MYP Student
# MYP Student

## Getting Started

1. Accessing Your Account
2. Navigating ManageBac
3. Updating Your E-mail, Password, & Contact Information
4. Navigating & Updating Your Profile

## C&S

1. Adding C&S Activities
2. Writing C&S Reflections
3. Completing C&S Questions
4. Obtaining Supervisor Reviews
5. Editing or Deleting an Activity
6. Joining Activity Groups
7. Unlocking a Completed Activity

## Personal Project

1. Choosing Your Personal Project
2. Viewing Personal Project Deadlines
3. Updating Your Process Journal

## Classes

1. Accessing Your Classes
2. Viewing Assignments & Assignment Grades
3. Submitting Coursework via the Dropbox
4. Accessing Your Grades & Report Cards
5. Updating Your Portfolio
Getting Started
### Accessing Your Account

### Signing In

After receiving your welcome email and setting your password, you can login to your ManageBac account at your school's address (e.g. http://yourschool.managemac.com). On the login screen, you will see the following fields:

Log in with your email address and the password you've set.
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, 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.
Navigating ManageBac

Through the Tabs

You can easily navigate ManageBac by using the tabs at the top of the page. Click on the Help button to look through our Help menu, which gives detailed instructions on how to use the site.

- The **Dashboard** tab allows you to view upcoming events & deadlines across your groups & classes.
- The **Profile** tab is where you can post your photo and manage your contact information. This section is only visible to school staff.
- The **IB Manager** (Program) tab is where all of your IB functionality is located. Under the IB Manager tab, you'll be able to add C&S activities, and submit Personal Project information.
- The **Classes** tab is where you'll be able to view and join classes. Class groups allow you to view assignments, grades, and other requirements for your subject.
- The **Groups** tab is where you'll be able to join groups. There are five group types, which are customized for specific purposes: C&S Project, Homeroom, Sports Team, Club or Society, and Other.

Clicking on your name allows you to update your e-mail address and password.

The IB Manager Tab

Hovering your mouse over the **IB Manager** tab will allow you to see and select either your **Plan**, C&S or Personal Project pages.
Once you have logged in successfully, you can update your e-mail address and password by clicking on your name.
You can update your contact information and upload a profile photo by accessing your Profile. Click Edit Profile to make changes. Here you can also update your e-mail address.

**Note:** If your school administration has locked student profiles, you will not be able to edit your information. In this case, please contact a school administrator with requests to change information.
Contact Details

E-mail* rachel@eduvo.com

Please ensure that your e-mail address is accurate, so that you will receive notifications from your IB office.

Mobile Phone +65.9301.5831

Address

City

State/Province

Postal Code

Country

Profile Photo

Photo to upload Choose File No file chosen

Delete existing photo?

Please upload a GIF, JPG or PNG. Your profile photo will be visible to the IB Coordinator and teachers.

Save Changes or Cancel
1. **Personal Info**: You can edit your personal information here by using the **Edit** button.
2. **Academic Progress**: You will be reviewing the grades & feedbacks of your assignments in detail by clicking on each individual class.
3. **Side tabs**: We go over each of the tabs in detail in the next section.
4. **IB MYP Progress**: Here you can see your C&S and Personal Project progress.
Navigating the Side tabs

1. **Summary**: This tab is the default landing page of your profile. This page displays your Personal Information, Academic Progress, and MYP Progress.
2. **Portfolio**: All files submitted by you for your class assignments, Personal Project, and C&S deadlines will be aggregated and organized on this tab as shown in the example below.
3. **Reflections**: This tab is where you set your goals for each term.
4. **Reports**: Any reports generated for you will be displayed on this tab.
View all your uploaded files via the **Portfolio** tab. There is also the option to **Filter Files** on the righthand side.
C&S
Adding C&S Activities

Via the IB Manager Tab

Click on the IB Manager tab and select C&S to begin.

Your C&S Worksheet will appear. Click the Add C&S Activity button in the sidebar.

Complete the form that follows:
1. If you are part of an activity 'group' on ManageBac (e.g. the film club), you can select the group in the scroll menu or 'find a new group'.
2. Fill in the Activity Name.
3. Indicate whether it is Out-of-School or In-School.
4. Pick your Start and End Date for the activity.
5. Add your Advisor, and the number of hours. If you have selected a group from the scroll menu, this should fill in automatically.
6. If you worked with an Organization, fill in the organization name and Activity Aim.
7. Check off which targeted learning outcomes you think you achieved with this activity.

Once completed, click Add C&S Activity at the bottom of the page.
Once your activity has been added, you will be taken back to your C&S Worksheet. Your activity will appear in your chart with a Needs Approval tag.
Writing C&S Reflections

Via the IB Manager Tab

Go to the C&S tab under IB Manager, which will lead you to your C&S Worksheet. Select the activity you want to write a reflection for from the list.

Once you have selected an activity, select Reflections from the sidebar. Click Add New Reflection in the sidebar to add a reflection. You can choose from many mediums, including YouTube videos and journal entries. After each reflection you will be asked to select how that reflection relates to your C&S goals. Once this is complete, click Add Reflection.
Once the reflection has been added, you will be taken back to that activity's main Reflections page. Here you can edit existing reflections by hovering your mouse over them and clicking on the Edit button that appears. You can also delete a reflection by clicking on the trashcan by the Edit button. If you want to change which activity you are doing reflections on, click on the scroll menu under Select activity.
Time was up, not 10 minutes into the visit. I went to pull the 3-year-old orphan out of the arms of the woman he calls "Momma."

The boy turned his face and dug his hands into her clothes. He kicked his legs. He screamed as they carried him away.

Hassan covered her mouth to hold back the sobs. I did not know when — or if — she would get another glimpse of the child she was desperately trying...
Completing C&S Questions

Via IB Manager tab

Click on the C&S tab under IB Manager, which will lead you to the C&S Worksheet. Select an activity from the list to answer your C&S questions.

After selecting the activity, click on the C&S Questions tab in the sidebar. A list of preset questions will appear with a space below for each answer. Fill out each question and click Save Changes to save your answers.

You can change which activity you are answering questions for by choosing a new one from the scroll menu entitled Select activity.
The activity was held in-school every Tuesday and Thursday. I had my weeknights and weekends to focus on school work and other activities.
Obtaining Supervisor Reviews

Via the IB Manager Tab

Click on the C&S tab under the IB Manager tab, which will lead you to the C&S Worksheet. Select an activity from the list for your supervisor to review.

Note: You should have completed your C&S questions and any reflections before asking for a review.
Under the **Summary** tab in the sidebar, you will see your activity and whether or not your supervisor has checked it as **Approved** and/or **Completed**. If neither has been done, go to the bottom of the right hand menu and click the **Request Supervisor Review** button. This will send a message to your supervisor to request review.
Editing or Deleting an Activity

Via IB Manager > C&S tab

Click on the C&S tab under the IB Manager tab, which will lead you to the C&S Worksheet. Select an activity from the list to edit or delete.

After selecting an activity, make sure you are on the Summary tab in the sidebar. At the top of the worksheet you can find the Edit Activity button along with Delete Activity. Remember to Save Changes after making any edits.
## Edit C&S Activity

**Activity Name**

**Alauddin Orphanage, Kabul Support Program**

### Community & Service

0 hours

### Location

- **Out-of-School**
- **In-School**

### Start Date

August 23, 2013

### End Date

December 13, 2013

### Who will be supervising your work?

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Chandler</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:demo@ecuvo.com">demo@ecuvo.com</a></td>
<td>+65 6600 2888</td>
</tr>
</tbody>
</table>
Joining Activity Groups

Via the Groups Tab

Select the **Groups** tab. A list of all the groups your school offers will appear. To search for a group, type it into the field labeled **Search by group name**. To join a group, click on the green plus sign next to the group that says **Join this Group**.
Unlocking a Completed Activity

Via C&S Worksheet

If you are unable to add reflections or update an activity, you must request that your C&S Advisor or Coordinator un-mark your activity as **Complete**. C&S activities are most commonly marked as **Complete** if supervisor reviews are requested prematurely in advance of completion of the activity.

By clicking on the specific activity, your C&S Advisor or Coordinator simply needs to uncheck the **Completed** checkbox. Once this is done, you will be able to update your activity and add reflections.
Personal Project
Choosing Your Personal Project

Via IB Manager > Project tab

Select the Project tab. If you have not yet chosen your personal project, you will see a form for you to complete. To see the form, click Worksheet on the righthand side.

1. Choose your topic.
2. Choose your main goal. This will be what you want to do within your chosen topic.
3. Choose an area of interaction from the scroll menu.
4. Answer the product outcome: what will your project lead to?
5. Answer what specifications you want for your project.
6. Choose your personal project advisor from the scroll menu.

Please note that if you do not have all the answers to the form questions, you can leave them blank and then come back to them later by editing your personal project. Once you have done the form, click Save Project.
Personal Project Proposal

Topic*
Design and Technology

Goal*
Creating a solar-powered LED reading lamp

Select focus area of interaction Human Ingenuity

Inquiry Question*
What can replace kerosene lamps in developing nations?

Specifications*
I will analyze the difference between alternatives to kerosene lamps in developing nations.

Select personal project supervisor
Richard Chandler

Save Project
Viewing Personal Project Deadlines

Via the IB Manager Tab

Select the **Project** tab. Under the **Worksheet** tab in the sidebar, you will see a list of **To-Dos** submitted by your advisor. They will also have deadlines. As you complete your lists, check them off on ManageBac so your advisor can see your progress. To add your own deadline to the list, click on **Add item** at the bottom.
Updating Your Process Journal

Via IB Manager > Project tab

Select the **Project** tab under **IB Manager**. In the sidebar, choose the **Process Journal** tab. To add a new entry to your journal, click on the **Add New Entry** button in the sidebar. You can also edit your process journal by hovering the mouse over an entry and clicking on the **Edit** button that appears or delete the entry by clicking on the **trash can** next to the Edit button.

After clicking the **Add New Entry** button, you will see a new form. You can choose from a variety of mediums, including YouTube videos, pictures, and journal entries. After you have written and/or uploaded your entry, click **Add Reflection** to save it.
Classes
Clicking on the **Classes** tab will lead you to a list of all your registered classes on ManageBac. You can view all of your school's classes by clicking the **Show all classes** link at the top of the page. You can also view the classes in **List View**, if you want a more simplified list.

To view an individual class, click on it. If you are registered for the class, you will be able to view and upload assignments, leave and read messages for and from the teacher and students, see a list of your fellow classmates, and view the calendar for any upcoming important dates (e.g. a test).
Viewing Assignments & Assignment Grades

Via Classes tab

Click on the class in question under the Classes tab. In the Overview tab is a calendar of upcoming and past class dates. Underneath is a heading entitled Upcoming Events or Deadlines. This will show you any upcoming assignments.

To see past, marked assignments, go to the Tasks tab. Here you will see your assignments graded under the Completed heading. Any numeric grades and teacher comments will follow each assignment.
Submitting Coursework via the Dropbox

Via the Classes Tab

By selecting the class in question under the **Classes** tab, you will see the **Tasks** tab. Here you will see a calendar of upcoming and past class dates. Click on one to submit your coursework.

After selecting an assignment, you will be able to see if your teacher has enabled the **Dropbox**, allowing students to post work online. If the Dropbox is enabled, submit your coursework by clicking **Choose File**. Once you have chosen your file, click **Upload Files**. Once your file is uploaded, your teacher will be able to see and (if applicable) mark your work.
The Impact of 2010 World Cup on Africa
Assessment type(s): MYP Criteria: A: Use of knowledge, B: Movement composition, C: Performance


You have not yet uploaded any files.

Attach a file

[Choose File] no file selected

[Add another file]
Accessing Your Grades & Report Cards

Via Profile tab

Click on the Profile tab. To see your current progress in various classes, click on a class under Academic Progress.

To see a report card, click Reports on the righthand side.

Your past report cards will appear as a list. The reports will open in PDF form so they are printable.
Updating Your Portfolio

**Via Profile tab**

Click on the **Portfolio** tab in the sidebar. Here you will see a list of all files you have uploaded or those uploaded to your account by your advisor/teacher.

- You will be able to delete any files you have uploaded by clicking on the trash can that appears by hovering over the file. You will not be able to delete files which were not uploaded by you.
- You can add a file by clicking the **Upload a File** button in the sidebar.
- You can also sort your entries alphabetically or by date by choosing an option under **Sort by**.

![Faria International School - Portfolio screenshot](image-url)