

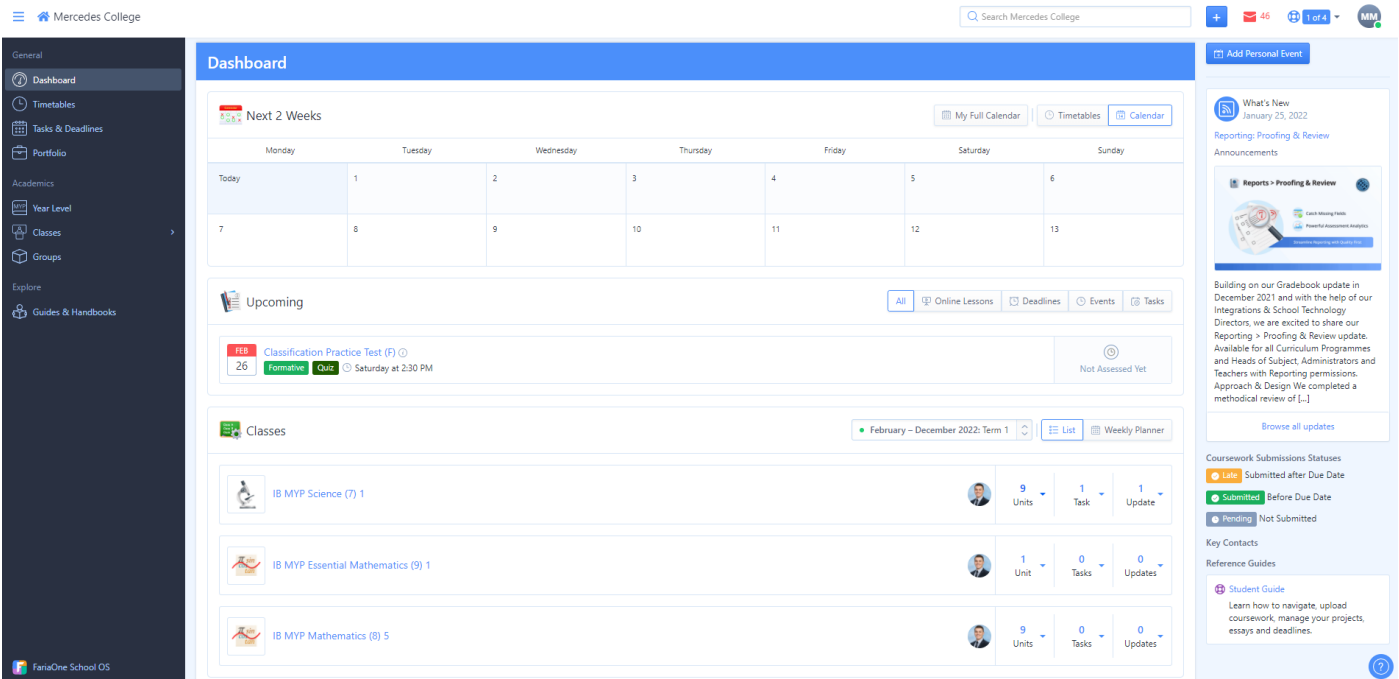
Student Information Guide 2022

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**. Your 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 screenshot displays the ManageBac dashboard for Mercedes College. It features a navigation menu on the left, a search bar at the top right, and several main sections:

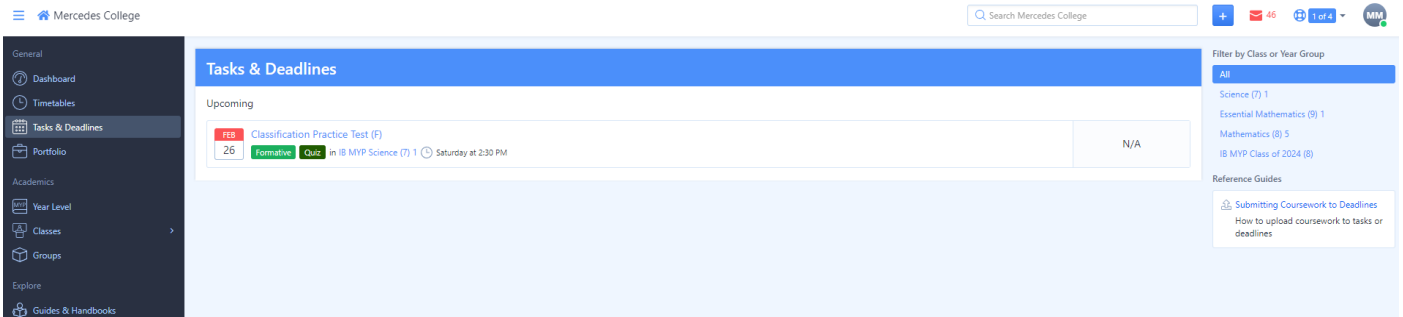
- Next 2 Weeks:** A calendar grid showing dates from Monday to Sunday.
- Upcoming:** A list of events, including a 'Classification Practice Test (F)' on Saturday at 2:30 PM.
- Classes:** A table showing class details and submission statistics for 'February - December 2022: Term 1'.

Class	Units	Task	Update
IB MYP Science (7) 1	9	1	1
IB MYP Essential Mathematics (9) 1	1	0	0
IB MYP Mathematics (8) 5	9	0	0
- Right Sidebar:** Contains 'What's New' announcements, 'Reports > Proofing & Review' information, 'Coursework Submissions Statuses' (Submitted, Pending, Not Submitted), and 'Key Contacts'.

- 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**.

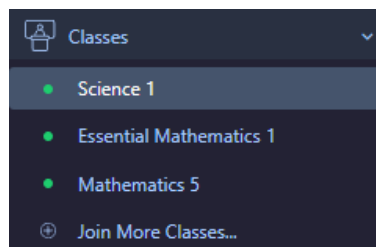
Tasks and Deadlines

- 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.

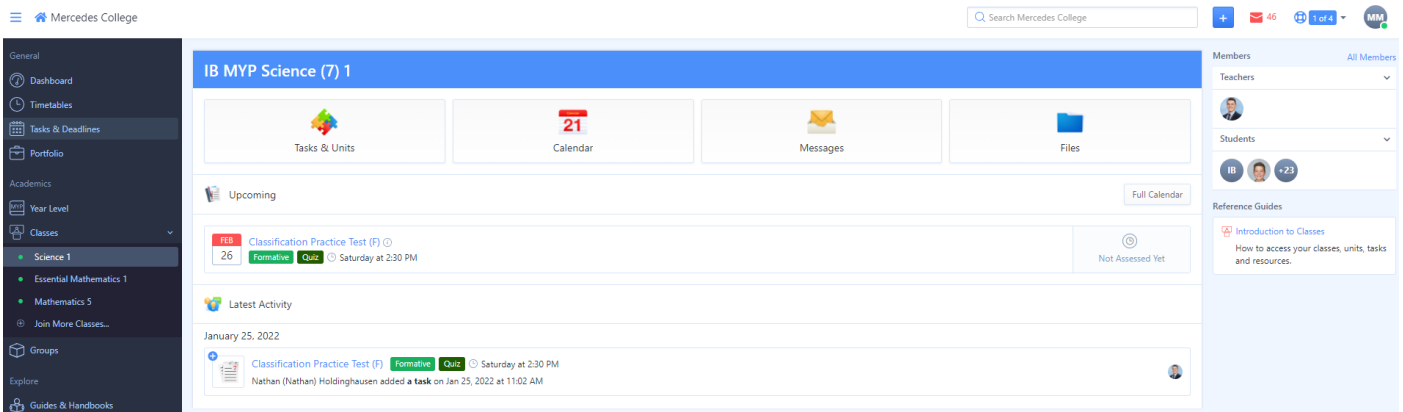


Classes

- 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






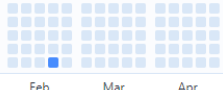
- On the **OVERVIEW** page, you will see upcoming deadlines and events, the latest class activity the calendar for the class, as well as the latest activity and 4 tabs: **Tasks & Units**, **Calendar**, **Messages** and **Files**. The teacher of your class will appear on the right-hand side, as well as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

Classification Practice Test (F) ⌵

26

Formative

Quiz

⌵ Saturday at 2:30 PM

⌵

Not Assessed Yet

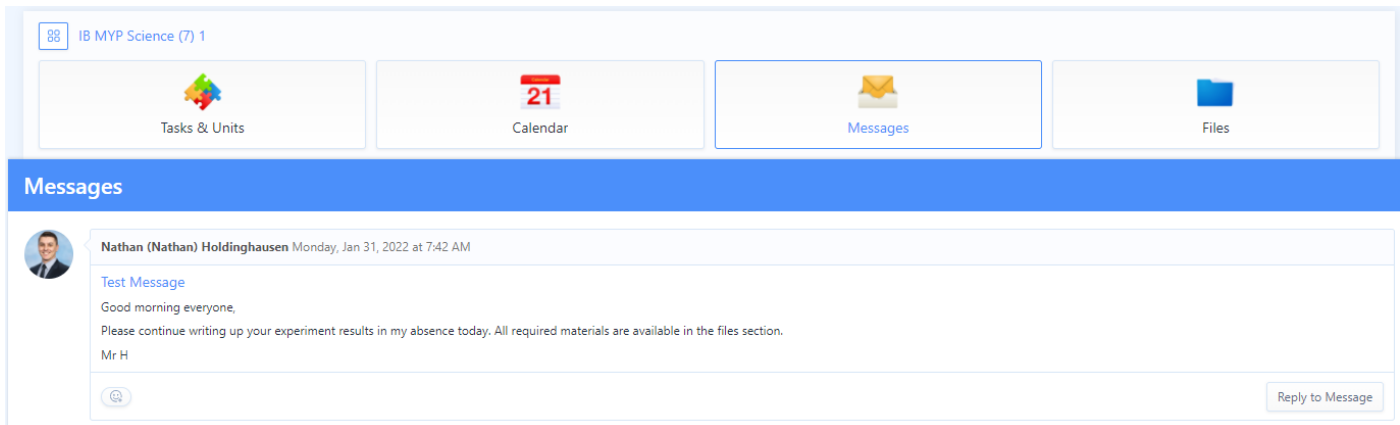
Units [List](#) [Weekly Planner](#)

Search unit by name [Filter](#) or [Reset](#)

<div style="background-color: #ffc107; padding: 2px; display: inline-block;">Classification ⌵</div> <div style="display: flex; align-items: center; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px;">Starts W1 Feb</div> <div style="border: 1px solid #28a745; width: 20px; height: 10px; margin: 0 5px;"></div> <div style="font-size: 0.8em;">⌵ 4 Weeks</div> </div>	0 Lessons	0 Tasks
<div style="background-color: #ffc107; padding: 2px; display: inline-block;">Clean water ⌵</div> <div style="display: flex; align-items: center; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px;">Starts W2 Mar</div> <div style="border: 1px solid #28a745; width: 20px; height: 10px; margin: 0 5px;"></div> <div style="font-size: 0.8em;">⌵ 6 Weeks</div> </div>	0 Lessons	0 Tasks
<div style="background-color: #ffc107; padding: 2px; display: inline-block;">Introduced species ⌵</div> <div style="display: flex; align-items: center; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px;">Starts W2 Mar</div> <div style="border: 1px solid #28a745; width: 20px; height: 10px; margin: 0 5px;"></div> <div style="font-size: 0.8em;">⌵ 6 Weeks</div> </div>	0 Lessons	0 Tasks
<div style="background-color: #ffc107; padding: 2px; display: inline-block;">Fit to drink ⌵</div> <div style="display: flex; align-items: center; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px;">Starts W1 Jun</div> <div style="border: 1px solid #28a745; width: 20px; height: 10px; margin: 0 5px;"></div> <div style="font-size: 0.8em;">⌵ 10 Weeks</div> </div>	0 Lessons	0 Tasks

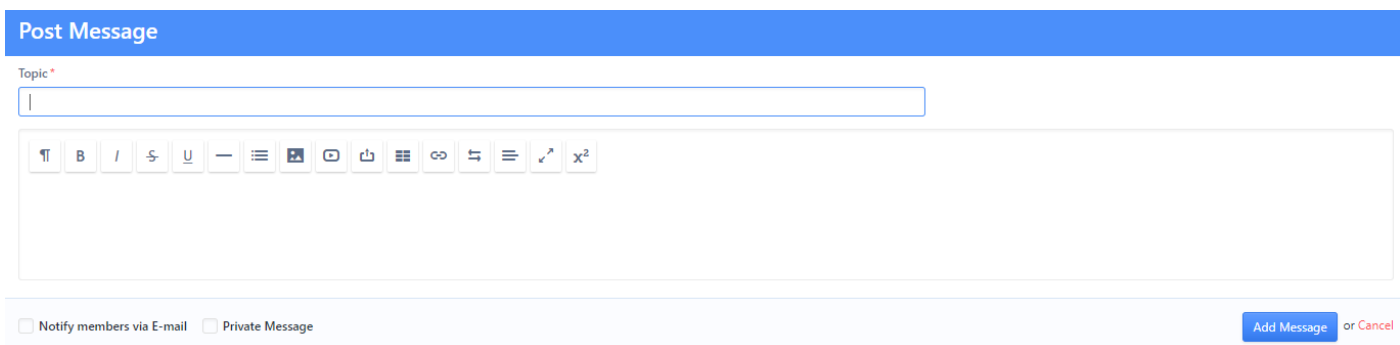
Messages

- 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.



The screenshot shows the ManageBac interface for a user named 'IB MYP Science (7) 1'. At the top, there are four tabs: 'Tasks & Units', 'Calendar' (showing '21'), 'Messages' (highlighted), and 'Files'. Below the tabs is a blue header with the word 'Messages'. A message from 'Nathan (Nathan) Holdinghausen' is displayed, dated 'Monday, Jan 31, 2022 at 7:42 AM'. The message content reads: 'Test Message', 'Good morning everyone.', 'Please continue writing up your experiment results in my absence today. All required materials are available in the files section.', and 'Mr H'. A 'Reply to Message' button is visible in the bottom right corner of the message box.

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

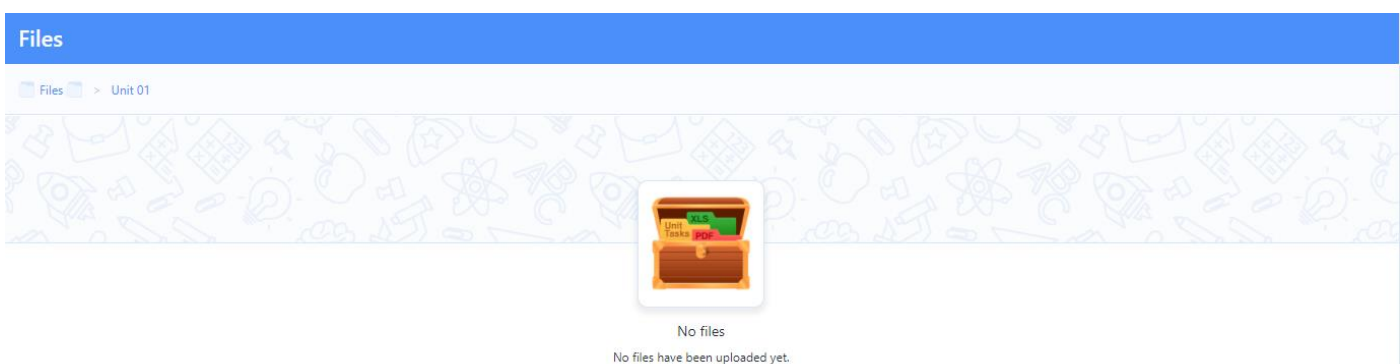


The screenshot shows the 'Post Message' interface. It features a blue header with the text 'Post Message'. Below the header is a 'Topic' input field. Underneath is a rich text editor with various formatting options like bold, italic, underline, and bullet points. At the bottom, there are two checkboxes: 'Notify members via E-mail' and 'Private Message'. On the right side, there is a blue 'Add Message' button and a red 'Cancel' button.

- 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

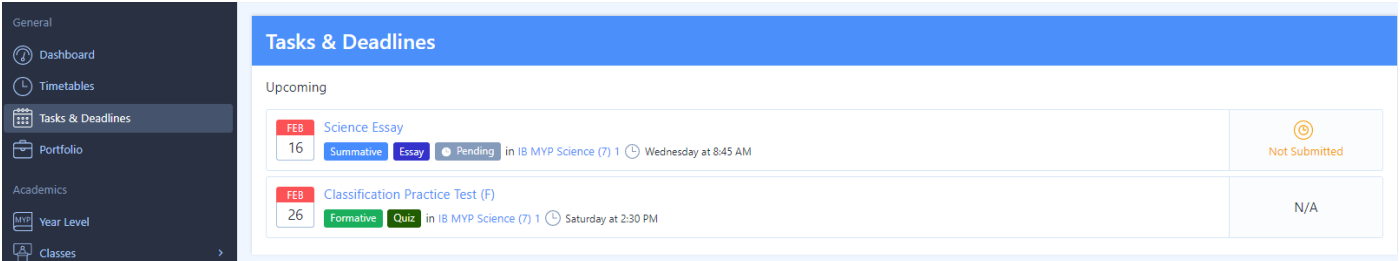
- The **FILES** tab will show a list of files that your teacher may have uploaded to help you.
- These may be sorted into different folders.
- Download any file you need by clicking on them. These will go to the designated downloads folder of your device.



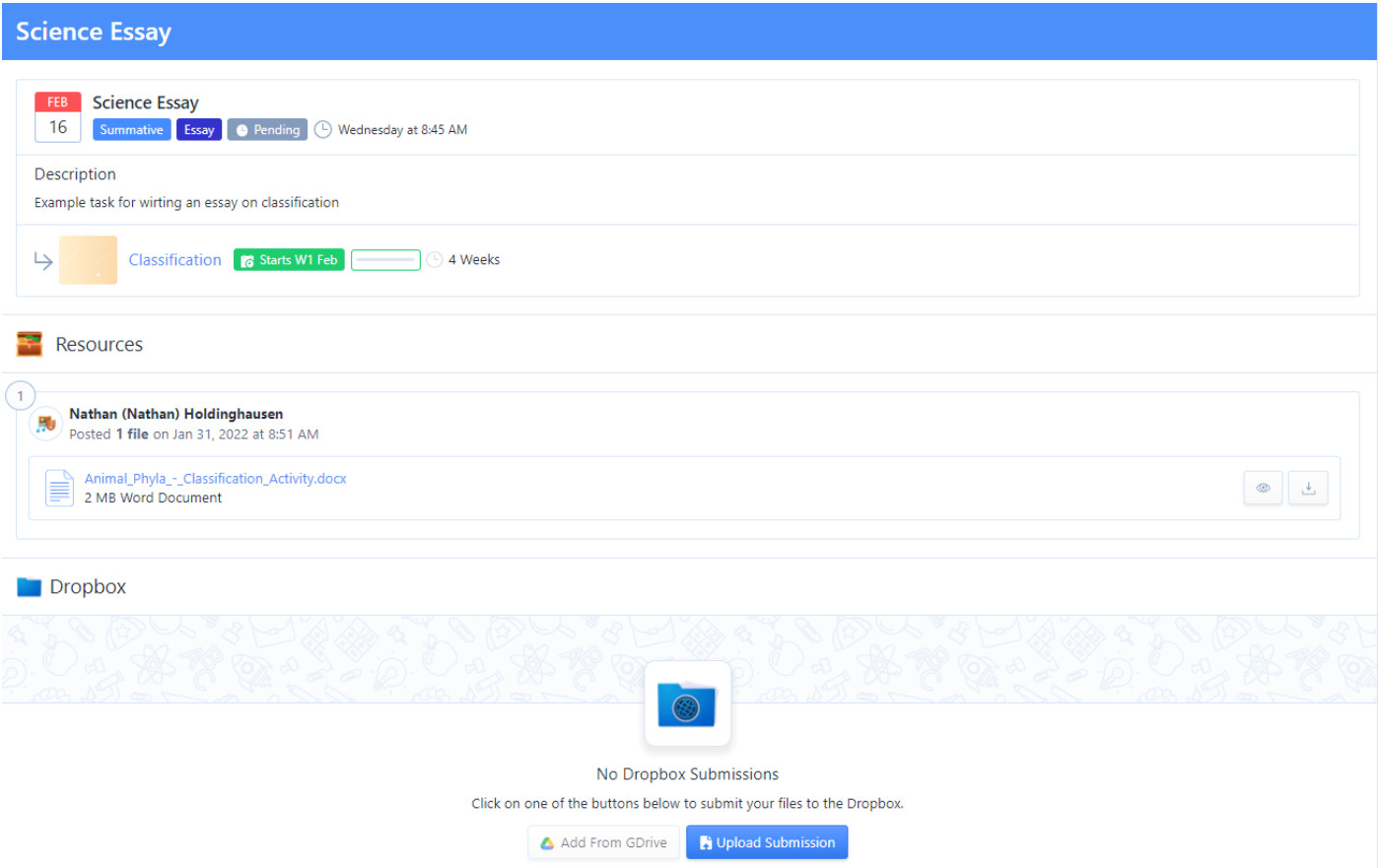
The screenshot shows the 'Files' interface. It has a blue header with the text 'Files'. Below the header, there is a breadcrumb trail 'Files > Unit 01'. The main area is filled with a pattern of educational icons. In the center, there is a brown suitcase icon with a red tag that says 'Unit 01'. Below the icon, the text reads 'No files' and 'No files have been uploaded yet.'

3. Viewing and submitting assignments

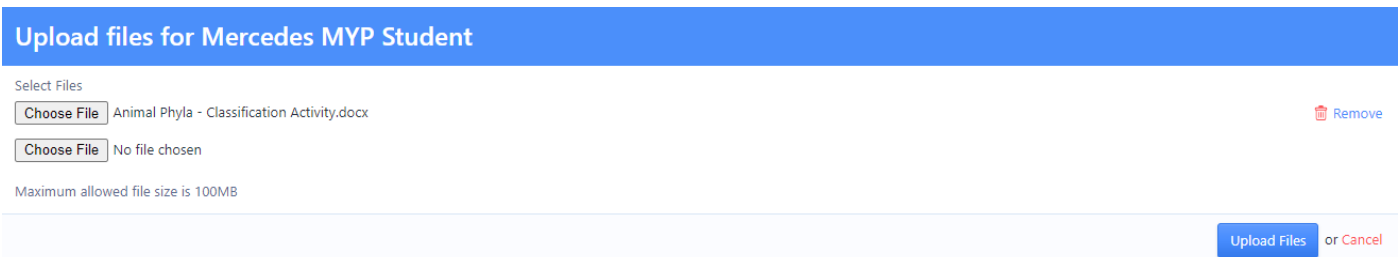
- Assignments can be viewed from the **Tasks & Deadlines** option in the menu, the **Upcoming** section of your dashboard, or a specific subject.



- 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.



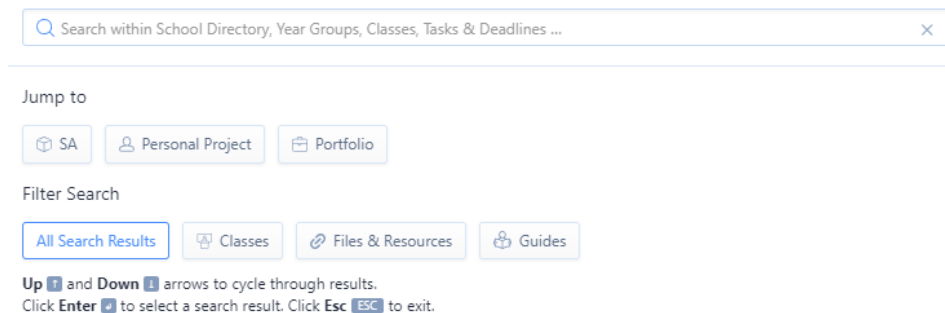
- Select **Upload Submission**, then choose the file from your computer. You can upload multiple files. Click **Upload Files** when you are done.



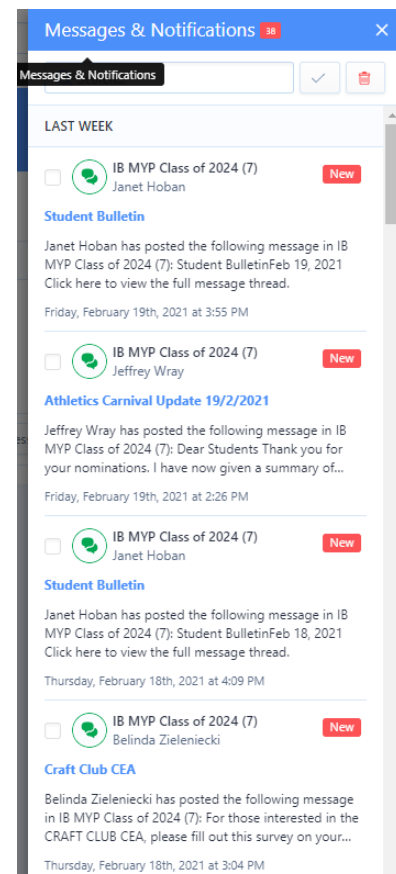
- Your work will now be marked as submitted, with a green tick. You will receive a notification when your work has been marked and navigating back into the task will allow you to view any teacher feedback.

4. Search Bar, Notifications & Help

- 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. Year Level

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

