

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.

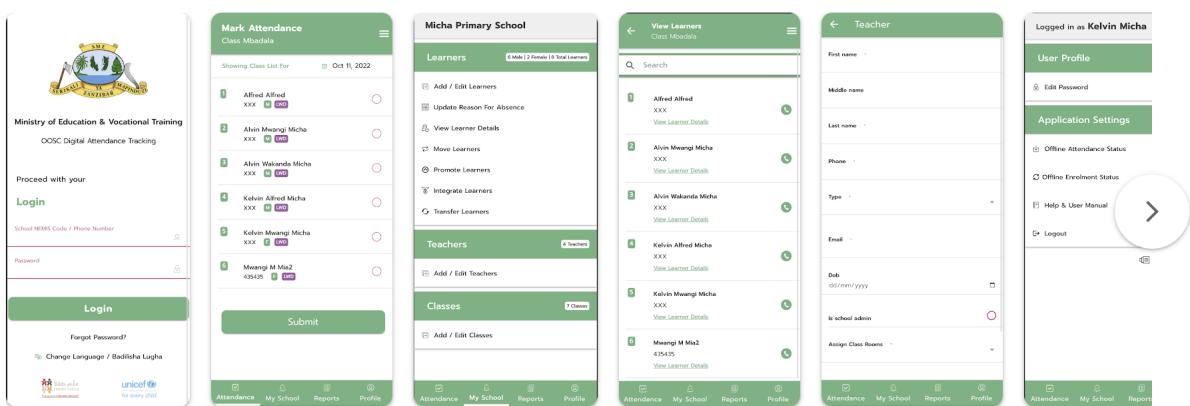
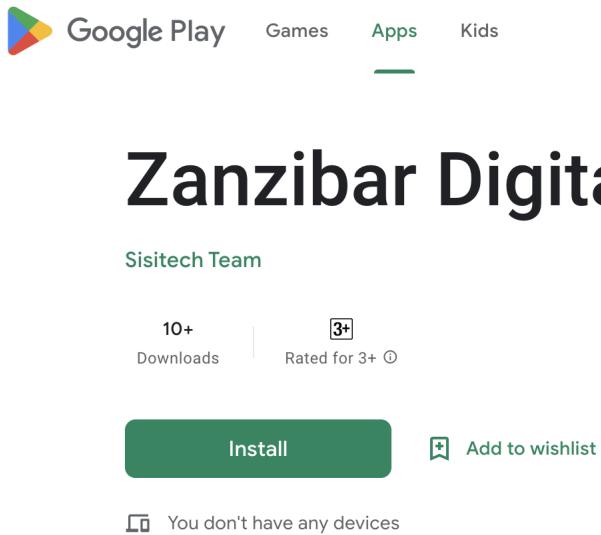
User Access Levels

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](#).



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

Ufuatilaji 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

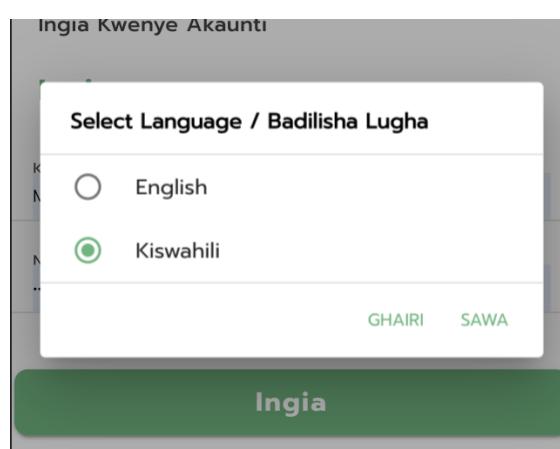
Weka Upya Nenosiri

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



My School

The screenshot shows the 'My School' tab interface. At the top, it displays 'Micha Primary School'. Below that, under 'Mahudhurio', there's a list of learners with their names and icons: Ongeza / Hariri Wanafunzi, Tazama Maelezo ya Mwanafunzi, Sasisha Sababu ya Kutokuwepo, Hamisha Wanafunzi, Kukuza Wanafunzi, Unganisha Wanafunzi, Wachilia Wanafunzi, Kubali Wanafunzi, and Wanafunzi Waliozimwa. To the right of this list is a box containing '12 Wanaume | 3 Wanawake | 15 Jumla'. Below this is a section for 'Walimu' with a count of '6 Walimu'. Under 'Madarasa', there's a list of learners: Ongeza / Hariri Madarasa, Shule Yangu, Mahudhurio, Ripoti, and Wasifu. To the right of this list is a box containing '7 Madarasa'.

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

The screenshot shows the 'Attendance' tab for 'Mahudhurio'. It lists learners with their names and gender indicators: Shule Yangu (male), Mahudhurio (female), Ripoti (male), and Wasifu (male). Below this is a section for 'Mahudhurio' with a list of learners: Ongeza / Hariri Mahudhurio, Shule Yangu, Mahudhurio, Ripoti, and Wasifu.

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.

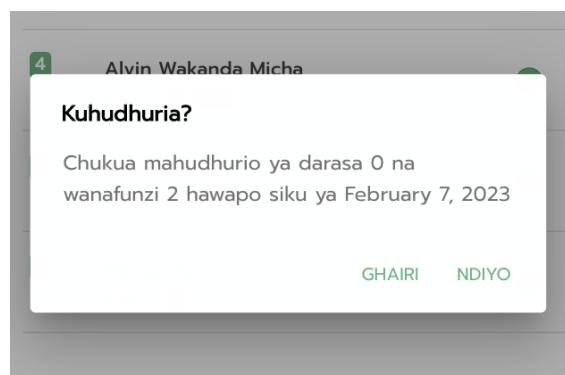
A **green M** badge indicates a male learner, **green F** a female learner and a **green SNE** illustrates a learner with special needs.

The screenshot shows a mobile application interface for marking attendance. At the top, it displays the school name "Mahudhurio" and location "Darasa Mbadala". Below this, the date "7 Feb, 2023" is shown. The main content area lists six learners with their names, status (xxx), gender badge (M or F), and special needs badge (LWD). Each learner has a green circular checkbox to the right. The learners listed are:

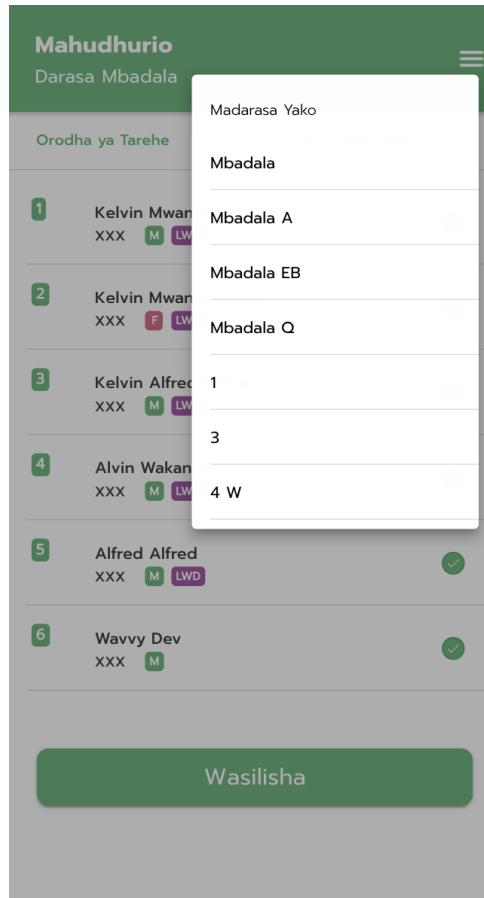
- 1 Kelvin Mwangi Micha (checked)
- 2 Kelvin Mwangi Micha (checked)
- 3 Kelvin Alfred Micha (checked)
- 4 Alvin Wakanda Micha (checked)
- 5 Alfred Alfred (checked)
- 6 Wavy Dev (checked)

At the bottom center is a green button labeled "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.



Classes Menu



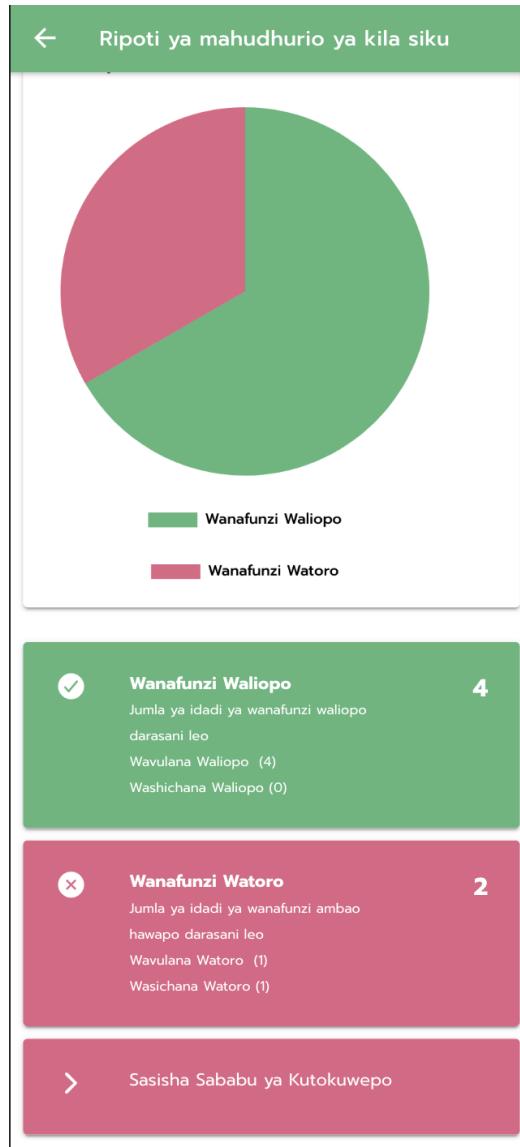
On the top right, there's a menu icon with a list of classes. A teacher can switch to a different classroom and mark attendance for that class room. You can only mark attendance for two previous dates from the current date.

Date Picker

Orodha ya Tarehe 7 Feb, 2023

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

The screenshot shows a mobile application interface for managing learners. At the top, there is a header bar with the text "Ongeza / Hariri Wanafunzi". Below the header, the title "Wanafunzi" and subtitle "Darasa Mbadala" are displayed. A search bar labeled "Tafuta" is present. The main content area lists six learners, each with a number, name, grade, and two buttons: "HARIRI" and "FUTA". A large green circular button with a plus sign (+) is located at the bottom right.

Rank	Name	Grade	Action Buttons
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	Wavy Dev	XXX	HARIRI FUTA

A headteacher or 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

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

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 ye yote? *



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?	<input checked="" type="checkbox"/>

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

Deactivating a Learner



Deactivate Learner by clicking on the "Deactivate" button.

← Futa Kelvin

Chagua sababu ya kufuta mwanafunzi

Error in Data Entry	<input type="radio"/>
Deceased	<input type="radio"/>
Sickness	<input type="radio"/>
Transferred to Other School	<input type="radio"/>
Natural Disaster	<input type="radio"/>
Some other	<input checked="" type="radio"/>

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](#)

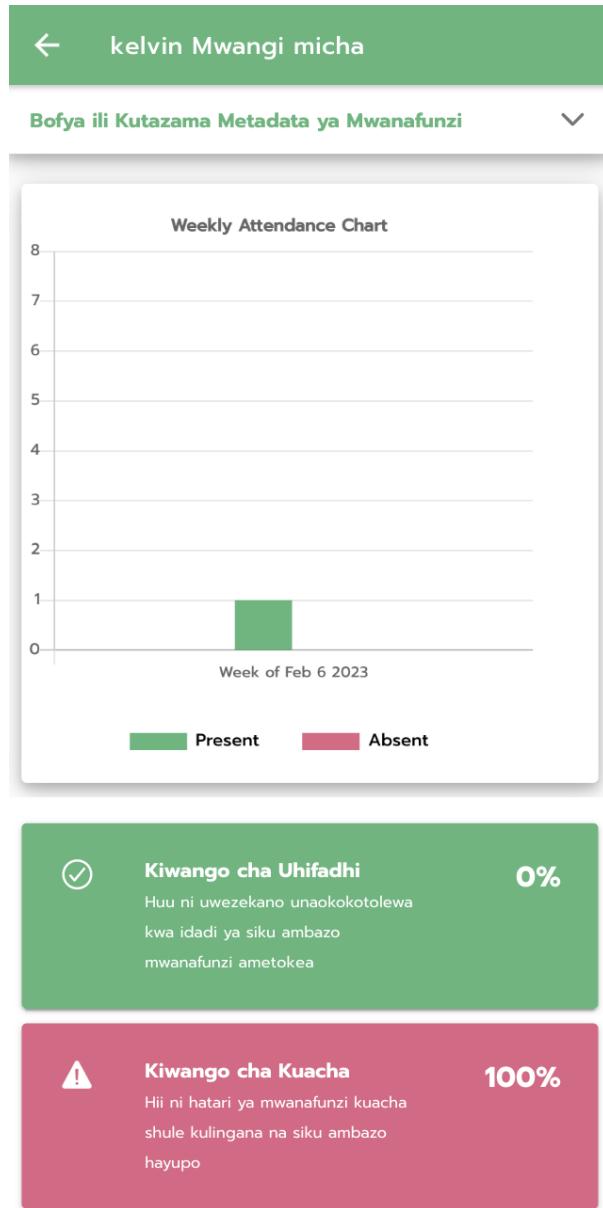
Tazama Orodha ya Wanafunzi

Darasa Mbadala

Tafuta

1	Kelvin Mwangi Micha XXX Tazama Maelezo ya Mwanafunzi	
2	Kelvin Mwangi Micha XXX Tazama Maelezo ya Mwanafunzi	
3	Kelvin Alfred Micha XXX Tazama Maelezo ya Mwanafunzi	
4	Alvin Wakanda Micha XXX Tazama Maelezo ya Mwanafunzi	
5	Alfred Alfred XXX Tazama Maelezo ya Mwanafunzi	
6	Wavy Dev XXX Tazama Maelezo ya Mwanafunzi	

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



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](#)

The screenshot shows a mobile application interface for selecting a reason for absence. At the top, it displays 'Toa Sababu ya Kutokuwepo'. Below this is a list of six options, each preceded by a radio button:

- Sickness
- Poverty
- Truancy
- Orphanhood
- Child Headed Families
- Unspecified

At the bottom right of the list are two buttons: 'GHAIRI' and '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

Wavy 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

GHAIKI SAWA

Promote Learners

The screenshot shows a mobile application interface for managing learner promotion. At the top, a green header bar contains a back arrow icon and the text "Kukuza Wanafunzi". Below this, there is a list of four categories, each with a number, a title, a count of learners, and a "KUKUZA KWA" button:

- 1 Darasa 0
6 Wanafunzi
- 2 Darasa OA
1 Mwanafunzi
- 3 Darasa 1
6 Wanafunzi
- 4 Darasa 3
2 Wanafunzi

At the bottom center of the screen is a large green button labeled "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



Unganisha Wanafunzi

Darasa Mbadala



Chagua Mwanafunzi wa Kuunganisha

Kelvin Mwangi Micha

Kelvin Mwangi Micha

Kelvin Alfred Micha

Alvin Wakanda Micha

Alfred Alfred None

Wavy Dev



Unganisha Wanafunzi

kelvin Mwangi micha

Unganisha kwa Darasa

Maoni

Unganisha

Transfer Learners

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

The screenshot shows a mobile application interface for managing learners. At the top, there is a header bar with a school icon and the text "Wachilia Wanafunzi". Below this is a green navigation bar with a back arrow, the text "Hamisha Wanafunzi", and a three-dot menu icon. A search bar below the navigation bar contains the placeholder "Tafuta". The main content area displays a list of learner names:

- Kelvin Mwangi Micha
- Kelvin Mwangi Micha
- Kelvin Alfred Micha
- Alvin Wakanda Micha
- Alfred Alfred
- Wavy Dev

Below this list is another green navigation bar with a back arrow, the text "Hamisha Wanafunzi", and the name "kelvin Mwangi micha". It also includes a field labeled "Kwa Shule Gani *". To the right of this field is a search bar with the placeholder "Search By Name ...". The main content area continues with a list of learner names:

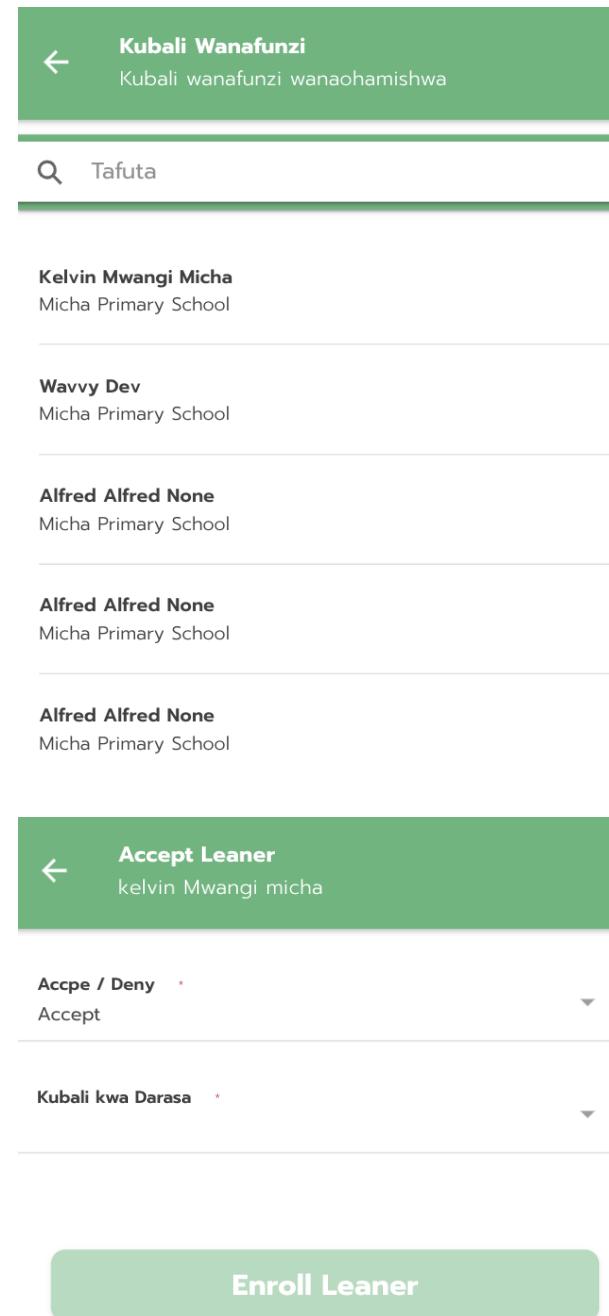
- Sababu
- Maoni

At the bottom of the screen is a large green button with the text "Tuma Ombi La Uhamisho".

Accept Learners

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

 Kubali Wanafunzi



The screenshot shows a mobile application interface for managing transferred learners. At the top, there is a green header bar with a back arrow and the text "Kubali Wanafunzi". Below this, a search bar contains the placeholder "Tafuta". The main content area displays a list of learners:

- Kelvin Mwangi Micha**
Micha Primary School
- Wavy Dev**
Micha Primary School
- Alfred Alfred None**
Micha Primary School
- Alfred Alfred None**
Micha Primary School
- Alfred Alfred None**
Micha Primary School

Below the list is another green header bar with a back arrow and the text "Accept Learner". This bar also displays the learner's name "kelvin Mwangi micha". The main content area includes two dropdown menus:

- "Accpe / Deny" with a dropdown menu showing "Accept".
- "Kubali kwa Darasa" with a dropdown menu.

A large green button at the bottom right is labeled "Enroll Learner".

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
Tafuta	
Kelvin Mwangi Micha 435435	
Mwangi M Mia 435435	
Kelvin Mwangi Micha 435435	
Kelvin Mwangi Micha	
Kelvin Mwangi Micha	

	Anzisha tena kelvin Mwangi micha
Darasa	*
Sababu	*

Amilisha

Teachers

Add Teachers

The screenshot shows a green header bar with the text "Walimu" and a small "6 Walimu" badge. Below it is a white section with a blue square icon and the text "Ongeza / Hariri Walimu".

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

The screenshot shows a green header bar with a back arrow and the text "Walimu Wote". Below it is a search bar with the placeholder "Tafuta". The main area displays a list of teachers:

Index	Name	Status
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

At the bottom are two large green circular buttons with a white plus sign.

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

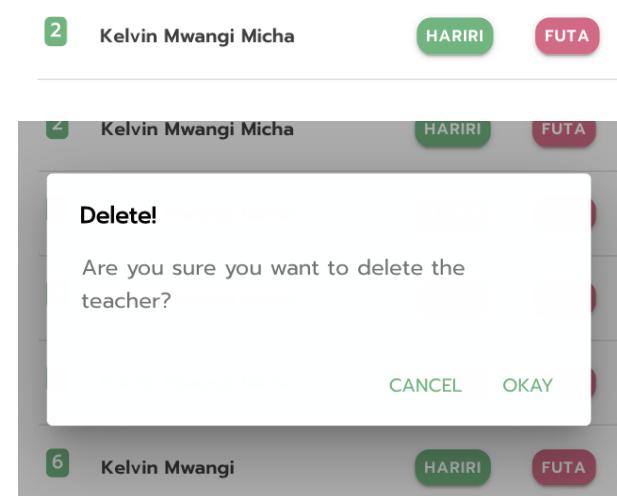
Aina ya Mwalimu *
Ameajiriwa

Employment id
232423

Barua pepe *
michameiu@gmail.com

Deactivate Teachers

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



Classes

Add Classes

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 HARIRI
1 Wasichana FUTA

6 3

Darasa La Msingi

Jina

Ongeza Darasa

Edit Classes

← Ongeza Darasa

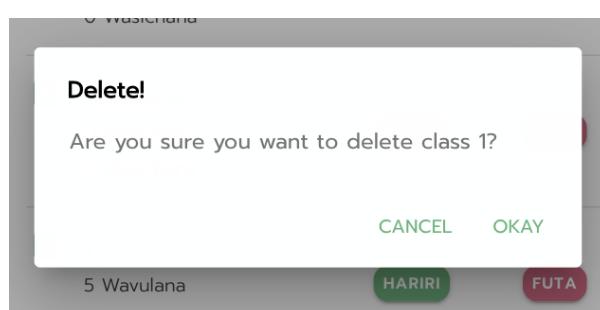
Darasa La Msingi
Mbadala

Jina

Sasisha Darasa

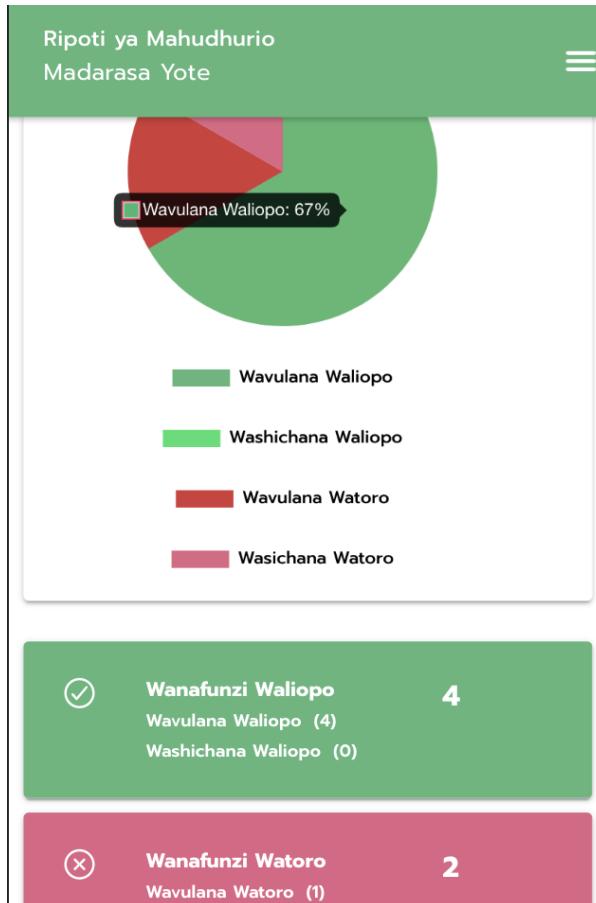
Update the details of your exiting classes by clicking the **Edit** button and updating your form.

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



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

Namba ya Siri ya Zamani *

....

Nenosiri Jina *

....

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

The screenshot shows a mobile application interface for managing attendance. At the top, there is a green header bar with a back arrow icon and the name "Sasisha Mahudhurio". Below the header, the main content area has a light gray background. It displays several sections of data:

- Hali ya Kuhudhuria**: This section contains a single item: "Hali ya Mtandao" with a status indicator "Imeunganishwa".
- Tarehe ya Mwisho ya Upakiaji**: This section shows the date "Tue, February 7, 2023, 05:51 PM".
- Rekodi Zimehifadhiwa Nje ya Mtandao**: This section shows a count of 0.
- Vipengee Vimeshindwa Kupakia**: This section shows a count of 0.
- Data Iliyohifadhiwa Nje ya Mtandao**: This section shows a size of 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".

The screenshot shows a mobile application interface for managing learners. At the top, there is a green header bar with a back arrow icon and the text "Sasisha Wanafunzi". Below the header, there are three main sections separated by horizontal lines:

- Hali ya Mtandao** (Current Status) and **Imeunganishwa** (Synced) in a green button.
- Tarehe ya Mwisho ya Upakiaji** (Last Sync Date) and the date **Tue, February 7, 2023, 05:53 PM**.
- Rekodi Zimehifadhiwa Nje ya Mtandao** (Record Synced to Device) with a green circular badge showing **0**.
- Vipengee Vimeshindwa Kupakia** (Imported Data) with a red circular badge showing **0**.
- Data Iliyohifadhiwa Nje ya Mtandao** (Data Synced to Device) with a green circular badge showing **0 MB**.

At the bottom center of the screen is a large green button labeled **Pakua Orodha Ya Darasa** (Create Class List).

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. ***

← Usaidizi

How do I reset my password? 

In order to reset your password, click the forgot password button on the login page. Enter your school's EMIS code or your phone number and we will send a reset code to the email address attached to your school. Enter the reset code, new password and verify password and confirm to get your new

How do I add a reason for absence to a missing learner? 

To add a reason for absence for a learner, navigate to the Reports page and click the view absent list button. Under a learner, click the add reason for absence button and add one. You can also add a reason for absence under the daily attendance report section after submitting daily attendance.

As a new teacher, how do I login to the app? 

You can use the phone number that you were registered to the app with. After that, log in to the app with the password shared in the email address you provided.

How do I get support? 

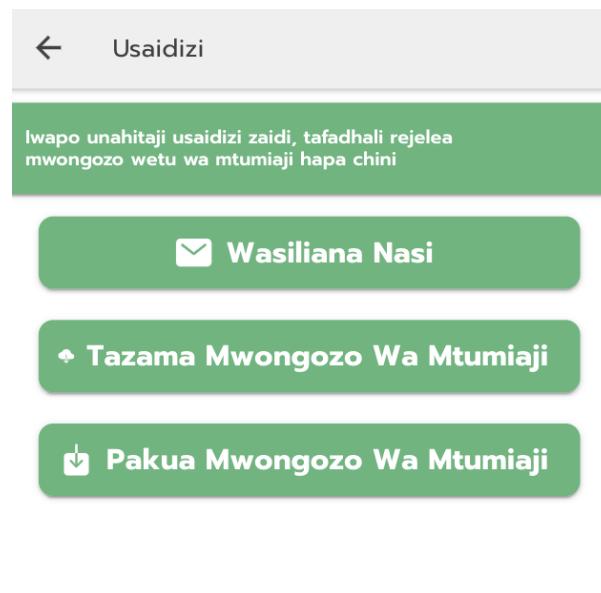
To contact our dedicated support lines, please call your closest support officer or email zanzibarattendance@gmail.com

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

 **Wasiliana Nasi**

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



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 linalokabili na tutalitatu haraka iwezekanavyo.

Jina *

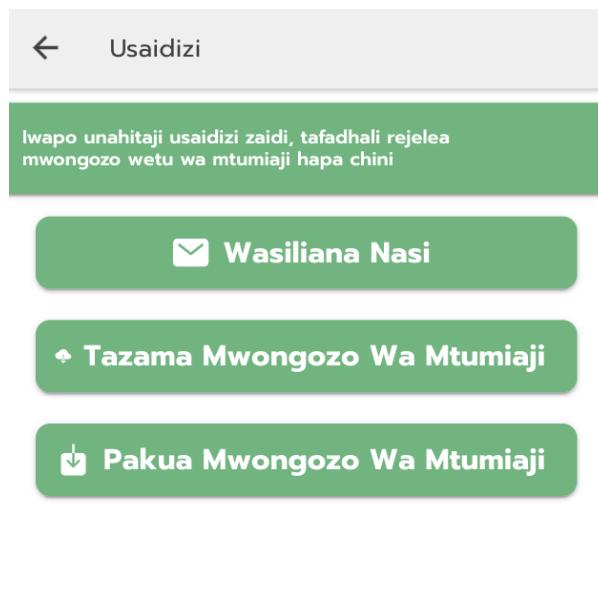
Barua pepe *

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](#)

The screenshot shows the login interface for the Out of School Digital Attendance Tracking system. At the top is the coat of arms of Zanzibar. Below it is the title "Out of School Digital Attendance Tracking". The form includes fields for "Username" (containing "tzadmin") and "Password" (containing "*****"). There is a checkbox for "Stay logged in" and a "Login" button. Below the button is a link to "Forgot password?". At the bottom of the page are logos for "EDUCATE A CHILD" (with Arabic text) and "UNICEF" (with the tagline "for every child"). The footer contains copyright information: "Copyright © 2023" and "Ministry of Education · UNICEF · Educate A Child".

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.

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.

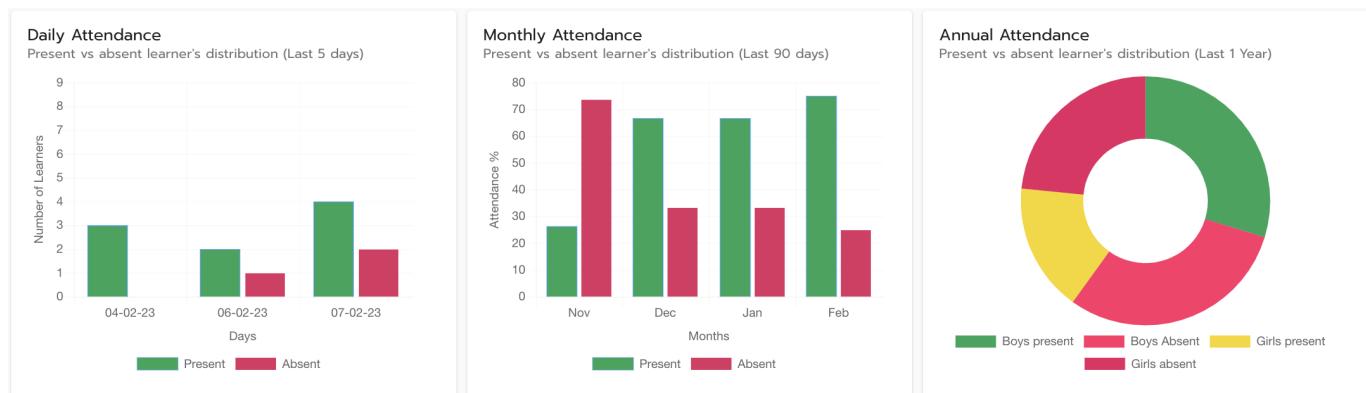
Home

 Home

View a card summary of learner enrolment data by gender.



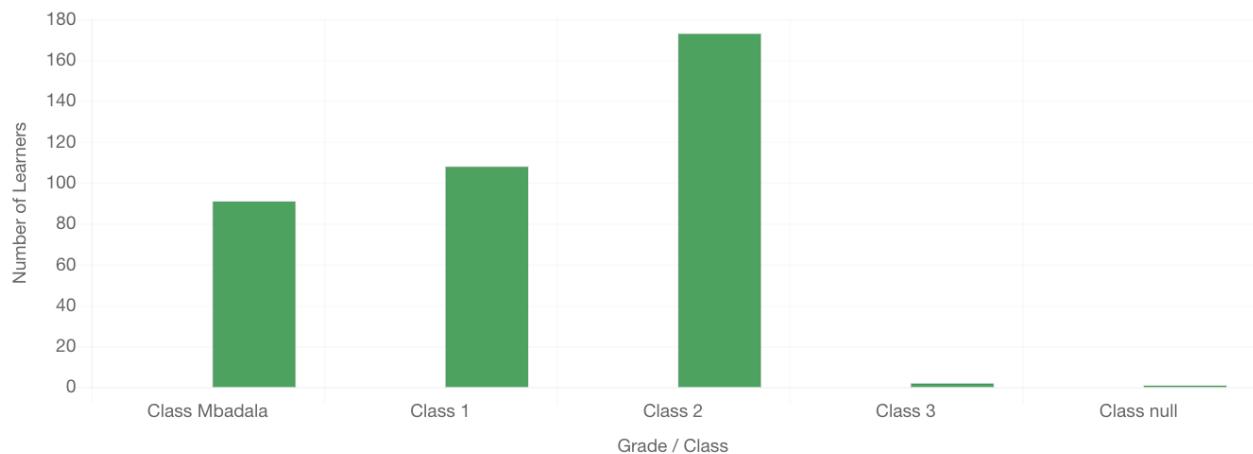
View a chart summary of daily, monthly and annual attendance data.



View a chart summary of learner enrolment by class.

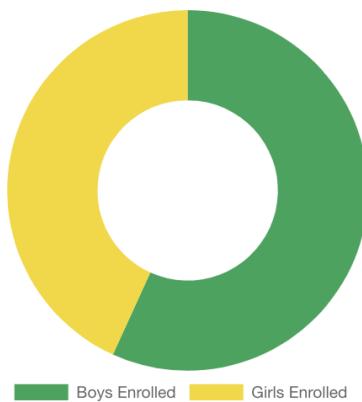
Learner's Enrolment

Enrolment segregated per class



View a chart summary of learner enrolment data by gender.

Enrolment Distribution
Learner's enrolment distribution by gender



Schools

A navigation card for "Schools". It features a graduation cap icon, the word "Schools", a downward arrow, and a "View Schools" button.

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

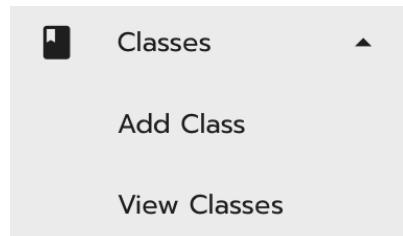
Reset All

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



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

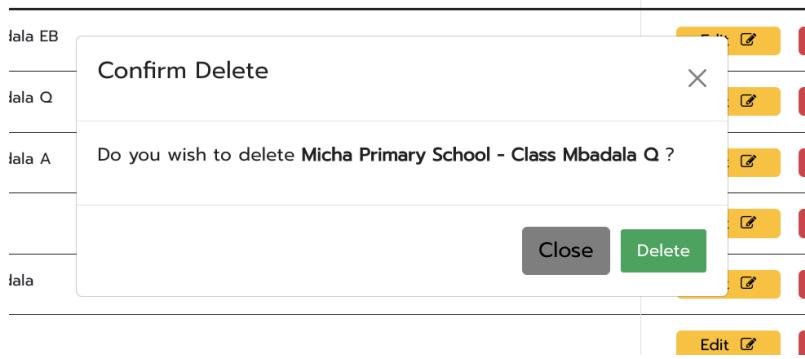
Add Class

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

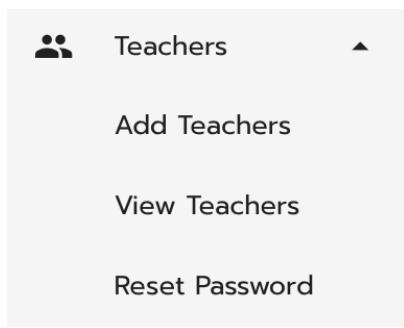
View Classes

Full Class Name	Actions
Micha Primary School - Class Mbadala EB	Edit  Delete 
Micha Primary School - Class Mbadala Q	Edit  Delete 
Micha Primary School - Class Mbadala A	Edit  Delete 
Micha Primary School - Class 1	Edit  Delete 
Micha Primary School - Class Mbadala	Edit  Delete 
Micha Primary School - Class 3	Edit  Delete 
Micha Primary School - Class 4 W	Edit  Delete 
MKWAJUNI MSINGI A - Class 1	Edit  Delete 
BANDAMAJI MSINGI - Class 2	Edit  Delete 
KANDWI MSINGI - Class 1	Edit  Delete 

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
Qualifications	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 *

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

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

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	
Mwaini 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

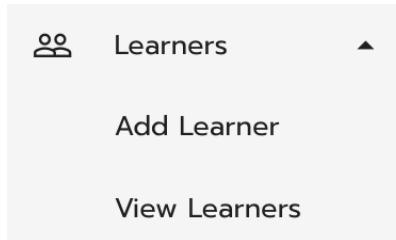
New password

.....

Confirm password

Reset Password

Learners



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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Admission Number	Status *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth *	Date Enrolled *	Class *
<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy	<input type="text"/> Search By School Name ...
Special Needs		
<input type="text"/> Search By Name ...		<input type="checkbox"/> Has attended pre-primary?
Region *	District *	Shehiya *
<input type="text"/> Select Region	<input type="text"/> Select District	<input type="text"/> Select Shehiya
Street Name	House Number	
<input type="text"/>	<input type="text"/>	
Father's Name *	Father's Phone Number	Father's Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Name *	Mother's Phone Number	Mother's Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

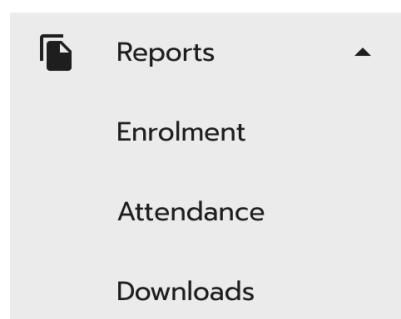
View added learners details filtered and grouped by county, sub county, class, school , age etc.

View Learners

Report Filters			Provide filter options ^		
Filter by Gender	Mode	Filter by Gender	Filter by Region	Filter by District	Filter by Shehiya
<input type="text"/>	<input type="text"/> Preview	<input type="text"/>	<input type="text"/> Search Region Name ..	<input type="text"/> Search District Name ..	<input type="text"/> Search Shehiya Name ..
Filter by School	Filter by Class	Filter by Status	<input type="text"/> Search School Name ..	<input type="text"/>	<input type="text"/>
<input type="button"/> Search	<input type="button"/> Reset All				

Search by First Name							<input type="button"/> Export Summary
Full Name	Gender Display	Class Name	School Name	Shehiya Name	District Name	Region Name	
kelvin Mwangi micha	MALE	Mbadala	Micha Primary School	Shangani	mjini	Mjini Magharibi	

Reports



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

Search Special Need ..

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

Search Special Need ..

Filter by Gender

Filter by Leaner Status

Filter By Attendance

Search Special Need ..

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.

Exports Downloads

Refreshes automatically after every 10 seconds

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

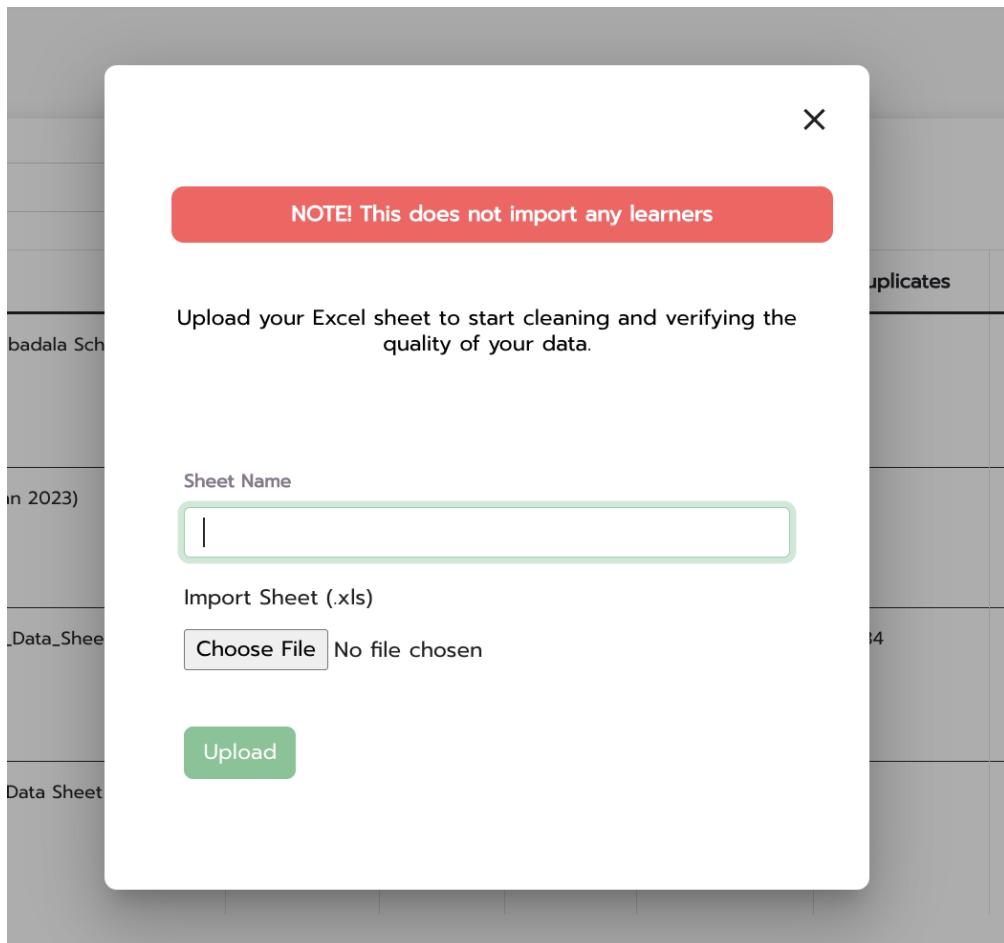
Imports



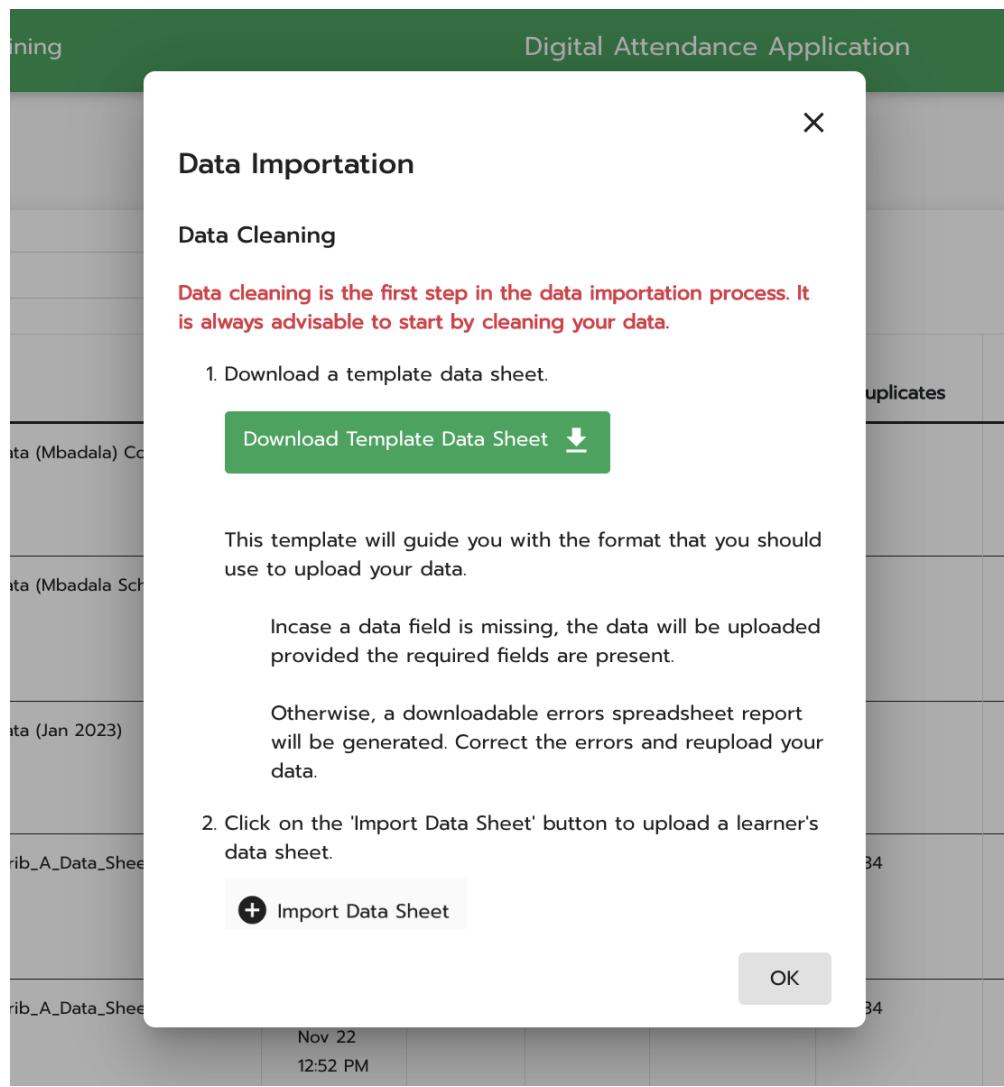
Clean your data before uploading it as an excel sheet. In case of any errors during cleaning, download the errors file and fix the issues. Head to the data importation section and bulk upload a clean excel sheet to the dashboard.

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_JZcB174	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			

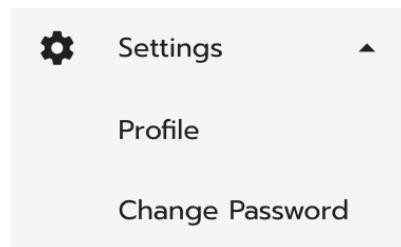
Showing 1 - 4 of 4 Items



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

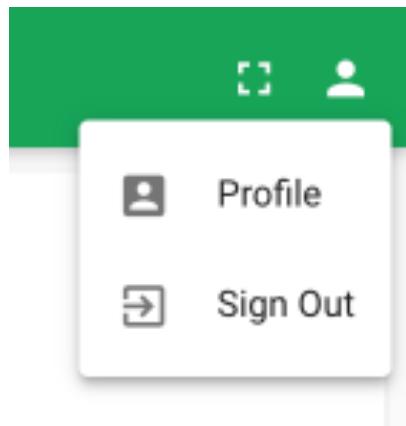
Change Password

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.