

# BIS Help Guides

## How to search for a class on Managebac using the filter tool

Sometimes searching for a class using a keyword is not practical or does not return the expected results.

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Bavarian International School e.V. – All Classes

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# Bavarian International School e.V.

Frederic Nevers Logout

Blog Dashboard Profile Admin **Classes** Groups Settings MYP Help Users

## All Classes

Show all classes List View

**IB MYP Design (Grade 10) w** Leave Class  
Teacher: Frederic Nevers  
18 students

**IB MYP Design (Grade 10) y** Leave Class  
Teacher: Frederic Nevers  
16 students

Add New Class

Bulk Create Classes

Assign Teachers & IDs

Subject Resources

Archived Classes

More Options

Search by class name

### Filter Classes

Program: ☐ DP ☒ MYP ☐ PYP  
☐ HS ☐ MS

Grade:

☐ Grade 6  
☒ Grade 7  
☐ Grade 8  
☐ Grade 9  
☐ Grade 10

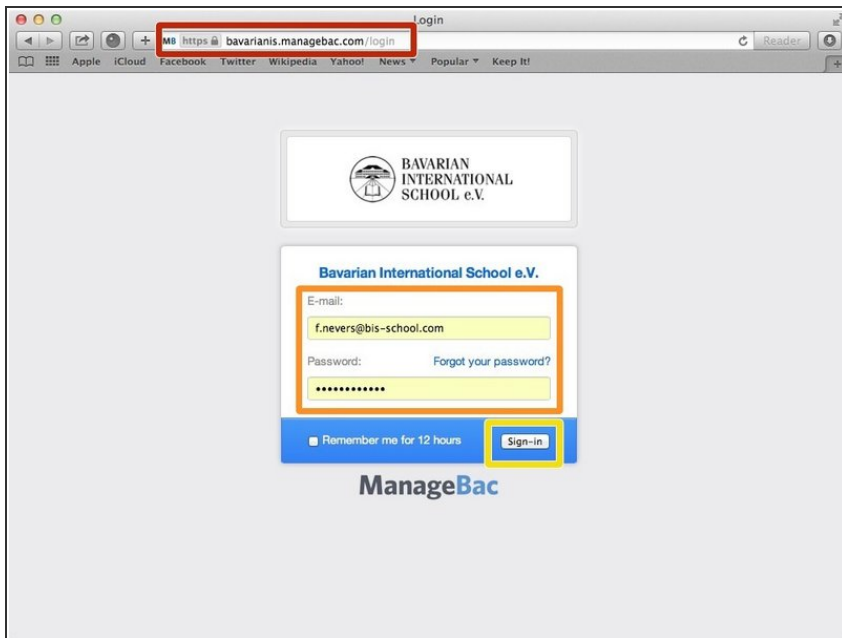
Subject:

☒ Language and literature

## INTRODUCTION

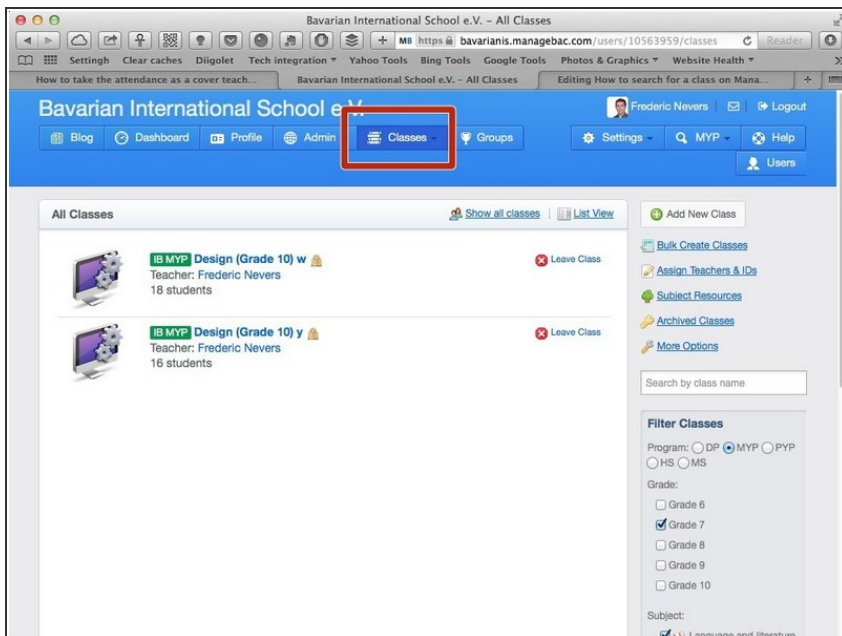
This guide will show you how to use the filter tool to get to a class you do not teach.

## Step 1 — Visit the BIS Managebac page



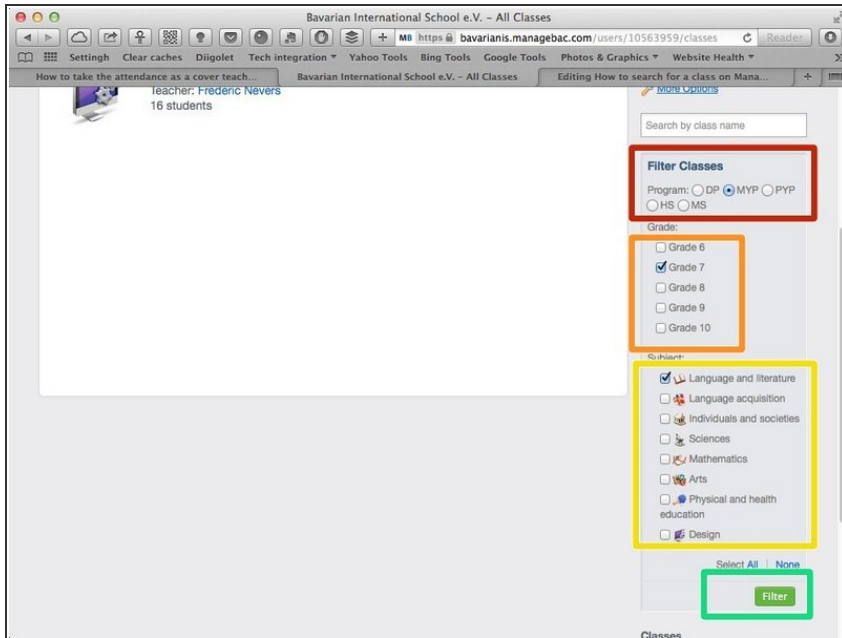
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

## Step 2 — Visit the 'Classes' page



- Click on the 'Classes' tab

## Step 3 — Use the filter tool to find the class you are looking for

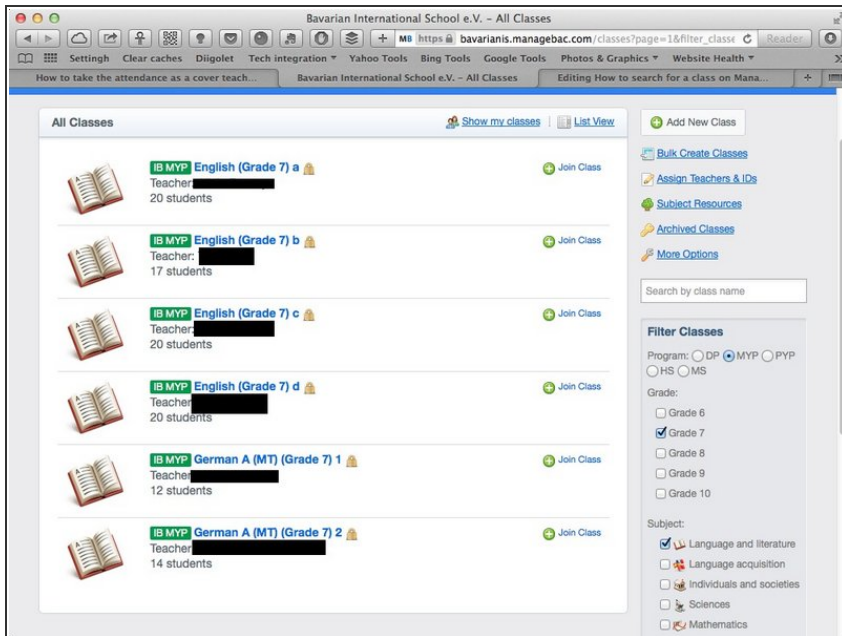


- Select the programme you are interested in.

⚠ You can only select one programme at a time

- Select the grade(s) you are interested in
- Select the subject area(s) you are interested in
- Click 'Filter'

## Step 4 — Visit the class you are interested in



- ⓘ Simply click on a class name, or directly join it if you wish to take the attendance. Please don't forget to leave the class once you are done taking the attendance.