

Registering your online students on IBIS

Step 1

Every school supporting a candidate with an online course must have a Site-based Coordinator (SBC).

1. Click on the **School** tab on IBIS
2. Click on the **Edit** button alongside Edit Site-based Coordinator
3. Enter the person's name in the pop-up box and then click on **Continue**

DP online courses Add to shortcut

[Back to registration home page](#)

Information

A site based coordinator must be indicated for the school before a candidate can be selected for an online course. The site based coordinator can be added/edited on the [school details page](#) (click on the **School** tab). Please refer to the Handbook of procedures for information on the role of the site based coordinator.

Please tick/check the online subject status box and indicate the online course provider for candidates taking an online course. This option will only display subjects that are offered by an online course provider.

Candidate search [Hide search](#)

Candidate firstname:
 Candidate lastname:
 Personal code:
 Subject:
 List all candidates

[Reset search](#)

Candidate search result

Page 1 of 1 Rows Per Page: 10 Total Records: 4 < Back | Next >

[Select all](#) | [Deselect all](#)

| Candidate name | Session no | Personal code | Subject | Indicate online course | Online course provider |
|--------------------|---------------|---------------|----------------------|-------------------------------------|----------------------------------|
| Numertwo, Test | 000001 - 0003 | fnn850 | ECONOMICS HL ENGLISH | <input checked="" type="checkbox"/> | Pamoja Education Online Provider |
| test5, test | 000001 - 0010 | fspj286 | ECONOMICS HL ENGLISH | <input type="checkbox"/> | Pamoja Education Online Provider |
| XLIVE1, Xaled1 | 000001 - 0013 | fpk309 | ECONOMICS HL ENGLISH | <input type="checkbox"/> | Pamoja Education Online Provider |
| ACPLIVE1, ACPaled1 | 000001 - 0014 | fpk329 | ECONOMICS HL ENGLISH | <input type="checkbox"/> | Pamoja Education Online Provider |

Step 2

Register the candidate for all subjects (including online courses):

1. Go to the **Candidate** tab
2. Click on **Candidate Registrations**
3. Click on the **Registration** tab

Step 3

When the candidate is registered (status = **Registration complete** or **Registered with errors**)

proceed to the DP online courses option to indicate the course provider.