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?

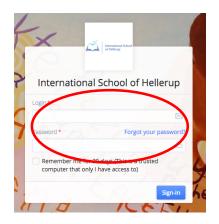
• Managebac Messages are used for Friday Letters, Homework Assignments (for Upper PYP) and other communications from teachers, school staff or school management.

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.

How to log into Managebac

- If you haven't yet received your Managebac Parent Login, first check your email's Junk folder. If you then still cannot find the parent login, please contact Stef Fleet at sfleet@ish.dk
- You must use an internet browser to access Managebac. You can view your account on a smartphone or tablet, but open Managebac through a browser such as Safari or Chrome. The Managebac App is only available for iOS (not for Android). It is only available for MYP students at present.
- 1. Login at https://ishellerup.managebac.com/login



2. Upon logging in, you will see the home screen.

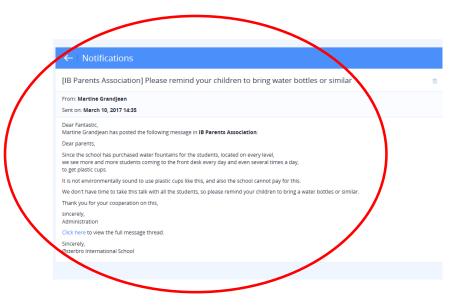
LaunchPad ManageBac							•	Logout ▲ Fantastik Dad 😕 🗘 Hilp & Support
ENERAL ⑦ Overview 帝 Calendar		S <mark>OME Kid</mark> PYP5A- Mr. Mittlemar	n (PYP 5)				View a	ll your messages
Attendance Messages Attel Att	Personal Deta ndance Kid Middle Name	ails	Date of Birt - Gender - Preferred N		a S a	E-mail awekid@oels.dk Student ID awekid2025 Candidate Session Numb	per	Present
Portfolio Reports Behaviour Parents association	- Next 2 weeks Friday	Saturday	- Sunday	Monday	Tuesday	Wednesday	Thursday	KEY CONTACTS Stef Fleet Principal st@ceis.dk
⑦ Overview 한 Calendar シ Messages	Today 17	11	12	20	21	15 22 9AM Exhibition	23	Elizabeth Toran PYP Coordinator et@oeis.dk
ት Files						Individual Topic Idea Brainstorm	teacher	's email address

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:

LaunchPad ManageBac				Logou
III Menu 🕋			1	Fantastic Dad 🛛 🛛 🗯 Help & Supp
GENERAL	Notifications			Messages older than 2 weeks are remov from ManageBac automatically.
Overview	Houncations			nonnanagebac aatomaacanj.
📅 Calendar	Delete Selected Mark as Read			
Attendance	Subject	From	Received	
වූ Messages >	[IB Parents Association] PTA Meeting - February 2017 - Minutes	Katrina Salinas	Mar 10, 2017	
	[IB Parents Association] Please remind your children to bring water bottles or similar	Martine Grandjean	Mar 10, 2017	
Timetables	[IB Parents Association] March Newsletter	Martine Grandjean	Mar 09, 2017	
Portfolio	[IB PYP PYP5A- Mr. Mittleman (PYP 5)] Weekly Update March 9	Joshua Mittleman	Mar 09, 2017	
Reports	[IB Parents Association] Thank You	Joanna Okolowicz	Mar 03, 2017	
D Behaviour	[IB Parents Association] B A Spelling B New Elective!	Chiara Giani	Mar 03, 2017	
PARENTS ASSOCIATION	[IB Parents Association] Information about the MYP Student Led Conferences	Martine Grandjean	Mar 02, 2017	
Overview	[IB PYP PYP5A- Mr. Mittleman (PYP 5)] Weekly Update March 2	Joshua Mittleman	Mar 02, 2017	
Calendar	[IB Parents Association] NEW CODE for the GATES	Martine Grandjean	Feb 27, 2017	
과 Messages	[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:



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.

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LaunchPad ManageBac							Logout
III Menu 🕷		View atte	endanc	e here			Fantastic Dad 🛛 🕄 8 📮 Help & Support
GENERAL	Attendance						Submit Attendance Excusal
📅 Calendar	< March 10, 2017 (11)						
Attendance	Class	Fri, Mar 10	Mon, Mar 13	Tue, Mar 14	Wed, Mar 15	Thu, Mar 16	
	Homeroom	PRESENT					
ACADEMICS	IB PYP PYP5A- Mr. Mittleman (PYP 5)						

Submitting an Attendance Excusal

LaunchPad ManageBac					Logout
III Menu 🕷			្រ	Fantastic Dad 🛛 😒 9	🗘 Help & Support
GENERAL	Awesome Kid	Absence Date			
📅 Calendar	Submit Excusal	Duration *			
👳 Messages 🔋 🔪	March 10, 2017	1 day	0		7
	Reason * Awesome Kid is sick with a fever tod	ayl will update tomorrow	Write the absence rea	ason	
Timetables Portfolio			v		
P Reports			Submit Attendance Excusal or Cancel		

Notifying parents in your child's class or grade level

LaunchPad ManageBac		Logout
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IENERAL		Post New Message
) Overview	Messages	CATEGORIES
ື່ Calendar	Ketrine Selines Friday, Mar 10, 2017 at 4:12 PM PPP MPP BPC	All
Attendance		No category
) Messages >	PTA Meeting - February 2017 - Minutes	Academic
-	Dear Parents, Thank you very much to those who joined our PTA meeting. Here are the minutes of the meeting,	IB
DEMICS	If you have any comments or would like more information on the PTA please contact me at kasa@oeis.dk.	Principal
Progress	Kind regards,	РТА
Timetables	Katrina	
Portfolio	Minutes_of_PTA_Meeting_23.02.2017.pdf	
Reports		
Behaviour	MG Martine Grandjean Friday, Mar 10, 2017 at 2:35 PM PIP MYP DIPLOMA	
	Please remind your children to bring water bottles or similar	
PARENTS ASSOCIATION	Dear parents,	
Overview	Since the school has purchased water fountains for the students, located on every level, we see more and more students coming to the front desk every day and even several times a day,	
Colondar	to get plastic cups.	
) Messages	It is not environmentally sound to use plastic cups like this, and also the school cannot pay for this.	
Files	We don't have time to take this talk with all the students, so please remind your children to bring a water bottles or similar.	
	Thank you for your cooperation on this,	
	sincerely, Administration	
	MG Martine Grandjean Thursday, Mar 9, 2017 at 12:59 PM PP MP DIPLOMA	
	March Newsletter	
	Dear parents,	

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.

LaunchPad ManageBac			Logout
III Menu 🔺		Fantastic Dad	🖂 9 🗘 Help & Support
GENERAL			
Overview	Messages		
ਿੱਹੋ Calendar	Subject* Category		
Attendance	Picnic in the Park 20th March PTA	\$	
© Messages	Body*		
	Dear families in PYP5, you are invited to a picnic at <u>Failledparken</u> on	<u>_</u>	
L Timetables	Attach Files Browse		
Reports	Files should be less than 500 MB		
Behaviour	remember to tick		
Overview	Post Message or C	ancel	
📅 Calendar			
🙊 Messages			
B Eloc			