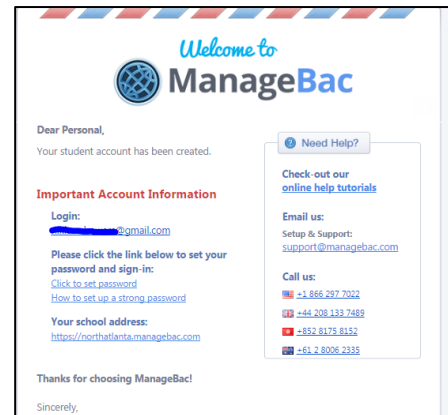


## Personal Project on ManageBac for Students

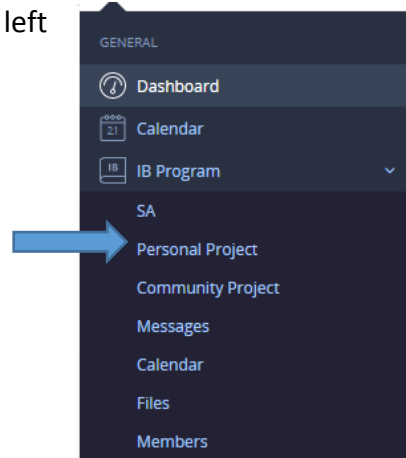
1. Log in to your email from **Mybackpack** or your personal email and find the Welcome email from ManageBac. Click link to set your password. **Be sure your password is something that you can remember and/or record your password somewhere safe.**
2. **Your ManageBac login/username is your email address.**



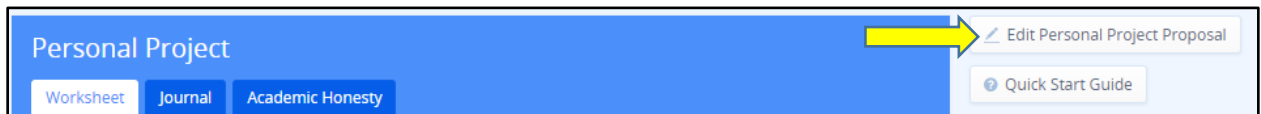
3. Once logged in, click your name on the top right corner to access **your account details**. Under contact details, you can change your email address so you can receive notifications through another email provider.

4. Once you finish changing your contact details (if necessary), click on **Dashboard** under the **General** menu on the left hand side of your screen. On the Dashboard, you will find your calendar and upcoming events or deadlines.

5. Click on **IB Programs** under the **General** menu on the left hand side of your screen and scroll down to **Personal Projects**. Click **Personal Projects**.



6. Click **Edit Personal Project Proposal**. Fill in your **topic, Goal, Global Context, Inquiry Question, and Criteria** (Specifications). If a project supervisor is not selected, use the drop down menu to select your Advisory teacher's name. Click **Save Changes**.



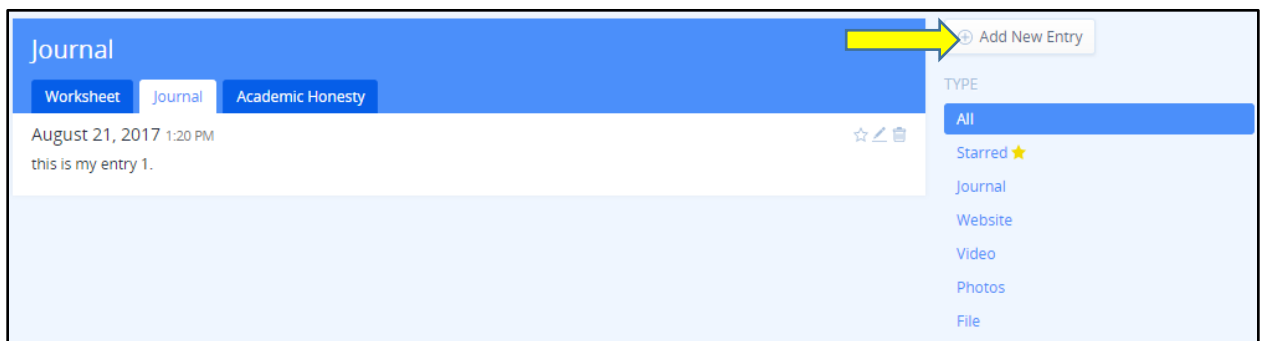
7. On your **Personal Project Worksheet**, the Topic, Goal, Global Context, Inquiry Question, and Criteria (Specifications) will be listed as well as your To Dos.

**Note: You are responsible for keeping up with dates and checking off your To Dos. Your advisor is responsible for your project approval, conferences, and grading your project.**

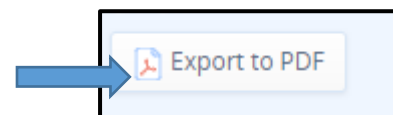
A screenshot of the 'Personal Project' worksheet in ManageBac. It shows the 'Worksheet' tab selected. The content includes: 'Personal Project', 'Completing a Personal Project on ManageBac', 'Global Context(s): Scientific and technical innovation', 'How can we make our lives easier with ManageBac?', 'Criteria' (all advisory students have an approved proposal, 3 completed conferences, and maintain a journal), and a 'To Dos' section. The 'To Dos' section includes a link to the 'Personal Project Student Guide' and a list of tasks with checkboxes: 'Read and follow the guide in order to complete your Personal Project.' (checked), 'Step 1: Student and Parent Acknowledgement Form (25 points)' (unchecked), 'Step 8: Complete your Personal Project Proposal (25 points)' (unchecked), and 'Step #9: Advisor Conference #1 (15 points)' (unchecked).

8. Under the **Journal** tab, you have the option of using the process journal via ManageBac. To use the process journal, click on **Add New Entry**. You can type your responses to steps found in your Student Guide as well as attach websites, youtube videos, photos or

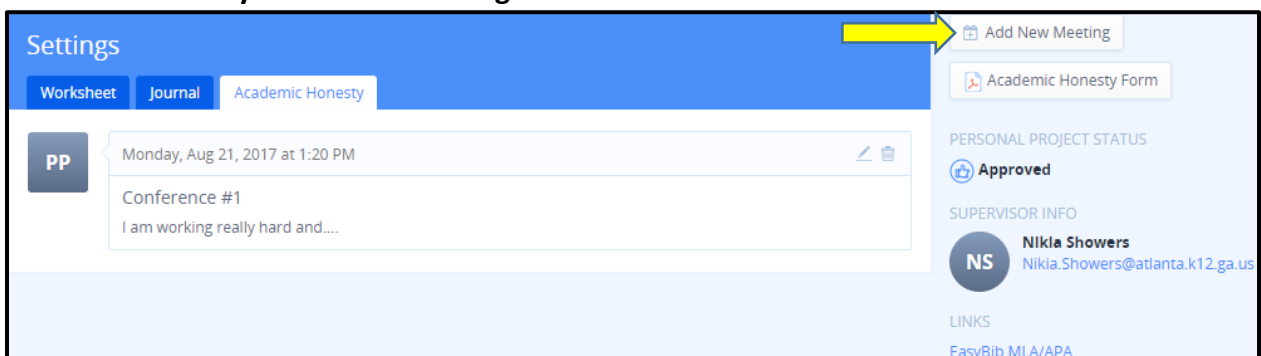
other files. **Note: You are responsible for maintaining and bringing your journal to conferences with your advisor.**



9. You may print your process journal entries by clicking **Export to PDF**. The PDF can be found on your **Worksheet** tab under **Project Documents**.



10. Under the **Academic Honesty** tab, you will **Add New Meetings** for each conference. You will record the discussions between you and your advisor concerning your journal entries and progress. Label each conference as conference 1, conference 2, and conference 3 **Note: You will have at least 3 conferences. 2 of 3 conferences will be used to calculate your first semester grade.**



11. Under the General tab, click **Files**. Documents needed for deadlines are listed here.

