

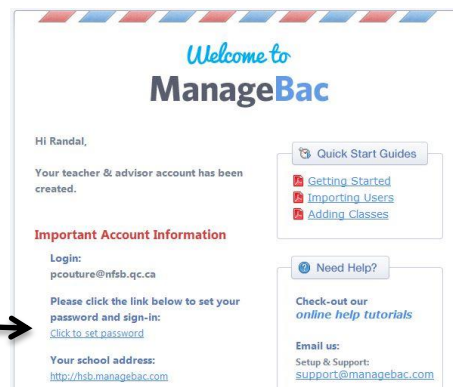
ManageBac is an online system for the IB Programme. We will be using it to send home IB report cards, manage Service as Action activities, and to keep track of student due dates.



Creating your ManageBac Parent Account

You should have received an email similar to the one shown here. If you did not, it is because your email registered at the school is no longer valid. Please contact **both** the school (fcharette@nfsb.qc.ca) and the IB programme (ibhsb@nfsb.qc.ca) to update your email address.

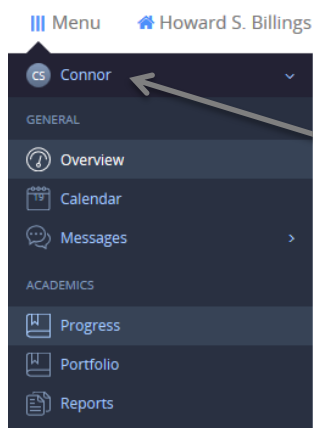
1. Click here to set your password
2. On the next screen, enter a password of your choice.
3. You will then be asked to log-in with your email and password.



The next time you want to sign in, go to hsb.managebac.com and login with your email address and password that you just created.

Navigating ManageBac

When you log in to ManageBac, you will see the following menu:



If you have more than one child in the programme, you can switch between children by clicking on their name here.

The key aspects of these menu items are described below.

Overview:

This is the landing page. It indicates details about your child, as well as an overview of upcoming activities.

Calendar:

You will find here all your child's upcoming due dates for tests, assignments, and projects.

Messages:

Teachers, Coordinators, and Supervisors can send messages to you via this section. These will be general messages sent to an entire class, an entire grade level, or the programme as a whole.

Progress:

Use this tab to track your child's Service as Action participation.

Portfolio:

This tab will not be used for this upcoming school year.

Reports:

This is where you can find both end-of-year reports as well as interim reports for both academic progress, as well as Service as Action updates. In either case, an email will be sent to you to indicate that a new report is available.

If you encounter any issues with ManageBac, please contact us at ibhsb@nfsb.qc.ca for help.

Thank you,

IB Coordination Team

P. Couture, P. Dann, F. LeBlanc