## BIS Help Guides

## How to write your MYP interim reports (February/March)

Use this guide to learn how to inform your MYP subject reports.

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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


## Step 3 - Visit the 'Submit Term Grades' page



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


## Step 4 - Enter the students' grades



- Select the correct grades for each criterion.
- Sum is calculated automatically for your reference
- This grade is calculated if all criteria have been assessed
- Duplicate the grade from the 'MYP Final Grade' column. You must use the same grade.
- Fill in the effort report grades

Should you have any issues filling in the report, please contact the MYP coordinator directly.

