

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

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 Online Courses'**.

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)'**.

Enter your details and click **'Log in'**. You will have received your username and password when your school was registered.

Please contact courses@pamojaeducation.com if you have any login issues.

For Site-based Coordinators (SBC)



LOG IN

For IB Diploma Programme Coordinators (DPC)

Student Information System (SIS)

Information on your school, students, plus registrations and requests

LOG IN



The screenshot shows the Pamoja login interface. At the top is the Pamoja logo. Below it are two input fields: 'Your Username' and 'Your Password'. Under the password field are links for 'Forgot your password?' and 'Help Center'. A green 'Log in' button is at the bottom. A small copyright notice is visible at the very bottom: 'Copyright © Pamoja Education 2009-2016. Empowered by Pamoja.'

You will now see your dashboard. To enrol a new student, click on **'Student information system (SIS)'**.

Note: *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.*

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

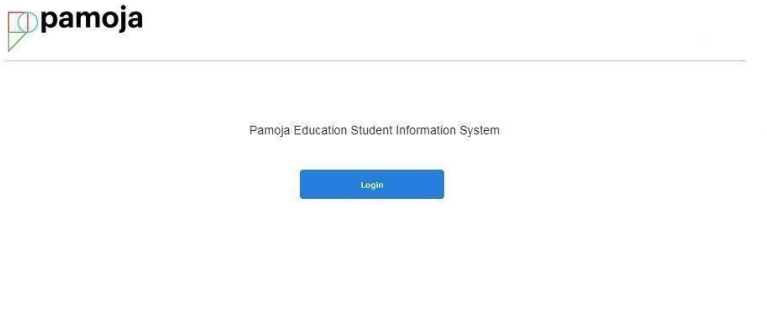


Student information system (SIS)

Information on your school, students, plus registrations and requests

Orientation course

A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)



<p>Click on the 'Login' button.</p>	 A screenshot of the Pamoja Education Student Information System (SIS) home page. At the top left is the Pamoja logo. Below it, the text "Pamoja Education Student Information System" is centered. A blue "Login" button is centered below the text.
<p>Click on the 'Students' tab at the top of the home page in the SIS.</p>	 A close-up screenshot of the navigation tabs. The Pamoja logo is at the top left. Below it are two tabs: "Home" and "Students". The "Students" tab is highlighted with a green underline.
<p>Click on 'Add Student' on the menu on the top of the page.</p>	 A close-up screenshot of the top navigation menu. It contains three items: "Find Student", "Active Students", and "Add Student". The "Add Student" item is highlighted in green.

Please include as much detail as possible when completing the application form for the student.

Select the relevant **Cohort** from the drop-down list:

- Pamoja Online Courses: Select '2020-2022 May IB DP (Pamoja Online Courses)' for first year IB DP candidates. • Select 'PJE 2019-2021 May (Pamoja Online Courses)' for second year IB DP candidates.
- Select the Pamoja Lesson Suite cohort for Pamoja Lesson Suite options.
- Select the Cambridge cohorts for IGCSE and International A Level options.

Personal Details

School Name: ▼

Given Name:

Family Name:

Preferred Name(s):

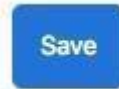
Gender: ▼

Cohort: ▼

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.

Note: *Red fields indicate required information. You will need to provide a valid email address for the student to avoid login issues.*

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 navigation bar with the following elements:

- Pamoja logo
- Home
- Students** (highlighted with a green underline)
- Enrollments



The screenshot shows the Pamoja action buttons with the following elements:

- Find Student
- Active Students** (highlighted in green)
- Add Student

There are 59 active students in the system:

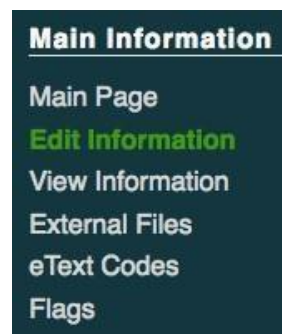


The screenshot shows a search bar with the following elements:

- Search: [input field]

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.




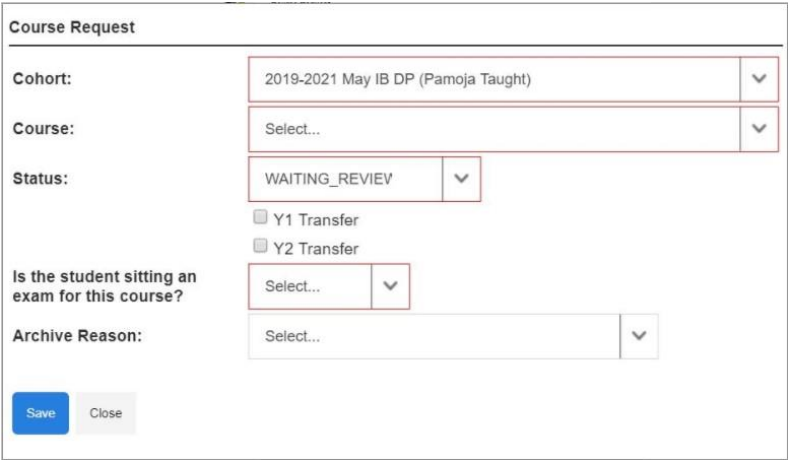


The screenshot shows the student information menu with the following elements:

- Main Information** (highlighted with a green underline)
- Main Page
- Edit Information** (highlighted in green)
- View Information
- External Files
- eText Codes
- Flags

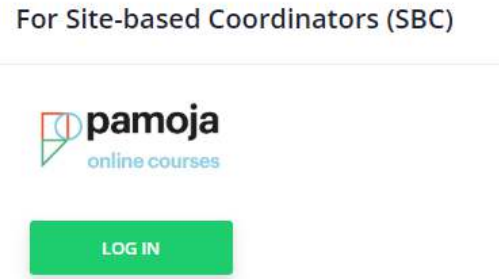
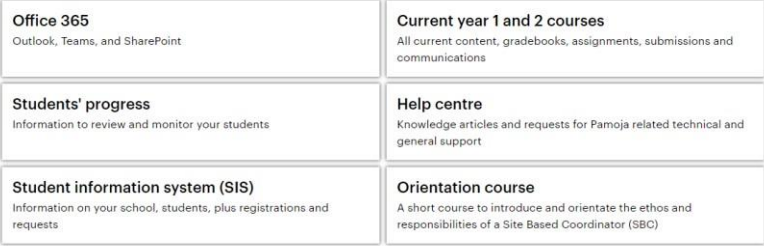
To add another student, repeat the process from **'Add Student'**.

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 cohort from the dropdown list.</p> <p>Choose the subject the student wishes to take.</p> <p>Click 'Save' and the process is complete.</p>	
<p>Repeat for each student.</p>	



Once your students' Pamoja Online Courses 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 Online Courses'.</p>	<p>For Site-based Coordinators (SBC)</p> 						
<p>You will now see your dashboard. To find the SBC Orientation, Click on 'Orientation Course'.</p>	 <table border="1"><tr><td>Office 365 Outlook, Teams, and SharePoint</td><td>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</td></tr><tr><td>Students' progress Information to review and monitor your students</td><td>Help centre Knowledge articles and requests for Pamoja related technical and general support</td></tr><tr><td>Student information system (SIS) Information on your school, students, plus registrations and requests</td><td>Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)</td></tr></table>	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	Orientation course A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)
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<p>Please then click on the 'SBC Orientation' and work your way through the modules.</p>	<p>SBC ORIENTATION Y1 (PT)</p> 