

Coordinators: Registering Students

Kieran Burgess & Ibicus

Housekeeping

- Webinar format, with times for Q&A
- Finish approximately 10.30 (UK time)
- Zoom etiquette
- Post questions on the chat throughout, or ask verbally at section ends.

We will cover...

- Pre-registration tasks
- Timelines
- Bulk & manual uploads
- Streamlining error checks and signing off
- Key IBIS locations
- Troubleshooting

Timelines

(& Deadlines)



Timelines & Deadlines

- Opens on 15 September (March) of CP/DP 1 / MYP 4
- Consider registering first year students without cost
- Closes 15 November (May) of the exam year - CP/DP 2 or 20 October (April) of MYP 5
- Late registration period ends 15 January (July) CP/DP 2 or 20th for MYP 5
- 6-month retake registration ends 29 July (January) for CP/DP
- Emergency registration period beyond both above

Begin CP / DP 2 & MYP 5 in September!

Why does this warrant a
webinar all of its own?

How many combinations of DP exist?

- $N_{setsA} = N_1 \times N_2 \times N_3 \times N_4 \times N_5 \times N_6$
- $C(n, k) = \frac{n!}{k!(n-k)!}$
- Irregular/Non-arts Diplomas
- Interdisciplinary subjects
- SBS
- SSST A non-taught language options
- $Total = Total_A + Total_B = 43,120,000 + 413,952,000 = 457,072,000$

At least 2.47 billion possible registrations per student!

It's complicated

It's high stakes

Simple Steps (Convolutud Details)

1. Pre-registration in IBIS
2. Register in IBIS
 - a. Bulk Managebac
 - b. Bulk IBIS
 - c. Manual
3. Download and distribute
4. Verification & Corrections
5. Refine corrections & Redistribute cycle
6. Complete registration
7. Troubleshoot

Pre-registration

School Subjects Offered
Carrying Students Forward

Pre-registration

- Log in to IBIS 
- Ensure your role is 'Coordinator' **Role:** DIPLOMA EXAMINER
- Ensure the exam session is correct (e.g. next May)

Diploma session: NOVEMBER 2025 **Person:** - Kieran Burgo

Home My De

Home page

Upcoming de

You do not have

[View all deadline](#)

There are 0 deadlines

MAY	NOVEMBER
2027	2027
2026	2026
2025	2025
2024	2024
2023	2023
2022	2022

Pre-registration

1. Candidate (hover)
2. Candidate registrations (click)

Candidate registration						
Statistics						
Category	Registration status (No. of candidates)					
	In progress	Registration complete	Registered with errors	Edited	Pending approval	Total
Anticipated	2	2	1	0	0	5
Career related certificate	0	1	0	0	0	1
Career related certificate - retake	0	1	0	0	0	1
Course	1	13	4	0	0	18
Diploma	6	18	19	1	0	44
Retake	1	0	2	0	0	3
Total	10	35	26	1	0	72

Pre-registrationRegistrationPost registrationReports

- Add (step 1)/edit personal details
- Add (step 2)/edit session details
- Add (step 3)/edit subjects
- Submit registrations (step 4)/amendments
- Upload personal details (step 1 alternative)
- Change subject for multiple candidates
- DP online courses

- Candidates with status codes
- Reinstate withdrawn candidate
- Register candidate with previous session
- Renumber candidates
- Candidate list

3. 'Add/Edit subjects' or 'Pre-registration' > **'School subject offered'** list

Add (step 3)/edit subjects

[« Back to registration home page](#)



Information

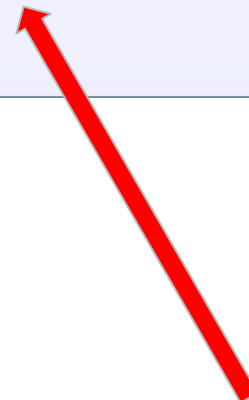
Use this option to add and maintain candidate subjects. Candidate personal details and session details must be entered in order to proceed with this step.

Use a + icon in the main table to add subjects for an individual candidate. You can also register multiple subjects for multiple candidates using the **Select candidates**, **Select main subjects** and **Select additional subjects** drop down menus below. An option to [Change subject for multiple candidates](#) is also available.

The subjects listed are populated from your school subjects offered list. If the subject you require does not appear, please add the subject to your [school subject offered](#) list.

The **Help** link provides further guidance if required.

- [Icon descriptions](#) 



- Copy subjects from a previous session
- (Or, when in an earlier session, copy subjects *to* a session)
- Usually very little to change
- Watch out for History HL options, old Music options, pilot courses etc...

Carrying Students Forward



Image: Gemini AI. Prompt: a teacher struggling to carry students in his arms outside on a rainy day

Carrying Students Forward

1. Be in the session you want to register (i.e. M26)
2. Candidate (hover)
3. Candidate registrations (click)
4. Registration tab > **Register candidate with previous session**



Register candidate with previous session

[Back to registration home page](#)



Information

General information text prevsession

- [Icon descriptions](#)

Register by previous category

Register by personal code

* From programme

* From session

* From category

* To category

* Candidates

Select programme

Select session

Select category

Select category

Select candidates

Create session details

Candidates

Rows per page : 10

Total record count : 0

Page 1 of 1

Personal code	First name	Last name	From session	From category	To session	To category *	Register for CAS *	OWS	Actions
Rows per page : 10 Total record count : 0 Page 1 of 1									

- The key is the **personal code**.
- It should be one code per person for life
- MYP > DP with 2 different codes? *Inconvenient*
- DP > DP with 2 different codes? **Probably destructive**

First Pass Register

The Managebac Swerve

Recap Pre-registration

- Carry subjects forward from previous session
- Carry students forward from previous session/programme

Paying for Managebac?

- They have a **one-way** sync with IBIS
- Can save time in personal details entry
- Will definitely save time in subject entry

BUT...

- Personal details in Managebac need to be accurate
- Are students already added to MB by your database admin?
- They need their own logins

Managebac process

In brief...

1. Students edit/review their personal details
 - a. Passport/legal name - if middle names are required on results, add to first name box
 - b. Gender
 - c. DOB
 - d. Nationality(ies) - it doesn't matter which way round
 - e. Language(s) - also doesn't matter which is 1st/2nd
 - f. **Email*** (from 2026)
2. Students edit/review their subjects and levels in 'Plans'
3. Students edit/review their EE subject

Consider pre-populating from your MIS system, locking worksheets etc.

Consider the benefits of doing this at the start of Year 1 also.

Managebac process

Once all students have checked and edited their MB details...

Check the summary sheet for all the green lights...

Click “Register in IBIS” in the top right corner.

Takes some time.

Completely editable and non-binding (before the deadline)!

Next, you'll need to rejoin the rest of us for the review, refine and sign phases...

First Pass Register

Bulk IBIS

>10 students and no Managebac
DP module...

Bulk IBIS

Only bulk uploads personal details, not subject choices.

From the Candidate Registrations home page,

1. Registration tab (click)
2. Upload personal details (step 1 alternative) (click)



The screenshot shows the 'Candidate Registrations' home page with four tabs: 'Pre-registration', 'Registration', 'Post registration', and 'Reports'. The 'Registration' tab is selected. Below the tabs, there are two columns of links. A red arrow points to the link 'Upload personal details (step 1 alternative)' in the left column.

Pre-registration	Registration	Post registration	Reports
	• Add (step 1)/edit personal details • Add (step 2)/edit session details • Add (step 3)/edit subjects • Submit registrations (step 4)/amendments • Upload personal details (step 1 alternative) • Change subject for multiple candidates • DP online courses	• Candidates with status codes • Reinstate withdrawn candidate • Register candidate with previous session • Renumber candidates • Candidate list	

Bulk IBIS

Download the Excel template from this page:

Upload personal details (step 1 alternative)

[« Back to registration home page](#)



Information

This option allows coordinators to upload candidate personal details onto IBIS for the purpose of registration. Coordinators must use the personal details template which is available via the **Download template** link below.

When a personal details template has been uploaded IBIS will indicate any issues that require rectifying, such as possible duplicate candidates or missing/incorrect data. The issues will be displayed on separate tabs of the table below

Personal details template

[Download template](#)

Upload personal details

Select file:



Upload file

Bulk IBIS

A	B	C	D	E	F	G	H	I
First name*	Last name*	Date of birth* dd/mm/yyyy	Gender*	1st Nationality*	1st Language*	2nd Nationality	2nd Language	Row status
Sara	Ker	03/03/1985	FEMALE	UNITED KINGDOM	ENGLISH			Success
								Blank/Error
								Blank/Error
								Blank/Error
								Blank/Error

- Export this data from your MIS, reformat that data to match these columns.
- A-F are mandatory
- G-H are optional - used only for IB statistics
- Once uploaded to the same IBIS page, each student remains editable

Bulk IBIS

Successfully uploaded (2)

Possible duplicate (2)

Uploaded with errors (2)

Possible duplicate

Rows per page : 10

Total record count : 2

First name	Last name*	DOB*	Gender*	1st nationality*
Oakley	Test	01-Nov-1998	MALE	UNITED KINGDOM

Once you've uploaded your spreadsheet back to the same page...

- Possible duplicate students (including across sessions or schools)
- Errors - usually missing mandatory data

Resolve any of these by clicking on the 'Resolve' wrench icon and selecting the appropriate duplicate option, the 'Edit' pencil icon and filling out the missing data, or click the trash can icon to delete the student entry entirely.

Be sure to click the disk icon to save any changes.

First Pass Register

Manual

If you have only a small number
of students (<10)

AND

Everyone needing to edit a
student (so... everyone 😊)

Step 1: Personal Details (add / edit)

Candidates

Rows per page : 10 Total record count : 5

Page 1 of 1

Personal code	First name	Last name	DOB	Gender	1st nationality	1st language	Status	Actions	Progress
	Oakley	Tester	10-Nov-1998	MALE	CHINA	CHINESE	In progress	 	   
	stevie	kers	18-Nov-1998	MALE	CHINA	CHINESE	In progress	 	   
	Cailey	kers	06-Nov-1998	FEMALE	CHINA	CHINESE	In progress	 	   
	sara	kerswell	21-Nov-1998	FEMALE	CHINA	CHINESE	In progress	 	   
	oakley	test	14-Nov-1998	MALE	CHINA	CHINESE	In progress	 	   

Candidates

Rows per page : 10 Total record count : 8

Page 1 of 1

Personal code	First name	Last name	DOB	Gender	1st nationality	1st language	Status	Actions	Progress
							In progress	 	   
2nd nationality 2nd language									
	Stevie	Kers	05-Mar-1998	MALE	UNITED KINGDOM	ENGLISH	In progress	 	   
	Cailey	test	14-Mar-1996	FEMALE	UNITED KINGDOM	ENGLISH	In progress	 	   
							In progress	 	   

Personal Details

For each student record you must have:

- First name (plus middle names if required)
- Last name
- Gender
- DOB
- Email address (they must verify!)
- First Nationality
- First Language

Name and DOB must match passport for many countries/institutions.

These can be changed free *before* results day. Requires more steps after.

Step 2: Session Details

All candidates (10) Candidates with no session (9) Candidates with session (1)								
Candidate session								
Rows per page : 10 Total record count : 10 Page 1 of 1								
Personal code	First name	Last name	Session no	Category*	Register for CAS *	Status	Actions	Progress
	Leigh	Fenwick				In progress	+ ⚙	✓ ✗ ✗ ✗
	Roy	Fenwick				In progress	+ ⚙	✓ ✗ ✗ ✗
	Kay	Edwards				In progress	+ ⚙	✓ ✗ ✗ ✗
	Stevie	Kers				In progress	+ ⚙	✓ ✗ ✗ ✗
	Cailey	test				In progress	+ ⚙	✓ ✗ ✗ ✗
	sara	kerswell				In progress	+ ⚙	✓ ✗ ✗ ✗
	Oakley	tester				In progress	+ ⚙	✓ ✗ ✗ ✗
	Oakley	tester				In progress	+ ⚙	✓ ✗ ✗ ✗
	Oakley	test				In progress	+ ⚙	✓ ✗ ✗ ✗
fgg133	Jones	Mary	002184 -0001	ANTICIPATED	No	Registration complete	+ ⚙	✓ ✓ ✓ ✓
Rows per page : 10 Total record count : 10 Page 1 of 1								

Category: Diploma / Course / Anticipated / Retake

CAS usually defaults to YES.

Step 3: Subject Details - By Subject & Level

Multiple candidates per subject:

Multiple candidate subject registration :

Candidates :	Main subjects :	Additional subjects :	
Select candidates	Select main subjects	Select additional subjects	Save subjects

E.g:

- Click *Candidates* > Filter candidates by DIPLOMA category > Select All
- Click *Main subjects* > Select TOK > Select TOK in your language
- Click *Save subjects*

Step 3: Subject Details - By Candidate

Single candidate per subject:

All candidates (9) Candidates without subjects (1) Candidates with subjects (8)							
Candidate subject details							
Rows per page : 10		Total record count : 9		Page 1 of 1			
Candidates	Session no	Category	Main subjects	Additional subjects	Status	Actions	Progress
> sara kerswell		DIPLOMA	Main subjects(1) +	Additional subjects(0) +	In progress		✓ ✓ ✓ ✗
> Stevie Kers		DIPLOMA	Main subjects(1) +	Additional subjects(0) +	In progress		✓ ✓ ✓ ✗

- Click + next to 'Main Subjects'
- Select each subject off the list for that candidate (check level & language!)
- Subject missing? Go back to *School Subjects Offered* and add there
- Click *Save subjects*

The green progress light appears even after just one subject added!

Step 4: Submit Registrations

Submit registrations (or amendments)

Submit registrations (step 4)/amendments

[Back to registration home page](#)

Information

A list of the candidates that have been added or amended is given below. Please tick/check the candidates for which you want to complete the registrations/amendments and then click on the **Complete registration** button.

Clicking on the **Complete registration** button will process the candidates through a registration status code check. If a candidate has a registration status code, you will be informed before the candidate is registered. This will allow you to amend the candidate's details, if necessary, before registering the candidate.

- [Icon descriptions](#)

[Add \(step 3\)/edit subjects](#)

Candidates					Page 1 of 1				
Rows per page: 10 Total record count: 9									
☐	Candidates	Session no	Category	Status	Progress				
☒	kay edwards		COURSE	In progress	☒	☒	☒	☒	☒
☒	kay Fenwick		ANTICIPATED	In progress	☒	☒	☒	☒	☒
☒	roy FENWICK		DIPLOMA	In progress	☒	☒	☒	☒	☒
☐	leigh Fenwick		DIPLOMA	In progress	☒	☒	☒	☒	☒
☐	gizzy kers		COURSE	In progress	☒	☒	☒	☒	☒
☐	Cailey kers		DIPLOMA	In progress	☒	☒	☒	☒	☒
☐	stevie kers		DIPLOMA	In progress	☒	☒	☒	☒	☒
☐	sara kerswell		ANTICIPATED	In progress	☒	☒	☒	☒	☒
☐	Jones Mary (fgg133)		DIPLOMA	In progress	☒	☒	☒	☒	☒
Rows per page: 10 Total record count: 9					Page 1 of 1				

[Add \(step 3\)/edit subjects](#)

[Complete registration](#)

Optional Step: Online Courses

You must indicate any online course students (i.e. Pamoja)

Do this **after** registering all subjects.



The screenshot shows a web interface with four tabs: 'Pre-registration', 'Registration', 'Post registration', and 'Reports'. The 'Registration' tab is active. Below the tabs is a list of tasks, organized into two columns. The task 'DP online courses' is highlighted with a red rectangular box.

Pre-registration	Registration	Post registration	Reports
	• Add (step 1)/edit personal details • Add (step 2)/edit session details • Add (step 3)/edit subjects • Submit registrations (step 4)/amendments • Upload personal details (step 1 alternative) • Change subject for multiple candidates • Maintain mandatory USA personal details • DP online courses	• Candidates with status codes • Reinstate withdrawn candidate • Register candidate with previous session • Renumber candidates • Candidate list	

Optional Step: Online Courses

Search by subject or by student:

[ADD TO SHORTCUT](#)

DP online courses

[« Back to registration home page](#)

 **Information**

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

SPANISH AB. ▼

List all candidates ☐

[Reset search](#)

Candidate search result

Page 1 of 1 Rows Per Page: 10 ▼ Total Records: 2

« Back 1 ▼ Next »

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

Candidate name	Session no	Personal code	Subject	Indicate online course	Online course provider
Candidate, Test	000001 - 0024	dyn363	SPANISH AB.	☒	Pamoja Education Online Provider ▼
Candidate 2, Test	000001 - 9001	dty848	SPANISH AB.	☐	Pamoja Education Online Provider ▼

Step 5: Checking Errors

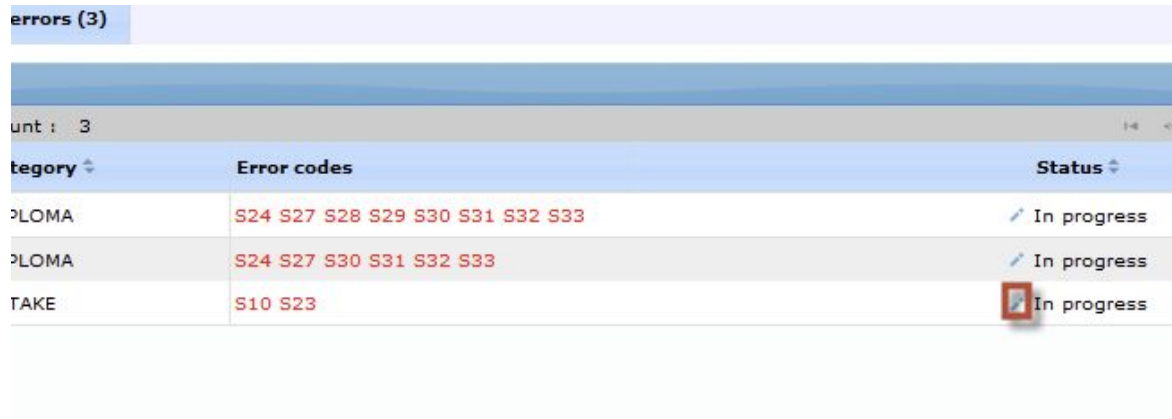
All Registration Methods

So far, we've:

- Added students' personal details (via MB, template Excel or direct in IBIS)
 - Edited session details (i.e. Diploma or Courses)
 - Edited subject details
 - Submitted registrations
 - Optionally indicated online courses
-

Error codes

You have scrutinised subject combinations before they started the Diploma!



The screenshot shows a web application interface. At the top, there is a header bar with a tab labeled 'errors (3)'. Below this is a table with three columns: 'Category', 'Error codes', and 'Status'. The table contains three rows of data. The first two rows are for 'DIPLOMA' and the third is for 'TAKE'. The error codes are listed in red text. The status for all rows is 'In progress', indicated by a blue pencil icon. A red square highlights the 'In progress' status text in the third row.

Category	Error codes	Status
DIPLOMA	S24 S27 S28 S29 S30 S31 S32 S33	 In progress
DIPLOMA	S24 S27 S30 S31 S32 S33	 In progress
TAKE	S10 S23	 In progress

So why the error codes?!

Error Codes

Candidates with status codes

[« Back to registration home page](#)



Information

General information text registration exception

- [Icon descriptions](#)

Candidates with errors (19)

Candidates without errors (0)

Candidates

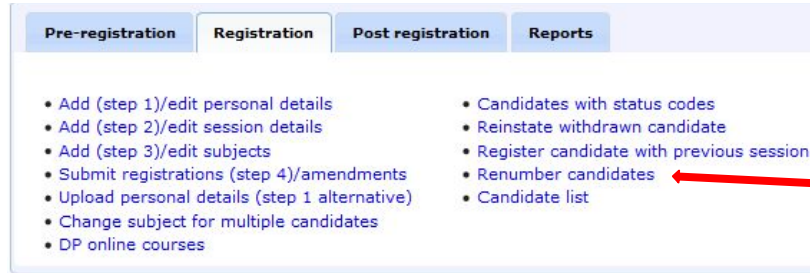
Rows per page : 10Total record count : 19Page 1 of 2

Candidates	Session no	Category	Error codes	Status	Progress
aef aef (fgx331)	000001 -0024	CAREER RELATED CERTIFICATE	S64	Registered with errors	
Andrea Alvarez (fgc652)	000001 -0010	DIPLOMA	S24 S28 S29 S30 S31 S32 S33	Registered with errors	
Atikah Agazali (fbx491)	000001 -0013	DIPLOMA	S11 S23 S64	Registered with errors	
bobby beau (drq148)	000001 -0014	DIPLOMA	S23	Registered with errors	
EMILY CLOËTTA FALKENBERG (dyw824)	000001 -0037	RETAKE	S09 S24 S27 S29 S30 S31 S32 S33 S46 S75	Registered with errors	
fgazdfg dfgsgf (fgc069)	000001 -0021	DIPLOMA	S24 S27 S28 S29 S31 S32 S33 S64	Registered with errors	
Isabel Pantoja (fgs266)	000001 -0016	DIPLOMA	S09 S23	Registered with errors	
Joe Bloggs (dww033)	000001 -0032	DIPLOMA	S24 S30 S31 S32 S33 S63	Registered with errors	
Maria Romelda GDC Seda (dvn287)	000001 -0008	DIPLOMA	S24 S30 S32 S33 S47 S60	Registered with	

Rows per page : 10Total record count : 19Page 1 of 2

Renumbering candidates for this session

If you haven't already, renumber the candidates in a way that makes sense to you:



The screenshot shows a software interface with a navigation menu. The menu has four tabs: "Pre-registration", "Registration", "Post registration", and "Reports". The "Registration" tab is currently selected. Below the tabs, there are two columns of links. The left column contains: "Add (step 1)/edit personal details", "Add (step 2)/edit session details", "Add (step 3)/edit subjects", "Submit registrations (step 4)/amendments", "Upload personal details (step 1 alternative)", "Change subject for multiple candidates", and "DP online courses". The right column contains: "Candidates with status codes", "Reinstate withdrawn candidate", "Register candidate with previous session", "Renumber candidates", and "Candidate list". A red arrow points from the right towards the "Renumber candidates" link.

Pre-registration	Registration	Post registration	Reports
• Add (step 1)/edit personal details • Add (step 2)/edit session details • Add (step 3)/edit subjects • Submit registrations (step 4)/amendments • Upload personal details (step 1 alternative) • Change subject for multiple candidates • DP online courses	• Candidates with status codes • Reinstate withdrawn candidate • Register candidate with previous session • Renumber candidates • Candidate list		

Download & Distribute

Begin to Delegate!

It's crucial that the students and, if appropriate to your context, their guardians are scrutinising the registration **as it is in IBIS** to sign off its accuracy before the deadline.

Download the IBIS-held registrations

Candidate Registrations > Reports

Vanilla: Subject report. A PDF for each student that can be printed and signed

Cream & Toppings: The CSV file for all students registered. We like this one!

The CSV

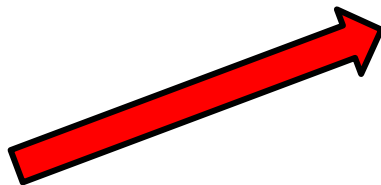
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School	Session number	Personal code	First name	Last name	Birth date	Nationality 1	Nationality 2	Language 1	Language 2	Category	CAS registration	CAS completed?
2	3434	003434-0001	abc123	Petra	Schmeichel	16 May 2007	HERE		KOREAN	ENGLISH	DIPLOMA		
3	3434	003434-0002	abc124	Eric	Cantona	08 Nov 2006	THERE		KOREAN		DIPLOMA		
4	3434	003434-0003	abc125	Rowenna	Keane	26 Aug 2007	EVERYWHERE	FRANCE	ENGLISH	FRENCH	DIPLOMA		
5	3434	003434-0004	abc126			27 Jan 2006	HERE		KOREAN	ENGLISH	DIPLOMA		
6	3434	003434-0005	abc127			27 Jul 2007	THERE		KOREAN	ENGLISH	DIPLOMA		
7	3434	003434-0006	abc128			30 Jan 2003	EVERYWHERE		CHINESE	ENGLISH	DIPLOMA		
8	3434	003434-0007	abc129			07 May 2003	HERE		ENGLISH	CHINESE	DIPLOMA		
9	3434	003434-0008	abc130			28 Aug 2003	THERE		ENGLISH	CHINESE	DIPLOMA		
10	3434	003434-0009	abc131			23 Jul 2002	EVERYWHERE		CHINESE				
11	3434	003434-0010	abc132			27 Jun 2003	HERE		KOREAN				

A **LOT** of columns (85!)

Many we don't need

We'll need to add some too.

Right now, let's just use my [template](#)





Menus 🔍 ↶ ↷ 🖨 📄 100% £ % .00 123 Default... - 12 + B I ⚡ A 🎨 🏠 📊 📈 📉 📊 📈 📉 📊 📈 📉 📊 📈 📉

BV21 🔍 =CONCATENATE(R21," ",S21)

Summarise this table

	A	B	C	D	E	F	BT	BU	BV	BW	
1	Status	School	Session number	Personal code	First name	Last name	Withdrawn da	BUFFER COLU	1	2	
2	Signed & Retur...	3434	003434-0001	abc123	Petra	Schmeichel			CHEMISTRY SL	CHINESE B - MANDARIN SL	EC
3	Waiting	3434	003434-0002	abc124	Eric	Cantona			BIOLOGY SL	CHINESE B - MANDARIN SL	EC
4	Correction Nee...	3434	003434-0003	abc125	Rowenna	Keane			BIOLOGY HL	ENGLISH A: Lang and Literature HL	FRI
5	Verbally Confir...	3434	003434-0004	abc126	Christian	Ronald			BIOLOGY EE	BIOLOGY HL	CH
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
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24											
25											
26											
27											
28											
29											

These blue cells in columns B-L are where you can paste in directly from the IBIS csv download - from that file's column A-K. That's because we've added column A as a 'Status' tracker. Here, you can mark which students have signed and returned accurate sheets and don't need any further IBIS edits, or those who need Corrections etc.

Note that the first few columns are 'Frozen panes', with DOB onwards scrolling underneath A-F. This is so you can keep the names visible while looking at subjects to the right.

Be sure to paste these personal details in accurately across all blue columns. Once they're pasted in they won't need editing.

This purple section is an auto-concatenate function. It will read the subjects and levels to the left for the student in each row and merge them into an easily readable 8 subject registrations (6 Diploma subjects + EE subject + TOK, not necessarily in this order). You must not edit the purple cells otherwise the auto-concatenate will break. This section is where your mail merge will compile subject registrations from later.

Save this in Spreadsheet format - .csv > .xlsx

The Mail Merge

The Mail Merge

Download my [template and example letter](#)



- Update the template with your chosen app's mail merge mechanism:
 - Point the merger towards your spreadsheet file
 - Update the dynamic fields (ensure they match the spreadsheet headers)
- Corrections:
 - Make them in IBIS
 - Re-download csv, duplicate your spreadsheet, copy-paste again
 - Re-run mail merge for corrected students
 - Repeat until no more corrections are made.

Multiple versions of your IBIS data downloads

Name	↑	Owner
	IBIS Registrations M22 v1	 me
	IBIS Registrations M22 v2	 me
	IBIS Registrations M22 v3	 me
	IBIS Registrations M22 v4	 me
	IBIS Registrations M22 v5	 me
	IBIS Registrations M22 v6	 me

Troubleshooting

& Common Occurrences

Now, we have:

- Downloaded the IBIS data in .csv
- Copy-pasted certain columns into the template
- Setup and run a mail merge letter
- Received signed confirmations

OR

- Corrections to make on IBIS and re-run the download and merge
 - Repeated download and merge until no more corrections come in.
-

MYP Registrations:
Super simple...

CP Registrations
Fairly simple...

Troubleshooting & Common Occurrences

- EE Subject not chosen! (Watch out for language EEs - A or B?)
- CAS not registered!
- History HL option!
- All data can change before November 15 for free
- Personal data (e.g. spellings) can change before July 5 for free
- Subject data (inc. HL<>SL) can change before January 15 for high fee, before April for huge fee!
- Can't register anyone? Have you paid the bills?!

Check the
Core!

IAA Requests!

Assessment Procedures (PRC)



Image by Gemini AI, prompt: More than just coffee o' clock, it's the end of the session!

- Slides downloadable on kpburgess.com
- Official, certificated IB workshops on ibicus.org.uk
- Email me at kieran@kpburgess.com for coaching or consultancy
- Happy IBIS-ing!

Kpburgess.com

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