

## 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 you receive a message that the link has expired, please contact your advisor or an administrator at your school directly.

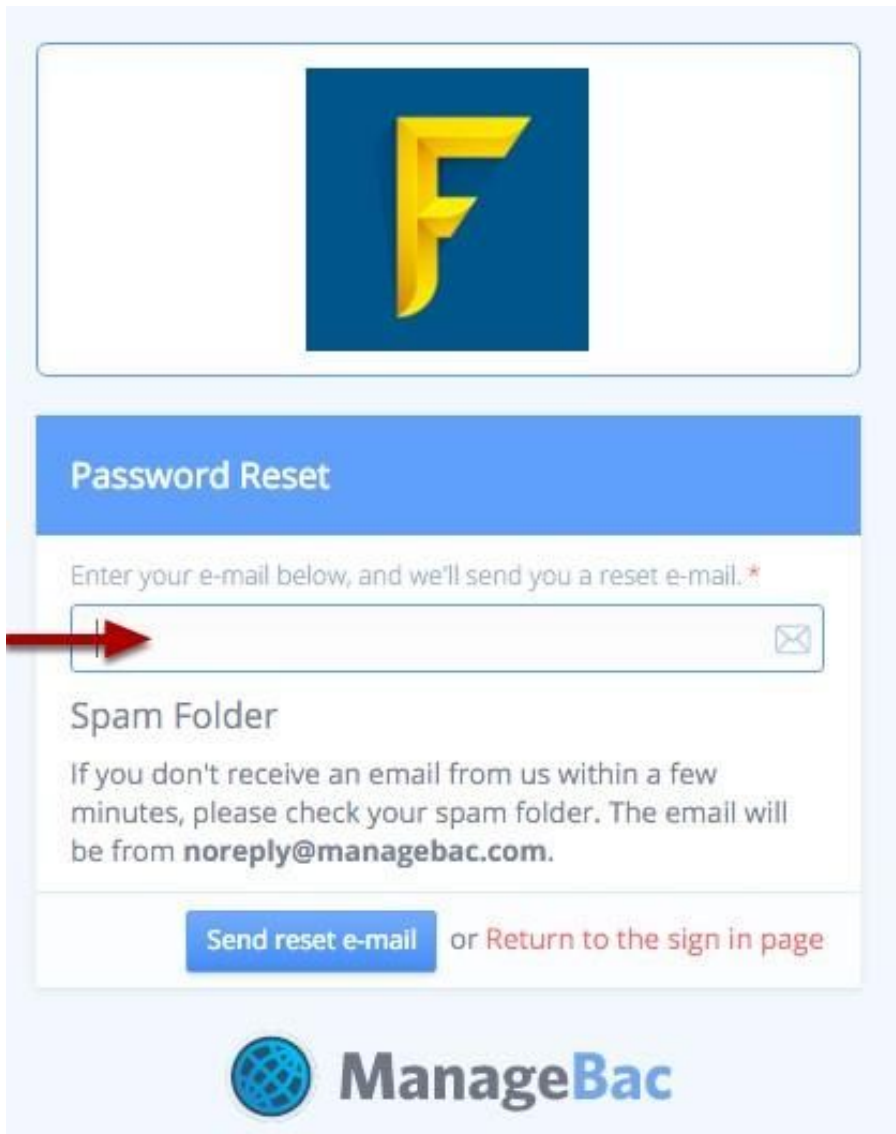
On the login screen, you will see the following fields:



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



The screenshot shows the ManageBac Password Reset interface. At the top is a blue square with a yellow 3D letter 'F'. Below it is a blue header bar with the text 'Password Reset'. Underneath is a text input field with a red arrow pointing to it, containing the placeholder text 'Enter your e-mail below, and we'll send you a reset e-mail.\*'. Below the input field is a section titled 'Spam Folder' with the text: '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**.' At the bottom of this section are two buttons: 'Send reset e-mail' and 'Return to the sign in page'. The ManageBac logo is at the very bottom.

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



The screenshot shows the ManageBac New Password creation interface. It has two text input fields: 'New Password\*' and 'Confirm New Password\*'. The 'New Password\*' field has a strength indicator on the right with four colored boxes (red, red, green, green) and a red arrow pointing to it. Below the 'New Password\*' field is a text box that says: '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.' At the bottom right are two buttons: 'Save Changes' and '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.

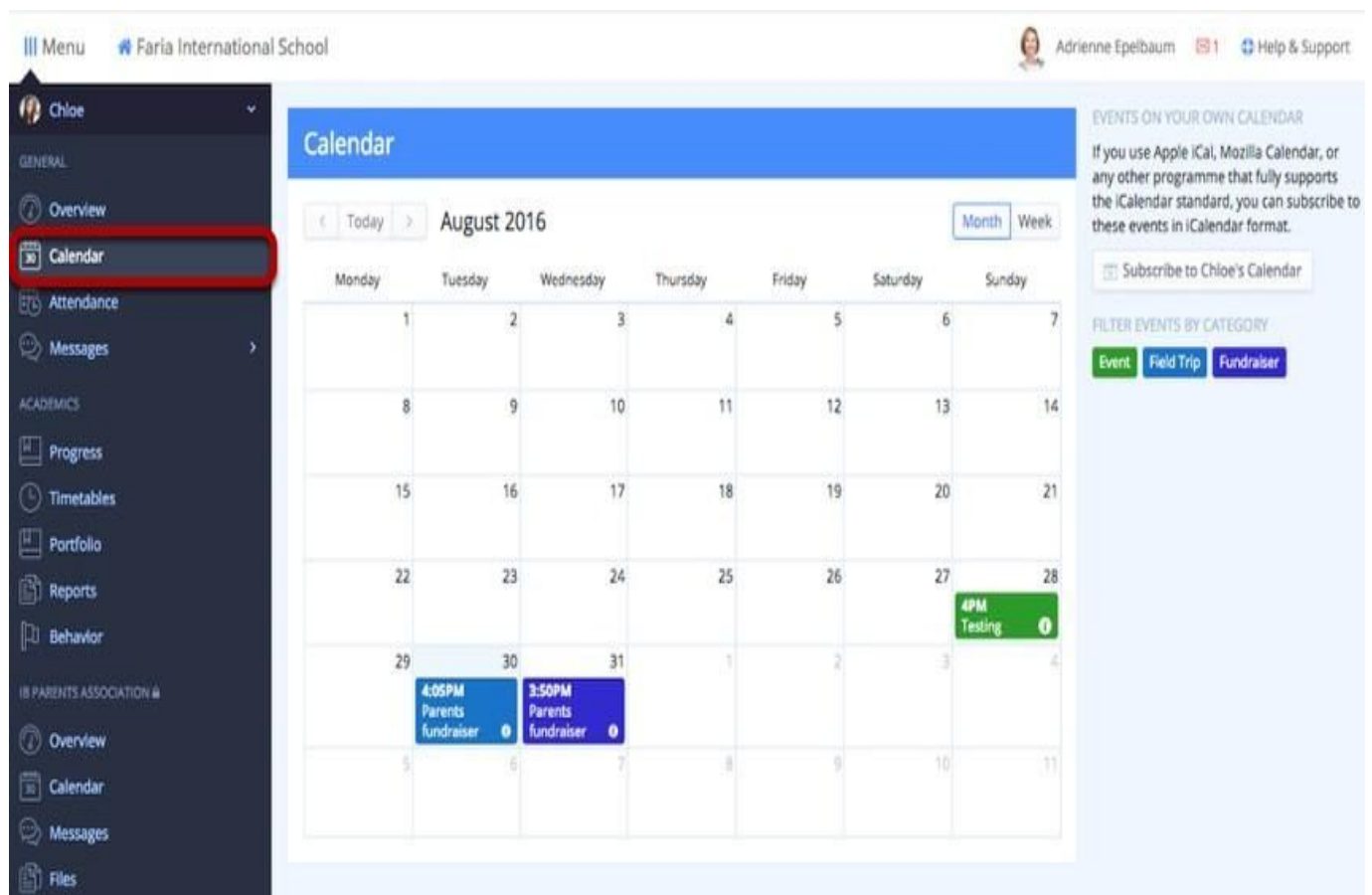
## 2. Navigating ManageBac

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



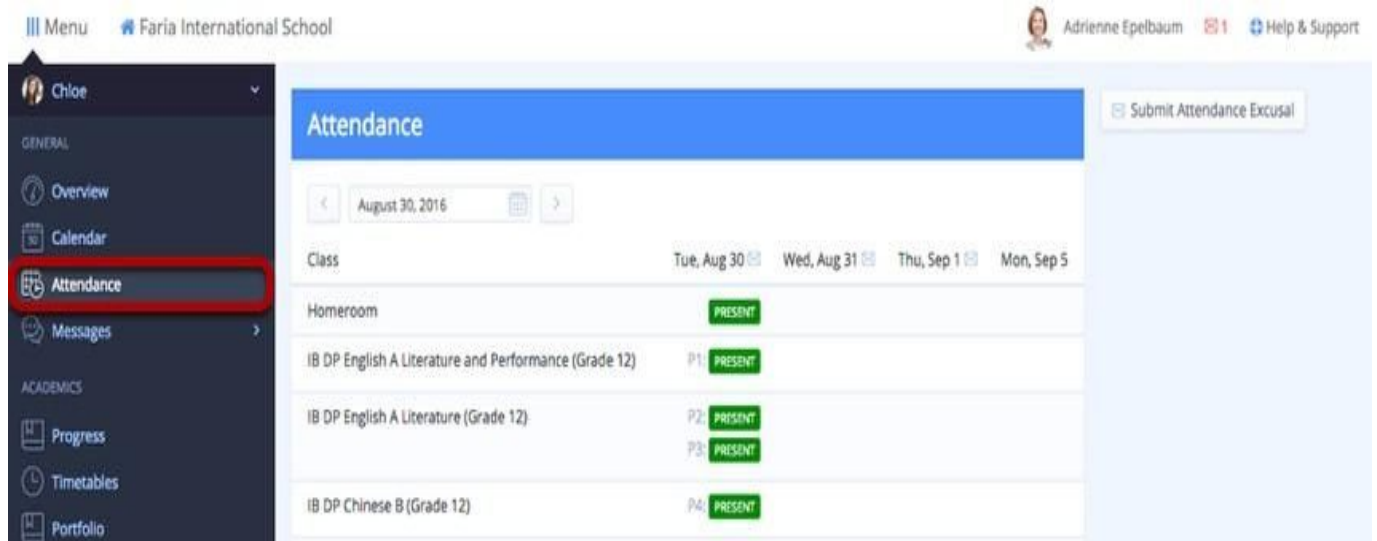
This allows you to select which child you wish to view if you have more than one child registered on ManageBac. Once you have selected a child, you will see an overview of recent and upcoming activities.

### 2.2 Calendar



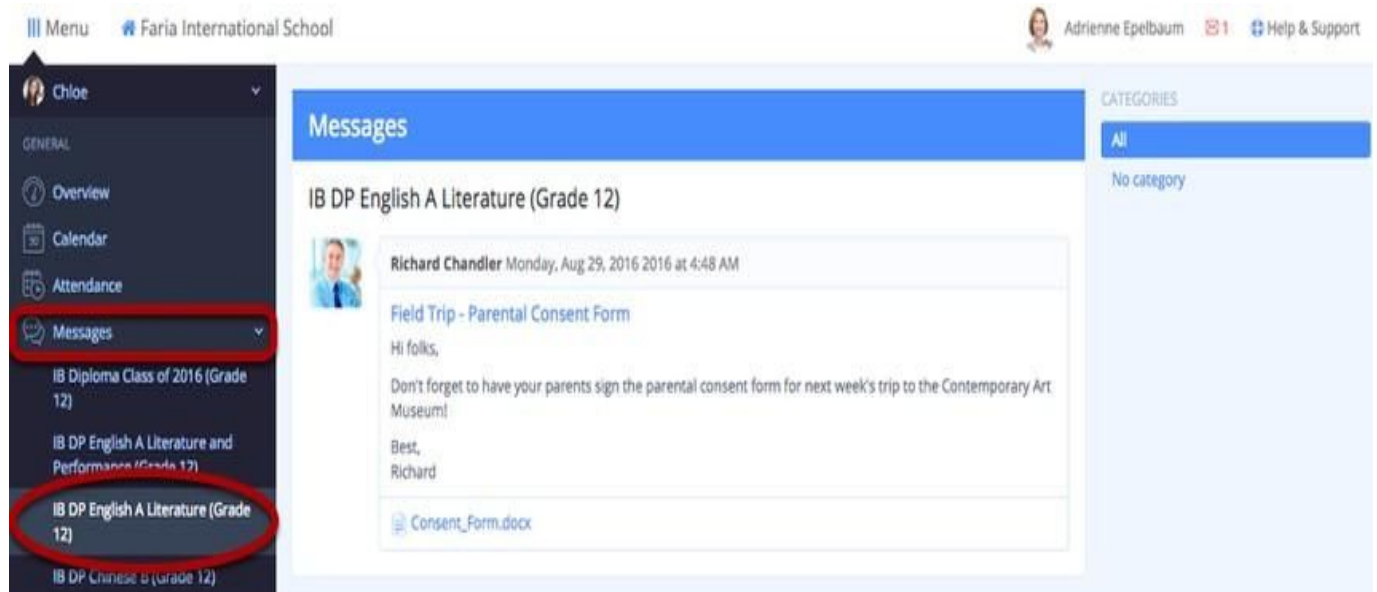
The Calendar tab lets you see your child's academic and activity dates in calendar form.

## 2.3 Attendance



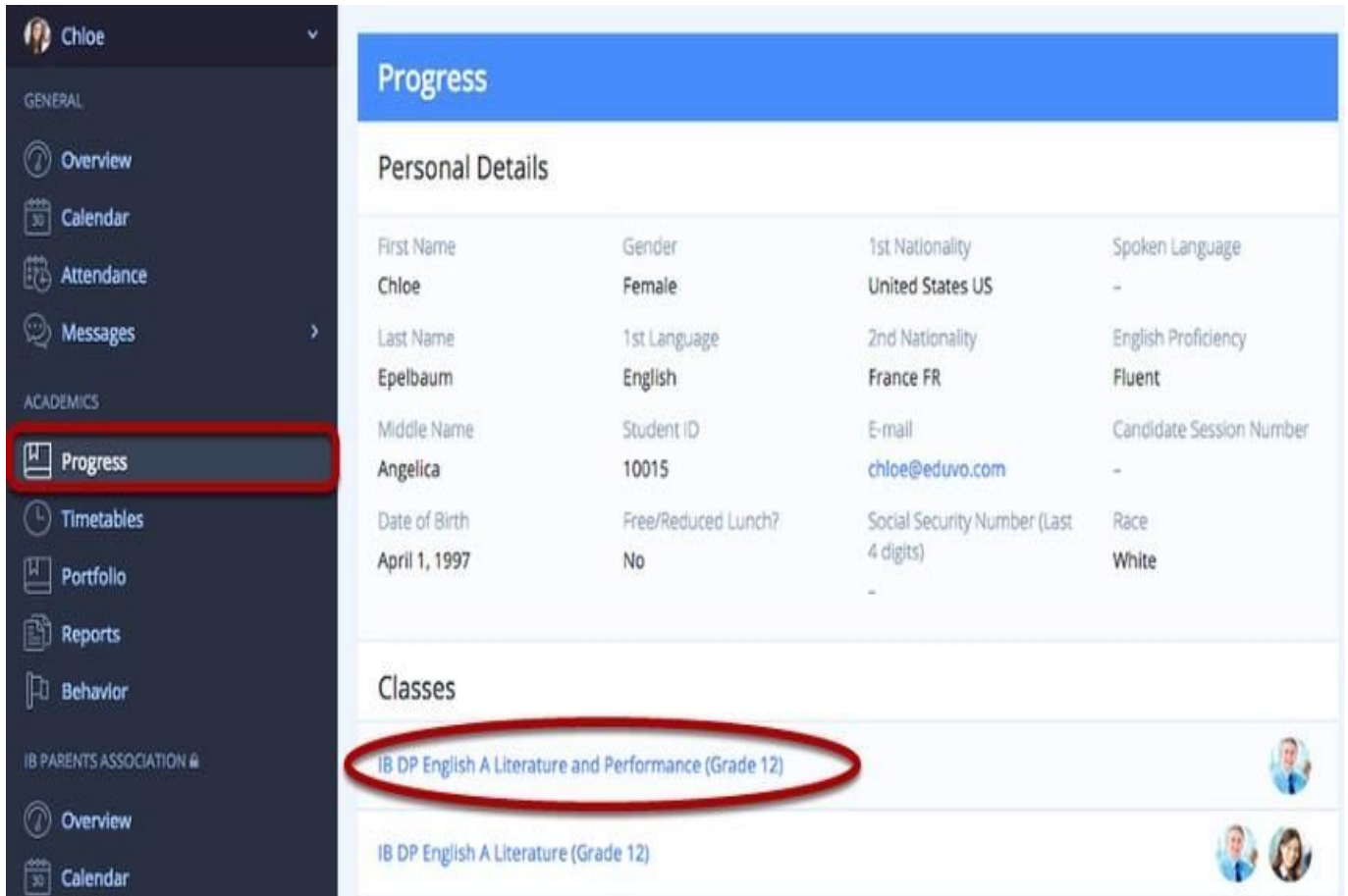
The Attendance tab shows the attendance information for your child and details how many absences he or she has.

## 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



**Chloe**

GENERAL

- Overview
- Calendar
- Attendance
- Messages

ACADEMICS

- Progress**
- Timetables
- Portfolio
- Reports
- Behavior

IB PARENTS ASSOCIATION

- Overview
- Calendar

### Progress

#### Personal Details

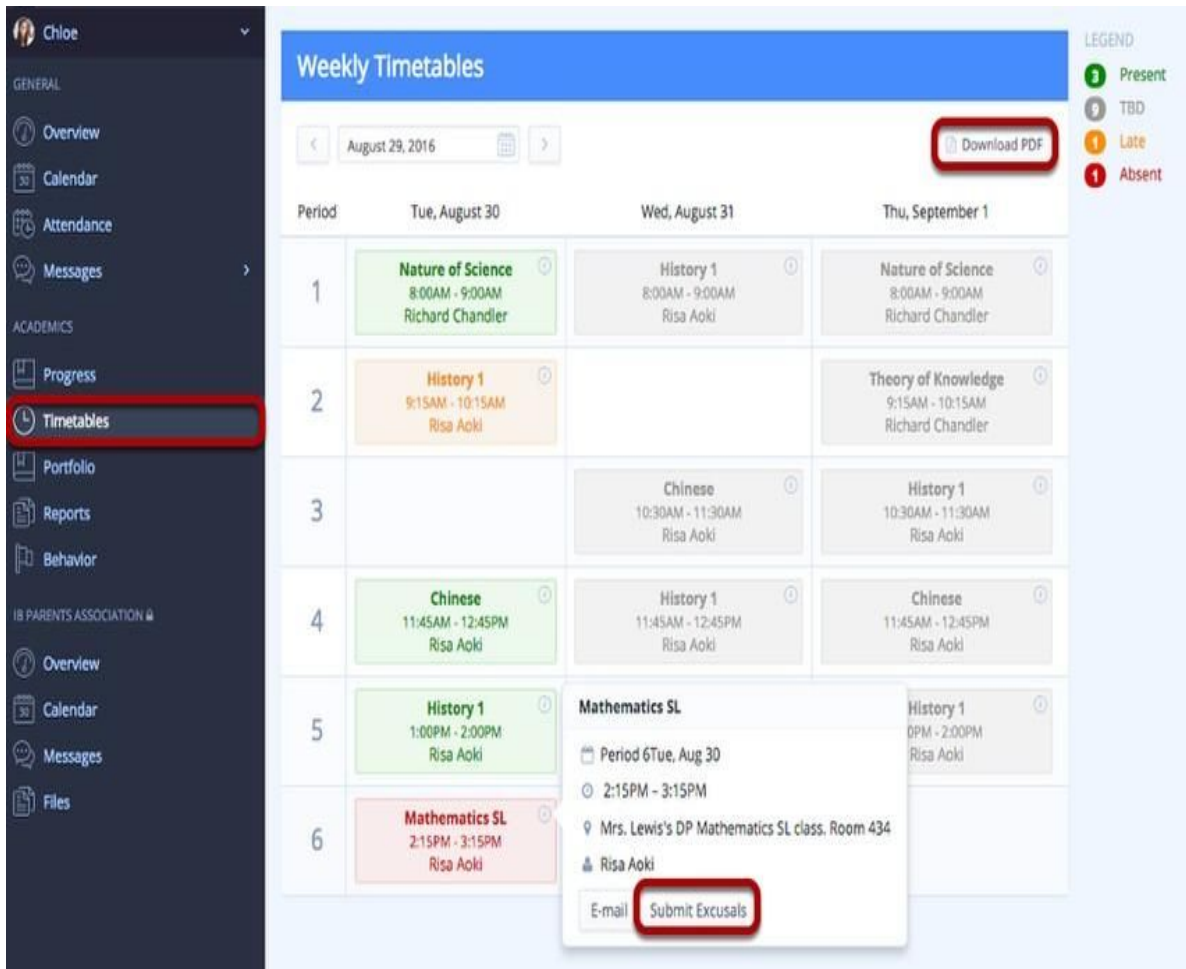
First Name	Gender	1st Nationality	Spoken Language
Chloe	Female	United States US	-
Last Name	1st Language	2nd Nationality	English Proficiency
Epelbaum	English	France FR	Fluent
Middle Name	Student ID	E-mail	Candidate Session Number
Angelica	10015	chloe@eduvo.com	-
Date of Birth	Free/Reduced Lunch?	Social Security Number (Last 4 digits)	Race
April 1, 1997	No	-	White

#### Classes

- IB DP English A Literature and Performance (Grade 12)**
- IB DP English A Literature (Grade 12)

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



**Weekly Timetables**

August 29, 2016 [Download PDF](#)

Period	Tue, August 30	Wed, August 31	Thu, September 1
1	<b>Nature of Science</b> 8:00AM - 9:00AM Richard Chandler	<b>History 1</b> 8:00AM - 9:00AM Risa Aoki	<b>Nature of Science</b> 8:00AM - 9:00AM Richard Chandler
2	<b>History 1</b> 9:15AM - 10:15AM Risa Aoki		<b>Theory of Knowledge</b> 9:15AM - 10:15AM Richard Chandler
3		<b>Chinese</b> 10:30AM - 11:30AM Risa Aoki	<b>History 1</b> 10:30AM - 11:30AM Risa Aoki
4	<b>Chinese</b> 11:45AM - 12:45PM Risa Aoki	<b>History 1</b> 11:45AM - 12:45PM Risa Aoki	<b>Chinese</b> 11:45AM - 12:45PM Risa Aoki
5	<b>History 1</b> 1:00PM - 2:00PM Risa Aoki	<b>Mathematics SL</b> Period 6 Tue, Aug 30 2:15PM - 3:15PM Mrs. Lewis's DP Mathematics SL class, Room 434 Risa Aoki	<b>History 1</b> 1:00PM - 2:00PM Risa Aoki
6	<b>Mathematics SL</b> 2:15PM - 3:15PM Risa Aoki		

**LEGEND**

- Present
- TBD
- Late
- Absent

**Mathematics SL**

Period 6 Tue, Aug 30

2:15PM - 3:15PM

Mrs. Lewis's DP Mathematics SL class, Room 434

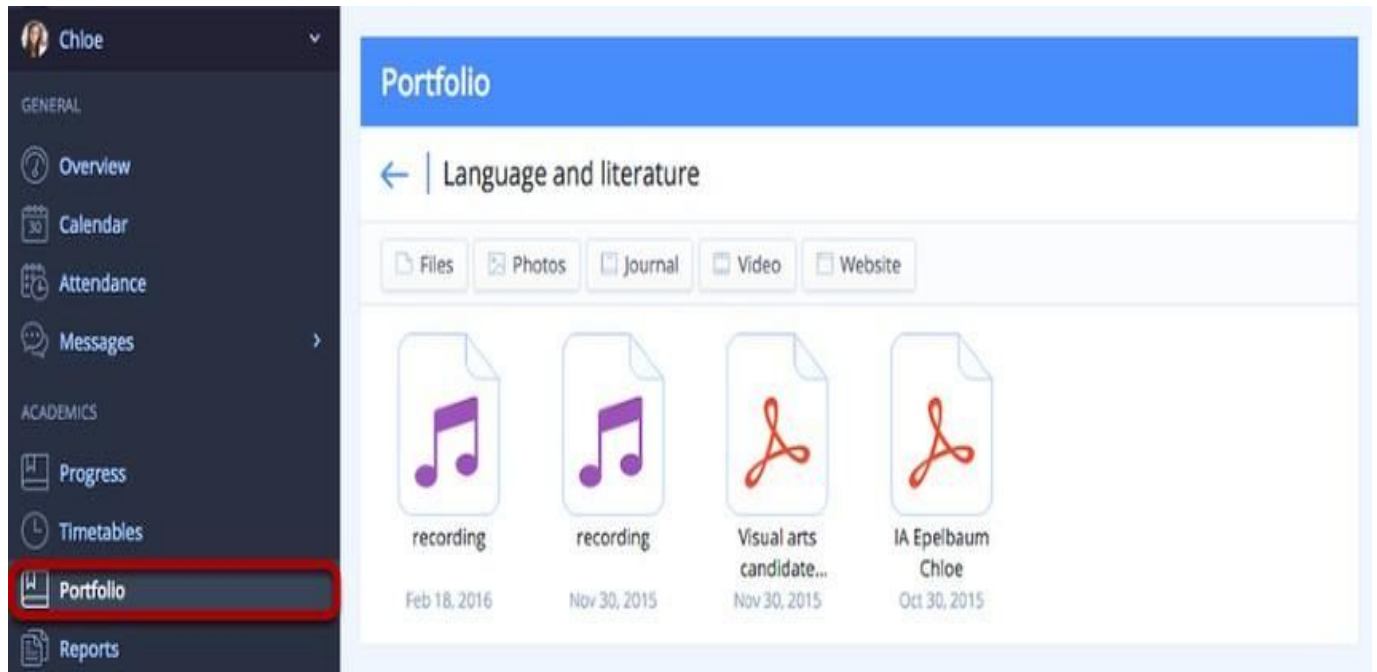
Risa Aoki

E-mail [Submit Excusals](#)

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.

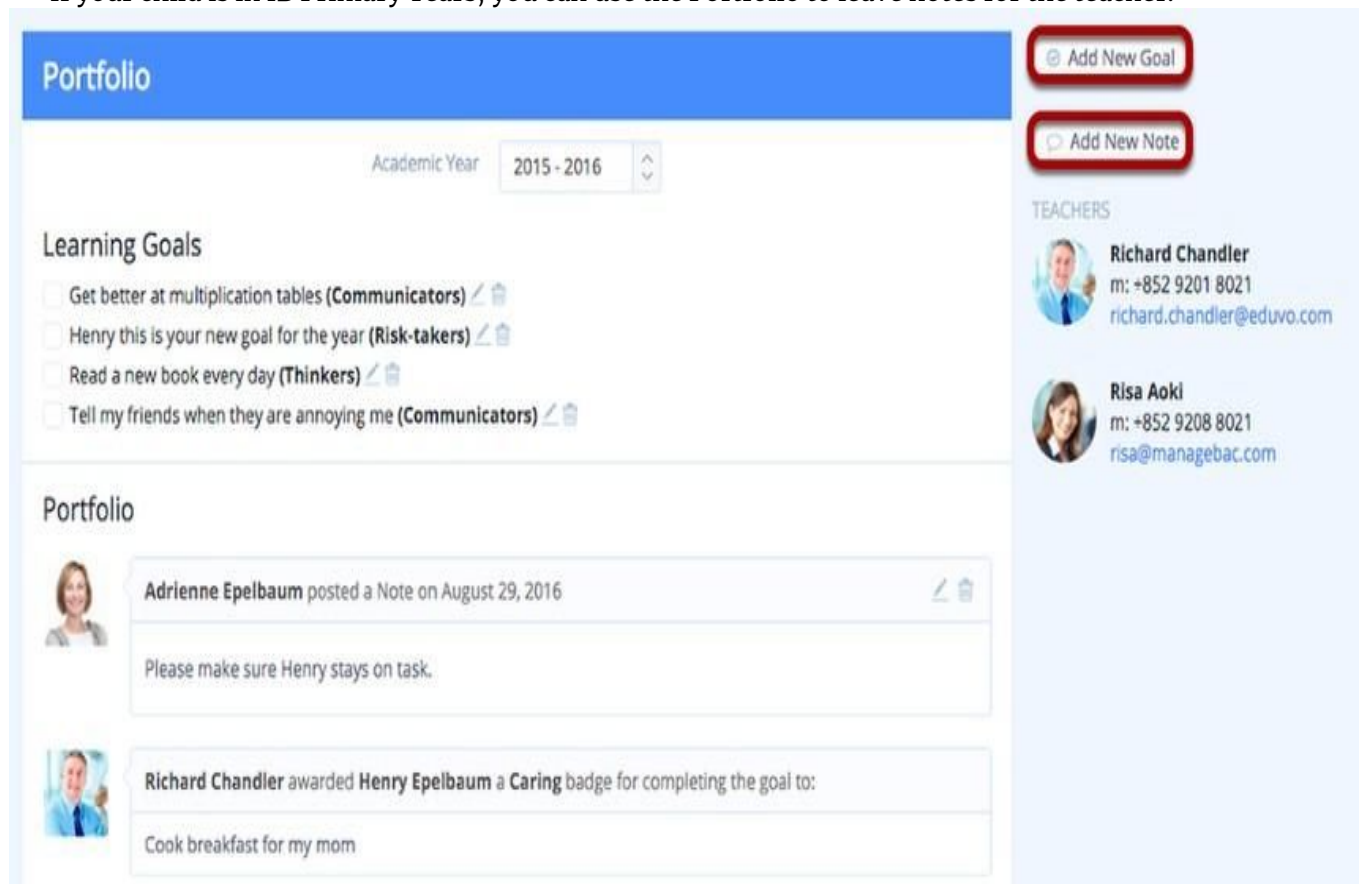


## 2.7 Portfolio



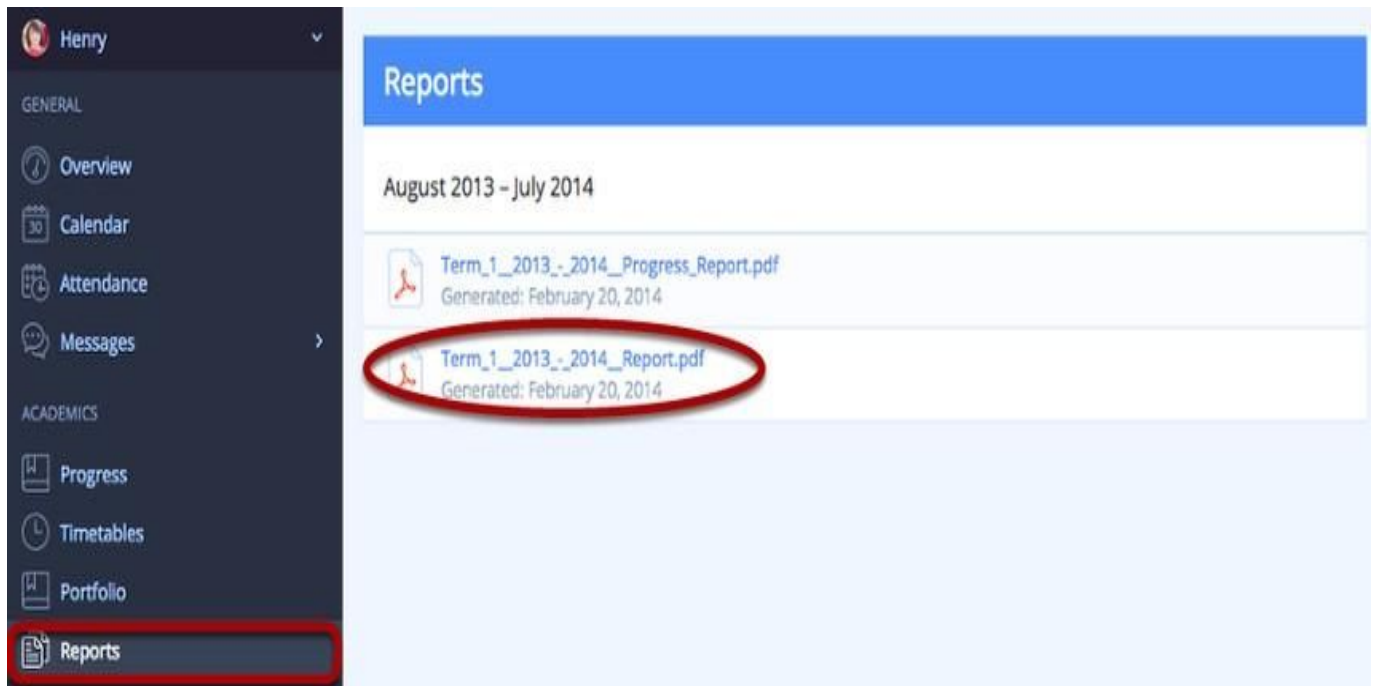
Click on the Portfolio tab to view work that your child has uploaded to their classes.

If your child is in IB Primary Years, you can use the Portfolio to leave notes for the teacher.



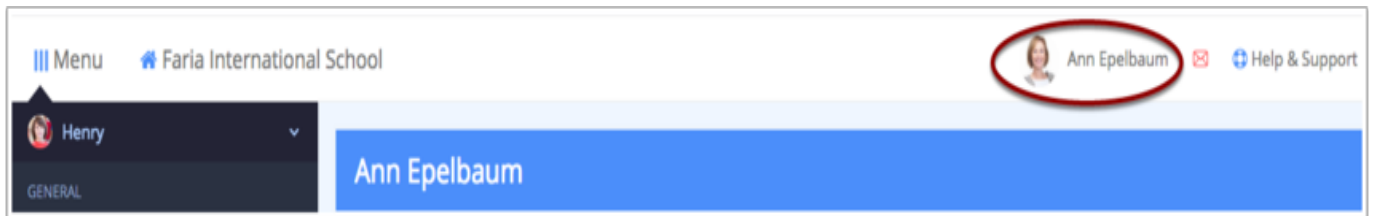


## 2.8 Reports



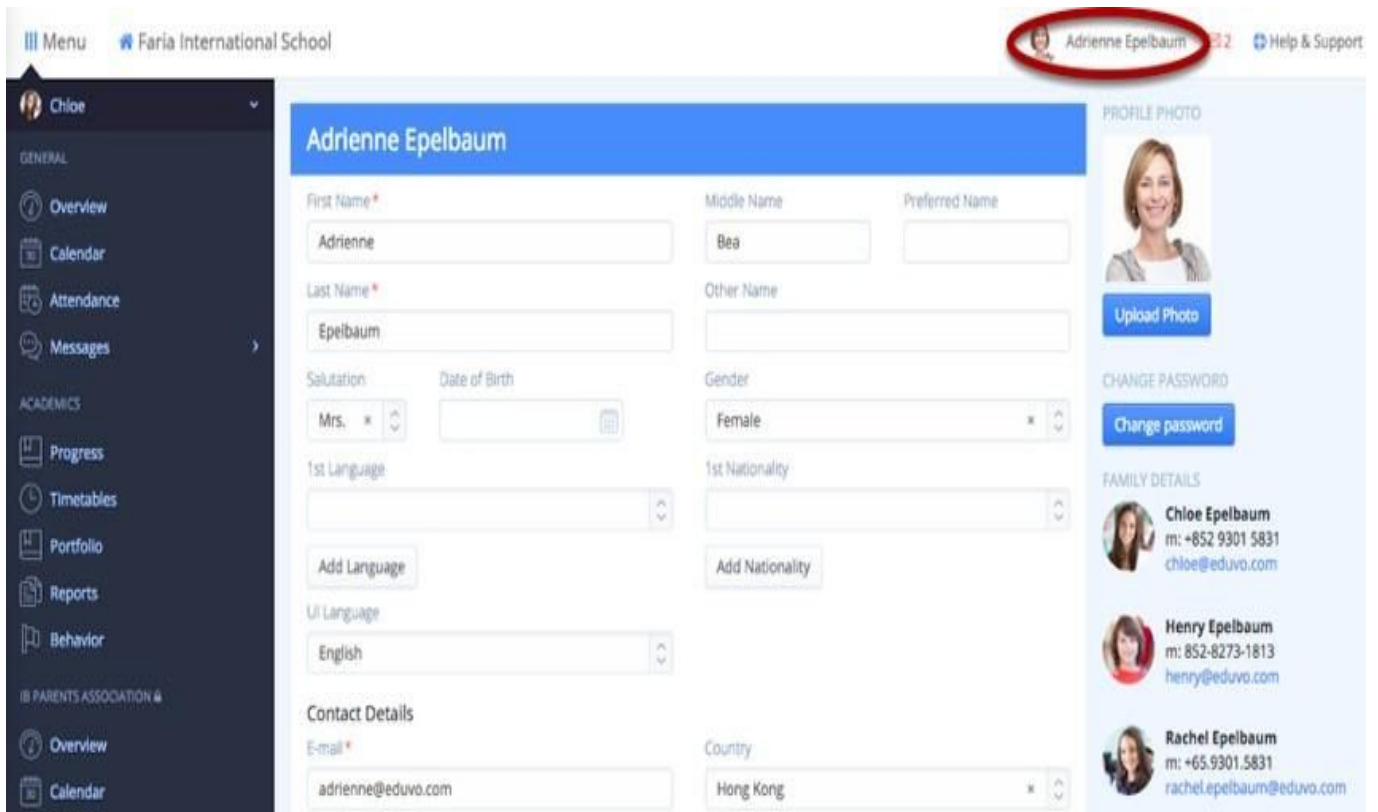
If your school is using ManageBac for reports, click on the Reports tab to obtain a PDF export of your child's report card.

### 3. Your Profile

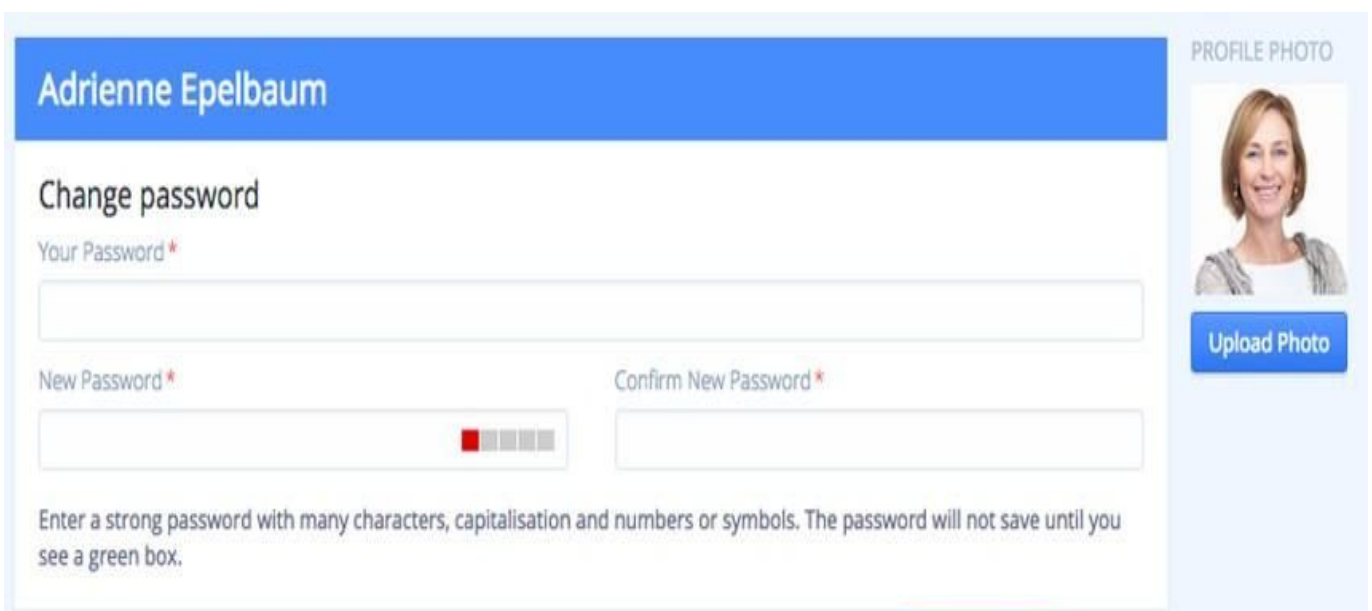


Click Your Name at the top of the page to change your e-mail and password.

#### 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

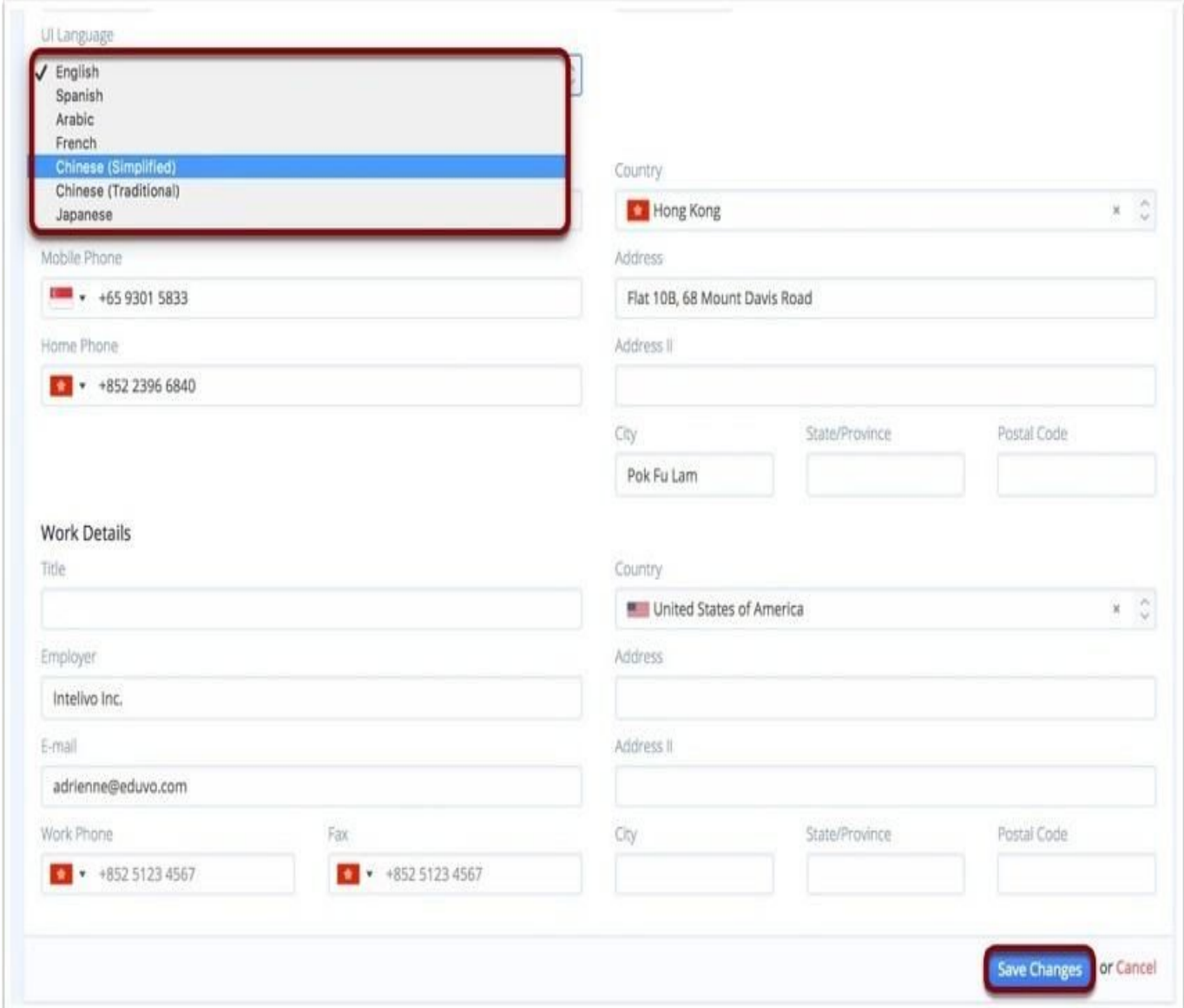


Click Change Password to update your ManageBac login password. The password will not save until you see a green box, we recommend using a pass phrase, which is the combination of four simple but random words (e.g. Horse battery staple yea!). [Click here for help setting up a password.](#)

### 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



The form is titled "UI Language" and contains several sections for user information. The "UI Language" section is highlighted with a red box and shows a dropdown menu with options: English (selected), Spanish, Arabic, French, Chinese (Simplified), Chinese (Traditional), and Japanese. Below this, there are fields for "Mobile Phone" (+65 9301 5833) and "Home Phone" (+852 2396 6840). The "Work Details" section includes fields for "Title", "Employer" (Intelivo Inc.), "E-mail" (adrienne@eduvo.com), "Work Phone" (+852 5123 4567), and "Fax" (+852 5123 4567). To the right, there are fields for "Country" (Hong Kong), "Address" (Flat 10B, 68 Mount Davis Road), "Address II", "City" (Pok Fu Lam), "State/Province", and "Postal Code". At the bottom right, there are "Save Changes" and "or Cancel" buttons.

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.

菜单 Farla International School Ann Epelbaum 帮助与支持

Chloe

账户已更新

### Ann Epelbaum

姓 *	Ann	中间名		姓氏名称	
姓 *	Epelbaum	其他名字			
称呼	Mrs.	生日	September 13, 2017	性别	女
第一语言与文字	English	第一国籍	American (United States of America)		
添加语言		添加国籍			
用户介面语言	Chinese (Simplified)				
<b>联系方式</b>					
邮箱 *	ann@eduvo.com	国家	Hong Kong		
手机	+65 9301 5833	地址	Flat 10B, 68 Mount Davis Road		

上传照片

忘记密码

重置密码

查看详细信息

Chloe Epelbaum  
chloe@eduvo.com

Henry Epelbaum  
henry@eduvo.com

Rachel Epelbaum  
mc: +65 9301 5831  
rachel.epelbaum@eduvo.com

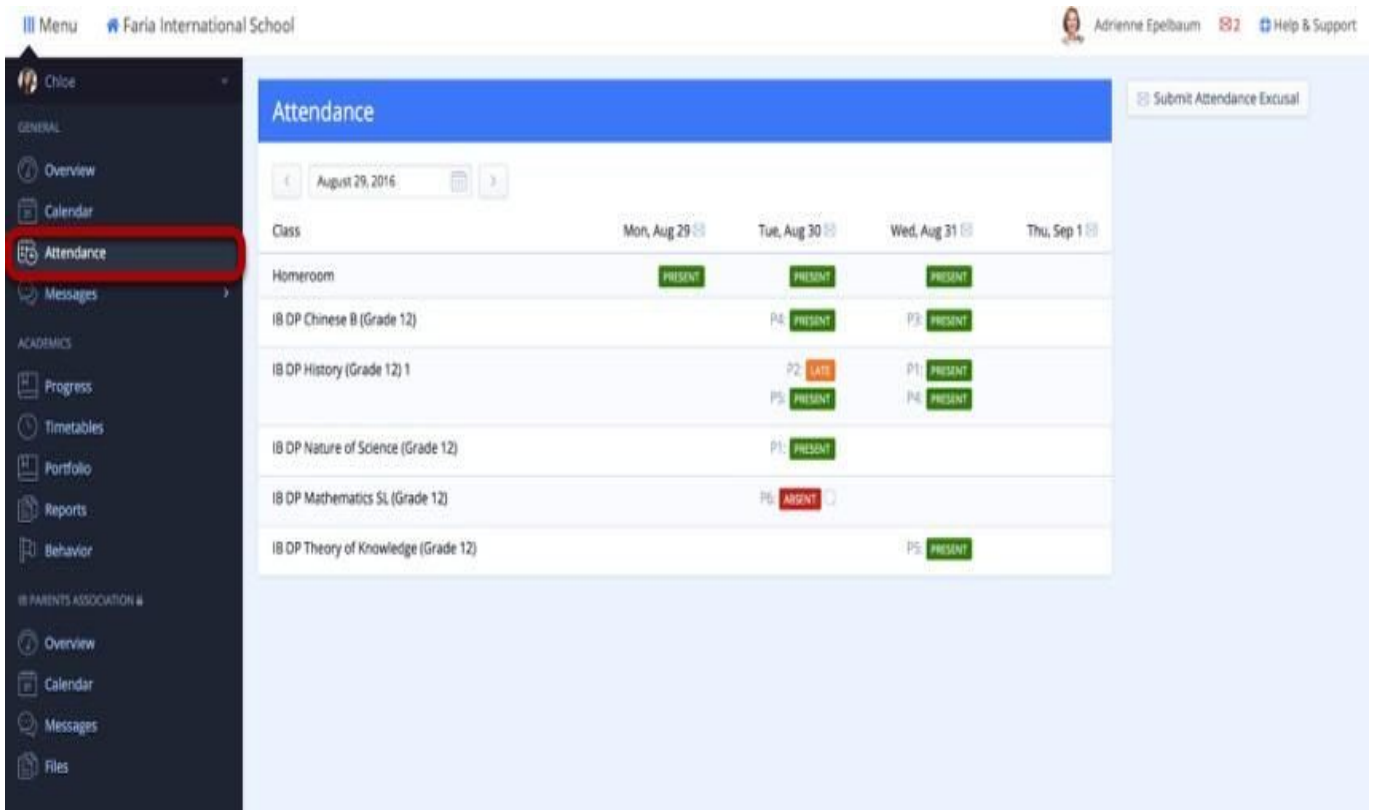
Once the page refreshes, your main menu and page content will display in the language of your choice. Please contact us at [support@managebac.com](mailto:support@managebac.com) for further assistance.

## 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.



Menu Faria International School Adrienne Epelbaum 2 Help & Support

Chloe

GENERAL

- Overview
- Calendar
- Attendance**
- Messages

ACADEMICS

- Progress
- Timetables
- Portfolio
- Reports
- Behavior

IB PARENTS ASSOCIATION

- Overview
- Calendar
- Messages
- Files

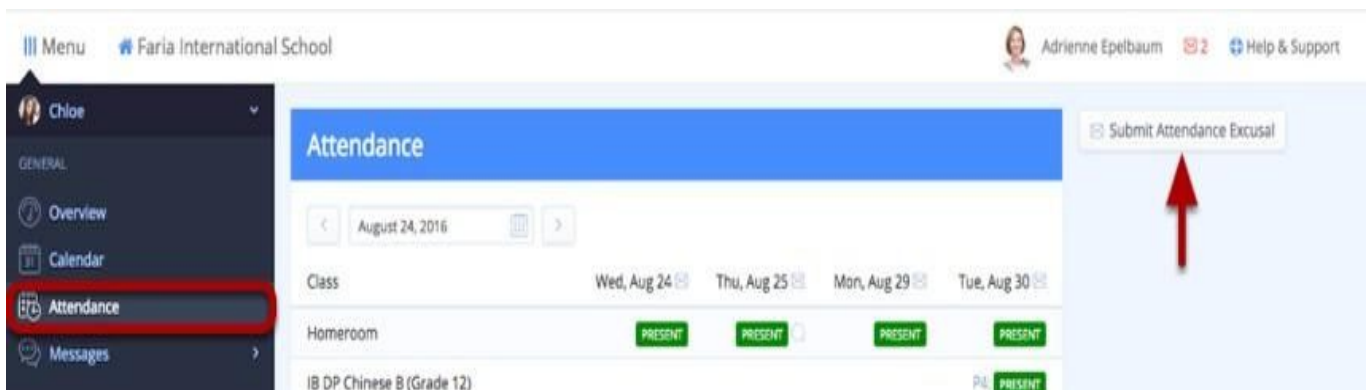
Attendance

August 29, 2016

Class	Mon, Aug 29	Tue, Aug 30	Wed, Aug 31	Thu, Sep 1
Homeroom	PRESENT	PRESENT	PRESENT	
IB DP Chinese B (Grade 12)		P4: PRESENT	P3: PRESENT	
IB DP History (Grade 12) 1		P2: LATE P3: PRESENT	P1: PRESENT P4: PRESENT	
IB DP Nature of Science (Grade 12)		P1: PRESENT		
IB DP Mathematics SL (Grade 12)		P6: ABSENT		
IB DP Theory of Knowledge (Grade 12)			P5: PRESENT	

Submit Attendance Excusal

### 4.2 Submitting an Attendance Excusal Via the Attendance tab



Menu Faria International School Adrienne Epelbaum 2 Help & Support

Chloe

GENERAL

- Overview
- Calendar
- Attendance**
- Messages

Attendance

August 24, 2016

Class	Wed, Aug 24	Thu, Aug 25	Mon, Aug 29	Tue, Aug 30
Homeroom	PRESENT	PRESENT	PRESENT	PRESENT
IB DP Chinese B (Grade 12)				P4: PRESENT

Submit Attendance Excusal

Under the Attendance tab, click Submit Attendance Excusal.





Chloe Epelbaum

### Submit Excusal

Date \*

August 24, 2016



Duration \*

10 days



Reason \*

10-day Glamping trip! So Exciteddd

**Save Changes** or Cancel

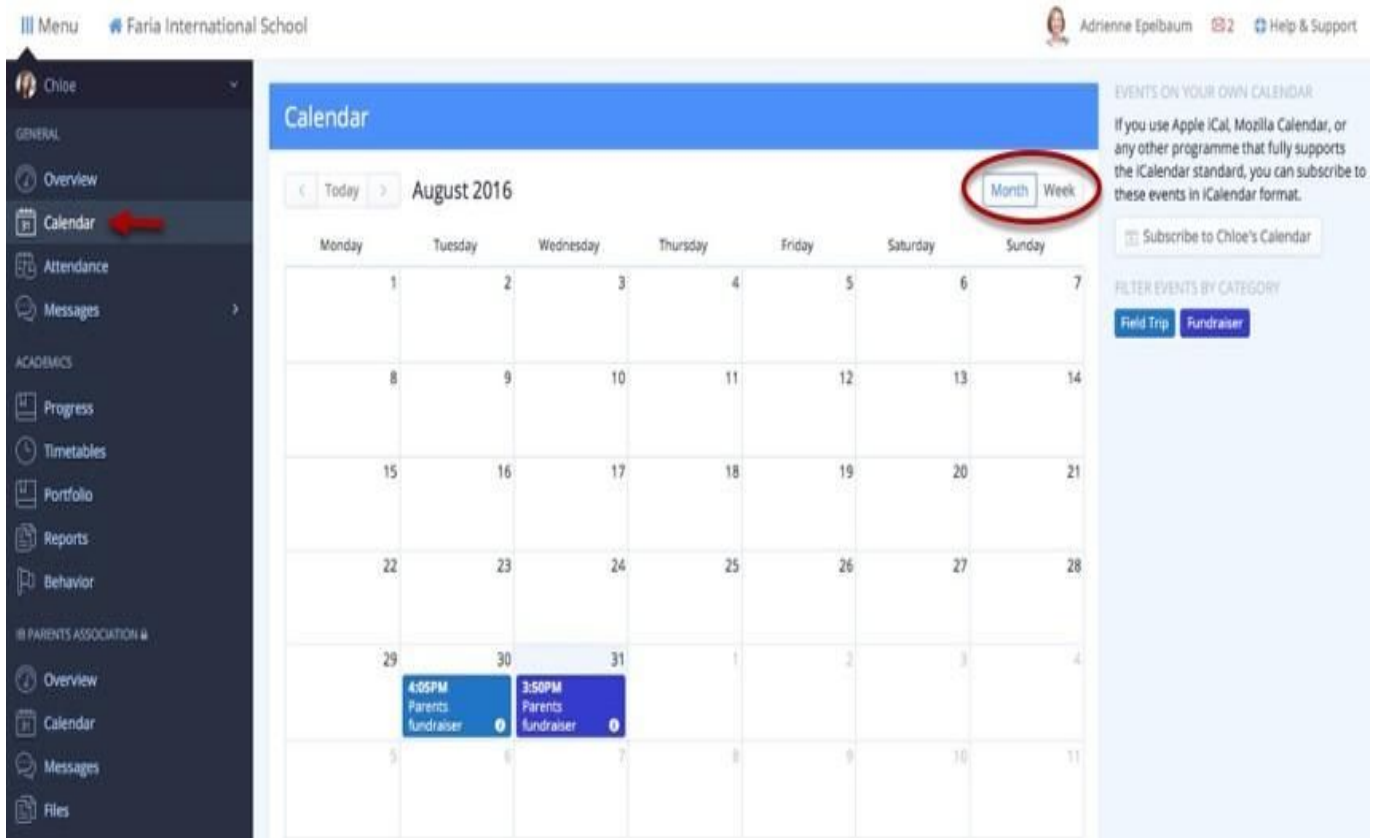
This will allow you to indicate the days when your child will be absent, and it will allow you to provide a reason (e.g. a 10-day Glamping trip). After you click Submit, it will be shared with the assigned Homeroom Advisor and emailed to ManageBac Administrators.

#### 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).

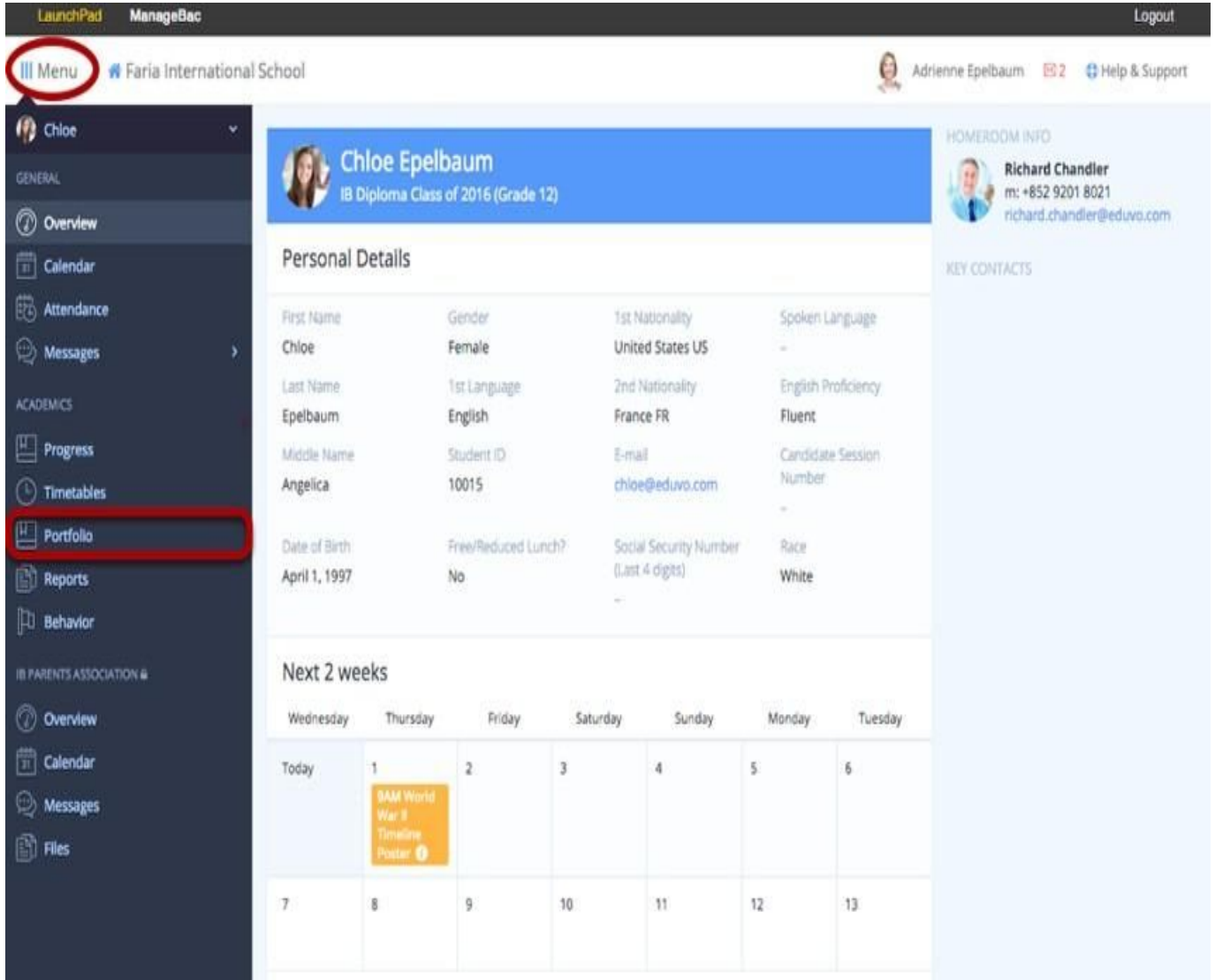
The Calendar will show your child's upcoming due dates in calendar form. You can switch between a Month and Week view depending on how much detail you wish to see.



The screenshot shows the ManageBac interface for a user named Adrienne Epeibaum. The sidebar on the left lists various tabs: Overview, Calendar (highlighted with a red arrow), Attendance, Messages, Progress, Timetables, Portfolio, Reports, Behavior, and a Parents Association section. The main area displays a calendar for August 2016. The calendar shows two events: a 4:05PM Parents fundraiser on August 30 and a 3:50PM Parents fundraiser on August 31. The right sidebar contains options to subscribe to the calendar and filter events by category (Field Trip, Fundraiser). The view toggle buttons 'Month' and 'Week' are circled in red.

#### 4.4 Viewing Your Child's Portfolio

Via the Academics section in the Menu



The screenshot shows the ManageBac interface for a student named Chloe Epelbaum. The top navigation bar includes 'LaunchPad', 'ManageBac', and a 'Logout' link. The user is logged in as 'Adrienne Epelbaum' (ES 2) with a 'Help & Support' link. The 'Menu' icon is circled in red, and the 'Portfolio' tab in the 'ACADEMICS' section is also circled in red. The main content area displays the student's profile, personal details, and a calendar for the next two weeks.

**Personal Details**

First Name	Gender	1st Nationality	Spoken Language
Chloe	Female	United States US	-
Last Name	1st Language	2nd Nationality	English Proficiency
Epelbaum	English	France FR	Fluent
Middle Name	Student ID	E-mail	Candidate Session Number
Angelica	10015	chloe@eduvo.com	-
Date of Birth	Free/Reduced Lunch?	Social Security Number (Last 4 digits)	Race
April 1, 1997	No	-	White

**Next 2 weeks**

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Today	1 BAM World War II Timeline Poster	2	3	4	5	6
7	8	9	10	11	12	13

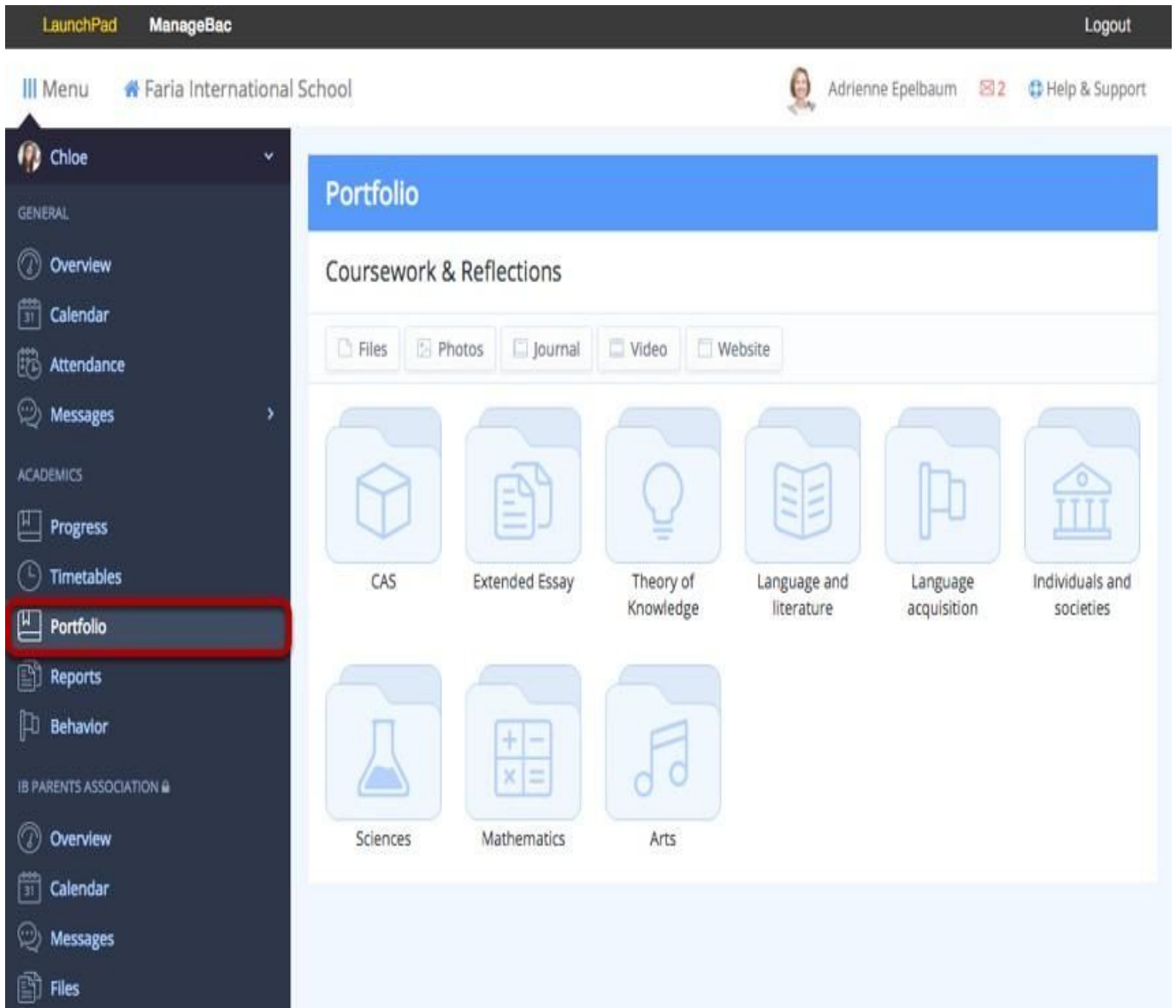
**HOMEROOM INFO**

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

**KEY CONTACTS**

You can select the Portfolio tab.

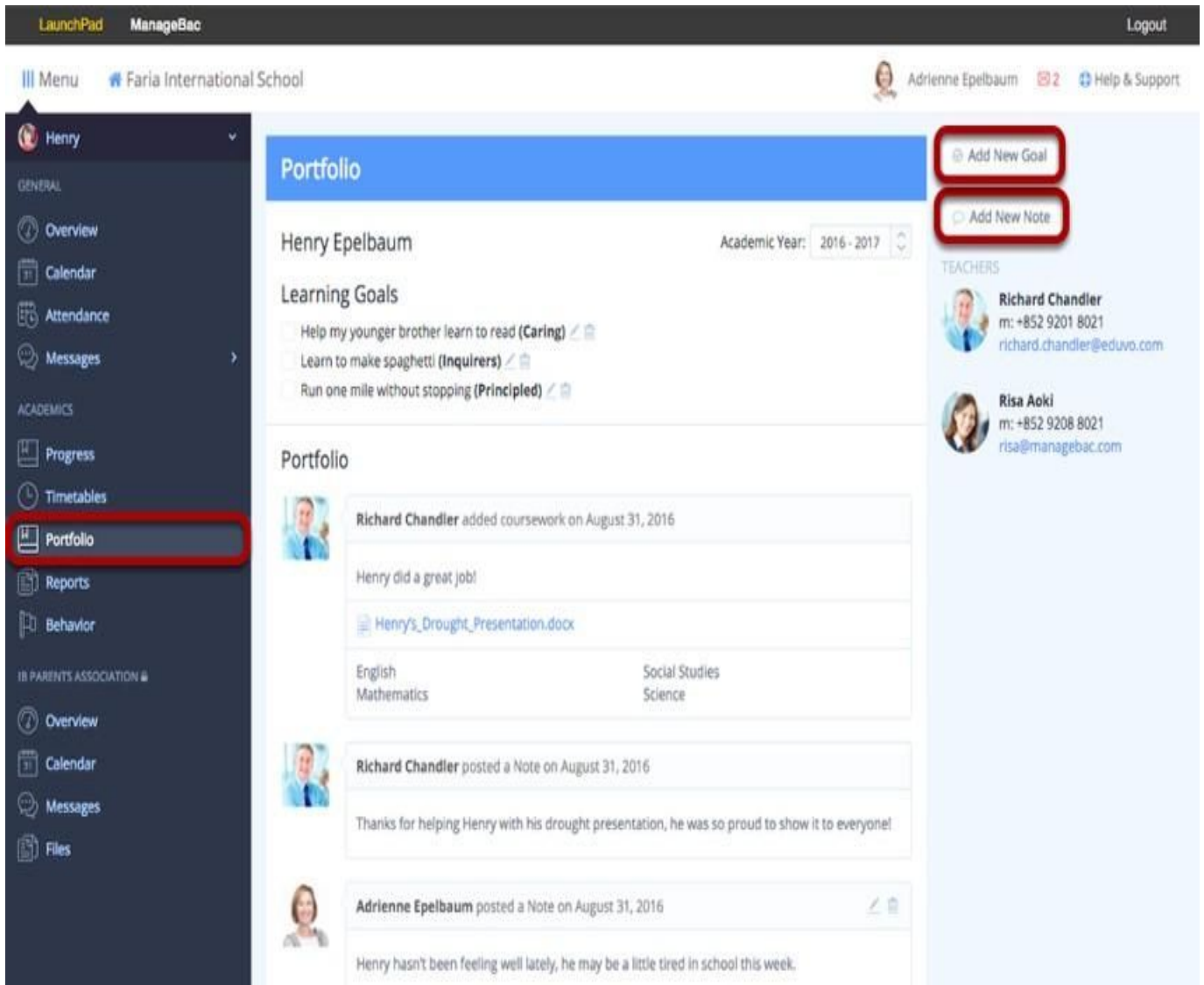
#### 4.4.1 DP & MYP Portfolio



The screenshot shows the ManageBac interface. At the top, there are links for 'LaunchPad' and 'ManageBac', and a 'Logout' button. Below this, the user 'Chloe' is logged in, with a profile picture and a dropdown arrow. The main navigation menu on the left includes 'GENERAL' (Overview, Calendar, Attendance, Messages), 'ACADEMICS' (Progress, Timetables, **Portfolio**, Reports, Behavior), and 'IB PARENTS ASSOCIATION' (Overview, Calendar, Messages, Files). The 'Portfolio' option is highlighted with a red rectangle. The main content area is titled 'Portfolio' and 'Coursework & Reflections'. It features tabs for 'Files', 'Photos', 'Journal', 'Video', and 'Website'. Below these tabs, there are icons for various subjects: CAS, Extended Essay, Theory of Knowledge, Language and literature, Language acquisition, Individuals and societies, Sciences, Mathematics, and Arts.

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



The screenshot shows the PYP Portfolio interface for Henry Epelbaum. The sidebar menu on the left has 'Portfolio' highlighted. The main content area displays 'Henry Epelbaum' with 'Academic Year: 2016 - 2017'. It lists 'Learning Goals' such as 'Help my younger brother learn to read (Caring)', 'Learn to make spaghetti (Inquirers)', and 'Run one mile without stopping (Principled)'. Below this is a 'Portfolio' section showing three entries: 'Richard Chandler added coursework on August 31, 2016' (with a file 'Henry's Drought Presentation.docx'), 'Richard Chandler posted a Note on August 31, 2016' (comment: 'Thanks for helping Henry with his drought presentation, he was so proud to show it to everyone!'), and 'Adrienne Epelbaum posted a Note on August 31, 2016' (comment: 'Henry hasn't been feeling well lately, he may be a little tired in school this week.'). On the right, there are buttons for 'Add New Goal' and 'Add New Note', and a list of teachers: 'Richard Chandler' and 'Risa Aoki'.

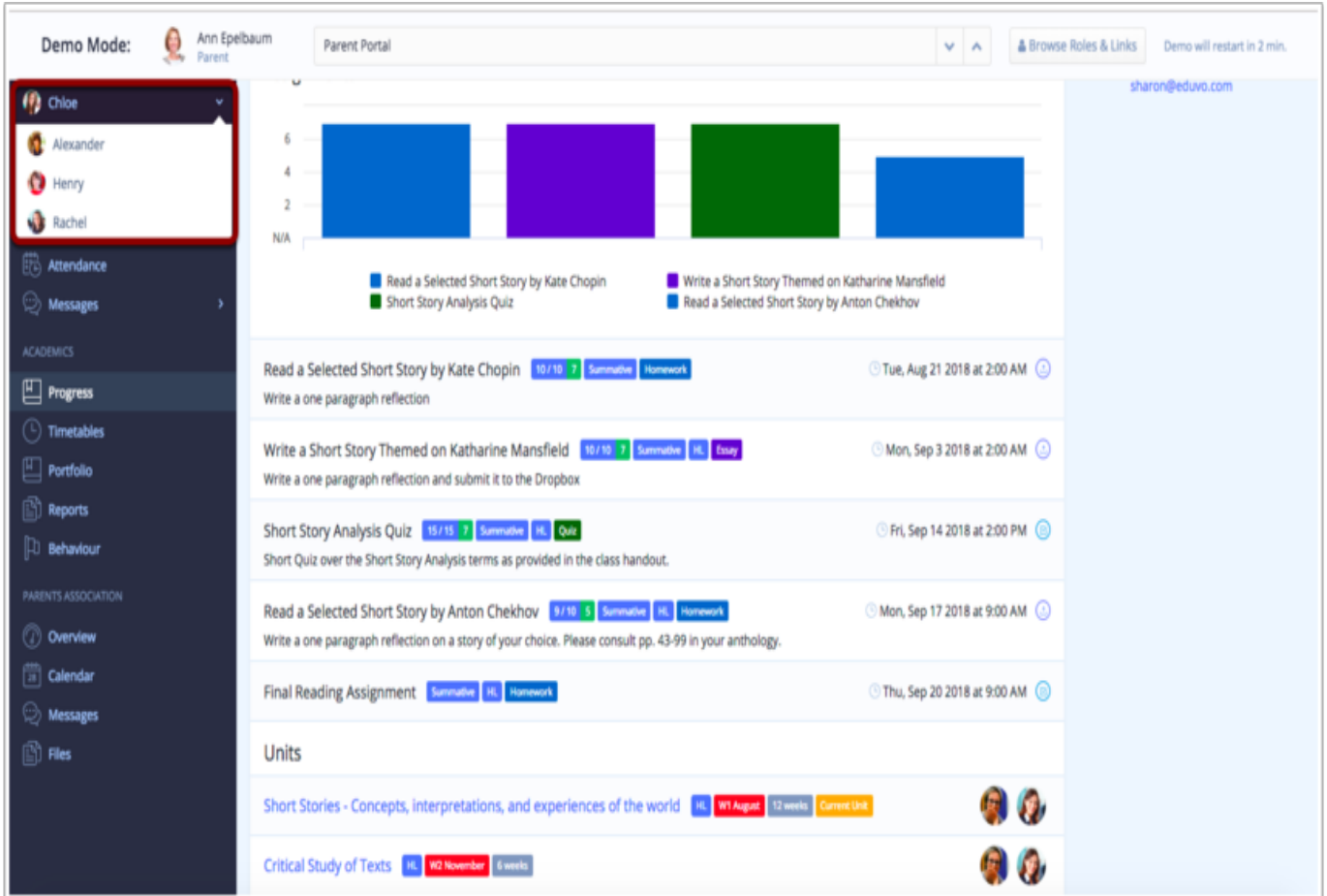
For PYP students, accessing the Portfolio will allow you to view your child's learning goals, coursework, notes & anecdotal comments and parent meeting records.

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



The screenshot shows the Parent Portal interface. At the top, it says "Demo Mode: Ann Epelbaum Parent". Below this is a dropdown menu for child selection, currently showing "Chloe" and listing "Alexander", "Henry", and "Rachel". The main content area displays a bar chart with four bars of different colors (blue, purple, green, blue) representing progress. Below the chart is a table of assignments:

Assignment	Progress	Category	Due Date
Read a Selected Short Story by Kate Chopin	10 / 10	Summative, Homework	Tue, Aug 21 2018 at 2:00 AM
Write a Short Story Themed on Katharine Mansfield	10 / 10	Summative, HL, Essay	Mon, Sep 3 2018 at 2:00 AM
Short Story Analysis Quiz	10 / 10	Summative, HL, Quiz	Fri, Sep 14 2018 at 2:00 PM
Read a Selected Short Story by Anton Chekhov	9 / 10	Summative, HL, Homework	Mon, Sep 17 2018 at 9:00 AM
Final Reading Assignment		Summative, HL, Homework	Thu, Sep 20 2018 at 9:00 AM

Below the assignments, there is a section for "Units" with two units listed:

- Short Stories - Concepts, interpretations, and experiences of the world (HL, W1 August, 12 weeks, Current Unit)
- Critical Study of Texts (HL, W2 November, 6 weeks)

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

LaunchPad
ManageBac
Logout

Menu
Faria International School
Adrienne Epelbaum
2
Help & Support






Chloe
GENERAL
Overview
Calendar
Attendance
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ACADEMICS
Progress
Timetables
Portfolio
Reports
Behavior
IB PARENTS ASSOCIATION
Overview
Calendar
Messages
Files

## Progress

### Personal Details

First Name	Gender	1st Nationality	Spoken Language
Chloe	Female	United States US	-
Last Name	1st Language	2nd Nationality	English Proficiency
Epelbaum	English	France FR	Fluent
Middle Name	Student ID	E-mail	Candidate Session Number
Angelica	10015	chloe@eduvo.com	-
Date of Birth	Free/Reduced Lunch?	Social Security Number (Last 4 digits)	Race
April 1, 1997	No	-	White

### Classes

IB DP Chinese B (Grade 12) Ms. Reed's Chinese class. Room 309.	
IB DP History (Grade 12) 1 Mr. Hendrick's History HL class. Room 213.	
IB DP Nature of Science (Grade 12)	 
IB DP Mathematics SL (Grade 12) Mrs. Lewis's DP Mathematics SL class. Room 434	

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.

Attendance

Messages

ACADEMICS

**Progress**

Timetables

Portfolio

Reports

Behavior

IB PARENTS ASSOCIATION

Overview

Calendar

Messages

Files

### 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



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

KEY CONTACTS

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.

Menu Faria International School

Chloe

OVERVIEW

Overview

Calendar

Attendance

Messages

ACADEMICS

**Progress**

Timetables

Portfolio

Reports

Behaviour

PARENTS ASSOCIATION

Overview

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SETTINGS

GDPR

← Progress

IB DP English A Literature (DP 2)

Mr. Chandler's DP English LA Class

**Task**

Task	Status	Due Date
Read a Selected Short Story by Kate Chopin	Completed	Tue, Aug 21 2018 at 2:00 AM
Read a Selected Short Story by Anton Chekhov	Completed	Tue, Sep 25 2018 at 9:00 AM
Short Story Analysis Quiz	Quiz	Thu, Sep 20 2018 at 2:00 PM
Write a Short Story Themed on Katharine Mansfield	Homework	

Read a Selected Short Story by Kate Chopin

Write a one paragraph reflection

Student Uploads

Essay.pdf

Short Story Analysis Quiz

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

Read a Selected Short Story by Anton Chekhov

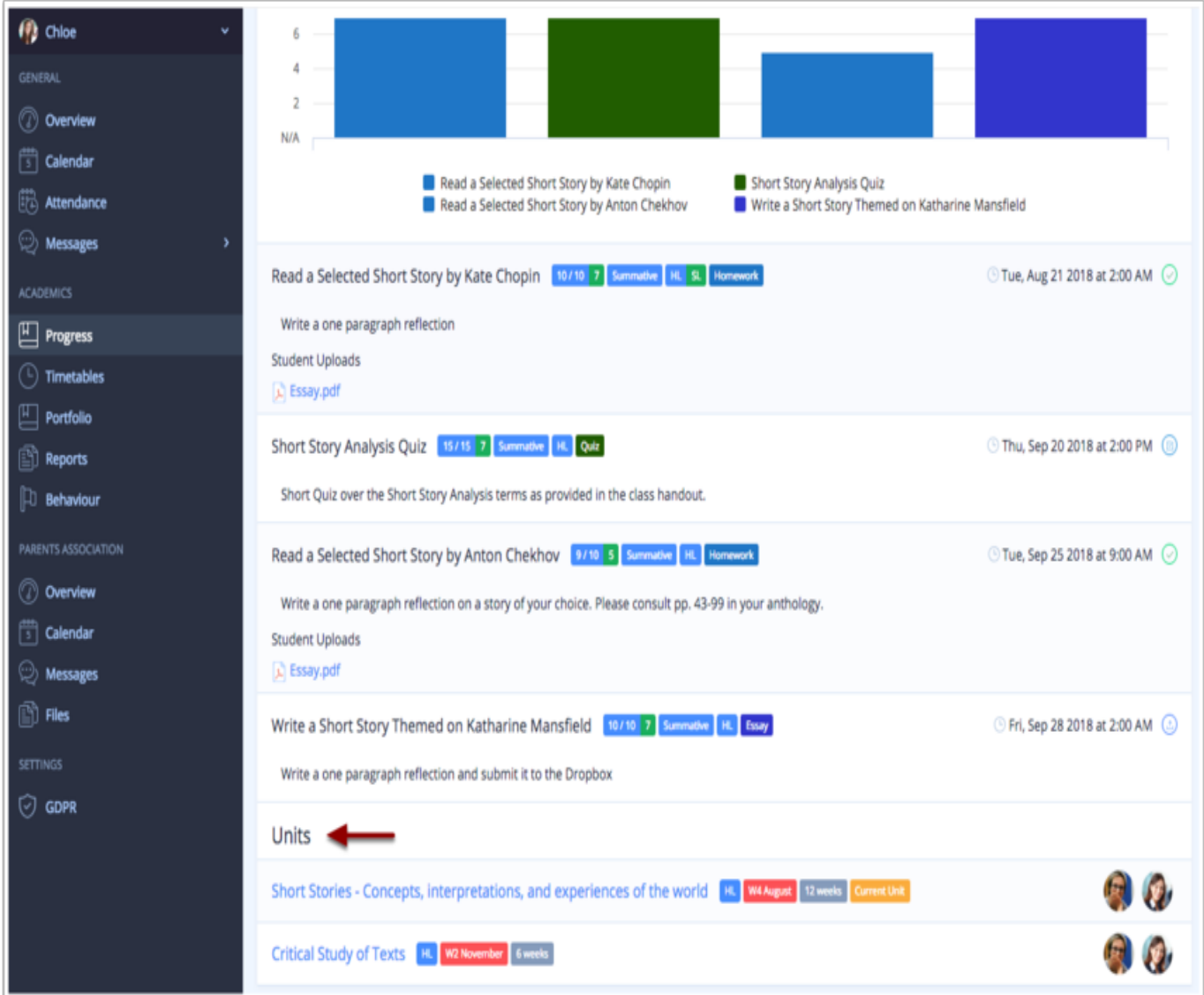
Write a one paragraph reflection on a story of your choice. Please consult pp. 43-99 in your anthology.

**TEACHERS**

**Risa Aoki**  
m: +852 9208 8021  
risa.aoki@eduvo.com

**Sharon Arose**  
DP Coordinator  
m: +852 9201 8021  
sharon@eduvo.com

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.



The screenshot shows a student's dashboard for a class. The left sidebar contains navigation links for GENERAL (Overview, Calendar, Attendance, Messages) and ACADEMICS (Progress, Timetables, Portfolio, Reports, Behaviour). The main content area displays a list of assignments and units.

**Assignments:**

- Read a Selected Short Story by Kate Chopin** (10/10, 7, Summative, HL, SL, Homework) - Due Tue, Aug 21 2018 at 2:00 AM. Status: Completed (green checkmark). Description: Write a one paragraph reflection. Student Uploads: Essay.pdf.
- Short Story Analysis Quiz** (15/15, 7, Summative, HL, Quiz) - Due Thu, Sep 20 2018 at 2:00 PM. Status: Completed (blue circle). Description: Short Quiz over the Short Story Analysis terms as provided in the class handout.
- Read a Selected Short Story by Anton Chekhov** (9/10, 5, Summative, HL, Homework) - Due Tue, Sep 25 2018 at 9:00 AM. Status: Completed (green checkmark). Description: Write a one paragraph reflection on a story of your choice. Please consult pp. 43-99 in your anthology. Student Uploads: Essay.pdf.
- Write a Short Story Themed on Katharine Mansfield** (10/10, 7, Summative, HL, Essay) - Due Fri, Sep 28 2018 at 2:00 AM. Status: Pending (blue circle). Description: Write a one paragraph reflection and submit it to the Dropbox.

**Units:**

- Short Stories - Concepts, interpretations, and experiences of the world** (HL, W4 August, 12 weeks, Current Unit) - Status: Current Unit (orange box). Includes profile icons of two students.
- Critical Study of Texts** (HL, W2 November, 6 weeks) - Status: Upcoming (blue box). Includes profile icons of two students.

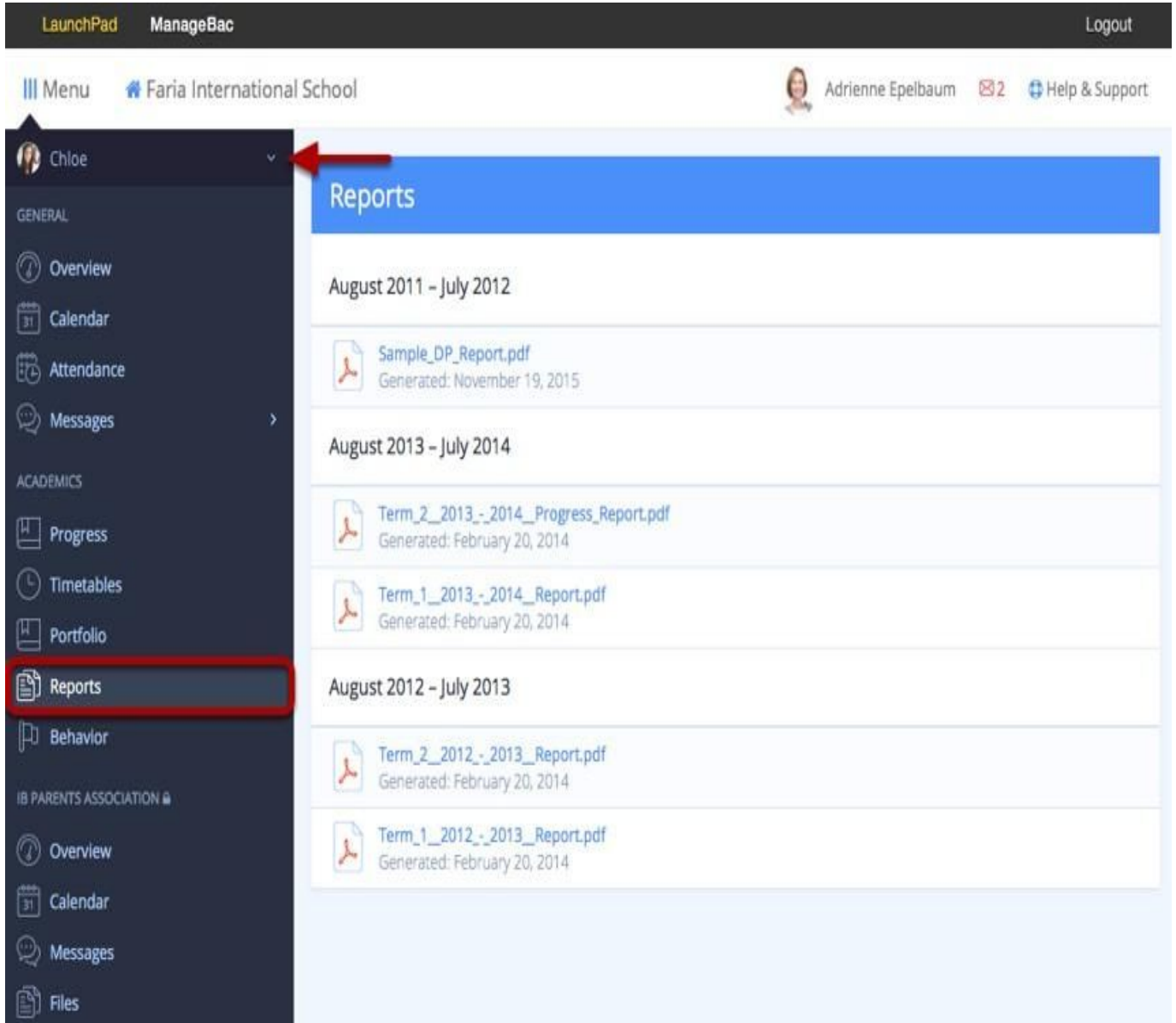
A red arrow points to the "Units" section header.

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.



The screenshot shows the ManageBac interface. At the top, there are tabs for "LaunchPad" and "ManageBac", and a "Logout" link. Below the header, the user's name "Adrienne Epelbaum" and a notification icon with the number "2" are visible, along with a "Help & Support" link. The main content area is titled "Reports" and displays a list of reports for a child named "Chloe". The reports are organized by term and year, with each entry showing a PDF icon, the report title, and the generation date. A red arrow points to the "Chloe" dropdown menu at the top left, and a red box highlights the "Reports" tab in the left sidebar.

**LaunchPad** **ManageBac** Logout

Menu **Faria International School** Adrienne Epelbaum 2 Help & Support

**Chloe**

**GENERAL**

- Overview
- Calendar
- Attendance
- Messages

**ACADEMICS**

- Progress
- Timetables
- Portfolio
- Reports**
- Behavior

**IB PARENTS ASSOCIATION**

- Overview
- Calendar
- Messages
- Files

**Reports**

August 2011 – July 2012

- Sample\_DP\_Report.pdf  
Generated: November 19, 2015

August 2013 – July 2014

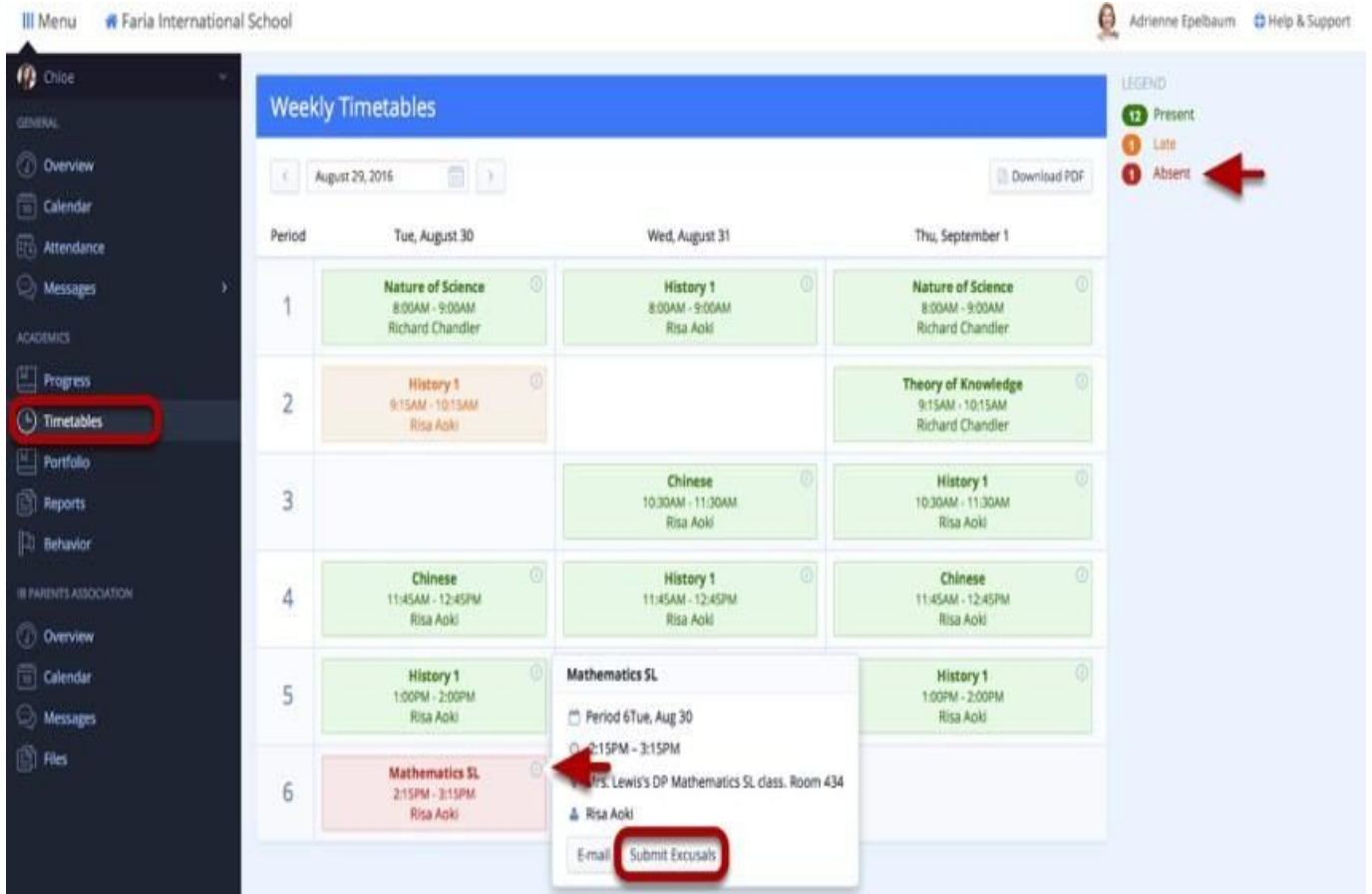
- Term\_2\_2013\_-\_2014\_Progress\_Report.pdf  
Generated: February 20, 2014
- Term\_1\_2013\_-\_2014\_Report.pdf  
Generated: February 20, 2014

August 2012 – July 2013

- Term\_2\_2012\_-\_2013\_Report.pdf  
Generated: February 20, 2014
- Term\_1\_2012\_-\_2013\_Report.pdf  
Generated: February 20, 2014

#### 4.7 Viewing Your Child's Weekly Timetables

##### Timetables



The screenshot displays the 'Weekly Timetables' interface for a child named Chloe at Faria International School. The sidebar on the left shows the 'Timetables' tab selected under the 'ACADEMICS' section. The main area shows a grid of classes for three days: Tuesday, August 30; Wednesday, August 31; and Thursday, September 1. The classes are organized by period (1-6). A legend on the right indicates attendance status: 12 Present (green), 1 Late (orange), and 1 Absent (red). A red arrow points to the 'Absent' status. A tooltip for a marked absence in Period 6 on Tuesday, August 30, shows the class 'Mathematics SL' and a 'Submit Excusals' button, which is also highlighted with a red circle and a red arrow.

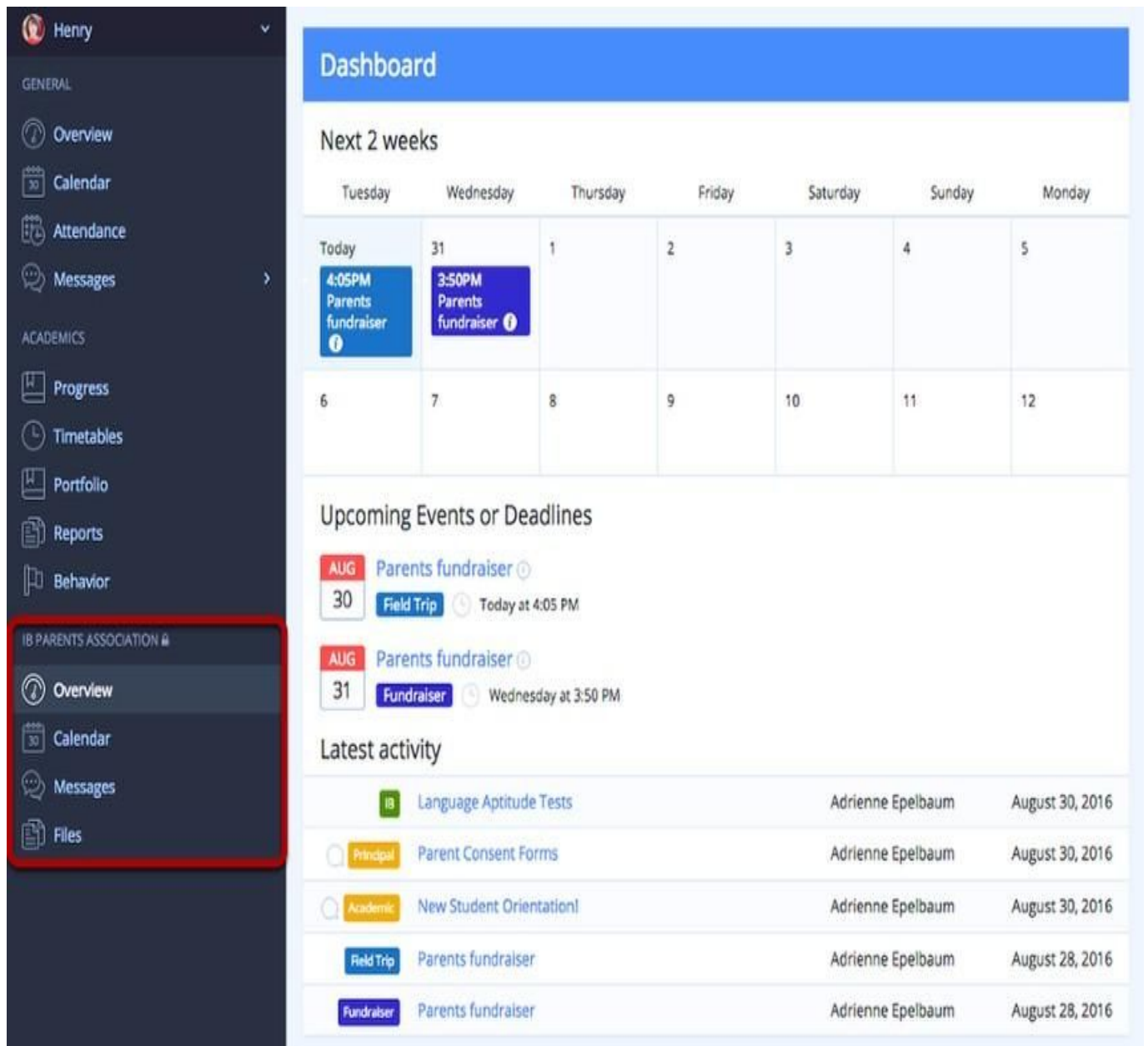
Period	Tue, August 30	Wed, August 31	Thu, September 1
1	Nature of Science 8:00AM - 9:00AM Richard Chandler	History 1 8:00AM - 9:00AM Risa Aoki	Nature of Science 8:00AM - 9:00AM Richard Chandler
2	History 1 9:15AM - 10:15AM Risa Aoki		Theory of Knowledge 9:15AM - 10:15AM Richard Chandler
3		Chinese 10:30AM - 11:30AM Risa Aoki	History 1 10:30AM - 11:30AM Risa Aoki
4	Chinese 11:45AM - 12:45PM Risa Aoki	History 1 11:45AM - 12:45PM Risa Aoki	Chinese 11:45AM - 12:45PM Risa Aoki
5	History 1 1:00PM - 2:00PM Risa Aoki	Mathematics SL Period 6 Tue, Aug 30 2:15PM - 3:15PM Mrs. Lewis's DP Mathematics SL class. Room 434 Risa Aoki	History 1 1:00PM - 2:00PM Risa Aoki
6	Mathematics SL 2:15PM - 3:15PM Risa Aoki		

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



**Henry**

GENERAL

- Overview
- Calendar
- Attendance
- Messages

ACADEMICS

- Progress
- Timetables
- Portfolio
- Reports
- Behavior

**IB PARENTS ASSOCIATION**

- Overview
- Calendar
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- Files

### Dashboard

#### Next 2 weeks

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Today 4:05PM Parents fundraiser	31 3:50PM Parents fundraiser	1	2	3	4	5
6	7	8	9	10	11	12

#### Upcoming Events or Deadlines

- AUG 30** Parents fundraiser  
Field Trip Today at 4:05 PM
- AUG 31** Parents fundraiser  
Fundraiser Wednesday at 3:50 PM

#### Latest activity

IB	Language Aptitude Tests	Adrienne Epelbaum	August 30, 2016
Principal	Parent Consent Forms	Adrienne Epelbaum	August 30, 2016
Academic	New Student Orientation!	Adrienne Epelbaum	August 30, 2016
Field Trip	Parents fundraiser	Adrienne Epelbaum	August 28, 2016
Fundraiser	Parents fundraiser	Adrienne Epelbaum	August 28, 2016

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

Menu Faria International School Adrienne Epelbaum 2 Help & Support

Chloe

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IB PARENTS ASSOCIATION

Overview

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Files

**Chloe Epelbaum**  
IB Diploma Class of 2016 (Grade 12)

**Personal Details**

First Name	Gender	1st Nationality	Spoken Language
Chloe	Female	United States US	-
Last Name	1st Language	2nd Nationality	English Proficiency
Epelbaum	English	France FR	Fluent
Middle Name	Student ID	E-mail	Candidate Session Number
Angelica	10015	chloe@eduvo.com	-
Date of Birth	Free/Reduced Lunch?	Social Security Number (Last 4 digits)	Race
April 1, 1997	No	-	White

**Next 2 weeks**

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Today	1 SAM World War II Timeline Poster	2	3	4	5	6
7	8	9	10	11	12	13

**Upcoming Events or Deadlines**

SEP 1 World War II Timeline Poster  
1:00 PM Thursday at 9:00 AM

**HOMEROOM INFO**

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

**KEY CONTACTS**

The Overview is the homepage that you see when you first log into your 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

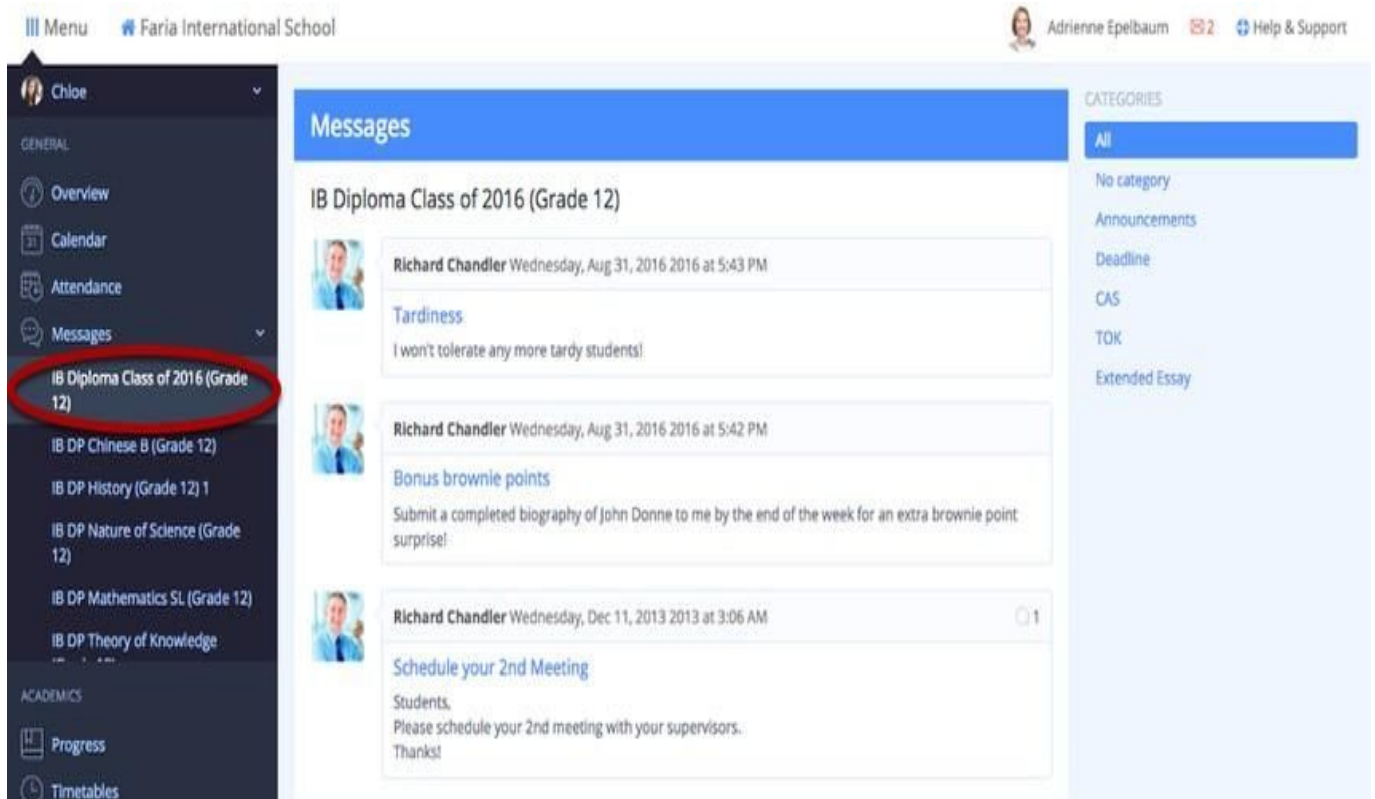
### IB DP Theory of Knowledge (Grade 12)

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.



Menu Faria International School Adrienne Epelbaum 2 Help & Support

Chloe

GENERAL

- Overview
- Calendar
- Attendance
- Messages
- IB Diploma Class of 2016 (Grade 12)**
- IB DP Chinese B (Grade 12)
- IB DP History (Grade 12) 1
- IB DP Nature of Science (Grade 12)
- IB DP Mathematics SL (Grade 12)
- IB DP Theory of Knowledge

ACADEMICS

- Progress
- Timetables

## Messages

### IB Diploma Class of 2016 (Grade 12)

**Richard Chandler** Wednesday, Aug 31, 2016 2016 at 5:43 PM

[Tardiness](#)

I won't tolerate any more tardy students!

**Richard Chandler** Wednesday, Aug 31, 2016 2016 at 5:42 PM

[Bonus brownie points](#)

Submit a completed biography of John Donne to me by the end of the week for an extra brownie point surprise!

**Richard Chandler** Wednesday, Dec 11, 2013 2013 at 3:06 AM

[Schedule your 2nd Meeting](#)

Students,  
Please schedule your 2nd meeting with your supervisors.  
Thanks!

CATEGORIES

- All
- No category
- Announcements
- Deadline
- CAS
- TOK
- Extended Essay

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

Menu Faria International School

Adrienne Epelbaum 2 Help & Support

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

Menu Faria International School

Adrienne Epelbaum 2 Help & Support

Chloe

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ACADEMICS

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- Portfolio
- Reports
- Behavior

IB PARENTS ASSOCIATION

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- Files

### Dashboard

#### Next 2 weeks

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Today 3:50PM Parents fundraiser	1	2	3	4	5	6
7	8	9	10	11	12	13

#### Upcoming Events or Deadlines

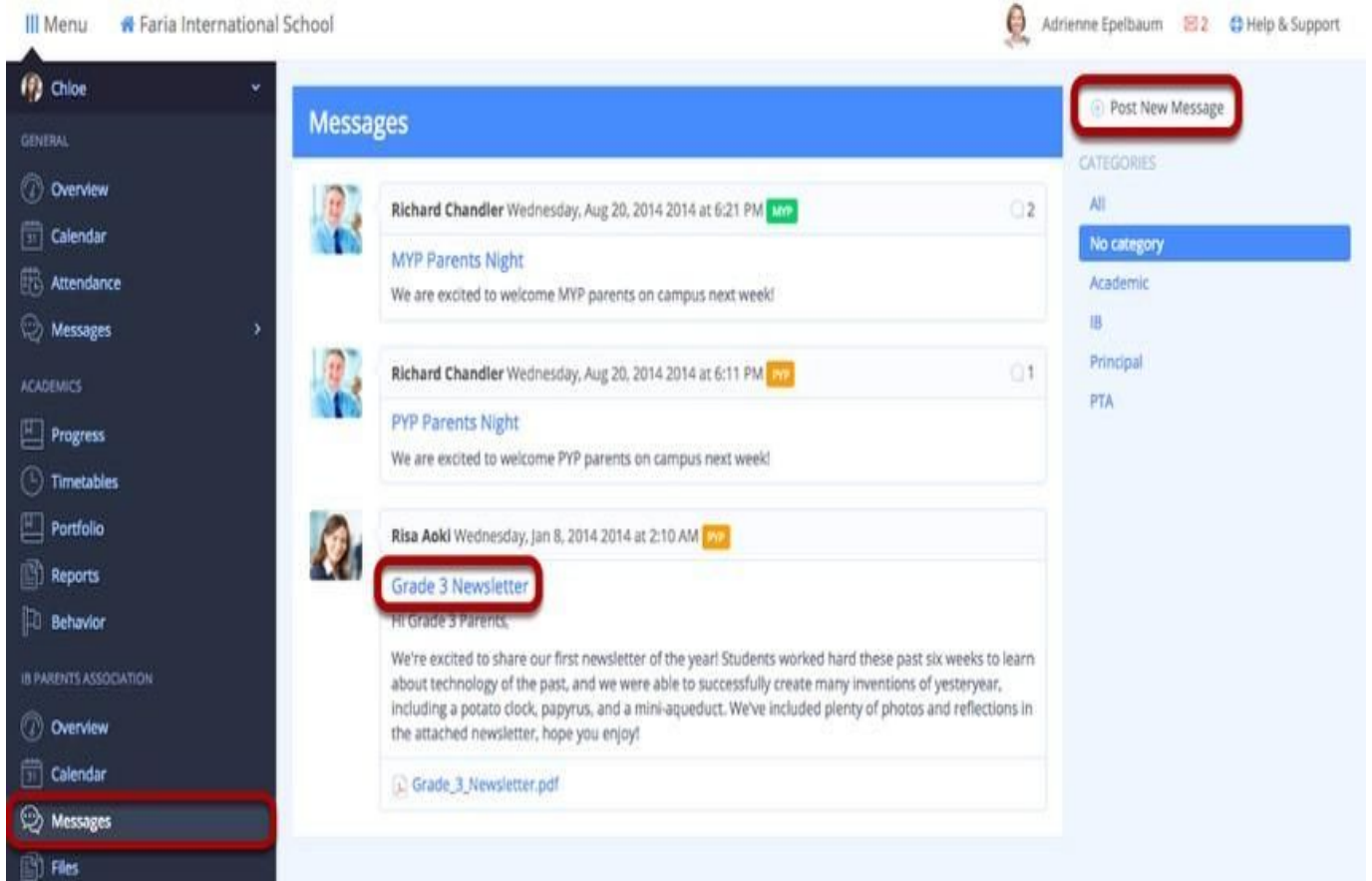
AUG 31 Parents fundraiser  
Fundraiser Today at 3:50 PM

#### Latest activity

Language Aptitude Tests	Adrienne Epelbaum	August 30, 2016
Parent Consent Forms	Adrienne Epelbaum	August 30, 2016
New Student Orientation!	Adrienne Epelbaum	August 30, 2016
Parents fundraiser	Adrienne Epelbaum	August 28, 2016
Parents fundraiser	Adrienne Epelbaum	August 28, 2016

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

### 5.3 Messages



Menu Faria International School Adrienne Epelbaum 2 Help & Support

Chloe

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IB PARENTS ASSOCIATION

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## Messages

Post New Message

CATEGORIES

- All
- No category
- Academic
- IB
- Principal
- PTA

Richard Chandler Wednesday, Aug 20, 2014 2014 at 6:21 PM MYP 2

MYP Parents Night

We are excited to welcome MYP parents on campus next week!

Richard Chandler Wednesday, Aug 20, 2014 2014 at 6:11 PM PYP 1

PYP Parents Night

We are excited to welcome PYP parents on campus next week!

Risa Aoki Wednesday, Jan 8, 2014 2014 at 2:10 AM PYP

Grade 3 Newsletter

Hi Grade 3 Parents,

We're excited to share our first newsletter of the year! Students worked hard these past six weeks to learn about technology of the past, and we were able to successfully create many inventions of yesteryear, including a potato clock, papyrus, and a mini-aqueduct. We've included plenty of photos and reflections in the attached newsletter, hope you enjoy!

Grade\_3\_Newsletter.pdf

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.



← Messages

Grade 3 Newsletter



Risa Aoki Wednesday, Jan 8, 2014 2:10 AM PVP

Hi Grade 3 Parents,

We're excited to share our first newsletter of the year! Students worked hard these past six weeks to learn about technology of the past, and we were able to successfully create many inventions of yesteryear, including a potato clock, papyrus, and a mini-aqueduct. We've included plenty of photos and reflections in the attached newsletter, hope you enjoy!

 Grade\_3\_Newsletter.pdf

Add Comment or Cancel

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