BIS Help Guides

How to proofread mentor comments using Managebac

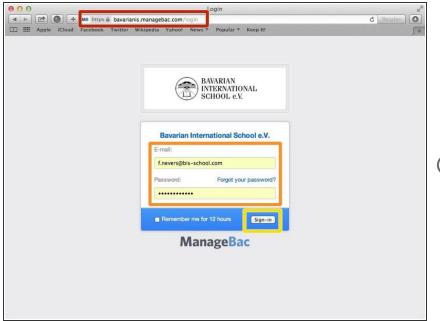
This guide is aimed at proofreaders. Users with regular teacher accounts are not able to access this function.

Written By: BIS Edtech Team

How to proofread mentor comments using ..

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Step 1 — Visit the BIS Managebac page



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

Step 2 — Navigate to reports section

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

Step 3 — Select the reports to proofread

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- 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

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- 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.