ManageBac Parent Guide

1. Getting Started

Initially you will receive an email from ManageBac directing you to set up your password. Please check you spam or junk email folder/filter as this email has more than likely been placed in there. You may need to remove the ManageBac welcome email from the spam/junk folder before the hyperlink will work.

Your username is the email address you have provided to the school.

Click on the link first as you will need to set up a password before you can login.

Save this address to your favourites, bookmarks, reading list, etc. Once you have set up your password you can login here.
2. Logging In

Once you have set up your password, you can log in to ManageBac (MB) anywhere you have an Internet connection. Open any Internet browser e.g. Safari, Internet Explorer, Firefox, etc. and in the address window type

https://mercedes.managebac.com

This will take you to the log in page. At any time you forget your password, press: Forgot your password? and a link to reset your password will be sent to your email account.

3. Selecting Child and Calendar Use.

After your login is complete you will see these tabs at the top of the page.

In the case of more than one child, choose which child you would like to view by clicking on the dropdown option here. If you click on the Calendar tab you will see the current due dates of tasks your child is required to complete in the current month. If you hover over the small information symbol in the bottom right hand corner of each task more information will then be displayed such as the time it is due, the subject it belongs to and any supporting documents that are associated with the
4. Editing Your Profile

Click on the Profile tab to edit your contact details. Once you have clicked on Upload Photo and selected a profile picture, your picture won’t appear until you click on Save Changes at the bottom right hand of the screen.

5. Assessment (this section is not relevant for students in the PYP)

Clicking on the Academics tab will take you to the subject page. Click on Arrow to see assessment data.
Once expanded you will see a bar graph of criterion/criteria assessment with more detail below. Please note at the beginning of each term it is unlikely that you will see assessments as new tasks will have just begun. If you would like to check on other terms, use the term drop down window to change terms and repeat the process.

**Please note:** Year 12 SACE and Diploma assessments on ManageBac are not final moderated results; they are school based results only.

6. **Portfolio and Reports**

Clicking on the ‘Academics’ link at the top and looking down you will see a choice of 3 tabs. If you click on the **Portfolio** tab you will see all the documents your child has uploaded to ManageBac via the dropbox for their various subjects and activities. In order to see previous and current reports (since the beginning of 2014) click on the **Reports** tab.
7. Personal Project (this section is only relevant for students in Year 10)

Clicking on the ‘Academics’ tab and scrolling to the bottom of the page you will see a heading called ‘IB MYP Progress’.

Here you can check on the ‘Overall Progress’ of your child’s Personal Project. If you see a red flag of concern this means that your child’s supervisor is indicating that the project is not on track and in danger of not receiving a 3 or more.

A red flag will be indicated here if there are significant elements missing in the project e.g. missing or inadequate specifications, very few process journal entries, no timeline document uploaded, etc. As a first port of call, contact your child’s supervisor for further information.

Please note that in order to satisfy the requirements of the MYP, a student must receive a 3 or more in the Personal Project.

When viewing the Calendar, either on the landing page or the Calendar tab, look out for deadlines that relate to the Personal Project. The deadline for the Personal Project is not negotiable and there are no extensions granted beyond the final date.
8. Public Communication

Parent Notice Board is a public notice board that is to be used for official College announcements and information regarding curriculum matters. This is a message board for parents only; please note that only Mercedes College staff members who are able to view these messages are a limited number of ManageBac Administrators. Communication with teaching staff is still via traditional methods, with email being the preferred medium.

Please note: ManageBac is not used to mark lesson attendance at Mercedes College.

9. Frequently Asked Questions

I. Who do I contact if I am having trouble with my log in?
   Contact the IT Help Desk on 8202 9432.

II. Who do I contact if I am having trouble with other aspects of ManageBac?
   Contact Ashley Coats: acoats@mercedes.catholic.edu.au or 8372 3269.

III. Should I expect to see assessment for all tasks?
   No, not all tasks are summative. Formative work is an important part of the student’s learning process and is necessary to gain the skills required to complete the summative tasks. Feedback for formative tasks may be on ManageBac, written on returned work or it may be oral feedback in class.

IV. Where do I find my child’s homework?
   Teachers set homework in various ways, according to the particular subject or the nature of the homework. Some homework may be added as tasks to ManageBac, some might be sent as a message to students in the class using the ‘Messages’ function on ManageBac and other homework may be recorded in the Student Planner/Diary.

V. How are final grades determined?
   Final Grades are determined differently for each programme of study at Mercedes College. Please refer to the College Handbook, section: Reporting Student Achievement.

VI. Why is the “Assessment” section not applicable to the PYP?
   Assessment is very relevant in the PYP; however, ManageBac is not the tool used to report ongoing assessment in the Junior School due to the use of ‘Progress Folders’, ‘Learning Reviews’ and ‘Learning Conferences’.