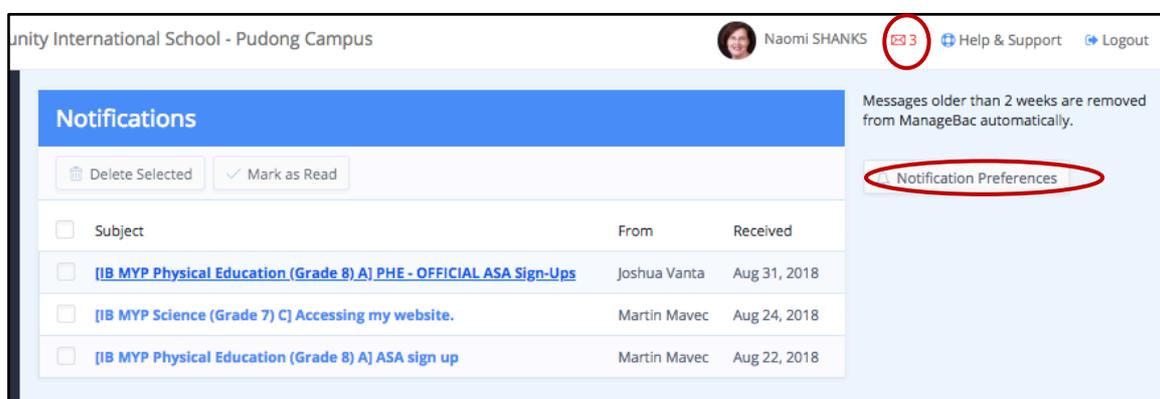


ManageBac for SCIS-Pudong Parents

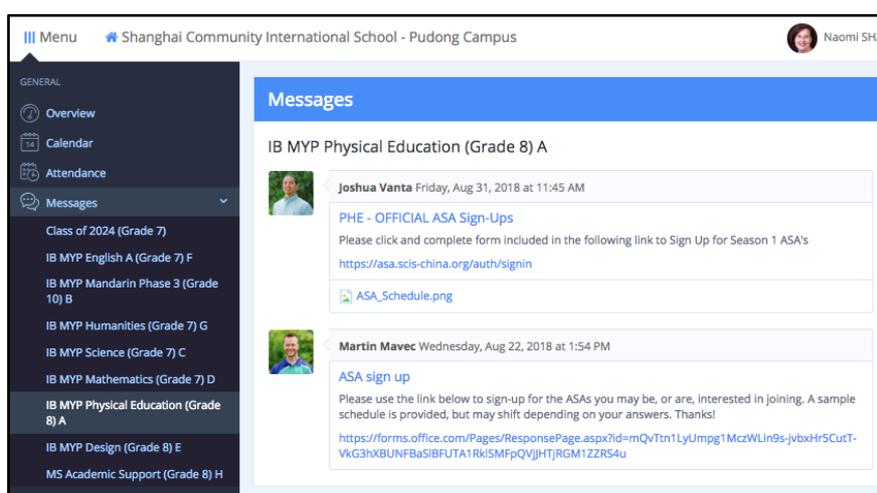
Tip #3 – Messages

Teachers use “Messages” to send useful information to a class or to the entire year group. There are a few ways to see what messages your child has received. Please note that messages written specifically FOR parents will always come through your SCIS parent email. ManageBac give you a window on information specifically written for the student.

When you log in to ManageBac, look for a small red envelope icon on the top right of the screen. This shows your number of unread messages. Click the icon to see the list of unread messages. You also have the option of requesting email notification when messages come in, using the “Notification Preferences” button.



You can also look at Messages class by class. From the left menu bar, choose “Messages” and then choose a class in the drop-down to see the messages posted for that class.



Remember:

The best way to use ManageBac is to sit with your child and look at it together.

ManageBac for SCIS-Pudong Parents

Tip #2 – The Timetable

If you need to check what classes your child has on a given day, their overall schedule, or their attendance, choose “Timetables” on the left menu bar.

Period	Mon, August 27	Tue, August 28	Wed, August 29	Thu, August 30	Fri, August 31
1	Design E 8:00AM - 9:25AM Chris Willauer 315	Mathematics D 8:00AM - 9:25AM Karin Valenza 302	Academic Support H 8:00AM - 9:25AM RiAnn Caban 311	Physical Education A 8:00AM - 9:25AM Martin Mavec GYM	Design E 8:00AM - 9:25AM Chris Willauer 315
2	English A F 9:35AM - 10:05AM Samantha (Sam) Riddle 407	Science C 9:35AM - 10:05AM Martin Mavec 303	Humanities G 9:35AM - 10:05AM Steve Lawrence 402	Mandarin B 9:35AM - 10:05AM Amadea Chen 307	English A F 9:35AM - 10:05AM Samantha (Sam) Riddle 407
3	Humanities G 12:10PM - 1:30PM Steve Lawrence 402	Mandarin B 12:10PM - 1:30PM Amadea Chen 307	English A F 12:10PM - 1:30PM Samantha (Sam) Riddle 407	Science C 12:10PM - 1:30PM Martin Mavec 303	Humanities G 12:10PM - 1:30PM Steve Lawrence 402
4	Academic Support H 1:40PM - 3:00PM RiAnn Caban 311	Physical Education A 1:40PM - 3:00PM Martin Mavec GYM	Design E 1:40PM - 3:00PM Chris Willauer 315	Mathematics D 1:40PM - 3:00PM Karin Valenza 302	Academic Support H 1:40PM - 3:00PM RiAnn Caban 311

The color of each lesson block shows your student’s attendance record.

Grey: Lesson hasn’t happened yet. (Future classes).

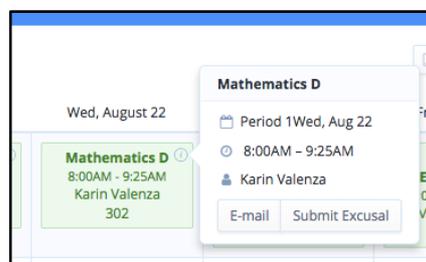
Green: Present

Pink: Excused Absence

Red: Unexcused absence (Please call the Office for more information).

Yellow: Student arrived late to the lesson.

Hover over the ⓘ on any lesson block to get a link to email the teacher or submit an attendance excuse.



Choose “Download PDF” for a printable version of the timetable.

Remember:

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Tip #1 – Reading the Calendar

When you log into ManageBac, the first thing you will see on your “Dashboard” is your child’s calendar for the next two weeks.

- The dashboard calendar will show the next two weeks from the moment you log in. Use the “Calendar” function on the left-side menu to see the full month.
- Roll your mouse over the ⓘ on any calendar entry to get more information and links to relevant downloads.
- **Deadlines:** Daily work needed to practice or prepare for future lessons or assessments, such as readings, problem sets, and other routine work.
- **Formative Assessments:** Tasks designed as checkpoints in building the knowledge, understanding, and skills targeted in the current unit. Teachers use the results of these tasks to inform their next lessons and to provide documented feedback to each student.
- **Summative Assessments:** Formal tasks designed to allow students to demonstrate their progress towards the objectives of the unit. These will be graded according to MYP Criteria or DP Markschemes, and will contribute to the determination of semester grades.

Next 2 weeks						
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Today	25	26	27	28	29	30
8AM MATH: G7U1: Review Set 1A ⓘ			8AM ENG: The Giver - Vocabulary ⓘ	9AM HUM: Social Scientist's Study Pack ⓘ 9AM ENG: The Giver - Quiz 1 - Chapters 1-5 ⓘ 11AM 中文Quiz: Lesson 1 亲戚 Relatives ⓘ	9AM China Gol. Forms Due ⓘ	8AM MATH: G7U1: Magic Sums Investigation (B) ⓘ
31	1	2	3	4	5	6
					8AM MATH: G7U1: Chapter 1 & 3 Quiz ⓘ	

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