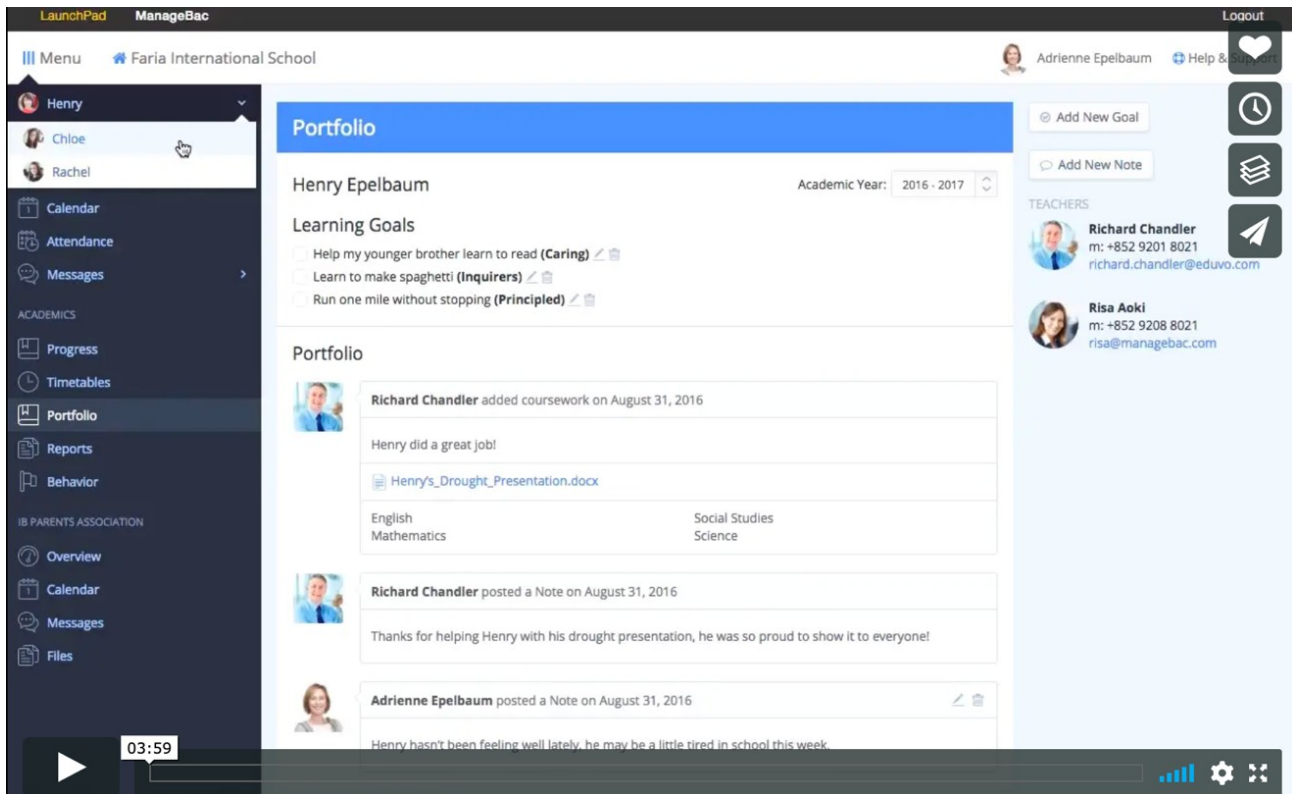


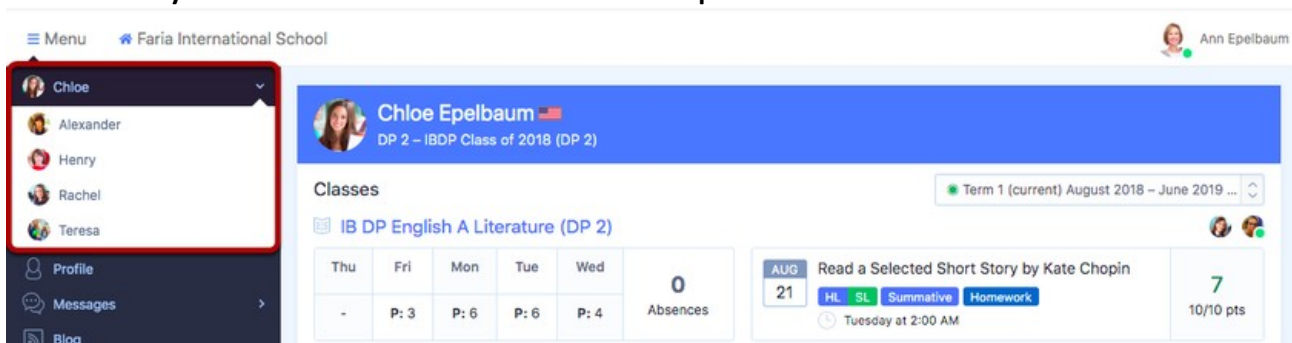
Navigating ManageBac (Parent)

Video Introduction (Vimeo) <https://vimeo.com/181144608>



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1. Select your child's name from the top of the Menu.



This allows you to select which child you wish to view if you have more than one child registered on ManageBac. Once you have selected a child, you will see an overview of their classes and last completed task.

Note: If you have a child that you are not connected to on ManageBac, please contact your school's administration team directly to be correctly linked.

2. Academics

The **Academics** tab details your child's academic progress in each class, and lets you view past report cards and future academic plans. Click on a class to view which units are being taught and view task / assignment grades left by the teacher.

The screenshot shows the 'Academics' tab for a student named Chloe Epelbaum. The left sidebar is highlighted with a red box around the 'Academics' icon. The main content area displays a list of classes for Term 1 (current) August 2018 - June 2019. Each class entry includes a weekly attendance table, a recent task/assessment, and the score. The classes listed are:

- IB DP English A Literature (DP 2)**: Attendance (Thu: -, Fri: P: 3, Mon: P: 6, Tue: P: 6, Wed: P: 4), 1 Absence. Task: Read a Selected Short Story by Kate Chopin (AUG 21), 7/10/10 pts.
- IB DP Chinese B (DP 2)**: Attendance (Thu: -, Fri: P: 4, Mon: P: 2, Tue: P: 4, Wed: P: 1), 0 Absences. Task: Written Exam (SEP 16), 7/24/24 pts.
- IB DP Mathematics SL (DP 2)**: Attendance (Thu: -, Fri: P: 1, 6, Mon: -, Tue: -, Wed: -), 0 Absences. Task: Sequencing Test (SEP 10), 7/50/50 pts.
- IB DP History HL (DP 2) 1**: Attendance (Thu: -, Fri: P: 2, Mon: -, Tue: P: 3, Wed: -), 0 Absences. Task: World Politics (SEP 12), 6/19/20 pts.

On the right, there is a 'HOMEROOM ATTENDANCE' section with a green donut chart showing 'Present: 35/35'. Below that are 'HOMEROOM' and 'DP ADVISOR' sections with photos and contact information for Sharon Arese and John Walters.

When you first click into the Academics tab you will see our **Achievement tracker** which provides an overview of your child's Classes, attendance in each class and the most recent completed task and assessment.

The screenshot shows the 'Class Overview' page for IB DP English A Literature (DP 2). The left sidebar is highlighted with a red box around the 'Academics' icon. The main content area displays a weekly attendance table, a recent task/assessment, and unit details. The class entry shows:

- Attendance (Wed: -, Thu: -, Fri: P: 3, Mon: P: 6, Tue: P: 6), 0 Absences.
- Task: Read a Selected Short Story by Kate Chopin (AUG 21), 7/10/10 pts.
- Unit Details: Short Stories - Concepts, interpretations, and experiences of the world (HL, W1 August, 12 weeks, Current Unit).
- 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.
- Inquiry Questions: Skills-based (How will students use their knowledge of short story structure to write their own narratives?), Content-based (How are the stories we will read in class convey their messages as succinctly as possible?), Debatable (In conveying emotion and information, what are the strengths and weaknesses of this narrative format?), Concept-based (What are commonalities that all short story narratives share, regardless of cultural background?).
- Approaches to Learning: Thinking.

On the right, there is a 'GROUP AND SUBJECT' section (Language and literature - English), a 'CLASS DESCRIPTION' (Mr. Chandler's DP English Lit Class), and a 'TEACHERS' section with photos and contact information for Risa Aoki and Sharon Arese.

It is possible to click into each individual class to get a snapshot of the curriculum in action.

1. **At-a-glance**: Top-menu navigation displays a student's class attendance, the current unit of inquiry, and the last completed task.

2. **Unit details**: Explore the various dimensions of IB curricula and view which units are being taught. See how each unit of work incorporates Key Concepts, Learner Profile, and ATL Skills and key components of any year group, e.g. Service Learning or TOK.

Stream View 3

- Interview with Stephen King on the nature of writing
- Read a Selected Short Story by Anton Chekhov
HL Summative Homework Sunday at 9:00 AM
- Kate Chopin Stories
- Read a Selected Short Story by Kate Chopin
HL Summative Homework Monday at 4:00 PM
- Short Story Analysis Quiz
HL Summative Quiz Sunday at 2:00 PM

Assessment 4

Assignment	Score
Read a Selected Short Story by Kate Chopin	7
Short Story Analysis Quiz	7
Read a Selected Short Story by Anton Chekhov	5
Write a Short Story Themed on Katharine Mansfield	7

AUG 21 Read a Selected Short Story by Kate Chopin
HL SL Summative Homework Tuesday at 2:00 AM 7
10/10 pts

Write a one paragraph reflection

Essay.pdf
2 MB Uploaded on Sep 20, 2018 at 12:00 AM

SEP 20 Short Story Analysis Quiz
HL Summative Quiz Thursday at 2:00 PM 7
15/15 pts

Short Quiz over the Short Story Analysis terms as provided in the class handout.

SEP 25 Read a Selected Short Story by Anton Chekhov
HL Summative Homework Tuesday at 9:00 AM 5
9/10 pts

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

3. Portfolio

Click on the **Portfolio > Files** tab to view work that your child has uploaded to their classes or programme components.

You can also react to messages and items on your student's Portfolio > Timeline or post Messages to items if the school has granted parents that permission.

4. Calendar

The screenshot shows the 'Calendar' tab selected in the left sidebar. The main content area displays a weekly calendar grid for the next two weeks. The grid shows events and deadlines for each day. Below the grid, there is a section titled 'Upcoming Events or Deadlines' which lists the following events:

Date	Event	Time
20	Short Story Analysis Quiz	Thursday at 2:00 PM
21	Third EE Deadline	Due Friday at 1:00 PM
21	Cell Dissection Exam	Friday at 3:00 PM
25	Read a Selected Short Story by Anton Chekhov	Tuesday at 9:00 AM

The **Calendar** tab lets you see your child's academic and activity dates in calendar form.

5. Profile

The screenshot shows the 'Profile' tab selected in the left sidebar. The main content area displays the student's personal details:

Personal Details			
First Name	Chloe	Gender	Female
Last Name	Epelbaum	1st Nationality	American (United States) US
Middle Name	-	2nd Nationality	French (France) FR
Date of Birth	April 1, 1999	Spoken Language	English
		English Proficiency	Fluent
		E-mail	mb.test.student@gmail.com
		Candidate Session Number	-

This is where you can see the personal details of your child.

6. Messages

The screenshot shows the 'Messages' tab selected in the left sidebar. The main content area displays a message from Chloe Epelbaum, dated Friday, Sep 21, 2018, at 3:15 AM. The message includes a video thumbnail for 'Ghosts, Murder, and More Murder - Hamlet... Episode 3'.

The **Messages** tab shows the messages written by teachers and students in each of your child's classes. Parents can view messages and file attachments but are unable to add comments or post messages here.

7. Timetables

The screenshot displays the 'Weekly Timetables' page for a student named Chloe. The page shows a grid of classes for the week of September 17-21, 2018. A 'Download PDF' button is highlighted in the top right corner. A pop-up menu for the class 'English' on Wednesday, September 19th, is shown, with a 'Submit Excusal' button highlighted.

Period	Mon, September 17	Tue, September 18	Wed, September 19	Thu, September 20	Fri, September 21
1	Visual Arts 8:00AM - 9:00AM Risa Aoki	Visual Arts 8:00AM - 9:00AM Risa Aoki	Chinese 8:00AM - 9:00AM Maxine Reed	History HL HL 1 8:00AM - 9:00AM James Hendrick	
2	Chinese 9:15AM - 10:15AM Maxine Reed		Biology 9:15AM - 10:15AM Risa Aoki Room 204	Mathematics SL 9:15AM - 10:15AM Risa Aoki	English 9:15AM - 10:15AM Risa Aoki
3		History HL HL 1 10:30AM - 11:30AM James Hendrick			Chinese 11:30AM - 11:30AM Maxine Reed
4		Chinese 11:45AM - 12:45PM Maxine Reed	English 11:45AM - 12:45PM Risa Aoki		
5					Biology 1:00PM - 2:00PM Risa Aoki Room 204
6	English 2:15PM - 3:15PM Risa Aoki	English 2:15PM - 3:15PM Risa Aoki		Chinese 2:15PM - 3:15PM Maxine Reed	

If your school is using ManageBac back for Attendance, click the **Timetables** tab to view your child's class attendance records. Click **Download PDF** to get a PDF export of your child's class timetable. You can also click to **Submit Excusals** for absent excusals directly on this page.

8. Attendance

The screenshot displays the 'Attendance' page for a student named Chloe. The page shows a table of attendance records for the week of September 18-24, 2018. A 'Submit Attendance Excusal' button is highlighted in the top right corner.

Class	Tue, Sep 18	Wed, Sep 19	Thu, Sep 20	Fri, Sep 21	Mon, Sep 24
Homeroom	PRESENT				
IB DP English A Literature (DP 2)	P6: PRESENT	P4: ABSENT			
IB DP Chinese B (DP 2)	P4: PRESENT				
IB DP History HL (DP 2) 1	P3: PRESENT				
IB DP Biology (DP 2)					
IB DP Mathematics SL (DP 2)					
IB DP Visual Arts (DP 2)	P1: PRESENT				

The **Attendance** tab shows the attendance information for your child and details how many absences he or she has. It is also possible to submit an Attendance Excusal via the 'Submit Attendance Excusal' icon.

9. Reports

The screenshot shows the ManageBac interface for user Chloe. The left sidebar has a 'Reports' tab highlighted in red. The main content area is titled 'Reports' and is divided into 'Term Reports' and 'Progress Reports'. Under 'Term Reports', there are two entries: 'Term_Report.pdf' (Generated: September 11, 2018) and 'Term_Report.pdf' (Generated: July 6, 2018). The first entry is circled in red. Under 'Progress Reports', there are two entries: 'CAS_Progress_Report_-_Chloe_Epelbaum_-_2017-01-10_to_2017-09-22.pdf' (Generated: September 28, 2018) and 'CAS_Progress_Report_-_Chloe_Epelbaum_-_2016-07-04_to_2016-09-30.pdf' (Generated: October 7, 2015).

If your school is using ManageBac for reports, click on the **Reports** tab to obtain a PDF export of your child's report card.

10. IB Parent's Association

The screenshot shows the ManageBac Dashboard for user Henry. The left sidebar has an 'IB PARENTS ASSOCIATION' tab highlighted in red. The main content area is titled 'Dashboard' and is divided into several sections: 'Next 2 weeks' (a calendar grid), 'Upcoming Events or Deadlines' (listing 'Parents fundraiser' on August 30 and August 31), and 'Latest activity' (listing 'Language Aptitude Tests', 'Parent Consent Forms', 'New Student Orientation!', 'Parents fundraiser', and 'Fundraiser').

The **IB Parents Association** tab keeps you connected with teachers and other parents. It allows you to send messages and be notified of upcoming parent events.

Your Profile

The screenshot shows the ManageBac profile page for user Ann Epelbaum. The top right corner shows the user's name 'Ann Epelbaum' circled in red. The left sidebar shows the user's name 'Henry' and the 'GENERAL' tab. The main content area shows the user's name 'Ann Epelbaum' in a blue bar.

Click **Your Name** at the top of the page to change your e-mail and password.