



My BackPack Release Bulletin

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

Inside

General Changes

- Account Lockout Option Added p. 2
- Preference Established to Allow Inactive Account Logins to Timeout p. 3

Student/Parent Community

- Adding the New Student/Parent Directory to Student or Parent Community p. 3
- Setting up Student/Parent Directory in Admin Community p. 4
- Searching by Student Name p. 5
- Searching by Parent Name p. 6
- View Student Details p. 8

Faculty Community

- New Faculty Schedules Feature Added p. 9
- View My Students Option Added to Student Directory p. 10
- Academic History and Daily Grades Tabs added to Student Directory p. 11

Account Lockout Option Added to My BackPack

MY BACKPACK now allows you the option of automatically locking user accounts after a specified number of unsuccessful login attempts. This security feature is extremely useful in protecting accounts from unauthorized access.

Preference Established to Allow Inactive Account Logins to Timeout

A new security feature has also been established which allows inactive logins to automatically logout after a specified interval. This helps protect accounts from unauthorized use if a user has forgotten to logout.

The Student/Parent Directory is Available in the Student Parent Community

The **Student Parent Community** now features a **Student/Parent Directory** where you can look up student and parent records utilizing a variety of search criteria.

Preferences for the reports related to this feature are set up in the **Admin Community's** new **Student/Parent Directory Setup** screen.

Faculty Schedules Added to Faculty Community

Faculty members can now view their schedules in the **Faculty Community** by selecting **My Schedule** from the main menu. Schedules can be viewed in either List or Chart format.

View My Students Option Added to Student Directory

Faculty members now have the option to filter searches in the Faculty Community's **Student Directory** to include only their advisees, homeroom students, or students in their classes by selecting the new **View My Students** option.

Academic History and Daily Grades Tabs added to Student Directory

The **Student Directory** in the **Faculty Community** has added two new tabs to student records. The **Daily Grades tab** displays assignments and grades entered in the Daily Gradebook feature for all of the student's courses, including graded assignments, missed assignments, and upcoming assignments. The **Academic History tab** displays the student's academic history including courses and final grades.

General Changes

Account Lockout Option Added to My Backpack

MY BACKPACK now allows you the option of automatically locking user accounts after a specified number of unsuccessful login attempts. This security feature is extremely useful in protecting accounts from unauthorized access. Once an account has locked out, it can be manually unlocked in SYSTEM ADMINISTRATION. You can also specify an interval after which the account will automatically unlock.

Users whose accounts have been locked out of their account will see this screen when they attempt to login:

The screenshot shows a login form with the following elements:

- A red error message box at the top: "There are Errors on this Form" with a sub-message: "The account is locked. Contact an administrator."
- A "Login" header.
- Fields for "User Name" (containing "clarkp") and "Password" (masked with dots).
- A checked checkbox for "Remember User Name".
- A "Sign In" button.
- A link for "I forgot my Password."
- Contact information: "For Sign-in assistance, please email us, or call us at (888) 480-0102 x413."

Settings for the Account Lockout feature are established in My Backpack > Preferences in SYSTEM ADMINISTRATION, where the following Account Lockout items have been added to the list:

- **Number of failed logins after which to lock account?** This is the number of login attempts the user is permitted before the account automatically locks (e.g., a value of 3 allows the user to make three login attempts before the account locks). The default value of 0 can be allowed to remain if you do not want to activate the Account Lockout feature.

- **Email address to notify when locking an account.**
Specify the email address you want to use to be notified of when a user's account has been locked.
- **Duration of account lockout in minutes?**
If the value for this item is set to 0, the account can only be unlocked in System Administration after an unsuccessful login. If you want the account to unlock automatically after a certain interval, enter the value for the number of minutes you want to use (e.g., a value of 60 would unlock the locked account after an interval of 60 minutes or one hour.)

An account that is locked will show a checkmark in the Account Locked checkbox in My Backpack User Maintenance in System Administration, as shown below. The date and time the account locked will display next to the checkbox.

To manually unlock the account, simply remove the checkmark from the checkbox and click the OK button to save. Once the checkmark has been removed, the name of the checkbox displays as "Lock Account". You can, if you want, lock an account at any time by placing a checkmark in this checkbox and clicking the OK button to save your changes.

The screenshot shows the "My Backpack User Maintenance - Edit" window with the following details:

- Account Valid Dates: Start Date (11-08-2004 12:58 PM), End Date (empty).
- Account Locked checkbox: Account Locked (8/7/06-11 12:09 AM).
- Last Login: 08-07-2006 10:00 AM.
- Mail sent date: 09-21-2005.
- Assigned To table:

Type	I.D.	Name	Database User I.D.	Existing Web User I.D.
Faculty/Staff	CL08	Mr. Paul Clark	CLARKP	CLARKP
Parent 1	CAR09 - P1	Mr. Paul Clark	<none>	CLARKP
Constituent	0000070	Mr. Paul Clark	<none>	CLARKP
- Assigned Groups: Administrators, Alum, Faculty, Parents-Academic, Parents-Billing.
- Available Groups: (empty).
- Groups: Student Access.
- Buttons: OK, Cancel, NUM.

Preference Established to Allow Inactive Account Logins to Timeout

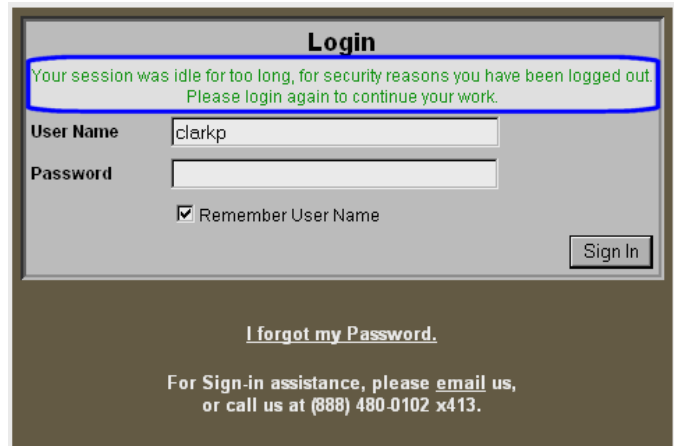
A new timeout feature has been established in MY BACKPACK feature which allows inactive logins to be automatically logged out after a specified interval.

This helps protect accounts from unauthorized use if a user has forgotten to logout or has unexpectedly had to leave the computer unattended. Once timed out, the user can login again.

The following preference has been added to My Backpack > Preferences in SYSTEM ADMINISTRATION:

- **Specify the time in minutes that can elapse while a session is idle before it is terminated.**
Enter the number of minutes you want to transpire before MY BACKPACK attempts to notify the user that their session will expire. (If you do not want to use this feature, enter a value of 0).

An account that has been timed out will show the following message:

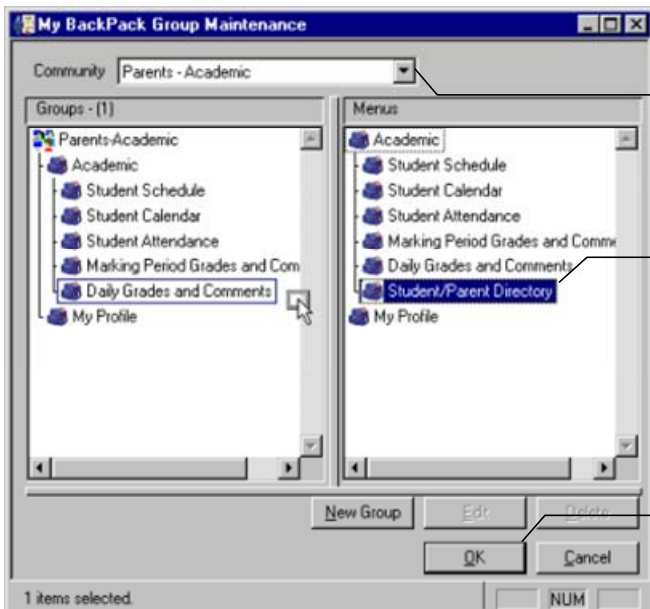


Student/Parent Community

Adding Student/Parent Directory to Parent, Student, and Admin Communities in System Administration

The Student/Parent Directory feature has to be added to the Parent, Student, and Admin communities in SYSTEM ADMINISTRATION before it can be available in those communities in MY BACKPACK.

To do this, log in to SYSTEM ADMINISTRATION and open MY BACKPACK > Group Maintenance > Edit Group Profiles. The My Backpack Group Maintenance screen opens. Then follow the instructions detailed below.



Select the community you want to edit from this drop-down list (in this case the Parent, Student, or Admin Community).

To add the Student/Parent Directory to the Parent, Student and Admin Communities, just click and drag the Student/Parent Directory menu option from the Menu area to the Groups area as shown here.

Click the OK button to save your changes.

Setting Preferences for Student/Parent Directory in Admin Community

MY BACKPACK allows you to choose whether or not to include information such as preferred names for students, work and other listed phone numbers in the Student/Parent Directory reports.

You can also choose how you want student names to be displayed. These preferences are set up in Student/Parent Directory Setup in the Admin Community. Click the Student/Parent Directory Setup link in the Admin Community menu to access the setup screen shown below. (You must have access to the Admin Community and Student/Parent Directory has to be added to the Admin Community, as described on page 2, to access this screen).

The Student/Parent Directory honors the DNP (Do Not Publish) fields for addresses. If an item is set to DNP in Registrar, it will not appear in the Student/Parent Directory screens or reports.

Student/Parent Directory Setup

Display On Detail Page And Search Results Report	
Attribute(s)	Show In Directory
Phone numbers from work addresses	<input checked="" type="checkbox"/>
Other phone numbers	<input checked="" type="checkbox"/>

Display On Detail Page	
Attribute(s)	Show In Directory
Student name format	First Middle(Init) Last, Suffix ▾
Include preferred name in student name	<input checked="" type="checkbox"/>

Display In Search Results Report	
Attribute(s)	Show In Directory
Student name format	First Middle(Init) Last, Suffix ▾
Include preferred name in student name	<input checked="" type="checkbox"/>
Annotate student with siblings using **	<input checked="" type="checkbox"/>

Apply | Reset

Student Detail screens and Search Results reports will display the Parent 1 and Parent 2 phone numbers. You can also choose to include phone numbers from work addresses and/or other phone numbers listed in Registrar (e.g., cell phones) by placing checkmarks in the checkboxes provided.

This section is where you determine how you want student names to display in the Student Detail screens. Select the student name format you want to use from the Student Name Format drop-down list. If you also want to include the student's preferred name in the Student Detail screen, place a checkmark in the checkbox provided.

This section is where you determine how you want student names to display in Student Results reports. Select the student name format you want to use from the Student Name Format drop-down list. If you want to include the student's preferred name in the Student Results reports, place a checkmark in the checkbox provided. You can also choose to annotate students who have siblings enrolled in your school with an asterisk ("**") next to their names by placing a

Student/Parent Directory

Searching for Student Records

When you select Student/Parent Directory from the Parent or Student Community menu, the Search Student/Parent screen opens. To search student records, select the Search for Student tab, and enter your search criteria as shown below.

Search Student/Parent

Enter the search term(s) you want to utilize using the fields and drop-down lists provided. You can enter partial entries in a given field (e.g., "Mac" Entered into the Student or Parent Last Name field will bring up every student or parent whose last name contains "Mac").

Click the Search button to submit the search. Search results display below in the lower table. If you do not utilize any search terms, the search will bring up all student names in the database.

Search Result

Student	Grade	Gender	Parent	Phone	City	Zip	
Kevin Casey	10	Male	Mr. and Mrs. Brian Casey		Concord	01742	Detail
Jane Eyre	10	Female	Mr. John Eyre and Dr. Ellen Eyre	Not Listed	Lakeland	33801-2549	Detail
Samuel Tierney	10	Male	Mr. and Mrs. Victor Tierney	(508) 339-3655	Mansfield	02048	Detail
Victoria Tierney	12	Female	Mr. and Mrs. Victor Tierney	(508) 339-3655	Mansfield	02048	Detail

The Detail link takes you to the Student Detail screen shown on page 4.

[Printable version](#)

Click the Print Version link to print a report of your search results (See sample report on Page 7.)

The Search Result list can be sorted by student name, grade, or gender. Each item includes Parent 1 and Parent 2 names, phone numbers, cities and zip codes, as well as links to the Student Detail screen. You can select which column to use for sorting items in the list by clicking the Student, Grade, or Gender links in the column headers (e.g., click the Student link to sort by student name). An arrow icon shows in the header of the sort column, pointing up or down depending on whether students are sorted in ascending order or descending order. You can change the sort order by clicking the link in column header once.

Searching For Parent Records

The Student/Parent Directory also gives you the option to search parent listings. This is handy if you want to sort the search results by parent name, with all of the parent's children enrolled in the school listed as a sub-category. To utilize this option, enter your search criteria into the Search for Parent tab shown below.

Search Student/Parent

Enter the search term(s) you want to utilize using the fields and drop-down lists provided. Just as with the Search for Student tab described on the previous page, you can enter partial entries in a given field (e.g., "Mac" Entered into the Student or Parent Last Name field will bring up every student or parent whose last name contains "Mac").

Search Result

Parent	Phone	City	Zip	Student	Grade	Gender	
Mr. and Mrs. Brian Casey		Concord	01742	Kevin Casey	10	Male	Detail
Mr. John Eyre and Dr. Ellen Eyre	Not Listed	Lakeland	33801-2549	Jane Eyre	10	Female	Detail
Mr. and Mrs. Victor Tierney	(508) 339-3655	Mansfield	02048	Samuel Tierney	10	Male	Detail
				Victoria Tierney	12	Female	Detail

Click the Search button to submit the search. Search results display below in the lower table. If you do not utilize any search terms, the search will bring up all parent names in the database.

The Detail link takes you to the Student Detail screen shown on page 4.

[Printable version](#)

Click the Print Version link to print a report of your search results (see sample report on page 7.)

The Search Result list can be sorted by parent name, phone number, city or zip code. Each item includes the names of all enrolled children, as well as their grades, genders and links to their Student Detail screens. You can select which column to use for sorting items in the list by clicking the Parent, Phone, City, or Zip Code links in the column headers (e.g., click the Parent link to sort by parent name). An arrow icon shows in the header of the sort column, pointing up or down depending on whether names are sorted in ascending order or descending order. You can change the sort order by clicking the link in column header once.

Below is an example of a printed Student/Parent Directory report:

Your School

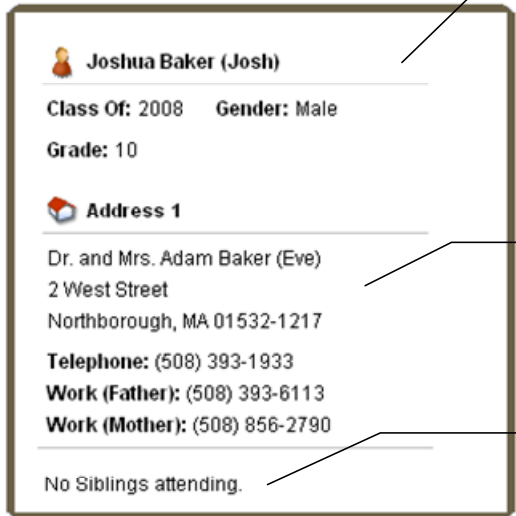
Student Directory

<u>Student Information</u>	<u>Parent Name and Address</u>	<u>Telephone / Email</u>
Penelope A. Argonis (Penny)* Grade: 10 Female	Mr. and Mrs. Jasper Argonis 'Red' (Marcy) 1771 East Apple Avenue Muskegon, MI 49442	(616) 777-7272 Work (Father): (616) 755-3535 Work (Stepmother): (616) 737-7200 Cellular: (231) 737-5847 Father Email: support@senior-systems.com Stepmother Email: Argo2@aol.com
	Mrs. Lucy Argonis 6529 Snowy Bird Lane Milwaukee, WI 43260	616-520-9554 Cellular: 616-864-5025 Father Email: argonis1@gmail.com Protege Email: argonis2@gmail.com
Joshua A. Baker (Josh) Grade: 10 Male	Dr. and Mrs. Adam Baker (Eve) 2 West Street Northborough, MA 01532-1217	(508) 393-1933 Work (Father): (508) 393-6113 Work (Mother): (508) 856-2790 Father Email: bakerdoc@earthlink.net
Finnegan C. Bell (Finn) Grade: 10 Male	Mr. and Mrs. Paul Bell (Marge) 35 Village Road Middleton, MA 01949	(987) 762-1000 Work (Foster Father): 508-480-0101 Foster Father Email: michael@senior-systems.com
Charles W. Boviard* Grade: 10 Male	Mr. and Mrs. Steven Boviard (Stacy) 23 South Street Reading, MA 01867-3761	(781) 942-3888 Work (Father): (617) 327-0898
Joseph R. Briggs (Joe) Grade: 10 Male	Mr. Robert Briggs 'Bob' 407 South 3 Notch Street Andalusia, AL 36420	Not Listed Work (Father): (334) 493-2072
Barkley G. Cabot Grade: 10 Male	Mr. and Mrs. Paul Cabot (Lynn) 45 Davis Row Concord, MA 01742	(978) 635-9040 Work (Father): (781) 275-2419 Work (Mother): (781) 860-9000
Kevin C. Casey Grade: 10 Male	Mr. and Mrs. Brian Casey (Erin) 1 Boat Street Concord, MA 01742	(617) 304-5905
Danielle D. Copperfield (Dani) Grade: 10 Female	Mr. and Mrs. David Copperfield (Lisa) 1 Republic Road North Billerica, MA 01862	(978) 667-2100
Sara E. Crewe Grade: 10 Female	Captain Crewe 8 Bank Street	(860) 447-2820

View Student Details

Students listed in the Search Results area will always have a Detail Link next to their record which you can select to access more information about the student. Clicking the Detail link opens the Student Detail screen, shown below.

Student Detail [Back to Search Student/Parent](#)



Joshua Baker (Josh)

Class Of: 2008 **Gender:** Male

Grade: 10

Address 1

Dr. and Mrs. Adam Baker (Eve)
2 West Street
Northborough, MA 01532-1217

Telephone: (508) 393-1933
Work (Father): (508) 393-6113
Work (Mother): (508) 856-2790

No Siblings attending.

The student's name, grade, gender, and class year appears in the upper part of the table in the Student Detail screen. Your school can also choose to include the student's preferred name here by selecting the Include Preferred Name checkbox in the Student/Parent Directory Setup screen in My BackPack's Admin Community, described on page 5.

Street addresses, e-mail addresses, and phone numbers appear in the lower part of the table. Your school can also choose to include work and other phone numbers by selecting the appropriate checkboxes in the Student/Parent Directory Setup screen in My BackPack's Admin Community, described on page 5.

Student siblings enrolled in your school are listed in this section, along with their genders and grades. If the student has no siblings, the screen will read "No siblings attending."

[Printable version](#)

Click this link to open the printable version of this screen in a new browser.

Faculty Community

Faculty Schedules Feature Added to Faculty Community

Faculty members can now view their schedules in the Faculty Community by selecting My Schedule from the main menu. The My Schedule screen, shown below opens. Schedules can be viewed in either List or Chart format.

My Schedule Preferences

Term: ALL

Section ID	Course Name	Terms	Mon	Tue	Wed	Thu	Fri	Room#	Cred.	Department	Enroll(MF)	
2011-1	English I	S1,S2	C	C	C	C	C	200	1.0	English	16(11/5)	Roster
3012-1	American History I	S1,S2	A	A	A	A	A	601	1.0	History	15(8/7)	Roster
6013-1	Psychology	S1,S2	F	F	F	F	F	603	1.0	Social Sciences	9(6/3)	Roster
6018-1	Advanced Anthropology	S1,S2	E	E	E	E	E	601	1.0	Social Sciences	9(5/4)	Roster

[Printable version](#)

The Schedule screen shown in this illustration is the List view. You can also view the schedule in Chart view by clicking the Chart icon. To return to the List view, click the List icon.

Select the term you want to view from this drop-down list. The screen refreshes automatically.

Click the Roster link to view the student roster for the course in a new browser.

Click this link to open a printable version of the schedule in a new browser.

Adding Faculty Schedules to the Faculty Community

The Faculty Schedules feature has to be added to the Faculty Community in SYSTEM ADMINISTRATION before it can be available for viewing. To do this, login to SYSTEM ADMINISTRATION and open My Backpack > Group Maintenance > Edit Profiles. The My Backpack Group Maintenance Screen opens:

My Backpack Group Maintenance

Community: Faculty/Staff - Teachers

Groups - (1)

- Faculty
 - Attendance
 - Grades
 - Gradebook
 - Discipline
 - Course Recs.
 - Reports
 - Student Directory
 - My Profile

Menus

- Faculty
 - Attendance
 - Grades
 - Gradebook
 - Discipline
 - Course Recs.
 - Reports
 - Student Directory
 - My Schedule
 - My Profile

Buttons: New Group, Edit, Delete, OK, Cancel

1 items selected

Select the Faculty/Staff community from this drop-down list.

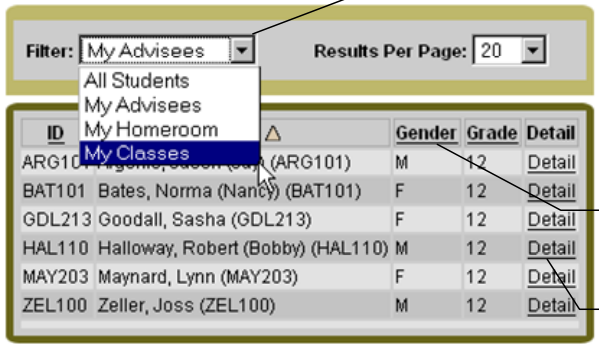
Click and drag the My Schedule menu option from the Menu area to the Groups area as shown here.

Click the OK button to save your changes.

View My Students Option Added to Student Directory

Faculty members now have the option to filter searches in the Faculty Community's Student Directory to include only their advisees, homeroom students, or students in their classes. To use this filter, select View My Students from the Student Directory sub-menu in the Faculty Community. The View my Students search screen, shown below, opens.

View My Students



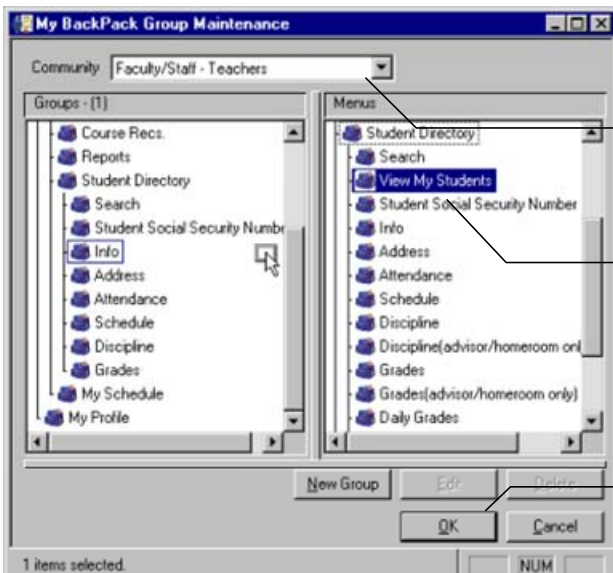
Select the filter you want to use (i.e., All Students, My Advisees, My Homeroom, My Classes) from this drop-down list. The screen refreshes automatically, and the student list shows below in the main table. The Filter drop-down list carries over to the Student Detail screens in the Student Directory as shown on the next page, which makes it easy to change the filter at any time without having to go back to this screen.

You can sort the list by section ID, name, gender, or grade. To change the sort, just click the column header.

The Detail link takes you to the student record in the Student Directory, shown on the next page.

Adding View My Students to the Faculty Community

The View My Students Feature has to be added to the Faculty Community in SYSTEM ADMINISTRATION before it can be available for viewing. To do this, login to SYSTEM ADMINISTRATION and open My Backpack > Group Maintenance > Edit Profiles. The My Backpack Group Maintenance Screen opens:



Select the Faculty/Staff community from this drop-down list.

Click and drag the View My Students menu option from the Menu area to the Groups area as shown here.

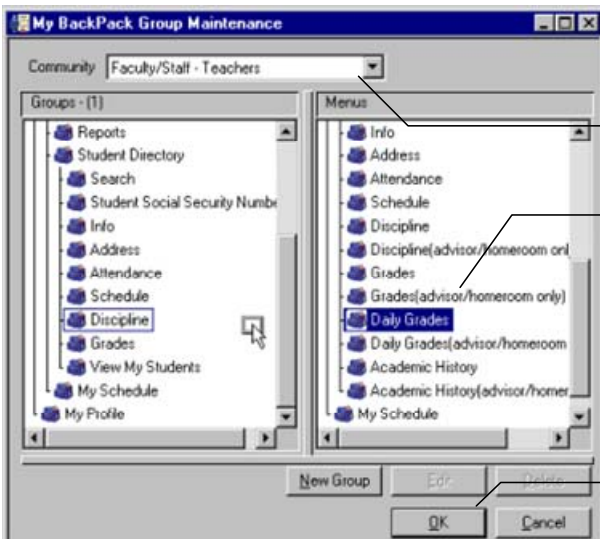
Click the OK button to save your changes.

Daily Grades and Academic History Tabs Added to Student Directory

The Student Directory in the Faculty Community has added two new tabs to student records. The Academic History tab displays the student's academic history including courses and final grades. The Daily Grades tab displays assignments and grades entered in the Daily Gradebook feature for all of the student's courses, including graded assignments, missed assignments, and upcoming assignments.

Adding the Daily Grades and Academic History Tabs to the Faculty Community

The new tabs have to be added to the Faculty Community in SYSTEM ADMINISTRATION before they can be available for viewing. To do this, login to SYSTEM ADMINISTRATION and open My Backpack > Group Maintenance > Edit Profiles. The My Backpack Group Maintenance Screen opens:



Select the Faculty/Staff community from this drop-down list.

Click and drag the Daily Grades or Academic History menu options from the Menu area to the Groups area as shown here. If you want faculty members to only be able to view advisees and homeroom students you can select the menu options for only advisees and homeroom students.

Click the OK button to save your changes.

Academic History Tab

Student Directory - Details

[Back to View My Students](#)

Filter: Student:

Academic Year: Sort by:

Academic Year: 2003 School: Upper

Section	Grade	Credit Earned	Department	Quarter 2		Quarter 4
				S1	S2	
1014-1 Geometry	10	1.0	Mathematics	A+	A+	Detail
2012-1 English II	10	1.0	English	B-	B-	Detail
6012-1 Sociology	10	1.0	Social Sciences	A+	A	Detail
4012-1 Biology	10	1.0	Science	A	A+	Detail
3012-1 American History I	10	1.0	History	B-	B-	Detail

[Grade Key](#)

Select the academic year you want to view from this drop-down list.

Select how you want to sort the course information (i.e., Section ID, Course Name, Department, Transcript Group) on the main table from this drop-down list.

Courses and grades for the academic year selected above will show in the main table.

The Detail link opens the Detail screen for the course, where you can view more detailed information including assignment grades, credits attempted and earned, and comments entered by the faculty member.

Daily Grades Tab

The screenshot shows the 'Student Directory - Details' page for a student named Jason Aristos Argonis (Jay). At the top, there is a 'Filter' dropdown set to 'My Advisees' and a 'Student' dropdown set to 'Argonis, Jason (Jay) (ARG101)'. Below this is a navigation bar with tabs for 'Student', 'Family', 'Schedule', 'Attendance', 'Discipline', 'Grades', 'Daily Grades', and 'Academic History'. The 'Daily Grades' tab is active, showing a sub-menu with 'Summary', 'Graded Assignments', 'Missing Assignments', and 'Upcoming Assignments'. The main content area displays two courses: 'Advanced Anthropology' and 'Psychology'. For each course, it shows the teacher's name (Mr. Paul Bell) and a 'Grade to Date' (93.00 for Psychology). There are also links to 'Graded Assignments', 'Missing Assignments', and 'Upcoming Assignments' for each course. A description for Psychology is provided: 'This is the comment describing what topics will be covered in Psychology this marking period.'

The Filter drop-down list only displays if you have accessed the student record from the View my Students search screen described on the previous page. You can use it to filter the student records listed in the Student Drop-down list on the right.

The Student drop-down list displays only if you have accessed the student record from the View my Students search screen described on the previous page. Otherwise you will see only the student's name. It allows you to select the student record you want to view.

This tab lists future assignments entered in gradebooks for the student. course name, name of the assignment, the assignment group, the highest grade possible for the assignment, due dates for assignments, the date assigned and the date due.

This tab lists assignments that your child has missed or not handed in (e.g., homework assignments not completed, tests missed). It includes the following information: course name, name of the assignment, the assignment group, the highest grade possible for the assignment, the date assigned, the date due, and teacher comments.

This tab shows a summary of the classes in which the student is enrolled, including current grade information, teachers' names, course descriptions, and student comments. There are also links next to each course name to the graded assignment, missing assignment, and upcoming assignment tabs for that course.

This tab lists grades for all the student's assignments which have been graded. It includes the following information: course name, name of the assignment, the assignment group, the student's grade, the highest grade possible for the assignment, the date assigned, the date due, and teacher comments.