

MWONGOZO

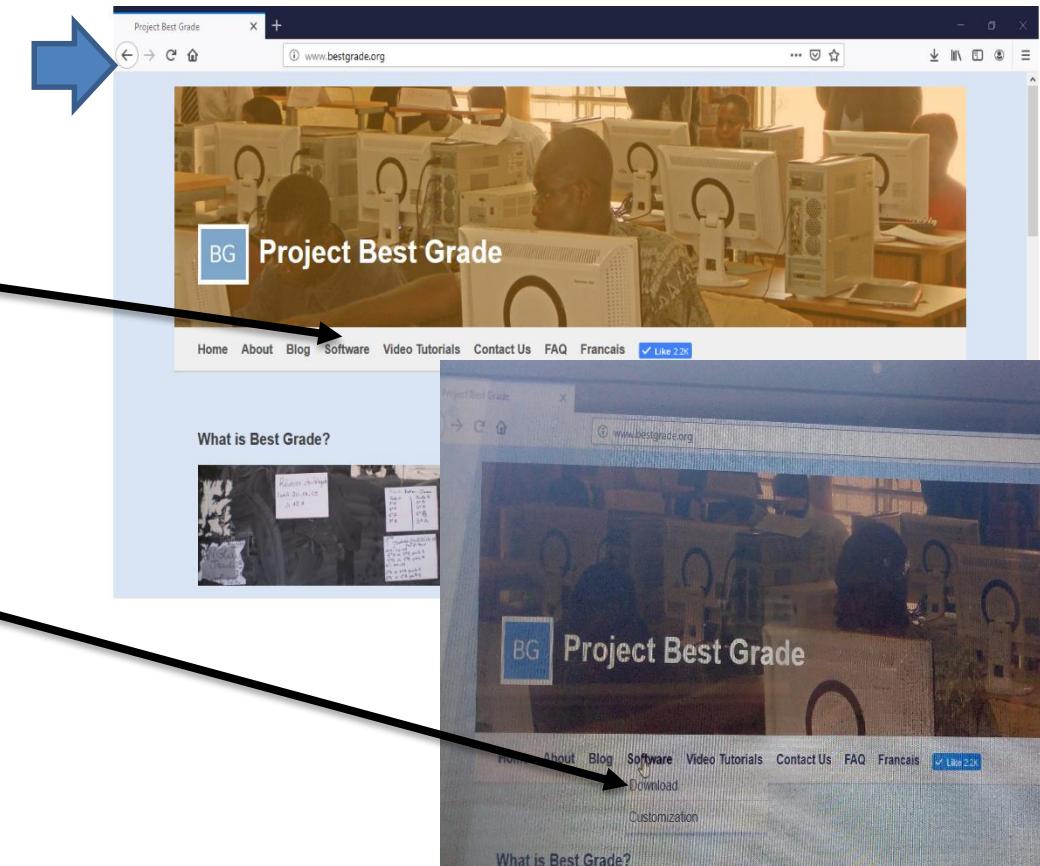
HATUA ZA KUJIFUNZA PROGRAMU YA BEST GRADE

- 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

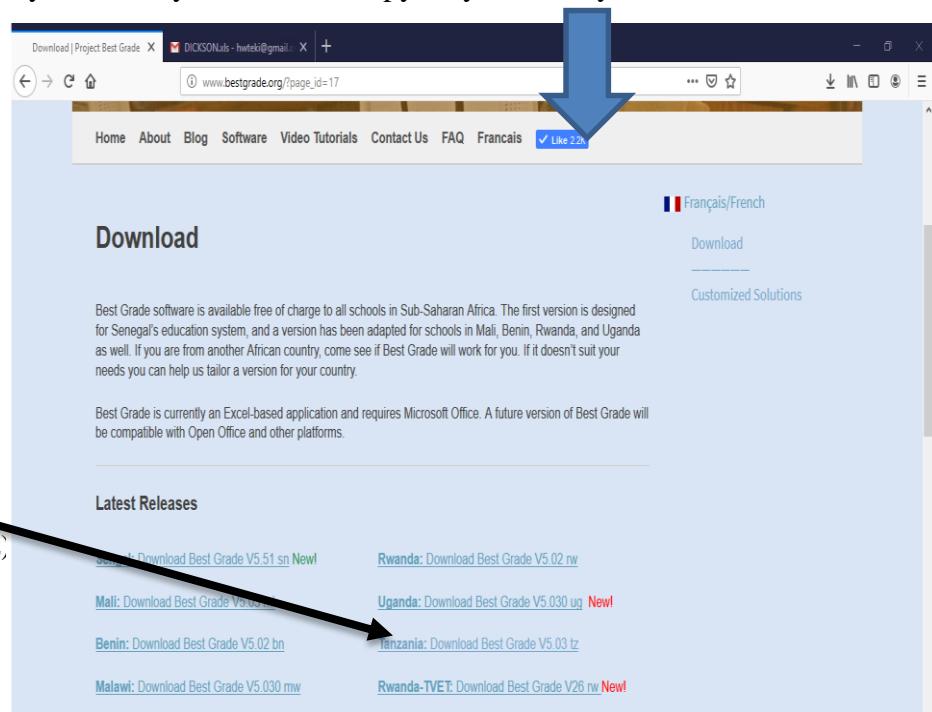
- Tembelea tovuti ya www.bestgrade.org

Itaonyesha kama ivi

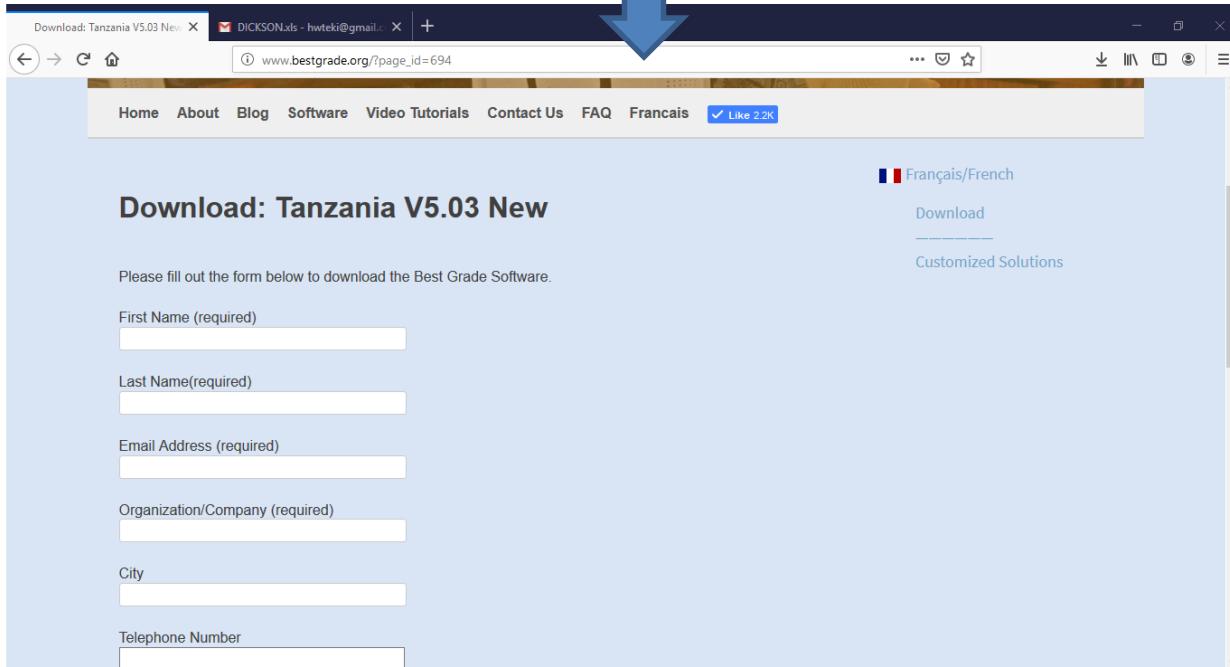


- Baada ya kuchagua download kwenye sehemu ya software compyuta yako itaonyesha hivi

➤ 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)



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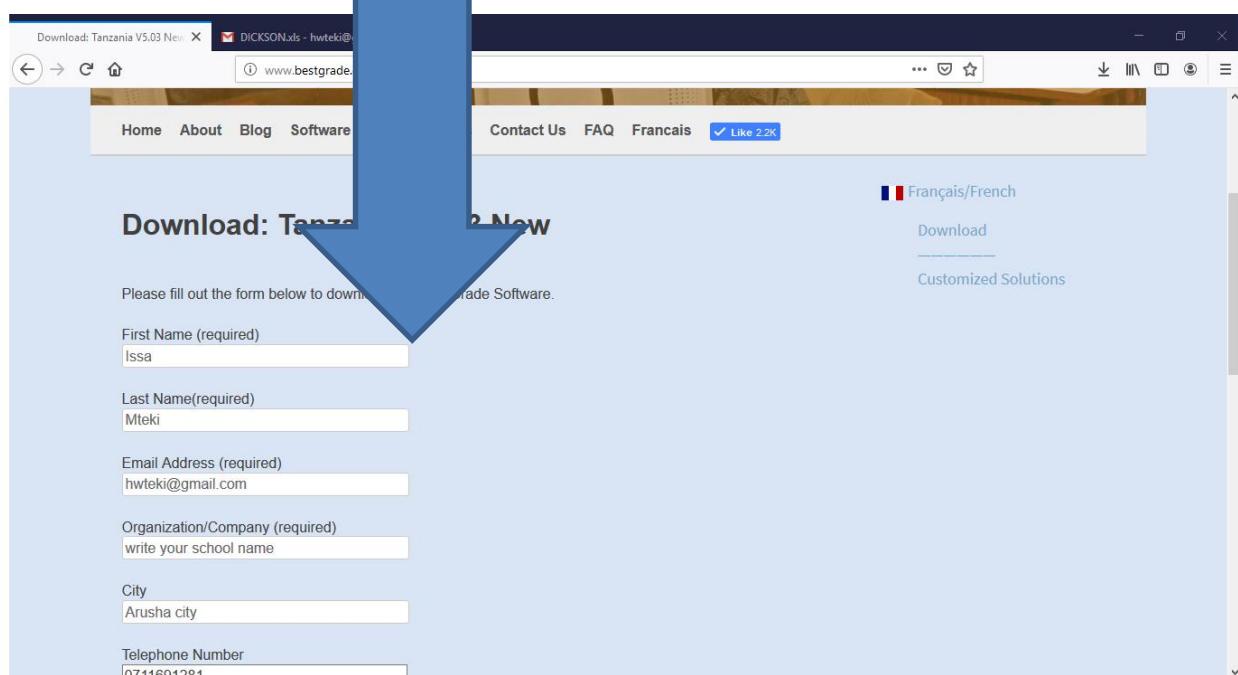
Organization/Company (required)

City

Telephone Number

Sasa anza kujaza fomu, toa barua pepe amabyo nis halali. Maana utatumwa kwa barua pepe uliyotoa wakati unajaza fomu

Fomu inajazwa kama hivi



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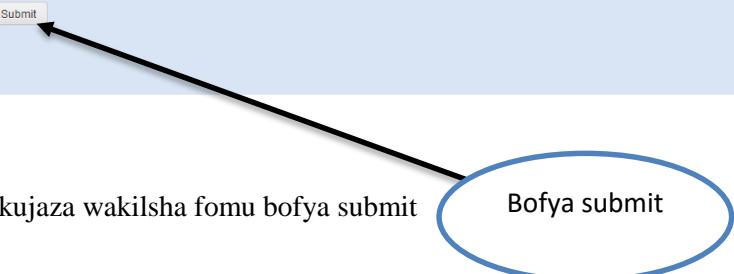
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 Arusha city

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ARUSHA
Does your school/establishment already use Best Grade?
 Yes No
For how long has your school used Best Grade?

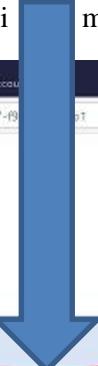
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 ISSA MTEKI
Do you have any suggestions on how to improve Best Grade?

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Ukimaliza kujaza wakilsha fomu bofya submit

Bofya submit

Ikiwa uwasilishaji umekamilika utoana hii  massage chini ya neon submit

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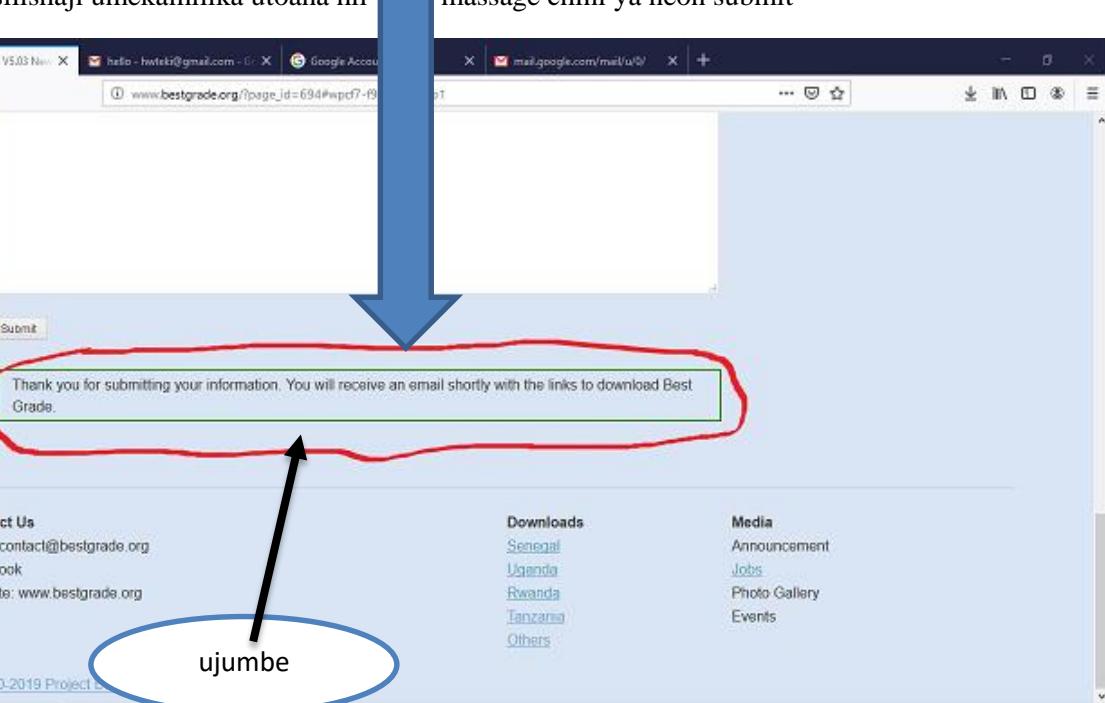
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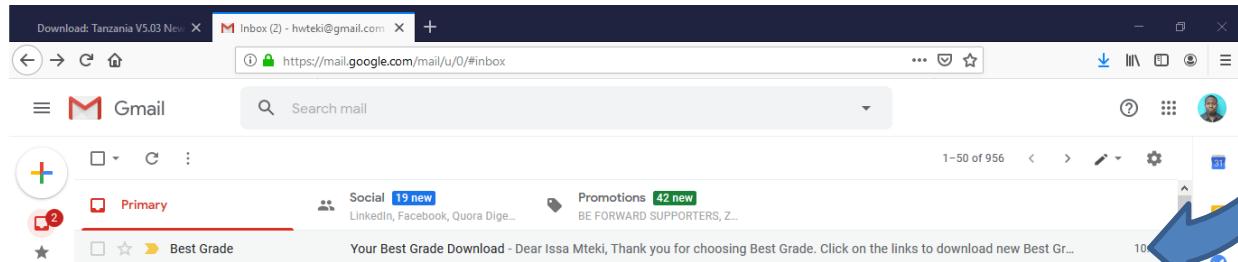
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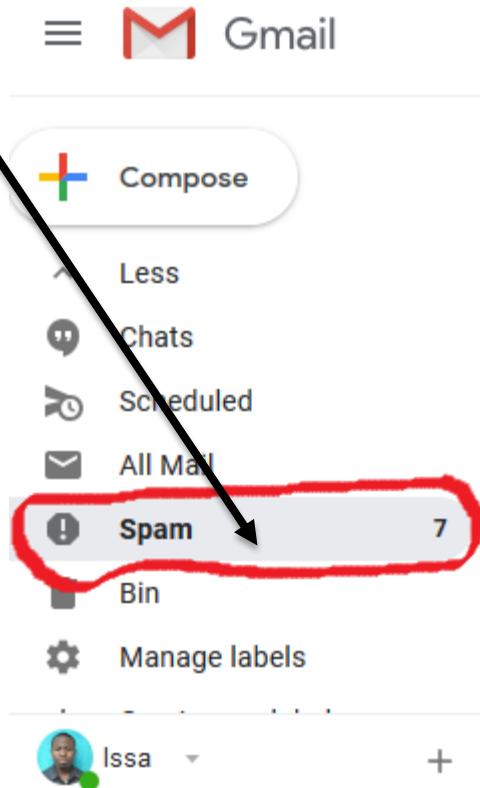
ujumbe

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 kw nye akaunti yako ya barua pepe. Barua pepe ya Best grade itaonysha hivi



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



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

A screenshot of an email message from 'Best Grade <Contact@bestgrade.org>' to 'Issa Mteki'. The subject is 'Your Best Grade Download'. The message body starts with 'Dear Issa Mteki,' and says 'Thank you for choosing Best Grade. Click on the links to download new Best Grade files. Please note that these links are valid for up to two weeks. If you have any questions or comments, don't hesitate to contact us at contact@bestgrade.org'. Below the message are three download links: 'TanzaniaV5.03 v75 Best Grade Install', 'Tanzania V5.03 Best Grade Instructions', and 'Tanzania V5.03 Create Teacher Pages'. Three blue arrows point from the text above to these download links.

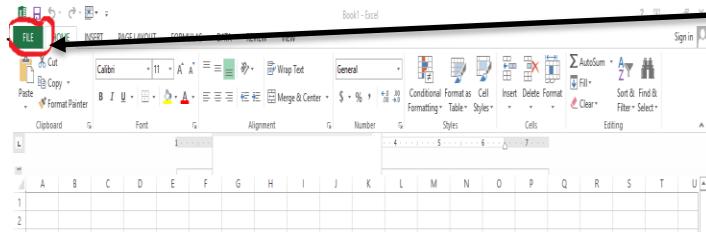
Ukimaliza kupakua, tulia na tuendelee kwenye hatua nyingine.

Hatua ya 2: Kuwezesha MACROS

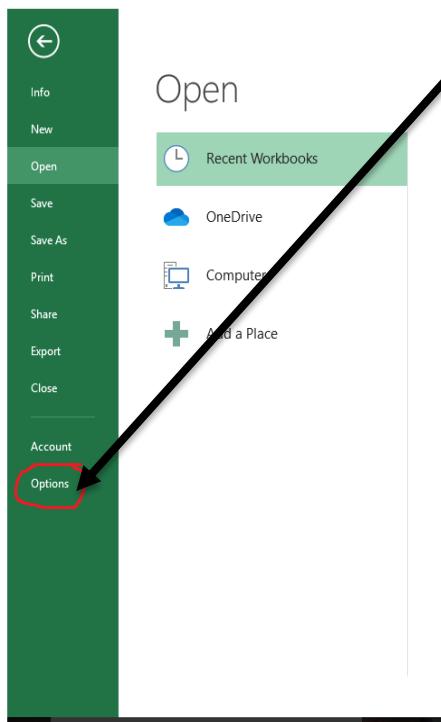
Kabla ya kufungua(install) programu unatakiwa kuwezesha Macros kwenye kompyuta yako. Ili uweze ku install viziri na kiurahisi. Usipo wezesha macros hautoweza ku install (kufunga) programu kwenye kompyuta yako

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

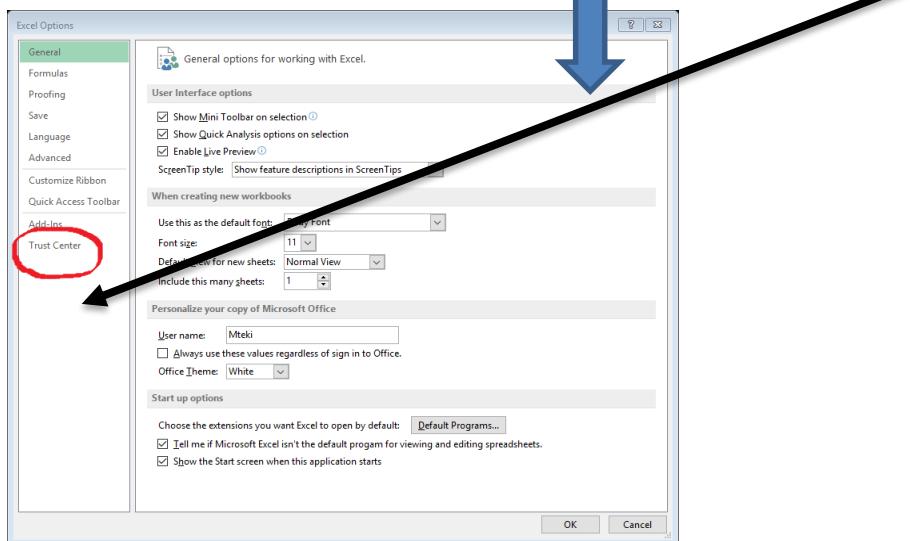
- Fungua Microsoft EXCEL baada ya hapo nenda kwenye file/ office ball, angalia kona ya



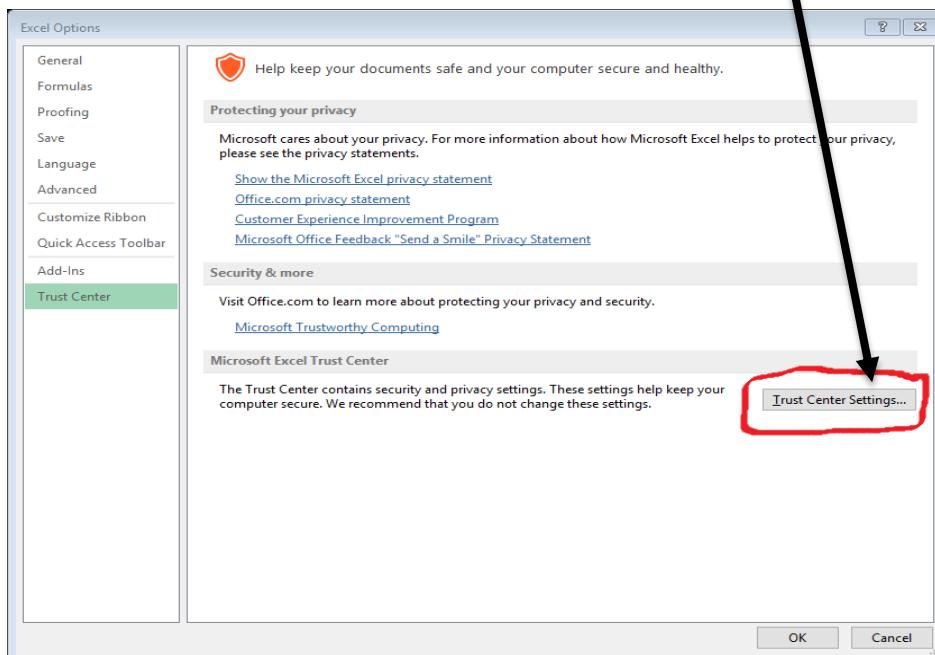
Kwa upande wa kushoto bofya chaguo “(option)”



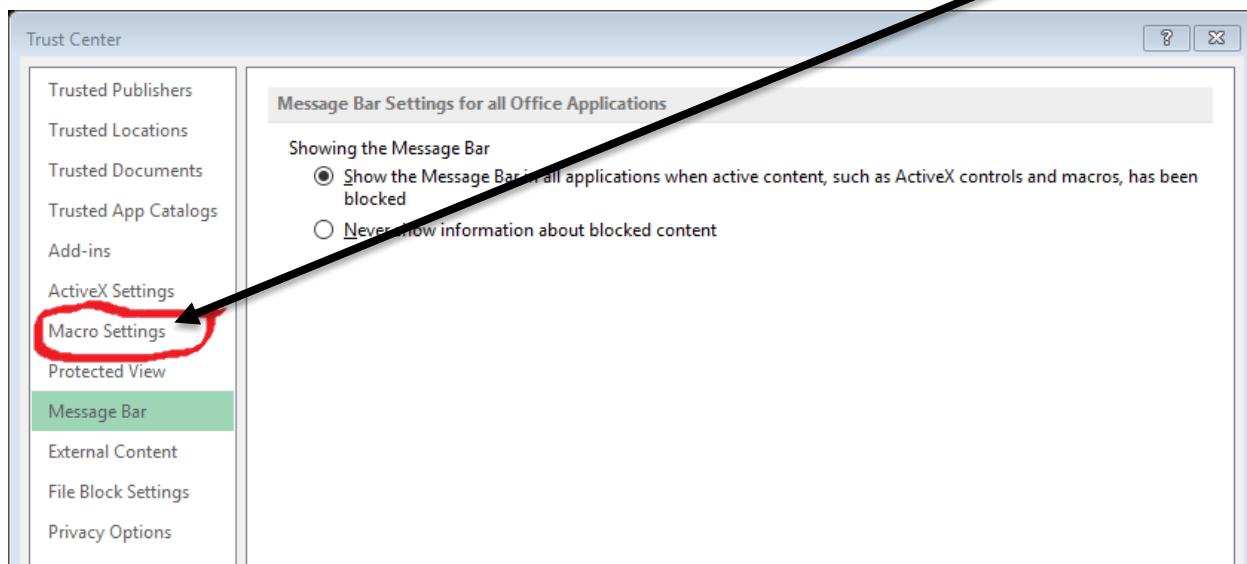
Baada ya kubofya chaguo (option) itaonyesha mwonekano huu Nenda trust center



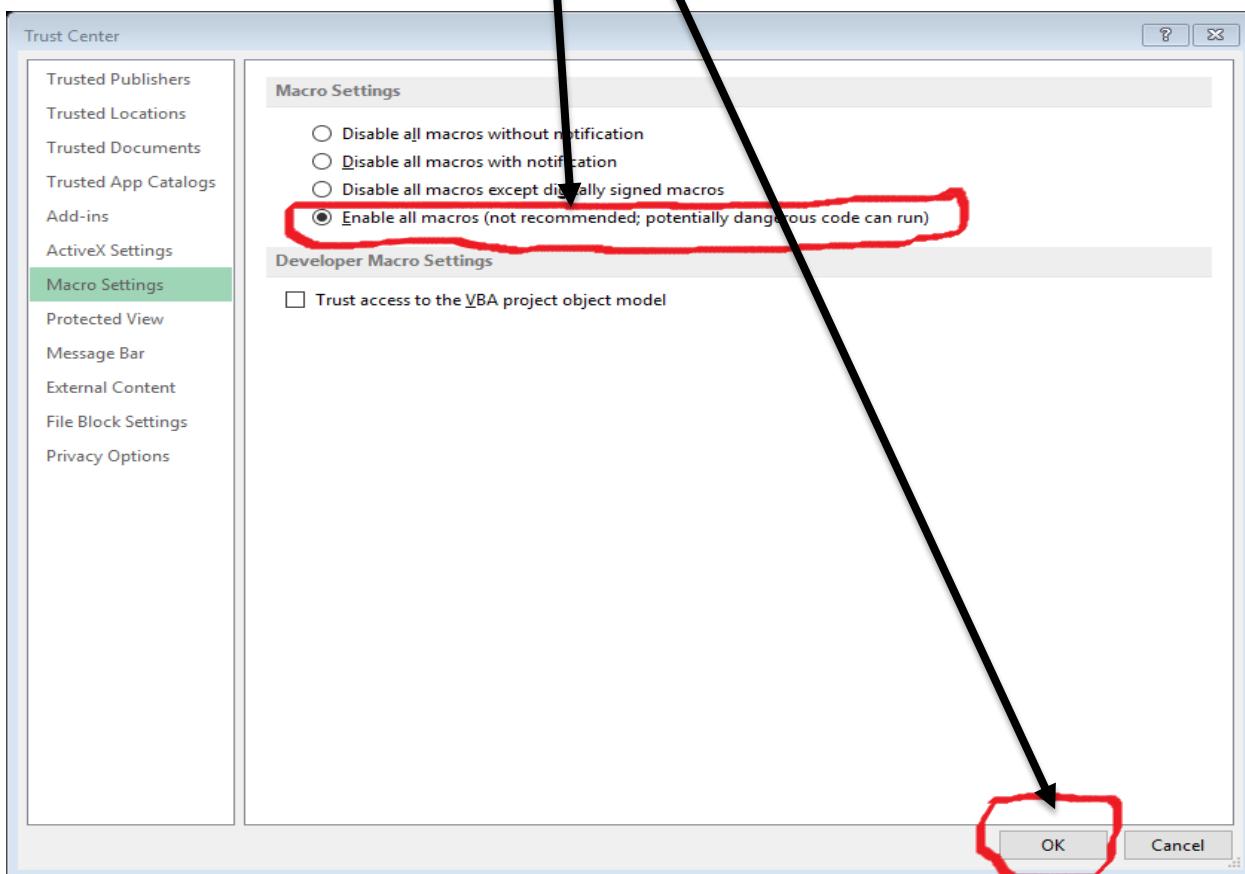
Baada ya kubofya Trust center itaonyesha mwonekano huu, Nenda kenyé trust center setting (I bofye)



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



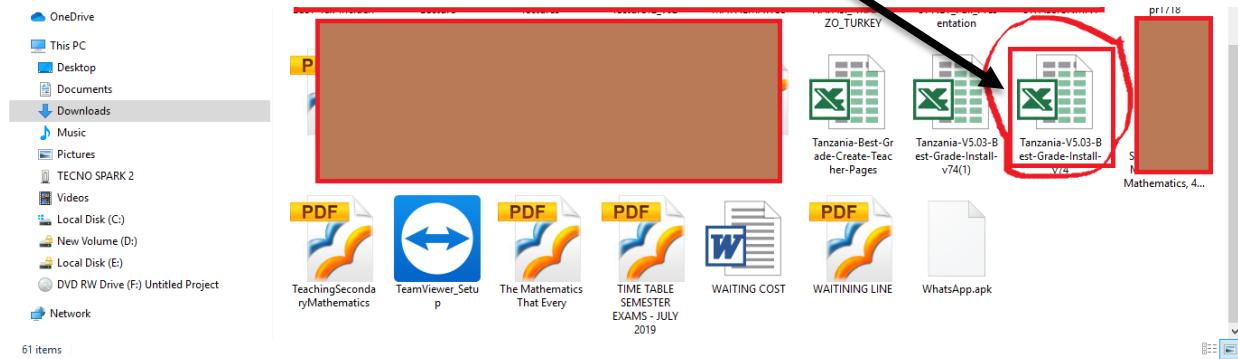
Baada ya kubofya Macro setting. Chagua "Enable all macros" (not recommended, potential dangerous code can run). Baada ya hapo bofya "OK"



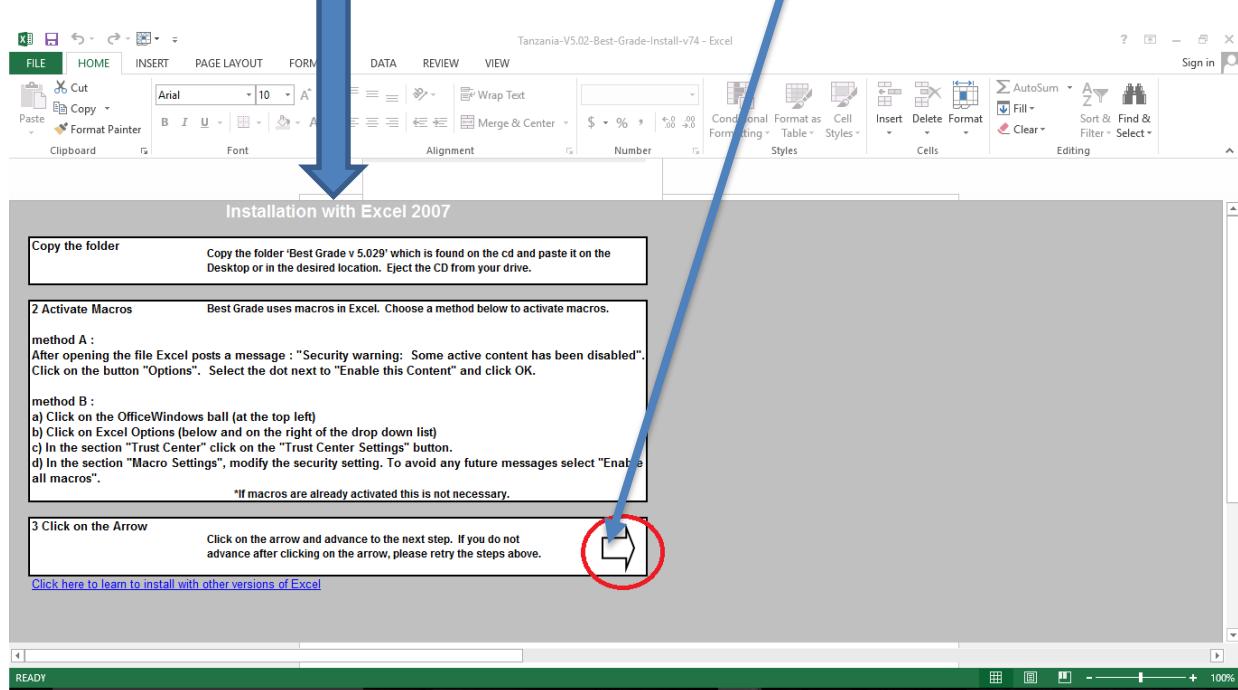
Mpaka hapo Tayari uwezeshaji wa macros kwenye kompyuta yako Umezeshwa, hatua inayo fuata ni kuweka (install) sasa programu

HATUA 3: Uwekaji wa programu (INSTALLATION)

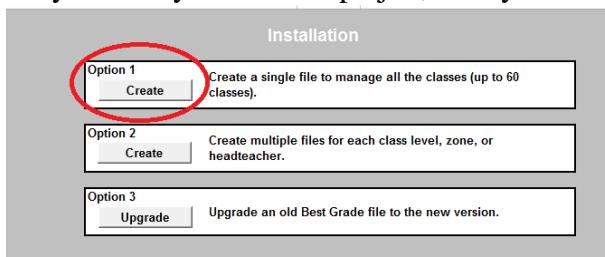
Sasa nenda kwenye file la downloads kwenye kompyuta yako, fungua programu ulio download kwenye Email yako (inakuwa inaonekana ivi kwenye kompyuta) ibofya



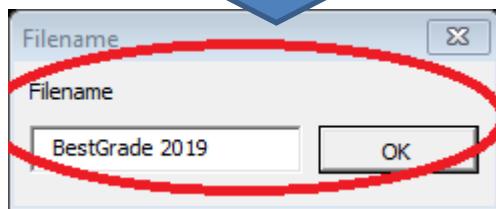
baada ya kubofya, Mwonekano huu utaonekana. Bofya Mshale



Baada ya ku bofya mshale hapo juu, itaonyesha Machaguo Matatu

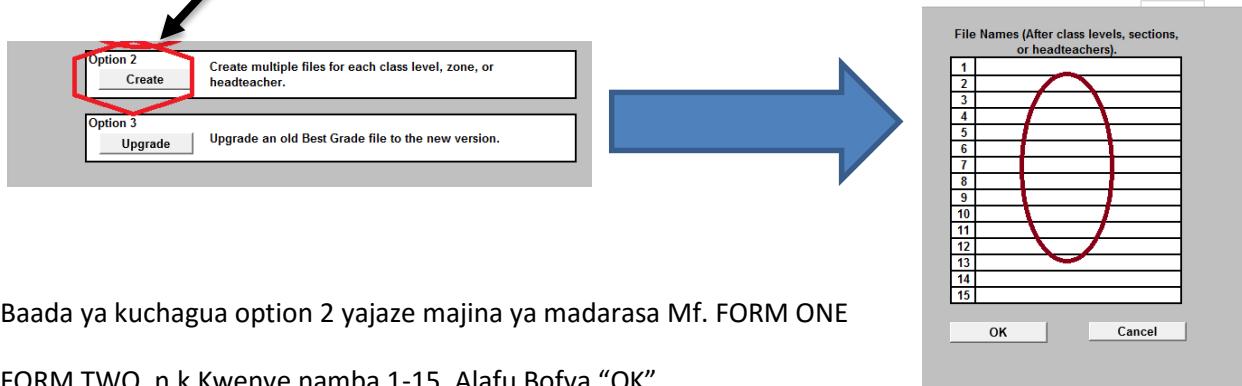


- Ikiwa utachagua chaguo 1 (option 1) maana vake umechagua mfumo mmoja utakao kuwa na madaras yote



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 wenyewe kila darasa na file lake (multiple file)

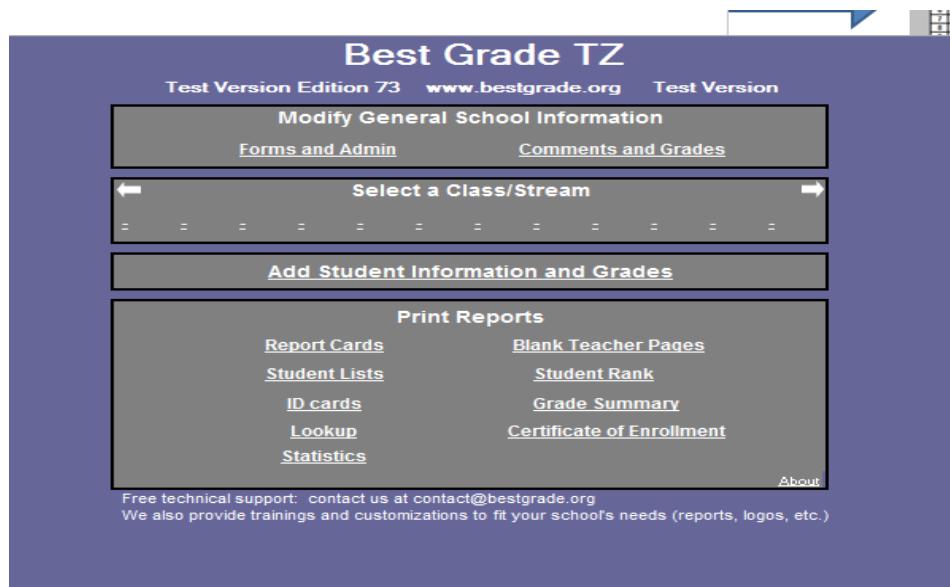


Baada ya kuchagua option 2 yajaze majina ya madarasa Mf. FORM ONE

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

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

Mwisho kabisa mfumo utaonekana ivi



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

Zoezi linalo fuata sasa ni

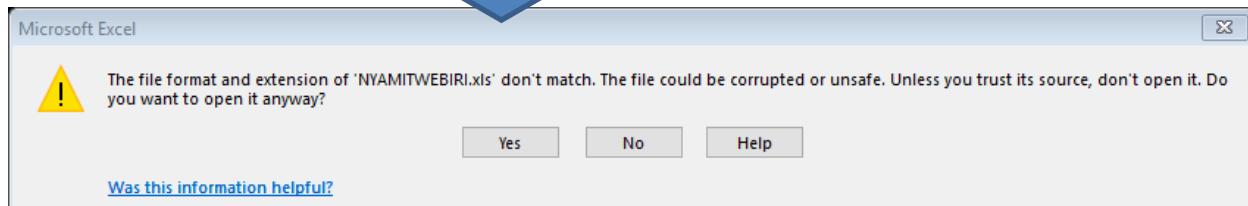
- Kuingiza Taarifa za shule na madarasa(mikondo)
- Kuingiza taarifa za mwanafunzi pamoja na matokeo yake
- Kuchapisha report(kuprint) na report mbali mbali za mwanafunzi au za kitaaluma
- Kutengeneza krusa za mwalimu (crate teachers page)

Haya mazoezi unaweza kutazama kw nye YOUTUBE kwa kutumia link nilizo weka hapo chini

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

<https://www.youtube.com/watch?v=GO-JzILiXA> Swahili Version

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



Uonapo huu ujumbe bofya YES. Na endelea na shughuli zingine

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