



ManageBac

**Adding
Volunteering
Experiences to
ManageBac**

DEADLINE
Wednesday,
December
15th
4.15 pm



Step 1: Add an Experience



CLICK 

Step 2: Add Grade, Volunteering Experience & Location

Activity Name *

Semester 1

G8 S1 One Smile, One Click – Letter Writing

Grade

Name of Volunteering Experience

Location *

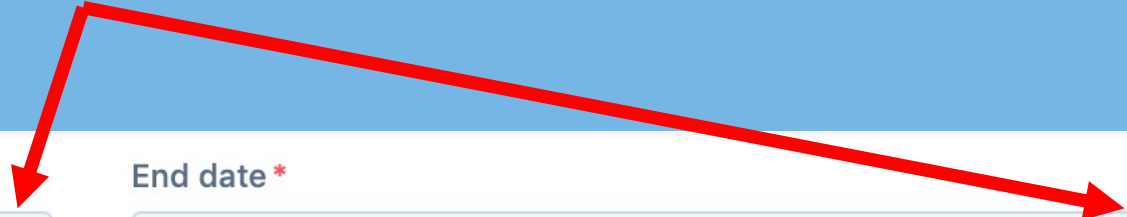
In-School Out-of-School

Volunteering

Service as Action

Step 3: Add the Dates & a Supervisor

Click here for pop up calendar



Start date *
October 3, 2021

End date *
December 13, 2021

Supervisor Name
Anna Yuen

Supervisor Title
PLS LEAVE THIS BLANK

Supervisor E-mail
annayuen@nanjing-school.com

Supervisor contact number
PLS LEAVE THIS BLANK

October, 2021						
SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Step 4: Description & Learning Outcome

Description (Action, Benefit)

AACTION: What was the experience? What did you do?

BBENEFIT: How was your activity beneficial to other people or the environment?

Please select your target learning outcomes:

- Strength & Growth
- Initiative & Planning
- Collaboration
- Ethics
- Challenge & New Skills
- Commitment & Perseverance
- Global Value

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

Organisation

LEAVE BLANK

Activity Aim

LEAVE BLANK



Add SA Activity

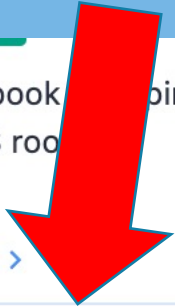
or Cancel

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Step 5: Add a Reflection

CLICK on your activity



What: NIS book ...
Where: LSS roo ...
When: ...
[Show More >](#)

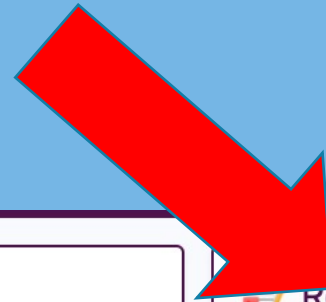
G6 S1 One Smile, One Click - Letter Writing

In-School 1 reflection

ACTIVITY: On Mondays, I write letters to senior citizens who live in care homes. We send them letters via a website to cheer people up.

BENEFIT: I hope my letters cheer the people up. It's sad that nobody can visit them.

CLICK Reflections & Evidence



Summary **Reflections & Evidence**

G6 S1 One Smile, One Click - Letter Writing

In-School

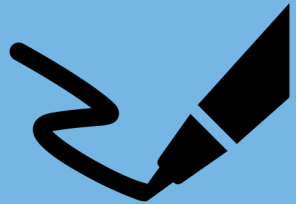
October 03, 2021 - October 03, 2021

Description (Action, Benefit)

ACTIVITY: On Mondays, I write letters to senior citizens who live in care homes. We send them letters via a website to cheer people up.

BENEFIT: I hope my letters cheer the people up. It's sad that nobody can visit them.

CLICK Journal
if you want to
add a written
reflection.

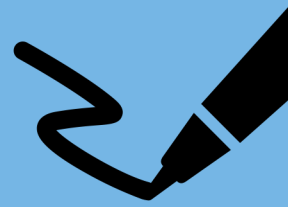


A screenshot of a software interface. At the top, there are two tabs: 'Summary' (with a document icon) and 'Reflections & Evidence' (with a document and pencil icon). Below the tabs is a section titled 'Add New Reflection & Evidence'. This section contains three buttons. The first button, labeled 'Journal', features an icon of a document with a pencil and a red play button. A large red arrow points from the left towards this button. The second button, labeled 'File', features an icon of a musical note and a smiley face. A large red arrow points from the right towards this button. A third, empty button is partially visible on the right.

CLICK File
if you want
to add an
audio
reflection.



To add a written reflection



REFLECT on your activity.

Change -

How have you changed/What change(s) have you made or will make?

Demonstration -

Describe/explain how you achieve the learning outcome and goal.


B **I** **S** **U** **—** **☰** **🔗** **☰** **↗**

CHANGE: Writing these letters has reminded me how much I miss my grandparents. We can't go home to see them so I have started to call them once a week.

DEMONSTRATION: I achieved multilingualism and intercultural understanding because I wrote my letters in French. I only started learning French last year so I had to look up some words. But I used my notebook to help me. I hope they can understand me. I wrote about my life in my home country and here in Nanjing. We were told not to write about politics and other controversial topics because some people might get offended. I wrote about everyday stuff.

Outcomes

Develop international-mindedness through global engagement, multilingualism and intercultural understanding

Save Changes or **Cancel** 

TICK the box

SAVE changes

To add an audio reflection



Add New Reflection & Evidence

Journal

Photos

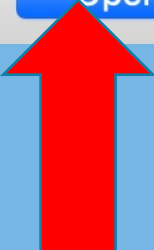
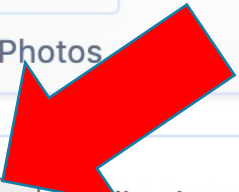
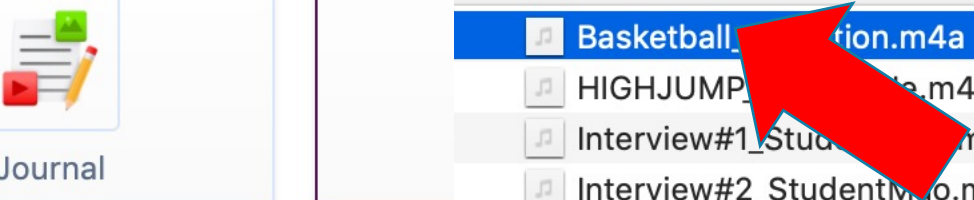
Choose File No file chosen

Outcomes

D... international-mindedness through global engagement,

Name	Kind	Size	Date Modified
Basketball...tion.m4a	Apple...-4 audio	1.5 MB	Sep 28, 2021 at 9:37 AM
HIGHJUMP...e.m4a	Apple...-4 audio	2.3 MB	Sep 29, 2021 at 8:32 AM
Interview#1_Stud...m4a	Apple...-4 audio	1.5 MB	Sep 27, 2021 at 11:14 PM
Interview#2_Student...m4a	Apple...-4 audio	12.3 MB	Sep 27, 2021 at 11:18 PM
Summer_CAS_extra_reflection.m4a	Apple...-4 audio	2 MB	Sep 29, 2021 at 6:18 AM
Summer_CAS_reflecion.m4a	Apple...-4 audio	13.3 MB	Sep 29, 2021 at 6:19 AM
IMG_6671.heic	HEIF Image	2.4 MB	Sep 23, 2021 at 9:39 AM
IMG_4081.JPG	JPEG image	206 KB	Sep 29, 2021 at 8:58 PM
photo.jpeg	JPEG image	3.4 MB	Sep 24, 2021 at 8:47 AM

Cancel Open



To add photo evidence



Summary Reflections & Evidence Supervisor Review

Add New Reflection & Evidence

Journal File Video Website Photos

Choose File LetterWriting

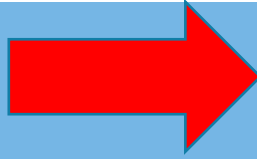
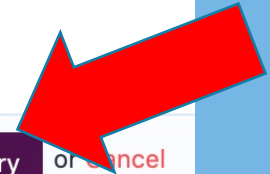
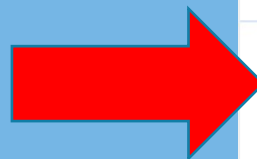
Only JPEG, PNG, and GIF

Outcomes

Develop international
multiculturalism and ir

Name	Kind	Size
1	Micros...(.docx)	021
▶ Activities 2021-22	Folder	
▶ Copy Melissa	Micros...(.docx)	
▶ DChina	Folder	
▶ French	Folder	
▶ GCD	Folder	
GCD Planning Document 2122.pdf	PDF Document	
▶ Learning Outco...s of CAS Activity	Micros...(.docx)	
LetterWriting.jpg	JPEG image	

Add New Entry or Cancel



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