











Managebac Service as Action Online Submission Instructions



Summary of process

SA Step-by-step

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| <p>1  Rachel adds a new activity, <i>Design Club</i></p> <p>3  Richard approves the activity on ManageBac</p> <p>5  Rachel completes the activity and adds reflections</p> <p>7  Dieter completes the supervisor review form</p> | <p>2  Richard is notified via the SA Daily Digest email</p> <p>4  Rachel SA is notified of the approval via email</p> <p>6  Dieter receives the activity supervisor email</p> <p>8  Richard reviews Rachel's reflections and marks the activity complete</p> |
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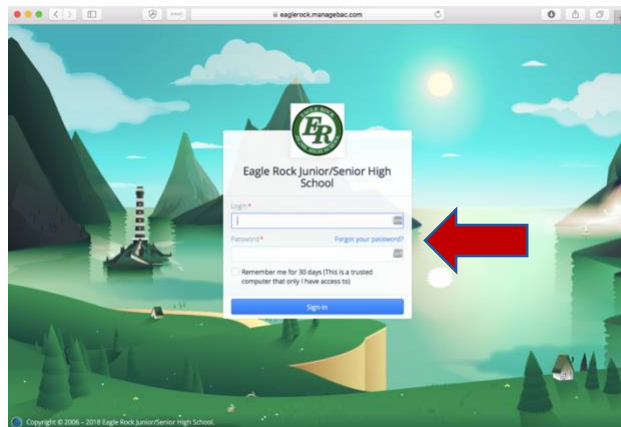
 **Rachel**
MYP Student

 **Richard**
IB SA Coordinator

 **Dieter**
Activity Supervisor

Step by Step

1. Log in to <https://erhs.us.managebac.com>
2. Click forgot password and submit your mymail.lausd.net email



3. Click on 1. IB Manager on the left side then Click on 2. SA

4. Click on “add SA Activity” on top right corner.

The screenshot shows the 'SA Worksheet' dashboard. At the top right, there is a button labeled 'Add SA Activity' with a plus icon. A large red arrow points to this button. The dashboard includes a sidebar menu on the left with categories like 'GENERAL', 'SA', 'ACADEMICS', and 'PERSONAL PROJECT'. The main content area is titled 'SA Worksheet' and contains sections for 'SA Activities', 'Ideas for SA', and 'SA Step-by-step'. The 'SA Step-by-step' section shows an 8-step process for adding and reviewing an activity.

5. Fill out form, the supervisor (1) is the person in charge of the event who supervised you at the activity. Make sure the email (2) is correct. The description (3) describes what was done at the event, the learning outcomes (4) are the IB Learner attributes that you worked on in this activity (select all that apply), and the aim (5) describes the purpose of the event and how it helps others (big picture goals).

The screenshot shows the 'Add SA Activity' form. On the left side, there are five numbered callouts (1-5) with red arrows pointing to specific fields in the form:

- 1 points to the 'Supervisor Name' field, which contains 'Joseph Cohen'.
- 2 points to the 'Supervisor E-mail' field, which contains 'joseph.cohen@tausd.net'.
- 3 points to the 'Description and Goals' text area, which contains 'Create signs showing the 10 IB learn profile attributes.'
- 4 points to the 'Please select your target learning outcomes' section, where 'Balanced' is selected.
- 5 points to the 'Activity Aim' text area, which contains 'To inform students and parents about the 10 IB learner profile traits.'

The form also includes fields for 'Activity Name' (to sign making), 'Location' (In-School), 'Service as Action hours' (2), 'Start date' (November 2, 2018), and 'End date' (November 2, 2018). At the bottom right, there are buttons for 'Add SA activity' and 'Cancel'.

6. The IB Coordinator will approve or deny your activity. If your activity is approved, click “add reflections and evidence” on the top right.

The screenshot shows the 'SA Worksheet' page in the IB system. At the top, a green notification bar states 'SA activity was successfully created.' The page has two tabs: 'Summary' and 'Reflections & Evidence'. The 'Reflections & Evidence' tab is active, showing details for an 'In-School' activity titled 'IB Sign making' with a duration of 2 hours. The activity was created on November 2, 2018. The description and goals, aim, organization (Eagle Rock High School), and learning outcomes are listed. A supervisor review section for Joseph Cohen is shown, with a note that the review is not completed. At the bottom, there is a 'Message Board' section. On the right side, under 'ACTIVITY STATUS', there is a 'To Be Determined' status and a red arrow pointing to the 'Add Reflections & Evidence' button. Other buttons include 'Edit Activity' and 'Delete Activity'. Below that, 'NEXT STEPS' are listed, including a link to the 'SA Completion Form'.

7. Fill out the reflection by answering the questions.

The screenshot shows the 'Add New Reflections and Evidence' form in the IB system. The page has two tabs: 'Summary' and 'Reflections & Evidence'. The 'Reflections & Evidence' tab is active, showing a rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Link, and Unlink. Below the editor, there is a section for 'Outcomes' with a checkbox for 'Working collaboratively with others'. At the bottom, there is a blue 'Add New Entry' button and a red 'Cancel' button. Below the form, there is a section titled 'For each of your activities, you will want to show evidence of:' with a list of bullet points: 'planning and organization', 'effort and commitment', 'active reflection', and 'personal development and achievements'. Below that, there is a section titled 'To guide your reflection, answer these questions:' with a list of bullet points: 'What did you do?', 'What need did your service address?', 'Who benefitted from your service?', 'What did you learn about yourself?', and 'How was this service experience connected to something you learned in a class at school?'.

- After the IB Coordinator approves your activity and you have filled out the reflection, click “request supervisor review”

The screenshot shows the 'SA Worksheet' page for 'IB Sign making'. The 'Reflections & Evidence' tab is active. A green notification bar at the top states 'SA activity was successfully updated.' The 'ACTIVITY STATUS' is 'Approved'. On the right, there are buttons for 'Add Reflections & Evidence', 'Edit Activity', and 'Delete Activity'. Below these, the 'NEXT STEPS' section includes a 'Request Supervisor Review' button, which is highlighted with a large red arrow. Other options include 'Request Supervisor Review' (a smaller button), 'SA Completion Form', and 'Request Supervisor Review' (a link). The 'Supervisor Review' section shows 'Supervisor Review Not Completed'.

- After your supervisor responds your activity will be marked complete and your hours will be updated in the hours progress tab of your SA activities page.

The screenshot shows the 'SA Worksheet' page for 'IB Sign making' with the 'Hours Progress' tab selected. The 'SA Activities' section shows 'IB Sign making' with a 'Reviewed' status and '1 reflection'. Below this is a progress bar for 'IB Sign making' showing 20% completion. A red arrow points to the '20%' label on the progress bar. The 'Hours Progress' section includes a 'Service as Action' indicator and a legend for 'Completed Hours' (green) and 'Planned Hours' (orange). The 'Notes & Interviews' section is at the bottom.

If your supervisor has not responded, it is your responsibility to contact them and remind them to respond to the email.