



Getting Started with ManageBac

For the Early Years and Primary Years Programmes



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Hello, We Are ManageBac!

We provide a Curriculum-First Learning Platform for the world's leading international schools. Founded in 2006 by former IB students, we now serve over 800,000 students and 3,000 schools in 130 countries.

DESIGNED FOR THE MODERN ENHANCED EYP & PYP

- Collaborative real-time unit planning with integrated Student Portfolio, Assessment and Reporting.
- Flexible unit template editor and enhanced reflections designed from the ground up for the new PYP.
- Worksheets for Service Learning and Exhibition allow students to plan, record and reflect upon action as a dynamic outcome of agency.
- Harmonized into ManageBac's new User Interface for web & mobile.
- Broad curriculum support with over 600+ academic standards to support your national curriculum requirements.



What's involved in a IB PYP Subscription?

IB Primary Years

Unit Planners

- Collaboratively create, edit and share unit planners across year levels in real-time
- Built-in with transdisciplinary themes, key concepts, ATL skills, and more.
- Browse whole-school curriculum and analytics to track coverage of concepts and skills
- Embed notes, files, photos, videos and websites with our drag & drop "Stream & Resources

Customisable Unit Templates

- With a host of improvements for your Early Years, Standard and Specialist (stand-alone) Planner templates.
- Adaptable to your school needs and to assist guiding in-class teaching

Academic Standards & Curriculum Updates

- With over 600 sets of academic & accreditation standards and benchmarks to our schools comprising the world's largest indexed collection of over 1.5 million fully-licensed academic standards.
- Built in access to Scope & Sequence, ATLs & Learner Profile

Portfolio

- Students gradually build a digital portfolio over time as they submit coursework in to their classes for individual assessments. All submitted work is automatically grouped into subjects with learning goals linked to learner profile attributes. All portfolios can be exported as PDFs or synced to our partners for applying to higher education

Assessment

- Flexible assessment options directly integrated with Reporting.

ManageBac for Mobile iOS Android

- For Students, Parents, Teachers and Coordinators
- The new ManageBac mobile app supports all user types including students, parents, teachers, coordinators & admins across all curriculum programmes with an improved experience on tablet & phone for all key functions: from taking attendance, classroom management, messaging students and parents, to managing the PYP Portfolio

School to Home

- The Parent Portal provides parents with a local language interface to keep track of their children's performance, view upcoming tasks and portfolio items, submit attendance excusals, and communicate directly with teachers for real time updates about their child's academic standing.

ADD IN MODULE: REPORTING

- *Visual digital & printed reports*
- *Directly share to Parents and/or Students via web or mobile*
- *Include Units of Inquiry, Portfolio coursework & Advisory Comments*
- *Assess Learning Outcomes, ATLs, Learner Profile & Specialist subjects*

ADD IN MODULE: ATTENDANCE

- *Record Homeroom & Class Attendance*
- *Receive attendance excusals from parents*
- *Track absences, lateness & behavior*
- *Display attendance records on Reports*
- *Permit substitutes & academic advisors to record and track attendance*



Enhanced IB Primary Years with PYP Next

Redesigned from the ground up for the Enhanced PYP



Plan



Learn & Teach



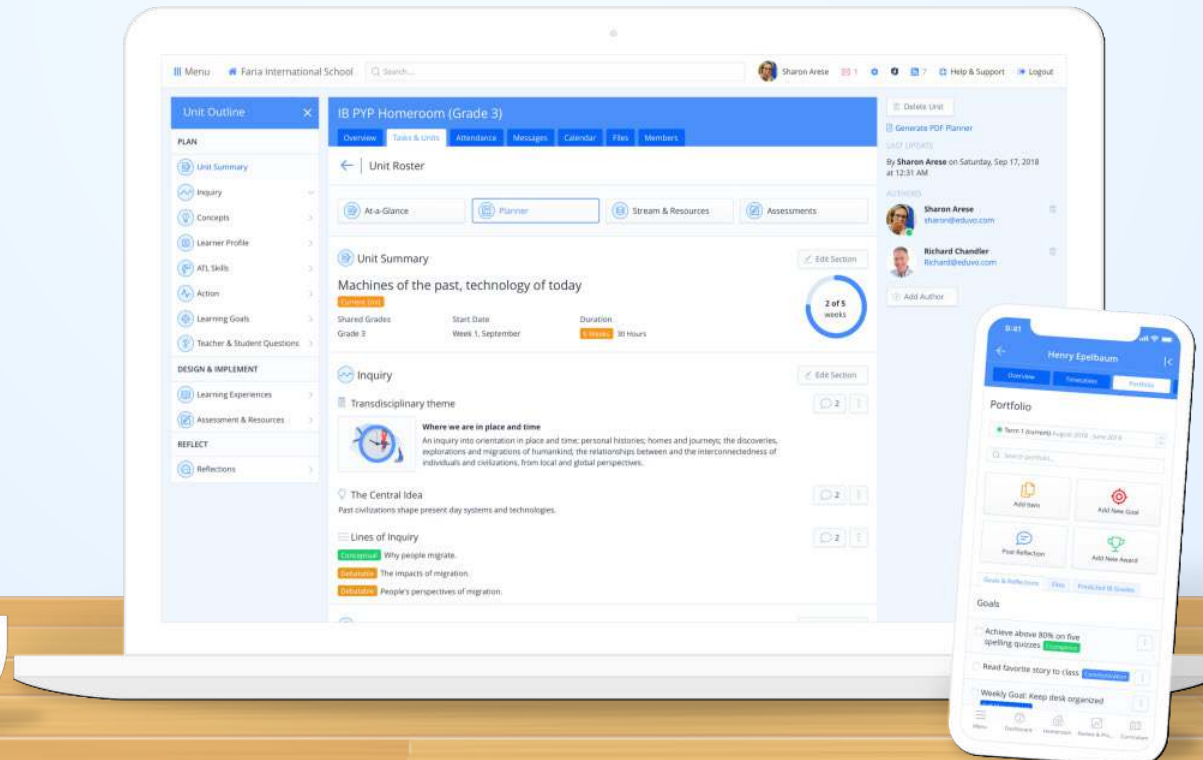
Assess & Report



School-to-Home



Help & Resources





Account Setup

Start the New Academic year on the right foot

Common Implementation Types

<p>School A</p>	<ul style="list-style-type: none"> ✓ You're a robust IB programme with high participation. ✓ You want an All-In-One system where students can track all of their school activity and IB requirements in one place. ✓ Your students and parents are familiar with PYP and online management systems. ✓ Your unit planning uses the PYP templates exclusively. ✓ Schools with multiple specialists per subject ✓ Large Schools with multiple teachers per grade level 	<p>Recommended Set-Up:</p> <ul style="list-style-type: none"> • Add all students, teachers and parents • Create 1 Homeroom class per year + # specialist classes for Specialist or national curriculum content • Use our unit planner templates to create units with IB PYP syllabus built in • Utilize the Portfolio via Web & Mobile to central house all student coursework and engage students & parents
<p>School B</p>	<ul style="list-style-type: none"> ✓ Your IB programme is one of many options at your school ✓ You are mandated to use a different gradebook for reporting by your district ✓ You need a place to easily house Student coursework ✓ You don't intend to open access for your younger students ✓ Schools looking for a simple streamlined solution ✓ One specialist per subject for each grade level ✓ Schools looking for a fast set up 	<p>Recommended Set-Up:</p> <ul style="list-style-type: none"> • Add all students and teachers • Create 1 Homeroom class per year level to house all UOIs, Stand-alone and Specialist content • Focus on organising necessary work into the Portfolio each year added by teachers
<p>School C</p>	<ul style="list-style-type: none"> ✓ You're a new school or PYP programme ✓ You plan on gradually introducing your school community to ManageBac and PYP requirements ✓ You need a system that can grow with your school's growing IB needs ✓ You're building your IB curriculum and unit plans in tandem with other standards and benchmarks 	<p>Recommended Set-Up:</p> <ul style="list-style-type: none"> • Add students & teachers initially. Add parents at the beginning of next academic year. • Use our unit planner templates to create units with IB PYP syllabus and non-IB standards built in • Create 1 Homeroom class per year level for PYP, and additional classes for non-IB curriculum • Use Portfolio to collate coursework

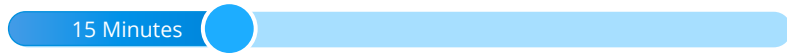
Account Setup

Follow the Steps Below to Get Started!

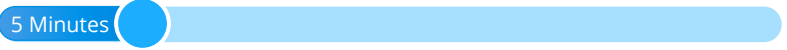
1. Prepare your user imports



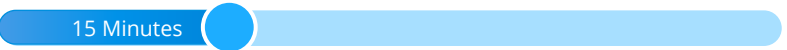
2. Adjust your school settings



3. Add your academic terms



4. Select your IB EYP & PYP Subjects



5. Assign students to their advisors



6. Configure Task Assessment



7. Add Homeroom & Specialist Classes



8. Assign Student to Classes



9. Configure Unit Templates



10. Configure Scope & Sequence & Non lib Standarts



Using ManageBac for Assessment

11. Configure Assessment Models



12. Assessment Framework



Setting up your ManageBac Account

1

[Prepare your user imports for teachers, students, and parents](#)

 **1-2 Hours**

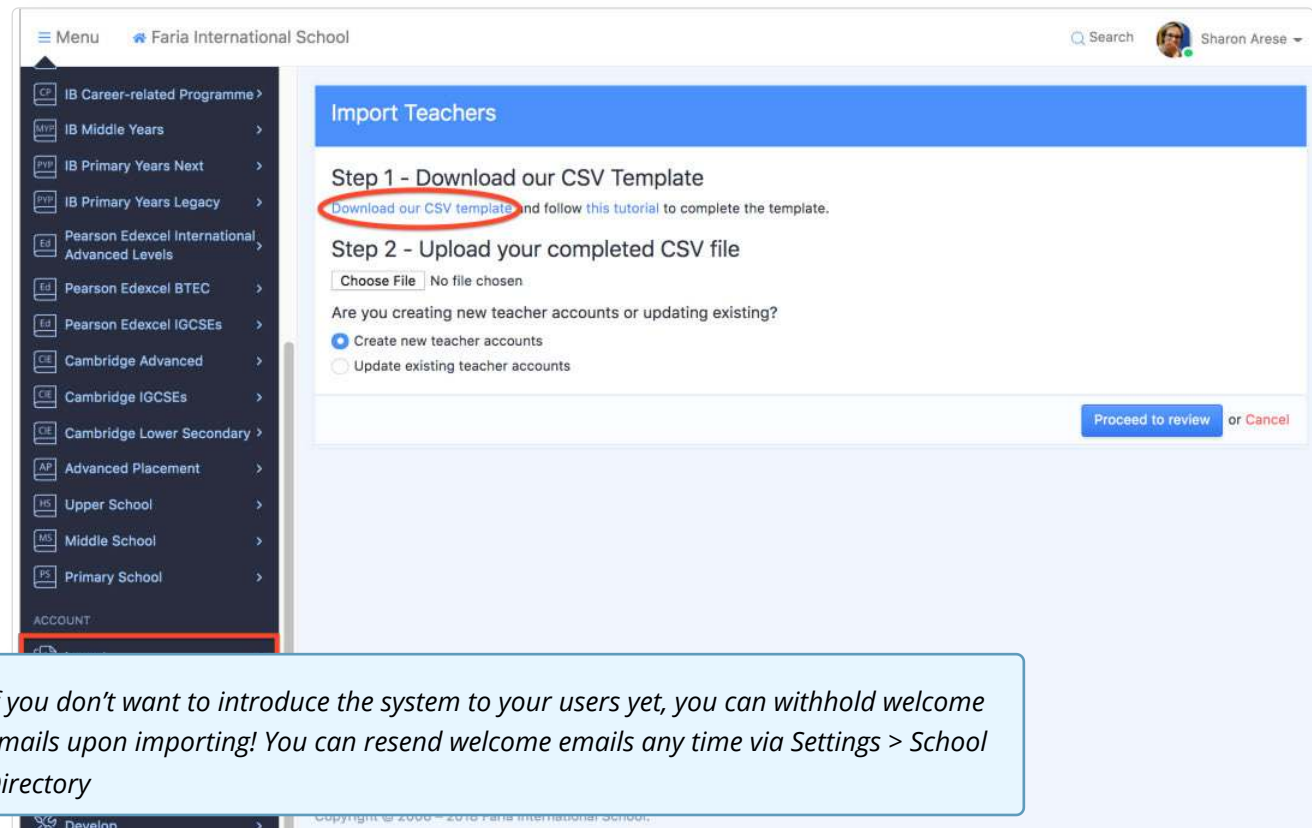
This time commitment will depend on how much data you already have available in Excel format, and is therefore an estimate only.

Navigate to Settings to download our CSV templates for each user type via our **Import** tab. Once completed, upload the file to upload your students, parents, or teachers.

If your younger students don't have email addresses, create fake ones for them using firstname.lastname@eduvo.com, our fake email domain

Make sure you have the following required information on hand before you begin:

- ✓ First and last names of each user
- ✓ Email address of each user
- ✓ Grade levels of each student (must match the labels in **Grades & Programmes** in your Settings)
- ✓ If your students will not use functioning emails, make sure manual passwords are included on this import



If you don't want to introduce the system to your users yet, you can withhold welcome emails upon importing! You can resend welcome emails any time via Settings > School Directory

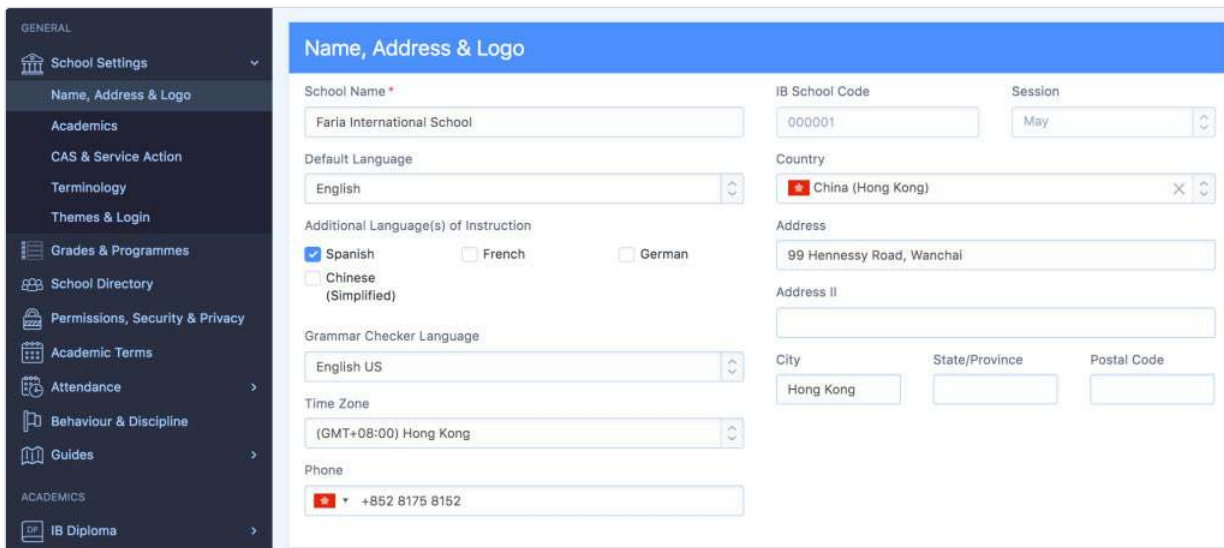
Setting up your ManageBac Account

2

Adjust your school settings with the correct address, languages, year levels, and terminology

 **15** Minutes

Via **Settings**, explore the **School Settings** options to ensure your ManageBac is set up with the correct information:



The screenshot displays the 'Name, Address & Logo' settings page. The left sidebar shows the navigation menu with 'School Settings' expanded. The main content area includes the following fields:

- School Name ***: Faria International School
- IB School Code**: 000001
- Session**: May
- Default Language**: English
- Country**: China (Hong Kong)
- Additional Language(s) of Instruction**: Spanish (checked), French, German, Chinese (Simplified)
- Grammar Checker Language**: English US
- Time Zone**: (GMT+08:00) Hong Kong
- Phone**: +852 8175 8152
- Address**: 99 Hennessy Road, Wanchai
- Address II**: (empty)
- City**: Hong Kong
- State/Province**: (empty)
- Postal Code**: (empty)

Name, Address & Logo

- ✓ Additional Languages of Instruction will allow your users to set their default preferred language for their user interface.
- ✓ Set your school's Timezone, Address and Grammar Checker Language here.

Terminology

- ✓ Change what advisors are called to match your school

Themes & Login

- ✓ What login screen do you want users to see? What colours do you want ManageBac in? Adjust all these details here!

Grades & Programmes

- ✓ Customise your grade level terms

Setting up your ManageBac Account

3

Add your Academic Terms



5 Minutes

You can add your **Academic Terms** in ManageBac each year, which will allow us to easily transition your system with the latest updates in curriculum by keeping track of which school year you are in.

*Term Dates are not visible to students & parents, but are used to **group tasks/units within the gradebook**. Each term set will provide a **clean gradebook** for your teachers to assess. Terms could be created specifically for a **reporting period**. If you wish to add an additional **End of Year comment/report**, you could create a term set accordingly.*

*When the new academic year becomes "Current", your tasks that fall within those dates will display in the unit planners. As academic term dates are not visible to students or teachers, **we recommend they are set to be continuous** (i.e. they should be inclusive of your school holidays in order to avoid gaps between terms, and tasks which would then not show in the gradebook).*



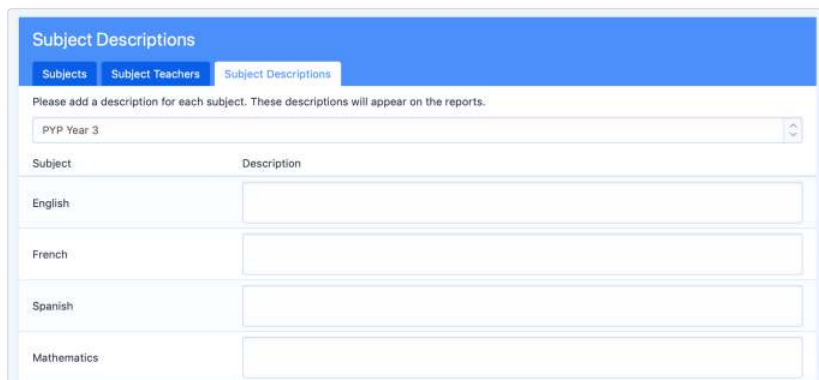
Setting up your ManageBac Account

4 Select your IB EYP & PYP Subjects

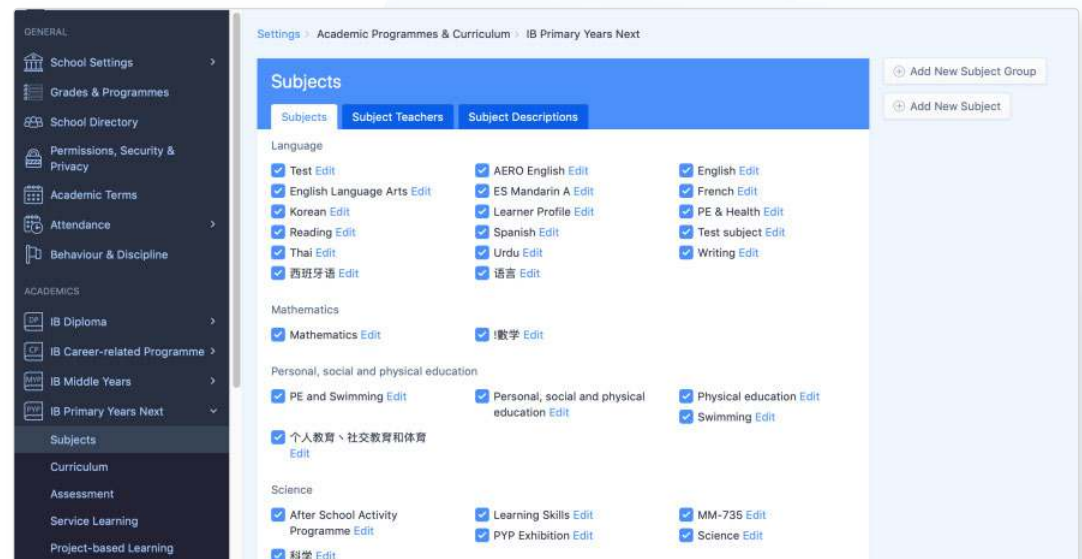
 **15-30** Minutes

Via the **Primary Years Next** tab in your **Settings**, you can select the **Subjects** and which **options and levels** your school offers. It's important to ensure the correct subjects are selected so that you will be able to register students for their IB exams via ManageBac, as well as allow students to select their Extended Essay topics from a list of allowed subjects.

Configure Teachers for certain Subjects and additional Subject Descriptions which can provide further guidance in PYP Report Cards



Subject	Description
English	
French	
Spanish	
Mathematics	



Settings > Academic Programmes & Curriculum > IB Primary Years Next

Subjects

Subjects | Subject Teachers | Subject Descriptions

Language

- Test Edit
- English Language Arts Edit
- Korean Edit
- Reading Edit
- Thai Edit
- 西班牙语 Edit
- AERO English Edit
- ES Mandarin A Edit
- Learner Profile Edit
- Spanish Edit
- Urdu Edit
- 语言 Edit
- English Edit
- French Edit
- PE & Health Edit
- Test subject Edit
- Writing Edit

Mathematics

- Mathematics Edit
- 数学 Edit

Personal, social and physical education

- PE and Swimming Edit
- Personal, social and physical education Edit
- 个人教育、社交教育和体育 Edit
- Physical education Edit
- Swimming Edit

Science

- After School Activity Programme Edit
- Learning Skills Edit
- PYP Exhibition Edit
- 科学 Edit
- MM-735 Edit
- Science Edit

Buttons: Add New Subject Group, Add New Subject

Setting up your ManageBac Account

5 Assign students to their Homeroom advisors.

Now that your users are in the system, it's time to assign them to the correct advisors. This will allow easy communication between your students and teachers, as well as better roster organisation. From your ManageBac Dashboard, go to Year Groups, and select the year group you want to work with. You will be able to manually assign students via the **Members** tab by clicking on each category's Advisors tab, or download a CSV template to **Bulk Assign** students.

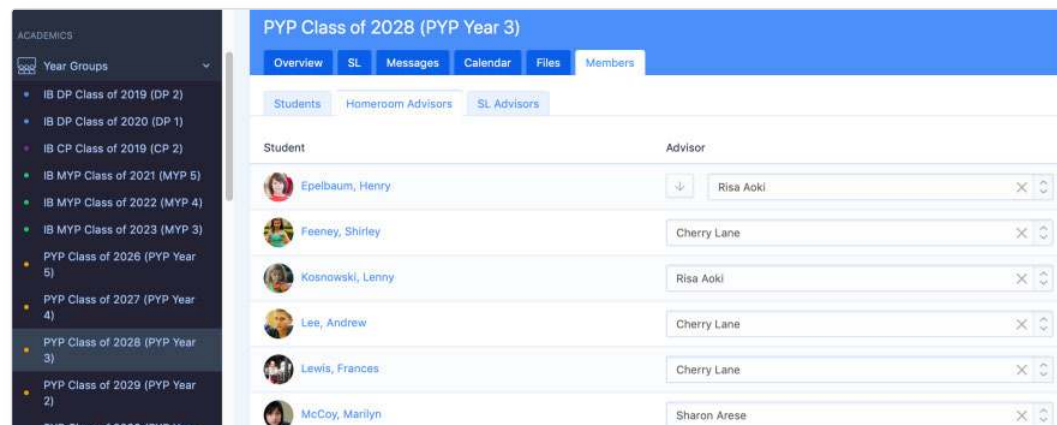
You'll need:

- **Student and teacher email addresses**



30-60 Minutes

This time commitment will depend on how much data you already have available in Excel format, and is therefore an estimate only.



If you're bulk assigning students, you're not limited to one year group at a time – fill your CSV file with students from both year groups at once!



Configuring Task Assessment

 **30 Minutes**

6

Via Settings > Assessment, Administrators can configure task assessment frameworks, task types, categories and grade scales via **Settings** > selecting your programme > **Assessment**.

Framework

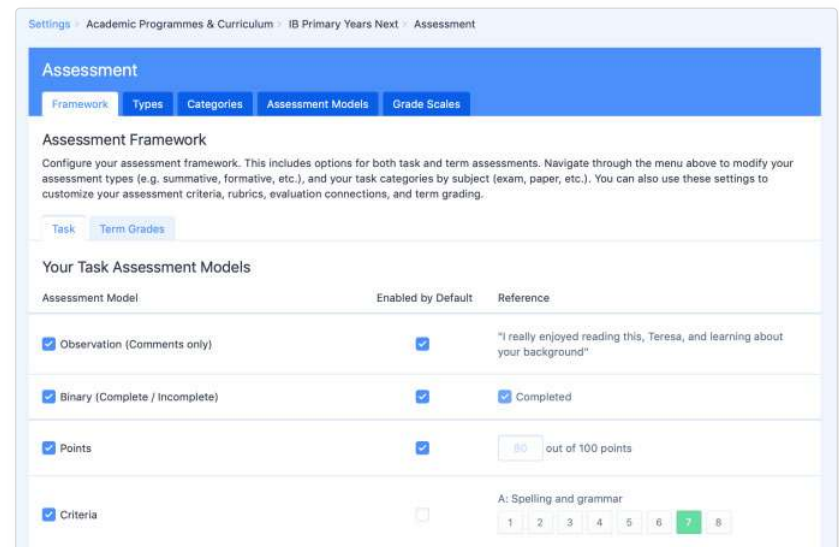
- **Framework**, you can configure the assessment options available for teachers when they create a task.

Ticking **Enabled by Default** will mean when your teachers add a new task, this option is enabled, however they can still disable on an as needs basis.

- **Observation** – Allows Comments on the task to be entered in the Gradebook.
- **Binary** – Permits marking a task as either Complete or Incomplete, Achieved / Not achieved, Pass/Fail etc.
- **Points** – Assess a task out of a certain number of points. Teachers will be able to set the maximum upon task creation.
- **Criteria** – Build custom criteria (such as A-E) to grade on.

Advanced Assessment Options

- **Task-Specific Grade Scales** – Permits a teacher to set a specific scale for that task only. Useful for if a task falls outside the regular grading pattern of the class, such as Learning Support or Advanced assessments
- **Task-Specific Clarification** – Permits the teacher to customize the criteria guidance visible to students on a task.
- **Enable Dropbox by Default** – Enabling the ManageBac dropbox permits students (or teachers on behalf of students), to upload a file for the student to the task. The submission will be stored on the task and in student portfolios.
- **Show student average grades to** - Enabling this option will display the task category averages and term grade average calculated for each student per class to the users this is enabled for.



Settings > Academic Programmes & Curriculum > IB Primary Years Next > Assessment

Assessment

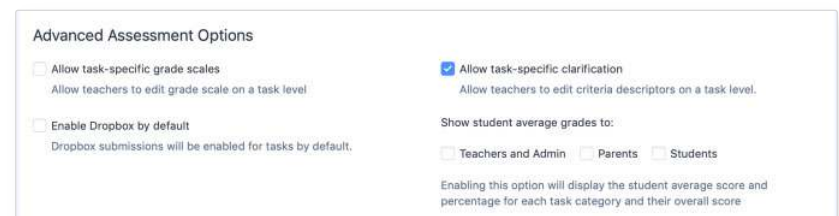
Framework | Types | Categories | Assessment Models | Grade Scales

Assessment Framework
Configure your assessment framework. This includes options for both task and term assessments. Navigate through the menu above to modify your assessment types (e.g. summative, formative, etc.), and your task categories by subject (exam, paper, etc.). You can also use these settings to customize your assessment criteria, rubrics, evaluation connections, and term grading.

Task | Term Grades

Your Task Assessment Models

Assessment Model	Enabled by Default	Reference
<input checked="" type="checkbox"/> Observation (Comments only)	<input checked="" type="checkbox"/>	"I really enjoyed reading this, Teresa, and learning about your background"
<input checked="" type="checkbox"/> Binary (Complete / Incomplete)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Completed
<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/>	85 out of 100 points
<input checked="" type="checkbox"/> Criteria	<input type="checkbox"/>	A: Spelling and grammar 1 2 3 4 5 6 7 8



Advanced Assessment Options

Allow task-specific grade scales
Allow teachers to edit grade scale on a task level.

Enable Dropbox by default
Dropbox submissions will be enabled for tasks by default.

Allow task-specific clarification
Allow teachers to edit criteria descriptors on a task level.

Show student average grades to:

Teachers and Admin Parents Students

Enabling this option will display the student average score and percentage for each task category and their overall score

Configuring Task Assessment

 **30** Minutes

6


Task Types

> **Types**, customise the default task types available for teachers. By default Summative & Formative are configured on PYP accounts.

Add New Assessment Type to expand options for your teachers. Note, we would recommend to keep types to a minimum, and expand differentiation via task categories.

- Configure type **Label colours** which are reflected in your class and calendars. Enter a colour hex code or select from the colour panel. Types with tasks tied to them will be restricted from deletion.
- Configure an **Abbreviation** used throughout the ManageBac interface.

Teachers are not able to adjust type, and must link their tasks to one of the default configured.



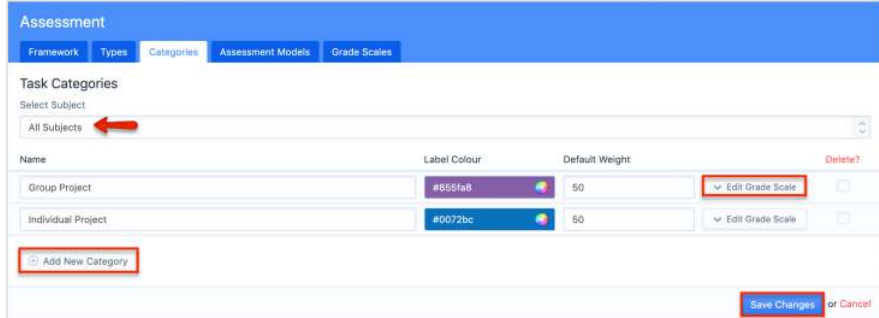
Task Categories

> **Categories**, find a default set of Task Categories have been configured on all PYP accounts. You can either edit those existing, or add additional as required.

Task Categories can be configured for **all subjects and / or for individual subjects**. We would recommend to configure a default for all subjects first, and then edit individual subjects where necessary.

- **Add New Category** to expand your category list. **Edit** existing categories by updating the text name. Please note, this will impact all tasks tied to this category past and present.
- Configure category **Label colours** which are reflected in your class and calendars. Categories with tasks tied to them will be restricted from deletion.
- Set a default weight for the category. **Weights** must tally to 100%. If you are not using a weighting assessment framework, you can ignore this field.
- Optionally configure the **Grade Scale** for tasks in that category.

Teachers further have the option to adjust their classes grade scale within their class directly.



*Default types, categories and scales set in Settings **will only be reflected in classes created AFTER the defaults have been set.** (This is to avoid potential loss of data on existing tasks in current classes). Thus, it is recommended to configure defaults at the beginning of the term.*

Setting up your ManageBac Account

7 Add Classes

 **30-60** Minutes

Under the **Menu > Classes > See All Classes** tab, click **Import Classes** - this will allow you to add multiple classes at once.

Step 1: Click **Download our CSV template**

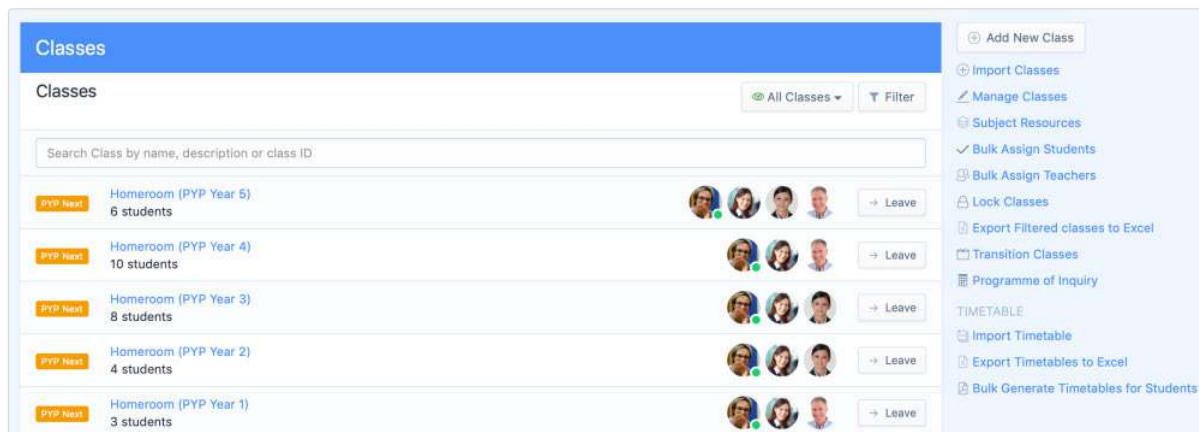
Step 2: Complete the required fields:

- ✓ Class ID (must be unique to each class)
- ✓ Year
- ✓ Group
- ✓ Subject
- ✓ Teacher Email

Step 3: Save the file as a CSV.

Step 4: Ensure to select your correct **Academic Year** to link the classes to.

Step 5: Click **Choose File to upload your file**, then click **Next**.



Class ID	Class Name	Students	Teacher(s)	Action
PYP Next	Homeroom (PYP Year 5)	6 students	[Teacher Avatars]	→ Leave
PYP Next	Homeroom (PYP Year 4)	10 students	[Teacher Avatars]	→ Leave
PYP Next	Homeroom (PYP Year 3)	8 students	[Teacher Avatars]	→ Leave
PYP Next	Homeroom (PYP Year 2)	4 students	[Teacher Avatars]	→ Leave
PYP Next	Homeroom (PYP Year 1)	3 students	[Teacher Avatars]	→ Leave

Download the **Supported Subjects** document, to cross-reference the subjects you have enabled on your account.

Setting up your ManageBac Account

8 Assign Students to classes

 **30-60** Minutes

Under the **Menu > Classes > See All Classes** tab, click **Bulk Assign Students** - this will allow you to add multiple students at once.

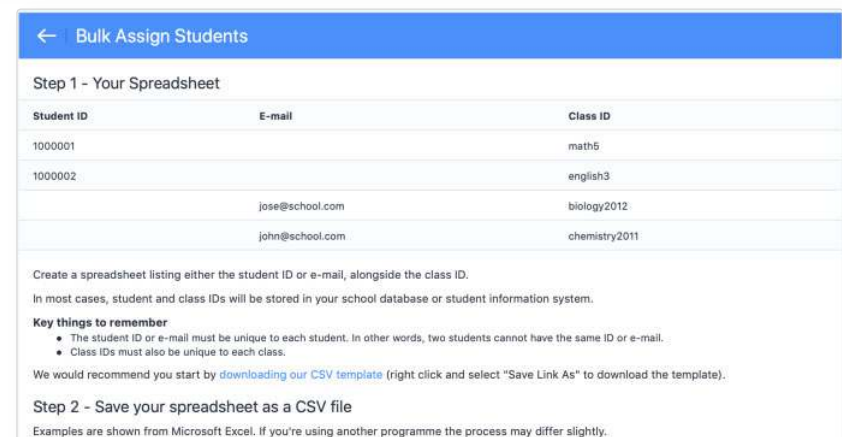
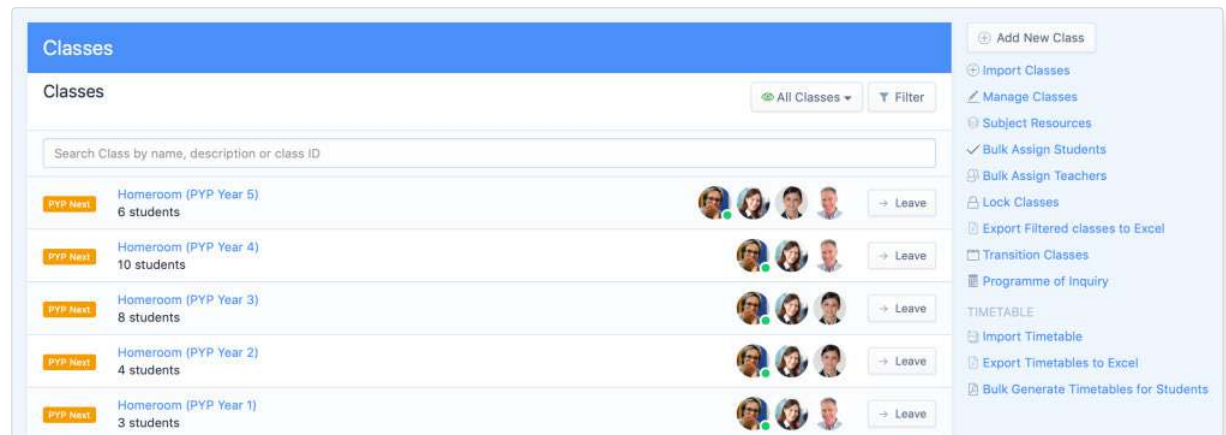
Step 1: Click **Download our CSV template**

Step 2: Complete the required fields:

- ✓ Class ID
- ✓ Student ID or Email

Step 3: Save the file as a CSV.

Step 4: Click **Choose File to upload your file, then click Next.**



Student ID	E-mail	Class ID
1000001		math5
1000002		english3
	jose@school.com	biology2012
	john@school.com	chemistry2011

Create a spreadsheet listing either the student ID or e-mail, alongside the class ID.
In most cases, student and class IDs will be stored in your school database or student information system.

Key things to remember

- The student ID or e-mail must be unique to each student. In other words, two students cannot have the same ID or e-mail.
- Class IDs must also be unique to each class.

We would recommend you start by [downloading our CSV template](#) (right click and select "Save Link As" to download the template).

Step 2 - Save your spreadsheet as a CSV file
Examples are shown from Microsoft Excel. If you're using another programme the process may differ slightly.

Use EYP/PYP default templates or Build-your-own

9

Review Unit Templates & Scope & Sequence



30 Minutes

Settings > Academic Programmes & Curriculum > IB Primary Years Next

Curriculum

Unit Planner Templates Standards Approaches to Learning Learner Profiles

Title	
Unit of Inquiry: Primary Years	31 units
Unit of Inquiry: Early Years	6 units
Stand-alone	7 units

Built templates in any written with custom guidance

Add additional templates as needed for local or specialist subjects

Customise templates for the varying needs of UOIs, Stand-alone or Early Years units

Set default sets per template such as Early Years ATLS

Approaches to learning

ATL Skills

Approaches to Learning

Title * Approaches to Learning Hint How do we ensure that the learning experiences encourage the development of ATL?

Set

- Standard
- Early Years



Customisable Unit Templates

Units

Templates Standards Approaches to Learning Transdisciplinary Skills Learner Profile

← | Early Years Template

Components Reflections

Title *
Early Years Template

PLAN

Inquiry
Inquiry

Central Idea
Title * The Central Idea Hint All students should understand that

Transdisciplinary Theme
Title * Transdisciplinary Them Hint Select the transdisciplinary theme

Plan

- Inquiry
- Central Idea
- Transdisciplinary Theme
- Lines of Inquiry
- Connections
 - Transdisciplinary Connections
- Success Criteria
- Scope & Sequence
- Concept
 - Key Concepts
- Learner profile
 - Learner Profile
- Approaches to learning
 - Approaches to Learning
- Action
 - Action

Design & Implement

- Assessment
 - Ongoing Assessment

Repurpose terms to your school community's custom terminology

Add custom Hints & guidance, link out to local resources

Disable Categories or Sections

Setting up your ManageBac Account

10

Review Scope & Sequence



30 Minutes

Browse the Scope & Sequence by Subject alongside 600+ Local, National and Accreditation Standards

Scaffold and organize S&S by Years or Phases



Setting up your ManageBac Account

10

Add non-IB standards and benchmarks



15 Minutes

If your school uses non-IB standards and benchmarks in tandem with your IB syllabus, you can create unit plans on ManageBac that include both options. First, however, you must add your standards to the system.

With over 600+ standards to choose from, select the standards you want your teachers to align to. Under the **units** area of each program, there is a **standards** tab that allows you to add selected standards to your system.

The screenshot shows the 'Standards' tab within the 'Curriculum' settings for 'IB Primary Years Next'. It features a table of added standards with columns for Standard, Type, Curriculum, Last Updated, and Status. A 'Custom' section is also visible above the table.

Standard	Type	Curriculum	Last Updated	Status
ACARA: Australian Curriculum, Assessment & Reporting Authority - F-10 + Senior Secondary Curriculum 38 subjects Added by Sharon Arese on September 19, 2018	Academic / Content	Australia	November 5, 2018	Active
AP: Advanced Placement Frameworks 35 subjects Added by Sharon Arese on September 19, 2018	Academic / Content	USA	August 27, 2019	Active
C3: College, Career & Civic Life Framework for Social Studies C3 Framework for Social Studies Added by Sharon Arese on September 19, 2018	Academic / Content	USA	February 1, 2018	Active
CAIE: Cambridge International Education - IGCSE 6 subjects	Academic / Content	United Kingdom	November 19, 2019	Active



Build Assessment Models

 **30** Minutes

11 Assessment Models

Via **Assessment > Assessment Models**, create assessment models such as ATLs, Scope & Sequence, Learner Profile, or local curriculum standards for assessment.

Add Assessment Models

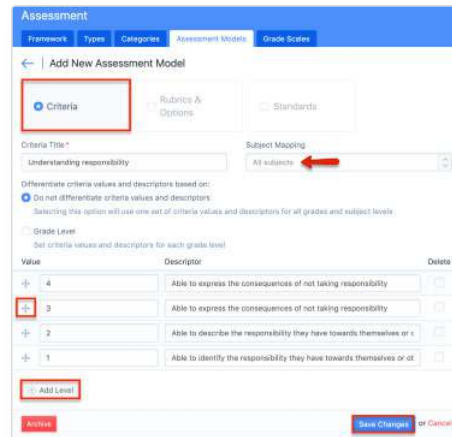
Via **Add Assessment Model**, you can select from either Criteria, Rubrics & Options or Standards-based assessment models.

Criteria

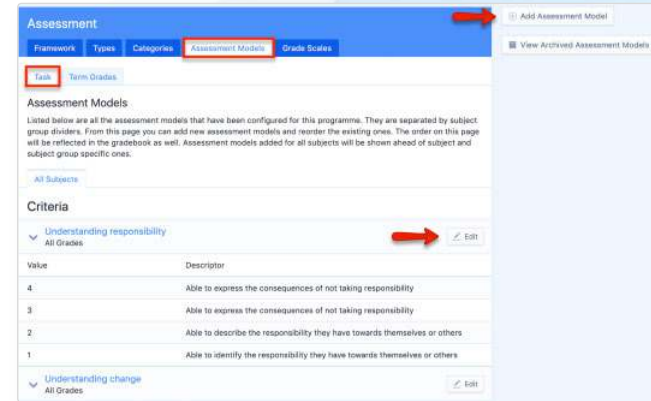
Clicking a Criteria name will expand its list of values & descriptors.
Via **Edit** you can update these options or modify the criteria's settings.

Criteria

Criteria can be **differentiated across grades**, or configured as uniform for all grade levels. Set a **subject-specific criteria** or enable for **all subjects**. **Add** levels along with a descriptor, or edit existing values. Please note, editing your criteria will edit values passed and present, so as a best-practice, it is recommended to configure this prior to reporting and keep consistent throughout the term. **Drag and drop** values to re-arrange. Criteria no longer needed can be **Archived**.



Value	Descriptor	Delete
4	Able to express the consequences of not taking responsibility	
3	Able to express the consequences of not taking responsibility	
2	Able to describe the responsibility they have towards themselves or c	
1	Able to identify the responsibility they have towards themselves or c	



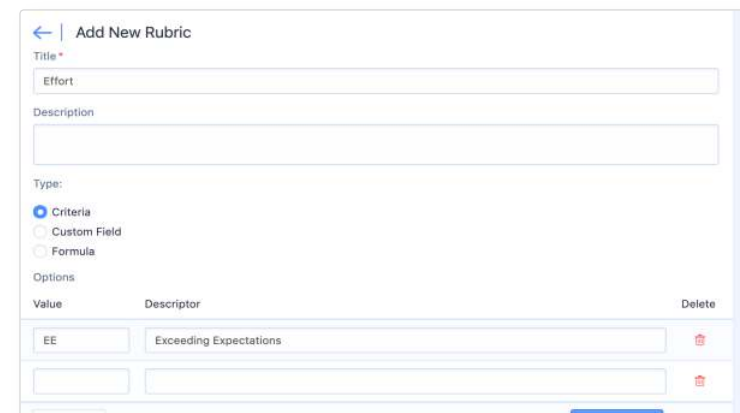
Criteria	Edit
Understanding responsibility All Grades	
Understanding change All Grades	

Rubrics & Options

Create rubrics & options, which are completed by teachers together with their term grades.

Click **Add Rubric** to define your rubric title. There are three types of rubrics & options:

- Criteria:** this is a set of criteria that teachers will select as a dropdown menu (e.g. Effort grades may be set using a range of 5 to 1 with 5 being excellent effort and 1 being the worst).
- Custom Field:** this is a customisable field allowing teachers to enter in any type of text with a defined suffix (e.g. attendance in % terms).
- Formula:** Formulas allow you to calculate a rubric value based on Custom Fields or Criteria rubric values.
After adding the title of the rubric and selecting the type, click **Create Rubric**.



Value	Descriptor	Delete
EE	Exceeding Expectations	

12

Configuring Term Grade Homeroom Assessment

The following can be assessed by criteria or comment:

- Observation Comments
- Rubrics & Options
- Unit Assessment
- Learner Profile
- Approaches to Learning
- Subjects

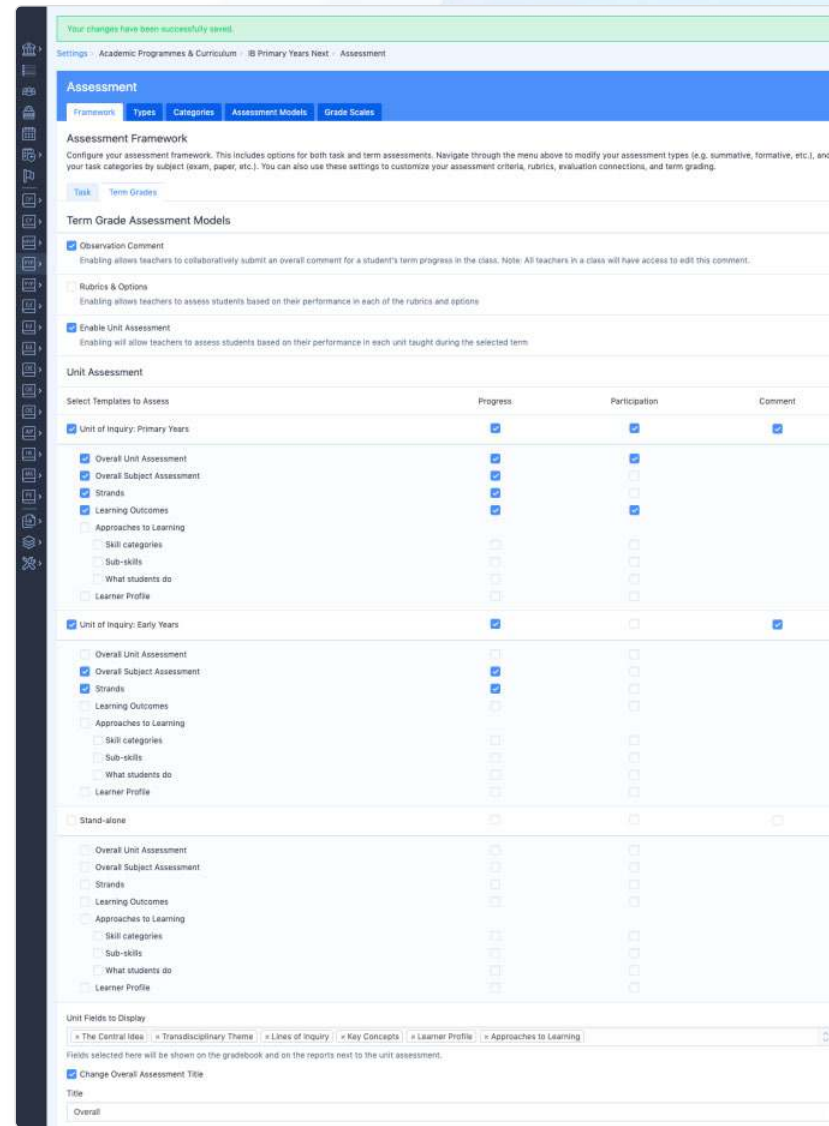
Unit Assessment

Unit Templates can be assessed on:

- Overall unit assessment
- Subject assessment
- Strands
- Learning Outcomes
- ATLs and their sub-categories and sub-skills
- Learner Profile

Advanced Options

- Configure assessment options differently for each template you have created
- Decide on which Unit components will show within the Gradebook
 - In Report templates you can further customize which unit components display
- Customise Overall titles to your local needs
- Add as many criteria to assess as you like



Configuring Term Grade Homeroom Assessment

Learner Profile	Progress	Participation	Comment
<input type="checkbox"/> Enable Learner Profile Assessed Standards <input checked="" type="radio"/> Only assess standards that have been selected in units during the selected term <input type="radio"/> Allow teachers to choose which standards to assess in their class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approaches to Learning <input checked="" type="checkbox"/> Enable Approaches to Learning Assessed Standards <input checked="" type="radio"/> Only assess standards that have been selected in units during the selected term <input type="radio"/> Allow teachers to choose which standards to assess in their class <input checked="" type="checkbox"/> Skill categories <input type="checkbox"/> Sub-skills <input type="checkbox"/> What students do	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assessed Subjects <input checked="" type="checkbox"/> Enable Subjects Assessed Standards <input checked="" type="radio"/> Only assess standards that have been selected in units during the selected term <input type="radio"/> Allow teachers to choose which standards to assess in their class Language: English <input checked="" type="checkbox"/> Overall Subject Assessment <input checked="" type="checkbox"/> Strands <input checked="" type="checkbox"/> Learning Outcomes Language: French <input checked="" type="checkbox"/> Overall Subject Assessment <input checked="" type="checkbox"/> Strands <input checked="" type="checkbox"/> Learning Outcomes Language: Spanish <input checked="" type="checkbox"/> Overall Subject Assessment <input checked="" type="checkbox"/> Strands <input checked="" type="checkbox"/> Learning Outcomes Mathematics: Mathematics <input checked="" type="checkbox"/> Overall Subject Assessment <input checked="" type="checkbox"/> Strands <input checked="" type="checkbox"/> Learning Outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Drag 'n drop the subject to set the order from top-to-bottom in your Gradebook listing, and the Report card itself.

Subjects

English

Physical education

Science

Visual Arts

Learner Profile

- Optionally enable Learner Profile for assessment
- Assess by criteria and/or comment
- Optionally assess the LP by
 - Assessing what has been selected in units across the term
 - Allow teachers to select different select LP standards

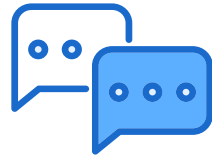
Note: You can customise your Learner Profile from the default PYP built in to your account, or add your local profile attributes in addition

Approaches to Learning (ATLs)

- Optionally enable assessment of ATL Categories, Sub-stills or "What students do"
- Assess by criteria and/or comment
- Optionally assess the ATLs by
 - Assessing what has been selected in units across the term
 - Allow teachers to different select ATLs standards

Subject Assessment

- Optionally enable assessment of each subject individually
- Assess by criteria and/or comment
- Assess Overall subject, strands and/or learning outcomes
- Optionally assess the subjects by
 - Assessing what has been selected in units across the term
 - Allow teachers to different select standards



FAQs & Technical Requirements

Answers at your finger tips!

Account Setup FAQs

What do you need from me to get setup?

We provide a 30-day implementation period upon your school's purchase of ManageBac. You will be assigned a dedicated Implementation Manager, who will walk you through our set-up process, learn your school's goals for the upcoming academic year, and tailor your implementation schedule accordingly. They will then be on-call to assist in inputting your school's data, and providing training for your staff during the implementation period.

How do users access ManageBac?

Users can be sent welcome emails where they can set their own password. Email Address & Password are used to sign-in. Each ManageBac school is configured with a unique domain, such as yourschool.managebac.com.

What if my school does not have access to student emails?

If you do not have access to student emails, we can help by providing you with fake emails that your students can use to log in. Get in touch with your Implementation Specialist for help, or email support@managebac.com. However, we highly encourage **real emails** whenever possible so that your students are able to get notifications from you via ManageBac!



Technical Requirements FAQs

What is required to run ManageBac at my school?

ManageBac is a web-based application that is hosted on our servers. All you need is an internet connection and a modern web browser with JavaScript enabled. We would recommend using Google Chrome for the best experience, but the latest versions of Safari, Firefox, and other internet browsers should all work on both Macs & PCs. ManageBac for Mobile is available for students, parents, teachers and coordinators with full equivalency of web functions. You can download ManageBac for your phone or tablet device on the Apple AppStore, Google Play, and five key Chinese AppStores.

Where are you hosted?

ManageBac is hosted in the cloud across [Amazon Web Services](#) data centers in Canada, the US and China. Your hosting location is dependent on the location of your school and local data protection laws.

How secure is ManageBac?

ManageBac is committed to keeping your data safe and secure, by using best practices to protect our systems. These range from SSL connections to continuous security review of our source code. We are proudly ISO 27001 certified, as well as GDPR compliant.

As a condition of our license with the IB, we undergo an annual security audit. For further details, refer to our [Security and Compliance page](#).



Dashboard UX: Quick Add & Lite Menu

The Lite Menu provides more screen width to see what matters most from your most recently accessed class to Portfolio items as well as Year Groups

The screenshot shows the dashboard for Faria International School. At the top, there is a navigation bar with a 'Menu' icon, the school name, a search bar, and user information for Sharon Arese. Below the navigation bar is a 'Dashboard' header with a search bar for students, classes, or groups. The main content area features a 'Unit Calendar' for 'IB PYP Homeroom (Grade 3)'. The calendar is a grid with months from September to July on the x-axis and units on the y-axis. The units listed are Migration, Health and wellbein, Past civilizations, Energy, Language, and Interdependence. Each unit is represented by a colored bar indicating its duration across months. Below the calendar, it says 'Next 2 weeks'. On the right side, there are several widgets: 'Add Personal Event', 'My Full Calendar', 'SMARTPREP IB App' (with a 'New' badge and 'Free until Nov 15, 2019'), 'Subject Centre', and 'Default Deadlines'. On the left side, there is a 'Lite Menu' with a plus sign icon and several icons representing different dashboard sections.

The Unit Calendar provides one-click access to your units organized by month

The screenshot shows the 'Quick Add' dialog box. It has a blue header with the title 'Quick Add' and a close button. Below the header, there is a 'Class' dropdown menu with 'IB PYP Homeroom (Grade 3)' selected. There are four main action buttons: 'Create New Unit' (with a red plus icon and description 'Collaboratively plan your units with colleagues'), 'Add Assessment Task' (with a green checkmark icon and description 'Create summative and formative assessment tasks'), 'Post New Message' (with an orange envelope icon and description 'For class discussions and announcements'), and 'Upload Files' (with a blue folder icon and description 'For class files and folders'). At the bottom, there is an 'Add Resources' section with a 'Unit' dropdown menu showing 'Migration'.

Quick Add provides a convenient way to Add New Units, Tasks, Resources and more universally across all pages



Tip: Set Default Landing Page

For EYP/PYP Admins & Teachers who do not need to review MYP or DP, you can configure a default landing page to your Programme of Inquiry.

The screenshot shows the user profile page for Sharon Arese. The page is titled "Sharon Arese" and has two tabs: "Overview" and "Professional Details". The "Professional Details" tab is active. The page is divided into several sections:

- Personal Details:** Includes fields for First Name (Sharon), Last Name (Arese), Date of Birth (June 21, 1979), Gender (Female), Middle Name, Preferred Name, Other Name, UI Language (English), and 1st Nationality (American (United States)).
- Contact Details:** Includes fields for E-mail (sharon@eduvo.com), Mobile Phone (+852 9201 8021), and Home Phone (+852 2820 2910). A blue notification box states: "Your request to update your e-mail address to sharon+@eduvo.com is pending confirmation. Please check your inbox to validate your e-mail. Re-send the e-mail change request."
- Landing Page:** A dropdown menu is set to "Programme of Inquiry".
- Address:** Includes fields for Country (United States), Address (548 Market St. #40438), Address II, City (San Francisco), State/Province (CA), and Postal Code (94104).

On the right side of the page, there is a "PROFILE PHOTO" section with an "Upload Photo" button, a "CHANGE PASSWORD" section with a "Change Password" button, and an "AUDIT LOG" section showing "Last accessed on Sep 19, 2018 at 12:31 AM". At the bottom right, there are "Save Changes" and "Cancel" buttons. The footer of the page reads "Copyright © 2006 – 2018 Faria International School."

Click **your name** in the upper right corner of your account > **Profile**. In the **Landing Page** dropdown, select **Programme of Inquiry**.



Unit Plans & Curriculum

Collaborative Real-Time Unit Editor

Menu Faria International School John Walters Settings Help & Support

Unit Outline X

PLAN

Summary Inquiry The Central Idea Transdisciplinary Theme Lines of Inquiry Learning Goals Connections: Transdisciplinary and Past Learning Goals and Success Criteria Scope & Sequence Key and Related Concepts Key Concepts Developing IB Learners Learner Profile ATL Skills Approaches to Learning Action Student-initiated Action

DESIGN & IMPLEMENT

Assessment & Resources Ongoing Assessment Making flexible use of resources Student Self-assessment and Peer Feedback

PYP Next Homeroom (Year 3)

Overview Tasks & Units Gradebook Attendance Messages Calendar Files Members

Units Roster

At-a-Glance Planner Stream & Resources Assessments

PLAN

Summary Identity

Current Unit

Subject	Year	Start Date
PYP Next Homeroom	Year 3	Week 1, September

Duration: 4 weeks

3 of 4 weeks

Description: In this unit inquire into identity and setting goals. Students will become acquainted with their teacher and classmates at the beginning of the year and they will establish classroom routines, set goals and they will investigate their own and others identity or "who we are". Students will explore inherited traits and acquired traits through personal and character study.

Inquiry John Walters

The Central Idea

All students should understand that

Individuals perspective cultivates change

Transdisciplinary Theme

Discard Changes Save Changes

EDITORS

- Sharon Arese sharon@eduvo.com Editing Learning Goals
- James Hendrick jh@eduvo.com
- Risa Aoki mb.test.teacher@gmail.com Editing Summary

Streamlined navigation across all Unit Sections

Active Editing Mode in orange prevents accidental overwrite

See the unit your colleague is editing in real-time

In-Line Editing strengthens connections within the Unit



Planner At-a-Glance

At-a-glance view of the enhanced PYP Planner

Personalise Unit Cover Image



Planner Guidance & Reflections

Tooltip hover for PYP Planner Guidance, From Principles into Practice, and Standards & Practices reference

The screenshot displays the PYP Planner interface for 'Faria International School'. The left sidebar contains a 'Unit Outline' menu with sections for 'PLAN' (Summary, Inquiry, Learning Goals, Connections, etc.) and 'DESIGN & IMPLEMENT' (Assessment & Resources). The main content area shows a unit titled 'Identity' with an 'Action' section. A tooltip is visible over the 'Inquiry' section, titled 'From Principles into Practice', which provides detailed guidance on student actions and reflections. The right sidebar features a 'Reflections' section with a list of comments from users like John Walters and Sharon Arese, each with a 'Reply' button. The interface includes various navigation and editing tools like 'Action', 'Discard Changes', and 'Save Changes' buttons.

Reflect and Comment by Unit Section

Reflections Guidance is fully customisable within the Settings > Units Editor



Programme of Inquiry

See the starting month of the Unit of Inquiry

The screenshot shows the 'Programme of Inquiry' page for 'Primary Years' at 'Faria International School'. The page displays a grid of units for 'Term 2 (current) August 2018 - June 2019'. The grid is organized by grade level (Kindergarten to Grade 5) and subject area (Who we are, Where we are in place and time, How we express ourselves, How the world works). Each unit includes a starting month, a title, and a brief description of the central idea and key concepts.

Grades	Who we are	Where we are in place and time	How we express ourselves	How the world works
Kindergarten	MAR How we learn	MAY Simple machines	SEP Traditions	OCT Forces
Grade 1	MAR Balance	APR Modern milestones	JUN Signs and symbols	SEP Lifecycles
Grade 2	JAN Rights and responsibilities	FEB Human settlements	JUN Play across the ages	OCT Waste
Grade 3	FEB Health and wellbeing	APR Past civilizations	MAY Migration	SEP Energy
Grade 4	JAN Cultural connections	MAR Exploration	MAY Stories	NOV Processes and
Grade 5	JAN Choice	MAY Personal histories	JUN Beliefs and values	OCT Natural disasters

Programme of Inquiry displays the Units of Inquiry by Grade Level



Stream & Resources

Stream & Resources including Assessment Tasks, Learning Experiences and Resources are organized via Weekly Plans or Lesson Plans

The screenshot displays the Edmentum interface for 'IB PYP Homeroom (Grade 3)'. The 'Stream & Resources' tab is selected, showing a 'Unit Roster' with tabs for 'At-a-Glance', 'Planner', 'Stream & Resources', and 'Assessments'. Below this, there are sections for 'Assessment Task', 'Resources', and 'Resource Bank'. A 'Week 2-3' section is expanded, showing a list of items: 'Building Lego Castles' (Learning Experience), 'Castles: Uses, Types, and Improvements' (Quiz), and 'Castles of Scotland' (Resource). A video player is visible for the 'Castles of Scotland' resource. At the bottom, there is an 'Add From Resource Bank' section with a search bar and a list of items to be added.

Have a separate path for Learning Support

Streams are shared across Classes automatically within each Unit of Inquiry

Easily re-order and add new items with Drag and Drop



Learning Experiences

Learning Experiences capture activities within and outside of the Classroom via the Portfolio

The screenshot shows a web interface for 'Faria International School'. The main content area is titled 'Learning Experience' and has tabs for Overview, Tasks & Units, Attendance, Messages, Calendar, Files, and Members. The current view is 'Building Lego Castles', a group activity from Sep 18, 2018, lasting 1 hour. It includes a description and instructions for students to create a Lego castle and answer questions. Below this is a 'Portfolio Submissions' table:

	Resource	Status
<input type="checkbox"/>	Henry Epelbaum Group A Castle Image	Submitted on Sep 18, 2018
<input type="checkbox"/>	Carolyn Stewart Group B Castle Image	Submitted on Sep 18, 2018
<input type="checkbox"/>	Emilie Moss Group C Castle Image	Approved on Sep 18, 2018
<input type="checkbox"/>	Steve Bell Not Submitted	Submitted on N/A

Below the table is a 'Comments' section with a message from Sharon Arese dated Friday, Sep 21, 2018 at 5:10 AM. The comment discusses missing a submission and suggests a similar approach for the next week. At the bottom, there is a rich text editor and a 'Post Comment' button.

Learning Experiences can be linked to Connections including Learner Profile, Key Concepts and ATL Skills

Students can participate in Learning Experiences and post their work for approval by the Homeroom Teacher with automatic inclusion into their Portfolios



Curriculum Analytics

The screenshot displays the Curriculum Analytics dashboard for Faria International School. The user is Sharon Arese. The interface is divided into a sidebar menu and a main content area. The sidebar menu includes sections for GENERAL (Quick Add, Dashboard, Homeroom, Curriculum), ACADEMICS (Year Groups, Classes, Groups, Parent Association), and REPORTING (Attendance, Reports). The main content area is titled 'Curriculum' and has tabs for Diploma, Middle Years, and Primary Years. The 'Unit Calendar' section shows a grid of units for 'Homeroom (Grade 3)' from August to July. Units include Health and wellbeing, Past civilizations, Language, Energy, Services and structure, and Interdependence. Below the calendar are three summary cards: 'Whole-School Curriculum' (Map your curriculum vertically and horizontally and track coverage with the unit timeline), 'Programme of Inquiry' (Browse units across all grades and transdisciplinary themes), and 'Curriculum Digests' (At-a-glance summary of your curriculum updates including new & updated units). The 'Analytics' section features four cards: 'Transdisciplinary Themes', 'Curriculum Review', 'Key Concepts', and 'ATL Skills'. The 'Scope & Sequence' section for 'PYP Homeroom (Grade 3)' includes cards for Language, Additional Language, Social Studies, Mathematics, Science, Arts, PSPE, and Technology.

Curriculum Analytics are organized by Report Type based on Atlas Analytics

Scope & Sequence and Standards Coverage

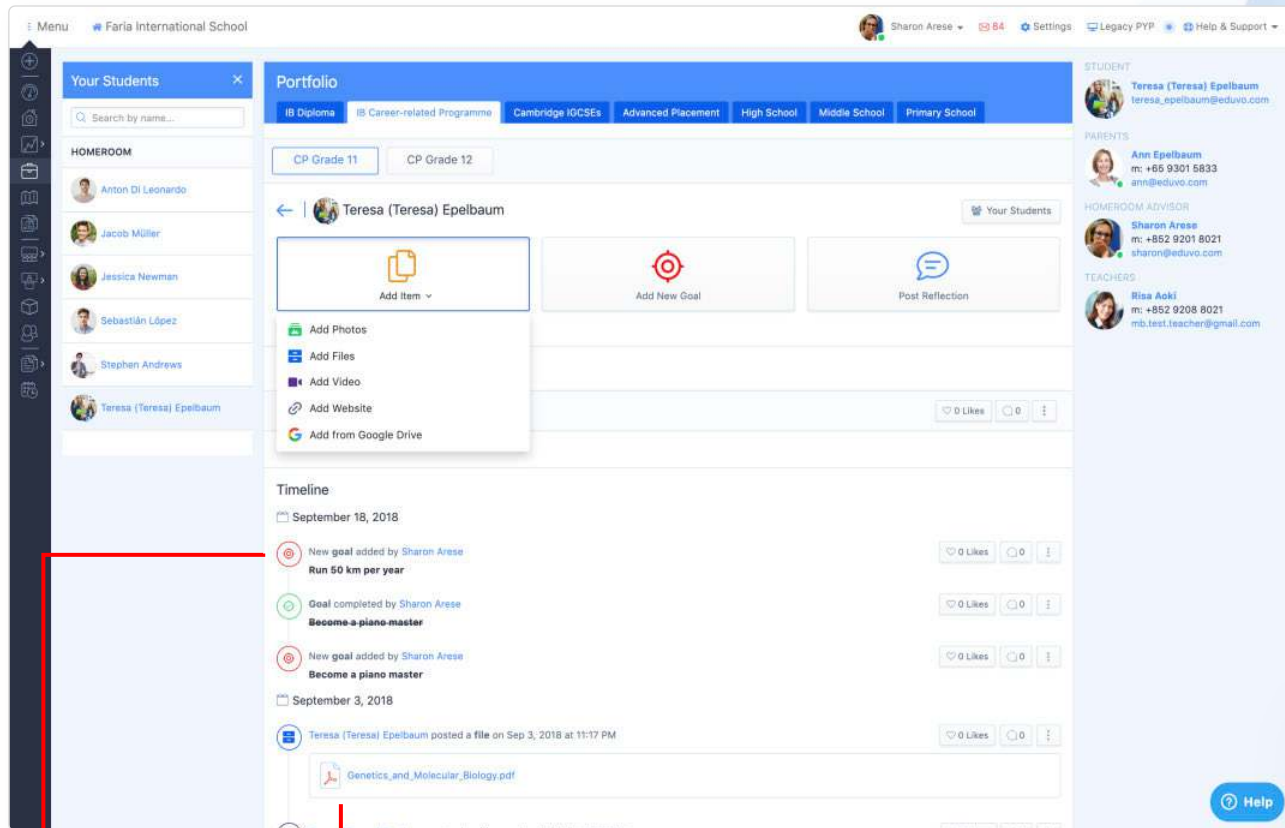
Curriculum Analytics organizes key vertical and horizontal reports including Whole-School Curriculum, Programme of Inquiry and the Curriculum Digest





Portfolio Coursework

Portfolio > Overview




Organize the Exhibition and Custom Project-based Learning Worksheets

Enhance school-to-home engagement with Parental Participation and Feedback

Share Portfolio Access via QR Code or PDF

QR Portfolio Code



Share your ManageBac Portfolio by scanning this QR Code:
As a student or parent:

1. Open the ManageBac App or access <https://faria.managebac.com/qr>
2. Select your User Type
3. Scan QR Code using ManageBac App

Print QR Code as PDF



Portfolio > Add Item

Menu Faria International School Sharon Arese 84 Settings Legacy PYP Help & Support

Add Photo

Photo File Video Website

Drag and drop photos here
or [browse](#) them from your computer

GDrive

Date Added
September 18, 2018

Privacy: Who can see this?
 Everyone Teachers & Parents Teachers

Add to Portfolio or Cancel

Upload from computer or add from Google Drive

Add resources from the web or our iOS or Android app

Copyright © 2006 – 2018 Faria International School. Help



Portfolio > Add Connections

The screenshot displays the 'Portfolio > Add Connections' interface. At the top, there is a navigation bar with 'Menu', 'Faria International School', and a search bar. The user's name 'Sharon Arese' and various notification icons are visible. The main content area is titled 'Portfolio' and is divided into three sections: 'Learner Profile', 'ATL Skills', and 'Key Concepts'. Each section contains a grid of items with checkboxes for selection. The 'Learner Profile' section includes items like 'Inquirers', 'Communicators', 'Caring', 'Reflective', 'Knowledgeable', 'Principled', 'Risk-Takers (Courageous)', 'Thinkers', 'Open Minded', and 'Balanced'. The 'ATL Skills' section includes 'Communication Skills', 'Research Skills', 'Social Skills', and 'Self-management Skills'. The 'Key Concepts' section includes 'Form', 'Change', 'Function', 'Connection', 'Causation', 'Perspective', and 'Reflection'. At the bottom, a status bar shows '4 items will be added to your Creating Earth Day Posters reflection' and buttons for 'Save Connections' and 'Cancel'.

Portfolio submissions can be linked to Connections including Learner Profile, Key Concepts and ATL Skills

Describe Connections and align to the IB Programme Standards & Practices for direct evidence submission to IB Concierge



Portfolio > Browse Item

The screenshot displays a user interface for a portfolio item. At the top, the user is identified as Sharon Arese, with a notification of 84 messages and options for Settings, Legacy PYP, and Help & Support. The main header for the portfolio item is 'Teresa (Teresa) Epelbaum', with tabs for Overview, Timetables, Portfolio (selected), Reports, Reflections, and Behaviour. The 'Portfolio' tab shows a video titled 'Changes in the AD-AS...' from Khan Academy, posted on Sep 3, 2018. A callout box with the text 'Add likes or share items' is positioned over the video. Below the video, a comment from Sharon Arese, dated Tuesday, Sep 18, 2018, reads: 'Very interesting video! We should watch it in our classroom.' The comment has 0 comments and a 'Reply to Message' button. A red line points from this button to the text 'Each Portfolio item can support threaded discussions' located below the screenshot. The bottom of the page features 'Portfolio Coursework', a copyright notice for Faria International School (2006-2018), and a Help button.

Each Portfolio item can support threaded discussions



Portfolio > PDF Export

Henry Epelbaum
henry@eduvo.com

Ann Epelbaum, Thomas (Tom) Epelbaum

Timeline

September 3, 2018

Sharon Arese
Uploaded 5 Photos on Sep 3 at 10:45 AM

8 Likes

Sharon Arese
Posted a note on Sep 3 at 8:20 AM

0 Likes

Henry did a great job communicating the idea for the poster and listening to feedback from group members. The group demonstrated great communication throughout by clearly dividing the responsibilities and sharing their progress.

August 31, 2018

Sharon Arese
Posted a file on Aug 31 at 10:00 AM

1 Likes 0 Comments

Climate_zone_notes.pdf
356 KB PDF Document

Sharon Arese
Posted 3 files on Aug 31 at 8:00 AM

8 Likes 2 Comments

Test Results.xls
1.2 MB Excel Spreadsheet

QR Portfolio Code

Share your ManageBac Portfolio by scanning this QR Code:
As a student or parent:

1. Open the ManageBac App or access <https://faria.managebac.com/qr>
2. Select your User Type
3. Scan QR Code using ManageBac App

Print QR Code as PDF

View student activity and work on their timeline and share by simply scanning a QR code.

Exporting to PDF allows you to either print or download a copy of the Portfolio





Assessment

Add Assessment Task

Flexible Assessment Options including Points, Criteria, Standards-based Grading, Completion and Anecdotal Observations

Menu Faria International School Search... Sharon Arese

IB PYP Homeroom (Grade 3)

Overview Tasks & Units Gradebook Attendance Messages Calendar Files Members

← Add New Task

Summary

Unit Migration Title*

Due Date & Time September 19, 2018 1:30 PM Type Monitoring Learning Documenting Learning Measuring Learning

Category Group Project Individual Project

Assessment

8/10 Points Criteria Standards AP Online Exam Progress Comments

Task-specific clarification
Customize Achievement Descriptors

Understanding responsibility
 Understanding change
 Knowledge
 Skills

Details

Link Connections for ATL Skills, Learner Profile, Concepts
Link Connections for ATL Skills, Learner Profile, Concepts

Google Docs Coursework Submission
Assign Google Doc templates to students to complete individually or collaboratively. For more information consult Help Tutorial here.

Dropbox Coursework Submission
Collect student coursework and easily browse & annotate online.

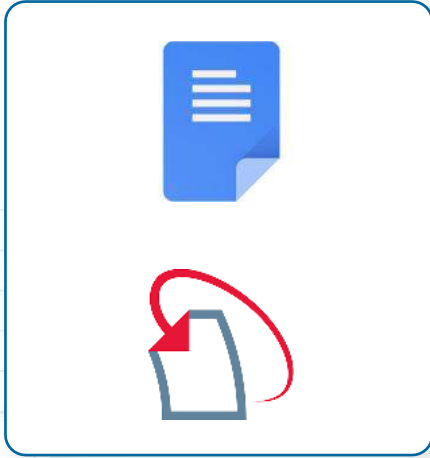
Turnitin Feedback Studio
Review originality reports and send coursework to Turnitin.

Save as Draft
Draft assessment tasks are not visible to students & parents.

Notify Students via email

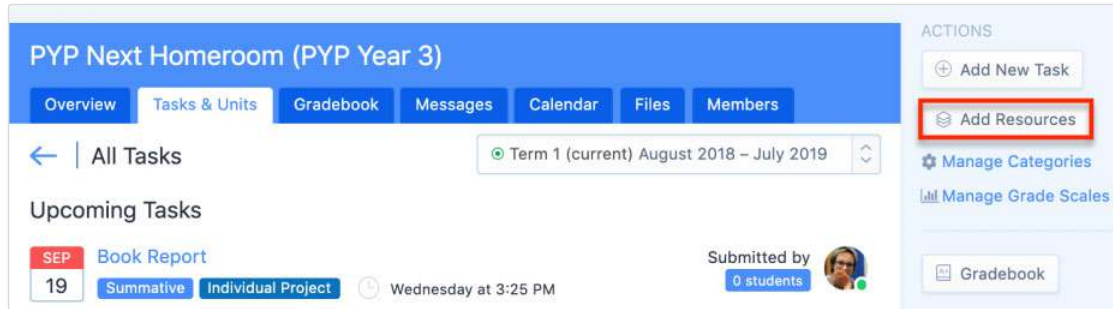
Save and Add Another Task Create Task or Cancel

Create individual tasks which push to Class Calendars, centralizing deadlines for Students & Parents



Integrate with Google Docs and Turnitin for anti-plagiarism

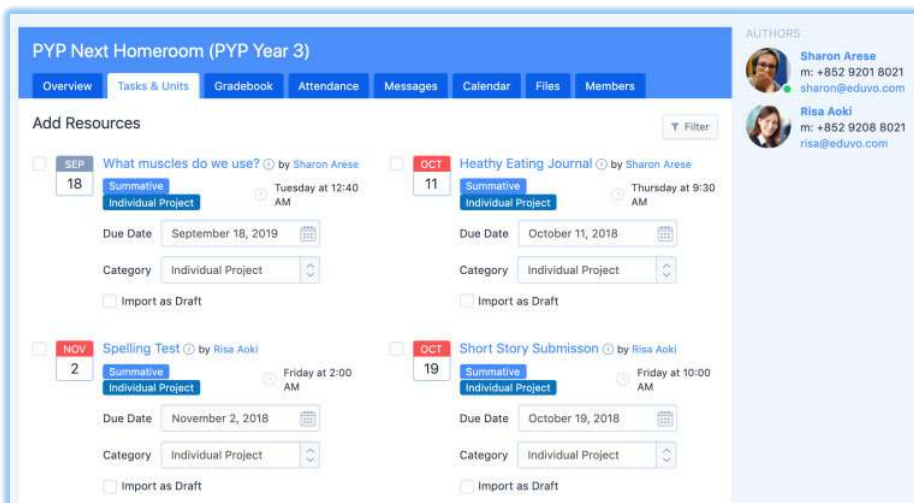
Managing Resources



Once your assessment task has been created, it will be permanently saved in the **Subject Resources** section of ManageBac, this will allow you to easily re-use the same task in future academic years without having to recreate it.

Add Resources

Navigate to **Tasks & Units > Show Tasks > Add Resources**. Here teachers can re-use tasks created previously, either by themselves or by other authors.

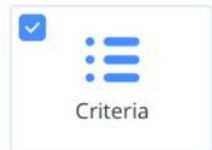
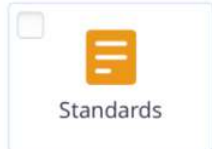
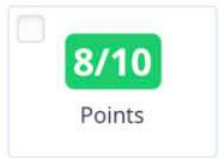
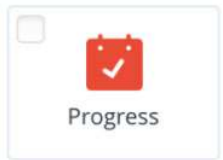
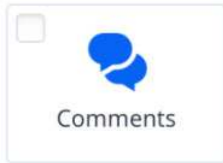


This will allow you to select from previously created tasks. By ticking the checkbox next to a task name and setting the due date, you can add tasks to your class by clicking **Add Resources** at the bottom of the page. **Filter** tasks by category, teacher, and grade level.

Files can also be added in via the Classes > Files tab > Add Resources or from a Unit Plan > Stream & Resources > add in from the Resource list.



Task Gradebook

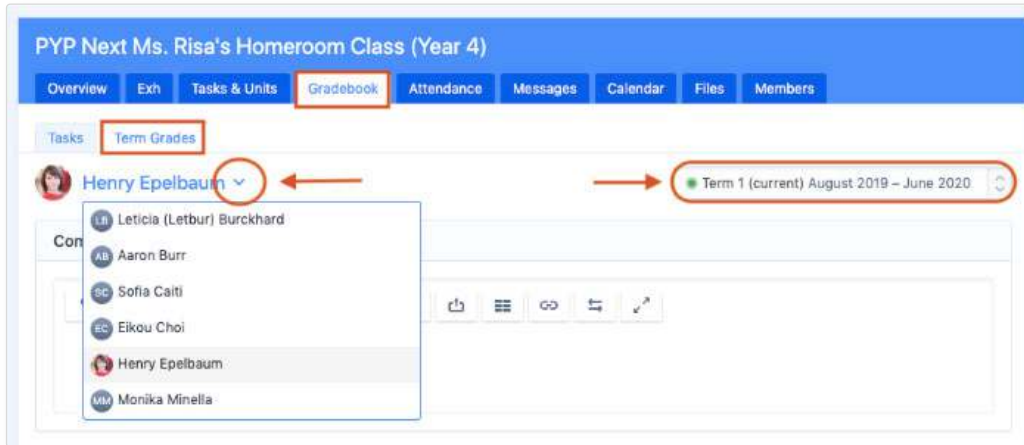


Rubric view provides a way to evaluate progressions and achievement

Assessment Tasks are associated with Units and Coursework is automatically stored in the Portfolio

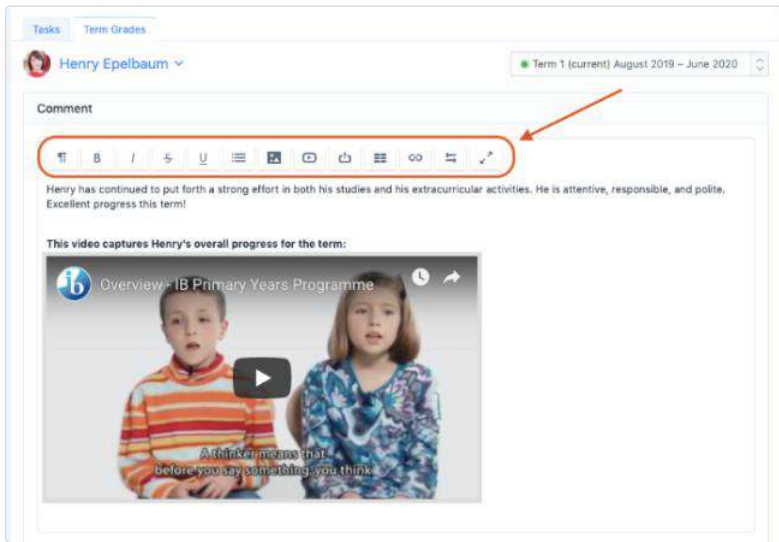
Homeroom Gradebook Assessment

Navigate to your class > Gradebook > Term Grades.

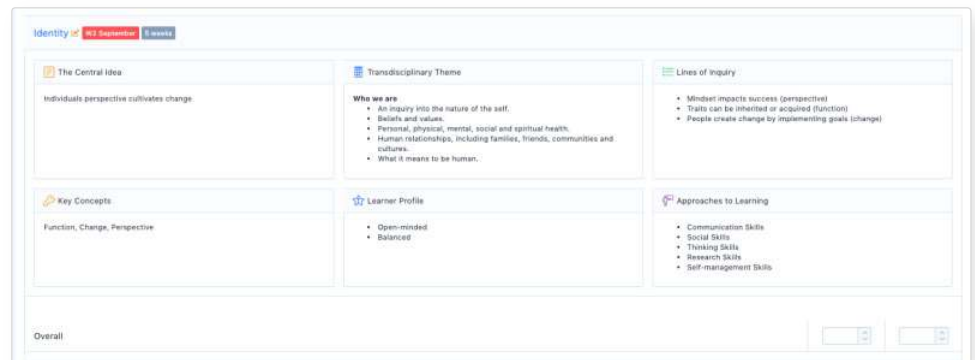


Click the student name to switch students. Select the **Term dropdown** to change the academic term that grades are added to, or view grades from a previous term in the same year.

Enter Subject or Term Grade comments



Review & Assess Units of Inquiry & Stand-alone units by Criteria and Comments



Assessing Curriculum Components

Please note: For PYP Gradebooks and Reports, only what is assessed in the gradebook for the student will display in report cards. Thus to view what the final report card will accurately look like, we suggest to **enter dummy grades**.

Learning Outcomes

Spanish

Phase 1 Phase 4

Oral language - listening and speaking

Learning Outcomes

- use the mother tongue (with translation, if necessary) to express needs and explain ideas
- realize that word order can change from one language to another
- use own grammar style as part of the process of developing grammatical awareness.

Whatever is not assessed will not appear on reports.

EE ME

Henry continues to do well in our language arts coursework! He is an avid reader, although at time his attention can drift from the task at hand. He is careful and deliberate in his writing, and always works hard to make sure that the work he produces is of high quality. he is also ready to write second and third drafts, and makes a clear effort to take comments into consideration and produce improved work with each iteration.

ATLs

ATLs enabled in the units taught during the term will appear for assessment in the term gradebook, along with a comment box with text formatting options.

Approaches to Learning

Mark all as [dropdown]

Standard

Communication Skills	3	Thinking Skills	2
Social Skills	4		

Accepting Responsibility, Respecting Others, Cooperating, Resolving Conflict, Group Decision Making, Adopting a Variety of Group Roles]

Unless they have been shared within your settings, Term Grades are not visible to students and parents

The scope & sequence enabled in the unit plans taught during the selected term will then appear for assessment. Only what is assessed will appear in reports, un-assessed outcomes will not be shown on reports.

For subjects with scope & sequence organised by Phase, you will see the phases beneath the subject name.

If scope & sequence items are missing from the gradebook, navigate back to the unit planners taught in the term and enable any missing scope & sequence items. See [Creating a Unit of Inquiry](#) for further guidance.

- If **Allow teachers to choose which standards to assess in their class** has been enabled in setting up Assessment settings, teachers will not see a list of outcomes covered in unit plans they are teaching. Instead, they will see a **Edit** button:
- Clicking **Edit** will show a list of all scope & sequence for all subjects & year levels, so teachers can select which outcomes should be assessed on.

Learner Profile

Learner Profiles enabled in the units taught during the term will appear for assessment in the term gradebook, along with a comment box with text formatting options.

Learner Profile

Mark all as [dropdown]

Balanced	EE	Open-minded	EE
Caring	EE	Principled	ME
Communicators	BE	Reflective	EE
Inquirers	EE	Risk-takers (Courageous)	BE
Knowledgeable	ME	Thinkers	EE

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.



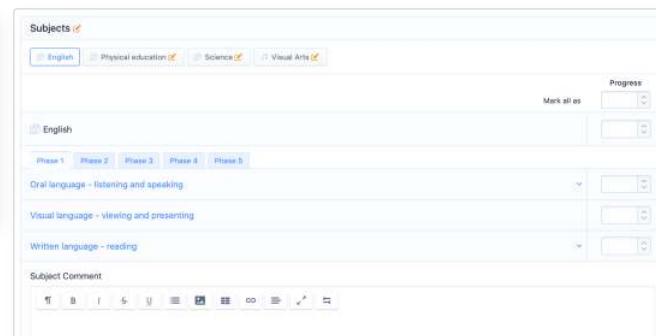
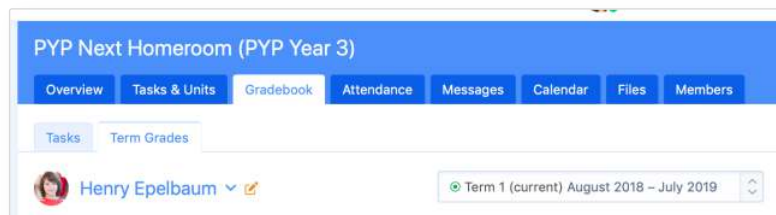
Specialist Subject Assessment

Subjects chosen for Assessment will display via a Classes **Gradebook > Term Grades** according to:

- Assessment Configuration via Account Settings. See Pg 14
- The Classes Subject via Class Settings. See Pg 16

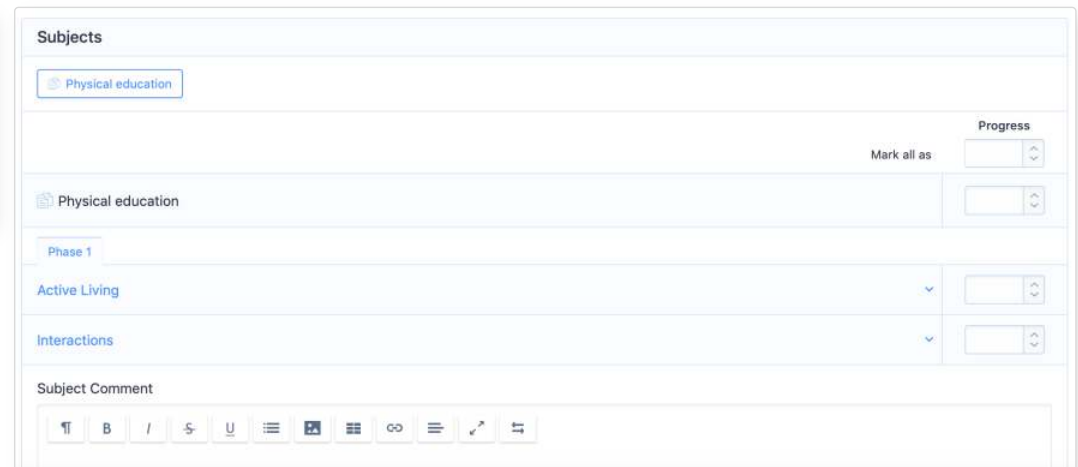
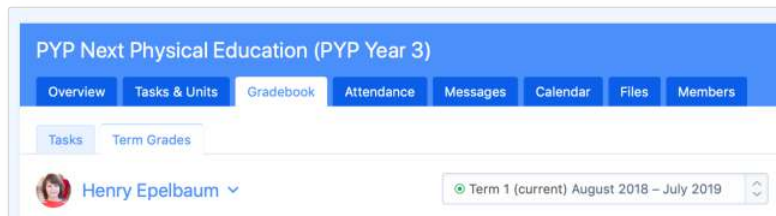
Via the Homeroom Class

For Specialist subjects that all students partake in, you can assess directly via the Homeroom Term Grades tab.



Via a Specialist Class

For Specialist subjects that only certain students partake in, and you have created a specialist class to manage that subject, specialist teachers can enter assessment in their class gradebook.



Access the subject via:

- Overall assessment
- Subject Strands
- Learning Outcomes
- Leave subject comments





Launching ManageBac

For your School Community

Tips on Opening ManageBac to Students

- ✓ To get students on board, teachers need to be on board first! Make sure your teachers are confident with the system. Check out our training option on page 9.
- ✓ Each year, we recommend on-boarding new IB Diploma students to ManageBac with an in-person information session, or a personalized online video hosted by your IB coordinator, to provide them with school-specific details and deadlines.
- ✓ Import your students **before** sending them welcome emails, unless you're ready for them to log in immediately! We recommend providing them with login access **after** they have been assigned to their advisors, dates and deadlines are on the calendar, and they are assigned to all their classes.
- ✓ With more students preferring mobile to computers each year, ensure your students are familiar with our iOS and Android app option, which provides all the same functionality as our web browser version of ManageBac.



Student Dashboard

Students can browse Unit Plan overviews, Tasks & Deadlines, submit coursework to their Portfolio

The screenshot displays the Student Dashboard for Faria International School. The interface includes a navigation menu on the left with options like 'Quick Add', 'Dashboard', 'Calendar', 'Year Group Manager', 'Timetables', 'Classes', 'Portfolio', 'Reports', 'Reflections', and 'Groups'. The main area features a 'Next 2 weeks' calendar grid and a list of 'Upcoming Events or Deadlines'. The right sidebar shows contact information for 'PARENTS' (Thomas (Tom) Epelbaum and Ann Epelbaum), 'HOMEROOM' (Risa Aoki), 'SL ADVISOR' (sharon@eduvo.com), and 'KEY CON'. A 'Subject Centre' is also visible at the bottom right.

The Student dashboard encourages Student Agency and active involvement in their learning journey



Tips on Opening ManageBac to your Parent Community

- ✓ To get parents on board, the school should be fully populated – ensure all students are assigned to classes, and you have the correct advisors added to each.
- ✓ Each year, we recommend on-boarding new IB Diploma parents to ManageBac with an in-person information session, or a personalized online video hosted by your IB coordinator, to provide them with school-specific details and deadlines.
- ✓ Import your parents **before** sending them welcome emails, unless you're ready for them to log in immediately! We recommend providing them with login access **after** your informational session.
- ✓ Parents often want to know how to get in touch – ensure you have the correct people listed as the **Principal, PYP Diploma Coordinator within the admin profiles**, and that the correct teachers are assigned to each class – parents will be able to see all of the above as key contacts on their side, along with the relevant emails.



Parent Dashboard

Parents can browse Attendance and Last Assessed Task alongside the current Unit of Inquiry

The screenshot shows the Parent Dashboard for Faria International School. The user is Henry. The dashboard is titled 'Class Overview' for 'IB PYP Homeroom (Grade 3)' in 'Term 2 (current) August 2018 - June 2019'. A weekly attendance table shows 3 absences. The current unit is 'Migration' with the central idea 'Where we are in place and time'. The dashboard also displays 'Transdisciplinary theme', 'Lines of Inquiry', 'Learner Profile', and 'ATL Skills'.

Mon	Tue	Wed	Thu	Fri	Absences	Score	Task
P: 1-2	-	P: 1-2	P: 1-2	P: 1-2	3	22	What's your story? Interviews with community members

Migration
Where we are in place and time
English, Mathematics, Mandarin

The Central Idea
Migration contributes to change.

Key Concepts
Form
Causation
Perspective

Related Concepts
Properties, Structure, Similarities, Differences, Pattern, Consequences, Sequences, Impact, Subjectivity, Truth, Beliefs, Opinion, Prejudice.

The Parent Dashboard enhances understanding of the PYP Curriculum



ManageBac Mobile

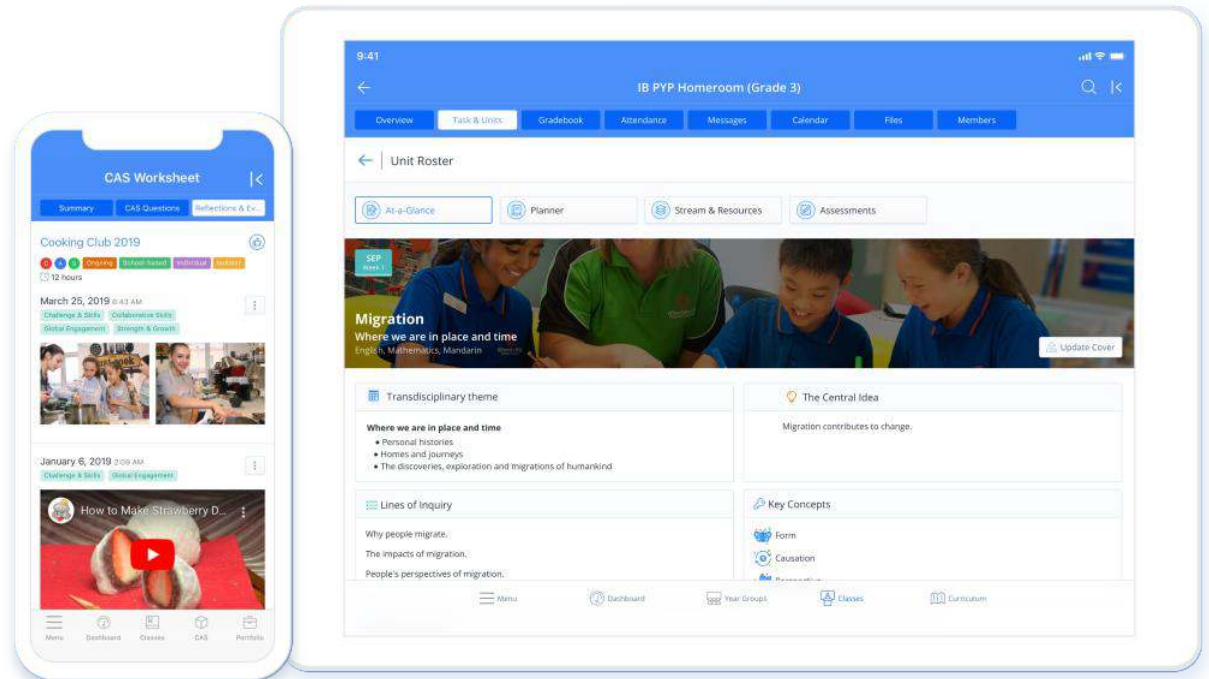
With board curriculum support for your entire school community.

Redesigned from the ground up with full functionality:

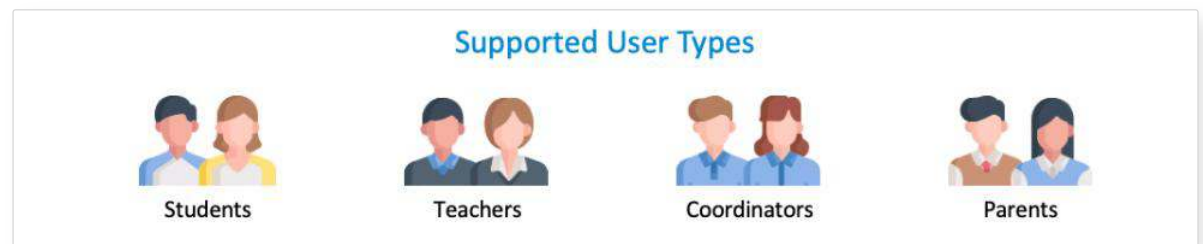
- ✓ Classroom Management
- ✓ Service & Project-based Learning
- ✓ Portfolio
- ✓ Curriculum Planners
- ✓ Gradebook
- ✓ Reporting
- ✓ Attendance

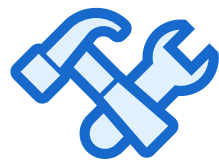
Sharing on Airdrop

Easily submit Coursework, post Reflections and update Project journals on the go!



Available on:





Resources & Support

Support

First Class Support

	Online Support Centre	Telephone Support	Email Support
Includes	<p>Fully indexed documentation with keyword search allowing users to find tutorials quickly:</p> <ul style="list-style-type: none">✓ 20+ QuickStart guides✓ 100+ video tutorials, ranging from 3 min short tips to 30 min step-by-step guides✓ 350+ tutorials with annotated screenshots and written instructions✓ Free webinars for professional development	<p>Our friendly, knowledgeable support team provides fast phone support with no phone trees!</p> <p>Performance in 2019:</p> <ul style="list-style-type: none">✓ Calls received: 6,500✓ Average duration: 04:00 minutes	<p>Requests are handled by a globally distributed support team through a dedicated ticketing system called ZenDesk. All replies are sent within 24 hours of the original request.</p> <ul style="list-style-type: none">✓ Performance in 2019:✓ Requests received: 35,000+✓ Replies within 1 hour: 20%✓ Replies within 1-4 hours: 44%✓ Resolved within 8 hours: 60%
When	<p>24/7/365 across any device with printable PDF export for every tutorial and guide</p>	<p>24 hours a day during the work week, starting at Monday 8am HKT (GMT+8) and ending at Friday 6pm PST (GMT-7/-8 depending on daylight savings).</p>	<p>24 hours a day during the work week, starting at Monday 8am HKT (GMT+8) and ending at Friday 6am PST (GMT-7 / -8 depending on daylight savings). Dedicated weekend support for urgent queries.</p>
Where	<p>Visit us at help.managebac.com, or click on the Help & Support button within your ManageBac account.</p>	<p>Local Direct Dial Telephone Numbers for each region to save on long-distance charges.</p>	<p>Email us at support@managebac.com or submit a Support Request within ManageBac directly.</p>

Implementation Services

Each new ManageBac school will be assigned a dedicated Implementation Specialist for the first 30 days, to ensure all questions are answered and teachers are fully trained!

You will be emailed with your personal specialist's direct email and meeting booking link.

Following your implementation period, you may schedule additional online trainings via:

managebac.com/schedule-training



Self-Service Resources

Useful links:






- [Sending Welcome Emails to Students & Teachers](#)
- [PYP Exemplar POI](#)

Resource Library:



ManageBac Support:

For assistance with organising & preparing ManageBac portfolios


- **Email:**
support@managebac.com, or submit a Support Request from within ManageBac directly
- **Telephone:**
 -  +1 866 297 7022
 -  +44 208 133 7489
 -  +852 8175 8152
 -  400 009 9225
 -  +61 2 8006 2335
- **Help Centre:**
help.managebac.com

Get started with ManageBac today at managebac.com/signup.



Faria
Education
Group

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 +61 2 8006 2335