ManageBac

Preparing your school's account for the New Academic Year

Best-Practice Steps to Transitioning & Data Management

Pre-Transition Recommendations Help Guide

1 **Export local copies to take a picture of your account as is**
Generate Reports & Export Term Grades / Download PDF Planners / Export Attendance Records

2 **Review Curriculum Requirements**
Configure Task Category & Grade Scale Defaults / Unit Template Modifications / Project Templates

3 **Manage your School Information Ecosystem**
Transition OpenApply, iSAMS, SchoolsBuddy or other integrations

New Academic Year Transition Help Guide

1 **Review Programme Options**
Add Academic Terms

2 **Review Access Requirements**
Lock ManageBac / Archive Graduated & Transition Existing Students / Add Newly Enrolled Students

3 **Configure Class Requirements**
Review Subjects & Levels / Review Standards / Transition or Archive existing Classes / Create New Classes

4 **Add your Schools Calendar**
Configure Holidays / Setup Periods / Import Timetables / Add Year Group Deadlines

5 **Update Class & Homeroom Members**
Add Students & Teachers to Classes / Assign Students to Advisors / Generate Timetables

6 **Opening to your Community!**
Unlock ManageBac / Send Welcome E-mails

Post-Transition Recommendations Help Guide

1 **Review Permissions & Access Rights**
Grant Staff Permissions / Lock Profiles / Lock Classes / Custom Portfolio rights

2 **Final New Academic Year Checks**
Review Password Restrictions / Add Announcements / Set Theme / Add link on website / Import Streams

3 **Opening to your Community!**
Upload Handbooks / Run Introduction Sessions/ Install Mobile Access