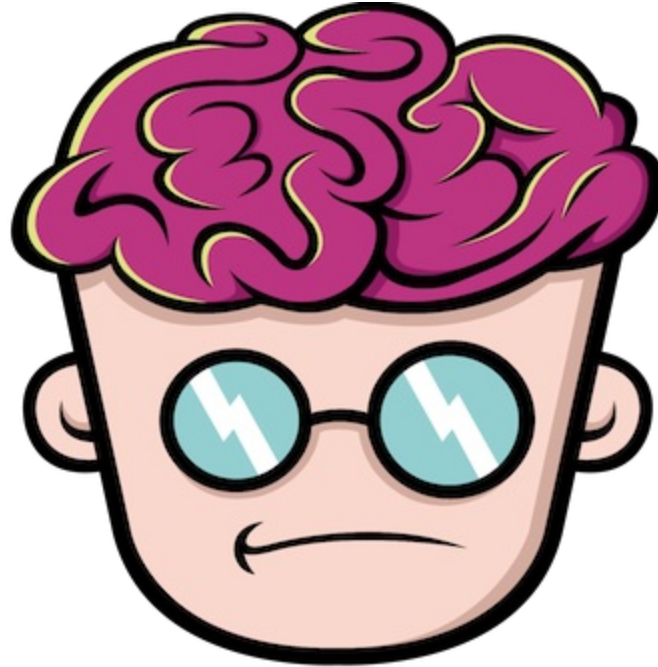


BIS Help Guides



Viewing files on Managebac

Learn how to view files on managebac.

Written By: Aaron

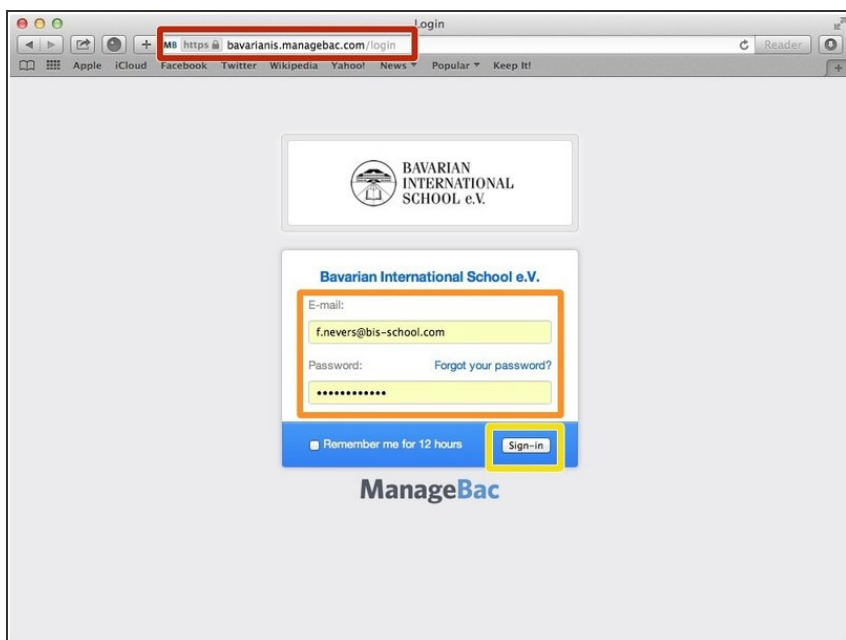
The screenshot shows a web browser window with the URL <https://bavarianis.managebac.com/classes/10269932>. The page title is "Bavarian International School e.V. - Overview". The main header is blue and contains the text "Bavarian International School e.V. IB MYP Design (Grade 10) z". Below the header is a navigation bar with tabs: "Dashboard", "Profile", "Admin", "Classes", and "Groups". A secondary navigation bar contains "Overview", "Tasks", "Messages", "Calendar", "Files", and "Settings". The "Files" tab is highlighted with a red box and a red arrow points to it from the right. Below the navigation is a "Latest Activity" section with a "New message" link and a computer icon. The activity list contains five items:

Type	Activity	Date
Message	No need to upload task 5	May 29, 2015
Message	Not here today	May 26, 2015
Assignment	3D Unit - Task 5 - Final document	May 26, 2015
Assignment	3D Unit - Task 4 - Evaluating	May 4, 2015
Assignment	3D Unit - Task 3 - Creating the solution	Apr 28, 2015

INTRODUCTION

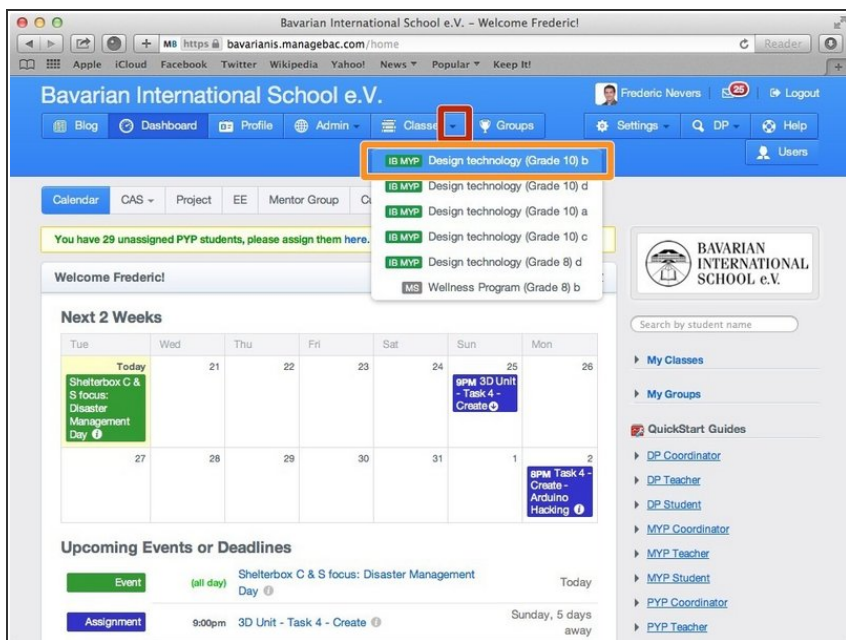
Learn how to view files on managebac.

Step 1 — Visit the BIS Managebac page



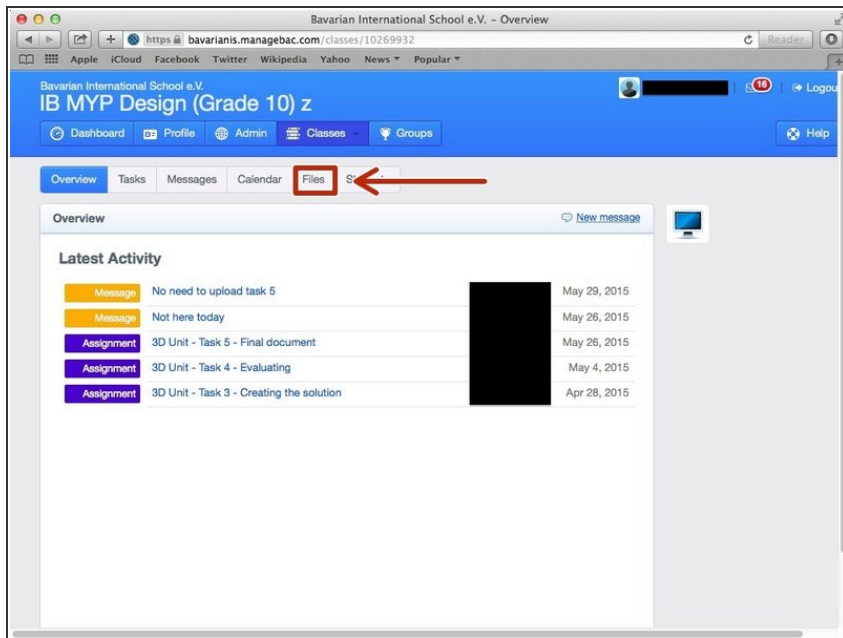
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ⓘ If you cannot remember your password, please click on 'Forgot your password'.

Step 2 — Visit your class page



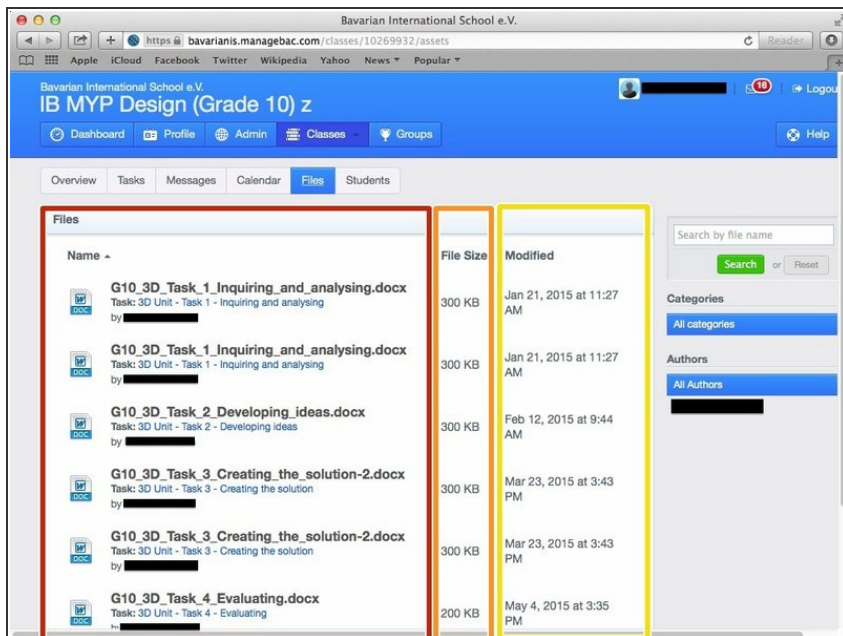
- Click on the arrow pointing down in the 'Classes' tab
- Click on the name of the class you wish to visit the page of

Step 3 — Finding The Files Tab



- Click on the tab that says "Files"

Step 4 — Finding The File You Need



- Read the file names and click on the file that you need
- This shows the size of the file
- This shows the date the file was created