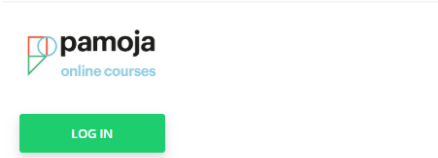
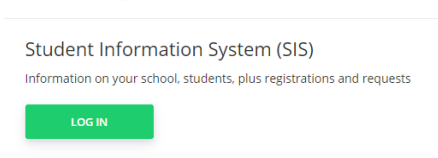

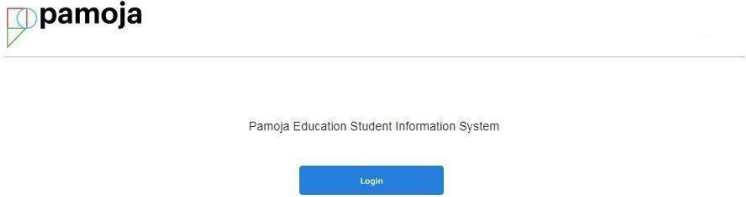


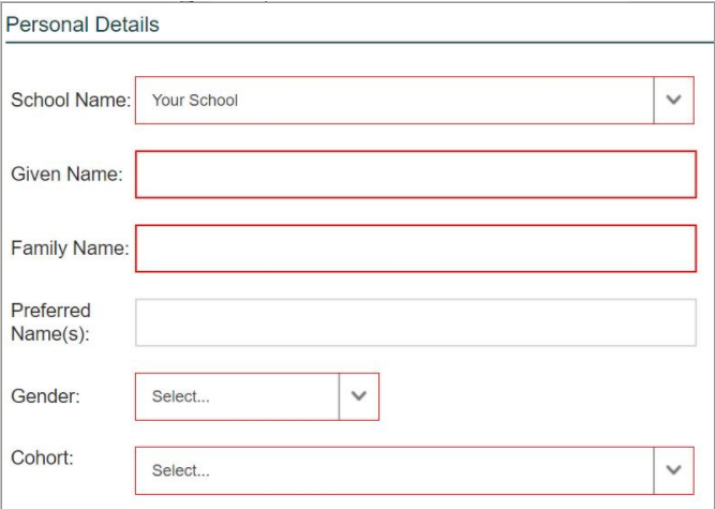


Registering students in the Student Information System (SIS) and entering online Cambridge IGCSE and International AS and A Level course requests

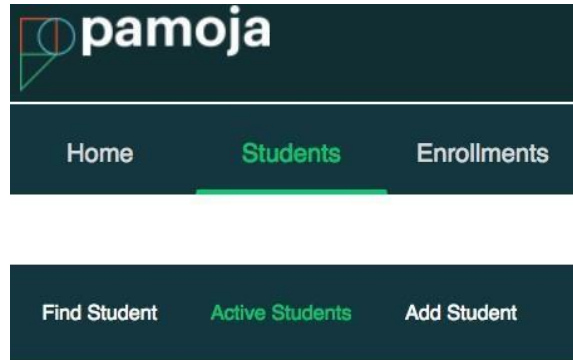
<p>If you are a Site-based Coordinator, please go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Site-based Coordinators (SBC)' and the 'Log in' option under 'Pamoja Online Courses'.</p> <p>If you are a Cambridge Exams Officer, please go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Cambridge Exams Officers (EO)' and the 'Log in' option under 'Student Information System (SIS)'</p>	<p>For Site-based Coordinators (SBC)</p>  <p>For Cambridge Exams Officers (EO)</p> <p>Student Information System (SIS) Information on your school, students, plus registrations and requests</p> 						
<p>Enter your details and click on '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 an Exams Officer 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"> <tr> <td data-bbox="608 1458 991 1536"> <p>Office 365 Outlook, Teams, and SharePoint</p> </td> <td data-bbox="991 1458 1374 1536"> <p>Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications</p> </td> </tr> <tr> <td data-bbox="608 1536 991 1615"> <p>Students' progress Information to review and monitor your students</p> </td> <td data-bbox="991 1536 1374 1615"> <p>Help centre Knowledge articles and requests for Pamoja related technical and general support</p> </td> </tr> <tr> <td data-bbox="608 1615 991 1693"> <p>Student information system (SIS) Information on your school, students, plus registrations and requests</p> </td> <td data-bbox="991 1615 1374 1693"> <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>
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<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 Online Courses IGCSE: Select '2020-2021 Nov Cambridge IGCSE (Pamoja Online Courses)' for first year IGCSE candidates. • Pamoja Online Courses International AS and A Level: Select '2020-2021 Nov Cambridge IAL (Pamoja Online Courses)' for first year International AS and A Level candidates. • School Taught International IGCSE: Select '2020-2021 Nov Cambridge IGCSE (Pamoja Lesson Suite)' for first year IGCSE candidates. • Pamoja Lesson Suite International AS and A Level: Select '2020-2021 Nov Cambridge IAL (Pamoja Lesson Suite)' for first year International AS and A Level candidates. 	 <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'**.

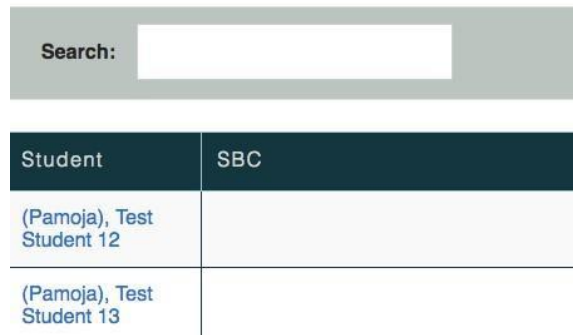


At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.



The screenshot shows the Pamoja dashboard with the 'Students' tab selected. Below the navigation bar, there are three buttons: 'Find Student', 'Active Students' (highlighted in green), and 'Add Student'.

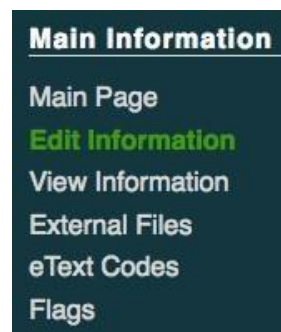
There are 59 active students in the system:



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'.

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




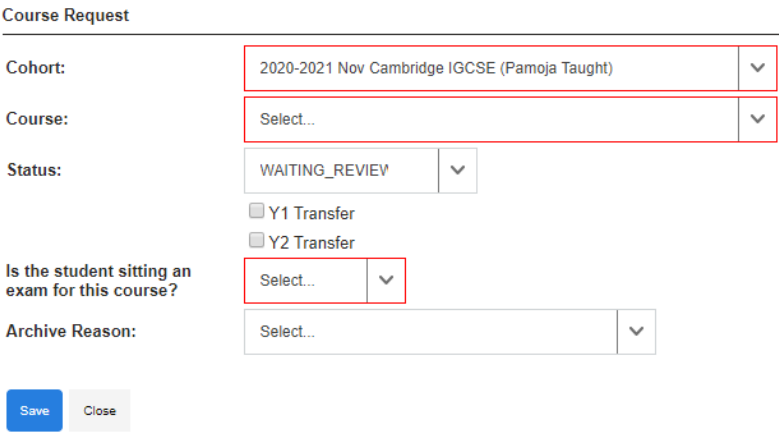
If you wish to edit a student's details, click on their name on the list under **'Student'** tab, then click on **'Edit Information'** on the left. Make your changes and ensure that you click **'Save'** at the bottom of the page.



The screenshot shows a dark blue menu with the following options: 'Main Information' (highlighted in white), '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'**.

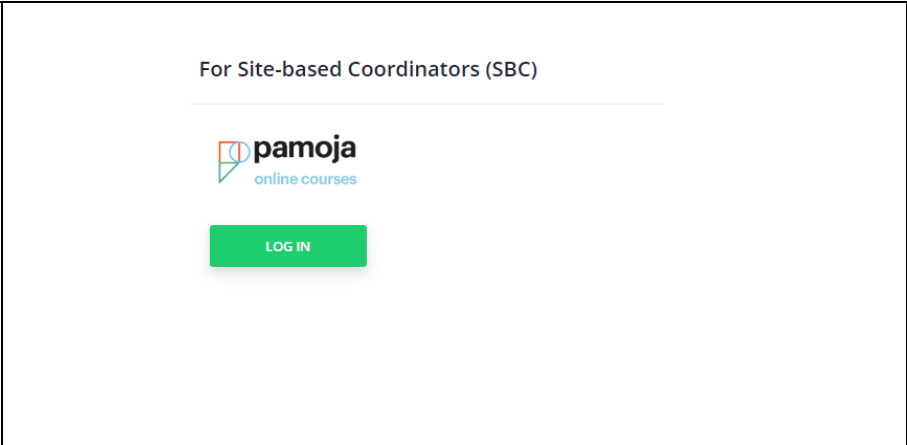
To complete a student's registration, you must request a course.

<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 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>	

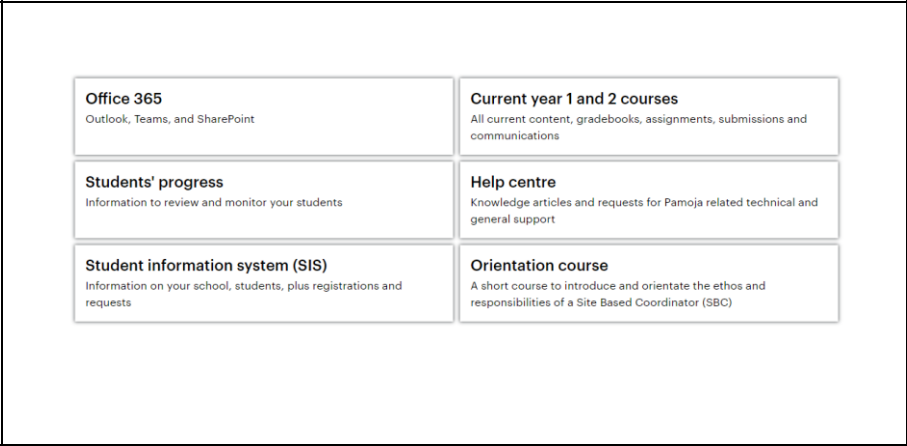


Once your students' Pamoja Online Courses course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.

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



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.

