

Multi-Curricula & Non-IB Reports: Editing Report Card Templates & Publishing

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How to Get Started with Reports

How teachers enter grades & comments into Gradebooks

The screenshot shows the Gradebook interface for Faria International School. The sidebar on the left contains navigation options such as Dashboard, Homeroom, Reviews & Progress, Portfolio, Year Groups, and Classes. The 'Classes' section is expanded, showing 'Language Development (CP 1)' selected. The main content area displays the 'Gradebook' for 'IB CP Language Development (CP 1)'. A red box highlights the 'Gradebook' title. Below the title, there is an 'Auto-Save' notification and a 'Tasks' section with a 'Term Grades' button highlighted by another red box. The interface shows 6 students, with 'Andrews, Stephen' selected. His grade is 6, and his term average is 77.92%. A text area for comments is visible at the bottom.

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, with additional formatting options at the top of each comment box, e.g. headers or right to left text
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 or unlock gradebooks by Programme, this ensures grades are not changed after Proofing & Reviewing grades prior to report cards being generated.

Admin can navigate to **School Settings > Academic Terms > Edit Button** across from the desired **Academic Term**.

The screenshot shows the 'Academic Terms' management page. On the left is a dark sidebar with a menu including 'School Settings', 'Admin', 'School Directory', 'Import Manager', 'Attendance & Calendar', 'Behaviour & Discipline', 'Security & Permissions', 'Academic Terms' (highlighted with a red box), 'Account', 'Integrations', 'Develop', and 'Academics'. The main area has a blue header 'Academic Terms' with a hamburger menu icon. Below the header is a row of programme buttons: 'IB Diploma', 'IB Career-related Programme', 'IB Middle Years', 'IB Primary Years', 'Pearson Edexcel International Advanced Levels', 'Pearson Edexcel BTEC', 'Pearson Edexcel International GCSEs', 'Cambridge Advanced', and 'Cambridge IGCSEs' (highlighted with a red box). Below this is a section titled 'Setting Academic Terms & Exams' with explanatory text. The main content shows three rows of terms for different years: 'August 2022 – June 2023', 'August 2021 – June 2022', and 'August 2020 – June 2021'. Each row has two bars: a green bar for 'Term 1' and a blue bar for 'Term 2', both showing their respective date ranges. An 'Edit' button is located to the right of each row.

1. Select your programme
2. Tick the box labelled "**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 > Select Programme** from dropdown menu > **Lock Term Gradebooks** button on the right-hand navigation panel.

Proofing & Review of class Term 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 > click on Proofing & Review tile.**
2. Select your **Academic Programme** from the dropdown menu

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

Reviewing Grades by Student

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

Reporting

Proofing & Review Generate Reports Templates Reports History Transcripts

Proofing and Review Cambridge IGCSEs

By Subject **By Student** Reflections

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

Search by Student Name (All Advisors)

Academic Term
September 2020 – July 2021: Term 1 IGCSE

Student	Status
RB Burke, Roslyn (Roslyn)	Waiting
RB Burke, Roslyn (Roslyn)	Waiting
徐G George, 徐囡囡	Waiting

Reviewing Grades by Subject

Click **By Subject** to view grades & comments of multiple students, shown by subject & class. Filter by class by clicking on the Subject icon desired.

The screenshot shows the 'Reporting' interface with a blue header. Below the header are five navigation buttons: 'Proofing & Review', 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. Underneath is a 'Proofing and Review' section with a 'Cambridge IGCSEs' dropdown. The 'By Subject' button is highlighted with a red box. Below this are three tabs: 'By Subject', 'By Student', and 'Reflections'. The 'By Subject' tab is active, showing a list of subjects: 'Languages (3)' (English - First Language, French - First Language, Indonesian - Foreign Language), 'Humanities and Social Sciences (1)' (World Literature), and 'Mathematics (3)' (Mathematics - Additional, Mathematics, Mathematics (9-1)).

Reviewing student Reflections

The screenshot shows the 'Reporting' interface with a blue header. Below the header are five navigation buttons: 'Proofing & Review', 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. Underneath is a 'Proofing and Review' section with a 'Cambridge IGCSEs' dropdown. The 'Reflections' button is highlighted with a red box. Below this are three tabs: 'By Subject', 'By Student', and 'Reflections'. The 'Reflections' tab is active. A search bar labeled 'Search by Student Name' is present. Below the search bar are two dropdown menus: 'Academic Term' (September 2020 – July 2021: Term 1 IGCSE) and 'Advisor' (All Advisors), both with red arrows pointing to them. Below the dropdowns is a table with columns: 'Student', 'Student Reflection', 'Advisor Reflection', 'Coordinator Reflection', 'Head Reflection', and 'Counselor Reflection'. The 'Student' column contains the text 'Select student name to open their reflections.' The 'Advisor Reflection' and 'Coordinator Reflection' columns have green checkmarks with red arrows pointing to them. The 'Student' column lists three students: 'Burke, Roslyn (Roslyn)', 'Burke, Roslyn (Roslyn)', and 'Epelbaum, Alexander'.

Student	Student Reflection	Advisor Reflection	Coordinator Reflection	Head Reflection	Counselor Reflection
Select student name to open their reflections.					
Burke, Roslyn (Roslyn)					
Burke, Roslyn (Roslyn)					
Epelbaum, Alexander					

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

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 **Reporting** from the left-hand navigational panel then click on the **Templates** tile. You will see that by default a set of report templates will be built-in to your ManageBac account under each programme that you can select to view from the dropdown menu. You can customize these report templates or create new ones by clicking **Add Template** button on the right-hand panel.

The screenshot shows the ManageBac Reporting Templates interface. On the left, a dark sidebar contains a menu with 'Reporting' highlighted. The main content area has a blue header 'Reporting' with five tiles: 'Proofing & Review', 'Generate Reports', 'Templates' (highlighted with a red box), 'Reports History', and 'Transcripts'. Below the header is a 'Templates' section with a dropdown menu set to 'Cambridge IGCSEs'. A table lists templates and subtemplates:

Template	Subtemplate	Created on	Last modified on	Delete
IGCSE Exemplar Template	<ul style="list-style-type: none"> DP Subtemplate IB CP Subtemplate Cambridge A-Levels HS Subtemplate MS Subtemplate 2 PS Subtemplate 	Jan 31, 2018 at 12:36 PM	Jun 21, 2018 at 10:10 PM	⚠
Bryan's Template		Aug 9, 2018 at 3:17 PM	Aug 9, 2018 at 3:17 PM	🗑
Task Category template		Aug 28, 2020 at 3:19 PM	Aug 28, 2020 at 3:19 PM	🗑
Test Signature		Dec 15, 2021 at 5:03 AM	Dec 15, 2021 at 5:03 AM	🗑

The right sidebar contains 'Add Template' and 'Add Subtemplate' buttons, followed by text explaining 'Multi-programme Reports' and 'Subtemplates', and a 'View Sample Report Cards' section with an image of a report card.

Configure each one of the tiles named below to design your report to suit your school's needs:


- **Overview:** The **Overview** tile 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** tile 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** tile, 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** tile 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** tile or the **Grade Descriptors** tile. 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** tile. 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** tile to include additional programmes when exporting reports. For example, if your 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 via **Generate Reports > select Programme** from dropdown menu.

Reporting




Proofing & Review


Generate Reports



Templates



Reports History



Transcripts

Generate Reports Cambridge IGCSEs

Generate Reports below for students in **Cambridge IGCSEs** year groups.

Academic Term *
 1

Report Template *
 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 *
 IGCSE 9 IGCSE 10 IGCSE 11 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 *
 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

Schedule Future Release Date

Date 7 Time
 :

Notify parents & students via e-mail

[Preview Report Notifications Emails](#)

Confirmation
 Your **Term Report** will be generated for **First Term (current)**, **IGCSE 10**, **IGCSE 11** in the **August 2021 – June 2022 Academic Year** using the **Cambridge IGCSEs template** template.

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

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**. 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

Confirmation

Your **IGCSE Term Report Card** will be generated for **Term 2, Grade 9, Year 10** in the **September 2020 – July 2021 Academic Year** using the **IGCSE Exemplar Template** template.



A horizontal row of six blue buttons with white text. From left to right: 'Save Changes', 'Preview Individual Report', 'Generate Draft', 'Generate Draft With Zip', and 'Generate Reports'. The 'Preview Individual Report' button is highlighted with a red rectangular border.

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.



A screenshot of the report card generation interface. It shows a confirmation message: 'Confirmation Your **Term Report** will be generated for **Term 1 (current), DP 1, DP 2** in the **August 2018 – June 2019 Academic Year** using the **DP Report Exemplar** template.' Below this is a row of buttons: 'Save Changes', a dropdown menu showing 'Brown, Andre...', 'Generate Preview', a checkbox labeled 'Update Individual Report', 'Generate Draft', 'Generate Draft With Zip', and 'Generate Reports'. A red arrow points to the 'Generate Preview' button, which is also highlighted with a red rectangular border.

Generate Draft or Generate Draft with Zip: Click this option to bulk generate Draft reports for multiple students across multiple classes in the year levels selected. Drafts will not be stored on Student Profiles or made available for parents to preview. Drafts can be found via the **Reports History** tile.

Confirmation

Your **Term Report** will be generated for **Term 1 (current), DP 1, DP 2** in the **August 2018 – June 2019 Academic Year** using the **DP Report Exemplar** template.

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

Generating Report Cards

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

Reporting

[Proofing & Review](#)
[Generate Reports](#)
[Templates](#)
[Reports History](#)
[Transcripts](#)

Reports History Cambridge IGCSEs

Report Title	Academic Term	Date Generated	Type
Term Report 6 students from IGCSE 10, IGCSE 11 by Sharon Arese	First Term August 2021 – June 2022	Sep 29, 2021 at 11:03 AM	Draft <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> Download PDFs Download Term Grades ZIP Delete </div>
Term Report 6 students from IGCSE 10, IGCSE 11 by Sharon Arese	First Term August 2021 – June 2022	Sep 29, 2021 at 11:02 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim
Term Report 6 students from IGCSE 10, IGCSE 11 by Sharon Arese	First Term August 2021 – June 2022	Sep 25, 2021 at 9:38 AM	<input checked="" type="radio"/> Final <input type="radio"/> Interim

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!).

Confirmation

Your **Term Report** will be generated for **Term 1 (current), DP 1, DP 2** in the **August 2018 – June 2019 Academic Year** using the **DP Report Exemplar** template.

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

Viewing Individual Student Reports

To view an individual report, navigate to the student's profile and click **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.

Reflections & Reports August 2018 – June 2019: Term 1 (current)

Reflections Edit Reflection

My term goal is to...
Direct the school play while maintaining 6 or higher in all my HL courses

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

Reports

August 2018 – June 2019 IB DP

- Epelbaum_Chloe_Term_2_2018-19.pdf
Generated June 30, 2019
- Term_Report.pdf
Generated September 19, 2018
- Term_Report.pdf
Generated September 19, 2018

August 2017 – June 2018 IB DP

Reports History

Reporting

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


Reports History Cambridge IGCSEs

Report Title	Academic Term	Date Generated	Type
Term Report 6 students from IGCSE 10, IGCSE 11 by Sharon Arese	First Term August 2021 – June 2022	Sep 29, 2021 at 11:03 AM	Draft ⋮
Term Report 6 students from IGCSE 10, IGCSE 11 by Sharon Arese	First Term August 2021 – June 2022	Sep 29, 2021 at 11:02 AM	Final Interim ⋮
Term Report 6 students from IGCSE 10, IGCSE 11 by Sharon Arese	First Term August 2021 – June 2022	Sep 25, 2021 at 9:38 AM	Final Interim ⋮

Navigate to **Reports History** to download a zip file of all reports via the 3 dot button for all generated reports (actual & draft). We provide each student's report as an individual file.


Hiding Reports from Students & Parents

Via Student Profile > Reports

Alex Epelbaum 
CAIE Class of 24 (IGCSE 10) Student ID 2021110

Profile Portfolio Behaviour & Discipline Personalisation

Profile Information [Edit Profile](#)

Personal Information	Contact Details
Date of Birth May 7, 2005 Age: 16	E-mail alex.epelbaum@eduvo.com
Gender Male	Country -
1st Nationality  American (United States)	City -
1st Language English	Address -
English Proficiency Fluent	Mobile Phone -

Hide reports from student and parent view via the student's profile. Click **Edit Profile** to access the "Hide Reports Tab from Student and Parents" 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 **Hide Reports Tab from Student and Parents** 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 tile. 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.

The screenshot shows the 'School Directory' interface. At the top, there are tabs for 'Roster', 'Memberships', and 'Bulk Update'. Below this, there are filters for 'Students (173)', 'Teachers & Advisors', 'Parents', 'Observers', and 'Admins'. A search bar is present with the text 'Search by Name or E-mail'. To the right, there are several options: 'Add User', 'Bulk Import Users', 'Send Welcome E-mails', 'Request Student Transfer', and 'Exports'. The 'Exports' section is highlighted with a red box, and 'Student & Parent Information' is selected within it.

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' interface. At the top, there are tabs for 'Proofing & Review', 'Generate Reports', 'Templates', 'Reports History', and 'Transcripts'. The 'Generate Reports' tab is selected. Below this, there are several options: 'Export Term Grades', 'Update Individual Reports', and 'Lock Term Gradebooks'. The 'Update Individual Reports' option is highlighted with a red box. Below this, there are several sections: 'Send report notification e-mails', 'Generating Reports Checklist', 'View Sample Report Cards', and 'Reference Guides'. The 'View Sample Report Cards' section shows a sample report card.

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.


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 *
 1

Academic Term *
 2

Student *
 3

Report *
 4


5 
 Released on Sep 20, 2021


 Update Report

Report Template *

Report Title * **6**

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

Preparation Date * **7**
 

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

9 or

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.

Enabling Service Learning Assessment

Via Settings > [Programme] > Assessment > Assessment Models > Term

The screenshot shows the 'Assessment Models' settings page for a 'Term' task. The left sidebar is highlighted with a red box around the 'Assessment' menu item. The main content area has a blue header with tabs for 'Framework', 'Types', 'Categories', 'Assessment Models', and 'Grade Scales'. The 'Assessment Models' tab is selected. Below the tabs, there are two sub-tabs: 'Task' and 'Term', with 'Term' selected. The main content area is titled 'Configuring Rubrics & Options' and includes a description, a list of common rubrics and options (Effort grades, Participation), and a section for enabling evaluation. The 'SL' checkbox is checked and highlighted with a red box. Below this, there is a 'Rubrics' section with 'SL' and 'All Subjects' tabs, and a list of rubrics including 'SL Progress' with a 'Criteria' button.

You can edit values and descriptors for any Rubric via **Settings > [Programme] > Assessment > Assessment Models > Term**. Enable the assessment rubrics for Service Learning Term Grades by ticking the boxes for **SL**.

Click the **SL** tile 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 SL

To provide Service Learning marks and narrative term comments, navigate to your SL roster via **Year Groups > Select Year Group > SL**. Click **Submit Term Grades** on the right-hand panel of your screen.

IGCSE Class of 2021 (CAIE IGCSE Year 10)

SL | Research Project f... | Messages | Calendar | Files | Members

Service Learning

Students | Lock All Worksheets | Outcomes | Filter

The students below are grouped by advisor

Quick Search

Your students	Learning Outcomes	Reflections & Evidence	Interviews
Donovan, Tasha	5	1	0
Epelbaum, Alexander (Alex)	8	4	2

Manage E-mail Reminders
 Submit Term SL Evaluation

New Changes

A **New changes** indicator will appear when a student has added one Service or uploaded a new document.

The indicator will remain until you review the student or as long as the student has Services requiring approval.

A **Complete** indicator will appear when a student's SL programme has been marked complete.

Provide marks and submit your comments for each student.

To display the marks and comments on report cards, navigate to **Reports > Manage Templates > Select Template > Overview**. Tick the boxes under Service Learning:

Reporting > Cambridge IGCSEs

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

Templates

Edit Template

Overview
 Cover Sheet
 Letter
 Summary
 Class Reports

Assessment
 Attendance
 Additional Programmes

Title *

IGCSE Exemplar 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
 Summary of Achievement

Service Learning
 Hours
 Completed Your Goals sentence

Reflections
 Reflections

Adding Term Goals & Reflections

via **Settings > Academics > [Programme] > Reflections**

The screenshot shows the 'Reflections' settings page. The left sidebar contains a navigation menu with 'Reflections' highlighted in a red box. The main content area displays three reflection questions for CAIE IGCSE Year 9, 10, and 11, each with a text input field. At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

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.

The screenshot shows the 'Reflections & Reports' section in a student profile. The 'Reflections & Reports' tab is highlighted in a red box. The 'Edit Reflection' button is also highlighted in a red box. The reflection text is visible below the input field.

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 student's report card that may be taking classes from other programmes. 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.

Please note that same student would not have a report card generated for them when the High School programme reports are generated, as they are not assigned to a High School year group.

Via Templates

The screenshot shows the 'Reporting' interface. The top navigation bar includes 'Proofing & Review', 'Generate Reports', 'Templates' (highlighted with a red box), 'Reports History', and 'Transcripts'. Below this is a 'Templates' section with a dropdown menu set to 'Cambridge IGCSEs'. A table lists templates and subtemplates:

Template	Subtemplate	Created on	Last modified on	Delete
	DP Subtemplate			
	IB CP Subtemplate			
	Cambridge A-Levels			
	HS Subtemplate			
	MS Subtemplate 2			
	PS Subtemplate			
IGCSE Exemplar Template		Jan 31, 2018 at 12:36 PM	Jun 21, 2018 at 10:10 PM	

On the right-hand panel, there are buttons for 'Add Template' and 'Add Subtemplate', both highlighted with red boxes. Below these buttons is a section titled 'Multi-programme Reports' with text explaining templates and subtemplates, and a link for 'View Sample Report Cards'.

Navigate to **Reporting** from your left-hand navigational menu. Additional programmes can be included on reports by adding subtemplates to your Report Template. Click on the Template you would like to edit or you can create new templates via **Add Template** button on the right-hand panel on your screen.

Manage Templates

This screenshot is similar to the previous one, showing the 'Reporting' interface. The 'Add Template' and 'Add Subtemplate' buttons in the right-hand panel are highlighted with red boxes. In the table, the 'Template' and 'Subtemplate' column headers are also highlighted with red boxes.

There are two categories of templates:

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

Via **Templates tile**, 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 parent Template

Reporting > Cambridge IGCSEs

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

Templates

Edit Template

Overview Cover Sheet Letter Summary Class Reports

Assessment Attendance **Additional Programmes**

Programme	Subtemplate
<input checked="" type="checkbox"/> IB Diploma	DP 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

Via **Templates** then clicking on the parent template that will be used for reporting. Then, navigate to the **Additional Programmes** tile to select the desired subtemplates from the dropdown menu for each programme listed. You can also edit a subtemplate by clicking on the pencil icon or add a new subtemplate by clicking on the add icon.

Configuring Subtemplates

Overview

Reporting > High School

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

Templates

Edit Subtemplate

Overview Summary Class Reports

Title *

HS Subtemplate

Customise Report Layout

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

- 1 Summary of Achievement
- 2 Class Reports
- 3 Rubrics & Options Descriptors ([Edit](#))

Predicted Grade Overall Achievement

Select rubrics to display alongside rubrics from the main template

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

Via the **Overview** tile of the sub-template, 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 & sub-templates.

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)

× Predicted Grade

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.

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

× Overall Achievement

Math

Career development

× Presentation Skills

Test

GPA

× GPA

Tasks

- Show Task Category Grades
- Show Task Comments

Assessment type

All Summative Formative

Save Changes or **Cancel**

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

Reporting

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

Generate Reports 1 Cambridge IGCSEs

Generate Reports below for students in **Cambridge IGCSEs** year groups.

Academic Term *

September 2020 – July 2021: Term 2

Report Template * 2 IGCSE Exemplar 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 *

Grade 9 Year 10 Year 11

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.

IB Diploma 3 Academic Term * July 2018 – July 2019: Term 1 [DP Subtemplate](#)

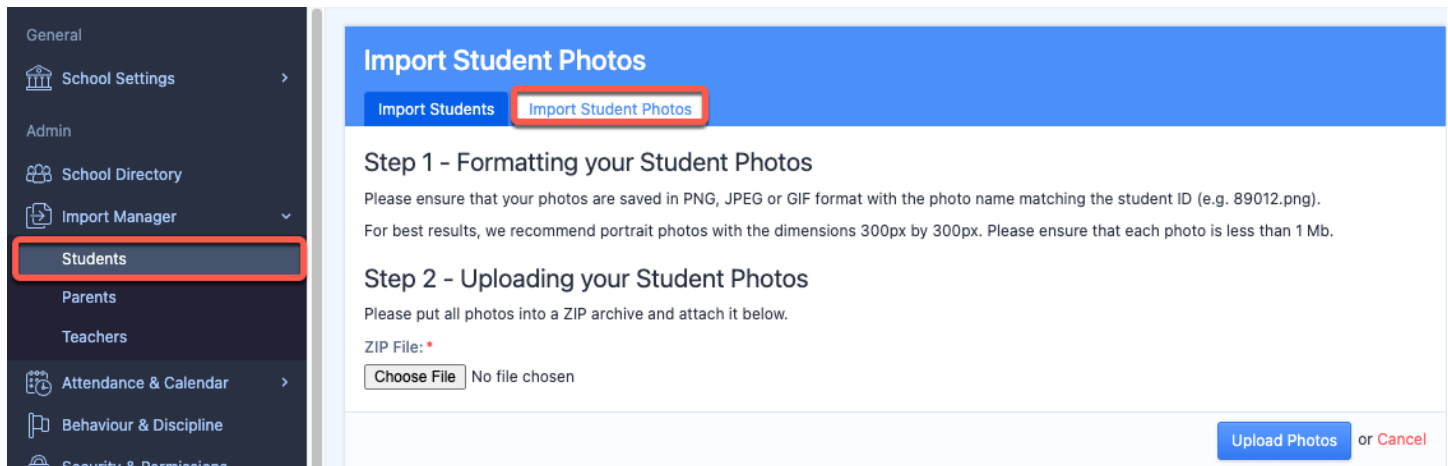
IB Career-related Programme 4 Academic Term * August 2018 – July 2019: First Term [IB CP Subtemplate](#)

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.



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

