



iPad App Self-Guided Demo

The purpose of this Self-Guide is to help walk you through the features of eBackpack's iPad app. 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.

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IPad App Guide

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Starting Out

Signing up and Logging in

- Please make sure you have the most recent version of the eBackpack app on your iPad as well as your account name, username, and password.
 - If you normally login through a web browser, your account name is the portion of the address before ebackpack.com; [account].ebackpack.com. For example, If your URL is ebp.ebackpack.com, your account name would be **ebp**.

The Home Screen

- Once you login you'll see the "Home Screen".
- You will be able to sign out of your account by tapping the "Sign Out" button that is located in the top left corner.
- Here you can click the Settings button (looks like a gear) in the upper left-hand corner and to be linked to
 - The eBackpack Support site where you can also send feedback and feature requests to eBackpack
 - See "What's New" with eBackpack
 - Share this app with friends by tapping "Tell a Friend".
- In the top right corner there is a plus sign symbol, this will drop down a "Add to eBackpack" list where you can add assignments, folders and files to your eBackpack account.
- In the bottom right corner you can click the tab "Current Assignments" to see a list of the assignments you have due. This shows the class name, assignment name, due date, and current status. From this screen you can click on the Completed or Not Completed tab at the bottom left to get a separate list of each.
- There is an "Assignments Awaiting Review" section on the dashboard in the middle of the home screen that will list all of the assignments you have passed out and how many are awaiting review. If you click on a specific assignment it will take you to the assignment to be graded.
- On the bottom bar in the center is a "Refresh" button. This will refresh your Home Screen to show the

most current activity.

My eBackpack

The First page you will see after you select My eBackpack is a screen with a list of folders. From this screen you can get back to your home screen by clicking on the Home tab in the upper left corner or on the Home button on the bottom bar in the middle. There is also a Refresh button on the bottom bar as well as a Current Assignments tab in the bottom right corner. Depending on your user type (student or staff) you will see a slightly different view. Here is an overview of what the folders represent.

Assignment Review –where teachers go to see assignments turned in.

Assignment Turn-In –where students go to turn-in assignments.

E-Portfolio – For staff members this is another permanent storage place. For students it’s a place to maintain a library of their best or most important documents and projects from year to year.

My Files –a place to store your personal files or work in progress. These files are not shared any other user in the system.

Shared Class and Group Files –a listing of class and shared folders where teachers can create assignments, and where students go to see those assignments.

Assignment Review

- Only staff members will see this folder. In order to see the documents your students have turned in to you, select the Assignment Review Folder.
- On the next screen, you will select which class you want to see turned in assignments for. You’ll then see a list of all the assignment folders you have created for that class (please note: eBackpack recommends creating a new folder for each assignment you post to help keep you and the students organized).
- From here, select an assignment folder to see a list of files that have been turned in. You will see the name of the file submitted, the student who submitted it, the file type, size, and when it was last modified. There will be a green “on time” stamp on assignments that were turned in before the due date and a red “late” stamp on the assignments that were turned in after the assigned due date.

Assignment Turn-In

- To turn in an assignment, select “Assignment Turn-In Folder”
- Select the Class you wish to submit an assignment
- Select the appropriate Assignment.
- , find the Class you want to turn your document into, and select the appropriate assignment folder.
- Then tap the blue upload button to send the file to eBackpack. This will save your file to the assignment

folder and notify your teacher that your assignment has been submitted.

E-Portfolio

- To create folders and add files under your E-Portfolio, select the E-Portfolio folder on the “My eBackpack Screen”. Teachers can create folders and files here, but students will have to choose the sub folder for the grade they are currently enrolled in to add folders and files to their E-Portfolio.
- To create a subfolder select the plus sign icon on the top right corner of the App. A pop-up window will prompt you to add an assignment or folder.
- Once you have named the folder and clicked Ok, the folder will appear under your E-Portfolio.
- You can create as many folders as you need. Adding files to your E-Portfolio will vary based on the app that was used to create the document.

My Files

- To create folders and add files under your My Files section, select the My Files folder on the “My eBackpack Screen.”
- To add folders or files, select the plus sign icon in the upper right-hand corner of the page. A pop-up window will prompt you to add an assignment or folder. Once you have named the folder/assignment and clicked Ok, the folder/assignment will appear in your My Files section.
- You can create as many of these folders as you need.

Shared Class and Group Files

Students

- Students can view assignments posted by their teachers by selecting the Shared Class and Group Files folder on the My eBackpack Screen.
- Then they can select a class followed by the assignment folder they want to view documents for. A list of all of the files in that folder will be displayed. Clicking on the file will open it in a viewer within the eBackpack app for many file types including documents, images, audio files, and videos.
- The student can then choose the app and make edits. See the Assignment Turn-In section of this document to see how users send the finished document back to their teachers.

Teachers

- Teachers can create assignments under the Shared Class and Group Files folder on the My eBackpack Screen by selecting the class folder.
- Next, an assignment folder needs to be created. To create an assignment folder click on the plus sign icon in the upper right-hand corner of the page.
- A pop-up box will prompt you to add an assignment or folder. Give it a name, change the settings to your preference and click Add in the top right corner.

- The Assignment folder you just named will now show up for you as a green folder. You can then add files to these assignment folders.
- Once the folder has been created, the users associated with the class will be notified that a new assignment has been posted. Adding files to your Assignment Folders will vary based on the app you are saving the document from. Please see our support guides on how to send documents from some of the most commonly used apps

Assignments

Grading Assignments – (Staff members only)

- On your dashboard on the Home Screen under Assignments Awaiting Review, you will be able to see if there are assignments to be graded.
- By clicking on the assignment name, you will be able to see the documents that have been turned in by students. Click on any of the files that have been submitted.
- This will take you to the eBackpack grading interface. Here you will see the files that have not been graded. Click on the file that you want to grade.
- A pop-up box will show you who sent the file, the time it was submitted and the name of the file with any comments given by the student.
- At the top right you'll see the words "Mark It" next to the plus sign icon. Tap on the "mark it" tab and this will take you to the document to be edited. With the Mark it tool you can type in text, write, highlight and erase directly on the document.
- Next click the blue grade and review button on the top right of the screen and a pop-up window will ask you to enter a grade and any comments you may have.
- Click the blue Complete Review and Return button to send this graded document back to the student.
- Please note: not all file types are supported in the eBackpack grading interface. Please see a complete list of file types supported on our site at <http://support.ebackpack.com/KB/a60/what-file-types-can-be-viewed-annotated-ebackpack-why.aspx?KBSearchID=1830>.

Graded Work

- Students can view their graded work through the iPad using a web browser.
- Go to your eBackpack site and login. The first screen you come to is the "Dashboard."
- Under "Graded work" you will see a list of documents you have turned in that have been graded by your teacher, the date turned in, date reviewed, and the grade you received.
- You can also see turned in work by clicking on the assignment folder and choosing the Assignment Submissions tab.

Homework I've Turned In

- In order to access homework that you have turned in to your teacher, you can click on the Assignment Turn-In Folder, select the class, and the assignment folder. Here you will have access to all the files you have turned in to your teacher. You can also use your web browser to login to your eBackpack account.
- On your Dashboard you will see a section for Work I've Turned In. You will see a list of all the assignments you've turned completed work in for, the date you submitted it, and either your grade or

“awaiting review” if your teacher hasn’t had a chance to grade it yet.

Editing Files in eBackpack

Opening Documents from eBackpack For Editing

- To open documents from eBackpack into an app for editing, select the file in eBackpack and it will open for you in the online document viewer.
- You should see a toolbar on the bottom of the screen. In the lower right-hand corner there is a box with an arrow jumping out. This is the Open In feature.
- Tap that icon and then select Open In... This will give you a list of apps you have on your iPad that will accept this document type.
- Choose the App you would like to open the file in and the document will open up in that app for editing.
- To see how to save edited files back to eBackpack, see our support site for guides on saving documents with some of the most commonly used apps.

Creating New Folders

- Document organization and the creation of assignments is done within folders.
- To create a folder, choose the location of the folder and look for the plus sign icon in the upper right-hand corner of the page. A window will pop up asking you to add assignment/folder or add file.
- Click add folder and here you can give it a name and add instructions if needed. Once created click the blue Add button in the top right corner.
- Please note: if you don't have permission to add folders, the icon will not appear so if you don't see it in the folder you're in, you do not have permission to create folders there.

Renaming Folders/Files

- You can rename files and folders you have created.
- Tap the wrench to the right of each file or folder you want to rename or edit.
- You will see the options to edit, copy, move or delete the file/folder. Tap on the edit button and a box will prompt you to rename your folder or file.
- Tap on the blue "Save" button once to save the new file/folder information.

Deleting Folders and Files

- You can delete folders and files you have put in your eBackpack account tapping the wrench to the right of the folder or file name. You will be given the option to Delete the file/folder.
- A window will pop up asking if you want to delete. Go ahead and click yes to delete it.
- Please note: folders and files you have deleted will remain in your Trash for up to 30 days. If you decide you deleted the folder/files by mistake, you can log into eBackpack using your web browser. Click on the Trash link in the bottom left-hand corner just above the Settings & Reports tab) and a list of your deleted folders and files will appear.

- You can restore the deleted folder/files by selecting the file or folder followed by the Restore icon.. A window will appear asking you where you want to restore that file or folder. Select the folder and click restore.

Folder and File Organization

- By Default your folders and files will sort alphabetically, but you can reorganize them by using the tool bar at the top of the screen just above the first folder or file, click where it says “name” with the down arrow.
- The tool bar will have three choices so you can organize by folder/file name, date last updated, or file type.

For more information on eBackpack please visit us online at <https://www.ebackpack.com> or call us at 214-461-0073.