



Gradebook Backups

Content Updated: August 3, 2016

NOTE TO TEACHERS:

In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.

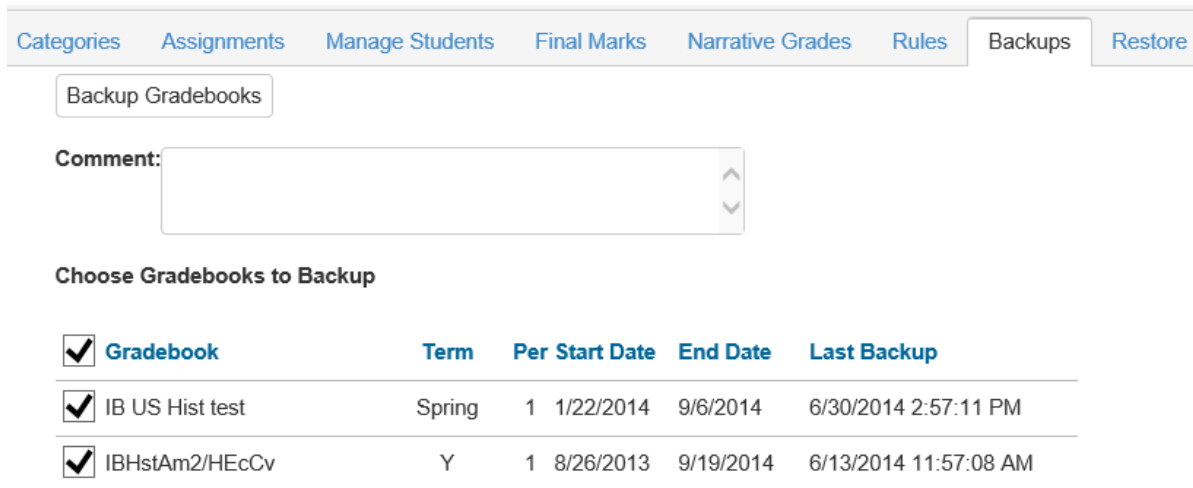
GRADEBOOK BACKUPS

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.

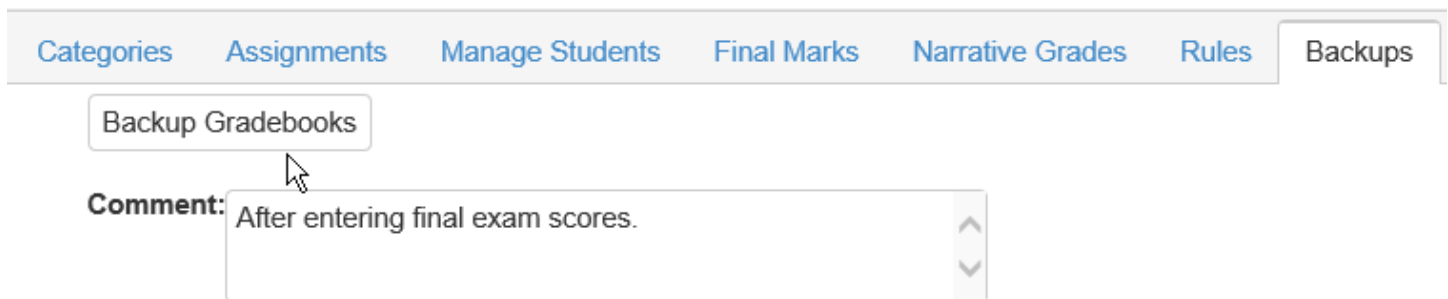


The following page will display and will list all of the teacher's current gradebooks.



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.

Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Step 1: Select a Gradebook to Load Into

Load Into a New Gradebook

Gradebook	Teacher	Term	Per	Start Date	End Date
IB US Hist test	Acosta	Spring	1	1/22/2014	9/6/2014
IBHstAm2/HEcCv	Acosta	Y	1	8/26/2013	9/19/2014
IBHstAm2/HEcCv create	Acosta	Y	1	8/26/2013	9/19/2014

To **Restore** a backup into a **New** Gradebook, select the **Load into New Gradebook** option on the **Step 1: Select a Gradebook to Load Into** page and then click the mouse on the **Next** button at bottom of the page.

Categories Assignments Manage Students Final Marks Narrative Grades Rules Backups Restore

Step 1: Select a Gradebook to Load Into

Load Into a New Gradebook Next

Gradebook	Teacher	Term	Per	Start Date	End Date
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To **Restore** an **existing gradebook** back to a previous gradebook backup, leave the **Load Into New Gradebook** option unchecked and choose the existing gradebook from the list by clicking the mouse on it. 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.

Geometry Cp	Berglund	Fall	5	8/28/2013	1/22/2014
Adv Algebra CP	Berglund	Fall	6	8/28/2013	1/22/2014

Next

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

Cancel Next

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 take on 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.