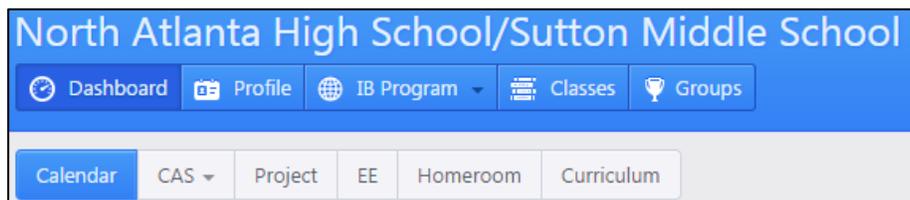


Personal Project Advisory/ Supervisor ManageBac 2017

1. From your **Dashboard**, click on **IB Program** and scroll down to **IBMYP Class of 2020**. Then click on **Projects**.



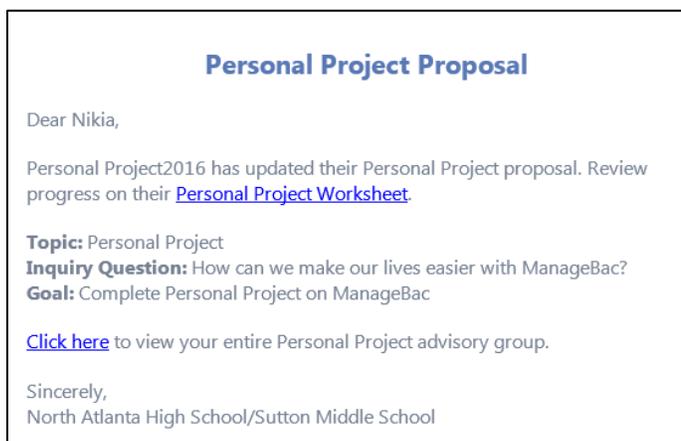
2. Under the **Personal Project tab**, you will see a list of students grouped by supervisor. For each student, you will need to read and approve their Personal Project Proposals.



3. Click on a student's name. If a student has NOT completed the proposal, you can assist the student by clicking on **Edit Personal Project Proposal** on the **Personal Project Worksheet**.

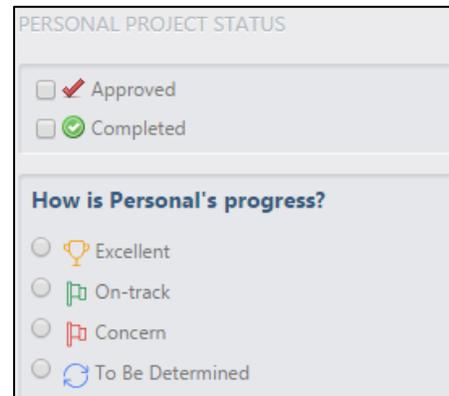


4. If a student has completed the proposal you will receive an email asking you to review their progress.

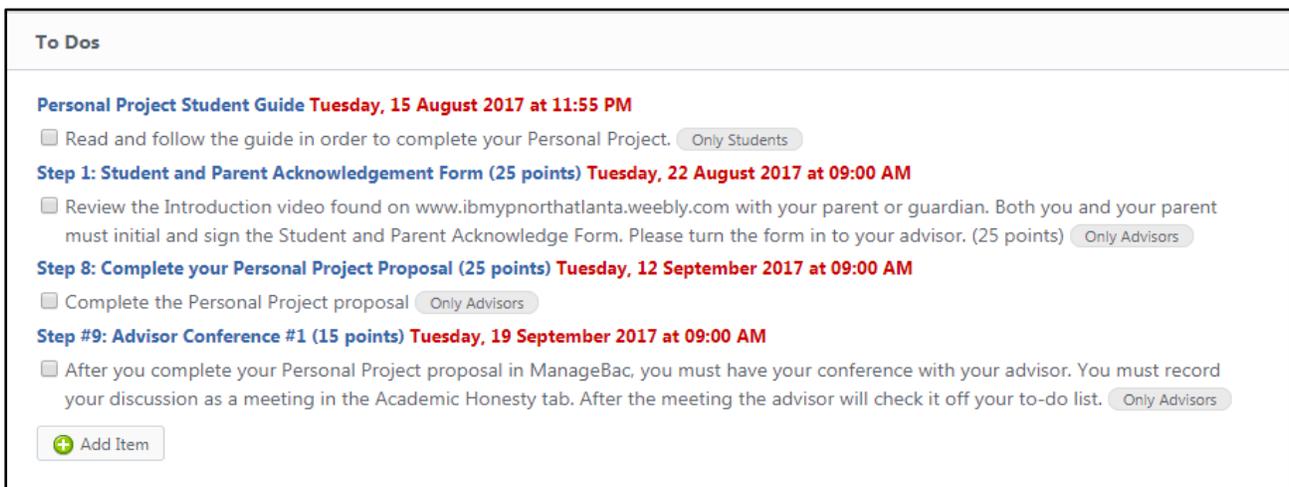


5. Click on the student's name via the email or in ManageBac. **Note: You will see the student's inquiry question under their name if they submitted a proposal.**
6. Review the student's Personal Project proposal. **Note: You can help the student edit the proposal under the supervisor's login as well.**

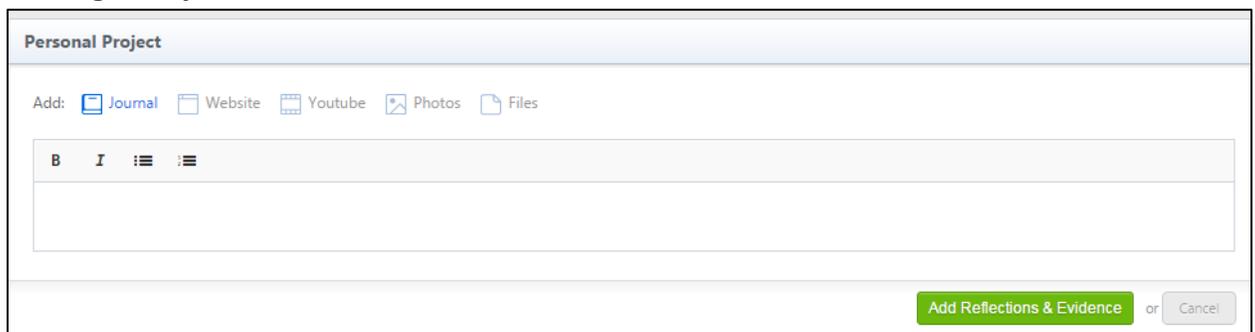
7. Once the supervisor approves the proposal, click **Approved** and click **On-track** on the right hand side.



8. On this **Worksheet**, you will the students **To-Do** List. The students will have this same **To-Do** list on their **Worksheet** under their login. **Note: The students are responsible for checking off items completed, except for the Proposal Approval, 3 Conferences with their Supervisor, and the Final Assessment.**

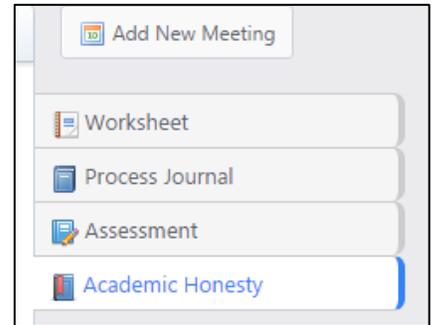


9. The Personal Project Coordinator will add additional items to the To-Do List for Supervisors and Students.
10. Under the **Process Journal** tab, students have the option of adding entries. **Note: If students choose to not use the process journal online, they are required to maintain and bring their journal to all conferences.**



11. Students should record at least 3 conferences under the **Academic Honesty** tab by clicking **Add New Meeting**.

12. Students will record detailed discussions under the **Comment section, date, and time** of conference. Conferences should be labeled as conference #1, conference #2, and conference #3. The advisor has the ability to click the Academic Honesty tab, add new meeting, and record meeting with student. Once the conference occurs, go back to the student's To-Do list and check it off.



New Meeting [← Back to roster](#)

Title:*

Conference #1

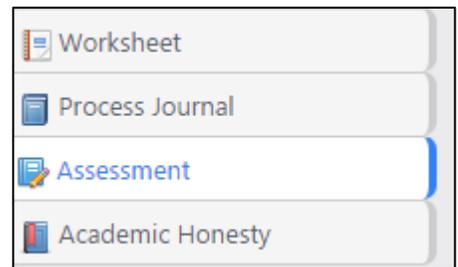
Comment:*

Date: August 22, 2016 Time: 9 : 00 am

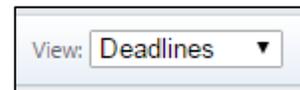
or

13. Under the **Assessment tab**, you will click the appropriate score under each criteria: **Investigating, Planning, Taking Action, and Reflecting.**

14. Return to the **To-Do** list by clicking on the **Worksheet** tab. Update the To- Do list by checking off items where applicable. Click on the **Projects** tab at the top to return back to your advisory roster.



15. Click **Projects tab** and choose **deadlines** in the drop down menu on the right. All deadlines will appear or you can select specific deadlines from the drop down window.



Your Students	Personal Project Brainstorming (Sep 13)	Journal #1 - Setting the Focus (Sep 27)	Journal #2 - Deciding on a Product (Sep 27)
Project2016, Personal	✓	✓	✓