Product Name: GradeLink
Document Type: How-to guide
Version: 1.0
Last Updated: 12/24/2025
Audience: Operations users
Language: English

1. Document Scope & Definitions

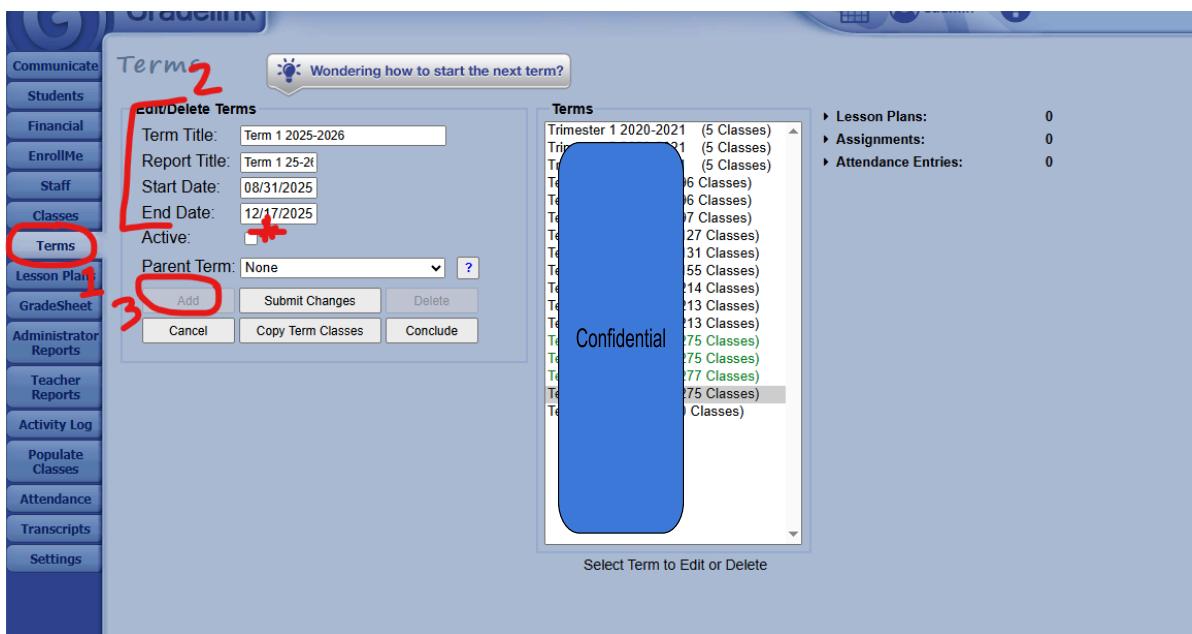|	
GradeLink	Students' Information System implemented
End User	Operations users, school admins
Application	GradeLink App
System	GradeLink Administrators' interface and tasks
Administrator/ Admin	School staff responsible for managing the system
Document	This How-to guide

2. Table of Contents

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

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

Terms

Edit/Delete Terms	**Terms**
Term Title: `Term 1 2025-2026`	Trimester 1 2020-2021 (5 Classes)
Report Title: `Term 1 25-2(`	Tr... 2021 (5 Classes)
Start Date: `08/31/2025`	Tr... 2021 (5 Classes)
End Date: `12/17/2025`	Te... (96 Classes)
Active: ☐	Te... (96 Classes)
Parent Term: `None ▾` `?`	Te... (97 Classes)

Wondering how to start the next term?

▸ Lesson Plans:
▸ Assignments:
▸ Attendance Entries

[Buttons: Add, Submit Changes, Delete]
[Buttons: Cancel, Copy Term Classes, Conclude]

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

[Button: Copy Classes]

Terms list (right side):
- Te... (127 Classes)
- Te... (131 Classes)
- Te... (155 Classes)
- Te... Confidential (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

Navigation sidebar: Communicate, Students, Financial, EnrollMe, Staff, Classes, Terms, Lesson Plans, GradeSheet, Administrator Reports, Teacher Reports, Activity Log, Populate Classes, Attendance, Transcripts, Settings

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.

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

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

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