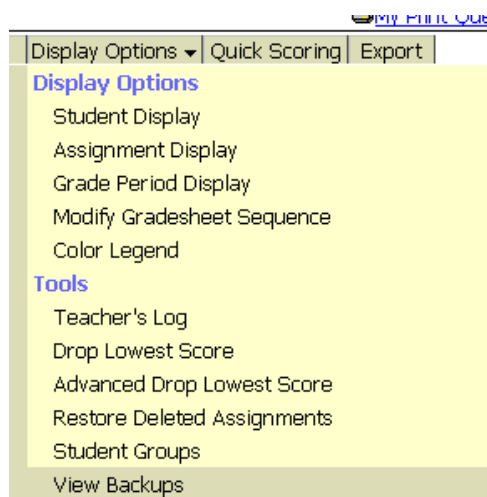
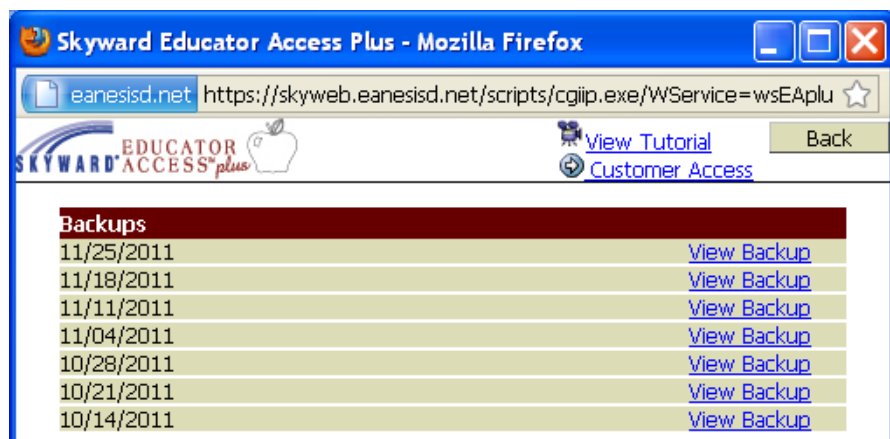


Teacher Gradebook Accessing Gradebook Backups

To access a backup of your Gradebook class file, open your Gradebook and click 'Display Options', 'View Backups'



Click 'View Backup' next to the date you want to view.



You'll have an indicator that you are looking at a backup view of your class file. You will be able to view assignment detail, run reports, preview charts and change display options but, you **WILL NOT** be able to edit data. Once you are done viewing the backup just close the screen.

