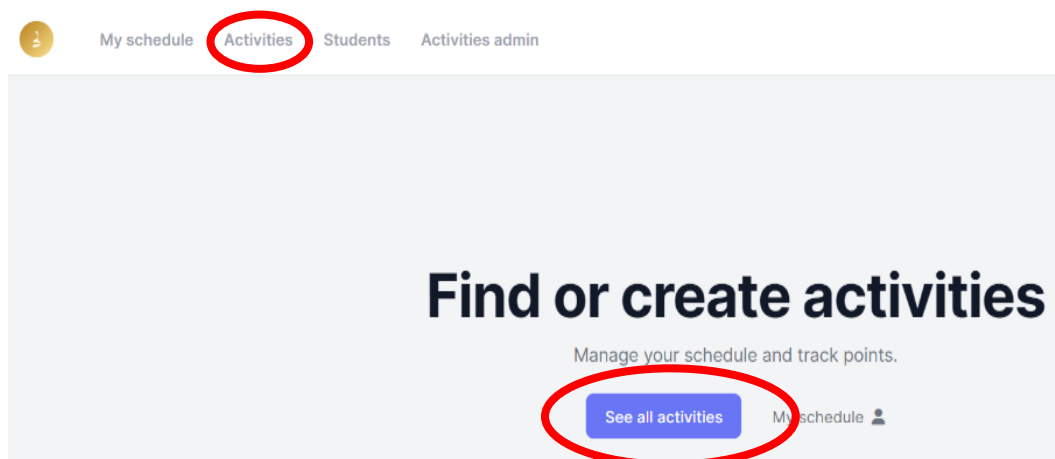


BGConnect – Guide for Students

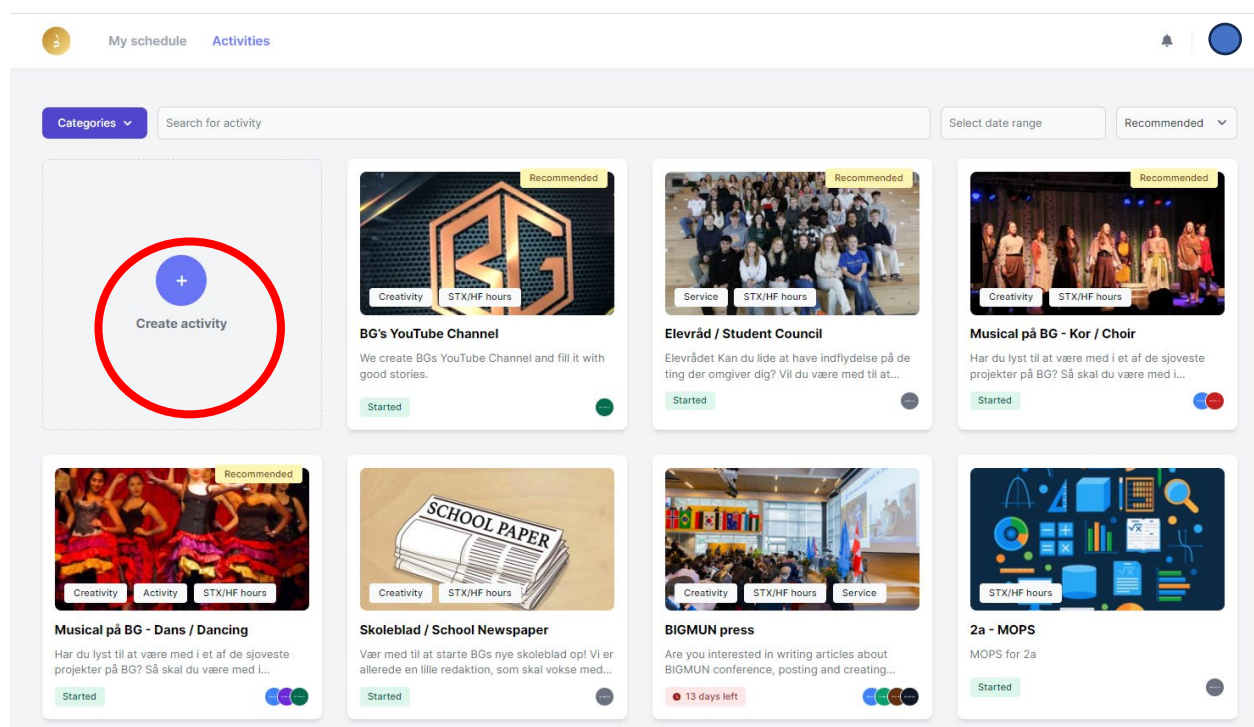
Here is a short guide to our BGConnect APP. If you have questions, you can talk to the APP admin team: the IT department and the teachers Stine (ST), Enrico (EM) and Line (LIB).

Creating Activities

Click "See all activities" in the middle of the screen or "Activities" in the menu bar.



Click "Create activity"



Fill in the required fields.

- **Select Categories:** remember to tick the box for one or more of the categories Creativity / Activity / Service as well as STX/HF-hours. The APP administrator who approves your activity will then decide if the activity merits ATX/HF points and give it the activity the relevant number of STX/HF points.
- **End date:** remember to set an end date. It is important because it releases the points for STX/HF. IB CAS points are awarded automatically every time an activity date is completed with a saved participants list, one hour = one point.
- **Dates/meetings:** The APP will not allow an activity without dates/meetings:
 - You can create them all at once. You can always delete and edit later.
 - You can create the first or the last meeting date and add the rest along the way. You can always delete and edit later. Just remember, if there are no dates/meetings on an activity, it becomes inactive and inaccessible.
 - Remember to set the right duration as that determines the CAS points awarded.
- **Participants:** you set the number of available spots, and people sign up.

Click "Send for approval."

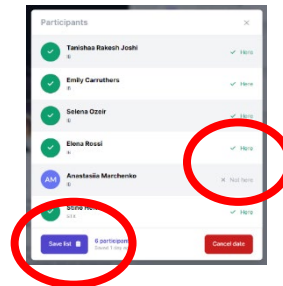
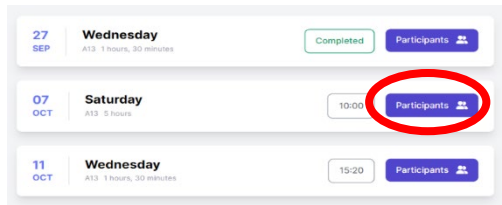
Your activity then goes to a person in the APP admin team who will approve it. Your activity is now active in the APP.

The screenshot displays the 'Details' and 'Schedule' sections of the APP interface. The 'Details' section includes fields for Name, Upload file, Description, Available spots, Sign up deadline, and End date. The 'Schedule' section includes Date and time, Duration, and Location and notes. Red circles highlight the following elements:

- The 'Category' dropdown menu, which is currently set to 'Select categories'.
- The 'Date and time' and 'Duration' fields, which are currently empty.
- The 'Available spots' field, which is currently empty.
- The 'Sign up deadline' field, which is currently empty.
- The 'End date' field, which is currently set to '25th Mar. 2024'.
- The 'Send for approval' button, which is currently disabled.

Use and Maintenance of Activities

Make sure you register participation at meetings by clicking the "Participants" button of the relevant meeting date and clicking all the participants present. Remember to save the list, it is important to the awarding of points.



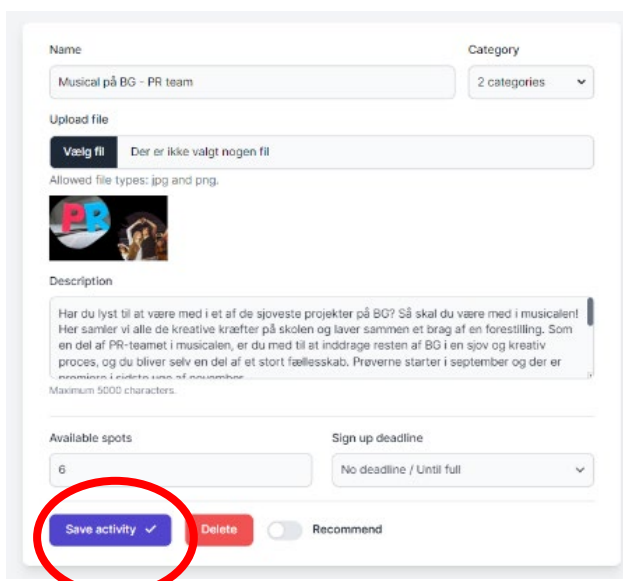
Keep the list of participants up to date. If students do not show up, and you want to remove them from the group, contact the APP admin team (see above). If people want to leave the activity again, they just click "sign up" one more time.

Keep the dates/meetings up to date if there are cancellations or other changes. It is important that people can trust what is in the APP. You edit activities by clicking "Edit activity" and then clicking the little green icon by the relevant meeting date. You then get the same box you had when you created the activity, you make the changes and click "Edit date." Save all your changes by clicking "Save activity."

Musical på BG - PR team

Har du lyst til at være med i et af de sjoveste projekter på BG? Så skal du være med i musicalen! Her samler vi alle de kreative kræfter på skolen og laver sammen et brag af en forestilling. Som en del af PR-teamet i musicalen, er du med til at inddrage resten af BG i en sjov og kreativ proces, og du bliver selv en del af et stort fællesskab. Prøverne starter i september og der er premiere i sidste uge af november.

Would you like to be part of one of the coolest projects at BG? Join the musical! We will gather all of BG's creative energy and create an amazing show together. As a part of the PR-team in the musical, you will help the rest of BG follow our a funny and creative process, and you will become a part of a big community. Rehearsals start in September, and we perform in the last week of November.



Name: Musical på BG - PR team | Category: 2 categories

Upload file: Vælg fil | Der er ikke valgt nogen fil

Allowed file types: jpg and png.

Description: Har du lyst til at være med i et af de sjoveste projekter på BG? Så skal du være med i musicalen! Her samler vi alle de kreative kræfter på skolen og laver sammen et brag af en forestilling. Som en del af PR-teamet i musicalen, er du med til at inddrage resten af BG i en sjov og kreativ proces, og du bliver selv en del af et stort fællesskab. Prøverne starter i september og der er premiere i sidste uge af november. Maximum 5000 characters.

Available spots: 6 | Sign up deadline: No deadline / Until full

Buttons: Save activity (circled in red), Delete, Recommend

