

# 'Quick Start' Guide

## Getting Started

Accessing Gradelink™ allows you to stay updated with your child's academic progress. Your school should have provided you with a Login Information sheet that details the steps that are required to access the system.

## Logging In

For any login related issues click on the **'Help With Login'** link that is located next to the 'Log In Button' on the Gradelink homepage.

1. Go to [www.gradelink.com](http://www.gradelink.com)
2. Click the 'Log In' button
3. Enter your School ID, Username and Password
4. Click 'Submit'.

Once you have logged onto [www.Gradelink.com](http://www.Gradelink.com), you will see a row of tabs that are located down the left side of the page. You can click on these tabs to access the various functions within the website.

## Grades:

The 'Grades' tab will give you an overview of your child's current grades and GPA.

## Assignments:

The 'Assignments Tab' displays assignment information for each class. The teacher name and 'Class Drop Down' box will appear at the top of the page.

1. Click on the 'Class Drop Down' box and select a class to view assignments.
2. For more information on a specific assignment click on the underlined title of the assignment.

## Attendance:

The 'Attendance' tab shows the attendance and conduct for each class. To view daily attendance, click on the 'Class Drop Down' box and select the attendance class.

## Transcript:

The 'Transcript' tab will allow you to view final grades from previous terms. You will only be able to view final grades starting from the time your school implemented the Gradelink system to the present time.

## Alerts:

Email alerts will notify you of updates to your child's grades, conduct and attendance. To set an alert

1. Click on the specific checkbox that corresponds to the subject
2. Select the threshold for the alert from the 'drop down box' to the right.
3. Once your alerts are set up click on the 'Submit Changes' button to apply the settings.
4. 'Edit Emails' button allows alerts to be sent to various email addresses of your choosing

Note: Alerts can be customized per class by selecting the specific class from the 'Class Drop Down Box'. However, you may want to have the same settings for every class. So, be sure to click on **'Apply These Settings to All Classes'** and then click on **'Submit Changes'**.

Emails are sent out as soon as grades or attendance has been updated by the school. Occasionally an incorrect alert may be sent, but please be patient with your school especially whilst the staff is learning the Gradelink system. If an incorrect alert was sent to you, it will usually be corrected within a few minutes.

## Change Password:

To change your password:

1. Click on 'Change Pswd' tab
2. Enter your current password first
3. Then enter your new password twice to verify.

## Logout:

Click on the 'Logout' tab to log out of the Gradelink system.

## Printing:

To print pages, be sure to use the printing icon in Gradelink. Do not use the print option on your browser or your pages will not print out correctly (Advanced computer users may wish to use their browser's 'print preview' for more control).