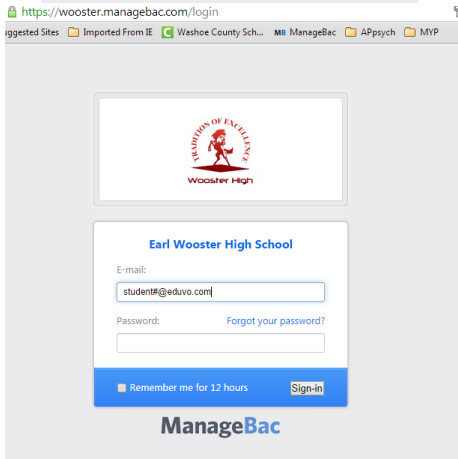


DIRECTIONS FOR SUBMITTING SERVICE REFLECTIONS

ManageBac



Service Reflections must be submitted ONLINE

1. <https://wooster.managebac.com/login>

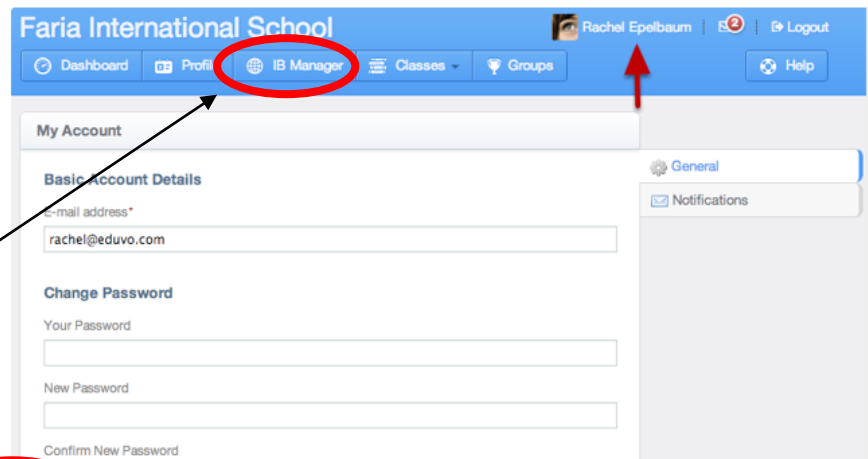
This website is also available from the homepage of under “quick links” www.woostercolts.com

2. **If** you’ve never logged in and created an email, your email is yourstudentnumber@eduvo.com and your password is your student #.
3. To update your email address and information - click on your name at the top. **DO NOT CHANGE PASSWORD** from your student number.

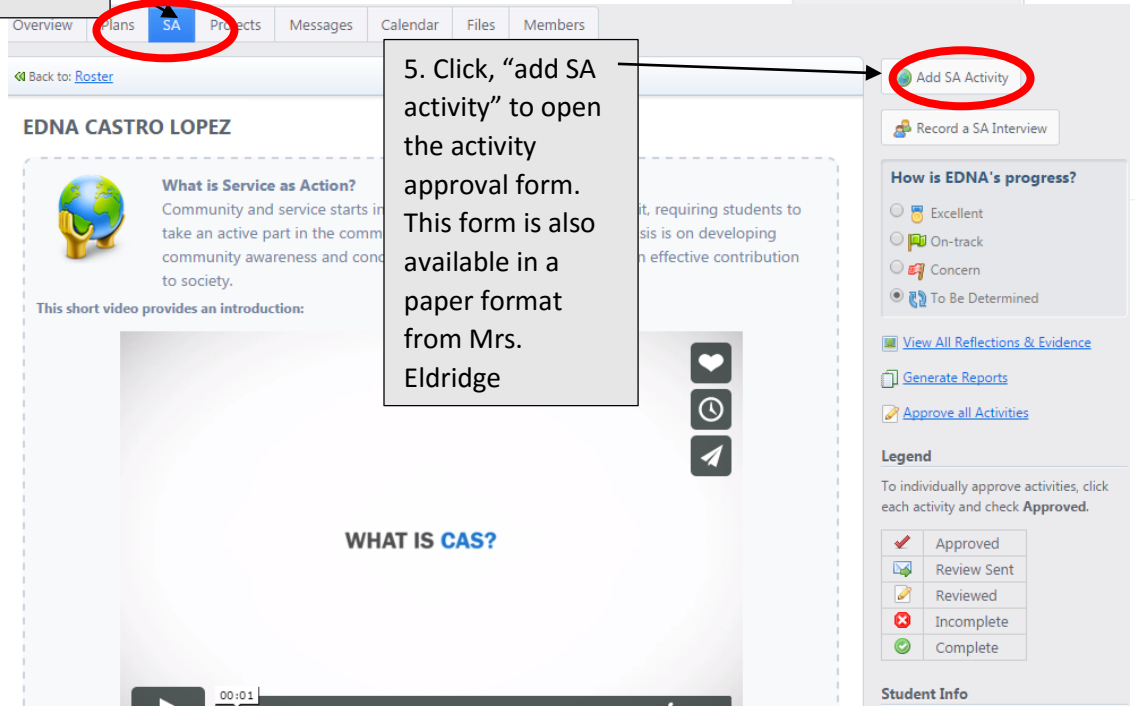
Via Your Name

Service & Action Reflections

4. Click here (IB Manager) and on “SA” (stands for Service and Action)



5. Click, “add SA activity” to open the activity approval form. This form is also available in a paper format from Mrs. Eldridge



Add SA Activity

Activity Name*

Community & Service
 hours

Location*
 Out-of-School In-School

Start Date* End Date*

Who will be supervising your work?

Name* Title

E-mail* Contact #*

Organization

Activity Aim

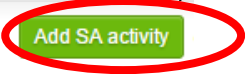
Description and Goals

Please select your targeted learning outcomes:

- Consider ethical implications
- Develop new skills
- Engaged with issues of global importance
- Increased awareness of your strengths and areas for growth
- Planned and initiated activities
- Show perseverance and commitment
- Undertaking new challenges
- Working collaboratively with others

Select up to 3 outcomes for one activity (you will write a paragraph for each one you select)
6 service reflections are required for the MYP Certificate!

Click "add activity"—**But remember, you aren't finished yet...**



Back to: [Roster](#) | [Worksheet](#) [Edit Activity](#) | [Delete Activity](#)

Mr. WHS clothing drive 2 hours Community & Service In-School

Description and Goals:
To encourage others to donate clothing for a good cause

Activity Aim:
Organize clothing drive

November 13, 2014 to November 13, 2014

Supervisor: Amanda Pippin (Teacher) 775-333-5100 apippin@washoeschools.net

Organization
Big Brothers and Big Sisters

Learning Outcomes:
1. Consider ethical implications

To write a Reflection: click on the activity

Then add a reflection paragraph

You must reflect on 1-3 of the learning outcomes!

When you have completed your written reflection on ManageBac, then you will need your activity supervisor to sign your printed form (or they can complete it electronically if it is a teacher at Wooster). **DO NOT SUBMIT UNLESS YOU HAVE COMPLETED YOUR WRITTEN REFLECTION! OTHERWISE MRS. ELDRIDGE WILL NOT GET APPROVED**

Click here for electronic approval if teacher Wooster

Print it out for signature if outside of Wooster

Supervisor Review
Prepared: November 14, 2014

Student Name:	Wooster AAstudent
Name of Activity:	Mr. WHS clothing drive
Dates:	Nov 13, 2014 to Nov 13, 2014
Activity Description:	To encourage others to donate clothing for a good cause 1. Consider ethical implications
Supervisor Name:	Amanda Pippin 775-333-5100 apippin@washoeschools.net

Thank you for supporting the SA programme at Earl Wooster High School. Please take the time to fill out this evaluation form.

Please comment on the student's progress, effort and commitment:

The student has completed 2 Community & Service hours.

This activity was Completed
 Not Completed

Amanda Pippin
Supervisor

Activity Status

- To Be Determined
- Approved
- Completed

Add Reflections & Evidence

Student Info

Wooster AAstudent
mrseldridge@gmail.com

Reviewing 1 of 478 Students ▶▶

Select activity:
Mr. WHS clothing drive ▼

Summary

Reflections & Evidence

Next steps ⓘ

Once you have completed your activity and submitted reflections or SA questions, you can request that your Activity Supervisor complete your review online.

Request Supervisor Review

Or you can turn in your signed SA Completion form to your Coordinator:

SA Completion Form

Your supervisor comments on your work, checks complete and signs at the bottom next to their name

You can then submit these to Mrs. Eldridge in the IB office or in my mailbox at the front office.

If approval is from a teacher at Wooster, there is no need to submit a paper form—just be sure you have put in the teacher’s email---It should have this symbol next to status: and it won’t let you edit once it has been reviewed