

IB PYP Reports: Editing Report Card Templates & Publishing

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How to Get Started with PYP Reports

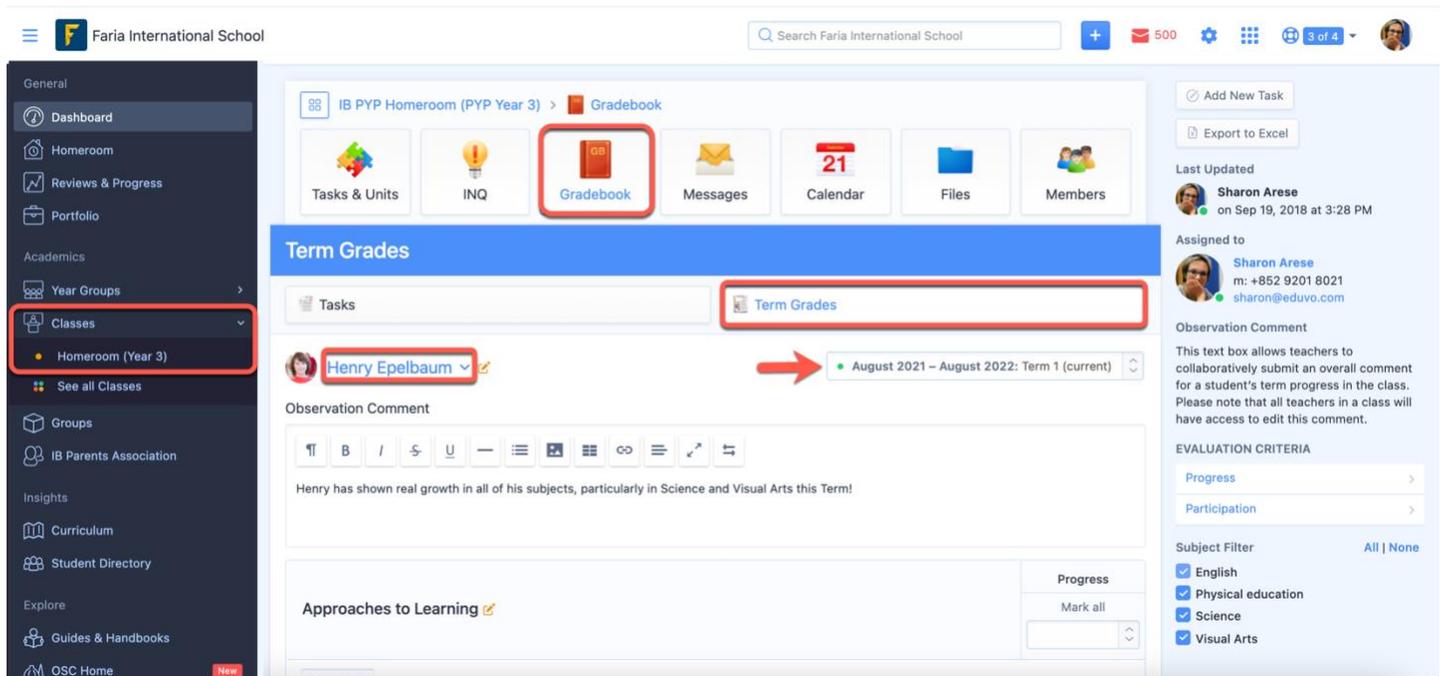
Introduction to PYP Reports

Highly customisable, fully integrated with teacher gradebooks, and tailored for IB PYP assessment, ManageBac report cards are generated in PDF and are instantly available for students and parents to view.

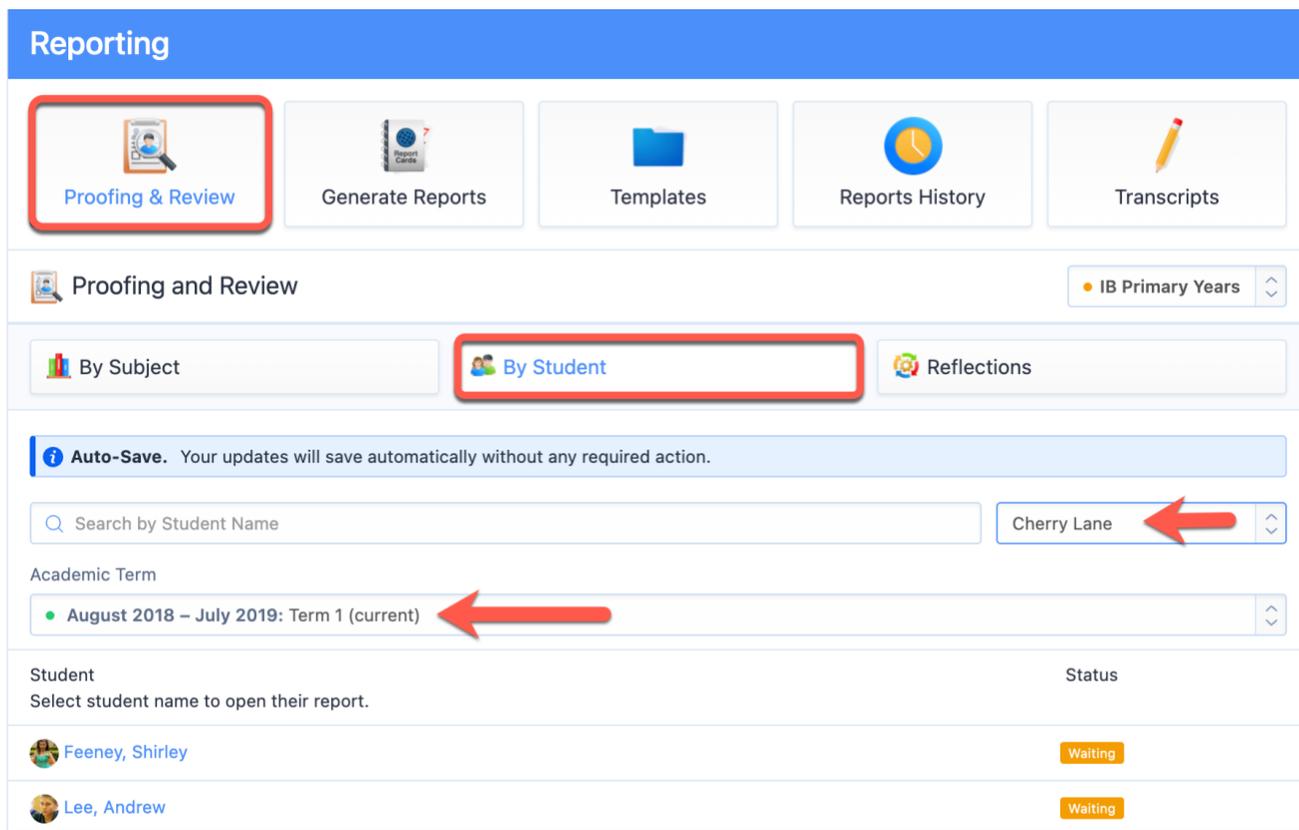
The screenshot shows the ManageBac Reporting interface for Faria International School. The 'Reporting' section is active, displaying a navigation bar with options: Proofing & Review, Generate Reports (highlighted with a red box), Templates, Reports History, and Transcripts. A red arrow points to the 'IB Primary Years' dropdown menu. Below this, the 'Generate Reports' section includes a checklist for getting started with reports, such as uploading the school logo and setting academic term dates. The 'Academic Term' is set to 'August 2018 – July 2019: Term 1 (current)' and the 'Report Template' is 'IB Enhanced PYP - Term Report'. The interface also features a sidebar with navigation options like Dashboard, Homeroom, and Academics, and a right-hand panel with 'Export Term Grades' and 'Lock Term Gradebooks' buttons.

To begin, navigate to **Reporting > Generate Reports** and select **IB Primary Years** from the drop-down menu.

How Teachers Enter Grades & Comments into Gradebooks



Under **Class > Gradebook > Term Grades**, teachers can Submit Term Grades. Here the teacher can assess units, subjects, scope & sequence, Approaches to Learning, Learner Profiles, Comments and Rubrics.



Under **Reporting > Proofing & Review**, you can view programmes and subjects to see which teachers have submitted their term grades. As an admin user, you can directly edit these grades here.

Creating Report Templates

Customise Report Templates

Via Reporting > Templates > IB Primary Years

Reporting

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

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.

IB Primary Years

Template	Subtemplate	Created on	Last modified on	Delete
IB Enhanced PYP - Term Report		Sep 20, 2018 at 2:24 AM	Sep 18, 2018 at 11:25 PM	⚠
IB Enhanced PYP - Progress Report		Sep 19, 2018 at 4:38 AM	Sep 18, 2018 at 11:25 PM	🗑

To edit an existing template, select the template from the list of available templates.

To add a new template, select **Add Template** on the right-hand side of the page. Depending on the width of your browser, this may also appear at the bottom of the page.

Via Overview

Templates

[Edit Template](#)

Overview | Cover Sheet | Letter | Summary | Class Reports | Assessment | Attendance

Title *
IB Enhanced PYP - Term Report

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 1
- Letter 1
- PYP Overview** 2
 - IB PYP Overview Title 2
IB Primary Years Programme
 - Show PYP Framework Icon
 - PYP Programme Model PYP Agency Model
 - Show PYP Description
The International Baccalaureate (IB) Primary Years Programme (PYP) is a curriculum framework designed for students aged 3 to 12. The PYP is a transdisciplinary framework that focuses on the development of the whole child as an inquirer, both at school and beyond. The PYP is underpinned by six transdisciplinary themes around which learning is planned.
 - Show Transdisciplinary Themes
Transdisciplinary Themes Description
The transdisciplinary themes above are selected for their relevance to the real world and focus on issues that go across subject areas.
 - Show ATL Skills
 - Standard Early YearsATL Skills Description
Also embedded within the PYP curriculum framework are the Approaches to Learning (ATL). These are a range of skills relevant to all subject areas that are valuable in any learning experience and in life beyond school. The ATLs are:
- Summary of Achievement 3
- Assessment Descriptors
 - Assessment Explanation 4
Evaluation Criteria
x Progress x Participation
 - Rubrics & Options Descriptors
Select Rubrics & Criteria
 - Show on separate page
- Class Reports
- Reflections 5 Reflections
 - Student reflections
 - Homeroom advisor reflections
 - Show on Cover Page
 - Coordinator reflections
 - Counselor reflections
 - Head of school reflections
- Learning Goals 6
- Custom Logo Size 7

Page Setup

Page Size
 A4 US Letter

Page orientation
 Portrait Landscape

Double-sided Printing

Page Footer

- Page Numbers
- Page Bottom Margin
- School Address
- School Phone Number

Page Header

- Student Name
- Student Photo
- Preparation Date
- Report Title
- Academic Term

Icon Preferences
 Show all icons: recommended for color
 Hide all icons: recommended for black & white

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

Via the **Overview** page of the report template, customise the report layout. You can drag and drop sections of the report template to re-order them here. Tick or untick the boxes to enable or disable sections of the template. The template may include:

1. **Cover Sheet:** The front page, includes student personal details, report title and term, and letter from the school.
2. **PYP Overview:** Includes IB PYP Overview Title, PYP Framework Icon and Description, Transdisciplinary Themes, and ATL Skills.
3. **Summary of Achievement:** Includes all sections of the gradebook set up via [Settings > Primary Years Next > Assessment.](#)
4. **Assessment Descriptors:** Enable to include the assessment models used to grade the students, and well as any assessment explanations you wish to write.
5. **Reflections:** Students, homeroom advisors, IB coordinators, counsellors and Head of Schools may all write general reflections on the student's progress.
 - o Students: Reflections can be found within their profile
 - o Homeroom Advisor: Reflections may be written within their Homeroom tab
 - o IB coordinators, counsellors, and Head of Schools: Reflections may be written within Reporting > Proofing and Review > Reflections.
6. **Learning Goals:** Pulled directly from [the Student Portfolio](#), a list of goals the student is working towards.

At the bottom of the Overview page, choose the page size, orientation, printing preference and footers. Click Save Changes once done.

Via Cover Sheet

The screenshot shows the 'Templates' interface with the 'Cover Sheet' template highlighted. Below the template selection, there are checkboxes for 'Cover Sheet Fields' and 'Terminology'. The 'Cover Sheet Fields' section includes options for 'Student Name' (with sub-options for preferred, other, and middle names), 'Student ID', 'Student Photo', 'Date of Birth', and 'Year Level'. The 'Terminology' section has radio buttons for 'Grade' (selected) and 'Year'. There are also input fields for 'Homeroom Advisor' (with 'Advisor' as a placeholder) and 'Preparation Date'. The 'Signer' section is configured with two signers: 'Signer One' (John Walden, Head of School) and 'Signer Two' (Sharon Arese, IB Coordinator). Both signers have 'Choose File' buttons for their signatures. At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

Select the student's personal details that will appear on the front page of the report card, including their year level and assigned Homeroom Advisor. You can also include names, titles, and photographed or scanned signatures for up to four people on this front page. It's recommended to upload a signature with a white background, to best blend in with the report.

Via Letter

The screenshot shows the 'Templates' section of a software interface. At the top, there is a blue header with the word 'Templates'. Below it, a navigation bar contains several buttons: 'Edit Template', 'Overview', 'Cover Sheet', 'Letter', 'Summary', 'Class Reports', 'Assessment', and 'Attendance'. The 'Letter' button is highlighted with a red box. Below the navigation bar, there is a 'Letter format' section with three radio buttons: 'HTML', 'Simple Text Editor', and 'Rich Text Editor'. The 'Rich Text Editor' option is selected and circled in red. Below the radio buttons is a rich text editor toolbar with various icons for text formatting, such as bold, italic, underline, bulleted list, numbered list, link, unlink, and text color. A red arrow points to the right side of the toolbar. The main editing area contains a sample letter text starting with 'Dear Parents,' and ending with 'Kind regards, John Walden, _Head of School_'. At the bottom of the interface, there are two buttons: 'Preview' and 'Save Changes or Cancel'. Both buttons are highlighted with red boxes.

Via the **Letter** page, write a letter to your school community. This will show up on the **Cover Sheet**. There is no word limit, but be aware that significantly longer letters may span two pages if they do not fit on the first page.

The letter can be plain text (without formatting). For more text formatting you can use our Rich Text Editor or HTML if you wish to code in additional formatting options or include hyperlinks.

Via Summary

Templates

Edit Template

Overview Cover Sheet Letter **Summary** Class Reports

Assessment Attendance

Summary Section Header *

Summary of Achievement

Show standard header Show larger header Hide header

Customise Summary Layout

Please select the fields to include

Observation Comments

Show Teacher Names on Observation Comments

Unit Assessment

Show Unit Duration and Date

Show Unit Description

Show Class Name

Show Subject Focus

Show Related Concepts

Unit Fields to Show on Reports

Unit Templates

All Templates

Overall Unit Assessment

Teacher Comments

Units per page

One Many

The **Summary tab** includes all the Gradebook information filled in by your teachers. This includes:

- **Summary Header Section:** You can customize the Summary of Achievement section title. You can also select whether you would like to show the **standard header** size, use a **larger header** or **hide** the section **header** on the Report Card.
- **Observation Comments:** Select whether or not you would like to allow **Observation Comments** on the reports as well as whether or not you want to **Show Teacher Names on Observation Comments**.
- **Unit Assessment:** Select the unit fields you wish to appear on the reports, including **Unit Duration and Date, Unit Description, Class Name, Subject Focus, and Related Concepts**.
 - Choose the **Unit Fields to Show on Reports** as well as the **Unit Templates** you wish to be shown on your reports.
 - You can also turn on/off the **Overall Unit Assessment Score**
 - Turn on/off the **Teacher Comments** for each unit
 - You can choose to show **One** Unit per page or **Many**. If One per page is selected, Units will move automatically to the next page if the previous unit was displayed on the page. If

the **Many** option is selected, space is saved and the Unit will be displayed after the previous Unit ends.

Subject Assessment ←

Subject Descriptions

Show Class Name ⓘ

Show unassessed Learning Outcomes ⓘ ←

Teacher Comments

Subjects per page

One Many ←

- You can show or hide the **Subject Assessment** on your report cards.
 - Turn on/off the **Teacher Comments** for each Subject
 - You can show the Unassessed Learning Outcomes for each Subject or hide them.
 - You are also able to customise whether or not you want **One** or **Many** Subjects per page on your reports. If **One** subject is selected per page, subjects will automatically move to the next page of the report if the subject does not fully fit on the first page This ensures that each subject's grades and comments are entirely on **One** page. If **Many** subjects are selected per page, space is saved by allowing subject grades/comments to be split over two pages if there isn't enough space on the first page.

⌵ Learner Profile ←

Show Assessment Marks

Only Show Assessed Attributes

Show Descriptors [Edit Descriptors](#) ←

Show Learner Profile Diagram

Teacher Comments

Show Learner Profile before Summary Section ←

ATL Skills

Teacher Comments

- **Learner Profile:** Choose if you wish to display assessment marks, hide any un-assessed attributes of the Learner Profile, include or exclude Learner Profile descriptors, and include or exclude the Learner Profile diagram taken from the IB.
 - If you would like to show the **Learner Profile Diagram** and description on a **separate** page with no grades or comments, please follow the choices above.
- **ATL Skills:** Turn on/off the graded ATL skills and/or teacher comments beneath the ATLs.

Terminology

Observation Comments Title



Grade Rubrics Section Title

Teacher Comments Title



Unit Assessment Title

Subject Assessment within Units Title

Subject Assessment Title

ATL Skills Title

Learner Profile Title

Signatures



Signer One

Signer Two

Signer Three

Signer Fourth

Advisor



- At the bottom of the page, you can customise your terminology for each section to better match your school community's understanding of what is being graded. For example, the sections for **Observation Comments Title** and **Teacher Comments Title**, highlighted in the screenshot above, can be renamed. Enter the preferred titles in the boxes below these options, and click Save Changes once done.
- Lastly, you are able to add in up to four **Signers** via the **Signatures** section with an optional **Advisor** that you would like to show up on the Summary page of your reports.

Via Assessment

Templates

Edit Template

Overview

Cover Sheet

Letter

Summary

Class Reports

Assessment

Attendance

Assessment Explanation Title

Assessment Explanation

Assessment Explanation



The prime objective of assessment in the PYP is to provide feedback on the learning process. Teachers select assessment strategies and design assessment instruments to reflect clearly the particular learning outcomes on which they intend to report. They employ a range of strategies for assessing student work that takes into account the diverse, complicated and sophisticated ways that individual students use to understand their experiences.

Additionally, the PYP stresses the importance of both student and teacher self-assessment and reflection. Students and teachers should be actively engaged in assessing the students' progress as part of the development of their wider critical-thinking and self-assessment skills.

The assessment component in the school's curriculum can itself be subdivided into three closely related areas.

- Assessing—how we discover what the students know and have learned.
- Recording—how we choose to collect and analyse data.
- Reporting—how we choose to communicate information.

Summative assessment aims to give teachers and students a clear insight into students' understanding. Summative assessment is the culmination of the teaching and learning process, and gives the students opportunities to demonstrate what has been learned. It can assess several elements simultaneously: it informs and improves student learning and the teaching process; it measures understanding of the central idea, and prompts students towards action. Formative assessment provides information that is used in order to plan the next stage in learning. It is interwoven with learning, and helps teachers and students to find out what the students already know and can do.

Formative assessment and teaching are directly linked and function purposefully together. Formative assessment aims to promote learning by giving regular and frequent feedback. This helps learners to improve knowledge and understanding, to foster enthusiasm for learning, to engage in thoughtful reflection, to develop the capacity for self-assessment, and to recognize the criteria for success.

Assessment in the classroom may include:

- using representative examples of students' work or performance to provide information about student learning
- collecting evidence of students' understanding and thinking
- documenting learning processes of groups and individuals
- engaging students in reflecting on their learning
- students assessing work produced by themselves and by others
- developing clear rubrics
- identifying exemplar student work
- keeping records of test/task results.

Note: Leave this blank to reset to the default explanation. To hide this section completely, please uncheck it on the [Overview](#) tab

Save Changes or Cancel

Write your own custom assessment explanation, or use our default written by our IB PYP Curriculum expert team.

Via Attendance

The screenshot shows the 'Templates' section of the ManageBac interface. At the top, there is a blue header with the word 'Templates'. Below it is a navigation bar with several tabs: 'Overview', 'Cover Sheet', 'Letter', 'Summary', and 'Class Reports'. A second row of tabs includes 'Assessment' and 'Attendance', with the 'Attendance' tab highlighted by a red box. Below the tabs, there are two main sections for configuring attendance display. The first section, 'Display Attendance for', has a sub-section 'Classes (Lessons)' with a list of categories: Absent, Dress Code, Health, Excused, Service Learning Trip, Present, Remote Learning, Sports, Other, Sent to Nurse, Late, Dismissed, Fieldtrip, Work Study, and Sent to Principal. The 'Homeroom (Days)' category is circled in red. Below this are options for 'Show yearly attendance' and 'Show percentage attendance'. The second section, 'Display Homeroom Attendance on the', has two radio button options: 'Summary of Achievement' and 'Cover Sheet', with 'Cover Sheet' selected and circled in red. At the bottom right, there is a 'Save Changes' button circled in red, followed by the text 'or Cancel'.

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

You can choose which Attendance Categories to display on the report cards based on the Academic Term dates or for the whole academic year.

Homeroom attendance can be displayed on the **Cover Sheet** or **Summary of Achievement**.

If you're not currently using ManageBac for Attendance, but are interested in learning more about the module and how it automatically links to the report card, email us at sales@managebac.com.

Generate a preview

Reporting

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

Generate Reports

IB Primary Years

Generate Reports below for students in **IB Primary Years** year groups.

Academic Term *
August 2018 – July 2019: Term 1 (current) **1**

Report Template *
IB Enhanced PYP - Term Report **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 *
 Pre-Nursery Nursery EY1 PYP Kindergarten PYP Year 1 PYP Year 2 PYP Year 3 PYP Year 4 **PYP Year 5** Year 6 **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.

Report Preferences

Report Title *
Term Report

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

Preparation Date *
September 20, 2018

The 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 *
 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

Confirmation **4**
Your **Term Report** will be generated for **Term 1 (current)**, **PYP Kindergarten**, **PYP Year 1**, **PYP Year 2**, **PYP Year 3**, **PYP Year 4**, **PYP Year 5** in the **August 2018 – July 2019 Academic Year** using the **IB Enhanced PYP - Term Report** template **5**

Save Changes Epelbaum, He... **Generate Preview** Update Individual Report Generate Draft Generate Draft With Zip Generate Reports

To generate a preview for an individual student, you can navigate to **Reporting > Generate Reports > IB Primary Years** and follow the below steps:

1. Select an **Academic Term**.
2. Select your **Report Template**.
3. Select a **Year** or Grade Level.
4. Select a student.
5. Click on **Generate Preview**.



IB Primary Years Programme



The International Baccalaureate (IB) Primary Years Programme (PYP) is a curriculum framework designed for students aged 3 to 12. The PYP is a transdisciplinary framework that focuses on the development of the whole child as an inquirer, both at school and beyond. The PYP is underpinned by six transdisciplinary themes around which learning is planned.

The transdisciplinary themes above are selected for their relevance to the real world and focus on issues that go across subject areas.

 Who we are	 Where we are in place and time	 How we express ourselves	 How the world works	 How we organize ourselves	 Sharing the planet
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Also embedded within the PYP curriculum framework are the Approaches to Learning (ATL). These are a range of skills relevant to all subject areas that are valuable in any learning experience and in life beyond school. The ATLs are:

 Communication Skills	 Social Skills	 Thinking Skills	 Research Skills	 Self-management Skills
---	--	--	--	---

Once generated, a PDF of a Preview Report will export with an example of the individual student's Report.

Proofing & Review

Proofing & Review is a feature available for any school with the reports module and allows administrators to view and edit grades and comments from each class before generating reports.

Via Reporting > Proofing & Review > IB Primary Years

From here you can view and edit grades from all classes by Subject or by Student. Search **By Student** and filter by **Advisor** to see the completion status of student grades:

Reporting

Proofing & Review Generate Reports Templates Reports History Transcripts

Proofing and Review IB Primary Years

By Subject By Student Reflections

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

Search by Student Name Risa Aoki

Academic Term August 2018 - July 2019: Term 1 (current)

Student Status

Student	Status
Epelbaum, Henry	Submitted
Kosnowski, Lenny	Waiting

- Waiting = Some gradebook fields have been completed, but not all
- Submitted = All gradebook fields have been completed

Prior to proofing, we recommend **locking term gradebooks**.

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

Academic Terms

IB Diploma IB Middle Years **IB Primary Years** High School Middle School Primary School

August 2021 – July 2022

Name * Starts on Ends on

First Term August 1, 2021 December 31, 2021

Restrict teachers from making any changes to term grades Enable Exam Grade

Name * Starts on Ends on

Second Term January 1, 2022 July 31, 2022

Restrict teachers from making any changes to term grades Enable Exam Grade

Add New Term **Save Changes** or Cancel

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.

Reporting

Proofing & Review Generate Reports Templates Reports History Transcripts

Proofing and Review IB Primary Years

By Subject **By Student** Reflections

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

Search by Student Name

Academic Term

August 2018 – July 2019: Term 1 (current)

Student Status

Select student name to open their report.

Lock Term Gradebooks

Export Term Grades to Excel

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

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

Reflections

Reporting

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

Proofing and Review IB Primary Years

By Subject | By Student | **Reflections**

Search by Student Name

Academic Term: August 2018 – July 2019: Term 1 (current) | Advisor: (All Advisors)

Student	Student Reflection	Advisor Reflection	Coordinator Reflection	Head Reflection	Counselor Reflection
Epelbaum, Henry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Student Comment

I had fun learning maths this year, its my favourite subject. I will miss Ms Aoki, I hope she is my teacher next year also!

Homeroom Advisor Comment

Henry shows a positive attitude with classmates in group projects and activities, and both takes and gives suggestions and directions effectively. He relates well to classmates and is appreciative of different perspectives and experiences. Henry has been a joy to teach this term!

Coordinator Comment

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).

Templates

Edit Template

Overview | Cover Sheet | Letter | Summary | Class Reports

Assessment | Attendance

Title: IB Enhanced PYP - Term Report

Customise Report Layout

Use checkboxes to indicate what 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
- Reflections
- Student reflections
- Homeroom advisor reflections
- Show on Cover Page
- Coordinator reflections
- Counselor reflections
- Head of school reflections

Generating Reports

Via Reporting > Generate Reports > IB Primary Years

Reporting

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

Generate Reports

IB Primary Years

Generate Reports below for students in **IB Primary Years** year groups.

Academic Term * 1
August 2021 – July 2022: First Term (current)

Report Template * 2 [Edit template](#)
IB PYP - Term Report

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 * 3
 EY 2 PYP 1 PYP 2 PYP 3 PYP 4 PYP 5 PYP 6

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.

Report Preferences

Report Title * 4
Term Report

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 7

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)**, EY 2, PYP 1, PYP 2, PYP 3, PYP 4, PYP 5 in the **August 2021 – July 2022 Academic Year** using the **IB PYP - Term Report** 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.

Previewing Report Cards

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.

Reporting



Proofing & Review



Generate Reports



Templates



Reports History



Transcripts

Generate Reports

IB Primary Years

Generate Reports below for students in **IB Primary Years** year groups.

Academic Term *

August 2018 – July 2019: Term 1 (current) ← 1

Report Template *

IB Enhanced PYP - Term Report ← 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 *

Pre-Nursery Nursery EY1 PYP Kindergarten PYP Year 1 PYP Year 2 PYP Year 3 PYP Year 4 PYP Year 5 Year 6 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.

Report Preferences

Report Title *

Term Report

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

Preparation Date *

September 20, 2018

The 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 *

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

Confirmation 4

Your **Term Report** will be generated for **Term 1 (current)**, **PYP Kindergarten**, **PYP Year 1**, **PYP Year 2**, **PYP Year 3**, **PYP Year 4**, **PYP Year 5** in the **August 2018 – July 2019 Academic Year** using the **IB Enhanced PYP - Term Report** template. 5

Save Changes

Epelbaum, He...

Generate Preview

Update Individual Report

Generate Draft

Generate Draft With Zip

Generate Reports

Generate Draft: Click this option to bulk generate Draft reports for all students & classes in the year levels selected.

Reporting

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

Generate Reports

IB Primary Years

Generate Reports below for students in **IB Primary Years** year groups.

Academic Term *

August 2018 – July 2019: Term 1 (current)

Report Template *

IB Enhanced PYP - Term Report [Edit template](#)

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Years *

Pre-Nursery Nursery EY1 PYP Kindergarten PYP Year 1 PYP Year 2 PYP Year 3 PYP Year 4 PYP Year 5 Year 6

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.

Report Preferences

Report Title *

Term Report

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

Preparation Date *

September 20, 2018

The 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 *

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

Confirmation

Your **Term Report** will be generated for **Term 1 (current)**, **PYP Kindergarten**, **PYP Year 1**, **PYP Year 2**, **PYP Year 3**, **PYP Year 4**, **PYP Year 5** in the **August 2018 – July 2019 Academic Year** using the **IB Enhanced PYP - Term Report** template.

Save Changes Epelbaum, He... Generate Preview Update Individual Report **Generate Draft** **Generate Draft With Zip** Generate Reports

Drafts can be found via the **Reports History** page.

The screenshot shows the 'Reporting' section of the ManageBac interface. The 'Reports History' tab is highlighted with a red box. Below it, a table lists reports with columns for Report Title, Academic Term, Date Generated, Type, Report PDFs, and Term Grades XLS. A red arrow points to the 'Draft' status of a report. The right sidebar contains 'Access & Download' and 'Key' sections with instructions.

Report Title	Academic Term	Date Generated	Type	Report PDFs	Term Grades XLS	Delete
PYP Exemplar Report 26 students from PYP Kindergarten, PYP Year 1, PYP Year 2, PYP Year 3, PYP Year 4, PYP Year 5 by Sharon Arese	Term 1 August 2018 – July 2019	Sep 19, 2018 at 4:56 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
Term Report 25 students from Grade 1, Grade 2, Grade 3, Grade 4, Grade 5 by Sharon Arese	Term 1 August 2018 – June 2019	Jun 29, 2018 at 2:52 PM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
Term 1 2013 - 2014 Progress Report 11 students from Nursery, EY1, Grade 3 by Sharon Arese	Term 1 August 2013 – July 2014	Mar 21, 2014 at 6:19 PM	<input type="radio"/> Final <input checked="" type="radio"/> Draft			
Term 1 2013 - 2014 Progress Report 12 students from Grade 3 by Sharon Arese	Term 2 August 2013 – July 2014	Feb 20, 2014 at 2:20 PM	<input type="radio"/> Final <input checked="" type="radio"/> Interim			
Term 1 2013 - 2014 Report 12 students from Grade 3 by Sharon Arese	Term 1 August 2013 – July 2014	Feb 20, 2014 at 2:17 PM	<input checked="" type="radio"/> Final			

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.

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

Viewing Individual Student Reports

To view an individual report, navigate to the **Reports** section in the student's profile. 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.

The screenshot shows the 'Reports' section of a student profile. The 'Term_Report.pdf' report is highlighted with a red box. The report was generated on September 19, 2018. 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

Reporting

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

Reports History IB Primary Years

Report Title	Academic Term	Date Generated	Type	Report PDFs	Term Grades XLS	Delete
PYP Exemplar Report 26 students from PYP Kindergarten, PYP Year 1, PYP Year 2, PYP Year 3, PYP Year 4, PYP Year 5 by Sharon Arese	Term 1 August 2018 – July 2019	Sep 19, 2018 at 4:56 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			
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Term 1 2013 - 2014 Progress Report 12 students from Grade 3 by Sharon Arese	Term 2 August 2013 – July 2014	Feb 20, 2014 at 2:20 PM	<input type="radio"/> Final <input checked="" type="radio"/> Interim			
Term 1 2013 - 2014 Report 12 students from Grade 3 by Sharon Arese	Term 1 August 2013 – July 2014	Feb 20, 2014 at 2:17 PM	<input checked="" type="radio"/> Final <input type="radio"/> Interim			

All report card sets generated appear under your Reports History here indefinitely, unless deleted.

Access & Download

- Master PDF: Click the report title to download a single master PDF of all reports generated in that report set
- Report PDFs: Click to download a ZIP file of individual report cards.
- Term Grades XLS: Click to download an excel of term grades included in the report cards

Key

- Draft: Draft reports are not visible to student and parents. It is not possible to convert a draft set to be public.
- Type: Indicate if the report set is for a mid-term / Interim report, or end of term / Final report
- Delete: Clicking the will delete both the report set from your history and the individual reports on student and parent profiles. This cannot be undone.
- Locked: For data security measures, report sets become locked once the term is over. If you require report cards from prior terms deleted, please contact support@managebac.com and confirm the report set name, term, grade levels, generation date and

Navigate to **Reports History** to download a zip file of all reports jobs (actual & draft). We provide each student's report as an individual file.

Hiding Reports from Students & Parents

Hiding Reports via Student Profile

Henry Epelbaum

PYP Class of 2028 (PYP Year 3) Student ID 2027108

Profile Portfolio Behaviour

Edit Profile

Profile Information

Personal Information	Contact Details
Date of Birth September 17, 2008 Age: 10	E-mail henry.epelbaum@gmail.com
Gender Male	Country China (Hong Kong)
1st Nationality American (United States)	City Pok Fu Lam
1st Language English	Address Flat 10B, 68 Mount Davis Road
English Proficiency Fluent	Mobile Phone -

Hide reports from student and parent view via the student's profile, click **Edit Profile** to access the **Reports Access** section, select the **Hide Report** checkbox and **Save Changes**.

Reports Access

Hide Reports

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

Save Changes or Cancel

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**. 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 **Hide Reports Tab from Student and Parents**, 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.

School Directory

Roster Memberships Bulk Update

Students (173)

Students Teachers & Advisors Parents Observers Admins

Search by Name or E-mail Include archived students Filter or Reset

Exports

Student & Parent Information

Teacher & Advisor Information

Behaviour Notes

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

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

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

Updating Individual Reports

The screenshot shows the 'Reporting' section of the Faria International School system. The left sidebar contains navigation options: General (Dashboard, Homeroom, Reviews & Progress, Portfolio), Academics (Year Groups, Classes, Groups, Parents Association), Insights (Attendance Manager, Reporting, Curriculum, Engagement Analytics), and Explore (Guides & Handbooks, OSC Home, Pamoja Home). The main content area is titled 'Reporting' and includes buttons for 'Proofing & Review', 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. Below these is the 'Generate Reports' section, which is currently set to 'IB Diploma'. It includes fields for 'Academic Term' (August 2021 – June 2022: First Term (current)), 'Report Template' (Test template), and 'Years' (DP 1, DP 2). A 'use Final average' checkbox is also present. The right sidebar contains 'Export Term Grades', 'Update Individual Reports' (highlighted with a red box), 'Lock Term Gradebooks', 'Send report notification e-mails', 'Generating Reports Checklist', 'View Sample Report Cards', and 'Reference Guides' (Building Report Templates).

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

Released on Sep 20, 2021

5

Update Report

Report Template *

Please select a template...

Report Title *

6

Term Report MYP

Include in File Name *

Report Title Grade Student Name Preparation Date Student ID

Preparation Date *

7

September 20, 2021

Confirmation & 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

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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

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.

Adding Term Goals & Reflections

via **Settings > IB Primary Years > Reflections**

The screenshot shows the 'Settings > Academic Programmes & Curriculum > IB Primary Years' page. The left sidebar has 'IB Primary Years' and 'Reflections' highlighted with red boxes. The main content area is titled 'Reflections' and contains four questions for PYP Year 1 through Year 4. The questions are: 'How do you feel you progressed in your studies over the current Term?' for Years 1-3, and 'How do you feel you progressed in your studies over the current Term? Please also provide examples of tools you will implement to improve your progress next term.' for Year 4. A 'Save Changes' button and a 'Cancel' link are at the bottom right. On the right side, there is a note: 'Add a guiding question or prompt for students set by grade level. Students will be able to enter a goal for the term and respond to the question for their term Reflection. Please note, only the Term Reflection can be included in report cards, while goals will be visible on student profiles.' Below this is a 'Reference Guides' section with a link to 'Term Goals & Reflections' and a note: 'Enable Reflection guidance and include student responses in report cards.'

You can enable Term Goals and Reflections Questions for response in Student Profiles via **Settings > IB Primary Years > Reflections**. The Reflection Question responses can be added to Reports, however, the Term Goals will be viewed only in Student Profiles.

via Student Profiles

The screenshot shows a student profile page titled 'Reflections & Reports'. The term is set to 'August 2021 – July 2022: Term 1'. Under the 'Reflections' section, there is a text input field with the text: 'My term goal is to... I want to learn how to colour!'. Below this is a question: 'How do you feel you progressed in your studies over the current Term?' with the response: 'I had fun learning maths this year, its my favourite subject. I will miss Ms Aoki, I hope she is my teacher next year also!'. An 'Edit Reflection' button is highlighted with a red box.

Reflections & Reports August 2021 – July 2022: Term 1

Discard Changes **Save Changes**

My term goal is to...

I want to learn how to colour!

How do you feel you progressed in your studies over the current Term?

I had fun learning maths this year, its my favourite subject. I will miss Ms Aoki, I hope she is my teacher next year also!

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

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

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 Student Photos

Step 1 - Formatting your Student Photos

Please ensure that your photos are saved in PNG, JPEG or GIF format with the photo name matching the student ID (e.g. 89012.png). For best results, we recommend portrait photos with the dimensions 300px by 300px. Please ensure that each photo is less than 1 Mb.

Step 2 - Uploading your Student Photos

Please put all photos into a ZIP archive and attach it below.

ZIP File: * No file chosen

or

To bulk import student photos, please follow the guidelines below:

- **File name:** Must match Student ID
- **File type:** PNG, JPEG or GIF
- **Dimensions:** 300px by 300px
- **Max upload size:** 1 MB per file (zip file)

FAQ:

- The student ID is found in the student's profile > Student ID field. If the student is missing a student ID, please go to the **Import Students** tab and bulk update their accounts.
- Please compress the student photo into a zip file first so you can upload the entire file.
- We recommend locking Student Profiles prior to photos being imported to prevent students from...

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.

Templates

Edit Template

Overview **Cover Sheet** Letter Summary Class Reports
Assessment Attendance

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

Student Photo

Date of Birth

Year Level

Terminology

Grade Year

Homeroom Advisor Preparation Date ⓘ

Stamp

Signer One

Signer Two

Signer Three

Signer Four

Save Changes or Cancel

Once the photos have been uploaded, you can then navigate to **Reporting > Templates** select **IB Primary Years** and your **Report Template**. Via the **Cover Sheet** page, select the Student Photo checkbox. Your student reports will generate with the student photo on the cover.