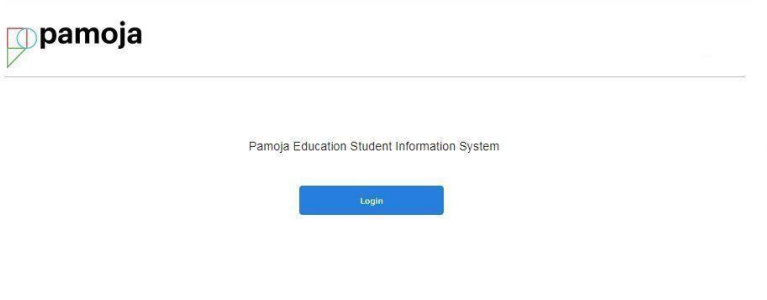


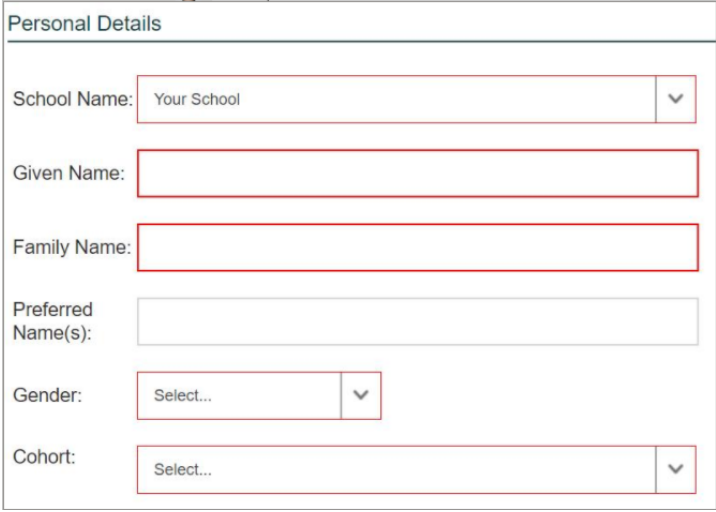
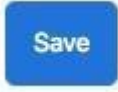


Registering students in the Student Information System (SIS) and entering online IB DP course requests

<p>If you are a Site-based Coordinator, please go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Site-based Coordinators (SBC)' and the 'Log in' option under 'Pamoja Taught'.</p> <p>If you are an IB Diploma Programme Coordinator (DPC), please go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For IB Diploma Programme Coordinators (DPC)' and the 'Log in' option under 'Student Information System (SIS)'.</p>	<div style="text-align: center;"> <p>For Site-based Coordinators (SBC)</p>  <p>If you deliver one of our courses remotely, then please choose this option.</p> <p>Log in</p> </div> <div style="text-align: center; margin-top: 20px;"> <p>For IB Diploma Programme Coordinators (DPC)</p> <p>Student Information System (SIS)</p> <p>Information on your school, students, plus registrations and requests</p> <p>Log in</p> </div>						
<p>Enter your details and click 'Log in'. You will have received your username and password when your school was registered.</p> <p>Please contact courses@pamojaeducation.com if you have any login issues.</p>							
<p>You will now see your dashboard. To enrol a new student, click on 'Student information system (SIS)'.</p> <p>Note: <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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p>Office 365 Outlook, Teams, and SharePoint</p> </td> <td style="padding: 5px;"> <p>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Students' progress Information to review and monitor your students</p> </td> <td style="padding: 5px;"> <p>Help centre Knowledge articles and requests for Pamoja related technical and general support</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Student information system (SIS) Information on your school, students, plus registrations and requests</p> </td> <td style="padding: 5px;"> <p>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p> </td> </tr> </table>	<p>Office 365 Outlook, Teams, and SharePoint</p>	<p>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</p>	<p>Students' progress Information to review and monitor your students</p>	<p>Help centre Knowledge articles and requests for Pamoja related technical and general support</p>	<p>Student information system (SIS) Information on your school, students, plus registrations and requests</p>	<p>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p>
<p>Office 365 Outlook, Teams, and SharePoint</p>	<p>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</p>						
<p>Students' progress Information to review and monitor your students</p>	<p>Help centre Knowledge articles and requests for Pamoja related technical and general support</p>						
<p>Student information system (SIS) Information on your school, students, plus registrations and requests</p>	<p>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</p>						

<p>Click on the 'Login' button.</p>	
<p>Click on the 'Students' tab at the top of the home page in the SIS.</p>	
<p>Click on 'Add Student' 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 Cohort from the drop-down list:</u></p> <ul style="list-style-type: none"> • Pamoja Taught: Select '2019-2021 May IB DP (Pamoja Taught)' for first year IB DP candidates. • Select 'PJE 2018-2020 May (Pamoja Taught)' for second year IB DP candidates. • Select the 'School Taught' cohort for School Taught options. 	 <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>Note: <i>Red fields indicate required information. <u>You will need to provide a valid email address for the student to avoid login issues.</u></i></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.

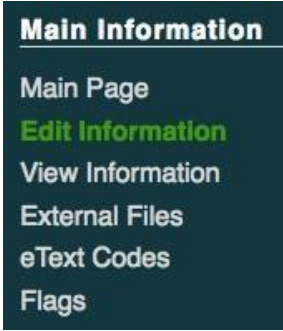


There are 59 active students in the system:

Search:




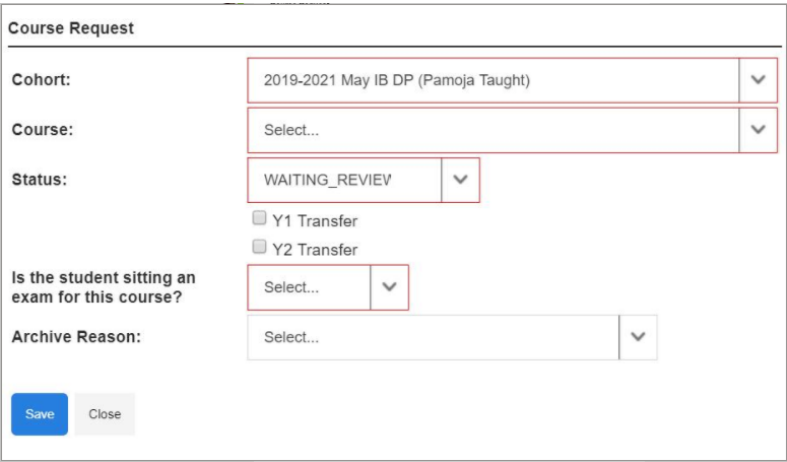
Student	SBC
(Pamoja), Test Student 12	
(Pamoja), Test Student 13	

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



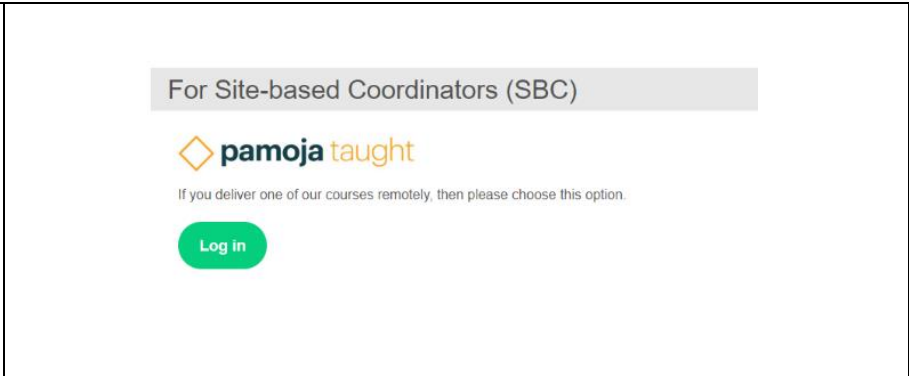
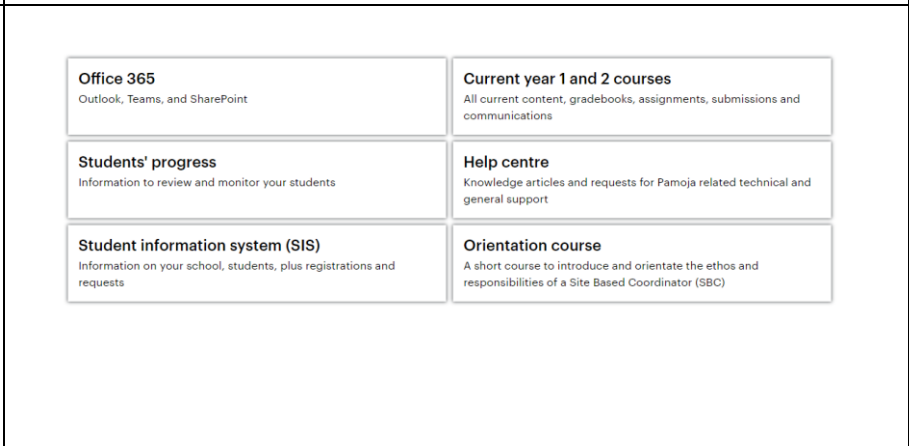
To add another student, repeat the process from **'Add Student'**.

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 cohort from the drop-down list.</p> <p>Choose the subject the student wishes to take.</p> <p>Click 'Save' and the process is complete.</p>	
<p style="text-align: center;">Repeat for each student.</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 http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Site-based Coordinators (SBC)' and the 'Log in' option under 'Pamoja Taught'.</p>	
<p>You will now see your dashboard. To find the SBC Orientation, Click on 'Orientation Course'.</p>	
<p>Please then click on the 'SBC Orientation' and work your way through the modules.</p>	