CORNERSTONE INTERNATIONAL ACADEMY
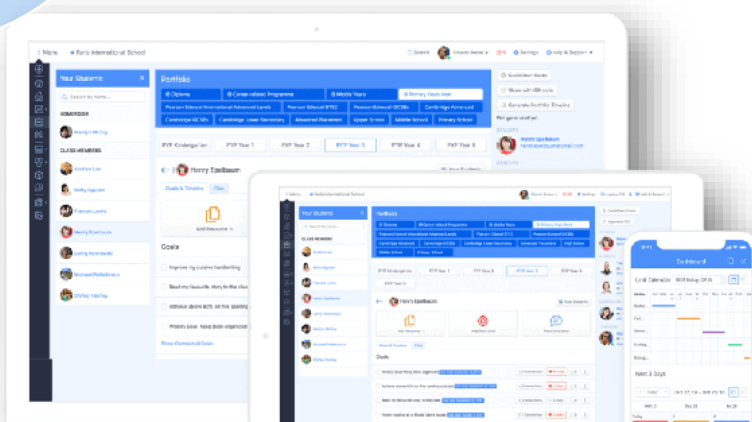
ManageBac
Parental Guide

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Introduction

ManageBac is an online Learning Management System used to develop our school's curriculum. It's academic uses includes Planning, Assessing and Reporting. We also use ManageBac for attendance and tracking student behavior.

The **Managebac** App can be installed from the Google Playstore for Android Devices, Apple App store for IOS devices and can also be accessed via the Web App with any Web Browser

Parent Sign Up

Parent will receive a welcome email from the school with a link to set up their password on ManageBac. Kindly complete the process within 7 days as the link expires after this period.

Forgotten Password

If a parent has an existing account but cannot remember their password, kindly select the **"Forgot your Password"** and enter your email address to reset your password
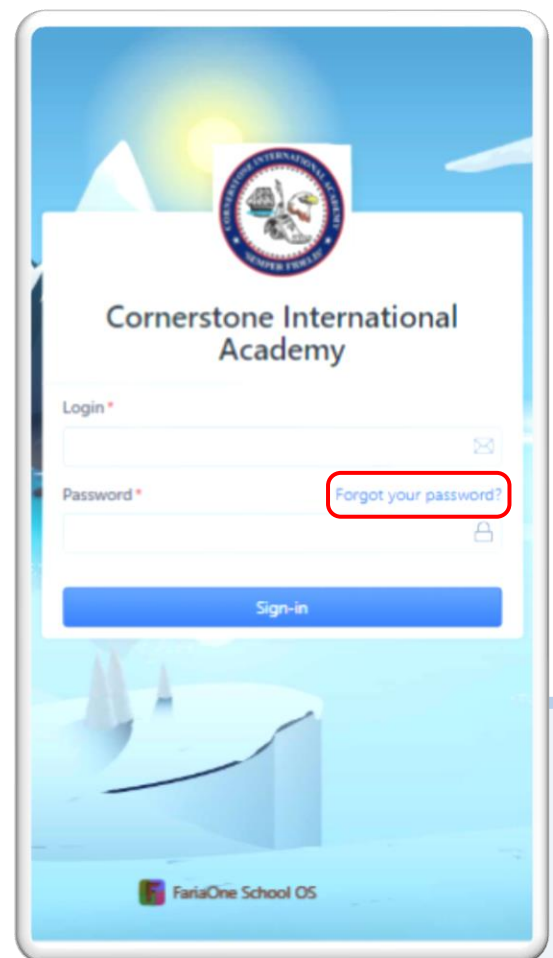
Note: Open any web browser and navigate to Cornerstoneinternational.managebac.com to login via the Web App
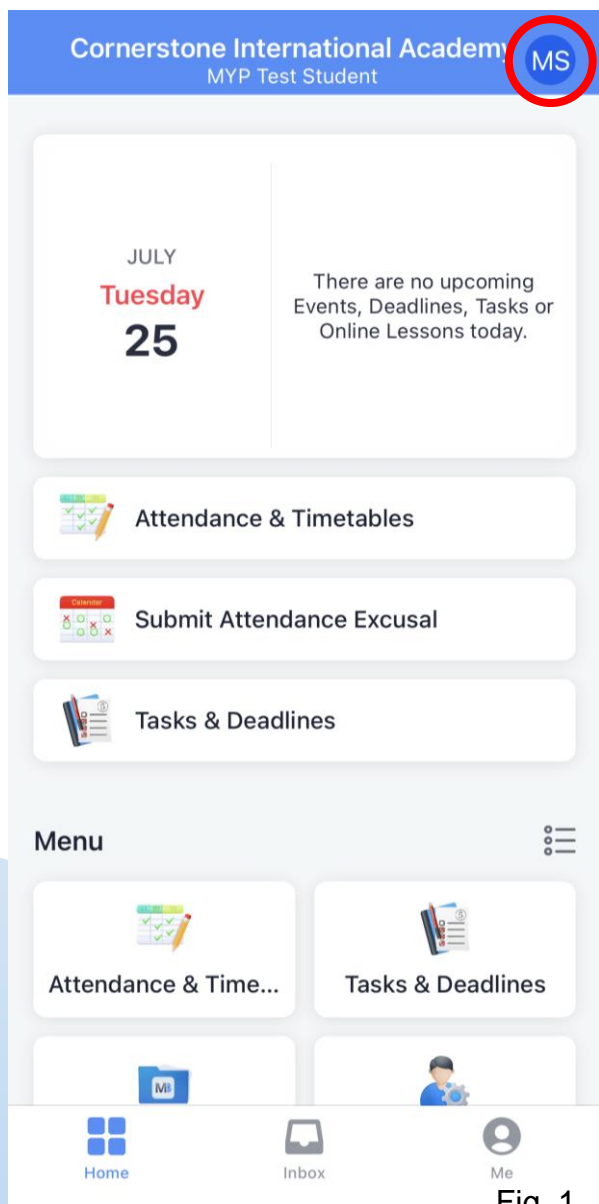
Switch Between Children

Fig. 1

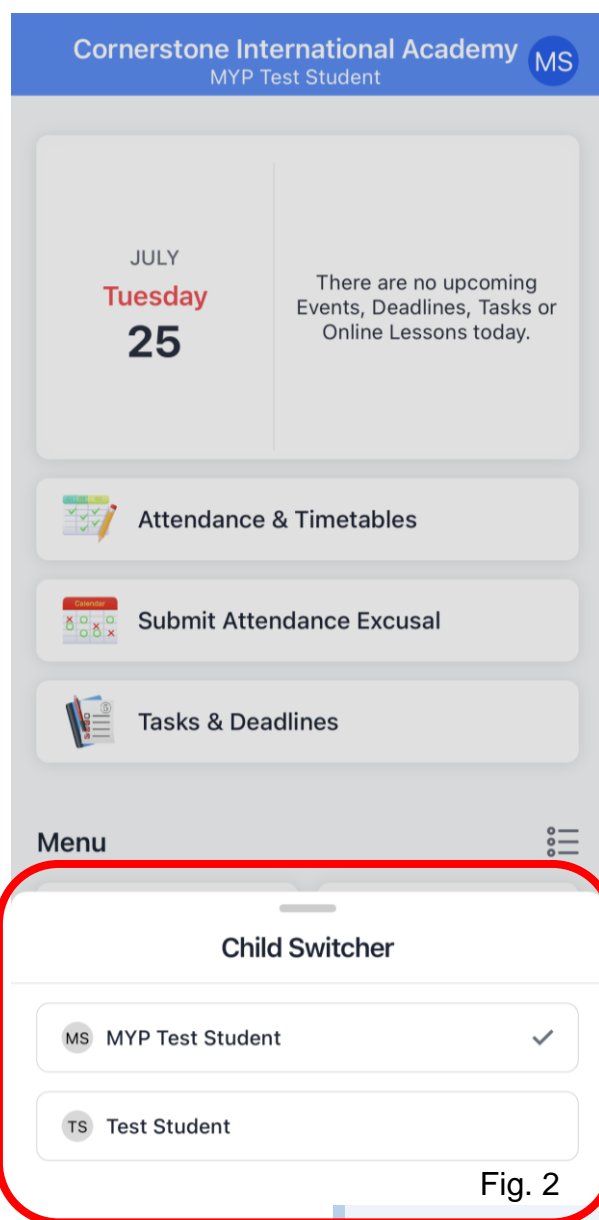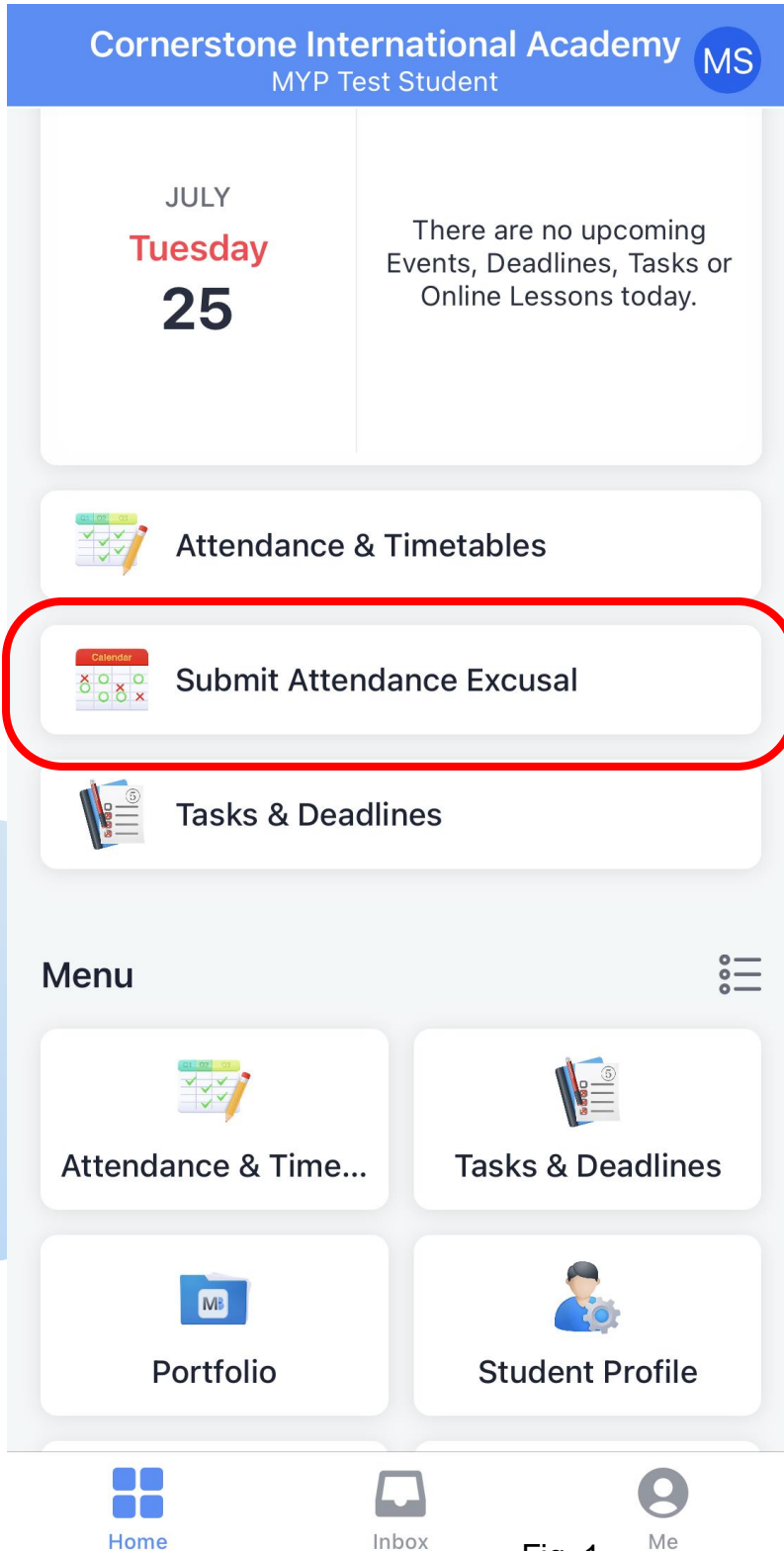On the **Home** screen, Tap on the profile Icon at the top right corner of your screen as shown in Fig. 1

Fig. 2

In the **Child Switcher** pop up Menu, choose the Child you want to switch profiles to as shown in Fig. 2

Submit Attendance Excusal

Fig. 1

On the **Home** screen, Tap on the **"Submit Attendance Excusal"** as shown in Fig. 1
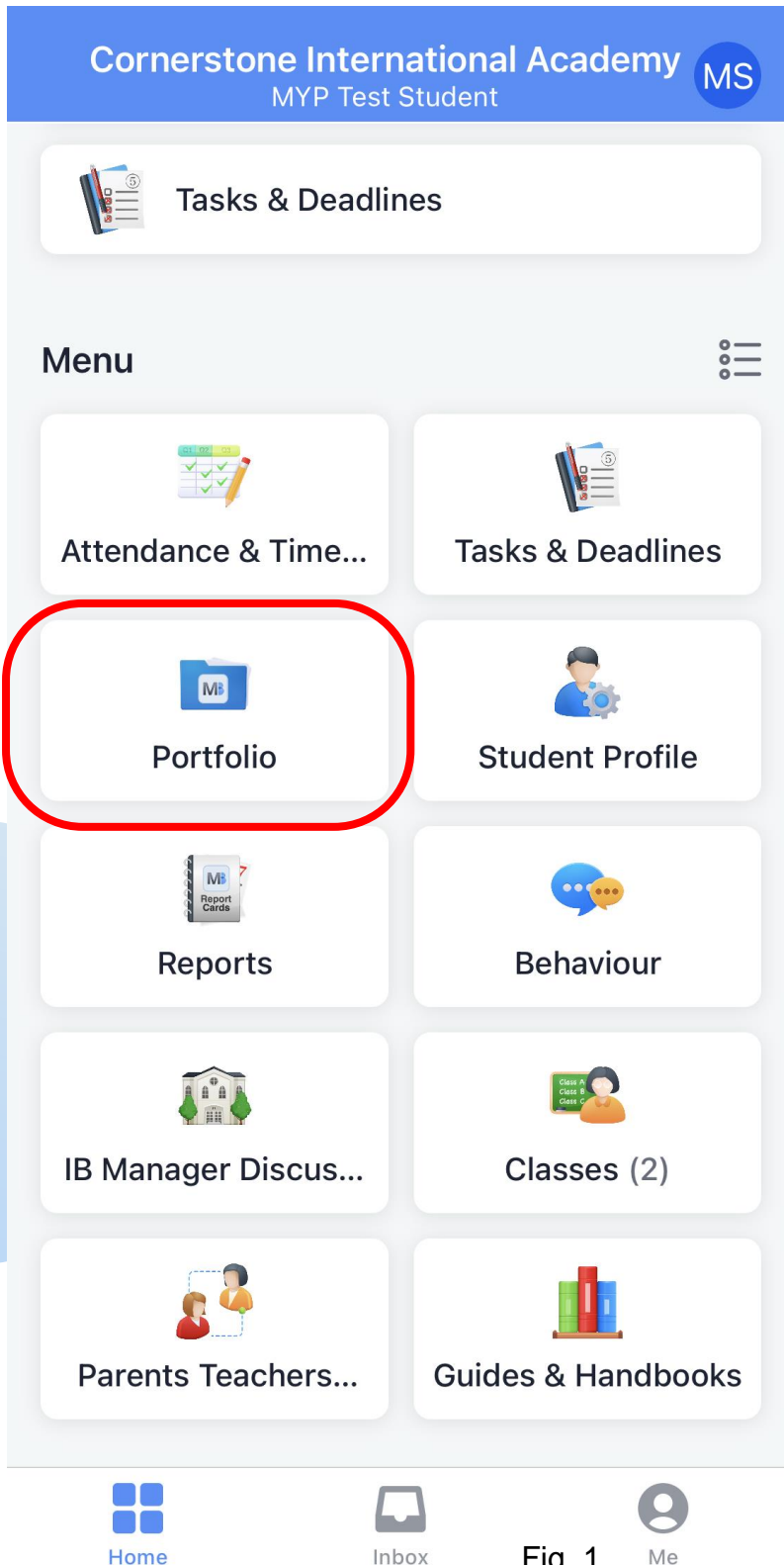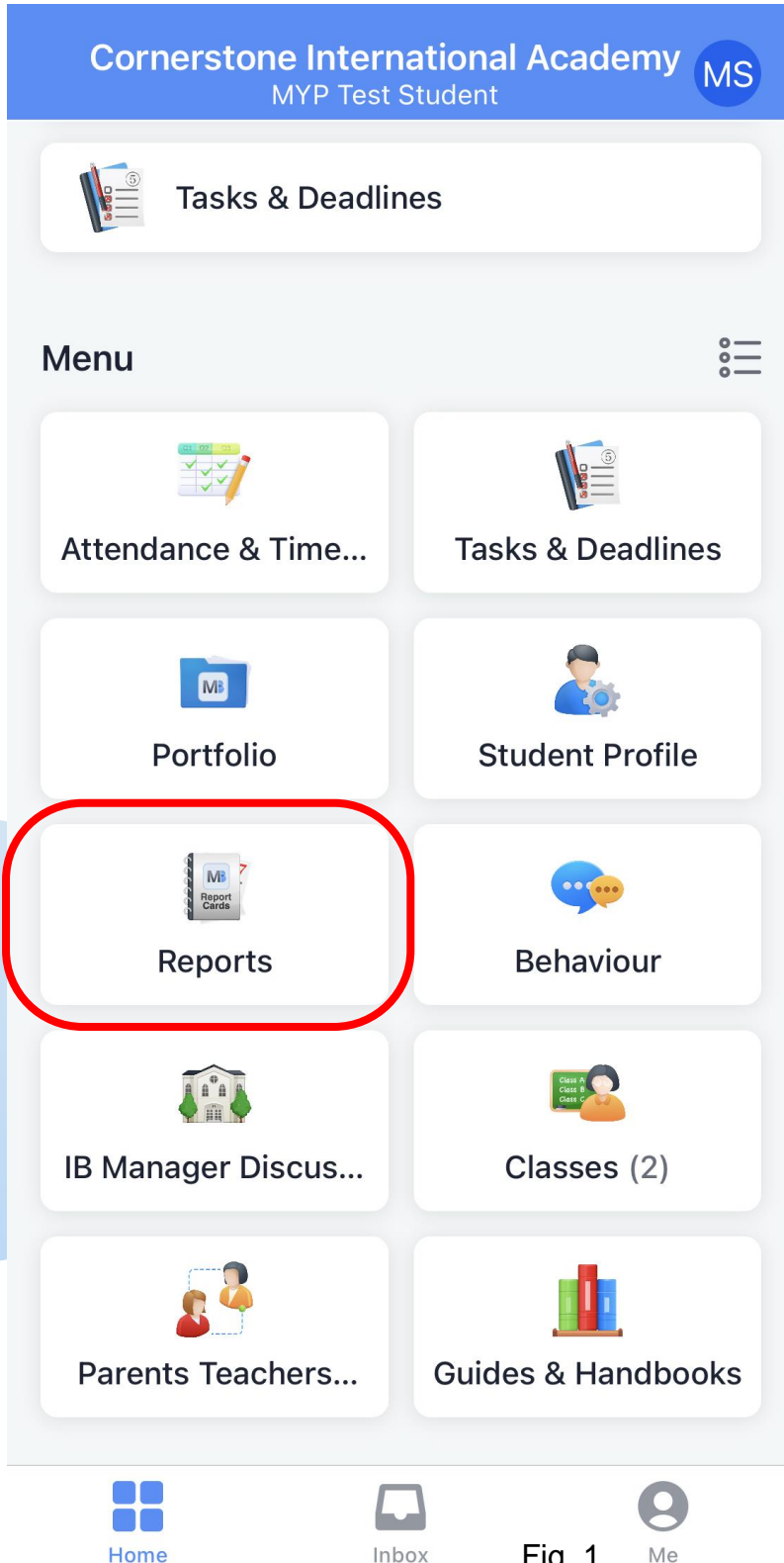
Accessing your Child's Portfolio

Fig. 1

Swipe up to access the **Menu** section of the **Home** screen, Tap on the **"Portfolio"** as shown in Fig. 1

Note: Parents do not have access to add files to a child's Portfolio but can view files, like, star and comment on them.

Accessing your Child's Reports

Cornerstone International Academy
MYP Test Student
MS

Tasks & Deadlines

Menu

Attendance & Time...	Tasks & Deadlines
Portfolio	Student Profile
Reports	Behaviour
IB Manager Discus...	Classes (2)
Parents Teachers...	Guides & Handbooks

Home   Inbox   Fig. 1   Me

In the **Menu** section of the **Home** screen, Tap on the **"Reports"** as shown in Fig. 1
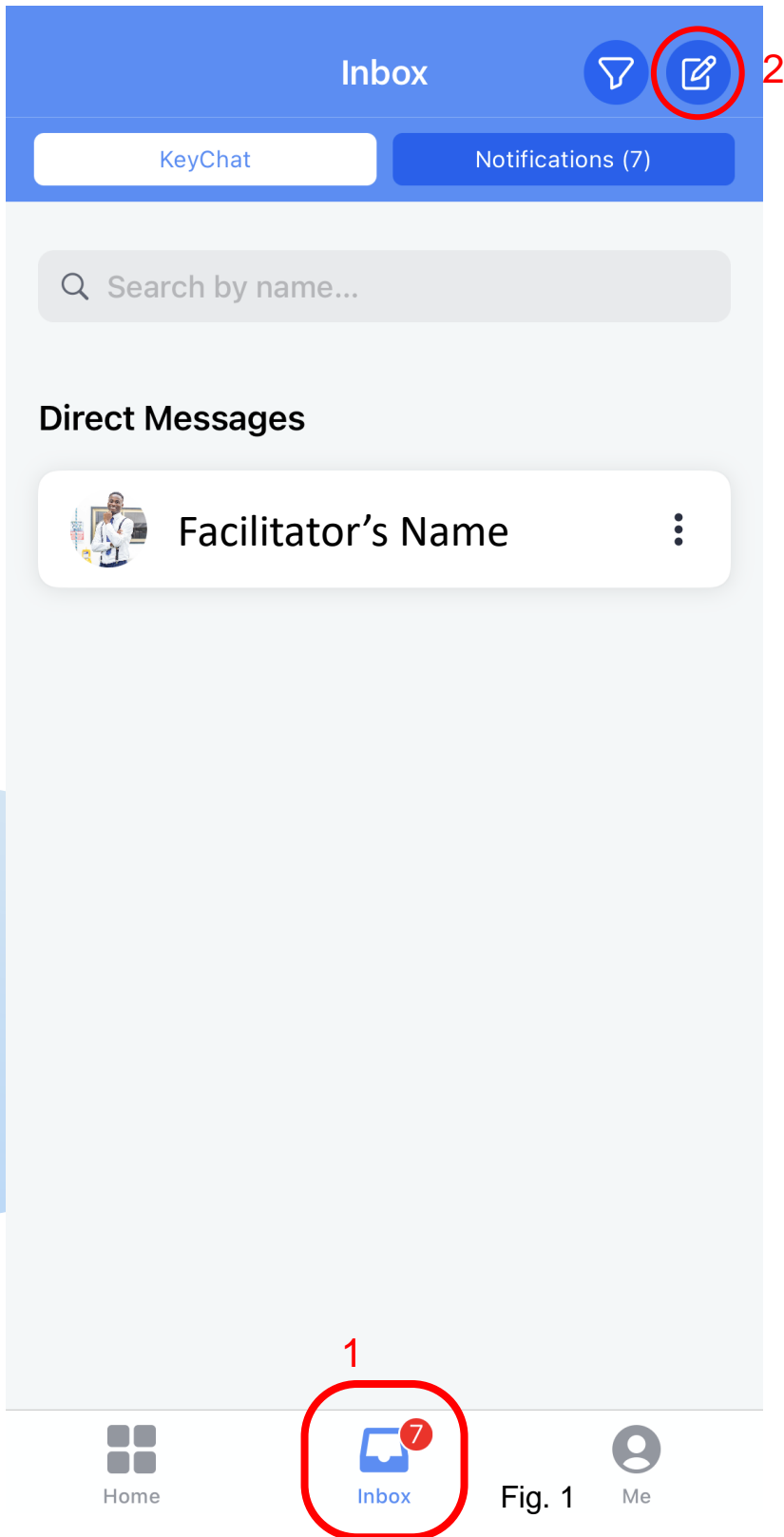
Using the Chat feature

Fig. 1

On the **Navigation Bar** at the bottom of the screen, select **Inbox**, Tap on the New Chat icon at the top right corner as shown in Fig. 1 to send a new message to a Facilitator.

Note: Select the Name of the facilitator to enter an existing chat.

Accessing Notifications

In the **Inbox** tab, Tap on the **Notifications** button shown in Fig. 1 to access the notifications
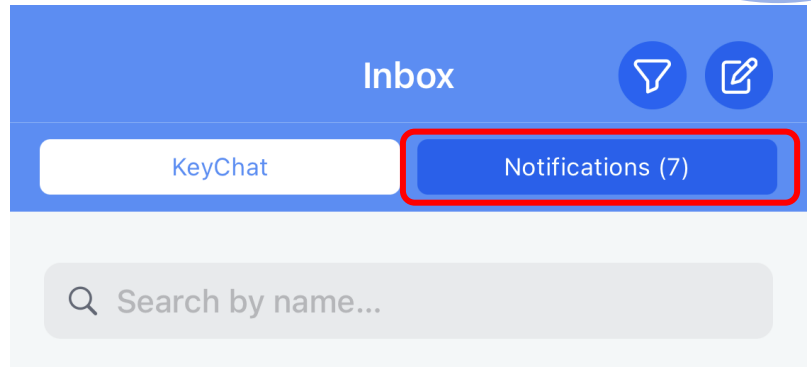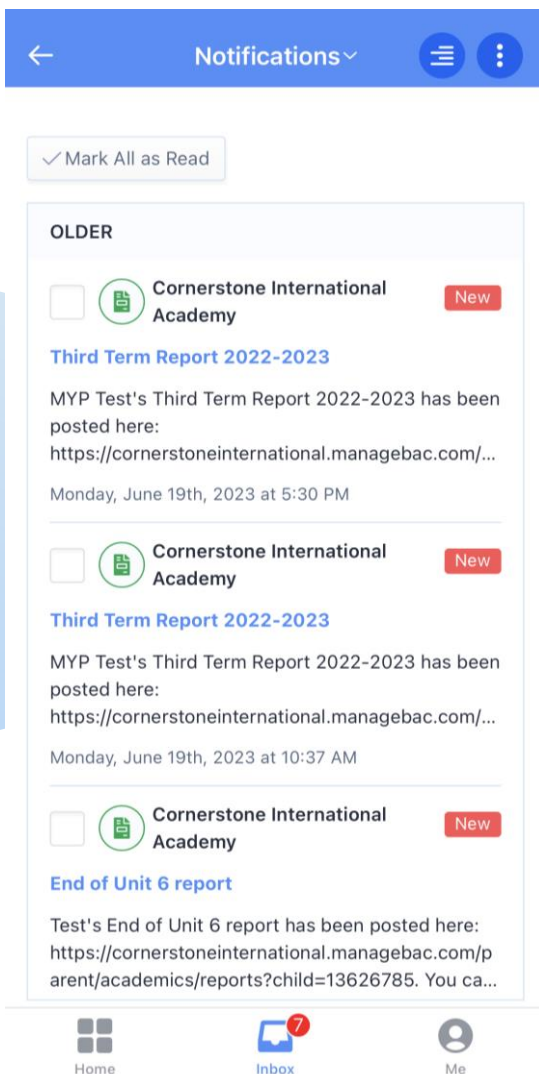

Fig. 1

All available notifications will be displayed on the notification page as shown in Fig. 2.

Scroll to access more notifications below

Uploading Files in Student's Profile

Please note that files can only be uploaded from a Student's account.

Kindly **Log Out** of parents account and **Log In** with the **Student's Account.**

Exploring Student Portfolio

In the Main Menu, click on Portfolio

The **Portfolio** tab shows the **Goals & Timeline.** Goals or resources added to the Portfolio will be listed in chronological order.
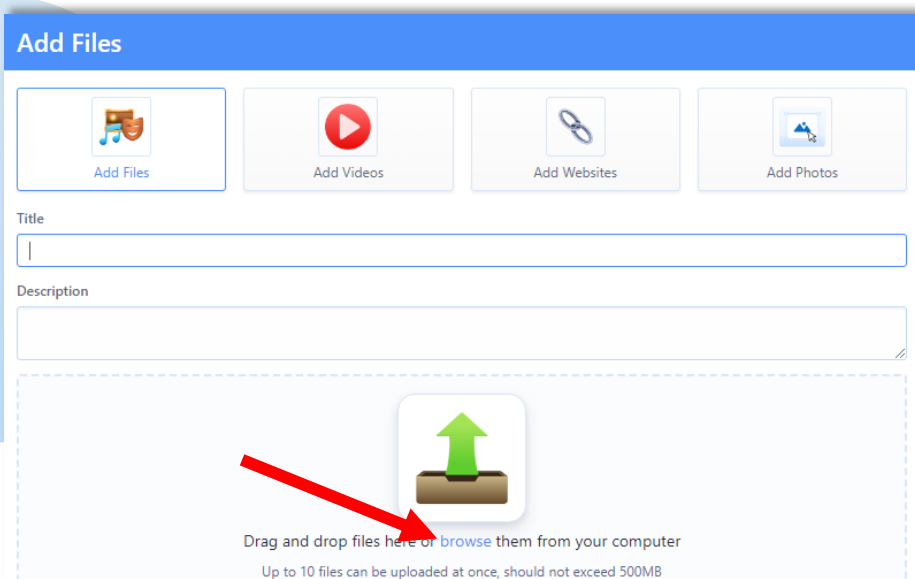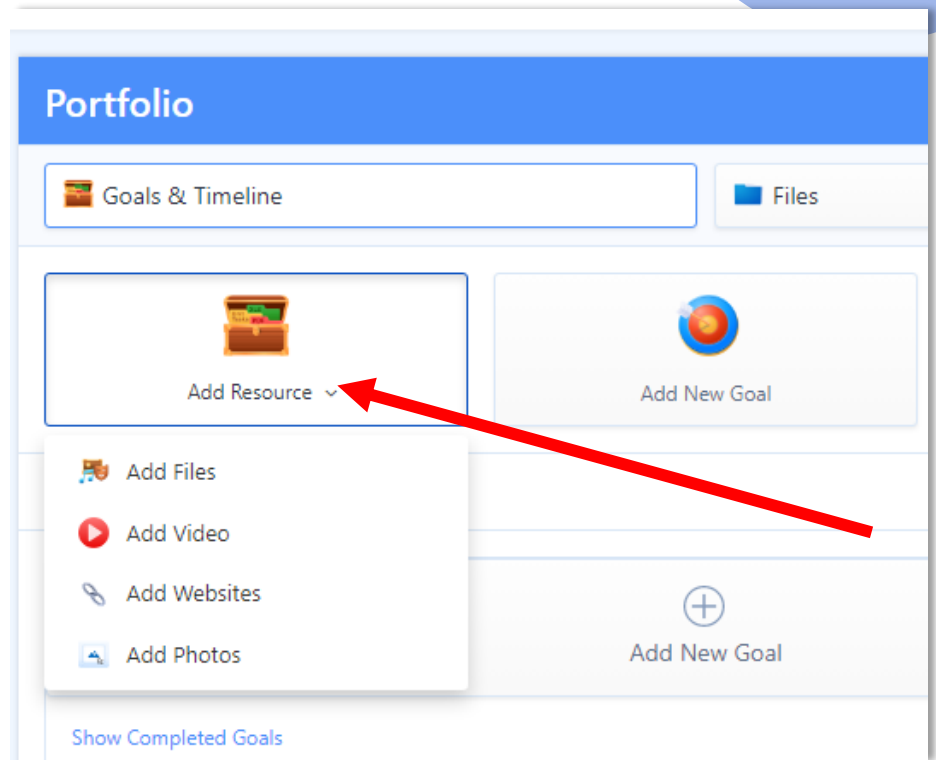
The **Files** tab shows folders for the different components and subjects of the academic programme.

Adding Files to Student Portfolio

In the **Portfolio** tab, choose "**Add Resource".**

In the pop up Menu, choose "Add Files".

Portfolio

Goals & Timeline   Files

Add Resource ⌄   Add New Goal

- Add Files
- Add Video
- Add Websites
- Add Photos

Show Completed Goals   Add New Goal

Add Files

Add Files   Add Videos   Add Websites   Add Photos

Title

Description

Drag and drop files here or browse them from your computer
Up to 10 files can be uploaded at once, should not exceed 500MB

Add a title and description.

Drag and drop the File you wish to upload or use the "Browse" to select the file via the Windows Explorer or File Manager.