

ECLASSOPEDIA

Empowering IB Learners Worldwide

IB NOTION TEMPLATES 2026

Complete Guide & Template Collection

IB Planner | Extended Essay Tracker | CAS Tracker

Academic Year: 2025 – 2026 | Edition: 2026

Designed for IB Diploma Programme (IBDP) Students

Welcome to the Eclassopedia IB Notion Templates 2026

The International Baccalaureate Diploma Programme (IBDP) is one of the most rigorous and respected pre-university qualifications in the world. It demands exceptional organizational skills, time management, critical thinking, and consistent self-reflection. Students who thrive in the IB are those who approach their studies strategically, keeping track of deadlines, managing their Extended Essay, logging their CAS activities, and maintaining a bird's-eye view of their academic journey.

At Eclassopedia, we understand the unique challenges IB students face. That is why we have crafted this comprehensive suite of Notion templates specifically designed for the 2026 academic year. Whether you are just beginning your IB journey or are deep into your Diploma year, these templates will serve as your personal command center — integrating your planner, your Extended Essay workflow, and your CAS reflections into one beautifully organized digital workspace.

This document provides you with fully detailed template structures, guidance on how to use each section, best practices for Notion setup, and field-by-field descriptions. Everything has been designed with the IB learner profile in mind: to make you more reflective, more organized, and more effective in achieving your goals.

Who Is This For?

- IB Year 1 (Grade 11) and IB Year 2 (Grade 12) students
- IB coordinators and teachers who support students
- Parents and guardians who wish to monitor student progress
- Schools looking for a standardized digital planning system

What Is Included in This Package?

- Template 1: IB Master Planner 2026 — A comprehensive academic planner
- Template 2: Extended Essay (EE) Tracker 2026 — End-to-end EE management tool
- Template 3: CAS Tracker 2026 — Creativity, Activity, Service documentation

How to Use This Document

This PDF/Word document is your reference guide. Each template is described in full detail, including all Notion database fields, view configurations, formulas, and usage instructions. To implement the templates, log into your Notion account and replicate the structures outlined in each section. Eclassopedia also provides pre-built Notion pages that you can duplicate directly from our website at eclassopedia.com/ib-templates-2026.

TEMPLATE 1: IB MASTER PLANNER 2026

IB Master Planner 2026

The IB Master Planner is the cornerstone of your academic organization. It combines a daily task manager, subject tracker, assignment log, and weekly review system into a single Notion workspace. Designed specifically for the demands of the IBDP, this planner accounts for Internal Assessments, External Assessments, EE milestones, CAS requirements, Theory of Knowledge (TOK) deadlines, and personal goals.

The philosophy behind this planner is simple: visibility leads to control. When every commitment is captured, categorized, and reviewed regularly, students are far less likely to be caught off guard by deadlines, and far more likely to distribute their effort intelligently across subjects and components.

1.1 Planner Overview & Philosophy

The 2026 IB Master Planner is built around four core pillars:

- **Capture:** Every assignment, assessment, and commitment is recorded in one central location.
- **Clarify:** Tasks are clarified by subject, type, deadline, and priority to reduce ambiguity.
- **Organize:** Content is organized into views by week, subject, priority, and status.
- **Review:** A weekly review system ensures you stay on top of progress and adjust plans accordingly.

1.2 Setting Up Your Planner in Notion

To begin, create a new page in Notion titled 'IB Master Planner 2026'. Add the Eclassopedia logo and your personal details. Then, create the following databases as outlined below. Each database should be set up as a full-page database for optimal viewing flexibility.

Step 1: Dashboard Setup

Your dashboard is the home page of your planner. It should provide an at-a-glance view of your week, upcoming deadlines, and key progress indicators. In Notion, use Linked Database views to pull information from your main databases onto this dashboard.

Recommended dashboard sections:

- **This Week's Tasks** — Filter: Due date is within the current week, Status is not Done

- Upcoming Deadlines (Next 14 Days) — Sorted by due date ascending
- Subject Progress Tracker — Gallery view of subjects with completion percentages
- EE & CAS Quick Links — Linked buttons to your EE and CAS databases
- Motivational Quote / Weekly Intention — A personal reflection prompt

Step 2: Main Task Database Structure

| Database: IB Tasks 2026 — Field Structure | | |
|---|------------|--|
| Field Name | Field Type | Description |
| Task Name | Title | Name of the assignment or task |
| Subject | Select | Choose from your IB subjects + TOK, EE, CAS |
| Task Type | Select | Homework, IA, Essay, Revision, Presentation, Exam, Other |
| Due Date | Date | Final submission or exam date |
| Priority | Select | Critical, High, Medium, Low |
| Status | Select | Not Started, In Progress, Review, Done |
| Estimated Time | Number | Estimated hours to complete |
| Actual Time | Number | Actual hours spent (fill after completion) |
| Notes | Text | Additional details, instructions, or links |
| Linked EE | Relation | Link to Extended Essay database if relevant |
| Linked CAS | Relation | Link to CAS activity if relevant |
| Week Number | Formula | Auto-calculated week number from due date |
| Days Until Due | Formula | Countdown: dateBetween(prop(Due Date), now(), days) |
| Completion % | Rollup | Aggregate completion from sub-tasks if applicable |

Step 3: Subject Tracker

Create a separate database to track progress across all your IB subjects. This gives you a macro view of where you stand in each course.

| Database: IB Subjects 2026 — Field Structure | | |
|--|------------|--|
| Field Name | Field Type | Description |
| Subject Name | Title | Full name of the IB subject |
| Level | Select | Higher Level (HL) or Standard Level (SL) |
| Group | Select | Group 1 through Group 6 + Core |
| Teacher | Text | Subject teacher's name |
| IA Title | Text | Title of your Internal Assessment |
| IA Deadline | Date | Internal deadline for IA submission |
| IA Status | Select | Planning, Draft 1, Draft 2, Final, Submitted |
| IA Word Count | Number | Current word count of IA |
| Predicted Grade | Number | Your predicted grade (1-7) |
| Target Grade | Number | Your personal target grade |
| Key Resources | Text | Textbooks, websites, study guides |
| Exam Date(s) | Date | External examination date(s) |
| Notes | Text | General subject notes and reminders |
| Tasks | Relation | Linked tasks from the Task database |

Step 4: Weekly Planner View

In Notion, use a Calendar view filtered to the current week to give yourself a visual schedule. Additionally, create a 'Weekly Review' template page with the following prompts:

- What did I accomplish this week?
- What did I not complete, and why?
- What is my biggest priority for next week?
- Am I on track with my EE and CAS requirements?
- How am I feeling about my workload? (Rate 1-10 and explain)
- What one thing can I do differently to improve next week?

1.3 IB Subject List Template for 2026

Below is a sample subject configuration for an IB student. Customize this to match your specific subject choices.

| Group | Subject | Level | IA Type | IA Deadline | Exam Date |
|---------|----------------------------------|-------|--|-------------|-----------|
| Group 1 | English A: Language & Literature | HL | Individual Oral | Feb 2026 | May 2026 |
| Group 2 | French B | SL | Individual Oral | Feb 2026 | May 2026 |
| Group 3 | Economics | HL | IA Portfolio (3 commentaries) | Jan 2026 | May 2026 |
| Group 4 | Biology | HL | Scientific Investigation | Mar 2026 | May 2026 |
| Group 5 | Mathematics: AA | SL | Exploration | Mar 2026 | May 2026 |
| Group 6 | Visual Arts | HL | Comparative Study, Process Portfolio, Exhibition | Apr 2026 | May 2026 |
| Core | Theory of Knowledge | — | Exhibition + Essay | Mar 2026 | May 2026 |
| Core | Extended Essay | — | Full Research Essay | Oct 2025 | — |
| Core | CAS | — | Portfolio & Reflections | Ongoing | Apr 2026 |

1.4 Monthly Milestone Calendar 2026

The following table outlines critical IB deadlines for the 2026 May examination session. Use this as your master reference when setting up your Notion calendar.

| Month | Key Milestone / Deadline | Category | Action Required |
|----------------|-------------------------------|----------|---|
| September 2025 | IB Registration Confirmation | Admin | Confirm subject choices with coordinator |
| October 2025 | EE First Draft Due (Internal) | EE | Submit complete first draft to supervisor |
| October 2025 | TOK Exhibition Planning | TOK | Select objects and begin rationale |
| November 2025 | CAS Interim Review | CAS | Review CAS experiences with advisor |
| December 2025 | IA Planning Complete | IA | All IA topics finalized and approved |

| | | | |
|---------------|-----------------------------|-------|--|
| January 2026 | Economics IA Draft 1 Due | IA | Submit commentary drafts for feedback |
| February 2026 | Individual Oral Assessments | IA | Complete Languages IA recordings |
| February 2026 | EE Second Draft Due | EE | Incorporate supervisor feedback |
| March 2026 | TOK Essay Draft Due | TOK | Submit 1600-word essay draft |
| March 2026 | Sciences & Maths IA Final | IA | Final IA submissions for Group 4 & 5 |
| April 2026 | All IAs Submitted | IA | Final deadline for all IAs |
| April 2026 | EE Final Copy Submitted | EE | Submit final EE to coordinator |
| April 2026 | CAS Portfolio Complete | CAS | Ensure all reflections and evidence uploaded |
| April 2026 | TOK Exhibition Complete | TOK | Exhibition set up and photographed |
| May 2026 | IBDP External Examinations | Exams | Sit all written examinations |

1.5 Daily Planning Template

Use this daily planning template within Notion by creating a Daily Log database or by using toggle blocks within your weekly pages. Each day should be structured as follows:

| Daily Log Template Fields | |
|---------------------------|---|
| Field / Section | Content |
| Date | Full date (Monday, January 13, 2026) |
| Top 3 Priorities | The three most important tasks for today |
| Schedule | Block-by-block time plan (e.g., 08:00-09:30: Study Economics) |
| Tasks Completed | Check off tasks as you complete them |
| EE/CAS Action | Any small step taken today toward EE or CAS |
| Reflection | 2-3 sentences: What went well? What was challenging? |
| Tomorrow's Prep | One thing to prepare or remember for tomorrow |

1.6 Study Timetable Builder

Your study timetable should be built around your examination schedule and IA deadlines. The following framework helps you allocate study time effectively across subjects:

General Principles:

- Higher Level subjects require approximately 240 teaching hours each; plan revision accordingly
- Allocate more time to subjects where your predicted grade is furthest from your target grade
- Include buffer days before each examination for final review
- Avoid studying the same subject for more than 90 minutes without a break
- Use spaced repetition: review material 1 day, 3 days, 7 days, and 21 days after first learning it

| Day | Morning (08:00-12:00) | Afternoon (13:00-17:00) | Evening (19:00-21:00) |
|-----------|--------------------------|----------------------------|-----------------------|
| Monday | Biology HL Revision | Economics HL IA | English A Reading |
| Tuesday | Mathematics AA Practice | French B Vocabulary | TOK Reading |
| Wednesday | EE Research/Writing | Biology Lab Report | Free / Rest |
| Thursday | Economics Essay Practice | Mathematics Problem Sets | Visual Arts Portfolio |
| Friday | English A Analysis | EE Supervisor Meeting Prep | Free / Rest |
| Saturday | Full Past Paper Practice | Mark & Review Paper | CAS Reflection |
| Sunday | Weekly Review | Light Reading / Prep | Rest & Recharge |

TEMPLATE 2: EXTENDED ESSAY (EE) TRACKER 2026

Extended Essay (EE) Tracker 2026

The Extended Essay is a 4,000-word independent research project that forms a core component of the IBDP. It represents perhaps the most significant individual academic undertaking in a student's pre-university career. The EE demands sustained engagement with a research question, rigorous academic writing, effective use of sources, and meaningful reflection through the Researcher's Reflection Space (RRS).

The Eclassopedia EE Tracker 2026 is designed to guide you through every stage of the EE process — from initial topic brainstorming through to the final submission. It breaks down the complex, months-long process into manageable milestones, provides structured reflection prompts, tracks your word count, manages your bibliography, and helps you maintain productive communication with your supervisor.

2.1 Understanding the Extended Essay

Before diving into the tracker, it is important to understand the structure and requirements of the Extended Essay for the 2026 cohort:

| EE Key Requirements Summary | |
|-------------------------------|---|
| Component | Requirement |
| Word Count | Maximum 4,000 words (body of the essay only) |
| Subject | One of the approved IB subjects from Groups 1-6 |
| Research Question | A focused, clear, and researchable question |
| Supervisor Meetings | Minimum 3 formal meetings (RRS sessions) |
| Researcher's Reflection Space | Up to 500 words of structured reflection |
| Bibliography | Full academic referencing (MLA, APA, or Chicago as per subject) |
| Abstract | NOT required for 2026 onwards |
| Grading | Scored A-E across 5 assessment criteria |
| Final Deadline (Internal) | Typically October of Year 2 (October 2025 for May 2026) |
| IBDP Points Contribution | Combined with TOK for up to 3 bonus points |

2.2 EE Tracker Database Structure

Main EE Planning Database

| Database: EE Master Tracker — Fields | | |
|--------------------------------------|------------|---|
| Field Name | Field Type | Description / Notes |
| EE Title (Working) | Title | Your working title — update as research develops |
| Subject | Select | The IB subject for your EE |
| Subject Group | Select | Groups 1 through 6 |
| Research Question | Text | Your final approved research question |
| Supervisor Name | Text | Your assigned supervisor |
| Supervisor Email | Email | Supervisor contact for communications |
| Submission Category | Select | World Studies, Subject-Specific |
| Word Count (Current) | Number | Update regularly as you write |
| Word Count Target | Number | Set milestone targets (e.g., 1000, 2000, 3000, 4000) |
| Status | Select | Brainstorming, Proposal, Research, Outlining, Draft 1, Draft 2, Final Edit, Submitted |
| Grade Prediction | Select | A, B, C, D, E (self-assessment) |
| Internal Deadline | Date | Your school's submission deadline |
| IB Upload Deadline | Date | Official IB deadline |
| Key Argument | Text | 1-2 sentence summary of your central argument |
| Conclusion Status | Select | Not started, In progress, Complete |
| Bibliography Count | Number | Number of sources currently in bibliography |
| RRS Complete | Checkbox | Researcher's Reflection Space submitted |
| Viva Voce Date | Date | Date of your viva voce (if scheduled) |
| Criterion A Score | Number | Self-assessed score for Focus & Method (0-6) |

| | | |
|--------------------------|---------|---|
| Criterion B Score | Number | Self-assessed score for Knowledge & Understanding (0-6) |
| Criterion C Score | Number | Self-assessed score for Critical Thinking (0-12) |
| Criterion D Score | Number | Self-assessed score for Presentation (0-4) |
| Criterion E Score | Number | Self-assessed score for Engagement (0-6) |
| Predicted Total | Formula | Sum of Criterion A-E self-scores |
| Notes | Text | General notes and supervisor feedback summary |

2.3 EE Milestone Tracker

The EE process should be broken into distinct milestones. The following tracker outlines recommended milestones with target completion dates for a May 2026 examination student. Adjust based on your school's internal deadlines.

| Milestone | Description | Target Date | Status |
|----------------------------|--|----------------|--------|
| 1. Subject Selection | Confirm EE subject with coordinator | May 2025 | |
| 2. Topic Brainstorming | Generate 5+ potential research areas | June 2025 | |
| 3. Preliminary Reading | Read 10+ sources on chosen topic area | June 2025 | |
| 4. Research Question Draft | Draft 3 possible research questions | July 2025 | |
| 5. Supervisor Meeting 1 | Discuss topic and RQ with supervisor (RRS Point 1) | July 2025 | |
| 6. Research Question Final | Finalise approved research question | August 2025 | |
| 7. Outline Complete | Full essay outline with key arguments | August 2025 | |
| 8. Research Phase | Complete primary and secondary research | Aug-Sep 2025 | |
| 9. Bibliography Draft | Build working bibliography (min. 15 sources) | September 2025 | |
| 10. Draft 1 Complete | First full draft (aim for 4,000+ words) | September 2025 | |

| | | | |
|--------------------------|---|----------------|--|
| 11. Supervisor Meeting 2 | Review Draft 1 with supervisor (RRS Point 2) | September 2025 | |
| 12. Revisions Round 1 | Incorporate supervisor feedback | October 2025 | |
| 13. Draft 2 Complete | Revised and improved second draft | October 2025 | |
| 14. Supervisor Meeting 3 | Final review with supervisor (RRS Point 3) | October 2025 | |
| 15. Final Edits | Proofread, format, word count check | October 2025 | |
| 16. RRS Complete | Write Researcher's Reflection Space (500 words) | October 2025 | |
| 17. Final Submission | Submit to school coordinator | Oct 31, 2025 | |
| 18. IB Upload | Uploaded to IB by coordinator | Nov 2025 | |
| 19. Viva Voce | Complete viva voce with supervisor | TBD | |

2.4 Research Management Database

A strong Extended Essay is built on rigorous research. Use this database to track every source you engage with during your research process.

Database: EE Sources & Bibliography — Fields

| Field Name | Field Type | Description |
|---------------------|------------|--|
| Source Title | Title | Full title of the source |
| Author(s) | Text | Author name(s) |
| Publication Year | Number | Year of publication |
| Source Type | Select | Book, Journal Article, Website, Interview, Documentary, Dataset, Other |
| Publisher / Journal | Text | Publisher or journal name |
| URL / DOI | URL | Web link or DOI for digital sources |
| Date Accessed | Date | When you accessed the source (for web sources) |
| Relevance | Select | High, Medium, Low, Not Used |

| | | |
|-------------------------------|----------|--|
| Key Arguments | Text | Main points or data from this source |
| Quotations Noted | Text | Any direct quotes you may wish to use |
| Page Numbers | Text | Relevant page numbers |
| How Used | Text | How this source supports your argument |
| Citation (MLA) | Text | Full formatted citation |
| Citation (APA) | Text | Alternative citation format |
| Subject Criterion Link | Select | Which EE criterion this source supports |
| Verified | Checkbox | Source verified for credibility and accuracy |

2.5 EE Writing Progress Tracker

Track your writing progress section by section. The EE should be divided into logical sections corresponding to your argument structure. This database allows you to monitor the word count and completion status of each section independently.

| Section | Content Description | Target Words | Current Words | Status |
|-----------------------|--|--------------|---------------|--------|
| Introduction | Background, context, research question, scope | 350-500 | | |
| Section 1 | First main argument / theme / chapter | 700-900 | | |
| Section 2 | Second main argument / theme / chapter | 700-900 | | |
| Section 3 | Third main argument / theme / chapter | 700-900 | | |
| Section 4 (if needed) | Additional argument or comparative analysis | 500-700 | | |
| Analysis & Discussion | Critical analysis, evaluation, synthesis | 600-800 | | |
| Conclusion | Synthesis of findings, answer to RQ, limitations | 300-400 | | |
| TOTAL | | 4,000 max | | |

2.6 Supervisor Meeting Log

You are required to have a minimum of three formal supervisory meetings as part of your EE process. These meetings contribute to your Researcher's Reflection Space (RRS). Use this log to record what was discussed and agreed at each meeting.

| Database: EE Supervisor Meetings | | |
|----------------------------------|------------|---|
| Field Name | Field Type | Description |
| Meeting Number | Title | Meeting 1, 2, or 3 (minimum) |
| Date | Date | Date of meeting |
| Duration | Number | Length of meeting in minutes |
| Format | Select | In-person, Video Call, Email Exchange |
| Agenda | Text | Topics discussed before the meeting |
| EE Stage at Meeting | Select | Brainstorming, Outline, Draft 1, Draft 2, Final |
| Feedback Received | Text | Detailed notes on supervisor feedback |
| Actions Agreed | Text | Specific changes or tasks to complete before next meeting |
| RRS Notes | Text | Your reflection on this meeting for the RRS (100-200 words) |
| Next Meeting Date | Date | Scheduled date of the following meeting |
| Documents Shared | Text | Files or drafts shared in this meeting |

2.7 EE Assessment Criteria Self-Evaluation

The IB assesses the Extended Essay against five criteria. Use this self-evaluation tool regularly to identify your strengths and areas for improvement. Complete this after each major draft.

| Criterion | What Is Assessed | Max Marks | Draft 1 Score | Draft 2 Score | Final Score |
|-------------------|---|-----------|---------------|---------------|-------------|
| A: Focus & Method | Topic, RQ, methodology, sources appropriateness | 6 | | | |

| | | | | | |
|------------------------------|--|----|--|--|--|
| B: Knowledge & Understanding | Subject-specific knowledge, context, terminology | 6 | | | |
| C: Critical Thinking | Analysis, evaluation, synthesis, argumentation | 12 | | | |
| D: Presentation | Structure, layout, referencing, academic conventions | 4 | | | |
| E: Engagement | RRS quality, intellectual curiosity, initiative | 6 | | | |
| TOTAL | | 34 | | | |

Grade Boundaries Reference: A = 28-34 | B = 22-27 | C = 15-21 | D = 9-14 | E = 0-8

2.8 Researcher's Reflection Space (RRS) Template

The RRS is a structured reflection on your EE journey, completed at each supervisory meeting. It should total no more than 500 words across all three entries. Use the following prompts to guide your reflections:

| RRS Reflection Prompts | |
|--|--|
| Meeting | Recommended Focus |
| Meeting 1 (approx. 150-170 words) | Initial thoughts on the topic. Why did you choose this research question? What do you already know? What are you curious to discover? What challenges do you anticipate? |
| Meeting 2 (approx. 150-170 words) | Reflection on your research process. What have you discovered that surprised you? How has your argument evolved? What challenges did you face in finding or using sources? Has your research question changed? |
| Meeting 3 (approx. 150-170 words) | Reflection on the writing process. What are you most satisfied with in your essay? What would you do differently? How has this project changed your thinking about the subject? What have you learned about academic research? |

TEMPLATE 3: CAS TRACKER 2026

CAS Tracker 2026 — Creativity, Activity, Service

Creativity, Activity, and Service (CAS) is one of the three core components of the IB Diploma Programme. It is not a course with an exam, but rather a programme of personal growth through which students engage in meaningful experiences beyond the academic curriculum. CAS must be completed throughout the entire Diploma Programme — typically 18 months of documented activity.

CAS is assessed against seven Learning Outcomes (LOs) and requires regular, honest reflection. The Eclassopedia CAS Tracker 2026 helps you plan, document, reflect on, and demonstrate achievement across all three strands and all seven learning outcomes.

3.1 Understanding CAS Requirements for 2026

| CAS Requirements Summary | |
|--------------------------|--|
| Requirement | Detail |
| Duration | Minimum 18 months of CAS activity |
| Strands | Creativity, Activity, and Service (all three must be included) |
| CAS Project | At least one collaborative project combining 2+ CAS strands |
| Learning Outcomes | All 7 Learning Outcomes must be evidenced |
| Reflections | Regular, honest written reflections for each experience |
| Evidence | Portfolio of evidence (photos, certificates, records, reflections) |
| Interviews | CAS advisor interviews at least twice during the programme |
| Completion Criteria | Advisor must be satisfied that all requirements are met |

3.2 The 7 CAS Learning Outcomes

Every CAS experience must link to at least one of the seven Learning Outcomes (LOs). Your overall CAS portfolio must address all seven LOs. Use these as the framework for your reflections.

| LO # | Learning Outcome | Key Questions to Reflect On |
|------|--|---|
| LO 1 | Identify own strengths and areas for growth | What am I naturally good at? Where do I need to develop? |
| LO 2 | Demonstrate undertaking new challenges | What was genuinely challenging? How did I step outside my comfort zone? |
| LO 3 | Demonstrate how to initiate and plan CAS experience | Did I take the lead? How did I plan this experience? |
| LO 4 | Show commitment to and perseverance in CAS experiences | Did I follow through? How did I maintain my commitment? |
| LO 5 | Demonstrate the skills and recognize the benefits of working collaboratively | How did I contribute to a team? What did collaboration teach me? |
| LO 6 | Demonstrate engagement with issues of global significance | How does this connect to wider global or ethical issues? |
| LO 7 | Recognize and consider the ethics of choices and actions | Were there ethical dimensions? How did I navigate them? |

3.3 CAS Activity Database Structure

Main CAS Activity Database

| Database: CAS Activities 2026 — Fields | | |
|--|--------------|---|
| Field Name | Field Type | Description |
| Activity Name | Title | Name of the CAS experience or project |
| Strand | Multi-select | Creativity, Activity, Service (can be multiple) |
| Type | Select | Ongoing, One-off Event, CAS Project, Volunteering, Workshop |
| Organization / Venue | Text | Where the activity takes place |
| Start Date | Date | When the activity began |
| End Date | Date | When the activity ended or is expected to end |
| Total Hours | Number | Total hours dedicated to this activity |
| Status | Select | Planned, Active, Paused, Completed |

| | | |
|-----------------------------|--------------|---|
| Learning Outcomes | Multi-select | LO1 through LO7 addressed by this activity |
| Description | Text | Brief description of the activity and your role |
| Goal | Text | What you hoped to achieve from this experience |
| Evidence Type | Multi-select | Photos, Certificate, Supervisor Letter, Video, Presentation |
| Evidence Uploaded | Checkbox | Confirm evidence is uploaded to portfolio |
| Reflections Complete | Checkbox | All required reflections have been written |
| Supervisor Name | Text | Name of adult supervisor or coordinator |
| Supervisor Contact | Email | Supervisor email or phone for verification |
| CAS Project? | Checkbox | Is this part of the formal CAS Project? |
| Advisor Approved | Checkbox | CAS advisor has approved this activity |
| Notes | Text | Additional notes or follow-up actions |

3.4 CAS Reflection Database

Reflections are the heart of CAS. They should be honest, specific, and connected to the Learning Outcomes. Each significant experience should have at least one substantive reflection. Consider using Before, During, and After reflective prompts.

| Database: CAS Reflections — Fields | | |
|---|------------|---|
| Field Name | Field Type | Description |
| Reflection Title | Title | Brief title describing this reflection |
| Linked Activity | Relation | Connected CAS activity from main database |
| Reflection Date | Date | Date when reflection was written |
| Reflection Type | Select | Before, During, After, Milestone, Final |

| | | |
|------------------------------------|--------------|--|
| Learning Outcomes Addressed | Multi-select | LOs reflected upon in this entry |
| Reflection Content | Text | Your full written reflection (150-300 words recommended) |
| What Happened | Text | Brief description of the experience |
| What I Felt | Text | Honest emotional response |
| What I Learned | Text | Key takeaways and growth areas |
| What I Would Do Differently | Text | Honest self-evaluation |
| Global Connection | Text | How this links to wider issues (for LO6 & LO7) |
| Advisor Read | Checkbox | CAS advisor has read this reflection |
| Word Count | Number | Approximate word count of reflection |

3.5 CAS Strand Coverage Tracker

Use this tracker to ensure you have a balanced and comprehensive CAS programme. The IB does not specify a minimum number of hours for each strand, but your advisor must be satisfied that all three strands are meaningfully represented.

| Strand | Definition | Examples | Activities Logged | Hours Logged | LOs Covered |
|------------|---|--|-------------------|--------------|-------------|
| CREATIVITY | Arts and creative thinking in design or performance | Art classes, music, photography, coding, writing, design | | | |
| ACTIVITY | Physical exertion contributing to healthy lifestyle | Sports teams, gym, hiking, yoga, martial arts, dance | | | |
| SERVICE | Community benefit through genuine collaboration | Volunteering, tutoring, environmental projects, charity work | | | |

3.6 CAS Project Planner

Every IB student must complete at least one CAS Project — a collaborative, planned activity that involves all students taking on shared responsibilities. The CAS Project must involve a group of students and must include at least two strands of CAS.

| CAS Project Planning Template | |
|-------------------------------|---|
| Planning Field | Your Response |
| Project Name | |
| Project Goal / Purpose | |
| CAS Strands Addressed | |
| Group Members | |
| Your Role in the Project | |
| Community or Beneficiary | |
| Start Date | |
| End Date | |
| Total Estimated Hours | |
| Investigation Phase | What problem or need did you identify? How did you research it? |
| Preparation Phase | How did your group plan the project? What resources did you need? |
| Action Phase | What happened during implementation? What was your specific contribution? |
| Reflection Phase | What did the project achieve? What would you improve? |
| Demonstration Phase | How did you share your experience (presentation, social media, report)? |
| LOs Evidenced | List all 7 LOs and note how the project addressed each |
| Evidence Collected | |

3.7 CAS Learning Outcomes Coverage Map

Use this matrix to track which activities address each Learning Outcome. You must ensure all 7 LOs are addressed across your portfolio.

| Learning Outcome | Activity 1 | Activity 2 | Activity 3 | Activity 4 | Activity 5 | Covered? |
|------------------|------------|------------|------------|------------|------------|----------|
|------------------|------------|------------|------------|------------|------------|----------|

| | | | | | | |
|---------------------------------|--|--|--|--|--|--|
| LO 1: Strengths & Growth | | | | | | |
| LO 2: New Challenges | | | | | | |
| LO 3: Initiative & Planning | | | | | | |
| LO 4: Commitment & Perseverance | | | | | | |
| LO 5: Collaboration | | | | | | |
| LO 6: Global Significance | | | | | | |
| LO 7: Ethics & Choices | | | | | | |

3.8 Sample CAS Activity Plans

Below are five sample CAS activities with detailed notes to help you understand what a strong CAS record looks like. These examples are provided by Eclassopedia as guidance only.

Sample Activity 1: School Orchestra (Creativity)

| | |
|-------------------------|--|
| Activity Name | School Orchestra — Season 2025-2026 |
| Strand | Creativity |
| Duration | September 2025 – April 2026 (ongoing, weekly rehearsals) |
| Hours | Approximately 60 hours (2 hrs/week for 30 weeks) |
| LOs Addressed | LO1 (musical strengths), LO2 (challenging new pieces), LO4 (weekly commitment), LO5 (ensemble collaboration) |
| Evidence | Concert programmes, rehearsal logs, conductor letter, photos |
| Reflection Focus | Growth as a musician, overcoming performance nerves, contributing to group harmony |

Sample Activity 2: Weekly Football Training (Activity)

| | |
|-------------------------|--|
| Activity Name | School Football Team — Season 2025-2026 |
| Strand | Activity |
| Duration | October 2025 – March 2026 |
| Hours | Approximately 45 hours (training 3x/week + matches) |
| LOs Addressed | LO1 (physical strengths and weaknesses), LO2 (improving specific skills), LO4 (training commitment), LO5 (team strategy) |
| Evidence | Coach letter, match records, training logs |
| Reflection Focus | Physical improvement, teamwork under pressure, learning from losses |

Sample Activity 3: Tutoring at Local School (Service)

| | |
|-------------------------|---|
| Activity Name | Maths Tutoring Programme — Local Primary School |
| Strand | Service |
| Duration | November 2025 – April 2026 (weekly sessions) |
| Hours | Approximately 30 hours (1 hr/week for 30 weeks) |
| LOs Addressed | LO3 (planned sessions), LO4 (sustained commitment), LO5 (student-tutor collaboration), LO6 (education as global right), LO7 (responsibility toward vulnerable learners) |
| Evidence | School coordinator letter, lesson plans, student feedback forms, tutor log |
| Reflection Focus | Developing patience, adapting teaching style, impact of education on opportunity |

3.9 CAS Advisor Meeting Template

You will meet with your CAS advisor at least twice during the programme. Use this template to prepare for and record those meetings.

| CAS Advisor Meeting Record | |
|-----------------------------------|--|
| Field | Content |
| Meeting Number | Meeting 1 of 2 (minimum) |
| Date | |
| Advisor Name | |
| Duration | |
| Activities Discussed | List of CAS activities reviewed in this meeting |
| LOs Evidenced | Which LOs were confirmed as adequately addressed |
| LOs Still Needed | Which LOs need more evidence or reflection |
| Advisor Feedback | Detailed notes on advisor comments |
| Actions Required | Specific changes or additions the advisor requested |
| Portfolio Review Outcome | Satisfactory / Needs improvement / Action plan required |
| Next Meeting Date | |
| Your Reflection | How did this meeting help you? What will you do differently? |

HOW TO IMPLEMENT THESE TEMPLATES IN NOTION

Setting Up Your Eclassopedia IB Notion Workspace

Now that you have the full template structure, this section walks you through the technical steps of implementing everything in Notion. No prior Notion experience is necessary, though familiarity with the basics will help. Notion is a free-to-use platform (with a free personal plan) available at notion.so.

4.1 Creating Your Notion Account & Workspace

- Visit notion.so and create a free personal account using your school or personal email
- Set your workspace name to 'IB 2026 — [Your Name]' for easy identification
- Create a top-level page titled 'Eclassopedia IB Workspace 2026'
- Within this page, create three sub-pages: IB Planner, EE Tracker, CAS Tracker
- Pin this workspace to your Notion sidebar for quick access

4.2 Recommended Notion Views for Each Template

| Template | Recommended View | Filter / Sort Settings |
|-------------|-------------------------------|-------------------------------------|
| IB Planner | Table View (All Tasks) | Sort by Due Date ascending |
| IB Planner | Calendar View (This Week) | Filter: Due Date this week |
| IB Planner | Board View (Kanban by Status) | Group by Status field |
| IB Planner | Gallery (Subjects) | Gallery of Subject Tracker database |
| EE Tracker | Timeline View (Milestones) | Sort by Target Date |
| EE Tracker | Table View (Sources) | Filter: Relevance = High |
| EE Tracker | Table View (Draft Progress) | Group by Section |
| CAS Tracker | Board View (by Strand) | Group by Strand field |
| CAS Tracker | Table View (by LO) | Filter by Learning Outcome |
| CAS Tracker | Gallery View (Evidence) | Show activities with photos |

4.3 Useful Notion Formulas

These formulas can be added to your Notion databases as Formula properties to automate calculations and progress tracking:

| Helpful Notion Formulas | | |
|-------------------------|---|----------------------------|
| Formula Name | Formula Code | Purpose |
| Days Until Due | <code>dateBetween(prop("Due Date"), now(), "days")</code> | Countdown to deadline |
| Overdue? | <code>prop("Due Date") < now() and prop("Status") != "Done"</code> | Flag overdue tasks |
| EE Word Progress % | <code>round(prop("Word Count Current") / 4000 * 100)</code> | EE completion percentage |
| CAS Hours Total | <code>prop("Creativity Hours") + prop("Activity Hours") + prop("Service Hours")</code> | Total CAS hours |
| Week Number | <code>week(prop("Due Date"))</code> | Auto-calculate week number |
| EE Grade Estimate | <code>if(prop("Total Score") >= 28, "A", if(prop >= 22, "B", if(prop >= 15, "C", "D")))</code> | Grade prediction |

4.4 Color Coding System

Use consistent color coding across your Notion workspace for instant visual recognition. The Eclassopedia color system for IB 2026 is as follows:

| Category | Color | Applies To |
|-------------------|------------------|--|
| Critical / Urgent | Red | Tasks due within 3 days or marked Critical |
| High Priority | Orange (#F16232) | High priority tasks and key milestones |
| In Progress | Yellow | Tasks currently being worked on |
| Completed | Green | Done tasks and completed milestones |
| EE Related | Purple | Any Extended Essay content |
| CAS Related | Blue | Any CAS activity or reflection |
| TOK Related | Pink | Theory of Knowledge content |
| Admin / General | Gray | Administrative tasks and general notes |

IB SUCCESS STRATEGIES FROM ECLASSOPEDIA

Top Study & Organizational Strategies for IB 2026

Beyond the templates, success in the IB Diploma Programme requires a holistic approach to learning. Eclassopedia has compiled the following evidence-based strategies from high-scoring IB graduates and experienced educators.

5.1 Time Management Principles

- The Eisenhower Matrix: Categorize every task as Urgent/Important, Not Urgent/Important, Urgent/Not Important, or Neither. Focus primarily on the Important/Not Urgent quadrant — this is where IAs, the EE, and exam revision live.
- Time Blocking: Schedule dedicated time blocks for each subject and the EE every week. Treat these blocks as non-negotiable appointments.
- The 2-Minute Rule: If a task takes less than 2 minutes, do it immediately. This prevents small tasks from accumulating and becoming overwhelming.
- Weekly Review: Every Sunday, spend 30 minutes reviewing the previous week and planning the next. This is the single most impactful habit for IB success.
- Avoid Perfectionism: In the IB, a good draft submitted on time is worth far more than a perfect essay submitted late. Aim for progress, not perfection.

5.2 Effective Revision Techniques

- Active Recall: Test yourself from memory rather than re-reading. Use flashcards (Anki), practice questions, or teach concepts to a friend.
- Spaced Repetition: Review material at increasing intervals (1 day, 3 days, 1 week, 3 weeks). This dramatically improves long-term retention.
- Past Papers: IB past papers are your best revision resource. Start practising under timed conditions at least 3 months before your exams.
- Mark Schemes: After completing a past paper, use the official IB mark scheme to self-assess. Understanding the examiner's expectations is essential.
- Subject-Specific Strategies: Different IB subjects require different approaches. Languages benefit from regular reading and speaking practice. Sciences require understanding of experimental design. Humanities require essay structure and argument development.

5.3 Mental Health & Wellbeing

The IB is demanding, and maintaining your mental health is as important as academic performance. Eclassopedia strongly encourages you to:

- Schedule regular breaks and leisure time — rest is part of the process, not a reward
- Maintain physical activity throughout your IB journey (this also helps with your CAS Activity strand)
- Talk to a trusted adult — your school counselor, a teacher, or a parent — if you feel overwhelmed
- Practice mindfulness or meditation to manage exam anxiety
- Remember that the IB diploma is not the only measure of your worth or intelligence

5.4 Extended Essay Top Tips

- Choose a topic you are genuinely curious about — you will spend months with it
- Narrow your research question early and resist the temptation to broaden it
- Start writing early, even if your argument is not fully formed — writing helps thinking
- Use academic sources: journal articles, textbooks, and official reports carry more weight than websites
- Back up your work constantly — use Google Drive, iCloud, or OneDrive in addition to Notion
- Reference as you write, not at the end — it is far easier to maintain your bibliography throughout

5.5 CAS Top Tips

- Do not leave CAS until the end — it must be spread across 18 months
- Choose activities you genuinely care about — authentic reflection is far easier to write
- Document everything as it happens — take photos, save certificates, write reflections immediately
- Be honest in your reflections — examiners and advisors can tell when reflections are superficial
- Connect your CAS activities to global issues and ethical questions for LO6 and LO7
- Your CAS Project should be planned well in advance — do not attempt it in the final semester

ABOUT ECLASSOPEDIA

About Eclassopedia

Eclassopedia is a leading online education platform dedicated to supporting IB, IGCSE, and A-Level students around the world. Founded on the belief that every student deserves access to high-quality academic support and resources, Eclassopedia provides:

- One-on-one online tutoring with expert IB teachers and examiners
- Comprehensive subject notes, past papers, and model answers
- Extended Essay and Internal Assessment mentoring
- CAS planning workshops and advisory sessions
- Study skills and exam preparation programmes
- Free resources including templates, guides, and webinars

The Eclassopedia IB Notion Templates 2026 are part of our ongoing commitment to providing IB students with practical, high-quality tools that make the journey through the Diploma Programme more organized, less stressful, and ultimately more successful.

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