

Online User Manual

Zanzibar

Digital School Attendance

Mobile Application

System Overview

Zanzibar Digital attendance is an application that allows teachers to digitally record pupils' class attendance. The application submits the data to an online cloud storage.

Organisation of the Manual

The user's manual consists of five sections:

- System Summary
- Getting Started
- Using The System
- Reporting
- Web Dashboard

The **System Summary section** provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies. **Getting Started section** explains how to get Digital Attendance and install it on the device. The section presents briefly system menu. **Using The System section** provides a detailed description of system functions. **Reporting section** describes in what way information collected by the application are presented and how to access the information.

System Summary

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

System Configuration

Zanzibar Digital Attendance operates on mobile devices with Android operating system. It is compatible with **Android version 5.1** and up. The application requires an Internet connection in order to save data to

the cloud database, and also has an **offline functionality** to facilitate collection of attendance data without internet connection. **Offline mode works up to 30 days.** Data saved is visualised on a web dashboard accessible via any major Internet browser. After installation on the device, Digital Attendance can be used immediately without any further configuration.

User Access Levels

Only teachers that have been registered into the system can use the application. For any assistance with credentials, kindly consult the headteacher in your school.

Getting Started

Installation

The Getting Started section explains how to install the Zanzibar Digital Attendance app on a device. To Download the mobile application, head to the Google Playstore on an Android device and search for "Zanzibar Digital Attendance". To access the application on the PlayStore, click [Zanzibar Play Store](#).



Zanzibar Digital Attendance

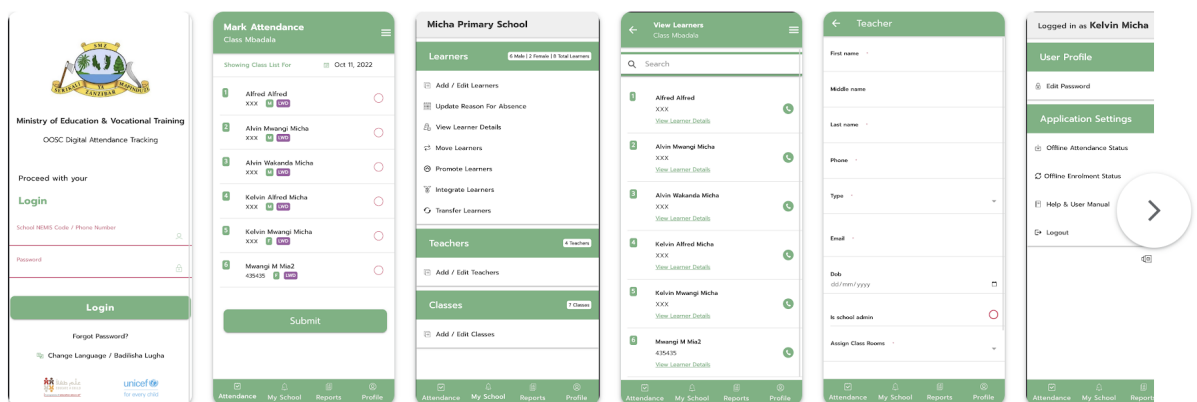
Sisitech Team

10+ Downloads | 3+ Rated for 3+ Ⓞ

Install

Add to wishlist

You don't have any devices




Login

The newest installation version currently available can be downloaded from the Google Store and is an .apk file, which should be installed on the device.

Login using a school's EMIS code or phone number and a password assigned to the teacher at installation level via the attached school's or teacher's email address. The teacher can then use these credentials to login.

Login Screen





Wizara ya Elimu na Mafunzo ya Ufundi

Ufuatiliaji wa Mahudhurio ya OOSC

Ingia Kwenye Akaunti


Ingia



Kodi ya Shule / Namba ya Simu
12210126 

Nenosiri
..... 

Ingia

Umesahau nenosiri?

 **Change Language / Badilisha Lugha**


Proceed with your login by inputting your school code or phone number as the username and the password sent to your email address. Click the login button to authorise the credentials.

Forgot Password


Ingia

Umesahau nenosiri?

In the case of a forgotten password, click the Forgot Password button on the login page and enter your school code or phone number in the Forgot Password screen.

 Umesahau Nenosiri

Msimbo wa kuweka upya utatumwa kwa anwani
yako ya barua pepe


Kodi ya Shule / Namba ya Simu 
12210126

Weka Upya Nenosiri

Once successful, enter the reset code sent to your email address.

Language Translation

You can translate the language for using the application to either English or Kiswahili.

 Change Language / Badilisha Lugha

Ingia Kwenye Akaunti

Select Language / Badilisha Lugha

☐ English

☒ Kiswahili

GHAIRI

SAWA

Ingia

My School

Micha Primary School

Mahudhurio

Mahudhurio

Wanafunzi

12 Wanaume | 3 Wanawake | 15 Jumla

Ongeza / Hariri Wanafunzi

Tazama Maelezo ya Mwanafunzi

Sasisha Sababu ya Kutokuwepo

Hamisha Wanafunzi

Kukuza Wanafunzi

Unganisha Wanafunzi

Wachilia Wanafunzi

Kubali Wanafunzi

Wanafunzi Waliozimwa

Walimu

6 Walimu

Ongeza / Hariri Walimu

Madarasa

7 Madarasa

Ongeza / Hariri Madarasa

Shule Yangu

Mahudhurio

Ripoti

Wasifu

The My School tab enables a headteacher to manage their school. Here, they can **Mark Learner Attendance, Add / Edit Learners, View More Learner Details, Provide Reasons for Absence, Integrate Learners, Transfer and Accept Learners and Move / Promote Learners**. In this section you can also **Add / Edit Teachers** and **Add / Edit Classrooms** to a school.

Marking Attendance

Mahudhurio

Mahudhurio

The attendance tab contains a list of learners with their name, UPI number / Admission number and an indicator of their gender or any special needs the learner might have.

A **green M** badge indicates a male learner, **green F** a female learner and a **green SNE** illustrates a learner with special needs.

5 / 48

Mahudhurio

Darasa Mbadala

Orodha ya Tarehe

7 Feb, 2023

1

Kelvin Mwangi Micha
XXX M LWD

2

Kelvin Mwangi Micha
XXX F LWD

3

Kelvin Alfred Micha
XXX M LWD

4

Alvin Wakanda Micha
XXX M LWD

5

Alfred Alfred
XXX M LWD

6

Wavvy Dev
XXX M

Wasilisha

To mark a learner as absent, click the green circle on the right against the learner’s name to turn it to unchecked. Otherwise, not clicking the circle indicates that a learner is present. After going through the list of learners in your class, click the **‘submit’** button to complete marking attendance.

4

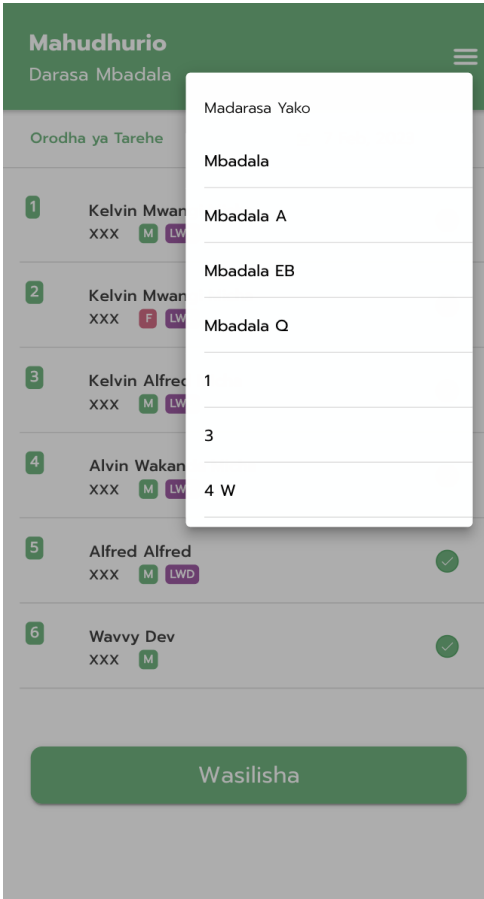
Alvin Wakanda Micha

Kuhudhuria?

Chukua mahudhurio ya darasa 0 na wanafunzi 2 hawapo siku ya February 7, 2023

GHAIRI NDIYO

Classes Menu



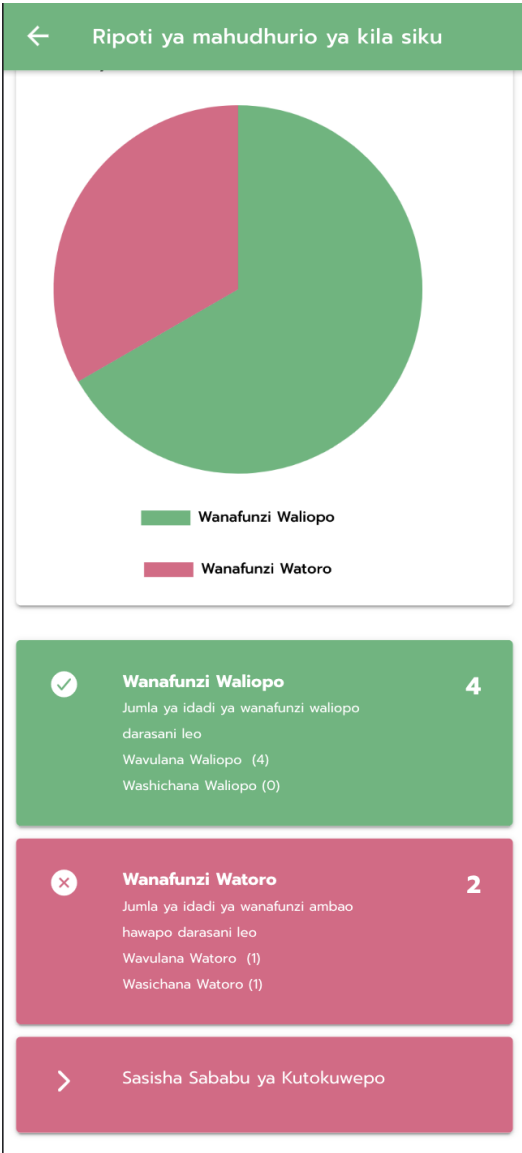
On the top right, there’s a menu icon with a list of classes. A teacher can switch to a different classroom and mark attendance for that class room. You can only mark attendance for two previous dates from the current date.

Date Picker



Change the attendance date by clicking on the calendar above the list of learners.

Daily Attendance Report



After marking attendance, a daily attendance report provides an overview of the marked learners status for that class. The report shows a chart of present vs absent learners and these numbers segmented by gender.

Adding a Learner

Ongeza / Hariri Wanafunzi

Wanafunzi Darasa Mbadala		
Tafuta		
1	Kelvin Mwangi Micha XXX	HARIRI FUTA
2	Kelvin Mwangi Micha XXX	HARIRI FUTA
3	Kelvin Alfred Micha XXX	HARIRI FUTA
4	Alvin Wakanda Micha XXX	HARIRI FUTA
5	Alfred Alfred XXX	HARIRI FUTA
6	Wavvy Dev XXX	HARIRI FUTA

A headteacher or an teacher admin can **add**, **edit** and **deactivate** a learner.

Click on the "+" button to add a new learner. The add learner form has a list of different form inputs to fill as a teacher. Required fields are marked by a red *. The add learner form is divided into two parts :-

- Learner Details

←

Ongeza Mwanafunzi

Jina la Kwanza *

Jina la Kati

Jina la Familia

Nambari ya Kuingia

Hali ya Mwanafunzi *

▼

Jinsia *

▼

Tarehe ya Kuzaliwa *

dd/mm/yyyy

📅

Tarehe ya Usajili *

dd/mm/yyyy

📅

Darasa *

▼

Mahitaji Maalum

▼

Je, umehudhuria Shule ya Awali?

☐

- Guardian Details

←

Maelezo ya Mzazi / Mlezi

Jina la Baba

Nambari ya Simu ya Baba

Hali ya Baba

Jina la Mama

Nambari ya Simu ya Mama

Hali ya Mama

Je, Unaishi na Mzazi wako yeyote?

Ongeza Mwanafunzi

Editing a Learner

←

Ongeza Mwanafunzi

Jina la Kwanza *

kelvin

Jina la Kati

Mwangi

Jina la Familia

micha

Nambari ya Kuingia

Hali ya Mwanafunzi *

Never Enrolled

▼

Jinsia *

MALE

▼

Tarehe ya Kuzaliwa *

01/01/2022

📅

Tarehe ya Usajili *

01/01/2022

📅

Darasa *

Mbadala

▼

Mahitaji Maalum

Deaf

▼

Je, umehudhuria Shule ya Awali?

✔

Click on the **Edit** button to update the details of a Learner.

Deactivating a Learner

1

Kelvin Mwangi Micha

XXX

HARIRI

FUTA

Deactivate Learner by clicking on the "Deactivate" button.

Futa Kelvin

Chagua sababu ya kufuta mwanafunzi

Error in Data Entry

☐

Deceased

☐

Sickness

☐

Transferred to Other School

☐

Natural Disaster

☐

Some other

☒

Provide additional information for deleting the learner.

Futa

You will receive a pop up that prompts for submission of a reason of deactivation for the learner. Select the correct reason and click on "Deactivate".

View Learner Details

Tazama Maelezo ya Mwanafunzi

View an attendance chart of the current attendance status of the learner and a phone call support feature as a means to reach a guardian. Clicking on **View Learner Details** will open a page with a list of learners displaying the learner's **name**, the **UPI/Admission Number**, a link to **View Attendance Chart** and a **Phone Guardian** button.

1

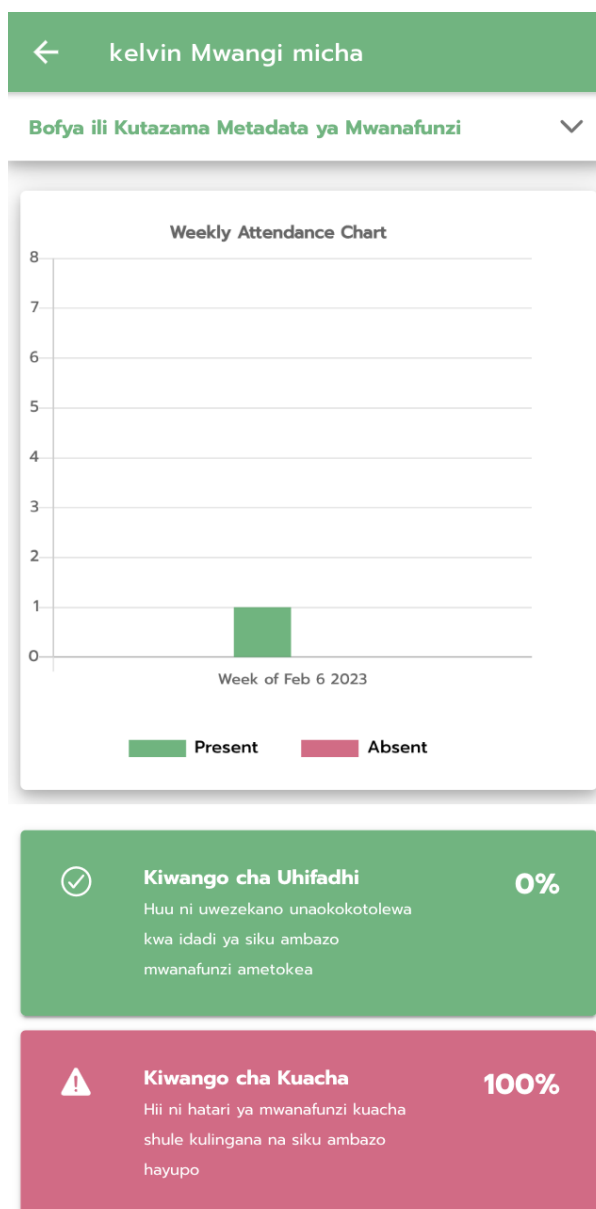
Kelvin Mwangi Micha

XXX

[Tazama Maelezo ya Mwanafunzi](#)

Tazama Orodha ya Wanafunzi		
Darasa Mbadala		
Tafuta		
1	<div>Kelvin Mwangi Micha</div> <div>XXX</div> <div>Tazama Maelezo ya Mwanafunzi</div>	
2	<div>Kelvin Mwangi Micha</div> <div>XXX</div> <div>Tazama Maelezo ya Mwanafunzi</div>	
3	<div>Kelvin Alfred Micha</div> <div>XXX</div> <div>Tazama Maelezo ya Mwanafunzi</div>	
4	<div>Alvin Wakanda Micha</div> <div>XXX</div> <div>Tazama Maelezo ya Mwanafunzi</div>	
5	<div>Alfred Alfred</div> <div>XXX</div> <div>Tazama Maelezo ya Mwanafunzi</div>	
6	<div>Wavvy Dev</div> <div>XXX</div> <div>Tazama Maelezo ya Mwanafunzi</div>	

View Attendance Chart



The weekly attendance chart shows a weekly attendance overview of an individual learner, the days present against the days of absent. The retention rate is the probability value calculated by the number of days the learner was present while the dropout rate is the probability of dropping out calculated on absenteeism.

Contact Guardian

[Tazama Maelezo ya Mwanafunzi](#)

Mpigie Mlinzi

Je, ungependa kumpigia simu mlezi wa kelvin Mwangi micha?

GHAIRI NDIYO

[Tazama Maelezo ya Mwanafunzi](#)

Incase of an emergency or need to follow up on a learner with their guardian, click on the **phone** icon to place a call.

Provide Reason For Absence

To update a learner's reason for absence, click on the reasons for absence section and update a learner's reason from the provided list.

 Sasisha Sababu ya Kutokuwepo

1

Kelvin Mwangi Micha

XXX

[Toa Sababu ya Kutokuwepo](#)



Toa Sababu ya Kutokuwepo


- ☐ Sickness
- ☐ Poverty
- ☐ Truancy
- ☐ Orphanhood
- ☐ Child Headed Families
- ☐ Harsh Climatic Conditions

GHAIRI SAWA


Move Learners

 Hamisha Wanafunzi

The Move Learners tab enables moving of learners from one class to another. Select learners to move to a different class and complete the move process.



Hamisha Wanafunzi
Darasa Mbadala



☐

Weka Alama kwa Wanafunzi Wote

☐

Kelvin Mwangi Micha

☐

Kelvin Mwangi Micha

☐

Kelvin Alfred Micha

☐

Alvin Wakanda Micha


☐

Alfred Alfred


☐

Wavvy Dev

Hamisha Wanafunzi



Hamisha Wanafunzi
Darasa Mbadala



☐

Weka Alama kwa Wanafunzi Wote

☐

Hamisha wanafunzi kwa darasa?

☐

Mbadala A

☐

Mbadala EB

☐

Mbadala Q

☐

1

☐

3

☐

4 W

GHAIRI

SAWA

Promote Learners

←

Kukuza Wanafunzi

1

Darasa 0

6 Wanafunzi

KUKUZA KWA

2

Darasa 0A

1 Mwanafunzi

KUKUZA KWA

3

Darasa 1

6 Wanafunzi

KUKUZA KWA

4

Darasa 3

2 Wanafunzi

KUKUZA KWA

Kukuza Wanafunzi

Graduate learners to the next grade at the end of the year. This feature works to promote all learners to the next grade once. **Be careful** when promoting learners.

Integrate Learners

In order to integrate learners from the alternative (mbadala) class to the regular classes (1,2 etc), click on the integrate learners button. Select a learner and choose a class to integrate the learner to as well as additional remarks for integration.

Unganisha Wanafunzi

←

Uganisha Wanafunzi

Darasa Mbadala

☰

Chagua Mwanafunzi wa Kuunganisha

Kelvin Mwangi Micha

Kelvin Mwangi Micha

Kelvin Alfred Micha

Alvin Wakanda Micha

Alfred Alfred None

Wavvy Dev

←

Uganisha Wanafunzi

kelvin Mwangi micha

Uganisha kwa Darasa

Maoni

Uganisha

Transfer Learners

A headteacher/school statistician can transfer a learner from one school to another school within the program. Incase a transfered student isn't accepted in the other school, they will be added to the deactivated learners list.

☰

Wachilia Wanafunzi

←

Hamisha Wanafunzi

Darasa Mbadala

☰

Tafuta

Kelvin Mwangi Micha

Kelvin Mwangi Micha

Kelvin Alfred Micha

Alvin Wakanda Micha

Alfred Alfred

Wavvy Dev

←

Hamisha Mwanafunzi

kelvin Mwangi micha

Kwa Shule Gani *

Search By Name ...


Sababu

Maoni

Tuma Ombi La Uhamisho


Accept Learners

Learner transferred to your school can be admitted via the accept learners section.



Kubali Wanafunzi

Kubali wanafunzi wanaohamishwa



Tafuta

Kelvin Mwangi Micha

Micha Primary School

Wavvy Dev

Micha Primary School

Alfred Alfred None

Micha Primary School

Alfred Alfred None

Micha Primary School

Alfred Alfred None

Micha Primary School

Accept Leaner

kelvin Mwangi micha

Accpe / Deny

Accept

Kubali kwa Darasa

Enroll Leaner

Reactivate Learners

Learners who have been deactivated from a school can be reactivated incase they return to school after a period of deactivation.

 Wanafunzi Waliozimwa

←

Wanafunzi

Q

Tafuta

Kelvin Mwangi Micha

435435

ANZISHA TENA

Mwangi M Mia

435435

ANZISHA TENA

Kelvin Mwangi Micha

435435

ANZISHA TENA

Kelvin Mwangi Micha

ANZISHA TENA

Kelvin Mwangi Micha

ANZISHA TENA

←

Anzisha tena kelvin Mwangi micha

Darasa

Sababu

Amilisha

Teachers

Add Teachers

Walimu

6 Walimu

+

Ongeza / Hariri Walimu

As a headteacher / teacher admin, add a new teacher to your school and assign a class to mark attendance.

←

Walimu Wote

Q

Tafuta

1

Kelvin Mwangi Micha

ADMIN

2

Kelvin Mwangi Micha

HARIRI

FUTA

3

Kelvin Mwangi Micha

HARIRI

FUTA

4

Mwain Mwangi Micha

HARIRI

FUTA

5

Kelvin Mwangi Micha

HARIRI

FUTA

6

Kelvin Mwangi

HARIRI

FUTA

+

+

Fill the teacher details and submit the information by clicking the **Add Teacher** button.

←

Ongeza Mwalimu

Jina la Kwanza

*

Jina la Kati

Jina la Familia

*

Nambari ya simu

*

Aina ya Mwalimu

*

▼

Barua pepe

*

Tarehe ya Kuzaliwa

dd/mm/yyyy

📅

Edit Teachers

2	Kelvin Mwangi Micha	HARIRI	FUTA
---	---------------------	--------	------

Update the details of your exiting teacher by clicking the **Edit** button and updating your form.

← Ongeza Mwalimu

Jina la Kwanza *

kelvin

Jina la Kati

Mwangi

Jina la Familia *

micha

Nambari ya simu *

0727290364

Aina ya Mwalimu *

Ameajiriwa

Employment id

232423

Barua pepe *

michameiu@gmail.com

Deactivate Teachers

Deactivate a teacher from the system by clicking on the **Deactivate** button.

2	Kelvin Mwangi Micha	HARIRI	FUTA
---	---------------------	--------	------

4 Kelvin Mwangi Micha HARIRI FUTA

Delete!

Are you sure you want to delete the teacher?

CANCEL OKAY

6 Kelvin Mwangi HARIRI FUTA

Classes

Add Classes

Madarasa

7 Madarasa

Ongeza / Hariri Madarasa

As a headteacher / teacher admin, you can easily add a new class to your school. Click on the add button to fill in the details of the new class you want to add.

5

1

5 Wavulana

1 Wasichana

HARIRI

FUTA

+

Darasa La Msingi

Jina

Ongeza Darasa

Edit Classes

←

Ongeza Darasa

Darasa La Msingi

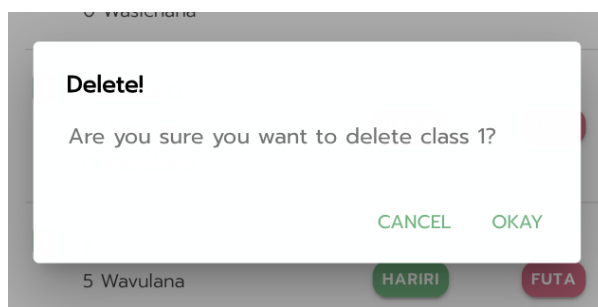
Mbadala

Jina

Sasisha Darasa

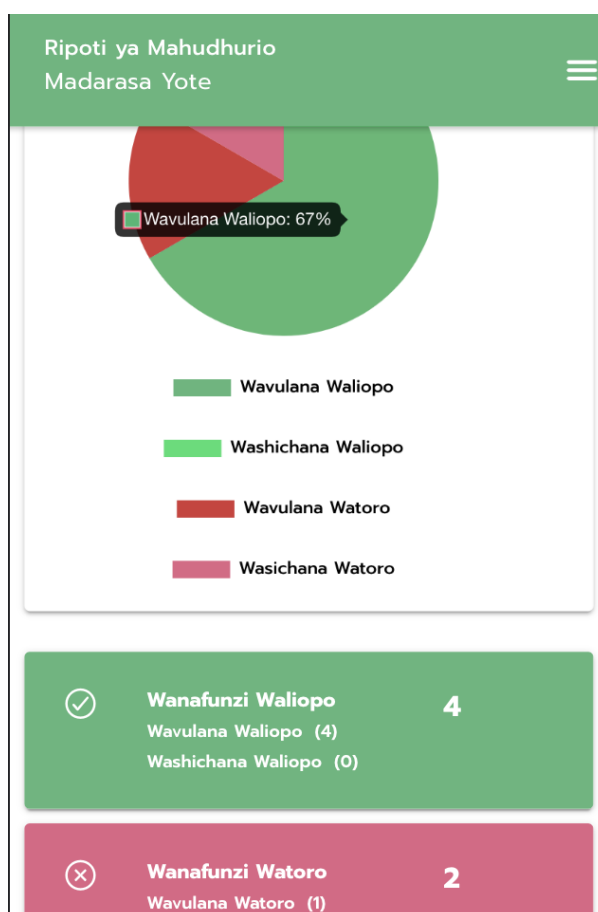
Update the details of your exiting classes by clicking the **Edit** button and updating your form.

Decativate Classes



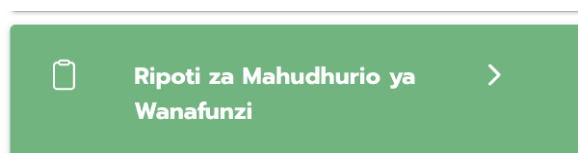
Deactivate a class from the system by clicking on the **Deactivate** button. You can only deactivate a class with no learners. To deactivate a class with learners, move the learners to another class then proceed to deactivate.

Reports



The Reports tab allows the head teacher to view an aggregated list of student attendance performance per class, based on gender. Head-teacher's can also view on a daily basis a list of often absent students from every class on a certain date and provide a reason for absence for missing school.

Individual Learner Attendance Report



A summary of each individual learner's attendance report that shows the total number of present and absent times for each learner within a date range and the percentage of presenteeism.


Ripoti za Mahudhurio			
Darasa Mbadala			
Attendance for		Select Date Range	
1	kelvin Mwangi micha	Present 15 times. Absent 22 times.	41% Present
2	Mwangi M Mia2	Present 10 times. Absent 16 times.	38% Present
3	kelvin Alfred micha	Present 23 times. Absent 15 times.	61% Present
4	Alvin Mwangi micha	Present 16 times. Absent 12 times.	57% Present
5	Alvin wakanda micha	Present 16 times. Absent 11 times.	59% Present

Profile


User Profile


Umeingia kama **Kelvin Micha**


Wasifu wa Mtumiaji


 Badilisha Nenosiri


Mipangilio ya Programu

 Hali ya Kuhudhuria Nje ya Mtandao

 Hali ya Kujiandikisha Nje ya Mtandao

 Msaada & Mwongozo wa Mtumiaji

 Ondoka

 Toleo la Programu

The user profile tab allows the user to change their password, view notifications, sync off-line attendance with the database, update the latest class list as well as logging out and accessing the help pages.

Edit Password

 **Badilisha Nenosiri**

Namba ya Siri ya Zamani *
....

Nenosiri Jitva *
.....

Thibitisha Nenosiri *

Badilisha Nenosiri

In the User Profile tab, click on the Edit Password option. This will provide fields to enter the current password and the new password. Enter the current password and the new password respectively and click on the Login button.

Application Settings

Mipangilio ya Programu

Hali ya Kuhudhuria Nje ya Mtandao

Hali ya Kujiandikisha Nje ya Mtandao

Msaada & Mwongozo wa Mtumiaji

Ondoka

Attendance Status

Sasisha Mahudhurio

Hali ya Kuhudhuria

Hali ya Mtandao

Imeunganishwa

Tarehe ya Mwisho ya Upakiaji

Tue, February 7, 2023, 05:51 PM

Rekodi Zimehifadhiwa Nje ya Mtandao

0

Vipengee Vimeshindwa Kupakia


0

Data Iliyohifadhiwa Nje ya Mtandao

0 MB

A user can sync attendance data taken in off-line mode to the online database by navigating to the user profile tab and clicking "Attendance Status".

Update Learners List

 Sasisha Wanafunzi

Hali ya Mtandao

Imeunganishwa

Tarehe ya Mwisho ya Upakiaji

Tue, February 7, 2023, 05:53 PM

Rekodi Zimehifadhiwa Nje ya Mtandao

0

Vipengee Vimeshindwa Kupakia

0

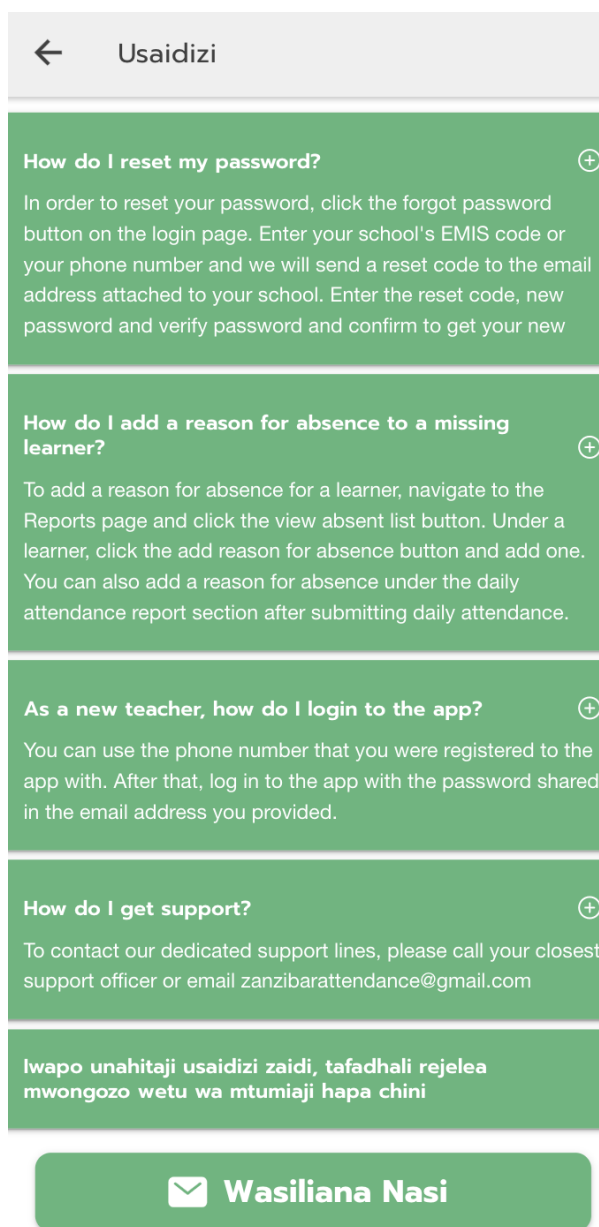
Data Iliyohifadhiwa Nje ya Mtandao

0 MB

Pakua Orodha Ya Darasa


This enables a teacher to manually sync to the latest learners list in the school. Click on the **Download Latest Class List** button to sync with the latest list of student in your school.*** Do this incase you perform offline learner enrolment with different devices. ***

Help & Support





Access a list of frequently asked questions and a user manual with more information on how to operate the Zanzibar Digital Attendance System.


Contact Us

 Usaidizi


Iwapo unahitaji usaidizi zaidi, tafadhali rejelea mwongozo wetu wa mtumiaji hapa chini


 **Wasiliana Nasi**

 **Tazama Mwongozo Wa Mtumiaji**

 **Pakua Mwongozo Wa Mtumiaji**

Click on the **Contact Us** button to get a form to submit any issues/queries and support questions and our team will respond promptly.

 Wasiliana na Usaidizi



Je, unatafuta usaidizi? Jaza maelezo hapa chini na suala linalokukabili na tutalitua haraka iwezekanavyo.

Jina *

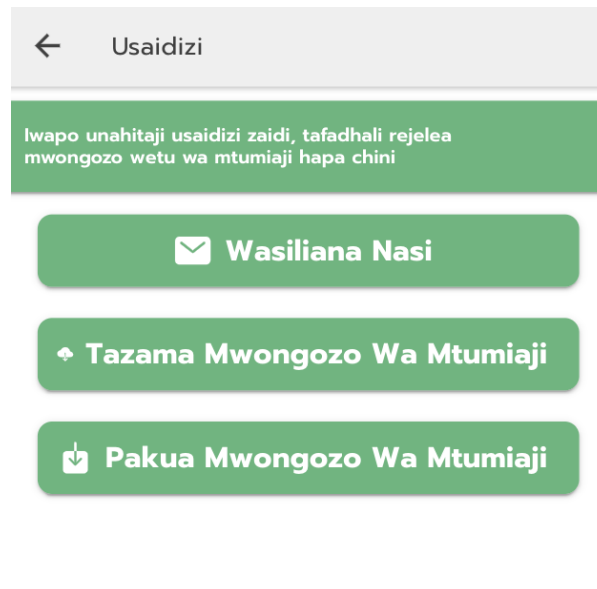
Barua pepe *

Nambari ya simu *

Maelezo *

Maelezo Zaidi *

[Download User Manual](#)



Download a PDF version of this user manual by clicking on the **Download User Manual** button.

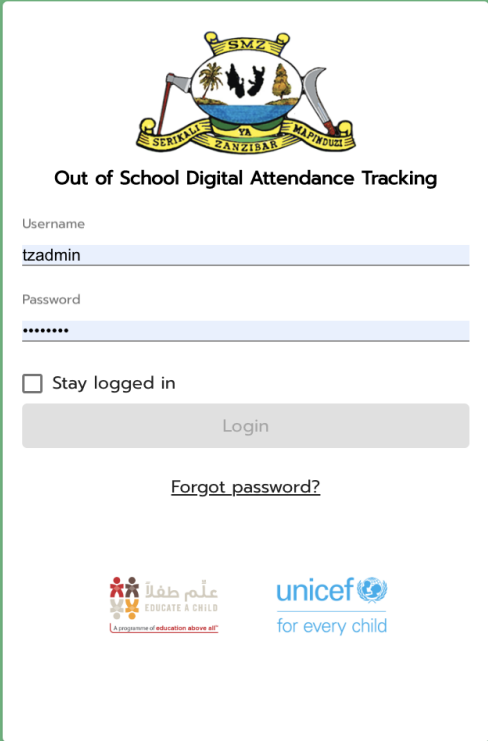
Logout


↔ Ondoka

To log out from the application, go to the User Profile tab and click on the Logout option.

Web Dashboard

Login







Out of School Digital Attendance Tracking

Username

Password

☐ Stay logged in

[Forgot password?](#)

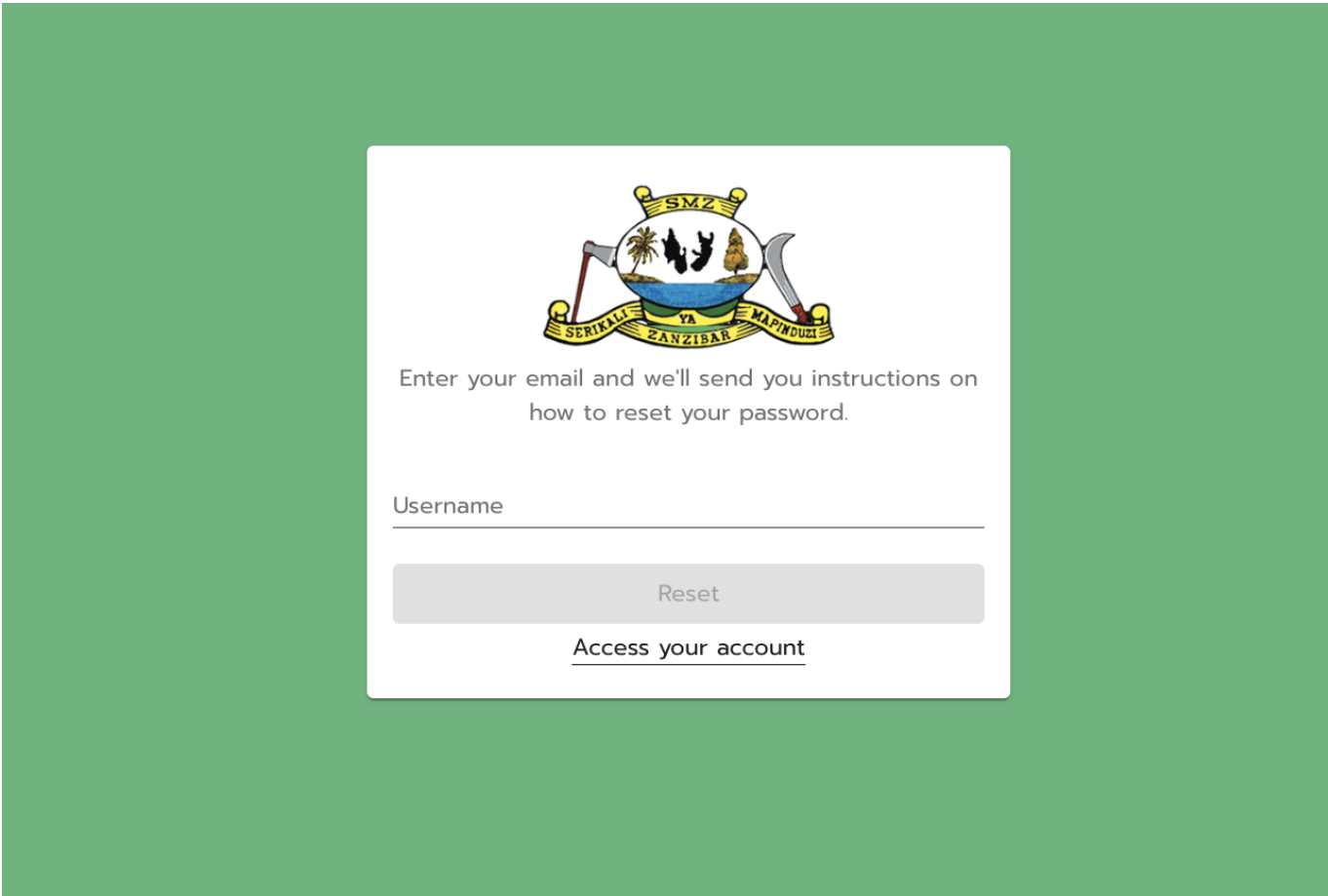
 

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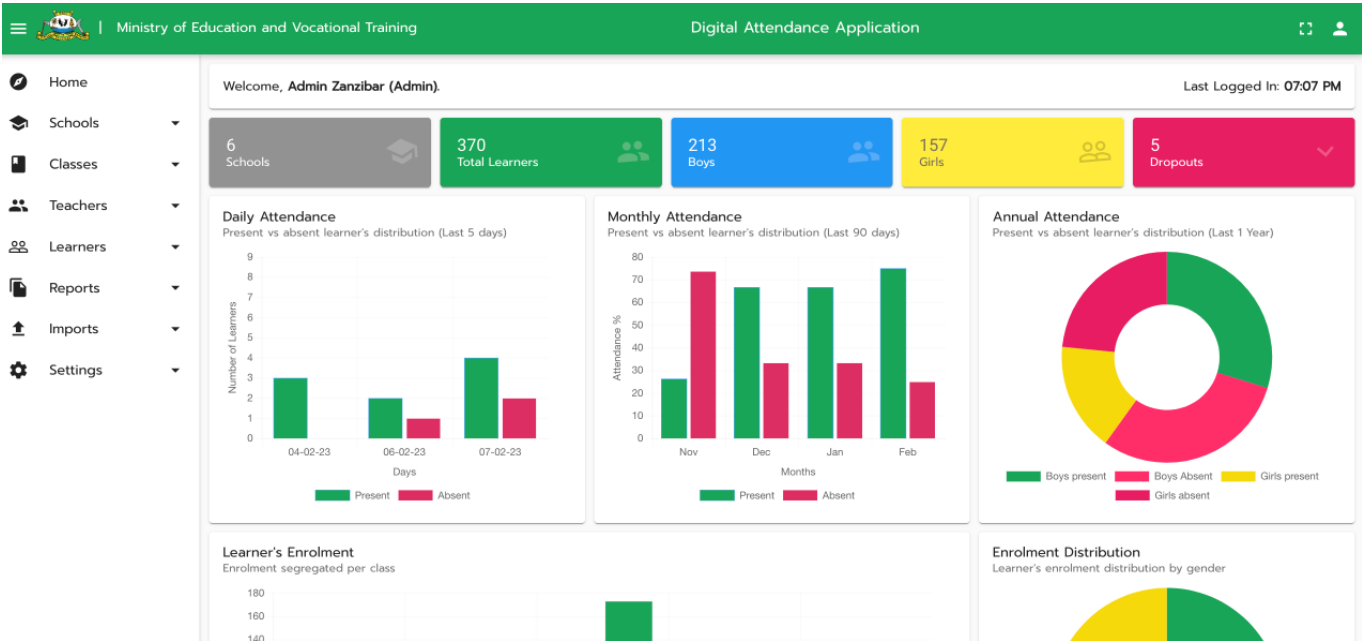
Zanzibar Digital Attendance's dashboard is hosted at [Zanzibar Dashboard](#). Enter your login credentials to access the dashboard.

Forgot Password

As a user, you can also reset your password on the web dashboard.



Dashboard



The dashboard consists of 7 navigation items :-

Item	Description
Home	Provides an overview of all the learner's enrolment and attendance depending on the access level of the user. This is represented by charts and graphs.
Schools	Add a new school and view details of previously added schools

Item	Description
Classes	Add a new class to a school and view details of previously added classes
Teachers	Add a new teacher to a school and view details of previously added teachers. You can also reset the teachers password.
Learners	Add a new learner to a school and view details of previously added learners.
Reports	Generate enrolment and attendance reports as well as download Excel reports for offline use and data analysis.
Imports	Clean and import data via an Excel sheet.
Settings	View the logged in user profile as well as change their password.

Home

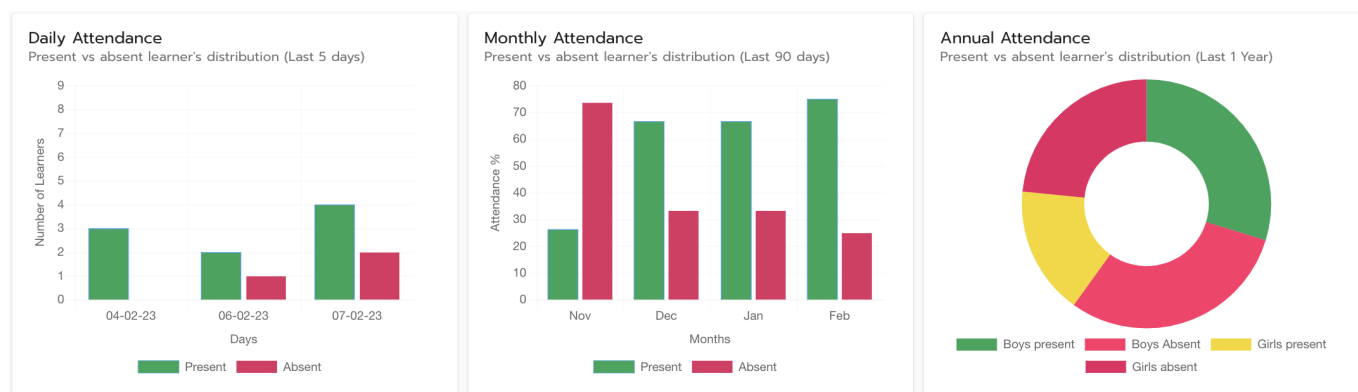


Home

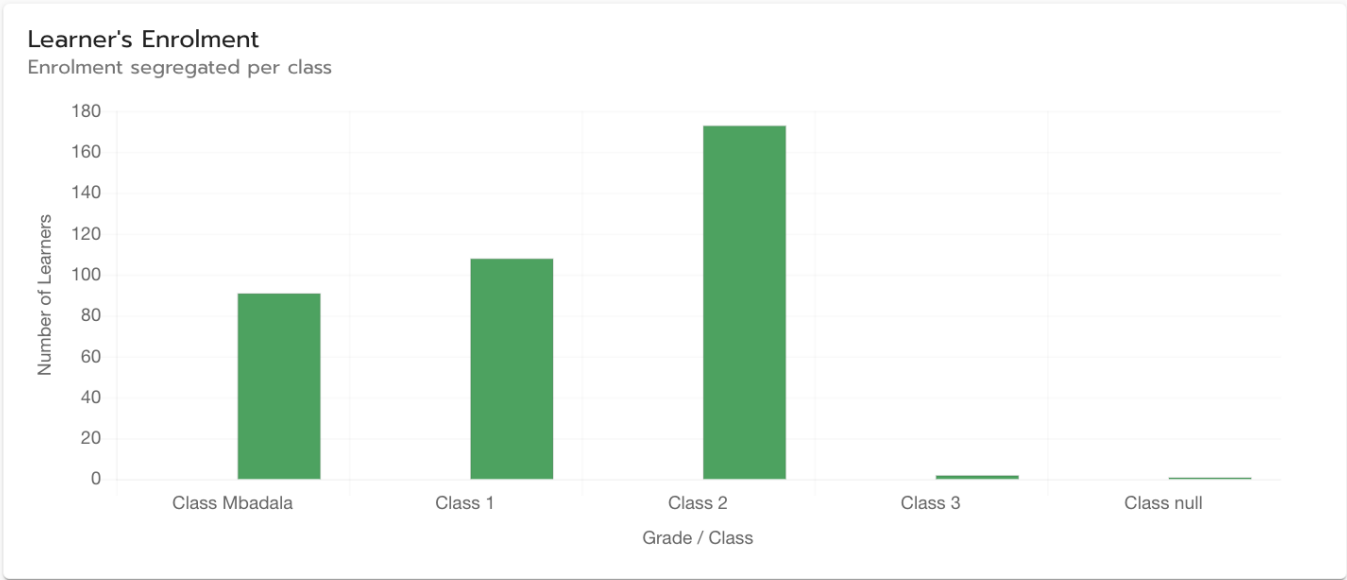
View a card summary of learner enrolment data by gender.



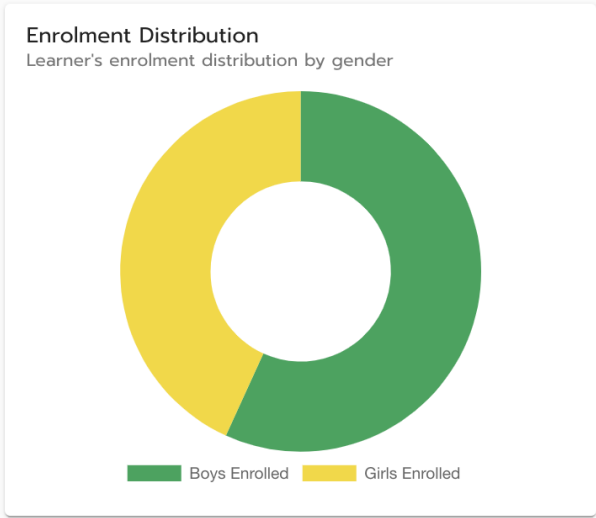
View a chart summary of daily, monthly and annual attendance data.




View a chart summary of learner enrolment by class.



View a chart summary of learner enrolment data by gender.



Schools

 Schools ▲

View Schools

View current schools details. Filter by sub county to search for your school. You can also export the summary of the data.

View Schools

Report Filters

Provide filter options ^

Shehiya

Search by Shehiya name.

Search

Reset All

Search by School Name

Export Summary

Name	Email	Emis Code	Day Boarding	Region Name	Shehiya Name
Micha Primary School		MEIU	D	Mjini Magharibi	Shangani
MKWAJUNI MSINGI A		12210126	D	KASKAZINI	MKWAJUNI
BANDAMAJI MSINGI		12210101	D	KASKAZINI	BANDAMAJI
KANDWI MSINGI		12210109	D	KASKAZINI	KANDWI
MBUYUTENDE MSINGI		12210122	D	KASKAZINI	MBUYUTENDE

Classes

Classes

Add Class

View Classes

Add details of a new class to add it to the Zanzibar dashboard.The details include :-

Item	Required	Description
Assign School	Yes	Search your school name
Base Class	Yes	Add the standard grade / class i.e. 1,2,3 etc
Stream	No	Add a description for your base class i.e. East, West etc

Add Class

Assign School *

Search School Name ..

Class *

Stream

Add Class

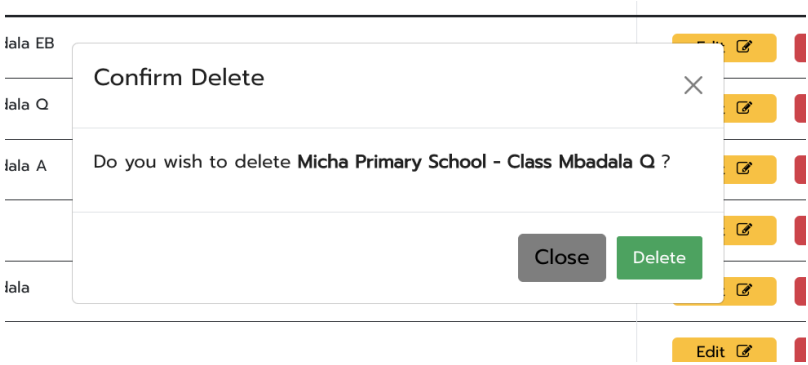
View and edit all the classes added to a school by filtering by school.

View Classes

Search by School Name

Full Class Name	Actions
Micha Primary School - Class Mbadala EB	<div>EditDelete</div>
Micha Primary School - Class Mbadala Q	<div>EditDelete</div>
Micha Primary School - Class Mbadala A	<div>EditDelete</div>
Micha Primary School - Class 1	<div>EditDelete</div>
Micha Primary School - Class Mbadala	<div>EditDelete</div>
Micha Primary School - Class 3	<div>EditDelete</div>
Micha Primary School - Class 4 W	<div>EditDelete</div>
MKWAJUNI MSINGI A - Class 1	<div>EditDelete</div>
BANDAMAJI MSINGI - Class 2	<div>EditDelete</div>
KANDWI MSINGI - Class 1	<div>EditDelete</div>

You can also delete a class.



Teachers

Teachers

Add Teachers

View Teachers

Reset Password

Add details of a new teacher to add them to the Zanzibar dashboard.The details include :-

Item	Required	Description
Assign School	Yes	Search your school name
First Name	Yes	Teacher's first name
Middle Name	No	Teacher's middle name
Last Name	Yes	Teacher's last name

Item	Required	Description
Phone Number	Yes	Teacher's phone number
Email Address	No	Teacher's email address
Date Started Teaching	No	Date Started Teaching
Employment ID	No	Employment ID
Qualitfications	No	University, College Graduate or Not Set
Streams	No	Assign a stream/s to mark attendance
Is School Admin	No	Check to assign teacher role to mark attendance for all classes

Add Teacher

Assign School *

Search School Name..

First name *

Middle name

Last name *

Phone Number *

Email Address (Used to receive account password) *

Date started teaching

employment id

Qualifications

☐ Is school admin

Stream

Search By School Name ...

required

Add Teacher

View teacher details by filtering the teacher's school sub county and searching the teacher's name from the table. This data summary can as well be exported.

View Teachers

Report Filters

Provide filter options ▾

School

Search by name ...

Search

Reset All

Search by Last Name, School Name

Export Summary

Full Name	Username	School Name	Region Name	Shehiya Name	Employment Id
kelvin Mwangi micha	MEIU	Micha Primary School	Mjini Magharibi	Shangani	
kelvin Mwangi micha	0727290364	Micha Primary School	Mjini Magharibi	Shangani	232423
kelvin Mwangi micha	0727290369	Micha Primary School	Mjini Magharibi	Shangani	
Mwain Mwangi micha	07272903699	Micha Primary School	Mjini Magharibi	Shangani	
kelvin Mwangi micha	0727290367	Micha Primary School	Mjini Magharibi	Shangani	

Reset a school account password via the teachers section.

Reset Teacher Password

Emis code / Phone


tzadmin

New password

Confirm password

Reset Password

Learners

Learners

▲

Add Learner

View Learners

Add details of a new learner to add them to the Zanzibar dashboard.The details include :-

Item	Required	Description
First name	Yes	Learner's first name
Middle Name	No	Learner's middle name
Last Name	No	Learner's last name
Gender	No	Select learner's gender. Between Male or Female
Status	No	Select the learner's status. Either Overage, Never Enrolled or Re Enrolled

Item	Required	Description
Date of Birth	No	Learner's date of birth
Admission Number	No	Learner's unique admission number
Learner's Region	No	The region the learner originates from
Learner's District	No	The district the learner originates from
Learner's Shehiya	No	The shehiya the learner originates from
Learner's Street Name	No	The street name the learner originates from
Learner's House Number	No	The house number the learner originates from
Learner's special needs	No	Select a special need for a learner with special needs
Has attended pre-primary?	No	Select whether the learner has gained any pre-primary school education
Father name	No	The name of the learner's father
Mother name	No	The name of the learner's mother
Father phone	No	The phone number of the learner's father
Mother phone	No	The phone number of the learner's mother
Father status	No	The status of the learner's father. Either alive or deceased
Mother status	No	The status of the learner's guardian. Either alive or deceased
Do You Live With Your Parents	No	Confirm whether the learner lives with their parent or a guardian. If a guardian, fill in the guardian details below
Guardian name	No	The name of the learner's guardian
Guardian phone	No	The phone number of the learner's guardian

Add Learner

First name *

Middle name

Last name

Admission Number

Status *

Gender *

Date of Birth *

dd/mm/yyyy

Date Enrolled *

dd/mm/yyyy

Class *

Search By School Name ...

Special Needs

Search By Name ...

☐ Has attended pre-primary?

Region *

Select Region

District *

Select District

Shehiya *

Select Shehiya

Street Name

House Number

Father's Name *

Father's Phone Number

Father's Status

Mother's Name *

Mother's Phone Number

Mother's Status

View added learners details filtered and grouped by county, sub county, class, school , age etc.

View Learners

Report Filters

Provide filter options ^

Filter by Gender

Mode

Preview

Filter by Gender

Filter by Region

Search Region Name ..

Filter by District

Search District Name ..

Filter by Shehiya

Search Shehiya Name ..

Filter by School

Search School Name ..

Filter by Class

Filter by Status

Search

Reset All

Search by First Name

Export Summary

Reports

Reports

Enrolment

Attendance

Downloads

Select to view and generate either enrolment or attendance data reports. Filter and group your reports by region, district, shehiya, class, school , age and status. You can also export and download a report summary.

Enrolment Report

Report Filters

Provide filter options ^

Group By *

Leaners' List (No Grouping)

Mode

Detailed

Filter by Region

Search Region Name ..

Filter by District

Search District Name ..

Filter by Shehiya

Search Shehiya Name ..

Filter by School

Search School Name ..

Filter by Class

Filter by Gender

Filter by Status

Filter by Special Needs

Search Special Need ..

Search

Reset All

No data available

Attendance Report

Report Filters

Provide filter options ^

Group By *

Attendance List (No Grouping)

Mode

Detailed

Filter by Region

Search Region Name ..

Filter by District

Search District Name ..

Filter by Shehiya

Search Shehiya Name ..

Filter by School

Search School Name ..

Filter by Class

Filter by Gender

Filter by Leaner Status

Filter By Attendance

Search

Reset All

No data available

The downloads page shows a list of all previously exported report summaries as well as queued reports. Click the download button to download an excel report summary.

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Exports Downloads

Refreshes automatically after every 10 seconds

Search by Report Name

Name	Active Filters	Rows	Exported	Completed %	Download Link
Export Attendances by Id	Filter by Shehiya= Shangani	213	213	100.00%	Click To Download
Export Attendances by Id	base_class=0	184	184	100.00%	Click To Download
Export Students by School		6	6	100.00%	Click To Download
Export Schools by Id		2	2	100.00%	Click To Download
Export Students by Id		20	20	100.00%	Click To Download
Export Schools by Id		2	2	100.00%	Click To Download
Export Schools by Id		2	2	100.00%	Click To Download

Imports

↑

Imports

▲

Data Cleaning

Data Importation

Clean your data before uploading it as an excel sheet. In case of any errors during cleaning, download the errors file and fix the issues. Head to the data importation section and bulk upload a clean excel sheet to the dashboard.

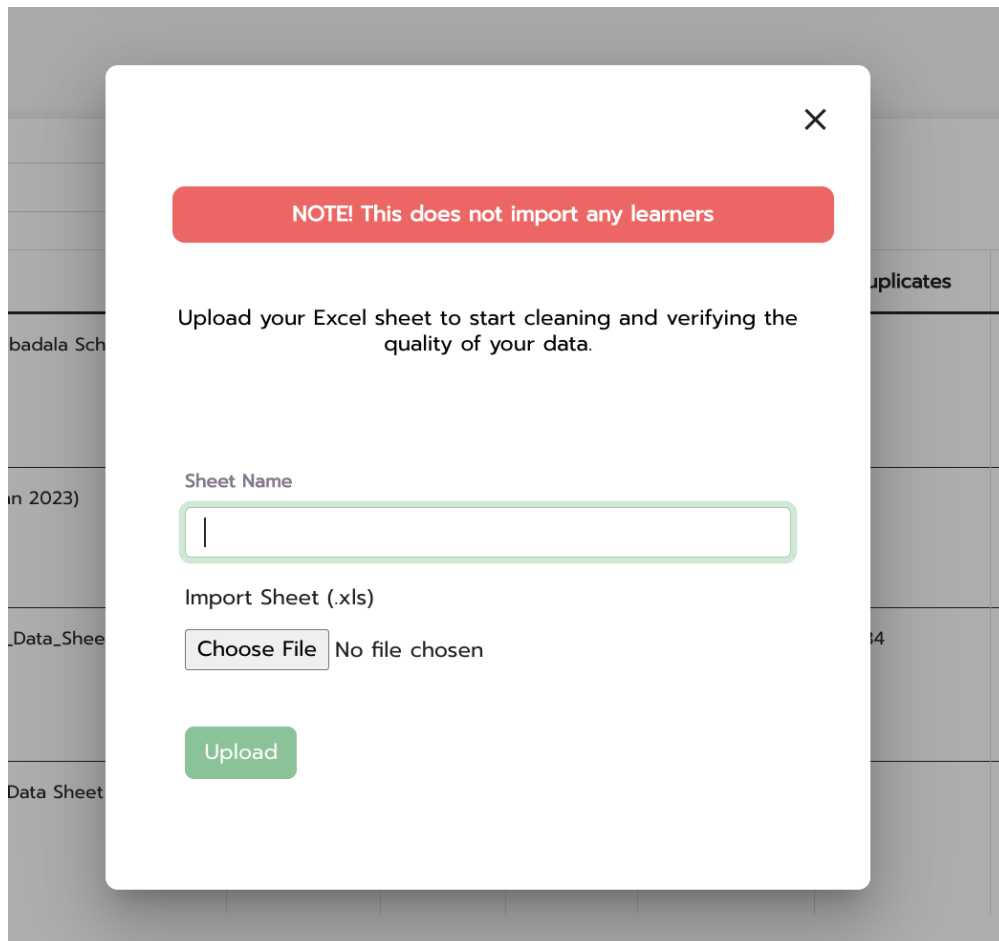
Data Cleaning

Help Import Data Sheet

Search by Sheet Name

Name	Created	Rows	Clean	Processed	Duplicates	Errors	Status	Issues	Original File	Errors File
Zanzibar Pilot Data (Mbadala Schools)	Tue, 24 Jan 23 03:43 PM	79	false	79	0	1	Done		Click to Download	Click to Download
Zanzibar Pilot Data (Jan 2023)	Tue, 24 Jan 23 11:49 AM	275	true	275	0	0	Done		Click to Download	
Zanzibar_Magharib_A_Data_Sheet_IJcB174	Sat, 12 Nov 22 02:28 PM	574	false	574	334	8	Done		Click to Download	Click to Download
Zanzibar Magharib A Data Sheet	Fri, 11 Nov 22 03:41 PM	574	false	568	0	240	Done		Click to Download	Click to Download

Showing 1 - 4 of 4 Items



A screenshot of a web application's data import modal. The modal is white with a grey border and a close button (X) in the top right corner. At the top, there is a red banner with the text "NOTE! This does not import any learners". Below this, the text "Upload your Excel sheet to start cleaning and verifying the quality of your data." is displayed. A "Sheet Name" label is followed by a text input field with a green border. Below the input field, the text "Import Sheet (.xls)" is shown. A "Choose File" button is next to the text "No file chosen". At the bottom of the modal is a green "Upload" button. The background shows a blurred view of a data table with columns and rows.

×

NOTE! This does not import any learners

Upload your Excel sheet to start cleaning and verifying the quality of your data.

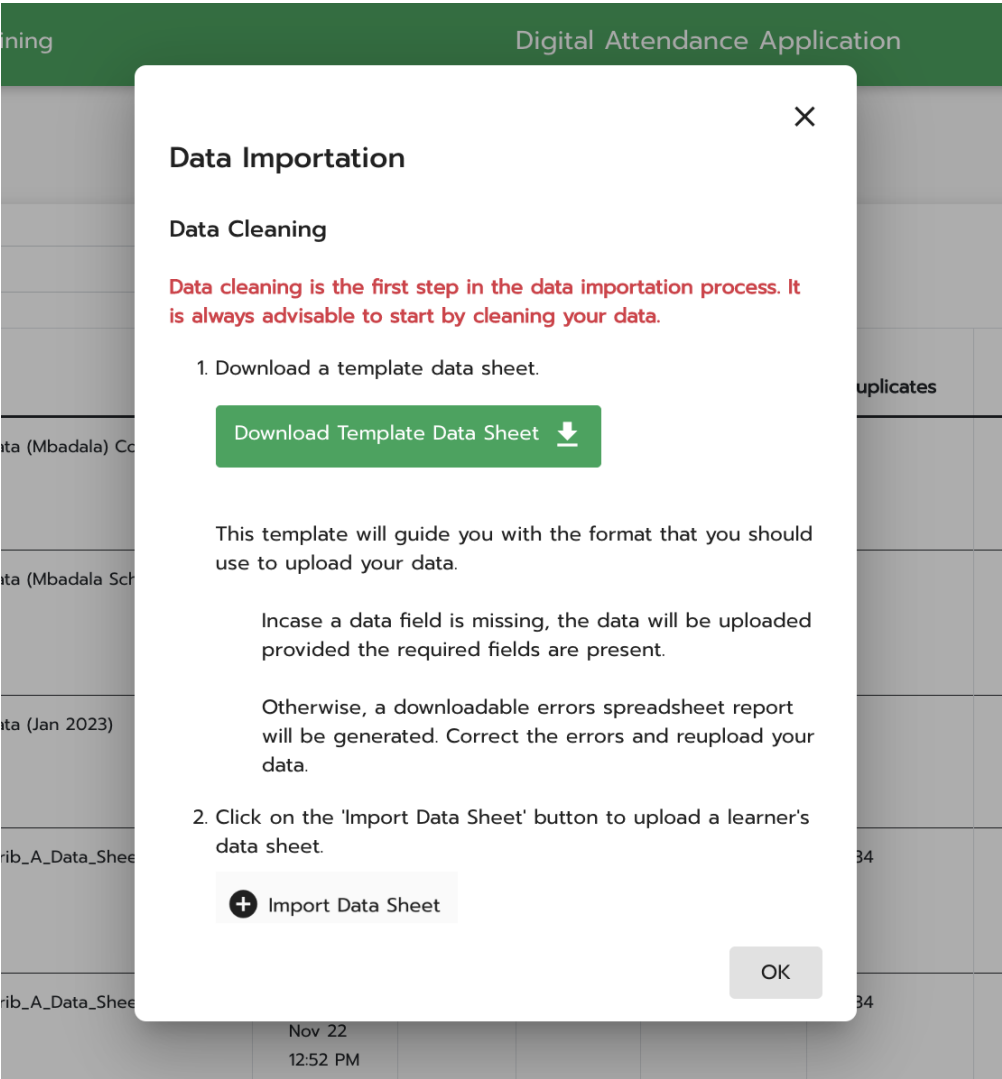
Sheet Name

Import Sheet (.xls)

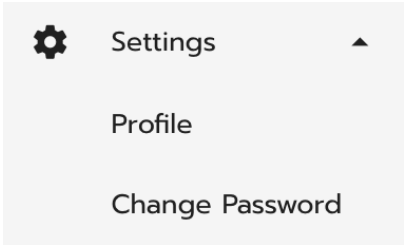
Choose File No file chosen

Upload

Before importing your data file, make sure it follows the template found in the help section.



Settings



The profile settings show details of the logged in user and allows the changing of password.

Admin

tzadmin

Admin Zanzibar

michameiu@gmail.com

Edit Profile

Bio

Basic Information

Phone

N/A

Date Of Birth

N/A

Gender

Not Set

Change User Password

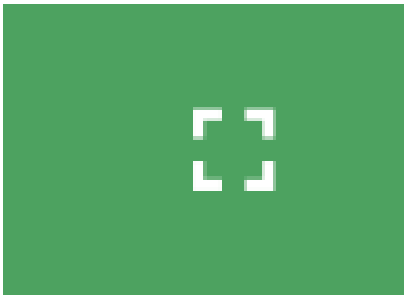
Old Password

New Password

Confirm Password

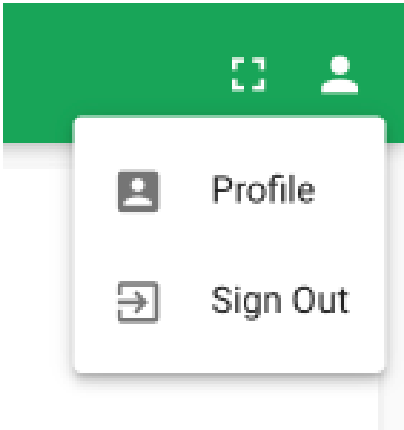
Change Password

Full Screen Mode



Use fullscreen mode on the top right of the navigation menu to hide and unhide the toolbar, creating more space to view your data.

Logout



Logout by clicking on the user icon in the top right of the navigation bar.