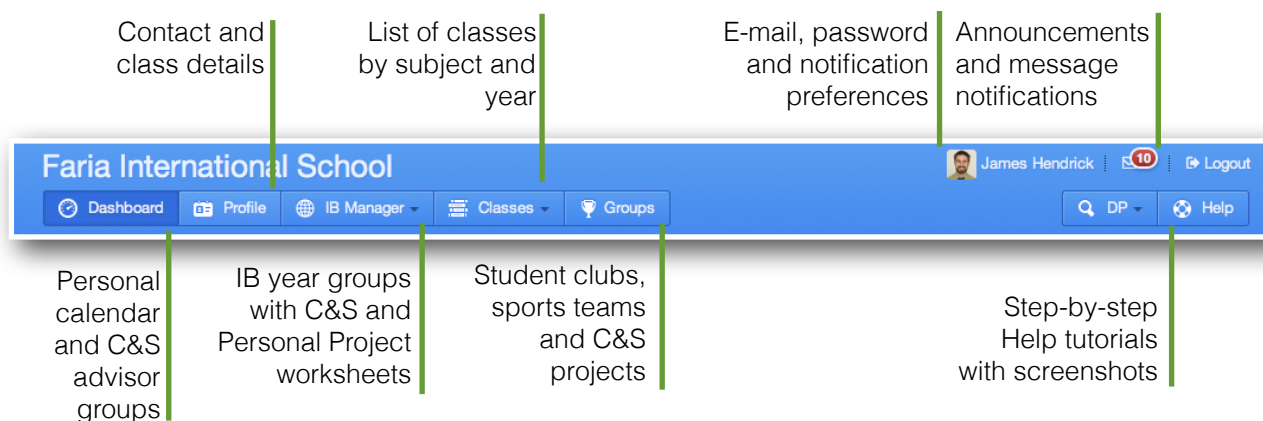


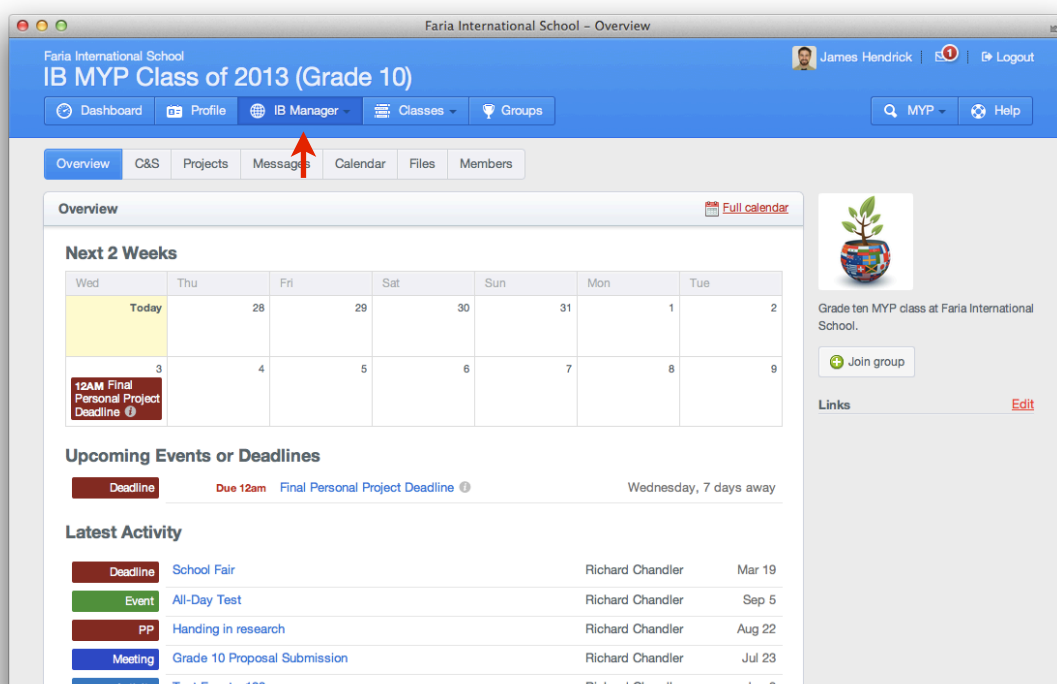
Teacher: Getting Started

Navigation Guide



IB Manager

The IB Manager tab has several functions. Select an MYP year group to begin.



Overview: Upcoming events and IB deadlines.

C&S: Student C&S progress and activity details.

Projects: Student Personal Projects, Process Journals and Assessment.

Messages: Messages posted by students and teachers.

Calendar: All deadlines and events, which can be filtered on the right menu.

Files: Files uploaded by students and teachers.

Members: A list of students in the year group.

Personal Projects

Teachers can monitor their students' Personal Projects online. Select **Projects** under the **IB Manager** tab. Student worksheets contain uploaded files, messages and to-dos. Supervisors can mark projects as **Approved** and **Complete**.

Topic
Student project question

To-Dos
See student progress as they check off deadlines

Status
Mark the project as **Approved** and **Complete**

Process Journal
Students will upload their progress

Assessment
Click the **Assessment** tab to assess a student

C&S Step-by-Step

1) Select **C&S** under the **IB Manager** tab. Select a student to see activity progress. Advisors can mark activities as **Approved** and **Complete**.

2) Select **CAS** under the **Dashboard** tab and click **Approvals** on the right menu. A list of unapproved activities will appear. Approve or **Reject** the activity.

Activity Status

☐ ☒ **Approved**

☐ ☒ **Complete**