


**SeniorSystems**

# My BackPack Release Bulletin

It is our pleasure to introduce you to the latest enhancements to **MY BACKPACK**.

## Inside

Discipline Entry Added to Faculty Community p. 2

Daily Grades and Comments Added to Student/Parent Community p. 5

New Archiving Feature Added to Daily Gradebook p. 6

New Grade Entry Sheet Report Added to Reports p. 7

## Discipline Entry Added to Faculty Community

We have added **Discipline Entry** to the Faculty Community in **MY BACKPACK**, which enables you to search student disciplinary records by student or section, view student records, and enter infractions to student records.

## New Daily Grades and Comments Feature in Student/Parent Community

Students and parents can now view **Daily Grades and Comments** in **Student/Parent Community**. This feature enables students and parents to view assignment grades and comments for courses as entered in Daily Gradebook, as well as missed and upcoming assignments.

The teacher or administrator can determine publication settings when creating assignments, including whether or not the assignment will be published in Student/Parent Community, and where it displays in the Daily Grades and Comments screen.

## New Archiving Feature Added to Daily Gradebook

**Daily Gradebook** now includes a **Gradebook Archive** feature, which allows you to create and store archives of your gradebooks in read-only format.

This is typically done at the end of a period or year, though you can also archive gradebooks on an ongoing basis throughout the year if you want. The Gradebook Report in the reports menu will also allow you to print out archived gradebooks.

## Grade Entry Sheet Report Added to Daily Gradebook

We have added a new **Grade Entry Sheet Report** to **MY BACKPACK**, which allows you to produce grade/comment verification reports for your courses in HTML, PDF, and Excel formats.

## Discipline Entry Added to Faculty Community

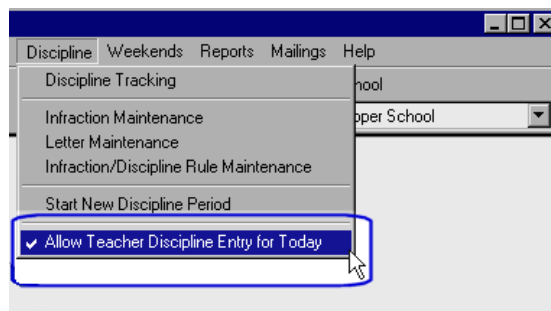
We have added Discipline Entry to the Faculty Community in MY BACKPACK, which enables you to search student disciplinary records by student or section, view student records, and enter infractions to student records.

### Activating Discipline Entry in Dean's Office

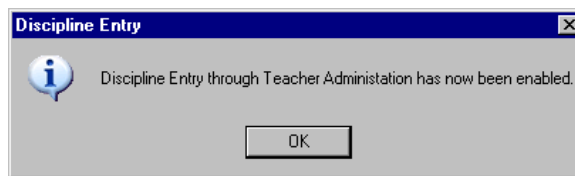
Discipline Entry is activated through DEAN'S OFFICE.

Before you can activate Discipline Entry, infraction types, infractions groups, and disciplinary actions must first be set up in DEAN'S OFFICE and SYSTEM ADMINISTRATION.

Once you have done this, you can activate Discipline Entry in DEAN'S OFFICE by selecting the option Allow Teacher Discipline Entry for Today from the Discipline menu as shown on the right.



After you select this option, the confirmation message shown below appears. Click the OK button to complete the activation process.



### Discipline Entry by Student

#### Searching for Student Records

Discipline Entry provides two ways of accessing student disciplinary records, By Student and By Section. Both of these options show on the left-hand navigational bar. If you select to enter infractions by student, the Student Search screen shown below opens.

**Student Search** Preferences

Last Name:  ID:

Only include my students

Results Per Page:  Search

ID	Name	Gender	Grade	Infraction Action
EYR203	Jane Eyre	Female	10	<a href="#">Edit</a> <a href="#">New</a>

You can search for student records by last name or ID number. If you leave these fields blank, the search will include all student records.

Place a checkmark in this checkbox if you want the search to include only those students who are enrolled in your classes.

Click the Search button to submit your search.

Click the New button to enter an infraction. This opens the Discipline Entry screen, described on page 4. You can also click the Edit button to view the student's discipline history. This opens the Student Discipline History screen described on page 3.

Search results display beneath the Student Search area, with links which allow you to add or view the student's discipline history. Student names link to the student's Discipline Tab in Student Directory.

## Viewing a Student's Discipline History

When you click the Edit link next to a student's name on the Student Search screen, the Student Discipline History screen for that student, shown on the right, opens.

The screen displays all of the student's infractions for the year, including details such as date, infraction type, point value for the infraction, type of action taken or recommended (*e.g.*, Detention, Conference, Suspension), and infraction status (*e.g.*, New, Pending).

**Student Discipline History** [Preferences](#) [Back to Student Search](#)

Student: [Jane Eyre](#)  
Advisor: Mr. Gerald Duggan

Infractions after: 09-01-2003  Show All

Date	Infraction	Points	Action	Status	Actions
05-05-2005	Dress code	0.50	Detention	New	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

If the infraction has not yet been reviewed in Dean's Office, its status will be marked as New, and the Edit and Delete links will show in the Actions column, as shown here. You can click these links to edit or delete the infraction as needed. Once an infraction has been reviewed in Dean's Office, it cannot be modified or deleted through My BackPack, and the Edit and Delete links will no longer show in the Actions column.

Click the Add button to open the Discipline Entry screen, shown below, if you want to enter a new infraction to the student record.

## Entering New Infractions

When you click the New link next to a student's name on the Student Search screen or the Add button on the Student Disciplinary screen, the Discipline Entry screen, shown below, opens. This is where you enter new infractions to the student record. When you are finished, click the Submit button to save settings.

**Discipline Entry** [Preferences](#) [Back to Student Search](#)

Student: Jane Eyre  
Advisor: Mr. Gerald Duggan  
Academic Year: 2005

\* Date: 05-05-2005   Marking Period: Quarter 4

\* Infraction: Dress code

Description:

Points: 0.50

Location: Classroom

Section: (6018-1) Advanced Anthropology [S1,S2,S3] [E]

Reporting Faculty: Mr. Paul Clark

Action: Detention

Enter the date of the infraction in this field, or use the calendar icon to select a date. Infractions can only be entered for open school days.

Select the infraction type from this drop-down list. The screen refreshes and the Points field populates with the point value for the infraction. Infraction types are determined in Dean's Office.

You can enter a description of the infraction in this field.

Select the location for the infraction (*e.g.*, classroom, hallway, restroom) from this drop-down list.

If the infraction took place in the classroom, you can specify which section by clicking the Search button and using the Section Search screen to find the section you want.

Select the action you want to recommend (*e.g.*, detention, conference) from this drop-down list.

The screen will show the name of the faculty member who is logged in to My BackPack by default. If you want to specify a different reporting faculty member, clicking the Search button and using the Faculty Search screen to find the faculty member you want.

## Discipline Entry by Section

### Searching for Student Records

If you select the option to enter infractions By Section in the left-hand navigational bar, the Student Discipline History screen, shown on the right, opens.

This screen is similar in functionality to the Student Discipline History screen in entry By Student, but includes Section and Student drop-down lists which enable you to select and view disciplinary records for students enrolled in your sections.

New infractions that have not yet been reviewed in DEAN'S OFFICE will show Edit and Delete links in the Actions column. These links enable you to modify or delete infractions. Once an infraction has been reviewed in DEAN'S OFFICE, it cannot be modified or deleted in MY BACKPACK, and the Edit and Delete links no longer show.

### Adding New Infractions

Clicking the Add button opens the Discipline Entry screen described above, where you can enter a new infraction to the student record.

**Student Discipline History** Preferences

Section: (6018-1) Advanced Anthropology [S1,S2,S3] [E]

Student: Jane Eyre

Instructor: Mr. Paul Clark

Infractions in this section after: 09-01-2003  Show All

Date	Infraction	Points	Action	Status	Actions
05-05-2005	Dress code	0.50	Detention	New	<a href="#">Edit</a> <a href="#">Delete</a>

Add

The Section drop-down list lists all of the sections the instructor is currently teaching. Select the section you want to view from this list.

The Student drop-down list lists all of the students currently enrolled in the section selected in the Section drop-down list. Select the student whose record you want to view from this list. The screen refreshes, and the student's disciplinary record shows in the table below.

## Daily Grades and Comments Feature Added to Student/Parent Community

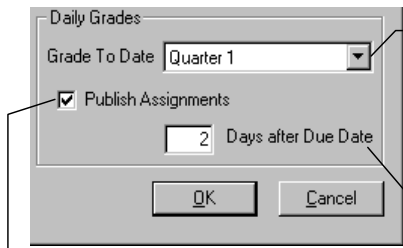
Students and parents can now view daily grades and comments in Student/Parent Community. This feature enables students and parents to view assignment grades and comments for courses as entered in Daily Gradebook, as well as missed and upcoming assignments.

The teacher or administrator can determine publication settings when creating assignments, including whether or not the assignment will be published in Student/Parent Community, and where it displays in the Daily Grades and Comments screen.

### Activating Daily Grades and Comments in Registrar

The Daily Grades and Comments feature is activated in the S/P Community Options window, accessible from the Schools Tab in Administration Maintenance in REGISTRAR.

Clicking the S/P Community Options button in the Schools Tab opens the S/P Community Options window, which now includes the Daily Grades area detailed below. Click the OK button to save your settings.



Place a check in the Publish Assignments checkbox to activate the Daily Grades feature.

You can use this drop-down list to select which of your school grades you want to publish. This is optional.

If the administrator determines when assignments should be published, enter the number of days after the due date that assignments will be changed from Upcoming to Graded.

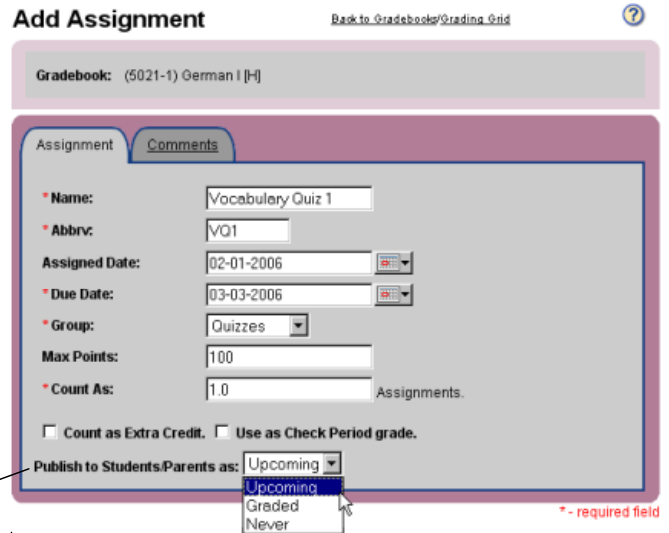
## Determining Publication Settings for Assignments

Whether or not an assignment is published in Daily Grades and Comments, and where on the screen the assignment is displayed, is determined by the teacher when creating and grading assignments in Daily Gradebook using the Publish to Student/Parent As drop-down list, shown below.

Select Never from this drop-down list if you do not want the assignment to be published in Student/Parent Community. Selecting Upcoming publishes the assignment on the Upcoming Assignments Tab in the Daily Grades and Comments screen. The default status is Upcoming.

Once an assignment is graded, you must open the Edit Assignment screen and manually change this setting to Graded. This moves the assignment from the Upcoming Assignments Tab to the Graded Assignments Tab (if the assignment was handed in), or the Missing Assignments Tab (if the assignment was not handed in).

For an overview of the tabs in the Daily Grades and Comments screen, please see page 6.

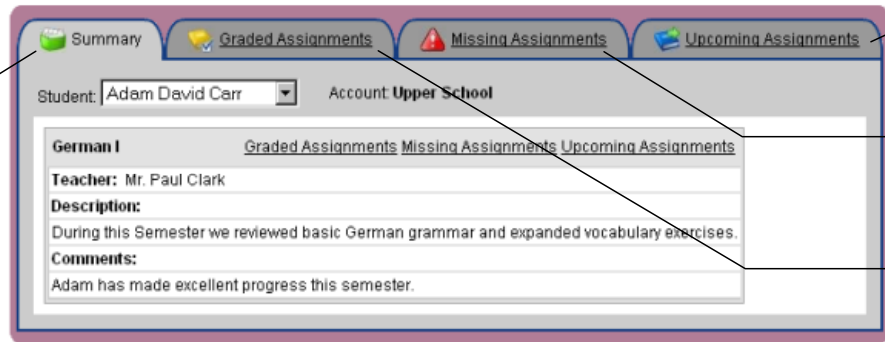


This drop-down list determines if and where an assignment grade will appear in the Daily Grades and Comments screen in the Student/Parent Community. Select Never if you do not want to publish the grade, Upcoming if the assignment is new. Once you have graded the assignment, you will need to manually change this setting to Graded.

## Viewing Daily Grades in Student/Parent Community

The Daily Grades and Comments screen in the Student/Parent Community is divided into four tabs: Summary, Graded Assignments, Missing Assignments, and Upcoming Assignments. The Summary Tab provides a general overview of the courses in which the student is enrolled, and included links to the other tabs. The other tabs provide detailed information about graded, missing, and upcoming assignments, including grades, comments, and due dates.

### Daily Grades and Comments



This tab lists upcoming assignments that have been entered by your child's teacher.

This tab lists assignments that your child has missed or not handed in (e.g., homework assignments not completed, tests missed).

This tab lists grades for all your child's assignments which have been graded.

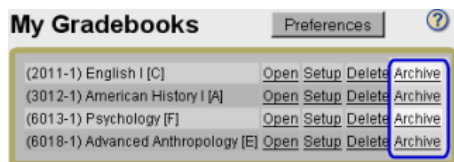
This tab shows a summary of the classes in which your child is enrolled including current grade information, teachers' names, course descriptions, and student comments.

## New Archiving Feature Added to Daily Gradebook

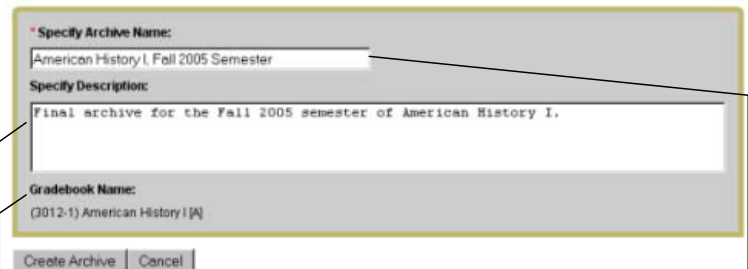
Daily Gradebook now includes a Gradebook Archive feature, which allows you to create and store archives of your gradebooks in read-only format.

This is typically done at the end of a period or year, though you can also archive gradebooks on an ongoing basis throughout the year if you want. The Gradebook Report in the reports menu will also allow you to print out archived gradebooks.

To create an archive, click the Archive link next to the gradebook for which you want to create an archive (see illustration below). This link takes you to the Gradebook Archive Creation screen shown on the right.



### Gradebook Archive Creation



Enter the name you want to give to the archive in this field. Archive names are usually similar to the name of the gradebook upon which they are based, but can also include dates and other information. You can create multiple archives for one course.

The name of the gradebook being archived shows here.

You can enter a description for the gradebook archive in this field.

Click the Create Archive button to save the archive and return to the My Gradebooks screen.

The new archive will be listed on the Archived Gradebook tab in the My Gradebooks screen, described below.

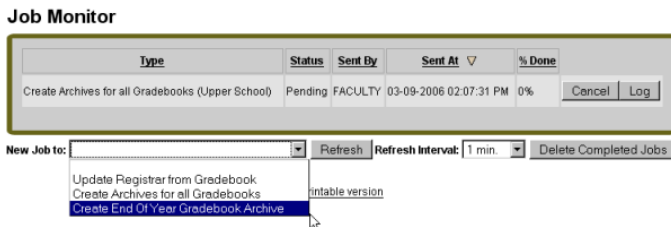


The main table of the Archived Gradebooks Tab displays information about your archived gradebooks, including the gradebook and archive names, the academic year, and the date and time the archive was created.

Click the View link if you want to view the archive (archives are read-only). To delete an archive, click the Delete link.

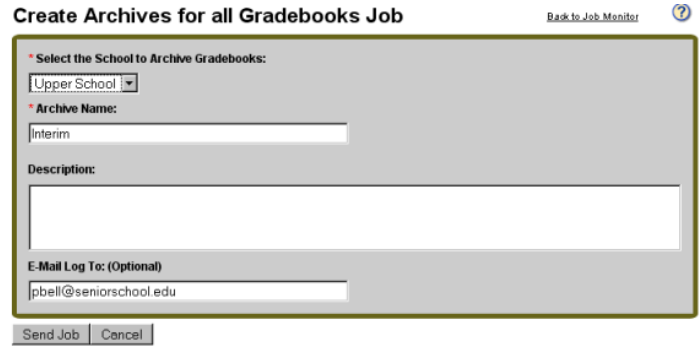
## Archiving Gradebooks in the Administrators Community

You can also archive gradebooks from the Administrators Community by clicking the Jobs link in the Administrators Community's main menu. This opens the Job Monitor screen, shown below.



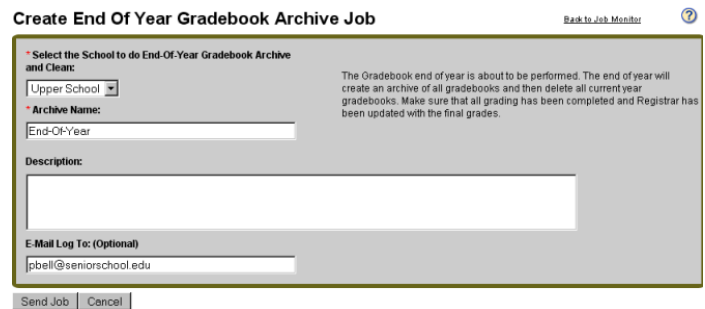
In addition to the option of updating REGISTRAR from Daily Gradebook, the New Job To drop-down menu offers the options to create archives for all gradebooks, and to create an End-of-Year gradebook archive. Both options affect all gradebooks that exist for the division you select.

Select the Create Archives for All Gradebooks if you just want to archive teacher gradebooks. This opens the screen shown on the right where you can enter the archive name and an optional description.



Click the Send Job button to send the job to the list on the Job Monitor screen.

Select the Create End-of-Year Gradebook Archive if you want to create an End-of-Year archive for your gradebooks. This action will also delete all current year gradebooks, so make sure that all grading has been completed and REGISTRAR has been updated with the final grades before selecting this option. Selecting this option opens the screen shown below where you can select the school you want to archive and enter the name of the archive and an optional description.



Click the Send Job button to send the job to the list on the Job Monitor screen.

## Grade Entry Sheet Report Added to Daily Gradebook

We have added a new Grade Entry Sheet Report to My BACKPACK, which allows you to produce grade/comment verification reports for your courses in HTML, PDF, and Excel formats.

The report includes the options of including section and grade comments.

You can access this report from the Reports menu in Faculty Community.