Parents Step by Step Guide

1. Download the App: Get the app on Playstore.
2. Find Your Child: Track your child's progress on the Progress Tracker.
3. Login: Access your child's information on Section 16.
4. Landing Page: Visit the Field Visit Participation page.
5. Confirm Details: Verify your child's details under Administration and Contribution.
6. Check Tour Schedule: See the field visit day for your child's cluster on the Tour Schedule.
7. Register for Visits: Sign up for field/industrial visits.
8. Make Payment: Pay your contribution.
9. Check Statement: View your balance.
10. Navigate the System: Explore the system's features.
11. Learning Resources: Discover educational resources on the system.
12. Skills Audit: Complete a skills audit after a tour.
13. Tour Report: Submit a tour report after a tour.
14. Skills Gap Assessment: Complete a skills gap assessment after a tour.
15. Innovations: Encourage your child to document their innovations after a tour.
16. Project Support: Help your child with their projects after a tour.

Parents Dashboard

1. Check if all your children are appearing on the dashboard.
2. Check your Mailbox and start communicating with your child's teacher.
3. Check your child's End of term report.
4. Check your child's progress report
5. Check your child's school fees statement.
6. Check your child's placement details

See the illustrations below

1. **Get Started**: Download and install the Profile Blackboard app from Playstore
   https://play.google.com/store/apps/details?id=com.gmail.profileblackboardzw&pcampaignid=web_share or visit (www.profileblackboard.com)

2. **Find Your Child's Profile/ Verify Registration:** Search your child on the Progress Tracker by (name and surname) or "Vice versa" (surname then name). This step ensures that your child is registered on the system.

If you cant find your child contact our helpline on +263774455517 or reach out to their teacher.
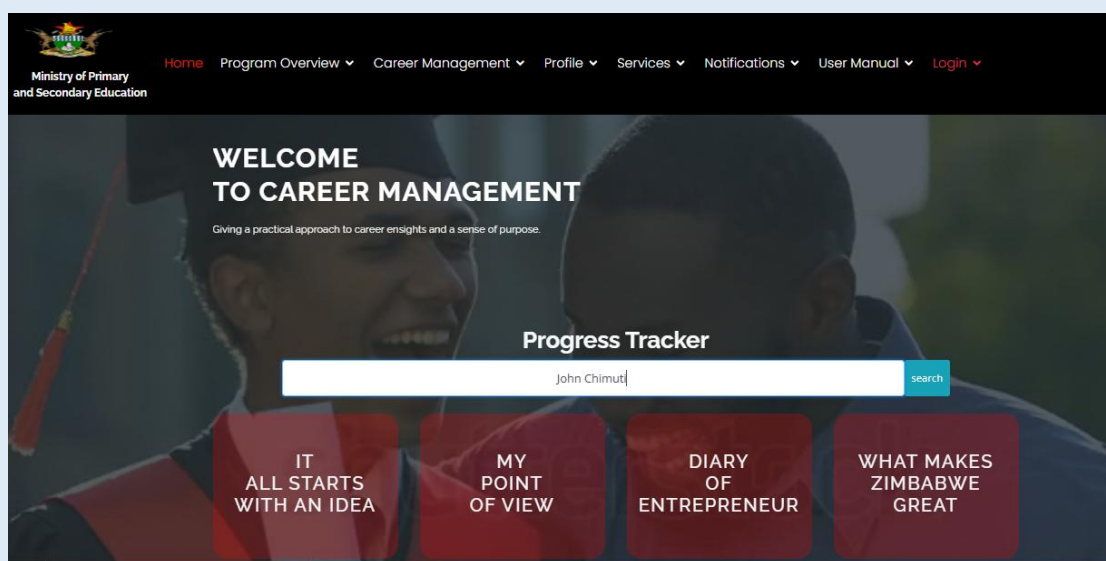
3. Access Your Child's Profile/ Child Dashboard login: Log in to your child's profile to stay updated.

- You can access it from number 16 on the Progress Tracker.
- Or go to the login page and select Log in As Student, then enter your child's credentials.
- Login Credentials: Use the email and password provided by the school.

Progress Tracker

1. **Student ID:** 25Z044A6651

2. **Career:** Agronomist

3. **Cluster:** Agriculture, Food And Natural Resources

4. **Sector:** Primary Sector

5. **Skills:** Assessment

6. **Skills Gap:** Management Courses

7. **Effects of Artificial Intelligence advancements on my career choice:** View

8. **School Degree:** Agriculture and Horticulture

9. **High School Subjects:** View Recommended Subjects

10. **Vocational Qualifications (trade tested):** View

12. **Heritage Identity:** Overview

13. **Problem Solving Articles:** View

14. **Labour Market:** View

15. **High School Exit Plan (My Vision):** View

16. **Student Dashboard:** Login

17. **Parent Dashboard:** Login

18. **Social Media Channels:** View our Channels

Accumulated Points 13%

`13%`

Welcome to Career Management System Login Portal

Login As:

-- Select Option --

User Email:

Password:

Login

OR

Register Now

Reset password?

4. Child's Landing Page: Read all instructions carefully and make any necessary adjustments.

5. Verify Child's Details
- Click on Administration & Contributions.
- Confirm your child's name, surname, and other details.

6. **Career Confirmation:** Confirm your child's chosen career path.

Step 1: Confirm your Child's Details

1. Confirm student's name: **Student Dummy**

1. Confirm your child's career: **Cyber Security Analyst**

2. Know your child's cluster — Information Technology

3. Confirm completion of **Skills Gap Assessment** — Yes

4. Confirm child's **High School Exit plan** — Yes

5. Confirm **placement** for your child — Yes

6. Confirm child's **placement trips** — Yes

Update

7. **Cluster Understanding:** Understand your child's cluster and its relevance to their career.

Step 1: Confirm your Child's Details

1. Confirm student's name: **Student Dummy**

1. Confirm your child's career: **Cyber Security Analyst**

2. Know your child's cluster

3. Confirm completion of **Skills Gap Assessment**

4. Confirm child's **High School Exit plan**

5. Confirm **placement** for your child

6. Confirm child's **placement trips**

Ministry of Primary and Secondary Education

Home Program Overview ⌄ Career Management ⌄ Profile ⌄ Services ⌄ Notifications ⌄ User Manual ⌄ Login ⌄

WELCOME TO CAREER CLUSTERS

|	
Agriculture, Food, and Natural Resources	Architecture and Construction
Arts, Audio/Video Technology and Communications	Business Management and Administration
Education and Training	Energy
Environment	Health Science
Hopitality and Tourism	Human Services

8. Field/Industrial Visit Updates

- Click on Tour Schedule.
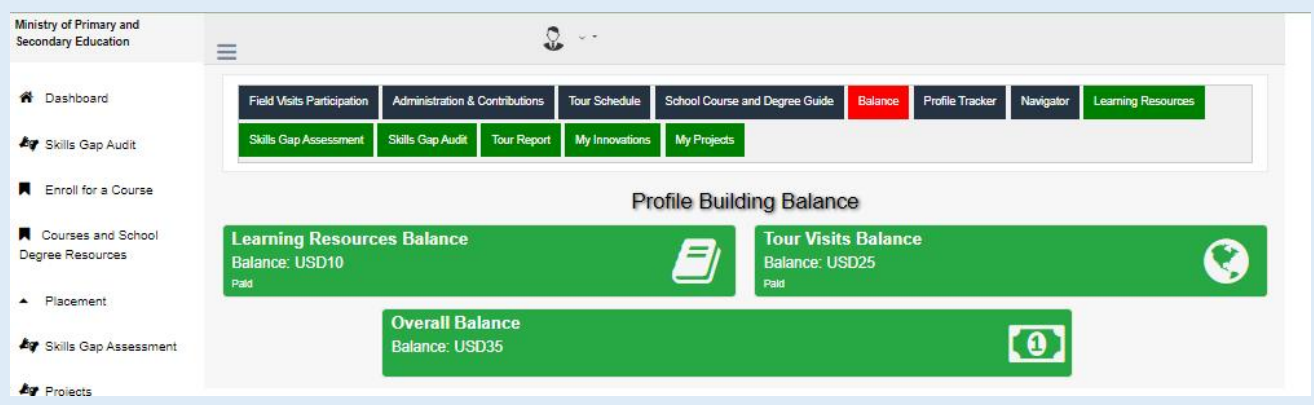- Check for upcoming field/industrial visits.
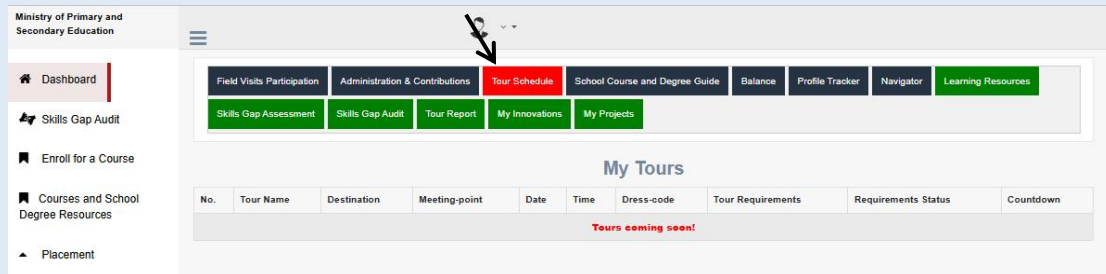
9. Field/Industrial Visits Registration: Register your child for field/industrial visits.
- Finish your registration by completing steps 1 to 3.
- Contact the helpline +263 713 962 887 for any field/industrial visits related queries.
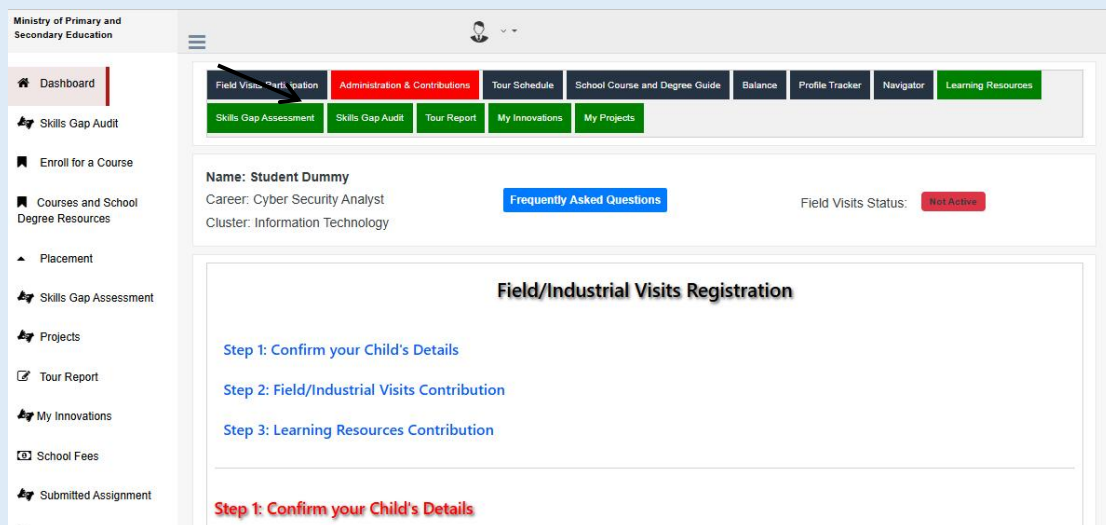

10. Check your statement on Balance

11. Prepare for Visits: Prepare your child for field/industrial visits, focusing on skills gap courses.

12. Guide Observations: Discuss observations made by your child during field/industrial visits, encouraging them to reflect on experiences, develop critical thinking, and connect theory to practice in a supportive environment.

13. Providing Feedback: Engage with your child after field/industrial visits ask questions like:
- What did you observe?
- What did you like about the trip?
- What did you learn?
- How does the field/industrial visit help you in your project?

14. Help your child complete tasks on all the Green Action buttons.
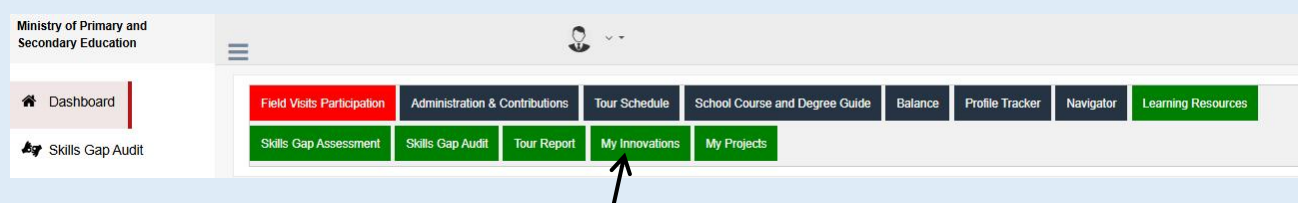
15. Discover Learning Resources

16. Help your child complete Skills Gap Audit after a tour.

17. Help your child complete Skills Gap Assessment after a tour.

18. Help your child complete Tour Report after a tour.

19. Help your child complete their project after a tour

20. Help your child complete their Innovations after a tour

21. Article Writing: Guide your child in writing Problem Solving Articles related to their experiences.

22. Profile Building: Help build your child's profile, showcasing their skills and experiences.

23. Track Progress: Stay updated on your child's academic and skills development progress.

24. Explore the System: Discover interactive features and tools on the system.

Parents Dashboard Features

Parent Dashboard login: Log in to your dashboard.
- You can access it from number 17 on the Progress Tracker.
- Or go to the login page and select log in as Parent, then enter your credentials.
- Login Credentials: Use the email and password provided by the school.

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Login As:
-- Select Option --

User Email:

Password:
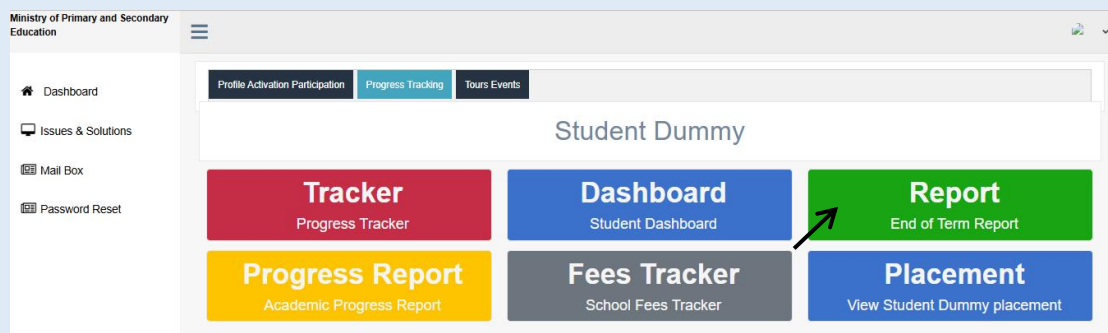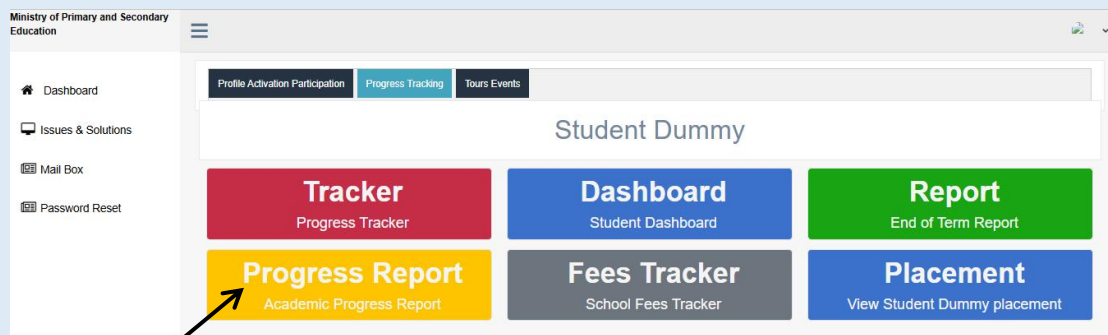
Login
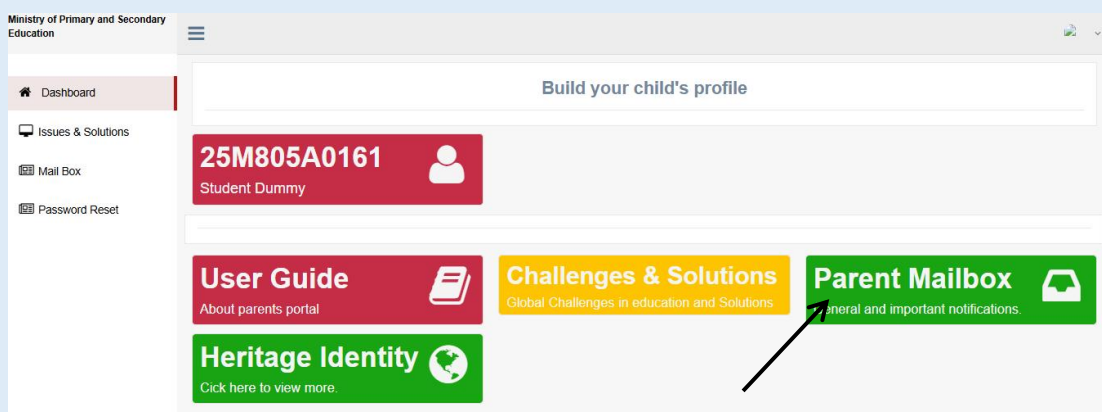
OR

Register Now

Reset password?

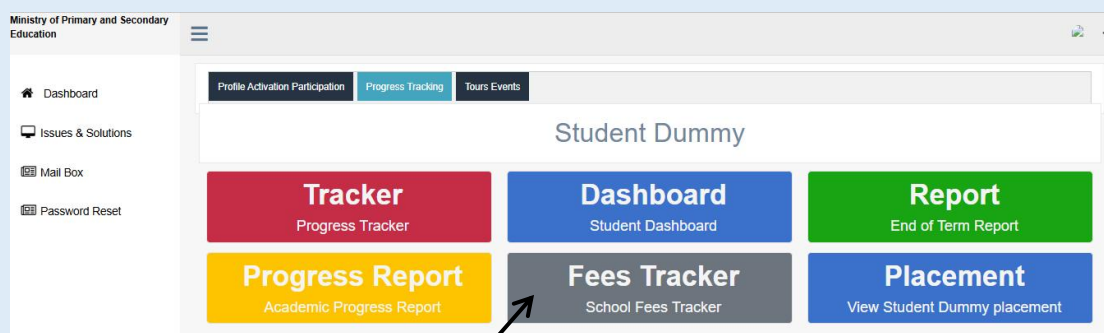1. **End of Term Reports:** Check your child's end of term reports.

2. **Progress Reports:** Check your child's progress reports.
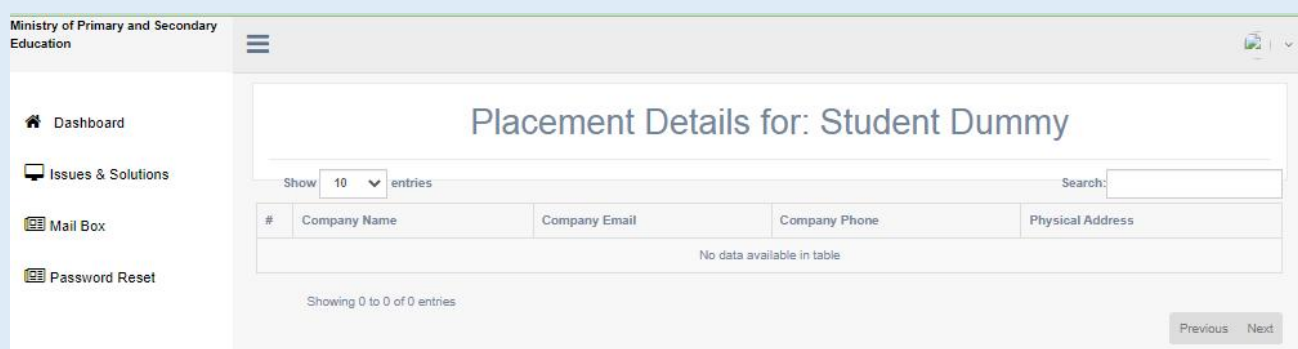

3. **Teacher Communication:** Communicate with teachers via the Parent Mailbox to stay updated on your child's performance.

4. **School Fees Statements:** Access school fees statement for your child on the Fees Tracker.

5. Check your child's placement details

ADDITIONAL PARENT RESPONSIBILITIES

1. **Regularly Review Progress:** Regularly review your child's progress, identifying areas of strength and weakness.

2. **Set Goals and Expectations:** Collaborate with your child to set realistic goals and expectations.

3. **Encourage Reflection:** Encourage your child to reflect on their experiences, identifying lessons learned and areas for improvement.

4. **Foster a Growth Mindset:** Encourage your child to view challenges as opportunities for growth and development.

5. **Stay Informed:** Stay informed about industry trends, job market requirements, and career advice.