INTERNATIONAL SCHOOL of TIANJIN

Working Learning Acting TOGETHER

ManageBac Parent Guide

ManageBac

PARENT GUIDE

Getting Started

Registration

Immediately following your child's first day of school, you should receive a welcome email from MB using the email address that you used to register your children.

1.   Enter a password as requested and select "enter" (any number or style of character is acceptable).

2.   You will be linked to the ManageBac login page.

Note: Not received a welcome email, make sure to check your spam folder. If the problem persists, check with neo_zhang@istianjin.net to ensure you have been added to the system with the correct e-mail address.

Logging In

On the login screen, you will see the following fields, enter your email address and your new password to sign in.

Resetting your Email login address
1. Login using original email address and password
2. Go to your profile and then to contact details
3. Edit as desired and save changes
4. Your original password still applies for your new email login.

International School of Tianjin

E-mail:

parent@eduvo.com

Password: Forgot your password?

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■ Remember me for 12 hours   Sign-in

Resetting Password / Forgot Your Password

1. Click the forgot password option at login

2. Enter your email address in the field as requested

3. An email will be sent to your with a link allow you to an option that will reset your password

Navigating Through ManageBac

ManageBac can easily be navigated using the tabs at the top of the screen.

✧ The **first tab** on the left selects the student; this will allow you to select which child you wish to view if you have more than one child registered on ManageBac. Once you have selected a child, you will see an overview of their recent and upcoming activities.

✧ The Calendar tab lets you see your child's academic and activity dates in calendar form.

✧ The Profile tab has your contact information.

✧ The Academics tab details your child's academic progress in each class, and lets you view past report cards and future academic plans.

✧ The Attendance tab shows the attendance information for your child and details how many absences they have.

✧ The IB Parents Association tab keeps parents connected with teachers and each other. It allows you to send messages and be notified of upcoming parent events.

✧ The My Account tab allows you to change your e-mail and password.

Switching Between Children

If you have more than one child registered on ManageBac, you can choose which one to view by clicking on your child's name on the first (left side) tab. Select the child you wish to view. Their upcoming school dates and assignments, as well as past report cards and academic progress, will become available to you.
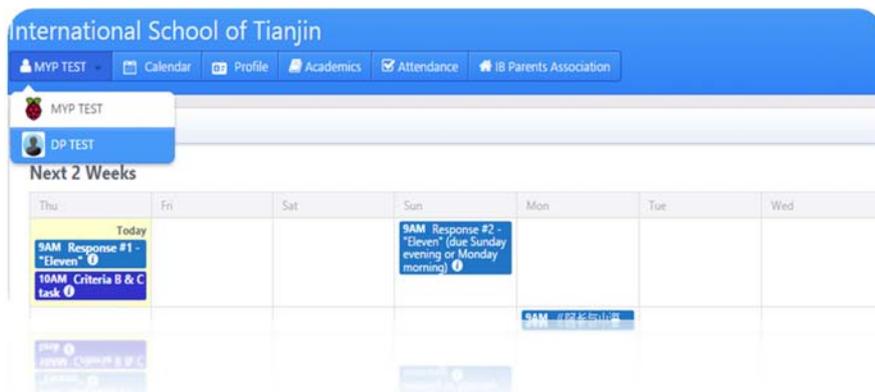
# Academics and Reports

Viewing your Child's Calendar

Click on the Calendar tab. Make sure you have selected which child to view if you have more than one child registered to ManageBac (see Switching between Children for more detail).

The Calendar will show you which dates are due for your child in calendar form. You can switch between a Month and Week view depending on how much detail you wish to see.
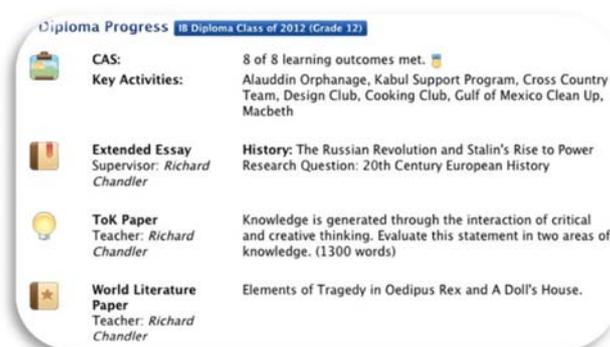
Viewing Your Child's Academic Progress

1. Select the Academics tab menu at the top of the page.

2. You will now see 3 new tables: Academics, Portfolios and Reports with the Academics tab and each of your child's subjects listed.

3. To see progress in a specific class, click on the class in question. You will be able to see past assignments and their grades.

4. The portfolio tab allows you access documents upload by your child.

5. The Report tab will take you to your child's Semester Reports.
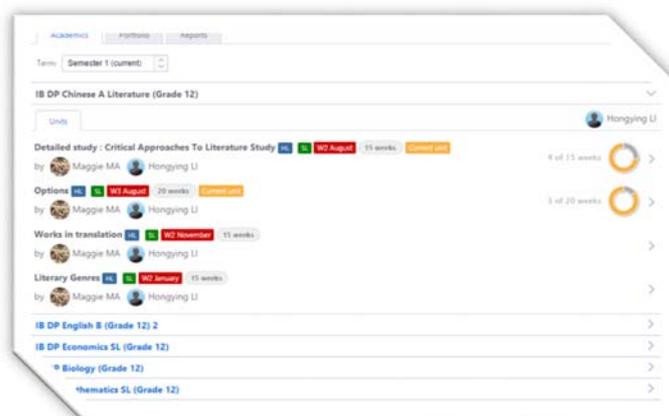
At the bottom of the page, you will see either IB Diploma Academic Progress for Diploma students, or IB MYP Progress for middle year students. You will be able to see the CAS, Extended Essay, ToK, and World Literature topics and activities your child has done (for diploma students) or C&S and Personal Project details for MYP students.

Viewing Your Child's Report Card

Select the Reports tab in the right hand menu. Here you will be able to see your child's Term Reports, as well as any Progress Reports generated through ManageBac. You will be able to click on each report and download it as a PDF file, as well as print it.

(Reports will be published electronically for the first time in 2015-16).