

Reports: Primary Years

Introduction to ManageBac Report Cards

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

Click **Settings > Reports** to begin.

The screenshot shows the 'Faria International School - Term Reports' interface. A red arrow points to the 'Reports' tab in the top navigation bar. Another red arrow points to the 'Settings' gear icon in the top right corner. A third red arrow points to the 'Primary Years' tab in the 'Term Reports' section. A fourth red arrow points to the 'Generate Draft' button at the bottom of the 'Generate Reports' section.

Templates
Create different report templates for different year levels or terms

Excel Export
Export all grades

Selections
Specify the academic term, report 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.

High Resolution Logo

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**.



Faria
International
School

no file selected

Step 2: Customizing the Teacher Gradebook

Under **Settings > Primary Years > Criteria**, create or edit your forms of assessment.

The screenshot shows the 'Evaluation Criteria' interface for 'Primary Years'. The 'Criteria' sub-tab is selected in the sidebar. A red arrow points to the 'Add Criteria' button. Below, a table shows existing criteria for 'Effort' with levels O, VG, G, S, NS, NA, and I. A modal window shows the 'Add Criteria' form with fields for Criteria Title, Years, Abbreviation, Title, and Description.

Abbreviation	Title	Description
O	Outstanding	
VG	Very Good	
G	Good	
S	Satisfactory	
NS	Needs Strengthening	
NA	Not Applicable	
I	Improving	

Add Criteria

Criteria Title*

Years ☐ Pre-K3 ☐ Pre-K4 ☒ Kindergarten ☒ Grade 1 ☒ Grade 2 ☒ Grade 3 ☒ Grade 4 ☒ Grade 5

Abbreviation	Title	Description	Delete?
<input type="text" value="O"/>	<input type="text" value="Outstanding"/>	<input type="text" value="The student has put forth outstanding effort."/>	<input type="button" value="Remove"/>

or

To add new criteria, click **Add Criteria**. Apply the criteria to specific year levels and provide descriptors.

Next, under the **Assessment** tab, indicate which elements you would like to include in the teacher gradebook.

If you would like to include learning outcomes for assessed subjects, please speak with ManageBac Support to customize your Scope & Sequence.

The screenshot shows the 'Reporting' interface for 'Primary Years'. The 'Assessment' sub-tab is selected in the sidebar. The main area shows a table for configuring reporting options, including checkboxes for Learner Profile, Transdisciplinary Skills, Attitudes, Units of Inquiry, Learning Outcomes, Stand-alone Units, and Assessed Subjects.

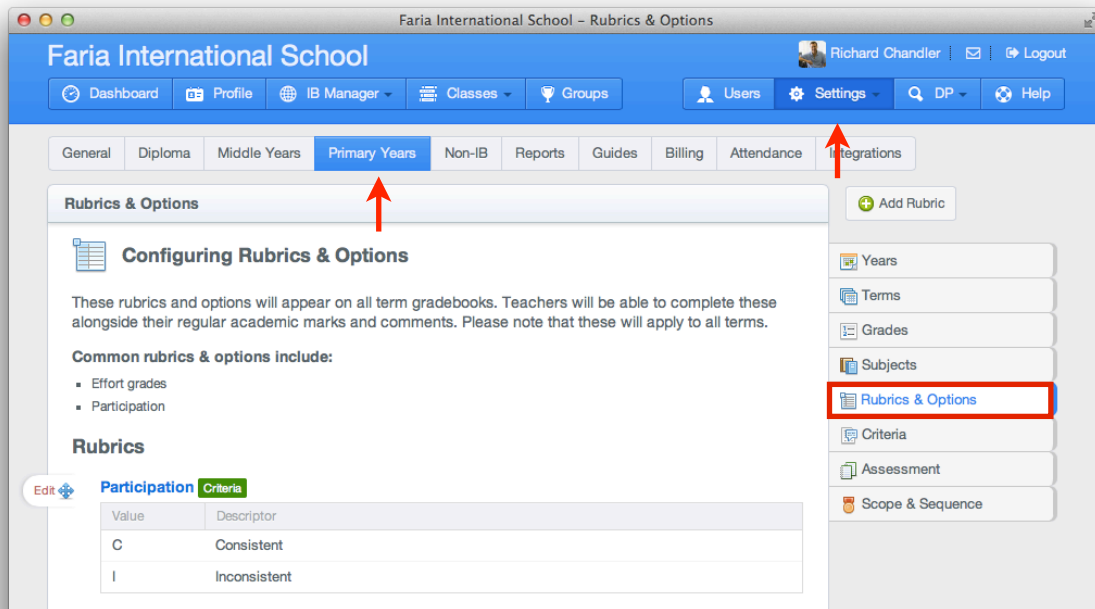
	Effort	Comment
<input checked="" type="checkbox"/> Learner Profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Transdisciplinary Skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Attitudes	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Units of Inquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Learning Outcomes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Stand-alone Units	<input type="checkbox"/>	<input type="checkbox"/>
Assessed Subjects		
<input checked="" type="checkbox"/> Language: English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Additional Language: Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mathematics: Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Social Studies: Social Studies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Science: Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> PSPE: Physical Education	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arts: Dance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arts: Drama	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arts: Music	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arts: Visual Arts	<input type="checkbox"/>	<input type="checkbox"/>

☐ Make term grades available to parents on student profiles.

or

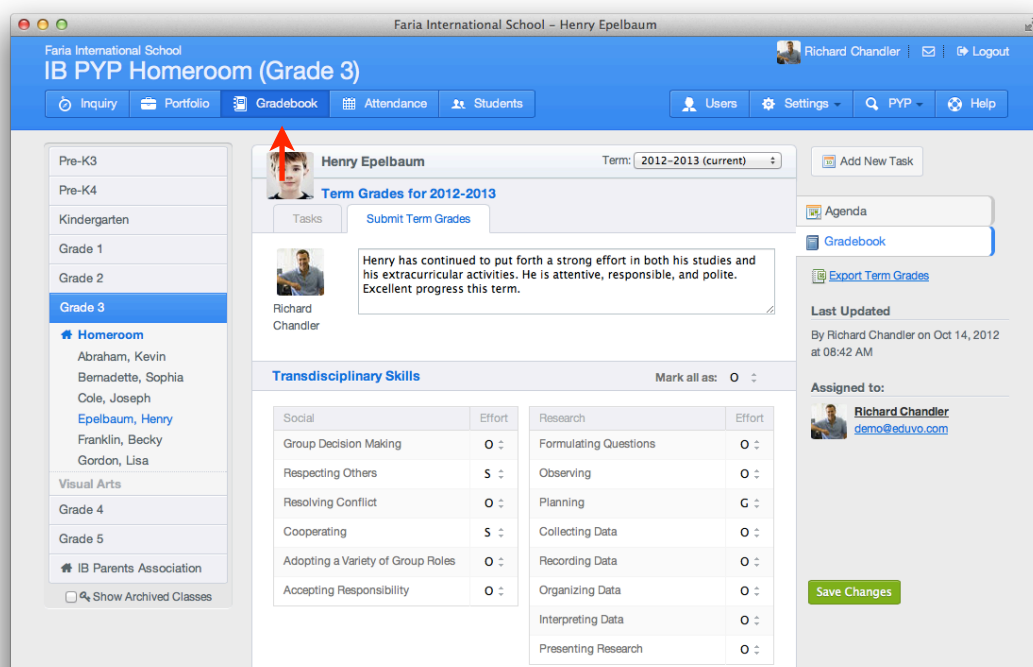
Step 3: Rubrics & Options

To include additional forms of assessment, click on the **Rubrics & Options** tab.



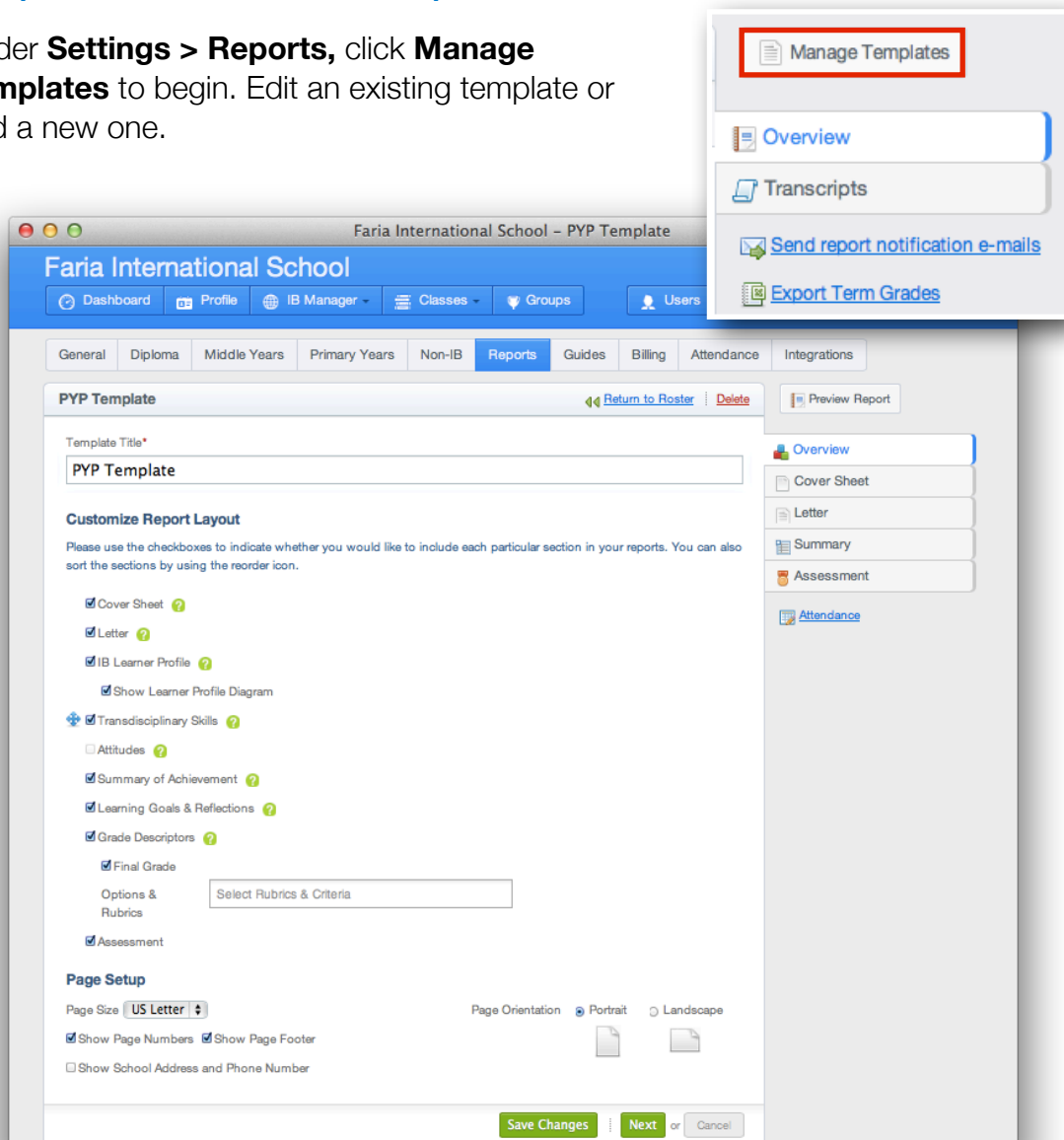
Step 4: Teacher Gradebooks

Under the **Gradebook** tab of a class, teachers can **Submit Term Grades** and comments for their students.



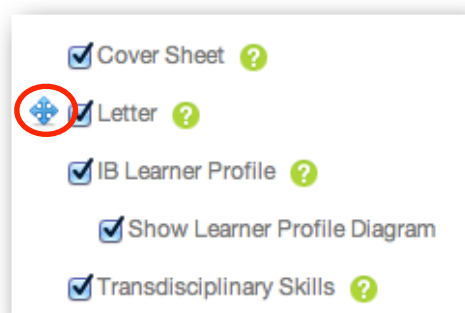
Step 5: Customize Templates

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. ?



All information will pull from the teacher gradebook, e.g. to report on the Learner Profile, it must have been enabled for teachers to assess.

Next, select the information you would like to include on the **Cover Sheet** of your report. You may include up to three signers along with a JPG of their signatures, so that process is automated.

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

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

Step 6: 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 'Term Reports' configuration page in the Faria International School system. The page is titled 'Faria International School - Term Reports' and includes a navigation bar with options like Dashboard, Profile, IB Manager, Classes, Groups, Users, Settings, DP, and Help. The 'Reports' tab is selected, showing a checklist for getting started with reports, including uploading the school logo, setting academic term dates, configuring options and rubrics, and customizing the report template. Below this, the 'Generate Reports' section allows users to confirm their report term (2012-2013), select a template (PYP Template), and choose years (Pre-K3 to Grade 5). The 'Report Preferences' section includes fields for the report title ('PYP Fall Term Report'), preparation date ('June 15, 2012'), sort order (Family Name, Year, Homeroom), and a checkbox for notifying parents and students via email. A confirmation message states that the reports will be generated for the 2012-2013 academic year using the PYP Template. At the bottom, there are buttons for 'Save Changes', 'Preview Individual Report', 'Generate Draft', and 'Generate 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.

