

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

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## How to - Prepare for the new year

## Part one-Login with the admin account

- I. Go to [www.gradelink.com](http://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

Communicate

Students

Financial

EnrollMe

Staff

Classes

**Terms**

Lesson Plan

GradeSheet

Administrator Reports

Teacher Reports

Activity Log

Populate Classes

Attendance

Transcripts

Settings

## Term

Wondering how to start the next term?

### Edit/Delete Terms

Term Title:

Report Title:

Start Date:

End Date:

Active: ☐

Parent Term:  ?

**Add** **Submit Changes** **Delete**

**Cancel** **Copy Term Classes** **Conclude**

### Terms

Trimester 1 2020-2021 (5 Classes)  
 Trimester 2 2020-2021 (5 Classes)  
 Trimester 3 2020-2021 (5 Classes)  
 Trimester 1 2021-2022 (6 Classes)  
 Trimester 2 2021-2022 (6 Classes)  
 Trimester 3 2021-2022 (7 Classes)  
 Trimester 1 2022-2023 (27 Classes)  
 Trimester 2 2022-2023 (31 Classes)  
 Trimester 3 2022-2023 (55 Classes)  
 Trimester 1 2023-2024 (14 Classes)  
 Trimester 2 2023-2024 (13 Classes)  
 Trimester 3 2023-2024 (13 Classes)  
 Trimester 1 2024-2025 (75 Classes)  
 Trimester 2 2024-2025 (75 Classes)  
 Trimester 3 2024-2025 (77 Classes)  
 Trimester 1 2025-2026 (75 Classes)  
 Trimester 2 2025-2026 (Classes)

▶ Lesson Plans: 0  
 ▶ Assignments: 0  
 ▶ Attendance Entries: 0

Confidential

Select Term to Edit or Delete

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**

Wondering how to start the next term?

**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

Buttons: Cancel, Submit Changes, Delete, 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

Copy Classes

**Terms**

- Trimester 1 2020-2021 (5 Classes)
- Trimester 2 2020-2021 (5 Classes)
- Trimester 3 2020-2021 (5 Classes)
- Term 1 2021 (96 Classes)
- Term 2 2021 (96 Classes)
- Term 3 2021 (97 Classes)
- Term 4 2021 (127 Classes)
- Term 5 2021 (131 Classes)
- Term 6 2021 (155 Classes)
- Term 7 2021 (214 Classes)
- Term 8 2021 (213 Classes)
- Term 9 2021 (213 Classes)
- Term 10 2021 (275 Classes)
- Term 11 2021 (275 Classes)
- Term 12 2021 (277 Classes)
- Term 13 2021 (275 Classes)
- Term 14 2021 (0 Classes)

Confidential

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

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

The screenshot shows the Gradelink staff management interface. Red annotations highlight key areas: a red circle 'c' around the 'Add New Staff' button in the top left; a red circle 'a' around the 'Staff' tab in the left sidebar; a red circle 'b' around the 'Lock' button in the top right of the staff list; and a red circle 'd' around the 'First', 'Middle', and 'Last' name input fields in the staff list. The main form contains various fields for staff information, including job title, education, hire date, and contact details. A large blue 'Confidential' watermark is visible on the left side of the form.

**Staff List:**

S.I.	First	Middle	Last	Access Type	Status	User name	Password	Lock
				Teacher	Active		*****	

**Staff Form:**

Notifications:  Permissions:

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:

School:  School:   
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: [click to set](#)

**Right Panel:**

Add Jun 2025 Del  
Last Login: Jun 17 2025 11:14AM  
Term 1 2024-2025  
Confidential

## 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.

- 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

End of this document