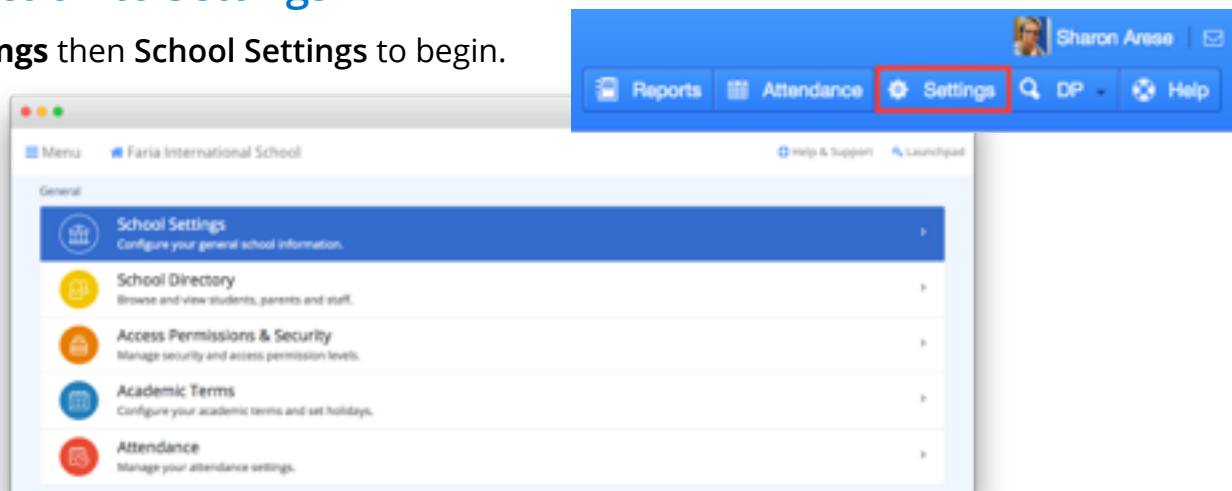


Setup: Settings

Introduction to Settings

Click **Settings** then **School Settings** to begin.



Configuring School Settings

School Settings: Configure your school details like School Name and default language.

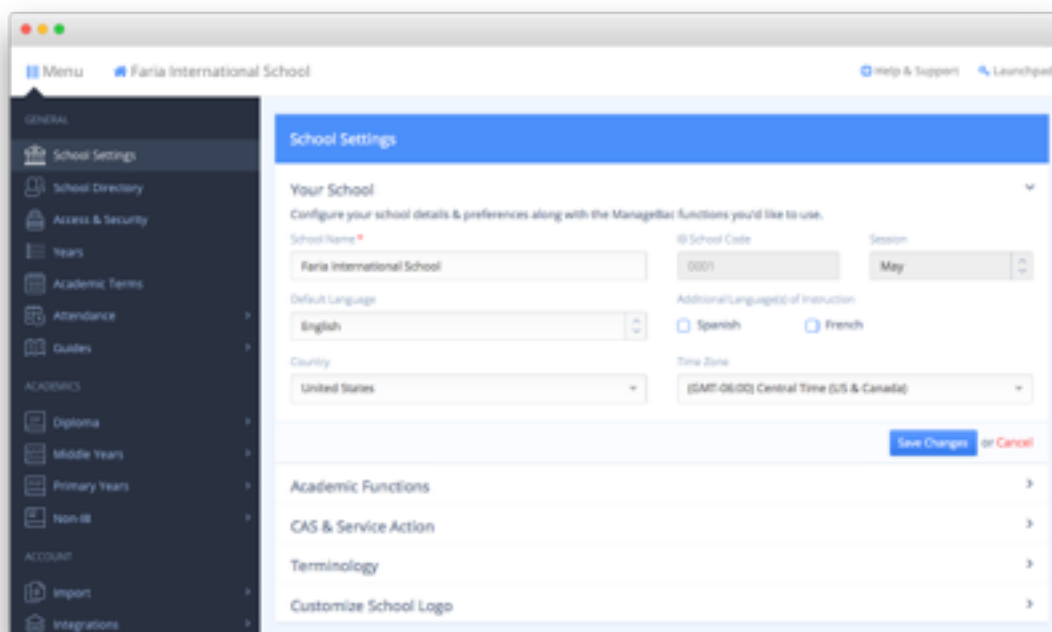
Note: If your IB School Code is incorrect, please email support@managebac.com to request a change.

Academic Functions: Enable or disable Classes, Parents Association, Crocodoc Annotations, Diploma Unit Plans, Percentage Weights, Grade & Year Format.

CAS & Service Action: Edit messaging for students and activity supervisors. You can also choose whether a completed review should lock an activity, marking it as complete.

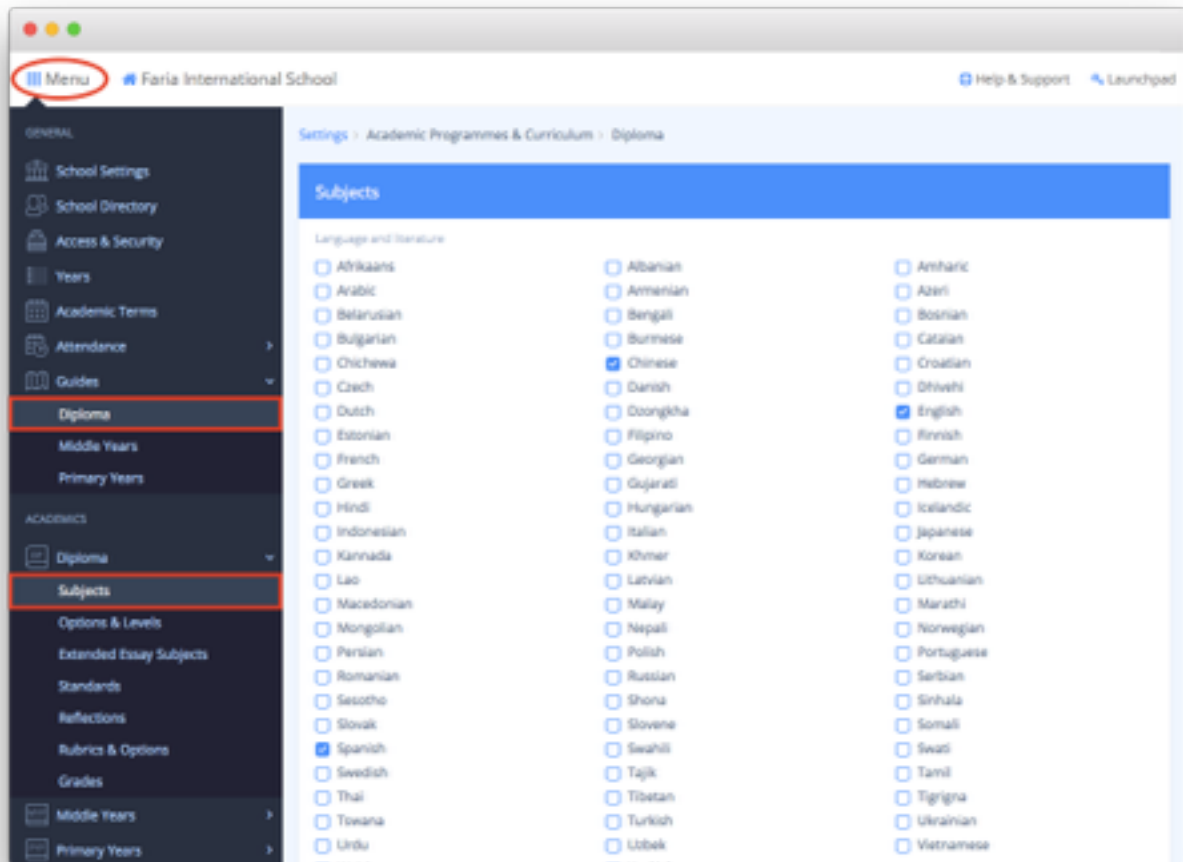
Terminology: Customize your school's specific titles besides the generic default titles we have provided.

Customize School Logo: Upload a **School Logo** to appear on the site and a high resolution logo to appear on your **Reports**.



Configuring Diploma Programme Settings

Navigate to **Menu > Diploma > Subjects** to begin selecting your Diploma preferences. Select each tab on the left to finish setting up your account for Diploma.



Subjects: Select the Subjects offered. These subjects must be set carefully to correspond to the school's authorized subjects on IBIS.

Options & Levels: Specify the routes, options and levels for your subjects.

Extended Essay Subjects: Enabling Extended Essay Subjects here will allow students to select the subject via their personal Extended Essay worksheets..

Standards: View and edit your available standards for Diploma by subject. To import local, state, or national standards (e.g. Common Core standards), please contact the ManageBac support team for assistance, support@managebac.com.

Reflections: Set student reflection questions by grade level. Answers to these reflection questions may appear on report cards generated at the end of term.

Rubrics & Options: Create school-wide or subject-specific rubrics (e.g. Effort grades). These will appear in teachers' term gradebooks.

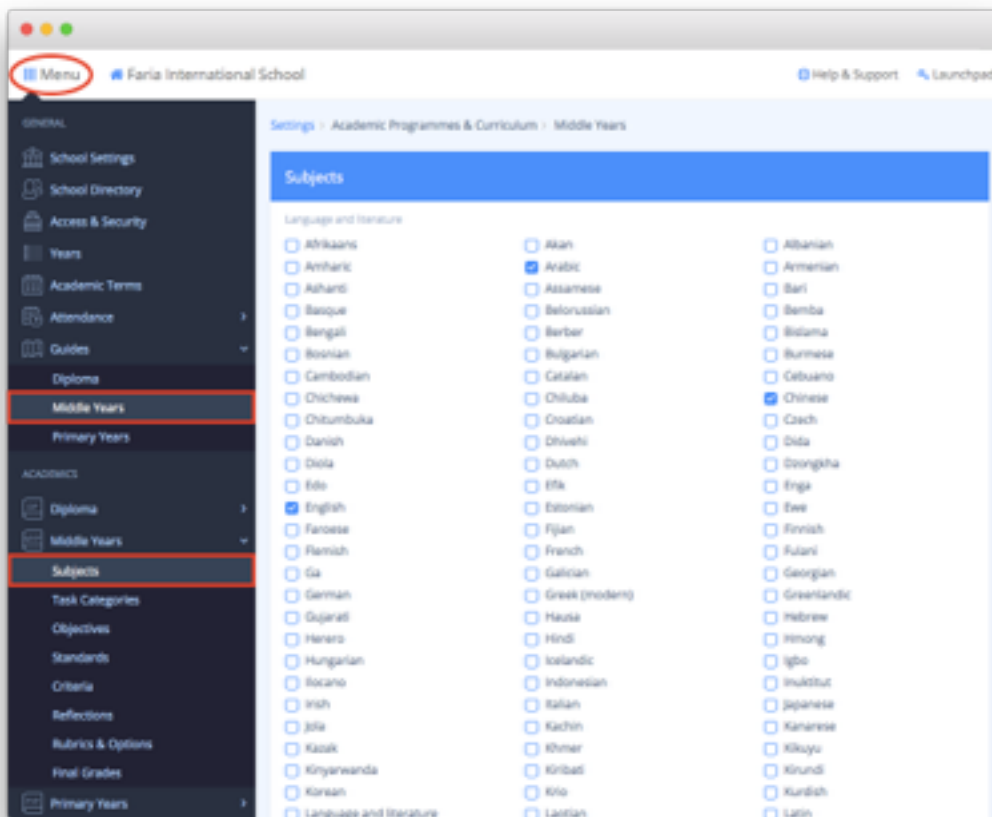
Grades: Set the conversion scale for IB 1-7 grades (e.g. 7=> A+).

Diploma Guides & Handbooks

To customize student guidance for the Diploma core, and upload your handbooks, navigate to **Menu > Guides > Diploma**.

Configuring Middle Years Programme Settings

Navigate to **Menu > Middle > Subjects** to begin selecting your Middle Years preferences. Select each tab on the left to finish setting up your account for the MYP.



Subjects: Select the Subjects offered. These subjects must be set carefully to correspond to the school's authorized subjects on IBIS.

Task Categories: Set the default task categories for all your teachers across all subjects. Teachers may still customize these within individual classes.

Objectives: Review or edit the built-in objectives.

Standards: View and edit your available standards for Middle Years by subject. To import local, state, or national standards (e.g. Common Core standards), please contact the ManageBac support team for assistance, support@managebac.com.

Criteria: Review or edit the built-in criteria.

Reflections: Set student reflection questions by grade level. Answers to these reflection questions may appear on report cards generated at the end of term.

Rubrics & Options: Create school-wide or subject-specific rubrics (e.g. Effort grades). These will appear in teachers' term gradebooks.

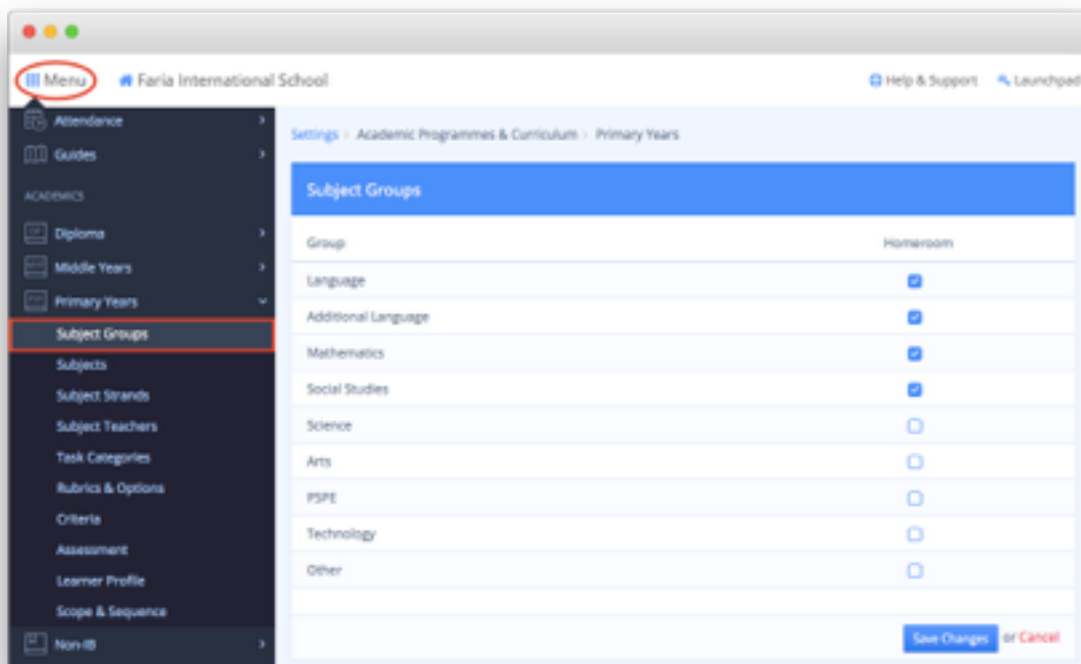
Final Grades: Set the conversion scale for IB 1-7 grades (e.g. 7=> A+).

Middle Years Guides & Handbooks

To customize student guidance for the MYP, and upload your handbooks, navigate to **Menu > Guides > Middle Years**.

Configuring Primary Years Programme Settings

Navigate to **Menu > Primary Years > Subject Groups** to begin selecting your Primary Years settings. Select each tab on the left to finish setting up the account for the PYP.



Subject Groups: Set your Homeroom subject groups. Homeroom subjects are covered within your Units of Inquiry. The most common of these include Languages, Mathematics, Science, and Social Studies.

Subjects: Define the subjects available in the PYP program by grade level. Subjects not indicated as Homeroom will be separated for Specialist Subjects (e.g. Arts, PSPE).

Subject Strands: Enable and Add specific Strands by Subject and Grade level to be included in your Scope & Sequence.

Subject Teachers: Select teachers for each subject by grade level. These teachers names will appear on the reports besides the subjects names.

Task Categories: Set the default task categories for all your teachers across all subjects. Teachers may still customize these within individual classes.

Rubrics & Options: Define additional rubrics for teachers to evaluate such as Effort or Behavior grades.

Criteria: Define the criteria used in evaluation by year level.

Learner Profile: Customize the IB Learner Profile. This will be reflected in the Unit of Inquiry, Whole School Curriculum, and Gradebook (if enabled to be assessed).

Assessment: Configure teacher term gradebooks.

Scope & Sequence: Displays the built-in overall expectations, conceptual understandings, and learning outcomes organized by subject, strand, phase or age- range. You can customize your Scope & Sequence and adapt them to your local standards and benchmarks. The Scope & Sequence can be organized by phases or years.

Please contact support@managebac.com for assistance customizing your Scope & Sequence.