

BIS Help Guides

How to proofread mentor comments using Managebac

This guide is aimed at proofreaders. Users with regular teacher accounts are not able to access this function.

Written By: BIS Edtech Team

International School e.V. managebac.com

International School e.V.

Frederic Nevers 17 Logout

Dashboard Profile Admin Classes Groups Settings DP Help Users

Project EE Mentor Group Curriculum

Add event Full calendar

Reports

Wed	Thu	Fri	Sat	Sun	Mon
19	20	21	22	23	24
26	27	28	1	2	3

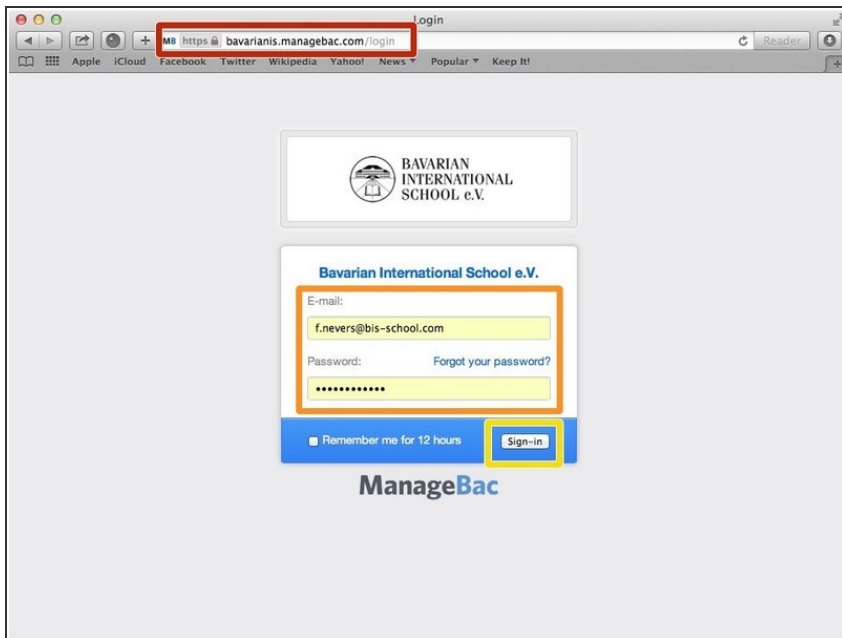
Events or Deadlines

9:00am	DT HW	Today
11:00am	Bridges - Task 3	Today

QuickStart Guides

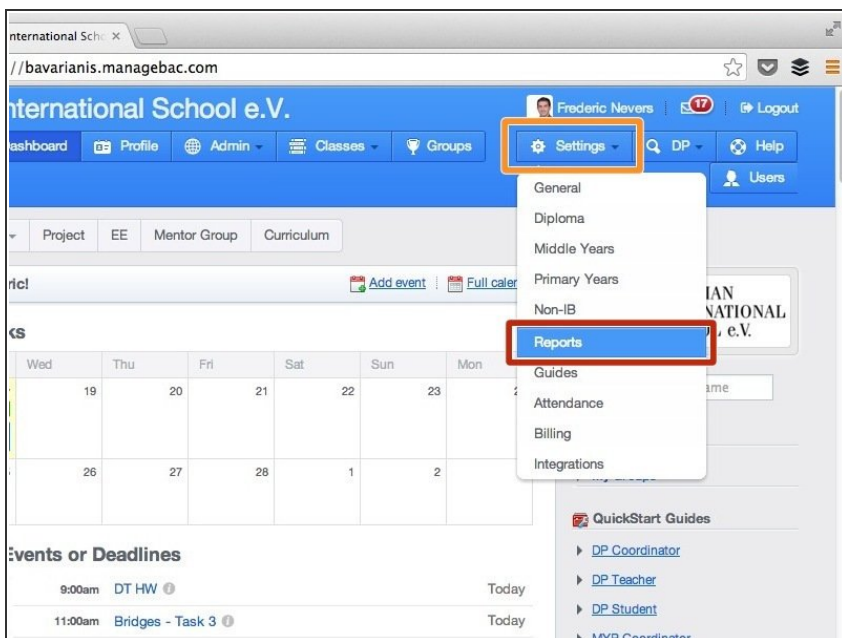
- DP Coordinator
- DP Teacher
- DP Student
- MYP Coordinator

Step 1 — Visit the BIS Managebac page



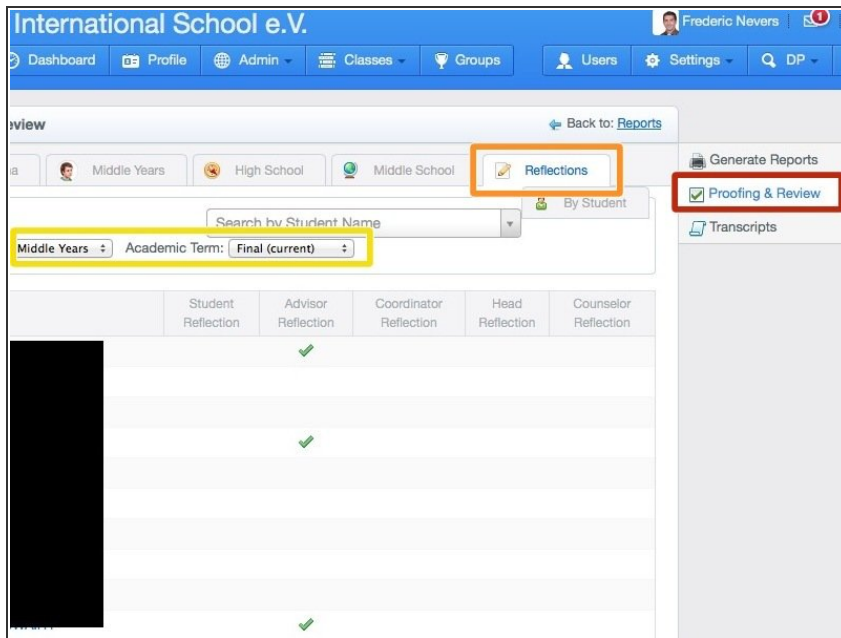
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Navigate to reports section



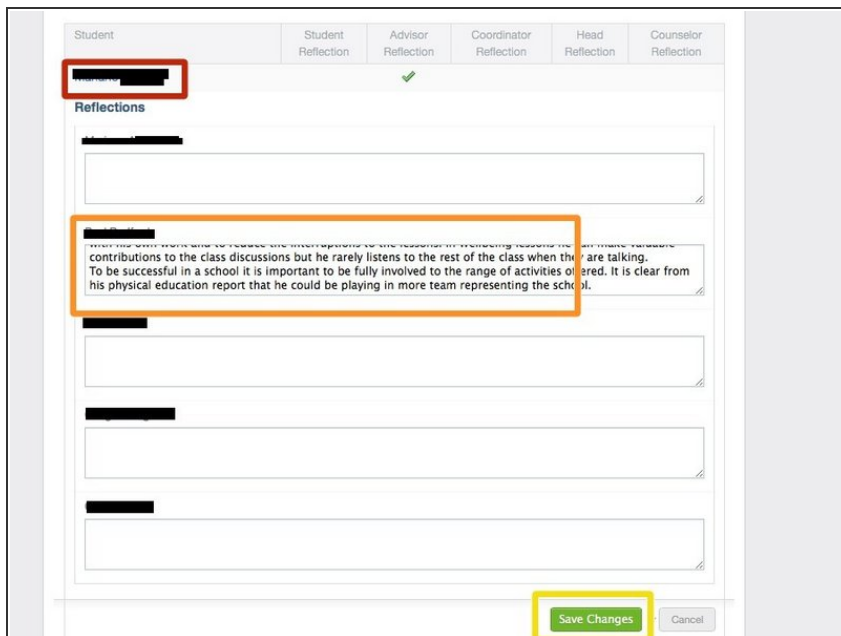
- Hover your mouse on 'Settings'
- Click on 'Reports'

Step 3 — Select the reports to proofread



- Click on 'Proofing & review'
- Click on the 'Reflections' tab
- Click on the term you would like to proofread reports for

Step 4 — Proofread individual report and save changes



- View the comments for an individual student by clicking on his or her name (a green tick indicates the report has been completed by the mentor)
- Proofread and make changes in the text box
- The changes are NOT saved automatically, and you must click on 'Save Changes' for each student
- ❗ At the moment, it is not possible to view the reports by mentor group, so you may need to divide up the work alphabetically e.g. proofreader 1 does students whose last name start with A to E, etc.

