

Semester 2 – 2022



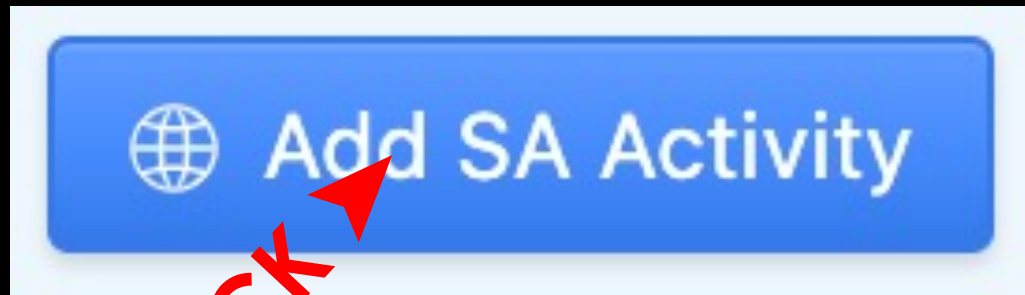
ManageBac

**ADDING  
VOLUNTEERING  
EXPERIENCES TO  
MANAGEBAC**

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



# Step 1: Add an Experience



**CLICK** 

# Step 2: Add Grade, Volunteering Experience & Location

Activity Name \*

Semester 2

**G8 S2 Volleyball Scorekeeper**

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 *	End date *
<input type="text" value="March 4, 2022"/> 	<input type="text" value="March 4, 2022"/> 
Supervisor Name	Supervisor Title
<input type="text" value="Danny Clarke"/>	<input type="text" value="LEAVE BLANK"/>
Supervisor E-mail	Supervisor contact number
<input type="text" value="dannyclarke@nanjing-school.com"/>	<input type="text" value="LEAVE BLANK"/>

# STEP 4: DESCRIPTION & LEARNING OUTCOME

Description (Action, Benefit)

**ACTION** What was the experience? What did you do?

**BENEFIT** How was your activity beneficial to other people or the environment?

Please select your target learning outcomes:

- Strength & Growth
- Initiative & Planning
- Collaboration
- Ethics
- Global Value
- Resilience
- Sustainability
- Innovation
- Leadership
- Communication
- Problem Solving
- Teamwork
- Critical Thinking
- Creativity
- Self-awareness
- Empathy
- Cultural Awareness
- Diversity & Inclusion
- Social Responsibility
- Environmental Stewardship
- Digital Literacy
- Financial Literacy
- Health & Well-being
- Global Citizenship
- Lifelong Learning
- Career Development
- Entrepreneurship
- Project Management
- Time Management
- Stress Management
- Conflict Resolution
- Negotiation
- Public Speaking
- Writing Skills
- Research Skills
- Analytical Skills
- Decision Making
- Risk Management
- Quality Management
- Customer Service
- Customer Relationship Management
- Sales & Marketing
- Human Resources
- Operations Management
- Supply Chain Management
- Logistics
- Project Management
- Business Development
- Strategic Planning
- Business Process Improvement
- Change Management
- Organizational Development
- Performance Management
- Talent Management
- Learning & Development
- Quality Improvement
- Process Improvement
- Continuous Improvement
- Innovation Management
- Intellectual Property
- Contract Management
- Procurement
- Vendor Management
- Risk Assessment
- Risk Mitigation
- Risk Monitoring
- Risk Reporting
- Risk Communication
- Risk Culture
- Risk Awareness
- Risk Appetite
- Risk Tolerance
- Risk Capacity
- Risk Resilience
- Risk Adaptability
- Risk Flexibility
- Risk Agility
- Risk Innovation
- Risk Creativity
- Risk Leadership
- Risk Collaboration
- Risk Communication
- Risk Transparency
- Risk Accountability
- Risk Ownership
- Risk Responsibility
- Risk Integrity
- Risk Honesty
- Risk Fairness
- Risk Justice
- Risk Equity
- Risk Inclusion
- Risk Diversity
- Risk Respect
- Risk Tolerance
- Risk Resilience
- Risk Adaptability
- Risk Flexibility
- Risk Agility
- Risk Innovation
- Risk Creativity
- Risk Leadership
- Risk Collaboration
- Risk Communication
- Risk Transparency
- Risk Accountability
- Risk Ownership
- Risk Responsibility
- Risk Integrity
- Risk Honesty
- Risk Fairness
- Risk Justice
- Risk Equity
- Risk Inclusion
- Risk Diversity
- Risk Respect

Choose **ONE** outcome only. Choose ONE that you have not done yet.

Organisation

**LEAVE BLANK**

Activity Aim

**LEAVE BLANK**



Add SA Activity

or Cancel

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

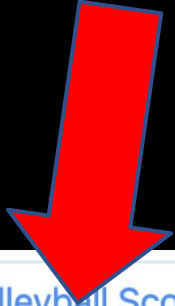


**DEADLINE  
MONDAY,  
MAY 20<sup>TH</sup>  
4.00 PM**



# Step 5: Add a Reflection

**CLICK** on your activity



**G10 S2 Volleyball Scorekeeper**

**In-School** 4 reflections

ACTION: I kept score at the volleyball tournament.

BENEFIT: Keeping score helps the teams know who is winning or losing.

**CLICK** Reflections & Evidence



Summary Reflections & Evidence

**G10 S2 Volleyball Scorekeeper**

**In-School**

March 04, 2022 - March 04, 2022

Description (Action, Benefit)

ACTION: I kept score at the volleyball tournament.

BENEFIT: Keeping score helps the teams know who is winning or losing.

Learning Outcomes:

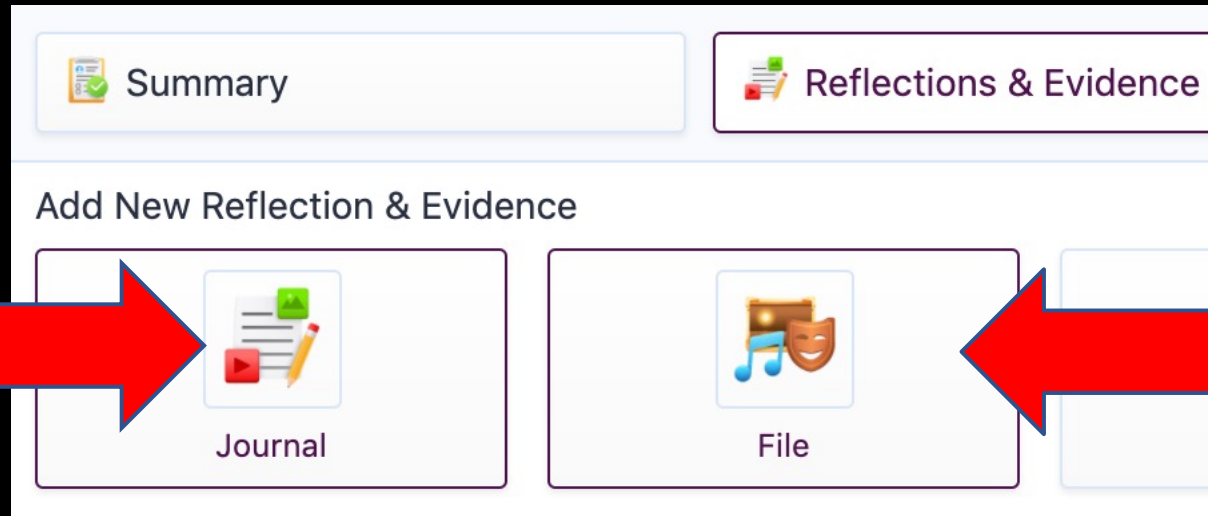
1. Consider the ethical implications of their actions

**Danny Clarke**  
dannyclarke@nanjing-school.com

Supervisor Review

Supervisor Review Not Completed

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

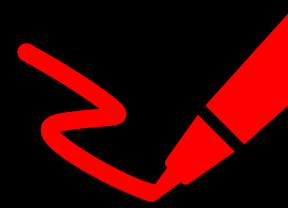


The screenshot shows a software interface with two tabs at the top: "Summary" and "Reflections & Evidence". Below the tabs is a section titled "Add New Reflection & Evidence". Under this section, there are three buttons. The first button, labeled "Journal", features an icon of a document with a pencil and a play button. A large red arrow points from the left text towards this button. The second button, labeled "File", features an icon of a musical note and a mask. A large red arrow points from the right text towards this button. A third, partially visible button is on the right.

**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.

**TICK** the box

### Edit Journal Reflection & Evidence

50

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

Change: Next year I would not choose this experience because it was stressful. The players got mad when we forgot to change the score. Sometimes, we didn't understand what was happening. We didn't understand the referees because they didn't speak English and we didn't speak Mandarin. I'll try to get back at Mandarin.

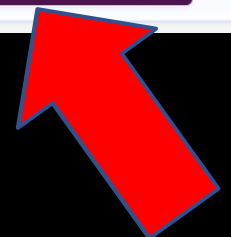
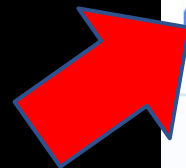
Demonstration: I think I achieved the outcome of "ethics" because I did my best to give the point to the right team. I didn't cheat.

Outcomes

Consider the ethical implications of their actions

**Save Changes** or **Cancel**

**SAVE**  
changes



# To add an audio reflection



Add New Reflection & Evidence

Journal File Video

Website Photos

Choose File No file chosen

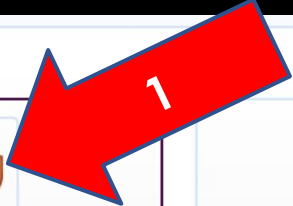
Outcomes

... ethical implications of their actions

Add New Entry

Name	Kind	Size
Schedule.docx	Microso... (.docx)	
scorekeeping.jpeg	JPEG image	
Scorekeeping.mp3	MP3 audio	
SecondaryCycle 3 Student Activities	PDF Document	
Service ideas	Folder	
Service Rea G6-12 S1 21-22	Microso... (.dotx)	

Cancel Open



To add a photo as evidence

Summary Reflections & Evidence Supervisor Review

Add New Reflection & Evidence

Journal File Video Website Photos

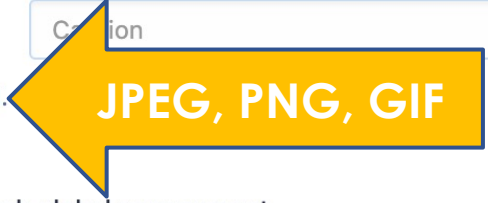
Choose File LetterWriting.jpg Caption October 3, 2021

Only JPEG, PNG, and GIF images are allowed.

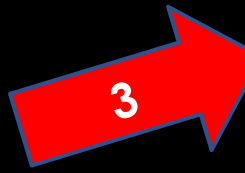
Outcomes

Develop international-mindedness through global engagement, intercultural understanding

Add New Entry or Cancel



Add only jpeg, png or gif. Not HEIC.



Desktop

Name	Kind	Size
IMG_3663-768x576.jpg	JPEG image	105 KB
img-9854-copy_orig.jpg	JPEG image	167 KB
scorekeeping.jpeg	JPEG image	139 KB
WechatIMG2756.jpeg	JPEG image	139 KB
WechatIMG2771.jpeg	JPEG image	178 KB

Cancel Open

Your  
**SUMMARY**  
should look  
like this:

## G10 S2 Volleyball Scorekeeper

Summary Reflections & Evidence

### G10 S2 Volleyball Scorekeeper

**In-School**

March 04, 2022 - March 04, 2022

**Description (Action, Benefit)**

**ACTION:** I kept score at the volleyball tournament.

**BENEFIT:** Keeping score helps the teams know who is winning or losing.

**Learning Outcomes:**

1. Consider the ethical implications of their actions

**DC** **Danny Clarke**  
dannyclarke@nanjing-school.com

**Supervisor Review**


Supervisor Review Not Completed

**Message Board**

Rich text editor toolbar with icons for Bold, Italic, Underline, Link, Unlink, and other text formatting options.

Your  
REFLECTION  
should look  
like this:

## G10 S2 Volleyball Scorekeeper

 In-School

January 24, 2022 12:03 AM Ethics



Change: Next year I would not choose this experience because it was stressful. The players got mad when we forgot to change the score. Sometimes, we didn't understand what was happening. We didn't understand the referees because they didn't speak English and we didn't speak Mandarin. I'll try to get back at Mandarin.

Demonstration: I think I achieved the outcome of "ethics" because I did my best to give the point to the right team. I didn't cheat.

January 23, 2022 11:59 PM



# CHECKLIST

## SUMMARY

- ✓ **GRADE AND SEMESTER**
- ✓ **TITLE**
- ✓ **LOCATION**
- ✓ **VOLUNTEERING**
- ✓ **START AND END DATE**
- ✓ **SUPERVISOR NAME AND EMAIL**
- ✓ **ACTION**
- ✓ **BENEFIT**
- ✓ **ONE** OUTCOME, ONE THAT YOU DID NOT CHOOSE BEFORE.

## REFLECTION

**SEMESTER (CHOOSE ONE)**

**HOW HAVE YOU CHANGED?**

**WHAT CHANGE(S) HAVE YOU MADE?**

**WHAT CHANGES WILL YOU MAKE?**

**WHAT WOULD YOU DO NEXT TIME?**

**DEMONSTRATION**

**-DESCRIBE/EXPLAIN HOW YOU ACHIEVED THE LEARNING OUTCOME.**

**EVIDENCE CAN BE UPLOADED AS JPEG OR PNG ONLY.**



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

