

Coordinator: Service as Action

Navigating Service as Action

Click the **IB Manager** tab and select an MYP year group. Next, select a student to view their SA worksheet.

Activities: Students add their own activities directly to ManageBac and submit them for approval. The status of each activity is displayed in the last column on the right.

Hours: View the activities based on hour types, including a breakdown of approved vs completed activities.

Activities
Review student activities, outcomes, and reflections.

Hours
See hours planned for each activity.

Notes & Interview
Communicate with students and log notes.

Outcomes: The green & yellow bar chart in the student worksheet shows the balance of completed activities with reflections and planned activities.

Adding Activities

To add a new activity, click the **Add SA Activity** button. Students can also add activities directly from their own accounts.

The screenshot shows the 'Add SA Activity' form in the ManageBac interface. The form is titled 'Add SA Activity' and is located under the 'SA' tab. The form includes the following fields and options:

- Activity Name*
- Location: Out-of-School In-School
- Community Service: hours
- Creative Expression: hours
- Service as Action: hours
- Start Date*: (October 6, 2014)
- End Date*: (October 6, 2014)
- Supervisor Name*: (Richard Chandler)
- Supervisor Title: (IB Coordinator)
- Supervisor E-mail*: (richard@edrive.com)
- Supervisor Contact #*: (+85 8600 2888)
- Description and Goals: (A Student-run initiative to support Alauddin Orphanage in Kabul, Afghanistan.)
- Please select your targeted learning outcomes:
 - Awareness
 - Ethics
 - Global Value
 - Initiative
 - Persistence
 - Collaboration
 - Challenge & New Skills

Activity details can be added, including the:

- Activity name and description (existing groups can be chosen from the dropdown menu)
- Hour types
- Location (In-School or Out-of-School)
- Start and End dates
- Activity supervisor information (when the student requests review, an e-mail will be sent to the address they have entered prompting the supervisor to submit a review on ManageBac)

When everything is complete, click **Add SA Activity**. After an activity is added, it is automatically submitted for approval.

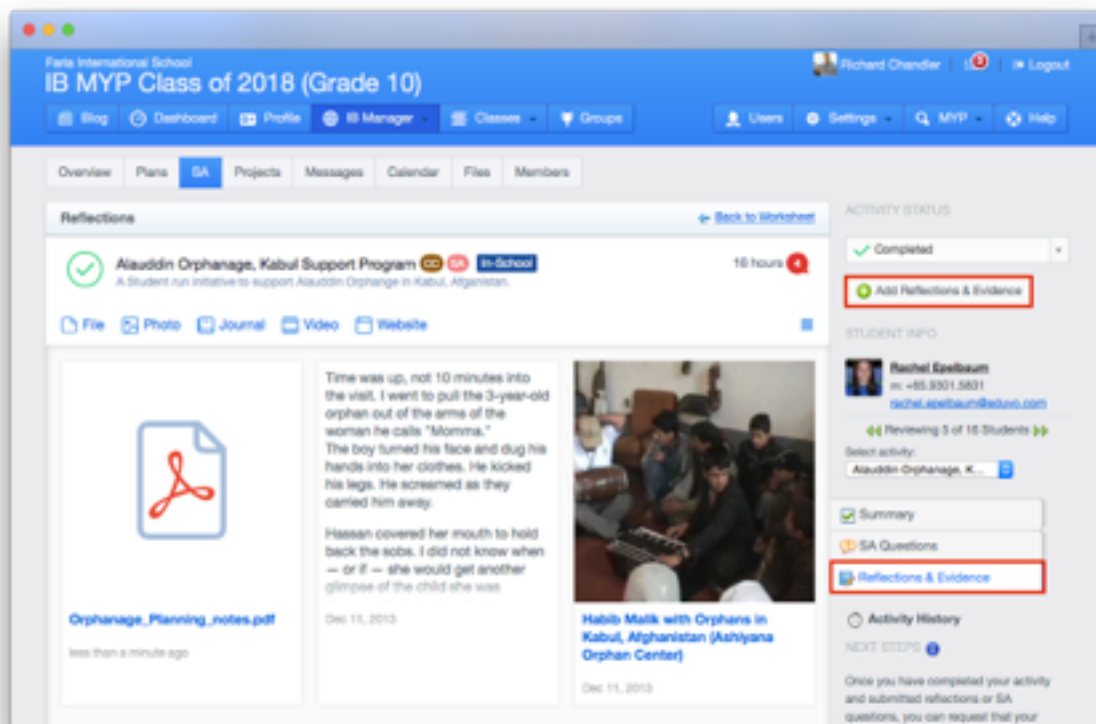
Customizing Outcomes, Hour Types and Reflection Questions

Under the **Overview** tab, click **Edit Group Settings** to set the learning outcomes, hour types and reflection questions for your year group.

When adding a New Hour Type, you'll be able to select options from a dropdown menu.

Adding Reflections

Click on an activity to view and add reflections. From the Summary page, click Reflections & Evidence to browse through existing student reflections & evidence.



To add new reflections & evidence, click Add Reflections & Evidence. Students can do this from their own accounts.

Students will be prompted to add a Journal, Website, YouTube link, Photos or Files as their evidence, and connect it to one or more of the activity learning outcomes.



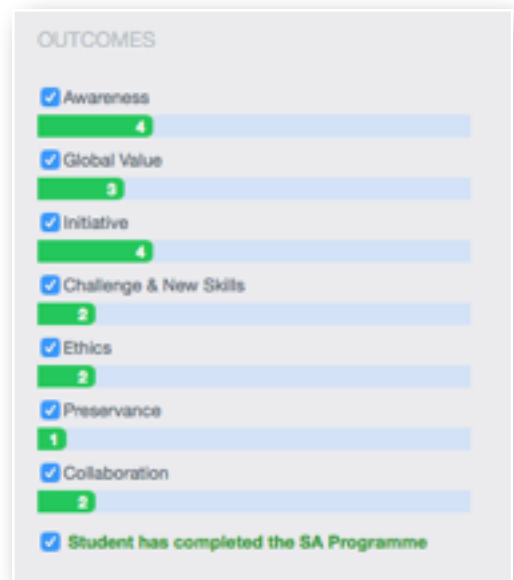
Once the students have completed their activities and submitted reflections or SA questions, they can request that the Activity Supervisor complete the review online. Alternatively, they can export the activity to a PDF and ask their supervisor for a physical signature.

Marking a Worksheet as

Complete

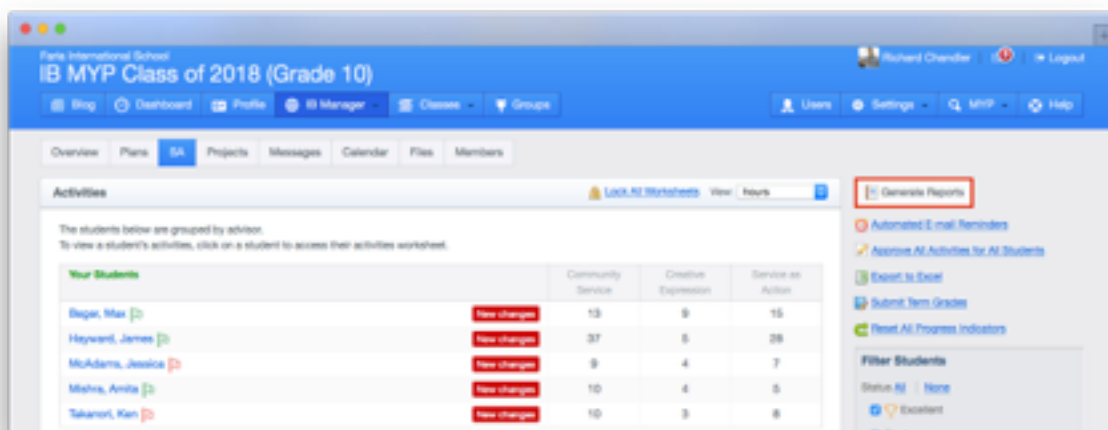
Check off learning outcomes as the student completes them. Once a student has completed all of the learning outcomes, the last checkbox will automatically be ticked and show **Student has completed the SA Programme** in green.

Once completed, the student worksheet is locked and can no longer be edited. To allow students to continue editing the worksheet, uncheck the box.



Generating Progress Reports

Navigate to the student roster and click **Generate Reports**.



From here, you can generate an SA progress report for all your students. Select your settings, programme description, progress indicators, and more. Once generated, the reports will be available under the individual **Documents** section of each student worksheet.

