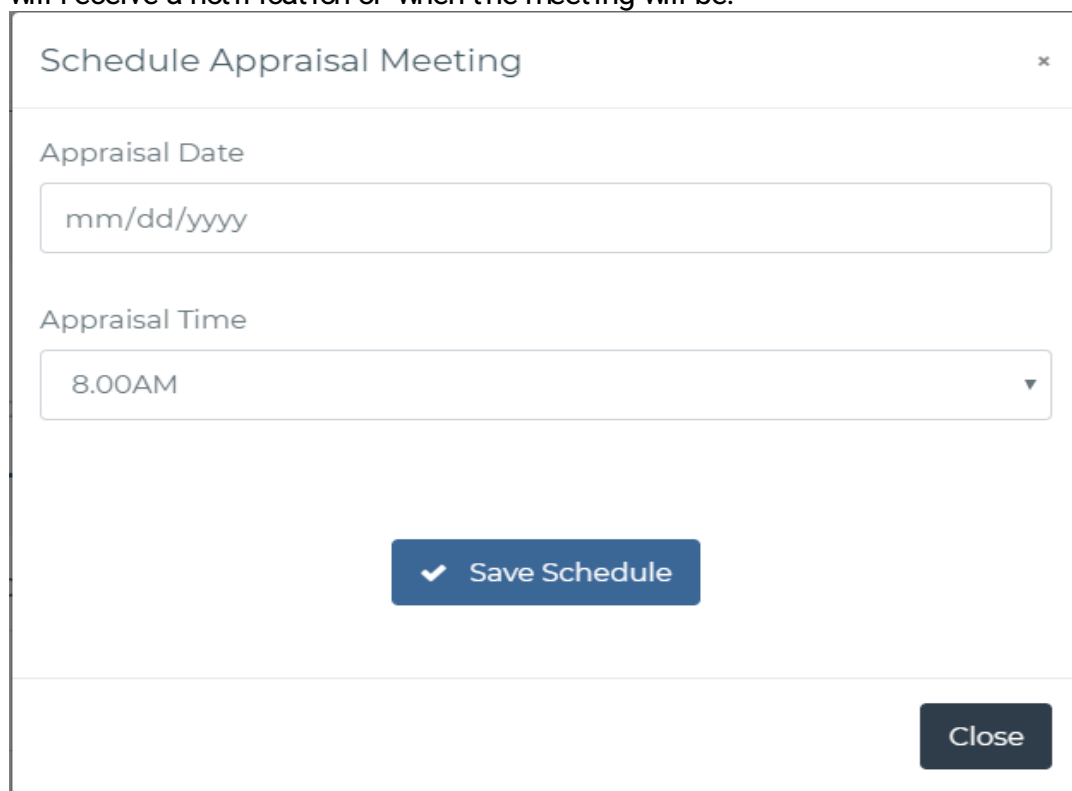
Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 54- Form- 2- 5- Appraisal meeting landing page

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

From the above interface the appraiser can schedule a meeting by clicking the schedule meeting button and plan on the date and time of the meeting. On doing this, the appraisee will receive a notification of when the meeting will be.



Schedule Appraisal Meeting

Appraisal Date

mm/dd/yyyy

Appraisal Time

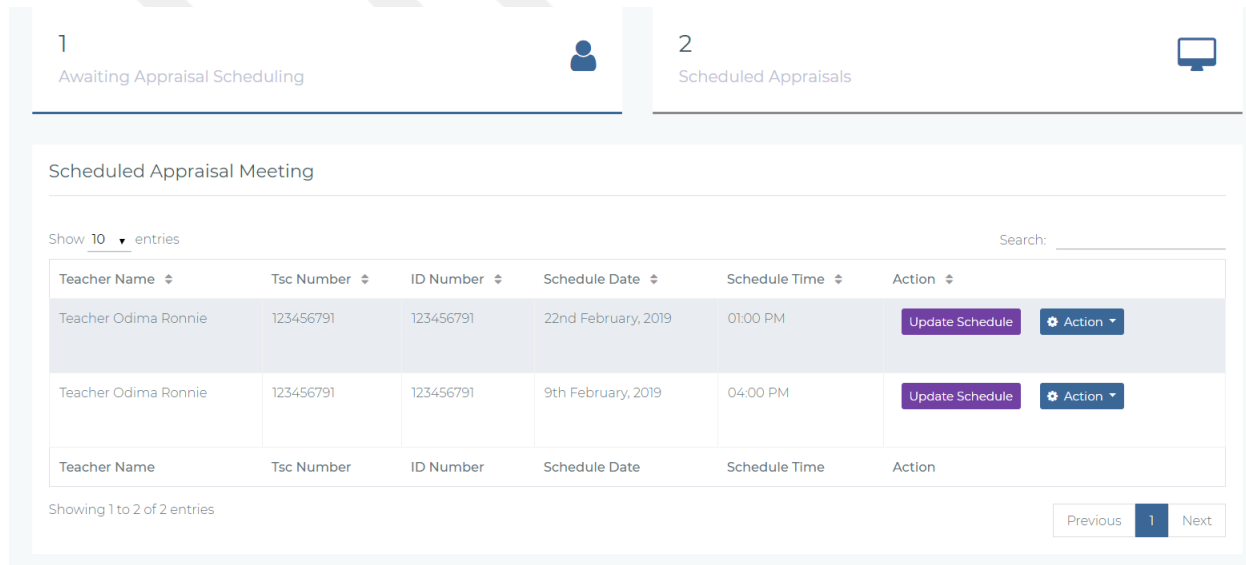
8.00AM

✓ Save Schedule

Close

Figure 55- Schedule Appraisal Meeting

Once the meeting is scheduled, it moves to the scheduled appraisal meetings and the appraiser and appraisee can now proceed with updating the ratings. The screenshot below summarises this.



1 Awaiting Appraisal Scheduling

2 Scheduled Appraisals

Scheduled Appraisal Meeting

Show 10 entries

Search:

Teacher Name	Tsc Number	ID Number	Schedule Date	Schedule Time	Action
Teacher Odima Ronnie	123456791	123456791	22nd February, 2019	01:00 PM	Update Schedule Action
Teacher Odima Ronnie	123456791	123456791	9th February, 2019	04:00 PM	Update Schedule Action
Teacher Name	Tsc Number	ID Number	Schedule Date	Schedule Time	Action

Showing 1 to 2 of 2 entries

Previous 1 Next

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

From the action button dropdown, the appraiser can select the actions as stated below.

2.5.1 Update Standard

The appraiser will view the self - assessment rating and any comments by the appraisee. The appraiser and appraisee will then agree on a joint rating and update the rating where there is a discrepancy. A screen like the one below will be provided for the appraiser.

Appraisee : Teacher Odima Ronnie | TSC Number : 123456791 | ID Number : 123456791

Primary & Secondary Schools >> Standards [Back to Assessment](#)

Show 10 entries Search:

#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Status	Action
1	Professional Knowledge and Practice	24	15	15	15	Done	Update Rating
2	Comprehensive Learning Environment	12	9	8	8	Done	Update Rating
3	Teacher Professional Development	9	6	7	5	Done	Update Rating
4	Teacher Conduct & Professionalism	30	14	14	14	Done	Update Rating
5	Participation in Professional Learning Community	25	17	15	15	Done	Update Rating
#	Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Status	Action

Showing 1 to 5 of 5 entries

[Previous](#) [1](#) [Next](#)

Figure 56- Update Standards Interface

The appraiser can then capture the joint rating and any joint comment which forms part of the appraisal on clicking the update rating button.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Institution Level : Primary
Teacher's Designation : Deputy Head Teacher

Appraisee : Teacher Koikai Robert | TSC Number : 123456794 | ID Number : 123456794
Teaching Standard : >> Teacher Professional Development

Next Standard >

Targets	Maximum Weight	Appraiser Weight	Appraiser Lickert	Appraiser Weight	Appraiser Lickert	Agreed Weight	Action
Prepare self professional development support plan (wt-3)	3	3	5	3	5	0	<div>Actions</div> <div>Update Weight</div> <div>Agree Weight</div> <div>Disagree Weight</div>
Identification of professional gaps(wt-3)	3	3	5	3	5	0	
Engage in continuous and relevant career growth and development activities(wt-3)	3	3	5	3	5	0	

Appraiser Comment
comments section Here

✔ Scroll down to move to next Standard

Figure 57- Update Target Ratings

On choosing agree weight the agreed weight by default will be the appraiser marks. On choosing update weight the following form will be provided for the appraiser to update their agreed weight.

Agreed Weight

Enter Your Weight (**Between 1 and 3**) *

✔ Submit Rating

Close

Figure 58- Update Agreed Weight.

On choosing disagree weight, the target will be moved for arbitration.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

The interface colour codes the various entries as follows:

- 1) Green: If both the Appraiser and Appraisee Rating Agree
- 2) Red: If the Appraisee and Appraiser Rating differ

2.5.2 Learner Progress Report

The appraiser will view the progress report and may decide to include joint comments in this area. The screenshot below shows the learner progress report window for the joint appraisal meeting.

Year: 2019
Term: Term 1

Regular Learners Progress KIB Learners Progress

Regular Learners Progress

Show 10 entries

Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)
Mathematics	class 1	0.00	53.00	56.50	3.50

Showing 1 to 1 of 1 entries

Previous 1 Next

Learners Progress Overall Comments

Nice work done here

Save Comment

Figure 59 - Form 2-5-2- Appraisal Meeting Learner Progress Report

2.5.3 Lesson Attendance Summary

Just like the Lesson Progress Report, the appraiser will view the learner attendance summary and provide their joint meetings comments if any, as per the screenshot below

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

The screenshot displays the TPAD System interface. On the left is a sidebar menu with categories: DASHBOARD, My Dashboard, Appraiser Dashboard, SELF APPRAISALS, My Appraisals, APPRAISER APPRAISALS, Appraiser Appraisals, APPRAISALS TPD, TPD TPD, TPD Modules, APPRAISAL REPORTS, Appraisal Reports, TPD REPORTS, and CPE Based TPD Reports. The main content area is titled 'Appraiser: Teacher Koikai Robert | TSC Number : 123456794 | ID Number : 123456794'. Below this is a 'Teacher's Lesson Attendance Records' section with a 'Lesson Attendance Report' form. The form includes fields for 'Year' (2019) and 'Term' (Term 2). A table shows attendance data for 2019 Term 2. Below the table is an 'Appraiser Comment' section with a text area and a 'Save Comment' button. A 'Back to Assessment' button is in the top right of the main content area.

Year	Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered
2019	Term 2	39	50	128%	-11	-28%	50	-61

Figure 60- Form- 2- 5- 3- Learner Attendance Summary

2.5.4 Complete Appraisal

This action will complete the joint appraisal meeting and the appraisal moves to **APPRAISAL AWAITING COUNTER-SIGNING** status. In the case where the appraisee is not satisfied with the appraisal, then they may make a request for arbitration as per the section overleaf.

2.6 ARBITRATION

The appraisee makes a request for arbitration from the Teacher Portal Landing page (See Figure 2 - Form 2.2.1 - Self Assessment/Appraisal) only when the appraisal status is **COMPLETED APPRAISAL MEETING** i.e the **Request for Arbitration** action appears in the dropdown menu. This then leads the user to the **ARBITRATION** landing page as shown in the screenshot below

The screenshot displays the 'Arbitration Landing Page' with two tabs at the top: '1 Awaiting Arbitration Scheduling' (active) and '0 Scheduled Arbitration'. Below the tabs, the section 'Appraisees Awaiting Arbitration Meeting' contains a table with 10 entries. The table has columns for Appraiser Name, Appraiser TSC Number, Appraiser Name, Appraiser TSC Number, and Action. The first entry shows 'Deputy Teacher Head' as the appraiser, '30959853' as the TSC Number, and 'Hoi Parsime Robert' as the appraiser. The 'Action' column for this entry has a 'Schedule Meeting' button. The table is paginated, showing 1 to 1 of 1 entries.

Appraiser Name	Appraiser TSC Number	Appraiser Name	Appraiser TSC Number	Action
Deputy Teacher Head	30959853	Hoi Parsime Robert	12345	Schedule Meeting

© 2019 TPAD - System - Hoi arbitration

Figure 61- Form 2- 6- Arbitration Landing Page

The arbitrator will click on the **schedule meeting** to set the time and date for the meeting between the appraisee and the appraiser and notifications will be sent to both of them. On scheduling, the arbitration meeting, the appraisal moves to scheduled arbitrations as shown below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

0
Awaiting Arbitration Scheduling

1
Scheduled Arbitration

Scheduled Arbitration Meeting

Show 10 entries
Search:

Appraisee Name	Appraisee TSC Number	Appraiser Name	Appraiser TSC Number	Schedule Date	Schedule Time	Action
Deputy Teacher Head	30959853	Hoi Parsimej Robert	12345	23rd February, 2019	08:00 AM	Update Schedule Action
Appraisee Name	Appraisee TSC Number	Appraiser Name	Appraiser TSC Number	Schedule Date	Schedule Time	Action

Showing 1 to 1 of 1 entries
Previous
1
Next

Figure 62- Scheduled Arbitration Meeting.

From figure 28 above the arbitrator will select standards from the drop down under the actions button and proceed to arbitrate on the standards that had a discrepancy. The following interface will be displayed to the arbitrator.

Appraisee : Teacher Test Sample | TSC Number : 123456794 | ID Number : 123456794

Appraiser : Deputy Teacher Head | TSC Number : 30959853 | ID Number : 30959853

Primary & Secondary Schools >> Standards
Back to Assessment

Show 10 entries
Search:

Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Action
Teacher Professional Development	9	9	9	9	Update Rating
Teacher Conduct & Professionalism	30	25	24	24	Update Rating
Professional Knowledge and Practice	24	24	22	22	Update Rating
Participation in Professional Learning Community	25	19	21	21	Update Rating
Comprehensive Learning Environment	12	12	11	11	Update Rating
Teaching Standard	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Action

Showing 1 to 5 of 5 entries
Previous
1
Next

Figure 63- Update Ratings- Arbitration

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

On clicking the update Rating in the Button above, the user will be able to update the contentious ratings and make the necessary changes and comments as shown in the screenshot below.

Targets	Maximum Weight	Appraisee Weight	Appraiser Weight	Agreed Weight	Action
Prepare self professional development support plan (wt-3)	3	3	3	3	<button>Update</button>
Identification of professional gaps(wt-3)	3	3	3	3	<button>Update</button>
Engage in continuous and relevant career growth and development activities(wt-3)	3	3	3	3	<button>Update</button>

Figure 64- Form- 2- 6- b- Arbitrator Standards Updates

The arbitrator can view appraisee self - assessment ratings and appraiser ratings and edit the agreed ratings for each standard by clicking update button from figure 31 above.

Update Rating

Enter Your Weight (Between 1 and 3)

3

Submit Rating

Close

Figure 65- Arbitrator Update Ratings

Then finally the arbitrator can complete the appraisal by clicking the **COMPLETE ARBITRATION** button as shown in the screenshot below. All marks awarded will be automatically converted to a rating scale of 1 to 5 (Likert scale)

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

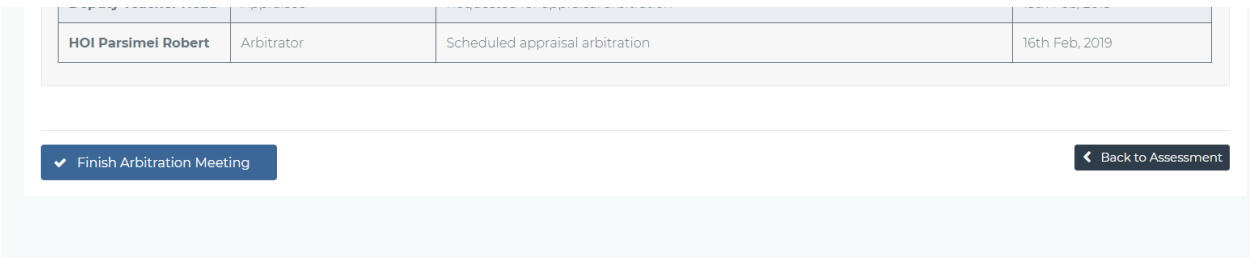


Figure 66- Arbitration complete

2.7 LESSON OBSERVATION

To conduct lesson observation, the teacher will click on 'Lesson observation' action which appears in the appraisal drop down menu on the Teacher Portal Landing page (See Figure 2 - Form 2.2.1 - Self Assessment/Appraisal).

This then leads the user to the LESSON OBSERVATION landing page as shown in the screenshot below.

Observer's Name	TSC No.	ID No.	Year	Term	Class	Subject	Topic	Status	Actions
Director Scd Kamau	1234566	1234566	2019	Term 1	class 5	N/A	animals and plants	Completed	View

Figure 67- Request Observation

On clicking request observation the following dialogue box will open.

Request For Lesson Observation

Message

Say something ...

[Send Request](#)

[Close](#)

Figure 68- Requesting Lesson Observation

Once the teacher has requested an observation, a notification is sent to an appraiser who in turn proceeds to create a lesson observation for the teacher.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Lesson Observation Details >> Teacher Teacher Test | ID No: 6855019 | TSC No: 6855019

Class / Form
--- Add Class ---

Lesson Topic

Subject
--- Add Subject ---

Number of Learners

Subject Topic

Observation Date

Add Record

Figure 69- Create lesson observation

2.7.1 Add new observation

To add an observation, the appraiser will click on 'Observe' from the interface below. The interface below will be displayed where the user will search for a specific teacher and conduct lesson observation for this teacher. Once the lesson observation has been created as from above the following interface will be available to the appraiser.

My Lesson Observations Create Lesson Observations

My Appraiser Lesson Observations

Show 10 entries

Search

Name	TSC No.	ID No.	Year	Term	Class	Subject	Topic	Status	Date	Actions
Teacher Test Sample	123456794	123456794	2019	Term 1		Mathematics	20	Pending	8th Feb, 2019	Observe
Teacher Odima Ronnie	123456791	123456791	2019	Qtr 1		Mathematics	Addition	Pending	8th Feb, 2019	Observe
Teacher Odima Ronnie	123456791	123456791	2019	Qtr 1		English	Verbs	Pending	16th Feb, 2019	Observe

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 70- Observe teacher.

On clicking Observe the following interface will be viewed by the observer where they can capture the lesson observation form details.

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The screenshot displays the TPAD system interface. On the left is a sidebar menu with options like 'My Dashboard', 'Appraiser Dashboard', 'My Appraisals', 'Appraiser Appraisals', 'TPAD TPD', 'TPD Modules', 'Appraisal Reports', and 'Appraisal Details'. The main content area is titled 'Lesson Observation Areas' and is divided into two sections: 'Introduction and Lesson Organisation' and 'Content Delivery'. Each section contains a table for recording observations. The 'Introduction and Lesson Organisation' table has four columns: 'Performance Indicators', 'Max Score', 'Observer's Score', and 'Observer's Comment'. It lists four indicators: 'Answering and asking questions/Review of the previous lesson/content related to the current lesson', 'State the objective of the current lesson', 'Link the previous lesson to the current lesson', and 'Quality of introduction: capturing/capture learners interest'. Each indicator has a 'Max Score' of 1 and a dropdown for 'Observer's Score' with a value of 'e.g 0.5 or 1'. The 'Content Delivery' section also has a similar table. On the right side, there are two panels: 'Teacher Details' and 'Lesson Observation Details'. The 'Teacher Details' panel shows fields for 'Full Name' (Teacher Test Sample), 'TSC Number' (123456794), 'ID Number' (123456794), 'Class', 'Subject' (Mathematics), 'Topic' (20), 'Lesson Topic' (50), and 'No of Learners' (20 Learners). The 'Lesson Observation Details' panel shows 'Date Created' (8th February, 2019) and 'Date Completed'.

Performance Indicators	Max Score	Observer's Score	Observer's Comment
Answering and asking questions/Review of the previous lesson/content related to the current lesson	1	e.g 0.5 or 1	
State the objective of the current lesson	1	e.g 0.5 or 1	
Link the previous lesson to the current lesson	1	e.g 0.5 or 1	
Quality of introduction: capturing/capture learners interest	1	e.g 0.5 or 1	

Performance Indicators	Max Score	Observer's Score	Observer's Comment
------------------------	-----------	------------------	--------------------

Full Name	Teacher Test Sample
TSC Number	123456794
ID Number	123456794
Class	
Subject	Mathematics
Topic	20
Lesson Topic	50
No of Learners	20 Learners

Date Created	8th February, 2019
Date Completed	

Figure 71- Capture Lesson Observation Proceedings

2.8 INSTITUTION SET-UPS

This sub-module comprises of set-up menus that can be configured by the Head of Institution to further customise the TPAD 2.0 to suit institutional level functionality. The Set-up menu is accessible from the HOI Portal Landing page and comprises of 3 menu options: Manage Staff, Incoming Staff and Manage Institution. These are further discussed below.

2.8.1 Manage Staff

Under the manage staff sub module, the head teacher will be able to search for a teacher based on their TSC number or any other search criteria and perform the following operations;

1. Release Teacher - Release teacher to a different institution.
2. Remove Teacher - Remove teacher from institution.
3. Message Teacher - Send Message to teacher.

The interface below will be provided for the HOI.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Filter Search

TSC No:

ID No:

Search

Message Teachers

Show 10 entries

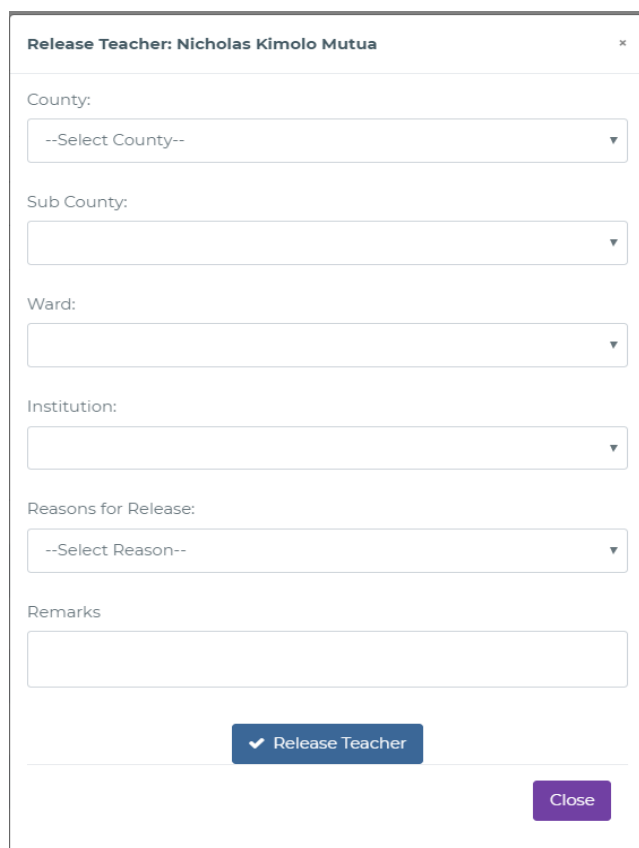
Search:

#	Full Names	TSC No	Prior Institution	Employment Terms	Status	Actions
1	Nicholas Kimolo Mutua	146355944	South-B Primary	TSC	Active	Actions
2	Deputy Head Teacher	30959853	No Prior Institution	TSC	Active	Actions
3	Teacher Raymond Muteti	123456790	No Prior Institution	TSC	Active	Actions
4	Teacher Ronnie Odima	123456791	No Prior Institution	TSC	Active	Actions
5	Teacher Rose Karanja	123456792	No Prior Institution	TSC	Active	Actions
6	HOI Robert Parsimei	123456794	No Prior Institution	TSC	Active	Actions

Figure 72- Form- 2- 7- 1- Manage Staff Landing Page

On clicking **Release Teacher**, the HOI will be provided with the following form where they can specify the institution where the teacher will be moving to.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



Release Teacher: Nicholas Kimolo Mutua ×

County:

Sub County:

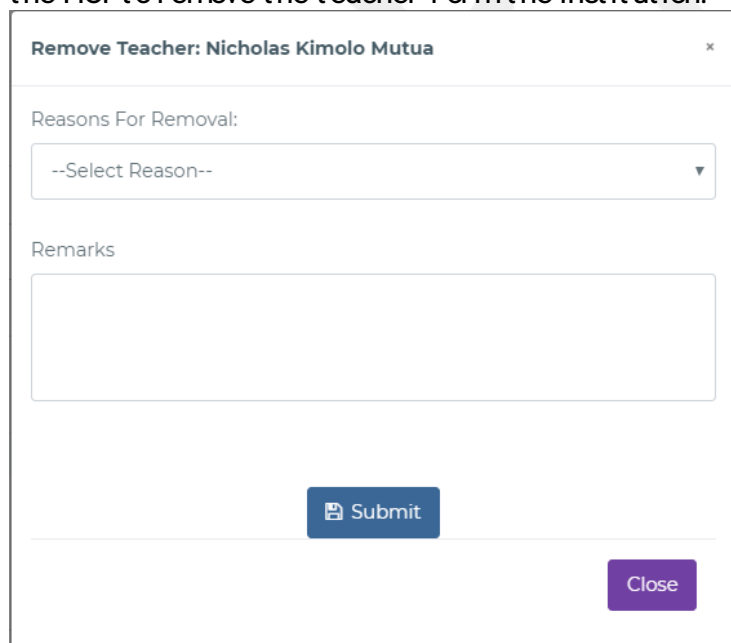
Ward:

Institution:

Reasons for Release:

Remarks

On clicking remove teacher from the drop down the following interface will be provided for the HOI to remove the teacher from the institution.



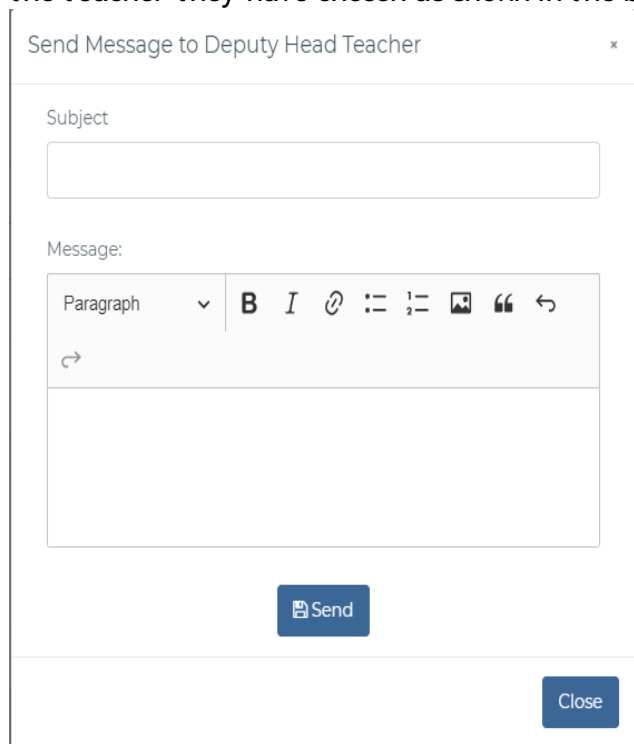
Remove Teacher: Nicholas Kimolo Mutua ×

Reasons For Removal:

Remarks

Figure 73- Form- 2- 7- 1- b- Remove Teacher from Institution

On choosing Message Teacher from the dropdown from the dropdown the HOI will message the teacher they have chosen as shown in the below screen.



The screenshot shows a modal dialog box titled "Send Message to Deputy Head Teacher" with a close button (X) in the top right corner. Inside the dialog, there is a "Subject" label followed by a text input field. Below this is a "Message:" label followed by a rich text editor. The rich text editor has a toolbar with a dropdown menu currently set to "Paragraph", and icons for bold (B), italic (I), link (chain), bulleted list (three horizontal lines), numbered list (three horizontal lines with numbers), image (picture icon), quote (double quotes), and undo (curved arrow). Below the toolbar is a large text area for the message content. At the bottom of the dialog, there is a blue "Send" button with a paper plane icon and a blue "Close" button.

Figure 74- Message Teacher

2.8.2 Incoming Staff.

From this sub menu the HOI will be able to view all incoming teachers and add them into the institution from the menu as the one shown below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Dashboard ---
Dashboard

APPRAISALS ---
Self Appraisals >

INSTITUTION APPRAISALS ---
Appraiser Appraisals >
Institutional Appraisals >

TPD Program ---
Institutional TPD Plan >
TPAD TPD >
TPD MODULES >

Performance Contracting ---

Filter Search

TSC No: ID No:

Search

Show 10 entries

#	Full Names	TSC No	Prior Institution	Release Date	Actions
1	Teacher Test Teacher	6855019	Test primary school	2019-02-07	Accept Teacher

Showing 1 to 1 of 1 entries

Previous 1 Next

© 2019 TPAD - System - Incoming staff

Figure 75- Form- 2- 7- 1- b- Add Teacher to Institution

On clicking the accept teacher button, the teacher is accepted into the institution and in turn appears in the manage staff interface as one of the teachers in the institution.

2.8.3 Manage Institution.

On clicking **Institution Setups>>Manage institution** an interface like the one below will be provided for the head of institution to edit the school's contact information.

The head of institution can add/ edit the following.

- I. The institution Contact Address
- II. Strategic Objectives
- III. Vision Statement
- IV. Mission Statement

The following Interface will be provided to the Hols.

+ Institution Type + Strategic Intentions + Demographic Information

Show 10 entries

Mission	Vision	Postal Address	Phone Number	Email Address	Actions
Mission Statement One	Vision Statement One	PO BOX 354	0706000000	stpauls@gmail.com	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 76- Manage Institution Dashboard

On clicking actions from the drop down, the HOI can edit the following information.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Edit Contact Information

Mission Statement:

Mission Statement One

Vision Statement

Vision Statement One

Postal Address

PO BOX 354

Phone Number

0706000000

Email Address

stpauls@gmail.com

Save

Close

Figure 77- Edit Institution Contact Information

Additionally, the HOI can as well edit the institution type from this interface by clicking the **institution type** button as shown below.

Show 10 entries

Search:

Institution Level	Institution Type	Gender Type	Boarding Type	Participating Project Type	Actions
Primary	Primary School - Regular	Mixed	Day only	Not Applicable	Actions

Showing 1 to 1 of 1 entries

Previous

1

Next

Figure 78- Institution Type Landing Page

From the action button the HOI can edit the following:

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Gender Type:

Mixed

Boarding Type

Day only

Edit

Close

Figure 79- Edit Institution type

The HOI can also add and edit the school strategic intentions by clicking the strategic intentions button. The interface below will be displayed.

+ Add Strategic Objective

Show 10 entries

Search:

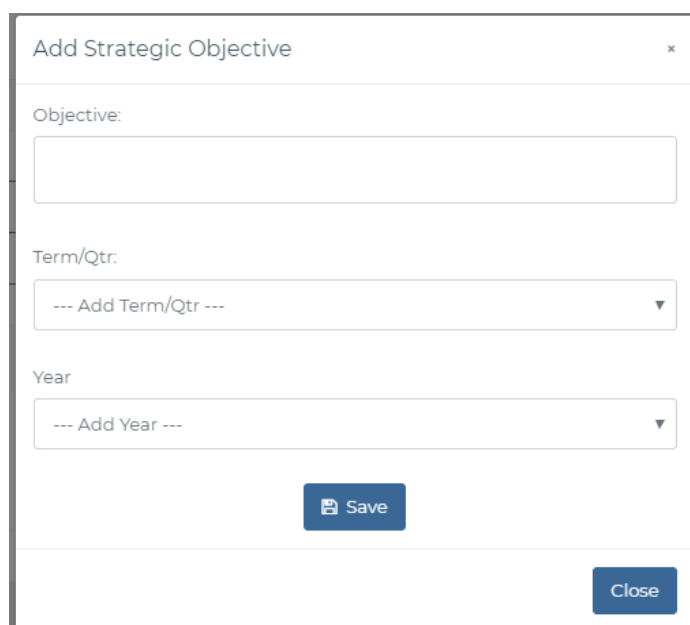
Objective	Term/Qtr	Year	Creation Date	Actions
Objective	3	2019	9th Jan, 2019	Actions
objectives	1	2019	9th Jan, 2019	Actions

Showing 1 to 2 of 2 entries

Previous 1 Next

On clicking add strategic objectives, the HOI will have the following interface to add a strategic objective attached to a Qtr/term and year.

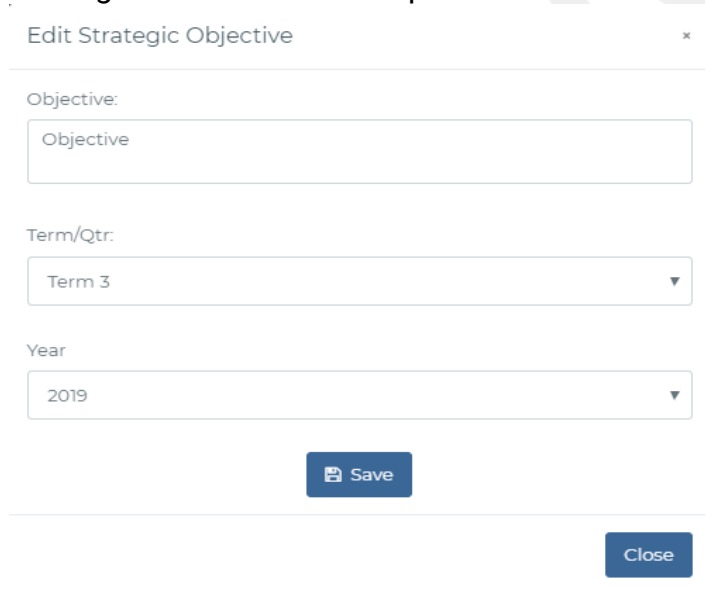
Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



A dialog box titled "Add Strategic Objective" with a close button (X) in the top right corner. It contains three input fields: "Objective:" with a text box, "Term/Qtr:" with a dropdown menu showing "--- Add Term/Qtr ---", and "Year" with a dropdown menu showing "--- Add Year ---". At the bottom, there are two buttons: "Save" (with a floppy disk icon) and "Close".

Figure 80- Add Strategic Objective.

From the actions drop down on the strategic objectives interface the HOI can edit the strategic intentions from drop down as shown below.



A dialog box titled "Edit Strategic Objective" with a close button (X) in the top right corner. It contains three input fields: "Objective:" with a text box containing the word "Objective", "Term/Qtr:" with a dropdown menu showing "Term 3", and "Year" with a dropdown menu showing "2019". At the bottom, there are two buttons: "Save" (with a floppy disk icon) and "Close".

Figure 81- Edit Strategic Objective.

The HOI from the manage institution interface can add/edit schools' demographic information by clicking the Demographic Information button and will view the following interface.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

[+Add Demographic Data](#)
Search:

Show 10 ▾ entries

Year ▴ ▾	Term/Qtr ▴ ▾	Students(Male) ▴ ▾	Students(Female) ▴ ▾	Students(Total) ▴ ▾	Teachers(Male) ▴ ▾	Teachers(Female) ▴ ▾	Teachers(Total) ▴ ▾	No.ofStreams ▴ ▾	Actions ▴ ▾
2018	2	230	170	400	7	3	10	12	Actions ▾
2019	3	130	20	150	14	4	18	12	Actions ▾

Showing 1 to 2 of 2 entries

[Previous](#)
[1](#)
[Next](#)

Figure 82- Insitution Strategic objectives home page.

On clicking add Demographic Data from the above interface the following form will appear to the HOI.

Add Demographic Data
✕

Students(Male):

Students(Female):

Teachers(Male):

Teachers(Female):

No_Streams:

Term/Qtr:

--- Add Term/Qtr ---
▾

Year

--- Add Year ---
▾

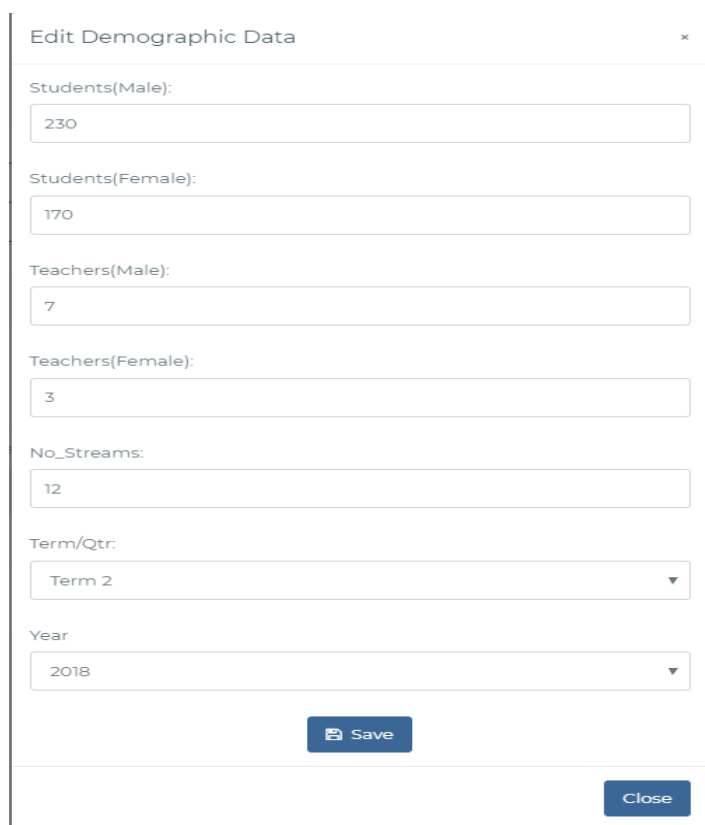
Save

Close

Figure 83- Add Demographic Data

On clicking edit from the interface above the following form will be displayed for the HOI to edit the school's demographic information.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



Edit Demographic Data

Students(Male):
230

Students(Female):
170

Teachers(Male):
7

Teachers(Female):
3

No_Streams:
12

Term/Qtr:
Term 2

Year
2018

Save

Close

Figure 84- Edit Demographic Data.

2.8.4 TPAD Calendar of Activities

The Head of Institution plans for a meeting to discuss the TPAD Calendar of Activities based on the template that is provided by the TSC QAS team. In this meeting the Head of Institution can edit the timelines in the calendar of activities and add custom activities related to their Institution. The Head of Institution can add a new custom activity or edit an existing standard activity. The approved CoA can be printed out. The interface below makes it possible for the HOI to manipulate the CoA.

The landing page of the TPAD COA from the HOI portal will be as the one below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Show 10 entries					Search: _____
Year	Term	No of Activities	Status	Action	
2018	Term 3	8	approved	Actions	
2019	Term 1	2	Pending Approval	Edit	
2019	Term 2	2	Pending Approval	View	
				Custom Activities	
Year	Term	No of Activities	Status	Action	
Showing 1 to 3 of 3 entries					Previous 1 Next

Figure 85- COA Landing Page

From the actions in the menu above the HOI can approve, View or add Custom Activities to a certain Calendar.

On clicking Approve the following Dialog box will be shown to the HOI.

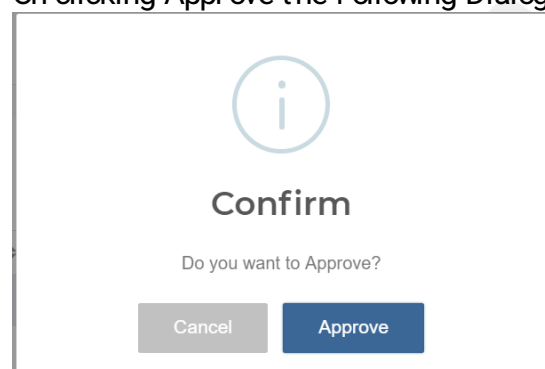


Figure 86- Approve COA

Once Approved the HOI can now edit the calendar of activities.

From the figure 85 above, the HOI can edit the calendar by clicking the edit button from the drop down. The interface below will be displayed with the activities for the HOI to adjust the start and end dates.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

#	TPAD Activity	Action By	Evidence	Time Frame	Days From Term Start Date	Status	Actions
1	Submission of professional documents	Head of Institutions, Teachers	Received, approved and updated professional documents	Annually	4	On Hold	Actions
2	Planning meetings before school opening involving all staff to set school TPAD Activity calendar	Senior Management Team, Head of Institutions, Teachers	Staff meeting minutes; School TPAD Activity calendar	Annually	365	On Hold	Actions
3	Undertaking Lesson observations and identifying and documenting teacher's professional gaps	Head of Institutions, Deputy Head Teacher, Head of Department, Appraiser, Appraisee	Filled Lesson Observation records	Termly	70	On Hold	Actions
4	Supporting the Teacher Professional Development (TPD) in regard to the identified gaps	Head of Institutions, Deputy Head Teacher, Head of Department, Appraiser	Records of TPD activities; meetings/plan/interventions	Termly	90	On Hold	Actions

Figure 87- Form 2- 7- 2- TPAD CoA

From the above interface, the HOI can adjust the start and end date by selecting hold activity from the drop down in the action button above. The following form will be shown.

Put Activity on Hold

Reason:

Tests

Start Date:

02/14/2019

End Date:

02/07/2019

Edit

Close

Figure 88- Put activity on Hold

To add a custom activity the HOI will use the interface below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

TPAD Year: 2019
Term: Term 1

+ Add Custom Activity Print COA

Show 10 entries Search:

#	TPAD Activity	Action By	Evidence	Start Date	End Date	Actions
1	TPAD Activity Test	Head of Institutions, Deputy Head Teacher	Updated Activities	2019-12-20	2019-01-19	Edit
2	Susmission Test	County Director, Sub County Director	updated coas	2019-12-31	2019-01-31	Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 89- Custom Activities Interface

On clicking add custom activity the following form will be displayed.

Add Custom Activity

TPAD Activity
e.g submission of professional documents e.t.c

Action By

Evidence
e.g Updated Professional Documents

StartDate
mm/dd/yyyy

EndDate
mm/dd/yyyy

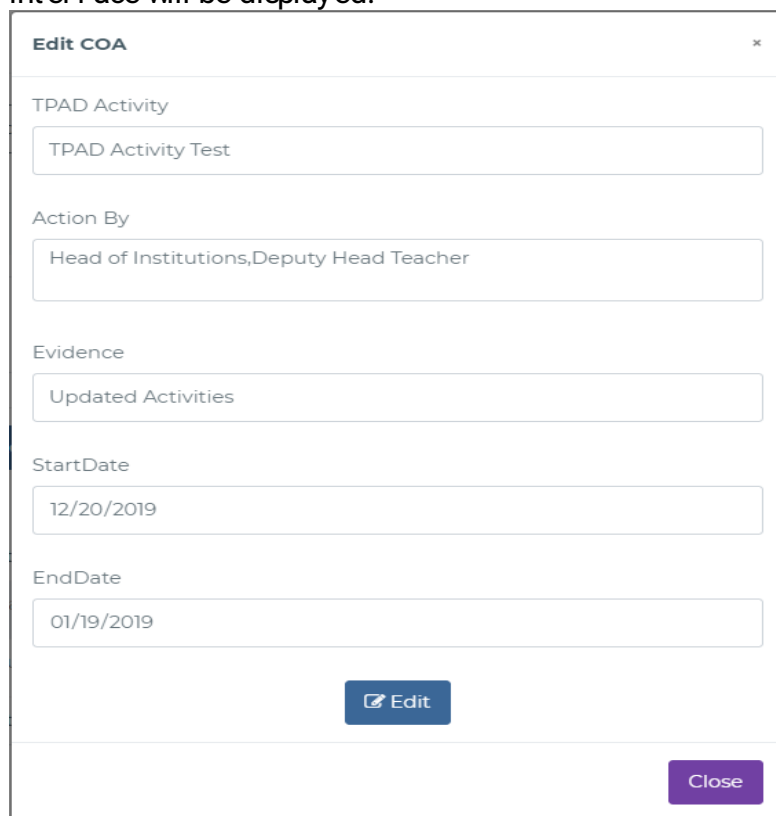
[Save](#) [Close](#)

Figure 90- Add Custom Activity

The custom activities can also be edit by clicking edit from figure 42 above. The following

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

interface will be displayed.



The screenshot shows a web-based form titled "Edit COA". It contains several input fields: "TPAD Activity" with the value "TPAD Activity Test", "Action By" with the value "Head of Institutions, Deputy Head Teacher", "Evidence" with the value "Updated Activities", "StartDate" with the value "12/20/2019", and "EndDate" with the value "01/19/2019". At the bottom of the form, there is a blue "Edit" button and a purple "Close" button.

Figure 91- Form- 2- 7- 2- b- Editing Custom Activity in the TPAD CoA

2.8.5 Appraisal Counter- Signing

The HOI will review completed application and make final remarks on the approvals itself and any career progression comments. The interface below will provide the HOI with the ability to search for an appraisal and to make the relevant comments and recommendations. The HOI can access countersigning by selecting **INSTITUTIONAL APPRAISALS >>Institutional Appraisals>>Counter signing**. The following interface will be displayed.

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The interface is divided into two main sections. The left section, labeled '1 Awaiting Counter-Signing' with a person icon, contains a table of appraisals. The right section, labeled '5 Counter-Signed Appraisals' with a monitor icon, is currently empty. The table in the left section has the following data:

Appraisee Name	Appraisee TSC Number	Appraiser Name	Appraiser TSC Number	Schedule Date	Schedule Time	Action
Teacher Mathenge Esther	700614	Deputy Teacher Head	30959853	5th February, 2019	01:00 AM	Countersign

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' navigation buttons. A search bar is located at the top right of the table area.

Figure 92- Countersigning Interface

From the above interface the HOI can access the appraisals that are awaiting counter signing and those already countersigned.

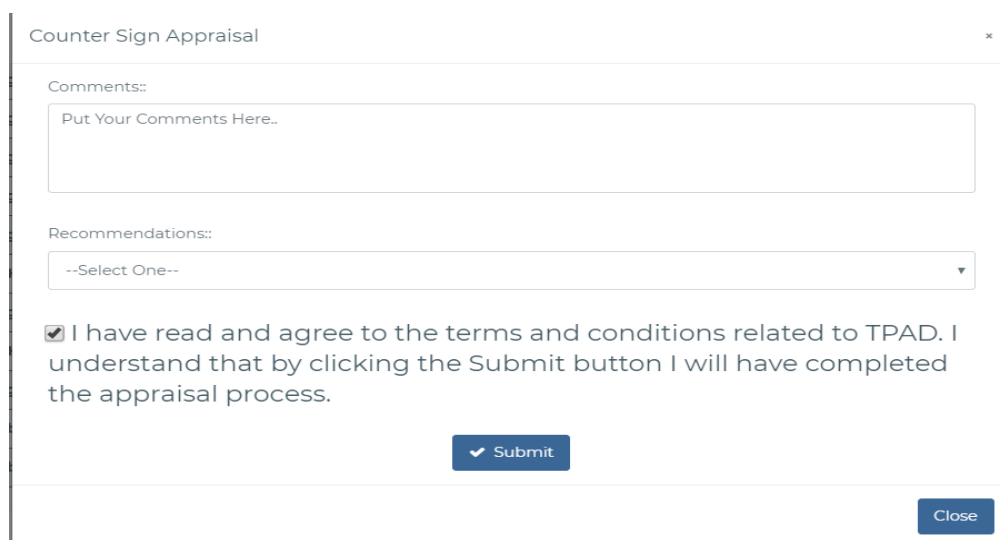
On clicking countersign button from the above interface the HOI will view the whole appraisal (detailed and summary) as shown below. From this interface the HOI can either countersign if the appraisal is okay or cancel an appraisal if the appraisal process was not conducted according to the TPAD standards.

This interface shows two main buttons: '✓ Counter-Sign' and '✗ Cancel Appraisal'. Below these buttons, the 'Appraisal Status' is displayed as 'Awaiting Counter Signing'. At the bottom right, there is a 'Back to Assessment' button.

Figure 93- Cancel/Counter sign.

On clicking countersign button from figure 93 above the form below will be displayed for the HOI to complete the countersign process by putting any comments and selecting any recommendations for the appraisee.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



Counter Sign Appraisal

Comments:

Put Your Comments Here..

Recommendations:

--Select One--

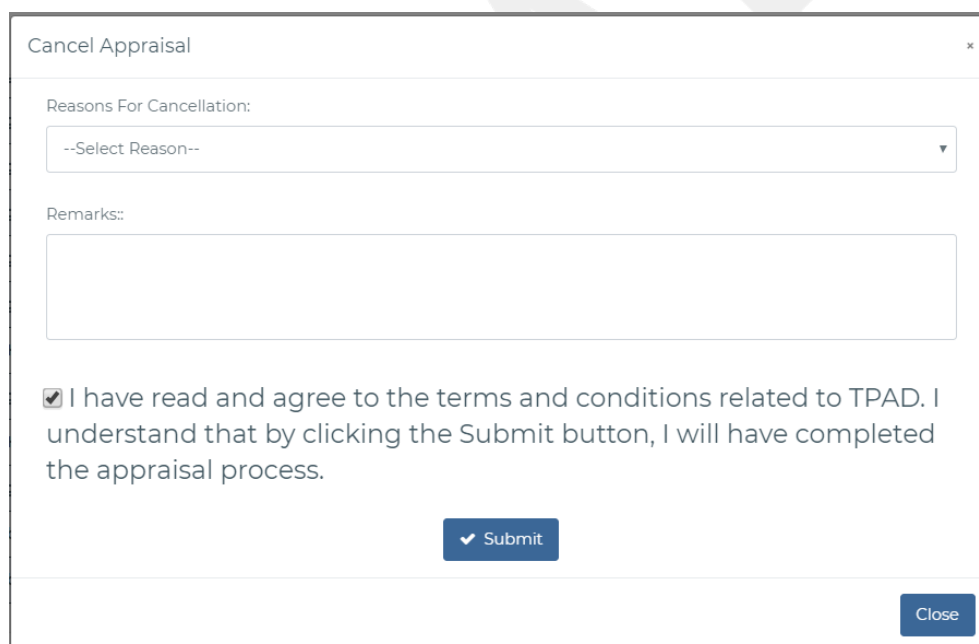
☒ I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button I will have completed the appraisal process.

Submit

Close

Figure 94- Countersign

If the HOI clicks cancel appraisal from figure 46, the following form will be displayed.



Cancel Appraisal

Reasons For Cancellation:

--Select Reason--

Remarks:

☒ I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button, I will have completed the appraisal process.

Submit

Close

Figure 95- Form 2- 7- 4- Cancel Appraisal.

d). Weekly Lesson Attendance

The DHT/ HOI is required to update weekly lesson attendance. This can be accessed by selecting **INSTITUTIONAL APPRAISALS >>Institutional Appraisals >>Weekly Attendance**. The following interface will be displayed.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Year: --- Add Year --- Term: --- Add Term --- Week Ending: mm/dd/yyyy

Search

+ Add Attendance

Show 10 entries Search:

Teacher	TSC No	Term	Week Ending	Lesson Attended	Lesson Missed	Lesson Recovered	Remarks	Action
Deputy Head Teacher	30959853	2	2018-12-29	8	8	7	details	Edit Attendance
Hellen Maloba Ganjin	123456789	3	2019-01-04	6	3	2	The teacher was unwell	Edit Attendance
Hellen Maloba Ganjin	123456789	35	2019-01-11	5	3	2	The teacher should improve	Edit Attendance
Hellen Maloba Ganjin	123456789	5	2019-10-02	5	3	20	Comments Here	Edit Attendance
Nicholas Kimolo Mutua	146355944	35	2019-01-19	10	2	100	Good work done	Edit Attendance

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 96- Weekly Lesson Attendance.

On clicking Add attendance button, the head of institution will have the below interface to enter details as per the appraisal Lesson attendance Summary.

Add Weekly Lesson Attendance Summary

Teacher: --Select Teacher--

Week Ending: mm/dd/yyyy

No. Of Lesson Attended:

No. Of Lesson Recovered:

No. Of Lesson Missed:

Details as per Appraisal Lesson Attendance Summary

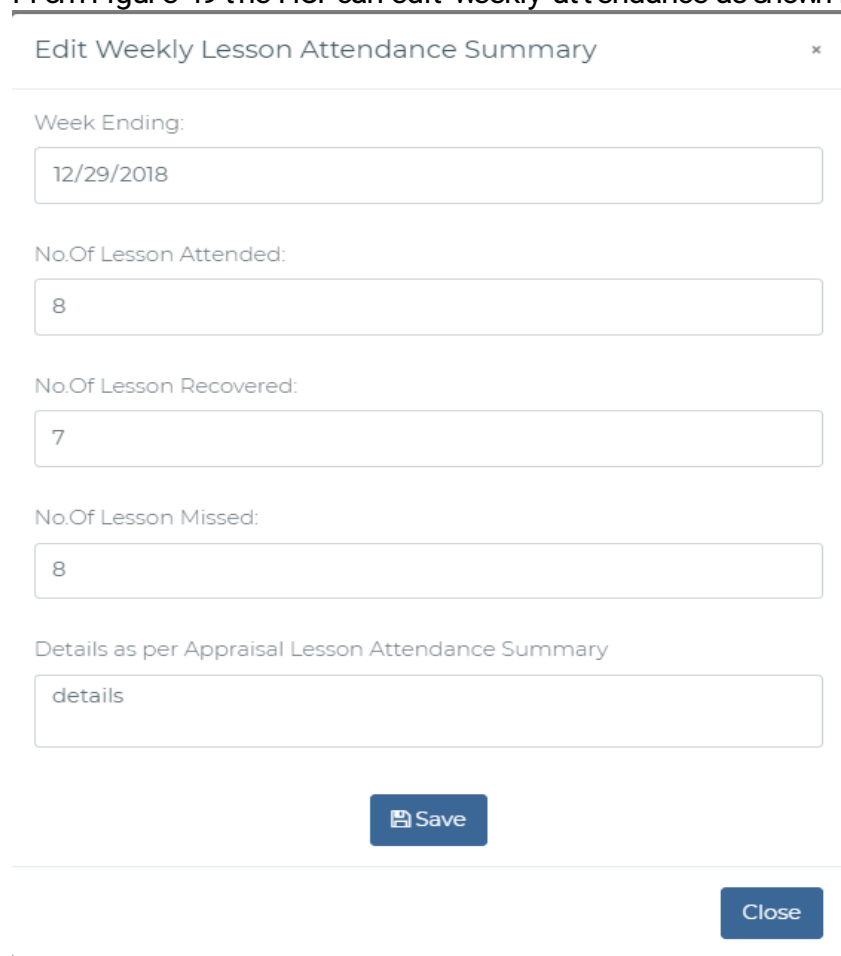
Save

Close

Figure 97- Add Weekly Attendance.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

From figure 49 the HOI can edit weekly attendance as shown below.



The screenshot shows a web form titled "Edit Weekly Lesson Attendance Summary" with a close button (X) in the top right corner. The form contains several input fields and buttons:

- Week Ending:** A text input field containing "12/29/2018".
- No.Of Lesson Attended:** A text input field containing "8".
- No.Of Lesson Recovered:** A text input field containing "7".
- No.Of Lesson Missed:** A text input field containing "8".
- Details as per Appraisal Lesson Attendance Summary:** A text input field containing "details".
- Save:** A blue button with a floppy disk icon and the text "Save".
- Close:** A blue button with the text "Close".

Figure 98- Edit Weekly Lesson Attendance.

2.8.6 TPD Appraisal Based Interventions

The HOI will be able to design TPD Interventions at the School Level using the interface below. From the HOI's portal this module can be accessed by selecting **TPD Program>>Institutional TPD plan>>Create TPD plans**.

Filter Search

Year: --- Add Year --- Term/Qtr: --- Add Term/Qtr --- Plan Type: --- Add Type ---

Search

+Add Plan

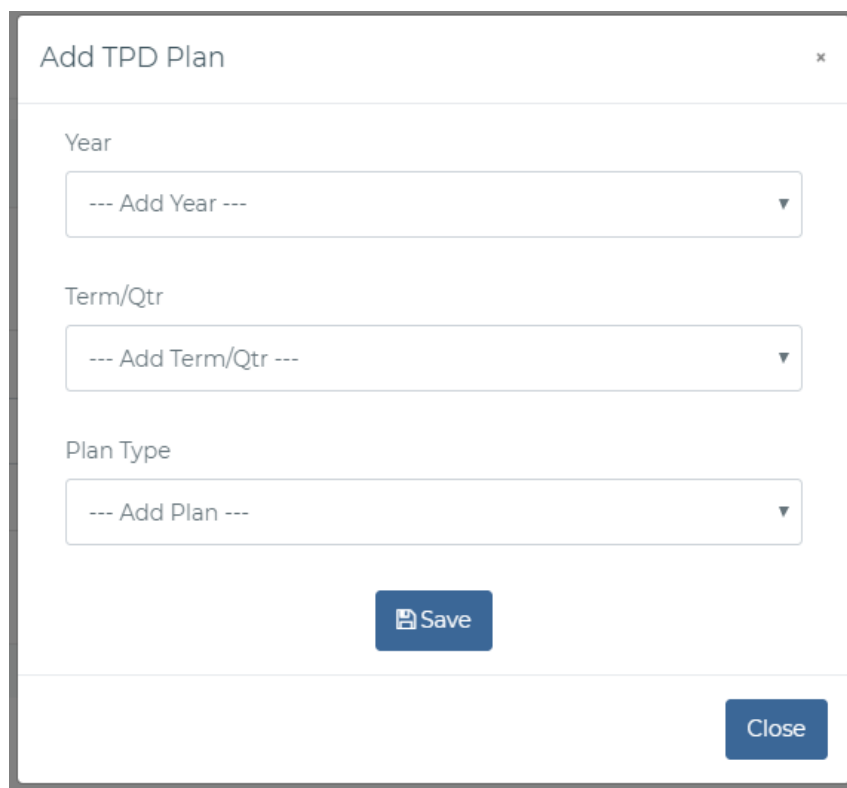
Show 10 entries

#	Year	Term/Qtr	Plan Type	Creation Date	Actions
1	2019	1	Termly	2019-01-05	Actions
2	2018	3	Quartely	2019-01-05	Actions
3	2018	2	Termly	2019-01-14	Actions
4	2019	2	Termly	2019-01-23	Actions
5	2019	3	Quartely	2019-02-11	Actions

Figure 99- Create TPD Plan.

From figure 52 above the HOI can create a new plan by clicking add plan button to view the following form.

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The image shows a modal dialog box titled "Add TPD Plan" with a close button (x) in the top right corner. Inside the dialog, there are three dropdown menus: "Year" with the placeholder text "--- Add Year ---", "Term/Qtr" with the placeholder text "--- Add Term/Qtr ---", and "Plan Type" with the placeholder text "--- Add Plan ---". Below these dropdowns is a blue button with a floppy disk icon and the text "Save". At the bottom right of the dialog is another blue button with the text "Close".

Figure 100- Add TPD Plan

From figure 52 above the HOI can update a TPD plan by selecting update plan from the drop down on clicking actions.

The following interface will be viewable to the user to add and edit intervention based on the predefined gaps categories and subcategories.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

+ Intervention

Previous Page

List of Interventions for Plan:
2019 Term 1

Show 10 entries

Search:

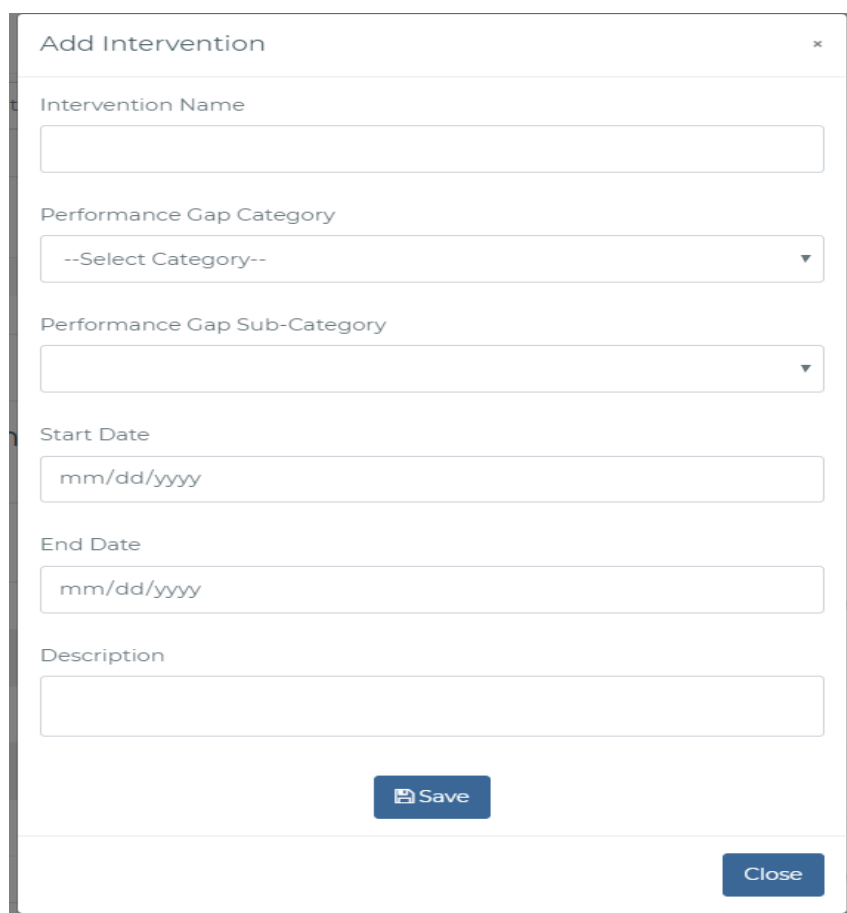
#	Performance Gap Category	Performance Gap sub Category	StartDate	EndDate	Intervention	Actions
1	Public Speaking	Public Speaking Subcategory 2	2019-01-25	2019-01-25	Intervention Three	<input type="button" value="Actions"/>
2	Time keeping	Time Keeping Subcategory 1	2019-01-26	2019-01-16	Intervention One	<input type="button" value="Actions"/>
3	Records Keeping	Records Keeping Subcategory 2	2019-01-30	2019-01-17	Intervention Two	<input type="button" value="Actions"/>
4	Time keeping	Time Keeping Subcategory 2	2019-12-31	2019-12-31	Intervention	<input type="button" value="Actions"/>
#	Performance Gap Category	Performance Gap sub Category	StartDate	EndDate	Intervention	Actions

Showing 1 to 4 of 4 entries

Figure101- Gaps interventions.

From figure 54 above, the HOI can add a new intervention by clicking intervention button and view a form such as the one below.

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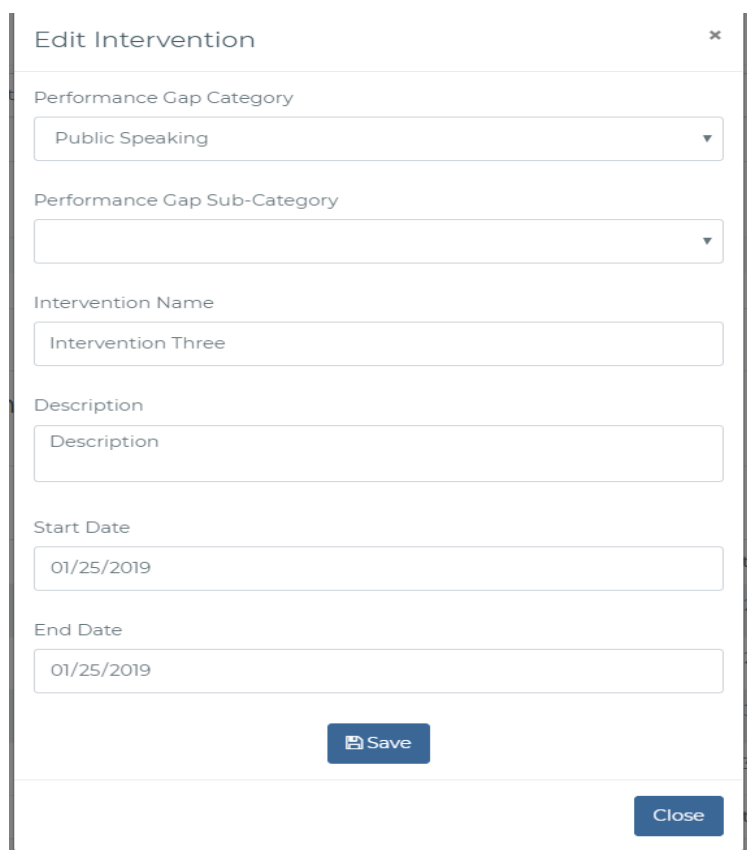
The image shows a web-based form titled "Add Intervention" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Intervention Name:** A text input field.
- Performance Gap Category:** A dropdown menu with the placeholder text "--Select Category--".
- Performance Gap Sub-Category:** A dropdown menu.
- Start Date:** A date input field with the placeholder text "mm/dd/yyyy".
- End Date:** A date input field with the placeholder text "mm/dd/yyyy".
- Description:** A text input field.
- Buttons:** A blue "Save" button with a floppy disk icon and a blue "Close" button.

Figure 102- Add gaps interventions.

From figure 54 above, the HOI can edit an intervention by clicking edit from the actions drop down to view the following form.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



Edit Intervention ✕

Performance Gap Category
Public Speaking ▼


Performance Gap Sub-Category
▼

Intervention Name
Intervention Three

Description
Description

Start Date
01/25/2019

End Date
01/25/2019

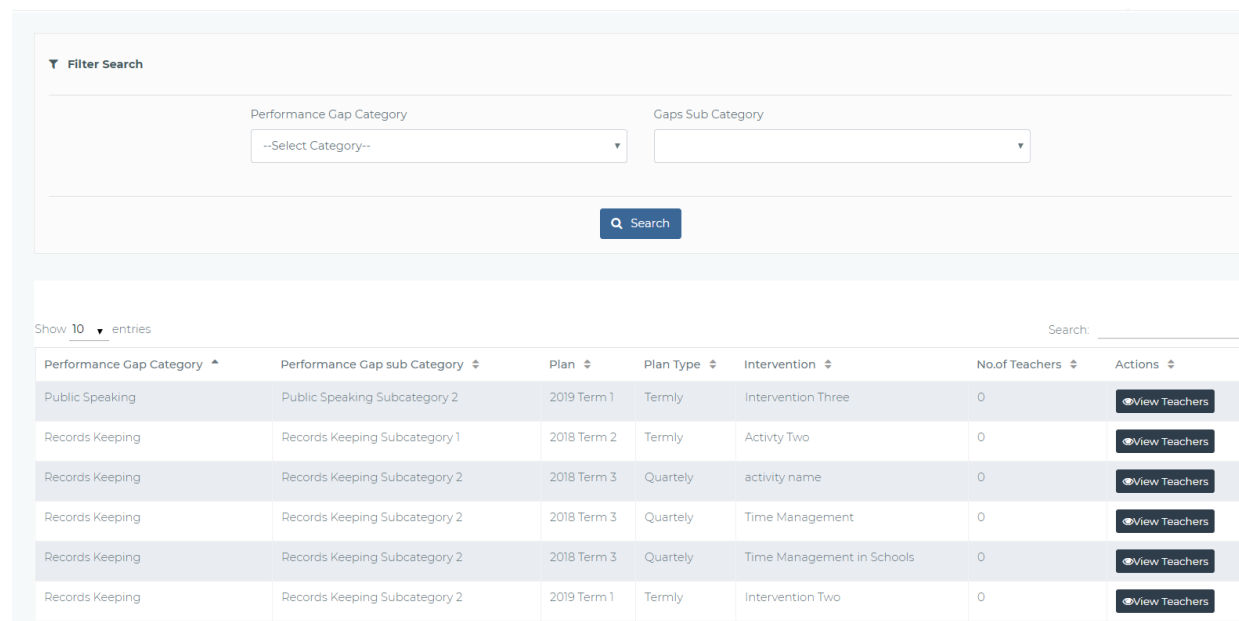
 Save

Close

Figure 103- Edit Gap Interventions.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

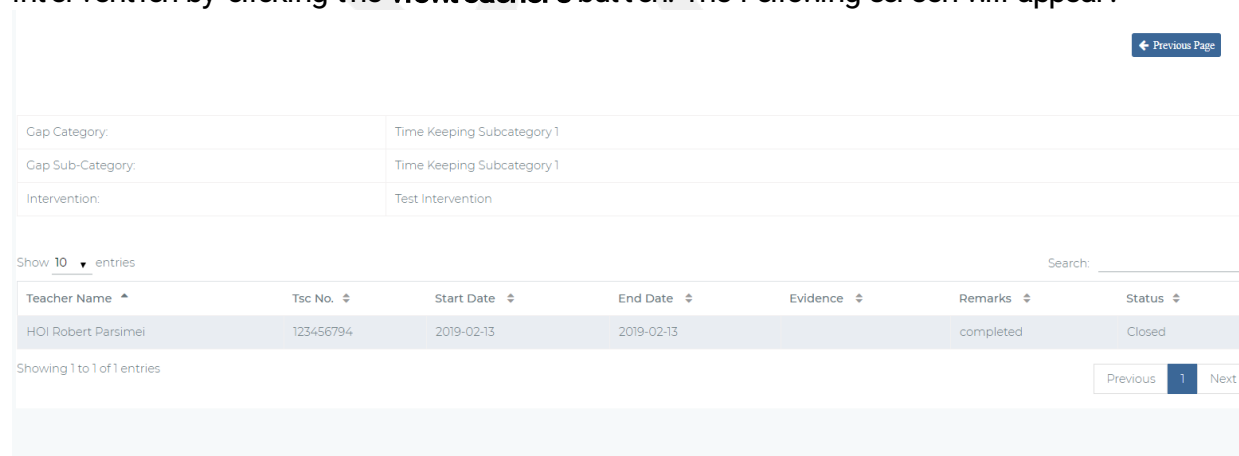
After Creating gaps interventions, the HOI can proceed to track the progress of the teachers. This can be accessed from the HOI portal by selecting **TPD Program>>Institutional TPD plan>>Track TPD progress**.



Performance Gap Category	Performance Gap sub Category	Plan	Plan Type	Intervention	No. of Teachers	Actions
Public Speaking	Public Speaking Subcategory 2	2019 Term 1	Termly	Intervention Three	0	View Teachers
Records Keeping	Records Keeping Subcategory 1	2018 Term 2	Termly	Activity Two	0	View Teachers
Records Keeping	Records Keeping Subcategory 2	2018 Term 3	Quartely	activity name	0	View Teachers
Records Keeping	Records Keeping Subcategory 2	2018 Term 3	Quartely	Time Management	0	View Teachers
Records Keeping	Records Keeping Subcategory 2	2018 Term 3	Quartely	Time Management in Schools	0	View Teachers
Records Keeping	Records Keeping Subcategory 2	2019 Term 1	Termly	Intervention Two	0	View Teachers

Figure 104- Track TPD Interventions

From figure 57 above the HOI can view the teachers who have undertaken a particular gap intervention by clicking the **view teachers** button. The following screen will appear.



Teacher Name	Tsc No.	Start Date	End Date	Evidence	Remarks	Status
HOI Robert Parsimei	123456794	2019-02-13	2019-02-13		completed	Closed

2019 TPAD - System - View tpd progress

Figure 105- View TPD progress

2.9 PERFORMANCE CONTRACTING

The system generates a PC Contract. If Primary School HOI the PC is reviewed by CSO and

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counter- signed by the Sub- County Director. If Secondary School Hol the PC is reviewed and signed by the SUB- County Director and Counter- Signed by the County Director.

2.9.1 Create OWP (Operational Work Plan)

The Performance Contracting menu/module is only available to Hols. On choosing Performance Contracting on the menu the user will be able to access the following interface. This interface displays a list of all Performance Contracts and their relevant approval status. This can be accessed by clicking **Performance Contracting >>Create PC plan>>Create OWP**.

Filter Search

Year: --- Add Year --- Status: --- Add Status ---

Search

List of Performance Contracts

Show 10 entries Search:

#	Year	Date Signed	Total Criteria	Total Performance Indicators	Total Activities	OWP Completion Status	Approval Status	CSO Approval	Actions
1	2019	2019-01-10	6	26	60	Incomplete	Approved	Approved	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 106- PC create OWP Landing Page.

On clicking the action button from the figure 58 and choosing create OWP from the dropdown above the following interface will appear. The interface below displays a list of all activities in a PC with an option to update a specific activity (to include a Start Date, End Date, Performance Indicators, Required Resources, Estimated Costs and actors). The Hol can search a specific activity by performance criteria category, performance criteria sub category or by activity name before updating the activity with the relevant information making the PC relevant to the institution.

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Filter Search

PC Criteria: PC Targets:

List of PC Activities.

Show 10 entries

#	PC Criteria	Performance Indicators	Activity	Weight Contribution	Status	Actions
1	Financial Steward and Discipline	Absorption of Allocated Funds.	Utilization of funds allocated as per approved budget	3	Active	<input type="button" value="Add Output"/>
2	Financial Steward and Discipline	Absorption of Allocated Funds.	Compliance to the existing financial management regulations and guidelines for schools	2	Active	<input type="button" value="Add Output"/>
3	Service Delivery Indicators	Resolution of Public Complaints	Adhere to Public Procurement and Asset Disposal Act (2015).	1	Active	<input type="button" value="Add Output"/>

Figure 107- PC Activities Related to a PC Contract.

On clicking add output from the above interface the HOI can create OWP for the institution.

PC Contract: 2019

PC Criteria: Financial Steward and Discipline

Performance Indicator: Absorption of Allocated Funds.

PC Activity: Utilization of funds allocated as per approved budget

Activity Weight Contribution: 3

List of Outputs

Show 10 entries

#	Output	Performance Indicator	Start Date	EndDate	Resources	Estimated Cost(Ksh)	Actors	Weight Contribution	Action
1	Outputs	PI Test	2019-01-01	2019-01-18	Resources Test	100	Actors	19	<input type="button" value="Edit"/>
2	Expected Output Copy	Pls	2019-01-02	2019-01-12	Resources	3000	Actors	1	<input type="button" value="Edit"/>
3	0	inplace	2019-02-13	2019-02-28	pcs	100	0	0.1	<input type="button" value="Edit"/>

Showing 1 to 3 of 3 entries

Figure 108- Create OWP

From figure 60 above the HOI can create new outputs by clicking on add output button above.

The following form will appear.

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Create OWP ×

StartDate mm/dd/yyyy	Performance Indicators
EndDate mm/dd/yyyy	Required Resources
Expected Output	Estimated Cost(Ksh)
Actors	Weight Contribution(Max Weight ::0)

Save

Close

Figure 109- Form2- 8- Add new Output

On clicking **Edit** from figure 60 the Hol will be able to edit the OWP activities providing the relevant planning details as indicated above.

Edit OWP

StartDate	Performance Indicators
01/01/2019	PI Test
EndDate	Required Resources
01/18/2019	Resources Test
Expected Output	Estimated Cost(Ksh)
Outputs	100
Actors	Weight Contribution(Max Weight :1.9)
Actors	1.9

Save

Close

Figure 110- Form- 2- 8- Edit OWP Activity

2.9.2 Update OWP

Based on the parameters configured in the **Create OWP** interface, the Hol will be able to provide Monthly, Termly and Yearly Updates to the OWP which intern informs the PC Contract Report. To update the OWP, the user will use the interface below by selecting **Performance Contracting >>Create PC plan>>Update OWP**.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Filter Search

Year: --- Add Year --- Status: --- Add Status ---

Search

List of Performance Contracts

Show 10 entries Search:

#	Year	Date Signed	Total Criteria	Total Performance Indicators	Total Activities	OWP Completion Status	Approval Status	CSO Approval	Actions
1	2019	2019-01-10	6	26	60	Incomplete	Approved	Approved	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 111- Form 2- 8- 3- Update OWP

On clicking the UPDATE link above from the dropdown under Actions, the Hol will view the PC Activities where they will provide updates of the OWP they had created.

Filter Search

PC Criteria: --- Add Criteria --- PC Performance Indicators: ---

Search

Previous Page

Show 10 entries Search:

#	PC Criteria	Performance Indicators	Activity	Weight Contribution	Status	Actions
1	Financial Steward and Discipline	Absorption of Allocated Funds.	Utilization of funds allocated as per approved budget	3	Active	Update OWP
2	Financial Steward and Discipline	Absorption of Allocated Funds.	Compliance to the existing financial management regulations and guidelines for schools	2	Active	Update OWP
3	Service Delivery Indicators	Resolution of Public Complaints	Adhere to Public Procurement and Asset Disposal Act (2015).	1	Active	Update OWP

Figure 112- PC Activities

On clicking update owp from the above interface the following interface will be available for

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

the HOI to provide the updates shown in the below screenshot.

PC Criteria : Financial Steward And Discipline | Performance Indicator: Absorption Of Allocated Funds | PC Activity : Utilization Of Funds Allocated As Per Approved Budget

Output	Performance Indicator	StartDate	EndDate	Resources	Estimated Cost	Actors	Weight Contribution	Completion Status
Outputs	PI Test	2019-01-01	2019-01-18	Resources Test	100	Actors	19	Completed
Expected Output Copy	Pls	2019-01-02	2019-01-12	Resources	3000	Actors	1	Ongoing
0	inplace	2019-02-13	2019-02-28	pcs	100	0	01	Ongoing

Reporting Period	Termly
Actual Achievement:	test
Variance	1
Cause Of Variance	test
Suggested Intervention	Test

[Save](#)

Figure 113- Form 2- 8- 4- b- Update OWP Activity

2.9.3 Print PC Report

This is the report that is generated by the HOI containing the OWPs that they have created and the achievement measure in each. This can be accessed via **Performance Contracting >>Create PC plan>>Print OWP**.

Filter Search

Year: Status:

[Search](#)

List of Performance Contracts

Show **10** entries

#	Year	Date Signed	Total Criteria	Total Performance Indicators	Total Activities	OWP Completion Status	Approval Status	CSO Approval	Actions
1	2019	2019-01-10	6	26	60	Incomplete	Pending Approval	Approved	View OWP

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

© 2019 TPAD - System - Print owps

Figure 114- Print OWP landing page

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On clicking view OWP from the figure above, the HOI view the PC with option to print the template.

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PC Contract : Primary School

Year : 2019

1- Financial Steward and Discipline
1.1 Performance Indicator- Absorption of Allocated Funds.(Units of Measure=%) (Weight=5)
1.1.1 Activity : Utilization of funds allocated as per approved budget

Start Date	End Date	Expected Output	Required Resources	Weight Contribution	Achievement Measure	Variance
2019-01-01	2019-01-18	Outputs	Resources Test	1.9	1	0.9

Start Date	End Date	Expected Output	Required Resources	Weight Contribution	Achievement Measure	Variance
2019-01-02	2019-01-12	Expected Output Copy	Resources	1		1

Start Date	End Date	Expected Output	Required Resources	Weight Contribution	Achievement Measure	Variance
2019-02-13	2019-02-28	0	pcs	0.1		0.1

1.1.2 Activity : Compliance to the existing financial management regulations and guidelines for schools

Start Date	End Date	Expected Output	Required Resources	Weight Contribution	Achievement Measure	Variance

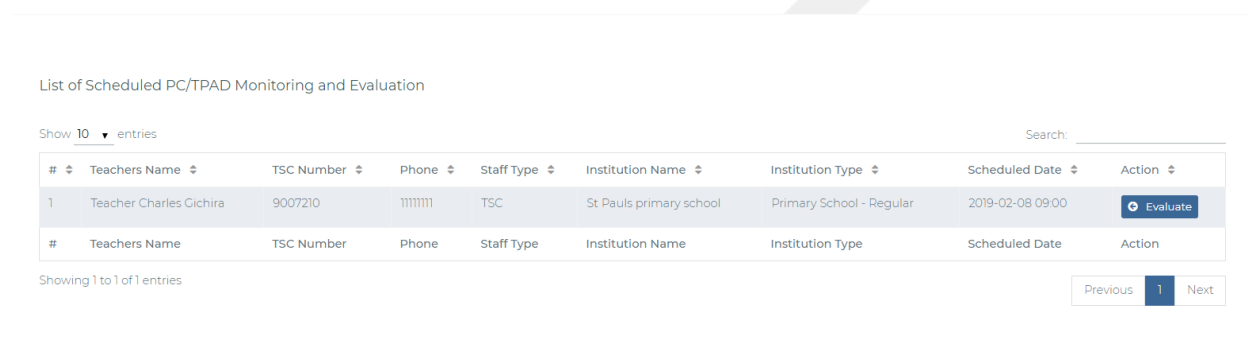
Figure 115- Form-2-8-5-PC Report

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2.8.5. PC Monitoring schedule.

CSO, Sub county directors, County Directors and TSC Headquarters officials are provided with an interface to be able to monitor all the PC activities for a school. The TSC Administrators can schedule M&E visits and print out a visit schedule.

On developing a PC Monitoring Schedule, the user will land onto an interface like the one below for school visits planning.



List of Scheduled PC/TPAD Monitoring and Evaluation

Show 10 ▾ entries

Search: _____

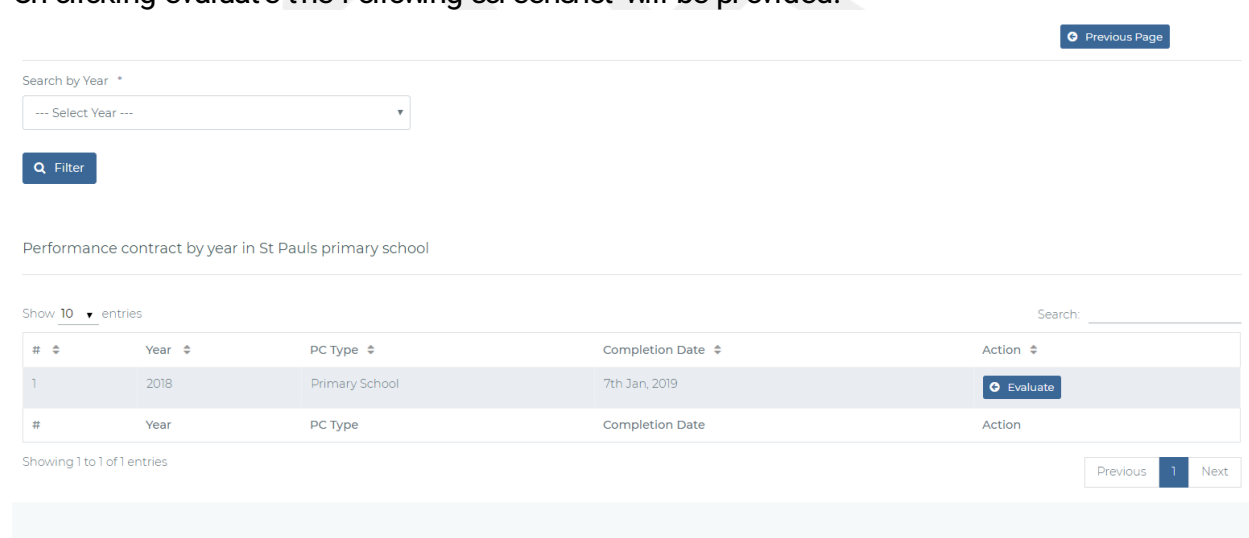
#	Teachers Name	TSC Number	Phone	Staff Type	Institution Name	Institution Type	Scheduled Date	Action
1	Teacher Charles Gichira	9007210	11111111	TSC	St Pauls primary school	Primary School - Regular	2019-02-08 09:00	Evaluate

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 116- Teacher and school that CSO/SCD will visit

On clicking evaluate the following screenshot will be provided.



[Previous Page](#)

Search by Year *

--- Select Year --- ▾

[Filter](#)

Performance contract by year in St Pauls primary school

Show 10 ▾ entries

Search: _____

#	Year	PC Type	Completion Date	Action
1	2018	Primary School	7th Jan, 2019	Evaluate

Showing 1 to 1 of 1 entries

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Figure 117- Evaluate PC

By clicking Evaluate the following interface should be provided.

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Filter Search

PC Criteria

--- Add Criteria ---

PC Targets

Search

Previous Page

#	PC Criteria	PC Targets	Activity	Weight Contribution	Status	Actions
1	Financial Steward and Discipline	Absorption of Allocated Funds.	Utilization of funds allocated as per approved budget	3	Active	Evaluate Activity
2	Financial Steward and Discipline	Absorption of Allocated Funds.	Compliance to the existing financial management regulations and guidelines for schools	2	Active	Evaluate Activity
3	Service Delivery Indicators	Resolution of Public Complaints	Adhere to Public Procurement and Asset Disposal Act (2015).	1	Active	Evaluate Activity
4	Service Delivery Indicators	Resolution of Public Complaints	Complaints received in the school.	0.5	Active	Evaluate Activity
5	Service Delivery Indicators	Resolution of Public Complaints	Complaints that have been resolved indicating details of the resolutions made.	1.5	Active	Evaluate Activity

Figure 118- Evaluate activities

On clicking evaluate activity the following menu will be displayed for the CSO/SCD to add comments

TEACHERS SERVICE COMMISSION

Dashboard

Appraisal

Schedule Standard Assessments

Standard Assessments Schedule

Lesson Observation

TPD

PC Criteria: Financial Steward And Discipline

PC Target: Absorption Of Allocated Funds.

PC Activity: Utilization Of Funds Allocated As Per Approved Budget

Activity Completion (%)

0%

Weight Attained

3.1999999999999997 out of 3

Total Activity Weight

3 out of 100

HOI Comments:

Comment	Date
comment one	2019-01-12

Output	Performance Indicator	StartDate	EndDate	Resources	Estimated Cost	Actors	Reporting Period	Achievement	Weight Contribution	Completion Status
Outputs	PI Test	2019-01-01	2019-01-18	Resources Test	100	Actors	Annual	1	1	Complete
Expected Output Copy	Pls	2019-01-02	2019-01-12	Resources	3000	Actors	Annual		1	Ongoing
0	inplace	2019-02-13	2019-02-28	pcs	100	0	Annual		0.1	Ongoing

Comments On Activity

Add Comments

Comment	Date	Action
Edited comment	2019-01-04	Edit
cs0 comment	2019-01-04	Edit

2.10 REPORTING

The teacher is able to View/ Print /Export the following reports:

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- 1) Lesson attendance summary report
- 2) Learner's progress report
- 3) Teaching standards appraisal summary report
- 4) Teacher performance development report
- 5) Arbitration report
- 6) Print Performance Contracting Report

Report 4,5,6 will be generated by the Hol

2.10.1 Lesson Attendance Summary Report

This report will generate a summary of teacher attendance summary, by term and year.

Reports Portal > Lesson attendance report 16th Feb, 2019

County *
--- Select County---

Subcounty *
--- Select Subcounty---

Zone *
--- Select Zone---

Institution Type *
--- Select Institution Type---

Term/Quarter *
--- Select Term/Quarter ---

Year *
--- Select Year ---

Institution Code

Show 10 entries

#	Institution Name	Institution Code	Institution Type	County	Subcounty	Zone	Year	Term/Quarter	Total No of lessons to be taught	Actual lessons taught	% No of lessons taught	Lessons not taught	% Of lessons not taught	Lessons recovered	Lessons not recovered
1	St Pauls primary school	390920399	Primary School - Regular	Nairobi	Roysambu	GITHURAI	2019	Term 1	168	287	24250	119	-14233	74	45
2	St John Secondary school	712213214	Secondary School - Regular	Nairobi	Dagoretti South	GITHURAI	2019	Term 1	-75	62	-24167	137	34167	11	126
3	Nairobi Primary	390920399	Primary School - Regular	Nairobi	Roysambu	GITHURAI	2019	Term 1	105	130	6400	25	3600	16	9

Figure 119- Form 2- 9- 1- Lesson Attendance Summary Report

2.10.2 Learner's Progress Report

This is a report about the learners' progress with the ability to search by year, term, class/ form, institution and subject

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

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

KIB Learners Progress

County * Subcounty * Zone *

--- Select County --- --- Select Subcounty --- --- Select Zone ---

Institution * Term/Quarter * Year *

--- Select Institution --- --- Select Term/Quarter --- --- Select Year ---

Institution Code [Filter](#)

Kenya Institute for the Blind - Learners Progress Report

#	Institution Name	Institution Code	County	Subcounty	Zone	Year	Term/Quarter	Subject	Past Mean	Target Mean	Mean
1	St Pauls primary school	390920399	Nairobi	Roysambu	GITHURAI	2019	Term 1	Mathematics	0.00	65.00	74

[Print](#) [Save As PDF](#) [Export To Excel](#)

Figure 120- Form 2- 9- 2- Teacher Learners Progress Report

2.10.3 Teaching standards appraisal summary report

The screen below displays a list of all assessments with an option to view a summary of the assessment ratings and print out detailed assessment ratings. To view teaching standards appraisal summary report, the teacher clicks on VIEW report in the interface below.

TEACHERS SERVICE COMMISSION

HOI Robert

DASHBOARD ---

Dashboard

APPRAISALS ---

Self Appraisals

INSTITUTION APPRAISALS ---

Appraiser Appraisals

Institutional Appraisals

TPD Program ---

Institutional TPD Plan

TPAD TPD

TPD MODULES

Performance Contracting ---

Create PC Plans

INSTITUTION SETTINGS ---

Filter Search

Domain Area: Standard Type: Year: Term/Qtr: Tsc No:

---Select Domain Area --- ---Select Standard --- --- Select Year --- --- Select Term ---

[Generate Report](#)

Show 10 entries

Term/Qtr	Year	Domain Area	Standard	Appraiser Name	Appraiser TSC No	Appraisal Status	Agreed Marks
1	2019	Instructional Delivery(teaching)	Teacher Professional Development	Teacher Herman Mogusu	800476	Finished Appraisal Meeting	8
1	2019	Teacher Conduct and Professionalism	Teachers Conduct & Professionalism	Teacher Herman Mogusu	800476	Finished Appraisal Meeting	22
1	2019	Instructional Delivery(teaching)	Professional Knowledge and Practice	Teacher Herman Mogusu	800476	Finished Appraisal Meeting	21
1	2019	Community of Practice	Participation in Professional Learning Community	Teacher Herman Mogusu	800476	Finished Appraisal Meeting	22
1	2019	Instructional Delivery(teaching)	Comprehensive Learning Environment	Teacher Herman Mogusu	800476	Finished Appraisal Meeting	11
1	2019	Instructional Delivery(teaching)	Teacher Professional Development	Teacher Wangari Kiru	500848	Complete	0
1	2019	Teacher Conduct and Professionalism	Teachers Conduct & Professionalism	Teacher Wangari Kiru	500848	Complete	0
1	2019	Instructional Delivery(teaching)	Professional Knowledge and Practice	Teacher Wangari Kiru	500848	Complete	0
1	2019	Community of Practice	Participation in Professional Learning Community	Teacher Wangari Kiru	500848	Complete	0
1	2019	Instructional Delivery(teaching)	Comprehensive Learning Environment	Teacher Wangari Kiru	500848	Complete	0

Showing 1 to 10 of 123 entries

[Export](#) [Print](#)

Previous 1 2 3 4 5 ... 13 Next

Figure 121- Standards Appraisal Reports Institution Level.

From a national level the appraisal reports will be as below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

The screenshot displays the 'Reports Portal > Appraisal performance report' interface. The left sidebar contains navigation links for 'Dashboard', 'Appraisal Reports', 'Performance Contract Reports', and 'Professional Development Report'. The main content area shows filters for 'Institution Level', 'Zone Level', 'Subcounty Level', 'County Level', and 'National Level'. The 'National Level' tab is active, showing a table with columns: #, Year, Term/Quarter, Domain Area, Competence Area, Target, Overall Mark scored, and Overall likert score. A single entry is visible for the year 2019, Term 1, under the Domain Area 'Instructional Delivery(teaching)' and Competence Area 'Teacher Conduct & Professionalism'. The target is 'Ability to act in the best interest of the learner and maintain high standards of ethics and professional requirements within and outside the institution (WT-6)'. The overall mark scored is 39, and the overall likert score is 3. Below the table, there are options to 'Print', 'Save As PDF', and 'Export To Excel'.

#	Year	Term/Quarter	Domain Area	Competence Area	Target	Overall Mark scored	Overall likert score
1	2019	Term 1	Instructional Delivery(teaching)	Teacher Conduct & Professionalism	Ability to act in the best interest of the learner and maintain high standards of ethics and professional requirements within and outside the institution (WT-6)	39	3

Figure 122- Form- 2- 9- 3- National level Standards Appraisal Summary

2.10.4 Performance Gap summary report

This report contains records of performance gaps with respective recommended actions.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Figure 123- Form 2-9-5 Teacher Performance Report

2.10.5 CPE Summary Reports

This report presents the number of teachers who have enrolled to different modules and chapters as shown below.

Figure 124- Form 2-9-5 CPE Report

2.10.6 Demographic Reports

These reports show,

1. Total number of institutions per county>>subcounty >>zone.
2. Total number of teachers per institution for county>>subcounty>>zone.
3. Total number of teachers per employment type for county>>subcounty>>zone

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

The reports are as shown below.

Reports Portal > Total No of institutions 11th Feb, 2019

County *
--- Select County ---

Subcounty *
--- Select Subcounty ---

Zone *
--- Select Zone ---

Institution Type *
--- Select Institution Type ---

Institution Code

Show 10 entries

#	Institution Name	Institution Code	Institution Type	County	Subcounty	Zone
13	nairobi schoolz	123	Primary School - Regular	Nairobi	Ruaraka	BABANDOGO
12	nairobi schoolz	1233445566	Primary School - Regular	Nairobi	Ruaraka	BABANDOGO
11	zonal school	1233445566	Primary School - Regular	Nairobi	Ruaraka	BABANDOGO
10	new School school	390920399	Primary School - Regular	Nairobi	Dagoretti South	NGANDO
9	Nakuru Primary	390920399	Primary School - Regular	Nairobi	Ruaraka	GITHURAI
8	Nairobi Primary	390920399	Primary School - Regular	Nairobi	Royambu	GITHURAI
7	Kilimo Primary	390920399	Primary School - Regular	Nairobi	Ruaraka	GITHURAI
6	Machakos Primary	390920399	Primary School - Regular	Nairobi	Ruaraka	GITHURAI
5	St Kawangware primary	390920399	Primary School - Regular	Nairobi	Royambu	GITHURAI
4	St John Secondary school	712213214	Secondary School - Regular	Nairobi	Dagoretti South	GITHURAI

Total no of institutions: 13

#	Institution Name	Institution Code	Institution Type	County	Subcounty	Zone
---	------------------	------------------	------------------	--------	-----------	------

Showing 1 to 10 of 13 entries

Figure 125- Number of institutions

Reports Portal > Teachers Demographic Report 11th Feb, 2019

County *
--- Select County ---

Subcounty *
--- Select Subcounty ---

Zone *
--- Select Zone ---

Institution Type *
--- Select Institution Type ---

Institution Code

Show 10 entries

#	Institution Name	Institution Code	Institution Type	County	Subcounty	Zone	Male	Female	Total
1	St John Secondary school	712213214	Secondary School - Regular	Nairobi	Dagoretti South	GITHURAI	3	0	3
2	St Kawangware primary	390920399	Primary School - Regular	Nairobi	Royambu	GITHURAI	6	0	6
3	Machakos Primary	390920399	Primary School - Regular	Nairobi	Ruaraka	GITHURAI	1	0	1
4	Kilimo Primary	390920399	Primary School - Regular	Nairobi	Ruaraka	GITHURAI	0	1	1
5	Nairobi Primary	390920399	Primary School - Regular	Nairobi	Royambu	GITHURAI	0	2	2
6	Nakuru Primary	390920399	Primary School - Regular	Nairobi	Ruaraka	GITHURAI	1	1	2
7	Test primary school	390920399	Primary School - Regular	Nairobi	Royambu	GITHURAI	14	6	20
8	St Bhakita	2	Primary School - Regular	Nairobi	Royambu	GITHURAI	2	1	3
9	South-B Primary	3695	Primary School - Regular	Nairobi	Ruaraka	GITHURAI	1	0	1
10	new School school	390920399	Primary School - Regular	Nairobi	Dagoretti South	NGANDO	0	0	0
11	zonal school	1233445566	Primary School - Regular	Nairobi	Ruaraka	BABANDOGO	0	0	0
12	nairobi schoolz	1233445566	Primary School - Regular	Nairobi	Ruaraka	BABANDOGO	0	0	0
13	nairobi schoolz	123	Primary School - Regular	Nairobi	Ruaraka	BABANDOGO	0	0	0
			Total			28	11	39	

#	Institution Name	Institution Code	Institution Type	County	Subcounty	Zone	Male	Female	Total
---	------------------	------------------	------------------	--------	-----------	------	------	--------	-------

Showing 1 to 1 of 1 entries

Figure 126- Number of teachers per institution

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

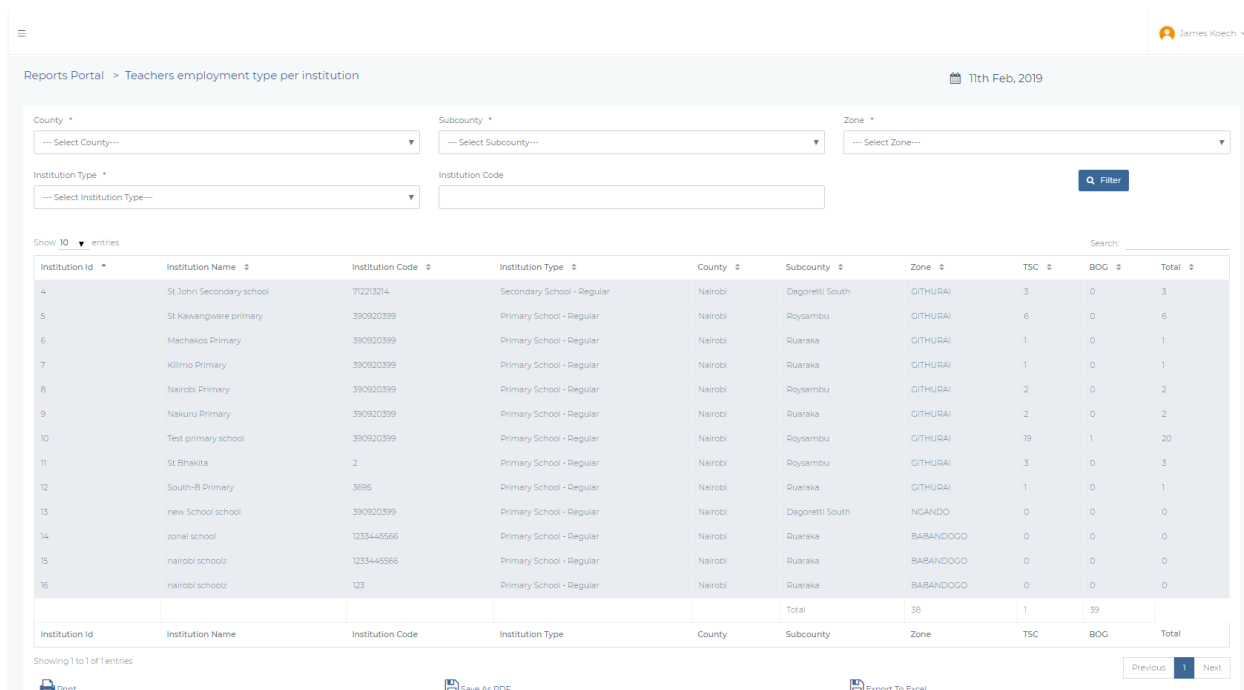


Figure 127- Number of teachers per employment type.

TSC ADMINISTRATORS PORTAL

This portal is accessible by the Curriculum Support Officers, Sub-County Director, County Directors and Teacher Service Commission HQ (especially QAS staff). It will implement different functionality to different user groups especially as it relates to geographical coverage. In this section of the document, we shall describe the system access based on the user role.

2.1 CURRICULUM SUPPORT OFFICER (CSO)

This level of access provides for a user to access only primary institutions zonal information (i.e individual teachers and the various primary institutions within the zone)

2.1.1 Login and Authentication

CSO provides his /her TSC number and account password for validation. On successful validation, the CSO gains access to the system. Authentication and system access is provided for, similarly to the **TEACHERS SELF- SERVICE PORTAL**

2.1.2 Appraisal

Upon successful authentication, the CSO will be taken to the appraisal landing page as shown below

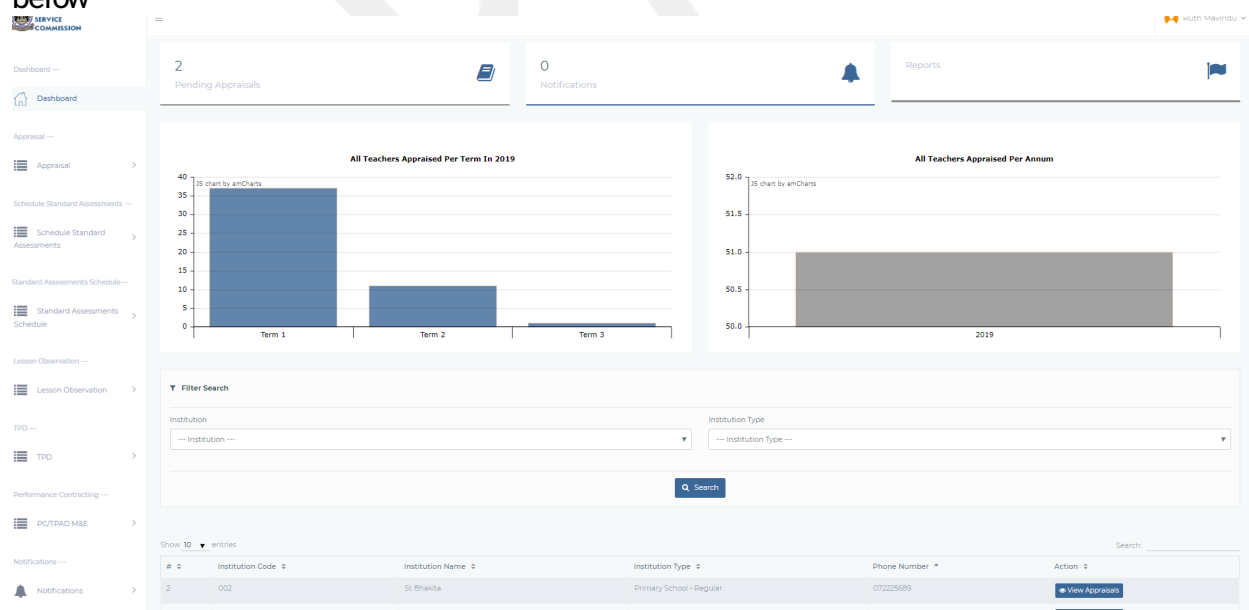


Figure 128- Form- 3- 1- 1- CSO Appraisal Dashboard Page

Upon clicking this button (Appraise), a Dropdown Button displays the following sub- menu options, which are further explained as below

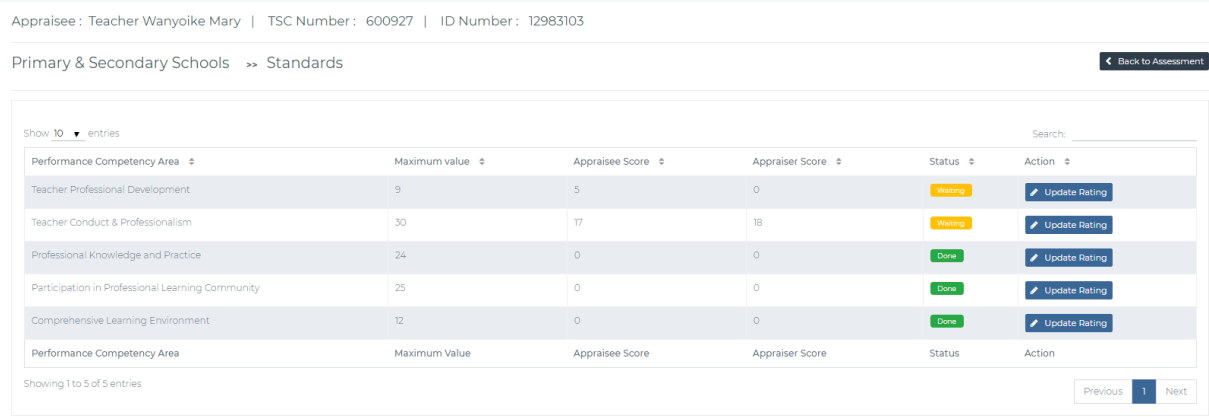
Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

- 1) Update Standard
- 2) Learners Progress Report
- 3) Lesson Attendance Summary
- 4) View / Print
- 5) Complete Assessment
- 6) Schedule Appraisal Meeting
- 7) Lesson Observation
- 8) Counter- Signing
- 9) Cancel Appraisal

These menu options are further explained below.

2.1.2.1 Update Standard

This displays a page as shown below



Appraiser: Teacher Wanyoike Mary | TSC Number: 600927 | ID Number: 12983103

Primary & Secondary Schools >> Standards [Back to Assessment](#)

Show 10 entries Search:

Performance Competency Area	Maximum value	Appraisee Score	Appraiser Score	Status	Action
Teacher Professional Development	9	5	0	Waiting	Update Rating
Teacher Conduct & Professionalism	30	17	18	Waiting	Update Rating
Professional Knowledge and Practice	24	0	0	Done	Update Rating
Participation in Professional Learning Community	25	0	0	Done	Update Rating
Comprehensive Learning Environment	12	0	0	Done	Update Rating
Performance Competency Area	Maximum Value	Appraisee Score	Appraiser Score	Status	Action

Showing 1 to 5 of 5 entries

[Previous](#) [1](#) [Next](#)

Figure 129- Form 3- 1- 2- 1- CSO Update Standard Interface

This interface enables the CSO to rate the Primary School Hol based on the Standards specified. In addition to rating, they can add comments.

2.1.2.2 Learner Progress Report

On clicking **Learners Progress Report**, the interface shown below is displayed to review and make comments on the Primary School Hol Learner Progress Report

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Annual Learners' Progress Record for all Subjects [Back to Assessment](#)

Learners Progress Report

Year : 2019

Term : Term 1

[Regular Learners Progress](#) [CBC Learners Progress](#) [SNE \(H, V, PH\) Learners Progress](#) [SNE \(MH + DB\) Learners Progress](#)

Regular Learners Progress

Show 10 entries Search:

Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)
Mathematics		0.00	100.00	50.00	-50.00
Mathematics	class 2	0.00	77.00	0.00	0.00
Subject	Class / Form	Previous Year Mean	Target Mean Score	Current Term Mean	Deviation (+/-)

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

Learners Progress Overall Comments

[Save Comment](#)

Figure 130- Form- 3- 1- 2- 2- CSO Learner Progress Report

This interface displays with an option of adding appraiser's comments. Which are saved on clicking the 'SAVE' button.

2.1.2.3 Lesson Attendance Summary

This captures the Primary School Hol Lesson Attendance Summary as per the TPAD standards. On selecting Lesson Attendance Summary from the menu option, the CSO will see the following interface

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Appraiser: Teacher Wanyoike Mary | TSC Number: 600927 | ID Number: 12983103

Teacher's Lesson Attendance Records [Back to Assessment](#)

Lesson Attendance Report

Year: 2019
Term: Term 1

Show 10 entries

Year	Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered
2019	Term 1	300	250	83%	50	17%	50	0
Year	Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered

Showing 1 to 1 of 1 entries

Appraiser Comment

[Save Comment](#)

Figure 131- Form 3- 1- 2- 3- CSO Lesson Attendance Summary

This interface displays lesson attendance summary with an option for adding appraiser comments. On clicking 'SAVE' the appraiser's comments are saved

2.1.2.4 View/ Finish Appraisal

On clicking **View/ Finish**, the interface shown below is displayed. This interface gives the appraiser an option of viewing or printing teacher summary/Detailed appraisal report. On clicking finish appraisal the appraisal will have been submitted ready for an appraisal meeting.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Term	Lessons To Be Taught	Actual Lessons Taught	% Lessons Taught	Lessons not Taught	% Lessons not Taught	Lessons Recovered	Lessons not Recovered	Remarks
Term 1	300	250	83%	50	17%	50	0	MA9000-88
Total	300	250	28%	50	6%	50	0	

Appraisal Audit Trail

Name	Level	Action	Date Done
Teacher Wanyoike Mary	Appraisee	Submitted appraisal for appraiser assessment	21st Jan, 2019

Final Appraisal Comment

[Submit Comment](#)

[Complete Appraisal](#) [Back to Assessment](#)

Figure 132- Form- 3- 1- 2- 4- CSO Appraisal Summary Report

2.1.2.5 Schedule Appraisal Joint Meeting

The CSO schedules a joint meeting date with the Head of Institution and the HOI is then notified via email or SMS. The Appraisal Joint Meeting workflow is as documented in Section 2.5 of this document.

After this joint appraisal meeting, the appraisal moves to Completed Appraisals ready for counter-signing by the Sub-County Director. After this process ends, the Appraisee (HOI) can now request for arbitration in case if he/she was not satisfied with the joint meeting rating. Generally, the arbitrator will be the Sub-County Director.

2.1.2.6 Arbitration

In the context where the CSO is an arbitrator, a list of arbitration cases that require the CSO's attention will be listed as shown below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

0 Awaiting Arbitration Scheduling

2 Scheduled Arbitration

Scheduled Arbitration Meeting

Show 10 ▼ entries

Appraisee Name	Appraisee TSC Number	Appraiser Name	Appraiser TSC Number	Schedule Date	Schedule Time	Action
Teacher Test Sample	123456794	Deputy Teacher Head	30959853	15th February, 2019	12:59 PM	Action
Teacher Test Sample	123456794	Deputy Teacher Head	30959853	7th February, 2019	06:58 PM	Action

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 133- Form 3- 2- 6- CSO Arbitration

When a CSO clicks on “Actions” from the window above, more details about the arbitration will be displayed including the comments on why the matter should be arbitrated. The rest of the arbitration process is as per Section 2.6

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

2.1.3 Lesson Observation

The CSO undertakes a Lesson Observation and captures the details in the Lesson Observation Form. On accessing this menu, a CSO will see a listing of all the scheduled observations in the different schools in the zone and the scheduled date. It will then be possible add an observation.

List of Scheduled Lesson Observations

Show 10 ▾ entries

Search: _____

#	Teachers Name	TSC Number	Phone	Staff Type	Institution Name	Institution Type	Scheduled Date	Action
5	Teacher Test Teacher	6855019	0700 000000	TSC	St Pauls primary school	Primary School - Regular	12th Feb, 2019 - 13:00:00	✓ Observe
4	Benson wafula Njuguna	1234560	0711187244	TSC	St Pauls primary school	Primary School - Regular	12th Feb, 2019 - 17:00:00	✓ Observe
3	Benson wafula Njuguna	1234560	0711187244	TSC	St Pauls primary school	Primary School - Regular	12th Feb, 2019 - 16:00:00	✓ Observe
2	Benson wafula Njuguna	1234560	0711187244	TSC	St Pauls primary school	Primary School - Regular	12th Feb, 2019 - 09:00:00	✓ Observe
1	HOI Robert Parsimei	12345	0711187244	BOG	St Pauls primary school	Primary School - Regular	15th Feb, 2019 - 08:00:00	✓ Observe
#	Teachers Name	TSC Number	Phone	Staff Type	Institution Name	Institution Type	Scheduled Date	Action

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 134- Form 3- 1- 3- CSO Lesson Observation

On clicking the **observe** button above, a page is displayed with necessary fields to capture the basic observation details as shown below which creates a Lesson Observation Instance.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Figure 135- Form- 3- 1- 3- c- CSO New Lesson Observation Instance

On creating this new instance of a Lesson Observation, the CSO can capture the lesson observation proceedings using the interface below

Performance Indicators	Max Score	Observer's Score	Observer's Comment
Cleanliness of the classroom	1		
Arrangement of desks to enable a teacher to reach an individual student	1		
Moving in class to observe students work	1		
Marking/checking students in class	1		
No chorus answers/knowing learners by name	1		

Performance Indicators	Max Score	Observer's Score	Observer's Comment
Answering and asking question	1		
Observation	1		
discussion and presentation	1		
Experimentation	1		
Field work/presentation	1		

Teacher's Details	
Full Name	Teacher Mathenge Esther
TSC Number	700614
ID Number	20665289
Class	class 1
Subject	Mathematics
Topic	topic
Lesson Topic	10
No of Learners	40 Learners

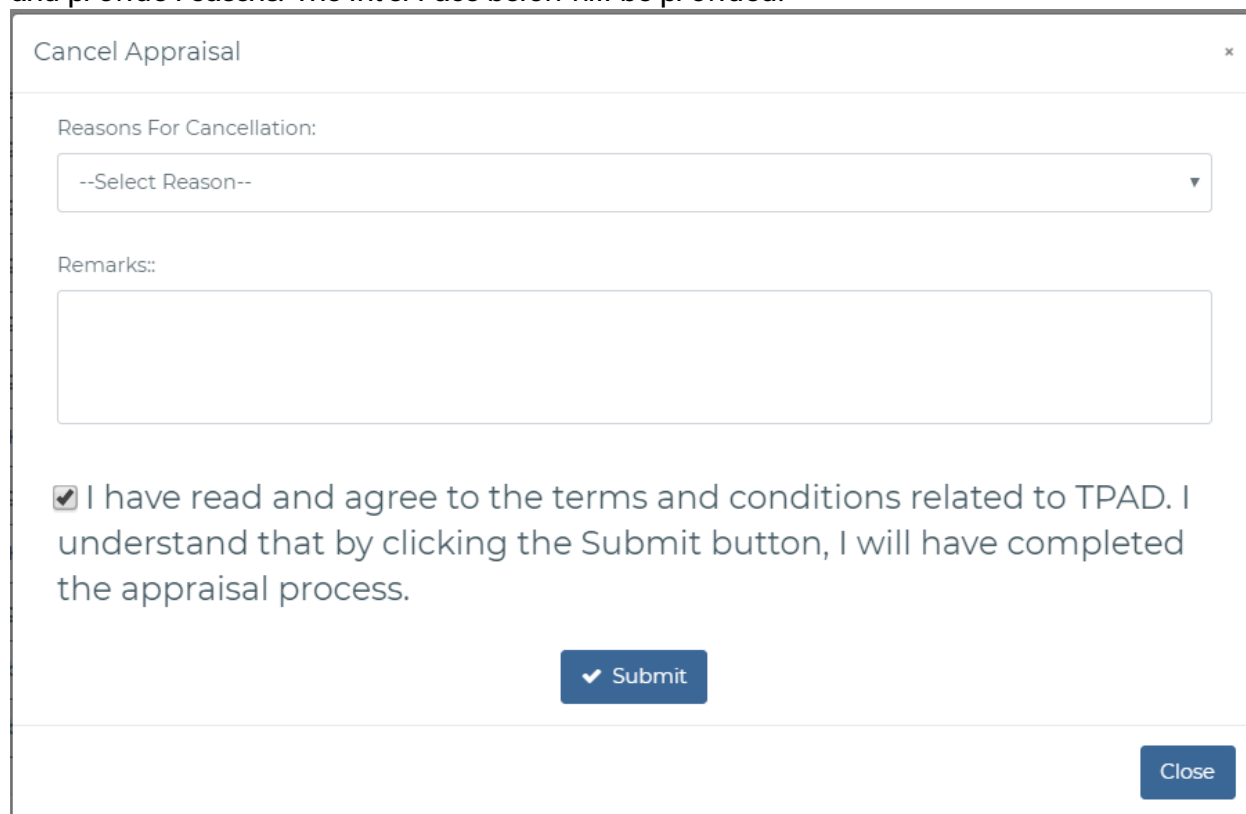
Lesson Observation Details	
Date Created	11th February, 2019
Date Completed	Not Completed

Figure 136- Form- 3- 1- 3- d- CSO Lesson Observation Data Capture

The CSO can capture the necessary scores and comments as shown above then save as to complete the observation process.

3.1.2 Cancel Appraisal.

The CSO after viewing an appraisal from the Hoi, can proceed to cancel the appraisal and provide reasons. The interface below will be provided.



The screenshot shows a web form titled "Cancel Appraisal" with a close button (X) in the top right corner. The form contains the following elements:

- A label "Reasons For Cancellation:" followed by a dropdown menu with the text "--Select Reason--" and a downward arrow.
- A label "Remarks:" followed by a large, empty text input area.
- A checkbox that is checked, followed by the text: "I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button, I will have completed the appraisal process."
- A blue "Submit" button with a white checkmark icon.
- A blue "Close" button in the bottom right corner.

Figure 137- CSO Cancel Appraisal

2.1.4 Teacher Professional Development

2.1.4.1 Create TPD Plans

The CSO can create TPD plans for the zone by selecting **TPD>>Create Zonal TPD Plans**. The interface below will be displayed.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Filter Search

Year: --- Add Year --- Term: --- Add Term --- Plan Type: --- Add Type ---

Search

+Add Plan

#	Year	Term	Plan Type	Creation Date	No of Interventions	Action
1	2018	1	Termly	2019-02-11	0	Actions
2	2019	1	Termly	2019-02-11	0	Actions
3	2019	1	Termly	2019-02-11	0	Actions
4	2019	1	Termly	2019-02-11	0	Actions
5	2019	1	Termly	2019-02-11	0	Actions
6	2019	2	Termly	2019-02-11	0	Actions
7	2019	1	Termly	2019-02-11	0	Actions
8	2019	1	Termly	2019-02-12	0	Actions

Figure 138- Form 3- 1- 4- 1- CSO Create TPD Plan

Upon clicking update from the action button drop down below, the CSO can proceed to create zonal interventions for the schools in their zone. Teachers from the zone will then be able to pick the interventions and develop on them.

Filter Search

Year: --- Add Year --- Term: --- Add Term --- Status: --- Add Status ---

Search

+ Intervention (1) Record(s) Found **Previous Page**

List of Interventions for Plan:

Show 10 entries

#	Performance Gap Category	Performance Gap sub Category	Intervention	Year	Term	Status	Actions
1	Time keeping	Time Keeping Subcategory 2	Acts	2018	1	Active	View Edit

Showing 1 to 1 of 1 entries

Previous **1** Next

Figure 139- Form 3- 1- 4- 1- b- CSO Zonal TPD Intervention

2.1.4.2Track TPD

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

The CSO will view all the teachers within the Zone who have undertaken the zonal intervention. The view below will be displayed.

The screenshot displays a web interface for viewing interventions. At the top, there is a 'Filter Search' section with three dropdown menus for 'Year' (set to '--- Add Year ---'), 'Term' (set to '--- Add Term ---'), and 'Status' (set to '--- Add Status ---'). A 'Search' button is located below these filters. Below the search filters, a blue box indicates '(1) Record(s) Found'. A 'Previous Page' button is visible on the right. The main section is titled 'List of Interventions for Plan:'. Below this, there is a 'Show 10 entries' dropdown and a search bar. The table below lists the intervention details:

#	Performance Gap Category	Performance Gap sub Category	Intervention	Year	Term	Status	Actions
1	Time keeping	Time Keeping Subcategory 2	Acts	2018	1	Active	View Edit
#	Performance Gap Category	Performance Gap sub Category	Intervention	Year	Term	Status	Actions

Showing 1 to 1 of 1 entries

Navigation buttons: Previous, 1, Next

Figure 140- Form- 3- 1- 4- 2- CSO TPD CPE Gaps

Upon clicking the view teachers' button, a page displaying a list of all teachers who have undertaken modules, the corresponding chapters and the number of teachers in every chapter is displayed as shown below.

2.1.4.3Track PM based TPD.

The CSO will be able to track all teachers in the zone who have undertaken PM based modules and chapters. The following interface will be provided to the CSO.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

#	Institution Code	Institution Name	Institution Type	Phone Number	Action
8	390920399	Nakuru Primary	Primary School - Regular	0198283939	View
7	390920399	Nairobi Primary	Primary School - Regular	0198283939	View
6	390920399	Kilimo Primary	Primary School - Regular	0198283939	View
5	390920399	Machakos Primary	Primary School - Regular	0198283939	View
4	390920399	St Kawangware primary	Primary School - Regular	0198283939	View
3	003695	South-B Primary	Primary School - Regular	0711856932	View
2	002	St Bhasika	Primary School - Regular	072225689	View
1	390920399	Test primary school	Primary School - Regular	0198283939	View

Figure 141- Form-3-1-4-2-b-CSO View of CPE Modules & Chapters

On clicking the view button above, a list of institutions under the zone will be displayed with an option of viewing the teachers who have undertaken the PM based modules as shown below.

#	Institution Code	Institution Name	Institution Type	Phone Number	Action
8	390920399	Nakuru Primary	Primary School - Regular	0198283939	View
7	390920399	Nairobi Primary	Primary School - Regular	0198283939	View
6	390920399	Kilimo Primary	Primary School - Regular	0198283939	View
5	390920399	Machakos Primary	Primary School - Regular	0198283939	View
4	390920399	St Kawangware primary	Primary School - Regular	0198283939	View
3	003695	South-B Primary	Primary School - Regular	0711856932	View
2	002	St Bhasika	Primary School - Regular	072225689	View
1	390920399	Test primary school	Primary School - Regular	0198283939	View

Figure 142- Form-3-1-4-2-c-CSO View of CPE Chapter Teacher View

On clicking the view button from this list above, a detailed information about the chapter is displayed. This is shown in the diagram below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

#	Module Name	Chapter Name	Teachers Enrolled	Actions
1	TPD module Level 1	Pedagogy and Competency based Curriculum	0	View Details
2	TPD module Level 4	Instructional Leadership for Teachers	0	View Details
3	TPD module Level 4	Financial Literacy Skills	0	View Details
4	TPD module Level 4	Comprehensive School Health & Safety	0	View Details
5	TPD module Level 3	Inclusive Education Practices	0	View Details
6	Instructional leadership module Level 4	Assessment	0	View Details
7	TPD module Level 5	Comprehensive School Health & Safety for module 2	1	View Details

Figure 143- Form- 3- 1- 4- 2- b- CSO CPE Teacher Detail View

2.1.5 CSO Countersigning

The CSO will review completed application and make final remarks on the approvals itself and any career progression comments. The interface below provides the CSO with the ability to search for an appraisal and to make the relevant comments and recommendations

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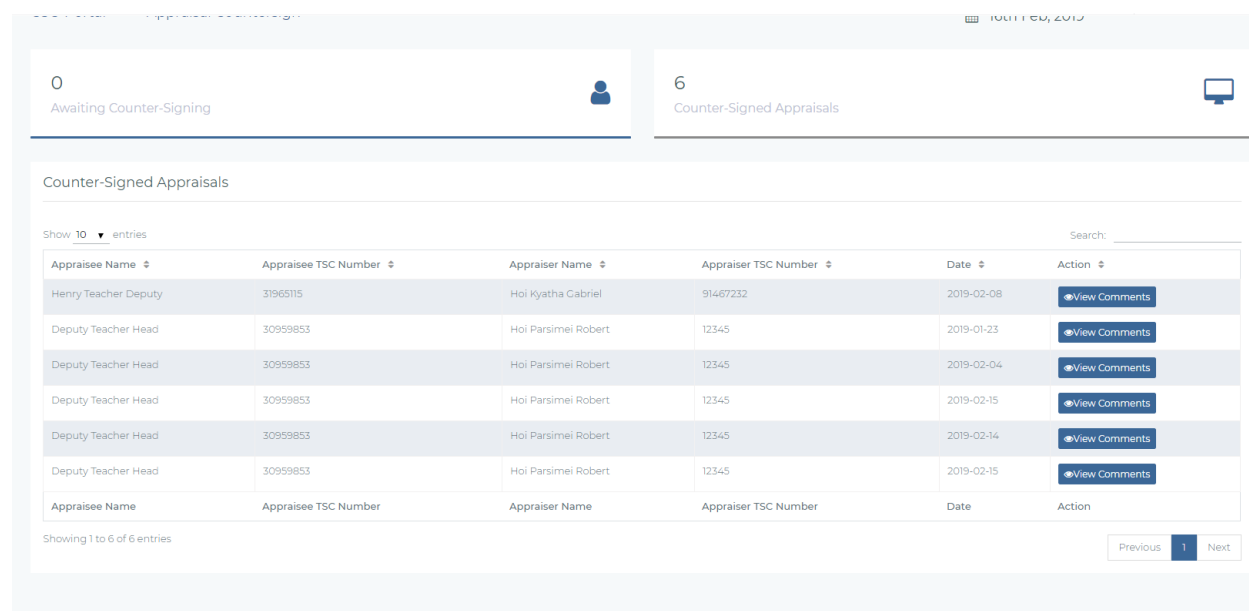


Figure 144- CSO- Primary school Hoi countersigning

On clicking the counter sign button, the CSO can either counter sign or cancel an appraisal. In either of these they should provide reasons. The CSO can only do counter signing if the appraisal process is completed.

The CSO can only do counter signing if the appraisal process is completed.

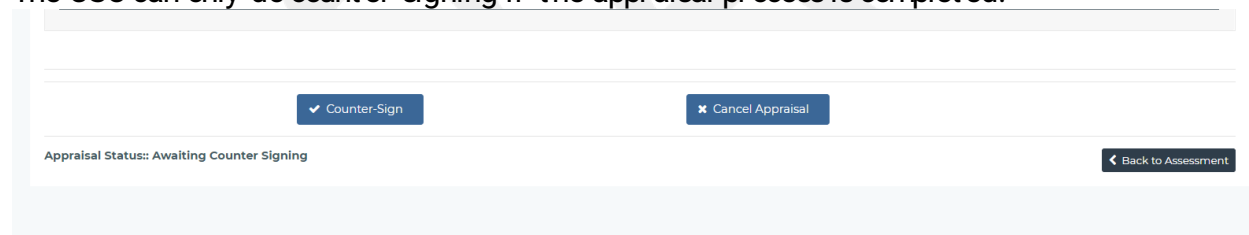


Figure 145- CSO Countersign

The process is the same as described in section 2.8.5

2.1.6 CSO Reports

2.1.6.1 Teaching Standards Appraisal Reports

These are reports from the teaching standards for every school within the zone in terms of year and term. A search option is provided to narrow down the search as shown below. These

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reports are available in summary and detailed form.

CSO Portal > Appraisal Compliance Report 16th Feb, 2019

Institution * Term/Quarter * Year *

--- Select Institution --- --- Select Term/Quarter --- --- Select Year ---

Filter

#	Institution Name	Year	Term/Quarter	No of teachers appraised	No of teachers not appraised
1	St Pauls primary school	2019	Term 1	7	5
2	Nairobi Primary	2019	Term 1	1	0
3	South-B Primary	2019	Term 2	1	0
4	Machakos Primary	2019	Term 1	1	0
5	St Bhakita	2019	Term 1	1	1
6	Nakuru Primary	2019	Term 1	2	0
7	St Kawangware primary	2019	Term 1	1	0

Institution Name Year Term/Quarter No of teachers appraised No of teachers not appraised

Print Save As PDF Export To Excel

Figure 146- Form- 3- 1- 5- 1- a- CSO Teaching Standards Summary Appraisal Report

2.1.6.2 PPM based reports.

These are reports showing all primary schools within the zone and the number of teachers who have enrolled in each module and chapter.

CSO Portal > Teacher Enrollment 16th Feb, 2019

Campus * Cohort * Module *

--- Select Campus --- --- Select Cohort --- --- Select Module ---

Chapter * Institution *

--- Select Chapter --- --- Select Institution ---

Filter

#	Institution Name	Campus	Cohort	Module	Chapter	Total no of teachers enrolled
1	St Pauls primary school	Kajiado	January	TPD module Level 5	Comprehensive School Health & Safety for module 2	2
2	Nakuru Primary	Kajiado	January	TPD module Level 5	Comprehensive School Health & Safety for module 2	2

Institution Name Campus Cohort Module Chapter Total no of teachers enrolled

Print Save As PDF Export To Excel

Figure 147- CSO PPM Based reports

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2.1.6.3CSO Teachers number reports.

These are reports showing the total number of teachers per institution within the zone.

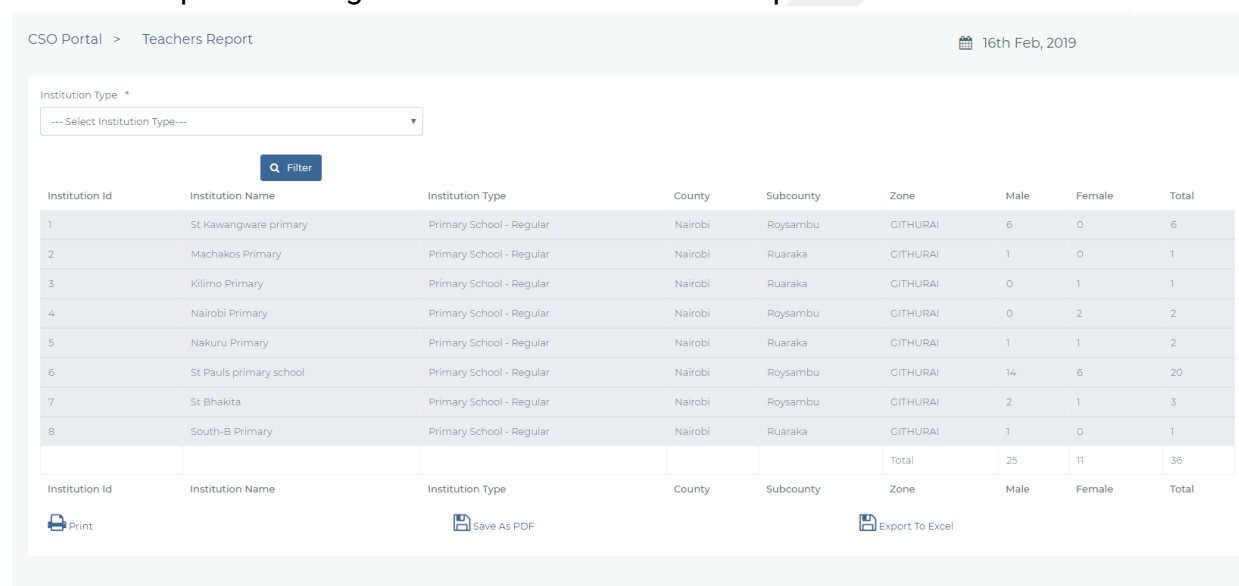


Figure 148- CSO Teachers demographic information

2.1.6.4CSO Teachers per Employment type.

This report shows the number of teachers per employment type.

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CSO Portal > Teachers Employment Type Per Institution 16th Feb, 2019

Institution Type *
--- Select Institution Type---

Filter

Institution Id	Institution Name	Institution Type	County	Subcounty	Zone	TSC	BOG	Total
1	St Pauls primary school	Primary School - Regular	Nairobi	Roysambu	CITHURAI	19	1	20
2	St Bhakita	Primary School - Regular	Nairobi	Roysambu	CITHURAI	3	0	3
3	South-B Primary	Primary School - Regular	Nairobi	Ruaraka	CITHURAI	1	0	1
5	St Kawangware primary	Primary School - Regular	Nairobi	Roysambu	CITHURAI	6	0	6
6	Machakos Primary	Primary School - Regular	Nairobi	Ruaraka	CITHURAI	1	0	1
7	Kilimo Primary	Primary School - Regular	Nairobi	Ruaraka	CITHURAI	1	0	1
8	Nairobi Primary	Primary School - Regular	Nairobi	Roysambu	CITHURAI	2	0	2
9	Nakuru Primary	Primary School - Regular	Nairobi	Ruaraka	CITHURAI	2	0	2
					Total	35	1	36

Print
Save As PDF
Export To Excel

Figure 149- CSO Employment type


2.2 SUB- COUNTY DIRECTOR

The Sub- County Director performs every operation similarly to the CSO. In addition, the SCD observes post primary schools Hols. The SCD reporting scope comprises of several zones (several CSOs) and all the institutions within the Sub-County. Thus, the Sub- County Director will have access to all CSO function plus the following

- 1) Appraisal Assessment for Secondary School Heads of Institutions
- 2) Lesson Observation for all post primary school Hols
- 3) Appraisal Assessment for Teacher Training Colleges
- 4) Counter- signing of Primary School Hols Appraisals. This is captured in the screenshot below


1

Awaiting Counter-Signing



3

Counter-Signed Appraisals

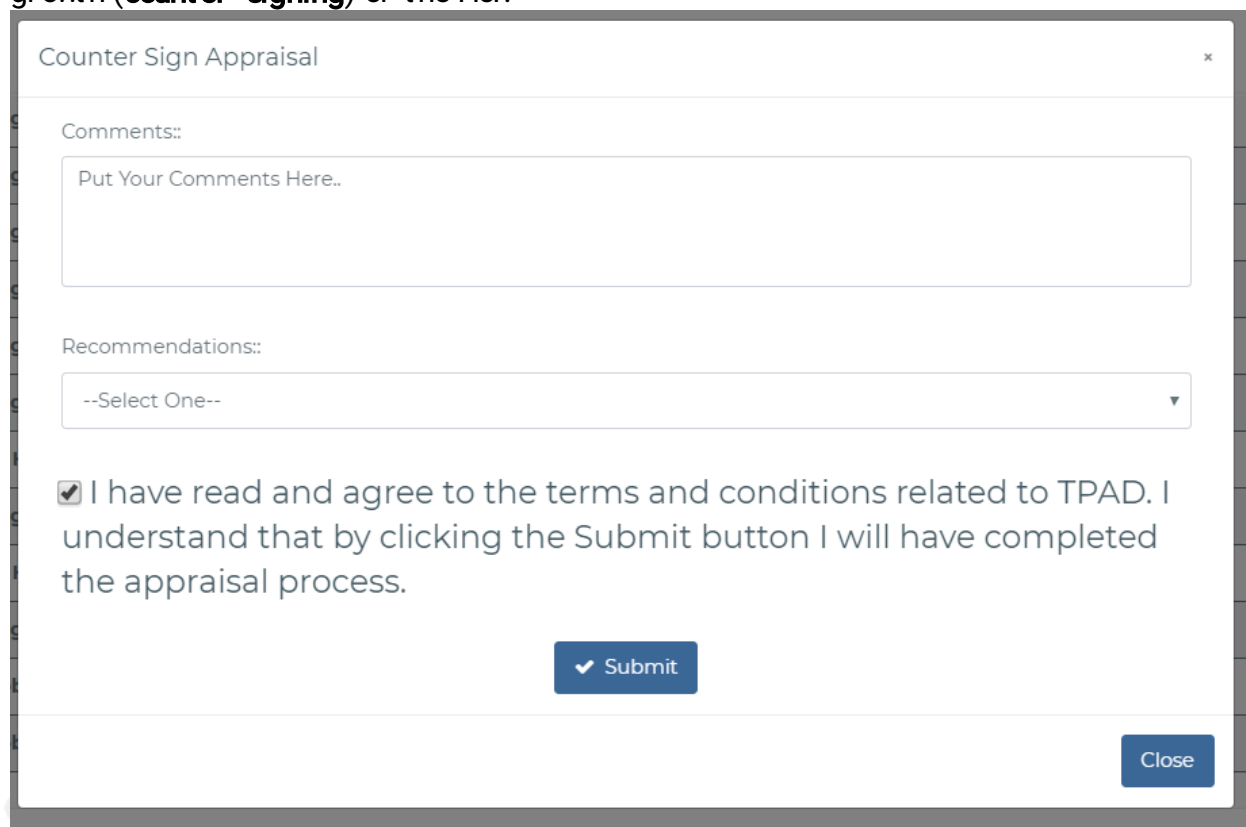


Awaiting Counter-Signing

Appraisee Name	Appraisee TSC Number	Appraiser Name	Appraiser TSC Number	Action
Henry Teacher Deputy	3196515	Hoi Mogusu Herman	8004761	Countersign
Appraisee Name	Appraisee TSC Number	Appraiser Name	Appraiser TSC Number	Action

Figure 150- Form 3- 2- SCD Countersigning Primary School HOI Appraisal

On clicking “**Counter- Sign**”, a page displaying the complete appraisal form is shown as below, with an option to make comments regarding the appraisal and career growth (**counter- signing**) of the Hol.



The screenshot shows a web form titled "Counter Sign Appraisal" with a close button (X) in the top right corner. The form contains the following elements:

- A "Comments::" section with a text input field containing the placeholder text "Put Your Comments Here..".
- A "Recommendations::" section with a dropdown menu currently showing "--Select One--".
- A checkbox that is checked, followed by the text: "I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button I will have completed the appraisal process."
- A blue "Submit" button with a checkmark icon.
- A blue "Close" button in the bottom right corner.

Figure 151- SCD Countersign

- 5) Signing of Performance Contracts for Secondary Schools Hols and Countersigning of all PCs for Primary School Hols. An interface like the one below will be provided.

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6.7.2 Activity : promote environment conservation by members of the institutional community

6.7.3 Activity : Ensure ICT integration in teaching learning and administrative functions

6.8 Performance Indicator- Corruption Prevention(Units of Measure=%) (Weight=3)

6.8.1 Activity : Sensitize pupils and staff on effects/dangers of getting involved in various corrupt practices including examination malpractices and bribing for free services with a view to reducing vulnerability to fraudulent acts.

6.8.2 Activity : Hold any member of the school involved in corrupt practices accountable.

Figure 152- Sign PC

- 6) View and comment on all TPD reports for all institutions and teachers within the Sub - County
- 7) View reports (like CSOs) but for all Zones, Institutions and individual teachers within the sub- county
- 8) Cancel appraisal from the Hol and provide reasons as from the below interface.

Cancel Appraisal

Reasons For Cancellation:

--Select Reason--

Remarks:

☒ I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button, I will have completed the appraisal process.

Figure 153- SCD Cancel Appraisal

2.3 COUNTY DIRECTOR

The County Director performs every operation similarly to the SCD except that the SCD operates within the Sub- County Level and the County Director (CD) operates at the County

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Level. The CD reporting scope comprises of several Sub- Counties (several CSOs and SCDs) and all the institutions within the County. Thus, the County Director will have access to all SCD function plus the following

- 1) Counter- signing of TTC's Hols Appraisals.
- 2) Counter- signing of Secondary School Hols Appraisals.
- 3) Counter- signing of Performance Contracts for Secondary Schools Hols
- 4) View and comment on all TPD report for all institutions and teachers within the County
- 5) View reports (like CSOs) but for all Sub- Counties, Zones, Institutions and individual teachers within the County

2.3.1 Countersigning

The interface for countersigning will look like the one below.

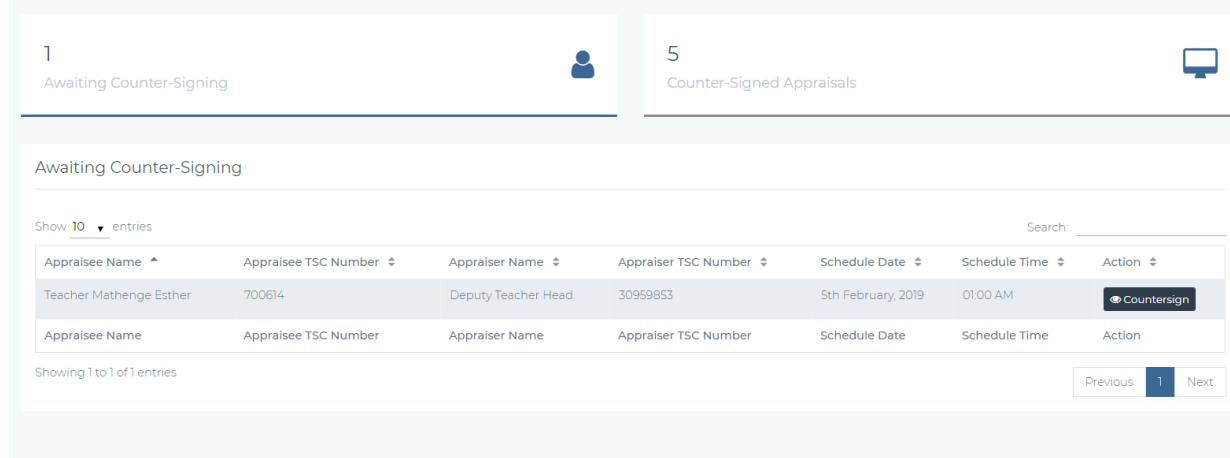
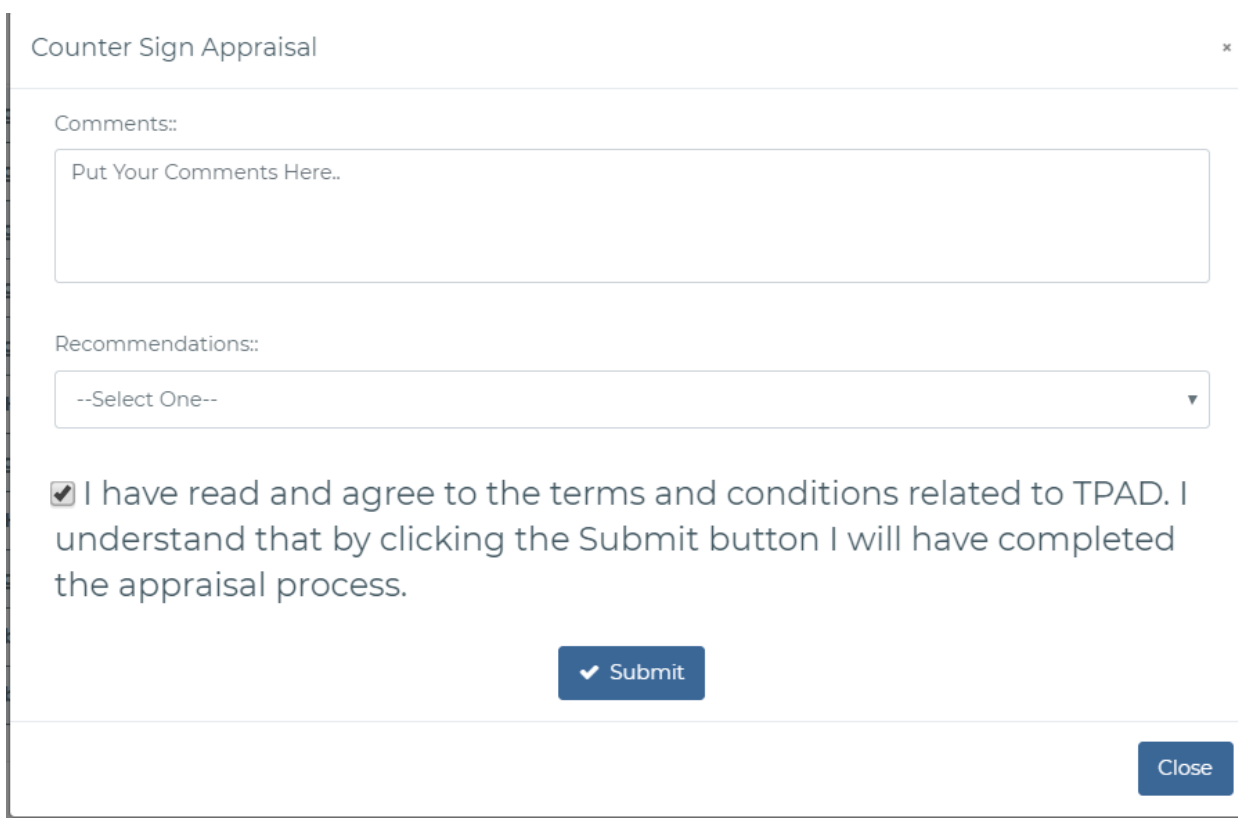


Figure 154 county director appraisal cancelling and countersigning

From the interface, the county director can search for a specific teacher by Sub County, by zone, by institution name, by TSC number or by placement.

On clicking counter sign, the county director will get an interface like the one below.

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The screenshot shows a web form titled "Counter Sign Appraisal" with a close button (x) in the top right corner. The form contains the following elements:

- A "Comments::" section with a text input field containing the placeholder text "Put Your Comments Here..".
- A "Recommendations::" section with a dropdown menu currently showing "--Select One--".
- A checkbox that is checked, followed by the text: "I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button I will have completed the appraisal process."
- A blue "Submit" button with a checkmark icon.
- A blue "Close" button in the bottom right corner.

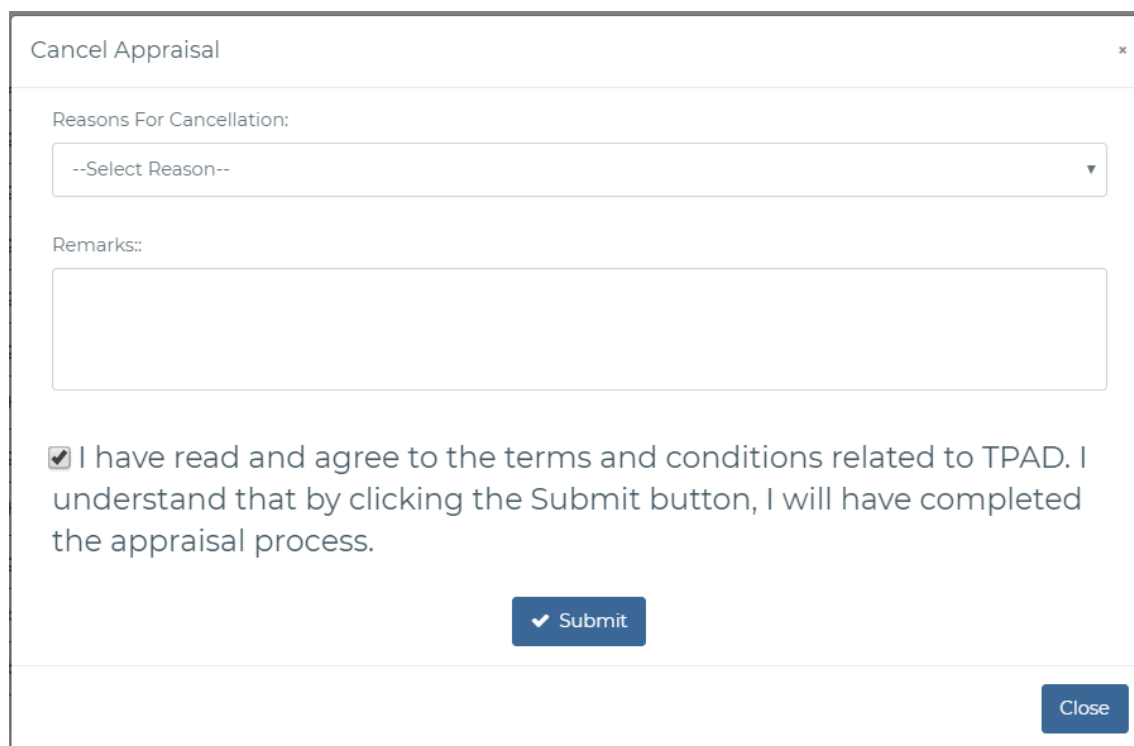
Figure 155 county director appraisal countersigning

From the interface the county director will add a countersigning comment. Upon saving the appraisal will be successfully countersigned.

2.3.2 Cancel appraisal

The interface below will be displayed when the county director clicks on 'cancel appraisal'

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Cancel Appraisal

Reasons For Cancellation:

--Select Reason--

Remarks:

☒ I have read and agree to the terms and conditions related to TPAD. I understand that by clicking the Submit button, I will have completed the appraisal process.

Submit

Close

Figure 156 county director appraisal cancelling

The county director selects a reason for cancellation of the appraisal. On saving, both the appraiser and the appraisee are notified of the cancellation.

1.1.1 Add New Institution.

The county director has a responsibility of adding new institutions from their counties. The new institutions will in turn be issued with an IPPD code by the TSC HQ officials. The County Directors is provided with the interface below to add new institutions.

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+ Institution

List of Newly Added Schools (Awaiting IPPD Code)

#	Institution Name	Institution Type	Institution Phone	Institution Email	Sub County	Zone	Date Added	Action
1	new School school	Primary School - Regular	0198293939	stpaul@gmail.com	Dagoretti South	NCANDO	29th Nov, 2018	Edit Institution
2	nairobi schoolz	Primary School - Regular	0722252625	embakasi@yahoo.com	Ruaraka	BABANDOGO	5th Feb, 2019	Edit Institution
3	zonal school	Primary School - Regular	0722454545	zonal@gmail.com	Ruaraka	BABANDOGO	5th Feb, 2019	Edit Institution
#	Institution Name	Institution Type	Institution Phone	Institution Email	Sub County	Zone	Date Added	Action

Figure 157- CD Add new Institution.

On clicking institution from the above screenshot the form below will be displayed to add a new institution.

Add a new Institution

Institution Name :

Sub County :

--- Select Sub County---

Institution Type :

--- Select Institution Type---

Zone :

--- Select Zone---

Institution Phone:

Institution Email :

Add Institution

Close

Figure 158- Add New Institution interface.

The institution that has been added can be edited by clicking the edit button above to have the form below.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Edit Institution

Institution Name :
new School school

Sub County :
Dagoretti South

Institution Type :
Primary School - Regular

Zone :
--- Select Zone---

Institution Phone:
0198293939

Institution Email :
stpaul@gmail.com

Edit Institution

Close

Figure 159- CD Edit Institution

1.2 TSC HQ/QAS

The TSC HQ/QAS performs every operation similarly to the CD except that the CD operates at the County Level while the TSC HQ operates at the National Level. The TSC HQ/QAS reporting scope comprises of all Counties (several CSOs, SCDs and CDs) and all the institutions across the Country. Thus, the TSC HQ/QAS will have access to all teacher administration function plus the following

- 1) Counter- signing of Performance Contracts for post- secondary Hols
- 2) View and comment on all TPD report for all institutions and teachers
- 3) View reports (like CSOs) but for all Counties, Sub- Counties, Zones, Institutions and individual teachers within the Country
- 4) System Administration- Add users to access the system.

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In addition to the above, the TSC HQ/QAS will administer the Training Providers under the TSC CPE Program. This is discussed in detail in the section below

1.2.1 TPD Administration

In line with global trends in TPD, Teacher Service Commission has developed quality standards (KePTS) to define and support the professional development of teachers and instructional leaders in all schools and tertiary colleges. The quality standards are meant to provide a consistent and supportive framework for teachers and instructional leaders in order to ensure their performance is measured against competency indicators that are meant to lead to significant learning and achievement in schools and tertiary colleges.

The Commission launched a policy framework in April 2018 to guide in ensuring compliance with prescribed teaching standards, professionalism and integrity in the teaching service.

1.2.1.1 Accreditation

From this system submodule the administrator is able to view all institutions that have been accredited to offer the certain CPE modules as well as those that are applying to teach. The following interface is provided to the hq admin.

8	Approved Trainers	1	Pending Approvals	1	Cancelled Applications
---	-------------------	---	-------------------	---	------------------------

Training Providers Applications

Generate Signup Link

Show 10 entries

Name	Organization Type	Institution Phone	Institution Email	Contact Person	Contact Person Email	Approval Status	Actions
Kabarak University	Government/Semi government institution	04020105	kabarak@ac.ke	Kigen Laboo	laboso@kabarak.ac.ke	Pending	View Approve
seuco	Government/Semi government institution	0712232665	seku@ac.ke	Gilbert Kyatha	gilbertkyatha@gmail.com	Approved	View Cancel Approval
Catholic University of East Africa	Government/Semi government institution	0202542001	cuea@ac.ke	Sr. Truphosa Ole Masai	srtuphosa@cuea.ac.ke	Approved	View Cancel Approval
Jomo Kenyatta University	Government/Semi government institution	0725440356	jkuat@testmail.co.ke	Langat Kipkoech	kipkoechlangat@gmail.com	Approved	View Cancel Approval

Figure 160- List of institutions that have applied to be service providers

On clicking the **Approve** button, the hq administrator is able to approve an institution and the status will change to accredited. The following interface will be displayed

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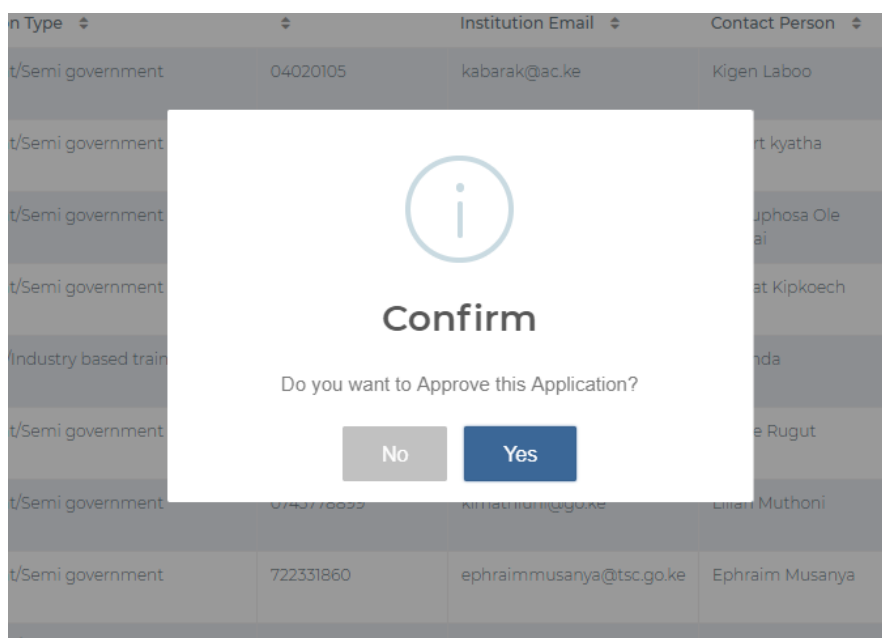


Figure 161- Approve Trainer

On clicking **Cancel Approval**, the system administrator will reject application of an institution to offer a certain module and the below interface is provided.

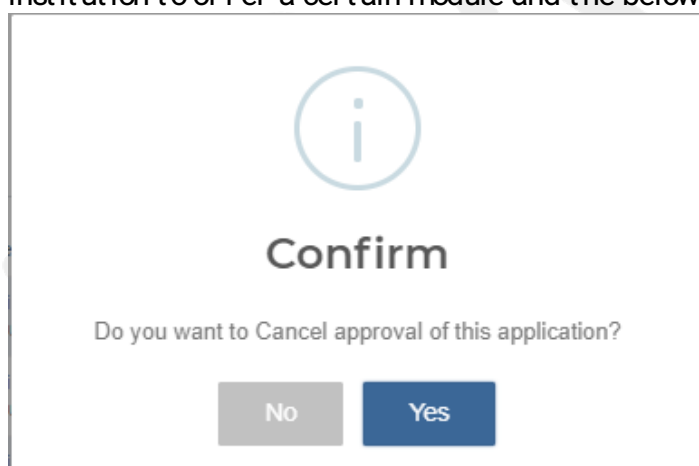


Figure 162- Cancel Approval of Trainer

1.2.1.2 General Enquiries.

The hq admin is able to;

1. View all teachers currently in the system
2. View all lesson observations in the system
3. View all new schools added by the County Directors and provide IPPD code.

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1.2.1.2.1 View Teachers.

This module can be accessed by selecting **General Enquiries >>All Teachers**. The following interface is provided to the HQ/QAS admin. From this interface below the admins can view all the teachers.

Name	Gender	Rank	Emp. Type	Tsc Number	ID Number	Email	Phone	County	Sub County	Zone	Institution
test testGabriel test	Male	Head of Institution	TSC	100100	200200	test@tsc.go.ke	0700000000	Nairobi		PORT REITZ	St Kawangware primary
Teacher Wangari Kiiru	Female	Teacher	TSC	500848	10088212	kiiruwangari2002@gmail.com	0721516398	Nairobi		PORT REITZ	St Pauls primary school
Teacher Test	Male	Teacher	TSC	6855019	6855019	test@tsc.go.ke	0700000000	Nairobi		KIPEVU	St Pauls

Figure 163- HQ View all teachers

1.2.1.2.2 Lesson Observation

From this menu, the HQ admin views all the lesson observations of all the teachers. This menu can be accessed via **General Enquiries >>Lesson Observation**. The following interface is provided.

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Lesson Observations

Filter Search

County: Nairobi Sub County: --- Select Subcounty --- Zone: --Select Sub county first-- --- Select Institution --- --- Position --- Search

Show 10 entries

#	Teachers Name	TSC Number	Phone	Institution Name	Position	Number of Observations	Action
45	HOI Robert Parsimei	12345	071187244	St Pauls primary school	Head of Institution	8	View
44	Hellen Maloba Ganjin	123456789	0711259995	Nakuru Primary	Teacher	11	View
43	Nicholas Kimolo Mutua	146355944		St Pauls primary school	Teacher	0	View
42	Ruth Mavindu Mwendu	1234567	071187244		CSO	0	View
41	Deputy Head Teacher	30959853	99	St Pauls primary school	Deputy Head Teacher	1	View
40	Teacher Raymond Muteti	123456790	0711259996	St Pauls primary school	Teacher	1	View

Figure 164- View Lesson Observations

On clicking view from the figure above, the HQ can view the following interface;

Lesson Observations

Institution: St Pauls primary school Teachers Name: HOI Robert Parsimei Previous Page

Show 10 entries

#	Year	Term	Class	Subject	Topic	Lesson Topic	Number of Learners	Action
8	2019	2	3	Mathematics	topic	10	10	Pending Observation
7	2019	2	3	Mathematics	topic	10	10	Pending Observation
6	2019	2	3	Mathematics	topic	10	10	Pending Observation
5	2019	1	2	Mathematics	topic	maths	20	Pending Observation
4	2019	3	1	English			56	Pending Observation
3	2019	1	2	English	topic forscd	topic 5	23	View
2	2019	6	1	Social Studies	our country	country	60	Pending Observation
1	2019	2	1	Mathematics	topic for HOI	money	50	View

Figure 165- HQ Lesson Observations Per Teacher.

On clicking view from the figure above the HQ will be able to view the specific lesson observation details as shown below.

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Teacher Lesson Observation

[Previous Page](#)

Lesson Observation Marks

Introduction and Lesson Organisation

Performance Indicators	Max Score	Observer's Score	Observer's Comment
Quality of introduction: captivating/capture learners interest	1	0	N/A
Link the previous lesson to the current lesson	1	0	N/A
State the objective of the current lesson	1	0	N/A
Answering and asking questionsReview of the previous lesson/content related to the current lesson	1	1.0	

Content Delivery

Performance Indicators	Max Score	Observer's Score	Observer's Comment
Covering the lesson within the stipulated time (Started on time and ended on time)	1	0	N/A
Answering of students questions accurately	1	1.0	

Teacher's Details

Full Name	HOI Parsimeir Robert
TSC Number	12345
ID Number	12345
Class	
Subject	English
Topic	topic forced
Lesson Topic	topic 5
No of Learners	23 Learners

Lesson Observation Details

Date Created

23rd January, 2019

Date Completed

Figure 166- HQ lesson observation

1.2.1.2.3 New Institutions.

New Institutions added into the system by the County Directors are viewable to the HQ who will approve them by issuing an IPPD code. The following interface is provided on selecting **General Enquiries >>New Institutions**.

TSC HQ Administrator > New Institutions

16th Feb, 2019

Show 10 entries

Search:

Name	Institution Type	TSC Code	County	Sub County	Zone	Email	Phone	Actions
zonal school	Primary School - Regular	1233445566	Nairobi	Ruaraka	BABANDOGO	zonal@gmail.com	0722454545	View Approve
new School school	Primary School - Regular	390920399	Nairobi	Dagoretti South	NCANDO	stpaul@gmail.com	0198293939	View Approve

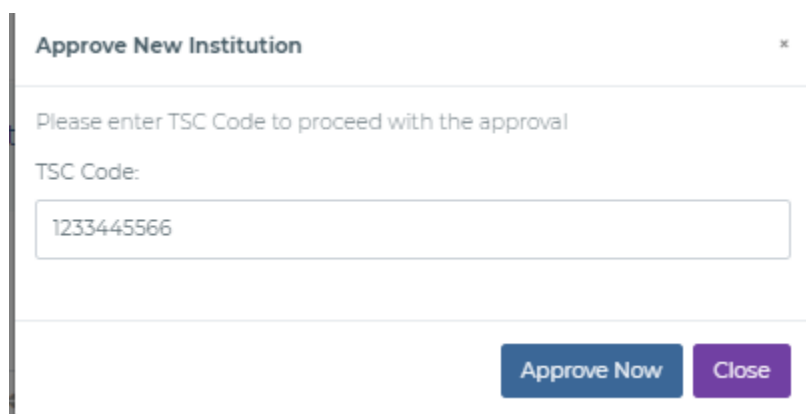
Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 167- HQ new institutions

On clicking approve the following popup will appear for the HQ to provide a school IPPD code.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



Approve New Institution

Please enter TSC Code to proceed with the approval

TSC Code:

1233445566

Approve Now **Close**

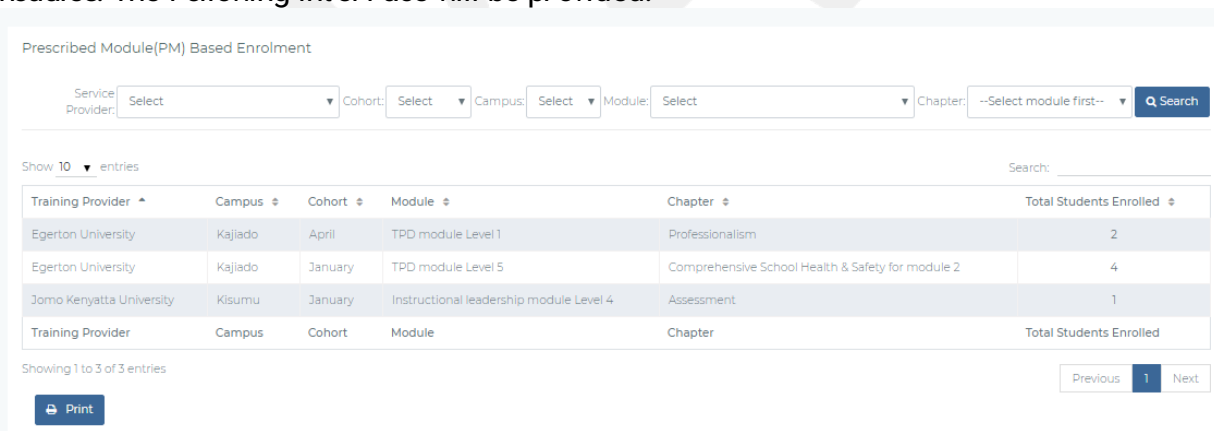
Figure 168- HQ Issue IPPD Code

1.2.1.3 Trainer Reports

The following reports is generated from this module.: Enrolment per Training Centre and Assessment per training centre.

1.2.1.3.1 Enrolment per Training Centre

This report produces the number of teachers per institution who have enrolled to TPD modules. The following interface will be provided.



Prescribed Module(PM) Based Enrolment

Service Provider: Select Cohort: Select Campus: Select Module: Select Chapter: --Select module first-- Search

Show 10 entries Search:

Training Provider	Campus	Cohort	Module	Chapter	Total Students Enrolled
Egerton University	Kajiado	April	TPD module Level 1	Professionalism	2
Egerton University	Kajiado	January	TPD module Level 5	Comprehensive School Health & Safety for module 2	4
Jomo Kenyatta University	Kisumu	January	Instructional leadership module Level 4	Assessment	1

Showing 1 to 3 of 3 entries

Print

Previous 1 Next

Figure 169- Enrolment per training centre

The HQ can view the enrolment also at the county and institution level as shown in the following interfaces.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

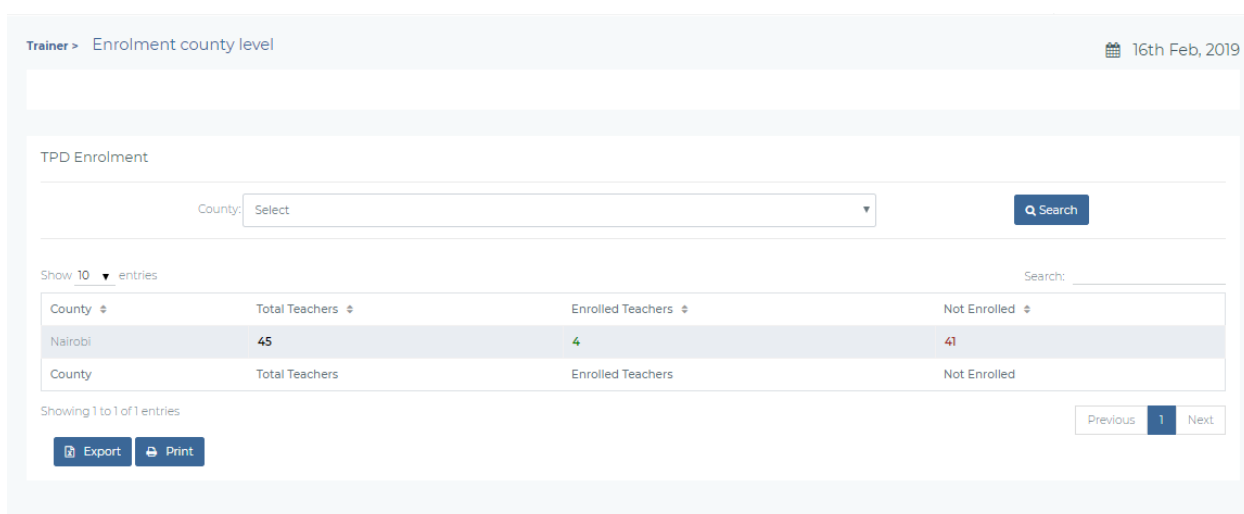


Figure 170- Enrolment at county Level

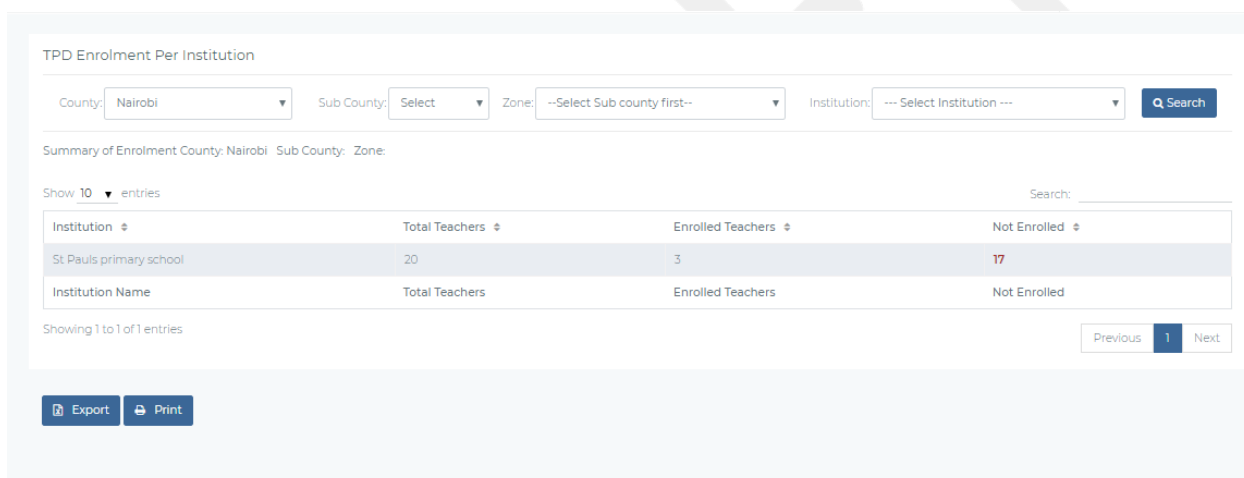


Figure 171- Enrolment at institution level

4.3.1.4.2 Appraisals.

The TSC HQ will be able to view all the appraisals that have taken place for all the teachers with their statuses. This interface be accessed by selecting **Appraisals >> All Appraisals**. The interface below is provided to the TSC HQ.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

All Appraisals

Year: 2019 Term: Term 1 County: Nairobi Sub County: Ruaraka Zone: --- Select Zone --- Appraisal Status: Select [Q Search](#)

Show 10 entries Search:

Date Created	Year	Term/Qtr	Appraisee Name	TSC No.	Appraiser Name	TSC No.	Institution	County	Sub County	Zone	Appraisal Status	Action
16-02-2019	2019	1	bastian mathenge	321			CEMASTE School	Nairobi	Ruaraka	GITHURAI	Awaiting Appraisal	View
15-02-2019	2019	1	bastian mathenge	321	Director Bob	12344	CEMASTE School	Nairobi	Ruaraka	GITHURAI	Complete	View
15-02-2019	2019	1	bastian mathenge	321	Director Bob	12344	CEMASTE School	Nairobi	Ruaraka	GITHURAI	Cancelled	View
15-02-2019	2019	1	bastian mathenge	321	Director Bob	12344	CEMASTE School	Nairobi	Ruaraka	GITHURAI	Awaiting Appraisal Meeting	View

Showing 1 to 10 of 120 entries

Previous 1 2 3 4 5 ... 12 Next

Figure 172- Appraisals for all teachers

From the menu above on clicking the view button, the HQ views the whole appraisal both in summary and in detail.

The HQ can also view a list of the complete appraisals from the interface below.

List of Completed Appraisals

County: Nairobi Sub County: --- Select Subcounty --- Zone: --Select Sub county first-- [Q Search](#)

Show 10 entries Search:

Submission Date	Year	Term/Qtr	Appraisee	TSC No.	Appraiser	TSC No.	County	Sub County	Zone	Inst	Appraisee Comments	Appraiser Comments
04-02-2019	2019	1	Deputy Head	30959853	HOI Robert	12345	St Pauls primary school	Nairobi		PORT REITZ	Complete	View
04-02-2019	2019	1	Teacher Sample	123456794			St Kawangware primary	Nairobi		KIPEVU	Awaiting Appraisal	View
04-02-2019	2019	1	HOI Robert	12345			St Pauls primary school	Nairobi	Changamwe	PORT REITZ	Awaiting Appraisal	View
04-02-2019	2019	1	Deputy Head	30959853	HOI Robert	12345	St Pauls primary school	Nairobi		PORT REITZ	Complete	View
04-02-2019	2019	1	Deputy Head	30959853	HOI Robert	12345	St Pauls primary school	Nairobi		PORT REITZ	Finished Appraisal Meeting	View

Figure 173- Complete Appraisals

There is also a provision for the TSC HQ to view the appraisal audit trail and track the whole process. The interface below is provided.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

Appraisal Audit Trail								
County:	Nairobi	Sub County:	Select	Zone:	--Select Sub county first--	Appraiser TSC Number:		Search
Show 10 entries				Search:				
Date	Institution	County	Sub County	Appraiser	Appraiser	Action Done	Done By	Appraisal Level
8th February, 2019	St John Secondary school	Nairobi		Henry Deputy Teacher TSC No: 31965115	HOI Herman Mogusu TSC No: 8004761	Accepted appraisal ratings by the appraiser	Henry Deputy Teacher TSC No: 31965115	Appraiser
8th February, 2019	St Kawangware primary	Nairobi		HOI Herman Mogusu TSC No: 8004761	HOI Herman Mogusu TSC No: 8004761	Finished appraisal meeting	HOI Herman Mogusu TSC No: 8004761	Appraiser
8th February, 2019	St Kawangware primary	Nairobi		HOI Herman Mogusu TSC No: 8004761	HOI Herman Mogusu TSC No: 8004761	Scheduled appraisal meeting	HOI Herman Mogusu TSC No: 8004761	Appraiser
8th February, 2019	St Kawangware primary	Nairobi		HOI Herman Mogusu TSC No: 8004761	HOI Herman Mogusu TSC No: 8004761	Completed appraiser assessment	HOI Herman Mogusu TSC No: 8004761	Appraiser-HOI
8th February, 2019	St John Secondary school	Nairobi		Henry Deputy Teacher TSC No: 31965115	HOI Herman Mogusu TSC No: 8004761	Submitted appraisal for	Henry Deputy Teacher TSC No: 31965115	Appraiser

Figure 174 appraisal Audit Trail

4.3.1.4.3 Notifications.

The TSC HQ can send a message to teachers, either specific, county teachers or all teachers. This notification module is similar to the teacher's portal notifications.

4.3.1.4.4 System Administrators.

TSC HQ is able to add users to access the different TPAD modules. The following interface will be provided.

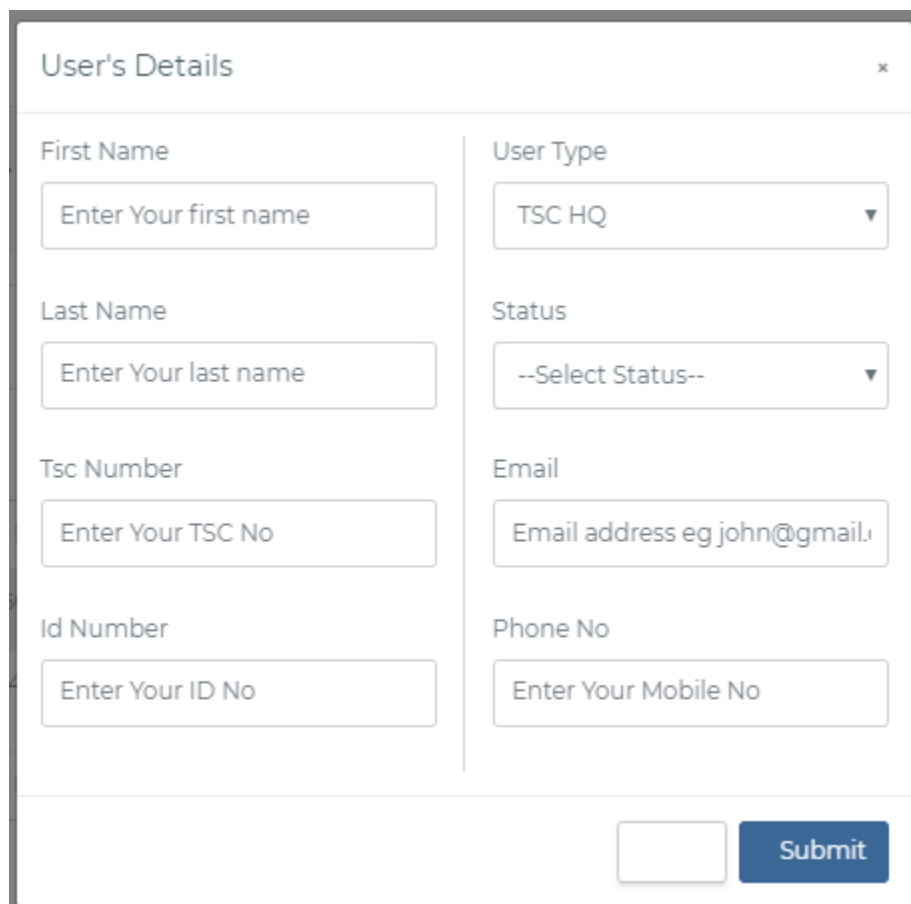
TSC HQ Administrator > Add Users Panel						16th Feb, 2019		
TPAD System Users								Add User
Show 10 entries				Search:				
Name	Tsc Number	Id No	Email	Phone No	User Type	Status	Action	
Mwangi recho	4266172	12345673	mwangirecho@futuraistic.co.ke	72556182	TSC HQ	Active	Edit User Details	
Jane Wairimu Kimani	21345167	2322122	jane@futuraistic.co.ke	72514671	TSC HQ	Active	Edit User Details	
Name	Tsc Number	Id No	Email	Phone No	User Type	Status	Action	
Showing 1 to 2 of 2 entries								Previous 1 Next

Figure 175- HQ Add Users

On clicking add users from the figure above the following form is displayed to the HQ to be

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add users.



The image shows a web form titled "User's Details" with a close button (X) in the top right corner. The form is divided into two columns. The left column contains four text input fields: "First Name" (placeholder: "Enter Your first name"), "Last Name" (placeholder: "Enter Your last name"), "Tsc Number" (placeholder: "Enter Your TSC No"), and "Id Number" (placeholder: "Enter Your ID No"). The right column contains three dropdown menus: "User Type" (selected: "TSC HQ"), "Status" (selected: "--Select Status--"), and "Email" (placeholder: "Email address eg john@gmail."). Below these fields is a "Phone No" section with a text input field (placeholder: "Enter Your Mobile No"). At the bottom right of the form is a blue "Submit" button and an empty text input field.

Figure 176- HQ Add Users

To edit user's details the HQ can click the edit user button to view the form below.

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The image shows a web form titled "User's Details" with a close button (X) in the top right corner. The form is divided into two columns. The left column contains four text input fields: "First Name" (filled with "Jane Wairimu"), "Last Name" (filled with "Kimani"), "Tsc Number" (filled with "21345167"), and "Id Number" (filled with "2322122"). The right column contains three dropdown menus: "User Type" (filled with "TSC HQ"), "Status" (filled with "Active"), and "Email" (filled with "jane@futuristic.co.ke"). Below the dropdowns is a "Phone No" text input field filled with "72514671". At the bottom center of the form is a blue "Save Changes" button. In the bottom right corner of the form, there is a small, empty square checkbox.

Field	Value
First Name	Jane Wairimu
Last Name	Kimani
Tsc Number	21345167
Id Number	2322122
User Type	TSC HQ
Status	Active
Email	jane@futuristic.co.ke
Phone No	72514671

Figure 177- HQ Edit System User Information.

TRAINING PROVIDERS PORTAL

This portal is accessible by the TSC Accredited Training providers and TSC TPD Administrators

3.1 KEY SYSTEM MODULES


It provides 6 modules as follows:

- 1) Institution accreditation
- 2) Authentication
- 3) Training Calendar
- 4) Assessments
- 5) Setups
- 6) Reports

3.1.1 Institution Accreditation

On first time account creation, an institutional account must be created. The institutional user will click on the link sent by the TSC admin to access the account creation form. The interface for the form will look like the one below.

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Service Provider Registration Form

General Information

Name of Institution <input type="text"/>	Specify quality system implemented <input type="text"/>	Number of Trainees <input type="text" value="10"/>
Organization Type <div>--Select Organization Type-- ▾</div>		Institution Registration ID <input type="text" value="12345"/>

Institution's Contact Information

Phone Number <input type="text"/>	Email <input type="text"/>	Postal Address <input type="text" value="12345"/>
Postal Code <input type="text" value="00100"/>		

Contact Person Information

Full Name <input type="text"/>	ID/Passport Number <input type="text"/>	Phone Number <input type="text" value="0712345678"/>
Email <input type="text"/>	Designation <input type="text"/>	
Password <input type="password" value="*****"/>	Confirm Password <input type="password"/>	

Figure 178- Trainers Providers Signup form

From the interface above the contact person for the institution fills in all the necessary information about the institution. They will also provide a password to be used in the authentication process. Upon successful submission the form will be availed to the TSC administrators for accreditation. If the institution is successfully accredited by the TSC administrators, the institution is provided with an institution ID which will be used to access the module.

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5.1.1 Login and Authentication

The contact person of the institution uses the institution Id (provided by the TSC administrators), National ID number and a password (set during account creation) to login to the system. The institutional administrator can create an institutional user providing a unique identifier that they can use to authenticate to their institutional portal. On successful validation, the user gains access to the system. Authentication and system access are provided for similarly to the **TEACHERS SELF-SERVICE PORTAL**.

Upon successful authentication the training provider will access the dashboard page. This page gives an overview of interactions and information accessed by the TSC HQ. A screen like the one below is displayed.

Trainer > Egerton University 16th Feb, 2019

Institution: Egerton University	Code: 123
Email: admin@egerton.ac.ke	OrganizationType: Association/Industry based training center

6
Total Assessments

3
Completed Assessments

3
Pending Assessments

Teachers Enrolled for Training

Training Centre: Cohort:

Show 10 entries

Name	TSC Number	Personal Email	Phone	Institution	Training Centre	Cohort	Actions
Teacher Kelvin Fundi	123456793	Male	0711259999	St Kariakoo primary	Kajiado	January	<input type="button" value="View Details"/>
Teacher Ronnie Odima	123456791	Male	0711259995	St Paul's primary school	Kajiado	January	<input type="button" value="View Details"/>

Figure 179- Trainers Portal Dashboard.

The key interface options are further described below

Main menu options

i. Dashboard (a)

This option displays the start page which is the screen above.

ii. Calendar (b)

From this menu option the user can schedule all modules to be provided by the institution by the different training centres.

iii. Chapter Assessment (c)

From the Assessment page the user can:

i. View enrolment of a module

ii. Grade/mark students

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- iii. Print transcripts
- iv. View class grade list

iv. Reports (d)

From this submenu option the user can view all the training related reports e.g. view enrolment, view users of the system in the institution etc.

v. Setups (e)

This option is only accessible to the Administrators of Institutions. From the setups page, the administrators can:

- i. Manage campus/training centres
- ii. Manage users

5.1.2 Training Calendar

On choosing **Training Calendar** from the dashboard page, the interface below is displayed. From the interface the user can search chapters already scheduled in the institution. From the interface the user can ADD CHAPTER TO CALENDAR, edit a scheduled chapter or Delete a scheduled chapter.

Trainer > Calendar 16th Feb, 2019

Institution: Egerton University Code: 123
Email: admin@egerton.ac.ke OrganizationType: Association/Industry based training center

Add Chapter to Calendar

Show 10 entries Search:

Training Centre	Module Name	Chapter	Start Date	End Date	Max Enrolment	Action
Kajiado	TPD module Level 1	Professionalism	18th Dec, 2018	20th Dec, 2018	33	Edit Delete
Kajiado	TPD module Level 5	Comprehensive School Health & Safety for module 2	17th Dec, 2018	19th Dec, 2018	13	Edit Delete

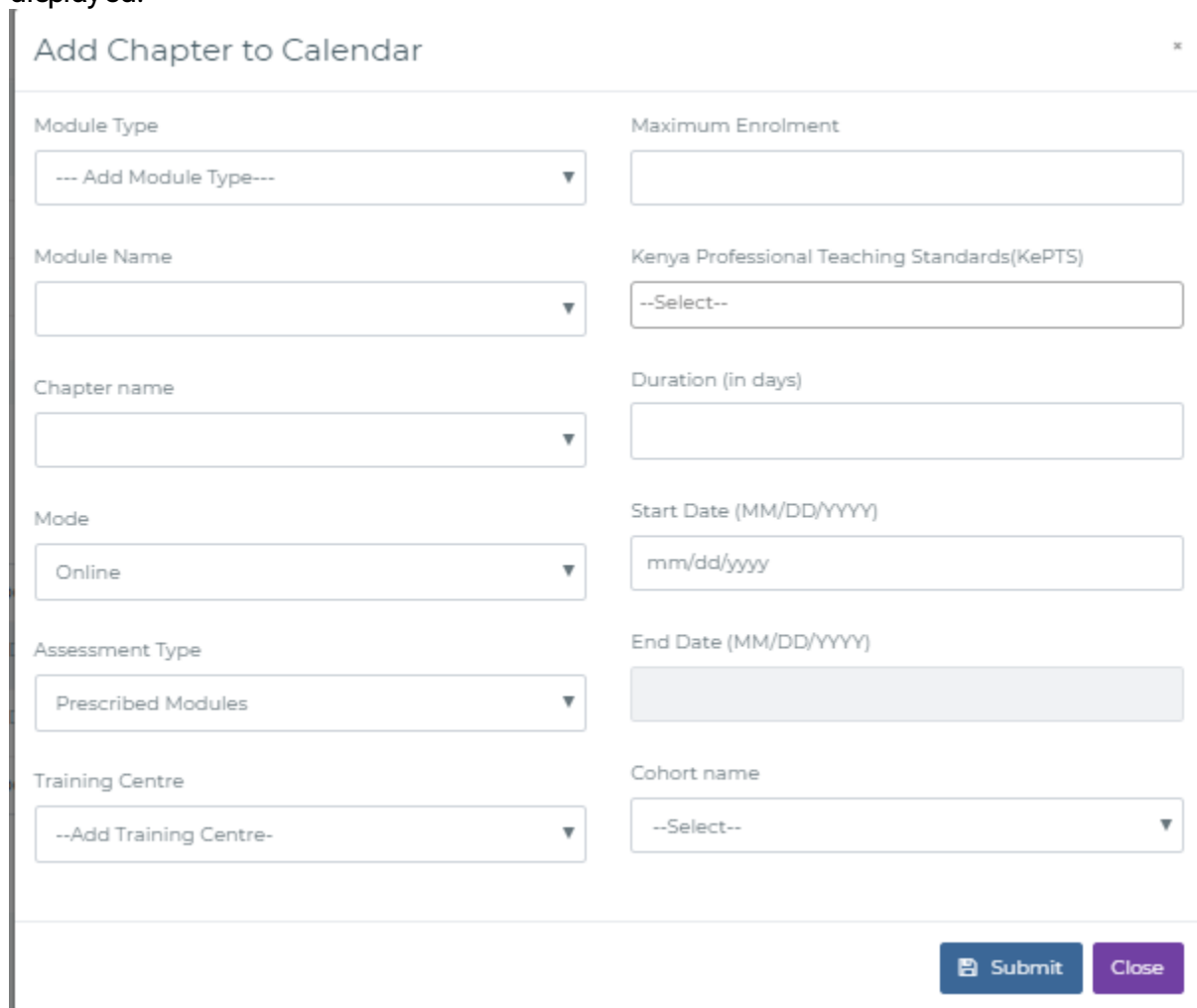
Showing 1 to 2 of 2 entries Previous 1 Next

Figure 180- Training Calendar Trainers Portal

The interface above displays a list of all modules scheduled in the institution

5.1.2.1 Add Chapter to Calendar

On clicking 'ADD CHAPTER TO CALENDAR' from the above interface, the interface is displayed.



The screenshot shows a web form titled "Add Chapter to Calendar" with a close button (X) in the top right corner. The form is organized into two columns. The left column contains the following fields: "Module Type" (a dropdown menu with "-- Add Module Type---"), "Module Name" (a text input field), "Chapter name" (a text input field), "Mode" (a dropdown menu with "Online"), "Assessment Type" (a dropdown menu with "Prescribed Modules"), and "Training Centre" (a dropdown menu with "--Add Training Centre-"). The right column contains: "Maximum Enrolment" (a text input field), "Kenya Professional Teaching Standards(KePTS)" (a dropdown menu with "--Select--"), "Duration (in days)" (a text input field), "Start Date (MM/DD/YYYY)" (a text input field with a placeholder "mm/dd/yyyy"), "End Date (MM/DD/YYYY)" (a disabled text input field), and "Cohort name" (a dropdown menu with "--Select--"). At the bottom right of the form are two buttons: a blue "Submit" button and a purple "Close" button.

Figure 181- Add Chapter

From the interface the user fills in all the required details and upon successful saving, the scheduled chapter appears as a record in the training calendar page.

5.1.2.2 Edit

On clicking Edit from the Training Calendar page, the interface below is displayed

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Edit Scheduled Chapters

Module Type	Maximum Enrollment
Teachers	33
Module name	Kenya Professional Teaching Standards (KePTS)
TPD module Level 1	Takes lead in promoting professionalism throughout his
Chapter name	
Mode	Duration (in days)
Online	2
Assessment Type	Start Date (MM/DD/YYYY)
Prescribed Modules	12/18/2018
Training Center	End Date (MM/DD/YYYY)
Kajiado	2018-12-20
	Cohort name
	August

[Edit](#) [Close](#)

Figure 182- Edit Chapters

From the interface the user can edit any field of the scheduled chapter and save the updates. On successful edit the changes will reflect immediately.

5.1.2.3 Delete

On clicking **Delete** from the Training Calendar page, a confirmation popup like the one below will display to confirm if the user wants to delete the scheduled chapter.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

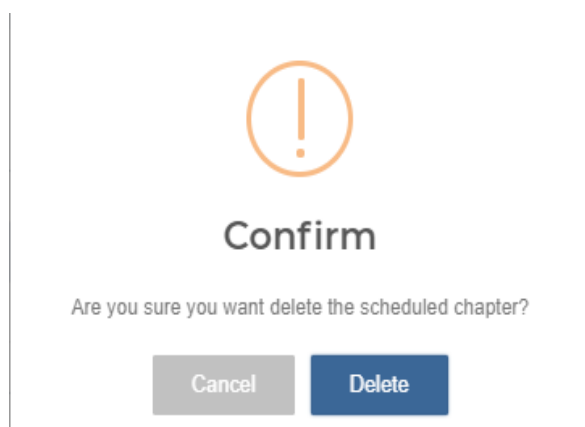


Figure 183- Delete Chapter

Upon successful confirmation, the scheduled chapter will be deleted from the Training Calendar.

5.1.3 Assessment

Upon successful training and assessment process, the institution has to provide feedback on the performance by the students. The user can also query the system to produce such things as student transcripts and class grade list. On selecting **CHAPTER ASSESSMENT>>Chapter Assessment** from the dashboard page, the interface below is displayed.

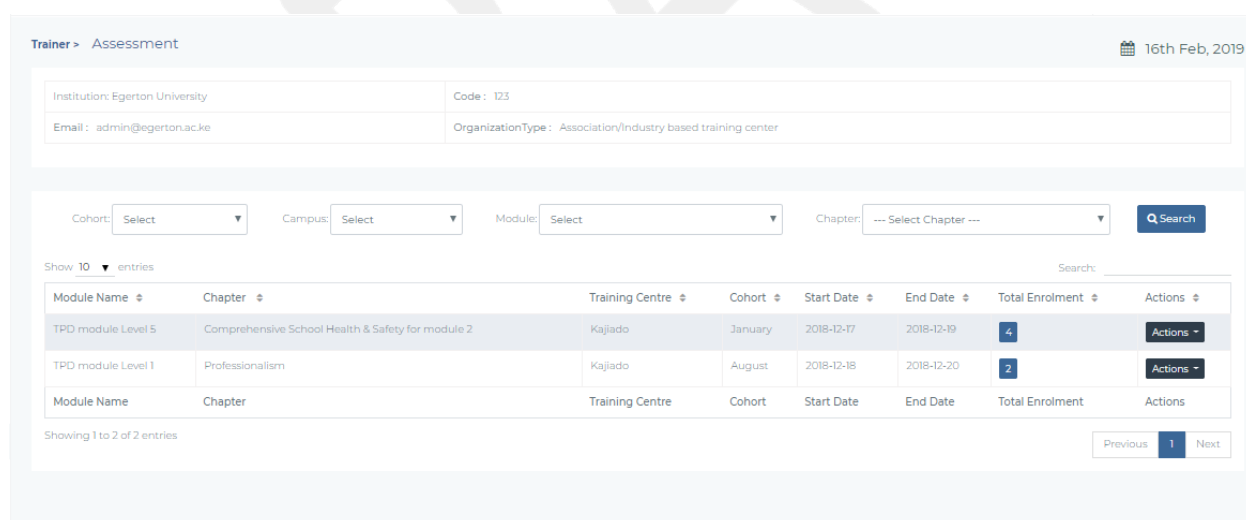


Figure 184 Training Assessment Dashboard

The interface above displays a list of subjects where the user can perform the following:

- 1) View Enrolment
- 2) Grade/Mark

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5.1.3.1 View Enrolment

To view enrolment of a certain subject, the user clicks on **View Enrolment** from the interface above. The interface like the one below will be displayed.

Enrolment ✕

Module Name: TPD module Level 5	Total Enrolment: 4
Chapter: Comprehensive School Health & Safety for module 2	TC/Campus Name: Kajiado
Cohort: January	

Show 10 ▼ entries

Search:

TSC Number ▲	Name ◆	TSC Institution ◆	Assessment Type ◆
123456789	Hellen Maloba Ganjin	Nakuru Primary	Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings
30959853	Deputy Head Teacher	St Pauls primary school	Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings
123456791	Teacher Ronnie Odima	St Pauls primary school	Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings
123456793	Teacher Kelvin Fundi	St Kawangware primary	Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings
TSC Number	Name	TSC Institution	Assessment Type

Showing 1 to 4 of 4 entries

Previous

1

Next

Grade Chapter

Close

Figure 185- Trainers View Enrolments

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The interface displays a list of all students enrolled for a specific chapter and a total number of students enrolled. There is an option to print or export the records. The user can also search for a specific record using TSC Number or name.

Trainer > Add grade 16th Feb, 2015

Institution: Egerton University Code: 123
Email: admin@egerton.ac.ke OrganizationType: Association/Industry based training center

Go Back

Module Name: TPD module Level 5 Chapter Name: Comprehensive School Health & Safety for module 2
Training Centre: Kajiado Cohort: January

Show 10 entries Search:

Name	TSC Number	TSC Institution	Total Assessments	Completed Assessments	Actions
Teacher Ronnie Odima	123456791	St Pauls primary school	1	0	Grade/Mark Add Comments Mark as Completed
Teacher Kelvin Fundi	123456793	St Kawangware primary	1	0	Grade/Mark Add Comments Mark as Completed
Hellen Maloba Ganjin	123456789	Nakuru Primary	1	0	Grade/Mark Add Comments Mark as Completed

Figure 186- Add Grades

5.1.3.2Grade/Mark

When a user clicks on **Grade/Mark** from the Assessment page, the interface below is displayed

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The screenshot shows a web interface titled "Add Grade/Mark". It contains several form fields and a table. The fields are organized into a grid-like structure with alternating light blue and white backgrounds. The table at the bottom has three columns: "Sub Assessment Types", "Marks", and "Scored Marks".

Trainee Name: Teacher Ronnie Odima	TSC Number: 123456791
Institution: St Pauls primary school	
Chapter Enrolled: Comprehensive School Health & Safety for module 2	Module: TPD module Level 5
Training Centre: Kajiado	Cohort: January

Assessment Type: Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings

Sub Assessment Types	Marks	Scored Marks
Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings	40	<input type="text"/>
Total	40	

Buttons: Save, Close

Figure 187- Add Grades/Marks

From the interface above, the user can search for a specific record by TSC Number, Teachers Name or by Assessment Type.

5.1.3.3 Class Grade List

The interface below can be accessed by selecting **Reports >>Assessment Reports**. The interface shows a list s performance of all students enrolled in a specific class. The user can search the records by TSC Number or by Name.

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Trainer > Assessment reports16th Feb, 201

Institution: Egerton UniversityCode: 123

Email: admin@egerton.ac.keOrganizationType: Association/Industry based training center

Assessment

Cohort: Select Campus: Select Module: Select Chapter: --Select module first--Search

Show 10 entries

Campus	Cohort	Teacher Name	TSC Number	Module Name	Chapter	Assessment Type	Achieved Score	Assessment Date	Assessment Completed By
Kajiado	April	Hellen Maloba Ganjin	123456789	TPD module Level 5	Comprehensive School Health & Safety for module 2	Full Participation in Teacher Performance Appraisal and Development (TPAD) with ratings		16-02-2019	Egerton University

Figure 188- Trainers Reports

5.1.4 Set- Ups

This menu option will have the following sub menus:

- 1) Campuses/Training Centres
- 2) User Management
- 3) Assessment Type

5.1.4.1 Campuses/Training Centres

On clicking **campuses/ training centres** from the list of Setups submenus, a list of all campuses under the institution will be displayed as in the screen below.

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Trainer > Training center16th Feb, 2019

Institution: Egerton University

Code : 123

Email : admin@egerton.ac.ke

OrganizationType : Association/Industry based training center

Add Training Center

Show 10 entries

Search:

Training Centre	County	Sub-county	Zone	Lead Consultant	Lead Consultant Phone	Action
Kajiado	Baringo	Baringo Central	KAPROPITA	Roba	+254725440356	<a>Edit <a>Remove
Training Centre	County	Sub-county	Zone	Lead Consultant	Lead Consultant Phone	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

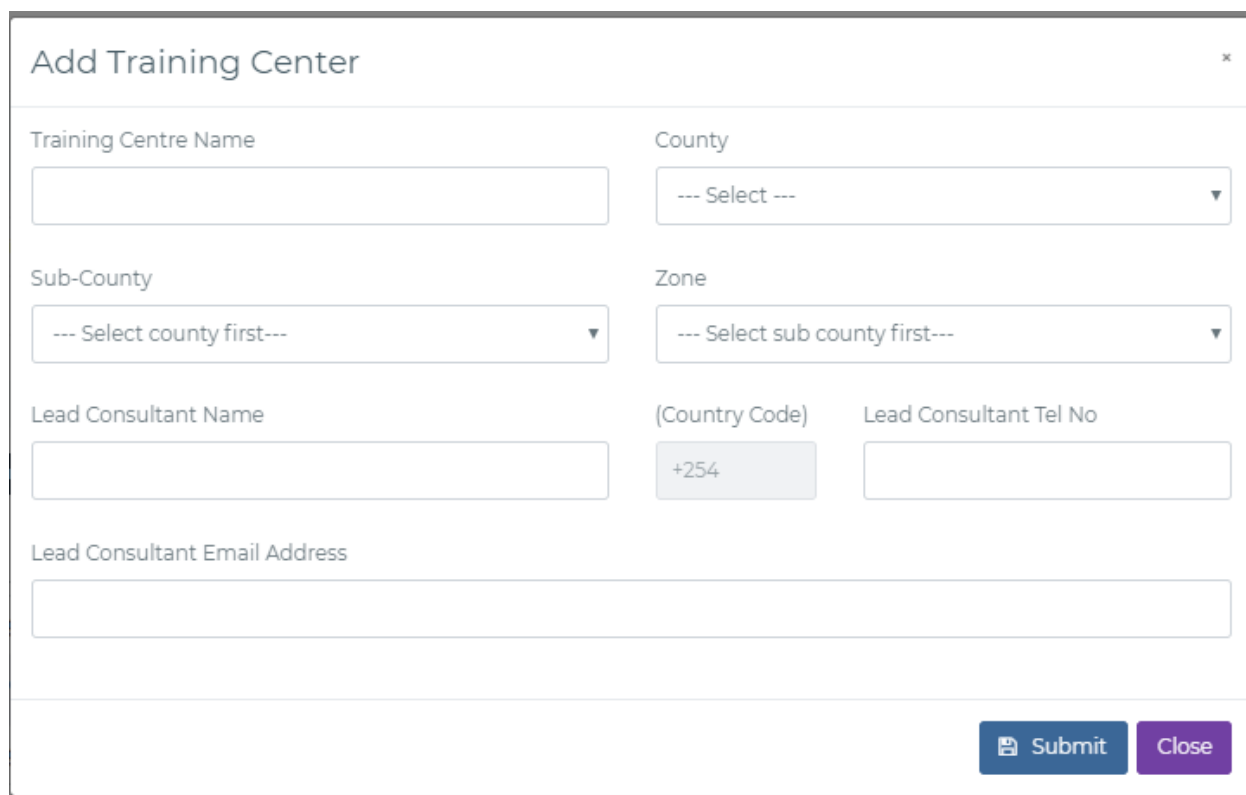
Figure 189- Training centre dashboard.

From the interface, the user can: Add campus/training centre, edit details of a training centre or Delete a specific campus/training centre.

5.1.4.2 Add Campus/Training Centres

On clicking 'Add campus/training centre' from the interface above, the interface like the one below will be displayed where the user can add details of a new campus/training centre.

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The form is titled "Add Training Center" and contains the following fields:

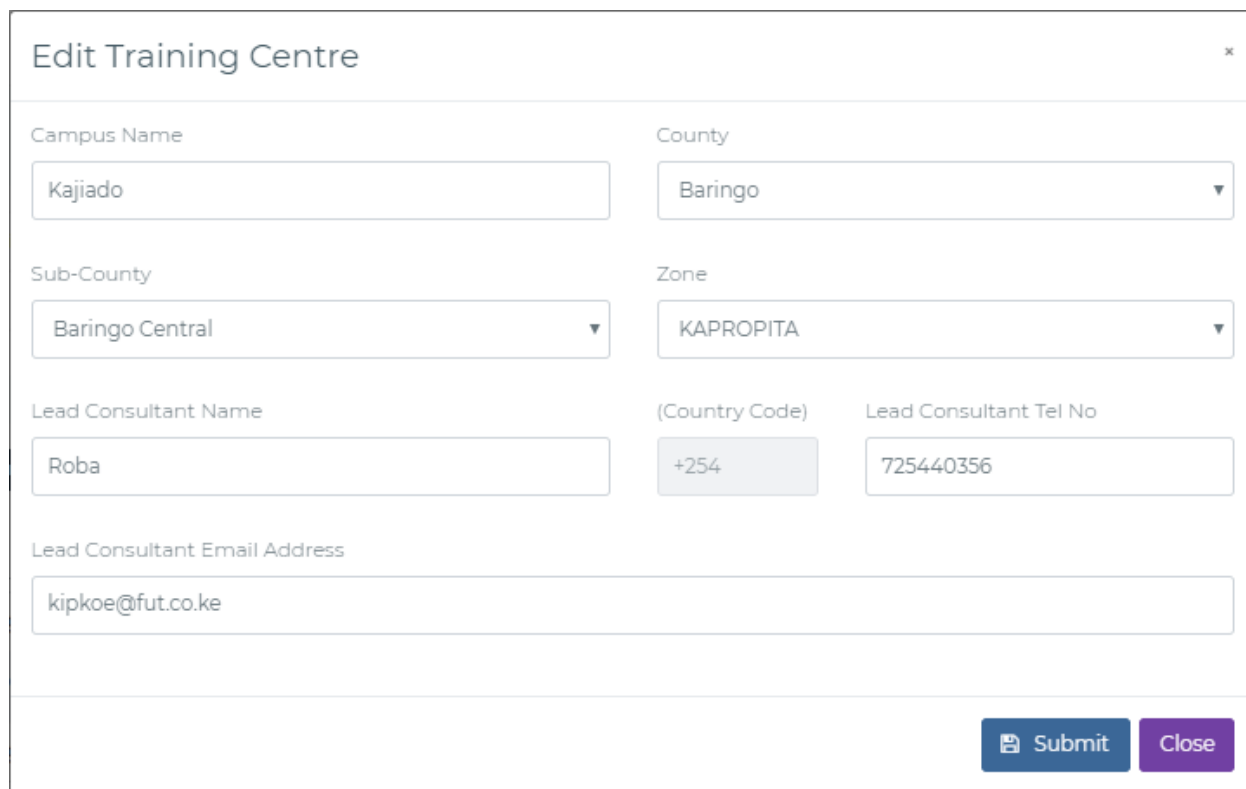
- Training Centre Name: Text input field.
- County: Dropdown menu with "--- Select ---" as the placeholder.
- Sub-County: Dropdown menu with "--- Select county first---" as the placeholder.
- Zone: Dropdown menu with "--- Select sub county first---" as the placeholder.
- Lead Consultant Name: Text input field.
- (Country Code): A small grey button with "+254" selected.
- Lead Consultant Tel No: Text input field.
- Lead Consultant Email Address: Text input field.

At the bottom right, there are two buttons: "Submit" (blue) and "Close" (purple).

Figure 119- Add training centre form

On saving, the new campus will be added as a record in the **Campuses/Training centres** page

5.1.4.3 Edit Campus/Training Centre



Edit Training Centre

Campus Name: Kajiado

County: Baringo

Sub-County: Baringo Central

Zone: KAPROPITA

Lead Consultant Name: Roba

(Country Code): +254

Lead Consultant Tel No: 725440356

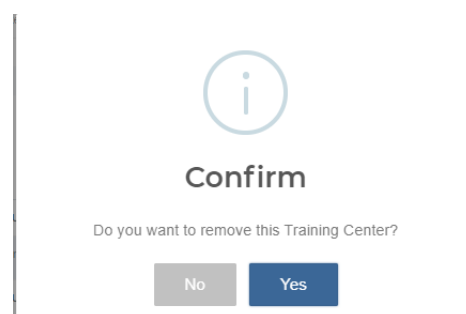
Lead Consultant Email Address: kipkoe@fut.co.ke

Submit **Close**

Figure 190- Edit Training Centre

5.1.4.4 Remove Campus/Training Centre

On clicking **Delete** from the **Campuses/Training centres** page., a confirmation popup like the one below will display to confirm if the user wants to delete the training centre.



Confirm

Do you want to remove this Training Center?

No **Yes**

Figure 191- Remove training centre

Upon successful confirmation, the training centre will be deleted from Institutions list of training centres

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5.1.5 User Management

This module allows an administrator to manage all users of the system in a specific institution. To access the interface below the administrator will click on **Setups>> User Management**

The screenshot displays the 'Trainer > Users' management interface. At the top right, the date '16th Feb, 2019' is shown. Below the header, there are two input fields: 'Institution: Egerton University' and 'Code: 123'. Below these, there are two more fields: 'Email: admin@egerton.ac.ke' and 'OrganizationType: Association/Industry based training center'. A dark blue button labeled 'Add New User' is positioned below the input fields. Below the button, there is a section for displaying a list of users. It includes a 'Show 10 entries' dropdown and a 'Search:' input field. The user list is presented in a table with columns: Name, Id Number, Training Centre, Email, Status, and Action. The first entry is for 'mary wanyoike' with Id Number '22063321', Training Centre 'Kajiado', Email 'mary@ac.ke', and Status 'Inactive'. The Action column for this entry contains three buttons: 'Edit', 'Terminate', and 'Assign Admin Rights'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

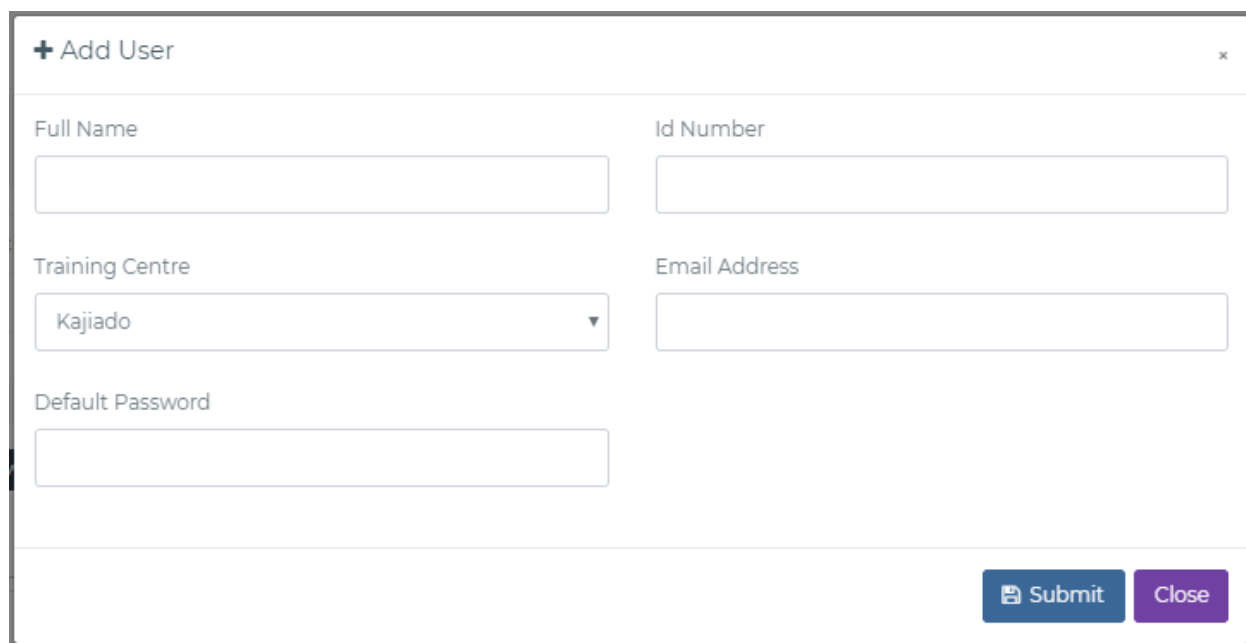
Name	Id Number	Training Centre	Email	Status	Action
mary wanyoike	22063321	Kajiado	mary@ac.ke	Inactive	Edit Terminate Assign Admin Rights

Figure 192- User management

5.1.5.1 Add User

To add a user, the institution administrator clicks on 'ADD USER' from the interface above.

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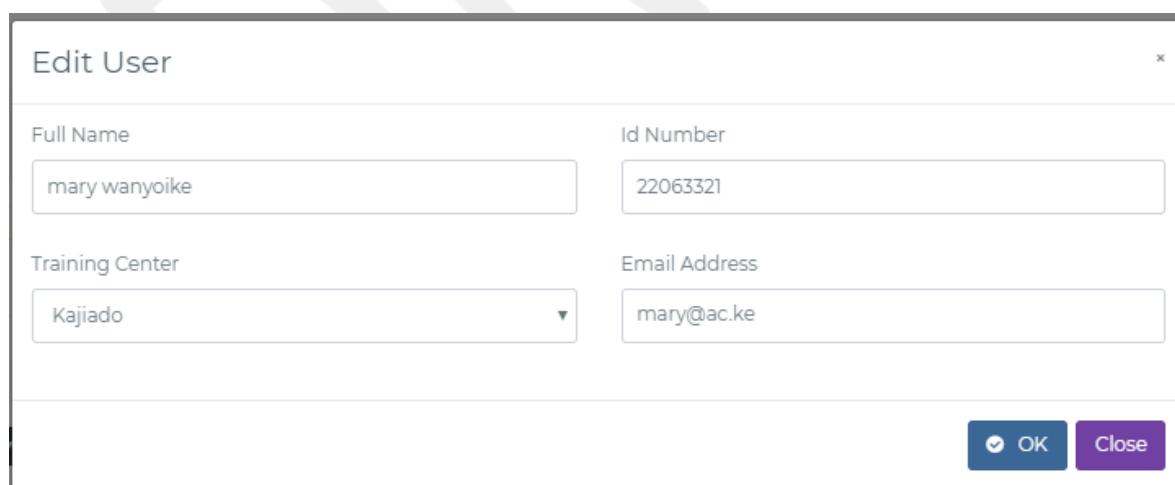
The 'Add User' form is a modal window with a title bar containing a plus icon and the text '+ Add User' and a close icon. It contains four input fields: 'Full Name' (text), 'Id Number' (text), 'Training Centre' (dropdown menu with 'Kajiado' selected), and 'Email Address' (text). There is also a 'Default Password' text field. At the bottom right, there are two buttons: 'Submit' (blue) and 'Close' (purple).

Figure 193- Add Users

On successful saving of all the user details, the new user will be able to access the portal using the set ID Number, Institution ID and the set password.

5.1.5.2 Edit User

To edit user details, the institution administrator will click on **Set ups>>User management>>Edit user**. The user's details will be displayed as in the screen below with an option of editing. On successful editing, the user details will be updated as per the edit.



The 'Edit User' form is a modal window with a title bar containing the text 'Edit User' and a close icon. It contains four input fields: 'Full Name' (text, pre-filled with 'mary wanyoike'), 'Id Number' (text, pre-filled with '22063321'), 'Training Center' (dropdown menu with 'Kajiado' selected), and 'Email Address' (text, pre-filled with 'mary@ac.ke'). At the bottom right, there are two buttons: 'OK' (blue) and 'Close' (purple).

Figure 194- Edit Users

5.1.5.3 Terminate User

On clicking **Terminate User** from the **User Management** page, a confirmation popup like the one below will display to confirm if the administrator wants to terminate the selected user. Upon successful confirmation, the selected user will be terminated and will no longer be able to access the portal.

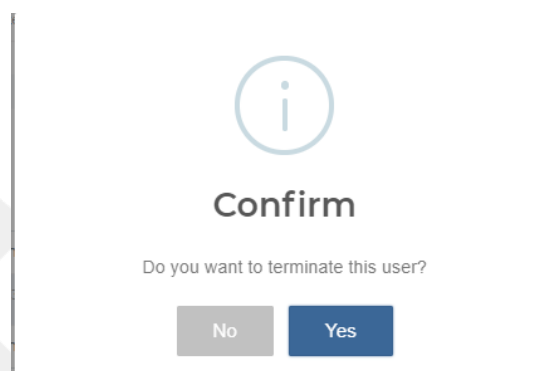


Figure 195- Terminate Users

5.1.5.4 Assign Administrative Rights

On clicking **Assign Administrative Rights** from the **User Management** page, a confirmation popup like the one below will display to confirm if the administrator wants to assign administrative rights to the selected user.

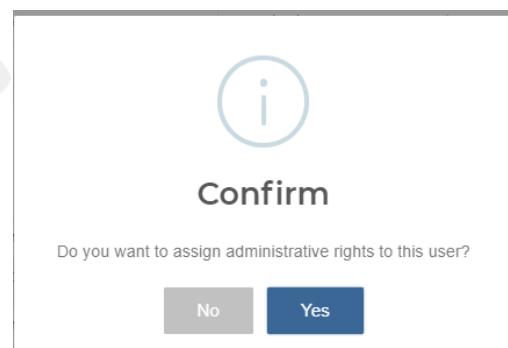


Figure 196- Assign Rights

SYSTEMS ADMINISTRATORS PORTAL

This portal is accessible by the TSC TPAD 2.0 Systems Administrators who will be responsible for making and configuring system wide settings users and group roles, users and group roles management, system parameters (e.g. source database), to review settings and to review error & audit logs/trail

5.2 KEY MODULE FUNCTIONALITY

The key system modules consist of Login & Authentication, TPAD 2.0 System Set- ups and Templates Management. These modules are further discussed below

5.2.1 Login and Authentication

The user provides his /her TSC number and account password for validation. On successful validation, the system administrator gains access to the system. Authentication and system access are provided for similar to the **TEACHERS SELF- SERVICE PORTAL**.

Upon successful authentication the system administrator will access the dashboard page. This page gives an overview of interactions and information that a teacher expects from the system. A screen like the one below will be displayed.

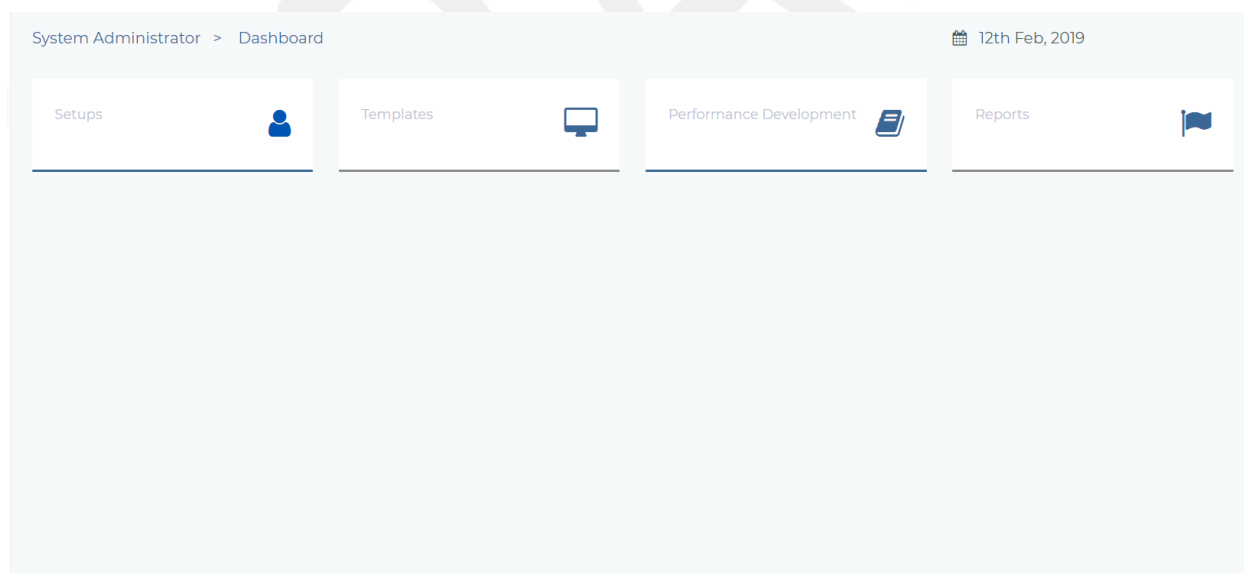


Figure 197- Form 5- 1- 1- Systems Administrators Landing Page

5.2.2 TPAD 2.0 System Set- Ups

This option has the following submenus.

1. User and group roles management.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

2. Rating Scale.
3. Terms Set up
4. PC type
5. Standard Type
6. Subjects Set up
7. Units of Measure

5.2.2.1 User & Group Roles Management

This portal is for adding, editing and removing functionalities and roles for different users of the system. An interface like the one below is provided

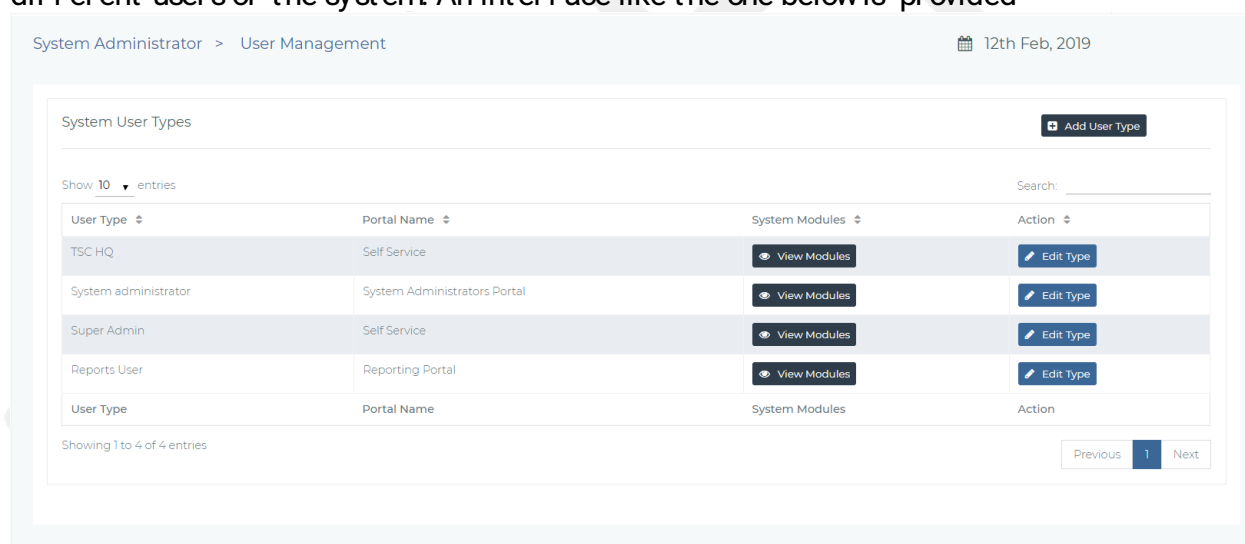
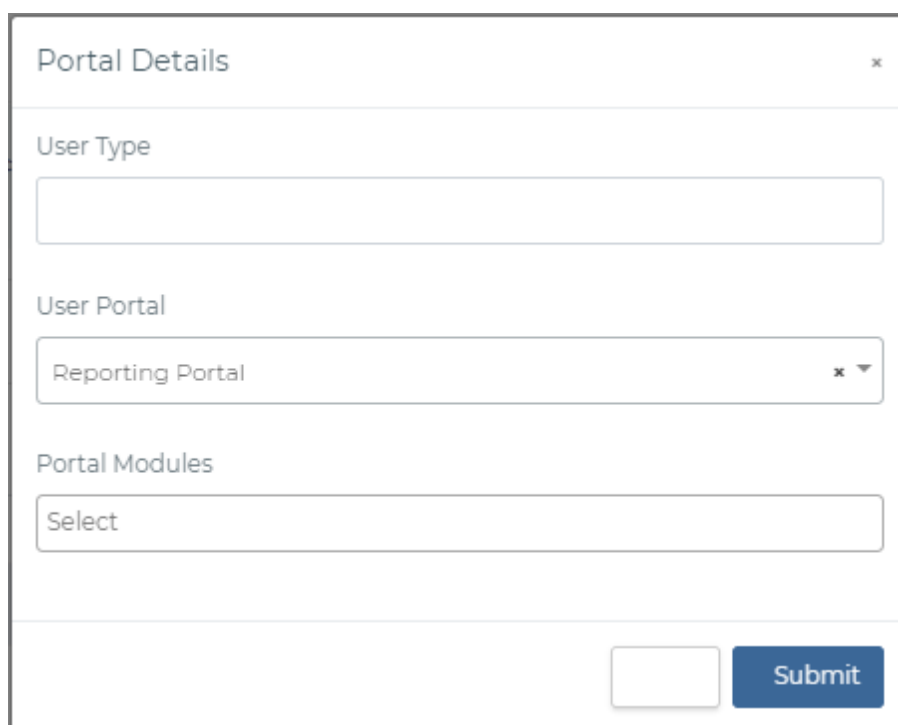


Figure 198- User Types Landing Page

On clicking **Add User Type** an interface like the one below will be provided.

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The screenshot shows a modal window titled "Portal Details" with a close button (x) in the top right corner. The form contains three main sections: "User Type" with a text input field; "User Portal" with a dropdown menu currently showing "Reporting Portal" and a close button (x) with a downward arrow; and "Portal Modules" with a dropdown menu currently showing "Select". At the bottom right of the form are two buttons: a small, light gray button and a blue "Submit" button.

Figure 199- Add User

On clicking **Edit**, the user will see an interface like the one below to be able to edit the group information.

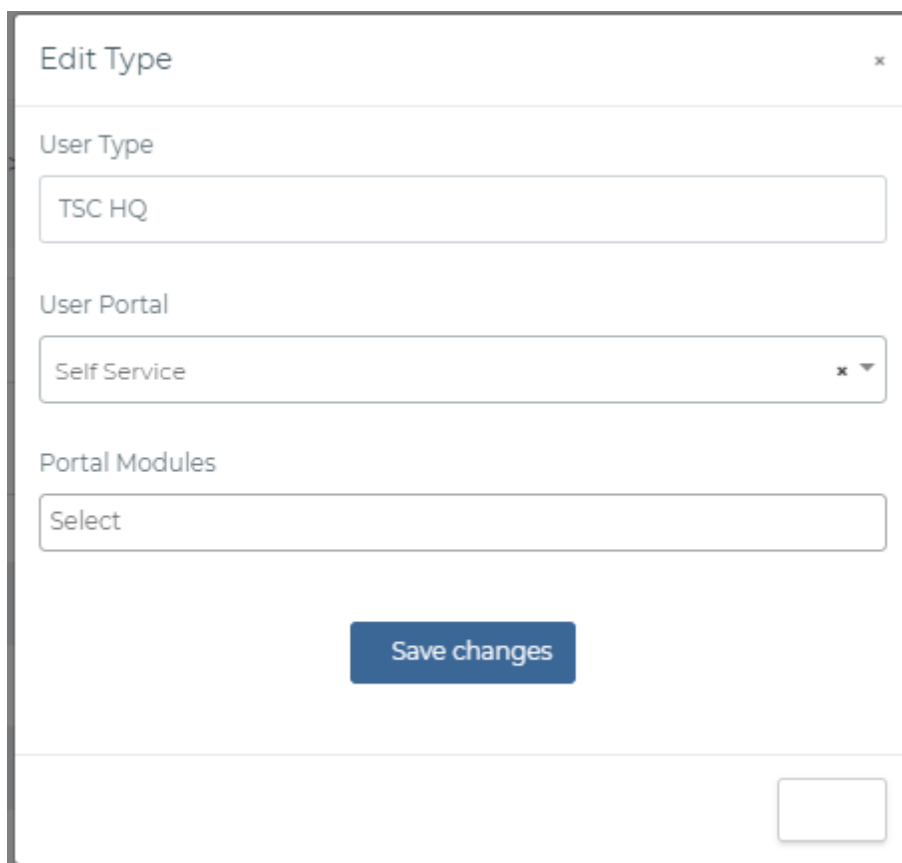


Figure 200- Edit User Type

On clicking **view modules**, the user will be able to view details about a specific role and the modules they can access.

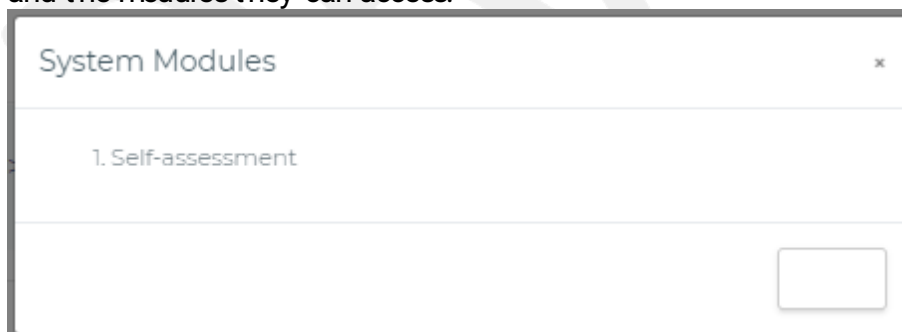


Figure 201- View Modules

5.2.2.2 Rating Scale

This is the scale that is used in rating standards etc. The system admin is responsible for setting up the scale. An interface like the one below is provided.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

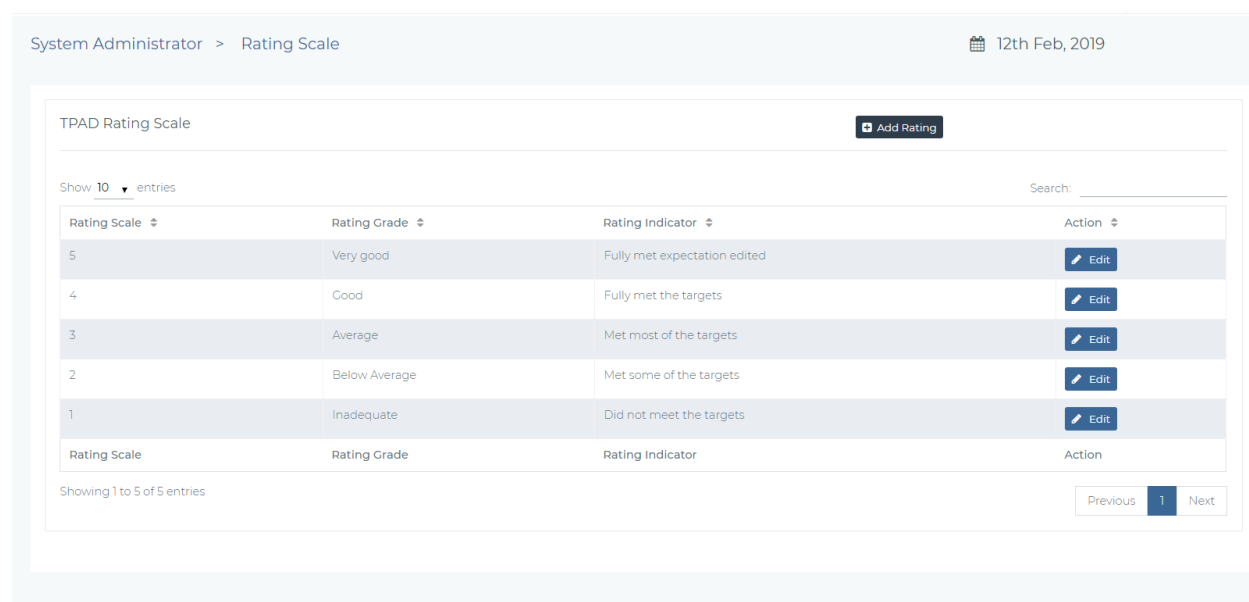


Figure 202- Rating Scale Landing Page

on clicking **add rating** an interface like the one below is provided for the system admin.

Rating Description

Rating Scale Rating Grade

--- Add Rating Scale --

Rating Grade

--- Add Type --

Indicator

--- Add Type --

Submit

Figure 203- Add rating scale

The system admin can also edit a rating scale from the below interface.

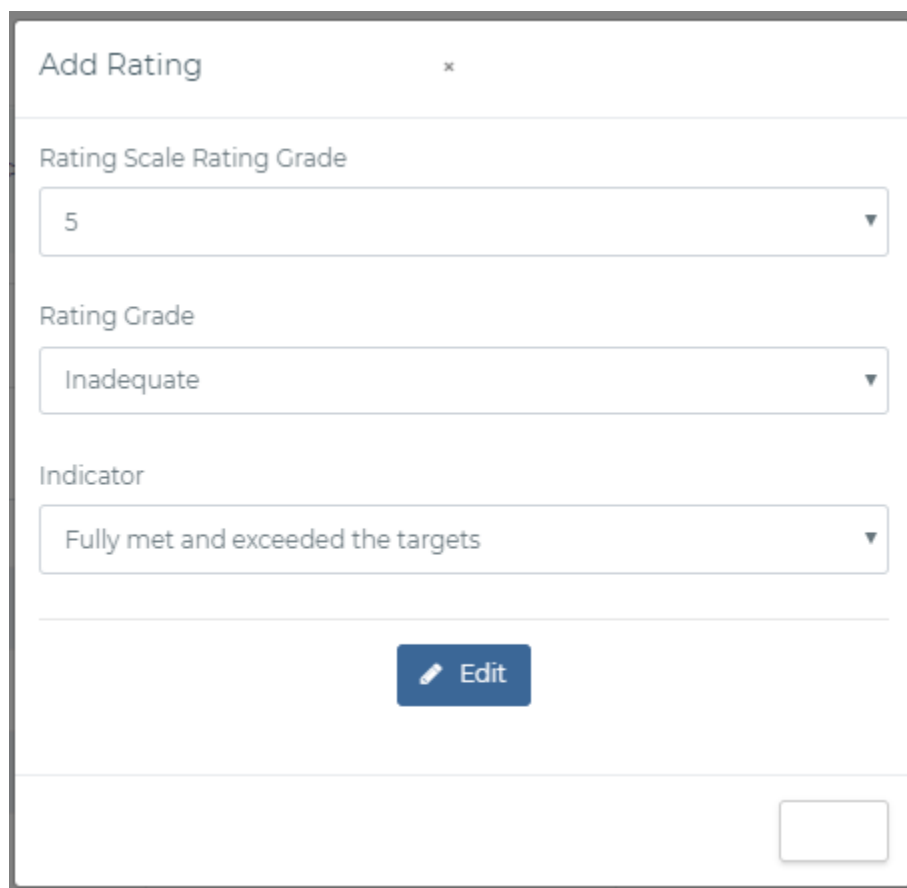


Figure 204- Edit Rating

5.2.2.3Term/Qtr. Setup

The system administrator will also be responsible for setting up term/QTRS information i.e Name,year,start date,end date.They will be provided with the below interface

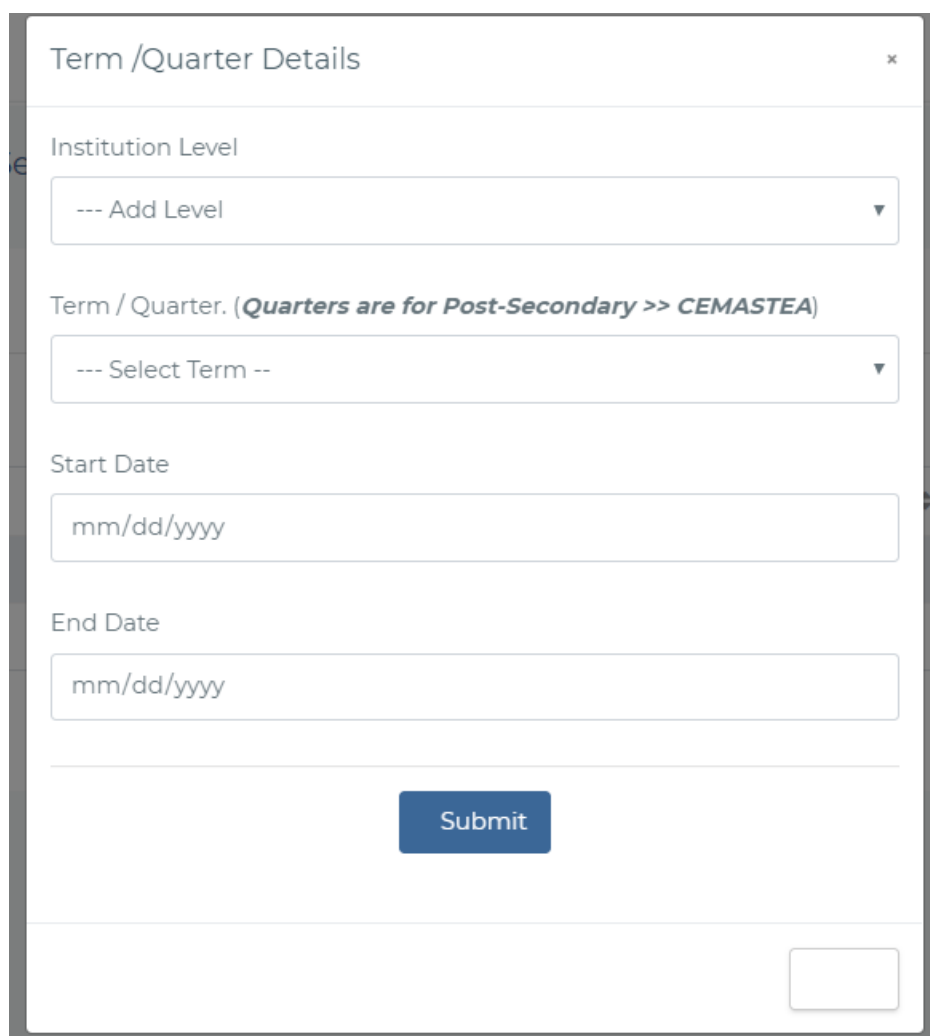
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The screenshot displays the 'System Administrator > Term Setup' page. At the top right, the date '12th Feb, 2019' is shown. The main heading is 'TPAD Term / Quarter Dates'. A button labeled 'New Term / Quarter' is in the top right corner. Below the heading, it says 'Show 10 entries' and 'Search:'. A table with columns 'Term/Quarter', 'Year', 'Period Type', 'Start Date', 'End Date', and 'Action' is shown. The table contains a single row with the text 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

Figure 205- Term Set up

On clicking the **Add Term** Button, they will be provided with an interface below to be able to add a new term.

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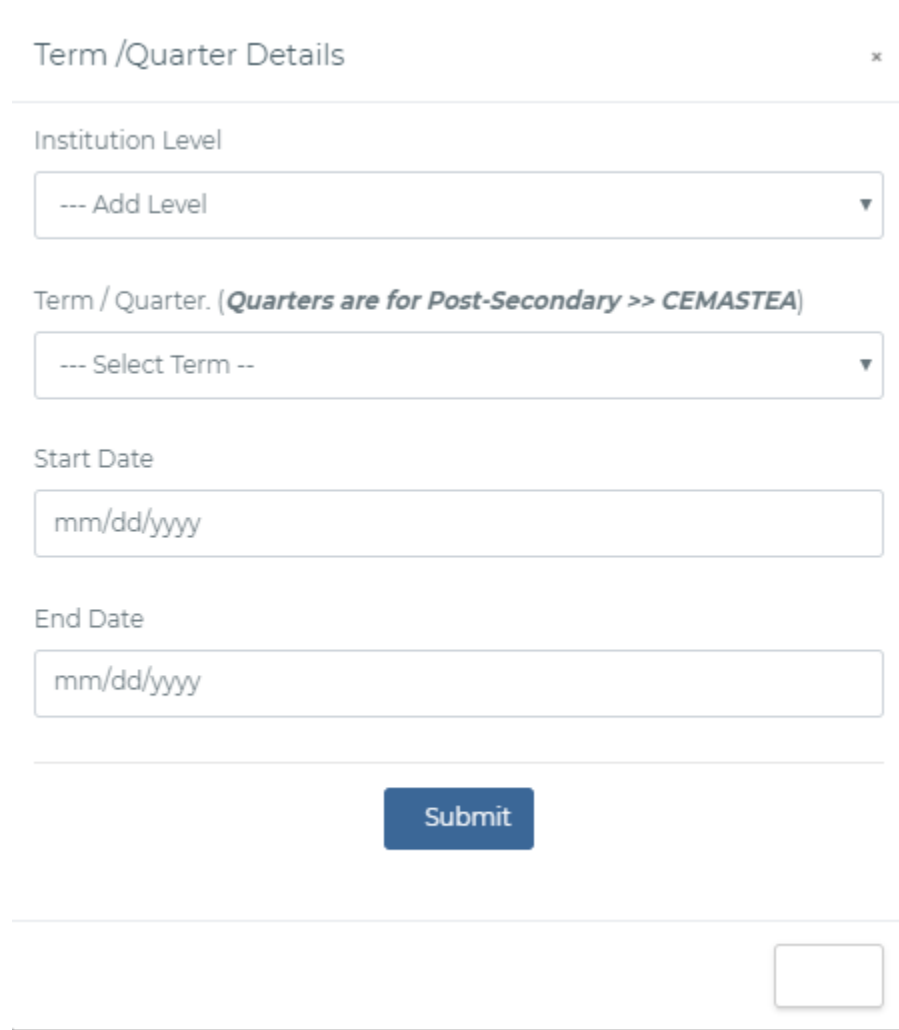
The screenshot shows a web-based form titled "Term /Quarter Details" with a close button (x) in the top right corner. The form contains the following fields:

- Institution Level:** A dropdown menu with the text "--- Add Level" and a downward arrow.
- Term / Quarter:** A dropdown menu with the text "--- Select Term --" and a downward arrow. A note in parentheses next to the label reads: "(Quarters are for Post-Secondary >> CEMASTE A)".
- Start Date:** A text input field with the placeholder "mm/dd/yyyy".
- End Date:** A text input field with the placeholder "mm/dd/yyyy".

Below the date fields is a blue "Submit" button. At the bottom right of the form is a small, empty rectangular box.

Figure 206- Add Term

The system admin can also edit a terms information from an interface like the one below by clicking the **edit** button.



Term /Quarter Details

Institution Level

--- Add Level

Term / Quarter. (**Quarters are for Post-Secondary >> CEMASTE**A)

--- Select Term --

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Submit

Figure 207- Add Term

5.2.2.4 Performance Contracting (PC) Type

The system admin have the role of setting up the type of PC. There are three types of pc;

1. Primary School
2. Secondary School
3. Teacher Training Colleges

An interface like the one below will be provided for the system Admin.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

System Administrator > PC Types Setup 11th Feb, 2019

Performance Contracting Types [Add PC Type](#)

Show 10 entries Search:

#	Type	Date Added	Date Last Modified	Status	Actions
5	TTC	30th January, 2019	Awaiting Modification	Active	Edit Deactivate
3	Tertiary Institutions	17th January, 2019	17th January, 2019	Active	Edit Deactivate
2	Secondary School	4th December, 2018	17th January, 2019	Active	Edit Deactivate
1	Primary School	4th December, 2018	17th January, 2019	Active	Edit Deactivate
6	KISE	30th January, 2019	Awaiting Modification	Active	Edit Deactivate
4	CENASTE	30th January, 2019	30th January, 2019	Active	Edit Deactivate

Showing 1 to 6 of 6 entries [Previous](#) [Next](#)

Figure 208- PC Type Plans

On clicking Add type, the system admin will be able to add a PC type from an interface like the one below.

Performance Contracting Types

Type

[Save](#) [Close](#)

Figure 209- Add PC Types

The system admin can also edit the PC type by clicking the edit button. An interface like the one below will be provided.

Edit Performance Contracting Types

PC Type

[Edit](#) [Close](#)

Figure 210- Edit PC Type

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5.2.2.5 Standard Type

The system admin should set the different types of standards as per the institution types. An interface to add, edit and view the available standard types is provided for the system admin and will look like the below figure.

System Administrator > Standard Institution Types 11th Feb, 2019

Standard Institution Type Add Type

Show: 10 ▼ entries

Search:

Standard Institution Type	Description	Date Added	Actions
TTC	View	21st Nov, 2018	Edit Type
SNE- Pri & Sec	View	21st Nov, 2018	Edit Type
Primary & Secondary Schools	View	21st Nov, 2018	Edit Type
KISE	View	8th Jan, 2019	Edit Type
KIB	View	21st Jan, 2019	Edit Type
CEMASTE	View	8th Jan, 2019	Edit Type
Standard Type	Description	Date Added	Actions

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

Figure 211- Standard Types Dashboard

On clicking the Add standard type button, the system admin is provided with the below interface to add a standard type.

Standard Institution Type

Standard Name

Standard Description

Submit

Figure 212- Add Standard Type

The system admin can as well edit the standards types. An interface like the one below will

be provided.

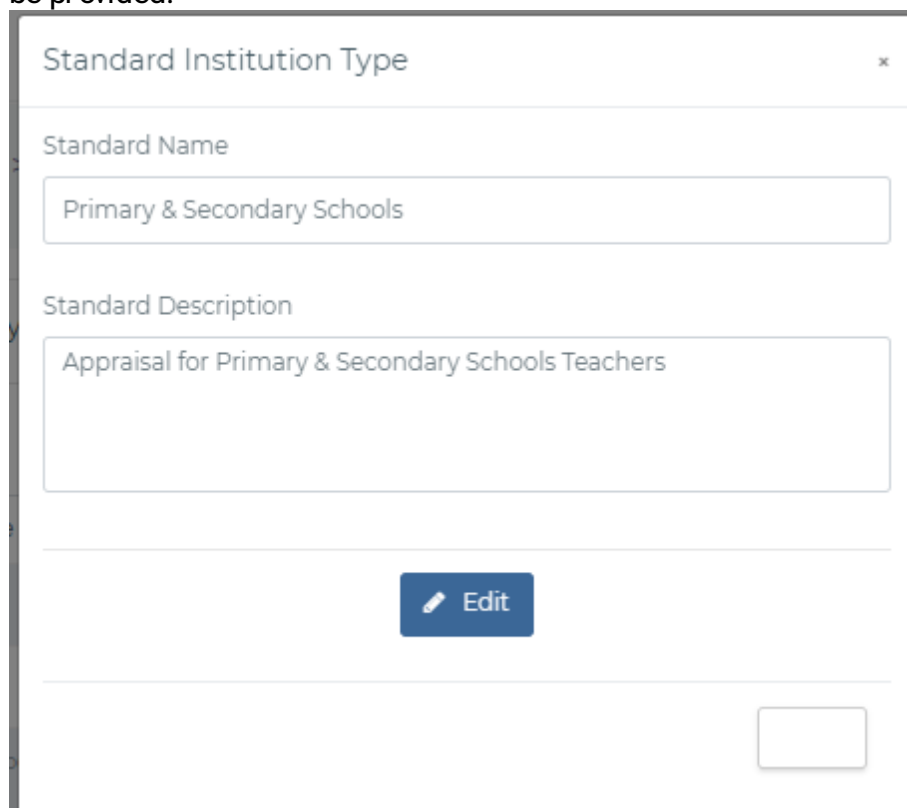


Figure 213- Edit Institution Type

5.2.2.6Subjects

The system administrators will be responsible for setting the subjects and specifying the institutions attached to it. An interface like the one below is provided for the system admins to do all the subjects set ups.

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

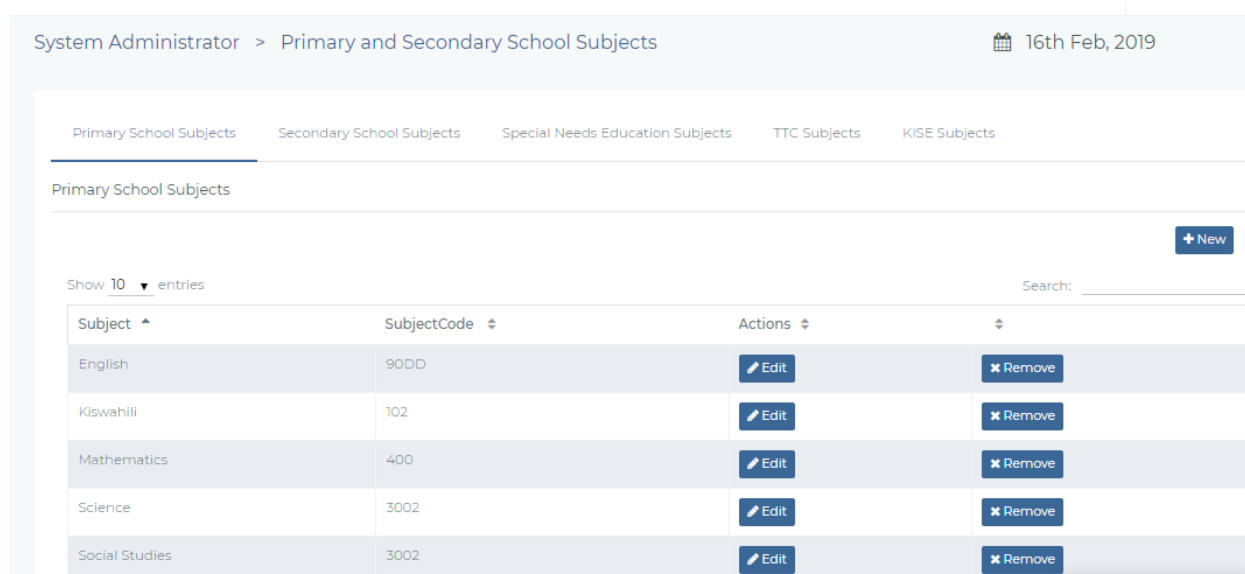


Figure 214- Subjects Set up

On clicking Add Subject, an interface like the one below will be provided for the admin to add a subject for all the school types.

Primary School Subjects

Subject

e.g. Mathematics

SubjectCode

e.g. 2090

Save Close

Figure 215- Add Subject

The system admin is able to edit the subject information from the below interface.

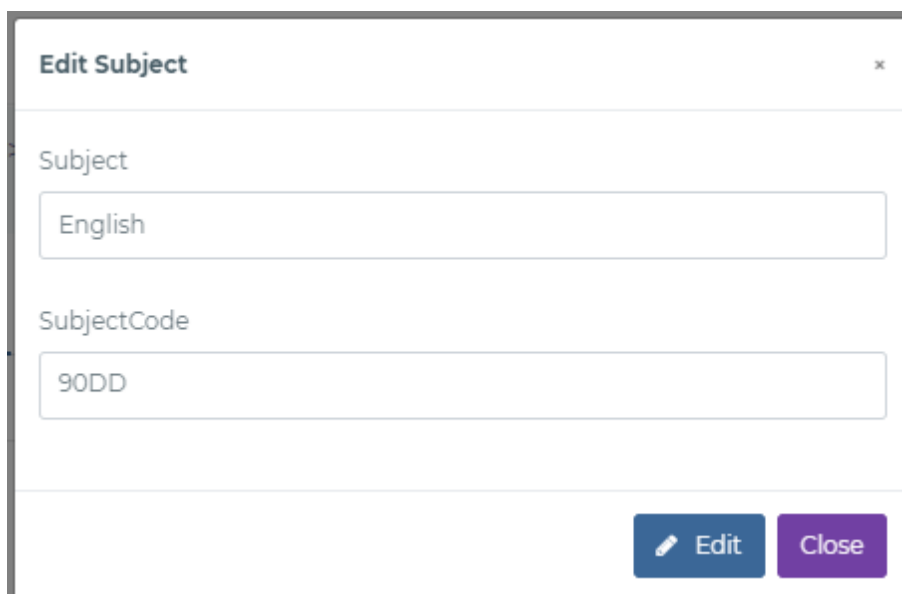


Figure 216- Edit Subject

5.2.3 Templates

Several templates will be used in the TPAD system. The system administrators have the responsibility of creating and maintaining various templates. The templates are as follows:

- 1) Appraisal Standards Templates.
- 2) TPAD Calendar of Activities
- 3) Lesson Observations Form (LOF)
- 4) Performance Contracting

5.2.3.1 Appraisal Standards Template

The Create/Manage Appraisal Standards Template will be as follows

Consultancy to Support Automation of the TPAD System and Provide Support for the First Year

System Administrator > Teaching Standards 16th Feb, 2019

TPAD Teaching Standards Add Teaching Standard

Show 10 entries Search:

#	Teaching Standard	Type	Domain Area	Total	Description	Activities	Indicators	Evidences	Actions
30	Participation in Professional Learning Community	KIB	Community of Practice	25(Marks)	Description	5	5	8	Actions
29	Teachers Conduct & Professionalism	KIB	Teacher Conduct and Professionalism	30(Marks)	Description	5	5	8	Actions
28	Teacher Professional Development	KIB	Instructional Delivery(teaching)	9(Marks)	Description	3	3	3	Actions

Figure 217- Teaching Standards Templates

On clicking **Add standard** a system admin will create a new standard from an interface like the one below.

Teaching Standard

Standard Institution Type
--- Add Standard Type ---

Standard Domain Area
--- Add Standard Domain Area ---

Teaching Standard

Maximum Value ()

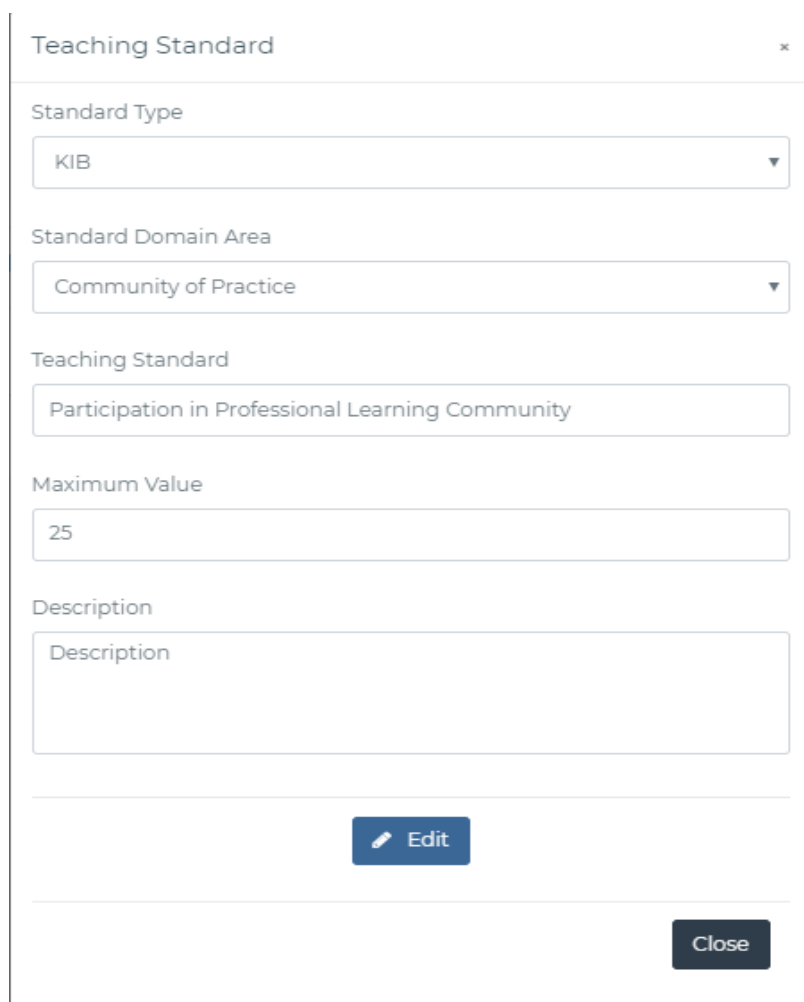
Description

Close Submit

Figure 218- Add Teaching Standards

The system admin will also be able to edit the standards by clicking the button **edit**.

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The screenshot shows a modal window titled "Teaching Standard" with a close button (x) in the top right corner. The form contains the following fields:

- Standard Type:** A dropdown menu with "KIB" selected.
- Standard Domain Area:** A dropdown menu with "Community of Practice" selected.
- Teaching Standard:** A text input field containing "Participation in Professional Learning Community".
- Maximum Value:** A text input field containing "25".
- Description:** A large text area with the placeholder text "Description".

At the bottom of the form, there is a blue "Edit" button with a pencil icon and a dark grey "Close" button.

Figure 219- Edit Standards

A system administrator will view view a standard and add a target as shown in the interface below

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System Administrator > Standard Targets 16th Feb, 2019

Teaching Standard	Participation in Professional Learning Community
Description	Description

TPAD Standard Targets [New Target](#)

Show 10 entries Search:

#	Target	Maximum Value	Indicators	Evidences	Description	Date Added	Actions
5	Participate in programs organized in collaboration with other educational bodies: KNEC, MOE, KICD etc. (Wt-5)	5	1	1	Participate in programs organized in collaboration with other educational bodies: KNEC, MOE, KICD etc. (Wt-5)	13th Feb, 2019	Actions

Figure 220- Targets Dashboard

on clicking **New Target**, an interface like the one below is provided for system administrator to add a target.

Standard Target

Target Name

Maximum Value (Total value remaining is 0)

Target Description

Close

Figure 221- Add New Targets

Once a target is added, the system admin can add performance indicators and verifiable evidences from the interface below by clicking update button.

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#	Indicator	Measurement Unit	Baseline Value	Description	Date Added	Actions
1	Involvement in collaborative programmes with educational bodies	N/A	0	Involvement in collaborative programmes with educational bodies	13th Feb, 2019	Edit Indicator

Figure 222- Add PI and verifiable Evidence

From the activities, a system admin can add performance indicators attached to an activity from an interface like the one below clicking add PI button on above.

To add PI, the interface below is used

Target Indicator

Name

Description

N/A

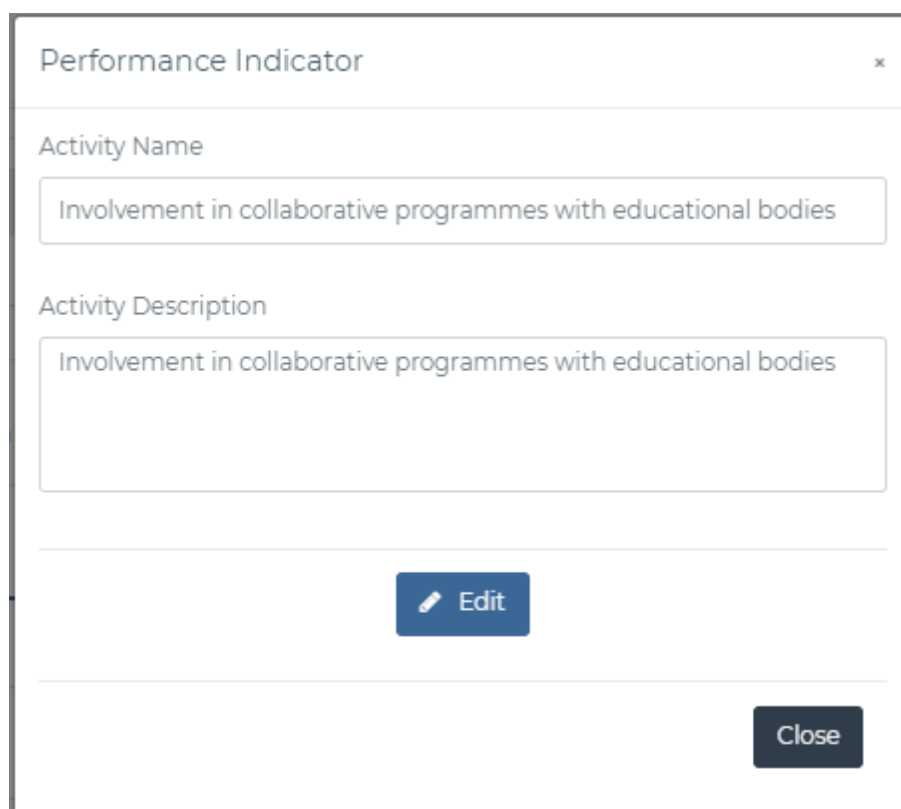
Close

Submit

Figure 223- Add PI

The interface below will provide editing of the PI

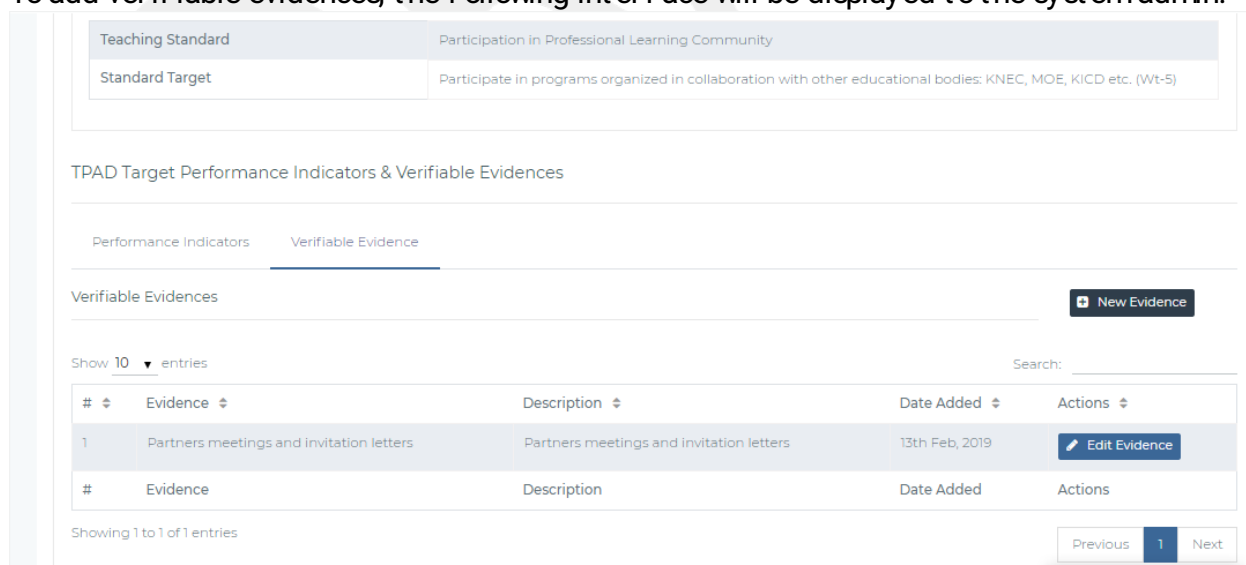
Consultancy to Support Automation of the TPAD System and Provide Support for the First Year



A modal window titled "Performance Indicator" with a close button (X) in the top right corner. It contains two text input fields: "Activity Name" and "Activity Description", both containing the text "Involvement in collaborative programmes with educational bodies". Below the "Activity Description" field is a blue "Edit" button with a pencil icon. At the bottom right of the modal is a dark grey "Close" button.

Figure 224- Edit PI

To add verifiable evidences, the following interface will be displayed to the system admin.



The interface displays a table for "Teaching Standard" with the value "Participation in Professional Learning Community". Below it, the "Standard Target" is "Participate in programs organized in collaboration with other educational bodies: KNEC, MOE, KICD etc. (Wt-5)".

Below the table is a section titled "TPAD Target Performance Indicators & Verifiable Evidences". It has two tabs: "Performance Indicators" and "Verifiable Evidence", with the latter being selected.

Under the "Verifiable Evidence" tab, there is a "Verifiable Evidences" section with a "New Evidence" button. Below this is a "Show 10 entries" dropdown and a "Search:" input field.

#	Evidence	Description	Date Added	Actions
1	Partners meetings and invitation letters	Partners meetings and invitation letters	13th Feb, 2019	Edit Evidence
#	Evidence	Description	Date Added	Actions

Showing 1 to 1 of 1 entries

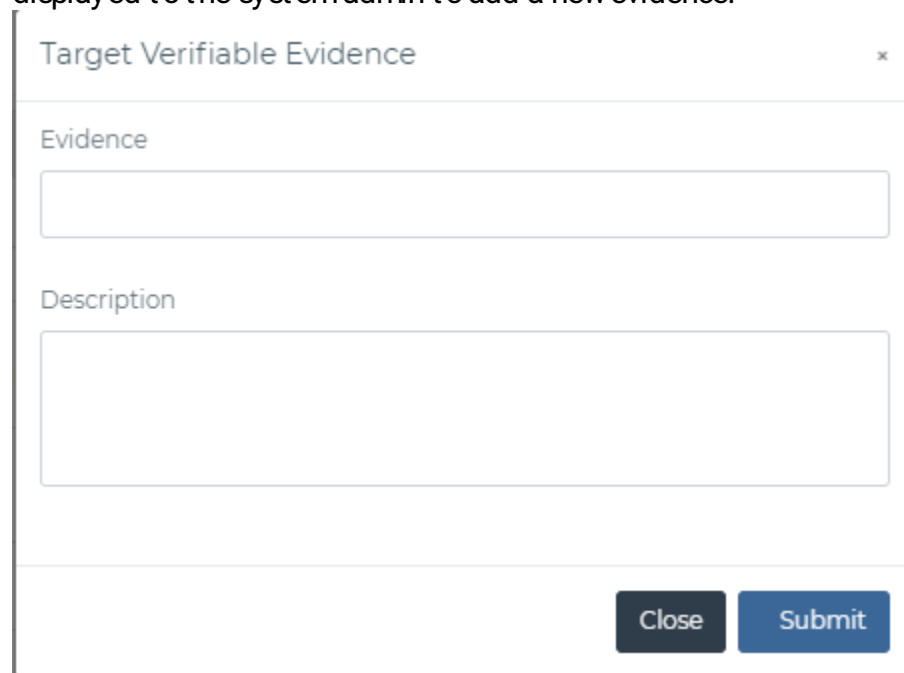
Navigation: Previous | 1 | Next

Figure 225- Verifiable Evidences

On clicking the new evidence button from the figure above, the following form will be

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displayed to the system admin to add a new evidence.

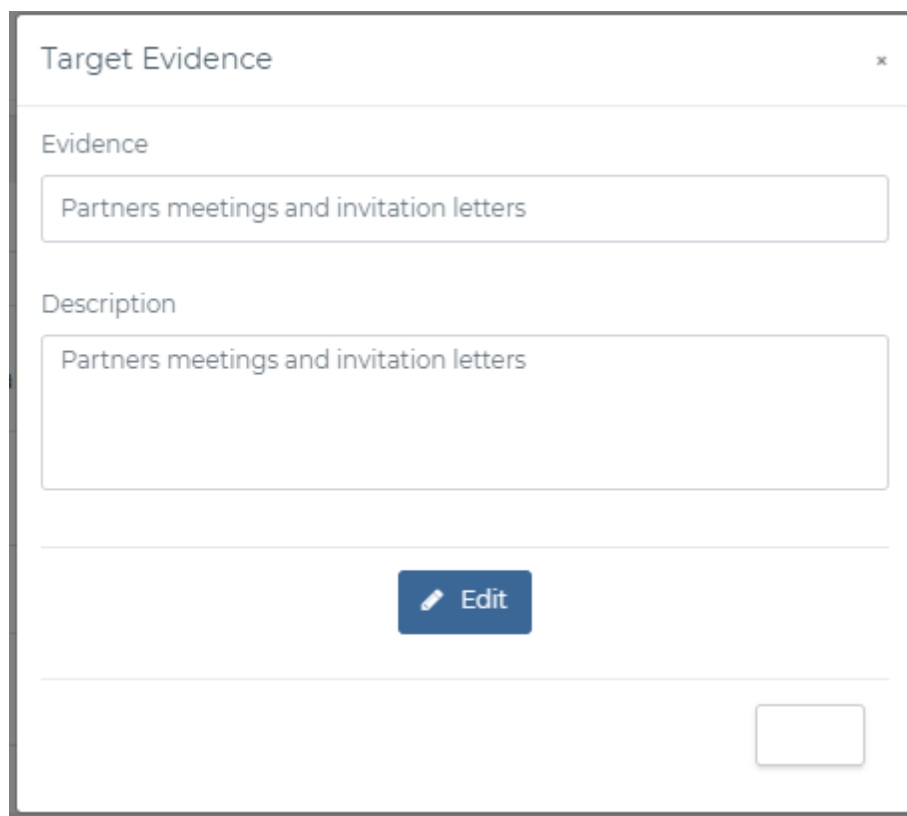


The screenshot shows a web form titled "Target Verifiable Evidence" with a close button (x) in the top right corner. The form contains two input fields: "Evidence" and "Description". The "Evidence" field is a single-line text box, and the "Description" field is a multi-line text box. At the bottom right of the form, there are two buttons: "Close" (dark grey) and "Submit" (blue).

Figure 226- Add Indicators

The system admin can also edit the verifiable evidences by clicking the edit button to achieve a form like the one below.

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The screenshot shows a web form titled "Target Evidence" with a close button (x) in the top right corner. The form contains two text input fields. The first field, labeled "Evidence", contains the text "Partners meetings and invitation letters". The second field, labeled "Description", also contains the text "Partners meetings and invitation letters". Below the "Description" field is a blue button with a pencil icon and the text "Edit". At the bottom right of the form is a small, empty rectangular box.

Figure 227- Edit Targets

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5.2.3.2TPAD Calendar of Activities

The TPAD Calendar of Activities defines the schedule of activities to be undertaken by the institution in a particular period of time related to TPAD. The Hols will use this template to develop their own TPAD CoA and make necessary amendments. An interface like this one below is provided.

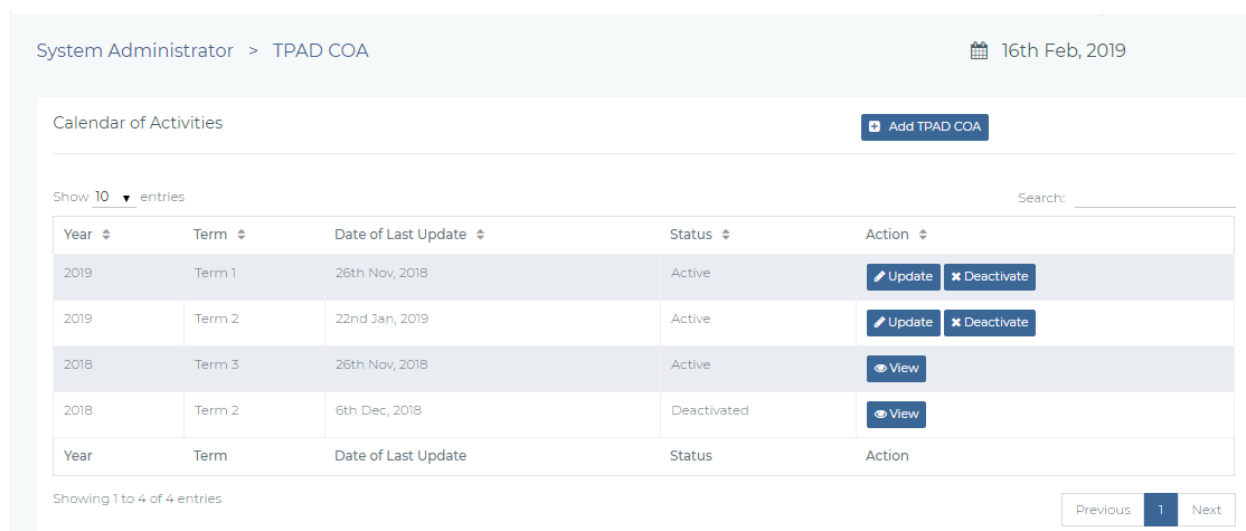


Figure 228- COA- Dashboard

On clicking approve the COA will be approved.

On clicking ADD TPAD COA button the system admin will be provided with the below interface.

The screenshot shows a modal form titled 'Add COA'. It has two dropdown menus: 'Year' with the placeholder '-- Add Year --' and 'Term' with the placeholder '-- Add Term --'. Below these is a 'Save' button with a floppy disk icon. At the bottom right, there is a 'Close' button.

Figure 229- Add COA

On clicking **Disable**, the system admin will disable the COA. The COA will be enabled by clicking **enable** button.

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When the System Admin clicks the **update** button, the below interface will be provided for them.

System Administrator > Calendar of Activities 16th Feb, 2019

Term: 1
Year: 2019
Date of Last Update: 26th Nov, 2018 - 12:59:40

[Add Activity](#) [View Calendar of Activities](#) [Go Back](#)

Show 10 entries Search:

Activity	Action By	Evidence	Time Frame	Days From Term Start Date	Status	Action
Uploading of TPAD reports on the Online TPAD System	Heads of Institutions , Senior Management Team, Teachers,	Filled Lesson Observation records	Annually	20	Active	Edit Deactivate
TPD Rating meetings	appraiser and appraisee	Duly filled TPAD tool	Termly	30	Active	Edit Deactivate

Activity Action By Evidence Time Frame Days From Start Date Status Action

Figure 230- Update COA Interface

From the above interface the system admin can add an activity by clicking the **Add Activity** button.

An interface like the one below will be provided for the system admin to add an activity.

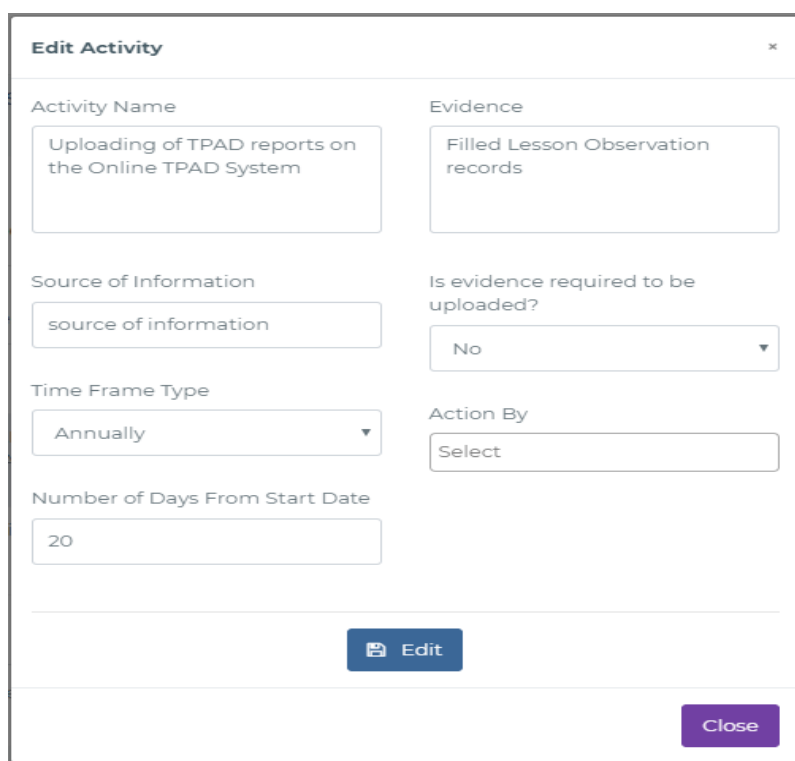
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The screenshot shows a web-based form titled "Add Activity". The form is organized into two columns. The left column contains the following fields: "Activity Name" (a text input field), "Source of Information" (a text input field), "Time Frame Type" (a dropdown menu with "-- Add Time Frame Type --" selected), and "Number of Days From Term Start Date" (a text input field). The right column contains the following fields: "Evidence" (a text input field with the example text "e.g Received professional documents"), "Is evidence required to be uploaded?" (a dropdown menu with "-- Select Yes/No --" selected), and "Action By" (a text input field with the placeholder "--Select Actors--"). At the bottom of the form, there is a blue "Save" button with a floppy disk icon and a purple "Close" button. The form is enclosed in a light gray border with a close button (X) in the top right corner.

Figure 231- Add Activity

On clicking edit, the interface below will be provided.

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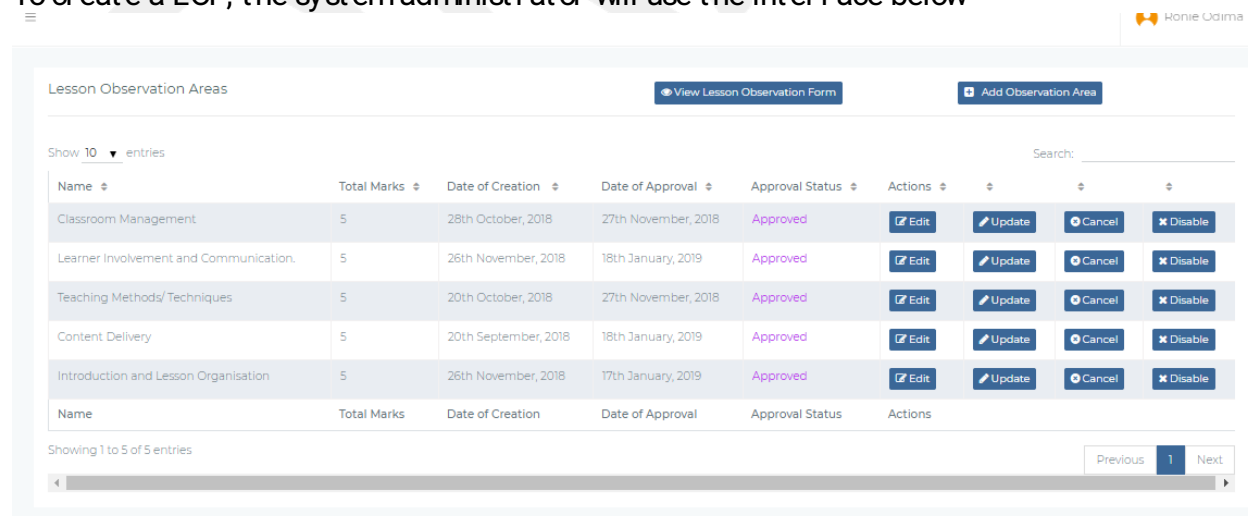
The 'Edit Activity' form contains the following fields and controls:

- Activity Name:** Text input with value 'Uploading of TPAD reports on the Online TPAD System'.
- Evidence:** Text input with value 'Filled Lesson Observation records'.
- Source of Information:** Text input with value 'source of information'.
- Is evidence required to be uploaded?:** Dropdown menu with value 'No'.
- Time Frame Type:** Dropdown menu with value 'Annually'.
- Action By:** Text input with value 'Select'.
- Number of Days From Start Date:** Text input with value '20'.
- Buttons:** 'Edit' (blue) and 'Close' (purple).

Figure 232- Edit COA

5.2.3.3 Lesson Observation Form

To create a LOF, the system administrator will use the interface below



The interface shows a table of Lesson Observation Areas with the following data:

Name	Total Marks	Date of Creation	Date of Approval	Approval Status	Actions
Classroom Management	5	28th October, 2018	27th November, 2018	Approved	Edit, Update, Cancel, Disable
Learner Involvement and Communication	5	26th November, 2018	18th January, 2019	Approved	Edit, Update, Cancel, Disable
Teaching Methods/ Techniques	5	20th October, 2018	27th November, 2018	Approved	Edit, Update, Cancel, Disable
Content Delivery	5	20th September, 2018	18th January, 2019	Approved	Edit, Update, Cancel, Disable
Introduction and Lesson Organisation	5	26th November, 2018	17th January, 2019	Approved	Edit, Update, Cancel, Disable

Navigation: Showing 1 to 5 of 5 entries. Previous 1 Next.

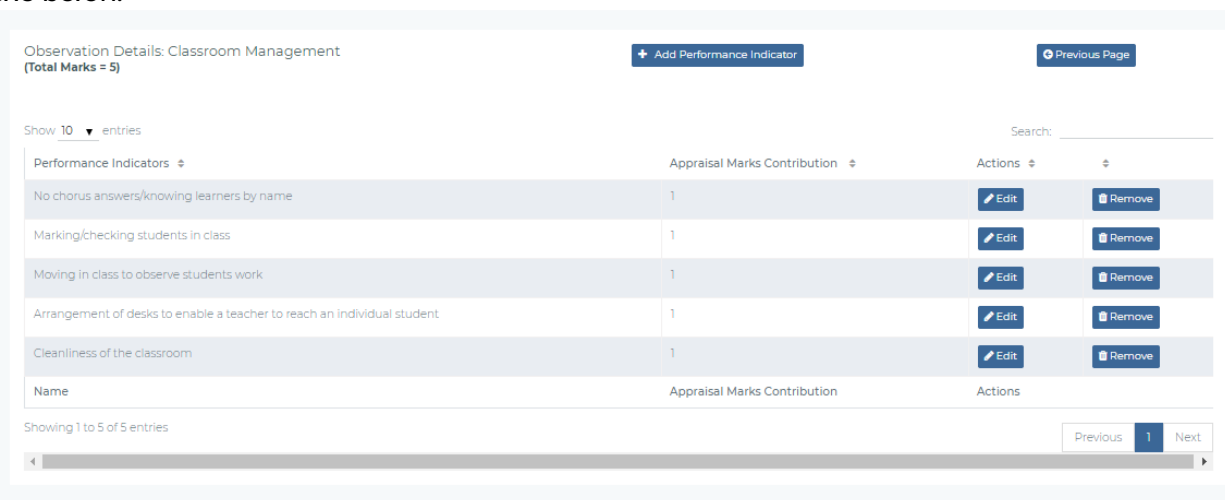
Figure 233- Lesson Observation Interface

On clicking **Approve**, the system admin will approve the lesson observation and it will change

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the approval status to approved. When the system admin clicks the **disable** button the status will change to disabled.

On clicking the **update** button, the system admin will be provided with an interface like this one below.



Observation Details: Classroom Management
(Total Marks = 5)

Buttons: + Add Performance Indicator, Previous Page

Show: 10 entries

Search:

Performance Indicators	Appraisal Marks Contribution	Actions
No chorus answers/knowing learners by name	1	Edit Remove
Marking/checking students in class	1	Edit Remove
Moving in class to observe students work	1	Edit Remove
Arrangement of desks to enable a teacher to reach an individual student	1	Edit Remove
Cleanliness of the classroom	1	Edit Remove

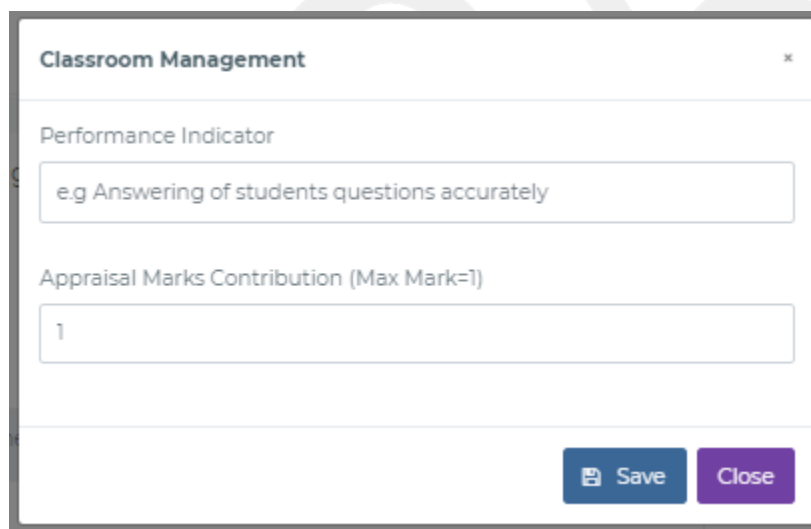
Name Appraisal Marks Contribution Actions

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 234- Update LOF

On clicking **Add Performance Indicator**, the interface below will be provided to the system admin. He/she will add an observation area.



Classroom Management

Performance Indicator

e.g Answering of students questions accurately

Appraisal Marks Contribution (Max Mark=1)

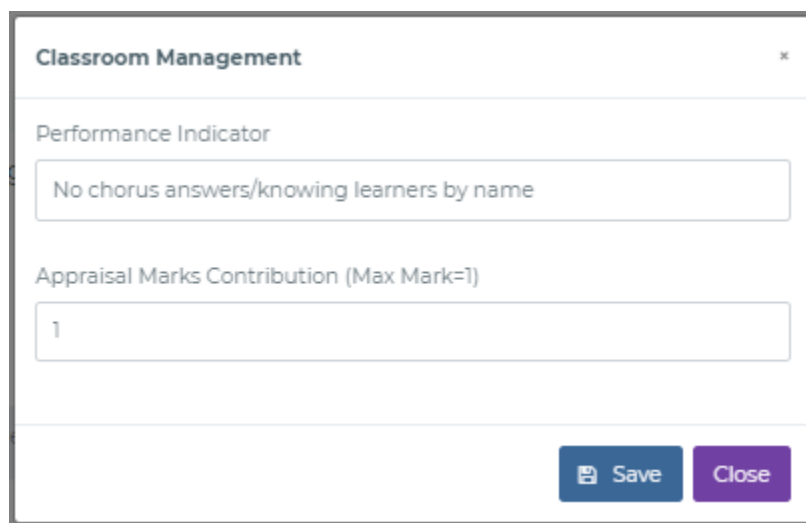
1

[Save](#) [Close](#)

Figure 235- Add Lesson Observation

The system admin will be able to edit the observation Areas from an interface like the one below.

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Classroom Management

Performance Indicator

No chorus answers/knowing learners by name

Appraisal Marks Contribution (Max Mark=1)

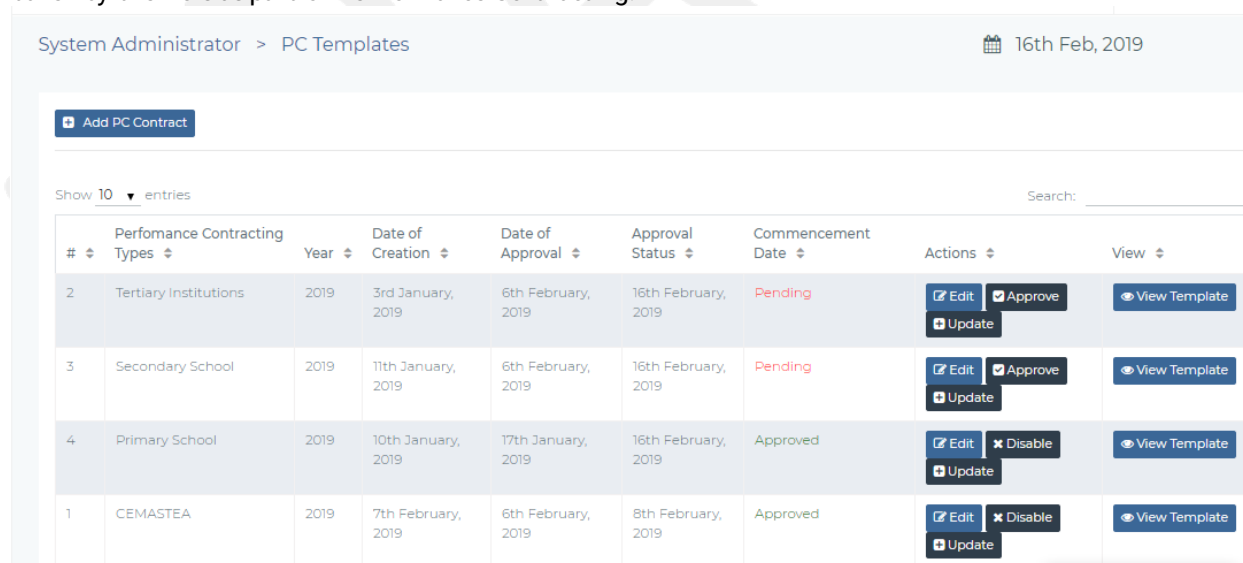
1

Save Close

Figure 236- Edit LOF

5.2.3.4 Performance Contracting (PC) Template

At the beginning of the year, the Heads of Institutions receives the approved and updated performance contract Template/Tool from the TSC. The system admins are responsible for creating this Performance Contracting Template defining the main and specific evaluation criteria in addition to the activities that must be undertaken by the Hols as part of Performance Contracting.



System Administrator > PC Templates 16th Feb, 2019

Add PC Contract

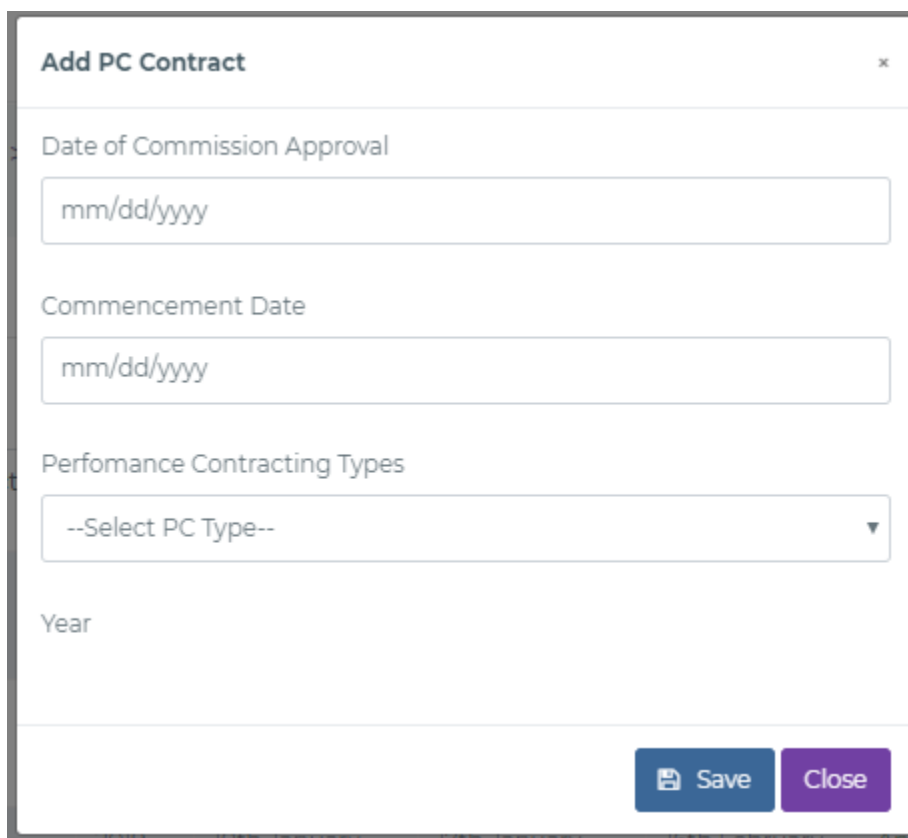
Show 10 entries Search:

#	Performance Contracting Types	Year	Date of Creation	Date of Approval	Approval Status	Commencement Date	Actions	View
2	Tertiary Institutions	2019	3rd January, 2019	6th February, 2019	16th February, 2019	Pending	Edit Approve Update	View Template
3	Secondary School	2019	11th January, 2019	6th February, 2019	16th February, 2019	Pending	Edit Approve Update	View Template
4	Primary School	2019	10th January, 2019	17th January, 2019	16th February, 2019	Approved	Edit Disable Update	View Template
1	CEMASTE A	2019	7th February, 2019	6th February, 2019	8th February, 2019	Approved	Edit Disable Update	View Template

Figure 237- PC Templates

When the button **approve** is clicked from the figure above, the system administrator approves the PC and when the button **disable** is clicked, the PC will be disabled. On clicking the **Add PC contract** button, the interface below will be provided for adding a new PC.

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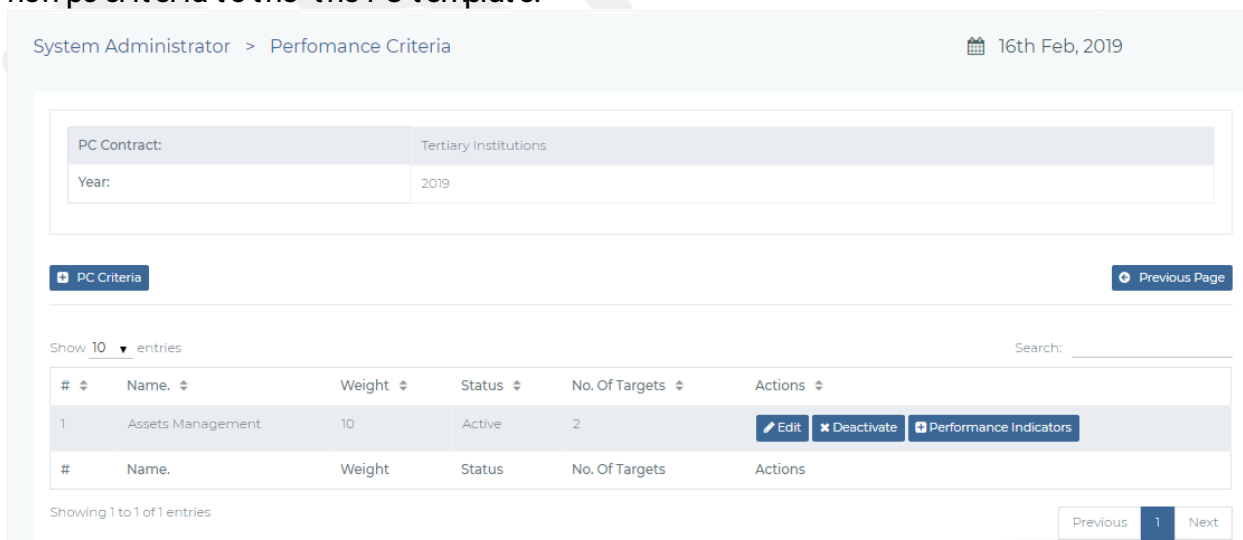
The 'Add PC Contract' form contains the following fields:

- Date of Commission Approval: mm/dd/yyyy
- Commencement Date: mm/dd/yyyy
- Performance Contracting Types: --Select PC Type--
- Year: (empty)

Buttons: Save, Close

Figure 238- Add Contract

On clicking **update**, the system admin will be provided with the below interface to add new pc criteria to the PC template.



System Administrator > Performance Criteria 16th Feb, 2019

PC Contract: Tertiary Institutions
Year: 2019

PC Criteria Previous Page

Show 10 entries Search:

#	Name	Weight	Status	No. Of Targets	Actions
1	Assets Management	10	Active	2	Edit Deactivate Performance Indicators
#	Name	Weight	Status	No. Of Targets	Actions

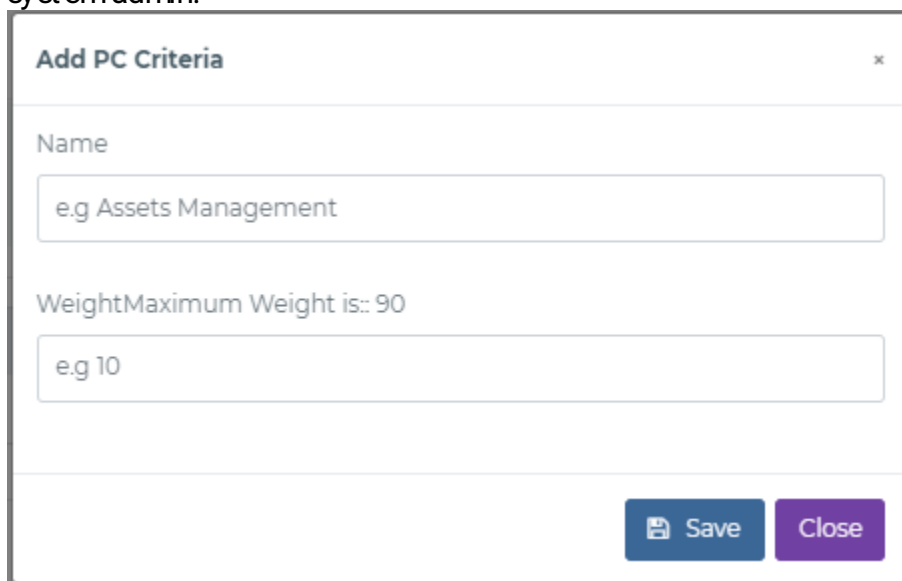
Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 239- Update PC Criteria

When the system admin clicks the **PC Criteria** button, they will be able to add a new pc criteria from the form shown below. The following interface is provided for the

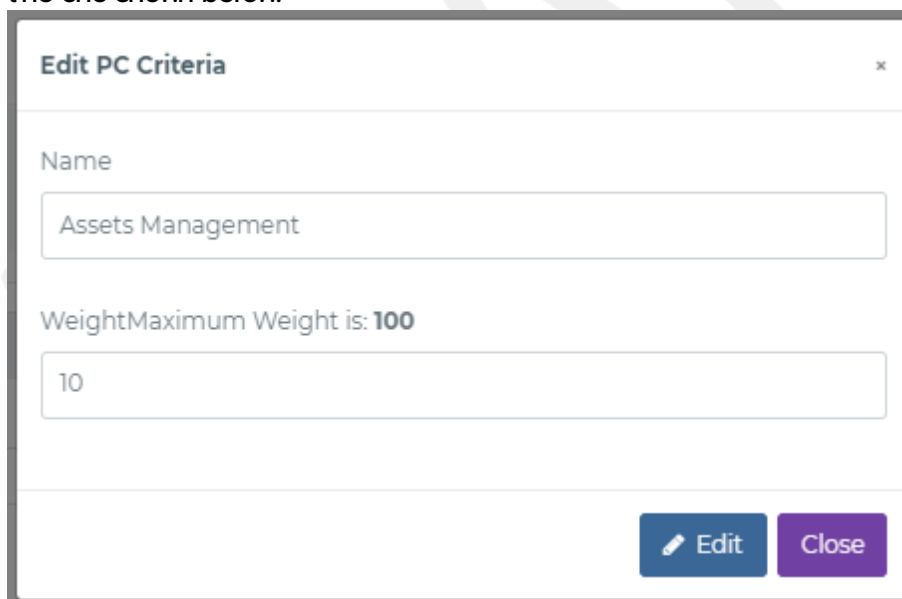
system admin.



The 'Add PC Criteria' dialog box features a title bar with the text 'Add PC Criteria' and a close button (X). It contains two input fields: the first is labeled 'Name' with a placeholder 'e.g Assets Management', and the second is labeled 'WeightMaximum Weight is: 90' with a placeholder 'e.g 10'. At the bottom right, there are two buttons: a blue 'Save' button with a floppy disk icon and a purple 'Close' button.

Figure 240- Add PC Criteria

On clicking edit the system admin edits the PC information from an interface like the one shown below.



The 'Edit PC Criteria' dialog box features a title bar with the text 'Edit PC Criteria' and a close button (X). It contains two input fields: the first is labeled 'Name' with the text 'Assets Management', and the second is labeled 'WeightMaximum Weight is: 100' with the text '10'. At the bottom right, there are two buttons: a blue 'Edit' button with a pencil icon and a purple 'Close' button.

Figure 241- Edit PC Criteria

On clicking **Performance Indicator** Button, the system admin will be able to add performance indicators to the system and is provided with the following interface.

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System Administrator > Pc Performance Indicators 16th Feb, 2019

PC Contract:	Tertiary Institutions
Year:	2019

Performance Criteria:	Assets Management
Weight Sub Total:	10

[+ Add Performance Indicators](#) [Previous Page](#)

Show 10 entries Search:

#	Performance Indicators	Units of Measure	Weight	Target Max	No. Of Activities	Status	Actions
2	Service Delivery	%	4	100	1	Active	Edit Deactivate Activity

Figure 242- PI Interface

On clicking **Add Performance Indicator**, the system admin will be provided with the below interface to add a performance indicator.

Add Performance Indicators

Performance Indicator
e.g Application of Service Delivery

Units of Measure
Select Unit

Weight: (Maximum Weight is 1)
e.g 1

Target Max
e.g 10

[Save](#) [Close](#)

Figure 243- Add PI

When the system admin clicks the **activity** button, he/she will see the following interface.

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The screenshot displays a web interface for managing PC Activities. At the top, there are two summary boxes: 'Performance Criteria: Assets Management' with a 'Weight Sub-Total: 10', and 'PC Performance Indicators: Service Delivery' with a 'Weight: 4'. Below these are three buttons: 'Activity', 'View PC', and 'Previous Page'. A 'Show 10 entries' dropdown is followed by a search bar. The main part of the interface is a table with the following data:

#	Name	Description	Weight Contribution	ActiveStatus	Actions
1	Adherence to public act disposals	Description	3	Active	Edit Delete

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation links.

Figure 244- PC Activities

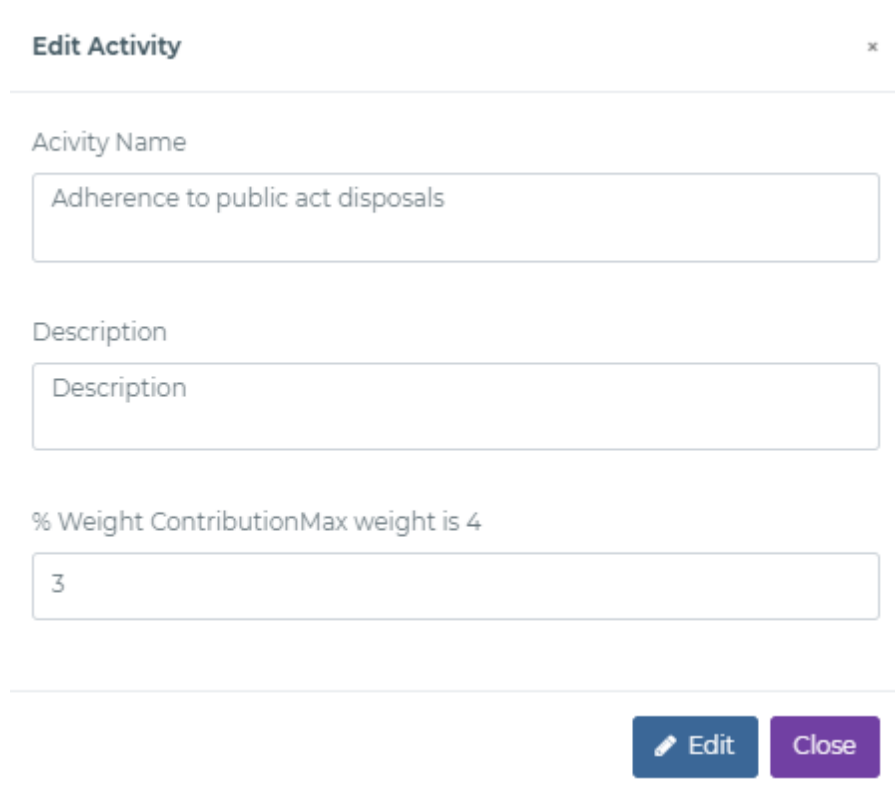
From the above interface they can then add an activity by clicking the **Activity** button. An interface like the one below will be provided to the system admin.

The 'Add Activity' form is a modal window with a title bar and a close button. It contains three input fields: 'Activity' (with a placeholder 'e.g Adherence to Public and Asset Disposal Act(2015)'), 'Description', and 'Weight Contribution (Max.Weight is 1)' (with a placeholder 'e.g 20'). At the bottom right, there are two buttons: 'Save' and 'Close'.

Figure 245- Add Activity

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On clicking the button **Edit** the interface below will be provided for the system admin to edit the activity information.



The screenshot shows a web-based form titled "Edit Activity" with a close button (X) in the top right corner. The form contains three input fields: "Activity Name" with the text "Adherence to public act disposals", "Description" with the text "Description", and "% Weight Contribution" with the text "3". To the right of the "% Weight Contribution" field, there is a label "Max weight is 4". At the bottom right of the form, there are two buttons: a blue "Edit" button with a pencil icon and a purple "Close" button.

Figure 246- Edit Activity

On clicking **view**, the following interface will be provided for the system administrator.

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PC Contract Details ✕

PC Criteria :Assets Management

Performance Indicators:Service Delivery

Activities

Show 10 ▾ entries

Search:

# ▴ ▾	Name ▴ ▾	Weight Contribution ▴ ▾
1	Adherence to public act disposals	3
#	Name.	Weight Contribution

Showing 1 to 1 of 1 entries

Previous

1

Next

Close

Figure 247- ViewActivities

5.2.4 System Reports

Various reports will be provided for the system administrators modules including system usage reports, Audit Logs, Error logs etc

5.2.4.1 System User & Groups Report

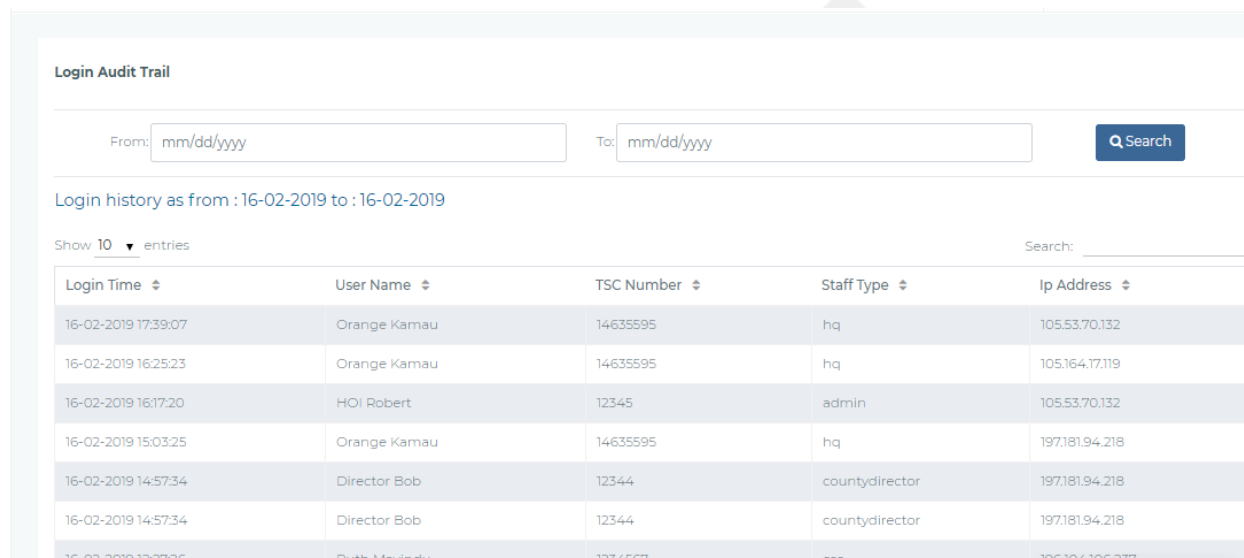
The system captures all system changes at the application level and failed system logins through the implementation of a searchable audit trail. In addition to the audit trail, the system will create various logs for auditing purposes as shown below (time, login username, login password and IP address)

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5.2.4.2.1 Audit Trail

This module has three sub modules; the system logs, access logs and errors logs. Login error logs are captured after unsuccessful logs. Here, we capture the IP address, username and password which may also be triggered by omitting or giving wrong answer to the security question. These details are stored in the database.

The figure below shows all the system logon errors that have been captured by the system of all the failed login attempts.

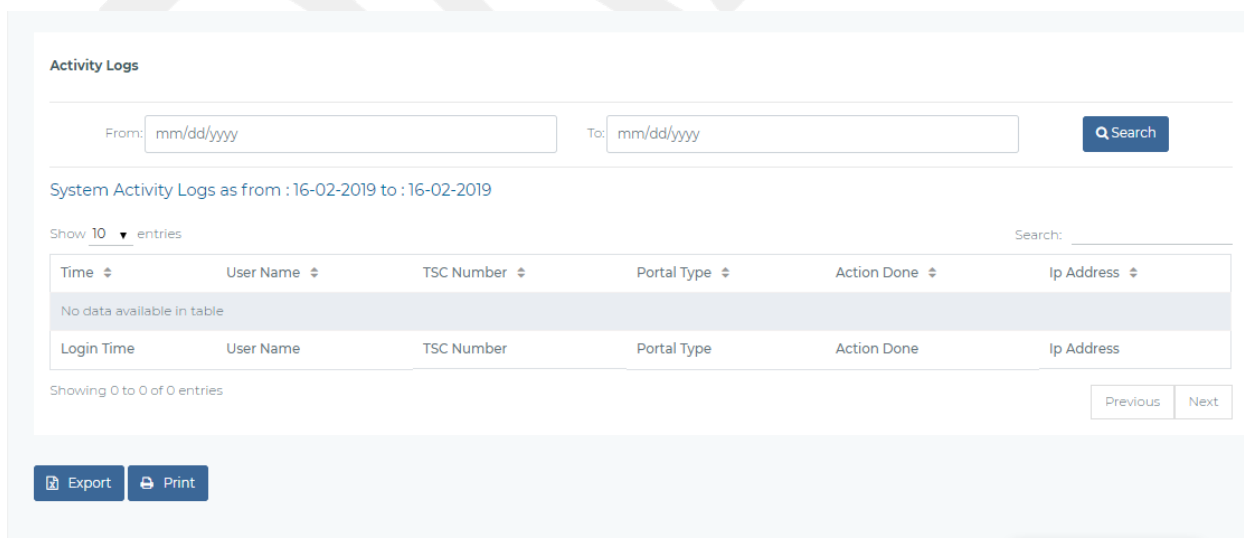


The screenshot displays the 'Login Audit Trail' interface. It includes search filters for 'From' and 'To' dates (mm/dd/yyyy) and a 'Search' button. Below the filters, it shows the login history for the period 16-02-2019 to 16-02-2019. The table lists 10 entries with columns for Login Time, User Name, TSC Number, Staff Type, and Ip Address.

Login Time	User Name	TSC Number	Staff Type	Ip Address
16-02-2019 17:39:07	Orange Kamau	14635595	hq	105.53.70.132
16-02-2019 16:25:23	Orange Kamau	14635595	hq	105.164.17.119
16-02-2019 16:17:20	HOI Robert	12345	admin	105.53.70.132
16-02-2019 15:03:25	Orange Kamau	14635595	hq	197.181.94.218
16-02-2019 14:57:34	Director Bob	12344	countydiretor	197.181.94.218
16-02-2019 14:57:34	Director Bob	12344	countydiretor	197.181.94.218
16-02-2019 12:27:26	Ruth Mavindu	1234567	cso	196.104.106.237

Figure 248- System Login Errors Log

System logs are also captured recording all insert and update actions to the database. Such an interface of all audit transactions is seen.



The screenshot displays the 'Activity Logs' interface. It includes search filters for 'From' and 'To' dates (mm/dd/yyyy) and a 'Search' button. Below the filters, it shows the system activity logs for the period 16-02-2019 to 16-02-2019. The table lists 10 entries with columns for Time, User Name, TSC Number, Portal Type, Action Done, and Ip Address. The table is currently empty, showing 'No data available in table'.

Time	User Name	TSC Number	Portal Type	Action Done	Ip Address
No data available in table					
Login Time	User Name	TSC Number	Portal Type	Action Done	Ip Address

Showing 0 to 0 of 0 entries

Previous Next

Export Print

Figure 249- Audit Transactions

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