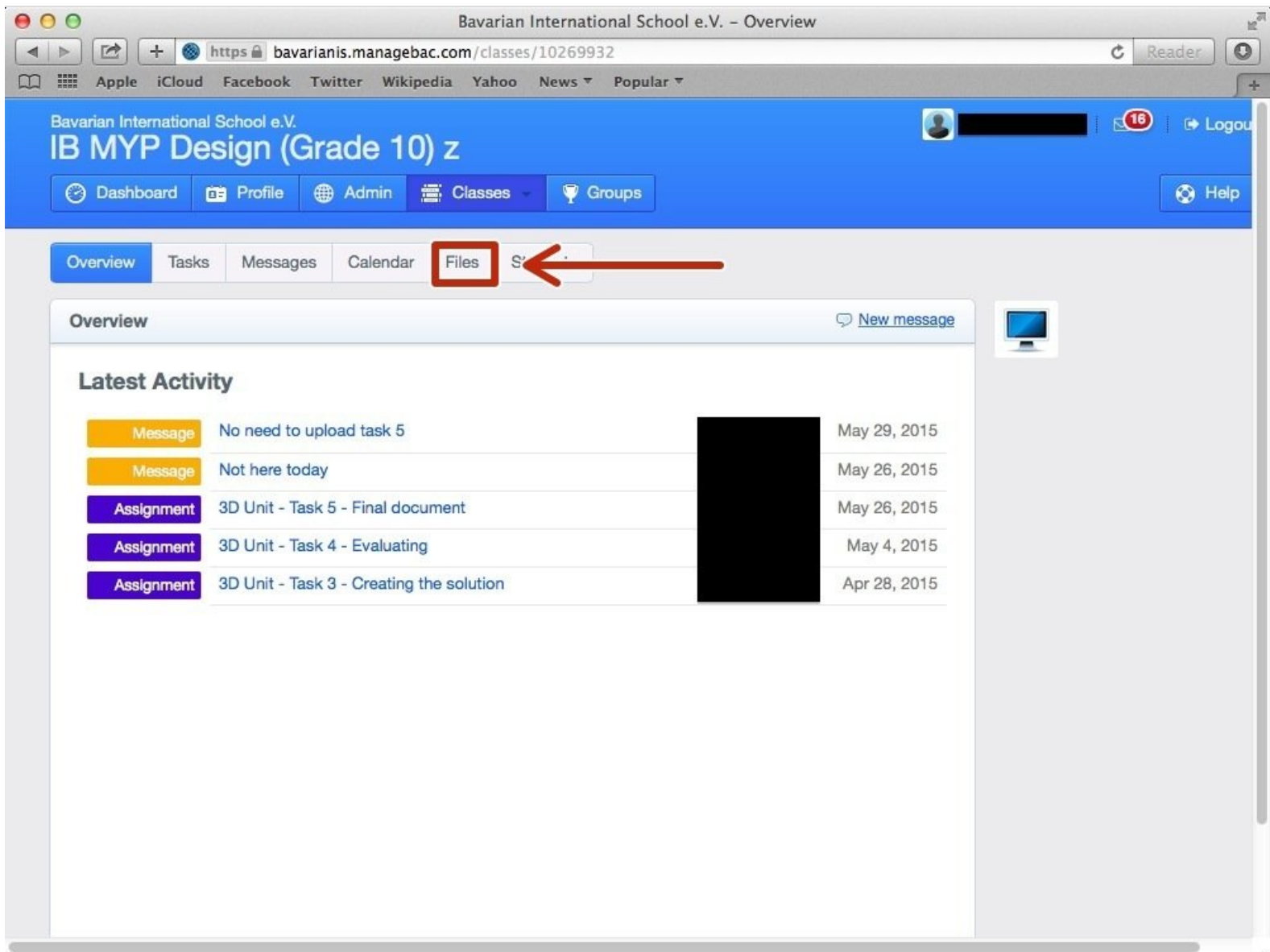


BIS Help Guides

Viewing files on Managebac

Learn how to view files on managebac.

Written By: Aaron



Bavarian International School e.V. – Overview

https://bavarianis.managebac.com/classes/10269932

Bavarian International School e.V.
IB MYP Design (Grade 10) z

Dashboard Profile Admin **Classes** Groups Help

Overview Tasks Messages Calendar **Files** Settings

Overview [New message](#)

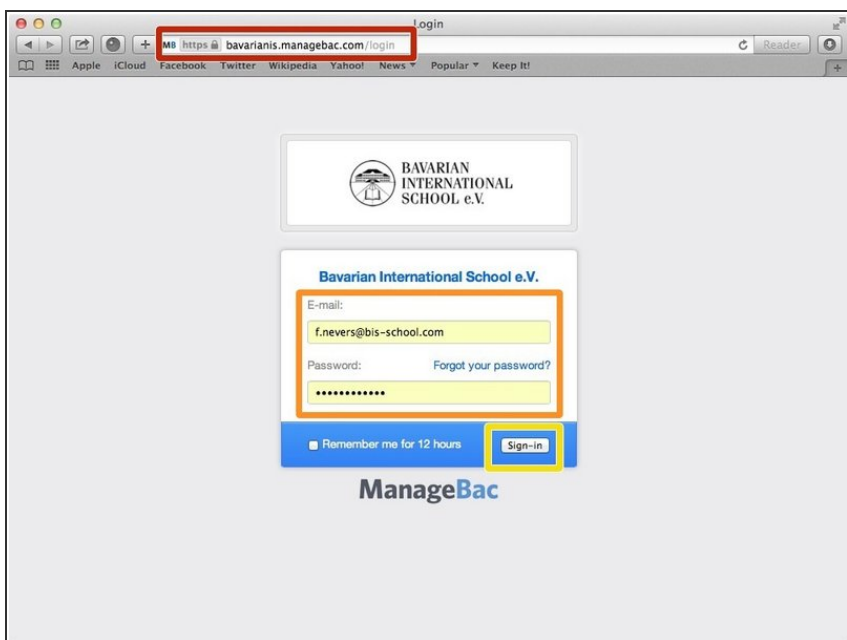
Latest Activity

Message	No need to upload task 5	May 29, 2015
Message	Not here today	May 26, 2015
Assignment	3D Unit - Task 5 - Final document	May 26, 2015
Assignment	3D Unit - Task 4 - Evaluating	May 4, 2015
Assignment	3D Unit - Task 3 - Creating the solution	Apr 28, 2015

INTRODUCTION

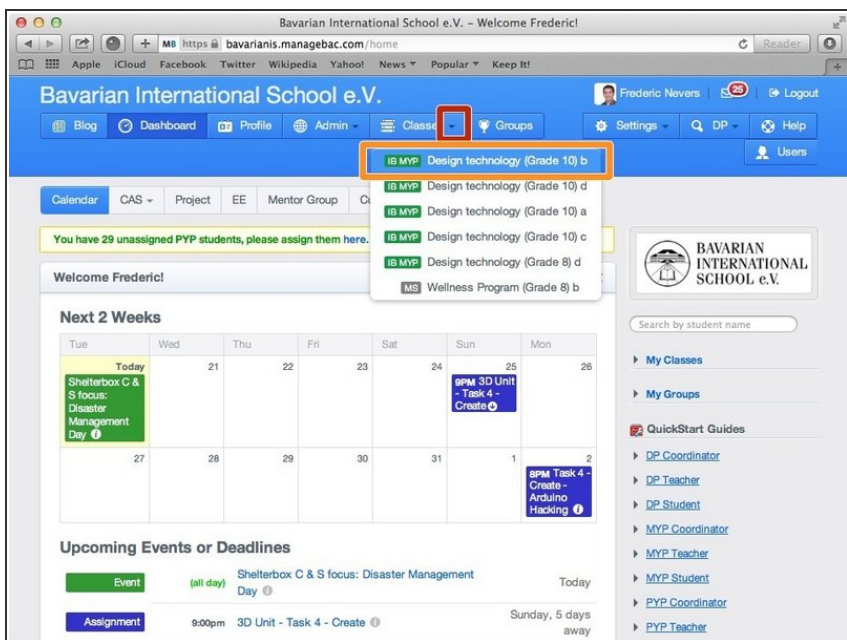
Learn how to view files on managebac.

Step 1 — Visit the BIS Managebac page



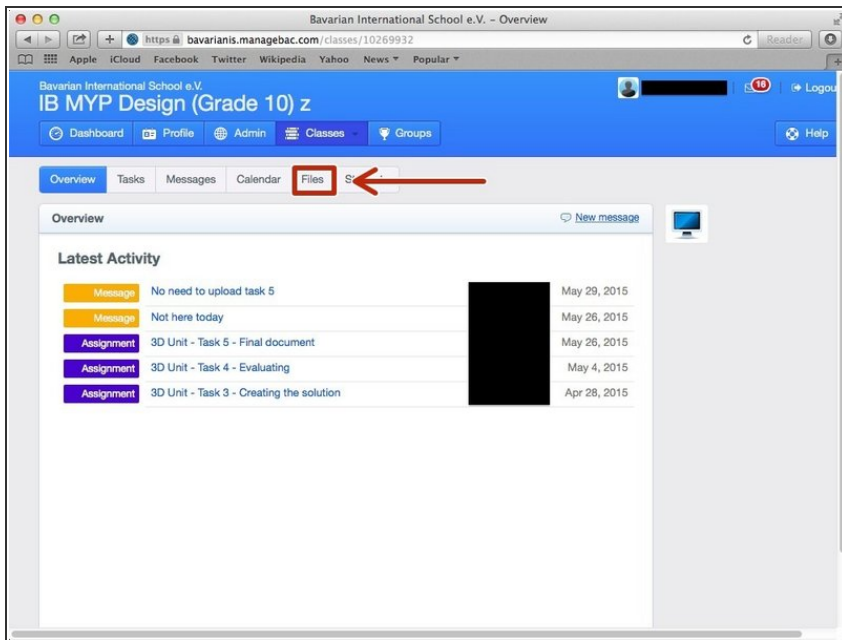
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Visit your class page



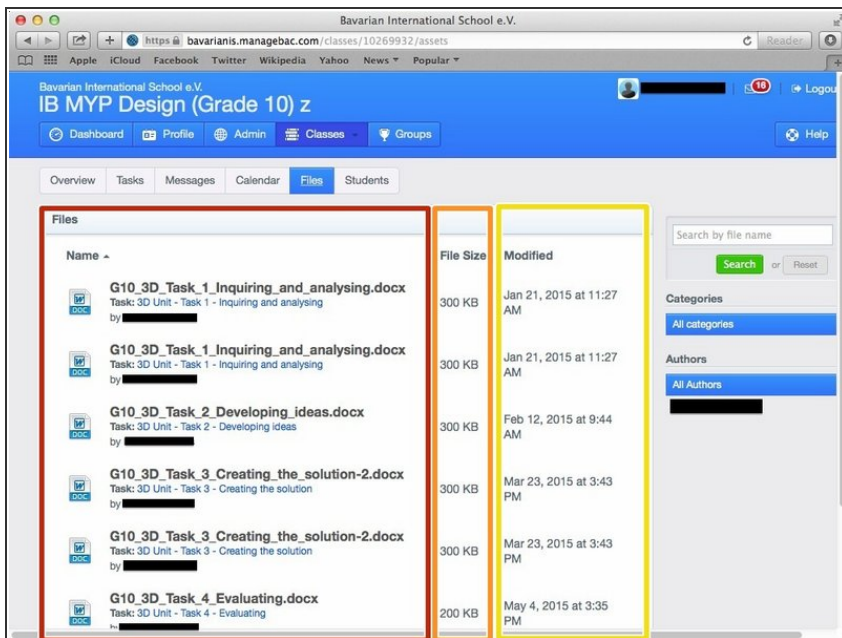
- Click on the arrow pointing down in the 'Classes' tab
- Click on the name of the class you wish to visit the page of

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