



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

1



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

Faria International School

Login *

Password *

Forgot your password?

Remember me for 30 days (This is a trusted computer that only I have access to)

Sign-in

or

Sign-in with Google

Sign-in with Office 365



NAVIGATING MANAGEBAC

2



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

Faria International School

Search Faria International School

Dashboard

Next 2 Weeks

My Full Calendar

Timetables

Calendar

Wednesday Thursday Friday Saturday Sunday Monday Tuesday

Today

20

21

22

23

24

25

26

27

28

29

30

1

2

Upcoming

All Online Lessons Deadlines Events Tasks

SEP 19 Peanut Butter Granola Bars Meeting Today at 12:35 AM

Add Personal Event

What's New

December 18, 2021

Log4j Security Notice

Announcements

ManageBac

Log4j & Security Update

As part of our commitment to Data Protection & Security, we would like to confirm that Faria services including ManageBac, OpenApply, SchoolsBuddy, Atlas, Pamoja, OSC Study and MiniPD are not affected by the Apache Log4j vulnerability (CVE-2021-44228 and CVE-2021-45046). We do not run any of our applications on Java or make use of the Log4j [...]

Browse all updates

Coursework Submissions Statuses

Late Submitted after Due Date

Submitted Before Due Date

Pending Not Submitted

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

Faria International School

Search Faria International School

Calendar

September 2018

Month Week

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Add Personal Event

Subscribe to Calendar

The dashboard calendar is your personal calendar and shows events & deadlines from your year group, in addition to all classes & groups that you are a part of. Subscribe to the calendar to push these deadlines to any external calendar, Google Calendar or other local calendar.

Filter Events by category

Event Quiz Homework Deadline

Essay Paper Online Lesson Exam

Meeting Auditions Workshop

Investigation Presentation Rehearsal

Play Preparation Field Trip Lab

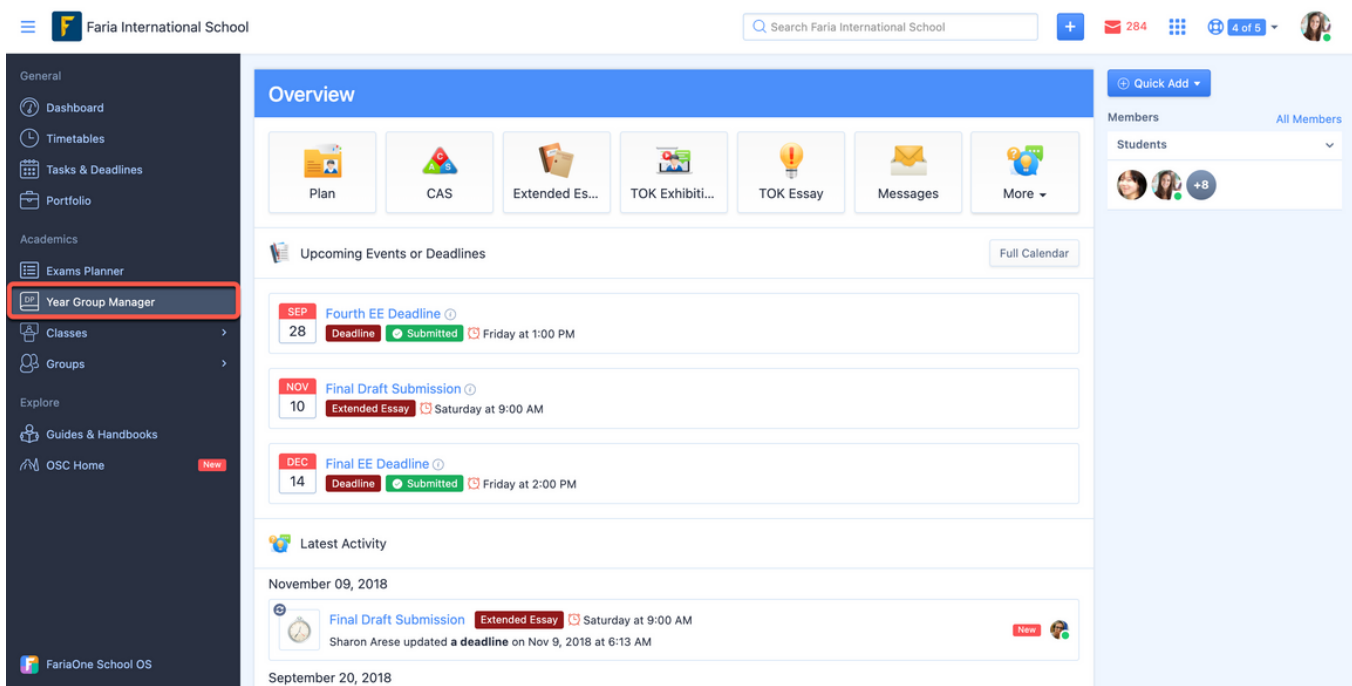
Reference Guides

Managing your Calendars

Learn more about calendars, adding personal events and how to subscribe.

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.



The screenshot displays the Faria International School Year Group Manager interface. On the left is a dark navigation menu with categories: General (Dashboard, Timetables, Tasks & Deadlines, Portfolio), Academics (Exams Planner, Year Group Manager, Classes, Groups), and Explore (Guides & Handbooks, OSC Home). The 'Year Group Manager' option is highlighted with a red box. The main content area is titled 'Overview' and features a top navigation bar with icons for Plan, CAS, Extended Es..., TOK Exhibiti..., TOK Essay, Messages, and More. Below this is a section for 'Upcoming Events or Deadlines' with a 'Full Calendar' link. It lists three events: 'Fourth EE Deadline' on Sep 28 (Deadline, Submitted, Friday at 1:00 PM), 'Final Draft Submission' on Nov 10 (Extended Essay, Saturday at 9:00 AM), and 'Final EE Deadline' on Dec 14 (Deadline, Submitted, Friday at 2:00 PM). A 'Latest Activity' section shows a post from Sharon Arese on Nov 9, 2018, updating a deadline for the 'Final Draft Submission' (Extended Essay) on Saturday at 9:00 AM. The right sidebar shows a 'Quick Add' button, a 'Members' section with 'All Members' and 'Students' dropdowns, and a '+8' indicator for additional members.

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.

Timetables

September 2018

Period	Mon, Sep 17	Tue, Sep 18	Wed, Sep 19	Thu, Sep 20	Fri, Sep 21
Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
1	8:00AM - 9:30AM Mathematics SL (D... Risa Aoki	8:00AM - 9:30AM Visual Arts (DP 2) Risa Aoki	8:00AM - 9:30AM Visual Arts (DP 2) Risa Aoki	8:00AM - 9:30AM Chinese B (DP 2) Maxine Reed	8:00AM - 8:45... History HL (DP 2) 1 James Hendrick
2	9:35AM - 11:05AM History HL (DP 2) 1 James Hendrick	9:35AM - 11:05AM Chinese B (DP 2) Maxine Reed	9:35AM - 11:05... Mathematics SL (D... Risa Aoki	9:35AM - 11:05AM Biology (DP 2) Risa Aoki	8:50AM - 9:35AM Visual Arts (DP 2) Risa Aoki
3	Lunch	Lunch	Lunch	Lunch	9:40AM - 10:35AM English A Language... Risa Aoki
4	12:40PM - 2:10PM Chinese B (DP 2) Maxine Reed	12:40PM - 2:10... Mathematics SL (D... Risa Aoki	12:40PM - 2:10PM Chinese B (DP 2) Maxine Reed	12:40PM - 2:10... English A Language... Risa Aoki	10:40AM - 11:2... Mathematics SL (D... Risa Aoki
5	2:15PM - 3:45PM Biology (DP 2) Risa Aoki	2:15PM - 3:45PM Biology (DP 2) Risa Aoki	2:15PM - 3:45... Biology (DP 2) Risa Aoki	2:15PM - 3:45PM History HL (DP 2) 1 James Hendrick	Lunch
6					12:35PM - 1:20PM Chinese B (DP 2) Maxine Reed

Legend

- (Chinese - 5)
- (Mathematics: applications and interpretation - 4)
- (History - 3)
- (Biology - 4)
- (Visual Arts - 3)
- (English - 2)

Homeroom Attendance

35/35 Present

Present 35 of 35

Weekly Class Attendance

- 11 Present
- 1 Absent
- 3 TBD

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.

Dashboard

Next 2 Weeks

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
<p>Today</p> <p>20</p> <p>12AM Homework Due</p> <p>12AM Industrial Revolution Practice Quiz</p> <p>12:05AM Industrial Revolution Quiz</p> <p>+ 7 more</p>	<p>21</p> <p>12AM Presentation: History of Chess Artificial Intelligence</p> <p>12:25AM Quiz - Kinematics</p> <p>10:30AM AssessPrep Demo Points DP</p> <p>+ 2 more</p>	<p>22</p> <p>12:10AM Research Paper Outline</p> <p>12:30AM online lesson</p> <p>12:40AM Presentation: The Microbiome</p> <p>+ 3 more</p>			<p>24</p> <p>Student Check In</p> <p>9AM Group Debate</p> <p>9AM Upload Permission Slips</p> <p>+ 1 more</p>	<p>25</p> <p>Static Chess Tournament</p> <p>12:40AM Presentation: Healthy Eating</p> <p>3PM DNA Quiz</p>
<p>26</p> <p>12:05AM Cold War Essay</p> <p>11:50PM Handing Out School Supplies to the Local School</p>	<p>27</p> <p>2:40AM Paint a Band Poster</p>	<p>28</p> <p>12AM Presentations Due</p> <p>Field Trip to Lebanese Museum Beirut</p> <p>12:05AM Teachers vs Students</p> <p>+ 4 more</p>	<p>29</p>		<p>1</p> <p>10PM Write an Essay on Katharine Mansfield</p>	<p>2</p> <p>12:05AM World War II Paper</p>

Upcoming

- SEP 19 The Scientific Method (HL, SL, Summative, Quiz) Wednesday at 3:35 AM
- SEP 19 Quiz - Polynomials

What's New

January 24, 2022

Reporting: Proofing & Review

Announcements

Building on our Gradebook update in December 2021 and with the help of our Integrations & School Technology Directors, we are excited to share our Reporting > Proofing & Review update. Available for all Curriculum Programmes and Heads of Subject, Administrators and Teachers with Reporting permissions. Approach & Design We completed a methodical review of [...]

Coursework Submissions Statuses

- Late Submitted after Due Date
- Submitted Before Due Date
- Pending Not Submitted

Key Contacts

Homeroom

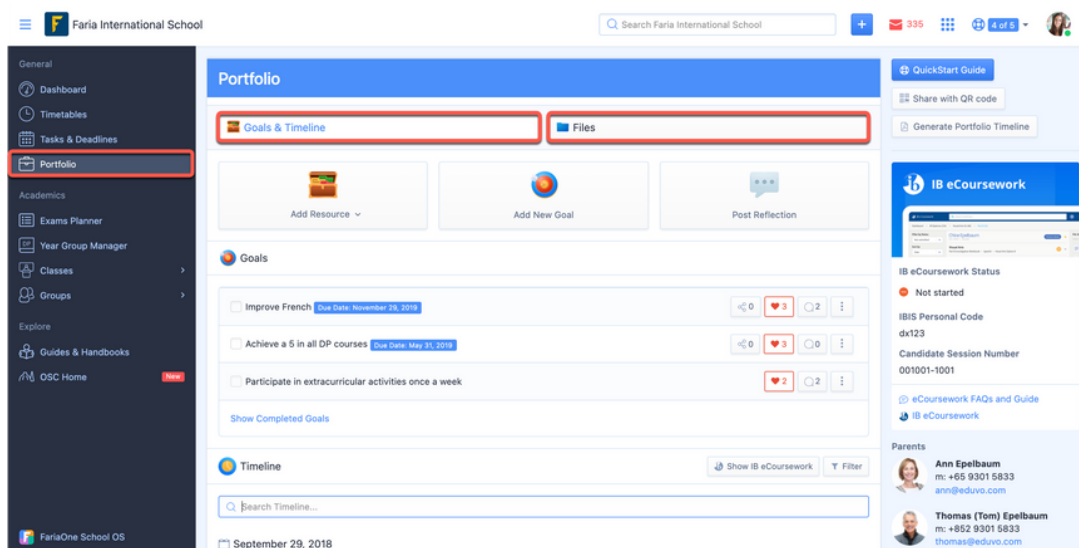
Sharon Arese
m: +852 9201 8021
sharon@eduvo.com

DP Advisor

Sharon Arese
m: +852 9201 8021
sharon@eduvo.com

Portfolio

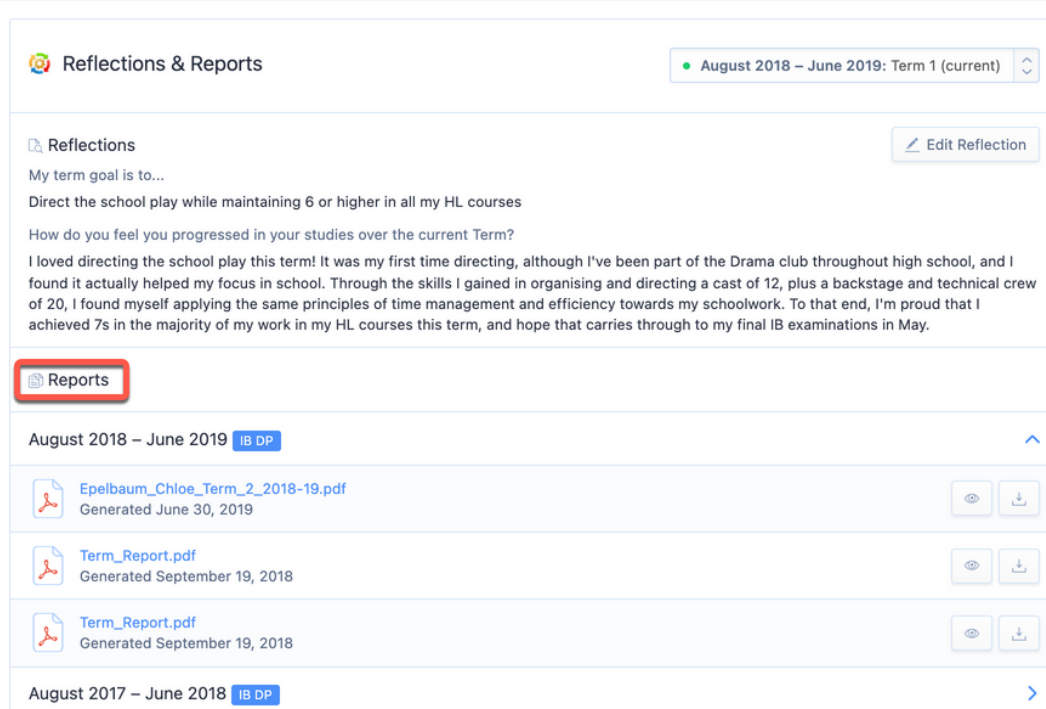
Your Portfolio tab will show a tab with Goals & Timeline where any reflections, goals or resources you add to the Portfolio will be listed in chronological order. The Files tab will show folders for the different components and subjects of your academic programme.



The screenshot shows the 'Portfolio' section of the Faria International School system. The interface includes a sidebar with navigation options like 'Dashboard', 'Timetables', 'Tasks & Deadlines', and 'Portfolio' (which is highlighted). The main content area is titled 'Portfolio' and has two tabs: 'Goals & Timeline' and 'Files'. Below the tabs are buttons for 'Add Resource', 'Add New Goal', and 'Post Reflection'. The 'Goals' section lists several goals with due dates, such as 'Improve French' (due November 28, 2018) and 'Achieve a 5 in all DP courses' (due May 21, 2019). The 'Timeline' section has a search bar and a date filter set to 'September 29, 2018'. On the right side, there is an 'IB eCoursework' section with a status indicator, personal code, and session number, along with contact information for parents Ann Epelbaum and Thomas (Tom) Epelbaum.

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.



The screenshot shows the 'Reflections & Reports' section. At the top, there is a dropdown menu for the current term, set to 'August 2018 – June 2019: Term 1 (current)'. Below this, there is a 'Reflections' section with a text area containing a student's reflection on directing a school play. The 'Reports' section is highlighted with a red box and shows a list of report cards generated for the current term. The reports are listed in chronological order, with the most recent report generated on June 30, 2019, and two reports generated on September 19, 2018. Each report card has a PDF icon and a download button. At the bottom, there is a link to view reports for the previous term, 'August 2017 – June 2018'.



CLASSES, UNITS, AND RESOURCES

3



CLASSES, UNITS, AND RESOURCES

Accessing Classes

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

The screenshot shows the Faria International School dashboard. On the left sidebar, the 'Classes' menu item is highlighted with a red box and a red arrow pointing to it. The main content area displays a 'Next 2 Weeks' calendar with various events and assignments. The right sidebar contains 'What's New' announcements, 'Coursework Submissions Statuses', and 'Key Contacts'.

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

The screenshot shows the 'Class Overview Page' for 'IB DP English A Language and literature (DP 2)'. The page features a navigation bar with 'Tasks & Units', 'IA', 'Calendar', 'Messages', and 'Files'. Below this is a 'Next 2 weeks' calendar showing assignments and events. The right sidebar displays 'Description', 'Members' (Teachers and Students), 'Class Attendance' (13/14 Present), and 'Timetable'.

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.

The screenshot displays the 'Tasks & Units' interface for the class 'IB DP English A Language and literature (DP 2)'. The left sidebar contains navigation menus for 'General' (Dashboard, Timetables, Tasks & Deadlines, Portfolio) and 'Academics' (Exams Planner, Year Group Manager, Classes). The 'Classes' menu is expanded, showing 'English A Language and literature' as the selected class. The main content area features a 'Tasks & Units' header with a navigation bar containing 'Tasks & Units', 'IA', 'Calendar', 'Messages', and 'Files'. Below this is an 'Overall Task Completion' calendar showing progress from August to December, with a legend for 'Tasks & Deadlines - 2', 'Submitted - 2', 'Late - 1', and 'Pending - 3'. The 'Upcoming Tasks' section lists a task: 'Recite 20 lines from Poem or Song' due on Friday at 1:40 AM. The 'Units' section includes a search bar and a list of units, with the first unit being 'Short Stories - Concepts, interpretations, and experiences of the world', which has 12 lessons and 2 tasks. The right sidebar provides information about teachers (Risa Aoki, Sharon Arese, Pamoja Teacher, Eduvo Admin1, Jimmy Hsiao) and a 'Reference Guides' section with a link to 'Viewing and Uploading to Tasks'.

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.

The screenshot displays the ManageBac interface for a specific task. At the top, the breadcrumb navigation shows 'IB DP English A Language and literature (DP 2) > Tasks & Units > All Tasks'. Below this is a navigation bar with five tabs: 'Tasks & Units' (highlighted with a red box), 'IA', 'Calendar', 'Messages', and 'Files'. The main header of the task page is 'Read a Selected Short Story by Anton Chekhov'. The task details include a date of 'SEP 28', a 'Submitted' status, and a score of '7/10 pts'. The description asks for a one-paragraph reflection on a story of choice. A comment from the teacher praises the student's reflection. Below the task details is a link to 'Short Stories - Concepts, interpretations, and experiences of the world' with a '12 Weeks' duration. The 'Dropbox' section shows a file 'Chloe_Epelbaum_Essay.docx' uploaded on Sep 16, 2016, with a Turnitin Similarity Index of 0. An 'Upload Submission' button is highlighted with a red box. The 'Related Messages' section shows 'No messages' and 'No messages have been added yet'.

IB DP English A Language and literature (DP 2) > Tasks & Units > All Tasks

Tasks & Units IA Calendar Messages Files

Read a Selected Short Story by Anton Chekhov

SEP 28 HL Summative Homework Submitted Friday at 9:00 AM 7/10 pts

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

Comment
Your reflection was excellent and a model structure that you should continue throughout your time in this class - it will serve you well during your final exams!

Short Stories - Concepts, interpretations, and experiences of the world HL Starts W1 Aug Current Unit 12 Weeks

Dropbox Add From GDrive Upload Submission

File	Turnitin Similarity Index
Chloe_Epelbaum_Essay.docx Uploaded Sep 16, 2016 at 1:00 PM	0

View Teacher Feedback

Related Messages Show all Messages Post New Message

No messages
No messages have been added yet



DEADLINES AND COURSEWORK

4



DEADLINES AND COURSEWORK

Viewing Upcoming & Completed Tasks

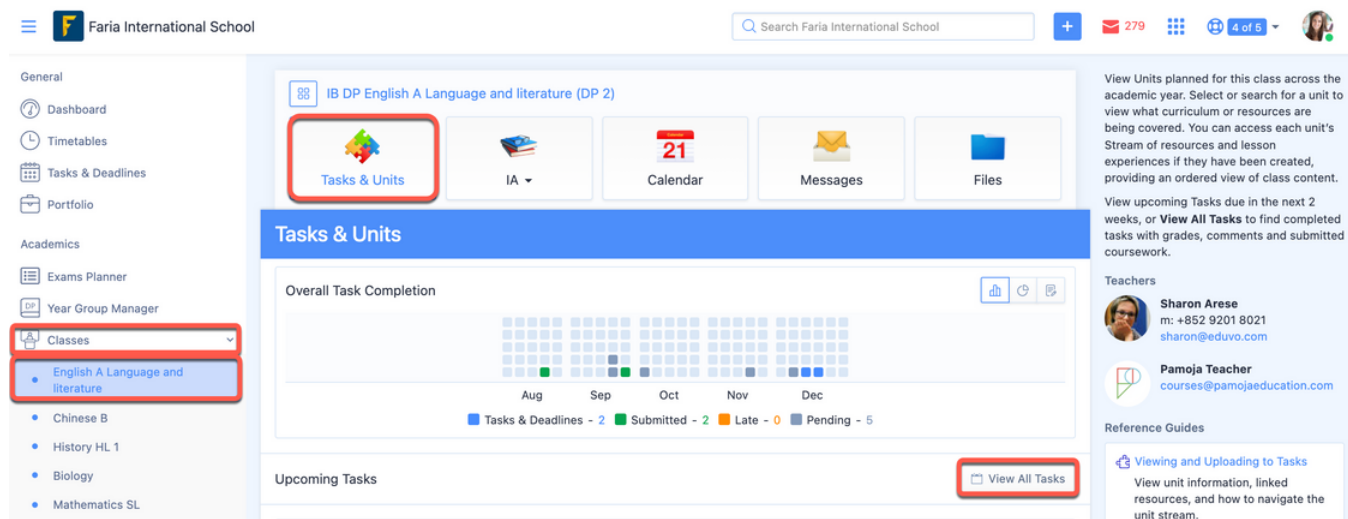
Navigate to Tasks & Deadlines on the left menu. There you will see all upcoming & completed tasks from the various classes & year groups you are a part of.

The screenshot shows the 'Tasks & Deadlines' interface for Faria International School. The left sidebar contains navigation options like Dashboard, Timetables, Tasks & Deadlines (highlighted), Portfolio, Exams Planner, Year Group Manager, Classes, Groups, Guides & Handbooks, and OSC Home. The main content area is divided into 'Upcoming' and 'Completed' sections. The 'Upcoming' section lists tasks with their due dates and statuses (e.g., Submitted, Pending, Not Assessed Yet). The 'Completed' section shows a 'Quiz - Complex Numbers' task. On the right, a 'Filter by Class or Year Group' dropdown menu is visible, with 'All' selected. Below the filter is a 'Reference Guides' section with a link to 'Submitting Coursework to Deadlines'.

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

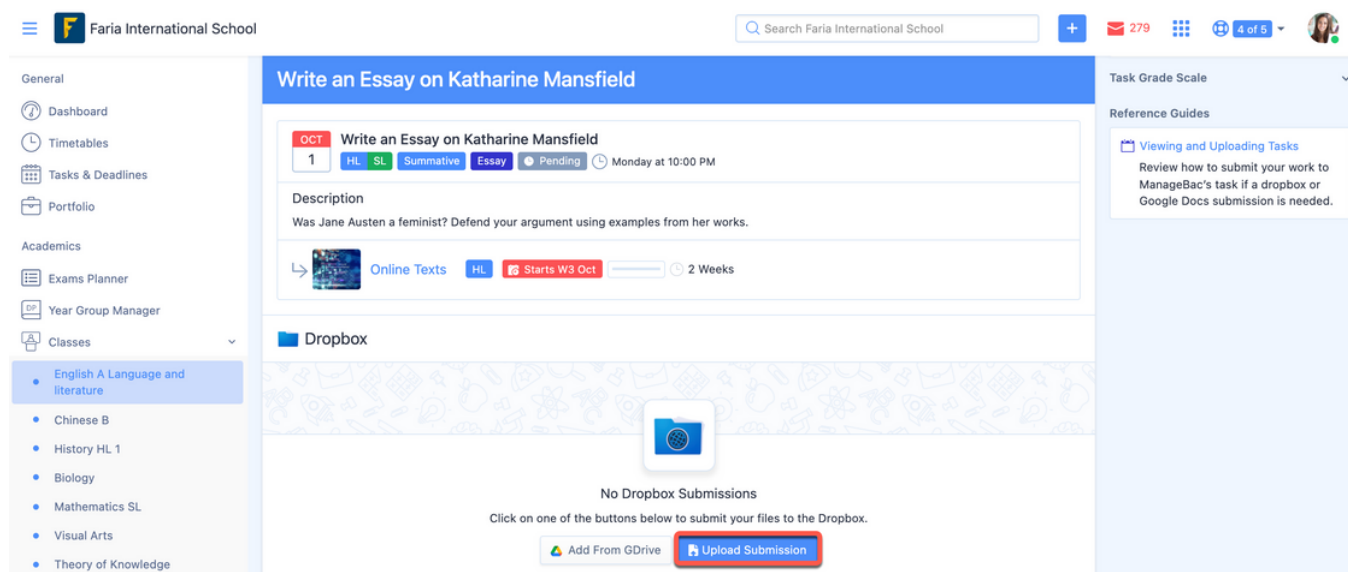
This close-up view shows the 'Filter by Class or Year Group' dropdown menu. The menu is open, displaying a list of options: 'All', 'English A Language and literature (DP 2)', 'Chinese B (DP 2)', 'Mathematics SL (DP 2)', 'History HL (DP 2) 1', 'Biology (DP 2)', 'Visual Arts (DP 2)', 'Theory of Knowledge (DP 2)', and 'IB DP Class of 2021 (DP 2)'. The 'All' option is currently selected. Below the list is a 'Reference Guides' section with a link to 'Submitting Coursework to Deadlines' and the text 'How to upload coursework to tasks or deadlines'.

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.

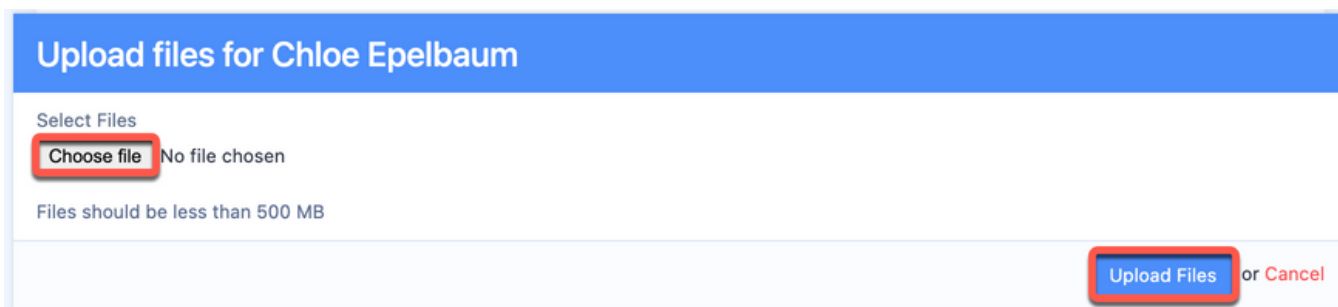


Uploading Coursework Submissions

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.

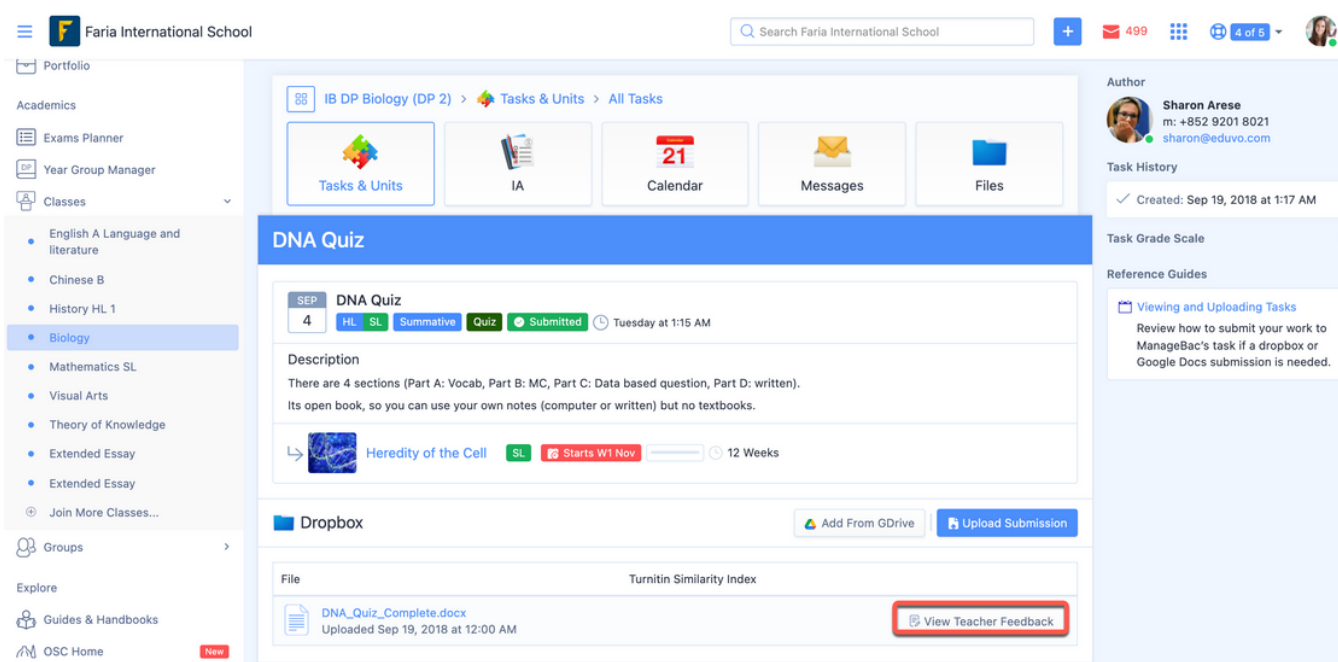


Click on **Choose File** to select a file from your computer and click **Upload Files**

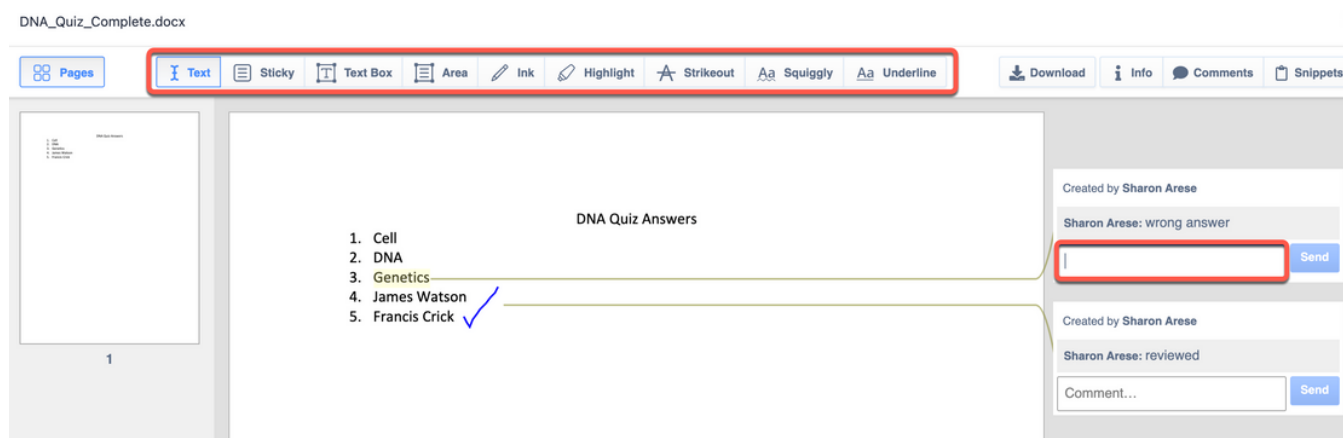


Reviewing Annotations

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.





YOUR ACADEMIC PROGRESS

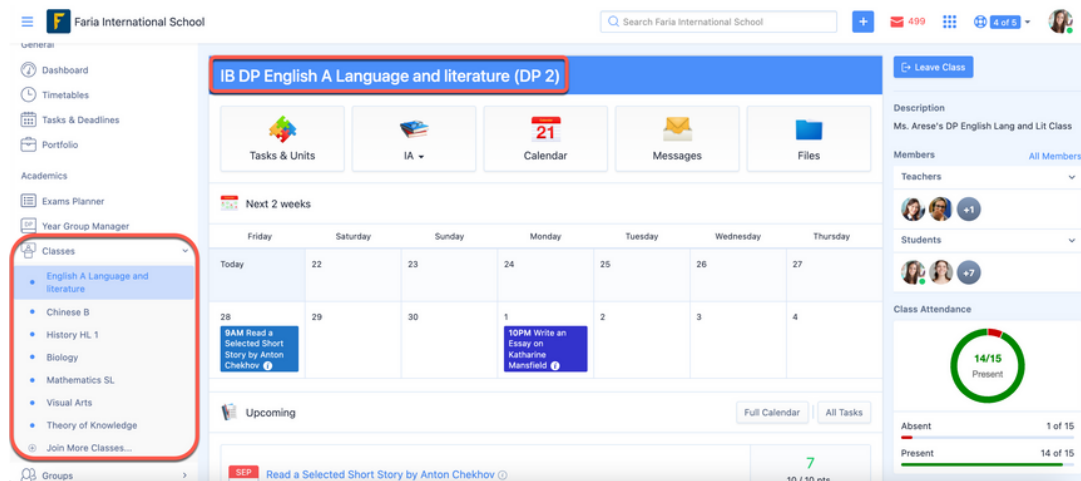
5



YOUR ACADEMIC PROGRESS

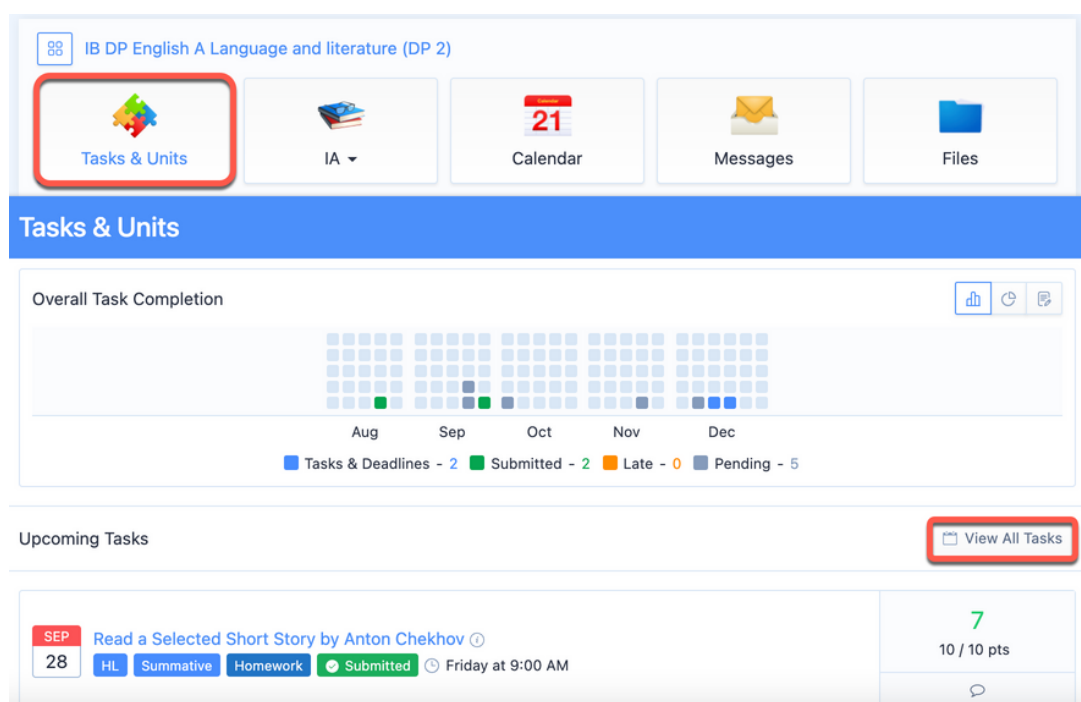
Viewing Tasks, Grades, and Comments

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



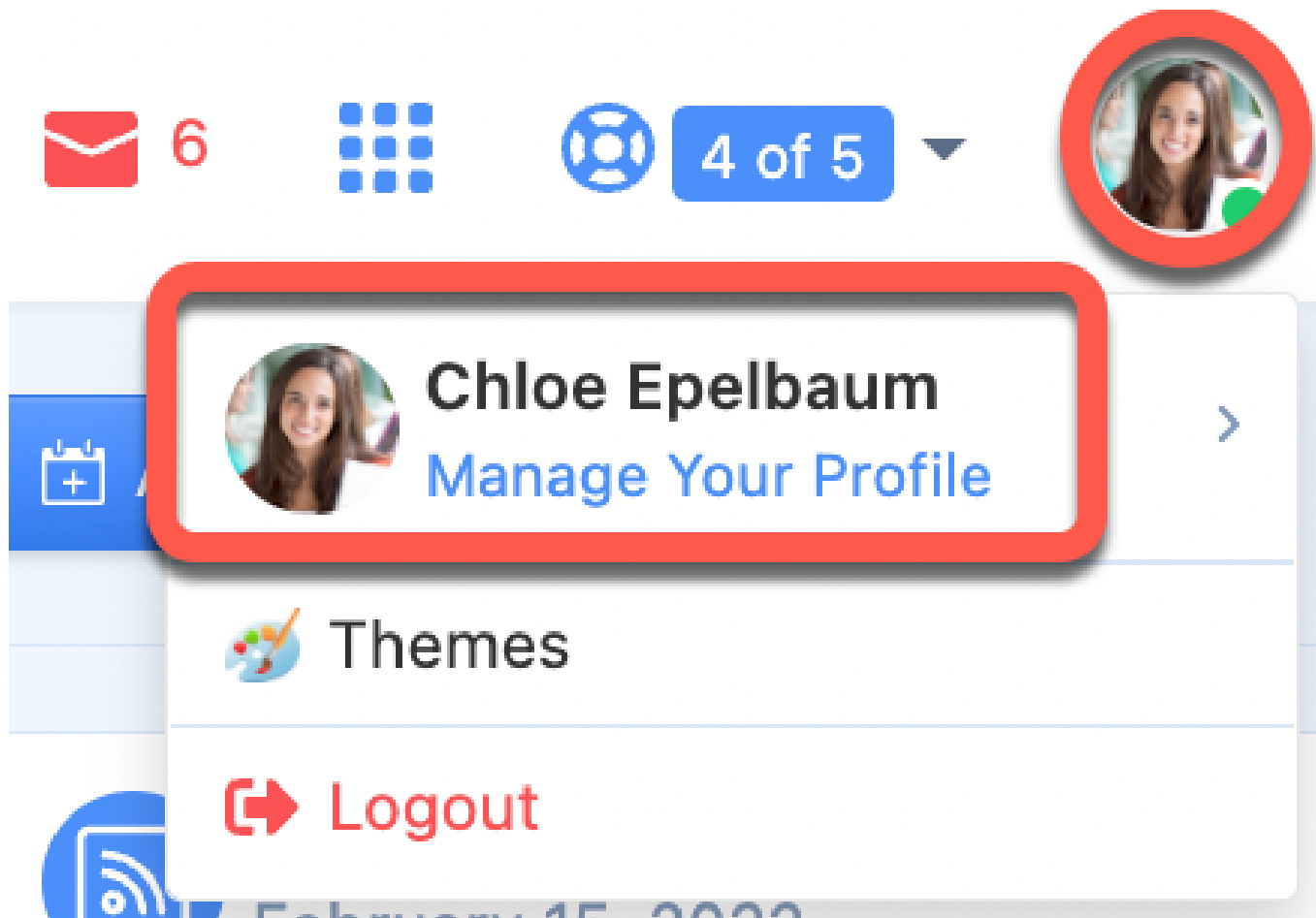
Navigate to Classes > select your class > click Tasks & Units. Here you will find an Overall Task Completion chart, a Unit calendar, a list of upcoming assignments, along with a list of units. Clicking on View All Tasks will give you further details.

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



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.





YOUR YEAR GROUP

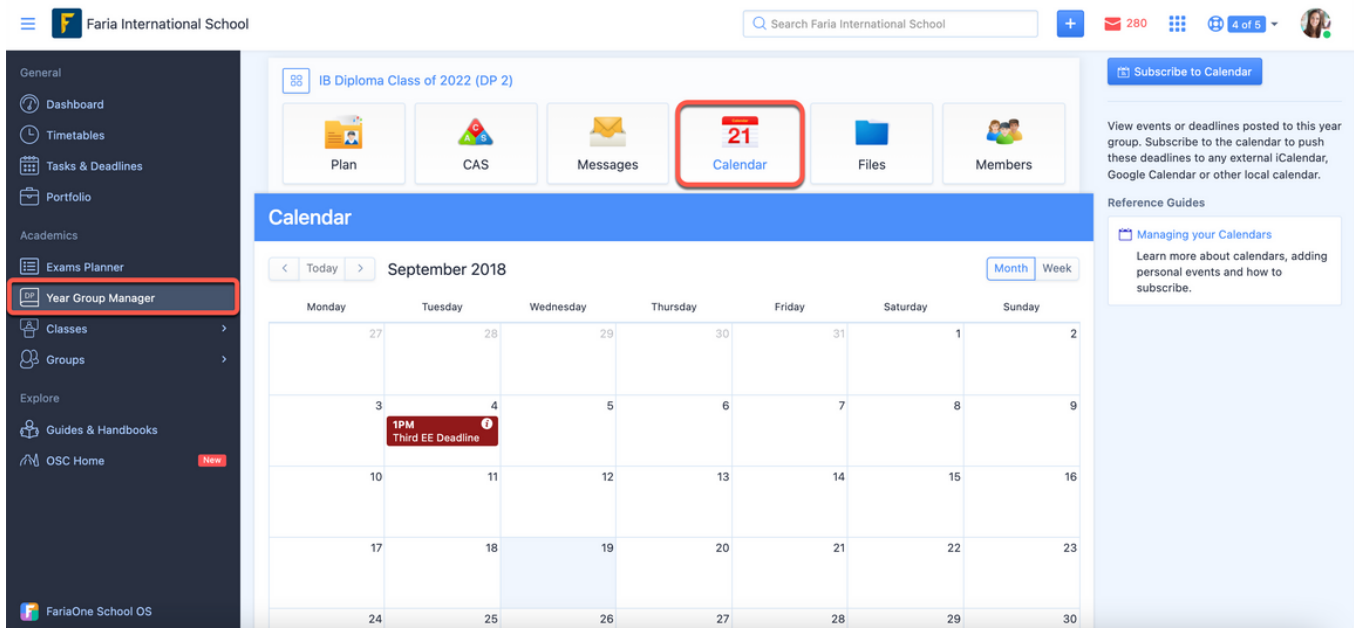
6



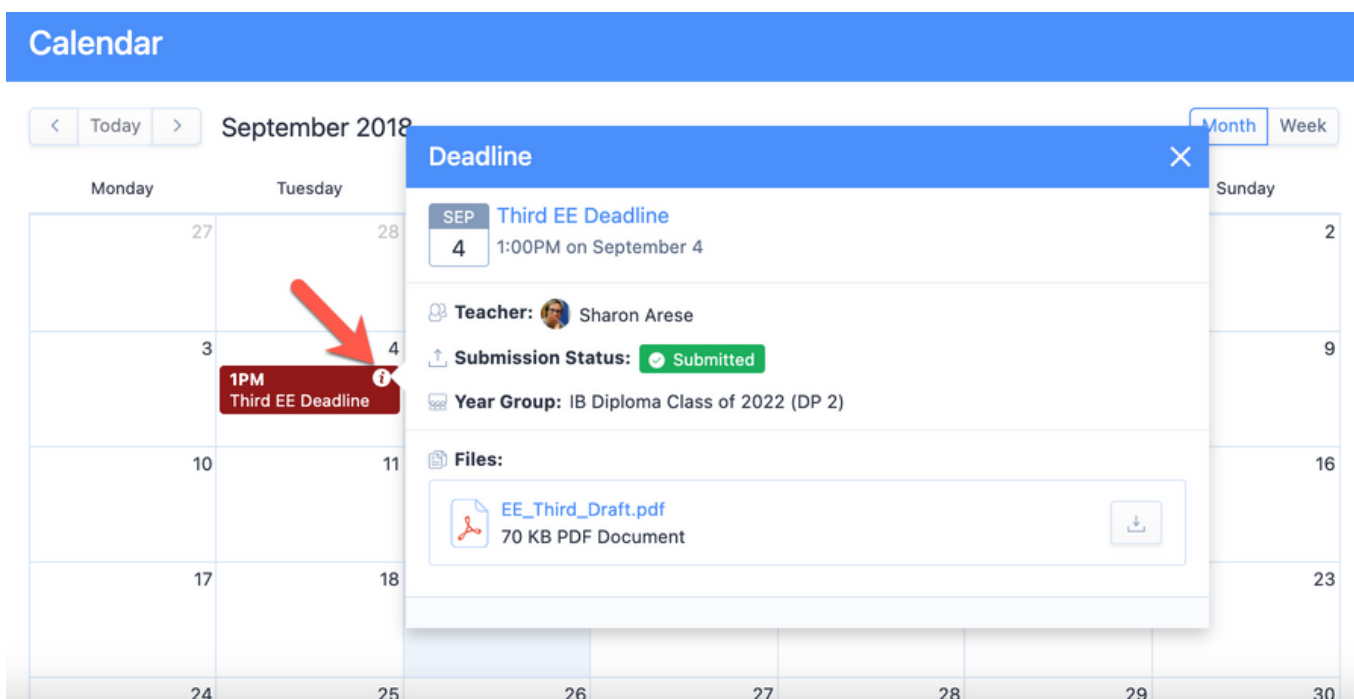
YOUR YEAR GROUP

Viewing your Year Group Calendar

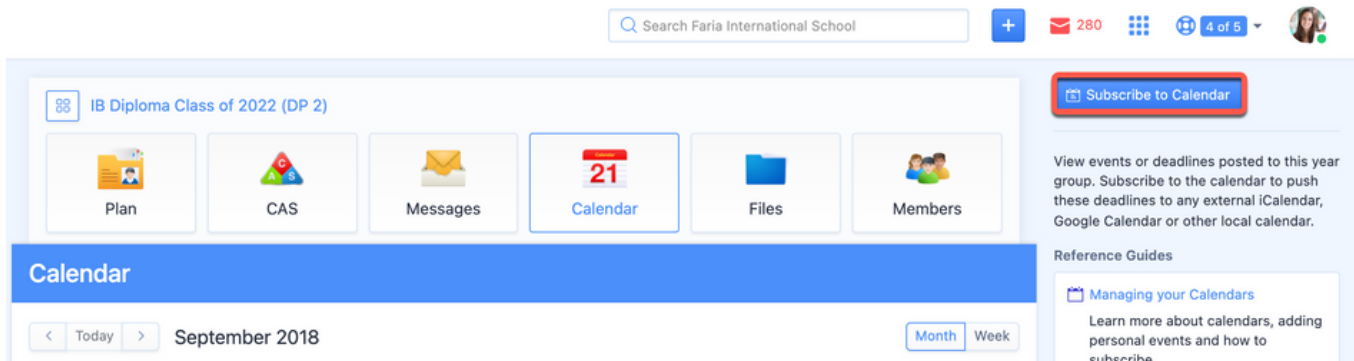
This calendar will contain Events and Deadlines from your classes and from your Year Group.



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.

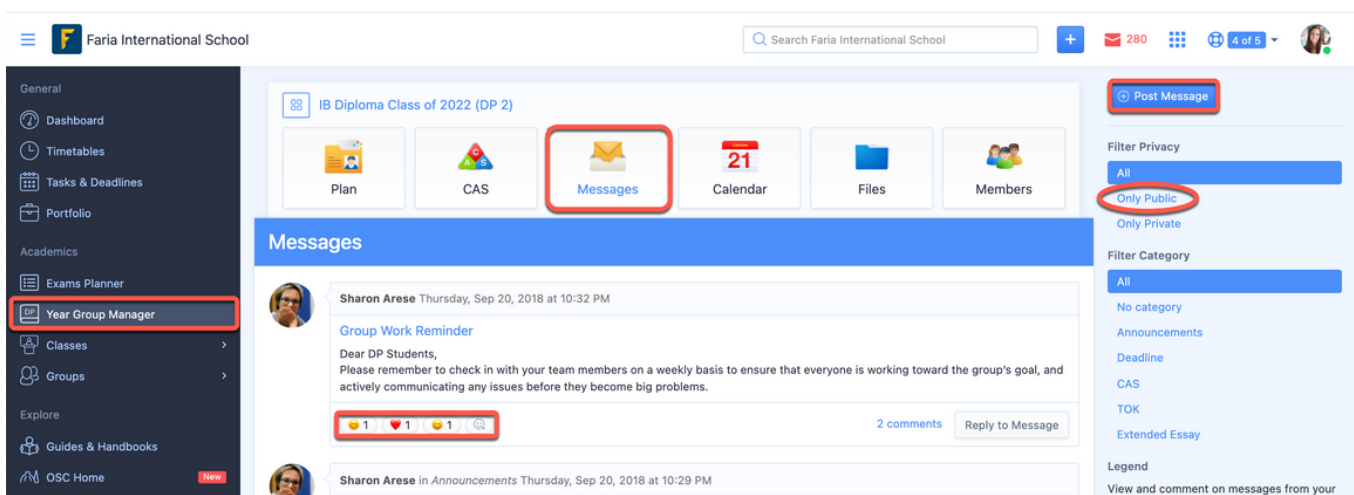


Note: If you use Apple iCal, Mozilla Calendar, or any other programme that fully supports the iCalendar standard, you can subscribe to these events in iCalendar format by clicking on the **Subscribe to Calendar** button. You will be able to view deadlines and events one month prior to subscribing, and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



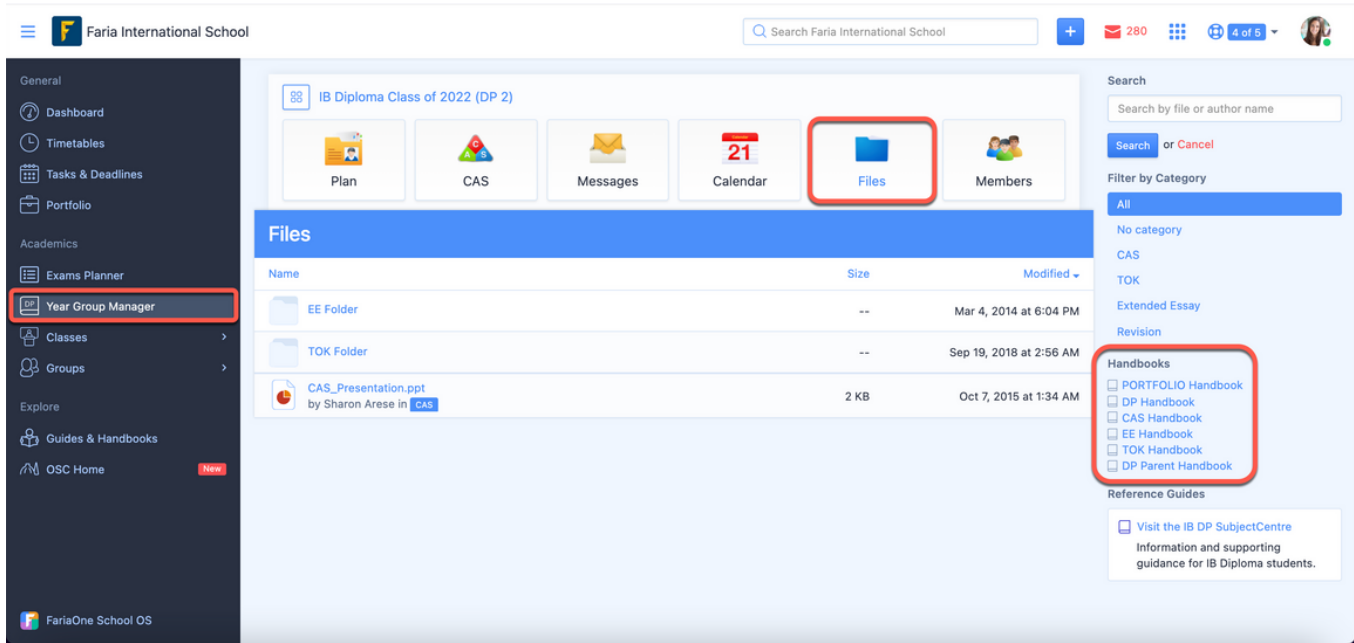
Viewing and Responding to Year Group Messages

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.



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.





YOUR PORTFOLIO

7



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.

The screenshot displays the Faria International School Portfolio interface. The left sidebar contains navigation options: General (Dashboard, Timetables, Tasks & Deadlines, Portfolio), Academics (Exams Planner, Year Group Manager, Classes, Groups), and Explore (Guides & Handbooks, OSC Home). The main content area is titled 'Portfolio' and features two tabs: 'Goals & Timeline' and 'Files'. Below the tabs are three buttons: 'Add Resource', 'Add New Goal', and 'Post Reflection'. The 'Goals' section lists three goals with due dates and progress indicators. The 'Timeline' section is visible below. On the right, there is a sidebar with 'IB eCoursework' status and parent contact information.

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.

Portfolio

 Goals & Timeline

 Files



Add Resource ▾



Add New Goal



Post Reflection

Goals

Improve French Due Date: November 29, 2022

 0  3  2 




Achieve a 5 in all DP courses Due Date: May 31, 2022

 0  3  0 

Participate in extracurricular activities once a week

 2  2 

[Show Completed Goals](#)

-  Share Link
-  Star
-  Export

Timeline

 Show IB eCoursework  Filter

 October 14, 2021



Chloe Epelbaum submitted file on Oct 14, 2021 at 5:25 PM LATE Show IB eCoursework

 0  0  0 

OCT
1 HL SL Summative Essay  Friday at 5:00 PM

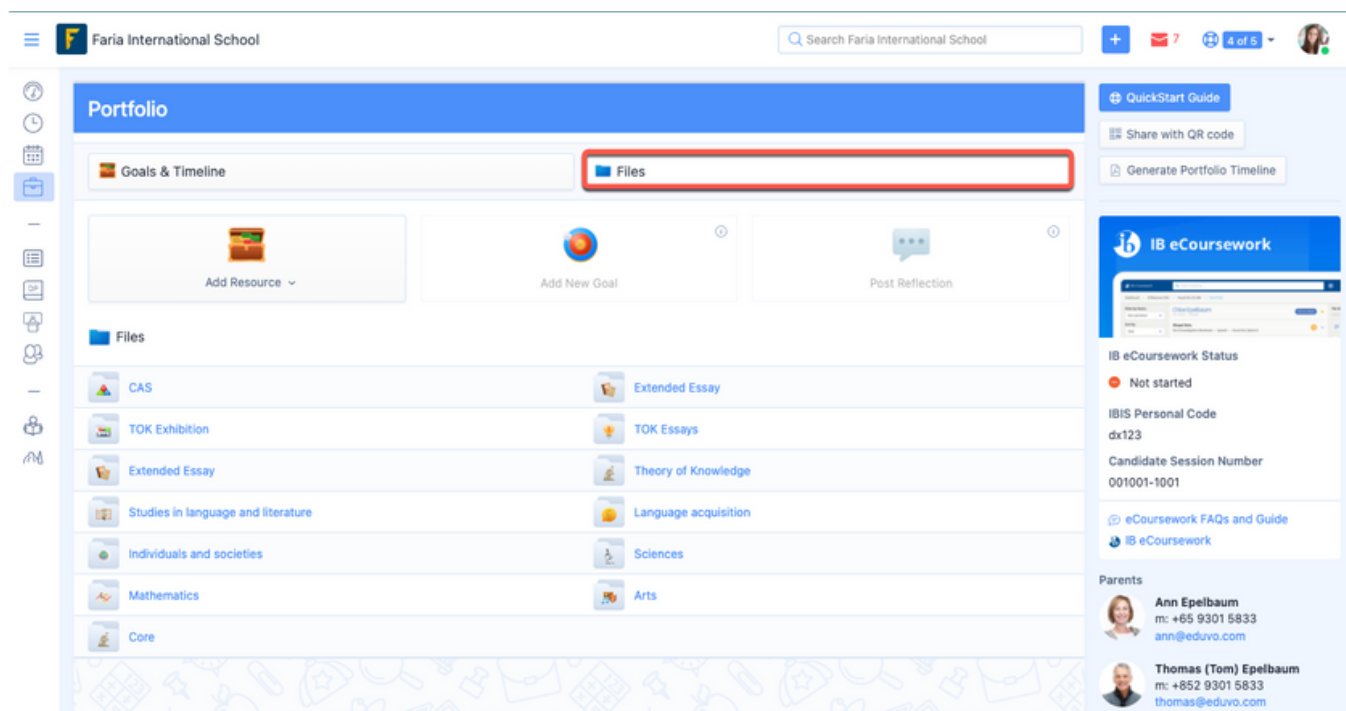


 Test_Submitted_File_.docx 

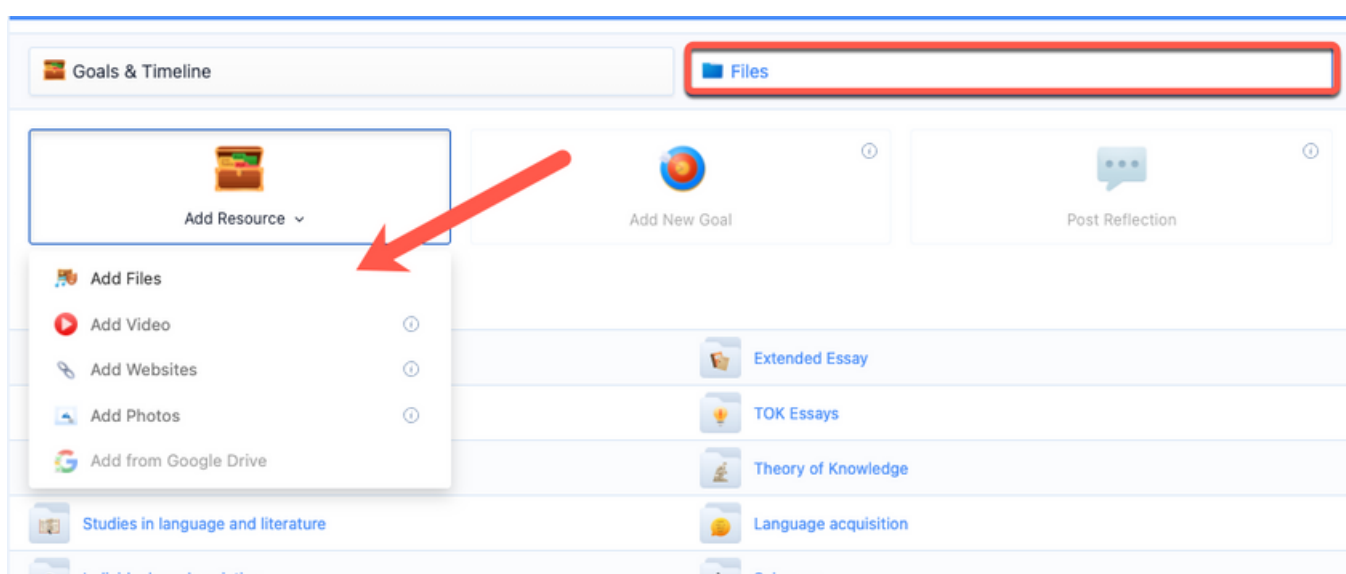


Reviewing Files

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.



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.

The screenshot displays the ManageBac interface. At the top, there are two tabs: "Goals & Timeline" and "Files", with the "Files" tab highlighted and enclosed in a red box. Below the tabs are three main action buttons: "Add Resource", "Add New Goal", and "Post Reflection". Underneath these is a "Files" section with a breadcrumb path: "Personal > Studies in language and literature", where "Studies in language and literature" is highlighted and has a red arrow pointing to it. A table of files is listed below:

File Name	Size	Uploaded by	Upload Date	Annotation	Annotation by	Download
Test Submitted File .docx	10 KB	Chloe Epelbaum	Oct 14, 2021	Annotate	Eduvo Admin1	Download
Essay.pdf	2 MB	Chloe Epelbaum	Aug 11, 2021	Annotate		Download
WC27022017WLSDiaryAmendments.pdf	30 KB	Chloe Epelbaum	Aug 11, 2021	Annotate		Download
Essay.pdf	30 KB	Chloe Epelbaum	Sep 24, 2020	Annotate		Download
Chloe Epelbaum Essay.docx	100 KB	Chloe Epelbaum	Sep 16, 2019	Annotate		Download

In the first row of the table, the "Annotate" button is circled in red, and the "Download" icon is also highlighted with a red box.