NAVIGATING MANAGEBAC AS A:
BALDWIN STUDENT
LOGGING IN

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

• Your username is your Baldwin Gmail Address.

• 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?

CLICK ON A TITLE TO GO DIRECTLY TO THE SECTION

MANAGEBAC SECTIONS

1. Dashboard
2. Calendar
3. Year Groups
4. Timetables
5. Classes + Zoom
6. Portfolio + Google Drive
7. Reports
8. Reflections
9. Messages & Notifications
10. Updating Your Profile
11. Contact BWN IT
Please read the next slides for step-by-step instructions.
The Dashboard tab allows you to view upcoming events & deadlines or latest activity from any year groups, activity groups or classes that you are a part of.
2. Calendar

✓ The Calendar tab is your Dashboard Calendar and shows any upcoming events or deadlines from any year group, class, or activity group that you are a part of.

✓ Click Subscribe to Calendar to sync your ManageBac Calendar to your calendar on your computer or mobile device.

✓ Add an event just for your calendar via Add Personal Event. This will not be visible to other users.
The Year Groups tab is where you can track anything related to your projects and year group.

Please continue reading next slides for specific details for your grade level.
**Year Group Manager – Continuation**

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<thead>
<tr>
<th>For PYP Students:</th>
<th>For MYP Students:</th>
<th>For DP Students:</th>
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<tr>
<td>✓ Note: SL/PBL tabs are customizable</td>
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<td>✓ Select SL to work on your Service Learning worksheet.</td>
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<td>✓ Select Messages to view and post to your year group Message Board.</td>
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<td>✓ Select Files to view files shared with your year group by advisors at your school.</td>
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<td>✓ Select Members to view the other students in your year group.</td>
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4. Timetables

Click the **Timetables** tab to view your weekly class schedule. Click **Download PDF** to get a PDF export of your class timetable. The Legend in the upper right corner shows a summary of your class attendance and the Homeroom Attendance below shows a summary of your daily attendance for the current academic term.

**THIS FEATURE IS NOT YET ACTIVE BUT WILL BE USED IN THE NEAR FUTURE FOR YOU AND YOUR PARENT’S BENEFIT. IN THE MEANTIME, PLEASE LOOK UP YOUR SCHEDULE ON THE VERACROSS STUDENT PORTAL.**
5. Classes

✓ Your Teacher’s Contact information.

✓ The Classes tab will show you a dropdown of all the classes that you are a part of.

✓ Select a class to view the class Overview, Tasks (Assignments), Units, Calendar, Messages, Files and Students.
Your online lessons are in light blue color in the Calendar. You can join online lessons directly from the Calendar via the link provided.

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.
✓ Your student view of online lessons will show three columns:
  ▶ on the left, you will have Lesson/Unit details related to the current lesson
  ▶ a place to add Notes that will remain accessible for the student after the end of the online lesson on the right
  ▶ the center column with shared resources selected by the teacher
  ▶ the right column with Members and Chat tabs for direct interactions with other members of the online lesson and to ask the questions to the teacher (this will be available depending if the teacher enables it for the lesson).

✓ Students will only see the Presentation Mode screen if teachers have started an online lesson and enabled Presentation Mode in that Online Lesson. Otherwise, students will just see the screen for accessing Online Lessons.
6. Portfolio

✓ Your portfolio will show a tab with **Goals & Timeline** where any reflections, goals or resources you add to the Portfolio will be listed in chronological order.

✓ The **Files** tab will show folders for the different components and subjects of your academic programme.
At the top of each tab, you will see the Add Resources button. From there, you can click "Add from Google Drive" to attach any files that you have on Google Drive into your ManageBac Portfolio.
For example, if you wanted to add a file to your Extended Essay folder:

- Click into **Files tab > Extended Essay**.
- Then, click **Add Resources** at the top to find the Google Drive button.
✓ A new window will pop up.
✓ Select your **Baldwin Gmail account** to choose a file from.
✓ Then select 'Allow' when ManageBac asks for permission to view the files in your Google Drive.
✓ Once in your Google Drive, you can switch between your own drive and files shared with you.
✓ Click on the file you want to upload and then 'Select' at the bottom to import it.
Click the **Reports** tab to view, download, and print (PDFs) report cards which have been generated by your school administration.
8. Reflections

The Reflections tab is where you can enter your term goals and answer reflection questions.

- PYP students: How do you feel you progressed in your studies over the current Term?
- MYP students: What skills will you transfer over to the Diploma Programme? What higher level courses will you be taking?
- DP students: How do you feel you progressed in your studies over the current Term?

For example:
9. Messages & Notifications

✓ The **Messages tab** shows the messages posted by teachers and students in each class.

✓ Messages can be found and read inside your class section.

✓ You may view messages, reply to teacher’s messages, file attachments, add comments or post messages here.
To set or change **student notification preferences** on ManageBac, click on the gear icon at the bottom-right of the Messages & Notifications window.

To read messages or notifications sent to you by your teachers, click on the envelope icon (left to your parent name).
10. Updating Your Profile

✓ Click Your Name at the top of the page to change/update contact information on your ManageBac Student Profile. Please keep your profile up-to-date. Also, please revise your “Family Details”. This is vital for teacher-student communication.

✓ If you need to Change your Password, you have the option here.
TO LEARN MORE ABOUT MANAGEBAC . . .

VISIT ManageBac Help Centre - Student Guide Section:


ManageBac Video - Navigating the Student Account:

➡ Click to Open Link and Play Video

CONTACT YOUR BALDWIN IT DEPARTMENT:

Jose Luis Rodríguez
Arlisse Sánchez

For any questions, please send us an email at:
helpdesk@baldwin-school.org