

## Creating a Copy of your Gradebook/Rankbook for Record Keeping and Backup:

Teachers have the ability to save a copy of their Gradebook/Rankbook assignment grades for safe keeping and record keeping. This gives the teacher a backup copy of the assignment grades they have entered should they need it. It is recommended that teachers create a copy at least once a Term (*ie. after Term grades have been submitted*), but can be done as frequently as desired (*ie. after entering grades for an assignment or group of assignments*).

There are 2 different choices for creating a backup file:

- 1) Assignment Grade Report
- 2) Save to Excel

### Assignment Grade Report

Gradebook view:



Add/Modify Rankbook view:

- < iTeacher > < Rankbook Report > < Assignment Grade Report > OR  
 < iTeacher > < Add/Modify Rankbook > < Reports > < Assignment Grade Report >

### Assignment Grade Report

- 1) Select **School Term** = Quarter you want to capture
- 2) Select **Course(s)** (*Recommend one at a time; more manageable*)
- 3) Select ALL assignments listed in the **Assignments** box
- 4) Set **Assignments per page** = 10 (*max*)
- 5) Select **Sort By** preference (*Type or Assignment Date*)
- 6) **Submit**
- 7) Go to **Reports** or **My Reports** to view the resulting report (*HTML and Excel*)

**For best results, view and save the HTML version of the report:**


You can save to a file on your computer or simply check the **Save** box  in your **Available Reports** list and Submit. It is recommended that you rename the file with the Course ID, Term and Year for easy reference.

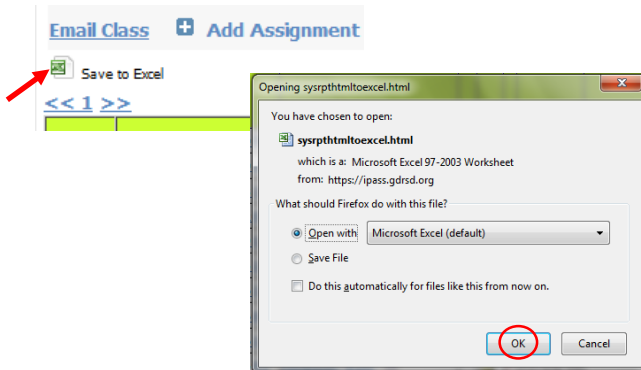
Grades: Algebra \_\_\_\_\_ Date: 10/02/2013 Teacher: \_\_\_\_\_ Sort: Name

	Name	Student ID	Overall Average	Term Average	Covered Textbook 08/29/13	1	2	3	4	5	6	7	8	9	10
							p. 95 # 12 - 22 evens, p. 96 # 32 - 38 evens 08/30/13	Ch 2 Apps circled problems 09/03/13	Ch 2 Apps 6, 10, 14, 17, 20, 25, 27, 30, 32 09/04/13	p. 101 # 12 - 28 evens # 32, 33 09/05/13	Ch 2-5 Study Guide Wksht circled probs 2-sided 09/06/13	Ch 2-4, 2-1 Quiz 09/06/13	Plowed Field Wksht # 5, 7 Com Prog. Wksht # 1,2,4,5 09/06/13	Ch 2-8 Skills Practice/Ch 2-5 Practice evens 09/09/13	p. 120 # 6 - 22 E, 24, 26 - 28 Apps 18, 21, 22, 26 09/10/13
1			77.70	77.70	100	100	100	100	100	100	100	90	*	100	100
2			79.57	79.57	100	100	100	100	100	100	100	67	*	100	100
3			62.90	62.90	100	100	100	100	100	100	100	69	*	100	100
4			89.83	89.83	100	100	100	100	100	100	100	88	*	100	100
5			85.80	85.80	100	100	100	100	100	100	100	92	*	100	100
6			21.20	21.20	100	100	100	100	100	100	100	84	*	100	100

## Save to Excel

Go to < iTeacher > < Add/Modify Rankbook >  
Select a **Course** and the **Term** you want to save

Above the upper left corner of your Rankbook view you will see an option to **Save to Excel**. Click on the Excel icon. 



The screenshot shows the Rankbook interface with the 'Save to Excel' button highlighted by a red arrow. A dialog box titled 'Opening sysrpthtmltoexcel.html' is open, showing the file name and the option to open it with Microsoft Excel (default). The 'OK' button is circled in red.

	A	B	C	D	E	F	G	H	I	J	K	L
1									Current	Final Exam	Analogy Precolo	
2									Term	Due: 01/28	Due: 01/18	Due: 0
3	ID	Name				DOB	Sped/504		Avg	Points: 60	Points: 100	Poin
4												
5						6/21/1998			71.61	40	85	3
6						8/12/1998			72.19	54	85	3
7						6/7/1998			88.79	60	100	5
8						6/8/1997			88.18	60	85	5

You will now have a spreadsheet containing the **Page <<1>>** Rankbook display of assignments. You may want to remove the extra blank columns that are produced (*these are the columns that contained symbols in Rankbook*).

### **NOTE:**

1. The Course ID and Term are NOT contained in the spreadsheet. Therefore, when you save, **be sure to include in the file name the Course ID, Section AND Term** (example: Smith\_450-01\_Q2\_FY13).
2. You will need to **create an Excel file for EACH Rankbook page of DISPLAYED Assignments**. It is therefore recommended that you maximize the number of Assignments you can view at one time on the screen.

To maximize the number of assignments in your display:

Go to < **Rankbook Maintenance** > < **Rankbook Parameters** > OR < **Add/Modify Rankbook** > < **Settings** >  
Under >> **Assignments**

Set the **Number of assignments to display** to the maximum of 20 **Number of assignments to display:**