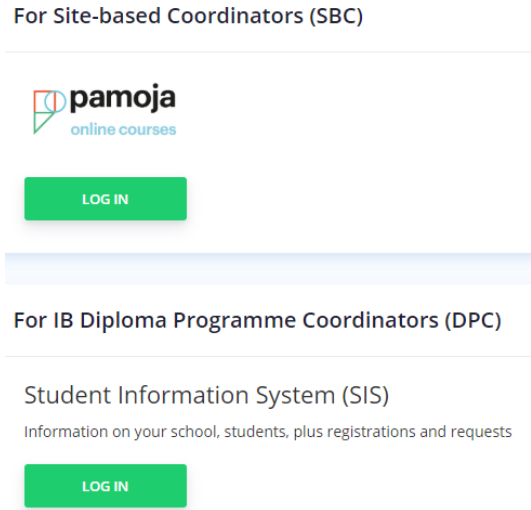

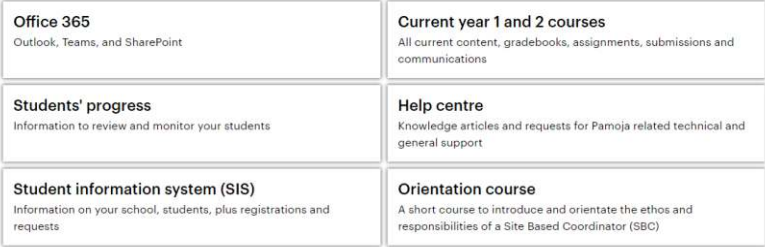
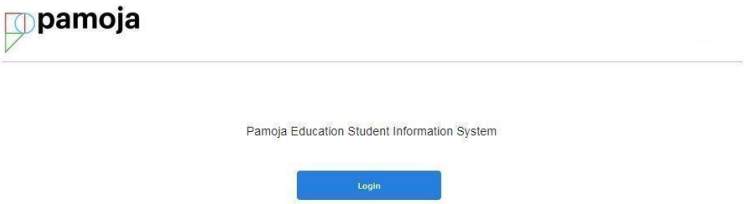
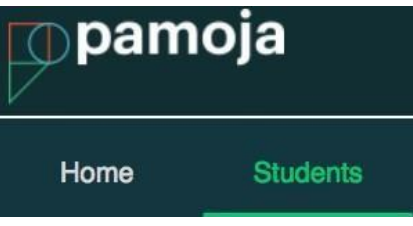

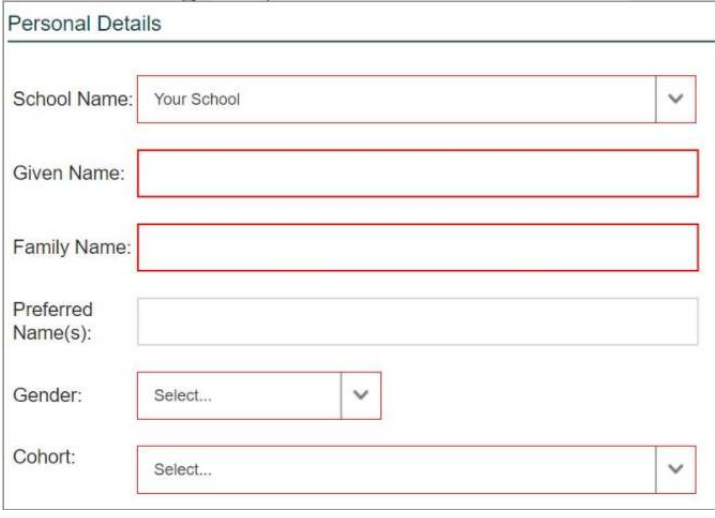


Registering students in the Student Information System (SIS) and entering online IB DP course requests

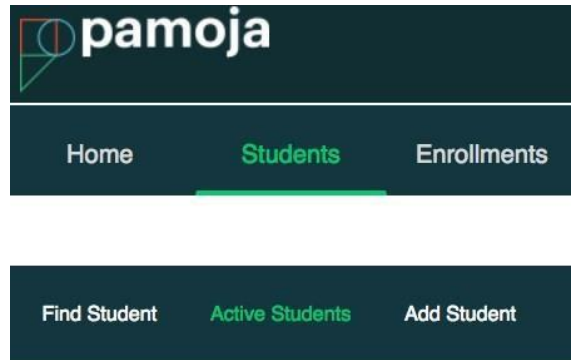
<p>If you are a Site-based Coordinator, please go to the link: http://login.pamojaeducation.com/ to register students with Pamoja. Please select 'For Site-based Coordinators (SBC)' and the 'Log in' option under 'Pamoja Online Courses'.</p> <p>If you are an IB Diploma Programme Coordinator (DPC), please 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 Online Courses: Select '2021-2022 November IB DP (Pamoja Online Courses)' for first year IB DP candidates. • Select 'PJE 2020-2021 Nov (Pamoja Online Courses)' for second year IB DP candidates. • Select the 'Pamoja Lesson Suite' cohort for Pamoja Lesson Suite 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: <i>Red fields indicate required information. <u>You will need to provide a valid email address for the student to avoid login issues.</u></i></p>

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

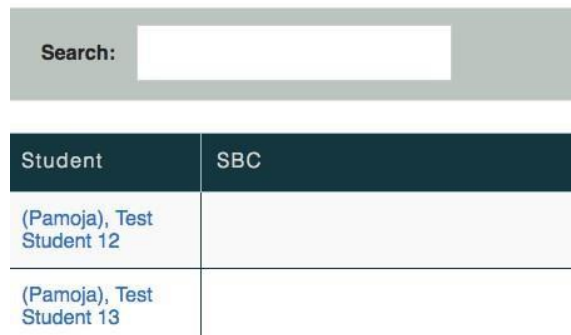


At this stage, the student's profile will be created, and the student will appear on the list of active students shown under the **'Student'** tab. The student will receive an automated email confirming their account creation.



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', and 'Enrollments'. The 'Students' tab is currently selected and highlighted with a green underline. Below the navigation bar is another dark blue bar with three buttons: 'Find Student', 'Active Students', and 'Add Student'. The 'Active Students' button is highlighted in green.

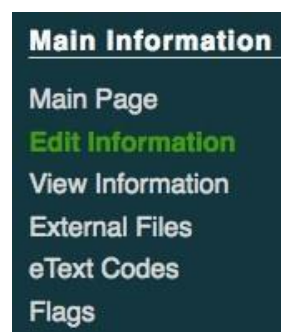
There are 59 active students in the system:



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	




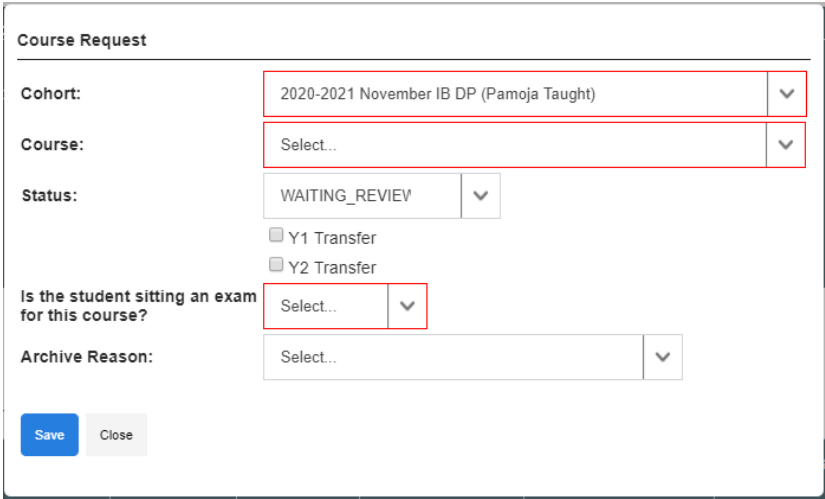
If you wish to edit a student's details, click on their name on the list under **'Student'**, then click on **'Edit Information'** on the left. Make your changes and ensure that you click **'Save'** at the bottom of the page.



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', 'View Information', 'External Files', 'eText Codes', and 'Flags'. The 'Edit Information' option is highlighted in green.

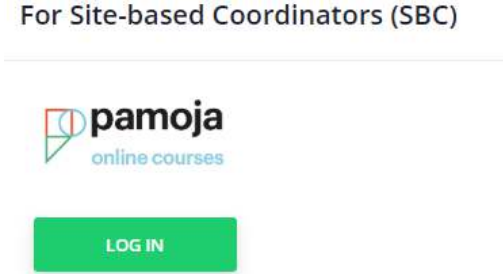
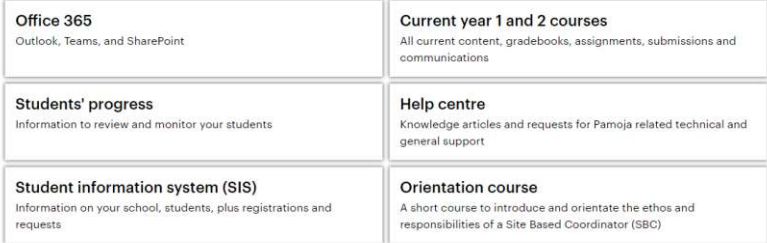
To add another student, repeat the process from **'Add Student'**.

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.

<p>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'.</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>	
<p>Please then click on the 'SBC Orientation' and work your way through the modules.</p>	<p>SBC ORIENTATION Y1 (PT)</p> 