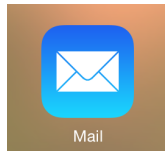


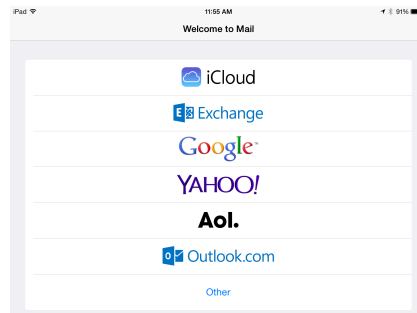
# Setting up your Gmail Account

All students at Seward High School have an email account. If you don't know the information of your @sewardschools.org account, please see Mr. Williams. The steps to setup the account on your iPad is an easy 4-step process.

1. Open the Mail App on your iPad

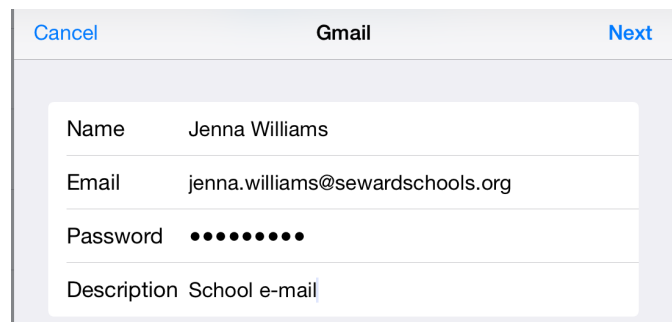


2. Select Google

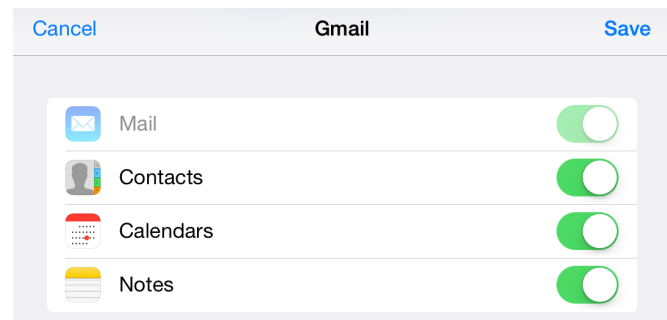


3. Enter your name, Email address, password and a description for the account and Click Next.

If you receive errors, your password is probably incorrect. Contact Mr. Williams if you can't remember your password.



4. Turn on all features and click Save.



## Syncing Your eBackpack Calendar to iCal (iPad Calendar) on your iPad

Once you have set up your gmail account on your iPad using the instructions listed above you are in a position to link your eBackpack calendar with your iCal on your iPad. This will allow your iCal to function as your virtual assignment notebook similar to the old student planner. Any assignments you receive from teachers on eBackpack will now appear in iCal. You will also have the ability to enter other calendar events on your iCal such as non-eBackpack assignments, practices, meetings, etc. This will be a great organizational tool as you move through your high school experience.

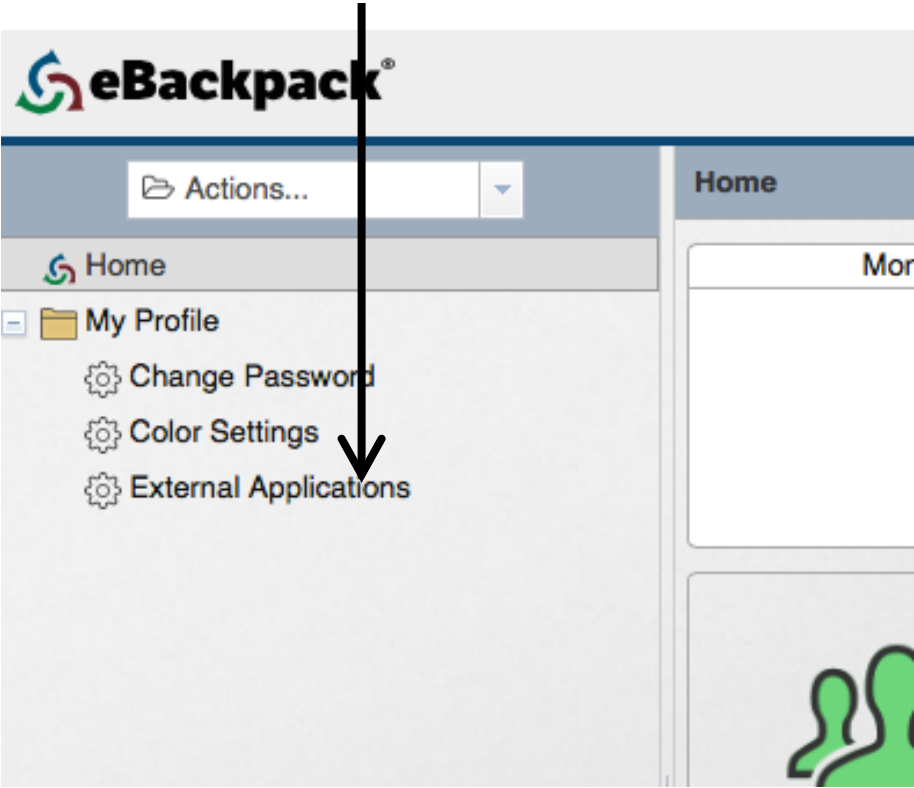
**Step 1:** You will need to use a desktop or laptop computer for this initial setup. A desktop or laptop will not be needed after these initial setup procedures.

**Step 2:** Go to the following URL on the desktop or laptop: <https://seward.ebackpack.com/login>

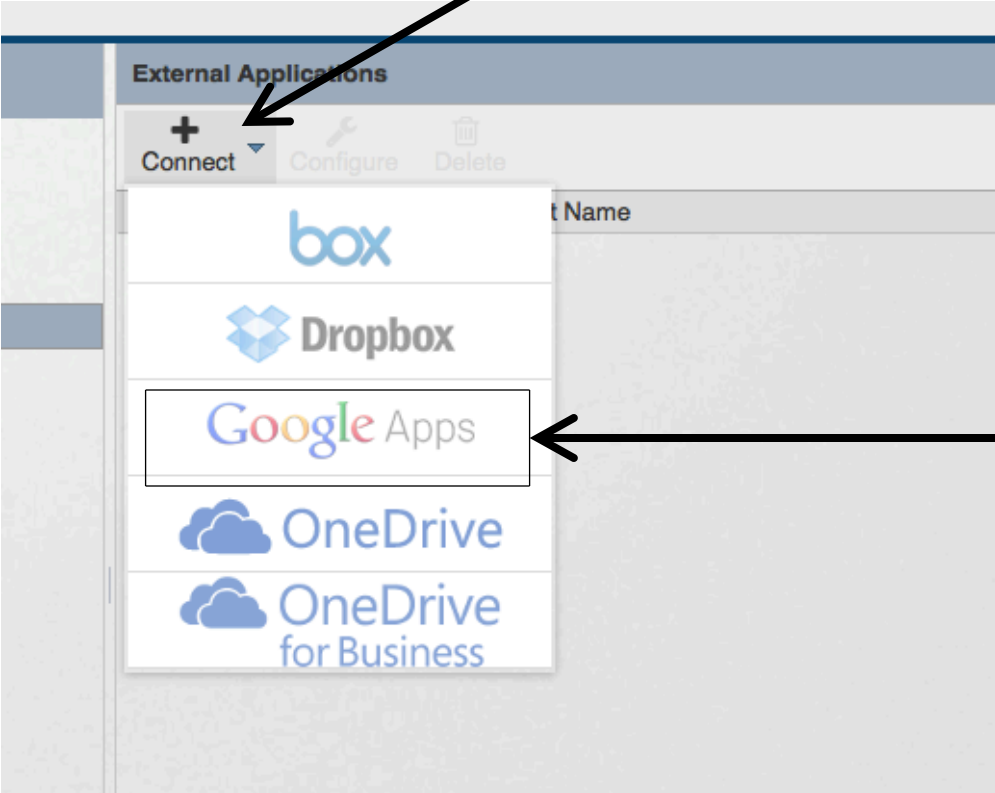
**Step 3:** On the right hand side of the main eBackpack screen you will see your name and a drop down arrow. Click on the drop down arrow and select “my settings.” See picture below for an illustration.

The screenshot displays the eBackpack user interface. At the top right, the user's name "Delainy Baker" is shown with a dropdown arrow. The dropdown menu is open, showing options: "Help", "My Settings", "My Reports", and "Sign Out". A black arrow points to the "My Settings" option. Below the menu, a calendar view shows "Wednesday 8/13" and "Thursday 8/14". An assignment titled "4P What is Statistics" is listed for Thursday. At the bottom, there is a section for "Recent Activity" with two entries: "New Assignment ACT Prep Program created" (Class of 2016 - Friday 08/15/2014 04:37 PM) and "Your submission to American Government Scavenger Hunt has been returned with a grade of 10/10" (American Govt 1(A) 6(A) S2 - Friday 08/15/2014 12:56). On the left side, there is a navigation bar with a red circle containing the number "1" and a purple envelope icon, labeled "Assignments (3)".

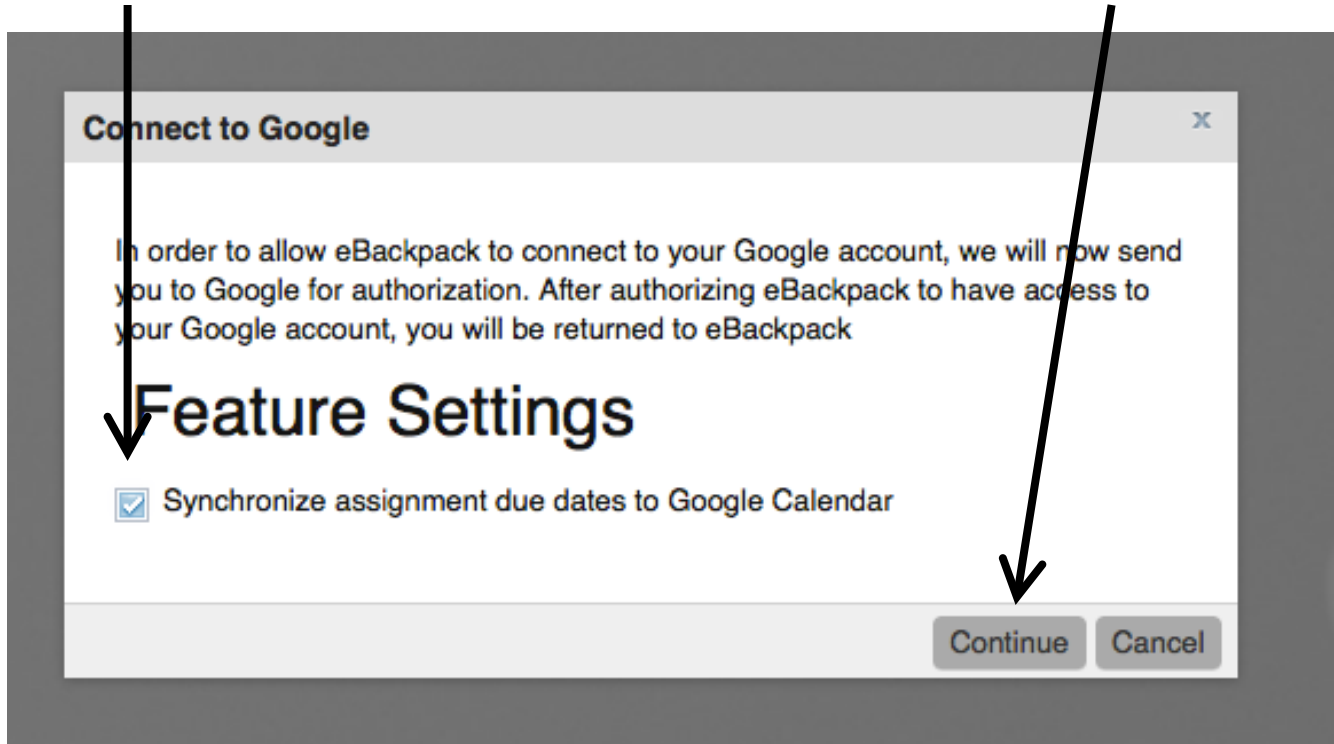
**Step 4:** On the left side of your screen several options will appear under the “My Profile” folder. Select the option “external applications.” See the picture below for an illustration.



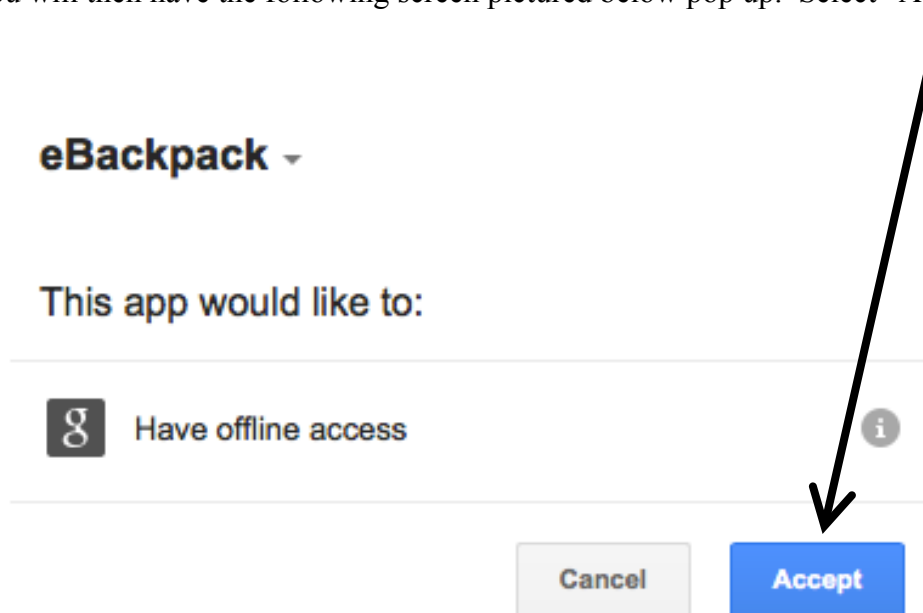
**Step 5:** Click on “Connect” (Displays as a + with Connect below). This will pull up several options. Select “Google Apps.”



**Step 6:** The following window will appear after selecting “Google Apps.” Please make sure the box to “Synchronize assignment due dates to Google Calendar” is checked then select “Continue.”

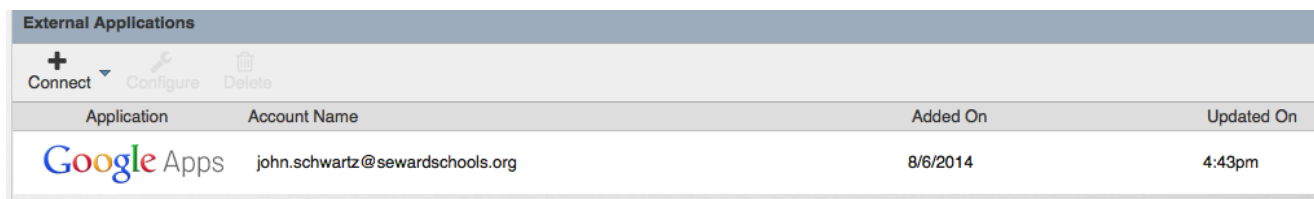


**Step 7:** You will then have the following screen pictured below pop up. Select “Accept.”



**Process Complete:** After selecting “Accept” you have successfully linked your eBackpack calendar and your Google calendar to the iCal application on your iPad. You will be returned to eBackpack and your screen will look something similar to the picture below only with your sewardschools email instead of the sample provided with Mr. Schwartz’s. Please wait a few minutes and then check your iCal to confirm. It may take a few minutes after completing these steps for everything to sync.

This will allow you to use the iCal on your iPad the same way you previously used the calendar in your old assignment notebook. A laptop or desktop will not be needed at any point in the future to take advantage of this function. You will also be able to manually add calendar events to your iCal on your iPad as needed (i.e. practices, appointments, assignments assigned outside of eBackpack, etc.). This should be an effective resource for you to stay organized at school and in your personal life. Please see Mr. Williams if you have any questions or need additional support after navigating this process.



External Applications			
+ Connect ▾ Configure Delete			
Application	Account Name	Added On	Updated On
Google Apps	john.schwartz@sewardschools.org	8/6/2014	4:43pm