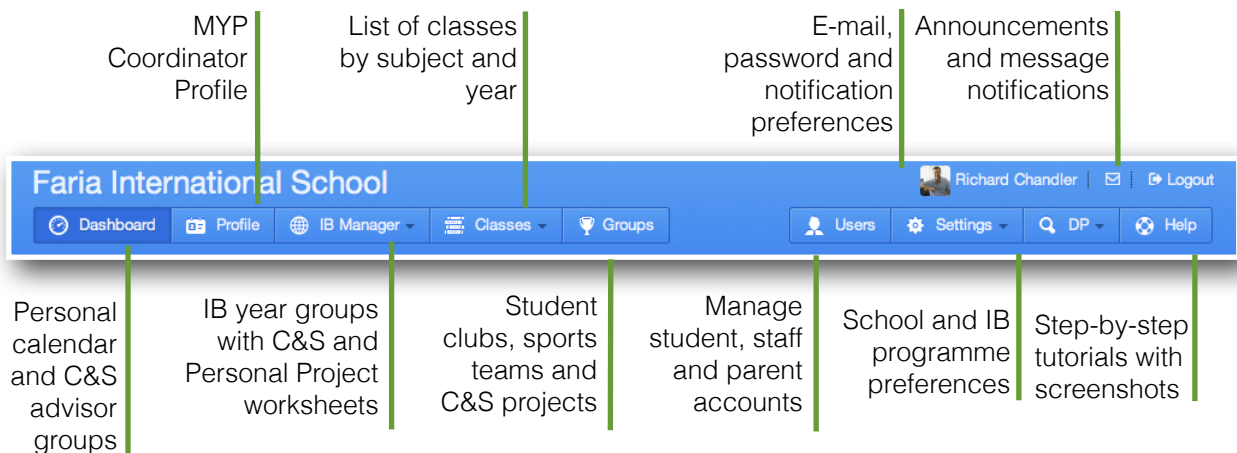


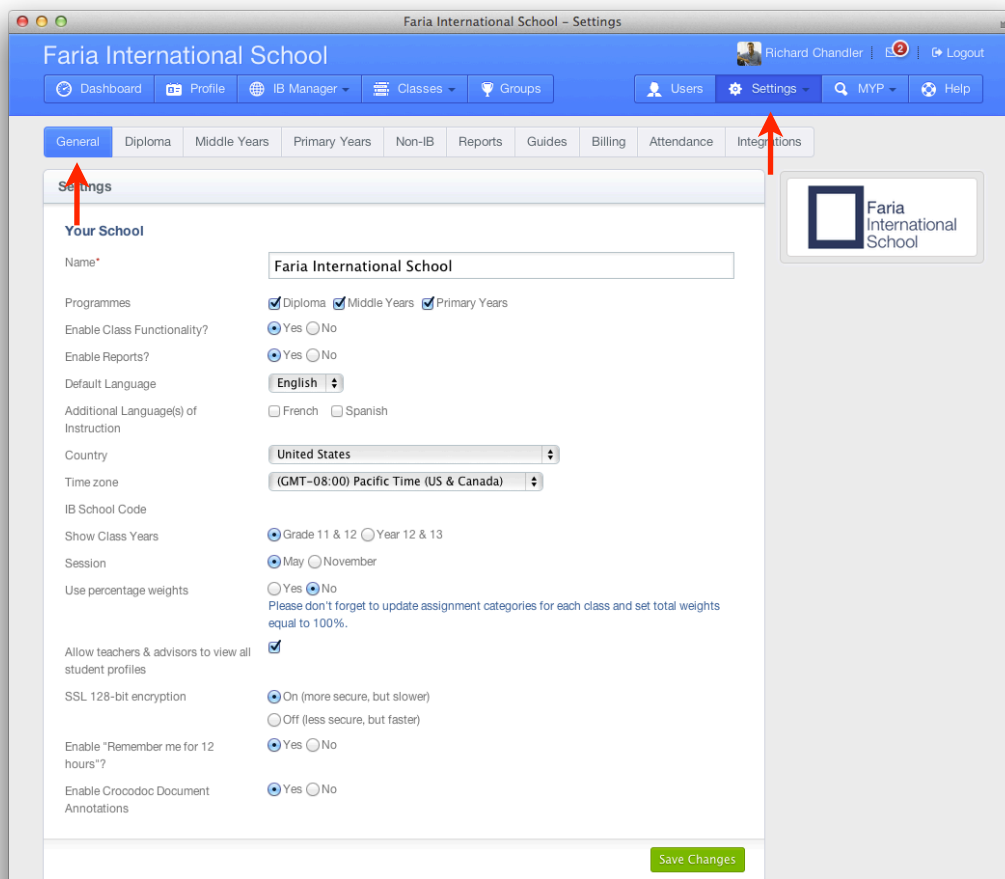
Coordinator: Getting Started

Navigation Guide



Configuring School Level Settings

Under the **Settings > General** tab, configure school information such as the name, programmes offered (e.g. DP, MYP, PYP), IB school code and logo. Privacy and user permission levels can also be set alongside C&S programme preferences.



Configuring Middle Years Settings

Year: Select programme years and labels.

Terms: Set academic term dates for each school year.

Subjects: Select the subjects and phases your school is authorized to offer.

Task Categories: Summative and formative assessment task categories.

Interim Objectives: Customize interim objectives by year level across subject groups.

SLEs: Customize your Student Learning Expectations.

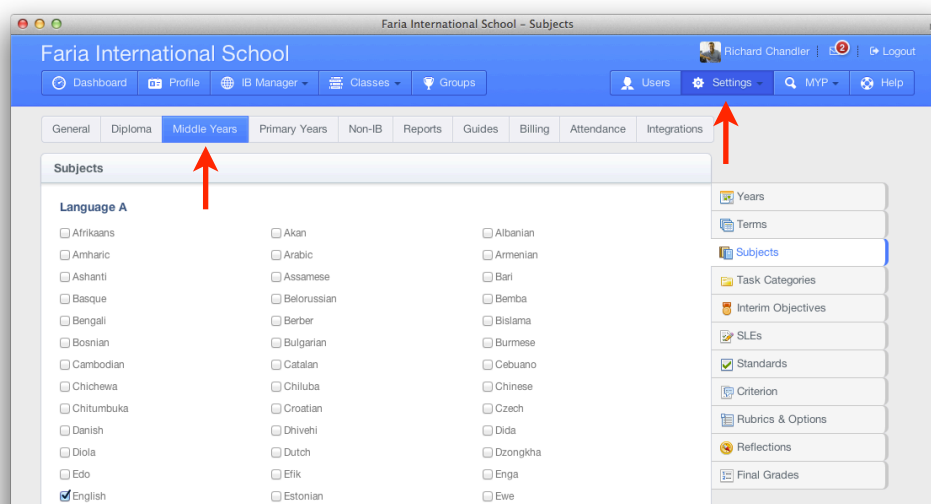
Standards: Add your standards for each subject and year level.

Criterion: Scaffold your MYP assessment criteria by year level to ensure that descriptors are age-appropriate.

Rubrics & Options: Create school-wide rubrics (e.g. Effort Grades or ATLs).

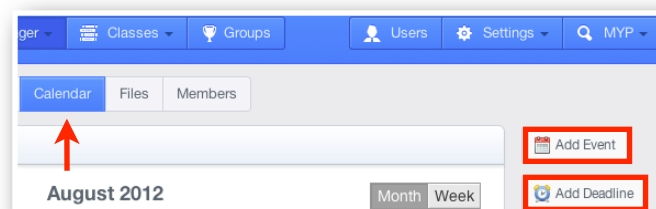
Reflections: Set student reflection questions by year level.

Final Grades: Adjust the grade and conversion scales in relation to IB 1-7 grades.



Setting Events and Deadlines

Select the Middle Years Group under the **IB Manager** tab. Select the **Calendar** tab, and click on the **Add Event** or **Add Deadline** button on the right menu.



The deadline may be linked to the Personal Project Worksheet. Enter the name and details. To allow students to upload coursework, check **Enable Dropbox**. To notify students of the deadline, check **Notify via e-mail**. Select the due date and attach any related files. Click **Add Deadline** to finish.