iPad 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.
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Signing In

Website: rcsd.ebackpack.com       App: Account: rcsd
Teacher username: t97400____
Teacher password: changeme (you will be prompted to create your own password)
Student username: first initial + last name + last 5 of WVEIS (enoble38261)
Student password: last 5 of WVEIS (38261)

TIP: When entering your Account Name, do NOT include the “.ebackpack.com”

- 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.

Teacher username: t97400____
Teacher password: changeme (you will be prompted to create your own password)

Student username: first initial + last name + last 5 of WVEIS (enoble38261)
Student password: last 5 of WVEIS (38261)
Home Screen Navigation

In-App Calendar

- The Calendar provides a visual for all assignments due in the current school-week. Assignments are listed with due time in addition to coding for complete and not complete assignments. All classes are shaded in their respective colors which can be edited in the My Settings on the website. Selecting an assignment on the calendar will open folder details for that assignment.

- Clicking on the small Calendar tile will take you to the month view of the calendar. From there, you can still navigate to the assignment information by selecting the assignment name.
### Calendar Drag & Drop

**Aug 9, 2016 | Classroom Workflow, Information Updates**

<table>
<thead>
<tr>
<th>Jul 25 - Jul 29</th>
<th>Tuesday, July 26</th>
<th>Wednesday, July 27</th>
<th>Thursday, July 28</th>
<th>Friday, July 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>KMID Rules: Assignment</td>
<td>KMID Rules: Assignment</td>
<td>KMID Quiz 123</td>
<td>KMID Rules: Assignment</td>
<td>KMID Rules: Assignment</td>
</tr>
</tbody>
</table>
The “Gear” Icon

- Sign out button is especially beneficial for shared devices.
- Change password if allowed based on user settings.
- What’s New will direct you to our blog.
- Link to the support site [http://support.ebackpack.com](http://support.ebackpack.com) (click [here](http://support.ebackpack.com) for more information)
- Your cache (or user history on the app)
- App version: eBackpack v__________
- Copyright and Terms and Conditions links
The Add (+) Icon

- Add Assignment and select destination (click here for more information)
- Add Assessment and select destination (click here for more information)
- Add Folder and select destination (click here for more information)
- Join Class or Group…
  - Enter Class Join Code to request to join a class or group
- Add File (click here for more information)
  - Add File using external applications
  - Create Note in a simple .txt file format
  - Create Document in a simple .pdf file format
  - Take Photo using device camera
  - Take Video using device camera
  - Record Audio is the perfect feature for music or foreign language classes
  - Upload From Album: photo or video
- Add File from an External Account. eBackpack offers integration with several external cloud servers (see below). Google now integrates its calendar function.
  - Google Drive
  - Dropbox
  - SkyDrive
  - box
Current Assignments

- Students and teachers by default see current assignments indicated as not completed, but may toggle to see completed or archived assignments here. Teachers, you will see assignments for all of your classes. The Assignments tile on the home screen will take you to a similar view.
- The red circles indicate late assignments, yellow due within 24 hours, and green due in over 24 hours.
The Refresh Icon

- The eBackpack app automatically refreshes with each new open page. If you have been on one page for an extended time you may want to refresh to see if anything new has come in. This feature is available in all folders.
The “Act As” Icon

- Depending on your user settings, you may have to option to act as another staff member, students in your classes, or any student at your school. Click here for more information on Act As.
Notifications

- The Notifications section of the home screen is a real time list of what you have done, and when, within eBackpack - including adding assignments, folders, files, and submissions. Selecting any one of the notifications navigates you to the location of that activity.

- The gear icon in the upper right of the Recent Activity section will navigate you to your notification settings where you can manage what types of notifications you would like to receive.
The Navigation Drawer

- The Navigation Drawer can be accessed by selecting the three horizontal lines or by dragging the far left side of your screen toward the right.
- This provides quick navigation to all of the folders listed. The numbers to the right of the green class folders indicate the number of not completed assignments within that class. *Example: Edison has two not-complete assignments in 1st Period.*
  - Red orbs indicate that an assignment is late
  - Yellow orbs indicate that an assignment is due later that day or the following school day
  - Green orbs indicate that an assignment is due later in the future
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.) 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 within My Files 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 Folder

On the top right corner of the screen there is a “plus” icon. This is where you can create folders and subfolders for more specific organization. *(It is recommended that each assignment has its own folder for easier workflow).* To create a folder, click the “Add Folder” button, give your folder a name and choose “save”. The folder will be created as a subfolder to the selected folder. Folders can also be moved with the drag and drop ability.

Add a File

Select any folder under your “My Files” or your Green Folders that you want to put a file(s) in. On the top right corner of the screen select the “plus” icon. Then decide on where you want to import from (i.e. straight from your iPad by creating a note, taking a photo, video, recording audio or uploading directly from your album or from an external service account such as Google Drive, Dropbox, OneDrive, OneDrive for Business or box). Select the file/upload and it will be uploaded to the selected folder in your eBackpack account. File size is limited.

View

Most files can be viewed directly in eBackpack. By selecting a file within a folder this opens the app viewer to view the file.
Copy
To copy a file select the wrench icon to the right of the filename and select copy. Select the destination and then “copy here” in the top right corner of the pop up window. You can also copy a file by using the drag and drop ability.

Move
To move a file select the wrench icon to the right of the filename and select move. Select the destination and then “move here” in the top right corner of the pop up window. You can also move a file by using the drag and drop ability.

Rename
Files and folders can be renamed at any time using the rename icon. To rename a folder select the wrench icon and choose edit. To rename a specific file, select the wrench icon to the right of the filename and choose rename.

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 on the website version of eBackpack. To delete a folder or a file select the wrench icon and delete.

*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. Your trash can may be accessed through your account eBackpack website.
Comment
You can add comments to files in eBackpack. Comments made in the My Files section are not visible to anyone else. You can leave a comment on a file by selecting the comment bubble to the left of the wrench icon.

*TIP: The comment bubble will turn green to indicate that comments have been left on that file.*

Access to Home Screen
All screens have this quick navigation feature which allows you direct access back to your home screen.
Class, Club, & Group Folders (Shared class and Group Files)

This area holds folders that you create for each Class, Club, or Group to which you belong. You can either be an administrator or a member of these Classes, Clubs, or Groups. Typically, a teacher will be the administrator of a class or group 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).

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:

Members

- Access files that have been shared to the group. Members can view the file, view comments, add comments (depending on account settings), annotate the file, turn the file in to the teacher, and save the file to the My Files area.
- Turn in work by selecting the file, selecting “mark it” and then save. You will have the option to Turn in, Turn in and mark as complete, or pick a location. You will also be allowed to leave the administrator a private comment upon turn in.
Administrators (usually the teacher)

- Create/manage classes or groups
- Share files
- Create Assignment/Assessment 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.

Creating New Classes or Groups

Teachers can create new classes or group by selecting the “Classes & Groups” tile from the home screen and then tapping the “Add Class or Group” button. The teacher will then be able to name the class and establish class settings such as member comment and member file sharing permissions in addition to default assignment length and due time.

Managing Existing Classes and Groups

Teachers can edit class settings and rosters by opening the class page and tapping on the wrench icon. The “Edit” option allows changes to the class settings and the “Roster” allows teachers to add and remove members (depending on account 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.

Class & Group Requests

This is where you can see any class or group requests from students or staff. The circle with the number indicates how many pending requests you have. After selecting the Class & Group Requests tile you can approve or deny admission into the requested class.
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, if the assignment was submitted on time or late, and whether you have graded or returned the work to the student.)

Create an Assignment Folder

- To create an Assignment Folder first select the “plus” icon in the top right-hand side of your screen and select “Add Assignment”.

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!
This will pull up a dialog box where you determine:

- The location(s) you would like to place the assignment folder.
- Name: Name the folder appropriately such as “Homework 5/21/2014”, 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.
- Provide text instructions to the students. You may include hyperlinks to websites and the app store by entering the web address in the instructions box. The next section will describe posting files (documents, videos, images, etc) that you may want to reference in your instructions.
- Set a Due Date and Time and add files if appropriate for your assignment.
- 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.)
- Determine when you want to release grades to the students and optionally tag with standards and manage folder visibility.
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. Once you’ve added a comment, the comment bubbles turn GREEN.
- It’s important to note that once you add a file or comment to an Assignment Folder that file is immeediately available to all the members of that class unless you change the visibility by clicking the eye icon.

Review an Assignment (Grade)

- Work that has been turned in by your students for an assignment is accessible through the Assignment Folder and in your Awaiting Review section of your home screen.
- From the Awaiting Review section you can select the Assignment name to take you to the assignment submissions tab.
• From the Assignment Folder you can go to the Assignment Submissions view by selecting the arrow pointing down located under the “Grade Many” icon and selecting Assignment Submissions. From the assignment submission area, you can view, and review student work.
  o View: Simply select the name of the user who submitted work and eBackpack will open the file into the viewer.

  o 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).
• You can also use the “Mark It” feature to make annotations directly onto the submitted document.

*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 tools such as a text box, pencil, highlighter, stamp, shape, eraser, and even add in a picture.*

• Full Support for the iPad® using your finger!
• Add 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!

○ To close the grade and review interface, select “Complete Review and Return” in the upper right hand corner of the pop up window.

○ To grade the next submission for that assignment select “Complete and Open Next.”
Grade Many

- By selecting the Grade Many button from the submissions screen, you can assign a grade to multiple submissions at one time. This is a great option if the assignment is simply a completion assignment, if you need to re-grade previously graded work, or if you need to assign a grade to all missing submissions.

- Enter in your grade and review for the selected population, then confirm that the appropriate students have been selected before you finalize the grades. All selected students will immediately receive the grade and feedback.

Grade Missing

- By selecting the missing students from the “Show” option, you can open a single missing submission and assign a grade without a file. This could be utilized to provide a grade of “missing,” 0, or “late” to students who have failed to turn in necessary assignments. It could also be an alternative to use eBackpack to provide grades and feedback for assignments such as oral reports, speeches, or physical projects that do not traditionally require a file submission.
After you open a missing student submission, you have the opportunity to immediately provide a grade and review or to attach a document then grade and review. Students will then see the grade and review via their graded work tile.
Automatically Graded Assessments

Assessments, Quizzes, Tests, and Surveys

eBackpack allows you to create and customize your own automatically graded assessments, quizzes, tests, and surveys within any modern web browser. Adjust your quiz to allow for question and answer choice randomization, single or multiple attempts, feedback after each question or after each attempt, and more! After your students complete the assessment eBackpack generates a report to show you the class average, high, and low in addition to a question by question breakdown.

Create an Assessment Folder

To create an Assessment Folder tap the plus sign in the upper right corner of the screen and Add Assessment.

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

- Provide instructions and deadline, just as with an assignment folder, and add any necessary documents and/or comments.
Create Assessment & Adjust Settings

- To create an Assessment, select the “Create Assessment” button and follow the eBackpack prompts.

- Adjust your Assessment and Feedback Settings
  - Specify how many attempts your students should have, if questions should be shuffled from one attempt to the next, whether students can revisit or skip questions. Determine if you’d like to provide students with feedback after each question and/or each attempt. Provide generic feedback for students after each submission.
Create Assessment Questions and Content

- Add multiple choice, true/false, yes/no, Completion and Essay questions to your assessment by selecting the “Add Question” drop-down button.

- Change the point value of your question, designate as extra credit, add question content, and provide your answer choices and any necessary feedback.
  - Turn on answer-choice shuffling and allow multiple choices to be selected.
Printing Quizzes (Assessments) and Answer Keys

May 12, 2016 | Uncategorized

You asked – we’ve got it. eBackpack has made it easy to print the tests and quizzes you love, print a pretty answer key, and support students taking them in a more traditional manner.

Just pull up your report and print away – beautiful quizzes – straight from eBackpack!

Don’t forget – we can also support “lock-down” testing on PCs, Macs, and in iOS! Wow!
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 continuing education documentation.
**Act As...**

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Act As</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jane Doe (student1)</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith (student2)</td>
<td>Student</td>
</tr>
</tbody>
</table>

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 the “glasses” icon (_LOOKED) from the bottom left 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 “glasses” icon again (LOOKED) to return to your personal screen. Using the Act As functionality lets teachers 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.
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](http://support.ebackpack.com) and by tapping the gear icon located in the top left corner of the home screen.

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/](http://ebackpack.com/). Your school may make other support resources available.

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