

BIS Help Guides

How to enter class descriptions for reports

This guide will show you how to enter class descriptions for reports. You need to be logged in with the CL Admin account

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Bavarian International School e.V. – Edit Class Settings

https://bavarianis.managebac.com/classes/10158717/edit

Diigolet Tech integration Yahoo Tools Bing Tools Google Tools Photos & Graphics Website Health

School e.V. – Overview School e.V. – Edit Class Settings Managebac – BIS Help Guides

Return to Class **General** Teachers Grades Task Categories

Edit Class Settings

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 **a**

(e.g. A, B, C or 1, 2, 3)

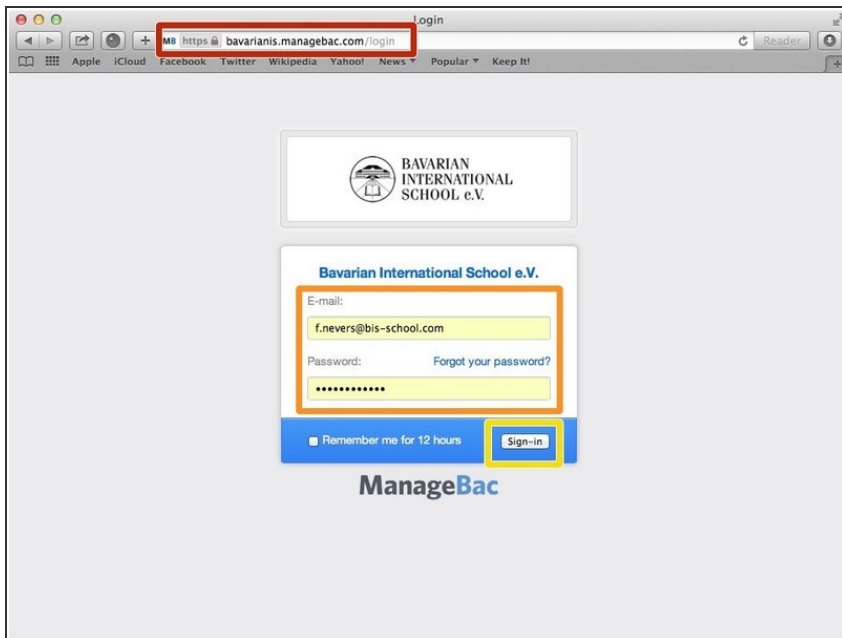
Class ID **10 DT A**

Description

The course description goes here

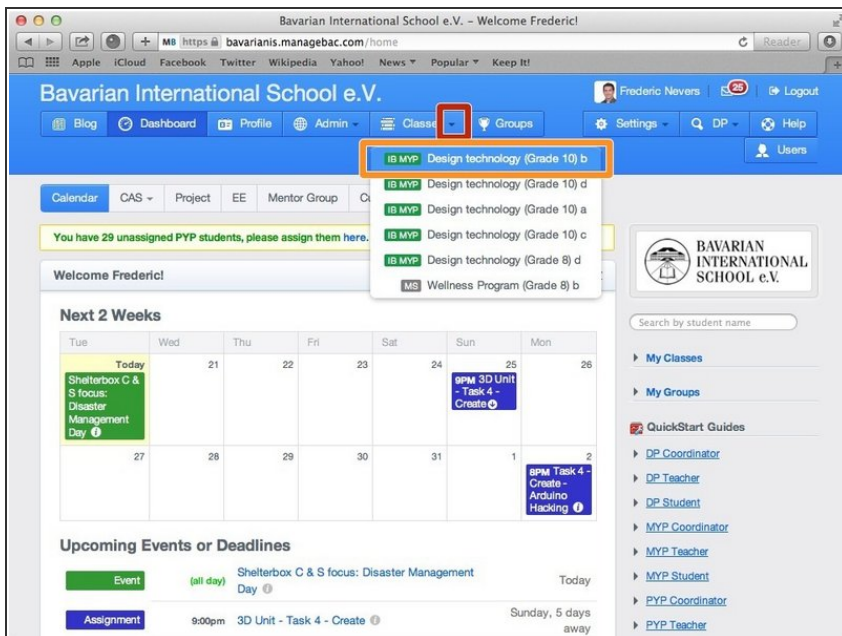
Announcement ?

Step 1 — Visit the BIS Managebac page



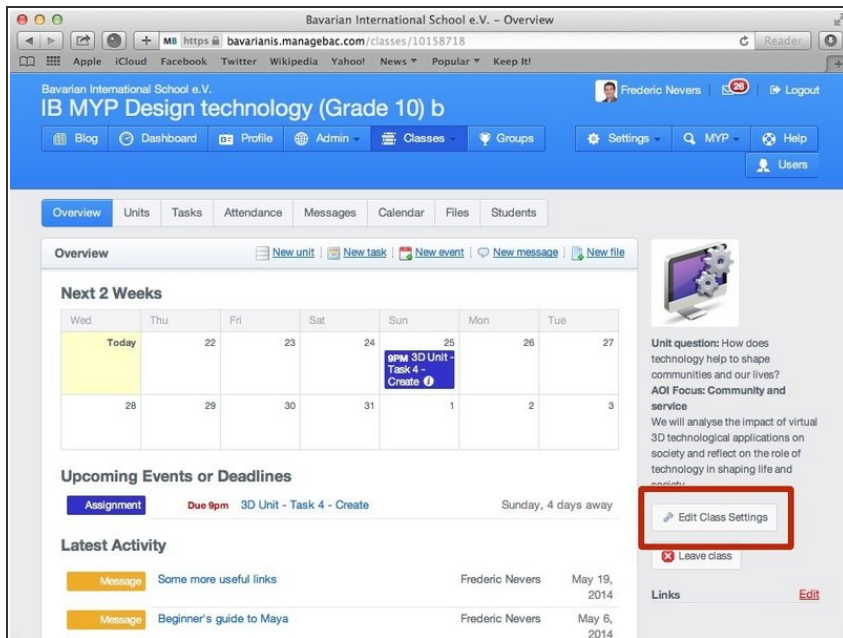
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Visit your class page



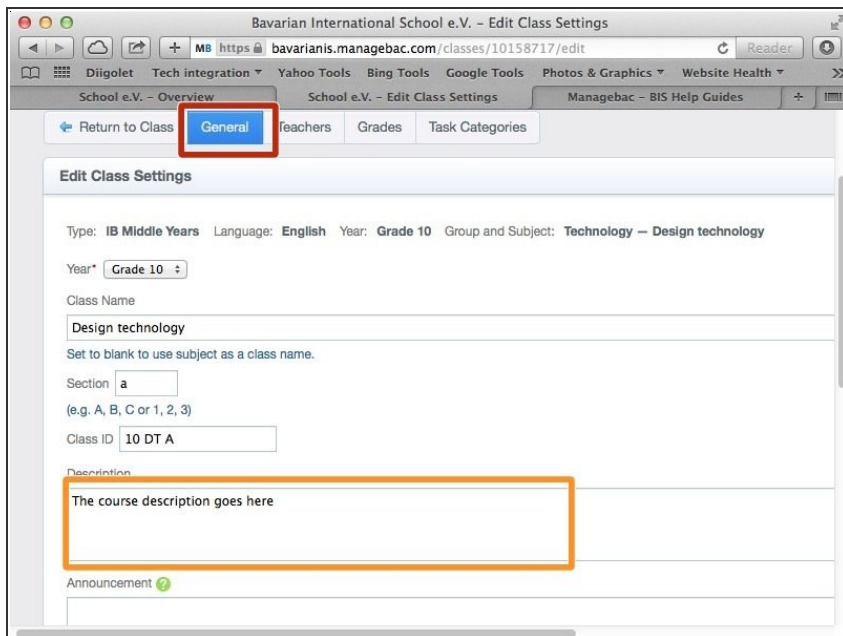
- Click on the arrow pointing down in the 'Classes' tab
- Click on the name of the class you wish to visit the page of

Step 3 — Edit class settings



- Click on 'Edit class settings'

Step 4 — Type the course description



- Make sure you are on the 'General' tab
- Type the course description in the box

Step 5 — Save your work

The screenshot shows a web browser window with the URL <https://bavarianis.managebac.com/classes/10158717/edit>. The page title is "Bavarian International School e.V. - Edit Class Settings". The browser's address bar shows the URL. The page content includes a form for editing class settings. At the top, there are tabs for "School e.V. - Overview", "School e.V. - Edit Class Settings", and "Managebac - BIS Help Guides". The main content area has a section for "leave this class." and "r your class image." Below this is a table with columns for class periods. The table has 10 columns, each with a checkbox and a dropdown menu. The checkboxes for periods 4, 6, 7, and 8 are checked. The dropdown menus for periods 4, 6, 7, and 8 are set to "Period 5", "Period 6", "Period 6", and "Period 6" respectively. At the bottom of the form, there is a "Save Changes" button highlighted with a red box, and a "Cancel" button next to it. The footer of the page contains links for "International", "New Academic Year Checklist", "Quick Start Checklist", and "Support Request".

- Scroll down to the bottom of the page, and click on 'Save changes'