

# HOW TO ADD SERVICE HOURS TO MANAGEBAC

When you volunteer and help someone in your community you can document the hours that you volunteer into ManageBac. The directions in this packet will help you enter your hours.

# How to add an activity into ManageBac

On an iPad or computer, go to <https://nvjh.managebac.com/login>

**NORTH VIEW  
KNIGHTS**

**North View Middle an IB World  
School**

E-mail:

Password: [Forgot your password?](#)

Remember me for 12 hours

**ManageBac**

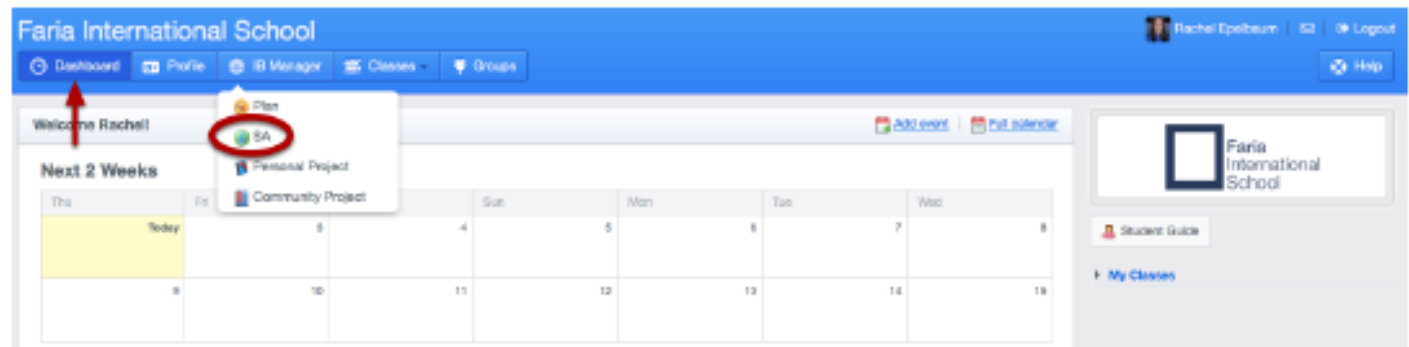
Your username@apps.district279.org

If you forgot your password click here

## Adding SA Activities

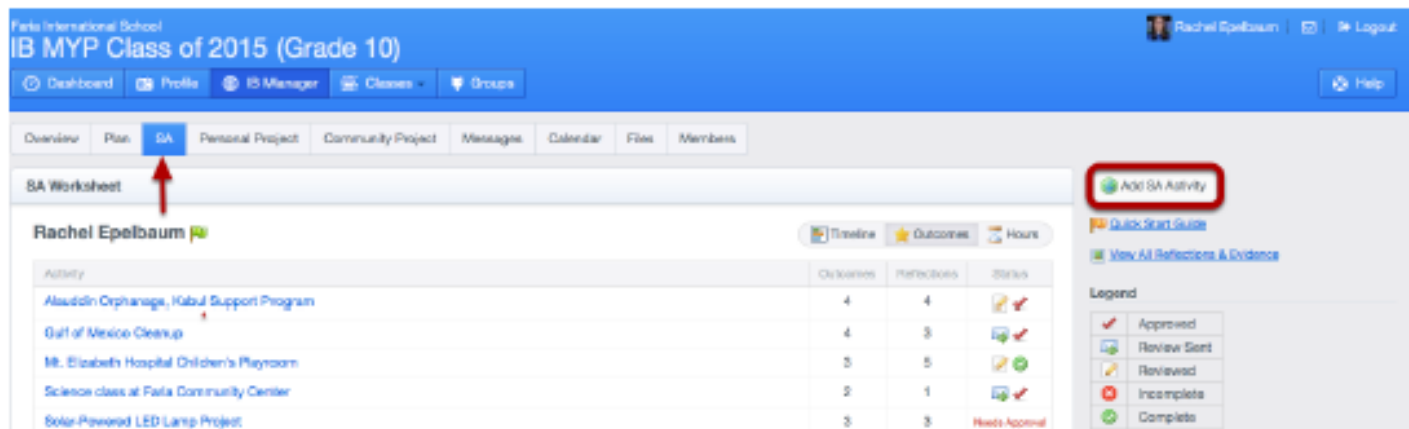
### Via the IB Manager Tab

Click on the **IB Manager** tab and select **SA** to begin.



The screenshot shows the Faria International School dashboard. At the top, there are navigation tabs: Dashboard, Profile, IB Manager, Classes, and Groups. The IB Manager tab is selected. Below the navigation, there is a welcome message for Rachel Epelbaum and a calendar for the next two weeks. A dropdown menu is open under the IB Manager tab, with the SA option highlighted. Other options in the menu include Plan, Personal Project, and Community Project.

Your C&S Worksheet will appear. Click the **Add SA Activity** button in the sidebar.



The screenshot shows the IB MYP Class of 2015 (Grade 10) SA Worksheet page. The page has a navigation bar with tabs: Overview, Plan, SA, Personal Project, Community Project, Messages, Calendar, Files, and Members. The SA tab is selected. Below the navigation bar, there is a table of activities with columns for Activity, Outcomes, Participants, and Status. The activities listed are: Alaudin Orphanage, Kabul Support Program; Gulf of Mexico Cleanup; Mt. Elizabeth Hospital Children's Playroom; Science class at Faria Community Center; and Solar-Powered LED Lamp Project. On the right side of the page, there is a sidebar with a red box around the 'Add SA Activity' button. Below the button are links for 'Quick Start Guide' and 'View All Reflections & Evidence'. A legend is also present, showing icons for Approved, Review Sent, Reviewed, Incomplete, and Complete.

Complete the form that follows:

1. If you are part of an activity 'group' on ManageBac (e.g. the film club), you can select the group in the scroll menu or 'find a new group'.
2. Fill in the **Activity Name**.
3. Indicate whether it is **Out-of-School** or **In-School**.
4. Pick your **Start** and **End Date** for the activity.
5. Add your **Advisor**, and the number of hours. If you have selected a group from the scroll menu, this should fill in automatically.
6. If you worked with an **Organization**, fill in the organization name and **Activity Aim**.
7. Check off which **targeted learning outcomes** you think you achieved with this activity.

Once completed, click **Add SA activity** at the bottom of the page.

**Add SA Activity**

- Select activity from a group **Cooking Club** or [find a new group](#).  
Activity Name\*
- Cooking Club**  
Community Service  hours   Creative Expression  hours   Service as Action  hours
- Location\*  
 Out-of-School  In-School
- Start Date\*    End Date\*
- Advisor:**  
Name: Richard Chandler   Title:  
E-mail: richard.chandler@eduvo.com   Contact #: +852 2820 2910
- Organization  
**Cooking Club**  
Activity Aim  
**Learn how to cook 10 simple dishes.**  
Description and Goals  
**For those who love cooking! Learn how to cook delicious dishes and share your secret recipes!**
- Please select your targeted learning outcomes:  
 Become more aware of their own strengths and areas for growth  
 Consider the ethical implications of their actions

Once your activity has been added, you will be taken back to your **SA Worksheet**. Your activity will appear in your chart with a **Needs Approval** tag.

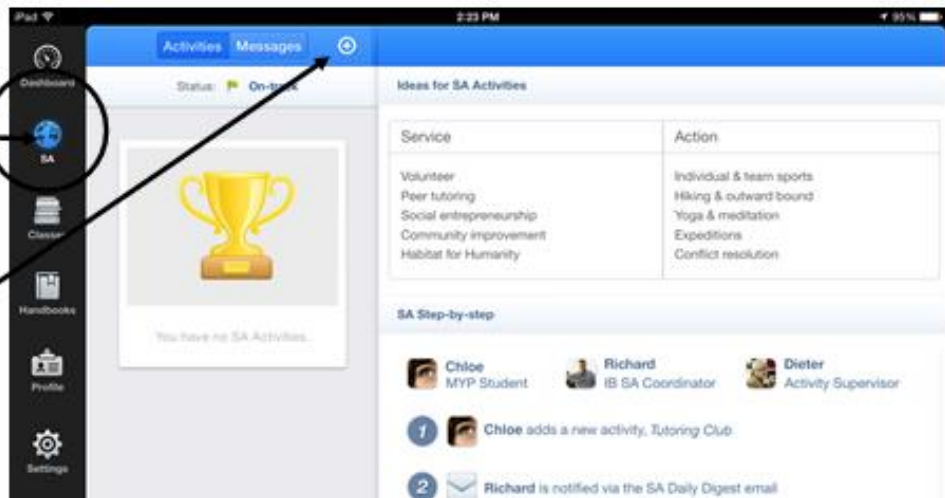
Once your Advisory teacher approves the activity, go ahead with it. Don't forget to log back into ManageBac when you are done and complete the reflection part of your activity.



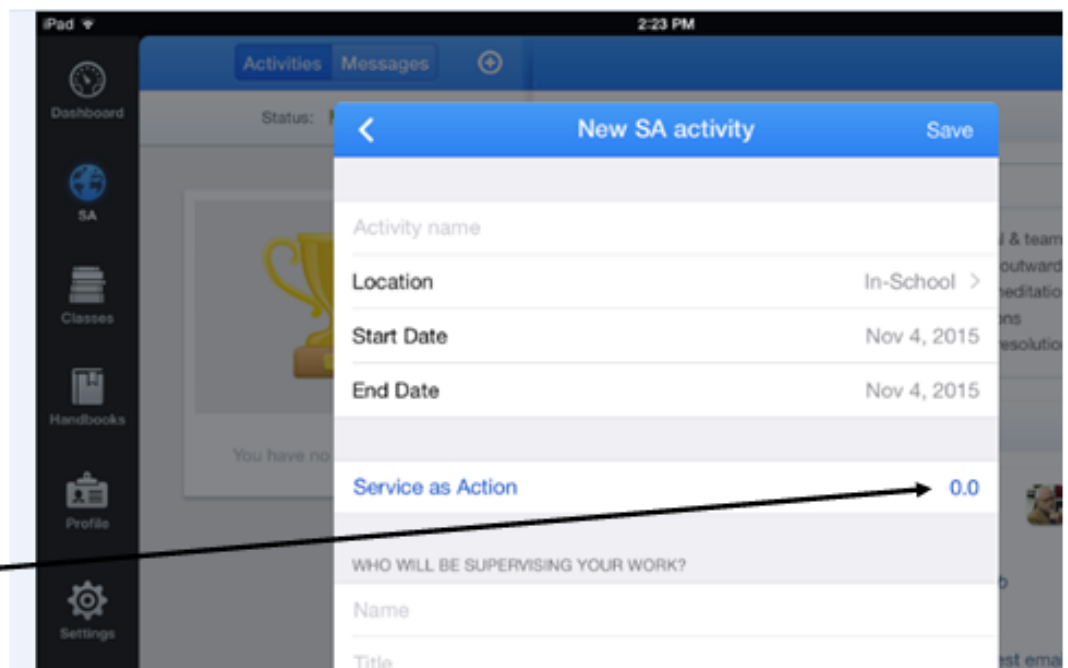
If you are using the ManageBac App on your iPad please follow the directions below to add an activity and your reflections.

1. Click on the SA icon on the left side of the screen

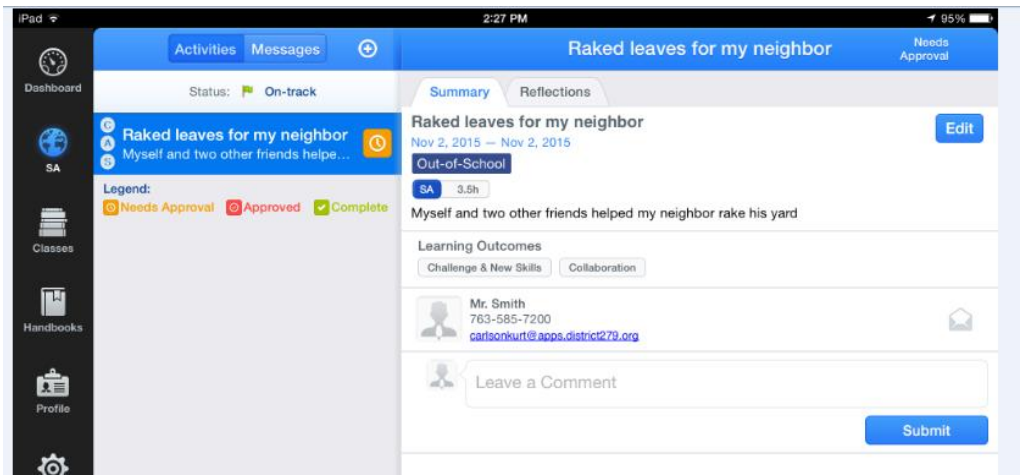
2. Click on the circle with the + sign in it



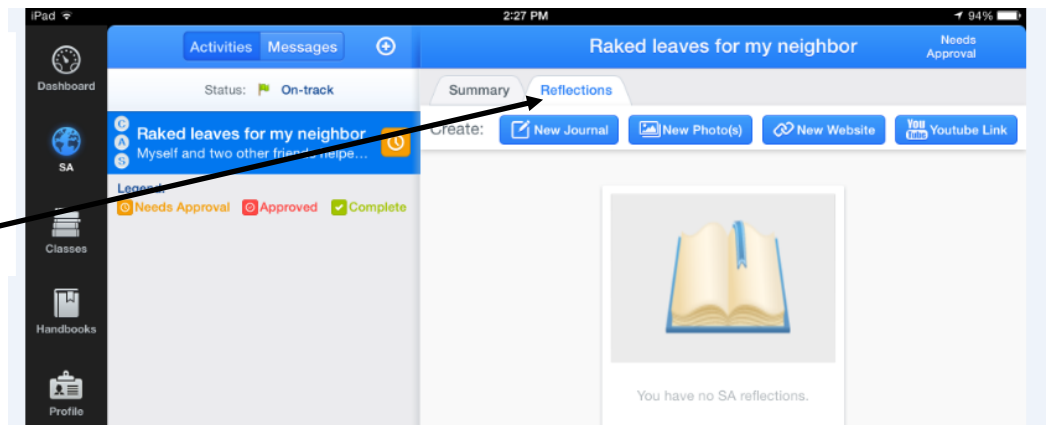
3. Fill out the New SA Activity sheet. All information will need to be filled in in order to add the activity. You will need an adult's name, email address and phone number that supervised your work or that can verify your service. Also, make sure you add the amount of hours you volunteered.



**4. Example of what the activity will look like when you have entered everything correctly**



**5. Once your Advisory teacher approves the activity, make sure you go back and complete the reflection after you have completed the activity.**



***If you have any questions about how to add an activity, please stop by the IB Office in room 100 at North View.***