# Backpack on the iPad Student Instructions

eBackpack allows you to save files from your iPad to your own folder online so you can access them from your iPad and computer. Your teacher can also access your work to grade and comment.

To log into eBackpack, find the eBackpack app and put in the Account Name, Username and Password. The Account Name is roseland.ebackpack.com. Your Username is your PIN and your password is your birthday, mmddyyyy (07042001).
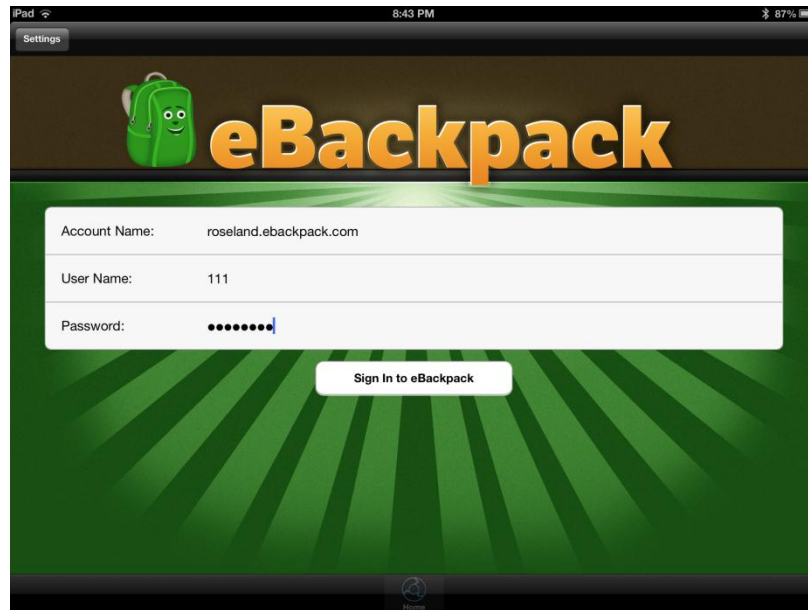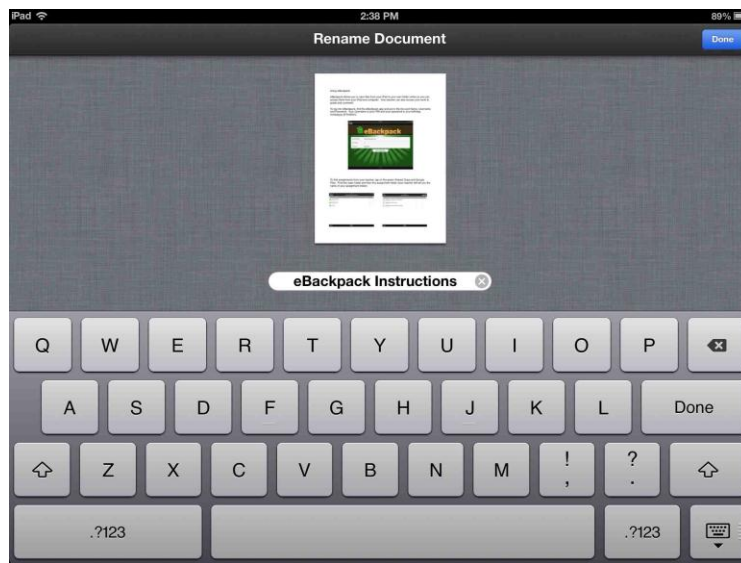

**To create and save a document on the iPad, open Pages or Keynote.**

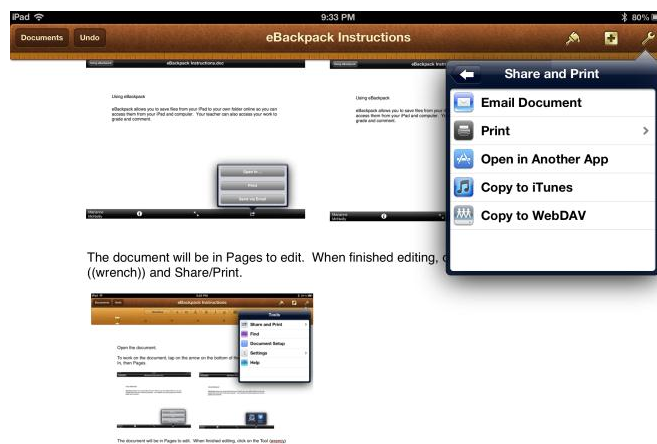**Create your document. Be sure you name it.**
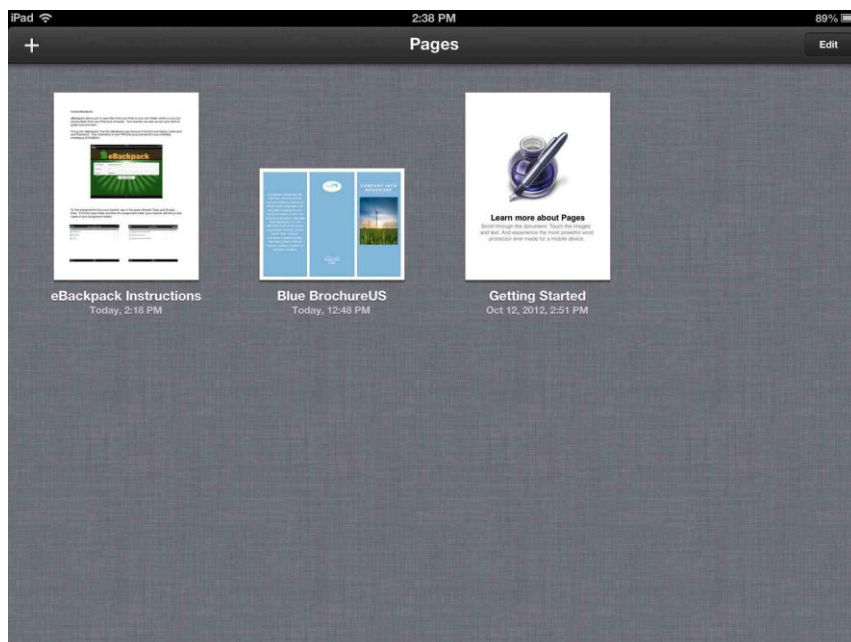
Tap on the title in the Documents section and a Rename Document screen will appear. Name the document then tap Done to save.

Open your document to work on it. When you are ready to save the document to eBackpack, click on the Tools (wrench) icon in the top right corner and choose Share and Print.
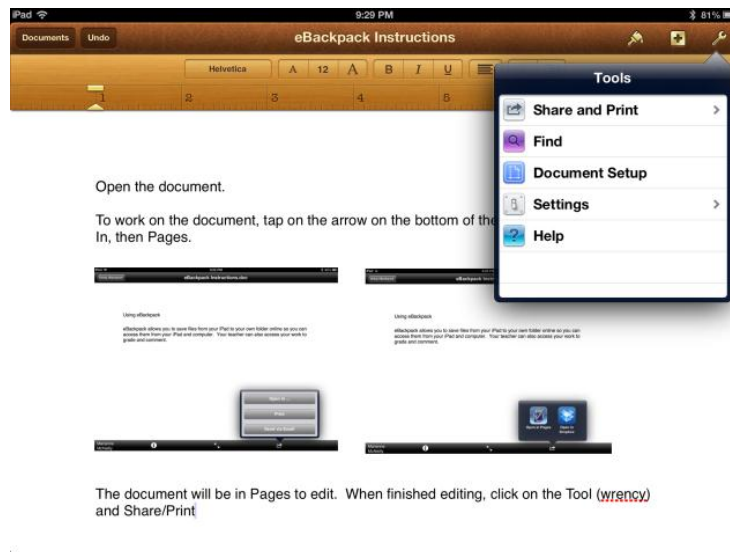

Choose Open in Another App.

Your teacher will tell you whether to choose Word, Pages, PowerPoint or Keynote.

Tap the Choose App button. Choose Open in eBackpack.

You will be asked to select a folder. Choose either your My Files folder (if it is something you are saving as a Backup) or the name of the Assignment folder your teacher gave you. If it is an Assignment Folder choose the Assignment Turn-in Folder (purple). Choose the class folder, then Assignment folder and then click Copy.
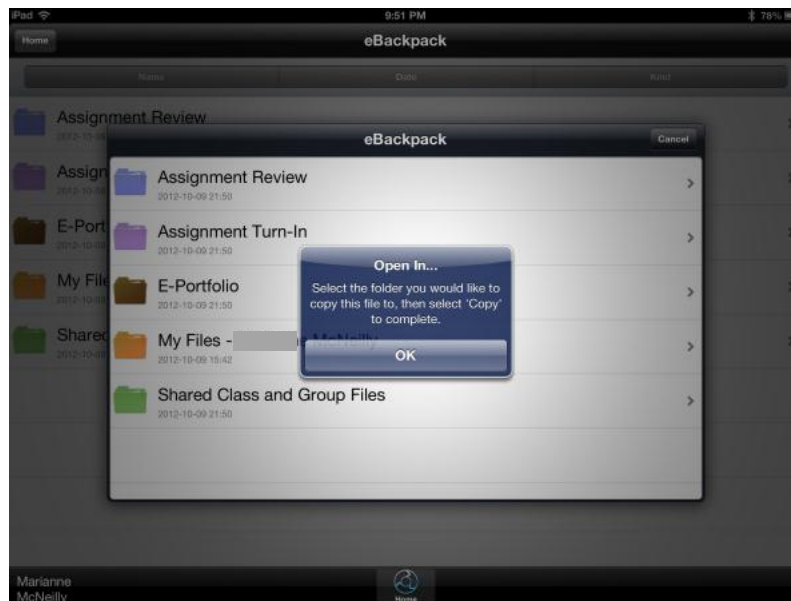
**You will see a message that the file was uploaded successfully.**

You can now access that file from your eBackpack account on the iPad or computer.

Reviewing Work Your Teacher Has Graded

To review work your teacher has graded log into the eBackpack app. If you are already logged in, tap on Home in the top left corner.

You will see your Home Screen. It shows your Graded Work. You can see the Class, Assignment, Date Reviewed, and Grade.
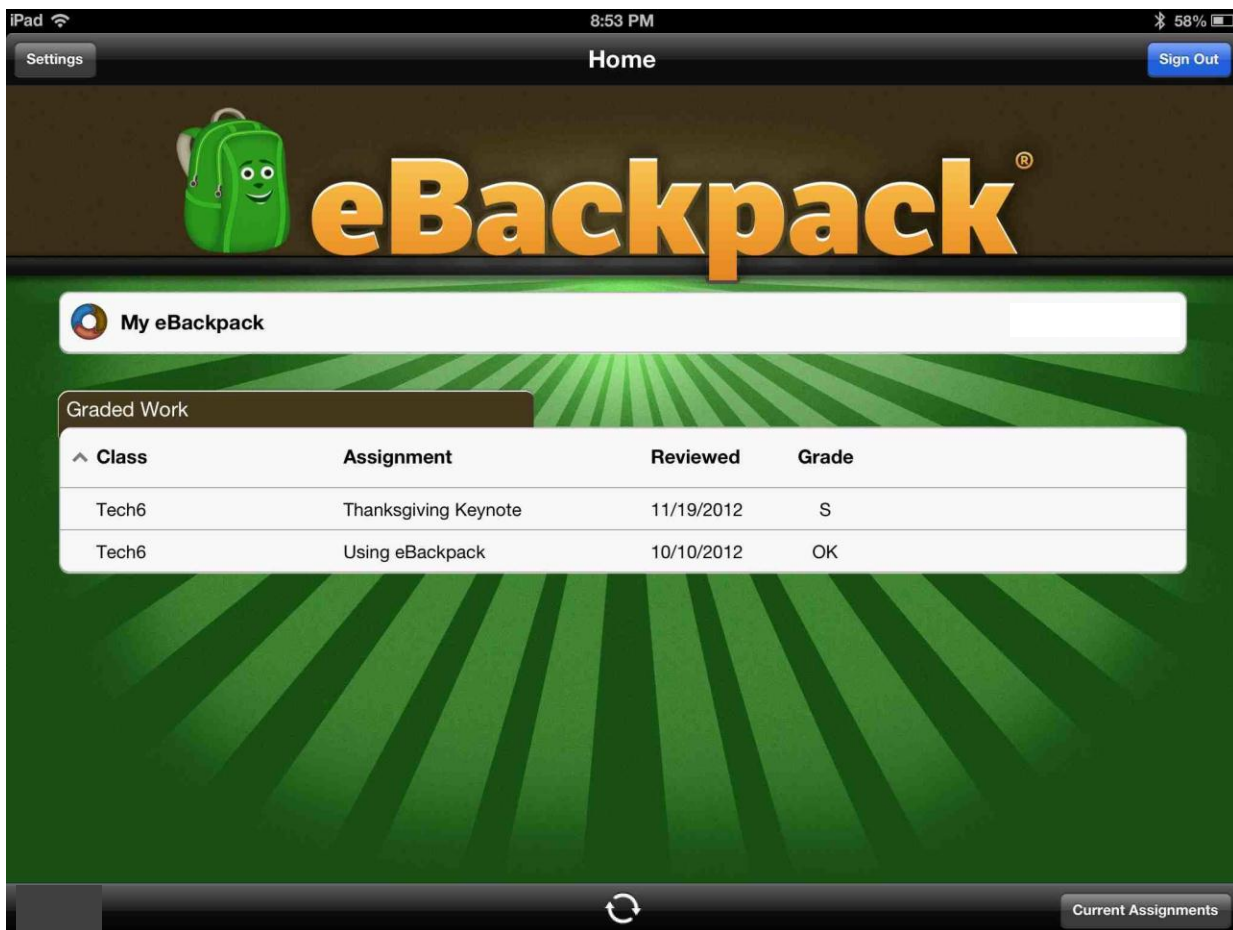
Tap on the Assignment to view your Grade, Comments and Reviews from your teacher.

If you need to correct and send your work back to your teacher after viewing your grade, tap on the Grade and Review button in the top corner of the screen.
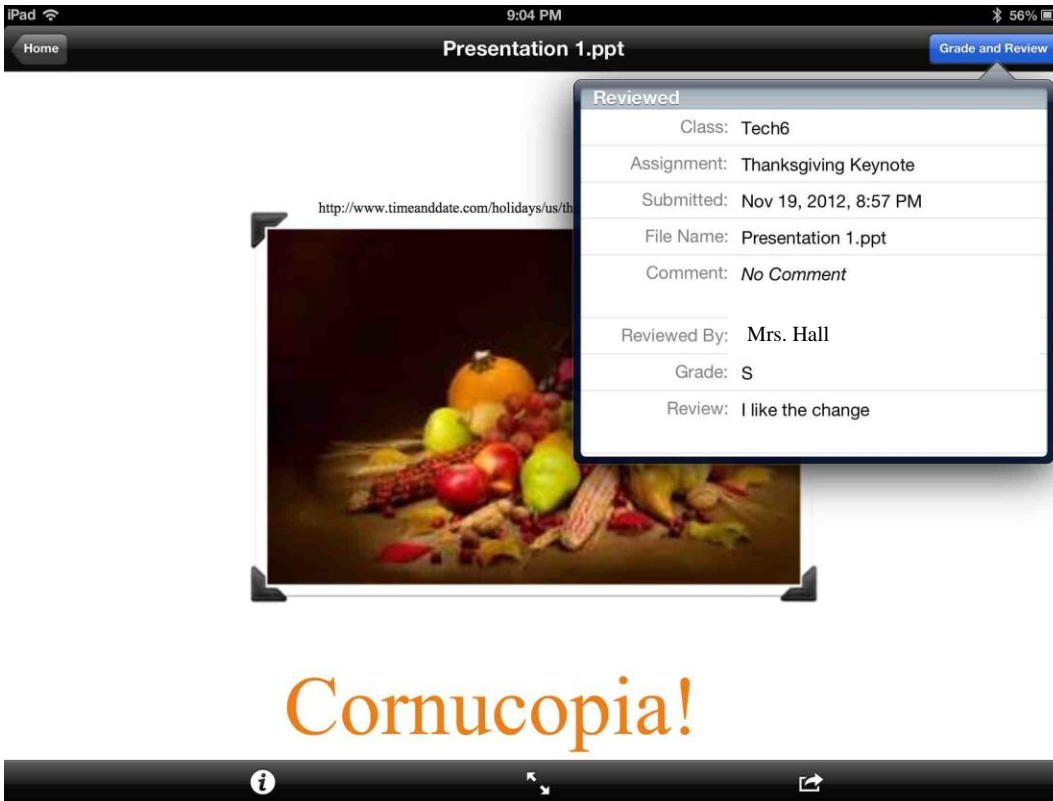
Tap on the arrow on the bottom right. Tap Open In

Choose Keynote or Pages.

Make your changes and then send it back to the purple Assignment folder like you did originally. Your teacher will then see your corrected work.