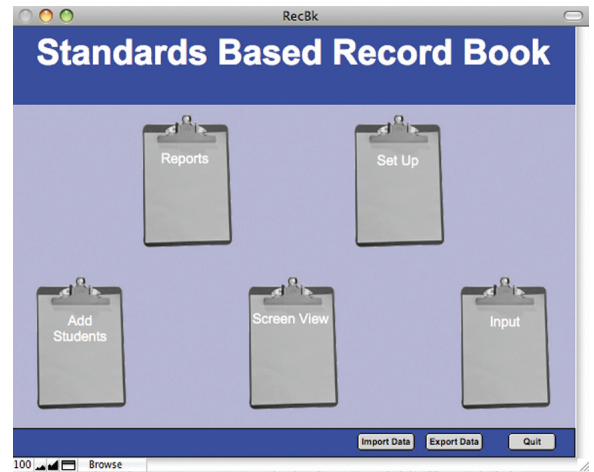


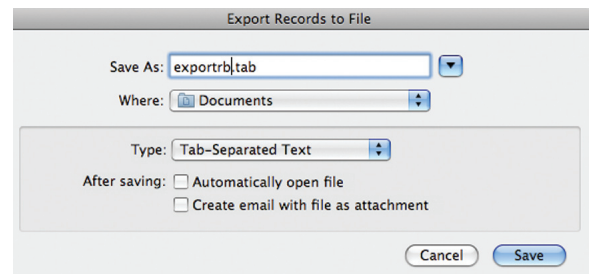
# Standards-Based Record Book

## Exporting and Backing Up

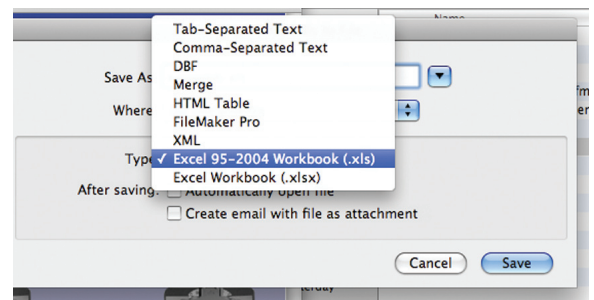
1. Open Standards Based Record Book program and click on export at the bottom of the screen.



2. Provide a name for the export file.

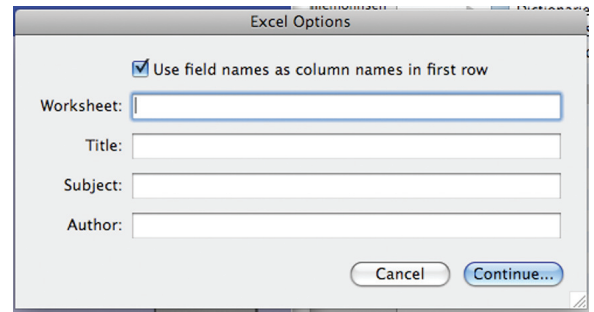


3. Select the format in which you want it saved. Click on Save.



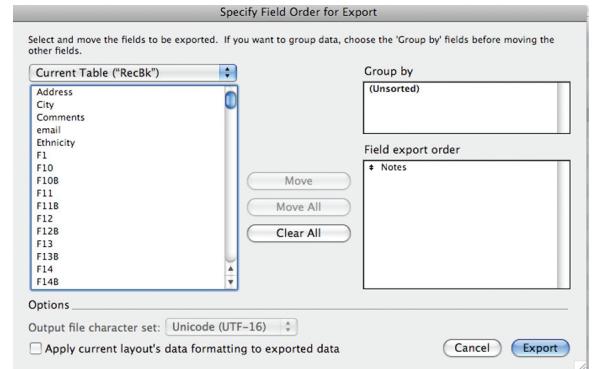
\* Your screens may look slightly differently depending on your operating system.

4. This screen can be left blank—or you can fill in data.



5. Be sure to select “Recbk” table from the drop down menu in the upper left hand corner. Then select the fields (pieces of data) that you want to export. You can export all fields (if you are backing up) or selected fields for other purposes.

Fields starting with M - refer to Monday, T - Tuesday, W - Wednesday, Th - Thursday; F - Friday. Those fields with the letter B - refer to behavior; those without the letter B are for attendance. G - grades. The first number refers to the standard number.



## Backing Up Alternative

An easier way to back up is to find (search for Recbk) the folder (should be in your programs or applications folder) that contains the program and simply drag it onto a flash drive or other external storage device.

\* Your screens may look slightly differently depending on your operating system.