

# End of Year Backup Copy of Entire Gradebook

Every year it is necessary for you to backup your entire gradebook. Below you will find directions on backing up your gradebook at the end of the year. If you have not already done so, you need to create a folder in My Documents titled **Gradebook**.

<ol style="list-style-type: none"> <li>Log into Sykward and select <b>My Gradebook</b></li> <li>Open your Gradebook</li> <li>Select <b>Reports</b></li> <li>Click on <b>Grade Sheet Report</b></li> <li>Select <b>Add a New Template</b></li> </ol>	
<ol style="list-style-type: none"> <li>Name the template: <b>End of Year Gradebook Backup</b></li> <li>Select <b>Save</b></li> </ol>	
<ol style="list-style-type: none"> <li>In the Assignments area put a check mark in <b>Display Grades and Assignments for Date Range</b> <ol style="list-style-type: none"> <li>Put in the first day of school for start date and the last day of school for end date <b>Start:</b> Sep. 5, 2006 <b>End:</b> June 7, 2007</li> </ol> </li> <li>In Options area make sure there is a check mark or dot in the following areas             <ol style="list-style-type: none"> <li><b>Student Options</b> <ol style="list-style-type: none"> <li>Show Student Name</li> </ol> </li> <li><b>Assignment Options</b> <ol style="list-style-type: none"> <li>Show Asignments</li> <li>Show Max Score</li> </ol> </li> <li><b>Term Options</b> <ol style="list-style-type: none"> <li>Show Term Grade Marks</li> </ol> </li> <li><b>Sort Students</b> <ol style="list-style-type: none"> <li>Use Gradebook Sort Order</li> </ol> </li> <li><b>Assignment Legend Options</b> <ol style="list-style-type: none"> <li>Show on Separate Page</li> </ol> </li> <li><b>Special Code Options</b> <ol style="list-style-type: none"> <li>Show as Gradebook</li> </ol> </li> <li><b>Other Display Options</b> <ol style="list-style-type: none"> <li>Font Size 12</li> </ol> </li> <li><b>Free For Header</b> type: End of Year Gradebook Backup</li> </ol> </li> <li>Click <b>Save</b></li> </ol>	

11. Click on **Select Different Classes**
12. Click on **Select All**
13. Select **Print**

Terms	Period	Class	Description
<input checked="" type="checkbox"/> 1-6	2	00020T / 01	BIOLOGY 1,2
<input checked="" type="checkbox"/> 1-6	3	00020T / 02	BIOLOGY 1,2

14. When your report displays click on the icon on the far left. This will save the file.

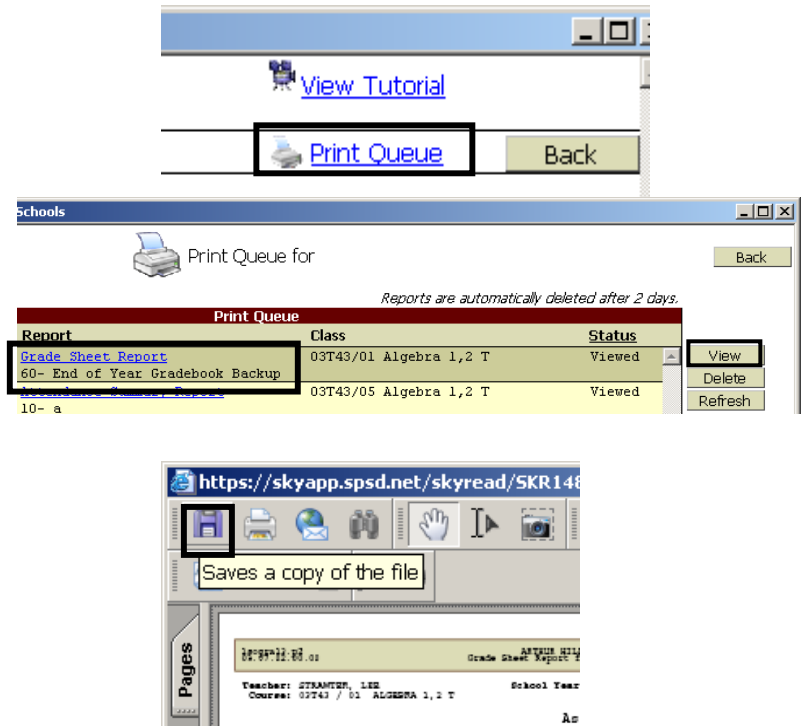
15. Navigate to the **Gradebook folder** located in My Documents.
16. Click in the area **File Name**
17. Name the file (first initial your lastname and SY); Example **smosleySY06\_07** (you must use the underscore no spaces)
18. Click on Save
19. Close the document window

**Special Note:** Next year you do not have to create a new template you can use the End of Year Gradebook Backup year after year.

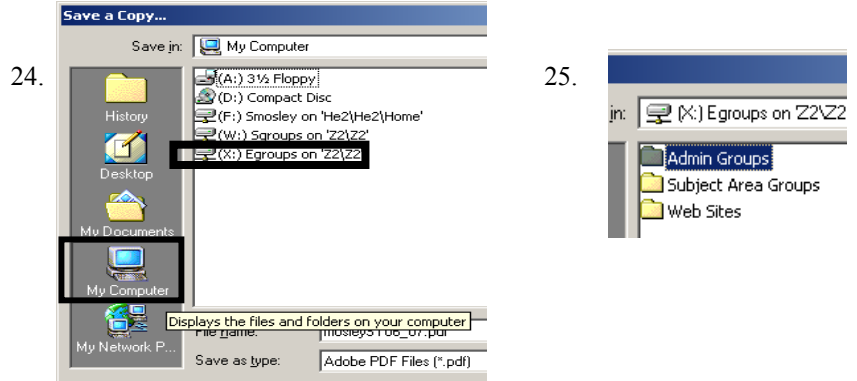
1. Go your Gradebook
2. Select Report
3. Select Grade Sheet Report
4. Scroll to find report titled: **End of Year Gradebook Backup**
5. Click on **Modify Parameters of Template**
6. Change the date range to the current school year dates.
7. Save report
8. Follow above steps 11-19

# Saving Gradebook for Administrative View Only Access

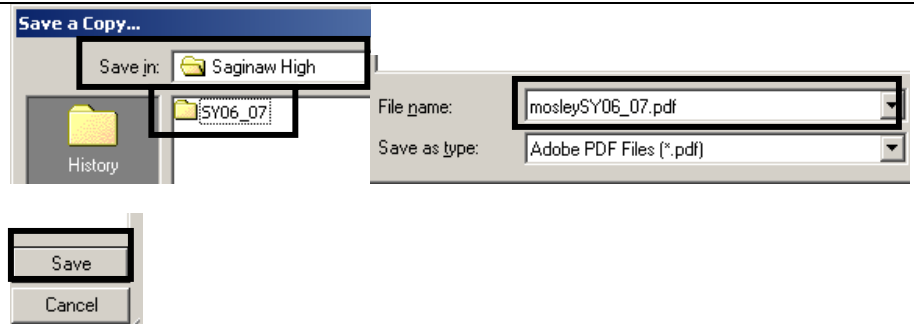
1. Go to the top right hand column of your window and click **Print Queue**
2. Click on the Grade Sheet Report name **End of Year Gradebook Backup**
3. Click on **View**
4. When your report displays click on the icon on the far left. This will save the file.



5. Navigate to **My Computer**
6. Select the **(X:)** drive
7. Double click on the folder **Admin Groups**



8. Double click on your building folder
9. Double click on the current SY folder
10. Click in the area **File Name**
11. Name the file (first initial your lastname and SY): Example **smosleySY06\_07** (you must use the underscore no spaces)
12. Click on Save
13. Close the document window



**\*Note:** You will not be able to see your saved file. If you are unsure if you saved it please ask your building administrator.