



My BackPack Release Bulletin

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

Inside

Faculty Community	
Gradebook Setup Tabs Reorganized	p. 2
Progress Reports Added to E-Mail Function	p. 3
New Daily Gradebook Display Preferences	p. 4
Gradebook Report Enhanced	p. 4
Student/Parent Community	
Profile Update Field Enhanced	p. 5
Security Keys Added to Daily Grades and Comments	p. 5
Student/Parent Directory Detail Enhancements	p. 5
Admin Community	
Gradebook Template Setup Function Added	p. 6
Activating Templates for Next Academic Year	p. 8
Broadcast E-mail function Expanded	p. 11
New Preference in Student/Parent Directory Setup	p. 13
Warning Text Added to Registrar Update	p. 14

Gradebook Setup Tabs Renamed and Reorganized

Gradebook Setup has been reorganized. We have renamed and reorganized some of the setup tabs, making them more intuitive to use.

Progress Reports Added to Faculty Community E-mail

Faculty members can now create online **Progress Reports** and e-mail individual links to these reports to students and parents.

Group Averages Option Added to Gradebook Reports

The **Gradebook report** now includes the option to include assignment group averages on a separate page in the report. Average, Median, and Standard deviations of each assignment can now also be displayed in **Daily Gradebook**.

New Security Keys Added to Daily Grades and Comments

We have added new security keys to the **Daily Grades and Comments** feature, allowing schools to restrict which tabs students and parents are able to view in the Student/Parent Community. These security keys are in Group Maintenance in **SYSTEM ADMINISTRATION**.

Administrators Can Now Create and Manage Gradebook Templates

Previously, only Faculty Members could setup gradebooks in **DAILY GRADEBOOK**. Now administrators can create gradebook templates, which can then be selected, modified if needed, and used by faculty members when they set up their gradebooks.

Broadcast E-Mail Function Expanded in Admin Community

We have added a **Student/Parent Broadcast E-mail** function to the Admin Community which allows schools to send e-mail to students and parent. Please note that you must have the Student/Parent Community installed to use this feature.

New Preference Added to Student/Parent Directory Setup

We have added a new preference to the Student/Parent Directory Setup screen, shown below, which allows schools to choose whether or not to display student portraits in the Detail screen in **Student/Parent Directory**.

Term Drop-down List Added to Create Archive Screen in Admin Community

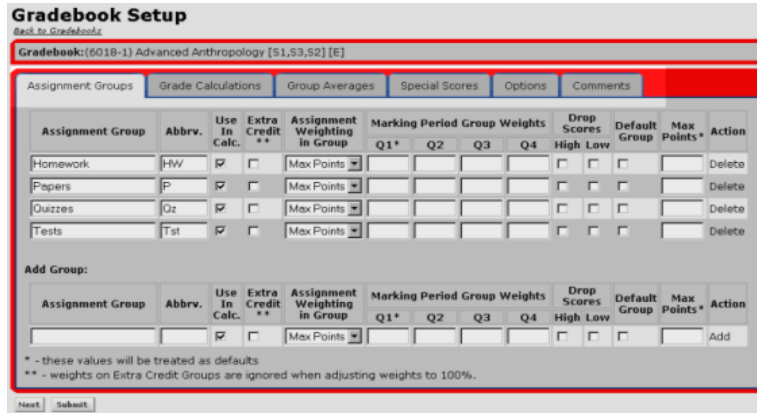
We have added a **Term drop-down list** to the Create Archive screen in the Admin Community. This allows users to filter and select which grades to archive.

Faculty Community

Gradebook Setup Tabs Renamed and Reorganized

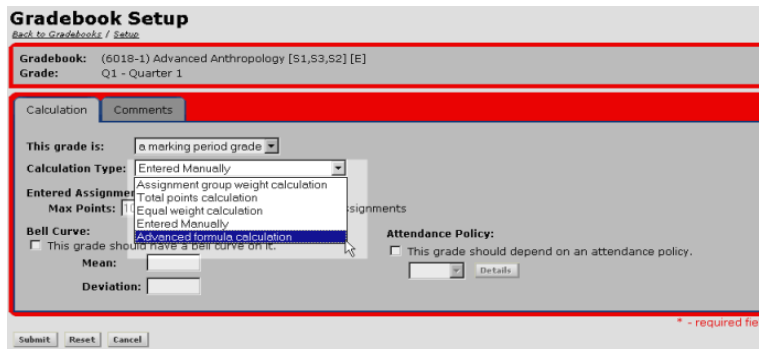
Gradebook setup has been reorganized. We have renamed and reorganized some of the setup tabs, making them more intuitive to use.

The Groups tab has been renamed Assignment Groups and the Period/Term/Final Grades tab is now Grade Calculations. We have also moved the Grade Calculations tab from the fourth position to the second since it is the most frequently used.



We have also simplified the grade calculation names in the Grade Calculation drop-down list, as shown below.

The Calculated by averaging, weighted option is now Assignment Group Weights Calculation; the Calculated by averaging, weighted equally option is now Equal Weighting Calculation; the Calculated by summing, weighted by max points option is now Total Points Calculation, and the Calculated using Advanced formula option is now Advanced Formula Calculation.



Progress Reports Added to Faculty Community E-mail

Faculty members can now create online Progress reports and e-mail individual links to these reports to students and parents using a new merge option in the Faculty Community's E-Mail function.

Before they can be sent, Progress reports must first be set up in Progress Report Options, which you can access from the E-Mail menu. This allows teachers to tailor the options in the progress report which will be seen by the parents when the teacher e-mails it out to them. Faculty members must be given the security key for this feature.

When you select Progress Report Options from the menu, the Progress Report Options screen, shown below opens.

Progress Report Options for Student/Parent Community

Gradebook Name	Progress Grade
(3012-1) American History I [A]	S1-Semester 1
(3016-1) European History [E]	S1-Semester 1
(5021-1) German I [H]	S1-Semester 1
(6013-1) Psychology [F]	S1-Semester 1
(6018-1) Advanced Anthropology [S1,S3,S2] [E]	S1-Semester 1

Grades Between: [04-01-2007] and [04-30-2007]

Show:

- Assignments
- Group Summaries
- Missing Work
- Assignment Group Key
- Average Scores
- School Name
- Grade Key(s)
- Special Scores
- Class Description
- Assignment Descriptions
- Student Assignment Comments
- General Student Comment

Faculty Name Format: [First(Inf) Last Suffix]

Student Name Format: [Last First] Include Preferred Name

Report Format: [Assignment C/s and Names]

Reset Save as Student/Parent Settings *

Select the term you want to include for each class in the student progress reports by using the drop-down lists provided. Progress reports are based upon grades entered in Daily Gradebook. If you have not created a gradebook for a class, it cannot be included in the report.

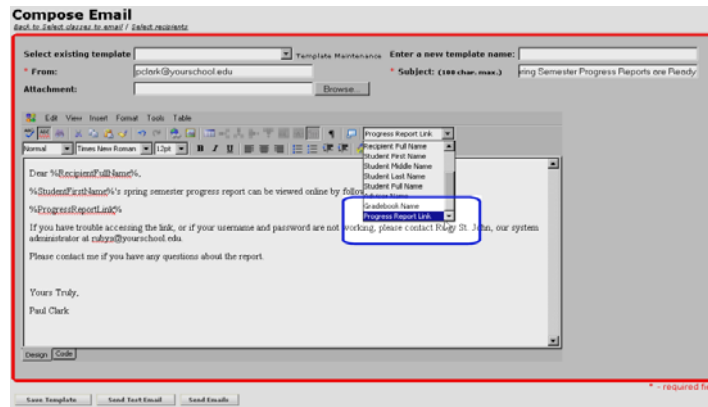
Select which information you want to be included in the report using the checkboxes provided. You can select the faculty name format, student name format, and the report format you want to use from the drop-down lists below.

Enter the period you want the report to cover by entering start and end dates in the fields provided.

Click the Save as Student/Parent Settings button when you are done to save your settings.

Once you have saved your progress report settings, Progress reports can be e-mailed using the Faculty Community's e-mail function. The Progress report will exist online, where it is password protected and can only be accessed only by the individual student or parent.

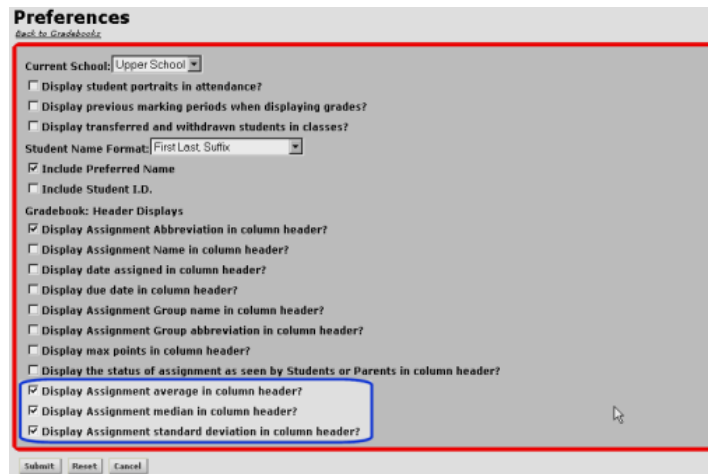
Once it is time to send out the Progress reports, you can send links to individual reports to parents and/or students by adding the Progress Report Link merge field, located in the Merge Field drop-down list in the Compose E-Mail screen as shown below. Recipients can then view their reports by clicking the link.



New Daily Gradebook Display Preferences

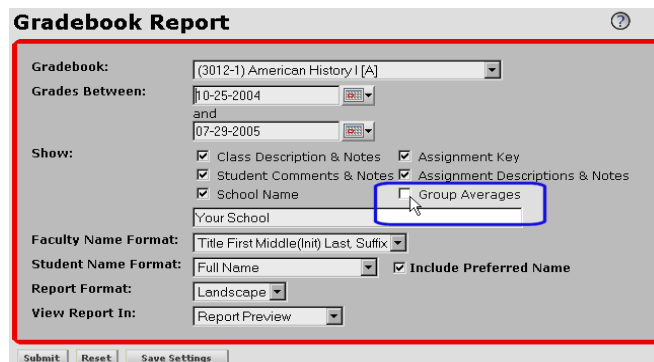
Three new Daily Gradebook preferences have been added which allow you to include Assignment Averages, Assignment Medians, and Assignment Standard Deviation to the assignment column headers in Daily Gradebook.

Place a ✓ in the appropriate checkbox if you want any of these items to shown in the assignment column headers.



Gradebook Report Enhanced

The Gradebook report now includes the option to include assignment group averages on a separate page in the report.



Student/Parent Community

Profile Update Field Enhanced

In the Edit Biography area of the Profile Update screen, we have turned the Relationship drop-down list into a field you can enter on the fly. This creates a bit more flexibility as well as simplicity. Parents can now enter whatever relationship title they like rather than be limited to the established titles listed in the drop-down list.

New Security Keys Added to Daily Grades and Comments

We have added new security keys to the Daily Grades and Comments feature, allowing schools to restrict which tabs students and parents are able to view in the Student/Parent Community. These security keys are in MY BACKPACK Group Maintenance in SYSTEM ADMINISTRATION.

Student Parent Directory Detail Screen Enhancements

We have enhanced the Detail screen in Student/Parent Directory, giving it a more simplified look but also including additional information such as work e-mail addresses and phone numbers.

In addition to the Address area changes shown below, the text was removed that formerly indicated "No Siblings Attending". Now if the student has no siblings attending, nothing will display in this area.

Student portraits can also now be disabled. (Please see page 11 for more information).

The address area is now called simply "Address" rather than "Address 1" and "Address 2" in the event of a split family.

This area has been enhanced to display work e-mail addresses and other phone numbers.

Admin Community


Administrators Can Now Create and Manage Gradebook Templates

Previously, only Faculty Members could setup gradebooks in Daily Gradebook. Now administrators can create gradebook templates, which can then be selected, modified if needed, and used by faculty members when they set up their individual gradebooks.

In order to use this feature, you must first add the Manage Gradebook Templates security key to your Administrators user group in My BackPack Group Maintenance.

Creating a Template

To create and manage gradebook templates in the Admin Community, select Manage Gradebook Templates from the Grading menu. The Gradebook Template Maintenance screen opens.





If you have created any other templates in the Admin Community, they will be listed in this screen. If you want to edit an already existing template, you can click the Edit button  next to the template name. The Gradebook Setup screen, (shown on page 4), opens.

You can make any needed changes to the template, and then save your settings by clicking the Submit button which will return you to Gradebook Template Maintenance screen, shown below.

To create a new gradebook template, follow the instructions.

Gradebook Template Maintenance

School:

Template Name	Action
Advanced Math Classes	 
Advanced Social Sciences Classes	 

Select the division for which you want to create a template from this drop-down list.

Click this button to create a new template. The New Gradebook Template screen opens.

The New Gradebook Template screen, described on the next page, allows you to copy an existing template, or select the Blank Template option to create a Completely new template from scratch.

Enter the name you want to give the template in the field provided.

You can base the new template on a previously existing template, or select the Blank Template option if you want to build something completely new. If you select to copy a template, the Copy Template screen opens after you click the Next button.

If you select the Blank Template option, the Gradebook Setup screen (shown on page 8) opens after you click the Next button. If you select the option to base the new template on an existing template, the Copy Template screen, shown below, opens.

Items that are checked will be copied into the new template. If you do not want a particular item copied, removed the checkmark from the appropriate box.

If you want to make further changes to the template, you can click the Next button to go in the Gradebook Setup screen. Otherwise click the Finish button to save the template and return to the Template List screen.

Once you are in the Gradebook Setup screen, you can make any changes you want. When you click the Submit button to save your settings, you will be returned to the Gradebook Template Maintenance screen.

Selecting the Template in Faculty Community

Once a template is created in the Admin Community, it is available in the Faculty Community's Gradebook Setup function.

Faculty members can select templates when they set up their individual gradebooks by selecting the template from the Based On drop-down list in the New Gradebook screen, shown below. They can also modify the template as needed.

New Gradebook
[Back to Gradebooks](#)

For Class: Advanced Anthropology

* Gradebook Name: (6018-1) Advanced Anthropology [S1.S3.S2] [E]

Based on: Gradebook: (3012-1) American History I [A]

Gradebook: (3012-1) American History I [A]

Gradebook: (3016-1) European History [E]

Gradebook: (5021-1) German I [H]

Gradebook: (6013-1) Psychology [F]

Template: Advanced English Classes

Template: Advanced Math Classes

Template: Advanced Social Sciences Classes

Blank Gradebook

Cancel Next

* - required field

Activating Templates for the Next Academic Year

If you want the templates you created in the Admin Community to be active for the next school year, they must be moved to the next school year after you perform End-of-Period Update in REGISTRAR. If you don't move them to the next school year, they will no longer be available for teachers to select.

What follows is an overview of the steps you will need to follow to move your templates to the next year.

Step 1: Create End of Year Gradebook Archive

Before you perform the end-of-period update in REGISTRAR, make sure you have created an end of year gradebook archive. Select Jobs from the Grading menu in the Admin Community and then select the Create End of Year Archive for Gradebooks option from the New Job To drop-down list. The Create End of Year Gradebook Archive screen, shown below, opens. Select the school from the School drop-down list, enter a name for the archive in the Archive Name field, then click the Send Job button.

Create End Of Year Gradebook Archive Job
[Back to Job Monitor](#)

* Select the School to do End-Of-Year Gradebook Archive and Clean:
 Upper School

* Archive Name:
 End-Of-Year

Description:
 [Empty text area]

E-Mail Log To: (Optional)
 Carr@gmail.com

Send Job Cancel

* - required field

The Gradebook end of year is about to be performed. The end of year will create an archive of all gradebooks and then delete all current year gradebooks. Make sure that all grading has been completed and Registrar has been updated with the final grades.

Step 2: Run through the End-of-Period process in REGISTRAR.

This process detailed in the **Senior Registrar System Reference Guide**.

Step 3: Enter New Due Dates in Administration Maintenance

The End-of-Period process erases the Daily Gradebook due date fields in Administration Maintenance. The next step is to enter new due dates for the new academic year. This step must be performed before you can move the templates to the next academic year, otherwise you will see an error message when you try to move the templates.

After you have performed the end-of-year process, open Administration Maintenance in Registrar and select the Grade Entry tab, then select the Gradebooks sub-tab. The Due Date fields will now be empty, as shown below.

No.	Name	Abbrev	Grade Book Name	Grade Book Abbrev	Due Date	Display
✓ 1	Quarter 1	Q1	Quarter 1	Q1		Editable
✓ 2	Quarter 2	Q2	Quarter 2	Q2		Editable
✓ 3	Mid-Year Exam	E1	Mid-Year Exam	E1		Editable
✓ 4	Semester 1	S1	Semester 1	S1		Editable
✓ 5	Quarter 3	Q3	Quarter 3	Q3		Editable
✓ 6	Quarter 4	Q4	Quarter 4	Q4		Editable
✓ 7	Year-End Exam	E2	Year-End Exam	E2		Editable
✓ 8	Semester 2	S2	Semester 2	S2		Editable
✓ 99	Final Grade	Final	Final Grade	Final		Editable

Standard Grade Book S/P Community

OK Cancel Print

NUM

Enter the due dates for new academic year. After you have filled in the new due dates, click the OK button to save your settings.

Step 4: Move Templates to the Current Academic Year

In MY BACKPACK's Admin Community, select Manage Gradebook Templates from the Grading menu.

The Gradebook Template Maintenance screen opens, but now it will display a message, similar to what is shown below, stating that your gradebook templates are from a previous academic year and prompting you to move the templates to the current year.

Grade Book Template Maintenance

Your templates belong to previous academic year. Please update your templates so that information like marking period assignment's due data etc gets updated. Please note that the teachers will not be able to use these templates until they get updated.

School:

Template Name	Actions
Advanced Math	Delete

Printable version

Powered by Senior Systems, Inc.

Click on the Move Templates to Current Academic Year button to transfer the templates. Please notes that you will need to perform this process for all schools listed in the School drop-down list.

If you have not correctly entered the new due dates in REGISTRAR's Administration Maintenance as described in Step 2, or if you mistakenly entered invalid dates or made a typographical error, you will see the following screen with a message stating that your templates cannot be updated.

Gradebook Template Maintenance

We can not update your templates since grade entry period assignment due dates have not been entered. Your templates belong to previous academic year. Please update your templates so that information like marking period assignment's due data etc gets updated. Please note that the teachers will not be able to use these templates until they get updated.

School:

Template Name	Actions
Advanced Math	Delete

Printable version Powered by Senior Systems, Inc.

If you see this screen, go back to Step 2 and make sure that you have correctly updated the due date fields with valid dates.

If you have successfully moved your templates to the current academic year, you will see a screen similar to what is shown below detailing which information was moved, and which was not.

Gradebook Template Maintenance

Templates have been updated. We strongly recommend that you go through each of your templates.

Tab	Status	Information
Assignment Groups	✓	Moved Successfully
Group Averages	✓	Moved Successfully
Special Scores	✓	Moved Successfully
Options	✓	Moved Successfully
Comments	✓	Moved Successfully
Grade Calculations	⚠	Could not be moved

School:

Template Name	Actions
Advanced Math	Setup Rename Delete

Printable version

Bear in mind that some items which are term or marking period dependent cannot be moved. Any item that was not moved, for example term grades, will be set back to its default setting. You can if you want enter Gradebook Template Maintenance by clicking the Setup link, and update the template as needed.

Broadcast E-Mail Function Expanded to Include Students and Parents

We have added a Student/Parent Broadcast e-mail function to the Admin Community which allows schools to send e-mail to students and parent. Please note that you must have the Student/Parent Community installed to use this feature.

Step 1: Select Recipients

To schedule a Student/Parent broadcast e-mail, select Schedule Broadcast E-Mail from the E-Mail menu. The Select Recipients screen, shown below, opens. The Student/Parent tab will be selected by default.

Step 1: Select Recipients

Please select your recipients using the options below. Note that any options selected on advanced tab will be ignored.

Select grades

Upper School
 9 10 11 12

Select email recipients

Students Primary Parents Secondary Parents Additional Contacts

Select student groups to include

Extended Day Fac/Staff Child Graduate Non-Student Student Summer Withdrawn

Select Day and/or boarding status

Day Boarding

Select Gender

Female Male

Select grade type

Override the send email flag

Check here to override the 'Send Email' option on the addressee.

Next


Use the checkboxes provided below to create a list of e-mail recipients.

If you want to select recipients by using the query function, select the Advanced tab, and select a query from the list provided.


Click the Next button to continue to the Review Recipients screen, shown below.


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 , shown below. The View Recipients Detail screen, shown on the next page, opens.

Review Recipients

Please review the recipients that will be included in this email. click view link  to see the names of selected records.

Number of recipients selected: 7  View Recipients

Back Next

Student/Parent Constituent

Review Recipients - Details

View Selected Recipients: View Recipients:

Results Per Page:

[View All](#)

Student ID	Student Name	Recipient Name	Recipient Email	Relationship
ARG102	Penelope Argonis (Penny)	Penelope Argonis (Penny)	penny@yourschool.edu	Self
MAY203	Lynn Maynard	Lynn Maynard	lynnlm@yourschool.edu	Self
ZEL100	Joss Zeller	Joss Zeller	josseaton@yourschool.edu	Self

Use the View Selected Recipients drop-down list to view parents or students 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.

Student/Parent Constituent

Select existing template:

* Sender's Email: Reply To Email:

* Subject: (100 char. max.): Sender Name:

Attachment:

Select merge fields:

Normal Times New Roman 12pt **B** *I* U

Dear Parents and Students,
 This is just a reminder that Parent Teacher conferences are coming up soon. Please contact me at your convenience to schedule and appointment!

Sincerely,
 Paul Clark

Design Code

Send test email to:

When you are finished, click the Next button to schedule when you want the broadcast e-mail to be sent.

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.

Enter the date and time you want the e-mail to be sent using the fields provided.

Enter the e-mail address where you would like the notifications log sent, and enter a name for the e-mail task in the fields provided.

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.

New Preference Added to Student/Parent Directory Setup

We have added a new preference to the Student/Parent Directory Setup screen, shown below, which allows schools to choose whether or not to display student portraits in the Detail screen in Student/Parent Directory.

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

If you want to include student portraits, place a ✓ in the Display Student Portrait checkbox.

Warning Text Added to Registrar Update Screen

We have added warning texts regarding the options to include section descriptions and student comments to the Update Registrar from Gradebooks screen.

Both options will basically overwrite existing text in your grade entry screens. The warning texts, shown below, describe this in detail and make it less likely that the options will be selected accidentally. Bear in mind that once you have updated grades, these overwrites cannot be reversed. Make sure that these are the results you want before you select either option.

Update Registrar from Gradebook
[Back to Job Monitor](#)

Select the School to update Registrar grades:
Upper School

Include Gradebooks based on:

Select the assignment grades to put into Registrar. You can pick the same assignment multiple times and map them into different Registrar Columns.

Gradebook Assignment	Registrar Column
Semester 1	Semester 1

Include Section Descriptions
Checking this box will take the comment text from the Gradebook Setup - Comment tab and OVERWRITE the Section Comment in your Grade Entry screens. Please be sure this is what you intend to do.

Include Student Comments
Checking this box will take the comment text from the Student Comments screen in Gradebook and OVERWRITE the student comment in the marking period listed above in your Grade Entry screens. Please be sure this is what you intend to do.

E-Mail Log To: (Optional)
Carr@gmail.com

Send Job Cancel Save Settings