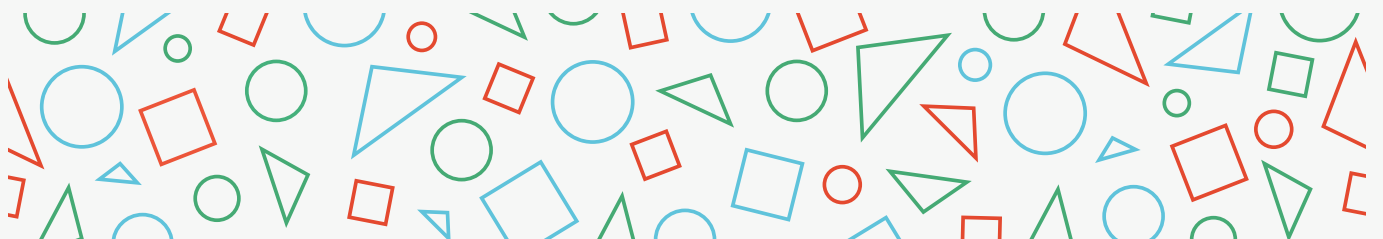




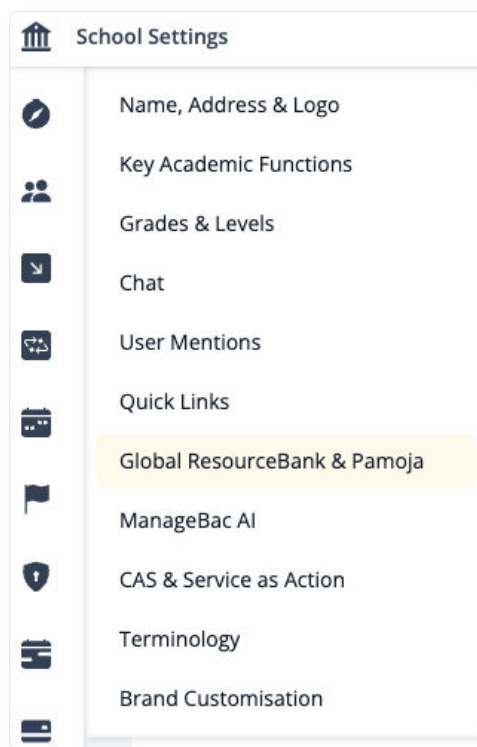
Getting Started with Pamoja Online Courses



These guidelines are to be used only by schools that have a ManageBac subscription.

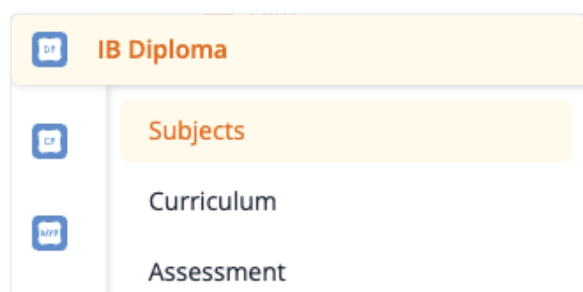
Preparation

Enable Pamoja Online Courses and confirm your Site-based Coordinator (SBC) in Settings > School Settings > Global ResourceBank & Pamoja.



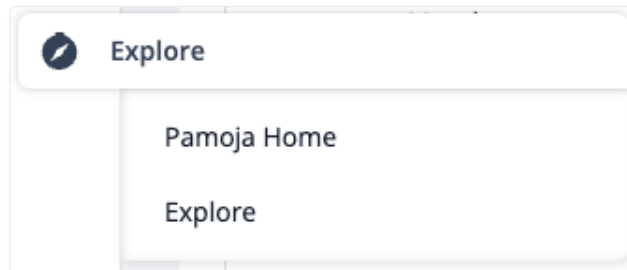
Note: Here you can also select whether to allow students to submit online course requests.

Confirm your subjects in Settings > IB Diploma > Subjects > Pamoja Subjects.

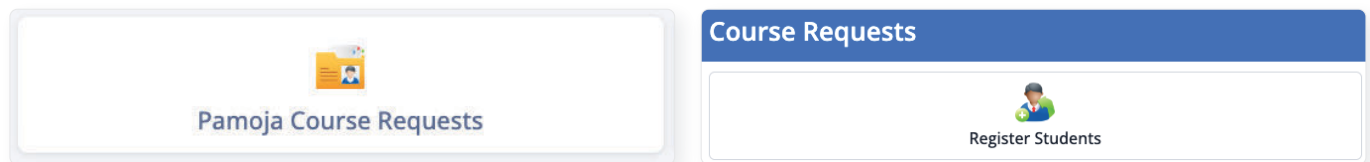


Submit Course Request(s)

- Log into your School's ManageBac account and navigate to Pamoja Home.



Go to Pamoja Course Requests > Register Students.



- Select the Exam Session then click on Select Students.

A screenshot of the Pamoja Enrollment Manager form. The form is titled 'Enrollment Manager' and has a blue header. Below the header is an 'Important Note' section. The main form area is divided into two sections: 'Exam Information' and 'Student Details'. In the 'Exam Information' section, there are two dropdown menus: 'Exam Session' (set to 'May 2026') and 'Enrollment Year' (set to '2024 - 2025 May Academic Year'). Below these is a 'Transfer Student' section with radio buttons for 'Yes' and 'No' (the 'No' button is selected). A note explains that a transfer student is one who has studied the subject in face-to-face classes and needs to move to online classes. In the 'Student Details' section, there is a large empty box and a 'Select Students' button. At the bottom right of the form, there are two buttons: 'Submit Course Request' and 'or Cancel'.

Note: use the dropdown to select students from MYP5, CP Year Groups and DP1/DP2

Select Students

Students (10)

Search by Student...

A - D

Bowen, James Boyd, Kristin Casas, Ivan

E - I

Epelbaum, Chloe Howard, Jessica

IB Diploma: DP 2

IB Middle Years

MYP 5

IB Career-related Programme

CP 2

IB Diploma

DP 1

- Complete the missing information about the student(s) by clicking on the **Edit** button(s).

2 Student Details

Select Students

Students	Grade	Candidate Personal Info	Courses	Access Requirements	IT Access
Hayward, James	MYP 5	Complete	Psychology (HL)	Complete	Complete
Epelbaum, Rachel	MYP 5	Pending	Select Courses	Pending	Pending

*Note: Any incomplete fields will be shown as **Pending***

- Confirm the course request(s) and accept Pamoja's Terms, Policies and Agreements and the pricing for IB Courses.

Pamoja Admissions will process the course request within 3 working days.

If you have any questions please contact your Business Development Consultant or email admissions@pamojaeducation.com.