

A Brief Introduction to My Backpack for Teachers

- 1) Log on to the Faculty and Staff Portal.
- 2) Under “Faculty Tools,” click “My Backpack.” It’s a good idea to bookmark the log on page to MyBackPack and put it on your toolbar or someplace convenient because you will log on several times a day.
- 3) Log on to MyBackPack
- 4) Under “My Classes,” you can see your daily schedule under “My Schedule.” This will tell you **what periods of the day you teach**, what classes you have during those periods, and what your **classroom assignments** are.
- 5) Also under “My Classes,” you can see your **class lists** under “Grades/Comments.” This will tell you the names of all the students that you teach. If you can get a hold of a yearbook or a “Faces” book from last year, you can learn the names and faces of your kids by the first week of school.
- 6) You can also get a look at some things you will need later on. When school starts, you will go to “Class Attendance” under “My Classes” to take attendance for each section you teach each day. And when grades and comments are due at the end of each marking period, you will enter them under “Grades/Comments” in the “My Classes” section.
- 7) The Student search function is also very useful. You can search a student by their last name and pull up some useful information about them including their photo, academic history, daily class schedule, and parents contact information.
- 8) I don’t want to be a downer, but I don’t think many teacher use the other functions on My Backpack. The “Daily Gradebook” on My Backpack is especially stupid. Teachers are required to use a different software program called “Easy Grade Pro” to enter all of their grades on a daily basis, and that program will be loaded onto your school computer for you.