



How Do I Prevent Some Student Groups from Appearing in My BackPack Directories?

On occasion, after students have left the school, whether they have graduated, or left for a different facility, their records may still be visible to Students/Parents or Faculty in the Student Directory in My BackPack. The two students below are BOTH Graduates, and are visible when looked up by ANY Student, Parent, or Faculty member with a WebID. There is no need for them to be visible to everyone in My BackPack any longer, as these children are no longer at the school.

PARENT VIEWS

MBP Home Page

Home

<p>Child Summary</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="font-size: small; margin-top: 5px;"> Veronica ID: 544751 Malia ID: 544752 </p>	<p>Academic Info</p> <ul style="list-style-type: none"> Student Schedule Student Calendar Student Attendance Marking Period Grades and Comments Grades and Comments History Daily Assignments and Comments 	<p>My Accounts</p> <ul style="list-style-type: none"> Account Summary Account Details Statements Pay Online 	<p>My Forms/Documents</p> <p><i>My Documents (6 new)</i></p>
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Student/Parent Directory Search

Student ▲	Grade	Gender	Parent	Phon
Malia Andujar		Female	Mr. & Mrs. Andujar	954-817-3063
Veronica Andujar		Female	Mr. & Mrs. Andujar	954-817-3063

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FACULTY VIEW

Home

My Students
View Attendance
View Students
Student Discipline

My Classes
Class Attendance

Child Summary

Laila ID: 552501

Noa ID: 55

My Forms/Documents
Enrollment/Re-Enrollment
My Documents (43 new)

Search
Student Directory (for Faculty)
Student/Parent Directory

Student Directory (for Faculty) Search

Search Clear

Student	Grade	Gender	Parent	Phone
Malia Andujar		Female	Mr. & Mrs. Andujar	954-817-3063
Veronica Andujar		Female	Mr. & Mrs. Andujar	954-817-3063

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Student/Parent Directory Search

Search Clear

Student	Grade	Gender	Parent	Phone
Malia Andujar		Female	Mr. & Mrs. Andujar	954-817-3063
Veronica Andujar		Female	Mr. & Mrs. Andujar	954-817-3063

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STUDENT VIEW

Student/Parent Directory Search

Home

Child Summary **Academic Info** **Search**
No Image Available *Student Schedule* *Student/Parent Directory*
Student Calendar
Student Attendance

Search Clear

Student	Grade	Gender	Parent	Phone
Malia Andujar		Female	Mr. & Mrs. Andujar	954-817-3063
Veronica Andujar		Female	Mr. & Mrs. Andujar	954-817-3063

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The ability to view Student records in My Backpack is managed by how the Student Groups are set up in Registrar.

Log into Registrar and go to Maintenance>Miscellaneous>Student Groups.

Ascendance Registrar - (Upper School)

Maintenance View Scheduling Grading Reports Mailings Exports My Backpack Help

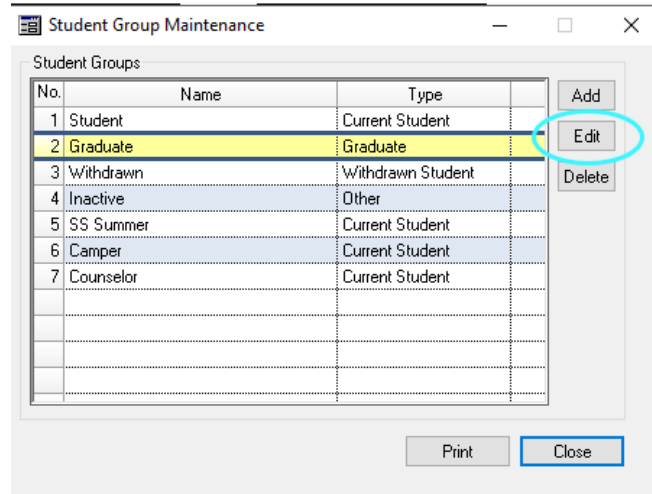
Students
Courses
Sections
Departments
Faculty / Staff
Rooms
Miscellaneous >
End-of-Period Update
New Student Transfer
Notifications
Administration Maintenance
Global Updates
Change Current School

Faculty/Staff Sched/Roster S/P Mailing Your Reports Find

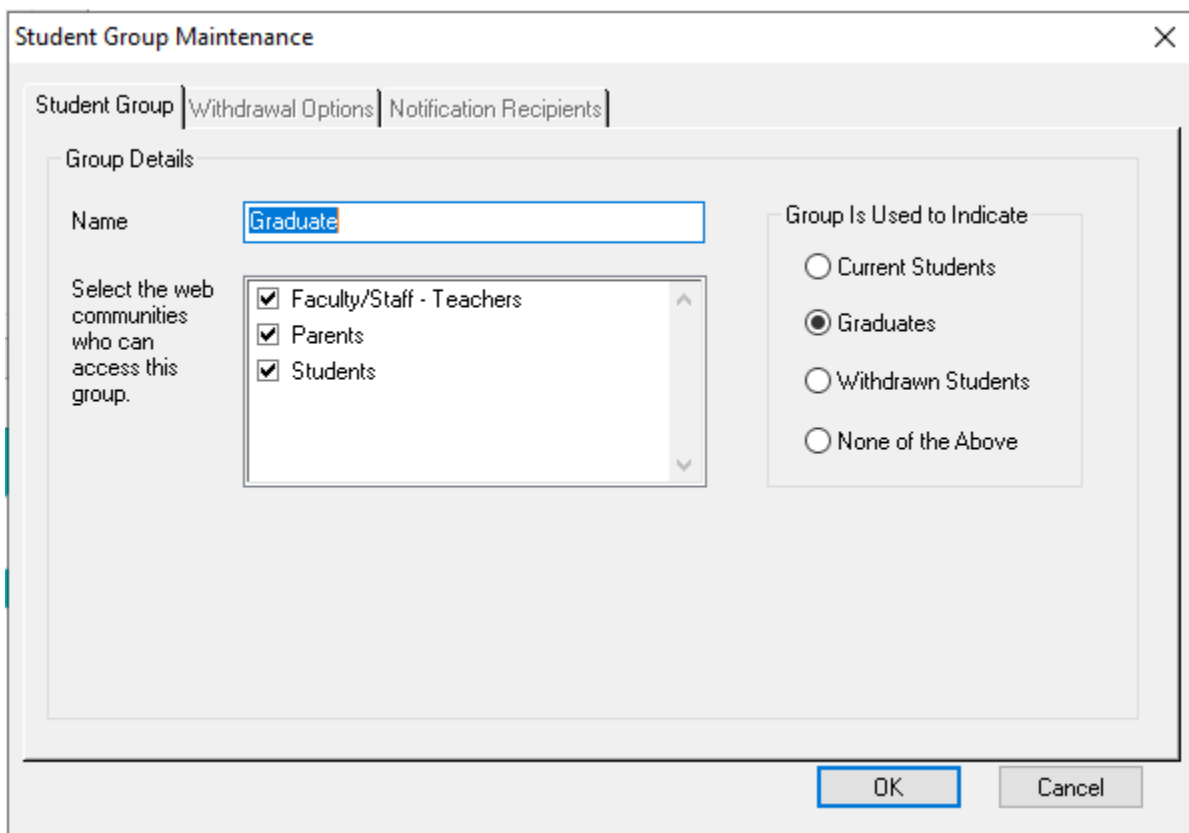
Online Forms awaiting approval: 0

Books
Dorms
Lockers >
Student Groups
Schools
Schools (Colleges)
Programs
Routes

Highlight the Student Group that you wish to “turn off” from being visible in My BackPack and select Edit (in this case, the Student Group of Graduate).



When the Student Group Maintenance window appears, note which Web Community Users are set to view these Students. In this case, any Web User (a Parent, Faculty member, or another Student) has the permission to see the Graduate Students in the My BackPack Directory.



To restrict who should no longer see the Graduated Students in My BackPack, uncheck the appropriate Web Community and click OK to save the changes.

For this exercise, the Faculty will remain able to see these Graduates, but not the Parents or other Students.

Student Group Maintenance

Student Group | Withdrawal Options | Notification Recipients

Group Details

Name: Graduate

Select the web communities who can access this group.

- Faculty/Staff - Teachers
- Parents
- Students

Group Is Used to Indicate

- Current Students
- Graduates
- Withdrawn Students
- None of the Above

OK Cancel

With the Student Group settings now updated, the ability to view these records now changed:

PARENT VIEWS

MBP Home Page (Students' photos no longer visible on the Parent's My Backpack home page)

Home

Academic Info	My Accounts	My Forms/Documents	Search
Student Schedule	Account Summary	My Documents (6 new)	Student/Parent Directory
Student Calendar	Account Details		
Student Attendance	Statements		
Marking Period Grades and Comments	Pay Online		
Grades and Comments History			
Daily Assignments and Comments			

Student/Parent Directory Search (No results found)

Search Student/Parent Directory

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Search for: **Student** ▼

Student Last Name:	<input type="text" value="andu"/>	Parent Last Name:	<input type="text"/>
Student First Name:	<input type="text"/>	Parent First Name:	<input type="text"/>
Grade:	ALL ▼	City:	<input type="text"/>
Class Year:	<input type="text"/>	State:	ALL ▼
School:	ALL ▼	Zip Code:	<input type="text"/>
Gender:	ALL ▼	Country:	ALL ▼
		Display:	20 ▼


No results found. Please try your search again.

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STUDENT VIEW

Student/Parent Directory Search

Home

Child Summary 	Academic Info Student Schedule Student Calendar Student Attendance	Search Student/Parent Directory
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No results found

Search Student/Parent Directory

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Search for: **Student** ▼

Student Last Name:	<input type="text" value="andu"/>	Parent Last Name:	<input type="text"/>
Student First Name:	<input type="text"/>	Parent First Name:	<input type="text"/>
Grade:	ALL ▼	City:	<input type="text"/>
Class Year:	<input type="text"/>	State:	ALL ▼
School:	ALL ▼	Zip Code:	<input type="text"/>
Gender:	ALL ▼	Country:	ALL ▼
		Display:	20 ▼

No results found. Please try your search again.

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FACULTY VIEW

The screenshot shows a 'Home' dashboard with several sections:

- My Students:** View Attendance, View Students, Student Discipline
- My Classes:** Class Attendance
- Child Summary:** Two photos of children, Laila (ID: 552501) and Noa (ID: 55)
- My Forms/Documents:** Enrollment/Re-Enrollment, My Documents (43 new)
- Search:** Student Directory (for Faculty), Student/Parent Directory (circled in red)

Student Directory (for Faculty) Search (Both Graduates are still visible)

Search Clear

Student	Grade	Gender	Parent	Phon
Malia Andujar		Female	Mr. & Mrs. Andujar	954-817-3063
Veronica Andujar		Female	Mr. & Mrs. Andujar	954-817-3063

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Student/Parent Directory Search (No results found)

Search Student/Parent Directory

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Search for:

Student Last Name: <input type="text" value="andu"/>	Parent Last Name: <input type="text"/>
Student First Name: <input type="text"/>	Parent First Name: <input type="text"/>
Grade: <input type="text" value="ALL"/>	City: <input type="text"/>
Class Year: <input type="text"/>	State: <input type="text" value="ALL"/>
School: <input type="text" value="ALL"/>	Zip Code: <input type="text"/>
Gender: <input type="text" value="ALL"/>	Country: <input type="text" value="ALL"/>
	Display: <input type="text" value="20"/>

Search Clear

No results found. Please try your search again.

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