eBackpack FAQs & Answers

When you are using eBackpack, there are several processes that can be a bit tricky. Here is a list of common problems students face, as well as step-by-step solutions! Use the Table of Contents to help you quickly locate an answer to your particular problem.

(Can't find the answer here? Still having trouble? Send an email to your teacher or talk to them before or after class!)

Table of Contents:

1. Using eBackpack to Complete Assignments:

a. **How to complete an assignment in eBackpack (video tutorial available at: https://www.ebackpack.com/video-tutorials/turn-in-your-assignment/)**

    i. **First, locate the assignment.**

        1. From the *Home Screen*, you can use the *Calendar*

            a. Current assignments for the week are shown in the weekly *Calendar* display at the top of the *Home Screen*. Click on an assignment to open it.

            b. Future assignments are shown by clicking on the *Calendar* icon, and looking for the assignment on the date it is due. Click on the assignment to open it.

        2. Or, from the *Home Screen*, you can use the *Classes & Groups* icon....

            a. Click on the *Classes & Groups* Icon. Then click on the course in which the work is assigned.

            b. Some teachers may organize assignments by placing them into Unit folders. Click on the assignment to open it.

    ii. **Complete the assignment and turn it in.**

        1. Once you have opened the assignment, click the blue *Mark It* button in the top right corner.

        2. You may choose to use any of the tools to complete your work. (See #2 for more info on using the tools.)

        3. When the assignment is completed, click the blue *Save* button in the top right corner. Press the button that says *Turn In and Mark as Complete*.

    iii. **You may save your work and turn in your assignment later….**

        1. Once you have opened the assignment, click the blue *Mark It* button in the top right corner.

        2. You may choose to use any of the tools to complete your work.

        3. Before you close the eBackpack App, click the blue *Save* button in the top right corner. Then click *Pick a Location*. Choose *My Files*.

        4. To access your saved work, click the *My Files* icon on the *Home Screen*. Click your assignment. Click the blue *Mark it* button in the top right corner and complete your work.

        5. When the work is completed, click the blue *Save* button in the top right corner. Then click *Pick a Location*.

        6. Click *Assignment Turn-in* (or *Current Assignments*). When you click *Assignment Turn-in*, click the course name. Then click the name of the assignment. Click the blue *Upload* button in the top right corner.

a. Hint: By clicking *Current Assignments*, eBackpack will limit the places you can upload your file to just your most recently assigned work.

b. **How to use the eBackpack toolbar in Mark It (video tutorial available at:** **https://www.ebackpack.com/video-tutorials/mark-it-tool-overview/** **)**
    i. **Inserting a textbox**
        1. Click the *textbox* icon in the toolbar. Then click on your assignment where you would like to add the text.
            a. Hint: If you need to fit the text into a small, designated space, first click on the *arrow* icon, and use two fingers to zoom in on that portion of the page.
            b. Hint: To adjust the color, font, or size of the text, first make your textbox. Then, click the blue *Style* button in the top left corner.
    ii. **Writing with the pen or highlighter**
        1. Click the *pen* or *highlighter* icon in the toolbar. Then begin writing with your finger or a stylus on the screen.
            a. Hint: If you need to fit your writing into a small, designated space, first click on the *arrow* icon, and use two fingers to zoom in on that portion of the page.
            b. Hint: To adjust the color or thickness of your writing, click the *blue dot* in the toolbar (located just to the left of the undo button).
    iii. **Inserting an image**
        1. Click on the *photo* icon in the toolbar. You may choose to take a picture with your camera or upload an existing picture from your Photo Library.
        2. You may drag and resize the photo by clicking on the image.
    iv. **Erasing your work**
        1. You may erase your work using the *eraser* icon.
        2. Or, you may undo your last action by clicking the *undo arrow*.

2. Using Different Apps to Complete eBackpack Assignments

a. **How to open an assignment in another App**
    i. First, locate the assignment using the *Calendar* or the *Classes & Groups* icon.
    ii. Click on the assignment. Instead of clicking *Mark It*, click the *box with the upward arrow* icon in the top right of the screen.
    iii. Then, click *Open in Another App*. Click *Open App…* at the bottom of the screen.

      iv. Choose the app in which you would like to open the assignment.

            1. Hint: Most eBackpack work can easily be done in Notability. To open in Notability, click the *Notability* icon, then click *Create New Note*.

b. How to submit an assignment completed in Notability

      i. First open the note on Notability.

      ii. When you have completed your work, click the blue *box with the upward arrow* in the top left of the screen. Then click *Share…*

      iii. Click *PDF*, and make sure PDF is *checked off* (not RTF or Note format). Then click the blue *Back* button in the top right of the screen.

      iv. Click the blue *Share Note* button. Click the *eBackpack* icon to *Open in eBackpack*.

      v. Click *Assignment Turn-in* (or *Current Assignments*). Make sure you submit the PDF to the correct course and assignment name. Then, click *Upload* in the top right corner.

            1. Hint: By clicking *Current Assignments*, eBackpack will limit the places you can upload your file to just your most recently assigned work.

c. How to upload a photo from your Camera or Photo Library

      i. First open the assignment.

      ii. Click the blue + icon in the top right of the screen.

      iii. Click *Upload from Album* to choose an existing photo or you can click *Take Photo* to add a new photo.

d. How to upload a file from your Google Drive (video tutorial available at: https://www.ebackpack.com/video-tutorials/connecting-and-uploading-with-an-external-service-account/)

      i. First open the assignment.

      ii. Click the blue + icon in the top right of the screen.

      iii. Click *Add External Service Account*.

      iv. Login to your Google Account. Select the file to upload.

3. <u>Reviewing Completed/Graded Work in eBackpack:</u>

a. How to find an assignment that has been turned in (but not yet graded)

      i. Go to your *Home Screen*. Look for the grey box titled *Notifications*.

    ii.   In the *Notifications* box, all recent activity is listed (when assignments are created, saved, and submitted). Scroll through the list and click on the line where it says that "*You have submitted a file to… (name of the assignment)*".

b. How to find an assignment that has been graded (video tutorial available at:
    https://www.ebackpack.com/video-tutorials/seeing-your-graded-work/)

    i.   Go to your *Home Screen*. You may use your *Notifications* box to find recently graded work. Scroll through the *Notifications* box to find where it says *"Your submission to (assignment) has been received and graded"*. Click on this line to review your graded work.

    ii.   Or, you may click on the *Graded Work* icon on your *Home Screen*. This will allow you to see all graded work for all of your courses. Graded assignments are listed by date. Click on the assignment you would like to review.