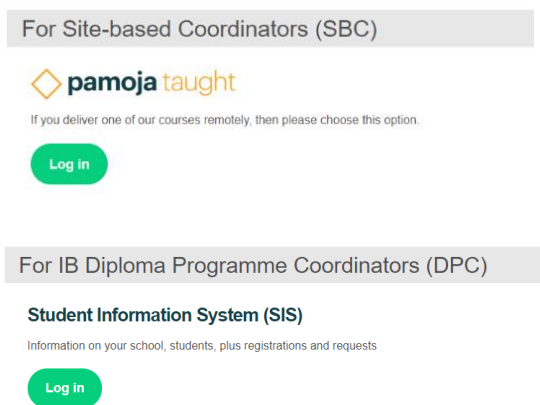
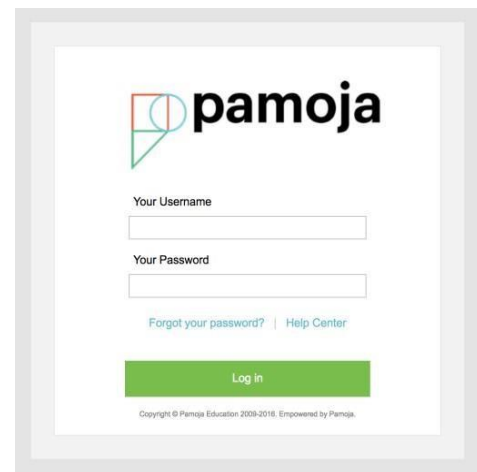
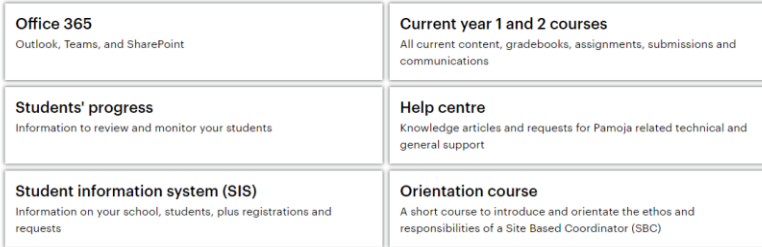
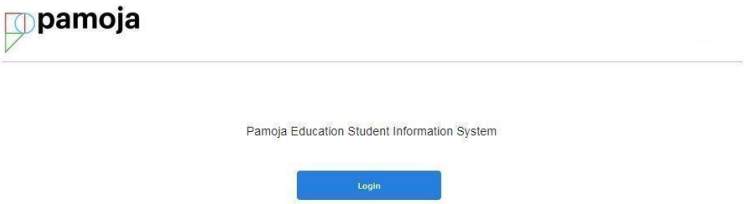
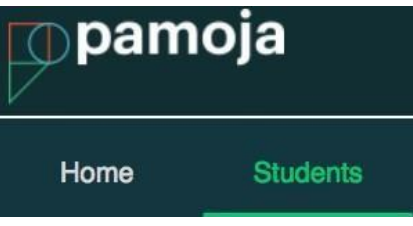

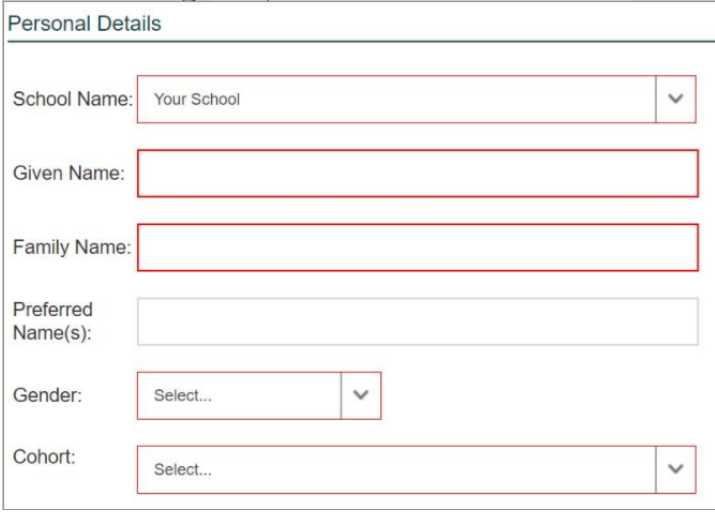


Registering students in the Student Information System (SIS) and entering online IB DP course requests

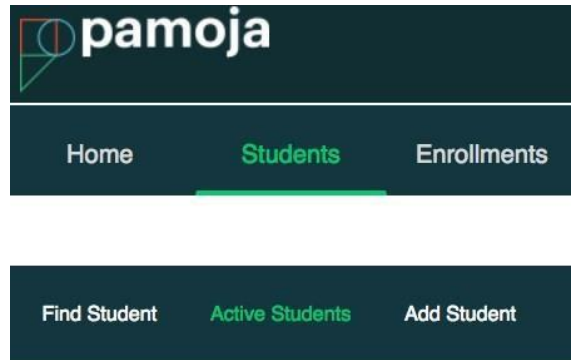
<p>If you are a Site-based Coordinator, please go to the link: http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Site-based Coordinators (SBC)' and the 'Log in' option under 'Pamoja Taught'.</p> <p>If you are an IB Diploma Programme Coordinator (DPC), please go to the link: http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For IB Diploma Programme Coordinators (DPC)' and 'Log in' option under 'Student Information System (SIS)'.</p>	
<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>	

<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 '2020-2021 November IB DP (Pamoja Taught)' for first year IB DP candidates. • Select 'PJE 2019-2020 Nov (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: <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'**.

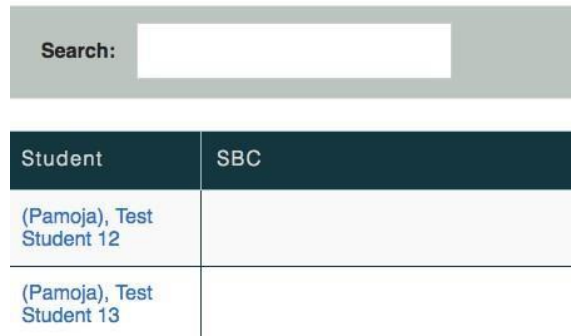


At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.



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 is a navigation bar with three tabs: 'Home', 'Students' (which is highlighted with a green underline), and 'Enrollments'. Below the navigation bar is another dark blue bar with three buttons: 'Find Student', 'Active Students' (highlighted in green), and 'Add Student'.

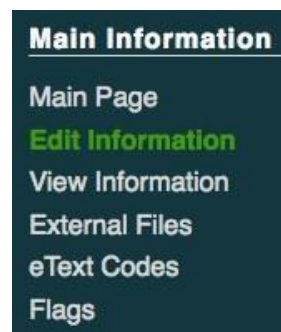
There are 59 active students in the system:



The screenshot shows a search bar with the label 'Search:' and a text input field. Below the search bar 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 with the title 'Main Information' in white. The menu contains the following options: '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.

Click on a student's name under the 'Students' tab.



Under the 'Enrolments' section on the menu on the top of the page, click on 'Requested Courses'.



Click on 'Add new course request'.

Add new course request

Select the correct cohort from the drop-down list.
Choose the subject the student wishes to take.
Click 'Save' and the process is complete.

Course Request

Cohort: 2020-2021 November IB DP (Pamoja Taught) ▼

Course: Select.. ▼

Status: WAITING_REVIEW ▼

Y1 Transfer

Y2 Transfer

Is the student sitting an exam for this course? Select.. ▼

Archive Reason: Select.. ▼

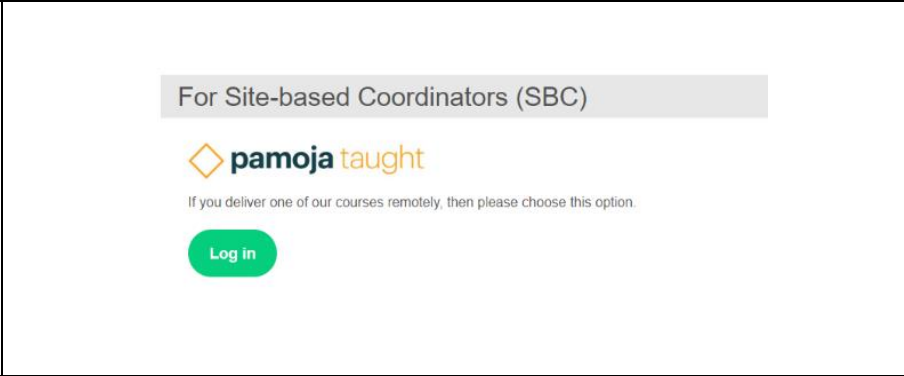
Save Close

Repeat for each student.

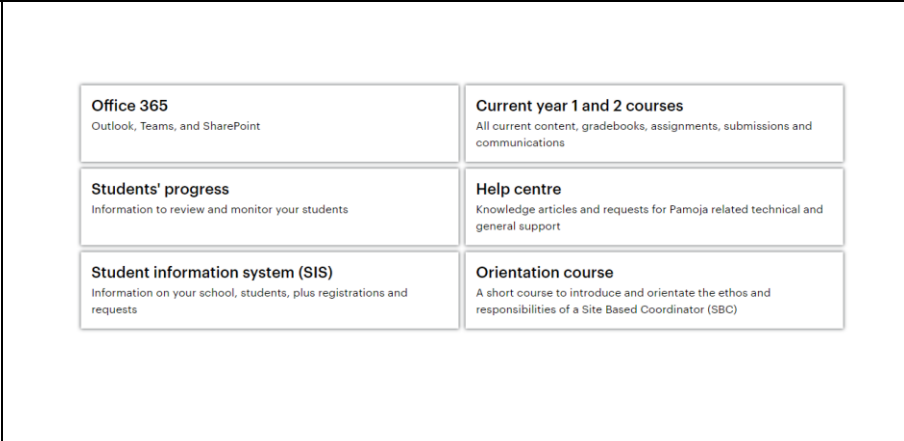


Once your students' Pamoja Taught course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

Go to the link <http://login.pamojaeducation.com/> to register students with Pamoja. Please select **'For Site-based Coordinators (SBC)'** and **'Log in'** option under **'Pamoja Taught'**.



You will now see your dashboard. To find the SBC Orientation, Click on **'Orientation Course'**.



Please then click on the **'SBC Orientation'** and work your way through the modules.

