



Getting Started with ManageBac

For the IB Middle Years Programme

managebac.com/ib-myp

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Your IB MYP Subscription

*An overview of your IB MYP
ManageBac Subscription*

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 IB MIDDLE YEARS PROGRAMME

- Instantly see where your students stand with the MYP core (SA, CP, PP)
- Build on collaborative planners set to BQC requirements
- Improve school-to-home communication with students & parents.
- Track your students' assessments & MYP criteria.



What's involved in the IB Middle Years Subscription?



Collaboratively plan your curriculum using built-in IB MYP unit planners, and customise those planners with more template and standard and benchmark options to match your school's needs.



Streamline assessment and reporting with built-in MYP criteria and grade boundaries.



Manage the Personal and Community Projects from initial proposal to assessment.



Track your students Service as Action activities throughout their time in the MYP.



Improve school-to-home communication with students & parents.





Account Setup

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


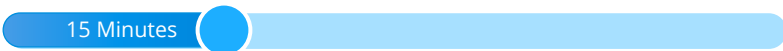
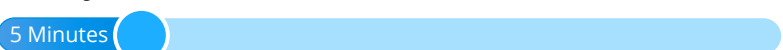



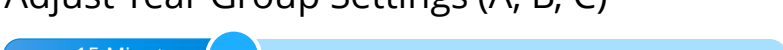


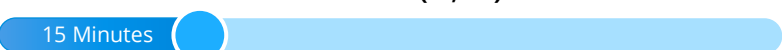
Common Implementation Types

<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 Best Fit Judgment grading and the MYP criteria system ✓ Your unit planning uses the IB MYP templates exclusively 	<p>Recommended Set-Up: The Immediate Implementation</p> <ul style="list-style-type: none"> - Add all students, teachers and parents - Create classes that match your school's timetable - Use our unit planner templates to create units - Track all IB PP, CP and SA requirements in our year groups - Start adding and grading tasks in our system
<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 or LMS by your district ✓ You need a place where students can learn how to track their projects and SA ✓ Your teachers need a way to mesh your IB MYP units with your national, state or provincial requirements 	<p>Recommended Set-Up: The Simple Set-Up</p> <ul style="list-style-type: none"> - Add all students and teachers - Track IB project and SA requirements in our year groups - Create one class per subject and grade level to build unit plans collaboratively with your teachers - Import your non-IB standards and benchmarks, and customise your unit templates to suit your school
<p>School C</p>	<ul style="list-style-type: none"> ✓ You're a new school or IB programme ✓ You plan on gradually introducing your school community to the MYP 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 	<p>Recommended Set-Up: The Gradual Introduction</p> <ul style="list-style-type: none"> - Add all students, and teachers initially. Add parents at the beginning of next academic year. - Create classes that match your school timetable - Use our unit planner templates to create units with IB MYP and non-IB standards built in - Track all IB requirements in our year groups



Account Setup

Follow the Steps Below to Get Started

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 MYP 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)

8. Add IB Classes (A, B, C)

9. Assign students to classes (A, C)

10. Add Non-IB standards (B, 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***



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

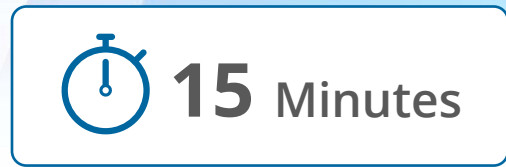
Proceed to review or Cancel

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 SA for the first time.

Terminology

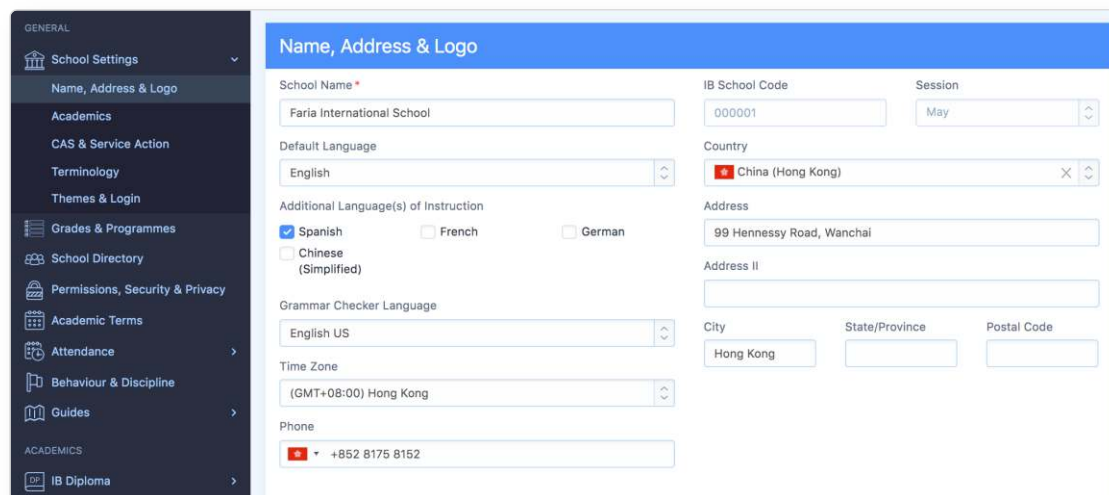
- ✓ Change what advisors are called to match your school.

Themes & Login

- ✓ What login screen do you want users to see?
What colours do you want ManageBac in?

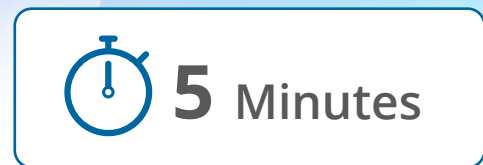
Grades & Programmes

- ✓ Customise your grade level terms.



Setting Up Your ManageBac Account

3 [Add your Academic Terms.](#)



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**.

A screenshot of the ManageBac 'Academic Terms' configuration page. The page has a blue header with the title 'Academic Terms' and a menu icon. Below the header is a grid of program and level filters. The main content area is titled 'Setting Academic Terms & Exams' and includes a descriptive paragraph. It lists two academic years: 'August 2020 – June 2021' and 'August 2019 – June 2020'. Each year is broken down into 'Term 1' (green bar) and 'Term 2' (blue bar) with their respective dates. An 'Edit' button is next to each year. On the right side of the page, a red-bordered button labeled 'Configure New Academic Year' is visible.

Setting Up Your ManageBac Account

4 Select your IB Middle Years Subjects.

 **15-30** Minutes

Via the **IB Middle Years** 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 create classes and have the correct curriculum and MYP assessment options appear.

Options & Levels

Subjects | Options & Levels

Language acquisition						
Chinese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Japanese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

or

For your IB MYP language courses, ensure you're selecting the correct phases – the phases you select will be the ones available for your classes. Language Acquisition units will be shared across all classes of the same subject, grade level and phase.



Setting Up Your ManageBac Account

5 Assign students to their Homeroom, Personal and Community Project, and SA 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



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.

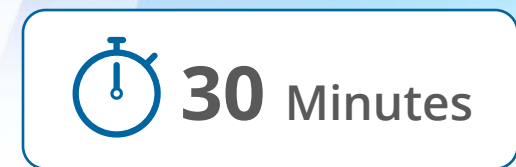
Name	Student ID	Joined At	Last Accessed	
Epelbaum, Rachel	#2020119	August 5, 2014	Sep 19, 2018 at 12:22 AM	Remove From Group
Hayward, James	#2020109	August 5, 2014	Sep 18, 2018 at 11:48 PM	Remove From Group
Koolhaas, Wesley	#2020124	August 5, 2014	Never	Remove From Group

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

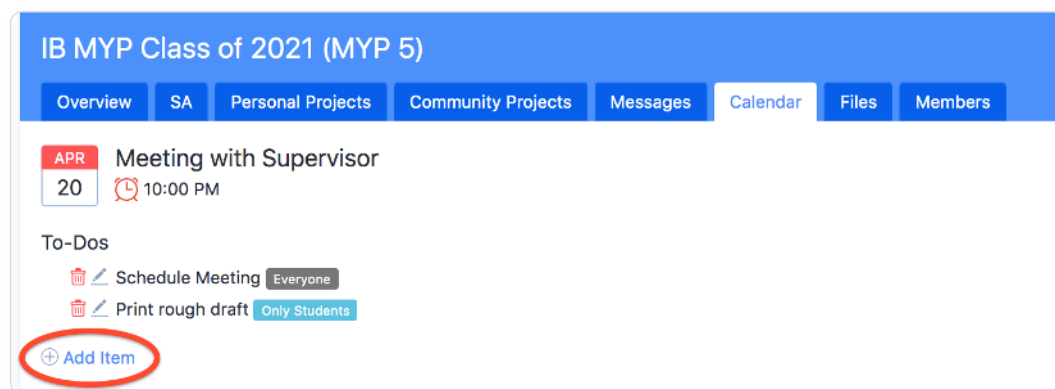


Setting Up Your ManageBac Account

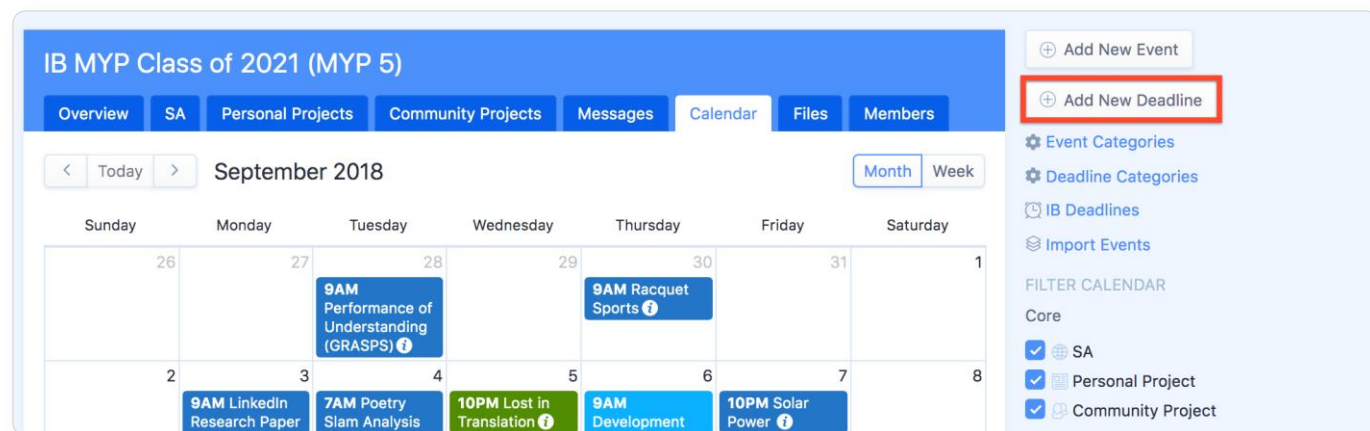
6 [Add your IB dates and deadlines to the Calendar.](#)



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 the **Personal and Community Projects**, 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 PP and CP worksheets!



Once you've assigned a deadline to the Personal or Community Project, you can add To-Dos to them, which will be visible within the student worksheets!

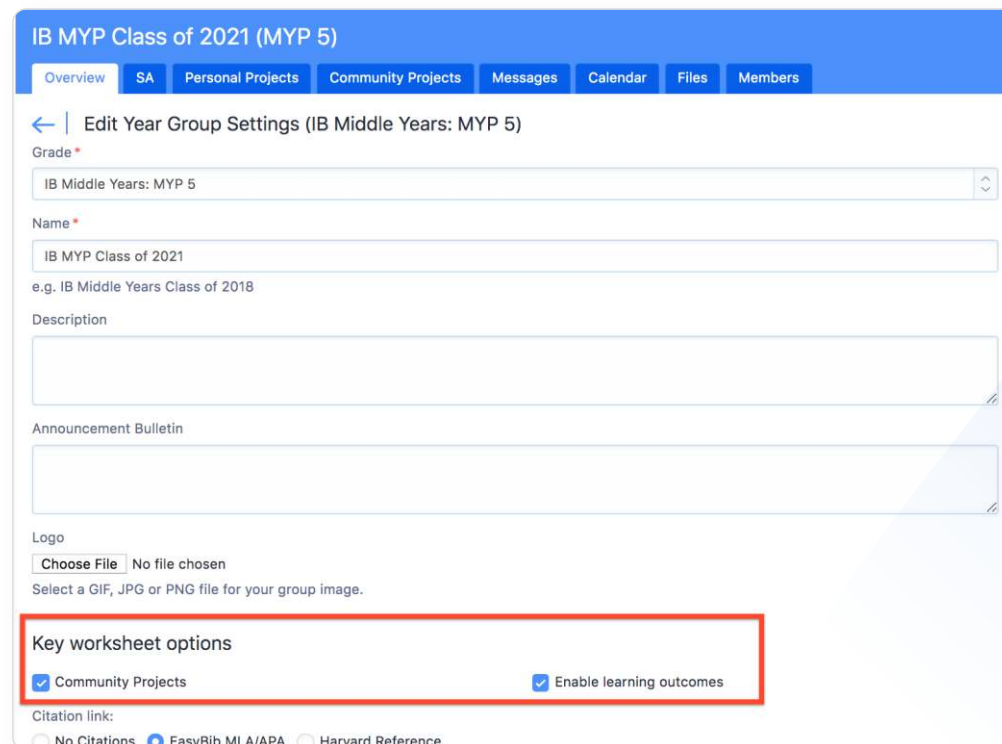


Setting Up Your ManageBac Account

7 Adjust Year Group Settings as needed.

 **15** Minutes

Via **Overview > Year Group Settings**, you can turn on and off your Community Project worksheets for each year group.



IB MYP Class of 2021 (MYP 5)

Overview SA Personal Projects Community Projects Messages Calendar Files Members

← | Edit Year Group Settings (IB Middle Years: MYP 5)

Grade *

IB Middle Years: MYP 5

Name *

IB MYP Class of 2021

e.g. IB Middle Years Class of 2018

Description

Announcement Bulletin

Logo

Choose File No file chosen

Select a GIF, JPG or PNG file for your group image.

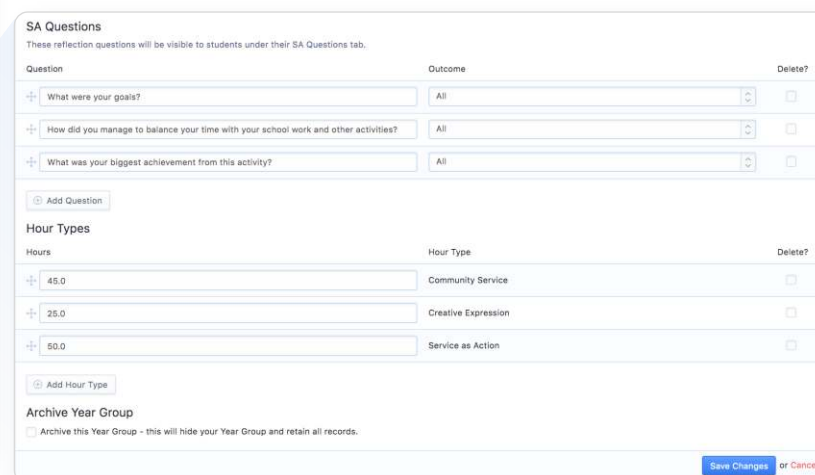
Key worksheet options

Community Projects Enable learning outcomes

Citation link:

No Citations EasyBib MLA/APA Harvard Reference

You can also add custom SA Questions and Hours that all students must answer and select when adding Service as Action activities, linked to specific or all learning outcomes.



SA Questions

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

Question	Outcome	Delete?
+ What were your goals?	All	<input type="checkbox"/>
+ How did you manage to balance your time with your school work and other activities?	All	<input type="checkbox"/>
+ What was your biggest achievement from this activity?	All	<input type="checkbox"/>

Add Question

Hour Types

Hours	Hour Type	Delete?
+ 45.0	Community Service	<input type="checkbox"/>
+ 25.0	Creative Expression	<input type="checkbox"/>
+ 50.0	Service as Action	<input type="checkbox"/>

Add Hour Type

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

8 Add IB 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**.



The screenshot shows the 'Classes' management interface. At the top right, there is a menu with options: 'Add New Class', 'Import Classes' (circled in red), 'Manage Classes', 'Subject Resources', 'Bulk Assign Students', 'Bulk Assign Teachers', 'Lock Classes', 'Export Filtered classes to Excel', 'Transition Classes', and 'Programme of Inquiry'. The main content area has a search bar labeled 'Search Class by name, description or class ID' and a filter dropdown set to 'All Classes'. Below the search bar, two class entries are visible: 'Design (MYP 5)' with 5 students and 'Economics (MYP 5)' with 6 students. Each entry has a 'Join' button and a 'Leave' button.

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.

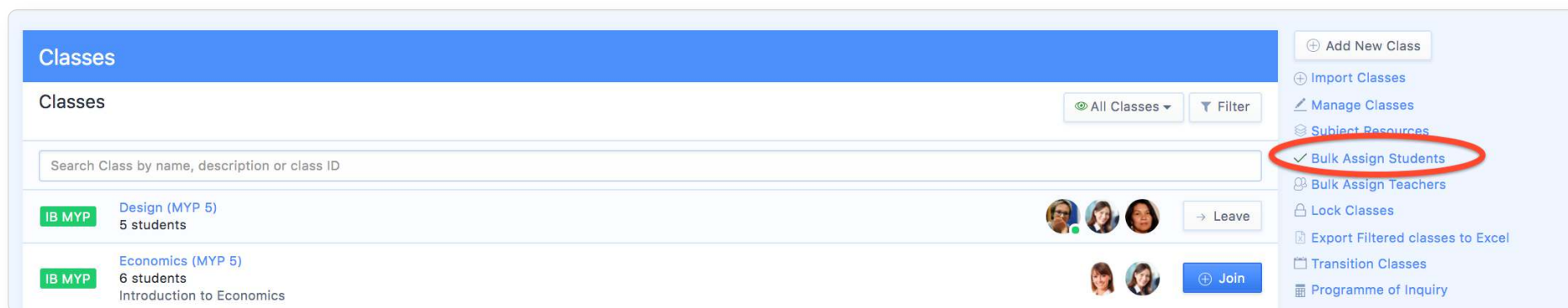
Step 1: Click **Download our CSV template**

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 'Classes' management interface. On the right side, there is a vertical menu with several options. The option 'Bulk Assign Students' is highlighted with a red circle. Other options include 'Add New Class', 'Import Classes', 'Manage Classes', 'Subject Resources', 'Bulk Assign Teachers', 'Lock Classes', 'Export Filtered classes to Excel', 'Transition Classes', and 'Programme of Inquiry'. The main area shows a list of classes, including 'Design (MYP 5)' and 'Economics (MYP 5)'. A search bar is located above the class list.

Setting Up Your ManageBac Account

10 Add non-IB standards and benchmarks.

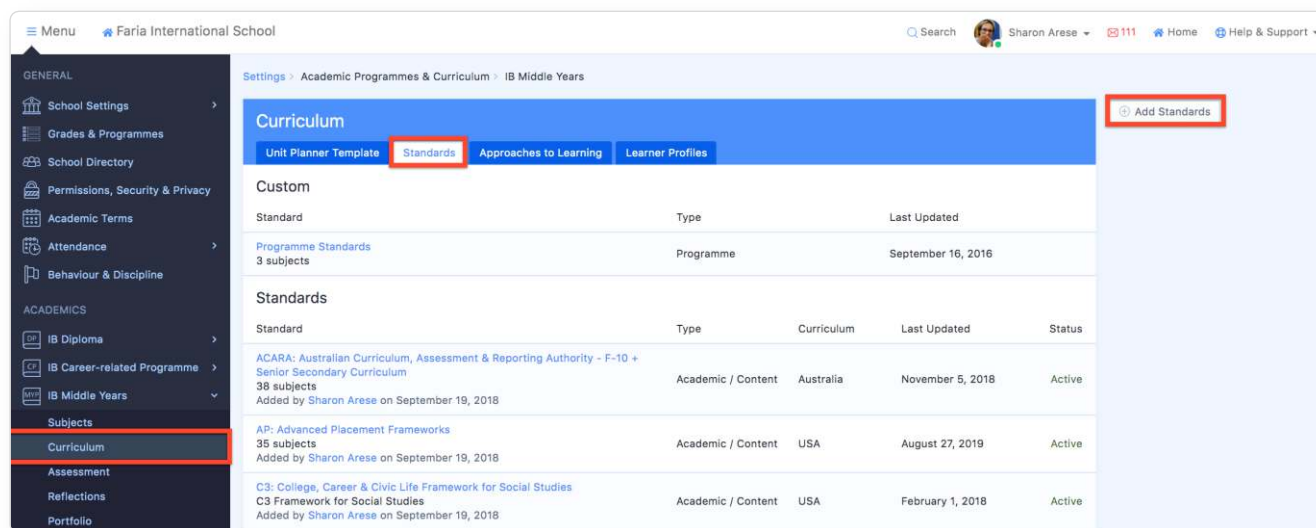
 **15** Minutes

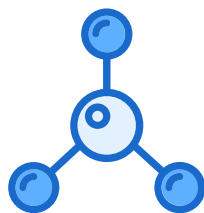
If your school uses non-IB standards and benchmarks in tandem with your IB syllabus, you can create unit plans on ManageBac that include both options. First, however, you must add your standards to the system.

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

Search for the Standards you wish to add via the **Add Standards** button.

If there is a **Request** button instead of **Add** next to the Standards you want, this indicates copyright permission is required. Request the standards and our data team will get in touch with the organisation for you to seek permission!





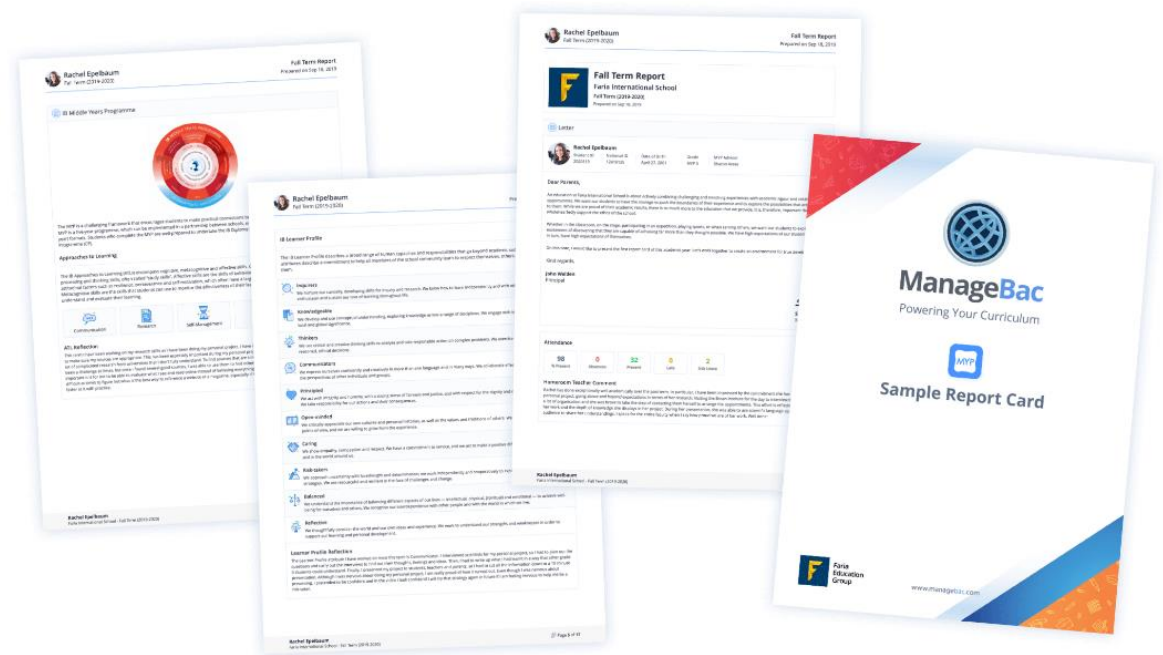
Integration and Module Options

Seamlessly link ManageBac into your school's existing products and processes using our highlighted integration and additional module features!

ManageBac Report Cards

Generate streamlined report cards with one click of a button to send to parents and students.

Report cards can include a customisable cover letter with signature, learner profile, ATL skills evaluation, overall progress including homeroom advisory comments and attendance, extra-curricular activities and final grade descriptions. Generate reports individually or in bulk as print-ready PDFs which can also be distributed to securely to parents and students online with optional email notifications.



ManageBac Attendance

Make ManageBac your all-in-one solution by adding and tracking Attendance on our platform.

Teachers record class attendance based on the configured preferences (i.e. weekdays and rotation-based, categories, days off). Admins can manage attendance by student, class, or curriculum and set daily digests, send reminders to teachers, and absences to parents. Attendance can be tracked via web browser or via the ManageBac app on mobile and tablet.

Allow parents to easily and quickly submit Attendance Excusals via their Parent Portal, and see their child's daily attendance in their timetable.

The screenshot shows the 'Attendance' page for Rachel at Faria International School. The left sidebar has 'Attendance' highlighted. The main content area shows a table of attendance for September 19, 2018. A 'Submit Attendance Excusal' button is visible in the top right corner.

Class	Wed, Sep 19	Thu, Sep 20	Fri, Sep 21	Mon, Sep 24	Tue, Sep 25
Homeroom	LATE				
IB DP English A Literature (DP 2)	P6: PRESENT				
IB DP English A Literature HL (DP 1)					
IB DP Chinese B (DP 2)	P4: PRESENT				
IB DP History HL (DP 2) 1					
IB DP Biology (DP 2)					
IB DP Mathematics SL (DP 2)					
IB DP Visual Arts (DP 2)	P1: ABSENT				

The screenshot shows the 'IB MYP Physical Education (MYP 5)' page in the Parent Portal. The 'Attendance' tab is selected. The student is Rachel Epelbaum. The attendance record for Wednesday, September 19, 2018, shows Period 6 with a 'P' (Present) status.

Student	Period	A	P	L	D	F
Epelbaum, Rachel	Period: 6		P	L	D	F
Hayward, James	Period: 6		P	L	D	F
Koolhaas, Wesley	Period: 6		P	L	D	F
McAdams, Jessica	Period: 6	A	P	L	D	F
Mishra, Amita	Period: 6		P	L	D	F



Google

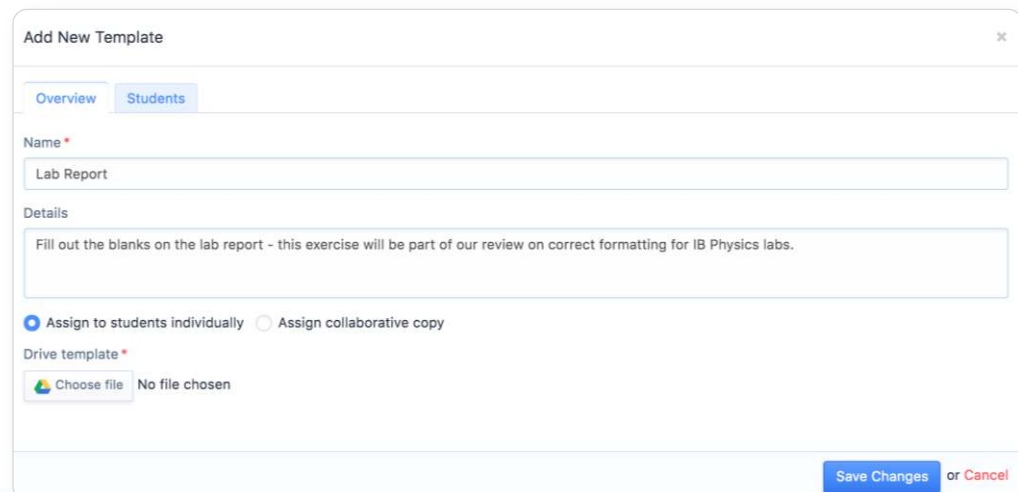
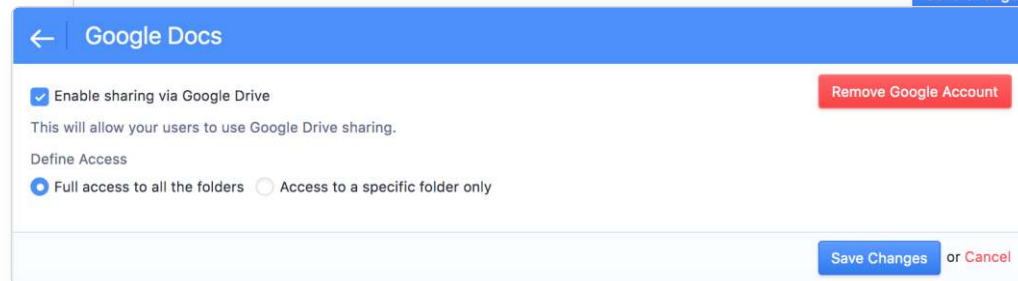
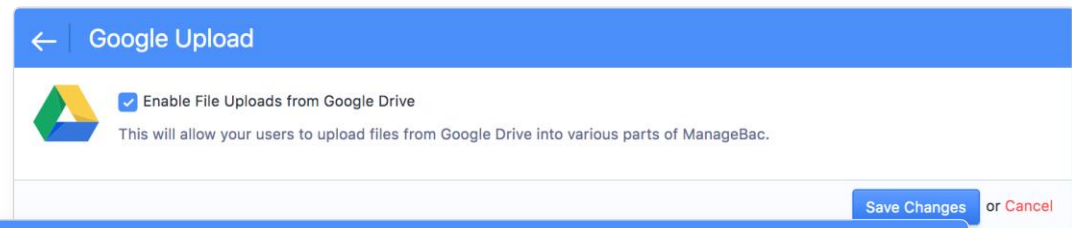
Integrate your personal Google Drive (A, B, C), and create Google Doc templates (A, C)

Via **Settings > Integrations > Partners**, Select Google Upload and enable our Google Drive integration. This will allow teachers and students to upload work directly from their personal drives.

Via the **Google Docs** integration, link a shared Google Drive accessible to all your teachers.

Teachers will then be able to add Google Doc Templates to the shared drive, and assign the templates to their students within classroom Tasks.

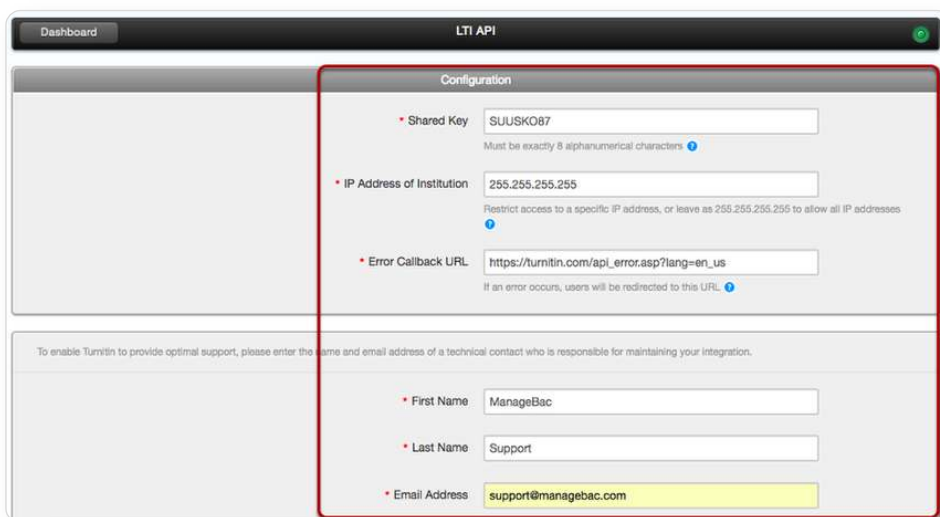
Students will be able to access the doc from within ManageBac, and submit it within the task.



Turnitin

To enable this integration, your school must have both a ManageBac and a Turnitin account already subscribed.

Via Turnitin



Dashboard LTI API

Configuration

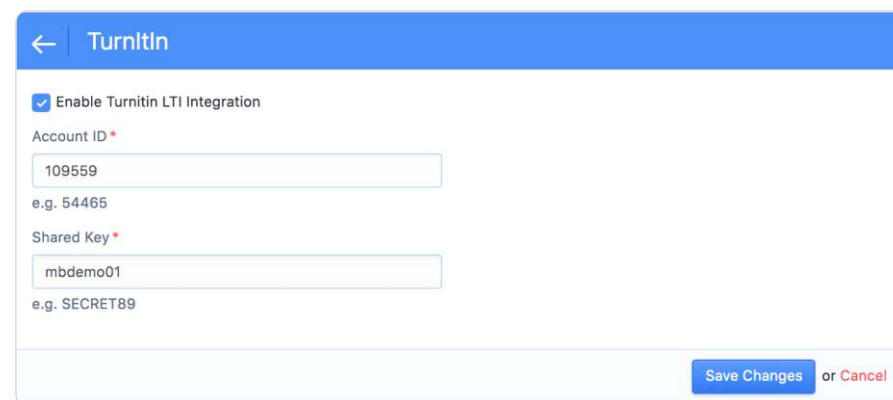
- Shared Key: SUUSKO87
Must be exactly 8 alphanumerical characters
- IP Address of Institution: 255.255.255.255
Restrict access to a specific IP address, or leave as 255.255.255.255 to allow all IP addresses
- Error Callback URL: https://turnitin.com/api_error.asp?lang=en_us
If an error occurs, users will be redirected to this URL

To enable Turnitin to provide optimal support, please enter the name and email address of a technical contact who is responsible for maintaining your integration.

- First Name: ManageBac
- Last Name: Support
- Email Address: support@managebac.com

Logged on as an administrator in Turnitin, go to your TurnItIn administrator homepage. You will see an option for **Integrations**. If you select that, you will be given a menu of possible integrations. Select **LTI API** and create a shared key. You can leave both of the other fields with the defaults in place.

Via ManageBac



Turnitin

Enable Turnitin LTI Integration

Account ID *

109559
e.g. 54465

Shared Key *

mbdemo01
e.g. SECRET89

Save Changes or Cancel

Via ManageBac, go to **Settings > Integrations > Partners > Turnitin**. Enter your school's Turnitin account ID and the Shared Key you created.



Turnitin Continued

Task
 SEP 28 Read a Selected Short Story by Anton Chekhov
 Submitted by 13 students
 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%	Download
EARLY	Howard, Jessica	Howard_Essay.docx	0%	Download
EARLY	McGreggor, Ian	McGreggor_Essay.docx	0%	Download
EARLY	Sinoette, Wilma	Sinoette_Essay.docx	0%	Download

Submit coursework to Turnitin
 Send reminder to class
 Prepare all files as ZIP
 Gradebook
Feedback Studio
 AUTHOR: Sharon Arese
 TASK HISTORY: Created: Sep 16, 2016 at 11:48 PM, Last Updated: Sep 19, 2018 at 2:08 AM

Once enabled, teachers can enable the Turnitin integration within their classroom Tasks, or year group/class deadlines, as long as a dropbox is enabled. The Similarity Index will appear within ManageBac, or click on the **Feedback Studio** button to access more Turnitin features.

Within the **Feedback Studio**, you can adjust Settings to allow multiple submissions, access the Assignment Inbox and Online Grading Report, review PeerMark Reviews, and review the Similarity Index reports in more detail.

← | Read a Selected Short Story by Anton Chekhov

Assignment Inbox | Online Grading Report | PeerMark Setup | PeerMark Reviews

Notifications | Helpdesk | Settings

Search [] Download All [v] Download Selected [v]

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Options
David Etuhu	Bailey_Essay...	798836145	Apr 12th 2017, 11:42 PM PDT	Viewed	7	100%	Options
David Etuhu	Bailey_Essay...	798835927	Apr 12th 2017, 11:41 PM PDT	Viewed	7	100%	Options
Chloe Epelbaum	Final_Version...	790581616	Mar 28th 2017, 1:47 AM PDT	Viewed	8	100%	Options
Wilma Sinoette	Sinoette_Ess...	787274447	Mar 21st 2017, 11:07 AM PDT	Viewed	8	100%	Options
Gale Roediger	Roediger_Es...	787274332	Mar 21st 2017, 11:07 AM PDT	Viewed	9	100%	Options
Veema Patel	Patel_Nama...	787274242	Mar 21st 2017, 11:07 AM PDT	Viewed	9	100%	Options



Other Partners to Consider

Explore our other integration options via Settings > Integrations > Partners. Further questions? Email us at support@managebac.com!



AssessPrep is An advanced, end-to-end cloud-based platform to help schools and students prepare for IB eAssessment. Test creation: Add different types of questions as well as videos, simulations and images. Exam delivery: The same test taking and invigilation experience as that of the IB eAssessment. Grading and Analytics: Assign marks, annotate and give feedback. Detailed criteria wise performance and reports.

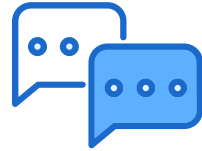


SchoolsBuddy is a multi-module solution offering extra-curricular activities management, fee payments and a parent teacher conference tool, and more.



Enable Single Sign On with either **Google, Office 365, or Azure Active Directory**





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](#).

In what languages is ManageBac available?

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





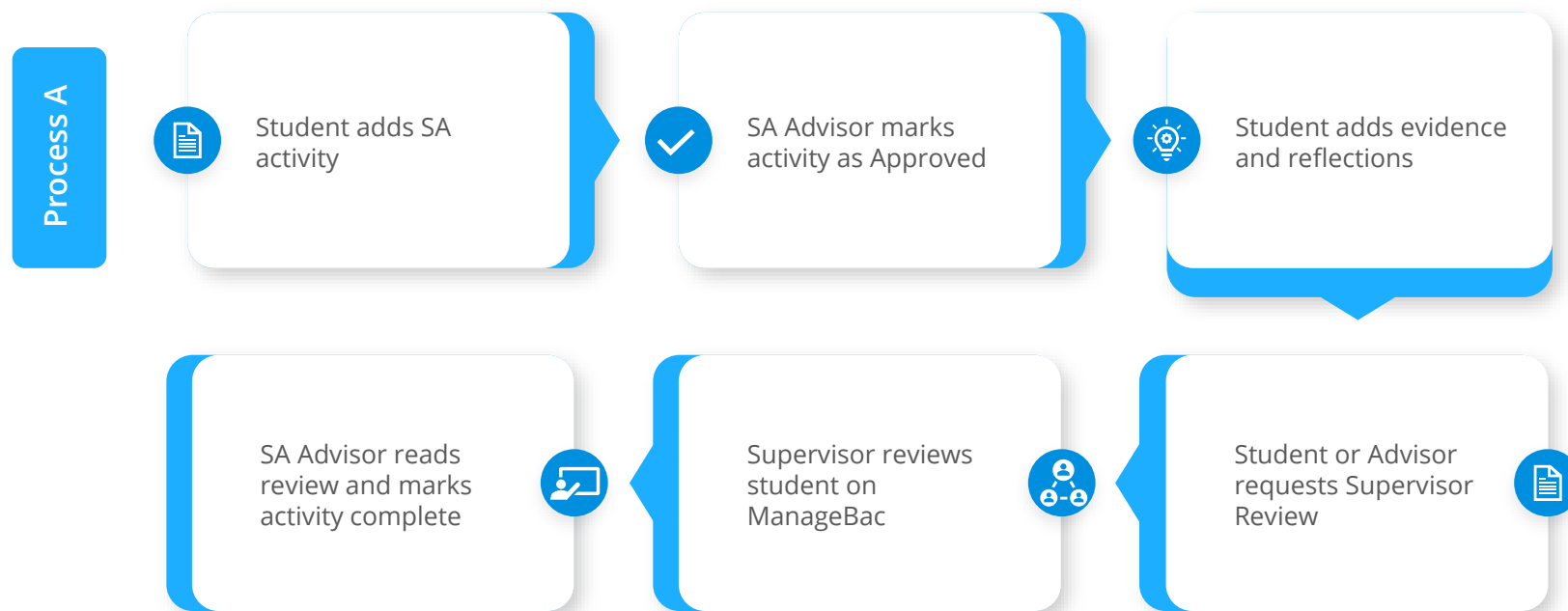
Learning to use ManageBac

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

Track Service Action easily and simply (A, B, C)

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

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



The Anatomy of a SA Worksheet

SA Activities

All listed SA activities will be organised here. You will be able to see which are marked approved, and any hours listed

Outcomes, Hours and Timeline

Each activity's registered outcomes will be tracked here. The *Timeline* will illustrate when the student did each activity, and *Hours* will track the number of hours done.

SA Documents

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

Notes & Interviews

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

The screenshot displays the ManageBac SA Worksheet for Rachel Epelbaum. The main content area lists several activities with their respective reflection counts and hours. The 'Outcomes' section shows a progress bar for various skills. The 'SA Documents' section lists uploaded files. The right sidebar provides navigation and reporting options. The 'TOTALS' section shows the following counts:

Category	CC	SA	CR
Approved	45	48	36
Completed	13	18	2

Add SA Activity

Students can add new activity here

View all Reflections and Evidence

View all activity reflections at once, and export all SA reflections to PDF

Generate Reports

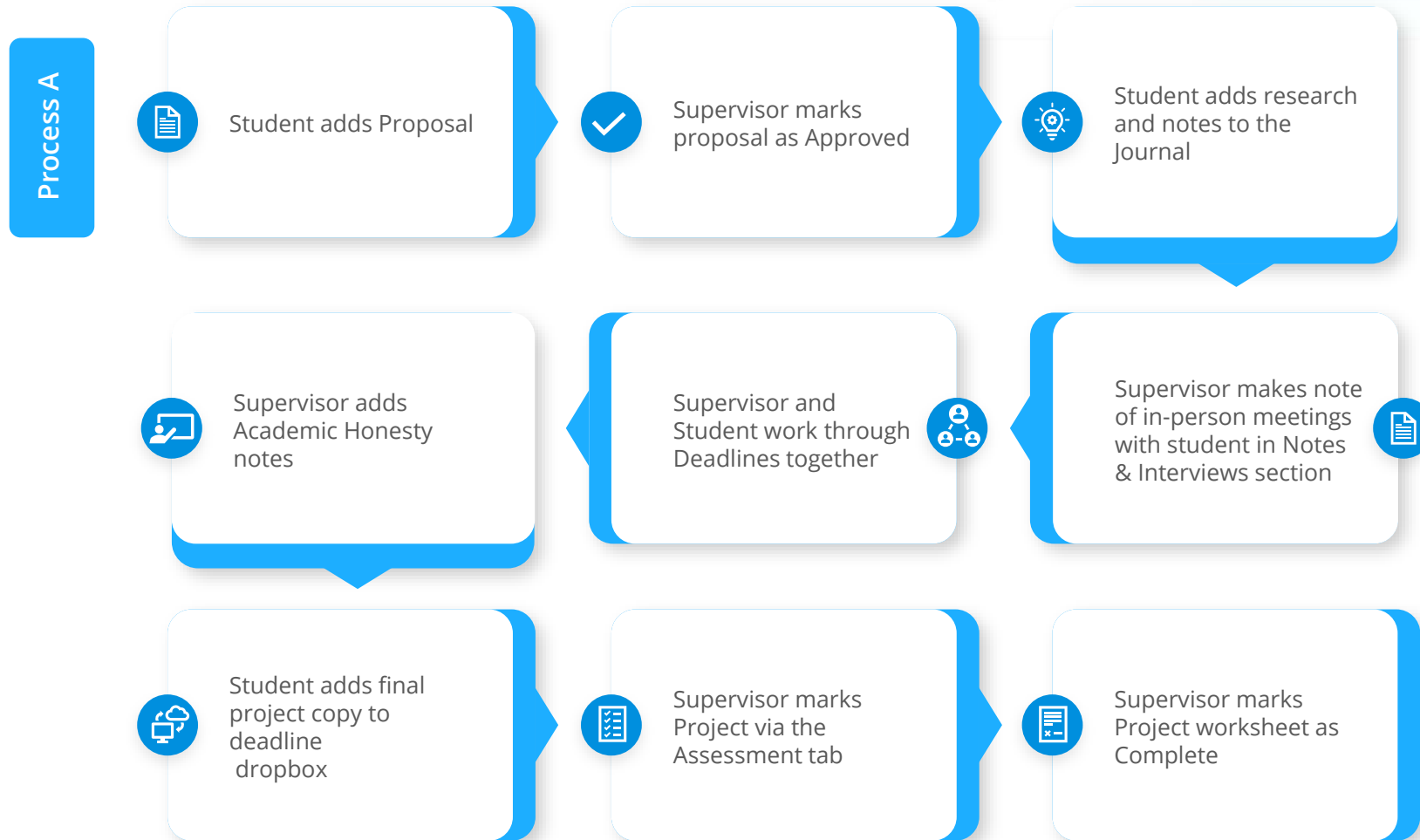
Click on this link to generate a PDF summary of the student's SA so far

Overall SA Progress

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



The Recommended Personal/Community Project Process (A, B, C)



Manage the Personal and Community Projects entirely online

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

The screenshot shows the 'Add Deadline' form for the 'IB MYP Class of 2021 (MYP 5)'. The form includes a 'Name' field with 'Final Paper Due' entered. There are radio buttons for 'Link To' with options for 'Community Project' and 'Personal Project'. A 'Notes' field contains the text 'Make sure to turn in your Final Paper to ManageBac!'. At the bottom, there are checkboxes for 'Enable Dropbox', 'Enable Turnitin', and 'Notify via e-mail'. The 'Due date' is set to 'September 19, 2018' at '09 AM : 00'.

The screenshot shows a 'To-Dos' list for 'NOV 14' at '11:00 PM'. The list includes three items: 'Final copy submitted' (Only Students), 'Works cited submitted' (Only Students), and 'Confirm receipt of both copies' (Only Advisors). There is an 'Add Item' button at the bottom.

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

The screenshot shows the 'Personal Projects' roster. It lists students and their completion status for 'Project Review: Phase 1'. The students listed are Hayward, James; McAdams, Jessica (with a 'New changes' tag); Risa Aoki; Epelbaum, Rachel; Steven Feynman; Koolhaas, Wesley; James Hendrick; and McNeil, Zoe. Each student has a green checkmark indicating completion.

Student	Completion Status
Hayward, James	Completed
McAdams, Jessica (New changes)	Completed
Risa Aoki	Completed
Epelbaum, Rachel	Completed
Steven Feynman	Completed
Koolhaas, Wesley	Completed
James Hendrick	Completed
McNeil, Zoe	Completed

The Anatomy of an Project Worksheet

Worksheet

See student proposal, deadlines, To-Dos, and add messages/interview notes. Mark student worksheets as Approved and Complete.

Journal

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 rubrics, and export into a PDF report card as needed.

Academic Honesty

Add notes on your meetings with the student, and export the information to PDF at the end of the Project's completion.

Criteria	Score
A: Investigating	5
B: Planning	8
C: Taking action	7
D: Reflecting	8
Total	28

Creating IB MYP Unit Plans: At-a-Glance

To create unit plans in ManageBac, click on the subject class you wish to work in. Via **Tasks & Units**, click **Add New Unit** to get started.

Please note units are automatically shared across all classes of the same subject and grade level.

The screenshot shows the 'Tasks & Units' tab for 'IB MYP Physical Education (MYP 5)'. The 'Add New Unit' button is highlighted in red. The 'Upcoming Tasks' section lists several tasks with their dates and submission counts. The 'Unit Calendar' section shows a grid of months from August to July, with units like 'Gymnastics' and 'World Cup Unit' plotted.

The 'At-a-Glance' view for the 'World Cup Unit' is shown. It features a cover image of a person holding a Brazilian flag. The unit is titled 'World Cup Unit' and is categorized under 'Physical and health education'. Below the cover, there are sections for 'Global Context & Explorations', 'Key Concepts', and 'Related Concepts'. The 'Global Context & Explorations' section includes 'Orientation in space and time' and 'Exploration to Develop' with a list of topics: Civilizations and social histories, Heritage, Pilgrimage, Migration, and Displacement and exchange. The 'Key Concepts' section includes 'Change' and 'Communities'. The 'Related Concepts' section includes 'Adaptation, Interaction, Perspectives'.

At-a-Glance is the first view of the unit. This is a read-only view where you can see what students and parents would see. Add a cover photo to help engage your community.

Creating IB MYP Unit Plans: Planner

Tailored for the unique needs of schools running the IB Curriculum. ManageBac provides broad curriculum support, customisable assessment and reporting and an easy to use interface across web and mobile platforms.

Unit Outline

See which sections of the unit have content added with green checkmarks. Skip to any part of the unit by clicking on its header.

Edit Section

See the whole planner on one page, and click Edit Section to edit any part of it. Other authors may edit different sections at the same time on ManageBac.

Generate PDF Planner

Click to generate a printable PDF of the planner at any point in time.

Unit Authors

Add multiple authors to collaborate on the unit. Authors must be added to at least once class of the subject to be added to the unit. See what section other authors are editing in real time on the right navigation panel.

The screenshot displays the ManageBac interface for creating an IB MYP Unit Plan. The main window is titled "IB MYP Physical Education (MYP 5)" and features a navigation bar with tabs for Overview, Tasks & Units, Gradebook, Attendance, Messages, Calendar, Files, and Members. The "Unit Outline" panel on the left lists various sections of the unit, some with green checkmarks indicating content has been added. The "Edit Section" panel in the center shows the "World Cup Unit" summary, including subject, year, start date, and duration. The "Generate PDF Planner" button is visible in the top right corner. The "Unit Authors" panel on the right lists the authors: Sharon Arese, James Hendrick, Risa Aoki, and John Walters, along with their current editing status.

Creating IB MYP Unit Plans: Stream & Resources

Add Plan

Add lesson plans and organise your resources lesson by lesson, by dragging and dropping resources to the correct plan.

Online Lesson

Schedule online lessons when teaching remotely. Meetings using Zoom can have links generated directly within ManageBac, or add your own meeting links if using any other online meeting platform. Lessons will be listed in the unit, as well as on class calendars.

Stream

Organise your resources into a chronological stream. This will make it easy for students and parents to review the resources in the correct order. Drag and drop to rearrange the order.

At-a-Glance | Planner | **Stream & Resources** | Assessments

Stream & Resources | Import Streams | Presentation Mode

Add Resource

Lesson Plan | Online Lesson | Assessment Task | Add Resource ▾

Edit Plan

Lesson 1 60 minutes

Introduction to the unit, will take place over three weeks total. This first lesson will concentrate on vital definitions and how to research.

Lesson 1 | Lesson 2 | Lesson 3

1 Sharon Arese
Posted video on Jul 21, 2018 at 3:03 AM

How the World Cup Brings Unity

Duke Soccer Politics Course Offers Duke Students a Gl...
Watch later | Share

2 Sharon Arese
Posted task on Jul 3, 2018 at 12:14 PM

SEP 3 Healthy Lifestyle
Copied from: Healthy Lifestyle
Formative | Monday at 6:00 PM

Submitted by 0 students

Assessment Task

Add tasks to this unit that will be assessed via the Gradebook. These can be part of your lesson or unit stream.

Upload Resources

Upload files, photos, embed online videos, and write lesson notes.



Creating IB MYP Unit Plans: Assessment

See the Assessments added via the Planner tab at a glance. This page pulls out only the relevant information related to Assessment to allow teachers to get a fuller picture of the Summative, Formative, Peer, and Self Assessment options they selected. Chosen MYP assessment criteria and non-IB standards and benchmarks will also be listed.

The screenshot displays the 'Assessments' tab in the ManageBac interface. At the top, there are navigation tabs: 'At-a-Glance', 'Planner', 'Stream & Resources', and 'Assessments'. Below the tabs, the page is titled 'Assessment' with an 'Edit Section' button and a comment icon. A sub-section 'Formative Assessment' is visible. The main content area is a grid with two rows and two columns. The top-left cell contains the text 'Healthy Lifestyle'. The top-right cell contains a video thumbnail from TEDx with the title 'How to make healthy eating unbelievably eas...'. The bottom-left cell contains the text 'Reflections on Soccer Positions'. The bottom-right cell contains a video thumbnail from EPIC SOCCER TRAINING with the title 'Soccer Drills - Top 5 Soccer Training Drills To I...'. Each video thumbnail has a play button icon in the center.

Analysing IB MYP Unit Plans

Via the **Curriculum** tab on the left menu, view your whole school's units in calendar form, or select one of ManageBac's many analysis options to find gaps in your curriculum.

The screenshot displays the ManageBac Curriculum interface. The left sidebar contains a navigation menu with sections: GENERAL (Dashboard, Homeroom, Reviews & Progress, Portfolio, Curriculum), ACADEMICS (Year Groups, Classes, Groups, Parents Association), and SETTINGS (Reporting). The main content area is titled 'Curriculum' and shows a grid of units for 'Whole-school Curriculum' for 'MYP 5'. The units are organized by subject: Language and literature (Drama, Communication, Creativity, Culture, Perspective, Identities and relationships, Personal and cultural expression), Economics (Financial Literacy, Communication, Identities and relationships), History, and Physical and health education. An 'Analytics' dashboard is overlaid on the right, showing a bar chart and a table of MYP Assessment Criteria.

Analytics Dashboard Data:

Assessment Criteria	MYP 4	MYP 5
A: Knowing and understanding	2	4
B: Planning for performance	1	1
C: Applying and performing	0	1
D: Reflecting and improving performance	1	1

Hover your mouse over any unit's icon, or the numbers in your analytics, to view the unit information in more detail. You can also click on the unit titles to be taken directly to the unit plan within its class.

Analysing IB MYP Unit Plans

Via the **Curriculum** tab on the left menu, view your whole school's units in calendar form, or select one of ManageBac's many analysis options to find gaps in your curriculum.

Assessment Criteria

Select the MYP assessment criteria (mandatory if Summative, optional if Formative). Select Task specific clarification if you wish to edit the rubrics that will appear in the student view.

Enable Google Docs

Coursework Submission to link a template for students to work from within ManageBac.

Save as Draft

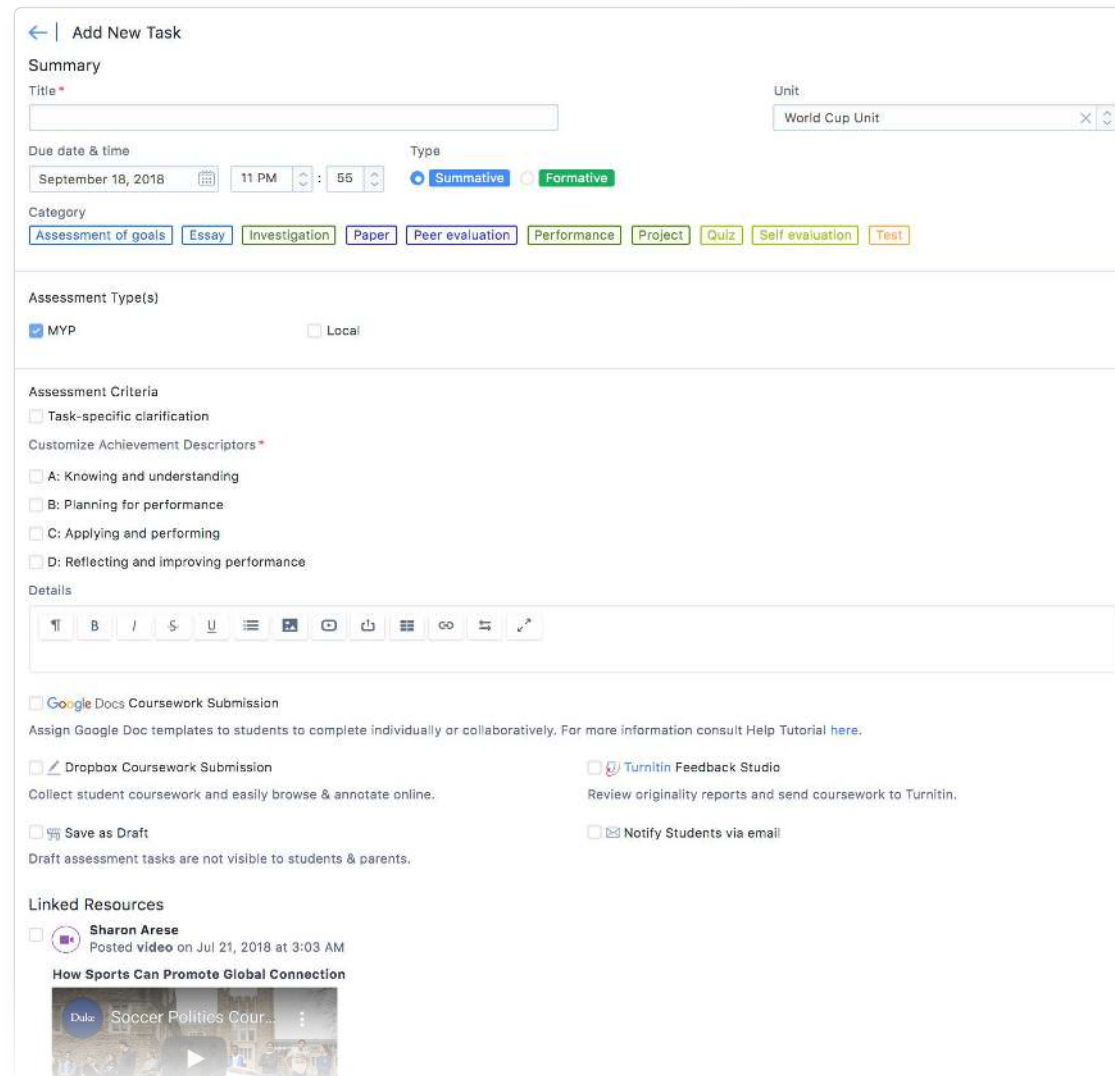
Save the task as a draft if you wish to hide it from student and parent view.

Enable Dropbox to allow

students to upload work directly to the task.

Enable Turnitin Feedback

Studio if your school has linked Turnitin to ManageBac, to send the work for an originality check.



Add New Task

Summary

Title *

Unit: World Cup Unit

Due date & time: September 18, 2018, 11 PM, 55

Type: Summative Formative

Category:

Assessment Type(s): MYP Local

Assessment Criteria: Task-specific clarification

Customize Achievement Descriptors *

A: Knowing and understanding

B: Planning for performance

C: Applying and performing

D: Reflecting and improving performance

Details

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

Linked Resources

Sharon Arese

Posted video on Jul 21, 2018 at 3:03 AM

How Sports Can Promote Global Connection

Duke: Soccer Politifies Cour...

Summary

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 or MYP Criteria.

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.

Include the **Resources** you would like students To access during this task.

Reading and Reviewing Uploaded Student Work

Via the **Task or Deadline 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

The screenshot displays the Vantage Reader interface. At the top, a toolbar contains various annotation tools: Text, Sticky, Text Box, Area, Ink, Highlight, Strikeout, Squiggly, and Underline. A red box highlights this toolbar, with a red line pointing to the text 'Choose from variety of annotation types and place them anywhere on the document'. The main document area shows a student's reflection on a short story by Anton Chekhov. A red annotation reads: 'Excellent reflection, Chloe! A great start to the term.' Below this, a comment box shows the annotation was created by Richard Chandler. Other comments from Richard Chandler are visible, such as 'Richard Chandler: Verb tense' and 'Richard Chandler: Could you elaborate on this?'. A sidebar on the left shows the task details: 'Read a Selected Short Story by Anton Chekhov', due Friday at 9:00 AM. Below the task details is a table of submitted files:

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

A red arrow points to the comment icon in the 'Files' column for Chloe Epelbaum's submission. On the right side, a text box states: 'Comments made by multiple authors (students and teachers) are easily visible'.

Assessing Tasks

Tasks and Term Grades

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

Select Task

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

Send Grade Notification

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

The screenshot shows the ManageBac interface for 'IB MYP Physical Education (MYP 5)'. The 'Tasks' section is active, displaying a list of tasks for the current term. The 'Iron Man Simulation' task is selected, showing its details and grading options. The grading grid for 'B: Planning for performance' shows a score of 7. The 'C: Applying and performing' grid shows a score of 6. The 'D: Reflecting and improving performance' grid shows a score of 8. The sidebar on the right provides options for adding new tasks, sending notifications, and managing task categories.

Grading

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

Category

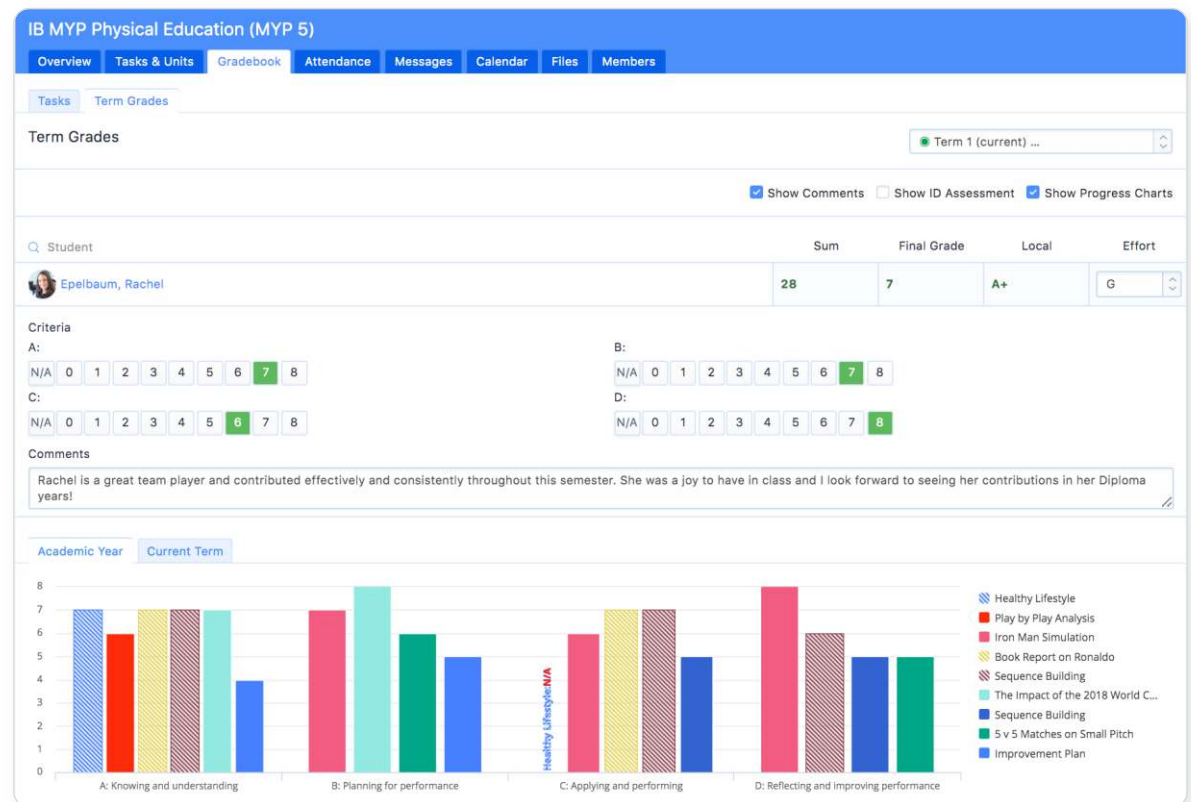
Edit your categories by class. Click on the Pencil icon to make adjustments.

Submitting Term Grades

As the IB uses **Best Fit Judgment** grading, the system will not calculate a final average. Instead, we provide a graph view illustrating the student's progress across all four MYP criteria for both the Academic Year and for the Current Term.

Teachers can then use these graphs to spot trends and use their best judgment to select final scores out of 8 for each criteria. These will automatically tally and turn into an MYP final grade out of 7.

Local scores and custom rubrics may also be added to the gradebook via school **Settings > MYP > Assessment** by any administrator.



Student Portfolios

Students gradually build a digital portfolio over time as they submit coursework into 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.

The screenshot shows the ManageBac Student Portfolio interface for a student named Rachel Epelbaum. The interface is divided into several sections:

- Search by Student Name:** A search bar at the top left of the 'Your Students' panel.
- Select a student to view:** A list of student avatars in the 'Your Students' panel, with Rachel Epelbaum selected.
- Add Resources including Files, Videos and Photos:** An 'Add Resource' button in the 'Files' section of the student's portfolio.
- Search by Timeline:** A search bar for the 'Timeline' section.
- See an overview of task information:** A task entry in the timeline, 'The Impact of the 2018 World Cup on Russia', with a status of 'Approved'.
- View student submission:** A submission entry in the timeline, 'End_of_year_final.docx', with a status of 'Approved'.
- View tips on using the Portfolio:** A 'QuickStart Guide' button in the top right corner.
- Easily share your portfolio with a QR code:** A 'Share with QR code' button in the top right corner.
- Export your portfolio timeline:** A 'Generate Portfolio Timeline' button in the top right corner.
- Easily navigate to other Student Portfolios:** A list of other students' profiles in the 'Your Students' panel.
- Add and track student goals:** A 'Goals & Timeline' section with a 'Add New Goal' button and a list of goals.
- Manage the status of Portfolio submissions:** A list of teachers' profiles in the 'TEACHERS' panel, with a status of 'Approved' for a submission.



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 50.
- ✓ Each year, we recommend on-boarding new IB MYP 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 MYP 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 MYP 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	Fully indexed documentation with keyword search allowing users to find tutorials quickly: <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	Our friendly, knowledgeable support team provides fast phone support with no phone trees! Performance in 2019: <ul style="list-style-type: none">✓ Calls received: 6,500✓ Average duration: 04:00 minutes	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. Performance in 2019: <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	24/7/365 across any device with printable PDF export for every tutorial and guide	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).	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.
Where	Visit us at help.managebac.com , or click on the Help & Support button within your ManageBac account.	Local Direct Dial Telephone Numbers for each region to save on long-distance charges.	Email us at support@managebac.com or submit a Support Request within ManageBac directly.



Keeping ManageBac Updated with the Latest Curriculum

ManageBac is committed to keeping our system up-to-date when curriculum changes occur. This includes regularly scheduled changes each year, as well as new subject guide changes released by the IB as needed. We review the IB MYP Coordinator's Handbook each September to review for changes, including grade boundary and assessment updates. These will be updated on ManageBac as needed.

Check out: [Understand how ManageBac handles Curriculum Changes](#)

For the most recent schedule of upcoming updates!



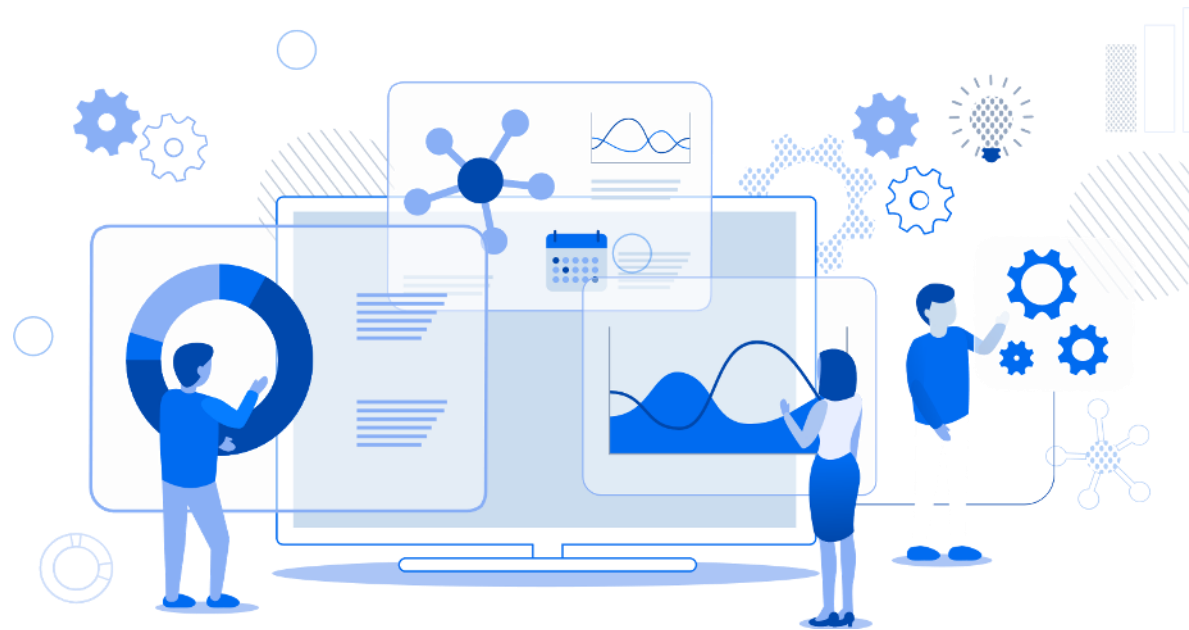
Implementation Services

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](#)
- [Middle Years Implementation Guide](#)
- [Creating MYP Interdisciplinary Unit Plans](#)
- [Creating MYP Unit Plans](#)
- [Marking a Criteria-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
- **Help Centre:** help.managebac.com


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



Faria
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