

# TeachPro ZW: getting started

Record of Marks and Schemes of work for Zimbabwean teachers

## Welcome to TeachPro ZW

TeachPro ZW keeps your **Record of Marks** and your **Schemes of work** in one app, on your phone or computer. Everything is saved on your device and locked with your PIN.

Switch between the two parts with the **Record of Marks** and **Schemes of work** buttons at the top.

## 1. Install

**Android phone or tablet:** copy *TeachPro ZW.apk* to the phone (WhatsApp, Bluetooth or a cable), tap it, allow *Install unknown apps* when asked, then tap **Install**.

**Windows computer:** copy *TeachPro ZW.exe* to the Desktop and double-click it. If Windows shows "Windows protected your PC", click **More info**, then **Run anyway**. It opens in Microsoft Edge or Google Chrome; your work is saved in *Documents\TeachPro ZW Data*.

## 2. First start

Choose a PIN of 4 to 8 numbers. You will type it each time you open the app.

Write down the **recovery code** the app shows you and keep it safe. It is the only way back in if you forget your PIN.

### 3. Record of Marks (free)

The first time, choose **Primary school** or **Secondary school** (you can change it later in Class setup).

**Primary:** add your class once (for example "Grade 4 Blue", Grade 4) and tick its subjects. Choose the subject at the top to add tests and enter marks for it. Printouts > **Report cards (all subjects)** prints the school report card: for Grade 1 to 7 each subject and part (e.g. English: Spelling, Reading, Written, Project) with possible mark, actual mark, grade and remarks, the total and position in class; for ECD the development checklist (Below average to Excellent) with days present and absent. Both have comments, next term fees and dates, parent's signature and a stamp box. Choose which line each test goes into; subjects, parts and checklist items can be changed.

**Secondary, My subjects:** add a class for each subject you teach (O Level or A Level). When marks are in, choose the term, then Printouts > **Send marks to the class teacher** and send the file on WhatsApp.

**Secondary, Class teacher:** set up your form class (O Level or A Level) with its learners and subjects. Open each marks file the subject teachers send you (or type marks from paper), then print the report cards: one page per learner with every subject, grade, position, teacher and comment. A Level cards add points (A=5 to E=1). Under Report cards > **Report card design** put in your school name, logo, motto, colours and grade key; the cards print in colour, one A4 page per learner, with Test, Exam and Total, attendance, conduct and signatures.

**Learners:** type the names, one per line, or import a list from Word or Excel. To set up many classes at once, use **Import several classes from one Excel file** (Class setup, or Class teacher > New form class): one sheet per class, or one sheet with a Class column.

**Tests and exercises:** add each piece of work with its maximum mark, then enter marks in **Marks**. Type AB for absent and NS for not submitted.

**Find learner:** marking scripts in any order? Type part of the name (or the learner's number) in **Find learner** above the marks, choose the column in **Mark for**, and press Enter. Type the mark and press Enter: it is saved and you are back in Find learner for the next script. The class teacher's marks table has the same search.

**Not submitted (NS):** under the marks, every learner with NS is listed for each test or exercise. When the work comes in, tap the name, type the mark and press Enter: the learner leaves the list.

**Printouts:** class mark sheets, test analysis, report slips and term reports.

**Class list (class teacher):** in Class teacher open **Class list** to see every learner with the subjects they write and their mark in each subject, with each learner's position in the class. The ticks come from the marks received this term; tap a box to change it, or use **Tick every subject for everyone**. Choose marks under each subject, ticks only, or the subjects written out, then **Print class list** (or Save as PDF).

**All report cards at once:** on the report cards screen choose **Print all cards**, **Save as one PDF** or **Send PDF** (WhatsApp, email). The PDF has every learner's card, one A4 page each, so the school office can print them and sign by hand. Choose "Only the learner in the preview" to make just one card.

**Timetable:** your weekly lessons with reminders, homework and tasks.

**Timetable maker:** in Timetable tap **Timetable maker**. Type the lesson sessions (for example 07:30 to 10:00, 10:30 to 13:00 and 14:00 to 15:30), the lesson length, any activity that takes a whole session (Study, Sports, Church hymns) and each subject's doubles and singles. Tap **Make timetable**: each subject comes once a day (a double counts as once), every day starts with a different subject and no double runs across break or lunch. Tap **Shuffle again** for another layout, then **Save as my timetable** to get reminders, or **Print**.

**Theme:** tap **Theme** at the top to choose light, dark or match your device, and a colour (Classic, Blue, Green, Maroon, Purple, Teal or Brown). It changes the screens of Record of Marks and Schemes of work; printouts keep their normal colours.

**Export / import:** save a data file as a backup, or to move your work to another device.

#### 4. Schemes of work

Open **Settings** first: type your school, your name, the head of department and the head. Choose the **Year**: the Ministry term dates for 2026 and 2027 are filled in for you.

In **My schemes** tap **+ New scheme**. Choose Primary or Secondary, the class (ECD A to Grade 7, Form 1 to 6), the subject, the year and the term. Tick the topics and tap **Create scheme**. Ready topics come from the Ministry syllabuses: ECD A to Grade 2 (2024 Infant syllabuses), Grades 3 to 7 in English, Indigenous Language, Mathematics, Science and Technology, Social Science and PE and Arts, and Forms 1 to 6 in 32 subjects. If a term has more topics than weeks, some weeks cover two topics. For Forms 4 and 6, the topics run over Terms 1 and 2, leaving Term 3 for revision and examinations.

Tap any cell to change it. Everything saves by itself. Use **Download Word**, **Download PDF** or **Print** when the scheme is ready.

**Lesson plans:** tap **Plans** on any week (or **Lesson plans** at the top) to get a ready lesson plan for each lesson that week. Change anything, then download them as Word or print them.

**Calendar:** the school calendar shows term days, public holidays and your own notes. Tap a day to add a note.

## 5. Your schemes licence

You can make as many schemes as you like and see **Week 1** of each one free. To see every week, print and download, a scheme must be unlocked.

**US\$5 per term unlocks any 5 secondary schemes, or 2 primary schemes (ECD to Grade 7), of that term.** Extra schemes cost **US\$1 each** (secondary) or **US\$2.50 each** (primary).

**To buy:** in Schemes of work tap the yellow button at the top. Choose a term licence or the number of extra schemes. Pay by EcoCash USD to **0773359000** (dial **\*153\*1\*1\*0773359000\*5#** for US\$5), then send the proof of payment and your **device number** on WhatsApp to **0773359000**. Paste the code you get back and tap **Add code**.

**To unlock a scheme:** open it and tap **Unlock this scheme**. Check the subject, class and term first: the slot cannot be moved to another scheme, and changing the subject, class, term or year later locks the scheme again (change it back to open it).

Codes work on one device only and must be used before the end of that term (30 April, 31 August or 31 December). Schemes you have unlocked stay unlocked after the term ends.

New phone or computer? Move your work with **Export / import**, then ask for a code for the new device number.

**Report cards (primary and secondary): US\$5 per year** per device, from 1 January to 31 December, for all your classes and every term. On the report cards screen (Class teacher > Report cards, or Printouts > Report cards for primary) pay with the details in the yellow box, send the proof and your device number on WhatsApp, then paste the code and tap Unlock report cards. Before that you can set up and preview the cards. Renew each January.

## Help

Questions or problems: WhatsApp **0773359000**.