



Getting Started with

Pamoja Online Courses

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

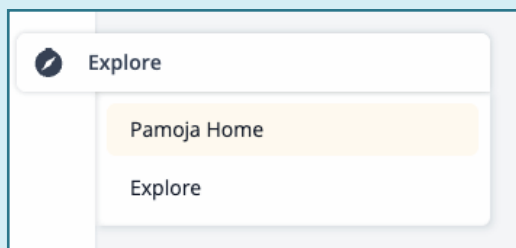
Preparation

- Enable Pamoja Online Courses in your Services Manager.
- Confirm your subjects in Settings > Academics > IB Diploma > Subjects > Pamoja Subjects.
- Confirm your Site-based Coordinator (SBC) in Settings > School Settings > Global ResourceBank & Pamoja.

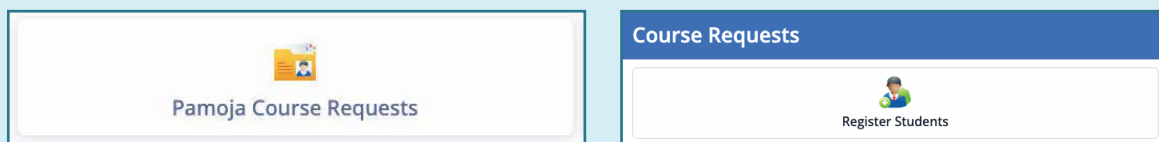
Note: Here you can also select whether to allow students to submit online course requests.

Submit Course Request(s)

- ➡ Log into your School's ManageBac account and navigate to Explore > Pamoja Home



- ➡ Go to Pamoja Course Requests > Register Students.



- ➡ Select the Exam Session then click on Select Students.

A screenshot of the 'Submit Course Request' form. The 'Exam Information' section is active, showing 'Exam Session' set to 'May 2028' and 'Enrollment Year' set to '2026 - 2027 May Academic Year'. Below these are radio buttons for 'Transfer Student' (Yes/No), with 'No' 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. The 'Student Details' section below has a 'Select Students' button highlighted with a red box. At the bottom right are 'Submit Course Request' and 'Cancel' buttons.

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	Edit
Epelbaum, Rachel	MYP 5	Pending	Select Courses	Pending	Pending	Edit

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