

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

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.

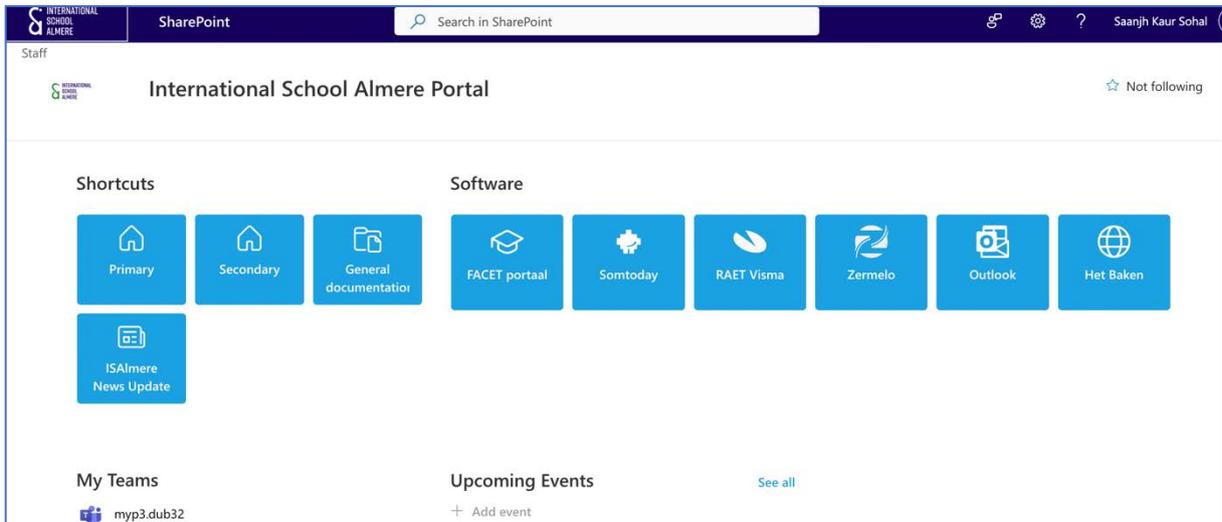
It serves as a central hub where **students can access their assignments, submit work, and receive feedback and grades from teachers**. Parents can also use ManageBac to stay informed about their child's academic progress and upcoming deadlines.

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:

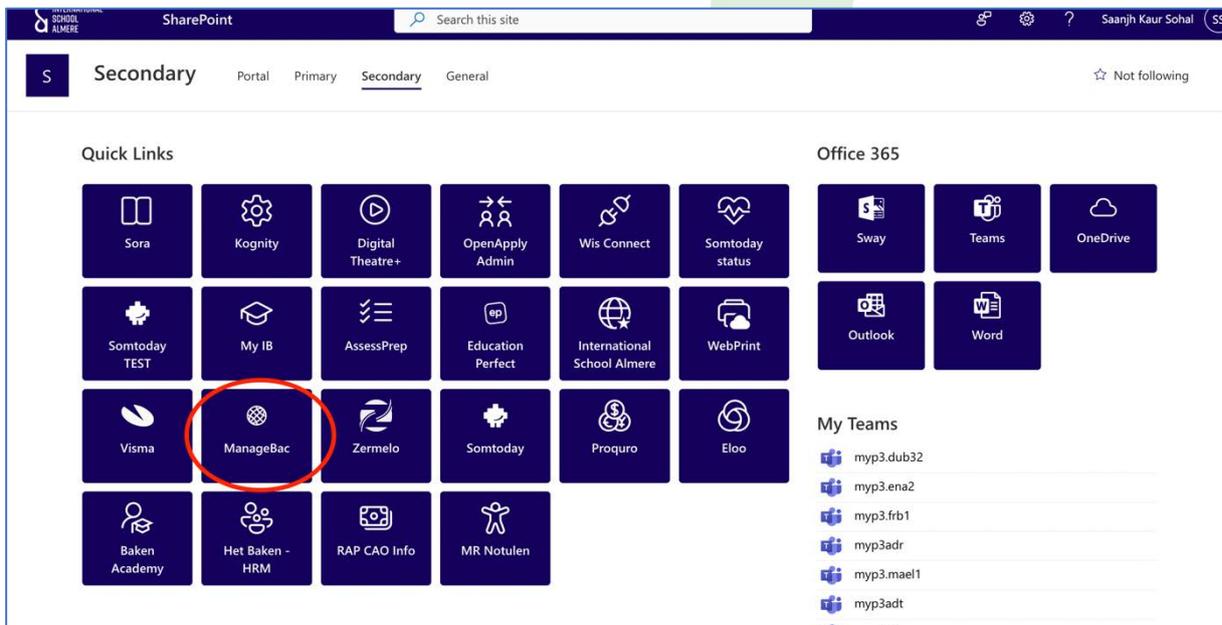
- Accessing to ManageBac and checking the **calendar** for formative and summative assessments.
- Revising the **Service as Action** Activities
- Revising **Messages** from teachers/staff members
- Revising **grades** per task and per term
- **Uploading** your work

- 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:



The screenshot shows the SharePoint Portal for International School Almere. The top navigation bar includes the school logo, the text 'SharePoint', a search bar, and the user name 'Saanjh Kaur Sohal'. Below the navigation bar, the page title is 'International School Almere Portal'. The main content area is divided into several sections:

- Shortcuts:** A grid of blue tiles with icons and labels: Primary, Secondary, General documentation, ISAlmere News Update.
- Software:** A row of blue tiles with icons and labels: FACET portaal, Somtoday, RAET Visma, Zermelo, Outlook, Het Baken.
- My Teams:** A section with a Teams icon and the label 'myp3.dub32'.
- Upcoming Events:** A section with a plus icon and the label '+ Add event'.



The screenshot shows the 'Secondary' site in SharePoint. The top navigation bar includes the school logo, the text 'SharePoint', a search bar, and the user name 'Saanjh Kaur Sohal'. Below the navigation bar, the page title is 'Secondary'. The main content area is divided into several sections:

- Quick Links:** A grid of blue tiles with icons and labels: Sora, Kognity, Digital Theatre+, OpenApply Admin, Wis Connect, Somtoday status, Somtoday TEST, My IB, AssessPrep, Education Perfect, International School Almere, WebPrint, Visma, **ManageBac** (circled in red), Zermelo, Somtoday, Proquro, Elo, Baken Academy, Het Baken - HRM, RAP CAO Info, MR Notulen.
- Office 365:** A grid of blue tiles with icons and labels: Sway, Teams, OneDrive, Outlook, Word.
- My Teams:** A list of Teams with icons and labels: myp3.dub32, myp3.ena2, myp3.frb1, myp3adr, myp3.mael1, myp3adt.

International School Almere

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

Dashboard

Next 2 Weeks

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Today 10 AM Formative Fake News Assignment 10:30 AM I&S, In class work	2	3 12 PM Final Version Formative Assignment Fake News	4	5	6	7
8	9	10	11	12	13	14

Upcoming

JUL 3 Final Version Formative Assignment Fake News

Formative Test Pending Wednesday at 12:00 PM

Submit Coursework Not Submitted

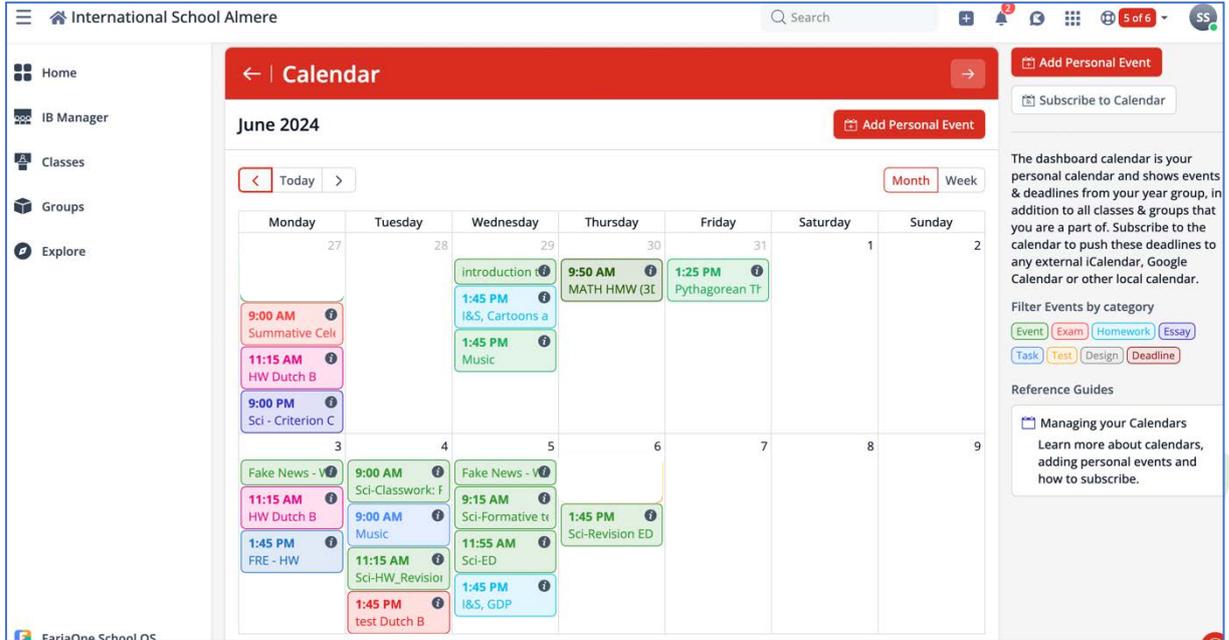
Coursework Submissions Statuses

- Submitted after Due Date
- Submitted Before Due Date
- Pending Not Submitted

Key Contacts

Mentor class

- Francisco Oliveira da Costa Gaito (FO)
- Jade van Bergh (Jv)
- Karanveer Singh (KS)
- Harjot (Harjot) Kaur (HK)



The dashboard calendar is your personal calendar and shows events & deadlines from your year group, in addition to all classes & groups that you are a part of. Subscribe to the calendar to push these deadlines to any external iCalendar, Google Calendar or other local calendar.

Filter Events by category

- Event
- Exam
- Homework
- Essay
- Task
- Test
- Design
- Deadline

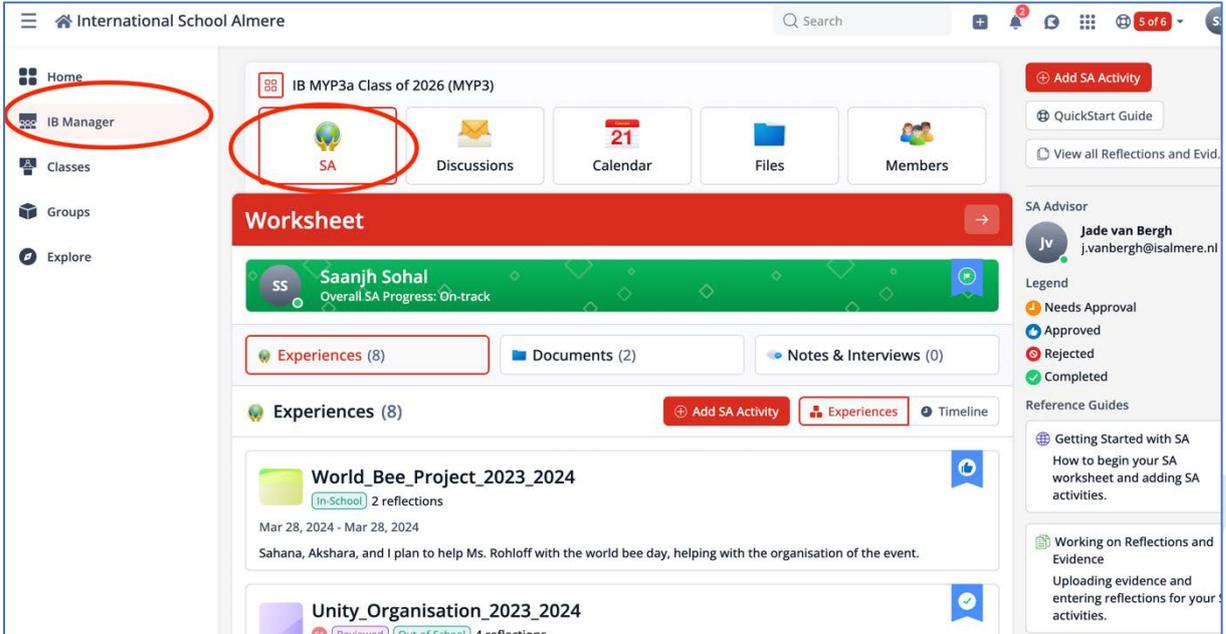
Reference Guides

- Managing your Calendars

Learn more about calendars, adding personal events and how to subscribe.

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



International School Almere

Home IB Manager Classes Groups Explore

IB MYP3a Class of 2026 (MYP3)

SA Discussions Calendar Files Members

Worksheet

SS Saanjh Sohal
Overall SA Progress: On-track

Experiences (8) Documents (2) Notes & Interviews (0)

Experiences (8)

World_Bee_Project_2023_2024
In-School 2 reflections
Mar 28, 2024 - Mar 28, 2024
Sahana, Akshara, and I plan to help Ms. Rohloff with the world bee day, helping with the organisation of the event.

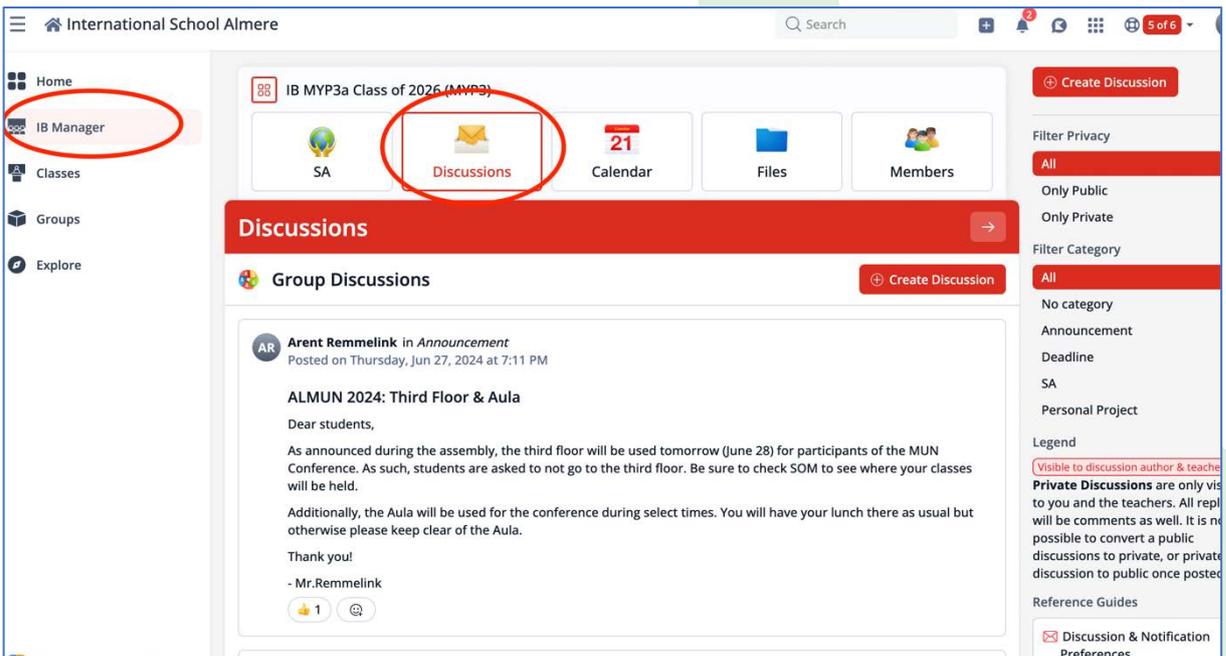
Unity_Organisation_2023_2024
Reviewed Out-of-School 4 reflections

SA Advisor: Jade van Bergh (j.vanbergh@isalmere.nl)

Legend: Needs Approval, Approved, Rejected, Completed

Reference Guides: Getting Started with SA, Working on Reflections and Evidence

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



International School Almere

Home IB Manager Classes Groups Explore

IB MYP3a Class of 2026 (MYP3)

SA Discussions Calendar Files Members

Discussions

Group Discussions

Arent Rummelink in Announcement
Posted on Thursday, Jun 27, 2024 at 7:11 PM

ALMUN 2024: Third Floor & Aula

Dear students,

As announced during the assembly, the third floor will be used tomorrow (June 28) for participants of the MUN Conference. As such, students are asked to not go to the third floor. Be sure to check SOM to see where your classes will be held.

Additionally, the Aula will be used for the conference during select times. You will have your lunch there as usual but otherwise please keep clear of the Aula.

Thank you!
- Mr.Rummelink

Filter Privacy: All, Only Public, Only Private

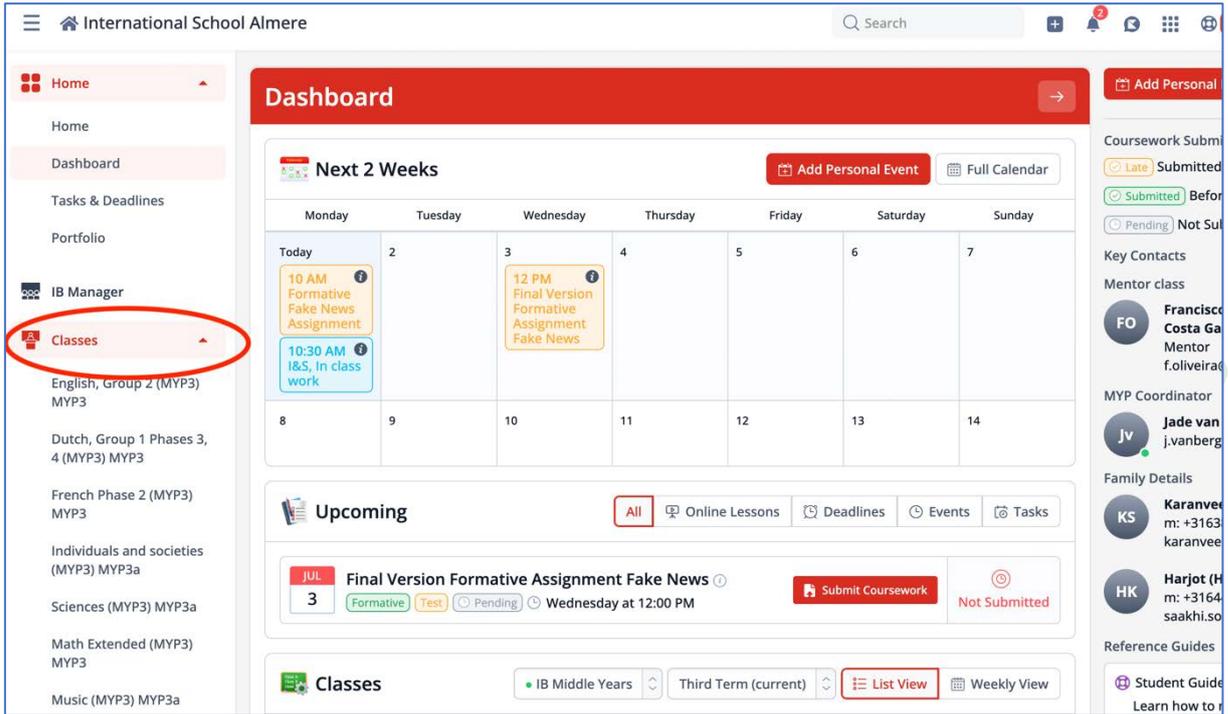
Filter Category: All, No category, Announcement, Deadline, SA, Personal Project

Legend: Visible to discussion author & teachers, Private Discussions are only visible to you and the teachers. All replies will be comments as well. It is not possible to convert a public discussion to private, or private discussion to public once posted.

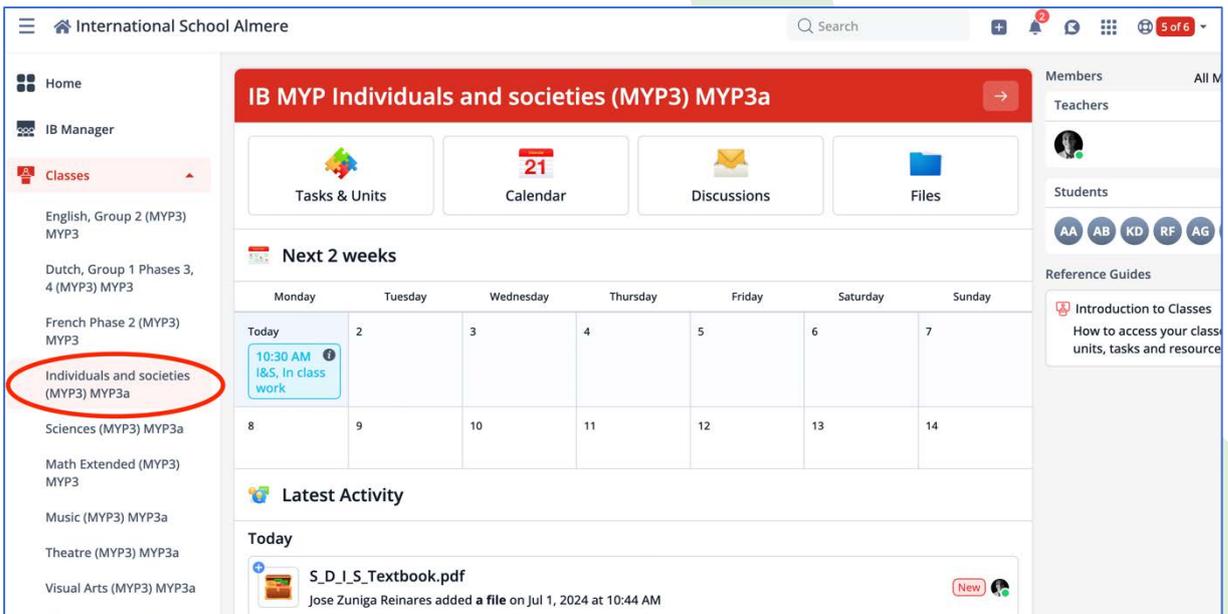
Reference Guides: Discussion & Notification Preferences

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

Example 1: Individuals and Societies



The screenshot shows the main dashboard of the International School Almere. The left sidebar contains a menu with 'Classes' highlighted in red. The main content area is titled 'Dashboard' and features a 'Next 2 Weeks' calendar view. The calendar shows events for '10 AM Formative Fake News Assignment' and '12 PM Final Version Formative Assignment Fake News'. Below the calendar, there is an 'Upcoming' section with a task for 'Final Version Formative Assignment Fake News' on Wednesday at 12:00 PM. At the bottom, there is a 'Classes' section with filters for 'IB Middle Years' and 'Third Term (current)', and a 'List View' button highlighted in red.



The screenshot shows the class page for 'IB MYP Individuals and societies (MYP3) MYP3a'. The left sidebar has 'Individuals and societies (MYP3) MYP3a' highlighted in red. The main content area is titled 'IB MYP Individuals and societies (MYP3) MYP3a' and features a navigation bar with 'Tasks & Units', 'Calendar', 'Discussions', and 'Files'. Below this is a 'Next 2 weeks' calendar view showing a '10:30 AM I&S, In class work' event. The 'Latest Activity' section shows a file upload: 'S_D_I_S_Textbook.pdf' by Jose Zuniga Reinares on July 1, 2024 at 10:44 AM. The right sidebar shows 'Members' and 'Reference Guides'.

International School Almere

Search

5 of 6

IB MYP Individuals and societies (MYP3) MYP3a

Tasks & Units | Calendar | Discussions | Files

Tasks & Units

Overall Task Completion

Assessment

View upcoming Tasks due in the next 2 weeks, or **View All Tasks** to view all completed tasks with grades, comments and submitted coursework.

Teachers

Jose Zuniga Reina
j.zunigareinares@isalmere.nl

Task Categories

Reference Guides

Viewing and Uploading Tasks

View unit information, resources, and how to access the unit stream.

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

Tasks & Units | Calendar | Discussions | Files

Tasks & Units

Assessment

I&S, Exam

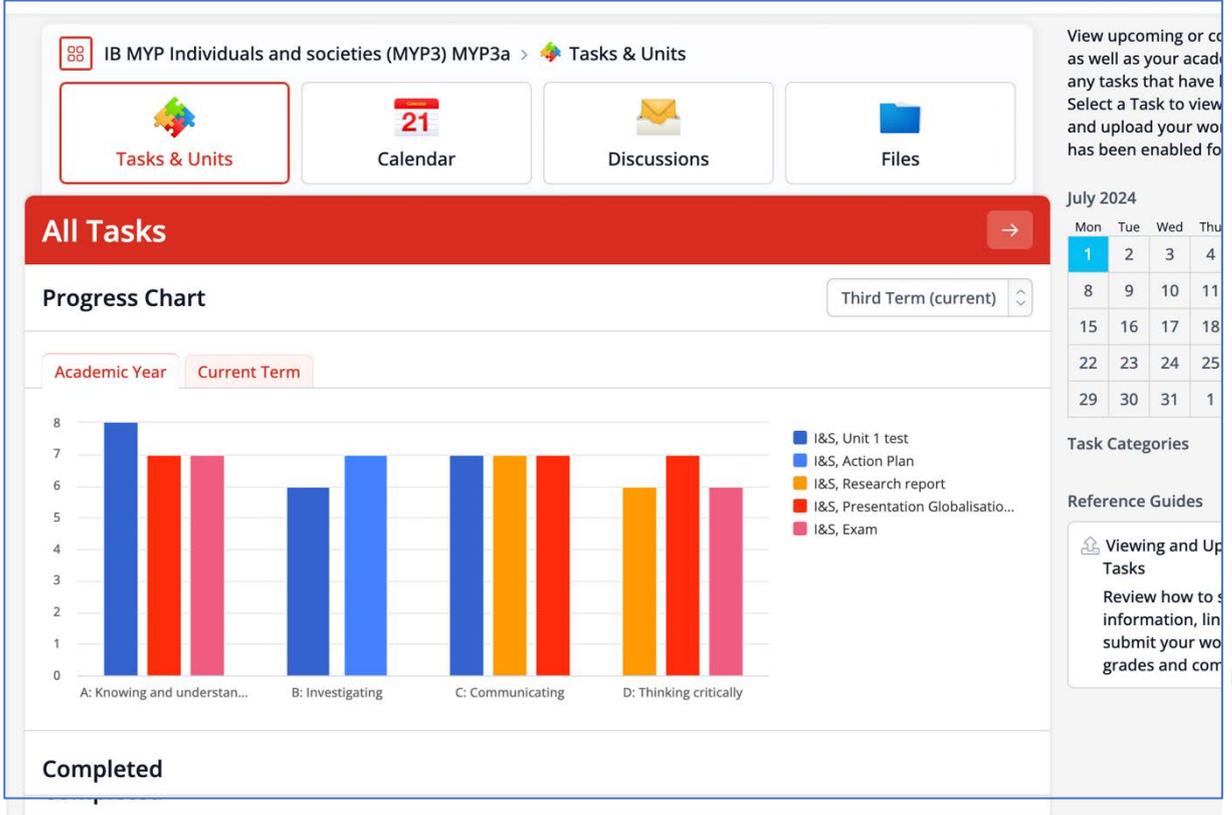
Assessment Category	Score
A: Knowing and understanding	7
D: Thinking critically	6

Upcoming Tasks

View All Tasks

JUL 1 I&S, In class work (Formative Homework) Monday at 10:30 AM

Not Assessed Yet



IB MYP Individuals and societies (MYP3) MYP3a > Tasks & Units

Tasks & Units | Calendar | Discussions | Files

All Tasks

Progress Chart (Third Term (current))

Academic Year | Current Term

Category	I&S, Unit 1 test	I&S, Action Plan	I&S, Research report	I&S, Presentation Globalisatio...	I&S, Exam
A: Knowing and understand...	8	7	7	7	7
B: Investigating	6	7	7	7	7
C: Communicating	7	7	7	7	7
D: Thinking critically	6	7	7	7	7

Completed

View upcoming or completed tasks as well as your academic calendar. Select a Task to view details and upload your work if it has been enabled for this task.

July 2024

Mon	Tue	Wed	Thu
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

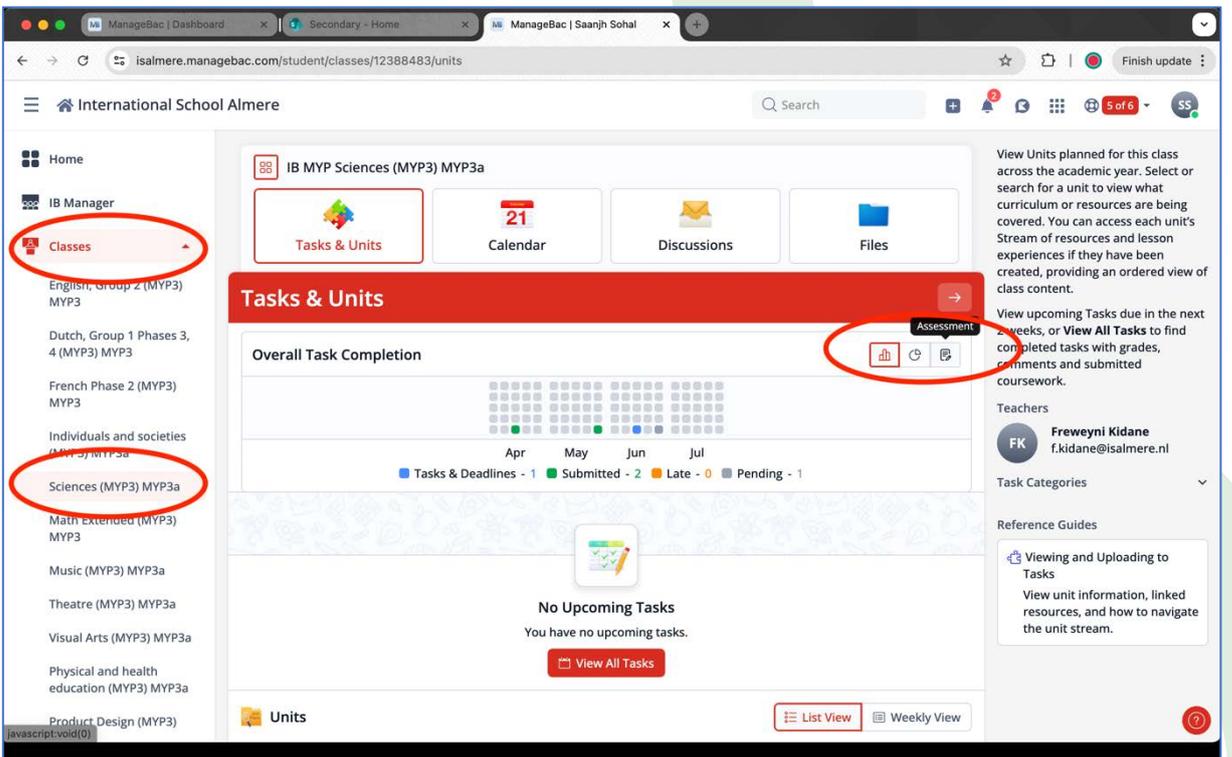
Task Categories

Reference Guides

Viewing and Uploading Tasks

Review how to submit your work for grades and comments.

Example 2: Sciences



International School Almere

IB MYP Sciences (MYP3) MYP3a

Tasks & Units | Calendar | Discussions | Files

Tasks & Units

Overall Task Completion

Apr | May | Jun | Jul

Tasks & Deadlines - 1 | Submitted - 2 | Late - 0 | Pending - 1

No Upcoming Tasks

You have no upcoming tasks.

View All Tasks

Units | List View | Weekly View

View Units planned for this class across the academic year. Select or search for a unit to view what curriculum or resources are being covered. You can access each unit's Stream of resources and lesson experiences if they have been created, providing an ordered view of class content.

View upcoming Tasks due in the next 2 weeks, or View All Tasks to find completed tasks with grades, comments and submitted coursework.

Teachers

FK Freweyni Kidane f.kidane@isalmere.nl

Task Categories

Reference Guides

Viewing and Uploading to Tasks

View unit information, linked resources, and how to navigate the unit stream.


Tasks & Units

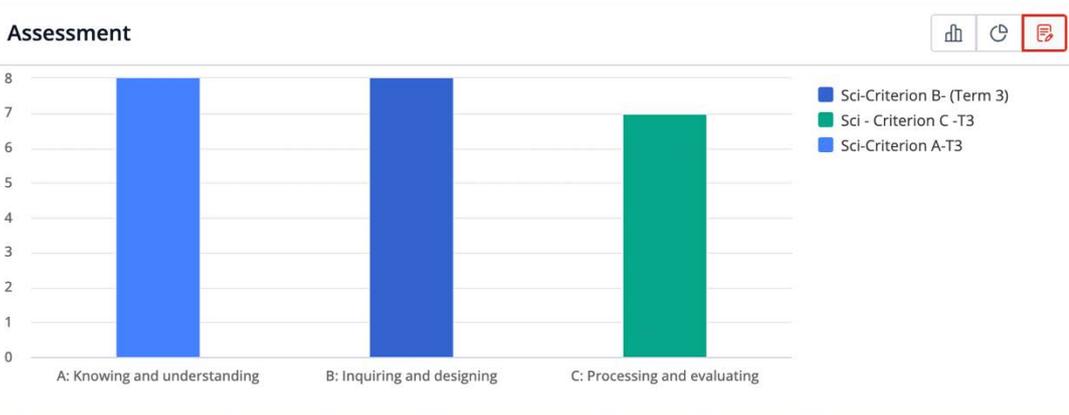
21
Calendar


Discussions


Files

Tasks & Units

Assessment



Criterion	Score
A: Knowing and understanding	8
B: Inquiring and designing	8
C: Processing and evaluating	7



No Upcoming Tasks

You have no upcoming tasks.

 View All Tasks

International School Almere






Tasks & Units

21
Calendar

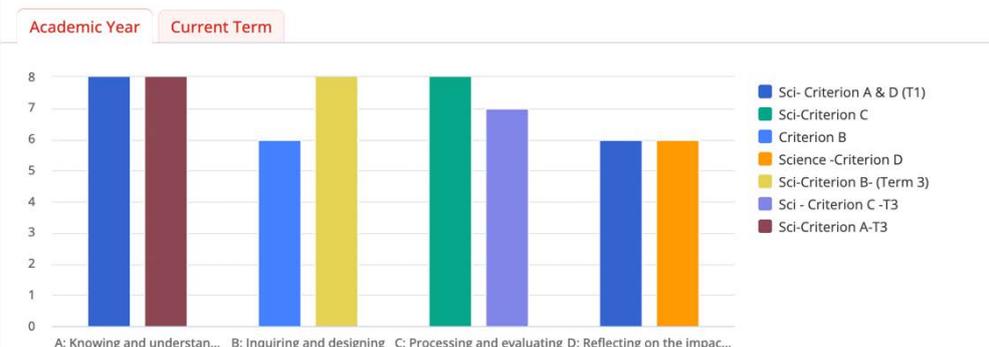

Discussions


Files

All Tasks

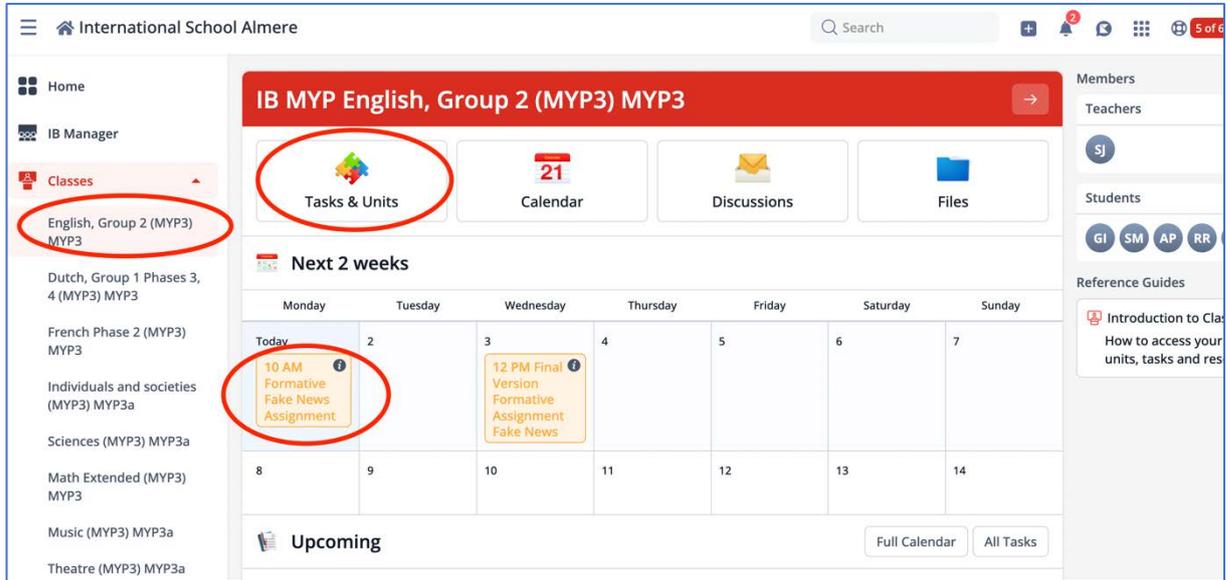
Progress Chart

Academic Year
Current Term



Criterion	Score
A: Knowing and understanding	8
B: Inquiring and designing	6
C: Processing and evaluating	8
D: Reflecting on the impact	7

- **Uploading your work**



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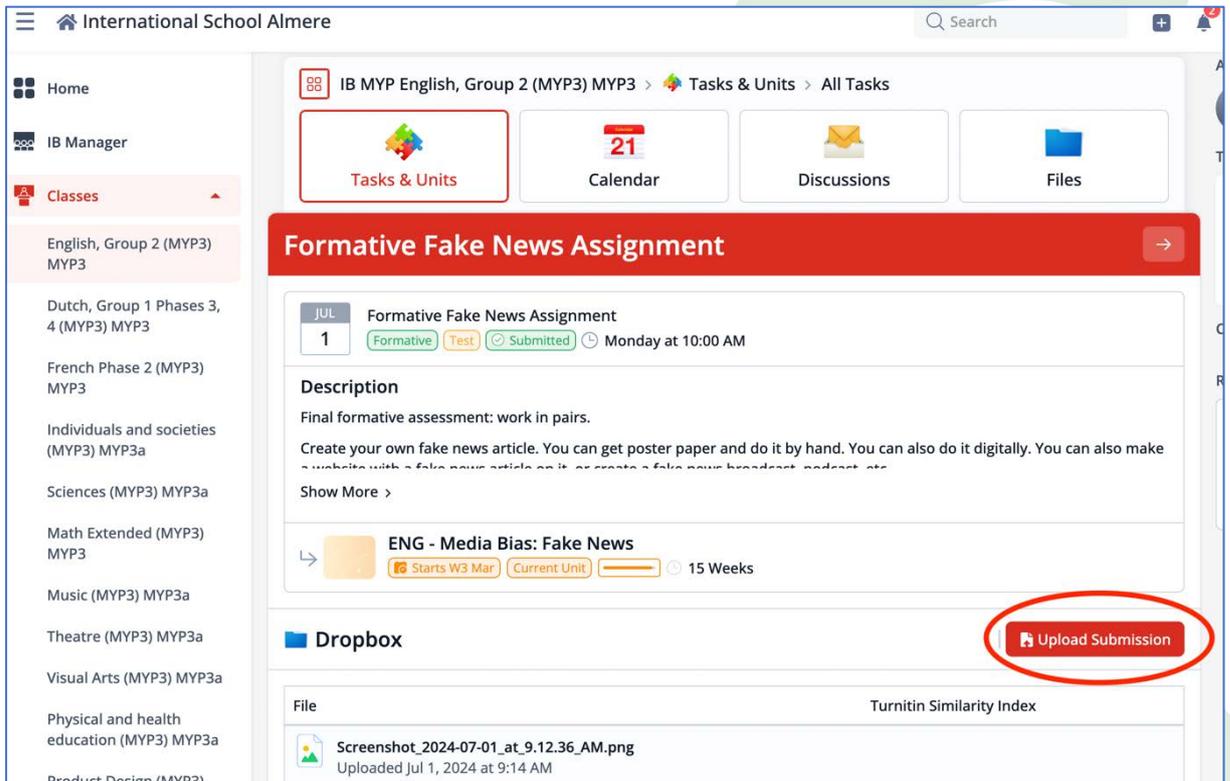
IB MYP English, Group 2 (MYP3) MYP3

Tasks & Units | Calendar | Discussions | Files

Next 2 weeks

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Today 10 AM Formative Fake News Assignment	2	3 12 PM Final Version Formative Assignment Fake News	4	5	6	7
8	9	10	11	12	13	14

Upcoming | Full Calendar | All Tasks



International School Almere

IB MYP English, Group 2 (MYP3) MYP3 > Tasks & Units > All Tasks

Tasks & Units | Calendar | Discussions | Files

Formative Fake News Assignment

JUL 1 Formative Fake News Assignment
Formative Test Submitted Monday at 10:00 AM

Description
Final formative assessment: work in pairs.
Create your own fake news article. You can get poster paper and do it by hand. You can also do it digitally. You can also make a video with a fake news article or it or create a fake news broadcast podcast etc.

Show More >

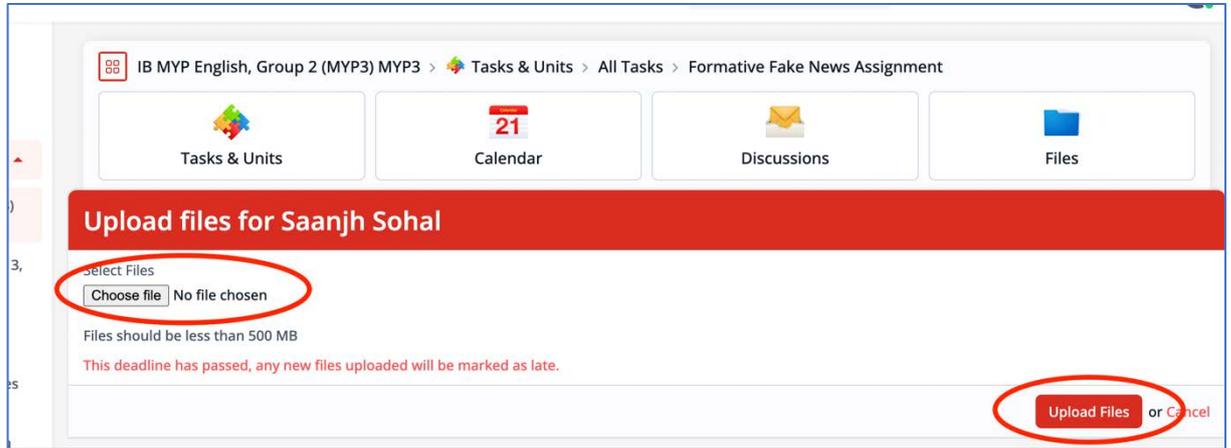
ENG - Media Bias: Fake News
Starts W3 Mar Current Unit 15 Weeks

Dropbox

Upload Submission

File | Turnitin Similarity Index

Screenshot_2024-07-01_at_9.12.36_AM.png
Uploaded Jul 1, 2024 at 9:14 AM



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

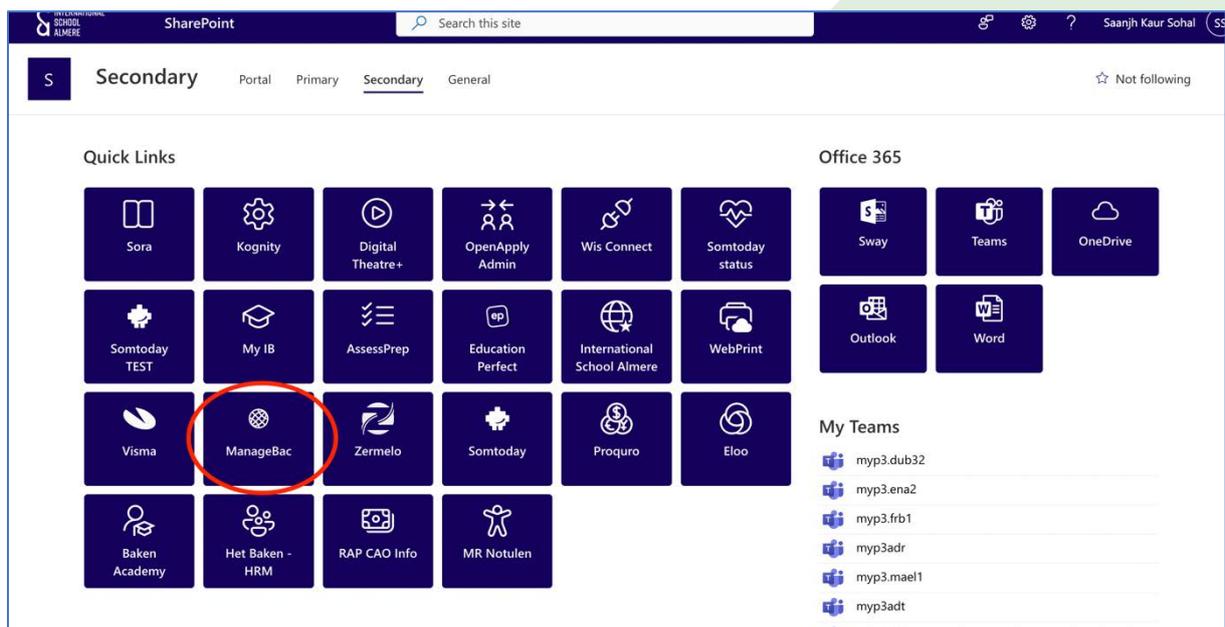
SOM and Zermelo are our **scheduling and timetable** management system.

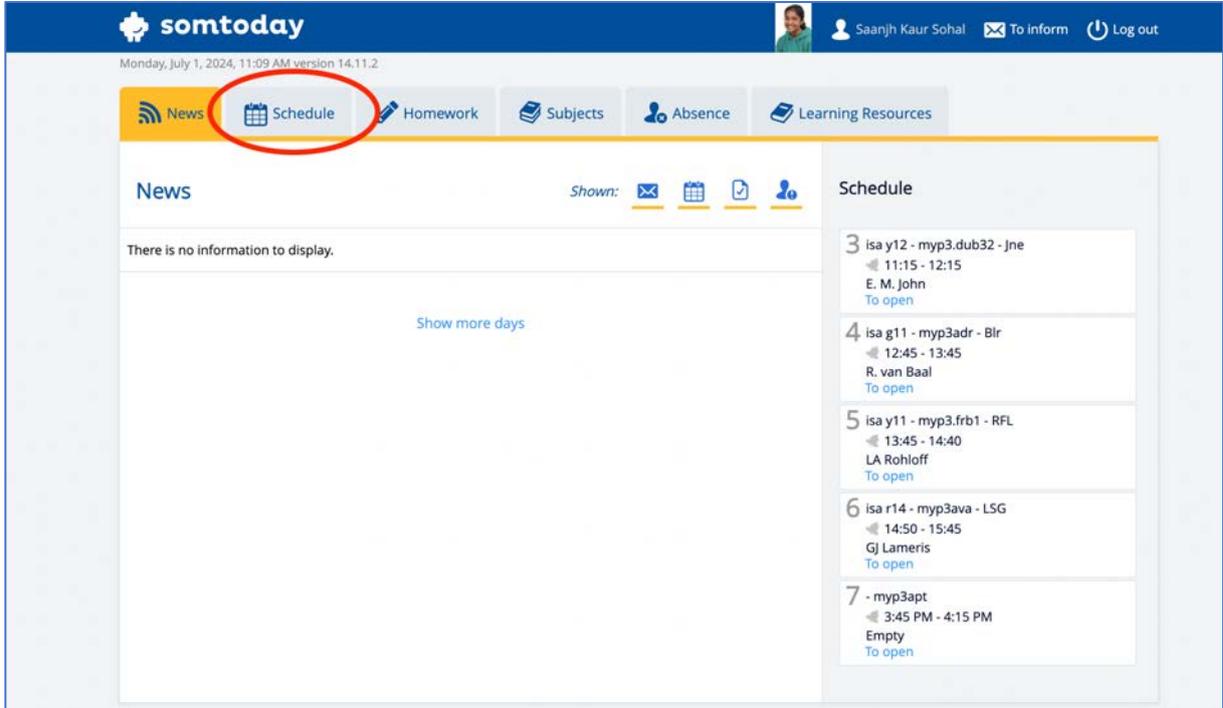
They provide students and parents with real-time access to **class schedules** and any changes that may occur throughout the school year.

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:





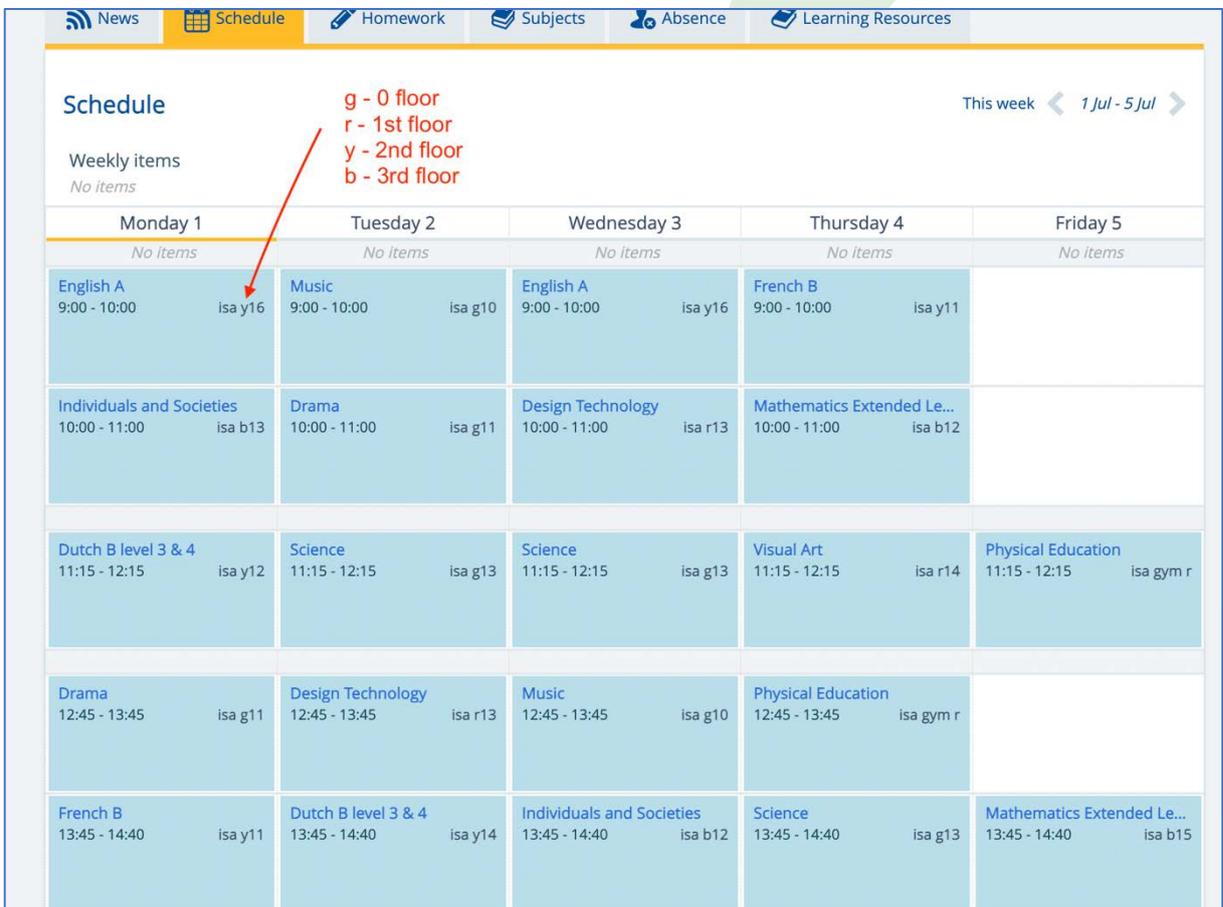
somtoday Monday, July 1, 2024, 11:09 AM version 14.11.2

News **Schedule** Homework Subjects Absence Learning Resources

News: 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](#)



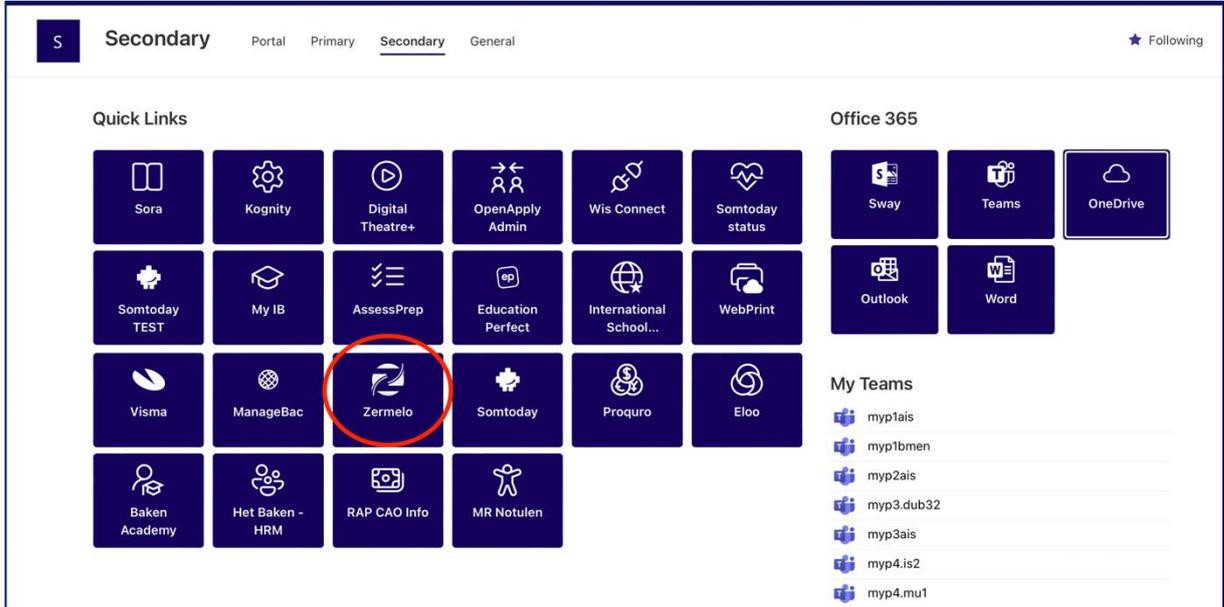
Schedule This week ◀ 1 Jul - 5 Jul ▶

Weekly items
No items

g - 0 floor
r - 1st floor
y - 2nd floor
b - 3rd floor

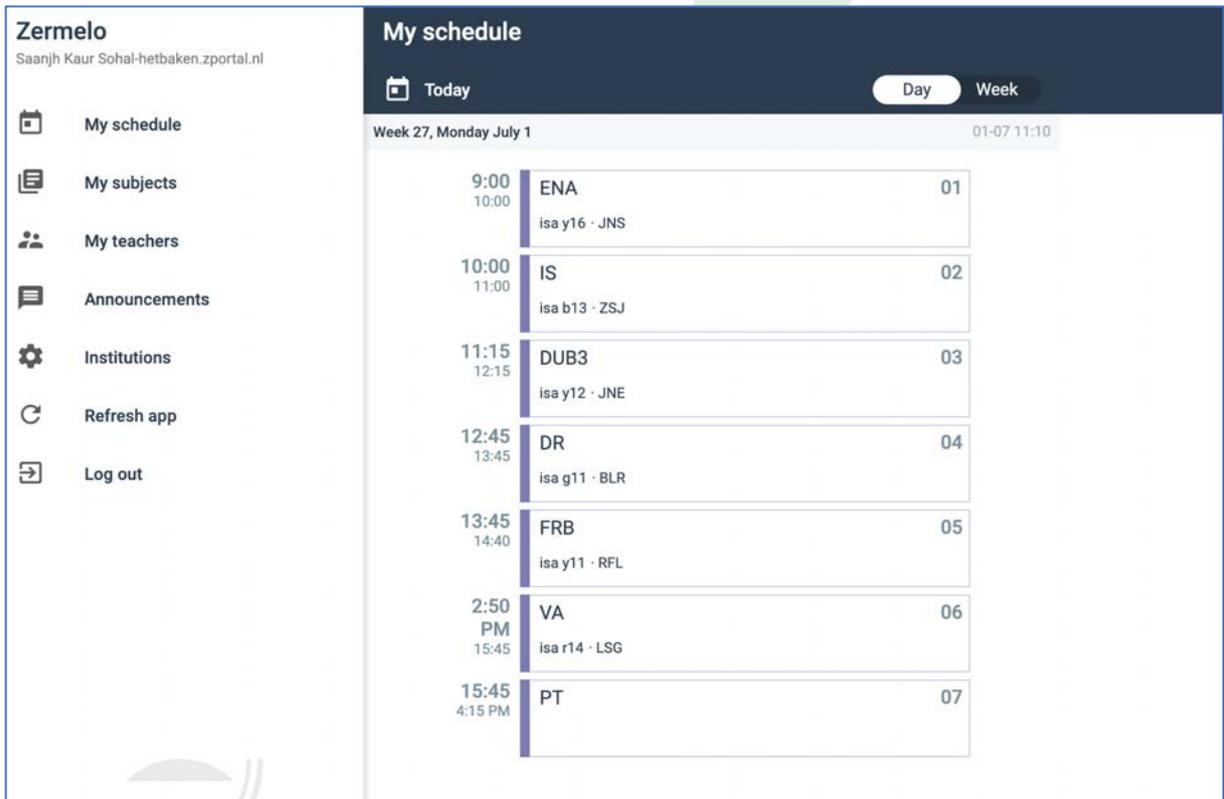
Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5
No items	No items	No items	No items	No items
English A 9:00 - 10:00 isa y16	Music 9:00 - 10:00 isa g10	English A 9:00 - 10:00 isa y16	French B 9:00 - 10:00 isa y11	
Individuals and Societies 10:00 - 11:00 isa b13	Drama 10:00 - 11:00 isa g11	Design Technology 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:



The screenshot shows the Secondary portal dashboard with the following sections:

- Quick Links:** A grid of application tiles including Sora, Kognity, Digital Theatre+, OpenApply Admin, Wis Connect, Somtoday status, Somtoday TEST, My IB, AssessPrep, Education Perfect, International School..., WebPrint, Visma, ManageBac, Zermelo (circled in red), Somtoday, Proquero, Eloo, Baken Academy, Het Baken - HRM, RAP CAO Info, and MR Notulen.
- Office 365:** Tiles for Sway, Teams, OneDrive, Outlook, and Word.
- My Teams:** A list of teams including myp1ais, myp1bmen, myp2ais, myp3.dub32, myp3ais, myp4.is2, and myp4.mu1.



The screenshot shows the Zermelo application interface with the following sections:

- Zermelo:** Header with the user name Saanjh Kaur Sohal-hetbaken.zportal.nl and navigation options: My schedule, My subjects, My teachers, Announcements, Institutions, Refresh app, and Log out.
- My schedule:** A calendar view for Monday, July 1st, showing a list of lessons with their start and end times, subject names, and room numbers.

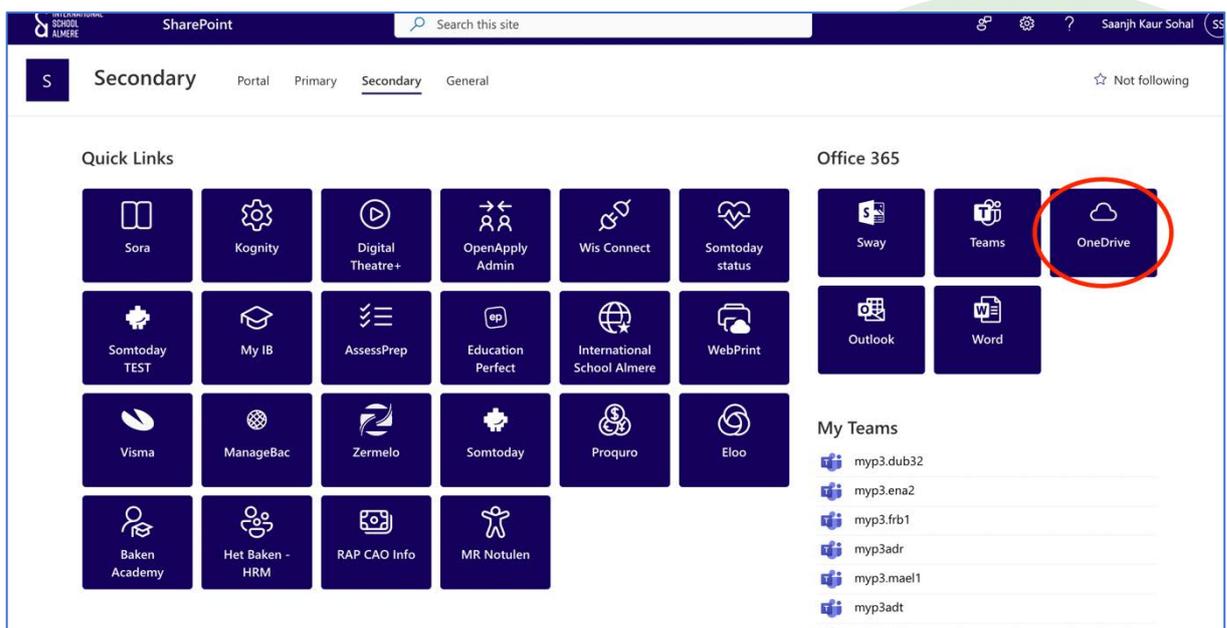
Time	Subject	Room
9:00 - 10:00	ENA	01
	isa y16 - JNS	
10:00 - 11:00	IS	02
	isa b13 - ZSJ	
11:15 - 12:15	DUB3	03
	isa y12 - JNE	
12:45 - 13:45	DR	04
	isa g11 - BLR	
13:45 - 14:40	FRB	05
	isa y11 - RFL	
2:50 PM - 15:45	VA	06
	isa r14 - LSG	
15:45 - 4:15 PM	PT	07

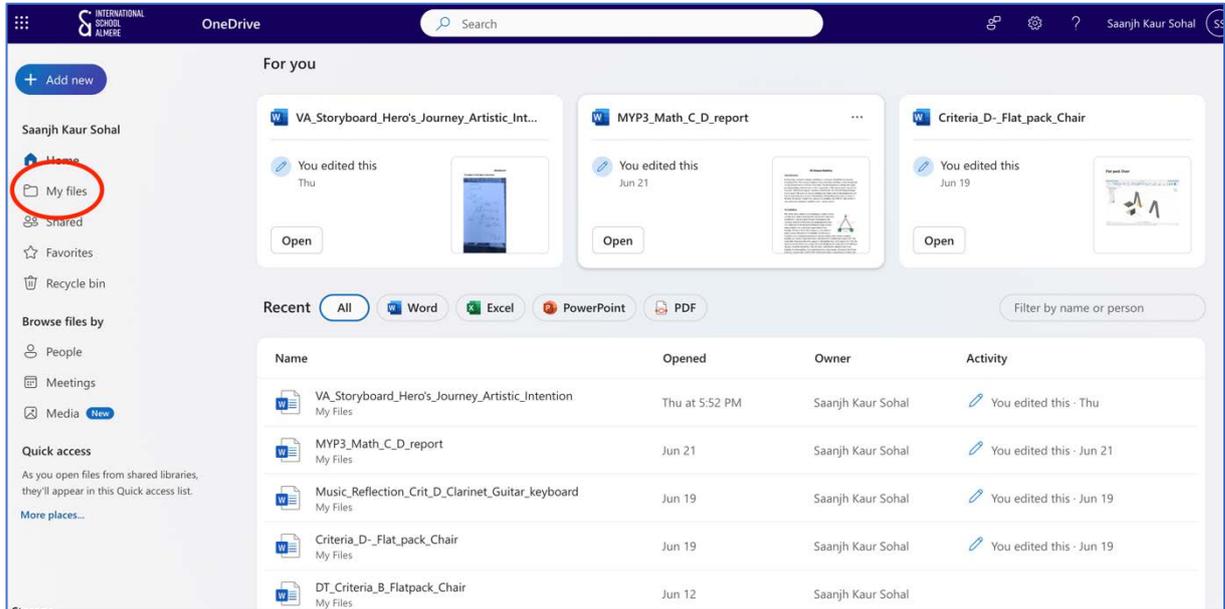
OneDrive

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.

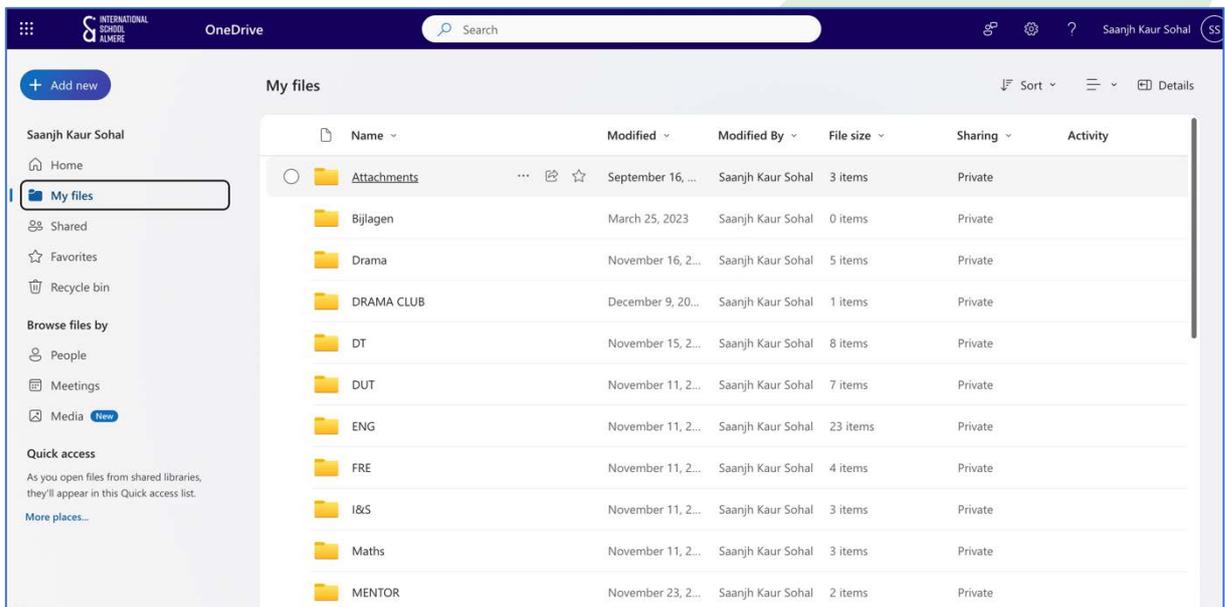
This section will cover how to set up and use OneDrive, including uploading and organizing files, sharing documents with peers and teachers, and utilizing its features for collaborative work.





OneDrive interface showing the 'For you' view. The left sidebar has 'My files' highlighted with a red circle. The main area displays three recent documents with 'Open' buttons and a 'Recent' table below.

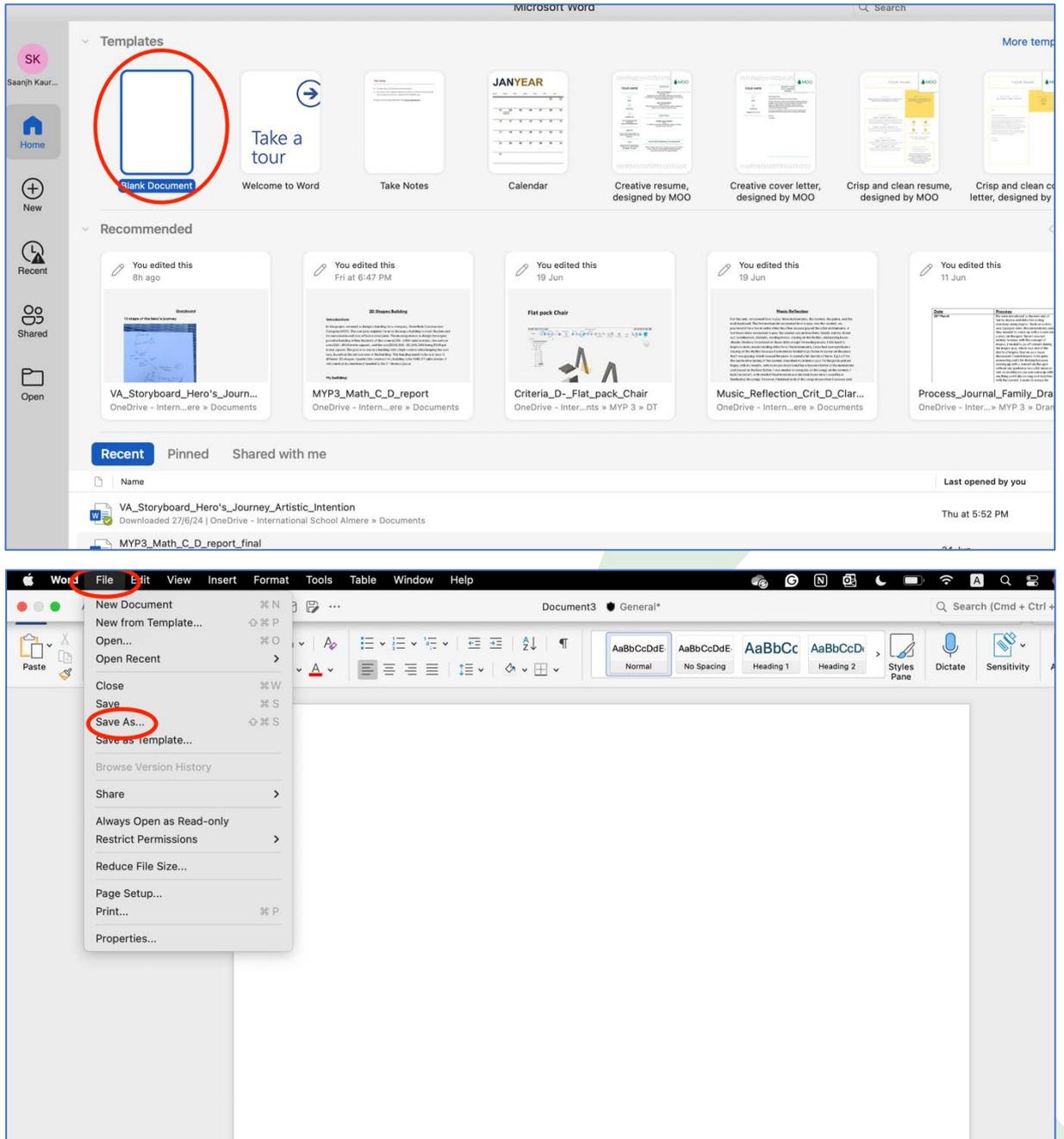
Name	Opened	Owner	Activity
VA_Storyboard_Hero's_Journey_Artistic_Intention My Files	Thu at 5:52 PM	Saanjh Kaur Sohal	You edited this - Thu
MYP3_Math_C_D_report My Files	Jun 21	Saanjh Kaur Sohal	You edited this - Jun 21
Music_Reflection_Crit_D_Clarinet_Guitar_keyboard My Files	Jun 19	Saanjh Kaur Sohal	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 interface showing the 'My files' view. The left sidebar has 'My files' highlighted with a black box. The main area displays a list of folders with columns for Name, Modified, Modified By, File size, Sharing, and Activity.

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	

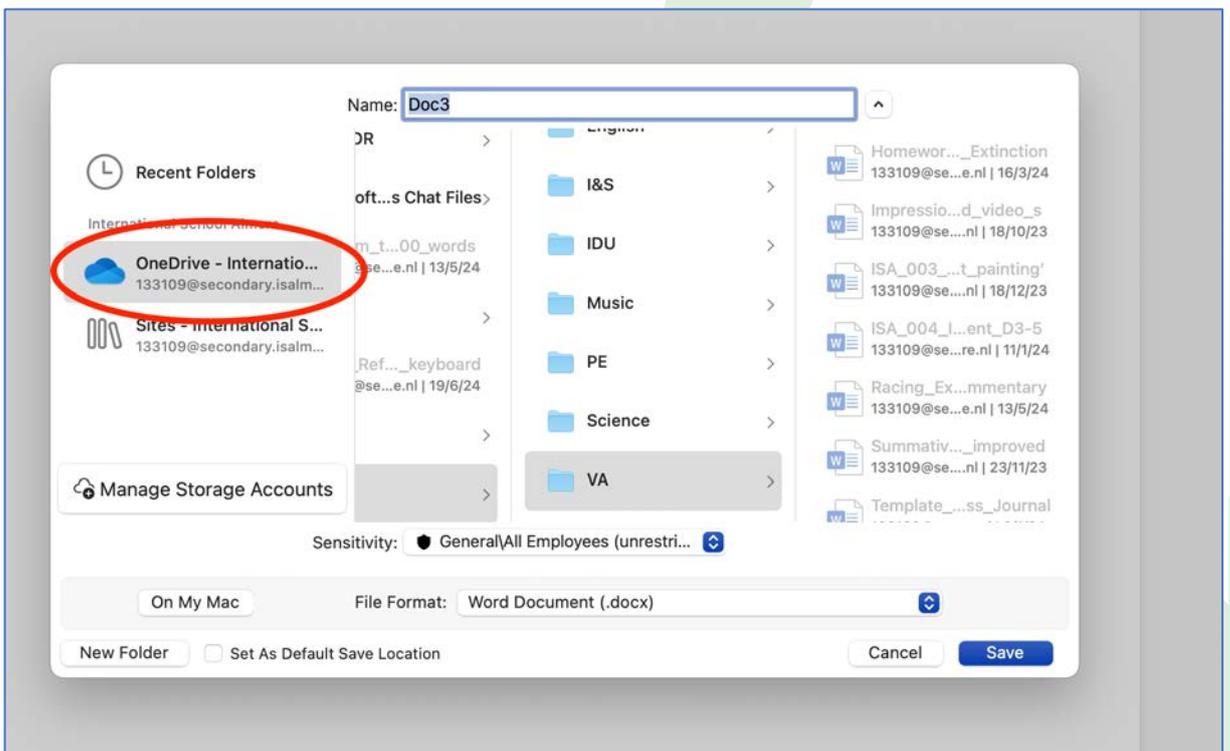
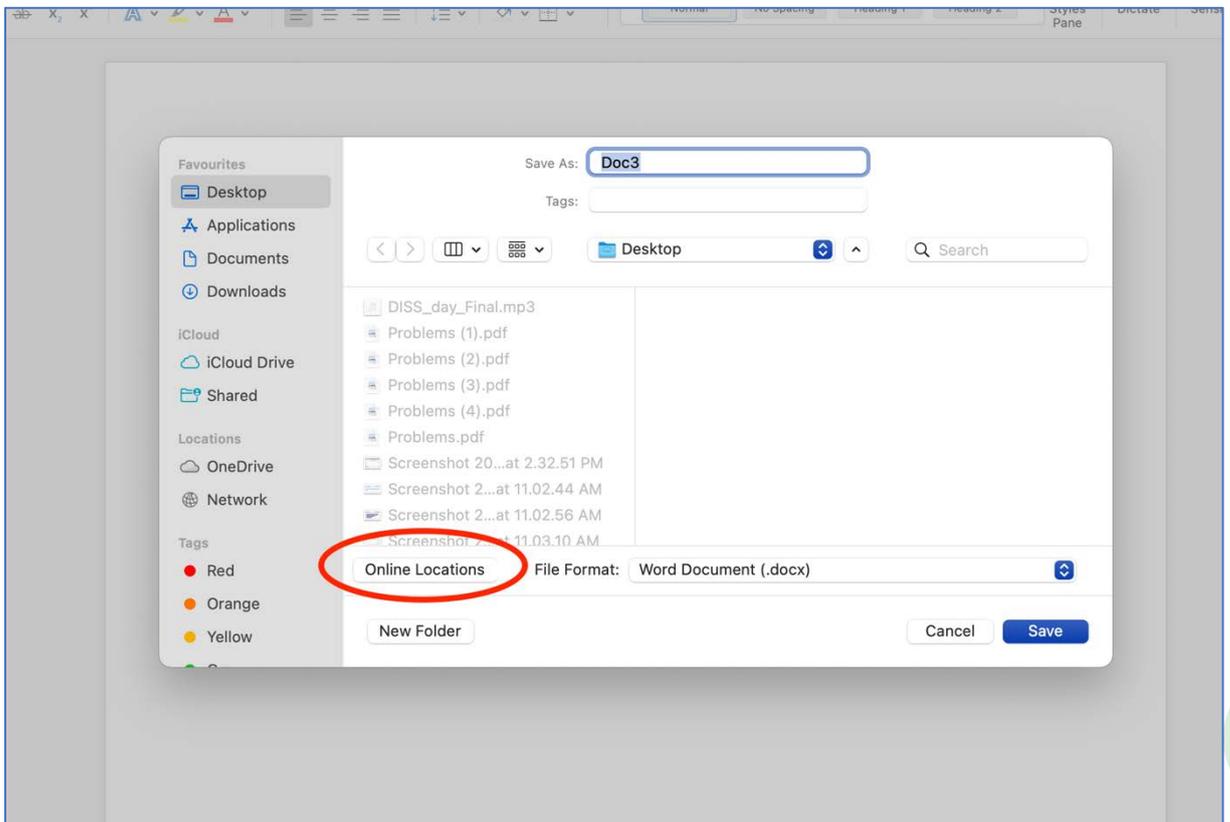
- Saving a word file in OneDrive



The image consists of two screenshots illustrating the process of saving a Word document to OneDrive.

The top screenshot shows the Microsoft Word OneDrive interface. In the 'Templates' section, the 'Blank Document' template is circled in red. Below it, the 'Recommended' section displays several recent documents, including 'VA_Storyboard_Hero's_Journ...', 'MYP3_Math_C_D_report', 'Criteria_D_Flat_pack_Chair', 'Music_Reflection_Crit_D_Clar...', and 'Process_Journal_Family_Dra...'. The 'Recent' section at the bottom shows a list of documents, with 'VA_Storyboard_Hero's_Journey_Artistic_Intention' and 'MYP3_Math_C_D_report_final' listed.

The bottom screenshot shows the Microsoft Word application window. The 'File' menu is open, and the 'Save As...' option is circled in red. The 'File' menu also includes options like 'New Document', 'New from Template...', 'Open...', 'Open Recent', 'Close', 'Save', 'Save as template...', 'Browse Version History', 'Share', 'Always Open as Read-only', 'Restrict Permissions', 'Reduce File Size...', 'Page Setup...', 'Print...', and 'Properties...'. The application window title is 'Document3 - General*' and the ribbon shows the 'Home' tab with various formatting options.



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.