MFUMO WA KUCHAKATA MATOKEO

Primary Schools Results Processing and Management System (PSRPMS)

SEHEMU A: MKUU WA SHULE

Namna ya Kufikia Mfumo

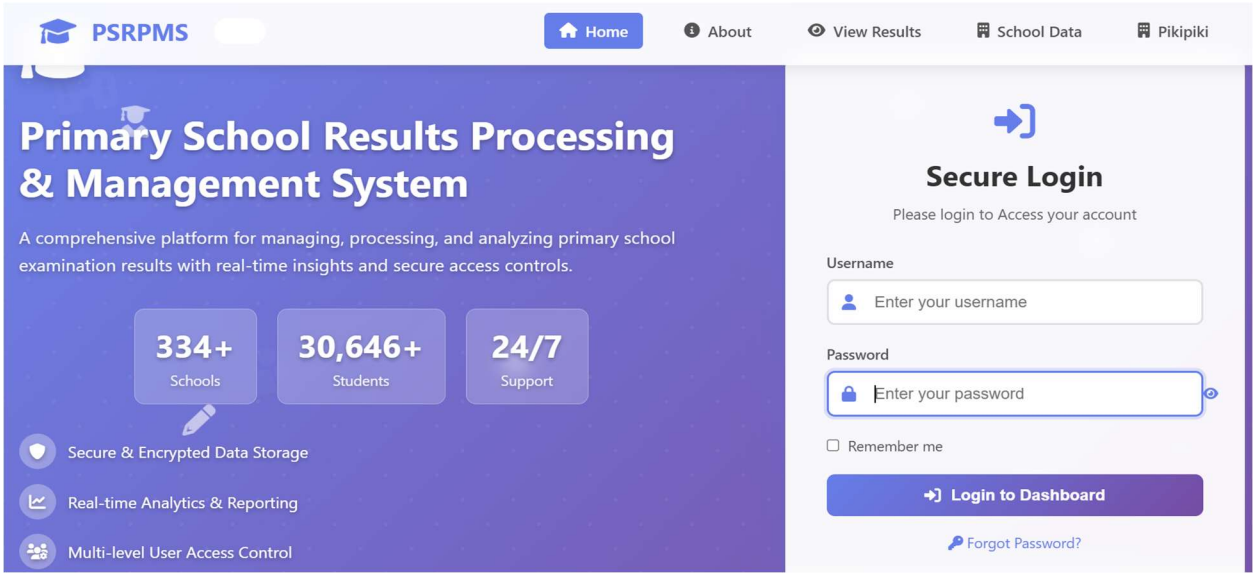
Fungua Kivinjari/Kisakuzi(Browser) Inaweza kuwa Chrome, Mozila, edge……

Andika Link (Kiunganishi) kifuatacho

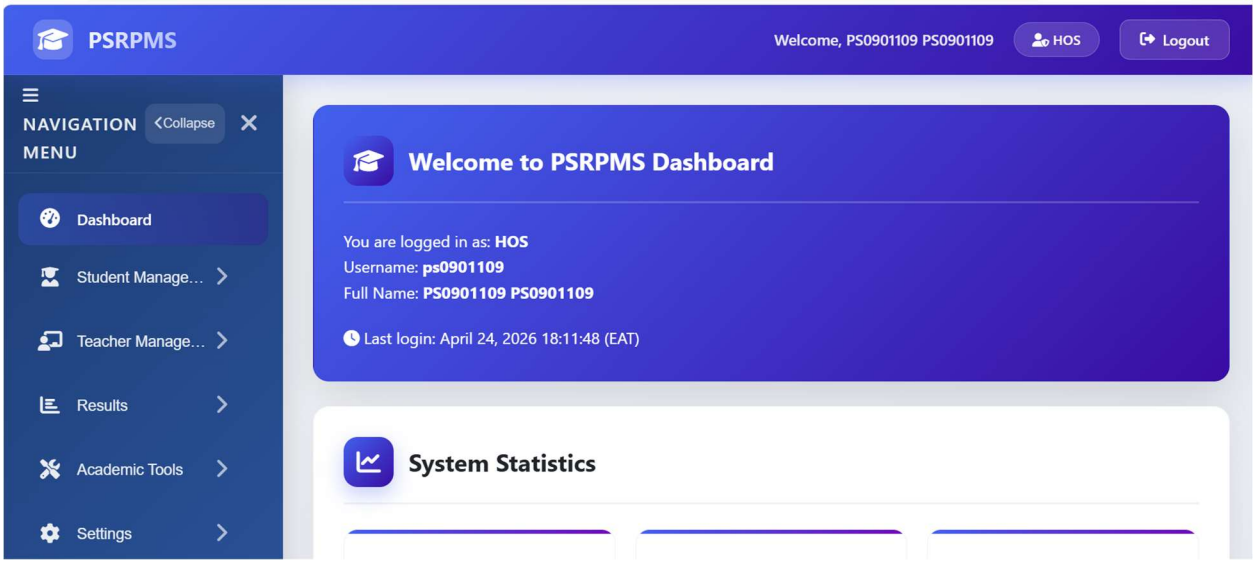
https://psrpms.oursystems.co.tz

Baada ya kuandika bonyeza Enter au bofya Go, utakutana na ukurasa ufuatao baada ya mafanikio

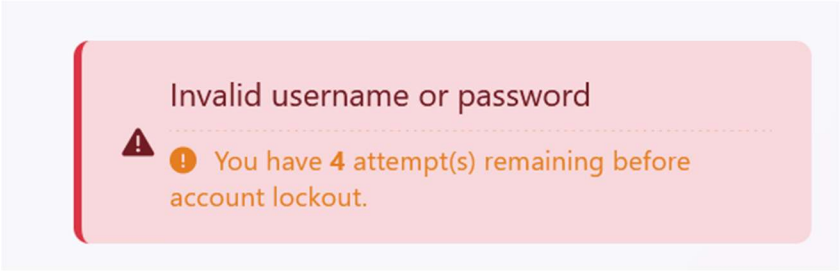
Login Page (Ukurasa wa Kuingia kwenye Mfumo)



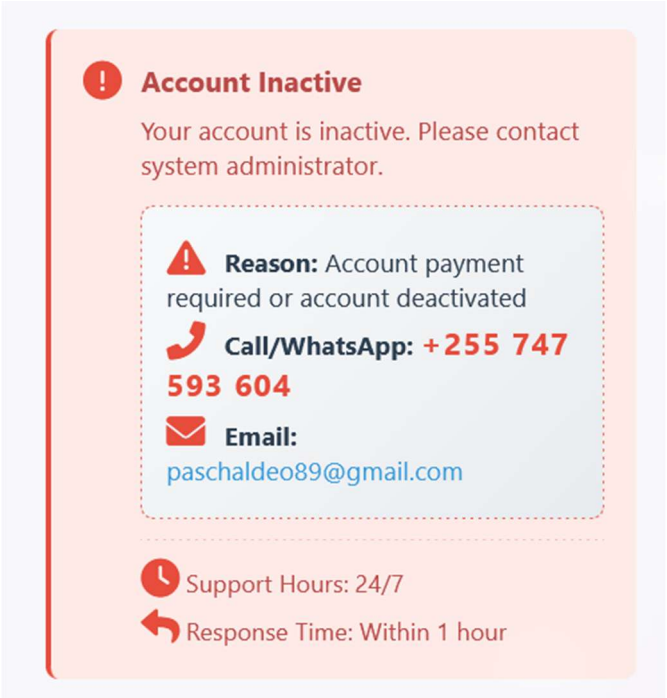
Hapo ndipo utaweka Username yako na Password yako uliyopewa na aliysajili shule yako kisha bofya Login to Dashboard na kukutana na mwonekano ufuatao



Ikiwa umekosea utaona ujumbe kuwa umekosea mfano kama inavyoonekana hapa chini



Hapo ukikosea hadi mara 5 mfumo utajifunga kwa dakika 15 na kukuruhusu tena kuingiza taarifa zako. Na ikiwa umekutana na ujumbe ufuatao basi wasiliana na namba zilizo kwenye ujumbe huo

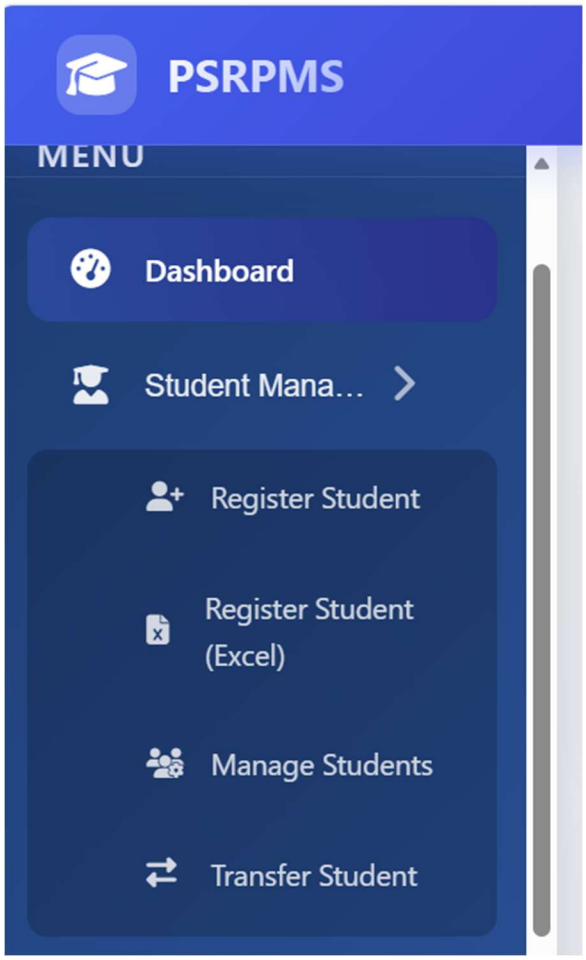


Sasa tuanze menyu za Kushoto (Left side bar menu)

Hapa Kuna menyu kuu na menyu ndogo kwa kila menyu kuu

Mfano Menyu kuu –Student management kama inavyoonekana hapa chini

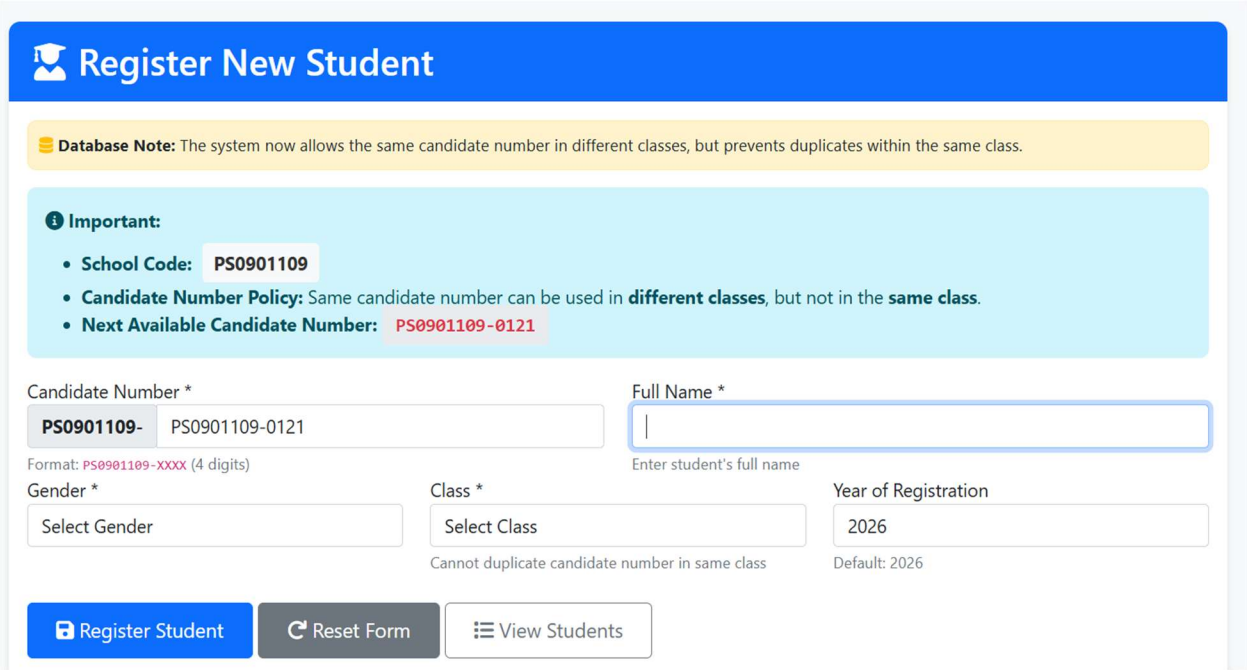
Na kila submenu(Menyu ndogo inakupeleka unapotakiwa kufanya jambo lako



Ukibofya Register Student itakupeleka hapa, hii ni fomu ya kusajili mwanafunzi moja moja. Utajaza taarifa za mwanafunzi kisha utabofya Register student.

Katika fomu hii unaweza kufanya yafuatayo

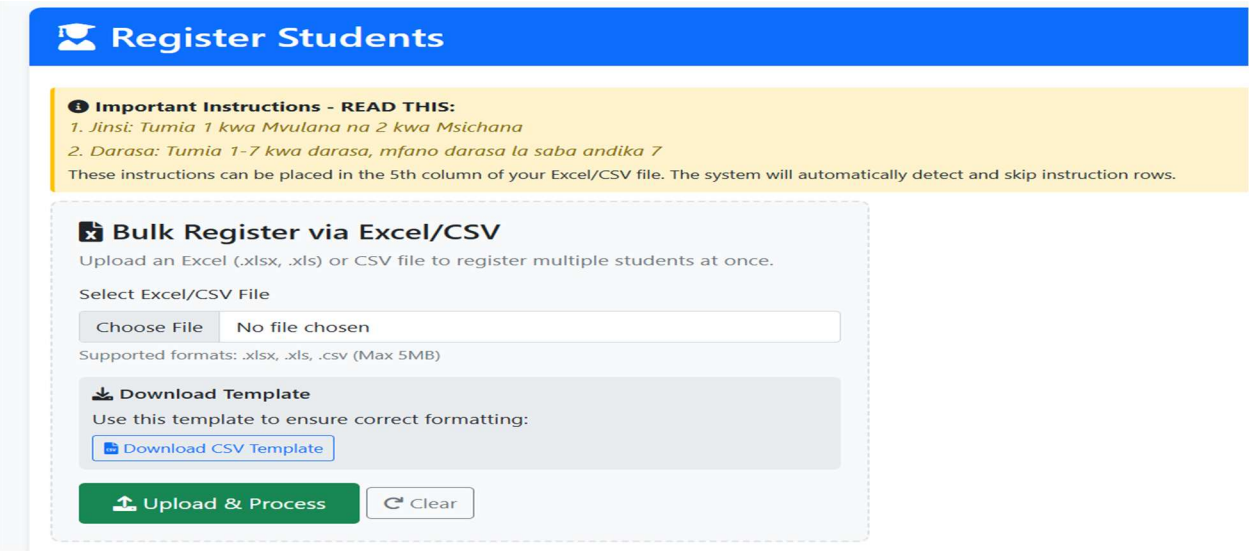
- Kusajili mwanafunzi katika darasa husika bila kurudia namba za mtahiniwa (Mfano
  PS09030400-0001 DOGO DOGO DANIYOGA Male Class VII
  PS0903400-0002 KAZI MBELE LIWALO Female Class VII
  kwa darasa moja lakini huwezi kurudia namba hizo katika darasa hilohilo
- Unaweza Kusajili namba hizo hizo kwa darasa lingine na mfumo unapokea



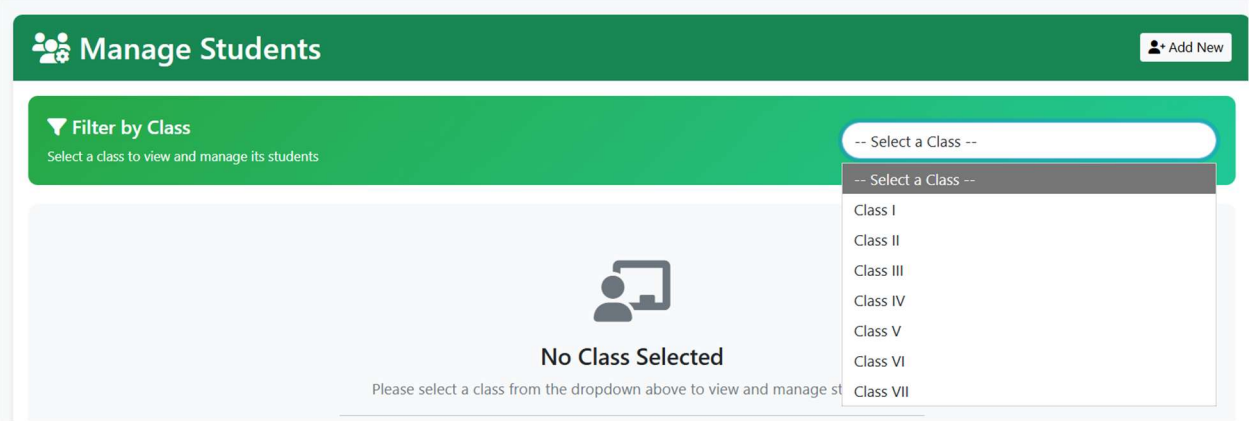
Hapa chini ni ukurasa unaonesha Kusajili wanafunzi kwa Kiolezo (Template) Hakikisha unasoma maelezo yaliyotolewa kwenye Kiolezo hiyo

Kwanza utapakua kiolezo na kujaza taarifa za wanafunzi wako wote unaotaka kuwapandisha kwenye mfumo kisha save (hifadhi) kiolezo rudi kwenye mfumo pakia faili lako. Futa taarifa zisizotakiwa, **Usifute Vichwa vya Habari** (Candidate Number, Full Name…….)

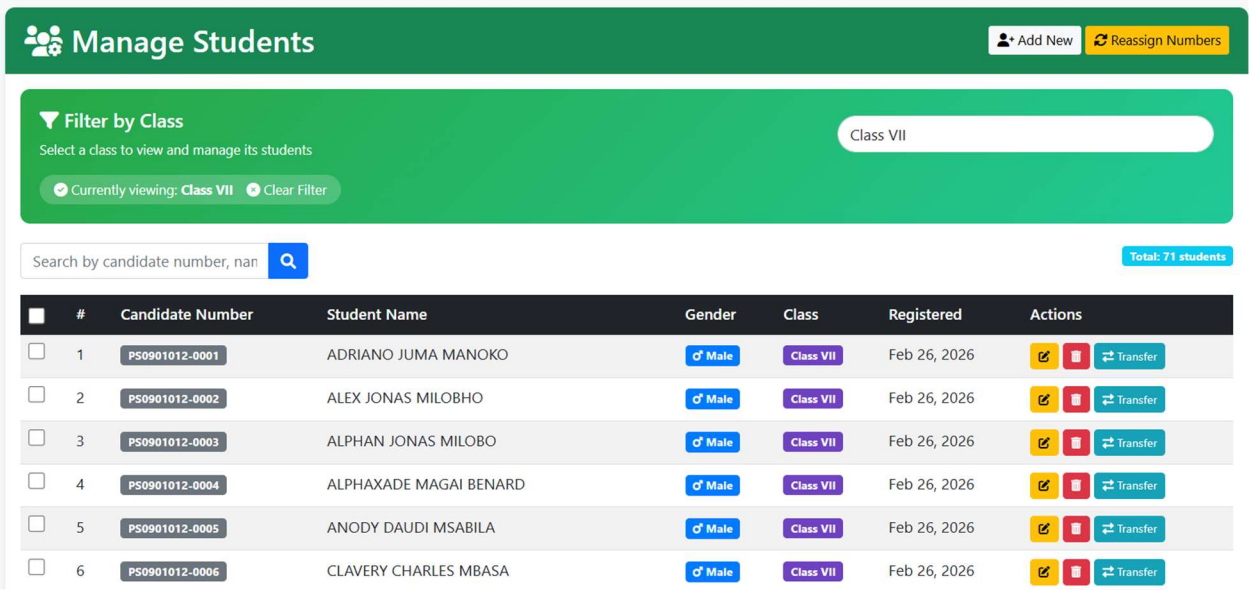
A	B	C	D
Candidate Number	Full Name	Gender	Class



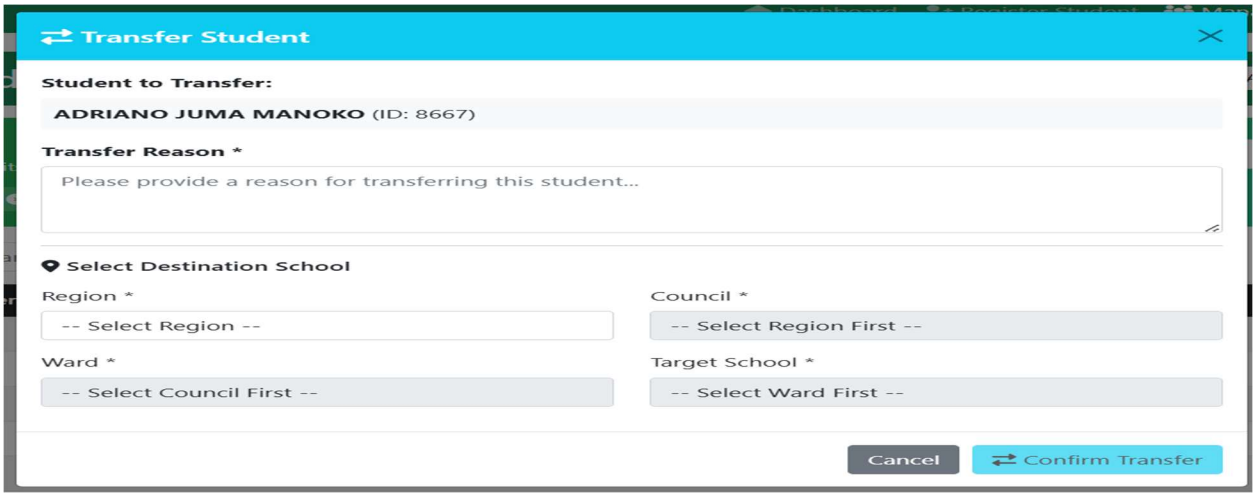
Hapa chini ni Ukurusa wa kusimamia Wanafunzi (Student management Page)



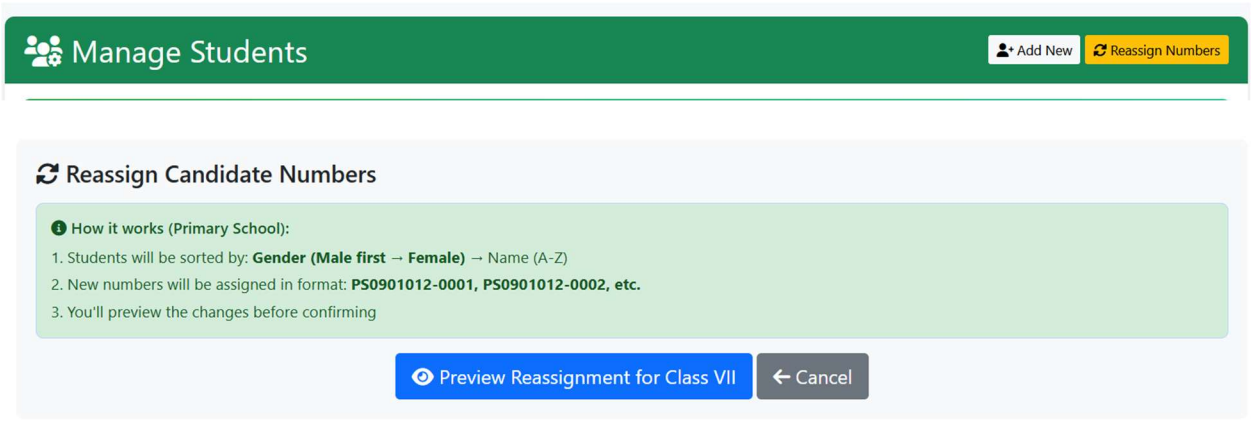
Chagua darasa unalotaka kisha utaona wanafunzi wa darasa husika kama hapa chini



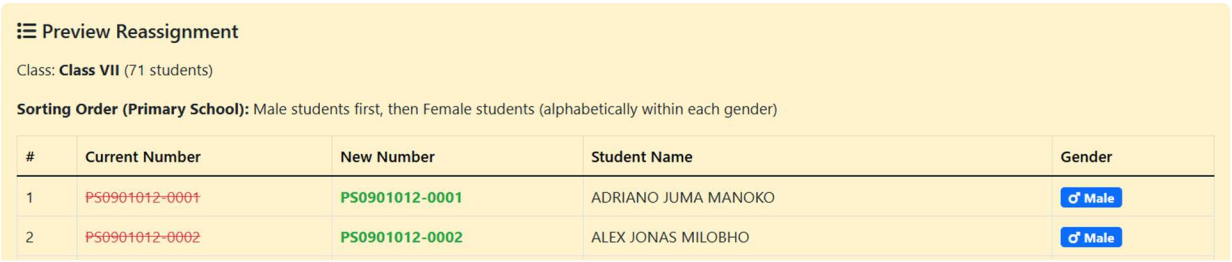
Hapo kwenye Actions unaweza Kufuta, Kuhariri na Kuhamisha



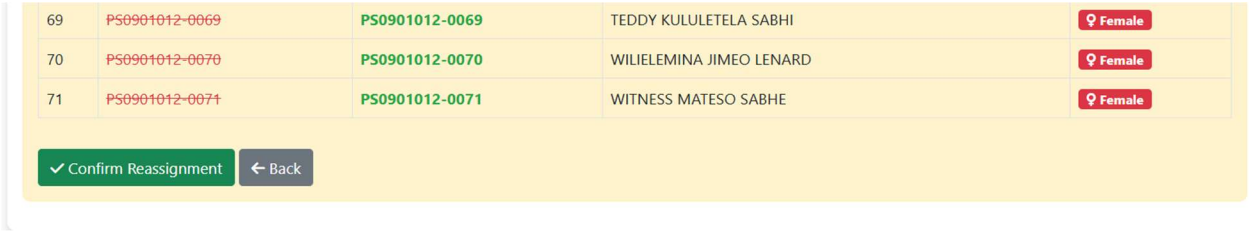
Ikiwa unataka kupanga namba za watahiniwa utabofya Reassign Numbers



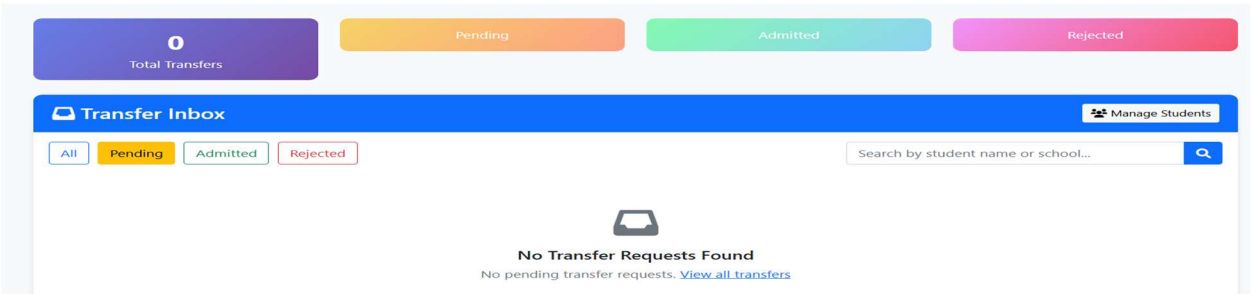
Kisha utabofya Preview Reassignment, utahakiki watahiniwa wako nan amba zao kwa Kuangalia current number then new Number



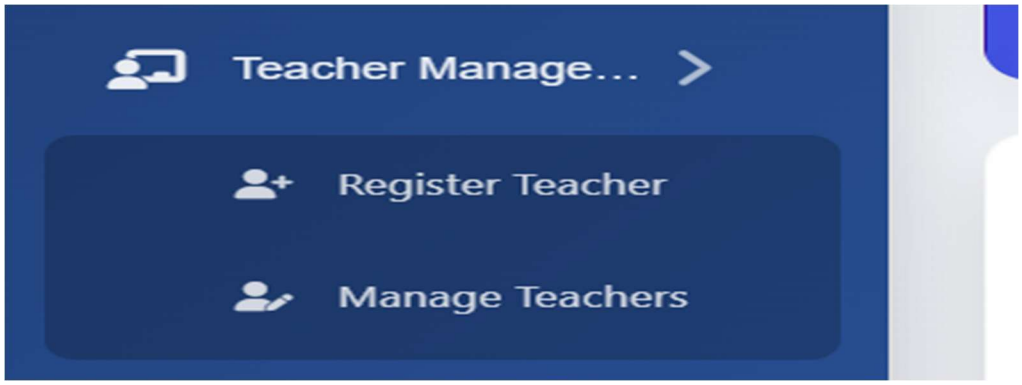
Baada ya Kujiridhisha Utabofya Confirm Reassignment kama inavyonekana hapo chini



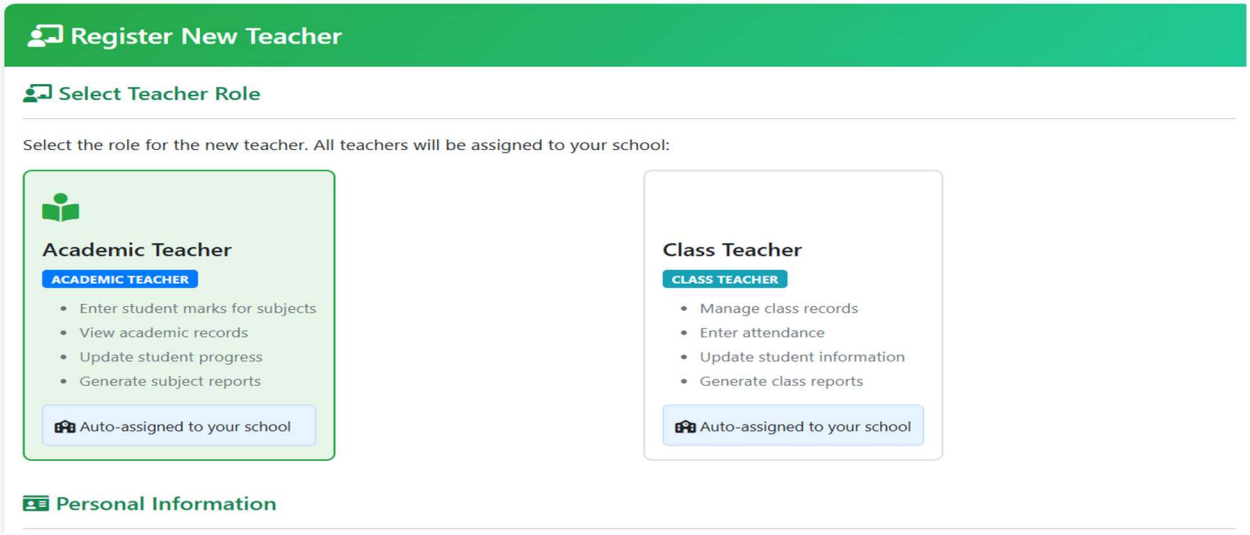
Hapa chini ni Ukurasa unaonesha wanafunzi waliohamia kuja katika shule yake, Kwa sasa hakuna mwanafunzi katika shule hii. (Transfer Student Page)



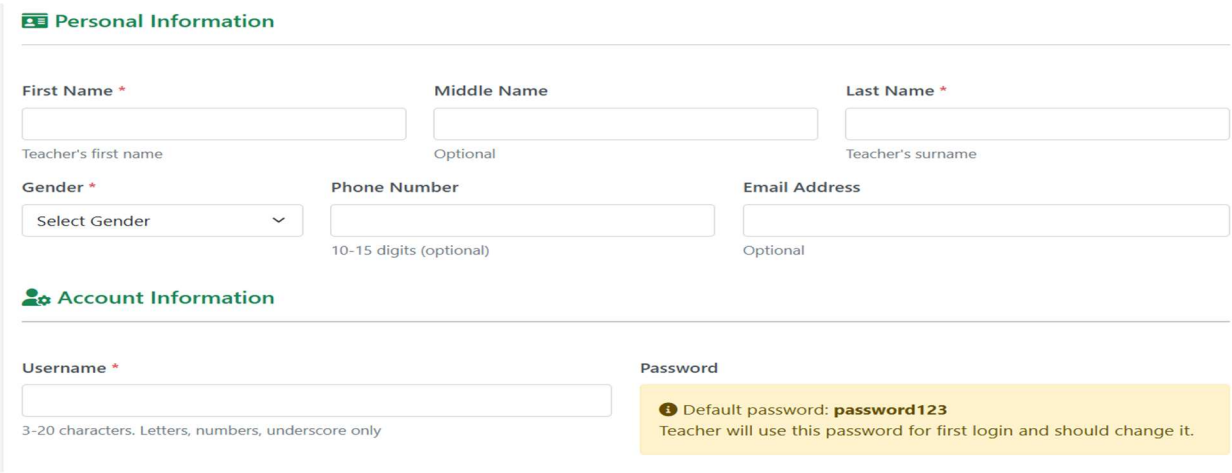
Hapa ni Menu ya Walimu (Teacher management) na submenu zake



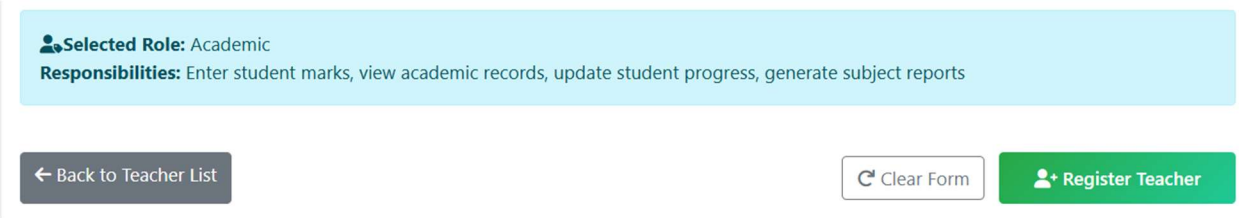
Ukibofya Register Teacher itakupeleka kama inavyoonekana hapa chini



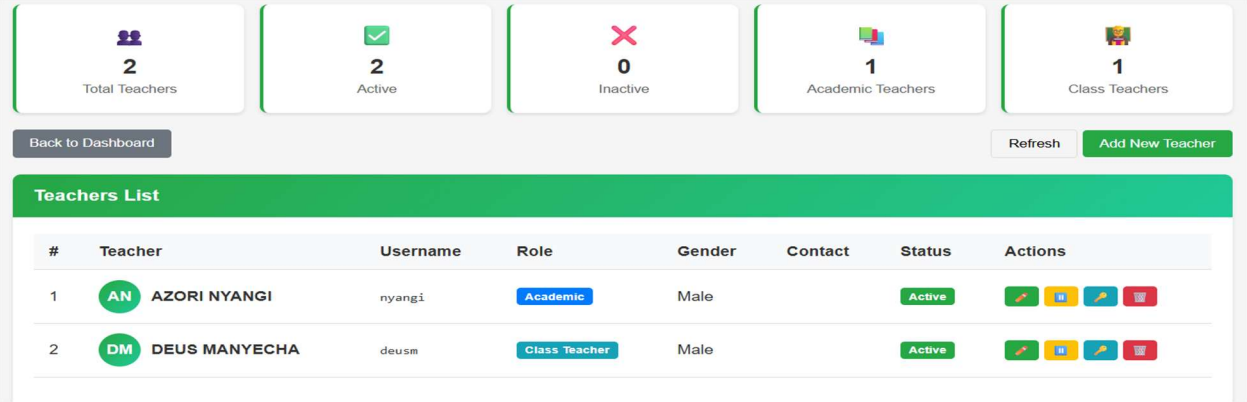
Hakikisha unachagua Role kwanza ndipo uendelee na ujazaji wa taarifa, Mfumo umefanya chaguo la awali Mwalimu wa Taaluma (Academi Teacher) unaweza kubadili kwa kubofya Class Teacher, na kila mwalimu anasajiliwa kwenye shule yako, kwa sasa Kila Mwalimu utakayemsajili atakuwa na uwezo wa kuingiza alama za wanafunzi na kusajili mitihani



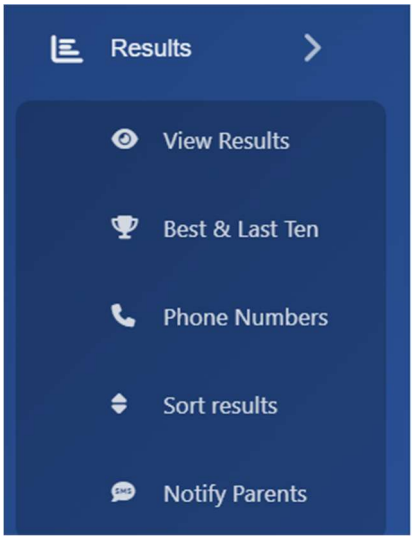
Baada ya kujaza taarifa za Mwalimu Utabofya **Register Teacher** hapo chini



Ufuatao ni ukurasa kwa ajili ya Kusimamia walimu uliowasajili, hapa unaweza kuhariri taarifa, kureset password, kufuta na kuzuia asiweze kuingia kwenye mfumo.



Hapa chini ni mwonekano Menyu ya Matokeo (results)



View results- hapa utaona na kupakua alama za wanafunzi (matokeo) Katika file la pdf

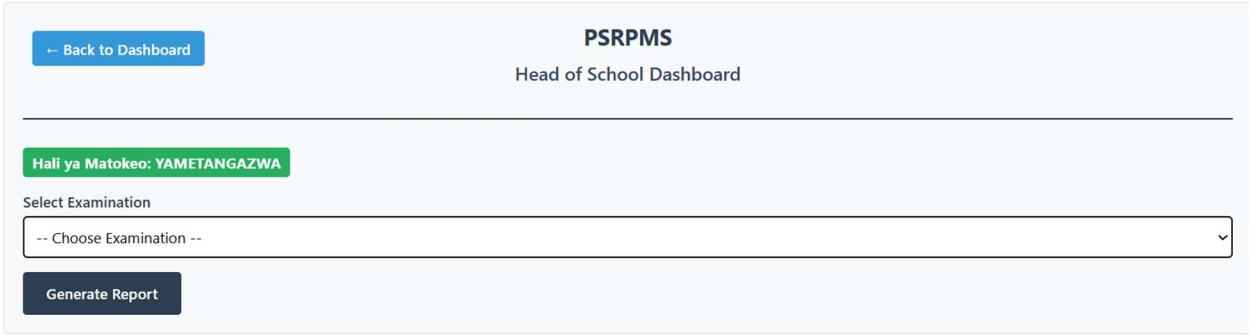
Phone numbers- hapa utajaza namba za wazazi/walezi wa Watoto

Sort results- hapa unaweza kuchagua kupakua matokeo ya wanafunzi kwa ufaulu wao(alama kubwa juu) au namba zao za kufanyia mtihani

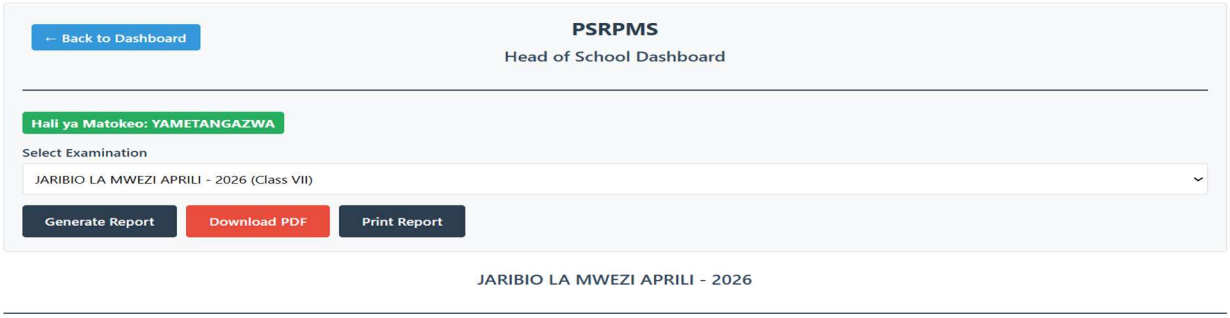
Notify Parents- hapa unaweza kutuma Ujumbe wa matokeo Kwenda kwa wazazi kutoka kwenye mfumo Kwenda kwenye simu za wazazi.

Angalia Muonekano wa Kupata Alama za wanafunzi hapo chini

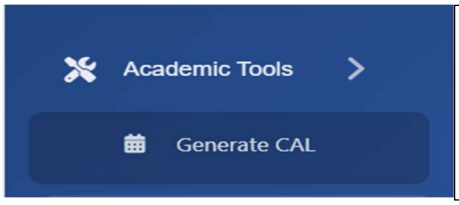
Chagua Mtihani unaoutaka kuangalia Matokeo



Baada ya KuchaguaMtihani Bofya Generate Report kisha Pakua matokeo kwa kubofya palipoandikwa Download PDF

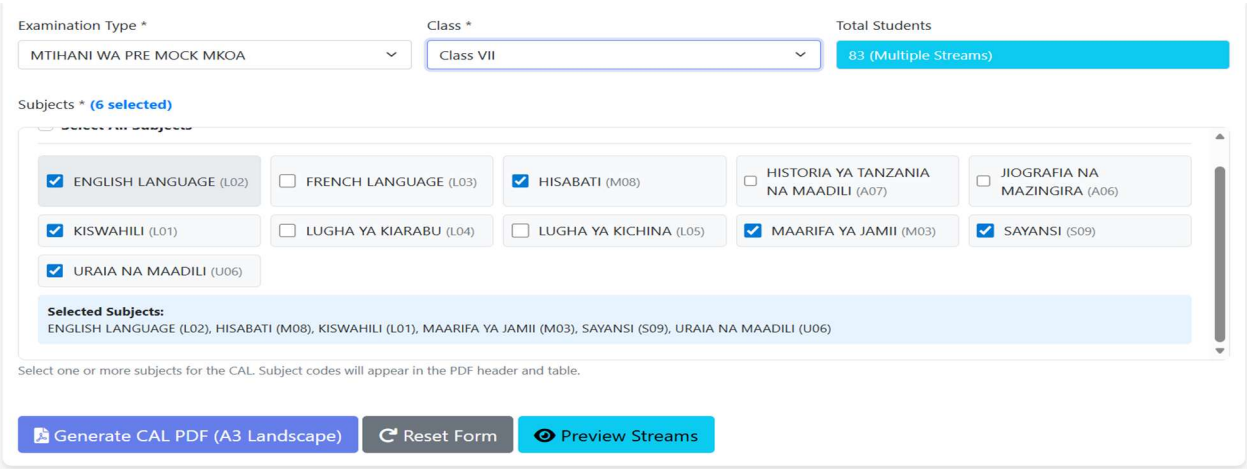


Hapa chini ni Menyu ambayo itakuwezesha Kutengeneza ka Kupakua Fomu ya Mahudhurio ya Wanafunzi (Candidate Attendance List -CAL)

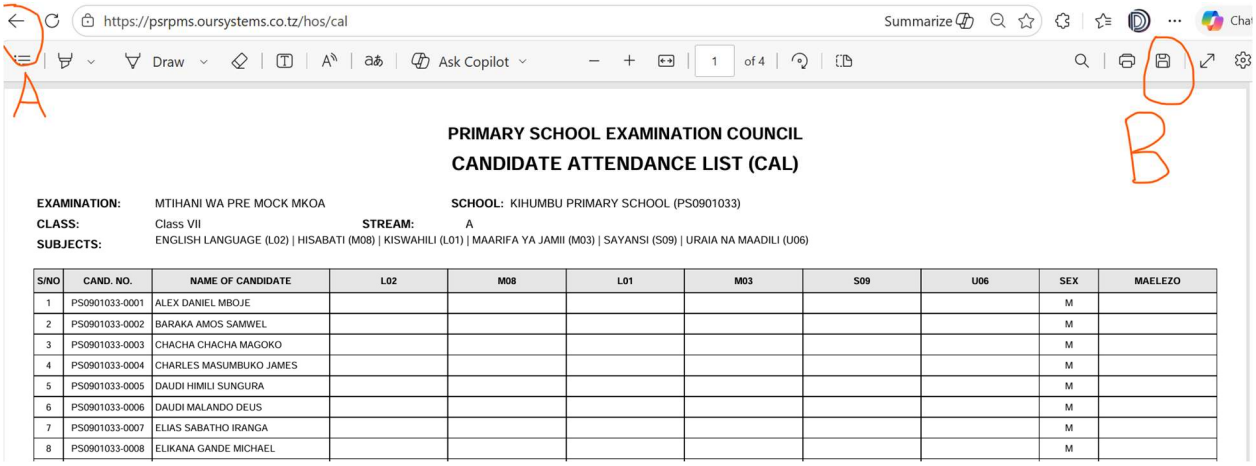


Hakikisha Unachagua Aina ya Mtihani, Darasa kisha chagua Masomo unayotaka watahiniwa kufanya

Kisha bofya Generate CAL

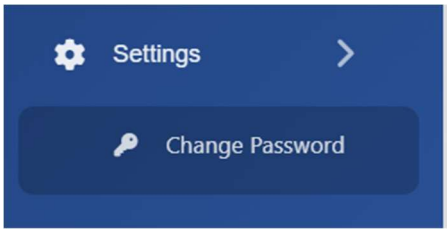


Baada ya Kuchagua Mtihani, Darasa na masomo Bofya Generate Cal, Utakutana na ukurasa huu hapa chini.



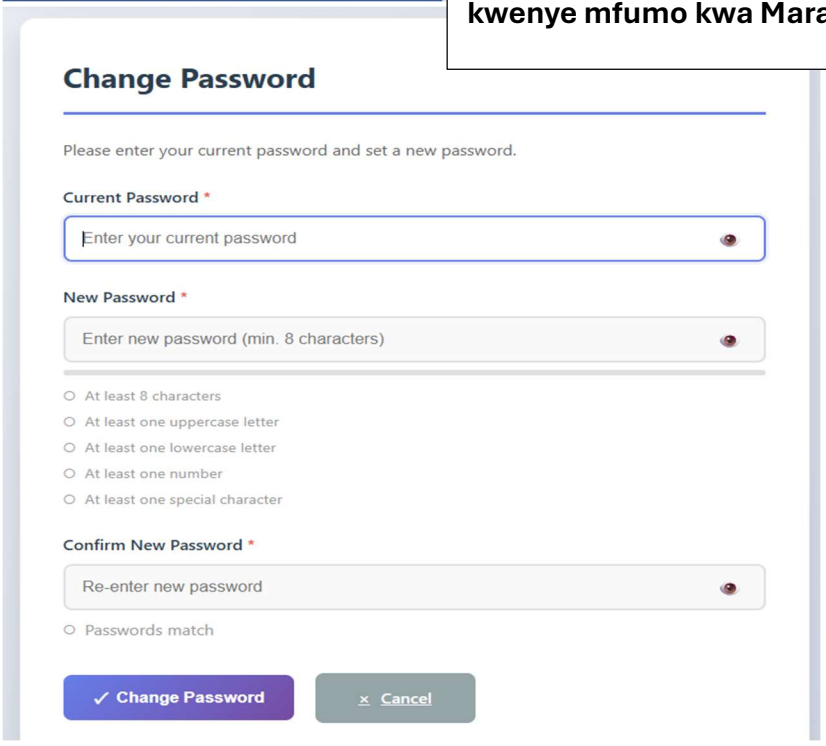
Hapa ndipo unaweza kupakua CAL yako kwa Kubofya Palipooneshwa kwa herufi B, ukiwa tayar utarudi nyuma kwa mshale uliooneshwa kwa Herufi A.

Hapa utakuwa umepakua CAL tayari kuchapisha (Print)



Hapa ni Menyu inayokusaidia kubadili Nywila/Nenosiri (Password) yako katika mfumo. Utakapobofya Change Password basi itakupeleka kwenye hii fomu kama inavyoonekana hapa chini.

Ni muhimu sana Kubadili Password yako hasa pale unapoingia kwenye mfumo kwa Mara ya Kwanza kabisa.



Kwa maelezo zaidi tuwasiliane kupitia:-

Simu: +255 (0) 747 593 604 / 627 534 192

Barua pepe: paschaldeo89@gmail.com / paschal.deo@bundadc.go.tz