



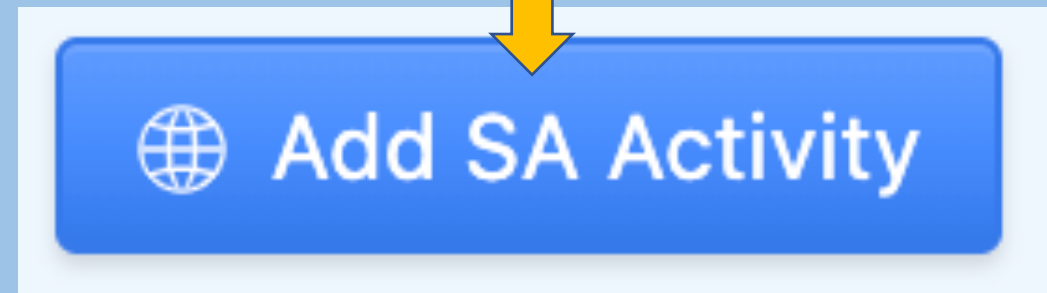
Adding Volunteering Experiences to ManageBac

Middle School Advisory

Step 1: Add an Activity

(It's the same tab, we cannot change the label.)

CLICK ➤



Step 2: Add Grade, Volunteering Experience & Location

Activity Name *

G8 Sewing Labels on Hats

Grade

Name of Volunteering Experience

Location *

In-School Out-of-School

Volunteering

Service as Action

Step 3: Dates & Supervisor

Click here for pop up calendar

Start date *

July 4, 2020



End date *

July 4, 2020



Supervisor Name

Ms Anna

Supervisor Title

Supervisor E-mail

annayuen@nanjing-school.com

Supervisor contact number

Step 4: Description & Learning Outcome

Description (What did you do?)

Who: Sunny, Evan, Khai, Oscar
What: Sewed labels on to hat made by the Knitting Club
When: Every Friday, lunch 1
Where: D229
Why: To show that the hats were donated by the Pfrang Association

Please select your target learning outcomes:

- Strength & Growth
- Initiative & Planning
- Collaboration
- Ethics

Choose **ONE** only. Choose **ONE** that is **DIFFERENT** to the one you choose for SA

It's the one you have to write or talk about.

- Challenge & New Skills
- Commitment & Perseverance
- Global Value

SAVE 

Add SA Activity

Step 5: Add a Reflection

CLICK on your activity



G6 Swim time trials 



Reviewed

In-School

Who: Me and other volunteers What: Ti
want to know how it works Smart goal:

G7 Sewing Labels on hats

CLICK Add Reflections
& Evidence tab



Actions

 Add Reflections & Evidence

CLICK Reflections and
Evidence tab



Summary







Reflections & Evidence

Supervisor Review

Step 6: Option 1- Write a reflection

Option 2 – Voice record reflection (see next slide)


Journal Website Video Photos File

B /  U     

A ctivity?	What was the activity?
B enefit?	How was your action beneficial (helpful) to other people/to the community?
C hange?	How have you changed/What change(s) have you made or will make?
D escription?	Describe/explain how you achieve the learning outcome ✓.
E vidence?	Please upload a photo or an email that supports your experience

Outcomes

Undertake challenges that develop new skills

SAVE  [Add New Entry](#) or [Cancel](#)

Step 6: Option 2 – Voice record reflection

Journal

Website

Video

Photos

File



Add voice file recording making sure you have talked about:

Activity:

Benefit:

Change:

Description:

Evidence:



Voice recording

Write

Outcomes

Undertake challenges that develop new skills

SAVE

Add New Entry

or Cancel

Step 7: Add the Evidence

Add New Reflection & Evidence **CLICK**

Journal

Website

Video

Photos

File

Choose File

No file chosen

Caption

can add a description of the photo

September 10, 2020

CLICK & choose photos

Only JPEG, PNG, and GIF images are allowed.

Outcomes

Undertake challenges that develop new skills

SAVE ➤

Add New Entry

or Cancel

Great Job!

