

Teachers Step by Step Guide

1. Download the App: Get the Profileblackboard app from the Play Store.
2. Find a Learner: Use the Progress Tracker to search for a learner by typing their full name.
3. Learner Login: Refer to Section 16 for logging in a child.
4. Parent Verification: Parents can verify their child's details under "**Administration and Contribution**".
5. Tour Schedule: Check the tour schedule by navigating to **Tour Schedule** section.
6. Register for field/Industrial Visits: Sign up for field/industrial visits.
7. Make Contributions: Go to "**Administration and Contribution**" to make Contributions.
8. Check Contributions: View your contributions by going to "**Balance**".
9. Navigate the System: Go to "**Navigator**" to explore the system.
10. Learning Resources: Access educational resources on the system.
11. Skills Audit: Parents, complete the skills audit form after each tour.
12. Tour Report: Parents, submit a tour report after each tour.
13. Skills Gap Assessment: Parents, complete a skills gap assessment after each tour.
14. Innovations: Encourage your child to document innovations after each tour.
15. Project Support: Assist your child with projects after each tour.

Teacher Dashboard

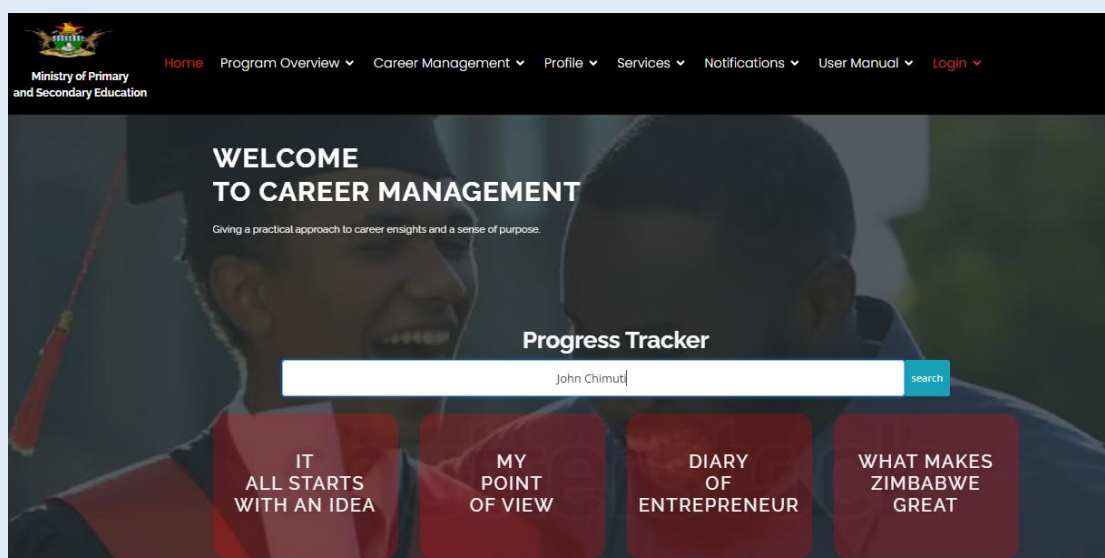
1. How do I see learners in my class?
2. How do I write termly report?
3. How do I write progress report?
4. How do I add parents?
5. How do I add Transporters?
6. How do I add placement details for my learners?
7. How do I view all parent emails for my class?
8. How do I change my learners' career?

Parent Dashboard Features

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 Profileblackboard app from Playstore
https://play.google.com/store/apps/details?id=com.gmail.profileblackboardzw&pcampaignid=web_share or visit (www.profileblackboard.com)
2. **Find a Learner/ Verify Registration:** Search a learner on the Progress Tracker by (name and surname) or "Vice versa" (surname then name). This step ensures that a learner is registered on the system.



3. **Access a learner's Profile/ Learner Dashboard login:** Log in to a learner'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 the learner's credentials.
 - Login Credentials: Use the email and password provided by the school.

Progress Tracker

1. Student ID: 25Z044A6651	10. Vocational Qualifications (trade tested): View
2. Career: Agronomist	12. Heritage Identity: Overview
3. Cluster: Agriculture, Food And Natural Resources	13. Problem Solving Articles: View
4. Sector: Primary Sector	14. Labour Market: View
5. Skills: Assessment	15. High School Exit Plan (My Vision): View
6. Skills Gap: Management Courses	16. Student Dashboard: Login
7. Effects of Artificial Intelligence advancements on my career choice: View	17. Parent Dashboard: Login
8. School Degree: Agriculture and Horticulture	18. Social Media Channels: View our Channels
9. High School Subjects: View Recommended Subjects	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. Learner's Landing Page: Read all instructions carefully and make any necessary adjustments.

Ministry of Primary and
Secondary Education

Dashboard

Skills Gap Audit

Enroll for a Course

Courses and School
Degree Resources

Placement

Skills Gap Assessment

Projects

Tour Report

My Innovations

School Fees

Submitted Assignment

Company requests

Field Visits Participation

Administration & Contributions

Tour Schedule

School Course and Degree Guide

Balance

Profile Tracker

Navigator

Learning Resources

Skills Gap Assessment

Skills Gap Audit

Tour Report

My Innovations

My Projects

Name: Student Dummy

Career: Cyber Security Analyst

Cluster: Information Technology

Frequently Asked Questions

Field Visits Status: Not Active

Contents

Section 1: Field/Industrial Visit Participation Overview

Section 2: Field/Industrial Visit Contributions Explained

Section 3: Why Investing in Learning Resources Matters

Section 4: Profiling Point System

Section 5: Why Parent Involvement Matters

Section 6: Field/Industrial Visits Participation Registration

5. Verify Child's Details

- Click on **Administration & Contributions**.
- Confirm your child's name, surname, and other details.

Step 1: Confirm your Child's Details

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

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

Yes

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

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**

Yes

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**

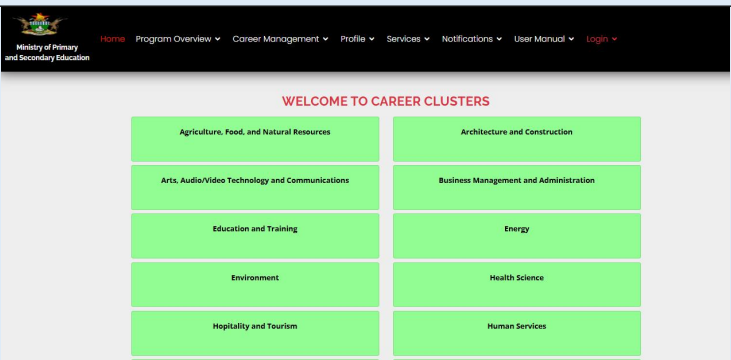
Yes

Update

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

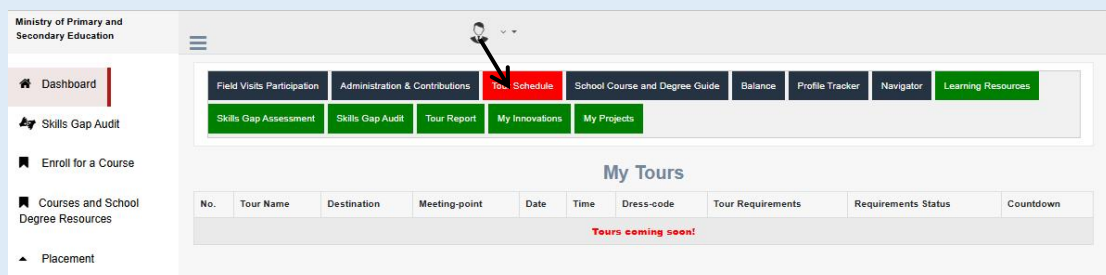
Step 1: Confirm your Child's Details

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**



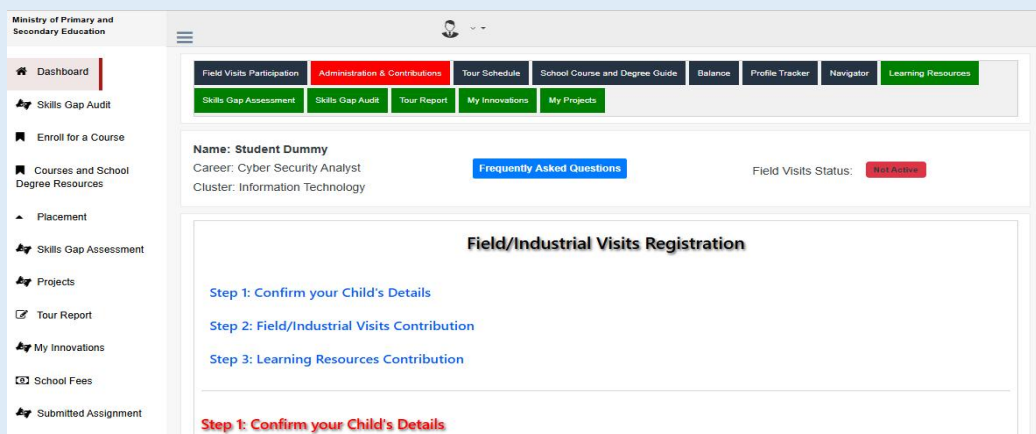
8. Field/Industrial Visit Updates

- 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 Contribution Statement on Balance

The screenshot shows the Ministry of Primary and Secondary Education portal. The left sidebar contains a navigation menu with items: Dashboard, Skills Gap Audit, Enroll for a Course, Courses and School Degree Resources, Placement, Skills Gap Assessment, and Projects. The main content area has a top navigation bar with buttons: Field Visits Participation, Administration & Contributions, Tour Schedule, School Course and Degree Guide, Balance (highlighted in red), Profile Tracker, Navigator, and Learning Resources. Below this is a sub-navigation bar with buttons: Skills Gap Assessment, Skills Gap Audit, Tour Report, My Innovations, and My Projects. The main content area is titled 'Profile Building Balance' and displays three green boxes: 'Learning Resources Balance' (Balance: USD10, Paid), 'Tour Visits Balance' (Balance: USD25, Paid), and 'Overall Balance' (Balance: USD35, Paid). Each box has an icon representing its category.

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.**


The screenshot shows the Ministry of Primary and Secondary Education portal. The left sidebar contains a navigation menu with items: Dashboard and Skills Gap Audit. The main content area has a top navigation bar with buttons: Field Visits Participation, Administration & Contributions, Tour Schedule, School Course and Degree Guide, Balance, Profile Tracker, Navigator, and Learning Resources. Below this is a sub-navigation bar with buttons: Skills Gap Assessment, Skills Gap Audit, Tour Report, My Innovations, and My Projects. An arrow points to the 'My Innovations' button, which is highlighted in green.


15. Discover Learning Resources


Ministry of Primary and Secondary Education








 Dashboard


 Skills Gap Audit


 Enroll for a Course


 Courses and School Degree Resources


 Placement

 Skills Gap Assessment

 Projects

 Tour Report

 My Innovations

 School Fees

Contents

[Section 1: Cluster Introduction](#)

[Section 2: Skills Gap Courses List](#)

[Section 3: Field/Industrial Visit Registration](#)

[Section 4: School Degree Resources](#)

[Section 5: Library Resources](#)

Personal Details

Name: John Chimuti


Cluster: Agriculture


Career: Agronomist


Section 1: Cluster Introduction


16. Parents, help your child complete Skills Gap Audit after each tour.


Ministry of Primary and Secondary Education








 Dashboard


 Skills Gap Audit


 Enroll for a Course


 Courses and School Degree Resources


 Placement

 Skills Gap Assessment

 Projects

 Tour Report

 My Innovations

 School Fees

Skills Audit

- Firstly, click the blue button to access the answering guider and instructions.
- Read and understand the instructions before answering any question.
- Do not submit until you are sure.

[Click to view the Answering Guider](#)


1. Career Description


2. Development Profile

17. Parents, help your child complete Skills Gap Assessment after each tour.

Ministry of Primary and Secondary Education






 Dashboard

 Skills Gap Audit

 Enroll for a Course

 Courses and School Degree Resources

 Placement

 Skills Gap Assessment

 Projects


Skills Gap Assessment


1. Active Listening


2. Leadership


18. Parents, help your child complete Tour Report after each tour.


Ministry of Primary and Secondary Education








 Dashboard


 Skills Gap Audit


 Enroll for a Course


 Courses and School Degree Resources


 Placement

 Skills Gap Assessment

 Projects

 Tour Report

 My Innovations

 School Fees

Submit Your Assessment

Assesment Name *

Select Assignment

Problem Identified (specify)

Write Description here...

State and analyse the problem as clearly as possible

Write problems identified here...

Generate possible solutions

Write your solutions here...

19. Parents, help your child complete their project after a tour

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Submit Your Projects

Assessment Name *

Project Title

Project Description

Choose Video File

20. Parents, help your child complete their Innovations after a tour.

Ministry of Primary and Secondary Education

You have no innovations uploaded

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

Ministry of Primary and Secondary Education

Problem Solving Articles

Posting on the blackboard allow learners to share their insights on addressing our nation's challenges. It provides students across all ten provinces with equal opportunities to engage in nation-building.

This space is designed to foster creative thinking among learners. Our goal is to help every student recognize problems early on and begin developing solutions. This initiative allows learners from across the country to showcase their creativity and innovation.

Posted Articles:

1. It all starts with an idea
2. My Point of View
3. Diary of Entrepreneur
4. What makes Zimbabwe Great

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

The screenshot shows the 'Profile Building' section of the Ministry of Primary and Secondary Education portal. The left sidebar contains a navigation menu with items: Dashboard, Skills Gap Audit, Enroll for a Course, Courses and School Degree Resources, Placement, Skills Gap Assessment, Projects, Tour Report, My Innovations, and School Fees. The main content area has a top navigation bar with tabs: Field Visits Participation, Administration & Contributions, Tour Schedule, School Course and Degree Guide, Balance, Profile Tracker (active), Navigator, and Learning Resources. Below this is a sub-navigation bar with tabs: Skills Gap Assessment, Skills Gap Audit, Tour Report, My Innovations, and My Projects. The main content area is titled 'Personal Information' and displays the following details:

- Student ID: 25Z044A6651
- Career: Agronomist
- Cluster: Agriculture, Food And Natural Resources
- Sector: Primary Sector
- Skills: [Assessment](#)
- Skills Gap: [Management Courses](#)
- Effects of AI advancements on my career choice: [View](#)
- School Degree: Agriculture and Horticulture
- High School Subjects: [View Recommended Subjects](#)
- High School Exit Plan (MY VISION): [View](#)
- Buttons: [Enroll for a skills gap management course](#), [Enroll for a School degree](#)
- Accumulated Points: 13% (with a progress bar)

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

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

The screenshot shows the 'Explore the System' section of the Ministry of Primary and Secondary Education portal. The left sidebar is identical to the previous screenshot. The main content area has a top navigation bar with tabs: Field Visits Participation, Administration & Contributions, Tour Schedule, School Course and Degree Guide, Balance, Profile Tracker, Navigator (active), and Learning Resources. Below this is a sub-navigation bar with tabs: Skills Gap Assessment, Skills Gap Audit, Tour Report, My Innovations, and My Projects. The main content area is titled 'Information' and displays a grid of interactive tiles:

- My Courses**: Courses and School Degree Resources
- Heritage Identity**: Click here to view, Major Careers and Companies per Sector
- Mailbox**: Mailbox, All Notifications
- Tour Report**: Submit Report, Submit your Tour Report
- My Tours**: Tour List, All your career tours
- Tour Fee**: Pay Tour Fee, All your career tours
- Innovations**: My innovations, Innovation Centre
- School Report**: View Results, My Academic Results
- Labour Market**: Registrations, Labour Market Registrations
- Books**: Books Sell, Sell Study Books
- School Fees**: Upload Proof of payment, Click here to upload
- Profile Settings**: Progress Tracker Settings, View your progress tracker settings
- It all Starts with an idea**
- My Point of View**
- Diary of Entrepreneur**
- What Makes Zimbabwe Great**

Teacher Dashboard

Teacher Dashboard login: Log in to your dashboard.

- Go to the login page and select log in as **Teacher**, then enter your credentials.
- Login Credentials: Use the email and password provided by the school.

Ministry of Primary and Secondary Education

Dashboard

Class Register

Termly Reports

Progress Reports

Parents

Mail Box

Password Reset

Profile
View Profile

Class Register
Students Register

Termly Report
End of Term Reports

Progress Report
Students' progress Reports

Parents
Add Parents to students

Transporter
Add transporter to student!

Placement
Add company to student!

Heritage Identity
Click here to view more

Student Dashboard
View Sample Student Dashboard

1. How do I see learners in my class?

Go to **Class Register**.

Ministry of Primary and Secondary Education

Dashboard

Class Register

Termly Reports

Progress Reports

Parents

Mail Box

Password Reset

Form 2 A Class

Show 10 entries

Search:

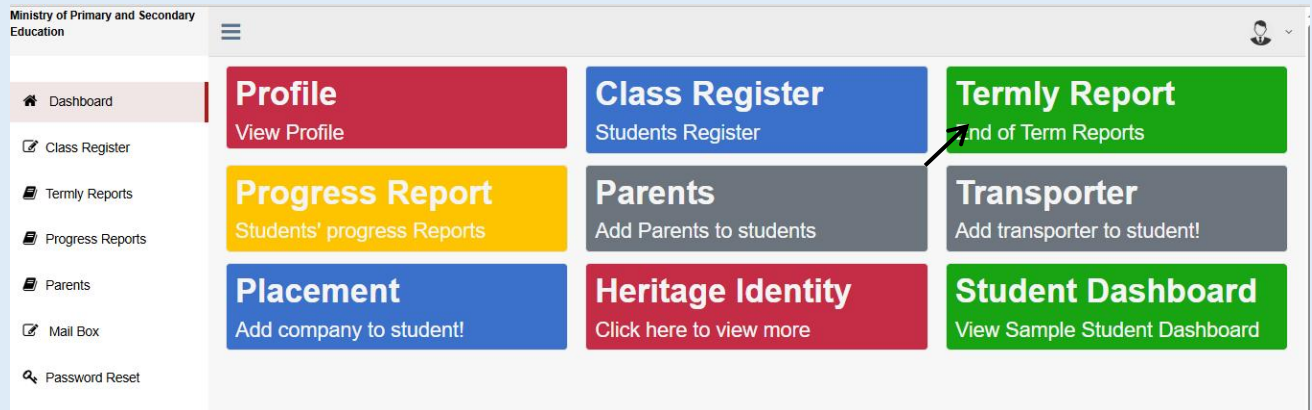
#	Full Name	Reg Number	Level	Email	Cluster	Career	Class	Subclass	Action
1	Keith Mhambere	23A001A0003	Familiarization	info456@tawuray.com	Engineering (STEM)	Engineer	Form 2	A	Edit Delete More info
2	Mike Dube	24V799T2301	Implementation	student2@gmail.com	Health	Anthropologist	Form 2	A	Edit Delete More info
3	Nkosazana Ndlovu	24J799I1507	Implementation	learner@gmail.com	Health	Anthropologist	Form 2	A	Edit Delete More info
4	Justin Shonhiwa	24M166A5418	Familiarization	justinshonhiwa@gmail.com	Information Technology	Computer Programmer	Form 2	A	Edit Delete More info

Showing 1 to 4 of 4 entries

Previous 1 Next

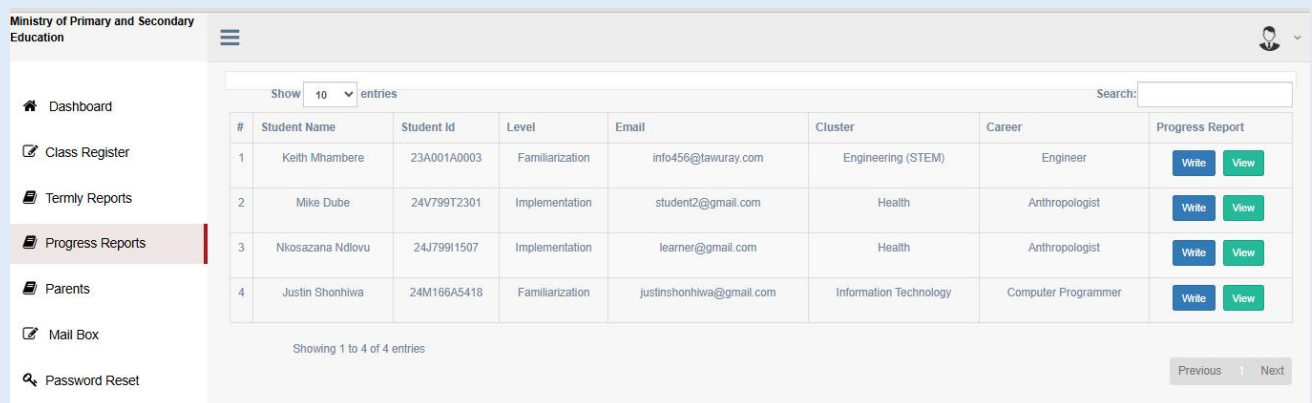
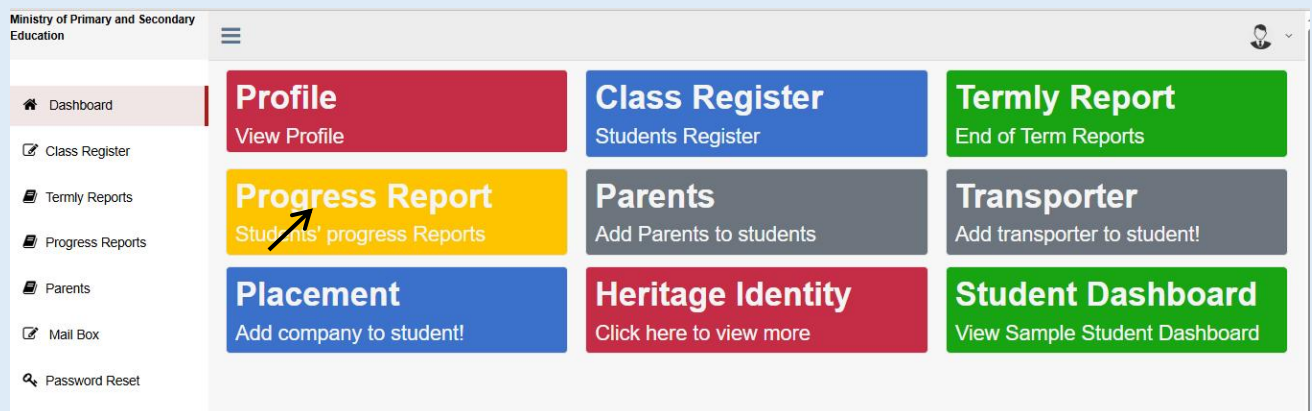
2. How do I write termly report?

- Go to **Termly Report**
- Click **Add Student Marks** to add marks of students according to their subjects and save.
- Click **Students Reports** to add class position and remarks then save.



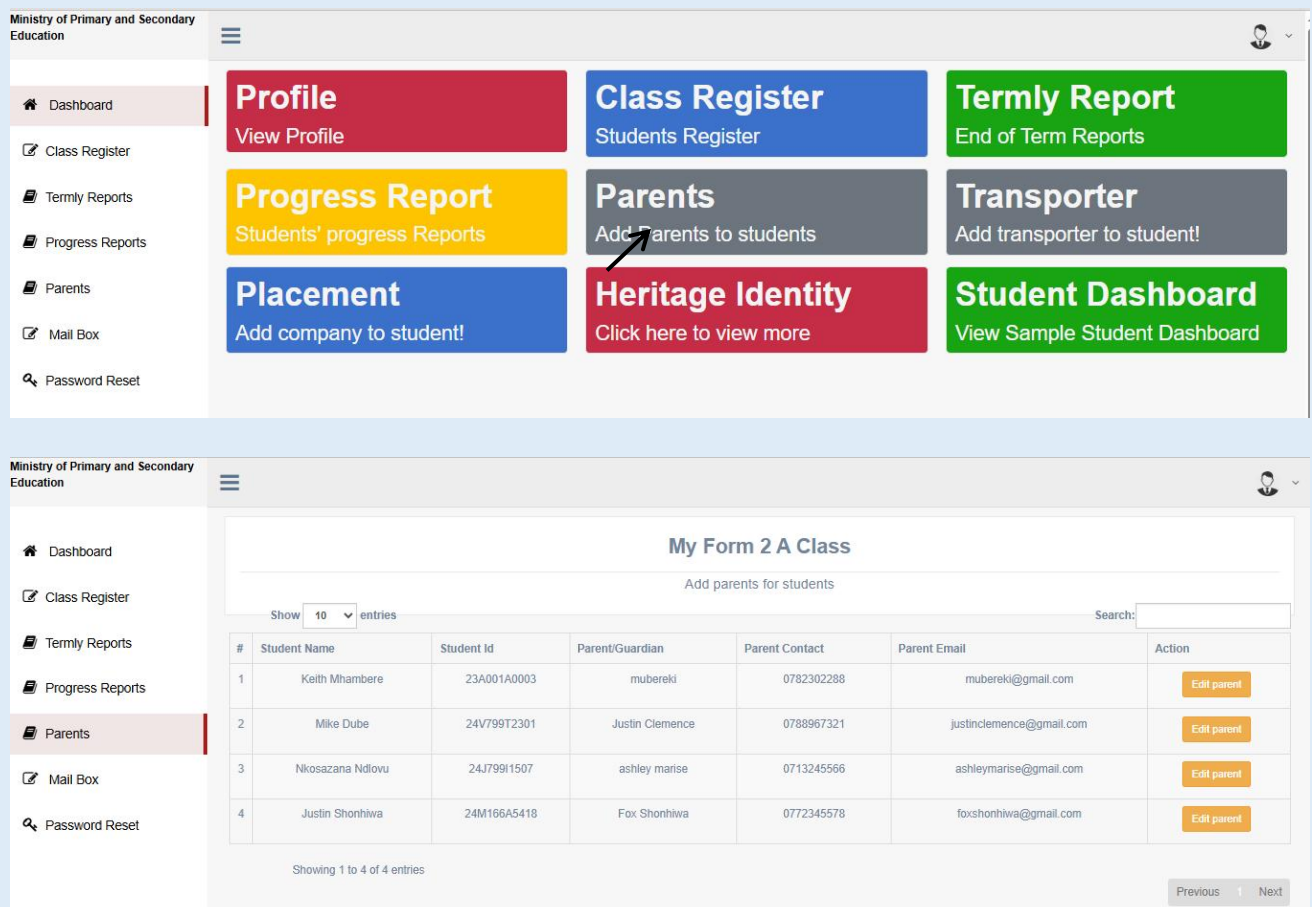
3. How do I write progress report?

Go to **Progress Report** and select a student then write the report and save.



4. How do I add parents?

Go to **Parents**, select a student then add parent details and save.



Ministry of Primary and Secondary Education

Dashboard

Class Register

Termly Reports

Progress Reports

Parents

Mail Box

Password Reset

Profile
View Profile

Class Register
Students Register

Termly Report
End of Term Reports

Progress Report
Students' progress Reports

Parents
Add Parents to students

Transporter
Add transporter to student!

Placement
Add company to student!

Heritage Identity
Click here to view more

Student Dashboard
View Sample Student Dashboard

My Form 2 A Class

Add parents for students

Show 10 entries

Search:

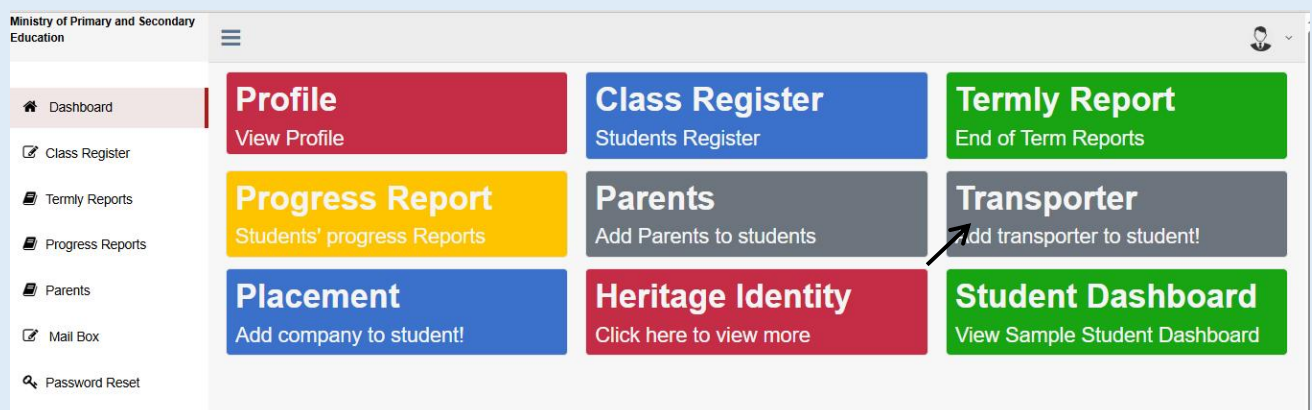
#	Student Name	Student Id	Parent/Guardian	Parent Contact	Parent Email	Action
1	Keith Mhambere	23A001A0003	mubereki	0782302288	mubereki@gmail.com	Edit parent
2	Mike Dube	24V799T2301	Justin Clemence	0788967321	justinclemence@gmail.com	Edit parent
3	Nkosazana Ndlovu	24J799I1507	ashley marise	0713245566	ashleymarise@gmail.com	Edit parent
4	Justin Shonhiwa	24M166A5418	Fox Shonhiwa	0772345578	foxshonhiwa@gmail.com	Edit parent

Showing 1 to 4 of 4 entries

Previous 1 Next

5. How do I add Transporters?

- Go to **Transporters**
- Select class
- Select a student then add transporter details and save.



Ministry of Primary and Secondary Education

Dashboard

Class Register

Termly Reports

Progress Reports

Parents

Mail Box

Password Reset

Profile
View Profile

Class Register
Students Register

Termly Report
End of Term Reports

Progress Report
Students' progress Reports

Parents
Add Parents to students

Transporter
Add transporter to student!

Placement
Add company to student!

Heritage Identity
Click here to view more

Student Dashboard
View Sample Student Dashboard

My Form 2 A Class

Add parents for students

Show 10 entries

Search:

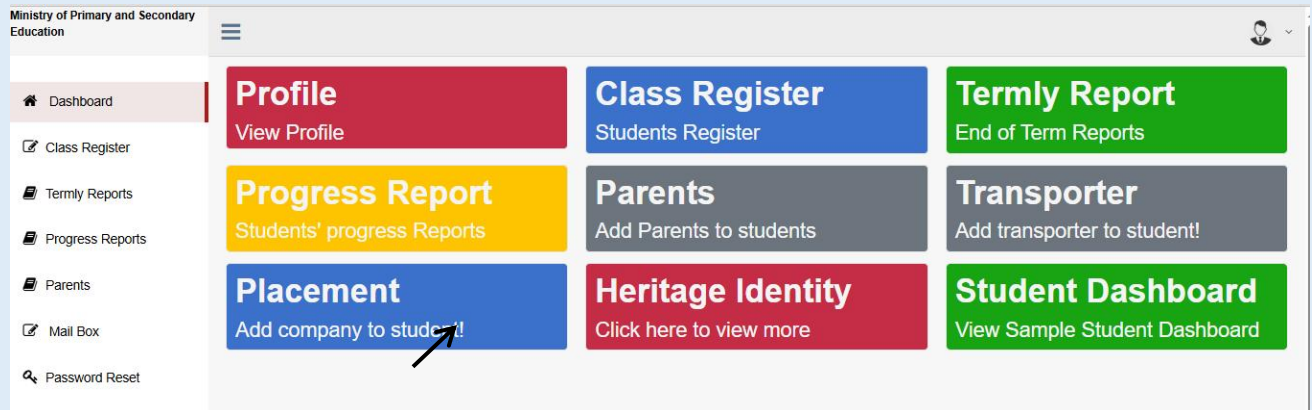
#	Student Name	Student Id	Parent/Guardian	Parent Contact	Parent Email	Action
1	Keith Mhambere	23A001A0003	mubereki	0782302288	mubereki@gmail.com	Edit parent
2	Mike Dube	24V799T2301	Justin Clemence	0788967321	justinclemence@gmail.com	Edit parent
3	Nkosazana Ndlovu	24J799I1507	ashley marise	0713245566	ashleymarise@gmail.com	Edit parent
4	Justin Shonhiwa	24M166A5418	Fox Shonhiwa	0772345578	foxshonhiwa@gmail.com	Edit parent

Showing 1 to 4 of 4 entries

Previous 1 Next

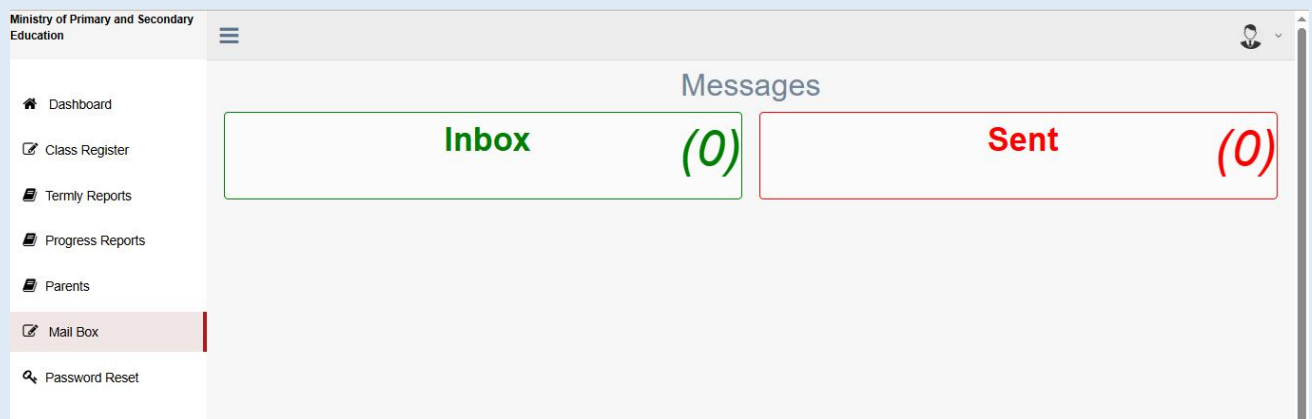
6. How do I add placement details for my learners?

- Go to **Placements**.
- Select class
- Select a student then add placement details and save.



7. How do I view all parent emails for my class?

Go to **Mailbox**.



8. How do I change my learners' career?

Confirmation of learner details is done by the parent in the Student Dashboard.

Parent 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.

Progress Tracker

- | | |
|--|--|
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| 9. High School Subjects: View Recommended Subjects | Accumulated Points 13% |

Welcome to Career Management
System Login Portal

Login As:

-- Select Option --

User Email:

Password:

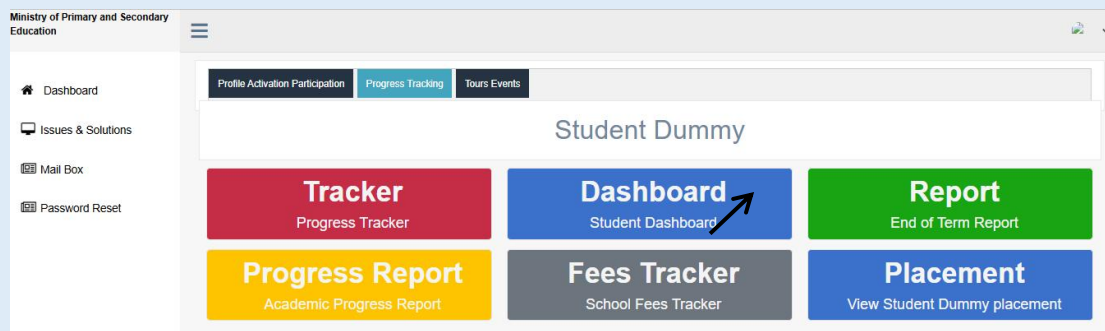
Login

OR

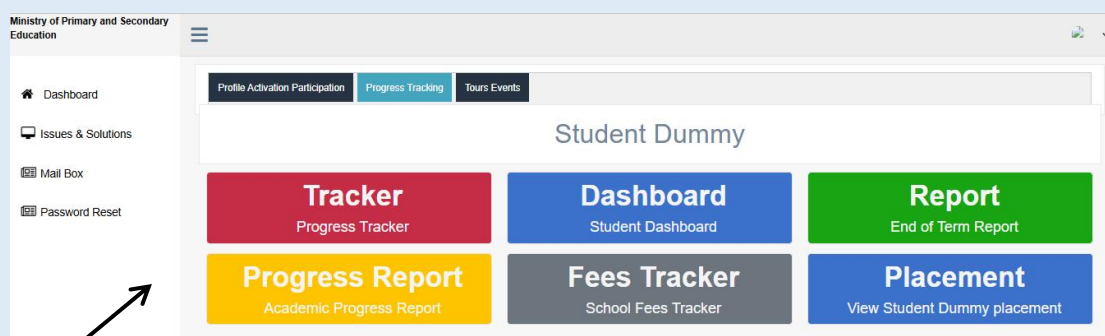
Register Now

[Reset password?](#)

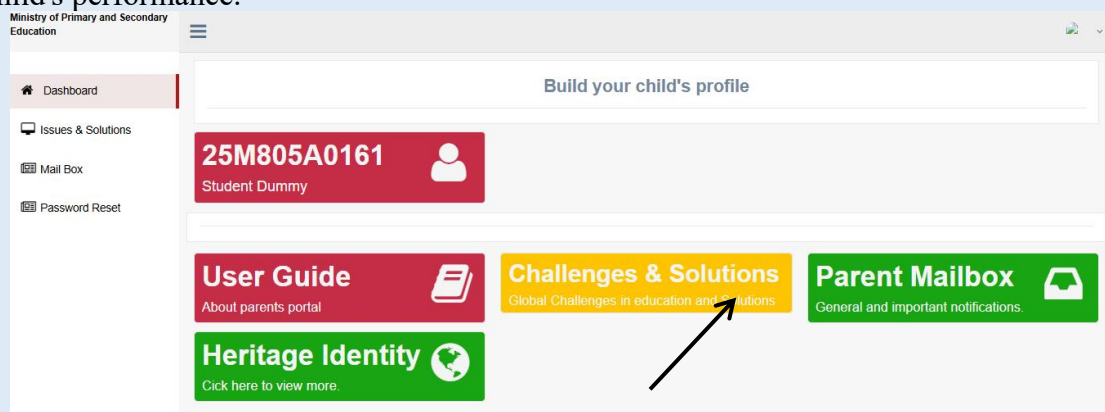
1. End of Term Reports: Check your child's end of term reports.



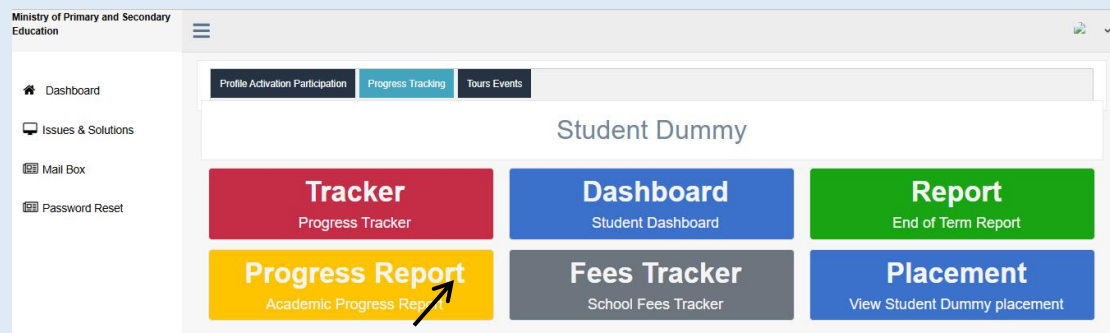
2. Progress Reports: Check your child's progress reports.



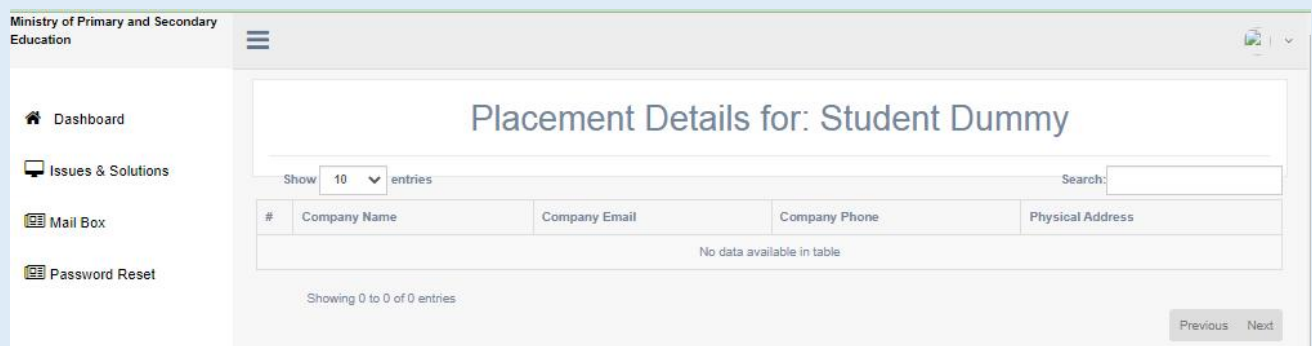
3. Teacher Communication: Communicate with teachers via the Parent Mailbox to stay updated on your child's performance.



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.