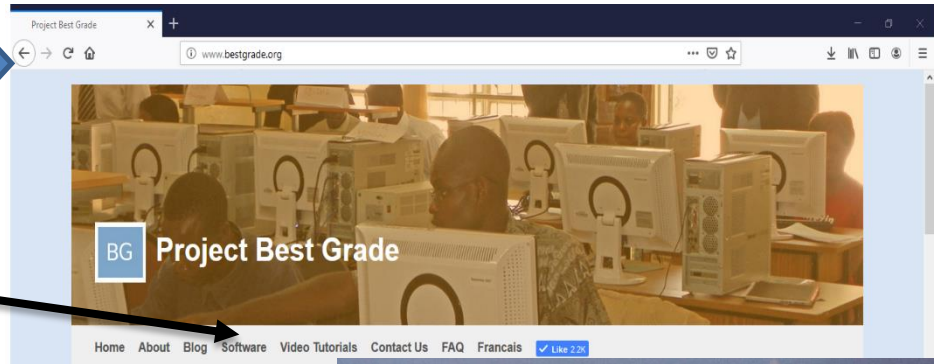MWONGOZO

HATUA ZA KUJIFUNZA PROGRAMU YA BEST GRADE

i.   Kupakua programu kutoka kwenye Tovuti ya (www.bestgrade.org)

ii. Kuwezesha Macros kwa kila mbinu (Mbinu A na Mbinu B)

iii. Kufunga (Install) Programu katika laptop/kompyuta

iv. Kuingiza Taarifa za shule kwenye mfumo (Programu ya Best grade)

     ikiwa ni pamoja na nembo(alama) ya shule.

v.   Kuingiza taarifa za wanafunzi ikiwa ni pamoja na taarifa za

     masomo

vi. Kuingiza taarifa za Matokeo ya mitihani ya kila somo

vii. Hariri riport kabla ya kuiprinti ikiwa na pamoja na kubadilisha lugha

viii. Chapisha(print) kadi ya ripoti na nyaraka nyingine za kitaaluma

     kama vile Muhtasari wa jumla , takwimu n.k

ix. Unda kurasa za walimu

x.   Kuhamisha taarifa kutoka kwa ukuras wa mwalimu kwenda kwenye

     mfumo mkuu (programu ya best grade).

Hatua ya 1: PAKUA PROGRAMU
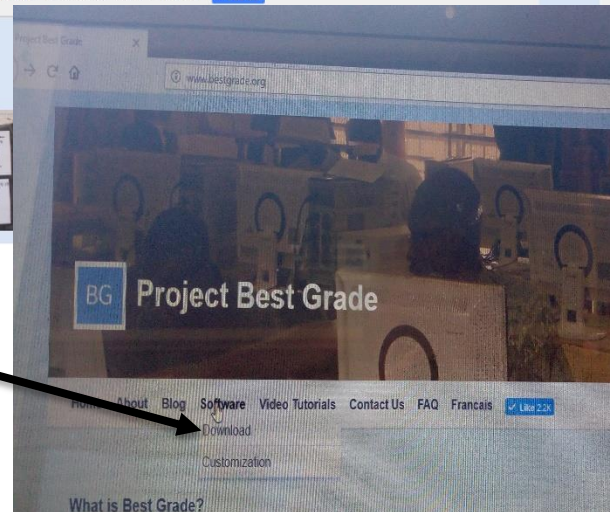
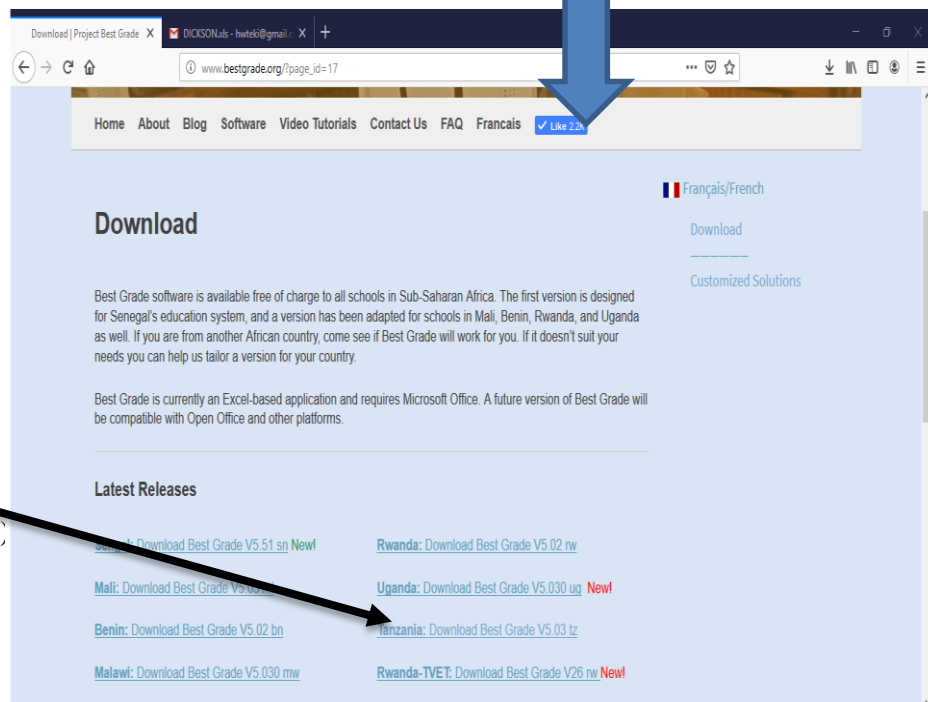➢ Tembelea tovuti ya www.bestgrade.org

Itaonyesha kama ivi

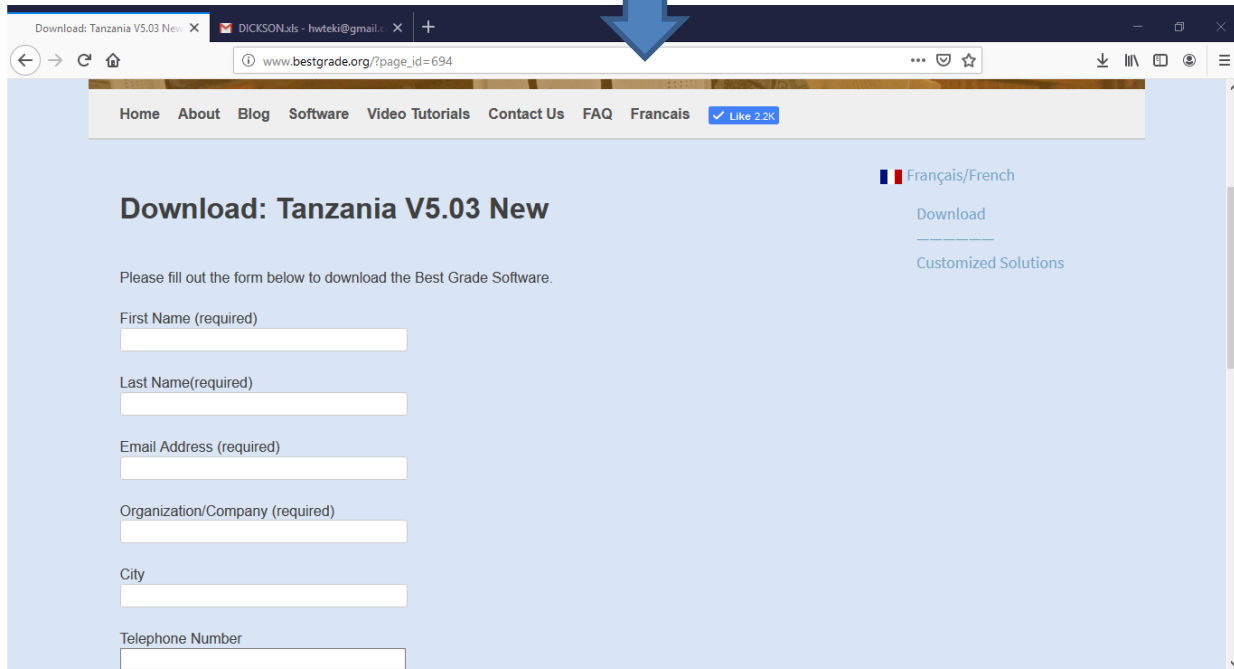➢ Nenda software

Katika sehemu ya sofrware

chagua download

➢ Baada ya kuchagua download kwenye sehemu ya software compyuta yako itaonyesha hivi

➢ kasha chagua kiungo cha Tanzania
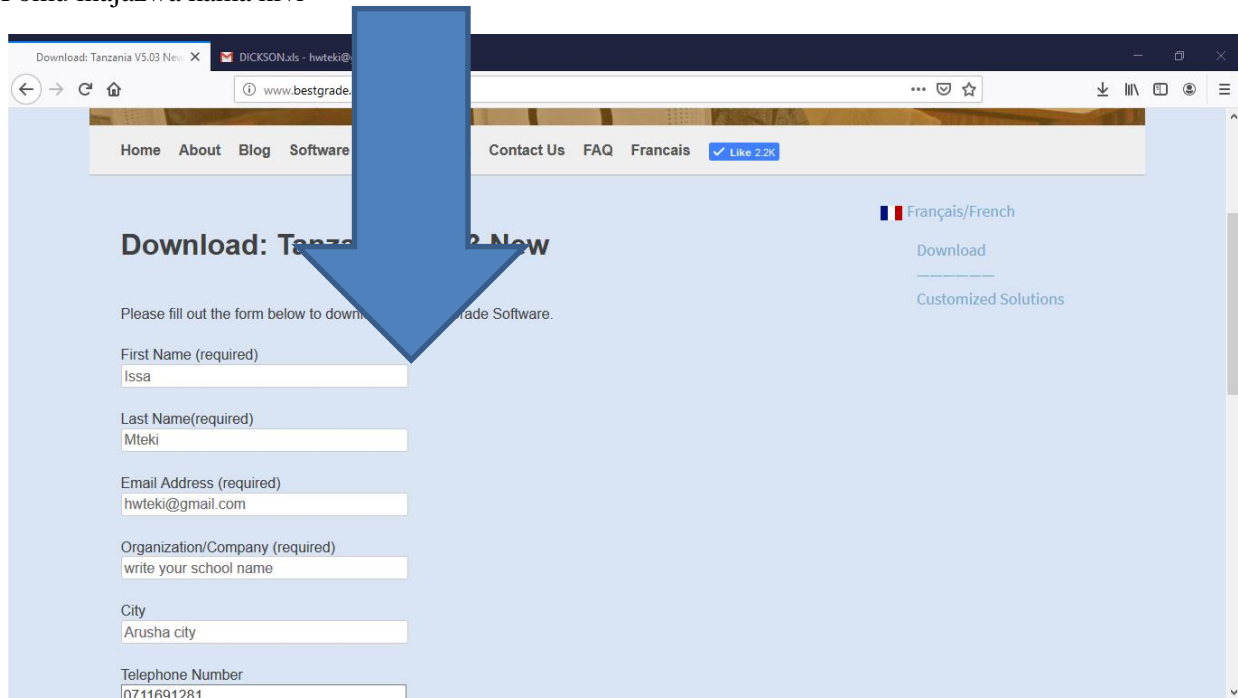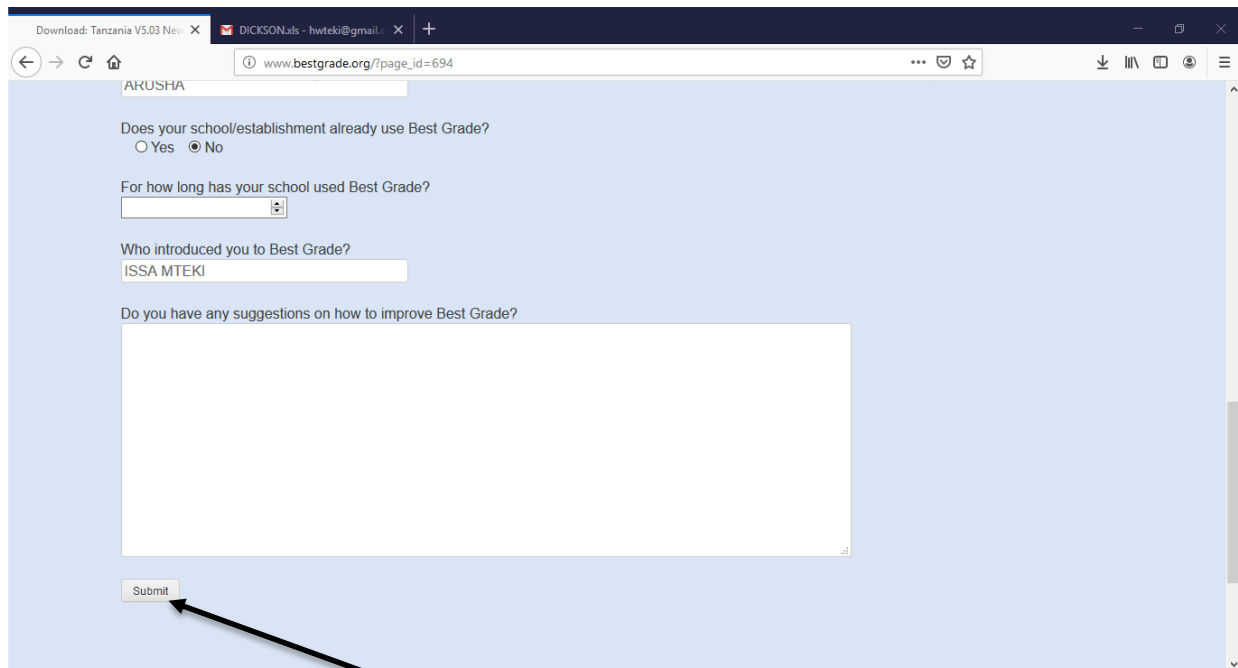
(Tanzania:Download Bestgrade V5.03 tz)

➢ Baada ya kuchagua kiungo cha tanzania (Tanzania: Download Best grade v5.03 tz). Kompyuta yako itaonyesha mwonekano huu Hii no fomu amabayo inataka Taarifa (Maelezo yako)

Sasa anza kujaza fomu, toa barua pepe amabyo nis halali. Maana utatumiwa kwa barua pepe uliyotoa wakati unajaza fomu
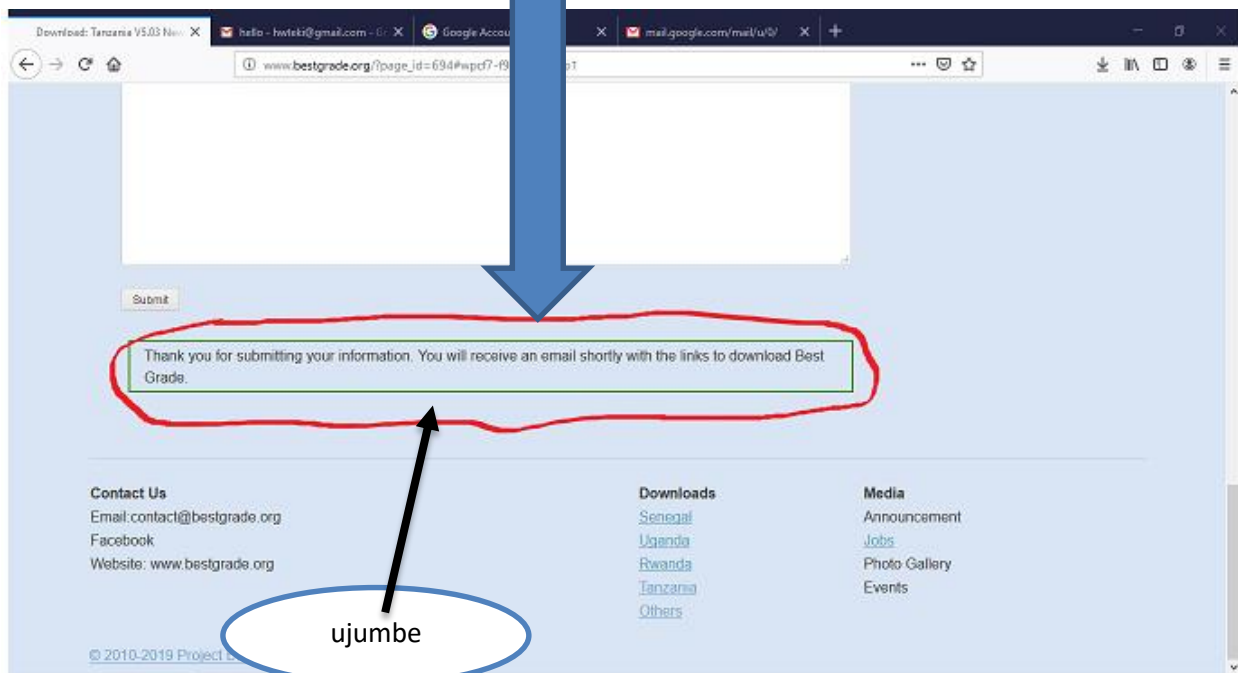
Fomu inajazwa kama hivi

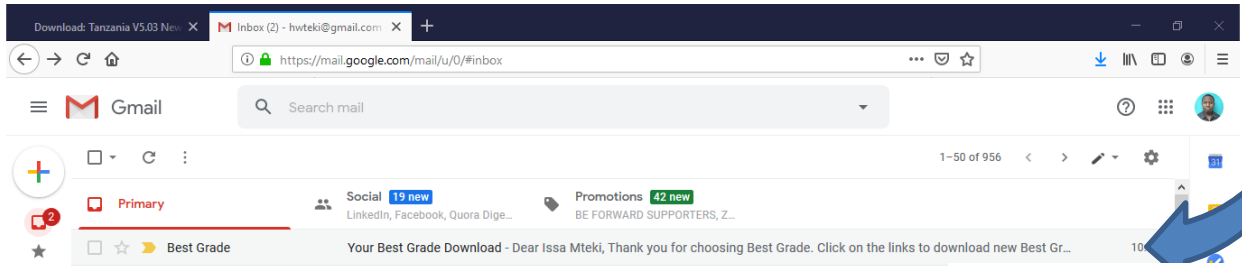Ukimaliza kujaza wakilsha fomu bofya submit   Bofya submit

Ikiwa uwasilishaji umekamilika utoana hii massage chini ya neon submit

Thank you for submitting your information. You will receive an email shortly with the links to download Best Grade.
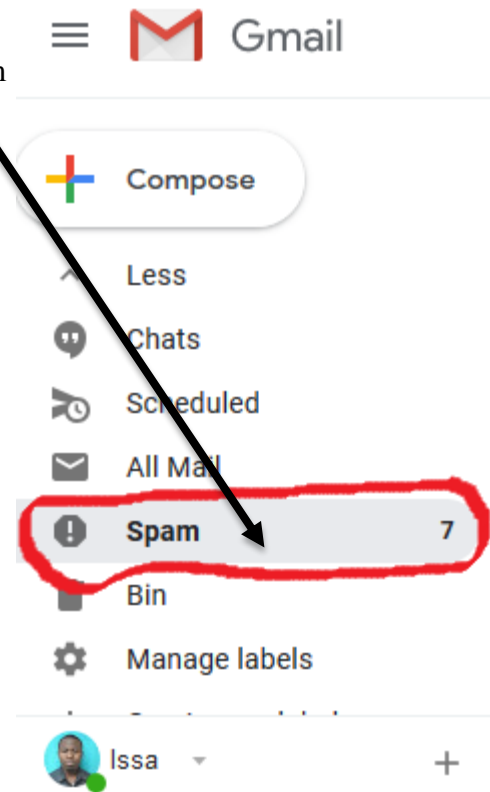
ujumbe

Mara baada ya kuona huo ujumbe. Ina maana ujazaji wa fomu umekamilika. Sasa nenda kwnye Akaunti yako ya barua pepe ili uonge kiungo cha programu
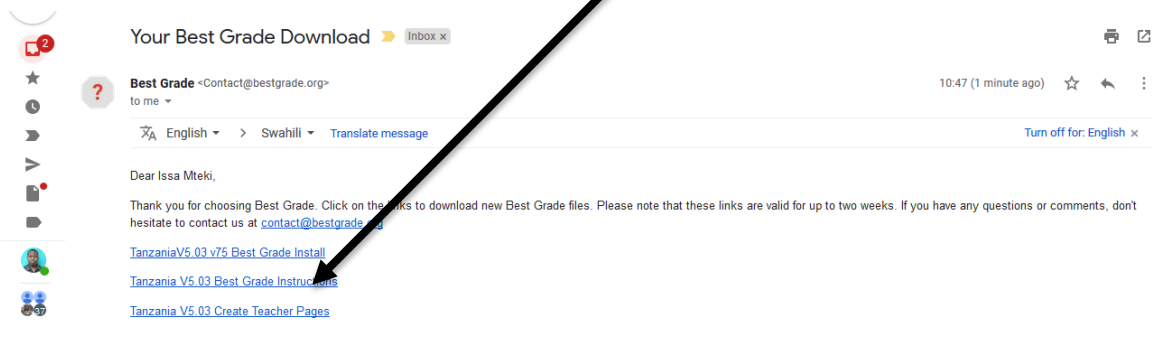
Mara tu uko kwnye akaunti yako ya barua pepe. Barua pepe ya Best grade itaonysha hivi

Kumbuka: ikiwa hakuna barua pepe kenye INBOX fungua folda ya spam

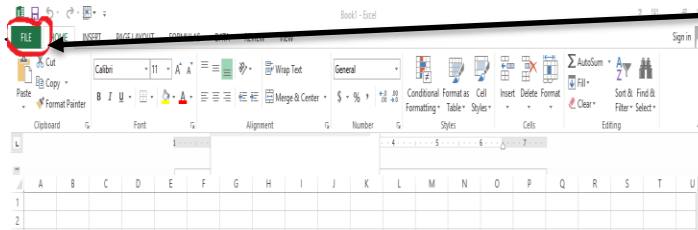Baada ya hapo fungua barua pepe, itaonyesha kama hivi. Utakuta viungo vitatu. Bofya ili kupakua

Ukimaliza kupakua, tulia na tuendelee kwenye hatua nyingine.
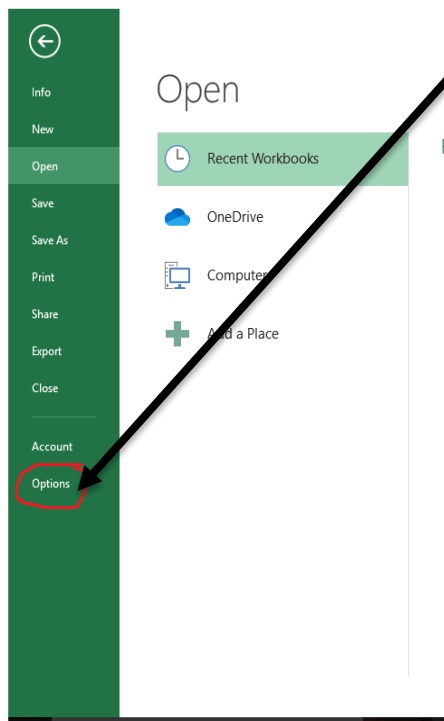
Hatua ya 2: Kuwezesha MACROS

Kabla ya kufungua(install) programu unatakiwa kuwezesha Macros kwenye kompyuta yako. Ili uweze ku install viziri na kiurahisi. Usipo wezesha macros hautoweza ku install (kufunga) programu kwenye kompyuta yako

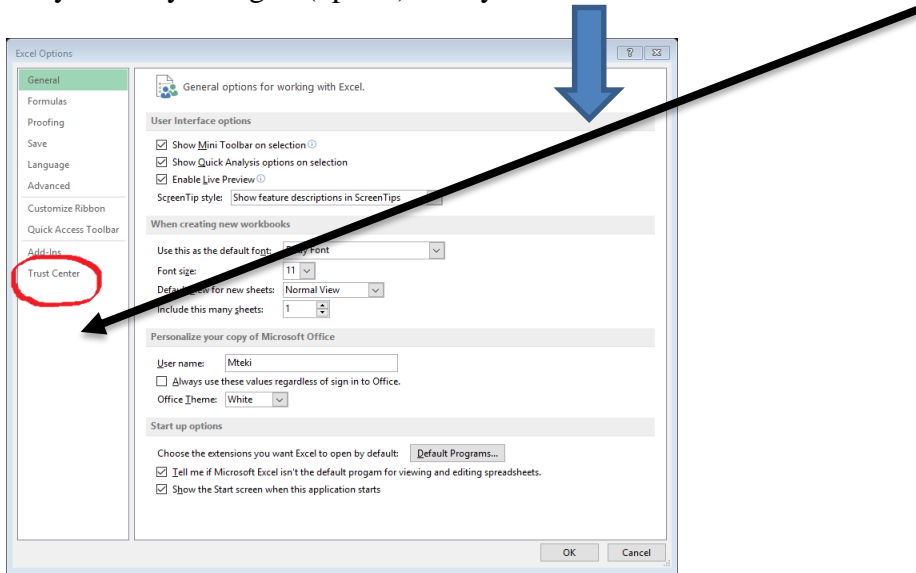Sasa zifuatazo ni hatua/ mbinu za kuamsha (activate) macros

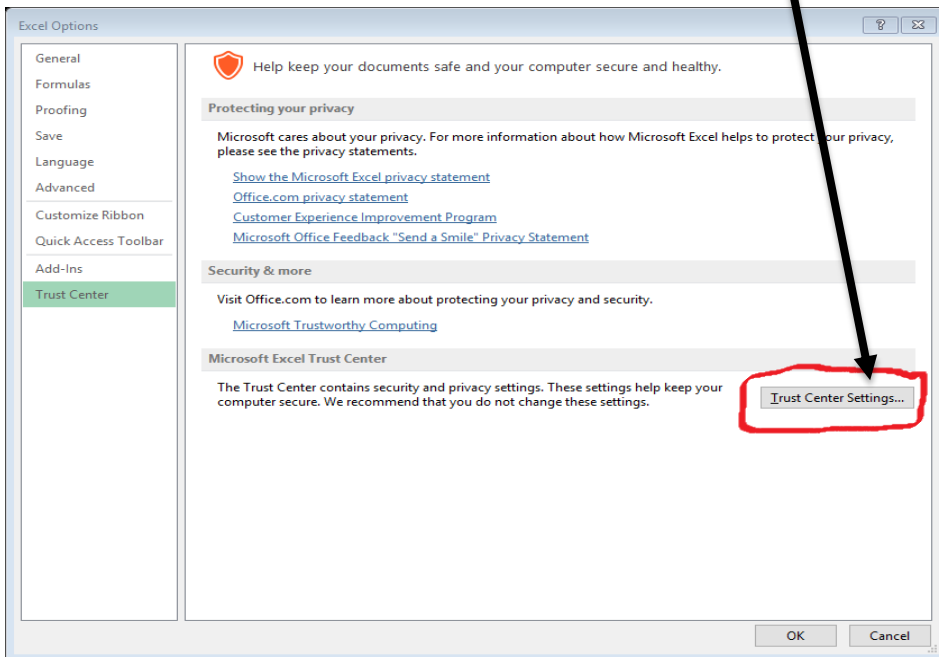> Fungua Microsoft EXCEL baada ya hapo nenda kwenye file/ office ball, angalia kona ya

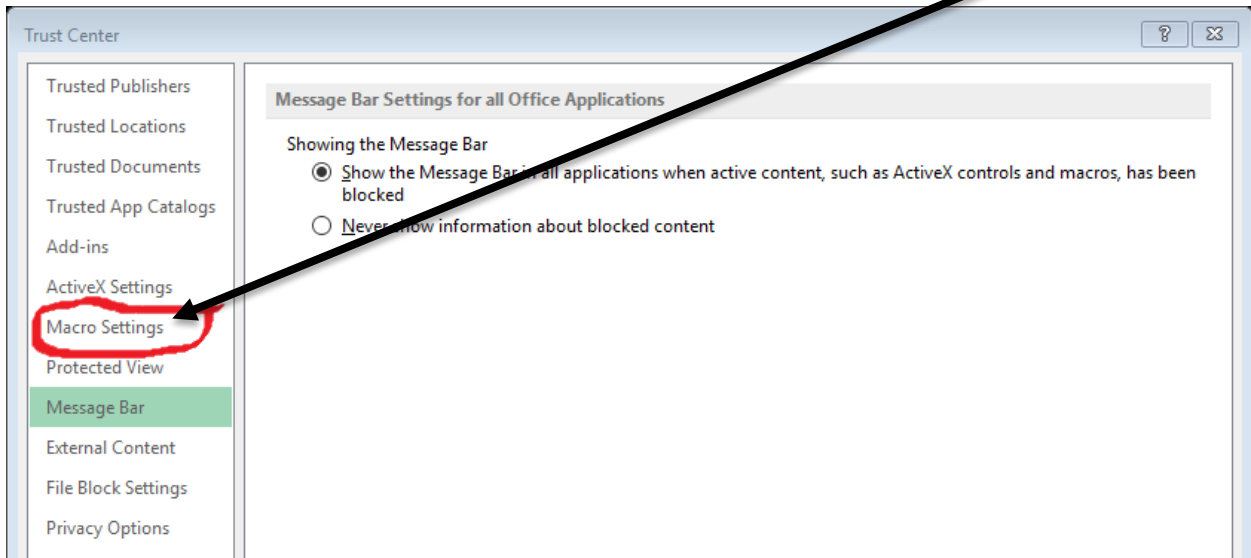Kwa upande wa kushoto bofya chaguo "(option)"

Baada ya kubofya chaguo (option) itaonyesha mwonekano huu Nenda trust center
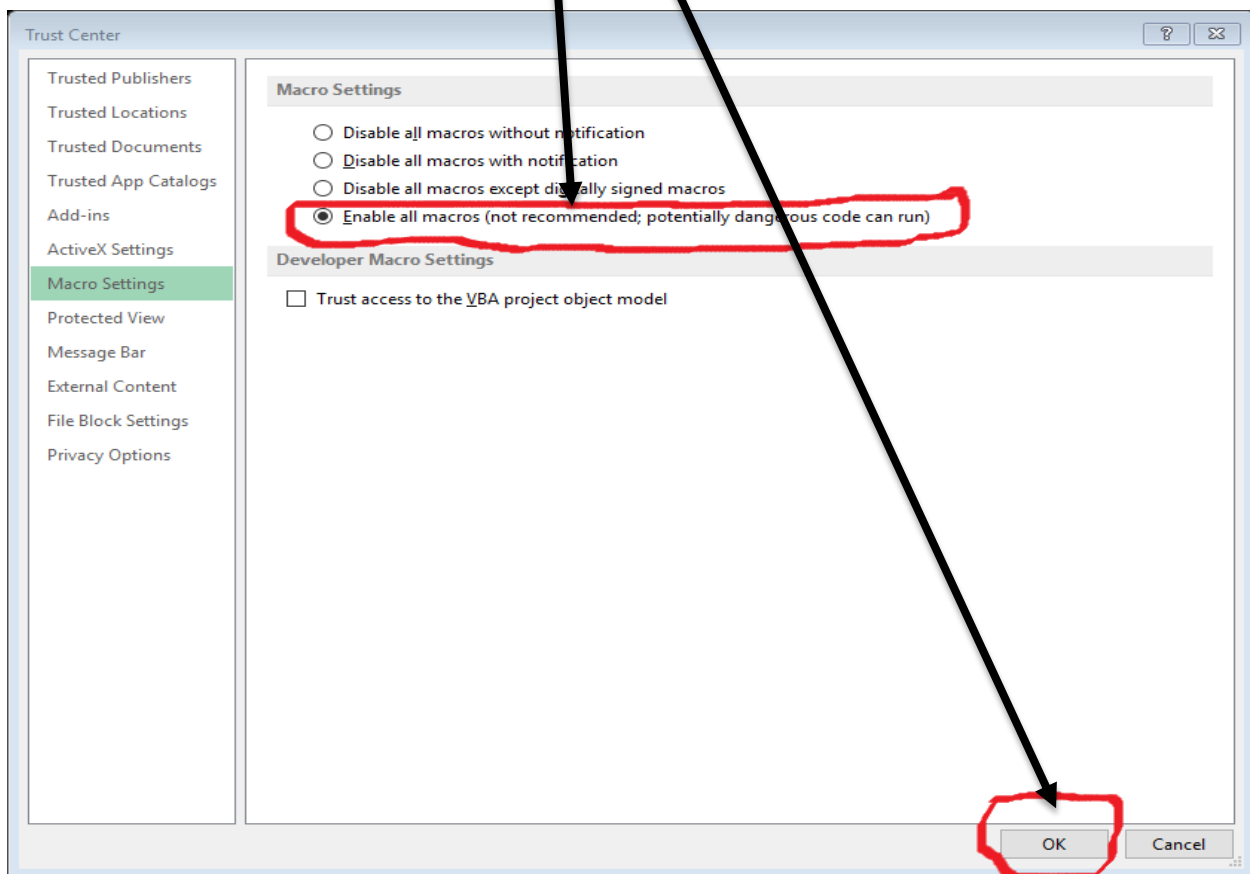

Baada ya kubofya Trust center itaonyesha mwonekano huu, Nenda kenye trust center setting (I bofye)

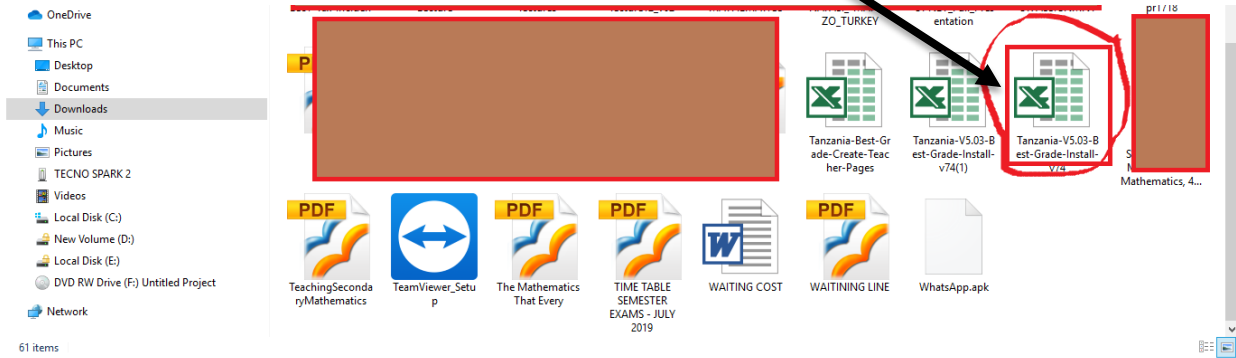Ukisha bofya trust enter setting itaonyesha mwonekano huu, Nenda ubofye Macro setting

Baada ya kubofya Macro setting. Chagua "Enable all macros" (not recommended,potential dangerous code can run). Baada ya hapo bofya "OK"
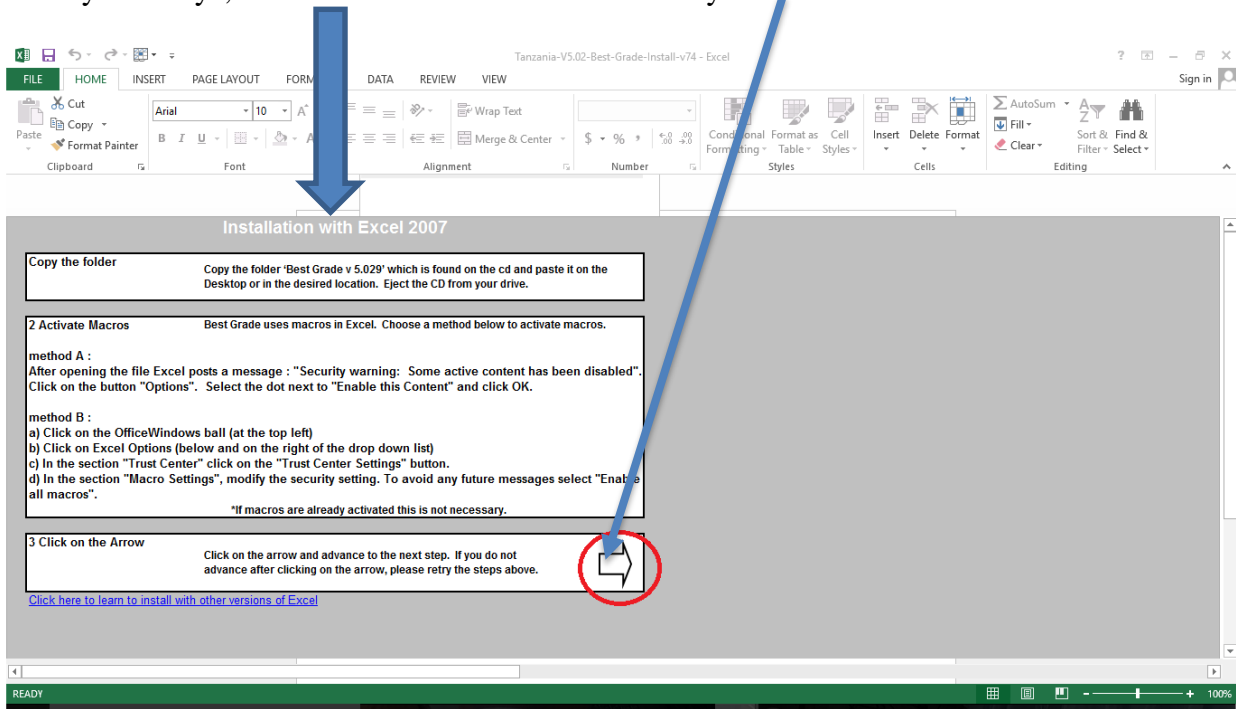

Mpaka hapo Tayari uwezeshaji wa macros kwenye kompyuta yako Umezeshwa, hatua inayo fuata ni kuweka (install) sasa programu
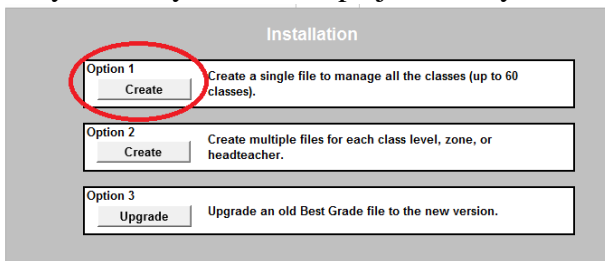
HATUA 3: Uwekaji wa programu (INSTALLATION)

Sasa nenda kwenye file la downloads kwenye kompyuta yako, fungua programu ulio download kenyeEmail yako (inakuwa inaonekana ivi kenye compyuta) ibofye
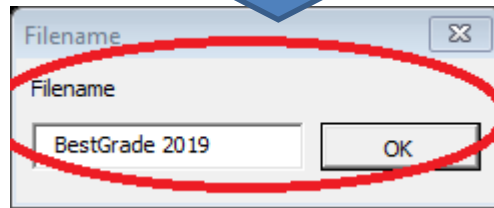

baada ya kubofya, Mwonekano huu utaonekana.   Bofya Mshale

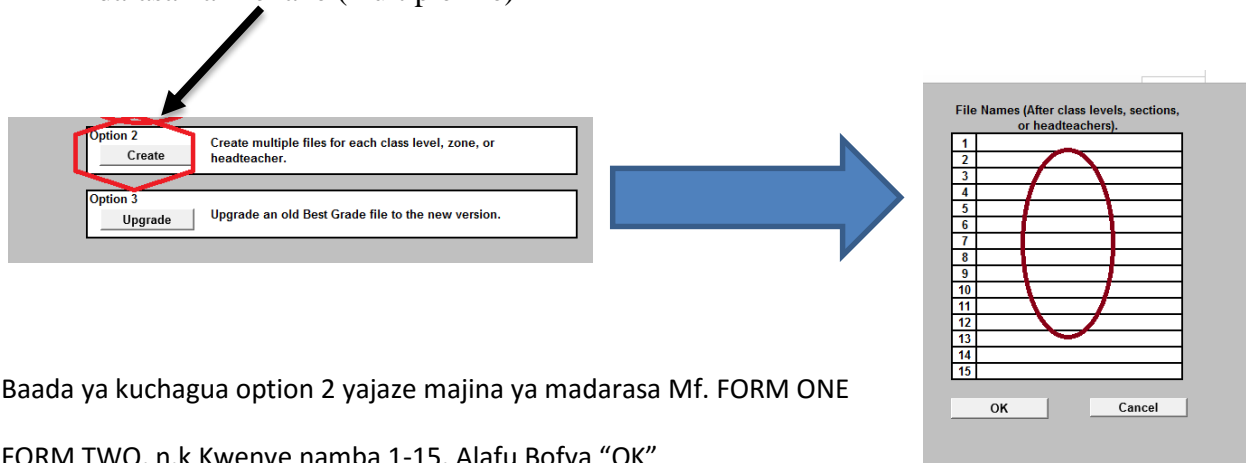Baada ya ku bofya mshale hapo juu, itaonyesha Machaguo Matatu

➢ Ikiwa utachagua chaguo l (option 1) maana yake umechagua mfumo mmoja utakao kuwa na madaras yote

Sasa ikiwa umechagua option1, Futa bestGrade 2019 andika jina la shule yako. Alafu bofya OK

Lakini

➢ Ikiwa umechagua Chaguo la 2 (option 2) ina maana umechagua mfumo wenye kila darasa na file lake (multiple file)
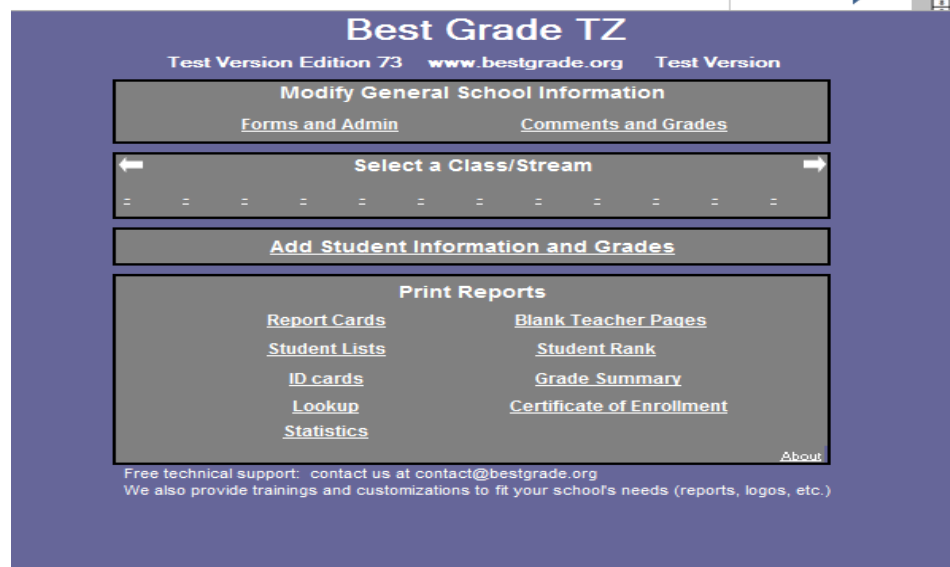

Baada ya kuchagua option 2 yajaze majina ya madarasa Mf. FORM ONE

FORM TWO, n.k Kwenye namba 1-15. Alafu Bofya "OK"

Kwa option zote Mbili Baada yak u bofya OK subiri kidogo mfumo ujitengeneze

Mwisho kabisa mfumo utaonekana ivi

Sasa uwekaji wa programu (Installation) kwenye kompyuta yako umekamilika. HONGERA

Zoezi linalo fuata sasa ni

- Kuingiza Taarifa za shule na madarasa(mikondo)
- Kuingiza taarifa za mwanafunzi pamoja na matokeo yake
- Kuchapisha report(kuprint) na report mbali mbali za mwanafunzi au za kitaaluma
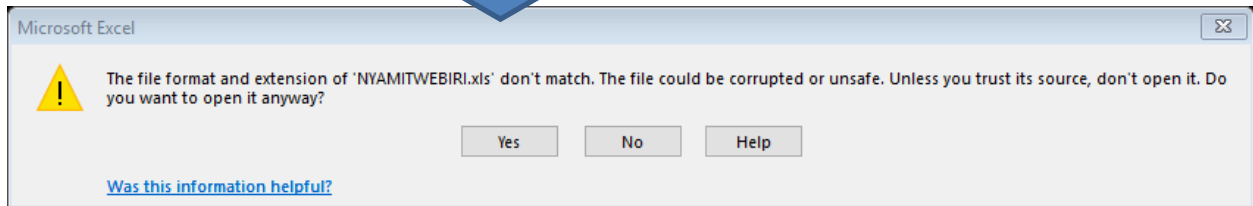- Kutengeneza krusa za mwalimu (crate teachers page)

Haya mazoezi unaweza kutazama kwnye YUTUBE kwa kutumia link nilizo weka hapo chini

https://www.youtube.com/watch?v=y4YgbUS0rEU

https://www.youtube.com/watch?v=GO-JzilLiXA   Swahili Version

N:B Mwanzo unapotumia huu mfumo kwa baadhi ya kompyuta unapokuwa unafungua unaweza ukaona hii message. Tafadhali usiogope

Microsoft Excel

⚠ The file format and extension of 'NYAMITWEBIRI.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

[Yes]   [No]   [Help]

Was this information helpful?

Uonapo huu ujumbe bofya YES. Na endelea na shughuli zingine