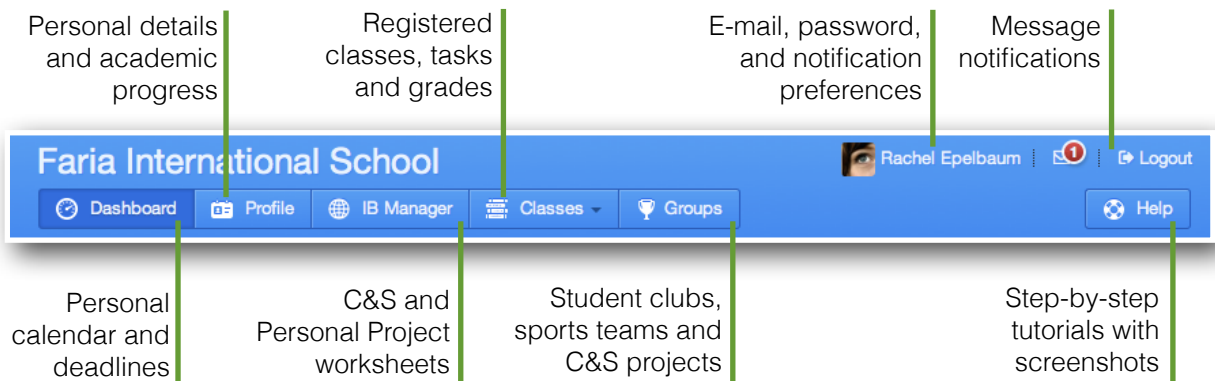


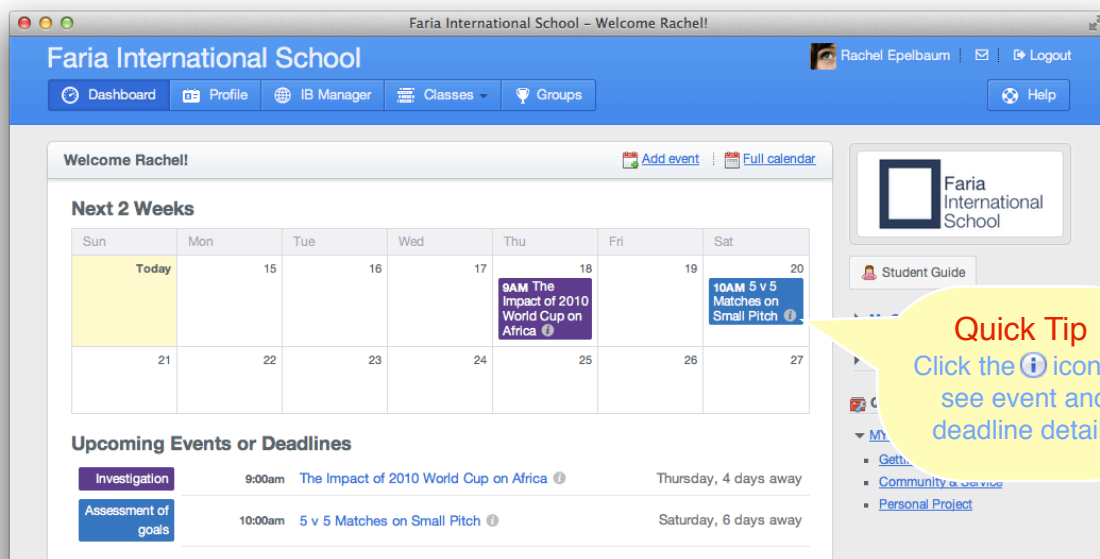
Student: Getting Started

Navigation Guide



Dashboard

Under **Dashboard**, you will be able to see your personal list of upcoming events and deadlines, as well as recent activity. You can also add personal events to the Calendar.



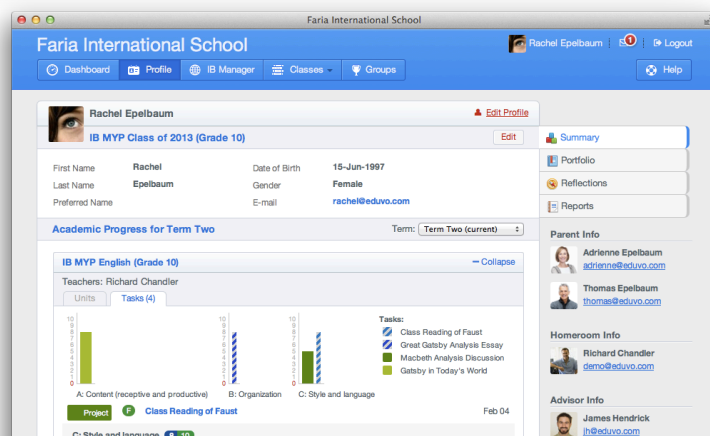
Profile

Your profile contains your information and academic progress.

Portfolio: All your uploaded files on ManageBac

Reflections: Your responses to reflection questions.

Reports: All generated reports.



Navigating via the IB Manager

Click on the IB Manager tab to begin.

Overview: See your calendar deadlines and latest activity.

C&S: Add C&S activities and post reflections.

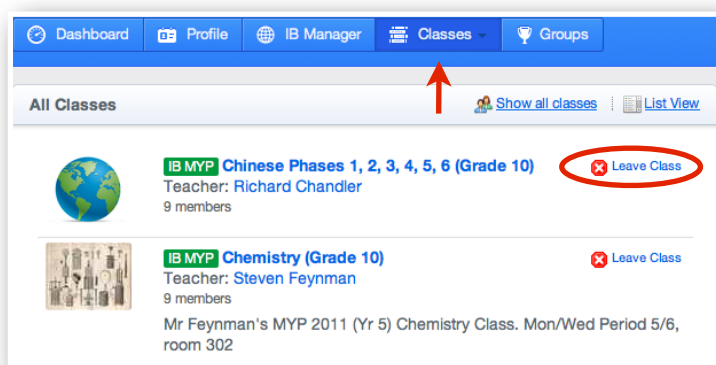
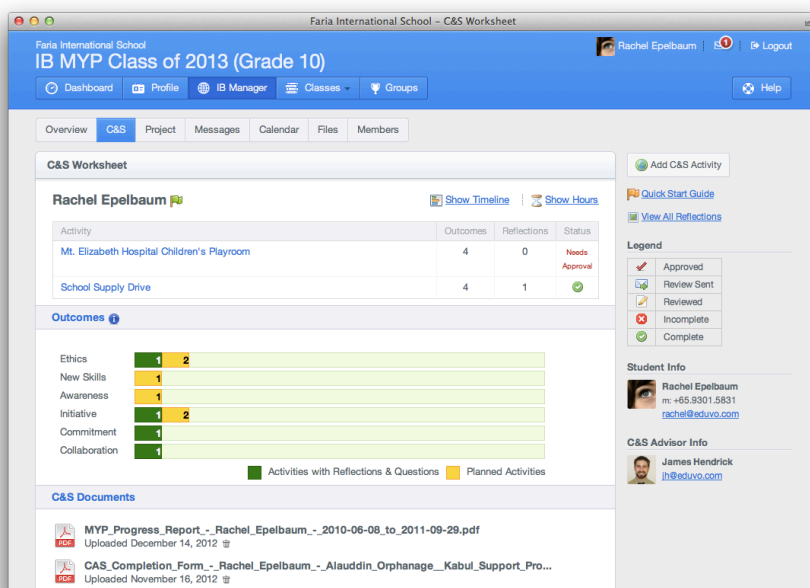
Project: This contains your Personal Project proposal, process journal, and assessment results.

Messages: Announcements from your IB Coordinator and questions from classmates.

Calendar: IB deadlines for your year group.

Files: General IB files such as Handbooks or Personal Project exemplars.

Members: List of students in your year group.



Classes

The **Classes** tab shows a list of your registered classes. To join or leave a class, click on the link next to the class name.

Clicking on a class will allow you to view deadlines, messages, and files.

Groups

The **Groups** tab organizes student clubs, sports teams and C&S projects. You can join or leave a group by clicking on the link next to the group name.

Click on a group to see messages, photos, and files.

