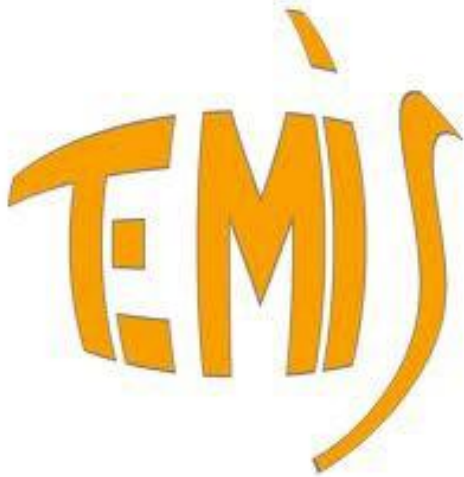


Version 1.0



TEMIS User Guide



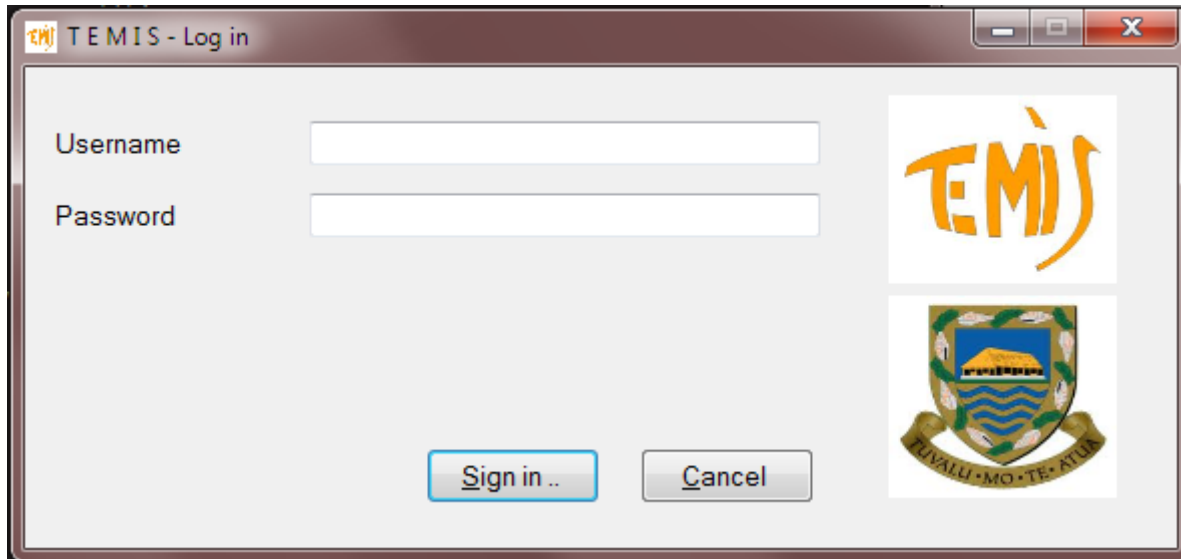
Kashif Saeed (EMIS Adviser)
Ministry of Education,
Government of Tuvalu
4th February 2013

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Application Login

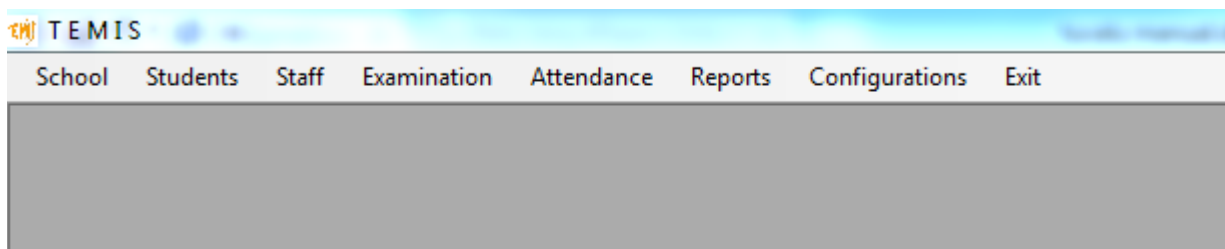


Each user is assigned with a username and a password. Users can have different roles to login which can control the accessibility to different User Interface elements or different functionalities. Currently there are three basic types of users:

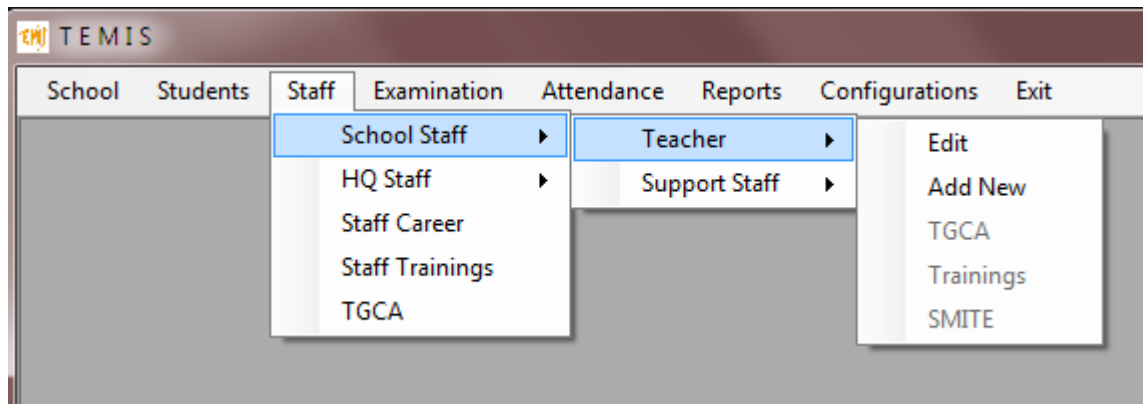
- Administration User
- Data Entry Staff
- Viewer Users

MAIN APPLICATION SCREEN

Following is the window that shows up after the user has logged in to the application. This is showing all menu items right now, but some of them may not be visible based on what role the logged-in user is assigned.



Main menu items can have sub menu items, for example:



Just clicking any menu item will open its respective window.

Menu: CONFIGURATIONS

Only the System's Administrator can have access to this Configurations menu. None of the users from any other type can get access to this menu using their own login information.

Data Collection Entry

Accessed from "Configurations > Data Collection>Entry" menu. This screen allows to add/edit the subjects for different levels of Education.

The screenshot shows a window titled "Data Collection Entry" with a "Year" dropdown set to "2012". Below this is a table with columns "School Name", "Date Sent", "Date Received", and "Comments". The table is currently empty. To the right of the table is an "Edit" button. Below the table, the "School" field is set to "Motufoua Secondary School". The "Date Sent" field is "01/01/2013" and the "Date Received" field is "03/02/2013". The "Comments" field contains the text "Due to bad weather can not reach Funafuti in time." A "Save" button is located at the bottom left of the form.

The screenshot shows the same "Data Collection Entry" window. The "Year" dropdown is still "2012". The table now contains one entry with the following data:

| School Name | Date Sent | Date Received | Comments |
|---------------------------|------------|---------------|------------------|
| Motufoua Secondary School | 01/01/2013 | 03/02/2013 | Due to bad we... |

Data Collection Report

Accessed from "Configurations > Data Collection>Reports" menu.

Year: 2012 [Show Report]

MINISTRY OF EDUCATION
Government of Tuvalu

Data Collection Report for 2012

| School Name | Date Sent On | Date Received On | Comments |
|---------------------------|--------------|------------------|--|
| Motufoua Secondary School | 01/01/2013 | 03/02/2013 | Due to bad weather can not reach Funafuti in time. |

This is the printable report to get a list on all the schools when they were provided the data collection forms and the date when they returned the filled forms.

SUBJECTS

Accessed from "Configurations > Subjects" menu. This screen allows to add/edit the subjects for different levels of Education.

Subjects: Primary General [Add]

Subject Name: []

Is Compulsory Examinable

[Delete] [Edit] [Save]

| Subject Name | Compulsory | Examinable |
|---------------------|-------------------------------------|-------------------------------------|
| English | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Maths | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Science | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Social Science | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Health Science | <input type="checkbox"/> | <input type="checkbox"/> |
| Business Enterprise | <input type="checkbox"/> | <input type="checkbox"/> |

Subjects can be added using this screen. You have to first select and Education Level in the first drop down.

To add a new subject against the selected education level, click the "Add" button, and type in the Subject Name, check the "Is Compulsory" if the subject is compulsory, check the "Examinable" if this subject is examinable. Clicking the "Save" button will save this subject against the selected education level.

To edit any subject which exists already, select a subject so that the whole row gets selected:

| Subject Name | Compulsory | Examinable |
|--------------|-------------------------------------|-------------------------------------|
| English | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Maths | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Science | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Now click "Edit" button to edit this subject. Make any changes and click "Save" button to save the changes.

To Delete any subject, select the whole row of the subject (as done to edit a subject), and click the "Delete" button. It is to be noted that you will not be able to delete any subject which is referred in any way in other data of the system for instance a teacher reported teaching that subject in past.

Note: For "Secondary General" education, an additional sub level needs to be selected as well

Subjects: Secondary Gener [Select] [Select] [Form 3/4] [Form 5/6]

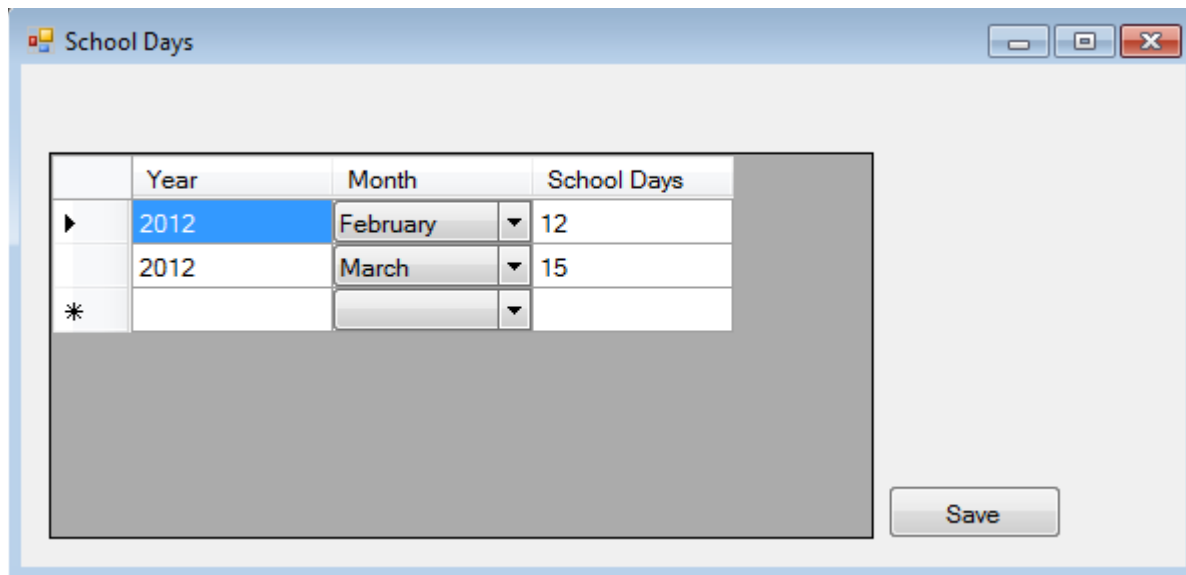
Subject Name: [] [] []

Is Compulsory: [] [] []

Examinable: [] [] []

SCHOOL DAYS

School days configuration screen is accessed from "Configurations > School Days":



| | Year | Month | School Days |
|---|------|----------|-------------|
| ▶ | 2012 | February | 12 |
| | 2012 | March | 15 |
| * | | | |

Save

This screen enables to define the School days (student days) against a selected Year and Month. The year has to be typed in the cell of the new row in the year column, while the month can be selected from the drop down of months, and next type the School Days. Clicking the "Save" button will save the data. Editing works almost the same way, you can change the data that is required to be changed, and clicking "Save" button will save the data.

It is to be noted that Students Attendance rate is being calculated against these entries. If there is no entry being made for any month/year in this screen. The data entry staff will also not be able to enter the attendance data for students for that specific month/year.

WORKING DAYS

Accessed from "Configurations > Working Days" menu:

| | Year | Month | Working Days |
|---|------|----------|--------------|
| ▶ | 2012 | January | 12 |
| | 2012 | February | 20 |
| * | | | |

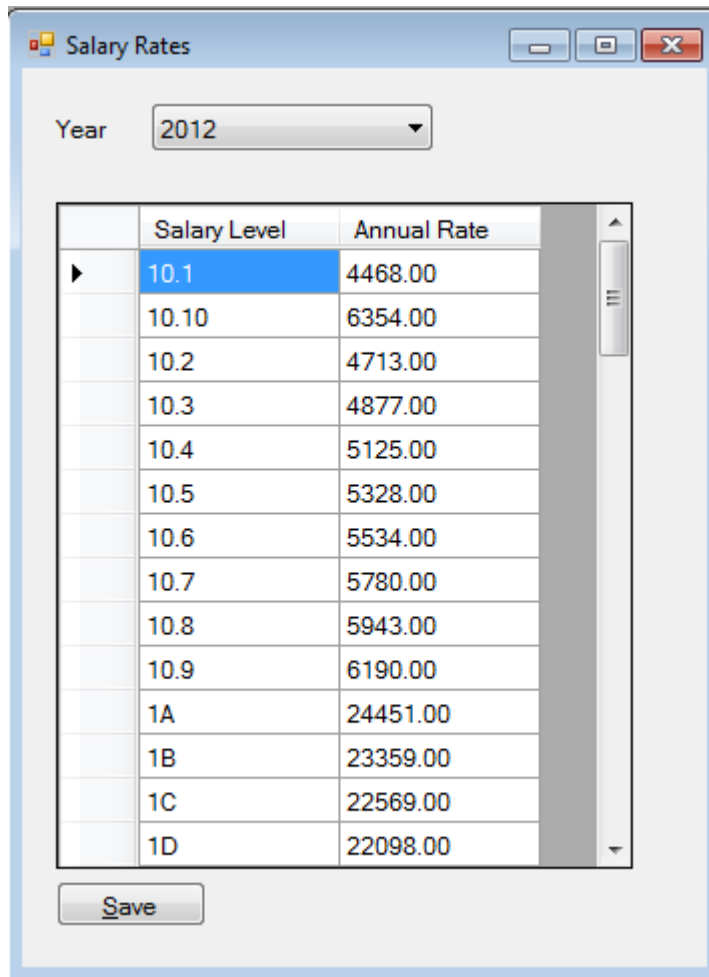
Save

This screen is meant for entering Working Days (for staff) for any specific Year and Month. The data entry is similar to school days; type in the Year, and select the Month from the month drop down, then type the Working Days. Clicking the "Save" button will save the data. Editing works in the similar way, any row's data can be changed as required and clicking "Save" button will save the changes.

It is to be noted that Staff Attendance rate is being calculated against these entries. If there is no entry being made for any month/year in this screen. The data entry staff will also not be able to enter the attendance data for staff for that specific month/year.

SALARY RATES

Accessed from "Configurations > Salary Rates" menu item:



The screenshot shows a window titled "Salary Rates" with a "Year" dropdown menu set to "2012". Below the dropdown is a table with two columns: "Salary Level" and "Annual Rate". The table contains the following data:

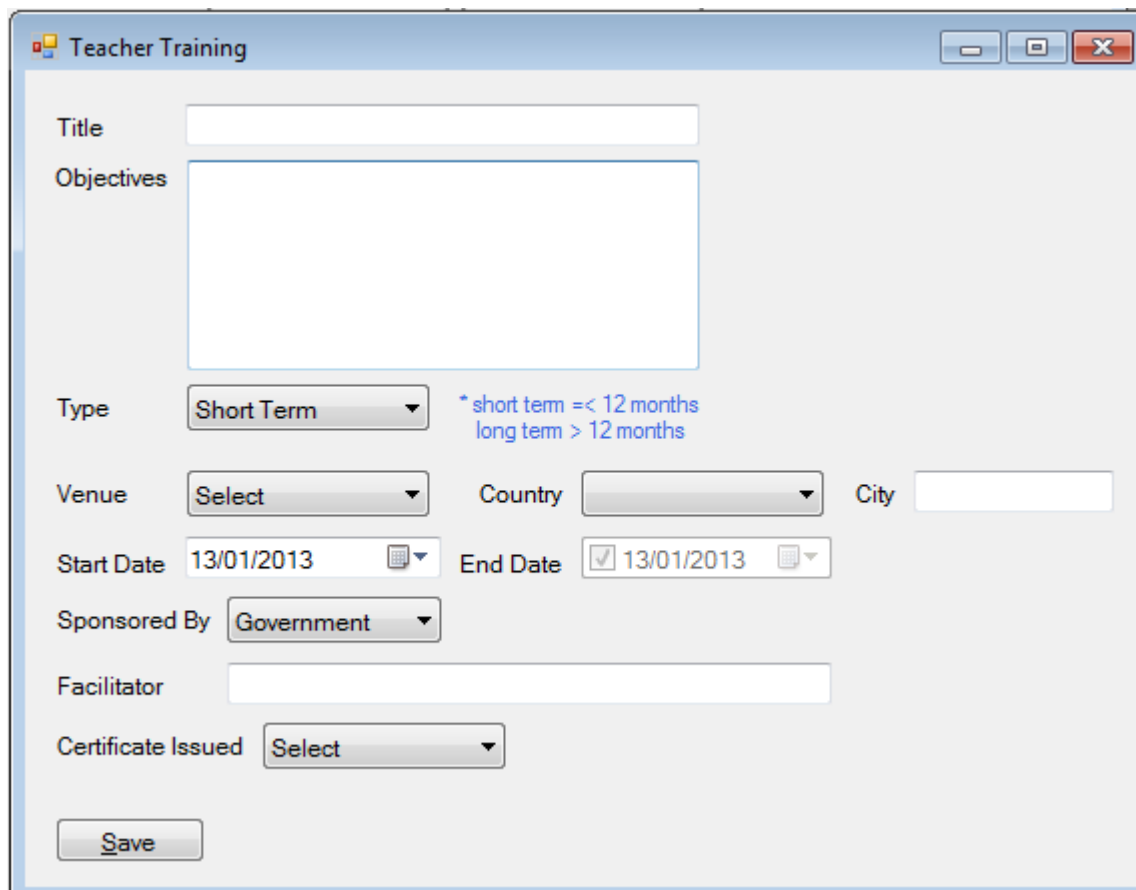
| Salary Level | Annual Rate |
|--------------|-------------|
| 10.1 | 4468.00 |
| 10.10 | 6354.00 |
| 10.2 | 4713.00 |
| 10.3 | 4877.00 |
| 10.4 | 5125.00 |
| 10.5 | 5328.00 |
| 10.6 | 5534.00 |
| 10.7 | 5780.00 |
| 10.8 | 5943.00 |
| 10.9 | 6190.00 |
| 1A | 24451.00 |
| 1B | 23359.00 |
| 1C | 22569.00 |
| 1D | 22098.00 |

At the bottom left of the window is a "Save" button.

Annual salary rates are defined against different salary levels, they are all listed in the grid as according to the Year selected in the Year drop down. Required changes can be made, clicking the "Save" button will save the changes made for the given Year.

TRAININGS ADD/EDIT

Staff trainings can be added / edited here. To add a new training, select "Configurations > Trainings > Add" menu item:

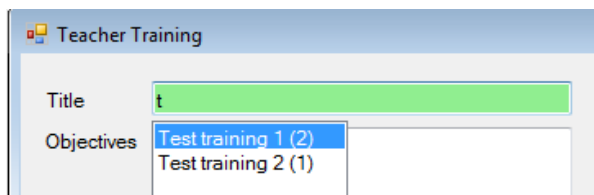


The screenshot shows a window titled "Teacher Training" with the following fields and controls:

- Title: Text input field.
- Objectives: Text area.
- Type: Dropdown menu set to "Short Term". A note indicates: "* short term =< 12 months, long term > 12 months".
- Venue: Dropdown menu set to "Select".
- Country: Dropdown menu.
- City: Text input field.
- Start Date: Date picker set to 13/01/2013.
- End Date: Date picker set to 13/01/2013 with a checked checkbox.
- Sponsored By: Dropdown menu set to "Government".
- Facilitator: Text input field.
- Certificate Issued: Dropdown menu set to "Select".
- Save: Button at the bottom left.

Type the title of training, type the objective, select other data fields as required. Once all data has been entered, clicking "Save" will save the training in the system.

To edit a training, access "Configurations > Trainings > Edit" menu, the screen is almost exactly as the one accessed for adding a new training, except that it has a search box for searching trainings that you want to edit. You can type the training name that needs to be edited and it'll appear in the search, which you can select to start editing:



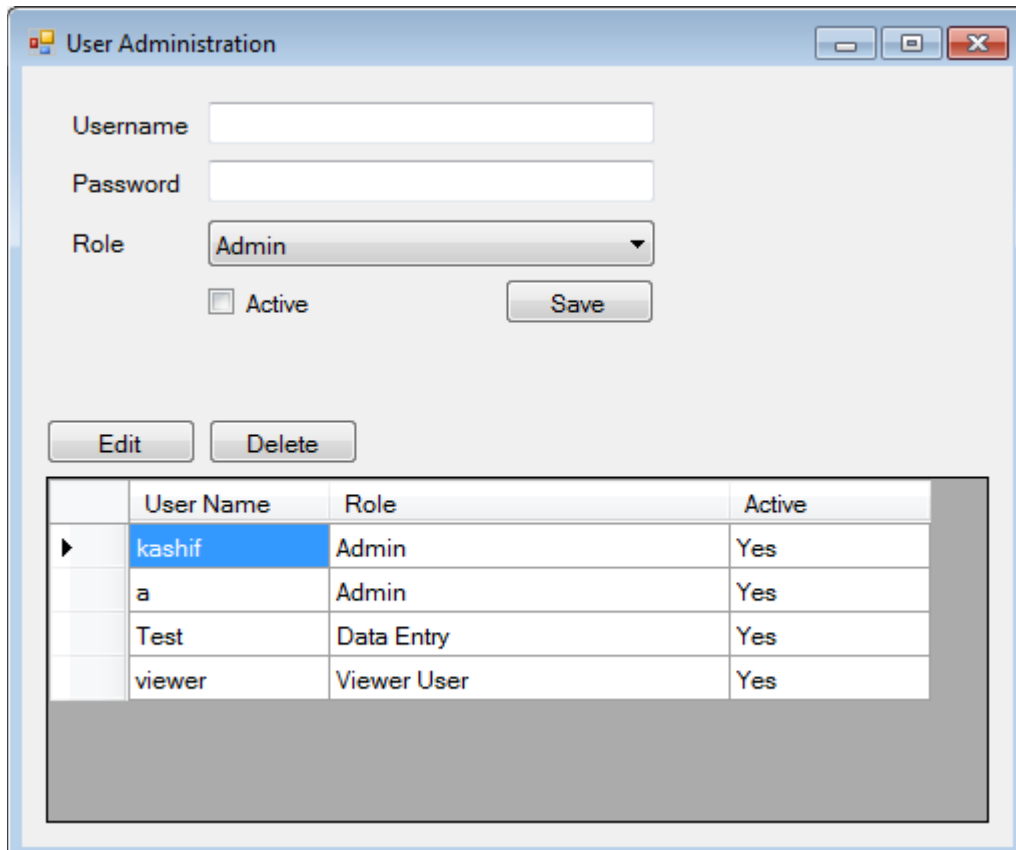
The screenshot shows the "Teacher Training" form with a search box in the Title field. The search results are:

- Test training 1 (2)
- Test training 2 (1)

once a training is selected its data will appear on the screen, make changes to the data as required, and click "Save" button to save the data.

USER ADMINISTRATION

Accessed from "Configurations > User Administration" menu item:



The screenshot shows a window titled "User Administration" with a form for adding a user and a table of existing users. The form includes fields for Username, Password, Role (a dropdown menu currently set to "Admin"), and an "Active" checkbox. A "Save" button is located below the form. Below the form are "Edit" and "Delete" buttons. The table below has four columns: User Name, Role, and Active. The first row is selected.

| | User Name | Role | Active |
|---|-----------|-------------|--------|
| ▶ | kashif | Admin | Yes |
| | a | Admin | Yes |
| | Test | Data Entry | Yes |
| | viewer | Viewer User | Yes |

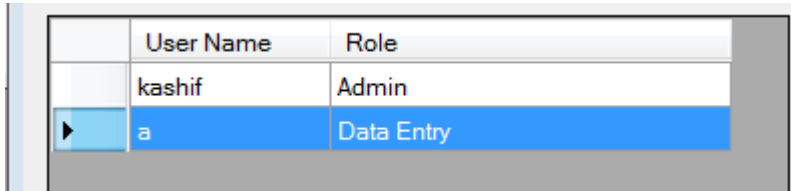
This screen is provided for managing the users in the system. Through this screen, new users can be added to the system, or existing users can be managed, ie., editing, delete the users as well as assigning/changing their accesses by changing their roles.

To add a new user, type the Username, Password, and assign a role from the drop down. Clicking the active box will also mark this user as active in the system. If the user is not active he/she cannot log in to the system. Click "Save" button to save this user in there system.

To edit any user already in the system, select the row of the user, and click "Edit" button. Make the required changes and click "Save" button to save any changes.

To delete any user, select the row of the required user and click "Delete". It is to be noted that only those user are allowed to be deleted against whom there is no referenced entry in the system already.

Note: Full row selection should look like the following:



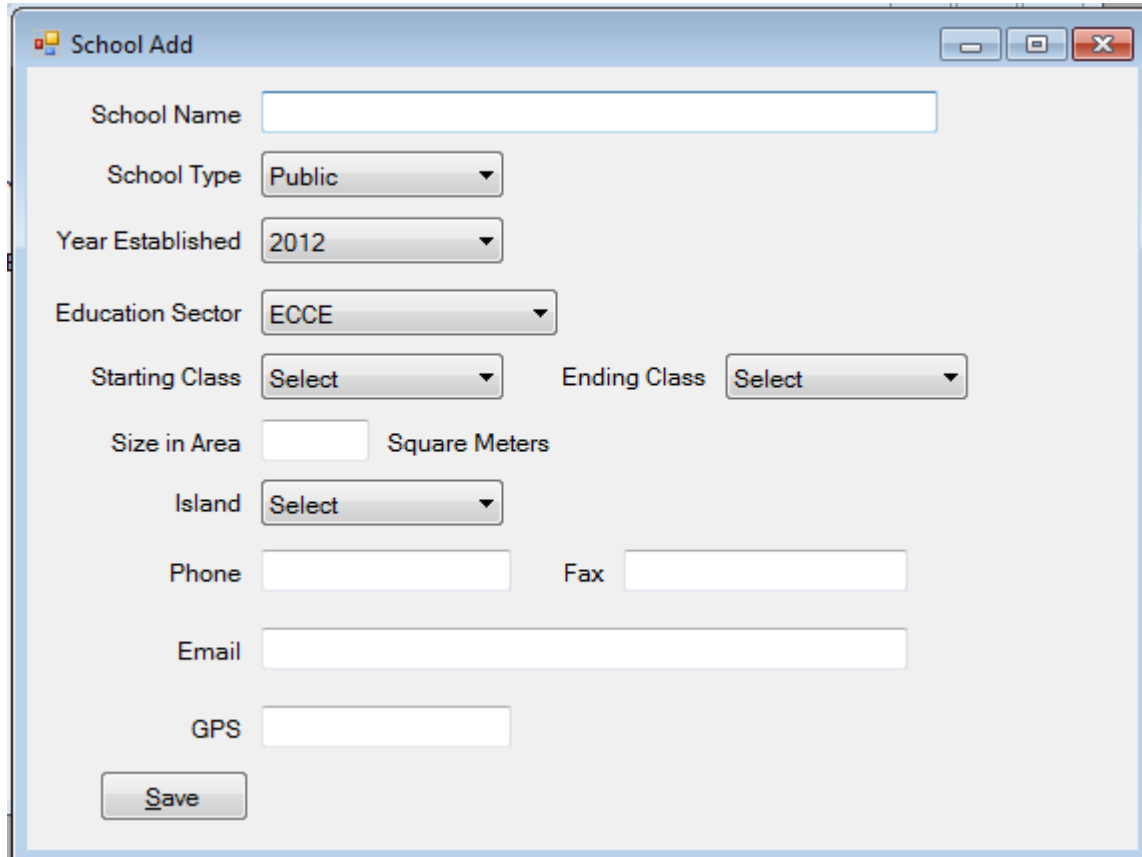
The image shows a screenshot of a web application interface displaying a table of users. The table has two columns: 'User Name' and 'Role'. The first row contains 'kashif' and 'Admin'. The second row contains 'a' and 'Data Entry'. The second row is highlighted in blue, indicating it is selected. A small black arrow icon is visible in the left margin of the selected row.

| | User Name | Role |
|---|-----------|------------|
| | kashif | Admin |
| ▶ | a | Data Entry |

Menu: Schools

SCHOOL ADD/EDIT

Menu item "School > Add New School" will bring up the following screen for adding new school:

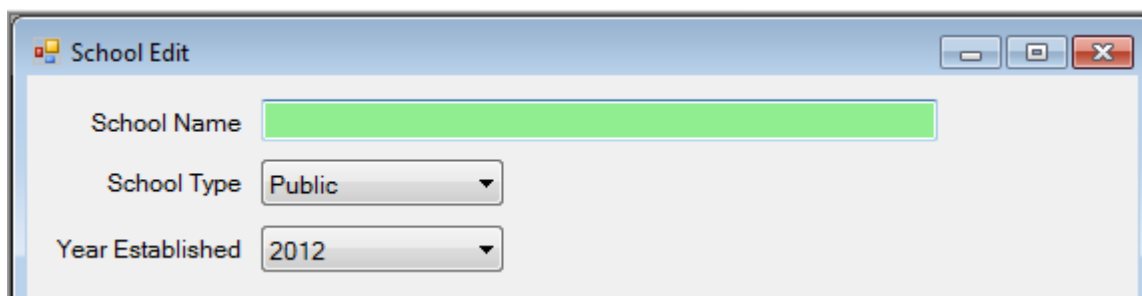


The screenshot shows a window titled "School Add" with the following fields and controls:

- School Name:
- School Type:
- Year Established:
- Education Sector:
- Starting Class: Ending Class:
- Size in Area: Square Meters
- Island:
- Phone: Fax:
- Email:
- GPS:
- Save button:

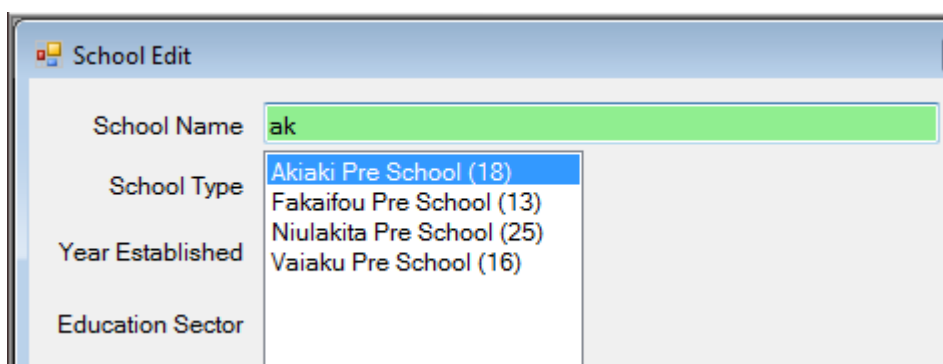
Type the school name in the School Name box, other fields are also self explanatory like school type, year established etc. GPS field stores the gps coordinates of the school, which is the location of the school on the world map. After the required data is entered click the Save button to save the data.

The School Edit screen is similar to the School Add, and is accessed by the "School > Edit School" menu item. School Edit screen has a school search box:



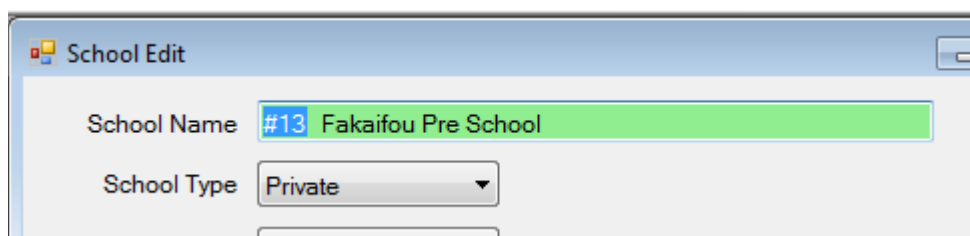
The box with the light green background is the search box. The rest of the screen looks exactly the same as the School Add.

To search for a school you can start typing the school name, for example if you want to search for School "Akiaki Pre School", typing "ak" in the box will show the following results:



You can select any school by double clicking on it, or by selecting it with the keyboard's up/down keys and pressing Enter key.

The school search can also be done through the ID/Number of the school. For example, if the school you want to edit has the ID 13, you can type in the search box "#13", without the quotes, and it'll search the school name, for example:



Clicking enter will put this school in edit mode.

Once the school is in edit mode, you can change many of the fields and once done, click Save to save all values/changes.

SCHOOL CENSUS

School census screen looks like the following (accessed from School > Census). It has four parts, separated in the 3 tabs, first 2 parts are located on the first tab (consisting of census for Resources and Building), as shown below:

The screenshot shows a web application window titled "School Census". At the top, there is a "Year" dropdown menu set to "2012" and a "School Name" text input field. Below these are three tabs: "Page 1", "Page 2", and "Page 3", with "Page 1" selected. The main content area is divided into two parts:

Part 1: Resource

| | Quantity | | Condition | | |
|----------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Adequate | Inadequate | Good | Bad | Urgent |
| Textbooks | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exercise Books | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reading Books | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Part 2: Building

No. of classrooms No. of staff quarters No. of dormitories

| | Yes | | No | | | Yes | | No | |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Library | <input type="radio"/> | <input type="radio"/> | Workshops | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Science Lab | <input type="radio"/> | <input type="radio"/> | Storerooms | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Computer Lab | <input type="radio"/> | <input type="radio"/> | Art/Music | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |

At the bottom left of the window is a "Save" button.

Second tab shows the "Facilities" census data.

| Part 3: Facilities | | Condition | | | | |
|---------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|--|
| Furnitures | Good | Bad | Urgent | Equipments | Total | |
| Student chairs | <input type="text"/> | <input type="text"/> | <input type="text"/> | Photocopiers | <input type="text"/> | |
| Student desks | <input type="text"/> | <input type="text"/> | <input type="text"/> | Printers | <input type="text"/> | |
| Student benches | <input type="text"/> | <input type="text"/> | <input type="text"/> | Desktop | <input type="text"/> | |
| Student stool | <input type="text"/> | <input type="text"/> | <input type="text"/> | Laptop | <input type="text"/> | |
| Dining tables | <input type="text"/> | <input type="text"/> | <input type="text"/> | Overhead Projector | <input type="text"/> | |
| Dining chairs | <input type="text"/> | <input type="text"/> | <input type="text"/> | Scanners | <input type="text"/> | |
| Bunks | <input type="text"/> | <input type="text"/> | <input type="text"/> | Fans | <input type="text"/> | |
| White/Blackboard | <input type="text"/> | <input type="text"/> | <input type="text"/> | Air Conditioning | <input type="text"/> | |
| Teachers desks | <input type="text"/> | <input type="text"/> | <input type="text"/> | Duplicating Machine | <input type="text"/> | |
| Teacher chairs | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| Cupboards | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| Book shelves | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |

Write the number to reflect the condition below:

Good - no repair needed in the next two years

Bad - needs to be repaired

Urgent - cannot be used

Third tab shows the "Water and Sanitation" census data:

Part 4: Water and Sanitation

Student Toilets:

Staff Toilets:

Drinking Water Available: Yes No

Hand Washing Facility: Yes No

Number of water tanks:

| Type of water Storage | Condition | | |
|-----------------------|----------------------|----------------------|----------------------|
| | Good | Bad | Urgent |
| Water cistern | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Plastic Tanks | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Overhead Tank | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Storage Capacity: gallons

Any well water? Yes No

Write the number to reflect the condition below:
Good - no repair needed in the next two years
Bad - needs to be repaired
Urgent - cannot be used

All tabs can be accessed for entering data. For entering data the school has to be selected first, which is the same as previously explained in the School Edit window above:

School Census

Year: 2012

School Name: ak

- Akiaki Pre School (18)
- Fakaifou Pre School (13)
- Niulakita Pre School (25)
- Vaiaku Pre School (16)

Page 1 Page 2

Part 1: Res

Also the latest Year will already be selected for the user with this screen opens, which can also be changed. After all values have been entered, clicking Save will save the data.

Menu : Students

STUDENT ADD NEW

Student Add New

School

STUDENT IDENTIFICATION

Student Name

Date of Birth Verified

Gender Male Female

Father Name

Mother Name

Height Meters Weight Kgs

Island Village

Contact

STUDENTS ABILITY CONDITIONS

Does your child having difficulty seeing

Does your child having difficulty hearing

Does your child having difficulty walking or climbing steps

Does your child having difficulty remembring or concentrating

Does your child having difficulty washing themselves or putting on cloths

Does your child having difficulty with the language for example understanding what you say

STUDENT'S FAMILY INFORMATION

Parents Employed Yes No

Parent's Occupation:

Father:

Mother:

Parents Education:

Father: Primary Secondary Certificate Diploma Graduate

Mother: Primary Secondary Certificate Diploma Graduate

New Student Entry (accessed from Student > Add New) screen allows for entry of new students. The student can be associated with a school here. Other information such as date of birth, gender, ability conditions, location etc are also available to be Added. After the data has been entered the data can be save by clicking Save button.

Student editing can be performed through the "Student > Edit" menu item.

Student Edit

School

STUDENT IDENTIFICATION

Student Name

Date of Birth Verified

Gender Male Female

When the edit screen is opened, the "Student Name" box has a light green color indicating it's on edit mode in which search can be performed in that box. Student name can be written, for example:

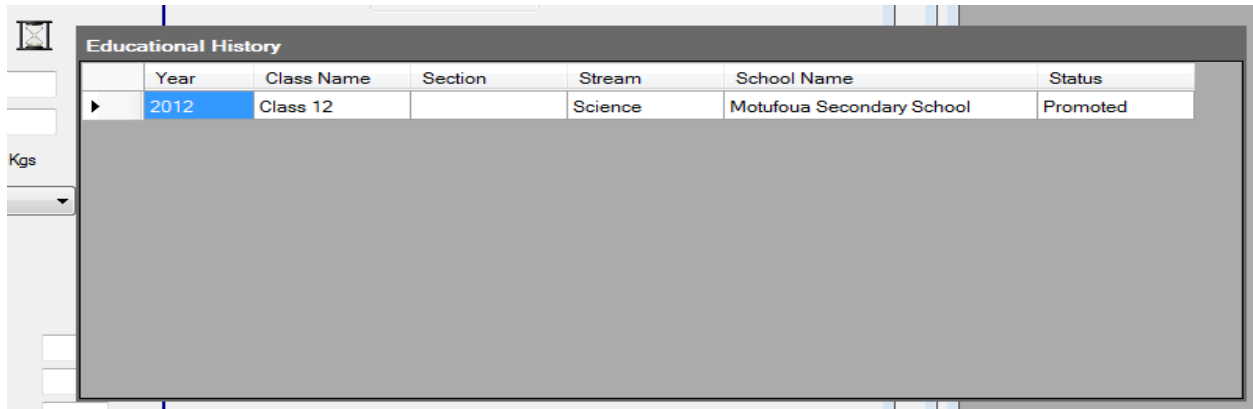
The screenshot shows the 'Student Edit' window. The 'School' field is set to 'Nauti Primary School'. Under the 'STUDENT IDENTIFICATION' section, the 'Student Name' field contains 'e' and is highlighted in light green. A dropdown menu is open, listing student names with their IDs. The first item, 'Bill Eti (106)', is selected. To the right of the dropdown is a 'Verified' checkbox. Below the dropdown is an hourglass icon. Other fields include 'Date of Birth', 'Gender', 'Father Name', 'Mother Name', 'Height' (16.00 Kgs), and 'Age'.

Student can also be searched through the Student Number/ID:

The screenshot shows the 'Student Edit' window. The 'School' field is a dropdown menu with 'Select' as the current value. Under the 'STUDENT IDENTIFICATION' section, the 'Student Name' field is filled with '#400 Faafou Uliamu' and is highlighted in light green. The 'Date of Birth' field is set to '09/01/2013'. The 'Verified' checkbox is visible.

Pressing Enter will select the student and will fill its existing data in all the respective fields.

During editing, an hourglass icon is displayed a little below the student name box. It shows the **Educational History** of the student if you hover the mouse over it for 1 second:



Moving the mouse away from the icon disappear the history window. After the changes have been made, the data can be saved by clicking the Save button.

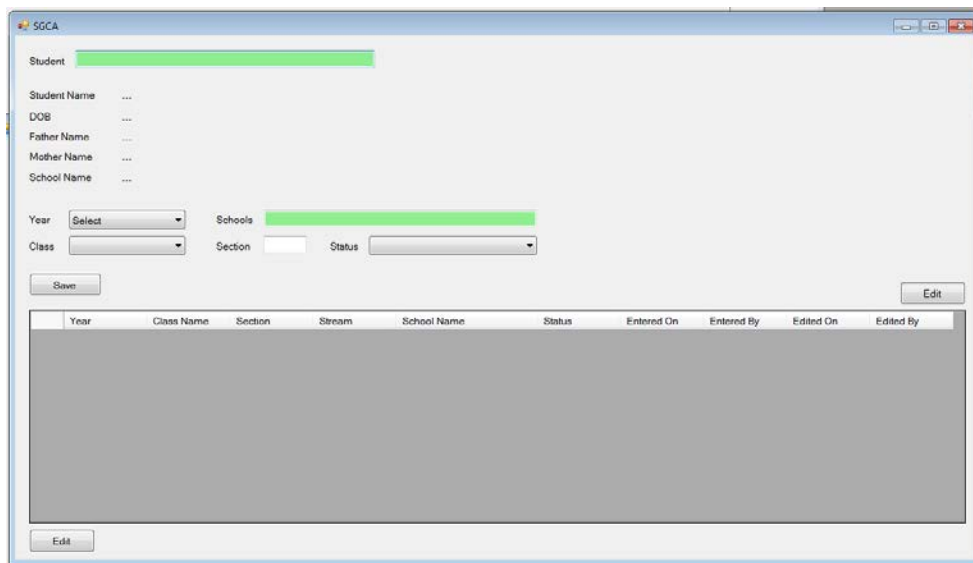
Student can also be deleted while in the editing mode. When editing student, a delete icon is displayed on the upper right corner of the screen



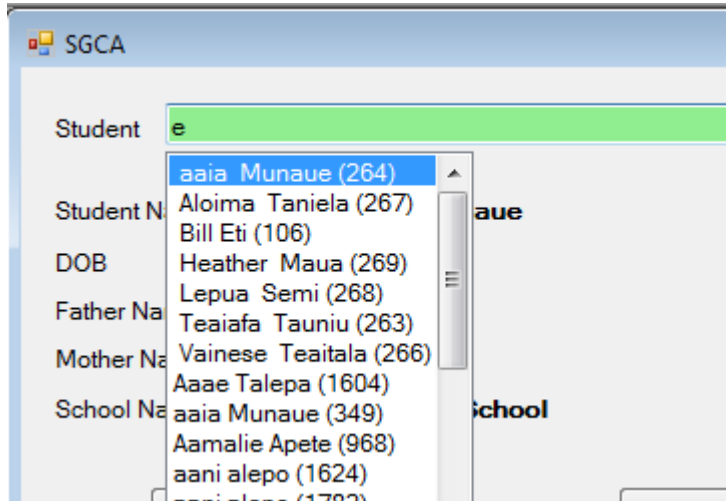
clicking on it will show a display confirming the deletion action for the selected student, selecting Yes will delete the student, while selection No will have no effect of this action.

SGCA (Student Grade/Class Assignment)

Student Grade Class Assignment screen can be accessed from "Students > SGCA" menu item.



SCGA entries are done for individual students for in each year. The "Student" box above accepts the Student Name or a Student Number/ID. For example:



Once the student has been selected, any of its existing data will be displayed in the grid on the screen. Each data entry can be edited or new data can be entered. In case a new data has to be edited, select the Year/Class/School/Section/Status, and click "Save" button, a new row will be added against this student for the selected year.

For editing an SGCA data row, the full row has to be selected by clicking on the left most edge of the row, for example:

| | Year | Class Name | Section | Stream | School Name | Status |
|---|------|------------|---------|--------|-------------------------------|----------|
| ▶ | 2011 | Class 6 | A | | Seventh Day Adventist Prim... | Overseas |
| | 2012 | Class 8 | | | Seventh Day Adventist Prim... | Promoted |

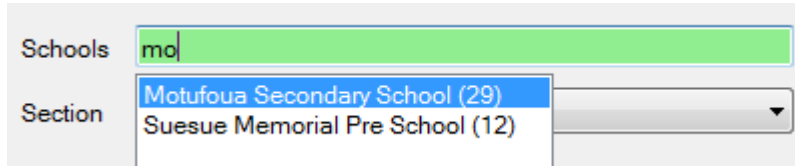
After the row has been selected, click the "Edit" button. The row's data will be populated above the grid:

Year: Schools:

Class: Section: Status:

| | Year | Class Name | Section | Stream | School Name | Status |
|---|------|------------|---------|--------|-------------------------------|----------|
| ▶ | 2011 | Class 6 | A | | Seventh Day Adventist Prim... | Overseas |
| | 2012 | Class 8 | | | Seventh Day Adventist Prim... | Promoted |

School is also searchable dynamically:



The screenshot shows a user interface for searching schools. It consists of two main parts: a search input field and a dropdown menu. The search input field is labeled "Schools" and contains the text "mo". Below it, a dropdown menu is labeled "Section" and displays two search results: "Motufoua Secondary School (29)" and "Suesue Memorial Pre School (12)". The first result is highlighted in blue. The dropdown menu has a small downward-pointing arrow on its right side.

Make any changes that you want to make in the data, then click "Save" button to save the data. In case the changes are undesired, click the "Cancel Edit" button to cancel making any changes.

Menu: Staff

TEACHER ADD NEW/EDIT

Teacher Menu allows entry of School Staff, Support Staff, and HQ Staff. Each of these types have Add and Entry screens. These screens have typically 3 parts, Personal Information, Employment Details, and General Qualification. Following is the New Teacher screen showing Personal Information and Employment Details.

The screenshot displays a web form for adding or editing a teacher. At the top, there is a 'School' field with a green background. Below it, the form is divided into two main sections: 'Part 1: Personal Information' and 'Part 2: Employment Details'. 'Part 1' includes fields for Name, Date of Birth (with a calendar icon), Gender (radio buttons for Male and Female), Marital Status (radio buttons for Married, Single, Divorced, Widower), Number of kids, Island (dropdown), Village (dropdown), Phone, and Email. 'Part 2' includes fields for Employment ID, PF ID, Salary Level (dropdown), Year Begin Teaching, Initial Date of Appointment (with a calendar icon), Role (dropdown), and Status (dropdown). A 'Save' button is located at the bottom right of the form.

Find below the Part 3, General Qualification:

Part 3: General Qualification

| | Field | Institute | Year |
|-------------|----------------------|----------------------|----------|
| Master | <input type="text"/> | <input type="text"/> | Select ▼ |
| Bachelor | <input type="text"/> | <input type="text"/> | Select ▼ |
| Diploma | <input type="text"/> | <input type="text"/> | Select ▼ |
| Certificate | <input type="text"/> | <input type="text"/> | Select ▼ |

Teaching Qualification: Yes No If yes:

Any Other Qualification

* Specify if different from qualification above

All the fields are self-explanatory, whatever data is available for entry can be entered and the rest can be left blank. Certain fields maybe dependant on entry of some other fields, for example if Teaching Qualification is selected as "Yes" then the box next to it becomes enabled for entry, otherwise its disabled and has no data written in it.

Support Staff Add screen while a lot similar to Teacher Add screen, is a bit different:

School

Part 1: Personal Information

Name

Date of Birth Gender Male Female

Marital Status Married Single Divorced Widower

Number of kids

Island Village

Phone Email

Part 2: Employment Details

Employment ID PF ID

Salary Level

Initial Date of Appointment

Role

Status

Paid By Government Kaupule Church NGO

Any Qualification

The Add screen for HQ Staff is:

Part 1: Personal Information

Name

Date of Birth Gender Male Female

Marital Status Married Single Divorced Widower

Number of kids

Island Village

Phone Email

Part 2: Employment Details

Employment ID PF ID

Salary Level

Initial Date of Appointment

Role

Status

Editing Teacher/Support/HQ-Staff

Editing of all the teacher related screens are the same, menu items for

- Teacher: Staff > School Staff > Teacher > Edit
- Support Staff: Staff > School Staff > Support Staff > Edit
- HQ Staff: Staff > HQ Staff > Edit

All of these screen will have a searchable field with the Staff Name on which teacher/support/hq staff can be searched:

Part 1: Personal Information


Name

Date of Birth 3 Gender Male

Shown above is an example staff being searched through their name. After the staff has been selected, the various data fields can be edited / changed and once all changes are done, clicking "Save" button will save the data.

Staff can be deleted while being edited. In edit mode there is a delete icon next to staff name

Part 1: Personal Information

Name 

Upon clicking delete a confirmation dialog is displayed to confirm the deletion of the selected staff, this action can be cancelled by clicking No on the confirmation box.

A quick view of staff career history is also available in the edit mode. There is a history icon on the page when a staff is being edited, hovering the mouse over that icon for 1 second will display a quick view of career history the selected staff

Any Other Qualification

Career History

| | Job Location | Role | Status | Salary Level | From | To |
|---|----------------------|--------------|-----------------|--------------|----------|----|
| ▶ | Nauti Primary School | Head Teacher | Permanent Te... | 5.4 | 1/1/1982 | |

STAFF CAREER HISTORY

On entering a staff for the very first time, his/her one entry in Staff career history is automatically be made. But in the case of promotions or transfer etc. this screen is provided to update the information.

| Job Location | Role | Status | Salary Level | From | To |
|--------------------|-------------------|-------------------|--------------|------------|----|
| Funfuti Pre School | Classroom Teacher | Permanent Teacher | 1B | 11/15/2007 | |

Buttons: Edit, Add

Fields:
Employed At: School
School: [Green Field]
Employment Type: Teachers
Role: Select
Status: Select
Salary Scale: Select
Effective From: 11/01/2013
Effective To: 11/01/2013
Update

To display the staff career information for a particular teacher, type the name of the teacher and press Enter. Career history for the selected staff will appear in the grid below the name. History can be added or edited. In case the history is to be edited, you will have to select the complete row first, for example:

| | Job Location | Role | Status | Salary Level | From | To |
|---|--------------------|-------------------|-------------------|--------------|------------|----|
| ▶ | Funfuti Pre School | Classroom Teacher | Permanent Teacher | 1B | 11/15/2007 | |

Clicking "Edit" button will put this row in edit mode, all the controls will be filled with its data and the required changes can be made. After the changes have been made, click the "Update" button to save the changes. In case the changes are not desired you can click the "Cancel Edit" button.

Adding a new row in the career history is done by clicking "Add" button. The fields are to be then selected, like Employed At, Employment Type, Salary Scale, etc.,. Clicking save will add the new row to the grid.

STAFF TRAININGS

Staff Name

Trainings

| | Training | Type | Venue | Country | City | Facilitator | Sponsored By | Donor |
|---|-----------------|-----------|-------|---------|--------|--------------|--------------|--------|
| ▶ | Test training 2 | Long Term | Local | Tuvalu | Lahore | Imran Hashmi | Donor | UNESCO |
| * | | | | | | | | |

Trainings against staff can be displayed by selecting a staff, either through the Staff Name or Staff ID/Number. Once the staff is selected its trainings will start appearing in the grid below. New trainings can be added simple by selecting from the dropdown on the left most column. Clicking "Save" button will save the trainings data.

TGCA (teacher grade class assignment)

Following is the TGCA screen (accessed from "Staff > TGCA" menu):

| Year | Class | Section | Subject | School | Entered On | Entered By | Edited On | Edited By |
|------|-------|---------|---------|--------|------------|------------|-----------|-----------|
|------|-------|---------|---------|--------|------------|------------|-----------|-----------|

Selecting the Teacher is similar to how teachers have been selected in previous screens. Teacher or teacher number can be searched. Once the teacher has been selected, his/her existing records are displayed below on the rest of the screen. Each individual row can be edited or deleted. New rows can also be added.

To add a new row, start filling the appropriate Year, School, Class, and Section. For certain classes, subjects may also be added, for example in case of "Class 9":

| Class | Section | Subject |
|---------|---------|---------------------|
| Class 9 | | Select |
| | | English |
| | | Maths |
| | | Science |
| | | Soc. Science |
| | | Commerce Studies |
| | | Agriculture Science |
| | | Home Economics |
| | | Basic Technology |
| | | Religious Education |
| | | Tuvalu Studies |

Subjects drop down is displayed and appropriate subject can be selected.

Once all the values have been selected, clicking the Save row will Add a new row in the system against this teacher, and the data in the grid will be refreshed respectively.

To Edit a row, the row has to be selected as a whole, for example:

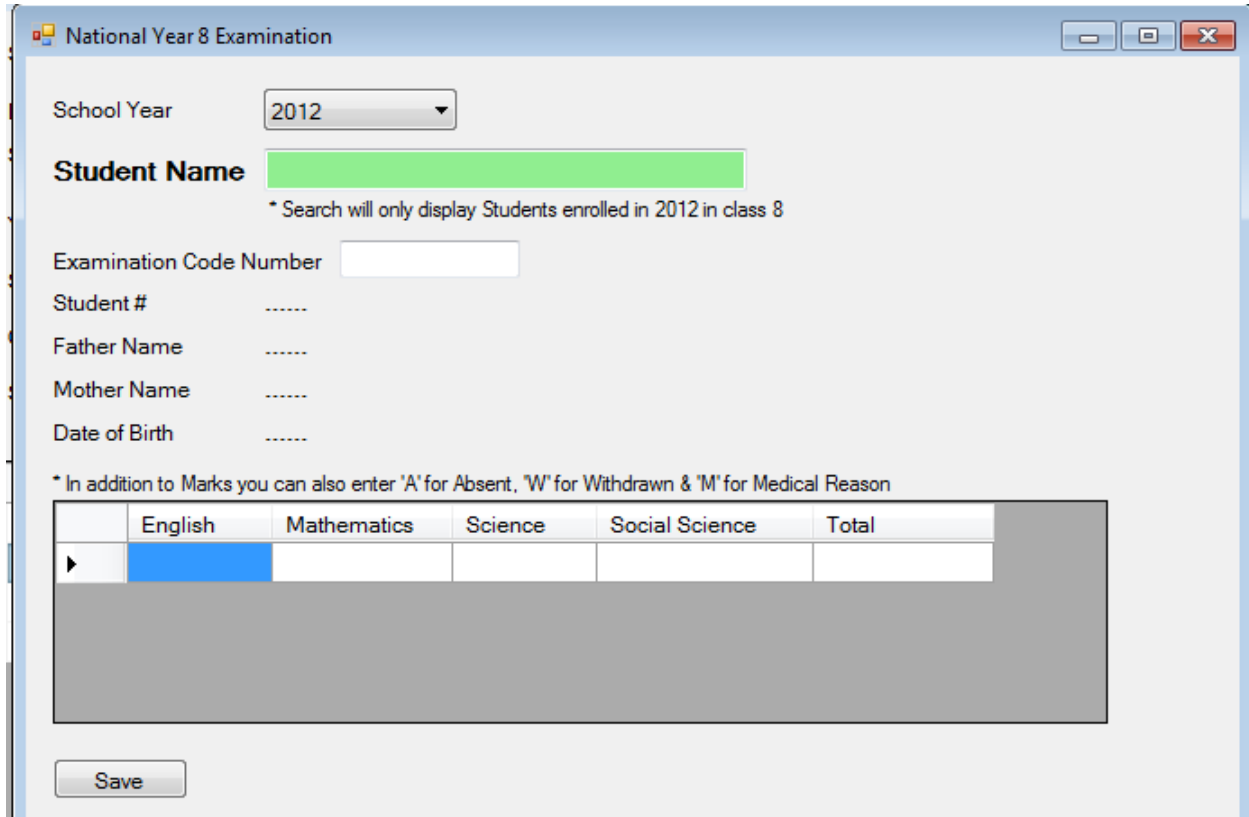
| Year | Class | Section | Subject | School | Enter |
|------|-------------------|---------|------------------|---------------------------|-------|
| 2012 | Class 10 (Form 4) | A | Soc. Science | Fetuvalu Secondary Sch... | 25/1 |
| 2012 | Class 10 (Form 4) | A | Commerce Studies | Fetuvalu Secondary Sch... | 13/1 |
| 2012 | Class 10 (Form 4) | B | Tuvalu Studies | Fetuvalu Secondary Sch... | 13/1 |
| 2012 | VOC 1 (VOC 1) | A | English | Fetuvalu Secondary Sch... | 13/1 |

From the image above, second row was selected and "Edit" button was clicked. This results in above controls filling with the data from the row. This data can now be changed as required, and once the changes are done, "Save" button will save the changes. Although "Cancel" button can cancel any changes made, if clicked before clicking the Save button. The "Save" button will save changes and refreshed the grid data displayed on the screen.

Menu: Examination

NATIONAL YEAR 8 EXAMINATION

National Year 8 Examination can be accessed from "Examination > National Year 8 Examination" menu:



The screenshot shows a web application window titled "National Year 8 Examination". It contains several input fields and a table. The "School Year" is set to 2012. The "Student Name" field is highlighted in green, with a note below it: "* Search will only display Students enrolled in 2012 in class 8". Other fields include "Examination Code Number", "Student #", "Father Name", "Mother Name", and "Date of Birth", all with dotted lines indicating they are not filled. A note below the table states: "* In addition to Marks you can also enter 'A' for Absent, 'W' for Withdrawn & 'M' for Medical Reason". The table has five columns: English, Mathematics, Science, Social Science, and Total. The first row is highlighted in blue. A "Save" button is located at the bottom left of the form.

| | English | Mathematics | Science | Social Science | Total |
|---|---------|-------------|---------|----------------|-------|
| ▶ | | | | | |

Selecting the student will display a brief summary of the student's data, like father name and mother name etc, and will also display his scores for English, Maths, Science, Soc. Sci, and the Total of all the subjects. You can just double click any cell show above and type the marks in it. The Total column cannot be written to, it updates automatically based on subject marks. Clicking "Save" button will save the data.

TUVALU JUNIOR CERTIFICATE (TJC)

Tuvalu junior cert can be accessed from "Examination > Tuvalu Junior Certificate" menu entry:

| | English | Mathematics | Science | Social Science | Commerce Studies | Agriculture Science | Home Economics | Basic Technology | Total |
|---|---------|-------------|---------|----------------|------------------|---------------------|----------------|------------------|-------|
| ▶ | | | | | | | | | |

Selecting the student will display a brief summary of the student's data, like father name and mother name etc, and will also display his scores for English, Maths, Science, Soc. Sci, Commerce, Agri. Sci., Basic Tech, and the Total of all the subjects. You can just double click any cell show above and type the marks in it. The Total column cannot be written to, it updates automatically based on subject marks. Clicking "Save" button will save the data.

PACIFIC SENIOR SCHOOL CERTIFICATE (PSSC)

Accessed from "Examination > Pacific Senior School Certificate" menu:

Pacific Senior School Certificate (PSSC)

School Year: 2012

Student Name: Afemai Setalia
* Search will only display Students enrolled in 2012 in Form 6

Examination Code Number: 974576

Student #: 2329

Father Name:

Mother Name:

Date of Birth: 13/07/1995

School Name: Motufoua Secondary School

* In addition to Marks you can also enter 'A' for Absent, 'W' for Withdrawn & 'M' for Medical Reason

| English | Maths | Biology | Chemistry | Agriculture Science |
|---------|-------|---------|-----------|---------------------|
| 6 | 7 | 6 | 6 | 5 |

Save

Selecting the student will display some of its data also like father name, mother name etc. The subjects data will be displayed too if it exists, as shown in the image above. The subject in one drop down if selected cannot be selected in any other drop down then, for example in the above image Physics subject is already selected. Opening any other drop down will show Physics (and other already selected subjects) as striked-out red colored texts:

Agriculture Science

- Select
- Maths
- ~~Biology~~
- ~~Physics~~
- Chemistry
- Computer Studies
- Design Technology
- Agriculture Science**
- Accounting
- Economics
- History
- Geography
- Religious Education
- Tuvalu Studies
- ~~Physical Education~~

SOUTH PACIFIC FORM 7 CERTIFICATE (SPFSC)

Accessed from "Examination > South Pacific Form 7 Certificate" menu item:

South Pacific Form 7 Certificate (SPFSC)

School Year: 2012

Student Name: Afasene Laitailiu
* Search will only display Students enrolled in 2012 in Form 7

Examination Code Number: 958532

Student #: 2398

Father Name:

Mother Name:

Date of Birth:

School Name: Motufoua Secondary School

* In addition to Grades you can also enter 'ABS' for Absent, 'W' for Withdrawn & 'M' for Medical Reason

English: B Statistics: B Computer Studies: B History: C Geography: D

Save

Selecting the student will display some of its data also like father name, mother name etc. The subjects data will be displayed too if it exists, as shown in the image above. The subject in one drop down if selected cannot be selected in any other drop down then. Opening any other drop down will show already selected subjects as striked-out red colored texts.

TOKAAI SUPPORT INTERVENTION PROGRAM

Accessed from "Examination > TOKAAI support intervention program" menu:

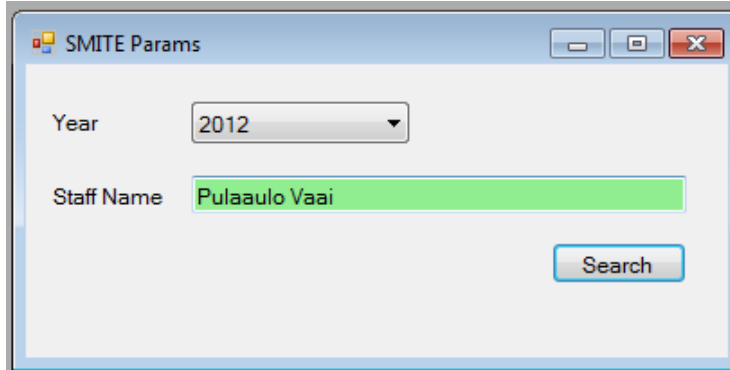
The screenshot shows a web application window titled "TOKAAI Support Intervention Program". It contains the following fields and elements:

- School Year:** A dropdown menu with "2012" selected.
- Student Name:** A text input field with a green background. Below it, a note states: "* Search will only display Students enrolled in 2012 in class 5, 6, 7".
- Examination Code Number:** A text input field.
- Student #:** A text input field with "....." as a placeholder.
- Father Name:** A text input field with "....." as a placeholder.
- Mother Name:** A text input field with "....." as a placeholder.
- Date of Birth:** A text input field with "....." as a placeholder.
- Legend:** A note below the fields: "* In addition to Marks you can also enter 'A' for Absent, 'W' for Withdrawn & 'M' for Medical Reason".
- Table:** A table with 5 columns: English, Mathematics, Science, Social Science, and Total. The first row is highlighted in blue. Below the table is a large grey rectangular area for data entry.
- Save Button:** A button labeled "Save" at the bottom left.

Selecting the student will display a brief summary of the student's data, like father name and mother name etc, and will also display his scores for English, Maths, Science, Soc. Sci, and the Total of all the subjects. You can just double click any cell show above and type the marks in it. The Total column cannot be written to, it updates automatically based on subject marks. Clicking "Save" button will save the data.

SMITE

To display the SMITE data, its parameters screen is displayed first. Select the Year and Staff Name on it:

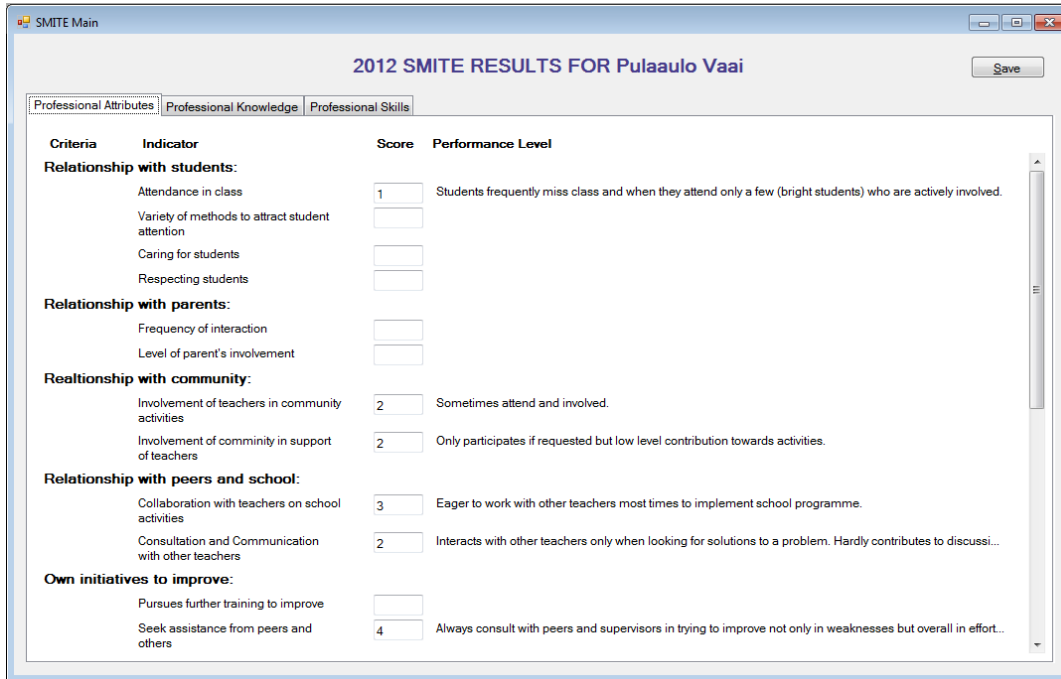


Year: 2012

Staff Name: Pulaaulo Vaai

Search

Clicking the "Search" button display the main SMITE screen:



2012 SMITE RESULTS FOR Pulaaulo Vaai

Professional Attributes | Professional Knowledge | Professional Skills

| Criteria | Indicator | Score | Performance Level |
|--|--|-------|--|
| Relationship with students: | | | |
| | Attendance in class | 1 | Students frequently miss class and when they attend only a few (bright students) who are actively involved. |
| | Variety of methods to attract student attention | | |
| | Caring for students | | |
| | Respecting students | | |
| Relationship with parents: | | | |
| | Frequency of interaction | | |
| | Level of parent's involvement | | |
| Relationship with community: | | | |
| | Involvement of teachers in community activities | 2 | Sometimes attend and involved. |
| | Involvement of community in support of teachers | 2 | Only participates if requested but low level contribution towards activities. |
| Relationship with peers and school: | | | |
| | Collaboration with teachers on school activities | 3 | Eager to work with other teachers most times to implement school programme. |
| | Consultation and Communication with other teachers | 2 | Interacts with other teachers only when looking for solutions to a problem. Hardly contributes to discussi... |
| Own initiatives to improve: | | | |
| | Pursues further training to improve | | |
| | Seek assistance from peers and others | 4 | Always consult with peers and supervisors in trying to improve not only in weaknesses but overall in effort... |

The above image is showing 1 of the 2 tabs, Professional Attributes, Professional Knowledge, and Professional Skills. Each of these tabs have its respective boxes where Scores can be written. If data already exists its displayed as shown in the image above. Score can be from 1 to 4, and has performance levels associated with it, which are different for different Criteria. The Performance Level is automatically displayed based on Score figure typed.

Menu: Attendance

STUDENT ATTENDANCE

Student attendance can be accessed from "Attendance > Students" menu item.

| Student Name | Days Attended | Sick Leaves | Approved Leaves |
|-----------------|---------------|-------------|-----------------|
| Ala Teaapua | 0 | | |
| Aoebwa aaroa | 0 | | |
| Apelu Poia | 0 | | |
| Eric Tuitona | 0 | | |
| Faalave Samu | 0 | | |
| Foa Manatoa | 0 | | |
| Laina Siao | 0 | | |
| Leatu ilei | 0 | | |
| Louati Manuao | 0 | | |
| Naoli Teisioo | 0 | | |
| Nele Paate | 0 | | |
| Oliolia Peesala | 0 | | |
| Opeta Moti | 0 | | |
| Paul aua | 0 | | |
| Pauline Loia | 0 | | |

A sample attendance is shown above. After the School is selected, the Year drop down is automatically filled. Selecting the Year will populate Month drop down, and similarly selecting Month will populate appropriate Class data. Selecting the Class will populate the student for the selected class and any data that may already be saved against these student for the given year, month, and class.

Notes:

1. Make sure the School Days are entered for the month/year already but the Administrator User of TEMIS. Otherwise the required month/year will not be shown in the respective drop downs to make entries.
2. The total number of days of Sick leaves plus Approved Leaves (for any given student) should not exceed the number of days mentioned in the "School Days" screen in the Configurations (explained later) against the given Year and Month. In case it exceeds the data will not allowed to be saved.

STAFF ATTENDANCE

Accessed from "Attendance > Staff Attendance" menu item:

| Month Name | Days Attended | Approved Leaves | Sick Leaves |
|------------|---------------|-----------------|-------------|
| January | 1 | 1 | 3 |

Select a student and then select a year. The data, if present against the selected year, will display in the grid. The months displayed in the grid in the image above are as defined in the "Working Days" days screen of the Configurations, if there is a month not added there against the selected Year, it will not be displayed. Double click on the cells of the Days Attended, Approved Leaves, or Sick Leaves and the days can be typed. After making any changes, clicking the "Save" button will save the data.

Notes:

- Make sure that the Working Days are entered for the month/year already but the Administrator User of TEMIS. Otherwise the required month for the selected year will not be shown in the list under the column 'Month Name'.
- The sum of days attended, approved leaves, and sick leaves cannot exceed the working days for a given month defined in the Working Days in the Configurations.