

# ManageBac

## Quick Reference Guide

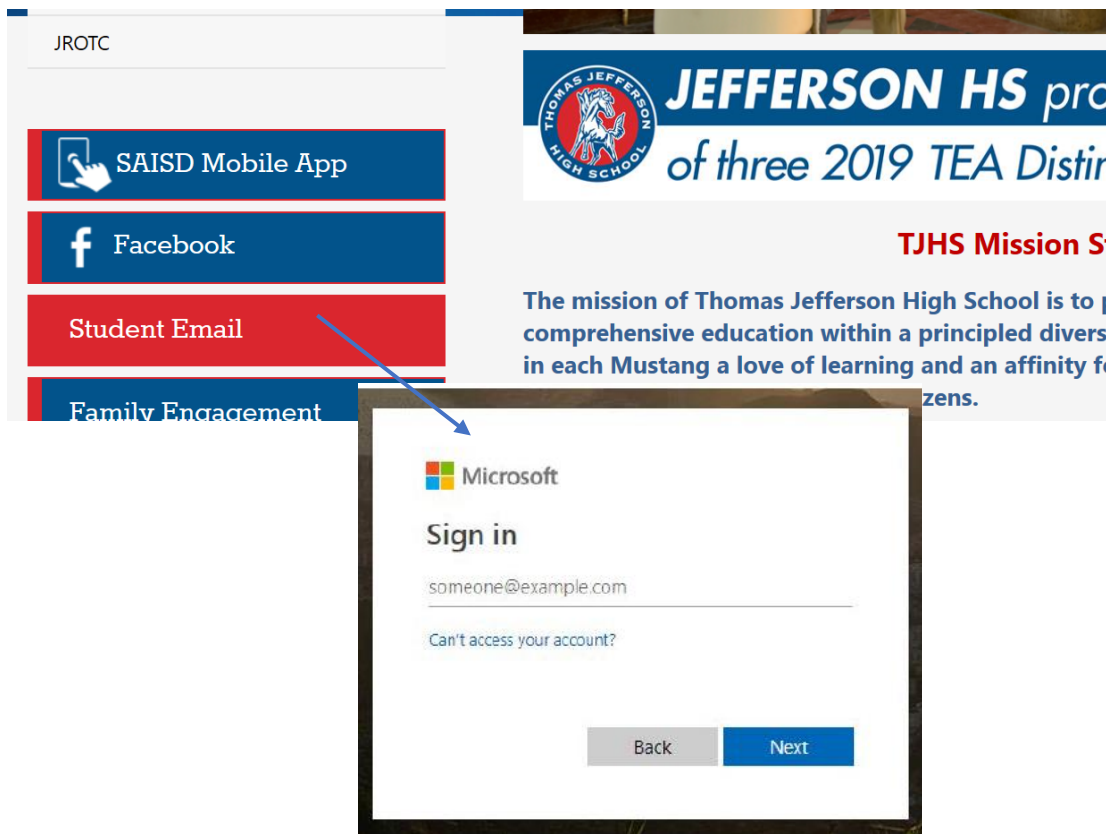


ManageBac

# Logging into ManageBac for the First Time



1. Use Chrome internet browsers, Explorer may not work
2. Log-on to your Office 365 account:
  - If you need to sign into Office 365, it is the same as your computer log-in:
    - username@live.saisd.net and same password
    - Username:  
First name, last initial, 4 digit number (e.g. janed1001)
    - Password:  
First initial as a capital letter, last initial (lower case), then student ID number (e.g. Jd123456)



3. Locate your welcome email from ManageBac and follow the directions carefully, “click to set password” and create a sign-in, please retain this information. Do this right away as the link expires in about 48 hours. Check your junk and clutter folders in Outlook if you cannot find it by searching “managebac” from your inbox. If you need further assistance, please contact your supervisor, project liaison, IB coordinator or ITC.

**MY PASSWORD HINT IS:** \_\_\_\_\_

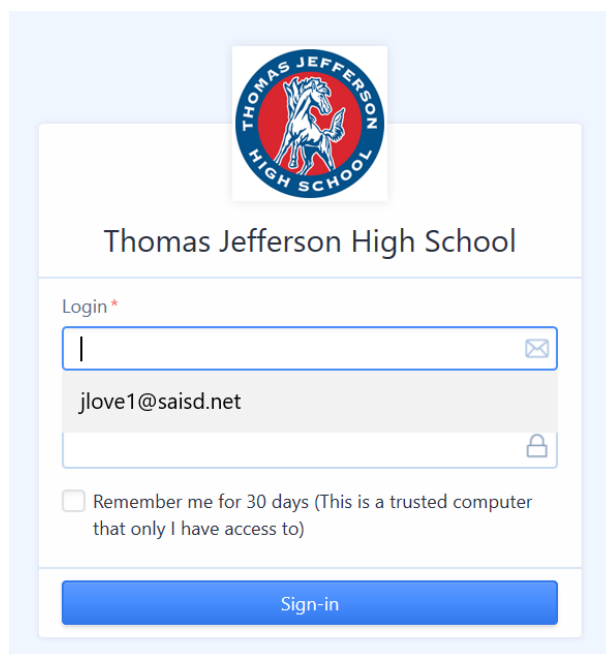
# Accessing ManageBac

Use the link under Jefferson Students from the Jefferson Home Page



The screenshot shows the website header for Thomas Jefferson High School. On the left is the school's logo, a circular emblem with a white horse on a red background, surrounded by the text "THOMAS JEFFERSON HIGH SCHOOL". To the right of the logo, it says "San Antonio Independent School District" and "Thomas Jefferson High School". A navigation bar contains links for "District Home", "Students", "Parents", "Community", and "Staff". Below the navigation bar is a blue sidebar menu with the following items: "School Information", "Campus Home", "This Week In Mustang Country (TWIMC)", "About", "International Baccalaureate", "Jefferson Students", "Athletics", "Counseling Department", "Library", and "Calendars & Events". A dropdown menu is open under "Jefferson Students", listing "Student Handbook Addendum", "2019-2020 TJHS Dress Code Policy", "ManageBac Login", "Bully Prevention", and "Clubs and Sports Sponsors". The background of the page features a photograph of students in a school hallway with classical columns.

Login to ManageBac using your school email address and the password you created when you set up your account



The screenshot shows the ManageBac login interface. At the top center is the Thomas Jefferson High School logo. Below the logo, the text "Thomas Jefferson High School" is displayed. Underneath, the word "Login\*" is followed by a text input field containing the email address "jlove1@saisd.net". To the right of the email field is an envelope icon. Below the email field is a password input field with a lock icon to its right. Under the password field is a checkbox labeled "Remember me for 30 days (This is a trusted computer that only I have access to)". At the bottom of the form is a blue "Sign-in" button.

Once logged in, navigate under **Menu > IB Manager > Personal or Community Project**. Here you can view and add to all work related to your project. Click **Edit Project Proposal/Edit Community Project Worksheet** to begin.

The screen shot below is from demo site and may look slightly different from your Jefferson School ManageBac site.



This ManageBac program has many features but you only need to focus on the 3 tabs of the Project.

## **Keeping Up With Your Long-Term Project**

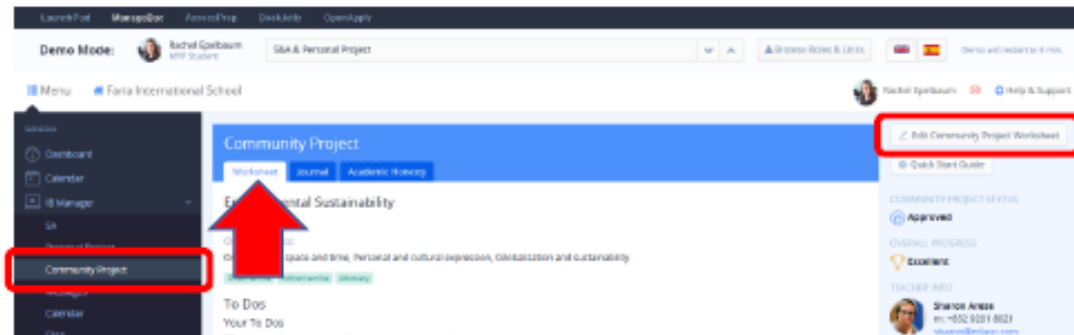
### **Utilize ManageBac, school e-mail, the handbook and other resources**

Keep on track with your project by using the **Project Guide, Student Handbook** and other **resources**. If you have trouble checking off any parts of any stage, ask your supervisor, project coordinator or IB MYP Coordinator for guidance.

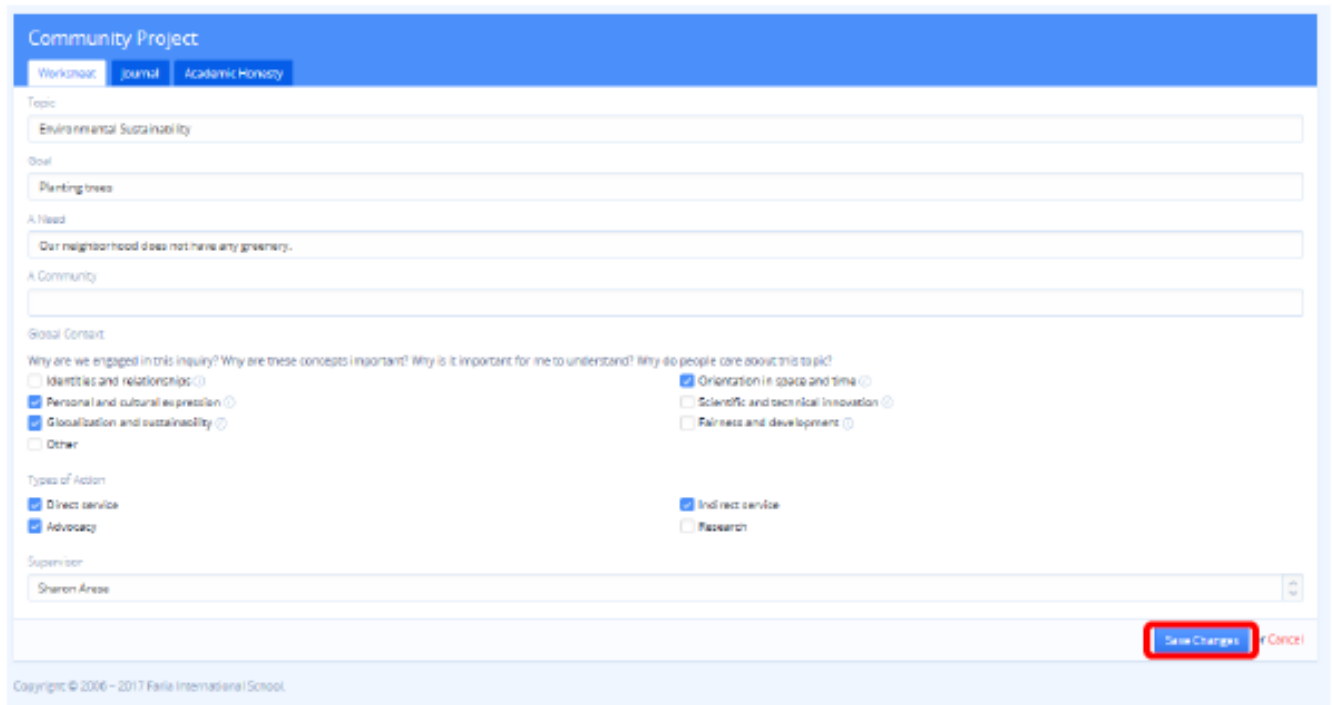
# Choosing Your Project

## TAB 1: Worksheet

Navigate to **Menu > IB Manager > Personal or Community Project**. Here you can view and add to all work related to your project.



From the **Worksheet** tab, click **Edit Project Worksheet** to begin.



**Complete** the following steps to edit your project proposal.

1. Choose your topic
2. Choose your main goal. This will be what you want to do within your chosen topic
3. Select Global Context
4. Enter your inquiry question
5. Enter your criteria
6. Select or confirm your project supervisor

Please note that if you do not have all the answers to the questions, you can leave them blank and then come back to them later by editing your project. Click **Save Changes** to complete.

# Viewing Project Deadlines

## TAB 1: Worksheet

The screenshot displays the ManageBac interface for a 'Community Project' worksheet. The left sidebar shows the 'IB Manager' menu item highlighted in red. The main content area is titled 'Community Project' and has tabs for 'Worksheet', 'Journal', and 'Academic Honesty'. The 'Worksheet' tab is active, showing a list of 'To Dos' submitted by the coordinator or advisor. The list includes tasks such as 'Meet with supervisor to discuss research method', 'Meeting with Supervisor', 'Community Project Review: Phase 1', 'Community Project Review: Phase 2', 'Community Project Review: Phase 3', and 'Community Project Review: Phase 4'. A red arrow points to the 'To Dos' section, and another red arrow points to the 'Add Item' button at the bottom. The right sidebar shows the 'Community Project Status' as 'Approved' and 'Excellent', along with the teacher's name 'Sharon Arese' and contact information.

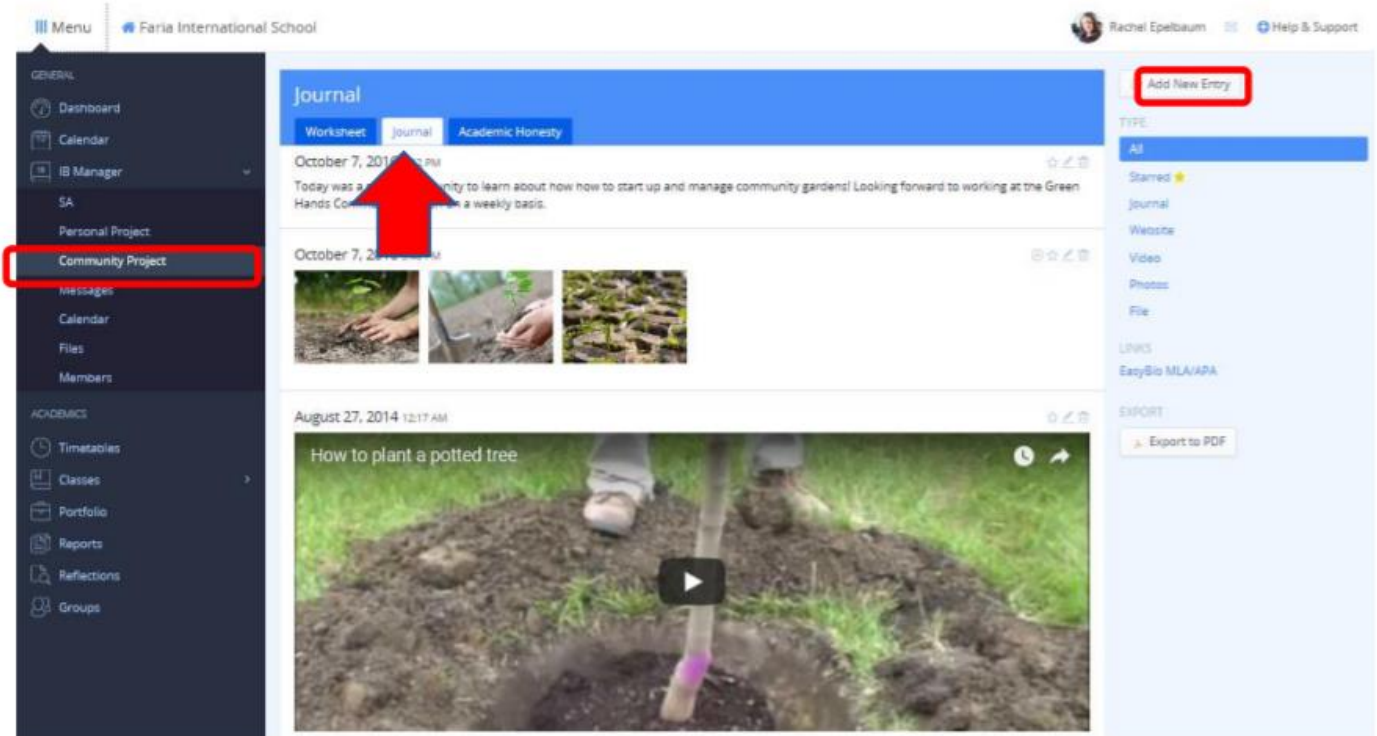
Navigate to **Menu > IB Manager > Personal or Community Project**. Under the **Worksheet** tab you will see a list of **To-Dos** submitted by the coordinator or your advisor. To add your own deadlines to the list, click on **Add Item** at the bottom. As you complete your lists, check them off on ManageBac so your advisor can see your progress.

Note: Students are not able to check-off To-Dos that have been assigned to Advisors.

# Updating Your Process Journal

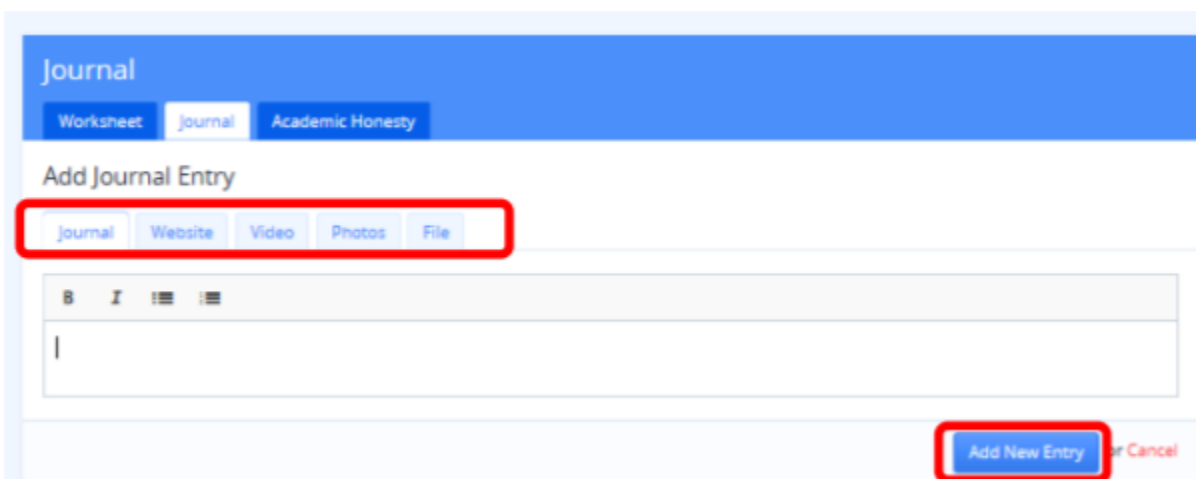
## TAB 2: Journal

Navigate to **Menu > IB Manager > Personal or Community Project** and click the **Journal** tab.



The screenshot shows the 'Journal' tab selected in the 'IB Manager' section. The left sidebar menu has 'Community Project' highlighted with a red box. The main content area displays a list of journal entries. The top entry is dated 'October 7, 2014' and includes a red arrow pointing to the text. Below it is another entry dated 'October 7, 2014' with three small images. The bottom entry is dated 'August 27, 2014' and features a video player titled 'How to plant a potted tree'. On the right side, there is a navigation panel with an 'Add New Entry' button highlighted in a red box. Other options in the panel include 'TYPE' (All, Starred, Journal, Website, Video, Photos, File), 'LINKS' (EasyBio MLA/APA), and 'EXPORT' (Export to PDF).

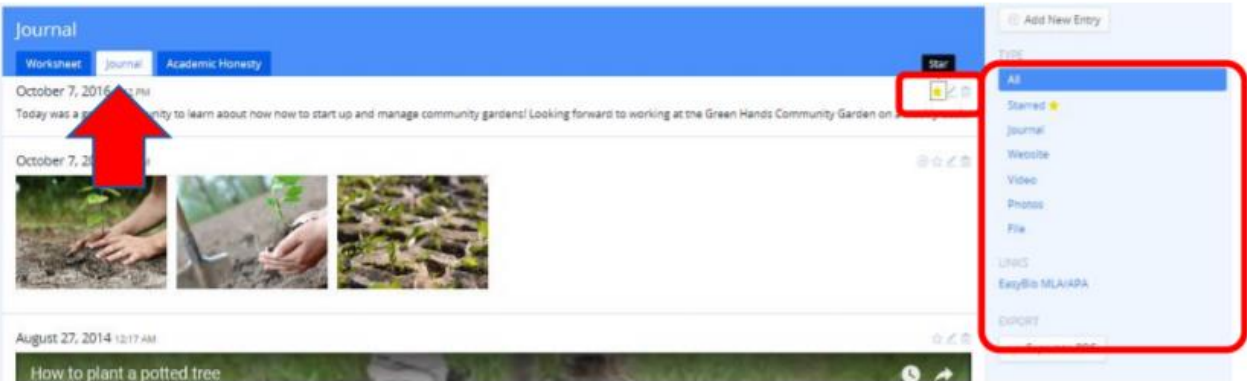
To add a new entry to your journal, click **Add New Entry** from the right navigation panel.



The screenshot shows the 'Add Journal Entry' form. At the top, there are tabs for 'Journal', 'Website', 'Video', 'Photos', and 'File', with 'Journal' selected and highlighted in a red box. Below the tabs is a rich text editor with a toolbar containing icons for bold, italic, bulleted list, and numbered list. The text area is empty. At the bottom right, there is an 'Add New Entry' button highlighted in a red box, and a 'Cancel' button next to it.

Here you can add a journal entry, website, video, photo, or file. When you are finished adding a journal entry, click **Add New Entry** to save it.

# Filtering Journal Entries



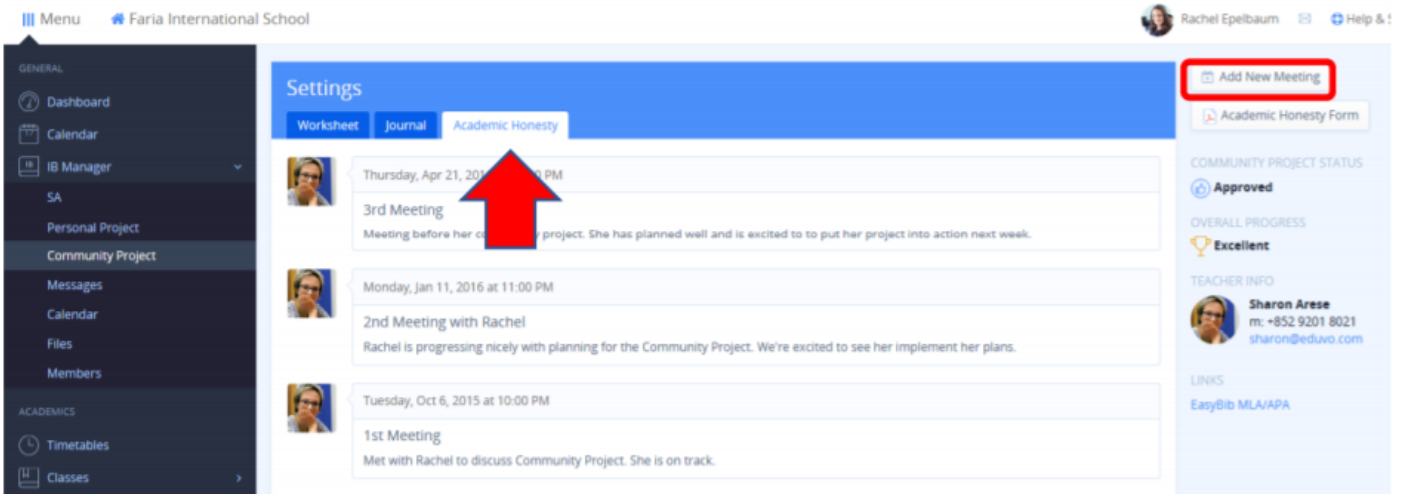
Back in the Project Journal, journal entries can be starred, edited, or deleted. You can then filter entries by starred or type.

## Recording Meetings

### Tab 3: Academic Honesty

Navigate to **Menu > IB Manager > Community or Personal Project** and click **Academic Honesty**.

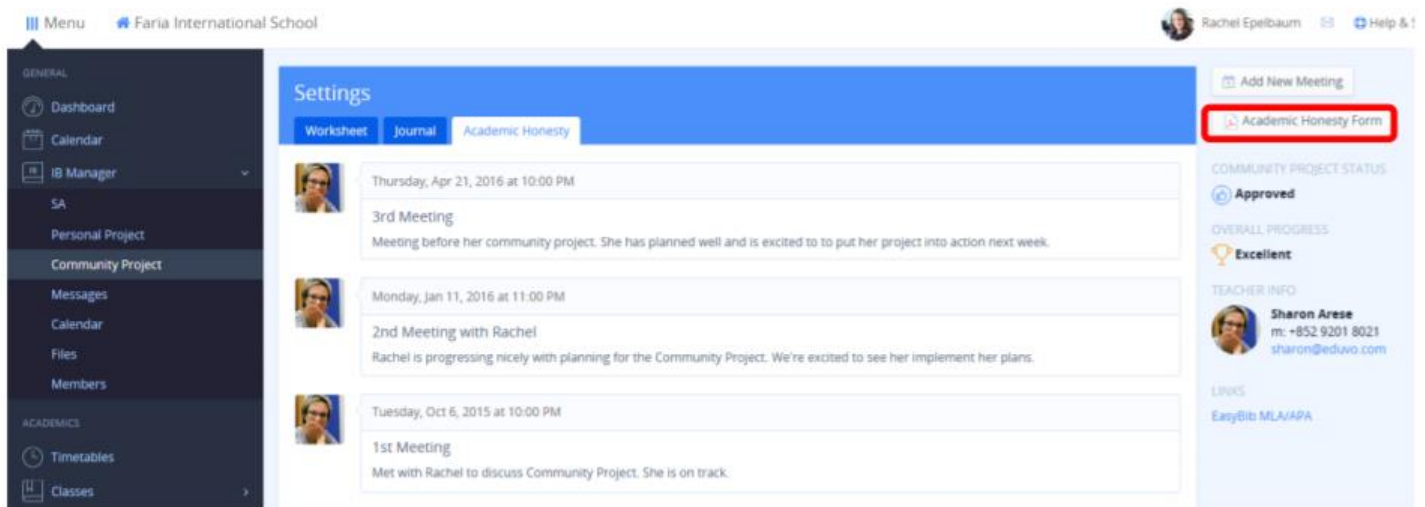
To add a new entry, click **Add New Meeting** from the right navigation panel.



Record meetings with your supervisor here.



To print out your form, click **Academic Honesty Form** from the right navigation panel.



The screenshot shows the Edmodo interface for a user named Rachel Epelbaum at Faria International School. The main content area displays a 'Settings' page with three tabs: 'Worksheet', 'Journal', and 'Academic Honesty'. The 'Academic Honesty' tab is active, showing a list of journal entries. The right navigation panel includes an 'Add New Meeting' button and a link to the 'Academic Honesty Form', which is highlighted with a red box. Below this, the panel shows 'COMMUNITY PROJECT STATUS' as 'Approved', 'OVERALL PROGRESS' as 'Excellent', and 'TEACHER INFO' for Sharon Arese.

This will generate the form for you and your supervisor to sign and submit as part of the reflecting stage.

## Keeping Track of Hours and Activities

### TAB 2: Journal

Keep up with your project by recording any action you do as it all counts toward your minimum hours. This includes work for all stages of the project; investigating, planning, taking action and reflecting. For examples, record Seminars or Inquiry Time, meetings with your supervisor, entering information into ManageBac, brainstorming with your parents/guardians, doing your project, writing your reflections, making your citation page, practicing your presentation, and completing your academic honesty form.