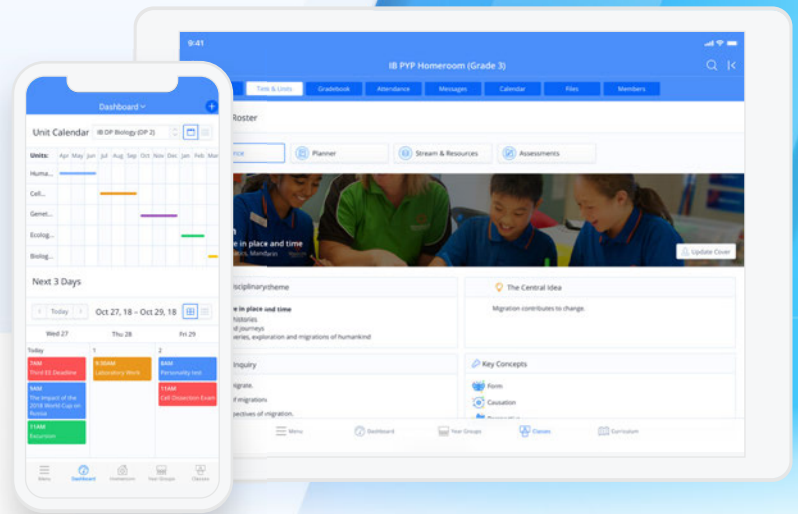


# ManageBac Mobile Guide



1

## Sign-In

Upon first opening the MB mobile app, enter your email and password to login. If you would like the app to remember your login credentials, select the **Remember me** toggle.

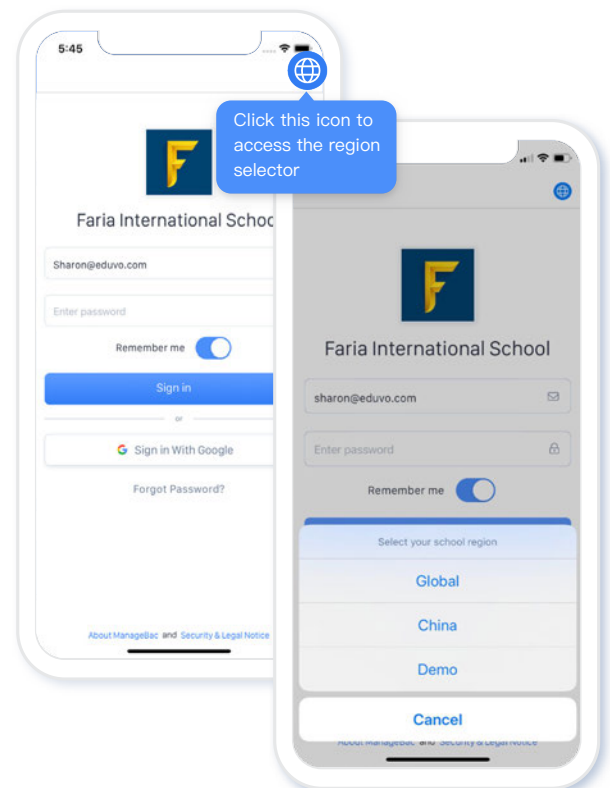
If you have forgotten your password, select the **Forgot Password** button and enter your email to reset your password.

2

## Accessing Demo

Upon first opening the MB mobile app, on the top right of the screen, click on the region selector icon. Select Global or China depending on your schools location.

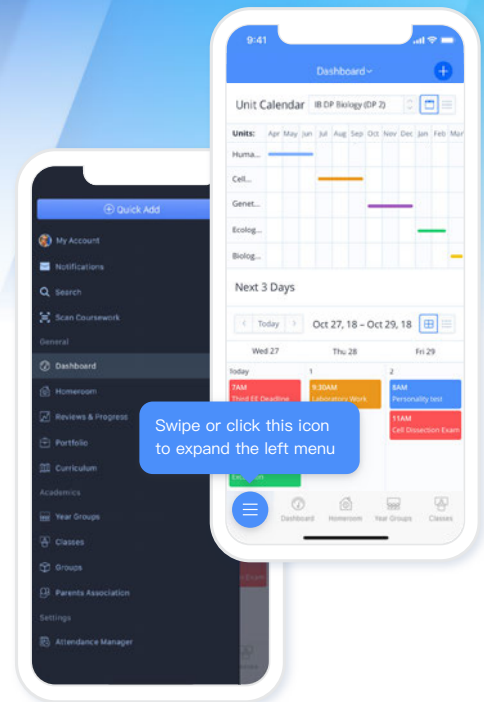
Access a realistic school populated with data via Demo. You can select different user types from the Main Menu under the **Demo > Browse Roles** header, and select the desired user role (Admin, Teacher, Student or Parent). Contact our Support team for credentials to [demo.managebac.com](https://demo.managebac.com).



3


## Main Menu

To expand the left menu, swipe from left to right or click the menu icon located on the bottom left. The left menu contains all of the most important pages (Homeroom, Classes, Year Groups, etc).




4

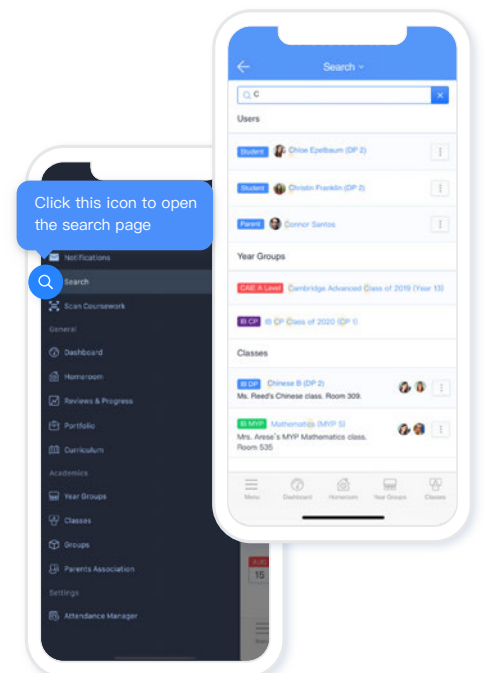
## Action Button

Click the  icon located on the top nav to access important action items. For each page, all important action items have been extracted and consolidated into this easy-to-use button (Ex. Add CAS Experience, Add New Unit, Add New Task, Post New Message, etc). From this menu, select your desired action.

5



## Global Search

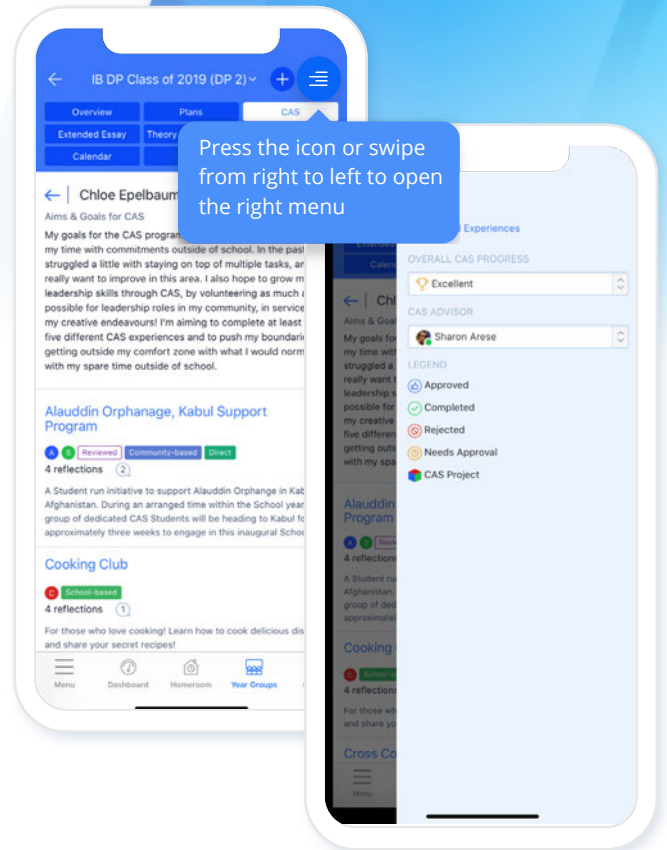
Within the main menu click the  icon to search for Year Groups, Classes, Groups, Units and Users (students, parents or teachers).



## 6

### Right Menu

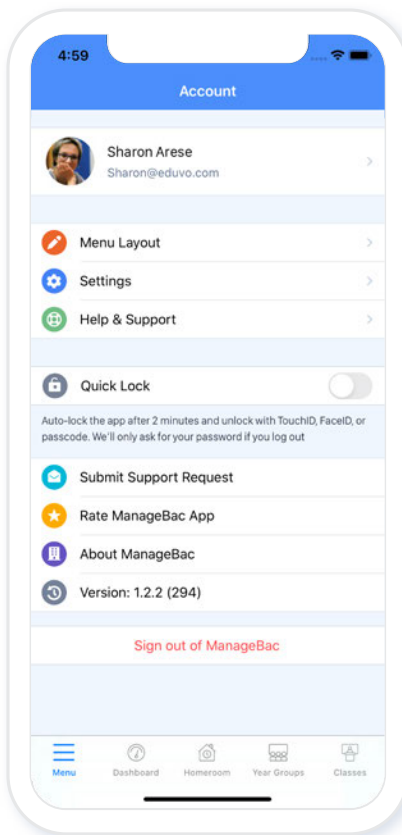
Swipe from right to left or click the  icon located on the top nav to expand the right menu. The app's right menu mirrors the web-view right menu, however all important buttons have been extracted into the  button.

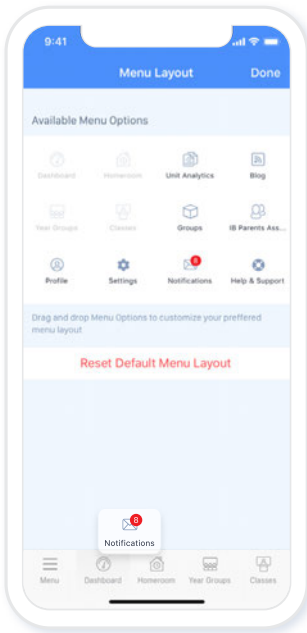


## 7

### Account Page

From the main menu under the "App" section, select the **Account** button. This button will navigate to the account page. From this page, you will be able to navigate to the user profile page, customise the bottom menu, access school settings, access help & support tutorials, and sign-out.






8

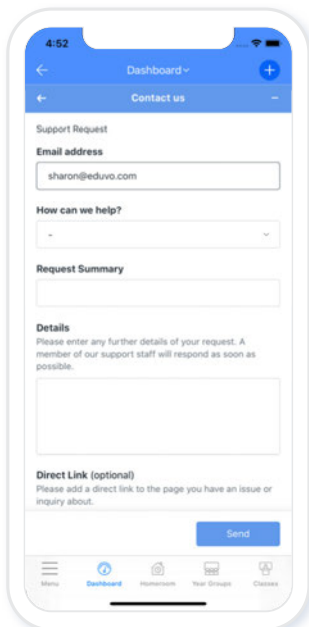
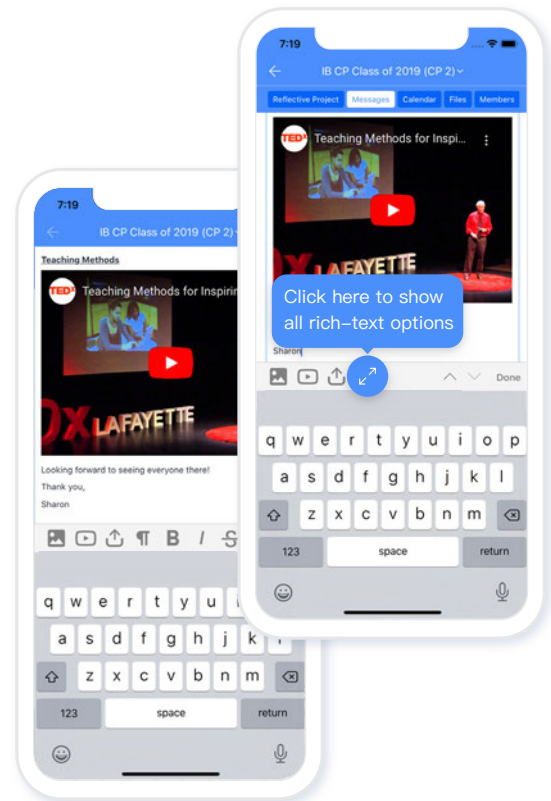
## Customise Bottom Menu Layout

Under the **Account** page, select the **Menu Layout** button to change the layout of the apps bottom menu. From this page, you can drag and drop menu icons into the bottom menu. Once you have finished rearranging the bottom menu, select **Done** to save changes. To reset to the default settings simply select the **Reset Default Menu Layout** button.

9

## Rich-Text Editor

The Rich-Text Editor has been optimized for mobile, and you can attach files and embed photos. Select the  two arrows to expand the text box. This will also provide extra formatting options like **Bold**, **Italicize**, **table options**, etc.





10

## Help & Support

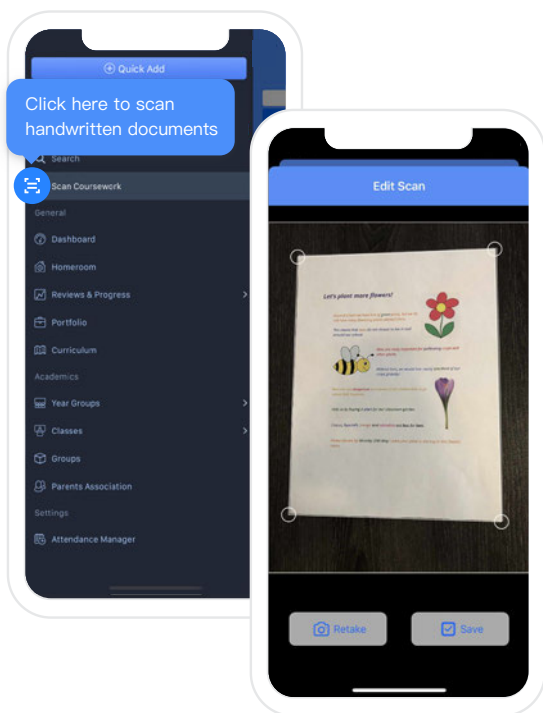
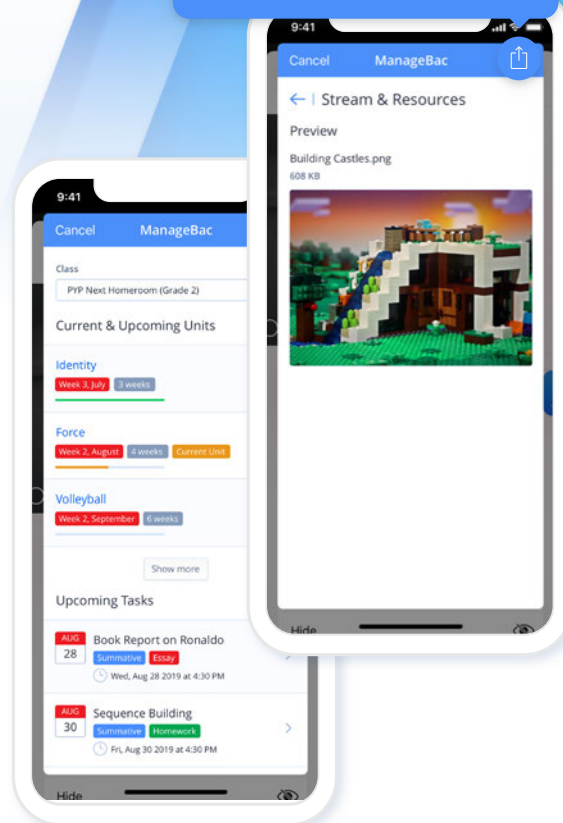
Under the **Account** page, click the **Help & Support** button to access help & support tutorials, submit a support request, import students, or import standards. Select the - button on the top right of the **Help** bar to minimize the help & support screen.

# 11

## Share Feature


The share feature allows you to share files and photos directly from your device into ManageBac. From a chosen location on your phone (Google Drive, Dropbox, Files, etc.) select the file or photo you would like to upload into ManageBac. Click the **Share**  icon and select ManageBac as the destination (permissions must be granted). Navigate to the location where you would like to upload the file or photo to (Ex. Task Submission, CAS Reflection, Portfolio). Once the location and all another required information has been filled out click the **Share**  button to finalise the upload.


Click the share icon to upload your file



# 12

## Scan Coursework

From the main menu select the **Scan Coursework**  button to upload physical documents directly from the MB app to student portfolios.

After selecting the **Scan Coursework**  button, line up the document you want to scan and select **Save**. You can edit, add more documents or click **Done** to choose the final destination.



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Email: [support@managebac.com](mailto:support@managebac.com)

Visit: [Help Centre](#)