

# BIS Help Guides

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

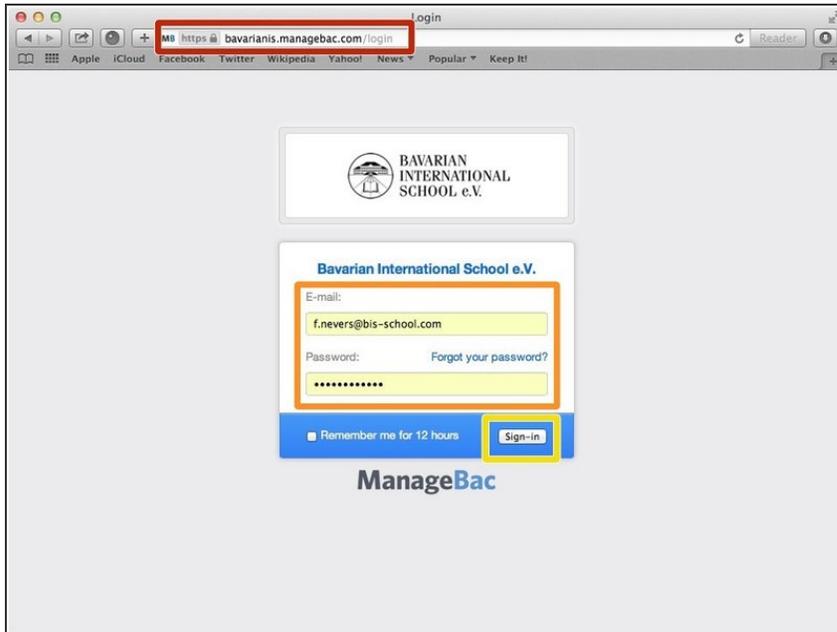
This guide will show you how to check that the attendance system on Managebac has been setup correctly for your class(es). You will also learn how to amend it.

Written By: BIS Edtech Team

The screenshot shows a web browser window with the URL <https://bavarianis.managebac.com/classes/10158718/edit>. The page title is "Bavarian International School e.V. - Edit Class Settings". The user is logged in as "Frederic Nevers" with 28 notifications. The main navigation bar includes "Blog", "Dashboard", "Profile", "Admin", "Classes", "Groups", "Settings", "MYP", "Help", and "Users". Below the navigation bar, there are tabs for "Return to Class", "General", "Teachers", "Grades", and "Task Categories". The "General" tab is highlighted with a red box. The "Edit Class Settings" section displays the following information:

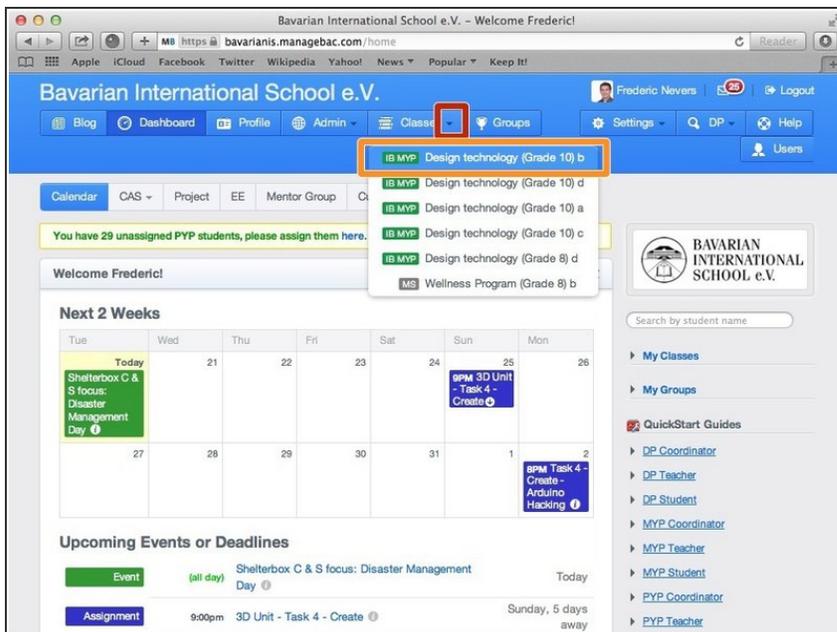
- Type: **IB Middle Years** Language: **English** Year: **Grade 10** Group and Subject: **Technology — Design technology**
- Year\*: **Grade 10**
- Class Name: **Design technology**
- Set to blank to use subject as a class name.
- Section: **b**
- (e.g. A, B, C or 1, 2, 3)
- Class ID: **10 DT B**
- Description:  
<strong>Unit question:</strong> How does technology help to shape communities and our lives?<br /><strong>AOI Focus: Community and service</strong><br />We will analyse the impact of virtual 3D technological applications on society and reflect on the role of technology in shaping life and society.<br />
- 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

The screenshot shows the 'Overview' page for the class 'IB MYP Design technology (Grade 10) b'. The page includes a navigation bar with 'Classes' selected, a calendar for the next two weeks, and a section for 'Upcoming Events or Deadlines'. A red box highlights the 'Edit Class Settings' link in the 'Upcoming Events or Deadlines' section.

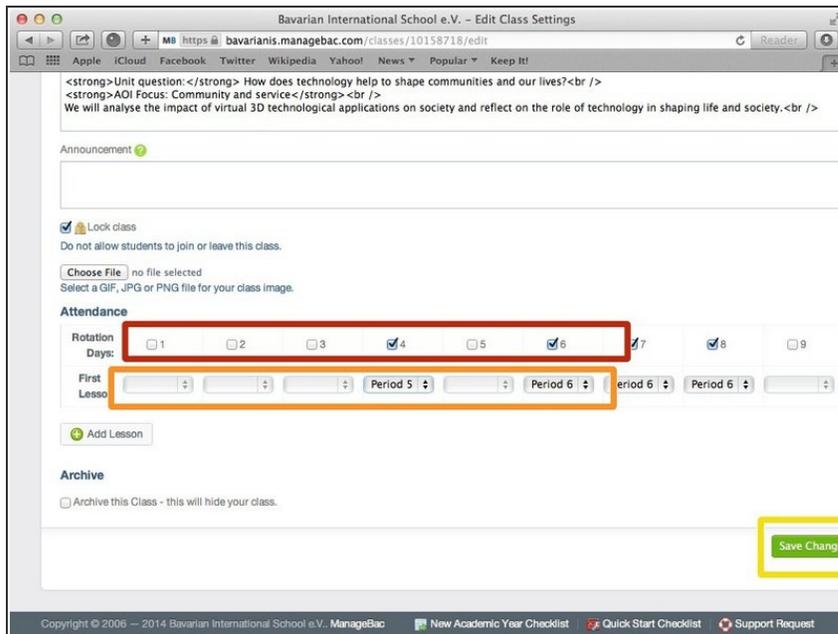
- Click on 'Edit class settings'

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

The screenshot shows the 'Edit Class Settings' page for the class 'IB MYP Design technology (Grade 10) b'. The page includes a navigation bar with 'Classes' selected, a 'Return to Class' section with 'General' highlighted, and a form for editing class settings. The 'General' tab is highlighted with a red box.

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

## Step 5 — Check attendance settings



- 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'