Back-to-School Checklist

FOR GRADIENT SYSTEM ADMINISTRATORS

Accessing Admin Mode

▶ Login to Gradient and access Admin Mode to manage the school subscription by clicking on your initials.

    ▶ **NEW** Gradient Admin - Find invite email from hello@gradecam.com to log in for the first time

    ▶ **RETURNING** - Login at app.gradecam.com

Edit Terms

Quick Tip:

Editing expired terms will remove the "clutter" from the Classes and Students tabs. If you sync rosters, terms should be edited at their source (Clever, ClassLink, or within your SIS).

Creating terms in Gradient is only required for manual rostering.

FOR MANUAL ROSTERING ONLY!

▶ Be sure that old terms have end dates that do not overlap with current terms, so that the "Current" filter works as expected.

- Choose **More** tab > Select **Terms**
- **Check the box** before the term and select **Edit**
- Edit the **End Date**, then **Save**

▶ For more support, read Edit Terms
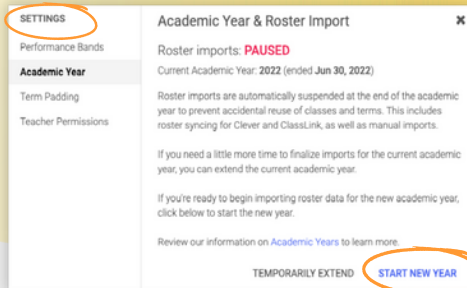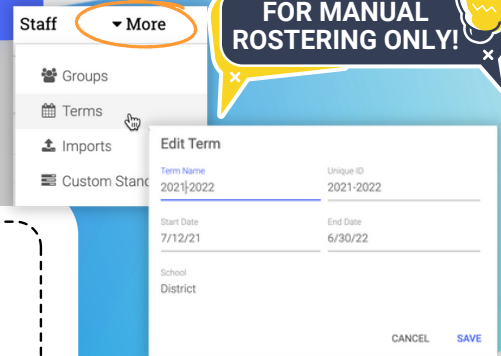
Start a New Academic Year

▶ Within the Account Menu in **Admin Mode**, choose **Settings**, then select **Academic Year**.

- Select **Start a New Year** > enter an end date for the new year
- To learn more, review the Academic Year article
- *If you import rosters manually without a sync*, follow these steps

Staff Management

Quick Tip:

If teachers and rosters are managed using Clever/ClassLink, staff that is no longer included in the sync will automatically be **deactivated**.

▶ After rostering and starting the new Academic Year, send login invites to NEW staff and refresh users with our comprehensive Training Hub.

▶ Some staff may also need expanded access and permissions via Access Groups or PLC Groups.
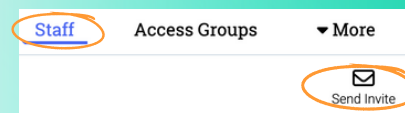
NEED MORE SUPPORT?

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