



eBackpack

ADMIN GUIDE

This Administrator Quick Start Guide will help walk you through the process of getting your eBackpack account up and running. Don't forget, if you need any additional help, please contact us through our [Support Center](#), Live Chat, or by calling eBackpack at 214-461-0073. We want to make sure you have an excellent experience using the product and will provide exceptional customer service.

This guide will cover the administrative set-up of eBackpack. To learn more about how to use eBackpack (files, assignments, comments, homework review) please see the Teacher Guide and Student Guide.

The Breakdown



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 - b. Additional URLs
 - c. Custom URL (ebp.myschool.com)
2. Setting Up your Account
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 - b. File Extensions (Types)
 - c. Adding Schools
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1. Your Account Login Page – Your eBackpack Website Address

a. Initial URL

- i. Your web address is provided in your welcome email. Each eBackpack account has a unique web address. Be sure to save the email and bookmark the website for future reference. This is the website you will always go to in order to log into your account.
- ii. Example –
 1. <https://MYDISTRICT.ebackpack.com> - or -
 2. <https://MYSCHOOL.ebackpack.com>
- iii. Don't forget your username and password! Should you forget them, you can use the Forgot Password functionality and have a link to reset your password sent to the email address you used to create your account.

b. Additional URLs

Additional URLs can be added to your eBackpack by contacting eBackpack support. Additional URLs may be assigned for separate schools within your district so that each school can have its own login page with its logo and school name. Additionally, each URL can have a different color scheme for eBackpack. Please see the Advanced Settings – Style section for additional details.

c. Custom URLs

Your own school website name can be used as part of your eBackpack URL. For example, you could set-up <https://ebp.myschool.com> to go to your eBackpack account log in page. You will need to be able to make DNS (Domain Name System) changes for your school domain name. Alternatively, you may purchase a new domain name through eBackpack. To configure additional domain names, please go to Account Settings -> Domains & Style.

Tip: Link to your eBackpack login page from your school website so that your teachers, students, staff, and faculty are easily able to get to eBackpack! Contact us if you'd like an eBackpack logo!

2. Setting Up Your Account

Log in to your eBackpack account using the email address and password that you used to create your account. You will make additional selections as prompted below.

a. Feature Settings

In Account Settings, select Feature Management and then Feature Settings.

1. Set Your Time Zone

You can change the time zone to match your location. This will adjust all the times in the eBackpack interface to match your chosen time zone. eBackpack records all times in UTC on our system and adjusts the displayed time to your preference.

2. Class & Group Controls

a. Member Commenting

Allow or Deny

Member commenting controls if the members (typically students) of a Class, Club, or Group are allowed to add comments to files shared to the entire group. If members add comments, they will be immediately visible to all other members.

Regardless of this setting, the group administrators (generally Teachers) are still able to add comments to files they share with their class, club, or group.

b. Students Can Change Their Own Password

Allow or Deny

You can control if students are able to adjust their password through the web interface to eBackpack. Staff members can always change their passwords.

Additionally, the account super user or school administrator can change passwords of students without regard for this setting.

3. Act As Functionality

eBackpack has an “Act As...” function that allows users to inherit the permissions and see the user interface exactly as another user would see it. Usage of the Act As function is fully recorded for reporting purposes. Using this function, you can easily assist another user without knowing their username or password. This feature can be passed on to additional eBackpack faculty accounts in a controlled manner.

By default, Super Users (eBackpack Account Administrators) are able to Act As any user on their eBackpack account.

a. School Administrators Can Act As

Students in their schools

If checked, a staff member that is set as the administrator can use the Act As user impersonation functionality to be any student at the school (as set on the student).

Non-super user staff in their schools

If checked, a staff member that is set as the administrator can use the Act As user impersonation functionality to be any non-super user staff member at the school (as set on the staff member). NOTE: when acting as a non-super user staff member, the user will be able to perform all functions of the other staff member.

Super user staff members in their school

If checked, a staff member that is set as the administrator can use the Act As user impersonation functionality to be any Super user staff member at the school (as set on the staff member). NOTE: when acting as a Super user staff member, the user will be able to perform all functions of the super user (full account control).

b. Teachers Can Act As

Students in their classes/groups

If checked, a staff member is able to act as any student that is in their class or group.

Students in their schools

If checked, a teacher will be able to act as any student that is in the same school as the teacher without regard for class or group relationships.

4. Class Roster Management

At any time, teachers can view the class / club / group roster by selecting the class / club /group in their Files area. These pre-set sharing relationships are signified by green folders.

By Default, an Account Super user must create the class/club/groups and manage the rosters (administrative users – typically teachers - and members – typically students - of the group). Optionally, this functionality may be delegated to the class / club /group administrator.

a. Teachers Can Manage Class Rosters

Add / Remove Class Members

If checked, a staff member that is in charge of a class / club / group (administrator of the group) will be able to edit the class roster and add or remove members. **TIP: This feature makes it easy to give your teachers control over their own class ins and outs.**

Add / Remove Class Administrators

If checked, a staff member that is in charge of a class / club / group (administrator of the group) will be able to edit the class roster and add or remove administrators to the group. The class / club /group administrators will be able to share files, remove files, add comments, and will get notified of anything turned in to the class. **TIP: Multiple class administrators are ideal for team teaching where different teachers grade parts of an assignment or take turns distributing projects.**

5. Miscellaneous

a. Enable ePortfolios' for students and staff members

If checked, students and staff will have access to their ePortfolio area.

If not checked, the ePortfolio space will not be visible.

b. File Extensions

In Account Settings, select Feature Management and then File Extensions.

The eBackpack file type management is based on the file extension (the part after the last dot)

1. Policy

Allow All

All file types can be added to eBackpack. The File Extensions List will be ignored.

Allow only those specified

Only the file types with the extensions listed in the File Extensions area can be added to eBackpack. Other file types will be rejected. In the web interface, the user will be given a message indicating the reason for the failure. Through the iPad(r) and Desktop Modules, the user will receive an error.

Deny only those specified

All file types will be allowed except for the file types with the extensions listed in the File Extensions area. can be added to eBackpack. Other file types will be rejected. In the web interface, the user will be given a message indicating the reason for the failure. Through the iPad(r) and Desktop Modules, the user will receive an error.

2. File Extensions List

This is where you can add the extensions that should be subject to the rules above. The list should be just the file extension (do not include the dot) and should be separated by a comma or space.

For example a list could look like: bat com dll exe scr mp3

c. Adding Schools

eBackpack can support multiple schools within a district and separate the users for ease in reporting, account management delegation, and account administration.

To specify the schools associated with your account, select Account Settings -> Schools -> Active. By default, the school listed on your account is "My School". To change the name of this school, click on it in the middle column and then choose Edit from the options at the top. You will be able to adjust the name, the school administrators (eBackpack users that have extra management control over this school), and save. If you will be working with users from multiple schools, you can add all of the different schools now. Click New, add your school information and click save.

d. Adding Classes (Clubs, & Groups)

Classes represent any combination of users – they can be a group, committee, grade, department, club or any other combination of users.

To add a class, select Account Settings -> Classes -> Active. Then click Add Class. You will be able to provide a Class Name, Class Code, and set the administrators and members of the class.

Adding a Class works like adding a School, click Add Class and provide a name. The Class Code is optional and only used when importing multiple users into classes. If you do not assign one, a class code will be auto generated. An example class code would be Algebra4, ENG, SS432.

e. Adding Users

You can add users (students and staff) to your account. To do so, click Account Settings -> Staff -> Active (or Students if you want to add/edit/remove students). Next, click Add. Fill out the fields listed. To edit a user, select the user and then click the Edit button. To delete a user, select the user and then click the Delete button.

The username can be anything that you would like – but must be unique for each user on your account. Frequently we find that schools use a student id or login information for another school account. We do not require email addresses.

TIP: You can elect to force the user to change their password at their next login. This makes it easy to hand out your account information to the students but ensure that they elect a new password.

TIP: If you add an email address, the user will be able to reset their password if they forget it!

At the bottom, you can specify the school and class you would like to add the user to.

Types of Users

1. Super User - highest level user, has access to all users, schools & files (e.g. District Technology Coordinator)
 - a. You can set Super Users in Account Settings -> Staff -> Super Users
 - b. **If you are using eBackpack as an individual teacher, your account was created with you as the Super User. There is no need to create an additional account for yourself as an Admin or Staff.**
2. School Admin - Admin of entire school(s). This allows the user to be given special privileges as discussed in the feature settings area.
3. Staff – Your normal staff user. This includes teachers, faculty, and other school administrators.
4. Students - Your normal student user. These users do not get any extra functionality. A student user must have a grade.

f. Import Data

- i. Use this option if you would like to batch upload your data. You have the option of uploading different sets of data. Each set of data has a unique template that you can download and then fill in with your specific information.
 1. Users – Import students & staff
 2. Classes – Import Classes (only available when you have created multiple users)
 3. Users & their Classes – Import user/class relationships
 4. Schools – Import a list of schools, facilities or buildings
- ii. **REMEMBER - remove the example data on each of the templates before you upload data.**
- iii. For school & district accounts – contact us for information on direct integration with your SIS.
- iv. **Through the data import you are able to Add, Modify, Modify & Add, Delete, or Replace all of the information on your account. The Add/Modify with Replace option makes it easy to update your eBackpack account with the latest users, classes, and class rosters!**
- v. If you need help with uploading, please contact support@eBackpack.com.

vi. **TIP: eBackpack offers a Data Import Guide as well as special guides for importing from various SIS Systems (such as PowerSchool®. Please contact eBackpack if you do not already have these guides.**

3. Advanced Settings

a. Domain

When your account is created, you set up a domain name, example <http://MYSCHOOL.eBackpack.com>. Additional customization is possible if you chose. If you own a domain already, eBackpack allows you to link that up as well. You can also purchase a custom domain from eBackpack. For more information on Domains, click Account Settings -> Settings – Domains & Style -> Domains.

For each domain, you can change the Site Title, Style, and the Help Icon (either a question mark or the eBackpack Eddie character).

b. Style Designer

A Site Style is the color scheme and logo applied to a site. You can create multiple color combination Site Styles. These can be applied to specific domains so that your middle school can have a different style from the high school. This makes it easy to have unique styles for different schools. Based on the site that a user logs into eBackpack through, the appropriate style is applied. You can also revert to a previous style at any time.

You can create a site style in Account Settings -> Domains & Style -> Style Designer. Select Add or to edit an existing style, select the style and then choose Edit.

After you have a created a site style, apply the style to a domain by clicking "Domains", selecting a Domain, clicking Edit, changing to the new Site Style, and then selecting save.

4. Administrative Activities

a. Act As...

eBackpack has an “Act As...” function that allows users to inherit the permissions and see the user interface exactly as another user would see it. Usage of the Act As function is fully recorded for reporting purposes. Using this function, you can easily assist another user without knowing their username or password. This feature can be passed on to additional eBackpack faculty accounts in a controlled manner.

By default, Super Users (eBackpack Account Administrators) are able to Act As any user on their eBackpack account.

Using the Act As functionality you can 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).

The Act As functionality can be delegated to your staff and school administrators through the Feature Management as discussed previously.

b. Reports & Export

All end user file activity in eBackpack is tracked and recorded. Reports can be run in the eBackpack application to view account activity and the reports can be exported at any time to a CSV file.

Account Super Users are able to access Account Level Reports while end users are able to access a My Reports section to show them their activity.

Super Users have access to full Account Reports as well.

If you would like a report that is missing, please contact eBackpack at enhancements@eBackpack.com

5. Help

- a. 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.
 - i. [Support Site](#)
 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
 - ii. Live Chat
 1. Integrated for staff into eBackpack Help area (top right corner)
 2. Available from main eBackpack.com homepage
 - iii. Call us
 1. Phone support is available for the main account contact at 214-461-0073
 - iv. [Facebook](#)
 - v. [Twitter](#)