

IB Diploma
CAS
Meeting

11th Grade

August 28th, 2019

CAS Review:

What Does the C, A and S Really
Mean?

ACTIVITY

- Physical exertion contributing to a healthy lifestyle
- Promotes lifelong healthy habits related to physical well-being.
- Pursuits may include individual and team sports, aerobic exercise, dance, outdoor recreation, fitness training, and any other form of physical exertion that purposefully contributes to a healthy lifestyle.
- If playing a sports team or designing your own exercise plan, you should include a personal goal



SERVICE

- Collaborative and reciprocal engagement with the community in response to an authentic need.
- Just not doing, some form of relationship, learn about the community (ex: learn from the homeless shelter about the shelter, how many people they serve, the needs of the homeless, the constraints of running the program. Better to even interview a homeless community member to understand their experience and perspective)
- To make a meaningful contribution to your community and society.
- Engage with your community in new, different and meaningful ways



Service

<https://www.youtube.com/watch?v=zcrulov45bl>

With Partner Discuss:

1. What does he get out of giving?
2. Do you think it's important to have a connection ("reciprocal engagement") with people you help? What are the benefits?
3. How can service impact both parties (the person giving and the person receiving)?



Types of Service Action

- **Direct service:** Student interaction involves people, the environment or animals.
 - Ex: AVID tutoring
 - Ex: Working in an animal shelter
- **Indirect service:** Though students do not see the recipients of indirect service, they have verified their actions will benefit the community or environment.
 - Ex: Re-designing a club's or non-profit's website
- **Advocacy:** Students speak on behalf of a cause or concern to promote action on an issue of public interest.
 - Ex: Performing a play on anti-bullying
 - Ex: Starting an awareness campaign about rights of undocumented students
- **Research:** Students collect information through varied sources, analyze data, and report on a topic of importance to influence policy or practice.
 - Ex: Interviewing people on social issues such as homelessness or unemployment

Criteria for a CAS Experience

- Fit within one or more of the CAS strands
- Be based on a personal interest, skill, talent or opportunity for growth
- Develop attributes of IB Learner Profile
- Result in a CAS Learner Outcome being met
- Not be used or included in the student's Diploma course requirements (cannot be used for another assignment/ IB requirement)

CAS Supervisors

- All CAS experiences must have an adult supervisor
- They CANNOT be a family member
- They will sign off on your final hours and complete a Supervisor Review form
 - Please inform them of this requirement when you ask them to be a supervisor

Time Commitment

- 18 months (including summer)
- 3-4 hours a week spent on CAS (Either reflections or CAS Experience hours)
- Must at least reach 150 hours with 50 in each category C, A and S

CAS Brainstorm Session

Individually:

- Review your CAS Brainstorm worksheet and Identify 1 additional new possible CAS experience that you have not already put in your plan

With Partner:

- Share 3 questions of your choice
- Share possible CAS Experiences.

Acting & Reflecting

- “If you believe in something, you must not just think or talk or write, you must act.” (Peterson 2003)
- “We do not learn from experience...we learn from reflecting on experience” ~*John Dewey*
- CAS is both:
 - DOING and THINKING
 - Experiential Learning- learn by doing and reflecting. Learn through experience and reflection on your experience

Reflection

- IB requires you reflect on your CAS experiences throughout the entire CAS experience.
 - MINIMUM- 1 reflection a month per CAS experience
- If student says when they haven't posted anything " I have been working on it but just haven't posted it." Then it's not CAS...have to reflect, have to put it out there. Better to reflect right after.
- It's important to fail. You can't succeed without failing at some point
 - Learn from failure through reflection

Reflection

- All journal entries in ManageBac should include:
 1. The WHAT
 - Share your experiences.
 - Observations
 - Summary of what has been happening
 - Your role
 2. REFLECTIONS: CANNOT stop at what happened. Go into deeper reflections
 - **Address AT LEAST 1 reflective question provided (listed on ManageBac)**
 3. Address a CAS Learner Outcome
 - You must check at least 1 Learner Outcome the entry demonstrates, addresses or discusses

Reflection Questions

- How do I feel about this activity?
- What is going well? Why?
- What is not going well? Why? What am I doing about it? How will I work on it?
- What does this activity mean to me? Why?
- What do I think and feel about the activity itself?
- What have I learned from this activity? How does this learning apply to other areas in my life?
- What did I perceive and notice?
- Why did I make this particular choice?
- How did this experience reflect my personal ideas and values?
- What does this activity mean to me?
- How do I feel being involved?
- What problems or issues arouse in the activity and how did I deal with them? Did I try to solve them? If yes, how?
- In what ways am I being challenged to think differently about myself and others?
- How did I feel about the challenges?
- What happened that prompted particular feelings?
- What choices might have resulted in different feelings and outcomes?
- What would I do differently if I did it again?
- How have I grown from this experience?
- How has this experience helped develop or strengthen an attribute in me from the IB Learner Profile?
- How has this experience helped me reach and meet a CAS Learner Outcome?

*These are posted on Managebac under *Files* in *CAS Documents* folder

Tips on Reflection

- Be specific- don't use statements that are too general and could apply to any activity
 - Ex of what not to do: The day went well. The event was successful.
 - Go deeper: What specifically went well? Why?
- If you discuss what you do as a group (club, sports team etc) make sure you move beyond the "we" to "I" discussing your specific role

Reflection Example

Yesterday we had the Dream Club Fundraiser. It was so much work. We had to set up the room including tables and chairs and put up all the art work on the walls. Teachers, students, family members and community members attended the event. Some of us presented our immigration stories to the guests. We led group discussions at tables afterwards. The night went really well and is was super successful. I had never been a part of something like that. I am glad I was a part of it.

Discuss with Partner:

1. What did you learn about this student's role?
2. Did they use enough I statements?
3. Did the student address a reflection question?
4. What follow up questions would you have for this student if you were advising them on their CAS journals?

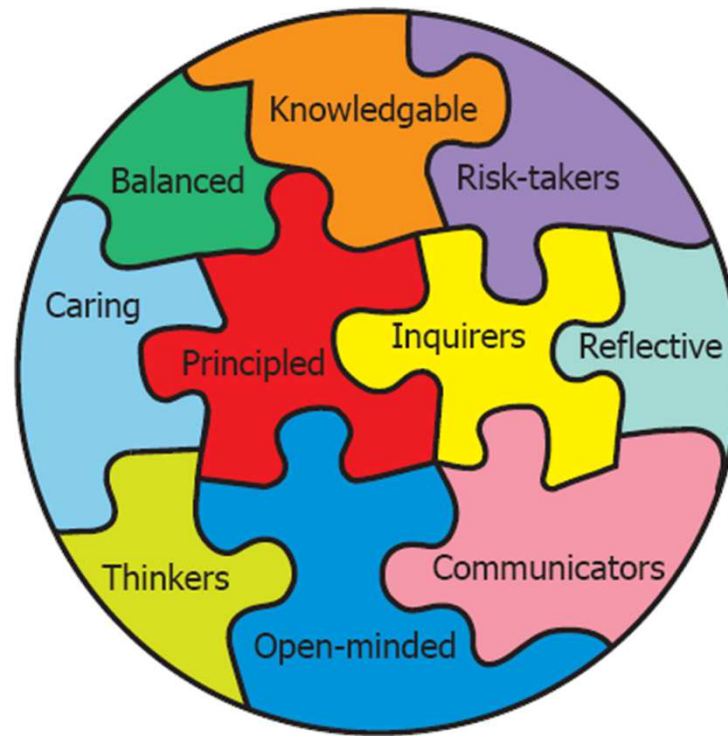
CAS Learner Outcomes

- Each CAS experience must meet at least 1 Learner Outcome
- We will track the completion of the Learner Outcomes on Managebac
- You must meet all 7 Learner Outcomes to complete CAS
- Learner Outcomes are available on ManageBac under *Files* in the *CAS Documents* folder for your reference

How to Demonstrate Learner Outcomes

1. **Identify own strengths and develop areas for growth**
 - What are your specific strengths in this activity and how have you demonstrated them?
 - What are the areas you are working on AND how are you working on them through this activity?
2. **Demonstrate that challenges have been undertaken, developing new skills in the process**
 - A challenge is something outside your comfort zone
 - Either a brand new challenging activity or you undertake a new challenge within an activity you have been doing. (Ex: Been in a club but never had a leadership role so challenge yourself to take on role)
 - Identify what the specific skills are and evidence of them being demonstrated through the activity
3. **Demonstrate how to initiate and plan a CAS experience**
 - NOT just attended an event but part of the actual planning. Must demonstrate your role in what you specifically did to plan/organize.
 - “Articulate the stages from conceiving an idea to executing a plan” ~CAS Guide
4. **Shown commitment to and perseverance in CAS experiences**
 - Regularly attending AND “accepting a share of the responsibility for dealing with problems that arise” (From IB)
5. **Demonstrate the skills and recognize the benefits of working collaboratively**
 - Evidence of working with others
 - What was required of you to work with others?
 - What were the benefits and challenges of working with others in this experience?
6. **Demonstrate engagement with issues of global importance**
 - Be able to identify:
 1. What is the global issue? (Must be dealing with it in a global context so how it impacts communities globally)
 2. What have you learned about this issue in a global context through this activity?
 3. What is this activity doing to address this issue? Can take action on a local, national or international level
 - “Think Globally Act Locally” – you do not need to travel
7. **Recognize and consider the ethics of choices and actions**
 - The activity itself may deal with a larger ethical issue OR an ethical issue may arise in any activity (on the sports field, in a club etc.). Ethical deals with morals and what is right and wrong. What is the issue and how are you addressing it?
 - What are the consequences of your choices and actions in this experience? On yourself, others & the larger community?

The IB Learner Profile



Connecting CAS to the IB Learner Profile

- Pre (before) and Post (after) IB Learner Self-Eval.
 - Pre Self-Eval due Sept 6th, 2019
 - Post Self-Eval due April 15th, 2020



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS
We approach uncertainty with boldness and determination, we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE
We thoughtfully consider the world and our own ideas and experiences. We seek to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

© International Baccalaureate Organization 2011
www.ibo.org | 1000 Lakeshore Drive, Armonk, NY 10504-1000 | 1000 Lakeshore Drive, Armonk, NY 10504-1000

Learner Profile Evaluation BEFORE CAS

Complete this at the start of your CAS journey.

Step 1: Read through all the attributes of the IB Learner Profile on the previous page and then complete this self-assessment chart for the IB Learner Profile

IB Learner Profile Attribute	Self-Assessment: Rate your level in each attribute on a scale 1-10. 1= You show no sign of this attribute at all. 10 = You excel in this attribute. You are an exemplary example of this characteristic trait.	Values: Rank how important you think this attribute is to be successful and happy in life on a scale of 1-10. 1= You believe this attribute will not impact your success or happiness at all. 10 = You believe you cannot be successful or happy at all without this attribute.
Inquirers		
Knowledgeable		
Thinkers		
Communicators		
Principled		
Open-Minded		
Caring		
Risk-Takers		
Balanced		
Reflective		

Step 2: Answer these questions connecting the Learner Profile to your CAS experience:

1. Which areas on the IB Learner Profile are you most proud of in yourself? In other words, you feel you display these attributes well already.
2. Which areas on the IB Learner Profile would you like to grow in? In other words, which attributes do you value but you feel you do not have them yet and would like to develop them?
3. How do you think your CAS experiences will help you develop these areas (you identified in question #2) on the Learner Profile?

Step 3: Upload this document to [ManageBac](#)

CAS Project

- Minimum of one project for CAS.
- Duration: Must be “of significant duration.”
 - At least one month
- CAS stages to be used in carrying out project
 - Must involve planning & reflection
- Must involve team work
- Must be student initiated and student driven
 - Example: Participating in an established volunteer job, school club or sports team are CAS Experiences BUT they are not CAS Projects
- “.....challenges students to show initiative, demonstrate perseverance, and develop skills such as collaboration, problem-solving, and decision-making.” ~*CAS Guide*

CAS Project Timeline

- CAS Project must be planned by March 1st, 2020 (11th grade)
- The Project may be started and completed anytime during CAS (You may plan it by March 1st in 11th grade and not do it until 12th grade.)
- CAS Project approval process:
 - CAS Projects must be approved in person first by Ms. McCahon
 - Set up a CAS project Approval Interview
 - Email Ms. McCahon at lmccahon@seq.org OR stop by the IB Office
 - Complete the CAS Project Planning Sheet AND bring to the meeting. No meeting with this document completed (Document on ManageBac under *Files* in *CAS Documents* folder)
 - All Sequoia CAS students involved in the CAS Project must attend the meeting OR it will be cancelled and rescheduled.
 - Approximately 15 minutes
 - Depending on where you are in the process, it may require a second meeting
 - If approved in person, then add the CAS Project to ManageBac.
 - Click the CAS Project box
 - Ms. Patience will approve the Project on ManageBac
 - You must get it approved before you can begin
 - Once approved add it to ManageBac like all your other activities. You will journal & add evidence like other activities
- Set up your CAS Planning Project Interview as soon as you have investigated and planned a project. You can begin right away.
- Complete the CAS Project Google Slide when you finish your CAS project.

CAS Timeline

- IB Learner Profile Self-Eval Pre CAS uploaded to ManageBac due Sept, 6th, 2019- 11th grade
- Complete 3-4 CAS hours per week (that can include time spent doing logs and journals)
- Upload CAS log by the 1st of the following month on Managebac (Ex: Sept CAS log due Oct 1st)
- Complete required items on Managebac throughout CAS (reflections, evidence, CAS questions).
- Meet with IB Coordinator for CAS interviews three times:
 - September - March 1: 11th grade, CAS Project planning Interview
 - January/ February: 11th grade
 - October/ November: 12th grade
- Complete all CAS hours by April 1st, 2021 (March log due April 1st, 2021)- 12th grade
- Complete CAS project Google Slide by April 1st, 2021
- Final CAS ManageBac Portfolio due April 15th, 2021- 12th grade
- Final CAS Reflective Essay uploaded to ManageBac due April 15th, 2021- 12th grade
- IB Learner Profile Self-Eval Post CAS uploaded to ManageBac due April 15th, 2021- 12th grade

CAS probation

- Students who do not meet CAS requirements will be placed on CAS probation. They will be required to meet with the IB Coordinator and their Diploma status will be discussed.
- Not meeting CAS requirements means you have NOT:
 - Been involved in CAS Experiences every month
 - Posted CAS Logs (monthly CAS logs with hours) on Magabac. Due the 1st of the month for the previous month's hours
 - Completed the reflection process every month through journal entries/ evidence posted on Managebac
 - Met CAS deadlines (CAS Project/ CAS Interviews etc.)
- If you feel overwhelmed or confused, PLEASE come ask Ms McCahon for help.

ManageBac

Throughout CAS on Managebac:

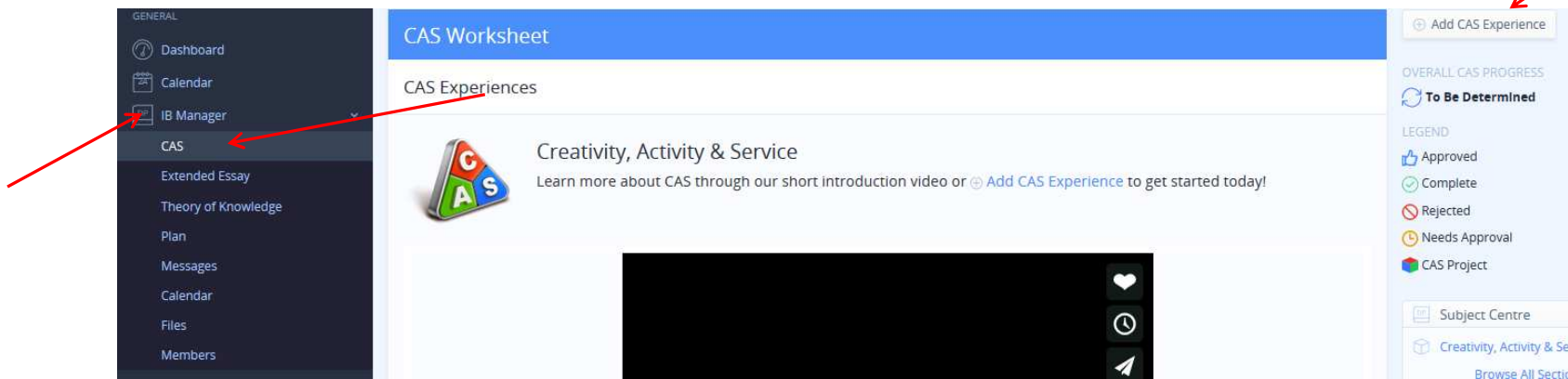
- 1. Add CAS Experiences:** Continue to add any new CAS Experiences for approval on Managebac with the Learner Outcomes identified
- 2. Monthly CAS Logs:** Track hours and submit electronic monthly CAS Logs with your hours (Due the 1st of the following month. Uploaded to Managebac)
- 3. Reflections:** Journal on ALL your activities on Managebac minimum once a month. Each reflection must demonstrate at least one Learner Outcome
- 4. Evidence:** Add other evidence to demonstrate how the Learner Outcomes were met and participation in the activity. Each piece of evidence must demonstrate at least one Learner Outcome
 - Youtube videos, websites, files etc.
- 5. Close out CAS Experiences when complete:**
 - Answer CAS question
 - Send your Supervisor an email they will receive a Supervisor Review Form (check junk mail/ spam)
 - Send the Supervisor Review form on ManageBac
 - Follow up to ensure they complete the form

ManageBac Log In

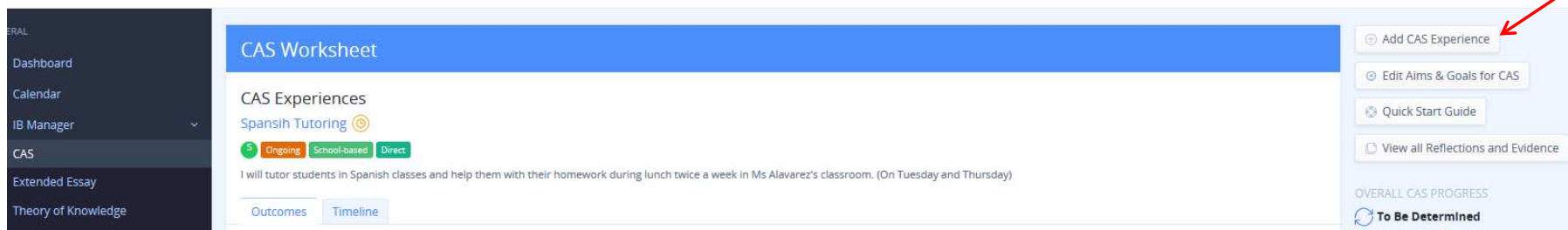
- You received an invitation email to set up your account.
 - Check your junk or spam box
 - See me if you do not have an email after presentation
- Log in website: <https://sequoiahs.managebac.com/login>
 - Website posted on Sequoia IB website under *References & Websites* sections and on Naviance

Step #1: Adding a CAS Experience

- Click on *IB Manager*
- Click on *CAS*
 - This takes you to your *CAS Worksheet*
- Click on *Add CAS Experience* (on right)



This screenshot shows the IB Manager interface. On the left, a dark navigation menu is open, with 'IB Manager' and 'CAS' highlighted. A red arrow points from the 'IB Manager' menu item to the 'CAS' sub-menu. Another red arrow points from the 'CAS' sub-menu to the 'CAS Worksheet' page. The main content area is titled 'CAS Worksheet' and features a 'CAS Experiences' section with a 'Creativity, Activity & Service' header and a video player. On the right side, a sidebar contains an 'Add CAS Experience' button, which is highlighted by a red arrow. Below this button is a legend for CAS progress status: 'To Be Determined', 'Approved', 'Complete', 'Rejected', 'Needs Approval', and 'CAS Project'. Further down, there are links for 'Subject Centre' and 'Creativity, Activity & Service'.



This screenshot shows the IB Manager interface with a specific CAS Experience entry selected. The navigation menu on the left is open, with 'CAS' highlighted. The main content area is titled 'CAS Worksheet' and displays the 'CAS Experiences' section for 'Spansih Tutoring'. The entry is marked as 'Ongoing', 'School-based', and 'Direct'. A description reads: 'I will tutor students in Spanish classes and help them with their homework during lunch twice a week in Ms Alavarez's classroom. (On Tuesday and Thursday)'. Below the description are tabs for 'Outcomes' and 'Timeline'. On the right side, the sidebar contains an 'Add CAS Experience' button, which is highlighted by a red arrow. Other buttons in the sidebar include 'Edit Aims & Goals for CAS', 'Quick Start Guide', and 'View all Reflections and Evidence'. At the bottom of the sidebar, there is a section for 'OVERALL CAS PROGRESS' with a 'To Be Determined' status.

Step #1: Adding a CAS Experience

- Complete the questions
 - CAS Project = “An activity that involves teamwork, integrates two or more of creativity, action and service, and is of significant duration.” You initiate this project.
 - Approaches: Ongoing, School-based, Community-based and Individual
 - Start Date & End Date
 - Strands: C, A, S.
 - If Service click Type of Service Action: Direct, Indirect, Advocacy or Research
 - Complete Supervisor info: Supervisors CANNOT be a family member
 - Check of Learner Outcome(s) this activity will meet
 - Answer 4 questions:
 1. Description of activity.
 2. What are your goals for this activity?
 3. How will you reach your goals?
 4. How does this activity meet the Learner Outcome(s) you have checked off below?
- Click *Add CAS Experience* at bottom of screen

Step #1: Adding an Activity

Dashboard
Classroom
Views & Progress
Curriculum
Analytics
49
Groups
Diploma Class 2019 (Grade 12)
Diploma Class of 2020 (Grade
See all Year Groups
Classes
Groups
Parents Association
Profiling & Review
Generate Reports
Reports History
Inscripts

IB Diploma Class of 2020 (Grade 11)

Overview Plans CAS Extended Essay Theory of Knowledge Messages Calendar Files Members

← | New Experience

Experience Name * CAS Project

Approaches

Ongoing School-based
 Community-based Individual

Start date * End date *

Description of the activity

1. What are your goals for this activity? 2. How will you reach your goals? 3. How does this activity meet the Learner Outcome(s) you have checked off?

Strands

Creativity Activity Service

Type of Service Action

Direct Indirect
 Advocacy Research

Supervisor Name Supervisor Title

Supervisor E-mail Supervisor contact number

Please select your targeted learning outcomes:

Strength & Growth Challenge & Skills
 Initiative & Planning Commitment & Perseverance
 Collaborative Skills Global Engagement
 Ethics of Choices & Actions

or

Step #1: Adding a CAS Experience

The screenshot shows the 'CAS Worksheet' interface for 'Spansih Tutoring'. The interface includes a sidebar menu on the left, a main content area with a progress bar, and a right-hand sidebar with a legend and navigation options. Annotations include a red arrow pointing to the 'Inbox' icon in the top right, a red arrow pointing to the 'Spansih Tutoring' title, and a red arrow pointing to the 'Needs Approval' status in the legend.

Menu Sequoia High School

FS Fake Student Help & Support Log

CAS Worksheet

CAS Experiences

Spansih Tutoring

Ongoing School-based Direct

I will tutor students in Spanish classes and help them with their homework during lunch twice a week in Ms Alavarez's classroom. (On Tuesday and Thursday)

Outcomes Timeline

Strength & Growth	1
Challenge & Skills	
Initiative & Planning	
Commitment & Perseverance	
Collaborative Skills	1
Global Engagement	
Ethics of Choices & Actions	

CAS Documents

There are no documents to show at this time.

Add Document

Notes & Interviews

Your note will be automatically delivered via e-mail.

Post Note

RIGHT SIDEBAR

Add CAS Experience

Edit Aims & Goals for CAS

Quick Start Guide

View all Reflections and Evidence

OVERALL CAS PROGRESS

To Be Determined

LEGEND

- Approved
- Complete
- Rejected
- Needs Approval
- CAS Project

Subject Centre

Creativity, Activity & Service

Browse All Sections

Inbox

You can see the CAS Coordinator approval response

Key

Step #2: Add Reflections & Evidence Throughout the Experience

- Go to your *CAS Worksheet* (Click *IB Manager*. Click *CAS*)
- Click on the specific CAS experience
- Click *Add Reflections and Evidence* on right
- Option to add journal, website, YouTube, Photo or files
- For Journal entry
 - You must address at least ONE of the reflection Questions in each entry
 - Journal at least once a month for all current CAS experiences (Update journal entries when submitting CAS logs each month)
 - Managebac automatically tracks the date you submitted your journal or upload. WE CAN SEE WHEN YOU JOURNAL
 - Click the specific Learner Outcome the journal addresses. Each entry must address at least ONE of the Learner Outcomes you planned to meet through the activity.
- Click *Add Reflection and Evidence*

Step #2: Add Reflections & Evidence Throughout the Experience

Be sure to click the Learner Outcome(s) you are addressing in your journal or evidence. You must click at least ONE.

Scroll down for guiding reflection questions. More questions available under Files in CAS Document folder

GENERAL

- Dashboard
- Calendar
- IB Manager
- CAS
 - Extended Essay
 - Theory of Knowledge

CAS Worksheet

Summary | CAS Questions | Reflections & Evidence

Spansih Tutoring

Origin: School-based Direct

September 3, 2018 - December 31, 2018

Description of the activity

Reflections & Evidence

Summary | CAS Questions | Reflections & Evidence

Add New Reflection & Evidence

Journal | Website | Video | Photos | File

Outcomes

- Identify own strengths and develop areas for growth
- Demonstrate the skills and recognize the benefits of working collaboratively

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 went well? Why?
- What did not go well and how will you address it? Work on it?
- 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 this to apply any lesson to your life more generally?
- What problems or issues arouse in the activity and how did you deal with them? Did you try to solve them? If yes, how?

EXPERIENCE STATUS

To Be Determined

- Add Reflections & Evidence
- Edit Experience
- Delete Experience

NEXT STEPS

Once you have completed your experience and submitted reflections or CAS questions, you can request that your Experience Supervisor complete your review online.

Or you can turn in your signed CAS Completion form to your Coordinator:

- CAS Completion Form

Step #3: Submit Monthly Hour Logs

- Logs due on the 1st of the following month
 - Ex: September Log due no later than October 1st
- Upload Monthly Logs
 - Click on *IB Manager*
 - Click on *Files*
 - Click on *CAS Documents* folder
 - Click on *CAS Log (Word document)*
 - Complete log (including name, grade, month, hours) and save to your desktop
 - Save file name with Date. Example:
 - October 2019 CAS Log
 - November 2019 CAS Log
 - Click on CAS
 - Scroll down to CAS Documents to *Add a CAS Document*. Attach log and click *Upload Document*. **Must be a Word document or PDF.**
 - **If you do not have Word, use Google Docs and download as a pdf from google to attach**

Step #3: Submit Monthly Hour Logs

The screenshot displays the user interface for submitting monthly hour logs. It is divided into several sections:

- Navigation Menu (Left):** Contains options for Dashboard, Calendar, IB Manager, CAS, Extended Essay, Theory of Knowledge, Plan, Messages, Calendar, Files, Members, Portfolio, and Reports.
- Files Section (Top Right):** Shows a list of files under the 'CAS Documents' folder. The files listed are:

Name	Size	Modified
CAS_Reflection_Questions.docx by Lisa McCahon in CAS		Aug 24, 2018 at 2:21 PM
CAS_Project_Planning_Sheet.docx by Lisa McCahon in CAS		Aug 24, 2018 at 2:20 PM
Final_CAS_Reflective_Essay.docx by Lisa McCahon in CAS		Aug 24, 2018 at 2:20 PM
CAS_Log.docx by Lisa McCahon in CAS		Aug 24, 2018 at 2:20 PM
IB_Learner_Profile_Self_Eval_Pre_CAS.docx by Lisa McCahon in CAS		Aug 24, 2018 at 2:20 PM
IB_Learner_Profile_Self_Eval_Post_CAS.docx by Lisa McCahon in CAS		Aug 24, 2018 at 2:20 PM
- CAS Experiences Section (Bottom):** Shows an experience titled 'Spanish Tutoring' with a status of 'Ongoing', 'School-based', and 'Direct'. The description is: 'I will tutor students in Spanish classes and help them with their homework during lunch twice a week in Ms Alvarez's classroom. (On Tuesday and Thursday)'. Below this is a progress bar for 'Strength & Growth' and 'Commitment & Perseverance', both showing a progress of 1. The 'CAS Documents' section shows a list of documents, including 'CAS_Log_October_2018.docx' uploaded on Aug 27, 2018 at 11:47 AM. Below this is an 'Add a CAS Document' section with a 'Browse...' button and the filename 'CAS_Log_October 2018.docx'. At the bottom right, there is an 'Upload Document' button and an 'or Cancel' link.

Completion of a CAS Experience

- When you have completed an experience you MUST:
 1. Finish uploading evidence and journal reflections- making sure to click the Learner Outcomes you are meeting
 2. Answer CAS Questions 1 & 2
 3. Email your Supervisor letting them know you are sending the Supervisor Review Form and to please complete it.
 4. Send your the final Supervisor Review form for them to complete and submit to IB Office.
 5. IB Office will mark activity complete once they have received and verified the review from the Activity Supervisor.
 6. Track final activity completion on ManageBac

Step #4: Completion of an Experience: Complete Reflections & Evidence

- Finish your final reflections for the activity
- Upload ALL evidence to demonstrate all the Learner Outcomes you intended to meet through the activity were met
- Make sure ALL Learner Outcomes were met and checked off

GENERAL

- Dashboard
- Calendar
- IB Manager
- CAS
 - Extended Essay
 - Theory of Knowledge
 - Plan
 - Messages
 - Calendar
 - Files
 - Members
- ACADEMICS
 - Portfolio
 - Reports

← Reflections & Evidence

Summary CAS Questions Reflections & Evidence

Add New Reflection & Evidence

Journal Website Video Photos File

B / ~~ABC~~ ☰ 🔗 = ↕

Outcomes

Identify own strengths and develop areas for growth

Demonstrate the skills and recognize the benefits of working collaboratively

Add New Entry or Cancel

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

- planning and organization

Step #5: Completion of an Experience: Answer CAS Questions 1 & 2

- Go to the CAS Experience you have completed from your *Worksheet*
- Click on *CAS Questions* on the top
- Complete Questions 1 & 2
- Click *Save Changes*

GENERAL

- Dashboard
- Calendar
- IB Manager
- CAS
 - Extended Essay
 - Theory of Knowledge
 - Plan
 - Messages
 - Calendar
 - Files
 - Members
- ACADEMICS
 - Portfolio

← CAS Questions

Summary CAS Questions Reflections & Evidence

Spansih Tutoring

Ongoing School-based Direct

1) Answer when you have completed the activity: What did you learn from participating in this activity? (What did you learn about yourself, others, the world etc)?

2) Answer when you have completed the activity: Learner Outcomes: What Learner Outcomes did you meet and how did you meet them? Provide evidence.

Save Changes or Cancel

Step #6: Completion of an Experience: Submit Final Supervisor Review

- Email or call Supervisor letting them know you will be sending the supervisor Review Form (warn them it can go into spam mail from ManageBac)
 - Click on the specific CAS experience from your *CAS Worksheet*
 - Submit the Supervisor Review form to your supervisor. Two ways to do this:
 1. Click on *Request Supervisor Review* (on bottom right)
 - This will email the supervisor the review form
 - Alert them they will get an email and to check junk/ spam mail
- OR**
2. Print a PDF by clicking on *CAS Completion Form* on right.
 - Get this completed and signed by your supervisor and submit to IB Office
- They will sign off on your hours, Learner Outcomes met, activity completion and provide comments about your participation

Step #6: Completion of an Experience: Submit Final Supervisor Review

The screenshot displays the 'CAS Worksheet' interface for an activity titled 'Spansih Tutoring'. The interface includes a left-hand navigation menu with sections for 'GENERAL' (Dashboard, Calendar, IB Manager, CAS, Extended Essay, Theory of Knowledge, Plan, Messages, Calendar, Files, Members) and 'ACADEMICS' (Portfolio, Reports, Reflections, Groups). The main content area shows the activity details, including a description of the activity, learning outcomes, and a supervisor review section for Spanish Teacher Belen Alvarez. A 'Request Supervisor Review' button is visible in the supervisor review section. The right-hand side of the interface shows the 'EXPERIENCE STATUS' as 'Approved' and 'NEXT STEPS' with options to 'Request Supervisor Review' and 'CAS Completion Form'. Two red arrows point from text labels to these buttons: 'Email supervisor option' points to the 'Request Supervisor Review' button, and 'Print PDF option' points to the 'CAS Completion Form' button.

GENERAL

- Dashboard
- Calendar
- IB Manager
- CAS
 - Extended Essay
 - Theory of Knowledge
 - Plan
 - Messages
 - Calendar
 - Files
 - Members

ACADEMICS

- Portfolio
- Reports
- Reflections
- Groups

CAS Worksheet

Summary | CAS Questions | Reflections & Evidence

Spansih Tutoring

Ongoing | School-based | Direct

September 3, 2018 - December 31, 2018

Description of the activity

I will tutor students in Spanish classes and help them with their homework during lunch twice a week in Ms Alavarez's classroom (Monday and Thursday)

1. What are your goals for this activity? 3. What is your plan? How will you reach your goals?

1. To make students feel confident in learning Spanish. To help students who are struggling with Spanish. To be less shy. 2. Show up twice a week and ask students who needs help. Ask them to get out their homework. Ask them about upcoming quizzes or exams. Update Ms Alavarez on how I think students are progressing. 3. Be positive with the students. Don't make them feel stupid if they don't know something. Encourage them to try to speak it even if they feel funny or embarrassed. Push myself to talk more and in a confident voice. If I get shy, remind myself I am fluent and have knowledge to share.

Learning Outcomes:

1. Identify own strengths and develop areas for growth
2. Demonstrate the skills and recognize the benefits of working collaboratively

Spanish Teacher Belen Alvarez
111-222-3333 | teacheremail@seq.org

Request Supervisor Review

Supervisor Review

Please comment on the student's progress, effort and commitment:

Supervisor Review Not Completed

Message Board

Your note will be automatically delivered via e-mail.

Post Note

EXPERIENCE STATUS

Approved

- Add Reflections & Evidence
- Edit Experience
- Delete Experience

NEXT STEPS

Once you have completed your experience and submitted reflections or CAS questions, you can request that your Experience Supervisor complete your review online.

- Request Supervisor Review

Or you can turn in your signed CAS Completion form to your Coordinator:

- CAS Completion Form

Email supervisor option

Print PDF option

Step #7: Completion of an Experience: Track Final Experience Completion

- Go to *CAS worksheet* and check status
- Indicates review sent, reviewed, and experience complete

IB Diploma Class of 2020 (Grade 11)

Overview Plans **CAS** Extended Essay Theory of Knowledge Messages Calendar Files Members

← Fake Student
Spansih Tutoring New Changes

Review Sent Ongoing School-based Direct

I will tutor students in Spanish classes and help them with their homework during lunch twice a week in Ms Alavarez's classroom. (On Tuesday and Thursday)

Outcomes Timeline

<input type="checkbox"/> Strength & Growth	1
<input type="checkbox"/> Challenge & Skills	
<input type="checkbox"/> Initiative & Planning	
<input type="checkbox"/> Commitment & Perseverance	
<input type="checkbox"/> Collaborative Skills	1
<input type="checkbox"/> Global Engagement	
<input type="checkbox"/> Ethics of Choices & Actions	
<input type="checkbox"/> Student has completed the CAS Programme	

CAS Documents

- CAS_Completion_Form_-_Fake_Student_-_Spansih_Tutoring.pdf
Uploaded Aug 27, 2018 at 11:58 AM
- CAS_Log__October_2018.docx
Uploaded Aug 27, 2018 at 11:47 AM

Notes & Interviews

See Key

LEGEND

- Approved
- Completed
- Rejected
- Needs Approval
- CAS Project

OVERALL CAS PROGRESS: To Be Determined

CAS ADVISOR: [Empty]

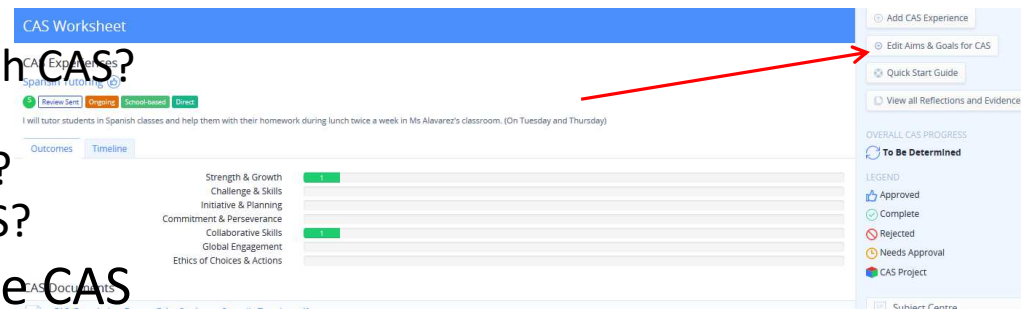
Reviewing 77 of 87 Students

CAS HOMEWORK

DUE FRIDAY, September 6th, 2019

1. Add ALL your activities from your CAS Action Plan you submitted. (The hard copy)
2. Complete the *Aims and Goals for CAS* section on the CAS Worksheet. Think about

- What do you want to accomplish overall through CAS?
- How do you want to push yourself in CAS?
- How can CAS help you become a better person?
- How can you help your community through CAS?



3. Complete the IB Learner Profile Self-Eval Pre CAS
 - Click on *Files tab* on top
 - Click on *CAS Documents* folder
 - Click on *IB_Learner_Profile_Self_Eval_pre_CAS.docx*
 - Complete document and upload it to your ManageBac account

