Managebac step-by-step

1. Accessing Your Account

1.1 Signing In

After receiving your welcome e-mail and setting your password, you can log in to your ManageBac account at your school's address (e.g. http://ecolerubanvert.managebac.com).

Note: Welcome e-mail links are only valid for 24 hours. If your receive a message that the link has expired, please contact your advisor or an administrator at your school directly.
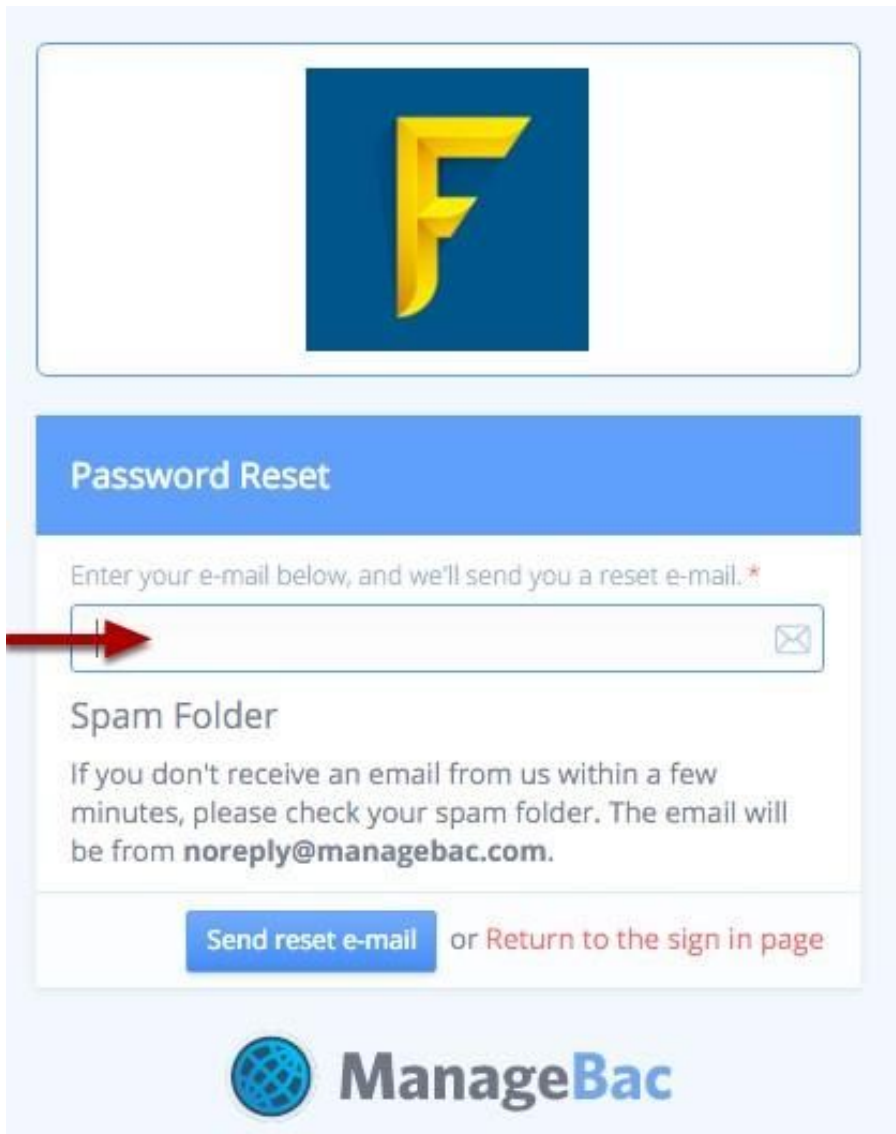On the login screen, you will see the following fields:

Log in with your e-mail address and the password you've set.
Note: For security purposes, you may choose to remain logged in for a maximum of 30 days, after which you will be automatically logged out. If you wish to disable this option, you may do so under Settings > Access Permissions & Security.

1.2 Resetting Your Password

Password Reset

Enter your e-mail below, and we'll send you a reset e-mail. *

Spam Folder

If you don't receive an email from us within a few minutes, please check your spam folder. The email will be from **noreply@managebac.com**.

Send reset e-mail or Return to the sign in page

ManageBac

If you are unable to log in but do have an account, click "Forgot your password?" and enter your e-mail address to reset.
Note: If you are not receiving welcome e-mails or password reset notifications, make sure to check your spam folder. If the problem persists, check with your coordinator to ensure you have been added to the system with the correct e-mail address.

1.3 Creating your password

New Password *

Enter a strong password by using four common random words or a combination of characters, capitalisation and numbers or symbols. The password will not save until you see a green box.

Confirm New Password *

Save Changes or Cancel

Think on a "pass phrase" instead of password. The combination of four simple but random words will be much stronger than a password with many complex characters and symbols.

Strong password and easy to remember (Perfect!): Sarah Battery Staple Yeah
Strong password but hard to remember (Not bad): S8r89H18!
Weak password (Not Good): Sarah18!

The password will not save until you see a green box. Click here for help setting up a password.

2. Navigating ManageBac

2.1 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 recent and upcoming activities.

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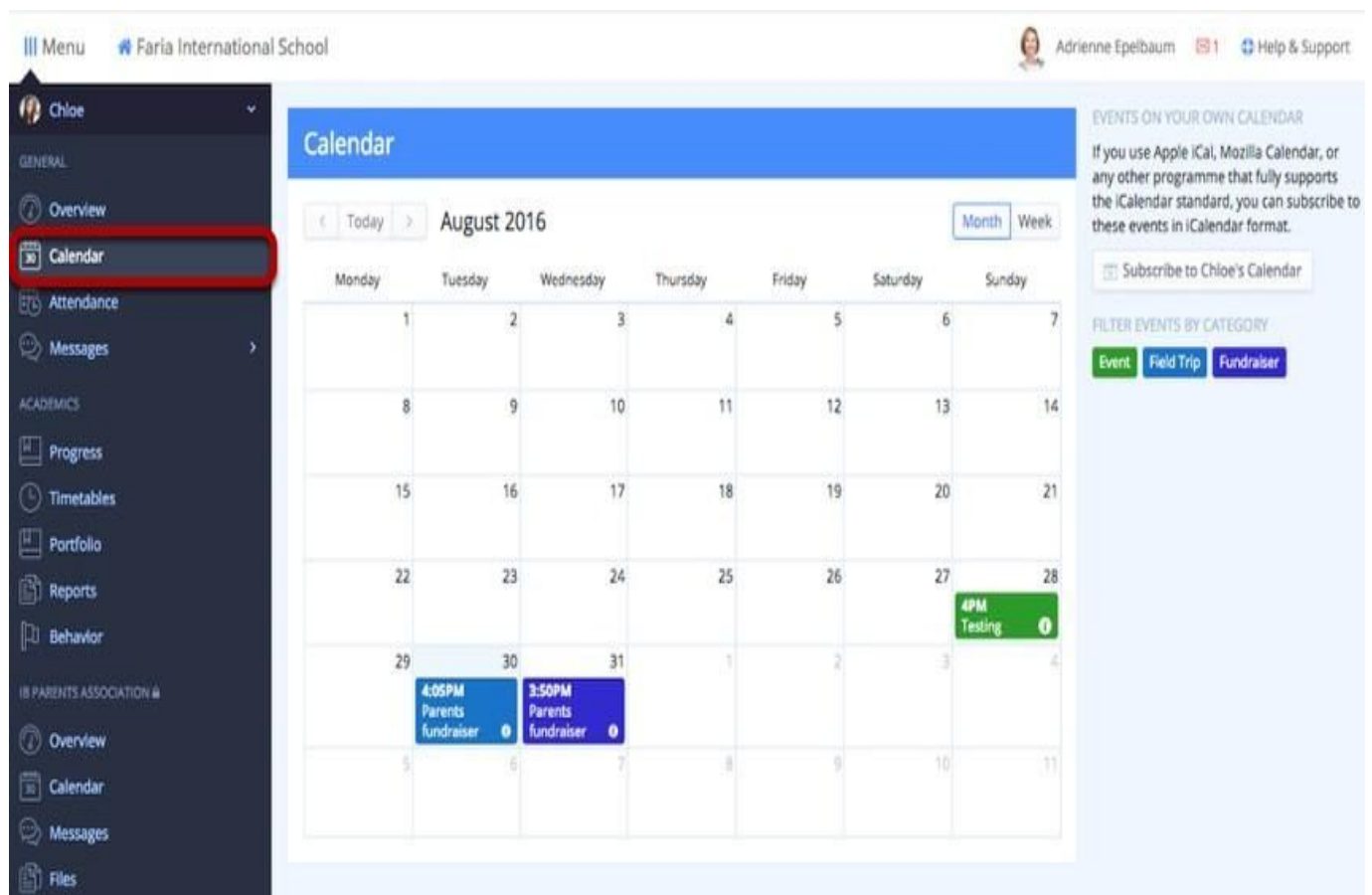
The Calendar tab lets you see your child's academic and activity dates in calendar form.

2.3 Attendance
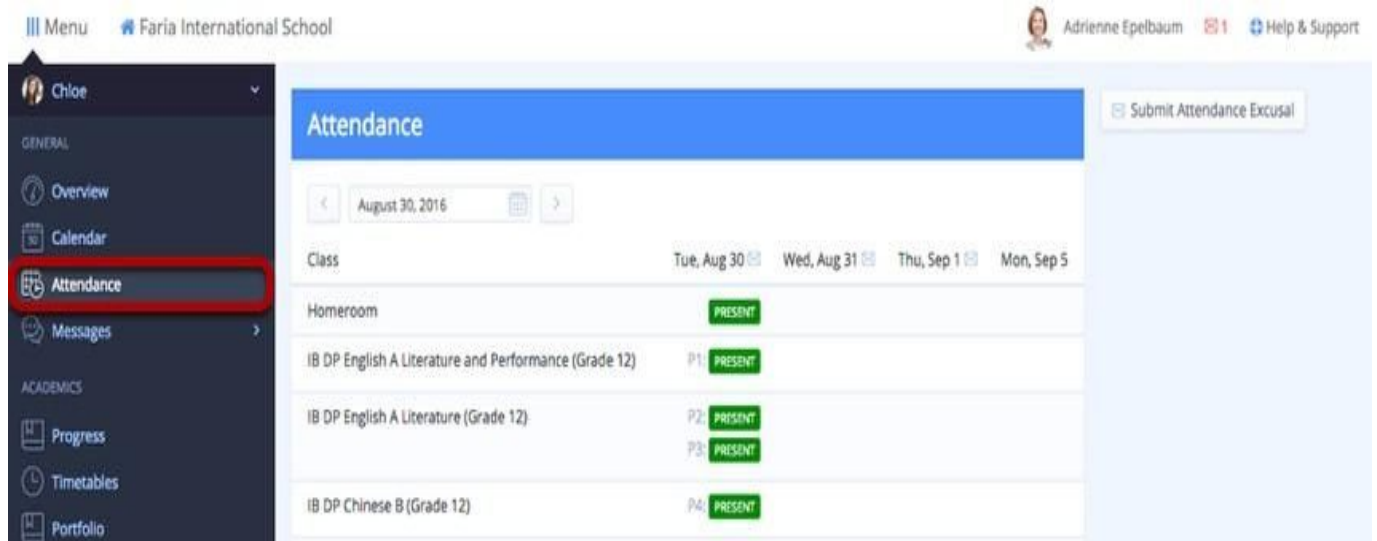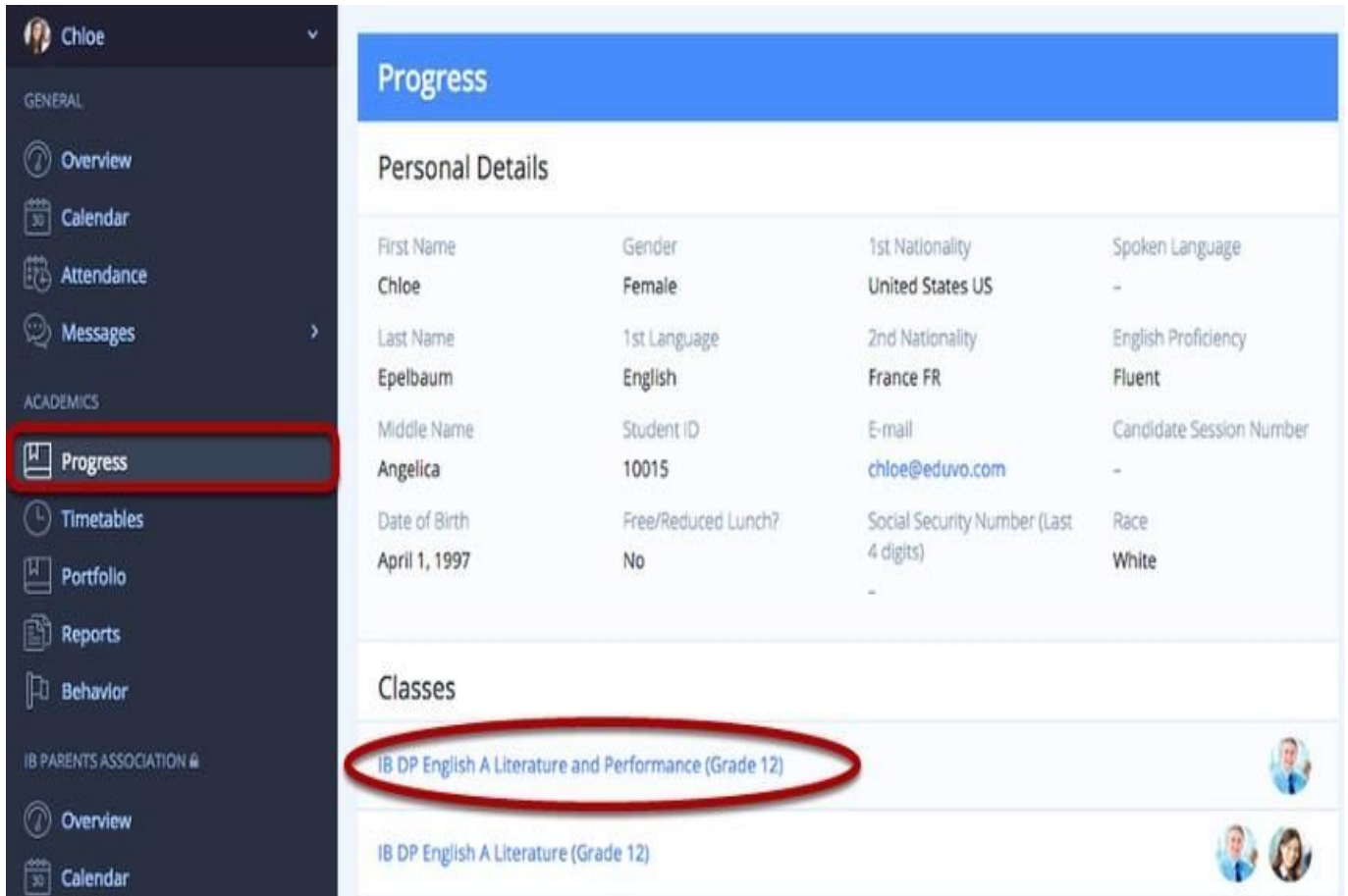
The Attendance tab shows the attendance information for your child and details how many absences he or she has.

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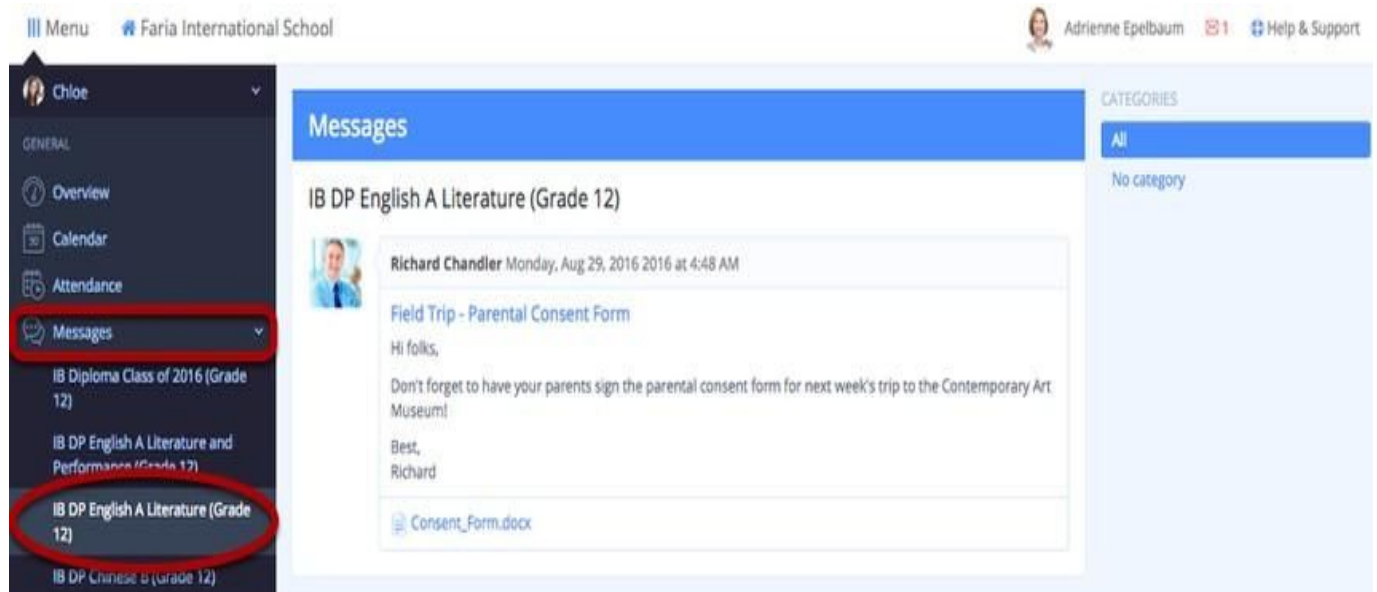
The Messages tab shows the messages written by teachers and students in each of your child's classes. Parents can view messages and file attachments but are unable to add comments or post messages here.

2.5 Progress

The Progress 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.

2.6 Timetables

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.

2.7 Portfolio
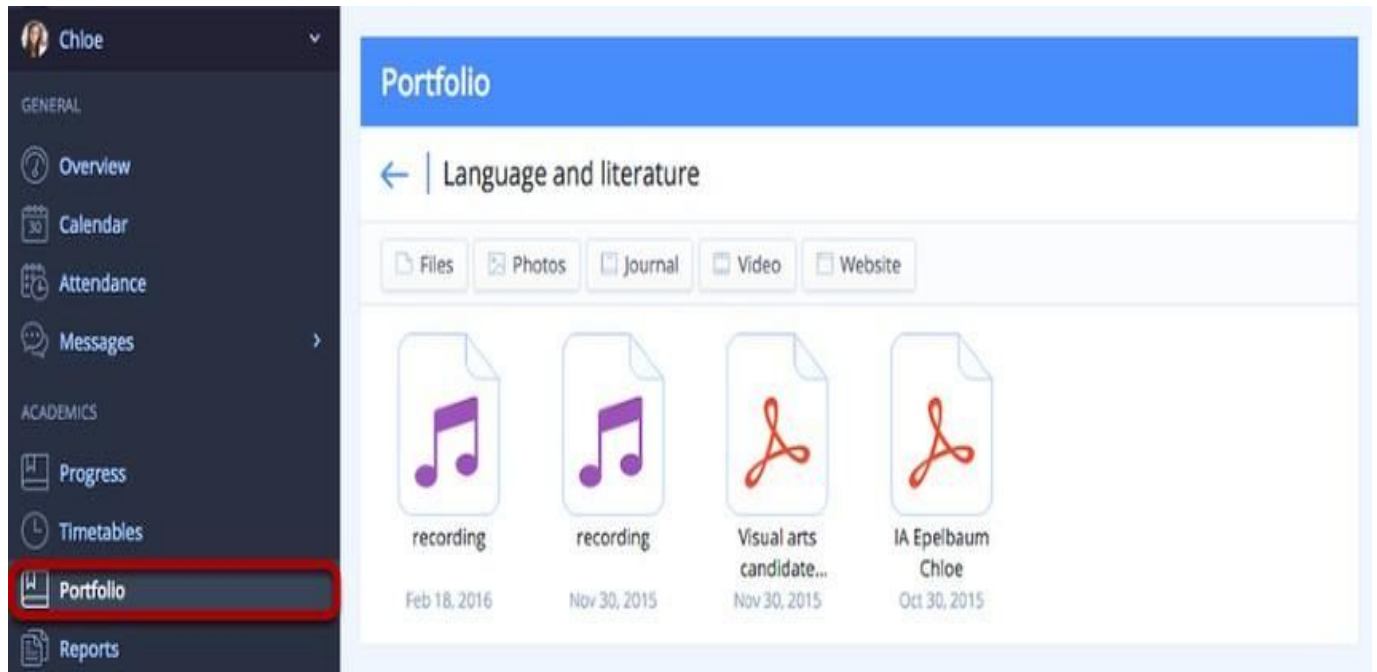
Click on the Portfolio tab to view work that your child has uploaded to their classes.
If your child is in IB Primary Years, you can use the Portfolio to leave notes for the teacher.
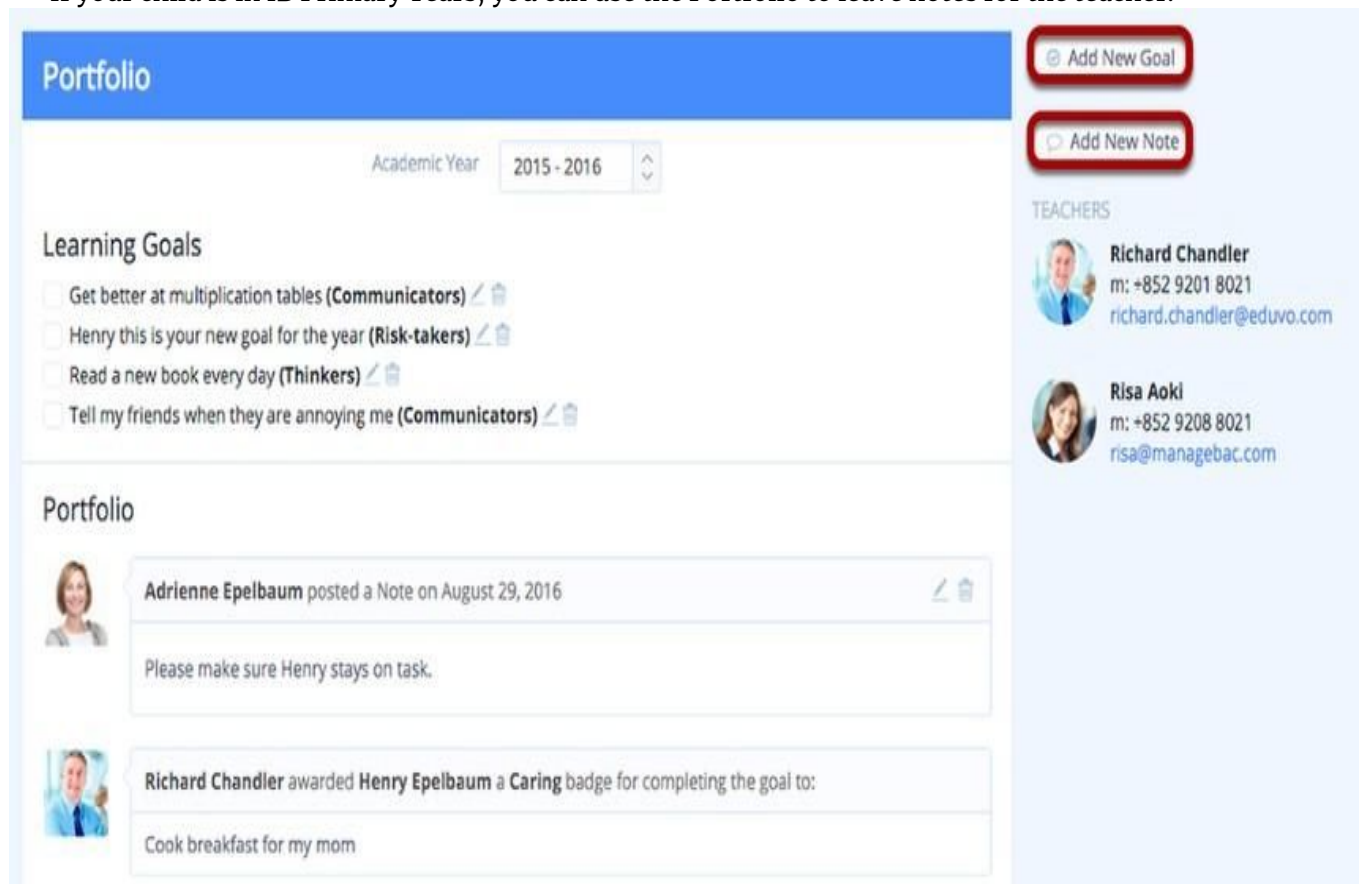
2.8 Reports
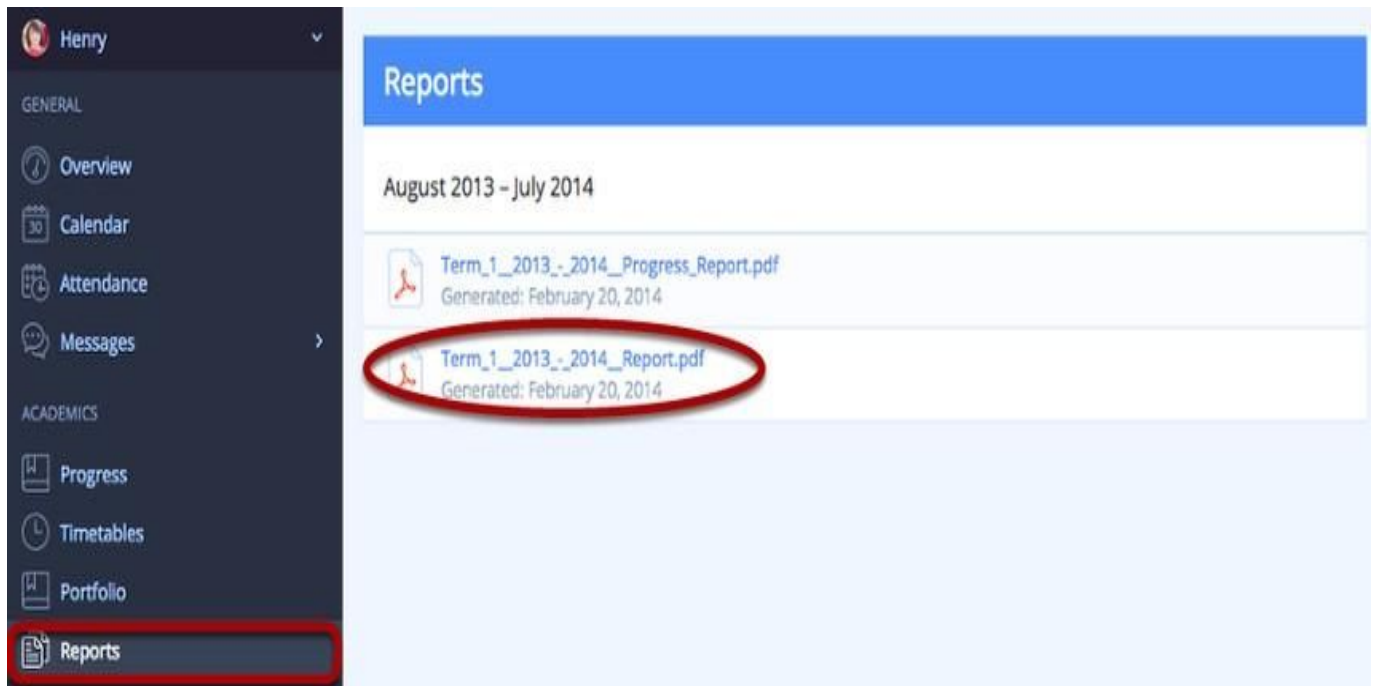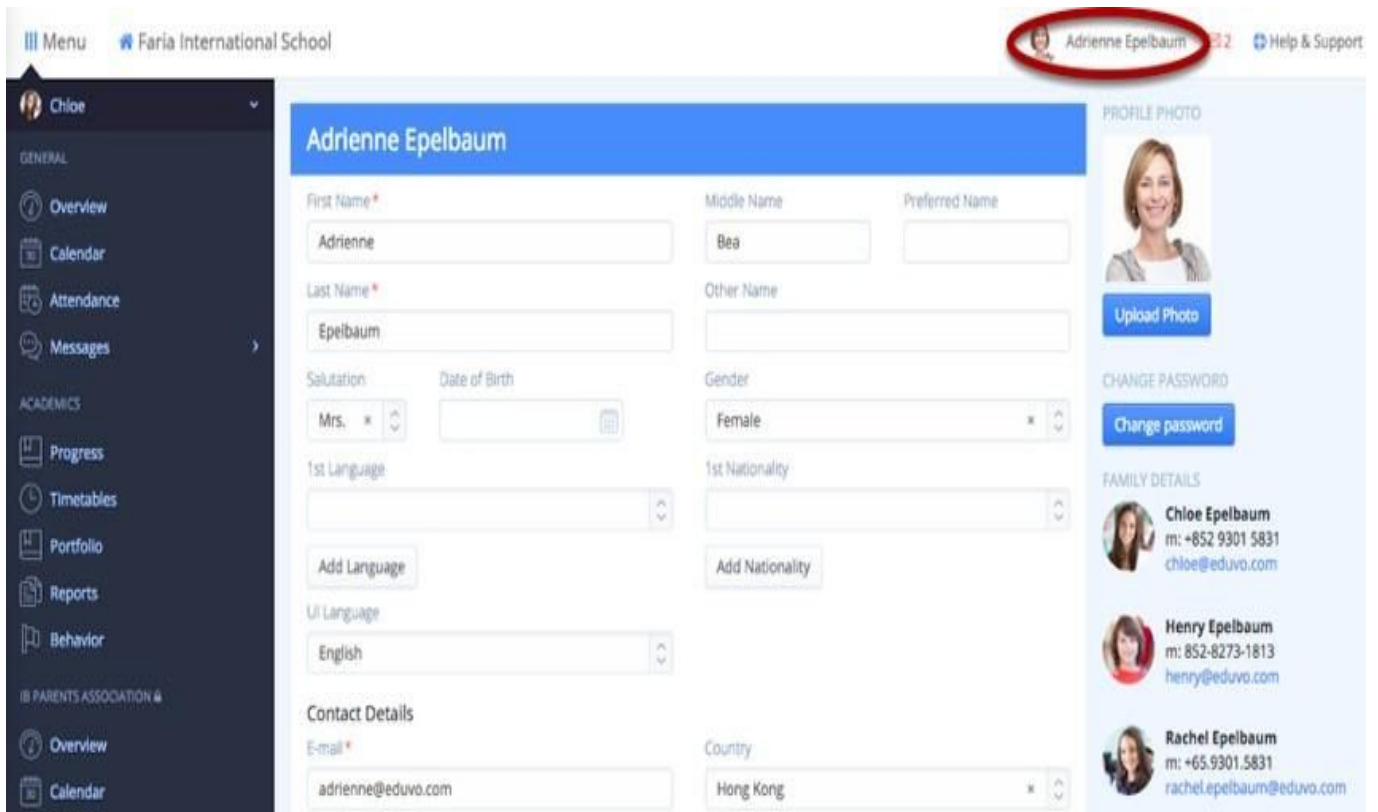
If your school is using ManageBac for reports, click on the Reports tab to obtain a PDF export of your child's report card.

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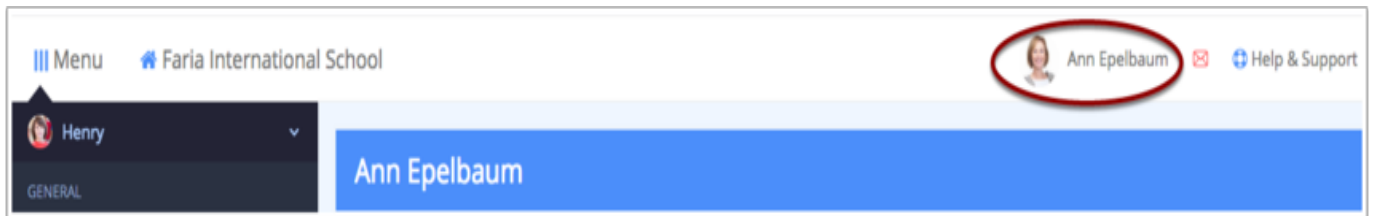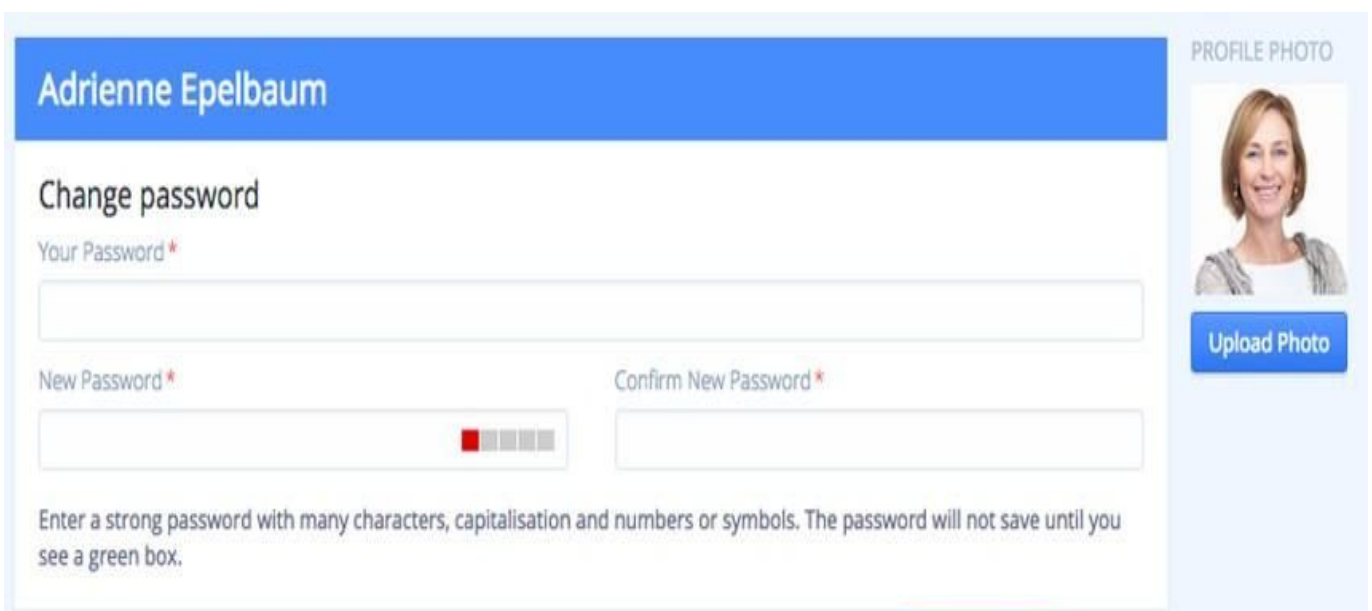
Click Your Name at the top of the page to change your e-mail and password.

3.1 Updating Your E-mail, Password, & Contact Information Via Your Name

Once you have logged in successfully, you can update your personal details by clicking on your name.
Via Your Profile

Enter a strong password with many characters, capitalisation and numbers or symbols. The password will not save until you see a green box.
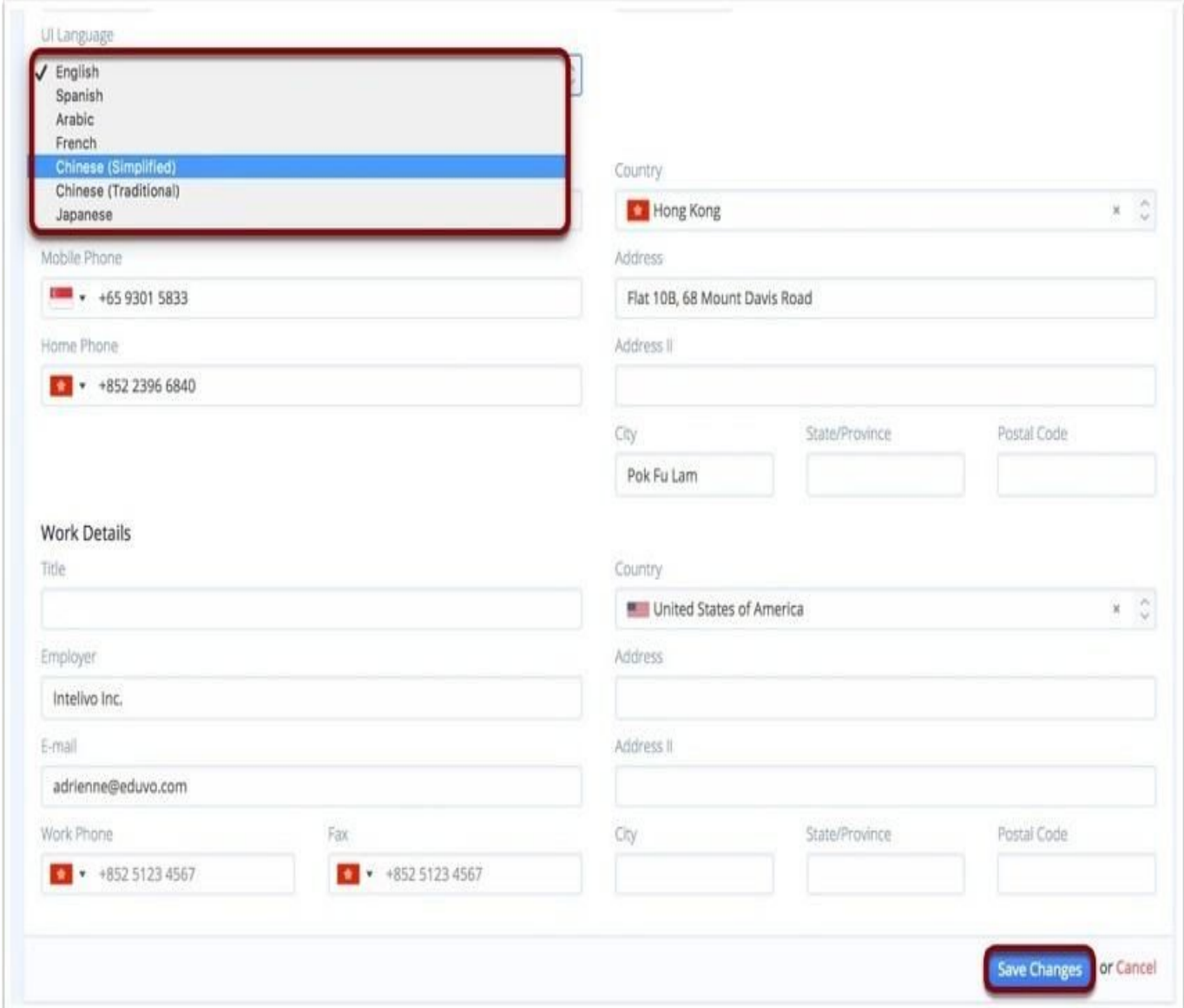
Click Change Password to update your ManageBac login password. The password will not save until you see a green box, we recommend using a pass phrase, which is the combination of four simple but random words (e.g. Horse battery staple yea!). Click here for help setting up a password.

3.2 Updating your UI (User Interface) Language Via Your Name

Once you have logged in successfully, you can update your UI Language by clicking on your name.

Via Your Profile

Under UI Language you can set your user interface language. Select from either English, Spanish, Arabic, French, Chinese (Simplified or Traditional) or Japanese. Click Save Changes at the bottom of the page to finish.
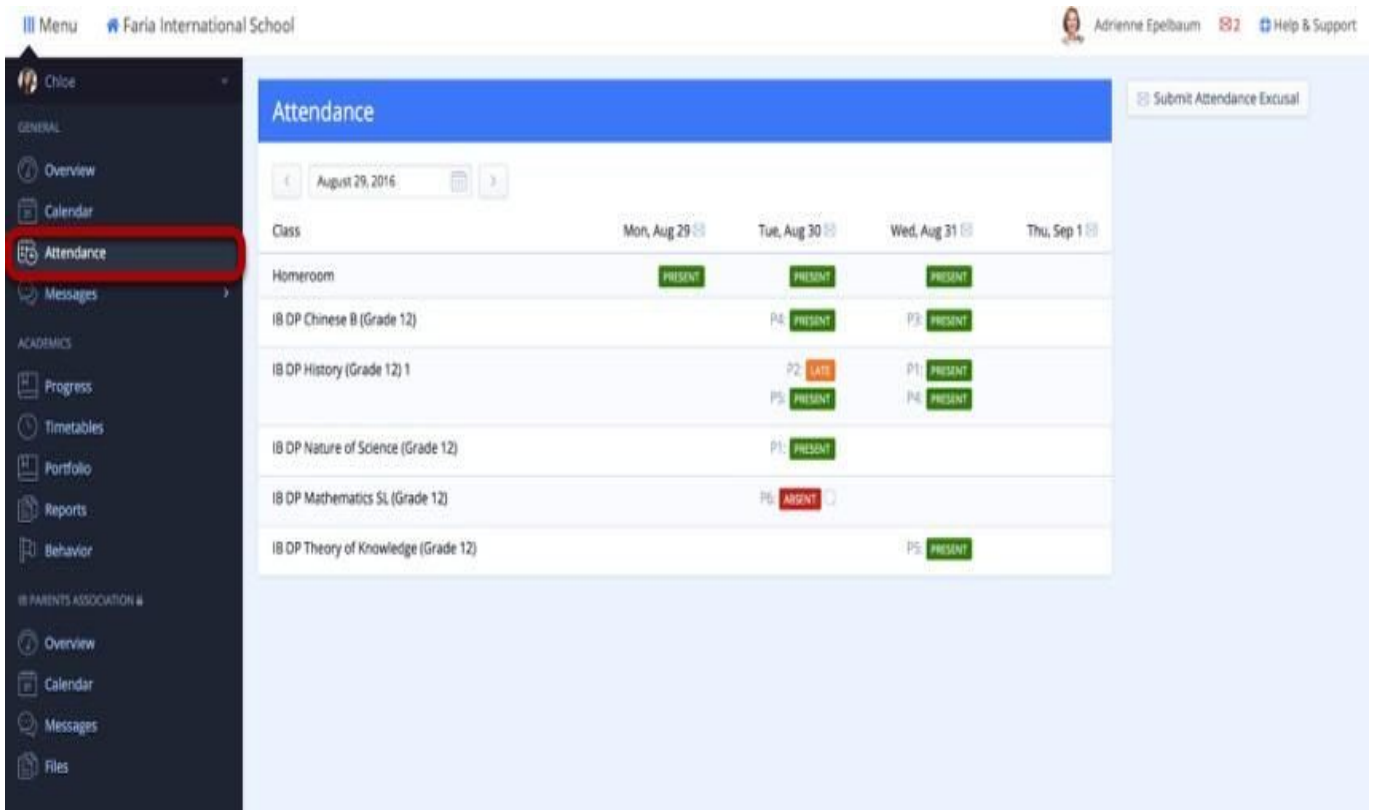
Once the page refreshes, your main menu and page content will display in the language of your choice. Please contact us at support@managebac.com for further assistance.

4. Attendance

4.1 Viewing Your Child's Attendance Records

Attendance

Below General, click on the Attendance tab. You can view your child's weekly attendance across his or her Homeroom and Classes. This will also display your child's cumulative attendance for the current academic term.

4.2 Submitting an Attendance Excusal Via the Attendance tab
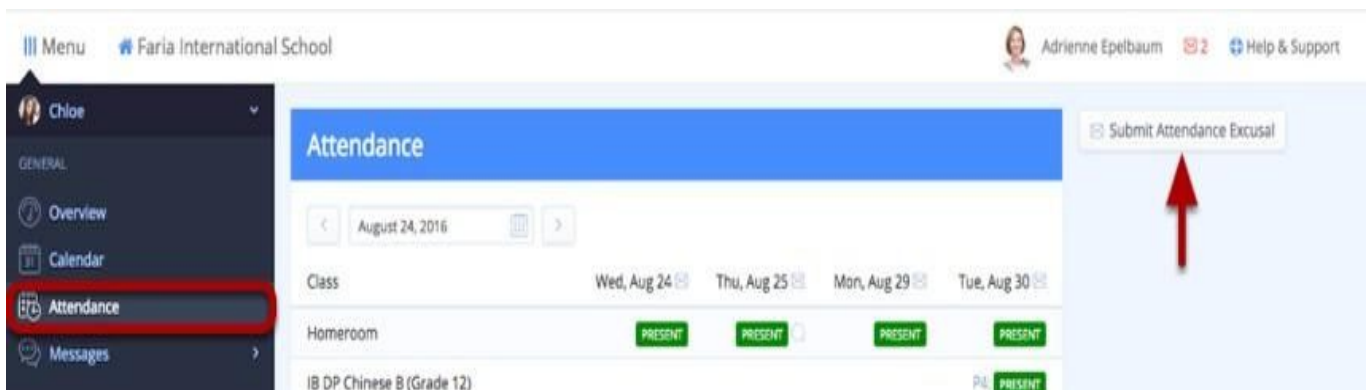
Under the Attendance tab, click Submit Attendance Excusal.

This will allow you to indicate the days when your child will be absent, and it will allow you to provide a reason (e.g. a 10-day Glamping trip). After you click Submit, it will be shared with the assigned Homeroom Advisor and emailed to ManageBac Administrators.

4.3 Viewing Your Child's Calendar

Via the Calendar Tab

Click on the Calendar tab. Make sure you have selected which child to view if you have more than one child registered to ManageBac (see Switching Between Children for more detail).
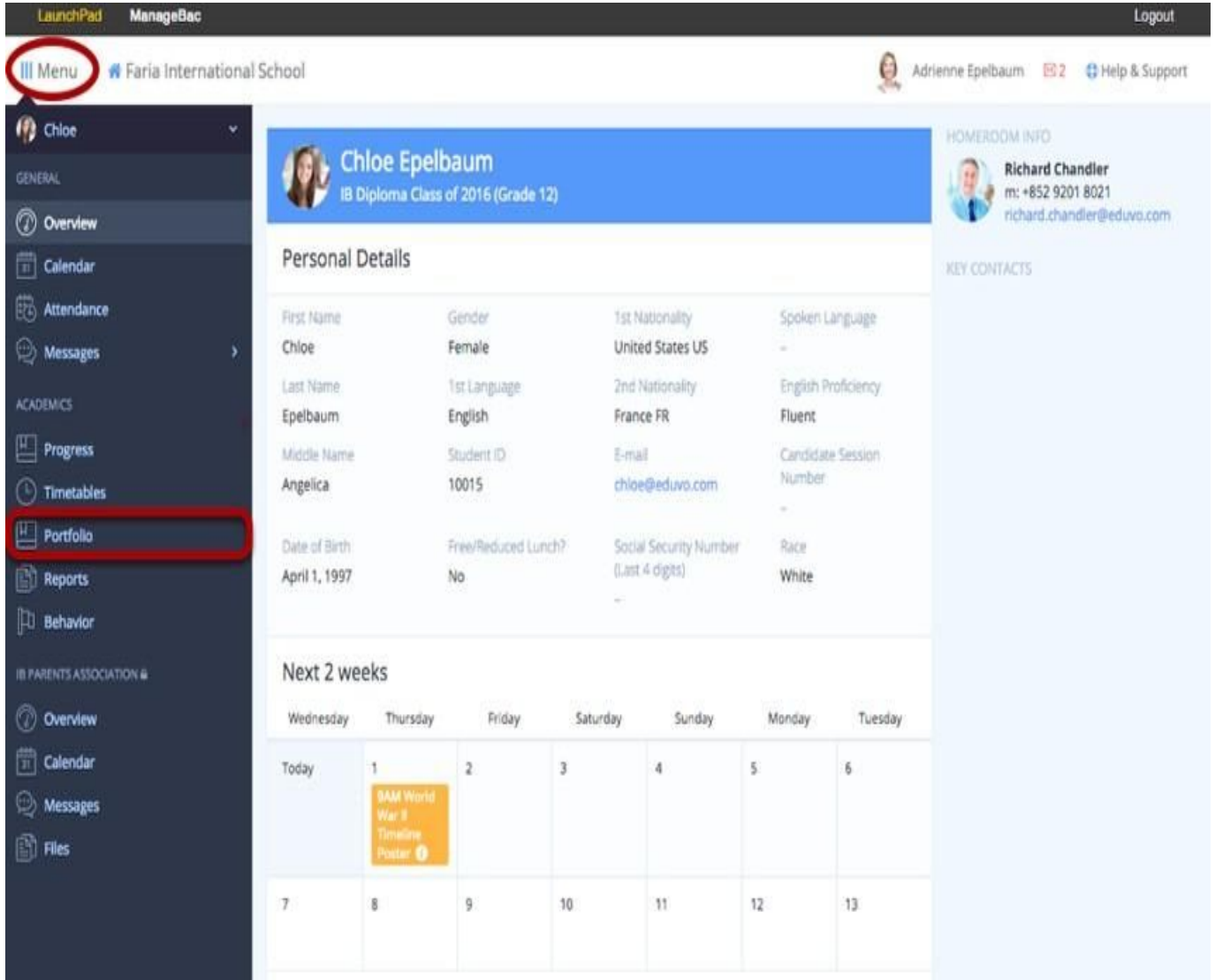
The Calendar will show your child's upcoming due dates in calendar form. You can switch between a Month and Week view depending on how much detail you wish to see.

4.4 Viewing Your Child's Portfolio

Via the Academics section in the Menu

You can select the Portfolio tab.

4.4.1 DP & MYP Portfolio

For DP & MYP students, this will allow you to view your child's coursework across all subjects and related assignments.

4.4.2 PYP Portfolio

For PYP students, accessing the Portfolio will allow you to view your child's learning goals, coursework, notes & anecdotal comments and parent meeting records.

Click Add New Goal to add a learning goal for your child. You can also add notes or upload files to the portfolio. Notes allow you to record comments, which are shared with your child's Homeroom teacher.

Notes can include any general comments you have concerning your child's progress.

4.5 Viewing Your Child's Academic Progress Via the Progress Tab

If you have more than one child you can filter through their progress details via the dropdown menu in the top left corner.

Select the Progress tab from the sidebar under the Academics section. At the top of the page is your child's profile information. Scroll down to see a list of your child's classes. To see progress in a specific class, click on the class in question.

ÉCOLE RUBAN VERT
International School of Gabon

IB Diploma Class of 2016 (Grade 12)

CAS

Overall Progress: **Excellent**

8 of 8 learning outcomes planned with 4 out of 8 outcomes completed.

Key Activities: Cross Country Team, Design Club, Painting Club, Sports team, Alauddin Orphanage, Kabul Support Program, Cooking Club.

Extended Essay

Supervisor: **Richard Chandler**
Overall Progress: **Excellent**

Business & Management: Business Organization and Environment
Research Question: The role of Software-as-a-Service in accelerating small business productivity in developing countries.

ToK Essay

Teacher: **Richard Chandler**
Overall Progress: **Excellent**
"Knowledge is nothing more than the systematic organisation of facts." Discuss this statement in relation to two areas of knowledge. 1300 words.

HOMEROOM INFO   KEY CONTACTS

Richard Chandler
m: +852 9201 8021
richard.chandler@eduvo.com

At the bottom of the page, you will see either IB Diploma Progress for Diploma students, or IB MYP Progress for middle year students. You will see the CAS, Extended Essay, TOK and experiences your child has completed (for Diploma students) or SA activities and Personal Project/Community Project details for MYP students.

Click on a blue class title to see more information about that class. This includes due dates, descriptions, local grades, and an IB grade. For the assignment highlighted below, the student got 15 out of 15, which translates to an IB grade of 7.

You can also see a brief timeline of the units taught in the class.

4.6 Viewing Your Child's Report Card

Via the Reports Tab

Select the appropriate child from the top of the page (if you have more than one student registered on ManageBac). Select the Reports tab from the sidebar on the left-hand side. Here you can see your child's Term Reports and Progress Reports. You can click on each report to view and download it as a PDF file, as well as print it.

4.7 Viewing Your Child's Weekly Timetables

Timetables

Under the Academics section, you can select the Timetables tab. You can track your child's Attendance from their daily Timetable schedule.
It is possible to hover over the 'i' and Submit Excusals directly for marked absences.

5. IB Parents Association

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.

5.1 Viewing School Announcements & Messages Overview

The Overview is the homepage that you see when you first log into you account. From here you can see your child's personal details and a two week calendar of any upcoming events or deadlines from the classes and year group that your child is in.
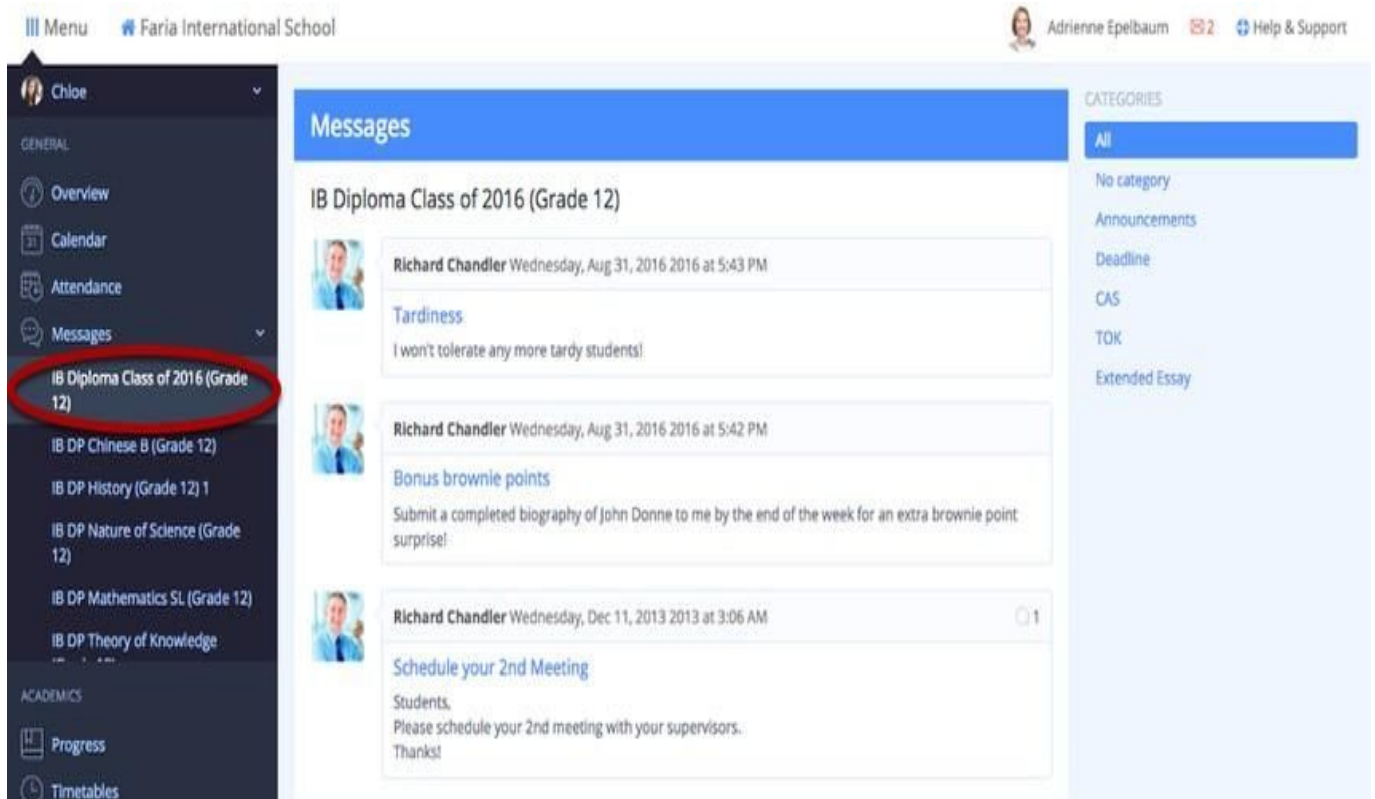
Latest Activity

IB DP Theory of Knowledge (Grade 12)

Quiz	Testing books ⓘ	Richard Chandler	May 4, 2016
Homework	Finish ToK book & submit short response paper ⓘ	Richard Chandler	Apr 8, 2016
Quiz	ToK vs Other Subjects ⓘ	Richard Chandler	Mar 10, 2016
Test	ToK Intro ⓘ	Richard Chandler	Mar 10, 2016

IB DP History (Grade 12) 1

Test	World War II Timeline Poster ⓘ	Richard Chandler	Aug 31, 2016
Homework	Ancient Romans: Essay ⓘ	Richard Chandler	Aug 31, 2016

Below you will also see the Latest Activity in each class and year group that your child is in. Note that parents are not able to click into these messages.

Parents can view class messages via the Messages tab. Parents of PYP Students can be notified via email of new Messages if enabled by the teacher. This functionality does not exist for DP and MYP parents.

5.2 Viewing Message Notifications

Click on the Mail icon to view any new messages from the classes that your child is enrolled in. Please note that messages older than 2 weeks are removed from ManageBac automatically.

Via the IB Parents Association Tab

If your school has enabled the IB Parents Association you will see a section in the left navigation panel. On the Overview tab you will find a two week calendar of upcoming events and deadlines and a list of recent announcements and messages.

Overview

To see messages in greater detail, go to the Messages tab.

5.3 Messages

You can post a new message by clicking Post New Message in the sidebar. To view a message in full click the title of the message. Parents can be notified via email if enabled by the sender.

To comment on a message, enter your comment and click Add comment.