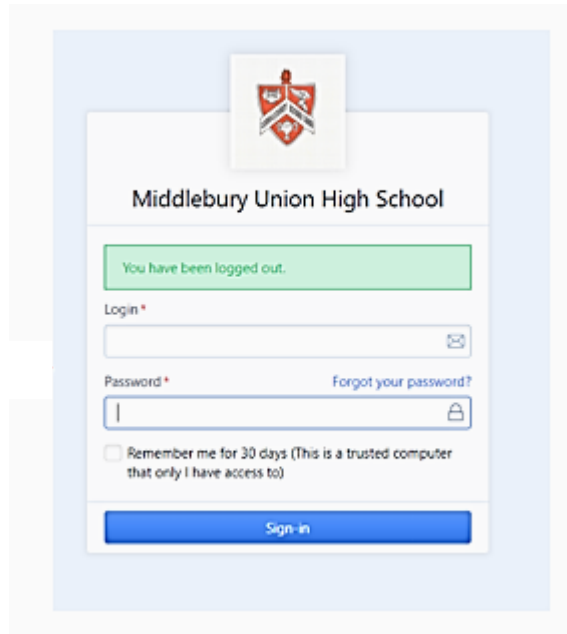


Navigating ManageBac Overview

ManageBac is the software being used at MUHS to communicate curriculum and academic progress to students and families. The portal can be accessed via our MUHS website (go to Quick Links on the left side of the main page) or by typing the following URL into the web address bar: <https://muhs.managebac.com/login>.



Questions about access should be directed to:

Stephanie Buzzell (email sbuzzell@acsdvt.org, or call 382-1189). **NOTE:** If you did not receive a welcome email from ManageBac, also contact Stephanie Buzzell for assistance.

Once you have signed into your account you should be able to follow along on this document. The purpose of this document is to support you in learning how to navigate the new platform. If you are interested in learning more about the meaning of the IB scores, please see the [MUHS Teaching & Learning Guide](#), posted on the MUHS website.

1. Select your child's name from the top of the upper left-hand drop-down menu. This allows you to select which child you wish to view if you have more than one child registered on ManageBac. If you have only one child enrolled at the school, the dashboard will default to this child. Once you have selected a child, you will see an overview of their classes and the most recently completed tasks.



Demo Mode: Ann Epelbaum Parent

Parent Portal

Chloe
Alexander
Henry
Rachel

6
4
2
N/A

■ Read a Selected Short Story by Kate Chopin
■ Write a Short Story Themed on Katharine Mansfield
■ Short Story Analysis Quiz
■ Read a Selected Short Story by Anton Chekhov

Read a Selected Short Story by Kate Chopin 10 / 10 7 Summative Homework Tue, Aug 21 2018 at 2:00 AM

Write a Short Story Themed on Katharine Mansfield 10 / 10 7 Summative HL Essay Mon, Sep 3 2018 at 2:00 AM

Short Story Analysis Quiz 15 / 15 7 Summative HL Quiz Fri, Sep 14 2018 at 2:00 PM

Read a Selected Short Story by Anton Chekhov 9 / 10 5 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

Units

Short Stories - Concepts, interpretations, and experiences of the world HL W1 August 12 weeks Current Unit

2. Under Academics on the side bar you will see “Classes” listed. When you select this it will open the list of your student’s current classes. Click on a specific class to enter that class and view a variety of information. Once you are in a class (see in the image below), seven tabs appear across the page.

The graphic below is from a fake MYP student at MUHS. By selecting the tab labeled “Tasks” you can view the progress chart, which shows the student’s score on each task. The Progress Chart sorts the tasks by criteria A, B, C and D. (Remember, this is an MYP student so the MYP criteria are used for assessing student work. All grade 9 and 10 students are in MYP classes.)

IB MYP Intro To Earth Systems and Physics (9) 2

Overview | **Tasks** | Units | Calendar | Messages | Files | Students

Progress Chart Quarter Two

Academic Year | **Current Term**

A: Knowing and understanding

- Unit 1 Exam: 3
- Igneous Rocks Identification Lab: 5
- Metamorphic Rocks Identification Lab: 5
- Sedimentary Rocks Identification Lab: 3
- Rock and Mineral Mystery: 3

B: Inquiring and designing

- Bubble Gum Lab
- Velocity Lab

C: Processing and evaluating

- Unit 1 Exam
- Igneous Rocks Identification Lab
- Sedimentary Rocks Identification Lab

D: Reflecting on the impacts of...

- Resources in our Daily Lives

Completed

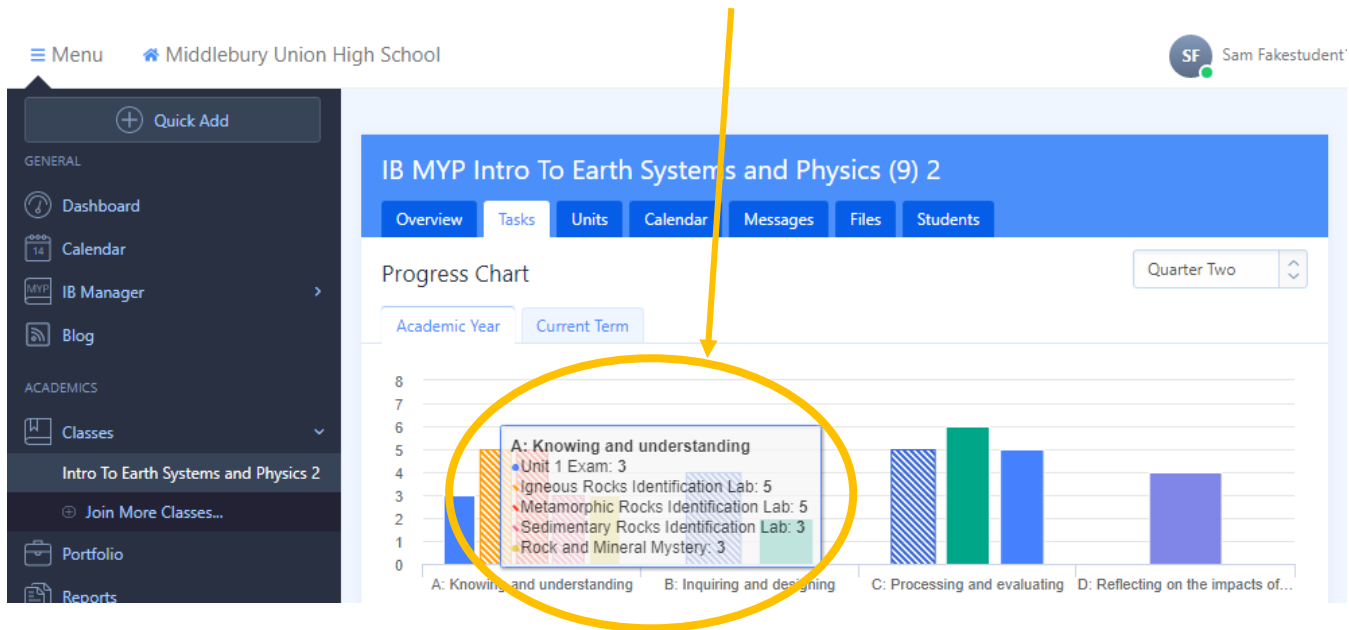
- NOV 1** Igneous Rocks Identification Lab (Formative Task) Friday at 9:00 AM (LM)
 - A: Knowing and understanding **5** / 8
 - Collected, see my feedback on your lab.
- NOV 4** Metamorphic Rocks Identification Lab (Formative Task) Monday at 9:00 AM (LM)
 - A: Knowing and understanding **5** / 8
- NOV 5** Sedimentary Rocks Identification Lab (Formative Task) Tuesday at 9:00 AM (LM)
 - A: Knowing and understanding **3** / 8
- NOV 8** Rock and Mineral Mystery (Summative Research project) Friday at 9:00 AM (LM)
 - A: Knowing and understanding **3** / 8

a) Completed tasks will be listed in the order of most recent to most distant.

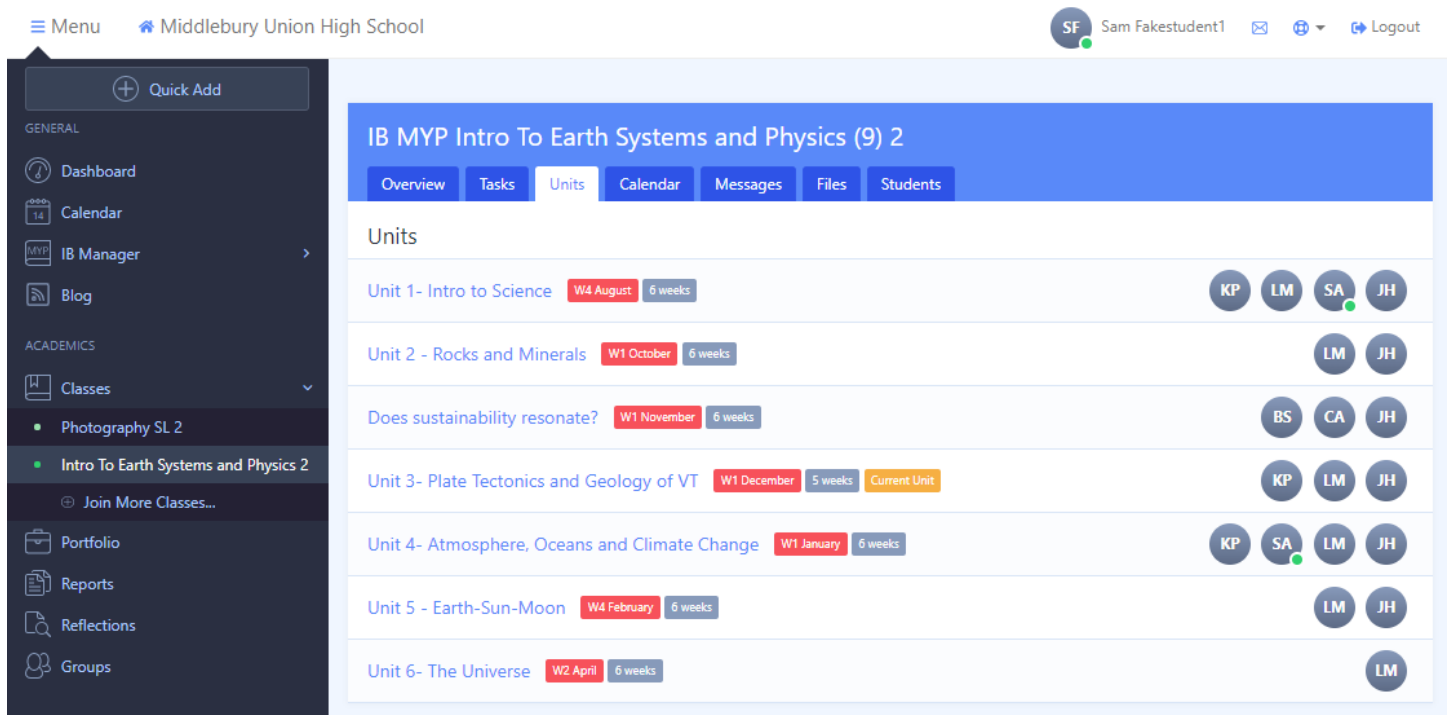
b) If the task has been scored you will see the criteria listed below the task and the corresponding score out of a possible 8. The student’s score is in the blue box.

c) If the task has not been scored yet, then an N/A will appear.

3. Once you are in a specific class you can select “Tasks.” By hovering your cursor over the bars on the progress chart, you can see each task that relates to that criterion, along with your student’s score.



4. When you select the “Units” tab you will see all the units for the entire course. When you select a specific unit you will see information about the unit and the focus of the unit.



5. When you select calendar, you will see all the important dates for tasks in this class. This calendar is different than the calendar you see when you select “calendar” from the sidebar. The sidebar calendar is for **ALL** courses.

The screenshot shows a user interface for a course calendar. At the top, there's a navigation bar with 'Menu', 'Middlebury Union High School', and a user profile 'SF Sam Fakestudent1'. The main content area is titled 'IB MYP Intro To Earth Systems and Physics (9) 2' and has tabs for 'Overview', 'Tasks', 'Units', 'Calendar', 'Messages', 'Files', and 'Students'. The 'Calendar' tab is active, showing a monthly view for November 2019. The calendar grid displays several events: '9AM Metamorphic Rocks Homework' on Tuesday 29 and Wednesday 30; '9AM Sedimentary Rocks Homework' on Wednesday 30; '9AM Igneous Rocks Identification Lab' on Friday 1; '9AM Metamorphic Rocks Identification Lab' on Monday 4; '9AM Sedimentary Rocks Identification Lab' on Tuesday 5; '9AM Late Work Window - All Rock Labs' on Friday 8; '9AM Rock and Mineral Mystery' on Friday 8; and '5PM Resources in our Daily Lives' on Friday 22. At the bottom of the calendar, there's a section for 'EVENTS ON YOUR OWN CALENDAR' and a 'FILTER EVENTS BY CATEGORY' section with buttons for 'Task', 'Research project', and 'Deadline'. A yellow circle highlights the filter buttons, and a green arrow points from the text below to this circle.

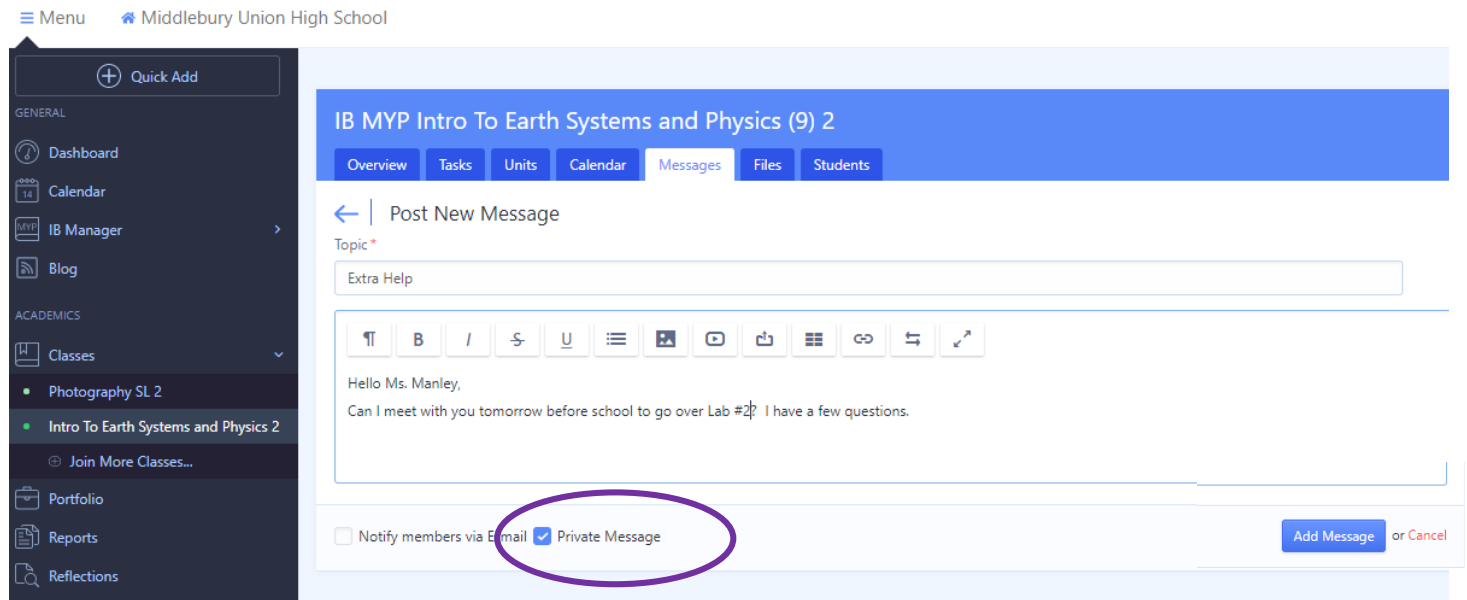
When viewing a calendar, you will always have the option to filter the postings.

6. The **Messages tab** shows any messages written by teachers and students within each of the student's classes. If you want to send a message to the teacher, it is important that you select **Private Message**; otherwise, the entire class will see the message. Parents are encouraged to use school email when communicating with teachers, but we also realize that once in ManageBac, this may be the more convenient option.

The screenshot displays the ManageBac interface for a student in the class 'IB MYP Intro To Earth Systems and Physics (9) 2'. The top navigation bar includes 'Menu', 'Middlebury Union High School', and user information 'SF Sam Fakestudent1' with a notification icon for 1 message and a 'Logout' button. The left sidebar contains a 'Quick Add' button and a menu of options under 'GENERAL' (Dashboard, Calendar, IB Manager, Blog) and 'ACADEMICS' (Classes, Photography SL 2, Intro To Earth Systems and Physics 2, Join More Classes..., Portfolio, Reports, Reflections, Groups). The main content area shows the 'Messages' tab selected, with a 'No messages' message and a 'Post New Message' button. Below this, there are 'FILTER MESSAGES' options (All, Only Public, Only Private) and 'CATEGORIES' (All, No category). A legend at the bottom explains that messages marked as private are only visible to teachers and the message author. Two purple circles highlight the 'Post New Message' button in the sidebar and the 'Post New Message' button in the main content area. A purple box at the bottom contains the text: 'Begin by first selecting, "Post New Message," there are two options for this (see above).'

See the image on the next page for selecting a private message.

Note: It is very important that you mark “Private Message” so that only the teacher and you see your message; otherwise, the entire class will see your message. If you select the box next to “Notify members via Email,” the recipients of your message will get an email letting them know that you have sent a message within ManageBac.



The screenshot shows the ManageBac interface for a class named "IB MYP Intro To Earth Systems and Physics (9) 2". The left sidebar contains a navigation menu with categories like "GENERAL" (Dashboard, Calendar, IB Manager, Blog) and "ACADEMICS" (Classes, Photography SL 2, Intro To Earth Systems and Physics 2, Join More Classes..., Portfolio, Reports, Reflections). The main content area is titled "Post New Message" and includes a "Topic" field with the text "Extra Help". Below the field is a rich text editor with various formatting options (bold, italic, underline, list, link, image, video, link, undo, redo). The message content reads: "Hello Ms. Manley, Can I meet with you tomorrow before school to go over Lab #2? I have a few questions." At the bottom, there are two checkboxes: "Notify members via Email" (unchecked) and "Private Message" (checked). The "Private Message" checkbox is circled in purple. To the right of these checkboxes are "Add Message" and "Cancel" buttons.

Teachers may use the Messaging system for sending out class updates or posting a video or simulation. These types of messages will go out to the entire class.

7. The Reports tab, located on the sidebar, allows you to obtain a PDF export of your student's past and current reports. This includes all report cards and interims over a student's four years of attendance.



The screenshot shows a user interface with a dark sidebar on the left and a light main content area on the right. The sidebar has a 'Quick Add' button at the top, followed by a 'GENERAL' section with links for Dashboard, Calendar, IB Manager, and Blog. Below that is an 'ACADEMICS' section with links for Classes, Portfolio, Reports (which is highlighted), Reflections, and Groups. The main content area displays two sections of 'Term Reports'. The first section is for 'August 2019 – June 2020' and lists three PDF reports: 'Quarter_2_Interim_Report.pdf' (generated Dec 5, 2019), 'Quarter_1_Report.pdf' (generated Nov 7, 2019), and 'Quarter_1_Interim_Report.pdf' (generated Sep 25, 2019). The second section is for 'August 2018 – June 2019' and lists two PDF reports: 'IB_Middle_Years_Program_Year-End_Report.pdf' (generated June 19, 2019) and 'International_Baccalaureate_Middle_Years_Program_Mid-Year_Report.pdf' (generated Feb 28, 2019).

8. Grade 11 and 12 Students

If your student is in grade 11 or 12 then you will see that they could be enrolled in up to four different academic programs, as seen on the graphic below (in the green bubble). This grade 12 student is in one DP course, an MYP course, one Advanced Placement course, and three Middlebury Core classes. You can view the student's progress in these courses by selecting the appropriate tab that corresponds with each program. Once within the academic program, you can select a specific course. Again, only the most recent work will be displayed; to see more information, you must click on the course name.

The screenshot shows a student profile page with a blue header and navigation tabs: Overview, Portfolio, Reports, and Reflections. The profile information is organized into three columns: First Name, Last Name, Middle Name, Date of Birth, Gender, 1st Language, Student ID, Social Security Number (Last 4 digits), 1st Nationality, 2nd Nationality, E-mail, and Race. Below the profile information, there are four tabs: IB Diploma, IB Middle Years, Advanced Placement, and MUHS Core. A green oval highlights these tabs, with a green arrow pointing from a text box on the right. Below the tabs, the page shows 'Classes in IB Diploma' with a list of courses, including 'IB DP Lang and Literature SL (11) 2'. Under this course, there is a 'Sample Task' section with a 'Summative' label and a date 'Wednesday at 1:45 PM'. At the bottom, there is a section for 'Class of 2020 (12)' with three icons: Experiences, Extended Essay, and Theory of Knowledge. A red oval highlights these three icons, with a red arrow pointing from a text box at the bottom.

The tabs present on the overview page represent the different academic programs that your student is enrolled in. Click on each tab to see your student's courses in that academic program. Then, you can select the course to view your student's progress.

All grade 11 and 12 students will have icons for the three core components to the DP program. **ONLY the full DP students** have to address these three components. The full DP students will have summaries of their progress under each of these icons as the year progresses.

Below is the overview page of a full diploma candidate. These students will have updates on the Core (CAS, Extended Essay, and Theory of Knowledge) at the bottom of their overview page.

IB Diploma MUHS Core

Classes in IB Diploma

IB DP Lang and Literature SL (11) 1

NOV 21	1960s Webquest	Summative Formative - Learner's Portfolio	Thursday at 6:00 PM	A	48/50 pts
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IB DP Global Politics SL (11) 3

DEC 9	Threats to Sovereignty Research	Formative Formative	Monday at 9:40 AM		
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IB DP Spanish HL (11) 8

DEC 4	La salud quiz	HL SL Formative Formative	Wednesday at 1:15 PM	A	86/91 pts
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IB DP Analysis HL (11) 6

NOV 18	HW 4.1-4.3	Formative Homework/Class work	Monday at 5:40 PM		
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IB DP Chemistry SL (11) 4

DEC 6	Asgn #18: More Stoichiometry & Limiting Reactant Problems	Formative Homework	Friday at 9:35 AM		
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IB DP Physics HL (11) 5

NOV 22	Forces Project	Summative Summative	Friday at 3:45 PM		
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DP Class of 2021 (11)

CAS

Advisor [REDACTED]

Overall Progress: **On-track**

1 of 7 learning outcomes planned with 0 out of 7 outcomes completed.

Key Experiences: Moving Sod for Habitat of Humanity..



As students complete requirements of the Extended Essay and TOK, more information will be posted in this area of the overview page.

9. For more information:

If you are looking for more support in using ManageBac you can log on to your ManageBac account and visit the Help Center (select the “Help” tab in the upper right corner).

There are numerous links to tutorials and support sites for navigating ManageBac. Below is the first screen you will see once you select the Help icon.

