Navigating ManageBac

For OECC & Elementary School Parents
2020-2021
In the OECC & Elementary grades, ManageBac is used for communicating with parents regarding Events, Tasks, and Academic Progress as well as Midterm and Semester Reports. Parents will also see a summary of their child’s attendance record, and are able to submit attendance excuses when their child needs to be absent.
Please view this video tutorial which explains and shows how to navigate through the PYP section of your MB parent account.

This tutorial shows the desktop view of the website (instead of the app) which can be easier to use, particularly at first as you become familiar with the different sections.

Even parents that are more experienced with ManageBac should view the video as it outlines how the portal will be used this school year.
Additional Information & Details
Log in & Selecting Student

Step 1 - Log in to your Baldwin ManageBac account from your computer.

*Step 2 - At the top of the Menu, click on the drop down arrow to select and click on the child you are currently working with.

*For families with multiple children.
Tasks serve multiple purposes:

- It is a digital space for teachers and students to communicate and organize assignments on the Calendar.

- Teachers are able to communicate feedback about the assigned tasks in that digital space.

- Students will be working on most Tasks with their classmates and teachers during the school day, however the Daily Plan for Homeroom, Spanish and Specialists will be posted for your information and reference.
Tasks can be found in 2 places: Calendar and/or Academics, these can be located on the Menu (left side of the screen).
Tasks on the Calendar

Just as Events, Tasks can be found on the Calendar.
Useful tip:
If there are numerous Tasks posted on the same date it might be necessary to zoom in to notice and click on the blue text which prompts you to see the full listing.
Hover the cursor over the information icon to see more details about the task. You will notice that the details about the Daily Plans are in a PDF attachment, making it easier to print, save and/or download.
The same Tasks that can be found in the Calendar, can also be found in Academics (click on Academics in the Menu).

Tasks will be organized within the different classes.
Teachers also use Tasks to mark if the daily classwork has been completed or is pending. They will provide additional details as needed. This will be visible in the Academics section, which is subdivided by subjects: Homeroom, Spanish, and each of the Specials.

In addition, teachers provide information on students’ learning progress in the different subjects. This feedback will be found in Academics as well.
Step 1 - Click on the name of the class you choose to view.
Step 2 - Within the Class Overview, select the task you wish to view in more detail. Click on the blue text.
If you are having difficulty activating your ManageBac parent account please send an email to:

- Elementary School: nrivera@baldwin-school.org
- OECC: zmartinez@baldwin-school.org

For other technical support needs please contact:

- Baldwin IT Department Helpdesk
  - helpdesk@baldwin-school.org

If you want to learn more about how to use ManageBac:

- ManageBac Help Tutorials Page
  https://managebac.zendesk.com/hc/en-us/categories/360001059892
We hope this information is helpful.

If you have questions on how to navigate through Managebac please contact: sloinaz@baldwin-school.org

We are here to support you and your children through this process.

Please keep safe and healthy.

See you soon.