

How to Create a Copy of Gradebook for Future Reference

Q. How does a teacher create a copy of their Gradebook/Rankbook for Record Keeping and Backup?

A. Teachers have the ability to save a copy of their Gradebook/Rankbook assignment grades for safe keeping and record keeping. This gives a 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*).

Please refer to the **attached guideline** offering 2 options.

Article ID: 484

Last updated: 26 Jan, 2015

iTeacher -> FAQ -> How to Create a Copy of Gradebook for Future Reference

<http://www.imgsoftware.com/kb/entry/484/>