

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

Go to the Pamoja website and click on the Login button at the top right of the screen: <u>http://www.pamojaeducation.com/</u>	Q +44 1865 636 100 Login
Click on Login and enter your details if prompted. This will be the username and password you received when your school was registered.	Welcome to Pamoja
	Privacy Terms Copyright © Pamoja Education Ltd
You will now see your dashboard. To enroll a student, click on Student information system (SIS).	Completed year 1 courses All year 1 content, completed assignments, gradebooks and discussions All year 1 content, completed assignments, gradebooks and discussions All current year 1 and 2 courses
Note: If you are a Diploma Coordinator only and not Site- based Coordinator (SBC) then you will not see this screen. Please skip to the next step.	Students' progress Help centre Information to review and monitor your students Rowledge articles and requests for Pamoja related technical and general support Student information system (SIS) Orientation course to introduce and orientate the ethos and requests Information on your school, students, plus registrations and requests A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)
Click on the Login button.	pamoja
	Parnoja Education Student Information System
Click on the Students tab at the top of the Home page in the SIS.	pamoja
	Home Students



Click on Add Student on the menu on the left hand side of the page.	Find Student Image: Active Students Image: Add Student		
Please include as much detail as possible when completing the application form for the student.	Personal Details School Name: Select		
Select the relevant Cohort from the dropdown list:	Given Name: Family Name: Preferred Name(s):		
Select 2017-2019 May for first year Diploma candidates. Select 2016-2018 May for second year Diploma candidates (transfers). For Extended Essay students	Gender: Select Cohort: Select Primary Nationality: Select Country of Residence: Select Timezone: Select Primary Language Secondary Language		
select 2017-2019 May EE. Note : Yellow fields indicate required information. You will need to provide a valid email address for the student in order to avoid login issues.			
Scroll to the bottom of the page and click Save .	Save		
At this stage, the student 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 containing their login details.	Student Test Student, Andrea Test Student, Fred Test Student2, Alicia Test, Gully		
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.	Main Information <u>Main Page</u> <u>Edit Information</u> <u>View Information</u> <u>External Files</u>		
To add another student, repeat the process from Add Student .			



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

	Home Students		
Click on a student's name under the Students tab.	Find Student There are : Active Students Search:		
Under the Enrollments section on the menu on the left of the page, click on Requested Courses .	Enrollments Current Enrollments Requested Courses Drop Requests Enrollment History		
Click on Add new course request.	Add new course request		
Select the correct cohort from the drop down list.	Course Request		
Choose the subject the student wishes to take.	Cohort: PJE 2017-2019 May \$ Course: M2019 Film SL Y1 \$		
Indicate if the online course serves as a 7th Subject for the candidate.	Early Decision Discount Lost		
Click Save and the process is complete.	Archive Reason: Select		
	Save Close		
Repeat for each student.			

Registered students will immediately receive their login details by email at the address you enter during student registration.

Once your student's courses request has been accepted, you will need to complete your SBC Orientation.



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You will now see your dashboard. To find the SBC Orientation, click Orientation Course .	School & student search Students' status
	Completed year 1 courses All year 1 content, completed assignments, gradebooks and discussions Current year 1 and 2 courses All current content, gradebooks, assignments, submissions and communications
	Students' progress Help centre Information to review and monitor your students Knowledge articles and requests for Pamoja related technical and general support
	Student information system (SIS) Orientation course Information on your school, students, plus registrations and requests A short course to introduce and orientate the ethos and responsibilities of a Site Based Coordinator (SBC)
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Please then click on the SBC Orientation and work your way through the modules.	2017 MAY SBC ORIENTATION