

How to upload external files to the Student Information System (SIS)

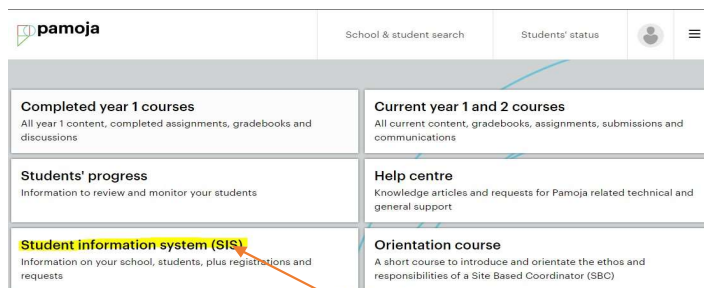
There will be times that you will need to upload external files to the student's profile, for example an IEP.

Log into Pamoja via www.pamojaeducation.com



The image shows the Pamoja login page. At the top left is the Pamoja logo, which consists of a stylized 'P' made of overlapping shapes in red, green, and blue, followed by the word 'pamoja' in a bold, black, sans-serif font. Below the logo are two input fields: 'Your Username' and 'Your Password'. Under the password field are two links: 'Forgot your password?' and 'Help Center'. A prominent green button labeled 'Log in' is centered below the links. At the bottom of the page, there is a small copyright notice: 'Copyright © Pamoja Education 2009-2016. Empowered by Pamoja.'

Click on the Student Information Systems tab (SIS) and login.

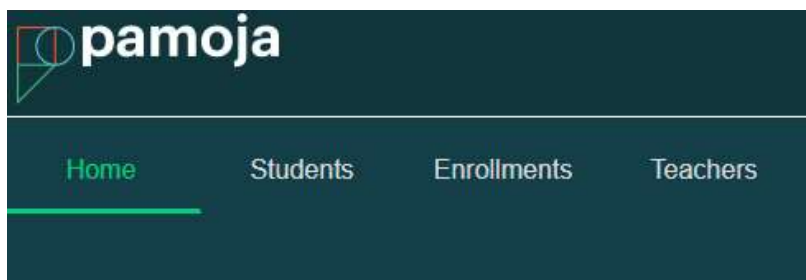


The image shows a navigation menu from the Pamoja dashboard. At the top left is the Pamoja logo. To its right are two tabs: 'School & student search' and 'Students' status'. Below these are four menu items, each with a title and a brief description:

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 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)



On the SIS homepage, click on the **Students** tab at the top of the screen.



The image shows the top navigation bar of the SIS homepage. It features the Pamoja logo on the left. To the right of the logo are four tabs: 'Home', 'Students', 'Enrollments', and 'Teachers'. The 'Home' tab is highlighted with a green underline.

Click on the Name of the student to whom you would like to upload the file.

There are 4344 active students in the system:

Search:

Student	SBC	IBNumber	School
(Demo), Test Student 1	(Pamoja), Test SBC 3		test school 1
(Pamoja), Test Student 1			test school 1

In the left-hand column, click on **External Files**.

(Pamoja), Test Student 1

Main Information	Historic Data
Main Page Edit Information View Information External Files eText Codes Flags	Student Log View Transcript

Basic Information

Student ID:	3363
ManageBac ID:	
First Name:	Test Student 1
Preferred Name:	

In the next screen click on the **Upload new file** link.

(Pamoja), Test Student 1

<u>Main Information</u>	<u>Historic Data</u>
Main Page	Student Log
Edit Information	View Transcript
View Information	
External Files	
eText Codes	
Flags	

[Upload new file](#)

There are no file(s) associated with this student.

Click on **Choose File** to find file from your computer. Enter a short description and tick the box next to the file type you are uploading.

File Details

File: Choose File No file chosen

Description:

Contents:

Yes/No	Document
<input type="checkbox"/>	3/CS Form
<input type="checkbox"/>	5/EXCS
<input type="checkbox"/>	6/FPPSCS
<input type="checkbox"/>	End of Year 1 Exam
<input type="checkbox"/>	Extended Essay
<input type="checkbox"/>	IA Sample (IBIS)
<input type="checkbox"/>	IEP
<input type="checkbox"/>	Report from Previous School
<input type="checkbox"/>	Teacher Reference
<input type="checkbox"/>	Transfer Information

Upload