Diploma Programme
ManageBac Student Guide
2015
DP Student

Website: http://leonards.managebac.com/home
Login: Use St Leonard's College email address
Password: Define your own password through the welcome email link
DP Student

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Getting Started
Accessing Your Account

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://yourschool.managebac.com). On the login screen, you will see the following fields:

Log in with your e-mail 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 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.
Navigating ManageBac

You can navigate ManageBac by clicking on the tabs in the top navigation bar. You can also easily access our PDF guide from the sidebar of your Dashboard or click the Help button to look through our Help menu, which gives detailed instructions on how to use the site.

**Via the Tabs**

- The **Dashboard** tab allows you to view upcoming events & deadlines.
- 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 CAS activities, submit EE proposal information, and complete your Diploma plan worksheet.
- The **Classes** tab is where you'll be able to view and join classes. Class groups allow you to view assignments, grades, and Internal Assessment requirements for each subject.
- The **Groups** tab is where you'll be able to join groups. There are five group types, which are customized for specific purposes: CAS Project, Homeroom, Sports Team, Club or Society, and Other.
Clicking on your name will allow you to change your e-mail address and password, as well as configure your Notification Settings.

**The IB Manager**

Hovering your cursor over the **IB Manager** tab will allow you to access the worksheets. If you do not see your worksheets, please contact your DP Coordinator.
Via the Profile tab, you can see the following:

1. **Personal Info**: You can edit your personal information here. This information is linked to your Plans worksheet, which will be used for your exam registration in your final year. To edit, click the Edit Profile button. You will only be able to edit this information if a coordinator has not locked your worksheet.

2. **Academic Progress**: You can review grades & feedback of your completed assignments and monitor upcoming assignments for each of your classes.

3. **Sidebar**: These tabs are detailed in the next section.
Sidebar Tabs on Your Profile

1. **Summary**: This tab is the default landing page of your profile. This page displays your Personal Information, Academic Progress, and your IB Diploma Progress.

2. **Portfolio**: All files you have submitted for class assignments, EE, TOK, and CAS. See the Portfolio section below for a detailed look.

3. **Reflections**: This tab is where you set your goals for each term. An example is below under Reflections.

4. **Reports**: Any reports generated for you will be displayed in this tab. See the Reports example below.

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**Portfolio**

- All_Sources_-_Chloe_Epelbaum.pdf
  - IB Diploma Class of 2013 (Grade 12): CAS Documents

- Chloe_English_Commentary.doc
  - 26K
  
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My term goal is to improve my study skills so that I can study more effectively. At the moment I am cramming too much the night before a big test or paper and it's affecting my homework and test performance.

I will try to start studying a week beforehand, and I will remember to ask my teacher to look at my study outline so that I get a better sense of what works and what doesn’t. I will remember to research my paper and make my outlines more detailed to make my paper more cohesive.
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.
### 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]
CAS
Adding CAS Activities

Via IB Manager > CAS

You can add CAS activities to your CAS worksheet by clicking Add CAS Activity in the sidebar.
You can enter your activity details, including the:
- Activity Name & Description
- Activity Type and hours (if your coordinator has enabled tracking hours)
- Location (In-School or Out-of-School)
- Start and End dates
- Activity supervisor information (when you request review, an e-mail will be sent to the address shown, prompting the supervisor to submit a review on ManageBac)
- Targeted learning outcomes

Click **Add CAS Activity** and it will be automatically submitted to the CAS advisor or coordinator for approval.
You can also add an existing activity to your CAS worksheet by joining an activity or group under the Groups tab.
Completing Reflections

Once your CAS activity has been approved, you can start uploading reflections by clicking **Add New Reflection** in the sidebar. You can also add journals, websites, YouTube videos, photos, and files to your reflections. Reflections must be linked to one or more of your targeted learning outcomes.
Ram's Principles of Good Design:

- **Is innovative** - Rams states that possibilities for innovation in design are unlikely to be exhausted since technological development is always offering new opportunities for innovative design. He also highlights that innovative design always develops in tandem with innovative technology and can never be an end in and of itself.

- **Makes a product useful** - A product is bought to be used. It has to satisfy certain criteria, not only functional, but also psychological and aesthetic. Good design emphasises the usefulness of a product whilst disregarding anything that could possibly detract from it.

- **Is aesthetic** - Only well-executed objects can be beautiful. The aesthetic quality of a product is integral to its usefulness because products used every day have an effect on people and their well-being.

Outcomes:

- Planned and initiated activities
- Working collaboratively with others
- Develop new skills
- Consider ethical implications
After adding reflections to your activity, you can access the **Reflections** tab on the side to view your entries.

You can also view all of your reflections from all of your activities on a single page by accessing **View All Reflections** from your CAS Worksheet.
You will be able to sort your reflections by date & time or by activity, and filter reflections by learning outcomes.
Cross Country Team

Last week was the city-wide 5k run. The whole team was training every night, and we all felt incredibly pumped about the run. I pushed myself harder than I had ever done before, and I managed to beat my personal record by more than 15 minutes! Needless to say, this has motivated me to work even harder, and to continue to undertake new challenges.

Design Club

Ram’s Principles of Good Design:

- **Is innovative** - Rams states that possibilities for innovation in design are unlikely to be exhausted since technological development is always offering new opportunities for innovative design. He also highlights that innovative design always develops in tandem with innovative technology and can never be an end in and of itself.

  *More*

Less and More exhibition

Completing CAS Questions

Via the CAS Questions tab

The **CAS Questions** tab will be activated as soon as your CAS Coordinator prepares the questions for you. Once CAS Questions have been created, you can access the **CAS Questions** tab in the sidebar of your activity page.

Make sure to click **Save Changes** at the bottom whenever you update this page.
Obtaining Supervisor Reviews

Via CAS

Once the student has finished an activity and added all evidence, he or she can click **Request Supervisor Review**. This will send an e-mail to the activity supervisor to complete the activity review online. Alternatively, the student can click **CAS Completion Form**. This will create a PDF of the activity information which can be printed and taken to be signed by the activity supervisor.

**Note**: Once the activity has been marked **Complete**, the student will not be able to add additional evidence or update any of the details, so the student will only want to click Request Supervisor Review once he or she has finished documenting the activity.
Editing or Deleting an Activity

From the Activity Page

To edit or delete an activity, click Edit Activity or Delete Activity in the upper right corner.
Joining Activity Groups

Via the Groups Tab

Under the Groups tab, you'll be able to see a list of groups that have been created. Clicking **Join this Group** will add you to the Members roster, and allow you to add this activity group to your CAS worksheet.
Joining a group will also allow you to post new messages and view events and photos specific to that group.
Unlocking a Completed Activity

Via the CAS Worksheet

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

By clicking on the specific activity, your CAS Advisor or Coordinator simply needs to un-check the *Completed* checkbox. Once this is done, you will be able to update your activity and add reflections.
Extended Essay
Choosing Your EE Topic

Via the EE Tab

Under your EE tab, you'll be able to set up your EE worksheet. First, enter your topic, subject and research question. You can do this by entering your details, or, if your details have already been entered, click on Edit Extended Essay Proposal in the upper right corner of your worksheet.

Make sure to select your Supervisor from the dropdown menu. If you don't see your EE supervisor on the list, you'll have to wait until your EE coordinator has added your supervisor to the system.
After saving your project, you'll be able to see upcoming EE deadlines and To Dos, which you can check off. Once your EE topic has been approved, you'll see the updated status below.

**To-Dos**

First Draft Deadline **Friday, 31 August 2012 at 09:00 am**
- Write rough draft

Third EE Deadline **Friday, 30 November 2012 at 12:00 am**
- Had meeting with student

Final EE Deadline **Friday, 07 December 2012 at 12:00 am**
- Mark completion.
- Complete EE cover sheet.
- Meet with your supervisor.
- Submit your final copy and works cited.

Add item

- 6 Mar '12 Submit your first draft copy.
- 6 Mar '12 Science deadline 1
- 22 Nov '11 Research Nicholas II of Russia
- 10 Nov '11 Research The February Revolution & the Russian Provisional Government.
- 8 Nov '11 Test
- 29 Oct '11 Discuss the outline with supervisor
- 29 Oct '11 Submit on dropbox
- 29 Oct '11 Meet with your supervisor.
- 9 Aug '11 Complete proposal
- 9 Aug '11 Meet with your supervisor
- 9 Aug '11 Select your topic & subject
- 3 Aug '11 Select your topic & subject
- 9 Jun '11 Check for related library books on worldcat.org

You can also submit your outlines, drafts, and final copies under the **Extended Essay Documents** section.
Under **Notes & Interviews**, you can leave messages for your EE supervisor. This is ideal for posting questions and scheduling meetings.
Submitting your Final Extended Essay

Via the EE Tab

When your EE is complete, you can submit it directly to your EE supervisor & IB Coordinator by clicking on the Final EE Deadline.

Next, you’ll be able to upload your final EE copy by clicking Choose File.

Once you have uploaded your EE, you will see your submitted file(s) below the Dropbox heading.
Diploma Plan Worksheet
Selecting Your Exam Subjects

Via the Plan Tab

Under your **Plan** tab, you can access your IB Diploma Plan worksheet, where you'll be able to select your classes.

Use the dropdown menus to select the appropriate subjects and levels (HL or SL) for each group. Once you're done selecting your subjects for both Grade 11 and 12, click **Save Changes**. Your Grade 12 subjects will be used for your Diploma exam registration.
As a full Diploma candidate, ManageBac will automatically check to make sure that you have selected at least 3 HL subjects.

The following section applies to anticipated exam candidates only.
On your Grade 12 worksheet, you must either check your anticipated exam subjects (e.g. French B SL) or select a new subject and level for your final Diploma exams.
If you have taken exams as an *anticipated candidate* (e.g. exams in the first year of your IB Diploma), you must indicate this on your Grade 11 worksheet, and Save Changes. Please note that you can only take up to two anticipated exams at a standard level.
Entering your Exam Registration Information

Via the Plan Tab

After selecting your subjects & exams, you can submit your exam registration information by hovering your mouse over **Candidate Personal Info** and clicking **Edit**. This will allow you to update and confirm all of your personal information.

**Note**: The information you enter will be submitted to the IBO by your IB Coordinator, so it is important that you check for any errors or misspellings.
After completing the form and double-checking it for accuracy, click **Save Changes**.
Theory of Knowledge
Choosing Your Prescribed Title

Via the IB Manager > ToK tab

Under your ToK tab, you can set up your ToK worksheet. First, select your paper topic from the list of prescribed titles. If you have already selected a topic and wish to edit it, click on Edit ToK Prescribed Title in the upper right corner of your worksheet.

You'll see a list of prescribed titles you can select from (you can disregard the word count, but you will need to enter it in after you've written your paper in order to generate your ToK Cover Sheet):
Once you've selected your title, you can make full use of your worksheet as a portfolio for your ToK coursework, to dos, and notes. Once your ToK teacher has approved your selected title, you will see the Approved checkbox ticked.

Under the Presentation tab, you will be able to organize into groups, submit your presentation title & essential question, and upload any presentation documents, such as your slides or recordings.
Our Perception of Time
How does Benoit Mandelbrot's work in fractals apply to other fields such as history?

Duration: 14 minutes

Presentation Documents

Chloe_Jessica_Presentation_Outline.pdf
Uploaded August 3, 2011

Presentation Planning

Please describe your planning for the presentation.

What is the real life situation under consideration?

Our presentation investigates the compression of progress in time in relation to historical events (e.g. 9/11, the assassination of Franz Ferdinand).

What is the TOK knowledge issue that will be the focus of your presentation?

Is man's progress and regression non-linear? And is natural time still relevant as a metric? Or does Mandelbrot's work apply to all forms of history and development?

Write a summary in note form (for example, a bullet point list) of the way you plan to deal with knowledge issues during your presentation.

- Read "The Misbehavior of Markets" by Mandelbrot
- Read "Black Swan" by Taleb
- Re-read Jared Diamond's 'Collapse and Guns, Germs & Steel'

Presentation Marks

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Presenters</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>5.0</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>D</td>
<td>5.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>
Starting Your ToK Presentation

Via the IB Manager > ToK

Under ToK in the IB Manager tab. Select Presentation in the sidebar.
1) Fill in your Presentation Title and Essential Question, and click Save Presentation. If you want to edit this later, hover your cursor over the Title and click on the Edit button that appears.
2) Add group members by clicking Add Member in the sidebar.
3) Upload your ToK presentation by clicking Upload Presentation Documents. This will allow your teacher to review your presentation for assessment.
4) Fill in the Presentation Planning form. This will later be exported to your ToK Planning sheet to be handed in to your teacher.
To complete your presentation, fill out the self evaluation form under **Assessment** and click **Save Changes**. In the sidebar, you can export these answers to a printable presentation marking form and self evaluation. Once your teacher has marked your presentation, these grades will appear under **Presentation Marks**.
Classes
Accessing Your Classes

Via the Classes Tab

To access your classes, select the **Classes** tab. This will lead to a list of every class you are registered in. You can switch views by going to **List View**, and also see all of your school's classes by clicking **Show all classes**. To view an individual class, click on the name.
Clicking on an individual class will lead you to the class page. Here you can access assignments, see messages, files, and a calendar of due dates.
You can see all your registered classes through the **Classes** tab. To view the assignments from individual classes, select the class and click the **Assignments** tab. Here you can see the upcoming assignments as well as the completed assignments with the marks you received. You can also see the color-coded Assignment Categories and the weighting of each type of assignment.
After clicking on an assignment, you'll be able to see when and what the assignment is. If you need further assistance, you can send a message to your teacher under the Author heading in the sidebar. If your teacher wants you to submit the assignment online, the Dropbox and Attach a File headings will appear on the page. Click Choose File to select a file from your computer. Click Upload Files to send them to your teacher.

You can also see the files you have uploaded for your assignments here.
Accessing Your Grades and Report Cards

**Via the Profile Tab**

Under the Profile tab, there is an Academic Progress header. Below this is a list of your registered classes. Clicking on a class will enable you to see your grades for individual assignments. To see your past report cards, click on the Reports tab in the sidebar.
Summary of Achievement

First Academic Term

<table>
<thead>
<tr>
<th>Subject</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English A1 HL (Grade 12)</td>
<td>5</td>
</tr>
<tr>
<td>Richard Chandler</td>
<td></td>
</tr>
<tr>
<td>Chloe has been focused on her work over the past year. She participates actively in class discussions communicating her thoughts and ideas clearly and with conviction. Well done!</td>
<td></td>
</tr>
<tr>
<td>Chinese HL A2 (Grade 12)</td>
<td>7</td>
</tr>
<tr>
<td>Richard Chandler</td>
<td></td>
</tr>
<tr>
<td>Chloe has done a good job developing her writing skills and reading proficiency. Her pronunciation has also improved.</td>
<td></td>
</tr>
<tr>
<td>History HL (Grade 12)</td>
<td>6</td>
</tr>
<tr>
<td>Risa Aoki</td>
<td></td>
</tr>
<tr>
<td>Good analysis. Participates actively in class discussions.</td>
<td></td>
</tr>
<tr>
<td>Biology HL (Grade 12)</td>
<td>5</td>
</tr>
<tr>
<td>Richard Chandler</td>
<td></td>
</tr>
<tr>
<td>Well done with the labwork! Careful and methodical.</td>
<td></td>
</tr>
<tr>
<td>Mathematics SL (Grade 12)</td>
<td>5</td>
</tr>
<tr>
<td>Richard Chandler</td>
<td></td>
</tr>
<tr>
<td>Excellent grasp of mathematics.</td>
<td></td>
</tr>
<tr>
<td>Film SL (Grade 12)</td>
<td>7</td>
</tr>
<tr>
<td>Risa Aoki</td>
<td></td>
</tr>
<tr>
<td>Well done! Excellent use of lighting in your short film. Looking forward to seeing your full portfolio.</td>
<td></td>
</tr>
<tr>
<td>Theory of Knowledge (Grade 12)</td>
<td>5</td>
</tr>
<tr>
<td>Richard Chandler</td>
<td></td>
</tr>
<tr>
<td>A contrarian thinker with novel contributions to our class discussions.</td>
<td></td>
</tr>
</tbody>
</table>

Attendance

<table>
<thead>
<tr>
<th>Absent</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Richard Chandler
Tutor

After clicking on the Reports tab, you can select past report cards to view. These will be viewable online in a preview window, as seen above.
Updating your Portfolio

Via the Profile tab

Under the Profile tab, click Portfolio in the sidebar to see your current portfolio and make any changes.
Your portfolio will show all the documents you have submitted to ManageBac. You can choose what to view using the Sort by function, or checking the subjects you want to see under Filter Files. To upload a new file, click on the button at the top which says Upload a File. You can also delete a file by clicking the trash can that appears when you hover over the file. Please note that you can only delete files which you have uploaded under your account. You may not delete any files uploaded by teachers or other users.