

Bishop Manogue Catholic High School

Instructions for using the “My Backpack” system.

My Backpack is a valuable tool to access to your student’s school information from any computer that has internet access. This system allows you to view your student’s schedule, current grade in all classes including individual assignment grades, any upcoming or missing assignments and assignment details, attendance record, and his or her grade history. Your contact information is also available to check so you can ensure that the school has the correct addresses, phone numbers and email information for you.

The overall purpose of this document is to give you some instruction as to the general operation of the system and, more specifically, the details of how to access your student’s grade and assignment information.

Logging In

You can access the system by going to the following internet address: <https://my.bishopmanogue.org/SeniorApps/registration/loginCenter.faces> or by going to the school’s homepage: www.bishopmanogue.org , clicking on the “Parents” or “Students” heading on the left-hand side of the homepage and then choosing the “My Backpack” link from the menu. You will then be prompted to enter your user name and password that have been provided to you by the school. Please contact the office if you have misplaced your username and password or have not yet received them.

One important thing to know about the “My Backpack” system is that you cannot use the normal internet browser navigation buttons, back and forward, once you are logged in. If you do, this will cause you to be logged out and you will have to log back in. Please remember to only use the navigation buttons inside the system to move around.

Parent Home Page

The screenshot shows a web browser window with a green header bar containing the text "Men and Women to Match Our Mountains". Below the header, the page is titled "Parents" and is logged in as "Sample Student". The main content area is divided into three columns:

- Academic:** Student Calendar, Student Attendance, Marking Period Grades and Comments, Grades and Comments History, Daily Assignments and Comments, Student Discipline.
- Child Summary:** No Image Available, Test.
- My Profile:** Biography, Change User Name, Change Password, Admission Inquiry Form, Online Admission, Online Enrollment.

At the bottom left, there is a "My Accounts" section with links for Summary of Accounts, Account Detail, Statements, and Pay Online. A "Powered by Senior Systems, Inc." logo is visible in the bottom right corner of the main content area. At the very bottom of the page, there is a "Verified Secure" logo and a contact number: "For assistance with using this website, please email or call us at 775-336-6000".

You are now at the parent home page which you can return to any time by pressing the home button  from any page. From this page you can check your contact information using the "Biography" link, or check your student's grades, attendance, and assignment specifics under the links in the "Academic" menu.

Checking Current Student Grades

Under the “Academic” menu, click on the “Daily Assignments and Comments” link. You will see this screen:

Student: **Test Student** Student Account: **Bishop Manogue Catholic High School**

Summary Upcoming Assignments Completed Assignments Missing Assignments

View: ALL

AP Physics C: Mechanics (S1)	Graded Missing Upcoming
Teacher: Aaron Shoolroy	
Geology (S1) Grade to Date: C 70.00	Graded Missing Upcoming
Teacher: Aaron Shoolroy	
Integrated Science (S1) Grade to Date: C 70.00	Graded Missing Upcoming
Teacher: Aaron Shoolroy	
Physics (S1) Grade to Date: B 84.00	Graded Missing Upcoming
Teacher: Aaron Shoolroy	
Physics Honors (S1)	Graded Missing Upcoming
Teacher: Aaron Shoolroy	

For this student, named “Test Student” you can see each of the classes in which he is enrolled, his teacher’s name with an envelope link that you can click on if you want to send the teacher an email. You also see the student’s current grade in each class and links to check on “Graded” assignments, “Missing” assignments, or “Upcoming” assignments. Notice that there are also tabs at the top that you can click on to check on each of these assignment categories as well.

Clicking on the “Graded” link or the “Completed Assignment” tab will take you to this screen:

Student: **Test Student** Student Account: **Bishop Manogue Catholic High School**

Summary Upcoming Assignments Completed Assignments Missing Assignments

Course: Physics (S1)

View: ALL

Sort by: Due Date Descending Show only Homework Assignments

Assignment	Group	Score	Possible	Date Assigned	Due Date	Comment
PTWK3	Participation	15.00	15.00	9/10/2009	9/10/2009	
Motion Lab	Labs/Projects	15.00	20.00	9/3/2009	9/8/2009	
Participation Wk 2	Participation	15.00	15.00	9/3/2009	9/3/2009	
HW1	Homework	0.00	10.00	8/31/2009	9/2/2009	
Participation Wk 1	Participation	15.00	15.00	8/27/2009	8/27/2009	
Metric Worksheet	Homework	10.00	10.00	8/26/2009	8/27/2009	
Lab Forms	Labs/Projects	10.00	10.00	8/24/2009	8/26/2009	
Syllabus	Homework	10.00	10.00	8/24/2009	8/26/2009	
Fractions Quiz	Tests/Quizzes	10.00	10.00	8/26/2009	8/26/2009	
Fractions Worksheet	Homework	5.00	10.00	8/24/2009	8/26/2009	

On this page we see all of the graded work for Physics class, semester 1 (S1). You can select different classes by clicking on the drop down arrow to the right of the class name. In the table you can see each assignment name, the grading group it is assigned to, the score earned by the student on the assignment, the total possible points for the assignment, the assigned and due dates, and any comments posted by the teacher. Notice the score of zero on the “HW1” assignment. This may indicate a missing assignment for this student. For specific information regarding a particular assignment you can click on the assignment name. Clicking on “Syllabus” in this case we see the following:

Assignment Information Logged in as: **Sample Student**

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Syllabus	Course: Physics (S1)	Teacher: Aaron Shoolroy
Assigned Date: 8/24/2009	Due Date: 8/26/2009	Group: Homework
Score: 10.00	Possible: 10.00	Count as: 1.0
Assignment Description: Please read and sign your syllabus and have your parents read and sign your syllabus. There is a syllabus attached in case you have lost yours or have forgotten it at school.		
Attachments: Syllabus for Physics09-10.doc		
Student Comments:		

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The assignment description gives specifics about the assignment. Pay special attention to anything listed in the “Attachments” section as teachers may have attached a document here that the student needs for the assignment. Notice that a copy of the syllabus is attached and you can open it by clicking on the document name. This feature is especially useful for students who are absent from school and need to complete an assignment at home.

Checking for Missing Assignments

There are two places that you need to look for any missing assignments for your student. The first is shown above in the “Graded” or “Completed Assignments” section. Look for any zeros that may indicate a missing assignment. The other location is reached by clicking on the “Missing” link or the “Missing Assignments” tab. You must use care in interpreting this section because an assignment listed in here may have been turned in by your student, but not yet entered into the system by the teacher. Any assignment that is past its due date with an un-entered score will automatically end up listed here.

Student: **Test Student** Student Account: **Bishop Manogue Catholic High School**

Summary
 Upcoming Assignments
 Completed Assignments
 Missing Assignments

Course:

View:

Sort by: Show only Homework Assignments

Assignment	Group	Score	Possible	Date Assigned	Due Date	Comment
HW3	Homework		10.00	9/8/2009	9/10/2009	
HW2	Homework		10.00	9/2/2009	9/3/2009	

Checking for Upcoming Assignments

By clicking on the “Upcoming” link or the “Upcoming Assignments” tab you can look at any assignment that has a due date later than the current date. This is especially useful for any anticipated absence that your student has as a result of sports or a pre-arranged absence.

Student: **Test Student** Student Account: **Bishop Manogue Catholic High School**

Summary Upcoming Assignments Completed Assignments Missing Assignments

Course: **Physics (S1)**  

View: **ALL**

Sort by: **Due Date** **Ascending** Show only Homework Assignments

Assignment	Group	Possible	Date Assigned	Due Date
GLab	Labs/Projects	20.00	9/10/2009	9/16/2009
HW4	Homework	10.00	9/14/2009	9/16/2009
PTWK4	Participation	15.00	9/17/2009	9/17/2009
Chapter 2 Review	Homework	10.00	9/16/2009	9/17/2009
Chapter 2 Test	Tests/Quizzes	36.00	9/17/2009	9/17/2009
PTWK5	Participation	15.00	9/24/2009	9/24/2009
Final Grade		100.00	6/11/2010	6/11/2010

To get the assignment details click on the assignment name and you will see an assignment description:

Assignment Information Logged in as: **Sample Student**

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HW4 Assigned Date: 9/14/2009 Score:	Course: Physics (S1) Due Date: 9/16/2009 Possible: 10.00	Teacher:  Aaron Shoolroy Group: Homework Count as: 1.0
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Assignment Description:

Physics Agenda
9/14/09

- I. Fractions quiz retakes?**
- II. Go over and hand in free fall labs**
- III. Notes: Ch 2-7**
 - a. Vocab – free fall, g, air resistance**
- IV. Classwork: pg 38**
 - a. Questions #12,13,17,18**

Problems #33-37

There is one glitch in the system with regard to checking assignments. You are not able to look up an assignment that is due on the current date of the day that you are looking. The assignment does not show up in any of the three assignment categories. For example, if I access the system on September 9th, no assignments that are due on September 9th will show up. This is something we are working on with the publisher of the “My Backpack” software to resolve. For now you will have to contact the teacher for these assignments.

This is the basic nuts and bolts of operating the system for checking student grades and assignments. As a school we encourage both the students and parents to use this system to its full advantage. If you have any questions or technical problems with the site, please refer to the lower right hand corner of any page in the “My Backpack” system.

For assistance with using this website, please email or call us at 775-336-6000

The school’s phone number is listed and you can click on the word “email” to send an email directly to the My Backpack tech support at the school.