Pamoja Student Orientation

Student Orientation

Unit 1: Introduction

Lesson 1: Learning with Pamoja

1.1 Introduction

Welcome to Pamoja

The Student Orientation has been designed to give you the best start to your online learning, we recommend all students complete this before the academic year begins. As a resource, you can refer to the Orientation for the duration of your studies with Pamoja.

We give students the opportunity to own their learning experience in a space that is no longer confined just to the classroom; your learning can take place anywhere. This orientation is designed to familiarise you with your Pamoja account, so you know where to find your lessons, assignments and teacher feedback.

So, what can you expect from your Pamoja Online Course? Let's hear from Maria, a recent Pamoja graduate.

Testimonial - María, Pamoja Taught Mathematics HL alumna

Student Orientation Course Outcomes

We know that transitioning to online learning can be new to many students. This orientation course is the first step in introducing you to the essential skills you will need to succeed in your course.

Take your time, and by the end of this orientation course, you will be ready to start your online learning experience with Pamoja.

ⓘ   By the end of this course, you should be able to:

- Navigate your way around the Pamoja learning platform

- Understand the structure of your Pamoja Online Course(s), lessons and assignments

- Find the support and feedback available to you throughout your course

- Describe the time management and organisational skills required to be a successful Pamoja student

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1.2 Lesson

The Student Orientation has been created for you to complete before you engage with your online studies. It is important you follow the Orientation Course right through to the end so that you have the skills needed to complete your course.

Success in your Course

Success in an online course can be achieved with the following essential skills:
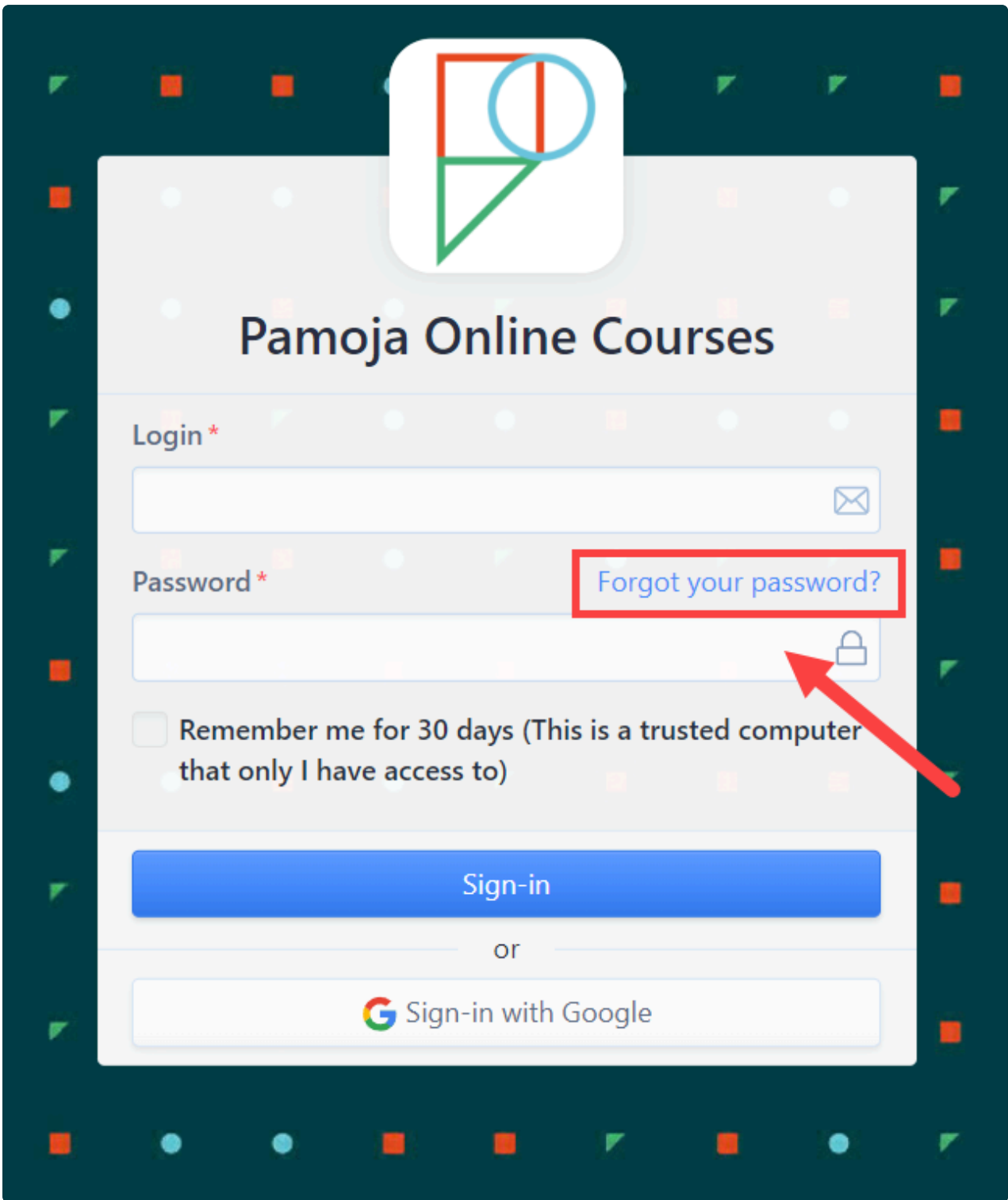
- Self and time-management
- Communication and collaboration skills
- Critical thinking and research skills

Getting Started

Before you get started in your course, you must perform the following tasks:
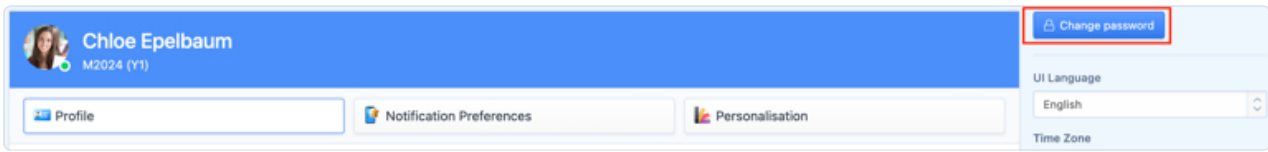
1. **Change your password**

How to do this: To change your password, click on the 'Forgot your password?' link on the login page and follow the instructions.

If you are already logged in, you can also change your password by clicking on your profile thumbnail in the top right-hand corner of the platform.
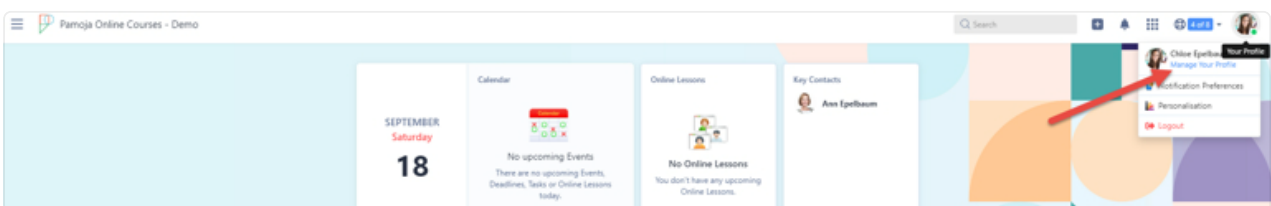
Once on your Profile page, select the 'Change password' button.

Choose something memorable, but secure, or use a password manager to remember it.

2. **Check your student profile is correct:**

Your profile can be viewed by selecting the profile thumbnail as described above. If the information displayed on your profile page is incorrect, please contact your School's Site-based Coordinator (SBC) or Pamoja School Services via courses@pamojaeducation.com to correct it accordingly.

3. **Select the correct time zone:**

This is an important step that allows you to view the dates and times in your course in your time zone.

To do this, click your profile thumbnail in the top right-hand corner and select 'Manage Your Profile'.

Now, click on the 'Show Sidebar' icon on the right-hand and edit your timezone to match where you live.
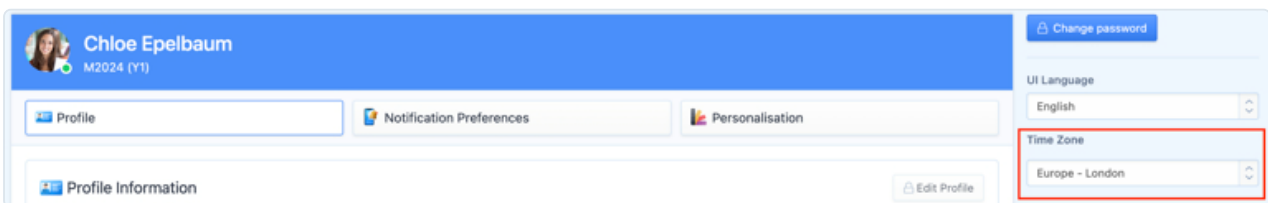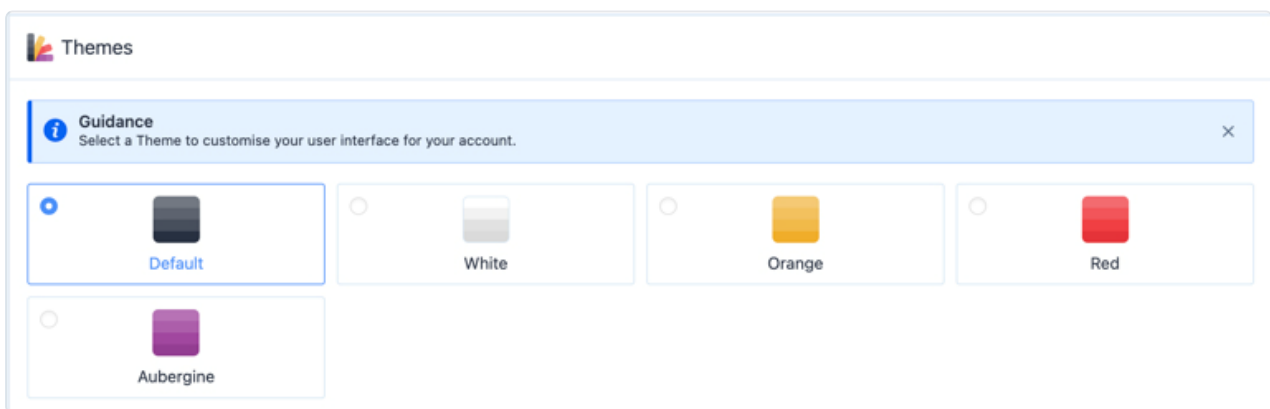

4. **Optional Step: Personalise your Student Account:**

There are a number of pre-set colour schemes for you to choose from. To personalise your interface simply select the 'Personalisation' tab listed under 'Manage Your Profile':
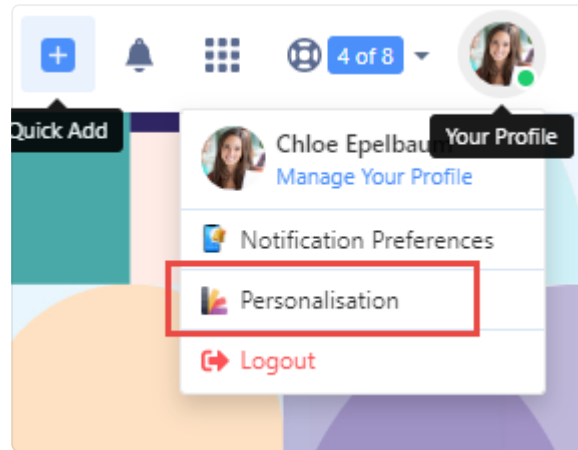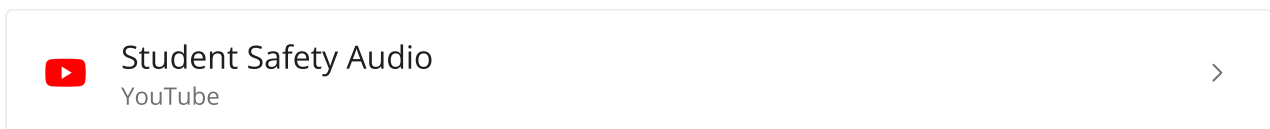
Select a preferred colour theme for your user interface:

Finally, click 'Save Changes' to apply all changes.

Online Safety

Before we continue, it is important you spend some time considering your safety in an online environment. Listen to one of our Course Advisors speak about staying safe in our global campus.

> ▶ Student Safety Audio
> YouTube   ›

Recommendations for Staying Safe Online

⚠ BE AWARE... of where and when you are accessing the online platform.

Who is sitting near you? Do you know them? Can they see your screen? Do you have personal information on your screen?

⚠ BE AWARE... of how to protect your personal information.

Do not store your username and password on mobile devices that can easily be lost or stolen. Do not share your username or password. Change your password if you think someone else has knowledge of it.

⚠ THINK... before you upload or post anything to the platform.

Only post information that you would be happy for your friends, teachers or members of your group to view. Remember, you are in a global community. Jokes do not always work online or across cultures – what is funny to you might be offensive to someone else.

⚠ REPORT ABUSE... at once!

If you experience bullying, harassment, hate speech, or see inappropriate content of any kind in the platform, or you know someone else who has encountered this, report it to your Pamoja teacher(s) and Site-based Coordinator (SBC) immediately.
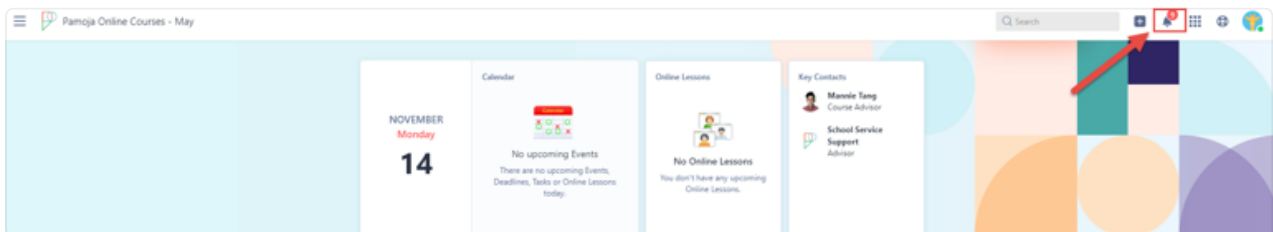
1.3 Communication

Communication Tools

Within the Pamoja learning platform, various communication tools allow you to communicate at any time with your Pamoja teacher(s) and classmates. These communication tools include:

- Announcements
- Discussions
- KeyChat

It is important to establish effective ways of communicating with your Pamoja teacher(s) and classmates in an online setting.

Notifications

The 'bell' icon in the top right-hand corner of the platform will notify you of all new messages or announcements from peers or your Pamoja teacher.


Your messages are direct communications between you, your peers and your Pamoja teacher(s). Your Pamoja teacher(s) will message you throughout your course(s), to share key academic information and course events (i.e. Online Lessons Events, oral practice etc.).

It is therefore important to check all communication regularly by selecting the 'Notifications' bell:
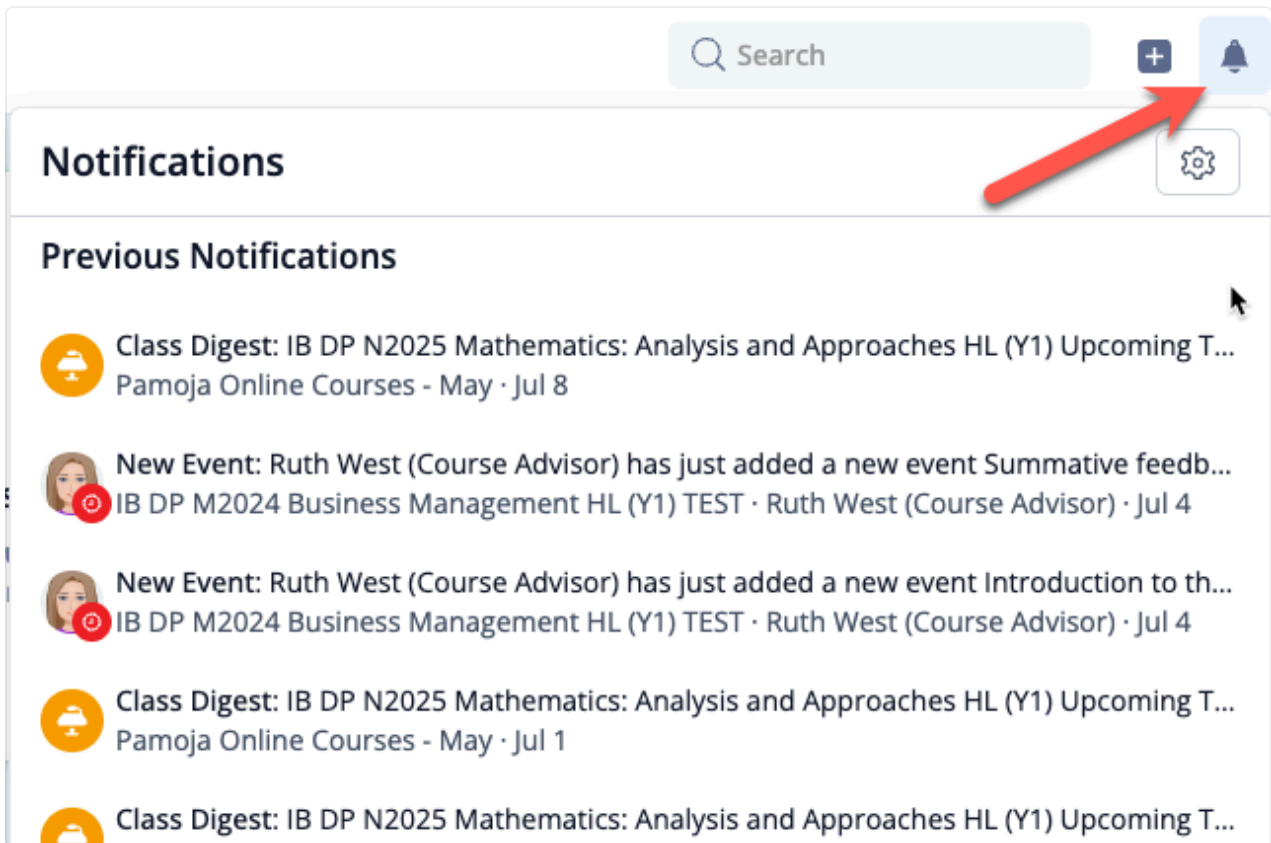
KeyChat

KeyChat is the primary communication tool you should use to communicate with your Pamoja teacher(s). Keychat can be accessed by clicking the 'waffle' icon on the top right-hand side of the screen. This area is known as the 'Accounts Portal'.
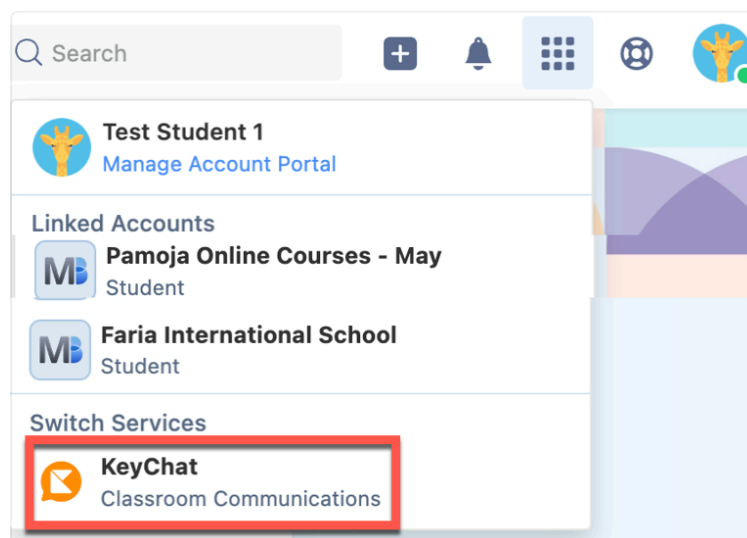
Please watch this screencast to fully understand how to use KeyChat.

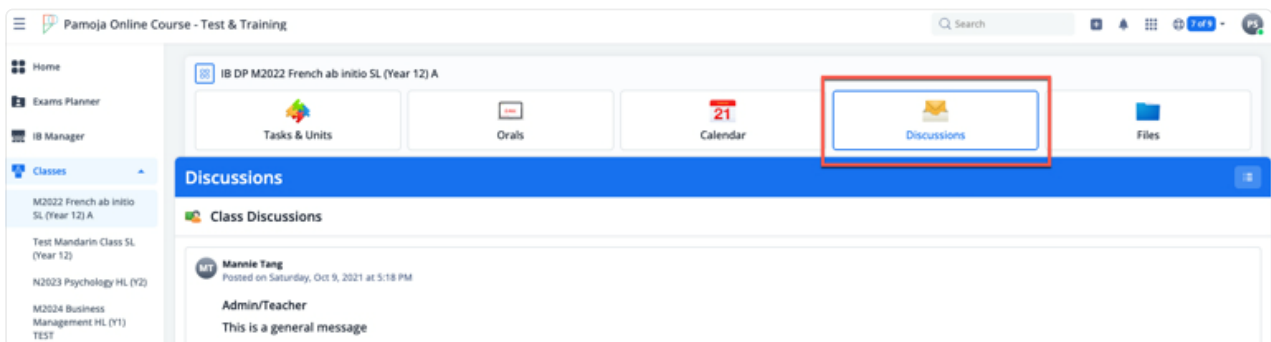> ℹ️ Communications sent via KeyChat are visible from the 'Notifications' bell, identifiable by
>
> a two green speech bubbles icon 💬

Discussions

To locate the 'Discussions' page, select your Pamoja Online Course from the 'Classes' tab from the left-side navigation menu.

The Discussions page is split into two sections:

1. **Class Discussions** - This section has key announcements regarding your online course. Teachers will communicate dates and times for upcoming Online Lesson Events, oral practice (Language students only) and other important dates in Pamoja's academic calendar.

2. **Task-Related Discussions** - This section can be toggled between 'All Tasks' and 'Discussion Tasks', providing quick access to discussion threads and supporting course revision. The links embedded in each task title allow you to quickly redirect to the task page, contribute to held discussions, and/or create new discussion threads.

Important Note: Only 'Discussion Tasks' require active participation in the discussion to be marked complete.

For guidance in completing set discussion tasks, please watch this [screencast](#).

Communication Tools

IB Group 2 Languages: Click here for [Information on translators and conversation sessions](#).

Online Lesson Events:

Pamoja teachers and students use [Zoom](#). Please make sure you have this installed and that it is working before your Online Lessons.

Lesson 2: The Learning Environment

2.1 Introduction

Learning Environments

Learning in an online environment is not separated by 'walls' like it is in school. Therefore at Pamoja, we organise our classes a little differently. At Pamoja, you are part of both a **class** and a wider **learning environment.** Each class is assigned to a Pamoja teacher, with up to 35 students in the class.

However, unlike in school, each class is also part of a larger learning environment. At times, you may have group activities with other Pamoja teachers and Pamoja students from your subject's learning environment.

It is a requirement for Year 1 students to have met with their teacher within the first four weeks of the course. Teachers will reach out to students in order to arrange this meeting. It is an introductory meeting for students to 'meet' and introduce themselves to the teacher with whom they will work for the duration of their two-year Diploma course. It is expected that students are proactive in ensuring that this meeting takes place.

Students who have not met with their teacher, or who have not attempted to schedule a meeting, within the first four weeks of the course will have this noted on the report for the first set of Engagement Ratings. We will then contact the school to ascertain why this has not yet happened.

Students joining after the start of the course will also be expected to meet their teacher within the first four weeks of their joining a course.
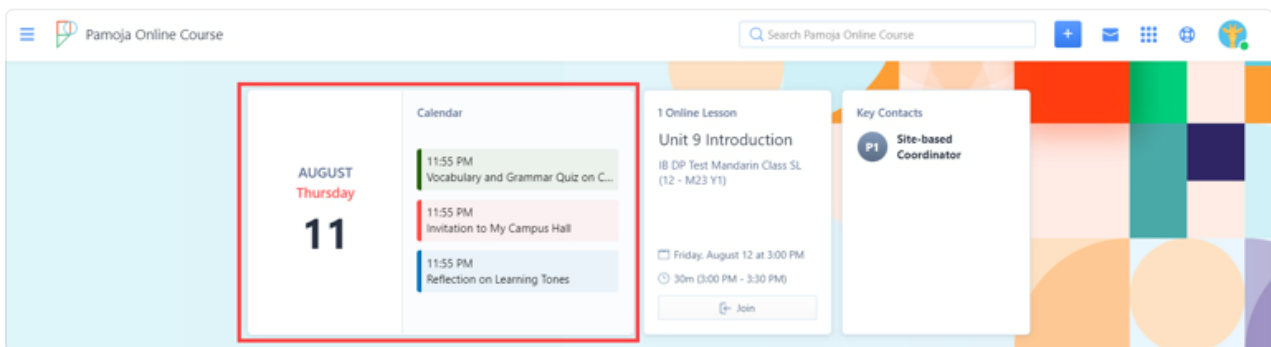
2.2 Lesson

Navigating your Pamoja Account

You are expected to log into your Pamoja account **at least three times per week.** Please scroll down to find an overview of your 'Home' page.
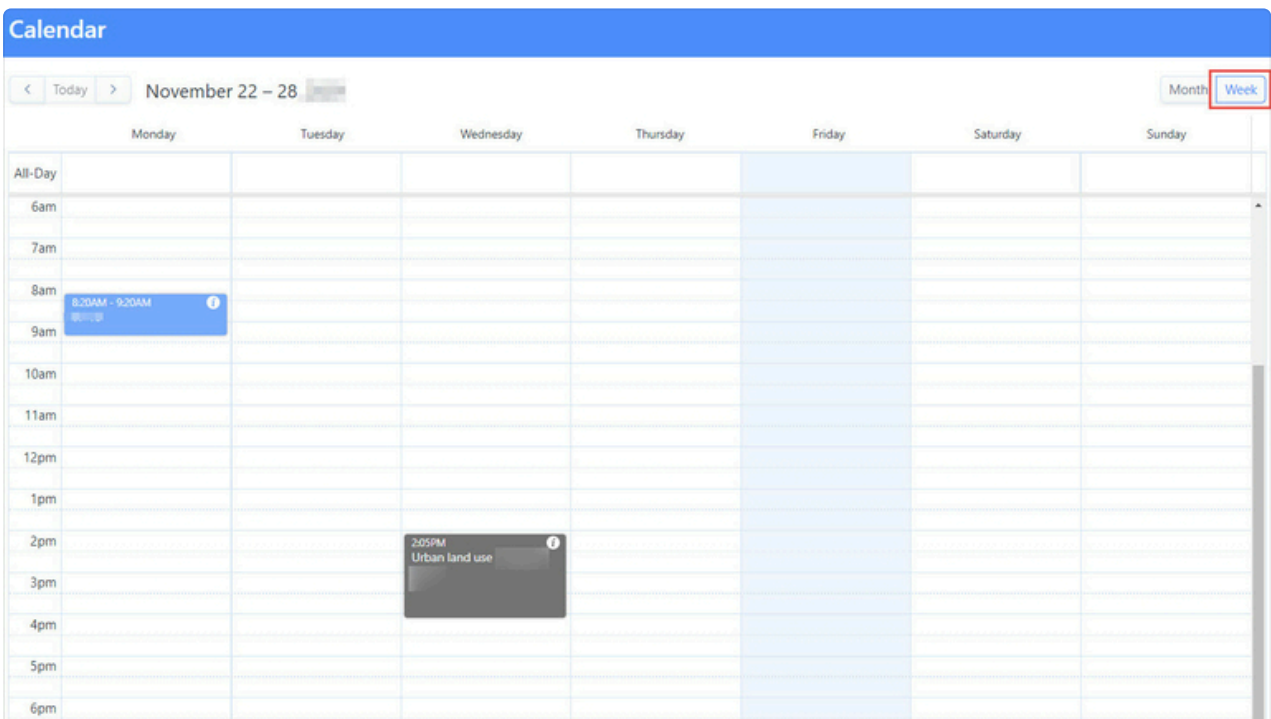
Course Calendar

At the top of the Student 'Home' page is the Course Calendar, displaying the current date and course events:

To access the complete course calendar, click on the tile displaying the date. Once you enter the calendar, you can choose between a 'Week' or 'Month' view of your course schedule.
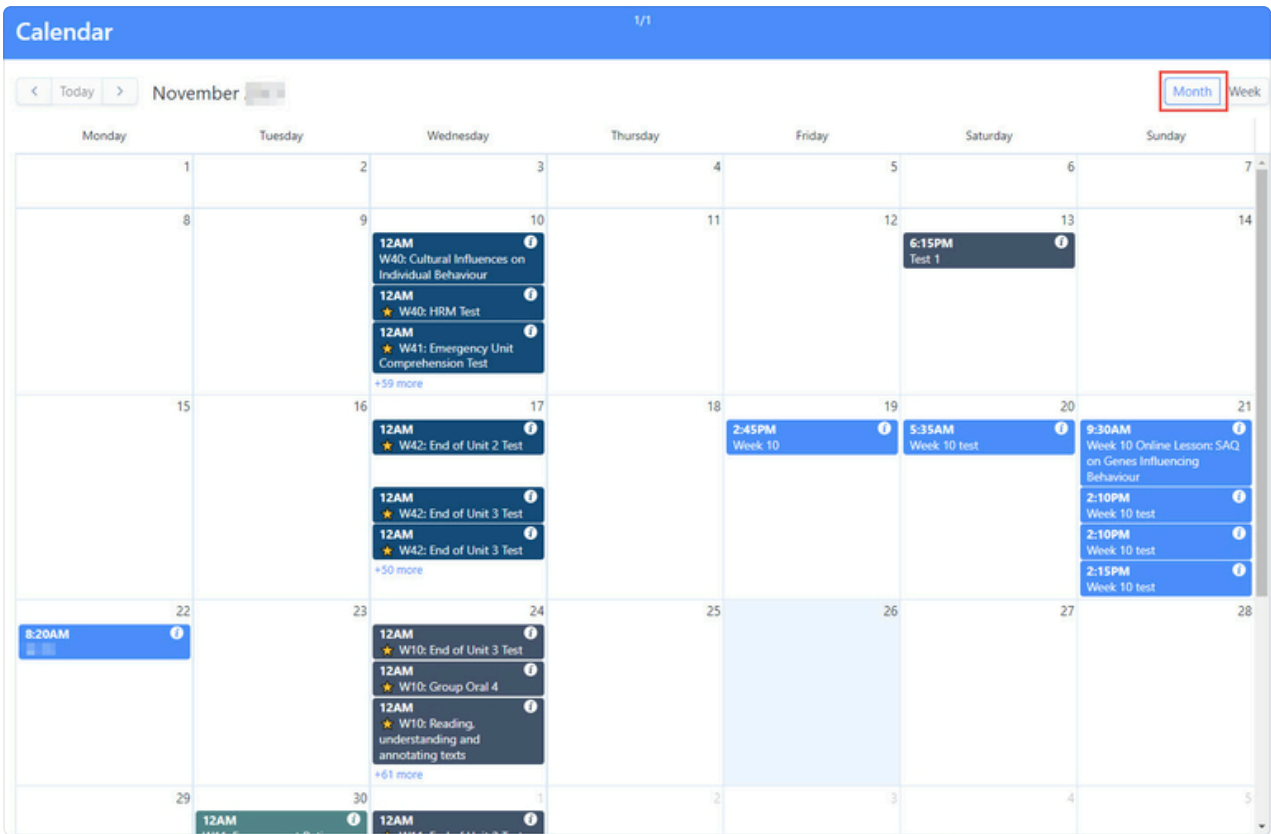
Month View

The Course Calendar is populated with task deadlines, Online Lesson Events, Oral practice and other important Academic dates. By hovering over the 'i' (information) icon of calendar events you can see in-depth task information, including links to the Unit, Class, Task Area and scheduled Online Lesson Events (when applicable):

Online Lesson Events

The 'Home' page provides quick access to upcoming Online Lessons:

By selecting the Online Lesson tile, you will be redirected to 'Study Mode' and have the option to join the session live.

Online Lesson Events can only be joined once the host, your Pamoja Teacher, starts the lesson. After completion, all Online Lesson recordings will be available in the task area.

Key Contacts

The Key Contacts tile provides details of your School's Site-based Coordinator (SBC), who will provide onsite support throughout your Pamoja studies:
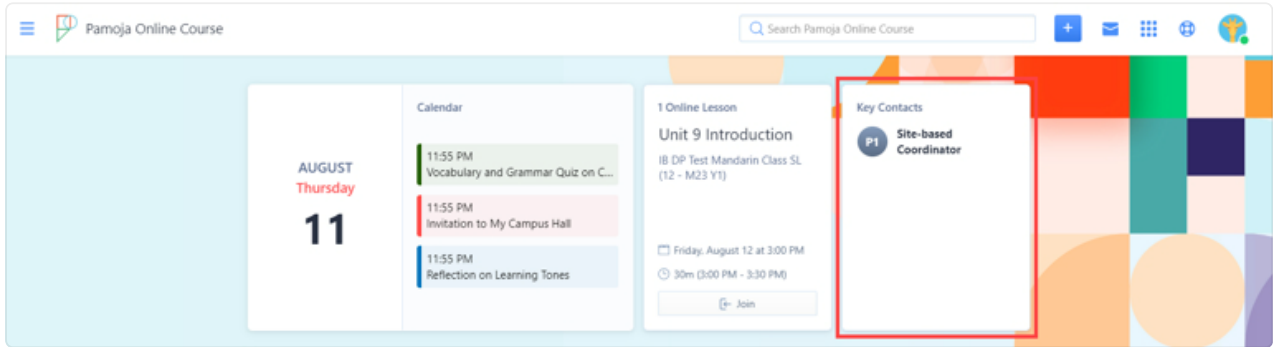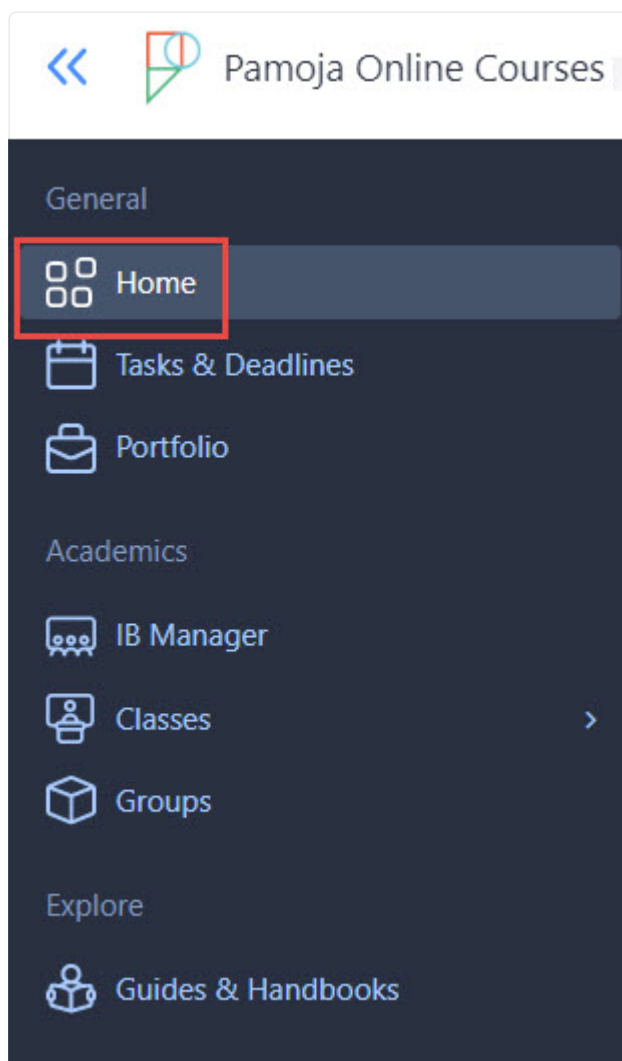

When you select a contact from the list, you can see important information, such as their email address.
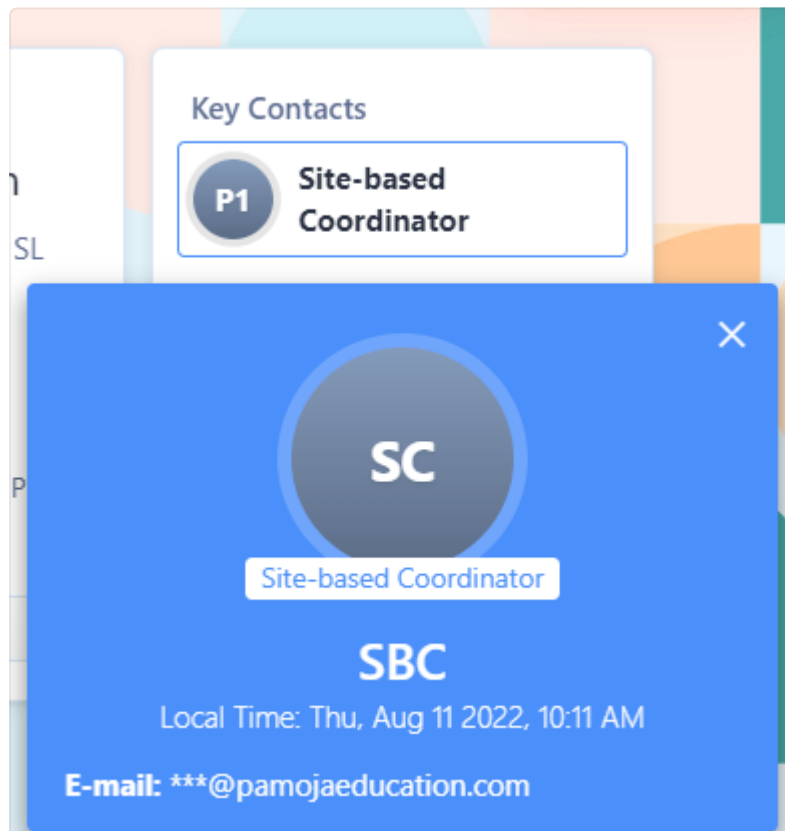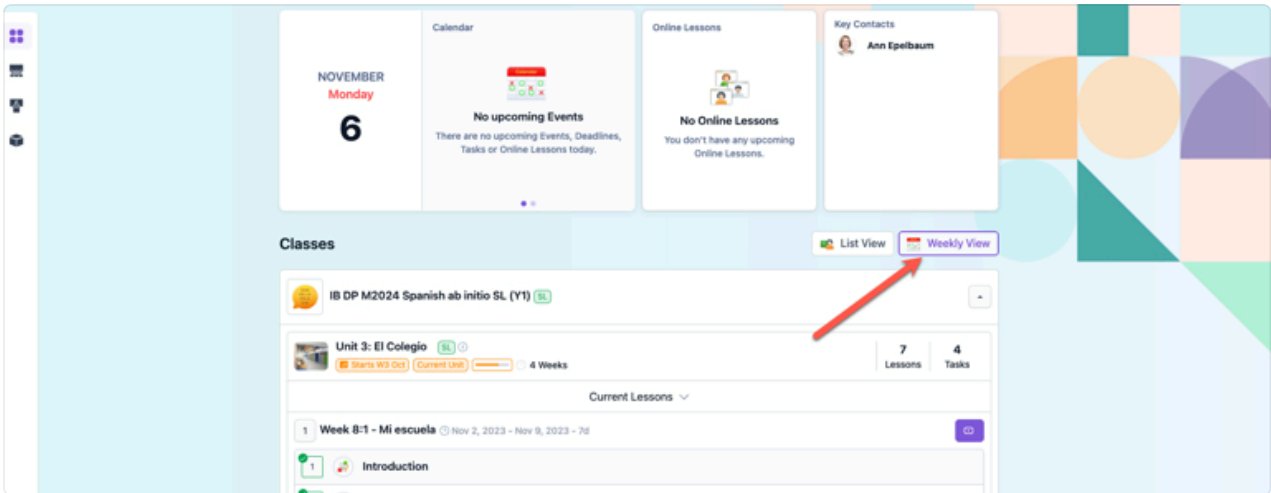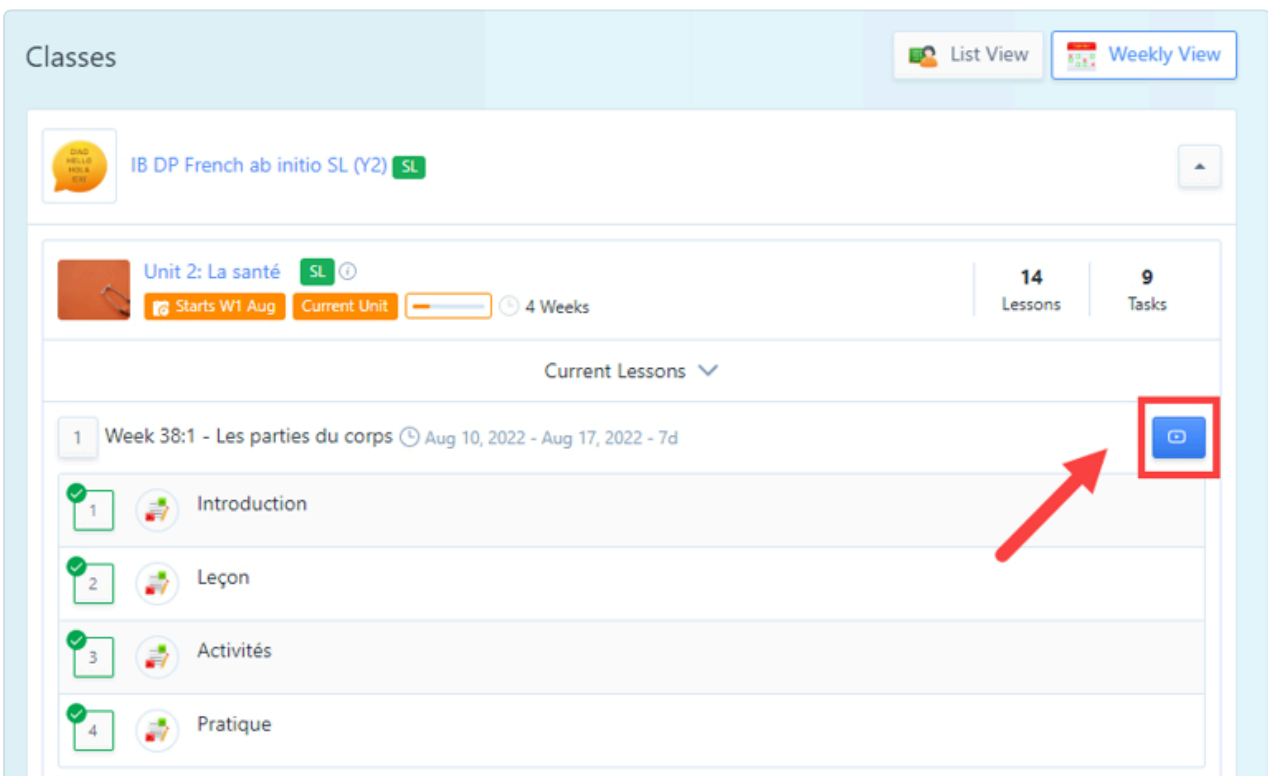

Classes

Weekly View

Selecting the 'Home' icon from the menu will show you the following options:

Click on the tab next to the 'Classes' section to access the 'Weekly View'.

The weekly view shows the lesson content and assignments for the current academic week. This is an effective feature that supports focused study and meeting upcoming course deadlines. To view lesson content you need to select the 'Study Mode' icon:


List View

Navigating back to the toggle at the top of your 'Classes' section, you may select the 'List View' tab to view a complete Unit breakdown for the selected Pamoja Online Course. The 'List View' section enables quick access to weekly tasks, the task calendar, peer groups and updates.
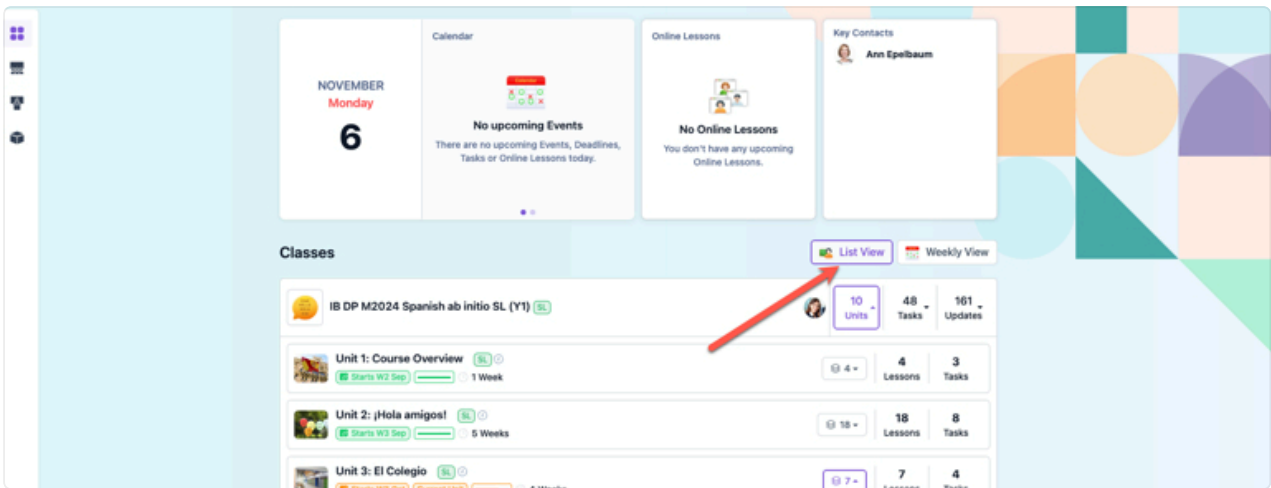
The 'List View' for each individual subject has been sectioned into three components:
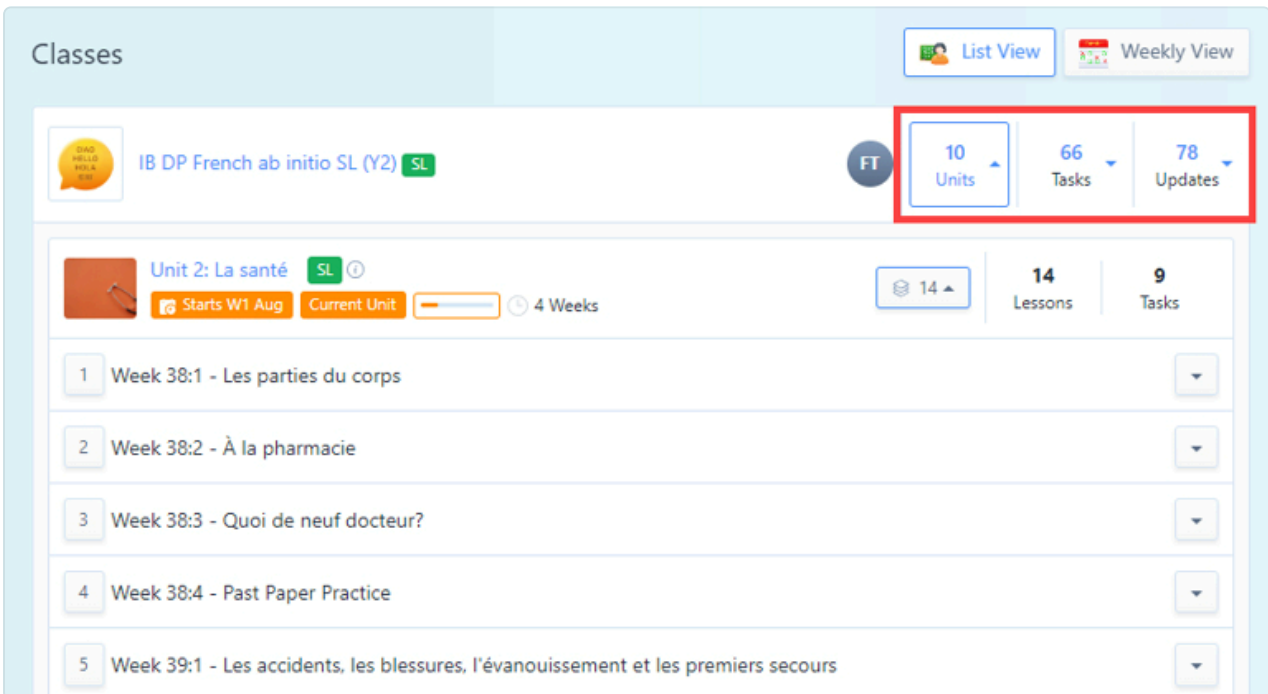
Units: This provides an overview of all course units delivered during the current academic year. Past units are highlighted in green, the current unit in orange, and upcoming units are red. Within each unit, you may select the 'show lessons' dropdown to view all lesson components and tasks. The total number of lessons and tasks delivered in a unit is clearly displayed next to the lesson dropdown. In order to complete each lesson, you must launch 'Study Mode'.

Tasks: Here you can see a chart of 'Overall Task Completion' for the current reporting period (three months). The chart presents a colour-coded breakdown of all work set in that term.

- Solid green square task 'submitted' on time
- Solid orange square 'late' submission
- Solid blue square 'formative' task
- Solid grey square - a task with a passed deadline

Please note, that these are also visible to your SBC. Scrolling down gives an overview of all upcoming and completed tasks, with the option to 'Submit Coursework'.

Updates: This is where you can find course updates, comments and messages left by your classmates and Pamoja teacher.

Study Mode

Study Mode is an essential tool for completing weekly lessons and engaging effectively with your Pamoja Online Course(s).

Study Mode tracks all online course activity, marking lesson components 'complete' once accessed and read.
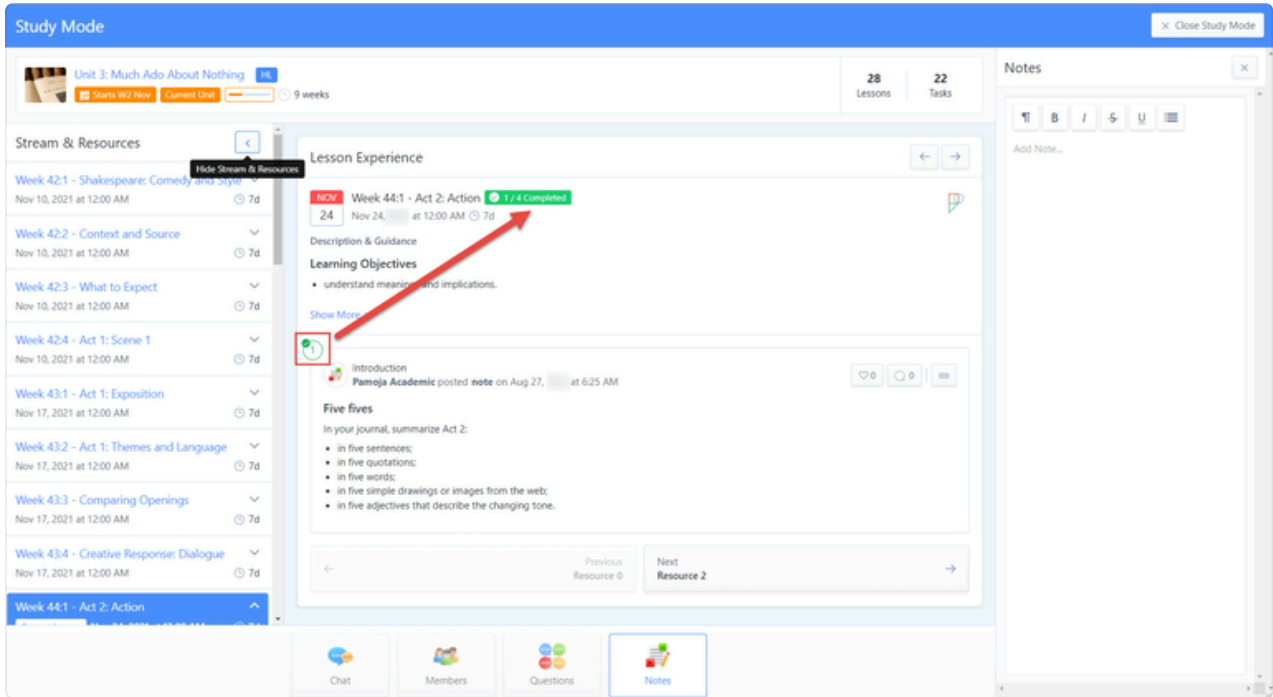
When working through weekly lessons simply click 'next' at the end of each component to move to the next page.
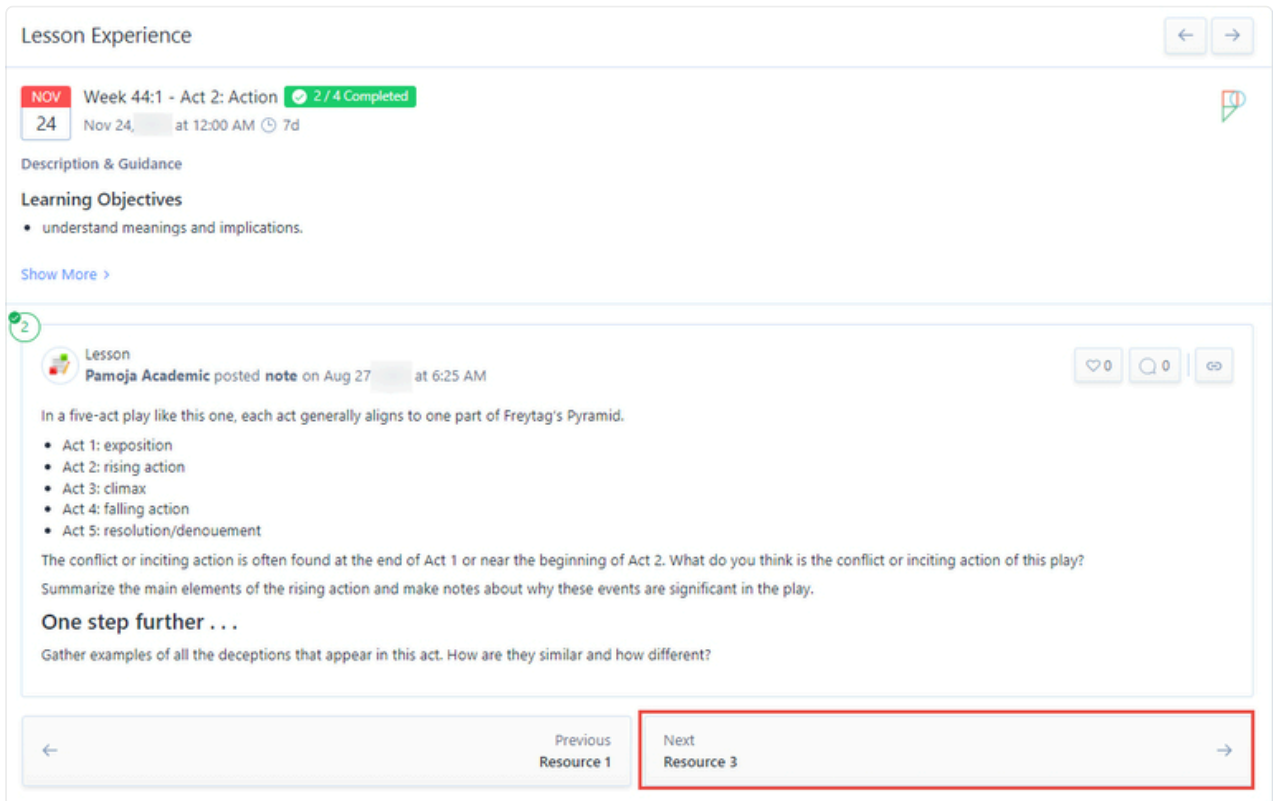
'Stream & Resources' can be used to navigate quickly between all academic weeks delivered within each unit.
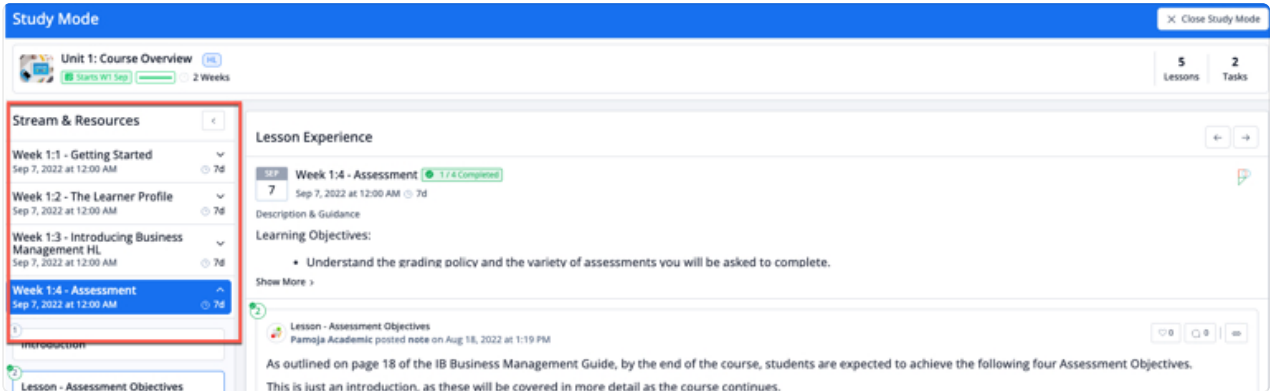
Finally, the 'Notes' feature adjacent to the lesson page supports active engagement of course material. Any recorded notes are automatically saved and will remain visible throughout your Pamoja Online Course.
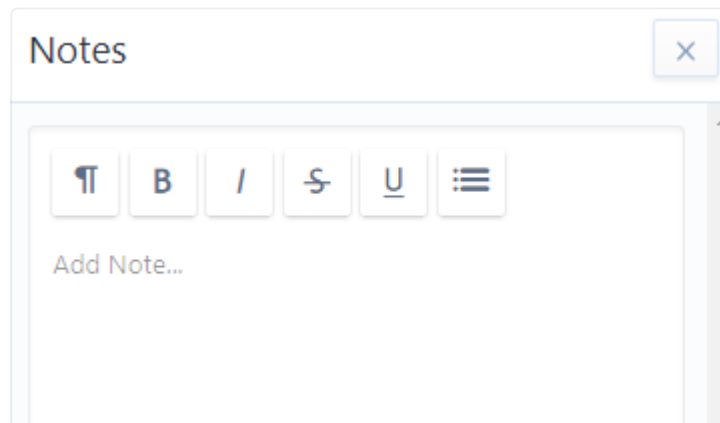
Please watch this screencast for a video walkthrough of the Study Mode tool.

Tasks & Deadlines
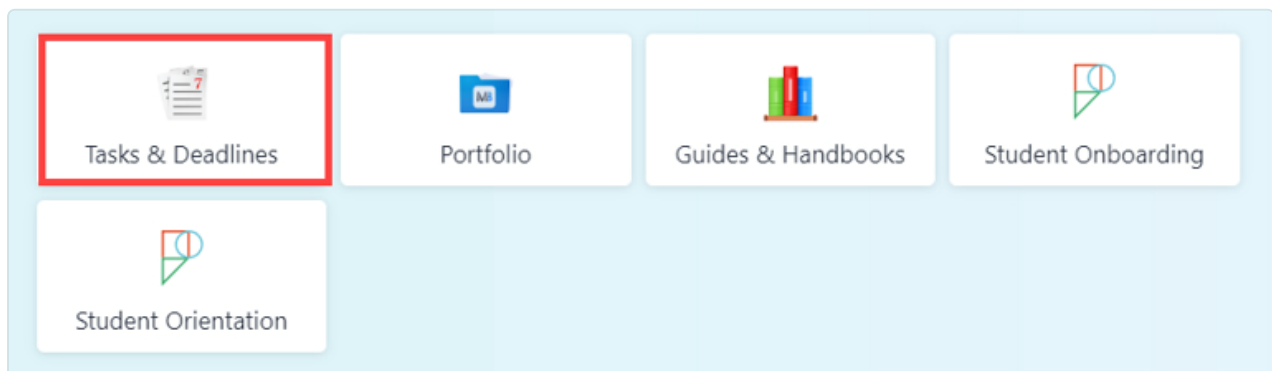
Select the 'Tasks & Deadlines' tile to display all upcoming and completed tasks. The following points are detailed below:

1. **Date of Submission:** The calendar graphic indicates the submission deadline for each task.

2. **Task Title:** The title includes the name of the task and the academic week when delivered. A link is also embedded in the title, allowing you to redirect to the task page.

3. **Task Type:** Identifies the task set e.g. Essay, Journal, Quiz, Exam, Self reflection etc.

4. **Submission Status:** Colour coded, indicating whether an assignment was submitted on time (green), late (orange) or pending (grey).

5. **Teacher Feedback:** All summative tasks will be given feedback.

6. **Points:** The total displayed is task dependent and equivalent IB Grades may be awarded where relevant.

7. **Completion Check:** All formative tasks receive a 'green tick' upon submission to the platform.

Scroll to the bottom of this page to find a link to a Reference Guide on how to upload coursework.

To effectively track the completion of set tasks and identify outstanding tasks you must pay close attention to the status of each task listed within the 'Tasks & Deadlines' area.

- **Complete:** Task has been marked complete by your teacher of record.

- **Submitted:** Task has been uploaded, deadline for submission is open.

- **Not Assessed Yet:** Task submitted and the deadline has passed, pending teacher feedback and grading.

- **Not Submitted:** Task has not been uploaded to the platform.

- **Incomplete:** Task has been marked incomplete by your teacher of record.
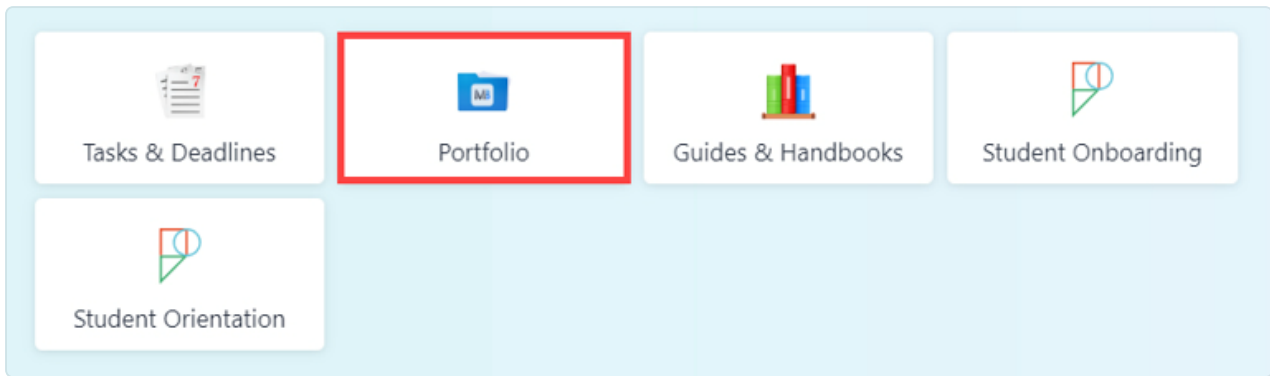
Portfolio

Select this tile to access your body or work. This course portfolio is designed to allow you to build up your work throughout the two-year course. You should use this area to place store work and other interesting items.

1. **Look for content**. Find things that stand out to you. Things that are interesting and tell a little bit of the story of you.

2. **Organise your content**. There is no 'right way' to organise a portfolio but it is a good idea to think of a system that makes sense to you.

3. **Make connections**. Why is the content in the portfolio? How does including this allow others to understand a little more about who you are as a learner? And how does the content you have chosen connect with other things in your portfolio?

4. **Share your portfolio**. The end goal of creating a great portfolio is to showcase who you are as a learner. As you share, ask yourself if you are missing anything? Is there a part of the story of you that still needs to be told?

5. **Store work**. All tasks uploaded to the platform will be available for download throughout your Pamoja Online Course.

Guides & Handbooks
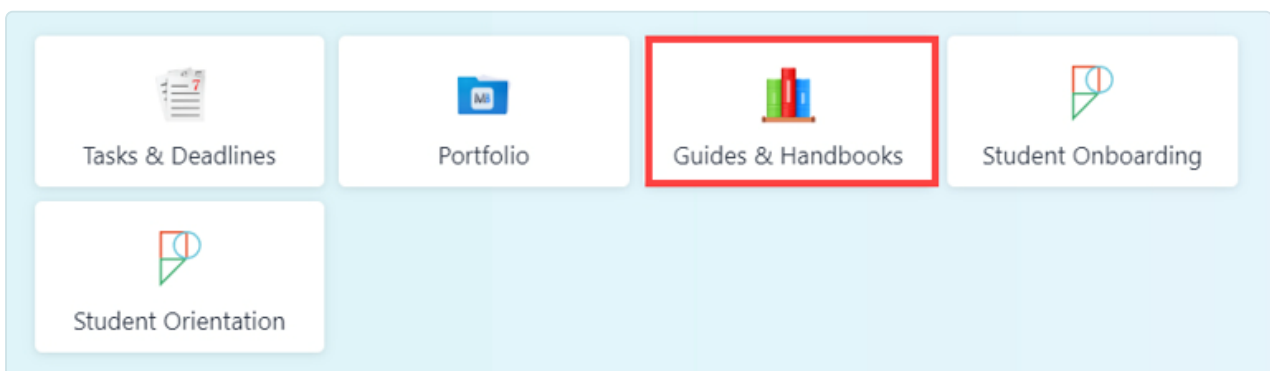
The 'Guides & Handbooks' tile provides access to a number of useful learning resources for the IB Diploma programme.

Student Onboarding and Orientation
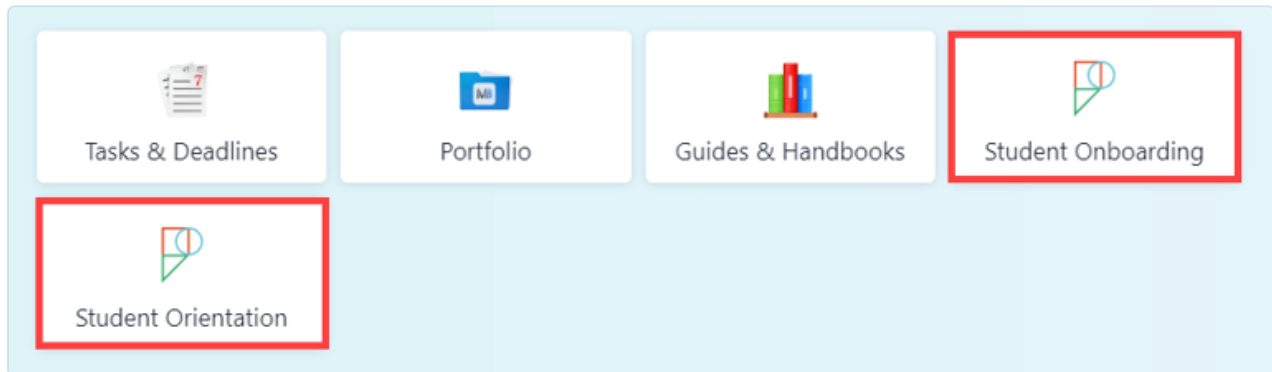
You can revisit the Student Onboarding and Student Orientation at any time in your course via these tiles.

Lesson 3: Lessons and Activities

3.1 Introduction

About Lessons

Lessons typically consist of two to four components. The standard components are discussed below, although the structure may vary occasionally.

Introduction

Here the lesson concept is introduced. It typically serves as an introductory text to establish the concept being taught.
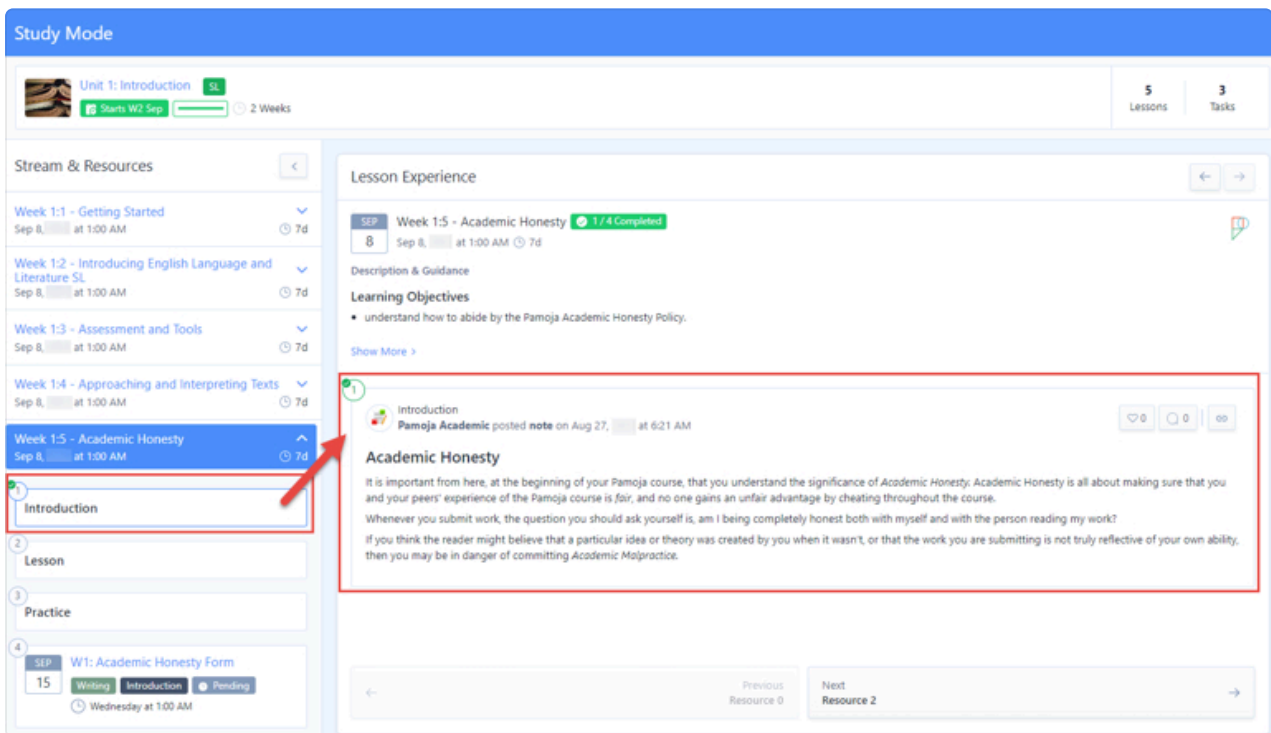
Lesson

This is the main component of the class, where new concepts and content are introduced through readings, videos and additional learning resources.

Practice

This is the section where you can apply what you have learned through exercises like questions, self-assessment worksheets, or extension activities. Any quizzes or interactive activities in this section are not graded, so feel free to attempt them as many times as you wish.

Task

This is your chance to showcase what you have learned, using a variety of quizzes, activities, and assignments.

Summative tasks are reviewed and marked by your Pamoja teacher(s).

Tasks with criteria and a mark scheme: These are graded by your Pamoja teacher(s) and feedback is provided.

Tasks with no points assigned: These are reviewed by your Pamoja teacher(s), assigned a 'Complete/Incomplete' status, and given brief or class-wide feedback.

Tasks are actively tracked by Pamoja School Services; course progress will be visible to both your Pamoja teacher(s) and Site-based Coordinator (SBC). To track your performance over the academic year, please utilise the 'Tasks & Deadlines' area of your Pamoja account. It is important that you complete **all** set tasks, any missed tasks will be reported. If you are experiencing any difficulties with a task, let your Pamoja teacher know.

Classes

All Pamoja Online Courses you are enrolled in can be viewed individually from the 'Classes' section located in the left navigation menu:

The landing page for each course presents the 'latest activity' within the course, this is further split into 5 subsections.

Tasks & Units

The primary area of the 'Classes' section is the 'Tasks & Units' page, providing a full breakdown of set tasks and access to all course material.

The 'Overall Task Completion' chart is a fantastic tool to support time management and identify upcoming tasks and those that remain outstanding.
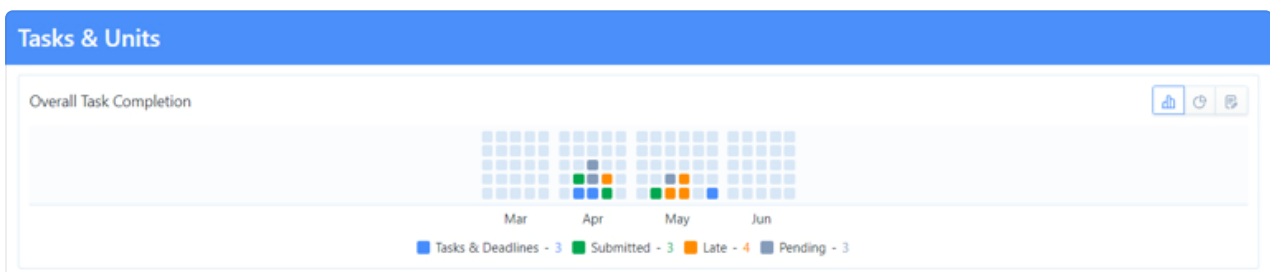
- **Green** – submitted on time

- **Orange** – submitted late

- **Grey** – pending submission. The status of the task is dependent on the due date, indicating either an outstanding task or one where the due date has yet to pass

- **Blue** – formative task

You may hover over each coloured tile to review the details of the task and redirect to the task page:

The next section presents the 'Weekly View' and 'List View' for the selected course, please revisit lesson 2.2 for details. To summarise:

Weekly View

The Weekly View displays current reading tasks and deadlines, limited to the current unit. This has been designed to ensure all upcoming deadlines are met and all students have a clear understanding of the current course topic.

List View

The list view provides a full breakdown of all units delivered in sequence during the academic year. The unit list is colour-coded: a completed unit is marked 'green', a current unit is 'orange' and upcoming units are displayed as 'red'.

For each unit the total number of lessons delivered and tasks set are clearly displayed.

To view the weekly content delivered in each unit, you must select the 'Show Lessons' dropdown:

The dropdown provides access to 'Study Mode', allowing completion of each lesson component and associated task.

Important note: Once you have read through a lesson component (e.g. the 'Introduction') a green box of completion appears, clearly tracking your course progress. This visual aid is also visible to your SBC.
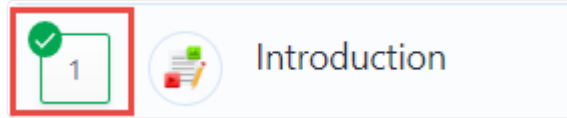
Entering 'Study Mode' presents all lesson materials and tasks for the selected unit in a separate browser tab. You may find this useful for focused study and clarity on what to complete each week.

The 'Study Mode' icon appears alongside all lesson components presented in the academic week, simply click the icon to enter.

Online Lessons

Online Lesson Events (OLEs)

Over the course of your Pamoja Online Course(s), you have opportunities to join Online Lesson Events delivered by your Pamoja teacher(s) with your peers.

Online Lesson Events are timetabled in your calendar, your Pamoja teacher(s) may also send a direct message via KeyChat to inform you of an OLE. It is your responsibility to check your calendar regularly for all events.

There are two types of Online Lesson Events:

- **Group OLEs**
-

- **1:1 Online Lessons**

All OLEs are delivered via Zoom. To access these you need to install Zoom onto your device.

To access your Online Lesson and find the Zoom link, go to your course calendar and click the 'i' (information) icon displayed on the Online Lesson Event:
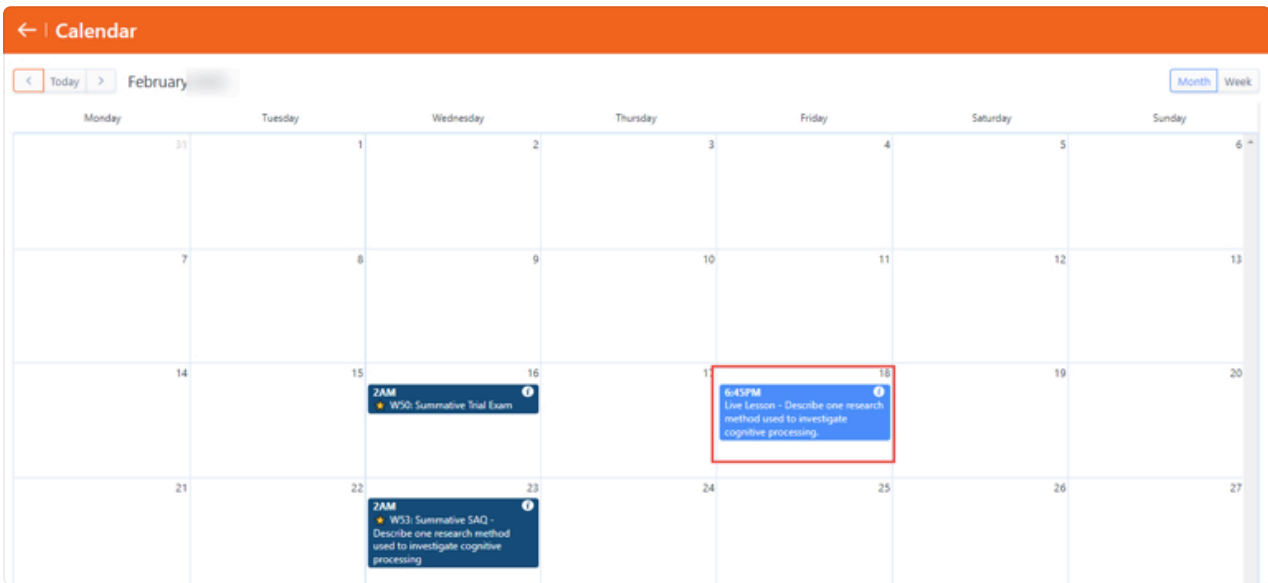
The Zoom links are accessible from the Online Lesson Event, as shown below:
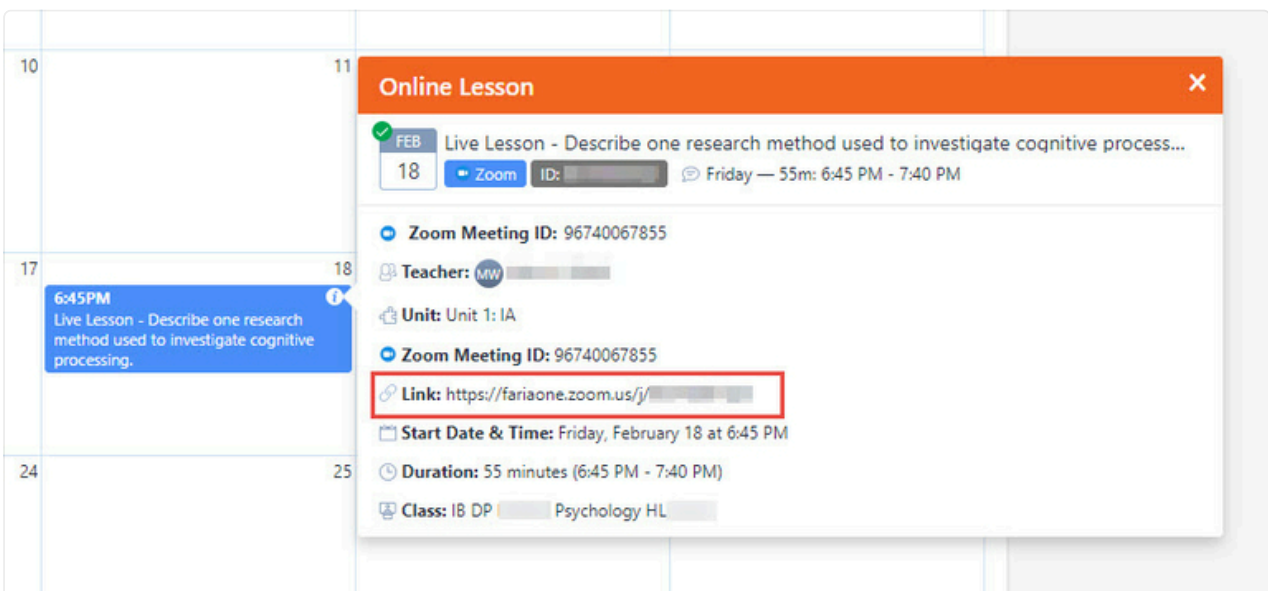
This opens the calendar event where you will see the blue Zoom button. Click on the blue Zoom button to redirect to the "Launch Meeting" area.
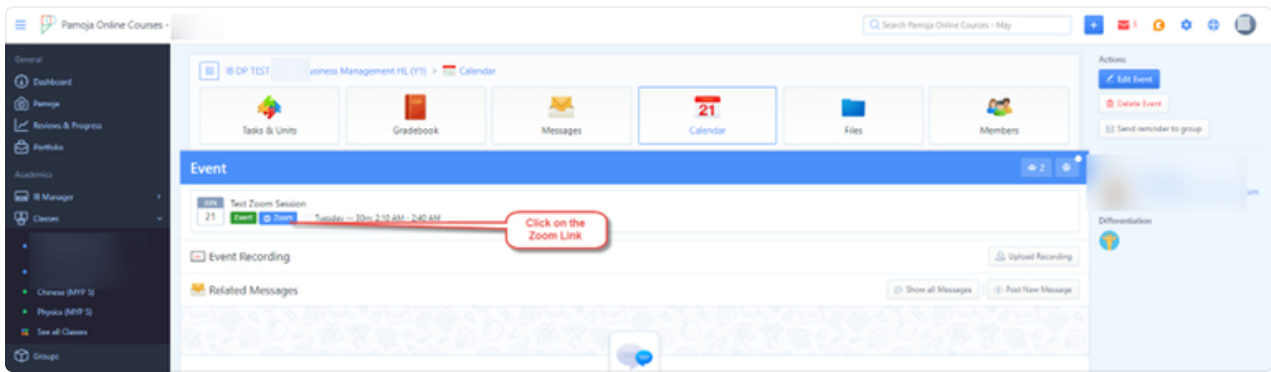
Selecting the provided link will redirect you to Zoom:
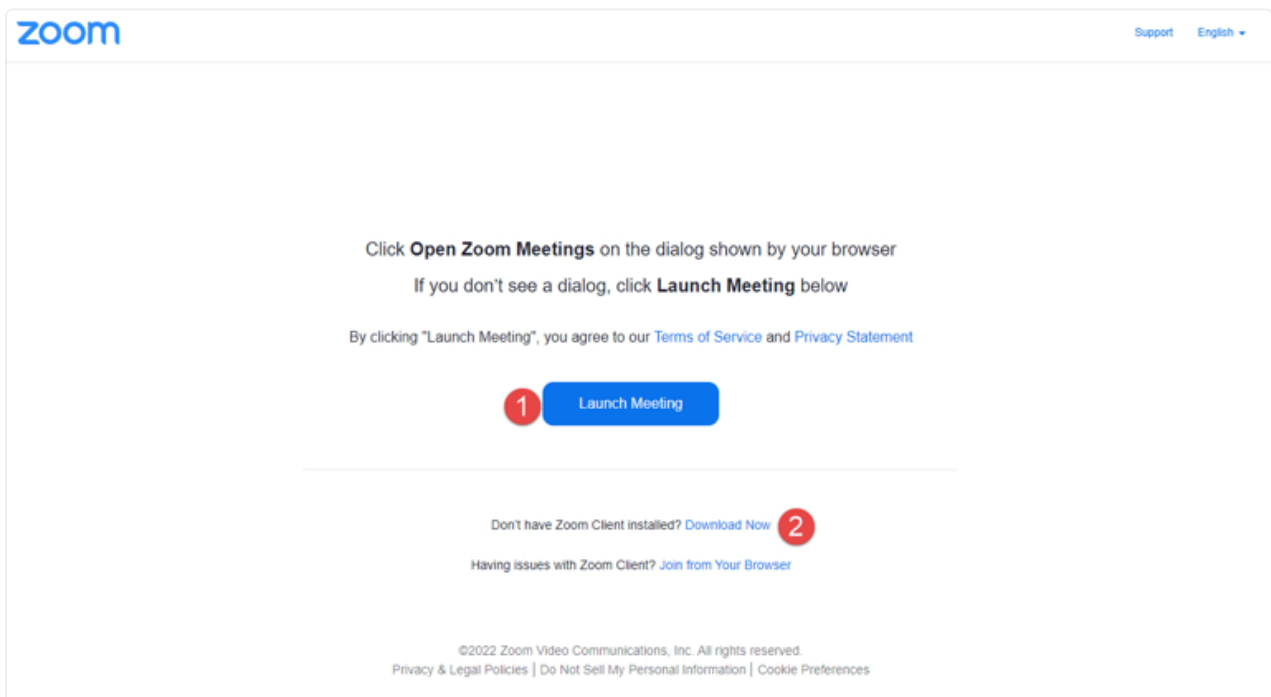
1. **Launch Meeting:** At the time of the Online Lesson Event select 'Launch Meeting' to join the session.

2. **Download Now:** If you do not have Zoom downloaded on your device, please select the 'download' option ahead of the scheduled lesson.

Group Online Lesson Events are recorded and remain accessible for the duration of your Pamoja Online Course(s). Access to lesson recordings ensures you do not miss valuable interaction with your teacher and peers if you are unable to attend the event live. To access lesson recordings, return to the calendar event and click the event tile, and the recording will appear as an attachment:

You do not need a Meeting ID or Password when watching a lesson recording.

3.2 Lesson

A Journal Entry

One type of activity you may be required to complete is a journal entry. Journal activities are set in the 'Tasks & Units' area and are linked to your student account Portfolio.
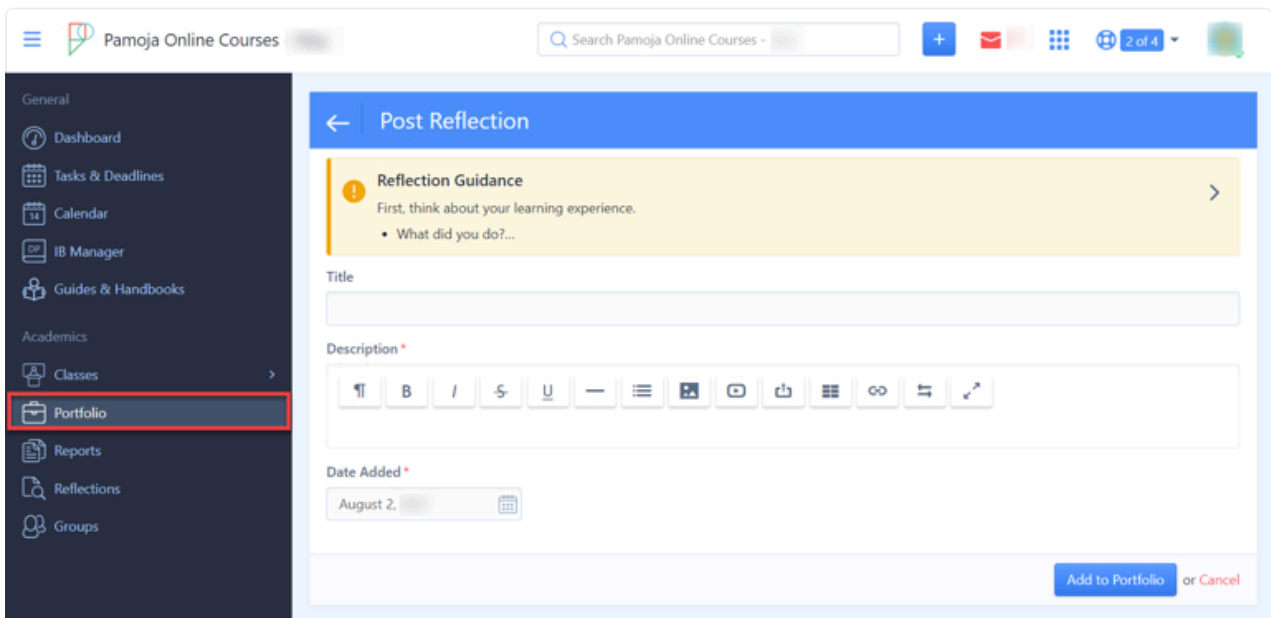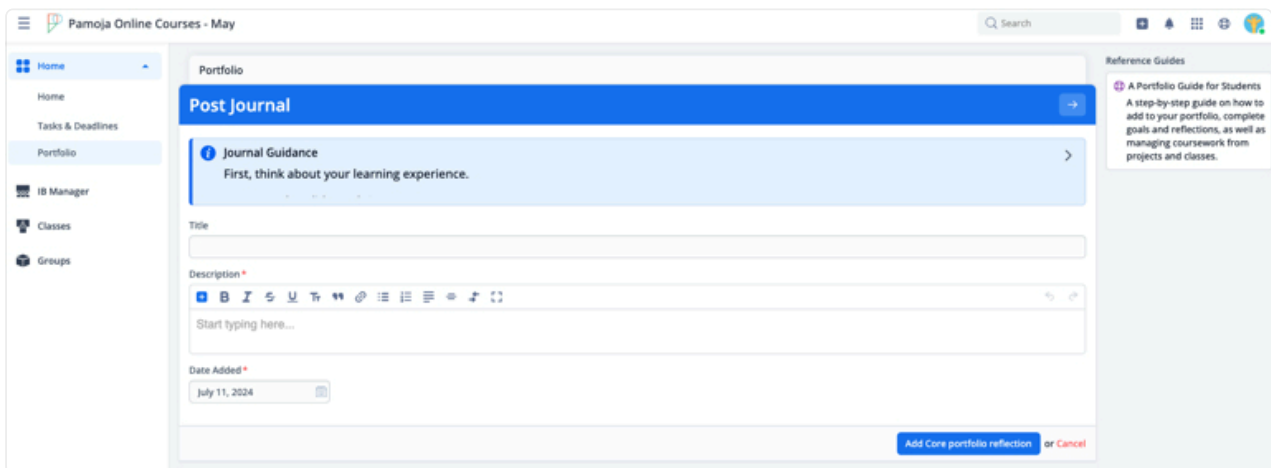
Portfolio

To submit simply read the instructions, add a title for your entry and write your journal text in the box provided. You can adjust the formatting of your text, and add weblinks and tables.

Once you are finished and ready to submit, click the **Add to Portfolio** button at the bottom of the text entry box.

Your Pamoja teacher can now review your journal entry (if this is required). Journal entries are not usually graded but your Pamoja teacher may provide feedback.

Journal entries are 'once only', meaning they are **not** editable once submitted, but you can add your own supplementary notes using the 'Assessment Feedback' comment box under the journal entry.

Peer Reviews

During your Pamoja studies, you may be set assignments with Peer Reviews associated with them. Peer reviews are not assigned until after:

1. You have submitted your work for the set task.
2. The deadline for the task has passed.

> ⓘ This [screencast](#) **covers how to find the work you will need to peer review.**

Once you have submitted your work for the task and the deadline has passed, you should go to your **Course Calendar** and locate the task to complete the assigned peer reviews (Note: this example is from an M2026 Business Management HL course, however, the process is the same for all subjects).
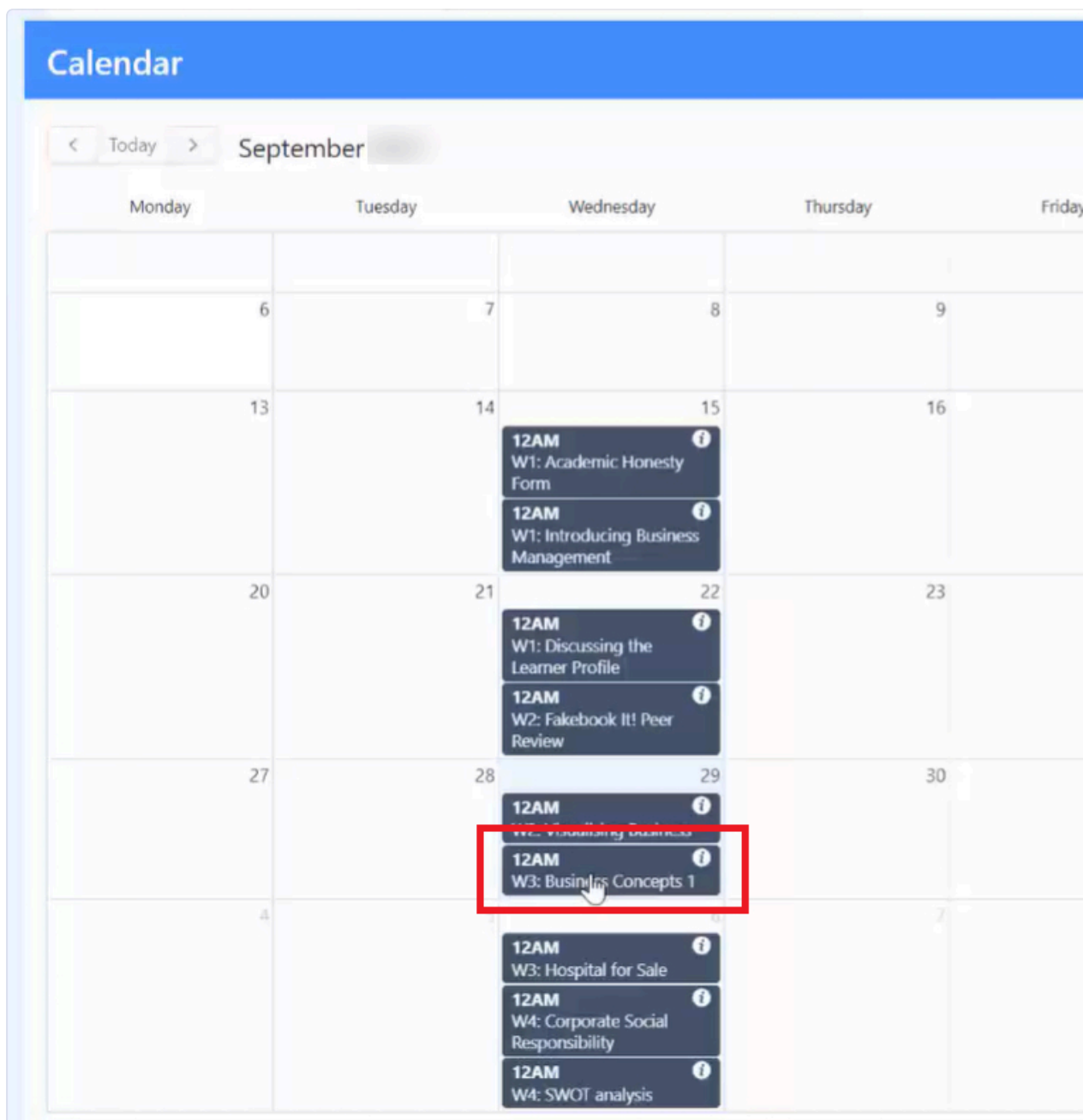
This opens a window that looks similar to the example below. Click on **Feedback Studio** located on the right-hand side of the task page.

Once selected are redirected to the peer review page.

Once entered select '**PeerMark Reviews**'.

You will have work from two classmates to review. To review each submission, you need to click on '**start peer review**' (indicated in red on the image below). Work you have reviewed will be labelled '**Submitted**' (indicated in green on the image below).

This **screencast** demonstrates how you might complete a peer review. Please note, that you need to repeat this process for both assigned peer reviews.

Once your work has been reviewed by two of your peers, the 'Received Feedback' link will be accessible. By clicking on the link, you will be able to view your peers' comments on your completed work.

Lesson 4: Self-Management

4.1 Introduction

Managing Your Time Effectively

Being able to manage your time is an important skill in both your Pamoja Online Course(s), and in life. By being organised and aware of your deadlines, you take responsibility for submitting tasks on time and to the best of your ability. It also means you are in charge of the time you commit to your studies - we want you to work hard but have time to enjoy yourself. It's really important that you plan, monitor and manage your time effectively to balance your studies and social life.

Let's hear from Chloe to find out what she got out of studying independently.

Why Chloe feels empowered by Pamoja

What are you looking forward to?

Before you start your Pamoja Online Course(s), it is worth thinking about what you hope to get out of it.

What are you most excited about? Independent study? Working anywhere? Studying with people from all over the world? Is there anything you are unsure about?

Remember, there are thousands of other Pamoja students in the same position as you, you are not alone.

4.2 Lesson

Staying Organised

The Pamoja Academic Week

The Pamoja academic week begins and ends on Tuesdays at 23:59 UK time (UTC/UTC+1). With weekends falling 'midweek,' those students with full academic schedules can take advantage of some catch-up time over the traditional weekend to meet task deadlines on Tuesday.

The start and end time of 23:59 UK time (UTC/UTC+1) is designed to create a global schedule that can accommodate school-day timetables around the world. For example, while an online course week ends for a Pamoja student in Los Angeles at 16:59, a new week is just beginning for their online classmate at 08:59 in Tokyo.

Time Zones and Local Time

Having a global classroom means students and teachers from various time zones are in the same learning environment. Your Pamoja teacher(s) may refer to due dates in UK time (UTC/UTC+1). As a result, converting your time to UK time or vice versa is an important skill to perfect.

There are many online tools you can use to convert your local time to other time zones. Two recommended tools are Time and Date Converter and World Time Buddy.

The Pamoja Academic Calendar

May exam session courses run from September to May each academic year. Pamoja also runs November exam session courses from February to October each academic

year. For exact dates, please refer to the Academic Calendars on the Pamoja
Education Website.

Self-Management

It's important to note that the person who provides support for your Pamoja Online
Course(s) at your school is referred to as a Site-based Coordinator (SBC). Pamoja has
established collaborations with many SBCs, and together they have amassed a
wealth of experience in effectively guiding students through their learning journey.
They stress the significance of developing strong self-management skills as the
cornerstone for successfully completing an online course.

4.3 Practice

Expectations

To meet Pamoja Online Course expectations, make sure you do the basics well.

- Know your deadlines: the Pamoja week is likely to be different in your **time zone**. Make sure you get used to your deadlines
- Log on regularly: **at least three days per week per course**
- Let your Pamoja teacher(s) know in advance of any **absence**
- Do all **tasks** each week; you will jeopardise your learning if you fall behind
- Be **proactive**: ask for help and support when you need it

If you follow these simple guidelines, you are much more likely to succeed in, and enjoy, your Pamoja Online Course(s).

Key Responsibilities

1) Completing all tasks each week and maintaining your progress

Pamoja Online Courses have been designed to provide you with flexibility, however, they are not self-paced, 'independent study' courses. These courses require you to attend and take part in a number of activities. Each week you will have tasks that you will be required to complete.

Your Pamoja teacher(s) and Site-based Coordinator (SBC) will monitor your progress, looking to see which lessons and tasks have been fully completed and which have not.

2) Behaving appropriately online

- Think before posting - when reading another student's comment reflect before posting a reply. If the comment sounds abrasive or offensive, assume that this was not the author's intention and ask for clarification.
-

- Avoid sarcasm and subtleties - be clear and straightforward when you post a comment. Consider using emojis to convey the impression you want to make.

- Do not post comments in capital letters as this equates to shouting online. Use an asterisk or underscore around the text to emphasise the point you are making.

- Be positive - when getting to know another student, aim to keep interactions with them friendly. If there are disagreements, ensure that you maintain a friendly tone and do not take it personally.

3) Maintaining Academic Integrity

It is important to demonstrate Academic integrity in your work. This involves being honest about where your ideas come from, taking responsibility to ensure work is carried out in the correct manner and acknowledging sources. If you do not demonstrate academic integrity, serious consequences can apply. These consequences can range from receiving no credit for work to receiving no grade for a subject.

There are four types of academic malpractice. They are:

1. **Plagiarism:** Presenting another person's work or intellectual property as your own, without crediting the original source. This can include both direct quotations of other people's work and rewording an idea/concept that was developed by somebody else, as well as using materials (photographs, tables etc.) without properly referencing their source.

2. **Collusion:** Supporting malpractice by another student, by deliberately allowing your own work to be copied or submitted for assessment by another student. This includes letting people copy your work, and putting your name on group work to which you have not contributed.

3. **Duplication of work:** Presenting the same work for different assessments in the course when it is contrary to the regulations of either the school or the external body assessing the work. This could include handing in an old project done by you or somebody else, or handing in the same piece of work for two assignments.

4. **Unfair practice:** This is defined as any other behaviour that is deemed unfair, inappropriate or has the potential to affect the assessment results of any student in the course. Examples may include taking unauthorised materials into an exam room, obtaining unauthorised access to assessment materials, the inclusion of offensive material in your work or disruptive behaviour.

You will revisit the topic of academic malpractice at the start of your Pamoja Online Course(s).

Unit 2: Assessment, Reports and Support

Lesson 1: Assessment and Feedback

1.1 Introduction

Assessment and Teacher Feedback

In this lesson we look at assessments and teacher feedback. As you work through your Pamoja Online Course(s) is important to be aware of:

- How well you are doing
- How and when you receive feedback
- What do to do when you get feedback

Understanding what you can expect from Pamoja teachers is an important part of understanding your responsibilities.

1.2 Lesson

Tasks and Assessments

During your course(s) you take part in a range of tasks and assessments, such as quizzes, journals, essays and exams.

Some of these help to monitor your progress during the course and some of them measure your achievement.

Feedback from your Teacher

It is important that you receive feedback to promote your learning. At Pamoja, feedback comes in various forms. You can view your feedback and grades in the 'Tasks & Deadlines' tab on the left-hand navigational menu.

The guide below explains what kind of feedback you can expect to receive.

Self Assessment: Throughout your Pamoja Online Course(s), you are asked to review and improve your own work. Your Pamoja teacher(s) will support you, but the responsibility is with you to self-improve.

Peer Assessment: Your peers are a valuable source of support and feedback throughout your course. Many lessons will contain peer review tasks, where you are asked to give feedback on your peer's work and they will help you to improve your own.

Automated: Some assignments, like quizzes, will be automatically graded in the platform. Your Pamoja teacher(s) can see the scores you get on quizzes and may follow up if there are areas that the class, or individuals, need extra help with.

Teacher-reviewed: Some submitted tasks, such as journal entries, are marked as 'Complete' or 'Incomplete' and reviewed by your Pamoja teacher(s) but not given a formal grade.

Teacher-graded: Tasks, such as essays and unit tests are marked and a grade is put in the gradebook. Specific feedback is also given.

Reporting: There are three main report types published throughout the two years – Engagement Rating Reports, Term Grade Reports and Semester Reports. Your Pamoja teacher(s) provide a rating based on your engagement in the course, a grade for your work during each term, and a grade for the entire semester.

If during your Pamoja Online Course(s) you feel you would like additional feedback, you are more than welcome to reach out to your Pamoja teacher(s). They will be happy to help.

Lesson 2: Engagement Ratings and Term Grades

2.1 Introduction

Reporting

Your Pamoja teacher(s) will regularly report on your engagement and grade attainment by providing:

- Engagement Ratings (ERs)
- Term Grades

The best advice that we can give you is to engage with your Pamoja Online Course(s) regularly each week and submit tasks on time. Ideally, log in daily; although, you are expected to log in and demonstrate substantial course activity on at least three days each week. Late task submissions are not graded, which will impact your awarded Term Grade, so be sure to communicate with your teacher in advance regarding any anticipated delays.

2.2 Lesson

Engagement Ratings and Term Grades

Engagement Ratings (ERs): Pamoja teachers will report on your performance in summative and formative activities by providing an Engagement Rating. You will be awarded an ER every 5 weeks. Engagement Rating categories include:

- Engaged or E
- Insufficiently Engaged or IE
- Not Engaged or NE
- L = Late/ Transfer/ Drop

You are graded on your attendance, submitted tasks, and engagement with the course content and your classmates' contributions.

Optimum engagement can be defined as a situation where you show a level of engagement that allows you to make the most of the online learning opportunities available to you, enabling you to achieve your maximum potential.

Term Grades: You will receive a Term Grade at seven stages throughout your two years with Pamoja Online Courses. Your Term Grade will be based on IB grades with levels from 7 to 1.

Each Pamoja Online Course has specific assessments that are taken into account when your Pamoja teacher awards your Term Grade.

> ⚠️ *Pamoja teachers will only provide Term Grades, any conversion to a percentage is the responsibility of your school.*

Semester Reports

Semester Reports are published four times during your two-year Pamoja Online Course and they consist of three key elements:

- Your latest Term Grade
- Your latest Engagement Rating (E - Engaged, IE - Insufficiently Engaged, NE - Not Engaged)
- A narrative comment written by your Pamoja teacher(s)

Semester reports are formally published and accessible from your account's 'Profile Information' under the 'Reports' heading. Published semester reports are also shared with your School's Site-based Coordinator (SBC).

To access published reports you will need to enter 'Manage Your Profile' and select the profile thumbnail located in the top right of your page:
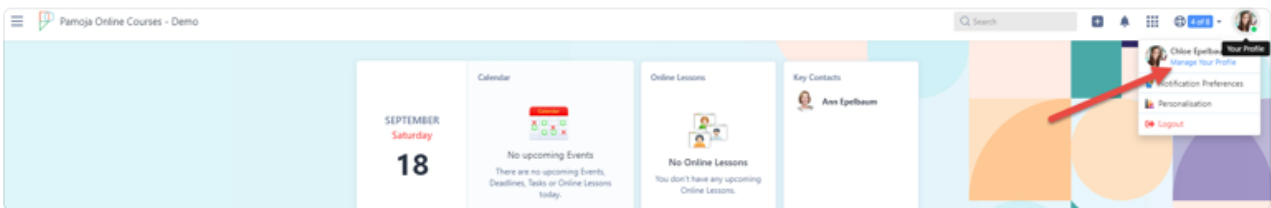
Once entered, scroll to the bottom of the page until you reach the 'Reports' section. You can download all published reports as a pdf. To download simply select the pdf link embedded in the report title (1) or click the download icon (2) to the right of the published report:

Trial Examinations and Predicted Grades

Pamoja Online Courses require all students to sit Trial Exams (mock exams) that replicate the final IB exams. The trial examinations allow for essential practice before the Final Exams. The exams also provide key indicators to support teachers in awarding an official IB Predicted Grade.

Lesson 3: Getting Help and Support

As well as the content in this section of this Student Orientation, you can also go to the **FAQs page**.

3.1 Introduction

Where to find help

Even though you are studying online, you have access to plenty of support. You can direct any questions you have about your course, the content, or tasks to your peers or your Pamoja teacher(s).

You also have a dedicated Site-based Coordinator (SBC) in your face-to-face school. This could be any member of staff at school, who is responsible for supporting and monitoring all Pamoja students at your school. We strongly recommend you find out who your SBC is early in the course.

Lastly, there is a dedicated global Pamoja School Services team. Pamoja School Services are on hand to help you with any issues you have. Whether you are having trouble logging in or can not get in touch with your Pamoja teacher(s), they are always there to support you. You can email them at: courses@pamojaeducation.com.

If that is not enough, the Pamoja Help Centre is full of useful articles that will help you resolve any questions you may have.

Accessing the Help Centre

The Pamoja Help Centre is one of the best ways to find answers, as it is online and available 24 hours a day, every day.

To access, select the 'Help & Support' dropdown located in the top right hand corner of the page:
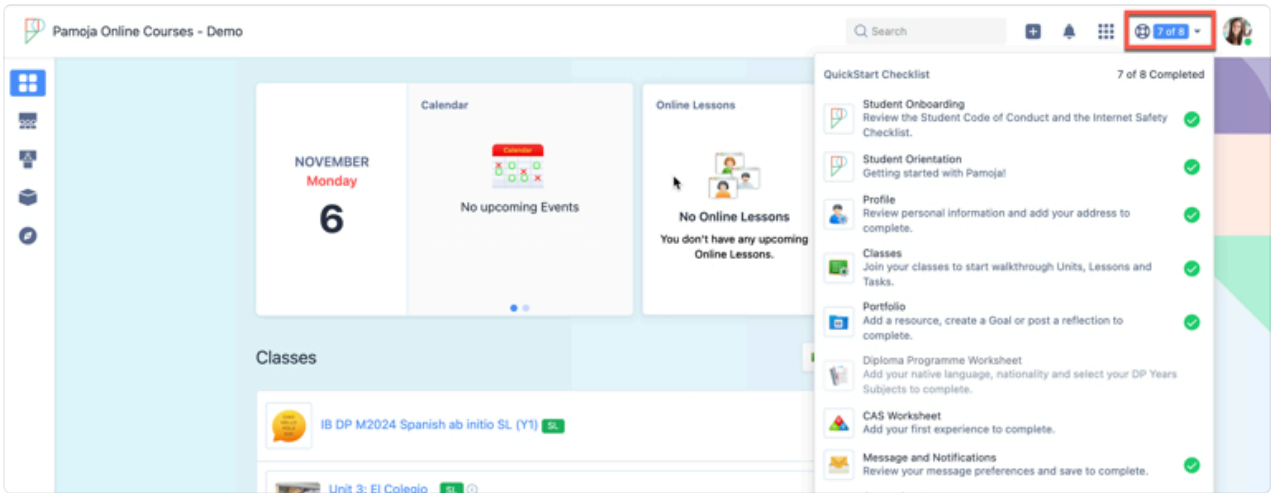
From the drop-down menu select 'Help & Support', this will redirect you to our tutorials page here.
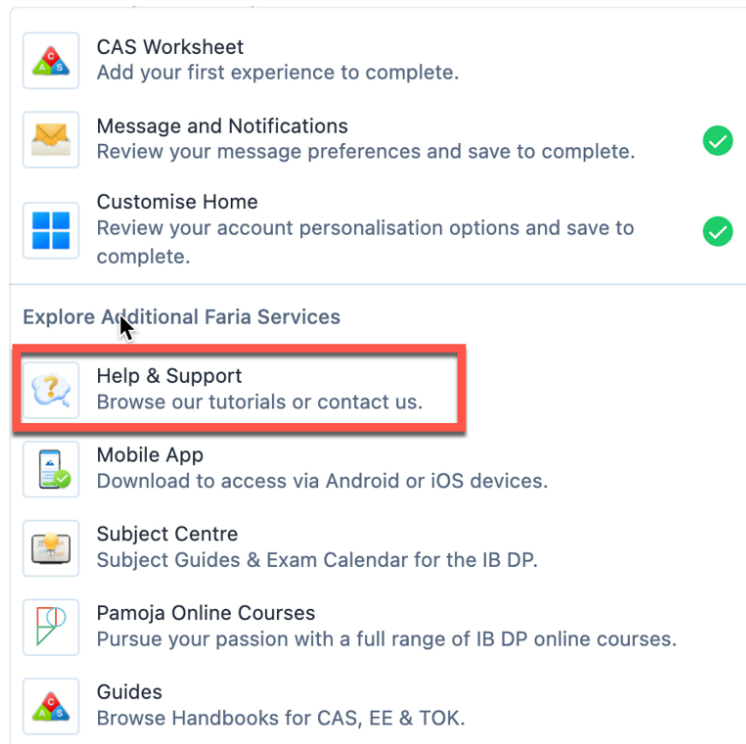
For Pamoja Online Courses specific queries please select 'Pamoja Online Courses' under the 'Product' dropdown:
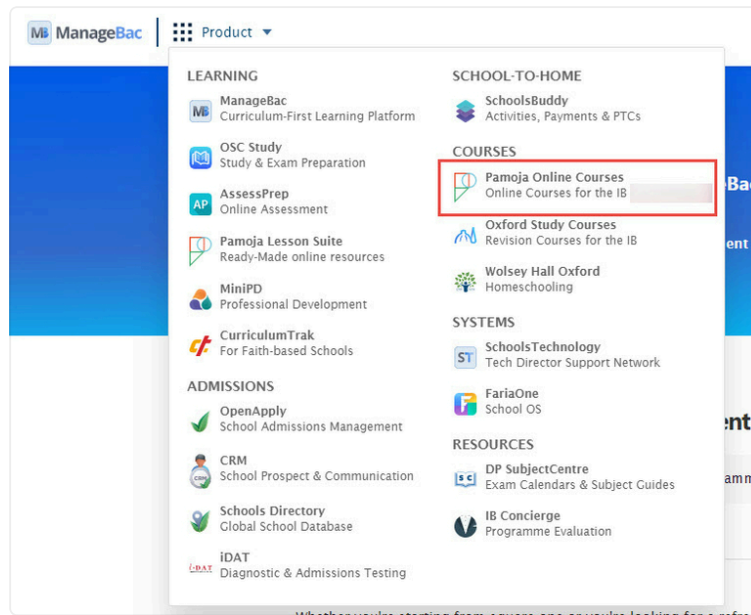
By selecting the Pamoja product you can navigate through all of the Help Centre articles for Pamoja Online Courses, you may also enter here to view the Help Centre. It is recommended you bookmark the Help Centre in your internet browser for ease of access.

Using the Help Centre

When you first arrive in the Help Centre, you will need to 'Sign in' at the top right corner. You should then see the following:

You will then be able to search the Help Centre, either by using the search bar or clicking on the 'Student' icon. There are lots of useful articles.

If you still require assistance, you can select 'New request'. This allows you to send a message to Pamoja School Services where someone will be able to assist you.

When submitting a request, make sure you include as much information as possible and screenshots, as this helps the team support you.

Alternatively, you can email Pamoja School Services directly via:
courses@pamojaeducation.com

3.2 Lesson

Common Support Requests

Sometimes it is difficult to decide who to contact to get the help you need. The information below provides some examples of common queries you may have throughout your studies.

Academic

- Questions about parts of the course you do not understand

- Questions or clarification on teacher feedback

- Advice relating to your End of Year or Trial Examinations

- Questions on the awarded Predicted Grade (PG)

- Questions on university applications

- Questions on other Pamoja Online Courses

- Advice or support when changing schools

For academic issues, contact your Pamoja teacher(s) or Site-based Coordinator (SBC).

Technical

- Inability to log into the platform

- A video or sound file in your course which does not work

- Inability to submit a task

For technical issues, submit a support ticket through the Pamoja Help Centre or contact Pamoja School Services.

Browser Recommendation

We have tested our platform extensively, and whilst it works across many browsers, we recommend using Google Chrome. This should ensure all course content works

as it was designed to.

You should also ensure you have a good internet connection when working on your Pamoja Online Course(s).

> ℹ️ **What happens if I can not log in or have browser issues?** Your browser stores all sorts of information when you are on the internet. This is useful, as it makes your browsing experience quicker and easier.

Lesson 4: Academic Integrity

4.1 Introduction

Academic Integrity

It is important that at the beginning of your Pamoja Online Course(s), you understand the significance of *Academic Integrity.* Academic Integrity is all about making sure that you and your peers' experience of the Pamoja Online Course is *fair*, and that no one gains an unfair advantage by cheating throughout the course.

Whenever you submit work, the question you should ask yourself is, am I being completely honest both with myself and with the person reading my work?

If you think the reader might believe that a particular idea or theory was created by you when it was not, or that the work you are submitting is not truly reflective of your own ability, then you may be in danger of committing *Academic Malpractice.*

IB students should understand:

- their responsibility for producing authentic and genuine individual or group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology, artificial intelligence and social media
- how to observe and adhere to ethical and honest practices during examinations.

In line with the IB Learner Profile, principled students act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Students take responsibility for their actions and the consequences.

4.2 Lesson

Academic Misconduct

Academic misconduct is generally defined as using the work of others when there is a clear expectation that the work should be original, or creating a false impression that someone else's work is your own. It is expected that Pamoja students demonstrate academic integrity at all times.

Academic misconduct is a serious matter that can, in extreme cases, result in a student's removal from the course; it is, however, something that with a little learning you can easily understand and ensure your work is compliant with.

There are four types of academic misconduct which are covered in Unit 1, Lesson 4.3 of this Orientation.

Lesson 5: Starting Your Subject Course

5.1 Introduction

Congratulations

You have completed the Pamoja Student Orientation and are now ready to start your Pamoja Online Course(s).

Before you go, remember:

Independent and organised: In an online learning environment, there is no one to remind you about your work every day. You must take ownership of your studies, making sure to give yourself enough time to complete assignments to the best of your ability before the deadline.

Collaboration: Being independent is different from being individual. The peers you will meet through your Pamoja Online Course(s) are a great source of support - interact with them and learn from them.

Be proactive: Not being in close proximity to your peers and teachers means you have to work a little harder to communicate with people. The best way to get the most out of your Pamoja Online Course(s) is to reach out to people when you need to - if you are struggling with a unit, why not ask your teacher for clarification? Or ask your peers to direct you towards some extra resources? Reaching out will make your learning experience much more enjoyable.

Know when to ask for help: We are always mindful that our students should enjoy studying with Pamoja and not be too worried or stressed. If there is something troubling you, big or small, share it with your Pamoja teacher(s) or with Pamoja School Services and someone will help you.

5.2 Lesson

Accessing your course

All that you need to do now is log in. We recommend that you bookmark the applicable URL in your browser:

May Exam Session: https://poc-may.managebac.com/login

November Exam Session: https://poc-november.managebac.com/login

Good luck, we wish you all the best with your studies. The Student Orientation will always be here if you need to revisit any of the information.

FAQs - Frequently Asked Questions

This page contains the answers to the most common questions students ask and has been designed to help you navigate through your Pamoja Online Course(s) with ease.

The content of this page will be added to over time so please, revisit this information on a regular basis.

Image by Emily Morter

> ⓘ **All screencasts are made in a test course with a test student but the same process applies to all classes.**

What support do I have access to in ManageBac?	The screencast shows how students can access the support resources. You have access to: - Student Orientation - The Subject Centre - Guides and Handbooks from OSC & ManageBac - Reference guides for individual aspects of ManageBac	https://www.screencast.com/t/WrYd5kAR
How can I change my notification settings?	This screencast covers how to do this.	https://www.screencast.com/t/KULsPplx
Why can I see more than one teacher in my course?	Every course contains your Pamoja teacher who will have sent you a welcome message. You will also see the Course Advisor (Head of Faculty) who is an observer but may send general messages to all students.	
Messages		
How do I communicate with my teacher?	There is a communication tool called 'KeyChat'. This is where one-to-one conversations with your teacher should take place. Note, your teacher may include your SBC in this communication. This screencast covers how to use this tool.	https://www.screencast.com/t/XbtlhpYv6
How do I view and reply to messages in the Messages & Notifications tab from my teacher?	Go to the course and click on the Messages tab.	https://www.screencast.com/t/fOqPQQ3Qih

How do I start a new message to my teacher via the Messages & Notifications tab?	Go to the course and click on the Messages tab. In the top right you will see 'Post New Message'. You must click on 'Private Message' under the message you type.	https://www.screencast.com/t/vDiWhHcLwT
Accessing content, tasks etc.		
How do I enter 'study' mode?	The best way to access all content, resources, discussions and tasks etc. in Pamoja ManageBac is to enter 'Study Mode'. There are two main ways to enter presentation mode which are shown in this screencast.	https://www.screencast.com/t/ZCNvKGQjiF4
What do I do if I see the words 'iFrame Component' in a unit or lesson?	You can either click on the words 'iFrame Component' and the content will appear or enter study mode and the content automatically displays. This screencast covers this.	https://www.screencast.com/t/kC8dOIe9
How do I submit an assignment in ManageBac?	This screencast shows you how to upload a document as a submission to a task in ManageBac.	https://www.screencast.com/t/SzStYVX0
How can I view my grades and feedback in ManageBac?	This screencast shows where you can locate the grade a teacher has awarded and the feedback they have left. Please remember that formative tasks are only graded as 'complete' or 'incomplete'.	https://www.screencast.com/t/tgzpUmspWr
How do I use the annotation tool?	Your teacher may ask you to look at annotations they have made and/or to use the annotation tool. This screencast covers how to do this.	https://www.screencast.com/t/U0T1DZrrB1H

How can I find and contribute to a discussion task?	For most discussion activities you must submit at least 1 post and 1 comment to complete the task. Some discussion posts are open for two weeks but you should make your post and comment in the first week and then follow up on any feedback in the second week. This screencast covers how you can do that.	https://www.screencast.com/t/ehZ6MAJOKV
How do I complete a Peer Review?	In some courses, you will be asked to review the work of your classmates. If you see an instruction to complete a peer review, the first screencast will help you understand what is required. The second shows how you to annotate the submission you are reviewing.	https://www.screencast.com/t/BrNpOx60coS https://www.screencast.com/t/JFtsZQa5MZ
Peer reviews: I am getting an error message from Turnitin. What can I do?	If you are asked to log into Turnitin or get a message telling you that Turnitin cannot process your request please either try a different browser or clear your cache and cookies and try again.	
How do I view, complete and submit a quiz?	In most courses you will have quizzes to check your understanding of course content. This screencast covers one example of a quiz and how you access and complete it.	https://www.screencast.com/t/t5qNAYfN
Online Lesson Events		
How can I see if / when there is a scheduled Online Lesson Event?	Your teacher or another teacher of your subject will host Online Lesson Events (OLEs) from time to time. This screencast covers how to see if and when you have an OLE.	https://www.screencast.com/t/YlGMc3Wq

How do I join an Online Lesson Events?	At the right time on the right date, you can click on 'join' to participate in an Online Lesson Events / Zoom meeting. Make sure you have a microphone, speakers/headset and a webcam ready to use. This screencast goes through how to join an Online Lesson.	https://www.screencast.com/t/TKENoPlTTM
Online lessons from a student view.	This screencast covers the whole Online Lesson process from a teacher view and shows what a student sees at each stage.	https://www.screencast.com/t/Z5eV1zAa
How can I see the recording from an Online Lesson Event?	This screencast shows you where they can be found.	https://www.screencast.com/t/SgJQ4m7T
Does an Online Lesson Event automatically turn on microphones when it starts?	Microphones will automatically be turned on for all participants but webcams will not. Your teacher may ask you to turn your webcam on so be ready to do this if required.	
Who can start an Online Lesson Event?	The teacher is the only one who can start an Online Lesson Event.	
Where can I find an Online Lesson Event in my	OLEs will be in your calendar, course landing page, upcoming events	