

BIS Help Guides

How to send a group email to one of your teaching groups

This guide will show you how to use Managebac to send a group email to one of your classes.

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IB MYP Design technology (Grade 10) a

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New unit

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Latest Activity

Task

Task 5 - Evaluate - Arduino

May 28, 2014

Assignment

Task 4 - Create - Arduino Hacking

May 6, 2014

Task

Task 3 - Plan - Arduino

Apr 13, 2014

Message

Use Easybib straight in your Google Doc

Mar 12, 2014

Task

Task 2 - Design - Arduino

Mar 6, 2014

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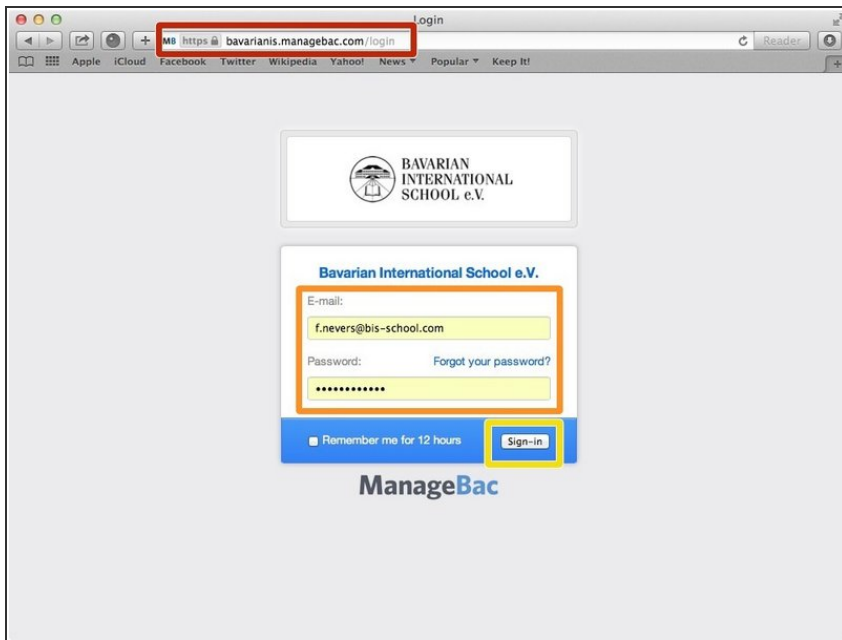
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INTRODUCTION

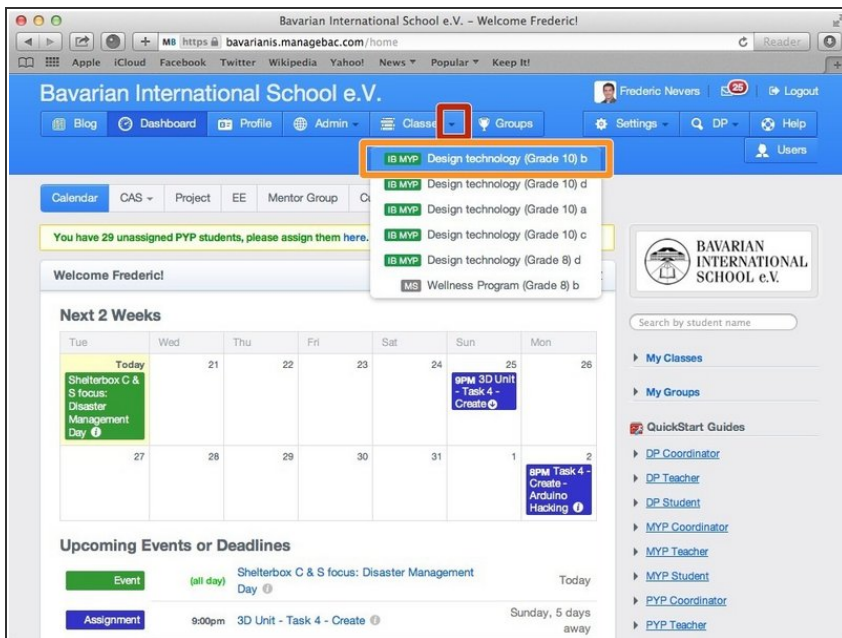
This guide will show you in details how to use the Managebac message system to send emails to your classes. This is especially useful when you need to send general reminders (task/assignment reminders are dealt with in another guide)

Step 1 — Visit the BIS Managebac page



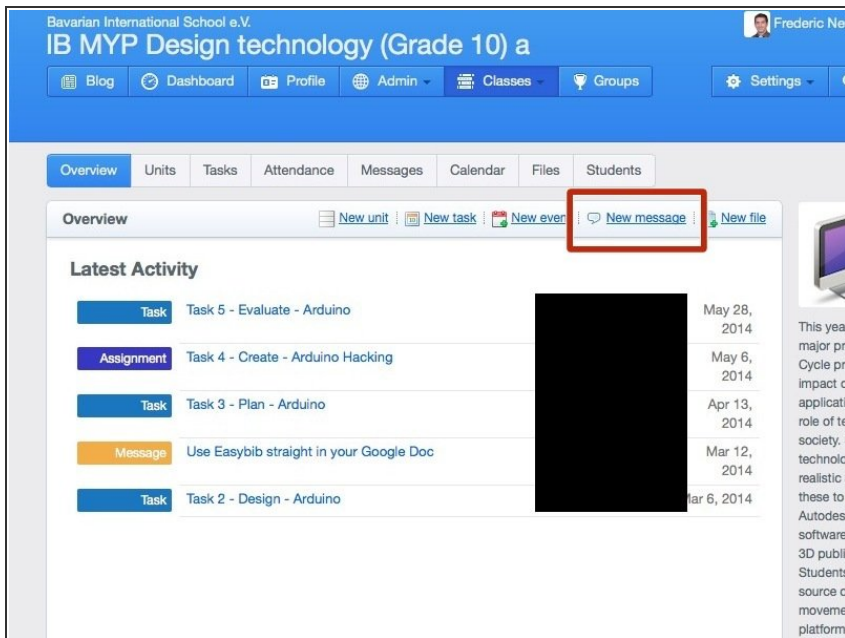
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Visit your class page



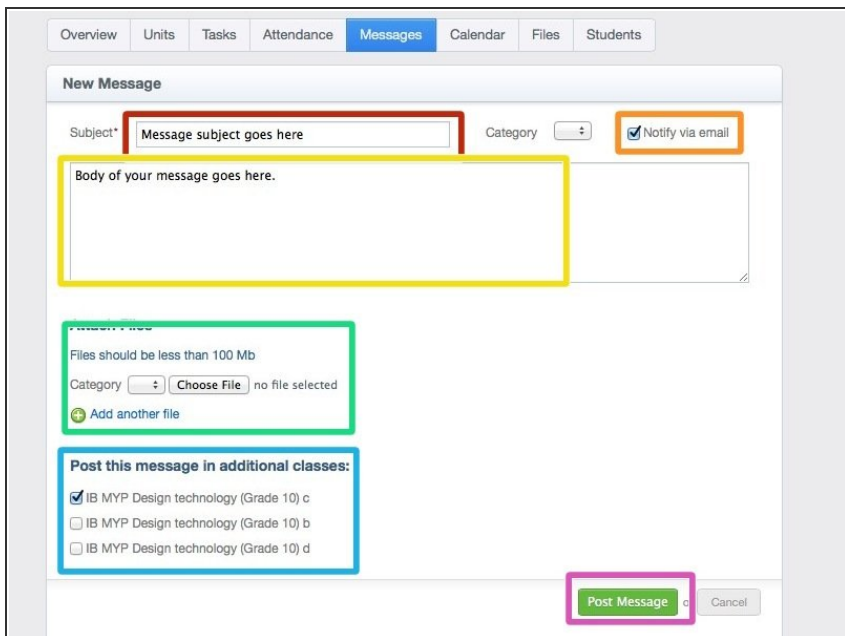
- Click on the arrow pointing down in the 'Classes' tab
- Click on the name of the class you wish to visit the page of

Step 3 — Create a new message



- Click on 'New message'

Step 4 — Type your message



- Enter a subject for your message
- Check the 'Notify via email' box. This is VERY important, otherwise your email won't be sent.
- Type the body of your message
- Attach files if necessary (please keep it under 10MB, to avoid email providers from bouncing the email)
- You can opt to send the same message to other teaching groups in the same grade
- Click 'Post Message'