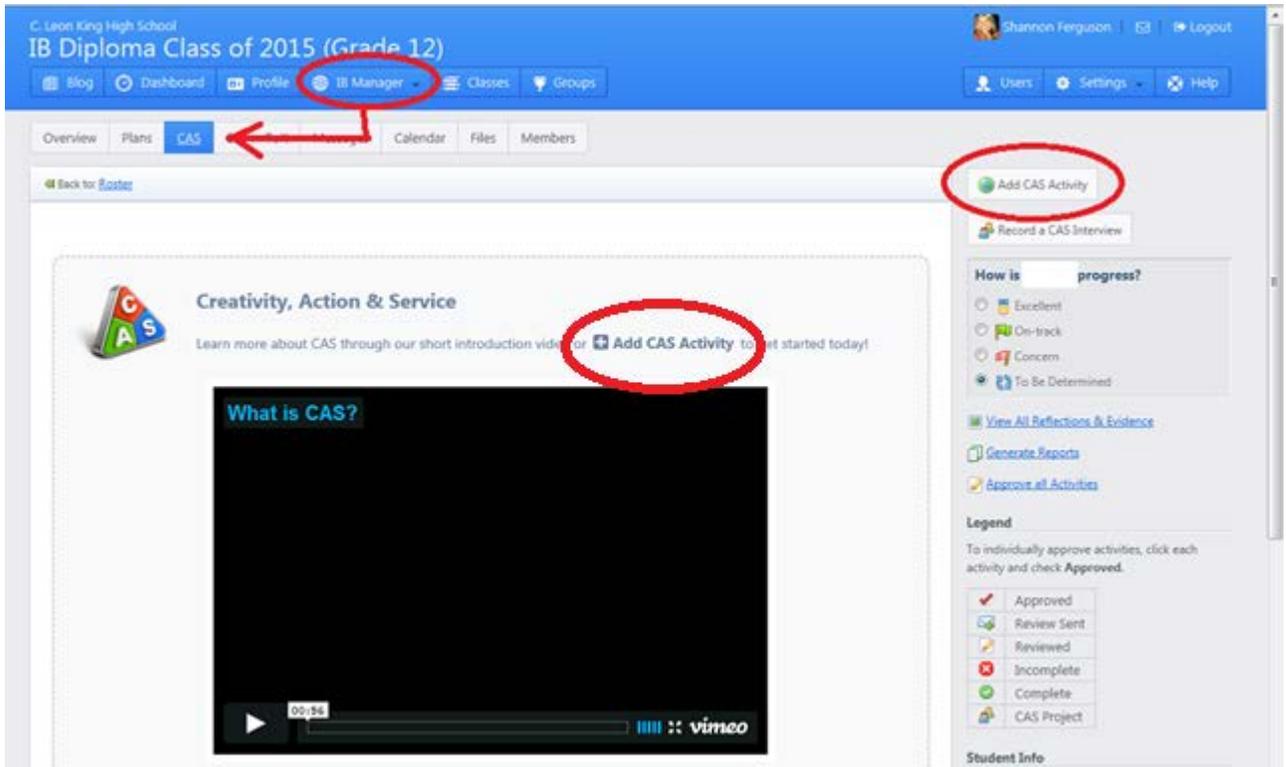# C. Leon King High School
## How to add a CAS activity to ManageBac:

1. Click "Add CAS Activity"
   a. You will find this button by clicking the "IB Manager" tab at the top, then clicking the CAS tab.

2. Fill out the form.
    a. Name of Activity.
    b. Whether it's a CAS Project or not (You should only have one CAS Project).
    c. Planned hours in what category? (Guesstimate! You can change it later!)
    d. In or out of school?
    e. Start and end dates (Again, guess the best you can).
    f. Who will be supervising you? Please fill out ALL four boxes. It's recommended that you talk to people outside of school in advance.
    g. Description of activity and goals.
    h. Planned social issue (for service activities only).
    i. Planned learner outcomes (Again, guess the best you can).



Example:

3. Once you've done that, you'll see the activity appear in your worksheet.
   a. The activity will show it needs approval.
   b. The learner outcomes you entered on the previous page will appear in yellow because they are planned outcomes.



c. You can also change the view to "Hours" instead of "Outcomes" to see a summary of your hours.



Once your activity is approved by your homeroom teacher a red check mark will appear. That means you're all set!
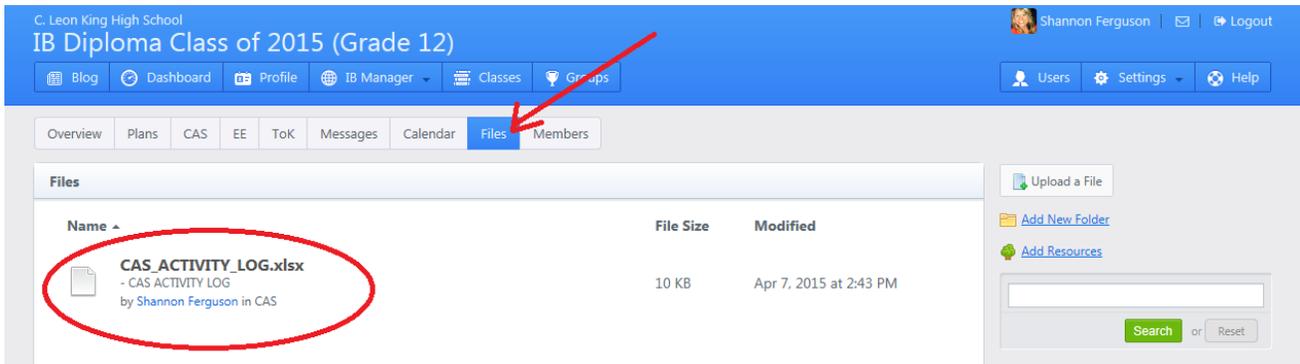
4. Complete your activity, with your activity log. The activity log can be found in ManageBac in community files. "IB Manager" tab, and then click "Files."



a. Download a form for each activity. It's recommended that you save ALL of your activity logs for your own reference.
b. Note that it is no longer necessary to have a supervisor initial each line.
c. This Google Doc will tally the hours for you, based on what you write in the "duration" column. Remember to use increments of .25

15 minutes = .25

30 minutes = .5

45 minutes = .75
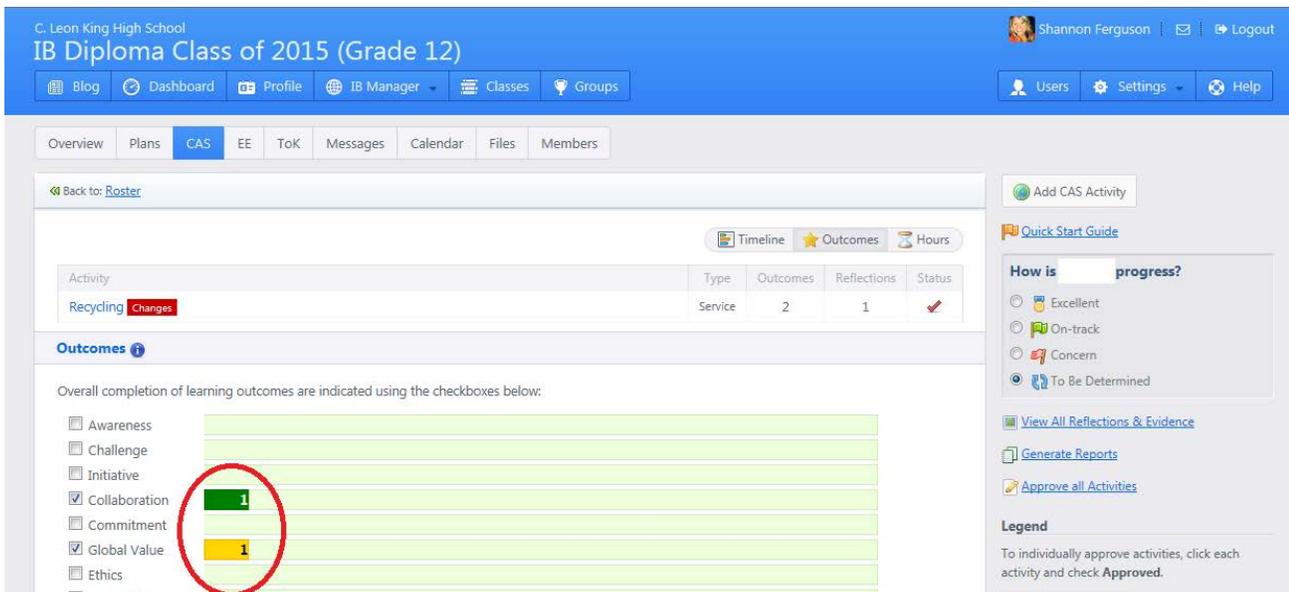
(And it's ok to round up a little!)

Sample Activity Log:

6. Complete your reflection and add evidence
    a. Please type something in the journal. Write about your overall experience.
    b. If you have photos or websites to share as evidence, upload them with the appropriate tabs in the reflective journal.
    c. **Upload your activity log as a file here.**
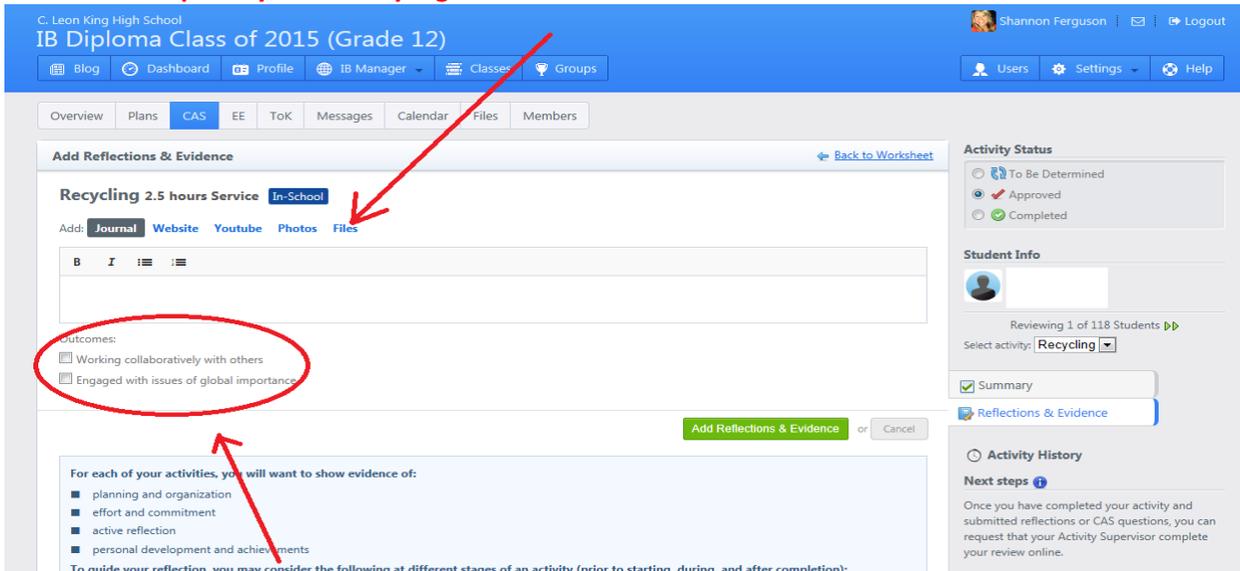


    d. You must check off any learner outcomes you met somewhere in this reflection section. Once you do, they will change from yellow to green on your worksheet:

7. Request the supervisor review



a. Once that's done, an icon will appear to show that it was sent.

b. IB teachers who are supervisors will get a notification through ManageBac to complete the review.

c. Supervisors outside of school will receive an e-mail at the e-mail address you provided to do the review. **They WILL NOT have to create a ManageBac account!**

    i. All supervisors will be asked to verify the hours being submitted and the learning outcomes achieved. They must check off the boxes.

    ii. They will be able to see the answers to anything you added to your reflection and evidence.



d. Once the review is done, the icon will change to show it's been completed.

8. When the review has been completed, the activity will be verified by your homeroom teacher for completion. Once you see BOTH the green check AND the icon showing the review is complete, AND your learner outcomes have turned green, THEN your activity is truly done.



a. You will see the hours show as complete also.