



MarkBook® Data Files Transfer

Changing from MarkBook® for Windows® to MarkBook® Cloud version at Home

Problem

I have my Class Data on a Windows PC at school and I need to work from home on my personal device.

Solution

Step 1:

You do need to have your MarkBook® for Windows® data files available either a backup to a flash drive or, if your files are stored there, your personal space on your school's network. This varies from Board to Board but in TorontoDSB, it's Drive H and in PeelDSB it's Drive G. It has also become apparent in some Boards, that teachers may get into their schools for a brief time. If that's the case you'll have to get them from your personal space.

Since our Support Team don't have this access, until such time as those resources are available, that is the necessary step. Once you have your MarkBook data onto your home computer from your H drive, please continue...

Step 2a: (If you have a Windows® PC at Home, follow these instructions. If not, go to Step 2b)

- Click or <CTRL> +Click on the link below to download and install the program from the following link

https://acadiemgroup.com/markbook.com/downloads/files/MB19a/MB19_Install.exe

- MarkBook® for Windows® stores class data for each class in a folder that begins with **MB** followed by the **class code** and ending in **19** (the school year). So for a class with the code **ABCD**, the folder would be **MBABCD19**.
- If you made a backup of your classes using MarkBook's Backup feature, all of your classes will be in a folder named **MkBk_Backup** plus the date of the backup. So if it was made on March 28, 2020, the folder would be **MkBk_Backup_2020-03-28**.
- The individual MB folders or the Backup folder with all your classes need to be on your home computer's hard drive in a path that's accessible by MarkBook® for Windows®.



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Step 2b: (If you have a macOS® PC at Home, follow these instructions.)

MarkBook® Cloud version cannot read the files created in the MarkBook® for Windows® but but they can be imported into MarkBook® Cloud version. If you have access to your Windows Class data, our Support Team can help you to create files that may be imported into MarkBook® Cloud

Since in some Boards, teachers may get into their schools for a brief time, you, can export the files that you need by using the MarkBook® for Windows® Exchange feature. Please find the document called **MarkBook_Class_Exchange.pdf** in the Support section of our website.

https://acadiemgroup.com/support/MarkBook_Class_Exchange.pdf

This document details how to export the data (see page 2); then import those files into MarkBook®, the Cloud version (see page 5 bottom).

If you can't get into the school, like Windows users, you also need the MB folders or the Backup folder on your computer's hard drive.

To further assist you, it is necessary that you to send your data by putting them into a zip file and attaching that to an email or placing it in a Dropbox or a Google Drive repository.

In macOS, this is done by

1. Locate the folder(s) to zip in the Finder (file system).
2. **RIGHT**click on the folder to be zipped
3. Select **Compress Items**
4. Find the newly created zip archive in the same directory and attach it to an email to **support@markbook.com**. If you are zipping individual class MB folders you can attach them all to the same email or place them in an accessible encrypted repository like Dropbox or Google Drive.

Step 2c: (If you have a Chromebook at Home, find the document called **Chromebook.pdf** in the Support section of our website.

<https://acadiemgroup.com/support/Chromebook.pdf>

Once our support team has been contacted, they will use program to create a file(s) that you can import into MarkBook® Cloud version, which will be sent as attachments to an email (or returned to an encrypted repository). Instructions on how to import the files into MarkBook® Cloud are available at Support on our website.

Once you have your MarkBook® Cloud version account and your Cloud version data files, please get back to the Support Team for further assistance by email to **support@markbook.com**.