



## Navigating ManageBac, Reports Training – Your School

Tentative Agenda for Your Date

### GOALS & INTENDED OUTCOMES

- Services: A full-day ManageBac Training with Your Attendee Group
- Intended Outcomes: Your Custom Goals
  - Hands on experience in the ManageBac system
  - Explore curriculum analytics and reporting tools in ManageBac
  - Build your own toolkit and resources

### TENTATIVE AGENDA

8:30am - 9:00am	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Update for senior leadership team</li> <li>• Review agenda for the day</li> </ul>
9:00am - 10:00am	<b>Admin Training</b> <ul style="list-style-type: none"> <li>• Account Management</li> <li>• System Permissions &amp; Preferences</li> <li>• Attendance &amp; Timetable configuration</li> </ul>
10:00am - 11:30am	<b>DP Teacher Training</b> <ul style="list-style-type: none"> <li>• Core</li> <li>• Classroom Management</li> <li>• Assignments Gradebook, Reporting</li> </ul>
11:30am - 12:30pm	<b>MYP Teacher Training</b> <ul style="list-style-type: none"> <li>• Classroom Management</li> <li>• Curriculum Planning</li> <li>• Assignments Gradebook, Reporting</li> </ul>
12:30pm – 1:30pm	<i>Lunch</i>
1:30pm - 2:30pm	<b>PYP Teacher Training</b> <ul style="list-style-type: none"> <li>• Classroom Management</li> <li>• Curriculum Planning</li> <li>• Portfolio</li> </ul>
2:30pm - 4:00pm	<b>Report card customisation</b> <ul style="list-style-type: none"> <li>• Template building</li> </ul>
4:00pm - 4:30pm	<b>Final Q&amp;A</b>