Gradebook Backup and Restore

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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.

gories	Assignments	Manage Studer	ts	Final Marks	Narrative C	Grades	Rules	Backups	R
Backup	Gradebooks								
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hoose	Gradebooks to l	Backup			~				
Choose	Gradebooks to I debook	3ackup Term	Pe	er Start Date	End Date	Last E	Backup		
Choose Gra	Gradebooks to I debook JS Hist test	Backup Term Spring	Pe	er Start Date 1/22/2014	End Date 9/6/2014	Last E 6/30/2	Backup 014 2:57:1	1 PM	

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.

Categories	Assignments	Manage Students	Final Marks	Narrative Grades	Rules	Backups
Backup	Gradebooks					
	R					
Commer	After entering	final exam scores.		~		
				\sim		

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.

Edit Gradebook	Options	Categories	Assignments	Manage Students	Final Marks	Narrative Grades	Rules	Backups	Restore	
			Step	1: Select a G	radebook 1	o Load Into				
										Next
🛃 Load I	nto a New C	iradebook								
Or Select	t a Gradebo	ok to Load Into								
Gradeboo	k		Teacher			Term		Per St	art Date	End Date
ELA (F	Rubric)		Enos	Trim	nester 1, Tr	imester 2, Tri	mester 3	0.84	12016	8/28/2017
📄 Math			Enos	Trin	nester 1, Tr	imester 2, Tri	mester 3	0 84	12016	8/28/2017
E Physic	al Education		Ence	Trie	menter 1 Tr	imenter 2 Tri	menter 1	0.84	12056	8/28/2017

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 <u>existing gradebook</u> 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
ELA (Rubric)	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017
🖌 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 Res	store From		
Berglund 🔻 2 - 2nd Sen	n 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 Re	store From	
Berglund * 2 - 2nd Se	em 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:	
$\ast\ast$ 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.