

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

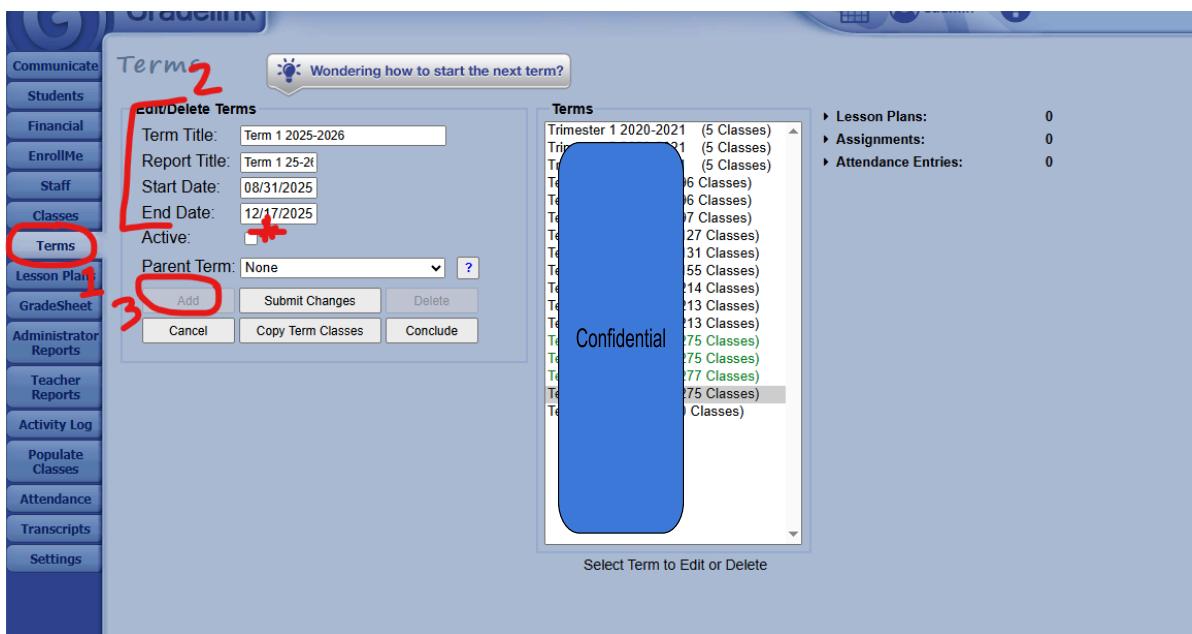
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How to - Prepare for the new year

Part one-Login with the admin account

- I. Go to www.gradelink.com
 - II. Click Login on the top right corner
 - III. Fill in the Schoold, 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

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)
- Trimester 2 2020-2021 (5 Classes)
- Trimester 3 2020-2021 (5 Classes)
- Term 1 2020-2021 (96 Classes)
- Term 2 2020-2021 (96 Classes)
- Term 3 2020-2021 (97 Classes)
- Term 1 2021-2022 (127 Classes)
- Term 2 2021-2022 (131 Classes)
- Term 3 2021-2022 (155 Classes)
- Term 1 2022-2023 (214 Classes)
- Term 2 2022-2023 (213 Classes)
- Term 3 2022-2023 (213 Classes)
- Term 1 2023-2024 (275 Classes)
- Term 2 2023-2024 (275 Classes)
- Term 3 2023-2024 (277 Classes)
- Term 1 2024-2025 (275 Classes)
- Term 2 2024-2025 (0 Classes)

Lesson Plans
GradeSheet
Administrator Reports
Teacher Reports
Activity Log
Populate Classes
Attendance
Transcripts
Settings

▶ Lesson Plans:
▶ Assignments:
▶ Attendance Entries

Submit Changes Delete
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 * ~~3~~

Copy 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.

The screenshot shows the GradeLink software interface. On the left, a vertical sidebar lists various menu items: Communicate, Students, Final, EnrollMe, Staff (which is highlighted), Classes, Terms, Lesson Plans, GradeSheet, Administrator Reports, Teacher Reports, Activity Log, Populate Classes, Attendance, Transcripts, and Settings. The main workspace is titled "Add New Staff". It contains several input fields:

- First Name: [highlighted with red circle]
- Middle Name: [highlighted with red circle]
- Last Name: [highlighted with red circle]
- Access Type: Teacher (dropdown menu)
- Status: Active (dropdown menu)
- User name: [highlighted with red circle]
- Password: [highlighted with red circle]
- Notifications: Select
- Permissions: Select
- Job Title: Specialist
- Education: click to set
- Hire Date: click to set
- Release Date: click to set
- Employment Type: click to set
- Job Experience: click to set
- Pay Grade: click to set
- Marital Status: click to set
- Race: Select
- Gender: click to set
- Birth: click to set
- School: [highlighted with red circle]
- Personal: click to enter email
- Other: click to enter email
- School: [highlighted with red circle]
- Mobile: click to enter phone #
- Home: click to enter phone #
- Street: click to set
- State: click to set
- Zip: click to set
- City: click to set
- Country: click to set
- Emergency:

A large blue rectangular box covers the right side of the screen, obscuring some information. At the bottom right, there is a small profile picture of a person's face, the date "Jun 2025", and the text "Last Login: Jun 17 2025 11:14AM" and "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.

- ## II. Update students' accounts

- a. Mark leaving students inactive.

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 - Gen

The screenshot shows the Gradebook software interface. The top navigation bar includes tabs for Main, Academics, Counseling, Medical, Prospects, View / Export, Admin, Demographics, Contacts, Addresses, Login Info, Documents, Notes, Reports, Files, Status (highlighted with a red circle), Family ID, and Student ID. A large blue box covers the left side of the screen, containing the word "Confidential". The main content area displays "Family 1" information. It includes fields for First / Given Name, Nickname, Middle Name, Last Name, Suffix, Grade / Division, Date of Birth, Gender, Entered, Tags, Race Codes, Graduation, Lebanon, Locker #, Lock Code, Withdrawal, and Living Situation (Name, Mobile, Work/Other, Ext, Email). Below this is a "siblings & contacts" section with Relationship / Name, Phone Numbers, and Email Addresses. A status bar at the bottom shows the date as Jun 2025, the last login as Mar 26 2025 9:40AM, and the student's name as more info... A blue box also covers the bottom right corner.

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