

## CHANGING YOUR SCHOOL NAME

By default, eBackpack generates one school for your teacher account titled “My School.” Typically a teacher account has no necessity to rename the school as it is not seen by students, however, you may do so by following a few simple steps.

1. Log in to your eBackpack site (provided in your welcome e-mail)
2. Go to the account settings by clicking on your name in the upper right
3. Select the Schools folder
4. Go to the Active page
5. Click on My School under School Name
6. Select the Edit icon
7. Change the school name
8. Save your changes

## SETTING UP YOUR USERS

To quickly load all of your student users into eBackpack you will want to import a spreadsheet with all of your student data. You may want to check with a technology guru for your school/district to see if they can provide you with a CSV for import. If not, follow these steps to use our template.

1. Go to Account Settings (by clicking on your name)
2. Select Import Data
3. Go to CSV File Import
4. Select Users (staff & students) from the drop down menu
5. Click on the Download User Template hyperlink on the right
6. Complete the spreadsheet with your students’ info
  - a. Leave the titles in Row 1 (you’ll want to replace the data from Bayside High in rows 2-5)
  - b. User Type: student for all rows (you are already in the system, so do not add yourself or any other staff)
  - c. SIS Code: must be a unique code for each student (ex: student ID #)
  - d. Email: optional (this will allow for students to reset their own password if they forget their password)
  - e. User Name: must be unique, this is student log in name
  - f. First Name
  - g. Last Name
  - h. Password: easiest to set a generic for all (like “password”) and then have students reset upon first log in
  - i. Grade: PK, K, 1-17
  - j. School: if you did not change your school name, enter My School. If you did change your school name, enter your customized name.
7. Save your changes (make sure you save to a place where you can later retrieve it)
8. Return to eBackpack’s CSV File Import and select Users (staff & students)
9. Click Select a File to Upload
10. Choose your file and upload
11. Click Upload Data File
12. Under Import Action, select Modify Existing or Add New

13. If you gave a generic password, check the box next to “Require new users to change password at first log in”
14. Click Import

## CREATING YOUR CLASSES

You have the ability to create as many classes as is necessary for your workflow. Each class that you generate can have unique settings that can be selected here as well. Follow these steps to set up your classes.

1. Go to Account Settings
2. Select the Classes folder
3. Choose Active
4. Click the Add Class icon (plus sign)
5. Add your class(es)
  - a. Create your class name (we recommend a name that is easily recognized by your students, ex. Smith 1<sup>st</sup> Period)
  - b. Enter a class code (or we will auto-generate one)
  - c. The display name will automatically set to your class name
  - d. Determine if you will allow member commenting and/or file sharing. Hover over the question marks for more information about each feature. (Settings can also be changed on your class page once created)
  - e. Set your default assignment length and due time
  - f. Add members here OR follow the steps below to set up your class rosters
6. Save and repeat for all of your classes

## SETTING UP YOUR CLASS ROSTERS

There are several options to add students into your classes. You can either manually add your students to your classes, you can distribute a join code and have students request to join your class, or you can import another CSV file.

### *\*Distributing a join code*

1. Click on your Classes and Groups Tile
2. Here you will see a 9-character Join Code on each class tile
3. Distribute each unique code to your classes
4. Direct your students to log in to eBackpack (using your site name)
5. Have your students enter the join code
  - a. On the Web
    - i. Select Folder Actions drop-down menu
    - ii. Click Join a Class or Group...
    - iii. Enter Join Code
    - iv. Next...
    - v. Confirm and Request to Join
  - b. On an iPad or iPhone
    - i. Click the + sign in the upper-right corner
    - ii. Select Join Class or Group...
    - iii. Enter Join Code
    - iv. Next
    - v. Confirm and Request to Join

6. Go to your homepage on the web or iPad and Approve or Deny all pending requests located in the Class and Group requests tile/folder.

*\*CSV file upload instructions*

1. Go to Account Settings
2. Select Import Data
3. Go to CSV File Import
4. Select Class Rosters (Users & their classes) from the drop down menu
5. Click on the Download User-Class Template hyperlink on the right
6. Complete the spreadsheet (you'll want your users' spreadsheet accessible)
  - a. Leave the titles in Row 1
  - b. Copy and paste your SIS Codes from your user spreadsheet into column A (it may be helpful to temporarily add a column with the students' names as well)
  - c. Enter the class code for the particular class in which each student is enrolled (generated when you created your class)-this is where the student names come in handy
  - d. The role will be member for all of your students
  - e. Save your file in a retrievable location
7. Return to eBackpack's CSV File Import and select Class Rosters (Users & their classes)
8. Click Select a File to Upload
9. Choose your file and upload
10. Click Upload Data File
11. Under Import Action, select Modify Existing or Add New
12. Click Import

*\*Class roster instructions*

1. Go to your Class folder (selecting from your folder tree or class and groups tile)
2. Click the Roster header to expand your roster section
3. Here you can search for student accounts by typing names into the search bar to add to your roster for this class

**BEGIN USING EBACKPACK!**

For more help, please visit [www.ebackpack.com/support](http://www.ebackpack.com/support) for support articles and video tutorials.