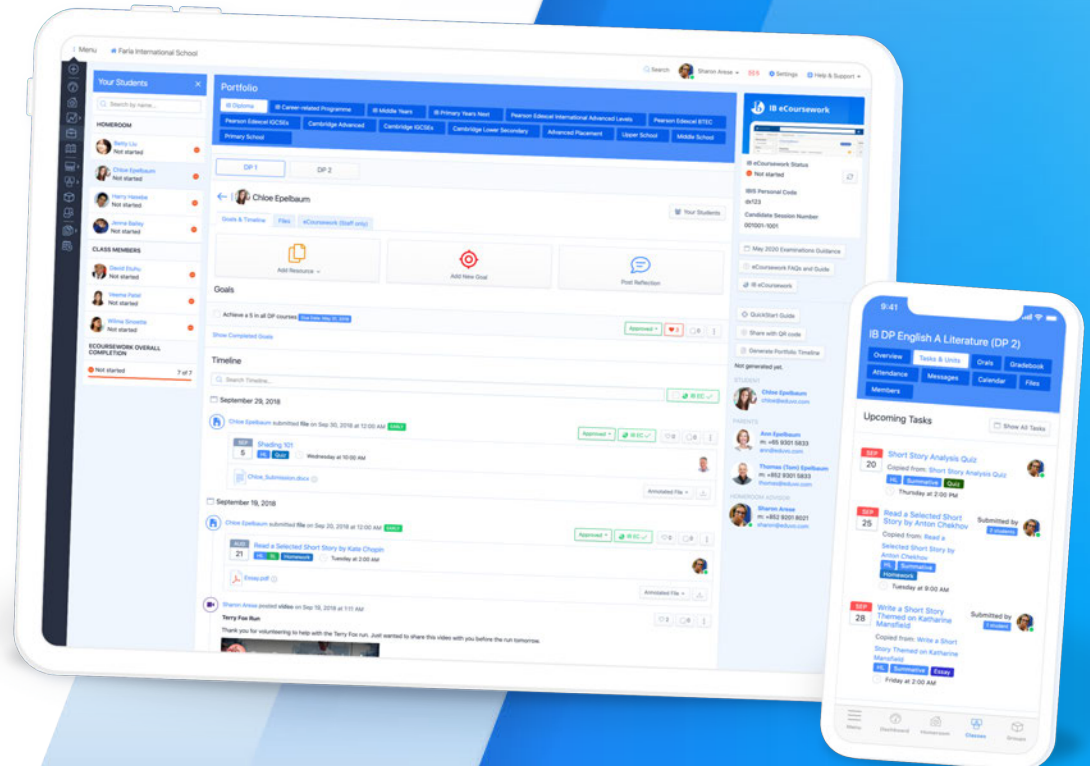




Getting Started with ManageBac

For the IB Diploma Programme



managebac.com/ib-diploma

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Launching ManageBac for Your School
Community



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Your IB DP Subscription

*An overview of your IB DP
ManageBac subscription*

Hello, We are ManageBac!

ManageBac is the leading online planning, assessment and reporting platform for IB World Schools, supporting over 800,000 students and 3,000 schools in 130 countries. By providing schools with one unified system on a consistent, modern and mobile-ready interface, ManageBac offers a seamless and integrated experience for coordinators, teachers, students, and parents.

DESIGNED FOR THE MODERN IB DIPLOMA PROGRAMME

Instantly see where your students stand with the Diploma Core (CAS, EE, ToK). Automate your IBIS registration instead of spending hours on manual data entry. Improve school-to-home communication with students & parents. Track your students' Internal Assessments and easily upload work to IB eCoursework with our drag and drop feature.



What's involved in a IB Diploma subscription?

IB DIPLOMA

CORE

Track Progress

Effectively track CAS progress with the CAS guide requirements.

Add Experiences

Easily add experiences and request Coordinator and CAS Advisor approval.

Submit to IB

Export CAS experiences portfolios as a consolidated PDF and submit online directly to the IB for moderation (for schools in IBAP and IBAEM).

Post Reflections

Students can reflect meaningfully through journals, websites, photos and files, which are linked back to the 7 CAS learning outcomes.

Extended Essay

View and approve proposals, record interview notes, set deadlines and to-dos and submit files with TurnItIn integration.

Theory of Knowledge

Set ToK paper deadlines with built-in prescribed titles, collaborate on the ToK presentation, and organise presentation evaluation comments and video recordings.

Portfolio

Easily drag and drop work organised in a student portfolio from ManageBac to IB eCoursework.

IB DIPLOMA

PRO

Our Diploma Pro subscription includes everything in Diploma Core, with the addition of providing a full learning management and eLearning platform!

Create and analyse customisable unit plans
track internal assessments use our optimised for the IB Diploma gradebook provide a virtual classroom space for your students.





Account Setup

*Start the new academic year on
the right foot!*

Common Implementation Types


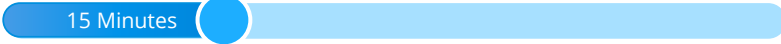
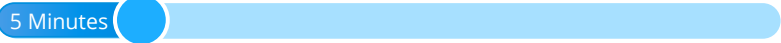
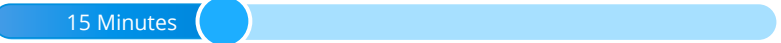


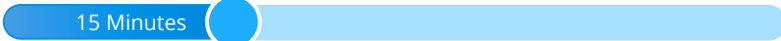
School A	<ul style="list-style-type: none">✓ You're a robust IB programme with high participation✓ You want an All-In-One system where students can track all of their school activity and IB requirements in one place✓ Your students and parents are familiar with IB grading, and the 1-7 scale is your primary grading system✓ Your unit planning uses the IB Diploma templates exclusively	Recommended Set-Up: IB Diploma Pro <ul style="list-style-type: none">- Add all students, teachers and parents- Create classes to track all assignments and IAs- Use our unit planner templates to create units with IB DP syllabus built-in- Track all IB Core requirements in our year groups
School B	<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 where students can easily track their IB Core requirements✓ You don't currently write unit plans for IB Diploma	Recommended Set-Up: IB Diploma Core <ul style="list-style-type: none">- Add all students and teachers- Track all IB Core requirements in your year groups- Focus on organising necessary work into the Portfolio each year to upload to IB eCoursework
School C	<ul style="list-style-type: none">✓ You're a new school or IB programme✓ You plan on gradually introducing your school community to the 1-7 grading system✓ 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	Recommended Set-Up: IB Diploma Pro <ul style="list-style-type: none">- Add all students and teachers initially. Add parents at the beginning of next academic year- Create classes to track your IAs- Use our unit planner templates to create units with IB DP syllabus and non-IB standards built-in- Track all IB Core requirements in your year groups





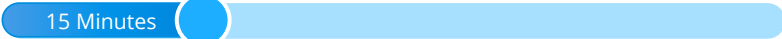
Account Setup

Follow the Steps Below to Get Started!

Diploma **Core**

1. Prepare your user imports (A, B, C)

2. Adjust your school settings (A, B, C)

3. Add your academic terms (A, B, C)

4. Select your IB Diploma subjects (A, B, C)

5. Assign students to their advisors (A, B, C)

6. Add your IB dates and deadlines (A, B, C)

7. Adjust Year Group Settings (A, B, C)


Diploma **Pro** Only

8. Add IB Classes (A, C)

9. Assign students to classes (A, C)

10. Add Non-IB standards (C)




Setting Up Your ManageBac Account

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

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.

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 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 > Re-send Welcome E-mails***



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.

Menu Faria International School Search Sharon Arese

Import Teachers

Step 1 - Download our CSV Template
[Download our CSV template](#) and follow [this tutorial](#) to complete the template.

Step 2 - Upload your completed CSV file
Choose File No file chosen

Are you creating new teacher accounts or updating existing?

Create new teacher accounts
 Update existing teacher accounts

Proceed to review or Cancel

ACCOUNT

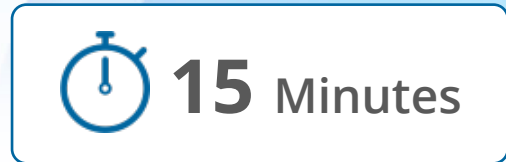
- Import
- Students
- Parents
- Teachers
- Integrations
- Develop

Copyright © 2006 – 2018 Faria International School.



Setting Up Your ManageBac Account

- 2** Adjust your school settings with the correct address, languages, year levels, and terminology.



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

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 Time Zone, Address and Grammar Checker Language.

CAS & Service Action

- ✓ Adjust what instructions students will see upon logging into CAS for the first time.

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?


Grades & Programmes

- ✓ Customise your grade level terms.

A screenshot of the ManageBac 'School Settings' page, specifically the 'Name, Address & Logo' section. The left sidebar shows a navigation menu with categories like 'GENERAL' and 'ACADEMICS'. The main content area includes fields for '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, Chinese (Simplified) unchecked, French and German unchecked), 'Grammar Checker Language' (English US), 'Time Zone' ((GMT+08:00) Hong Kong), and 'Phone' (+852 8175 8152). Address fields include 'Address' (99 Hennessy Road, Wanchai) and 'Address II'. City, State/Province, and Postal Code fields are also present, with 'Hong Kong' entered in the City field.

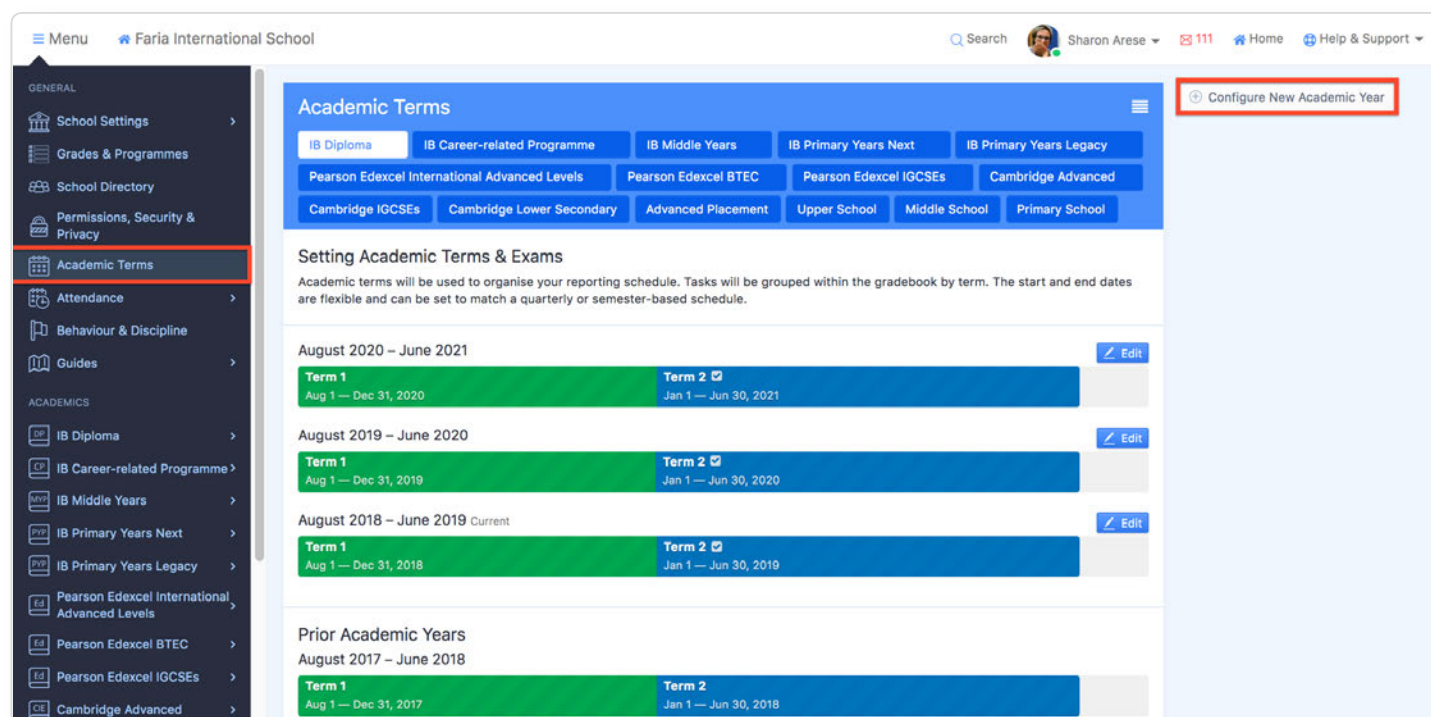
Setting Up Your ManageBac Account

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.

Click **Configure New Academic Year** to begin the process within your **Settings > Academic Terms**.



The screenshot shows the ManageBac interface for 'Faria International School'. The left sidebar menu has 'Academic Terms' selected. The main content area is titled 'Academic Terms' and includes a filter bar with options like 'IB Diploma', 'IB Career-related Programme', etc. Below this is a section 'Setting Academic Terms & Exams' with a descriptive paragraph. The main part of the page is a table of academic terms:


Year	Term	Start Date	End Date	Action
August 2020 – June 2021	Term 1	Aug 1 — Dec 31, 2020		
	Term 2	Jan 1 — Jun 30, 2021		Edit
August 2019 – June 2020	Term 1	Aug 1 — Dec 31, 2019		
	Term 2	Jan 1 — Jun 30, 2020		Edit
August 2018 – June 2019 Current	Term 1	Aug 1 — Dec 31, 2018		
	Term 2	Jan 1 — Jun 30, 2019		Edit
August 2017 – June 2018	Term 1	Aug 1 — Dec 31, 2017		
	Term 2	Jan 1 — Jun 30, 2018		



Setting Up Your ManageBac Account

4

Select your IB Diploma Subjects.

 **15-30** Minutes

Via the **IB Diploma** 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.

Options & Levels

Subjects | **Options & Levels** | **Extended Essay Subjects**

Language and literature	<input checked="" type="checkbox"/> SL <input checked="" type="checkbox"/> HL	<input checked="" type="checkbox"/> Literature <input type="checkbox"/> Language and Literature <input checked="" type="checkbox"/> Self-Taught
Language acquisition	<input checked="" type="checkbox"/> SL <input checked="" type="checkbox"/> HL	<input checked="" type="checkbox"/> ab initio <input checked="" type="checkbox"/> B
Chinese	<input checked="" type="checkbox"/> SL <input checked="" type="checkbox"/> HL	<input checked="" type="checkbox"/> ab initio <input checked="" type="checkbox"/> B

*We separate the **Extended Essay Subjects** list from the regular **Subjects** list so that your school has total control over which Extended Essay subjects are available each year. If you don't have a mentor available for a certain subject, you can disable it in the Extended Essay subjects tab, while still offering it as a general course on ManageBac!*



Setting Up Your ManageBac Account

5 [Assign students to their Homeroom, CAS, EE and TOK 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:

- ✓ Either the student ID or e-mail are fine to use here.





15-30 Minutes

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

IB DP Class of 2019 (DP 2)

Overview Plans CAS Extended Essay Theory of Knowledge Messages Calendar Files **Members**

Students Homeroom Advisors **CAS Advisors** EE Supervisors TOK Teachers

Student	Advisor
 Bowen, James	↓ Sharon Arese × ↕
 Boyd, Kristin	Sharon Arese × ↕

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!



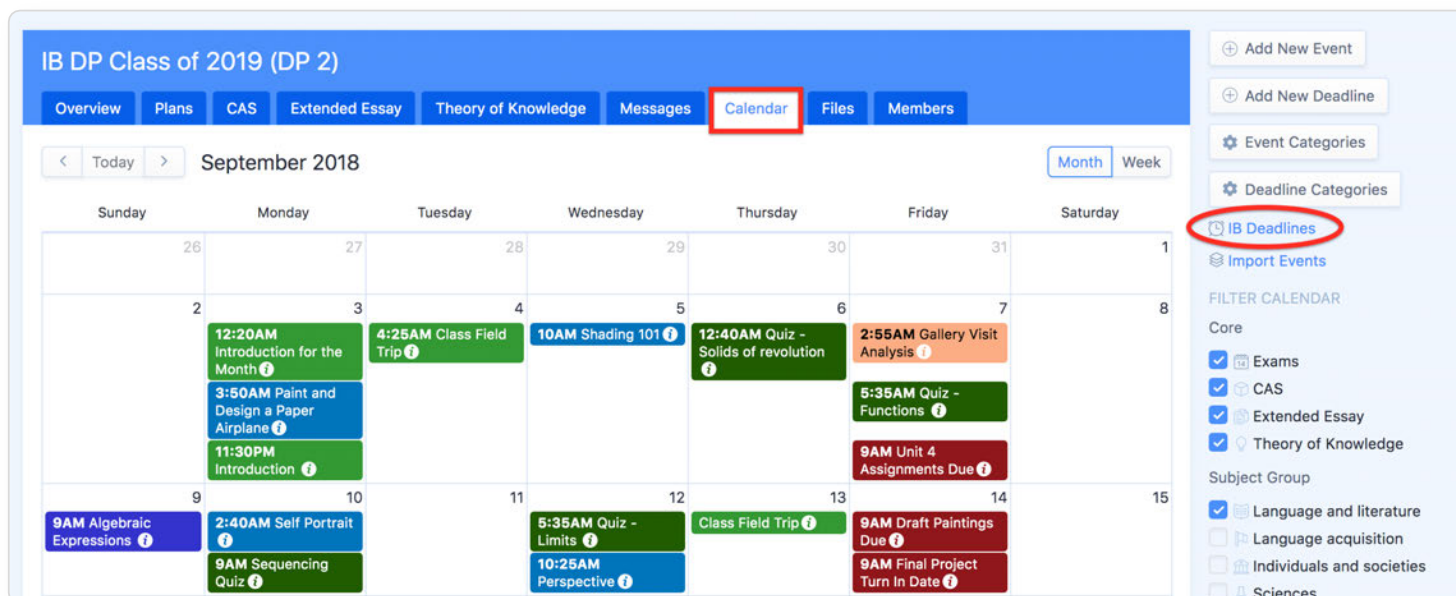
Setting Up Your ManageBac Account

6 [Add your IB dates and deadlines to the Calendar.](#)

 **30 Minutes**

The **Calendar** tab of each year group will allow you to add **Events** and **Deadlines** that will be visible to all students in the year group. You can also assign deadlines to **Extended Essay** and **Theory of Knowledge**, which will allow you to create To-Dos beneath them for better student organisation. If To-Dos are added, they'll appear both on the Calendar, and within the EE and TOK worksheets!

Use the IB Deadlines link on the right navigation panel of your calendar to bulk import standard IB deadlines, and further customise the dates to match your school's dates!



IB DP Class of 2019 (DP 2)

Overview Plans CAS Extended Essay Theory of Knowledge Messages **Calendar** Files Members

< Today > September 2018 Month Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 12:20AM Introduction for the Month 3:50AM Paint and Design a Paper Airplane 11:30PM Introduction	4 4:25AM Class Field Trip	5 10AM Shading 101	6 12:40AM Quiz - Solids of revolution	7 2:55AM Gallery Visit Analysis 5:35AM Quiz - Functions 9AM Unit 4 Assignments Due	8
9 9AM Algebraic Expressions	10 2:40AM Self Portrait 9AM Sequencing Quiz	11	12 5:35AM Quiz - Limits 10:25AM Perspective	13 Class Field Trip	14 9AM Draft Paintings Due 9AM Final Project Turn In Date	15

IB Deadlines

Import Events

FILTER CALENDAR

Core

- Exams
- CAS
- Extended Essay
- Theory of Knowledge

Subject Group

- Language and literature
- Language acquisition
- Individuals and societies
- Sciences



Setting Up Your ManageBac Account

7

Adjust Year Group Settings as needed.



15 Minutes

Via **Overview > Year Group Settings**, you can turn on and off your Diploma Plan, Extended Essay, and Theory of Knowledge worksheets for each year group.

IB DP Class of 2019 (DP 2)

Overview Plans CAS Extended Essay Theory of Knowledge Messages Calendar Files Members

← Edit Year Group Settings (IB Diploma: DP 2)

Grade *
IB Diploma: DP 2

Name *
IB DP Class of 2019
e.g. IB Diploma Class of 2018

Description

Announcement Bulletin

Logo
Choose File No file chosen
Select a GIF, JPG or PNG file for your group image.

Key worksheet options

Diploma Plan Theory of Knowledge
 Extended Essay Show ToK presentation marks to students

Build custom CAS Questions for each year group that will appear on the CAS worksheets each time an experience is added, to provide further guidance on Reflections!

CAS Questions

These reflection questions will be visible to students under their CAS Questions tab.

Question	Outcome	Delete?
+ What are your goals? What do you hope to get out of this activity?	All	<input type="checkbox"/>
+ What did you learn about yourself and others through this activity?	All	<input type="checkbox"/>
+ How did you manage to balance your time with your school work & other activities?	All	<input type="checkbox"/>
+ What was the greatest challenge that you faced?	All	<input type="checkbox"/>
+ What was your biggest achievement from this activity?	All	<input type="checkbox"/>

+ Add Question

Archive Year Group
 Archive this Year Group - this will hide your Year Group and retain all records.

Save Changes or Cancel



Setting Up Your ManageBac Account



Add IB Classes.



1-2 Hours

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
- ✓ Level
- ✓ 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**.

The screenshot shows the 'Classes' management interface. On the right, a vertical menu contains several options: 'Add New Class', 'Import Classes' (circled in red), 'Manage Classes', 'Subject Resources', 'Bulk Assign Students', 'Bulk Assign Teachers', 'Lock Classes', and 'Export to Excel'. The main content area features a search bar labeled 'Search Class by name, description or class ID'. Below the search bar, a class entry is visible: 'English A Literature HL (DP 2)' with an 'IB DP' tag, '11 students', and 'Mr. Chandler's DP English Lit Class'. There are also profile icons and a 'Leave' button for this class.

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



Setting Up Your ManageBac Account

9

Assign students to IB 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**.

The screenshot shows the ManageBac interface for Faria International School. The user is Sharon Arese. The 'Classes' page is active, displaying a list of classes with student counts and teacher information. The right-hand menu is open, and the 'Bulk Assign Students' option is highlighted with a red circle. Other options in the menu include 'Add New Class', 'Import Classes', 'Manage Classes', 'Subject Resources', 'Bulk Assign Teachers', 'Lock Classes', 'Export Filtered classes to Excel', 'Transition Classes', 'Programme of Inquiry', 'TIMETABLE', 'Import Timetable', 'Export Timetables to Excel', and 'Bulk Generate Timetables for Students'.



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.

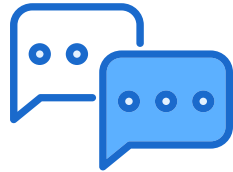
Settings > Academic Programmes & Curriculum > IB Middle Years

Units

Templates Standards Approaches to Learning Learner Profiles

Custom				
Standard	Type	Last Updated		
Programme Standards 4 subjects	Programme	March 17, 2020		
Standards				
Standard	Type	Curriculum	Last Updated	Status
ACARA: Australian Curriculum, Assessment & Reporting - General Capabilities & Cross-Curriculum 0 subjects Added by Global Admin on April 13, 2020	Trans-disciplinary	Australia	April 9, 2014	Active
Archdiocese of Indianapolis Religion Added by Global Admin on February 25, 2020	Academic / Content	USA	February 27, 2012	Active
ASCD: Association for Supervision + Curriculum Development - Charlotte Danielson Framework Charlotte Danielson Framework for Teaching Added by Global Admin on February 26, 2020	Academic / Content	USA	November 6, 2017	Active
Belize National Curriculum 3 subjects Added by ManageBac Support on April 14, 2020	Academic / Content	Belize	January 1, 2000	Active
Bonnie Campbell Hill Continuum Reading & Writing Continuum © Bonnie Campbell Hill Added by Global Admin on April 9, 2020	Academic / Content	USA	January 1, 2000	Active





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 setup 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**. We also offer Single-Sign On integrations with Google and Office 365. To learn more, contact us at sales@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 and 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](#).

In what languages is ManageBac available?

The ManageBac interface is provided in English, Spanish & Chinese (Simplified) for Students, Teachers and Admins, as well as Arabic, Japanese, French and Chinese (Simplified and Traditional) for Parents. All text boxes support Unicode (UTF-8) formatting, allowing for input of international characters in all major languages.





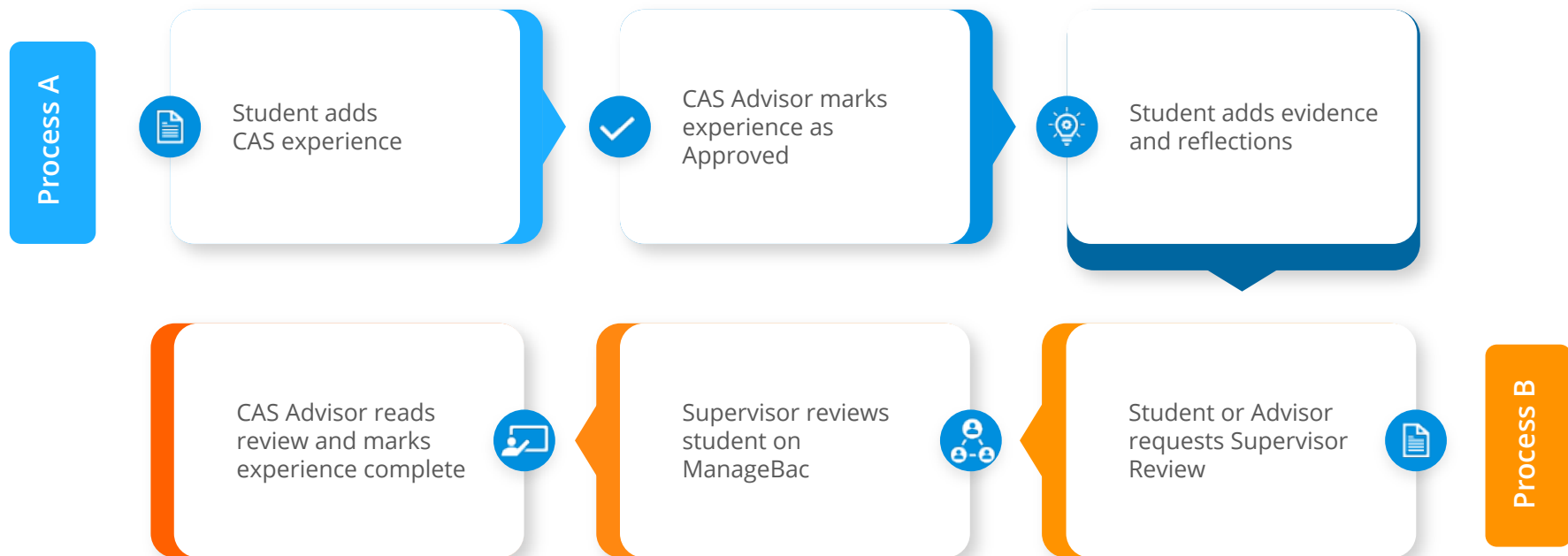
Learning to use ManageBac

*A brief overview of ManageBac's
features using Schools A, B, and
C's recommended processes.*

Track CAS easily and simply (A, B, C)

Students are able to easily keep track of their CAS experiences on ManageBac. The system allows consistent communication between students and their advisors.

The following chart illustrates our recommended process for each CAS experience on ManageBac:



The Anatomy of a CAS Worksheet

The student can select **Edit Aims** and **Goals** to add their goals for CAS at the start of their 2 year programme, which will stay at the top of the page.

All listed CAS experiences will be organised here. You will be able to see which are marked approved, and if they are C/A/S.

Each experience's registered outcomes will be tracked here. The **Timeline** will illustrate when the student did each experience.

Any generated progress reports and necessary CAS completion forms can be listed here.

The screenshot shows a CAS worksheet for a student named Chloe Epelbaum. The interface includes a navigation bar with tabs for Overview, Plans, CAS, Extended Essay, Theory of Knowledge, Messages, Calendar, Files, and Members. The main content area displays the student's profile, aims and goals, a list of CAS experiences (Alauddin Orphanage, Cooking Club, Cross Country Team), a timeline of outcomes, and a list of CAS documents. A sidebar on the right contains options for adding experiences, viewing reflections, and generating reports.

Students can add new experiences here.

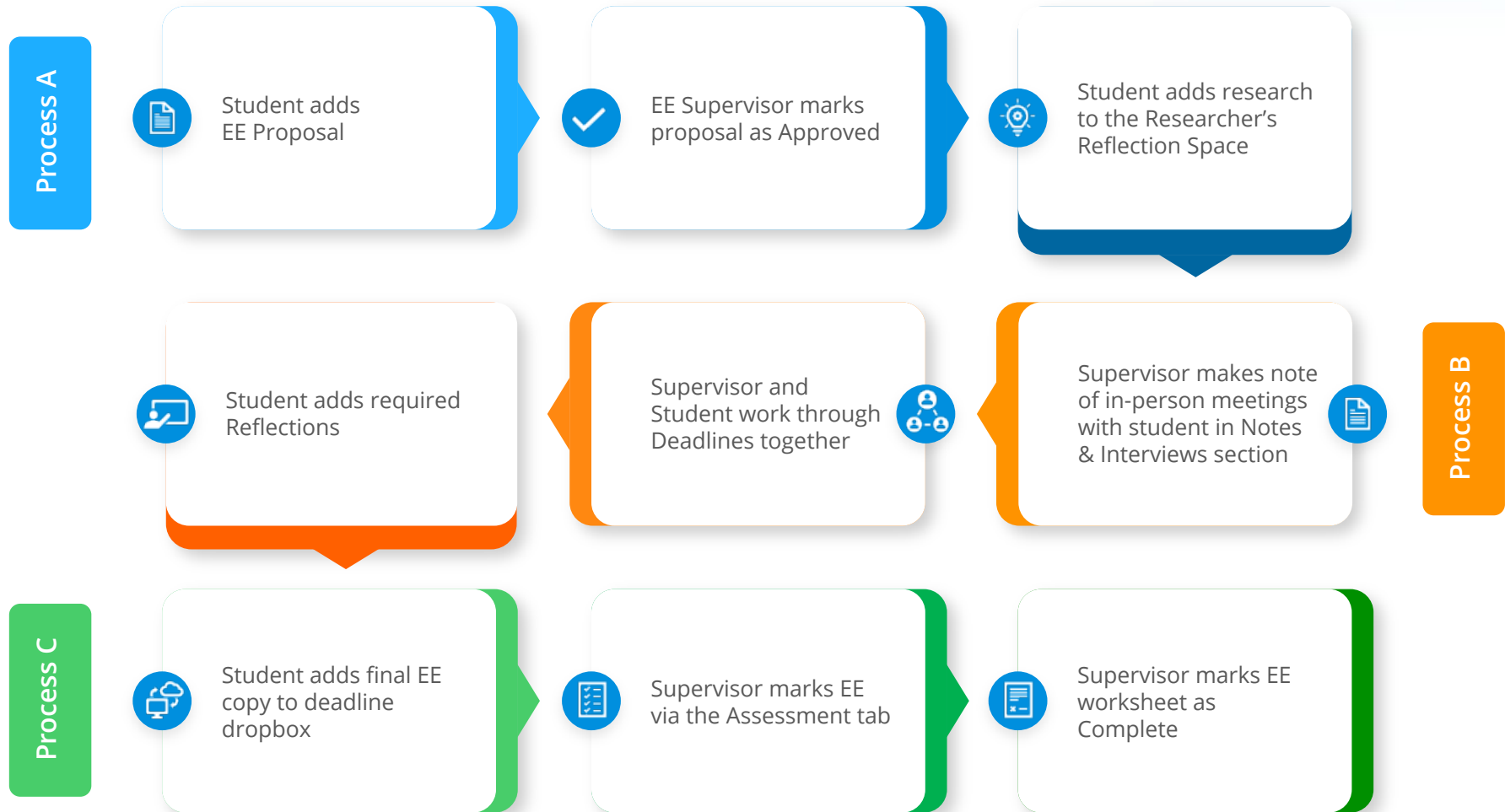
View all experience reflections at once, and export all CAS reflections to PDF.

Click on **Generate Reports** link to generate a PDF summary of the student's CAS so far.

Mark the student's CAS progress as Excellent, On-Track or Concern. This will be visible to students and parents, and will allow you to filter by CAS progress status in the CAS roster of students.

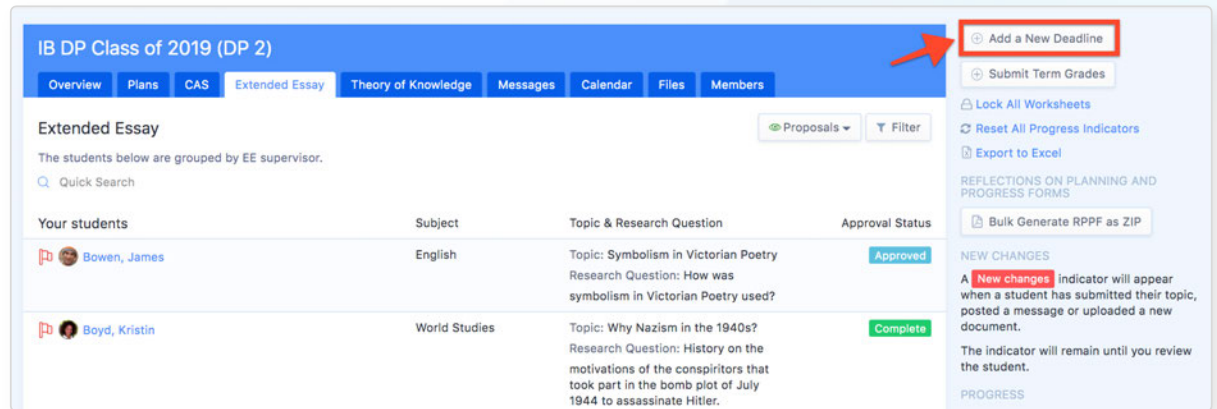


The Recommended Extended Essay Process (A, B, C)



Manage the Extended Essay Entirely Online

Provide students and supervisors with clear deadlines and listed tasks by adding Extended Essay deadlines. Dropboxes can be enabled to allow students to submit work directly to the deadline.



IB DP Class of 2019 (DP 2)

Overview Plans CAS Extended Essay Theory of Knowledge Messages Calendar Files Members

Extended Essay Proposals Filter

The students below are grouped by EE supervisor.

Quick Search

Your students	Subject	Topic & Research Question	Approval Status
Bowen, James	English	Topic: Symbolism in Victorian Poetry Research Question: How was symbolism in Victorian Poetry used?	Approved
Boyd, Kristin	World Studies	Topic: Why Nazism in the 1940s? Research Question: History on the motivations of the conspirators that took part in the bomb plot of July 1944 to assassinate Hitler.	Complete

Add a New Deadline

Submit Term Grades

Lock All Worksheets

Reset All Progress Indicators

Export to Excel

REFLECTIONS ON PLANNING AND PROGRESS FORMS

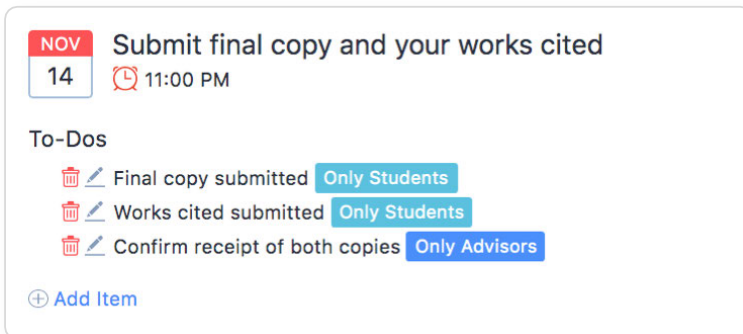
Bulk Generate RPPF as ZIP

NEW CHANGES

A **New changes** indicator will appear when a student has submitted their topic, posted a message or uploaded a new document.

The indicator will remain until you review the student.

PROGRESS



NOV 14 11:00 PM

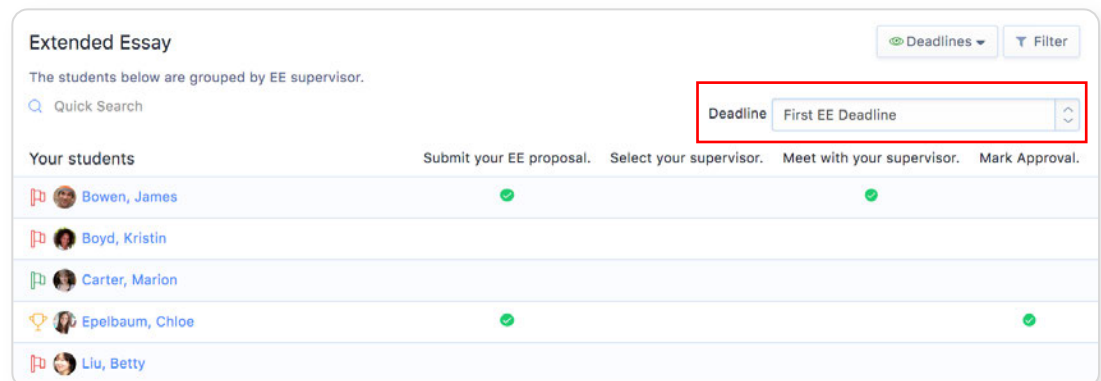
Submit final copy and your works cited

To-Dos

- Final copy submitted **Only Students**
- Works cited submitted **Only Students**
- Confirm receipt of both copies **Only Advisors**

[+ Add Item](#)

Add to-dos to each deadline to add them to the Extended Essay worksheet. Track which students have completed each deadline in the EE roster.



Extended Essay Deadlines Filter

The students below are grouped by EE supervisor.

Quick Search

Deadline: First EE Deadline

Your students Submit your EE proposal. Select your supervisor. Meet with your supervisor. Mark Approval.

Bowen, James	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Boyd, Kristin	<input type="checkbox"/>	<input type="checkbox"/>
Carter, Marion	<input type="checkbox"/>	<input type="checkbox"/>
Epelbaum, Chloe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Liu, Betty	<input type="checkbox"/>	<input type="checkbox"/>



The Anatomy of an EE Worksheet

Worksheet

See student proposal, deadlines, To-Dos, and add messages /interview notes. Mark student worksheets as Approved and Complete. We can add **View** and **add EE documents**.

Researcher's Reflection Space

Students can add their reflections and research in a blog-like format. Include multiple forms of media and keep on track!

Assessment

For administrator and teacher eyes only – mark students according to the IB rubric for the EE, and export into a PDF report card as needed.

Planning & Progress

Add the required three student reflections and supervisor reflection, and export to the official RPPF form.

IB DP Class of 2019 (DP 2)

Overview Plans CAS Extended Essay Theory of Knowledge Messages Calendar Files Members

← | Chloe Epelbaum

Worksheet Researcher's Reflection Space Assessment Planning and Progress Form

The role of Software-as-a-Service in accelerating small business productivity in developing countries.

World Studies (Science, Technology and Society): Business Organization and Environment

My goal is to investigate how the adoption of software-as-a-service in developing countries will help to accelerate productivity growth vs. their developed economy peers. I plan to investigate the business model developed by 37Signals, Xero and others, and how similar services could be localized and scaled globally to support small business development.

To Dos

Submit First Draft 🕒 Friday, 29 September 2017 at 4:00 PM

✓ **Sep 16, 2016** First draft submitted to supervisor **Everyone**

Submit final copy and your works cited 🕒 Tuesday, 14 November 2017 at 11:00 PM

✓ **Oct 7, 2015** Final copy submitted **Only Students**

✓ **Oct 7, 2015** Works cited submitted **Only Students**

✓ **Oct 7, 2015** Confirm receipt of both copies **Only Advisors**

Edit Extended Essay Proposal

Quick Start Guide

EXTENDED ESSAY STATUS

✓ **Approved**

☐ **Completed**

HOW IS CHLOE EPELBAUM'S PROGRESS?

🏆 Excellent

< Reviewing 5 of 10 Students >

STUDENT INFO

Chloe Epelbaum
chloe@eduvo.com

SUPERVISOR INFO

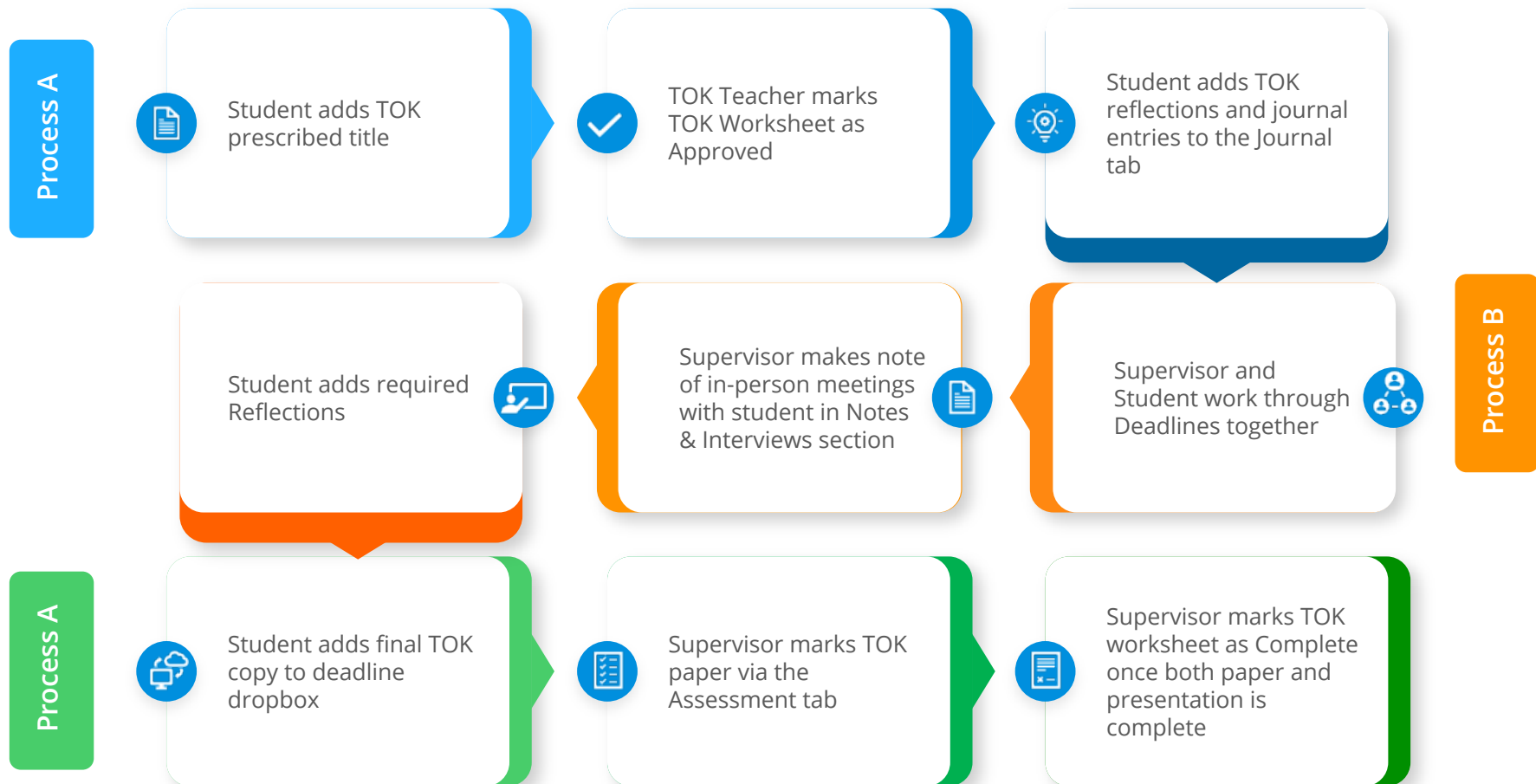
Sharon Arese
m: +852 9201 8021
sharon@eduvo.com

LINKS



The Recommended Theory of Knowledge Paper Process

Administrator adds TOK classroom (A, C)
Students and teachers may use the year group otherwise (B)



The Theory of Knowledge paper can be managed in the same way as the Extended Essay paper. Add deadlines, to-dos, keep track of interviews, and generate the Planning and Progress Form!



Reviewing the Theory of Knowledge Presentation

Group Members

Students can add their fellow group members and upload their presentation documents.

Students can fill out the presentation planning form, and it will export to the official IB PPD PDF.

Presenters	Teacher
9.0	-
Total	9.0

Assessment
Chloe Epelbaum
Do(es) the presenter(s) succeed in showing how TOK concepts can have practical application?

Level 5 (0-10) | Level 4 (0-7) | Level 3 (0-5) | Level 2 (0-3) | Level 1 (0-1) | 0

10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0

Please note that participants in a group presentation must be given the same marks. If individuals are awarded different marks, an average will appear on the PPD.

Comment

This presentation has a clearly focused knowledge question that is connected to a specified real-life situation, the artwork 'My Bed' by Tracey Emin. The presentation is organised in a coherent manner and makes some pertinent observations regarding the definition of art, using correct and relevant TOK terminology at times. The knowledge question is explored in the context of the real-life situation, using some adequate arguments, although few additional knowledge questions are generated as a result of her exploration of the topic. There is limited awareness of the significance of the outcomes of the analysis with no explicit link to the real life significance of the conclusions she has made.

Save Changes or Cancel

Jessica Howard
Do(es) the presenter(s) succeed in showing how TOK concepts can have practical application?

Level 5 (0-10) | Level 4 (0-7) | Level 3 (0-5) | Level 2 (0-3) | Level 1 (0-1) | 0

10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0

Please note that participants in a group presentation must be given the same marks. If individuals are awarded different marks, an average will appear on the PPD.

Comment

Jessica composed some strong arguments in relation to this Topic, it was a nice transition with Jessica focusing on the against side of the argument. Jessica continued the relevant use of TOK language and terminology and was able to smartly give real life examples to present her case. My major piece of feedback relates to sticking to the time requirements, Jessica ran well over the allocated time and I felt the points put forward at times could have been more concise.

Save Changes or Cancel

Assessment

The Theory of Knowledge teacher can assess both group members via the Presentation tab. The marks will export to the PPD PDF.



Register Students for Their IB Exams With One Click (A, B, C)

Key Benefits of using ManageBac:

- ✓ Students can see and even help add their own personal information
- ✓ Quickly see who still needs to have information added
- ✓ A one-click registration process once student details are in the system
- ✓ Create easy-to-follow exam calendars based on student registrations
- ✓ Invoice parents using our Export to PDF option (A)

The screenshot displays the ManageBac interface for an IB DP Class of 2019 (DP 2). The main content area shows the profile for Chloe Epelbaum, categorized as an 'Anticipated Candidate'. The profile is divided into two main sections: 'Candidate Personal Info' and 'Subjects & Levels'.

Candidate Personal Info:

First Name	Chloe	1st Nationality	American (United States) US
Last Name	Epelbaum	2nd Nationality	French (France) FR
Preferred Name	-	E-mail	chloe@eduvo.com
Date of Birth	April 01, 2000	Candidate Session Number	001001-1001
Gender	Female	Spoken Language	English
1st Language	English		
2nd Language	French	English Proficiency	Fluent
Student ID	2018104		

Subjects & Levels:

IB Group	DP 1 Subject	Level	DP 2 Subject	Level	Subject Fee
Language and literature	English (Literature)	SL	English (Literature)	SL	\$108
Language acquisition	Chinese (B) Anticipated Exam	SL	Chinese (B)	SL	\$108
Individuals & Societies	Geography	HL	Business Management	HL	\$108
Sciences	Biology	HL	Chemistry	HL	\$108
Mathematics	Mathematics	SL	Mathematical Studies	SL	\$108
Arts	Visual Arts	HL	Philosophy	HL	\$108

The right-hand sidebar contains various action buttons and information sections, including 'ACTIONS' (Lock Worksheet, Send Email Reminder, Exams Calendar, Export to PDF), 'STUDENT INFO' (Chloe Epelbaum, Sharon Aress), 'HOMEROOM INFO' (Sharon Aress), and 'IBIS DETAILS' (IBIS Personal Code, Candidate Session Number, PIN). An 'IMPORTANT NOTE' at the bottom of the sidebar states: 'Self-taught subjects and other special request registrations must be made directly to the IBIS help desk. Although subjects can be indicated on the Plan worksheets, ManageBac is unable to automate and confirm these registrations.'



Direct Integration with IB eCoursework

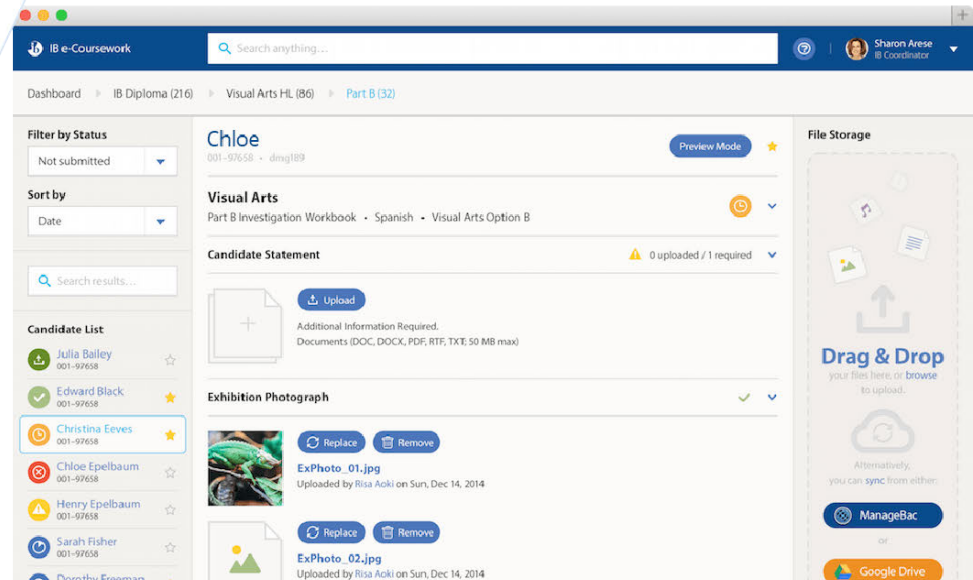
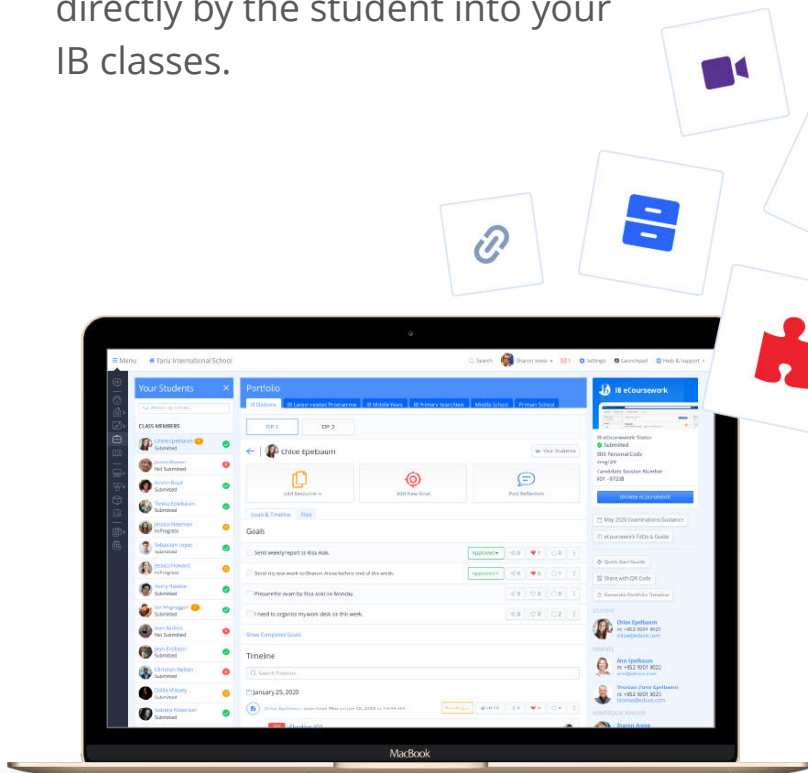
Student work uploaded into ManageBac Portfolios can be drag and dropped into IB eCoursework by the **IB Coordinator**, Teacher or Student.

Schools A, C

Work can be found in the Portfolio after it is added directly by the student into your IB classes.

School B

Student work may be uploaded into the Portfolio directly via the Portfolio tab on ManageBac.



Uploading Work Directly to Student Portfolios (B)

Step 1:
Search by Student Name.

Step 2:
Add Resources:
Files Website Links
Videos Photos.

At-a-glance status of each student's Portfolio submissions.

Track new submissions.

The screenshot displays the ManageBac interface for a teacher named Sharon Arese. On the left, a 'Your Students' sidebar lists class members with their submission status (Submitted, Not Submitted, In Progress). The main area shows the 'Portfolio' for student Chloe Epelbaum, with tabs for 'Goals & Timeline' and 'Files'. A 'Pending' status is highlighted for a submission. On the right, an 'IB eCoursework' panel provides navigation to eCoursework resources, including a 'Browse eCoursework' button and links to 'May 2020 Examinations Guidance' and 'eCoursework FAQs & Guide'. A modal window for 'IB eCoursework' is open, showing options to tag the submission with a 'Subject Group' (Studies in Language and Literature) and a 'Subject' (Language A: Language & Literature).

Reference Student candidate information.

Direct navigation to IB eCoursework.

Review latest IB guidance and deadlines.

Browse FAQs, Help tutorials and videos.

Best practice tips for the ManageBac Portfolio.

Step 3: Tag Group and Subject, with automated submission requirements.



A Review of IB Diploma Pro Features

For Schools A and C

Handling Internal Assessments on ManageBac: *Groups 1 + 2*

Use our HTML5 audio recorder to record students directly from your browser!

For Group 1, works can be added from the roster of the Orals tab. Select the work used for each student on their worksheet.

For Group 1, include your guiding questions here.

Add final scores for each student within their Oral worksheet, and include overall comments at the bottom of the page.

When you're ready to submit to IB eCoursework, export your required information here. It will download onto your computer and be ready for upload to the eCoursework page.

The orals themselves will automatically populate into student Portfolios, and be ready to drag and drop into IB eCoursework from there.

For best practice, we recommend recording using a wired, strong internet connection. We also recommend recording with an offline device simultaneously in case of an electrical or internet outage at your school.



Handling Internal Assessments on ManageBac: *Group 4*

IB DP Biology (DP 2)

Overview | Tasks & Units | **Internal Assessment** | Gradebook | Attendance | Messages | Calendar | Files

Members

Practical Activities | Individual Investigations | Group 4 Projects

OCT 21 10 hrs HL SL Investigation Friday at 10:00 PM

Progress

Student name	Title	PE	EX	A	EV	C	Total	Comment
James Bowen SL	How well do plants grow in an antagonistic environment versus an environment where they are exposed to common soothing music?	1	5	4	5	3	18	

ACTIONS

Configure Individual Investigation

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Track your students' Individual Investigations via the Internal Assessment tab. Click **Configure Individual Investigation** to begin. Students will add their own topics, and can upload directly to the Investigation dropdown. Once done, you can grade students using the **Gradebook** tab.

ManageBac will keep track of your Internal Assessment progress charts for each student's Practical Activities. Students can also add their Group 4 project title and statement, which can be exported to the official ICCS form via the **Group 4 Projects** tab.

IB DP Biology (DP 2)

Overview | Tasks & Units | **Internal Assessment** | Gradebook | Attendance | Messages | Calendar | Files | Members

STUDENT INFO

Chloe Epelbaum
chloe@eduvo.com

GROUP 4 PROJECT

Title

How does the proportion of oil and lye in

Reflective Statement

My group wanted to make our own liquid soap using lavender oil and lye.

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Internal Assessment

Progress Chart

Activity	PE	EX	A	EV	C
Estimating Population Sizes Using Different Methods	2	5	4	5	3
Identification of Carbohydrates & Proteins	2	6	4	5	3
Estimating Snail Populations	2	6	4	5	3

Individual Investigation

OCT 21 24 / 24 10 hrs HL SL Investigation Friday at 10:00 PM

Personal engagement 2 / 2

Exploration 6 / 6



Handling Internal Assessments on ManageBac: *Group 6*

Track your interactions for each student via the Interactions tab. Add comments for each section, and either leave student comments blank (for students to fill in on their own), or add the pre-existing student comments to ManageBac.

All information can then be exported into the official IB Coursework Authentication form.

The screenshot shows the 'Add New Interaction' form in the ManageBac interface. The form is titled 'IB DP Visual Arts (DP 2)' and has a navigation bar with tabs: Overview, Tasks & Units, Interactions (selected), Gradebook, Attendance, Messages, Calendar, Files, and Members. The form fields include: Section (dropdown menu with 'Section A: Comparative study'), Phase (dropdown menu with 'Inquiry'), Title (text input field), Date & Time (calendar icon, date 'September 18, 2018', and time '05 PM : 00'), Teacher (dropdown menu with 'Risa Aoki'), Comment (large text area with a character count: 'The recommended length of this field is 440 characters. 440 available.'), and Student's Comment (text area). At the bottom right, there are buttons for 'Add Interaction' and 'or Cancel'.

The screenshot shows the 'Interactions' tab in the ManageBac interface. The page title is 'IB DP Visual Arts (DP 2)'. The navigation bar includes tabs: Overview, Tasks & Units, Interactions (selected), Gradebook, Attendance, Messages, Calendar, Files, and Members. The main content area shows the Teacher 'Risa Aoki' and the Section 'Section A: Comparative study'. A calendar icon indicates the date 'SEP 18' and time '5:00 PM'. The interaction is labeled 'Internal Interaction' with the comment 'Nice job, Chloe!' and the student's response 'Thanks Mrs. Aoki!'. On the right side, there is a 'STUDENT INFO' section for 'Chloe Epelbaum' with the email 'chloe@eduvo.com'. A red circle highlights the 'Coursework Authentication Form' link in the top right corner.



Adding Non-IA Tasks: *School A*

The Due Date will add the task to the calendar for students and parents, and they will be able to see all **Details** written in the open-ended text box.

Save the task as a draft if you wish to hide it from student and parent view.

Enable Dropbox to allow students to upload work directly to the task.

Enabling Turnitin and Google Docs will be discussed on page ADD PAGE NUMBER in this guide.

The screenshot shows the 'Edit Task' page for 'IB DP English A Literature (DP 2)'. The 'Name' field contains 'Read a Selected Short Story by Anton Chekhov'. The 'Category' dropdown is set to 'Homework'. The 'Unit' is 'Short Stories - Concepts, Interpretati...'. The 'Levels' are 'HL' and 'SL'. The 'Formative' radio button is selected. The 'Max points' is '10'. The 'Due Date' is 'September 28, 2018' at '09 AM : 00'. The 'Details' text box contains the instruction: 'Write a one paragraph reflection on a story of your choice. Please consult pp. 43-99 in your anthology.' Below this are sections for 'Task Templates' (Google Docs Coursework Submission), 'Advanced Assessment Options' (Dropbox Coursework Submission and Turnitin Feedback Studio), and 'Resources' (Attach Files and Link Unit Resources).

Include the name and category of your task. Categories can be customised by class.

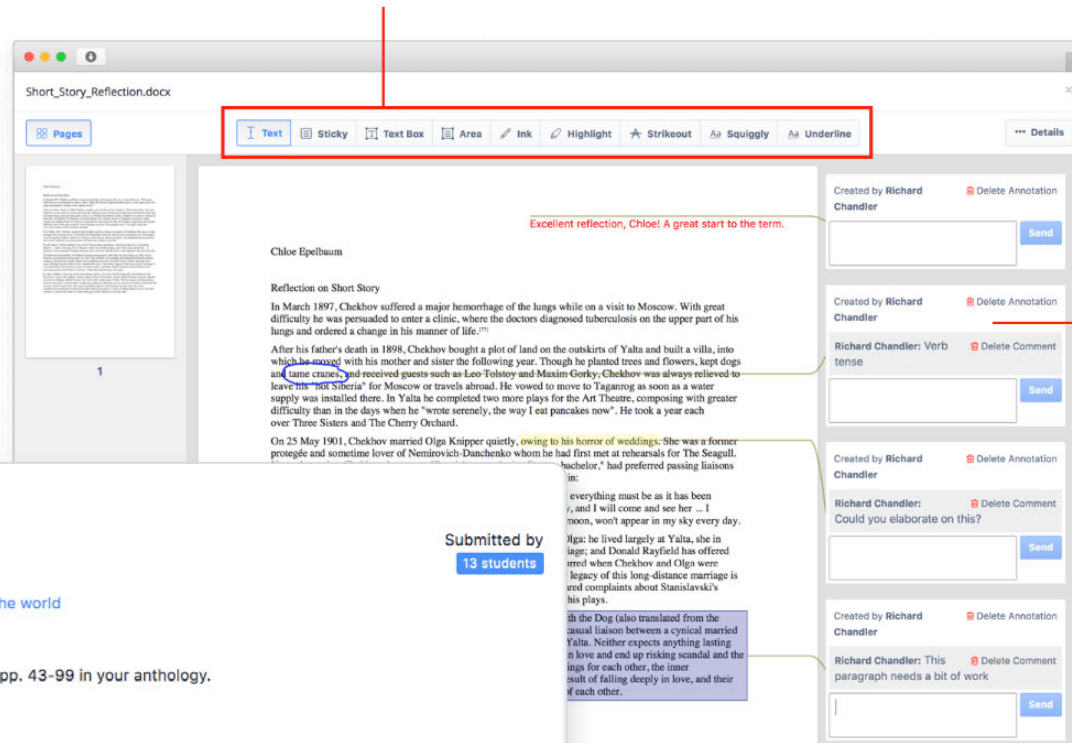
Include whether the task is summative or formative, and if you wish to grade by points or comments.



Reading and Reviewing Uploaded Student Work: Schools A, C

Via the **Task Dropbox**, click on the comment icon to open our **Vantage Reader** portal – ManageBac’s annotation service.

Choose from variety of annotation types and place them anywhere on the document.



Comments made by multiple authors (students and teachers) are easily visible.

Task
 SEP 28 Read a Selected Short Story by Anton Chekhov
 HL Summative Homework Friday at 9:00 AM
 Short Stories - Concepts, interpretations, and experiences of the world

Details
 Write a one paragraph reflection on a story of your choice. Please consult pp. 43-99 in your anthology.

Dropbox
 6 students out of 6 have submitted files.
[Prepare all files as ZIP](#)

Status	Name	Files	Turnitin Similarity Index	Download
EARLY	Epelbaum, Chloe	Chloe_Epelbaum_Essay.docx	0%	
EARLY	Howard, Jessica	Howard_Essay.docx	0%	
EARLY	McGreggor, Ian	McGregorg_Essay.docx	0%	
EARLY	Sinoette, Wilma	Sinoette_Essay.docx	0%	

Submitted by 13 students



Assessing Non-IA Tasks: *School A*

Flip between tasks and term grades to see individual assessments and the overall average.

Click on the task you wish to grade at the top of the page.

Provide students with a score and/or comment. They will be able to see this information from their student portal.

The screenshot displays the teacher interface for IB DP English A Literature (DP 2). At the top, there are navigation tabs: Overview, Tasks & Units, Orals, Gradebook, Attendance, Messages, Calendar, Files, and Members. Below these are two sub-tabs: Tasks and Term Grades. The 'Tasks' section shows a list of tasks for the current term (August 2018 - June 2019). One task, 'Read a Selected Short Story by Kate Chopin', is selected. The 'Details' section shows the task description: 'Write a one paragraph reflection'. Below this is a table of student grades and comments. The 'TASK CATEGORIES' section on the right lists categories and their weights: Homework (5%), Essay (20%), Quiz (15%), Test (15%), Exam (20%), Paper (20%), and Video (5%).

Student	Score (out of 10) / Grade	Comment
Epelbaum, Chloe	10 / 7 or N/A	You picked a good short story to read, and your analysis during class was thoughtful and well reasoned. Well done!
Howard, Jessica	9 / 6 or N/A	Your analysis of your story during class was well done and showed clear grasp of the source material, although you picked an easier

Email students and parents once you wish for them to log in to view their assessment.

Edit your categories and adjust weighting by class. Click on the **Pencil** icon to make adjustments.



Creating IB Diploma Unit Plans: *School A, C*

The screenshot displays the 'IB DP English A Literature (DP 2)' interface. At the top, there are navigation tabs: Overview, Tasks & Units, Orals, Gradebook, Attendance, Messages, Calendar, Files, and Members. The current view is 'Units Roster'. The main content area shows a unit summary for 'Short Stories - Concepts, interpretations, and experiences of the world'. This unit is marked as 'HL' and 'Current Unit'. It is shared across 'DP 1, DP 2' and has a duration of '12 weeks'. The start date is 'Week 1, August'. A progress indicator shows '6 of 12 weeks' completed. The unit description states: 'In class we will be discussing the short story art form. What makes a story short? What qualifies as a novel, a novella, and a short story? How can this particular medium be used for greatest impact?'. Below this is the 'Inquiry & Purpose' section, which includes 'Transfer goals' and 'Essential Understandings'. The goal is: 'Students will understand that the art form of brevity and conciseness can have just as big an impact as longer-form writing when it comes to conveying big ideas, and will apply this to their own work.' The essential understandings are: 'The art form of the short story can inform our own actions and provide insights for us as we seek knowledge about the world and our place in it.' and 'This art form is particular. The insights it provides are consequently particularly effective and affective.' On the right side, there are action buttons: 'Edit Unit', 'Delete Unit', and 'Generate PDF Planner'. There is also a checkbox for 'Include reflections from previous years?'. Below these are 'LAST UPDATED' information (by Sharon Arese on Wednesday, Sep 19, 2018 at 2:48 AM) and 'AUTHORS' (Sharon Arese and Risa Aoki).

IB DP English A Literature (DP 2)

Overview | Tasks & Units | Orals | Gradebook | Attendance | Messages | Calendar | Files | Members

← | Units Roster Unit Outline

Summary

Short Stories - Concepts, interpretations, and experiences of the world

HL Current Unit

Subject	Shared Grades	Start Date	Duration
English (Literature)	DP 1, DP 2	Week 1, August	12 weeks

Unit description

In class we will be discussing the short story art form. What makes a story short? What qualifies as a novel, a novella, and a short story? How can this particular medium be used for greatest impact?

Inquiry & Purpose

Transfer goals

Goal: Students will understand that the art form of brevity and conciseness can have just as big an impact as longer-form writing when it comes to conveying big ideas, and will apply this to their own work.

Essential Understandings

- The art form of the short story can inform our own actions and provide insights for us as we seek knowledge about the world and our place in it.
- This art form is particular. The insights it provides are consequently particularly effective and affective.

6 of 12 weeks

Edit Unit
Delete Unit
Generate PDF Planner

Include reflections from previous years?

LAST UPDATED
by Sharon Arese on Wednesday, Sep 19, 2018 at 2:48 AM

AUTHORS

Sharon Arese
sharon@eduvo.com

Risa Aoki
risa@eduvo.com

Edit Section

?





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 options on page 45.
- ✓ Each year, we recommend on-boarding new IB Diploma students to ManageBac with an in-person information session, or a personalised 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.



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 personalised 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, IB 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.



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> <p>Performance in 2019:</p> <ul style="list-style-type: none">✓ 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](#)
- [Configuring your Middle Years Settings](#)
- [Diploma Implementation Guide](#)
- [Creating DP Unit Plans](#)
- [Marking a Points-based Task and submitting Term Grades](#)
- [Navigating ManageBac as a Parent](#)
- [Navigating ManageBac as a Student](#)

ManageBac Support:

For assistance with your schools account

- **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

Resource Library:

DP Trailblazer posters



Discover the possibilities



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



Faria
Education
Group



+1 866 297 7022



+852 8175 8152



+44 208 133 7489



+61 2 8006 2335



400 009 9225