



## Parent Access – New users



#### \*Existing users, please refer to page 2:

Parent Access – Logging in

Manage Bac The Team at Faria Systems Inc.

If you are a new user to the ManageBac system, a welcome email should have been delivered to the email address you have provided to the College. Please check your junk/spam email folders if nothing has arrived.

**<u>\*Note</u>:** Each user must have their own individual email address to access the system. If both parents wish to have access, then 2 email addresses need to be provided to the College.

\*In the event that you have only provided a single email address, ManageBac will have granted access to the first parent listed on Synergetic.

 You should receive an email that looks like the picture below. Please select "click to set password" (circled) to set up your account.

Welcome to ManageBac							
Dear Mercedes,	Need Use 2						
Your student account has been created.	G Need Help?						
	Check-out our						
Important Account Information	online help tutorials						
Login:	Email us:						
youremail@mercedes.catholic.edu.au	Setup & Support:						
Please click the link below to set your	support@managebac.com						
Click to set password	Call us:						
password	+1 866 297 7022						
Your school address:	+44 208 133 7489						
https://mercedes.managebac.com	+852 8175 8152						
	+61 2 8006 2335						
Thanks for choosing ManageBac!							
Sincerely,							

2. You should now be taken back to the ManageBac login page and be asked to enter a new password. The password needs to be a combination of characters, capitalization, numbers and/or symbols. You need the third box to turn green. This will indicate to you that your password is secure enough. You will then need to retype it to confirm it.

Welcome	
ust provide a p	an password below to reset your
oassword.	ew password below to reset your
New Password	
Enter a strong p words or a comi numbers or sym /ou see a green	assword by using four common randor bination of characters, capitalisation an ibols. The password will not save until box.
Confirm New Pa	ssword

**3.** Click "**Set Password**" when you are done, and you will be taken to your ManageBac homepage where you can begin to review student progress.





# Parent Access – Logging in



To log onto ManageBac, please navigate to this website: <u>https://mercedes.managebac.com/login</u>

Alternatively, you can google "Mercedes ManageBac" and it should be the first search entry, which should take you to this landing page:



#### If you have forgotten your password:

1. Please click the blue "Forgot your password"

link that appears on screen.

2. Enter the email address you use for ManageBac and then click "Send reset email".



\*Note: After sending your reset email, it is recommended you close the browser. When you hit the link in the password reset email (indicated below), it will open in a new window. This should avoid your reset email taking you back to your standard login page and any possible caching issues.

**3.** Go to your email inbox and open the reset email from ManageBac.

(You may need to look in your junk/spam folder)

**4.** Click the **blue** "click here" link in the email.

ManageBac Notification
Password Reset Request
Please <u>click here</u> to reset your password.
Please keep your password safe to prevent unauthorized access.
/ou can login to your ManageBac school account at: https://mercedes.managebac.com/
incerely, Mercedes College
his was an automatically generated e-mail. Please do not reply to this address.
Delivered by ManageBag

5. You should now be taken back to the ManageBac login page and be asked to enter a new password. The password needs to be a combination of characters, capitalization, numbers and/or symbols. You need the third box to turn green. This will indicate to you that your password is secure enough. You will then need to retype it to confirm it.

	MERCEDES COLLEGE
Welcome	
Just provide a ne password.	w password below to reset your
New Password	
Enter a strong pa	assword by using four common random ination of characters, capitalisation and bols. The password will not save until
words or a comb numbers or syml you see a green l	DOX.

6. Click "Set Password" when you are done, and you will be taken to your ManageBac homepage where you can begin to review student progress.



## Parent Access – Navigating Student Progress



### **1.** The default view is **ACADEMICS**

This displays a list of subjects your child is enrolled in, and the teachers responsible for those classes. It also shows any current assignments that are being worked on. Click on a class to be taken to its page.

					HOMEROOM ATTENDANCE
GENERAL					Present: 47/47
Academics					
Portfalio	Classes in IB Wroten, Mars		Term viewer	0	
Calendar	IB MYP Indonesian Phases 1, 2 (7) 1			<b>O</b>	
2 Profile	SEP Weekly Vocabulary Test Week 9 term 3	Local Points: 20122			
	19 Formative Task O Thursday at 9:00 AM				
Blog	18 MYP GPS (7) 3		If you have more than	0	Present
REFERENCE	And No Tacks		one child enrolled		- 1000000
🔀 Attendance	No tasks are present in this class		one enna ennonea,		HOME GROUP
Reports			you can rotate		
D Behaviour	IB MYP Inspire (7) 3		through them here.		HOME GROUP TEACHER
PARENT NOTICE BOARD	No Tasks				
⑦ Overview	No tasks are present in this class				
Calendar	📮 IB MYP Design (7) 3			888	KEY CONTACTS
💬 Messages	AUG Criterion A	A.			
Files	12 Summative Tack ③ Monday at 3:30 PM	8 8			ssiakew@mercedes.catholic.edu.au
	CE ID MAD For Bab (7) 2			000	GUIDES
	B MYP English (7) 3			000	DP Parent Handbook
	20 The Fantastic Flying Books of Mr. Morris Lessmore - Analysis (2019)	N/A			PYP Parent Handbook
	Summative, Short Film 🕒 Friday at 3:00 PM	1471			
	B MYP Humanities (7) 3			00	
	SEP Water Summative 🔾	A: B: C: D:			
	13 Summative Case study Friday at 5:00 PM				
	B MYP Mathematics (7) 3			0 0	(2) Help
	SEP Fractions Test	A: C:			The

2. A class page shows current work being completed, as well as units of work, assessment charts, task details and supporting comments. The classes, units and progress by term can be cycled through from this page. Scroll to the bottom of the page for assessment progress.

**<u>\*Note</u>** Presently, there is no ability to view the full years work for a student.

- Presidenti	Class Overview			GROUP AND SUBJECT Individuals and societies - Humanities
Academics	IB MYP Humanities (7) 3		Term 3 (current) January – December 2019	TEACHERS
Portfolio		Cycle through	classes	
Calendar	SEP Water Summative 🗇	A B C D	-14	
Profile	13 Summative Case study Friday at 5:00 PM	of work and un	nit	
Blog		details by usin	g these	
REFERENCE	Unit Details	arrows.		
Attendance     Reports	Global Contexts	🔗 Key Concepts	Q Related Concepts	
Behaviour	Scientific and technical innovation	Systems	<ul> <li>Individuals and societies Integrated humanities</li> <li>Causality (cause and consequence)</li> <li>Sustainability</li> </ul>	
<ul> <li>Overview</li> <li>Calendar</li> </ul>	Sconceptual Understanding	E Statement of Inquiry	⑦ Inquiry Questions	
© Messages 합 Files	systems need to be sustainable	Scientific and technical innovation is required to sustain and improve access to safe drinking water across the world	Investignment         How important is water for human development?           Access to water         Compared           Compared         Compared           Compared         How important is water for human development?	
	양 <sup>교</sup> Approaches to Learning			
	Communication			
	I. Communication skills			
	Reading, writing and using language to gather and communicate information     Write for different numoces			() Help

V4 (2021)

**3.** If any tasks have been completed for the term, they will be listed towards the bottom of the class page you have selected.

**<u>\*Note</u>**: Summative work in the graphed section is indicated by SOLID colours. Formative work is indicated by semi-transparent columns made up of diagonal lines.



**<u>\*Note</u>**: There should be a comment listed for at least all summative tasks to accompany the grade. For any further clarification on student grades or progress, please feel free to email the subject teacher.

**4.** For MYP, you should also see a list of the current, and upcoming units. Clicking on these will provide further detail on the concepts, skills and inquiry questions being focused on in each unit.

Units		
þearch unit by name	Filter	or Reset
FEB     Playing with the unknown: Whole number manipulation     9 weeks       W1     Last updated by	<b>0</b> Lessons	<b>0</b> Tasks
APR     Finding the value of an unknown () 10 weeks       W2     Last updated by () () () () () () () () () () () () ()	0 Lessons	<b>0</b> Tasks
JUL     Lines, angles and polygons     5 weeks       WZ     Isat updated by	0 Lessons	<b>0</b> Tasks
AUG Fractions; decimals and percentages () 5 weeks W3 Last updated by (), 20	<b>0</b> Lessons	<b>0</b> Tasks
Oct     Chance and Probability     9 weeks       W2     Image: Automatic and	<b>0</b> Lessons	<b>0</b> Tasks
OCT     Measurement     4 weeks       W2     Last updated by C	<b>0</b> Lessons	<b>0</b> Tasks
NOV     Transformations          ① 4 weeks        W3          □ Last updated by           □	0 Lessons	<b>0</b> Tasks



MERCEDES

# Parent Access – Locating Reports



 Once logged into the system, hit *REPORTS* on the left-hand side. This will bring up a list of all reports from previous years and will show reports for Semesters 1 and 2 from 2019 onwards. They are all in PDF form. Simply click on the report you wish to view, and it will download a copy to your device.

×		
GENERAL	Reports	
Academics	Term Reports	
Portfolio	January – December 2019	
🔀 Calendar		
O Profile	Year_12_Trial_Examination_Report.pdf Generated: August 13, 2019	
© Messages →	Vear_12_Semester_1_Report.pdf Generated: July 3, 2019	
REFERENCE	January – December 2018	
Attendance	Vear_11_Term.4.Report.pdf Generated: December 7, 2018	
P beneviour	Vear_11_Report_Term_3_34004.pdf Generated: September 28, 2018	
	Year_11_Report_Term_2_pdf Generated: July 11, 2018	
Calendar	Vear_11,Report_Term_1.pdf	
 	Generated: April 13, 2018	
Files	January – December 2017	
	Parent Access – Calendar View	NUNDO - WORLS

# The Calendar view can quickly show you all upcoming events and deadlines that are relevant to your child. Simply hit *CALENDAR* on the left-hand side to bring up a list of upcoming events and deadlines.

GEN	FRAL	Calendar							EVENTS ON YOUR OWN CALENDAR If you use Apple iCal, Mozilla Calendar, or any other programme that fully supports the
0	Academics	Next 2 weeks							iCalendar standard, you can subscribe to these events in iCalendar format.
1000		Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	🛅 Subscribe to Ethan's Calendar
् ष ्र	Calendar Messages >	Today 2PM World War Two essay 👔	26 9AM Oral on Teenage issues using 3 photos - This must be taken by Thursday <b>()</b>	27 12:45PM Summative Assessment 4 ()	28	29	30	1	
REFE	Blog	2	3	4	5	6	7	8	
50 13	Attendance Reports	Upcoming Events or D	eadlines						
μ	Behaviour	25 Essay 🕒 Today at 2	200 PM						
	NT NOTICE BOARD &	SEP         Oral on Teenage iss           26         Oral         Thursday at	Stall     Oral on Teenage issues using 3 photos - This must be taken by Thursday ①       26     Orall     ① Thursday 1900 AM						
5 Q	Calendar Messages	SEP Summative Assessn 27 Reflection S Fri	nent 4 🕖 day at 12:45 PM						
ľ	Files								
https:/	//mercedes.managebac.com/parent/calen	dar							(?) Help



# Parent Access – Changing Details



By clicking your name in the top right-hand corner, you have the ability to change and update the following required information:

- a) Name
- b) Email address
- c) Password

All other fields on this page are optional and can remain blank.

You also have the User interface language as well. After clicking on your name, refer to the right-hand side of the screen, where you will see a dropdown box labelled UI LANGUAGE.

Click on it to select from the following languages:

English (عربی) Arabic Chinese (Traditional) (中國傳統的) Chinese (Simplified) (简体中文) Spanish (Español)

French (Français)

Japanese (日本語)

3. Hit the **blue SAVE** box at the bottom of the screen. This will take you back to your home screen, which should now be converted to your chosen language.

× .	2 March 1997					PROFILE PHOTO
GENERAL	Nathan Holdinghausen					
Academics	First Name*		Middle Name	Preferred Name		NH
Portfolio	Nathan					
Calendar	Last Name*		Other Name			Helevel Dhate
Q Profile	Holdinghausen					Opioad Prioto
👳 Messages >	Salutation	Date of Birth	Gender			CHANGE PASSWORD
Blog	\$	<b>#</b>			0	Change password
	1st Language		1st Nationality			UI LANGUAGE
CO		0			0	English
E Attendance	Add Language		Add Nationality			Spanish
E Keports	Contract Dataila					Arabic French
-U Behaviour	E-mail*		Country			Chinese (Simplified) Chinese (Traditional)
PARENT NOTICE BOARD					0	Japanese
Overview	Mobile Phone		Address			
Calendar	* +61 412 345 678					
🙊 Messages	Home Phone		Address II			
Files	* +61 412 345 678					
			City	State/Province	Postal Code	
	Work Details		Country			
			Country		0	
	Employer		Address			
	Employer		Address			
	E-mail		Address II			
			Additess II			
	Work Phone	Fax	City	State/Province	Postal Code	(?) Help