



Teacher Workbook

To accompany the video tutorial

Tutorials & Workbook available online: <https://help.gradelink.com> > Teacher Menu



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#1 Welcome

What are the system requirements for Gradelink?

(Do you need to install any software or are you restricted to just a PC or Internet Explorer?)

Answer: [Video #1 Minute 0:52/1:44](#)



#2 Login and grade sheet

Login information is provided by your school office.

Fill in your login Information below:

Website: gradelink.com

School ID:

Username:

Password:

Note: Your username is not case-sensitive but your password is. Password must be at least six characters long and contain three of the four types of characters: lower case, upper case, numbers and special characters such as ? < # \$

1. Do non-graded assignments affect the student's final grade? How does this relate to situations where a student starts the school in the middle of the grading period?

Answer: [Video #2 Starting at minute 2:09/4:10](#)

2. How can you view assignment grades as points, letters or percentage grades?

Answer: [Video #2 Starting at minute 3:25/4:10](#)

3. Who should you contact if you want to adjust the grade scale (example, ABCDF, OGSNI, 4,3,2,1) set for your subject?

Answer: Only the administrator(s) of Gradelink can alter the grade scales assigned to each class.

Related: [Video #2 Starting at minute 3:47/4:10](#)



Did you Know?

1. Different types of staff have different types of account.

There are teacher accounts, limited admin accounts, and admin accounts which all allow for different accessibilities.

2. Gradelink offers a multi-tiered support system that allows you to connect with our support team's expertise six different ways:

1. Call directly into our toll-free line at 1(800) 742-3083.
2. Initiate a Live Chat session with a member of the customer support team.
3. Send an email to the Gradelink Customer Support to receive an email or call back.
4. Submit an after-hours question via the Feedback form for a guaranteed response the following day.
5. Access our robust and exhaustive Online Help database, including more than 400 articles and demonstration videos that walk you through various tasks in Gradelink.



#3 Assignment types

1. How do you add an assignment type?

Answer: [Video #3 Minute 1:7/10:55](#)

2. What's the difference between assignment type weight and assignment weight?

Answer: [Video #3 Minute 0:45/10:55](#)

3. How do add extra credit?

Answer: There are two ways:

- a. You can make an extra credit Assignment Type then add extra credit assignments to that type:
 - i. First make the assignment type [Video #3 Minute 2:25/10:55](#)
 - ii. Then add an assignment in that category [Video #4 Minute 0:8/7:53](#)
- b. You can also add bonus points to a non-extra credit Assignment Type:
 - i. Add an assignment in to any Assignment Type [Video #4 Minute 0:8/7:53](#)
 - ii. Then add bonus points when grading the assignment: [Video #4 Minute 2:05/7:53](#)



4. Why does adding multiple extra credit assignments in the same assignment type reduce the weight of each individual assignment?

Answer: [Video #3 Minute 3:31/10:55](#)

5. Why are some assignments listed in **green** text?

Answer: [Video #3 Minute 4:13/10:55](#)

6. Suppose you wanted an assignment type named “Tests” to be worth 25% of the class grade and wanted to have two tests in that assignment type; one worth 10 points and one worth 50 points and you wanted to the one worth 50 points to be worth five times more than the one worth 10 points. What would you click to set this up?

Answer: [Video #3 Minute 5:22/10:55](#)

7. If you do check, “Weight assignments based on their points” why can’t you also drop the lowest grade within the same assignment type?

Answer: [Video #3 Minute 7:09/10:55](#)



8. If you want to delete an assignment type that is being used by assignments, what do you need to do and why?

Answer: [Video #3 Minute 8:50/10:55](#)

9. What would you click if you wanted to weight using straight points so that there is no weight given to assignment types at all?

Answer: [Video #3 Minute 9:40/10:55](#)

10. If you change your grade sheet weighting this year, does it affect graded assignments from the previous year?

Answer: [Video #3 Minute 10:33/10:55](#)

Bonus Question:

Why do you have to add assignment types before entering assignments?



Did you know?

1. You can set any assignment to be worth zero points? Assignments worth zero points don't affect a student's final grade even if they are associated to an assignment type worth greater than zero points. This is useful if you want to mark that homework was turned in but don't want it to affect the final grade.

Learn more: [Visit the help.gradelink.com / Teacher Training / Weighting the Gradesheet](https://help.gradelink.com/Teacher-Training/Weighting-the-Gradesheet)

2. You can set Assignment types to be worth zero weight? Assignments using this assignment type do not affect the student's final grade even if the assignments themselves are worth points.

Learn more: [Visit the help.gradelink.com / Teacher Training / Weighting the Gradesheet](https://help.gradelink.com/Teacher-Training/Weighting-the-Gradesheet)

3. You can lower a student's grade by creating an assignment type worth negative weight? This is useful if you want to lower grades due to absences.

Learn more: [Visit the help.gradelink.com / Teacher Training / Weighting the Gradesheet](https://help.gradelink.com/Teacher-Training/Weighting-the-Gradesheet)



#4 Assignments

1. How do you add an assignment?

Answer: [Video #4 Minute 0:8/7:53](#)

2. How do you copy an assignment from one grade sheet to another?

Answer: [Video #4 Minute 1:15/7:53](#)

3. Suppose all students aced an assignment. How can you quickly give all students the same grade for an assignment?

Answer: [Video #4 Minute 2:20/7:53](#)

4. How do you mark an as incomplete or excused?

Answer: [Video #4 Minute 3:59/7:53](#)

5. How do you add narrative comments besides a student's graded assignment?

Answer: [Video #4 Minute 4:17/7:53](#)



6. How can you save canned comments for assignments?

Answer: [Video #4 Minute 4:58/7:53](#)

7. How do you delete an assignment?

Answer: [Video #4 Minute 5:40/7:53](#)

8. What would you need to click in order to edit an assignment's due date?

Answer: [Video #4 Minute 5:53/7:53](#)

9. What would you need to click if you wanted to curve an assignment by 10%?

Answer: [Video #4 Minute 6:30/7:53](#)

10. What would you need to click if you wanted to curve the final score of all students by 5%?

Answer: [Video #4 Minute 7:30/7:53](#)



Did you Know?

1. When you add an assignment that's due in the future, students see it as an upcoming assignment when they login and on the calendar.

Learn More: [Video #15 Minute 1:19/4:51](#)

2. The Next Assignment button lets you add multiple assignments in rapid succession?

3. Assignment Grade Codes, such as Incomplete and Excused, can only be edited by an Administrator.

Learn More: <https://help.gradelink.com / Teacher Tab / Assignment Grade Codes>

4. You can run a report by Assignment Grade Code to see a list of students with incomplete or excused assignments in any subject

Learn More: [See Doc](#)

5. You can bump an assignment's due date forward or backward by dragging the assignment on the calendar.



6. Parents can get alerts for low or high assignment grades and the narrative comments you type can be seen both in the email alert and when the parent logs in.

Learn More: [Student/Parent Video #1 Minute 1:49/4:53](#)

7. How can a teacher change a student's final grade to INC (Incomplete) or something similar?

Learn More: <https://help.gradelink.com / Teacher Menu / Override final grade>

8. Teachers can indicate a modified curriculum on a student's report card

Learn More: <https://help.gradelink.com / Teacher Menu / Indicate Modified Curriculum>



#5 Activity log effort and comments

1. What is the Activity Log?

Answer: [Video #5 Minute 0:00/1:08](#)

2. Which role can change the titles and settings for the Effort tab?

Answer: [Video #5 Minute 0:19/1:08](#)

3. Where do numbered comments appear and who can edit them?

Answer: [Video #5 Minute 0:37/1:08](#)

Learn More: <https://help.gradelink.com / Teacher Menu / Numbered Comments>



#6 Attendance

1. If you use Daily Attendance (attendance taken once per day) what class name will appear at the top of your screen when you click the Attendance Tab?

Answer: [Video #5 Minute 0:21/1:53](#)

2. What does a blue icon that appears to the left of a student name on the grade sheet mean?

Answer: [Video #5 Minute 1:29/1:53](#)

Did you Know?

1. Attendance comments can be seen in both student/parent email alerts and on the student/parent login if the administrator has allowed the option.

Read More: <https://help.gradelink.com / Administrator Menu / Attendance>



#7 Populate students

1. Which user provides teachers with access to the Students tab?

Answer: [Video #7 Minute 0:05/2:15](#)

2. Does removing a student from the grade sheet also drop their grades (if any) for that subject?

Answer: [Video #7 Minute 0:46/2:15](#)

3. How can you select all of the students in the 5th grade in order to place them all in the same subject?

Answer: [Video #7 Minute 1:00/2:15](#)

4. What would you click if you wanted to add the same group of students to all the classes you teach?

Answer: [Video #7 Minute 1:30/2:15](#)



#8 Print Preferences

Did you know?

1. You have two options for printing. You can print from your browser or from a PDF. Printing from a PDF is much simpler because you do not need to set your browser's printer preferences.

Learn More: [Video #9 2:57/4:41](#)

2. Report Cards can be printed online

Learn More: <https://help.gradelink.com/?p=4784>



#9 Reports 1 & 2

1. How do you run a report on Incomplete assignments for each student?

Answer: [Video #10 Minute 0:10/7:00](#)

2. Teachers cannot print progress reports unless who provides access?

Answer: [Video #10 Minute 0:25/7:00](#)

3. Do Progress Reports show the grades for a student in all subjects, by all teachers or just one for one subject?

Answer: [Video #10 Minute 0:48/7:00](#)

Read More about the Options: <https://help.gradelink.com/?p=3074>

4. What does the Deficiency report allow teachers to do?

Answer: [Video #10 Minute 2:29/7:00](#)

Read More about the Options: <https://help.gradelink.com/?p=6659>

5. What report allows you to view a student's complete attendance for a grading period?

Answer: [Video #10 Minute 3:11/7:00](#)



6. What report allows you to view a student's attendance across multiple grading periods?

Answer: [Video #10 Minute 3:46/7:00](#)

7. What report can you run to view each day's attendance for all students in a class for one grading period?

Answer: [Video #10 Minute 3:46/7:00](#)

8. What report can you run to view each day's attendance for all students in a class for one grading period?

Answer: [Video #10 Minute 3:46/7:00](#)

9. What report can you run to view students attendance for one student for multiple grading periods?

Answer: [Video #10 Minute 4:38/7:00](#)

10. What does the Annual CUM report show?

Answer: [Video #10 Minute 4:38/7:00](#)



11. How do you print out the grade sheet?

Answer: [Video #10 Minute 5:30/7:00](#)

12. How do you print out a blank class roster with boxes next to each student's name?

Answer: [Video #10 Minute 6:20/7:00](#)

9.1 Did you know?

1. Subjects won't appear on the progress report if no grades have been entered.

Learn More: <https://help.gradelink.com/?p=3074>



#11 Term comments, sub grades Custom classes

1. How do you enter report card or progress report narrative comments?

Answer: [Video #11 minute 0:06/2:51](#)

2. How do you spell check comments?

Answer: [Video #11 Minute 0:40/2:51](#) Right click any words that are underlined in red

3. What action triggers the auto save?

Answer: [Video #11 Minute 0:53/2:51](#)

4. What are Subgrades and do you personally use them on your report cards?

Answer: [Video #11 Minute 1:40/2:51](#)

5. Which role is responsible for associating sub grades to each subject?

Answer: [Video #11 Minute: 1:51/2:51](#)



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6. If your school's report card has a separate section that's assessed once per marking period for things such as Work Habits, Behavior or Study Skills, where do you enter the assessments?

Answer: [Video #11 Minute: 2:20/2:51](#)



#12 Concluding

1. What does concluding button do?

Answer: [Video #12 Minute: 0:26/2:39](#)

2. How do you edit a student's grade after it's been concluded it?

Answer: [Video #12 Minute 0:45/2:39](#)

Bonus:

1. Do you need to conclude classes for progress reports and again for report cards?

Answer: [Video #12 Minute: 0:26/2:39](#)

2. How do you view a grade sheet that has been concluded?

Answer: [Video #12 Minute: 1:05/2:39](#)

#13 Sports eligibility

1. Which report can a coach/leader of an extracurricular activity run to view student eligibility for continuing with the extracurricular activity?



Answer: [Video #12 Minute: 0:05/1:21](#)

2. Which role is responsible for setting student eligibility requirements?

Answer: [Video #12 Minute: 0:33/1:21](#)

3. How can a coach/leader of an extracurricular activity setup email alerts from him/herself regarding ineligible students?

Answer: [Video #12 Minute: 0:59/1:21](#)



#14 Passwords

1. What do you click to change your password?

Answer: [Video #14 Minute: 0:07/2:25](#)

2. What is the key to keeping your grade book secure?

Answer: [Video #14 Minute: 0:15/2:25](#)

3. Which industry standard practices does Gradelink employ to keep your data secure?

Answer: [Video #14 Minute: 0:34/2:25](#)

4. What can you do if you think someone knows your password?

Answer: [Video #14 Minute: 1:30/2:25](#)

5. Who should you contact should you forget your password?

Answer: [Video #14 Minute: 1:59/2:25](#)
