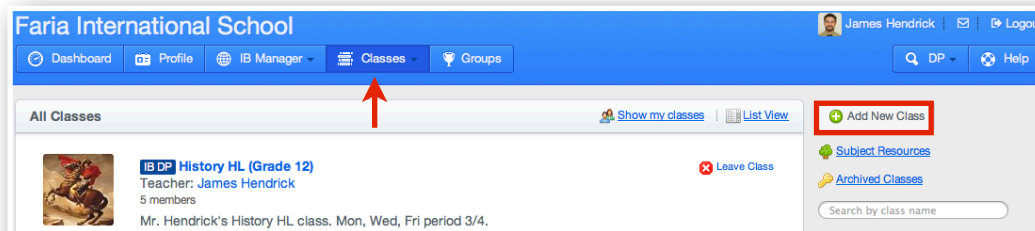


Setting Up a Class

Creating a Class Step-by-Step

1) Select the **Classes** tab to begin. On the right menu, click **Add New Class**.



2) To create your class, please complete the following:

Type: Select 'IB Diploma.'

Grade: Select the correct grade.

SL and HL: For a mixed-level class, please select both.

Subject: If you do not see your subject listed, contact your system administrator.

Section: Labels such as A, B, or C can be used to differentiate classes.

Class ID: This may be any unique combination of numbers and letters.

Teacher: Select the teacher from the drop down menu. More teachers can be added to the class later.

Lock Class: Restrict students from joining or leaving the class.

Once finished, click **Create this class**. Please note the **Type** and **Subject** may not be altered once the class is created.

Attendance settings will be visible only if these have been enabled on your account.

Confirm the Class List

Click the **Students** tab to view your class roster. **Add Students** directly via the right menu, or click **Remove from Class** to remove a student.

In a mixed-level class, individual student levels can also be set under **Students**.

Quick Tip
To find students in the list, use the Quick search function

Class Settings

Once a class has been created, Class Settings can be accessed under the **Overview** tab.

Mr. Hendrick's Biology SL & HL class.
[Edit Class Settings](#)

General: Class settings such as **Grade** and **Description** may be edited here.

Teachers: Add more teachers to the class.

Grades: Assign an automatic IB grade to term averages (e.g. 95% or greater => 7).

Assignment Categories:

Create your assignment categories here and assign percentage weights (e.g. Homework => 20% of total grade).

IA Criteria: Available for customization in Group 4 classes only.

Score	Mark
95.0 % or greater	7
85.0 % or greater	6
70.0 % or greater	5

Creating an Assignment

From the **Assignments** tab, click **Add New Assignment** on the right menu. Name the assignment, then select a Category and the maximum amount of points students can achieve.

Enable Dropbox: Allow students to submit files electronically.

Enable TurnItIn: View originality scores and reports directly on ManageBac.

(This is available only if an administrator has integrated your account with TurnItIn.)

Attach Files: Provide reference files for students.

Once the form is complete, click **Add Assignment**.

The 'Add Assignment' form is shown with the following details:

- Name:** Political Cartoons and History
- Category:** Homework
- Max points:** 15
- Details:** Bring in a Historical political cartoon. Remember that history has political biases. What is the cartoon saying? How does it slant what was happening at the time? (Must be before 1950) Compare and contrast it as a political cartoon today.
- Enable Dropbox:** ☒ **Notify via e-mail:** ☐ **Enable TurnItIn:** ☐
- Due date:** September 03, 2012 9:00 am
- Attach Files:** Files should be less than 30 mb. Choose File (no file selected). Add another file.

Grading Assignments and Submitting Term Grades

Gradebook — 2012-2013	
Assignments	
15 Aug 2012	
The History of Gene Res...	
Paper	
Carter, Marion	30/50 – 4
Epelbaum, Chloe	45/50 – 6

Assignments can be graded by clicking on the **Gradebook**. Clicking on an assignment will allow teachers to grade and write comments. These will be visible to students and parents.

Click on **Submit Term Grades** to submit report card grades and comments. These will not be visible to students and parents until reports are generated.

Adding Events & Deadlines

Select the **Calendar** tab and click on **Add Event** or **Add Deadline**.

Fill in the form to add an event or deadline. These will appear in the class calendar.

The 'Add Deadline' form is shown with the following details:

- Name:** Treaty of Versailles Paper Due
- Details:** Paper due at the beginning of class. Late papers will be marked down 10% Submit a copy to TurnItIn no later than 12pm
- Enable Dropbox:** ☒ **Notify via e-mail:** ☒ **Enable TurnItIn:** ☒
- Due date:** August 25, 2012 9:00 am