



# My BackPack Release Bulletin

## In This Issue

### Faculty Community

- Faculty E-mail Feature is Now Available p. 2
- New Checkbox for CC option p.2
- New Sort Options for My Gradebooks Menu p.2
- Teachers Can Set Defaults for Publishing Student Assignments p.3
- Create a New Gradebook From an Existing One Letter and Number Grade Averages Displayed p.3

### Student/Parent Community

- Term and Academic Year Added to Printouts p.4
- Transcript Grades and Comments Menus Have Changed p.4
- Biography Screen Now Displays Instructions p.4

### Admin Community

- Biography Setup Menu Added p.5
- Broadcast E-mail Menu Enhanced for Student/Parents and Admissions p.6
- Review Recipients Menu Offers More Options p.7
- Multiple Paypal Accounts now Available p.8

It is our pleasure to introduce new enhancements to **My BackPack**.

## Faculty Community

### Faculty E-mail Feature is Now Available

Previously, to use faculty e-mail, installation of the Daily Grade Book Module was required. Now, the faculty e-mail feature is available to all schools with the faculty community installed.

### New Sort Options for My Gradebooks Menu

There is now an option on the My Gradebooks menu that allows teachers to sort their gradebooks by term, or alphabetically.

### Teachers Can Set Defaults for Publishing Student Assignments

Teachers can now have control over whether to publish student assignments for parents and students.

### Teachers Can Copy Gradebooks Across Terms

Teachers can now copy an existing gradebook to create a new gradebook in a different term.

### Letter and Number Grade Averages Displayed

In the Gradebook Report, both the letter and number grade end averages at the end of marking period can be displayed.

## Student/Parent Community

### Term and Academic Year Added to Printouts

The term and academic year have been added to the Marking Period Grades and Comment printouts.

### Transcript Grades and Comments Menus have Changed

The Transcript Grade and Comments menus have been renamed.

### Biography Screen Now Displays Instructions

The Biography Menu now can list instructions.

## Admin Community

### New Biography Setup Menu

A Biography Setup Menu has been added to the Admin Community.

### New Broadcast E-mail Menu

The Broadcast e-mail area has been completely enhanced for Student/Parents and Admissions.

### Review Recipients Menu Offers More Options

You can now select the View Details link to choose specific recipients to include.

### Multiple PayPal Accounts Available

You can now use multiple PayPal Accounts for **My BackPack**.

## Faculty Community

### Faculty E-mail Feature is Now Available

Previously, installation of the Daily Grade Book was required in order to use the Faculty E-mail feature. Now, this feature is available to all users that have the Faculty Community installed.

With Faculty E-mail, you can view a log of all the e-mails that have been sent. Using the View Sent E-mail history link, you can view and search past e-mails to ensure that the message was sent to each recipient.

You must add this menu to the Faculty Community is **SYSTEM ADMINISTRATION>My Backpack>Group Maintenance>Edit Group Profiles**.

#### Sent Email History

Enter criteria to filter email history

Student First Name

Student Last Name

Search

Emails sent after

Emails sent before

Emails Sent Date	Selected Sections	Selected Recipients	Target Count	Template Used	Action
04-28-2008	(ALG3000-01) Algebra III [MP1] [1]	Student	1	Message of Apr 28 08 18:59	

### New Checkbox for the CC Option

A new checkbox has been added to send only one copy of the e-mail to each person CC'd on the message.

CC

Send only the first e-mail from this broadcast to the CC recipients.

### New Sort Options for My Gradebooks Menu

The **My Gradebooks** menu enables teachers to sort lists by term or alphabetically.

Sort by:

(ALG3000-01) Algebra III [MP1] [1]	Open Setup Delete Archive
(TRIG1000-01) Trigonometry/Analysis [MP1] [2]	Open Setup Delete Archive
(STAT1000-01) Honors Statistics* [MP1] [3]	Open Setup Delete Archive
(ALG3000-11) Algebra III [MP2] [1]	Open Setup Delete Archive
(TRIG1000-11) Trigonometry/Analysis [MP2] [2]	Open Setup Delete Archive
(STAT1000-11) Honors Statistics* [MP2] [3]	Open Setup Delete Archive
(ALG3000-02) Algebra III [MP3] [1]	Open Setup Delete Archive
(TRIG1000-04) Trigonometry/Analysis [MP3] [4]	Open Setup Delete Archive

## **Teachers Can Set Their Default For Publishing For Student Assignments**

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In the Daily Gradebook Preferences, an option has been added for teachers to select as a default setting to display assignments to students/parents. This option will allow the teacher to have greater control over what assignments are published to the parents and students for viewing.

**Publish to Students/Parents as:**

## **Teachers can copy Gradebooks Across Different Terms**

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You can now create a new gradebook by copying from an already existing gradebook. For example, if you wanted to copy a first term gradebook to a second term gradebook.

Also, the Gradebook Report will now display both the letter and number grade averages at the end of the marking period.

## **Letter and Number Grade Averages Displayed**

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The Gradebook Report will now display both the letter and number grade averages at the end of the marking period.

## Student/Parent Community

### **Term and Academic Year Added to the Marking Period Grades Printouts**

The Marking Period Grades and Comment Printouts now have the term and academic year added to the right of the student's name.

### **Transcript Grades and Comments Menus Have Changed**

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The Transcript Grades and Comments menus have been changed to: "Grades and Comments History".

### **Biography Screen Now Can Display Instructions**

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The **Biography** screen can display instructions to the parents and constituents.


Please refer to the **Biography Setup** screen section for more information.

# Admin Community

## Biography Setup Menu Added

A **Biography Setup** menu has been added to the Administrator Community. This screen will allow you to have more control which sections and fields appear in the My Profile – Biography section for parents and constituents. Click on the green pencil to enter the instructions that should appear on the Biography screen. In addition, an **Edit Profile Instructions** area has been added to allow you to give more precise instructions as to how to edit the **Biography** screen. To use this screen, you must add it to any Administrator group in the **SYSTEMS ADMINISTRATION > My Backpack > Group Maintenance > Edit Group Profiles** application menu.

### Biography Setup

Web Page Instructions	
Name	Action
Edit Profile Instructions	

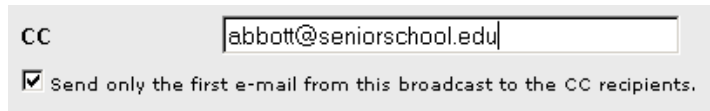
#### Options

- Display 'Relationship' block
- User can select 'Emergency Contact'
- User can select 'Send Grade' address
- User can select 'Send Statement Copy' address
- Enable Address DNP checkboxes

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## Checkbox Added for CC Option

A checkbox has been added to send only one copy of the e-mail to each person that is being copied.



CC

Send only the first e-mail from this broadcast to the CC recipients.

## Broadcast E-mail Menu Enhanced for Student/Parents and Admissions

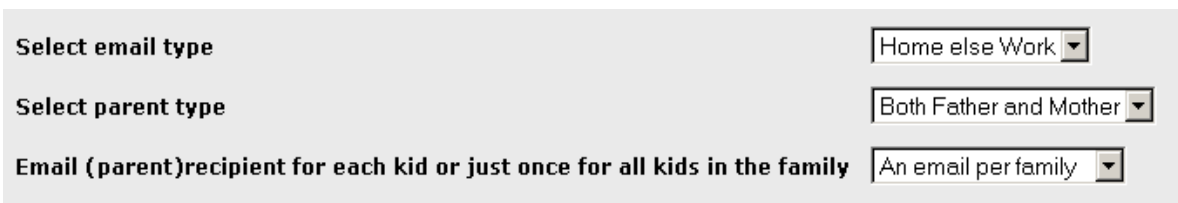
The **Create Broadcast Task** e-mail area for both **Student/Parents** and **Admissions** in the **Admin** area to include the ability to e-mail by both student and by family.

The e-mail selections have now been increased to include the following choices:

- Home E-mail
- Work E-mail
- Home and Work E-mails
- Home else Work E-mails – If a home e-mail does not exist then a work e-mail will be used.

You can now select that e-mails be sent to certain recipients such as:

- Father only/Name1 only
- Mother only/Name 2 only
- Father and Mother
- Father else Mother – If the father e-mail is not present, the mother will be e-mailed.
- Mother else Father – If the mother e-mail is not present, the father will be e-mailed.



Select email type

Select parent type

Email (parent) recipient for each kid or just once for all kids in the family

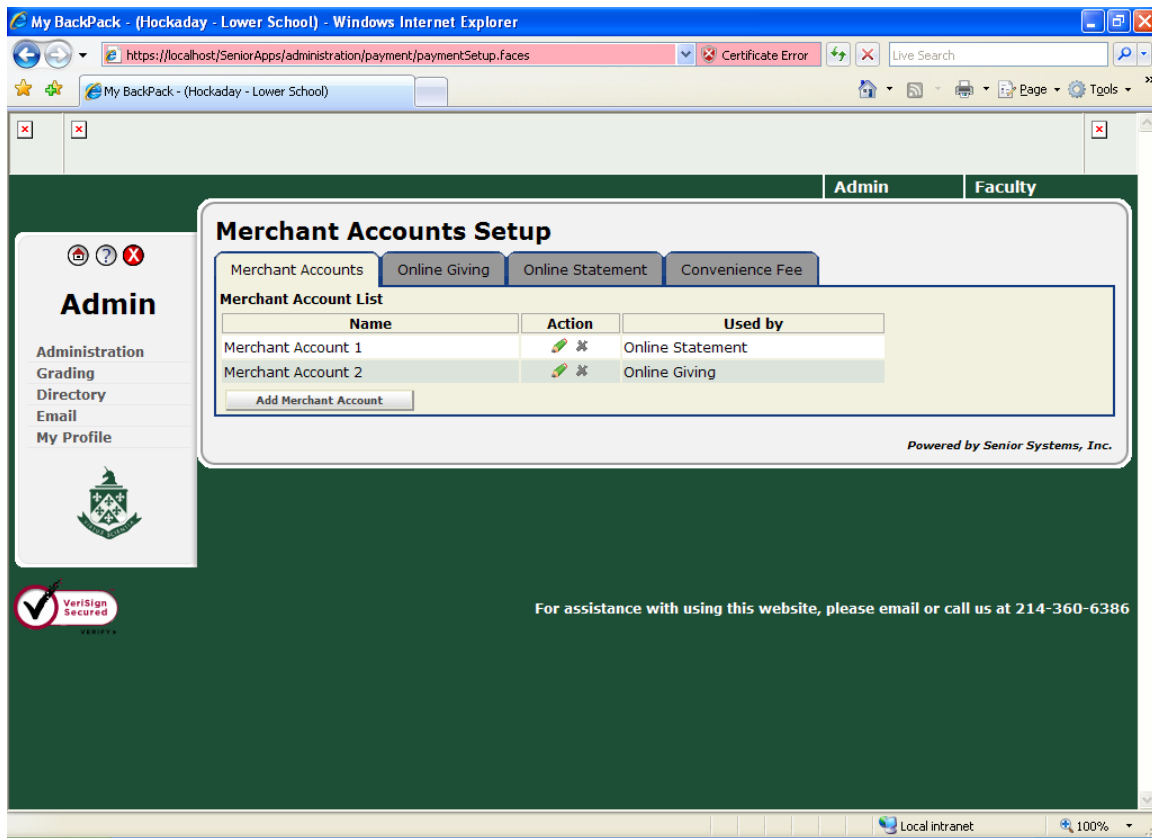
## Review Recipients Menu Offers More Options

In the Review Recipients menu you can now select the **View Details** link and choose certain recipients to include. This feature is especially helpful when you would like to just e-mail a few students and not all records.

Family ID 	Student Names	Recipient Name	Relationship	Recipient Email	Recipient Email Type	Select Check All Un check All
036455	Michael Geary	Michael Geary	Self	mikeg@senior-systems.com	N/A	<input checked="" type="checkbox"/>

## Multiple PayPal Accounts Now Available

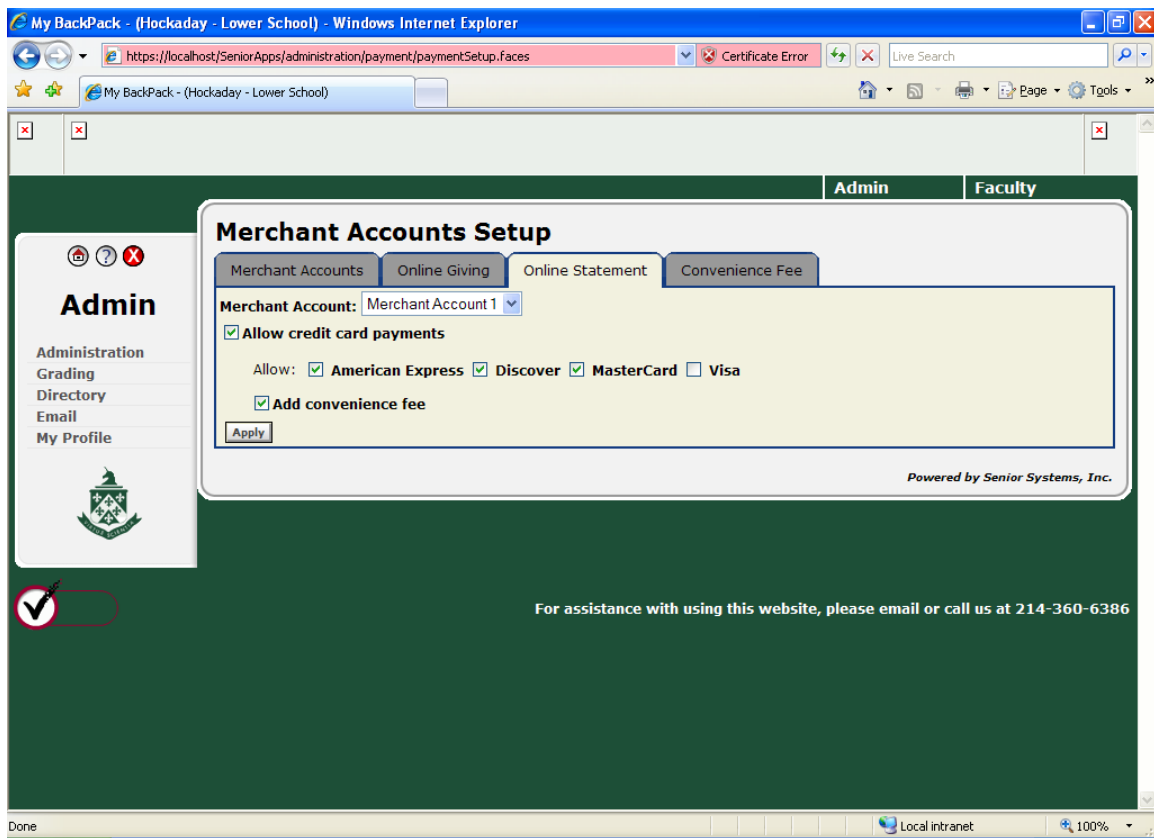
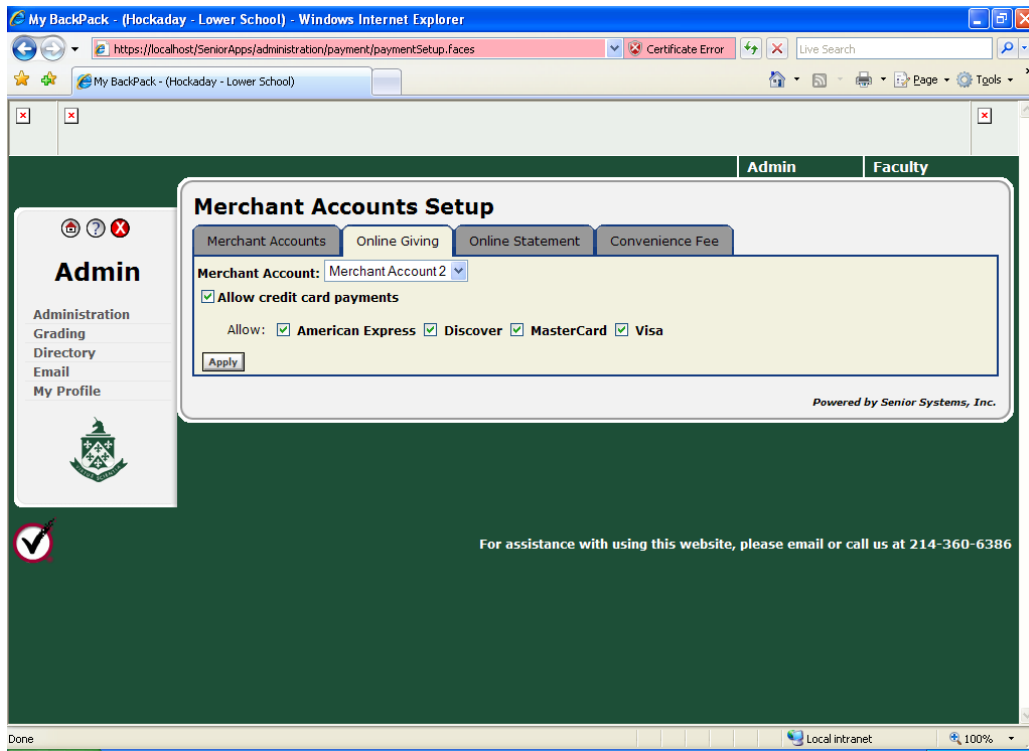
As of release 909, schools can now use multiple PayPal Merchant Accounts in **MY BACKPACK**. This impacts the MBP Admin **Merchant Accounts Setup** in the following way:



If you have registered for more than one PayPal Merchant Account, each account should be set up here. Click **Add Merchant Account** to set up each account and assign a name.

Then, select each of the tabs – *Online Giving*, *Online Statement*, *Convenience Fee* and reference the Merchant Account to be used for the respective transactions.





Now, when the school processes credit card transactions for Online Giving, they will post to Merchant Account 2 while Online Statement payments will post to Merchant Account 1.