

# BIS Help Guides

## **How to archive a student once they have left school**

When a student leaves school, we have to manually archive them on Managebac, so that they do not show up any longer. Here is how to do it.

Written By: BIS Edtech Team

Bavarian International School e.V. – Welcome Frederic!

https://bavarianis.managebac.com

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ational School e.V.

Frederic Nevers ▾ Logout

Profile Admin ▾ Classes ▾ Groups **Users** Settings ▾ DP ▾ Help


ject EE Mentor Group Curriculum


**P students, please assign them here.**

 [Add event](#)  [Full calendar](#)

	Sat	Sun	Mon	Tue	Wed
13	14	15	16	17	18
20	21	22	23	24	25

**or Deadlines**


4:00pm Task 5 - Evaluate - Arduino  Today

 **BAVARIAN INTERNATIONAL SCHOOL e.V.**

Search by student name

► **My Classes**

► **My Groups**

 **QuickStart Guides**

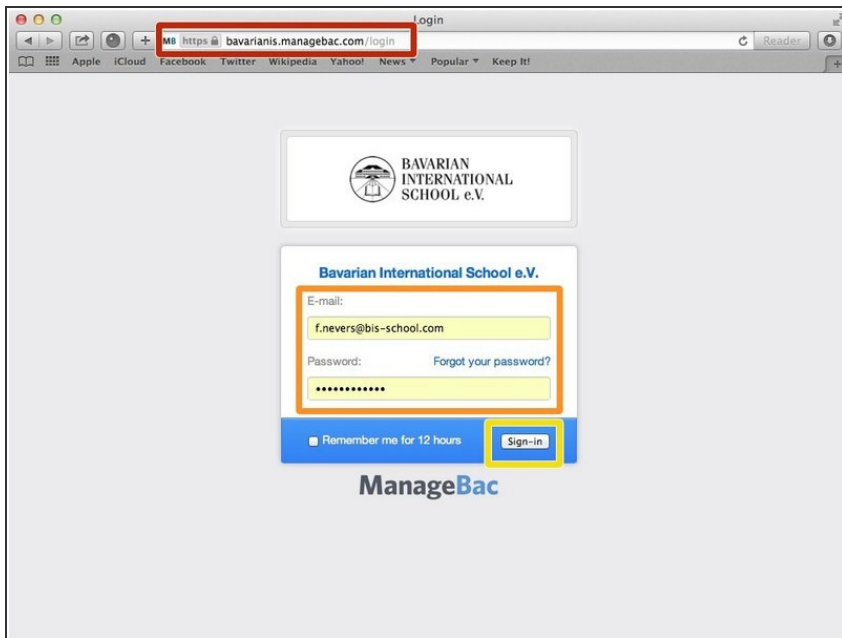
► [DP Coordinator](#)

► [DP Teacher](#)

► [DP Student](#)

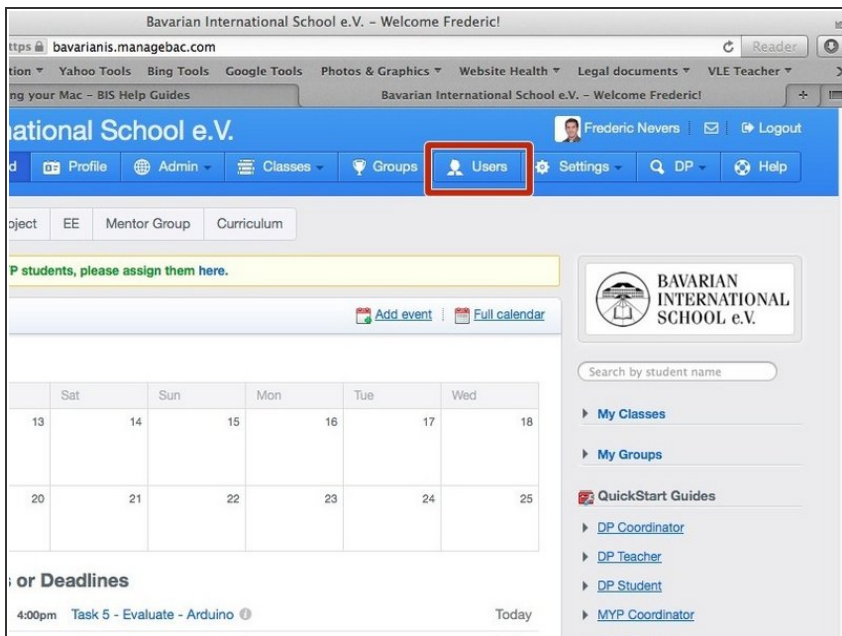
► [MYP Coordinator](#)

## Step 1 — Visit the BIS Managebac page



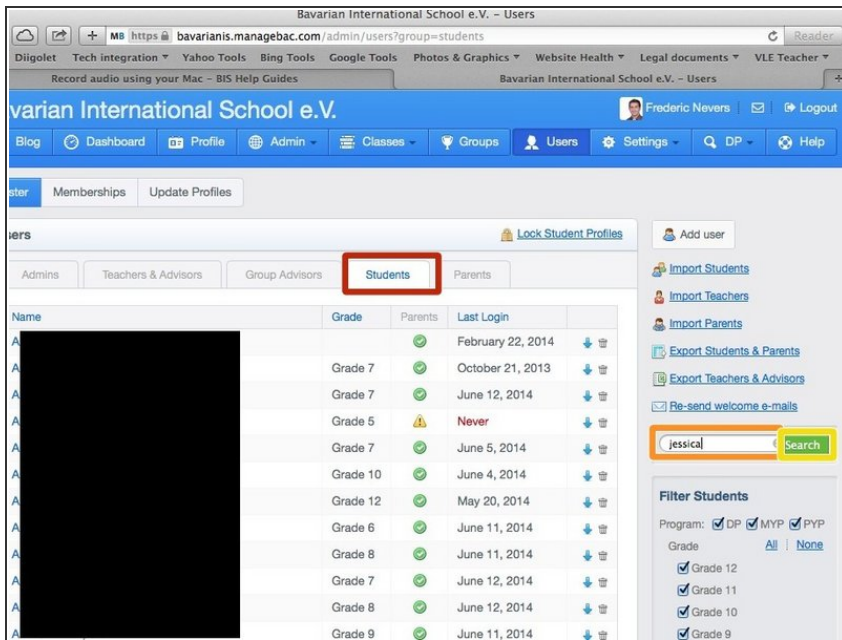
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

## Step 2 — Visit the 'Users' page



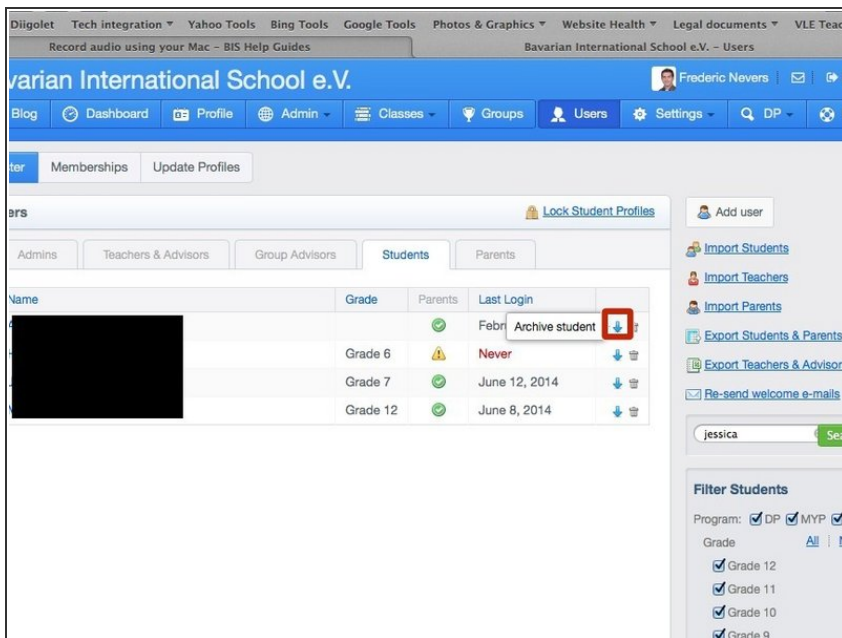
- Click on the 'Users' tab

## Step 3 — Search for student to archive



- Click on the 'Students' tab
- Type the student's name who you want to archive in the 'Search' box
- Click 'Search' when ready

## Step 4 — Archive the student



- Click on the blue arrow pointing down, for the student you are interested in
- ⚠ Do NOT, under any circumstances, click the 'delete' icon, as this will result in unrecoverable data loss

## Step 5 — Check process has been successful

The screenshot shows the Managebac interface for Bavarian International School e.V. The 'Users' section is active, with the 'Students' tab selected. A table lists students with columns for Name, Grade, Parents, and Last Login. A red circle highlights a box icon next to a student's name, indicating they have been archived. The right sidebar shows filters for Program and Grade.

Name	Grade	Parents	Last Login
A [redacted]		✓	February 22, 2014
H [redacted]	Grade 6	⚠	Never
J [redacted]	Grade 7	✓	June 12, 2014
M [redacted] (Jessica)	Grade 12	✓	June 8, 2014

- You will know a student has been archived, as a box icon shows next to their name

- ① Repeat the process for other students. If there are more than 5 students who need to be archived, contact the Managebac coordinator