NAVIGATING MANAGEBAC AS A:
BALDWIN PARENT
LOGGING IN

- Login to the ManageBac Platform at: https://baldwin.managebac.com/

- Your **username** is the email address registered on your Veracross Parent profile.

- If you cannot remember your password, please click the “Forgot your password” link to reset it. Enter your email address for instructions with reset link to be sent to you.

- For optimal use, it is recommended to use **Google Chrome** browser. You may use the latest version of Safari, Firefox.

- ManageBac for Mobile (App Store/Google Play) is available for students, parents, teachers and coordinators with full equivalency of web functions.
WHAT IS MANAGEBAC?

MANAGEBAC SECTIONS

1. Select your child
2. Academics
3. Portfolio
4. Calendar + Zoom
5. Profile
6. Messages
7. Timetables
8. Attendance
9. Reports
10. Parent Profile
11. Contact BWN IT
Please read the next slides for step-by-step instructions.
1. Select your child's name from the top of the Menu.

✓ This allows 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 classes and last completed task.

✓ Note: If you have a child that you are not connected to on ManageBac, please contact your child's school level main office staff (OECC, Elementary or MUS) to be correctly linked. Or you may contact the BWN IT Department at helpdesk@baldwin-school.org.
2. Academics

✓ The Academics tab details your child’s academic progress in each class, and lets you view past report cards and future academic plans. Click on a class to view which units are being taught and view task / assignment grades left by the teacher.

✓ When you first click into the Academics tab you will see our Achievement tracker which provides an overview of your child's Classes, attendance in each class and the most recent completed task and assessment.
It is possible to click into each individual class to get a snapshot of the curriculum in action.

1. **At-a-glance**: Top-menu navigation displays a student's class attendance, the current unit of inquiry, and the last completed task.

2. **Unit details**: Explore the various dimensions of IB curricula and view which units are being taught. See how each unit of work incorporates Key Concepts, Learner Profile, and ATL Skills and key components of any year group, e.g. Service Learning or TOK.
3. **Stream view:** View the resources being used by teachers within the Unit.

4. **Assessment:** Explore View task / assignment grades left by the teacher.
3. Portfolio

✓ Click on the Portfolio > Files tab to view work that your child has uploaded to their classes or programme components.
4. Calendar

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

You may sync/subscribe your child’s calendar to your Calendar on your computer or device.
Your child’s online lessons are in light blue color in their Calendar. Students can join online lessons directly from the Calendar via the link provided (on their own Student Account).

Online Lesson (Class Zoom Meeting) is a new feature in ManageBac where teachers will post Zoom Class Meetings (links) to directly connect to the session.
5. Profile

✓ This is where you can see the personal details of your child.
The Messages tab shows the messages written by teachers and students in each of your child’s classes. Parents can view messages and file attachments but are unable to add comments or post messages here.
To read messages or notifications sent to you by your child’s teachers, click on the envelope icon (left to your parent name).

To set or change parent notification preferences on ManageBac, click on the gear icon at the bottom-right of the Messages & Notifications window.
Click the Timetables tab to view your child's class attendance records. Click Download PDF to get a PDF export of your child's class timetable. You can also click to Submit Excusals for absent excuses directly on this page.
8. Attendance

✓ The Attendance tab shows the attendance information for your child and details how many absences he or she has. It is also possible to submit an Attendance Excusal via the “Submit Attendance Excusal” button.
Click on the Reports tab to obtain a PDF export of your child’s report card.
10. Your Profile

✓ You may change the platform's display language.

✓ Change your Password

✓ Click Your Name at the top of the page to change/update contact information. **Please keep your profile up-to-date.** It is vital for teacher-parent communication and to be updated with your child’s academic performance during the school year.
TO LEARN MORE ABOUT MANAGEBAC . . .

 обязанность

VISIT ManageBac Help Centre - Parent Guide Section:


ManageBac Vimeo - Navigating the Parent Account:

➡️ https://vimeo.com/181144608

CONTACT YOUR BALDWIN IT DEPARTMENT:

Jose Luis Rodríguez
Arlisse Sánchez

For any questions, please send us an email at:

helpdesk@baldwin-school.org