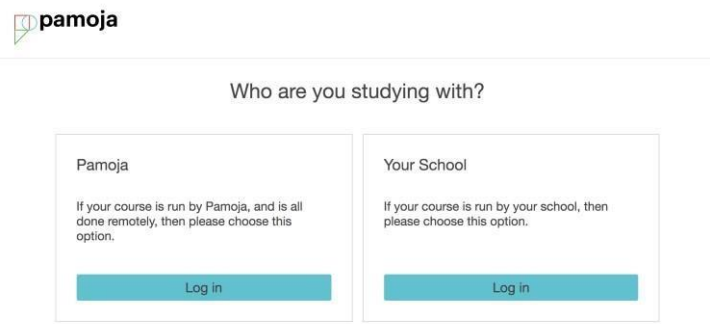

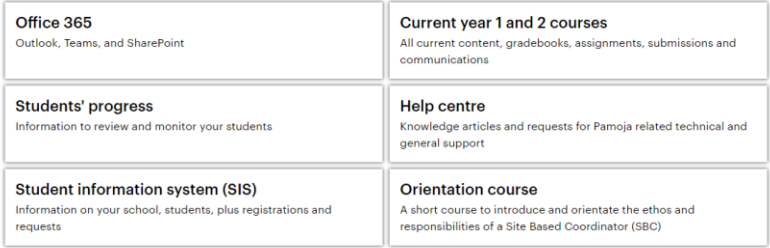
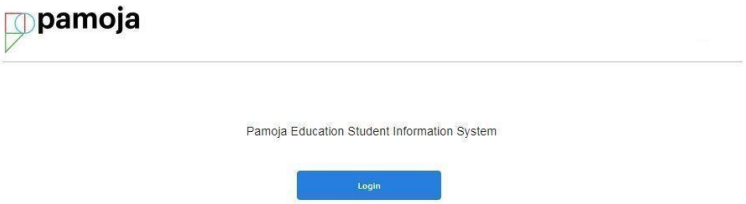
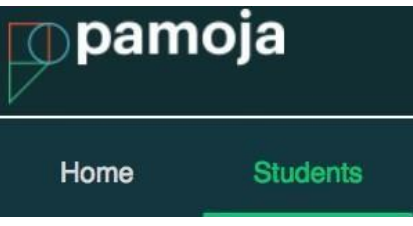

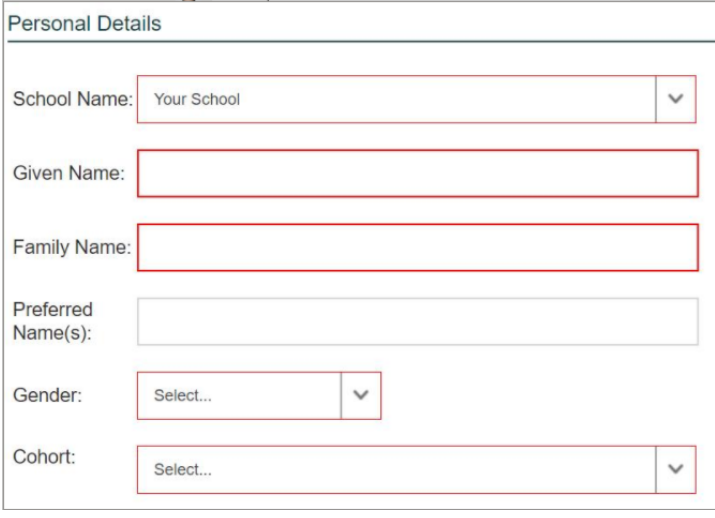




## Registering students in the Student Information System (SIS) and entering online IB DP course requests

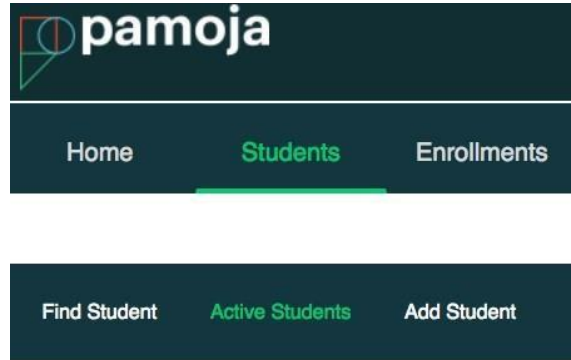
<p>Go to the link <a href="http://login.pamojaeducation.com/">http://login.pamojaeducation.com/</a> to register students with Pamoja, select the <b>'Log in'</b> option under <b>'Pamoja'</b>.</p>	
<p>Enter your details and click <b>'Log in'</b>. You will have received your username and password when your school was registered.</p> <p>Please contact <a href="mailto:courses@pamojaeducation.com">courses@pamojaeducation.com</a> if you have any login issues.</p>	
<p>You will now see your dashboard. To enrol a new student, click on <b>'Student information system (SIS)'</b>.</p> <p><b>Note:</b> <i>If you are a Diploma Coordinator only (i.e. not also a Site-based Coordinator) then you will not see this screen. Please skip to the next step.</i></p>	

<p>Click on the <b>'Login'</b> button.</p>	
<p>Click on the <b>'Students'</b> tab at the top of the home page in the SIS.</p>	
<p>Click on <b>'Add Student'</b> on the menu on the top of the page.</p>	
<p>Please include as much detail as possible when completing the application form for the student.</p> <p><u>Select the relevant <b>Cohort</b> from the drop-down list:</u></p> <ul style="list-style-type: none"> <li>• Pamoja Taught: Select <b>'PJE 2019-2020 Nov (Pamoja Taught)'</b> for first year IB DP candidates.</li> <li>• Select <b>'PJE 2018-2019 Nov (Pamoja Taught)'</b> for second year IB DP candidates.</li> <li>• Select the <b>'School Taught'</b> cohort for School Taught options.</li> </ul>	 <p>During student registration, you will be asked to complete the following fields: Given Name, Family Name, Gender, Cohort, Primary Language, Email Address, Level of written English, Level of spoken English.</p> <p><b>Note:</b> <u>Red fields indicate required information. You will need to provide a valid email address for the student to avoid login issues.</u></p>

Scroll to the bottom of the page and click **'Save'**.

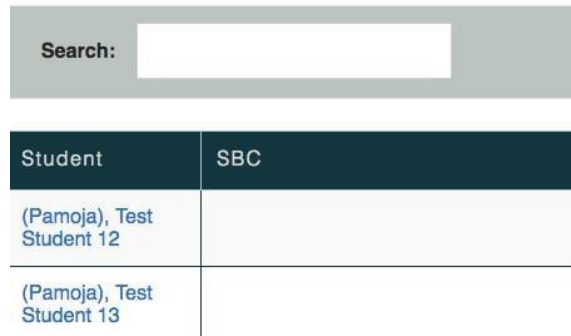


At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.



The screenshot shows the Pamoja system interface. At the top, there is a dark blue header with the Pamoja logo and the word 'pamoja' in white. Below the header, there are three tabs: 'Home', 'Students' (which is highlighted with a green underline), and 'Enrollments'. Underneath the tabs, there is a dark blue bar with three buttons: 'Find Student', 'Active Students' (highlighted in green), and 'Add Student'.

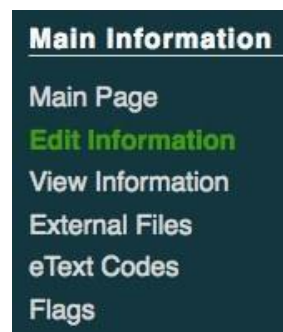
There are 59 active students in the system:



The screenshot shows a search bar with the label 'Search:' and a text input field. Below the search bar, there is a table with two columns: 'Student' and 'SBC'. The table contains two rows of data:

Student	SBC
(Pamoja), Test Student 12	
(Pamoja), Test Student 13	




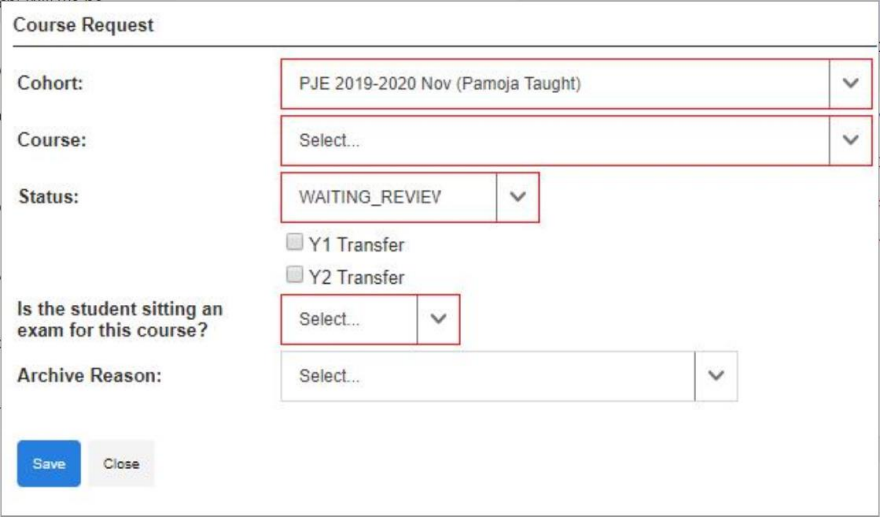
If you wish to edit a student's details, click on their name on the list under **'Student'**, then click on **'Edit Information'** on the left. Make your changes and ensure that you click **'Save'** at the bottom of the page.



The screenshot shows a dark blue dropdown menu titled 'Main Information'. The menu items are: 'Main Page', 'Edit Information' (highlighted in green), 'View Information', 'External Files', 'eText Codes', and 'Flags'.

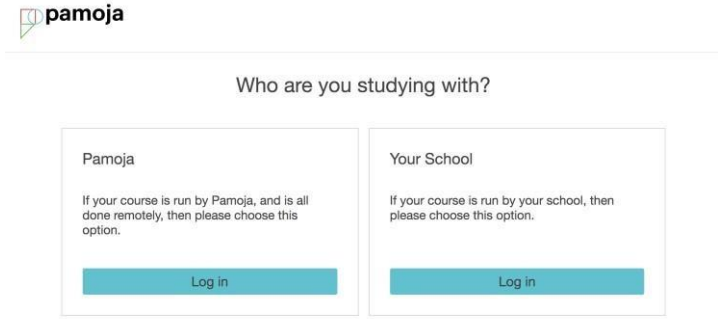
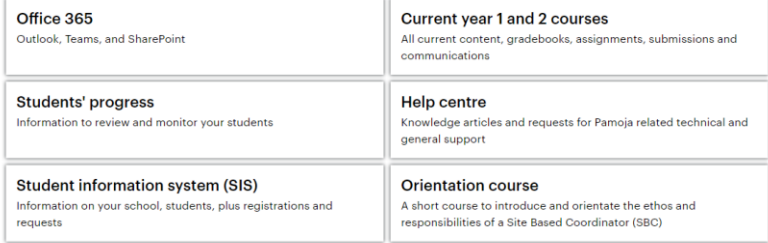

To add another student, repeat the process from **'Add Student'**.

To complete a student's registration, you must request a course.

<p>Click on a student's name under the 'Students' tab.</p>	
<p>Under the 'Enrolments' section on the menu on the top of the page, click on 'Requested Courses'.</p>	
<p>Click on 'Add new course request'.</p>	
<p>Select the correct <b>cohort</b> from the drop-down list.</p> <p>Choose the subject the student wishes to take.</p> <p>Click '<b>Save</b>' and the process is complete.</p>	
<p style="text-align: center;"><b>Repeat for each student.</b></p>	



Once your students' Pamoja Taught course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

<p>Go to the link: <a href="http://login.pamojaeducation.com/">http://login.pamojaeducation.com/</a> and select the Log in option under 'Pamoja'.</p>	 <p>The screenshot shows the Pamoja login page. At the top left is the Pamoja logo. Below it, the text reads "Who are you studying with?". There are two main options: "Pamoja" and "Your School". Under "Pamoja", it says "If your course is run by Pamoja, and is all done remotely, then please choose this option." and there is a "Log in" button. Under "Your School", it says "If your course is run by your school, then please choose this option." and there is a "Log in" button.</p>
<p>You will now see your dashboard. To find the SBC Orientation, Click on 'Orientation Course'.</p>	 <p>The screenshot shows a dashboard with six tiles. The tiles are: "Office 365" (Outlook, Teams, and SharePoint), "Current year 1 and 2 courses" (All current content, gradebooks, assignments, submissions and communications), "Students' progress" (Information to review and monitor your students), "Help centre" (Knowledge articles and requests for Pamoja related technical and general support), "Student information system (SIS)" (Information on your school, students, plus registrations and requests), and "Orientation course" (A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)).</p>
<p>Please then click on the 'SBC Orientation' and work your way through the modules.</p>	 <p>The screenshot shows the title "SBC ORIENTATION Y1 (PT)" and a progress bar consisting of seven empty circles.</p>