



PYP Parent Guide for Communication and Attendance

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Introduction

ManageBac is an online learning platform for IB schools. It is used by parents, students and teachers at Østerbro International School to access and share academic information. It is used for all three programs (Primary Years, Middle Years and Diploma).



This guide helps parents to use Managebac for Communication and Attendance.

How Managebac is used at Østerbro International School for PYP

What is Managebac used for at ØIS?

- Managebac is the main communication platform to families, and includes attendance, class information, assessment and grades.

Is there a Managebac app for smartphone/tablet?

- Yes, but unfortunately the Managebac App is currently only for MYP students. PYP Managebac needs to be accessed from a browser like Chrome, Internet Explorer, Firefox or Safari.

How do I contact the teacher?

- **Your regular email** is used for individual communication between parents and teachers. You will find the teacher's school email address in your Managebac account.

How do I receive Friday letters, homework, and school information?

- **Managebac Messages** are used for Friday Letters, Homework Assignments (for Upper PYP) and other communications from teachers, school staff or school management.

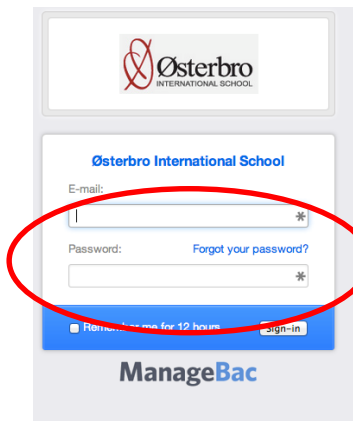
How will I know that I have a Managebac Message?

- For **regular, urgent or important messages** (such as Friday letters, weekly homework, urgent reminders or important notices) the teacher or school staff member will send a notification to your regular email (Google, Yahoo, Hotmail, work email, etc) address telling you that you have a Managebac Message. The email will include the message details, but not any attachments (so as not to fill up your home or work email address). You will need to log in to Managebac to view any attachments. On your Managebac Home screen you can always see all your messages.

How to log into Managebac

- **If you haven't yet received your Managebac Parent Login**, first check your email's Junk folder. If you then still cannot find the Parent login, please contact Stef Fleet at sf@ois.dk
- **You must use an internet browser to access Managebac.** You can still view the account on a smartphone or tablet, but open Managebac through a browser such as Safari or Chrome. The iPad Managebac App is for MYP students only at present.

1. Login at <https://ois.managebac.com/login>



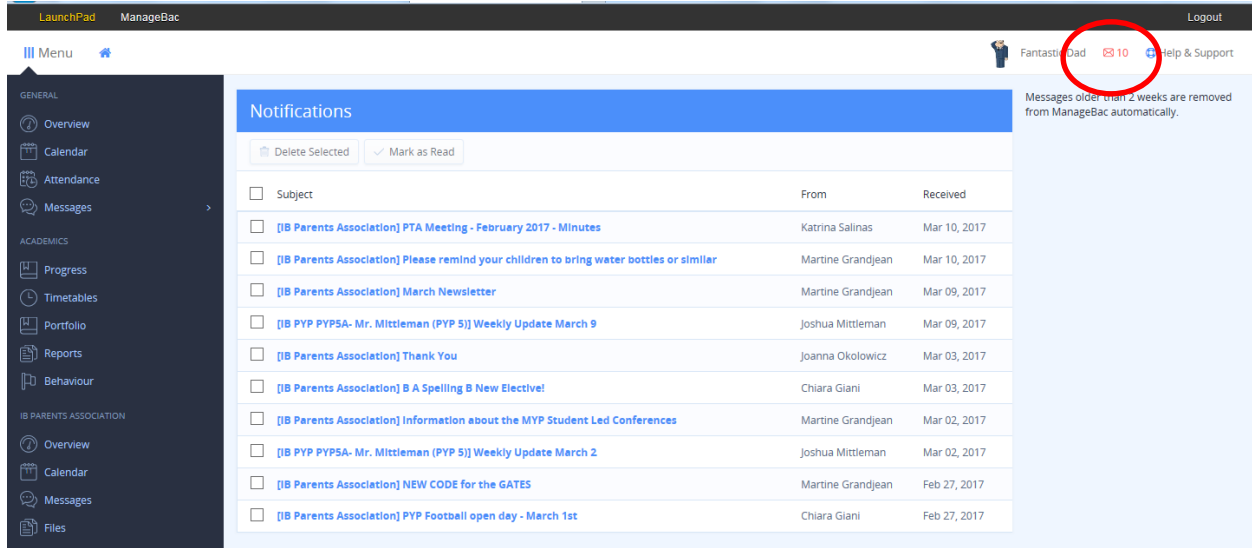
2. Upon logging in, you will see the home screen.

The image shows the home screen of the ManageBac system. At the top, there is a navigation bar with 'LaunchPad', 'ManageBac', and 'Logout'. Below this is a menu on the left side with various options like 'Overview', 'Calendar', 'Attendance', 'Messages', etc. The main content area shows the user's profile for 'Awesome Kid' (IB PYP PYP5A- Mr. Mittelman (PYP 5)). There is a 'Personal Details' section with fields for Date of Birth, Gender, E-mail, Student ID, Candidate Session Number, Middle Name, and Preferred Name. Below this is a 'Next 2 weeks' calendar view. On the right side, there is a 'KEY CONTACTS' section with profiles for Stef Fleet (Principal), Elizabeth Toran (PYP Coordinator), and Joshua Mittelman (Teacher). The 'Attendance' menu item on the left and the 'Messages' icon in the top right are circled in red. Callout boxes provide additional information: 'View all your messages' points to the Messages icon, and 'Your teacher's email address' points to Joshua Mittelman's profile.

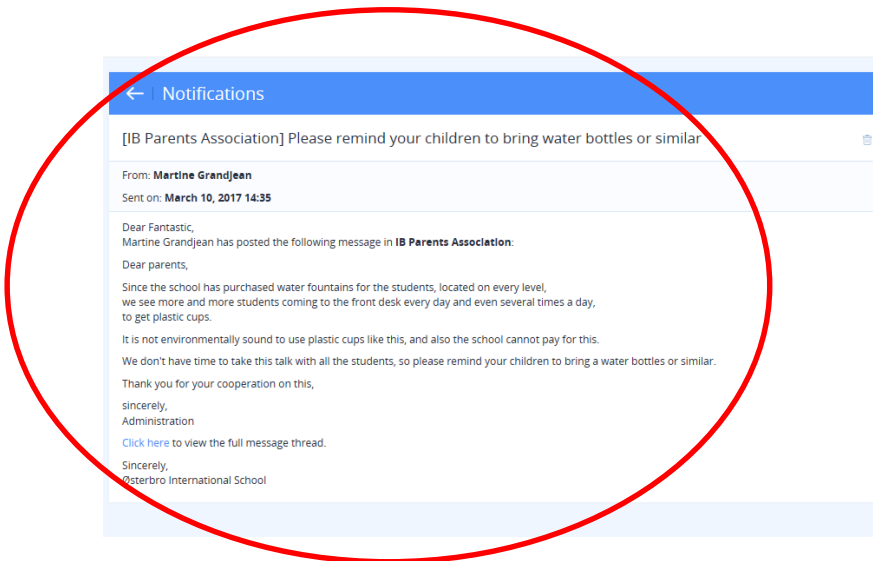
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Today	11	12	13	14	15	16
17	18	19	20	21	22	23

Managebac Messages

1. Your messages will appear in a box like this (you can see there is a number in the right-hand top corner that shows unread messages). This view combines both class messages, and general messages from the school:

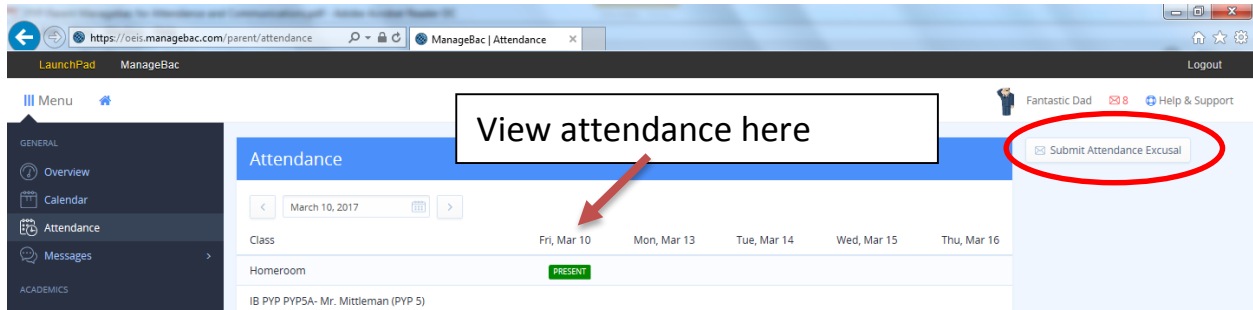


3. Click on an individual message to see the details and any attachments:

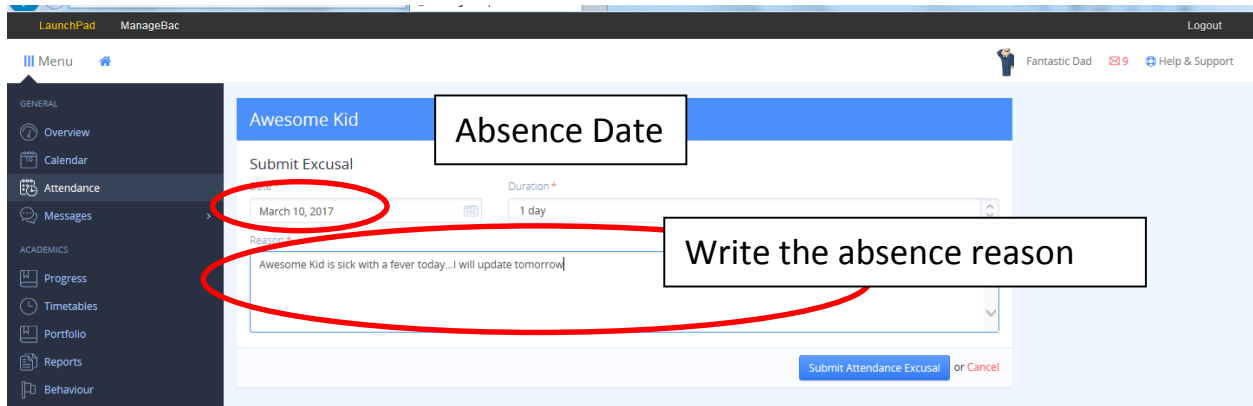


Attendance

- On this page you can view your child's attendance.
- You can also **notify the teacher in advance** if they will miss one or more whole days.
- For **absences longer than two days**, there is **also** a form that needs filling out from the office/website, in addition to setting an attendance excusal in Managebac.

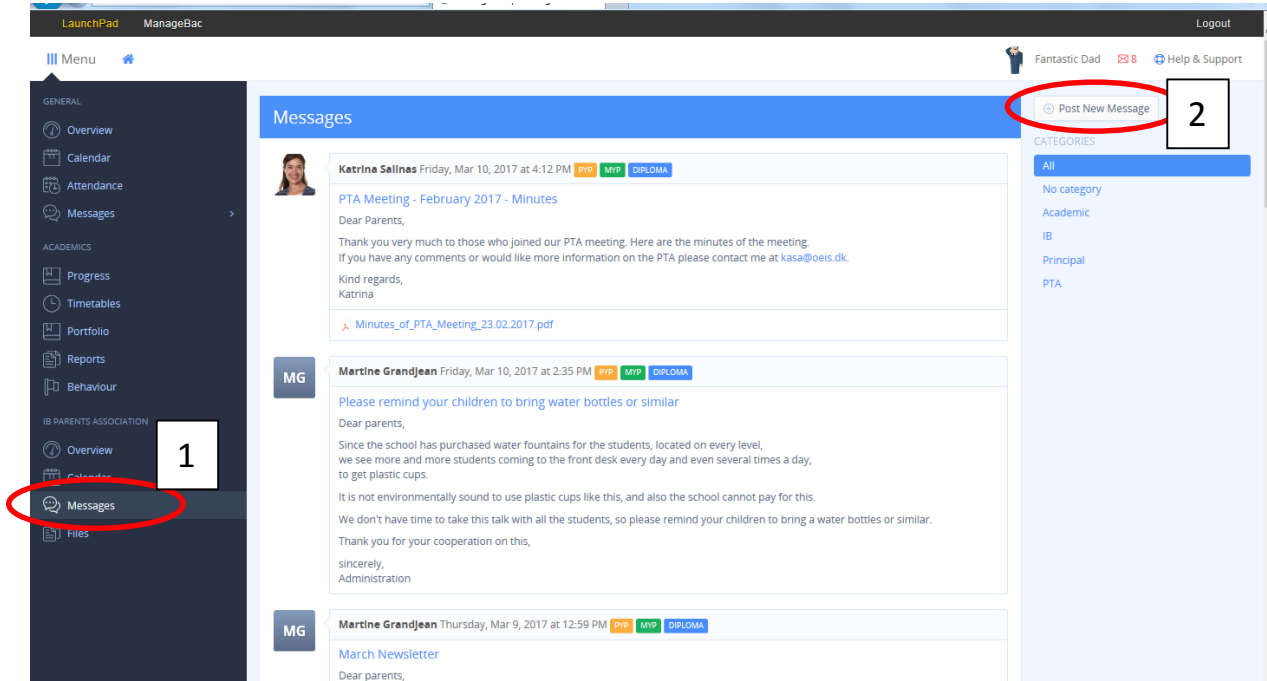


Submitting an Attendance Excusal



Notifying parents in your child's class or grade level

Click the IB Parents Association Messages, then 'Post New Message':



Enter your title, message, and click on the 'Share with' option (e.g. PYP5).

It will send to all classes in that grade level (e.g. PYP5A and PYP5B), so you should specify in your title if it is for one class only.

Unfortunately the 'notify by email' option has been removed, so if your message is not to be missed, you should ask the class teacher, or parent class representative to send it for you.

