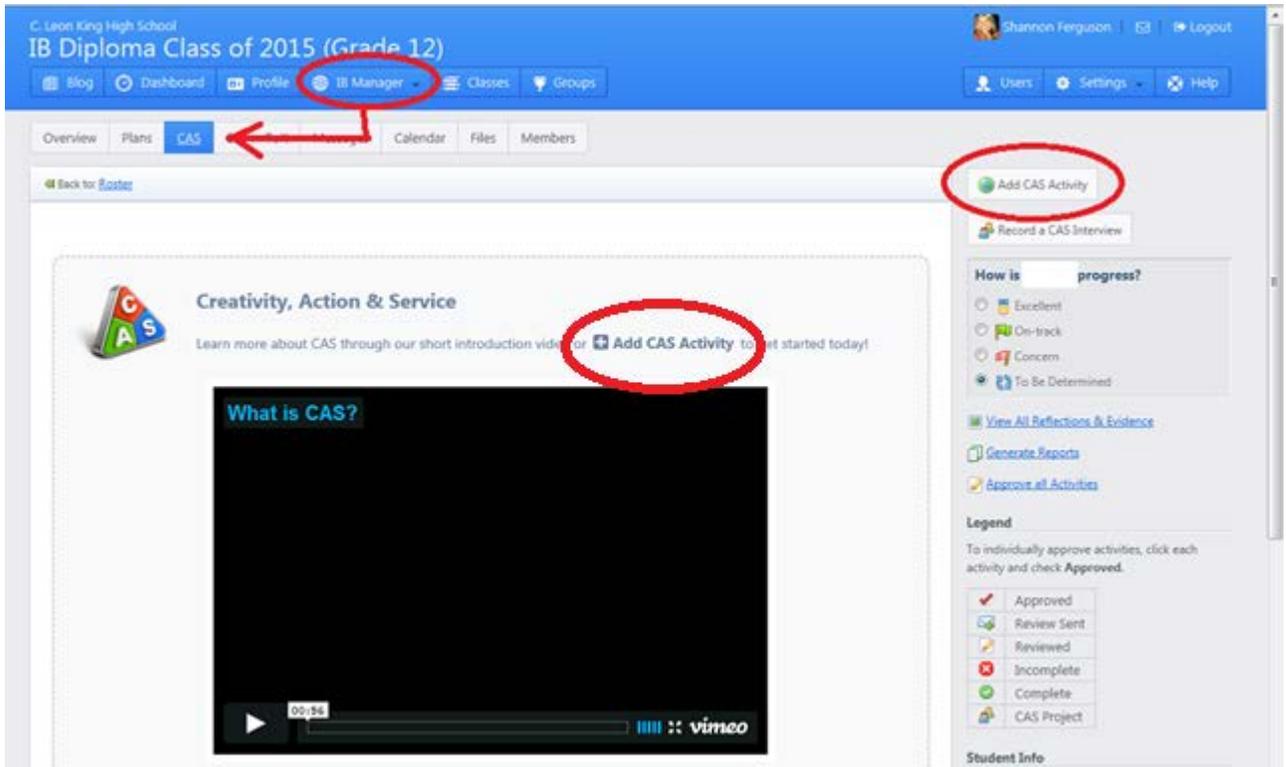


C. Leon King High School

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).

The screenshot shows the 'Add CAS Activity' form in a web application. The form is mostly empty, with fields for Activity Name, Creativity/Action/Service hours, Location, Start/End Dates, Supervisor Name/Title, Email/Contact #, and Description and Goals. There are also checkboxes for 'Is this a CAS project?' and 'Please select your targeted learning outcomes'.

Example:

The screenshot shows the 'Add CAS Activity' form in a web application, filled out with an example. The Activity Name is 'Recycling', it is marked as a CAS project, and the start/end dates are 'March 22, 2015' and 'April 8, 2015'. The supervisor is 'Sharon Ferguson', IB Counselor. The description is 'Picking up recycling around the school in order to keep the school clean and promote a greener environment.' The form also shows selected learning outcomes.

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.

CAS activity was successfully created.

Back to: Roster

Activity	Type	Outcomes	Reflections	Status
Recycling	Service	2	0	Needs Approval

Outcomes

Overall completion of learning outcomes are indicated using the checkboxes below:

- Awareness
- Challenge
- Initiative
- Collaboration
- Commitment
- Global Value
- Ethics
- New Skills
- Student has completed the CAS Programme

Legend

- Approved
- Review Sent
- Reviewed
- Incomplete
- Complete
- CAS Project

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

CAS activity was successfully created.

Back to: Roster

Activity	Hours	C	A	S	Status
Recycling		0	0	2.5	Needs Approval
Totals		0	0	0	Approved
		0	0	0	Complete

Progress

1% Completed Hours

Legend

- Approved
- Review Sent
- Reviewed
- Incomplete
- Complete
- CAS Project

Once your activity is approved by your homeroom teacher a red check mark will appear.

That means you're all set!

CAS activity was successfully created.

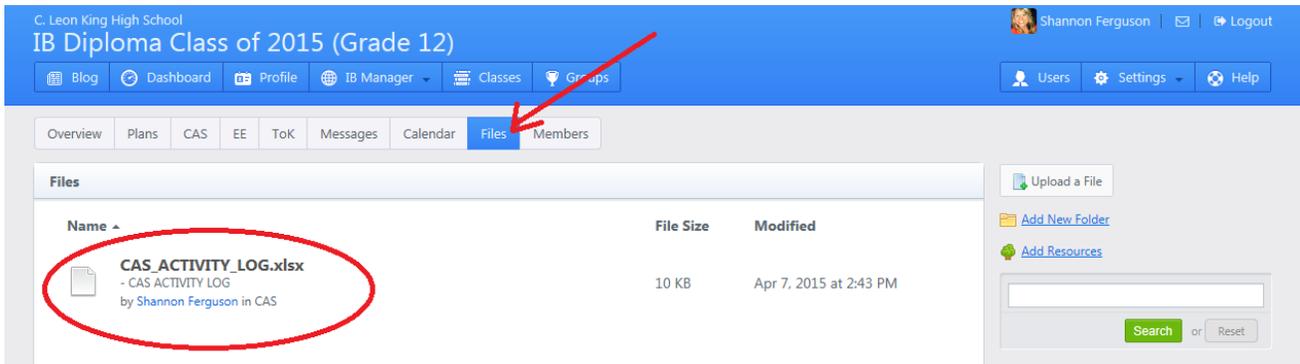
Back to: Roster

Activity	Type	Outcomes	Reflections	Status
Recycling	Service	2	0	<input checked="" type="checkbox"/>

Outcomes

Overall completion of learning outcomes are indicated using the checkboxes below:

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!)

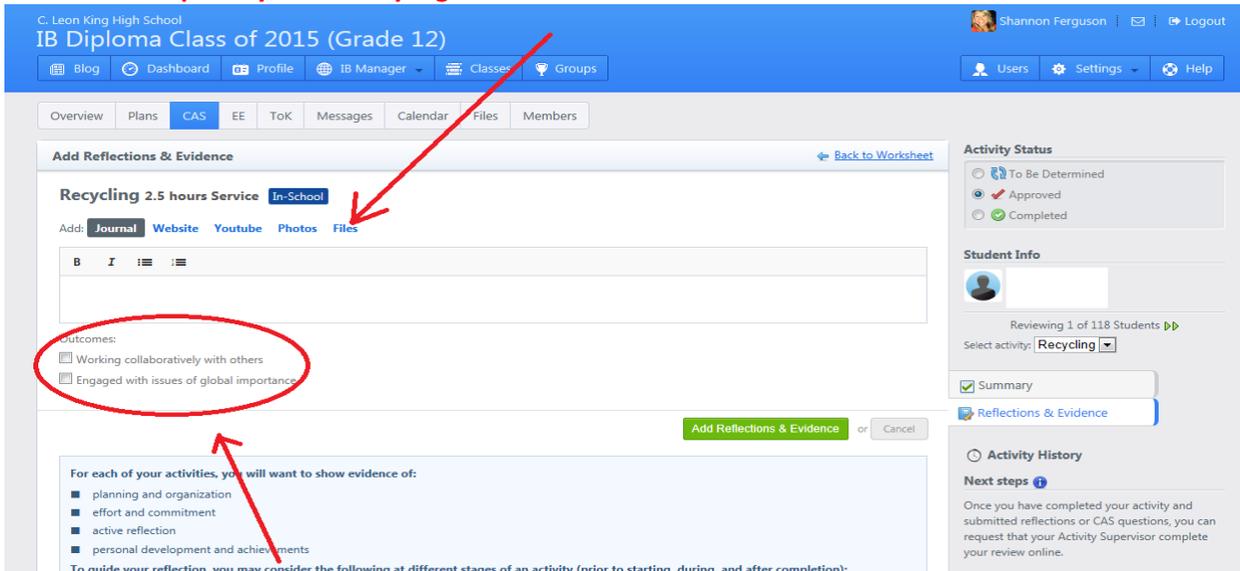
Sample Activity Log:

CAS ACTIVITY LOG					
International Baccalaureate Programme					
C. Leon King High School					
Student's name:	John Doe				
Student Number:	1234567				
Homerom Advisor:	Mr. Brown				
Name of Activity:	Recycling				
CAS Category:	Service				
Remember, you can only use one category per form. If this is for a CAS project, please use separate forms for each category.					
Tip: For Duration, use 0.25, 0.5, and 0.75 and have Google Docs do the math for you.					
Date	Starting Time	Ending Time	Duration	Category	Activities
10/24/2014	3	5	2	Recycling	
10/27/2014	3	5	2	Recycling	
10/28/2014	3	5	2	Recycling	
10/31/2014	3	5	2	Recycling	
		Total hours	8		

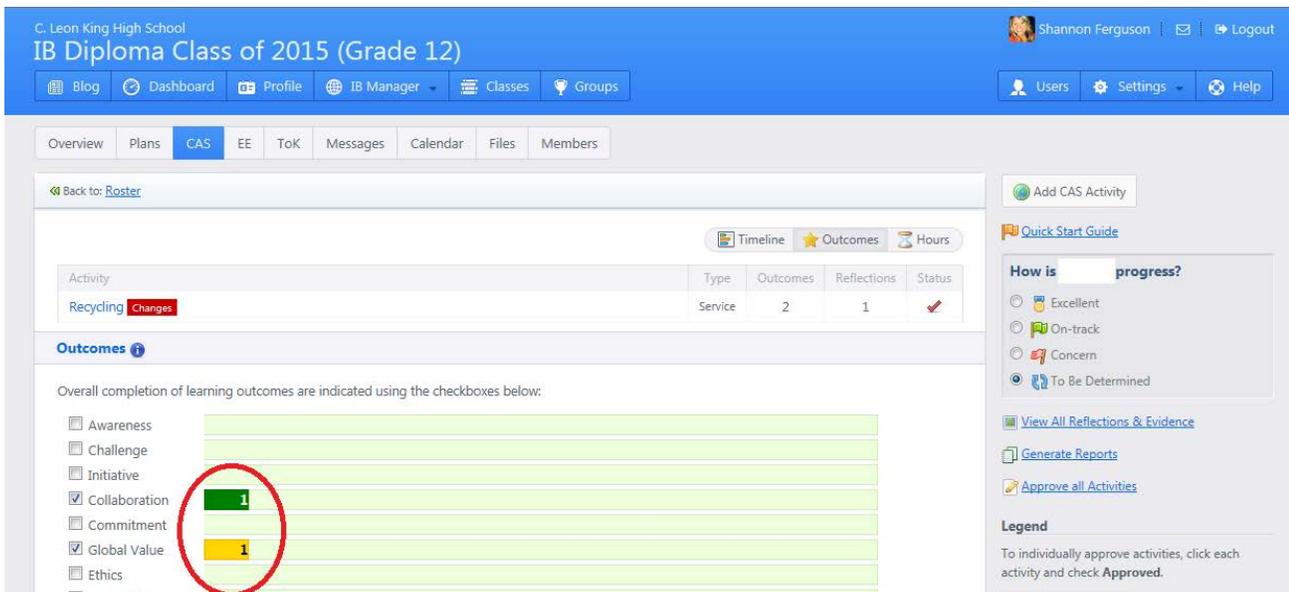
EXAMPLE

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

C. Leon King High School
IB Diploma Class of 2015 (Grade 12)

Shannon Ferguson | Logout

Blog Dashboard Profile IB Manager Classes Groups

Users Settings Help

Overview Plans CAS EE ToK Messages Calendar Files Members

Back to: Roster Worksheet Edit Activity Delete Activity

Recycling 2.5 hours Service In-School

Picking up recycling around the school in order to keep the school clean and promote a greener environment.

March 3, 2015 to April 5, 2015

Supervisor: Shannon Ferguson (IB Counselor) 813-744-8333 x283 Shannon.Ferguson@sdhc.k12.fl.us

Learning Outcomes:

- Working collaboratively with others
- Engaged with issues of global importance

Complete Supervisor Review

Message Board

New note by Shannon Ferguson

Save note

Activity Status

- To Be Determined
- Approved
- Completed

Add Reflections & Evidence

Student Info

Reviewing 1 of 118 Students >>

Select activity: Recycling

Summary

Reflections & Evidence

Activity History

Next steps

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

Request Supervisor Review

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

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IB Diploma Class of 2015 (Grade 12)

Shannon Ferguson | Logout

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Back to: Roster

Timeline Outcomes Hours

Activity	Type	Outcomes	Reflections	Status
Recycling	Service	2	1	

Outcomes

Overall completion of learning outcomes are indicated using the checkboxes below:

- Awareness
- Challenge
- Initiative
- Collaboration 1
- Commitment
- Global Value 1
- Ethics
- New Skills

Student has completed the CAS Programme

Activities with Reflections & Questions Planned Activities

CAS Documents

CAS_Completion_Form_-.pdf Uploaded April 7, 2015

-.Recycling.pdf

Add CAS Activity

Quick Start Guide

How is Recycling progress?

- Excellent
- On-track
- Concern
- To Be Determined

View All Reflections & Evidence

Generate Reports

Approve all Activities

Legend

To individually approve activities, click each activity and check **Approved**.

- Approved
- Review Sent
- Reviewed
- Incomplete
- Complete
- CAS Project

- 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.

C. Leon King High School
IB Diploma Class of 2015 (Grade 12)

Shannon Ferguson | Logout

Blog Dashboard Profile IB Manager Classes Groups

Users Settings Help

Calendar CAS EE Homeroom

Back to: Shannon Ferguson's Reviews | View Activity

Reset Review

Progress

Approvals

Reviews

Supervisor List

Message Supervisors

Show Reflections for:

All Learning Outcomes

Collaboration

Global Value

Recycling for
March 3, 2015 to April 5, 2015

Supervisor Review

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

Creativity 0.0 hours Action 0.0 hours Service 2.5 hours

Please tick the boxes below to confirm that the learning outcomes have been met and that the activity has been completed successfully.

Outcome

Working collaboratively with others

Engaged with issues of global importance

Was the activity completed successfully? Yes No

Submit and Next Submit Final Review or Cancel

Reflections

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

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IB Diploma Class of 2015 (Grade 12)

Shannon Ferguson | Logout

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Users Settings Help

Overview Plans CAS EE ToK Messages Calendar Files Members

Back to: Roster

Timeline Outcomes Hours

Activity	Type	Outcomes	Reflections	Status
Recycling	Service	2	1	

Outcomes

Overall completion of learning outcomes are indicated using the checkboxes below:

Awareness

Challenge

Initiative

Collaboration 1

Commitment

Global Value 1

Ethics

New Skills

Student has completed the CAS Programme

Activities with Reflections & Questions Planned Activities

CAS Documents

CAS_Completion_Form_...
Uploaded April 7, 2015

_Recycling.pdf

Add CAS Activity

Quick Start Guide

How is progress?

Excellent

On-track

Concern

To Be Determined

View All Reflections & Evidence

Generate Reports

Approve all Activities

Legend

To individually approve activities, click each activity and check Approved.

Approved

Review Sent

Reviewed

Incomplete

Complete

CAS Project

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.

C. Leon King High School
IB Diploma Class of 2015 (Grade 12)

Shannon Ferguson | Logout

Blog Dashboard Profile IB Manager Classes Groups Users Settings Help

Overview Plans CAS EE ToK Messages Calendar Files Members

Back to: Roster

Timeline Outcomes Hours

Activity	Type	Outcomes	Reflections	Status
Recycling	Service	2	1	

Outcomes

Overall completion of learning outcomes are indicated using the checkboxes below:

- Awareness
- Challenge
- Initiative
- Collaboration **1**
- Commitment

Add CAS Activity

Quick Start Guide

How is progress?

- Excellent
- On-track
- Concern
- To Be Determined

View All Reflections & Evidence

Generate Reports

Approve all Activities

Legend

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

C. Leon King High School
IB Diploma Class of 2015 (Grade 12)

Shannon Ferguson | Logout

Blog Dashboard Profile IB Manager Classes Groups Users Settings Help

Overview Plans CAS EE ToK Messages Calendar Files Members

Back to: Roster

Timeline Outcomes Hours

Activity	Hours	C	A	S	Status
Recycling	0	0	2	0	
Totals		0	0	2	Approved
		0	0	2	Complete

Progress

1%

Completed Hours Planned Hours Student has completed the CAS Programme

Add CAS Activity

Quick Start Guide

How is progress?

- Excellent
- On-track
- Concern
- To Be Determined

View All Reflections & Evidence

Generate Reports

Approve all Activities

Legend