Overview

1. iPad—Launch App
   a. account: rcsd
   b. User Name: ________________
   c. Password: ________________
      • If you’re working on your Macbook go to Safari: www.rcsd.ebackpack.com

2. Dashboard Overview
   a. Navigation Drawer
      • Quick nav of all folders and access to all your stuff
      • Numbers to the right of class folders indicate number of “not completed” assignments within that class
         Color coding: Red-late, yellow-due within 24 hours, green-due in the future
   b. Gear options:
      • Sign Out
      • Change Password
      • “What’s new” = link to Tutorials
      • Support link
   c. Add icon will allow you to add:
      • Assignments and select the destination to save or to push out to class
      • Assessments and class destination
      • Folders
      • Files—notes, photos, video audio, upload
      • Upload files from External Accounts—Drop Box, OneDrive, Google Drive, or Box.
        Any file type up to 50 mb size limit. Older file may be uploaded as a PDF.
   d. Current Assignments—quick view
      • Red circles indicate late assignments
      • Yellow due within 24 hours
      • Green due over 24 hours
   e. Refresh eBackpack does an Auto Save every 30 seconds.
   f. Act As—inherit the permission and see the user interface exactly as another user would see it.
      • Act as student to view an assignment you have made or help them change password, etc.
   g. Notifications—real time list of what you have done.
      Select a notification to go back to the location of the activity.
   h. Use Home button to navigate back to the home screen.

Tiles

1. Calendar
   a. Visual for all assignments for the week. Tap tile for monthly view
   b. Class assignments are color-coded
2. **My Files**—personal storage area on the go. Available anywhere. **NO STORAGE LIMIT.**
   (Generally, they are only visible to you. In some circumstances, school admin can view.)
   My Files remains with your account year to year. Class folders will be refreshed at the beginning of each school year or semester.
   Create assignments in your “My Files” and then copy to classes.
   a. Add folders, move, copy, delete
   b. Add Files—can add up to 10 at a time, max—50 mb each
   c. Link your DropBox, OneDrive, Google Drive, or Box accounts to add files into eBackpack.
   d. From your Macbook, go to the website: [https://rcsd.ebackpack.com](https://rcsd.ebackpack.com) and upload any file saved on your computer.
   e. Wrench--Edit, Copy, Move, Delete
   f. Add Comments to files

3. **Classes & Groups**
   Uploaded from WVEIS. **Classes and rosters are created and refreshed nightly.**

4. **Working with Assignments**
   a. Create an assignment folder in “My Files” for any assignment where you are collecting electronic work/files from students.
   b. Assignment folders in “My Files” help you to stay organized and allow you to see the status of any class and assignment instantly.

**Quick & Easy Steps**

**Create an assignment**

**Step 1:** My Files, tap +
   Add assignment
   Name: __________
   Include directions for students, web address/link, etc.
   Allow Turn In—yes/no; Allow late turn-in—yes/no
   Add

**Step 2:** Add files to assignment:
   Tap Assignment Folder in “My Files”
   Tap +
   Select File Type—Image, video, camera roll, etc. or DropBox
   Add to eBackpack
   Tap off of menu to go back to assignment.

**Step 3:** Copy to classes
   Tap Wrench 🔨
   Tap Copy
   Tap Shared Classes
   Tap on the class you want to make the assignment for
   Tap Copy here, repeat for additional classes
   OK—students will be able to see the assignment immediately
Create an Automatically Graded Assessment

Step 1: My Files
Tap Add Assessment
Enter Name, Date, Allow Late?
Add

Step 2: Add Questions
Tap on the Assessment folder you just created in “My Files”
Tap blue button Create Assessment
Decide settings--if you want multiple attempts, revisit previous, skip, etc.??
You can Add Image, or link in the General Feedback section
Tap Next
Tap Add Question, Select question type
You can change point value or mark as Extra Credit
Enter Question Content
Select the correct answer by tapping on Feedback is Optional
Tap Save
Repeat for additional questions
Close when finished. The Assessment is not visible to students yet. You must assign it to your classes.

Step 3: Assign to class(es)
Tap the Wrench
Tap Copy
Tap Shared Classes and Group Files
Tap on the Class you want to assessment to be assigned to
Tap Copy Here
Tap OK
Tap the Home button
Tap Classes and Groups
Tap the Class you want to assign it to
Tap the Assessment name
Allow taking, Tap Yes, Tap Back

“Act As” Feature—allows you to inherit the permissions and see the user interface exactly as the other user would see it. You can change a password for a student who forgot their password, see how an assignment/assessment looks from the students’ perspective.
To view an assignment or assessment . . .
Tap Glasses in bottom left
Tap Yes
Select Student
Tap Yes
Tap Assessment from Calendar
Take Assessment
Tap and answer questions
Don’t tap Submit or you will have taken the test for the student.
Tapping Save will complete and allow you to turn-in.
Tap Act As and quit
Tap the Glasses to go back to the teacher view.
Awaiting review allows you to grade an assignment
Tap on the Assessment and View Report

Turning in a File from Outside eBackpack

1. Open the file in a different app such as Pages.
2. Select the “share” icon
3. Select “Open in another app” and select a format—Pages, etc.
4. Choose the eBackpack app
5. Select your destination—Current Assignments, Assignment Folder
6. Turn In to Assignment
7. Select Turn In and Mark as Complete

Importing Questions From ExamView

1. Create the ExamView test on your MacBook.
   a. If you don’t have the software for the MacBook, email Robin Dishmon (ddishmon@k12.wv.us)
2. Save the test.
3. Click File, Export, select Blackboard 7.1 file
4. Enter a file name but DO NOT REMOVE THE .zip
5. Select desktop as the location to save, Click Export.
6. Enter the file name again and enter the same name for the directory. Accept the other defaults.
7. Click OK. You can close ExamView.
8. Open eBackpack https://rcsd.ebackpack.com/login
9. Click “My Files”
10. Click Actions
11. Click Add Assessment
12. Enter the assessment setup
13. Click Add
14. Click the Test Name located below “My Files”
15. Click Create Assessment

16. Complete the setup

17. Click Next

18. Click “Import Questions”

19. Click

20. Drag your ExamView test you saved on your desktop and Drop it the window.

21. Click Import

22. Click OK

23. You will see your test in eBackpack and you can edit the test—add/remove/move questions. For now, only Multiple Choice, Yes/No, and True/False questions are imported.

24. Click Close

25. You will need to Assign the Assessment to your classes. You can click on the assessment at the left under “My Files” and drag-and-drop it on the class you want to assign it to.

26. You must “Allow Taking Assessment” before the students can see and take the assessment.

27. Click “No”, beside of “Allow Taking Assessment”