

BIS Help Guides

How to check attendance is correctly setup for your classe(s) using Managebac

This guide will show you how to check that the attendance system on Managebac has been setup correctly for your class(es). You will also learn how to amend it.

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Bavarian International School e.V. – Edit Class Settings

https://bavarianis.managebac.com/classes/10158718/edit

Bavarian International School e.V.

IB MYP Design technology (Grade 10) b

Frederic Nevers 28 Logout

Blog Dashboard Profile Admin Classes Groups Settings MYP Help Users

Return to Class General Teachers Grades Task Categories

Edit Class Settings

Type: **IB Middle Years** Language: **English** Year: **Grade 10** Group and Subject: **Technology — Design technology**

Year* **Grade 10**

Class Name

Design technology

Set to blank to use subject as a class name.

Section **b**

(e.g. A, B, C or 1, 2, 3)

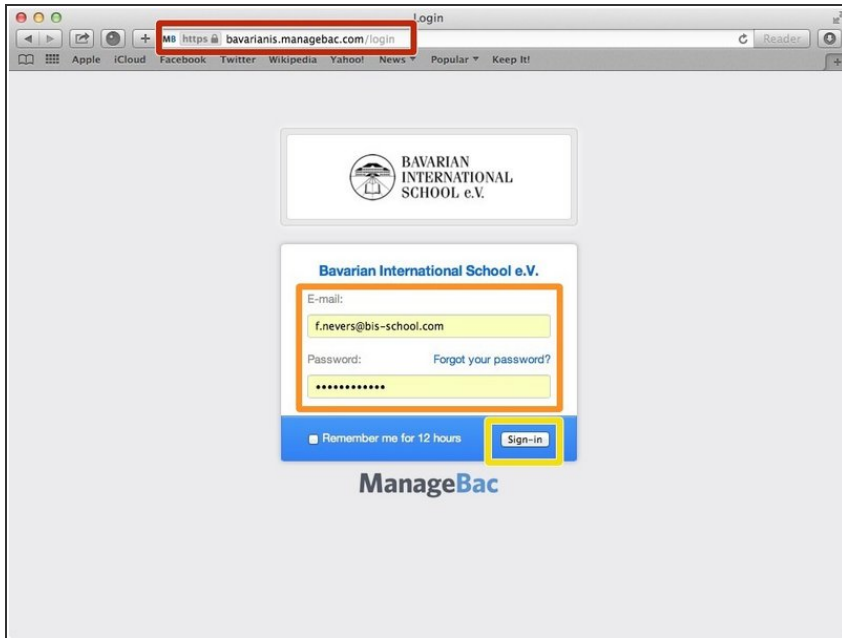
Class ID **10 DT B**

Description

**Unit question: How does technology help to shape communities and our lives?
**
**AOI Focus: Community and service
**
**We will analyse the impact of virtual 3D technological applications on society and reflect on the role of technology in shaping life and society.
**

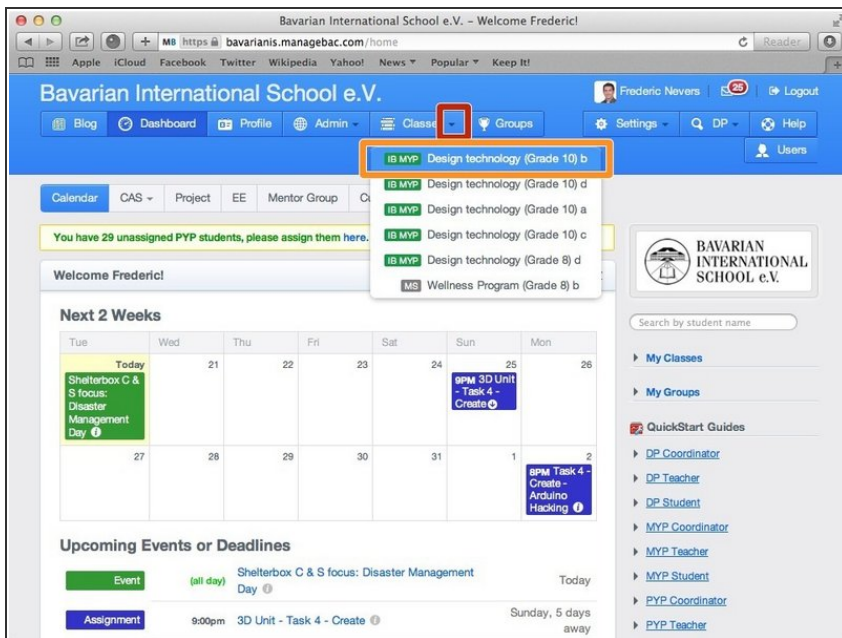
Announcement ?

Step 1 — Visit the BIS Managebac page



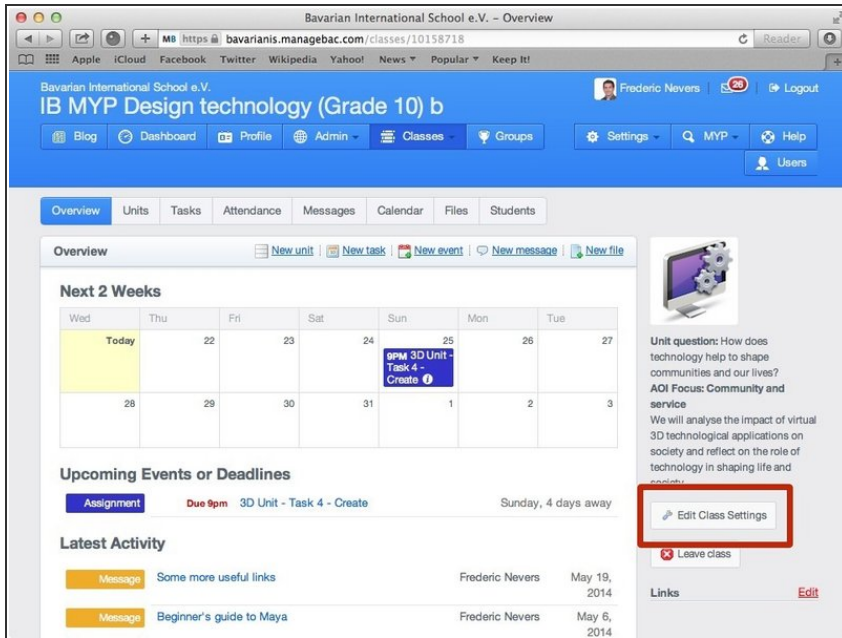
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Visit your class page



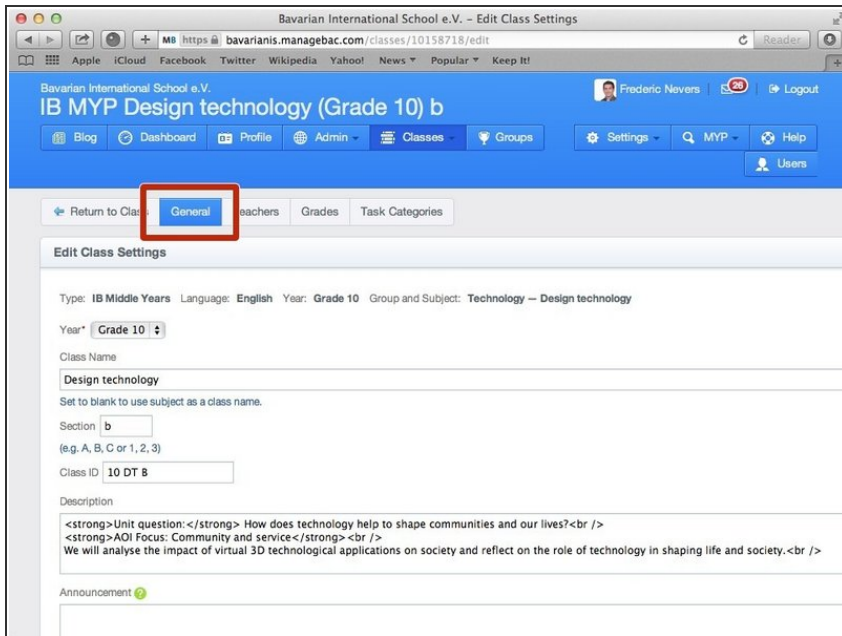
- Click on the arrow pointing down in the 'Classes' tab
- Click on the name of the class you wish to visit the page of

Step 3 — Edit class settings



- Click on 'Edit class settings'

Step 4 — Ensure you are on the correct tab



- If not on the correct tab, click on 'General'

Step 5 — Check attendance settings

The screenshot shows the 'Edit Class Settings' page for 'Bavarian International School e.V.' in ManageBac. The page includes sections for 'Announcement', 'Lock class', 'Choose File', and 'Attendance'. The 'Attendance' section is highlighted with a red box, showing 'Rotation Days' with checkboxes 1 through 9, and 'First Lesson' with a dropdown menu. The 'Save Changes' button is highlighted with a yellow box.

- Scroll all the way down the page
- Check that the days you meet with your class are correct. Number 1 means day 1 of week 1, number 2 means day 2 of week 1, etc. Number 6 means day 1 of week 2, etc.
- As this information should already be correct please take note of changes you need to make and report these to Adrian
- Similar process with the period(s) you meet with your class.
- Click 'Save changes'