

Steps to Document a Community Service Activity in ManageBac: IB Freshmen and Sophomores

Step 1- Select Add SA Activity (stands for service as action)

Step 2- Complete all the required boxes and select targeted learning outcome(s). You will choose ALL that apply.

- Become more aware of your strengths and areas for growth
- Undertake challenges that develop new skills
- Working collaboratively with others
- Consider the ethical implications of your actions
- Develop international-mindedness through global engagement, multilingualism and intercultural understanding. You may do this locally!
- Discuss, evaluate and plan student-initiated activities
- Persevere in action

Dr. Thomas will need to approve your activity. You will get a **blue thumbs up** beside the activity once approved. If you don't hear from Dr. Thomas via email within 24 hours, assume your activity is approved.

There is **no hour requirement**. All you need to do to satisfy the community service requirement is complete each of the learning outcomes at **least once** by the end of the year (9th and 10th grades). As indicated above, some activities meet **more than one** learning outcome. Thus, you don't have to complete **separate activities** for each learning outcome to meet the requirement. For example, you may "become more aware of your strengths and areas for growth" as you "undertake challenges that develop new skills."

Step 3- Complete the activity you have chosen.

Step 4- Select Add Reflections & Evidence

For each of your activities, you will want to show evidence of:

- Planning and organization
- Effort and commitment
- Active reflection
- Personal development and achievements

To guide your reflection, you may consider the following at different stages of an activity (prior to starting, during, and after completion):

- What do you perceive and notice?
- How you feel being involved?
- What do you think and feel about the activity itself?
- What does the activity mean to you?
- What value does the activity have?
- What did you learn from this activity, and how might you extrapolate from this to apply any lesson to your life more generally?

Step 5- AFTER you reflect, select Request Supervisor Review. This will send an e-mail to the activity supervisor to review online. When the supervisor marks the activity complete, you will get a **green check mark** beside the activity. This will **complete** the process.