TEACHER FUNCTIONS

Capture:

TEACHER INFO (PROFILE)
*Name:
*Mobile No: (+601X – followed by 7/8 digit no) sample: +6012-7271966 0r +6014-68634562
*MyKad No: (sample 760826-02-6683)
*Email address:

SCHOOL INFORMATION
*State: (Pick from drop down)
*School Name: (Pick from drop down)

Can upload
Teacher photo.

(* = compulsory)

A.   MESSAGE / EMAIL (with attachment)

1.   Teacher to HM
2.   Teacher to individual teacher

Note: Indication of new mail in dashboard

B.   TIMETABLE

Setup Teacher's Timetable
Edit Teachers Timetable (New / changed Timetable will trigger Timetable for HM)
Note: (Teacher still can use the RPH even if HM yet to approve the timetable)

C.   TEACHER RPH -Approval/ Disapprove /Pending / Incomplete

View

-Approved

-Disapproved + can view HMs comment

-Pending: Yet to approve/disapprove

-**Incomplete:** Teacher yet to submit RPH

Fill up RPH Template:

Templates function will be discussed further later
Daily
Weekly
Select date from Calendar

Approved: GREEN COLOR
Disapproved: RED
(If disapproved, teacher will do NEW RPH again)
Pending : BLUE
INCOMPLETE: MAROON

Notification :
For Disapproved and Incomplete Submission in Dashboard

OTHER FUNCTION

1. Request to Change School.

   Starting Date:
   New State:
   New School Name:
   Note: Admin to approve.

CALENDAR
1. Indicate WEEK (week 1, week 2, week 3….etc)
   Week : First day Sunday
           Last day Saturday

2. Holidays:

State   Public Holidays (Highlight specific date) -Special Color
Federal   Public Holidays Highlight specific date)- Special Color
Special Holiday – (Highlight specific date) – Special Color

School Holiday
Starting Date – End Date (Highlight the starting date to ending date) – Special Color

Note: State, Federal and School Holiday will be input by Admin
HM can input Special Holiday

DASHBOARD for Teacher

File -Edit Profile - Personal -Change school	Timetable -Edit	Approve /Disapprove	Incomplete	Message/Email
Photo Name	WEEK : X-1 , X , X+1			Calendar View
	TIMETABLE Sunday / Time …. Satur	###### REFER below)		
Total Approved	View STATUS Approved List /Disapproved / Pending /Incomplete List			
Total Disapproved				
Total Pending				
Total Incomplete				

Sample placement.

STATUS APPROVED

WEEK	SUBJECT	CLASS	DATE	TIME	TITLE/ TEMA	SUBMITTED DATE & TIME	APPROVAL DATE	VIEW DOC

STATUS DISAPPROVED

WEEK	SUBJECT	CLASS	DATE	TIME	TITLE/TEMA	SUBMITTED DATE & TIME	DISAPPROVAL DATE	VIEW DOC

STATUS PENDING

WEEK	SUBJECT	CLASS	DATE	TIME	TITLE/TEMA	SUBMITTED DATE & TIME	VIEW DOC

STATUS INCOMPLETE

WEEK	SUBJECT	CLASS	DATE	TIME	SPECIAL HOLIDAY (to tick if it's a holiday)	FILL UP RPH

Note:

No Incomplete List should be generated when
1. Public State and Federal Holiday
2. School Holiday

Ie, teachers no need to fill up when (1) and (2)

However , to accommodate Special Holiday, teachers can TICK special holiday. After that it will be indicated as Special Holiday in the STATUS

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WEEK : X-1 , X , X+1
Timetable should be viewed for , **last week, current week   and next week**
Teacher to click on the each class session to fill up the RPH template

Or Use
STATUS INCOMPLETE

WEEK	SUBJECT	CLASS	DATE	TIME	SPECIAL HOLIDAY (to tick if it's a holiday)	FILL UP RPH

To fill up RPH template.

Note : RPH template will be discussed later.