## **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.

Written By: BIS Edtech Team

How to check attendance is correctly set...

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#### Step 1 — Visit the BIS Managebac page

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- Visit https://bavarianis.managebac.com
- Enter your username and password
- Olick 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

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Click on 'Edit class settings'

## Step 4 — Ensure you are on the correct tab

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

#### Step 5 — Check attendance settings

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- 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.
- Olick 'Save changes'