

Southern California Yeshiva High School Gradelink Manual



**A Step-by-Step Guide to Using SCY High School's
Online Grading and Attendance System**

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About Gradelink

Gradelink is an online grading and attendance system used by parents to monitor student progress. Parents can login at any time and view their student's grades, assignments, and attendance.

What will this step-by-step guide teach me?

This step-by-step guide will highlight the following useful tasks:

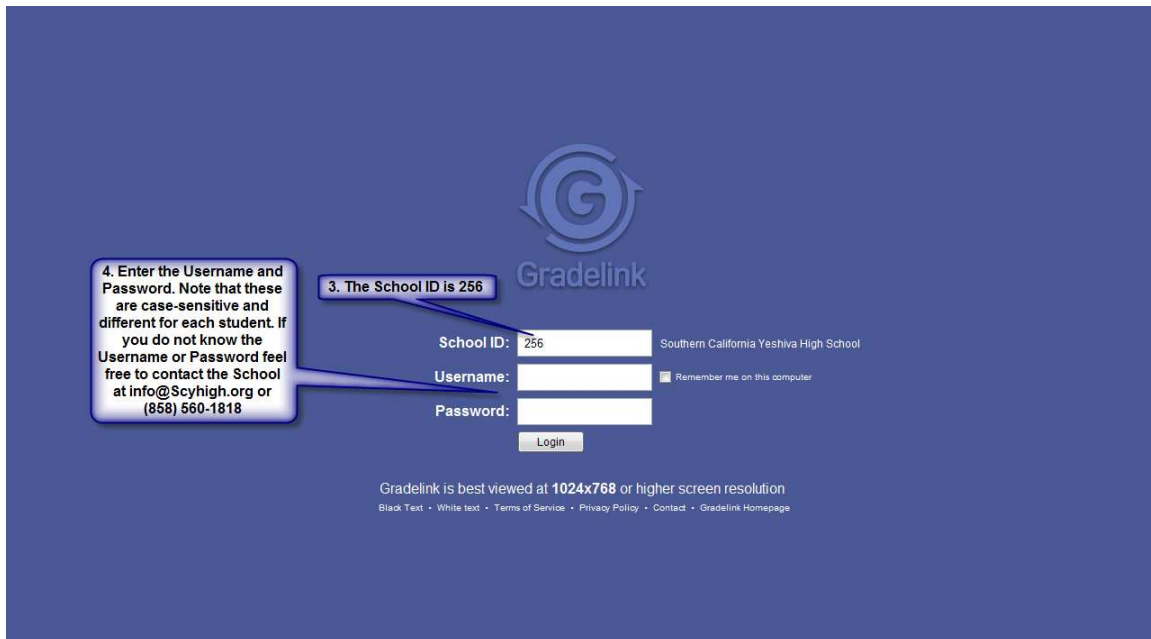
1. [How do I login to Gradelink?](#)
2. [How do I change or reset my password?](#)
3. [How do I navigate the homepage?](#)
4. [How do I navigate the Gradelink toolbar?](#)
5. [How do I view assignments and attendance?](#)
6. [How do I view my child's UNOFFICIAL transcript?](#)
7. [How do I get to the alerts page?](#)
8. [How do I choose alerts for specific classes?](#)
9. [How do I choose what email addresses receive these alerts?](#)
10. [How do I set these alerts for all classes?](#)

*If you have any other questions please contact the office at (858) 560-1818
or info@scyhigh.org*

1. How do I login to Gradelink?
 1. Go to the webpage www.Gradelink.com.
 2. Then press the LOG IN button on the top left of the page.



3. Once on the login page the SCY High School ID is 256.
4. Next type in your Username and Password to login.



2. How do I change or reset my password?

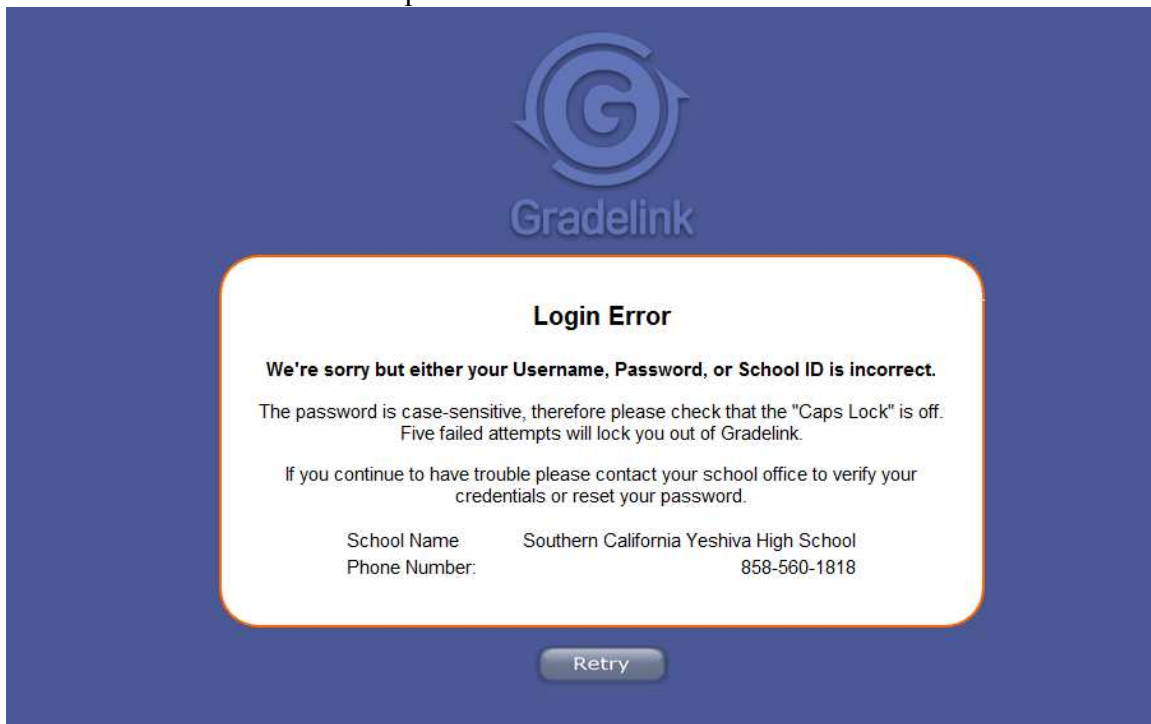
Clicking on the Change Pswd tab presents the following screen. Enter the current password and then the new password *and click submit* to make the change. Passwords must contain at least one uppercase character and one number. See the bottom of the following screenshot for more details regarding password complexity.

NOTE: You must click on Submit to save all changes



The screenshot shows the Gradelink 'Change Password' interface. On the left is a vertical navigation menu with buttons for Grades, Assignments, Attendance, Transcript, Alerts, Change Pswd (highlighted), and Logout. Below the menu are links for English and Español. The main content area is titled 'Change Password' and contains three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Submit' button is located below the fields. At the bottom of the form, a note states: 'All passwords must contain at least three of the following types of characters: uppercase letters, lowercase letters, numbers, or symbols such as @\$%*...'.

If you are unsuccessful logging in, the system will notify you that you need to contact the school's office as shown below. Additionally, if you forget your Username or Password please contact the office.



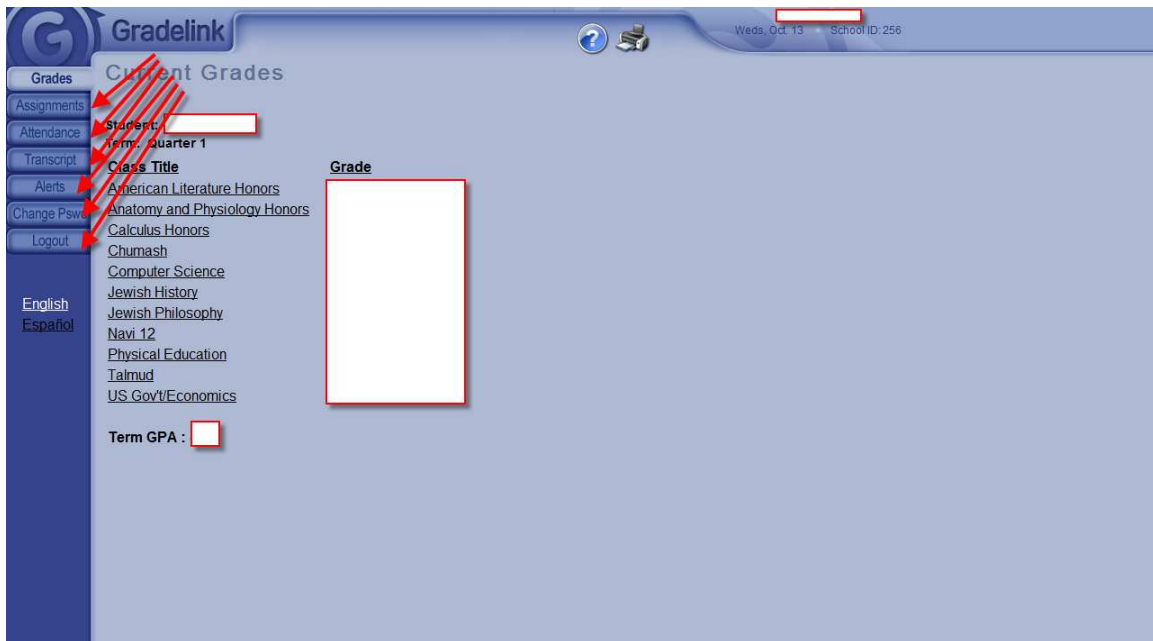
The screenshot shows a 'Login Error' message box on the Gradelink interface. The message reads: 'We're sorry but either your Username, Password, or School ID is incorrect. The password is case-sensitive, therefore please check that the "Caps Lock" is off. Five failed attempts will lock you out of Gradelink. If you continue to have trouble please contact your school office to verify your credentials or reset your password.' Below the message, contact information is provided: School Name: Southern California Yeshiva High School, Phone Number: 858-560-1818. A 'Retry' button is located at the bottom of the message box.

3. How do I navigate the homepage?

After logging in to www.Gradelink.com the homepage will appear as shown below. The homepage will show all student grades for the current grading period as well as the student's current GPA (note: this is not the cumulative GPA. To view a cumulative GPA use the Transcript tab). On the left side of the page is a bar with the following tabs:

1. Grades
2. Assignments
3. Attendance
4. Transcript
5. Alerts
6. Change Pswd
7. Log Out

Clicking on one of these tabs will redirect you to your area of interest.



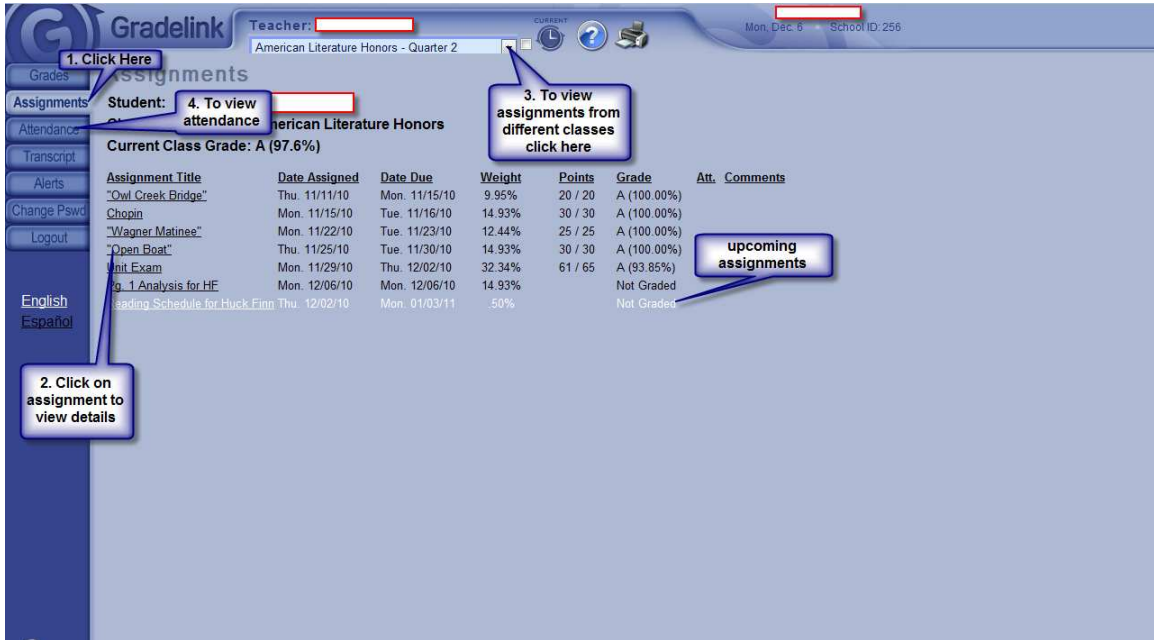
4. How do I navigate the Gradelink toolbar?

1. Click on the navigation arrow (the black arrow inside the gray box) on the right of the class name for a drop down list of current classes.
2. To view classes from prior grading periods click on the open box to the left of the clock that says CURRENT (so that a check mark appears).
3. Click the printer icon to print any pages.



5. How do I view assignments and attendance?

1. Click on the Assignments tab to view the assignments page, as shown below.
2. To view individual assignments and teacher's notes click on the name of the assignment.
3. To view assignments from different classes, use the Gradelink toolbar.



4. Viewing attendance is similar to viewing assignments. Click the Attendance tab.



6. How do I view my student's UNOFFICIAL transcript?
1. Click on the Transcript tab.
 2. Find the cumulative GPA at the bottom of the screen.

Note: The transcript does not include grades from grading periods in progress.

The screenshot shows the Gradelink interface. On the left is a navigation sidebar with tabs: Grades, Assignments, Attendance, Transcript, Alerts, Change Pswd, Logout, English, and Español. The main content area displays the transcript for 'Term: Semester 2 2009-2010' from '02/01/10 - 06/18/10'. The transcript table is as follows:

Class Title	Grade	Units
Chumash	A-	2.0000
Hebrew IV	A	2.5000
Jewish History	A	0.5000
Jewish Philosophy	A	1.0000
Literature and Composition Honors	A	2.5000
Navi	A-	1.5000
Physical Education	CR	2.5000
Physics Honors	A-	2.5000
Pre-Calculus Honors	A	2.5000
Talmud	A-	4.0000
United States History and Geography Hono	A	2.5000

Below the table, the following summary statistics are shown:

- Term Units Earned: 24.0000
- Term GPA : 4.20
- Cumulative Units Earned: 148.5
- Cumulative GPA : 4.27

Two callout boxes are present: one pointing to the 'Transcript' tab in the sidebar with the text '1. Click here to view transcript', and another pointing to the 'Cumulative GPA : 4.27' with the text '2. Cumulative GPA'.

7. How do I get to the alerts page?
To get to the alerts page click the blue Alert tab on the left side. (See comment number 7 in the screen shot below.)
8. How do I set alerts for specific classes?
Selecting a class on the toolbar will set up the alerts for only that class. (See comment number 8 in the screen shot below.)
9. How do I choose which email addresses receive these alerts?
By clicking the Edit Emails button on the bottom left of the page and adding emails to the list. (See comment number 9 in the screen shot below.)
10. How do I set these alerts for all classes?
By checking in the box in the middle of the page; see below. (See comment number 10 in the screen shot below.)

NOTE: You must click Submit Changes to save all settings

The screenshot shows the Gradelink 'Email Alerts' interface. On the left sidebar, the 'Alerts' tab is highlighted. A callout box labeled '7. Click here to view alerts' points to this tab. At the top, a toolbar shows a dropdown menu for 'Chumash - Quarter 2', with a callout box labeled '8. Use the toolbar to select the classes for which you would like to set alerts'. The main area is divided into 'Positive Alerts' and 'Negative Alerts' sections, each with checkboxes and grade/behavior dropdowns. A callout box labeled '10. By clicking this box these settings will be applied to all classes' points to the 'Apply these settings to all classes' checkbox. At the bottom, a list of email addresses is shown, with one address 'Johndman@yahoo.com' and a callout box labeled '9. Click here add or edit email addresses that will receive these alerts' pointing to the 'Edit Emails' button. A 'Submit Changes' button is also visible, with a callout box labeled 'NOTE: You must click Submit Changes to save all settings' pointing to it.

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