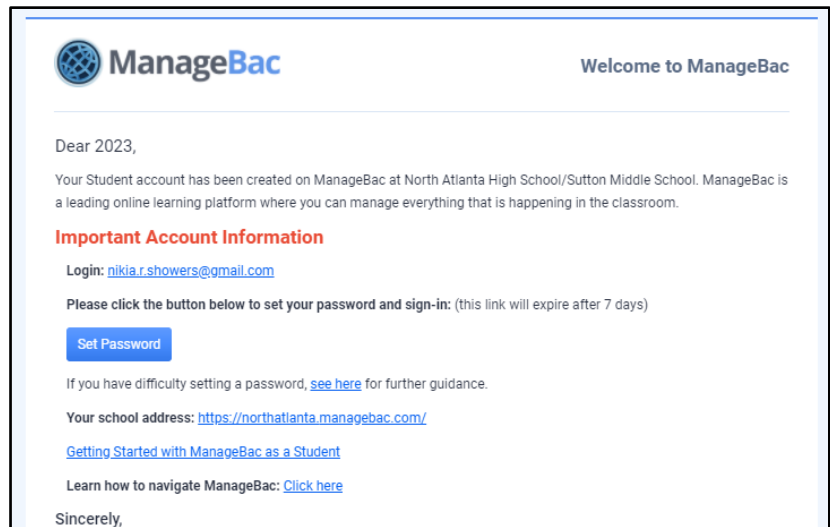
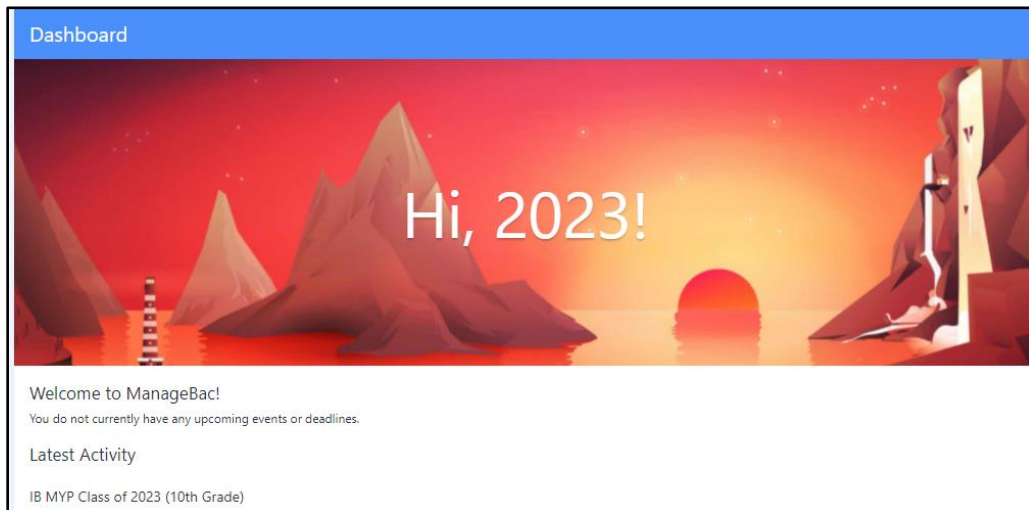


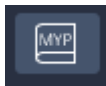
## Personal Project on ManageBac for Students

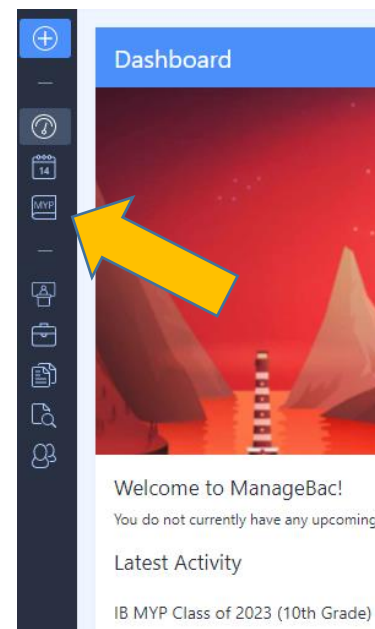
1. Log in to your email from **Mybackpack** and find the Welcome email from ManageBac. Click link to set your password. **Be sure your password is something that you can remember and/or record your password somewhere safe.**
2. **Your ManageBac login/username is your email address.**



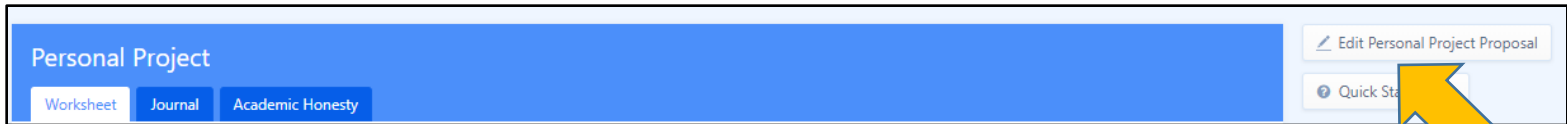
3. Once you log in, you should see the **Dashboard**.



4. On the left side on the **Dashboard**, you will find a menu. Click the **MYP icon**  and scroll down to **Personal Project**.

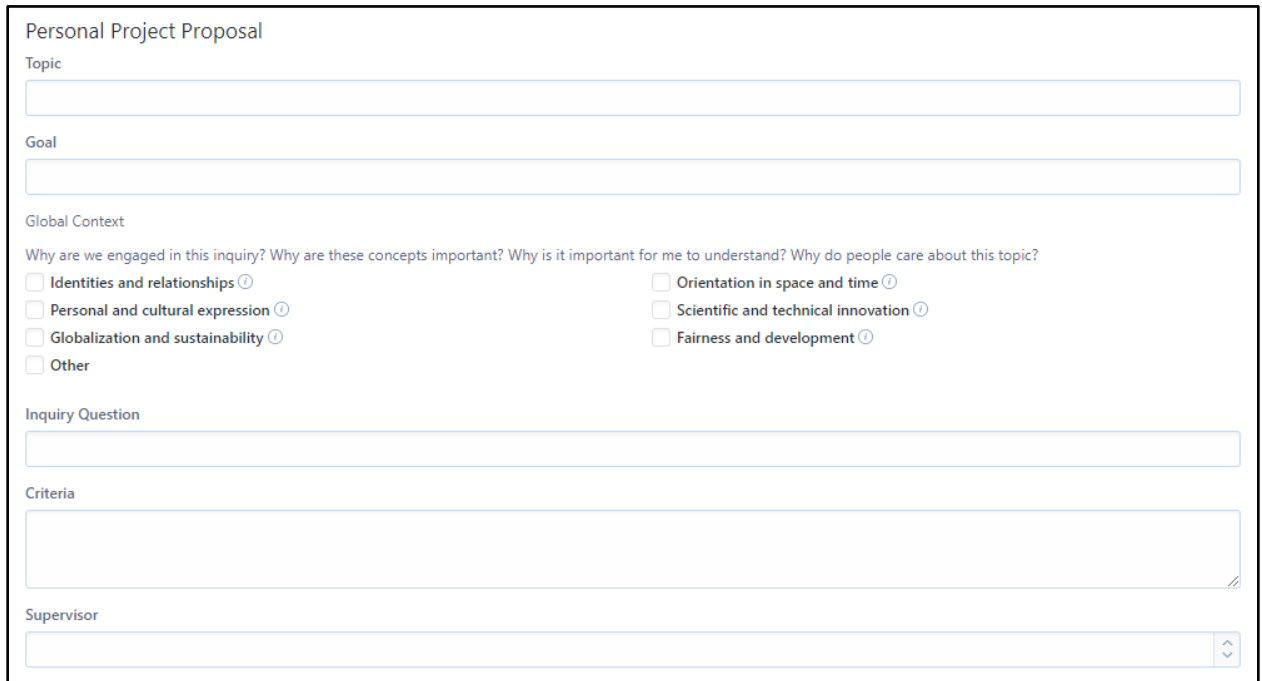


5. This page contains your **Worksheet** tab, **Journal** tab, and **Academic Honesty** tab.



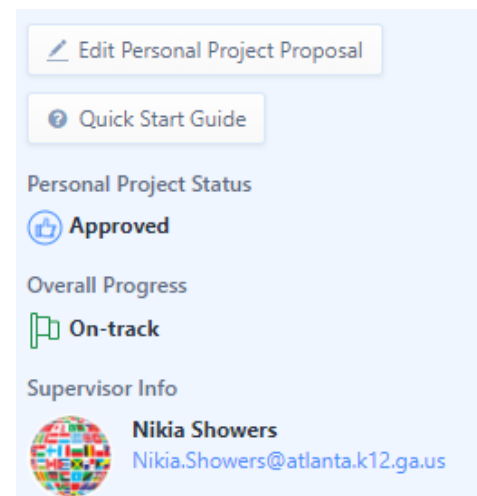
The screenshot shows the top of the 'Personal Project' page. It has a blue header bar with the text 'Personal Project' on the left. Below this header are three tabs: 'Worksheet' (highlighted in blue), 'Journal', and 'Academic Honesty'. On the right side of the header bar, there are two buttons: 'Edit Personal Project Proposal' and 'Quick Start Guide'. A large yellow arrow points from the right towards the 'Edit Personal Project Proposal' button.

6. To edit your Personal Project, click **Edit Personal Project Proposal** at the top right.
7. 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**.



The screenshot shows the 'Personal Project Proposal' form. It has a title 'Personal Project Proposal' at the top. Below the title are several sections with input fields: 'Topic' (a single-line text box), 'Goal' (a single-line text box), 'Global Context' (a section with a prompt 'Why are we engaged in this inquiry? Why are these concepts important? Why is it important for me to understand? Why do people care about this topic?' and two columns of checkboxes: 'Identities and relationships', 'Personal and cultural expression', 'Globalization and sustainability', 'Other', 'Orientation in space and time', 'Scientific and technical innovation', and 'Fairness and development'), 'Inquiry Question' (a single-line text box), 'Criteria' (a multi-line text box), and 'Supervisor' (a dropdown menu).

8. On your **Personal Project Worksheet**, once your advisor approves your proposal, you will receive a thumbs up next to **Approved** under **Personal Project Status**. Your advisor can set your **overall progress** as well.



The screenshot shows the 'Personal Project Status' section. It has a title 'Personal Project Status' at the top. Below the title are three items: 'Approved' (with a thumbs up icon), 'Overall Progress' (with a green bar icon and the text 'On-track'), and 'Supervisor Info' (with a globe icon, the name 'Nikia Showers', and the email 'Nikia.Showers@atlanta.k12.ga.us').

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

Personal Project

Worksheet Journal Academic Honesty

Fitness

to improve teen health and fitness.

Global Context(s):

Identities and relationships

How can I help teens get healthier?

Criteria

My fitness program is grounded in research.  
My fitness program includes a training schedule.  
My teens keeps teens interested.  
My fitness program includes samples of healthy meals.

To Dos

Step 1: 10th grade Advisement Google Form and Introduction Video Tuesday, 25 August 2020 at 3:00 PM

✓ Sep 2, 2020 Step 1: 10th grade Advisement Google Form and Introduction Video

+ Add Item

Project Documents

Process\_Journal\_-\_2023\_PersonalProject.pdf  
Uploaded Sep 2, 2020 at 10:20 AM

Annotate Document

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

10. Under the **Journal** tab, you will record your journal entries. To enter a journal, click on **Add New Entry**. You can type your responses to journal prompts 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. Click Add New Entry. DO NOT POST NEW MESSAGE for your journal entries!!!!**

Worksheet Journal Academic Honesty

Add Journal Entry

Journal Website Video Photos File

B I ABC U Bulleted List Numbered List Link Unlink

Add New Entry or Cancel

11. Your journal entries will appear under your **Journal tab**. You may edit or delete.

Journal

Worksheet Journal Academic Honesty

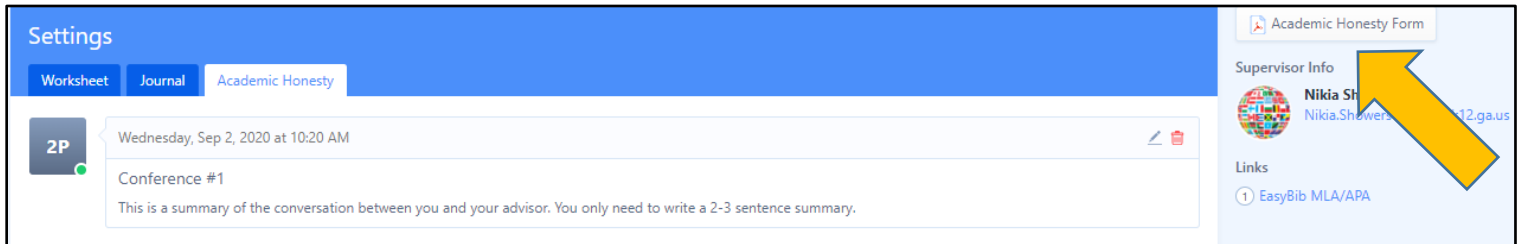
September 2, 2020 10:18 AM


Journal Entry #1

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

**Journal entries that are posted as Messages will be deleted. You must post all Journal entries under the Journal tab as a NEW ENTRY.**

13. Under the **Academic Honesty** tab, your Advisor or you will **Add New Meetings**. You will have at least 3 conferences. **Enter a summary of each conference in 2-3 sentences.** You will create your Academic Honesty form using your conference entries by clicking the PDF icon.



14. From **MYP icon**, you can access the **Messages, Calendar, Files, and Members**. Click the **Dashboard** icon , to return to your Dashboard. You can see the **Latest Activity** for your Personal Project as well.

