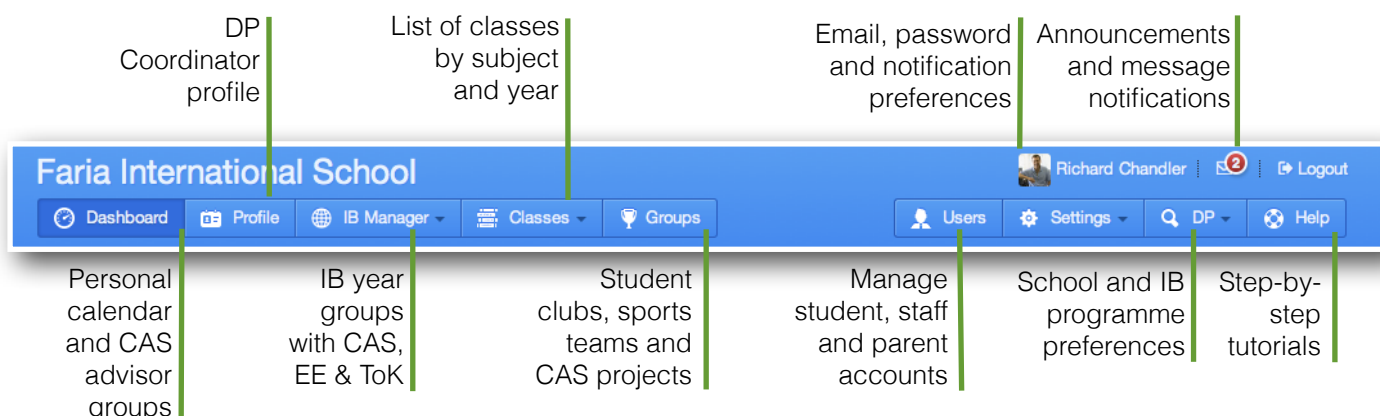


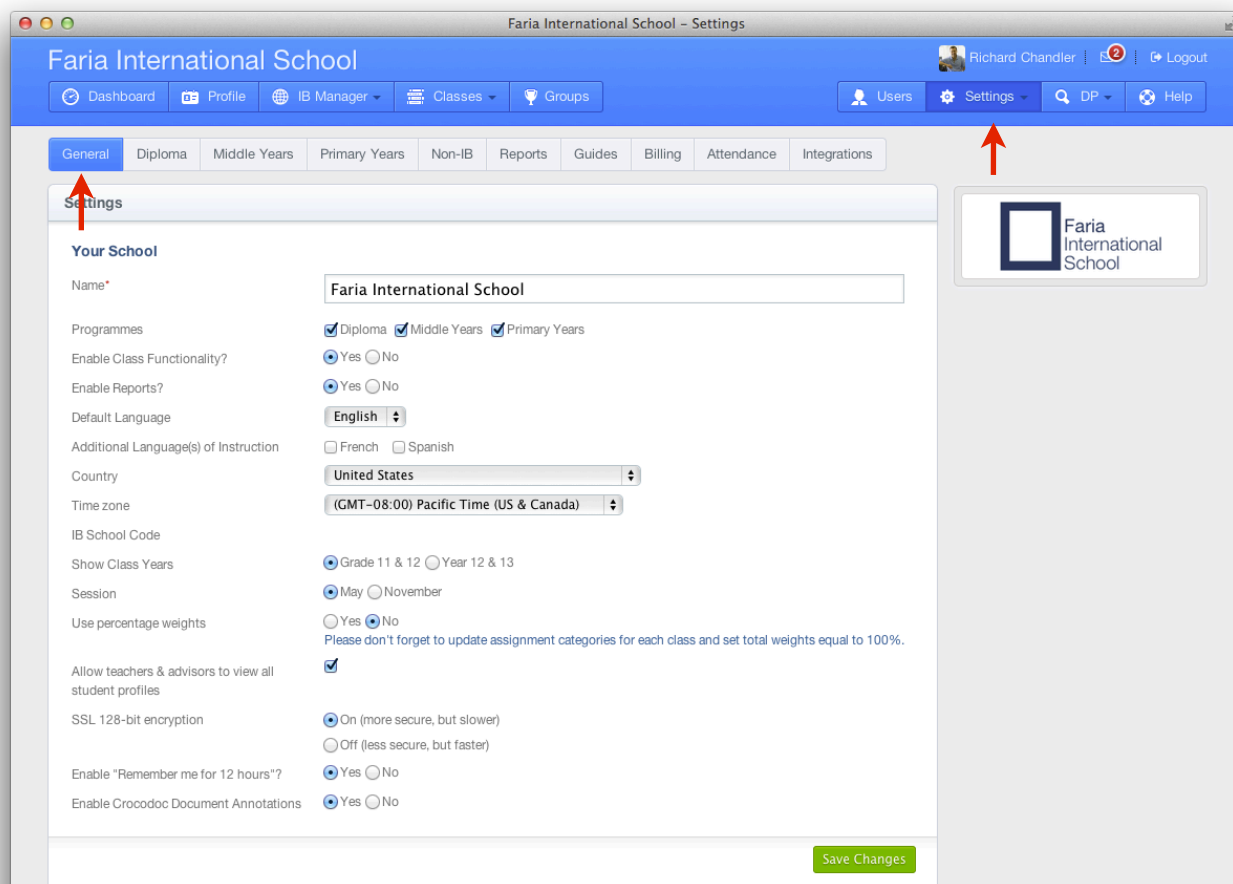
Coordinator: Getting Started

Navigation Guide



Configuring School Level Settings

Under the **Settings > General** tab, confirm 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 CAS programme preferences.



Configuring Diploma Settings

Years: Create labels for each year.

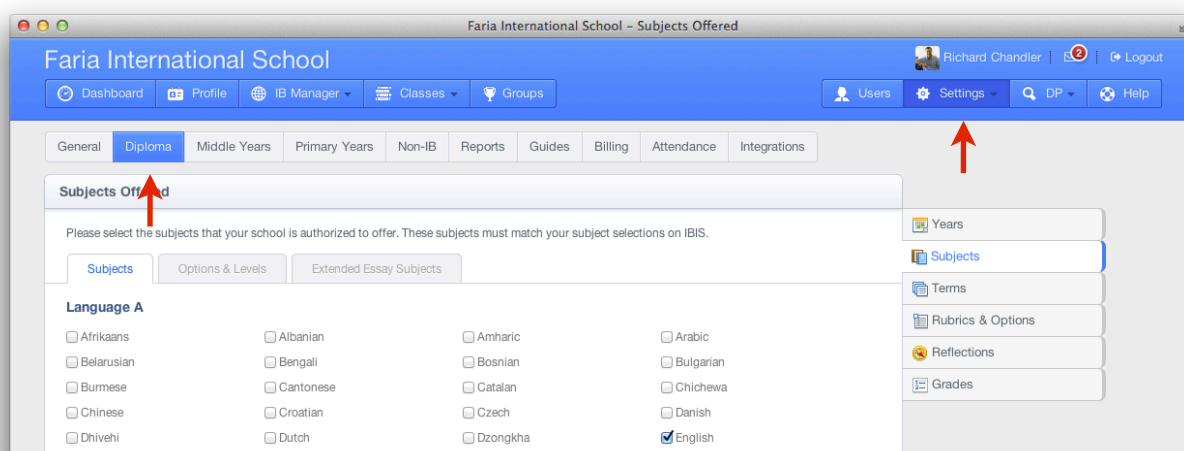
Subjects: Select the Subjects, Options & Levels, and Extended Essay Subjects offered. These subjects must be set carefully to correspond to the school's authorized subjects on IBIS.

Terms: Set academic term dates for each school year.

Rubrics & Options: Create school-wide or subject-specific rubrics (e.g. ATL grades).

Reflections: Set student reflection questions by grade level.

Grades: Set the conversion scale for IB 1-7 grades (e.g. 7=>A+).



Setting Master IB Deadlines

1) Select the Diploma Group under the **IB Manager** tab. Select the Calendar tab, and click **IB Deadlines & Events** on the right menu. To add a new deadline, click the button on the right.

2) To edit the preset deadlines on ManageBac, click on the **Edit** button under the deadline name.

