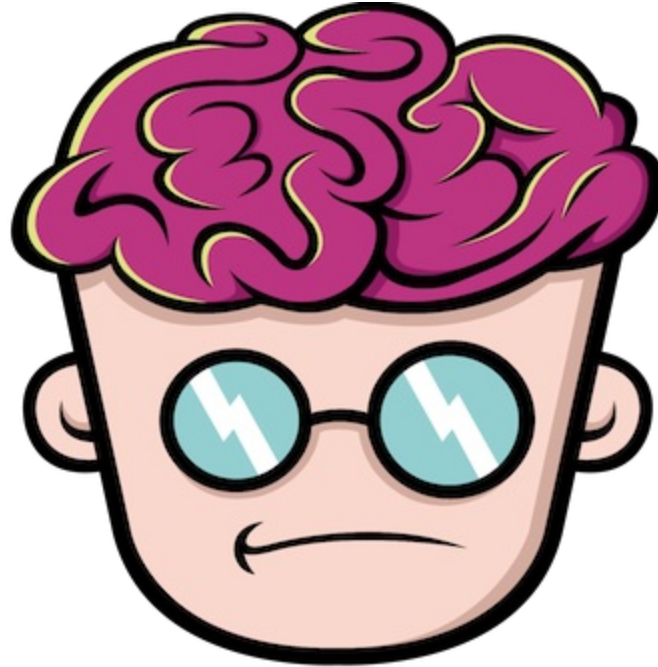


# BIS Help Guides



## How to take the attendance as a cover teacher

Follow this guide to take the attendance as a cover teacher. The procedure differs from taking the attendance as a subject teacher.

Written By: BIS Edtech Team

Bavarian International School e.V. – All Classes

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**Bavarian International School e.V.** Fake Te

Dashboard Profile Admin Classes Groups

**All Classes** [Show all classes](#)

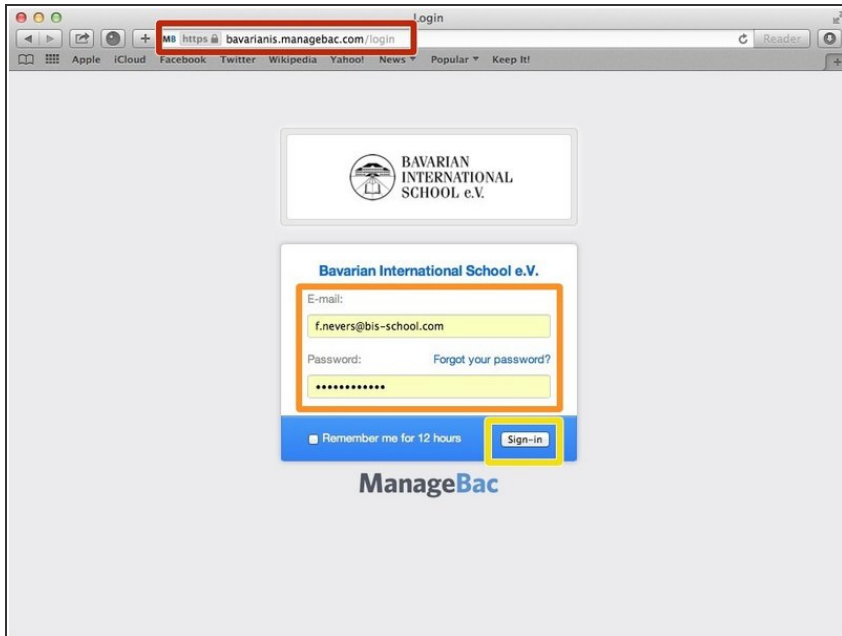
**Add a new class**

Perfect for posting assignments, managing IA requirements & more.

## INTRODUCTION

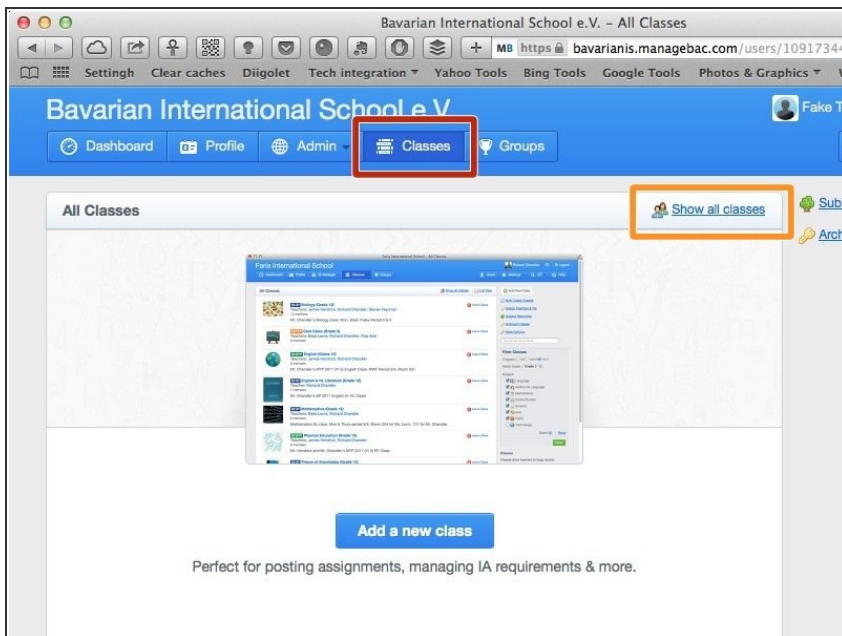
You will learn how to take the attendance as a cover teacher. For this, you need to know how to search for a class, join a class and leave a class

## Step 1 — Visit the BIS Managebac page



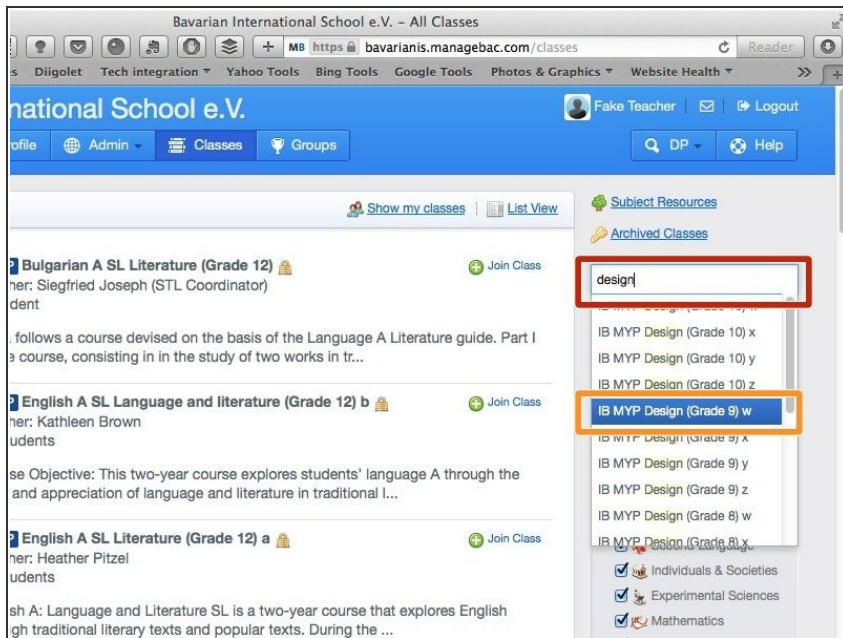
- Visit <https://bavarianis.managebac.com>
- Enter your username and password
- Click on 'Sign in'
- ① If you cannot remember your password, please click on 'Forgot your password'.

## Step 2 — Visit the classes page



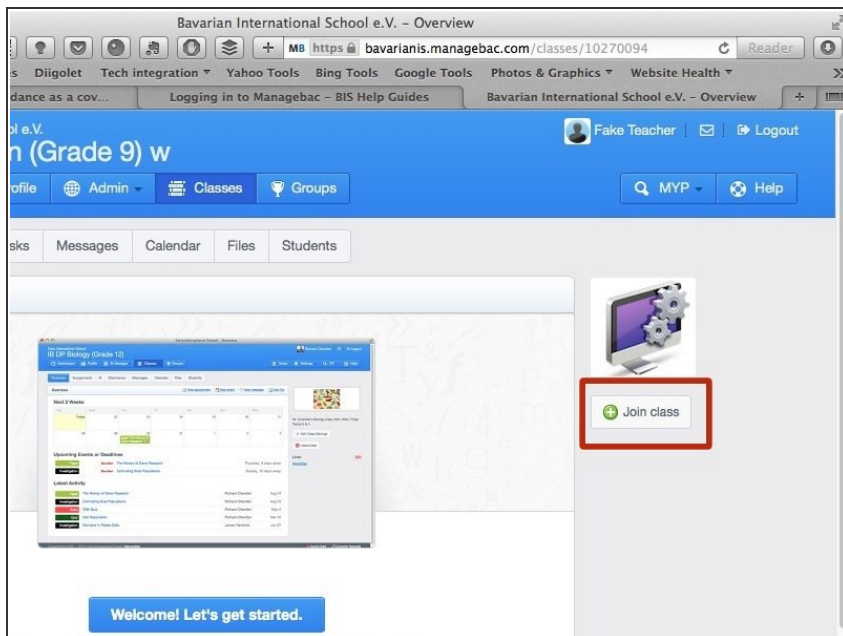
- Click on the 'Classes' tab
- Click on 'Show all classes'

## Step 3 — Search for your class



- Start typing the name of the class. You may want to ask a student for the name of the class if you're not sure.
- ⓘ The search system is quite forgiving so you can get away with searching for any part of the class name. I.e. not just the beginning part. Should your search draw a blank, please follow [this](#) guide
- Click on the class name that you are interested in

## Step 4 — Join the class



- Click on 'Join class'

## Step 5 — Take the attendance

- ⓘ Please follow [this](#) guide should you need further help on how to take the attendance using Managebac.

## Step 6 — Leave the class

- Click on 'Overview'
- Click on 'Leave class'
- ⚠ It is very important that you leave the class. If you don't, your name will appear to parents, and on reports. This could lead to embarrassing situations.