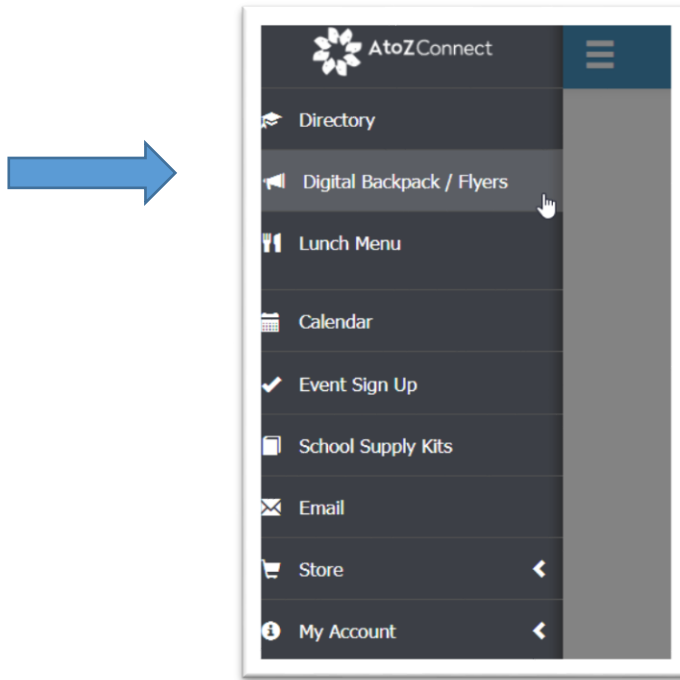


ATOZ CONNECT TEACHER & ROOM PARENT MANUAL: POSTING TO DIGITAL BACKPACK

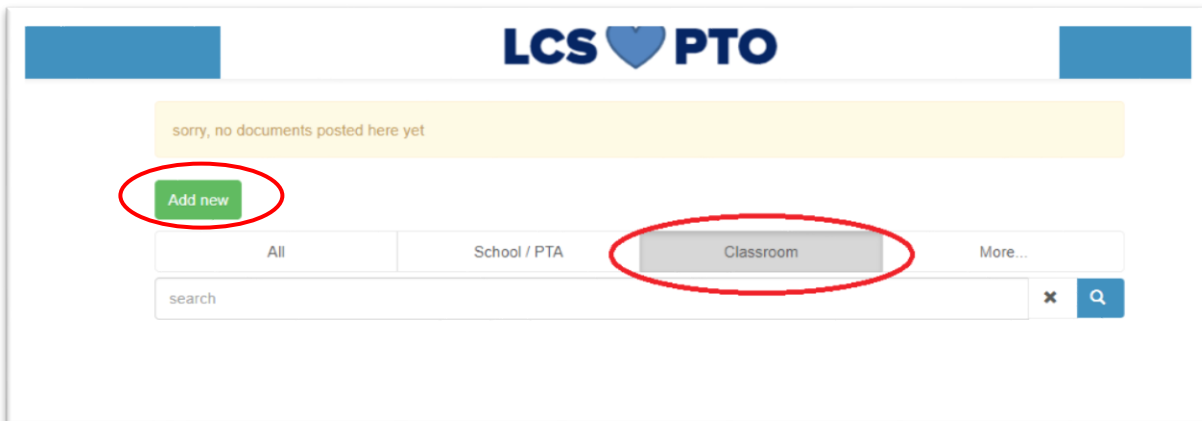
Login with your login credentials

(Forgot your password? Click https://atozconnect.com/cls/password_reminder_add.php to have a reset link emailed to you).

Expand the menu and go to **Digital Backpack / Flyers**.



This page will display everything that is currently posted to Digital Backpack. You will see a green **Add New** button under the **Classroom** Tab. If you do not see this button, please email libertycornerpto@gmail.com. Click **Add New** to begin creating your post.



Complete the required fields, marked with "*":

Document Title - Name your document.

Posting Options - Select when this post should be available.

- Do not Post* - Draft Only - Post will be saved as draft and only visible when this field is updated.
- Post Immediately* - Post will be available to view once post is saved.
- Post of Specific Start Date* - Post will not be available for view until the start date specified.

Post Start Date – Enter the date you want your post to be seen by the class.

Post End Date – Any document posted with an end date in the past will show on the "All" tab until it is deleted by Teacher/Room Parent. Only current posts (including those with future end dates) will show in the "Upcoming Events" tab (see below).

Notification On – Select how you would like to notify parents of posting in Digital Backpack.

- On Entity Schedule Digital Backpack* – we currently do not have an entity schedule set up for Digital Backpack so please do not select this option.
- Post Start Date* - if you would like an email to be sent to class parents notifying them of the item posted in Digital Backpack, you may select notification on *post start date*. In the example below, an email will go out on the post start date 9/7/2018.
- None* - If you would not like an email to go out to parents, but would rather the document be posted in Digital Backpack for parents to view when in AtoZ, select *none*.

Document Title * September Newsletter

Posting Options ?

Post Option * Post Immediately

Post Start Date 09/07/2018

Post End Date 09/30/2018

Notification On

- on entity schedule Digital Backpack
- on post start date
- none

Files ?

Add new Delete

All School / PTA Classroom More...

Upcoming Events PTA/PTO Officers Sponsors

search

Displaying 1 - 4 of 4

Meet the Teacher & Room ... View
By: Karyn Aptekar on 08-28-18

Back to School Checklist ... View
By: Karyn Aptekar on 08-25-18

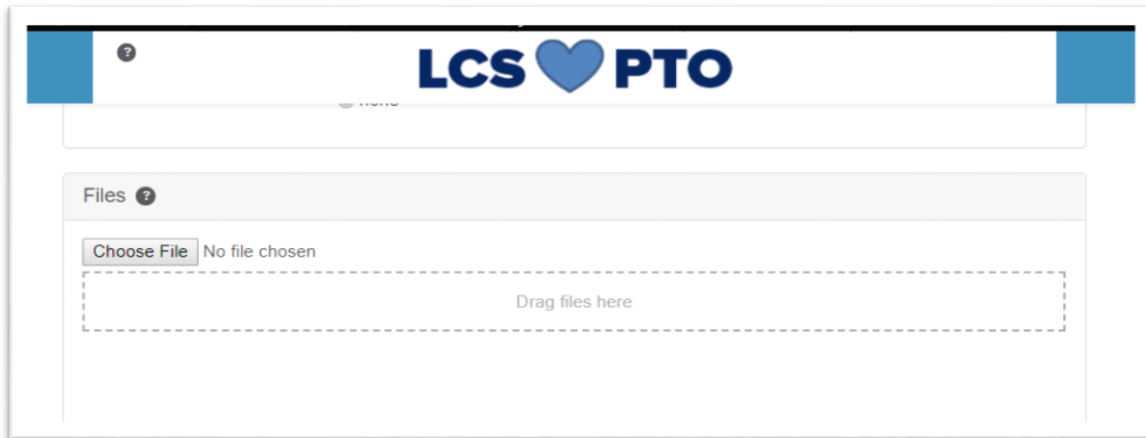
Be Involved. Have A Say. ... View
By: Karyn Aptekar on 08-17-18

Here's the SCOOP!
REMINDER -

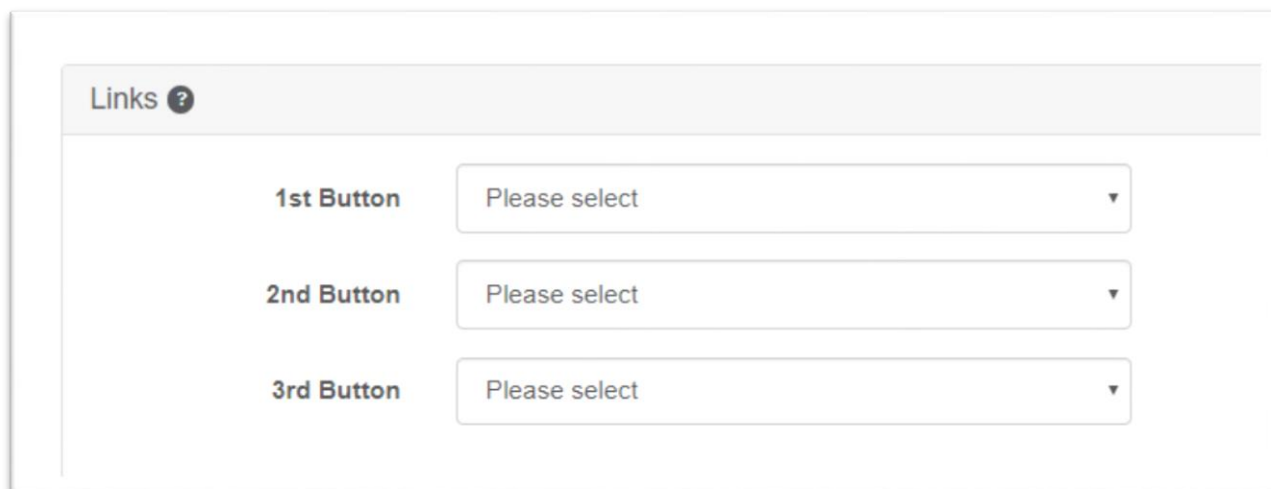
BACK TO SCHOOL CHECKLIST

BE INVOLVED. HAVE A SAY.
MAKE A DIFFERENCE.

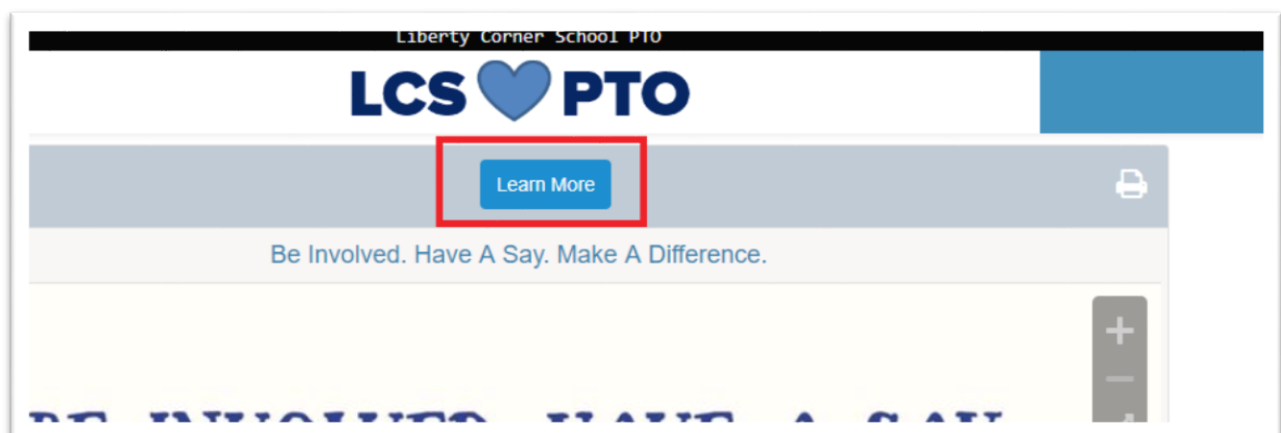
Files - Drag and drop or click on **Choose File** to upload a document from your computer. Recommended file types include PDF, PNG, JPG & GIF. Word Documents are currently not a supported file type.



Links are optional and are placed at the TOP of your flyer when posted to Digital Backpack. Add a 1st, 2nd and 3rd button to your document that will link to a URL of choice.



Example:



Keywords for Search - Add keywords to your document posting. This will allow Users to search for specific posting.

Search Keywords

Keywords For Search

Room Parents choose your **audience** by selecting the teacher you are assigned to as a Room Parent from the drop down menu. Your post will only be accessible to the parents in your classroom.

Audience ?

Teachers *

Organization / Group *

Post On Behalf Of

- School Org / Group
- Teacher / Room Parent

CLICK SAVE & YOU ARE FINISHED!
Log back into AtoZ to view your Digital Backpack Post!

You can delete a post at any time by logging into Digital Backpack, selecting post, and clicking **Delete**.


Digital Backpack
Upload important flyers so parents have a copy in their Digital Backpack

Search in ▾

Notification On

- on entity schedule
- on post start date
- none

Document Title

	Thumbnail	Document Title
<input checked="" type="checkbox"/>		Sunday Checklist - 8/5/18