

## CAS Activity Quick Guide 2013-2014: A Four-Step Process

This document outlines the simple steps required to document each CAS activity: Plan / Do / Reflect / Document

**1. PLAN:** Compose a plan on the Managebac Summary tab.

- a. First, enter the name of the activity in the field titled “Activity Name.” Please be sure to put the number of the CAS month and the name of the month in front of the name. For instance, “Boys and Girls Club Volunteering” in September would be “1 Sept Boys and Girls Club Volunteering.” The numbers and associated months are listed below for your reference.
- b. Next, it asks if this is a CAS project. You will click this box only ONCE during the course of your program. Only check this box for your actual CAS project
- c. Third, enter the number of hours in each of the three categories that apply to this activity. If it is an activity that takes place over time, give your best estimate to the total number of hours you will spend doing this activity rather than add hours as you go.
- d. Next mark whether this activity takes place in school or out of school, and give the start and end dates.
- e. Next, indicate the full name of your supervisor and add his or her contact information. In the “Title” field, please indicate who this person is / how s/he is qualified to be your supervisor (i.e., coach, piano teacher, volunteer coordinator). You have to include either an email or a phone number. The supervisor must be an adult who is not related to you. Additionally, do not use other IB parents to be your supervisor. If you are having trouble finding a supervisor for an independent activity you want to pursue, come see me. I can help you out!
- f. Next “Description and Goals” has two required parts:
  - i. Describe what you will be doing. List in detail the context of the activity, who is involved, and the days and hours of the activity.
  - ii. Describe in detail how you anticipate your activity will lead you to the learning outcomes you will choose in the boxes below the description area. Be aware that for each learning outcome you check off and list in your plan, you will need to provide *reflective evidence* that you have met that outcome in the Reflect and Document phases. It is wise to keep your scope *narrowly* focused on just a few learning outcomes for each activity. Remember, quality – not quantity – is the key.
- g. Click “Add CAS Activity” at the bottom.
- h. Your CAS Coordinator will review the summary and either approve or direct you to revise your summary. Now that the planning and predicting is complete, you can get on with your activity. You SHOULD NOT wait for “approval” to start doing or reflecting upon your activity.

**2. DO:** Perform the activity and be mindful of the experience even as you are in it. Be thinking of how your creative experience, action, or service is helping you meet those learning outcomes. Take pictures, collect documents, create evidence as you work. At the end of the activity (**weekly or every 4 hours of activity for ongoing activities**) you need to make observations in the Managebac CAS Reflections tab for the activity. This journal can take the form of observations about what you’ve experienced, what you’re learning about yourself or the activity; profound world truths that you think you’ve discovered; how you have attained or not attained your goals, etc. See the next section and the helpful guide on the back of this sheet for more information on quality reflection.

**3. REFLECT:** This is the most important part of CAS! In fact, an activity without a reflection is not CAS. The reflection is what breathes CAS life into your creative, action, and service activities. Once the activity is complete you will reflect on your experience in the Managebac CAS Reflections tab. These reflections could be about what you would do differently next time, what you’ve learned from this experience, how you have grown, what you’ve learned about your strengths and weaknesses, whether you enjoyed the experience or not, etc. Again it is important that you are as **detailed** as possible in your observations and reflections, giving specific examples. See the back of this quick guide for tips on successful reflection. You may also add other items as evidence / reflective documents. You may use journals, blogs, scrapbooks, portfolios, etc. In order to prove what you did, you may use pictures, newspaper articles, registration forms, finished products, pictures of finished products, etc. Add any photographs, documents, videos, or other artifacts to the Managebac Reflections tab.

**4. DOCUMENT:** In the final phase, your activity supervisor will have some documentation to complete. This can be done online or on paper. Once your summary and reflections meet the requirements, **I will send** the email to your supervisor asking for feedback.

**DO NOT send the request for supervisor review yourself.**

Once all four steps have been completed, your activity will be considered “complete” and I will indicate so in the Managebac system.

1 Sept 2013	2 Oct 2013	3 Nov 2013	4 Dec 2013	5 Jan 2014	6 Feb 2014	7 Mar 2014
8 Apr 2014	9 May 2014	10 June 2014	11 July 2014	12 Aug 2014	13 Sept 2014	14 Oct 2014
15 Nov 2014	16 Dec 2014	17 Jan 2015	18 Feb 2015	19 Mar 2015		