

Parent Guide

Parent Guide

1 Getting Started

- 1.1 Accessing Your Account 4
- 1.2 Navigating through ManageBac 6
- 1.3 Updating your E-mail Address, Password and Contact Information 7
- 1.4 Switching between Children 9

2 Academics and Reports

- 2.1 Viewing your Child's Calendar 11
- 2.2 Viewing your Child's Academic Progress 12
- 2.3 Accessing Academic Handbooks 15
- 2.4 Viewing your Child's Report Card 16

3 IB Parents Association

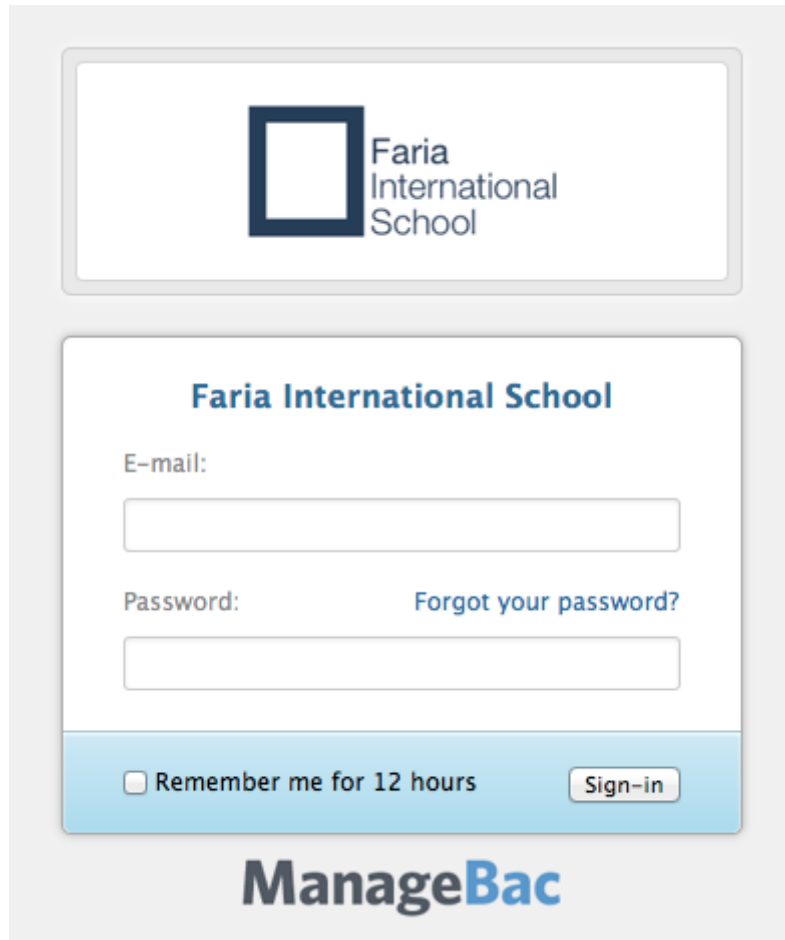
- 3.1 Viewing School Announcements & Messages 18

Getting Started

Accessing Your Account

Signing In

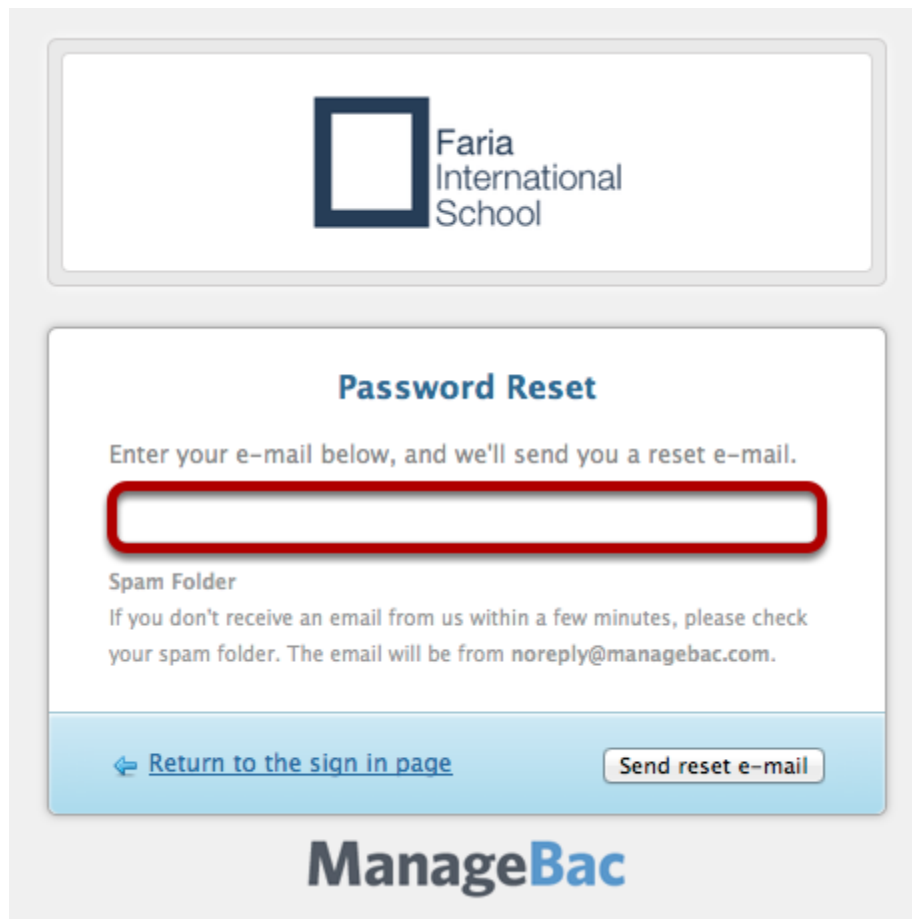
After receiving your welcome email and setting your password, you can login to your ManageBac account at your school's address (e.g. <http://yourschool.ManageBac.com>). On the login screen, you will see the following fields:



The screenshot shows the login page for Faria International School. At the top, there is a logo consisting of a blue square with a white square inside, followed by the text "Faria International School". Below the logo, the text "Faria International School" is repeated in a larger font. Underneath, there are two input fields: "E-mail:" followed by a text box, and "Password:" followed by a text box. To the right of the password field is a link that says "Forgot your password?". At the bottom of the form, there is a checkbox labeled "Remember me for 12 hours" and a "Sign-in" button. The "ManageBac" logo is displayed at the bottom of the page.

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

Resetting your Password



The screenshot shows a web interface for password resetting. At the top, there is a logo for Faria International School, consisting of a blue square icon and the text "Faria International School". Below the logo, the heading "Password Reset" is centered. Underneath, a message reads: "Enter your e-mail below, and we'll send you a reset e-mail." A red rectangular box highlights the email input field. Below the input field, there is a section titled "Spam Folder" with the text: "If you don't receive an email from us within a few minutes, please check your spam folder. The email will be from noreply@managebac.com." At the bottom of the form, there are two buttons: a blue link "Return to the sign in page" with a left-pointing arrow, and a white button with a blue border labeled "Send reset e-mail". The "ManageBac" logo is centered at the bottom of the page.

If you are unable to login but do have an account, click "I forgot my password" and enter your email address to reset.

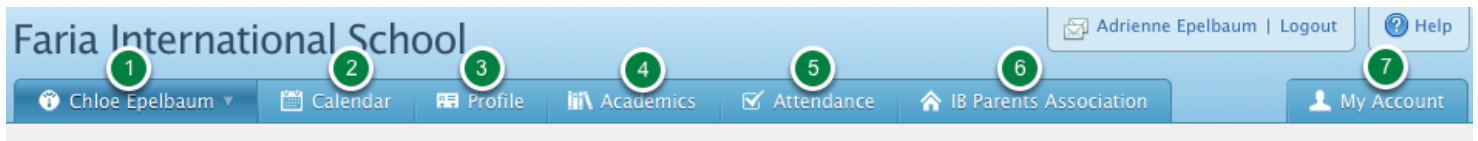
Note: If you are not receiving welcome emails, make sure to check your spam folder. If the problem persists, check with your coordinator to ensure you have been added to the system with the correct e-mail address.

Navigating through ManageBac

The Tabs

ManageBac can easily be navigated using the tabs at the top of the screen.

- 1) The **Select Child** tab will allow you to select which child you wish to view if you have more than one child registered on ManageBac. Once you have selected a child, you will see an overview of their recent and upcoming activities.
- 2) The **Calendar** tab lets you see your child's academic and activity dates in calendar form.
- 3) The **Profile** tab has your contact information and which groups (e.g. PTA) you are part of.
- 4) The **Academics** tab details your child's academic progress in each class, and lets you view past report cards and future academic plans.
- 5) The **Attendance** tab shows the attendance information for your child and details how many absences they have.
- 6) The **IB Parents Association** tab keeps parents connected with teachers and each other. It allows you to send messages and be notified of upcoming parent events.
- 7) The **My Account** tab allows you to change your e-mail and password.



Updating your E-mail Address, Password and Contact Information

Via the My Account Tab

Once you have logged in successfully, you can easily update your e-mail address and password under the **My Account** tab.

Faria International School

Chloe Epelbaum | Logout Help

Dashboard Profile IB Manager Classes Groups My Account

My Account

Basic Account Details

E-mail address *

chloe@eduvo.com

Change Password

Your password

New Password

Confirm New Password

Save Changes or Cancel

General Notifications

You can update your contact information by accessing **Edit Profile** under the **Profile** tab. Here you can also update your e-mail address.

Chloe Epelbaum

[Edit Profile](#)

Personal Info  IB Diploma

First Name	Chloe	1st Nationality	United States US
Last Name	Epelbaum	2nd Nationality	Canada CA
Date of Birth	June 3, 1993	Candidate Session No.	1234567
Gender	Female	Spoken Language	English
1st Language	English	Race/Ethnicity	White/Non-Hispanic
2nd Language	German	English Proficiency	Fluent
Free/Reduced Lunch?	No	Social Security Number (Last 4 digits)	0321

Student Info



Chloe Epelbaum
m: +65.9301.5831
chloe@eduvo.com

- [Summary](#)
- [Portfolio](#)
- [Reflections](#)
- [Reports](#)

Chloe Epelbaum

[Back to profile](#)

Contact Details

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

Mobile Phone

Address

City State/Province

Postal Code Country

Profile Photo

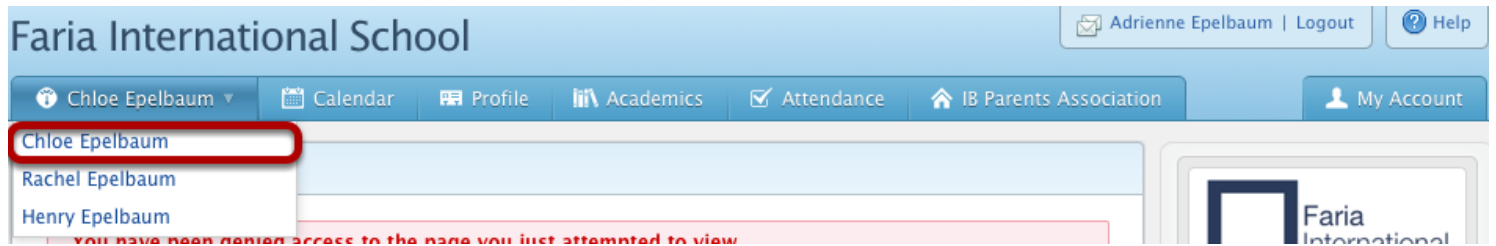
Photo to upload no file selected Delete existing photo?
 Please upload a GIF, JPG or PNG. Your profile photo will be visible to the IB Coordinator and teachers.

[Save Changes](#) or Cancel

Switching between Children

Via the Select Child Tab

If you have more than one child registered on ManageBac, you can choose which one to view by clicking on the **Select Child** tab. Select the child you wish to view. Their upcoming school dates and assignments, as well as past report cards and academic progress, will become available to you.



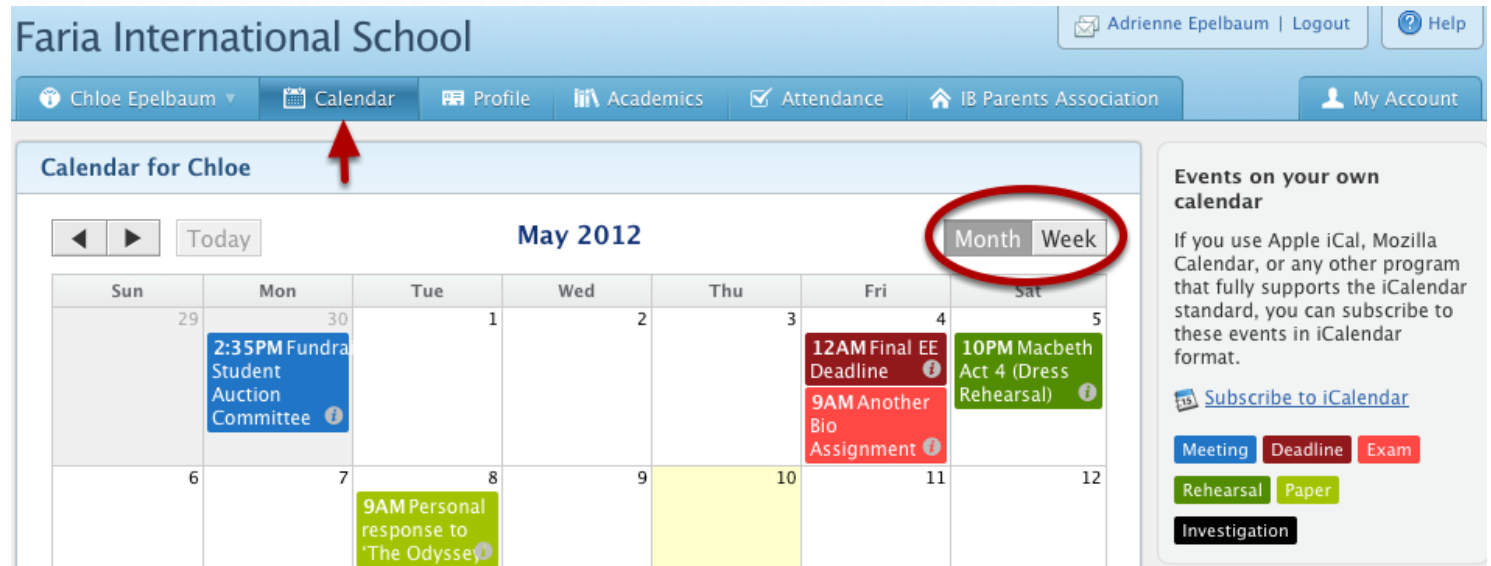
Academics and Reports

Viewing your Child's Calendar

Via the Calendar Tab

Click on the **Calendar** tab. Make sure you have selected which child to view if you have more than one child registered to ManageBac (see *Switching Between Children* for more detail).

The Calendar will show you which dates are due for your child in calendar form. You can switch between a Month and Week view depending on how much detail you wish to see.



Faria International School Adrienne Epelbaum | Logout Help

Chloe Epelbaum **Calendar** Profile Academics Attendance IB Parents Association My Account

Calendar for Chloe

◀ ▶ Today **May 2012** **Month** **Week**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 2:35PM Fundra Student Auction Committee	1	2	3	4 12AM Final EE Deadline 9AM Another Bio Assignment	5 10PM Macbeth Act 4 (Dress Rehearsal)
6	7	8 9AM Personal response to 'The Odysse'	9	10	11	12

Events on your own calendar

If you use Apple iCal, Mozilla Calendar, or any other program that fully supports the iCalendar standard, you can subscribe to these events in iCalendar format.

[Subscribe to iCalendar](#)

Meeting Deadline Exam

Rehearsal Paper

Investigation

Viewing your Child's Academic Progress

Via the Academics Tab

Select the **Overview** tab in the right hand menu. At the top of the page will be a list of your child's classes. To filter these classes, go to the right hand menu and select which term you want under the **Terms** header. To see progress in a specific class, click on the class in question. You will be able to see past assignments and their grades.

The screenshot shows the parent portal interface for Faria International School. At the top, the school name is displayed on the left, and user information (Adrienne Epelbaum) and a Help icon are on the right. Below this is a navigation bar with tabs for Chloe Epelbaum, Calendar, Profile, Academics (selected), Attendance, IB Parents Association, and My Account. The main content area is titled 'Academic Progress' and contains a 'Classes' section with a list of subjects and teachers. Below the classes is the 'IB Diploma Progress' section for the 2012 class, showing CAS progress (8 of 8 outcomes met) and an Extended Essay topic. On the right side, there is a sidebar with the school logo, key contacts (Richard Chandler and Risa Aoki), and a menu of options: Overview (highlighted with a red box), Diploma Plan, Portfolio, Reports, IB Diploma Guide, Parents Guide, and Terms (highlighted with a red circle). Under 'Terms', there are links for 'All Terms', '(2010 - 2011) 2010-2011', and '(2011 - 2012) 2011-2012 (current)'.

At the bottom of the page, you will see either **IB Diploma Academic Progress** for Diploma students, or **IB MYP Progress** for middle year students. You will be able to see the CAS, Extended Essay, ToK, and World Literature topics and activities your child has done (for diploma students) or C&S and Personal Project details for MYP students.



CAS:

8 of 8 learning outcomes met. 🏆

Key Activities:

Alauddin Orphanage, Kabul Support Program, Cross Country Team, Design Club, Cooking Club, Gulf of Mexico Clean Up, Macbeth



Extended Essay

Supervisor: *Richard Chandler*

History: The Russian Revolution and Stalin's Rise to Power
Research Question: 20th Century European History



ToK Paper

Teacher: *Richard Chandler*

Knowledge is generated through the interaction of critical and creative thinking. Evaluate this statement in two areas of knowledge. (1300 words)



World Literature Paper

Teacher: *Richard Chandler*

Elements of Tragedy in Oedipus Rex and A Doll's House.

To see your child's longterm academic plan, click on the **Diploma Plan** tab in the right hand menu. Here you will see their information registered to ManageBac, and a chart showing your child's grade 11 and 12 class plans. Please note that this tab is only available for parents with Diploma students.


Plan Worksheet


Candidate Personal Info **IB Diploma**

First Name	Chloe	1st Nationality	United States US
Last Name	Epelbaum	2nd Nationality	Canada CA
Date of Birth	June 3, 1993	Candidate Session No.	1234567
Gender	Female	Spoken Language	English
1st Language	English	Race/Ethnicity	White/Non-Hispanic
2nd Language	German	English Proficiency	Fluent
Free/Reduced Lunch?	No	Social Security Number (Last 4 digits)	0321
IBIS Personal Code	dmg891		









Key Contacts

 **Richard Chandler**
H: +65.6600.2888
demo@eduvo.com

 **Risa Aoki**
risa@eduvo.com

Subjects & Levels **Anticipated Candidate**

IB Group	Grade 11 Subject	Level	Grade 12 Subject	Level
Language A1	English	HL	English	HL
Second Language	German (B) Anticipated Exam	SL	German (B)	SL
Individuals & Societies	History Americas: Communism in crisis 1976 - 89	HL	History Americas: Communism in crisis 1976 - 89	HL
Experimental Sciences	Biology	HL	Biology	HL
Mathematics	Mathematics	SL	Mathematics	SL
Arts/Electives	Music Composition	SL	Music Composition	SL
Additional Subject				
Extended Essay Subject			History	

-  Overview
-  **Diploma Plan**
-  Portfolio
-  Reports
-  [IB Diploma Guide](#)
-  [Parents Guide](#)

Accessing Academic Handbooks

Academic Handbooks detail your school's academic programs and are typically uploaded by your school.

Via the Academics Tab

In the right hand menu, any academic handbooks that have been uploaded by your school will appear as links. To download a handbook, click on it. It will automatically download onto your computer.

The screenshot shows the parent portal for Faria International School. The top navigation bar includes the school name, user information (Adrienne Epelbaum | Logout), and a Help icon. Below this is a secondary navigation bar with tabs for Chloe Epelbaum, Calendar, Profile, Academics (selected), Attendance, IB Parents Association, and My Account. The main content area is titled "Academic Progress" and contains a "Classes" section with a list of IB DP courses and their teachers. Below the classes is the "IB Diploma Progress" section for the "IB Diploma Class of 2012 (Grade 12)", showing "CAS: 8 of 8 learning outcomes met." and "Key Activities: Alauddin Orphanage, Kabul Support Program, Cross Country Team, Design Club, Cooking Club, Gulf of Mexico Clean Up, ...". On the right side, there is a sidebar with the school logo, "Key Contacts" for Richard Chandler and Risa Aoki, and a menu of options: Overview, Diploma Plan, Portfolio, Reports, IB Diploma Guide (circled in red), and Parents Guide (circled in red).

Viewing your Child's Report Card

Via the Academics Tab

Select the **Reports** tab in the right hand menu. Here you will be able to see your child's **Term Reports**, as well as any **Progress Reports** generated through ManageBac. You will be able to click on each report and download it as a PDF file, as well as print it.

The screenshot displays the ManageBac interface for Faria International School. At the top, the school name is visible, along with user information for Adrienne Epelbaum and a Help icon. Below this is a navigation bar with tabs for Chloe Epelbaum, Calendar, Profile, Academics (highlighted with a red arrow), Attendance, and IB Parents Association. A My Account button is also present. The main content area is titled 'Chloe Epelbaum' and is divided into two sections: 'Term Reports' and 'Progress Reports'. The 'Term Reports' section lists four PDF reports: three 'MYP Fall Term Report.pdf' files generated on January 11, 13, and 16, 2012, and one 'PYP Fall Term Report.pdf' generated on April 26, 2012. The 'Progress Reports' section lists two PDF reports: 'CAS_Progress_Report_-_Chloe_Epelbaum_-_2011-01-11_to_2012-01-11.pdf' generated on April 9, 2012, and 'CAS_Progress_Report_-_Chloe_Epelbaum_-_2009-12-01_to_2012-01-11.pdf'. On the right side, there is a sidebar with the school logo, 'Key Contacts' for Richard Chandler and Risa Aoki, and a vertical menu with options: Overview, Diploma Plan, Portfolio, and Reports (highlighted with a red box).

IB Parents Association

Viewing School Announcements & Messages

Via the IB Parents Association Tab

Clicking on the **IB Parents Association** tab will lead you to the **Overview** page. Here you will find recent announcements and messages in list form. You will also be able to post your own messages and events for others to see.

Faria International School

Adrienne Epelbaum | Logout Help

Chloe Epelbaum Calendar Profile Academics Attendance IB Parents Association My Account

Overview Messages Calendar Files

Overview

New event New message New file Full calendar

Latest Activity

Volunteer	Help run the clothing drive!	Adrienne Epelbaum	Jul 14
Field Trip	Chaperone meeting before field trip	Adrienne Epelbaum	Jul 14
Meeting	IB Parents Meeting	Adrienne Epelbaum	Jun 9
IB	IB Parents Meeting	Adrienne Epelbaum	Jun 1
Post	Mock Exams!	Adrienne Epelbaum	Mar 29

To see the messages in greater detail, go to the **Messages** tab. Here you can view the full message and respond to them using the **Reply** link underneath. You will also be able to post a message using the **Post New Message** button in the right hand menu.

Faria International School

Adrienne Epelbaum | Logout Help

Chloe Epelbaum Calendar Profile Academics Attendance IB Parents Association My Account

Overview Messages Calendar Files

All Messages

WEDNESDAY, 1 JUNE 2011

 **IB Parents Meeting** PYP MYP DP

We will be meeting in the library on Friday at noon to discuss parent involvement in C&S.

Posted by: Adrienne Epelbaum in IB | Reply

MONDAY, 16 AUGUST 2010

Post New Message

Older messages

Categories

- All categories
- Academic
- IB
- Principal
- PTA