Product Name: GradeLink
Document Type: How-to guide
Version: 1.0
Last Updated: 12/28/2025
Audience: Operations users
Language: English
Purpose: Guide admins through the new scholastic year’s setup
Author: Fatima Obeidat

1. Document Scope & Definitions

GradeLink	Students' Information System implemented
End User	Operations users, school admins
Application	GradeLink App
System	GradeLink Administrators’ interface and tasks
Administrator/ Admin	School staff responsible for managing the system
Document	This How-to guide

2. Table of Contents

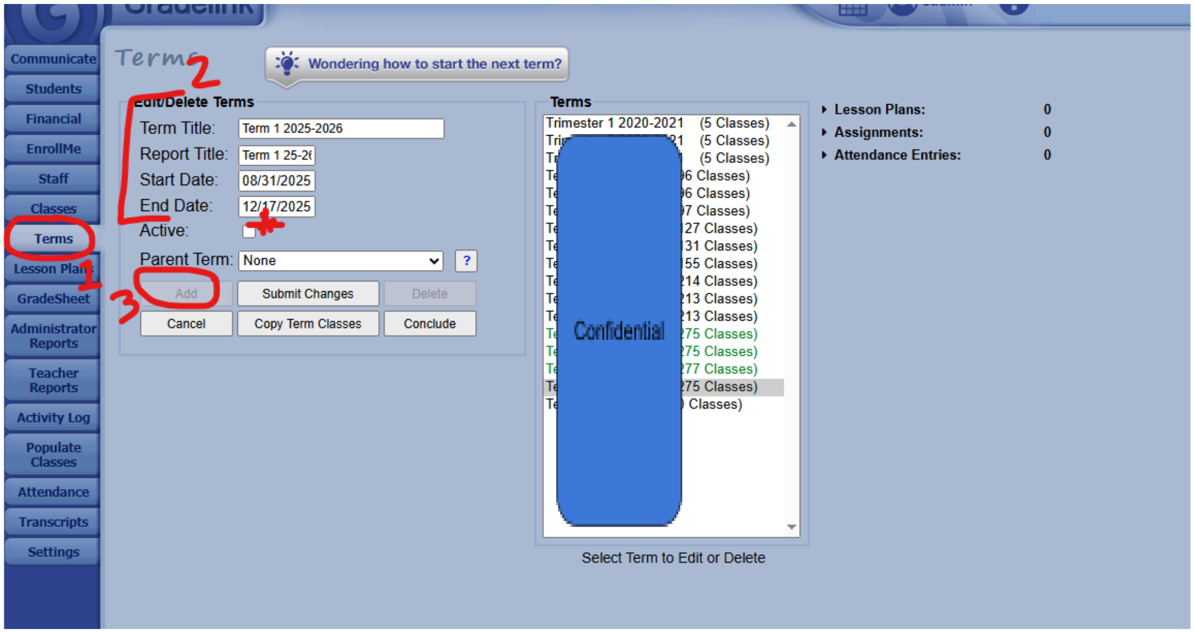
Section	Page
Part one-Login with the admin account	2
Part two-Creating a new term	2
Part Three-Update staff roster	4
Part Four-Update students rosters	5

How to - Prepare for the new year

Part one-Login with the admin account

I. Go to www.gradelink.com
II. Click Login on the top right corner
III. Fill in the SchoolId, username, and password

Part two-Creating a new term


Gradelink
Communicate
Students
Financial
EnrollMe
Staff
Classes
Terms
Lesson Plans
GradeSheet
Administrator Reports
Teacher Reports
Activity Log
Populate Classes
Attendance
Transcripts
Settings
Terms
Wondering how to start the next term?
1
2
3
Add
Submit Changes
Delete
Cancel
Copy Term Classes
Conclude
Select Term to Edit or Delete

Edit/Delete Terms

Term Title: Term 1 2025-2026
Report Title: Term 1 25-26
Start Date: 08/31/2025
End Date: 12/17/2025
Active: ☐
Parent Term: None

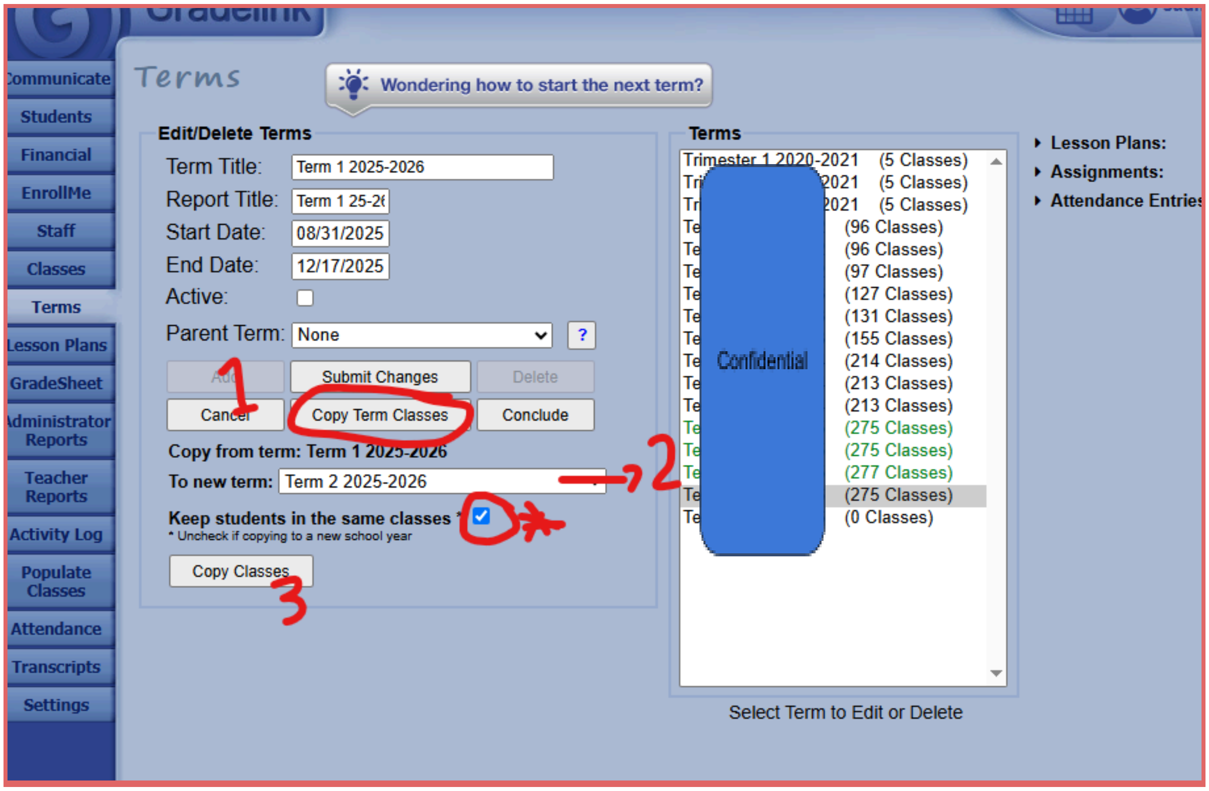
Terms

Trimester 1 2020-2021 (5 Classes)
[redacted]

- Lesson Plans: 0
- Assignments: 0
- Attendance Entries: 0

Go to Terms→ Fill in the name, report title, start date, and end date, follow the format of previous years→ Click Add

*The “Active” box should be checked once the new term approaches


Gradelink
Communicate
Students
Financial
EnrollMe
Staff
Classes
Terms
Lesson Plans
GradeSheet
Administrator Reports
Teacher Reports
Activity Log
Populate Classes
Attendance
Transcripts
Settings
Add
Submit Changes
Delete
Cancel
Copy Term Classes
Conclude
Copy Classes
1
2
3
*
Lesson Plans:
Assignments:
Attendance Entries

Terms

Wondering how to start the next term?

Edit/Delete Terms

Term Title: Term 1 2025-2026
Report Title: Term 1 25-2(
Start Date: 08/31/2025
End Date: 12/17/2025
Active: ☐
Parent Term: None

Copy from term: Term 1 2025-2026
To new term: Term 2 2025-2026
Keep students in the same classes * ☑
* Uncheck if copying to a new school year

Terms

Trimester 1 2020-2021 (5 Classes)
Tri [redacted] 2021 (5 Classes)
Tr 2021 (5 Classes)
Te (96 Classes)
Te (96 Classes)
Te (97 Classes)
Te (127 Classes)
Te (131 Classes)
Te (155 Classes)
Te (214 Classes)
Te (213 Classes)
Te (213 Classes)
Te (275 Classes)
Te (275 Classes)
Te (277 Classes)
Te (275 Classes)
Te (0 Classes)

Select Term to Edit or Delete

Then, go to the most recent term [you are already in] → and copy it → choose the new term you just created

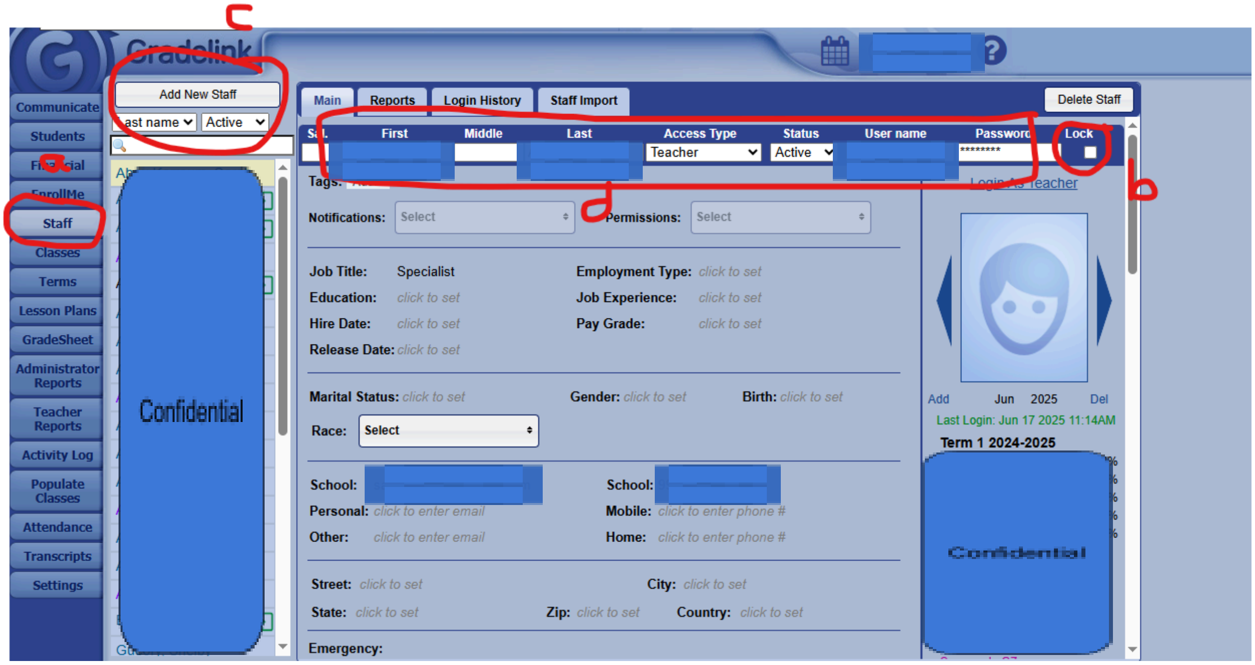
*Only Check this box for Term 2 and Term3, it will copy everything for all classes with students, will save so much time!

For the beginning of the year, uncheck it, so you start populating the classes from scratch

‘

Part Three-Update staff roster

a. Go to the Staff tab
b. Lock leaving teachers
c. Create accounts for new teachers
d. Those are the important fields to be filled for each new teacher.


c
Gradelink
[redacted]
?
Communicate
Students
Financial
a
EnrollMe
Staff
Classes
Terms
Lesson Plans
GradeSheet
Administrator Reports
Teacher Reports
Activity Log
Populate Classes
Attendance
Transcripts
Settings
Add New Staff
ast name
Active
Confidential
Main
Reports
Login History
Staff Import
Delete Staff
Sal.
First
Middle
Last
Access Type
Status
User name
Password
Lock
b
d
Login As Teacher
Add
Jun
2025
Del
Confidential

First: [redacted] Last: [redacted] Access Type: Teacher Status: Active User name: [redacted] Password: ******** Lock: ☐

Tags:

Notifications: Select Permissions: Select

Job Title: Specialist
Employment Type: click to set
Education: click to set
Job Experience: click to set
Hire Date: click to set
Pay Grade: click to set
Release Date: click to set

Marital Status: click to set
Gender: click to set
Birth: click to set
Race: Select

School: [redacted]
School: [redacted]
Personal: click to enter email
Mobile: click to enter phone #
Other: click to enter email
Home: click to enter phone #

Street: click to set
City: click to set
State: click to set
Zip: click to set
Country: click to set

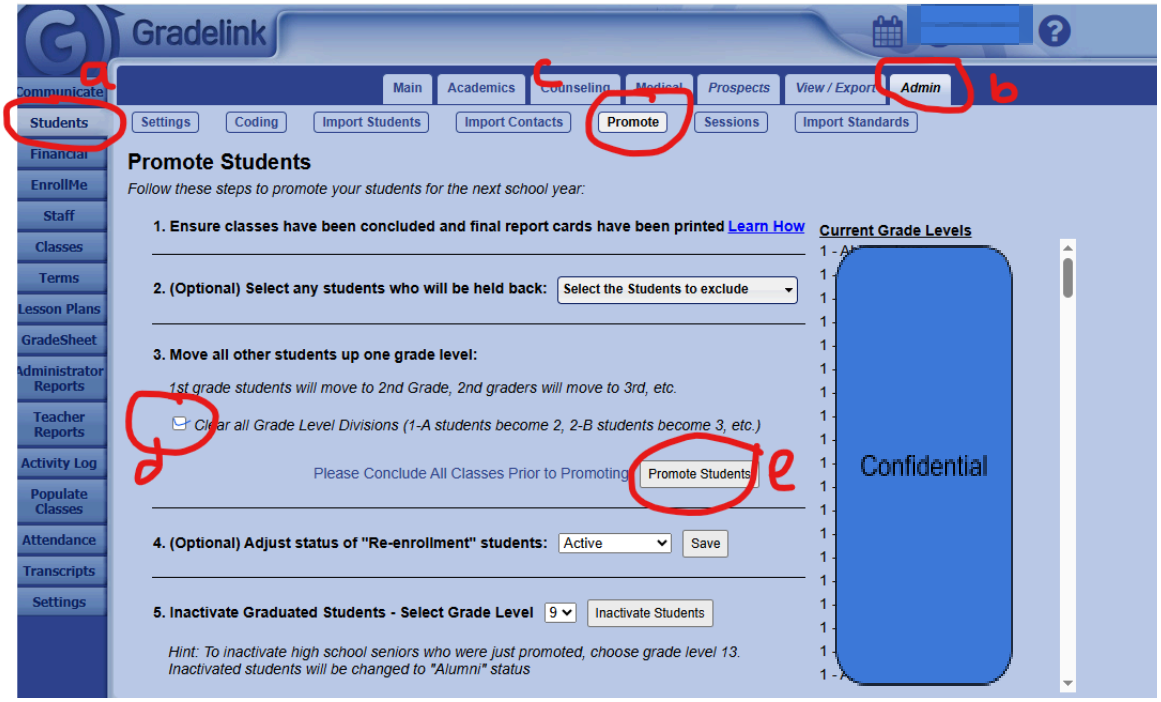
Emergency:

Last Login: Jun 17 2025 11:14AM

Term 1 2024-2025

Part Four-Update students rosters

I. Promote students, follow the steps in the screenshot
**d must be checked to prepare students for the new sections.


Gradelink
[redacted]
Communicate
Students
Financial
EnrollMe
Staff
Classes
Terms
Lesson Plans
GradeSheet
Administrator Reports
Teacher Reports
Activity Log
Populate Classes
Attendance
Transcripts
Settings
Main
Academics
Counseling
Medical
Prospects
View / Export
Admin
Settings
Coding
Import Students
Import Contacts
Promote
Sessions
Import Standards
a
b
c
d
e

Promote Students

Follow these steps to promote your students for the next school year:

1. Ensure classes have been concluded and final report cards have been printed Learn How

2. (Optional) Select any students who will be held back: Select the Students to exclude

3. Move all other students up one grade level:

1st grade students will move to 2nd Grade, 2nd graders will move to 3rd, etc.

☐ *Clear all Grade Level Divisions (1-A students become 2, 2-B students become 3, etc.)*

Please Conclude All Classes Prior to Promoting Promote Students

4. (Optional) Adjust status of "Re-enrollment" students: Active Save

5. Inactivate Graduated Students - Select Grade Level 9 Inactivate Students

Hint: To inactivate high school seniors who were just promoted, choose grade level 13. Inactivated students will be changed to "Alumni" status

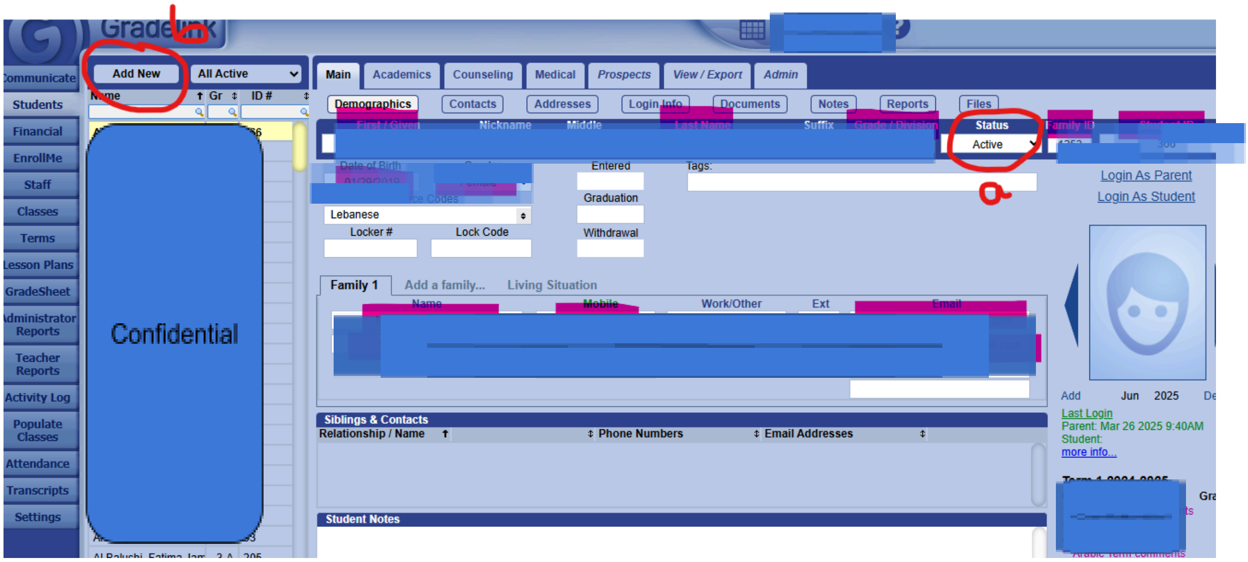
Current Grade Levels

[redacted]

II. Update students' accounts

a. Mark leaving students inactive.

b. Add new students [if the roster has many issues, create one by one].
"Must fill fields" are: First/Given - Last Name - Grade/Division - Family ID - Student ID - Date of Birth - Gender
Family 1: Name, Mobile, Email


Gradelink
b
a
Communicate
Students
Financial
EnrollMe
Staff
Classes
Terms
Lesson Plans
GradeSheet
Administrator Reports
Teacher Reports
Activity Log
Populate Classes
Attendance
Transcripts
Settings
Add New
All Active
Name
Gr
ID #
Main
Academics
Counseling
Medical
Prospects
View / Export
Admin
Demographics
Contacts
Addresses
Login Info
Documents
Notes
Reports
Files
First / Given
Nickname
Middle
Last Name
Suffix
Grade / Division
Family ID
Student ID
Date of Birth
Entered
Tags:
Graduation
Withdrawal
Locker #
Lock Code
Family 1
Add a family...
Living Situation
Name
Mobile
Work/Other
Ext
Email
Login As Parent
Login As Student
Siblings & Contacts
Relationship / Name
Phone Numbers
Email Addresses
Student Notes

[redacted]

Status: Active

Lebanese

Last Login
Parent: Mar 26 2025 9:40AM
Student:
more info...

End of this document