pamoja

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

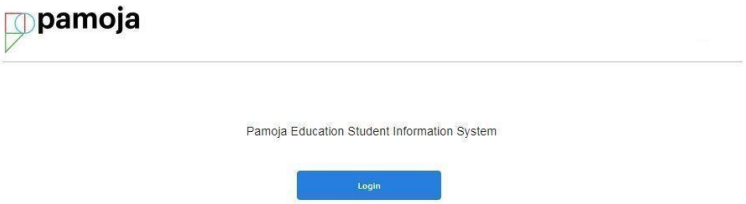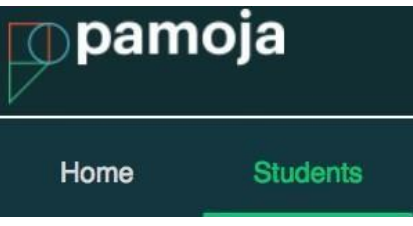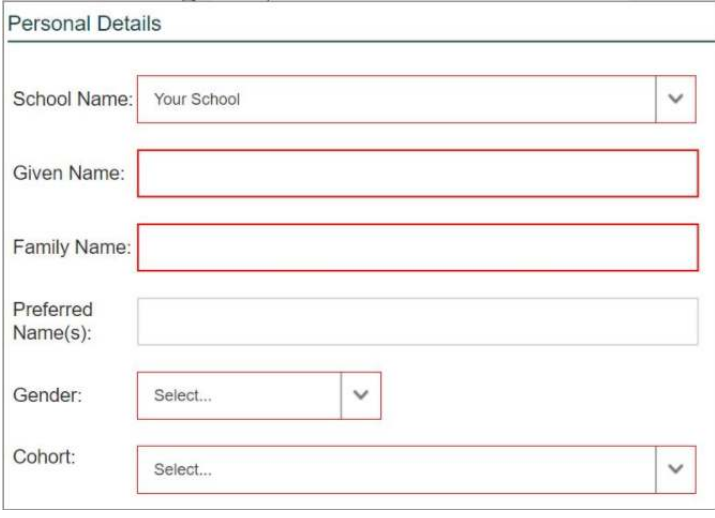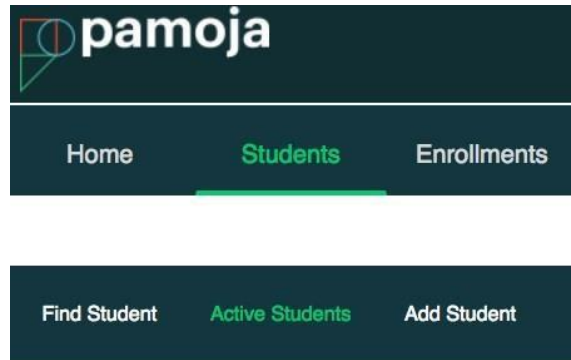|	
If you are a Site-based Coordinator, please go to the link: http://login.pamojaeducation.com/ to register students with Pamoja. Please select **'For Site-based Coordinators (SBC)'** and the **'Log in'** option under **'Pamoja Online Courses'**. If you are an IB Diploma Programme Coordinator (DPC), please go to the link: http://login.pamojaeducation.com/ to register students with Pamoja. Please select **'For IB Diploma Programme Coordinators (DPC)'** and **'Log in'** option under **'Student Information System (SIS)'**.	**For Site-based Coordinators (SBC)** pamoja online courses LOG IN **For IB Diploma Programme Coordinators (DPC)** Student Information System (SIS) Information on your school, students, plus registrations and requests LOG IN
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.	pamoja Your Username Your Password Forgot your password? | Help Center Log in 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)

Click on the '**Login'** button.	Pamoja Education Student Information System Login
Click on the '**Students'** tab at the top of the home page in the SIS.	Home Students
Click on '**Add Student'** on the menu on the top of the page.	Find Student Active Students Add Student
Please include as much detail as possible when completing the application form for the student. <u>Select the relevant **Cohort** from the drop-down list:</u> • Pamoja Online Courses: Select '**2020-2021 November IB DP (Pamoja Online Courses)'** for first year IB DP candidates. • Select **'PJE 2019-2020 Nov (Pamoja Online Courses)'** for second year IB DP candidates. • Select the **'Pamoja Lesson Suite'** cohort for Pamoja Lesson Suite options.	Personal Details School Name: Your School Given Name: Family Name: Preferred Name(s): Gender: Select... Cohort: Select... 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.* <u>*You will need to provide a valid email address for the student to avoid login issues.*</u>

![pamoja logo]

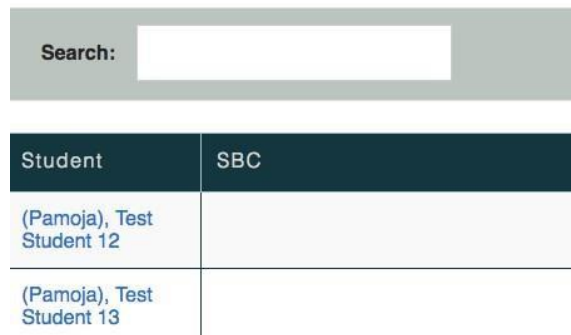| Scroll to the bottom of the page and click **'Save'**.	Save

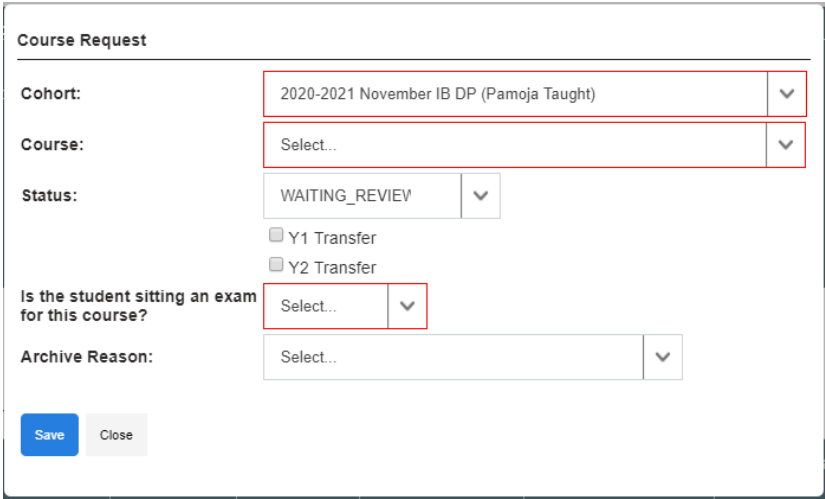| At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.	**pamoja** Home **Students** Enrollments Find Student Active Students Add Student 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'**, 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** Main Page **Edit Information** View Information External Files eText Codes Flags
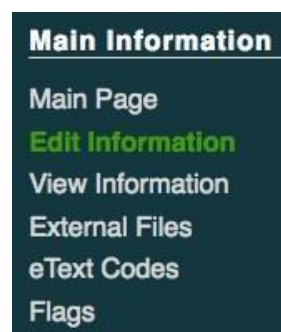
To add another student, repeat the process from **'Add Student'**.

To complete a student's registration, you must <u>request a course</u>.

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

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Once your students' Pamoja Online Courses course requests have been accepted, and if you are an SBC you will need to complete SBC Orientation.
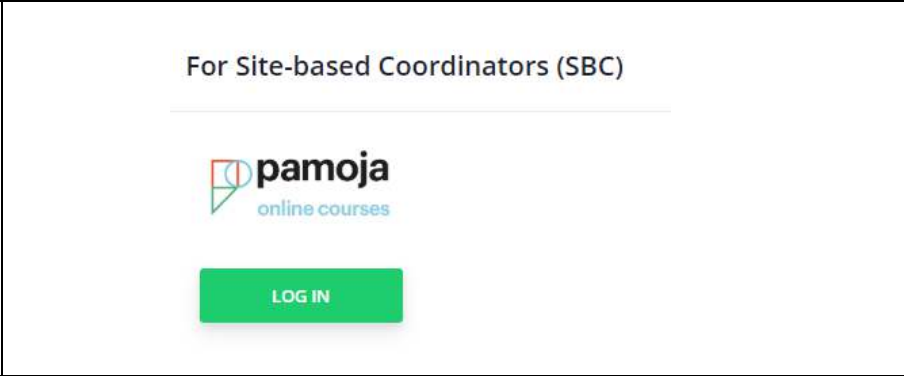
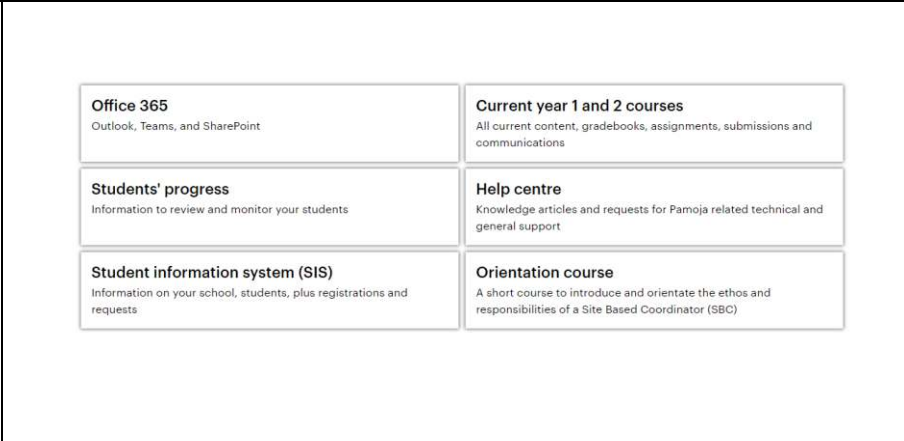|	
Go to the link http://login.pamojaeducation.com/ to register students with Pamoja. Please select **'For Site-based Coordinators (SBC)'** and **'Log in'** option under **'Pamoja Online Courses'**.	**For Site-based Coordinators (SBC)** pamoja online courses **LOG IN**
You will now see your dashboard. To find the SBC Orientation, Click on **'Orientation Course'**.	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)
Please then click on the **'SBC Orientation'** and work your way through the modules.	**SBC ORIENTATION Y1 (PT)** ○○○○○○○