



# Self-Guided Demo

(eBackpack website focus)

**The purpose of this Self-Guide is to help walk you through some of the features of eBackpack. You will see how easy it is to create folders, move files, pass out assignments, grade work, and return papers to the student, among other things. While this guide is from an administrator/teacher perspective it does not showcase everything eBackpack can do, but provides a brief introduction to its capabilities.**

[www.eBackpack.com](http://www.eBackpack.com)

# Self-Guided Demo

---

The purpose of this Self-Guide is to help walk you through some of the features of eBackpack. You will see how easy it is to create folders, move files, pass out assignments, grade work, and return papers to the student, among other things. While this guide is from an administrative/teacher perspective it does not showcase everything eBackpack can do, but provides a brief introduction to its capabilities.

## Starting Out

### Signing up and Logging in

- Sign up using [www.ebackpack.com](http://www.ebackpack.com) and click on the “Sign Up” button on the top toolbar. Enter the required information and click “Create my eBackpack account!” You will receive a confirmation email with your username and password as well as an activation link.
  - “my name” that you enter in the eBackpack URL space will be your account name. In the future you will login at [account name].eBackpack.com
- After you’ve activated your account by clicking the activation link in your email, enter your username and password in the boxes. If you ever forget your password you can hit the “Forgot your password?” link. Otherwise, proceed to click the “Sign In” button.

### The Home Screen

- The first page you will see after you log in is the “Home Screen” (sometimes referred to as your “Dashboard”) for eBackpack. On the left hand side of the screen you’ll see 2 main sections: (1) eBackpack, and (2) Settings and Reports. The first section will be open and you will see icons for your eBox (more on this later), My Files, a Sample Class, E-Portfolio, and a trash can. The middle of the screen is separated into five different categories: assignments awaiting review, current assignments, graded work, recent files, and work you’ve turned in. This middle section is a snapshot of your activity and will be an extremely helpful recap when you are using eBackpack with several classes, a multitude of files, and scores of students. We will use this area repeatedly as we proceed through this demo.
- In the top right you will see three buttons; (1) Act As . . . (more on this later), (2) Log Out, and (3) “?”. Log out will log out your session in eBackpack and return you to the log in page. “?” will take you to the eBackpack support page.



## Managing Files

### My Files

- First, let's create a folder and move a file to eBackpack. On the left hand side of the screen select the My Files icon. My Files is the place to store your personal files and documents in eBackpack. These files are not shared out with anyone. It's just like having a "My Documents" on your computer, but on the web. It is important to remember that once you have put files into My Files in eBackpack, they are available to you 24/7 from any device connected to the internet. You don't need to worry about flash drives or syncing devices. These documents may be things such as homework assignments, reference materials, work in progress, lesson plans, or anything else you may need at school.
- Organizing your different documents in eBackpack is done with folders and subfolders. So before we add a document let's first create a folder. At the top of the box on the left hand side of the screen you'll see a drop down menu labeled "Folder Actions ...". Select "Add Folder/Assignment". Give it a name relevant to the content you're going to add to it. For this example, let's name it "English A1". For the moment keep the default selection of "No" for "Assignment". Click the "Add Folder" button.

### Adding Files to Folders

- Once you have created a folder you can start adding content to it. Click on the folder you just created and then select the "Add Files" button at the top of the screen. To the left you will see a list of available sources to retrieve documents from (i.e. Google Drive, Dropbox, and My Computer).
  - My Computer: If you are taking a file from your computer click on the "Select File" button and this will let you access a list of documents on your local machine. Select a file and then click the "Add Files" button. The file is now saved in the "English A1" folder in My Files.
    - You may also drag and drop files into the space that stays "Drop files here" instead of searching for them through the "Select File" button.
  - Google Drive & Dropbox: If you are taking a file from your Google Drive or Dropbox select the appropriate option and select the file you want to add. Then click the "Add Files" button and the file is now saved in the "English A1" folder in My Files.
    - To link a Google Drive or Dropbox account for the first time; (1) select the service you want to connect to on the left menu, (2) select "Add Account" from the drop menu on the top right of the active window, (3) follow the online instructions for linking the external account to your eBackpack account.
- You can continue adding as many folders and files under the "My Files" section as you'd like. These are personal files not shared with any other user. As you're creating folders you can rearrange and organize them. You are able to drag and drop folders into other folders and drag and drop folders to the "My Files" heading to reorder them.

- Now let's pretend that the folder you just created along with the file(s) in it is a homework assignment you want to send to one of your classes to work on. You can easily drag and drop folders and their entire structures from the My Files section to a class (Note: that this will not move the files, but rather copy them from one location to another). Go ahead and drag the folder you just created to your sample class. You have now shared that folder to all the students enrolled in that class. To make it an assignment select the "Assignment Settings" and set Assignment to "Yes". You may now enter assignment instructions, set a due date, set if you wish students to Turn-In the assignment through eBackpack, and whether or not eBackpack should allow late submissions.
- Students also have their own "My Files" section that functions like the teachers. It is a place for students to store documents, put work in progress, or any other school material that they may want to access from home, from school, from the library, or anywhere else that is connected to the internet.

## Viewing a document within eBackpack

- eBackpack works on any device connected to the internet so you may not always be on a machine that allows you to download a file. With eBackpack you can still view the file with our document viewer which is great for students who may not have all the same programs on their home machines that they use at school. Select any of the files in any of your folders and click the "View" button at the top of the page. You are able to view documents that were created in Word, Pages, Powerpoint, Excel, PDF's, documents from Open Office, and many more types of files all within eBackpack without ever having to download the file.

## E-Portfolio

- You'll notice that below your classes on the home screen there is something called the "E-Portfolio". The E-Portfolio for teachers is another place for permanent storage. Often times it is an area that teachers use to put their different awards and certification documents.
- For students, E-Portfolios work a bit differently. As a student progresses through school each year a new grade folder is added to their E-Portfolio. In these folders students can maintain a convenient library of their best or most important works and projects from previous years. When a student moves onto a higher grade he or she cannot add in more work to the previous year. The student can however reflect on previous work by adding comments to that work. In the current year students can add and remove items from their E-Portfolio at their own discretion. Teachers can then review a student's E-Portfolio with the student to see the level of work the student did in the past and their progress.
- The E-Portfolio can also be used for vertical learning projects. A student may start a project in grade nine and continue work on that project all the way through grade twelve. The E-Portfolio is the place to store that information from one year to the next.

## Trash

- Items deleted within eBackpack are put into the trash can for 30 days. Restoring an item that was

accidentally deleted can be done by clicking on the trash link on the left hand side of the page and selecting the file in the trash can. Simply click the “restore” icon in the top row. eBackpack will ask you where you would like to restore the file to. If you delete an item and don’t restore it within 30 days it is purged from eBackpack’s system and cannot be recovered.

# Managing Assignments and Homework

## Assigning Homework

- You can also assign homework to your classes by adding the file(s) or folder(s) directly to the class. Select the Sample Class to add another assignment using this method.
- Click the drop down menu labeled “Folder Actions ...”. Select “Add Folder/Assignment”. Give the folder a name (let’s call this one “English A2”), set Assignment as “Yes”, enter assignment instructions, and set a due date. You should also determine if you want students to submit the assignment through eBackpack and whether eBackpack should allow late submissions (clearly marked so you will know which were on time and which were late). Click “Add”. You may now add files to the assignment as you would to a folder. When you add a file to a class folder it is immediately available to those students enrolled in the class. After the file has been added, a pop-up message at the top of the screen will confirm the file has been uploaded successfully.

## Adding Comments or Instructions to Homework

- To add a comment to a specific file in an the assignment you created, click on the file name and then the “Comment” button at the top of the page. Comments can be anything the teacher wants to communicate to the class – for example, additional instructions to an assignment, due dates, or things to think about. Once you click the “Save” button your comment will be immediately visible to all those who can view the assignment.

## Adding the same Assignment to Different Classes

- Many teachers teach the same class multiple times throughout the day. eBackpack makes assigning the same homework to multiple periods very simple. Just drag and drop the appropriate assignment folder to any other class folder to assign it to that period as well. The comments you’ve made on the assignment will also be transferred. eBackpack will take care of notifying the students for that class and creating a separate homework drop box for that assignment.
- This creates a copy of the assignment. Therefore updates to the assignment in one period will not automatically update the same assignment in other periods.

## Storing an Assignment for Future Use

- If you created the assignment in one of your class folders and you want to hang on to an assignment for future years, you can drag the folder you want to keep to your My Files section. This will preserve a skeleton copy (meaning no user-submissions) of the assignment for year over year use. Remember that the My Files section is a permanent place to store your data.

## Turning in a Homework Assignment

This guide is from an administrative/teacher perspective. Therefore, in order to view the system as a student, we will use the “Act As...” feature in eBackpack. This will allow us to act as a student in the classroom and see eBackpack from their perspective. Acting as a student is a great way to troubleshoot any problems or give a quick tutorial on how to do something.

- On the top right hand corner of your screen you will see an “Act As...” tab. Click this and you will be prompted to select a student you would like to act as. Type in “Test Student”, this is the name of the test student that comes with your account. Once you have selected the student that you want to act as click on the “Act As User” tab and immediately you will see a message at the top of your screen that will let you know you are now acting as that student.
- When you Act As a student you will first be taken to the student’s home page. There are four rows across the home page with the categories, “Current Assignments”, “Graded Work”, “Recent “My Files”, and “Work I’ve Turned in”.
- Under the “Current Assignments” row you can see that the student has an assignment that you created. By clicking on the assignment’s name we will be taken to the assignment page. Here you have the ability to see any teacher comments, download the document, view it within eBackpack, copy it, comment back within eBackpack, or turn it in (if you set the assignment to accept submissions through eBackpack). Go ahead and turn in a document to the teacher.
- Click the “Turn In” button at the top of the page and select a file you’d like to turn in. You can add additional comments about the assignment to submit back to the teacher if you’d like and then click the “Turn In File” to send it to your teacher.
  - If this is the last thing needed to complete the assignment submission leave “Mark Assignment as Complete” to remove the assignment from your “Current Assignments” list; however if there is still more work to complete on this assignment then uncheck this box.
- To confirm that the file has reached your teacher, click the “Assignment Submissions” tab. This tab will let you know what time the file was submitted and what grade the teacher gave you once the document has been graded. You can also see it has been turned in on the dashboard (Home page) under the category “Work I’ve Turned In”.
- Now that a document has been turned in for an assignment, let’s go back to the teacher perspective by clicking the yellow “Stop acting as...” button at the top right corner of the page. Then we can grade and return the document.

## Grading Homework

- Once you have stopped acting as a student you will be dropped back to your dashboard (Home page). On the first row of the homepage, “Assignments Awaiting Review”, we can see that the homework assignment we just submitted as a student is awaiting review.

- Grading homework in eBackpack is a breeze. You never have to download student documents directly to your computer for viewable file types. You are able to grade turned in work and send it back to the student all within eBackpack. It's a true paperless homework system. To grade the assignment, click on "Grade". You will now be taken to eBackpack's grading module. Alternatively, you can click the assignment name and here you will be able to see who has turned in an assignment. Just click the review button to grade any turned in work.
- If you click the "Grade" link from your dashboard (Home page), it will ask you to select an item for review. If you look in the lower left hand corner of the screen you will see the name of each student who has turned in work. To begin grading work, select a student. You will notice that the student's document appears on the right side of the screen. You are now using the online viewing feature discussed earlier.
- Here you can review the student's work. You can mark directly on the assignment using eBackpack's "Mark It" toolbar. Above the document, you will see a sticky note icon, an eye, and a question mark. To put a note on the document, select the sticky note icon and click on the document where you want to annotate. You can change the color of the note, the font color, and font size on the notes. You can also resize the note by clicking and dragging the bottom right corner of the note. Use the annotations to complement or critique student's work.
- Once you have annotated the student's document you can return it with a grade. On the left side of the screen there is a "Grade:" box. Fill in an appropriate grade for the work. You can enter any sort of text here such as "A+", "8/10", "90", "INC", etc. In the "Review:" text box you can add additional comments. If you would like to send the student back a document (such as a grading rubric that was used) you can click "Select a File to Upload" and choose an additional document to send with the annotated graded assignment. Click the "Complete Review & Return" button to send it back to the student.
- Once you've completed the review you can stay within the Grade & Review module and select another student's work from the bottom left hand corner. If you are all finished, click the "Close Grade & Review" button in the top right corner.
- When you close the "Grade & Review" you're taken to the summary view screen if you access the assignments by clicking the actual assignment name from the homepage in which you can easily see who has and hasn't turned in the homework. However if you clicked the grade link from the home page and you close the "Grade & Review" screen then you are taken back to your dashboard (Home page).

## Viewing Graded Work

- A student can see work graded by the teacher from their home page or by clicking the "assignment submissions" tab within the assignment folder. If you graded the document as the teacher, you can view this from the student's perspective. Again go to the "Act As..." panel in the upper right hand corner of the screen. Choose to act as the student that turned in an assignment. Once you click "Act as user" it will bring up the student's homepage.
- You can see the homework that you just graded under the second row titled, "Graded Work" along with

the grade received. A student can see the teacher's annotations and comments by clicking the time/date that the homework was turned in or reviewed.

- Clicking the time the document was reviewed will bring up the student's version of the "Grade & Review" module. Here the student will be able to see the grade received, annotations on the document, additional comments left by the teacher, and additional files the teacher included. Similar to the teacher's "Grade & Review" module, students will be able to review any other documents graded for that assignment by clicking on the additional document names in the bottom left hand corner of the screen. To exit out of this view, click the "Close Grade & Review" button in the upper right hand corner. Click "Stop Acting As ..." to return to the Teacher's perspective.

## Managing Users & Classes

### Adding Students

- Click on the “Settings & Reports” tab on the top left hand side of the screen, this is found next to the eBackpack tab. Select the “Students” folder on the left hand side of the screen. To the right you will see a list of all active student users in the school. To add a new student, enter in the information on the form under “Add New Student.” Once you have filled out the necessary fields click “Save”. Note: Only account level administrators have the ability to add new users to the system. Users are ideally added to the system through SIS integration as adding each individual user can be time consuming and cumbersome, but you do have the ability to manually add users as needed.

### Adding Classes

- You can also create a new class under the “Settings & Reports” panel. This can be a traditional class or perhaps a club, group, committee, department, or organization. Select the “Classes” folder on the left hand side and add a new class by filling out the required fields. You have the ability to add more than one administrator to a class if, for example, you have a group taught class or project, a teacher’s assistant you want to give access to, or multiple faculty advisors to a club or group. Note that students can never be designated as a class administrator. The members drop down menu allows you to add students to your class. This can be done now or at a later time. To add the class, click “Save”.

### Settings & Reports

- The “Settings & Reports” pane includes all the settings and account options within eBackpack. Everything in eBackpack is tracked and logged and can be viewed in the “Reports” folder. Any time someone logs in, upload/downloads a file, restores a file, act as, etc. a new report is created. These reports can be exported as a .csv file which can be opened up in a spreadsheet for quick and easy sorting.

## Sharing Files and Messages within eBackpack

### eBox

- Right above the “My Files” on the left hand side of the homepage you will see an “eBox” with a little icon next to it. Click your eBox. It’s best to think of your eBox as an email inbox and outbox combined into one. Here you can see any work that you’ve sent or that’s been submitted to you. If you want to keep a copy of work from a previous year or just for further review you can select it under the received section and click “Archive” which is listed above all the received assignments. From here you can go under your eBox archive receive section and view the past assignment(s).

### Sharing a file with just One Person

- At eBackpack we understand that there are times you need to send specialized documents to individual students based on their learning abilities or to a fellow teacher for feedback. Through the eBox you can do just that. Start by selecting a document from your “My Files” folder. Once you have a document you want to send an individual student select the “Turn In” button. On the first drop down menu change “Submit to Class” to “Submit to User”. In the second field type in “Test Student” or select “Test Student” from the drop down menu. If you have any comments you’d like to send with the file you may add them in the comment field. Once you’re ready to send the file, click the “Submit File” button.
- When a user has received a document, their eBox will have a green arrow in their icon and a number next to “eBox” representing how many new items they have in their eBox. To see how this looks for the receiver use the “Act As...” feature by acting as Test Student. Once you’re acting as the Test Student you will notice on the left hand side of the screen that there is a green arrow and a number beside the “eBox” on the left panel. Click on “eBox” to see the item(s) you have sent the Test User. From here you can see dates, file names, comments, and other information that is tied to the file.
- This user can now download the document and even send the file back with changes and comments. To do that, click the “Review & Return” button. Here you can send back a changed file, comments, or both.

## Additional Features

### iPad App

- With the iPad® App, you can easily access eBackpack from your iPad, iPhone, other iOS device.. Instantly get to your My Files, E-Portfolio, or Shared class and group files. Plus directly from the iPad students can turn in work for their class assignments and teachers can then retrieve all turned in student work. eBackpack uses a WebDAV interface to provide assignment workflow for students and teachers that works natively with many Apps on the mobile device.

### Android Interface

- eBackpack is fully functional through the web browser of your Android device.

### Parent Connection

- Enhance the home/school connection with visibility in your children's accounts. Parents can easily create an account and add their children. With Parent Connection, parents can see their children's assignments, grades, turned in work, and more – all in real time!

For more information on eBackpack please contact us at [questions@ebackpack.com](mailto:questions@ebackpack.com) or call 214-461-0073.