



Post Level 1 User Manual

Overview

If any buttons have this border, your attention is needed.

The screenshot shows the QM Easy dashboard interface. At the top left, it says "QM Easy QMS made easy for: Ann Other (PL1)". The main area is titled "Quality Management System Tools" and contains five numbered icons: 1. My Appraisals, 2. Awaiting Approval (highlighted with a red border), 3. Score Sheets, 4. Lesson Observations, and 5. Classroom Reviews. Below these is a section titled "Monitoring Tools". On the right, there is a "Your school logo" field and an "Upcoming Dates" table. The table has columns for "Due_Date" and "Task". One entry is "31-Mar" for "Self Appraisals (Term 1)". A red arrow points from the "Awaiting Approval" icon to the table, and another red arrow points from the table back to the "Awaiting Approval" icon.

We have numbered each function to make it easier to follow the manual.

Upcoming QMS requirements, along with their due dates.

Due_Date	Task
31-Mar	Self Appraisals (Term 1)

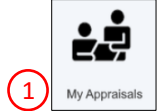
Slide Presentation Navigation Links

Five numbered navigation links are shown, each with an icon and a label:

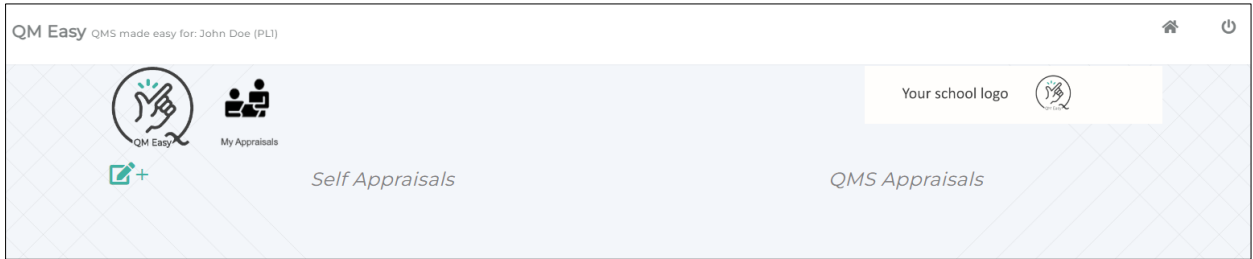
- 1 My Appraisals
- 2 Awaiting Approval
- 3 Score Sheets
- 4 Lesson Observations
- 5 Classroom Reviews



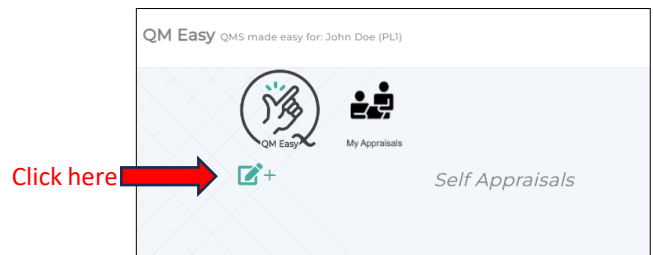
Post Level 1 User Manual



On first use, your Appraisals screen will be empty.
(As you use QMEasy, you can see and access current and historic self-appraisals and QMS appraisals)



1) Capturing A Self-Appraisal



The self-appraisal screen will open and be automatically populated with all the default information you captured when you were setting up your profile.

Self Appraisal Instrument Educator Post- Level 1

Select:

Your school logo

Annexure A 1

Section A: Educator and School Information Status: New Appraisal

1. Appraisee

Surname	Doe	First Name(s)	John
Designation		Persal number	
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught during current appraisal year			

2. Appraiser

Surname	Jammer	First Name(s)	Joel
Designation	SP Deputy Principal	Persal number	

3. School

Name of school	Hillcrest Primary School	Province	KZN
Circuit/district	PINETOWN/KWASANTI	Principal's name	Errol Tobias
Telephone	0317651214	Cell No	0317651214

4. EDUCATOR'S BRIEF JOB DESCRIPTION (Subjects/Grades/Key areas of responsibility, etc)

Teaching and assessment responsibilities

Extra-mural activities

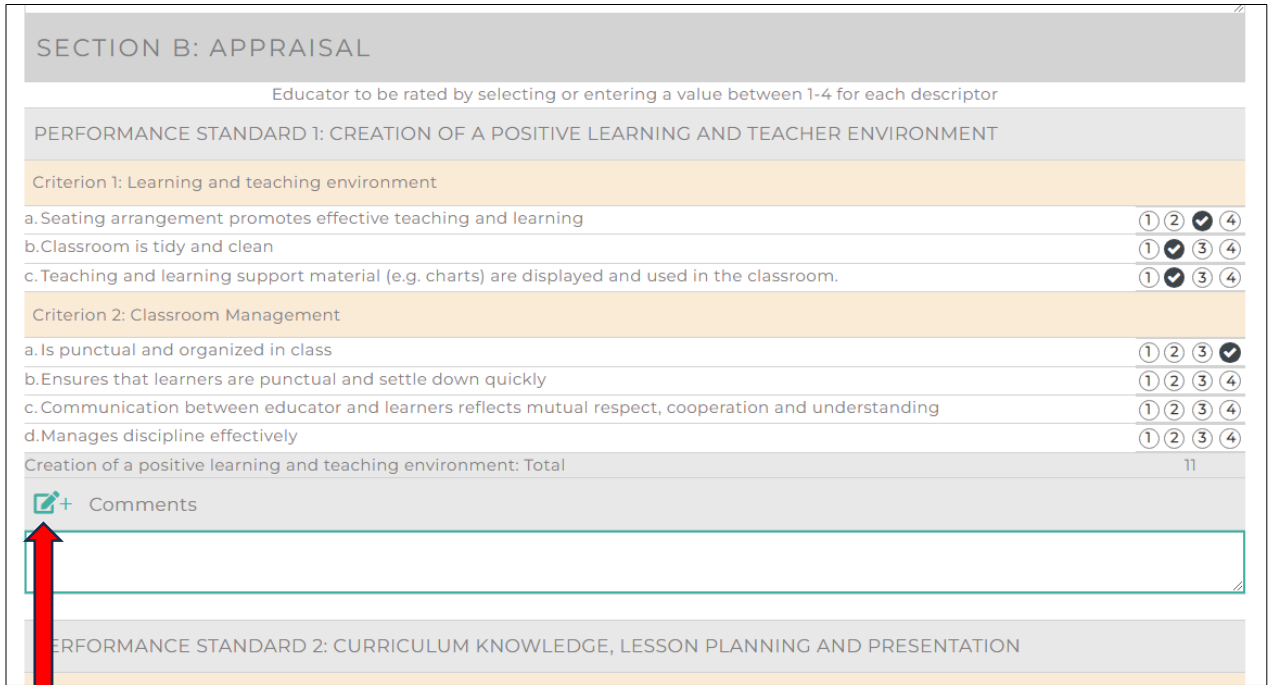
Administrative duties

Other: (Please specify)



1) Capturing A Self-Appraisal

Scroll down to complete your self-appraisal.
(Just click the rating number you choose for each criterion)



SECTION B: APPRAISAL

Educator to be rated by selecting or entering a value between 1-4 for each descriptor

PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT

Criterion 1: Learning and teaching environment

a. Seating arrangement promotes effective teaching and learning	1	2	3	4
b. Classroom is tidy and clean	1	2	3	4
c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom.	1	2	3	4

Criterion 2: Classroom Management

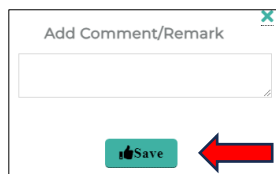
a. Is punctual and organized in class	1	2	3	4
b. Ensures that learners are punctual and settle down quickly	1	2	3	4
c. Communication between educator and learners reflects mutual respect, cooperation and understanding	1	2	3	4
d. Manages discipline effectively	1	2	3	4

Creation of a positive learning and teaching environment: Total 11

+ Comments

PERFORMANCE STANDARD 2: CURRICULUM KNOWLEDGE, LESSON PLANNING AND PRESENTATION

Add comments by clicking these little icons.

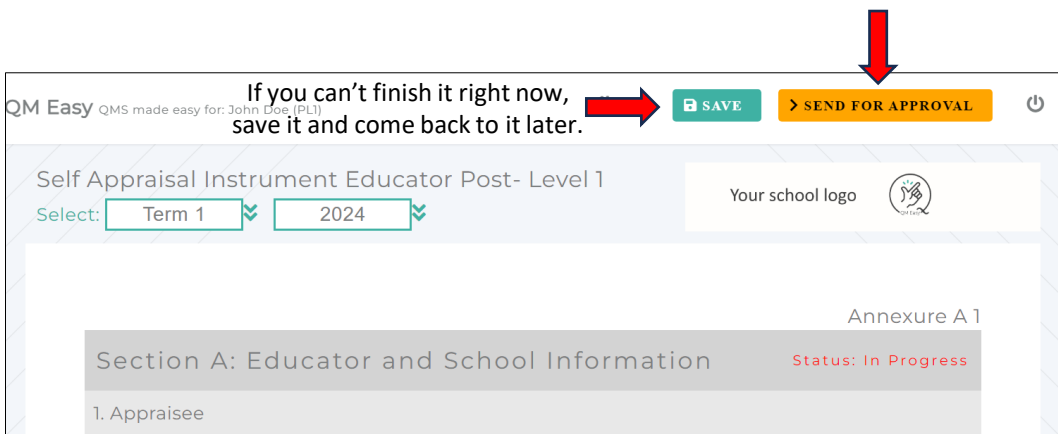


Add Comment/Remark

Save

After saving, your comment will appear on the screen.

When your self-appraisal is complete, send it for approval. No need to print or email it, your appraiser will be automatically notified that you have submitted it, and they will log on and approve or decline it.



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If you can't finish it right now, save it and come back to it later.

SAVE SEND FOR APPROVAL

Self Appraisal Instrument Educator Post- Level 1

Select: Term 1 2024

Your school logo

Annexure A 1

Section A: Educator and School Information Status: In Progress

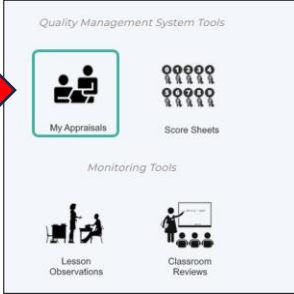
1. Appraisee

1) Capturing A Self-Appraisal

Self-appraisal is declined.


You will receive an email notification and need to log in and make the necessary changes, then re-submit it for approval again.

Needs your attention →



Quality Management System Tools

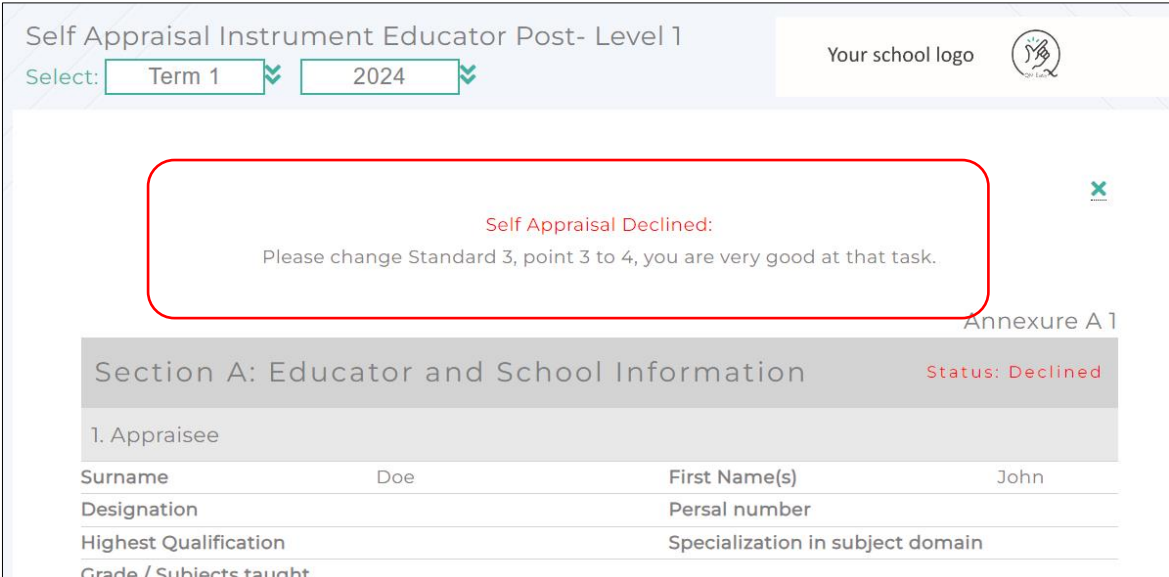
- My Appraisals
- Score Sheets
- Monitoring Tools
 - Lesson Observations
 - Classroom Reviews



Term	Year	Status
1	2024	Declined


← The status of your self-appraisal

The reason for the decline, you are required to make the necessary changes then re-submit for approval



Self Appraisal Instrument Educator Post- Level 1

Select: Term 1 2024

Your school logo 

Self Appraisal Declined:

Please change Standard 3, point 3 to 4, you are very good at that task.

Annexure A 1

Section A: Educator and School Information Status: Declined

1. Appraisee

Surname	Doe	First Name(s)	John
Designation	Persal number		
Highest Qualification	Specialization in subject domain		
Grade / Subjects taught			



2) Capturing A Self-Appraisal

Self-appraisal approved

Term	Year	Status
1	2024	Approved

The status of your self-appraisal

View it as a PDF and download if required



QM Easy QMS made easy for: John Doe (PL1)

Self Appraisal Instrument Educator Post- Level 1

Select: Term 1 2024

Your school logo

Annexure A 1

Section A: Educator and School Information **Status: Approved**

1. Appraisee

Surname	Doe	First Name(s)	John
Designation		Persal number	
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught			

PDF View

QM Easy QMS made easy for: John Doe (PL1)

Self Appraisal PL1: John_Doe2024

1 / 5 | 105% +

Your school logo

Annexure A 1

QUALITY MANAGEMENT SYSTEM (QMS)
SELF APPRAISAL INSTRUMENT
EDUCATOR: POST LEVEL 1
(To be completed twice during the school year – Term 1 and Term 3)
SECTION A: EDUCATOR AND SCHOOL INFORMATION

1. APPRAISEE

Surname	Doe	First Name(s)	John
---------	-----	---------------	------

Status: Approved





1) Capturing A Self-Appraisal

Self-appraisal Sign Off

Once the self-appraisal has been accepted and comments captured, it can be signed off for archiving by scrolling to the bottom of the self-appraisal screen.

Click here to agree and digitally sign off.

Enter your QMEasy Password to verify that it is you who is accepting the final self-appraisal.



Click here to agree send to Appraiser for final sign off and archiving.

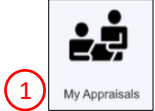


End Of Capture and Sign Off of A Self-Appraisal





Post Level 1 User Manual



See and access current and historic self-appraisals and QMS appraisals

Self Appraisals			QMS Appraisals		
Term	Year	Status	Term	Year	Status
1	2024	Approved	2	2024	Waiting Approval

Click on a record to open the appraisal

Term	Year	Status
1	2024	Approved

Your appraisal will be displayed.

Self Appraisal Instrument Educator Post- Level 1

Select:

Your school logo

Annexure A 1

Section A: Educator and School Information Status: Approved

1. Appraisee

Surname	Other	First Name(s)	Ann
Designation		Persal number	874125
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught during current appraisal year			

2. Appraiser

Surname	Ndlovu	First Name(s)	Sbu
Designation	PL1 EDUCATOR (SGB DH)	Persal number	965210

3. School

Name of school	Hillcrest Primary School	Province	KZN
Circuit/district	PINETOWN/KWASANTI	Principal's name	Errol Tobias
Telephone	0317651214	Cell No	0317651214

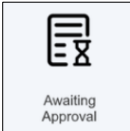
4. EDUCATOR'S BRIEF JOB DESCRIPTION (Subjects/Grades/Key areas of responsibility, etc)

Teaching and assessment responsibilities

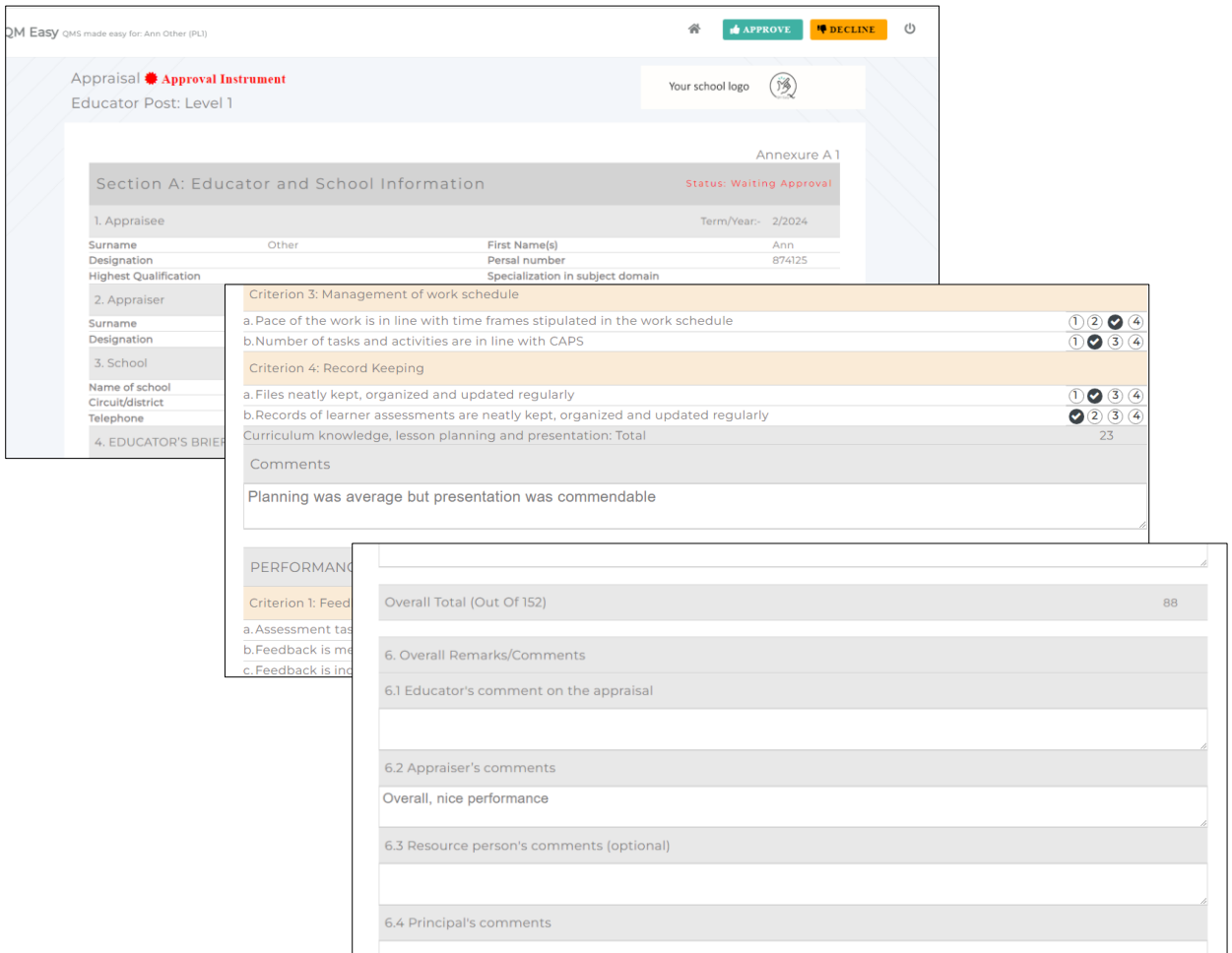
I have teaching things to do



2) QMS appraisals requiring approval

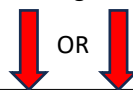


On clicking this button, your QMS Appraisal will be shown with all static information, all your scores and comments made by your appraiser.



The screenshot displays the 'QM Easy' interface for an appraisal. At the top, there are 'APPROVE' and 'DECLINE' buttons. The main content area is titled 'Appraisal Approval Instrument' and 'Educator Post: Level 1'. It includes a 'Section A: Educator and School Information' table with fields for Appraisee, Appraiser, and School. Below this, there are sections for 'Criterion 3: Management of work schedule' and 'Criterion 4: Record Keeping', each with sub-criteria and scores. A 'Comments' section contains the text 'Planning was average but presentation was commendable'. At the bottom, there is a 'PERFORMANCE' section with an 'Overall Total (Out Of 152)' score of 88 and a '6. Overall Remarks/Comments' section with sub-sections for Educator's, Appraiser's, Resource person's, and Principal's comments.

After you have assessed your appraisal, you have the choice to approve or decline it. Either way, your appraiser will be automatically sent an email informing them.



This screenshot shows the top part of the appraisal interface, focusing on the 'APPROVE' and 'DECLINE' buttons. The text 'Appraisal Approval Instrument' and 'Educator Post: Level 1' is visible, along with the 'Your school logo' and 'Annexure A 1' label.



2) QMS appraisals requiring approval

To decline a QMS appraisal.

Click here



Enter the reason for declining your appraisal and click the Decline button. You appraiser will be automatically notified of your reason and revert accordingly.

Under your



from your home screen, the status will be shown as follows.

Self Appraisals			QMS Appraisals		
Term	Year	Status	Term	Year	Status
1	2024	Approved	2	2024	Declined

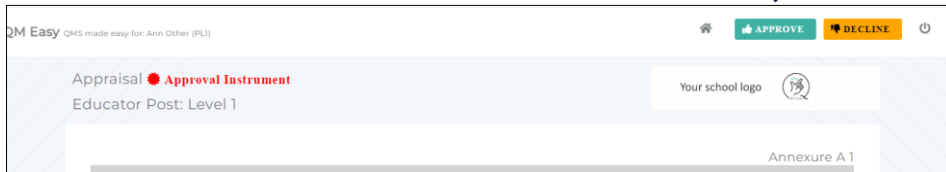




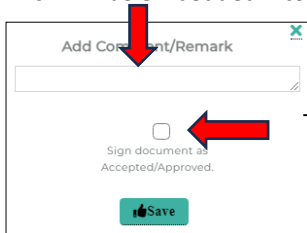
2) QMS appraisals requiring approval

To approve a QMS appraisal.

Click here

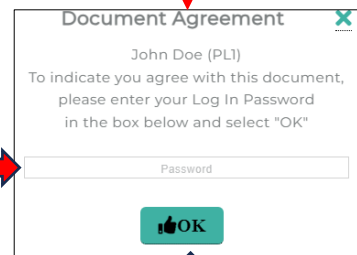


You may add your Educators Comment on the approval, which will be embedded into the Appraisal.



To sign it off for archiving, just tick the box and Save.

Enter your QMEasy Password to verify that it is you who is accepting the final self-appraisal.



Click here to agree send to Appraiser for final sign off and archiving.

Under your



from your home screen, the status will be shown as follows.

Self Appraisals			QMS Appraisals		
Term	Year	Status	Term	Year	Status
1	2024	Approved	2	2024	Approved





3) Score Sheets

Download it.



QM Easy QMS made easy for: Ann Other (PL1) Home PDF Power

Your school logo

Change to see previous versions.

Year

Annexure A 2

COMPOSITE SCORE SHEET: PL 1 EDUCATOR

Educator	Ann Other	Term/Year	2/2024
Persal Number	874125	School	Hillcrest Primary School

PERFORMANCE STANDARD	MAXIMUM SCORE	EDUCATOR SCORE
1. Creation of a positive learning and teaching environment	28	20
2. Curriculum knowledge, lesson planning and presentation	48	23
3. Learner assessment and achievement	28	18
4. Professional development	36	22
5. Extra-mural and co-curricular participation	12	5
FINAL: SCORE	152	88
PERCENTAGE (Educator Score ÷ 152) x 100 =		57.89 %

Educators Comments:

Appraiser's Comments:
Overall, nice performance

Resource Person's Comments:

Principal's Comments:

Recommendations:





Post Level 1 User Manual



4

4) Lesson Observations

You may approve or decline your lesson approval.
Either way, your appraiser will be automatically sent an email informing them. **Download it.**



QM Easy QMS made easy for: Bridget Jones (PLI)

APPROVE **DECLINE** PDF

LESSON OBSERVATION INSTRUMENT

Your school logo

Term/Year: 1/2024 Status: **Waiting Approval**

Annexure E 2

Educator's Name	Bridget Jones (Class 7H)	Subject	Technology
Date	08 Feb 2024	Topic	Magnetism
Observed By	Errol Tobias	Term/Year	1/2024

PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT

Criterion 1: Learning and teaching environment;	Rating
a. Seating arrangement promotes effective teaching and learning	1 2 3 4
b. Classroom is tidy and clean	1 2 3 4
c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom	1 2 3 4
Sub-total	7

Criterion 2: Classroom Management

Rating
a. Is punctual and organized in class

If you **DECLINE** it, enter your reason as it will be sent back to your appraiser and they will be notified by email.

Enter Reason For Declining.

(Appraiser will be notified by email)

Decline

You can approve your lesson observation and sign it off using these features.

APPROVE

Agreed

Appraiser N

Agreed Date

Document Agreement

John Doe (PLI)

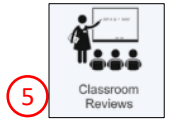
To indicate you agree with this document, please enter your Log In Password in the box below and select "OK"

OK





Post Level 1 User Manual



5) Classroom Review

You may approve or decline your classroom review.
Either way, your appraiser will be automatically sent an email informing them. **Download it.**



QM Easy QMS made easy for: Bridget Jones (PLI)

APPROVE DECLINE PDF

CLASSROOM OBSERVATION INSTRUMENT

Your school logo

Term/Year 1/2024 Status: **Waiting Approval**

Educator: Bridget Jones
Class: 7H
Persal #: 98765432

Date Of Review: 08 Feb 2024
Term/Year: 1/2024
Reviewer: Sbu Ndlovu

Classroom Appearance
(1 = Needs Attention; 2 = Average; 3 = Good; 4 = Excellent)

Posters, displays, stimulating classroom.	<input checked="" type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Neatness of classroom	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Arrangement of desks conducive to learning.	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4
Positive class atmosphere.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4

If you **DECLINE** it, enter your reason as it will be sent back to your appraiser and they will be notified by email.

Enter Reason For Declining.

(Appraiser will be notified by email)

Decline

You can approve your classroom review and sign it off using these features.

APPROVE

Agreed

Appraisee N

Agreed Date

Document Agreement

John Doe (PLI)

To indicate you agree with this document, please enter your Log In Password in the box below and select "OK"

Password

OK

