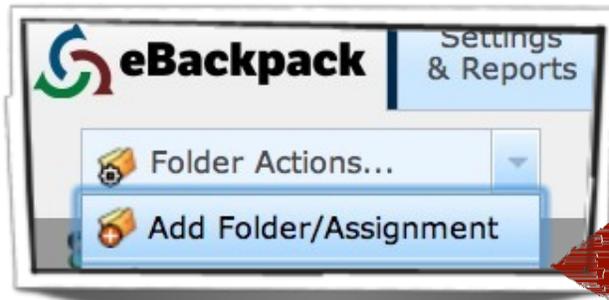
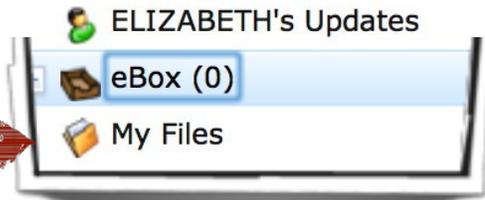




eBackpack

Collecting Assignments

After Logging in,
Click the orange My
Files folder



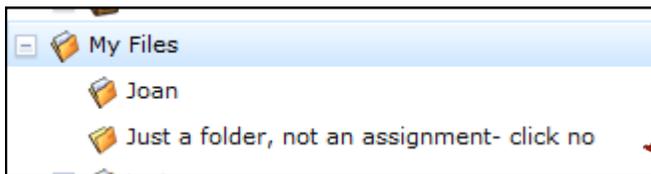
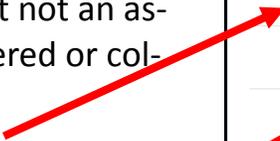
In the top Drop Down Menu,
select:
Add Folder/Assignment



To create a **folder**, but not an as-
signment to be delivered or col-
lected:

Type in the Name
Click No by the Assignment
buttons.

Click Add

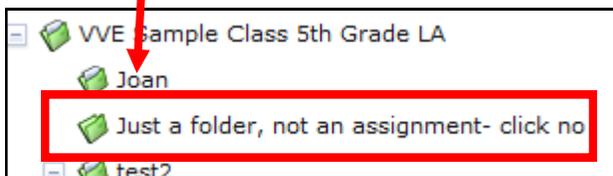
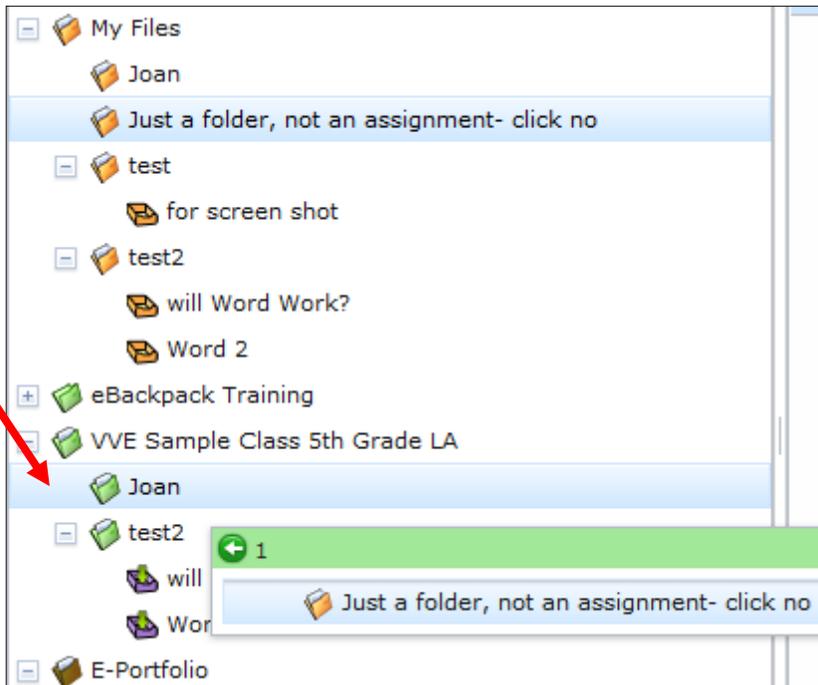


This creates a **folder**, in your
My Files area.



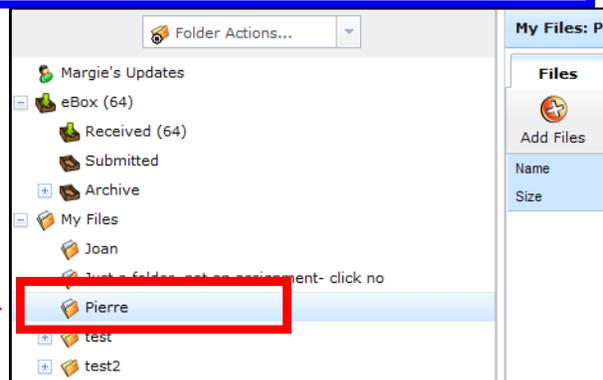
You can drag that folder into one of your green class folders.

It will now be viewable by the students enrolled in that class,.

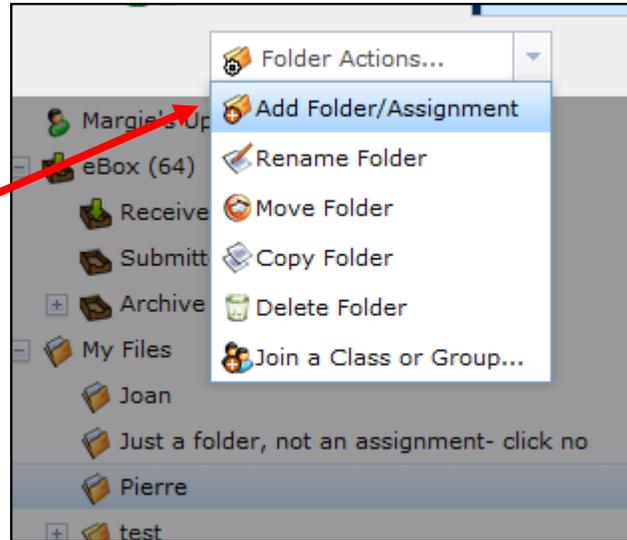


How to create an assignment box in which files that weren't delivered by eBackpack can be turned in.

Create an orange folder for the category, unit, time or group of assignments you are collecting.



With the folder you created selected, use the drop down menu in the Folder Actions box at the top to select :
Add Folder/Assignment

A screenshot of a dialog box titled 'Add Folder or Assignment'. The dialog contains the following fields and options:

- Name: Pierre Week 1
- Assignment: Yes No
- Is this an assignment folder? (checkbox)
- Instructions: (text area)
- Due: Saturday, October 19th 2013 -at- 8:00 am Central Time (US & Canada)
- When should this assignment be completed? (date and time pickers)
- Allow Turn-In: Yes No Allow Late Turn-In:
- Should this assignment folder accept file turn-in? (checkbox)
- Buttons: Add, Cancel

Name the Assignment

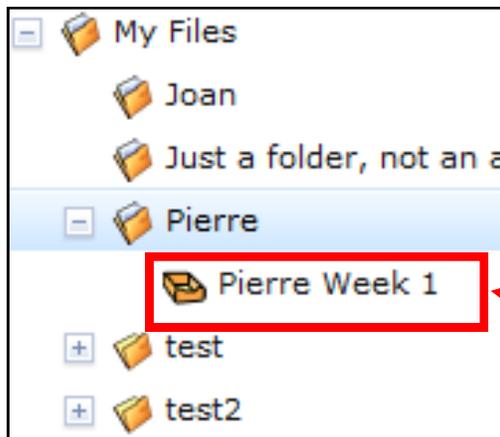
Click Yes next to Assignment

Add any instructions.

Adjust your due dates

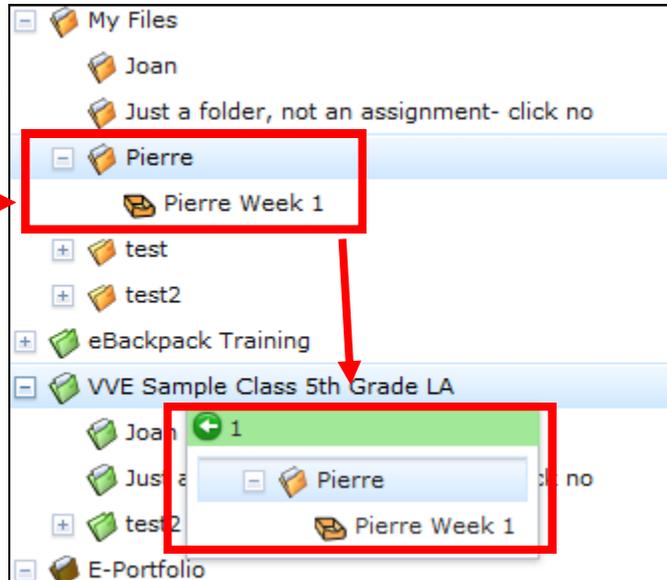
Allow late turn in

Click Add

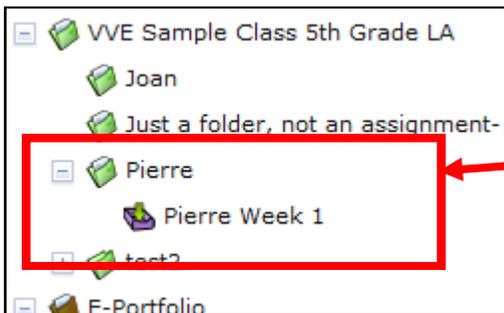


The assignment box will be in the orange folder you created for this unit, time, topic, etc.

Drag the orange folder down to the green folder for the class that you want the students to access.



Note: the assignment box that you created will move with the folder.

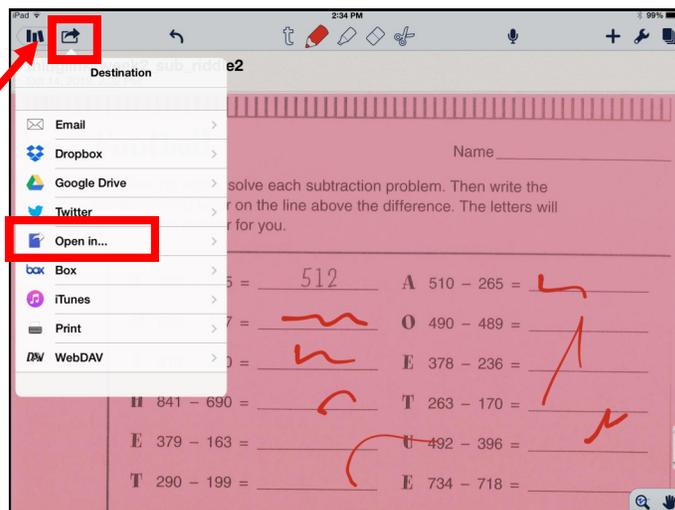


This assignment box will now show up in the Current Assignment folder in your students eBackpack.

How to turn in files into eBackpack Assignment Boxes from outside apps

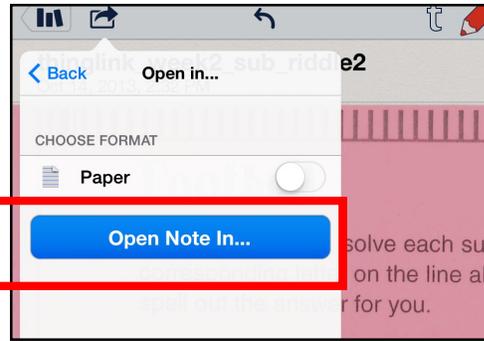
This example is from Notability, but the steps are similar from other apps.

Touch the Share Square and touch Open In...

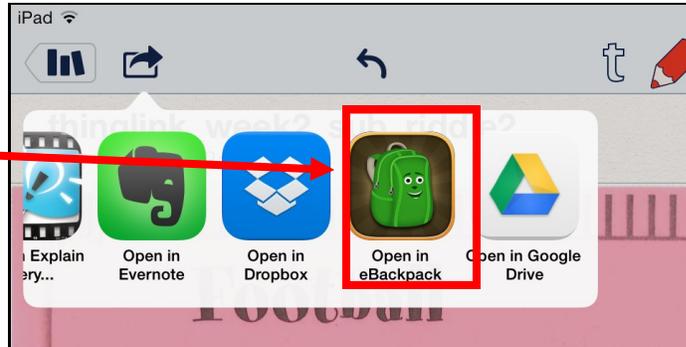


Touch the blue

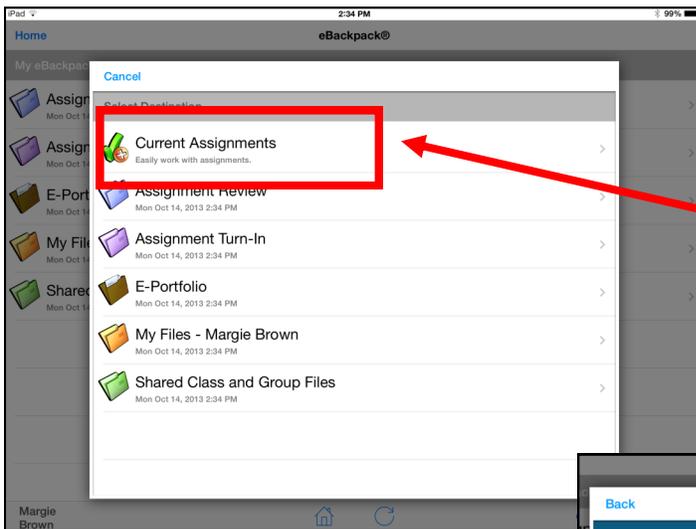
Open Note in... button



Swipe the window to the Right until the "Open in eBackpack" icon appears. Touch it.



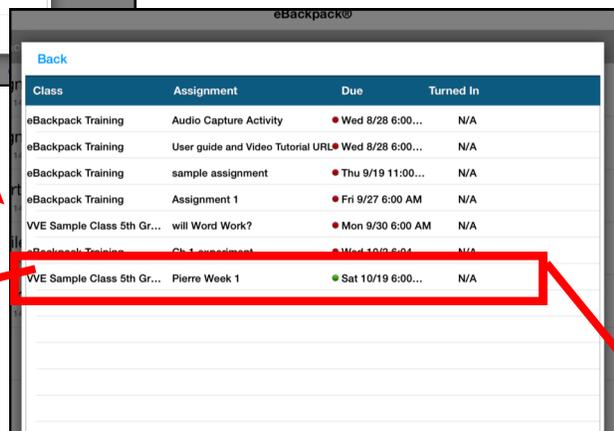
Note : the position of this may move with frequent use.



If the eBackpack login is Current, a list of folders, or destinations, will appear.

Touch Current Assignments
Note: the yellow + sign by the green check indicates that there is a current assignment in the folder.

Click on the Assignment Box in which the file should be placed for turn in.

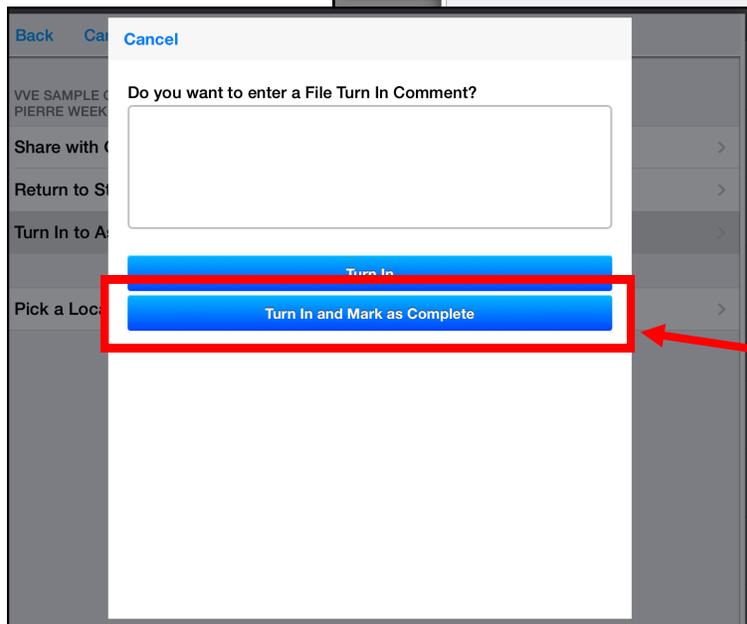
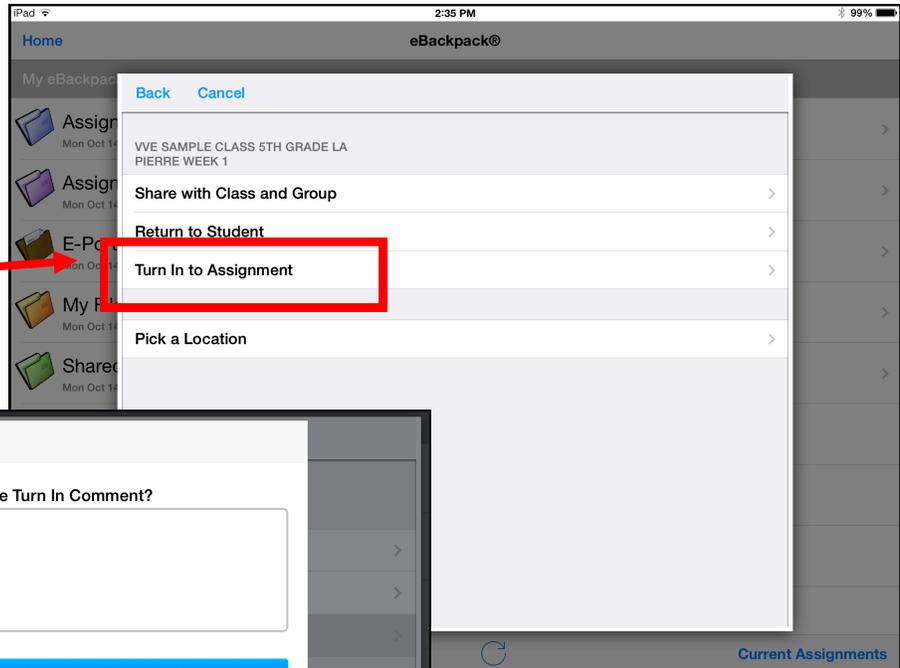


VVE Sample Class 5th Gr... Pierre Week 1

● Sat 10/19 6:00...

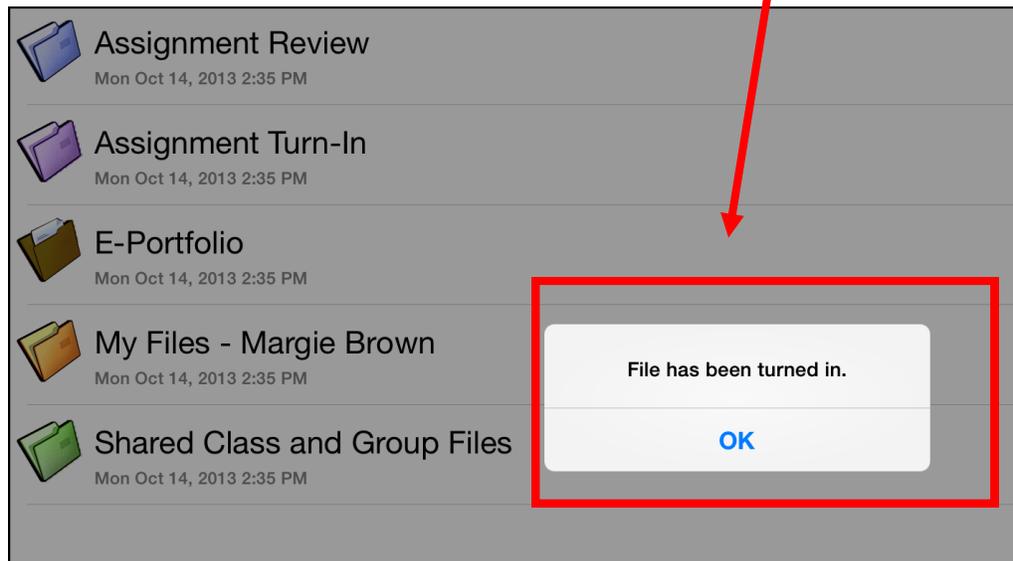
N/A

Touch
Turn in to
Assignment.



Touch the darker blue box:
Turn in and Mark as
Complete.

A message confirming that
the file has been turned in
will show.
Touch OK.



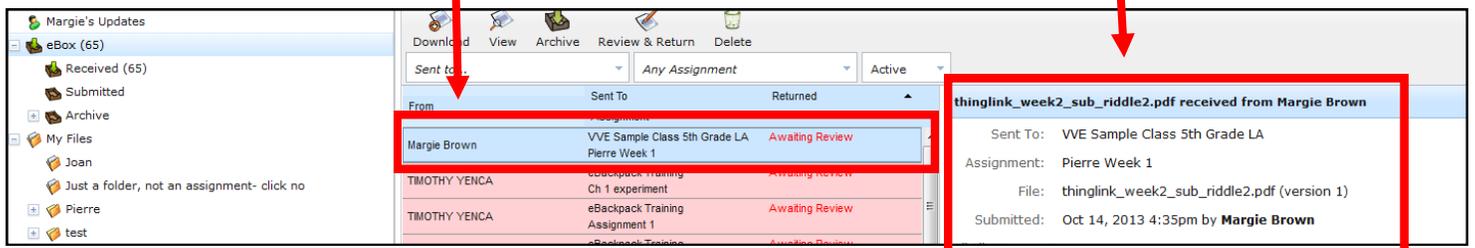
How to locate and grade work that has been turned in.
This can be done on your computer or your iPad.



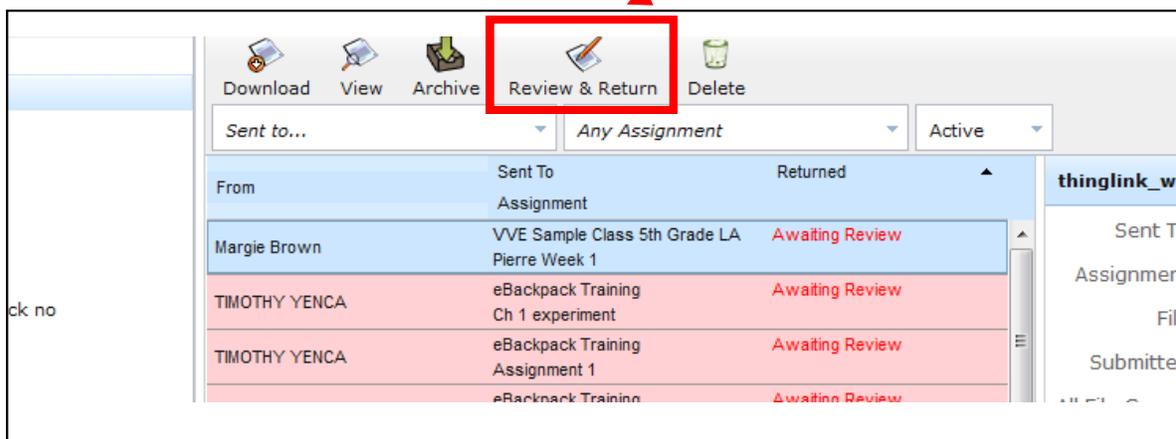
On your computer

Touch the Received Box in your eBox section.

The details of the selected turned in work will appear on the right of the screen.



To grade it from your computer, click the Review and Return button



You can leave notes

Class: VVE Sample Class 5th Grade LA
Assignment: Pierre Week 1
[Move This Submission](#)
Due: Sat 10/19 8:00am
From: Margie Brown
Submitted: Mon 10/14 4:35pm **ON TIME**
[Delete This Submission](#)
File Name: thinglink_week2_sub_riddle2.pdf (305 KB)
[Download](#)
Comment: No comment.
grade:
Review:
Attach: [Select a File to Upload](#)
[Complete Review & Return](#) [Cancel](#)

Select an item to review
Show: Pending Reviewed Deleted
Last Name First Name Grade
Brown Margie ---

Math problems:
T 747 - 235 = ___
M 529 - 417 = ___

Something needs to be put in the grade box in order for the student to see it as Returned.

Click the blue Complete review & Return box.

Grading work on the iPad

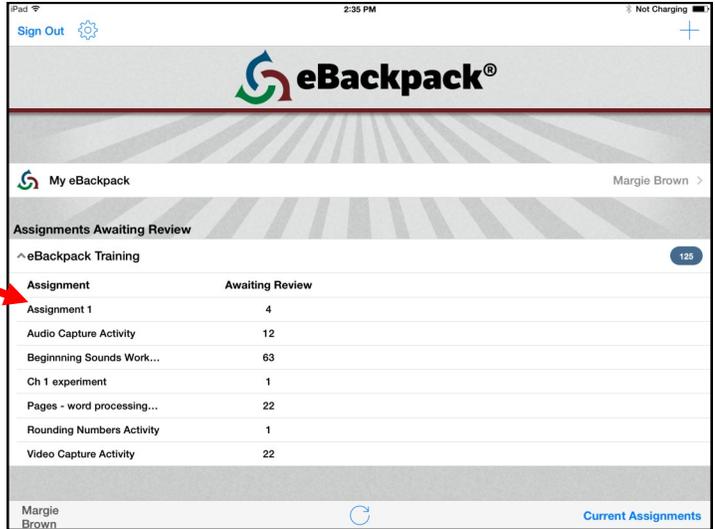
When you log into eBackpack on the iPad, there is a box for "Assignments Awaiting Review."

The green number indicates how many.

Sign Out Not Charging
eBackpack®
My eBackpack Margie Brown >
Assignments Awaiting Review
eBackpack Training 100

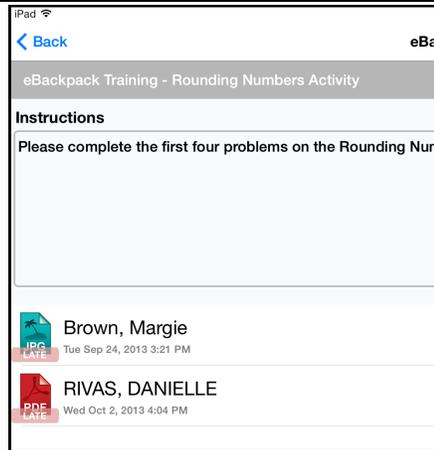
Touch the box for a list of Assignments Awaiting Review.

Touch an assignment

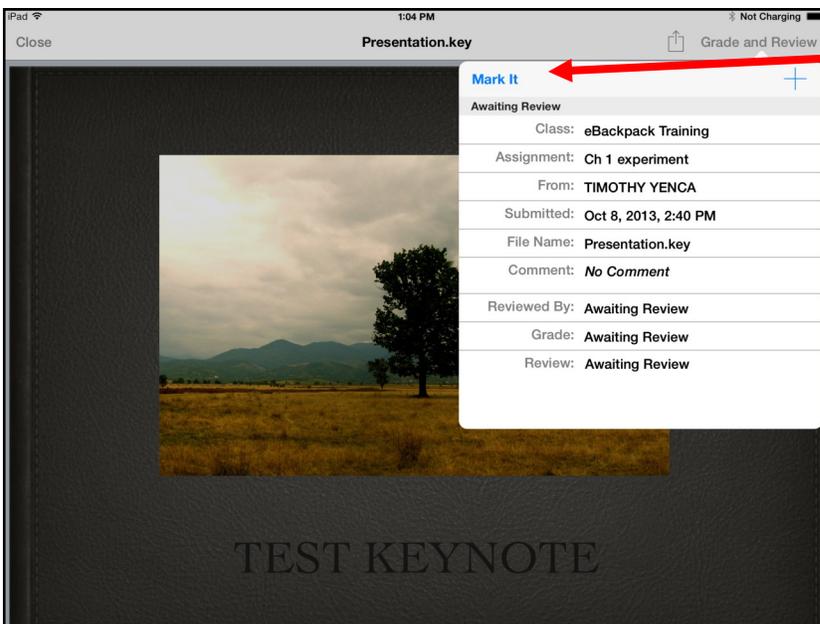


The turned-in assignments will be listed in the window

Touch one to open it.

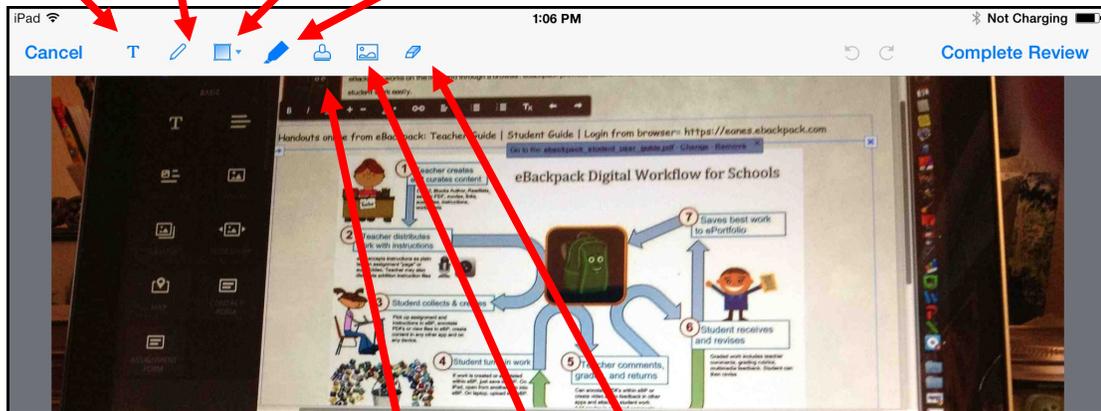


Touch Mark It



Marking tools:

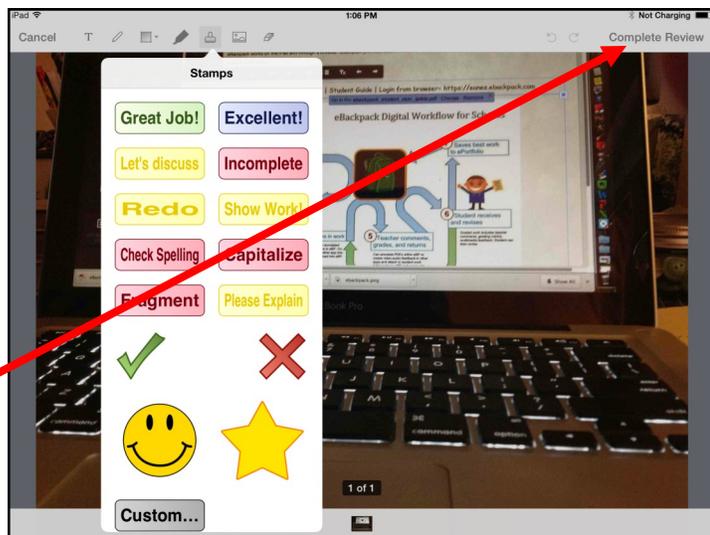
Type Draw Shapes Highlight



Stamps Camera Eraser

The stamps will show up on the students graded work in iOS7

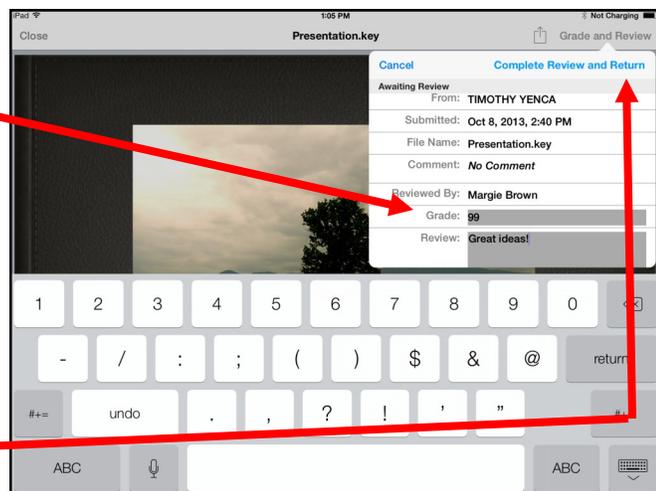
When grading or marking is finished, touch Complete Review.



Something needs to be put in the Grade Box in order for the assignment to be returned.

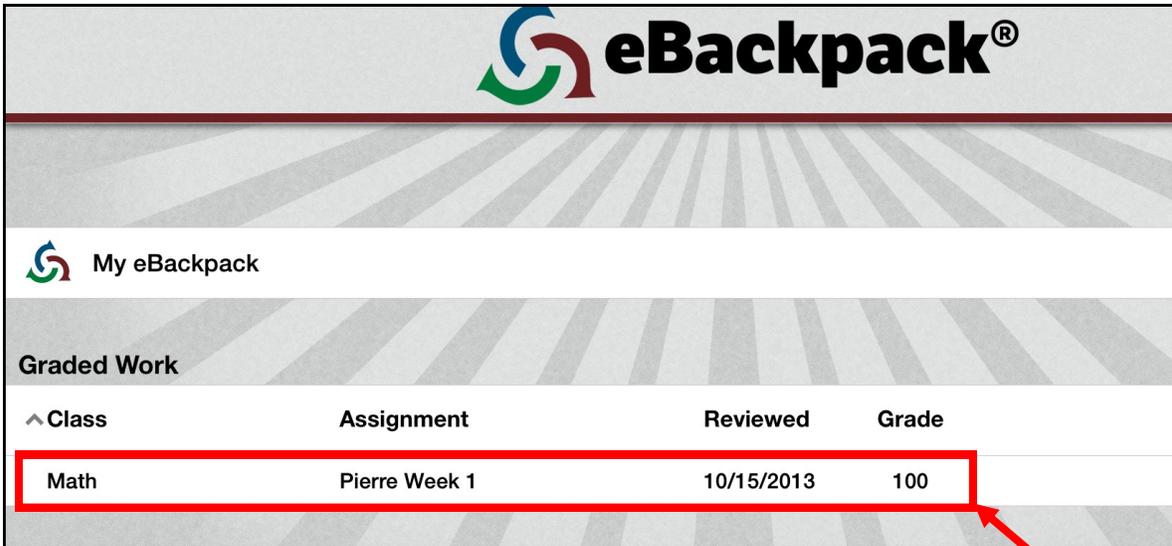
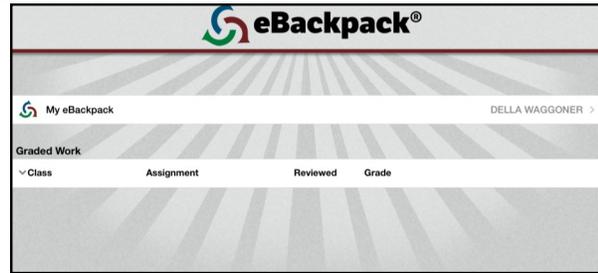
Enter comments if desired.

Touch Complete Review and Return



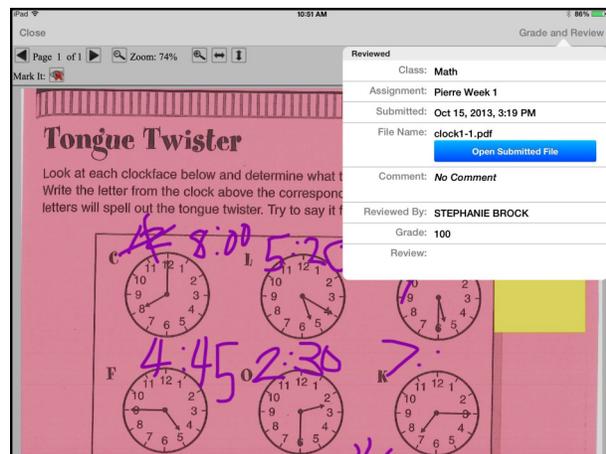
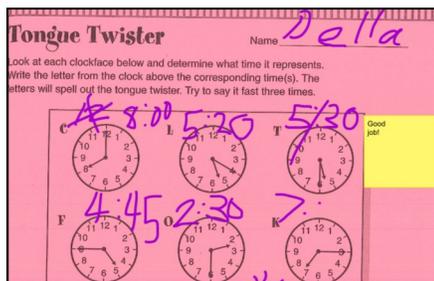
Student View of Returned Work

When the student opens eBackpack, they touch the Graded Work box



Assignments that have been graded and returned will be listed in the Graded Work Box..

Tap the assignment and it will open.
The box will show the grade, the teacher, and any comments.
Tap either the blue box or anywhere on the assignment to see it.



Any notes will be returned with the assignment.