



# eBackpack

## The Basics

1. Go to <https://eanes.ebackpack.com> This URL is also on the VVE Website>Staff Resources.

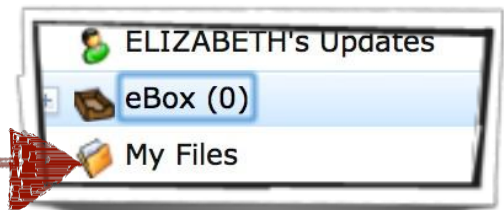


2. Login is your Novell username and password.

### 3. **Orange Folders** are **Your Folders!**

- Unlimited space
- Build your assignments in the orange folder and then move them to the green folders.
- Make an orange folder for each of your subject areas or Blocks.

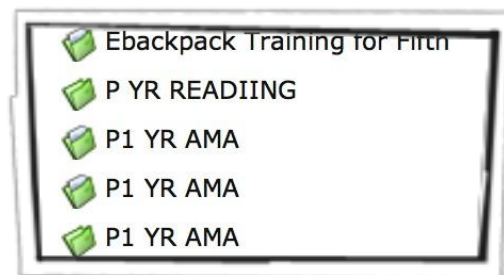
We will show you how a bit later.



4. **Green Folders** are where you put your students' assignments.

- Each green folder is one of your classes
- You can drag and drop orange folders into green folders and they turn GREEN!:)

We will show you how to rename these later if you wish.



# Renaming Class Folders

Green class folders are named according to the class name in Skyward.

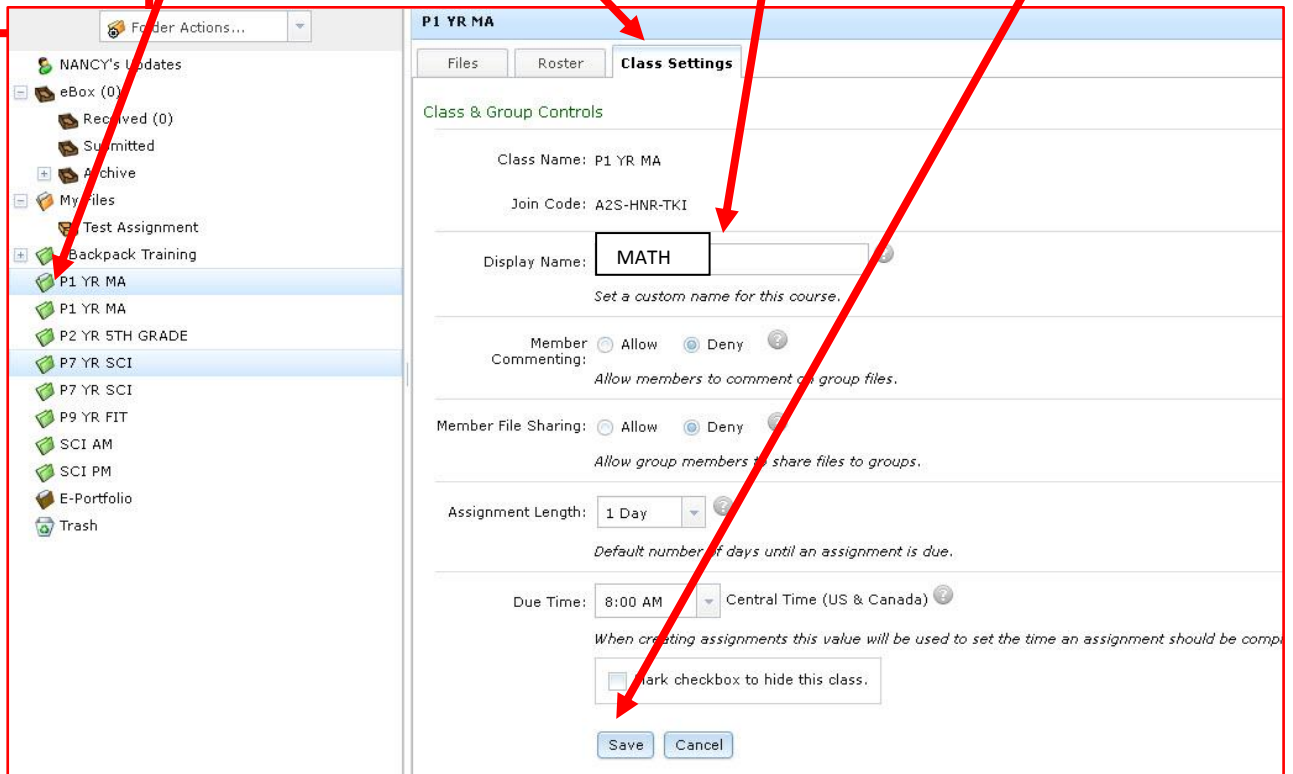
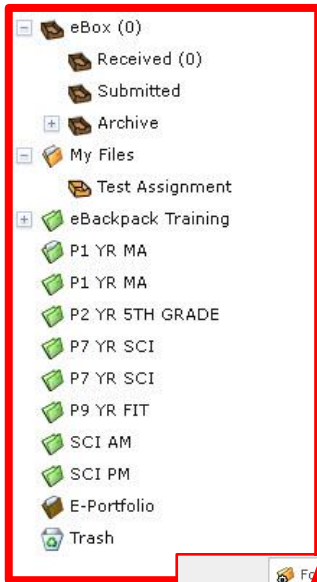
To change the name:

1. Click the folder

2. Then, click the Class Settings tab

3. Fill in the new name in the Display Name box

4. Click Save



# Creating Assignments



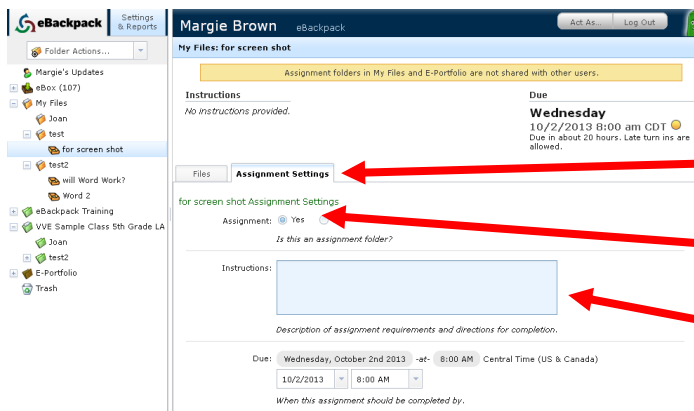
eBackpack



1. Create an assignment folder for each assignment in the **My Files** section.
2. Click on **My Files** and then the drop down menu for Folder Actions. Click on **Add Folder/Assignment**.

3. Click **Yes** next to **Assignment**. Click **Add**.

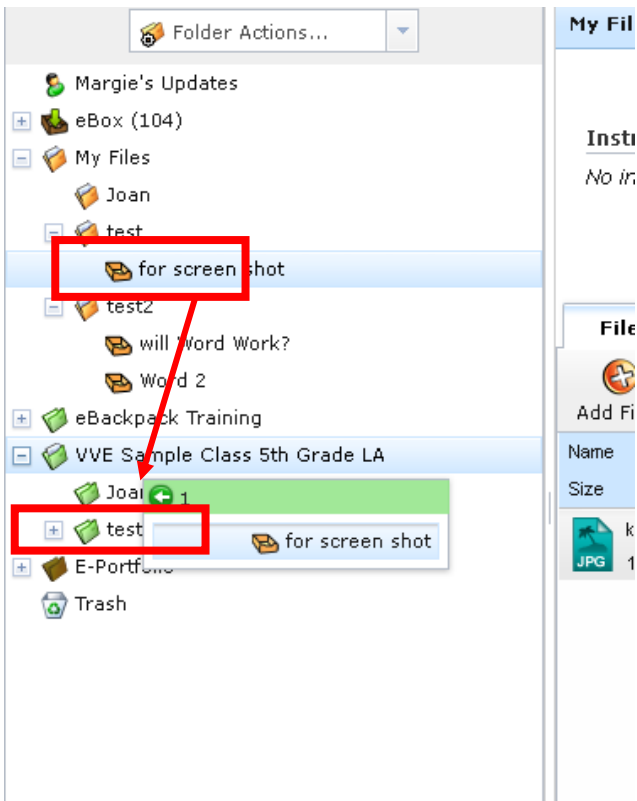
## Creating Assignments in a Folder 2 Ways to do this:



To deliver instructions, a website, or an assignment that the students need to use a tool **outside** of eBackpack to complete: follow step 3 above, Then... Click it to open it, and then use the **Assignment Settings** Tab.

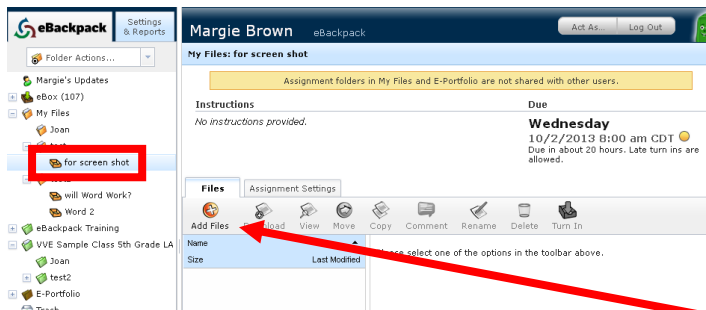
Keep the Assignment button on YES

Type in instructions in the box, set your due date and click **SAVE** at the bottom of the page.



Then drag it into the green folder for your class.

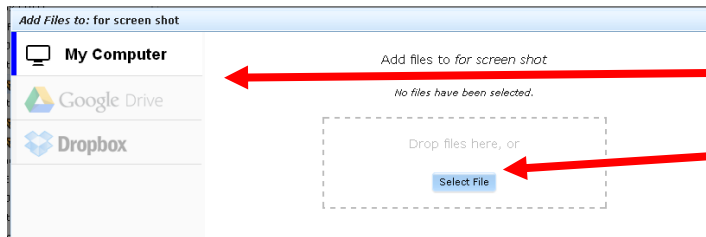
Students will see an assignment description window when they open this assignment.



To deliver assignments with documents, photos, videos, etc. to complete **within** eBackpack:

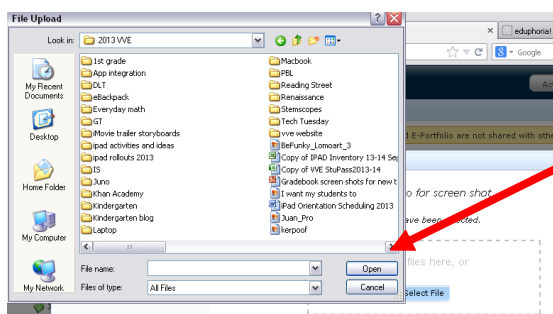
follow step 3 above, then..Click it to open it

Be sure you are on the Files tab, and click the Orange Add files tab.

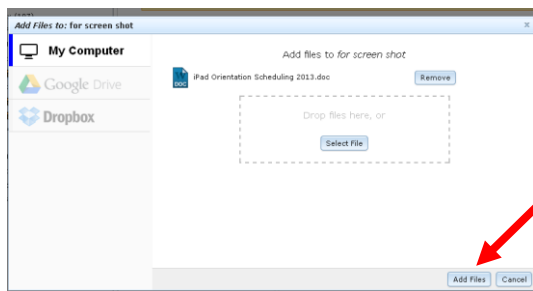


Navigate to the file location by selecting the location on the left.

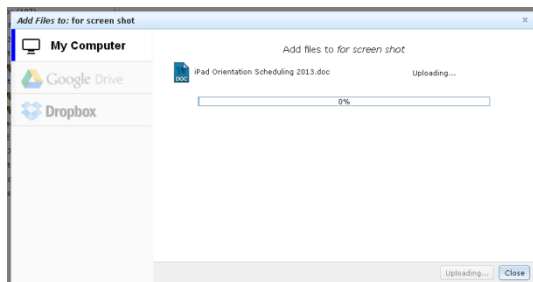
Click Select File.



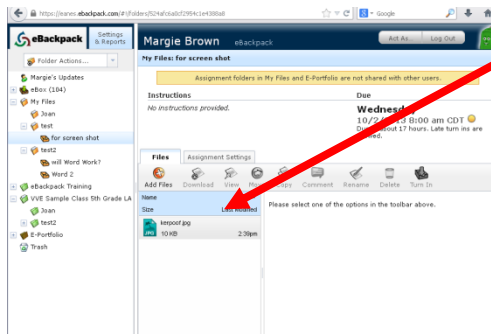
Locate your file and click open.



Click Add file.

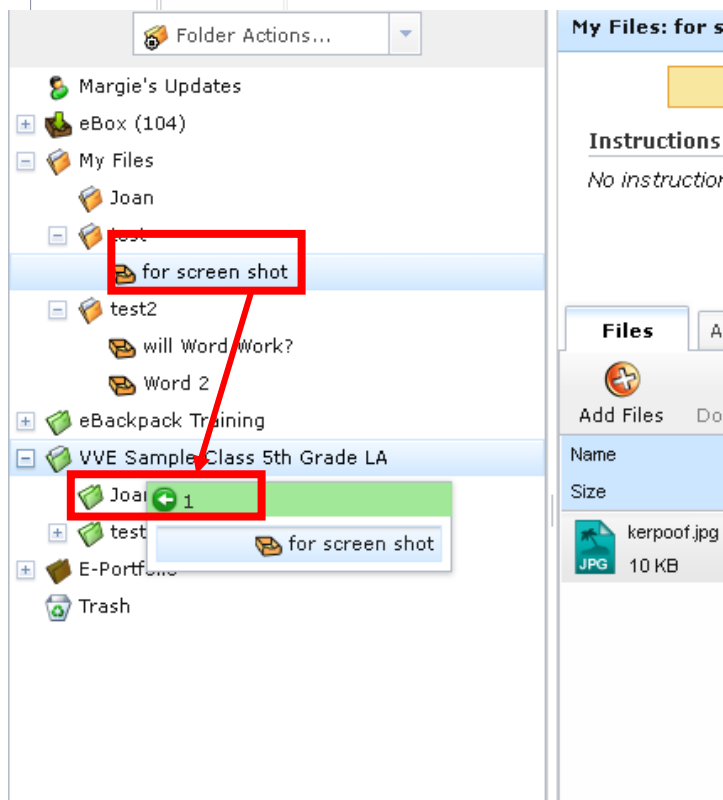


An Upload window will show progress of the upload.



The uploaded file will show in the files window

When students open this type of assignment, they will see the photo, video, pdf, or other document you have uploaded. You can upload a Word doc and it will open through eBackpack, they can edit it within eBackpack.



**Important:** Remember that to share the assignment with your students you must drag and drop the assignment into the green folder that for that class.

