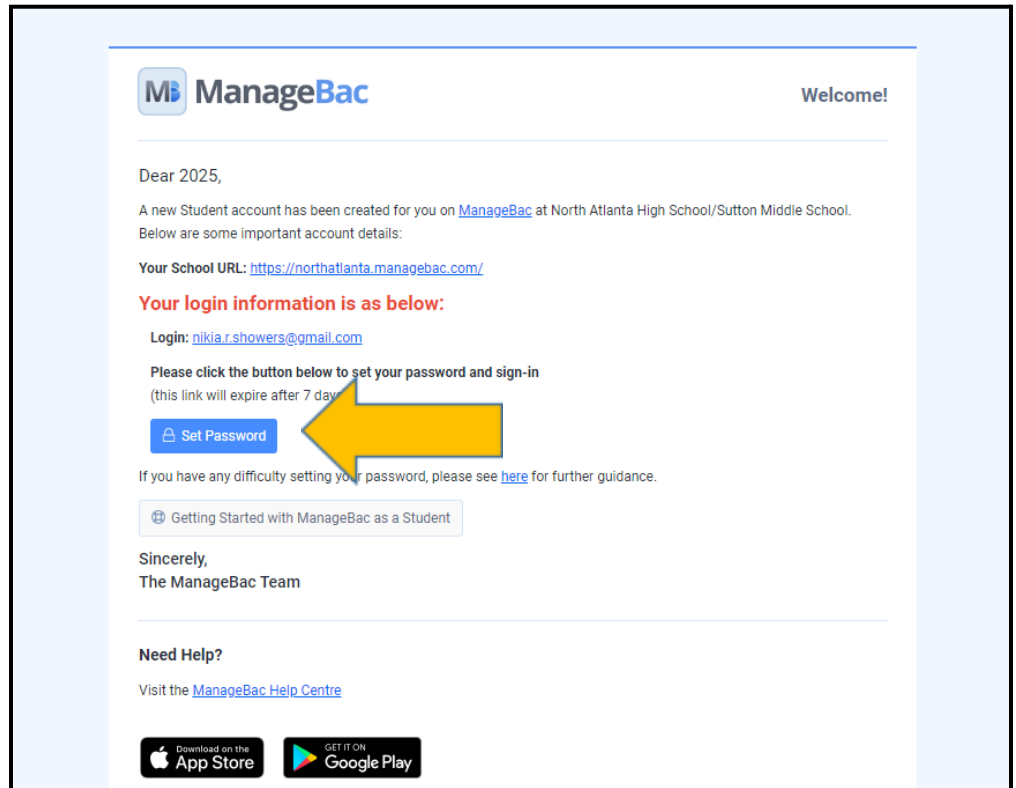
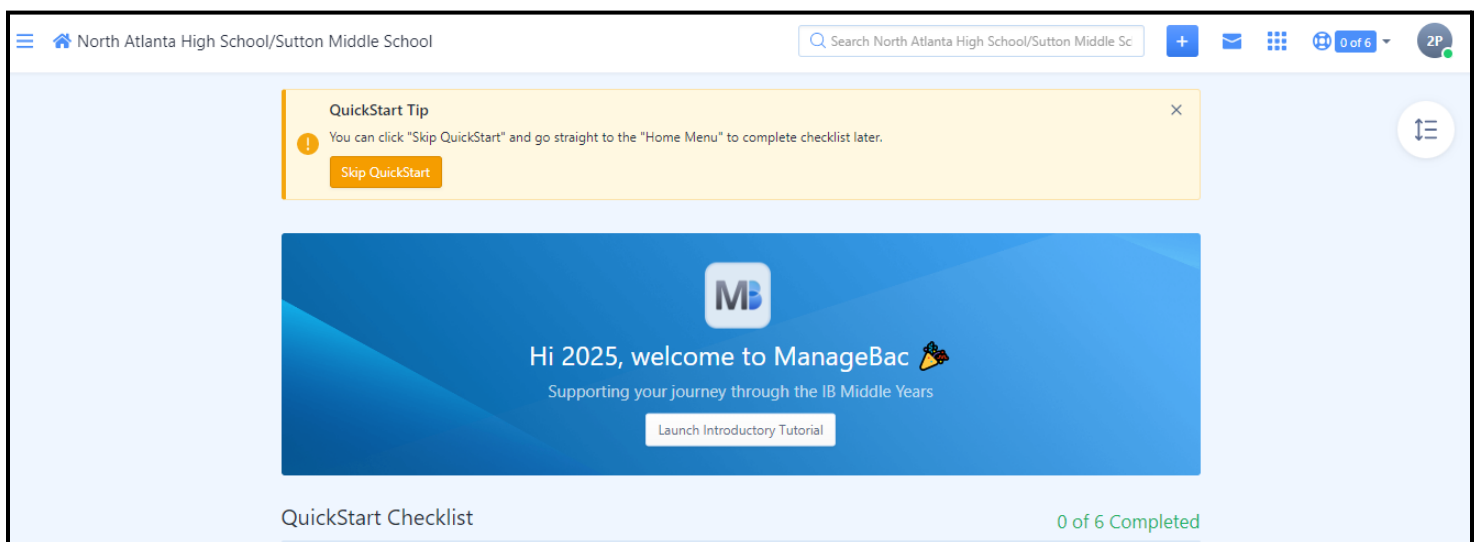


Personal Project on ManageBac for Students

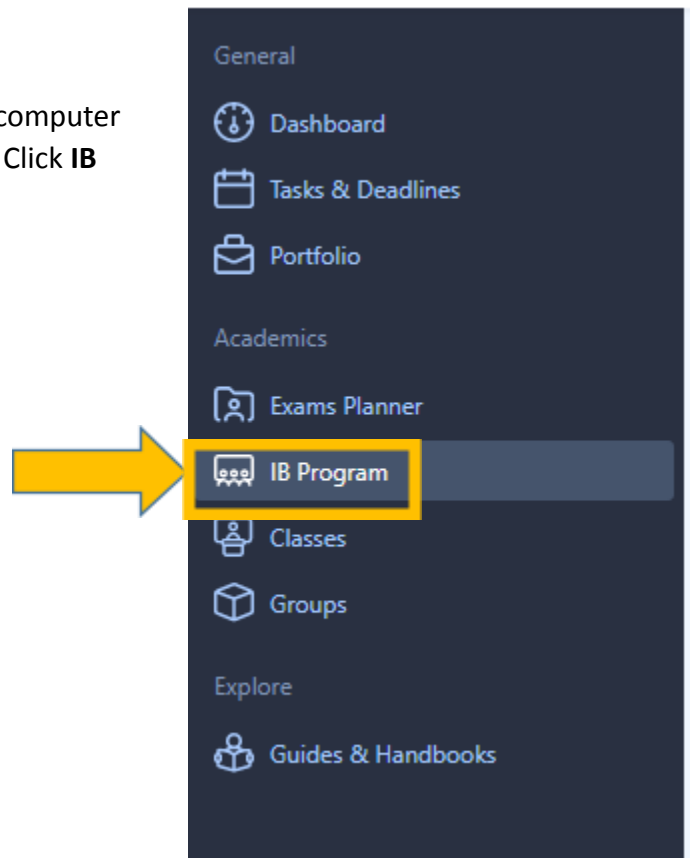
1. Log in to your personal email account to find the Welcome email from ManageBac. Click link to set your password. **Be sure your password is something that you can remember and/or record your password somewhere safe. Dr. Showers cannot retrieve your password.**
2. Your ManageBac login/username is your email address.



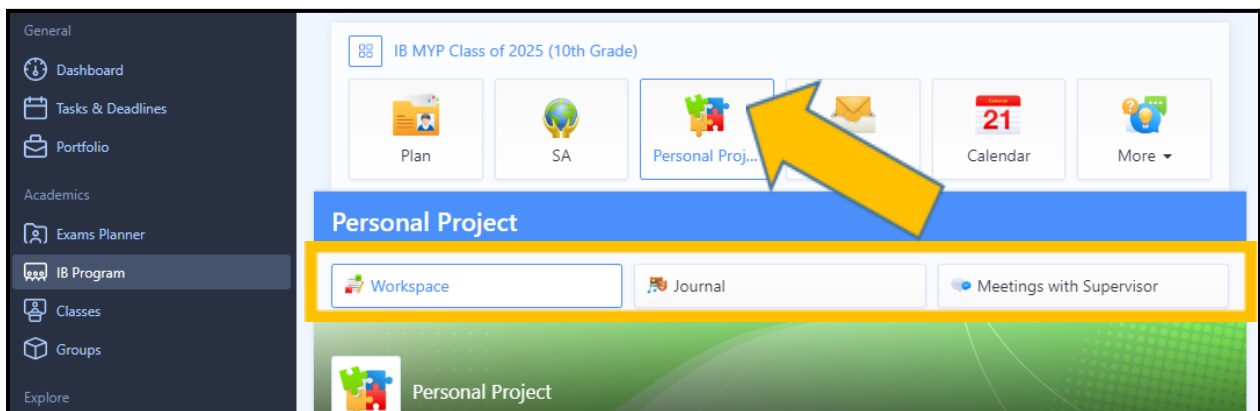
3. The website to log in is <https://northatlanta.managebac.com/login>
Once you log in, you should see the **Welcome to ManageBac page.**



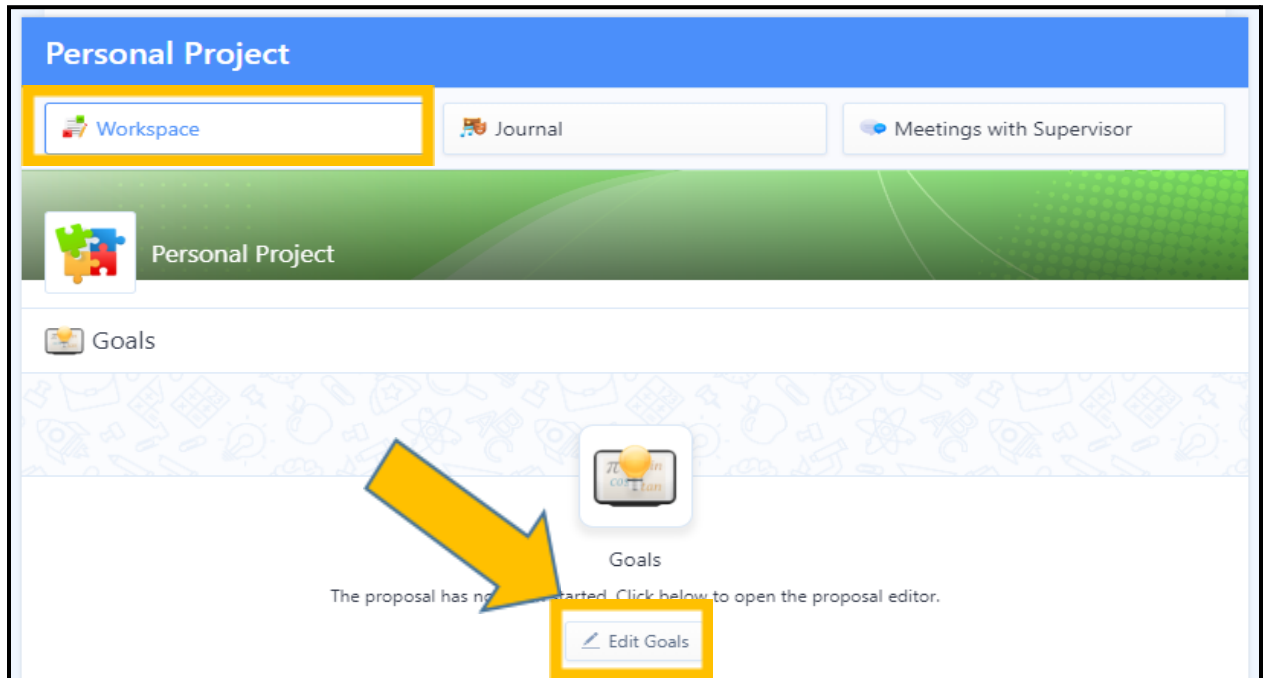
4. Hover your cursor near the left of your computer screen for the General menu to appear. Click **IB Program**.



5. Click the **Personal Project** icon (puzzle pieces). This page contains your **Workspace**, **Journal**, and **Meetings with Supervisor**.



6. To edit your Personal Project **Learning and Product Goals and Success Criteria**, click **Edit Goals** under the **Workspace**.



7. Record your **Learning Goal**, **Product Goal**, and **Success Criteria** (Specifications for your product) in the correct boxes. If a project supervisor is not selected, use the drop-down menu to select your Advisory teacher's name. Click **Save Changes**. (See the example below.)

Workspace | **Journal** | **Meetings with Supervisor**

Learning Goal

Learn more about other art mediums, such as charcoal

Product Goal

Create a series of self-portraits using charcoal

Success Criteria (8-10 criteria)

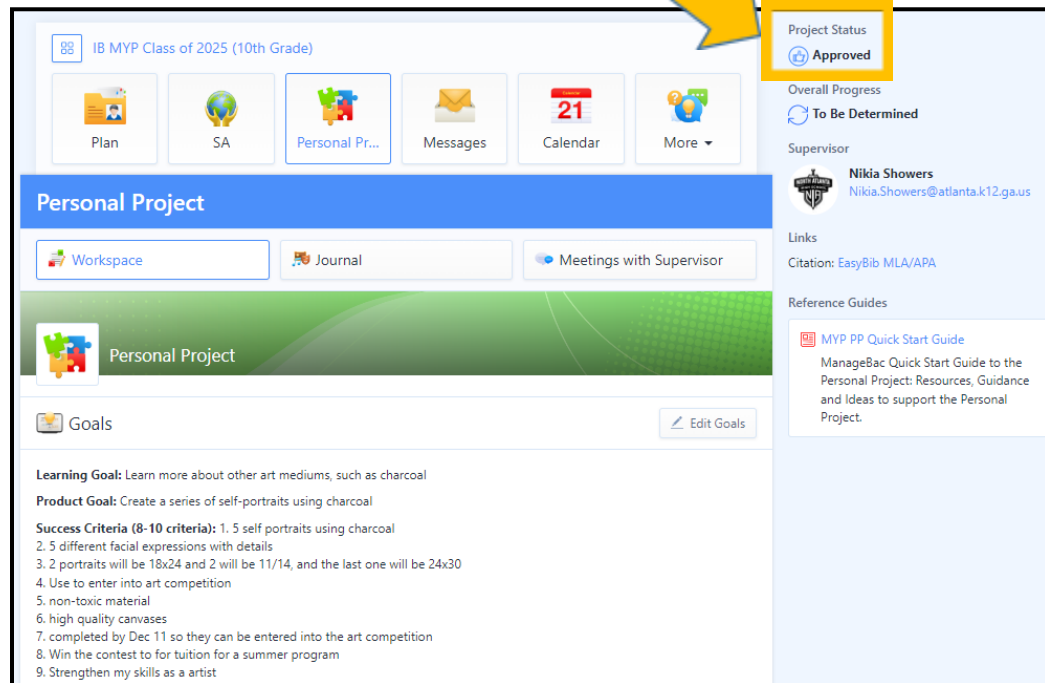
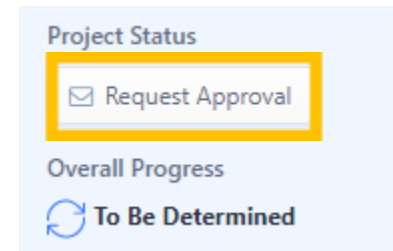
1. 5 self portraits using charcoal
2. 5 different facial expressions with details
3. 2 portraits will be 18x24 and 2 will be 11/14, and the last one will be 24x30
4. Use to enter into art competition
5. non-toxic material
6. high quality canvases
7. completed by Dec 11 so they can be entered into the art competition
8. Win the contest to for tuition for a summer program
9. Strengthen my skills as a artist

Supervisor

Nikia Showers

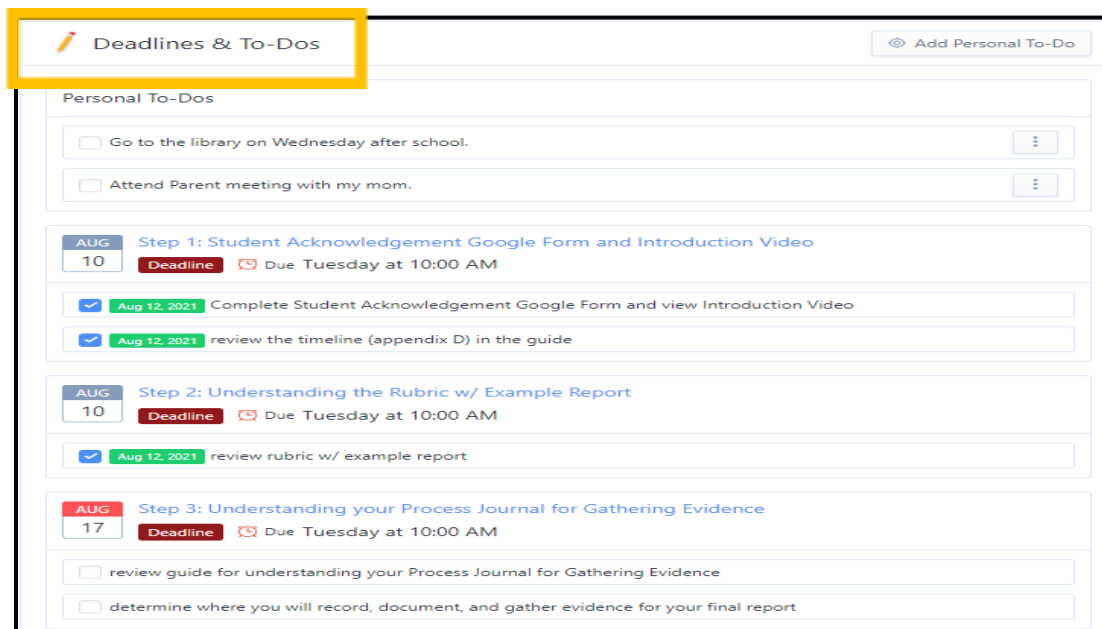
Save Changes or **Cancel**

8. Once you save your learning goal and product and success criteria, you can **Request Approval**. Click **Request Approval** on your **Workspace (top right)**. On your **Personal Project Workspace**, once your advisor approves your goals, you will receive a thumbs up next to **Approved** under **Personal Project Status**. Your advisor can set your **overall progress** as well.

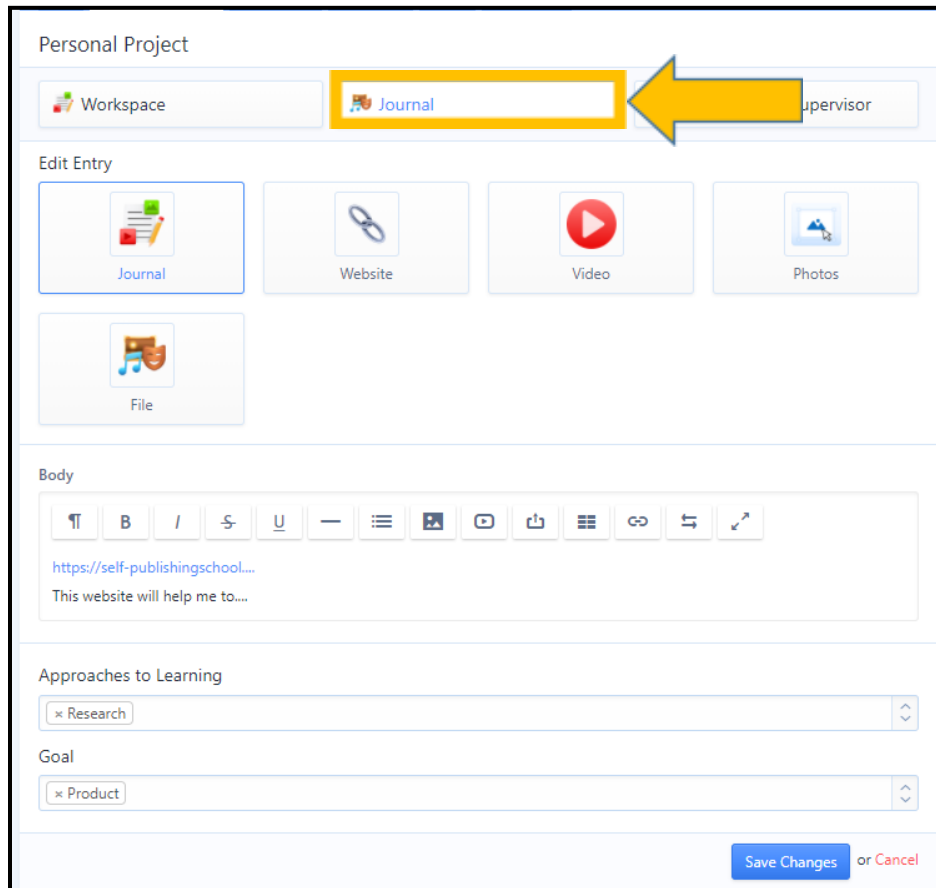


9. On your **Workspace**, you can add your own **Personal To-Do's** and the coordinator will list **To-Do's and Deadlines that follow the steps in the Personal Project Guide**.

Note: You are responsible for keeping up with dates and checking off your To-Dos. Your advisor is responsible for checking off your goal approval, action plan, ATL skills, helping with conferences, and grading your project.



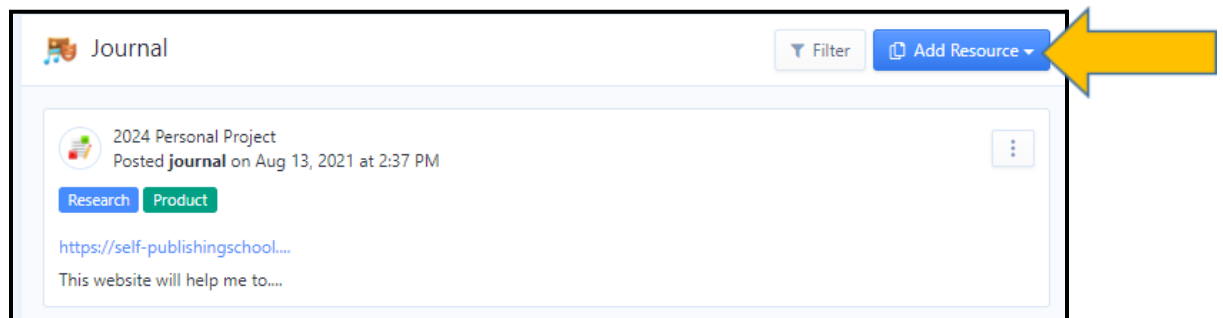
10. In the **Journal** section, you will be able to record your journal entries. To enter a journal, click on **Add Resources**. You can type your responses to journal prompts found in your Student Guide as well as attach websites, videos, photos or other files. You may organize your journals by choosing an ATL skill and Goal for each entry. Click **Add New Entry**.



The screenshot shows the 'Personal Project' interface. At the top, there are two tabs: 'Workspace' and 'Journal'. The 'Journal' tab is highlighted with a yellow box, and a yellow arrow points to it from the right. Below the tabs is the 'Edit Entry' section, which contains five icons: 'Journal' (highlighted with a blue border), 'Website', 'Video', 'Photos', and 'File'. Below this is the 'Body' section, which has a rich text editor with various formatting tools (bold, italic, underline, etc.) and a text area containing a URL and a sentence. Below the text area are two dropdown menus: 'Approaches to Learning' (set to 'Research') and 'Goal' (set to 'Product'). At the bottom right, there are two buttons: 'Save Changes' and 'or Cancel'.

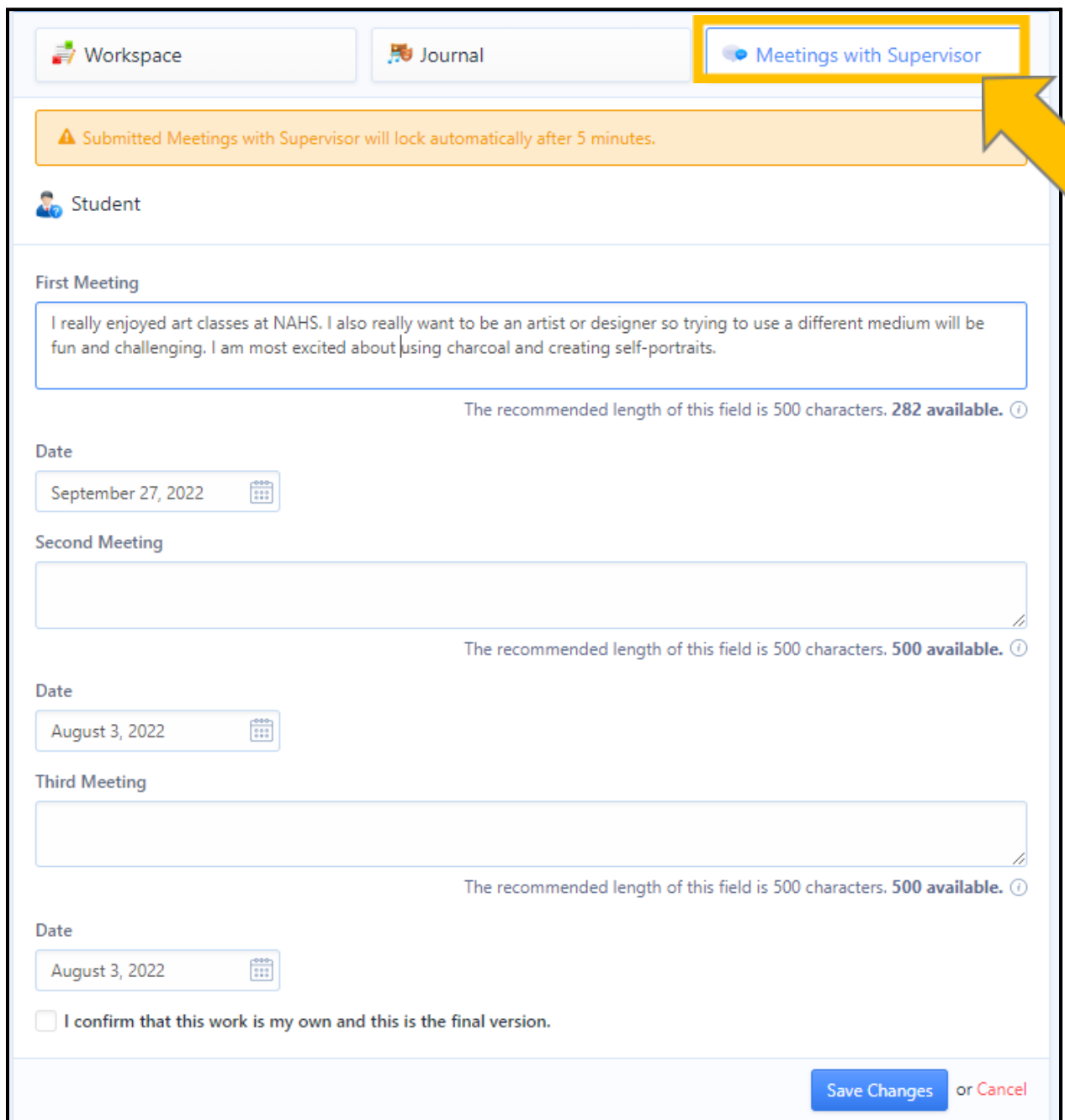
11. Your journal entries will appear under your **Journal** section. You may filter, star, edit or delete your journals.

Note: DO NOT click on the steps on your **Workspace** to record your journals or to edit your goals. Journal entries that are posted as **Messages** will be deleted. You must post all Journal entries under the **Journal** section by clicking **Add Resource**.



The screenshot shows the 'Journal' section. At the top, there is a 'Filter' button and an 'Add Resource' button with a dropdown arrow. A yellow arrow points to the 'Add Resource' button from the right. Below the buttons is a list of journal entries. The first entry is titled '2024 Personal Project' and was posted on 'Aug 13, 2021 at 2:37 PM'. It has two tags: 'Research' and 'Product'. The entry text includes a URL and a sentence. To the right of the entry is a three-dot menu icon.

12. In the Meeting with Supervisor section, your Advisor or you will **record a summary of 3 conferences. Enter a summary of each conference in 2-3 sentences.** Before you submit your report, you will click the confirmation statement at the bottom. Click **Save Changes**.



Workspace Journal **Meetings with Supervisor**

Submitted Meetings with Supervisor will lock automatically after 5 minutes.

Student

First Meeting

I really enjoyed art classes at NAHS. I also really want to be an artist or designer so trying to use a different medium will be fun and challenging. I am most excited about using charcoal and creating self-portraits.

The recommended length of this field is 500 characters. **282 available.**

Date

September 27, 2022

Second Meeting

The recommended length of this field is 500 characters. **500 available.**

Date

August 3, 2022

Third Meeting

The recommended length of this field is 500 characters. **500 available.**


Date


August 3, 2022

☐ I confirm that this work is my own and this is the final version.

Save Changes or **Cancel**


13. At the bottom of the Workspace, you may communicate with your advisor using the **Notes** section. The note will go to your advisor's email. Click **Post Note**.

 Notes



2024 Personal Project August 13, 2021

Can we set up an appointment on Monday?




Nikia Showers August 13, 2021


Yes, I'll be in my office at 4 pm. Thanks!


B


/





U












☐ Record as Interview Note

August 13, 2021

Your note will be automatically delivered via e-mail.

Post Note