



ADMIN GUIDE

This Administrator Quick Start Guide will help walk you through the process of getting your eBackpack account up and running. If you need any additional help, please contact us through our Support Center (support.ebackpack.com), or by calling eBackpack at 214-461-0073. We want to make sure you have an excellent experience using eBackpack and receive 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.

www.ebackpack.com

Your Account Login Page – Your eBackpack Website Address

Initial URL

eBackpack is available through a web portal and an iOS, Android and Windows8 app. However, the administrative functionality is found on the web portal. Therefore, for the purpose of this guide please access eBackpack through any device with an internet search engine (i.e. Chrome, Safari, Internet Explorer, or FireFox). Each eBackpack account has a unique web address.

Your web address is provided in your welcome email. We recommend that you save the email and bookmark the website for future reference. This is the website you will go to in order to log into your account.

- Example: [https://\[MYDISTRICT\].ebackpack.com](https://[MYDISTRICT].ebackpack.com) - or - 2. [https://\[MYSCHOOL\].ebackpack.com](https://[MYSCHOOL].ebackpack.com)

You will need your username and password. If you forget them, you can use the Forgot Password functionality to receive a link to reset your password.

Additional URLs

Additional URLs can be added to your eBackpack account by contacting eBackpack support. Many customers choose to have additional URLs assigned for each separate school within their district so that each school can have its own login page with its logo, color scheme, and school name. Under the “Public Website” tab select the “Domains & Style” folder and then the “Domains” page for additional details.

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 Public Website > Domains & Styles > Domains and follow the provided directions.

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!

User Hierarchy / Types of Users

eBackpack works on a tiered hierarchy of users with a variety of options and permissions that can be set to either maintain relatively centralized control or to distribute control to a broader group of users. There are four general categories of users, with different levels of authority and different default settings for each category. This system provides a great deal of flexibility for each account to choose the combination of settings which best suits its own particular circumstances and preferences. The categories are:

Superusers

Superusers are the highest level user and has access to all users, schools, and files.

Superusers are given the authority to control settings within their account and make all changes within the eBackpack system. Superusers are the only users able to add/modify students and staff (unless set up differently in "Account Settings").

School Administrator

School administrators are able to use our Act As capability to look into staff and student accounts at a particular school. Typically there are one or two School Administrators. School Administrators usually have scope of authority over their particular school.

Staff

This is the usual designation for Teachers and Staff who control settings for their own classes and groups (for example, "Spanish Club" or "Marching Band"). Staff may be given various additional permissions (Act As, class/group creation, class/group roster management) by the Superuser.

Student

Student users have the least privileges in the eBackpack system. They can only see and have access to their own eBackpack.

Class Group Roles

Users can have additional privileges for class/groups

Class Administrator

The class administrator is able to share information to the members of a class and is notified in eBackpack of any work that is turned in. Class administrators may be able to adjust the class roster and class settings. Superusers, School Administrators, and Staff may be class administrators.

Class Member

A class member is able to access material in the class and turn in work. Additionally, they may be able to share files with other group members depending on the class settings. Members are usually students, however, teachers and staff are also often members of certain class/groups (e.g. History Department, Lesson Plan Turn in, Curriculum Committee). Any eBackpack user may be a Class Member.

Setting Up Your Account

In Account Settings (accessible via your name in the upper right), select Account Management and then Feature Settings.

Act As Delegation

eBackpack has an “Act As...” function that, if enabled, allows users to inherit the permissions 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. This feature can be delegated to additional eBackpack staff users in a controlled manner. Usage of the “Act As” function is fully recorded for reporting purposes. By default, Superusers (Account Administrators) are able to “Act As” any user in their eBackpack account.

School Administrators Can “Act As”

- **Students** in their schools: If checked, a staff member that is set as the administrator of a particular school can use the Act As user impersonation functionality to “Act As” any student at the school.
- **Non-superuser staff** in their schools: If checked, a staff member that is set as the administrator can use the “Act As” user impersonation functionality to “Act As” any non-superuser staff member at the school.

NOTE: when acting as a non-superuser staff member, the user will be able to perform all functions of the other staff member.

- **Superuser** 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 “Act As” any Superuser staff member at the school.

NOTE: when acting as a Superuser staff member, the user will be able to perform all functions of the superuser (full account control).

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 regardless of class or group relationships.

Assignment & Submission Visibility

Any submission that is made in eBackpack will be visible in your eBox and possibly in other locations including the home screen and Assignment Submission Views.

Submissions and reviews older than two years, or made prior to a specified date (whichever is later) are no longer visible. This section allows for distinct dates to be specified for staff and students. This way if you want to start the new school year off fresh, you may hide all of the previous submissions from students, if you wish.

Class & Group Controls

Hide All Classes From Students: Hide or make visible all classes from students as a whole. Staff will still have access to their classes and rosters.

Member Commenting (Allow or Deny)

Member commenting determines a Class Administrator’s ability to allow members (typically students) of a class, club, or group are allowed to add comments that are shared with the entire class.

By setting this to “Deny” members will not be able add comments to any class in the school or account.

By turning this feature to “Allow” each teacher will be able to individually choose whether or not he or she would like to allow member commenting for a specific class (this is adjusted by selecting the appropriate class then selecting the “class settings” tab in that class). This defaults to deny at a class level so the Class Administrator would have to turn it on. 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.

Member File Sharing (Allow or Deny)

Member File Sharing determines a class administrator’s ability to allow members (typically students) of a class, club, or group to share files to other members of the class, club, or group by adding them the class, club, or group folder.

By setting this to “Deny” members will not be able to share files with any class in the school or account.

By turning this feature to “Allow” each teacher will be able to individually choose whether or not he or she would like to allow member file sharing for a specific class (this is adjusted by selecting the appropriate class then selecting the “class settings” tab in that class). This defaults to deny at a class level. Therefore the Class Administrator must change this setting to allow Member File Sharing. If members share files, they will be immediately visible to all other members.

Regardless of this setting, the group administrators (generally teachers) are able to share files with their class, club, or group.

Class Display Names

This allows for the teacher to change the name of their class, club, or group without it affecting the district name of the class. This will only change the name for what the teacher and students see in their eBackpacks.

Visibility of Classes

This allows the teacher to show or hide certain classes that may not be critical to their day to day lessons (i.e. Lunch, Conference Periods, etc.)

Create/Delete Classes

This allows the teachers to create or edit their classes. This is often used for user-created clubs and groups, even if eBackpack is integrating with your Student Information System.

Class Roster Management

At any time, teachers can view the class, club, or group roster by selecting the class, club, or group on their home screen. These pre-set sharing relationships are signified by green folders. Except for this preset Teacher/Roster relationship, only an Account Superuser can create class/club/groups and manage the rosters (set the administrative users – typically teachers - and members – typically students - of the group). Optionally, this functionality may be delegated to a designated class / club /group administrator (for example, the “Spanish Club” advisor can be given authority to manage the roster of this club)

- Teachers Can Manage Class Rosters

- Add / Remove Class Members: If checked, a staff member that is in charge of a class, club, or 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, or group (administrator of the group) will be able to edit the class roster and add or remove administrators to the group. The class, club, or 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.

Grade Export Format:

Here you can select the format grades are exported for assignments and opened into spreadsheets. The default format is a CSV file that has the student’s first and last name, assignment name, and the grade that was given by the teacher. We also have the grade export formats for Engrade, Grade Quick, Jupiter Grades, PowerSchool, Skyward, and TxEIS.

Class Repositories

You can create subject filters for your staff to use when copying from Class Repositories.

E-Portfolio

Enable E-Portfolios for students and staff members: If checked, students and staff will have access to their E-Portfolio area; however, if this is not checked, the E-Portfolio space will not be visible.

External Tools

Enable and manage External (LTI compatible) Tools: If enabled, staff will have access to Learning Tools to embed content into their Instructions sections of Assignments, quizzes and modules.

File Extensions

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

NOTE: By default eBackpack allows all types of files to be uploaded. Each file is automatically scanned for viruses at the time of upload. Superusers are able to block certain types of files from ever being uploaded (such as .exe,mp3, etc.)

Policy Options

- **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 and the user will be given an error message indicating the reason for the problem (File type not permitted).

- **Deny only those specified:** All file types will be allowed except for the file types with the extensions listed in the File Extensions area. Listed file types will be rejected and the user will be given an error message indicating the reason for the problem (File type not permitted).

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” or “bat, com, dll ,exe, scr, mp3”.

Gradebook

Set Terms for staff to choose from: If terms are set with a start and end date - staff will be able to view all assignments and grades for students on the class roster that fall between the start/end date.

Localization

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.

Offline Items

In Account Settings, superusers can determine the rate at which offline items will attempt to sync when back in an online environment. Currently offline functionality is only available through our Windows 8 application.

Parent Connection

Allowing or Denying Parents Access to the Parent Portal

eBackpack allows for a real time look for parents to see inside their student’s eBackpack. Within this section the Superuser can allow for parents to see what assignments their children have been given, files that have been turned in, and what grade they received on an assignment. This feature allows for the superuser to decide how involved they want their parents to be with schoolwork outside the classroom setting.

Standards Tagging

In Account Settings, superusers can select the specific jurisdictions that staff can choose from when selecting Subject, grade levels and specific standards to tag assignments/quizzes with in their account.

User controls

Students Can Change Their Own Password:

You can control if students are able to adjust their password through the eBackpack’s web interface. Staff members can always change their passwords (unless your account has LDAP established). The account superuser or school administrator can always change passwords of students regardless of which option has been selected.

Adding Users/Schools/Groups

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 named "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 (generally principals who 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 the new school information, and click save.

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 Algebra 4, ENG, or SS432.

Adding Users

You can add users (students and staff) to your account. To do so, click Account Settings > Staff (or Students if you want to add/edit/remove students) > Active. 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 from 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.

Import Data

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.

- REMEMBER - remove the example data on each of the templates before you upload data.
- For school & district accounts – contact us for information on direct integration with your SIS.
- 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!
- If you need help with uploading, please contact support@eBackpack.com.

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.

Virus Management

Virus Management is where eBackpack stores all viruses that are caught when uploading any type file to the system. If for any reason the superuser believes that the issue is not a virus, they can release it. However, if it starts to cause issues all the superuser needs to do is go back into this section and quarantine the virus again.

NOTE: If a student turns in an assignment and it gets caught in this section because of a potential virus, the teacher will get a notification stating that that student's assignment had this issue and the excuse of I submitted my work but it got stopped by the virus filter can't be used.

Additional Settings

Domain

When your account is created, you set up a domain name, for example <http://MYSCHOOL.eBackpack.com>. Additional customization is possible if you choose. If you own a domain already, eBackpack allows you to link to that domain. You can also purchase a custom domain from eBackpack. For more information on Domains, click Public Website > Domains & Style > Domains. For each domain, you can change the Site Title (what is displayed on the sign in screen) and Style.

Style Designer

A Site Style is the color scheme and logo applied to a site. You can choose a custom color which will be applied in a thin line across the top and bottom of the page in the Style Designer. 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, the appropriate style is applied. You can also revert to a previous style at any time. You can create a site style in Public Website > Domains & Style > Style Designer. Select Add or to edit an existing style, select the style and choose Edit. After you have 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 saving.

Reports and Export

All end user file activity in eBackpack is tracked and recorded. Reports can be run to view account activity, and the reports can be exported at any time to a CSV file. Account superusers are able to access Account Level Reports while staff and members (students) have a "My Reports" section that lets them run a report which summarizes their activity.

Help

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:

- Support Site (<http://support.ebackpack.com>)
 - Knowledge base of Frequently Asked Questions
 - Trouble Ticket Submission
 - Latest News and Updates on eBackpack, Inc.
 - Access to the latest Guides & Documentation
 - eBackpack Status Site
- Facebook (<http://www.facebook.com/ebackpack>)
- Twitter @eBackpack