BRITISH INTERNATIONAL SCHOOL OF WASHINGTON
A NORD ANGLIA EDUCATION SCHOOL

MANAGEBAC STUDENT GUIDE

biswashington.org

INTRODUCTION

ManageBac is an online learning platform we use in the Secondary School to organize students into their class groups, manage student and teacher weekly schedules, share learning resources (textbook scans, videos, audio files, web links, practice questions, etc.), upload and mark assignments, take attendance, and publish term reports.

This guide will help students who are new to using ManageBac understand how to navigate its menus and find important information about their learning.

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ACCESSING MANAGEBAC

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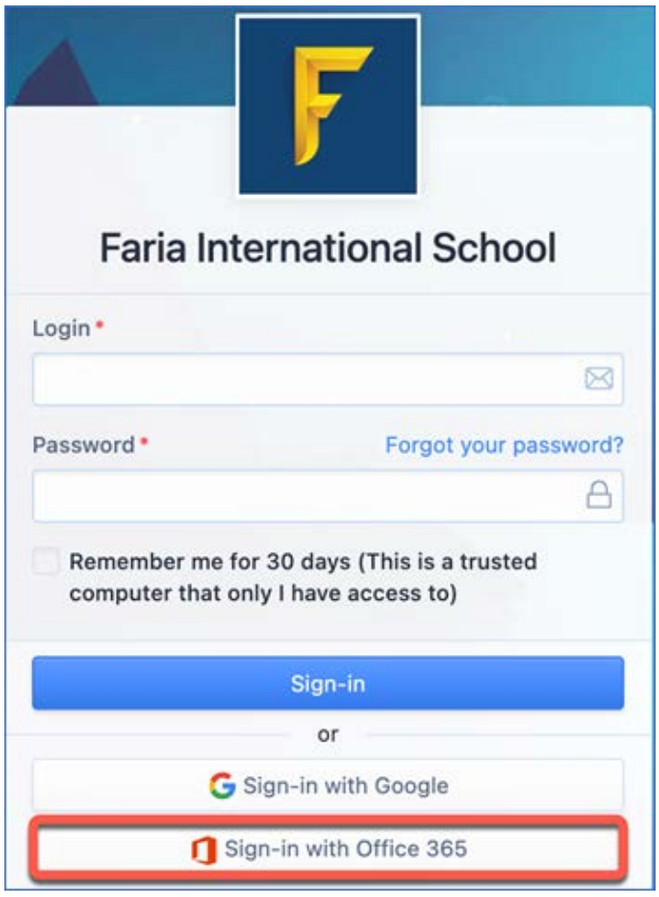
ACCESSING YOUR ACCOUNT

Signing In

Log into your ManageBac account at **http://bisw.managebac.com/** and select 'Sign-in with Office 365'.

If you are unable to log in, please contact your MB administrator tim.myers@biswashington.org



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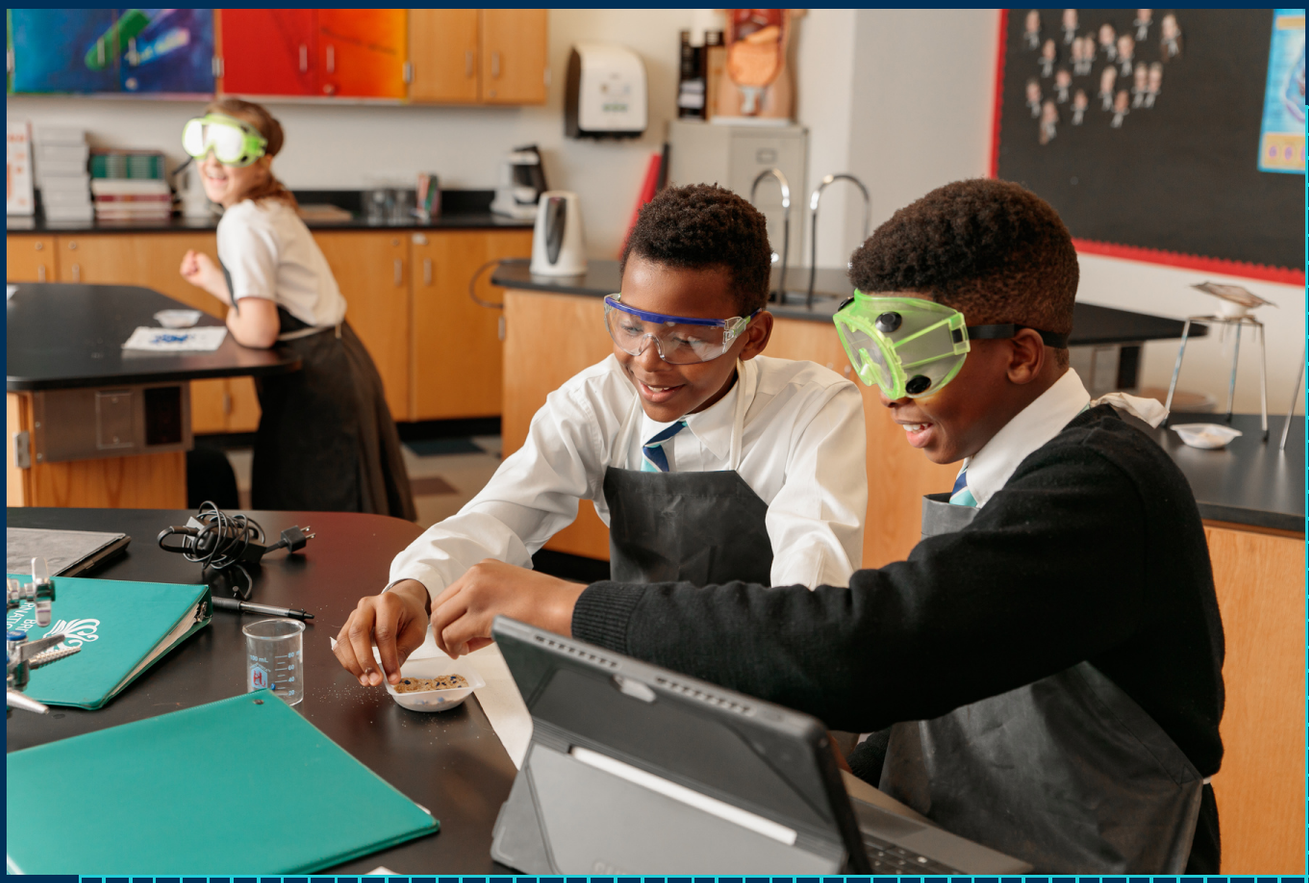

NAVIGATING MANAGEBAC

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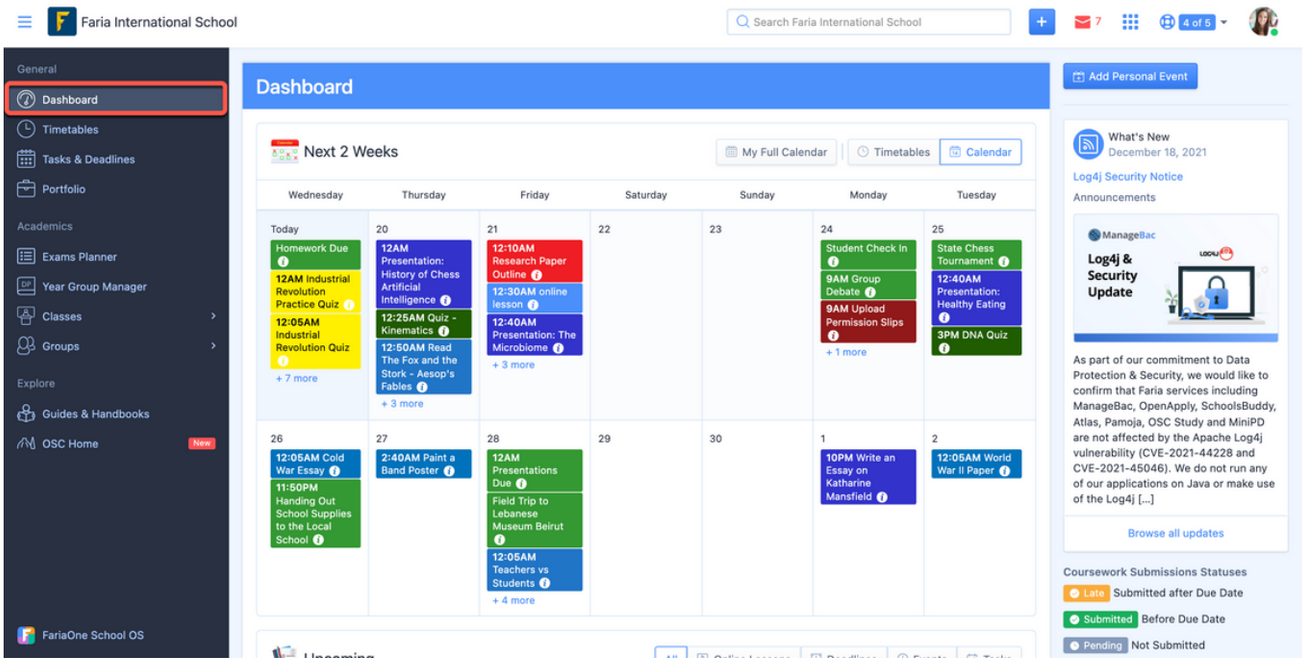
NAVIGATING MANAGEBAC

Dashboard

The Dashboard tab allows you to view upcoming events & deadlines or latest activity from any year groups, activity groups or classes that you are a part of.



Calendar

The Calendar tab is on your Dashboard at the top of the page and shows any upcoming events or deadlines from any year group, class, or activity group that you are a part of. Click My Full Calendar to access the full calendar and to Subscribe to Calendar to sync with any programme that supports iCalendar standard

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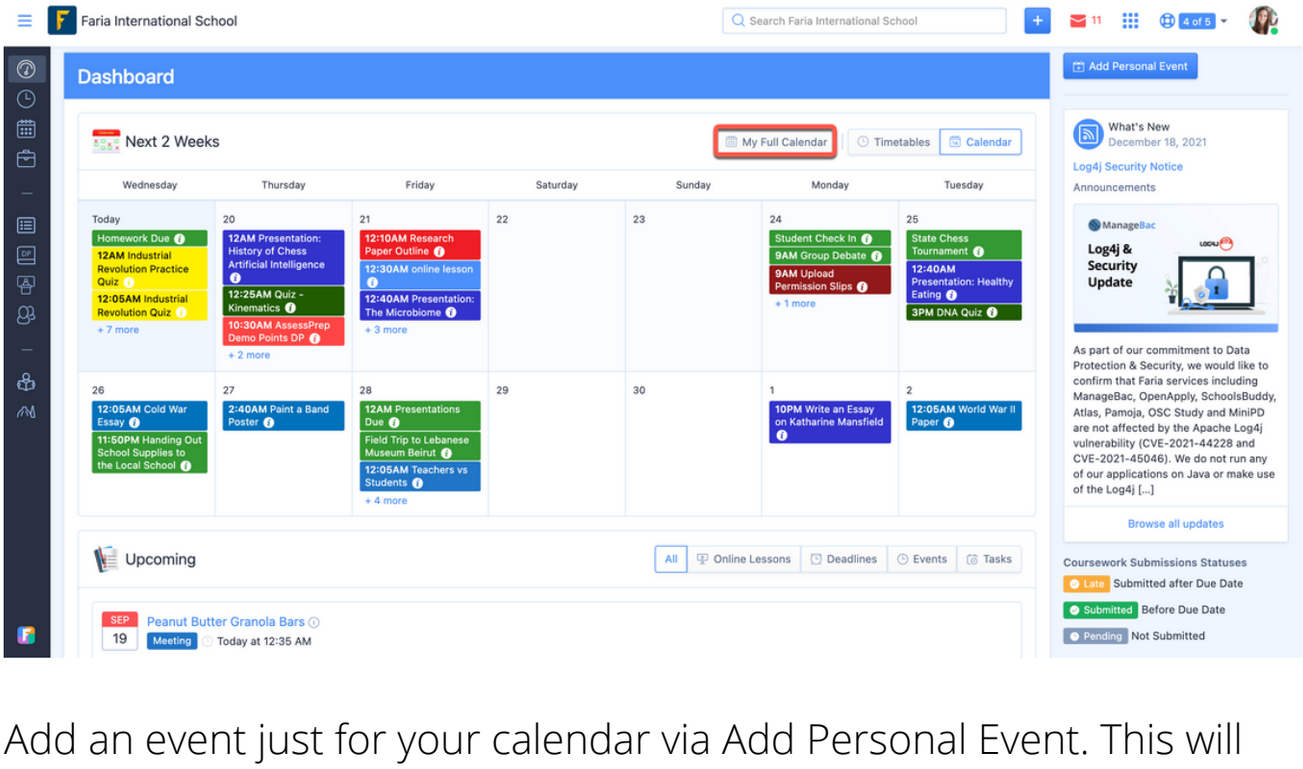
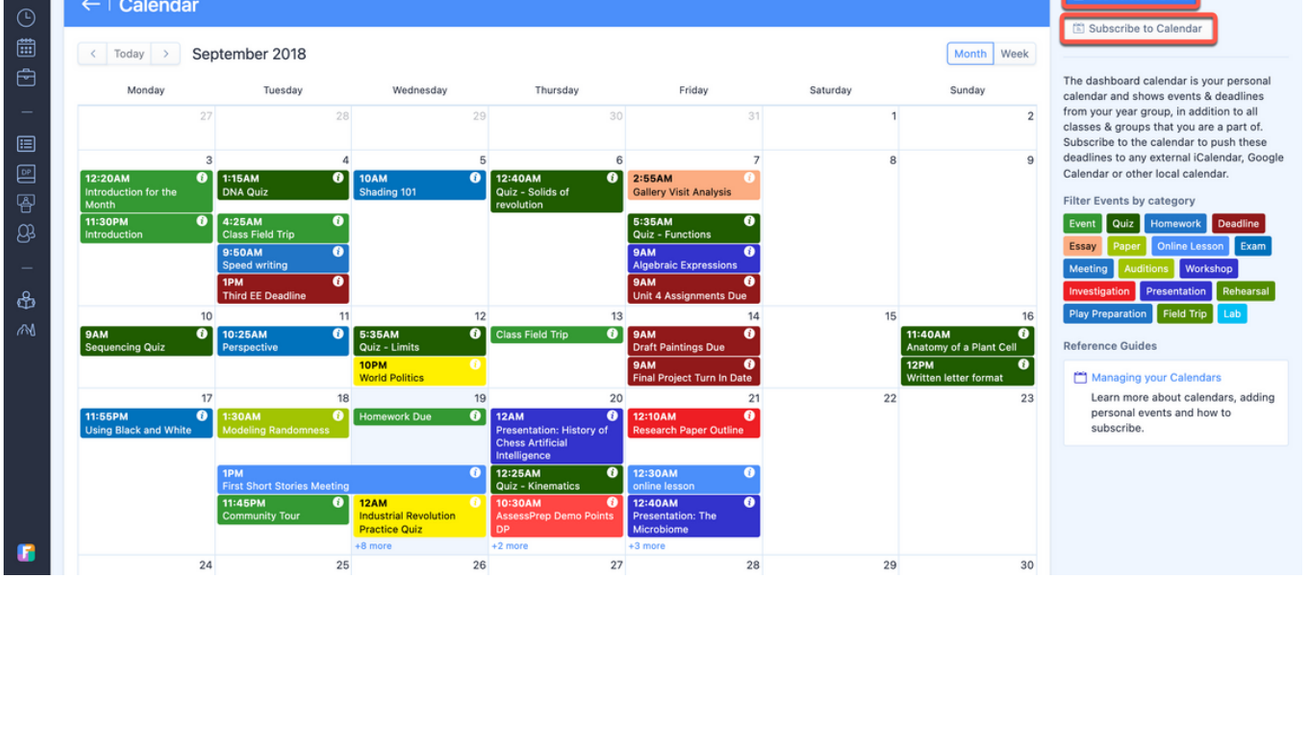


Add an event just for your calendar via Add Personal Event. This will not be visible to other users.



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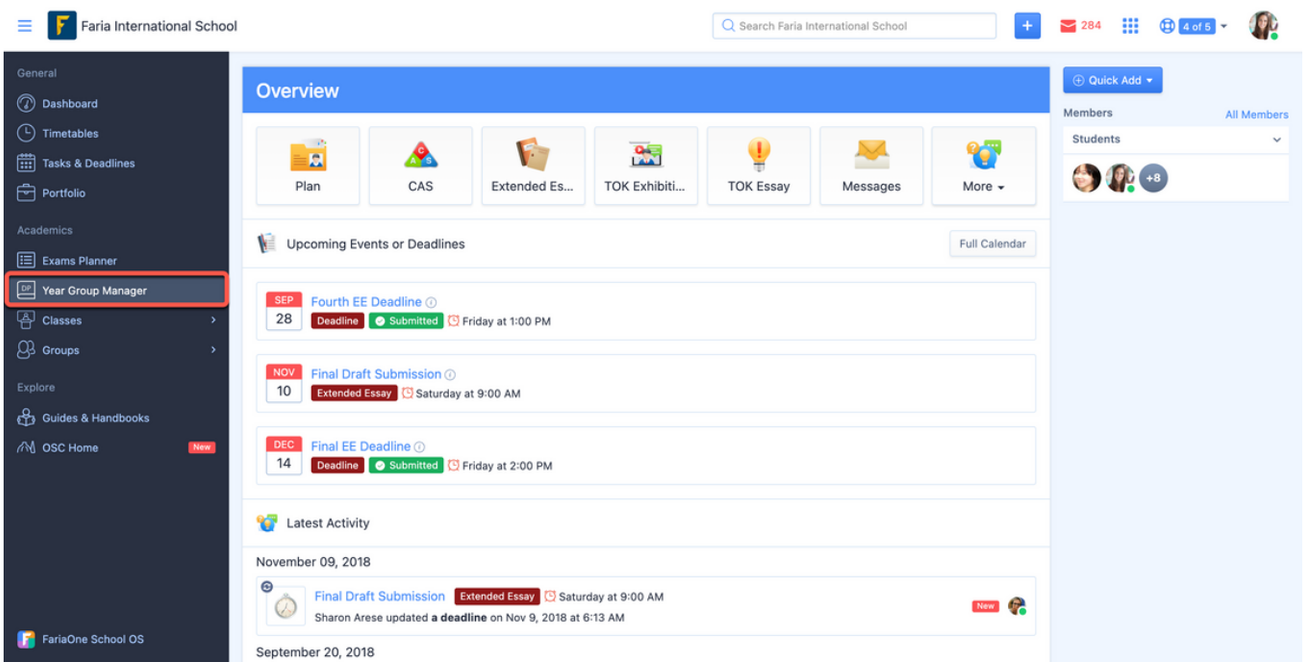
Year Groups

The Year Group Manager is where you can track anything related to your projects and year group. You will see this listed as “Year Groups” in you left side navigation menu.



Timetables

Here you can view your weekly class schedule and download a PDF of your class timetable by clicking Export Timetables to PDF. The Legend in the right corner shows a summary of your Weekly Class Attendance and the Homeroom Attendance above shows a summary of your daily attendance for the current academic term. The Legend at the bottom shows the Subject and the number classes for that week.

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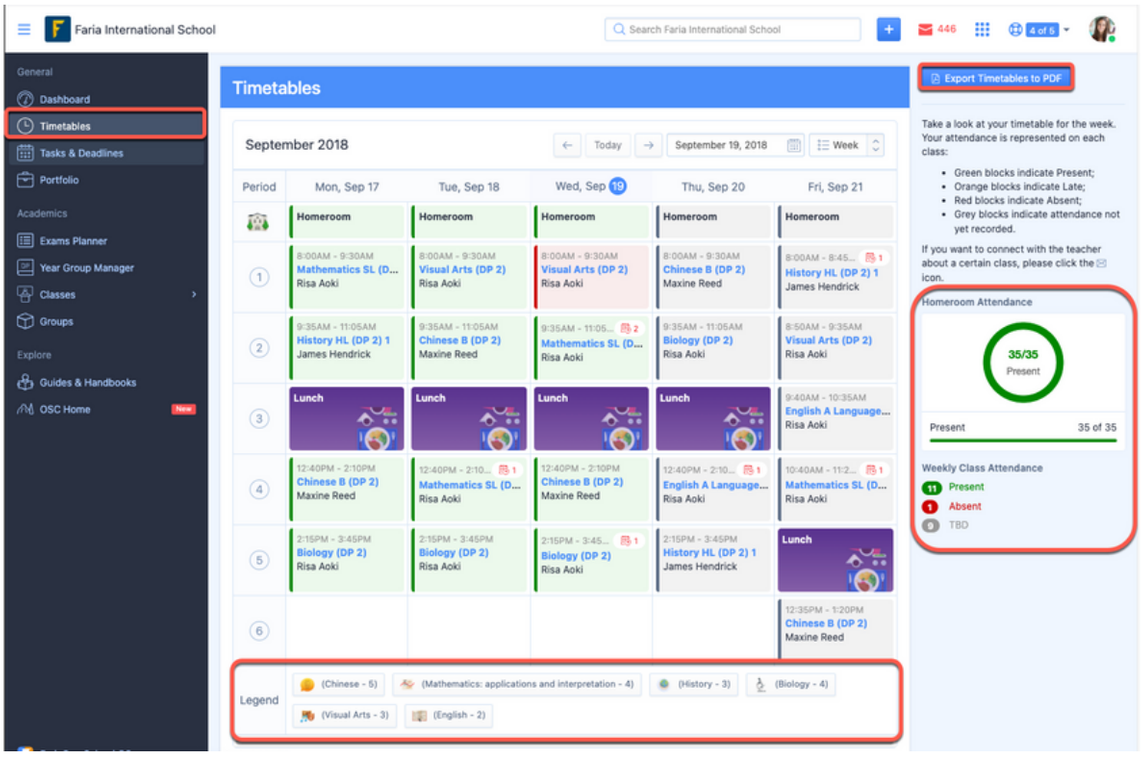
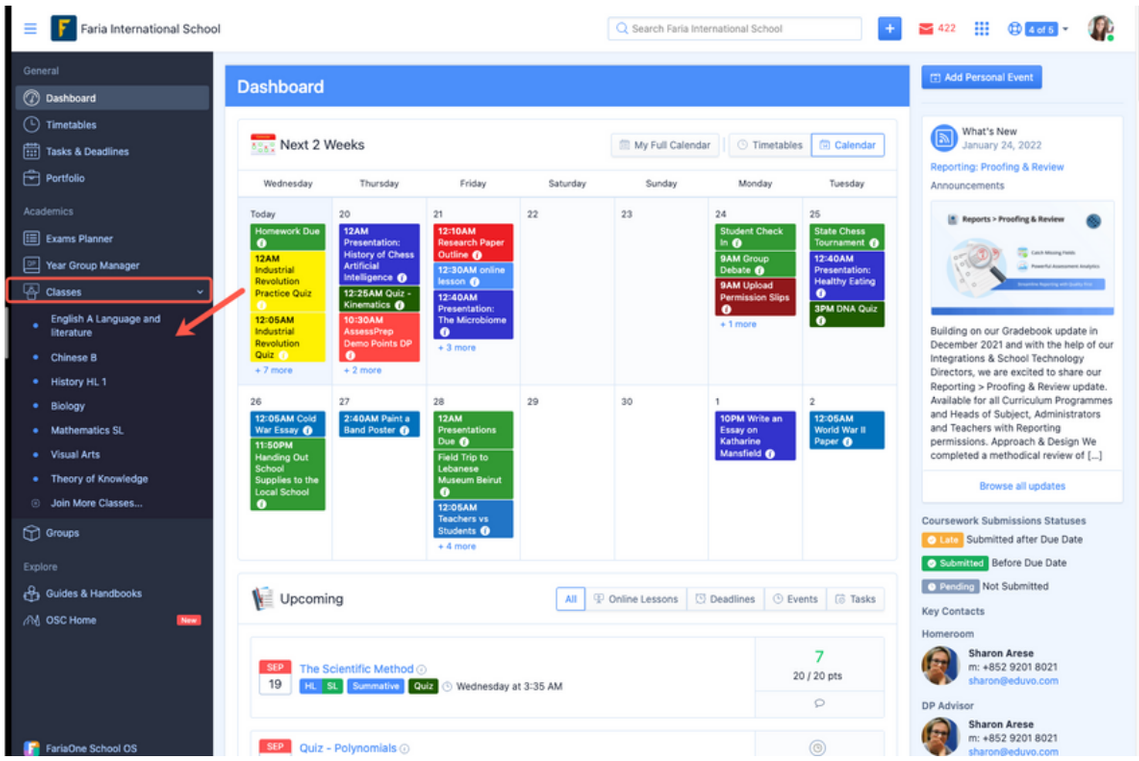


Classes

The Classes tab will show you a dropdown of all the classes that you are a part of. Select a class to view the Tasks & Units, Calendar, and Messages and Files for that class.



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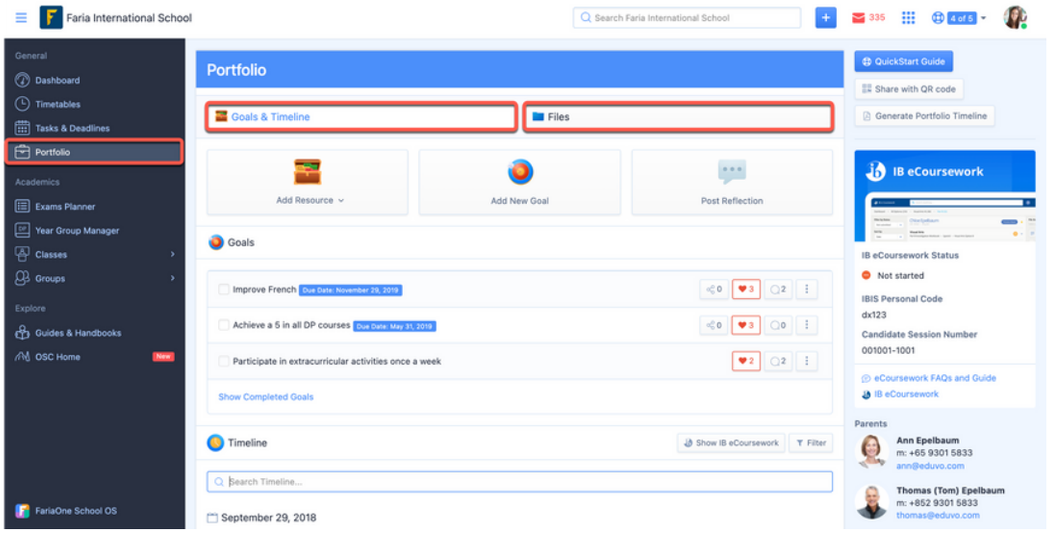
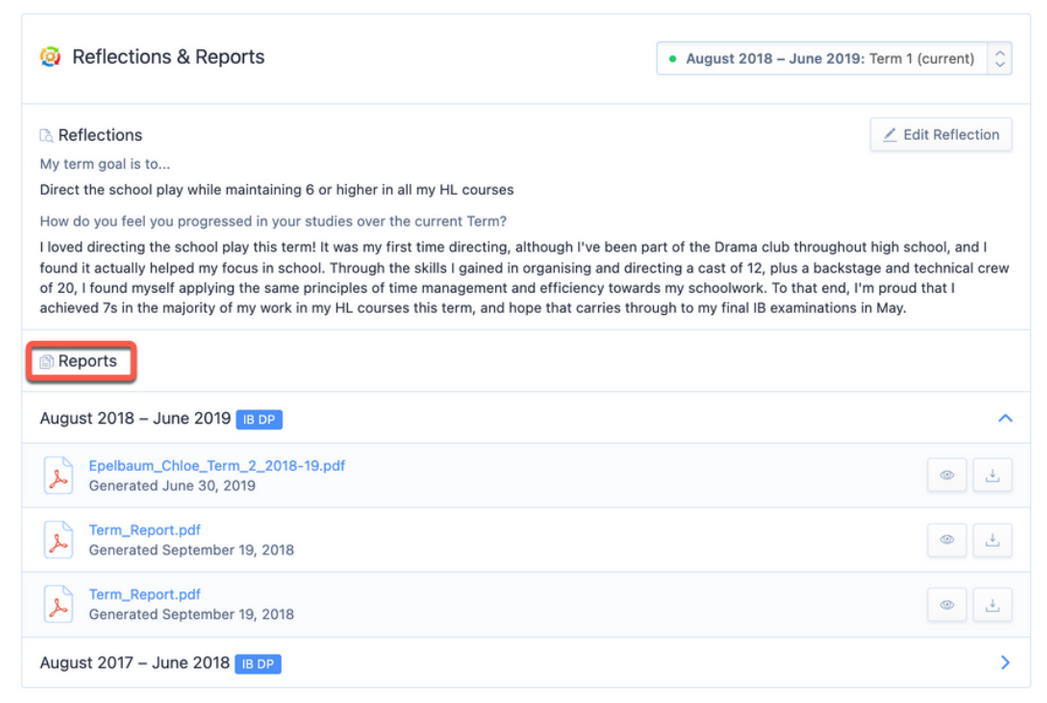
Portfolio

Your Portfolio tab will show a tab with Goals & Timeline where any reflections, goals or resources you add to the Portfolio will be listed in chronological order. The Files tab will show folders for the different components and subjects of your academic programme.



Reports

Find a list of report cards generated for each academic year by scrolling down to the bottom of your Profile under the section Reports.



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CLASSES, UNITS, AND RSOURCES

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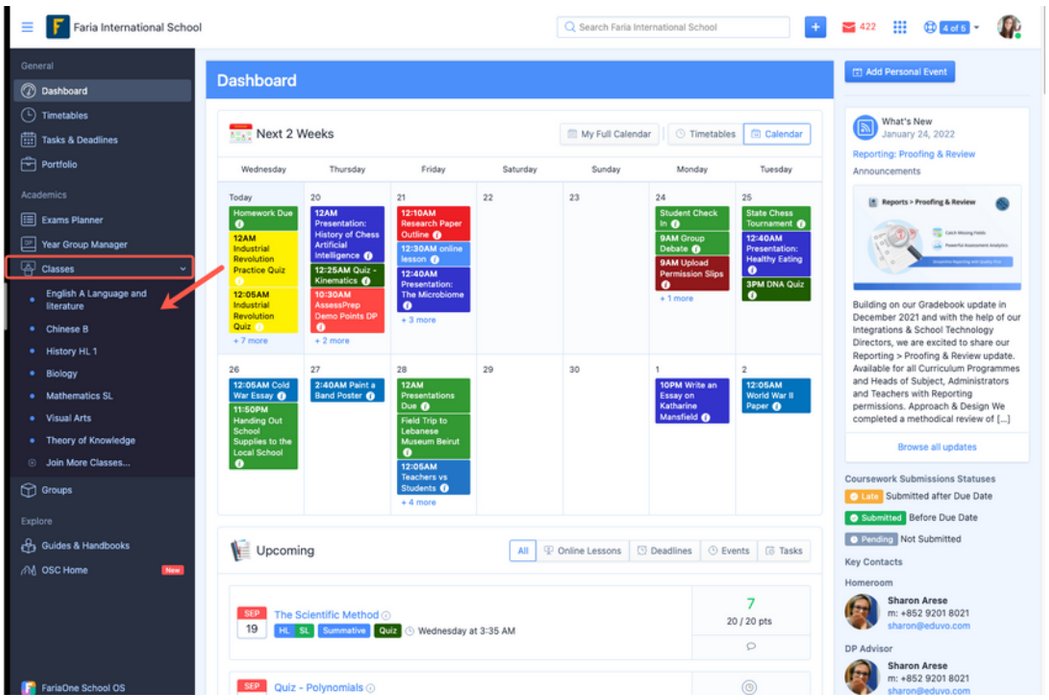
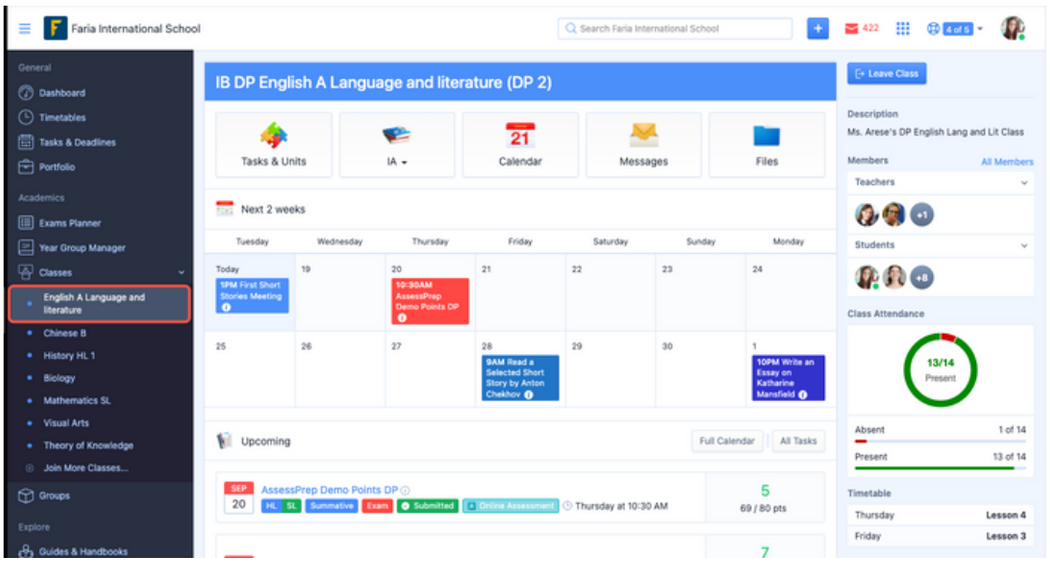
CLASSES, UNITS, AND RESOURCES

Accessing Classes

Select the Classes tab to see a full dropdown of all classes that you are a part of.



Click on a class to navigate to the Class Overview Page to view class assignments, units, messages, files, and a calendar of due dates.



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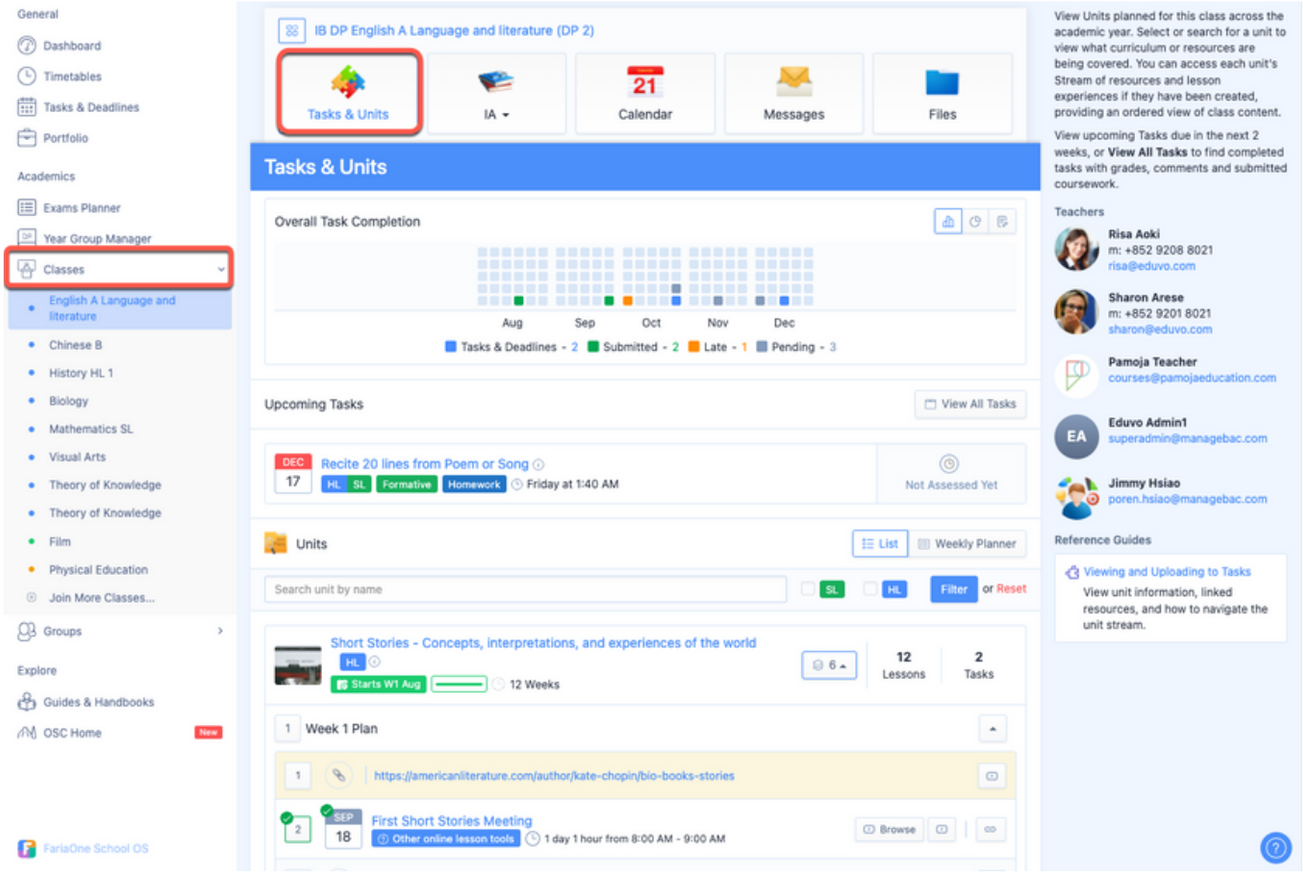
Viewing Units & Resources

Unit plans may be uploaded by your teacher with an outline of the content you will cover for a given period of the school year. Navigate to Classes > select a class > click the Tasks & Units tab. From here you can see a list of upcoming tasks, or select a unit to view a basic summary of the unit plan.



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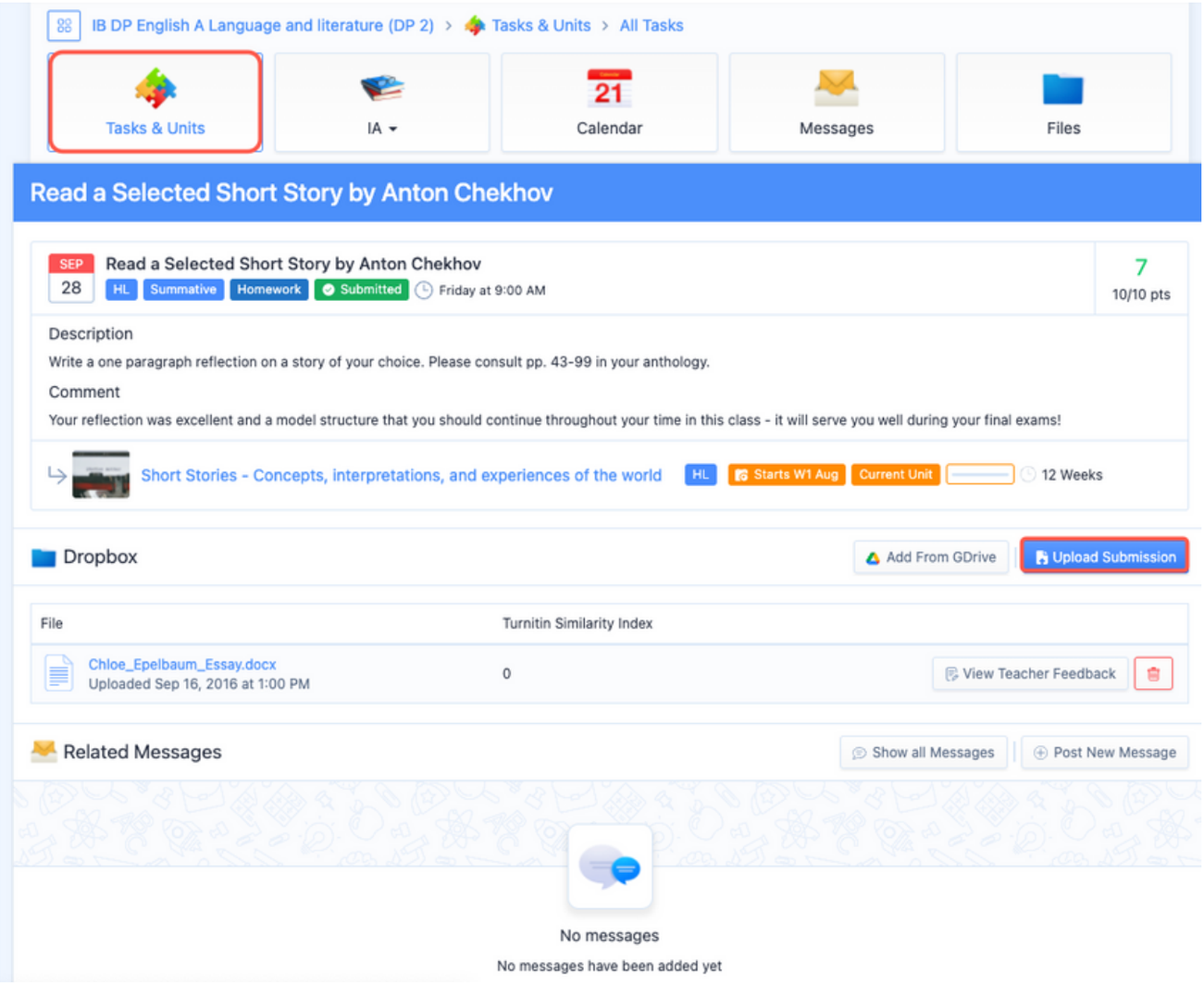
Viewing and Uploading Work

Navigate to the class Tasks tab and select a task. Any resources which have been shared tied to the task will be shown here. If your teacher has enabled the dropbox for this task, click Upload Submission to submit your work directly on ManageBac.



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DEADLINES AND COURSEWORK

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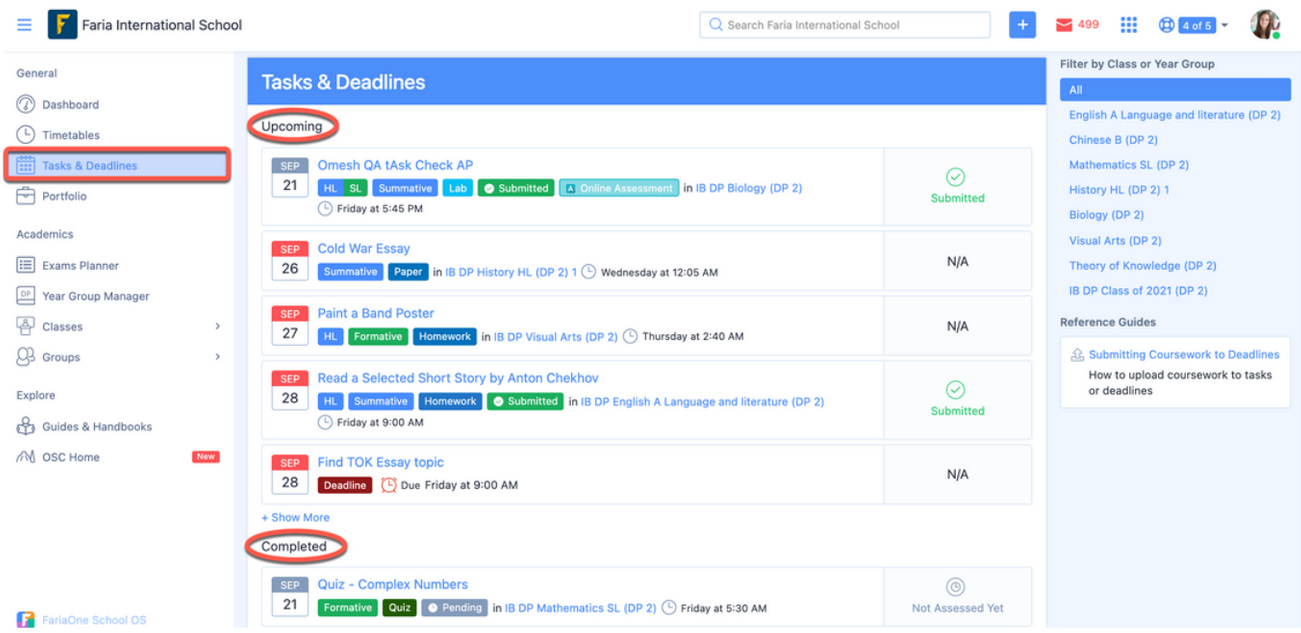
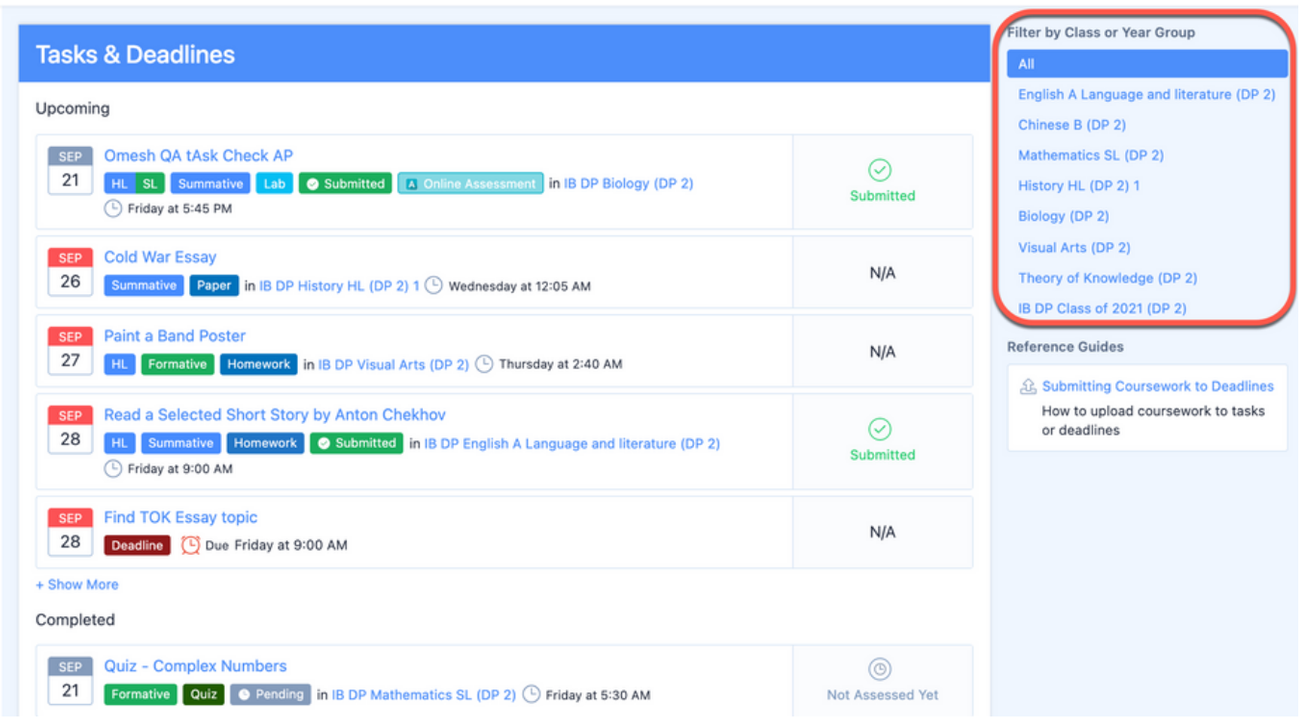
DEADLINES AND COURSEWORK

Viewing Upcoming & Completed Tasks

Navigate to Tasks & Deadlines on the left menu. There you will see all upcoming & completed tasks from the various classes & year groups you are a part of.



You can filter by class or year group on the right:



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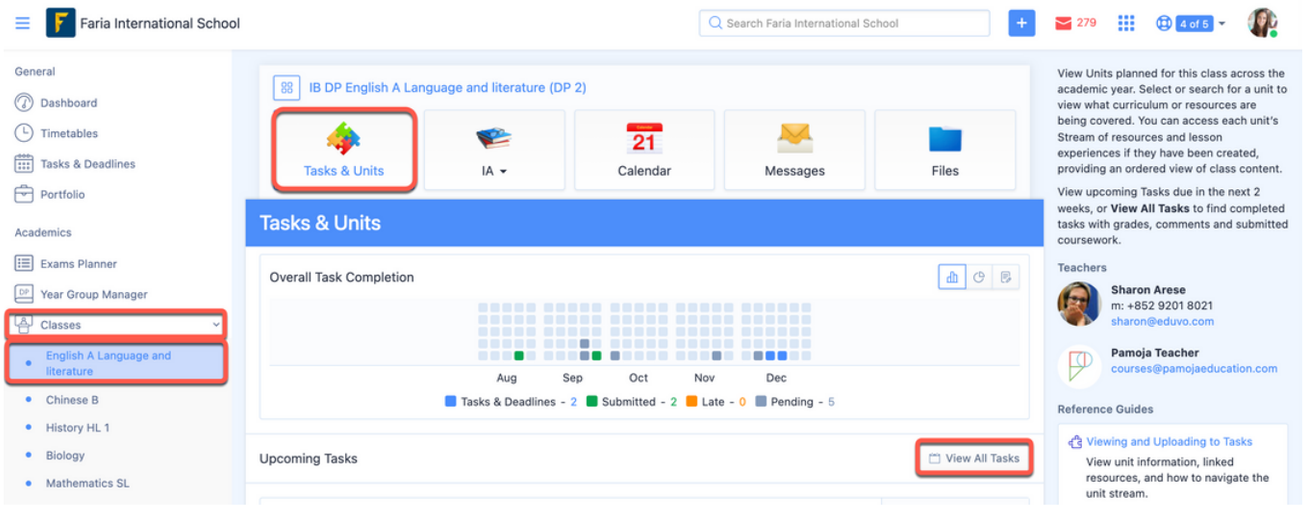
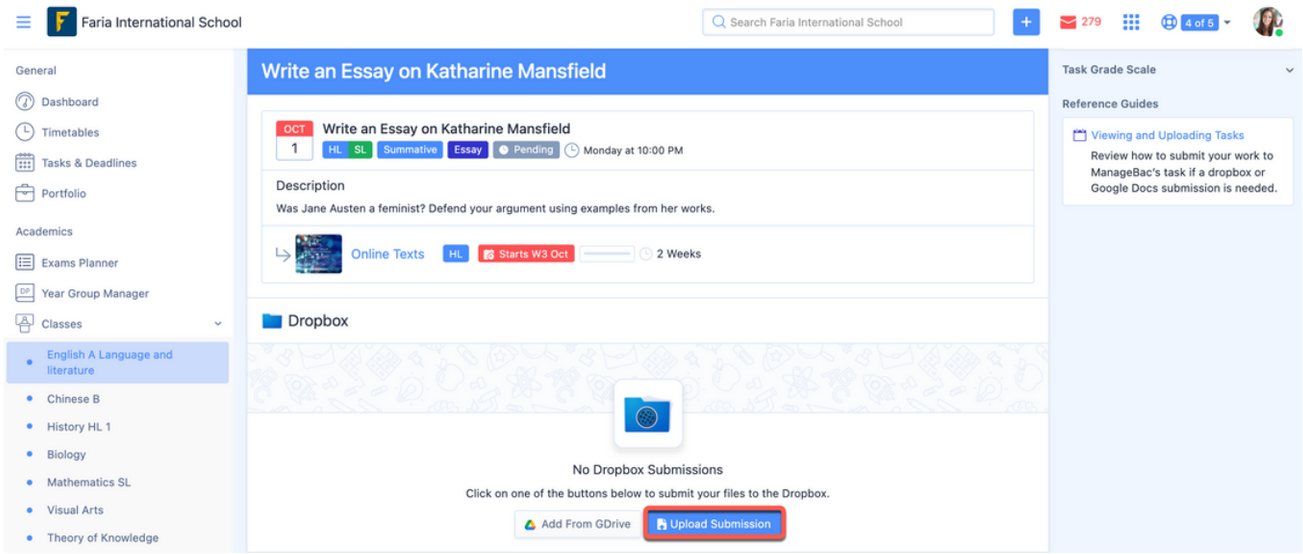
You can also see the tasks and deadlines for a specific class by navigating to Classes > Select your class > Tasks & Units > View All Tasks. Here you can see the upcoming assignments as well as the completed assignments.



Uploading Coursework Submissions

After clicking on a task, you'll be able to see further information about the task. If your teacher wants you to submit the task online, the 'Dropbox' headings will appear on the page. Click Upload Submission to send your file to your teacher.



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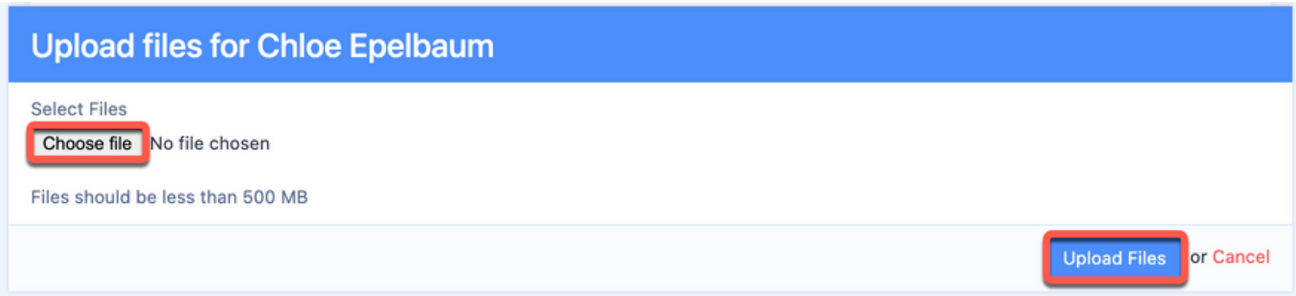
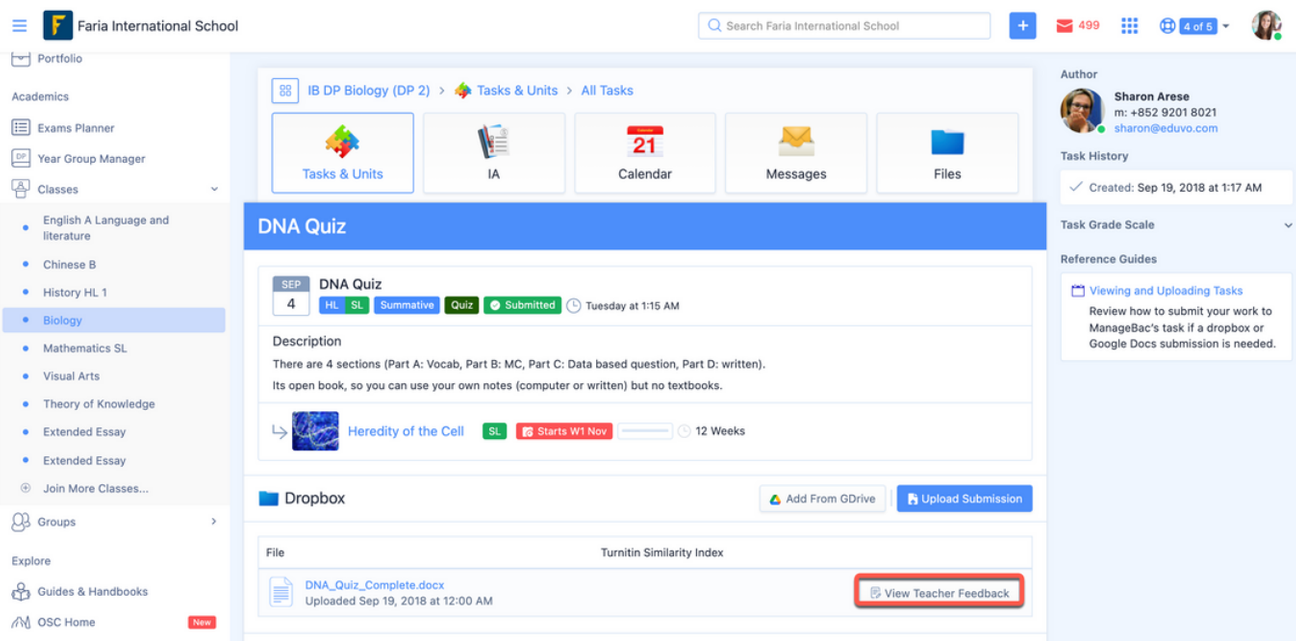
Click on **Choose File** to select a file from your computer and click **Upload Files**

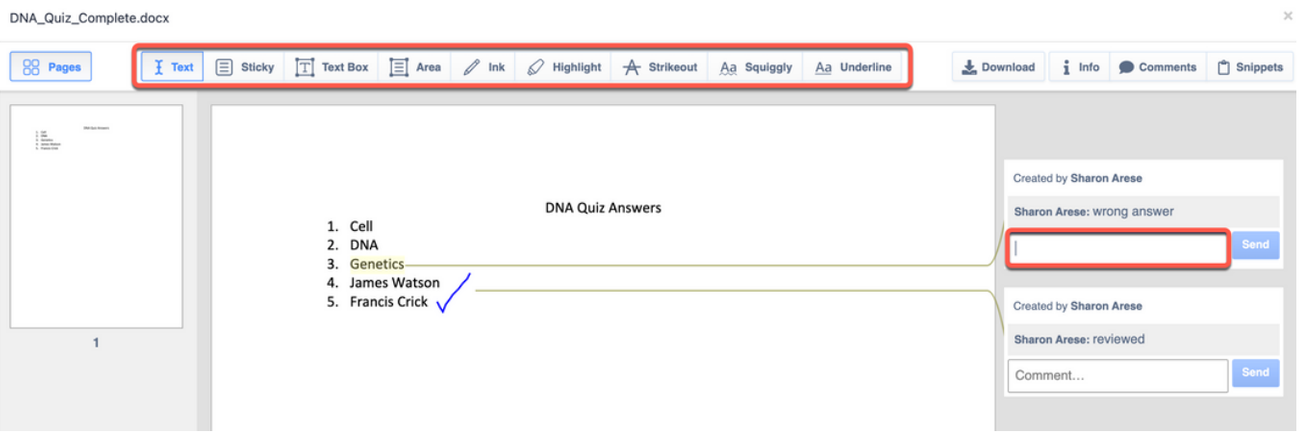


Reviewing Annotations

Navigate to the task and click View Teacher Feedback to see their annotations.



You are able to add annotations using the annotations toolbar buttons and reply to annotations made by your teacher.



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YOUR ACADEMIC PROGRESS

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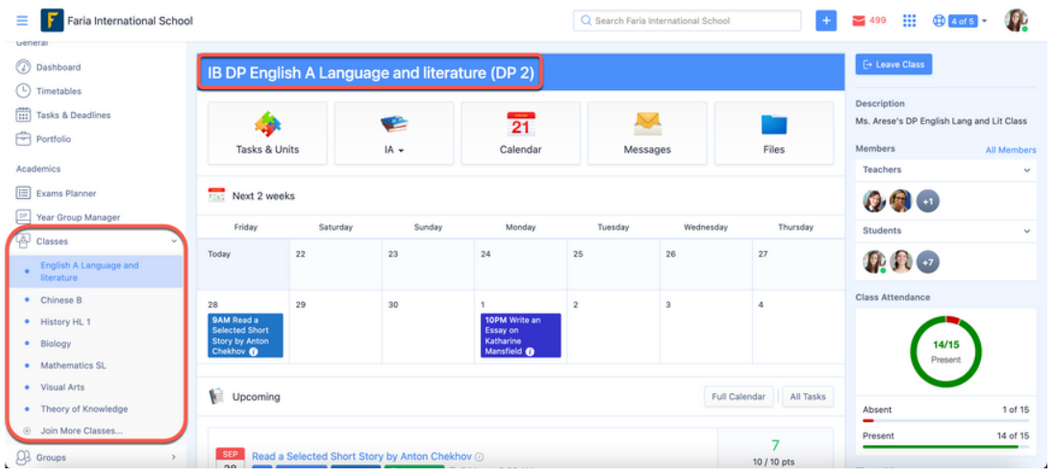
YOUR ACADEMIC PROGRESS

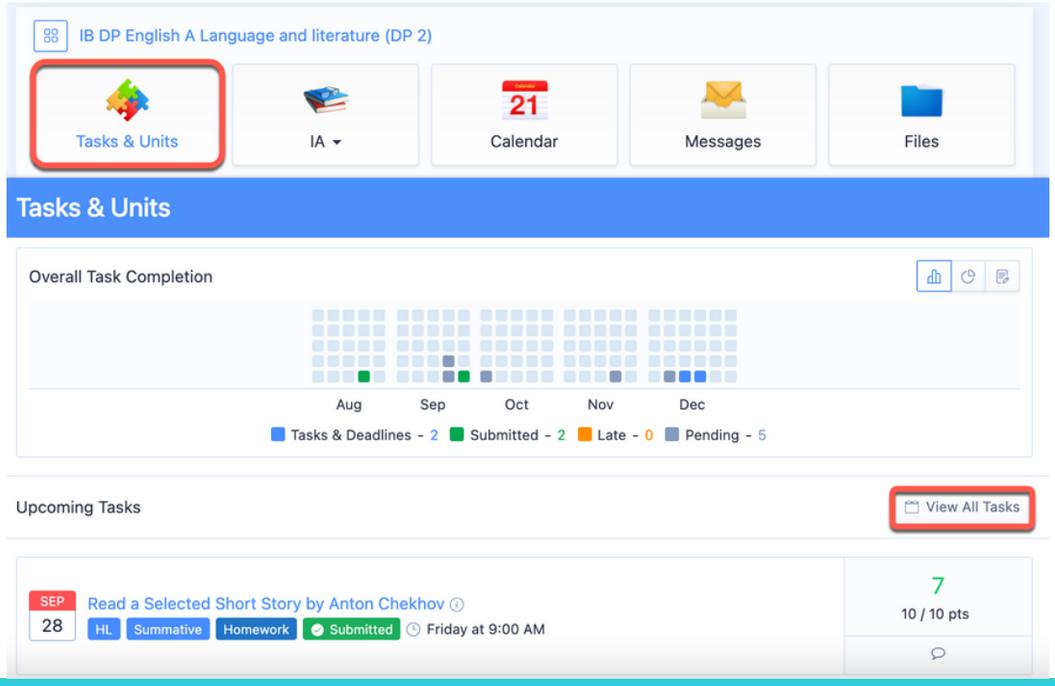
Viewing Tasks, Grades, and Comments

Navigate to your class via the Classes. The class page shows any upcoming events or deadlines as well as the latest activity.



Navigate to Classes > select your class > click Tasks & Units. Here you will find an Overall Task Completion chart, a Unit calendar, a list of upcoming assignments, along with a list of units. Clicking on View All Tasks will give you further details.

Note: The teacher's marks and comments appear as soon as the teacher has graded the assignment.



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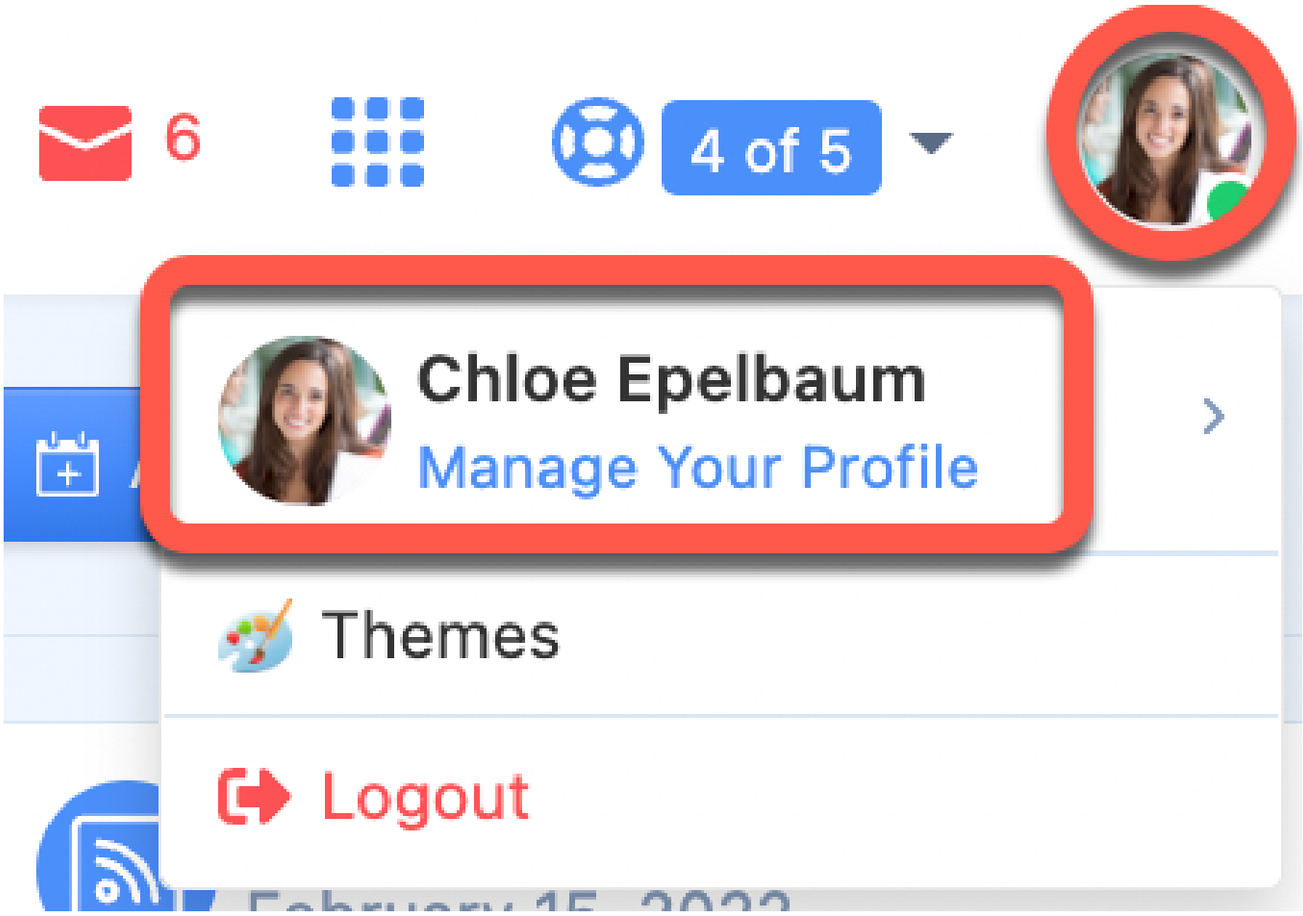
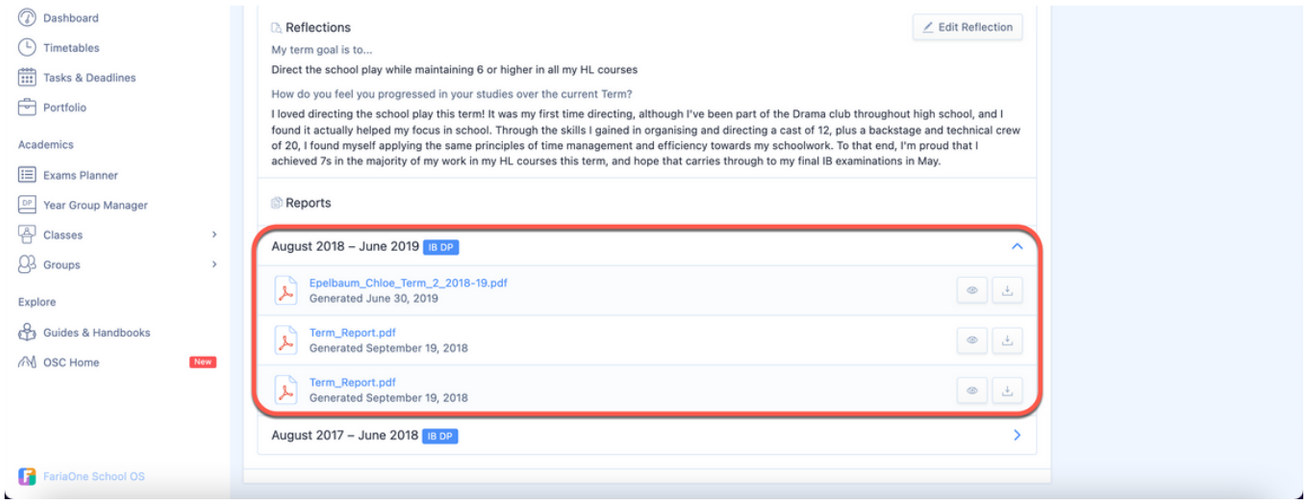
Viewing Your Term Reports

Access your ManageBac account profile by clicking on your profile icon in the top right corner of the window.



At the bottom of the page, you can see the reports cards in the Reports section.



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YOUR YEAR GROUP

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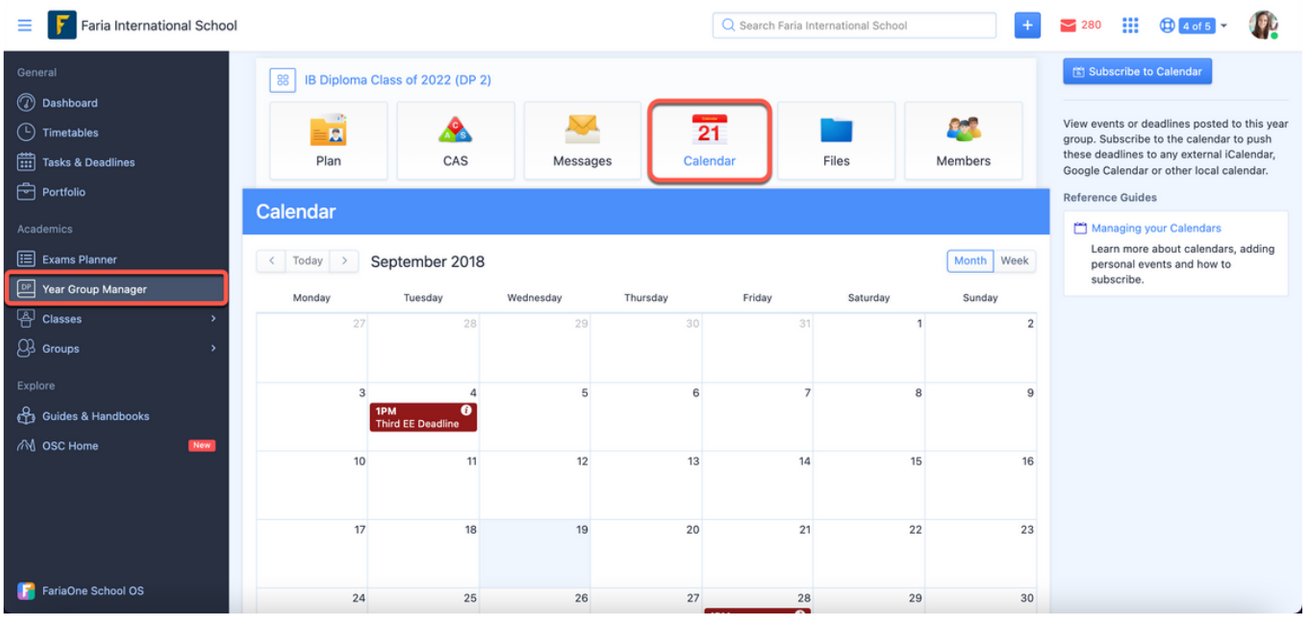
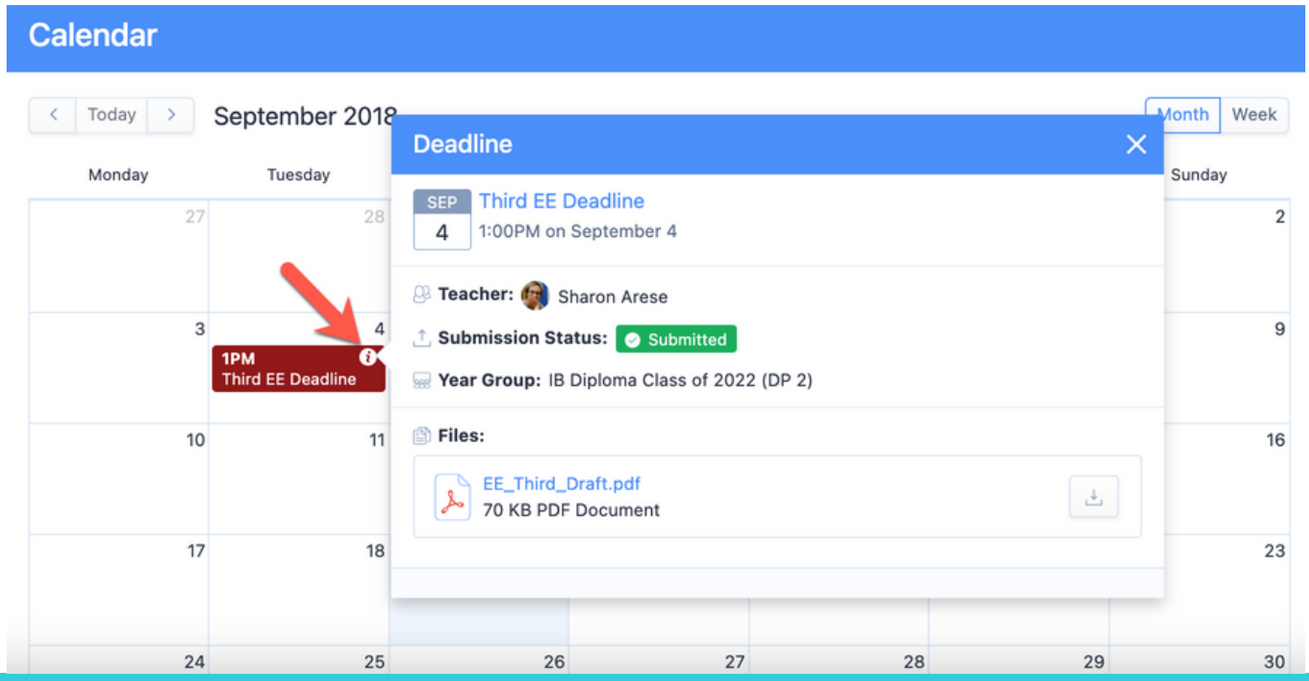
YOUR YEAR GROUP

Viewing your Year Group Calendar

This calendar will contain Events and Deadlines from your classes and from your Year Group.



By hovering over the "i" icon in the bottom right corner of an event or deadline you will be able to view more details. Such as, files, class, and description. Additionally, if it is a deadline with dropbox submission enabled you will be able to submit a file before the deadline.



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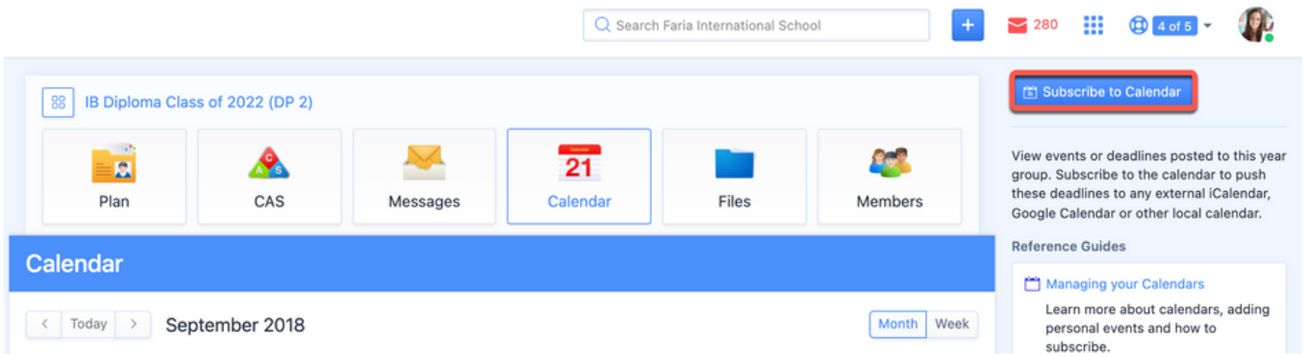
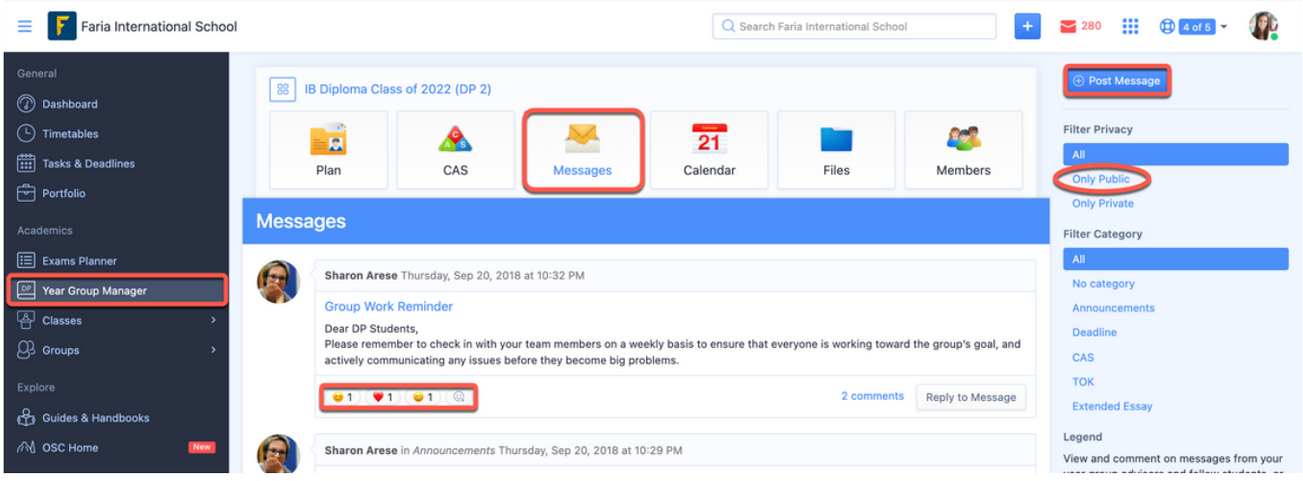
Note: If you use Apple iCal, Mozilla Calendar, or any other programme that fully supports the iCalendar standard, you can subscribe to these events in iCalendar format by clicking on the Subscribe to Calendar button. You will be able to view deadlines and events one month prior to subscribing, and three months after.



Viewing and Responding to Year Group Messages

You can see and post messages to the Year Group from the Messages of the Year Group Manager. Messages posted here as public messages are visible to all members of the year group. You can react to other members' messages or reply to their messages and comments. You can show Only Public or Only Private Messages, with private messages being the ones that are only visible to the author and all teachers and administrators.



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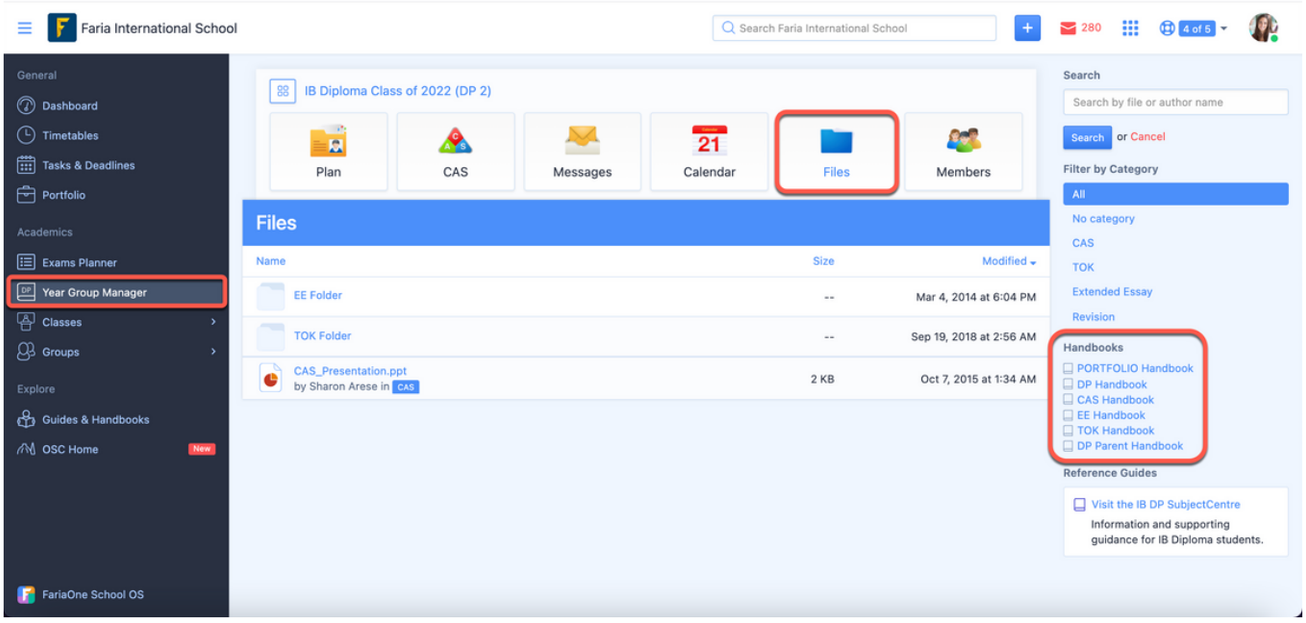
Accessing Year Group Files

You can access and download files uploaded to the Year Group Manager > Files in separate folders. Links to student handbooks for different components of your Year Group can be found on the right navigation panel.



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YOUR PORTFOLIO

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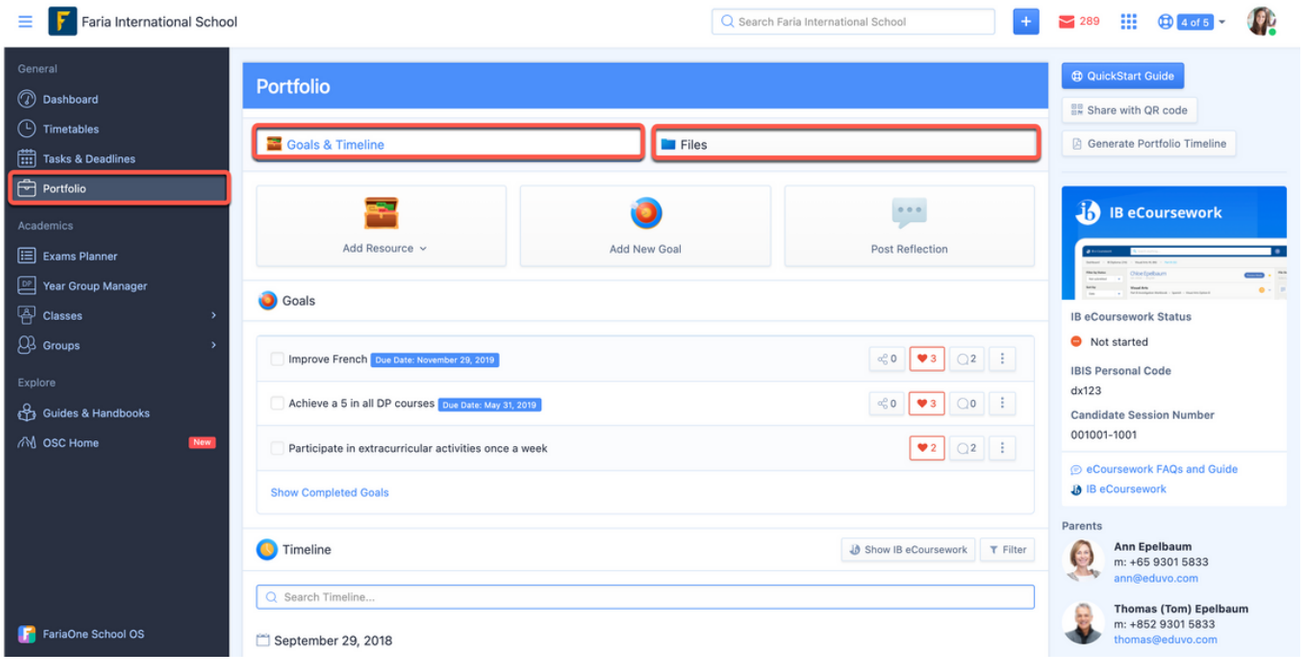
YOUR PORTFOLIO

Navigating to the Portfolio

Click the Portfolio tab to see your current portfolio and make any changes.

Your portfolio will show tiles labelled Goals & Timeline where any reflections, goals or resources you add to the Portfolio will be listed in chronological order. The Files tab will show folders for the different components and subjects of your academic programme.



Adding Goals and Reflections

You can add resources, goals and reflections to your Portfolio Timeline via the buttons at the top of your portfolio pages.

You can share links to, star or export every entry on your timeline via the 3 dot expansion menu. This can be useful if you need to highlight specific term goals for example or want to share a reflection you added recently with your advisor.

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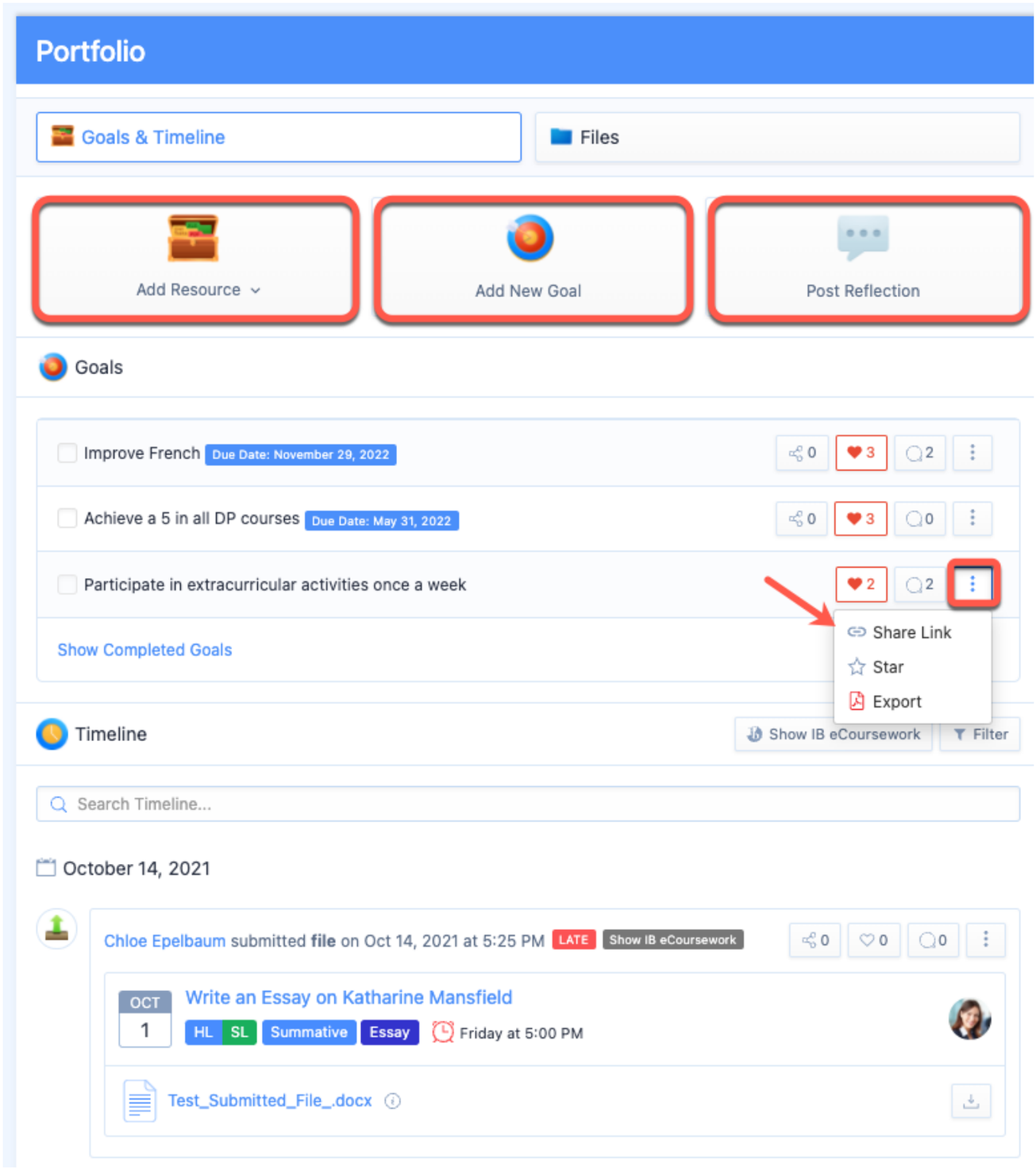

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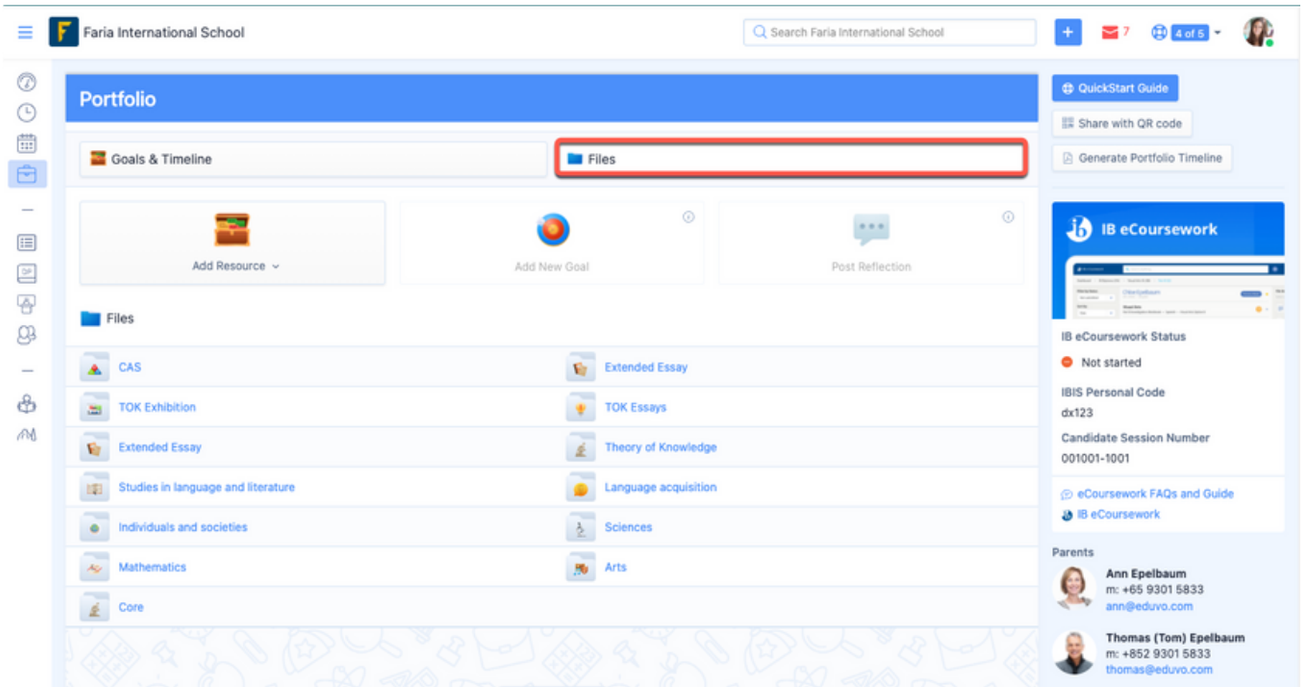
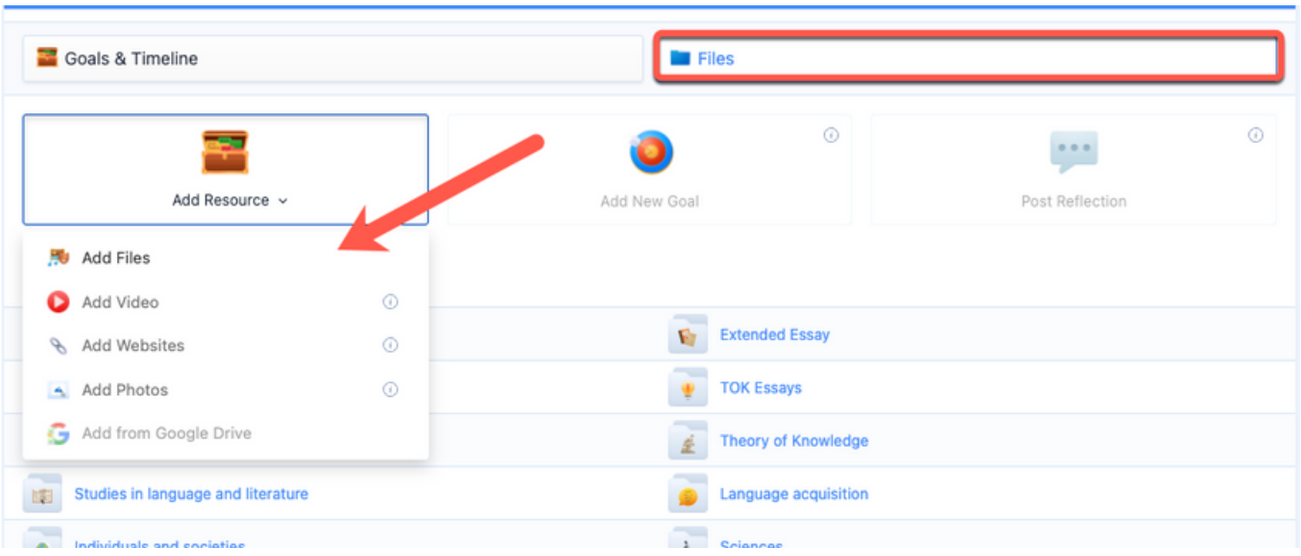
Reviewing Files

File submissions from Class Tasks & Year Group Deadlines will also appear under the Files tab, categorized into specific subject or core programme folders. This provides a consolidated location of the students work from their various classes & year groups.



Students and Teachers can also add Files directly to the Personal Files using the Add Resource button. All other forms of Portfolio item types are disabled in the Files tab.



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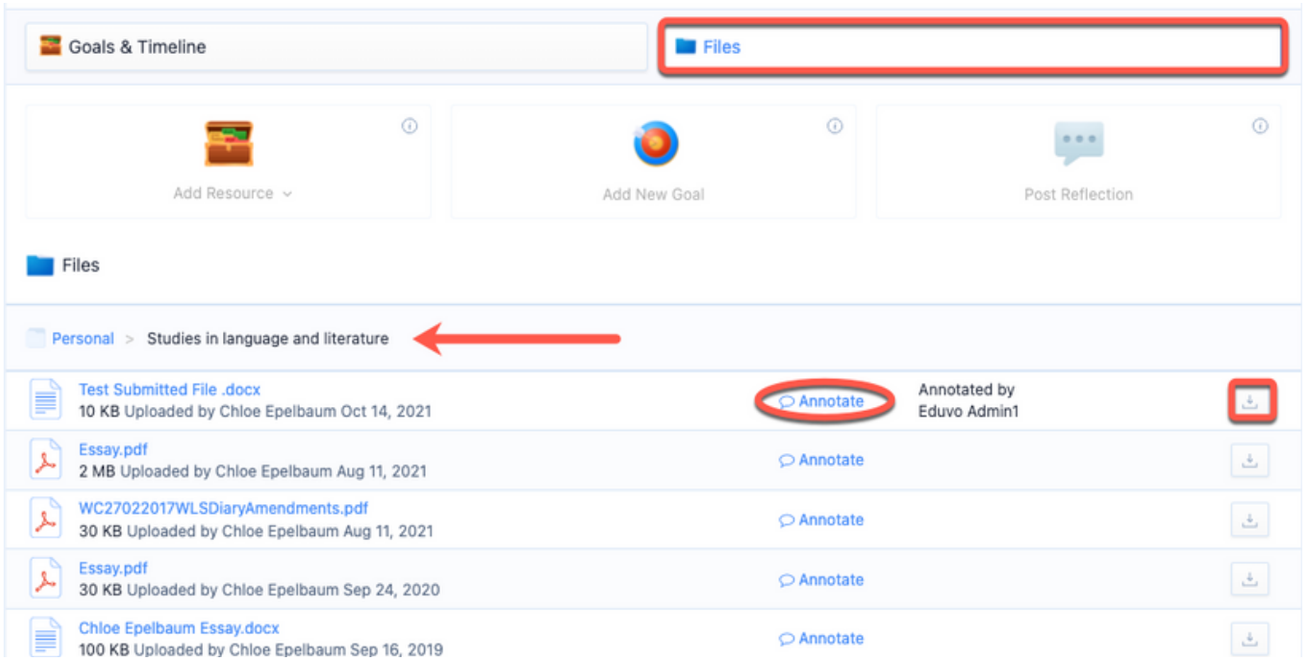
Files listed in folders can be dragged and dropped or downloaded via the file title. Document type files can also be annotated with the built in annotation tool in ManageBac.



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