

BIS Help Guides


How to write mentor comments using Managebac

Use this document to learn how to input comments for students in your mentor group.

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MB Login x

← → ↻ <https://bavarianis.managebac.com/login> ☆



BAVARIAN
INTERNATIONAL
SCHOOL e.V.

Bavarian International School e.V.

E-mail:

Password: [Forgot your password?](#)

☐ Remember me for 12 hours

ManageBac

INTRODUCTION

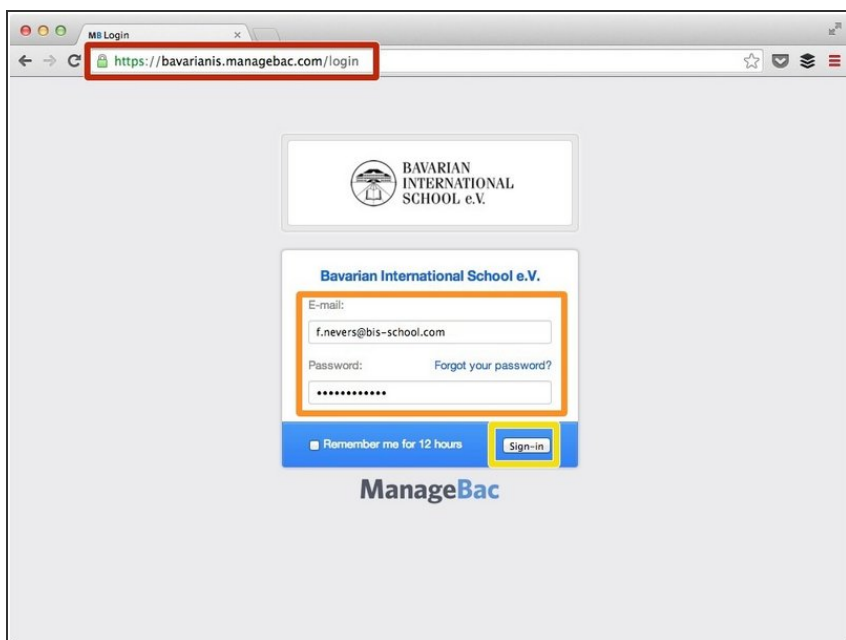
Use this document to learn how to input comments for students in your mentor group. This guide is primarily aimed at mentors.



TOOLS:

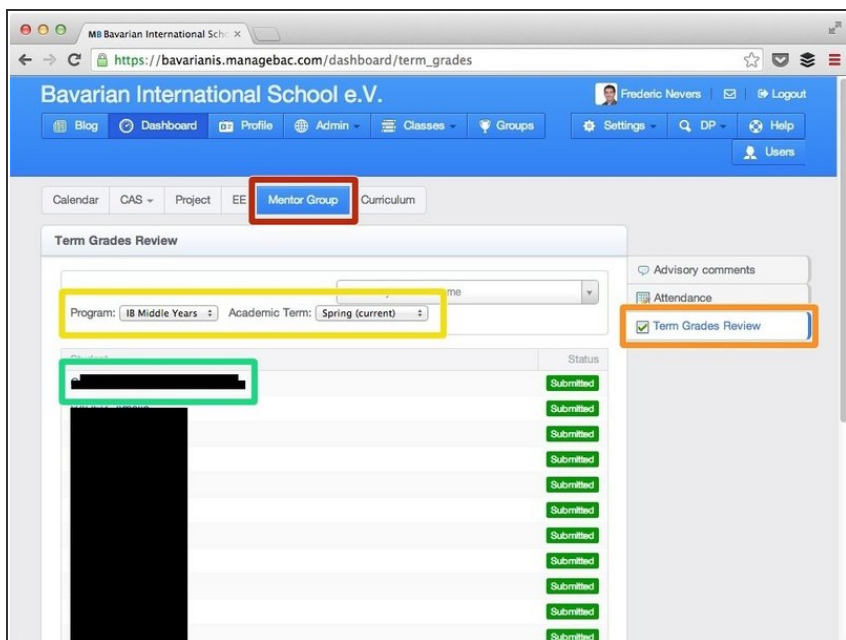
- [Web browser](#) (1)
-

Step 1 — Login to Managebac



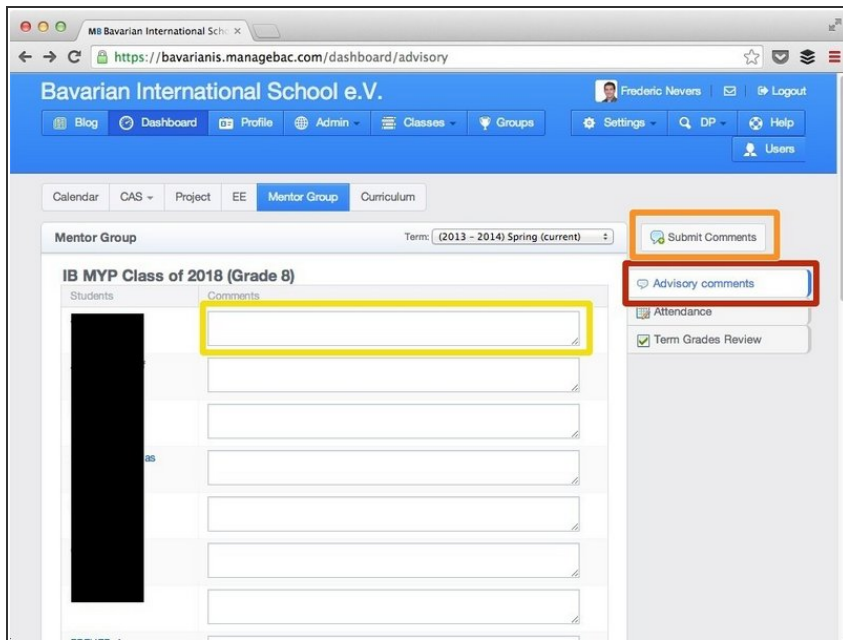
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click 'Sign-in'

Step 2 — Check your mentees' grades in all subjects



- Click on the 'Mentor Group' tab
- Click on 'Term Grades Review' tab on the right-hand side of the page
- If necessary, select a programme and term. There should be no need for you to do so.
- Click on a student to check the grades they have been awarded in their subjects.
- *i* Optionally, you can click on the 'Attendance' tab to get extra information

Step 3 — Write comments



- Click on 'Advisory Comments'

- Click on 'Submit Comments'

- Type the text for your comment

⚠ Caution: this does **not** get saved automatically, so make sure to scroll down to the bottom of the page and click on 'Save Changes' on a regular basis