



eBackpack®

iPad Student Guide

1. Account Information

This information will be provided to you by your teacher or school. Save this information in a safe place.

Account Name: _____ (accountname.ebackpack.com)
 Username _____
 Password _____

Get from the Tech
Help Office

2. Home

Your home screen shows a list of graded work in your eBackpack account. You can also access your current assignments located in the bottom right corner of the screen.



3. My Files (Personal, Private Storage Area)

The My Files area contains files uploaded by you. Once uploaded, these files are available to you at anytime from any internet enabled device. You can create folders and move, copy, or delete files to organize your account.



4. Class, Club, & Group Folders

All files that have been shared by your teacher(s) to a class will show in these GREEN folders.

5. Working With Your Folders & Files

a. MY FILES FOLDER MANAGEMENT

You can rename, move, copy, and delete folders by clicking on the wrench icon to the right of the folder name.

b. FILE MANAGEMENT

First select the folder that you would like to work in and then you can manage files. Depending on your permissions you will be able to: Add File(s), View, Move, Copy, Comment, Rename, Delete, or Turn In.

c. OPENING FILES INTO ANOTHER APP

- To open documents from eBackpack into an app for editing, select the file in eBackpack and it will open for you in the online document viewer. You should see a toolbar on the top of the screen. In the upper right-hand corner there is a box with an arrow jumping out. This is the Share icon. Tap that icon and then select Open In Another App, you will see a list of apps you have on your iPad that will accept this document type. Choose the App you would like to open the file in and the document will open up in that app for editing.
- To open that file back into eBackpack from another app, you will select the share icon and choose Open in another app. Then you will select a format such as PDF or word. Next, Choose App and select the eBackpack app. Select the destination for your document such as an assignment folder or My Files folder. Select upload in the top right corner of the pop up window or choose turn in to submit that file to your teacher.

d. MARK IT

Select a file you wish to annotate. Once inside the viewer in the top right corner of the screen select the "mark it" button. This will open the document to be edited with our annotation tools. The Mark it tool allows you to type in text, write, highlight, add shapes, add stamps, add photos, and erase directly on the document. You can change the style of the different tools such as color, font format, thickness, and opacity.

e. EXTERNAL SERVICE ACCOUNTS

When in the eBackpack app, tap on the plus sign icon in the top right corner of the screen. At the bottom of the pop up window you will see a blue button "Add External Service Account". Tap on that blue button and you will be asked to choose Google Drive, Dropbox, box, or SkyDrive. Once you choose an account to connect to eBackpack you will be taken to a page that will ask you to log into that account for authorization. Once logged in it will ask if this app (eBackpack) can access your info. Choose "yes" and you will now be able to copy files from your external service account into eBackpack.



6. Turning In An Assignment

a. Option 1: Turning in a File From Inside eBackpack

- i. Choose a file that you already have in eBackpack.
- ii. Select "Mark It" to make changes/annotations.
- iii. Select "Save"
- iv. Pick a location (if turning in a file from your My Files section), Turn in or Turn In and Mark as Complete.

b. Option 2: Turning in a File From Outside eBackpack

- i. Open the file in a different app such as Pages.
- ii. Select the "share" icon. (a box with an arrow jumping out)
- iii. Select "Open in another app" and select a format.
- iv. Choose the eBackpack app.
- v. Select your destination > Current Assignments > Assignment Folder
- vi. Turn In to Assignment
- vii. Leave comments for your teacher (optional) and select Turn In and Mark as Complete.



7. E-Portfolio

Use the E-Portfolio section to create a library of works that reflect your efforts, progress, and accomplishments. The E-Portfolio will stay with



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you as you advance grade by grade through the entire school.

Note: Once you proceed to the next grade level; past level(s) will be locked. You will only be allowed to view, download, and comment on items in your E-Portfolio from previous years.



8. Calendar

The Calendar on the home screen provides a week-at-a glance view of your current assignments. Different colors denote different courses and a ~~strike through~~ mark indicates that you have marked that assignment as complete. Clicking on an assignment name will navigate you to the assignment folder.

Note: The calendar icon directs you to a month view of your current assignments where you can change your view to week or day.



9. Support

Help is available at <http://support.ebackpack.com>. There is a link to the support site under the gear icon located in the top left corner of the screen. Here you will have access to videos tutorials and getting started guides also located at <http://ebackpack.com>. Your school may make other support resources available.