

CAS Protocol

IB CLASS of 2014 and beyond

Vocabulary

CAS Activity

A CAS Activity is initiated by a student or by a school. Activities are varied in length and in the amount of commitment required by the student, but none should be trivial.

CAS Project

A CAS project is an activity that involves collaboration and the integration of at least two or more of creativity, action and service and is of significant duration. This is an excellent opportunity for students to engage “with issues of global importance. “

CAS Advisers are involved in:

- helping students to identify personal and social goals
- monitoring the range and balance of activities undertaken by individual students
- developing students’ powers of reflection through group discussion and individual consultation
- supporting students in their consideration of ethical concerns
- reading/responding to diaries/journals
- helping students to make connections (for example, CAS activity to subject learning, local activity to global concerns) and to look for generalizable understandings.

Activity supervisors’ responsibilities include:

- monitoring attendance
- providing guidance and support related to the activity
- alerting the CAS coordinator, administration or relevant CAS adviser to any problems
- reporting, as required, on student performance.

CAS Learning Outcomes – By the end of your CAS experience, students should have

- ✓ increased their awareness of their own strengths and areas for growth
- ✓ undertaken new challenges
- ✓ planned and initiated activities
- ✓ worked collaboratively with others
- ✓ shown perseverance and commitment in their activities
- ✓ engaged with issues of global importance
- ✓ considered the ethical implications of their actions
- ✓ developed new skills

PROTOCOL

Step One:

1. Log onto ManageBac: <https://inglemoor.managebac.com/login>
2. Select the **IB Manager** Tab and choose **CAS** to begin.
3. Your **CAS Worksheet** organizes all your CAS activity records in one place.
4. **Add CAS activity.**
 - How many hours will you devote to your activity?
 - When is the start and end date?
 - Who will be supervising your work? If you don't have a supervisor, list an IB coordinator.
 - Describe your activity and identify your goals.
 - Select your **CAS Learning Outcomes**. You should identify at least one, but not more than four learning outcomes.

Step Two:

1. Participate in activity or project and collect evidence.

Step Three:

1. Complete Activity or Project Reflection.
 - Reflections for activities should be completed shortly after the completion of the activity.
 - Reflections for ongoing and longer CAS projects should be completed every two or three months or after each semester.
 - Reflections should be tied directly to **CAS Learning Outcomes**.
2. From your **CAS Worksheet**, click **Add New Reflection** to provide evidence of your activity. Reflections can encompass written journals, photos, websites and videos.

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?
3. Once you have completed your activity and submitted your reflections, you can click **Request Supervisor Review**.