

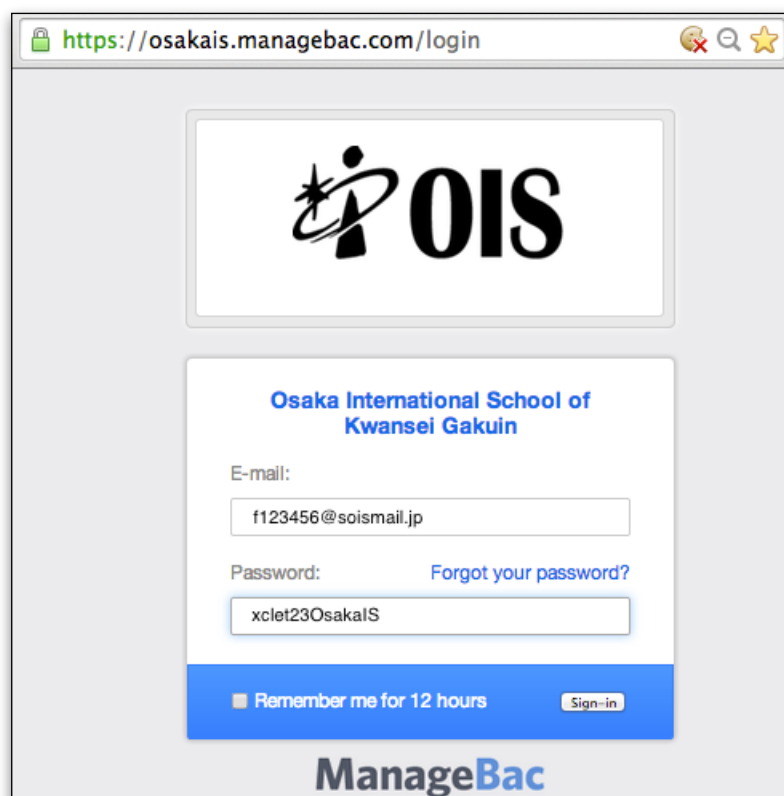
Guide to ManageBac for OIS Parents

This booklet offers an introduction to accessing the ManageBac system we use at OIS to plan our lessons, record student grades, produce student reports every trimester, and much more. From the Fall 2016 trimester we have opened the system to OIS parents, so that you can access more detailed information on our PYP, MYP and DP curricula, and so that you can now learn more about the units they are studying, and in middle and high school, observe your child's course assignments and performance as the trimester progresses.

Please note that this booklet is only intended to help you get you started. It is not a full manual to using ManageBac, as the company already has a detailed [PDF guide](#) which you can view online or download, and a [website](#) dedicated to supporting parents with many 'How to...' tutorials.

Initial login

1. Check your family SOISmail account (e.g. f123456@soismail.jp) for a welcome email and a link to access ManageBac. If you do not initially see the message in your Inbox, please check the More/Spam mailbox in case the message was moved there.
2. Alternatively go to <https://osakais.managebac.com> in your web browser to login.
3. Your login ID is your family SOISmail address (e.g. f123456@soismail.jp); your password is your **SOISmail password** (which is printed on the reverse of your Parents' ID card) followed by **OsakaIS**, e.g. **xclet23OsakaIS**.



The screenshot shows a web browser window with the address bar displaying <https://osakais.managebac.com/login>. The page features the OIS logo at the top, which consists of a stylized figure and the letters 'OIS'. Below the logo, the text 'Osaka International School of Kwansei Gakuin' is displayed. The login form includes an 'E-mail:' field with the text 'f123456@soismail.jp', a 'Password:' field with the text 'xclet23OsakaIS', and a link for 'Forgot your password?'. At the bottom of the form, there is a checkbox for 'Remember me for 12 hours' and a 'Sign-in' button. The 'ManageBac' logo is visible at the very bottom of the page.

Changing your password

- After logging into ManageBac using your family SOISmail address and password, you will be asked if you wish to set a new password. This is optional; if you do, please follow these steps. If not, press **Cancel**, and go straight to page 4 of this guide.

Osaka International School of Kwansei Gakuin

Student's Name | Calendar | Profile | Academics | Messages | IB Parents Association

E-mail verification request has been sent to f123456@soismail.jp

My Account

Basic Account Details

First Name*
Taro

Last Name*
Senri

E-mail Address*
f123456@soismail.jp

Your request to update your e-mail address to f123456@soismail.jp is pending confirmation. Please check your inbox to validate your e-mail.

Change Password

Your Password

New Password

Enter a **strong password** by using four common random words or a combination of characters, capitalisation and numbers or symbols. The password will not save until you see a green box.

Confirm New Password

Save Changes or Cancel

To create a new password:

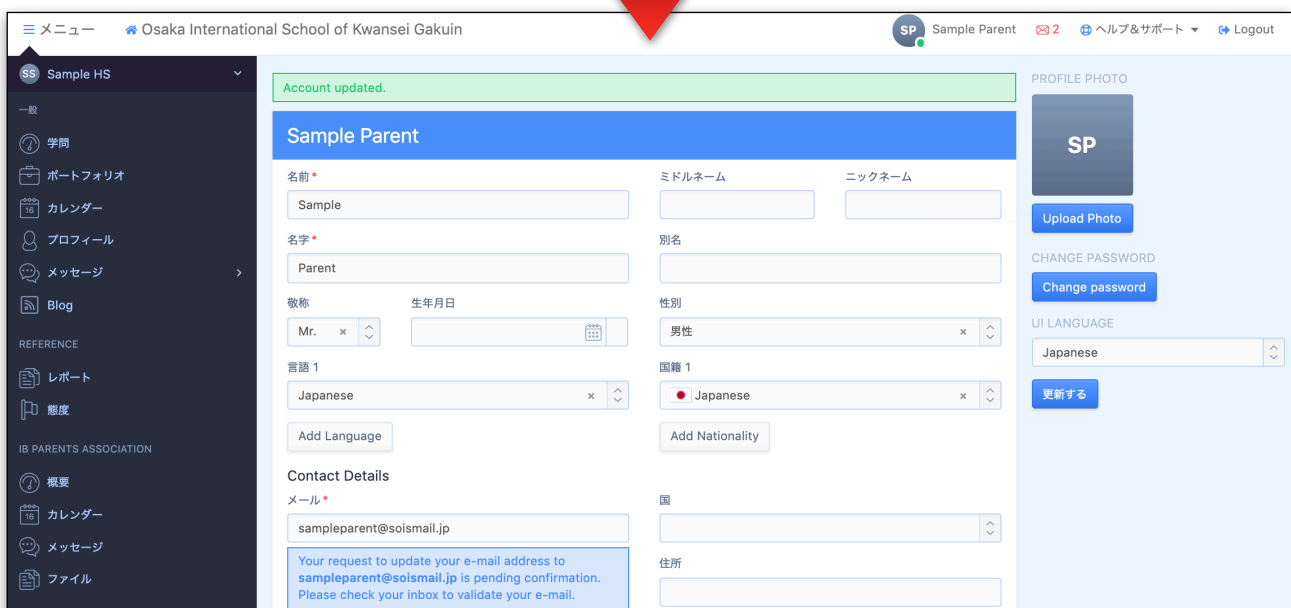
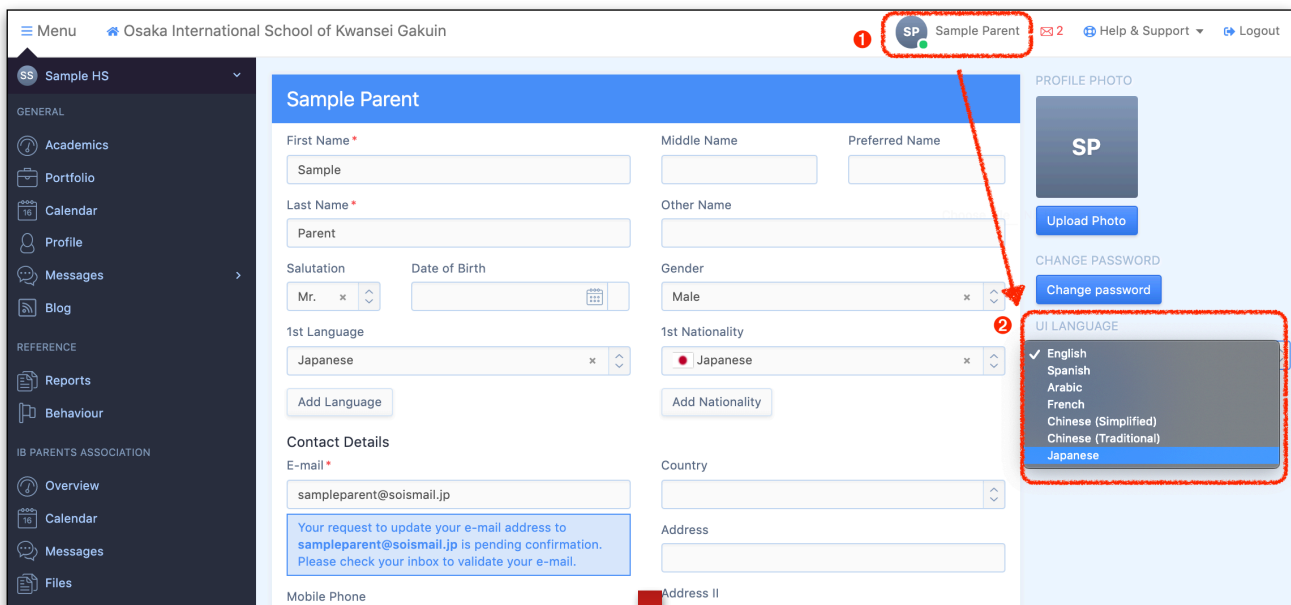
- Enter the initial ManageBac password you received from OIS. This is your family SOISmail password printed on the back of your Parents' ID card + OsakaIS, e.g. *xclet23OsakaIS*.
- Create a new password. Please note that ManageBac has implemented very strict rules for new passwords, and you might need to try a few combinations of words, letters, numbers and symbols before the system accepts your new one. A useful suggestion is to use four common words, but put together in a random order, e.g. *ChocolateSnowmanPurpleCandle*. Although the words are common, the random combination and length of the password actually makes it very difficult for hackers to guess.

When the system decides that the password is strong enough, you will see a green light 4. Do not try and Save Changes if the light remains red, as your new password will not be applied.

- When the new password is accepted, enter it a second time to confirm, and then Save Changes 6.

Changing the language of the user interface

1. You can choose to change the language of the ManageBac interface into one of these options:
 - English
 - Spanish
 - Arabic
 - French
 - Chinese (Simplified)
 - Chinese (traditional)
 - Japanese
2. To change the language, click on your **Name** at the top of the window ❶, then choose your preferred language from the drop-down UI menu ❷.



Navigating around ManageBac

The notes below offer a brief introduction to the information you can access once you are logged in to the system. Please download ManageBac's own [PDF guide](#) for parents, or visit their [website](#) dedicated to supporting parents, for more details.

1. The initial **Overview** screen shows the most recent two weeks of activity. You can click on the **Calendar** link to see all the deadlines, tasks and events scheduled month-by-month.

The colours vary by subject and by type of task (an essay as opposed to a quiz, for example). Each task or event has a small ⓘ which will give you more information, including a summary of the task, the deadline, and the subject.

The screenshot shows the ManageBac Overview page for a student named Sample, Class of 2017 (Grade 12). The page is divided into several sections:

- Header:** Includes the school name "Osaka International School of Kwansei Gakuin", a user profile for "Briag Dupont", and links for "Help & Support" and "Logout".
- Left Menu:** A dark sidebar with icons and labels for "GENERAL" (Overview, Calendar, Messages), "ACADEMICS" (Progress, Portfolio, Reports), and "IB PARENTS ASSOCIATION" (Overview, Calendar, Messages, Files).
- Student Profile:** A blue header bar with the student's name and class.
- Personal Details:** A table with student information:

First Name	Sample	Gender	Male	1st Nationality	United States US	Spoken Language	English
Last Name	Student	1st Language	English	2nd Nationality	Japan JP	English Proficiency	Fluent
Middle Name	-	Student ID	172099	E-mail	172099@soismall.jp	Candidate Session Number	-
Date of Birth	January 1, 1999	Free/Reduced Lunch?	No				
- Next 2 weeks:** A calendar grid showing dates from Sunday to Saturday. A red event on Thursday (15th) is labeled "9AM REDOX Unit Test Paper 1" and "9AM REDOX Unit Test Paper 2".
- Key Contacts:** A list of school staff with their names, titles, and email addresses:
 - Briag Dupont (Principal, bdupont@senri.ed.jp)
 - Bill Kralovec | William Kralovec (Principal, bkralovec@senri.ed.jp)
 - Carolyne Marshall (Principal, PYP Coordinator, cmarshall@senri.ed.jp)
 - Kurt Mecklem (Teacher, Principal, MYP Coordinator, Personal Project Coordinator, kmecklem@senri.ed.jp)

The screenshot shows the ManageBac Calendar view for September 2016. The calendar is a monthly grid with days of the week (Monday, Tuesday, Wednesday) and dates. A red event on Tuesday (5th) is labeled "3:30PM Grade 12 Extended Essay Complete Draft". The left menu is visible, with the "Calendar" link highlighted.

The menu bar on the left hand side allows you to navigate through different pages on information. The most commonly accessed pages will probably be:

- **Calendar** (to see all recent and upcoming assignments and events)
- **Progress** (to see any comments or scores for marked assignments)
- **Reports** (to review past trimester reports)

Please note that the **IB Parents Association** pages are not active yet.

2. Click on the **Progress** tab ❶ in the to see your child's assignment grades, reports, and work that has been submitted.
 - a. Click on each subject ❷ for more details about the units, assignments and grades for that subject.

Menu Osaka International School of Kwansei Gakuin

Student's name(s) here

GENERAL

Overview

Calendar

Messages

ACADEMICS

Progress ❶

Portfolio

Reports

IB PARENTS ASSOCIATION

Overview

Calendar

Messages

Files

Student's name here
Class of 2017 (Grade 12)

Personal Details

First Name	Gender	1st Nationality	Spoken Language
Sample	Male	United States US	English
Last Name	1st Language	2nd Nationality	English Proficiency
Student	English	Japan JP	Fluent
Middle Name	Student ID	E-mail	Candidate Session Number
-	172099	172099@soismail.jp	-
Date of Birth	Free/Reduced Lunch?		
January 1, 1999	No		

IB DP English A Language and literature (Grade 12) 2

IB DP Japanese ab initio SL (Grade 12) 1

IB DP Economics (Grade 12)

IB DP Biology (Grade 12)

IB DP Chemistry (Grade 12) ❷

IB DP Mathematical Studies SL (Grade 12) 1

IB DP Theory of Knowledge (Grade 12) 1

Class of 2017 (Grade 12)

CAS

HOMEROOM INFO

BD Briag Dupont
bdupont@senri.ed.jp

KEY CONTACTS

Bill Kralovec | William
Principal
bkralovec@senri.ed.jp

Carolynne Marshall
Principal, PYP Coordinator
cmarshall@senri.ed.jp

KM Kurt Mecklem
Teacher, Principal, MYP
Coordinator, Personal Project
Coordinator
kmecklem@senri.ed.jp

School of Kwansei Gakuin

← Progress

< > IB DP Chemistry (Grade 12) Fall Trimester 2016-2017

Assignments

REDOX Unit Test Paper 1 Summative HL SL Quiz Thu, Sep 15 2016 at 9:00

REDOX Unit Test Paper 2 Summative HL SL Test Thu, Sep 15 2016 at 9:00

Units

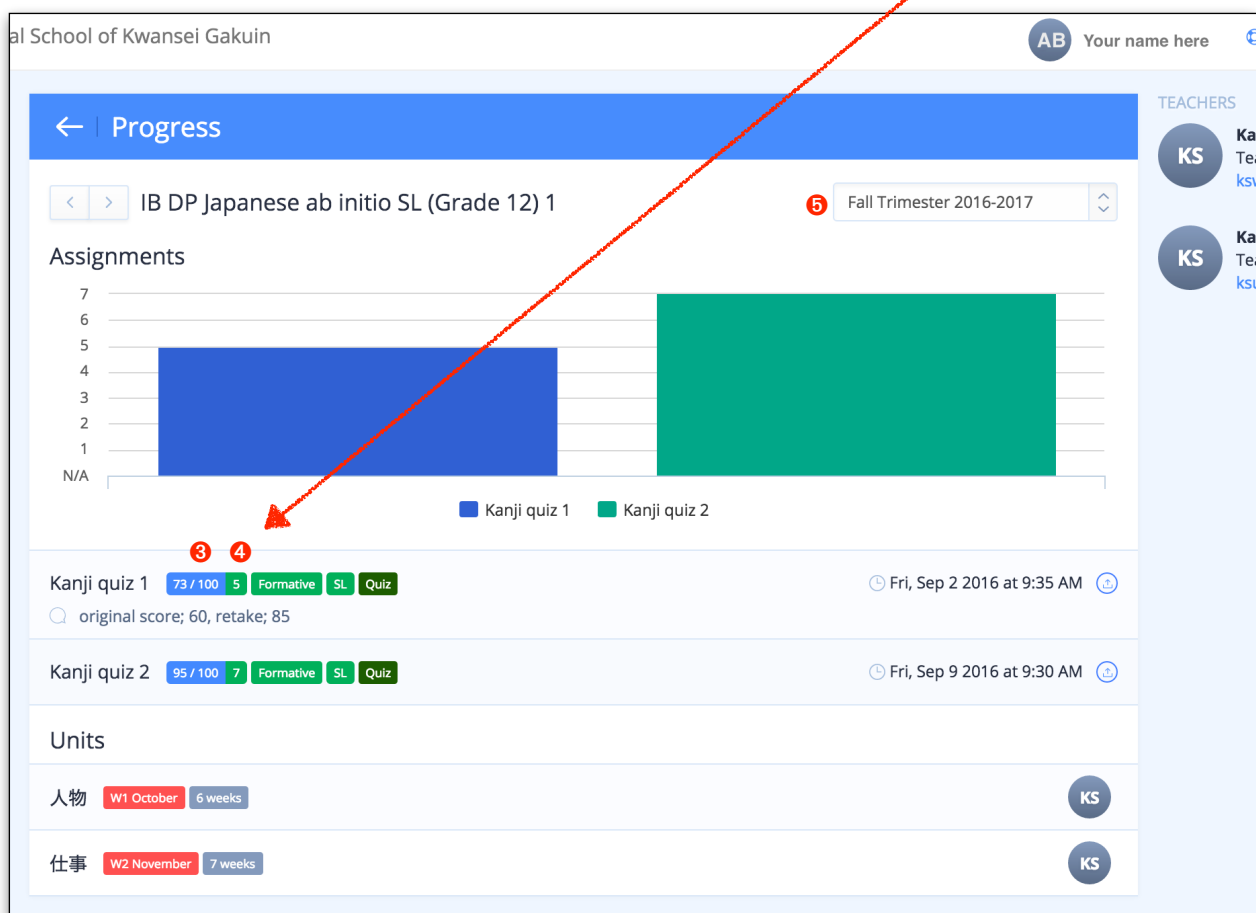
Redox Processes HL SL W3 August 5 weeks Current Unit

Organic Chemistry HL SL W1 October 8 weeks

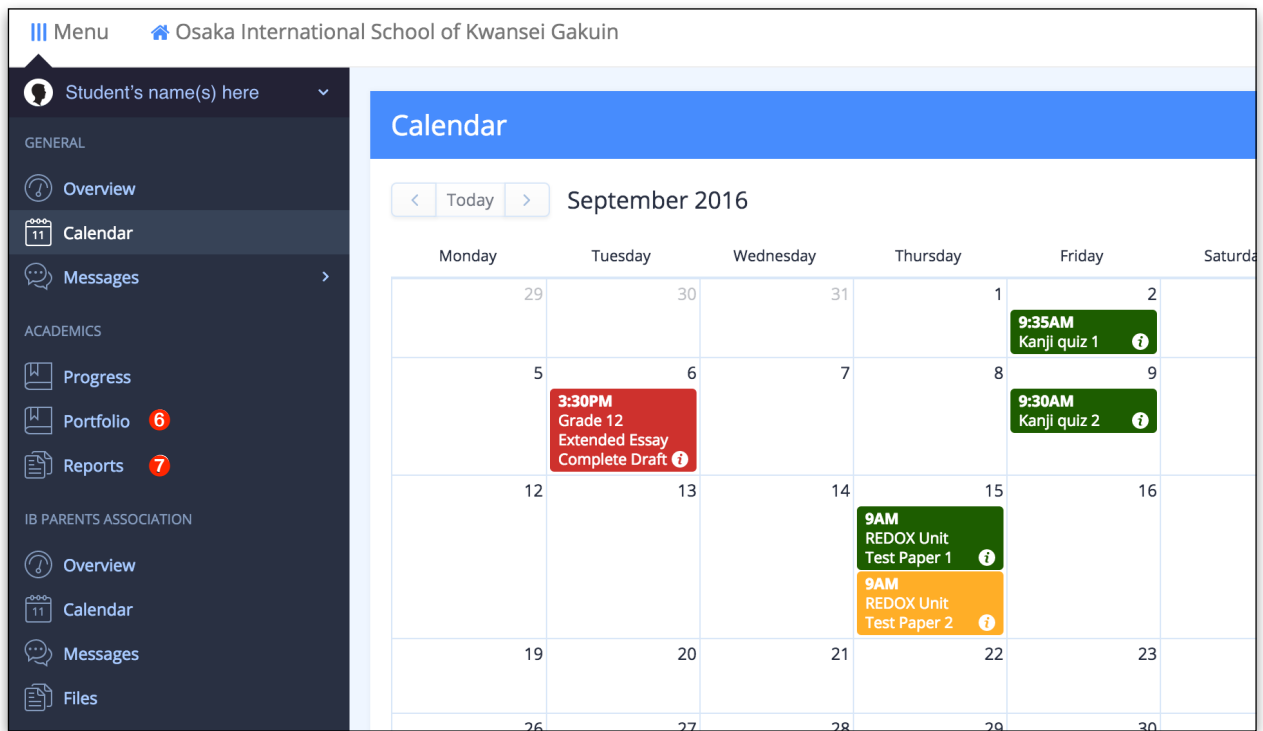
Measurement and Data Processing HL SL W1 January 4 weeks

Option HL SL W1 February 8 weeks

- b. For **MYP Tasks and DP Assignments**: To find out more about an assignment, click on the assignment name in the list below the chart. If the teacher has provided any specific instructions or associated files on ManageBac, you can see them here. Note that formative assignments (these are tasks that guide teacher instruction and give students feedback on their progress; they are not calculated into the final grade) are represented by a striped coloured column, whilst summative assignments (theses are assigned as a way for students to demonstrate their knowledge and to “show what they have learned”) are a solid colour. Each assignment may be given a grade in more than one category (e.g. an essay may receive a grade for *Understanding*, another grade for *Communication* etc). To see the scores for one particular assignment, you can click on the assignment name to the right of the column chart. (First click on all of the assignments once to 'deselect' them - the name should become greyed out, and the columns will disappear from the chart. When all the other assignments are greyed out, select one to bring up the relevant columns. You will be able to see the raw score ^③ (the number of points available for the assignment, e.g 73/100) and the IB grade ^④, which will be from 1-7 (from lowest to highest).



- b. There is an option, using the drop down box ^⑤, to access previous trimesters' grades. This will only provide data from the current academic year. Once the student moves up a grade, the records for previous years are archived and not viewable by families.



- c. The **Portfolio 6** tab enables you to see any work that has been submitted through ManageBac by your child. You can select a subject and see any essays, reports or other work uploaded for assignments. This will not include any work submitted by hand to the teacher in class, such as quiz papers or worksheets.
 - d. The **Report 7** tab enables you to see and download PDF copies of all the progress and end-of-term reports issued to you since we started using ManageBac for our reporting system. You may see more than one copy of a report (e.g. Fall Trimester Report 2014). Each will have a different date and time stamp. The most recent one is the copy to access; we occasionally reproduce the reports if new information is added to our records after the first print run, or if some data has been omitted by mistake.
4. An envelope icon in the top right of the window indicates that either:
 - a. An email has been sent to parents from the teachers via ManageBac, or
 - b. A notification has been automatically generated by ManageBac to inform parents of a new post or upload to the system.

Appendix

Further questions about ManageBac may be addressed to sfrater@soismail.jp. Please note that:

- There are many activities and tasks that are completed in class or for homework which may not appear on ManageBac if they are not intended to contribute towards the trimester assessment or grade.
- There will be a lot of differences between courses, units and even trimesters, in the frequency by which new assignments and teacher feedback are posted to ManageBac. Some pages may be updated weekly, whilst others will only need to be updated every few weeks.
- Parents may ask their children for their student ID and passwords to see the student's interface, including more details on *CAS*, *Personal Projects* and *Extended Essays*.
- In order to receive notification that assignments, messages and grades have been added to a student's account, parents will need to ensure that the email notification boxes are checked in the Notification Preferences window; click on your **Name** at the top of the window ❶, then click on the **Notification Preferences** button ❷ to see the options. These are usually all on by default, but sometimes users switch them off. The email option will ensure that any notifications are forwarded to your Family SOISmail email account.

