



# TEACHER GUIDE

**This guide will cover basic usage of eBackpack for a teacher (assignments, storage, homework review, collaboration, and Act As support). If you need any additional help, please use our Support Center, Facebook, or Twitter. We want you to have an excellent experience using eBackpack and intend to provide exceptional customer service.**

**eBackpack provides a separate Administrative Guide and Student Guide through our support site at <http://support.ebackpack.com>.**

**[www.ebackpack.com](http://www.ebackpack.com)**



## Starting Out

### Your Account Login Page – Your eBackpack Website Address

- Your web address will be provided by your eBackpack account administrator. This will generally be accessible from your school website and may look something like <https://MYDISTRICT.ebackpack.com> - or - <https://MYSCHOOL.ebackpack.com>

https://\_\_\_\_\_ebackpack.com

Username: \_\_\_\_\_

Password: \_\_\_\_\_

- You will need your username and password. If you forget them, you can either (a) contact your school or district administrator for that information, or (b) use the Forgot Password functionality (if it has been enabled by your school or district administrator and an email address has been added to your user record in eBackpack). A password reset link will be sent immediately to the address provided.

### Home

- Your home screen (dashboard) shows the latest changes in your eBackpack account. It will reflect work assigned by your teacher, recent grades, files that you have added, material recently turned into a class, and work that has been returned to you.



## My Files (Personal, Private Storage Area)

My Files is your personal storage area in eBackpack. The files and folders stored here are generally only visible by you. (In some circumstances, school administrative personnel will also have access.) These are files that you have uploaded to eBackpack that will be available to you whether or not you are using your personal computer. Loading material into the “My Files” section of your eBackpack account makes these files available to you whether you are at home on your desktop computer, at school on a computer lab machine, at the library on your laptop, at your grandmother’s house on her computer, at the coffee shop on your iPad, or anywhere else where you can connect to the internet.

You can also create and use folders and subfolders on eBackpack to keep your material organized. Your My Files storage will remain with your account year to year, unlike your class folders which will be refreshed at the beginning of each school year, semester, etc depending upon your school’s implementation. Therefore, eBackpack recommends creating assignments, etc in your My Files and then copying them to classes each year.

From the My Files screen, you can upload a file to your account. You can also add a folder, as well as move, copy or delete files and folders. The following functions are available:

### Add a File

Select any folder under your “My Files” or your Green Folders that you want to put a file(s) in from the left side of the screen. On the right side of your screen, in the top row choose Add Files. Then decide on where you want to import from (i.e. My Computer, Google Drive, or Dropbox) then click Select to Browse to find the desired file(s). Depending on your web browser, you can select and add multiple files at one time. Click “Add File(s)” and it will be uploaded to the selected folder in your eBackpack account.

### Add a Folder

On the left hand side of your screen under your eBackpack tab is the Add a Folder Actions drop down box. This is where you can create folders and subfolders for more specific organization. To create a folder, click the “Add Folder” button and then give your folder a name. The folder will be created as a subfolder to the selected folder. Folders can also be moved with the drag/dropped ability by using your mouse to organize them.

### View

Most files can be viewed directly in eBackpack. After selecting a file within a folder, click the “View” icon to view the file. This will allow you to view the file within eBackpack without ever having to download the file.

### Download

Select a file under a folder and then click the download button to download the file to your computer. You will then be able to open and work with it on your local computer.

## Copy

Select the file or folder that you want to copy by clicking on it. Then click the copy button. For folders, this is on the top left hand side under eBackpack. For files, this button is on the right hand side in the top row and says "Copy" underneath it.

## Move

Select the file or folder that you want to move by clicking on it. Then click the move button. For folders, this is on the top left hand side of the screen under eBackpack. For files, this button is on the right hand side in the top row and says "Move" underneath it. Additionally you can move files and folders by clicking a folder then dragging its new location.

## Rename

Files and folders can be renamed at any time using the rename icon. To rename a folder click the rename icon in the drop down box on the left side underneath eBackpack. To rename a specific file, click the file then click the rename icon on the right side on right side of the screen in the upper row.

## Delete

Files and folders can be deleted at any time. When a file is deleted, it will go to your Trash. You can restore files from the Trash for about 30 days. To delete a use the drop down box under eBackpack, and to delete a file select the given file then click delete in the top row on the right side of the screen.

*TIP: If a file is in the Trash for 30 days or more it will be purged. Once a file is purged it can no longer be recovered.*

## Comment

You can add comments to files in the My Folder section of eBackpack. Comments made in the My Files section are not visible to anyone else.

## Add Version

In eBackpack if you need to update a file you can hit the "Add Version" button. eBackpack keeps all previous versions of files so using the add version feature is a great way to see the differences between document updates.

## Turn In

Clicking the “Turn In” button allows you to submit files that are in your “My Files” section to an entire class or just one specific student or administrator. Just change the drop down menu from “Submit to Class” to “Submit to User”. Type the user’s name or select it from the drop down menu.



## Class, Club, & Group Folders

This area holds folders that you create for each Class, Club, or Group that you belong to (these will be green folders). You can either be an administrator or a member of these Classes, Clubs, or Groups. Typically, a teacher will be the administrator of a green folder and students will be members. However, a teacher might also be a member of a group (e.g. English Department) with another teacher or supervisor being the administrator (e.g. English Department Chairperson).

As Teacher (Administrator), creating a green folder for each of your Classes allows you to easily provide material to all the people who have been set up as Class members. Creating Assignment Folders lets the Teacher (Administrator) collect student work, organize it by class and assignment and view the status of the assignment (which students have submitted the assignment, which have not, when they were submitted, whether they have been graded or not, and so forth).

The functions available to members and administrators are:

### Member

- Access files that have been shared to the group. Members can download the file, view comments, add comments (depending on account settings), and copy the file to your My Files area.
- Turn in work By clicking the “Turn In” button. If members would like to see what assignments they have turned in or submitted they can click the “Assignment Submissions” tab that is directly to the right of the “Files” tab.

### Administrator (usually the teacher)

In the file window under the “eBackpack” tab you will be able to

- Share files
- Create Assignment Folders
- Collect and grade submitted assignment work
- Add comments that are visible to all the members of that class, club or group.
- Remove folders, files, and Assignment Folders.

In the main window you will see a series of three tabs, “Files”, “Roster”, and “Class Settings”.

### Files

This is where you can see any files or comments that you or any of your student body have shared to the class. All members of the class will see these files. If you want to send a handout to everyone in the class, simply add a file to this folder and it will be immediately available to all members.

Working with Files is covered in more detail in the previous section.

*Tip: To Create an Assignment Folder, create a folder in the class. This way you can pass out materials and collect student work with designation as a specific assignment. Assignment Folders are the first level folders in the Shared to Members area. More detail about creating and reviewing Assignment Folders is in the Assignment Folder section.*

#### **Roster:**

Click on the class name and select the Roster Tab in the main window. You will be able to see class details including the administrators (typically other teachers and faculty for this class) and members (typically students) of the class, club, or group.

*Note: Depending on your school account settings, you may be able to edit the class administrators or members. If enabled by the School or District Administrator, the Teacher (Class, Club, or Group Administrator) may have authority to control the Class Roster to adjust the students (members) that have access to the class folder or add other faculty (such as a team teacher).*

#### **Class Settings**

Click on the class name and select the Class Settings Tab in the main window.

- Member Commenting / File Sharing: Here you are able to enable Member Commenting or Member File Sharing based on the account wide settings.
  - Member commenting allows members to add notes inside of the class. The comments will be visible to all members.
  - Member File Sharing allows members to place and remove files from a class or group. This is typically for use with small student groups or for department wide sharing. Files will be readable by all members of the class or group.





## Working with Assignments

### Assignment Folders

eBackpack makes it easy to create an Assignment Folder where you can share files, post additional information, and then collect the work from your students in one easy, well organized location. You will want to create an Assignment Folder for each assignment where you are collecting electronic work files from students, whether the assignment was given to the class by verbal instructions, notes on the blackboard, a handout, an electronic file, or any other means. Assignment Folders not only organize the work so you can find it easily without searching through countless files and locations but it also allows you to see the status of any class and assignment instantly (you can see which students have submitted the assignment, which have not, when they submitted, and whether you have graded or returned the work to the student.)

### Create an Assignment Folder

- To create an Assignment Folder first select the My Files Folder or Class/Group you want to create the assignment in by clicking on it.

*TIP: Create assignments in My Files you can easily update and then repurpose them next year. Use the copy folder capability after you create an Assignment Folder to duplicate the assignment for other classes or drag/drop it to another class!*

- Once you have the appropriate class selected click on the “Folder Actions” drop down box on the top left-hand side of your screen and select “Add Folder or Assignment”.
- This will pull up a dialog box where you determine:
  - Name: Name the folder appropriately such as “Homework 5/21/2012”, or “Chemistry homework – Chapter 2”. Specific names will help you keep track of what assignments are year over year and will make searching for documents and turned in work much easier.
  - Indicate that the File being created is an assignment.
  - Provide text instructions to the students. The next section will section will describe posting files (documents, videos, images, etc) that you may want to reference in your instructions.
  - Set a Due Date and Time
  - Determine if students should turn in assignments through eBackpack and, if so, whether or not eBackpack should be allowed to turn in assignments after the due date/time. (Late assignments will be clearly marked.

### Share Files/Comments for An Assignment

- Select the Assignment Folder.

- Add Files using the standard Add File Method. This is an easy way to distribute detailed instructions, reference material, or background notes or any other information to the class.
- Add Comments to your files if you want to provide additional detail for an assignment. For example, you might want to use the “comments” feature to provide additional information if some students seem confused over a particular aspect of the assignment or you might use this feature if it becomes necessary to change the due dates because of weather or other unusual circumstances. The comments feature provides a written, instant communication to all members.
- It’s important to note that once you add a file or comment to an Assignment Folder that file is immediately available to all the members of that class.

## Review an Assignment

Work that has been turned in by your students for an assignment is accessible through your eBox and through the Assignment Folder.

From the Assignment Folder, you may access submitted files in a few ways.

- OPTION 1: Go to the assignment folder and click “Grade”
- OPTION 2: Go to the “Assignment Submissions” view:
  - Select the appropriate Assignment Folder (1)
  - Select the “Assignment Submissions” tab (2) on the right hand side.
  - You can then check a box to select either “Turned In”, “Missing”, “Deleted” or all three boxes
  - The summary screen will now let you see which students have “Turned In” the assignment, which students have not yet completed the assignment (“Missing”) or all the students and their status (if all boxes are checked). If students turn things in twice, they will be listed twice for an assignment.

From the assignment submission area, you can download, view, and review student work.

- Download: This will let you save the file to your local computer from eBackpack. You can then use the file on your local computer.
- Review: The eBackpack Grade and Review interface allows you to view certain types of files while you review the student work. After selecting a student work, you can see information about what they turned in, the submission comment that they made when they turned in the assignment as well as let you add a grade or points and a comment. Additionally, when reviewing an assignment you can send a file back to a student (for example if you add comments inside of a history paper or presentation). To close the grade and review interface, click “Close Grade & Review” in the upper right hand corner.

***Exclusive to eBackpack, you can Mark It(sm) – Add annotations and comments directly on the student***

***work inside of eBackpack. Mark up student work directly on the viewable portion of the screen with sticky notes in various colors. See the Mark It options and instructions inside of the user interface grade & review area.***

- Works in all modern browsers! Click, type, and drag.
- Full Support for the iPad® using your finger!
- Add sticky note comments where they matter most - on top of your students work.
- Quickly grade and review turned in homework without downloading the files.
- Change colors, size, text size and color, move and more!
- Click the ? icon in the viewer area to learn about Mark It



## eBox

An eBox is like an email inbox/outbox combined together into one. Whether you have sent files to others or have received files from others, your eBox helps keep these communications organized.

- a. **Received** - Files that you received from another user. These files can be commented on and returned to the original user.
  - i. You will notice that any file in your Received section will initially have a status of “Awaiting Review.” This indicates that the file needs to be reviewed and then returned to the user. You can view the file and then return to the user using the “Review & Return” option. You can return to the user with comments, attach a grade, and even upload a new version of the file if you wish.
  - ii. Next to the “Review & Return” button you are able to sort items in your eBox by who the file was sent to, or by what assignment was sent.
- b. **Submitted** - Files that you sent to another user. These files show any messages that you have gotten back from the other user.
- c. **Archive** - you can archive items after you are finished with them to take them off your main eBox screens.
  - i. Items in your eBox can be Archived, but not deleted. Select an item and then click Archive. Archiving is also available at the time of review. Archived items can be retrieved from the Archive eBox folders.

*Note: The Assignment Folder functionality provides another location to view files that have been sent in by students for a given assignment. See the Assignment Folder Section below.*



## E-Portfolio

The E-Portfolio function allows students to select and store a collection of their most important works. Since the E-Portfolio stays with the student from year to year throughout their schooling, it can illustrate the progress made by the student. It may be constructive for the teacher to review this prior work with the student. It can also be helpful if the teacher assists the student in selecting new items to add to their collection. E-Portfolios aren't just for students. Teachers and staff can also use this section to save and document important works such as awards, certifications, and important work.

## Act As...

eBackpack has an “Act As...” function that allows users to inherit the permission and see the user interface exactly as another user would see it. Using this function, you can easily assist another user without knowing their username or password.

To use Act As – simply select it from the menu in the top right corner and select the name of the person that you would like to act as. When you are done acting as a user, click the “Stop Acting As...” link in the upper right hand corner to return to your personal screen. Using the Act As functionality lets teachers to easily help a student identify if they turned something in to the wrong class, help them with their folders and files, or even help them change their password (depending on account settings).

Usage of the Act As function is fully recorded for reporting purposes.

Note: The Act As functionality is controlled through account settings set by your eBackpack account administrator. The eBackpack account administrator is able to control what users you can Act As or if the Act As capability is available to you. This may be limited to just the students in your classes, to anyone in the school, or this capability may not be available.

## Other



### Trash

Trash is where any file goes when you delete it. The system may purge files that have been in Trash for 30 days or more. After your trash purges, files are not recoverable.

### Settings & Reports

You have access to reports on your account in regards to logins, file uploads, and homework turn in. Based on your school account settings, you may be able to change your password and adjust other features.



### Support

If you need additional help with anything, please ask. We are here to make sure you have a smooth experience. eBackpack can be reached in various ways.

Help is available at <http://support.ebackpack.com> and by clicking the question mark in the upper right corner when you are logged into eBackpack.

1. Knowledgebase of Frequently Asked Questions
2. Trouble Ticket Submission
3. Latest News and Updates on eBackpack, Inc.
4. Access to the latest Guides & Documentation
5. eBackpack Status Site

Videos tutorials are also located at <http://ebackpack.com>. Your school may make other support resources available.

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