

# BIS Help Guides

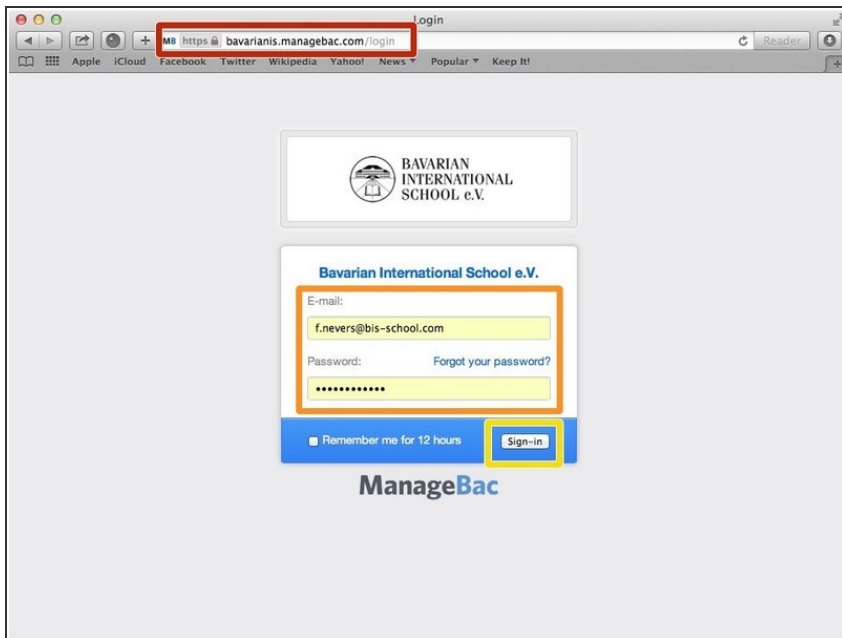
## **How to use Managebac to take the attendance as a subject teacher**

This guide will show you how to take attendance during your normal subject lessons

Written By: BIS Edtech Team

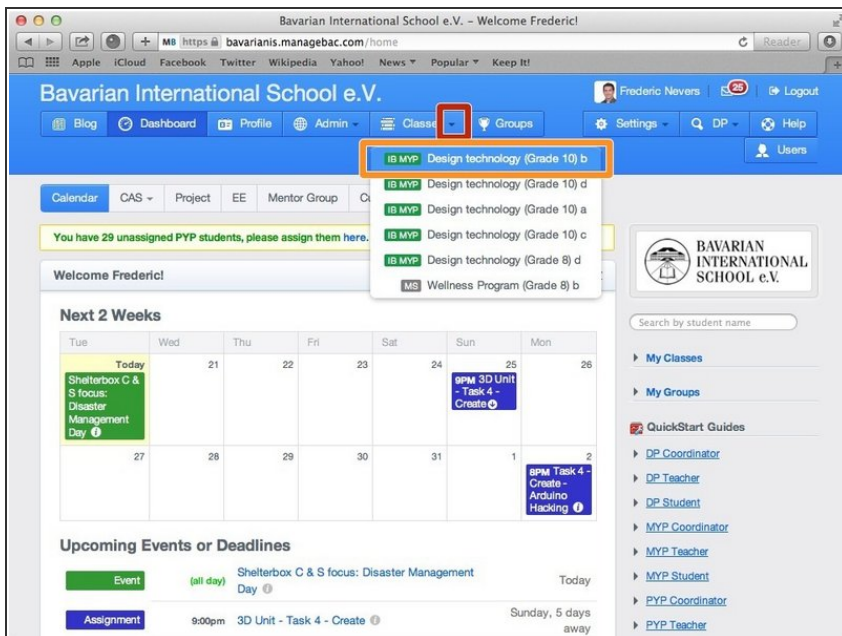
This document was generated on 2021-12-21 03:54:23 PM (MST).

## Step 1 — Visit the BIS Managebac page



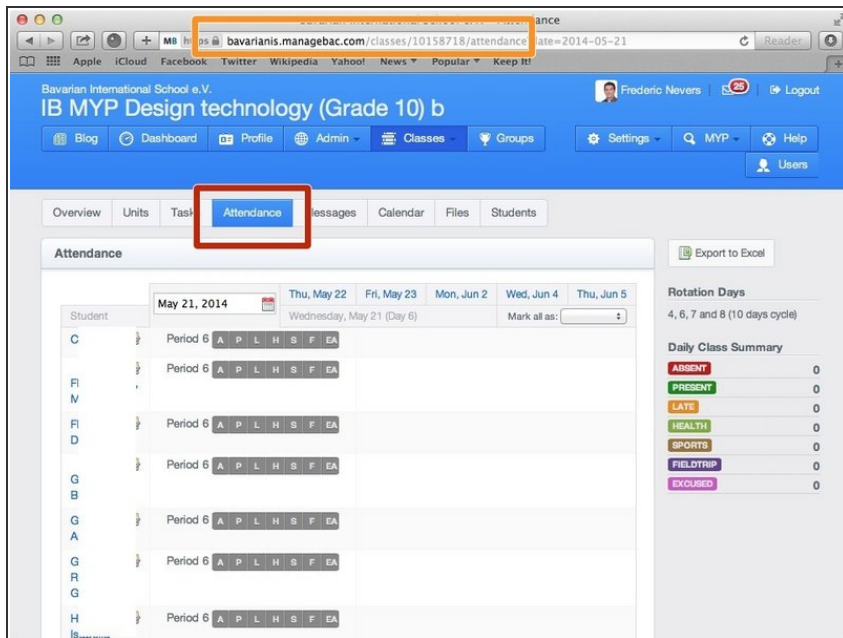
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

## Step 2 — Visit your class page



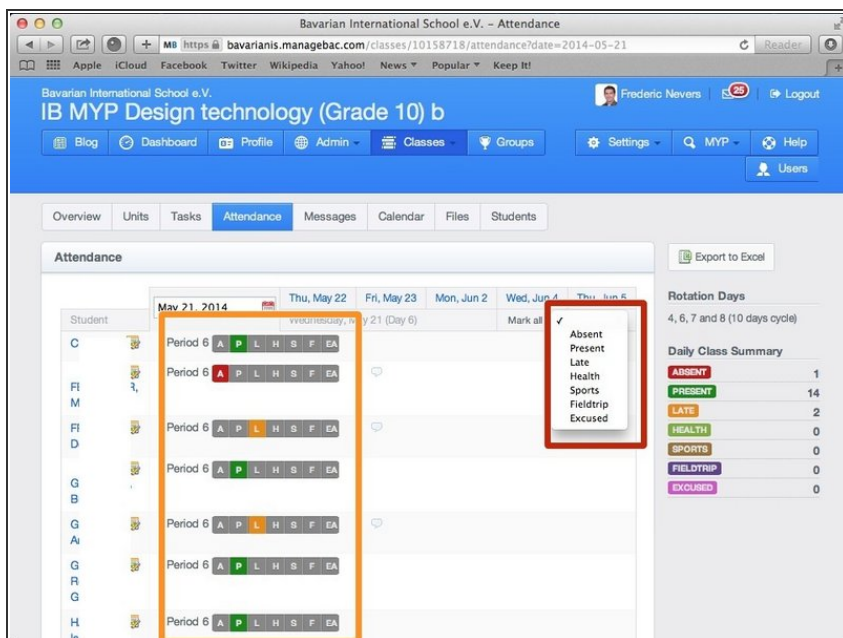
- Click on the arrow pointing down in the 'Classes' tab
- Click on the name of the class you wish to visit the page of

## Step 3 — Visit the attendance page for your class



- When on your class page, click on the 'Attendance' tab
- Should you wish to, you can make a bookmark to this page, by using the address in the bar, \*but\* make sure you remove the bit after the question mark (including the question mark)
- ❗ The correct date is automatically selected

## Step 4 — Take the attendance for your class



- 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.