

# Coordinator: Extended Essay

## Extended Essay

Coordinators use ManageBac to track EE progress in real-time across the entire class and eliminate paperwork. Approve proposals, set deadlines & to-dos, share resources, and communicate directly with students.

## Navigating the EE Worksheet

Click on the **IB Manager** tab and select a DP year group. Next, click on **EE** and select a student.

**Proposal**  
Review the student proposal.

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

**Deadlines**  
Linked to the calendar and shown in red on the worksheet.

## Extended Essay Proposal

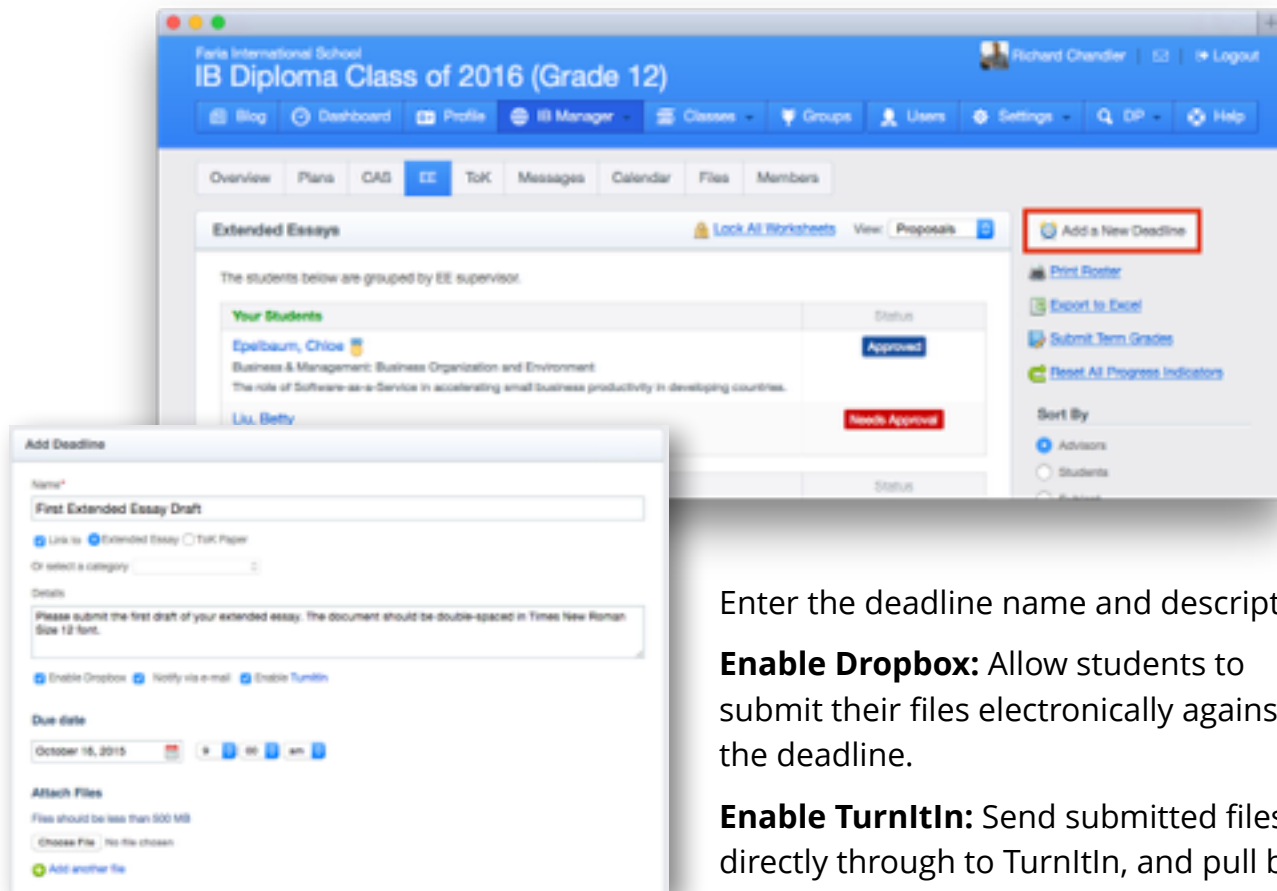
Click **Edit Extended Essay Proposal** to review or edit the student's proposal.

Note the subjects listed in the dropdown are set under the global **Settings** tab.

The list of supervisors is populated with the list of all teachers & administrators on your account.

## Deadlines & To-dos

To add a new deadline, navigate to the EE roster and click **Add New Deadline**.



The screenshot shows the ManageBac interface for the 'Faria International School IB Diploma Class of 2016 (Grade 12)'. The 'Extended Essays' section is active, showing a list of students and their essay titles. A red box highlights the 'Add a New Deadline' button in the top right corner. An inset window shows the 'Add Deadline' form with the following details:

- Name: First Extended Essay Draft
- Link to: Extended Essay (selected) / ToK Paper
- Details: Please submit the first draft of your extended essay. The document should be double-spaced in Times New Roman Size 12 font.
- Options: Enable Dropbox, Notify via e-mail, Enable TurnItIn
- Due date: October 16, 2015
- Attach Files: Files should be less than 500 MB. Add another file.

Enter the deadline name and description.

**Enable Dropbox:** Allow students to submit their files electronically against the deadline.

**Enable TurnItIn:** Send submitted files directly through to TurnItIn, and pull back the originality score.

**Note:** TurnItIn integration must be setup under Settings > Integrations.

Once the deadline is created, you can add linked to-dos and also collect student work via the Dropbox. Student files can be annotated directly on ManageBac via Crocodoc, our free third-party annotation provider, or downloaded directly.

The TurnItIn originality score automatically shows in the final column. Click on the percentage to view the originality report in TurnItIn, without having to separately login.



The screenshot shows the 'To-Dos' and 'Dropbox Files' section for the 'First Extended Essay Draft' deadline. The 'To-Dos' section includes tasks like 'Meet with supervisor' and 'Write outline'. The 'Dropbox Files' section shows a table of submitted files with their status, names, and TurnItIn similarity scores.

Status	Name	Files	TurnItIn Similarity Index	Download
LINKED	Bailey, Jenni	EE1.docx	98%	Download
LINKED	Bowen, James	Bowen_EE_draft.docx	98%	Download
LINKED	Boyd, Kristin	Extended_Essay.docx	96%	Download
LINKED	Carler, Marlon	Extended_Essay_Carler.docx	98%	Download