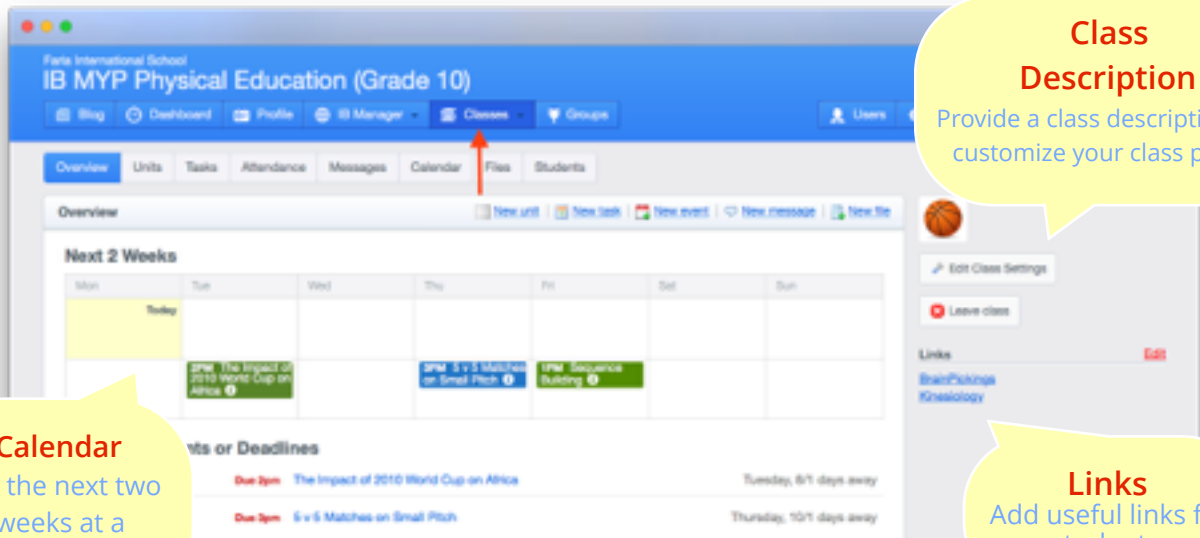


# Teacher: Classroom

## 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.



**Calendar**  
See the next two weeks at a glance.

**Class Description**  
Provide a class description and customize your class photo.

**Links**  
Add useful links for students.

## Edit Class Settings

Click **Edit Class Settings** to begin. From here, you can set basic class information like grade level, class name, class description, grade boundaries, and assignment categories.

Language B teachers can also indicate the language *Phases* of the class.



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

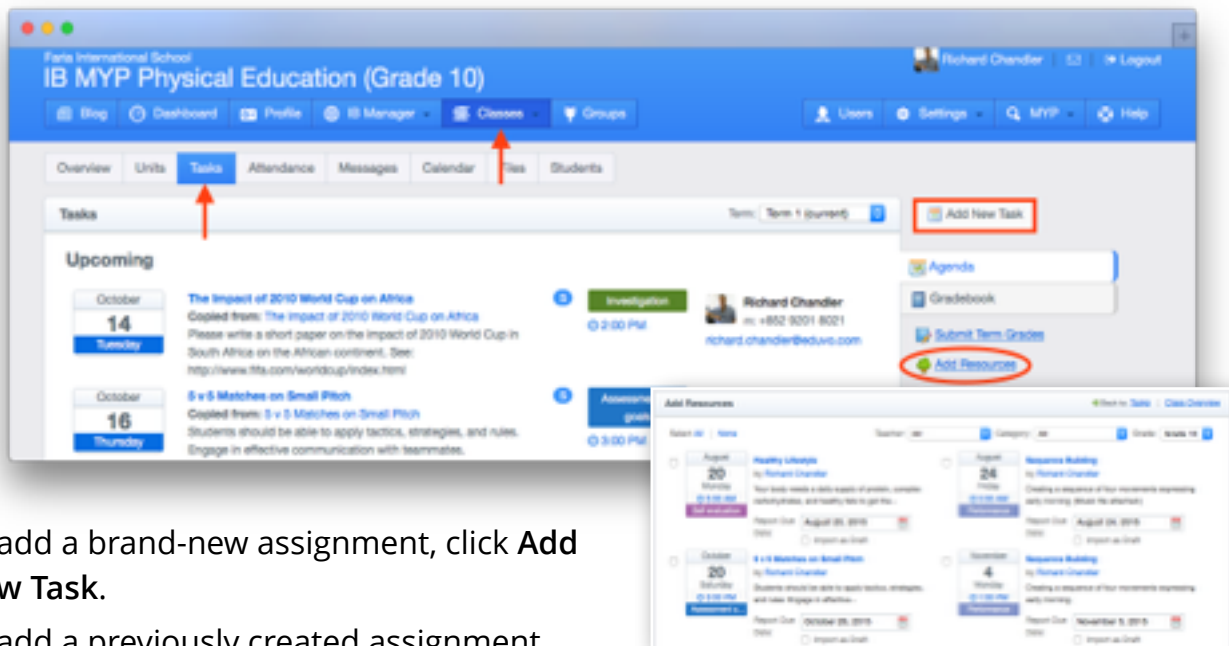
Under the **Teachers** tab, you can add or remove teachers from the class. If your school is using ManageBac to generate Reports, you can indicate which teacher names will appear on the report cards.

**Note:** Once a class is created, the set **Type** (e.g. IB Middle Years) and **Subject** (e.g. Physical Education) cannot be changed.

Only account Administrators can delete classes.

## Adding Tasks

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



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

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

The image shows a 'Add Task' form. The 'Task-specific clarification' checkbox is circled in red. The form includes fields for Name, Unit, Assessment type(s), Assessment criteria, Details, Date & Time, and Attach Files. The 'Assessment criteria' section has a table with columns for Level and Description. The 'Details' section has a text area. The 'Date & Time' section has a date picker and time options. The 'Attach Files' section has a file upload button and a 'Save and Add Another Task' button.

Name the task, link it to an existing unit, and select its *Type* and *Category*. Note that categories can be customized.

Available criterion descriptors are built-in from the MYP subject guides. They can be modified by clicking **Task-specific clarification**.

Other features include:

**Enable Dropbox:** Allows students to submit files electronically.

**Notify via E-mail:** Notify students.

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

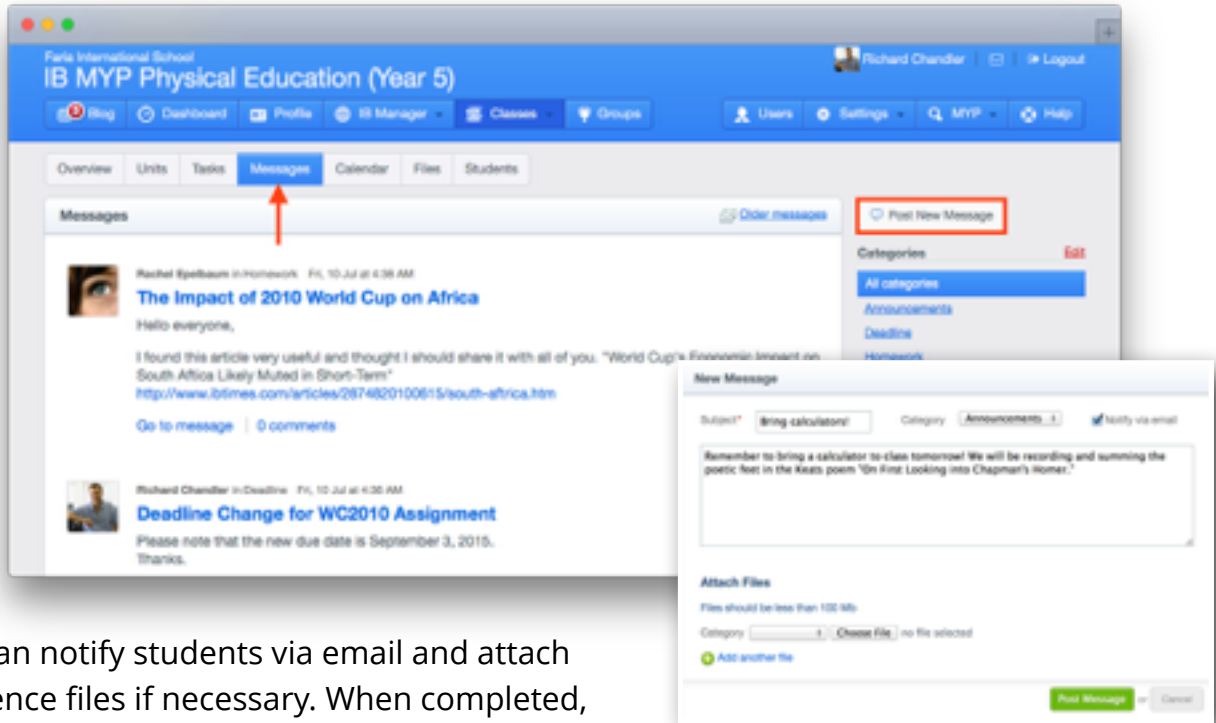
**Save as Draft:** Hide the task from students until you are ready for them to view it.

**Attach Files:** Provide reference files for your students.

Once completed, click **Save & Add Another Task** or simply **Add Task**.

## Messages

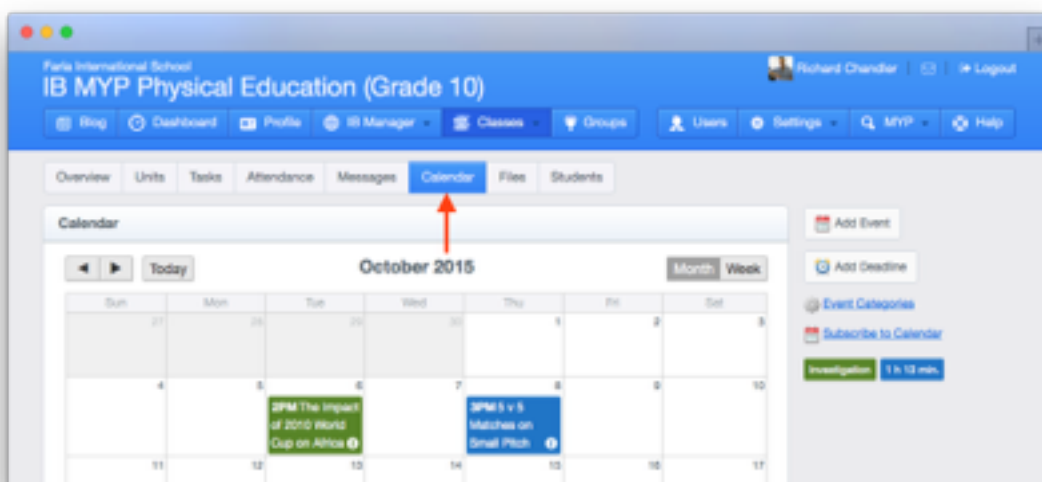
Click on the **Messages** tab to post messages for your class. Students can read and reply to all messages, as well as post their own.



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

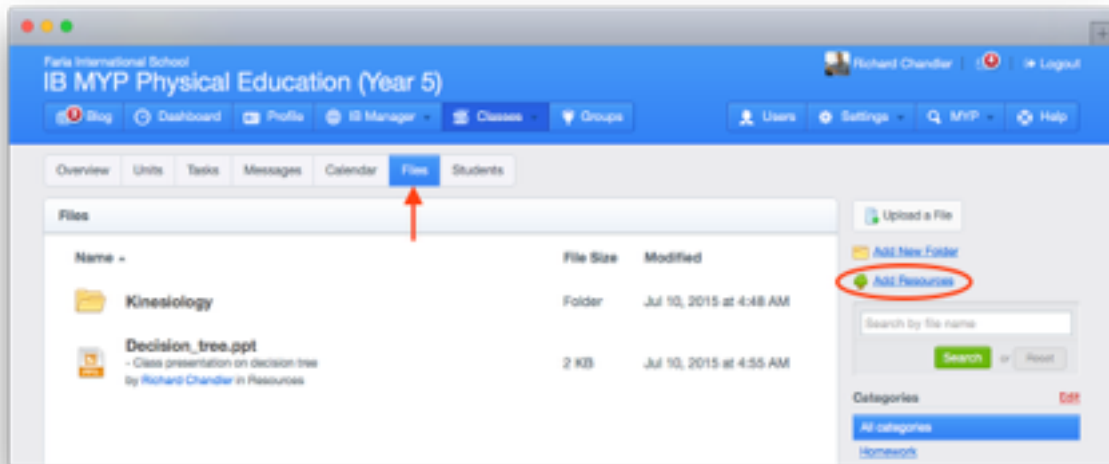
## Calendar

Click on the **Calendar** tab 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.



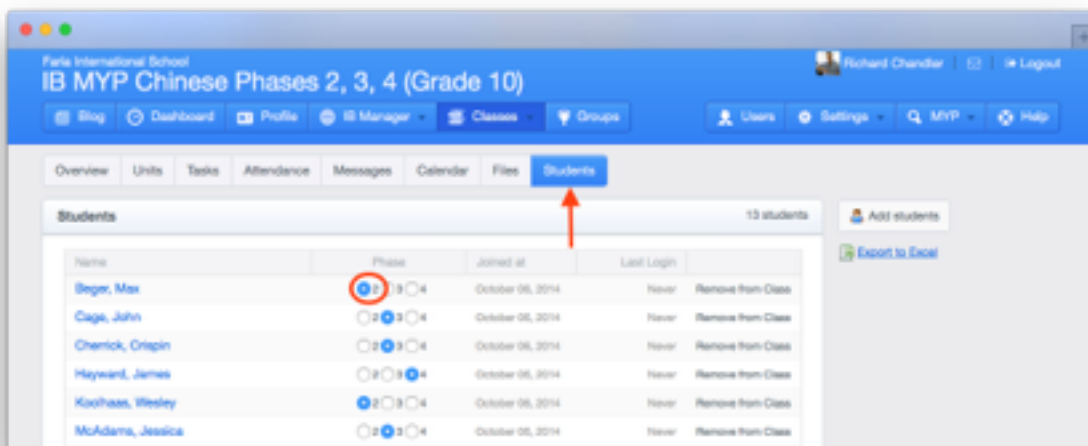
## Files

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. Language B teachers can set individual phases for their students here.



## Frequently Asked Questions

### 1. I don't see an Attendance tab?

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 appear only on the *Calendar*.