

# Coordinator: Theory of Knowledge

## Theory of Knowledge

Coordinators use ManageBac to track ToK progress in real-time across the entire class and eliminate paperwork. Review prescribed titles, set to-dos, record journal entries, organize the ToK presentation and complete ToK assessment.

## Navigating the ToK Worksheet

Click on the **IB Manager** tab and select a DP year group. Next, click on **ToK** and select a student. ToK worksheets allow students to keep a portfolio of coursework, deadlines, and notes.



**Prescribed Title**  
Students select their prescribed titles.

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

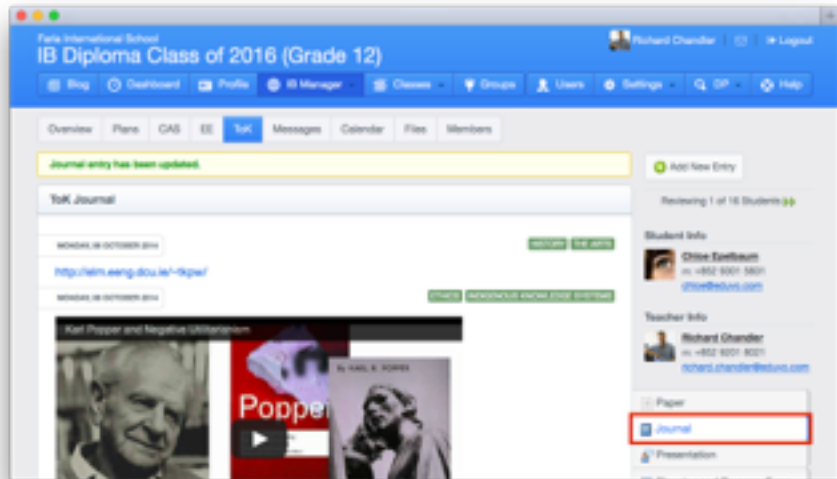
**Notes & Interviews**  
Communicate directly with students and log notes.

To add a new deadline, navigate back to the ToK roster and click **Add New Deadline**. Once the deadline is created, you'll have the option of adding additional to-dos for students.

**Note:** If the ToK tab is not visible, please check under the year group Overview > Edit Group Settings.

## ToK Journal

Click the **Journal** tab to review student journal entries. The journal accepts entries as *Journal*, *Website*, *YouTube*, *Photos*, or *Files*. Students are prompted to connect each entry to the relevant area of knowledge. Note individual file size limit is 500 MB.



## ToK Presentation

Click on the **Presentation** tab to review student presentations. Scroll down to assess students using the built-in IB criterion. When complete, you can export your marks & comments directly to the officially licensed ToK PPD.

## ToK Planning and Progress Form

Click on the **Planning and Progress Form** tab to review Students' first, second and third interactions. Teachers can share their comments with students, and comments are immediately available for students to view. Both students and teachers can export the form to PDF.

