

BIS Help Guides


How to proofread subject reports using Managebac

This guide is aimed at proofreaders. Users with regular teacher accounts are not able to access this function.

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MB Login

← → ↻ <https://bavarianis.managebac.com/login> ☆



BAVARIAN
INTERNATIONAL
SCHOOL e.V.

Bavarian International School e.V.

E-mail:

Password: [Forgot your password?](#)

☐ Remember me for 12 hours

ManageBac

INTRODUCTION

This guide is aimed at Middle and Senior Management who will be proofreading student reports. Users with regular teacher accounts are **not** able to access this function.

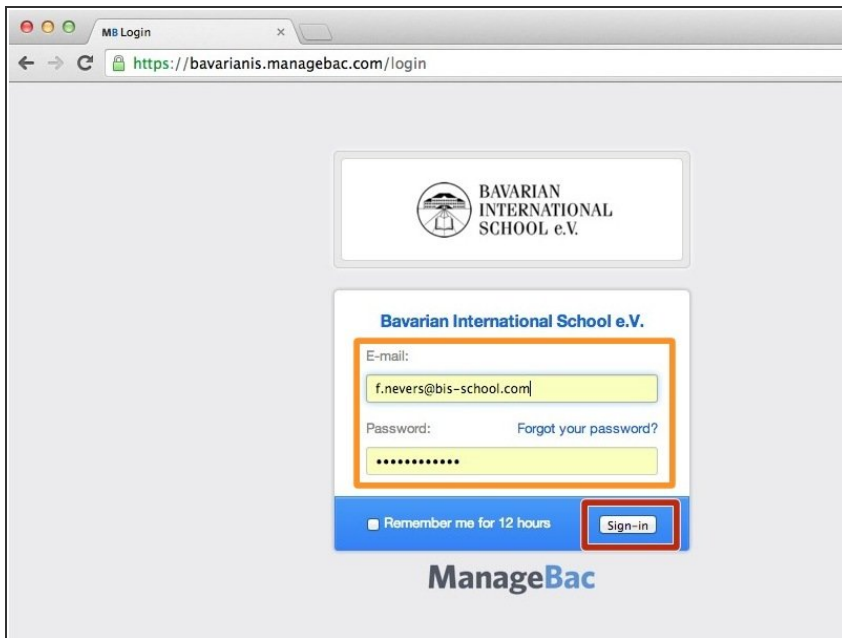
If you are a mentor and wish to proofread reports, please visit [URL|this] guide instead.



TOOLS:

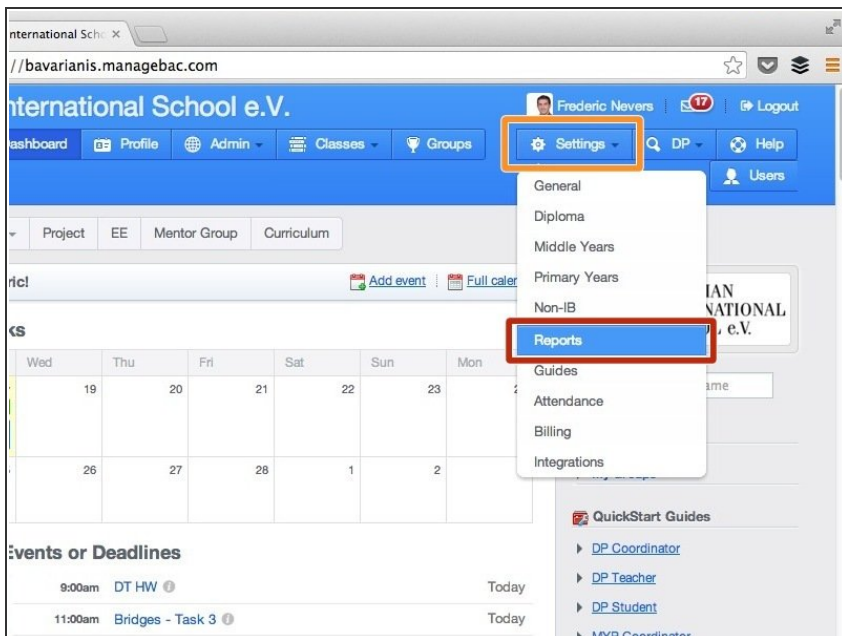
- [Web browser](#) (1)
 - [Internet connection](#) (1)
-

Step 1 — Login to Managebac



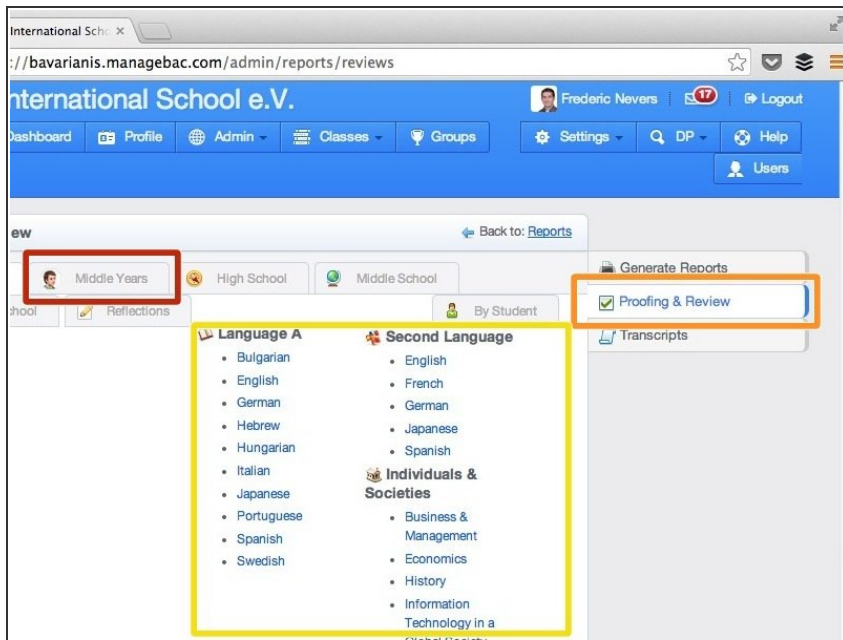
- Type your username and password
- Click on 'Sign-in' to login

Step 2 — Navigate to reports section



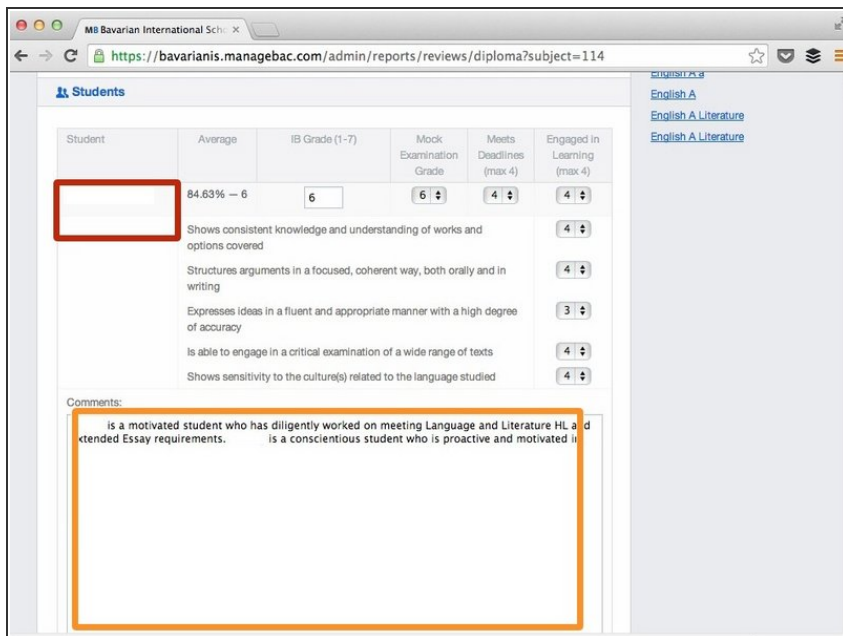
- Hover your mouse on 'Settings'
- Click on 'Reports'

Step 3 — Select the reports to proofread



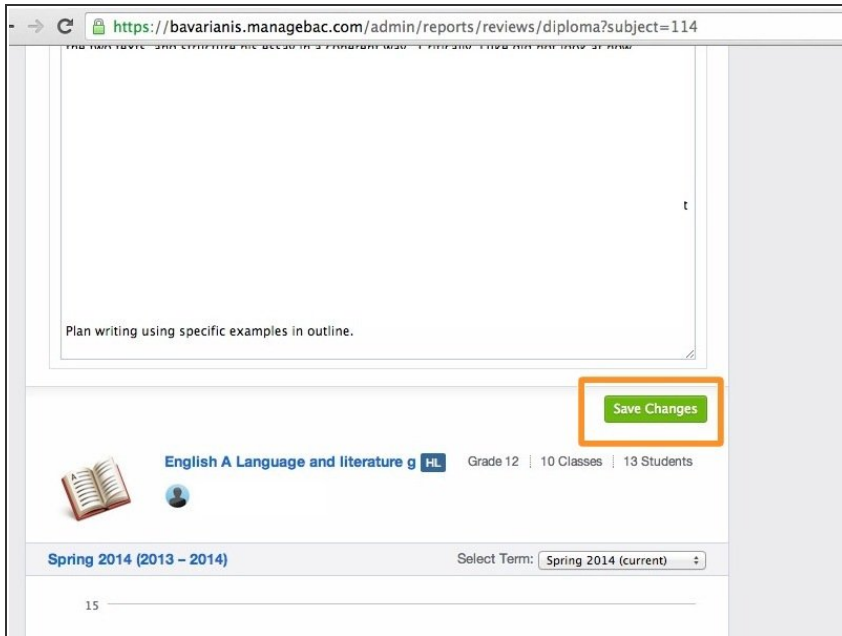
- Click on 'Proofing & review'
- Choose the programme for which you wish to proofread reports e.g. Middle Years
- Click on the subject you would like to proofread reports for

Step 4 — Proofread reports



- Scroll down to the text area of the student you are interested in
- The student's name appears in the red rectangle. It has been hidden for privacy reasons.

Step 5 — Save your work



- Your work will NOT save automatically, you must scroll down to find the 'Save changes' button