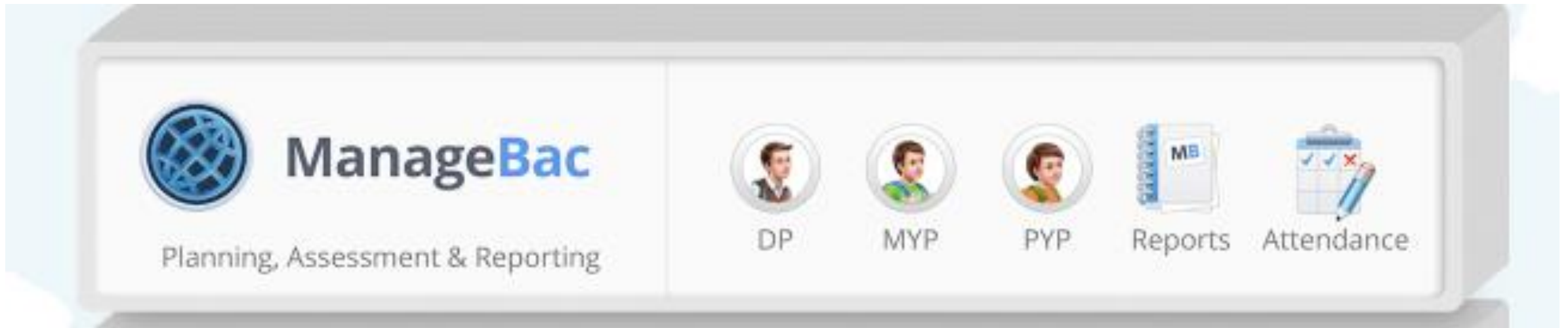


Welcome to ManageBac




Type in the following web address

- <https://srhsib.managebac.com/>

Signing On

Secure | <https://srhsib.managebac.com/login>



Sebastian River High School

You have been logged out.

Login *

Password *

[Forgot your password?](#)

☐ Remember me for 30 days (This is a trusted computer that only I have access to)

Sign-in

Homepage Overview

LaunchPad ManageBac Subject Centre Logout Everywhere

Menu Sebastian River High School

GENERAL

- Dashboard
- Calendar
- IB Manager

ACADEMICS

- Portfolio
- Reports
- Reflections
- Groups

Dashboard

Hi, [Redacted Name]

Welcome to ManageBac!

You do not currently have any upcoming events or deadlines.

Latest Activity

Diploma Class of 2018 (DP Grade 11)

Message	Calculus Tutor Needed--Earn CAS Hours	Jaime Sturgeon	Mar 10, 2017
Message	4 Things--including Scholarship Info	Jaime Sturgeon	Mar 9, 2017
Message	2nd Annual Twisted Tail Ribfest Volunteers Needed	Jaime Sturgeon	Mar 3, 2017
Message	Liberty Science Day--Directions	Jaime Sturgeon	Feb 27, 2017
Message	Fellsmere Mentors will meet Thursday	Jaime Sturgeon	Feb 27, 2017

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SRHS

Student Guide

PARENTS

CS Christine Sturgeon

KEY CONTACTS

JS Jaime Sturgeon
DP Coordinator, CAS Coordinator
m: +1 772-564-4369
sturg1221@yahoo.com

Susan Sturgeon
DP Coordinator
susan.sturgeon@indianriverschools.org

Subject Centre

- Default D
- Default E
- Theory of Knowledge
- Extended
- Creativity, Criticality & Service
- Resource

Bro

Menu options

Recent messages from
IB Coordinator

Your name appears

If you have added
parent

Coordinator Contact Info
Sturgeon is the contact

Where to find CAS

Click on IB Manager



You can watch a video if
You want to

LaunchPad ManageBac Subject Centre

Menu Sebastian River High School

GENERAL


- Dashboard
- Calendar
- IB Manager
- CAS**
- Extended Essay
- Plan
- Messages
- Calendar
- Files
- Members

ACADEMICS

- Portfolio
- Reports
- Reflections
- Groups


CAS Worksheet

CAS Experiences



Creativity, Activity & Service

Learn more about CAS through our short introduction video or [Add CAS Experience](#) to get started today!



How to Add a CAS Experience


Menu Sebastian River High School

GENERAL

- Dashboard
- Calendar
- IB Manager
- CAS**
- Extended Essay
- Plan

CAS Worksheet


CAS Experiences

 Creativity, Activity & Service




Learn more about CAS through our short introduction video or [+ Add CAS Experience](#) to get started today!

[+ Add CAS Experience](#)

OVERALL CAS PROGRESS

 **To Be Determined**

LEGEND

-  Approved
-  Complete
-  Rejected

Click on either place

CAS Worksheet Page Overview—I will break down this page in the next few slides

[←](#) CAS Worksheet

Add CAS Experience

Experience Name *

☐ CAS Project

Strands

Creativity

0.0

hours

Activity

0.0

hours

Service

0.0

hours

Type of Service Action

☐ Direct☐ Indirect☐ Advocacy☐ Research

Approaches

☐ Ongoing☐ School-based☐ Community-based☐ Individual

Start date *

March 13, 2017

End date *

March 13, 2017

Supervisor Name

Supervisor Title

Supervisor E-mail

Supervisor contact number

Description and Goals

Please select your targeted learning outcomes

☐ Strength & Growth☐ Initiative & Planning☐ Collaborative Skills☐ Ethics of Choices & Actions

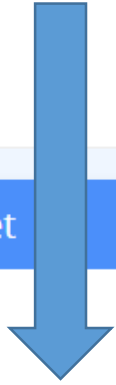
☐ Challenge & Skills☐ Commitment & Perseverance☐ Global Engagement

Add CAS experience or Cancel

Adding a CAS Experience

Put the cursor in the box under Experience Name
Type in the Activity Name

If this is your CAS Project, click this box
If NOT, don't click the box



[←](#) CAS Worksheet

Add CAS Experience

Experience Name *

It's in the bag

Strands

Creativity

0.0

hours

Activity

0.0

hours

Service

0.0

hours

Type of Service Action

☐ Direct

☐ Indirect

☐ Advocacy

☐ Research

☐ CAS Project

Notice **Creativity** and **Activity** are colorful because I clicked on them
Service is dull—I did not click on it
Once the box is colorful, place your cursor in the box.
Arrows will appear, so that you can add the hours

Add CAS Experience

Experience Name *

It's in the bag

☐ CAS Project

Strands

Creativity	4	hours	Activity	4	hours	Service	3	hours
------------	---	-------	----------	---	-------	---------	---	-------

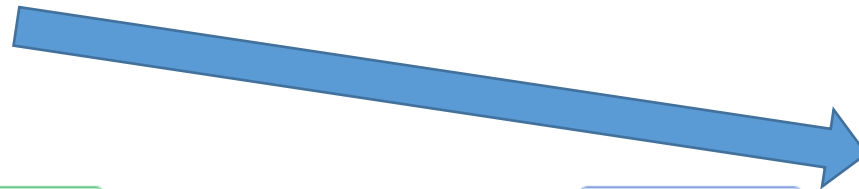
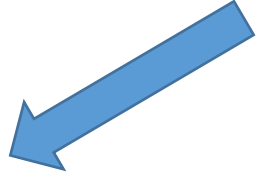
Type of Service Action

☐ Direct ☐ Indirect ☐ Advocacy ☒ Research

For type of Service Action, you can only click on DIRECT, INDIRECT, ADVOCACY, or RESEARCH if you entered hours for service. If you only put hours in for Creativity and/or Activity, you cannot highlight Type of Service Action.

I was able to click on RESEARCH because I put 3 hours in for SERVICE.

Approaches
You may select more than approach:
Ongoing
School-based
Community-based
Individual



Approaches

☒ Ongoing

☐ School-based

☐ Community-based

☒ Individual

Start date *

March 13, 2017



End date *

March 23, 2017



Supervisor Name

Jaime Sturgeon

Supervisor Title

IB Coordinator

Supervisor E-mail

jaime.sturgeon@indianriverschools.org

Supervisor contact number

772-564-4369

Description and Goals



Select the start date and end date using calendar icon

Who is the Supervisor of your activity?
Supervisor's Title?
Email?
Phone number?
For illustration purposes I placed myself as
Supervisor

Sometimes I will be your Supervisor, but
Many times it will be someone else

In the text box “Description and Goals”, you will write the goal you have for the activity. You should base what you write on the Targeted Learning Outcomes Below. For example: I stated that I want to work on being more committed and an activity like It’s in the bag will help.

Make sure you write a DESCRIPTION of the activity (which I did NOT do below in the example). I did write the goal.



Description and Goals

My goal is to become more committed in activities. Knowing that It's in the bag meets every Wednesday after school, I have selected this activity because it will force me to be at a specific place and at a specific time each week. I will work on.....

Please select your targeted learning outcomes

☐ Strength & Growth

☐ Initiative & Planning

☐ Collaborative Skills

☐ Ethics of Choices & Actions

☐ Challenge & Skills

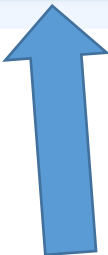
☒ Commitment & Perseverance

☐ Global Engagement

Add CAS experience or Cancel



You are allowed to select more than 1 Targeted Learning Outcomes



Once you have completed this section, click Add CAS experience
If you EXIT the page WITHOUT adding the experience, it will be LOST

Adding Reflections and Evidence to your CAS Activity

← CAS Worksheet

SummaryReflections & Evidence

It's in the bag

C S Ongoing Direct

March 14, 2017 - March 14, 2017

4 hours

Description and Goals

My goal is to become more committed in activities. Knowing that It's in the bag meets every Wednesday after school, I have selected this activity because it will force me to be at a specific place and at a specific time each week. I will w
on.....

Learning Outcomes:

1. Show commitment to and perseverance in CAS experiences

IB Coord Jaime Sturgeon

564-4369 jaime.sturgeon@indianriverschools.org

Supervisor Review

Please comment on the student's progress, effort and commitment:

Supervisor Review Not Completed

Message Board

Your note will be automatically delivered via e-mail.

Post Note

EXPERIENCE STATUS

To Be Determined

Add Reflections & Evidence

Edit Experience

Delete Experience

NEXT STEPS

Once you have completed your experience and submitted reflections or CAS questions, you can request that your Experience Supervisor complete your review online.

Or you can turn in your signed CAS Completion form to your Coordinator:

CAS Completion Form

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You can email me by typing a note
In the message board.
I automatically get an email

You can edit your experience: change description/goal,
Ongoing, direct, name, supervisor, etc.
Add reflections
Delete Experience

Your reflection (MUST complete 1 per CAS activity) can be written, a video, photos, website, etc. Below are a series of bullet points to help you as you reflect. Once done, Add new entry. Repeat if you want to enter more than one entry—**CAS PROJECTS should have multiple entries**

← | Reflections & Evidence

Summary

Reflections & Evidence

Add New Reflection & Evidence

Journal

Website

Video

Photos

File

B **I**  

|

Outcomes

☐ Show commitment to and perseverance in CAS experiences

Add New Entry or Cancel

For each of your activities, you will want to show evidence of:

- planning and organization
- effort and commitment
- active reflection
- personal development and achievements

To guide your reflection, you may consider the following at different stages of an activity (prior to starting, during, and after completion):

- What do you perceive and notice?
- How you feel being involved?
- What do you think and feel about the activity itself?
- What does the activity mean to you?
- What value does the activity have?
- What did you learn from this activity, and how might you extrapolate from this to apply any lesson to your life more generally?

Example

[←](#) | Reflections & Evidence

Summary

Reflections & Evidence

Add New Reflection & Evidence



Journal

Website

Video

Photos

File

B **I**  

I really enjoyed helping. It made me feel good that I was helping young kids eat on the weekends. It made me realize how fortunate I am to have food, shelter, clothing. Because of this I have....

Outcomes

☒ Show commitment to and perseverance in CAS experiences

Add New Entry

 or [Cancel](#)

← | Reflections & Evidence

Summary Reflections & Evidence

It's in the bag ☺

4 hours

C S Ongoing Direct

March 14, 2017 11:27 AM Commitment & Perseverance

☆ ✎ 🗑

I really enjoyed helping. It made me feel good that I was helping young kids eat on the weekends. It made me realize how fortunate I am to have food, shelter, clothing. Because of this I have....

+ Add New Reflection & Evidence

TYPE

All

Starred ★

Journal

Website

Video

Photos

File

OUTCOME

All

Commitment & Perseverance

You can click back and forth between reflections and Evidence and Summary

CAS Completion Form

← | CAS Worksheet

Summary Reflections & Evidence

It's in the bag ☺

4 hours

C S Ongoing Direct

March 14, 2017 - March 14, 2017

Description and Goals

My goal is to become more committed in activities. Knowing that It's in the bag meets every Wednesday after school, I have selected this activity because it will force me to be at a specific place and at a specific time each week. I will work on.....

Learning Outcomes:

1. Show commitment to and perseverance in CAS experiences

IB Coord **Jaime Sturgeon**

564-4369 jaime.sturgeon@indianriverschools.org

Supervisor Review

EXPERIENCE STATUS

🔄 To Be Determined

+ Add Reflections & Evidence

✎ Edit Experience

🗑 Delete Experience

NEXT STEPS ⓘ

Once you have completed your experience and submitted reflections or CAS questions, you can request that your Experience Supervisor complete your review online.

Or you can turn in your signed CAS Completion form to your Coordinator:

📎 CAS Completion Form

When you click on the CAS Completion Form, a PDF file opens.
 You can print out this form and give it to your Supervisor.
 The Supervisor will mark **Completed** or **Not Completed**
 You can do the following at this point:

1. Bring the form to Mr. Sturgeon
2. Scan/email the form to Mr. Sturgeon
3. Scan/attach form to your CAS activity sheet
4. Send the form to your Supervisor, and have the Supervisor
 1. Email it to me
 2. Fax to me
 3. Send it by regular mail to me

Student Name:

Name of Activity:

It's in the bag

Dates:

Mar 14, 2017 to Mar 14, 2017

Activity Description:

My goal is to become more committed in activities. Knowing that It's in the bag meets every Wednesday after school, I have selected this activity because it will force me to be at a specific place and at a specific time each week. I will work on.....

1. Show commitment to and perseverance in CAS experiences

Supervisor Name:

Jaime Sturgeon

564-4369

jaime.sturgeon@indianriverschools.org

Thank you for supporting the CAS programme at Sebastian River High School.
 Please take the time to fill out this evaluation form.

Please comment on the student's progress, effort and commitment:

- ☒ The student has completed 2 Creativity hours.
- ☒ The student has completed 2 Service hours.

This activity was ☐ Completed
☐ Not Completed

We are now looking at Mr. Sturgeon’s IB Coordinator ManageBac Page
You will NOT be able to see what I’m showing you on your page.


Notice, when “Billybob” entered a new activity, I get a message telling me he has a **New Change**

Billybob	New changes	1	1	0
----------	-------------	---	---	---

What I see on my page

The orange “clock” next to **It’s in the bag** tells me that I have not approved the activity. It is EXTREMELY RARE for me not to approve an activity. You can still reflect even if I have NOT approved it yet. Once I approve the activity, you will see a blue thumbs up. Once the activity has been completed and reviewed by me, you will see a green checkmark.

Aims & Goals for CAS


 It's in the bag C S Ongoing Direct 1 reflection 4 hours 0

My goal is to become more committed in activities. Knowing that It's in the bag meets every Wednesday after school, I have selected this activity because it will force me to be at a specific place and at a specific time each week. I will work on...

Timeline

2017												2018							
Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
It's in the bag																			

CAS Documents

 CAS_Completion_Form_-_It_s_in_the_bag.pdf


Uploaded March 14, 2017

Upload CAS Document

Notes & Interviews

[Quick Start Guide](#)

STUDENT INFO




◀ Reviewing 38 of 49 Students ▶


OVERALL CAS PROGRESS


To Be Determined

CAS ADVISOR


No Advisor Assigned


 [View All Reflections & Evidence](#)


 [Generate Reports](#)


 [Approve all Experiences](#)


LEGEND

 Approved

 Complete

 Rejected

 Needs Approval

 CAS Project

This is my screen which shows me:
What outcomes you selected, and
What hours have been approved and completed

OUTCOMES

☐ Strength & Growth
1 2

☐ Challenge & Skills
1 2

☐ Initiative & Planning
1

☐ Commitment & Perseverance

☐ Collaborative Skills
1 2

☐ Global Engagement
1

☐ Ethics of Choices & Actions

Total Reflections: 1

☐ Student has completed the CAS Programme

HOURS PROGRESS

CAST Workshop
C: 2

Christmas Eve Playing Trumpet
S: 2

TOTALS

Approved: C 2 A 0 S 2
Complete: C 2 A 0 S 0

PROGRESS

1% 2%

Completed Hours Planned Hours

Basic Information

- I will be meeting with you as you go through this process
- Always email me through the message board if you have questions
- Check your CAS Handbook, which is also located on the website, SRHS—IB Page—Using ManageBac for CAS