SeniorSystems

My BackPack
Release Bulletin

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

New Homework Feature Added to Faculty Community

We have added a new **Homework** feature in the **Faculty Community** which allows teachers to create and manage homework assignments and apply them as needed to courses.

Viewing and Filtering Enhancements Added to Daily Gradebook

The Grading Grid in Daily Gradebook has some new viewing and filtering enhancements which allow you specify how many columns you want to scroll, sort assignments by assignment group, and display group averages in the Grading Grid. We have also streamlined the Marking Period drop-down list.

Daily Gradebook Now Allows You to Copy Assignments from Archives

We have added a new option under the **Action** drop-down list which allows you to copy assignments from an archived grade book. Teachers can now copy assignments from archived gradebooks and update the appropriate due date values for each assignment.

Assignment Entry Screen in Daily Gradebook Enhanced

The **Assignment Entry** screen in **Daily Gradebook** has been enhanced to allow attachments. The Comment Tab text field also now includes Rich Text tools to allow teachers to enter links for each assignment.

Daily Grades Tab in Student Directory Enhanced

The **Daily Grades** tab in **Student Directory** now has a new tab order: Summary, Upcoming Assignments, Past Assignments, and Missing Assignments.

This change has also been applied to the **Daily Assignments and Comments** screen in the **Student/Parent Community**.

Daily Grades and Comments is Now Daily Assignments and Comments

Now that homework assignments (which are not graded) can be viewed in the **Student/Parent Community**, The **Daily Grades and Comments** feature has been renamed to **Daily Assignments and Comments**.

New Filter Added to Upcoming and Past Assignments Screens

Upcoming and Past Assignments screens will now include a filter to allow for parents view just homework assignments if they want.

Online Admissions Inquiry Tab Enhanced

Online Admissions setup in the **Admin Community** now allows administrators to determine which columns are required on the Inquiry form.

Faculty Community

New Homework Feature Added to Faculty Community

We have added a new Homework feature to MY BACKPACK which allows teachers to create homework assignments for their students which can be linked to sections and published in the Daily Assignments and Comments feature in Student/Parent Community. This feature exists separately from the Daily Gradebook feature, and can be used even if your school has not installed Daily Gradebook.

Homework assignments can include attachments (*e.g.*, worksheets, media, study materials) which students and parents can download in the Student/Parent Community.

Since homework assignments are not visible to students or parents until they are linked to a section, teachers can plan, create and maintain homework assignments ahead of time and reuse homework assignments across sections. During the end-of-year process, links between homework assignments and sections are deleted, and the original homework assignments remain in Homework Maintenance.

The Homework feature is accessed by selecting Homework from the My Classes menu. The Homework screen opens to the Homework Maintenance Tab, as shown below.

Click the Add Assignment button to create a new assignment. The Add Assignment screen opens where you can create an assignment, link it to a section, attach documents, and much more.

Existing homework assignments are organized in this area. You can click the Edit button to make changes to the assignment. To delete the assignment, click the Delete button.

You can use these buttons to view homework assignment in List format or Detail format.

This drop-down list allows you the option of viewing only those homework assignments that have been assigned to a specific subject group. This can come in handy when you have to organize many homework assignments. Subject Groups are determined in the Subject Group Maintenance Tab.

Adding Homework Assignments

When you click the **Add Assignment** or Edit Assignment 🖉 button, the Add/Edit Homework Assignment screen, shown below, opens. This is where you can create or modify an assignment. When you are finished, click the **Submit** button located at the bottom of the screen (not shown in this screenshot) to save your changes.

Enter the name for the homework assignment in this field. This field is required.

You can enter a public description for the assignment in this field, using the Rich Text tools provided. The content you enter is viewable by parents and students once you link the assignment to a section.

Notes entered in the Private notes field are viewable only by you.

You can use this drop-down list to link the assignment to a subject group. Subject groups are established in Subject Group Maintenance.

You can also add an attachment to the homework assignment by using the Browse… button to select the file you want to attach, then clicking the Upload Attachment button. Attachments are listed below

You can link the homework assignment to as many courses as you want in this section. You can also apply assign and due dates if needed. You can also leave the homework assignment unlinked for later use. Homework assignments are not viewable by parents or students until they are linked to a section.

Linking Homework Assignments

Homework assignments can be linked to a section when you create the assignment, or you can choose to link assignments to a section later in Homework Assignments Tab.

Once a homework assignment is linked to a section, it is then available for viewing in the Student/Parent Community. Assignments can be linked to multiple sections. This option allows teachers to create and plan homework assignments ahead of time and use them as needed.

Select the course you want to view from this drop-down list. The screen refreshes and all homework assignments currently linked to the section you selected display in the area at the bottom of the screen.

Click this button to link homework assignments to the section you selected. The Homework Linking screen opens.

This area displays all homework assignments that are linked to the section you selected from the Section drop-down list above. You can edit assignments by clicking the Edit button located in the Action

When you click the **Connect Assignments to This Section** button, the Homework Linking screen, shown below opens.

After you have selected the section to which you want to link the homework assignment, Click the **Connect Assignments to This Section** button. The assignments are now connected and are available for viewing in the Student/Parent Community.

You can use the drop-down lists in this area to customize your view of available homework assignments.

The homework assignments you have chosen to view display in this area. You can link an assignment to the section you selected in the Homework Assignments Tab by placing a checkmark in the checkbox next to the assignment, and then clicking the Connect Assignments to the Section button. You can also apply assign and due dates if needed.

Creating and Managing Subject Groups

One way to organize your homework assignments is to use the optional subject groups feature. This allows you to manage and organize your homework assignments, and is especially useful if you teach multiple courses.

Subject groups are created and managed in the Subject Group Maintenance Tab, shown below, and display in the Subject Group drop-down list the Add/Edit Homework Assignment screen.

You can delete a subject group by clicking the Delete button in this area.

Subject groups cannot be deleted if there are homework assignments connected to them. If you want to delete a subject group, you must first re-assign any connected homework assignments to a different subject group by using the drop-down list provided.

Existing subject groups display in the main table. You can create a new subject group by entering the name of the new group in the Subject Group Name field in the Add a Group area below and clicking the Add button. The screen refreshes and the new group is added to the list and will show in the Subject Group drop-down list in the Add/Edit Homework Assignment screen.

You can change the name of a subject group by entering the name change in the Subject Group Name field, and clicking the Apply Group Name Changes button. The screen refreshes and your changes are saved.

Homework Label Added to Gradebook Setup and Add/Edit Assignment screen

In order to support homework viewing in the Student/Parent Community, we have added a checkbox to Add/Edit Assignment screen which allows teachers to designate an assignment as homework.


We have added similar checkboxes to the Assignment Groups Tab in Gradebook Setup which allows teachers to

designate entire groups as homework, as shown in the screenshot on the next page.
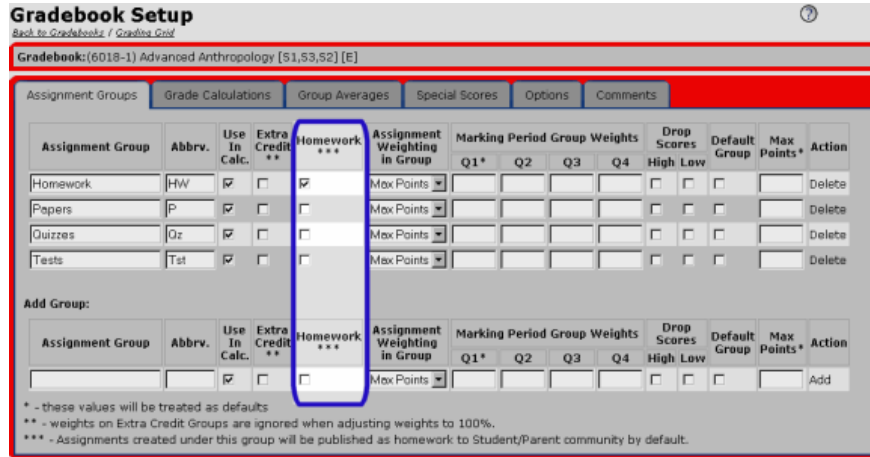
Viewing and Filtering Enhancements Added to Daily Gradebook

The Grading Grid in Daily Gradebook has some new viewing and filtering enhancements which allow you specify how many columns you want to scroll, sort assignments by assignment group, and display group averages in the Grading Grid, as shown below.
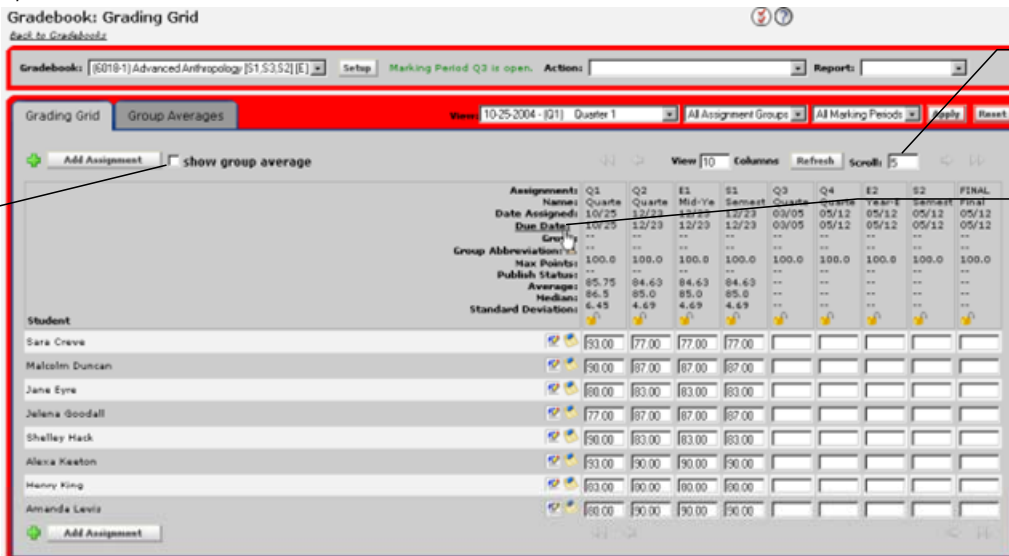

You can now determine how many columns to scroll at a time using the new Scroll field.

We have added some new ways to sort assignments in the column header. The Due Date and Group Abbreviation options are now active links. You can now filter assignments by either due date or group by clicking the option you want.

You can now display Group Averages in the Grading Grid by placing a checkmark in the Show Group Averages checkbox.

We have also streamlined the View drop-down list to display the marking periods above the assignments. This makes it simpler to organize one's view and filter by marking period.
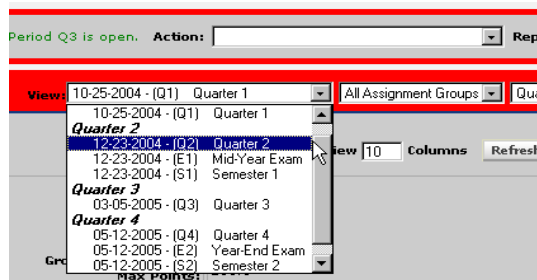
Daily Gradebook Now Allows You to Copy Assignments from Archives

We have added a new option under the Action drop-down list in the Grading Grid which allows you to copy assignments from an archived grade book.

When you select the Copy Assignments from Archives option from the Action drop-down list in the Grading Grid, the Add Assignments from Archived Gradebooks screen, shown below, opens. Teachers can copy assignments from archived gradebooks and update the appropriate due date values for each assignment.

Use this drop-down list to select the group in your current gradebook where you want the selected assignment categorized.

Select the archived gradebook, the academic year, the marking period, and the assignment group you want to view using these drop-down lists. The assignments display in the table below.

Select the assignment you want to copy from the list shown in this section. You can rename the assignment and change the assign and due dates as needed.

Daily Grades Tab in Student Directory Has Been Reorganized

The sub-tabs in the Daily Grades Tab in Student Directory have been renamed and reorganized as shown below.

Student/Parent Community
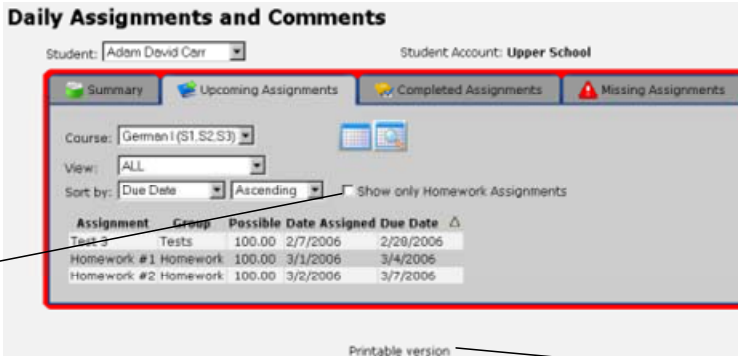
Daily Grades and Comments Has Been Renamed and Enhanced

In order to encompass the new Homework feature, the Daily Grades and Comments screen in Student/Parent Community has been renamed Daily Assignments and Grades. The tabs are also renamed and reorganized as shown below.

It also includes a new Show Only Homework Assignments checkbox which can be used to view only those assignments that teachers have designated as homework.

Parents can place a checkmark in this checkbox to view only homework assignments in the tabs for Upcoming and Completed Assignments.

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

Admin Community

Online Inquiry Setup has been Updated to Allow Required Fields

Online Admissions Setup's Online Inquiry Tab now allows Administrators to designate which fields in the Inquiry Form are required.   To label a field as required, simply place a ✓ in the corresponding checkbox located in the Required Field column.