

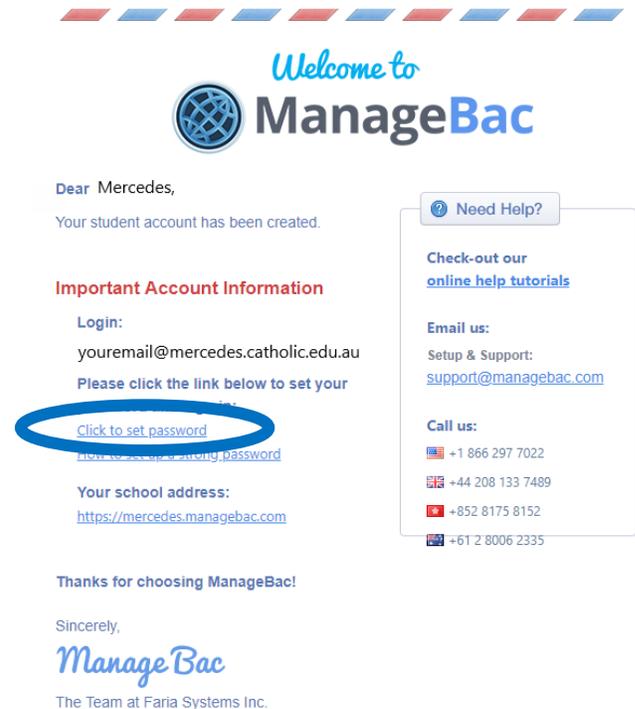
## Parent Access – New users

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.

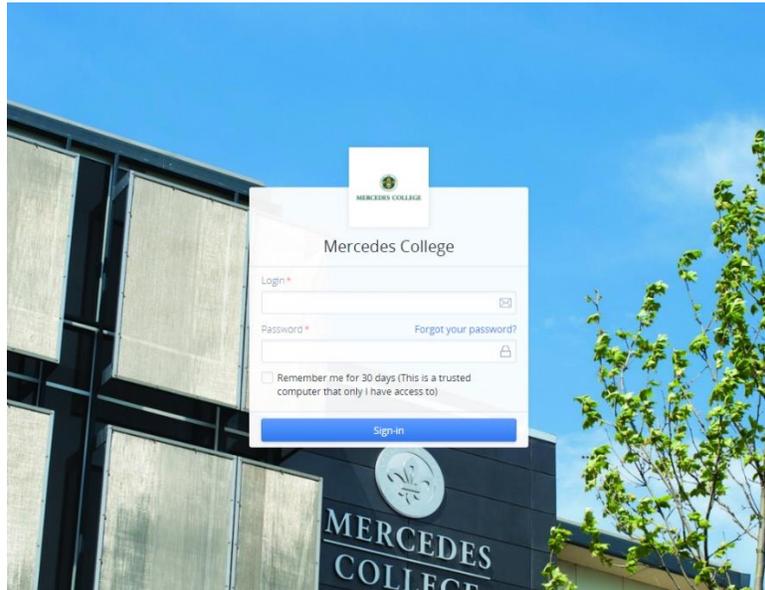
For extra assistance, please email:

Nathan Holdinghausen (Curriculum Applications Administrator) at: [nholding@mercedes.catholic.edu.au](mailto:nholding@mercedes.catholic.edu.au)

## Parent Access – Logging in

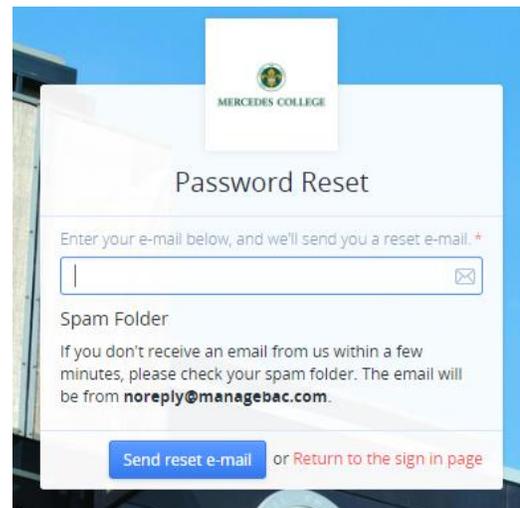
To log onto ManageBac, please navigate to this website: <https://mercedes.managebac.com/login>

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”.

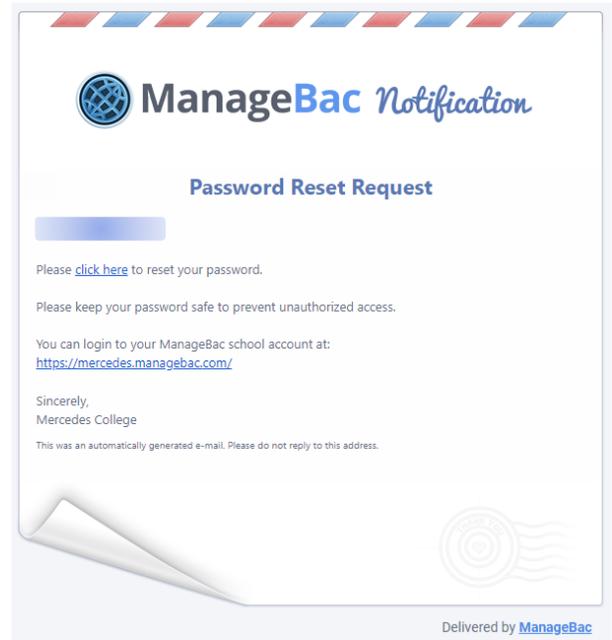


**\*Note:** After sending your reset email, it is recommended you close the browser. When you hit the link in the password reset email (indicated below), it will open in a new window. This should avoid your reset email taking you back to your standard login page and any possible caching issues.

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.



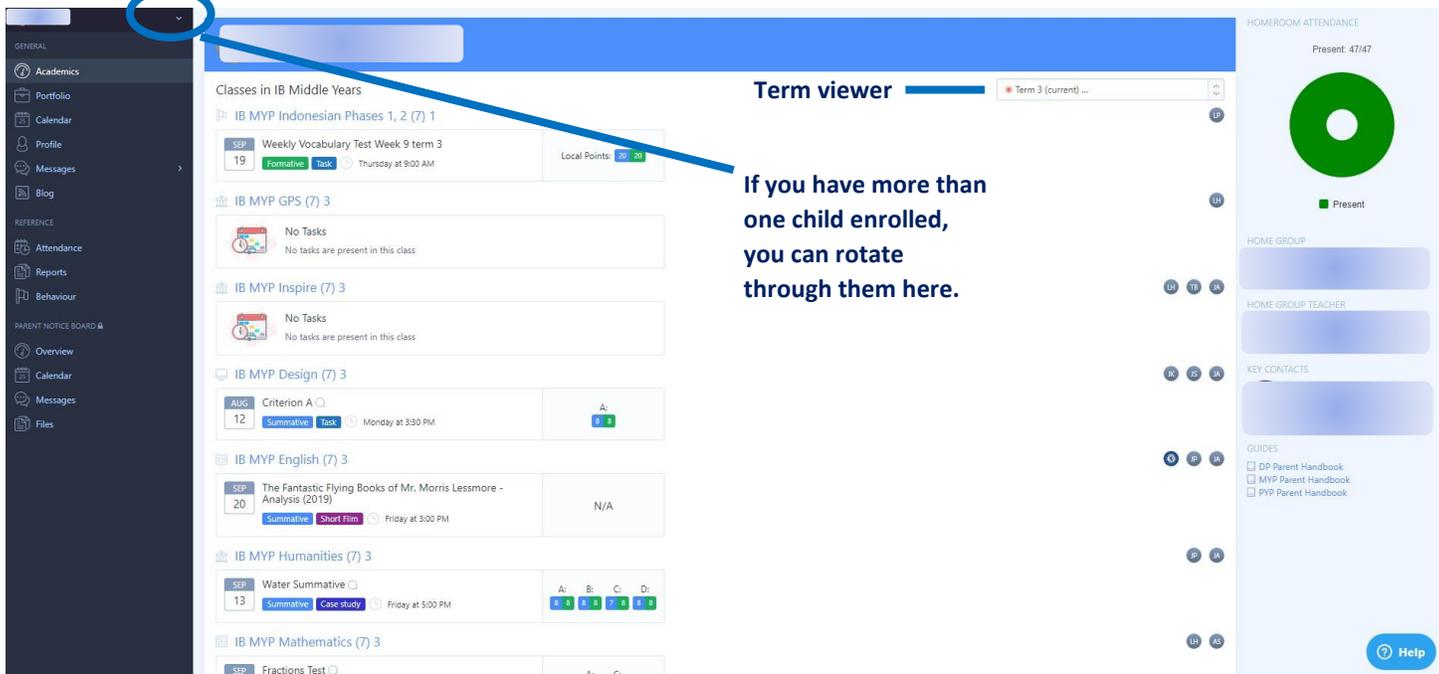
5. You should now be taken back to the ManageBac login page and be asked to enter a new password. The password needs to be a combination of characters, capitalization, numbers and/or symbols. You need the third box to turn **green**. This will indicate to you that your password is secure enough. You 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.
7. For extra assistance, please email Nathan Holdinghausen (Curriculum Applications Administrator) at: [nholding@mercedes.catholic.edu.au](mailto:nholding@mercedes.catholic.edu.au)

## 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.



**GENERAL**

- Academics
- Portfolio
- Calendar
- Profile
- Messages
- Blog

**REFERENCE**

- Attendance
- Reports
- Behaviour

**PARENT NOTICE BOARD**

- Overview
- Calendar
- Messages
- Files

**Classes in IB Middle Years**

**Term viewer** Term 3 (current ...)

IB MYP Indonesian Phases 1, 2 (7) 1

SEP Weekly Vocabulary Test Week 9 term 3  
19 Formative Task Thursday at 9:00 AM Local Points: 20

IB MYP GPS (7) 3

No Tasks  
No tasks are present in this class

IB MYP Inspire (7) 3

No Tasks  
No tasks are present in this class

IB MYP Design (7) 3

AUG Criterion A  
12 Summative Task Monday at 3:30 PM

IB MYP English (7) 3

SEP The Fantastic Flying Books of Mr. Morris Lessmore - Analysis (2019)  
20 Summative Short Film Friday at 3:00 PM N/A

IB MYP Humanities (7) 3

SEP Water Summative  
13 Summative Case study Friday at 5:00 PM A: B: C: D: 4 4 4 4

IB MYP Mathematics (7) 3

SEP Fractions Test  
Local Points: 20

**HOMEROOM ATTENDANCE**  
Present: 47/47

Present

**HOME GROUP**

**HOME GROUP TEACHER**

**KEY CONTACTS**

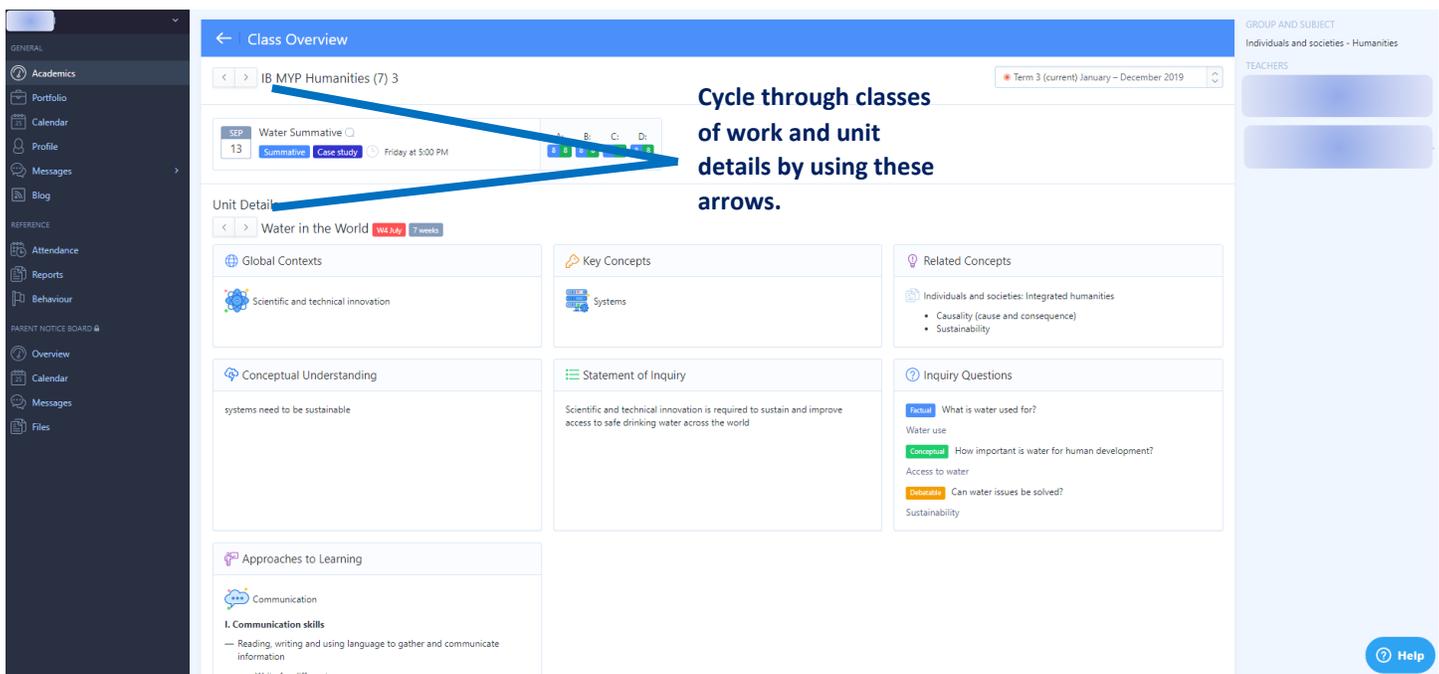
**GUIDES**

- DP Parent Handbook
- MYP Parent Handbook
- PYP Parent Handbook

Help

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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**Class Overview**

IB MYP Humanities (7) 3

Term 3 (current January – December 2019)

SEP Water Summative  
13 Summative Case study Friday at 5:00 PM A: B: C: D: 4 4 4 4

**Unit Detail**

Water in the World Wed July 7 weeks

**Global Contexts**

Scientific and technical innovation

**Key Concepts**

Systems

**Related Concepts**

Individuals and societies: Integrated humanities

- Causality (cause and consequence)
- Sustainability

**Conceptual Understanding**

systems need to be sustainable

**Statement of Inquiry**

Scientific and technical innovation is required to sustain and improve access to safe drinking water across the world

**Inquiry Questions**

**Factful** What is water used for?  
Water use

**Conceptual** How important is water for human development?  
Access to water

**Observable** Can water issues be solved?  
Sustainability

**Approaches to Learning**

Communication

**I. Communication skills**

- Reading, writing and using language to gather and communicate information
- Write for different purposes

**GROUP AND SUBJECT**  
Individuals and societies - Humanities

**TEACHERS**

Help

- 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.

The screenshot displays a 'Stream View' interface with a sidebar on the left containing navigation options like 'Academics', 'Portfolio', 'Calendar', 'Profile', 'Messages', 'Blog', 'Attendance', 'Reports', 'Behaviour', 'Overview', and 'Files'. The main content area shows a bar chart titled 'Assessment' with the following data:

Task	More than a game - Statistics Task	Equations Test
A: Knowing and understanding	4	4
C: Communicating	7	4
D: Applying mathematics in real-life contexts	6	6

Below the chart, two task entries are shown:

- Task 14 (AUG 14):** 'More than a game - Statistics Task'. It includes attachments for a PDF and a DOCX file. The achievement level is C-.
- Task 19 (SEP 19):** 'Equations Test'. It is a summative class test. The achievement level is A-.

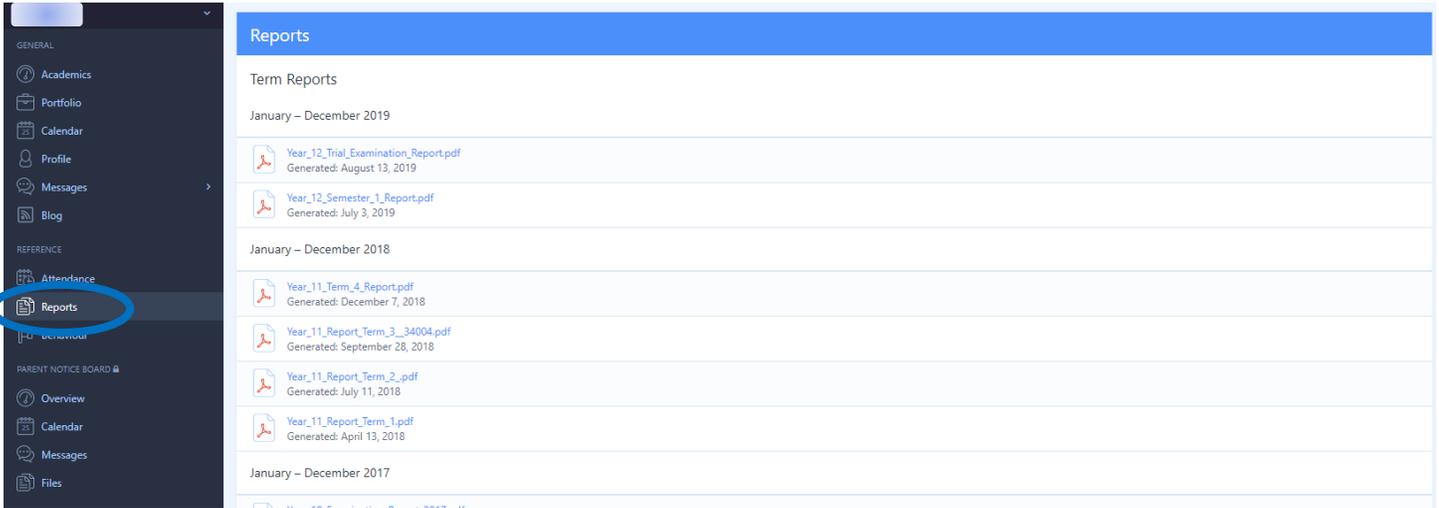
Annotations on the screenshot point to the 'Task name and attachments' and 'Supporting comment' sections of the task entries.

**\*Note:** There should be a comment listed for at least all summative tasks to accompany the grade, be it SACE, DP or MYP. For any further clarification on student grades or progress, please feel free to email the subject teacher. For all other assistance with obtaining parent access, please email:

Nathan Holdinghausen (Curriculum Applications Administrator): [nholding@mercedes.catholic.edu.au](mailto:nholding@mercedes.catholic.edu.au)

## 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.



**Reports**

Term Reports

January – December 2019

- Year\_12\_Trial\_Examination\_Report.pdf  
Generated: August 13, 2019
- Year\_12\_Semester\_1\_Report.pdf  
Generated: July 3, 2019

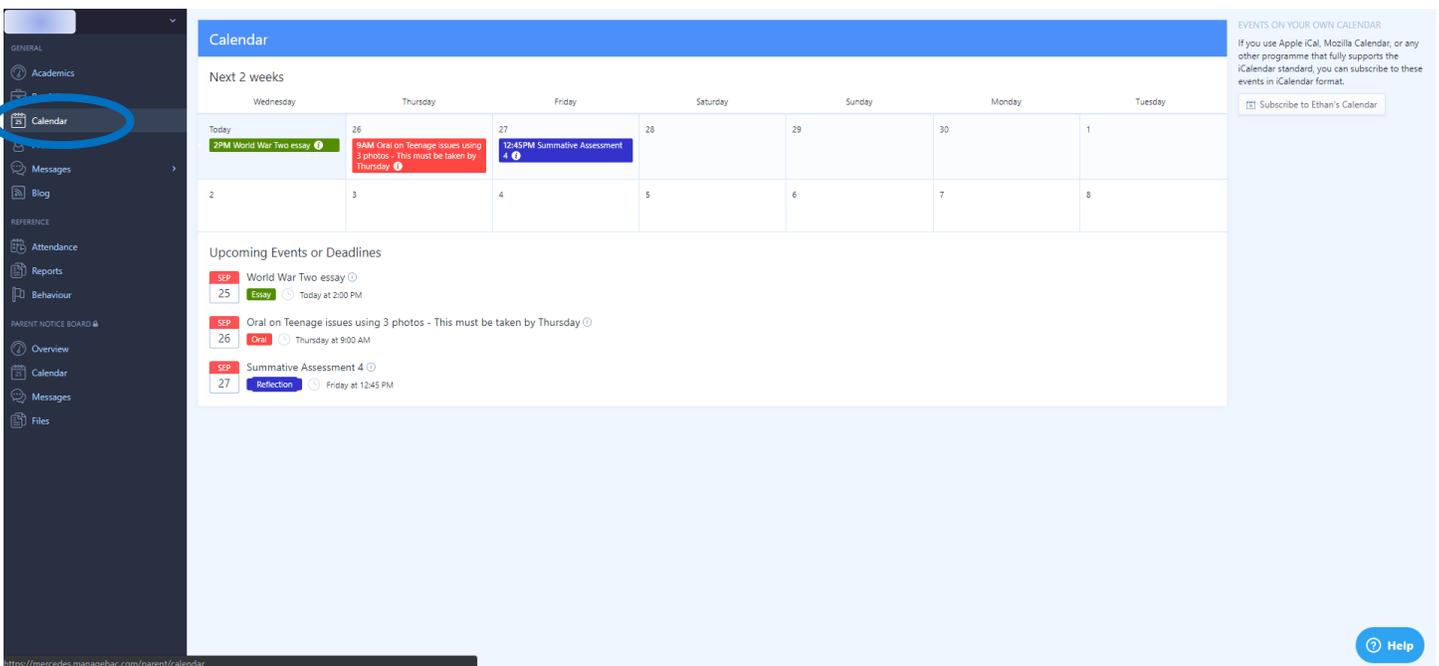
January – December 2018

- 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

## 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 for the next fortnight.



**Calendar**

Next 2 weeks

Today	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
25 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	28	29	30	1	
2	3	4	5	6	7	8	

Upcoming Events or Deadlines

- SEP 25 World War Two essay (Essay) Today at 2:00 PM
- SEP 26 Oral on Teenage issues using 3 photos - This must be taken by Thursday (Oral) Thursday at 9:00 AM
- SEP 27 Summative Assessment 4 (Reflection) Friday at 12:45 PM

EVENTS ON YOUR OWN CALENDAR

If you use Apple iCal, Mozilla Calendar, or any other programme that fully supports the iCalendar standard, you can subscribe to these events in iCalendar format.

Subscribe to Ethan's Calendar

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

Arabic (عربي)

Chinese (Simplified) (简体中文)

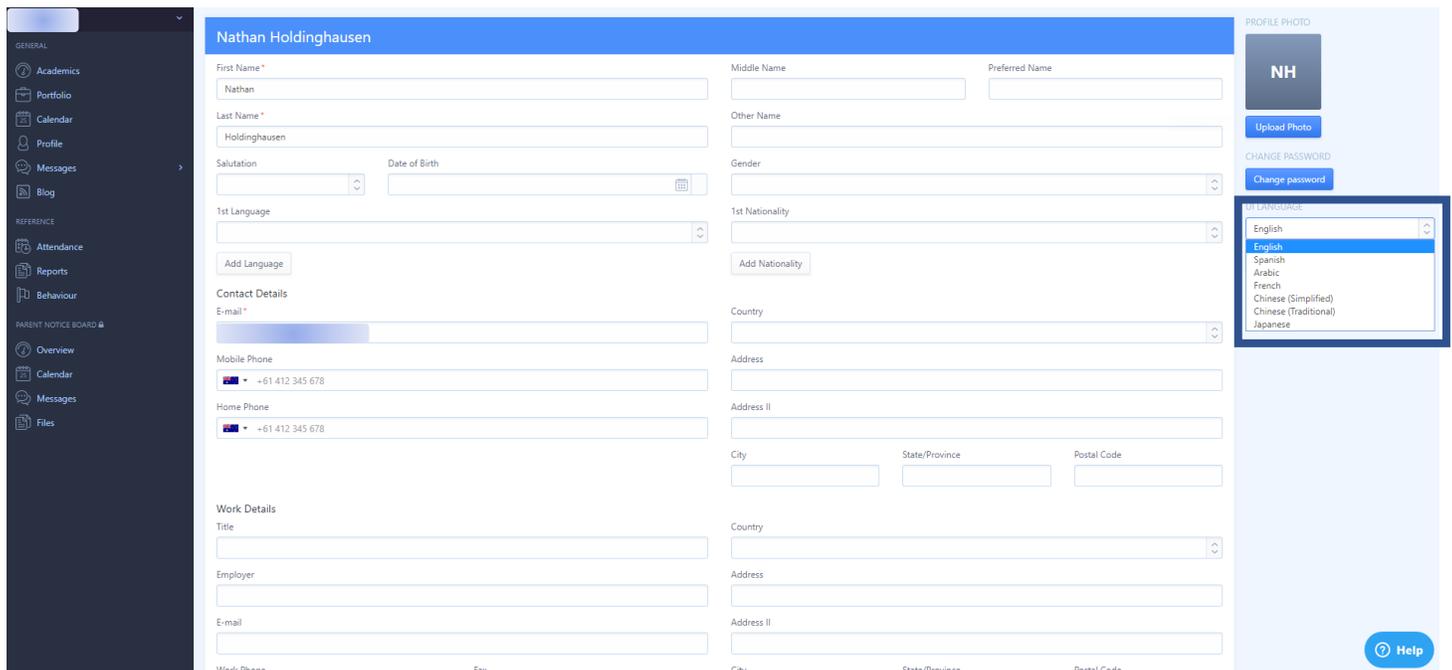
Chinese (Traditional) (中國傳統的)

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 'Parent Access' profile page for Nathan Holdinghausen. The page is divided into several sections: GENERAL, REFERENCE, CONTACT DETAILS, and WORK DETAILS. The '1st Language' dropdown menu is open, showing a list of languages: English, Spanish, Arabic, French, Chinese (Simplified), Chinese (Traditional), and Japanese. The 'English' option is selected. The page also includes a 'PROFILE PHOTO' section with an 'Upload Photo' button and a 'CHANGE PASSWORD' section with a 'Change password' button. A 'Help' button is located in the bottom right corner.

For all other assistance with obtaining parent access, please email:

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