

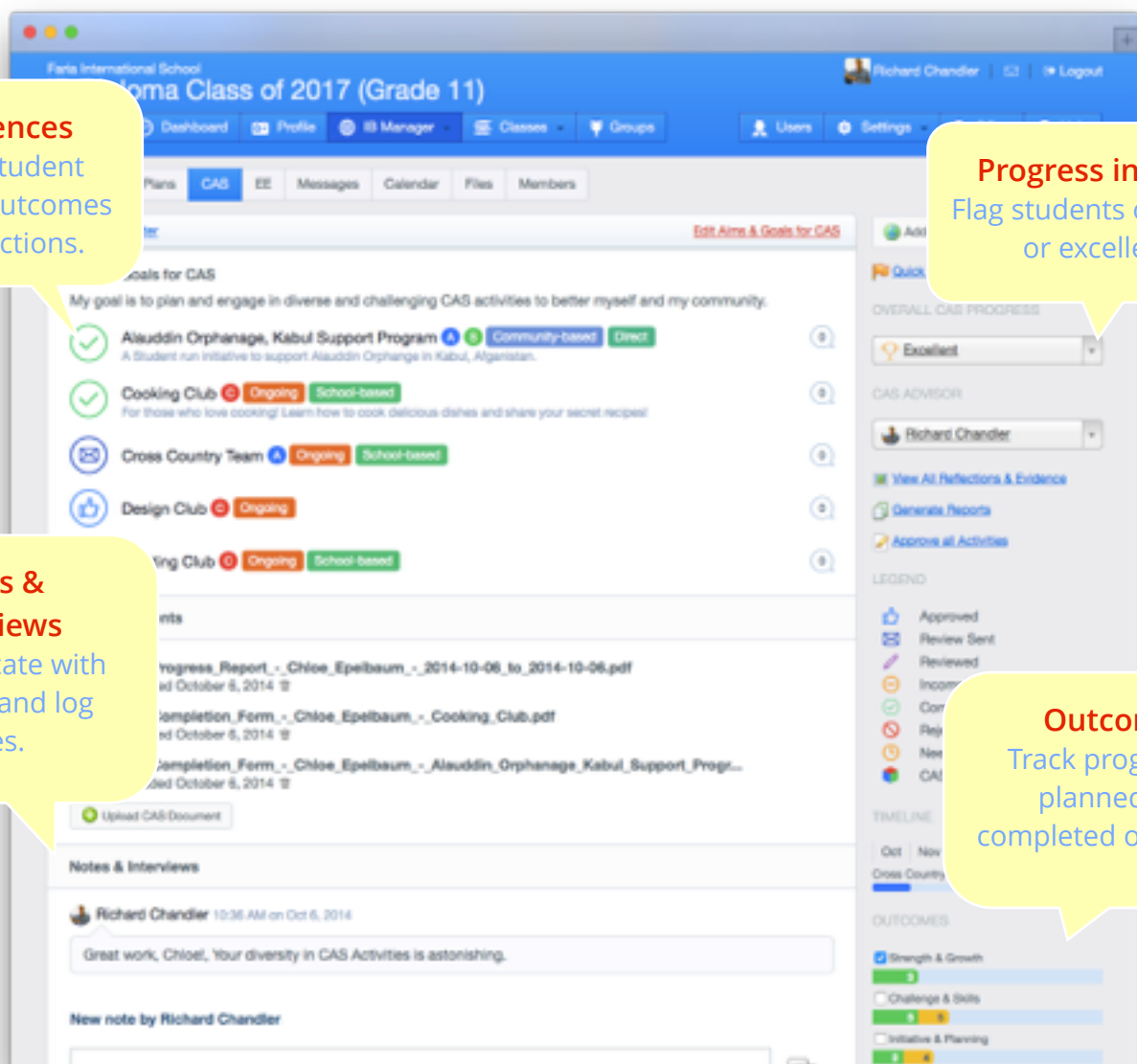
# Coordinator: CAS

## Creativity, Activity & Service

Coordinators use ManageBac to track CAS progress in real-time across the entire class and eliminate paperwork. Approve activities, review reflections, generate reports and optionally track hours.

## Navigating the CAS Worksheet

Click on the **IB Manager** tab and select a DP year group. Next, select a student to review their CAS worksheet.



**Experiences**  
Review student activities, outcomes and reflections.

**Progress indicator**  
Flag students of concern or excellence.

**Notes & Interviews**  
Communicate with students and log notes.

**Outcomes**  
Track progress of planned and completed outcomes.

The CAS worksheet provides an overall, real-time view of the student’s CAS progress across activities, outcomes and reflections.

## Adding CAS Experiences

To add a new activity, click the **Add CAS Experience** button. Students typically add experiences directly via their own accounts.

When adding a new experience, students are prompted to indicate:

- *Experience name and description*
- *Approach*
- *Start and end dates*
- *Supervisor information*
- *Strand*
- *Selected learning outcomes*

The screenshot shows the 'Add CAS Activity' form with the following details:

- Activity Name:** Alaudin Orphan
- CAS Project:**
- Approaches:**  Community based,  School-based,  Individual
- Start Date:** October 12, 2015
- End Date:** October 12, 2015
- Description and Goals:** A student run initiative to support Alaudin Orphanage in Kabul, Afghanistan.
- Strands:**  Creativity,  Activity,  Service
- Type of Service Action:**  Direct,  Indirect,  Advocacy,  Research
- Supervisor Name:** Richard Chandler
- Supervisor Title:** Supervisor
- Supervisor E-mail:** richard@edubs.com
- Supervisor Contact #:** +95 8800 2888
- Targeted Learning Outcomes:**  Strength & Growth,  Initiative & Planning,  Collaborative Skills,  Ethics of Choice & Actions,  Challenge & Skills,  Commitment & Persistence,  Global Engagement

When students request a supervisor review, an e-mail is sent to the supervisor. Students can also optionally choose experiences based on pre-existing groups in the dropdown menu.

When everything is complete, click **Add CAS Experience**. After an experience is added, it is automatically submitted for approval. Students are also prompted to write a narrative description of their Aims & Goals.

The screenshot shows the 'Aims & Goals for CAS' form with the following details:

- Form Title:** Aims & Goals for CAS
- Text Area:** My goal is to plan and engage in diverse and challenging CAS activities to better myself and my community.
- Buttons:** Edit Aims & Goals for CAS, Add CAS Activity, Quick Start Guide, View All Reflectors & Evidence, Save Changes
- Overall CAS Progress:** Excellent
- CAS Advisor:** Richard Chandler, +852 9201 8221, richard.chandler@edubs.com

## Enabling Hours Tracking & CAS Questions

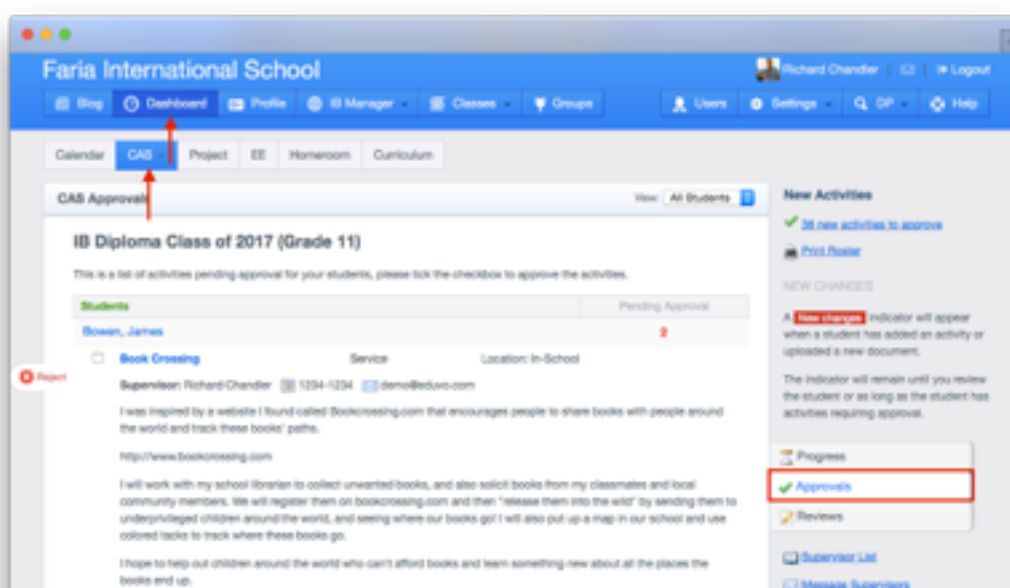
Under the **Overview** tab, click **Edit Group Settings** to enable hours tracking. You can also set CAS questions for your students, and specify outcome-specific questions. Make sure to **Save Changes** when complete.




The screenshot shows the 'Activity Settings' form. Under the 'Hours' section, there is a checkbox for 'Track activity hours for this group' which is checked, and a text input for 'Hours required' set to '150'. Below that is a checkbox for 'Show hours chart' which is also checked. The 'Activity description title' section has a text input with the placeholder 'Description and Goals'. There is an unchecked checkbox for 'Optional Question'. The 'CAS Questions' section has a heading and a sub-heading: 'These reflection questions will be visible to students under their CAS Questions tab.' Below this are five reflection questions, each with a plus icon and '(All Outcomes)' in parentheses: 'How did you manage to balance your time with your school work and other activities?', 'What are your goals? What do you hope to get out of this activity?', 'What did you learn about yourself and others through this activity/project? What abilities, attitudes, and values have you developed?', 'What was the greatest challenge that you faced?', and 'What was your biggest achievement from this activity?'. At the bottom of this section is a button labeled 'Add New Question'.

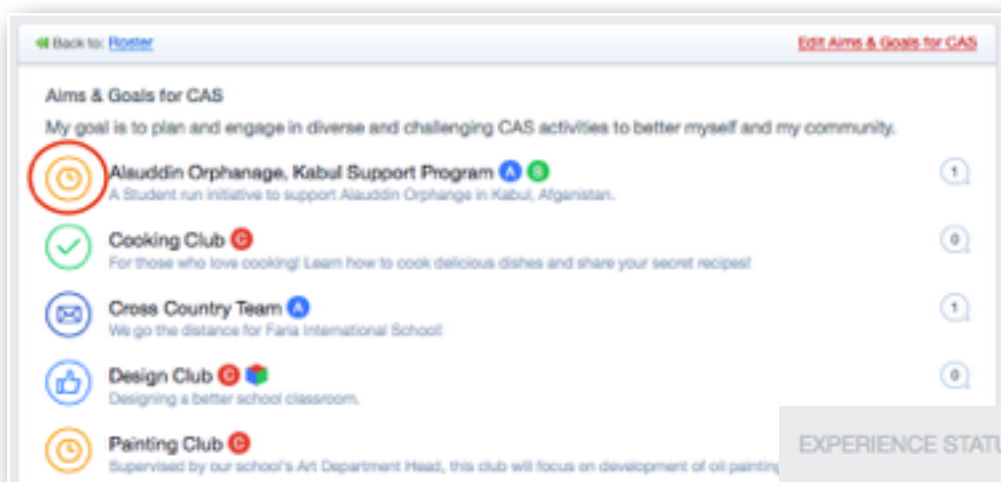
## Approving CAS Experiences

As a CAS advisor or coordinator, there are two ways of approving CAS experiences. To approve activities in bulk, navigate to **Dashboard > CAS**. Select the **Approvals** tab. Browse student activities here, including the ones pending approval. Check an activity to approve it, or reject it by hovering over the activity.

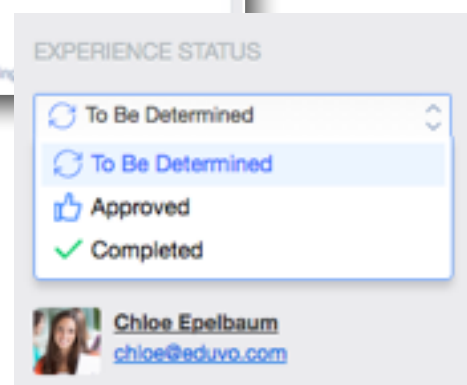


The screenshot shows the ManageBac interface for 'Faria International School'. The top navigation bar includes 'Blog', 'Dashboard', 'Profile', 'IB Manager', 'Classes', and 'Groups'. The 'CAS' tab is selected and highlighted with a red arrow. Below the navigation, there are tabs for 'Calendar', 'CAS', 'Project', 'EE', 'Homeroom', and 'Curriculum'. The 'CAS Approvals' page is displayed, showing a list of activities pending approval for the 'IB Diploma Class of 2017 (Grade 11)'. A table lists students and their activities. The first student is 'Bowen, James' with a 'Book Crossing' activity. The activity details include a supervisor 'Richard-Chandler', a description of the book crossing project, and a link to the website. On the right side, there is a 'New Activities' section with a '28 new activities to approve' indicator and a 'Progress' section with a 'Approvals' tab highlighted by a red box. Other tabs include 'Reviews', 'Supervisor List', and 'Message Supervisors'.

You can also approve experiences via the individual student worksheet. Select an activity that *Needs Approval*, shown in the  icon.

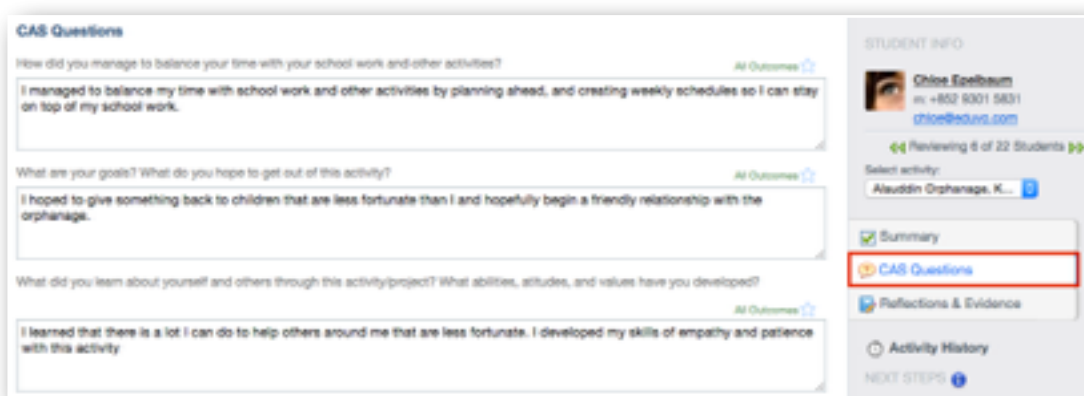


On the activity worksheet, you can review the experience summary and description. Next, under **Experience Status**, indicate that the activity has been *Approved*.



## CAS Questions & Reflections

Click on an activity and select the **CAS Questions** tab to review student answers.

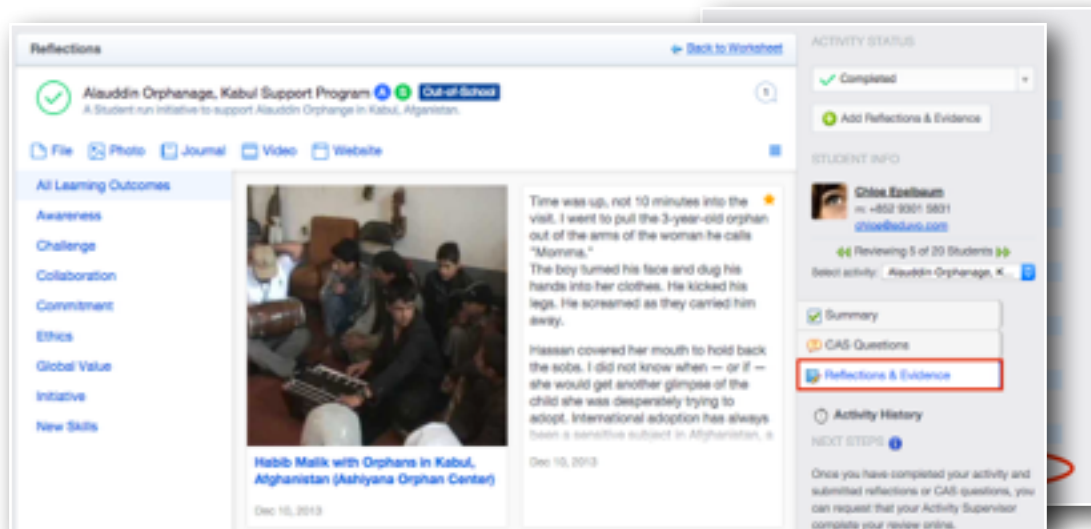


To review reflections, click on the **Reflections & Evidence** tab. You can view reflections by specific outcomes or browse all reflections.

Student reflections can also be added via our iOS app for the iPad and iPhone.

## Marking a CAS Worksheet as Complete

Check off completed learning outcomes as the student completes them. Once a student has completed all of the

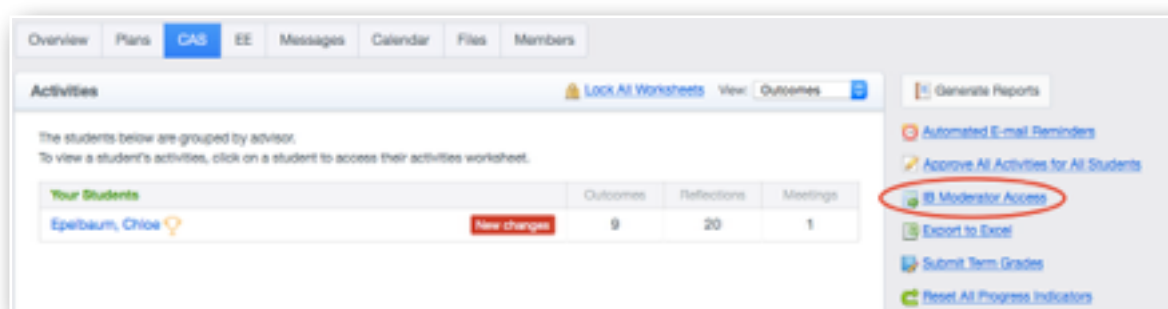


learning outcomes, the last checkbox will automatically be checked and show Student has completed the CAS Programme.

Once complete, the CAS worksheet is locked and can no longer be edited by the student. To allow edits, uncheck the box showing **Student has completed the CAS Programme**.

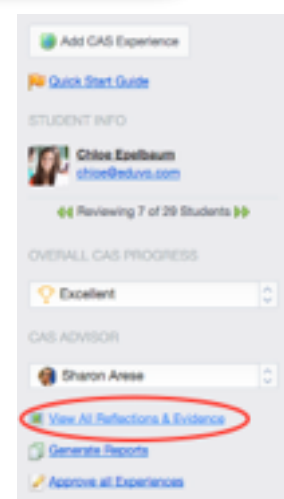
## CAS Sample Moderation

If you are chosen for CAS moderation, and your school is in IBAEM or IBAP, you can submit samples directly to your regional office. From the CAS roster, click **IB Moderator** access. You'll be prompted to select your students and complete an authorisation form.



## CAS Sample Moderation in IB Americas

If you are chosen for CAS moderation in the Americas, please submit your student samples and forms via IB Docs. We recommend exporting this information directly from ManageBac via **View all Reflections & Evidence > Export Starred Reflections**. We recommend submitting a sample of ten starred reflections for each student.



## Generating Reports

To generate CAS progress reports for students, navigate to the CAS Roster and click **Generate Reports**.

**CAS Report**

This will generate a CAS report for each student. Individual reports will be stored in the student's CAS Documents section. You can also download a consolidated set of PDF reports on the right menu.

**General**

Start Date:  End Date:

Term:

Report Name:

Coordinator Name (Optional):

Coordinator Title (Optional):

Show CAS Advisor  Notify parents via e-mail

**Generate Reports**

- Automated E-mail Reminders
- Approve All Activities for All Students
- IB Moderator Access
- Export to Excel
- Submit Term Grades
- Reset All Progress Indicators

**CAS REPORTS**

- CAS Progress Report | January 1, 2015 - June 30, 2015
- CAS Progress Report | January 1, 2014 - June 30, 2014
- CAS Progress Report | July 1, 2014 - December 31, 2014

Set your progress report preferences and click **Generate Report** when done. The reports will be generated in the **CAS Documents** section of the student worksheets and be available for parents and students to view.