

# BIS Help Guides

## **How to complete MYP interim reports - October 2015**

This guide will show you how to complete your MYP interim reports (October). As there are a lot of different scenarios, please pay attention to the final steps of this guide.

Written By: BIS Edtech Team

Bavarian International School e.V. – Gradebook — Fall 2014


https://bavarianis.managebac.com/classes/[redacted]/myp-gradebook/tasks/term-grad

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

Overview Units **Tasks** Attendance Messages Calendar Files Students

Gradebook — Fall 2014 Term: Fall 2014 (current) Add New Task

Tasks Submit Term Grades Show Comments



	Sum	MYP Final Grade	Interim MYP Grade	Meets Deadlines (max 4)	Engaged In Learning (max 4)	Organisation (max 4)	Effort GPA
A:	10	N/A		3	3	4	3.3

Comments

**Conversion table**

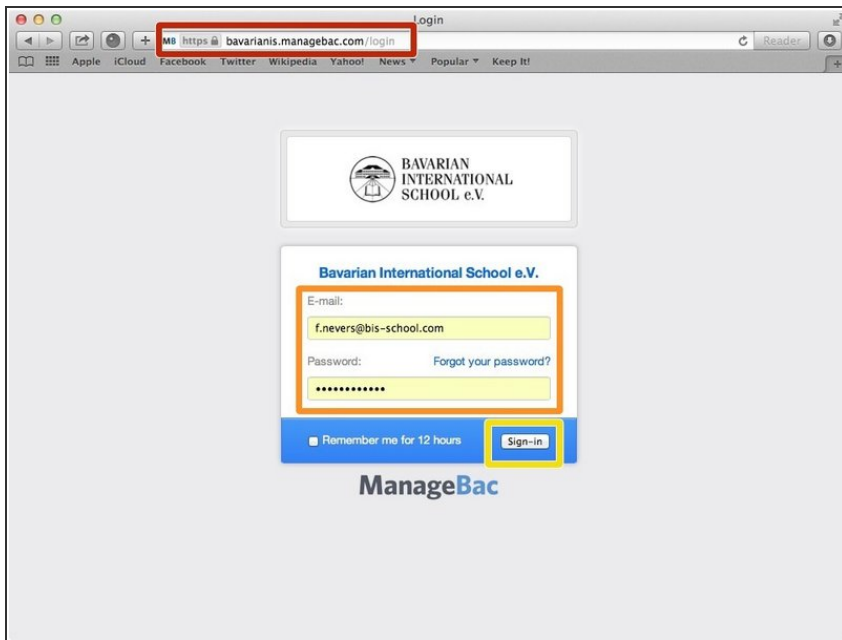
Final grade	One criterion	Two criteria	Three criteria	4 criteria
1	0-1	0-2	0-3	0-4
2	2	3-5	4-8	6-10
3	3-4	6-8	9-12	11-15
4	5	9-10	13-15	16-20
5	6	11-12	16-18	21-24
6	7	13-14	19-21	25-28
7	8	13-16	22-24	29-32

A: Inquiring and analysing  
 A: 0 1 2 3 4 5 6  
 B: 7 8  
 C: N/A 0 1 2 3 4 5 6  
 D: 7 8

Engaged

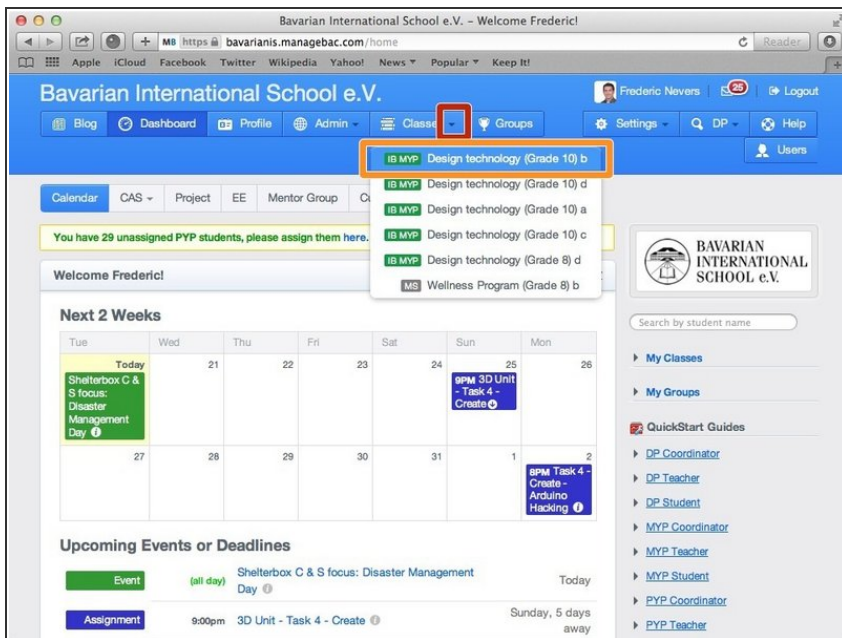
f.nevers@bis-school.com

## Step 1 — Visit the BIS Managebac page



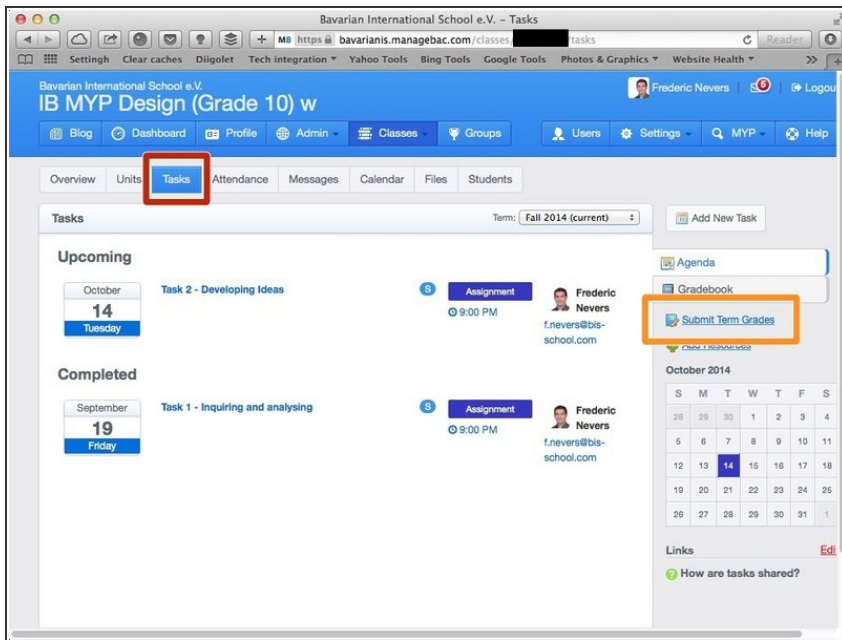
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ❗ If you cannot remember your password, please click on 'Forgot your password'.

## 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 — Visit the 'Submit Term Grades' page



- Click on 'Tasks'
- Click on 'Submit Term Grades'

## Step 4 — Enter the students' grades

Final grade	Two criteria	Three criteria	Four criteria
1	0-2	0-3	0-5
2	3-4	4-8	6-9
3	5-7	9-11	10-14
4	8-9	12-14	15-18
5	10-11	15-18	19-23
6	12-13	19-21	24-27
7	14-16	22-24	28-32

- Select the correct levels for each criterion. A minimum of two criteria must be reported on in this report.
  - Sum is calculated automatically for your reference. ManageBac does not discriminate between formative and summative assessments, both are valid in creating a final level.
  - MYP final Grade - This level (1-7) is calculated automatically if all criteria have been assessed.
  - MYP Interim Grade - You must select a level here. If all criteria have been assessed, then this number must be equal to the 'MYP Final Grade'. If not, please refer to the updated 2015 conversion table. A minimum of two criteria must be assessed for the October reports, and four criteria for subsequent reports.
- ⚠ Students missing work – every measure must be used to get assessed work in and assessments are planned to allow time for this. Last year we had teachers saying that they couldn't give a grade to some students because their work was late. This is not acceptable and teachers should use ACU (Academic catch up on Friday afternoon).