My BackPack Release Bulletin

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

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Daily Gradebook Now Displays Group Averages for Assignment Groups

The Faculty Community's **Daily Gradebook** now includes a new feature: the **Group Averages** Tab, where you can view student grade averages for specific assignment groups (e.g., homework assignments, papers, quizzes, tests) in marking periods that you have established in **MY BACKPACK**.

You can view all averages if you want, or you can filter to view a specific assignment group or marking period.

Marking periods specifying which grades are to be included in averages must be first established in the **Group Averages** Tab in **Gradebook Setup** before the averages can be viewed in the **Group Averages** Tab in **Daily Gradebook**. This set up process is described on page 2.

Password Security Enhanced

Many browsers (e.g., Internet Explorer, Mozilla, Netscape) offer the option of remembering passwords when you log in utilizing cookies.

To enhance security for users, we have disabled this feature.

E-Mail Function Added to Faculty Community

Faculty members can now send e-mails to parents and students associated with gradebooks they have set up through the **Faculty Community**.

Profile Changes Can Now Be Entered in Parent Community

Parents who are **MY BACKPACK** users can now enter profile changes online. Changes are reviewed in **Student Parent Office**, where they must be approved before being made available for viewing in the **Parent Directory**.

Online Donations Feature Available in Parent Community

The Online Giving feature of the **Parent Community** is now available for schools that have Alumni Development Office and have activated online donations. Parents can now make donations or pledges from the Parent Community of **MY BACKPACK** to your organization's funds.

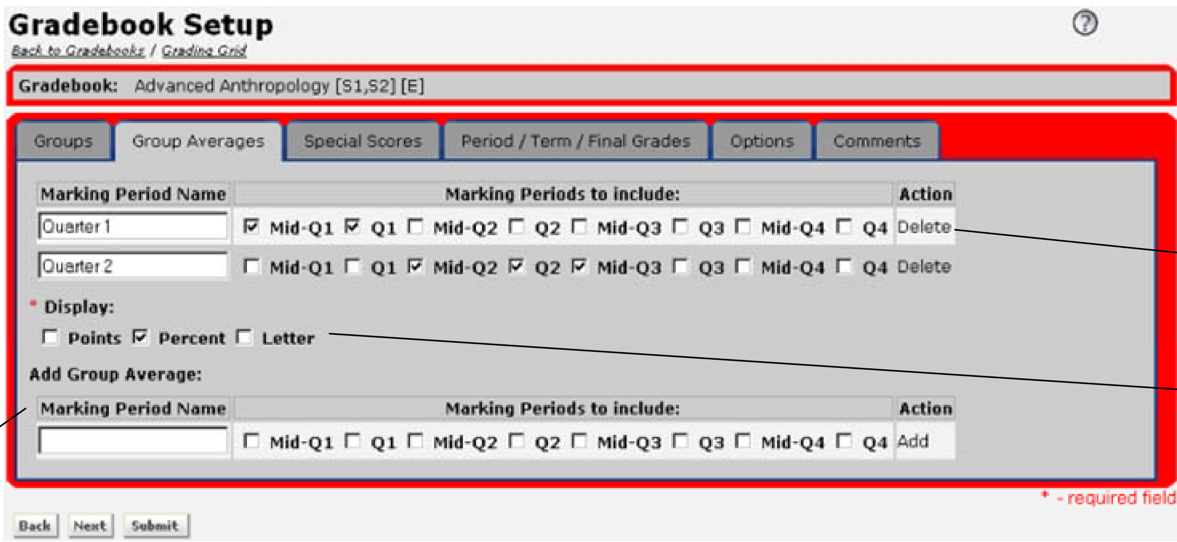
Faculty Community

Daily Gradebook Now Displays Group Averages for Assignment Groups

Setting Up Marking Periods to Be Included in Group Averages

Before assignment averages will display in the Group Averages Tab in the Grading Grid, you have to establish which of the marking periods established by your school are to be included in the averages. This is done by setting up marking periods in the Group Averages Tab in Gradebook Setup as described below.

Averages will only display for the marking periods established in this tab, and will only include the marking period grades selected. This is especially useful if your school has mid-marking periods which combine assignments together from more than one marking period. After you have created the marking periods you want to use, click the Submit button to save.



This section is where you create the marking periods you want to show on the Group Averages tab in the Grading Grid. Enter the name of the marking period in the field provided, then select which marking periods you want to include in the average by placing a checkmark in the appropriate check box. Click the Add link provided in the Action column to add the marking period to the list shown above. All marking periods in this list will display in the Group Averages tab.

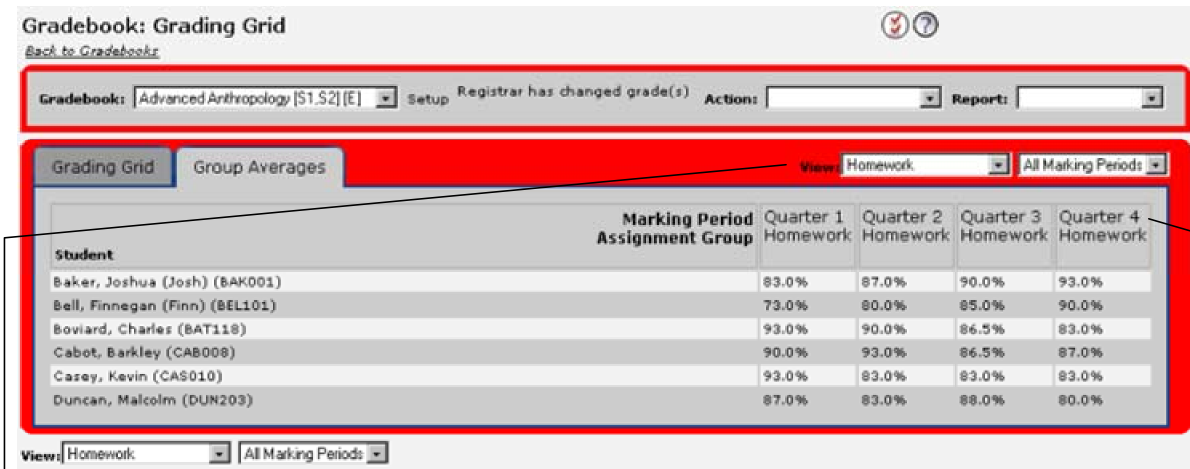
Select how you want grade averages to be displayed in the Group Averages tab by placing a checkmark in the appropriate checkbox.

The marking periods you have created are listed in this area. You can change details as needed, or click the Delete link if you want to delete the marking period from the list. Averages for the marking periods listed here will display in the Group Averages Tab in Daily Gradebook.

Viewing Group Averages in Daily Gradebook

Once you have established the marking periods you want to include in the Group Averages Tab in Gradebook Setup, the averages for each student will display as shown below.

You can view averages for all marking periods and assignment groups if you want, or you can filter your view as needed using the drop-down lists provided. The example below shows homework averages for all marking periods that were established in Gradebook Setup.

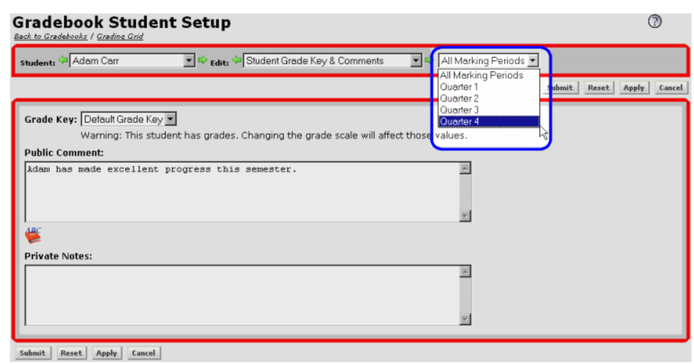


Select the assignment group and marking period you want to view using the drop-down lists provided. You can also select All Assignment Groups or All Marking Periods if you want.

The main table will display the averages for the assignment group and marking period selected as shown here.

Marking Period Drop-Down List Added to Student Setup Screen

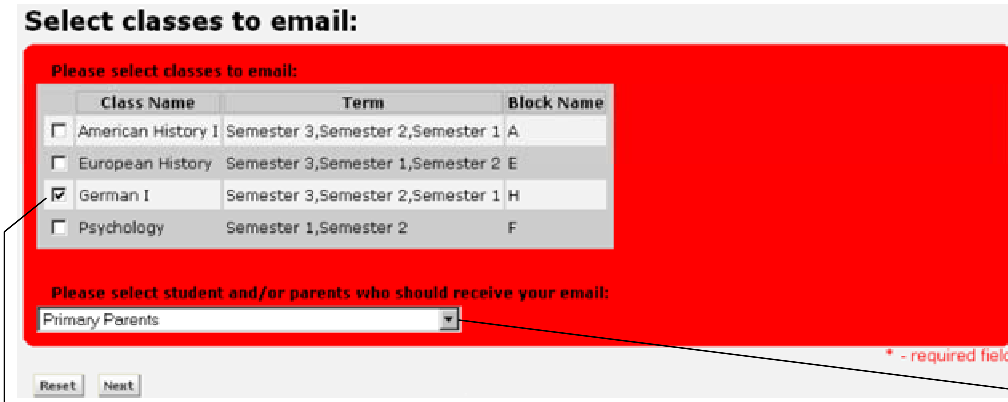
We have added a Marking Period drop-down list to the Gradebook Student Setup screen which allows you to filter the assignment view by to Marking Period.



E-Mail Function Added to Faculty Community

Faculty members can now send e-mails to parents and students associated with gradebooks they have set up through the Faculty Community.

You can access this feature by clicking the Send Mail link in the main menu or in the left-hand navigational bar. The first screen of the Send E-mail wizard, shown below, opens.

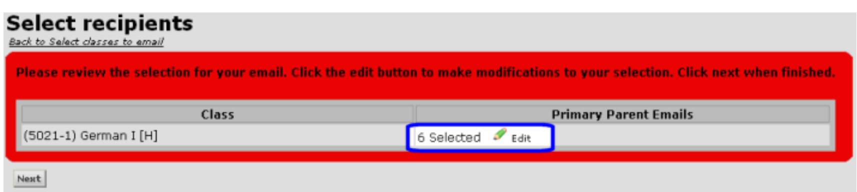


Use the checkboxes provided to select which classes you want to e-mail. The e-mail will go only to parents and students who are associated with the class you select. This list will only show those classes for which you have created daily gradebooks.

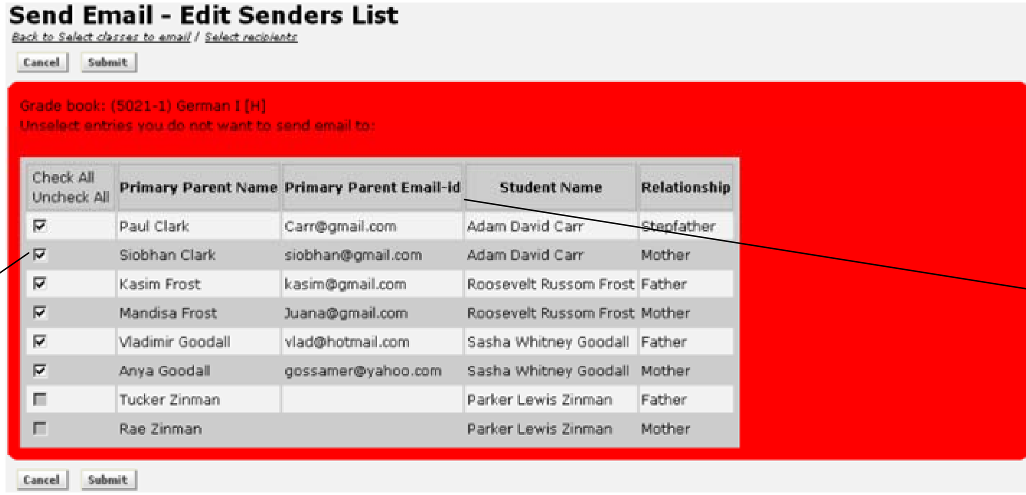
Select which addresses you want to e-mail from this drop-down list. You can send the e-mail to students, primary parents, students and primary parents, or to All (students, primary parents and secondary parents).

After you have selected the class you want to e-mail, and the recipients you want to include, click the Next button. The second screen of the Send E-mail wizard, shown below, displays. It will list the class and the number of recipients included based upon your selection.

E-mails can only be sent to recipients who have e-mail addresses associated with their records. If the recipients are fewer than you expected, it may be because some of the parents or students associated with the class you selected do not have e-mail addresses. To review the list if recipients, click the Edit button shown below.



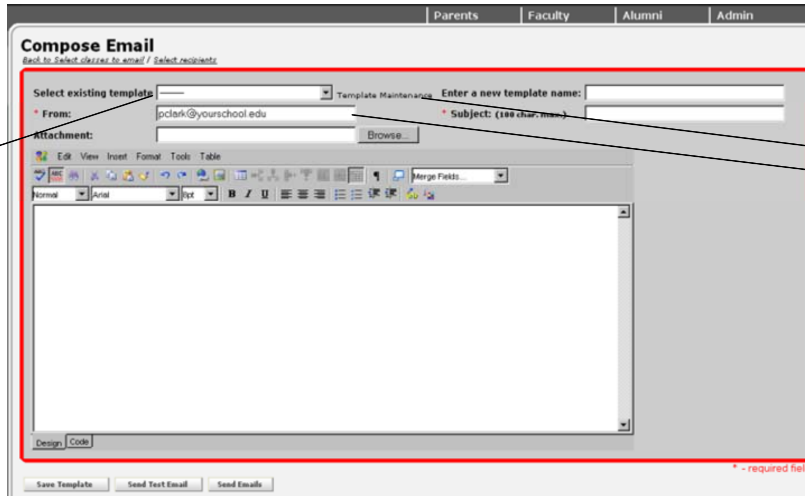
When you click the Edit button, the Edit Senders List screen, described below, opens. This is where you can review your list of recipients.



E-mail addresses for all recipients are listed in this column. If the individual does not have an email address listed, then it does not exist in their record. E-mail addresses can only be added or updated outside of My BackPack (*i.e.*, Registrar, Accounts Receivable).

You can remove a recipient from the list by simply removing the checkmark from the recipient's checkbox. You can also click the Check All link to include everyone who has an e-mail address, or click the Uncheck All link to remove everyone from the list. Records which do not have e-mail addresses will have inactive checkboxes and cannot be selected.

When you click the Submit Button, the E-mail Composer screen, described on the next page, opens.

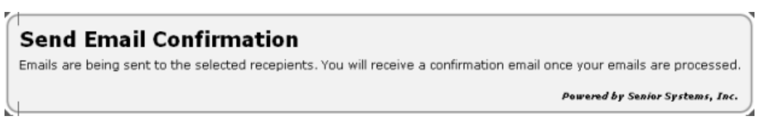


You can select a template to use from this drop-down list. You can also create a template by entering a new template name in the field provided on the right, and clicking the Save Template button at the bottom of the screen. A new template based upon the e-mail you sent will show in the drop-down list for future use. Templates can also be created in Template Maintenance, described on the next page.

Enter the subject line and in the field provided above the main area, add attachments as needed, and the use the rich text tools provided to compose your e-mail. Click the Send Email button below when you are finished.

Click this link to manage templates. You can also access Template Maintenance from the main menu. The Manage Template screen described on the next page opens.

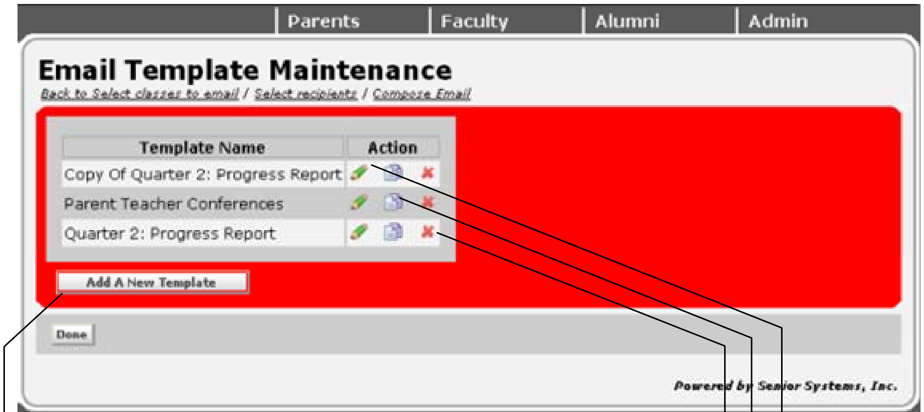
You can click the Send Test Email button if you want to have a test e-mail sent to your mailbox. Click the Send Emails button to send the e-mail to the recipients. Once it is sent, you will see the following notification and a confirmation message will be sent to your e-mail address.



Template Maintenance

E-mail templates are managed in Template Maintenance which is accessed by clicking the Template Maintenance link located next to the Template drop-down list in the E-mail Composer screen (shown on page 6) or from the main menu.

In Template Maintenance, you can delete, copy, or edit templates as needed:



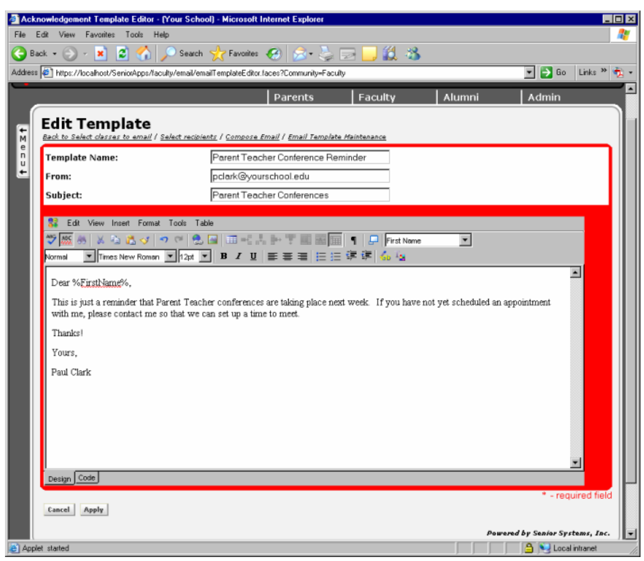
Click this button to delete a template.

Click this button to make a copy of a template. The screen refreshes and the copy displays in the list.

Click this button to edit a template. The Edit Template screen shown below opens.

Click this button to create a new template. The Edit Template screen shown below opens.

You can make changes to a template, or create a completely new template, in the Edit Template screen shown below. Click the Apply button to save the template when you are done to return to Template Maintenance:



Parent Community

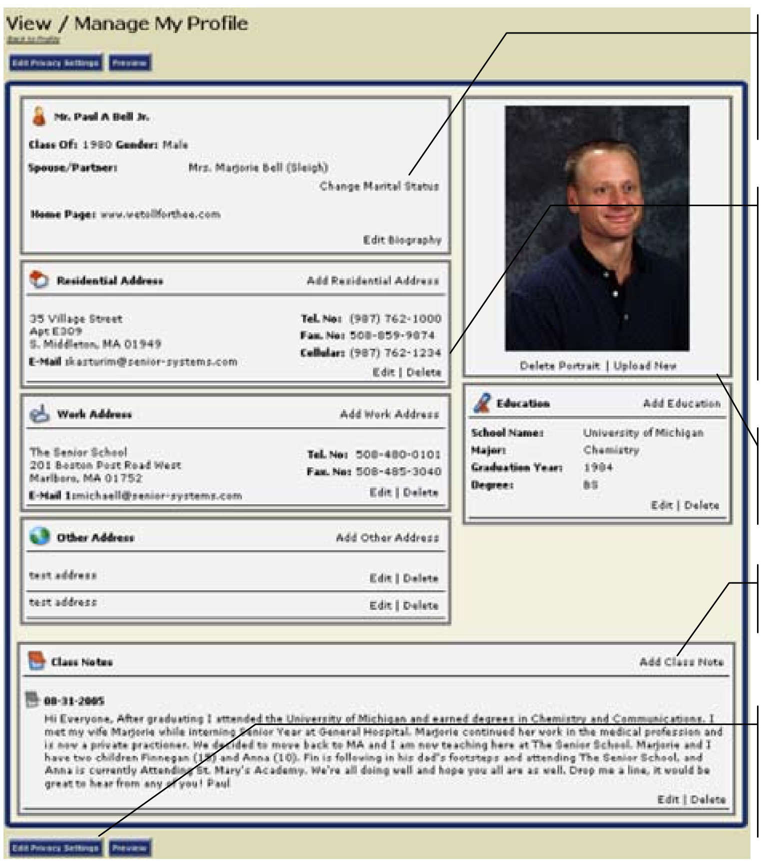
Profile Changes Can Now Be Entered in Parent Community

Parents can now enter profile changes online. How the profile screen looks and which details and features are included will differ depending on whether or not the parent is also a member of the Alumni Community. Changes are reviewed in Student Parent module and Alumni Development (if it is installed), where they must be approved before being made available for viewing in the Parent Directory.

View/Manage Profile

Parents with web accounts can update their biographies and address information. If a Parent's spouse does not have a web account, the Parent must manage the spouse's information. When spouses do have web accounts, they can manage each other's parent information, but not constituent information.

From the Parent Community options, open the Biography (under My Profile). In the View/Manage My Profile screen, they would click one of the links to Add, Edit or Delete information.



Click the Change Marital Status link to enter or modify information about spouses or partners (You will only see this if the user is also a constituent). Click the Edit Biography link to edit other biographical details.

Residential, Work, and other addresses can be entered, modified, or deleted by clicking the appropriate Add, Edit, or Delete links. Other addresses can only be entered to profiles of parents who also have constituent accounts. Do not publish settings are also available for all addresses.

Portraits and educational information can be added, modified, or deleted here in profiles of parents who also have constituent accounts.

Class Notes can be added, modified or deleted here in profiles of parents who also have constituent accounts.

Click the Privacy Settings button to access the Privacy Settings screen, where you can determine which information you want to exclude from being published in the Parent Directory.

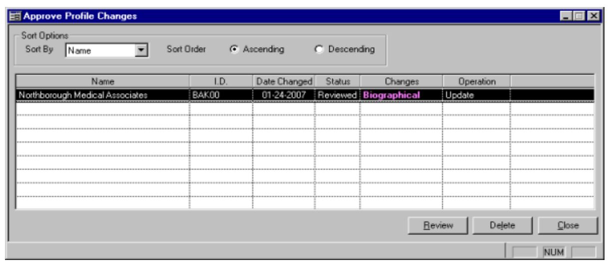
After the parent saves changes, the profile screen will display the new information but also alert the user that the changes have not been posted to the database. It will not appear in the Student Parent Directory until the change is approved in the STUDENT PARENT module.

The process for approving changes in STUDENT PARENT module is described below.

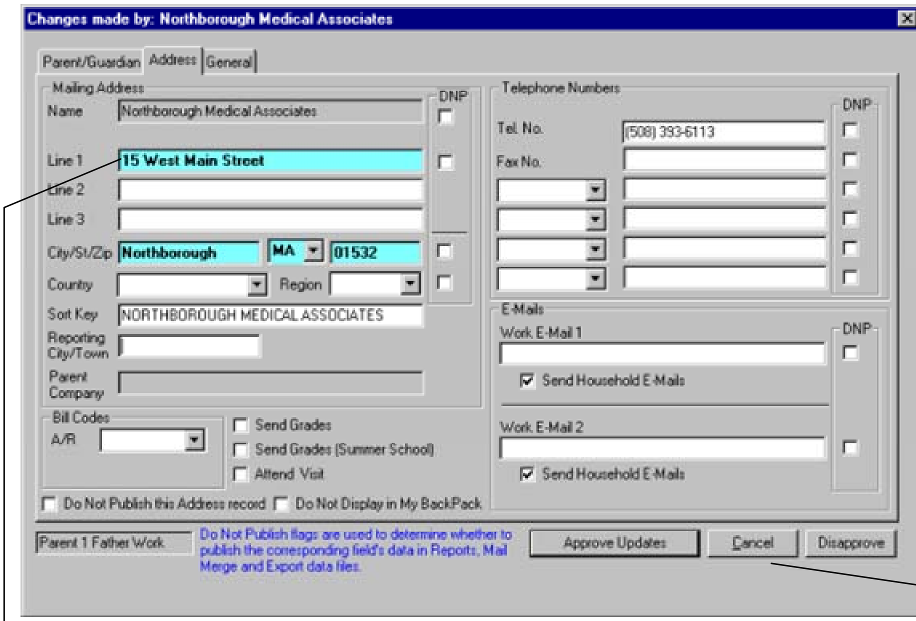
Approving Profile Changes in Student Parent Module

After a parent makes a profile change, a notification is automatically sent to the administrator who is in charge of reviewing and approving changes. You can specify the email address for the administrator in System Administration's My BackPack preferences (see page 10).

Changes are approved in Student Parent module by selecting Approve Profile Changes from the My BackPack menu. The Approve Profile Changes window, shown below, opens. It lists records in which have pending changes. To review an item on the list, simply highlight the item in the list and then click the Review button.



The Profile Changes window, described on the next page, opens. This is where you can review and then either approve or disapprove updates. If your school also has Alumni Development and the Alumni Community installed, it will have to approve any constituent-related changes through the Alumni Development module as well.

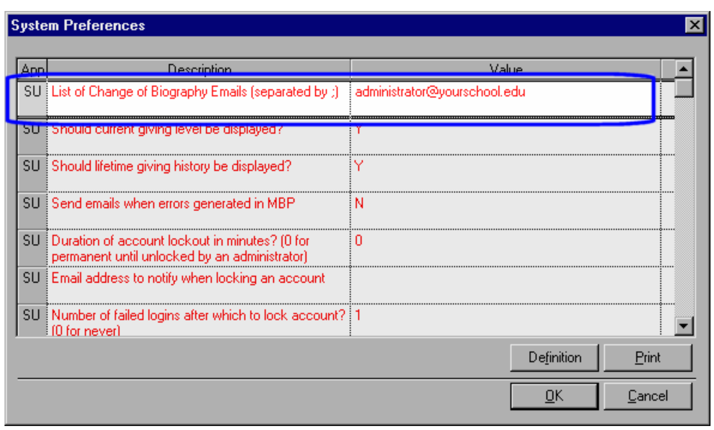


Changes are highlighted in blue.

Click the Approve Updates button to approve changes, or the Disapprove button if you want to discard the changes. Approved changes display in the Parent Directory only after they have been approved.

Preference Establishing Administrative E-Mail Address for Profile Changes Added to Systems Administration

We have added a new My BackPack preference to System Administration in which you can specify the e-mail address of the individual responsible for reviewing and approving changes to biographies in the Student Parent module. Simply enter the administrative e-mail as shown below.



Online Giving is now Available in the Parent Community

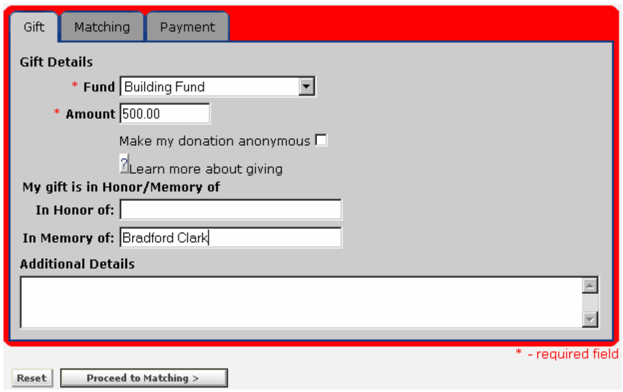
The Online Giving feature of the Parent Community is now available for schools that have Alumni Development Office and have activated online donations in the Alumni Community. Parents can now make donations or pledges from the Parent Community of MY BACKPACK to your organization's funds.

Funds are maintained in ALUMNI/ DEVELOPMENT Fund Maintenance, and parents must be either registered constituents to make donations or pledges. Your office determines which funds are available for donations in MY BACKPACK and what name will be used for those funds.

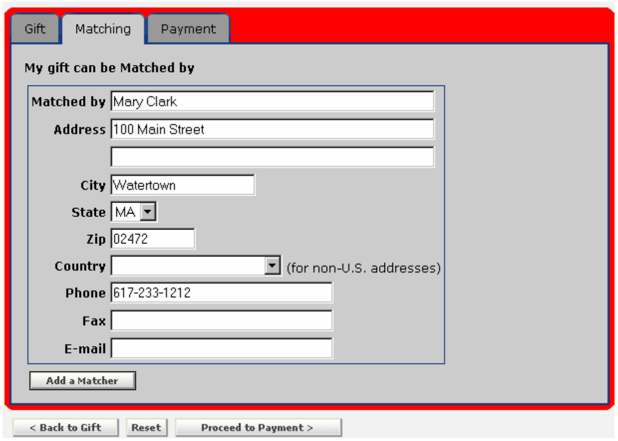
Make a Gift

To make a gift, users open the Donations menu and select Make a Donation > Gift. The Submit Gift screen opens to the Gift tab, where they select the fund and enter a gift amount. They can also enter additional information for the gift on this tab as well.

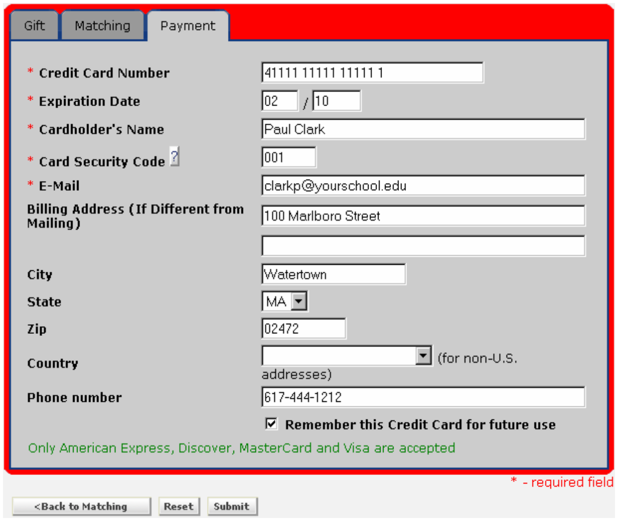
They then select the fund to which they want to make a donation. Only funds made available to MY BACKPACK from ALUMNI/DEVELOPMENT are available to online donors.



On the Matching tab, users can enter matching gift information. Using the Add a Matcher button, the user can add more than one matching gift donor to the Matching tab.

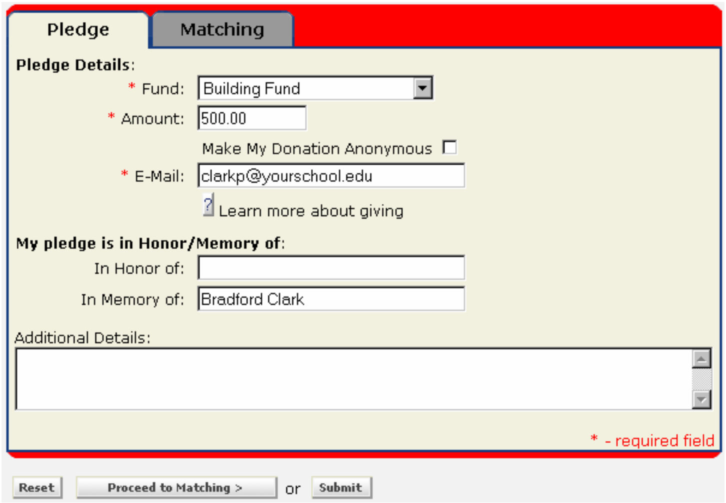


Using the Payment tab, users will make their donation online using a credit card. Payment information is validated using VeriSign.

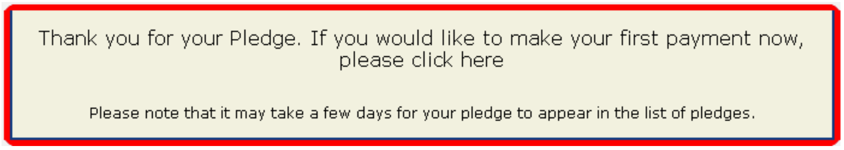


Make a Pledge

To make a pledge, users open the Donations menu and select Make a Donation > Pledge. They will be brought to the Pledge Listing screen, which lists open pledges (if any). They can then either choose to make a payment against an existing pledge or enter a new pledge. If they choose to enter a new pledge, the New Pledge screen opens.



The Pledge and Matching tabs are available. After the user clicks the Submit button, the user receives the notification shown below.



When the user selects a pledge from the Pledge Listing screen against which to make a payment (or, in the above notification, clicks the Here link to proceed payment), the fund and amount will default to the pledge information, just as they do in Gift/Pledge Posting.

Using similar tabs to those available in online donation entry, the user is able to make changes as needed before submitting payment.