

Reports: Middle Years

Introduction to ManageBac Report Cards

Highly customizable, fully integrated with teacher gradebooks, and tailored for MYP assessment, ManageBac report cards are generated PDFs instantly available to view online.

Click **Settings > Reports** to begin.

The screenshot shows the 'Faria International School - Term Reports' interface. The 'Reports' tab is selected in the top navigation bar. The 'Term Reports' section is active, showing a 'Getting Started with Reports' checklist and a 'Generate Reports' form. Callouts highlight the following features:

- Templates:** Create different report templates for different year levels or terms. (Points to the 'Manage Templates' link)
- Excel Export:** Export all grades. (Points to the 'Export Term Grades' link)
- Selections:** Specify the academic term, template, and year levels you wish to generate reports for. (Points to the 'Select Term', 'Select Template', and 'Select years' dropdowns)
- Final Reports:** Click to generate reports - immediately available to parents and students. (Points to the 'Generate Reports' button)
- Preview Options:** Generate individual or full-scale drafts. (Points to the 'Preview Individual Report' and 'Generate Draft' buttons)

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.

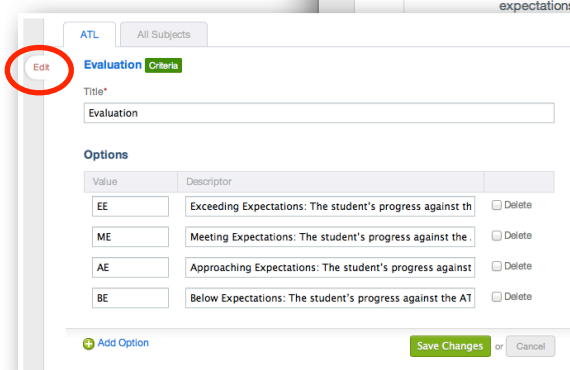
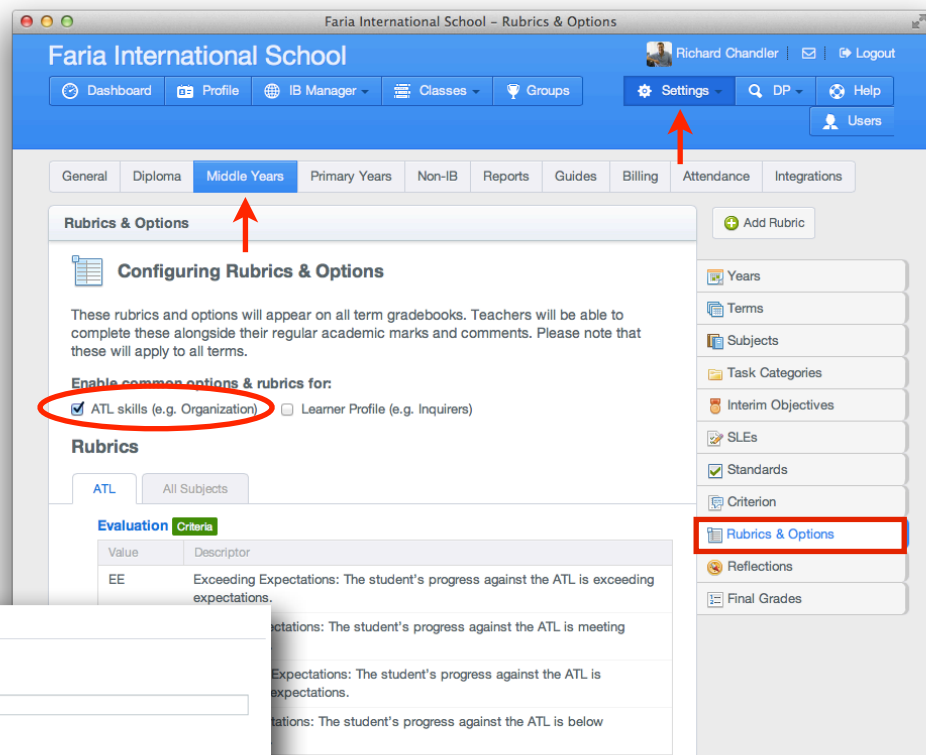
The 'High Resolution Logo' form includes instructions: 'Your high resolution logo will appear on your reports. For the best results, your logo should be between 1000 and 1500 pixels wide and must be in PNG format.' It features a preview area showing the Faria International School logo and a file upload section with a 'Choose File' button and an 'Upload Logo' button.

Step 2: Rubrics & Options

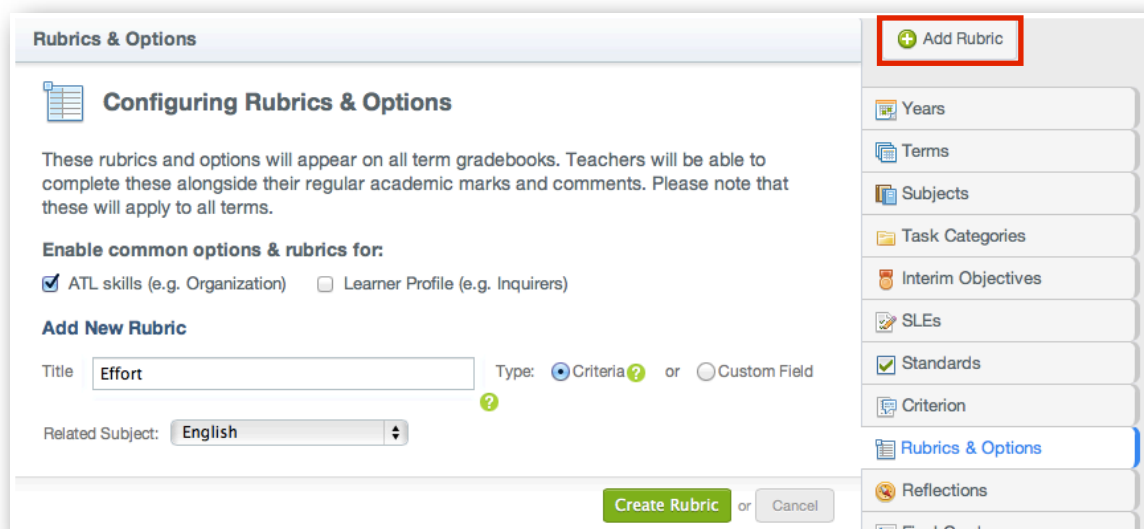
Teacher gradebooks are pre-built with spaces for **Term Grades** and **Comments**. However, if you would like to add additional forms of assessment, e.g. ATLs or Effort grades, please navigate to **Settings > Middle Years > Rubrics & Options**.

Enable **ATL** assessment by clicking on the checkbox. We build in the ATLs.

You can edit the criteria and descriptors by hovering over the title and clicking **Edit**.

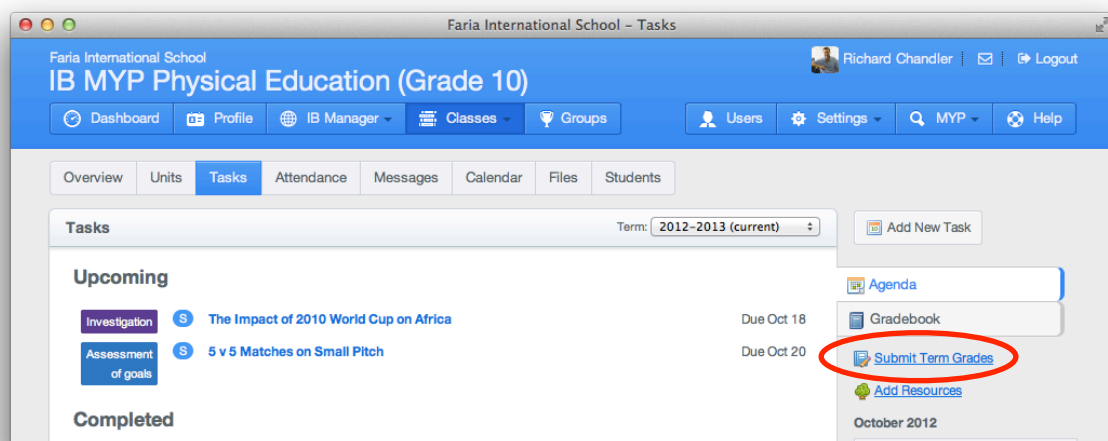


To add a new form of assessment, e.g. an Effort grade, click **Add Rubric**. You can specify if this will apply to **All Subjects** or individual subjects, and set your criteria.

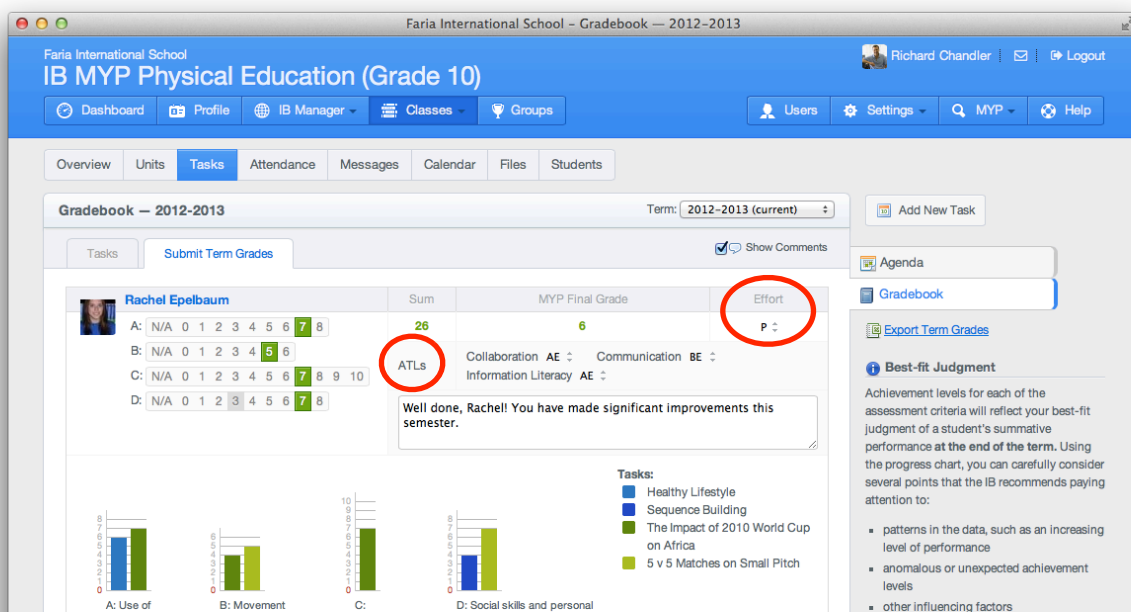


Step 3: Teacher Gradebooks

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



Here the teacher can set achievement levels, final IB grade, and term comments. Note the **ATLs** are available as well as the newly created **Effort** grade.

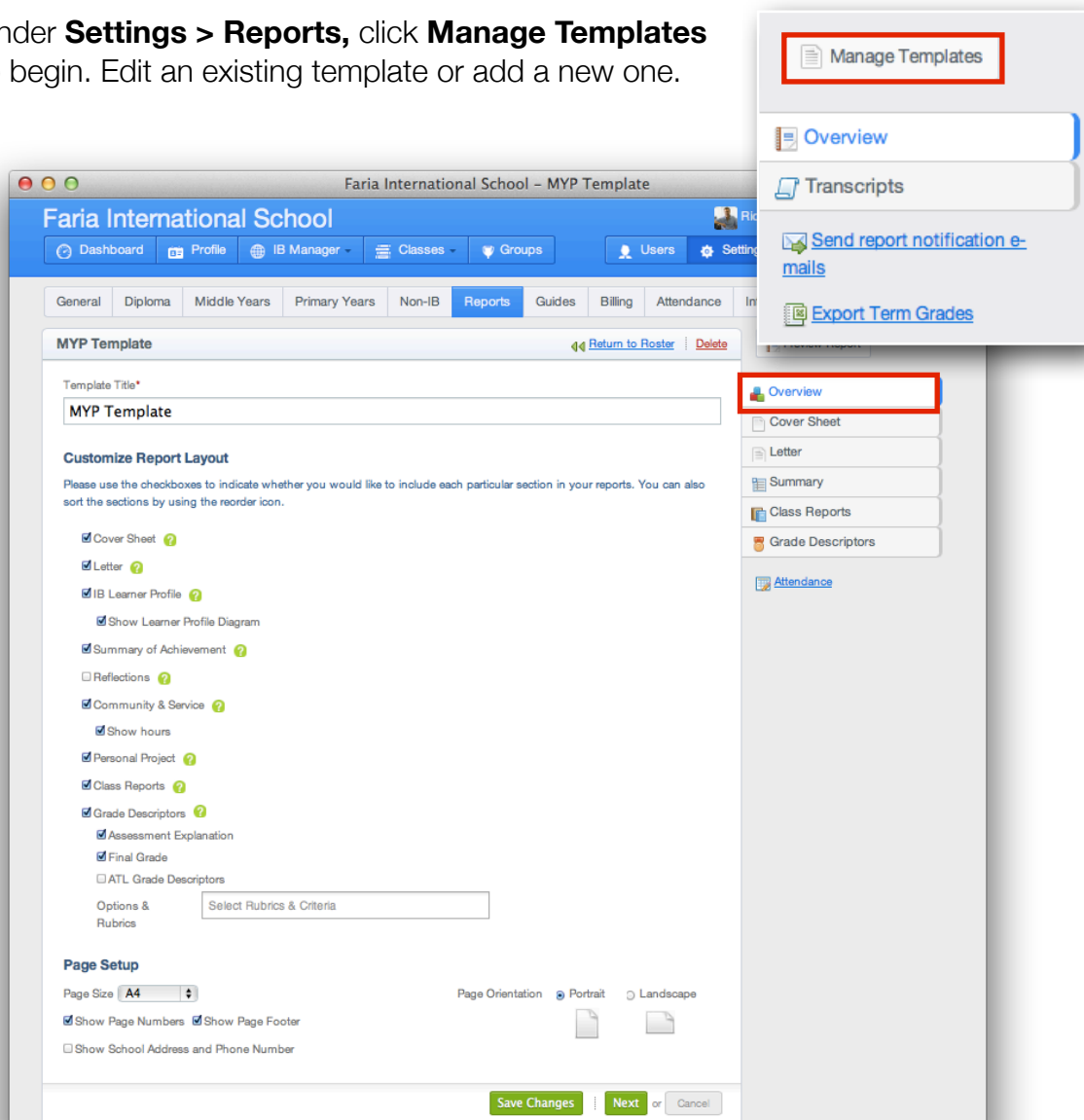


Under **Settings > Reports**, scroll down to see which teachers have submitted term grades. As an admin user, you can directly edit these grades here.


| 2012 - 2013 Academic Year: 2012-2013 | | | Search by Student Name |
|---------------------------------------|------------------|-----------|------------------------|
| By Class | | | |
| Class | Teacher | Status | |
| IB MYP English (Grade 10) | Richard Chandler | Submitted | |
| IB MYP Japanese Foundation (Grade 10) | Risa Aoki | Submitted | |
| IB MYP Economics (Grade 10) | James Hendrick | Submitted | |

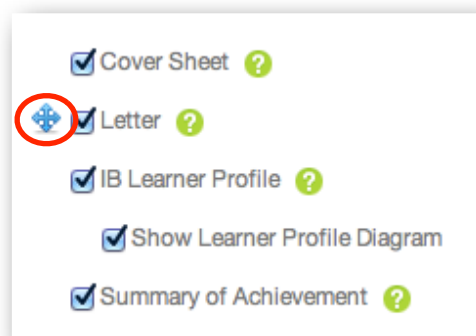
Step 4: Customize Templates

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.

MYP Template

Return to Roster | Delete

Preview Report

Letter

<p>Dear Parents,</p>
<p>An education at Faria International School is about actively combining challenging and enriching experiences with academic rigour and creative opportunities. We want our students to have the courage to push back the boundaries of their experience and to explore the possibilities that are available to them. Whilst we are proud of their academic results, there is so much more to the education we provide. It is, therefore, important that parents wholeheartedly support the ethos of the school.</p>
<p>Whether it is in the classroom, on the stage, whilst participating in an expedition, on the sports field or when serving others, we want our students to experience the excitement of discovering they are capable of achieving far more than they ever felt was possible. We have high expectations of our students and they, in turn, have high expectations of themselves.</p>
<p>On this note, I would like to present the first report card of this academic year. Let's work together to create an environment for true development.</p>
<p>Kind regards,</p>
<p>John Walden
Principal</p>

The letter is: ☒ Textile or ☐ HTML

Preview Save Changes Next or Cancel

Overview
Cover Sheet
Letter
Summary
Class Reports
Grade Descriptors
Attendance

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.

MYP Template

Return to Roster | Delete

Preview Report

Summary Section Title: Summary of Achievement

Customize Summary Layout

Please select the key fields to include:

☒ MYP Assessment
☒ Achievement Levels
☒ Final Grade
☒ Non-IB Final Grade
☐ Local Grade
☐ Options & Rubrics (Edit)
☐ ATL Evaluation

☒ Class Description
☒ Teacher Comments
☒ ATL Evaluation

Options
☒ Advisor Comments

Overview
Cover Sheet
Letter
Summary
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Preview Save Changes Next or Cancel

The **Class Reports** option will add one page for each class. If you include achievement levels and grade descriptors, we will automatically include personalized grade descriptors.

We build in and update grade boundaries for each subject annually from the MYP Coordinator's Handbook.

MYP Template

Return to Roster | Delete

Preview Report

Class Reports Title: Class Reports

Customize Class Reports Layout

Please select the key fields to include:

☐ Description
☐ Units Covered
☒ MYP Assessment
☒ Achievement Levels
☒ Show Criterion Descriptors
☒ Final Grade
☒ Non-IB Final Grade
☒ Grade Boundaries
☒ Local Grade
☐ Rubrics/options (Edit)
☐ ATL Evaluation
☐ Attendance
☒ Teacher Comments

Overview
Cover Sheet
Letter
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Preview Save Changes Next or Cancel

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.

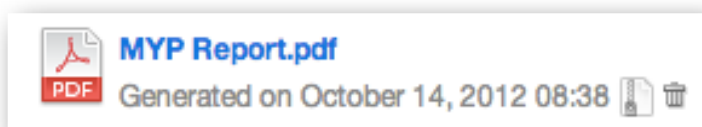
Step 5: Preview and Generate Reports

When you are satisfied with your report template(s), navigate back to **Settings >**

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 checkboxes for email notifications), and 'Confirmation' (showing the report details). At the bottom, there are buttons for 'Save Changes', 'Preview Individual Report', 'Generate Draft', and a large green 'Generate Reports' button. A note explains that the 'Generate Reports' button creates a full set of final PDF reports.

Reports. From here, select your **Term**, **Template**, and **Years**.

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 accessible via a ZIP file.

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

