



VIS INTERNATIONAL SCHOOL VIS MANAGEBAC POLICY

What is Managebac?

Managebac is the leading learning platform for IB World Schools, and it supports curriculum planning, assessment, attendance, reporting and communication within the school community.

Managebac, therefore, represents an integral part of the experience of all VIS stakeholders, regardless of the fact they are school administrators, teachers, students or parents.

VIS introduced Managebac in September it has become the main communication tool for all needs within the community.

What is expected from each user-group?

For a system to work successfully, stakeholders need to know what role their role is and what they can and are expected to do with it.

Administrators

The administrators are the school coordinator, the school assistant, and the IT support person.

Administrators are responsible for:

- setting up the platform at the beginning of each school year
 - registering students, parents, and teachers
 - creating classes,
 - uploading the school calendar and schedule,
 - assigning classes to teachers,
 - populating classes,
 - assigning the CAS coordinator,
 - setting Extended Essay deadlines.
- Throughout the year, administrators are responsible for:
- homeroom attendance,
 - generating report cards,
 - printing class lists or taking attendance directly in case of substitutions,
 - assigning EE supervisors
 - informing other stakeholders of any misuse of the system.

School administrators are also in charge of the VIS Teachers group where teachers can find the updated calendar of activities for the upcoming months and any files or communications the coordinator wishes to share.

Administrators are also in charge of training new staff and supporting all stakeholders with any problem they might encounter using Managebac. In case of need, please contact one of the administrators in person, by phone (011/889870) or by email at the following address: infovis@vittoriaweb.it

Administrators help solve the problem or will redirect the user to the Managebac support team.

Students

One of the primary aims of VIS and a central element in the IB Learner Profile is for students to become responsible for their own learning. Managebac offers a great opportunity for students to demonstrate they are taking their learning experience in their own hands. They are in fact both active and passive users of Managebac. Depending on the task, they might be able to consult but not modify the material, or they might be asked to upload or make changes to documents.

At the beginning of the school year, students are sent an email directly from the system with the login instructions. The school administrators do not have a copy of the students' login credentials, so new ones must be generated if the original ones are lost.

New students are instructed on the basic functions of the system at the beginning of the school year and can then refer to either teachers or the school administrators for any problems they might have.

A Digital Buddy project will be launched as a CAS activity for students who are already familiar with the system and wish to help new students familiarize. Please see the CAS Coordinators for more information.

Students are expected to:

- login on a daily basis whether they are present or absent from school
- complete their personal details and keep them updated
- check assignments and deadlines
- submit work by the deadline indicated on the assignment
- in case of absence: keep updated on what has been covered in class through the Class Activities postings under the message tab and check for homework assigned (absence will not be an accepted excusal for un-submitted homework)
- check their grades

(for IB students only:)

- complete their study plan and update it in case of changes approved by the IBDP Coordinator
- complete and update the EE and TOK worksheets and Planning and Progress Forms
- uploading all EE and TOK material and drafts on the platform
- keep their CAS records updated

Parents

Parents play a crucial role in their children's education. To improve the interaction between the school and parents is one of the reasons VIS has adopted Managebac. This way parents can access all the information they need about their children's academic progress.

At the beginning of the school year, new parents are sent an email directly from the system with the login instructions. The school administrators do not have a copy of the parent's login credentials, so new ones must be generated if the original ones are lost. One parent is uploaded for each student by default; should any family wish for more than one parent to be given access to Managebac, please contact the school, assistant.

To ensure the clearest communication between the school and families, it is essential for parents to make the correct use of Managebac and understand its use. The system does not substitute face to face communication regarding important academic situations or decisions. For these situations, the school coordinator and or teachers are always available by phone, email or in person.

New parents are shown how the system works at a meeting at the beginning of every school year, and a parent user guide is available both in English and Italian on the school website. A button is present on the homepage of the school website (www.vittoriaweb.it) through which parents are redirected to the Managebac login page.

In case of difficulty accessing the system, please contact the school assistant or consult the [parents guide](#).

Parents are expected to:

- be able to access the system
 - post attendance excusals in case of delayed arrivals, early exits or absences
 - consult their children's grades
 - read notes posted by teachers
 - access progress report cards when prompted by email at the end of each term
- For 1ICE and 2ICE students, it is also advisable for parents to check the homework assigned and make sure their children are submitting the required material.

Teachers

Teachers use Managebac daily in every lesson. All teachers have received training during the first year the system was implemented and are obliged to be present at any meeting that will be called during the year. The new staff is instructed on the use of Managebac.

Each teacher is sent an email by the system itself containing login information. The school administrators do not have a copy of the teachers' login credentials, so new ones must be generated if the original ones are lost.

Teachers are responsible for:

- completing and keeping their profile updated and adding a picture
 - maintaining their class list up to date in case students join or leave the class or the schedule changes.
 - determining assignment categories and their relative weight
 - setting grade boundaries (with reference to the ones released by either the IBO or Cambridge International Examinations)
 - taking attendance at the beginning of every lesson
 - creating the following compulsory folders under the message tab: Class Activities and Teacher-Student Communications
 - posting class activities at the end of each lesson under the appropriate tab/folder
 - posting assignments at the end of each lesson
 - posting class specific deadlines (see the Internal Deadline Schedule released at the beginning of each school year for details)
 - keeping the Grade-book up to date with appropriate grades and comments if required
 - submitting Term grades and comments by the dates specified by the school all comments should be either in English or in the language of instruction of the subject.
 - From SY 2015-2016: using the Unit Planner function (further details will be added upon implementation)
 - supporting students who have trouble uploading files or need guidance carrying out basic procedures
- The Extended Essay function on Managebac is a precious tool during the development of this extensive research project. It helps keep track of the student's progress. When teachers are acting as EE supervisors, they are responsible for using the EE tab in all its functions, and should keep the student's progress status and progress updated using the appropriate icons.
- Supervisors should prompt their candidates to complete their EE proposal worksheet, upload all material they wish the supervisor to check, keep the Planning and Progress form updated after meetings. All drafts submitted

should be annotated through Managebac to keep a record of the feedback provided. All communication with the candidate regarding the EE should take place through the notes function and not by email.

Upon completion of the EE, teachers should make sure the final version is uploaded and clearly labeled as Managebac is also used as the EE archive.

All the above-mentioned actions are essential for the system to contain the information that is necessary to generate complete and up-to-date report cards.

TOK teachers are required to use the TOK tab in all its functions for all work related to the TOK essay and presentation. Teachers should prompt candidates to keep their TOK worksheet and Progress and Planning Form updated.

All drafts submitted should be annotated through Managebac to keep a record of the feedback provided. All communication with the candidate regarding the TOK essay should take place through the notes function and not by email.

Upon completion of the TOK essay, teachers should make sure the final version is uploaded and clearly labeled as Managebac is also used as the TOK essay archive.

All the above-mentioned actions are essential for the system to contain the information that is necessary to generate complete and up-to-date report cards.

CAS Coordinator: the CAS Coordinator is responsible for using the CAS Manager function in all its components encouraging students to keep their records updated and submitting reminders in case of delayed submission of reflections or supporting material.

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For any doubts, questions or concerns regarding the use of Managebac, please do not hesitate to contact the school administration team.