



**ManageBac**

**Adding  
Service as Action  
Experiences to  
ManageBac**

**DEADLINE**  
**Friday,**  
**May 20<sup>th</sup>**  
**4.00 pm**



# Step 1: Add an Experience

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



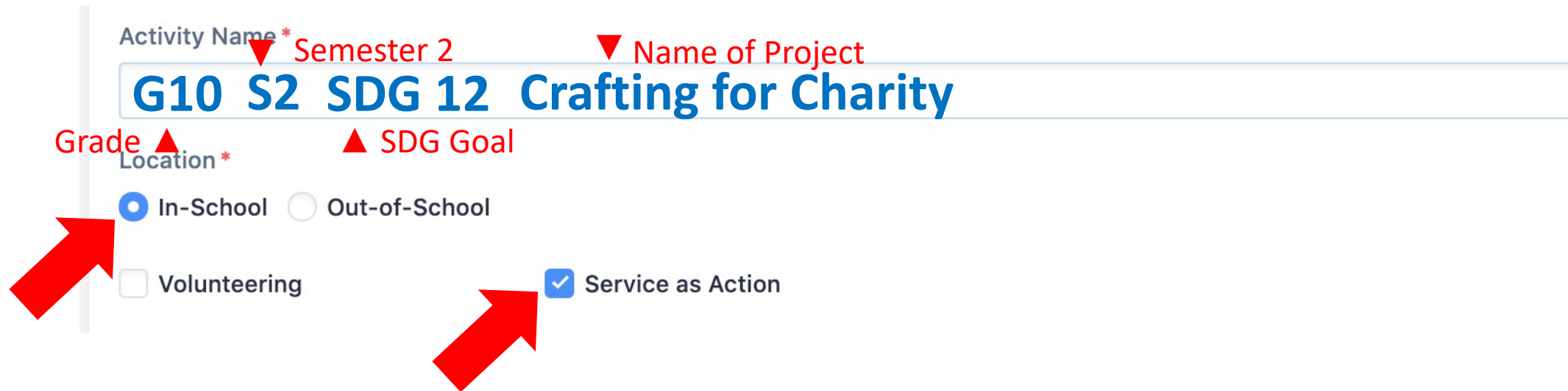
**CLICK** 

# Step 2: Add Grade, SA Experience, Location, and Supervisor

Activity Name\* ▼ Semester 2 ▼ Name of Project  
**G10 S2 SDG 12 Crafting for Charity**

Grade ▲ ▲ SDG Goal  
Location\*  
 In-School  Out-of-School

Volunteering  Service as Action

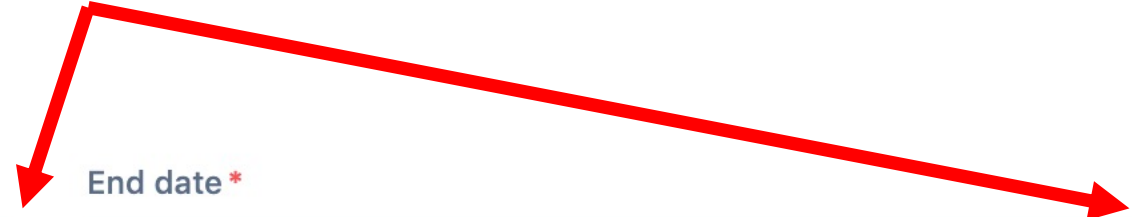


# Step 3: Add the Dates & a Supervisor

Click here for pop up calendar

Start date \*

October 3, 2021



End date \*

December 15, 2021



Supervisor Name

Anna Yuen

Supervisor Title

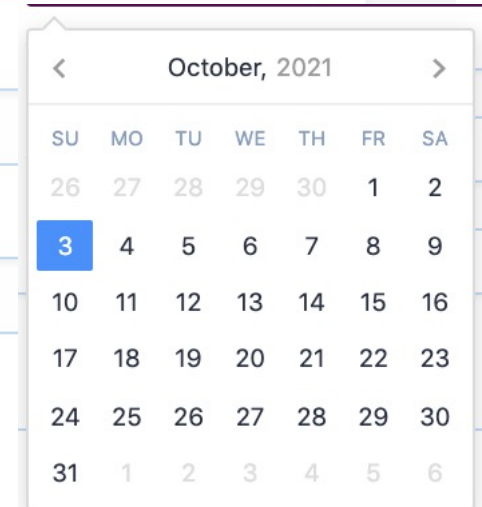
**PLS LEAVE THIS BLANK**

Supervisor E-mail

annayuen@nanjing-school.com

Supervisor contact number

**PLS LEAVE THIS BLANK**



# Step 4: Description & Learning Outcome

Description (Action, Benefit)

**ACTION:** What actions are you taking for your Service Project? How does the project relate to the SDG? Why did you choose this project?

**BENEFIT:** How does your Service Project benefit 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** from the one you  
chose for volunteering.

Organisation

**LEAVE BLANK**

Activity Aim

**LEAVE BLANK**



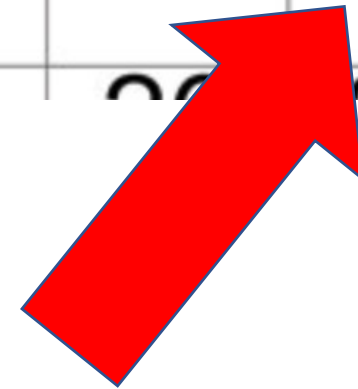
Add SA Activity

or Cancel

**Deadline**  
**Friday,**  
**May 20<sup>th</sup>**  
**4.00 pm**

## May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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





# Step 5: Add a Reflection

**CLICK** on your experience.

**CLICK** Reflections & Evidence



ACTIVITY: On Mondays, I write letters to senior citizens with the goal of making them feel better.  
BENEFIT: I hope my letters cheer them up. It's sad that they are so lonely.  
[Show More >](#)


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**G10 S1 SDG 12 Crafting for Charity** 


**SA** **In-School** 1 reflection

**ACTION:** Our group is making a bunch of different crafts. Some are sold for charity. If we can make money, then we would donate it to a charity.  
**BENEFIT:** We are recycling and repurposing things. We will learn new skills and knitting. Our group can choose a variety of things to make. Every year, the group...


[Show More >](#)




**G10 S1 SDG 12 Crafting for Charity**

 **Summary**       **Reflections & Evidence**

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**G10 S1 SDG 12 Crafting for Charity** 

**SA** **In-School**

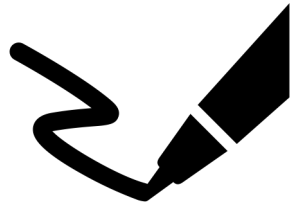
 14 October 03, 2021 - December 15, 2021

**Description (Action, Benefit)**

**ACTION:** Our group is making a bunch of different crafts. Some are knitting, some others are making bags out of old calendars. Our goal is to make crafts that we can make money, then we would donate the money to a charity.

**BENEFIT:** We are recycling and repurposing things. We will learn new skills and knitting. Our group can choose a variety of things to make. Every year, the group...

**CLICK Journal**  
if you want to  
add a written  
reflection.



Summary      Reflections & Evidence

Add New Reflection & Evidence

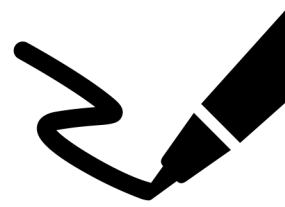
Journal      File

The image shows a software interface for adding reflections. At the top, there are two tabs: 'Summary' and 'Reflections & Evidence'. Below these is a section titled 'Add New Reflection & Evidence' containing two buttons: 'Journal' (with a document icon) and 'File' (with a music note and mask icon). A large red arrow points from the left towards the 'Journal' button, and another large red arrow points from the right towards the 'File' button.

**CLICK File**  
if you want  
to add an  
audio  
reflection.



# To add a written reflection



**REFLECT** on your activity.

**Change** - (choose one)

How have you changed?

What change(s) have you made?

What changes will you make?

What would you do next time?

**Demonstration** -

Demonstrate/explain how you achieved the learning outcome

**B** / **I** **S** **U** **—** **≡** **↺** **≡** **↻**

CHANGE: I learned to work with a group of people who I don't normally hang out with because they are in different grades. There are some younger students that me so I taught them how to make the gift bags from old calendar pages. I also learned by trial and error. Sometime I cut the page too small so the bags I made were really small. I also realised that I like making different projects each time and not making the same thing over and over.

DEMONSTRATION: I achieved the outcome of global engagement because our group is repurposing old calendar pages. We have lots of extra calendars because we started school late and the holidays were changed. A decision was made to reprint all the calendars but we need to do something with all the old ones. We are not using any new materials. There are lots of calendars that won't be used so my group collected them. We searched on the internet what we could do with them. We found that we could make small gift bags and bee hotels. The bee hotels also need a tin can. We roll up the calendar pages into tubes and put them into empty tin cars. The purpose of the bee hotel is to provide a place for bees to lay their eggs. We need bees because they pollinate plants. We followed this website:  
<https://www.gardenmyths.com/be...>  
So we repurposed old calendars to make these bags and puzzles:  
<https://idohaveatalent.wordpre...>  
<https://bugbooandbean.blogspot...>

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

Name	Kind	Size	Date Modified
Anna's SDG 12...d Bee Ho...a	Apple...-4 audio	438 KB	Today at 10:55 PM
Basketball_reflection.m4a	Apple...-4 audio	1.5 MB	Sep 28, 2021 at 9:37 AM
HIGHJUMP_ThomasHe.m4a	Apple...-4 audio	2.3 MB	Sep 29, 2021 at 8:32 AM
Interview#1_StudentMao.m4a	Apple...-4 audio	1.5 MB	Sep 27, 2021 at 11:14 PM
Interview#2_StudentMao.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

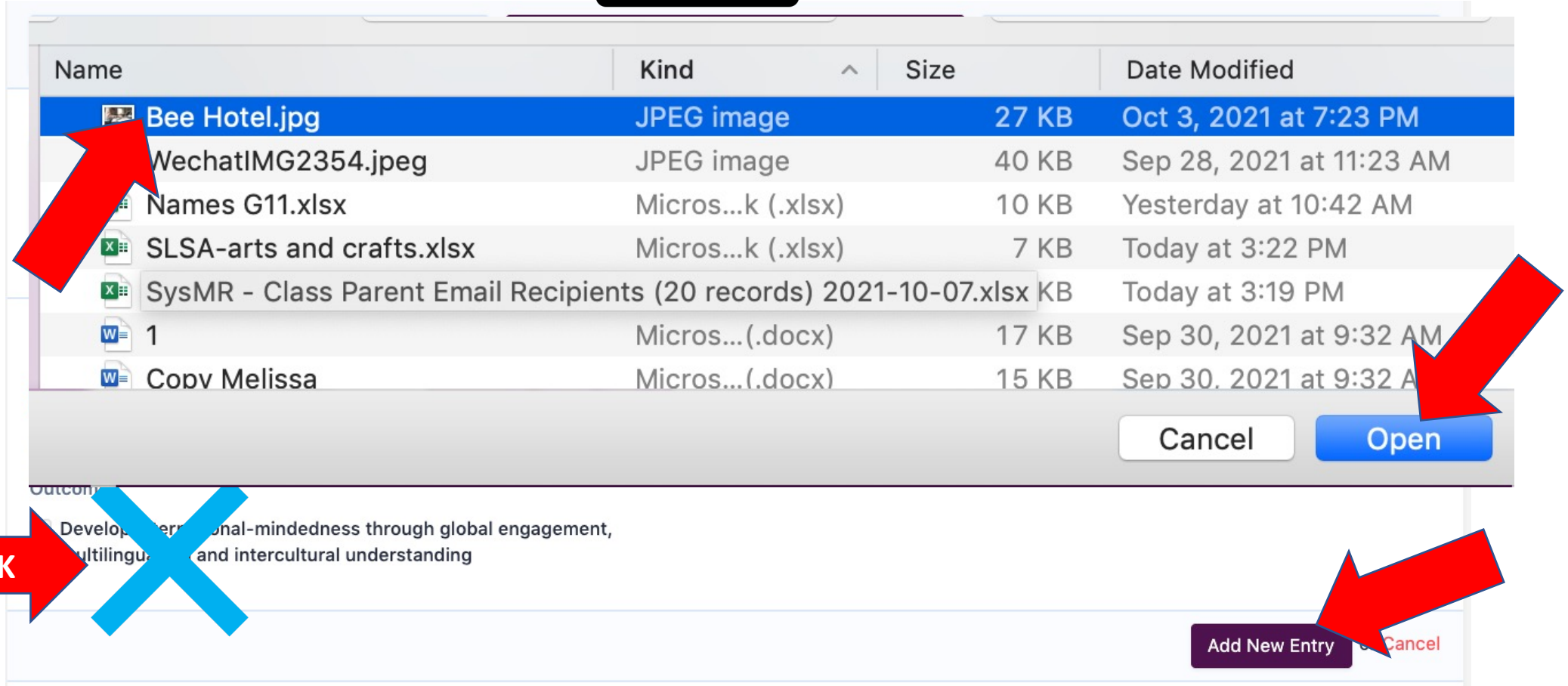
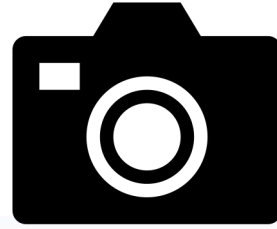
Cancel Open








Choose File No file chosen

### Outcomes

D... international-mindedness through global engagement,

# To add photo evidence


A screenshot of a file selection dialog box. The dialog shows a list of files with columns for Name, Kind, Size, and Date Modified. The file 'Bee Hotel.jpg' is selected. A red arrow points to the file icon for 'Bee Hotel.jpg'. Another red arrow points to the 'Open' button. A third red arrow points to the 'Add New Entry' button at the bottom right. A red arrow labeled 'DON'T TICK' points to a checkbox, which is crossed out with a blue 'X'. Below the dialog, there is a line of text: 'Develop... er... onal-mindedness through global engagement, multilingu... and intercultural understanding'.

Name	Kind	Size	Date Modified
 Bee Hotel.jpg	JPEG image	27 KB	Oct 3, 2021 at 7:23 PM
 WechatIMG2354.jpeg	JPEG image	40 KB	Sep 28, 2021 at 11:23 AM
 Names G11.xlsx	Micros...k (.xlsx)	10 KB	Yesterday at 10:42 AM
 SLSA-arts and crafts.xlsx	Micros...k (.xlsx)	7 KB	Today at 3:22 PM
 SysMR - Class Parent Email Recipients (20 records) 2021-10-07.xlsx	KB		Today at 3:19 PM
 1	Micros... (.docx)	17 KB	Sep 30, 2021 at 9:32 AM
 Copv Melissa	Micros... (.docx)	15 KB	Sep 30, 2021 at 9:32 A

Buttons: Cancel, Open, Add New Entry, Cancel

Text: **DON'T TICK** (with blue X), Develop... er... onal-mindedness through global engagement, multilingu... and intercultural understanding

Ask your Service teacher to read/listen to your MB entries.

If the entries meet the requirements, your teacher will mark them as  COMPLETED. Thank you!



DEADLINE

Friday, May 20<sup>th</sup>

4.00 pm