

Managebac

PYP Parent Guide for Communication and Attendance

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Introduction

ManageBac is an online learning platform for IB schools. It is used by parents, students and teachers at International School of Hellerup to access and share academic information. It is used for all three programs (Primary Years, Middle Years and Diploma).



This guide helps parents to use Managebac for Communication and Attendance.

How Managebac is used for PYP at International School of Hellerup

What is Managebac used for at ISH?

- Managebac is the main communication platform to families, and includes attendance, class information, assessment and grades.

Is there a Managebac app for smartphone/tablet?

- Yes, but unfortunately the Managebac App is currently only for MYP students. PYP Managebac needs to be accessed from a browser like Chrome, Internet Explorer, Firefox or Safari.

How do I contact the teacher?

- **Your regular email** is used for individual communication between parents and teachers. You will find the teacher's school email address in your Managebac account.

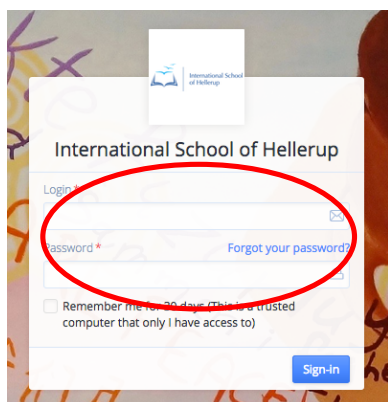
How do I receive Friday letters, homework, and school information?

- **Managebac Messages** are used for Friday Letters, Homework Assignments (for Upper PYP) and other communications from teachers, school staff or school management.

How will I know that I have a Managebac Message?

- For **regular, urgent or important messages** (such as Friday letters, weekly homework, urgent reminders or important notices) the teacher or school staff member will send a notification to your regular email (Google, Yahoo, Hotmail, work email, etc) address telling you that you have a Managebac Message. The email will include the message details, but not any attachments (so as not to fill up your home or work email address). You will need to log in to Managebac to view any attachments. On your Managebac Home screen you can always see all your messages.

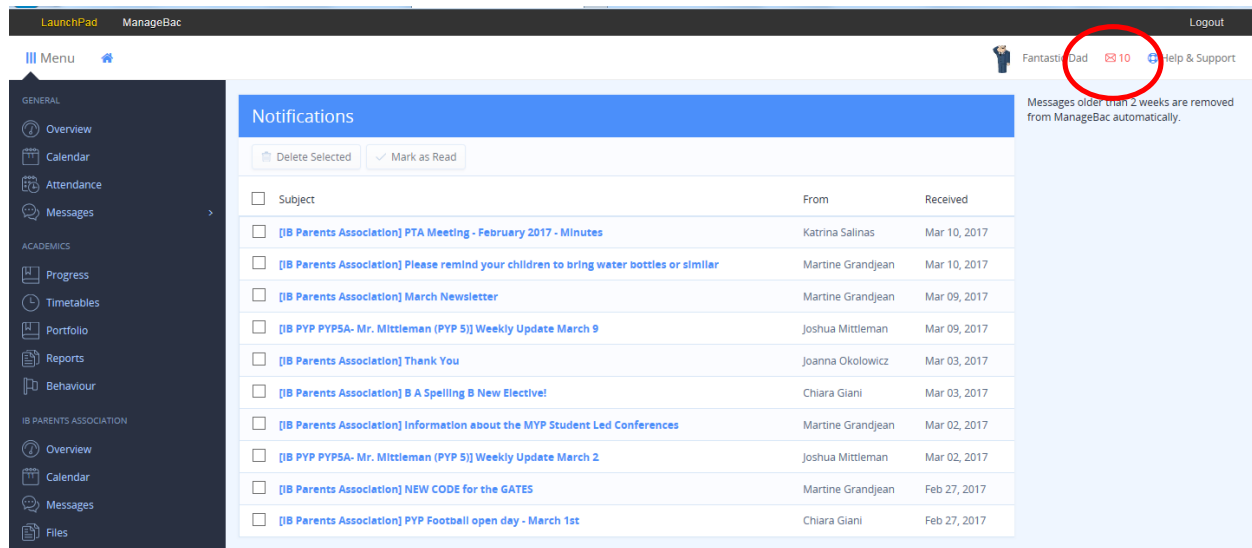
1. Login at <https://ishellerup.managebac.com/login>



- The screenshot shows the OES Parental View interface. On the left, a dark sidebar contains a menu with options like Overview, Calendar, Attendance, Messages, Progress, Timetables, Portfolio, Reports, Behaviour, and Parents Association. The 'Attendance' option is circled in red. The main area displays the profile of 'Awesome Kid' (IB PYP PYP5A - Mr. Mittleman (PYP 5)). Below the profile, there's a section for 'Personal Details' and another for 'Next 2 weeks' which includes a calendar grid. A callout box points to the 'Attendance' menu item with the label 'Attendance'. Another callout box points to the top right corner where the user's name 'Fantastic Dad' and a notification bell icon are located, with the label 'View all your messages'.

Managebac Messages

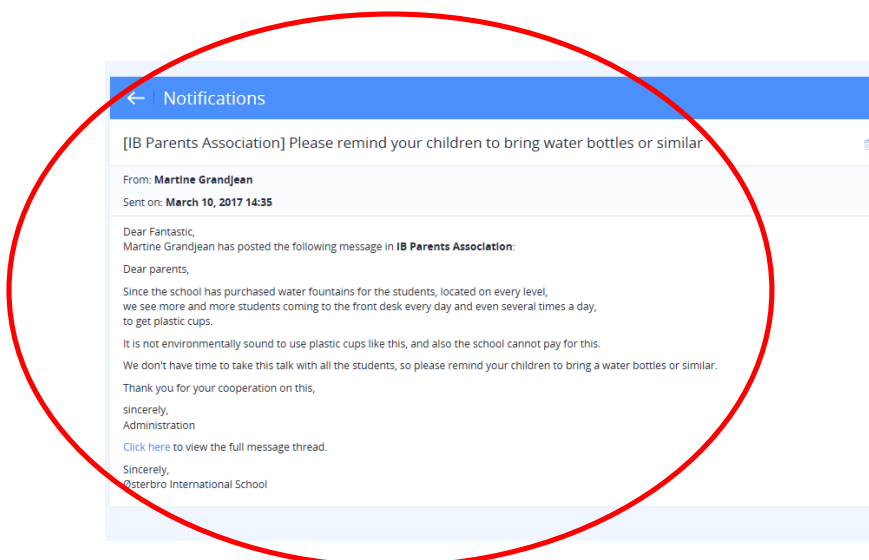
1. Your messages will appear in a box like this (you can see there is a number in the right-hand top corner that shows unread messages). This view combines both class messages, and general messages from the school:



The screenshot shows the ManageBac interface. At the top, there's a navigation bar with 'LaunchPad', 'ManageBac', and 'Logout'. Below this is a user profile section for 'Fantastic Dad' with a red circle around the '10' unread message count. The main content area is titled 'Notifications' and contains a table of messages. The table has columns for 'Subject', 'From', and 'Received'. The messages are listed in descending order of receipt date.

Subject	From	Received
<input type="checkbox"/> [IB Parents Association] PTA Meeting - February 2017 - Minutes	Katrina Salinas	Mar 10, 2017
<input type="checkbox"/> [IB Parents Association] Please remind your children to bring water bottles or similar	Martine Grandjean	Mar 10, 2017
<input type="checkbox"/> [IB Parents Association] March Newsletter	Martine Grandjean	Mar 09, 2017
<input type="checkbox"/> [IB PYP PYP5A- Mr. Mittleman (PYP 5)] Weekly Update March 9	Joshua Mittleman	Mar 09, 2017
<input type="checkbox"/> [IB Parents Association] Thank You	Joanna Okolowicz	Mar 03, 2017
<input type="checkbox"/> [IB Parents Association] B A Spelling B New Elective!	Chiara Giani	Mar 03, 2017
<input type="checkbox"/> [IB Parents Association] Information about the MYP Student Led Conferences	Martine Grandjean	Mar 02, 2017
<input type="checkbox"/> [IB PYP PYP5A- Mr. Mittleman (PYP 5)] Weekly Update March 2	Joshua Mittleman	Mar 02, 2017
<input type="checkbox"/> [IB Parents Association] NEW CODE for the GATES	Martine Grandjean	Feb 27, 2017
<input type="checkbox"/> [IB Parents Association] PYP Football open day - March 1st	Chiara Giani	Feb 27, 2017

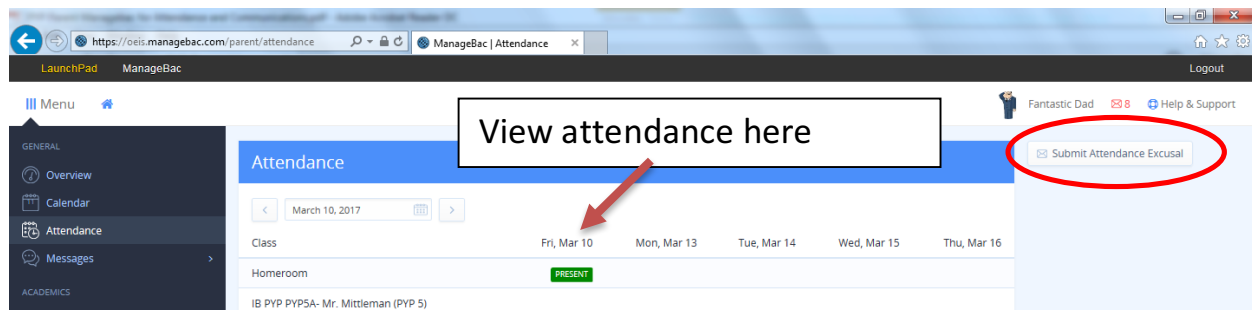
3. Click on an individual message to see the details and any attachments:



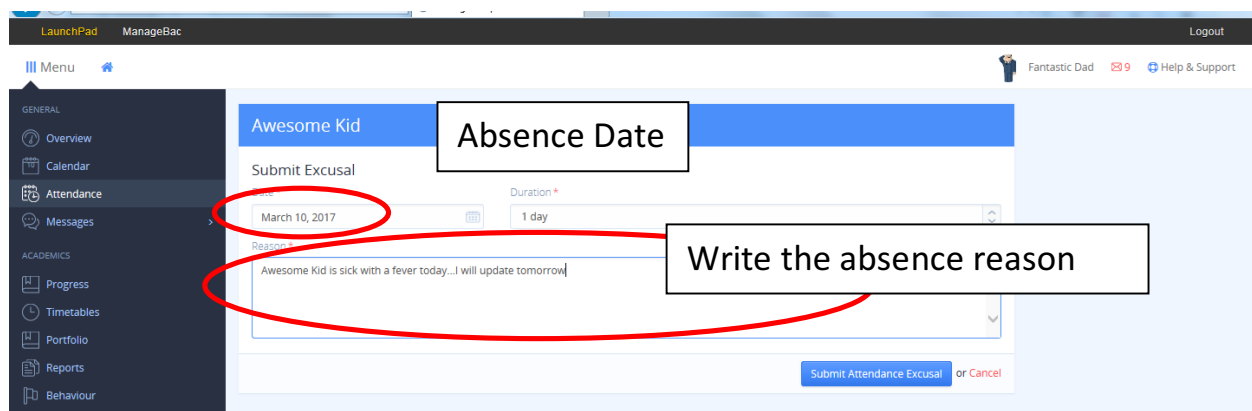
The screenshot shows the details of a message from the 'Notifications' list. The message is titled '[IB Parents Association] Please remind your children to bring water bottles or similar'. It is from 'Martine Grandjean' and was sent on 'March 10, 2017 14:35'. The message body contains a request for parents to remind their children to bring water bottles to school. The message is signed 'Sincerely, Administration' and 'Sincerely, Asterbro International School'. A link is provided to view the full message thread.

Attendance

- On this page you can view your child's attendance.
- You can also **notify the teacher in advance** if they will miss one or more whole days.
- For **absences longer than two days**, there is **also** a form that needs filling out from the office/website, in addition to setting an attendance excusal in Managebac.

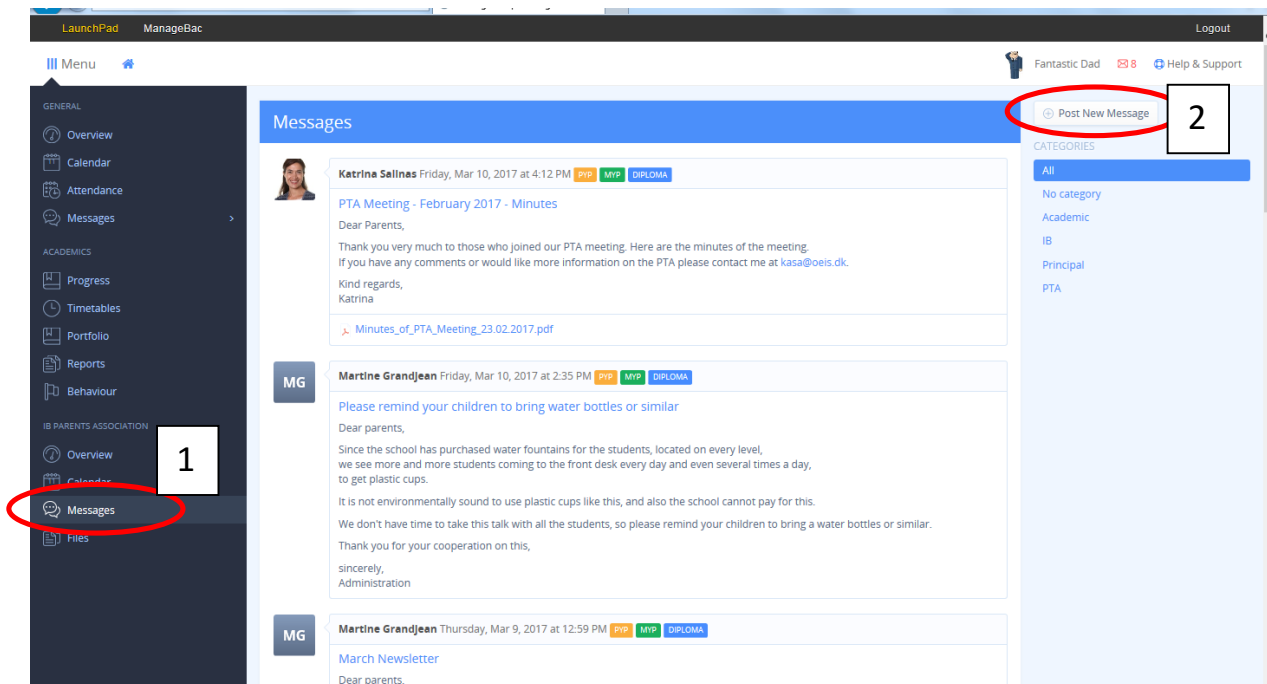


Submitting an Attendance Excusal



Notifying parents in your child's class or grade level

Click the IB Parents Association Messages, then 'Post New Message':



Enter your title, message, and click on the 'Share with' option (e.g. PYP5).

It will send to all classes in that grade level (e.g. PYP5A and PYP5B), so you should specify in your title if it is for one class only.

Unfortunately the 'notify by email' option has been removed, so if your message is not to be missed, you should ask the class teacher, or parent class representative to send it for you.

