Introduction to Essential Apps for Academic Success at International School Almere

Welcome to the International School Almere!

At our school, we believe that effective use of technology is crucial to ensuring a smooth and successful academic journey. To support our students, parents/guardians, and teachers, we utilize several essential applications that help manage various aspects of school life, from organizing schedules to submitting assignments and accessing important resources.

This guide provides comprehensive information on how to use our three most important apps:

- **ManageBac (See page 2)**
- **SOM/Zermelo (See page 13)**
- **OneDrive (See page 16)**

All these apps are easily accessible through the International School Almere SharePoint portal: **https://isalmere365.sharepoint.com.**
Please ensure that your student's email account is activated to access these resources.

By mastering these essential applications, students will be well-equipped to manage their academic responsibilities efficiently and effectively.

We encourage all members of our school community to familiarize themselves with these tools to enhance their educational experience.

We hope this guide helps you navigate the digital landscape of our school and supports you in achieving academic success.

For further assistance regarding ICT issues feel free to contact to our ICT personnel at: **it@secondary.isalmere.nl**

Warm regards,

Jose Zuniga
International School Almere

INTERNATIONAL SCHOOL ALMERE

ManageBac

ManageBac is our primary platform for curriculum **planning, assessment management, and reporting**. It is currently used by more than 3,000 IB World schools.

It serves as a central hub where **students can access their assignments, submit work, and receive feedback and grades from teachers.** Parents can also use ManageBac to stay informed about their child's academic progress and upcoming deadlines.

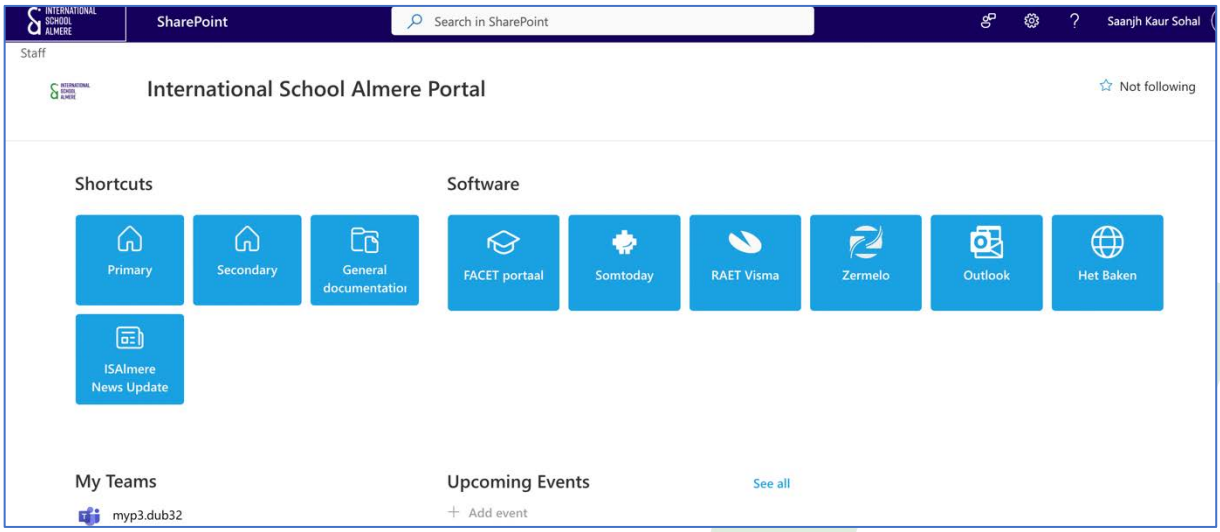
ManageBac is a web-based application. All you need is an internet connection and a modern web browser with JavaScript enabled. We would recommend using Google Chrome for the best experience, but the latest versions of Safari, Firefox, and other internet browsers should all work on both Macs & PCs. ManageBac for Mobile is available for students, parents, teachers with the full equivalency of web functions.

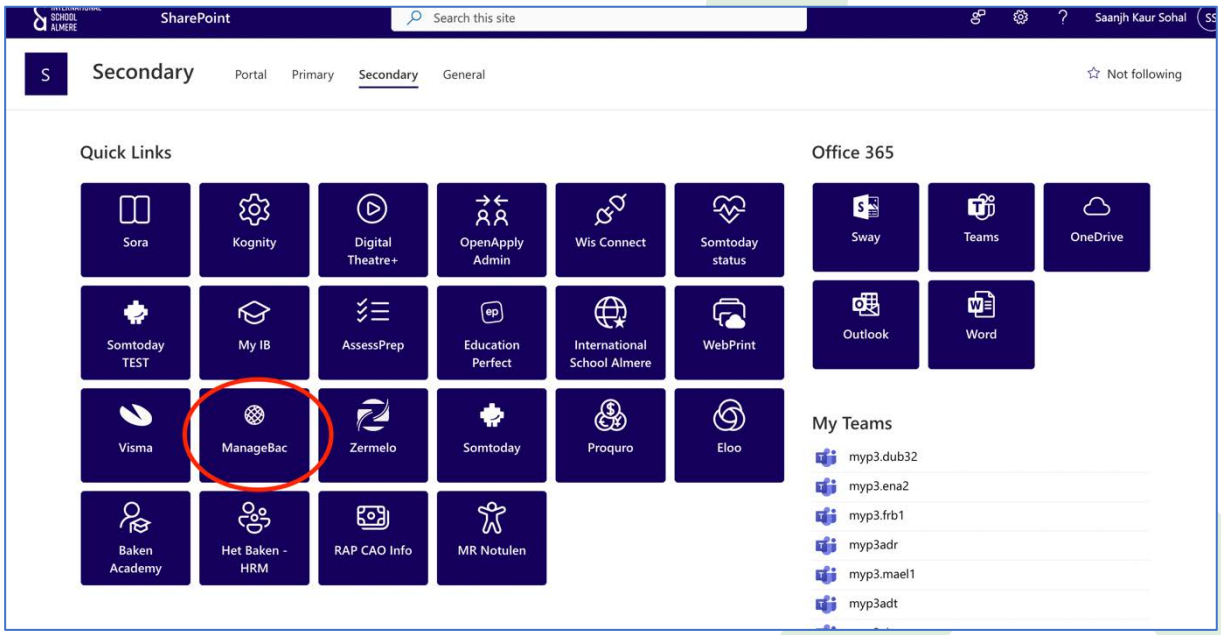
This section of the guide will walk you through the basics of navigating ManageBac, including how to log in, access coursework, track academic performance and submit assignments:

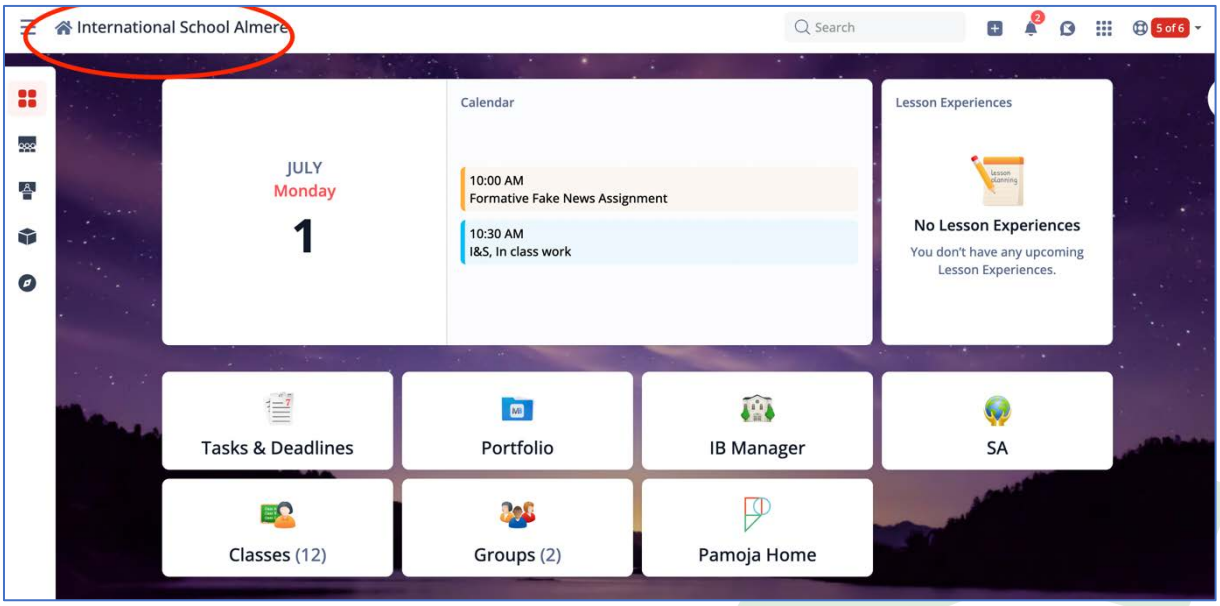
- Accessing to ManageBac and checking the **calendar** for formative and summative assessments.
- Revising the **Service as Action** Activities
- Revising **Messages** from teachers/staff members
- Revising **grades** per task and per term
- **Uploading** your work

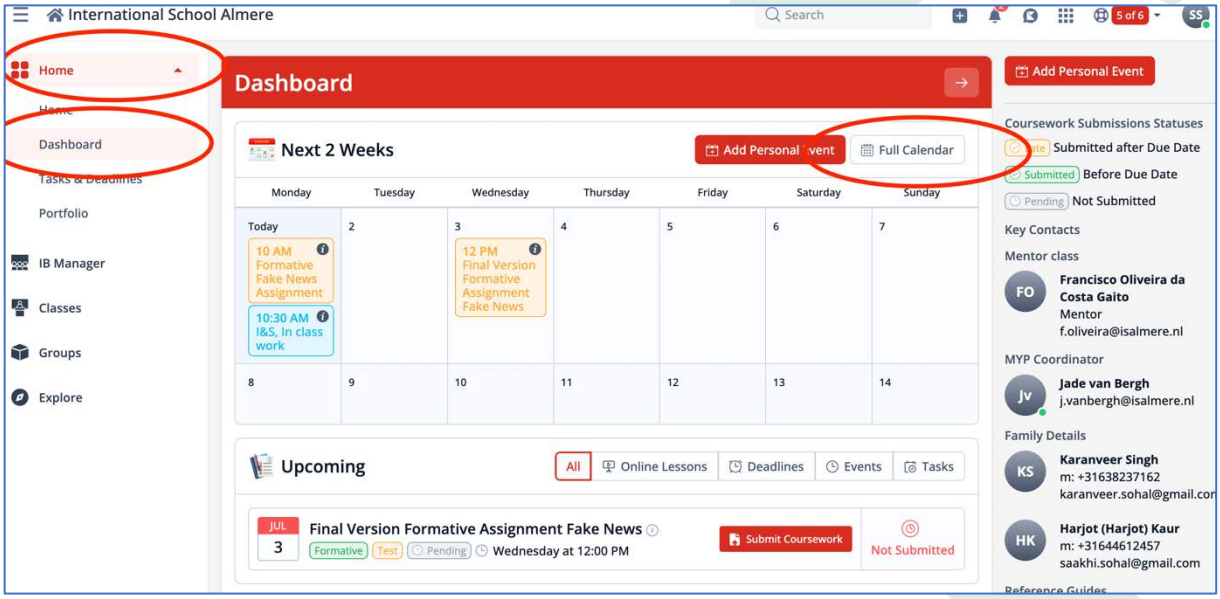
- Accessing to ManageBac and checking the calendar for formative and summative assessments.

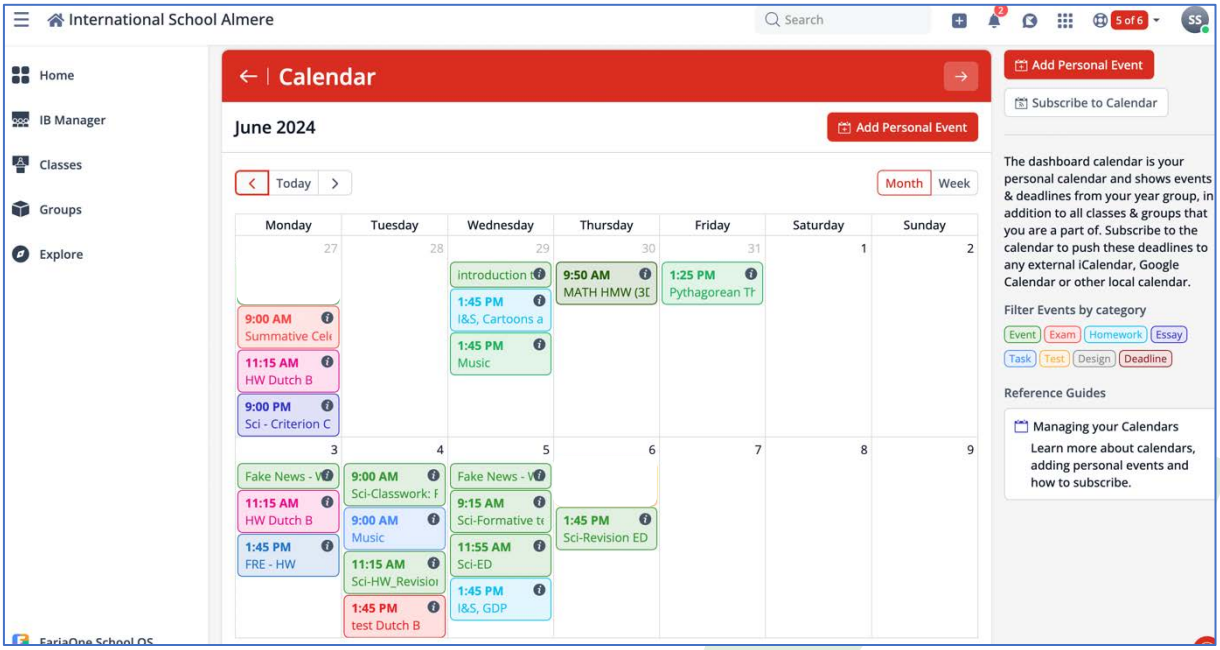
- Login to your International School Almere SharePoint portal: **https://isalmere365.sharepoint.com.**
- Follow the next steps:





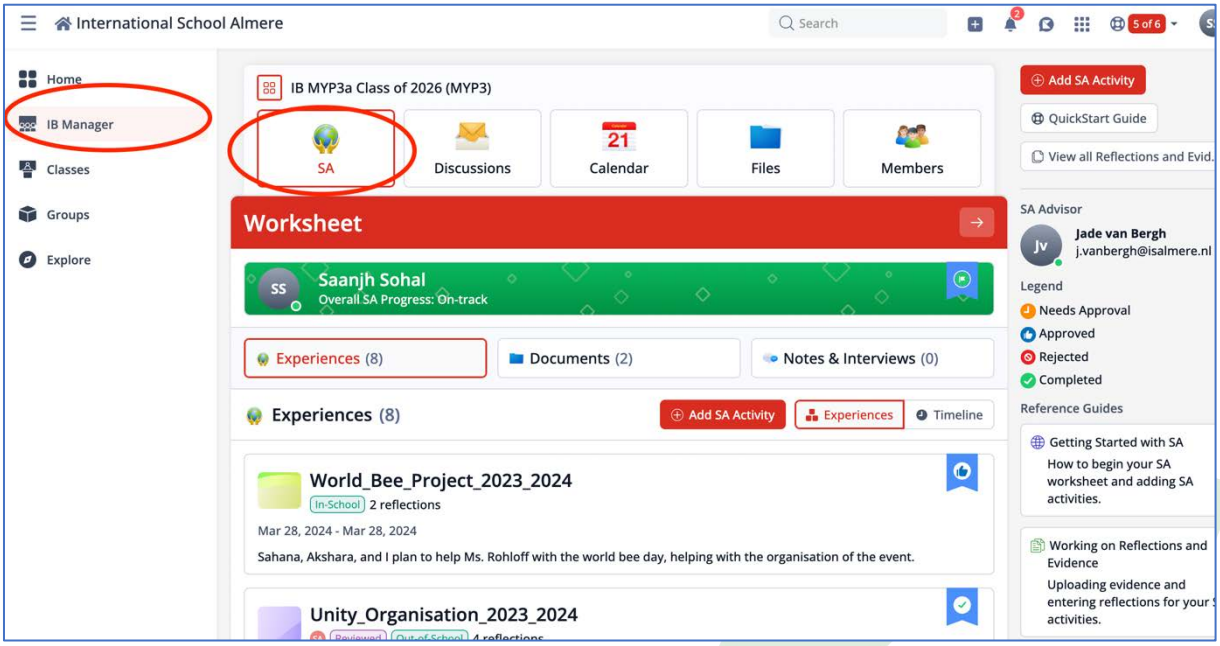

International School Almere
Search
5 of 6
Calendar
JULY
Monday
1
10:00 AM
Formative Fake News Assignment
10:30 AM
I&S, In class work
Lesson Experiences
No Lesson Experiences
You don't have any upcoming Lesson Experiences.
Tasks & Deadlines
Portfolio
IB Manager
SA
Classes (12)
Groups (2)
Pamoja Home


International School Almere
Search
5 of 6
Home
Dashboard
Portfolio
IB Manager
Classes
Groups
Explore
Dashboard
Add Personal Event
Next 2 Weeks
Add Personal Event
Full Calendar
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Today
10 AM Formative Fake News Assignment
10:30 AM I&S, In class work
12 PM Final Version Formative Assignment Fake News
Upcoming
All
Online Lessons
Deadlines
Events
Tasks
JUL 3
Final Version Formative Assignment Fake News
Formative
Test
Pending
Wednesday at 12:00 PM
Submit Coursework
Not Submitted
Coursework Submissions Statuses
Submitted after Due Date
Submitted
Before Due Date
Pending
Not Submitted
Key Contacts
Mentor class
FO
Francisco Oliveira da Costa Gaito
Mentor
f.oliveira@isalmere.nl
MYP Coordinator
Jv
Jade van Bergh
j.vanbergh@isalmere.nl
Family Details
KS
Karanveer Singh
m: +31638237162
HK
Harjot (Harjot) Kaur
m: +31644612457
saakhi.sohal@gmail.com

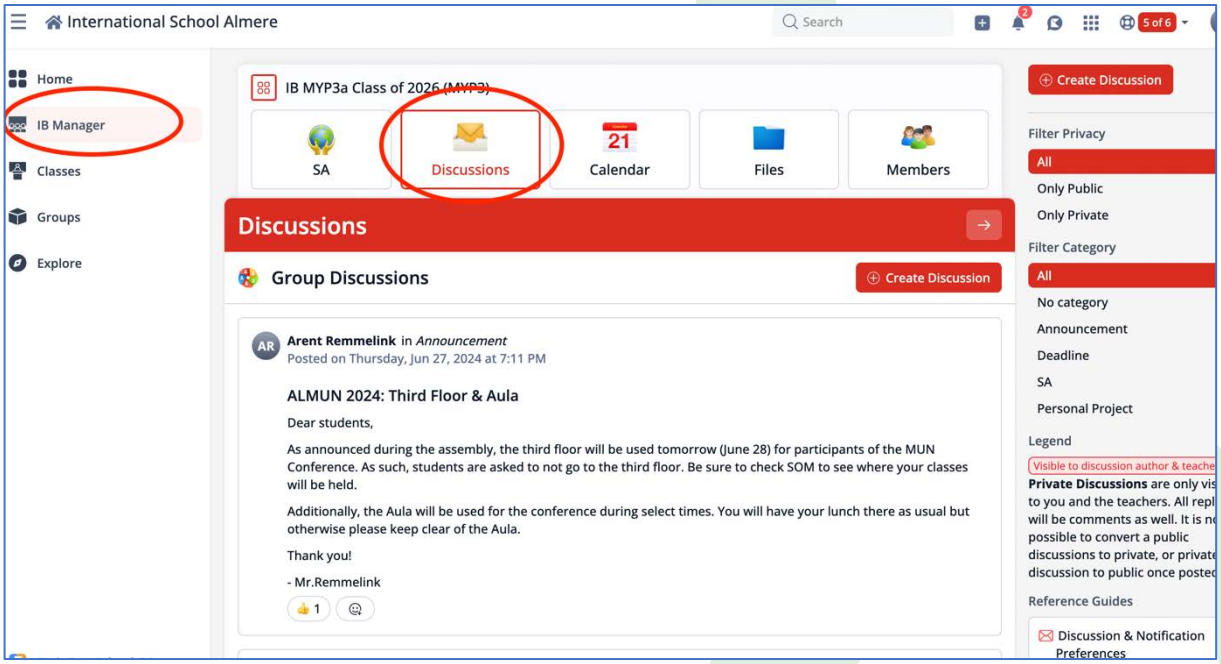


Please note that tasks in red are summative. This means, they will be graded according to the respective subject criteria.

- Revising the **Service as Action** Activities

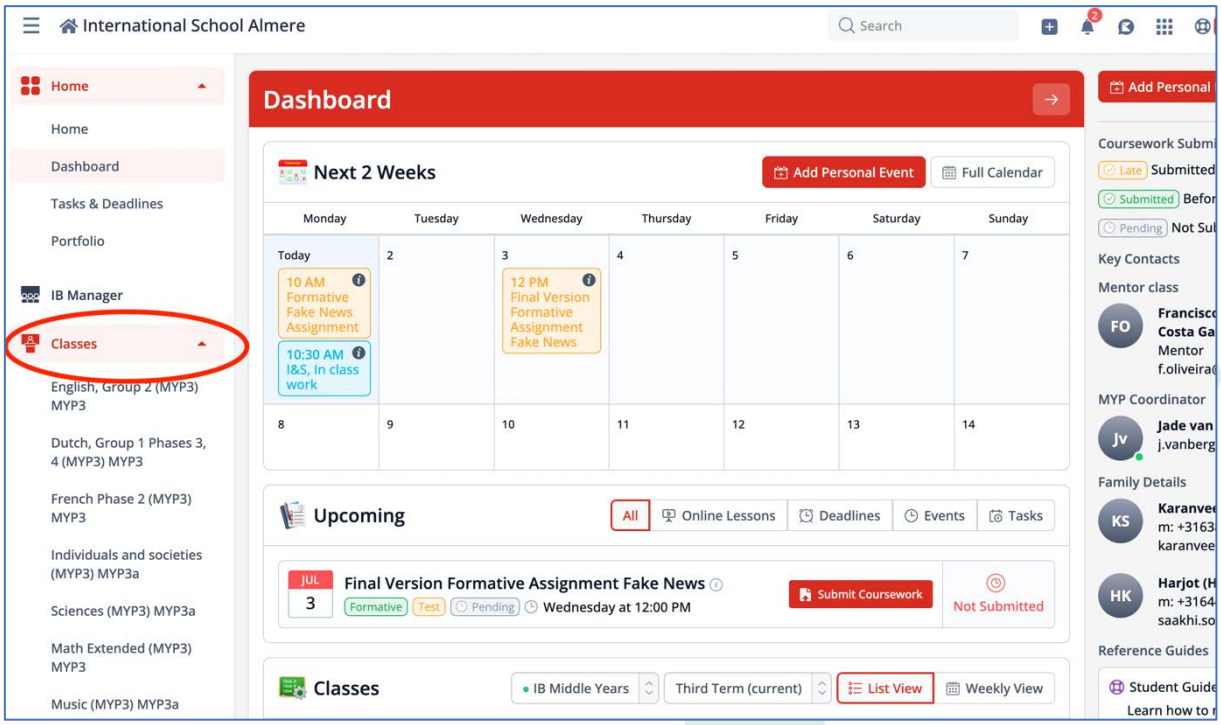


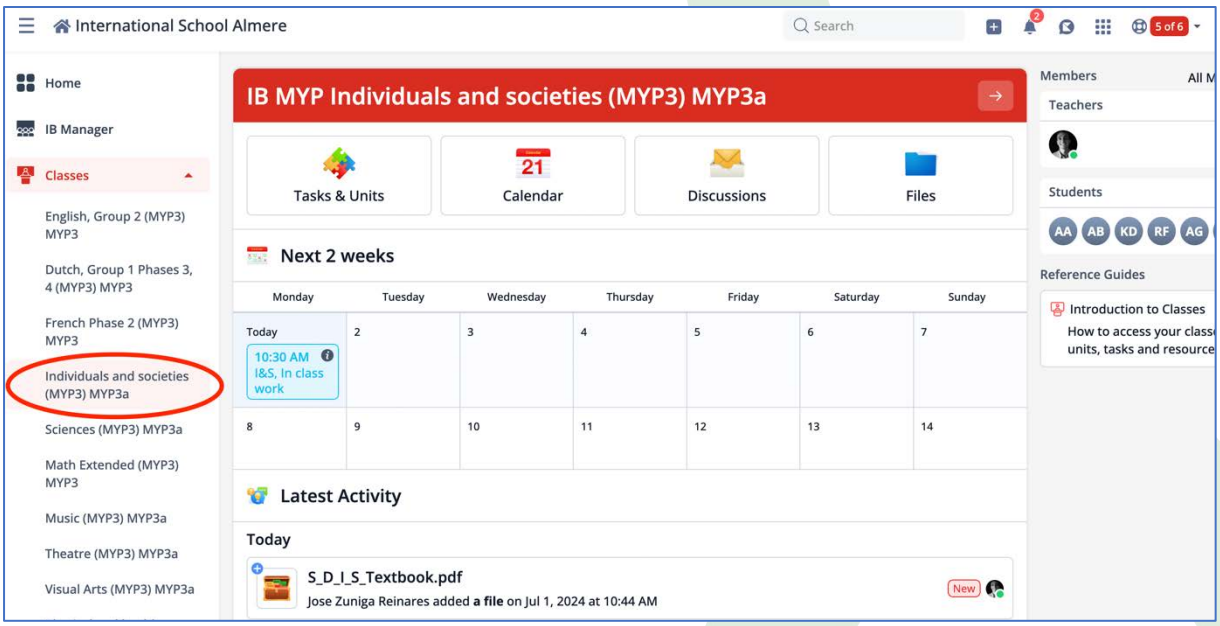
- Revising **Messages** from teachers/staff members

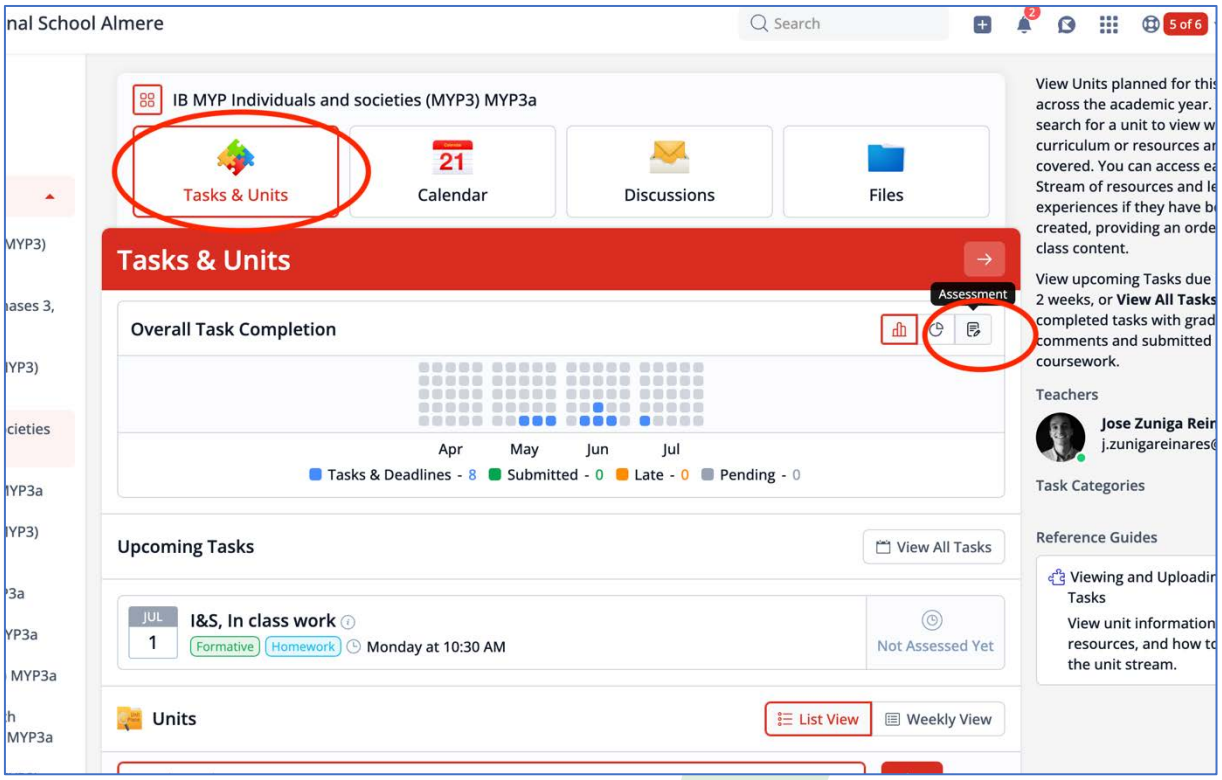


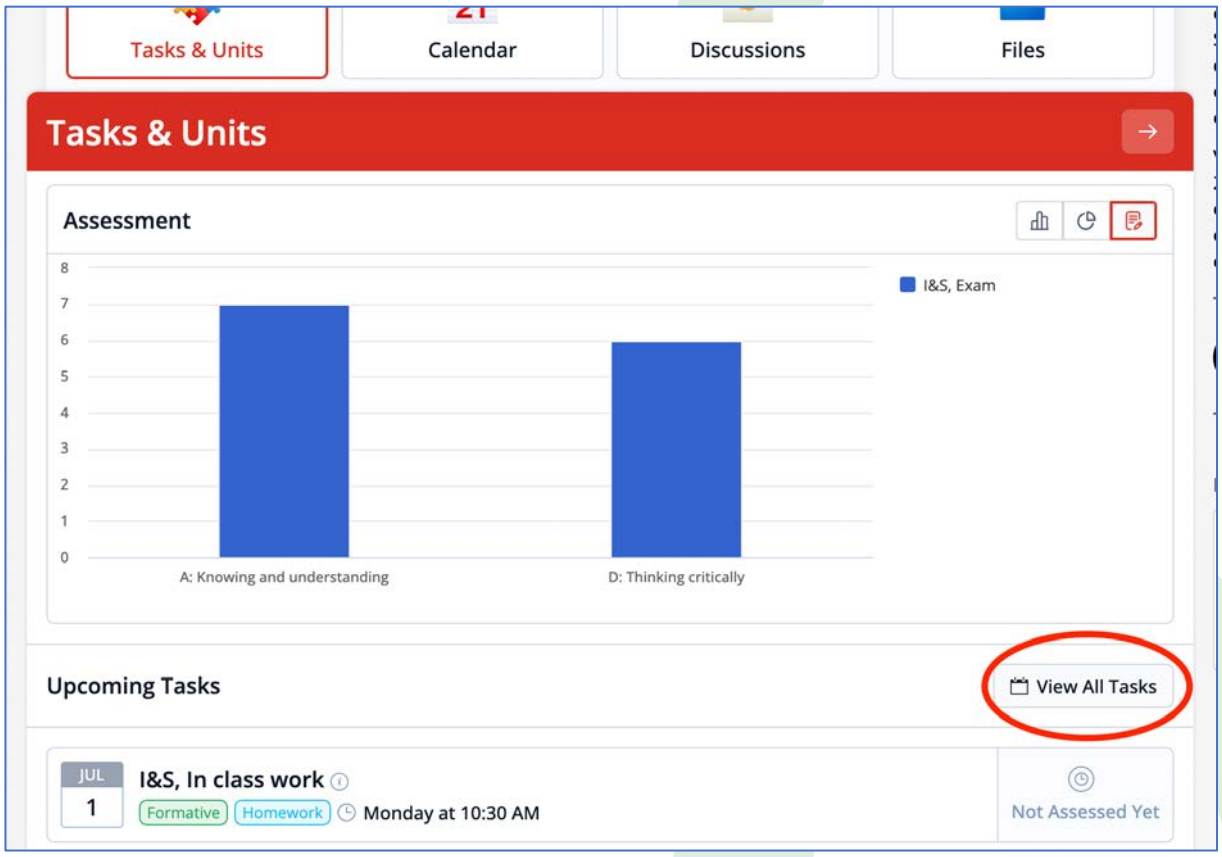
- Revising your **grades** per task and per term

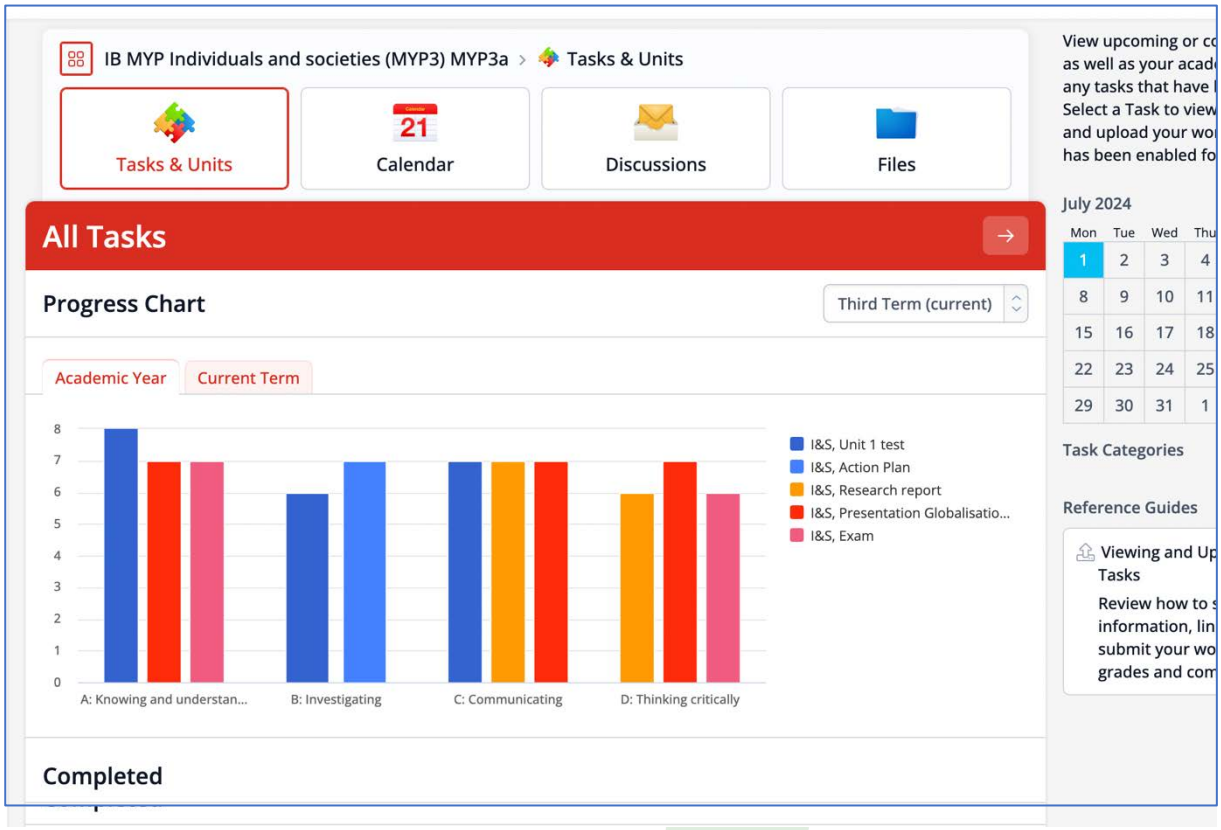
Example 1: Individuals and Societies



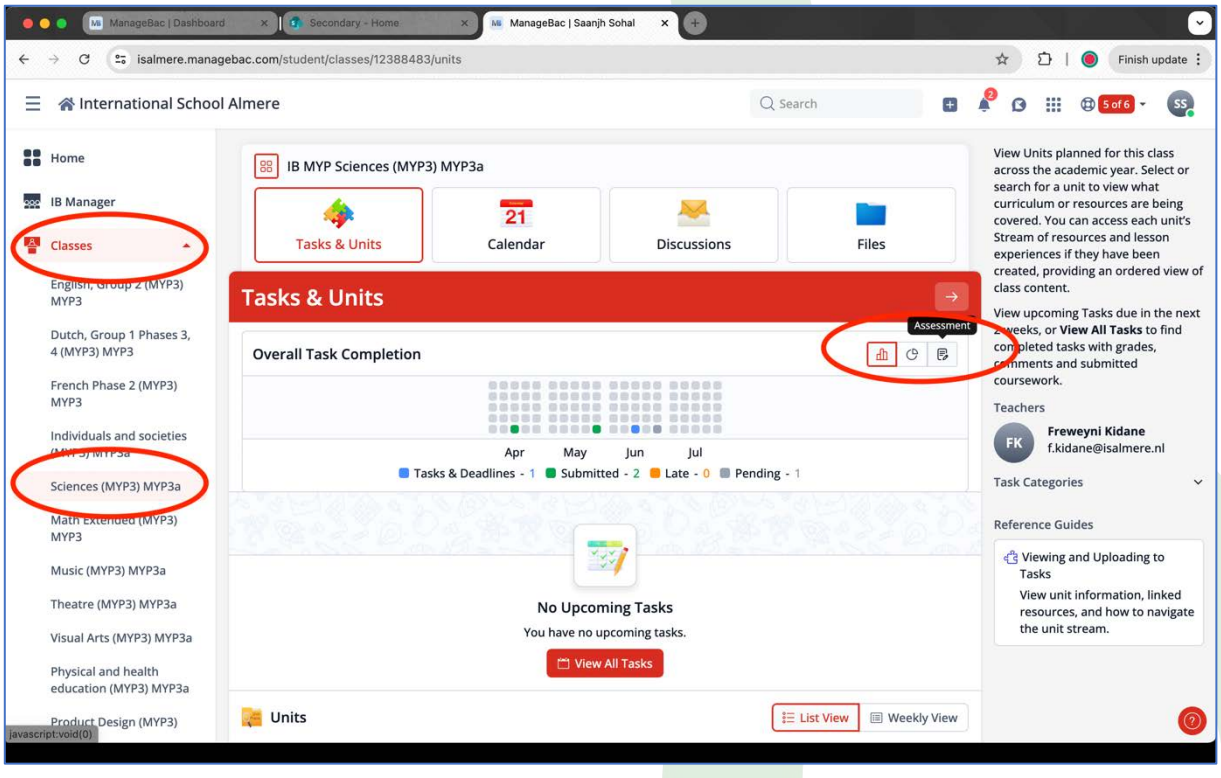


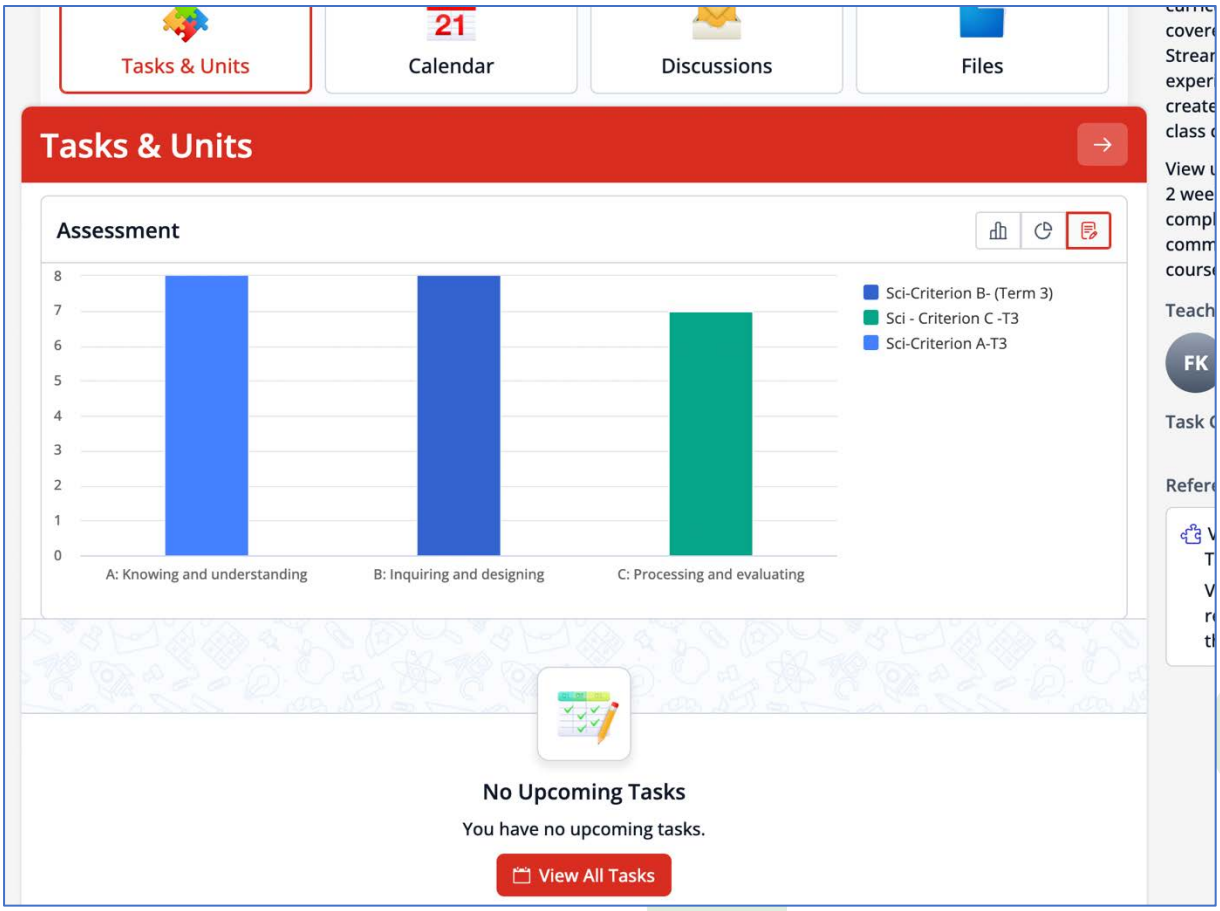

nal School Almere
Search
5 of 6
IB MYP Individuals and societies (MYP3) MYP3a
Tasks & Units
Calendar
Discussions
Files
Tasks & Units
Assessment
Overall Task Completion
Apr
May
Jun
Jul
Tasks & Deadlines - 8
Submitted - 0
Late - 0
Pending - 0
Upcoming Tasks
View All Tasks
JUL
1
I&S, In class work
Formative
Homework
Monday at 10:30 AM
Not Assessed Yet
Units
List View
Weekly View
View Units planned for this
across the academic year.
search for a unit to view w
curriculum or resources ar
covered. You can access ea
Stream of resources and le
experiences if they have be
created, providing an orde
class content.
View upcoming Tasks due
2 weeks, or View All Tasks
completed tasks with grad
comments and submitted
coursework.
Teachers
Jose Zuniga Rein
j.zunigareinares@
Task Categories
Reference Guides
Viewing and Uploadin
Tasks
View unit information
resources, and how to
the unit stream.

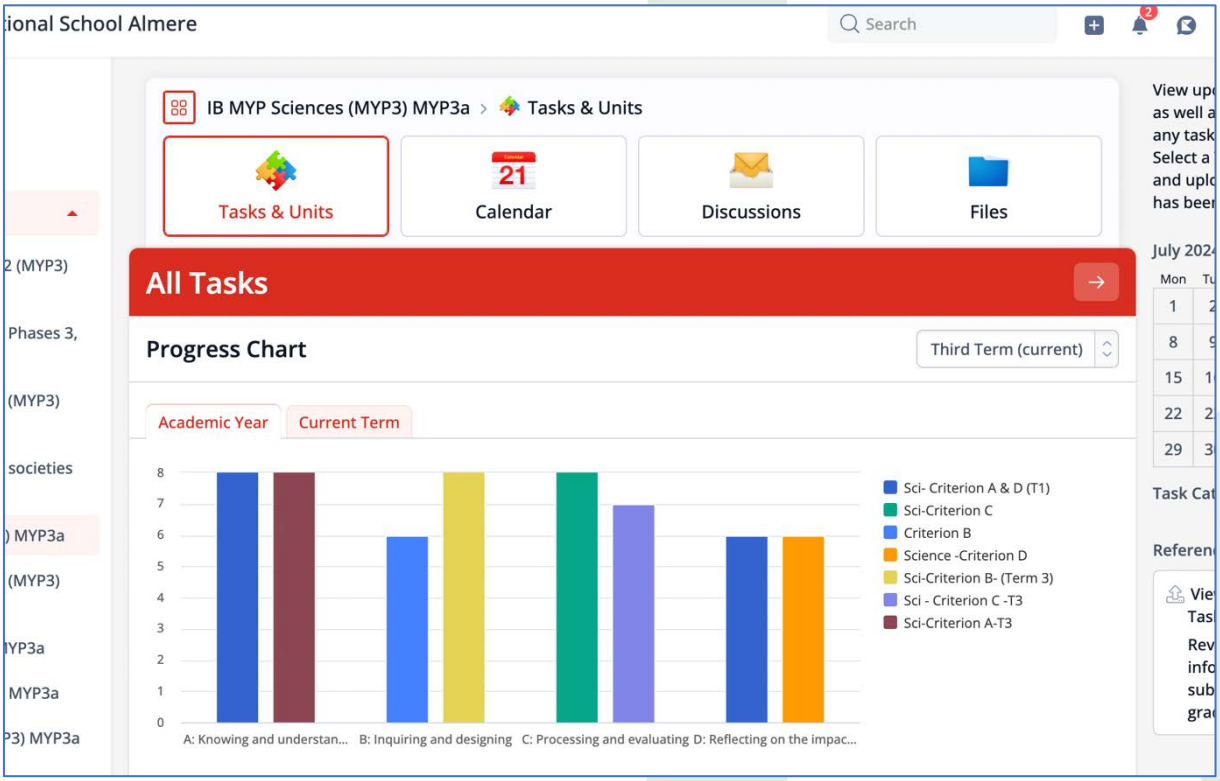

Tasks & Units
Calendar
Discussions
Files
Tasks & Units
Assessment
I&S, Exam
8
7
6
5
4
3
2
1
0
A: Knowing and understanding
D: Thinking critically
Upcoming Tasks
View All Tasks
JUL
1
I&S, In class work
Formative
Homework
Monday at 10:30 AM
Not Assessed Yet



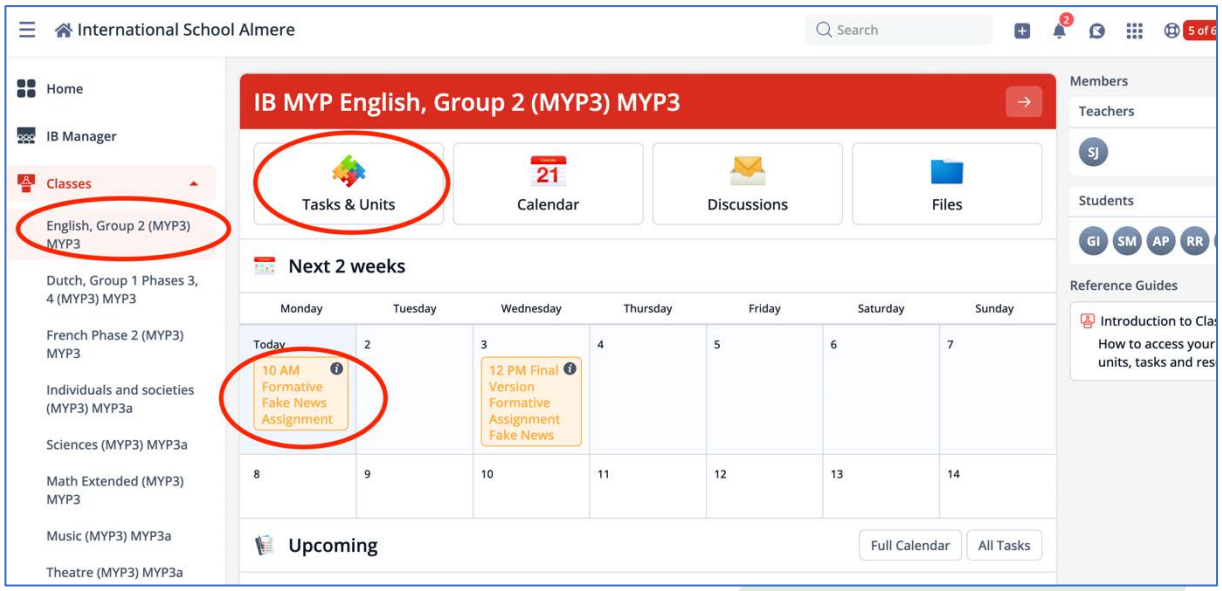
Example 2: Sciences

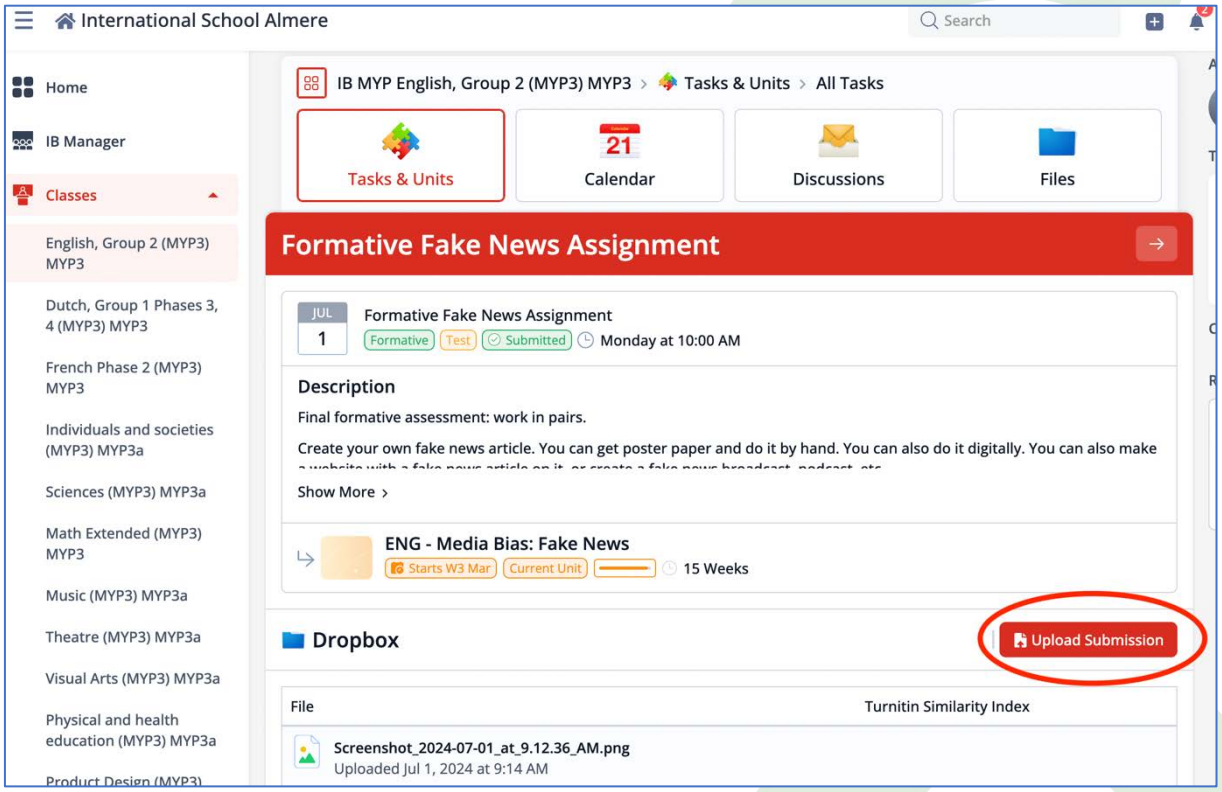


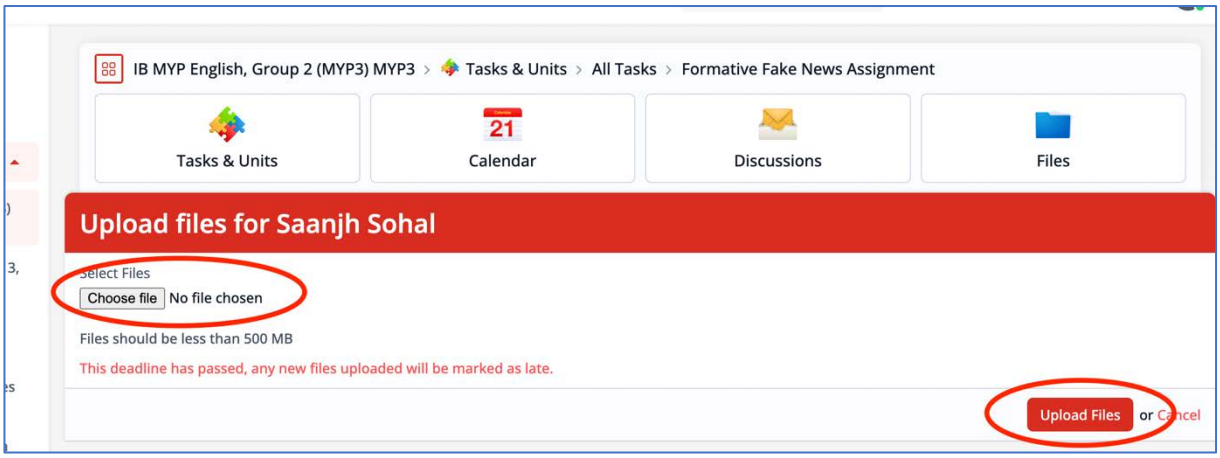

Tasks & Units
Calendar
Discussions
Files
Tasks & Units
Assessment
Sci-Criterion B- (Term 3)
Sci - Criterion C -T3
Sci-Criterion A-T3
A: Knowing and understanding
B: Inquiring and designing
C: Processing and evaluating
No Upcoming Tasks
You have no upcoming tasks.
View All Tasks


Search
IB MYP Sciences (MYP3) MYP3a
Tasks & Units
Tasks & Units
Calendar
Discussions
Files
All Tasks
Progress Chart
Third Term (current)
Academic Year
Current Term
Sci- Criterion A & D (T1)
Sci-Criterion C
Criterion B
Science -Criterion D
Sci-Criterion B- (Term 3)
Sci - Criterion C -T3
Sci-Criterion A-T3
A: Knowing and understan...
B: Inquiring and designing
C: Processing and evaluating
D: Reflecting on the impac...

- **Uploading** your work







For further information, feel free to watch the following tutorial from the International School Wassenaar:

https://www.youtube.com/watch?v=p14S6NDjO0M&t=586s

SOM/Zermelo

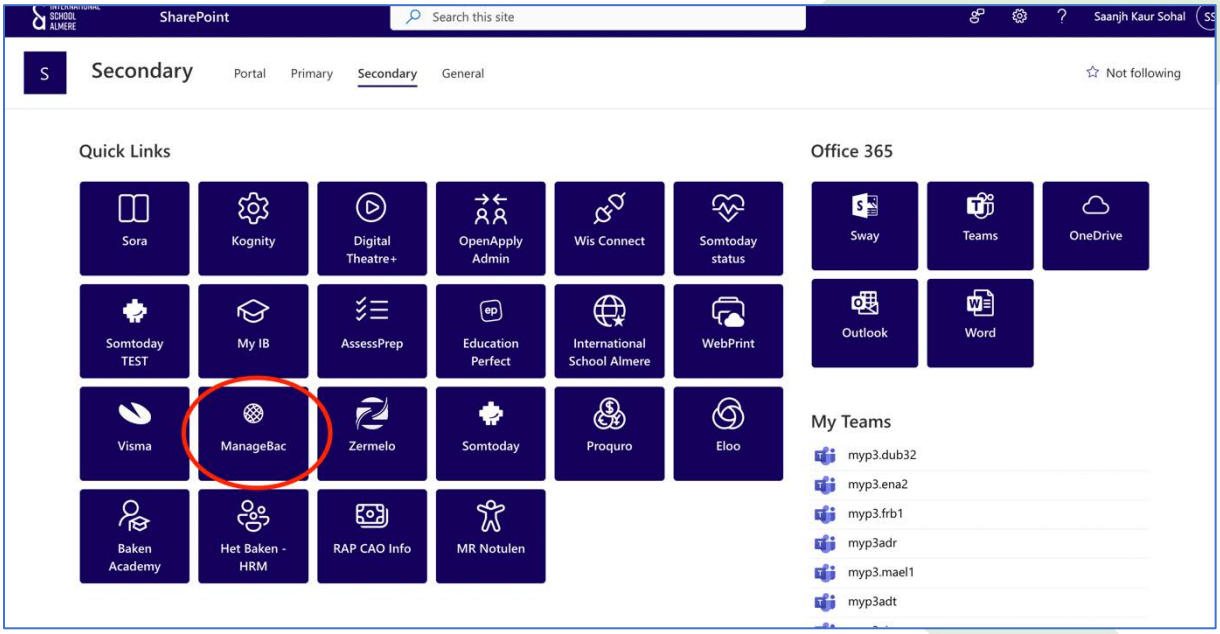
SOM and Zermelo are our **scheduling and timetable** management system.

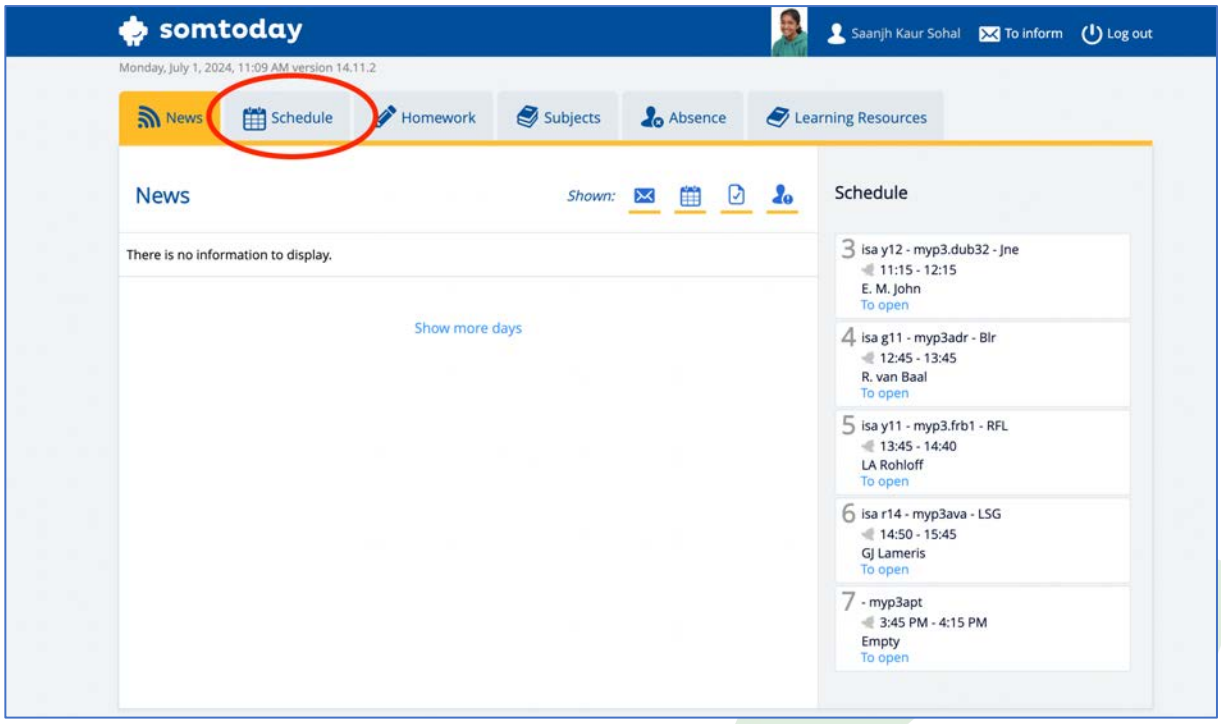
They provide students and parents with real-time access to **class schedules** and any changes that may occur throughout the school year.

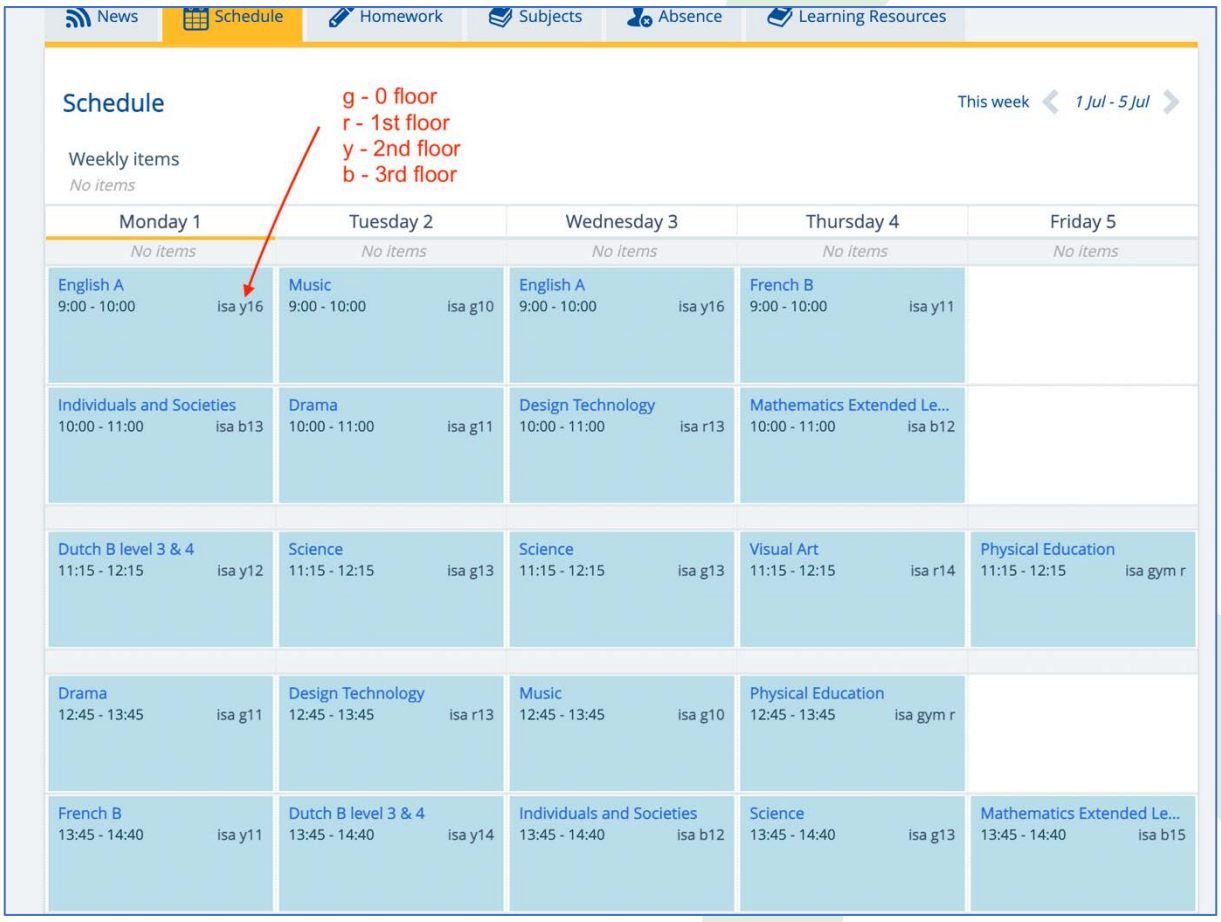
Understanding how to effectively use SOM/Zermelo ensures that students are always aware of their class timings and can plan their study time efficiently.

This section will guide you on how to log in, view and interpret your schedule.

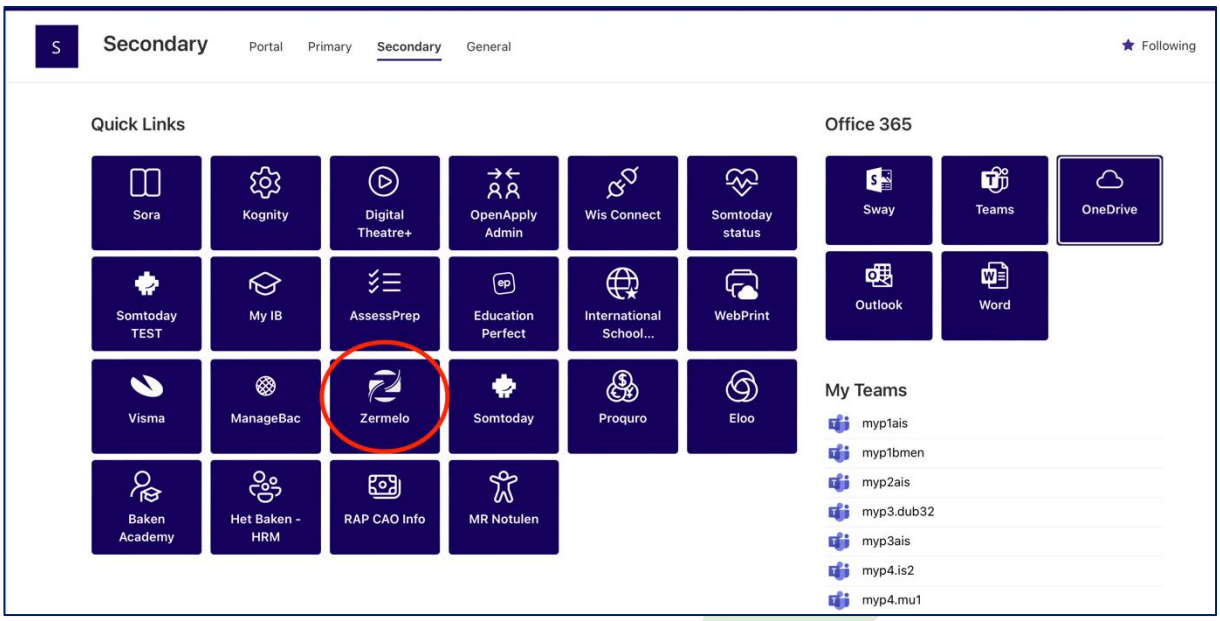
- SOM:

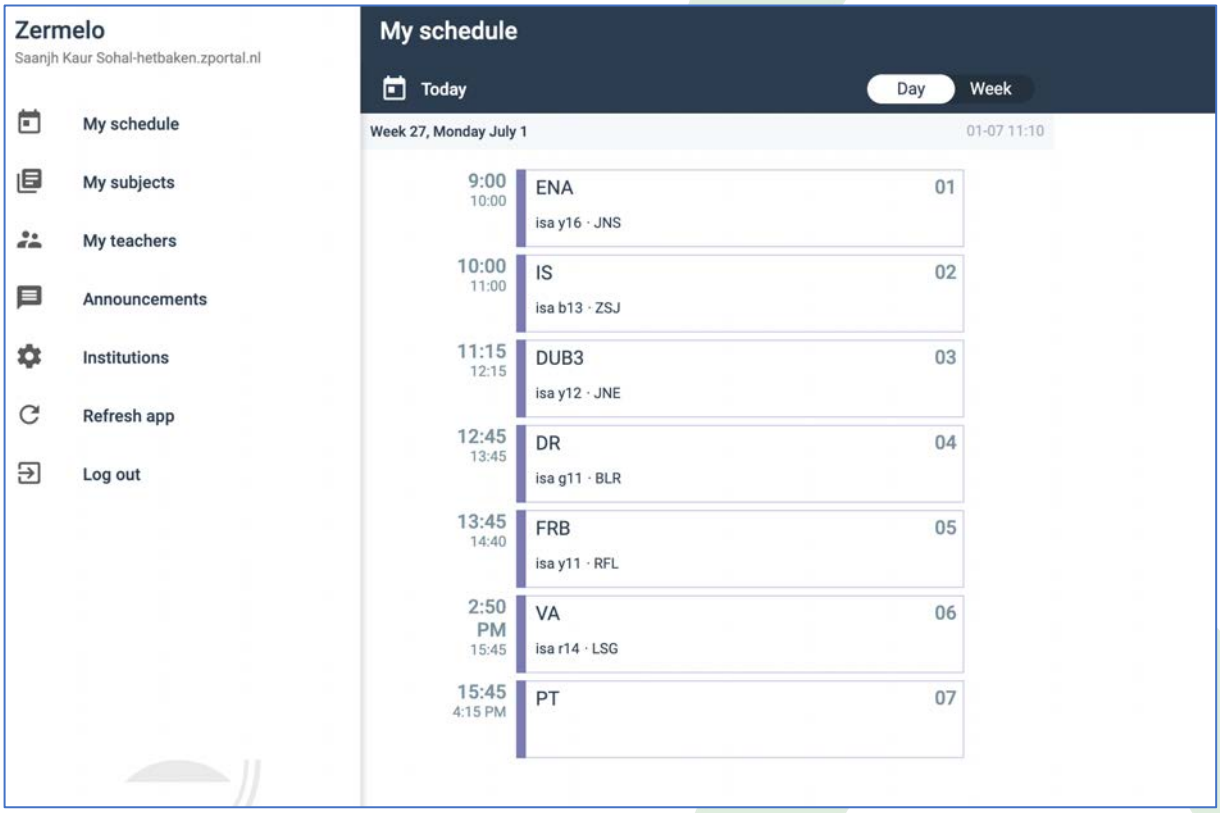



somtoday
Saanjh Kaur Sohal
To inform
Log out
Monday, July 1, 2024, 11:09 AM version 14.11.2
News
Schedule
Homework
Subjects
Absence
Learning Resources
News
Shown:
There is no information to display.
Show more days
Schedule
3 isa y12 - myp3.dub32 - Jne
11:15 - 12:15
E. M. John
To open
4 isa g11 - myp3adr - Blr
12:45 - 13:45
R. van Baal
To open
5 isa y11 - myp3.frb1 - RFL
13:45 - 14:40
LA Rohloff
To open
6 isa r14 - myp3ava - LSG
14:50 - 15:45
GJ Lameris
To open
7 - myp3apt
3:45 PM - 4:15 PM
Empty
To open


News
Schedule
Homework
Subjects
Absence
Learning Resources
Schedule
g - 0 floor
r - 1st floor
y - 2nd floor
b - 3rd floor
This week
1 Jul - 5 Jul
Weekly items
No items
Monday 1
Tuesday 2
Wednesday 3
Thursday 4
Friday 5
No items
English A 9:00 - 10:00 isa y16
Music 9:00 - 10:00 isa g10
English A 9:00 - 10:00 isa y16
French B 9:00 - 10:00 isa y11
Individuals and Societies 10:00 - 11:00 isa b13
Drama 10:00 - 11:00 isa g11
Design Technology 10:00 - 11:00 isa r13
Mathematics Extended Le... 10:00 - 11:00 isa b12
Dutch B level 3 & 4 11:15 - 12:15 isa y12
Science 11:15 - 12:15 isa g13
Science 11:15 - 12:15 isa g13
Visual Art 11:15 - 12:15 isa r14
Physical Education 11:15 - 12:15 isa gym r
Drama 12:45 - 13:45 isa g11
Design Technology 12:45 - 13:45 isa r13
Music 12:45 - 13:45 isa g10
Physical Education 12:45 - 13:45 isa gym r
French B 13:45 - 14:40 isa y11
Dutch B level 3 & 4 13:45 - 14:40 isa y14
Individuals and Societies 13:45 - 14:40 isa b12
Science 13:45 - 14:40 isa g13
Mathematics Extended Le... 13:45 - 14:40 isa b15

- Zermelo:


S
Secondary
Portal
Primary
Secondary
General
Following
Quick Links
Sora
Kognity
Digital Theatre+
OpenApply Admin
Wis Connect
Somtoday status
Somtoday TEST
My IB
AssessPrep
Education Perfect
International School...
WebPrint
Visma
ManageBac
Zermelo
Somtoday
Proquro
Eloo
Baken Academy
Het Baken - HRM
RAP CAO Info
MR Notulen
Office 365
Sway
Teams
OneDrive
Outlook
Word
My Teams
myp1ais
myp1bmen
myp2ais
myp3.dub32
myp3ais
myp4.is2
myp4.mu1

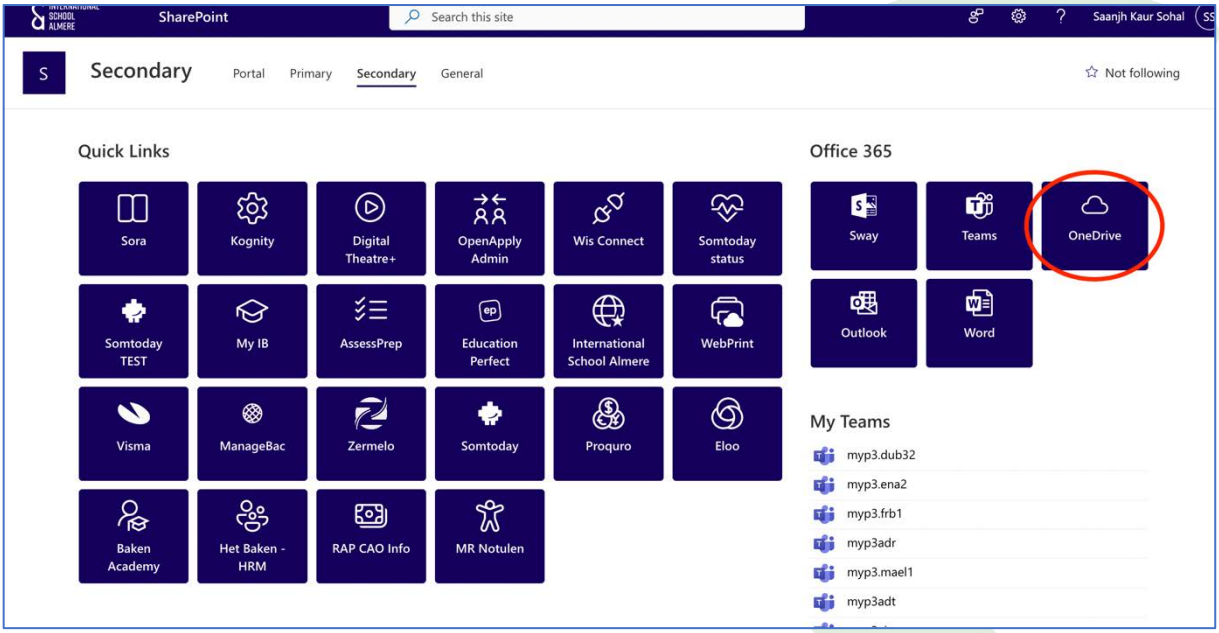

Zermelo
Saanjh Kaur Sohal-hetbaken.zportal.nl
My schedule
My subjects
My teachers
Announcements
Institutions
Refresh app
Log out
My schedule
Today
Day
Week
Week 27, Monday July 1
01-07 11:10
9:00
10:00
ENA
01
isa y16 · JNS
10:00
11:00
IS
02
isa b13 · ZSJ
11:15
12:15
DUB3
03
isa y12 · JNE
12:45
13:45
DR
04
isa g11 · BLR
13:45
14:40
FRB
05
isa y11 · RFL
2:50 PM
15:45
VA
06
isa r14 · LSG
15:45
4:15 PM
PT
07

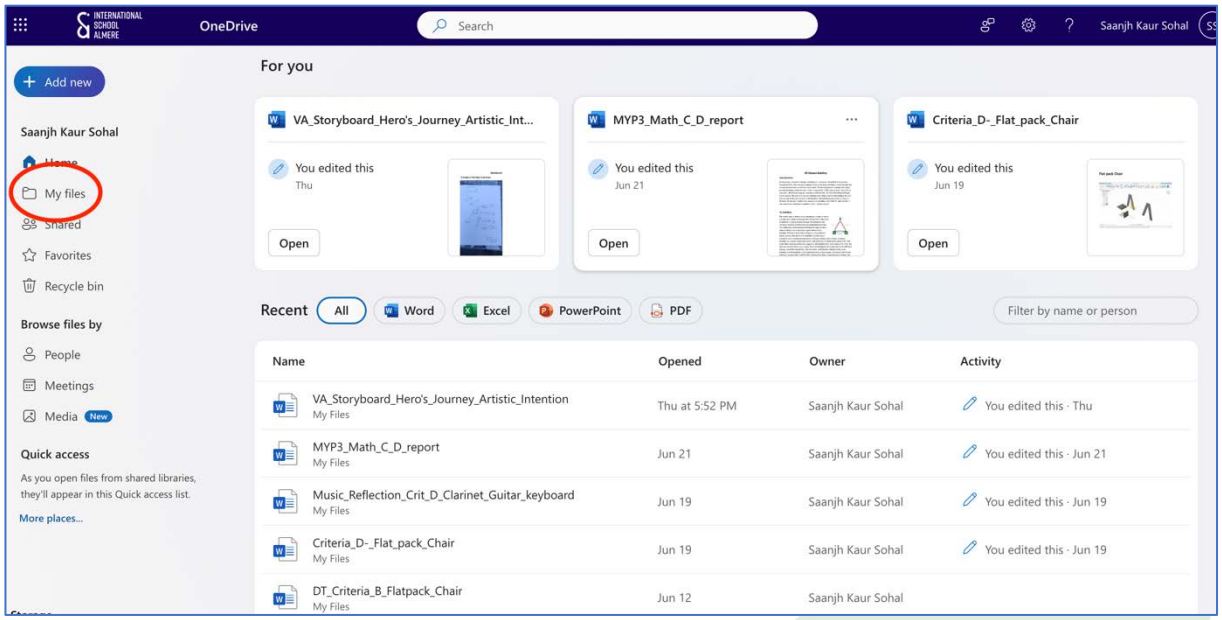
OneDrive

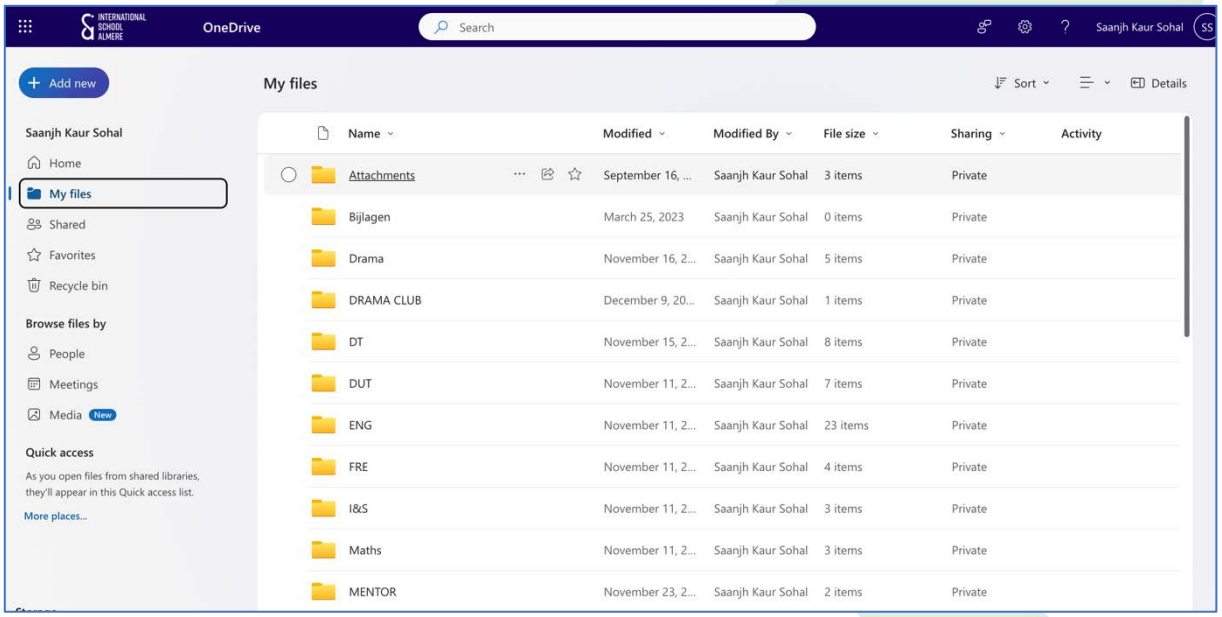
OneDrive is our **cloud storage solution, offering a secure and accessible way for students to store and share their academic files.**

With OneDrive, students can easily collaborate on group projects, back up important documents, and access their work from any device, anywhere.

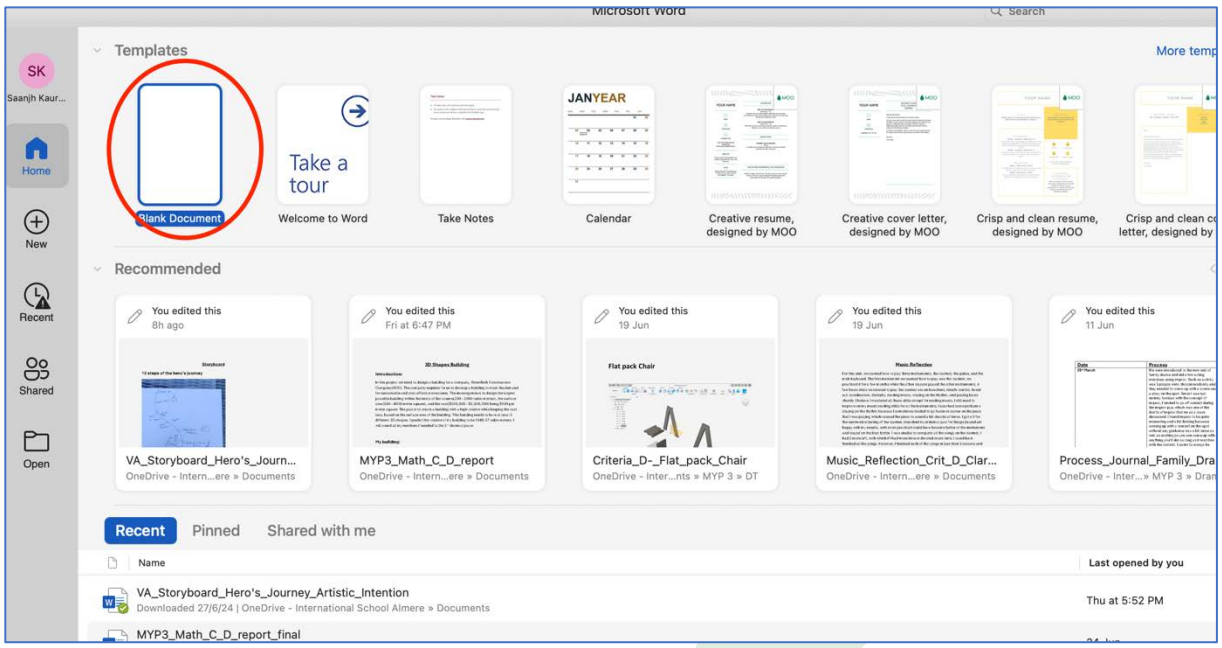
This section will cover how to set up and use OneDrive, including uploading and organizing files, sharing documents with peers and teachers, and utilizing its features for collaborative work.

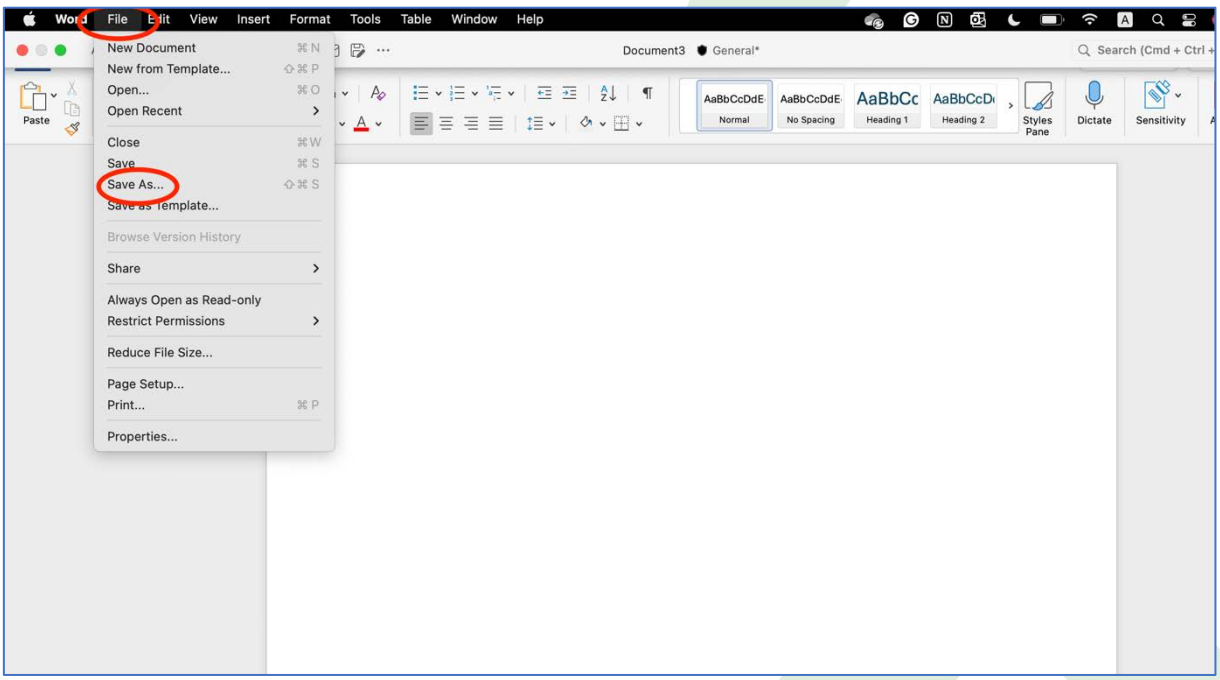


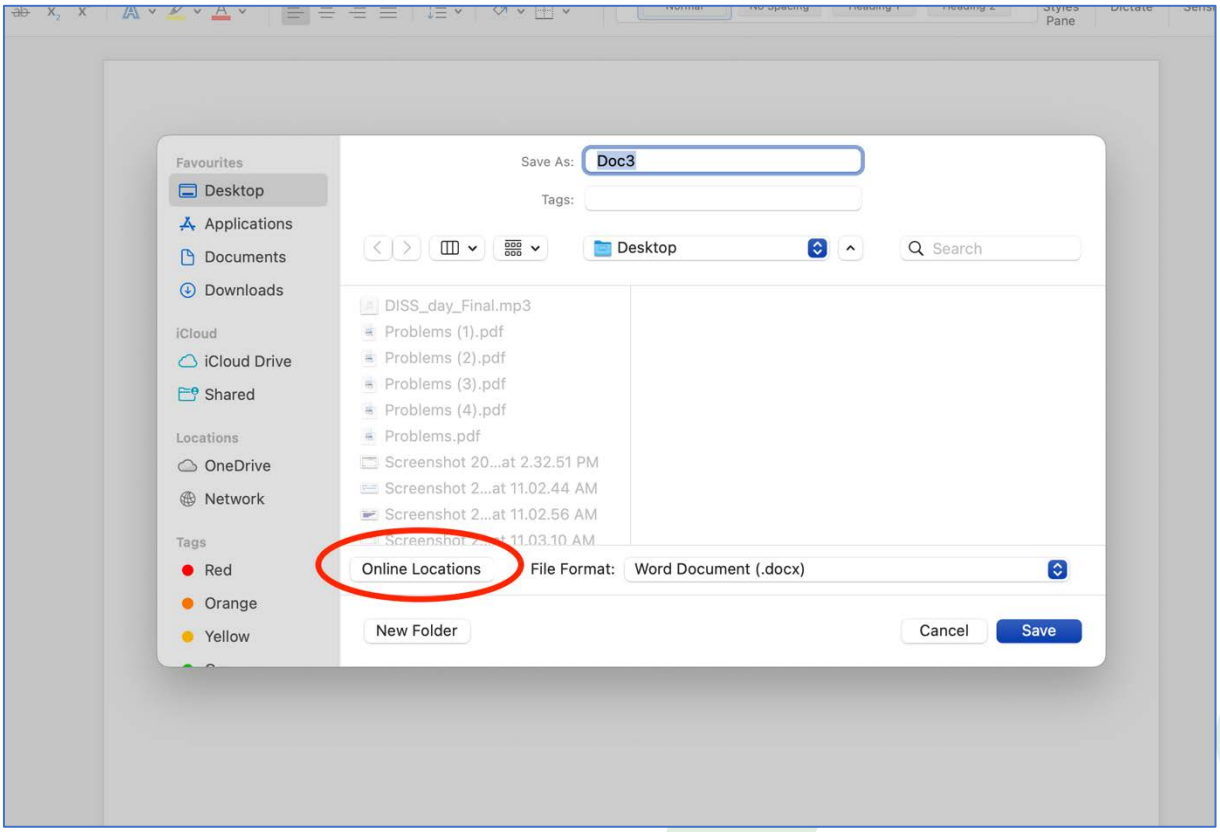

OneDrive
Search
Saanjh Kaur Sohal
Add new
For you
Saanjh Kaur Sohal
Home
My files
Shared
Favorites
Recycle bin
Browse files by
People
Meetings
Media
New
Quick access
As you open files from shared libraries, they'll appear in this Quick access list.
More places...
VA_Storyboard_Hero's_Journey_Artistic_Int...
You edited this
Thu
Open
MYP3_Math_C_D_report
You edited this
Jun 21
Open
Criteria_D-_Flat_pack_Chair
You edited this
Jun 19
Open
Recent
All
Word
Excel
PowerPoint
PDF
Filter by name or person
Name
Opened
Owner
Activity
VA_Storyboard_Hero's_Journey_Artistic_Intention
My Files
Thu at 5:52 PM
Saanjh Kaur Sohal
You edited this · Thu
MYP3_Math_C_D_report
My Files
Jun 21
Saanjh Kaur Sohal
You edited this · Jun 21
Music_Reflection_Crit_D_Clarinet_Guitar_keyboard
My Files
Jun 19
Saanjh Kaur Sohal
You edited this · Jun 19
Criteria_D-_Flat_pack_Chair
My Files
Jun 19
Saanjh Kaur Sohal
You edited this · Jun 19
DT_Criteria_B_Flatpack_Chair
My Files
Jun 12
Saanjh Kaur Sohal


OneDrive
Search
Saanjh Kaur Sohal
Add new
My files
Sort
Details
Saanjh Kaur Sohal
Home
My files
Shared
Favorites
Recycle bin
Browse files by
People
Meetings
Media
New
Quick access
As you open files from shared libraries, they'll appear in this Quick access list.
More places...
Name
Modified
Modified By
File size
Sharing
Activity
Attachments
September 16, ...
Saanjh Kaur Sohal
3 items
Private
Bijlagen
March 25, 2023
Saanjh Kaur Sohal
0 items
Private
Drama
November 16, 2...
Saanjh Kaur Sohal
5 items
Private
DRAMA CLUB
December 9, 20...
Saanjh Kaur Sohal
1 items
Private
DT
November 15, 2...
Saanjh Kaur Sohal
8 items
Private
DUT
November 11, 2...
Saanjh Kaur Sohal
7 items
Private
ENG
November 11, 2...
Saanjh Kaur Sohal
23 items
Private
FRE
November 11, 2...
Saanjh Kaur Sohal
4 items
Private
I&S
November 11, 2...
Saanjh Kaur Sohal
3 items
Private
Maths
November 11, 2...
Saanjh Kaur Sohal
3 items
Private
MENTOR
November 23, 2...
Saanjh Kaur Sohal
2 items
Private

- Saving a word file in OneDrive



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Documents
Downloads
iCloud
iCloud Drive
Shared
Locations
OneDrive
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Red
Orange
Yellow
Save As: Doc3
Tags:
Desktop
Search
DISS_day_Final.mp3
Problems (1).pdf
Problems (2).pdf
Problems (3).pdf
Problems (4).pdf
Problems.pdf
Screenshot 20...at 2.32.51 PM
Screenshot 2...at 11.02.44 AM
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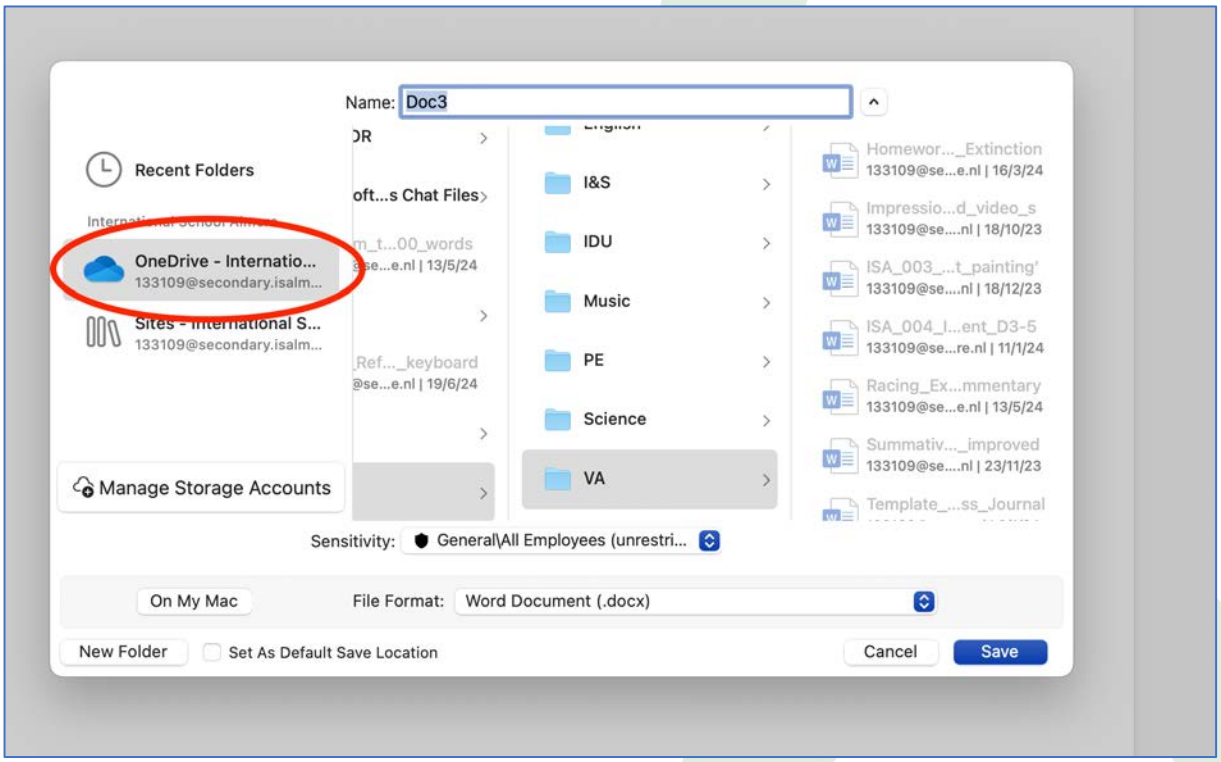
Online Locations
File Format: Word Document (.docx)
New Folder
Cancel
Save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VA
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On My Mac
File Format: Word Document (.docx)
New Folder
Set As Default Save Location
Cancel
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INTERNATIONAL SCHOOL ALMERE

Guide to Restrict Certain Websites on a Laptop Using Safari and Google Chrome

By following these steps, you can effectively restrict access to specific websites on a laptop using Safari or Google Chrome. This can help ensure students/children stay focused and avoid distractions from non-educational content such as video game websites.

Restricting Websites in Safari:

1. Open System Preferences:
   - Click on the Apple logo in the top-left corner of your screen.
   - Select "System Preferences" from the dropdown menu.

2. Go to Screen Time:
   - Click on "Screen Time" in the System Preferences window.

3. Enable Screen Time:
   - If Screen Time is not already enabled, click "Turn On" in the Screen Time window.

4. Open Content & Privacy Restrictions:
   - Click on "Content & Privacy" in the sidebar.
   - Enable Content & Privacy Restrictions by clicking the checkbox next to "Content & Privacy Restrictions."

5. Set Website Restrictions:
   - Click on "Content" to expand the menu.
   - Select "Web Content."

6. Restrict Specific Websites:
   - Choose "Limit Adult Websites" to block access to adult content.
   - Click "Customize" next to "Limit Adult Websites."
   - In the "Restricted" section, click the plus (+) button and add the URL of the website you want to block, such as a video game website. For example: `www.example-game-website.com`.

7. Save and Apply:

- Close the Screen Time window. The restrictions will now be applied to Safari.

Restricting Websites in Google Chrome

1. Open Google Chrome:
   - Launch Google Chrome from your applications or dock.

2. Install a Website Blocker Extension:
   - Go to the Chrome Web Store by typing `chrome://extensions/` in the address bar.
   - Search for a website blocker extension such as "BlockSite" or "StayFocusd."

3. Add the Extension:
   - Click "Add to Chrome" next to the extension you want to install.
   - Confirm by clicking "Add Extension" in the pop-up window.

4. Open the Extension Settings:
   - After the extension is installed, click on the extension icon in the top-right corner of the Chrome window.
   - Select "Settings" or "Options" to open the configuration page.

5. Block Specific Websites:
   - In the settings page, look for an option to block websites.
   - Enter the URL of the website you want to block. For example: `www.example-game-website.com`.
   - Save your changes.

6. Set Up Password Protection (Optional):
   - Some extensions allow you to set a password to prevent changes to the blocked websites list. Enable this if you want to restrict changes to the settings.