BIS Help Guides

Viewing files on Managebac

Learn how to view files on managebac.

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INTRODUCTION

Learn how to view files on managebac.

Step 1 — Visit the BIS Managebac page
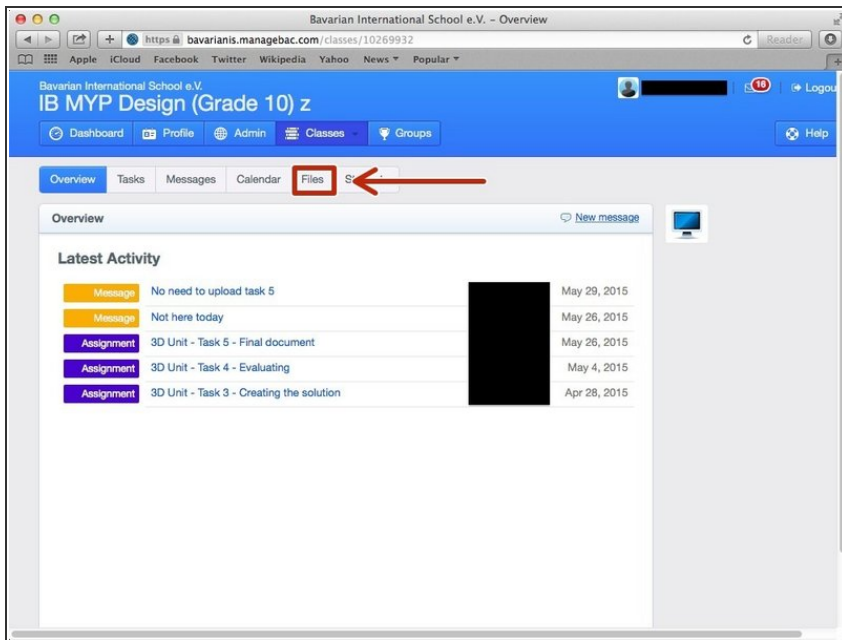
- Visit
https://bavarianis.managebac.com
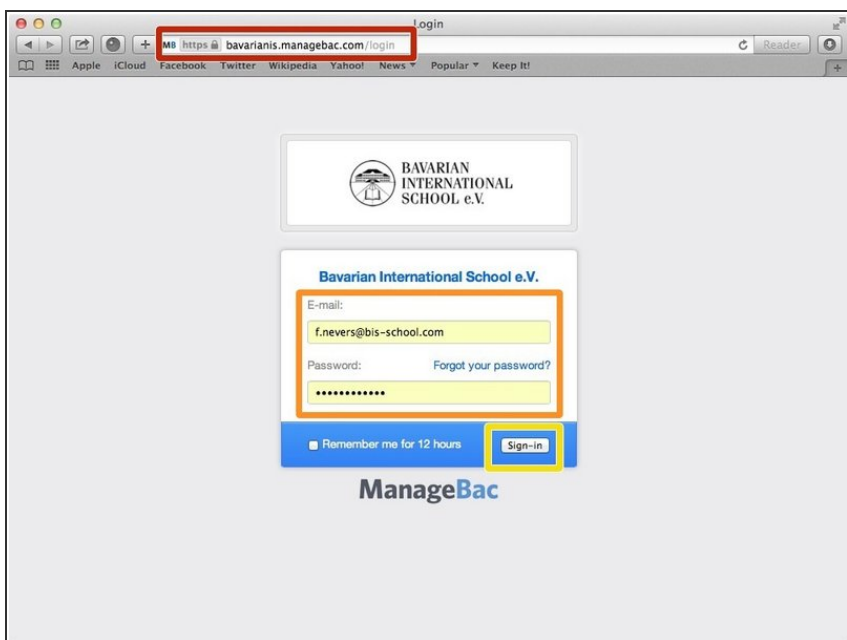
- Enter your username and password

- Click on 'Sign in'

- (i) If you cannot remember your password, please click on 'Forgot your password'.
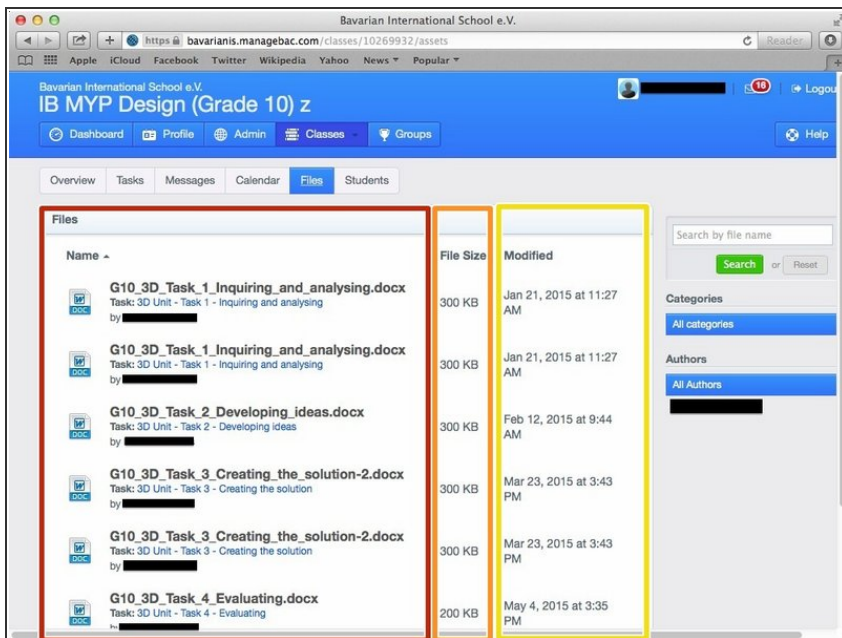
Step 2 — Visit your class page
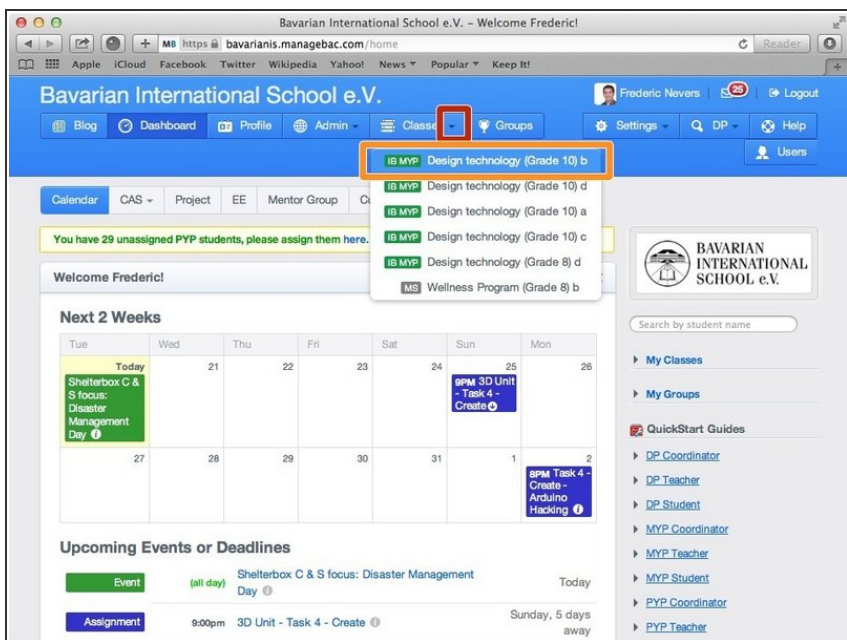
- Click on the arrow pointing down in the 'Classes' tab

- Click on the name of the class you wish to visit the page of

Step 3 — Finding The Files Tab

- Click on the tab that says "Files"

Step 4 — Finding The File You Need

- Read the file names and click on the file that you need

- This shows the size of the file

- This shows the date the file was created

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