

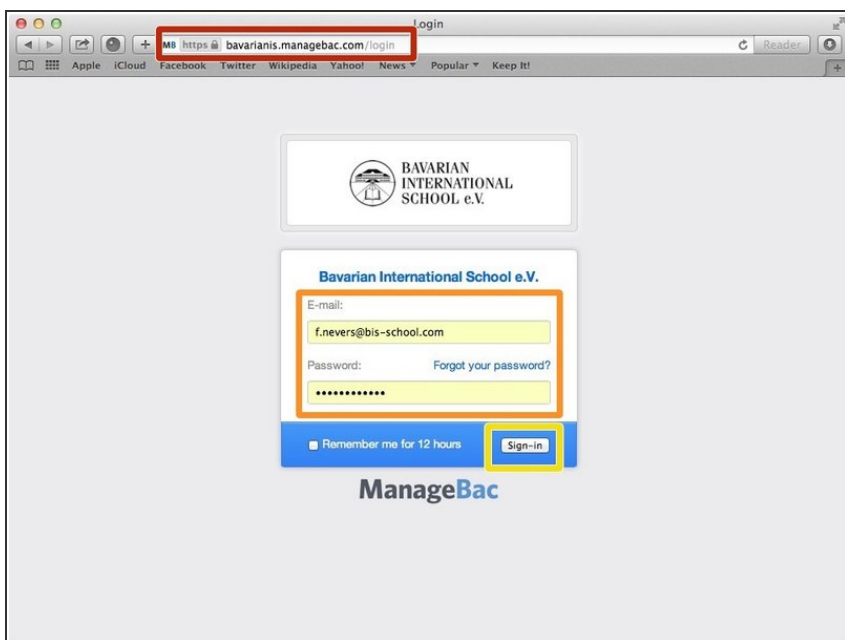
BIS Help Guides

How to use Managebac to take the attendance as a mentor

This guide shows mentors how to take the attendance for their group, using Managebac

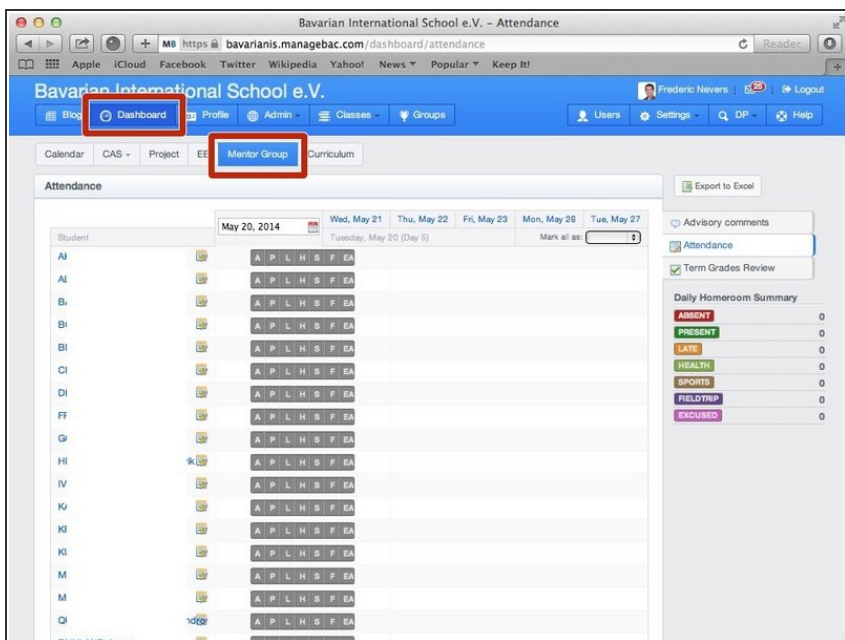
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Step 1 — Visit the BIS Managebac page



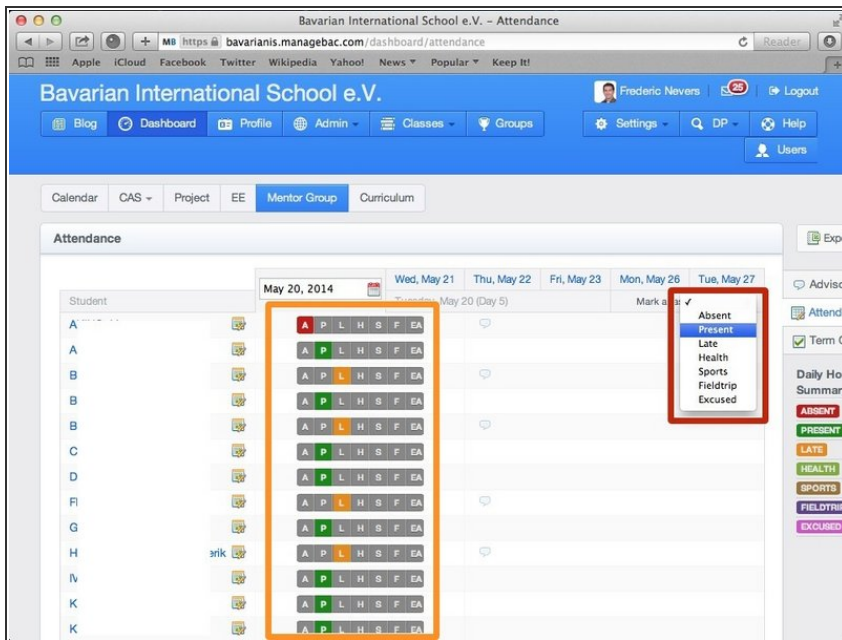
- Visit <https://bavarianis.managebac.com>
 - Enter your username and password
 - Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Visit the attendance page



- On your dashboard, click on the 'Mentor group' tab
- ❗ Alternatively, you can bookmark this address in your favourite Web browser
- <https://bavarianis.managebac.com/dashboard/attendance>

Step 3 — Take the attendance



- Click on the 'Mark all as' dropdown menu and choose the 'Present' option.
- Fine tune by going through the list of students and mark as required for each student.
- ❗ If you are not sure what a letter means, you can simply hover your mouse over a code to see its meaning.
- This saves automatically so you are done. You may briefly see a 'spinning icon' when clicking on a code, that means it is being saved into Managebac.