SeniorSystems

My BackPack
Release Bulletin

It is our pleasure to introduce you to the latest enhancements to **My BackPack.**

Progress Report changes

The Daily Grade Book Progress Report has been enhanced to display the student's current grade. The report has also been changed to display any assignment that has a special score marked as "Not Handed In" in the Missing Assignments section on the report.

Grade Entry Sheet Report Enhanced

The Grade Entry report has been enhanced to allow advisors to print grades and comments for all of their advisees. A new "all advisees" option has been added to this screen.

Course Recommendations Enhanced

The Course Recommendation program was enhanced to allow teachers to enter recommendations for past classes within the current year.

Logout button added to the Daily Grade Book

A logout button was added next to the Preferences button. This will allow teachers to log out from this screen without having to click the menu button first.

Student/Parent Directory now allows the ability to search on homeroom.

A new option has been added to the Student/Parent directory that allows a search by the homeroom teacher field. This option is available by turning on the preference in the Student/Parent Directory Setup in the My Backpack Administrator Community.

Broadcast E-Mail functions now have a carbon copy (CC) field.

All of the broadcast E-Mail functions now have the ability to carbon copy (CC) to other e-mail addresses.

Admissions Broadcast E-Mail Function

We have added an Admissions Broadcast E-mail function to the Admin Community which allows schools to send e-mail to applicants and parents. Please note that you must have the Student/Parent Community installed to use this feature.

Inquiry Form link renamed

For clarification purposes, the "Inquiry Form" link in the MY BACKPACK homepage under My Profile has been renamed "Admission Inquiry Form". This will display if the school has the ONLINE ADMISSIONS module installed.

Faculty Community

Progress Report Changes

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Course Recommendations Enhanced

The Course Recommendation program was enhanced to allow teachers to enter recommendations for past classes within the current year. Prior to this change, teachers that had a student for a first term class were not able to enter a recommendation for this student once the system was advanced to a subsequent term. This has now been modified to allow teachers to enter recommendations regardless of the current system marking period.

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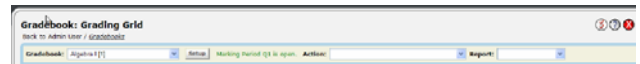
Student/Parent Community

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Admin. Community

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Student/Parent Community installed to use this feature.

Step 1: Select Recipients

To schedule an Admission broadcast E-Mail, select Schedule Broadcast E-Mail from the E-Mail menu. The Select Recipients screen, shown below, opens. Click the Admissions tab to schedule an Admission broadcast E-Mail. Select the options on the Basic tab and click the Next button or click on the Advanced tab to use a query from the ADMISSIONS module.

Step 2: Review Recipients

The Review Recipients Screen opens. It is a good idea to review the recipient list before you schedule the broadcast e-mail. A recipient you may have wanted to include might not have made it into the list. Please note that recipients are only included if their records include e-mail addresses.

You can review recipients by clicking the View Recipients button as shown below. The View Recipients Detail screen, shown on the top of the next column, opens.


Use the View Selected Recipients drop-down list to view parents or applicants included in the list. This list is read only. If you want to make changes to the list, you must return to the Select Recipients screen.

You can click the Back button to return to the Review Recipients screen, then click the Next button on that screen to proceed to the Compose E-mail screen.

Step 3: Compose E-Mail

The Compose E-Mail screen, shown below, opens. Compose the e-mail you want to send using the Rich Text tools provided.

When you are finished, click the Next button to schedule when you want the broadcast e-mail to be sent. If you wish to receive a test E-Mail prior to broadcasting your E-Mail, click on the Send Test Email button. To send out your E-Mails without using the scheduling function, click the Send Emails Immediately button. Your E-Mails will be send out immediately from this screen.
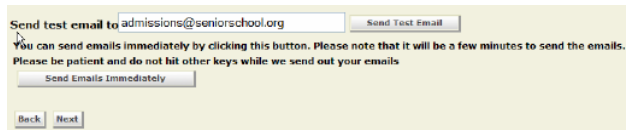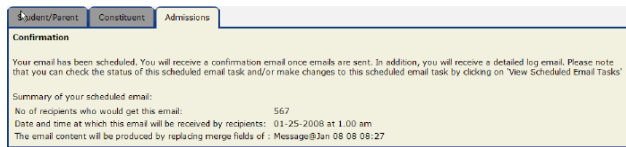
Step 4: Schedule the E-Mail Task

The Schedule E-Mail screen opens. You can schedule the date and time you want to send the broadcast e-mail in the Schedule E-Mail screen by following the instructions below.
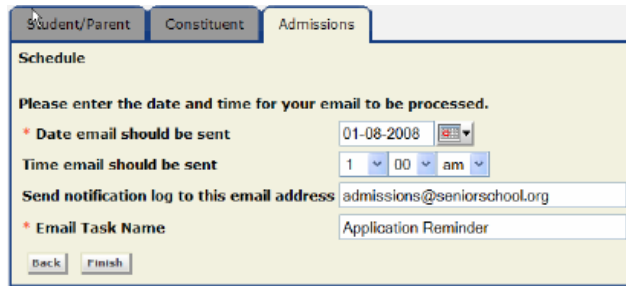
Click the Finish button to schedule the broadcast e-mail task. You will see a confirmation message like the one shown below.

Once scheduled, it will show in the View Scheduled E-Mail Tasks screen which you can access by selecting View Scheduled Tasks from the e-Mail menu. (Broadcast e-mail tasks can be changed or deleted in this screen if they are still pending).
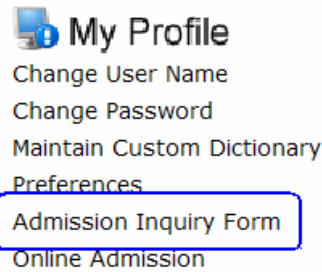

Schedules e-mail tasks can be viewed in the View Schedules E-Mail Tasks screen by selecting View Schedules E-Mail Tasks from the E-Mail menu. You can modify or delete scheduled e-mail tasks that are still pending.

Inquiry Form Link Renamed

For clarification purposes, the "Inquiry Form" link under My Profile has been renamed "Admissions Inquiry Form".

Merchant Card Administration

A Transaction cutoff time has been added to this setup screen to assist in creating online payment batches that will closer match the dates the transactions appear on your bank statement.

For example if one parent submits an online application fee at 9:35PM and another submits a fee at 10:05PM, both these fees will appear in 1 Senior Systems Cash Receipts batch. Your credit card processing company might use 10:00PM as their daily cutoff time which means these 2 transactions will appear separately on your bank statement with 2 different dates, yet in Senior Systems, they will post as 1 with 1 date.

If you enter your merchant card processor's cutoff time here, then in the above mentioned scenario, the 9:35PM transaction will post to one batch and the 10:05PM transaction will start a new batch for the next day. This should make reconciling these transactions a little easier.

To set the transaction cut-off time you must log into My Backpack as the Administrator and open Merchant Card Administration:
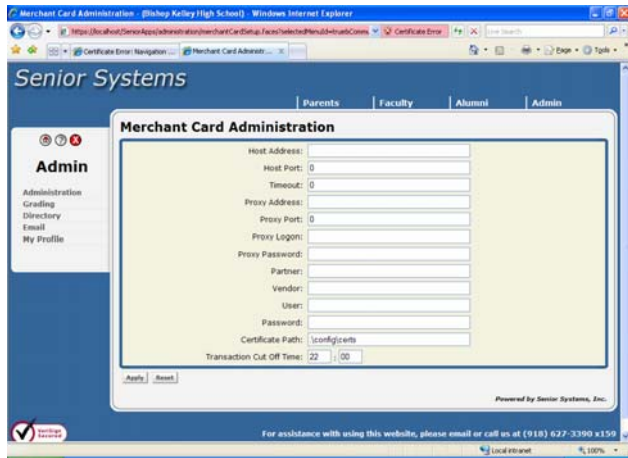
In order to determine the correct cut-off time to enter please refer to the chart below:

Processing Platform	Settlement Time Cutoff
American Express	7Pm Pacific Time
FDMS Nashville	9PM Pacific Time
FDMS South	4PM Pacific Time
Global Payments East	10PM Pacific Time
NDCE	10PM Pacific Time
Nova	7PM Pacific Time
Paymentech Salem	3PM Pacific Time
Paymentech Tampa	7PM Pacific Time
Vital	8PM Pacific Time

Since all these times are Pacific time you need to translate the listed time to your time zone. For example if your school uses 'Vital' and your are located in the Central time zone, your daily transactions actually cutoff at 10PM. 10PM should then be translated to military time and entered into the Senior Systems fields as 22 00. If your time zone calculates to a midnight cutoff then you need to enter hour 23 and minutes 60, it will not accept 24 00.