

## Parent Access – New users

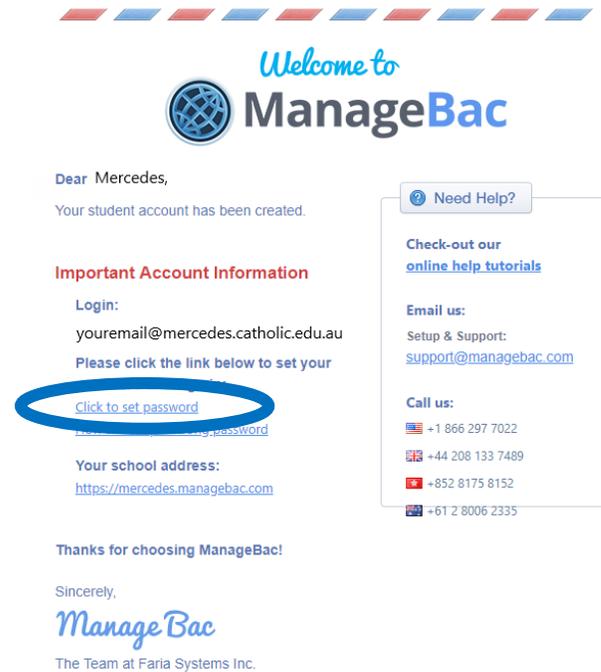
**\*Existing users, please refer to page 2: Parent Access – Logging in**

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.

**\*Note:** 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.

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



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.



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.

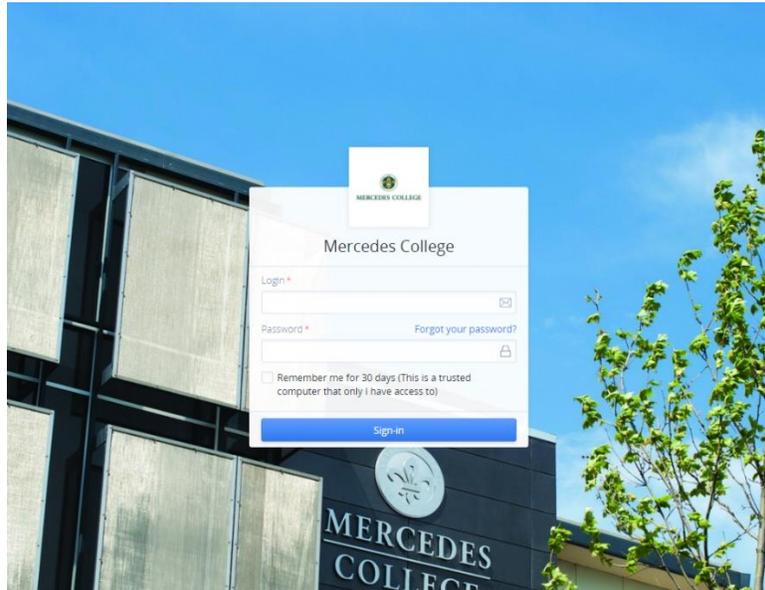
For extra assistance, please email:

Nathan Holdinghausen (Learning Management Systems Coordinator): [nholding@mercedes.catholic.edu.au](mailto:nholding@mercedes.catholic.edu.au).

## Parent Access – Logging in

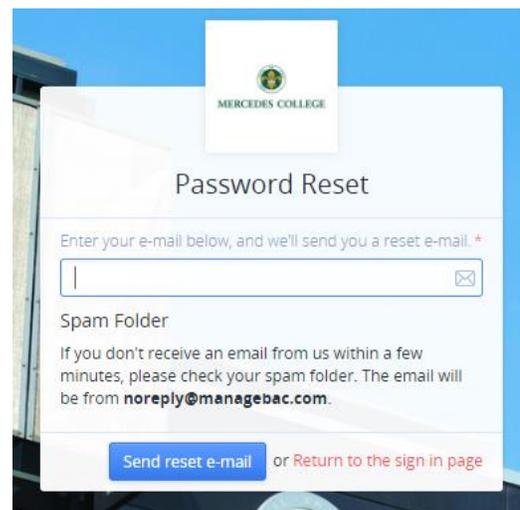
To log onto ManageBac, please navigate to this website: <https://mercedes.managebac.com/login>

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 e-mail”.



**\*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.

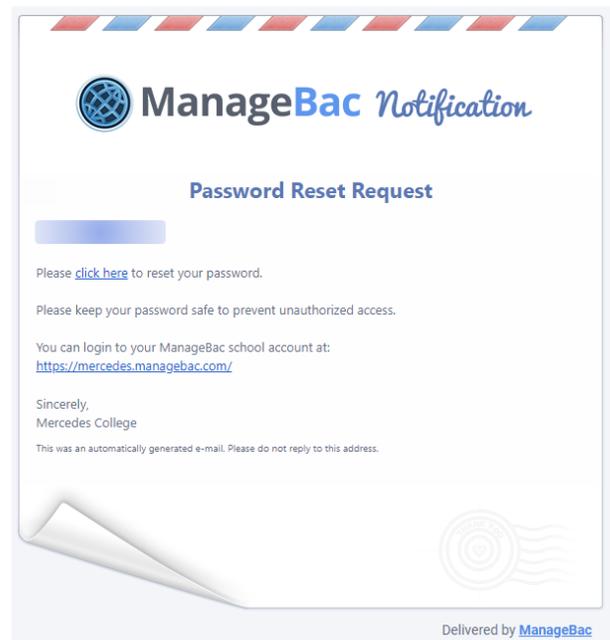
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3. Go to your email inbox and open the reset email from ManageBac.

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

4. Click the **blue** “click here” link in the email.



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.



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.

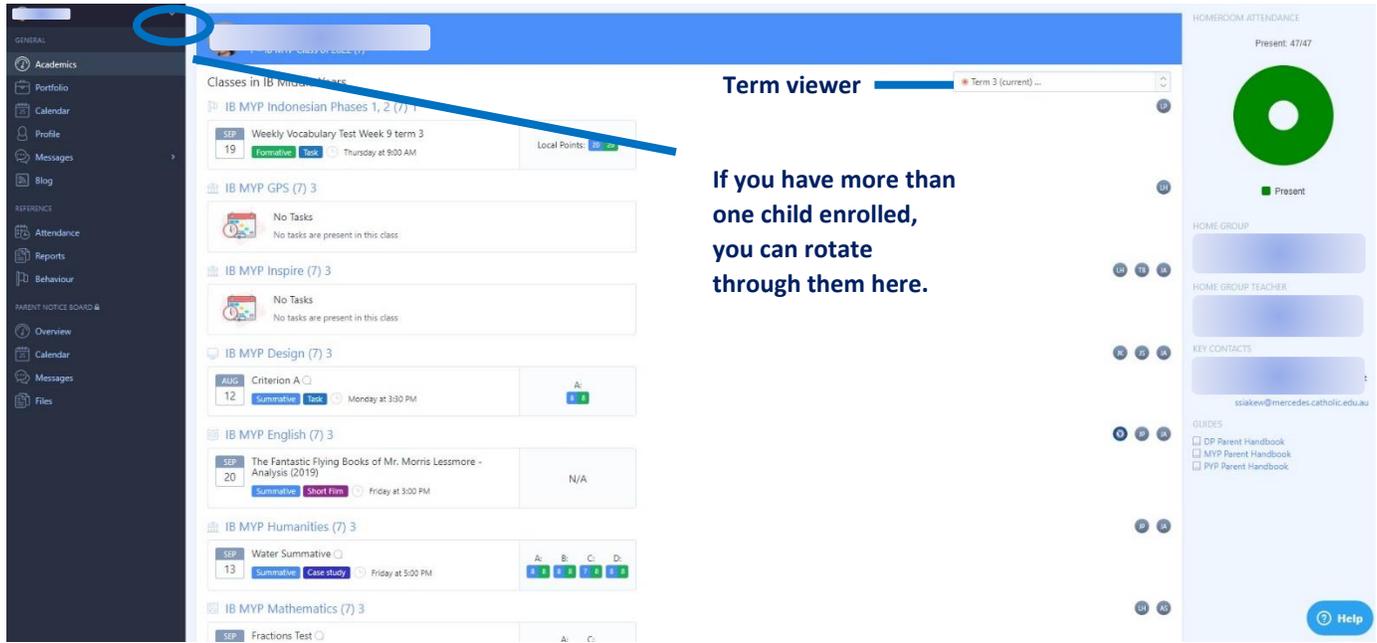
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# Parent Access – Navigating Student Progress

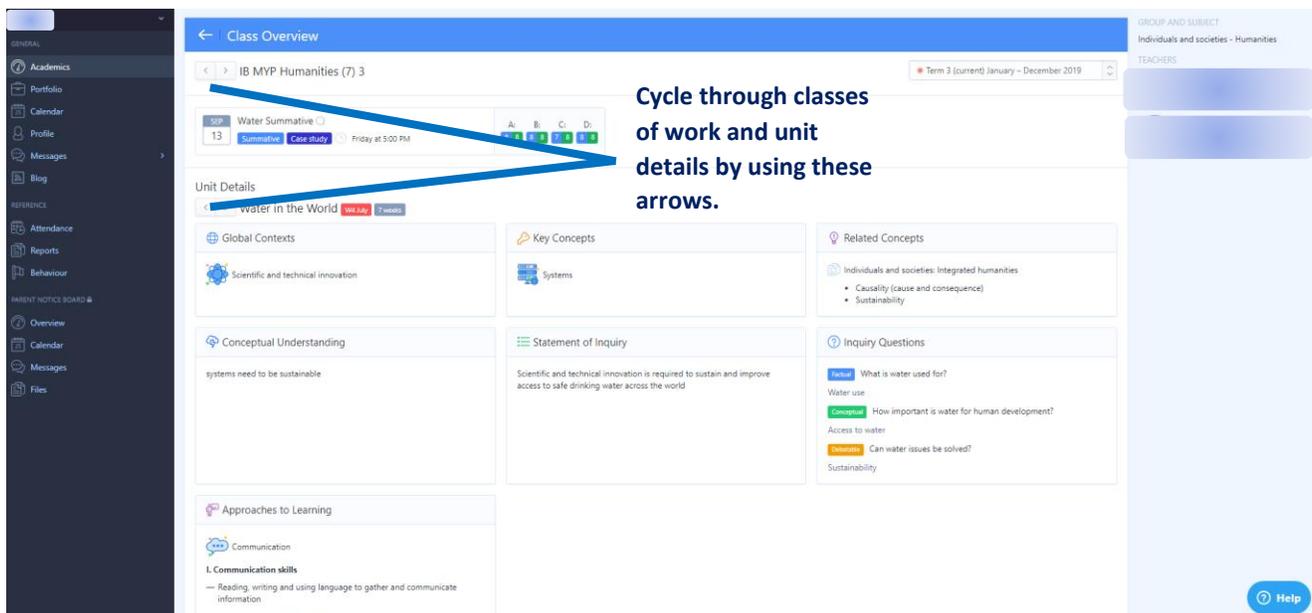
## 1. The default view is **ACADEMICS**

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.



## 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.

**\*Note:** Presently, there is no ability to view the full years work for a student.

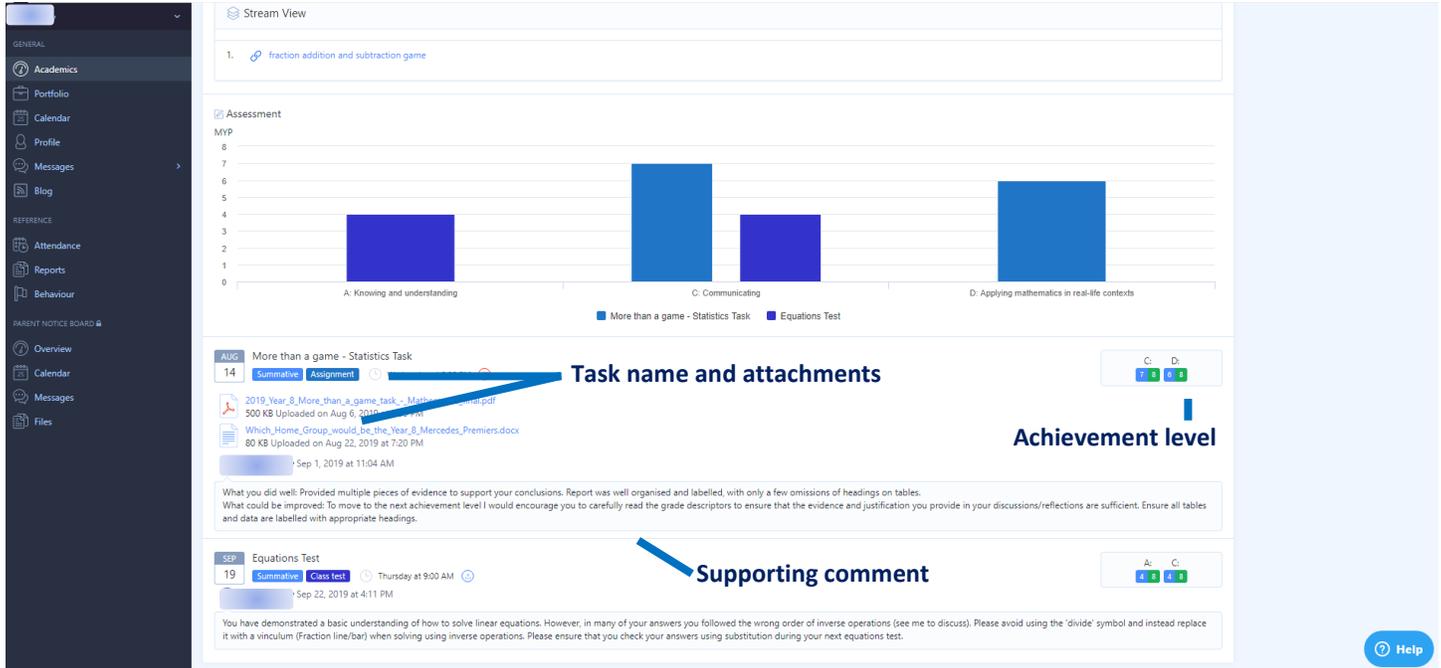


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- If any tasks have been completed for the term, they will be listed towards the bottom of the class page you have selected.

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



**\*Note:** 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.

- 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

Search unit by name		Filter	or Reset
FEB	Playing with the unknown: Whole number manipulation 9 weeks	0 Lessons	0 Tasks
W1	Last updated by [User]		
APR	Finding the value of an unknown 10 weeks	0 Lessons	0 Tasks
W2	Last updated by [User]		
JUL	Lines, angles and polygons 5 weeks	0 Lessons	0 Tasks
W2	Last updated by [User]		
AUG	Fractions: decimals and percentages 5 weeks	0 Lessons	0 Tasks
W3	Last updated by [User]		
OCT	Chance and Probability 9 weeks	0 Lessons	0 Tasks
W2	Last updated by [User]		
OCT	Measurement 4 weeks	0 Lessons	0 Tasks
W2	Last updated by [User]		
NOV	Transformations 4 weeks	0 Lessons	0 Tasks
W3	Last updated by [User]		

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## 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.

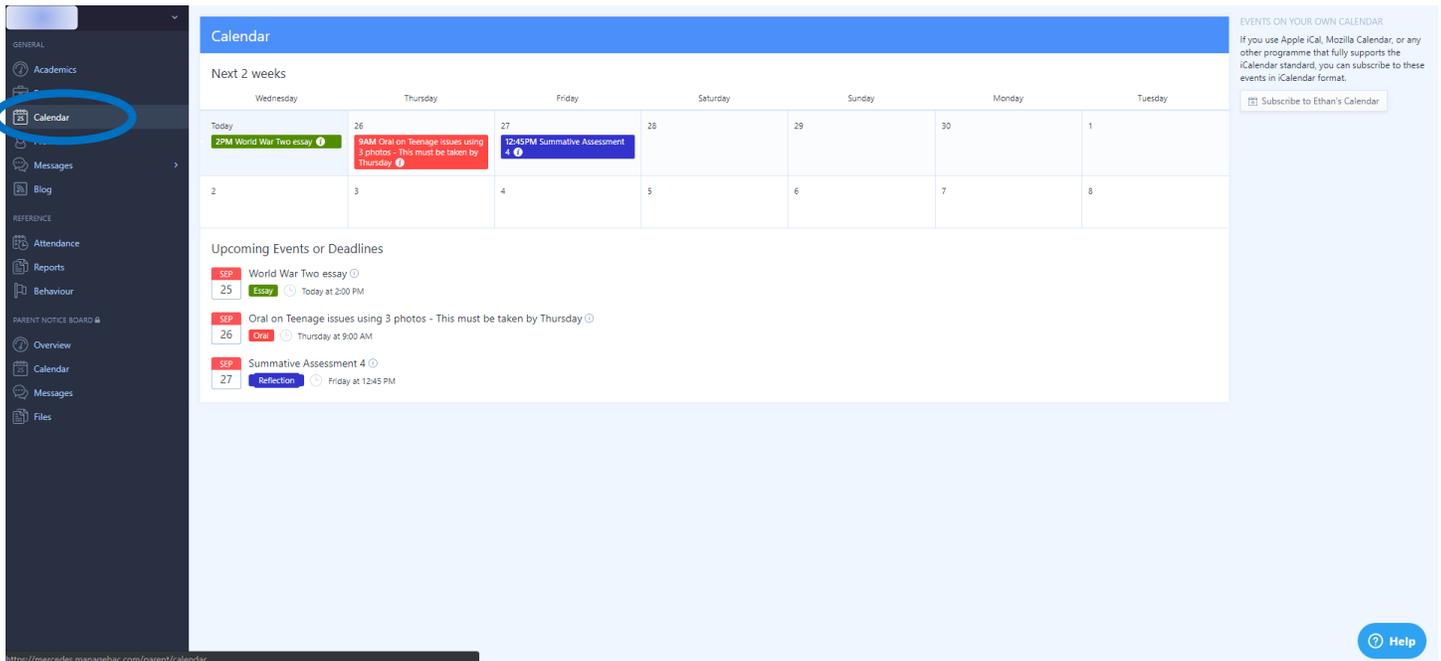


The screenshot shows the 'Reports' page in the parent access system. The left-hand navigation menu is visible, with 'Reports' highlighted and circled in blue. The main content area displays a list of reports organized by year:

- January – December 2019**
  - Year\_12\_Trial\_Examination\_Report.pdf (Generated: August 13, 2019)
  - Year\_12\_Semester\_1\_Report.pdf (Generated: July 3, 2019)
- January – December 2018**
  - Year\_11\_Term\_4\_Report.pdf (Generated: December 7, 2018)
  - Year\_11\_Report\_Term\_3\_34004.pdf (Generated: September 28, 2018)
  - Year\_11\_Report\_Term\_2.pdf (Generated: July 11, 2018)
  - Year\_11\_Report\_Term\_1.pdf (Generated: April 13, 2018)
- January – December 2017**
  - Year\_10\_Examination\_Report\_2017.pdf

## Parent Access – Calendar View

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.



The screenshot shows the 'Calendar' page in the parent access system. The left-hand navigation menu is visible, with 'Calendar' highlighted and circled in blue. The main content area displays a calendar for the next two weeks, showing various events and deadlines:

- Next 2 weeks**
  - Today: 2PM World War Two essay
  - 26: 9AM Oral on Teenage issues using 3 photos - This must be taken by Thursday
  - 27: 12:45PM Summative Assessment 4
- Upcoming Events or Deadlines**
  - 25: World War Two essay (Today at 2:00 PM)
  - 26: Oral on Teenage issues using 3 photos - This must be taken by Thursday (Thursday at 9:00 AM)
  - 27: Summative Assessment 4 (Friday at 12:45 PM)

There is also a 'Subscribe to Ethan's Calendar' button and a 'Help' button in the bottom right corner.

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## 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

Arabic (عربي)

Chinese (Simplified) (简体中文)

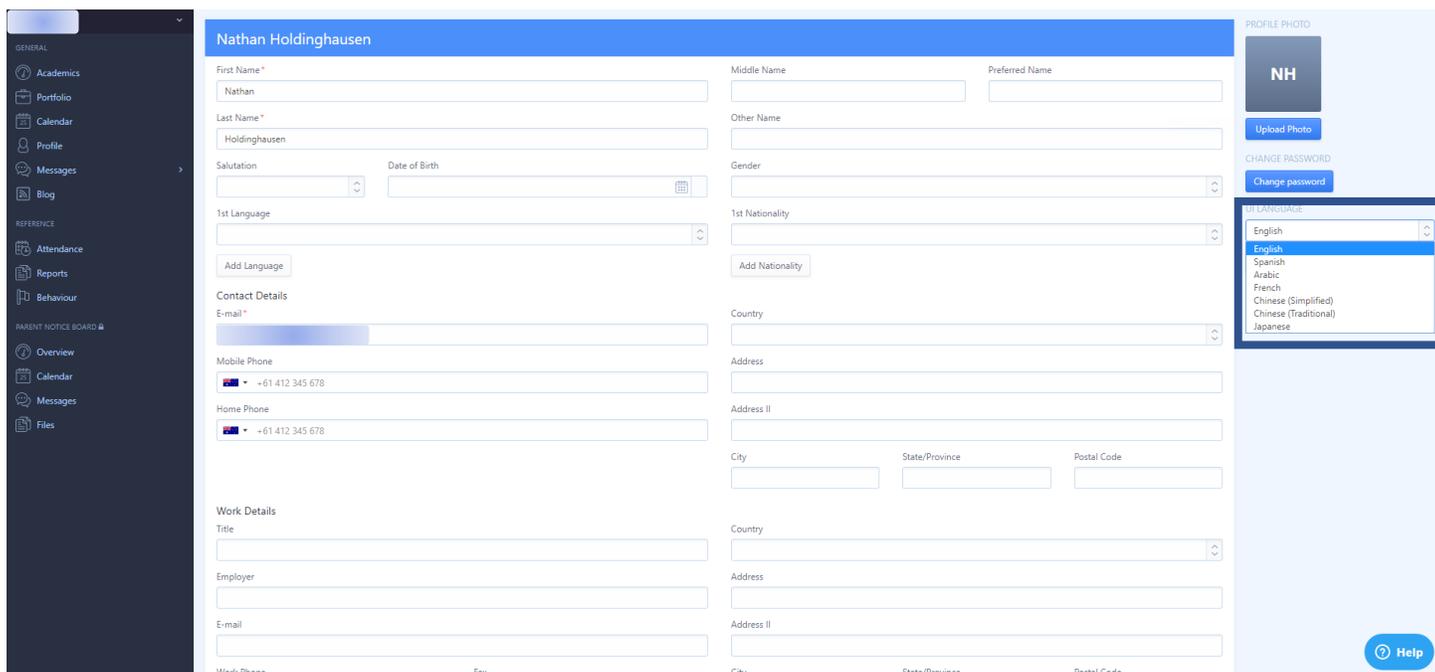
Chinese (Traditional) (中國傳統的)

French (Français)

Spanish (Español)

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.



The screenshot displays the profile page for Nathan Holdinghausen. The page is divided into several sections:

- GENERAL:** Includes navigation links for Academics, Portfolio, Calendar, Profile, Messages, and Blog.
- REFERENCE:** Includes Attendance, Reports, and Behaviour.
- PARENT NOTICE BOARD:** Includes Overview, Calendar, Messages, and Files.
- Profile Information:**
  - First Name: Nathan
  - Last Name: Holdinghausen
  - Salutation: [Dropdown]
  - Date of Birth: [Calendar]
  - Gender: [Dropdown]
  - 1st Language: [Dropdown]
  - 1st Nationality: [Dropdown]
  - Country: [Dropdown]
  - City: [Text]
  - State/Province: [Text]
  - Postal Code: [Text]
- Contact Details:**
  - E-mail: [Text]
  - Mobile Phone: +61 412 345 678
  - Home Phone: +61 412 345 678
- Work Details:**
  - Title: [Text]
  - Employer: [Text]
  - E-mail: [Text]
  - Work Phone: [Text]
  - Fax: [Text]
- UI LANGUAGE:** A dropdown menu is open, showing the following options: English, Spanish, Arabic, French, Chinese (Simplified), Chinese (Traditional), and Japanese. The 'English' option is selected.
- Profile Photo:** A photo placeholder with the initials 'NH' and an 'Upload Photo' button.
- Change Password:** A 'Change password' button.
- Help:** A 'Help' button in the bottom right corner.

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