

# IB DP Reports: Editing Report Card Templates & Publishing

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## How to Get Started with DP Reports

### How teachers enter Grades & comments into Gradebooks

IB DP Biology (DP 2)

Tasks & Units Internal Assess... **Gradebook** Attendance Messages Calendar More

**Gradebook**

Tasks Internal Assessment **Term Grades**

Term Grades August 2018 – June 2019: Term 1 (current) Show Progress Charts

Student Bowen, James Term Average 95.00% 6 Grade 3

James is a good student, but will need to work to focus on the key details of Biology. He must increase his general knowledge in Biology so he can use this new knowledge to demonstrates a secure understanding of the course content.

Academic Year Current Term Academic Year average: 95.00% 6

7  
6  
5  
4  
3  
2  
1  
N/A

■ DNA Quiz  
■ The Scientific Method

Score	Mark
97.0%	7
93.0%	6
84.0%	5
72.0%	4
61.0%	3
50.0%	2
0.0%	1

Report cards are integrated with class gradebooks, so the first step to generating reports is to have teachers enter grades and comments in their class Gradebooks.

Teachers will need to navigate to their class **Gradebook > Term Grades** tab to input term grades and comments.

1. Comment: teacher comment, which can include additional formatting options like header or right to left text using the format buttons at the top of each comment box
2. Grade: this appears as the final grade on reports
3. Custom Rubrics: criteria to indicate anything else you wish to assess on (e.g. predicted grade, effort, participation).

## How to lock / unlock gradebooks

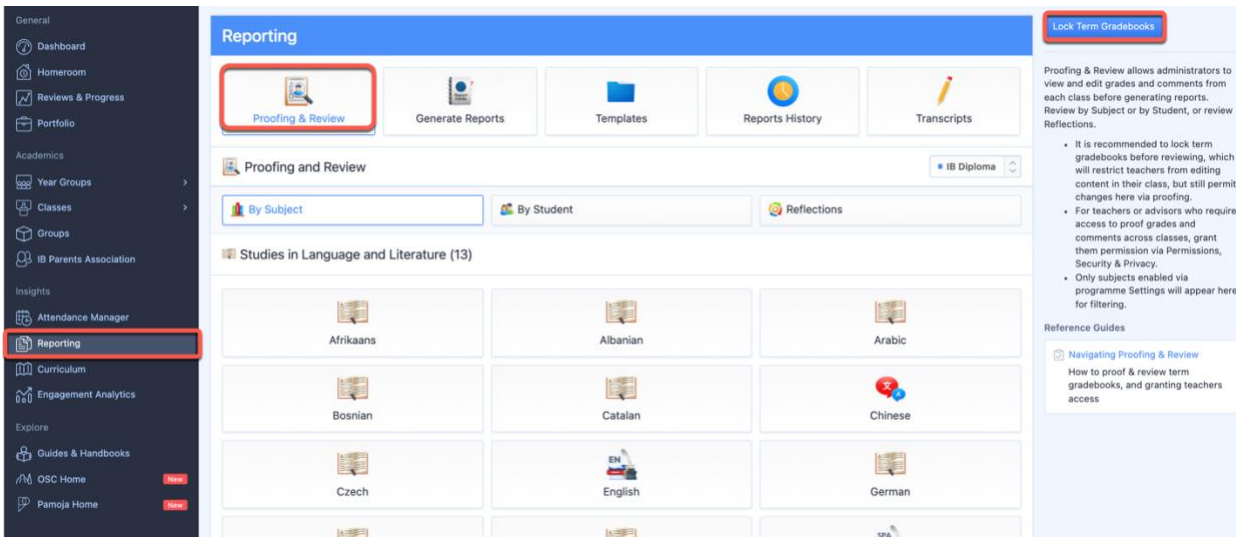
Admins can lock and unlock gradebooks on by programme & academic term, this ensures grades are not changed after a certain date before reports are generated.

The screenshot displays the 'Academic Terms' management page. The left sidebar shows the navigation menu with 'Academic Terms' highlighted. The main content area shows a list of terms for 'January – September 2025'. Each term entry includes a name field, start and end date pickers, and two checkboxes: 'Restrict teachers from making any changes to term grades' and 'Enable Exam Grade'. The 'Restrict teachers from making any changes to term grades' checkbox for Term 3 is checked and circled in red. The 'Save Changes' button is visible at the bottom right.

Logged in as an admin, navigate to **Settings > Academic Terms**.

1. Select your programme
2. Tick **Restrict teachers from making any changes to term grades**
3. Save Changes

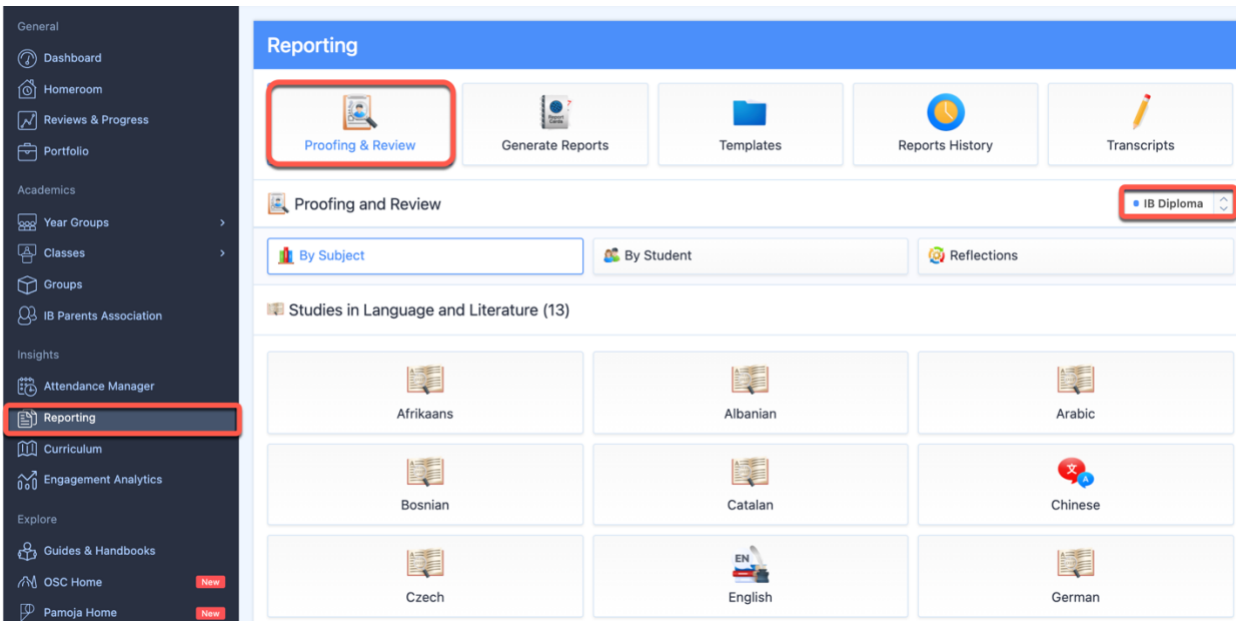
Please note that administrators will still have full access and editing permissions when gradebooks are locked, to ensure a seamless proofing and review process.



You can also access the **Lock Term Gradebooks** page via **Reporting > Proofing & Review**, on the right navigation panel.

## Proofing & reviewing teacher grades

Once grades & comments have been added to classes, admins and [teachers with access to Proofing & Review](#) can proof & review gradebooks.



1. Navigate to **Reporting > Proofing & Review**.
2. Select your academic programme from the drop-down menu.

Here you can view and edit grades information **by student** or **by subject**, and view student & staff reflections.

## Reviewing Grades by Student

The screenshot shows the 'Reporting' interface. At the top, there are five buttons: 'Proofing & Review' (highlighted with a red box), 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. Below these is a 'Proofing and Review' section with a dropdown menu set to 'IB Diploma'. There are three tabs: 'By Subject', 'By Student' (highlighted with a red box), and 'Reflections'. A blue banner indicates 'Auto-Save. Your updates will save automatically without any required action.' Below this is a search bar for 'Search by Student Name' with a dropdown menu showing 'Sharon Arese' (indicated by a red arrow). The 'Academic Term' dropdown is set to 'August 2021 - August 2022: Term 1 (current)' (indicated by a red arrow). The main content is a table with columns 'Student' and 'Status'. The 'Student' column has a sub-header 'Select student name to open their report.' and lists six students: Barrett, Brad; DP2, Jack; DP2, Mitch; DP2, Spencer; Epelbaum, Chloe (Joseph) | SEN; and Epelbaum, Rachel. The 'Status' column for all students shows 'Waiting'.

Student	Status
BB Barrett, Brad	Waiting
JD DP2, Jack	Waiting
MD DP2, Mitch	Waiting
SD DP2, Spencer	Waiting
Epelbaum, Chloe (Joseph)   SEN	Waiting
RE Epelbaum, Rachel	Waiting

Click **By Student** to view and edit grades & comments from all classes that a student is a part of from the selected programme. Changes made on this page will also affect the gradebook in the class.

1. Select the Homeroom Advisor from the drop-down menu.
2. Select the academic term from the drop-down menu.
3. Select the student assigned to the Advisor
4. Review & edit grades & comments from classes the student is a part of.

# Reviewing Grades by Subject

The screenshot shows the 'Proofing and Review' interface for 'IB DP English A Language and literature (DP 2)'. The 'By Subject' filter is selected, and the class is filtered to 'IB DP English A Language and literature (DP 2)'. The table below shows student grades and comments.

Student	Average	Grade
Risa Aoki		
Bowen, James	90.00% 6	5
<p>I enjoy teaching James because he is a good communicator. An attentive listener, he asks relevant questions or seeks clarification if needed, and reflects upon the opinions of others. His responses are always thoughtful and appropriate.</p>		
Epeibaum, Chloe	100.00% 7	5

Click **By Subject** to view grades & comments of multiple students, shown by subject & class. Select a subject and filter by class on the right navigation panel.

# Reviewing student reflections

## Reporting

Proofing & Review Generate Reports Templates Reports History Transcripts

Proofing and Review IB Diploma

By Subject By Student Reflections

Search by Student Name

Academic Term: August 2021 – June 2022: Term 1 (current) | Advisor: Sharon Arese

Student	Student Reflection	Advisor Reflection	Coordinator Reflection	Head Reflection	Counselor Reflection
Bowen, James		✓			
Boyd, Kristin		✓			
Carter, Marion		✓			
Casas, Ivan					
Epelbaum, Chloe	✓	✓			

Student Comment

I loved directing the school play this term! It was my first time directing, although I've been part of the Drama club throughout high school, and I found it actually helped my focus in school. Through the skills I gained in organising and directing a cast of 12, plus a backstage and technical crew of 20, I found myself applying the same principles of time management and efficiency towards my schoolwork. To that end, I'm proud that I achieved 7s in the majority of my work in my HL courses this term, and hope that carries through to my final IB examinations in May.

Homeroom Advisor Comment

Chloe is a bright student, a leader amongst her peers, and exemplifies the IB spirit. She is never satisfied with only doing well in school, and is constantly working to apply her knowledge gained in class to bigger pursuits in the spirit of community, global mindedness, and exploration. Her work directing the school play showed mastery in attaining balance between her outside interests and her studies, and her leadership in helping create the class service trip to Cambodia shows the type of international awareness we aim to cultivate in Faria International School students. Well done, Chloe!

DP Coordinator Comment

Head of High School Comment

Counselor Comment

Save Changes or Cancel

Howard, Jessica

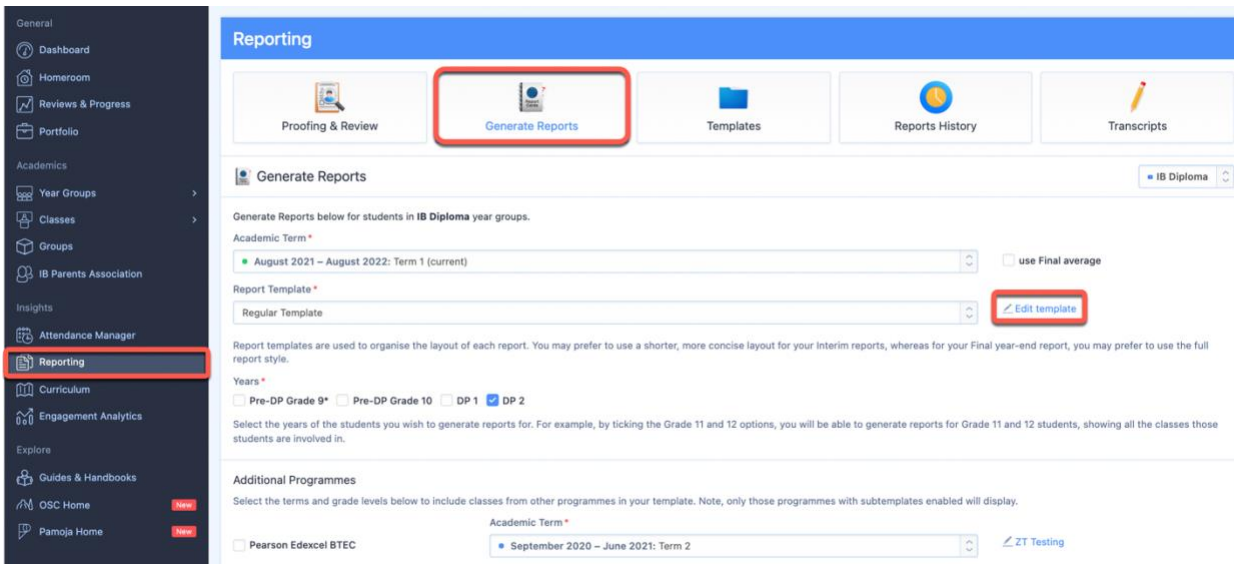
Liu, Betty

The **Reflections** tab shows reflections added by the student, advisor, coordinator, head, and counselor. The reflections with comments added for each student will be represented by a green check. These comments can then be enabled to show on the report template.

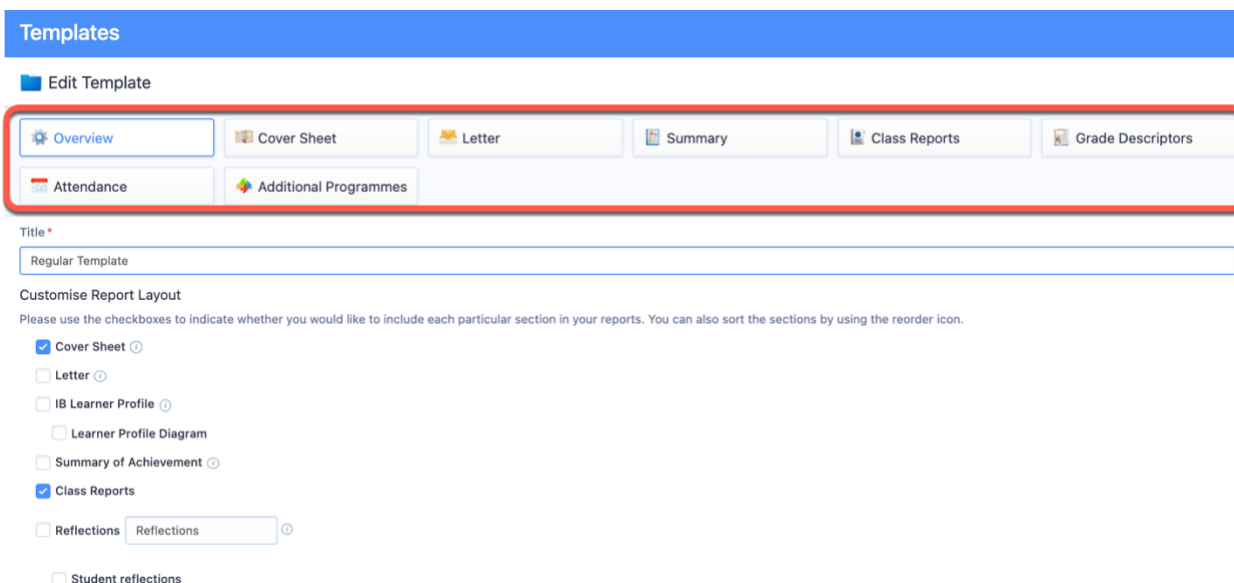
Clicking on a student's name will show their added reflections.

## Designing Report Templates

Once grades have been reviewed, the next step is to build your Report Card Template to configure the look & feel of your report cards.



Navigate to **Generate Reports**. By default, a set of report templates will be built-in to your ManageBac account under each programme tab. You can customize these report templates and create new ones by clicking **Edit Template** besides the Report Template dropdown menu. Templates can be added from within the **Templates** tile.



Configure each one of the tabs below to design your report:

- **Overview:** The **Overview** tab is the first page of your template, where you can name your template and customise the general layout of your report, enabling various sections & dragging sections around to reorder the sequence. Remember to click **Save Changes** at the bottom of the page.
- **Cover Sheet:** Select the **Cover Sheet** tab to configure what will appear on the cover page of your reports. Here you can define the student fields to include and add report signatures (such as your Head of School or Academic Coordinator).
- **Letter:** On the **Letter** tab, you have the option to write a letter to the parents/guardians. The letter can be written using text or HTML. For HTML, select the **HTML** radio option and copy-paste your HTML text into the letter text box. For more elaborate text formatting options, please use the **Rich Text Editor** option. Click **Preview** on the left to review how the letter will appear on the PDF report.
- **Summary:** The **Summary** tab is used to show a summary of achievement from all classes within a given programme, as well as rubrics, comments and reflections.
- **Class Reports:** The **Class Reports** option will add one page for each class the student is taking. For Diploma & Non-IB programmes, we recommend this only if the course description and comments are very long or if you need to report on subject-specific rubrics.
- **Grade Descriptors / Assessment:** Depending on your academic programme, this may be called the **Assessment** tab or the **Grade Descriptors** tab. These fields are completely customisable so you can use them to add any other additional information.
- **Attendance:** If your school subscribes to the ManageBac Attendance Module, attendance data can also be added to Reports Templates by selecting the **Attendance** tab. You can then choose which data you wish to include. Attendance can be shown for **Classes** or **Homeroom**. Data will show based on the Academic Term dates or for the whole school year if **Show yearly attendance** is enabled. Homeroom attendance can be displayed on the Cover Sheet or Summary of Achievement.
- **Additional Programmes:** If students are enrolled in classes outside their programme, select the **Additional Programmes** tab to include additional programmes when exporting reports. For example, if your IB Diploma students are also in IB Career Programme (CP) classes, tick the 'IB Career-related Programme' checkbox and select a CP subtemplate.



# Previewing & Generating Reports

Next, preview your reports before actually generating.

**Generate Reports** IB Diploma

1 Generate Reports below for students in **IB Diploma** year groups.

Academic Term \*  
August 2021 – August 2022: Term 1 (current)  use Final average

2 Report Template \*  
Regular Template [Edit template](#)

3 Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years \*  
 Pre-DP Grade 9\*  Pre-DP Grade 10  DP 1  DP 2

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

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**Additional Programmes**  
Select the terms and grade levels below to include classes from other programmes in your template. Note, only those programmes with subtemplates enabled will display.

Pearson Edexcel BTEC September 2020 – June 2021: Term 2 [ZT Testing](#)

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4 Report Preferences

Report Title \*  
Report Cards with Class Grades

5 Report title is displayed on the cover sheet and footer of each report.

Preparation Date \*  
June 6, 2021

6 Preparation date is displayed on the cover sheet of each report. It can be set to a prior date to match the end of your most recent academic term.

Sort Order \*  
 Family Name  Year  Homeroom

Include in File Name \*  
7 Report Title  Grade  Student Name  Preparation Date  Student ID

Notify parents & students via e-mail

The Notify via Email option allows you to inform parents & students that their reports have been generated. Ticking this option will send a notification email automatically following report generation.

[Preview Report Emails](#)

First, please confirm the following:

1. **Term:** Select a term with the correct grade data.
2. **Template:** Ensure that your selected template includes your desired information and excludes other information. You can easily adjust your template by clicking Edit Template, and you can have an unlimited number of templates.
3. **Years:** Choose to generate reports for all year levels at once, or specify which years will have reports generated. (This setup allows you, for instance, to generate reports for Grade 11 using one report template, and then generate for Grade 12 using another template.) If you would like to include non-IB grades, tick the checkbox and specify the term.
4. Next, give your report a **Title** (e.g. First Semester Report).
5. Indicate the **Preparation Date**.
6. Choose your **Sort Order**.
7. Indicate whether you would like parents and students to receive email notifications. You can also send email notifications at a later time by clicking **Send report notification e-mails**.

## Previewing Report Cards

Confirmation

Your Report Cards with Class Grades will be generated for Term 1 (current), DP 2 in the August 2021 – August 2022 Academic Year using the Regular Template template.



**Preview Individual Reports:** Click this option to view an individual student report. This is a quick & easy way to see what report cards will actually look like.

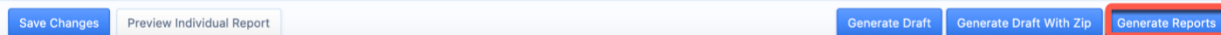
**Generate Draft:** Click this option to bulk generate Draft reports for all students & classes in the year levels selected. Drafts can be found via the **Reports History** tab from the left menu.

## Generating Report Cards

Once confident that reports are ready, click the **Generate Reports** button. A full PDF will also be generated and stored as a master copy in the list in the **Reports History** tab.

Confirmation

Your Report Cards with Class Grades will be generated for Term 1 (current), DP 2 in the August 2021 – August 2022 Academic Year using the Regular Template template.



Note that reports are generated one at a time. Each report job may take up to 60 minutes, depending the number of students you are generating for and the time of year (Dec and May are busy reports seasons!).

## Viewing Individual Student Reports

Reports

August 2021 – August 2022 IB DP


 Report\_Cards\_with\_Class\_Grades.pdf  
Generated November 10, 2021 👁️ 📄 🗑️


 Report\_Cards\_without\_Class\_Grades\_Report\_Cards\_without\_Class\_Grades.pdf  
Generated October 5, 2021 👁️ 📄 🗑️


August 2019 – July 2020 IB DP


To view an individual report, navigate to the student's profile and scroll down to **Reports**. The report card is available via PDF for parents, students, and teachers to view, and stays with the student profile for as long as the student has a ManageBac account.


# Reports History


  
Proofing & Review

  
Generate Reports





















  
Templates

  
Reports History

  
Transcripts

 Reports History

• IB Diploma ▾

Report Title	Academic Term	Date Generated	Type	Report PDFs	Term Grades XLS	Delete
 <b>Term Report</b> 12 students from <b>DP 1, DP 2, US Grade 11, US Grade 12</b> by Sharon Arese	Term 1 August 2021 – June 2022	Sep 28, 2021 at 5:12 AM	<span style="background-color: green; color: white; padding: 2px 5px;">Draft</span>			
 <b>Term Report</b> 13 students from <b>DP 1, DP 2</b> by Sharon Arese	Term 1 August 2021 – June 2022	Sep 19, 2021 at 11:11 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
 <b>Term Report</b> 16 students from <b>DP 1, DP 2</b> by Sharon Arese	Term 2 August 2021 – June 2022	Sep 19, 2021 at 2:59 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
 <b>Term Report</b> 12 students from <b>DP 1, DP 2, US Grade 11, US Grade 12</b> by Sharon Arese	Term 1 August 2021 – June 2022	Sep 11, 2021 at 7:02 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
 <b>Term Report</b> 12 students from <b>DP 1, DP 2, US Grade 11, US Grade 12</b> by Sharon Arese	Term 1 August 2021 – June 2022	Jul 6, 2021 at 1:52 PM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			

**Reports History** is where all generated report card sets (including Drafts) from a selected academic programme will appear. The reports will remain here indefinitely, unless deleted. From Reports History, you can download a ZIP file of individual reports and you can download an XLS file of the Term Grades included in the report cards.

# Creating Report Templates

Via Reporting > Templates

Template	Subtemplate	Created on	Last modified on	Delete
	IB CP Subtemplate			
	ZT Testing			
	ZT Pearson IGCSEs Template			
	HS Subtemplate			
DP Exemplar		Jan 3, 2011 at 3:15 PM	Apr 10, 2013 at 5:09 PM	
	IB CP Subtemplate			
	ZT Testing			
	ZT Pearson IGCSEs Template			
	HS Subtemplate			
Progress Report	HS Subtemplate	Oct 16, 2012 at 8:40 PM	Oct 16, 2012 at 8:40 PM	
DP Report Template	MYP Subtemplate	Mar 15, 2013 at 4:58 AM	Apr 3, 2014 at 1:00 AM	
RIV Test Report	HS Subtemplate	Apr 17, 2013 at 3:25 AM	Mar 25, 2016 at 3:20 AM	
High School	HS Subtemplate	Mar 28, 2014 at 6:42 AM	Mar 28, 2014 at 7:46 AM	
Fukuoka DP	HS Subtemplate	Dec 18, 2014 at 2:21 AM	Dec 18, 2014 at 2:21 AM	
Hindi Test Template	HS Subtemplate	Jan 23, 2015 at 3:32 AM	Sep 24, 2016 at 3:09 AM	
Diploma Spanish Test	HS Subtemplate	Feb 8, 2016 at 3:28 PM	Feb 8, 2016 at 3:28 PM	

You can also create new templates via the **Templates** tile. Click the **Add Template** button in the right-hand menu to create a new template. To edit a pre-existing template, select the template from the list on the page.

## Template: Overview

**Templates**

Edit Template

Overview | Cover Sheet | Letter | Summary | Class Reports | Grade Descriptors

Attendance | Additional Programmes

Title \*

Regular Template

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

- Cover Sheet
- Letter
- IB Learner Profile
  - Learner Profile Diagram
- Summary of Achievement
- Class Reports
  - Reflections
  - Student reflections

Via the **Overview** tab, here is where you can name your template and customise the general layout of your report, enabling various sections & dragging sections around to configure the sequence. You can also choose the page size, orientation and indicate whether or not to show page numbers.

Each section of the report can then be further customised via the tabs along the top.

# Template: Cover Sheet

## Templates

Edit Template

Overview **Cover Sheet** Letter Summary Class Reports Grade Descriptors

Attendance Additional Programmes

Cover Sheet Fields

Please use the checkboxes to indicate whether you would like to include each particular field on your cover sheet.

Student Name

- Show Preferred Name
- Show Other Name
- Show Middle Name
- Student ID
- National ID
- Student Photo
- Date of Birth

Year Level

Terminology

Grade  Year

Homeroom Advisor   Preparation Date

Stamp

Signer One

Name:  Title:  Signature:  No file chosen

Signer Two

Select the **Cover Sheet** tab to configure what will appear on the cover page of your reports. Here you can define the student fields to include and add report signatures (such as your Head of School or IB Coordinator).

# Template: Letter

## Templates

Edit Template

Overview Cover Sheet **Letter** Summary Class Reports Grade Descriptors

Attendance Additional Programmes

Letter format

HTML  Simple Text Editor  Rich Text Editor

**Rich Text Editor**

学生成长报告是学校与家庭之间沟通的一种形式，经过一段时间的学习体验和观察评估，旨在为您提供有关您的孩子独特发展的相关信息。发展性学习受学生的年龄和成熟程度、校外经历以及课堂学习的影响。在爱文，评估和反馈会通过协作的方式进行，学生的自我反思会是其中重要的组成部分。同时也包括老师的评估报告和观察记录。爱文学生会以以学生为中心，适合发展，非对比性，非竞争性的环境中成长和进步。这份个性化的成长报告可以显示您的孩子在所有学习模式下，在发展知识、技能、实践和概念方面所取得的成就。爱文学校社区通过为学生设定并达到高标准，进行自我反思，做出负责任的决定并成为终身学习者的方式来促进学生在学术领域的卓越表现。我们鼓励父母/监护人通过与孩子讨论他们的学习表现，进而成为孩子在教育之路上携手前进的伙伴。

Dear Parents,

An education at Faria International School is about actively combining challenging and enriching experiences with academic rigour and creative opportunities. We want our students to have the courage to push back the boundaries of their experience and to explore the possibilities that are available to them. Whilst we are proud of their academic results, there is so much more to the education we provide. It is, therefore, important that parents wholeheartedly support the ethos of the school.

Whether it is in the classroom, on the stage, whilst participating in an expedition, on the sports field or when serving others, we want our students to experience the excitement of discovering they are capable of achieving far more than they ever felt was possible. We have high expectations of our students and they, in turn, have high expectations of themselves.

On this note, I would like to present the first report card of this academic year. Let's work together to create an environment for true development.

Kind regards,  
Mona Khalil  
\_DP Coordinator\_

or

On the **Letter** tab, you have the option to write a letter to the parents/guardians. The letter can be written using text or HTML. For HTML, select the **HTML** radio option and copy-paste your HTML text into the letter text box.

For more elaborate text formatting options, please use the **Rich Text Editor** option. Click **Preview** on the left to review how the letter will appear on the PDF report.

## Template: Summary

The screenshot shows a web interface for configuring a 'Summary' template. At the top, there is a blue header with the word 'Templates'. Below it, a navigation bar contains several tabs: 'Overview', 'Cover Sheet', 'Letter', 'Summary' (which is highlighted with an orange border), and 'Class Reports'. Below the navigation bar, there are several sections for configuration:

- Summary Section Header**: A text input field containing 'Summary of Achievement'.
- Customise Summary Layout**: A section with the instruction 'Please select the fields to include'. It contains several checkboxes and input fields:
  - Final Grade**: Includes a 'Display as' dropdown menu set to 'Final Grade' and a checkbox for 'Show Percentage Grade'.
  - Rubrics & Options (Edit)**: Includes a dropdown menu for 'Select Rubrics & Criteria' and two rows of options for 'AVG of' and 'SUM of', each with a 'Label' and 'Suffix' input field.
  - Stack rubrics vertically (one rubric per line)**
  - Show Cumulative Term Grades**: A tooltip indicates 'Shows grades up to the last four terms.'
  - Class Description**
  - Teacher Comments**
  - Class Name** /  **Class Subject**
  - Class Subject Group**
  - Class Grade Level**

Click the **Summary** tab to select what will appear for each student in terms of grades, teacher or advisor comments, and which rubrics will appear on the report.

# Template: Class Reports

Reporting > IB Diploma

Proofing & Review   Generate Reports   **Templates**   Reports History   Transcripts

## Templates

Edit Template

Overview   Cover Sheet   Letter   Summary   **Class Reports**

Grade Descriptors   Attendance   Additional Programmes

Class Reports Title ⓘ

Class Reports

Customise Class Reports Layout

Please select the key fields to include:

- Description
- Final Grade
  - Show Percentage Grade
- Exam Grade
- Rubrics ([Edit](#))

All Subjects

x Semester Grade

The **Class Reports** option will add one page for each class the student is taking. For Diploma, we recommend this only if the course description and comments are very long. Here, you can also choose to report on additional rubrics.

# Template: Grade Descriptors

## Templates

[Edit Template](#)

[Overview](#) [Cover Sheet](#) [Letter](#) [Summary](#) [Class Reports](#)  
[Grade Descriptors](#) [Attendance](#) [Additional Programmes](#)

Assessment Explanation Title  
Assessment Explanation

Assessment Explanation

**HOW THE STUDENT AND THE WORK ARE ASSESSED**

The IBO has developed assessment criteria against which the student's work will be assessed

The student will not be judged against the work of other students, but against assessment criteria which the teacher will show and explain to the student. This will help the student to keep an eye on her/his progress and to see where she/he needs to improve

The criteria may be modified to suit the work the student is working with. However, for the final assessment in year 5, teachers must use unaltered IBO criteria and descriptors, basing their assessment on a range of activities the student has done towards the end of the course. The descriptors help the student and the teacher to find the student's level of achievement for each criterion

**Final assessment**

Final assessment takes place at the end of the programme in order to determine the levels individual students have achieved in relation to the stated objectives for each subject group and for the personal project

Grades from 1 (lowest) and 7 (highest) are awarded to the students, for each subject and for the personal project, according to predefined grade boundaries based on the levels students have achieved

**How the final grade is achieved in the IBO grading system**

1. There are a set of objectives for each subject to match the assessment criteria.
2. Every subject has different numbers of criteria, i.e. Language A has three, Science has six, and Physical Education has four.
3. Subjects may have different numerical bands for the criteria, i.e. 1-8, or 1-10. Even within one subject the criteria may have different numerical bands, i.e. criterion A 1-8, criterion B 1-4.
4. Grading is based on the level of achievements for each criterion.

Select the **Grade Descriptors** tab to customize your Grade Descriptors and Assessment Explanation - these fields are completely customisable so you can use them to add any other additional assessment information.



# Template: Attendance

The screenshot shows the 'Templates' section of the ManageBac system. A blue header bar contains the word 'Templates'. Below it is an 'Edit Template' button. A horizontal menu contains several tabs: 'Overview', 'Cover Sheet', 'Letter', 'Summary', 'Class Reports', 'Grade Descriptors', 'Attendance' (highlighted with a red box), and 'Additional Programmes'. Below the menu, there are two sections for configuring attendance display: 'Display Attendance for' and 'Homeroom (Days)'. Each section has a list of checkboxes for various attendance categories and options like 'Show yearly attendance' and 'Show percentage attendance'.

If your school subscribes to the ManageBac Attendance Module, attendance data can also be added to Reports Templates by selecting the **Attendance** tab.

You can then choose which data you wish to include. Attendance can be shown for **Classes** or **Homeroom**. Data will show based on the Academic Term dates or for the whole school year if **Show yearly attendance** is enabled. Homeroom attendance can be displayed on the Cover Sheet or Summary of Achievement.

## Configuring Rubrics & Options

Via Settings > Diploma Programme > Assessment > Assessment Models > Term Grades

The screenshot shows the 'Assessment' settings page in the ManageBac system. The left sidebar contains a navigation menu with 'Assessment' highlighted. The main content area is titled 'Assessment' and has tabs for 'Framework', 'Types', 'Categories', 'Assessment Models' (highlighted with a red box), and 'Grade Scales'. Below the tabs, there is a 'Task' dropdown menu with 'Term' selected. The page is titled 'Configuring Rubrics & Options' and contains instructions for teachers. It lists 'Common rubrics & options include:' such as 'Effort grades' and 'Participation'. There are also sections for 'Enable evaluation of:' with radio buttons for 'CAS' and 'All Subjects'. A 'Rubrics' section lists various subjects like 'CAS', 'EE', 'All Subjects', etc. On the right side, there is an 'Add Rubric' button (highlighted with a red box) and a 'Reference Guides' section with a link to 'Configuring Term Gradebooks, Rubrics & Options'.

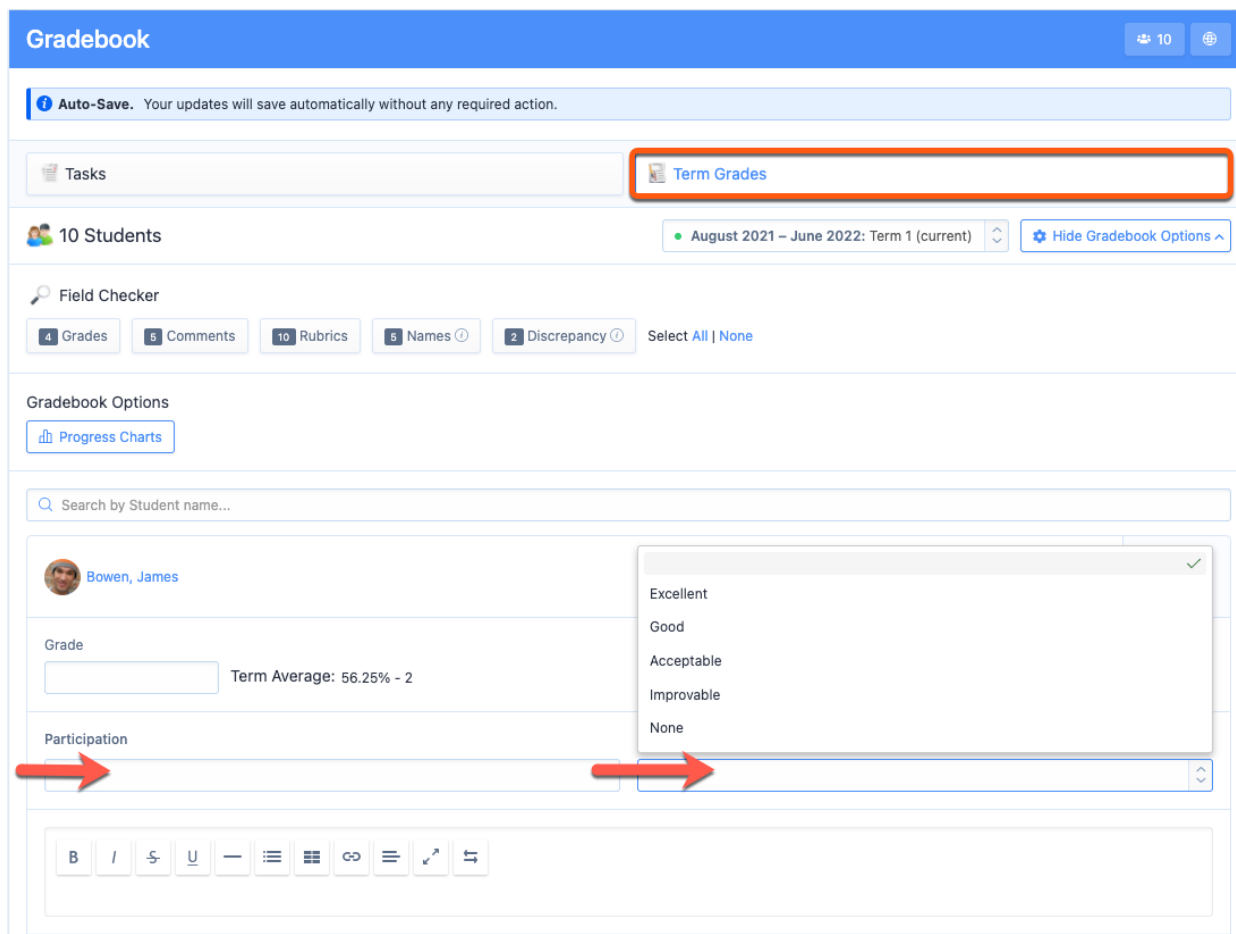
Via **Settings > Diploma Programme > Assessment > Assessment Models > Term Grades**, you can create new rubrics & options, which are completed by teachers together with their term grades.

Click **Add Rubric** to define your rubric title. There are three types of rubrics & options:

1. **Criteria:** this is a set of criteria that teachers will select as a dropdown menu (e.g. Effort grades may be set using a range of 5 to 1 with 5 being excellent effort and 1 being the worst).
2. **Custom Field:** this is a customisable field allowing teachers to enter in any type of text with a defined suffix (e.g. attendance in % terms).
3. **Formula:** Formulas allow you to calculate a rubric value based on Custom Fields or Criteria rubric values.

After adding the title of the rubric and selecting the type, click **Create Rubric**.

By hovering over the rubric title, you can see the pencil icon to edit the value and descriptors. After defining your rubric details, click **Save Changes**.



The screenshot displays the Gradebook interface. At the top, there is a blue header with the text "Gradebook" and a user icon. Below the header, a notification bar states "Auto-Save. Your updates will save automatically without any required action." The main content area is divided into several sections: "Tasks" with a "Term Grades" tab highlighted in a red box; "10 Students" with a dropdown menu for "August 2021 - June 2022: Term 1 (current)" and a "Hide Gradebook Options" button; "Field Checker" with buttons for "Grades", "Comments", "Rubrics", "Names", and "Discrepancy"; "Gradebook Options" with a "Progress Charts" button; and a search bar for "Search by Student name...". The student "Bowen, James" is selected, showing a "Grade" field with a "Term Average: 56.25% - 2" and a "Participation" field. A dropdown menu is open over the "Participation" field, listing options: "Excellent", "Good", "Acceptable", "Improvable", and "None". A red arrow points to the "Participation" field, and another red arrow points to the dropdown menu. At the bottom, there is a rich text editor toolbar with icons for bold, italic, strikethrough, underline, bulleted list, numbered list, link, unlink, and undo.

Once you have added your rubrics, they will be visible from the **Term Grades** tab, where teachers will be able to enter in values:

## Enabling Rubrics to show on Reports

Enabling rubrics & options on your report cards is a two-step process:

1. To include the descriptors for the rubrics on the report card, enable the rubric on the **Overview** tab of the report template. Click **Save Changes**.
2. To show grades from rubrics applicable to **all subjects**, enable these rubrics via the **Summary** tab of the report template. Click **Save Changes**.

### Templates

Edit Template

Overview Cover Sheet Letter Summary

Class Reports Grade Descriptors Attendance Additional Programmes

Summary Section Header \*

Summary of Achievement

Customise Summary Layout

Please select the fields to include

Final Grade ⓘ

Display as

Final Grade

Show Percentage Grade

Rubrics & Options (Edit) ⓘ

Stack rubrics vertically (one rubric per line)

x Thinking Skills x Formula x Social Skills

AVG of  Label Average Suffix

To show grades from **subject-specific rubrics**, enable these rubrics via the **Class Reports** tab of the report template. Click **Save Changes**.

*Note that to show subject-specific rubrics on reports, 'Class Reports' must be enabled on the **Overview** tab of the report template.*

# Templates

## Edit Template

Overview	Cover Sheet	Letter	Summary
<b>Class Reports</b>	Grade Descriptors	Attendance	Additional Programmes

Class Reports Title ⓘ

Class Reports

### Customise Class Reports Layout


Please select the key fields to include:

- Description
- Final Grade
  - Show Percentage Grade
- Exam Grade
- Rubrics ([Edit](#))

All Subjects

Studies in Language and Literature

Chinese

× Speaking and Listening 

# Proofing & Review

Via Reporting > Proofing & Review

Reporting > IB Diploma

Proofing & Review | Generate Reports | Templates | Reports History | Transcripts

Lock Term Gradebooks  
Export Term Grades to Excel

Classes  
IB DP English A Language and literature (DP 2)  
IB DP English A Literature (DP 1)

Proofing & Review allows administrators to view and edit grades and comments from each class before generating reports. Review by Subject or by Student, or review Reflections.

1. Select the academic term.
2. Filter by class (if multiple classes exist).
3. Review or revise grades and comments. Any revisions will save automatically, and update to the class gradebook.

It is recommended to lock term gradebooks before reviewing, which will restrict teachers from editing content in their class, but still permit changes here via proofing.

For teachers or advisors who require access to proof grades and comments across classes, grant them permission via [Permissions, Security & Privacy](#)

Reference Guides  
Navigating Proofing & Review  
How to proof & review term gradebooks, and granting teachers access

English

Search by student name

Academic Term  
August 2021 – June 2022: Term 1 (current)

IB DP English A Language and literature (DP 2)

Risa Aoki

Student	Average	Grade
Bowen, James	90.00% 6	5
Epelbaum, Chloe	100.00% 7	5

I enjoy teaching James because he is a good communicator. An attentive listener, he asks relevant questions or seeks clarification if needed, and reflects upon the opinions of others. His responses are always thoughtful and appropriate.

Navigate to **Proofing & Review** > Select Programme > **By Subject**. From here you can view and edit grades from all classes by Subject or by Student.

Proofing & Review | Generate Reports | Templates | Reports History | Transcripts

Proofing and Review | IB Diploma

By Subject | **By Student** | Reflections

Auto-Save. Your updates will save automatically without any required action.

Search by Student Name | Athicha SIRIBOONLAMOM

Academic Term  
August 2021 – August 2022: Term 1 (current)

Student | Status  
Select student name to open their report.

AARSHAD, Abdallah (Abdullah) | Other | Waiting

IB DP Literature (DP 2) | Waiting

Average	Grade	Semester Grade	Final Exam Score	Participation in Class	Communication	Formula	Social Skills	Communication Skills	BC	Se Manage Skil
60.71%	4					N/A				

Search **By Student** to read and edit Term Grades and comments from each of the classes that the student is in.

## Reflections

The screenshot shows the 'Reporting' interface with the 'Proofing & Review' tab selected. The 'By Student' filter is active, and the 'Reflections' tab is selected. The student 'Epelbaum, Chloe' is highlighted in a red circle. The reflection table shows green checkmarks for the Student, Advisor, and Coordinator reflections. The student's reflection text is visible, along with the Homeroom Advisor, DP Coordinator, Head of High School, and Counselor comment sections.

Student	Student Reflection	Advisor Reflection	Coordinator Reflection	Head Reflection	Counselor Reflection
Bowen, James		✓			
Boyd, Kristin		✓			
Carter, Marion		✓			
Casas, Ivan					
<b>Epelbaum, Chloe</b>	✓	✓			

**Student Comment**

I loved directing the school play this term! It was my first time directing, although I've been part of the Drama club throughout high school, and I found it actually helped my focus in school. Through the skills I gained in organising and directing a cast of 12, plus a backstage and technical crew of 20, I found myself applying the same principles of time management and efficiency towards my schoolwork. To that end, I'm proud that I achieved 7s in the majority of my work in my HL courses this term, and hope that carries through to my final IB examinations in May.

**Homeroom Advisor Comment**

Chloe is a bright student, a leader amongst her peers, and exemplifies the IB spirit. She is never satisfied with only doing well in school, and is constantly working to apply her knowledge gained in class to bigger pursuits in the spirit of community, global mindedness, and exploration. Her work directing the school play showed mastery in attaining balance between her outside interests and her studies, and her leadership in helping create the class service trip to Cambodia shows the type of international awareness we aim to cultivate in Faria International School students. Well done, Chloe!

**DP Coordinator Comment**

**Head of High School Comment**

**Counselor Comment**

[Save Changes](#) or [Cancel](#)

Click the **Reflections** tab to read and edit the reflections of the Student, Homeroom Advisor, Coordinator, Head of School or Counselor. These reflections can then be enabled on the report card via the Report Template Overview tab (see below).

# Generating Reports

Via the Reporting > Generate Reports page

## Reporting

Proofing & Review **Generate Reports** Templates Reports History Transcripts

Generate Reports IB Diploma

Generate Reports below for students in **IB Diploma** year groups.

Academic Term \*  
August 2021 – June 2022: First Term (current) **1**  use Final average

Report Template \*  
DP Report Exemplar **2** [Edit template](#)

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years \*  
 DP 1  DP 2 **3**

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

**Additional Programmes**  
No subtemplates enabled. Subtemplates can be enabled via Edit Template > Additional Programmes tab.

**Report Preferences**

Report Title \*  
Term Report **4**

The report title is displayed on the cover sheet and footer of each report.

Sort Order \*  
 Family Name  Year  Homeroom

Include in File Name \* **5**  
 Report Title  Grade  Student Name  Preparation Date  Student ID

**Reporting Date & Time**

Preparation Date **6**  
January 14, 2022

Schedule Future Release Date **6**

Date **7** Time  
January 14, 2022 03 PM : 30

Notify parents & students via e-mail **7**  
[Preview Report Notifications Emails](#)

**Confirmation**  
Your **Term Report** will be generated for **First Term (current)**, **DP 2** in the **August 2021 – June 2022 Academic Year** using the **DP Report Exemplar** template.

Save Changes Preview Individual Report Generate Draft Generate Draft With Zip Generate Reports

To generate your reports, please first confirm the following data:

1. **Term:** Select a term with the correct grade data.
2. **Template:** Ensure that your selected template includes your desired information and excludes other information. You can easily adjust your template by clicking **Edit Template**. You can have an unlimited number of templates.
3. **Years:** Choose to generate reports for all year levels at once, or specify which years will have reports generated. (This setup allows you, for instance, to generate reports for Grade 9 using one report template, and then generate for Grade 10 using another template.) If you would like to include non-IB grades, tick the checkbox and specify the term.
4. Next, give your report a **Title** (e.g. First Semester Report).
5. Choose your **Sort Order**, and indicate what information you want to show in the Report Card file name.
6. Indicate the **Preparation Date**.
7. Select a **future release date** and time if you want to generate the report cards ahead of time and have a scheduled release at a different time. Enabling the **Notify parents & students** option will also delay the notification emails to be sent until that point in time.

Confirmation

Your **Term Report** will be generated for **First Term (current)**, **DP 2** in the **August 2021 – June 2022 Academic Year** using the **DP Report Exemplar** template.

[Save Changes](#) [Preview Individual Report](#) [Generate Draft](#) [Generate Draft With Zip](#) [Generate Reports](#)

After you have made your selections, preview the reports prior to generating final drafts. Click **Preview Individual Report** to preview how a student's report will look, or click **Generate Draft** to generate a draft report of all students in the selected grade level/s.

When you click **Generate Draft** the draft report will appear by programme on the **Reports History** page. It will not be visible to students or parents. You can also **generate Draft with Zip** to review the draft reports of individual students instead of one long draft report card document for all students.


Once confident that reports are ready, click **Generate Reports**. A full PDF will also be generated and stored as a master copy in the **Reports History**. These officially generated report cards provide data for student transcripts.

This will generate a full set of report cards that are stored individually on each student's profile.



# Hiding Reports from Students & Parents

Via Student Profile > Reports

**Chloe Epelbaum**   
IB Diploma Class of 2022 (DP 2)


Profile Portfolio Behaviour

**Profile Information** [Edit Profile](#)

Personal Information	Contact Details	Exam Details
Date of Birth February 2, 2008 Age: 13	E-mail <a href="mailto:chloe1@eduvo.com">chloe1@eduvo.com</a>	IB eCoursework Status <span style="color: red;">●</span> Not started
Gender Female	Country -	IBIS Personal Code -
1st Nationality	City	Candidate Session Number

Hide reports from student and parent view via the student's profile. Click **Edit Profile** to find the "Hide Reports" option.

Reports Access

Hide Reports 

Hide all historical reports from both the Student and their Parents.

[Save Changes](#) or [Cancel](#)

In the Report Access section, tick the **Hide Reports** checkbox and click **Save Changes**.

Admins and teachers will still be able to view the reports when they are hidden. Only admins can hide or unhide the reports, while teachers will be able to see that the reports have been hidden.

Students and parents will not be able to access the reports tab. Note that reports e-mail notifications will also not be sent to students & parents if their reports have been hidden.

## Unhiding Reports

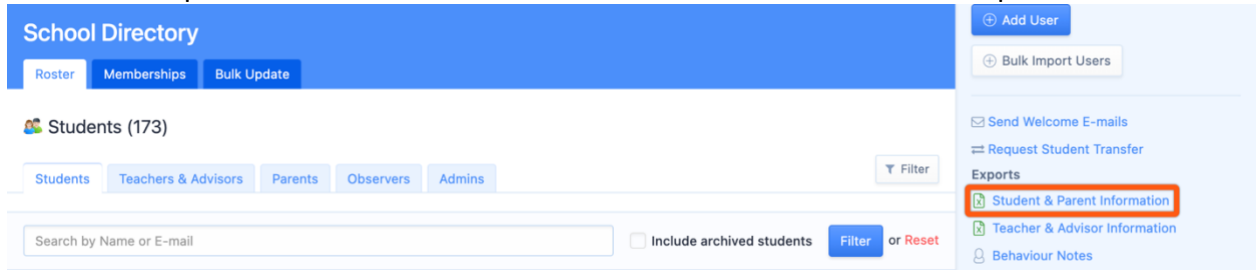
To unhide reports, untick the **Hide Reports** checkbox, and click **Save Changes**.

Students and parents will now be able to access and download any reports as per usual.

# Export List of students with Hide Reports enabled

Via Settings > School Directory

Admins are able to export a student list that shows which students have had their reports



hidden.

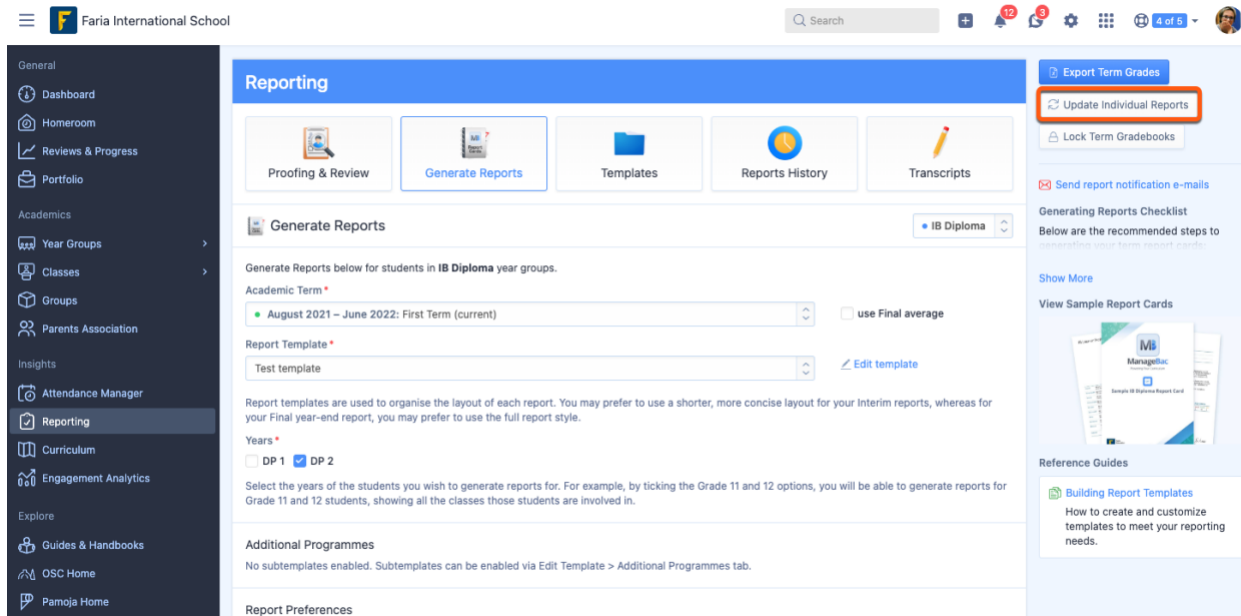
Select **Export Student & Parent information** download a record of user information in your School

AE	AF	AG	AH	AI	AJ	AK	AL
Postal Code	Country	UI Language	Last Accessed	Enrollment Dat	Graduation Dat	Withdrawal Da	Hide Reports?
94577	United States	English	September 18,				No
44122	United States	English	September 18,				No
70002	United States	English	September 18,				No
7039	United States	English	September 18,				No
95110	United States	English	September 18,				No
89701	United States	English	September 18,				No
79109	United States	English	September 18,				No

Directory.

The **Student and Parent information** spreadsheet shows if the "Hide Report Cards" option is enabled per student.

## Updating Individual Reports



It is possible to update an individual student's report card. After making changes to a student's grades, navigate to Reporting > Generate Reports > Update Individual Reports.

## Update Individual Reports

Update Reports

Previously Updated Reports

## Guidance

This page allows you to update a report for a student using the current Gradebook data. Also, it allows you to change basic report information such as the title, template used, or preparation date....

## Select Report

Programme \*

IB Middle Years 1

Academic Term \*

August 2021 – June 2022: First Term (current) 2

Student \*

Rachel Epelbaum 3

Report \*

Term Report MYP MYP 5 2021-09-20 4

Term Report MYP MYP 5 2021-09-20 5

Released on Sep 20, 2021

## Update Report

Report Template \*

Please select a template...

Report Title \*

Term Report MYP 6

Include in File Name \*

 Report Title
  Grade
  Student Name
  Preparation Date
  Student ID

Preparation Date \*

September 20, 2021 7

## Confirmation &amp; Preview

8

Preview Updated Report

## Confirmation

You, **Sharon Arese**, confirm that the report, **Term Report MYP MYP 5 2021-09-20**, will be updated for **Rachel Epelbaum** with the following changes:

- Latest Gradebook Data And Homeroom Comments.
- Report Name: Term Report MYP
- Template Name: Please select a template...
- PDF Naming Convention: Report Title, Student Name, Preparation Date
- Preparation Date: September 20, 2021

9

Update Individual Report or Cancel

From the **Update Reports** page, select the following:

1. Academic **Programme** the report card to be updated was generated in

2. **Academic Term** the report card to be updated was generated in
3. The **student** the Report Card was generated for
4. The **specific Report Card** to be updated
5. **Download** the selected Report to confirm this is the one you intend to update
6. Select the **Report Card Template** and **Report Title** to use for the update
7. Select **Preparation Date** and **File Name** items for the updated report card.
8. **Preview** the updated report card.
9. Click **Update Individual Report** to generate the updated report card and replace it on the student profile automatically.

Notes:

- the report card will not be updated in the consolidated PDF nor on transcripts. To print the new report card, please download the PDF directly from the student’s profile.
- Classes do not have to be unarchived to update previous report cards

Generate Reports > Update Individual Reports

### Update Individual Reports

Update Reports | **Previously Updated Reports**

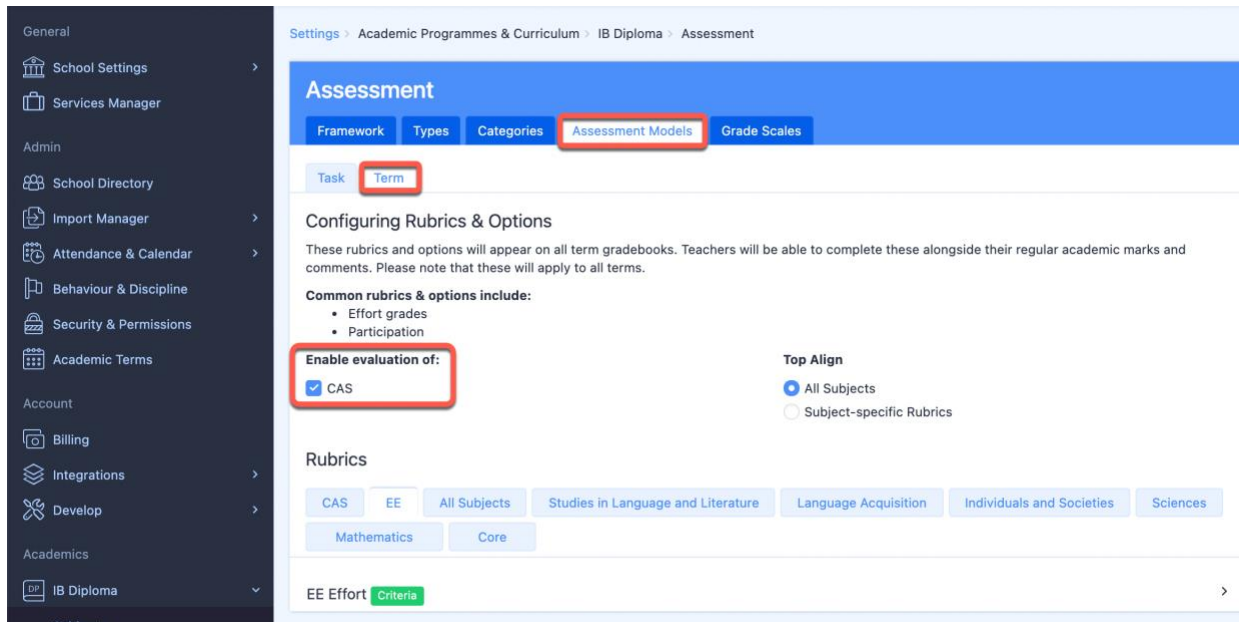
Previously Updated Reports IB Middle Years

Student	Report Title	Academic Term	Updated On
Hayward, James	Term Report MYP Hayward James 2021-09-20	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:18 AM by Sharon Arese
Koolhaas, Wesley	Term Report MYP Koolhaas Wesley 2020124	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:16 AM by Sharon Arese
Hayward, James	Term Report MYP Hayward James 2020109	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:11 AM by Sharon Arese
Koolhaas, Wesley	Term Report MYP MYP 5 Koolhaas Wesley 2021-09-20	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:08 AM by Sharon Arese
McAdams, Jessica	Term Report MYP McAdams Jessica 2021-09-20	● First Term August 2021 – June 2022	Sep 19, 2021 at 1:06 AM by Sharon Arese

Use the **Previous Updated Reports** page to review and download updated versions of report cards by academic programme.

# Enabling CAS Assessment

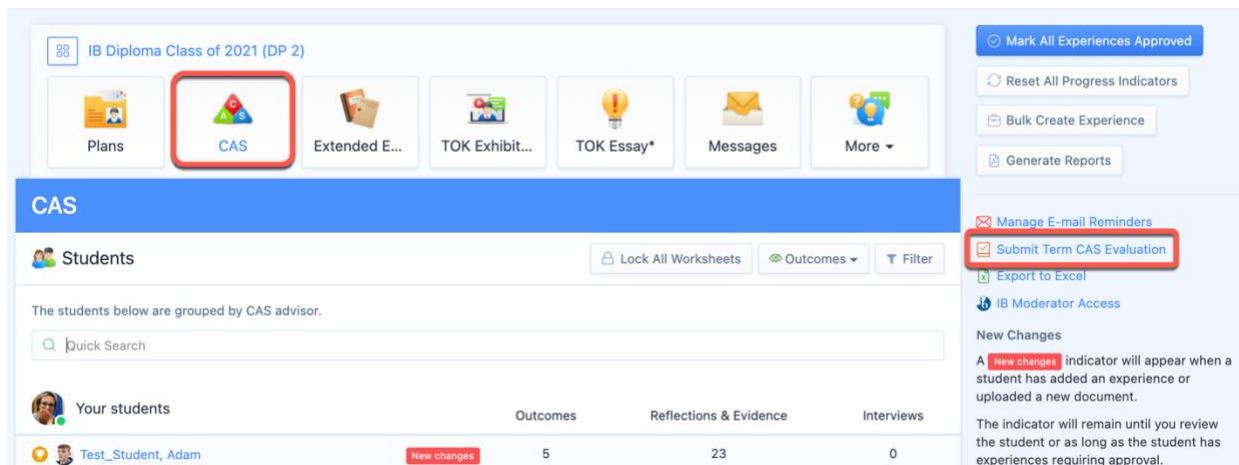
Via **Settings > IB DP > Assessment > Assessment Models > Term**



You can edit values and descriptors for any Rubric via **Settings > IB DP > Assessment > Assessment Models > Term**. Enable the assessment rubrics for CAS Term Grades by ticking the box for **CAS**.

Click the **CAS** tab to open the rubric. Hover over the title and **click the blue pencil icon** to edit the selected rubric. Click **Save Changes** when edits have been made.

## Assessing CAS & EE



To provide CAS marks and narrative term comments, navigate to your CAS roster via **Year Groups > Select Year Group > CAS**. Click **Submit Term Grades** on the right navigation panel.

Provide marks and submit your comments for each student.

Follow the same process to submit marks and comments for EE. Navigate to the year group **EE** tab and click **Submit Term Grades**.

IB Diploma Class of 2021 (DP 2)

Plans CAS **Extended E...** TOK Exhibit... TOK Essay\* Messages More

**Submit Term Evaluation**

**Extended Essay (New)**

Students Lock All Worksheets Deadlines Filter

The students below are grouped by Supervisor

Quick Search Deadline All

Your students Mar 16 Mar 24 Jun 22 Oct 07

Spencer DP1 Chloe F Epelbaum

Add Deadline Generate EE RPPF

Submit Term Evaluation

Reset All Progress Indicators Export to Excel

Assessment Results Visibility Show Assessment Results to Students

Generated Reports

Progress A indicator will appear when students have completed a Deadline and all related To Dos.

New Changes A **new changes** indicator will appear when a student has posted a message, uploaded a new file or edited their worksheet. The indicator will remain until you review the student.

To display the marks and comments on report cards, navigate to **Reporting > Templates > IB Diploma > Select Template > Overview**. Tick the CAS and Project-based Learning boxes under Diploma Core to display CAS and EE Progress on the Report.

Edit Template

Overview Cover Sheet Letter Summary Class Reports

Grade Descriptors Attendance Additional Programmes

Title DP Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

Letter

Cover Sheet

IB Learner Profile

Learner Profile Diagram

Summary of Achievement

Class Reports

**Diploma Core**

CAS

Hours

Completed outcomes sentence

Project-based Learning

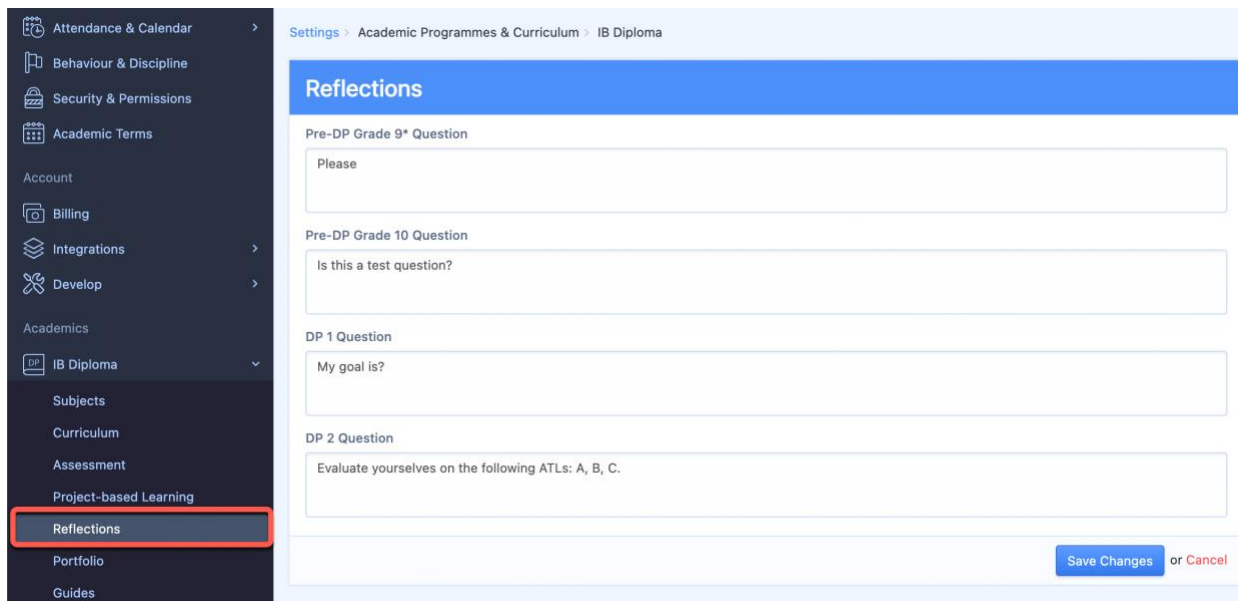
Project Assessment

Project Comments

Project Term Grades

# Adding Term Goals & Reflections

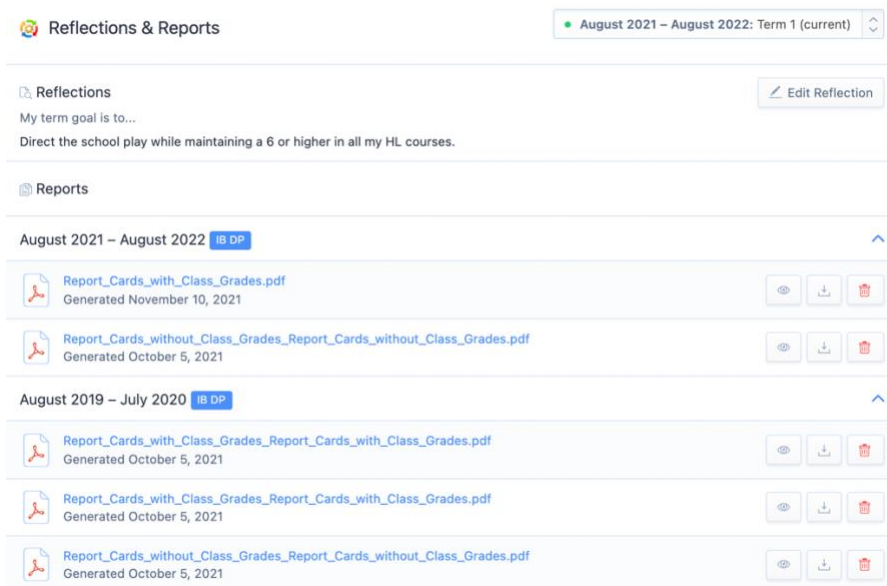
via **Settings > Academics**



You can enable Term Goals and Reflections Questions for response in Student Profiles via **Settings > Select Academic Programme > Reflections**. The Reflection Question responses can be added to Reports, however, the Term Goals will be view only in Student Profiles.

## via Student Profiles

Students can respond to the term goal and Reflection Questions you added in your account settings via **Profile > Reflections**. Be sure to **Save Changes** after responding.



Add the student reflections via the **Reports > Manage Templates > Select Template > Overview > Reflections**. This will show the Student Responses to Reflection Questions on the Report. It's not possible to include the term goal.

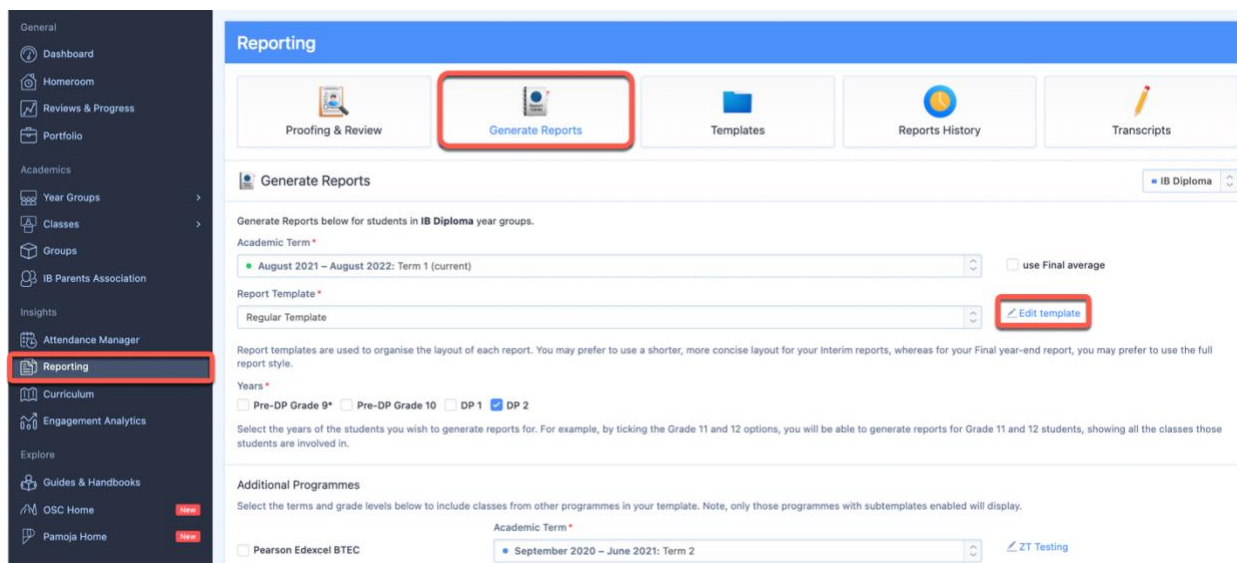
## Creating Multi-Programme Templates

Multi-Programme Report Templates allow students who are taking classes in multiple programmes to have all their classes on the same report card. The sub-template will pull classes from other programmes into the report card template for the main programme the student is assigned to.

For example, a student assigned to an IB Diploma year group may have a non-IB High School class added to their report, via the High School sub-template, when IB Diploma reports are generated.

They would not also have a report card created when the High School programme reports are generated, as they are not part of the High School year group.

### Via Generate Reports



The screenshot displays the 'Reporting' section of a software interface. On the left is a dark sidebar with navigation items: General (Dashboard, Home room, Reviews & Progress, Portfolio), Academics (Year Groups, Classes, Groups, IB Parents Association), Insights (Attendance Manager, Reporting, Curriculum, Engagement Analytics), and Explore (Guides & Handbooks, OSC Home, Pamoja Home). The 'Reporting' item is highlighted with a red box. The main content area has a blue header 'Reporting' and a toolbar with 'Proofing & Review', 'Generate Reports' (highlighted with a red box), 'Templates', 'Reports History', and 'Transcripts'. Below the toolbar, the 'Generate Reports' section is active, showing settings for 'IB Diploma' year groups. It includes a dropdown for 'Academic Term' (August 2021 – August 2022: Term 1 (current)), a 'use Final average' checkbox, a 'Report Template' dropdown (Regular Template), and an 'Edit template' button (highlighted with a red box). There are also checkboxes for 'Years' (Pre-DP Grade 9\*, Pre-DP Grade 10, DP 1, DP 2) and an 'Additional Programmes' section with a dropdown for 'Academic Term' (September 2020 – June 2021: Term 2) and a 'ZT Testing' link.

Navigate to **Generate Reports**. Additional programmes can be included on reports by adding subtemplates to your Report Template. Click **Edit Template** or you can create new templates via **Templates**.



**Reporting**

Multi-programme Reports

**Templates** are the main template that determine the overall design of the report card. Students will fall under the reporting programme based on their year group. For example, a student in an IB Diploma Year Group, will fall under the IB Diploma report card template.

**Subtemplates** are the linked templates that can be added to the main templates to show additional programmes. (ie show HS classes in a DP report, show MS classes in a MYP report, show CP classes in a DP report etc). The subtemplate inherits the configurations and design of the main template.

View Sample Report Cards

Template	Subtemplate	Created on	Last modified on	Delete
DP Exemplar	<ul style="list-style-type: none"> <li>IB CP Subtemplate</li> <li>ZT Testing</li> <li>ZT Pearson IGCSEs Template</li> <li>HS Subtemplate</li> </ul>	Jan 3, 2011 at 3:15 PM	Apr 10, 2013 at 5:09 PM	
Progress Report	<ul style="list-style-type: none"> <li>HS Subtemplate</li> </ul>	Oct 16, 2012 at 8:40 PM	Oct 16, 2012 at 8:40 PM	

There are two categories of templates:

1. Templates are the parent (i.e. main) templates and determine the overall design of the report card.
2. Subtemplates are the child templates that can be added to the main templates to show additional programmes. The subtemplate inherits the configurations & design of the main template.

Via **Templates**, click the **Add Subtemplate** button in the right-hand menu to create a new subtemplate or click on an existing subtemplate to edit it

## Adding Additional Programmes via the main Template

**Templates**

Edit Template

Overview | Cover Sheet | Letter | Summary | Class Reports | Grade Descriptors | Attendance | **Additional Programmes**

Programme	Subtemplate
<input checked="" type="checkbox"/> IB Career-related Programme	IB CP Subtemplate
<input type="checkbox"/> IB Middle Years	
<input type="checkbox"/> IB Primary Years	Add Subtemplate
<input type="checkbox"/> Pearson Edexcel International Advanced Levels	Add Subtemplate
<input checked="" type="checkbox"/> Pearson Edexcel BTEC	ZT Testing
<input checked="" type="checkbox"/> Pearson Edexcel International GCSEs	ZT Pearson IGCSEs Template

Via **edit template**, navigate to the **Additional Programmes** tab. Here subtemplates can be added, edited or deleted.

# Configuring Subtemplates

## Overview

**Templates**

Edit Subtemplate

**Overview** Summary Class Reports

Title \*

B CP Subtemplate

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports.

Summary of Achievement ⓘ

Class Reports

Rubrics & Options Descriptors (Edit)

Select Rubrics & Criteria

Select rubrics to display alongside rubrics from the main template

Save Changes or Cancel

Via the **Overview** tab of the subtemplate, configure where you wish to show the additional programme on the report card, and whether to show rubric descriptors from the additional programme:

1. Summary of Achievement
2. Class Reports
3. Rubrics & Options

**Note:** If Class Reports or the Summary of Achievement are disabled in your main template, ManageBac will follow the main template, and these will not be included on reports. To show these items, they must be enabled on both the main template & subtemplates.

# Summary

## Templates

[Edit Subtemplate](#)

[Overview](#) **[Summary](#)** [Class Reports](#)

### Customise Summary Layout

Please configure the rubrics that should be displayed and the final grade terminology. All the other fields are set by the parent template.

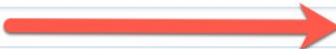
Final Grade ⓘ

Display as

Show Percentage Grade

Rubrics & Options (Edit) ⓘ

Stack rubrics vertically (one rubric per line)



AVG of

SUM of

[Save Changes](#) or [Cancel](#)

Click the **Summary** tab to select what will appear for each student in terms of grades and which rubrics will appear on the report. Rubrics are chosen from the drop-down menu under **Rubrics & Options Descriptors**.

**Note:** Rubrics & Options will only be shown if Grade Descriptors are enabled on the main template (via the template 'Overview' tab, otherwise they will be omitted).

# Class Reports

## Templates

 Edit Subtemplate

 Overview

 Summary

 **Class Reports**

### Customise Class Reports Layout

Please configure the rubrics that should be displayed and the final grade terminology. All the other fields are set by the parent template.

Final Grade

Show Percentage Grade

Exam Grade

Rubrics ([Edit](#))

Stack rubrics vertically (one rubric per line)

All Subjects

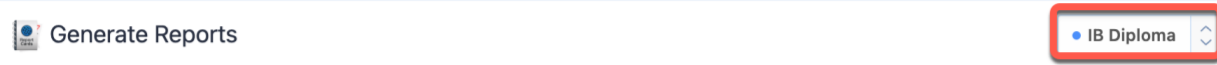
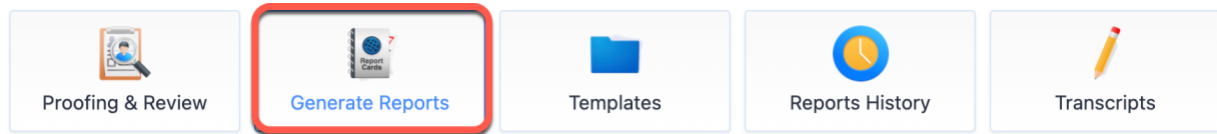
Studies in Language and Literature

Chinese

The **Class Reports** option will add one page for each class the student is taking. Here, you can choose to report grades and subject-specific rubrics.


**Note:** Rubrics & Options will only be shown if Grade Descriptors are enabled on the main template (via the template 'Overview' tab, otherwise they will be omitted).

# Generating Reports




Generate Reports below for students in **IB Diploma** year groups.

Academic Term \* 

• August 2021 – August 2022: Term 1 (current) 

use Final average

Report Template \*

Regular Template 

[Edit template](#)

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

Years \*

Pre-DP Grade 9\*  Pre-DP Grade 10  DP 1  DP 2


Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

## Additional Programmes

Select the terms and grade levels below to include classes from other programmes in your template. Note, only those programmes with subtemplates enabled will display.

 Pearson Edexcel BTEC

Academic Term \* 

• September 2020 – June 2021: Term 2 

[ZT Testing](#)

Once additional programme subtemplates have been added to the main report template, navigate to **Generate Reports** and select the following:

1. **Programme:** Select the programme of your main template.
2. **Template:** Ensure that your selected template includes the additional programmes you want to add to your reports.
3. **Term:** For each additional programme, select a term with the correct grade data
4. **Years:** For each additional programme, choose to generate reports for all year levels at once, or specify which years will have reports generated.

# Displaying Student Photos on Reports

To show student photos on your report cards, you must first bulk upload student profile photos on the system. Click on **Settings > Import Manager > Students > Import Student Photos** to begin. Upload a zip file of your student photos, with each photo name matching a student ID.

**Import Students**

**Import Students** | Import Student Photos

**Step 1 - Download our CSV template**  
[Download our CSV template](#) and follow [this tutorial](#) to complete the template.  
Having trouble with an import? [Send to us](#) for review.

**Step 2 - Upload your completed CSV file**

**Choose File** No file chosen

Are you creating new student accounts or updating existing?

Create new student accounts  
 Update existing student accounts

**Proceed to review** or **Cancel**

Photos should be in PNG, JPEG, or JIF format. For best results, we recommend portrait photos with the dimensions 300px by 300px. Please ensure that each photo is less than 1 Mb.

Once the photos have been uploaded, you can then navigate to **Generate Reports**. Select your report template and click on **Cover Sheet**. Tick the box for **Student Photo**.

**Templates**

**Edit Template**

Overview | **Cover Sheet** | Letter | Summary

Class Reports | Grade Descriptors | Attendance | Additional Programmes

**Cover Sheet Fields**

Please use the checkboxes to indicate whether you would like to include each particular field on your cover sheet.

Student Name

- Show Preferred Name
- Show Other Name
- Show Middle Name
- Student ID
- National ID
- Student Photo
- Date of Birth

Year Level

Terminology

Grade  Year

Your student reports will generate with the student photo on the cover.



# Faria International School Term Report

Prepared: December 21, 2018



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**Student Name:** Chloe Epelbaum

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**Grade:** DP 2

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**Advisor:** Sharon Arese

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