

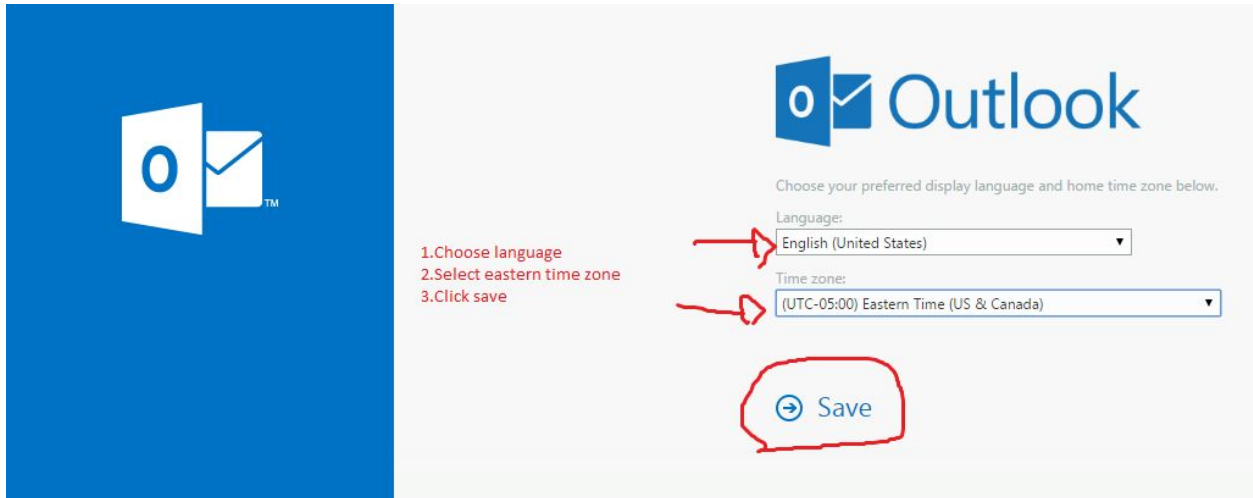
Setting up ManageBac

Step 1: log into www.mybackpack.apsk12.org, using the same log-in you use to log into the school computers

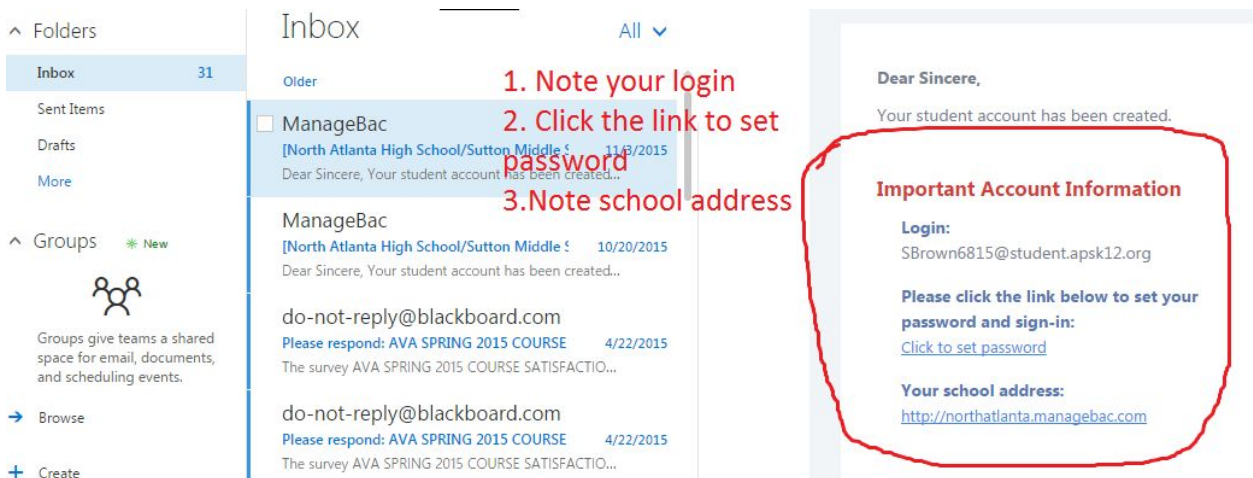
*Note: If the above step doesn't take you to mybackpack:

1. Go to this website: <http://www.atlantapublicschools.us/Page/39016>
2. Follow the steps on that website (click on the link on that screen)
3. It should take you to the mybackpack log-in, and you can follow the rest of the steps outlined in this document

Click "email"



Step 2: Choose your language and time zone (if you have never used your school email before)



Step 3: Find the email from ManageBac. Click the set password link

Apps IB Coordinator Resour research unit Atlanta Public School

North Atlanta High School/Sutton Middle School

35 Blog Dashboard Profile IB Program Classes Groups

Welcome Practice Student!

It appears a school admin has already setup your account. You'll simply need to set your password below and you're all ready to go.

Set your Password

Password

Password (retype)

Set your password. Write it down and make it something you will remember! You will need your APS email address and new password anytime you log into ManageBac.

[Set Password](#)

Step 4: Create a ManageBac password

Dashboard Profile IB Program Classes Groups

Welcome Practice! [Add event](#) [Full calendar](#)

Next 2 Weeks

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|----------------------------------|----------|--------|
| Today | 22 | 23 | 24 | 25 9AM Final Personal Project | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

Upcoming Events or Deadlines

MAR 25 Final Personal Project **Deadline** Due Friday 9:00 AM

[Click here!](#)
Note: look for March 25th

Step 5: On your dashboard, you will see a list of upcoming deadlines. Click "Final Personal Project"

The screenshot shows a ManageBac interface with a calendar event for March 25th (Friday, 9:00 AM) titled "Final Personal Project". The event instructions are as follows:

- Upload the following documents here, in Managebac
 - Cover sheet
 - Final Project Report and bibliography
 - 5-10 copies of important journal entries, either typed in a word document, and/or scanned and uploaded here in ManageBac
 - Evidence of your product: pictures, or a short video or audio clip
- Turn the following in to your supervisor
 - SIGNED Academic Honesty Form

Two files are attached: "Project_Cover_Sheet.docx" (10 KB) and "Project_Academic_Honesty_Form.docx" (10 KB). Below the attachments is a "Dropbox" section indicating no files have been uploaded yet, and an "Attach a file" section with a "Choose File" button (no file chosen) and an "Add another file" button. At the bottom right is a green "Upload Files" button.

Red arrows and text annotations provide additional instructions:

- A red arrow points to the "Project_Cover_Sheet.docx" file with the text: "You must fill out the Project Cover Sheet and use it as the first page of your project report".
- A red arrow points to the "Project_Academic_Honesty_Form.docx" file with the text: "You must print and sign the Academic Honesty Form and turn it into your supervisor."
- A red arrow points to the "Attach a file" section with the text: "Attach all documents here (cover sheet, project report, bibliography, journal extracts, and any visuals/pictures)." and "If submitting a URL, paste the web address onto a word document and upload the word document".
- A red arrow points to the "Upload Files" button with the text: "Click here when done".

Step 6: Open the files named “Project_Cover_Sheet” and “Project_Academic_Honesty_Form”. You will include the cover sheet with your project report. You will print and sign the Academic Honesty Form

Step 7: To submit your project report, journal entries, and any visuals, click “choose file” and select the file from your computer. To add another file, click “add another file”. If uploading a url, such as a website or video you created, copy and paste in onto a Word Document, save the document, and upload it.

Click “upload files” when you have added all attachments.