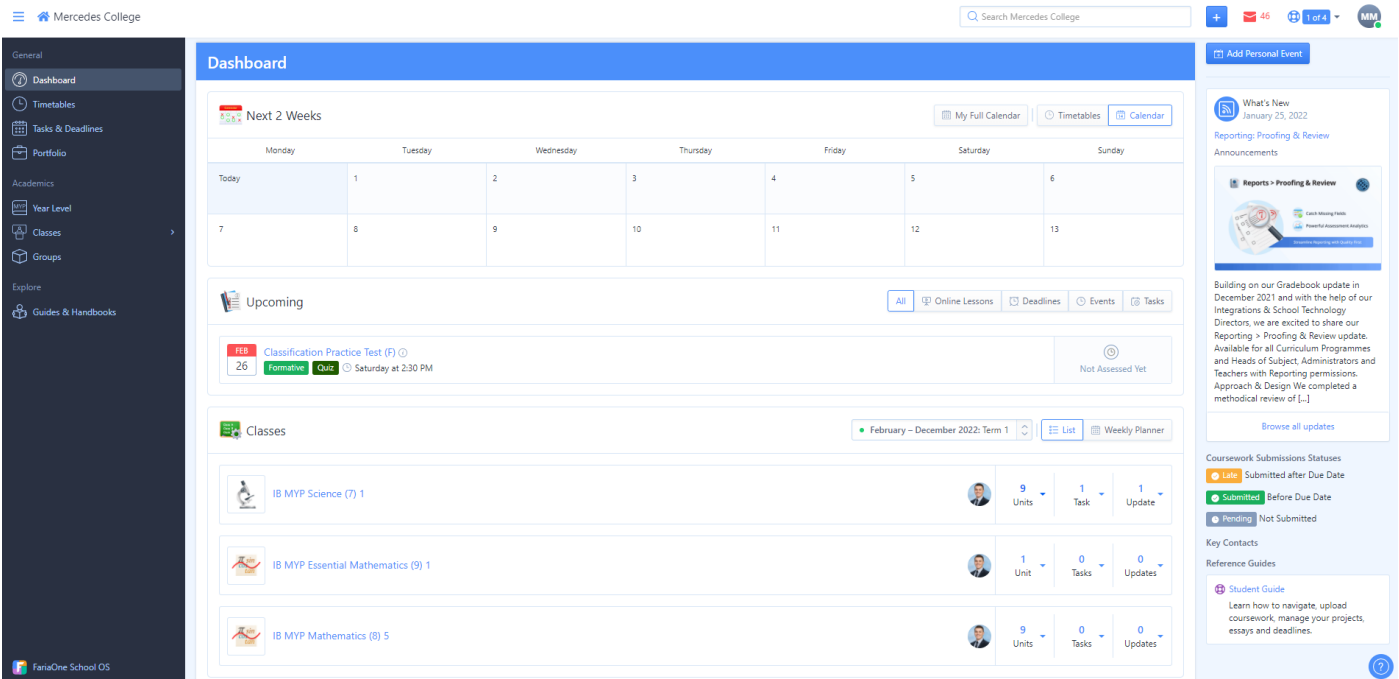# Student Information Guide 2022

This document will provide you with the basics for logging into ManageBac and accessing your classes, as well as relevant information associated with your year group. To access ManageBac, please navigate to:

https://mercedes.managebac.com/login

- On the login screen, please enter your **Mercedes College email address** as your username and enter the **password** provided to you.

- If you do not have your password, or it does not work, select **Forgot your password**. You College email inbox and/or junk folder will receive an email from **ManageBac**. Follow the link to update your password.

- When updating your password, attempt to create a passphrase. You want the third box to turn green, indicating that your password is thoroughly secure and complex.

- If you have trouble logging in or require any other assistance, please email **Nathan Holdinghausen**: nholding@mercedes.catholic.edu.au

1. Dashboard

- The dashboard will show you the next two weeks of your calendar, upcoming events or deadlines, and the latest activity from your classes and year group.

- Click **MENU** (the three lines) on the top left to open the options available to you. The main three you shall be using will be **TASKS & DEADLINES, YEAR LEVEL** and **CLASSES.**
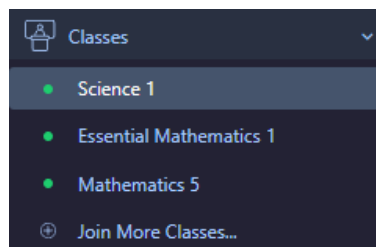
Tasks and Deadlines

- Click on TASKS & DEADLINES to see a list of all the upcoming assessments you have.

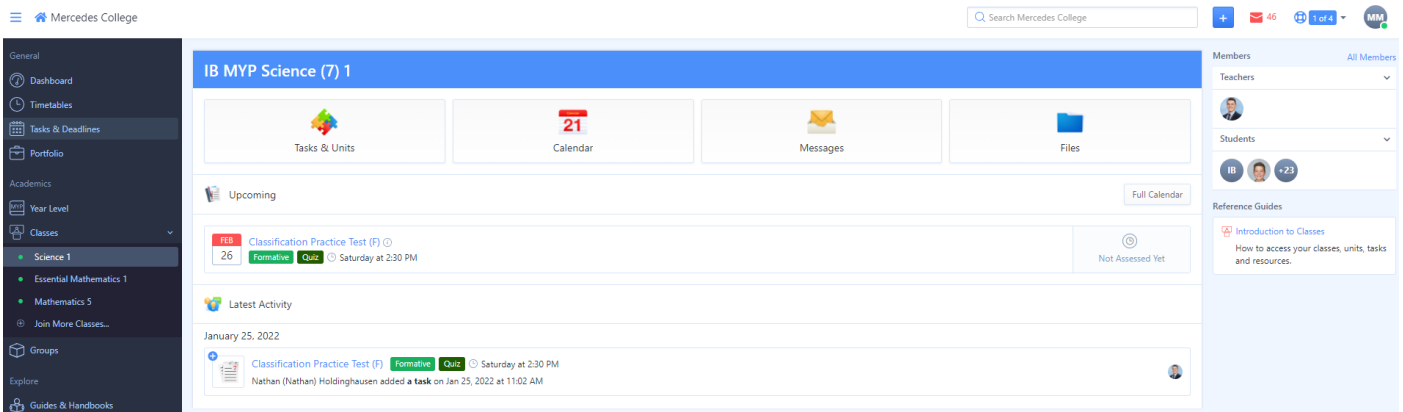- You can click into each task from here to see further details or upload assignments.

Classes

- Click on CLASSES to see a list of all the subjects you are enrolled in.

- Select one of them to be taken to its overview page. (Note: These subjects are examples only)
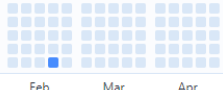

2. Class Overview page

- On the OVERVIEW page, you will see upcoming deadlines and events, the latest class activity the calendar for the class, as well as the latest activity and 4 tabs: Tasks & Units. Calendar, Messages and Files. The teacher of your class will appear on the right-hand side, as well as all of your classmates.

Tasks & Units

- Click on **TASKS & UNITS** to view the specifics of the units you will study. Select any of the units to obtain more detail.

- On the top of the page is a section called Overall Task Completion. This shows you the status of various assessments you have on.

- To the right of this are 3 small squares which allow you to change view to **Grade Distribution** (To see how you perform in different assessment categories) and **Assessment** (To view all of your grades).

- In the middle of the page, you will see any of the immediate upcoming assessments that require attention.

Tasks & Units

Overall Task Completion

Feb   Mar   Apr

■ Tasks & Deadlines - 1   ■ Submitted - 0   ■ Late - 0   ■ Pending - 0

Upcoming Tasks   View All Tasks

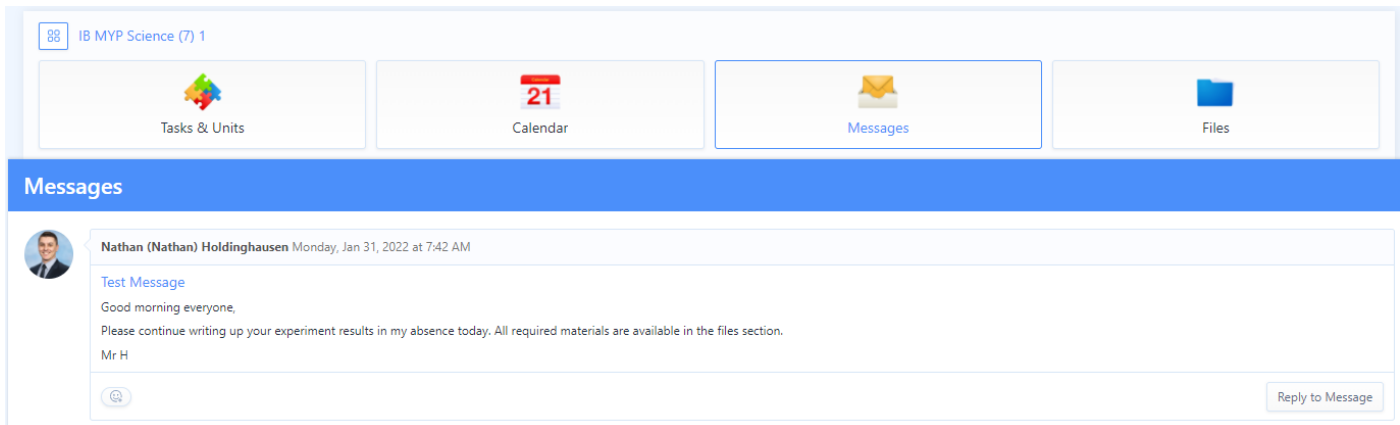| FEB 26 | Classification Practice Test (F) ⓘ Formative Quiz ⓒ Saturday at 2:30 PM | ⓒ Not Assessed Yet |

📁 **Units**   ≡ List   ⊞ Weekly Planner

| Search unit by name | Filter or Reset |

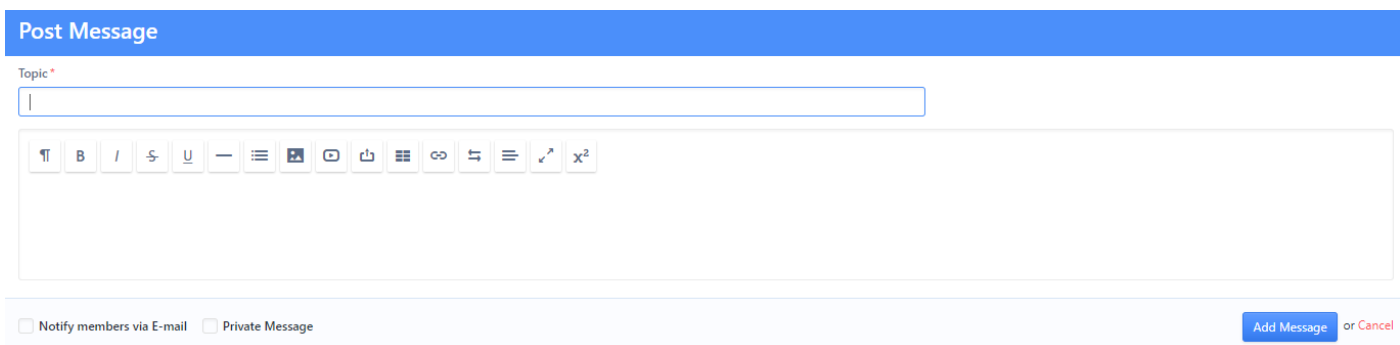| Classification ⓘ 🅱 Starts W1 Feb ⓒ 4 Weeks | 0 Lessons | 0 Tasks |
Clean water ⓘ 🅱 Starts W2 Mar ⓒ 6 Weeks	0 Lessons	0 Tasks
Introduced species ⓘ 🅱 Starts W2 Mar ⓒ 6 Weeks	0 Lessons	0 Tasks
Fit to drink ⓘ 🅱 Starts W1 Jun ⓒ 10 Weeks	0 Lessons	0 Tasks

Messages

- The **MESSAGES** tab is where you can see if your teacher has left a message for you. This is what will happen if your teacher is away and must set relief work.

- You can reply to teacher's messages or post them yourself by selecting the blue Post Message button in the top right-hand corner.

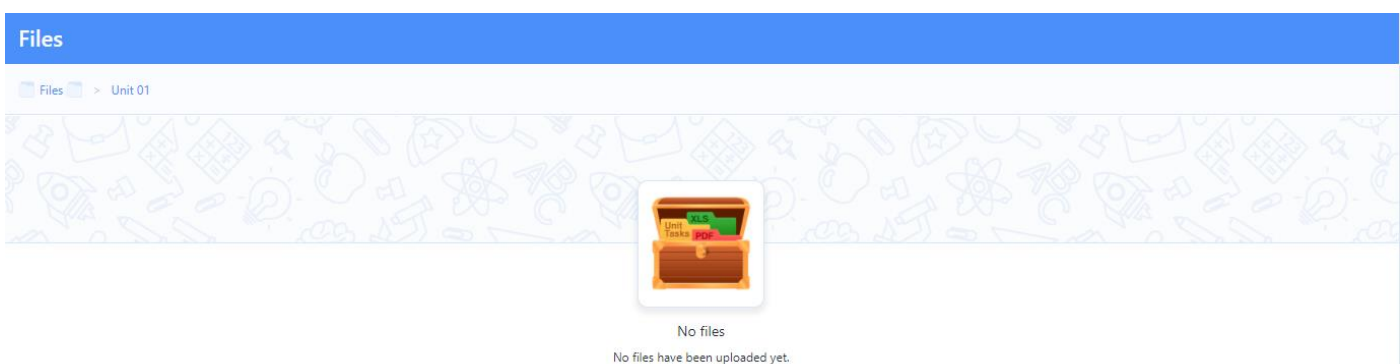- Type your text and select **Add Message**. If you select the **Private Message** box, it will only be visible by you and your teacher.
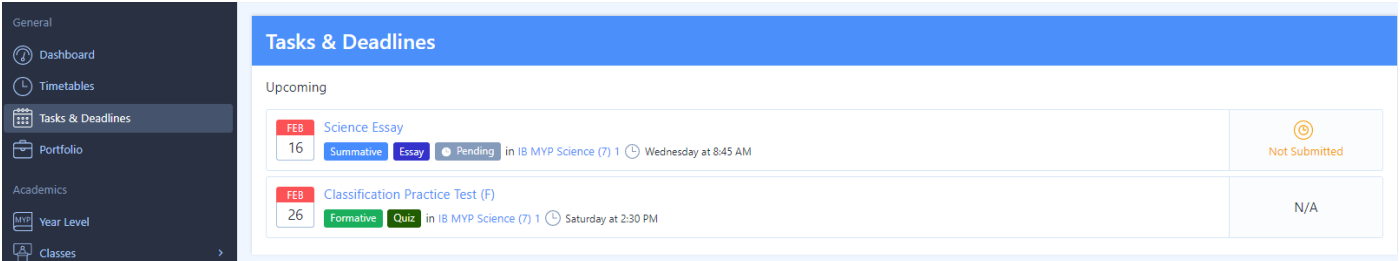
Files

- The **FILES** tab will show a list of files that your teacher may have uploaded to help you.

- These may be sorted into different folders.

- Download any file you need by clicking on them. These will go to the designated downloads folder of your device.
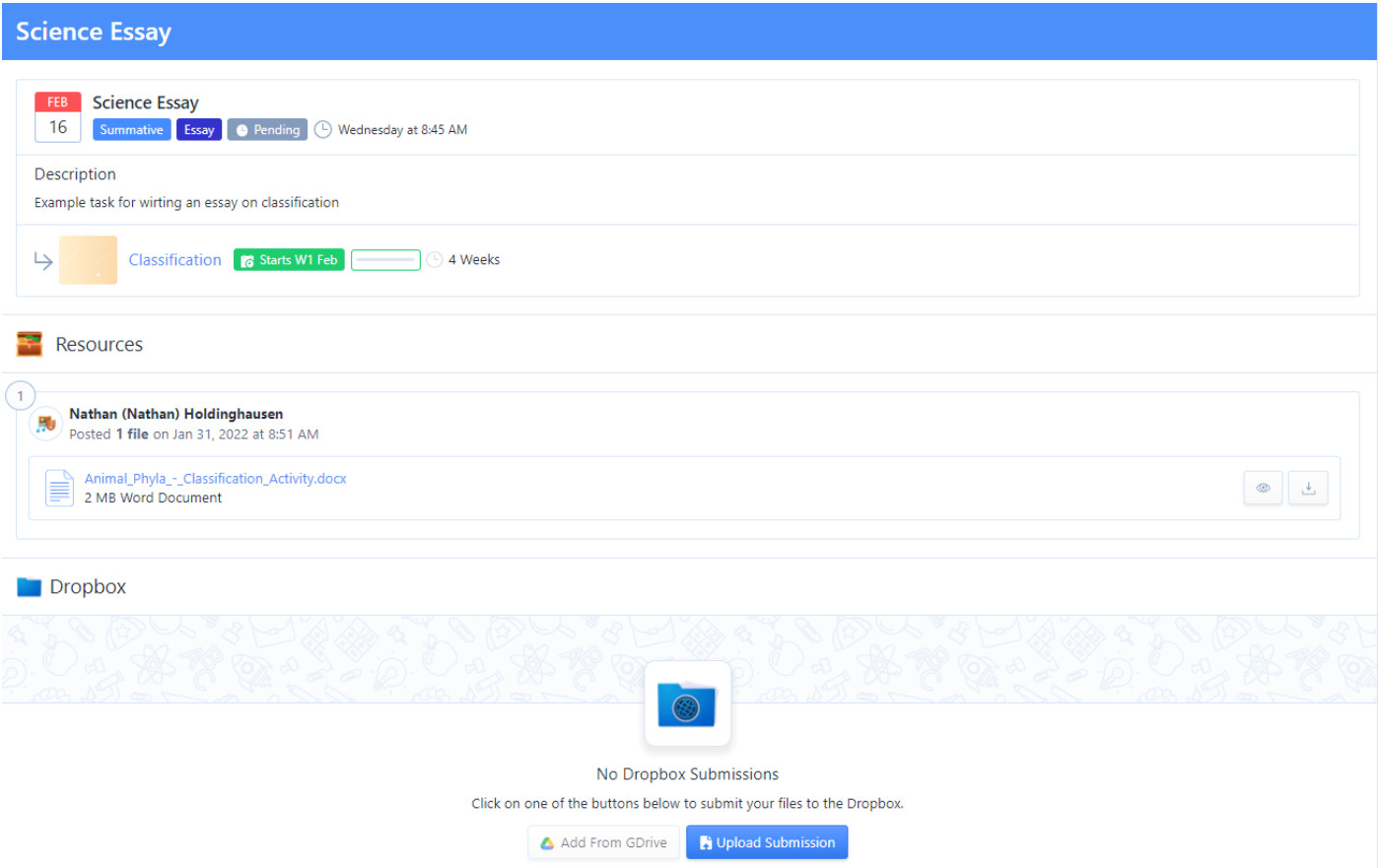
3. Viewing and submitting assignments
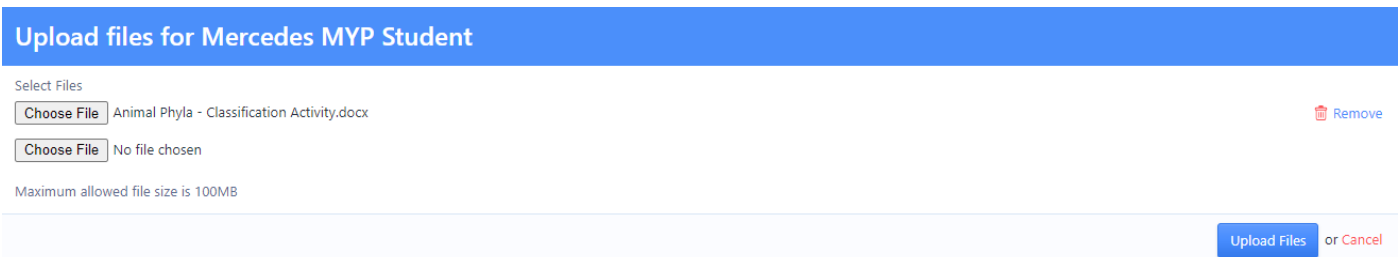
- Assignments can be viewed from the **Tasks & Deadlines** option in the menu, the **Upcoming** section of your dashboard, or a specific subject.

- When you click on the task, you will receive specific information about the topic, a link to the relevant unit, additional resources, messages relating to the task and the dropbox.

- Select **Upload Submission**, then choose the file from your computer. You can upload multiple files. Click **Upload Files** when you are done.

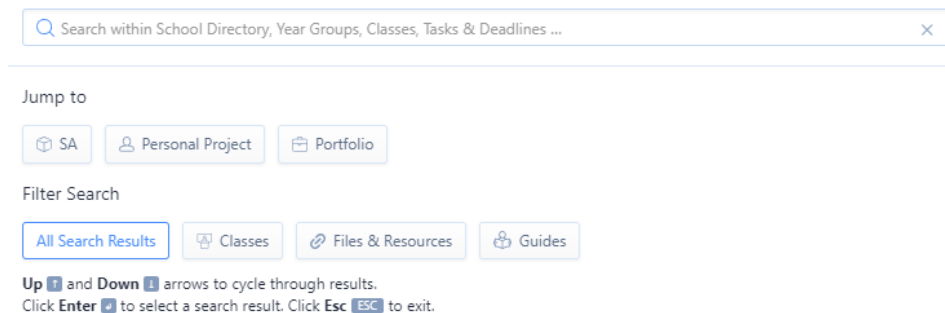- Your work will now be marked as submitted, with a green tick. You will receive a notification when your work has been marked and navigating back into the task will allow you to view any teacher feedback.

4. <u>Search Bar, Notifications & Help</u>

- On the top right of your screen is a search bar for you to find classes, files and resources, and guides that are relevant to you.

- The red envelope is another place to view notifications relevant to your studies. Clicking on it will produce a vertical window that shows all the latest messages for you.

- You can change the settings for your notifications at the bottom of this window.

- The blue life ring in the top right-hand corner is a help button that will take you to tutorials that may be of benefit to you if you are unsure of how to complete something in ManageBac.
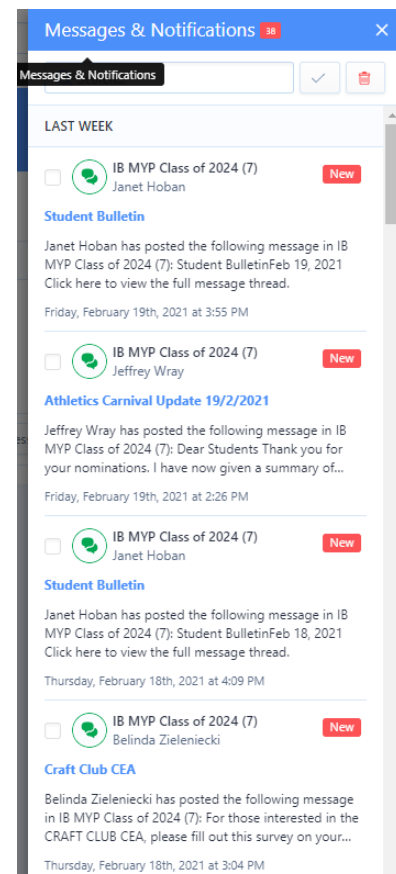
5. <u>Year Level</u>

- The year level option in the menu contains messages and files that are directed to your entire cohort.