



eBackpack

TEACHER GUIDE

This guide will cover basic usage of eBackpack for a teacher (storing files on eBackpack so they can be accessed from any computer connected to the internet, sharing files, creating and using Assignment Folders, using the comments function, reviewing homework, and helping students by using the Act As function). 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>.

Teacher Guide Overview



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1. 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.

2. Overview

a. My Files (Tan Folders)



- i. 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.
- ii. You can also create and use folders and subfolders on eBackpack to keep your material organized. 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:



1. Add a File

Select the folder that you want to put files in from the left side folders area. On the right side of your screen, choose Add File. Choose 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.



2. Add a Folder

On the left hand side of your screen under the Files heading is the Add a Folder button. 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 drag / dropped using your mouse to organize them.



3. View

Most files can be viewed directly in eBackpack. After selecting a file, click the View icon to view the file.



4. Download

Select a file 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.



5. 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 left hand side in the folders area. For files, this button is on the right hand side and says “Copy” underneath it.



6. 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 left hand side in the folders area. For files, this button is on the right hand side and says “Move” underneath it.



7. Rename

Files and folders can be renamed at any time using the rename icon. Select the file or folder and then click the appropriate rename button.



8. 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. However, if a file is in the Trash for 30 days or more it will be purged.

b. **My Classes, Clubs, Groups (Green 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:

i. Member

If you are a member, you will be able to access files that have been shared to the group. You can download the file, view comments, add comments (depending on account settings), and copy the file to your My Files area. You can also turn in work to an Assignment Folder that the teacher will have created to hold and organize assigned work.

ii. Administrator

An administrator (usually the teacher) of a class, club, or group is able to share files, create Assignment Folders, collect and grade submitted assignment work, and add comments that are visible to all the members of that class, club or group. Administrators can also remove folders, files, and Assignment Folders. Administrators can:

1. View the Roster

Click on the class name. 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).

2. Shared to Admin

These are files that are only seen by administrators of the class. If you are the only admin of the class, then this folder is only seen by you. **In team teaching or in joint project situations, multiple teachers should be set up as administrators of that folder** so they can share comments, tips, notes, and other materials through this function without disclosing this information to the class members (students). The ability of team teachers to easily and conveniently share information, on a confidential basis and on their own timetable, fosters a collaborative atmosphere that can be powerful and effective.

3. Shared to Members

This is where you can see any files that you 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.

Tip: To Create an Assignment Folder, create a folder in the Shared to Members section of your class. 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.

c. eBox

- i. An eBox is like an email inbox and outbox combined together into one. You will see all interactions between people that have you have sent or received files to or from. Files can be in two locations in your eBox:
 1. Received - Files that you RECEIVED from another user. These files can be commented on and returned to the sender.
 2. Submitted - Files that you SENT to another user. These files show any messages that you might get back from the other user.
- ii. 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.



- iii. 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.

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.

d. ePortfolio



The ePortfolio function allows students to select and store a collection of their most important works. Since the ePortfolio 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. ePortfolios aren't just for students. Teachers and staff can also use this section to save and document important works year to year.

e. Trash



Trash is where any file goes when you delete it. Your Trash does not count against storage limits if you have any (Gold & Platinum Plans have unlimited storage). Your Trash will purge files that have been there for 30 days or more. After your trash purges, files are not recoverable.

3. 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.)

a. Create an Assignment Folder

- i. To create an Assignment Folder, simply add a folder to the "Shared to Members" area of a Class, Club, or Group (green folder). You can either add a new folder or you can copy or move an existing folder. You can even drag/drop a folder from your My Files area to create an Assignment Folder.

TIP: Use the copy folder capability after you create an Assignment Folder to duplicate the assignment for other classes.

TIP: Keep a copy of your assignment instructions and materials in your My Files area and you can easily update and then repurpose them next year.

- ii. Note: Assignment Folders are the first level folders under Shared to Members.

b. Share Files for An Assignment

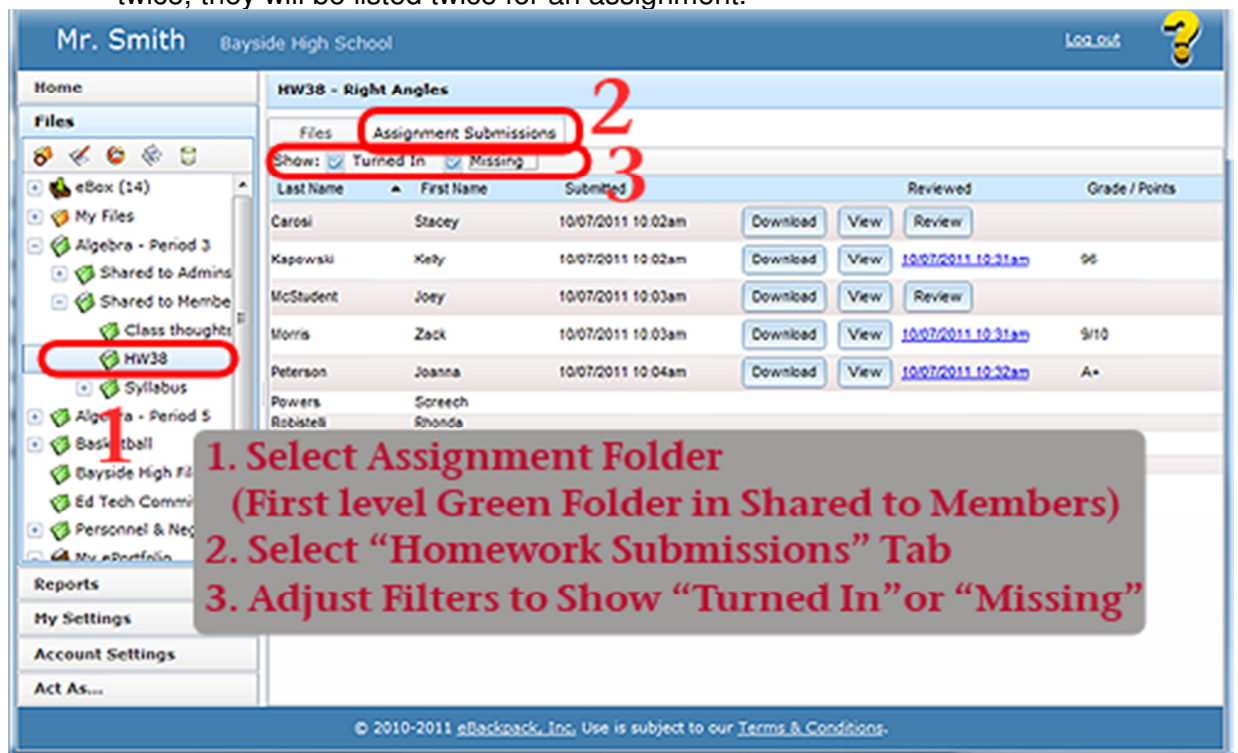
- i. Select the Assignment Folder.

- ii. 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.
- iii. 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.

c. 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.

- i. The eBox was discussed previously. Note that eBox includes filter capabilities to choose “turned in” work for a given class. This is designed to help teachers find submitted homework quickly and easily.
- ii. OPTION 1: Go to the assignment folder and click “Grade”
- iii. OPTION 2: Go to the “Assignment Submissions” view:
 - 1. Select the appropriate Assignment Folder (1)
 - 2. Select “Assignment Submissions” (2) on the right hand side.
 - 3. You can then check a box to select either “Turned In” or “Missing” or both boxes (3).
 - 4. The summary screen will now let you see which students have “Turned In” the assignment or which students have not yet completed the assignment (“Missing”) or all the students and their status (if both boxes are checked). If students turn things in twice, they will be listed twice for an assignment.



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

1. Download

This will let you save the file to your local computer from eBackpack. You can then use the file on your local computer.



2. Grade & 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.

eBackpack Grade & Review [X] Close Grade & Review

Class: Algebra - Period 3
Assignment: HW38 - Right Angles
From: Stacey Carosi
Submitted: Oct 07, 2011 10:02am
File Name: Admin_Quickstart_Guide.pdf (258 KB) [Download](#)

Comment: This is a wonderful exercise! Can we do it again?
Grade:
Review:
Attach: [Select a File to Upload](#)

Select an item to review

Show: Not Reviewed Reviewed

Last Name	First Name	Grade
Carosi	Stacey	
Kapowski	Kelly	96
McStudent	Student	
McStudent	Student	9/10
McTeacher	Teacher	
McTeacher	Teacher	
McTeacher	Teacher	
Morris	Zack	9/10
Peterson	Joanna	A+

The Breakdown

1. Bookmark *your* eBackpack website!
2. Setup
 - a. Adding Schools
 - b. Adding Classes
 - c. Adding Users
3. Overview
 - a. My Files
 - b. Submitting
 - c. My Classes
 - d. eBox
 - e. ePortfolio
 - f. Trash
4. Advanced

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d. How do Students Turn in Assignments:

Students will...

i. OPTION 1: Go to the Assignment Folder and select "Turn In"



1. Click "Select a File to Turn In"
2. Pick the relevant file from their computer
3. Click "Add Files"
4. Optionally add a comment
5. Click "Turn in File"

ii. OPTION 2: Add the File to be turned in to a folder in their My Files area by

1. Selecting a destination folder in My Files,
2. Clicking "Add File(s)",
3. Picking the relevant file from their computer
4. Click "Add Files"
5. Select the File from the folder in their My Files area (now that it has been uploaded to My Files)
6. Click the "Submit" Button

7. Select (using the drop down menu) whether to turn it in to a Class or a Teacher. Usually, the student should select “Class” and then select the appropriate Assignment Folder. If an Assignment Folder has not been created, the student should choose “None”. Students might choose to “Turn In” to a Teacher rather than to the Class and Assignment Folder in some circumstances (for example, if another teacher is an advisor or tutor or if the paper has application for more than one class.) Note, however, that if the work is not Turned In to the Class / Assignment Folder, it will be reported as “Missing” in the Assignment Folder.
8. Students can add a comment to any file that they turn in to the teacher.

4. 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.

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).

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.

5. Reports

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.

You can request customized reports at enhancements@ebackpack.com

6. 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 \(http://support.eBackpack.com\)](http://support.eBackpack.com)
 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. [Facebook \(http://www.facebook.com/ebackpack\)](http://www.facebook.com/ebackpack)
 - iv. [Twitter \(http://www.twitter.com/ebackpack\)](http://www.twitter.com/ebackpack)