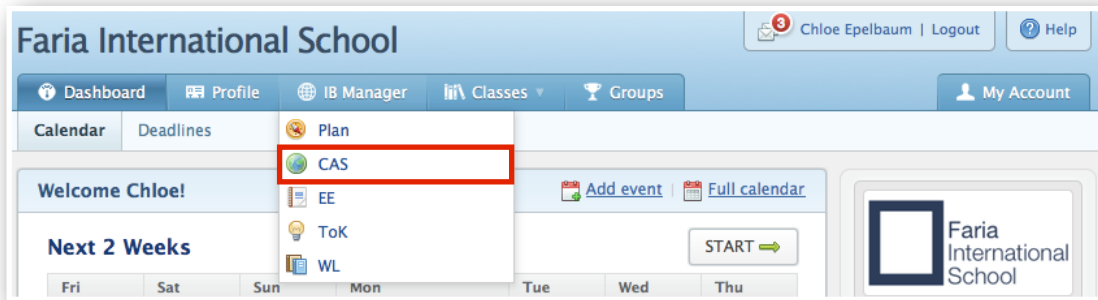


Creativity, Action & Service

What is CAS?

Creativity, Action and Service is the “active” component of your education. It combines aesthetic, athletic, creative and service-minded activities outside of the classroom.

Select the **IB Manager** tab and choose **CAS** to begin.



Navigation Guide

Your **CAS Worksheet** organizes all your CAS activity records in one place.

The screenshot displays the 'CAS Worksheet' for a 'Diploma Class of 2012 (Grade 12)'. The interface includes a table of activities, a progress chart for 8 learning outcomes, and a sidebar with a legend and student information. Callout boxes provide detailed explanations of these features:

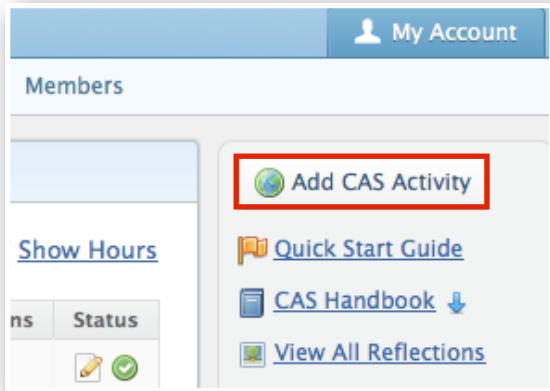
- Activities:** Lists all of your current activities and their status.
- Outcomes:** Displays how your activities are balanced across the 8 learning outcomes.
- Documents:** Organizes CAS supervisor forms.
- Guide:** Provides a quick introduction to CAS.
- CAS Advisor:** Your primary contact.

Activity	Type	Outcomes	Reflections	Status
Alauddin Orphanage, Kabul Support Program	Action, Service	8	4	📄✅
Cooking Club	Creativity	4	4	📄✅
Cross Country Team	Action	2	5	📄✅
Design Club	Creativity	4	3	📄✅
Gulf of Mexico Clean Up	Service	2	3	📄✅
Macbeth	Creativity, Action, Service	1	0	📄✅

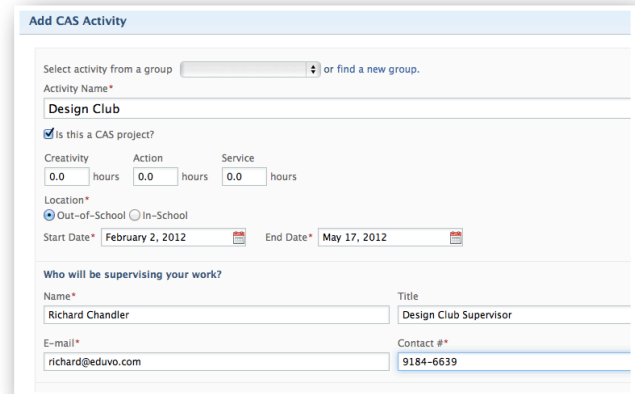
Learning Outcome	Activities with Reflections	Planned Activities
Awareness	2	0
Challenge	2	0
Initiative	2	3
Collaboration	2	4
Commitment	1	0
Global Value	1	2
Ethics	2	3
New Skills	3	4

CAS Step-by-Step

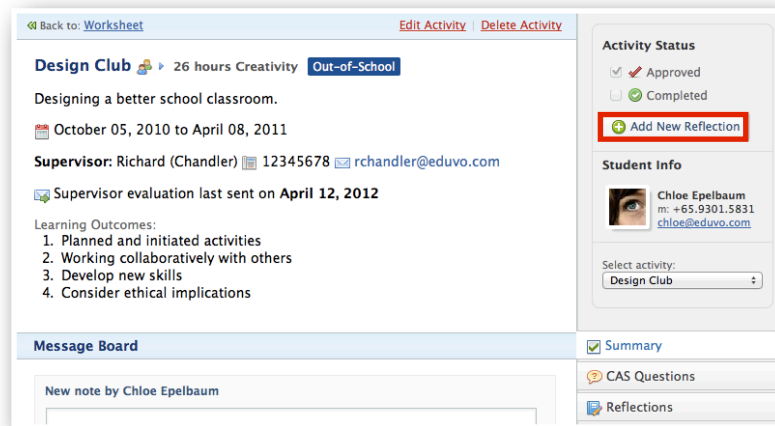
1) Click **Add CAS Activity** on the right menu to add your first activity.



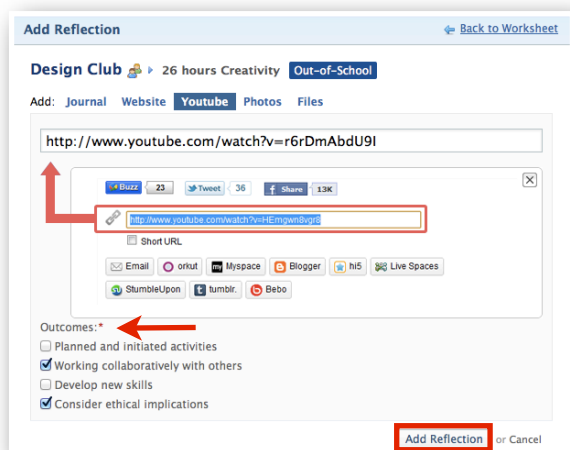
2) **Select an activity from a group** or enter your activity details.



3) Your activity will be reviewed and, if suitable, **Approved** by your CAS Coordinator. Click **Add New Reflection** to provide evidence of your activity. Reflections can encompass written journals, photos, websites and videos.



4) When adding a reflection, you must link it to **one or more** learning outcomes as shown below:



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

