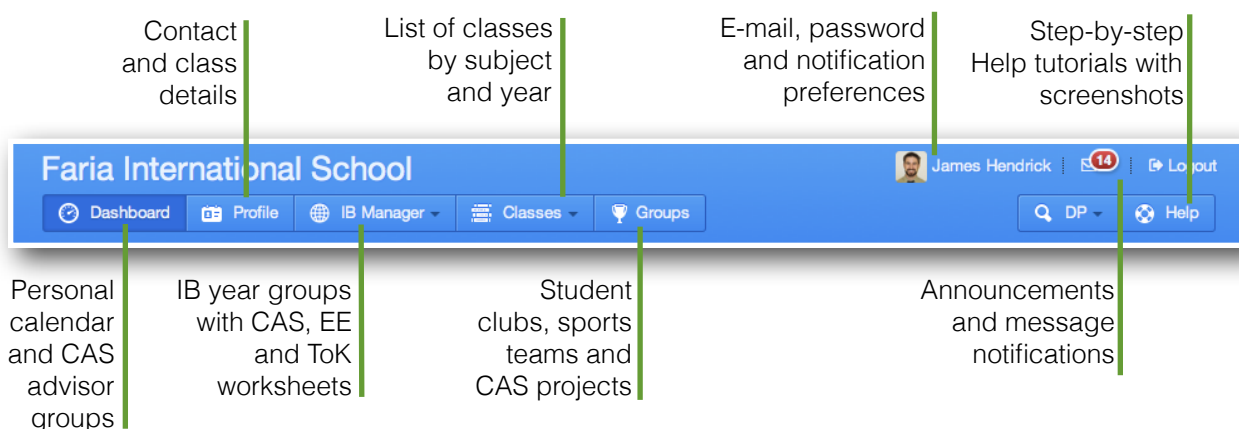


Teacher: Getting Started

Navigation Guide



IB Manager

Select an IB Diploma year group to begin. The IB Manager has several functions:

Overview: Upcoming events and IB deadlines.

Plans: Diploma Plan worksheets for automating exam registration into IBIS.

CAS: Student CAS progress and activity details.

EE: Topics, deadlines, to-dos and files.

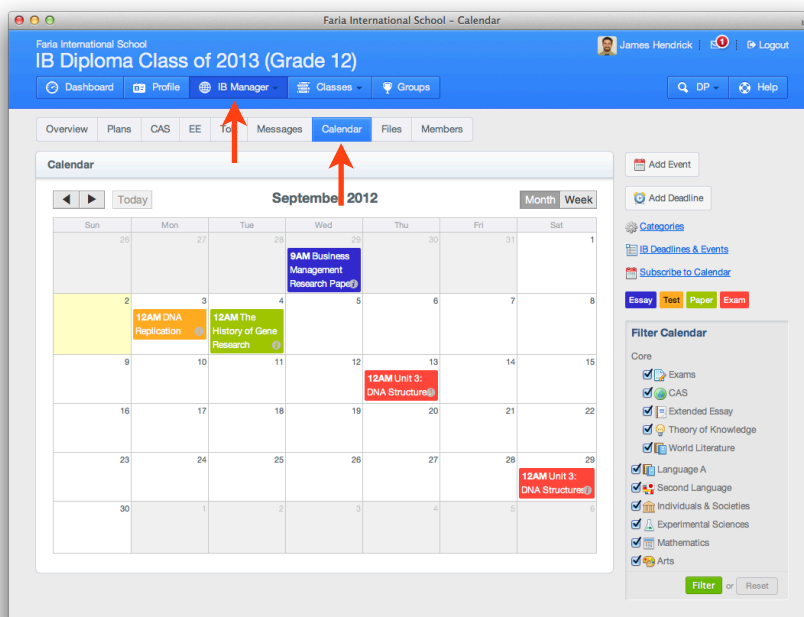
ToK: ToK Paper and Presentation worksheets.

Messages: Messages posted by students and teachers.

Calendar: Master academic calendar including all IB deadlines and assignments by subject group.

Files: General IB files such as past exam papers, exemplar EEs and ToK papers.

Members: A list of all students in the IB year group.



Extended Essay and Theory of Knowledge

The **EE** and **ToK** sections both follow the same roster format. Selecting a student will display their worksheet, which organizes their progress, documents and notes.

The screenshot shows the 'Extended Essays' section for the 'IB Diploma Class of 2013 (Grade 12)'. The 'EE' tab is selected. A table lists students with their names, history topics, and status. The 'Your Students' link is circled in red. A yellow callout bubble points to the table with the text: 'Students Your assigned students will always appear at the top'.

Student Name	History Topic	Status
Hayward, James	Insurance Coverage for Diabetes: An examination into what needs to change in insurance company policies based on economic and legal factors	Needs Approval
Betty	Microeconomics: Government Intervention of Troubled Asset Relief Program	Approved
Loki	Nucleic Acids and Proteins	Approved

Students
Your assigned students will always appear at the top

The screenshot shows the 'EE Worksheet' for 'Chloe Epelbaum'. The 'EE' tab is selected. The worksheet displays the title 'The Russian Revolution and Stalin's Rise to Power', the subject 'History : 20th Century European History', and a list of 'To-Dos'. A yellow callout bubble points to the 'To-Dos' section with the text: 'To-Dos Mark off completed to-dos and deadlines'. Another yellow callout bubble points to the 'Status' section with the text: 'Status Easily indicate approval and completion'.

To-Dos
Mark off completed to-dos and deadlines

Status
Easily indicate approval and completion

To-Dos

- EE: First Deadline **Thursday, 02 August 2012 at 06:00 pm**
- ☐ Select your topic & subject
- ☐ Meet with your supervisor
- Third EE Deadline **Wednesday, 12 December 2012 at 12:00 pm**
- ☐ Submit your first draft copy.
- ☐ Had meeting with student
- Final EE Deadline **Monday, 04 February 2013 at 12:00 am**
- ☐ Meet with your supervisor.
- ☐ Submit your final copy and works cited.

Extended Essay Documents

- EE_Handbook.pdf
Uploaded July 30, 2012
- Chloe's_EE_Outline.docx
Uploaded April 5, 2012