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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Step 1 — Visit the BIS Managebac page
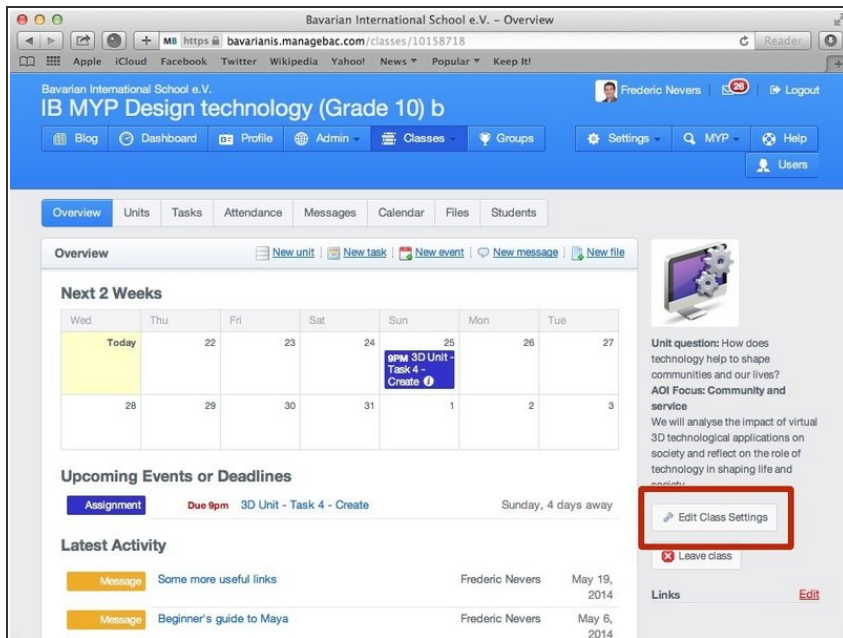

- Visit https://bavarianis.managebac.com
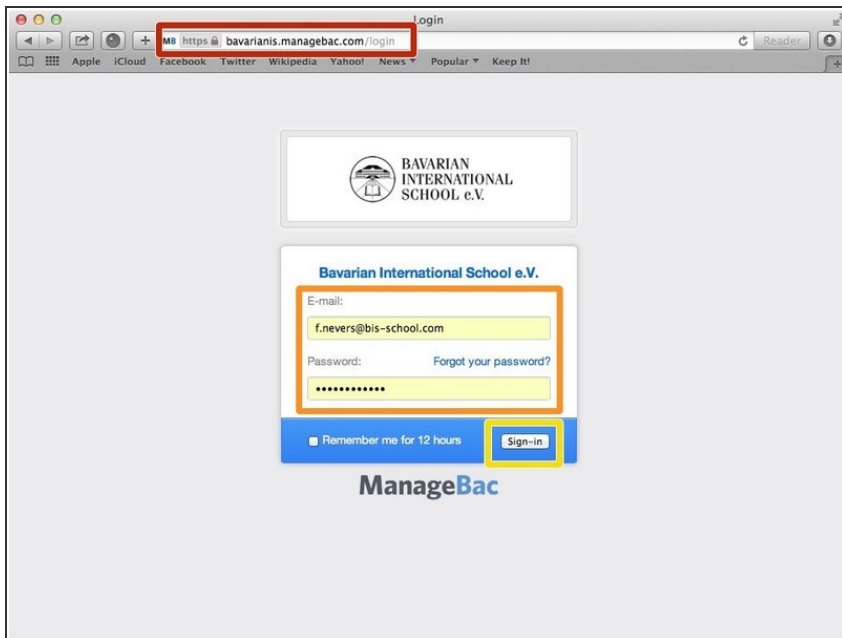
- Enter your username and password

- Click on 'Sign in'

- (i) If you cannot remember your password, please click on 'Forgot your password'.
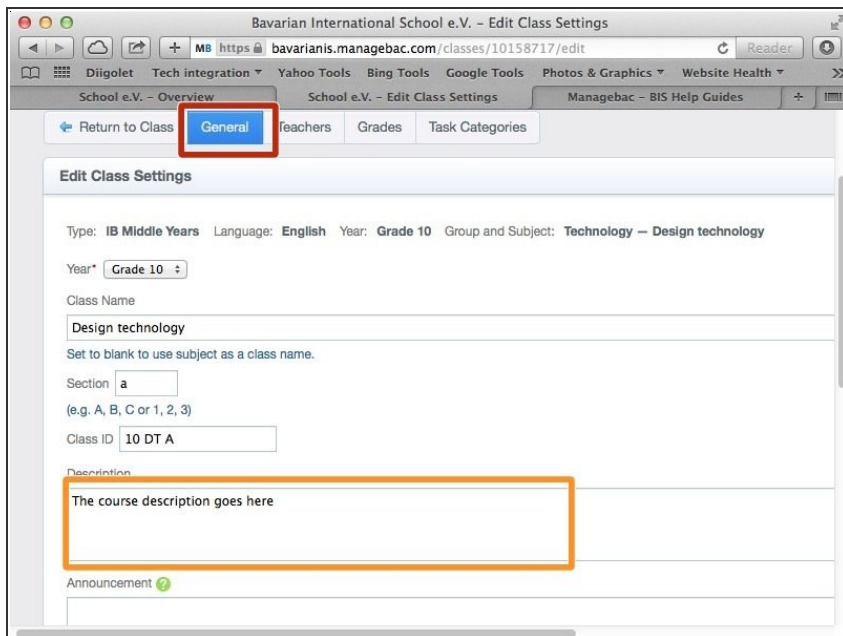
Step 2 — Visit your class page
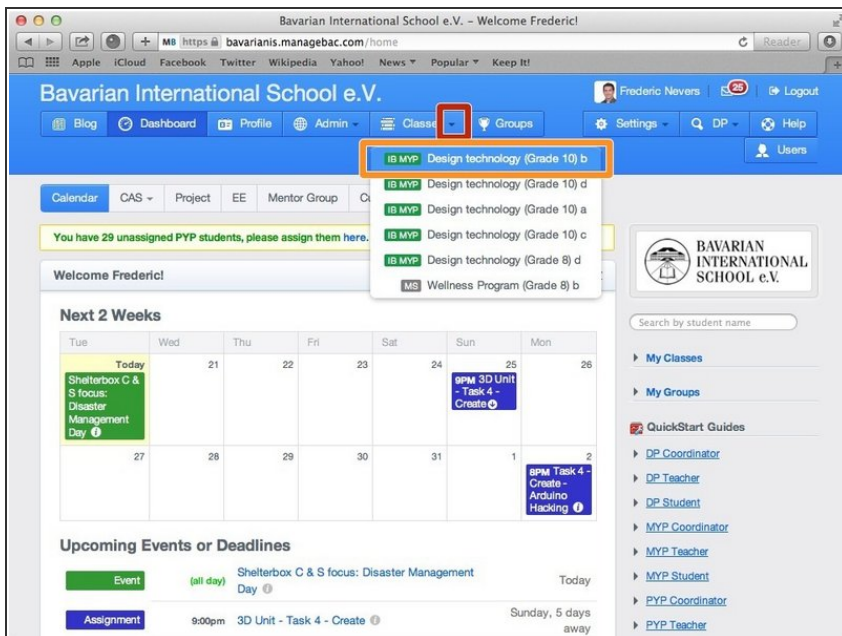
- Click on the arrow pointing down in the 'Classes' tab

- Click on the name of the class you wish to visit the page of

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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

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Step 5 — Save your work

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

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