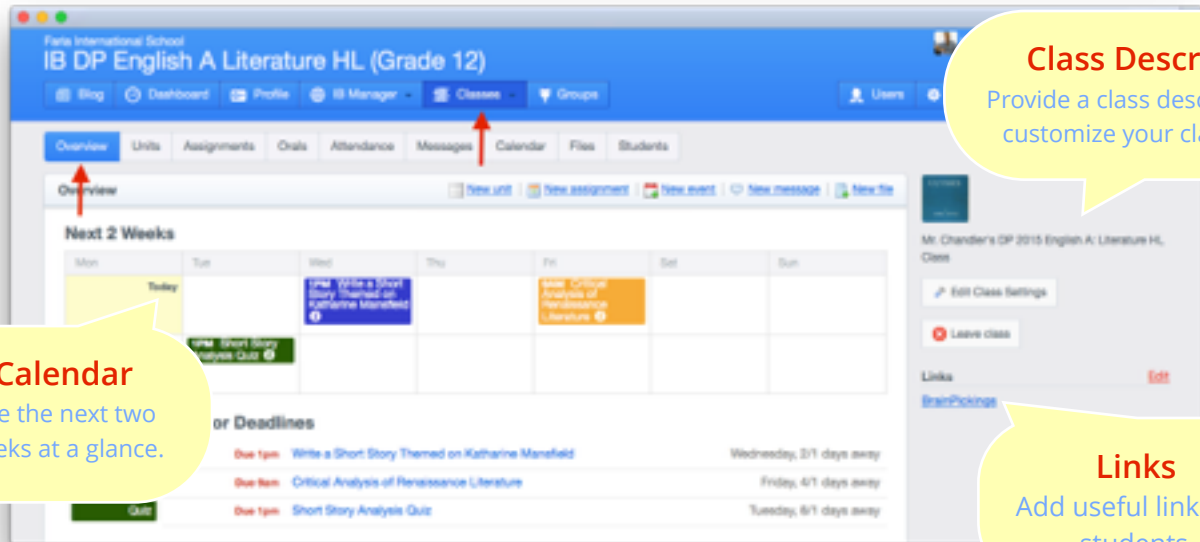


Teacher: Classroom Management

Navigating Your Class

Click on the **Classes** tab to see a list of your classes. The drop-down menu will also display a list of your recently accessed classes. Select a class.



The **Overview** tab displays upcoming events and deadlines for the next two weeks.

Edit Class Settings

Click **Edit Class Settings** to begin. From here, you can set basic class information like grade level, class level (SL, HL, or both), class description, grade boundaries, and assignment categories.

If your school is using ManageBac to record Attendance, you will have the option to set class periods and rotation days.

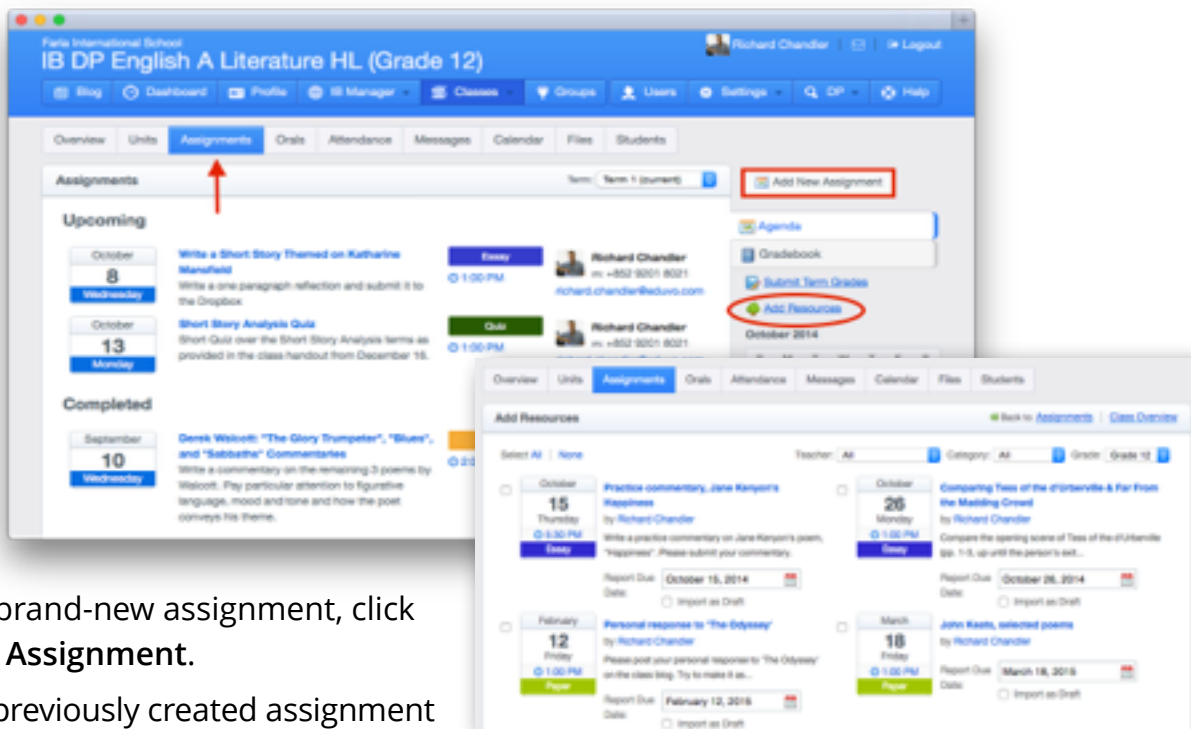
If your school is using ManageBac to generate Reports, you will have the option to enable which class teacher/s appear on the report card under the **Teachers** tab.



Note: Once a class is created, the set **Type** (e.g. Diploma) and **Subject** (e.g. Language A - English) cannot be changed.

Adding Assignments

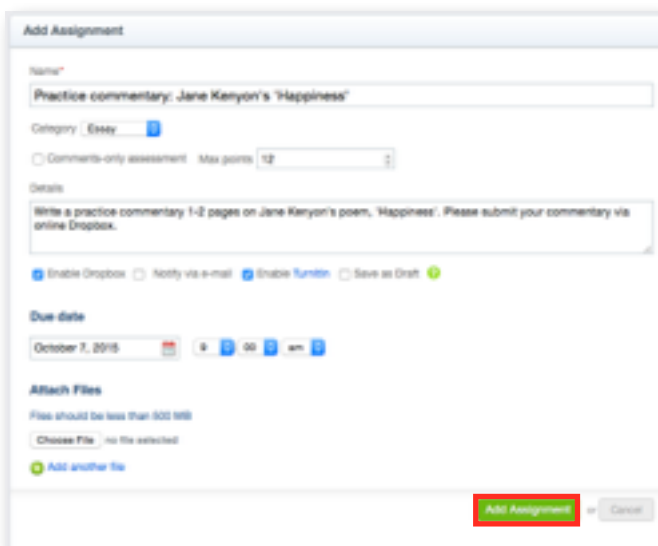
Click on the **Assignments** tab to begin. There are two ways of adding assignments to your class.



To add a brand-new assignment, click **Add New Assignment**.

To add a previously created assignment (including one created by another teacher), click **Add Resources**.

When adding or editing an assignment, you are required to link to a **Category**, enable comments or points assessment, and set a **Due Date**.



The following options are also available:

Enable Dropbox - Allows students to submit files electronically.

Notify via e-mail - Sends an e-mail to all students once the assignment is added.

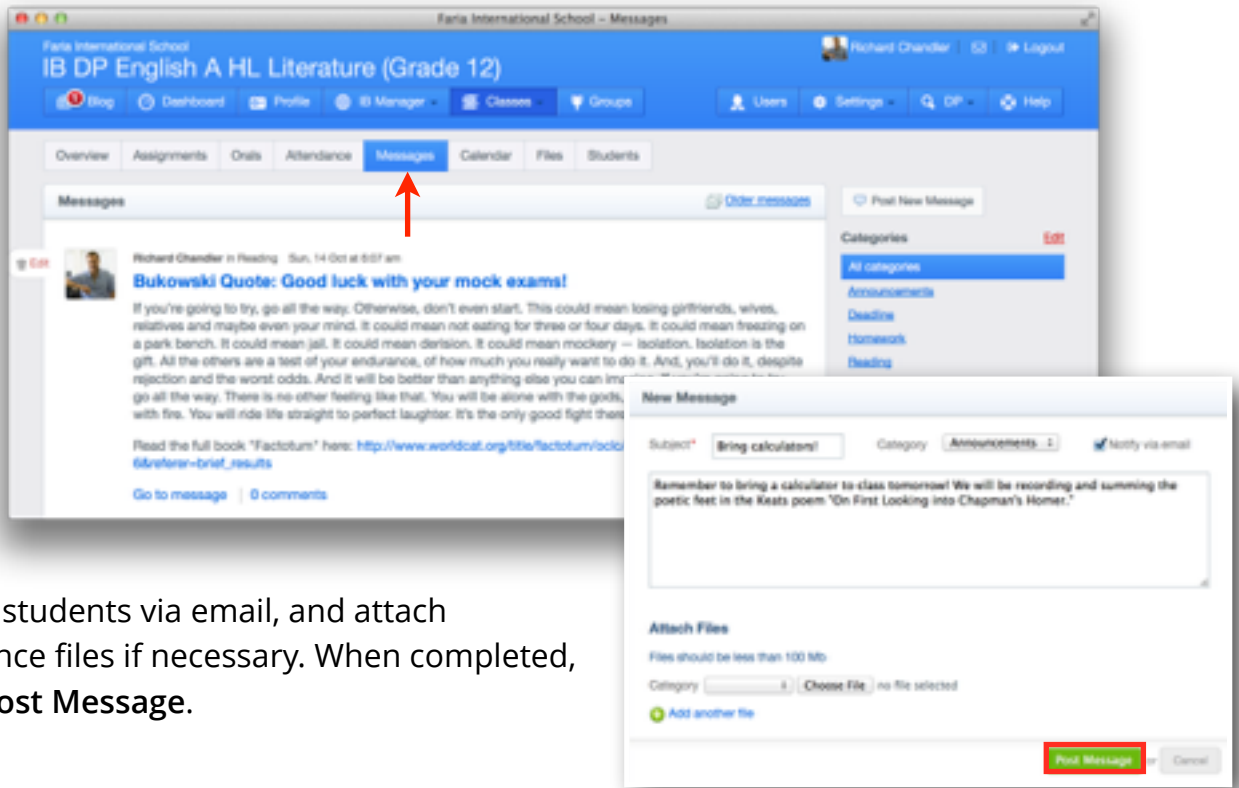
Enable TurnItIn - If *TurnItIn* integration is enabled, you have the option of sending student submissions directly to *TurnItIn* for an originality review.

Attach Files - Upload any reference files. Once completed, click **Add Assignment**. The assignment will be automatically added to your Gradebook. Assignments are visible to both students and parents.

Note: If *Diploma Unit Plans* are enabled, you will be prompted to link the assignment to an existing unit.

Messages

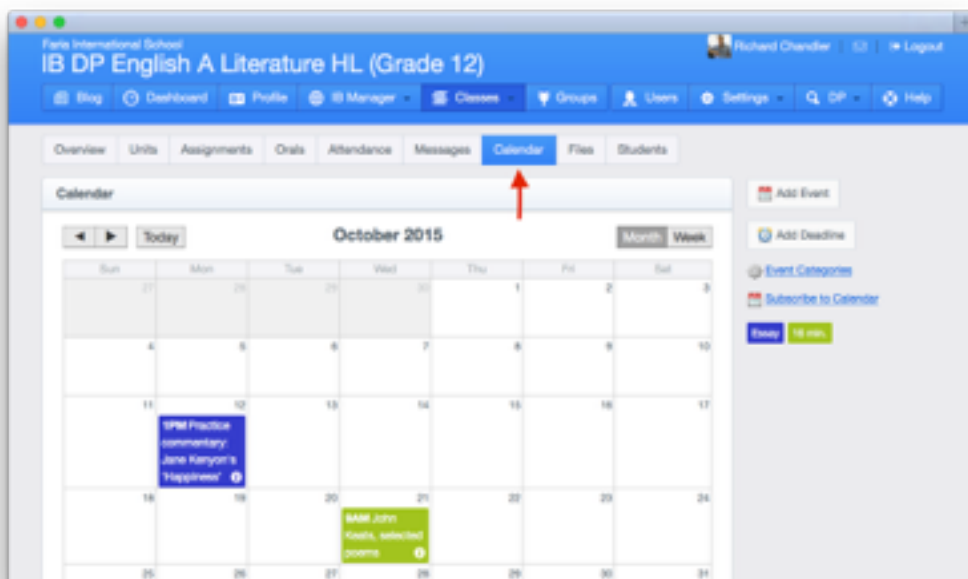
Click on the **Messages** tab to post messages for your class. Students can read and reply to all messages, as well as post their own.



Notify students via email, and attach reference files if necessary. When completed, click **Post Message**.

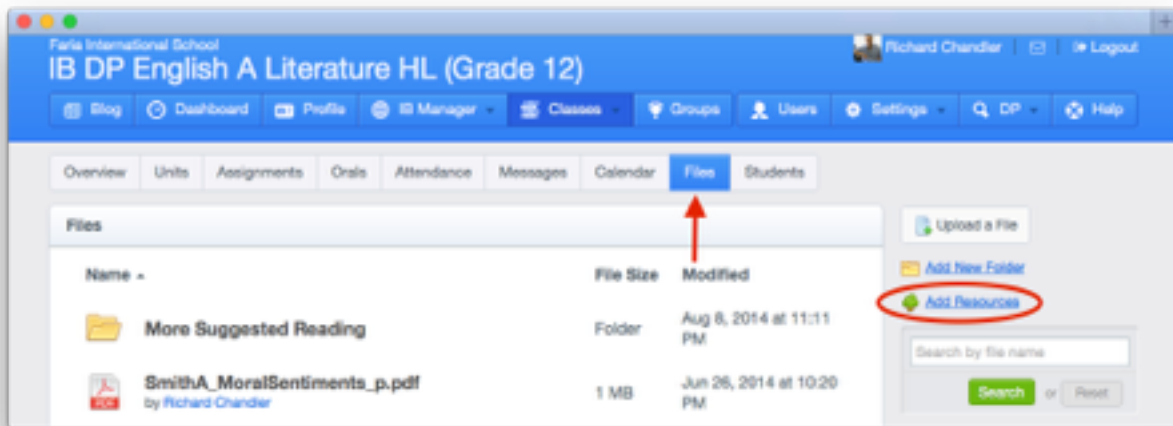
Calendar

Click on **Calendar** to see your full class calendar. To change the date for an assignment, event, or deadline, you can easily drag and drop the tile to a different day. Students can view all assignments, events and deadlines on their calendars.



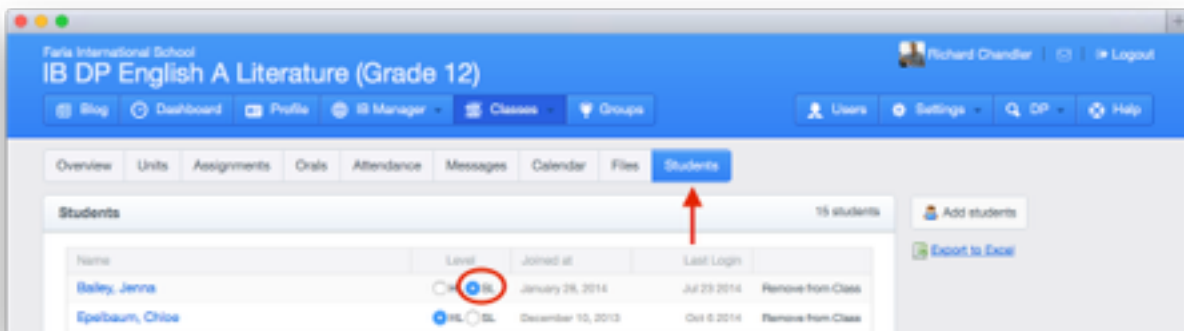
Files

Post files for your students via the **Files** tab. Organize your files by creating folders. To add files used in other classes or in previous years, click **Add Resources**.



Students

To view a list of students in your class, click on the **Students** tab. Here you can add or remove students from your class. In a mixed-level Diploma class, you will need set each student's level (e.g. HL or SL).



Frequently Asked Questions

1. I don't see an Orals, IA, or an Attendance tab?

The **Orals** tab will appear only in Group 1 and 2 classes. The **IA** tab will appear only in Group 4 classes. Check your class **Subject** under *Edit Class Settings*. The **Attendance** tab will appear only if your school is using ManageBac for class-based attendance.

2. What's the difference between an event and deadline?

When creating a deadline, you are required to set a due date. You also have the option to enable the dropbox, and *TurnItIn* integration. Deadlines will also appear in your Gradebook for assessment. Events appear in the in the *Calendar* only, and do not have any other functionality.