

## Reports: Diploma

### Introduction to ManageBac Report Cards

Highly customizable, fully integrated with teacher gradebooks, and tailored for IB Diploma assessment, ManageBac report cards are generated in PDF and are instantly available for students and parents to view.

Click **Settings > Reports** to begin.

**Templates**  
Create different report templates for different year levels or terms

**Excel Export**  
Export all grades

**Selections**  
Specify the academic term, template, and year levels you wish to generate reports for

**Final Reports**  
Click to generate reports - immediately available to students and parents

**Preview Options**  
Generate individual or full-scale drafts

### Step 1: Logo

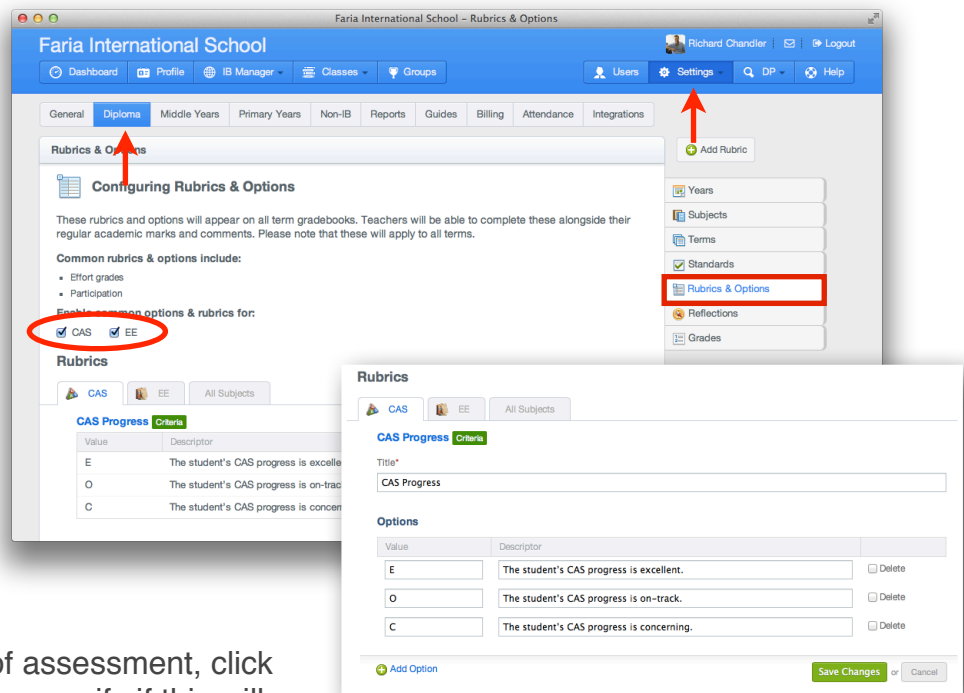
Before customizing your reports, please first navigate to **Settings > General**. Here you can upload a high-resolution logo for the reports. For best results, the logo should be between 1000 to 1500 pixels wide, and in PNG format.

## Step 2: Rubrics & Options

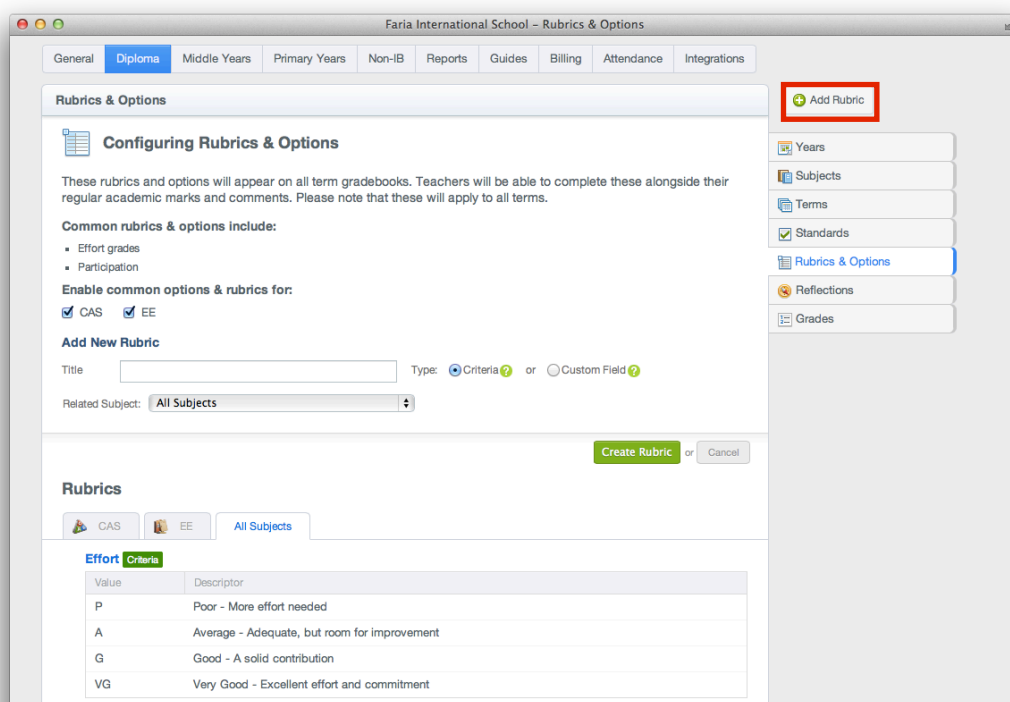
Teacher gradebooks are pre-built with spaces for **Term Grades** and **Comments**. However, if you would like to report additional forms of assessment, e.g. Participation or Effort grades, please navigate to **Settings > Diploma > Rubrics & Options**.

For the **Diploma Programme**, term comments and progress grades may be enabled for CAS and EE.

The default descriptors may be edited by hovering over the title and clicking **Edit**.

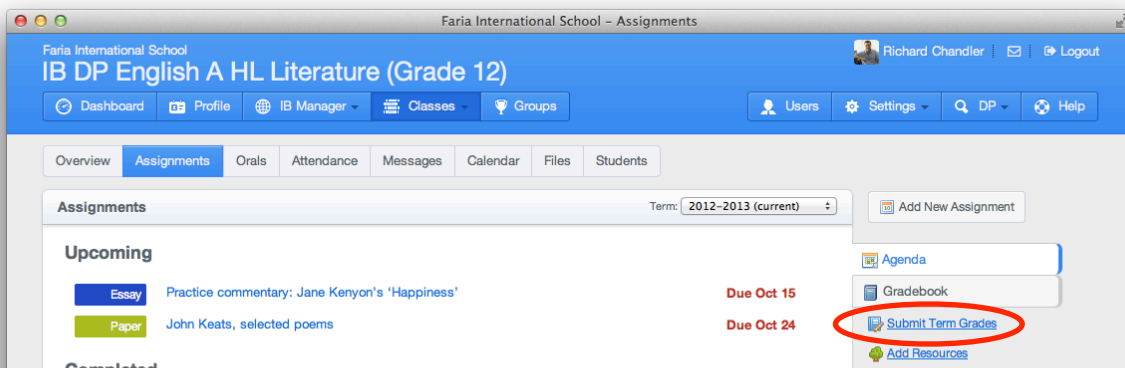


To add a new form of assessment, click **Add Rubric**. You can specify if this will apply to **All Subjects** or individual subjects, and set your criteria.

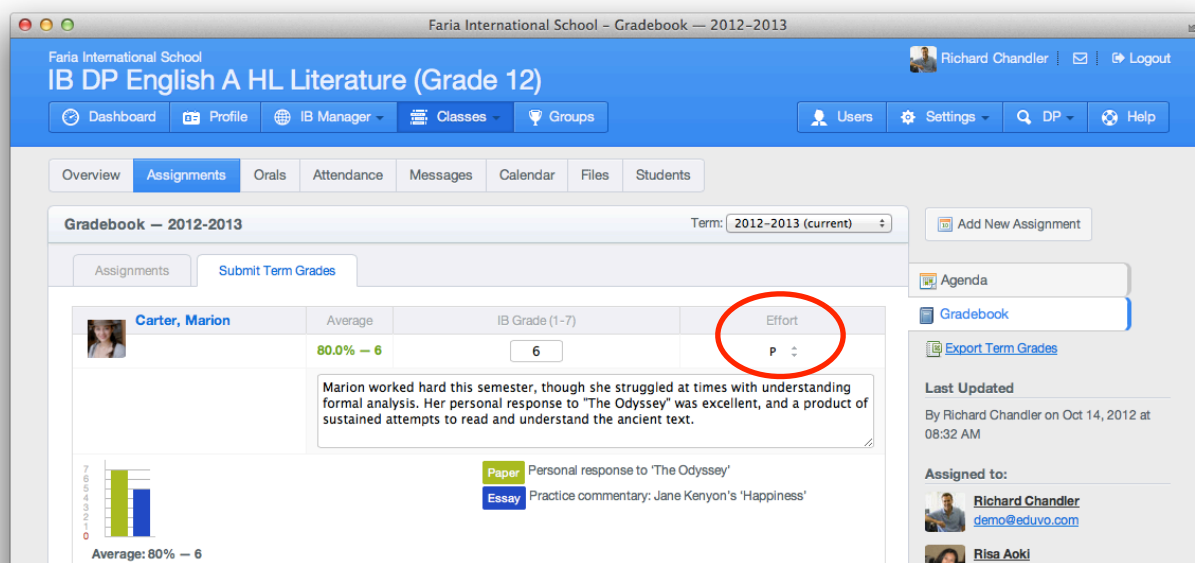


## Step 3: Teacher Gradebooks

Under the **Assignments** tab of a class, teachers can **Submit Term Grades**.



The teacher can submit the final IB grade and term comments. The newly created **Effort** grade is also visible.



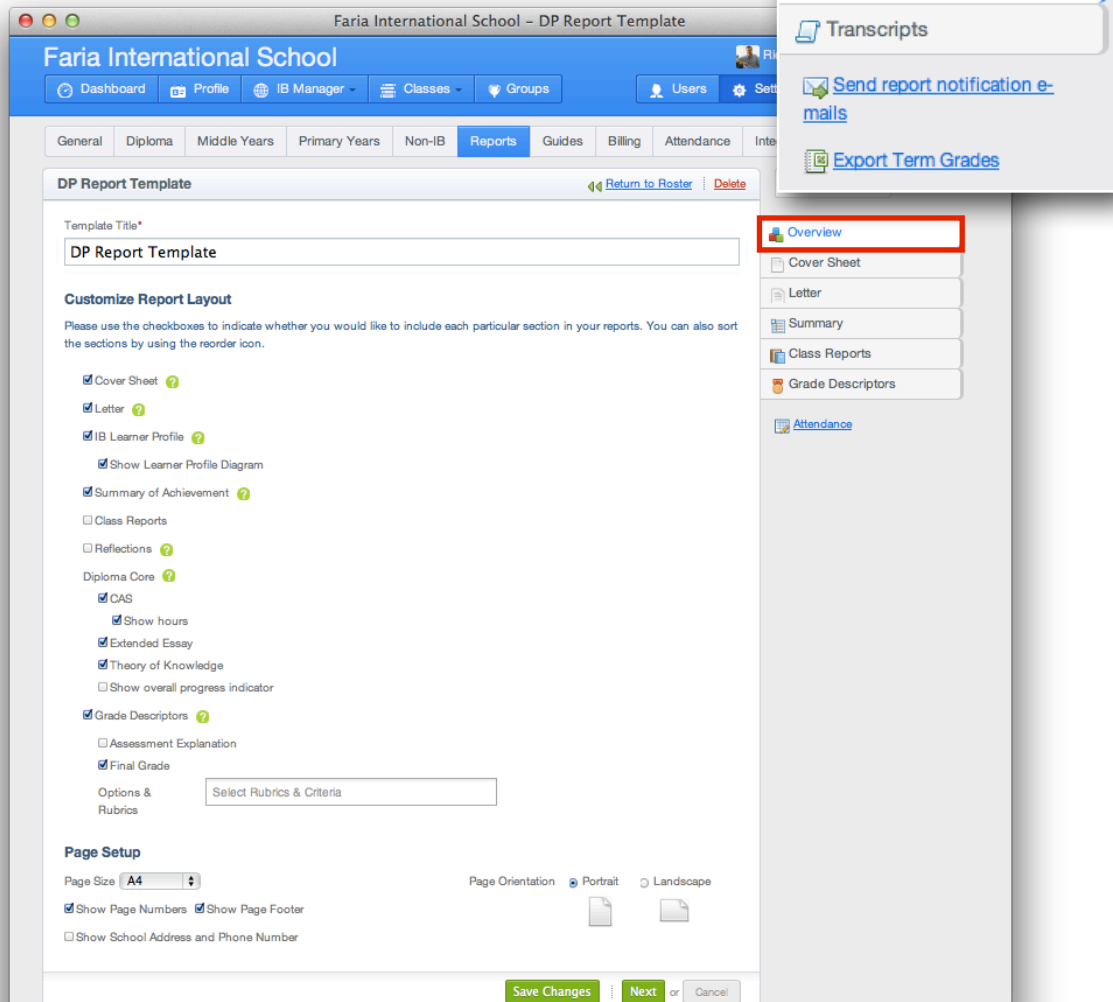
Under **Settings > Reports**, scroll down to see which teachers have submitted their term grades.

As an admin user, you can directly edit these grades here.

IB Diploma		High School
2012 - 2013 Academic Year: 2012-2013		Search by Student Name
By Class	By Student	
Class	Teacher	Status
IB DP English A HL Literature (Grade 12)	Richard Chandler	Submitted
IB DP Chinese SL A2 (Grade 12)	Risa Aoki	Submitted
IB DP Economics HL (Grade 12)	Bess Lewis	Waiting
IB DP History HL (Grade 12)	James Hendrick	Submitted
IB DP Biology (Grade 12)	Richard Chandler	Submitted

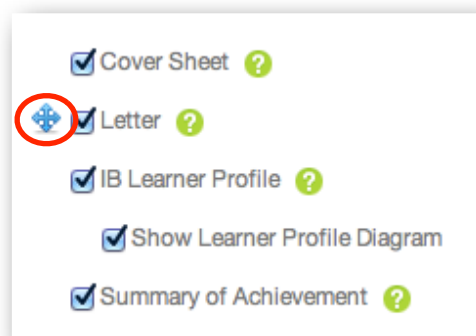
## Step 4: Customize Templates

Under **Settings > Reports**, click **Manage Templates** to begin. Edit an existing template or add a new one.



In the template **Overview**, you can give your template a title, select items to include on the report, and drag and drop to re-order items. When satisfied, click **Save Changes** and **Next**.

For more information about different items, hover over the green question mark. ?



Next, your **Letter** may be formatted using Textile or HTML. Please note that if you copy and paste from Word, formatting will not be preserved.

The screenshot shows the 'DP Report Template' interface. On the left, the 'Letter' section is active, displaying a text editor with pre-written content. The text includes a greeting to parents, a statement about the school's commitment to academic excellence, and a closing signature from the Principal. Below the text editor, there are radio buttons for 'Textile' (selected) and 'HTML'. On the right, a sidebar menu lists various report components: Overview, Cover Sheet, Letter (highlighted with a red box), Summary, Class Reports, Grade Descriptors, and Attendance. At the bottom, there are buttons for 'Preview', 'Save Changes', 'Next', and 'Cancel'.

The screenshot shows the 'DP Report Template' interface with the 'Summary of Achievement' section selected. The 'Summary Section Title' is set to 'Summary of Achievement'. Under 'Customize Summary Layout', there are checkboxes for 'Final Grade', 'Non-IB Final Grade', 'Options & Rubrics (Edit)', 'Class Description', and 'Teacher Comments', all of which are checked. Below these, there are checkboxes for 'Advisor Comments' and 'Signatures' (Signer One, Signer Two, and Advisor). The 'Options' section is also visible. On the right, the sidebar menu lists the report components, with 'Summary' highlighted by a red box. The bottom navigation bar includes 'Save Changes', 'Next', and 'Cancel' buttons.

Customize your **Summary of Achievement** by selecting and re-ordering the information you would like to include. The grades and comments will automatically pull from the teacher gradebooks.

The **Class Reports** option will add one page for each class the student is taking. For Diploma, we recommend this only if the course description and comments are very long. You can also choose to report on additional forms of assessment here.

The screenshot shows the 'DP Report Template' interface with the 'Class Reports' section selected. The 'Class Reports Title' is set to 'Class Reports'. Under 'Customize Class Reports Layout', there are checkboxes for 'Description', 'Final Grade', 'Rubrics/options (Edit)', 'Attendance', and 'Teacher Comments'. The 'Rubrics/options (Edit)' checkbox is checked, and a dropdown menu is open showing 'Effort'. On the right, the sidebar menu lists the report components, with 'Class Reports' highlighted by a red box. The bottom navigation bar includes 'Save Changes', 'Next', and 'Cancel' buttons.

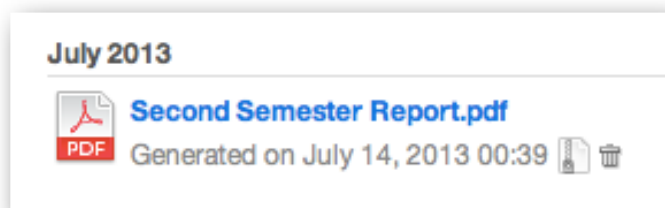
Attendance data from ManageBac's **Attendance** feature integrates seamlessly with report cards. Note you can include student attendance on the cover sheet, summary of achievement, or in the class reports.

## Step 5: Preview and Generate Reports

When you are satisfied with your report template(s), navigate back to **Settings > Reports**. From here, select your **Term**, **Template**, and **Years**.

The screenshot shows the 'Generate Reports' interface. It includes sections for 'Generate Reports' (with dropdowns for Term, Template, and Years), 'Report Preferences' (with fields for Report Title, Preparation Date, Sort Order, and a checkbox for email notifications), and a 'Confirmation' message. At the bottom, there are buttons for 'Save Changes', 'Preview Individual Report', 'Generate Draft', and a green 'Generate Reports' button. A descriptive text explains that the 'Generate Reports' button creates a full set of final PDF reports.

Give your report an official title (this will display on the report), indicate your preparation date, sort order, and whether you'd like to **Notify parents & students via email**. Preview reports via the two blue buttons, and when you are satisfied, click the green **Generate Reports** button.



A master copy of the report cards will save under **Settings > Reports** and individual reports will be accessible via a ZIP file.

Individual report cards will also be available for students, teachers, and parents via the **Student Profile > Reports** tab.

