



1. Account Information

This information will be provided to you by your teacher or school. Save this information in a safe place.

https://cozad.ebackpack.com

Username same user name & pw as powerschool

Password and school computer log in

2. Home

Your home screen shows the latest changes in your eBackpack account. It will reflect work assigned by your teacher, recent grades, files that you have added, material recently turned in to a class, and work that has been returned to you.

3. My Files (Personal, Private Storage Area)

The My Files area contains all files uploaded by you. Once uploaded, these files are available to you anytime from any computer connected to the internet. You can create folders and move, copy or delete files to organize your account.

4. Class, Club, & Group Folders

All files that have been shared by your teacher(s) to a class will show in these GREEN folders.

5. Working With Your Folders & Files

a. FOLDER MANAGEMENT

Folders can be managed by drag and drop or through the small icons just underneath the "Files" menu, on the far left hand side. Select the folder that you want to work with first and then click the icon. You can add, rename, move, copy, and delete folders.

b. FILE MANAGEMENT

First select the folder that you would like to work in and then you can manage files. Depending on your permissions you will be able to: Add File(s), Download, View, Add Version, Move, Copy, Submit, Comment, Rename, or Delete.

6. Turning In An Assignment

a. Option 1: Go to the Assignment Folder for your class and click "Turn In."

i. Click "Select a File to Turn In" and pick the relevant file from your computer then choose okay or open.

ii. You may add a comment if you so desire.

iii. Click "Turn in File."

iv. See what you have turned in by clicking the "Assignment Submissions" tab or through your eBox Submitted area.

b. Option 2: You can also submit a file to a class from your My Files area using the "Turn in" icon.

7. eBox

An eBox is like an email inbox and outbox combined together into one. Whether you have sent files to others or have received files from others, your eBox helps keep these communications organized.

i. Received - Files that you received from another user. These files can be commented on and returned to the original user.

ii. Submitted - Files that you sent to another user. These files show any messages that you might get back from the other user.

iii. Archive – you can archive items after you are finished with them to take them off your main eBox screens.

8. E-Portfolio

Use the E-Portfolio section to create a library of works that reflect your efforts, progress and accomplishments. The E-Portfolio will stay with you as you advance grade by grade through the entire school.

9. Trash

Trash is where any file goes when you delete it. The system may purge files that have been in Trash for 30 days or more. After your trash purges, files are not recoverable.

10. Settings & Reports

You have access to reports on your account in regards to logins, file uploads, and homework turn in. Based on your school account settings, you may be able to change your password and adjust other features.

11. Support

Help is available at <http://support.ebackpack.com> and by clicking the graphic in the upper right corner when you are logged into eBackpack. Videos are at <http://ebackpack.com>. Your school may make other support resources available.