

Backups, moving computers and the end of the year

Lesson 36 · Privacy and safety for teachers · Watch the video and take the quiz online:

lessonplanner.info/training/36-backups-end-of-year/

Where to find it: School Report Writer → Backup and safety

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to download an encrypted backup
- How to restore it on another computer
- Why a marks spreadsheet needs care
- What to do at the end of the year



Step by step

- 1 **Open Backup and safety.** Your Report Writer data lives only in your browser, so backups are up to you. Open **Backup and safety**.
- 2 **Download an encrypted backup.** Under **Encrypted backup**, type a long passphrase twice and press **Download encrypted backup**. Keep the file where your school allows, such as your school drive.
- 3 **Move to another computer.** On the new computer, choose **Restore from a backup file** and type the passphrase.
- 4 **Take care with spreadsheets.** You can **Download marks as CSV**, but that file is not encrypted, so store it carefully.
- 5 **End of the year.** Under **End of the school year**, take a final backup if your school wants one, then delete your classes. On a shared computer, use **Delete all pupil data on this device** (you type DELETE to confirm).
- 6 **Back up lesson plans too.** In the Lesson Plan Maker, open **My plans** and press **Download backup (.json)**.

Tips

- Nobody, not even us, can open your backup without the passphrase – so don't lose it.
- Put a backup reminder in your diary for the end of each half term.

Try it

Download an encrypted backup of the sample class and restore it in a private window.

Check what you know

1. **Who can open your encrypted backup without the passphrase?**
 - A Nobody, not even us
 - B Classfern support
 - C Your head teacher
2. **Is a marks spreadsheet download encrypted?**
 - A No – store it carefully
 - B Yes
 - C Only on Fridays
3. **On a shared computer at the end of the year, what do you use?**
 - A Delete all pupil data on this device
 - B Print blank template
 - C Fill with example

Answers: 1 A · 2 A · 3 A (turn the page round to check)