BIS Help Guides

How to write DP Settling In reports

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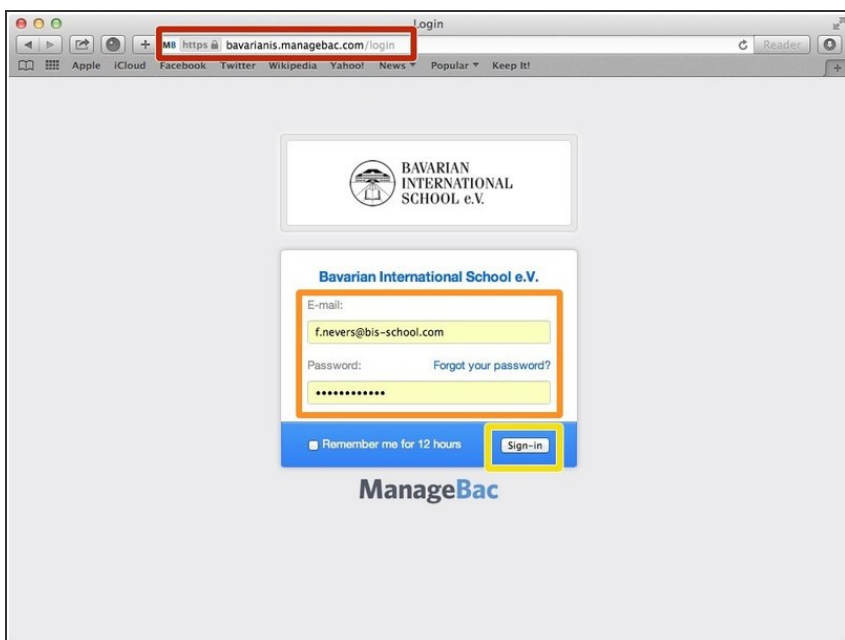bavarianis.dozuki.com/

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INTRODUCTION

This tutorial is intended to instruct teachers on how to properly input their Effort reports on ManageBac, for

DP classes.

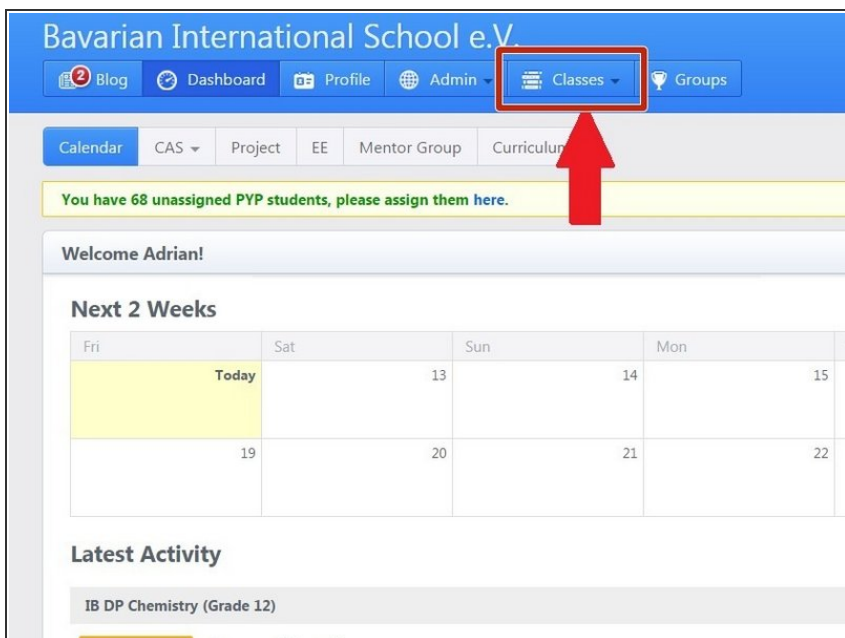**While entering reports in ManageBac, please ensure that you have a reliable internet connection.**

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Step 1 — Visit the BIS Managebac page
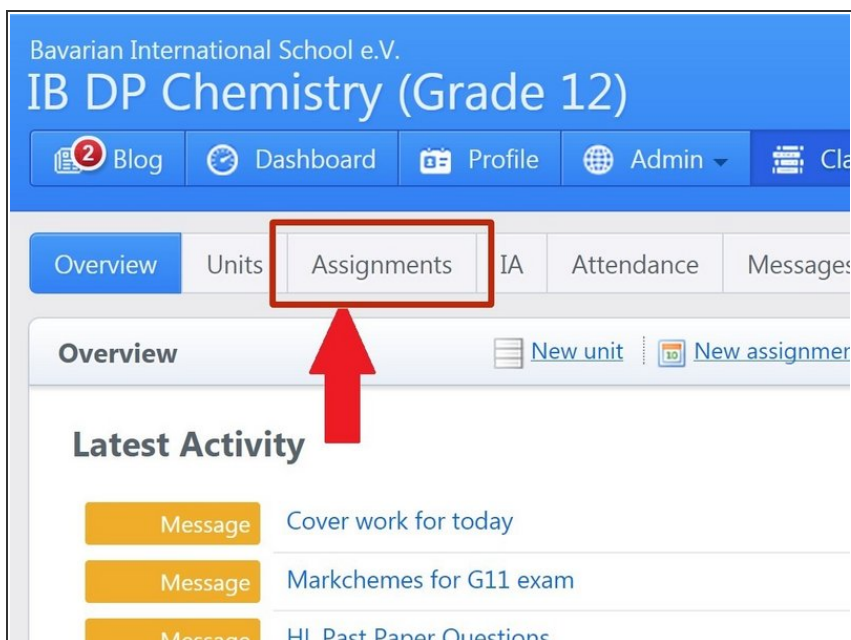

- Visit https://bavarianis.managebac.com

- Enter your username and password

- Click on 'Sign in'

- ⓘ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Navigate to your class

- Hover your mouse over Classes and select your class from the dropdown menu.

- ⚠ Note: if you have many classes then you will need to CLICK the classes tab and select your class from the list of classes created.

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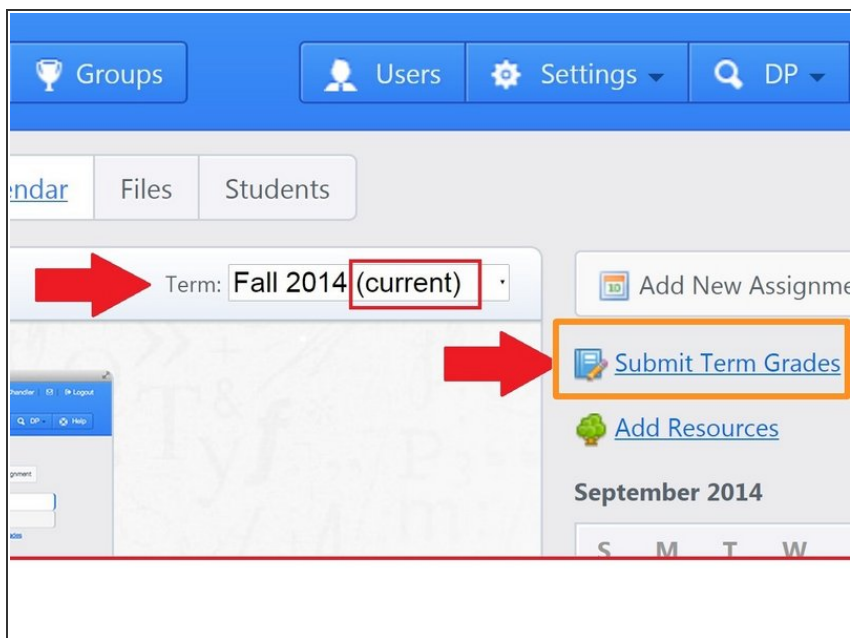## Step 3 — View your assignments

- Click on the Assignments Tab

⚠ Note: this is for DP classes, in MYP classes you have to click on the 'Tasks' tab

Step 4 — Ensure the settings are correct

- Make sure that the term is set for the current term

- Then click Submit Term grades

Step 5 — Fill in the reports

- For each student grade the student on each effort critieria

ⓘ Be Aware: As you move from one student's grade to another, saving will occur automatically.

⚠ Make sure saving is happening by checking your internet connectivity from time to time

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