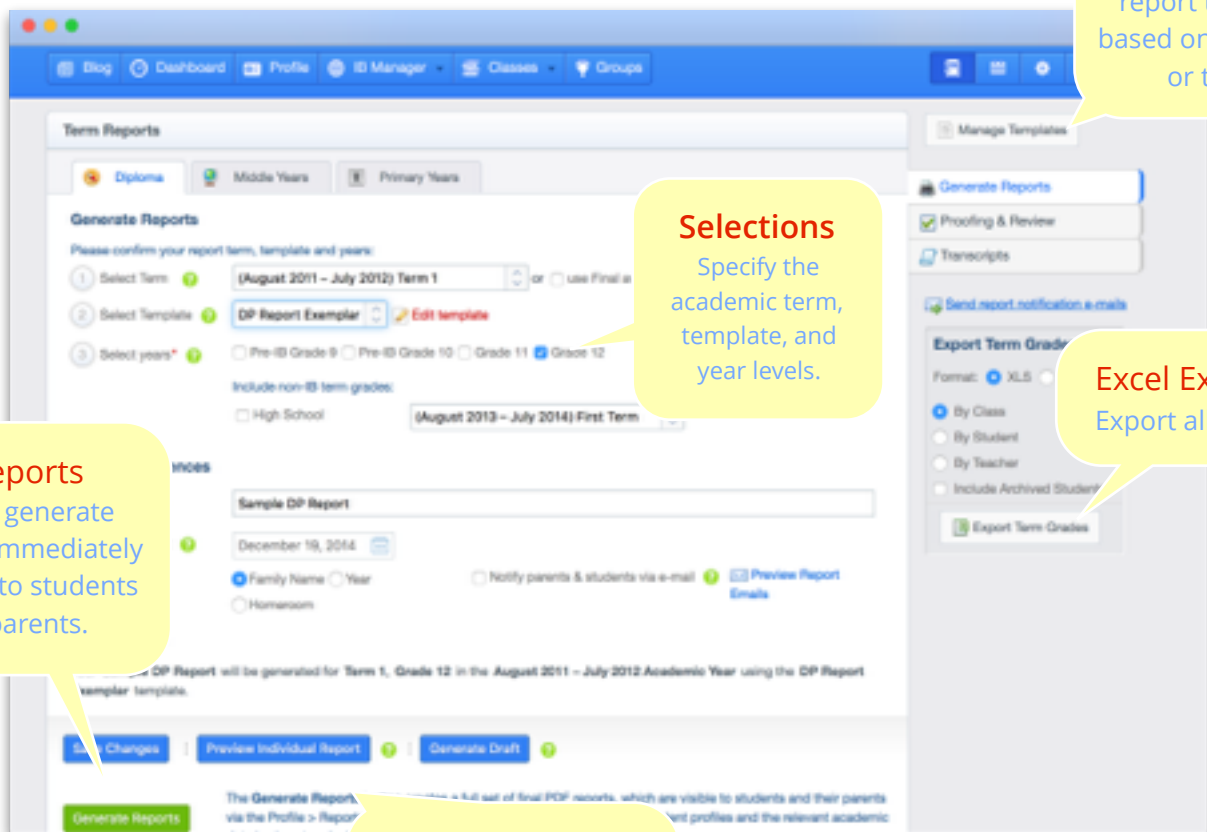


# Diploma Programme: Reports

## Introduction to ManageBac Report Cards

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

Click **Reports** to begin.



**Templates**  
Create different report templates based on year levels or terms.

**Selections**  
Specify the academic term, template, and year levels.

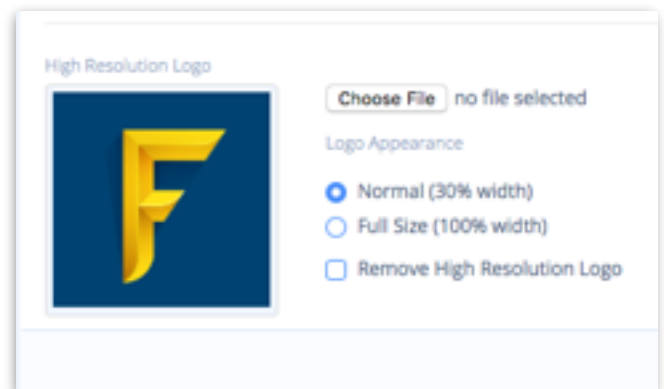
**Final Reports**  
Click to generate reports - immediately available to students and parents.

**Excel Export**  
Export all grades.

**Preview Options**  
Generate individual or full-scale drafts.

## Step 1: Logo

Before customizing your reports, please first navigate to **Settings > School Settings > Customize School Logo**. Here you can upload a high resolution logo for the reports. For best results, the logo should be between 1000 to 1500 pixels wide, and in PNG format.



## Step 2: Rubrics and Options

Teacher gradebooks are pre-built with spaces for Term Grades and Comments. However, if you would like to include additional forms of assessment, e.g. Participation or Effort grades, please navigate to **Settings > Diploma > Rubrics & Options**.

For the Diploma Core, term comments and progress indicators may be enabled for CAS and EE.

The default descriptors may be edited by hovering over the title and clicking **Edit**.

To add a new form of assessment, click **Add Rubric**. You can specify if this will apply to All Subjects or individual subjects, and set your criteria.

The screenshot displays the 'Rubrics & Options' configuration page. The main content area is titled 'Configuring Rubrics & Options' and includes sections for 'Common rubrics & options include', 'Enable evaluation of', 'Top Align', and 'Rubrics'. The 'Add Rubric' button is highlighted with a red box. An inset window shows the 'Add New Rubric' form with the following details:

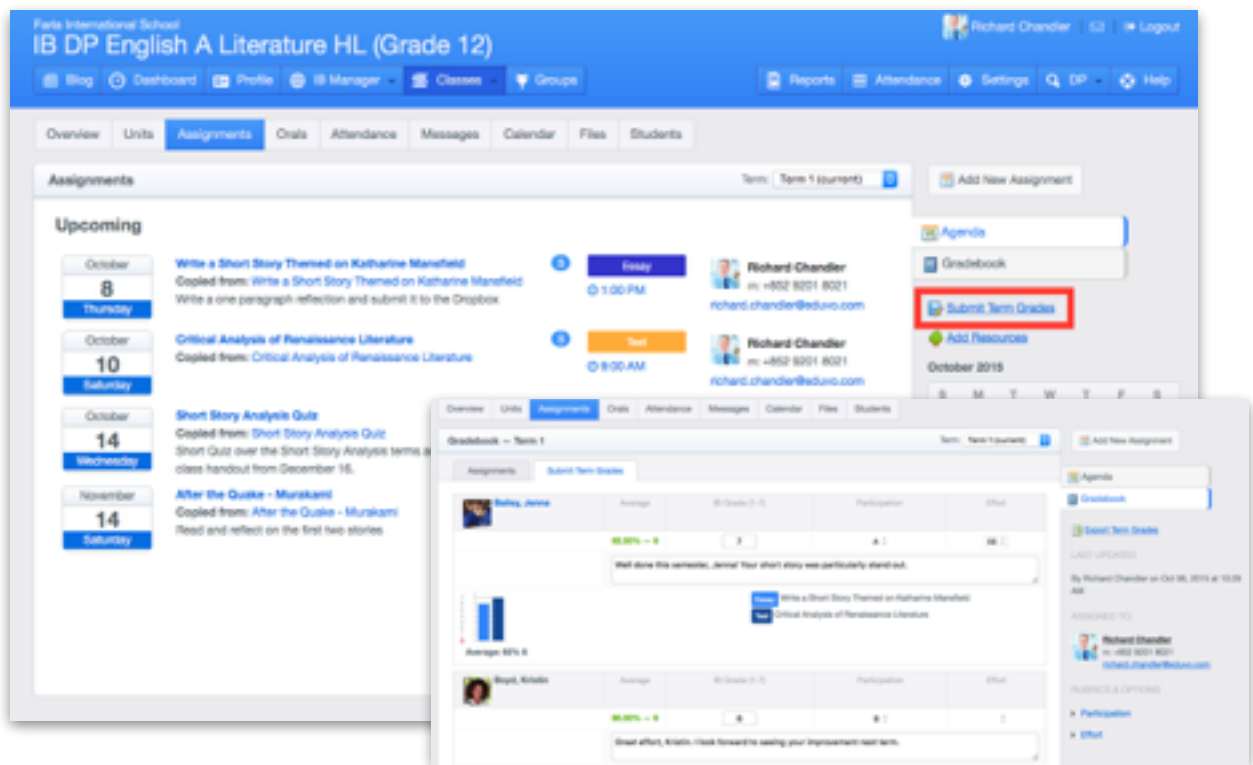
- Title: CAS Progress
- Type: Criteria (selected)
- Related Subject: All Subjects
- Options table:

Value	Descriptor	Delete
E	The student's CAS progress is excellent	Remove
D	The student's CAS progress is on track	Remove
C	The student's CAS progress is concerning	Remove

Buttons at the bottom of the inset window include 'Add Option', 'Create Rubric', and 'Cancel'.

## Step 3: Teacher Gradebooks

Under the Assignments tab of a class, teachers can Submit Term Grades.



The teacher can submit the final IB grade and term comments. The newly created Effort grade is also visible.

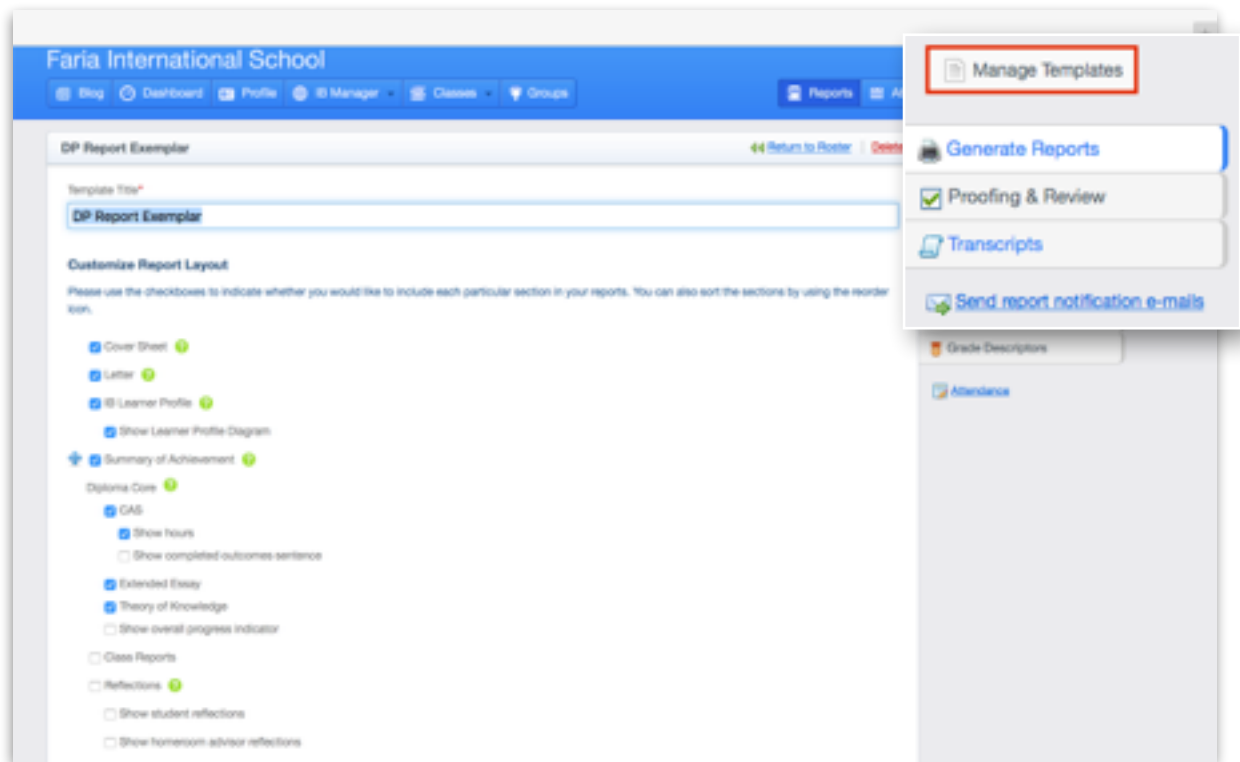
Under **Settings > Reports > Proofing & Review**, you can view programmes and subjects to see which teachers have submitted their term grades.

As an admin user, you can directly edit these grades here.



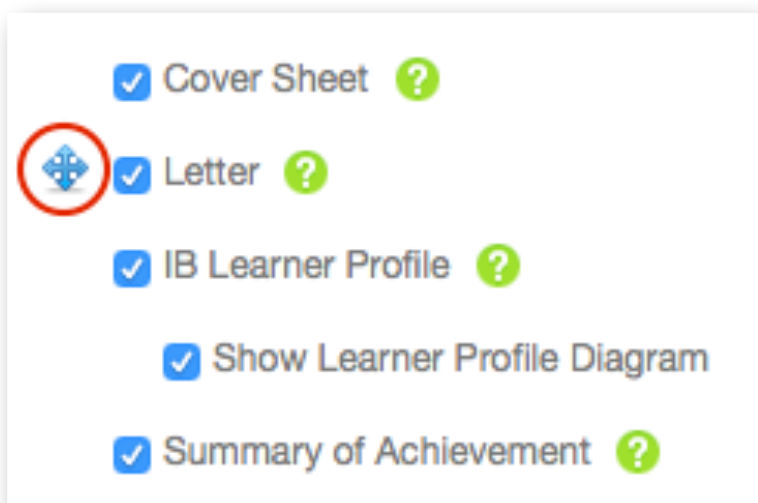
## Step 4: Customize Templates

Under **Reports**, click **Manage Templates** to begin. Edit an existing template or add a new one.

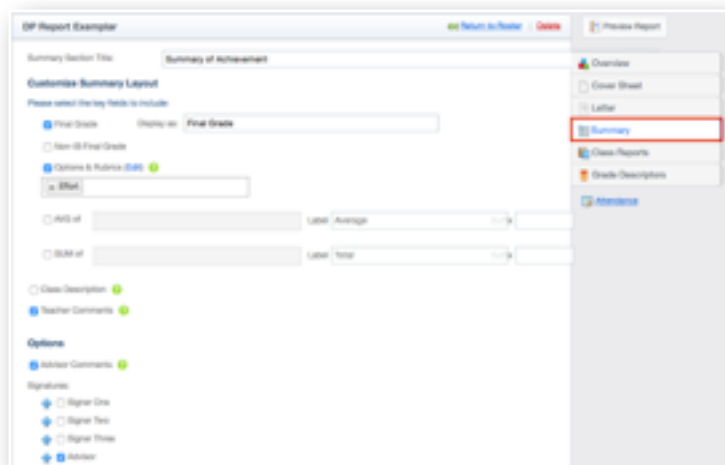


In the template **Overview**, you can give your template a title, select items to include on the report, and drag and drop to re-order items. When satisfied, click **Save Changes** and **Next**.

For more information about different items, hover over the green question mark.



Next, your **Letter** may be formatted using Textile or HTML. Please note that if you copy and paste from Word, formatting will not be preserved.



Customize your **Summary of Achievement** by selecting and re-ordering the information you would like to include. The grades and comments will automatically pull from the teacher gradebooks.

The **Class Reports** option will add one page for each class the student is taking. For Diploma, we recommend this only if the course description

and comments are very long. You can also enable additional rubrics.

Attendance data from ManageBac's **Attendance** feature integrates seamlessly with report cards. Note you can include student attendance on the cover sheet, summary of achievement, or in the class reports.



## Step 5: Preview and Generate Reports

When you are satisfied with your report template(s), navigate back to **Reports**. From here, select your

## Term, Template, and Years.

Give your report an official title (this will display on the report), indicate your preparation date, sort order, and whether you'd like to **Notify parents & students via email**. Preview reports via the two blue buttons, and when you are satisfied, click the green **Generate Reports** button.

Report Title	Academic Term	Date Generated	Type	Download	Delete?
DP Sample Report 17 Students from Grade 12	(2015 - 2016) Diploma Candidate Term Report	Jun 22, 2015 at 11:14 AM by Richard Chandler	Final <input checked="" type="radio"/> Interim <input type="radio"/>		

A master copy of the report cards will save under **Reports** and individual reports will be accessible via a ZIP file.

Individual report cards will also be available for students, teachers, and parents via the **Student Profile > Reports** tab.