

Teacher: Unit Plans

Navigating the Units Tab

Click on the **Units** tab to begin.



Current Unit

Shows unit summary.

Add Unit

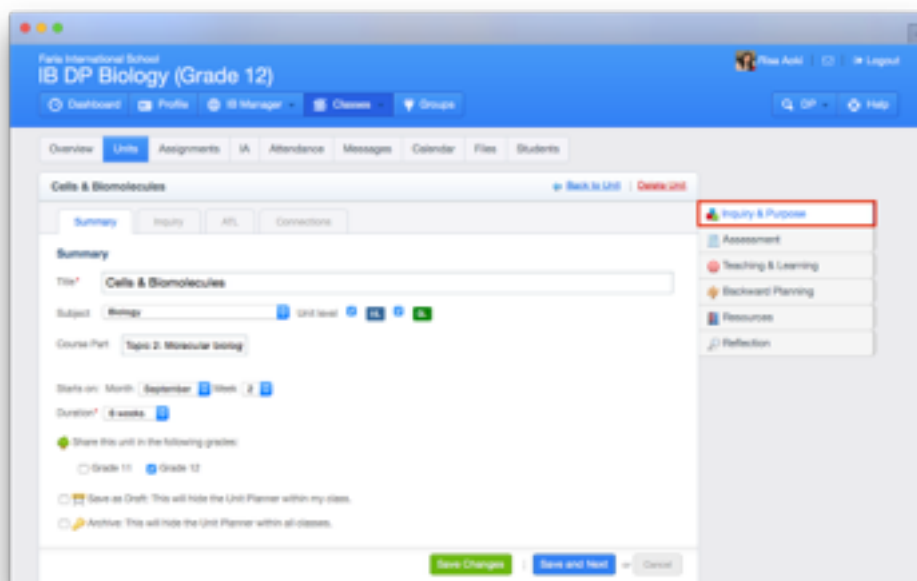
Click to add a new unit.

Curriculum

View the Whole-School Curriculum.

Creating a Unit

Click **Add Unit** to get started. Enter the unit title, start date and duration. Under the **Inquiry & Purpose** tab, enter your essential understandings and inquiry questions. Select from built-in ATLs, and build ToK and CAS connections.



Assessment Tasks

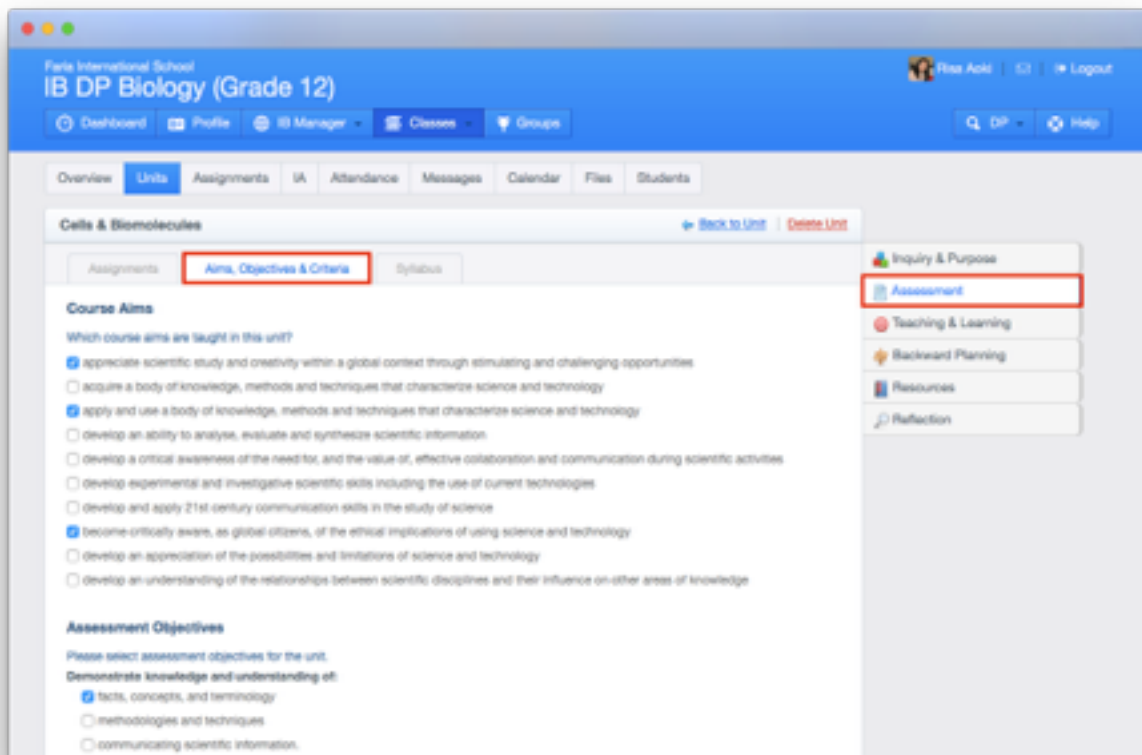
Under the **Assessment** tab, add assignments for students.



When you have finished adding assignments, click **Next** at the bottom of the page to move to the next part of the unit planner.

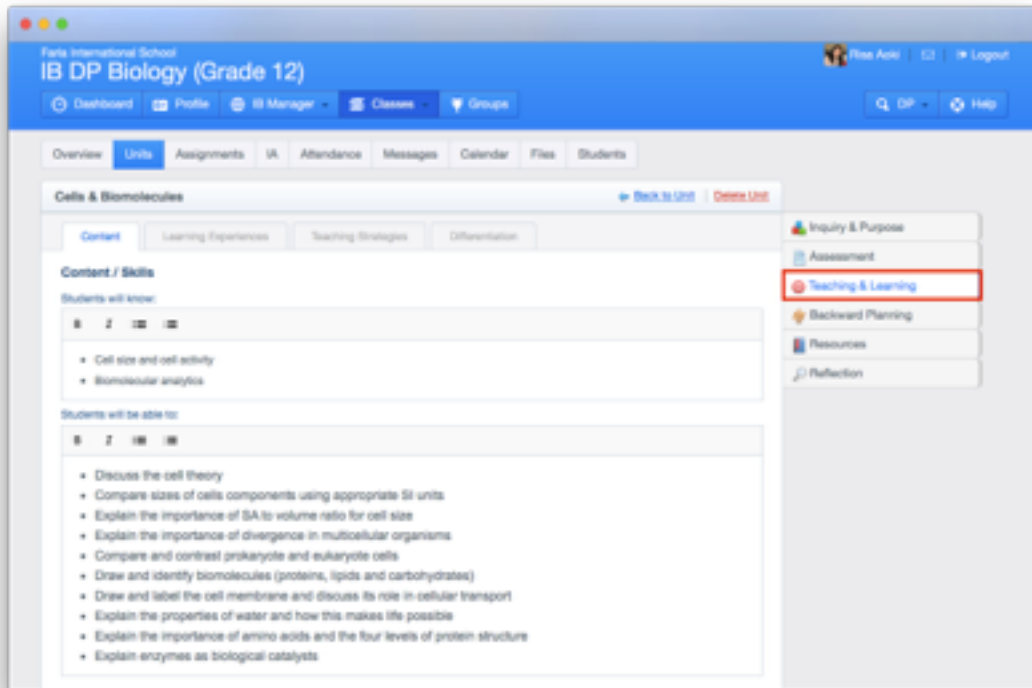
Aims, Objectives & Criteria

Select course aims, objectives & criteria directly from built-in checkboxes. Content is built in directly from the IB Diploma subject guides. Click **Next** to select **Syllabus** content.



Teaching & Learning

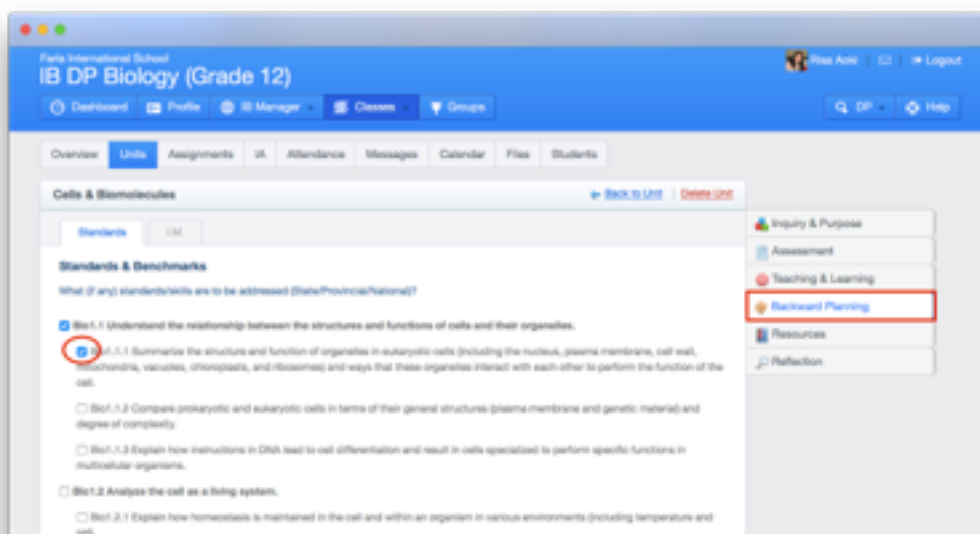
Under **Teaching & Learning > Content**, enter your content/skills. Planned activities and practice can be added under **Learning Experiences**. The **Teaching Strategies** and **Differentiation** tabs prompt teachers to reflect on different teaching strategies, information literacy and learning processes.



Backward Planning

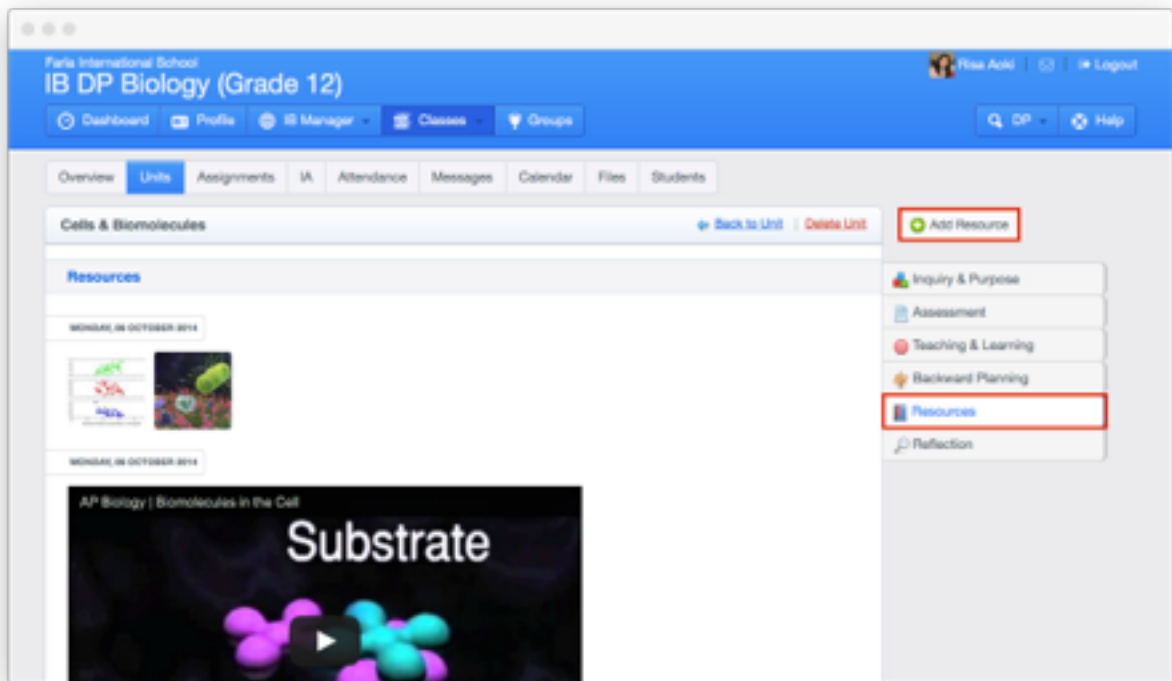
Under **Backward Planning > Standards**, select from customized, built-in standards (e.g. Common Core, AERO, etc.). Contact support@managebac.com if you need assistance in importing your standards.

Next, address international mindedness under the **I.M.** tab.



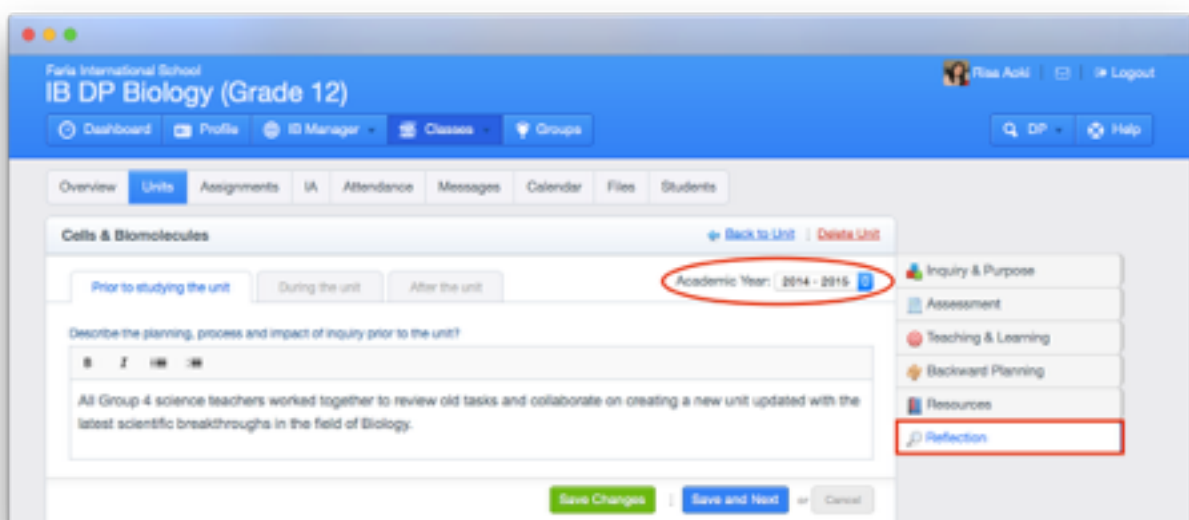
Resources

Under the **Resources** tab, add unit resources by clicking on **Add Resources**. You can add a journal, website, YouTube video, file, or photos. Students do not have access to this information. To add resources for students, navigate to the **Files** tab of your class.



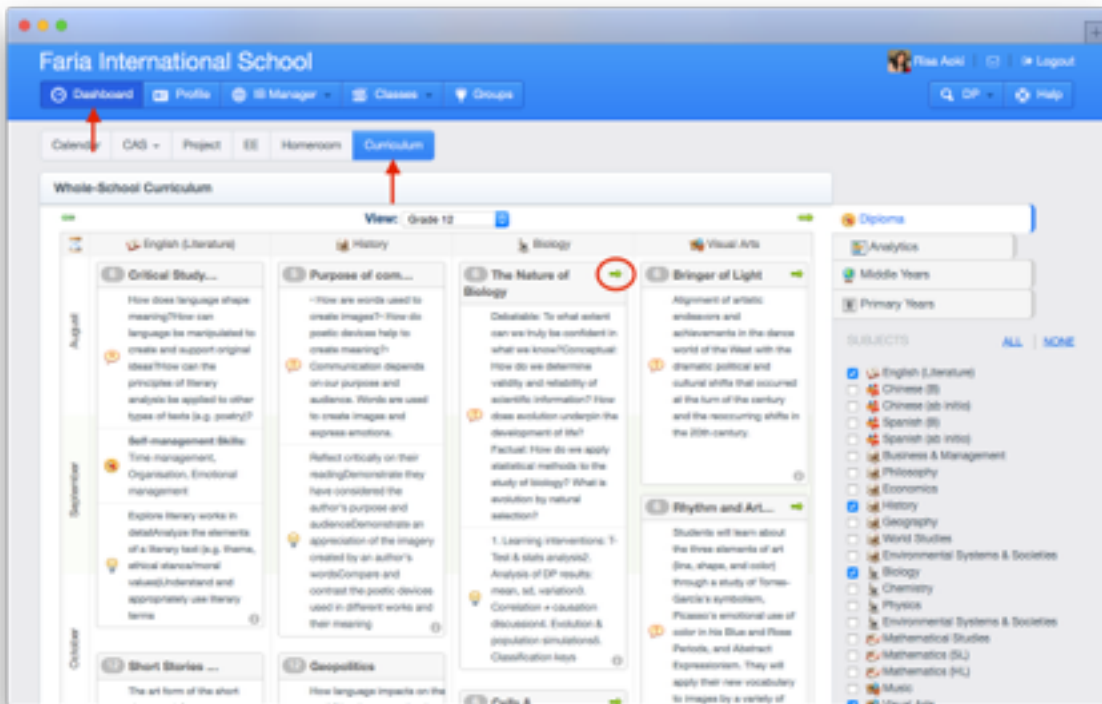
Reflection

The **Reflection** tab prompts teachers to reflect on the unit before, during and after teaching. This section of the unit planner refreshes at the end of each year. You can access reflections from previous years via the *Academic Year* drop-down menu.



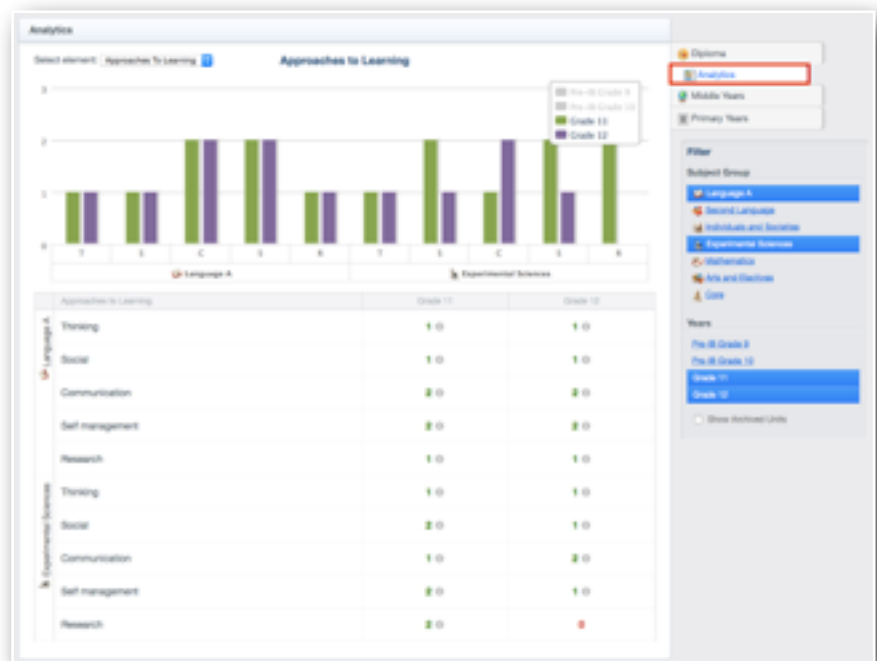
Whole-School Curriculum

Navigate to **Dashboard > Curriculum**, to view the Whole-School Curriculum. Each tile represents a unit. You can easily drag and drop to re-order or archive units that you have authored. Click on the green arrow to go directly to the unit.



Curriculum Analytics

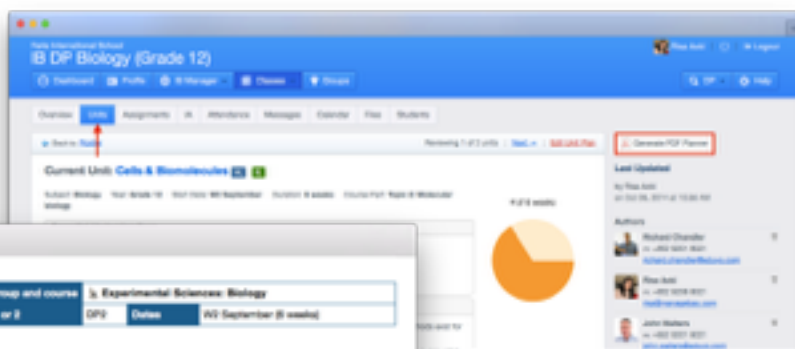
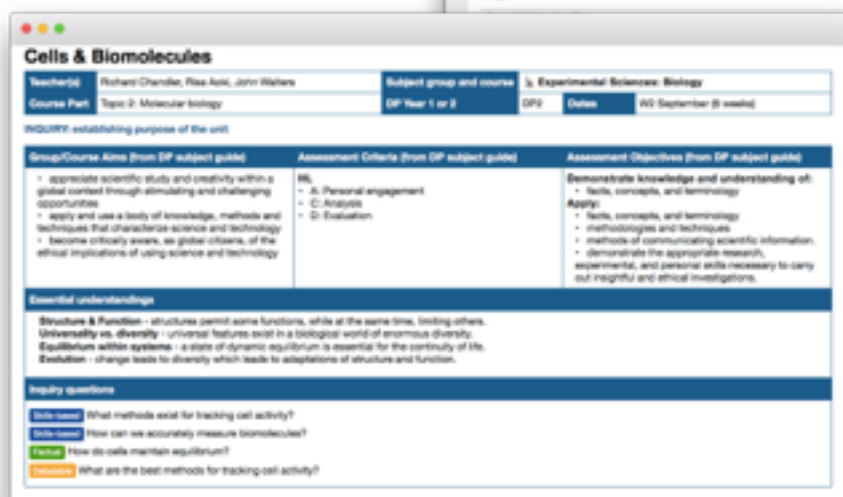
Under **Analytics**, view your school's units mapped and analyzed across ATLs, Connections, Differentiation, Learning Experiences, and Learning Processes. This data pulls from units in real-time.



Filter by subjects and year levels on the right panel. These analytics help schools to better balance their curriculum and ensure even coverage of skills and concepts.

PDF Planner

To export your unit planner to PDF, go to your unit, click **Generate PDF Planner**.



All information entered in the online planner will export seamlessly to the PDF.

Frequently Asked Questions

1. I don't see the Units tab in my class?

This means that *Diploma Unit Plans* have not been enabled on your account. An Administrator can enable them for your school under **Settings > General**.

2. Can a unit have multiple authors? How can I tell when a unit was edited?

Yes, a unit can have multiple authors. Unit planning on ManageBac is collaborative. First select your unit and on the right navigation menu, you will see when the unit was last updated and a button to **Add Author**.

3. What happens to my unit at the end of the school year?

Units carry-over seamlessly from year-to-year. Units are tied to the subject and grade level, rather than classes. To archive a unit, either drag and drop it into the archive box on the right navigation menu on the **Whole-School Curriculum**, or click **Edit Unit Plan** and check the archive box at the bottom of the *Summary* tab. Once archived, units do not appear in your class nor on the whole-school curriculum.

4. How are units shared?

Units are automatically shared across classes of the same subject and grade level. To hide a unit in your class, either check the **Draft** box next to the unit title on the right navigation panel of the **Units** tab, or click on **Edit Unit Plan** and check the **Save as Draft** box at the bottom of the *Summary* tab. This will hide the unit in your class only. It will still appear on the whole-school curriculum and in classes of the same subject and year level.

