

THE
NEWMAN SCHOOL

Cor Ad Cor Loquitur | Let Heart Speak to Heart

ManageBac Guide for Students

Signing in :

Your welcome email should have all your log in details.
If you have not received one, please contact the IT Coordinator at
jiwanicki@newmanboston.org



Newman School Boston

E-mail:

Password:

[Forgot your password?](#)

Remember me for 12 hours



ManageBac

Navigating ManageBac: The Tabs

The screenshot displays the ManageBac navigation interface. At the top, a blue navigation bar contains six tabs: Blog (with a red notification badge showing '4'), Dashboard, Profile, DP Manager (with a dropdown arrow), Classes (with a dropdown arrow), and Groups. Below this bar is a secondary navigation bar with seven tabs: Overview (highlighted in blue), Assignments, Attendance, Messages, Calendar, Files, and Students. The main content area is titled 'Overview' and features a section for 'Latest Activity'. This section contains a list of five items, each with a colored category label on the left and a description on the right:

Category	Activity
Exam	Final Exam
Homework	Review
Homework	Review
Homework	Review
Homework	Review

The Tabs

- The **Dashboard tab** allows you to view upcoming events & deadlines.
- The **Profile tab** is where you can post your photo and manage your contact information. This section is only visible to school staff.
- The **IB Manager (Program) tab** is where all of your IB functionality is located. Under the IB Manager tab, you'll be able to add CAS activities, submit EE proposal information, and complete your Diploma plan worksheet.
- The **Classes tab** is where you'll be able to view and join classes. Class groups allow you to view assignments, grades, and Internal Assessment requirements for each subject.
- The **Groups tab** is where you'll be able to join groups. There are five group types, which are customized for specific purposes: CAS Project, Homeroom, Sports Team, Club or Society, and Other.
- Clicking on **your name** will allow you to change your e-mail address and password, as well as configure your Notification Settings.

Your Profile Page

The screenshot shows a user profile page with a blue navigation bar at the top containing 'Dashboard', 'Profile', 'IB Manager', 'Classes', and 'Groups'. A red arrow points to the 'Profile' tab, and a green circle with the number '1' is next to the user's profile picture. The profile information is organized into a grid. Below this, a section titled 'Academic Progress for 2012-2013 (DP)' is highlighted with a red box and a green circle with the number '2'. This section lists four courses with their respective teachers and an 'Expand' button for each. The term '2012-2013 (current)' is selected in a dropdown menu.

Navigation: Dashboard | Profile | IB Manager | Classes | Groups

Profile Information:

First Name	1st Nationality	United States US
Last Name	2nd Nationality	Canada CA
E-mail	Preferred Name	
Date of Birth	Candidate Session No.	
Gender: Female	Spoken Language	English
1st Language: English	Race/Ethnicity	White/Non-Hispanic
2nd Language: German	English Proficiency	Fluent
Free/Reduced Lunch?: No	SSN	

IBIS Details: IBIS Personal Code, Candidate Session Number, PIN

Academic Progress for 2012-2013 (DP) Term: 2012-2013 (current)

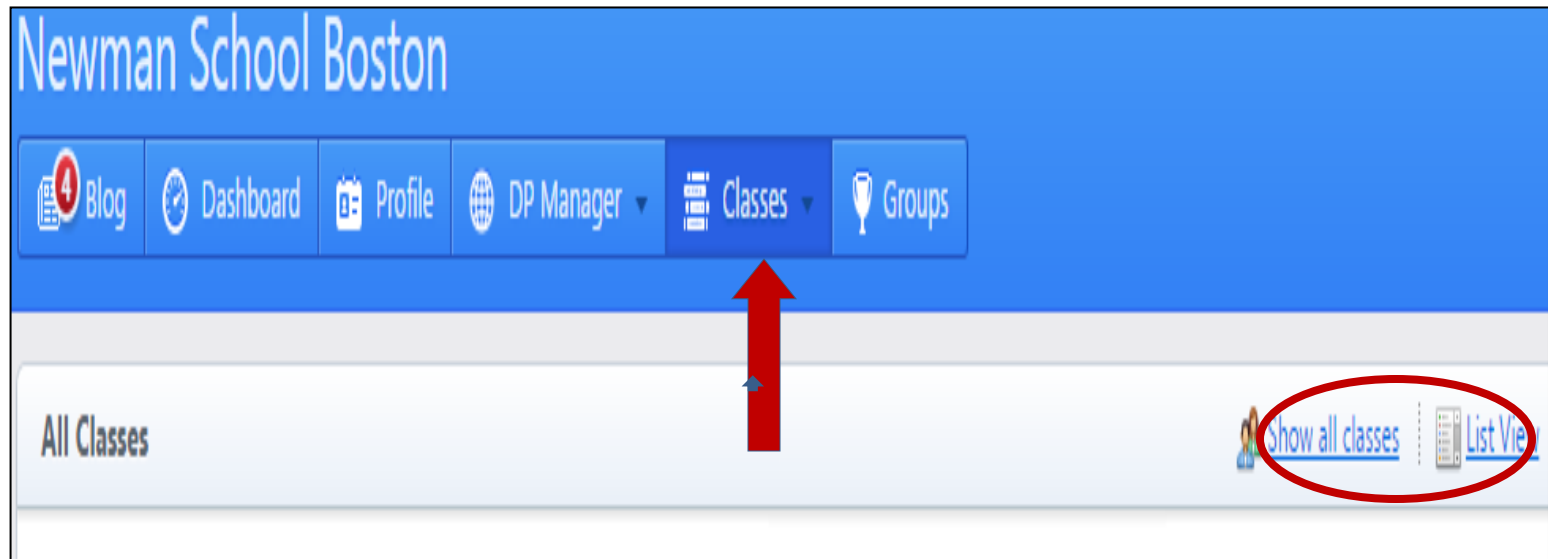
- IB DP English A HL Literature (Grade 12) Teachers: Richard Chandler, Risa Aoki + Expand
- IB DP Chinese SL A2 (Grade 12) Teachers: Risa Aoki + Expand
- IB DP Economics HL (Grade 12) Teachers: Bess Lewis + Expand
- IB DP History HL (Grade 12) Teachers: James Hendrick + Expand

Profile Tab

- Via the **Profile tab**, you can see the following:
 1. **Personal Info**: You can edit your personal information here. This information is linked to your Plans worksheet, which will be used for your exam registration in your final year. To edit, click the **Edit Profile** button. You will only be able to edit this information if a coordinator has not locked your worksheet.
 2. **Academic Progress**: You can review grades & feedback of your completed assignments and monitor upcoming assignments for each of your classes.

Accessing your Classes

- To access your classes, select the **Classes** tab. This will lead to a list of every class you are registered in. You can switch views by going to **List View**, and also see all of your school's classes by clicking **Show all classes**. To view an individual class, click on the name.



Individual Class

- Clicking on an individual class will lead you to the class page. Here you can access **assignments**, see **messages**, **files**, and a **calendar** of due dates.

The screenshot shows a class page for 'B DP English A HL Literature (Grade 12)'. The navigation bar includes 'Dashboard', 'Profile', 'IB Manager', 'Classes', and 'Groups'. Below this, a secondary navigation bar highlights 'Overview', 'Units', 'Assignments', 'Messages', 'Calendar', 'Files', and 'Students'. The main content area is titled 'Overview' and features a 'Next 2 Weeks' calendar. The calendar shows a due date for an '8PM Practice commentary: Jane Kenyon's 'Happiness'' on Monday, 15th, and a due date for a '12AM John Keats, selected poems' paper on Wednesday, 24th. Below the calendar, the 'Upcoming Events or Deadlines' section lists these two items with their respective due times and dates. The 'Latest Activity' section is partially visible at the bottom.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Today	15 8PM Practice commentary: Jane Kenyon's 'Happiness'	16	17	18	19	20
21	22	23	24 12AM John Keats, selected poems	25	26	27

Upcoming Events or Deadlines

Essay	Due 8pm	Practice commentary: Jane Kenyon's 'Happiness'	Monday, 1 day away
Paper	Due 12am	John Keats, selected poems	Wednesday, 10 days away

Latest Activity

Viewing Assignments and Submitting course work

- **Via the Classes Tab:** You can see all your registered classes through the **Classes** tab. To view the assignments from individual classes, select the class and click the **Assignments** tab. Here you can see the upcoming assignments as well as the completed assignments. If you need further assistance, you can send an email to the concerned teacher (circled at the side bar). If your teacher wants you to submit the assignment online, the **Dropbox** and **Attach a File** headings will appear on the page.

Newman School Boston
HS Pre- IB Chemistry (Pre-IB 2) 1f14

Blog Dashboard Profile DP Manager Classes Groups

Overview Assignments Attendance Messages Calendar Students

Term: Second Term

Completed

May 26 Tuesday	Final Exam Review for Final Exam-- Topics --- Organic Chemistry, Acids Bases and Salts, Metals and Alloys.	Exam 8:30 AM	 Monika Sudhakaran m: 617-267-4530(169) msudhakaran@newmanboston.org
May 22 Friday	Review Review the Topic 'Metals and Alloys'.	Homework 8:10 AM	 Monika Sudhakaran m: 617-267-4530(169) msudhakaran@newmanboston.org
May 21 Thursday	Review Review Acids, Bases and Salts.	Homework 8:10 AM	 Monika Sudhakaran m: 617-267-4530(169) msudhakaran@newmanboston.org