

# Gradebook Backup and Restore

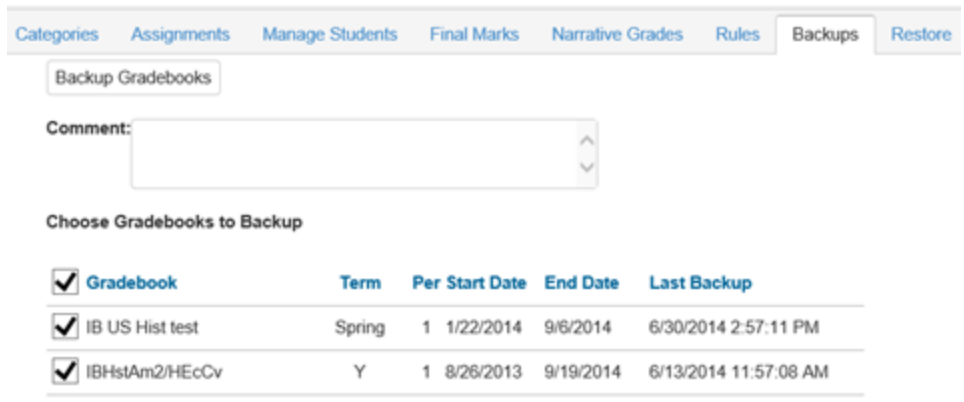
Modified on: Tue, Feb 13, 2018 at 3:10 PM

The **Backups** tab on the **Manage** page will allow teachers to **Backup** their gradebooks.

To create a backup of the gradebooks, click the mouse on the **Backups** tab.

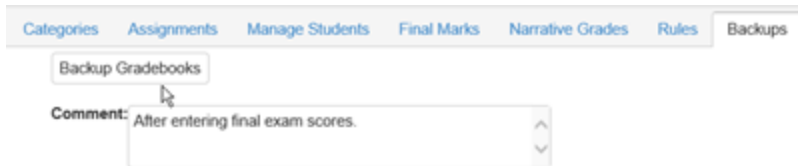


The following page will display and will list all of the teacher's current gradebooks.



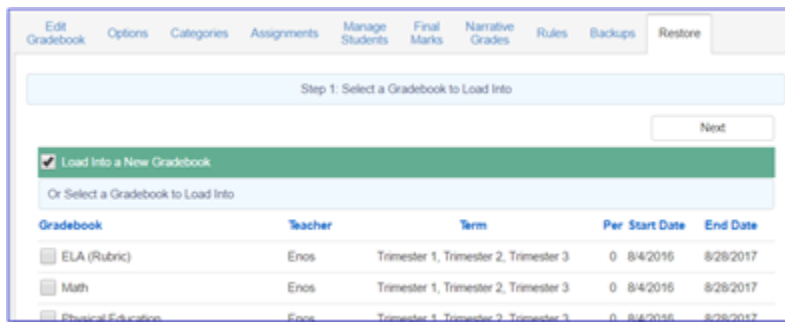
You can choose to backup **ALL** gradebooks by clicking your mouse on the **Gradebook** check box on the top left of the **Backups** page. This will select all of the gradebooks in the backup area.

You can also select a single gradebook to backup by deselecting the **Gradebook** check box and selecting gradebooks individually. After you have selected the gradebooks to backup, a comment can be entered. Click the mouse on the **Backup Gradebooks** button at the top of the page.



Backups will be created for the selected gradebooks with the date and time when created.

To **Restore a Gradebook** click the mouse on the **Restore** tab. The following page will display and will list all of the teacher's gradebooks.



To **Restore** a backup into a **New Gradebook**, leave the **Load into a New Gradebook** option checked and then click the mouse on the **Next** button.



To **Restore** an **existing gradebook** back to a previous gradebook backup, check the box next to the existing gradebook in the list. The selected gradebook will now be highlighted in green. Then click the mouse on the **Next** button at the bottom of the page to continue.

Gradebook	Teacher	Term	Per	Start Date	End Date
<input type="checkbox"/> ELA (Rubric)	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017
<input checked="" type="checkbox"/> Math	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017

On **Step 2: Select a Backup to Restore From** of the **Restore** form you will see the list of previously backed up gradebooks. **Note the Date and Time of the backups are displayed.**

**Restore Gradebook** ×

Step 2: Select a Backup to Restore From

Berglund ▼ 2 - 2nd Sem Geometry... ▼

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2

Choose the gradebook you wish to **Restore** into a new or existing gradebook by highlighting the backup in the list. The selected backup will now be highlighted in green. Click the mouse on the **Next** button at the bottom of the page.

**Restore Gradebook** ×

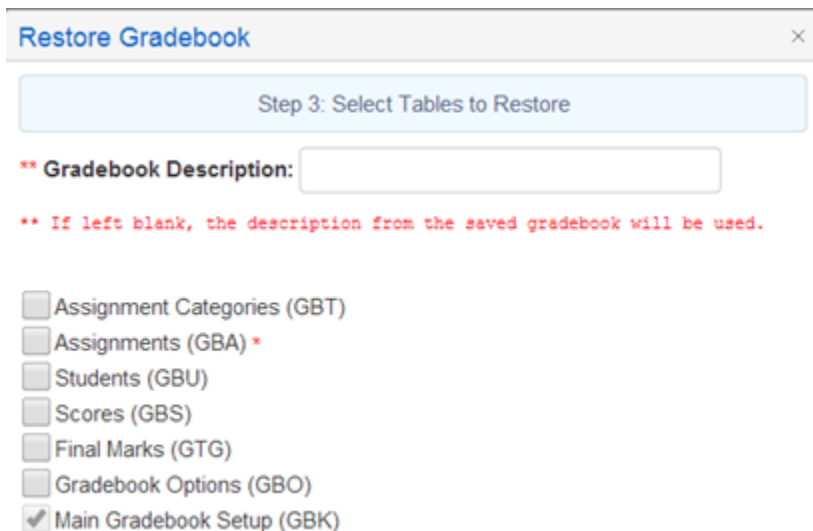
Step 2: Select a Backup to Restore From

Berglund ▼ 2 - 2nd Sem Geometry... ▼

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2
7/2/2014 3:13:57 PM	2013	Spring	2

On **Step 3: Select Tables to Restore** of the **Restore** page you can give your **New** gradebook a name in the **Gradebook Description** box. If you choose to leave the Gradebook description blank on this form, the new gradebook will taon the name of the gradebook you are restoring from.

If you are **restoring a previous version of an existing gradebook** you will not see the Gradebook Description box.



Restore Gradebook

Step 3: Select Tables to Restore

\*\* Gradebook Description:

\*\* If left blank, the description from the saved gradebook will be used.

- Assignment Categories (GBT)
- Assignments (GBA) \*
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

Select the tables to restore into your new or existing gradebook. If restoring a gradebook for a new term and class but the same subject and assignments, select the following options:

- Assignment Categories (GBT)
- Assignments (GBA) \*
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

Once your selections are made, click your mouse on the **Restore** button at the bottom of the page.